

# **ANNUAL BUDGET OF BERGRIVIER MUNICIPALITY**



**2020/21 TO 2022/23  
MEDIUM TERM REVENUE AND EXPENDITURE  
FRAMEWORK**

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**BERGRIVIER MUNISIPALITEIT**

**NOTULE VAN DIE VIRTUELE RAADSVERGADERING GEHOU OP VRYDAG 29 MEI 2020  
OM 14:00 VANAF PIKETBERG**

**TEENWOORDIG:**

**LEDE VAN DIE VIERDE MUNISIPALE RAAD**

Rdh. A de Vries	[DA]	:	Speaker
Rdh. RM van Rooy	[DA]	:	Uitvoerende Burgemeester
Rdd. SM Crafford	[DA]		
Rdl. AJ du Plooy	[DA]		
Rdl. J Daniels	[DA]		
Rdl. A Small	[DA]		
Rdl. AA van Wyk	[DA]		
Rdd. SIJ Smit	[ANC]		
Rdl. SS Lesch (Me)	[ANC]		
Rdl. D de Bruin	[ANC]		
Rdl. IS Adams	[ANC]		

**AMPTENARE**

Adv. H Linde	:	Munisipale Bestuurder
Mnr. FM Lötter	:	Direkteur Finansiële Dienste
Mnr. JWA Kotzee	:	Direkteur Korporatiewe Dienste
Mnr. AC Koch	:	Direkteur Tegniese Dienste
Mnr. DA Josephus	:	Direkteur Gemeenskapsdienste
Mev. A van Sittert	:	Bestuurder: Strategiese Dienste
Mev. J Erasmus	:	Interne Ouditeur
Mnr. M Sheldon	:	Hoof: Kommunikasie
Mnr. NJ Scheepers	:	Hoof: Sekretariaat & Rekordsbestuur
Mev. JM Rosenberg	:	Senior Tikster
Mev. A van Rossum	:	Voldoeningsbeampte
Mev. A Barry	:	Behuisingsadministratiewe Beampte

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**RAADSVERGADERING: BESLUIT GENEEM OP VRYDAG 29 MEI 2020**

**APPROVAL OF THE 2020/2021 BUDGET AND MEDIUM TERM REVENUE AND EXPENDITURE  
FRAMEWORK**

15/1/1

The Executive Mayor gave a brief summary of the item under discussion where after he presented the budget to Council for approval.

**The undermentioned resolutions were taken unanimously by Council**

**RESOLUTIONS**

1. The Council of Bergrivier Municipality, acting in terms of section 24 of the Municipal Finance Management Act, (Act 56 of 2003) approves and adopts:
  - a. The annual budget of the municipality for the financial year 2020/21 and the multi-year and single-year capital appropriations as set out in the following tables:
    - (i.) Budgeted Financial Performance (revenue and expenditure by standard classification) – Table A2;
    - (ii.) Budgeted Financial Performance (revenue and expenditure by municipal vote) – Table A3;

**DIRECTOR  
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SERVICES**

(iii.) Budgeted Financial Performance (revenue by source and expenditure by type) – Table A4; and

(iv.) Multi-year and single-year capital appropriations by municipal vote and standard classification and associated funding by source – Table A5.

b) The financial position, cash flow budget, cash-backed reserve/accumulated surplus, asset management and basic service delivery targets are approved as set out in the following tables:

i) Budgeted Financial Position – Table A6;

ii) Budgeted Cash Flows – Table A7;

iii) Cash backed reserves and accumulated surplus reconciliation – Table A8;

iv) Asset management – Table A9; and

v) Basic service delivery measurement – Table A10.

2) The Council of Bergrivier Municipality, acting in terms of section 75A of the Local Government: Municipal Systems Act (Act 32 of 2000) approves and adopts with effect from 1 July 2020:

a) the tariffs for property rates,

b) the tariffs for electricity,

c) the tariffs for the supply of water

d) the tariffs for sanitation services

e) the tariffs for solid waste services;

3) The Council of Bergrivier Municipality, acting in terms of 75A of the Local Government: Municipal Systems Act (Act 32 of 2000) approves and adopts with effect from 1 July 2020 the tariffs for other services as contained in the tariff list included in the budget document;

4) That Council specifically take note of the fact that the proposed electricity charges and tariff structure is subject to NERSA final approval;

5) To give proper effect to the municipality's annual budget, the Council of Bergrivier Municipality approves:

a) That cash backing is implemented through the utilisation of a portion of the revenue generated from property rates to ensure that all capital reserves and provisions, unspent long-term loans and unspent conditional grants are cash backed as required in terms of section 8 of the Municipal Budget and Reporting Regulations;

b) That the municipality be permitted to enter into long-term loans for the funding of the capital programmes in respect of the 2020/21 financial year limited to an amount of R15.2 million in terms of Section 46 of the Municipal Finance Management Act;

c) That the Municipal Manager be authorized to sign all necessary agreements and documents to give effect to the above lending programme.

6) That the Council of Bergrivier Municipality, acting in terms of section 24 of the Municipal Finance Management Act, (Act 56 of 2003) approves and adopts the following existing and new policies:

a) Asset management policy

b) Cash Management and Investment policy

c) Credit control and Debt collection policy

d) Property Rates policy and By-law

e) Tariff policy

f) Virement policy

g) Supply Chain Management policy

**DIRECTOR  
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SERVICES**

- h) Borrowing Policy
  - i) Funding, Reserves and Long Term Financial Planning Policy
  - j) Budget Implementation and Monitoring Policy
  - k) Petty Cash Policy
  - l) Creditors councillors and staff payment policy
  - m) Cost Containment policy
  - n) Preferential Procurement Policy
- 7) That the necessary amendments to all relevant by-laws be done to give effect to the amendments in the policies as listed in recommendation 6 above.
- 8) That the service level standards attached as Annexure "D" be approved.
- 9) That the SIME assessment from the Provincial Treasury attached as Annexure "E" be noted.
- 10) That the municipal response to the SIME assessment attached as Annexure "F" be noted.
- 11) That the procurement plans attached as Annexure "G" be noted.

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**GESERTIFISEER AS 'N WARE UITTREKSEL VAN DIE NOTULE**



**ADV. H LINDE**

**MUNISIPALE BESTUURDER**

**29 MEI 2020**

**DIRECTOR  
FINANCIAL  
SERVICES**

# **Part 1 – Annual Budget**

## **1.1 Mayor's Report**

Honourable Speaker, Deputy Mayor, Members of the Mayoral committee, Aldermen, Alder Ladies, Councillors, Municipal Manager, Directors, guests, ladies and gentlemen, good afternoon.

It is my privilege to table the budget for 2020/2021 and MTREF as prescribed in Section 16 of the Municipal Finance Management Act.

This budget was drafted under very challenging circumstances with the South African economy heading into a recession after not really getting out of the blocks over the last 4 years. This is further exacerbated by the effect of the Corona Virus hitting the shores of the Republic, the declaration of the National State of Disaster, the subsequent Lockdown and the effect that the aforementioned has on the National, Provincial, District as well as the Bergvriervier local economy.

The world economy is in a downward spiral and the economic meltdown is comparable to that encountered during the Great Depression of 1929, small businesses are especially affected by the COVID -19 measures that are being implemented to ensure social distancing, personal hygiene and safety. The lockdown announced on 23 March by the honourable President Ramaphosa has had a profound effect on the National, Regional and Local Economy over the last 2 months as well as on the municipal budget insofar revenue generation and financial sustainability is concerned. Although service delivery will continue as part of the municipal mandate, utmost care will be taken to protect the community as well as municipal staff and their families from contracting the Corona Virus.

The focus of the municipality has been broadened over the last 9 weeks to include social needs, health and humanitarian assistance and municipal resources have been set aside to care for the homeless, indigent and poorest of the poor. Own resources have been supplemented by contributions from business, agriculture, private individuals and the West Coast District municipality to aide with humanitarian relief efforts and I would like to express my sincere appreciation to those that have contributed as well as all the NGO's, municipal staff and all the volunteers that have assisted in preparing and distributing much needed relief to those in need.

The prospect of financial recovery and economic growth as alluded to by president Ramaphosa during the State of the Nation address seems unachievable and very distant on the horizon when considering the current position that we find ourselves in.

Upon the tabling of the Draft Budget, the anticipated economic growth percentage was less than one per cent for 2020/2021, this has now changed to an estimated decline in domestic growth of 7.4 per cent. The world is heading for a global recession and equity markets have recorded losses not encountered for decades. It is expected that unemployment will rise by more than 6 per cent and may end up to total between 40% and 50%. It is anticipated



that the Economy will take at least 3 years to recover to the same levels as before the outbreak of the pandemic and we need to gear ourselves to do more with less in the coming years and ensure that we not only explore additional sources of revenue, but also protect our rates base from further financial shocks.

The budget and IDP revision presented here today is a culmination of intensive planning processes undertaken through the ward committee and other IDP processes as well as extensive in-house deliberations and negotiations to ensure that municipal resources are optimally used for the improvement of the livelihood of our communities.

The operating revenue budget (excluding capital transfers and contributions) amounts to R 364,567 million. The bulk of the income is derived from assessment rates and user charges for services. Operational expenditure from own funds amount to R 378,593,852 with the main two categories of operational expenditure being salary related expenditure and bulk purchases that account for 62.4 per cent of the total operational expenditure.

The capital budget amounts to R 43,336,196. The capital budget is once again focussed at infrastructure development and 74.66 per cent of the capital budget is therefore allocated for infrastructure and engineering services.

Infrastructure spending included in the capital budget will be allocated as follows: Water services infrastructure R 4,655,000; Electricity infrastructure R 7,018,696; Sanitation infrastructure R 6,933,611 and roads infrastructure R 13,747,389

Sport and recreational facilities receive R 3,385,000 and social and community facilities receive R 1,675,000 the remainder of the budget consists of machinery and equipment, furniture, transport assets as well as computer equipment needed in the delivering of services to our communities.

In accordance with a new capital funding mix, a new loan of R15.2 million will be taken up in the financial year, further own funding through the Capital Replacement Reserve in the amount of R12.3 million will be added to fund the capital budget in addition to the R 15,769,696 in grant receipts of the 2020/2021 financial year.

Employee related cost remain a major component of the municipal budget and the following adjustments to the employee related costs were necessary:

- The general salary increase of 6.25% in accordance with the collective agreement between the employer and organised labour.
- Notch increases are limited to 2.3% where applicable.

Employee related cost as a percentage of total expenditure equals 35.4% of total expenditure and the impact of COVID -19 forced us to decrease employee cost by R1.2 million from the current year budget allocation, the expenditure for this category remain within the norm and will be carefully managed over the MTREF to ensure that it remains so.

Given the global and more specifically the national economic reality the council's tariff increases in respect of water, refuse removal and sewer charges have been reduced to 4.6% from an original 6% as reflected in the draft budget. Tariff increases for electricity will be 6.22% as prescribed by NERSA determined in accordance with the multi-year Eskom approval of 6.9%. The tariff for assessment rates will remain at 6% as communicated in the tabled draft budget during March 2020.

It is the responsibility of the political leadership as well as management within local government environment to strengthen the link between the electorate and government's vision, policy, priorities and spending plans. The goal of the municipality therefore remain the enhancement and improvement of service delivery that will contribute to improving the quality of life for all people within Bergrivier Municipality.

In the difficult economic circumstances budgeting choices that the municipality have to make between competing priorities and fiscal realities becomes more intense and care needs to be taken when priorities are weighed up against one another to ensure that the expectations of the citizens are met. The challenge is to do more with the available resources and to ensure value for money with every transaction where public resources are spent. We need to remain focused on the delivery of the core municipal services through the application of efficient and effective service delivery mechanisms.

The application of prudent financial management principles in the compilation of the municipality's financial plan is not only essential, but critical to ensure that Bergrivier Municipality remains financially viable and that sustainable municipal services are provided economically and equitably to all communities.

It is our responsibility as a sphere of government to ensure that the quality of life of everyone that live and work in the Bergrivier Municipal area is continuously improved. We will continue to engage in both progressive and meaningful discussions with our communities to shape a clear path from which governance and development will draw guidance and direction.

The municipality will continue in its endeavour to assist the poorest of the poor with its indigent subsidy program where qualifying indigent households will receive an indigent support package consisting of 50 units of free electricity, 6000 litres of free water as well as a 100% subsidy on a standard household refuse and sewerage tariff per month. Households with a combined household income of less than R5000 per month will qualify for the subsidy. In addition thereto a subsidy of 60% will be provided on assessment rates for qualifying pensioners registered as indigents. It is anticipated that the number of indigent households will increase during the Covid -19 pandemic and additional funds are set aside to assist in this regard.

The Council will continue to pursue and encourage community participation in programmes, plans and strategies to ensure that our plans are in line with community needs.

In conclusion, I would like to thank the Budget Steering Committee under the leadership of the Deputy Mayor, the Municipal Manager, the Chief Financial Officer and the staff in the

Strategic Service and Budget Offices, Directors and other personnel who were involved in compiling this IDP and budget. The effort and hard work that have already gone into this have not gone unnoticed and I would like to express my appreciation to all involved.

I would also like express my appreciation to all stakeholders and members of the public that have contributed to the budget process through their valuable input and deliberation during this process.

Speaker, I would therefore like to submit the 2020/2021 Budget and MTREF to the Council for consideration and approval.

I thank you.

**ALDERMAN RAY VAN ROOY**  
**EXECUTIVE MAYOR**

## 1.2 Council Resolutions

- 1) The Council of Bergrivier Municipality, acting in terms of section 24 of the Municipal Finance Management Act, (Act 56 of 2003) approves and adopts:
  - a) The annual budget of the municipality for the financial year 2020/21 and the multi-year and single-year capital appropriations as set out in the following tables:
    - i) Budgeted Financial Performance (revenue and expenditure by standard classification) – Table A2;
    - ii) Budgeted Financial Performance (revenue and expenditure by municipal vote) – Table A3;
    - iii) Budgeted Financial Performance (revenue by source and expenditure by type) – Table A4; and
    - iv) Multi-year and single-year capital appropriations by municipal vote and standard classification and associated funding by source – Table A5.
  - b) The financial position, cash flow budget, cash-backed reserve/accumulated surplus, asset management and basic service delivery targets are approved as set out in the following tables:
    - i) Budgeted Financial Position – Table A6;
    - ii) Budgeted Cash Flows – Table A7;
    - iii) Cash backed reserves and accumulated surplus reconciliation – Table A8;
    - iv) Asset management – Table A9; and
    - v) Basic service delivery measurement – Table A10.
- 2) The Council of Bergrivier Municipality, acting in terms of section 75A of the Local Government: Municipal Systems Act (Act 32 of 2000) approves and adopts with effect from 1 July 2020:
  - a) the tariffs for property rates,
  - b) the tariffs for electricity,
  - c) the tariffs for the supply of water
  - d) the tariffs for sanitation services
  - e) the tariffs for solid waste services
- 3) The Council of Bergrivier Municipality, acting in terms of 75A of the Local Government: Municipal Systems Act (Act 32 of 2000) approves and adopts with effect from 1 July 2020 the tariffs for other services as contained in the tariff list included in the budget document.
- 4) That Council specifically take note of the fact that the proposed electricity charges and tariff structure is subject to NERSA final approval.
- 5) To give proper effect to the municipality's annual budget, the Council of Bergrivier Municipality approves:
  - a) That cash backing is implemented through the utilisation of a portion of the revenue generated from property rates to ensure that all capital reserves and provisions, unspent long-term loans and unspent conditional grants are cash backed as required in terms of section 8 of the Municipal Budget and Reporting Regulations.

- b) That the municipality be permitted to enter into long-term loans for the funding of the capital programmes in respect of the 2020/21 financial year limited to an amount of R15.2 million in terms of Section 46 of the Municipal Finance Management Act.
  - c) That the Municipal Manager be authorised to sign all necessary agreements and documents to give effect to the above lending programme.
- 6) That the Council of Bergvliet Municipality, acting in terms of section 24 of the Municipal Finance Management Act, (Act 56 of 2003) approves and adopts the following existing and new policies:
- a) Asset management policy
  - b) Cash Management and Investment policy
  - c) Credit control and Debt collection policy
  - d) Property Rates policy and By-law
  - e) Tariff policy
  - f) Virement policy
  - g) Supply Chain Management policy
  - h) Borrowing Policy
  - i) Funding, Reserves and Long Term Financial Planning Policy
  - j) Budget Implementation and Monitoring Policy
  - k) Petty Cash Policy
  - l) Creditors councillors and staff payment policy
  - m) Cost Containment policy
  - n) Preferential Procurement Policy
- 7) That the necessary amendments to all relevant by-laws be done to give effect to the amendments in the policies as listed in recommendation 6 above.
- 8) That the service level standards attached as Annexure “D” be approved.
- 9) That the SIME assessment from the Provincial Treasury attached as Annexure “E” be noted.
- 10) That the municipal response to the SIME assessment attached as Annexure “F” be noted.
- 11) That the procurement plans attached as Annexure “G” be noted.

### 1.3 Executive Summary

The draft budget for the 2020/2021 financial year and Medium Term Revenue and Expenditure Framework (MTREF) was drafted under very challenging circumstances as the municipality finds itself caught up in the claws of the COVID -19 pandemic, a severe contraction of the economy as well as the ongoing threat of electricity disruptions.

The Corona Virus, has added immense pressure on the already strained economy through a total block of all tourism related activities as well as a suspension of certain business activities for an undetermined period. The rapid decline in the stock markets worldwide have not been experienced in many decades with a global recession on the cards.

Economic growth was initially predicted to be 1.2 per cent but this has already been adjusted downward to a negative 7.4 per cent. The inflation target remain between 3 and 6 per cent with a prediction of between 4.3 per cent and 4.9 per cent for 2020/2021. The recovery of the economy is again halted in its tracks and a recession is immanent, it is expected that the economy will take at least 3 years to recover to the same point as before the Corona pandemic.

It is therefore necessary to continue to apply prudent financial management principles in the budget process of the Bergrivier Municipality to ensure that the municipality remain financially viable and that municipal services are provided sustainably, economically and equitably to all communities.

The Municipality's business and service delivery priorities were again reviewed as part of this year's planning and budget process. Where appropriate, funds were transferred from low- to high-priority programmes to ensure that we maintain sound financial stewardship. There has been a shift to, and pressure on the municipality to provide social assistance and humanitarian relief in these challenging times and municipal resources are unavoidably yet prudently used in this endeavour.

In accordance with the draft revenue enhancement program that was drafted, a review of all non-core services will be done to ensure operational efficiency gains, coupled with this, cost reduction and austerity measures will be applied in accordance with the cost containment regulations.

The Municipality has embarked on implementing a range of revenue collection strategies to optimize the collection of debt owed by consumers. Furthermore, the Municipality has undertaken various customer care initiatives to ensure the municipality truly involves all citizens in the process of ensuring a people lead government.

National Treasury's MFMA Circular No. 98 and 99 was used to guide the compilation of the 2020/21 MTREF.

The main challenges experienced during the compilation of the 2020/21 MTREF can be summarised as follows:

- The negative economic growth of the national economy caused by the onset of the Covid -19 pandemic as well as the measures implemented to stop the spread of the virus.
- The sharp fall in the value of local as well as international stock markets.
- The sovereign credit rating downgrade to junk status.

- Diminishing municipal revenue sources as certain sectors of the economy are shut down.
- Increase in unemployment and indigent base.
- The electricity crises that continue to hamper economic growth.
- The sharp increase in levels of unemployment especially as a result of Covid -19.
- The effect of the drought still being felt in the local economy
- Ageing water, roads and electricity infrastructure;
- The need to reprioritise projects and expenditure within the existing resource envelope given the cash flow realities and declining cash position of the municipality;
- The increased cost of bulk electricity from Eskom which is placing upward pressure on service tariffs to residents and resulting in a decline in units sold.
- Salary increases for municipal staff that through collective bargaining continue to exceed consumer inflation.
- The need to fill critical vacancies necessary to ensure service delivery to the community.
- The demand for services that continue to outstrip the available resources.

The following budget principles and guidelines directly informed the compilation of the 2020/21 MTREF:

- The 2019/20 Adjustments Budget priorities and targets, as well as the base line allocations contained in that Adjustments Budget were adopted as the upper limits for the new baselines for the 2020/21 annual budget;
- Intermediate service level standards were used to inform the measurable objectives, targets and backlog eradication goals;
- Cost cutting and austerity measures have been applied in all expenditure categories and value for money considerations are made when expenditure is incurred.
- Radical decisions taken to freeze vacancies and cut expenditure until it is evident that the cash flow has sufficiently recovered to ensure affordability of the items and positions.
- Tariff and property rate increases should be affordable and should generally not exceed the growth parameters or upper limits of inflation as measured by the CPI, except where there are price increases in the input of services that are beyond the control of the municipality, for instance the continued escalation in the electricity and fuel price increase and the above average increase in specialized goods and services needed in service delivery that are subject to exchange rate fluctuations
- The further strengthening of the financial position of the municipality and the continued striving towards a position of financial sustainability over the long term.
- Ensuring a cash funded budget and the strict application of prudent financial management principles.
- There will be no budget allocated to national and provincial funded projects unless the necessary grants to the municipality are reflected in the national and provincial budget and have been gazetted as required by the annual Division of Revenue Act;

The following table is a consolidated overview of the proposed 2020/21 Medium-term Revenue and Expenditure Framework:

**Table 1 Consolidated Overview of the 2020/21 MTREF**

Description	Ref	2016/17	2017/18	2018/19	Current Year 2019/20				2020/21 Medium Term Revenue & Expenditure Framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Pre-audit outcome	Budget Year 2020/21	Budget Year +1 2021/22	Budget Year +2 2022/23
Total Revenue (excluding capital transfers and contributions)	0	286,323	295,779	326,985	368,394	377,324	377,324	377,324	364,567	418,897	441,009
Total Expenditure	0	276,620	291,303	321,359	376,498	394,279	394,279	394,279	378,594	422,427	436,329
Surplus/(Deficit)	0	9,703	4,476	5,627	(8,104)	(16,955)	(16,955)	(16,955)	(14,027)	(3,530)	4,680
Transfers and subsidies - capital (monetary allocations) (National / Provincial and District)	0	12,308	14,950	20,515	24,067	24,810	24,810	24,810	15,770	14,794	17,889
Surplus/(Deficit) for the year	0	22,011	19,426	26,841	15,963	7,854	7,854	7,854	1,743	11,264	22,569

Total revenue decreased by R 21,796,809 to an amount of R 380,336,613 for the 2020/21 financial year when compared to the 2019/20 Adjustments Budget. This is due to a reduction in revenue from traffic fines, resorts and municipal facilities coupled with a moderate increase in usage and other fixed charges. For the two outer years, operational revenue will increase by 14.03 and 5.81 percent respectively.

Total operating expenditure for the 2020/21 financial year has been appropriated at R 378,593,852 and translates into a budgeted surplus of R 1,742,761 after capital contributions.

When compared to the 2019/20 Adjustments Budget, operational expenditure has decreased by R 15,685,189 in 2020/21. The expenditure for the two outer years respectively, increase with R 43,833,148 and R 13,902,000 respectively.

The capital budget of R 43,336,196 for 2020/21 decreases with 11.73 per cent when compared to the 2019/20 4<sup>th</sup> Adjustment Budget. The capital programme decreases to R 40,281,130 in the 2021/22 financial year and then increases in 2022/23 to R 45,709,826. Borrowing will contribute 35.07 percent of capital funding for 2020/21 and will remain constant over the MTREF in accordance with the new funding mix principles adopted. The balance will be funded from internally generated funds and grants.

Borrowing as a funding source is recommended for large capital investment in respect of the replacement and refurbishment of infrastructure to underline the user-pays principle where current and future users of the service will be required to contribute to the cost associated with the raising of funding necessary to execute the programs or projects.

## 1.4 Operating Revenue Framework

For Bergrivier Municipality to continue improving the quality of services provided to its citizens it needs to generate the required revenue. In these tough economic times strong revenue management is fundamental to the financial sustainability of every municipality. The reality is that we are faced with development backlogs, poverty and increasing unemployment. The expenditure required to address these challenges will inevitably always exceed available funding



hence difficult choices have to be made in relation to tariff increases and balancing expenditures against realistically anticipated revenues.

The prevailing economic circumstances are adding to the difficulties in collecting the revenue that is due to the municipality, the effect of Covid -19 has already left its mark on the liquidity position of the municipality and the promotion of operational efficiencies as well as savings and austerity measures remain a priority in ensuring the availability of sufficient financial resources to fund the MTREF.

National Treasury continues to encourage municipalities to keep increases in rates, tariffs and other charges as low as possible. The current reality in respect of collective bargaining that inform wage increases as well as other economic factors and price increases make it extremely difficult for municipalities to manage tariff increases within the guidelines set. Excessive increases are also likely to be counterproductive, resulting in higher levels of non-payment. The current challenge facing the Municipality is managing the gap between cost drivers and tariffs levied, as any shortfall must be made up by either operational efficiency gains or service level reductions.

It is within this framework that the Municipality has undertaken the tariff setting process in respect of service charges.

The municipality's revenue strategy is built around the following key components:

- Strengthening the financial position of the municipality.
- Cost reflective tariff setting – The municipality is commencing to promote the principle of cost reflective tariffs and has budgeted for an electricity cost of supply study where the elements contributing to the cost of the service will be isolated and proposed tariffs structured in a manner to ensure that relevant cost elements are recovered through appropriate tariff setting.
- A revenue enhancement plan has been drafted and the resourcing of the section will be key in ensuring a successful rollout of the program. The revenue enhancement program will ensure that all revenue is correctly billed in accordance with the category, user type and applicable tariffs and number of service units as determined by the municipality, if correctly applied and implemented, it will ensure that consumers across the board are saved from further above average tariff increases;
- Moderate tariff increases are proposed for the 2020/2021 financial year in all services, especially in this trying times, tariffs for water, sanitation and refuse removal have been set very low and the anticipated revenue will barely cover the cost of the services. The exception remains Electricity where the final NERSA guideline increase equals 6.22%. Appropriate tariff increases are of essence to sustain and improve on service delivery standards and to ensure the long term financial sustainability of the municipality;
- The municipal council has adopted a principle of protecting the poor from excessive tariff increases and will therefore endeavour to limit the increase to lower income consumers in line with inflationary trends. Subsidization of free basic services are adequate to ensure access to basic services by the poorest of the poor and most vulnerable category of consumers. Additional provision is made for an increase in the number of indigent customers as a result of the economic impact of Covid -19.

- National Treasury's guidelines and growth parameters have been taken into account in tariff increases and all tariff increases are within the guideline provided by the National Treasury.
- Efficient revenue management, which aims to ensure a minimum 90% annual collection rate for property rates and other key service charges, this has been adjusted downward as the average payment rate is reflecting the impact that the lockdown has on personal financial resources;
- Budgeting for a moderate surplus at the conclusion of the MTREF to enable the municipality to build cash reserves to back statutory funds and provisions and to build an operating as well as capital replacement reserve.

The aforementioned factors collectively contribute to the financial wellbeing of the municipality and the extent to which it is executed or concluded will either aide or impact negatively on the long term sustainability of the municipality.

It must be emphasized that at the current trend of staff expenditure, and the ever escalating cost of service delivery, the municipality will not be able to improve its financial position over the MTREF unless catalytic economic investments and opportunities are garnered expediently. This will be extremely difficult to achieve as we have to deal with the fallout of Covid -19 which has effectively put economic progression and development opportunities on hold. The current rates base can no longer support the cost of services and all role-players would need to collectively contribute to ensure not only the financial sustainability of the municipality, but also the economic progression of its citizenry.

The following table is a summary of the 2020/21 MTREF (classified by main revenue source):

**Table 2 Consolidated Overview of the 2020/21 MTREF**

Description	Ref	2016/17	2017/18	2018/19	Current Year 2019/20				2020/21 Medium Term Revenue & Expenditure Framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Pre-audit outcome	Budget Year 2020/21	Budget Year +1 2021/22	Budget Year +2 2022/23
<b>R thousand</b>	1										
<b>Revenue By Source</b>											
Property rates	2	56,440	62,607	67,800	71,681	72,479	72,479	72,479	77,766	81,500	85,412
Service charges - electricity revenue	2	94,401	94,502	102,121	123,889	124,139	124,139	124,139	128,741	134,920	141,396
Service charges - water revenue	2	24,789	19,309	24,348	27,266	28,152	28,152	28,152	28,135	29,484	30,898
Service charges - sanitation revenue	2	11,080	12,071	12,876	13,987	13,352	13,352	13,352	13,708	14,366	15,057
Service charges - refuse revenue	2	18,980	19,742	21,286	22,998	22,131	22,131	22,131	22,415	23,491	24,618
Rental of facilities and equipment		5,310	5,319	1,416	1,132	1,491	1,491	1,491	1,385	1,451	1,521
Interest earned - external investments		5,839	6,729	6,203	5,447	7,452	7,452	7,452	5,145	5,391	5,650
Interest earned - outstanding debtors		4,268	5,275	7,390	4,542	7,981	7,981	7,981	7,460	7,818	8,193
Dividends received		-	-	-	-	-	-	-	-	-	-
Fines, penalties and forfeits		9,813	7,098	9,935	12,472	16,400	16,400	16,400	2,044	22,277	22,282
Licences and permits		-	-	2	262	103	103	103	49	51	53
Agency services		3,809	4,016	4,313	4,413	4,464	4,464	4,464	4,732	4,959	5,197
Transfers and subsidies		42,607	48,799	55,837	67,092	67,790	67,790	67,790	68,914	86,151	93,360
Other revenue	2	8,987	9,744	12,954	13,212	11,390	11,390	11,390	4,073	7,038	7,372
Gains		-	566	506	-	-	-	-	-	-	-
<b>Total Revenue (excluding capital transfers and contributions)</b>		<b>286,323</b>	<b>295,779</b>	<b>326,985</b>	<b>368,394</b>	<b>377,324</b>	<b>377,324</b>	<b>377,324</b>	<b>364,567</b>	<b>418,897</b>	<b>441,009</b>

**Table 3 Growth in revenue by main revenue source**

Description	2020/21 Medium Term Revenue & Expenditure Framework				
	R thousand Budget Year 2020/21	Growth %	Budget Year +1 2021/22	Growth %	Budget Year +2 2022/23
<b>Revenue By Source</b>					
Property rates	77,766,346	4.80	81,500,000	4.80	85,412,000
Service charges - electricity revenue	128,740,766	4.80	134,920,000	4.80	141,396,000
Service charges - water revenue	28,134,502	4.80	29,484,000	4.80	30,898,000
Service charges - sanitation revenue	13,708,000	4.80	14,366,000	4.81	15,057,000
Service charges - refuse revenue	22,415,000	4.80	23,491,000	4.80	24,618,000
Rental of facilities and equipment	1,385,000	4.77	1,451,000	4.82	1,521,000
Interest earned - external investments	5,145,000	4.78	5,391,000	4.80	5,650,000
Interest earned - outstanding debtors	7,460,000	4.80	7,818,000	4.80	8,193,000
Fines, penalties and forfeits	2,044,000	989.87	22,277,000	0.02	22,282,000
Licences and permits	49,000		51,000		53,000
Agency services	4,732,000	4.80	4,959,000	4.80	5,197,000
Transfers and subsidies	68,914,304	25.01	86,150,870	8.37	93,360,174
Other revenue	4,073,000	72.80	7,038,000	4.75	7,372,000
<b>Total Revenue (excluding capital transfers and contributions)</b>	<b>364,566,917</b>	<b>14.90</b>	<b>418,896,870</b>	<b>5.28</b>	<b>441,009,174</b>

The table above illustrates the growth in sources of revenue from the first to the second and from the second to the 3<sup>rd</sup> year of the MTREF. Revenue generated from services charges remain the major source of revenue for the municipality amounting to 52.94 per cent of total revenue.

**Table 4 Major sources of revenue**

The major sources of revenue for the 2020/21 financial year can be summarised as follows:

Main Sources of revenue		
Source	Amount	%
Property rates	77,766,346	21.33
Electricity revenue	128,740,766	35.31
Water revenue	28,134,502	7.72
Sanitation revenue	13,708,000	3.76
Refuse revenue	22,415,000	6.15
Transfers and subsidies	68,914,304	18.90
Other revenue	24,888,000	6.83
<b>Total</b>	<b>364,566,917</b>	<b>100.00</b>

The second largest source of revenue is Assessment rates with transfers and subsidies making up the 3<sup>rd</sup> highest contributor to the revenue basket.

## Tariff Setting

Tariff-setting is a pivotal and strategic part of the compilation of any budget. When rates, tariffs and other charges are revised under normal circumstances, local economic conditions, input costs and the affordability of services are taken into account to ensure the financial sustainability of the Municipality. Covid -19 has forced us to temporarily abandon certain normal tariff setting principles to ensure that the impact that the pandemic has had on municipal customers is mitigated to some extent.

Municipalities also use benchmarking to ensure that the tariffs we apply are within the industry norm as operational requirements and service standards of comparable sizes and demographics of municipalities are similar and a deviation from this norm will give an indication of whether a municipality may be heading for disaster in the application of its tariff strategy.

### 1.4.1 Property Rates

Property rates cover the cost of the provision of general services. Determining the effective property rate tariff is therefore an integral part of the municipality's budgeting process.

National Treasury's MFMA Circular No. 51 deals, inter alia with the implementation of the Municipal Property Rates Act, with the regulations issued by the Department of Co-operative Governance. These regulations came into effect on 1 July 2009 and prescribe the rate ratio for the non-residential categories, public service infrastructure and agricultural properties relative to residential properties to be a minimum of 0,25:1. The implementation of these regulations was done in the previous budget process and the Property Rates Policy of the Municipality has been amended accordingly.

The following stipulations in the Property Rates Policy are still relevant and therefore highlighted:

- The first R15 000 of the market value of a property used for residential purposes is excluded from the rate-able value (Section 17(h) of the MPRA).
- For pensioners, physically and mentally disabled persons, a maximum rebate of 60 percent will be granted to owners of rate-able property. In this regard the following stipulations are relevant:
  - The rate-able property concerned must be occupied only by the applicant and his/her spouse, if any, and by dependants without income;
  - The applicant must submit proof of his/her age and identity and, in the case of a physically or mentally handicapped person, proof of certification by a Medical Officer of Health, also proof of the annual income from a social pension;
  - The applicant's account must be paid in full, or if not, an arrangement to pay the debt should be in place; and
  - The property must be categorized as residential.
- The Municipality may award a 100 percent grant-in-aid on the assessment rates of rate-able properties of certain classes such as registered welfare organizations, institutions or

organizations performing charitable work, sports grounds used for purposes of amateur sport. The owner of such a property must apply to the Chief Financial Officer in the prescribed format for such a relief.

The third supplementary valuation roll has been done adding a small increase in the rates base over the MTREF, it is evident from the slow growth in the rates base that the growth in the property sector has slowed down and therefore additional sources of revenue must be explored to supplement rates revenue. It is also important that an environment for economic development is created through the provision of high quality reliable municipal services.

**Table 5 Comparison of Assessment rate tariff**

Category	Current Tariff (1 July 2019)	Proposed tariff (from 1 July 2020)
	<b>C</b>	<b>C</b>
Residential properties	.00945	.01001
Municipal Properties	.00945	.01001
Institutional Properties	.00945	.01001
Agricultural	.00189	.00200
Commercial Properties	.01039	.01101
Industrial Properties	.01039	.01101

The assessment rates tariff is proposed to increase with 6% which is in line with the 6% growth parameter set by the National Treasury.

### 1.4.2 Sale of Water and Impact of Tariff Increases

South Africa faces similar challenges with regard to water supply as it did with electricity, since demand growth outstrips supply. Consequently, National Treasury is encouraging all municipalities to carefully review the level and structure of their water tariffs to ensure:

- Water tariffs are fully cost-reflective – including the cost of maintenance and renewal of purification plants, water networks and the cost associated with reticulation expansion;
- Water tariffs are structured to protect basic levels of service and ensure the provision of free water to the poorest of the poor (indigent); and
- Water tariffs are designed to encourage efficient and sustainable consumption.

Better maintenance of infrastructure, new reservoir construction and cost-reflective tariffs will ensure that the supply challenges are managed in future to ensure sustainability.

Although we were fortunate to have received some relief from the drought, the municipality will continue to implement water tariffs in accordance with the guidelines from the Provincial Disaster management determination for the foreseeable future.

A tariff increase of 4.6 percent from 1 July 2020 for water is proposed in line with the Covid -19 support strategy. 6 kℓ water per month will **still only** be granted free of charge to registered

indigent residents, although all households will receive 1kl of free water during the lockdown period of the Covid -19 pandemic.

**Table 6 Comparison of Commercial water tariffs**

CATEGORY	CURRENT TARIFFS	PROPOSED TARIFFS
	2019/20	2020/21
	15% VAT Incl	15% VAT Incl
	Rand per kℓ	Rand per kℓ
<b>COMMERCIAL</b>		
(i) 0 to 6 kℓ per 30-day period	8.04	8.41
(ii) 7 to 20 kℓ per 30-day period	16.2	16.94
(iii) 21 to 50 kℓ per 30-day period	16.2	16.94
(iv) 51 to 100 kℓ per 30-day period	18.65	19.51
(v) 101 to 200 kℓ per 30-day period	19.61	20.51
(vi) 201 to 1000 kl per 30-day period	20.63	21.58
(vii) 1001 to 1500 kl per 30-day period	17.53	18.33
(viii) 1501 to 2000 kl per 30-day period	14.87	15.56
(ix) More than 2000 kℓ per 30-day period:	12.6	13.18

The Residential Tariff structure is as follows:

**Table 7 Comparison of Residential water tariffs**

CATEGORY	CURRENT TARIFFS	PROPOSED TARIFFS
	2019/20	2020/21
	15% VAT Incl	15% VAT Incl
	Rand per kℓ	Rand per kℓ
<b>RESIDENTIAL</b>		
(i) 0 to 6 kℓ per 30-day period	8.04	8.41
(ii) 7 to 13 kℓ per 30-day period	17.01	17.79
(iii) 14 to 20 kℓ per 30-day period	20.17	21.10
(iv) 21 to 35 kℓ per 30-day period	25.17	26.33
(v) 36 to 50 kℓ per 30-day period	30.51	31.92
(vi) More than 50 kℓ per 30-day period:	40.67	42.54

### 1.4.3 Sale of Electricity and Impact of Tariff Increases

NERSA has announced the final guideline electricity price increase applicable to municipalities resulting in a 6.22% average increase to all categories of consumers. The final electricity tariffs determined by council will be submitted to NERSA for approval. At this stage an estimated 6.9

percent increase in the Eskom bulk electricity tariff to municipalities will be effective from 1 July 2020.

Considering the Eskom increases, the consumer tariff had to be increased by 6.22 percent in accordance with the guideline to offset the additional bulk purchase cost from 1 July 2020. Furthermore, it should be noted that given the magnitude of the tariff increase, coupled with the diminishing disposable income of households as a result of Covid -19, it is expected to depress growth in electricity consumption, which will have a negative impact on the municipality’s revenue from electricity.

50 kWh free electricity per month will only be granted to registered indigents and households with 20 Ampere connections.

The municipality will engage in a cost of supply study that will determine the true cost of rendering electricity services to its communities, this will inform tariff future decisions and provide certainty in respect of the cost of electricity over the medium term.

#### 1.4.4 Sanitation and Impact of Tariff Increases

A tariff increase of 4.66 percent for sanitation from 1 July 2020 is proposed. This is based on the input cost assumptions relating to water. It should be noted that electricity costs contributes approximately 20 percent of waste water treatment input costs, therefore if electricity prices are excessively higher, it will unavoidably have an influence on the cost associated with the rendering of sanitation services. The following factors also contribute to the proposed tariff increase:

- Free sanitation will be applicable to registered indigents; and
- The total revenue expected to be generated from rendering this service amounts to R 13,708,000.00 for the 2020/21 financial year.

**Table 8 Comparison of Sanitation tariffs**

CATEGORY	CURRENT TARIFFS	PROPOSED TARIFFS
	2019/20	2020/21
	15%VAT Incl.	15%VAT Incl.
Sanitation	173.00	181.00

Sanitation tariffs are proposed to increase with 4.6 percent which is in line with the National Treasury guideline increase percentage and well within the average predicted CPI rate.

The Sewer tariffs for Aurora in respect of the removal of septic tanks will be phased in to be equal to that of the rest of the municipal area.

#### 1.4.5 Waste Removal and Impact of Tariff Increases

A 4.6 percent increase in the solid waste removal tariff is proposed from 1 July 2020. The increase is in line with the National Treasury guideline and will be reconsidered in the outer year of the

MTREF once a cost reflective tariff determination has been done and the economy has entered a recovery phase.

The following table compares current and proposed amounts payable from 1 July 2020:

**Table 9 Comparison between current waste removal fees and increases**

CATEGORY	CURRENT TARIFFS	PROPOSED TARIFFS
	2019/20	2020/21
	15%VAT Incl.	15%VAT Incl.
Solid Waste removal	234.00	245.00

Refuse tariffs are also proposed to increase by 4.6 percent in accordance with the National Treasury guideline for households and businesses alike and also within the average predicted CPI rate for 2020/2021. Other miscellaneous refuse removal charges are expected to increase by approximately 6% year-on year. An insignificant additional growth in revenue is expected for the 2020/2021 financial year.

#### **1.4.6 Overall impact of tariff increases on households**

The following table shows the overall expected impact of the tariff increases on a large and small household, as well as an indigent household receiving free basic services.



**Table 10 MBRR SA14 – Household bills**

WC013 Bergrivier - Supporting Table SA14 Household bills											
Description	Ref	2016/17	2017/18	2018/19	Current Year 2019/20			2020/21 Medium Term Revenue & Expenditure Framework			
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2020/21 % incr.	Budget Year 2020/21	Budget Year +1 2021/22	Budget Year +2 2022/23
<b>Rand/cent</b>											
<b>Monthly Account for Household - 'Middle Income Range'</b>											
<b>Rates and services charges:</b>											
Property rates		584.80	631.27	508.61	539.15	539.15	539.15	6.0%	571.52	605.81	642.16
Electricity: Basic levy		177.24	181.00	193.38	218.66	218.66	218.66	6.2%	232.26	246.19	260.96
Electricity: Consumption		1,221.43	1,465.00	1,565.00	1,501.24	1,501.24	1,501.24	6.2%	1,594.05	1,689.69	1,791.07
Water: Basic levy		41.00	44.00	46.64	49.44	49.44	49.44	4.6%	51.71	54.82	58.10
Water: Consumption		313.54	338.28	459.56	487.13	487.13	487.13	4.6%	509.54	540.11	572.52
Sanitation		124.60	134.00	142.00	150.13	150.13	150.13	4.8%	157.35	166.80	176.80
Refuse removal		167.37	181.00	192.00	203.48	203.48	203.48	4.6%	212.84	225.61	239.15
Other		-	-	-	-	-	-	-	-	-	-
<b>sub-total</b>		<b>2,629.97</b>	<b>2,974.55</b>	<b>3,107.19</b>	<b>3,149.22</b>	<b>3,149.22</b>	<b>3,149.22</b>	<b>5.7%</b>	<b>3,329.27</b>	<b>3,529.02</b>	<b>3,740.76</b>
VAT on Services		286.32	296.76	389.79	391.56	391.56	391.56	5.7%	413.94	438.48	464.79
<b>Total large household bill:</b>		<b>2,916.30</b>	<b>3,271.31</b>	<b>3,496.98</b>	<b>3,540.78</b>	<b>3,540.78</b>	<b>3,540.78</b>	<b>5.7%</b>	<b>3,743.21</b>	<b>3,967.50</b>	<b>4,205.55</b>
<b>% increase/decrease</b>			<b>12.2%</b>	<b>6.9%</b>	<b>1.3%</b>	<b>-</b>	<b>-</b>	<b>5.7%</b>	<b>6.0%</b>	<b>6.0%</b>	
<b>Monthly Account for Household - 'Affordable Range'</b>											
<b>Rates and services charges:</b>											
Property rates		412.80	445.60	360.11	381.74	381.74	381.74	6.0%	404.65	428.93	454.67
Electricity: Basic levy		177.24	181.00	193.38	218.66	218.66	218.66	6.2%	232.26	246.19	260.96
Electricity: Consumption		549.17	601.00	643.00	675.33	675.33	675.33	6.2%	717.19	760.22	805.83
Water: Basic levy		41.00	44.00	46.64	49.44	49.44	49.44	4.6%	51.71	54.82	58.10
Water: Consumption		255.42	275.58	356.31	377.70	377.70	377.70	4.6%	395.06	418.77	443.89
Sanitation		124.60	134.00	142.00	150.13	150.13	150.13	4.8%	157.35	166.80	176.80
Refuse removal		167.37	181.00	192.00	203.48	203.48	203.48	4.6%	212.84	225.61	239.15
Other		-	-	-	-	-	-	-	-	-	-
<b>sub-total</b>		<b>1,727.60</b>	<b>1,862.18</b>	<b>1,933.44</b>	<b>2,056.46</b>	<b>2,056.46</b>	<b>2,056.46</b>	<b>5.6%</b>	<b>2,171.06</b>	<b>2,301.32</b>	<b>2,439.40</b>
VAT on Services		184.07	198.32	236.00	251.25	251.25	251.25	5.6%	265.24	280.86	297.71
<b>Total small household bill:</b>		<b>1,911.67</b>	<b>2,060.50</b>	<b>2,169.44</b>	<b>2,307.71</b>	<b>2,307.71</b>	<b>2,307.71</b>	<b>5.6%</b>	<b>2,436.30</b>	<b>2,582.18</b>	<b>2,737.11</b>
<b>% increase/decrease</b>			<b>7.8%</b>	<b>5.3%</b>	<b>6.4%</b>	<b>-</b>	<b>-</b>	<b>5.6%</b>	<b>6.0%</b>	<b>6.0%</b>	
<b>Monthly Account for Household - 'Indigent' Household receiving free basic services</b>											
<b>Rates and services charges:</b>											
Property rates		240.80	259.93	211.61	224.32	224.32	224.32	6.0%	237.79	252.05	267.18
Electricity: Basic levy		-	-	-	-	-	-	-	-	-	-
Electricity: Consumption		321.00	330.00	354.00	395.16	395.16	395.16	(0.7%)	392.22	415.75	440.70
Water: Basic levy		-	-	-	-	-	-	-	-	-	-
Water: Consumption		162.72	175.56	213.50	226.31	226.31	226.31	4.6%	236.72	250.92	265.98
Sanitation		-	-	-	-	-	-	-	-	-	-
Refuse removal		-	-	-	-	-	-	-	-	-	-
Other		-	-	-	-	-	-	-	-	-	-
<b>sub-total</b>		<b>724.52</b>	<b>765.49</b>	<b>779.11</b>	<b>845.79</b>	<b>845.79</b>	<b>845.79</b>	<b>2.5%</b>	<b>866.73</b>	<b>918.73</b>	<b>973.85</b>
VAT on Services		67.72	70.78	85.13	93.22	93.22	93.22	1.2%	94.34	100.00	106.00
<b>Total small household bill:</b>		<b>792.24</b>	<b>836.27</b>	<b>864.24</b>	<b>939.01</b>	<b>939.01</b>	<b>939.01</b>	<b>2.3%</b>	<b>961.07</b>	<b>1,018.73</b>	<b>1,079.85</b>
<b>% increase/decrease</b>			<b>5.6%</b>	<b>3.3%</b>	<b>8.7%</b>	<b>-</b>	<b>-</b>	<b>2.3%</b>	<b>6.0%</b>	<b>6.0%</b>	

## 1.5 Operating Expenditure Framework

Bergvriër Municipality's expenditure framework for the 2020/21 budget and MTREF is informed by the following:

- Balanced budget constraint (operating expenditure should not exceed operating revenue) unless there are existing uncommitted cash-backed reserves to fund any deficit;
- Funding of the budget over the medium-term as informed by Section 18 and 19 of the MFMA;

The effect that Covid -19 has had on the municipal finances, revenue streams, cash flow as well as expenditure reprioritization;

- The capital programme is aligned to the asset renewal strategy and informed by community needs and priorities;
- Operational gains and efficiencies will be directed to funding the capital budget and other core services; and

The following table is a high level summary of the 2020/21 budget and MTREF (classified per main type of operating expenditure):

**Table 11 A4 – Budgeted Financial Performance**

Description	2016/17	2017/18	2018/19	Current Year 2019/20				2020/21 Medium Term Revenue & Expenditure Framework		
				Original Budget	Adjusted Budget	Full Year Forecast	Pre-audit outcome	Budget Year 2020/21	Budget Year +1 2021/22	Budget Year +2 2022/23
R thousand	Audited Outcome	Audited Outcome	Audited Outcome							
<b>Expenditure By Type</b>										
Employee related costs	102,242	111,581	122,870	134,015	134,739	134,739	134,739	133,996	138,122	144,663
Remuneration of councillors	5,359	5,822	6,262	6,720	6,822	6,822	6,822	7,011	7,347	7,697
Debt impairment	12,294	12,182	16,123	21,475	33,746	33,746	33,746	26,852	41,748	36,518
Depreciation & asset impairment	19,621	20,636	20,171	23,284	22,672	22,672	22,672	23,628	24,754	25,936
Finance charges	12,662	12,835	15,288	13,968	15,711	15,711	15,711	16,676	18,077	17,558
Bulk purchases	78,829	77,803	83,689	96,543	98,043	98,043	98,043	102,198	107,104	112,245
Other materials	-	-	12,553	12,070	14,419	14,419	14,419	11,239	11,764	12,310
Contracted services	-	-	16,281	26,986	27,992	27,992	27,992	22,732	38,388	40,947
Transfers and grants	3,551	4,150	5,326	6,028	6,328	6,328	6,328	4,576	4,375	4,586
Other expenditure	41,999	46,295	22,686	35,409	33,806	33,806	33,806	29,686	30,748	33,869
Losses	63	-	111	-	-	-	-	-	-	-
<b>Total Expenditure</b>	<b>276,620</b>	<b>291,303</b>	<b>321,359</b>	<b>376,498</b>	<b>394,279</b>	<b>394,279</b>	<b>394,279</b>	<b>378,594</b>	<b>422,427</b>	<b>436,329</b>

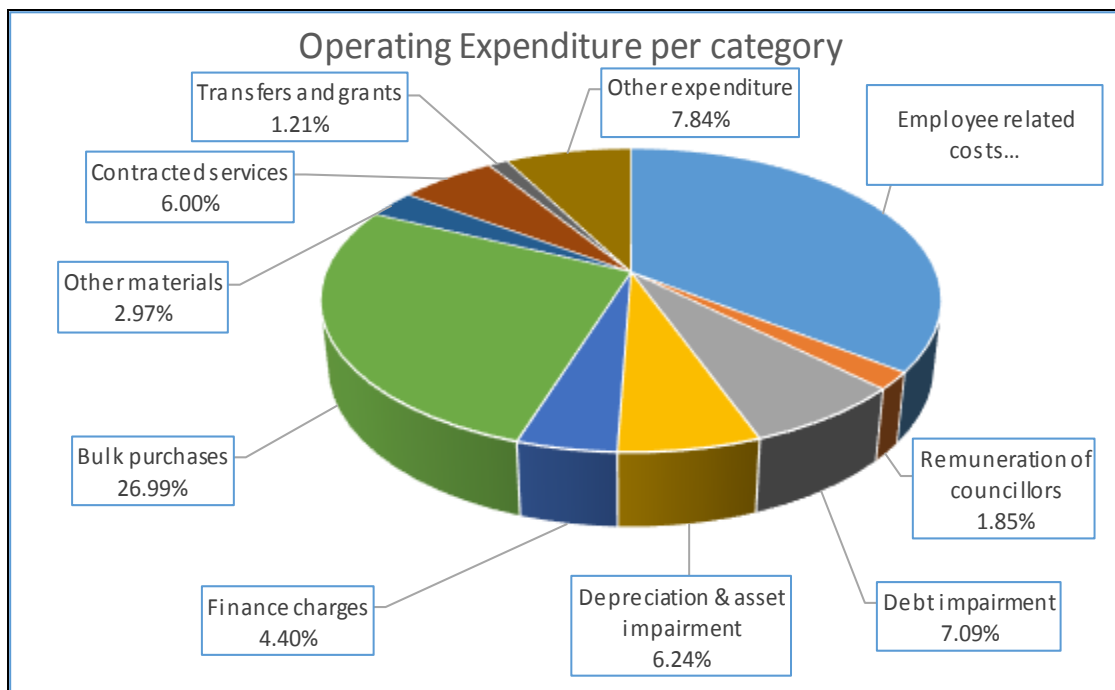
The budgeted allocation for employee related costs excluding public office bearer's remuneration for the 2020/21 financial year totals R 133,996 Million which equals 35.39 percent of the total operating expenditure. The general salary adjustment have been factored into this budget at an increase of 6.25 percent for the 2020/21 financial year in accordance with the multi-year wage agreement. In addition thereto the municipality must make provision for notch increases of approximately 2.3%.

The cost associated with the remuneration of councillors is determined by the Minister of Co-operative Governance and Traditional Affairs in accordance with the Remuneration of Public Office Bearers Act, 1998 (Act 20 of 1998). There has not been a proclamation in the current financial year yet provision is made for an increase of 5% for the 2020/2021 financial year.

Provision for depreciation and asset impairment has been informed by the Municipality’s Asset Management Policy. Depreciation is widely considered a proxy for the measurement of the rate at which assets are consumed. Budget appropriations in this regard total R 23,628 million for the 2020/21 financial year and equates to 6.24 percent of the total operating expenditure.

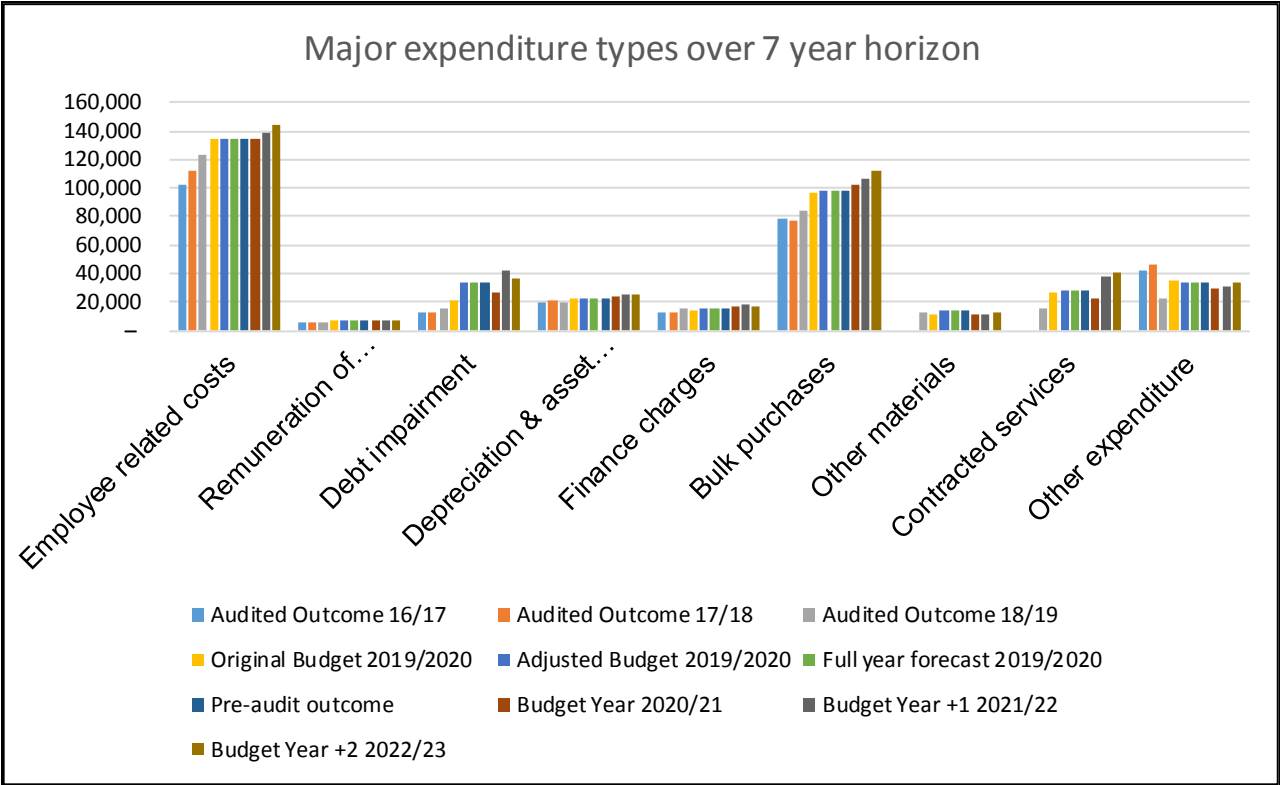
**Figure 1 Operating expenditure per category**

The table hereunder illustrates how the financial resources of the municipality will be applied for the 2020/2021 financial year, from the chart, it is evident that the bulk of the financial resources will be applied to employee related cost and bulk purchases.

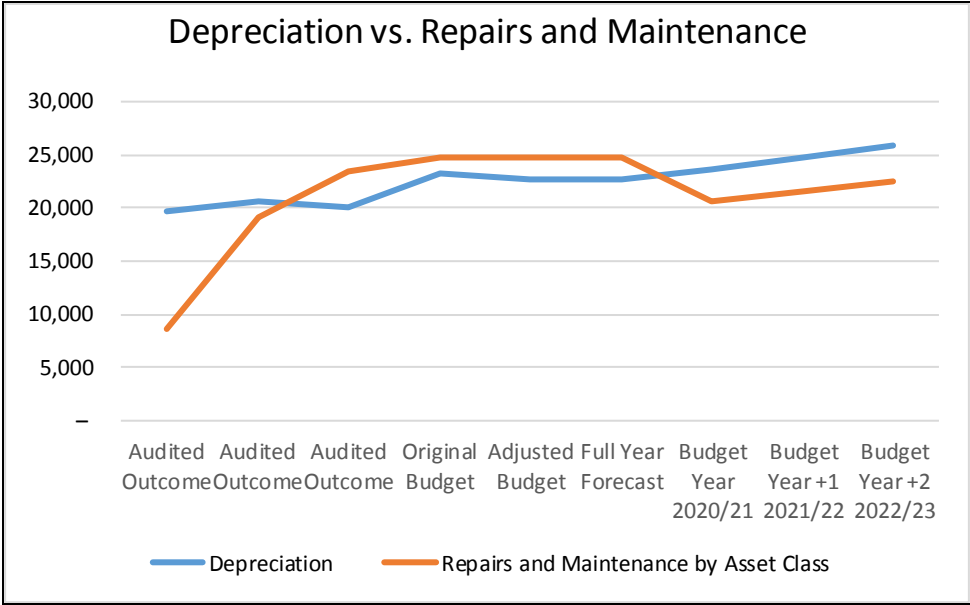


**Figure 2 Expenditure by type over a 7 year horizon**

The table hereunder is indicative of the utilization of the financial resources of the municipality by type over a 7 year horizon. It reflects the information from the 2016/2017 financial year up to the 2<sup>nd</sup> year of the MTREF, thus 2022/2023, it is clear from the trend that the upward curve in respect of most expenditure types have flattened over the MTREF which is an indication of the impact that Covid-19 has had on the municipal planning processes and allocation of financial resources.



**Figure 3 Depreciation versus repairs and maintenance**



The figure above reflects the depreciation charges in comparison to the money spent on repairs and maintenance, it is indicative of an increase in the spending on repairs and maintenance over the 7 year budget horizon.

Finance charges consist primarily of the repayment of interest on long-term borrowing (cost of capital). Finance charges make up 4.40 percent (R 16,676 million) of operating expenditure.

Bulk purchases are directly informed by the purchase of electricity from Eskom and water from West Coast District Municipality. The annual price increases have been factored into the budget appropriations and directly inform the revenue provisions.

A concerted effort is underway to curb electricity as well as water losses as it has a direct bearing on the revenue streams of the municipality and ultimately the financial sustainability.

Other expenditure comprises of various line items relating to the daily operations of the municipality. This group of expenditure has also been identified as an area in which cost savings and efficiencies can be achieved. Further details relating to contracted services can be seen in Table SA1.

## 1.6 Capital expenditure

The following table provides a breakdown of budgeted capital expenditure by vote:

**Table 12 2020/21 Medium-term capital budget per vote**

Vote Description	Ref	2016/17	2017/18	2018/19	Current Year 2019/20				2020/21 Medium Term Revenue & Expenditure Framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Pre-audit outcome	Budget Year 2020/21	Budget Year +1 2021/22	Budget Year +2 2022/23
<b>Capital expenditure - Vote</b>											
<b>Multi-year expenditure to be appropriated</b>	2										
Vote 1 - Municipal Manager		-	-	-	-	-	-	-	-	-	-
Vote 2 - Finance		844	-	-	-	-	-	-	-	-	-
Vote 3 - Corporate Services		-	951	1,000	4,500	4,500	4,500	4,500	50	-	270
Vote 4 - Technical Services		2,599	1,445	8,693	14,096	10,503	10,503	10,503	10,857	6,945	7,668
Vote 5 - Community Services		379	579	847	245	244	244	244	1,605	580	4,275
<b>Capital multi-year expenditure sub-total</b>	7	<b>3,822</b>	<b>2,976</b>	<b>10,540</b>	<b>18,841</b>	<b>15,247</b>	<b>15,247</b>	<b>15,247</b>	<b>12,512</b>	<b>7,525</b>	<b>12,213</b>
<b>Single-year expenditure to be appropriated</b>	2										
Vote 1 - Municipal Manager		154	100	88	211	214	214	214	200	30	30
Vote 2 - Finance		1,035	1,577	735	672	256	256	256	240	10	210
Vote 3 - Corporate Services		1,430	237	1,866	1,467	1,445	1,445	1,445	2,405	985	1,670
Vote 4 - Technical Services		15,920	21,791	21,598	23,234	24,926	24,926	24,926	23,169	28,076	25,941
Vote 5 - Community Services		6,433	4,697	6,782	6,787	7,008	7,008	7,008	4,810	3,655	5,646
<b>Capital single-year expenditure sub-total</b>		<b>24,972</b>	<b>28,401</b>	<b>31,068</b>	<b>32,371</b>	<b>33,849</b>	<b>33,849</b>	<b>33,849</b>	<b>30,824</b>	<b>32,756</b>	<b>33,497</b>
<b>Total Capital Expenditure - Vote</b>		<b>28,795</b>	<b>31,377</b>	<b>41,609</b>	<b>51,213</b>	<b>49,096</b>	<b>49,096</b>	<b>49,096</b>	<b>43,336</b>	<b>40,281</b>	<b>45,710</b>

The Capital Budget decreases from R52.668 million in 2019/20 to R43.336 million in 2020/21.

Total new assets represent 36.6 percent or R15.865 million of the total capital budget, upgrading of assets represent 37.85 percent or R 16.4 million and asset renewal equates to 25.54 percent or R11.069 million. Further detail relating to asset classes and proposed capital expenditure is contained in Table A9 (Asset Management). In addition to the Table A9, Tables SA34a, b, c, d, e provides a detailed breakdown of the capital programme relating to new asset construction, capital asset renewal as well as operational repairs and maintenance by asset class.

The future operational costs and revenues associated with the capital programme have been included in Table SA35.

# 1.7 Annual Budget Tables

## Table 13 MBRR A1 - Budget Summary

Description	2016/17	2017/18	2018/19	Current Year 2019/20				2020/21 Medium Term Revenue & Expenditure Framework		
	Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Pre-audit outcome	Budget Year 2020/21	Budget Year +1 2021/22	Budget Year +2 2022/23
<b>R thousands</b>										
<b>Financial Performance</b>										
Property rates	56,440	62,607	67,800	71,681	72,479	72,479	72,479	77,766	81,500	85,412
Service charges	149,250	145,624	160,631	188,141	187,774	187,774	187,774	192,998	202,261	211,969
Investment revenue	5,839	6,729	6,203	5,447	7,452	7,452	7,452	5,145	5,391	5,650
Transfers recognised - operational	42,607	48,799	55,837	67,092	67,790	67,790	67,790	68,914	86,151	93,360
Other own revenue	32,187	32,020	36,515	36,033	41,829	41,829	41,829	19,743	43,594	44,618
<b>Total Revenue (excluding capital transfers and contributions)</b>	<b>286,323</b>	<b>295,779</b>	<b>326,985</b>	<b>368,394</b>	<b>377,324</b>	<b>377,324</b>	<b>377,324</b>	<b>364,567</b>	<b>418,897</b>	<b>441,009</b>
Employee costs	102,242	111,581	122,870	134,015	134,739	134,739	134,739	133,996	138,122	144,663
Remuneration of councillors	5,359	5,822	6,262	6,720	6,822	6,822	6,822	7,011	7,347	7,697
Depreciation & asset impairment	19,621	20,636	20,171	23,284	22,672	22,672	22,672	23,628	24,754	25,936
Finance charges	12,662	12,835	15,288	13,968	15,711	15,711	15,711	16,676	18,077	17,558
Materials and bulk purchases	78,829	77,803	96,242	108,613	112,462	112,462	112,462	113,437	118,868	124,555
Transfers and grants	3,551	4,150	5,326	6,028	6,328	6,328	6,328	4,576	4,375	4,586
Other expenditure	54,356	58,477	55,200	83,870	95,544	95,544	95,544	79,271	110,884	111,334
<b>Total Expenditure</b>	<b>276,620</b>	<b>291,303</b>	<b>321,359</b>	<b>376,498</b>	<b>394,279</b>	<b>394,279</b>	<b>394,279</b>	<b>378,594</b>	<b>422,427</b>	<b>436,329</b>
<b>Surplus/(Deficit)</b>	<b>9,703</b>	<b>4,476</b>	<b>5,627</b>	<b>(8,104)</b>	<b>(16,955)</b>	<b>(16,955)</b>	<b>(16,955)</b>	<b>(14,027)</b>	<b>(3,530)</b>	<b>4,680</b>
Transfers and subsidies - capital (monetary allocations) (National / Provincial and District)	12,308	14,950	20,515	24,067	24,810	24,810	24,810	15,770	14,794	17,889
Transfers and subsidies - capital (monetary allocations) (National / Provincial Departmental Agencies, Households, Non-profit Institutions, Private Enterprises, Public Corporations, Higher Educational Institutions) & Transfers and subsidies - capital (in-kind - all)	-	-	700	-	-	-	-	-	-	-
<b>Surplus/(Deficit) after capital transfers &amp; contributions</b>	<b>22,011</b>	<b>19,426</b>	<b>26,841</b>	<b>15,963</b>	<b>7,854</b>	<b>7,854</b>	<b>7,854</b>	<b>1,743</b>	<b>11,264</b>	<b>22,569</b>
Share of surplus/ (deficit) of associate	-	-	-	-	-	-	-	-	-	-
<b>Surplus/(Deficit) for the year</b>	<b>22,011</b>	<b>19,426</b>	<b>26,841</b>	<b>15,963</b>	<b>7,854</b>	<b>7,854</b>	<b>7,854</b>	<b>1,743</b>	<b>11,264</b>	<b>22,569</b>
<b>Capital expenditure &amp; funds sources</b>										
<b>Capital expenditure</b>	<b>28,795</b>	<b>31,377</b>	<b>41,609</b>	<b>51,213</b>	<b>49,096</b>	<b>49,096</b>	<b>49,096</b>	<b>43,336</b>	<b>40,281</b>	<b>45,710</b>
Transfers recognised - capital	11,294	16,833	21,648	24,067	24,860	24,860	24,860	15,770	14,794	17,889
Borrowing	6,593	4,476	6,412	6,550	7,150	7,150	7,150	15,200	15,100	15,120
Internally generated funds	10,907	10,068	13,549	20,596	17,087	17,087	17,087	12,367	10,387	12,701
<b>Total sources of capital funds</b>	<b>28,795</b>	<b>31,377</b>	<b>41,609</b>	<b>51,213</b>	<b>49,096</b>	<b>49,096</b>	<b>49,096</b>	<b>43,336</b>	<b>40,281</b>	<b>45,710</b>
<b>Financial position</b>										
Total current assets	163,237	169,481	156,801	164,942	149,619	149,619	149,619	152,052	168,141	189,399
Total non current assets	358,848	371,851	390,452	423,272	416,876	416,876	416,876	436,584	452,111	471,885
Total current liabilities	50,751	44,793	38,073	46,392	38,560	38,560	38,560	41,792	44,242	46,883
Total non current liabilities	151,645	157,423	150,664	173,555	161,565	161,565	161,565	178,731	196,633	212,455
Community wealth/Equity	319,689	339,115	358,516	368,267	366,370	366,370	366,370	368,113	379,377	401,946
<b>Cash flows</b>										
Net cash from (used) operating	41,009	22,792	31,550	46,232	37,194	37,194	37,194	33,588	46,790	58,354
Net cash from (used) investing	(27,471)	(28,679)	(40,079)	(51,213)	(49,096)	(49,096)	(49,096)	(43,336)	(40,281)	(45,710)
Net cash from (used) financing	2,884	1,742	2,031	1,413	2,013	2,013	2,013	9,392	8,119	6,928
<b>Cash/cash equivalents at the year end</b>	<b>82,080</b>	<b>77,936</b>	<b>71,438</b>	<b>73,049</b>	<b>61,549</b>	<b>61,549</b>	<b>61,549</b>	<b>61,193</b>	<b>75,821</b>	<b>95,393</b>
<b>Cash backing/surplus reconciliation</b>										
Cash and investments available	82,080	77,936	71,438	73,049	61,549	61,549	61,549	61,193	75,821	95,393
Application of cash and investments	(18,542)	(29,132)	(23,343)	(12,987)	(19,275)	(19,275)	(19,275)	(18,214)	(8,201)	(5,162)
<b>Balance - surplus (shortfall)</b>	<b>100,622</b>	<b>107,068</b>	<b>94,781</b>	<b>86,036</b>	<b>80,824</b>	<b>80,824</b>	<b>80,824</b>	<b>79,407</b>	<b>84,021</b>	<b>100,555</b>
<b>Asset management</b>										
Asset register summary (WDV)	357,784	371,546	390,006	422,967	416,430	416,430	416,430	436,138	451,666	471,439
Depreciation	19,621	20,636	20,171	23,284	22,672	22,672	22,672	23,628	24,754	25,936
Renewal and Upgrading of Existing Assets	8,599	23,041	27,781	31,207	32,040	32,040	32,040	27,471	33,178	22,838
Repairs and Maintenance	8,562	19,073	23,533	24,722	24,693	24,693	24,693	20,561	21,532	22,540
<b>Free services</b>										
Cost of Free Basic Services provided	8,672	8,800	9,685	10,532	11,362	11,362	13,365	13,365	14,007	14,679
Revenue cost of free services provided	3,669	1,887	1,259	2,222	3,424	3,424	4,962	4,962	5,200	5,450
<b>Households below minimum service level</b>										
Water:	-	-	-	-	-	-	-	-	-	-
Sanitation/sewage:	-	-	-	-	-	-	-	-	-	-
Energy:	-	-	-	-	-	-	-	-	-	-
Refuse:	-	-	-	-	-	-	-	-	-	-

**Table 14 MBRR A2 - Budgeted Financial Performance (revenue and expenditure by standard classification)**

Functional Classification Description	Ref	2016/17	2017/18	2018/19	Current Year 2019/20			2020/21 Medium Term Revenue & Expenditure Framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2020/21	Budget Year +1 2021/22	Budget Year +2 2022/23
<b>R thousand</b>	<b>1</b>									
<b>Revenue - Functional</b>										
<b>Governance and administration</b>		99,146	110,498	124,849	124,870	131,430	131,430	129,130	136,963	145,430
Executive and council		22,927	26,361	31,020	34,055	33,891	33,891	35,131	38,947	42,784
Finance and administration		76,219	84,137	93,829	90,815	97,539	97,539	93,999	98,016	102,646
Internal audit		-	-	-	-	-	-	-	-	-
<b>Community and public safety</b>		24,251	19,622	19,682	34,961	38,046	38,046	17,291	55,859	58,259
Community and social services		7,138	7,138	7,359	8,141	9,093	9,093	8,063	8,502	8,966
Sport and recreation		7,500	4,254	4,703	5,412	3,706	3,706	2,224	5,103	5,347
Public safety		9,573	8,230	7,621	13,293	17,132	17,132	1,956	22,184	22,184
Housing		40	-	-	8,115	8,115	8,115	5,048	20,070	21,762
Health		-	-	-	-	-	-	-	-	-
<b>Economic and environmental services</b>		7,042	9,400	29,095	26,964	26,836	26,836	23,753	21,793	22,744
Planning and development		1,605	3,598	23,189	20,867	20,816	20,816	16,716	16,662	17,373
Road transport		5,437	5,803	5,905	6,097	6,020	6,020	7,037	5,131	5,371
Environmental protection		-	-	-	-	-	-	-	-	-
<b>Trading services</b>		168,192	171,209	174,575	205,666	205,821	205,821	210,162	219,076	232,465
Energy sources		98,176	96,476	106,483	130,665	130,823	130,823	132,499	137,714	147,227
Water management		32,491	21,256	26,210	29,436	30,352	30,352	30,854	32,334	33,885
Waste water management		14,073	28,959	15,625	17,103	16,818	16,818	17,688	18,537	19,428
Waste management		23,452	24,518	26,257	28,461	27,828	27,828	29,122	30,491	31,925
<b>Other</b>	4	-	-	-	-	-	-	-	-	-
<b>Total Revenue - Functional</b>	2	298,631	310,729	348,200	392,461	402,133	402,133	380,337	433,691	458,898
<b>Expenditure - Functional</b>										
<b>Governance and administration</b>		33,586	76,374	82,642	96,913	102,382	102,382	98,859	101,481	104,254
Executive and council		12,899	15,995	18,295	22,390	23,926	23,926	20,876	21,868	22,906
Finance and administration		20,686	58,952	63,161	72,955	76,699	76,699	76,413	78,180	79,849
Internal audit		-	1,428	1,187	1,568	1,757	1,757	1,569	1,433	1,499
<b>Community and public safety</b>		42,953	37,759	45,511	62,891	68,660	68,660	48,524	83,601	87,360
Community and social services		6,894	7,540	8,306	10,300	9,972	9,972	11,592	12,143	12,717
Sport and recreation		15,085	13,760	17,543	19,134	19,504	19,504	15,909	16,661	17,447
Public safety		19,856	15,425	18,243	23,844	29,436	29,436	14,374	33,050	33,678
Housing		1,117	1,034	1,418	9,614	9,748	9,748	6,650	21,747	23,518
Health		-	-	-	-	-	-	-	-	-
<b>Economic and environmental services</b>		38,496	35,552	38,968	43,159	43,655	43,655	41,782	41,541	43,506
Planning and development		9,705	10,518	11,565	12,688	12,390	12,390	12,606	13,211	13,829
Road transport		28,791	25,035	27,403	30,471	31,265	31,265	29,177	28,330	29,677
Environmental protection		-	-	-	-	-	-	-	-	-
<b>Trading services</b>		161,586	141,618	154,238	173,534	179,582	179,582	189,429	195,804	201,209
Energy sources		105,238	91,496	96,985	112,439	111,759	111,759	119,502	124,265	128,830
Water management		22,672	18,243	18,866	20,497	24,601	24,601	23,100	23,623	23,920
Waste water management		10,072	8,716	9,512	14,031	13,691	13,691	17,457	17,073	16,141
Waste management		23,604	23,164	28,874	26,567	29,530	29,530	29,370	30,843	32,318
<b>Other</b>	4	-	-	-	-	-	-	-	-	-
<b>Total Expenditure - Functional</b>	3	276,620	291,303	321,359	376,498	394,279	394,279	378,594	422,427	436,329
<b>Surplus/(Deficit) for the year</b>		22,011	19,426	26,841	15,963	7,854	7,854	1,743	11,264	22,569

**Table 15 MBRR A3 - Budgeted Financial Performance (revenue and expenditure by municipal vote)**

Vote Description	Ref	2016/17	2017/18	2018/19	Current Year 2019/20			2020/21 Medium Term Revenue & Expenditure Framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2020/21	Budget Year +1 2021/22	Budget Year +2 2022/23
<b>Revenue by Vote</b>	1									
Vote 1 - Municipal Manager		23,370	26,781	31,440	34,500	34,336	34,336	35,576	39,413	43,272
Vote 2 - Finance		68,458	77,944	86,688	84,453	90,541	90,541	92,573	96,522	101,080
Vote 3 - Corporate Services		6,938	6,591	8,005	5,517	5,067	5,067	1,491	513	537
Vote 4 - Technical Services		171,805	175,774	198,073	228,617	229,679	229,679	228,673	236,425	250,553
Vote 5 - Community Services		28,060	23,639	23,995	39,374	42,510	42,510	22,023	60,818	63,456
<b>Total Revenue by Vote</b>	2	<b>298,631</b>	<b>310,729</b>	<b>348,200</b>	<b>392,461</b>	<b>402,133</b>	<b>402,133</b>	<b>380,337</b>	<b>433,691</b>	<b>458,898</b>
<b>Expenditure by Vote to be appropriated</b>	1									
Vote 1 - Municipal Manager		18,158	20,832	23,598	28,048	29,668	29,668	26,295	27,332	28,625
Vote 2 - Finance		(729)	27,247	29,743	34,622	39,864	39,864	40,914	40,987	40,880
Vote 3 - Corporate Services		16,418	26,684	27,327	31,350	30,156	30,156	28,755	30,124	31,564
Vote 4 - Technical Services		198,652	176,473	192,018	216,124	222,734	222,734	230,752	236,870	244,225
Vote 5 - Community Services		44,120	40,067	48,672	66,354	71,858	71,858	51,878	87,114	91,035
<b>Total Expenditure by Vote</b>	2	<b>276,620</b>	<b>291,303</b>	<b>321,359</b>	<b>376,498</b>	<b>394,279</b>	<b>394,279</b>	<b>378,594</b>	<b>422,427</b>	<b>436,329</b>
<b>Surplus/(Deficit) for the year</b>	2	<b>22,011</b>	<b>19,426</b>	<b>26,841</b>	<b>15,963</b>	<b>7,854</b>	<b>7,854</b>	<b>1,743</b>	<b>11,264</b>	<b>22,569</b>



**Table 16 MBRR A4 - Budgeted Financial Performance (revenue and expenditure)**

Description	Ref	2016/17	2017/18	2018/19	Current Year 2019/20				2020/21 Medium Term Revenue & Expenditure Framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Pre-audit outcome	Budget Year 2020/21	Budget Year +1 2021/22	Budget Year +2 2022/23
<b>Revenue By Source</b>											
Property rates	2	56,440	62,607	67,800	71,681	72,479	72,479	72,479	77,766	81,500	85,412
Service charges - electricity revenue	2	94,401	94,502	102,121	123,889	124,139	124,139	124,139	128,741	134,920	141,396
Service charges - water revenue	2	24,789	19,309	24,348	27,266	28,152	28,152	28,152	28,135	29,484	30,898
Service charges - sanitation revenue	2	11,080	12,071	12,876	13,987	13,352	13,352	13,352	13,708	14,366	15,057
Service charges - refuse revenue	2	18,980	19,742	21,286	22,998	22,131	22,131	22,131	22,415	23,491	24,618
Rental of facilities and equipment		5,310	5,319	1,416	1,132	1,491	1,491	1,491	1,385	1,451	1,521
Interest earned - external investments		5,839	6,729	6,203	5,447	7,452	7,452	7,452	5,145	5,391	5,650
Interest earned - outstanding debtors		4,268	5,275	7,390	4,542	7,981	7,981	7,981	7,460	7,818	8,193
Dividends received		-	-	-	-	-	-	-	-	-	-
Fines, penalties and forfeits		9,813	7,098	9,935	12,472	16,400	16,400	16,400	2,044	22,277	22,282
Licences and permits		-	-	2	262	103	103	103	49	51	53
Agency services		3,809	4,016	4,313	4,413	4,464	4,464	4,464	4,732	4,959	5,197
Transfers and subsidies		42,607	48,799	55,837	67,092	67,790	67,790	67,790	68,914	86,151	93,360
Other revenue	2	8,987	9,744	12,954	13,212	11,390	11,390	11,390	4,073	7,038	7,372
Gains		-	566	506	-	-	-	-	-	-	-
<b>Total Revenue (excluding capital transfers and contributions)</b>		<b>286,323</b>	<b>295,779</b>	<b>326,985</b>	<b>368,394</b>	<b>377,324</b>	<b>377,324</b>	<b>377,324</b>	<b>364,567</b>	<b>418,897</b>	<b>441,009</b>
<b>Expenditure By Type</b>											
Employee related costs	2	102,242	111,581	122,870	134,015	134,739	134,739	134,739	133,996	138,122	144,663
Remuneration of councillors		5,359	5,822	6,262	6,720	6,822	6,822	6,822	7,011	7,347	7,697
Debt impairment	3	12,294	12,182	16,123	21,475	33,746	33,746	33,746	26,852	41,748	36,518
Depreciation & asset impairment	2	19,621	20,636	20,171	23,284	22,672	22,672	22,672	23,628	24,754	25,936
Finance charges		12,662	12,835	15,288	13,968	15,711	15,711	15,711	16,676	18,077	17,558
Bulk purchases	2	78,829	77,803	83,689	96,543	98,043	98,043	98,043	102,198	107,104	112,245
Other materials	8	-	-	12,553	12,070	14,419	14,419	14,419	11,239	11,764	12,310
Contracted services		-	-	16,281	26,986	27,992	27,992	27,992	22,732	38,388	40,947
Transfers and grants		3,551	4,150	5,326	6,028	6,328	6,328	6,328	4,576	4,375	4,586
Other expenditure	4, 5	41,999	46,295	22,686	35,409	33,806	33,806	33,806	29,686	30,748	33,869
Losses		63	-	111	-	-	-	-	-	-	-
<b>Total Expenditure</b>		<b>276,620</b>	<b>291,303</b>	<b>321,359</b>	<b>376,498</b>	<b>394,279</b>	<b>394,279</b>	<b>394,279</b>	<b>378,594</b>	<b>422,427</b>	<b>436,329</b>
<b>Surplus/(Deficit)</b>		<b>9,703</b>	<b>4,476</b>	<b>5,627</b>	<b>(8,104)</b>	<b>(16,955)</b>	<b>(16,955)</b>	<b>(16,955)</b>	<b>(14,027)</b>	<b>(3,530)</b>	<b>4,680</b>
Transfers and subsidies - capital (monetary allocations) (National / Provincial and District)		12,308	14,950	20,515	24,067	24,810	24,810	24,810	15,770	14,794	17,889
Transfers and subsidies - capital (monetary allocations) (National / Provincial Departmental Agencies, Households, Non-profit Institutions, Private Enterprises, Public Corporations, Higher Educational Institutions)	6	-	-	-	-	-	-	-	-	-	-
Transfers and subsidies - capital (in-kind - all)		-	-	700	-	-	-	-	-	-	-
<b>Surplus/(Deficit) after capital transfers &amp; contributions</b>		<b>22,011</b>	<b>19,426</b>	<b>26,841</b>	<b>15,963</b>	<b>7,854</b>	<b>7,854</b>	<b>7,854</b>	<b>1,743</b>	<b>11,264</b>	<b>22,569</b>
Taxation		-	-	-	-	-	-	-	-	-	-
<b>Surplus/(Deficit) after taxation</b>		<b>22,011</b>	<b>19,426</b>	<b>26,841</b>	<b>15,963</b>	<b>7,854</b>	<b>7,854</b>	<b>7,854</b>	<b>1,743</b>	<b>11,264</b>	<b>22,569</b>
Attributable to minorities		-	-	-	-	-	-	-	-	-	-
<b>Surplus/(Deficit) attributable to municipality</b>		<b>22,011</b>	<b>19,426</b>	<b>26,841</b>	<b>15,963</b>	<b>7,854</b>	<b>7,854</b>	<b>7,854</b>	<b>1,743</b>	<b>11,264</b>	<b>22,569</b>
Share of surplus/ (deficit) of associate	7	-	-	-	-	-	-	-	-	-	-
<b>Surplus/(Deficit) for the year</b>		<b>22,011</b>	<b>19,426</b>	<b>26,841</b>	<b>15,963</b>	<b>7,854</b>	<b>7,854</b>	<b>7,854</b>	<b>1,743</b>	<b>11,264</b>	<b>22,569</b>

**Table 17 MBRR A5 - Budgeted Capital Expenditure by vote, standard classification and funding source**

Vote Description	Ref	2016/17	2017/18	2018/19	Current Year 2019/20				2020/21 Medium Term Revenue & Expenditure Framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Pre-audit outcome	Budget Year 2020/21	Budget Year +1 2021/22	Budget Year +2 2022/23
<b>R thousand</b>	1										
<b>Capital expenditure - Vote</b>											
<b>Multi-year expenditure to be appropriated</b>	2										
Vote 1 - Municipal Manager		-	-	-	-	-	-	-	-	-	-
Vote 2 - Finance		844	-	-	-	-	-	-	-	-	-
Vote 3 - Corporate Services		-	951	1,000	4,500	4,500	4,500	4,500	50	-	270
Vote 4 - Technical Services		2,599	1,445	8,693	14,096	10,503	10,503	10,503	10,857	6,945	7,668
Vote 5 - Community Services		379	579	847	245	244	244	244	1,605	580	4,275
<b>Capital multi-year expenditure sub-total</b>	7	<b>3,822</b>	<b>2,976</b>	<b>10,540</b>	<b>18,841</b>	<b>15,247</b>	<b>15,247</b>	<b>15,247</b>	<b>12,512</b>	<b>7,525</b>	<b>12,213</b>
<b>Single-year expenditure to be appropriated</b>	2										
Vote 1 - Municipal Manager		154	100	88	211	214	214	214	200	30	30
Vote 2 - Finance		1,035	1,577	735	672	256	256	256	240	10	210
Vote 3 - Corporate Services		1,430	237	1,866	1,467	1,445	1,445	1,445	2,405	985	1,670
Vote 4 - Technical Services		15,920	21,791	21,598	23,234	24,926	24,926	24,926	23,169	28,076	25,941
Vote 5 - Community Services		6,433	4,697	6,782	6,787	7,008	7,008	7,008	4,810	3,655	5,646
<b>Capital single-year expenditure sub-total</b>		<b>24,972</b>	<b>28,401</b>	<b>31,068</b>	<b>32,371</b>	<b>33,849</b>	<b>33,849</b>	<b>33,849</b>	<b>30,824</b>	<b>32,756</b>	<b>33,497</b>
<b>Total Capital Expenditure - Vote</b>		<b>28,795</b>	<b>31,377</b>	<b>41,609</b>	<b>51,213</b>	<b>49,096</b>	<b>49,096</b>	<b>49,096</b>	<b>43,336</b>	<b>40,281</b>	<b>45,710</b>
<b>Capital Expenditure - Functional</b>											
<b>Governance and administration</b>		<b>4,736</b>	<b>1,978</b>	<b>3,590</b>	<b>2,480</b>	<b>2,645</b>	<b>2,645</b>	<b>2,645</b>	<b>2,399</b>	<b>1,265</b>	<b>2,335</b>
Executive and council		154	100	52	81	81	81	81	30	30	30
Finance and administration		1,879	1,878	3,537	2,399	2,564	2,564	2,564	2,369	1,235	2,305
Internal audit		2,703	-	-	-	-	-	-	-	-	-
<b>Community and public safety</b>		<b>6,812</b>	<b>3,631</b>	<b>6,966</b>	<b>6,012</b>	<b>7,252</b>	<b>7,252</b>	<b>7,252</b>	<b>6,415</b>	<b>4,235</b>	<b>9,921</b>
Community and social services		4,561	910	397	1,245	2,405	2,405	2,405	1,675	1,430	1,920
Sport and recreation		1,020	794	6,335	3,574	2,843	2,843	2,843	3,385	2,315	6,450
Public safety		1,231	1,918	227	1,165	1,977	1,977	1,977	1,355	490	1,515
Housing		-	9	7	28	27	27	27	-	-	36
Health		-	-	-	-	-	-	-	-	-	-
<b>Economic and environmental services</b>		<b>3,211</b>	<b>6,428</b>	<b>9,230</b>	<b>15,419</b>	<b>17,616</b>	<b>17,616</b>	<b>17,616</b>	<b>15,207</b>	<b>19,444</b>	<b>8,797</b>
Planning and development		38	995	1,778	4,745	4,745	4,745	4,745	1,460	50	270
Road transport		3,173	5,433	7,452	10,674	12,871	12,871	12,871	13,747	19,394	8,527
Environmental protection		-	-	-	-	-	-	-	-	-	-
<b>Trading services</b>		<b>14,036</b>	<b>19,340</b>	<b>21,822</b>	<b>27,301</b>	<b>21,583</b>	<b>21,583</b>	<b>21,583</b>	<b>19,315</b>	<b>15,337</b>	<b>24,657</b>
Energy sources		3,745	1,639	5,929	8,998	9,038	9,038	9,038	7,019	7,929	6,948
Water management		5,016	1,839	1,083	4,995	1,810	1,810	1,810	4,655	2,822	2,402
Waste water management		2,307	13,265	13,410	12,331	9,718	9,718	9,718	6,934	3,092	4,232
Waste management		2,967	2,597	1,400	977	1,017	1,017	1,017	708	1,494	11,076
<b>Other</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Capital Expenditure - Functional</b>	3	<b>28,795</b>	<b>31,377</b>	<b>41,609</b>	<b>51,213</b>	<b>49,096</b>	<b>49,096</b>	<b>49,096</b>	<b>43,336</b>	<b>40,281</b>	<b>45,710</b>
<b>Funded by:</b>											
National Government		10,296	13,413	20,042	17,887	17,470	17,470	17,470	14,570	14,434	17,579
Provincial Government		838	1,526	1,606	6,180	7,339	7,339	7,339	1,200	360	310
District Municipality		-	-	-	-	-	-	-	-	-	-
Transfers and subsidies - capital (monetary allocations) (National / Provincial Departmental Agencies, Households, Non-profit Institutions, Private Enterprises, Public Corporations, Higher Educational Institutions)		160	1,894	-	-	50	50	50	-	-	-
<b>Transfers recognised - capital</b>	4	<b>11,294</b>	<b>16,833</b>	<b>21,648</b>	<b>24,067</b>	<b>24,860</b>	<b>24,860</b>	<b>24,860</b>	<b>15,770</b>	<b>14,794</b>	<b>17,889</b>
<b>Borrowing</b>	6	<b>6,593</b>	<b>4,476</b>	<b>6,412</b>	<b>6,550</b>	<b>7,150</b>	<b>7,150</b>	<b>7,150</b>	<b>15,200</b>	<b>15,100</b>	<b>15,120</b>
<b>Internally generated funds</b>		<b>10,907</b>	<b>10,068</b>	<b>13,549</b>	<b>20,596</b>	<b>17,087</b>	<b>17,087</b>	<b>17,087</b>	<b>12,367</b>	<b>10,387</b>	<b>12,701</b>
<b>Total Capital Funding</b>	7	<b>28,795</b>	<b>31,377</b>	<b>41,609</b>	<b>51,213</b>	<b>49,096</b>	<b>49,096</b>	<b>49,096</b>	<b>43,336</b>	<b>40,281</b>	<b>45,710</b>

**Table 18 MBRR A6 - Budgeted Financial Position**

Description	Ref	2016/17	2017/18	2018/19	Current Year 2019/20				2020/21 Medium Term Revenue & Expenditure Framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Pre-audit outcome	Budget Year 2020/21	Budget Year +1 2021/22	Budget Year +2 2022/23
<b>R thousand</b>											
<b>ASSETS</b>											
<b>Current assets</b>											
Cash		76,058	71,511	64,586	73,049	61,549	61,549	61,549	11,193	10,821	15,393
Call investment deposits	1	6,022	6,425	6,852	-	-	-	-	50,000	65,000	80,000
Consumer debtors	1	46,330	81,739	75,529	82,087	78,236	78,236	78,236	81,026	82,487	84,172
Other debtors		30,652	5,401	7,330	5,401	7,330	7,330	7,330	7,330	7,330	7,330
Current portion of long-term receivables		1,471	1,304	173	1,304	173	173	173	173	173	173
Inventory	2	2,704	3,102	2,330	3,102	2,330	2,330	2,330	2,330	2,330	2,330
<b>Total current assets</b>		<b>163,237</b>	<b>169,481</b>	<b>156,801</b>	<b>164,942</b>	<b>149,619</b>	<b>149,619</b>	<b>149,619</b>	<b>152,052</b>	<b>168,141</b>	<b>189,399</b>
<b>Non current assets</b>											
Long-term receivables		1,064	305	446	305	446	446	446	446	446	446
Investments		-	-	-	-	-	-	-	-	-	-
Investment property		13,041	12,930	16,231	12,926	16,229	16,229	16,229	16,277	16,325	16,373
Investment in Associate		-	-	-	-	-	-	-	-	-	-
Property, plant and equipment	3	341,052	353,869	369,472	404,399	395,782	395,782	395,782	415,981	432,076	451,827
Biological		-	-	-	-	-	-	-	-	-	-
Intangible		3,236	4,293	3,849	5,188	3,965	3,965	3,965	3,376	2,760	2,715
Other non-current assets		454	454	454	454	454	454	454	504	504	524
<b>Total non current assets</b>		<b>358,848</b>	<b>371,851</b>	<b>390,452</b>	<b>423,272</b>	<b>416,876</b>	<b>416,876</b>	<b>416,876</b>	<b>436,584</b>	<b>452,111</b>	<b>471,885</b>
<b>TOTAL ASSETS</b>		<b>522,085</b>	<b>541,331</b>	<b>547,253</b>	<b>588,214</b>	<b>566,495</b>	<b>566,495</b>	<b>566,495</b>	<b>588,636</b>	<b>620,252</b>	<b>661,284</b>
<b>LIABILITIES</b>											
<b>Current liabilities</b>											
Bank overdraft	1	-	-	-	-	-	-	-	-	-	-
Borrowing	4	4,536	5,120	5,145	5,702	5,145	5,145	5,145	7,206	8,429	9,785
Consumer deposits		3,281	3,464	3,665	3,737	3,803	3,803	3,803	4,016	4,240	4,477
Trade and other payables	4	33,120	25,249	16,705	25,249	16,051	16,051	16,051	16,051	16,051	16,051
Provisions		9,814	10,961	12,558	11,704	13,560	13,560	13,560	14,519	15,522	16,570
<b>Total current liabilities</b>		<b>50,751</b>	<b>44,793</b>	<b>38,073</b>	<b>46,392</b>	<b>38,560</b>	<b>38,560</b>	<b>38,560</b>	<b>41,792</b>	<b>44,242</b>	<b>46,883</b>
<b>Non current liabilities</b>											
Borrowing		50,268	51,243	53,048	53,765	54,923	54,923	54,923	62,042	68,713	74,049
Provisions		101,377	106,180	97,615	119,789	106,642	106,642	106,642	116,689	127,920	138,406
<b>Total non current liabilities</b>		<b>151,645</b>	<b>157,423</b>	<b>150,664</b>	<b>173,555</b>	<b>161,565</b>	<b>161,565</b>	<b>161,565</b>	<b>178,731</b>	<b>196,633</b>	<b>212,455</b>
<b>TOTAL LIABILITIES</b>		<b>202,396</b>	<b>202,216</b>	<b>188,737</b>	<b>219,947</b>	<b>200,124</b>	<b>200,124</b>	<b>200,124</b>	<b>220,523</b>	<b>240,875</b>	<b>259,338</b>
<b>NET ASSETS</b>	5	<b>319,689</b>	<b>339,115</b>	<b>358,516</b>	<b>368,267</b>	<b>366,370</b>	<b>366,370</b>	<b>366,370</b>	<b>368,113</b>	<b>379,377</b>	<b>401,946</b>
<b>COMMUNITY WEALTH/EQUITY</b>											
Accumulated Surplus/(Deficit)		301,734	313,920	327,407	326,466	326,064	326,064	326,064	323,435	326,035	342,253
Reserves	4	17,955	25,195	31,109	41,801	40,307	40,307	40,307	44,678	53,342	59,693
<b>TOTAL COMMUNITY WEALTH/EQUITY</b>	5	<b>319,689</b>	<b>339,115</b>	<b>358,516</b>	<b>368,267</b>	<b>366,370</b>	<b>366,370</b>	<b>366,370</b>	<b>368,113</b>	<b>379,377</b>	<b>401,946</b>

**Table 19 MBRR A7 - Budgeted Cash Flow Statement**

Description	Ref	2016/17	2017/18	2018/19	Current Year 2019/20				2020/21 Medium Term Revenue & Expenditure Framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Pre-audit outcome	Budget Year 2020/21	Budget Year +1 2021/22	Budget Year +2 2022/23
<b>R thousand</b>											
<b>CASH FLOW FROM OPERATING ACTIVITIES</b>											
<b>Receipts</b>											
Property rates		55,009	54,467	65,465	68,814	67,739	67,739	67,739	70,470	75,707	81,284
Service charges		145,087	141,393	147,982	180,615	178,943	178,943	178,943	177,284	189,785	203,078
Other revenue		12,094	18,293	14,376	20,290	18,947	18,947	18,947	10,502	15,918	16,567
Transfers and Subsidies - Operational	1	42,556	48,799	56,453	67,092	67,696	67,696	67,696	68,914	86,151	93,360
Transfers and Subsidies - Capital	1	11,566	14,704	20,515	24,067	24,250	24,250	24,250	15,770	14,794	17,889
Interest		5,839	6,729	6,203	9,807	7,452	7,452	7,452	7,756	8,127	8,518
Dividends		-	-	-	-	-	-	-	-	-	-
<b>Payments</b>											
Suppliers and employees		(221,580)	(251,164)	(267,715)	(311,482)	(315,061)	(315,061)	(315,061)	(305,689)	(332,147)	(350,242)
Finance charges		(6,012)	(6,280)	(6,404)	(6,943)	(6,443)	(6,443)	(6,443)	(6,842)	(7,170)	(7,513)
Transfers and Grants	1	(3,551)	(4,150)	(5,323)	(6,028)	(6,328)	(6,328)	(6,328)	(4,576)	(4,375)	(4,586)
<b>NET CASH FROM/(USED) OPERATING ACTIVITIES</b>		<b>41,009</b>	<b>22,792</b>	<b>31,550</b>	<b>46,232</b>	<b>37,194</b>	<b>37,194</b>	<b>37,194</b>	<b>33,588</b>	<b>46,790</b>	<b>58,354</b>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>											
<b>Receipts</b>											
Proceeds on disposal of PPE		472	790	786	-	-	-	-	-	-	-
Decrease (increase) in non-current receivables		-	15	43	-	-	-	-	-	-	-
Decrease (increase) in non-current investments		-	-	-	-	-	-	-	-	-	-
<b>Payments</b>											
Capital assets		(27,943)	(29,483)	(40,909)	(51,213)	(49,096)	(49,096)	(49,096)	(43,336)	(40,281)	(45,710)
<b>NET CASH FROM/(USED) INVESTING ACTIVITIES</b>		<b>(27,471)</b>	<b>(28,679)</b>	<b>(40,079)</b>	<b>(51,213)</b>	<b>(49,096)</b>	<b>(49,096)</b>	<b>(49,096)</b>	<b>(43,336)</b>	<b>(40,281)</b>	<b>(45,710)</b>
<b>CASH FLOWS FROM FINANCING ACTIVITIES</b>											
<b>Receipts</b>											
Short term loans		-	-	-	-	-	-	-	-	-	-
Borrowing long term/refinancing		6,750	6,080	6,950	6,550	7,150	7,150	7,150	15,200	15,100	15,120
Increase (decrease) in consumer deposits		132	183	200	139	139	139	139	213	224	237
<b>Payments</b>											
Repayment of borrowing		(3,998)	(4,521)	(5,120)	(5,276)	(5,276)	(5,276)	(5,276)	(6,021)	(7,206)	(8,429)
<b>NET CASH FROM/(USED) FINANCING ACTIVITIES</b>		<b>2,884</b>	<b>1,742</b>	<b>2,031</b>	<b>1,413</b>	<b>2,013</b>	<b>2,013</b>	<b>2,013</b>	<b>9,392</b>	<b>8,119</b>	<b>6,928</b>
<b>NET INCREASE/ (DECREASE) IN CASH HELD</b>		<b>16,421</b>	<b>(4,145)</b>	<b>(6,498)</b>	<b>(3,568)</b>	<b>(9,889)</b>	<b>(9,889)</b>	<b>(9,889)</b>	<b>(356)</b>	<b>14,628</b>	<b>19,573</b>
Cash/cash equivalents at the year begin:	2	65,660	82,080	77,936	76,617	71,438	71,438	71,438	61,549	61,193	75,821
Cash/cash equivalents at the year end:	2	82,080	77,936	71,438	73,049	61,549	61,549	61,549	61,193	75,821	95,393

**Table 20 MBRR A8 - Cash Backed Reserves/Accumulated Surplus Reconciliation**

Description	Ref	2016/17	2017/18	2018/19	Current Year 2019/20				2020/21 Medium Term Revenue & Expenditure Framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Pre-audit outcome	Budget Year 2020/21	Budget Year +1 2021/22	Budget Year +2 2022/23
<b>Cash and investments available</b>											
Cash/cash equivalents at the year end	1	82,080	77,936	71,438	73,049	61,549	61,549	61,549	61,193	75,821	95,393
Other current investments > 90 days		(0)	(0)	0	-	-	-	-	-	-	-
Non current assets - Investments	1	-	-	-	-	-	-	-	-	-	-
<b>Cash and investments available:</b>		<b>82,080</b>	<b>77,936</b>	<b>71,438</b>	<b>73,049</b>	<b>61,549</b>	<b>61,549</b>	<b>61,549</b>	<b>61,193</b>	<b>75,821</b>	<b>95,393</b>
<b>Application of cash and investments</b>											
Unspent conditional transfers		445	199	654	-	-	-	-	-	-	-
Unspent borrowing		-	1,604	612	-	-	-	-	-	-	-
Statutory requirements	2	-	-	-	-	-	-	-	-	-	-
Other working capital requirements	3	(36,943)	(56,131)	(55,719)	(54,788)	(59,582)	(59,582)	(59,582)	(62,892)	(61,543)	(64,855)
Other provisions		-	-	-	-	-	-	-	-	-	-
Long term investments committed	4	-	-	-	-	-	-	-	-	-	-
Reserves to be backed by cash/investments	5	17,955	25,195	31,109	41,801	40,307	40,307	40,307	44,678	53,342	59,693
<b>Total Application of cash and investments:</b>		<b>(18,542)</b>	<b>(29,132)</b>	<b>(23,343)</b>	<b>(12,987)</b>	<b>(19,275)</b>	<b>(19,275)</b>	<b>(19,275)</b>	<b>(18,214)</b>	<b>(8,201)</b>	<b>(5,162)</b>
<b>Surplus(shortfall)</b>		<b>100,622</b>	<b>107,068</b>	<b>94,781</b>	<b>86,036</b>	<b>80,824</b>	<b>80,824</b>	<b>80,824</b>	<b>79,407</b>	<b>84,021</b>	<b>100,555</b>

**Table 21 MBRR A9 - Asset Management**

Description	2016/17	2017/18	2018/19	Current Year 2019/20			2020/21 Medium Term Revenue & Expenditure Framework		
	Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2020/21	Budget Year +1 2021/22	Budget Year +2 2022/23
<b>R thousand</b>									
<b>CAPITAL EXPENDITURE</b>									
<b>Total New Assets</b>	<b>20,196</b>	<b>8,336</b>	<b>13,827</b>	<b>20,006</b>	<b>17,056</b>	<b>17,056</b>	<b>15,865</b>	<b>7,103</b>	<b>22,872</b>
Roads Infrastructure	1,027	87	146	250	134	134	245	100	-
Storm water Infrastructure	-	393	472	350	366	366	195	570	540
Electrical Infrastructure	1,480	325	399	30	30	30	40	-	-
Water Supply Infrastructure	4,704	-	128	150	130	130	200	250	250
Sanitation Infrastructure	1,835	47	78	4,578	1,825	1,825	5,406	1,241	730
Solid Waste Infrastructure	1,429	1,276	594	450	450	450	550	300	8,996
<b>Infrastructure</b>	<b>10,475</b>	<b>2,128</b>	<b>1,816</b>	<b>5,808</b>	<b>2,935</b>	<b>2,935</b>	<b>6,636</b>	<b>2,461</b>	<b>10,516</b>
Community Facilities	998	1,427	2,214	4,675	4,688	4,688	980	180	750
Sport and Recreation Facilities	149	39	-	620	618	618	1,180	680	3,450
<b>Community Assets</b>	<b>1,147</b>	<b>1,466</b>	<b>2,214</b>	<b>5,295</b>	<b>5,306</b>	<b>5,306</b>	<b>2,160</b>	<b>860</b>	<b>4,200</b>
<b>Heritage Assets</b>									
Operational Buildings	2,357	-	1,506	325	902	902	850	175	300
<b>Other Assets</b>	<b>2,357</b>		<b>1,506</b>	<b>325</b>	<b>902</b>	<b>902</b>	<b>850</b>	<b>175</b>	<b>300</b>
Licences and Rights	1,194	1,456	546	1,272	678	678	-	-	600
<b>Intangible Assets</b>	<b>1,194</b>	<b>1,456</b>	<b>546</b>	<b>1,272</b>	<b>678</b>	<b>678</b>			<b>600</b>
Computer Equipment	-	29	1,496	640	591	591	660	600	650
Furniture and Office Equipment	1,149	666	95	543	484	484	564	120	201
Machinery and Equipment	1,417	163	338	668	774	774	1,346	967	1,025
Transport Assets	2,457	2,428	5,817	5,455	5,386	5,386	3,600	1,920	5,360
<b>Total Renewal of Existing Assets</b>	<b>8,599</b>	<b>23,041</b>	<b>6,985</b>	<b>13,406</b>	<b>10,187</b>	<b>10,187</b>	<b>11,069</b>	<b>10,279</b>	<b>9,118</b>
Roads Infrastructure	1,446	786	35	-	-	-	50	550	350
Storm water Infrastructure	-	29	-	-	-	-	-	-	-
Electrical Infrastructure	2,014	1,259	3,129	6,877	6,877	6,877	4,219	4,819	4,348
Water Supply Infrastructure	-	1,811	1,085	4,810	1,645	1,645	3,970	1,195	815
Sanitation Infrastructure	6	12,865	653	580	560	560	1,030	1,270	1,200
Solid Waste Infrastructure	-	392	-	-	-	-	-	-	-
<b>Infrastructure</b>	<b>3,466</b>	<b>17,142</b>	<b>4,901</b>	<b>12,267</b>	<b>9,082</b>	<b>9,082</b>	<b>9,269</b>	<b>7,834</b>	<b>6,713</b>
Community Facilities	100	1,116	80	120	119	119	95	320	145
Sport and Recreation Facilities	3,356	531	223	190	133	133	650	460	600
<b>Community Assets</b>	<b>3,455</b>	<b>1,647</b>	<b>303</b>	<b>310</b>	<b>252</b>	<b>252</b>	<b>745</b>	<b>780</b>	<b>745</b>
Revenue Generating	-	-	-	-	-	-	50	50	50
Non-revenue Generating	-	29	-	-	-	-	-	-	-
<b>Investment properties</b>		<b>29</b>					<b>50</b>	<b>50</b>	<b>50</b>
Operational Buildings	463	26	43	30	53	53	50	50	60
<b>Other Assets</b>	<b>463</b>	<b>26</b>	<b>43</b>	<b>30</b>	<b>53</b>	<b>53</b>	<b>50</b>	<b>50</b>	<b>60</b>
Licences and Rights	844	-	-	-	-	-	-	-	-
<b>Intangible Assets</b>	<b>844</b>								
Computer Equipment	-	348	706	320	354	354	400	260	400
Furniture and Office Equipment	331	2,009	521	459	429	429	555	405	550
Machinery and Equipment	40	285	-	20	17	17	-	-	-
Transport Assets	-	1,555	511	-	-	-	-	900	600
<b>Total Upgrading of Existing Assets</b>			<b>20,797</b>	<b>17,800</b>	<b>21,853</b>	<b>21,853</b>	<b>16,402</b>	<b>22,899</b>	<b>13,720</b>
Roads Infrastructure	-	-	4,135	6,604	9,861	9,861	11,812	16,884	6,417
Storm water Infrastructure	-	-	225	2,674	2,281	2,281	35	40	1,789
Electrical Infrastructure	-	-	2,920	1,981	1,981	1,981	2,600	3,020	1,900
Water Supply Infrastructure	-	-	240	-	-	-	450	1,340	1,300
Sanitation Infrastructure	-	-	6,605	4,146	4,682	4,682	300	-	-
Solid Waste Infrastructure	-	-	757	400	400	400	-	-	-
<b>Infrastructure</b>			<b>14,881</b>	<b>15,805</b>	<b>19,205</b>	<b>19,205</b>	<b>15,197</b>	<b>21,284</b>	<b>11,405</b>
Community Facilities	-	-	499	1,215	2,094	2,094	265	415	765
Sport and Recreation Facilities	-	-	5,417	780	554	554	940	1,200	1,550
<b>Community Assets</b>			<b>5,915</b>	<b>1,995</b>	<b>2,647</b>	<b>2,647</b>	<b>1,205</b>	<b>1,615</b>	<b>2,315</b>
<b>Total Capital Expenditure</b>	<b>28,795</b>	<b>31,377</b>	<b>41,609</b>	<b>51,213</b>	<b>49,096</b>	<b>49,096</b>	<b>43,336</b>	<b>40,281</b>	<b>45,710</b>
Roads Infrastructure	2,473	873	4,315	6,854	9,995	9,995	12,107	17,534	6,767
Storm water Infrastructure	-	421	697	3,024	2,648	2,648	230	610	2,329
Electrical Infrastructure	3,495	1,585	6,448	8,888	8,888	8,888	6,859	7,839	6,248
Water Supply Infrastructure	4,704	1,811	1,452	4,960	1,775	1,775	4,620	2,785	2,365
Sanitation Infrastructure	1,841	12,912	7,337	9,304	7,067	7,067	6,736	2,511	1,930
Solid Waste Infrastructure	1,429	1,668	1,350	850	850	850	550	300	8,996
<b>Infrastructure</b>	<b>13,941</b>	<b>19,270</b>	<b>21,599</b>	<b>33,880</b>	<b>31,222</b>	<b>31,222</b>	<b>31,102</b>	<b>31,579</b>	<b>28,634</b>
Community Facilities	1,098	2,543	2,793	6,010	6,901	6,901	1,340	915	1,660
Sport and Recreation Facilities	3,504	570	5,639	1,590	1,305	1,305	2,770	2,340	5,600
<b>Community Assets</b>	<b>4,602</b>	<b>3,113</b>	<b>8,432</b>	<b>7,600</b>	<b>8,205</b>	<b>8,205</b>	<b>4,110</b>	<b>3,255</b>	<b>7,260</b>
<b>Heritage Assets</b>									
Revenue Generating	-	-	-	-	-	-	50	50	50
Non-revenue Generating	-	29	-	-	-	-	-	-	-
<b>Investment properties</b>		<b>29</b>					<b>50</b>	<b>50</b>	<b>50</b>
Operational Buildings	2,820	26	1,549	355	955	955	900	225	360
Housing	-	-	-	-	-	-	-	-	-
<b>Other Assets</b>	<b>2,820</b>	<b>26</b>	<b>1,549</b>	<b>355</b>	<b>955</b>	<b>955</b>	<b>900</b>	<b>225</b>	<b>360</b>
Licences and Rights	2,038	1,456	546	1,272	678	678	-	-	600
<b>Intangible Assets</b>	<b>2,038</b>	<b>1,456</b>	<b>546</b>	<b>1,272</b>	<b>678</b>	<b>678</b>			<b>600</b>
Computer Equipment	-	377	2,202	960	945	945	1,060	860	1,050
Furniture and Office Equipment	1,479	2,675	617	1,002	913	913	1,119	525	751
Machinery and Equipment	1,457	447	338	688	791	791	1,346	967	1,025
Transport Assets	2,457	3,983	6,328	5,455	5,386	5,386	3,600	2,820	5,960
<b>TOTAL CAPITAL EXPENDITURE - Asset class</b>	<b>28,795</b>	<b>31,377</b>	<b>41,609</b>	<b>51,213</b>	<b>49,096</b>	<b>49,096</b>	<b>43,336</b>	<b>40,281</b>	<b>45,710</b>

**Table 22 MBRR A10 - Basic Service Delivery Measurement**

Description	Ref	2016/17	2017/18	2018/19	Current Year 2019/20			2020/21 Medium Term Revenue & Expenditure Framework		
		Outcome	Outcome	Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2020/21	Budget Year +1 2021/22	Budget Year +2 2022/23
<b>Household service targets</b>	1	0	0	0	0	0	0	0	0	0
<b>Water:</b>	0	0	0	0	0	0	0	0	0	0
Piped water inside dwelling	0	-	-	-	-	-	-	-	-	-
<b>Total number of households</b>	5	-	-	-	-	-	-	-	-	-
<b>Sanitation/sewerage:</b>	0	0	0	0	0	0	0	0	0	0
Flush toilet (connected to sewerage)	0	-	-	-	-	-	-	-	-	-
Flush toilet (with septic tank)	0	-	-	-	-	-	-	-	-	-
<i>Minimum Service Level and Above sub-total</i>	0	-	-	-	-	-	-	-	-	-
<b>Total number of households</b>	5	-	-	-	-	-	-	-	-	-
<b>Energy:</b>	0	0	0	0	0	0	0	0	0	0
Electricity (at least min.service level)	0	-	-	-	-	-	-	-	-	-
Electricity - prepaid (min.service level)	0	-	-	-	-	-	-	-	-	-
<i>Minimum Service Level and Above sub-total</i>	0	-	-	-	-	-	-	-	-	-
<b>Total number of households</b>	5	-	-	-	-	-	-	-	-	-
<b>Refuse:</b>	0	0	0	0	0	0	0	0	0	0
Removed at least once a week	0	-	-	-	-	-	-	-	-	-
<i>Minimum Service Level and Above sub-total</i>	0	-	-	-	-	-	-	-	-	-
<b>Total number of households</b>	5	-	-	-	-	-	-	-	-	-
<b>Households receiving Free Basic Service</b>	7	-	-	-	-	-	-	-	-	-
Water (6 kilolitres per household per month)	0	-	-	-	-	-	-	-	-	-
Sanitation (free minimum level service)	0	-	-	-	-	-	-	-	-	-
Electricity/other energy (50kwh per household per month)	0	-	-	-	-	-	-	-	-	-
Refuse (removed at least once a week)	0	-	-	-	-	-	-	-	-	-
<b>Cost of Free Basic Services provided - Formal Settlements (R'000)</b>	8	-	-	-	-	-	-	-	-	-
Water (6 kilolitres per indigent household per month)	0	1,647	1,602	1,909	2,118	2,148	2,148	2,719	2,850	2,987
Sanitation (free sanitation service to indigent households)	0	2,482	2,572	2,954	3,095	3,445	3,445	3,958	4,148	4,347
Electricity/other energy (50kwh per indigent household per month)	0	828	750	373	585	585	585	620	650	681
Refuse (removed once a week for indigent households)	0	3,714	3,875	4,449	4,734	5,184	5,184	6,068	6,359	6,664
<b>Cost of Free Basic Services provided - Informal Formal Settlements (R'000)</b>	0	-	-	-	-	-	-	-	-	-
<b>Total cost of FBS provided</b>	0	<b>8,672</b>	<b>8,800</b>	<b>9,685</b>	<b>10,532</b>	<b>11,362</b>	<b>11,362</b>	<b>13,365</b>	<b>14,007</b>	<b>14,679</b>
<b>Highest level of free service provided per household</b>	0	-	-	-	-	-	-	-	-	-
Property rates (R value threshold)	0	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000
Water (kilolitres per household per month)	0	6	6	6	6	6	6	6	6	6
Sanitation (kilolitres per household per month)	0	-	-	-	-	-	-	-	-	-
Sanitation (Rand per household per month)	0	125	134	142	151	151	151	157	167	177
Electricity (kwh per household per month)	0	50	50	50	50	50	50	50	50	50
Refuse (average litres per week)	0	-	-	-	-	-	-	-	-	-
<b>Revenue cost of subsidised services provided (R'000)</b>	9	-	-	-	-	-	-	-	-	-
Property rates exemptions, reductions and rebates and impermissible values in excess of section 17 of MPRA)	0	3,669	1,887	1,259	2,222	3,424	3,424	4,962	5,200	5,450
<b>Total revenue cost of subsidised services provided</b>	0	<b>3,669</b>	<b>1,887</b>	<b>1,259</b>	<b>2,222</b>	<b>3,424</b>	<b>3,424</b>	<b>4,962</b>	<b>5,200</b>	<b>5,450</b>

## **Part 2 – Supporting Documentation**

### **2.1 Overview of the annual budget process**

Section 53 of the MFMA requires the Mayor of the municipality to provide general political guidance in the budget process and the setting of priorities that must guide the preparation of the budget. In addition Chapter 2 of the Municipal Budget and Reporting Regulations states that the Mayor of the 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.

The Budget Steering Committee consists of the Municipal Manager and senior officials of the municipality meeting under the chairpersonship of the Deputy Mayor.

The primary aims of the Budget Steering Committee are to ensure:

- that the process followed to compile the budget complies with legislation and good budget practices;
- that there is proper alignment between the policy and service delivery priorities set out in the Councils IDP and the budget, taking into account the need to protect the financial sustainability of municipality;
- that the municipality's revenue and tariff setting strategies ensure that the cash resources needed to deliver services are available; and
- that the various spending priorities of the different municipal departments are properly evaluated and prioritised in the allocation of resources.

Various Budget Steering Committee meetings were held during the budget preparation process to ensure a co-ordinated approach to budgeting through the linking of the community needs with administrative requirement and ensuring political oversight in the process.

#### **2.1.1 Budget Process Overview**

In terms of section 21 of the MFMA the Mayor is required to table in Council ten months before the start of the new financial year (i.e. in August 2019) a time schedule that sets out the process to revise the IDP and prepare the budget.

The Mayor tabled in Council the required the IDP and budget time schedule on 25 June 2019.

**SUMMARY OF KEY ACTIVITIES OF THE TIME SCHEDULE OF KEY DEADLINES FOR THE 2020/21 BUDGET AND IDP REVIEW**

Task	Date	Legal Reference
<b>Jul - August 2016</b>		
Table in Council the IDP Process Plan ( <i>Happens once every 5 years. The time schedule in terms of Section 21(1)(b) of the Municipal Finance Management Act (MFMA) is replaced annually.</i> )	18 Jul 2016	<b>MSA Section 28:</b> (1) Each municipal council, within a prescribed period after the start of its elected term, must adopt a process set out in writing to guide the planning, drafting, adoption and review of its integrated development plan. (2) The municipality must through appropriate mechanisms, processes and procedures established in terms of Chapter 4, consult the local community before adopting the process. (3) A municipality must give notice to the local community of particulars of the process it intends to follow.
Advertise the draft IDP Process Plan for public inputs/comments. Copies in library and on website	19 Jul 2016	<b>MSA Section 28</b> (3) A municipality must give notice to the local community of particulars of the process it intends to follow
Table in Council a budget and IDP time schedule of key deadlines ( <i>Annually - at least 10 months before the start of the budget year</i> )	31 July	<b>MFMA Section 21(1)(b):</b> The mayor of a municipality must at least 10 months before the start of the budget year, table in the municipal council a time schedule outlining key deadlines for - (i) the preparation, tabling and approval of the annual budget; (ii) the annual review of- (aa) the integrated development plan in terms of section 34 of the Municipal Systems Act; and (bb) the budget-related policies; (iii) the tabling and adoption of any amendments to the integrated development plan and the budget-related policies; and (iv) any consultative processes forming part of the processes referred to in subparagraphs (i), (ii) and (iii).
Submit annual financial statements and annual performance report to the Auditor-General for auditing ( <i>within two months after the end of the financial year</i> )	Before 31 Aug	<b>MSA Section 126(1)(a):</b> The accounting officer of a municipality must prepare the annual financial statements of the municipality and, within two months after the end of the financial year to which those statements relate, submit the statements to the Auditor-General for auditing



Task	Date	Legal Reference
<b>September – October of each year</b>		
Submit process plan and time schedule to the West Coast District Municipality and the Provincial Government. Process plan only applicable in 2018.	24 Aug - 2 Sep	
Give notice of the approved process plan and time schedule through local media	7 & 8 Sep	
Internal Analysis – <ul style="list-style-type: none"> <li>▪ critical issues/challenges with respect to every service</li> <li>▪ minimum service levels</li> <li>▪ institutional</li> <li>▪ financial</li> <li>▪ performance</li> </ul>	Sep & Oct	
Compile a Financial Plan	Sep & Oct	<b>MSA Section 26(h):</b> <i>An integrated development plan must reflect a financial plan, which must include a budget projection for at least the next three years.</i>
External Analysis – <ul style="list-style-type: none"> <li>• Spatial</li> <li>• Social</li> <li>• Economic</li> <li>• Environmental</li> </ul> <p><i>This process should be combined with the compilation of ward plans and must involve the local community and other stakeholders</i></p>	Sep & Oct	<b>MSA Section 29(1)(b):</b> <i>The process followed by a municipality to draft its integrated development plan, including its consideration and adoption of the draft plan, must through appropriate mechanisms, processes and procedures established in terms of Chapter 4, allow for-</i> <ul style="list-style-type: none"> <li><i>(i) the local community to be consulted on its development needs and priorities;</i></li> <li><i>(ii) the local community to participate in the drafting of the integrated development plan; and</i></li> <li><i>(iii) organs of state, including traditional authorities, and other role players to be identified and consulted on the drafting of the integrated development plan.</i></li> </ul>
Commence with the multi-year capital and operating budget	Sep	
Ward committee meetings and town based public meetings on the IDP	Sept/Oct	
IDP Forum meetings	Sept/Oct	
Obtain inputs from directors and division heads on preliminary capital and operating budget (including review of salary, fleet and equipment budget and tariffs)	Sep / Oct	
Finalise the compilation of new ward plans	Oct	

Task	Date	Legal Reference
<b>November of each year</b>		
Strategic sessions of directorate: Alignment with strategic priorities in IDP	Nov & Dec	
Strategic session with Management and Mayoral committee	Nov/Dec	
Receive audit report on annual financial statements from the Auditor-General	Nov	<b>MFMA Section 126(3):</b> <i>The Auditor-General must-</i> <i>(a) audit those financial statements; and</i> <i>(b) submit an audit report on those statements to the accounting officer of the municipality or entity within three months of receipt of the statements.</i>
Ensure the Accounting Officer addresses any issues raised by the Auditor-General in the audit report - prepare action/audit plans to address and incorporate into the annual report.	During Nov	
<b>December of each year</b>		
<b>Schools close</b>	<b>8 Dec</b>	
<b>Day of Reconciliation</b>	<b>16 Dec</b>	
<b>Christmas Day</b>	<b>25 Dec</b>	
<b>Day of Goodwill</b>	<b>26 Dec</b>	
Finalise inputs from bulk resource providers (and NER) & agree on proposed price increase	During Dec	
Review whether all bulk resource providers have lodged a request with National Treasury & SALGA seeking comments on proposed price increases of bulk resources	During Dec	
Finalise first draft of departmental operational plans and SDBIP for review against strategic priorities	Dec / Jan	
Finalise first draft of Annual Report incorporating financial and non-financial information on performance, audit reports and annual financial statements	Dec	
Submit draft adjustments budget to Budget Steering Committee	Dec	
<b>January of each year</b>		
<b>New Year's Day</b>	<b>1 Jan</b>	
<b>Schools open</b>	<b>17 Jan</b>	
Adjustments Budget - <ul style="list-style-type: none"> <li>• Submit to Mayoral Committee</li> <li>• Submit to Council</li> <li>• Submit approved adjustments budget to provincial treasury and National Treasury</li> </ul>	27 Feb 27 Feb 28 Feb	

Task	Date	Legal Reference
Ensure any written comments made to bulk resource providers by municipality on proposed increase of bulk resources are included in any submission made by bulk resource providers to the required organs of state	Jan	
Review whether comments from National Treasury and SALGA have been received on proposed price increases of bulk resources	Jan	
Finalise operating & capital budgets in prescribed formats incorporating National & provincial budget allocations, integrate & align to IDP & draft SDBIP, finalise budget policies including tariff policy	Jan / Feb	
Review the KPI's and annual performance targets	Jan/Feb	
<b>February of each year</b>		
Finalise the draft capital and operating budget and budget related policies	Feb/Mar	
Finalise ward plans	Feb	
Note any provincial and national allocations to municipalities for incorporation into budget	Feb	
Finalise corrective measures from audit report	Feb	
Receive notification of any transfers that will be made to the municipality from other municipalities in each of the next three fin years <i>(by no later than 120 days before the start of its budget year)</i>	Before 29 Feb	<b>MFMA Section 37(2):</b> <i>In order to enable municipalities to include allocations from other municipalities in their budgets and to plan effectively for spending of such allocations, the accounting officer of a municipality responsible for transfer of any allocation to another municipality must, by no later than 120 days before the start of its budget year, notify the receiving municipality of the projected amount of any allocation proposed to be transferred to that municipality during each of the next 3 fin years.</i>
<b>March of each year</b>		
<b>Human Rights Day</b>	<b>21 Mar</b>	
<b>School holiday</b>	<b>28 Mar 10 Apr</b>	
Receive bulk resource providers' price increases as tabled in Parliament or the provincial legislature	Mar	
Submit draft 90 days budget to Budget Steering Committee	Before 14 March	

Task	Date	Legal Reference
<p>Table draft IDP and budget in Council (<i>at least 90 days before the start of the budget year</i>)</p> <ul style="list-style-type: none"> <li>• Submit to Mayoral Committee</li> <li>• Submit to Council</li> </ul>	<p>End March End March</p>	<p><b>MFMA Section 16:</b></p> <p>(1) <i>The council of a municipality must for each financial year approve an annual budget for the municipality before start of that financial year.</i></p> <p>(2) <i>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.</i></p>
<p>Submit the budget and IDP to Provincial Treasury, National Treasury and other affected organs of state</p>	<p>End March</p>	<p><b>MFMA Section 22:</b> <i>Immediately after an annual budget is tabled in a municipal council, the accounting officer of the municipality must</i></p> <p>(a) <i>in accordance with Chapter 4 of the Municipal Systems Act -</i></p> <p>(i) <i>Make public the annual budget and the documents referred to in Section 17(3); and</i></p> <p>(ii) <i>invite the local community to submit representations in connection with the budget;</i></p> <p>(b) <i>submit the annual budget -</i></p> <p>(i) <i>in both printed and electronic formats to the National Treasury and the relevant provincial treasury; and</i></p> <p>(ii) <i>in either formats to any prescribed national or provincial organs of state and to other municipalities affected by the budget.</i></p>
<p>Submit the proposed revised IDP to the District Municipality</p>	<p>End March</p>	<p><b>MSA Section 29(3)(b):</b> <i>A local municipality must draft its integrated development plan, taking into account the integrated development processes of, and proposals submitted to it by the district municipality.</i></p> <p><b>MPPM Regulation 3(6):</b> <i>A local municipality that considers an amendment to its integrated development plan must-</i></p> <p>(a) <i>consult the district municipality in whose area it falls on the proposed amendment; and</i></p> <p>(b) <i>take all comments submitted to it by the district municipality into account before it takes a final decision on the proposed amendment.</i></p>

Task	Date	Legal Reference
Make public the annual budget and invite the community to submit representations	End March	<b>MFMA Section 22:</b> Immediately after an annual budget is tabled in a municipal council, the accounting officer of the municipality must (a) in accordance with Chapter 4 of the Municipal Systems Act - (i) Make public the annual budget and the documents referred to in Section 17(3); and (ii) invite the local community to submit representations in connection with the budget; (b) submit the annual budget - (i) in both printed and electronic formats to the National Treasury and the relevant provincial treasury; and (ii) in either formats to any prescribed national or provincial organs of state and to other municipalities affected by the budget.
Publish the proposed IDP for public comment	End March	<b>MPPM Regulation 3(4)(b):</b> No amendment to a municipality's integrated development plan may be adopted by the municipal council unless the proposed amendment has been published for public comment for a period of at least 21 days in a manner that allows the public an opportunity to make representations with regard to the proposed amendment.
<b>Good Friday</b>	<b>30 Mar</b>	
<b>April of each year</b>		
<b>Family Day</b>	<b>2 Apr</b>	
<b>Freedom Day</b>	<b>27 Apr</b>	
Process of consultation and meetings with local community and stakeholders, Provincial and National Treasury and other organs of state. Consultation will include ward committee meetings, town based public meetings and IDP Forum meetings. <b><u>(Closing Date for Input and Objections to Budget and IDP Review was 8 May 2020)</u></b>	April of each year	<b>MFMA Section 23(1):</b> When the annual budget has been tabled, the municipal council must consider any views of – (a) the local community; and (b) the National Treasury, the relevant provincial treasury and any provincial or national organs of state or municipalities which made submissions on the budget.
<b>May each year</b>		
<b>Workers Day</b>	<b>1 May</b>	
Confirm National budget for provincial and National allocations to municipalities for incorporation into budget	2 - 11 May	

Task	Date	Legal Reference
Review provincial & national legislation incl. DoRA to establish potentially new reporting requirements incl. annual, monthly & quarterly grant & performance reports for specific new allocations & programmes (10 working days after end of month deadlines)	2 - 15 May	
Council must give the mayor an opportunity to respond to the submissions and, if necessary, to revise the budget and table amendments for consideration by the council	2 - 15 May	<b>MFMA Section 23(2):</b> After considering all budget submissions, the council must give the mayor an opportunity- (a) to respond to the submissions; and (b) if necessary, to revise the budget and table amendments for consideration by the council.
Completion of Annual Budget amendments / refinements	Before 15 May	
Submit draft 30 days budget to Budget Steering Committee	Before 16 May	
Table final IDP and budget in Council (at least 30 days before the start of the budget year) <ul style="list-style-type: none"> <li>Submit to Mayoral Committee</li> <li>Submit to Council</li> </ul>	28 May 28 May	<b>MFMA Section 24(1):</b> The Council must at least 30 days before the start of the budget year consider the approval of the annual budget. <b>MPPM Regulation 3(3):</b> An amendment to a municipality's integrated development plan is adopted by a decision taken by a municipal council in accordance with rules and orders of the council.
<b>June of each year</b>		
<b>Youth Day</b>	<b>16 Jun</b>	
Place IDP, annual budget, all budget-related documents and all budget-related policies on the website (within 5 days of the adoption of the plan)	Before 5 Jun	<b>MFMA Section 75(1):</b> The accounting officer of a municipality must place on the website the following documents of the municipality: (a) the annual and adjustments budgets and all budget-related documents; and (b) all budget-related policies <b>MSA Section 21A(1)(b):</b> All documents that must be made public by a municipality in terms of a requirement of this Act, the Municipal Finance Management Act or other applicable legislation, must be conveyed to the local community by displaying the documents on the municipality's official website, if the municipality has a website as envisaged by section 21B. <b>MFMA Section 75(2):</b> A document referred to above must be placed on the website not later than five days after its tabling in the council or on the date on which it must be made public, whichever occurs first.

Task	Date	Legal Reference
Submit a copy of the revised IDP to the MEC for local government as well as Provincial Treasury (within 10 days of the adoption of the plan)	Before 8 Jun	<b>MSA Section 32(1)(a):</b> The municipal manager of a municipality must submit a copy of the integrated development plan as adopted by the council of the municipality, and any subsequent amendment to the plan, to the MEC for local government in the province within 10 days of the adoption or amendment of the plan.
Give notice to the public of the adoption of the IDP (within 14 days of the adoption of the plan)	13 & 14 Jun	<p><b>MSA Section 25(4)(a):</b> A municipality must, within 14 days of the adoption of its integrated development plan in terms of subsection (1) or (3) give notice to the public-</p> <p>(i) of the adoption of the plan; and</p> <p>(ii) that copies of or extracts from the plan are available for public inspection at specified places;</p> <p><b>MSA Section 21A(1)(a) and (c):</b> All documents that must be made public by a municipality in terms of a requirement of this Act, the Municipal Finance Management Act or other applicable legislation, must be conveyed to the local community -</p> <p>(a) by displaying the documents at the municipality's head and satellite offices and libraries;</p> <p>(c) by notifying the local community, in accordance with section 21, of the place, including the website address, where detailed particulars concerning the documents can be obtained.</p>
Publicise a summary of the IDP (within 14 days of the adoption of the plan)	13 & 14 Jun	<b>MSA Section 25(4)(b):</b> A municipality must, within 14 days of the adoption of its integrated development plan in terms of subsection (1) or (3) publicise a summary of the plan.
Make public the approved annual budget and supporting documentation (including tariffs) (within 10 working days after approval of the budget)	13 & 14 Jun	<p><b>BUDGET &amp; REPORTING REGULATIONS 2009, Reg 18:</b></p> <p>(1) Within ten working days after the municipal council has approved the annual budget of a municipality, the municipal manager must in accordance with section 21A of Municipal Systems Act make public the approved annual budget and supporting documentation and resolutions referred to in section 24(2)(c) of the Act.</p> <p>(2) The municipal manager must also make public any other information that the municipal council considers appropriate to facilitate</p>

Task	Date	Legal Reference
		<p>public awareness of the annual budget, including-</p> <p>(a) summaries of the annual budget and supporting documentation in alternate languages predominant in the community; and</p> <p>(b) information relevant to each ward in the municipality.</p> <p>(3) All information contemplated in subregulation (2) must cover:</p> <p>(a) the relevant financial and service delivery implications of the annual budget; and</p> <p>(b) at least the previous year's actual outcome, the current year's forecast outcome, the budget year and the following two years.</p>
Submit approved budget to the provincial treasury and National Treasury ( <i>within 10 working days after approval of the budget</i> )	Before 14 Jun	<p><b>MFMA Section 24(3):</b> The accounting officer of a municipality must submit the approved annual budget to the National Treasury and the relevant provincial treasury.</p> <p><b>BUDGET &amp; REPORTING REGULATIONS 2009, Reg 20:</b> The municipal manager must comply with section 24(3) of the Act within ten working days after the municipal council has approved the annual budget.</p>
Submit to the Executive Mayor the draft SDBIP and draft annual performance agreements for the next year ( <i>within 14 days after approval of the budget</i> )	13 Jun	<p><b>MFMA Section 69(3):</b></p> <p>(a) The accounting officer must no later than 14 days after approval of an annual budget submit to the mayor a draft service delivery and budget implementation plan for the budget year.</p> <p>(b) The accounting officer must no later than 14 days after the approval of an annual budget submit to the mayor drafts of the annual performance agreements as required in terms of section 57(1)(b) of the Municipal Systems Act for the municipal manager and all senior managers.</p>
Executive Mayor takes all reasonable steps to ensure that the SDBIP is approved ( <i>within 28 days after approval of the budget</i> )	13 Jun	<p><b>MFMA Section 53(1)(c)(ii):</b> The mayor of a municipality must take all reasonable steps to ensure that the municipality's service delivery and budget implementation plan is approved by the mayor within 28 days after approval of the budget.</p>



Task	Date	Legal Reference
Place the performance agreements and all service delivery agreements on the website	Before 18 Jun	<p><b>MFMA Section 75(1):</b> The accounting officer of a municipality must place on the website the following documents of the municipality:</p> <p>(d) performance agreements required in terms of section 57(1)(b) of the Municipal Systems Act; and</p> <p>(e) all service delivery agreements</p> <p><b>BUDGET &amp; REPORTING REGULATIONS 2009, Reg 19:</b> The accounting officer must place on the website all performance agreements required in terms of section 57(1)(b) of the Municipal Systems Act.</p>
Submit copies of the performance agreements to Council and the MEC for local government as well as the national minister responsible for local government ( <i>within 14 days after concluding the employment contract and performance agreement</i> )	Before 27 Jun	<p><b>MFMA Section 53(3)(b):</b> Copies of such performance agreements must be submitted to the council and the MEC for local government in the province.</p> <p><b>PERF REGS 2006 Reg(5):</b> The employment contract and performance agreement must be submitted to the MEC responsible for local government in the relevant province as well as the national minister responsible for local government within fourteen (14) days after concluding the employment contract and performance agreement</p>
Submit the SDBIP to National and Provincial Treasury ( <i>within 10 working days approval of the plan</i> )	Before 27 Jun	<p><b>BUDGET &amp; REPORTING REGULATIONS 2009, Reg 20(2)(b):</b> The municipal manager must submit to the National Treasury and the relevant provincial treasury, in both printed and electronic form the approved service delivery and budget implementation plan within ten working days after the mayor has approved the plan.</p>
Make public the projections, targets and indicators as set out in the SDBIP ( <i>within 10 working days after the approval of the SDBIP</i> )	Before 27 Jun	<p><b>MFMA Section 53(3)(a):</b> The mayor must ensure that the revenue and expenditure projections for each month and the service delivery targets and performance indicators for each quarter, as set out in the service delivery and budget implementation plan, are made public no later than 14 days after the approval of the service delivery and budget implementation plan.</p> <p><b>BUDGET &amp; REPORTING REGULATIONS 2009, Reg 19:</b> The municipal manager must in accordance with section 21A of the Municipal Systems Act make public the approved service delivery and budget implementation plan within ten working days after the mayor has approved the plan in terms of section 53(1)(c)(ii) of the Act.</p>

Task	Date	Legal Reference
Make public the performance agreements of Municipal Manager and senior managers (no later than 14 days after the approval of the SDBIP)	Before 27 Jun	<i>MFMA Section 53(3)(b): The mayor must ensure that the performance agreements of municipal manager, senior managers and any other categories of officials as may be prescribed, are made public no later than 14 days after the approval of the municipality's service delivery and budget implementation plan.</i>

There were no deviations from the key dates set out in the Budget Time Schedule tabled in Council.

**2.1.2 IDP and Service Delivery and Budget Implementation Plan**

The draft amendment following the third revision of the 4<sup>th</sup> Generation Integrated Development Plan (IDP) for the 2017/18 – 2021/22 financial years was submitted to Council for approval in March 2020.

The Municipality’s IDP is its principle strategic planning instrument, which directly guides and informs its planning, budget, management and development actions. This framework is rolled out into strategic goals, strategic objective, key performance indicators and targets for implementation which directly inform the Service Delivery and Budget Implementation Plan. The Process Plan applicable to the annual revisions of the Fourth Generation IDP included the following key IDP processes and deliverables:

- Registration of community needs;
- Compilation of departmental strategic plans including key performance indicators and targets;
- Financial planning and budgeting process;
- Public participation process;
- Compilation of the TL-SDBIP, and
- The review of the performance management and monitoring processes.

The IDP has been taken into a business and financial planning process leading up to the 2020/21 MTREF, it is based on the approved 2019/20 MTREF, Mid-year Review and adjustments budget. The business planning process has subsequently been refined in the light of current economic circumstances and the resulting revenue projections.

With the compilation of the 2020/21 MTREF, each department/function had to review the business planning process, including the setting of priorities and targets after reviewing the mid-year and third quarter performance against the 2019/20 Top Level Service Delivery and Budget Implementation Plan. Business planning links back to priority needs and master planning, and essentially informed the detail operating budget appropriations and three-year capital programme.

## 2.2 Overview of alignment of annual budget with IDP

The Constitution mandates local government with the responsibility to exercise local developmental and cooperative governance. The eradication of imbalances in South African society can only be realized through a credible integrated developmental planning process.

Municipalities in South Africa need to utilise integrated development planning as a method to plan future development in their areas and so find the best solutions to achieve sound long-term development goals. A municipal IDP provides a five year strategic programme of action aimed at setting short, medium and long term strategic and budget priorities to create a development platform, which correlates with the term of office of the political incumbents. The plan aligns the resources and the capacity of a municipality to its overall development aims and guides the municipal budget. An IDP is therefore a key instrument which municipalities use to provide vision, leadership and direction to all those that have a role to play in the development of a municipal area. The IDP enables municipalities to make the best use of scarce resources and speed up service delivery.

Integrated developmental planning in the South African context is amongst others, an approach to planning aimed at involving the municipality and the community to jointly find the best solutions towards sustainable development. Furthermore, integrated development planning provides a strategic environment for managing and guiding all planning, development and decision making in the municipality.

It is important that the IDP developed by municipalities correlate with National and Provincial intent. It must aim to co-ordinate the work of local and other spheres of government in a coherent plan to improve the quality of life for all the people living in that area. Applied to the Council, issues of national and provincial importance should be reflected in the IDP of the municipality. A clear understanding of such intent is therefore imperative to ensure that the Council strategically complies with the key national and provincial priorities.

The aim of the Fourth Generation IDP was to develop and coordinate a coherent plan to improve the quality of life for all the people living in the area, also reflecting issues of national and provincial importance. One of the key objectives is therefore to ensure that there exists alignment between national and provincial priorities, policies and strategies and the Council's response to these requirements.

The Constitution requires local government to relate its management, budgeting and planning functions to its objectives. This gives a clear indication of the intended purposes of municipal integrated development planning. Legislation stipulates clearly that a municipality must not only give effect to its IDP, but must also conduct its affairs in a manner which is consistent with its IDP. The following table highlights the IDP's five strategic objectives for the 2020/21 MTREF and further planning refinements that have directly informed the compilation of the budget:

## IDP Goals and Strategic Objectives

STRATEGIC GOAL	STRATEGIC OBJECTIVES
Strategic Goal 1: Strengthen financial sustainability and further enhancing good governance	To budget strategically.
	Grow and diversify our revenue and ensure value for money-services
	To create an efficient, effective, economic and accountable administration
	Client focussed service delivery
	To provide a transparent, ethical and corruption free municipality
To communicate effectively with the public	
STRATEGIC GOAL	STRATEGIC OBJECTIVES
Strategic Goal 2: Sustainable service delivery	To develop and provide sustainable bulk and community infrastructure in support of the spatial development framework
STRATEGIC GOAL	STRATEGIC OBJECTIVES
Strategic Goal 3: Facilitate an enabling environment for economic growth to alleviate poverty	To improve the regulatory environment for ease of doing business
	To facilitate an environment for the creation of jobs and small businesses
	To improve local mobility in the towns of the municipality
	To alleviate poverty
STRATEGIC GOAL	STRATEGIC OBJECTIVES
Strategic Goal 4: Promote a safe, healthy, educated and integrated community	To promote healthy life styles through the provision of sport and other facilities and opportunities
	To promote a safe environment for all who live in and visit Bergrivier
	To create innovative partnerships with sector departments for improved education outcomes and opportunities for youth development
STRATEGIC GOAL	STRATEGIC OBJECTIVES
Strategic Goal 5: A sustainable, inclusive and integrated living environment	To develop, manage and regulate the built environment
	To conserve and manage the natural environment and mitigate the impacts of climate change on municipal functions

In order to ensure integrated and focused service delivery between all spheres of government it was important for the Municipality to align its budget priorities with that of national and provincial government. All spheres of government place a high priority on infrastructure development, economic development and job creation, efficient service delivery, poverty alleviation and building sound institutional arrangements.

Local priorities were identified as part of the IDP process which is directly aligned to that of the national and provincial priorities.

New game changers have been identified and are included in the IDP review document and will also be taken up into the Service Delivery and Budget implementation plan for the 2020/2021 financial year and beyond to ensure the execution of strategic objectives.

The impact of Covid -19 has also been factored into the SDBIP here applicable as it undeniably has an impact on the business processes and organizational performance for the year ahead.

The 2020/21 MTREF has therefore been directly informed by the IDP revision process and the following tables provide a reconciliation between the IDP strategic objectives and operating revenue, operating expenditure and capital expenditure.

**Table 23 MBRR SA4 - Reconciliation between the IDP strategic objectives and budgeted revenue**

Strategic Objective	Goal	Goal Code	Ref	2016/17	2017/18	2018/19	Current Year 2019/20			2020/21 Medium Term Revenue & Expenditure Framework			
				Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2020/21	Budget Year +1 2021/22	Budget Year +2 2022/23	
1.1: To budget strategically	SG1: Strengthen financial sustainability and further enhancing good governance	S101		69,390	77,944	2,712	84,443	2,804	2,804	-	-	-	
1.2: Grow and diversify our revenue and ensure value for money-services	SG1: Strengthen financial sustainability and further enhancing good governance	S102		24,588	32,101	4,466	35,045	3,246	3,246	2,042	4,912	5,147	
1.3: To create an efficient, effective, economic and accountable administration	SG1: Strengthen financial sustainability and further enhancing good governance	S103		-	-	121,010	10	121,873	121,873	127,964	135,741	144,149	
1.4: Client focussed service delivery	SG1: Strengthen financial sustainability and further enhancing good governance	S104		-	-	-	-	-	-	-	-	-	
1.5: To provide a transparent, ethical and corruption free municipality	SG1: Strengthen financial sustainability and further enhancing good governance	S105		-	714	-	14,548	-	-	-	-	-	
1.6: To communicate effectively with the public	SG1: Strengthen financial sustainability and further enhancing good governance	S106		146	-	-	-	-	-	-	-	-	
2.1: To develop and provide sustainable bulk and community infrastructure in support of the spacial development framework	SG2: Sustainable service delivery	S201		179,572	173,216	194,329	215,684	220,369	220,369	224,641	234,443	248,482	
3.1: To improve the regulatory environment for ease of doing business	SG3: Facilitate an enabling environment for economic growth to alleviate poverty	S301		-	-	-	-	-	-	-	-	-	
3.2: To facilitate an environment for the creation of jobs and small businesses	SG3: Facilitate an enabling environment for economic growth to alleviate poverty	S302		-	-	420	-	445	445	445	466	488	
3.3: To improve local mobility in the towns of the municipality	SG3: Facilitate an enabling environment for economic growth to alleviate poverty	S303		-	-	1,593	-	1,556	1,556	2,305	172	174	
3.4: To alleviate poverty	SG3: Facilitate an enabling environment for economic growth to alleviate poverty	S304		-	-	-	-	45	45	48	50	52	
4.1: To promote healthy life styles through the provision of sport and other facilities and opportunities	SG4: Promote a safe, healthy, educated and integrated community	S401		4,943	5,447	480	11,543	660	660	332	348	365	
4.2: To promote a safe environment for all who live in and visit Bergivier	SG4: Promote a safe, healthy, educated and integrated community	S402		12,551	12,246	12,256	17,706	21,962	21,962	7,076	27,550	27,808	
4.3: To create innovative partnerships with sector departments for improved education outcomes and opportunities for youth development	SG4: Promote a safe, healthy, educated and integrated community	S403		5,447	6,597	6,792	7,563	8,527	8,527	7,525	7,938	8,374	
5.1: To develop, manage and regulate the built environment	SG5: A sustainable, inclusive and integrated living environment	S501		1,993	2,464	2,152	5,919	15,824	15,824	6,727	21,830	23,607	
5.2: To conserve and manage the natural environment and mitigate the impacts of climate change on municipal functions	SG5: A sustainable, inclusive and integrated living environment	S502		-	-	1,990	-	4,822	4,822	1,231	241	252	
Allocations to other priorities			2										
<b>Total Revenue (excluding capital transfers and contributions)</b>				1	<b>298,631</b>	<b>310,729</b>	<b>348,200</b>	<b>392,461</b>	<b>402,133</b>	<b>402,133</b>	<b>380,337</b>	<b>433,691</b>	<b>458,898</b>

**Table 24 MBRR SA5 - Reconciliation between the IDP strategic objectives and budgeted operating expenditure**

Strategic Objective	Goal	Goal Code	Ref	2016/17	2017/18	2018/19	Current Year 2019/20			2020/21 Medium Term Revenue & Expenditure Framework			
				Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2020/21	Budget Year +1 2021/22	Budget Year +2 2022/23	
1.1: To budget strategically	SG1: Strengthen financial sustainability and further enhancing good governance	S1O1		20,940	23,923	10,488	27,504	11,429	11,429	12,171	12,752	13,357	
1.2: Grow and diversify our revenue and ensure value for money-services	SG1: Strengthen financial sustainability and further enhancing good governance	S1O2		37,558	40,257	6,682	50,627	7,599	7,599	7,131	7,468	7,818	
1.3: To create an efficient, effective, economic and accountable administration	SG1: Strengthen financial sustainability and further enhancing good governance	S1O3		2,694	3,209	59,058	6,845	76,147	76,147	71,505	73,032	74,458	
1.4: Client focussed service delivery	SG1: Strengthen financial sustainability and further enhancing good governance	S1O4		358	291	-	495	-	-	-	-	-	
1.5: To provide a transparent, ethical and corruption free municipality	SG1: Strengthen financial sustainability and further enhancing good governance	S1O5		-	1,662	1,187	1,903	1,757	1,757	1,569	1,433	1,499	
1.6: To communicate effectively with the public	SG1: Strengthen financial sustainability and further enhancing good governance	S1O6		817	936	138	1,490	103	103	67	70	73	
2.1: To develop and provide sustainable bulk and community infrastructure in	SG2: Sustainable service delivery	S2O1		162,908	168,224	154,261	215,263	181,826	181,826	190,079	196,493	201,925	
3.1: To improve the regulatory environment for ease of doing business	SG3: Facilitate an enabling environment for economic growth to alleviate poverty	S3O1		-	-	-	-	-	-	-	-	-	
3.2: To facilitate an environment for the creation of jobs and small businesses	SG3: Facilitate an enabling environment for economic growth to alleviate poverty	S3O2		1,632	1,892	4,116	2,157	3,984	3,984	3,849	4,031	4,220	
3.3: To improve local mobility in the towns of the municipality	SG3: Facilitate an enabling environment for economic growth to alleviate poverty	S3O3		-	-	25,932	-	29,718	29,718	27,810	26,899	28,181	
3.4: To alleviate poverty	SG3: Facilitate an enabling environment for economic growth to alleviate poverty	S3O4		-	-	1,386	-	1,663	1,663	1,626	1,703	1,784	
4.1: To promote healthy life styles through the provision of sport and other facilities and	SG4: Promote a safe, healthy, educated and integrated community	S4O1		19,686	20,604	13,385	28,063	15,420	15,420	14,041	14,707	15,404	
4.2: To promote a safe environment for all who live in and visit Bergrivier	SG4: Promote a safe, healthy, educated and integrated community	S4O2		17,428	16,881	25,458	25,653	34,927	34,927	21,598	40,616	41,597	
4.3: To create innovative partnerships with sector departments for improved	SG4: Promote a safe, healthy, educated and integrated community	S4O3		6,376	6,965	6,730	8,284	7,482	7,482	7,875	8,251	8,642	
5.1: To develop, manage and regulate the built environment	SG5: A sustainable, inclusive and integrated living environment	S5O1		6,224	6,462	8,513	8,215	17,759	17,759	14,612	30,091	32,259	
5.2: To conserve and manage the natural environment and mitigate the impacts of climate	SG5: A sustainable, inclusive and integrated living environment	S5O2		-	-	4,023	-	4,465	4,465	4,660	4,881	5,112	
<b>Allocations to other priorities</b>													
<b>Total Expenditure</b>				1	<b>276,620</b>	<b>291,303</b>	<b>321,359</b>	<b>376,498</b>	<b>394,279</b>	<b>394,279</b>	<b>378,594</b>	<b>422,427</b>	<b>436,329</b>

References

**Table 25 MBRR SA6 Reconciliation of IDP strategic objectives and budget (capital expenditure)**

Strategic Objective	Goal	Goal Code	Ref	2016/17	2017/18	2018/19	Current Year 2019/20			2020/21 Medium Term Revenue & Expenditure Framework			
				Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2020/21	Budget Year +1 2021/22	Budget Year +2 2022/23	
1.1: To budget strategically	SG1: Strengthen financial sustainability and further enhancing good governance	G101		–	1,577	9,462	672	6,657	6,657	5,850	4,897	7,961	
1.2: Grow and diversify our revenue and ensure value for money-services	SG1: Strengthen financial sustainability and further enhancing good governance	G102		621	375	2,712	1,360	1,150	1,150	1,650	1,500	2,200	
1.3: To create an efficient, effective, economic and accountable administration	SG1: Strengthen financial sustainability and further enhancing good governance	G103		–	–	2,845	–	1,480	1,480	1,460	1,100	2,110	
1.4: Client focussed service delivery	SG1: Strengthen financial sustainability and further enhancing good governance	G104		–	–	10	–	–	–	–	–	–	
1.5: To provide a transparent, ethical and corruption free municipality	SG1: Strengthen financial sustainability and further enhancing good governance	G105		–	–	–	–	–	–	–	–	–	
1.6: To communicate effectively with the public	SG1: Strengthen financial sustainability and further enhancing good governance	G106		–	–	4	–	148	148	170	–	–	
2.1: To develop and provide sustainable bulk and community infrastructure in	SG2: Sustainable service delivery	G201		25,195	24,435	19,973	41,823	32,598	32,598	30,422	31,424	32,034	
3.1: To improve the regulatory environment for ease of doing business	SG3: Facilitate an enabling environment for economic growth to alleviate poverty	G301		–	–	–	–	–	–	–	–	–	
3.2: To facilitate an environment for the creation of jobs and small businesses	SG3: Facilitate an enabling environment for economic growth to alleviate poverty	G302		–	–	1,025	–	4,500	4,500	1,000	–	250	
3.3: To improve local mobility in the towns of the municipality	SG3: Facilitate an enabling environment for economic growth to alleviate poverty	G303		–	–	–	–	–	–	–	100	–	
3.4: To alleviate poverty	SG3: Facilitate an enabling environment for economic growth to alleviate poverty	G304		–	–	–	–	–	–	–	–	–	
4.1: To promote healthy life styles through the provision of sport and other facilities and	SG4: Promote a safe, healthy, educated and integrated community	G401		2,088	1,219	4,804	4,069	606	606	1,080	680	850	
4.2: To promote a safe environment for all who live in and visit Bergivier	SG4: Promote a safe, healthy, educated and integrated community	G402		325	3,389	775	2,185	1,871	1,871	1,605	530	285	
4.3: To create innovative partnerships with sector departments for improved	SG4: Promote a safe, healthy, educated and integrated community	G403		239	285	–	600	17	17	–	–	–	
5.1: To develop, manage and regulate the built environment	SG5: A sustainable, inclusive and integrated living environment	G501		325	96	–	503	–	–	50	–	20	
5.2: To conserve and manage the natural environment and mitigate the impacts of climate	SG5: A sustainable, inclusive and integrated living environment	G502		–	–	–	–	70	70	50	50	–	
<b>Allocations to other priorities</b>			3										
<b>Total Capital Expenditure</b>				1	<b>28,795</b>	<b>31,377</b>	<b>41,609</b>	<b>51,213</b>	<b>49,096</b>	<b>49,096</b>	<b>43,336</b>	<b>40,281</b>	<b>45,710</b>

## 2.3 Measurable performance objectives and indicators

Performance Management is a system intended to manage and monitor service delivery progress against the identified strategic objectives and priorities. In accordance with legislative requirements and good business practices as informed by the National Framework for Managing Programme Performance Information, the Council has developed and implemented a performance management system of which system is constantly refined as the integrated planning process unfolds. The Municipality targets, monitors, assess and reviews organisational performance which in turn is directly linked to individual employee's performance.

The following table sets out the municipalities main performance objectives and benchmarks for the 2020/21 MTREF.

**Table 26 MBRR SA7 - Measurable performance objectives**

Description	Unit of measurement	2016/17	2017/18	2018/19	Current Year 2019/20			2020/21 Medium Term Revenue & Expenditure Framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2020/21	Budget Year +1 2021/22	Budget Year +2 2022/23
<b>Vote 1 - Municipal Manager</b>										
Function 1 - Municipal Managers Office										
Sub-function 1 -Municipal Managers										
Quarterly leadership development initiatives			400.0%	400.0%	400.0%	400.0%	400.0%	400.0%	400.0%	400.0%
Sub-function 2 - Strategic Services										
Client Services Survey			100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%
Sub-function 3 - Internal Audit										
Approved Risk Based Audit Plan			100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%
<b>Vote 2 -Finance</b>										
Function 1 -Director Finance										
Sub-function 1 - Revenue										
Improve debtor management and revenue			98.0%	98.0%	98.0%	98.0%	98.0%	98.0%	98.0%	98.0%
Sub-function 2 - Expenditure										
Implement a centralised SCM system by 30			100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%
Sub-function 3 - Budget and Treasury										
Submit Section 71 Report by 10th working day			1200.0%	1200.0%	1200.0%	1200.0%	1200.0%	1200.0%	1200.0%	1200.0%
<b>Vote 3 -Corporate Services</b>										
Function 1 - Director Corporate Services										
Sub-function 1 - Administration										
Implement SITA Report recommendations on			17000.0%	17000.0%	17000.0%	17000.0%	17000.0%	17000.0%	17000.0%	17000.0%
Sub-function 2 - Human Resources										
Submit quarterly report on human resource			400.0%	400.0%	400.0%	400.0%	400.0%	400.0%	400.0%	400.0%
Sub-function 3 -Planning and										
Compile Zoning Scheme By-law										
<b>Vote 4 -Technical Services</b>										
Function 2 - Director Technical Services										
Sub-function 1 -Water										
Restrict annual water losses to 10%			10.0%	10.0%	10.0%	10.0%	10.0%	10.0%	10.0%	10.0%
Sub-function 2 - Electricity										
Restrict annual electricity losses to 10%			10.0%	10.0%	10.0%	10.0%	10.0%	10.0%	10.0%	10.0%
Sub-function 3 - Roads										
Fully utilise conditional road maintenance			100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%
Sub-function 4 - Waste management										
Reduce the volume of household waste			15.0%	15.0%	15.0%	15.0%	15.0%	15.0%	15.0%	15.0%
Sub-function 5 - Project management										
Expenditure on MIG Funding			100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%
<b>Vote 5 -Community Services</b>										
Function 2 - Director Community										
Sub-function 1 -Traffic Services										
Collect 95% of budgeted income by 30 June			95.0%	95.0%	95.0%	95.0%	95.0%	95.0%	95.0%	95.0%
Sub-function 2 - Fire Fighting										
Fire Safety compliance inspections			2400.0%	2400.0%	2400.0%	2400.0%	2400.0%	2400.0%	2400.0%	2400.0%
Sub-function 3 - Housing										
Monthly maintenance of the housing waiting list			1200.0%	1200.0%	1200.0%	1200.0%	1200.0%	1200.0%	1200.0%	1200.0%
Sub-function 4 - Libraries										
95% spent of the library grant by 30 June 2019			95.0%	95.0%	95.0%	95.0%	95.0%	95.0%	95.0%	95.0%
Sub-function 5 - Community Facilities										
Spend 95% of the Capital budget by 30 June			95.0%	95.0%	95.0%	95.0%	95.0%	95.0%	95.0%	95.0%
Insert measure/s description										



**Table 27 MBRR SA8 - Performance indicators and benchmarks**

Description of financial indicator	Basis of calculation	2016/17	2017/18	2018/19	Current Year 2019/20				2020/21 Medium Term Revenue & Expenditure Framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Pre-audit outcome	Budget Year 2020/21	Budget Year +1 2021/22	Budget Year +2 2022/23
<b>Borrowing Management</b>											
<b>Credit Rating</b>											
Capital Charges to Operating Expenditure	Interest & Principal Paid /Operating Expenditure	6.0%	6.0%	6.4%	5.1%	5.3%	5.3%	5.3%	6.0%	6.0%	6.0%
Capital Charges to Own Revenue	Finance charges & Repayment of borrowing /Own Revenue	6.8%	7.0%	7.5%	6.4%	6.8%	6.8%	6.8%	7.7%	7.6%	7.5%
Borrowed funding of 'own n' capital expenditure	Borrowing/Capital expenditure excl. transfers and grants and contributions	38.6%	41.8%	34.8%	24.1%	29.5%	29.5%	29.5%	55.1%	59.2%	54.3%
<b>Safety of Capital</b>											
Gearing	Long Term Borrowing/ Funds & Reserves	280.0%	203.4%	170.5%	128.6%	136.3%	136.3%	136.3%	138.9%	128.8%	124.1%
<b>Liquidity</b>											
Current Ratio	Current assets/current liabilities	3.2	3.8	4.1	3.6	3.9	3.9	3.9	3.6	3.8	4.0
Current Ratio adjusted for aged debtors	Current assets less debtors > 90 days/current liabilities	3.2	3.8	4.1	3.6	3.9	3.9	3.9	3.6	3.8	4.0
Liquidity Ratio	Monetary Assets/Current Liabilities	1.6	1.7	1.9	1.6	1.6	1.6	1.6	1.5	1.7	2.0
<b>Revenue Management</b>											
Annual Debtors Collection Rate (Payment Level %)	Last 12 Mths Receipts/Last 12 Mths Billing		97.3%	94.1%	93.5%	96.0%	94.8%	94.8%	94.8%	91.5%	93.6%
Current Debtors Collection Rate (Cash receipts % of Ratepayer & Other revenue)		97.3%	94.1%	93.4%	96.0%	94.8%	94.8%	94.8%	91.5%	93.6%	95.6%
Outstanding Debtors to Revenue	Total Outstanding Debtors to Annual Revenue	27.8%	30.0%	25.5%	24.2%	22.8%	22.8%	22.8%	24.4%	21.6%	20.9%
Longstanding Debtors Recovered	Debtors > 12 Mths Recovered/Total Debtors > 12 Months Old										
<b>Creditors Management</b>											
Creditors System Efficiency	% of Creditors Paid Within Terms (within MFMA' s 65(e))										
Creditors to Cash and Investments		39.8%	28.2%	22.5%	34.6%	26.1%	26.1%	26.1%	26.2%	21.2%	16.8%
<b>Other Indicators</b>											
Electricity Distribution Losses (2)	Total Volume Losses (kW)	7,157	7,704	10,175	7,920	7,920	7,920	7,920	7,443	7,889	8,362
	Total Cost of Losses (Rand '000)	6,465	6,959	9,825	8,752	8,752	8,752	8,752	8,019	8,500	9,010
	% Volume (units purchased and generated less units sold)/units purchased and generated	8.92%	9.65%	12.35%	11.0%	11.0%	11.0%	11.0%	9.12%	9.00%	9.00%
Water Distribution Losses (2)	Total Volume Losses (kℓ)	258	120	161	134	134	134	134	139	141	
	Total Cost of Losses (Rand '000)	1,290	636	988	636	636	636	636	639	646	
	% Volume (units purchased and generated less units sold)/units purchased and generated	9.93%	6.98%	9.42%	7.80%	7.80%	7.80%	7.80%	8.1%	8.2%	9.0%
Employee costs	Employee costs/(Total Revenue - capital revenue)	35.7%	37.7%	37.6%	36.4%	35.7%	35.7%	35.7%	36.8%	33.0%	32.8%
Remuneration	Total remuneration/(Total Revenue - capital revenue)	37.6%	39.7%	39.5%	38.2%	37.5%	37.5%		38.7%	34.7%	34.5%
Repairs & Maintenance	R&M/(Total Revenue excluding capital revenue)	3.0%	6.4%	7.2%	6.7%	6.5%	6.5%		5.6%	5.1%	5.1%
Finance charges & Depreciation	FC&D/(Total Revenue - capital revenue)	11.3%	11.3%	10.8%	10.1%	10.2%	10.2%	10.2%	11.1%	10.2%	9.9%
<b>IDP regulation financial viability indicators</b>											
i. Debt coverage	(Total Operating Revenue - Operating Grants)/Debt service payments due within financial year)	21.7	21.8	18.0	23.7	23.7	23.7	22.5	19.3	19.6	20.5
ii. O/S Service Debtors to Revenue	Total outstanding service debtors/annual revenue received for services	37.2%	41.4%	36.1%	34.0%	32.8%	32.8%	32.8%	32.5%	31.6%	30.7%
iii. Cost coverage	(Available cash + Investments)/monthly fixed operational expenditure	4.3	3.9	3.1	2.7	2.2	2.2	2.2	2.3	2.5	3.1

## **Free Basic Services: basic social services package for indigent households**

The social package assists residents that have difficulty paying for services and are registered as indigent households in terms of the Indigent Policy of the Council. The National Treasury determined the poverty threshold as two times the government old age pension and the indigent subsidy received through the equitable share is intended to subsidise the households that meet the qualification criteria. In the case of Bergrivier municipality, the council has adopted a policy whereby the qualifying threshold was extended to provide subsidies to households earning twice the government old age pension plus 40%. This level of subsidy is unfortunately unsustainable in the long run and the threshold has been capped at a combined household income of R5000 per month which is still nearly 40% more than the threshold determined by the National Treasury.

In terms of the Municipality's indigent policy registered households are entitled to 6kl free water, 50 Kwh of electricity, sanitation and free waste removal once a week, as well as a discount on their property rates. It is anticipated that approximately 2300 households will receive indigent subsidy in the 2020/2021 financial year, this represents a rise of approximately 27% from the number initially budgeted for the current financial year.

The subsidy policy is further enhanced to include a subsidy in respect of patients on life support systems where 100 units of free electricity will be allocated per month subject to the qualifying criteria as set out in the indigent policy.

Social programs and other relief budgeted in the 2020/2021 financial year have increased from R625,000 in the current financial year to an amount of R 1,355,000 for the 2020/2021 financial year. The increase in this amount can mainly be ascribed to humanitarian relief efforts necessary as a result of the Covid -19 pandemic.

Further detail relating to the number of households receiving free basic services, the cost of free basic services, highest level of free basic services as well as the revenue cost associated with the free basic services is contained in Table A10 (Basic Service Delivery Measurement).

## **2.4 Overview of budget related-policies**

The Council budgeting process is guided and governed by relevant legislation, frameworks, strategies and related policies. The following policies forms part of the budget document and has been reviewed as indicated in the undermentioned summary of changes made:

### **CHANGES TO BUDGET RELATED POLICIES 2020/2021**

#### **SUPPLY CHAIN MANAGEMENT POLICY**

##### **Page 20 of 59 no 14(5) Add the sentence**

- 1.1 No 14 **(5)** The Municipality may use the National Treasury Central Supplier Database for its procurement requirements.

**Page 20 of 59 - Add 14(2) as highlighted**

- 1.2 No 16 (a) Quotations must be obtained from at least three different providers preferably from, but not limited to, providers whose names appear on the list of accredited prospective providers of the-municipality(completing all required information) or of the CSD, provided that if quotations are obtained from providers who are not so listed, such providers must meet the listing criteria set out in paragraph 14(2) of this Policy;

**Page 20 of 59 – Add**

- 1.4 (ii) cheaper flight tickets, monitoring of alarms, Artists, subscription fees and  
1.4 (iii) add at the end of the sentence “authorised by the relevant Director”.

**Page 25 of 59 - Add 1.4 No 22 (a) website** of the municipality, notice boards and advertisement in the Government E-portal); and

**Page 49 of 59 – Add** the following to the MAT Disposal Regulation not been part of the SCM Policy before

In consideration of (a) and (b) above it is necessary to understand the terminology and principles contained in the requirements as follows:

Minimum levels of basic service – Consideration must be given to current need for services as well as future needs, we can therefore not sell a property now and then need to buy a similar property later at a higher price to provide a municipal service.

Fair market value – The price that a willing buyer is willing to pay a willing seller in an arms-length transaction. A professional valuer must therefore determine the market related value prior to the council making a decision in terms of Section 14(2) of the MFMA.

It also determines in Section 14(5) of the MFMA that any transfer of ownership of a capital asset must be fair equitable, transparent, competitive and consistent with the disposal management system, thus the supply chain management policy of the municipality.

The supply chain policy of the municipality requires the disposal of capital assets to be fair, equitable transparent and competitive.

**Page 50 to 54 point 1.5 - the following is added to the Policy for the application of the MAT (Municipal Asset Transfer) Regulations and MFMA, Section 14(6)**

**WHEN AN APPLICATION IS RECEIVED, DO THE FOLLOWING:**

1. Determine whether the property in question is an exempted or non-exempted capital asset in terms of the MFMA. Property is exempted if transferred to a municipality, municipal entity, provincial organ of state etc. (*See definitions in the MAT Regulations and MFMA, Section 14(6) to determine whether an asset is exempted or not*)
2. All moveable assets will be sold by way of a public auction and immovable assets will be sold on a SCM process.

3. If Non-exempted it may only be transferred after the following was done:

Council  
MUST  
consider  
these 2  
points at  
start of  
process

- a. Accounting officer has conducted a public participation process.
- b. Municipal council has made the following determinations in terms of Section 14(2) of the MFMA in a meeting open to the public
  - i. That the asset is not needed to provide the minimum level of basic municipal services
  - ii. Considered the fair market value and economic and community value to be received in exchange for the asset.
- c. Public participation process only needed to inform the determination by council in (i) and (ii) above if the asset is a high value capital asset (R10 Mil) or (exceeds 1% of total value of assets thus more than R3.8 Million)
- d. Only the council may authorise a public participation process referred to in (a) and a request to approve the process must be accompanied by the following:
  - i. Valuation
  - ii. Reasons for disposal
  - iii. Expected benefits to municipality
  - iv. Expected proceeds to be received
  - v. Any expected gain or loss
- e. If a public participation process is authorised the Accounting officer must:
  - i. At least 60 days prior to meeting make public i.t.o. Section 21A of the Municipal Systems Act (Advertisement in Local Media and on Web page) the proposal to transfer or dispose.
  - ii. Invite the local community to comment
  - iii. Solicit views from NT and PT

4. Consideration of proposals – Upon consideration of a proposal, a municipal council must take into account:

- The factors as set out in Regulation 7 (a) to (l) must be considered

The report to council should contain these questions in a table format and the questions needs to be answered by the department submitting the report.

- (a) Whether it may be required for own use
- (b) The expected loss or gain to result from the transaction
- (c) The extent to which the compensation will result in a financial loss or gain to the municipality
- (d) The risk and reward associated with the operation or control of the asset in relation to the municipality's interests
- (e) The effect of the disposal/transfer on the credit rating ability to raise loans, cash flow position
- (f) Any limitations or conditions attached to the asset
- (g) Estimated cost of the proposed transfer
- (h) Transfer of any liabilities and reserves associated with the asset
- (i) Comments or representations received from the local community
- (j) Written views from the NT and PT
- (k) Interests of the state, municipality or community at stake
- (l) Compliance with legislative regime

5. Conditional approval – Regulation 11 states that; Approval **in principle** may be given to transfer a non-exempted capital **asset subject to any conditions**, including

- a. The way it is to be sold or disposed of
  - b. Floor price or minimum compensation
  - c. If price is less than fair market value consider the following: (Reg. 13(2))
    - i. Is it in the public interest
    - ii. Does it address the plight of the poor
    - iii. Take into account the interest of the local community and the state
    - iv. The strategic economic interest of the municipality including long term
    - v. Constitutional rights of all parties affected by the decision
    - vi. Whether the interest of the affected carries more weight than that of the local community (individual interest vs. collective interest)
    - vii. If local community would be served better if the asset is transferred at less than fair market value compared to fair market value.
  - d. A framework within which direct negotiations for the transfer or disposal of the capital asset must be conducted with another person if the proposal is subject to direct negotiations.
6. Regulation 12 determines that; Disposal of a non-exempted capital asset may take place only in accordance with Disposal Management Process (SCM process), irrespective of;
- a. The value of the capital asset.
  - b. Whether the asset is to be transferred to a private sector party or an organ of state.
- Thus after council decides upon the disposal method, whether sale or rental, an appropriate SCM process must be followed, the value of the property will determine the SCM process.***

If an offer is received prior to council decision or as a triggering occurrence, it should still be subjected to an appropriate SCM process after the in-principle decision has been obtained from the council. An offer to purchase or rent is regarded as being an unsolicited bid and the process to be followed is long and arduous and requires National Treasury input and have prolonged timeframes, advertisement requirements, it is therefore not recommended.

7. Regulation 12(2) determines when the disposal management system (usually SCM system) does not apply and that is only:
- a. If the municipality reviews its service delivery mechanism i.t.o. chapter 8 of the Municipal Systems Act
  - b. If the municipality appoint a private sector party through a competitive process for the performance of a municipal service
  - c. If the capital asset is transferred as an integral component of the performance of that municipal service to the service provider

<b>GRANTING OF RIGHTS TO USE CONTROL OR MANAGE CAPITAL ASSETS</b>
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8. The requirements of chapter 4 does not apply to:
- a. Right to use, control or manage i.t.o. PPP's
  - b. Right on municipal to housing for the poor

} Regulation 33

The granting of a right to use, manage and control a capital asset must be dealt with in accordance with Chapter 2 (Thus similar to disposal of capital assets) if:

- a. The right is granted for an undetermined period
  - b. The period exceeds the useful life or economic usefulness
  - c. Confers on the person to whom the right is granted;
    - i. The option to buy or acquire ownership
    - ii. The power to use, control or manage as if the person is the beneficial but not legal owner.
9. A municipality may grant the right to use, manage or control a capital asset (Reg. 34 (1)(b)) but only after the accounting officer has conducted a public participation process in accordance with Reg. 35 and the council has given an in-principle approval.

A request to authorise a public participation process must be accompanied by an information statement containing:

- i. Reasons for disposal
- ii. Expected benefits to municipality
- iii. Expected proceeds to be received
- iv. Any expected gain or loss

Public participation only necessary is Value in excess of R10 Million **and** a long-term right is proposed to be granted. (Long-term - a period of more than 3 years)

10. Regulation 35 determines that the accounting officer must at least 60 days before the meeting where the council considers the decision to grant a right to use, manage and control a high value capital asset (in excess of R10 Million) make public the proposal in accordance with Section 21A of the MSA inclusive of
- a. Information statement
  - b. Invite the local community for comment and representations
  - c. Solicit views from NT and PT
11. If the control of the property is relinquished by decision of council for a long term lease or other means of controlling the asset than that of an outright sale, the determinations in terms of Regulation 36 of the MAT regulations must also be taken into account being:
- a. Whether the capital asset may be required for the municipality's own use during the period for which the right is granted
  - b. The extent to which any compensation to be received for the right together with the estimated value of any improvements or enhancements to the capital asset that the private sector party or organ of state to whom the right is granted will be required to make, will result in a significant economic or financial benefit to the municipality.
  - c. The risks and rewards associated with the use, control or management of the capital asset in relation to the municipality's interests;
  - d. Any comments representations on the proposed granting of the right received from the local community and other interested persons;
  - e. Any written views and recommendations on the proposed granting of the right by the National Treasury and relevant provincial treasury

- f. The interests of any affected organ of state, the municipality's own strategic, legal and economic interests of the local community; and
  - g. Compliance with the legislative regime applicable to the proposed granting of the right.
12. Once the decision of the council has been taken in disposing the asset or to relinquish the control over the asset by means of a rental or a long-term rental, the SCM processes must be followed for the disposal of the property. (Regulation 41)
13. When an item is taken to council for consideration, the council must be made aware of the valuation of the property as well as give consideration to the requirements in point 10 above.
14. In-principle approval can be granted and conditions may also be attached to the in-principle approval as contained in Regulation 40 (a)(b) and(c).
15. Delegations – The power to make a determination as prescribed in Section 14 (2)(a) and(b) of the MFMA in respect of the need for municipal services and valuation, in accordance with Regulation 5 as well as 34 and to then decide to either sell or relinquish control can be delegated to the Accounting officer below a prescribed value (The municipal council to determine the value)
- (3) Assets may be disposed of by -**
- (i)** transferring the asset to another organ of state in terms of a provision of the Act enabling the transfer of assets;
  - (ii)** transferring the asset to another organ of state at market related value or, when appropriate, free of charge;
  - (iii)** selling the asset; or
  - (iv)** destroying the asset.
- (4) The accounting officer must ensure that -**
- (a) when immovable property is sold by means of a competitive bidding process, the highest price offered shall be accepted, provided such price is equal to or higher than the market related price for the relevant immovable property;
  - (b) in other cases, only at a market related price except when the public interest or the plight of the poor demands otherwise in which event the sale price shall be determined in accordance with the applicable land disposal or indigent policy adopted by the council;
  - (c) movable assets are sold either by way of by public auction at the highest offered price, provided such price is market related;
  - (d) firearms are not sold or donated to any person or institution within or outside the Republic unless approved by the National Conventional Arms Control Committee;
  - (e) immovable property is let at market related rentals except when the public interest or the plight of the poor demands otherwise in which event the rental shall be determined in accordance with the applicable land disposal or indigent support policy adopted by the council;
  - (f) all fees, charges, rates, tariffs, scales of fees or other charges relating to the letting of immovable property are annually reviewed;

- (g) where assets are traded in for other assets, the highest possible trade-in price is negotiated; and
- (h) in the case of the free disposal of computer equipment, the provincial department of education is first approached to indicate, within 30 days, whether any of the local schools are interested in the equipment
- (i) The SCM unit will prepare a list for disposal and then the office of the Mayor can decide if assets must be removed from the list for the use by registered NGO,s, emergency cases or people in serious need that have a need, before the SCM process can start.

Page 60 point no. 52 change the date to 01 July 2020.

## **VIREMENT POLICY**

### **Page 7. The following sentence was added:-**

Section 6.3.6 No virements are permitted for the period 1 December to 28 February, thus in the period of preparation of the mid-year adjustment budget up and to the point of the approved budget being made available on the financial system unless approval is granted by the CFO.

6.3.7 Virements will not be allowed more than twice to and from a capital and operating line item or vote.

## **CASH AND INVESTMENT POLICY**

The name of the Policy changed from Bergrivier Cash Management Policy to Bergrivier Cash and Investment Policy.

**Page 18 – The following two paragraphs were added to the Policy and the amendment was added to the index.**

### **8. INVESTMENT DIVERSIFICATION**

8.7.1 Without limiting the Accounting Officer to any specific amount or percentage of investments, it is hereby established that investments made by the municipality should be diversified as much as possible between different institutions, maturity dates and types, but nothing prevents the Accounting Officer from investing more cash with an institution than by another institution with due regards to the standard of care and objectives set in this policy. Not more than 50% of the total investments should be invested with one institution.

8.7.2 Having determined that funds are available for investment and the maximum period for which the funds may be invested, the Chief Financial Officer (CFO) (or his delegated nominee in the treasury and budget section) needs to consider the manner in which the investments are placed. As rates can vary according to the money market perception related to the term of the investment, there is merit in obtaining quotes for periods within the maximum determined.



## **CREDIT CONTROL & DEBT COLLECTION POLICY**

### **Page 7 - add the following sentence to no 2.2.3**

If a meter is not accessible for more than four (4) times within a 12-month period, the Municipality may move the meter equipment at the expense of the consumer to be accessible.

### **Page 11 - add the following paragraph**

3.1 All applications for building plans and land uses will only be considered if the applicant's municipal services and assessment rates account on the said property have been fully settled.

Full municipal accounts must accompany each application and must be signed off by the Director: Financial Services or his authorized representative.

### **Page 14 - Change the following % on outstanding electricity sales to be used to settle the outstanding debt.**

31 - 60 days outstanding	50% to 90%
61 - 90 days outstanding	65% to 90%
91 - 120 days outstanding	80% to 90%

### **Page 15 - The following paragraph is added**

When a consumer is connected to a life supporting equipment / machine, 100 units of kWh can be applied for without any credit control measures being applied. This units of power will be dispensed at the normal rate. Proof of the doctor must accompany the application. After the dispensing of the 100 units the normal credit control measures will be applied to the account.

### **Page 17 - The following sentence is added to the CLOSING AND RE-CONNECTION OF SERVICES at points 9 - 1.2.**

No fees are currently payable and it is suggested that a tariff be introduced which is determined annually in the schedule of tariffs.

### **Page 21 - Amendments to the By-law must be made under point 16.3.**

(1) recover any costs or damages or losses that the Municipality may incur, or may suffer as a result of such violations of such person, including the penalty as determined by the Council's tariff structure, costs of new meters, and any other costs necessary to secure the connection, and

(2) in the event of unlawful consumption of water and / or electricity, the person who used it unlawfully to pay for a consumption calculated in accordance with the provisions of paragraph 2.2.4. Such uses are calculated at the rate applicable on the date the unauthorized usage was determined.

**Page 23 - Change to the requirements for registration of an indigent household.** The following sentence is added to the calculation. "Calculated as two state pensions plus 40% to a maximum amount of R5000.00 per month per household".

**Page 25/26 with the application and limitation of financial assistance, the following paragraph is added under point 24.4.**

The household may change once from Ampere from 60 to 20 Ampere. If the consumer's power consumption cannot handle the permitted 20 Ampere, the Ampere will again be changed to 60 Ampere and the cost of the consumer will be recovered when the connection has to be reconnected outside office hours. Meters limited to 20 Amps should be checked for accuracy on a regular basis.

## **TARIFF POLICY**

**Page 4 - The following paragraph is removed under point 4.3.2**

The rate for household electricity consumption may not be 75% per kWh of the rate applicable to other consumers. All other consumers, including businesses, industries and institutional consumers must pay the same rate per kWh.

**Page 6 - Remove from paragraph 5.4 / 6.3.3 / 6.3.4 and add to 6.6**

It is the duty of every owner of a business, of a store or commercial premises, to ensure that the pavement is kept clean and free of any waste coming from such premises or arising from the premises before or adjacent to the premises, including the supply or sale of goods from such premises. If this is not done, the Municipality may determine a tariff or fee for the clearing of such waste and charge the costs against the owner's services account.

## **RATES POLICY**

Page 16 – Add paragraph 7.2 – Categories of property in accordance with the prescriptions of the Municipal Property Rates Act

**Categories of property for the municipality may include, but not limited to-**

Residential properties.

Institutional

Industrial

Business and Commercial properties

Agricultural purposes;

State-owned properties:

Municipal owned properties:

Public service infrastructure

**Page 24 – Add under Exemptions, Rebates & Reductions paragraph (iii) and (v)**

(iii) Be in receipt of a total monthly income from all sources (including income of spouses of owner) not exceeding two government pensions plus 40% (capped at R5 000 from 1 April 2019);

(v) Sectional titles with a unit for the apartment and a separate garage unit number will be dealt as one unit and will be granted a rebate on both accounts; and

## **PETTY CASH POLICY**

### **Page 4 – Delete the following**

No 5(b) ~~It is not acceptable for one receipt or a number of receipts, in respect of the same which have been obtained by the same person, to be split over two cash purchase claims.~~

### **Page 6 – Add the following highlighted portion after the sentence**

When the amount of the individual purchase / event is less than R500.00, irrespective of it being an emergency or not for all departments except the Office of the Executive Mayor. Refer to point 5.1(h) above.

### **Page 7 = Add the following highlighted portion at the end of the sentence**

Where a staff member has made purchases from their own funds and now seeks reimbursement from the petty cash, supporting documentation must be provided to substantiate the claim, in limited instances/exceptional instances.

### **Page 8 – Change to monthly**

Completed Cash Purchase Claim forms, with attached cash register slips, etc., must be taken by the officer in charge of the Petty Cash in a Directorate/Department, to the Assistant Accountant: Accounts Payable for reimbursement, after the Summary Claim Cover Page and attached documentation have been authorised by a financial delegate monthly. Reimbursement of claims where supporting documentation is missing will not be entertained.

### **Page 9 - Add the following two sentences**

The reconciliation must be done daily and closed off on a monthly basis, and signed off by the relevant Director/Manager.

The float can be topped up any time during the month and the entry must be show under the balance.

## **CREDITORS, COUNCILLORS AND PERSONNEL PAYMENT POLICY**

This policy regulates the payment from the municipal bank account to Creditors, Staff and councillors, its sets out procedures, requirements, and cut-off dates for submissions and processing of payments to support cash flow management principles and operational efficiency.

This is a new policy to be implemented on 1 July 2020

## **2.5 Overview of budget assumptions**

### **Key Financial Indicators**

Budget assumptions and parameters are determined in advance of the budget process to allow budgets to be constructed to support the achievement of the longer-term financial and strategic targets. The assumptions and principles applied in the development of this budget are mainly based upon guidelines from National Treasury (expenditure growth) and other external bodies such as the National Electricity Regulator of South Africa (NERSA) and West Coast District Municipality. The municipal fiscal environment is influenced by a variety of macro-economic control measures. National Treasury determines the ceiling of year-on-year increases in the total operating budget, whilst the National Electricity Regulator (NERSA) regulates electricity tariff increases. Various government departments also affect municipal service delivery through the level of grants and subsidies.

There are six key factors that have been taken into consideration in the compilation of the 2020/21 MTREF:

- National Government macro-economic targets;
- The general inflationary outlook and the impact on Bergrivier Municipality’s residents and businesses;
- The impact of the Covid-19 pandemic;
- The impact of municipal cost drivers;
- The increase in prices for bulk electricity and water; and
- The increase in the cost of Remuneration of Councillors and Employee related costs increased above inflation which places a disproportionate upward pressure on the expenditure budget.

An average tariff increase of 4.6 percent increase in tariffs (except for electricity and assessment rates) is recommended. This increase was required to ensure that the tariffs cover the cost of the services and various cost drivers have been considered. This increase is within the current inflationary trends and in line with the National Treasury guideline tariff increases. The main cost driver for the tariff increase is the increase in employee related cost that is linked to the individual salary increases and notch increases as well as other cost driver for the rendering of goods and services such as fuel price increases, contractual obligations and other pre-determined and regulated price adjustments and legislated tariffs fees and charges.

The following key assumptions underpinned the preparation of the medium-term budget:

<b>Description</b>	<b>2020/21</b>
	<b>%</b>
Inflation rates – CPI	4.6 to 4.9%
Growth	Minus 7% to 0%
Provision for Doubtful Debt	10%
Remuneration increase	± 8.00%
Electricity distribution loss	11%
Water distribution loss	8%

## **2.5.1 Collection rate for revenue services**

The base assumption is that tariffs will increase at a rate slightly higher than CPI over the medium term. It is assumed that the effect of the COVID - 19 pandemic will have a negative effect on the economy and economic growth, the current economic conditions therefore remain volatile and unpredictable, revenue estimations remain conservative and revenue performance may require adjustments during the course of the financial year ahead.

The rate of revenue collection is currently expressed as a percentage (90 percent) of annual billing. Cash flow is assumed to be 90 percent of billings, it is doubtful whether inroads will be made in the collection of arrears debt over the short term as the current economic circumstances are not supportive of the debt collection efforts and the impact of Covid -19 has further exacerbated the situation. No additional cash flow from arrears debt is anticipated over the short term and adjustments in this regard will only be reconsidered once revenue trends indicate an upward movement.

## **2.5.2 Salary increases**

The collective agreement regarding salaries/wages came into operation on 1 July 2018 and shall remain in force until 30 June 2021. According to the Collective Agreement, increases are as follow:

- 2019/20: CPI + 1.5 percent (estimated at 6.7 percent)
- 2020/21: CPI + 1.25 percent

A notch increase of 2.3 percent has also been factored into the salary increases.

## **2.5.3 Ability of the municipality to spend and deliver on the programmes**

It is estimated that a spending rate of at least 97 percent is achieved on operating expenditure and 95 percent on the capital programme for the 2020/21 MTREF of which performance has been factored into the cash flow budget.

## **2.5.4 Cost containment measures**

The municipality has developed and adopted a Cost Containment Policy in accordance with the principles contained in the Regulations. Due to the fact that no baseline existed against which cost reduction or containment could be measured, the reporting that is required by the regulation remain an issue that needs to be addressed as the current reporting framework in this respect remains of little value.

## **2.6 Overview of budget funding**

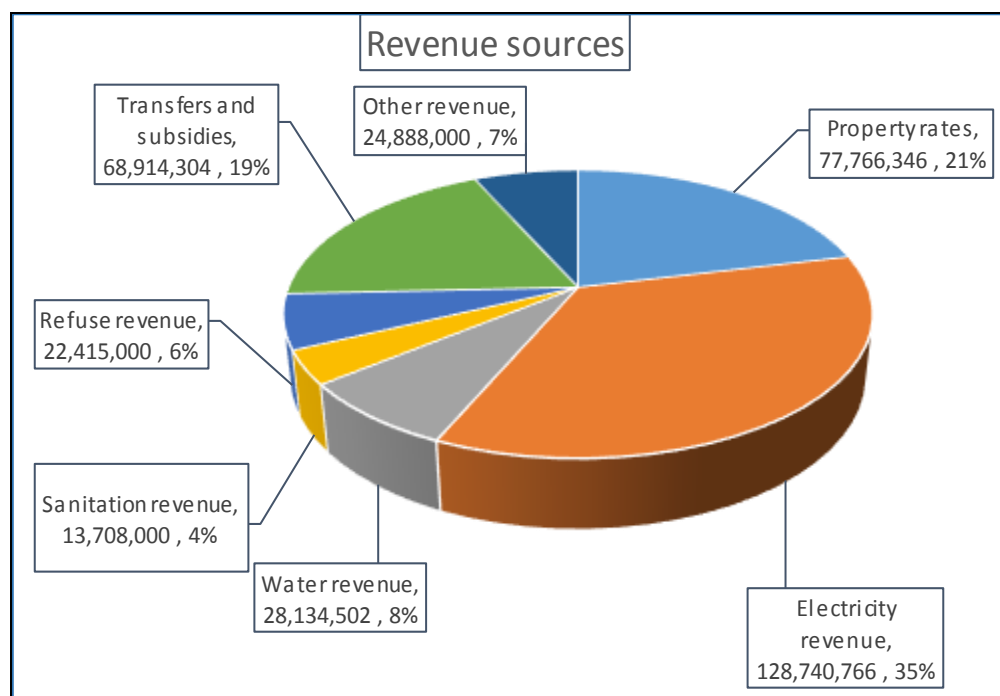
### **2.6.1 Medium-term outlook: operating revenue**

The following table is a breakdown of the operating revenue over the medium term:

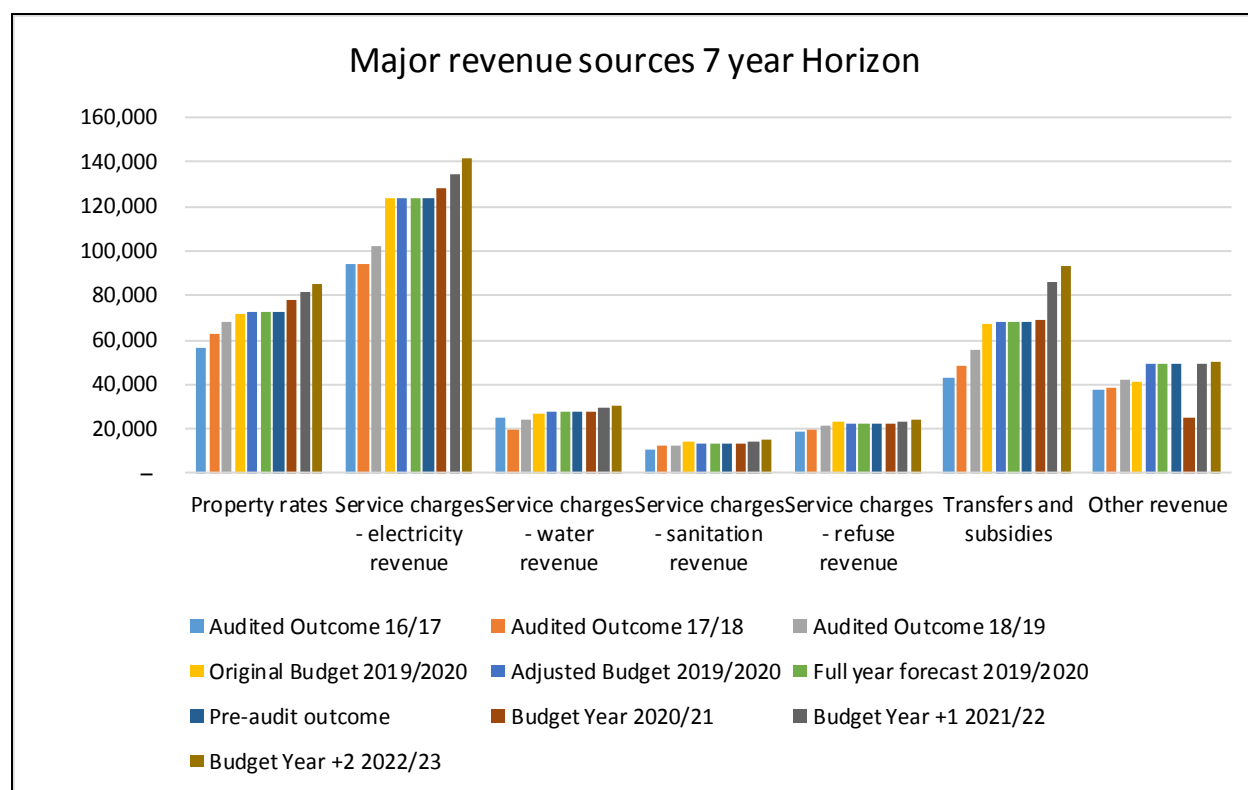
**Table 28 Breakdown of the operating revenue over the medium-term**

Description	2020/21 Medium Term Revenue & Expenditure Framework				
	Budget Year 2020/21	Growth %	Budget Year +1 2021/22	Growth %	Budget Year +2 2022/23
<b>Revenue By Source</b>					
Property rates	77,766,346	4.80	81,500,000	4.80	85,412,000
Service charges - electricity revenue	128,740,766	4.80	134,920,000	4.80	141,396,000
Service charges - water revenue	28,134,502	4.80	29,484,000	4.80	30,898,000
Service charges - sanitation revenue	13,708,000	4.80	14,366,000	4.81	15,057,000
Service charges - refuse revenue	22,415,000	4.80	23,491,000	4.80	24,618,000
Rental of facilities and equipment	1,385,000	4.77	1,451,000	4.82	1,521,000
Interest earned - external investments	5,145,000	4.78	5,391,000	4.80	5,650,000
Interest earned - outstanding debtors	7,460,000	4.80	7,818,000	4.80	8,193,000
Fines, penalties and forfeits	2,044,000	989.87	22,277,000	0.02	22,282,000
Licences and permits	49,000		51,000		53,000
Agency services	4,732,000	4.80	4,959,000	4.80	5,197,000
Transfers and subsidies	68,914,304	25.01	86,150,870	8.37	93,360,174
Other revenue	4,073,000	72.80	7,038,000	4.75	7,372,000
<b>Total Revenue (excluding capital transfers and contributions)</b>	<b>364,566,917</b>	<b>14.90</b>	<b>418,896,870</b>	<b>5.28</b>	<b>441,009,174</b>

**Figure 4 Main operational revenue per category**



**Figure 5 Main operational revenue per category over the MTREF horizon**



The tables below provide detail investment information and investment particulars by maturity.

**Table 29 MBRR SA15 – Detail Investment Information**

Investment type	Ref	2016/17	2017/18	2018/19	Current Year 2019/20			2020/21 Medium Term Revenue & Expenditure Framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2020/21	Budget Year +1 2021/22	Budget Year +2 2022/23
<b>R thousand</b>										
<b>Parent municipality</b>										
Securities - National Government		-	-	-	-	-	-	-	-	-
Listed Corporate Bonds		-	-	-	-	-	-	-	-	-
Deposits - Bank		6,022	6,425	6,852	-	-	-	50,000	65,000	80,000
Deposits - Public Investment Commissioners		-	-	-	-	-	-	-	-	-
Deposits - Corporation for Public Deposits		-	-	-	-	-	-	-	-	-
Bankers Acceptance Certificates		-	-	-	-	-	-	-	-	-
Negotiable Certificates of Deposit - Banks		-	-	-	-	-	-	-	-	-
Guaranteed Endowment Policies (sinking)		-	-	-	-	-	-	-	-	-
Repurchase Agreements - Banks		-	-	-	-	-	-	-	-	-
Municipal Bonds		-	-	-	-	-	-	-	-	-
<b>Municipality sub-total</b>	1	<b>6,022</b>	<b>6,425</b>	<b>6,852</b>	-	-	-	<b>50,000</b>	<b>65,000</b>	<b>80,000</b>
<b>Consolidated total:</b>		<b>6,022</b>	<b>6,425</b>	<b>6,852</b>	-	-	-	<b>50,000</b>	<b>65,000</b>	<b>80,000</b>

**Table 30 MBRR SA16 – Investment particulars by maturity**

Investments by Maturity  Name of institution & investment ID	Ref	Period of Investment	Type of Investment	Variable or Fixed interest rate	Interest Rate <sup>a</sup>	Commission Paid (Rands)	Expiry date of investment	Opening balance	Interest to be realised	Closing Balance
		Yrs/Months								
<b>Parent municipality</b>										
Nedbank		9 months		Fixed	7.05%	Zero	30 September 2020	30,000	1,586	31,586
Standard Bank		8 months		Fixed	7.20%	Zero	31 August 2020	20,000	960	20,960
										-
										-
										-
										-
Municipality sub-total								50,000		52,546
TOTAL INVESTMENTS AND INTEREST	1							50,000		52,546

## 2.6.2 Medium-term outlook: capital revenue

The following table is a breakdown of the funding composition of the 2020/21 medium-term capital programme:

**Table 31 Sources of capital revenue over the MTREF**

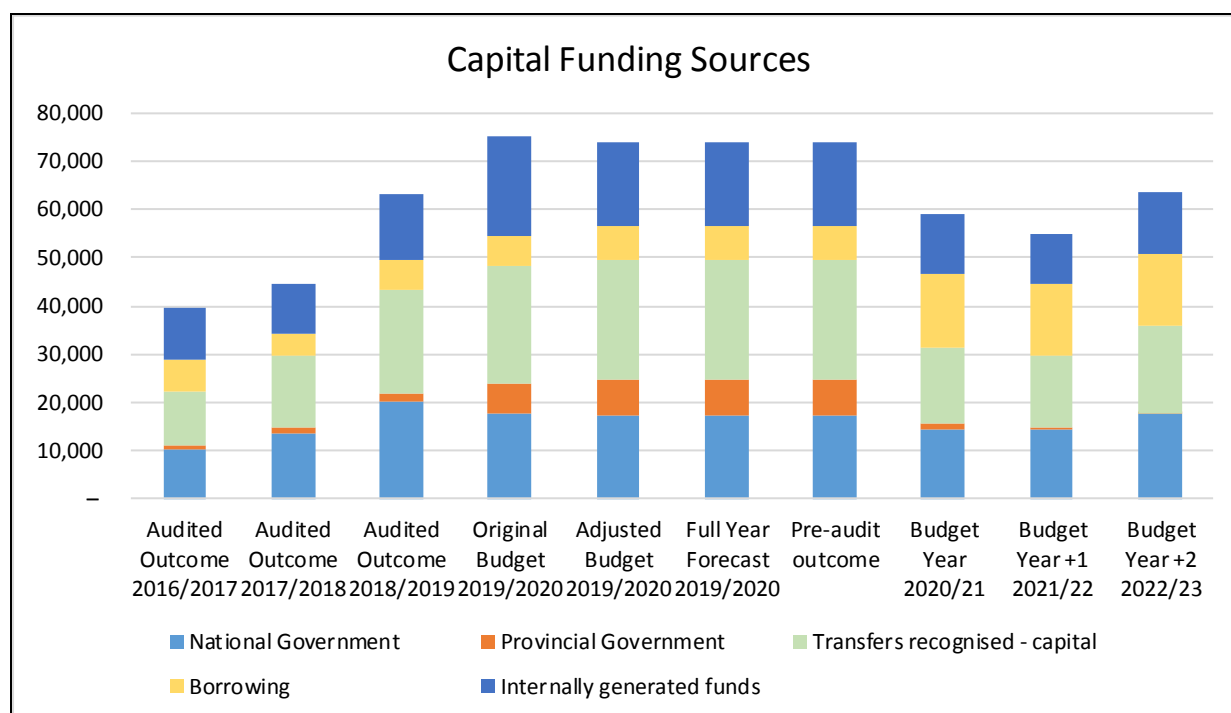
FUNDING SOURCE	Audited Outcome 2016/2017	Audited Outcome 2017/2018	Audited Outcome 2018/2019	Original Budget 2019/2020	Adjusted Budget 2019/2020	Full Year Forecast 2019/2020	Pre-audit outcome	Budget Year 2020/21	Budget Year +1 2021/22	Budget Year +2 2022/23
National Government	10,296	13,413	20,042	17,887	17,470	17,470	17,470	14,570	14,434	17,579
Provincial Government	838	1,526	1,606	6,180	7,339	7,339	7,339	1,200	360	310
Transfers recognised - capital	11,134	14,940	21,648	24,067	24,810	24,810	24,810	15,770	14,794	17,889
Borrowing	6,593	4,476	6,412	6,550	7,150	7,150	7,150	15,200	15,100	15,120
Internally generated funds	10,907	10,068	13,549	20,596	17,087	17,087	17,087	12,367	10,387	12,701
<b>Total Capital Funding</b>	<b>28,795</b>	<b>31,377</b>	<b>41,609</b>	<b>51,213</b>	<b>49,096</b>	<b>49,096</b>	<b>49,096</b>	<b>43,336</b>	<b>40,281</b>	<b>45,710</b>

The table above indicate that the bulk of the capital budget is funded through own sources being Capital Replacement Reserve and external Borrowing.

The above table is graphically represented as follows for the 2020/21 financial year.



**Figure 6 Main sources of capital revenue**



**Sources of capital revenue for the 2020/21 financial year**

National and Provincial capital grant receipts equates to 36.39 percent of the total funding source which represents R 15,769,696 for the 2020/21 financial year.

Borrowing still remains a significant funding source for the capital programme over the medium-term with an estimated R 15,200,000 to be raised for the 2020/2021 financial year totalling 35.07 percent of the total funding of the capital budget.

The following table is a detailed analysis of the Council’s borrowing liability.

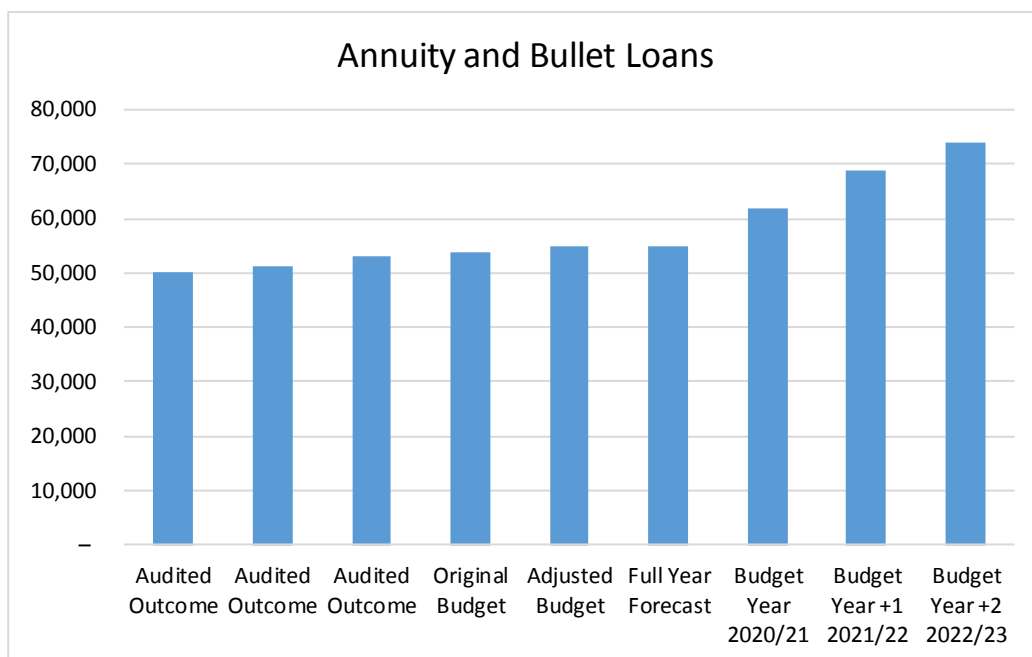
**Table 32 Detail of borrowings**

Borrowing - Categorized by type	2016/17	2017/18	2018/19	Current Year 2019/20			2020/21 Medium Term Revenue & Expenditure Framework		
	Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2020/21	Budget Year +1 2021/22	Budget Year +2 2022/23
Annuity and Bullet Loans	50,268	51,243	53,048	53,765	54,923	54,923	62,042	68,713	74,049

**Growth in outstanding borrowing (long-term liabilities)**

The following graph illustrates the growth in outstanding borrowing for the period 2016/17 to 2022/23. The gearing ratio remains in a narrow band with gearing not exceeding 23% over the MTREF

**Figure 7 Growth in borrowing 2016/2017 to 2022/2023**



**Table 33 MBRR SA17 Borrowing**

Borrowing - Categorised by type	Ref	2016/17	2017/18	2018/19	Current Year 2019/20			2020/21 Medium Term Revenue & Expenditure Framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2020/21	Budget Year +1 2021/22	Budget Year +2 2022/23
<b>Parent municipality</b>										
Annuity and Bullet Loans		50,268	51,243	53,048	53,765	54,923	54,923	62,042	68,713	74,049
Long-Term Loans (non-annuity)		-	-	-	-	-	-	-	-	-
Local registered stock		-	-	-	-	-	-	-	-	-
Instalment Credit		-	-	-	-	-	-	-	-	-
Financial Leases		-	-	-	-	-	-	-	-	-
PPP liabilities		-	-	-	-	-	-	-	-	-
Finance Granted By Cap Equipment Supplier		-	-	-	-	-	-	-	-	-
Marketable Bonds		-	-	-	-	-	-	-	-	-
Non-Marketable Bonds		-	-	-	-	-	-	-	-	-
Bankers Acceptances		-	-	-	-	-	-	-	-	-
Financial derivatives		-	-	-	-	-	-	-	-	-
Other Securities		-	-	-	-	-	-	-	-	-
<b>Municipality sub-total</b>	1	50,268	51,243	53,048	53,765	54,923	54,923	62,042	68,713	74,049
<b>Total Borrowing</b>	1	50,268	51,243	53,048	53,765	54,923	54,923	62,042	68,713	74,049

### 2.6.3 Cash Flow Management

Cash flow management and forecasting is a critical step in determining if the budget is funded over the medium-term. The table below is consistent with international standards of good financial management practice and also improves the level of understanding for councillors and management.

In order to enhance cash flow over the MTREF, a new funding mix methodology is adopted, where cash generated from operations are retained to a larger extent over the MTREF than what was previously done. This will add in improving the liquidity position of the municipality and will also ensure that sufficient liquid resources are available to cover operational requirements in the short and medium term.

The funding methodology will also ensure that the “user pays” principle is ascribed to where current users of services are footing the bill for the capital investment required to deliver the service.

Other liquidity requirements such as a sound operating reserve and the cash backing of the CRR is applied. The methodology will be applied for the next 3 financial years and may be reconsidered depending on the financial performance over the next 3 years.

**Table 34 MBRR A7 Budgeted cash flow statement**

Description	Ref	2016/17	2017/18	2018/19	Current Year 2019/20				2020/21 Medium Term Revenue & Expenditure Framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Pre-audit outcome	Budget Year 2020/21	Budget Year +1 2021/22	Budget Year +2 2022/23
<b>CASH FLOW FROM OPERATING ACTIVITIES</b>											
<b>Receipts</b>											
Property rates		55,009	54,467	65,465	68,814	67,739	67,739	67,739	70,470	75,707	81,284
Service charges		145,087	141,393	147,982	180,615	178,943	178,943	178,943	177,284	189,785	203,078
Other revenue		12,094	18,293	14,376	20,290	18,947	18,947	18,947	10,502	15,918	16,567
Transfers and Subsidies - Operational	1	42,556	48,799	56,453	67,092	67,696	67,696	67,696	68,914	86,151	93,360
Transfers and Subsidies - Capital	1	11,566	14,704	20,515	24,067	24,250	24,250	24,250	15,770	14,794	17,889
Interest		5,839	6,729	6,203	9,807	7,452	7,452	7,452	7,756	8,127	8,518
Dividends		-	-	-	-	-	-	-	-	-	-
<b>Payments</b>											
Suppliers and employees		(221,580)	(251,164)	(267,715)	(311,482)	(315,061)	(315,061)	(315,061)	(305,689)	(332,147)	(350,242)
Finance charges		(6,012)	(6,280)	(6,404)	(6,943)	(6,443)	(6,443)	(6,443)	(6,842)	(7,170)	(7,513)
Transfers and Grants	1	(3,551)	(4,150)	(5,323)	(6,028)	(6,328)	(6,328)	(6,328)	(4,576)	(4,375)	(4,586)
<b>NET CASH FROM/(USED) OPERATING ACTIVITIES</b>		<b>41,009</b>	<b>22,792</b>	<b>31,550</b>	<b>46,232</b>	<b>37,194</b>	<b>37,194</b>	<b>37,194</b>	<b>33,588</b>	<b>46,790</b>	<b>58,354</b>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>											
<b>Receipts</b>											
Proceeds on disposal of PPE		472	790	786	-	-	-	-	-	-	-
Decrease (increase) in non-current receivables		-	15	43	-	-	-	-	-	-	-
Decrease (increase) in non-current investments		-	-	-	-	-	-	-	-	-	-
<b>Payments</b>											
Capital assets		(27,943)	(29,483)	(40,909)	(51,213)	(49,096)	(49,096)	(49,096)	(43,336)	(40,281)	(45,710)
<b>NET CASH FROM/(USED) INVESTING ACTIVITIES</b>		<b>(27,471)</b>	<b>(28,679)</b>	<b>(40,079)</b>	<b>(51,213)</b>	<b>(49,096)</b>	<b>(49,096)</b>	<b>(49,096)</b>	<b>(43,336)</b>	<b>(40,281)</b>	<b>(45,710)</b>
<b>CASH FLOWS FROM FINANCING ACTIVITIES</b>											
<b>Receipts</b>											
Short term loans		-	-	-	-	-	-	-	-	-	-
Borrowing long term/refinancing		6,750	6,080	6,950	6,550	7,150	7,150	7,150	15,200	15,100	15,120
Increase (decrease) in consumer deposits		132	183	200	139	139	139	139	213	224	237
<b>Payments</b>											
Repayment of borrowing		(3,998)	(4,521)	(5,120)	(5,276)	(5,276)	(5,276)	(5,276)	(6,021)	(7,206)	(8,429)
<b>NET CASH FROM/(USED) FINANCING ACTIVITIES</b>		<b>2,884</b>	<b>1,742</b>	<b>2,031</b>	<b>1,413</b>	<b>2,013</b>	<b>2,013</b>	<b>2,013</b>	<b>9,392</b>	<b>8,119</b>	<b>6,928</b>
<b>NET INCREASE/ (DECREASE) IN CASH HELD</b>		<b>16,421</b>	<b>(4,145)</b>	<b>(6,498)</b>	<b>(3,568)</b>	<b>(9,889)</b>	<b>(9,889)</b>	<b>(9,889)</b>	<b>(356)</b>	<b>14,628</b>	<b>19,573</b>
Cash/cash equivalents at the year begin:	2	65,660	82,080	77,936	76,617	71,438	71,438	71,438	61,549	61,193	75,821
Cash/cash equivalents at the year end:	2	82,080	77,936	71,438	73,049	61,549	61,549	61,549	61,193	75,821	95,393

## 2.6.4 Cash Backed Reserves/Accumulated Surplus Reconciliation

Table 35 MBRR A8 - Cash backed reserves/accumulated surplus reconciliation

Description	Ref	2016/17	2017/18	2018/19	Current Year 2019/20				2020/21 Medium Term Revenue & Expenditure Framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Pre-audit outcome	Budget Year 2020/21	Budget Year +1 2021/22	Budget Year +2 2022/23
<b>Cash and investments available</b>											
Cash/cash equivalents at the year end	1	82,080	77,936	71,438	73,049	61,549	61,549	61,549	61,193	75,821	95,393
Other current investments > 90 days		(0)	(0)	0	-	-	-	-	-	-	-
Non current assets - Investments	1	-	-	-	-	-	-	-	-	-	-
<b>Cash and investments available:</b>		<b>82,080</b>	<b>77,936</b>	<b>71,438</b>	<b>73,049</b>	<b>61,549</b>	<b>61,549</b>	<b>61,549</b>	<b>61,193</b>	<b>75,821</b>	<b>95,393</b>
<b>Application of cash and investments</b>											
Unspent conditional transfers		445	199	654	-	-	-	-	-	-	-
Unspent borrowing		-	1,604	612	-	-	-	-	-	-	-
Statutory requirements	2	-	-	-	-	-	-	-	-	-	-
Other working capital requirements	3	(36,943)	(56,131)	(55,719)	(54,788)	(59,582)	(59,582)	(59,582)	(62,892)	(61,543)	(64,855)
Other provisions		-	-	-	-	-	-	-	-	-	-
Long term investments committed	4	-	-	-	-	-	-	-	-	-	-
Reserves to be backed by cash/investments	5	17,955	25,195	31,109	41,801	40,307	40,307	40,307	44,678	53,342	59,693
<b>Total Application of cash and investments:</b>		<b>(18,542)</b>	<b>(29,132)</b>	<b>(23,343)</b>	<b>(12,987)</b>	<b>(19,275)</b>	<b>(19,275)</b>	<b>(19,275)</b>	<b>(18,214)</b>	<b>(8,201)</b>	<b>(5,162)</b>
<b>Surplus(shortfall)</b>		<b>100,622</b>	<b>107,068</b>	<b>94,781</b>	<b>86,036</b>	<b>80,824</b>	<b>80,824</b>	<b>80,824</b>	<b>79,407</b>	<b>84,021</b>	<b>100,555</b>

## 2.6.5 Funding compliance measurement

National Treasury requires that the municipality assess its financial sustainability against fourteen different measures that look at various aspects of the financial health of the municipality. These measures are contained in the following table. All the information comes directly from the annual budgeted statements of financial performance, financial position and cash flows. The funding compliance measurement table essentially measures the degree to which the proposed budget complies with the funding requirements of the MFMA. From the assessment it is clear that the budget of Bergvrievier complies with the funding requirements as referred to in the legislative framework.

Table 36 MBRR SA10 – Funding compliance measurement

Description	MFMA section	Ref	2016/17	2017/18	2018/19	Current Year 2019/20				2020/21 Medium Term Revenue & Expenditure Framework		
			Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Pre-audit outcome	Budget Year 2020/21	Budget Year +1 2021/22	Budget Year +2 2022/23
<b>Funding measures</b>												
Cash/cash equivalents at the year end - R'000	18(1)b	1	82,080	77,936	71,438	73,049	61,549	61,549	61,549	61,193	75,821	95,393
Cash + investments at the year end less applications - R'000	18(1)b	2	100,622	107,068	94,781	86,036	80,824	80,824	80,824	79,407	84,021	100,555
Cash year end/monthly employee/supplier payments	18(1)b	3	4.3	3.9	3.1	2.7	2.2	2.2	2.2	2.3	2.5	3.1
Surplus/(Deficit) excluding depreciation offsets: R'000	18(1)	4	22,011	19,426	26,841	15,963	7,854	7,854	7,854	1,743	11,264	22,569
Service charge rev % change - macro CPIX target exclusive	18(1)a.(2)	5	N.A.	(4.8%)	3.7%	7.7%	(5.8%)	(6.0%)	(6.0%)	(2.0%)	(1.2%)	(1.2%)
Cash receipts % of Ratepayer & Other revenue	18(1)a.(2)	6	89.2%	89.3%	86.2%	91.2%	87.9%	87.9%	87.9%	88.9%	86.0%	88.0%
Debt impairment expense as a % of total billable revenue	18(1)a.(2)	7	6.0%	5.9%	7.1%	8.3%	13.0%	13.0%	13.0%	9.9%	14.7%	12.3%
Capital payments % of capital expenditure	18(1)c.(19)	8	97.0%	94.0%	98.3%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%
Borrowing receipts % of capital expenditure (excl. transfers)	18(1)c	9	38.6%	41.8%	34.8%	24.1%	29.5%	29.5%	29.5%	55.1%	59.2%	54.3%
Grants % of Govt. legislated/gazetted allocations	18(1)a	10								0.0%	0.0%	0.0%
Current consumer debtors % change - incr(decr)	18(1)a	11	N.A.	12.7%	(6.1%)	6.9%	(3.4%)	0.0%	0.0%	3.3%	1.7%	1.9%
Long term receivables % change - incr(decr)	18(1)a	12	N.A.	(71.4%)	46.3%	(31.7%)	46.3%	0.0%	0.0%	0.0%	0.0%	0.0%
R&M % of Property Plant & Equipment	20(1)(vi)	13	2.5%	5.4%	6.4%	6.1%	6.2%	6.2%	5.2%	4.9%	5.0%	5.0%
Asset renewal % of capital budget	20(1)(vi)	14	29.9%	73.4%	16.8%	26.2%	20.7%	20.7%	0.0%	25.5%	25.5%	19.9%

### **Cash/cash equivalent position**

Bergrivier Municipality's forecast cash position was discussed as part of the budgeted cash flow statement. A 'positive' cash position, for each year of the MTREF would generally be a minimum requirement, subject to the planned application of these funds such as cash-backing of reserves and working capital requirements. In the case of Bergrivier this is positive for the over the entire MTREF.

### **Cash plus investments less application of funds**

The purpose of this measure is to understand how the municipality has applied the available cash and investments as identified in the budgeted cash flow statement.

### **Monthly average payments covered by cash or cash equivalents**

The purpose of this measure is to understand the level of financial risk should the municipality be under stress from a collection and cash in-flow perspective. Regardless of the annual cash position an evaluation should be made of the ability of Bergrivier Municipality to meet monthly payments as and when they fall due. It is especially important to consider the position should the municipality be faced with an unexpected disaster that threatens revenue collection such as rate boycotts or the COVID – 19 threat. The Municipality needs to achieve at least three month's cash coverage in the medium term, and then gradually move towards five months coverage. This measure will have to be carefully monitored going forward.

### **Surplus/deficit excluding depreciation offsets**

The main purpose of this measure is to understand if the revenue levels are sufficient to conclude that the community is making a sufficient contribution for the municipal resources consumed each year.

It needs to be noted that a budgeted surplus does not necessarily mean that the budget is funded from a cash flow perspective and the first two measures in the table are therefore critical.

### **Property Rates/service charge revenue as a percentage increase less macro inflation target**

The purpose of this measure is to understand whether the municipality is contributing appropriately to the achievement of national inflation targets. This measure is based on the increase in 'revenue', which will include both the change in the tariff as well as any assumption about real growth such as new property development, services consumption growth etc.

### **Cash receipts as a percentage of ratepayer and other revenue**

This factor is a macro measure of the rate at which funds are 'collected'. This measure is intended to analyse the underlying assumed collection rate for the MTREF to determine the relevance and credibility of the budget assumptions contained in the budget.

### **Debt impairment expense as a percentage of billable revenue**

This factor measures whether the provision for debt impairment is being adequately funded and is based on the underlying assumption that the provision for debt impairment (doubtful and bad debts) has to be increased to offset under-collection of billed revenues.

#### **Capital payments percentage of capital expenditure**

The purpose of this measure is to determine whether the timing of payments has been taken into consideration when forecasting the cash position. The municipality aims to keep this as low as possible through strict compliance with the legislative requirement that debtors be paid within 30 days.

#### **Borrowing as a percentage of capital expenditure (excluding transfers, grants and contributions)**

The purpose of this measurement is to determine the proportion of a municipality's 'own-funded' capital expenditure budget that is being funded from borrowed funds to confirm MFMA compliance. Externally funded expenditure (by transfers/grants and contributions) has been excluded.

#### **Transfers/grants revenue as a percentage of Government transfers/grants available**

The purpose of this measurement is mainly to ensure that all available transfers from national and provincial government have been budgeted for. A percentage less than 100% could indicate that not all grants as contained in the Division of Revenue Act (DoRA) have been budgeted for. Bergrivier Municipality has budgeted for all transfers.

#### **Consumer debtors change (Current and Non-current)**

The purpose of these measures is to ascertain whether budgeted reductions in outstanding debtors are realistic. There are 2 measures shown for this factor; the change in current debtors and the change in long term receivables, both from the Budgeted Financial Position.

#### **Repairs and maintenance expenditure level**

This measure must be considered important within the context of the funding measures criteria because a trend that indicates insufficient funds are being committed to asset repair could also indicate that the overall budget is not credible and/or sustainable in the medium to long term because the revenue budget is not being protected.

#### **Asset renewal/rehabilitation expenditure level**

This measure has a similar objective to aforementioned objective relating to repairs and maintenance. A requirement of the detailed capital budget (since MFMA Circular 28 which was issued in December 2005) is to categorize each capital project as a new asset or a renewal/rehabilitation project. The objective is to summarize and understand the proportion of budgets being provided for new assets and also asset sustainability. A declining or low level of renewal funding may indicate that a budget is not credible and/or sustainable and future revenue is not being protected, similar to the justification for 'repairs and maintenance' budgets.

## 2.7 Expenditure on grants and reconciliations of unspent funds

Table 37 MBRR SA18 Transfers and grant receipts

Description	Ref	2016/17	2017/18	2018/19	Current Year 2019/20			2020/21 Medium Term Revenue & Expenditure Framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2020/21	Budget Year +1 2021/22	Budget Year +2 2022/23
<b>RECEIPTS:</b>	1, 2									
<b>Operating Transfers and Grants</b>										
<b>National Government:</b>		35,913	41,976	47,652	50,658	51,147	51,147	55,534	57,902	62,938
Local Government Equitable Share		33,319	37,144	41,390	45,025	45,025	45,025	48,940	53,419	57,950
Municipal Infrastructure Grant		444	2,431	3,951	2,531	2,531	2,531	2,518	2,672	2,786
Expanded Public Works Programme		1,141	1,601	1,413	1,422	1,422	1,422	2,135	-	-
Financial Management Grant		763	800	898	898	1,314	1,314	1,550	1,550	1,550
Integrated National Electrification Programme (Municipal)		246	-	-	783	783	783	391	261	652
Municipal Disaster Relief Grant (COGTA)		-	-	-	-	72	72	-	-	-
ACIP		-	-	-	-	-	-	-	-	-
-		-	-	-	-	-	-	-	-	-
-		-	-	-	-	-	-	-	-	-
-		-	-	-	-	-	-	-	-	-
-		-	-	-	-	-	-	-	-	-
Other transfers/grants [insert description]		-	-	-	-	-	-	-	-	-
<b>Provincial Government:</b>		6,133	6,409	7,418	15,734	16,134	16,134	12,785	27,654	29,827
Libraries		5,842	6,053	6,635	6,857	6,657	6,657	7,274	7,524	8,007
Human Settlements		-	-	-	8,070	8,070	8,070	5,000	20,020	21,710
Maintenance of Roads		74	76	93	97	97	97	110	110	110
Financial Management Support Grant		-	41	690	330	330	330	-	-	-
Municipal Capacity Building Grant		-	240	-	380	380	380	401	-	-
External Bursary Programme		120	-	-	-	-	-	-	-	-
Local Government Graduate Internship		60	-	-	-	-	-	-	-	-
Municipal Infrastructure Support Grant		-	-	-	-	-	-	-	-	-
Municipal Performance Management Allocation		-	-	-	-	-	-	-	-	-
Local Government Support Grant - COVID-19		-	-	-	-	600	600	-	-	-
CDW - Operational Support Grant		37	-	-	-	-	-	-	-	-
Other transfers/grants [insert description]		-	-	-	-	-	-	-	-	-
<b>District Municipality:</b>		-	-	-	-	-	-	-	-	-
[insert description]		-	-	-	-	-	-	-	-	-
-		-	-	-	-	-	-	-	-	-
<b>Other grant providers:</b>		333	493	767	700	509	509	595	595	595
Go Flow		-	-	-	52	52	52	-	-	-
Chieta		60	-	-	-	-	-	-	-	-
LG Seta		273	55	-	-	-	-	-	-	-
Heist op den Berg		-	439	767	648	457	457	595	595	595
<b>Total Operating Transfers and Grants</b>	5	42,379	48,879	55,837	67,092	67,790	67,790	68,914	86,151	93,360
<b>Capital Transfers and Grants</b>										
<b>National Government:</b>		10,906	13,046	19,455	17,887	17,470	17,470	14,570	14,434	17,579
Municipal Infrastructure Grant		8,440	12,296	15,803	12,017	12,017	12,017	11,961	12,695	13,231
Financial Management Grant		712	750	652	652	236	236	-	-	-
Integrated National Electrification Programme (Municipal)		1,754	-	3,000	5,217	5,217	5,217	2,609	1,739	4,348
Municipal Systems Improvement		-	-	-	-	-	-	-	-	-
ACIP		-	-	-	-	-	-	-	-	-
-		-	-	-	-	-	-	-	-	-
-		-	-	-	-	-	-	-	-	-
Other capital transfers/grants [insert desc]		-	-	-	-	-	-	-	-	-
<b>Provincial Government:</b>		838	1,579	1,620	6,180	6,779	6,779	1,200	360	310
Regional Socio - Economic Project		-	1,000	1,000	4,500	4,500	4,500	1,000	-	-
Libraries		838	290	620	600	1,199	1,199	200	360	310
Development of Sport and Recreation Facilities		-	-	-	250	250	250	-	-	-
Fire Service Capacity Building Grant		-	-	-	830	830	830	-	-	-
Housing		-	-	-	-	-	-	-	-	-
Financial Management Support Grant		-	289	-	-	-	-	-	-	-
<b>District Municipality:</b>		-	-	-	-	-	-	-	-	-
[insert description]		-	-	-	-	-	-	-	-	-
-		-	-	-	-	-	-	-	-	-
<b>Other grant providers:</b>		-	-	-	-	-	-	-	-	-
Go Flow		-	-	-	-	-	-	-	-	-
-		-	-	-	-	-	-	-	-	-
<b>Total Capital Transfers and Grants</b>	5	11,743	14,625	21,075	24,067	24,250	24,250	15,770	14,794	17,889
<b>TOTAL RECEIPTS OF TRANSFERS &amp; GRANTS</b>		54,123	63,504	76,911	91,159	92,039	92,039	84,684	100,945	111,249

**Table 38 MBRR SA19 - Expenditure on transfers and grant programs**

Description	Ref	2016/17	2017/18	2018/19	Current Year 2019/20			2020/21 Medium Term Revenue & Expenditure Framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2020/21	Budget Year +1 2021/22	Budget Year +2 2022/23
<b>EXPENDITURE:</b>										
<b>Operating expenditure of Transfers and Grants</b>										
<b>National Government:</b>		36,129	42,023	47,652	50,658	51,147	51,147	55,534	57,902	62,938
Local Government Equitable Share		33,319	37,144	41,390	45,025	45,025	45,025	48,940	53,419	57,950
Municipal Infrastructure Grant		622	2,431	3,951	2,531	2,531	2,531	2,518	2,672	2,786
Expanded Public Works Programme		1,141	1,601	1,413	1,422	1,422	1,422	2,135	-	-
Financial Management Grant		763	800	898	898	1,314	1,314	1,550	1,550	1,550
Integrated National Electrification Programme (Municipal)		284	46	-	783	783	783	391	261	652
Municipal Disaster Relief Grant (COGTA)		-	-	-	-	72	72	-	-	-
Other transfers/grants [insert description]		-	-	-	-	-	-	-	-	-
<b>Provincial Government:</b>		6,133	6,389	7,418	15,734	16,134	16,134	12,785	27,654	29,827
Libraries		5,842	6,053	6,635	6,857	6,657	6,657	7,274	7,524	8,007
Human Settlements		-	-	-	8,070	8,070	8,070	5,000	20,020	21,710
Maintenance of Roads		74	76	93	97	97	97	110	110	110
Financial Management Support Grant		73	41	690	330	330	330	-	-	-
Municipal Capacity Building Grant		-	220	-	380	380	380	401	-	-
CDW - Operational Support Grant		23	-	-	-	-	-	-	-	-
Housing Consumer Education		-	-	-	-	-	-	-	-	-
Municipal Infrastructure Sport Grant		-	-	-	-	-	-	-	-	-
Local Government Support Grant - COVID-19		-	-	-	-	600	600	-	-	-
Municipal Disaster Relief Grant (COGTA)		-	-	-	-	-	-	-	-	-
External Bursary Programme		120	-	-	-	-	-	-	-	-
<b>District Municipality:</b>		-	-	-	-	-	-	-	-	-
[insert description]		-	-	-	-	-	-	-	-	-
<b>Other grant providers:</b>		345	388	767	700	509	509	595	595	595
Go Flow		-	-	-	52	52	52	-	-	-
Chieta		73	-	-	-	-	-	-	-	-
Cerebos		-	-	-	-	-	-	-	-	-
LG Seta		273	55	-	-	-	-	-	-	-
Heist op den Berg		-	333	767	648	457	457	595	595	595
<b>Total operating expenditure of Transfers and Grants:</b>		42,607	48,799	55,837	67,092	67,790	67,790	68,914	86,151	93,360
<b>Capital expenditure of Transfers and Grants</b>										
<b>National Government:</b>		11,310	13,371	19,455	17,887	17,470	17,470	14,570	14,434	17,579
Municipal Infrastructure Grant		8,569	12,296	15,803	12,017	12,017	12,017	11,961	12,695	13,231
Financial Management Grant		712	750	652	652	236	236	-	-	-
Integrated National Electrification Programme (Municipal)		2,029	325	3,000	5,217	5,217	5,217	2,609	1,739	4,348
Municipal Systems Improvement		-	-	-	-	-	-	-	-	-
ACIP		-	-	-	-	-	-	-	-	-
Other capital transfers/grants [insert desc]		-	-	-	-	-	-	-	-	-
<b>Provincial Government:</b>		838	1,579	1,060	6,180	7,339	7,339	1,200	360	310
Regional Socio - Economic Project		-	1,000	1,000	4,500	4,500	4,500	1,000	-	-
Libraries		838	290	60	600	1,759	1,759	200	360	310
Development of Sport and Recreation Facilities		-	-	-	250	250	250	-	-	-
Fire Service Capacity Building Grant		-	-	-	830	830	830	-	-	-
Financial Management Support Grant		-	289	-	-	-	-	-	-	-
<b>District Municipality:</b>		-	-	-	-	-	-	-	-	-
[insert description]		-	-	-	-	-	-	-	-	-
<b>Other grant providers:</b>		160	-	-	-	-	-	-	-	-
Go Flow		-	-	-	-	-	-	-	-	-
Cerebos		160	-	-	-	-	-	-	-	-
<b>Total capital expenditure of Transfers and Grants</b>		12,308	14,950	20,515	24,067	24,810	24,810	15,770	14,794	17,889



**Table 39 MBRR SA 20 - Reconciliation between of transfers, grant receipts and unspent funds**

Description	Ref	2016/17	2017/18	2018/19	Current Year 2019/20			2020/21 Medium Term Revenue & Expenditure Framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2020/21	Budget Year +1 2021/22	Budget Year +2 2022/23
<b>R thousand</b>										
<b>Operating transfers and grants:</b>	1,3									
<b>National Government:</b>										
Balance unspent at beginning of the year		101	46	-	-	-	-	-	-	-
Current year receipts		35,913	41,976	47,652	50,658	51,147	51,147	55,534	57,902	62,938
<b>Conditions met - transferred to revenue</b>		<b>35,969</b>	<b>42,023</b>	<b>47,652</b>	<b>50,658</b>	<b>51,147</b>	<b>51,147</b>	<b>55,534</b>	<b>57,902</b>	<b>62,938</b>
Conditions still to be met - transferred to liabilities		46	-	-	-	-	-	-	-	-
<b>Provincial Government:</b>										
Balance unspent at beginning of the year		73	74	-	-	-	-	-	-	-
Current year receipts		6,133	6,409	7,418	15,734	16,134	16,134	12,785	27,654	29,827
<b>Conditions met - transferred to revenue</b>		<b>6,133</b>	<b>6,389</b>	<b>7,418</b>	<b>15,734</b>	<b>16,134</b>	<b>16,134</b>	<b>12,785</b>	<b>27,654</b>	<b>29,827</b>
Conditions still to be met - transferred to liabilities		74	94	-	-	-	-	-	-	-
<b>District Municipality:</b>										
Balance unspent at beginning of the year		-	-	-	-	-	-	-	-	-
Current year receipts		-	-	-	-	-	-	-	-	-
<b>Conditions met - transferred to revenue</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Conditions still to be met - transferred to liabilities		-	-	-	-	-	-	-	-	-
<b>Other grant providers:</b>										
Balance unspent at beginning of the year		59	-	-	-	-	-	-	-	-
Current year receipts		333	493	767	700	509	509	595	595	595
<b>Conditions met - transferred to revenue</b>		<b>506</b>	<b>388</b>	<b>767</b>	<b>700</b>	<b>509</b>	<b>509</b>	<b>595</b>	<b>595</b>	<b>595</b>
Conditions still to be met - transferred to liabilities		(114)	106	-	-	-	-	-	-	-
<b>Total operating transfers and grants revenue</b>		<b>42,607</b>	<b>48,799</b>	<b>55,837</b>	<b>67,092</b>	<b>67,790</b>	<b>67,790</b>	<b>68,914</b>	<b>86,151</b>	<b>93,360</b>
<b>Total operating transfers and grants - CTBM</b>	2	<b>6</b>	<b>199</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Capital transfers and grants:</b>	1,3									
<b>National Government:</b>										
Balance unspent at beginning of the year		890	325	-	-	-	-	-	-	-
Current year receipts		10,906	13,046	19,455	17,887	17,470	17,470	14,570	14,434	17,579
<b>Conditions met - transferred to revenue</b>		<b>11,471</b>	<b>13,371</b>	<b>19,455</b>	<b>17,887</b>	<b>17,470</b>	<b>17,470</b>	<b>14,570</b>	<b>14,434</b>	<b>17,579</b>
Conditions still to be met - transferred to liabilities		325	-	-	-	-	-	-	-	-
<b>Provincial Government:</b>										
Balance unspent at beginning of the year		-	-	-	-	560	560	-	-	-
Current year receipts		838	1,579	1,620	6,180	6,779	6,779	1,200	360	310
<b>Conditions met - transferred to revenue</b>		<b>838</b>	<b>1,579</b>	<b>1,060</b>	<b>6,180</b>	<b>7,339</b>	<b>7,339</b>	<b>1,200</b>	<b>360</b>	<b>310</b>
Conditions still to be met - transferred to liabilities		-	-	560	-	-	-	-	-	-
<b>District Municipality:</b>										
Balance unspent at beginning of the year		-	-	-	-	-	-	-	-	-
Current year receipts		-	-	-	-	-	-	-	-	-
<b>Conditions met - transferred to revenue</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Conditions still to be met - transferred to liabilities		-	-	-	-	-	-	-	-	-
<b>Other grant providers:</b>										
Balance unspent at beginning of the year		-	-	-	-	-	-	-	-	-
Current year receipts		-	-	-	-	-	-	-	-	-
<b>Conditions met - transferred to revenue</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Conditions still to be met - transferred to liabilities		-	-	-	-	-	-	-	-	-
<b>Total capital transfers and grants revenue</b>		<b>12,308</b>	<b>14,950</b>	<b>20,515</b>	<b>24,067</b>	<b>24,810</b>	<b>24,810</b>	<b>15,770</b>	<b>14,794</b>	<b>17,889</b>
<b>Total capital transfers and grants - CTBM</b>	2	<b>325</b>	<b>-</b>	<b>560</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL TRANSFERS AND GRANTS REVENUE</b>		<b>54,915</b>	<b>63,750</b>	<b>76,351</b>	<b>91,159</b>	<b>92,599</b>	<b>92,599</b>	<b>84,684</b>	<b>100,945</b>	<b>111,249</b>
<b>TOTAL TRANSFERS AND GRANTS - CTBM</b>		<b>332</b>	<b>199</b>	<b>560</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

## 2.8 Councillor and employee benefits

**Table 40 MBRR SA22 - Summary of councillor and staff benefits**

Summary of Employee and Councillor remuneration	Ref	2016/17	2017/18	2018/19	Current Year 2019/20			2020/21 Medium Term Revenue & Expenditure Framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2020/21	Budget Year +1 2021/22	Budget Year +2 2022/23
R thousand		A	B	C	D	E	F	G	H	I
<b>Councillors (Political Office Bearers plus Other)</b>	1									
Basic Salaries and Wages		3,900	4,188	4,782	5,279	5,279	5,279	5,419	5,679	5,951
Pension and UIF Contributions		401	433	350	327	327	327	340	356	373
Medical Aid Contributions		-	-	-	-	-	-	-	-	-
Motor Vehicle Allowance		780	680	614	600	662	662	695	728	762
Cellphone Allowance		278	521	516	514	554	554	557	584	611
Housing Allowances		-	-	-	-	-	-	-	-	-
Other benefits and allowances		-	-	-	-	-	-	-	-	-
<b>Sub Total - Councillors</b>		<b>5,359</b>	<b>5,822</b>	<b>6,262</b>	<b>6,720</b>	<b>6,822</b>	<b>6,822</b>	<b>7,011</b>	<b>7,347</b>	<b>7,697</b>
<b>% increase</b>	4		<b>8.6%</b>	<b>7.6%</b>	<b>7.3%</b>	<b>1.5%</b>	-	<b>2.8%</b>	<b>4.8%</b>	<b>4.8%</b>
<b>Senior Managers of the Municipality</b>	2									
Basic Salaries and Wages		3,139	3,993	4,300	4,887	4,841	4,841	5,962	6,249	6,549
Pension and UIF Contributions		718	756	791	714	714	714	628	658	689
Medical Aid Contributions		-	106	93	98	131	131	95	99	104
Overtime		-	-	-	-	-	-	-	-	-
Performance Bonus		-	33	256	-	-	-	-	-	-
Motor Vehicle Allowance	3	492	646	743	842	837	837	988	1,034	1,083
Cellphone Allowance	3	-	-	-	-	10	10	10	10	10
Housing Allowances	3	421	279	309	329	329	329	186	195	205
Other benefits and allowances	3	103	82	95	149	174	174	160	166	174
Payments in lieu of leave		185	-	53	-	-	-	-	-	-
Long service awards		-	-	-	-	-	-	-	-	-
Post-retirement benefit obligations	6	-	-	-	-	-	-	-	-	-
<b>Sub Total - Senior Managers of Municipality</b>		<b>5,058</b>	<b>5,895</b>	<b>6,640</b>	<b>7,020</b>	<b>7,037</b>	<b>7,037</b>	<b>8,028</b>	<b>8,411</b>	<b>8,814</b>
<b>% increase</b>	4		<b>16.5%</b>	<b>12.6%</b>	<b>5.7%</b>	<b>0.2%</b>	-	<b>14.1%</b>	<b>4.8%</b>	<b>4.8%</b>
<b>Other Municipal Staff</b>										
Basic Salaries and Wages		65,204	72,226	80,603	88,839	88,159	88,159	89,522	91,519	95,833
Pension and UIF Contributions		10,090	11,100	12,172	14,053	13,918	13,918	14,244	14,934	15,647
Medical Aid Contributions		4,395	4,503	5,042	6,185	6,028	6,028	5,890	6,174	6,469
Overtime		4,678	4,340	5,009	4,352	5,075	5,075	2,709	2,838	2,974
Performance Bonus		-	256	38	-	-	-	-	-	-
Motor Vehicle Allowance	3	3,466	3,450	3,597	3,853	3,960	3,960	4,024	4,218	4,421
Cellphone Allowance	3	-	-	-	-	38	38	41	43	45
Housing Allowances	3	901	889	881	920	947	947	555	579	611
Other benefits and allowances	3	5,140	5,599	5,423	5,454	5,844	5,844	4,926	5,160	5,402
Payments in lieu of leave		787	1,000	1,292	964	1,614	1,614	1,745	1,822	1,906
Long service awards		464	449	474	515	560	560	607	636	667
Post-retirement benefit obligations	6	2,060	1,873	1,697	1,860	1,559	1,559	1,706	1,788	1,874
<b>Sub Total - Other Municipal Staff</b>		<b>97,184</b>	<b>105,686</b>	<b>116,230</b>	<b>126,995</b>	<b>127,702</b>	<b>127,702</b>	<b>125,968</b>	<b>129,711</b>	<b>135,849</b>
<b>% increase</b>	4		<b>8.7%</b>	<b>10.0%</b>	<b>9.3%</b>	<b>0.6%</b>	-	<b>(1.4%)</b>	<b>3.0%</b>	<b>4.7%</b>
<b>Total Parent Municipality</b>		<b>107,601</b>	<b>117,403</b>	<b>129,133</b>	<b>140,735</b>	<b>141,562</b>	<b>141,562</b>	<b>141,007</b>	<b>145,469</b>	<b>152,360</b>
			<b>9.1%</b>	<b>10.0%</b>	<b>9.0%</b>	<b>0.6%</b>	-	<b>(0.4%)</b>	<b>3.2%</b>	<b>4.7%</b>

**Table 41 MBRR SA23 - Salaries, allowances and benefits (political office bearers/councillors/ senior managers)**

Disclosure of Salaries, Allowances & Benefits 1.	Ref	No.	Salary	Contributions	Allowances	Performance Bonuses	In-kind benefits	Total Package
Rand per annum				1.				2.
<b>Councillors</b>	3							
Speaker	4		723,100	-	42,800			765,900
Chief Whip			-	-	-			-
Executive Mayor			589,500	88,400	268,800			946,700
Deputy Executive Mayor			477,900	71,700	216,300			765,900
Executive Committee			1,194,700	93,000	153,800			1,441,500
Total for all other councillors			2,433,500	86,800	570,200			3,090,500
<b>Total Councillors</b>	8	-	<b>5,418,700</b>	<b>339,900</b>	<b>1,251,900</b>			<b>7,010,500</b>
<b>Senior Managers of the Municipality</b>	5							
Municipal Manager (MM)			1,409,400	361,200	151,000	-		1,921,600
Chief Finance Officer			1,235,500	36,800	259,600	-		1,531,900
Community Services Director			1,166,700	122,800	276,700	-		1,566,200
Corporate Services Director			886,400	200,000	389,900	-		1,476,300
Technical Director			1,264,000	1,900	266,000	-		1,531,900
								-
<b>Total Senior Managers of the Municipality</b>	8,10	-	<b>5,962,000</b>	<b>722,700</b>	<b>1,343,200</b>	-		<b>8,027,900</b>
<b>TOTAL COST OF COUNCILLOR, DIRECTOR and EXECUTIVE REMUNERATION</b>	10	-	<b>11,380,700</b>	<b>1,062,600</b>	<b>2,595,100</b>	-		<b>15,038,400</b>

**Table 42 MBRR SA24 – Summary of personnel numbers**

Summary of Personnel Numbers	Ref	2018/19			Current Year 2019/20			Budget Year 2020/21			
		1,2	Positions	Permanent employees	Contract employees	Positions	Permanent employees	Contract employees	Positions	Permanent employees	Contract employees
<b>Municipal Council and Boards of Municipal Entities</b>											
Councillors (Political Office Bearers plus Other Councillors)			13	13	-	13	13	-	13	13	-
Board Members of municipal entities	4		-	-	-	-	-	-	-	-	-
<b>Municipal employees</b>	5		-	-	-	-	-	-	-	-	-
Municipal Manager and Senior Managers	3		5	4	1	5	4	1	5	5	-
Other Managers	7		11	10	-	11	10	-	11	10	-
Professionals			38	38	-	36	35	-	35	35	-
<i>Finance</i>			2	2	-	2	2	-	2	2	-
<i>Spatial/town planning</i>			3	3	-	3	3	-	3	3	-
<i>Information Technology</i>			1	1	-	1	1	-	1	1	-
<i>Roads</i>			3	3	-	3	3	-	3	3	-
<i>Electricity</i>			3	3	-	3	3	-	3	3	-
<i>Water</i>			-	-	-	-	-	-	-	-	-
<i>Sanitation</i>			-	-	-	-	-	-	-	-	-
<i>Refuse</i>			-	-	-	-	-	-	-	-	-
<i>Other</i>			26	26	-	24	23	-	23	23	-
Technicians			37	32	-	33	33	-	30	30	-
<i>Finance</i>			5	5	-	5	5	-	5	5	-
<i>Spatial/town planning</i>			-	-	-	-	-	-	-	-	-
<i>Information Technology</i>			2	2	-	2	2	-	2	2	-
<i>Roads</i>			8	8	-	8	8	-	6	6	-
<i>Electricity</i>			5	5	-	5	5	-	5	5	-
<i>Water</i>			5	5	-	5	5	-	5	5	-
<i>Sanitation</i>			-	-	-	-	-	-	-	-	-
<i>Refuse</i>			4	4	-	4	4	-	4	4	-
<i>Other</i>			8	3	-	4	4	-	3	3	-
Clerks (Clerical and administrative)			93	84	-	91	83	-	112	83	-
Service and sales workers			14	13	-	13	13	-	10	10	-
Skilled agricultural and fishery workers			-	-	-	-	-	-	-	-	-
Craft and related trades			-	-	-	-	-	-	-	-	-
Plant and Machine Operators			30	27	-	27	27	-	26	26	-
Elementary Occupations			214	175	-	175	172	-	176	176	-
<b>TOTAL PERSONNEL NUMBERS</b>	9		455	396	1	404	390	1	418	388	-
<b>% increase</b>						(11.2%)	(1.5%)	-	3.5%	(0.5%)	(100.0%)
<b>Total municipal employees headcount</b>	6, 10								403	372	
Finance personnel headcount	8, 10								48	46	
Human Resources personnel headcount	8, 10								6	6	

## 2.9 Monthly targets for revenue, expenditure and cash flow

**Table 43 MBRR SA25 - Budgeted monthly revenue and expenditure**

Description	Ref	Budget Year 2020/21												Medium Term Revenue and Expenditure Framework		
		July	August	Sept.	October	November	December	January	February	March	April	May	June	Budget Year 2020/21	Budget Year +1 2021/22	Budget Year +2 2022/23
<b>Revenue By Source</b>																
Property rates		17,157	5,452	5,436	5,269	5,407	5,395	5,366	5,808	5,583	5,506	5,563	5,826	77,766	81,500	85,412
Service charges - electricity revenue		12,524	11,544	11,149	10,112	9,472	11,282	10,131	8,718	8,588	10,104	12,367	12,750	128,741	134,920	141,396
Service charges - water revenue		2,048	2,043	2,300	2,435	2,606	2,578	2,618	2,582	2,368	2,354	2,116	2,087	28,135	29,484	30,898
Service charges - sanitation revenue		1,065	1,067	1,092	1,102	1,087	1,101	1,165	1,213	1,156	1,116	1,241	1,302	13,708	14,366	15,057
Service charges - refuse revenue		1,799	1,812	1,768	1,836	1,894	1,876	1,912	1,882	1,859	1,906	1,902	1,968	22,415	23,491	24,618
Rental of facilities and equipment		103	117	167	104	104	127	150	76	118	115	101	103	1,385	1,451	1,521
Interest earned - external investments		625	673	483	333	350	401	419	440	318	369	306	429	5,145	5,391	5,650
Interest earned - outstanding debtors		597	697	688	528	657	654	621	622	621	606	623	545	7,460	7,818	8,193
Dividends received		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Fines, penalties and forfeits		162	162	162	162	162	162	162	164	141	143	201	261	2,044	22,277	22,282
Licences and permits		4	4	4	4	4	4	4	4	4	4	4	4	49	51	53
Agency services		290	318	266	331	331	310	1,344	318	299	268	363	294	4,732	4,959	5,197
Transfers and subsidies		20,222	-	-	5,897	2,548	18,627	1,430	2,047	12,529	-	-	5,613	68,914	86,151	93,360
Other revenue		283	330	502	321	264	401	301	239	298	401	354	379	4,073	7,038	7,372
Gains		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total Revenue (excluding capital transfers and contributions)</b>		<b>56,879</b>	<b>24,218</b>	<b>24,015</b>	<b>28,436</b>	<b>24,885</b>	<b>42,920</b>	<b>25,624</b>	<b>24,114</b>	<b>33,881</b>	<b>22,891</b>	<b>25,141</b>	<b>31,562</b>	<b>364,567</b>	<b>418,897</b>	<b>441,009</b>
<b>Expenditure By Type</b>																
Employee related costs		9,315	10,181	10,810	10,221	15,485	11,047	11,506	11,543	11,170	11,110	10,925	10,683	133,996	138,122	144,663
Remuneration of councillors		512	529	596	562	499	527	635	749	603	603	603	592	7,011	7,347	7,697
Debt impairment		2,238	2,238	2,238	2,238	2,238	2,238	2,238	2,238	2,238	2,238	2,238	2,238	26,852	41,748	36,518
Depreciation & asset impairment		1,969	1,969	1,969	1,969	1,969	1,969	1,969	1,969	1,969	1,969	1,969	1,969	23,628	24,754	25,936
Finance charges		1,390	1,390	1,390	1,390	1,390	1,390	1,390	1,390	1,390	1,390	1,390	1,390	16,676	18,077	17,558
Bulk purchases		9,942	9,164	8,850	8,027	7,519	8,956	8,042	6,921	6,817	8,021	9,817	10,121	102,198	107,104	112,245
Other materials		940	937	772	826	910	924	1,082	994	756	831	1,289	978	11,239	11,764	12,310
Contracted services		1,900	1,895	1,561	1,671	1,841	1,869	2,189	2,010	1,528	1,680	2,608	1,979	22,732	38,388	40,947
Transfers and grants		1,753	52	191	36	491	57	504	480	190	44	572	206	4,576	4,375	4,586
Other expenditure		2,457	2,450	2,017	2,161	2,380	2,416	2,830	2,598	1,976	2,172	3,371	2,858	29,686	30,748	33,869
Losses		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total Expenditure</b>		<b>32,414</b>	<b>30,804</b>	<b>30,394</b>	<b>29,102</b>	<b>34,722</b>	<b>31,392</b>	<b>32,384</b>	<b>30,892</b>	<b>28,636</b>	<b>30,058</b>	<b>34,782</b>	<b>33,014</b>	<b>378,594</b>	<b>422,427</b>	<b>436,329</b>
<b>Surplus/(Deficit)</b>		<b>24,464</b>	<b>(6,585)</b>	<b>(6,378)</b>	<b>(666)</b>	<b>(9,837)</b>	<b>11,527</b>	<b>(6,760)</b>	<b>(6,777)</b>	<b>5,245</b>	<b>(7,167)</b>	<b>(9,640)</b>	<b>(1,452)</b>	<b>(14,027)</b>	<b>(3,530)</b>	<b>4,680</b>
Transfers and subsidies - capital (monetary allocations) (National / Provincial and District)		848	848	848	1,187	1,187	1,187	1,526	1,526	1,526	1,696	1,696	1,696	15,770	14,794	17,889
Transfers and subsidies - capital (in-kind - all)		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Surplus/(Deficit) after capital transfers &amp; contributions</b>		<b>25,312</b>	<b>(5,738)</b>	<b>(5,531)</b>	<b>521</b>	<b>(8,650)</b>	<b>12,714</b>	<b>(5,234)</b>	<b>(5,251)</b>	<b>6,771</b>	<b>(5,471)</b>	<b>(7,945)</b>	<b>244</b>	<b>1,743</b>	<b>11,264</b>	<b>22,569</b>
<b>Surplus/(Deficit)</b>	1	<b>25,312</b>	<b>(5,738)</b>	<b>(5,531)</b>	<b>521</b>	<b>(8,650)</b>	<b>12,714</b>	<b>(5,234)</b>	<b>(5,251)</b>	<b>6,771</b>	<b>(5,471)</b>	<b>(7,945)</b>	<b>244</b>	<b>1,743</b>	<b>11,264</b>	<b>22,569</b>

**Table 44 MBRR SA26 - Budgeted monthly revenue and expenditure (municipal vote)**

Description	Ref	Budget Year 2020/21											Medium Term Revenue and Expenditure Framework			
		July	August	Sept.	October	November	December	January	February	March	April	May	June	Budget Year 2020/21	Budget Year +1 2021/22	Budget Year +2 2022/23
<b>R thousand</b>																
<b>Revenue by Vote</b>																
Vote 1 - Municipal Manager		10,439	0	0	3,044	1,315	9,616	738	1,057	6,468	0	0	2,898	35,576	39,413	43,272
Vote 2 - Finance		18,969	6,842	6,637	6,317	6,502	7,003	6,466	6,942	6,894	6,505	6,514	6,982	92,573	96,522	101,080
Vote 3 - Corporate Services		89	94	112	114	108	123	134	127	133	155	150	153	1,491	513	537
Vote 4 - Technical Services		23,973	17,414	17,331	18,371	17,004	23,288	17,820	16,488	19,015	17,222	19,350	21,398	228,673	236,425	250,553
Vote 5 - Community Services		4,257	716	783	1,776	1,142	4,077	1,993	1,026	2,897	705	823	1,827	22,023	60,818	63,456
<b>Total Revenue by Vote</b>		<b>57,727</b>	<b>25,066</b>	<b>24,863</b>	<b>29,623</b>	<b>26,072</b>	<b>44,107</b>	<b>27,150</b>	<b>25,640</b>	<b>35,407</b>	<b>24,587</b>	<b>26,837</b>	<b>33,258</b>	<b>380,337</b>	<b>433,691</b>	<b>458,898</b>
<b>Expenditure by Vote to be appropriated</b>																
Vote 1 - Municipal Manager		3,268	1,780	1,900	1,728	2,431	1,823	2,470	2,505	1,915	1,829	2,605	2,040	26,295	27,332	28,625
Vote 2 - Finance		3,257	3,235	3,206	3,150	4,039	3,353	3,589	3,521	3,247	3,286	3,676	3,356	40,914	40,987	40,880
Vote 3 - Corporate Services		2,159	2,269	2,260	2,214	2,938	2,374	2,520	2,476	2,297	2,331	2,559	2,357	28,755	30,124	31,564
Vote 4 - Technical Services		19,877	19,448	18,975	18,049	19,915	19,563	19,238	17,908	17,049	18,418	21,297	21,016	230,752	236,870	244,225
Vote 5 - Community Services		3,853	4,072	4,053	3,962	5,399	4,279	4,568	4,482	4,127	4,194	4,645	4,245	51,878	87,114	91,035
<b>Total Expenditure by Vote</b>		<b>32,414</b>	<b>30,804</b>	<b>30,394</b>	<b>29,102</b>	<b>34,722</b>	<b>31,392</b>	<b>32,384</b>	<b>30,892</b>	<b>28,636</b>	<b>30,058</b>	<b>34,782</b>	<b>33,014</b>	<b>378,594</b>	<b>422,427</b>	<b>436,329</b>
<b>Surplus/(Deficit) before assoc.</b>		<b>25,312</b>	<b>(5,738)</b>	<b>(5,531)</b>	<b>521</b>	<b>(8,650)</b>	<b>12,714</b>	<b>(5,234)</b>	<b>(5,251)</b>	<b>6,771</b>	<b>(5,471)</b>	<b>(7,945)</b>	<b>244</b>	<b>1,743</b>	<b>11,264</b>	<b>22,569</b>
Taxation		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Attributable to minorities		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Share of surplus/ (deficit) of associate		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Surplus/(Deficit)</b>	<b>1</b>	<b>25,312</b>	<b>(5,738)</b>	<b>(5,531)</b>	<b>521</b>	<b>(8,650)</b>	<b>12,714</b>	<b>(5,234)</b>	<b>(5,251)</b>	<b>6,771</b>	<b>(5,471)</b>	<b>(7,945)</b>	<b>244</b>	<b>1,743</b>	<b>11,264</b>	<b>22,569</b>

**Table 45 MBRR SA27 - Budgeted monthly revenue and expenditure (standard classification)**

Description	Ref	Budget Year 2020/21												Medium Term Revenue and Expenditure Framework			
		July	August	Sept.	October	November	December	January	February	March	April	May	June	Budget Year 2020/21	Budget Year +1 2021/22	Budget Year +2 2022/23	
<b>Revenue - Functional</b>																	
<i>Governance and administration</i>		29,382	6,962	6,810	9,432	7,905	16,631	7,341	8,065	13,400	6,627	6,622	9,955	129,130	136,963	145,430	
Executive and council		10,309	0	0	3,006	1,299	9,496	729	1,044	6,387	0	0	2,862	35,131	38,947	42,784	
Finance and administration		19,073	6,962	6,810	6,426	6,606	7,135	6,612	7,021	7,013	6,627	6,622	7,093	93,999	98,016	102,646	
Internal audit		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
<i>Community and public safety</i>		3,967	398	517	1,445	812	3,768	648	708	2,598	436	459	1,533	17,291	55,859	58,259	
Community and social services		2,187	59	82	683	324	2,038	220	270	1,387	77	71	666	8,063	8,502	8,966	
Sport and recreation		154	180	274	175	144	219	165	131	163	219	193	207	2,224	5,103	5,347	
Public safety		155	155	155	155	155	155	155	157	135	137	192	250	1,956	22,184	22,184	
Housing		1,471	4	6	431	188	1,356	109	151	913	4	4	411	5,048	20,070	21,762	
Health		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
<i>Economic and environmental services</i>		2,575	1,084	1,066	1,819	1,555	2,776	2,770	1,778	2,563	1,745	1,831	2,191	23,753	21,793	22,744	
Planning and development		1,622	761	793	1,292	1,137	1,854	1,375	1,390	1,851	1,471	1,462	1,708	16,716	16,662	17,373	
Road transport		953	323	273	527	418	922	1,395	388	712	274	369	483	7,037	5,131	5,371	
Environmental protection		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
<i>Trading services</i>		21,802	16,622	16,470	16,926	15,800	20,932	16,391	15,089	16,846	15,778	17,925	19,579	210,162	219,076	232,465	
Energy sources		12,971	11,695	11,302	10,406	9,716	11,764	10,415	9,010	9,034	10,396	12,660	13,129	132,499	137,714	147,227	
Water management		2,846	2,043	2,300	2,668	2,706	3,313	2,674	2,663	2,862	2,354	2,116	2,308	30,854	32,334	33,885	
Waste water management		2,228	1,069	1,094	1,442	1,234	2,173	1,249	1,332	1,878	1,119	1,243	1,627	17,688	18,537	19,428	
Waste management		3,757	1,816	1,774	2,410	2,143	3,682	2,053	2,083	3,073	1,910	1,906	2,515	29,122	30,491	31,925	
Other		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
<b>Total Revenue - Functional</b>		<b>57,727</b>	<b>25,066</b>	<b>24,863</b>	<b>29,623</b>	<b>26,072</b>	<b>44,107</b>	<b>27,150</b>	<b>25,640</b>	<b>35,407</b>	<b>24,587</b>	<b>26,837</b>	<b>33,258</b>	<b>380,337</b>	<b>433,691</b>	<b>458,898</b>	
<b>Expenditure - Functional</b>																	
<i>Governance and administration</i>		8,924	7,525	7,624	7,344	9,656	7,793	8,805	8,738	7,719	7,698	9,044	7,989	98,859	101,481	104,254	
Executive and council		2,866	1,355	1,484	1,319	1,867	1,377	1,986	2,035	1,492	1,396	2,104	1,595	20,876	21,868	22,906	
Finance and administration		5,942	6,046	6,020	5,906	7,626	6,287	6,679	6,567	6,105	6,177	6,795	6,266	76,413	78,180	79,849	
Internal audit		116	123	121	118	164	129	140	136	123	126	145	129	1,569	1,433	1,499	
<i>Community and public safety</i>		3,612	3,813	3,789	3,707	5,030	4,002	4,275	4,192	3,857	3,920	4,353	3,974	48,524	83,601	87,360	
Community and social services		840	899	919	886	1,258	956	1,009	999	942	948	997	939	11,592	12,143	12,717	
Sport and recreation		1,174	1,245	1,252	1,218	1,675	1,312	1,393	1,372	1,278	1,293	1,400	1,297	15,909	16,661	17,447	
Public safety		1,064	1,126	1,142	1,109	1,507	1,187	1,249	1,235	1,166	1,175	1,244	1,170	14,374	33,050	33,678	
Housing		535	543	475	493	590	547	624	584	472	505	712	568	6,650	21,747	23,518	
Health		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
<i>Economic and environmental services</i>		3,069	3,261	3,311	3,209	4,435	3,448	3,638	3,598	3,383	3,411	3,622	3,397	41,782	41,541	43,506	
Planning and development		912	976	988	956	1,370	1,039	1,107	1,091	1,012	1,024	1,108	1,023	12,606	13,211	13,829	
Road transport		2,157	2,285	2,323	2,254	3,065	2,409	2,531	2,507	2,371	2,387	2,514	2,373	29,177	28,330	29,677	
Environmental protection		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
<i>Trading services</i>		16,809	16,205	15,670	14,842	15,601	16,149	15,667	14,364	13,677	15,028	17,762	17,655	189,429	195,804	201,209	
Energy sources		11,175	10,500	10,147	9,365	9,302	10,357	9,624	8,516	8,247	9,423	11,383	11,462	119,502	124,265	128,830	
Water management		1,932	1,922	1,867	1,815	2,036	1,941	1,967	1,870	1,757	1,854	2,125	2,014	23,100	23,623	23,920	
Waste water management		1,404	1,428	1,390	1,392	1,566	1,447	1,513	1,484	1,394	1,418	1,566	1,455	17,457	17,073	16,141	
Waste management		2,298	2,355	2,266	2,270	2,697	2,404	2,562	2,494	2,278	2,334	2,688	2,723	29,370	30,843	32,318	
Other		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
<b>Total Expenditure - Functional</b>		<b>32,414</b>	<b>30,804</b>	<b>30,394</b>	<b>29,102</b>	<b>34,722</b>	<b>31,392</b>	<b>32,384</b>	<b>30,892</b>	<b>28,636</b>	<b>30,058</b>	<b>34,782</b>	<b>33,014</b>	<b>378,594</b>	<b>422,427</b>	<b>436,329</b>	
<b>Surplus/(Deficit) before assoc.</b>		<b>25,312</b>	<b>(5,738)</b>	<b>(5,531)</b>	<b>521</b>	<b>(8,650)</b>	<b>12,714</b>	<b>(5,234)</b>	<b>(5,251)</b>	<b>6,771</b>	<b>(5,471)</b>	<b>(7,945)</b>	<b>244</b>	<b>1,743</b>	<b>11,264</b>	<b>22,569</b>	
Share of surplus/ (deficit) of associate		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
<b>Surplus/(Deficit)</b>	<b>1</b>	<b>25,312</b>	<b>(5,738)</b>	<b>(5,531)</b>	<b>521</b>	<b>(8,650)</b>	<b>12,714</b>	<b>(5,234)</b>	<b>(5,251)</b>	<b>6,771</b>	<b>(5,471)</b>	<b>(7,945)</b>	<b>244</b>	<b>1,743</b>	<b>11,264</b>	<b>22,569</b>	

**Table 46 MBRR SA28 - Budgeted monthly capital expenditure (municipal vote)**

Description	Ref	Budget Year 2020/21											Medium Term Revenue and Expenditure Framework			
		July	August	Sept.	October	Nov.	Dec.	January	Feb.	March	April	May	June	Budget Year 2020/21	Budget Year +1 2021/22	Budget Year +2 2022/23
<b>R thousand</b>																
<b>Multi-year expenditure to be appropriated</b>	1															
Vote 1 - Municipal Manager		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Vote 2 - Finance		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Vote 3 - Corporate Services		-	-	-	20	-	-	-	-	30	-	-	-	50	-	270
Vote 4 - Technical Services		500	200	1,450	1,900	1,250	1,759	600	900	750	800	749	-	10,857	6,945	7,668
Vote 5 - Community Services		-	-	60	55	200	1,160	-	100	20	-	10	-	1,605	580	4,275
<b>Capital multi-year expenditure sub-total</b>	2	<b>500</b>	<b>200</b>	<b>1,510</b>	<b>1,975</b>	<b>1,450</b>	<b>2,919</b>	<b>600</b>	<b>1,000</b>	<b>800</b>	<b>800</b>	<b>759</b>	<b>-</b>	<b>12,512</b>	<b>7,525</b>	<b>12,213</b>
<b>Single-year expenditure to be appropriated</b>																
Vote 1 - Municipal Manager		21	25	42	35	27	15	6	12	5	13	-	-	200	30	30
Vote 2 - Finance		-	-	-	-	240	-	-	-	-	-	-	-	240	10	210
Vote 3 - Corporate Services		4	10	72	17	14	868	206	7	592	7	32	578	2,405	985	1,670
Vote 4 - Technical Services		3,211	3,232	3,055	2,717	1,585	1,567	884	1,560	1,690	820	200	2,648	23,169	28,076	25,941
Vote 5 - Community Services		-	15	735	220	1,035	700	390	1,250	210	120	135	-	4,810	3,655	5,646
<b>Capital single-year expenditure sub-total</b>	2	<b>3,235</b>	<b>3,282</b>	<b>3,904</b>	<b>2,989</b>	<b>2,900</b>	<b>3,150</b>	<b>1,485</b>	<b>2,829</b>	<b>2,497</b>	<b>959</b>	<b>367</b>	<b>3,226</b>	<b>30,824</b>	<b>32,756</b>	<b>33,497</b>
<b>Total Capital Expenditure</b>	2	<b>3,735</b>	<b>3,482</b>	<b>5,414</b>	<b>4,964</b>	<b>4,350</b>	<b>6,069</b>	<b>2,085</b>	<b>3,829</b>	<b>3,297</b>	<b>1,759</b>	<b>1,126</b>	<b>3,226</b>	<b>43,336</b>	<b>40,281</b>	<b>45,710</b>



**Table 47 MBRR SA29 - Budgeted monthly capital expenditure (standard classification)**

Description	Ref	Budget Year 2020/21												Medium Term Revenue and Expenditure Framework		
		July	August	Sept.	October	Nov.	Dec.	January	Feb.	March	April	May	June	Budget Year 2020/21	Budget Year +1 2021/22	Budget Year +2 2022/23
<b>Capital Expenditure - Functional</b>	1															
<b>Governance and administration</b>		-	-	112	727	312	793	210	7	87	57	7	88	2,399	1,265	2,335
Executive and council		-	-	-	-	15	15	-	-	-	-	-	-	30	30	30
Finance and administration		-	-	112	727	297	778	210	7	87	57	7	88	2,369	1,235	2,305
Internal audit		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Community and public safety</b>		-	15	795	275	1,235	1,860	390	1,350	230	120	145	-	6,415	4,235	9,921
Community and social services		-	15	20	-	530	830	-	250	10	-	20	-	1,675	1,430	1,920
Sport and recreation		-	-	705	160	675	480	350	600	200	120	95	-	3,385	2,315	6,450
Public safety		-	-	70	115	30	550	40	500	20	-	30	-	1,355	490	1,515
Housing		-	-	-	-	-	-	-	-	-	-	-	-	-	-	36
Health		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Economic and environmental services</b>		3,085	2,985	1,946	752	1,019	1,017	656	1,062	1,610	313	175	588	15,207	19,444	8,797
Planning and development		25	35	52	65	19	150	6	12	560	13	25	500	1,460	50	270
Road transport		3,061	2,950	1,894	687	1,000	867	650	1,050	1,050	300	150	88	13,747	19,394	8,527
Environmental protection		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Trading services</b>		650	482	2,561	3,210	1,785	2,399	830	1,410	1,370	1,270	799	2,550	19,315	15,337	24,657
Energy sources		-	50	1,280	1,950	1,150	1,459	30	460	380	260	-	-	7,019	7,929	6,948
Water management		-	75	425	250	100	112	100	300	200	370	200	2,523	4,655	2,822	2,402
Waste water management		650	357	725	795	485	674	650	650	690	640	599	19	6,934	3,092	4,232
Waste management		-	-	131	215	50	154	50	-	100	-	-	8	708	1,494	11,076
<b>Other</b>		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total Capital Expenditure - Functional</b>	2	3,735	3,482	5,414	4,964	4,350	6,069	2,085	3,829	3,297	1,759	1,126	3,226	43,336	40,281	45,710
<b>Funded by:</b>																
National Government		3,561	3,150	1,804	1,147	800	1,509	500	500	500	500	599	-	14,570	14,434	17,579
Provincial Government		-	-	-	-	100	100	-	-	500	-	-	500	1,200	360	310
District Municipality		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Transfers and subsidies - capital (monetary allocations) (National / Provincial)		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Departmental Agencies, Households, Non-profit Institutions, Private Enterprises, Public		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Transfers recognised - capital</b>		3,561	3,150	1,804	1,147	900	1,609	500	500	1,000	500	599	500	15,770	14,794	17,889
<b>Borrowing</b>		150	150	2,050	2,400	1,950	3,050	1,250	1,950	1,500	650	100	-	15,200	15,100	15,120
<b>Internally generated funds</b>		25	182	1,560	1,417	1,500	1,410	335	1,379	797	609	427	2,726	12,367	10,387	12,701
<b>Total Capital Funding</b>		3,735	3,482	5,414	4,964	4,350	6,069	2,085	3,829	3,297	1,759	1,126	3,226	43,336	40,281	45,710

**Table 48 MBRR SA30 - Budgeted monthly cash flow**

MONTHLY CASH FLOWS	Budget Year 2020/21												Medium Term Revenue and Expenditure Framework		
	July	August	Sept.	October	November	December	January	February	March	April	May	June	Budget Year 2020/21	Budget Year +1 2021/22	Budget Year +2 2022/23
<b>R thousand</b>															
<b>Cash Receipts By Source</b>													1		
Property rates	15,547	4,941	4,926	4,775	4,899	4,888	4,863	5,263	5,059	4,989	5,041	5,280	70,470	75,707	81,284
Service charges - electricity revenue	12,412	11,441	11,049	10,022	9,387	11,181	10,040	8,640	8,511	10,014	12,256	12,636	127,587	134,004	140,743
Service charges - water revenue	1,583	1,579	1,778	1,882	2,014	1,993	2,023	1,996	1,830	1,819	1,635	1,613	21,742	24,409	27,281
Service charges - sanitation revenue	827	829	848	856	844	856	905	943	898	867	964	1,012	10,650	11,938	13,327
Service charges - refuse revenue	1,389	1,399	1,365	1,418	1,462	1,449	1,476	1,453	1,435	1,471	1,468	1,520	17,304	19,434	21,727
Rental of facilities and equipment	103	117	167	104	104	127	150	76	118	115	101	103	1,385	1,451	1,521
Interest earned - external investments	625	673	483	333	350	401	419	440	318	369	306	429	5,145	5,391	5,650
Interest earned - outstanding debtors	209	244	241	185	230	229	217	218	217	212	218	191	2,611	2,736	2,868
Dividends received	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Fines, penalties and forfeits	21	21	21	21	21	21	21	21	18	18	26	34	263	2,419	2,424
Licences and permits	4	4	4	4	4	4	4	4	4	4	4	4	49	51	53
Agency services	290	318	266	331	331	310	1,344	318	299	268	363	294	4,732	4,959	5,197
Transfers and Subsidies - Operational	20,222	-	-	5,897	2,548	18,627	1,430	2,047	12,529	-	-	5,613	68,914	86,151	93,360
Other revenue	283	330	502	321	264	401	301	239	298	401	354	379	4,073	7,038	7,372
<b>Cash Receipts by Source</b>	<b>53,514</b>	<b>21,893</b>	<b>21,648</b>	<b>26,149</b>	<b>22,458</b>	<b>40,486</b>	<b>23,194</b>	<b>21,658</b>	<b>31,534</b>	<b>20,548</b>	<b>22,737</b>	<b>29,106</b>	<b>334,925</b>	<b>375,688</b>	<b>402,806</b>
<b>Other Cash Flows by Source</b>															
Transfers and subsidies - capital (monetary allocations) (National / Provincial and District)	848	848	848	1,187	1,187	1,187	1,526	1,526	1,526	1,696	1,696	1,696	15,770	14,794	17,889
Transfers and subsidies - capital (monetary allocations) (National / Provincial Departmental Agencies, Households, Non-profit Institutions, Private Enterprises, Public Corporations, Higher Educational Institutions)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Proceeds on Disposal of Fixed and Intangible Assets	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Short term loans	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Borrowing long term/refinancing	-	-	-	-	-	-	-	-	-	-	-	15,200	15,200	15,100	15,120
Increase (decrease) in consumer deposits	18	18	18	18	18	18	18	18	18	18	18	18	213	224	237
Decrease (increase) in non-current receivables	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Decrease (increase) in non-current investments	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total Cash Receipts by Source</b>	<b>54,380</b>	<b>22,759</b>	<b>22,513</b>	<b>27,353</b>	<b>23,663</b>	<b>41,691</b>	<b>24,738</b>	<b>23,201</b>	<b>33,078</b>	<b>22,261</b>	<b>24,450</b>	<b>46,020</b>	<b>366,108</b>	<b>405,806</b>	<b>436,052</b>
<b>Cash Payments by Type</b>															
Employee related costs	9,234	10,092	10,716	10,132	15,350	10,950	11,405	11,442	11,072	11,012	10,829	10,589	132,823	136,796	143,174
Remuneration of councillors	512	529	596	562	499	527	635	749	603	603	603	592	7,011	7,347	7,697
Finance charges	570	570	570	570	570	570	570	570	570	570	570	570	6,842	7,170	7,513
Bulk purchases - Electricity	9,365	8,632	8,336	7,562	7,083	8,437	7,576	6,519	6,421	7,556	9,247	9,534	96,268	100,889	105,732
Bulk purchases - Water & Sewer	432	431	485	513	549	543	552	544	499	496	446	440	5,930	6,215	6,513
Other materials	940	937	772	826	910	924	1,082	994	756	831	1,289	978	11,239	11,764	12,310
Contracted services	1,900	1,895	1,561	1,671	1,841	1,869	2,189	2,010	1,528	1,680	2,608	1,979	22,732	38,388	40,947
Transfers and grants - other municipalities	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Transfers and grants - other	1,753	52	191	36	491	57	504	480	190	44	572	206	4,576	4,375	4,586
Other expenditure	2,482	2,475	2,038	2,183	2,404	2,441	2,859	2,625	1,996	2,194	3,406	2,584	29,686	30,748	33,869
<b>Cash Payments by Type</b>	<b>27,186</b>	<b>25,612</b>	<b>25,265</b>	<b>24,056</b>	<b>29,697</b>	<b>26,318</b>	<b>27,372</b>	<b>25,934</b>	<b>23,636</b>	<b>24,987</b>	<b>29,571</b>	<b>27,473</b>	<b>317,107</b>	<b>343,692</b>	<b>362,341</b>
<b>Other Cash Flows/Payments by Type</b>															
Capital assets	-	2,551	2,654	2,863	1,163	3,065	2,138	2,586	1,561	3,144	5,114	16,497	43,336	40,281	45,710
Repayment of borrowing	-	-	-	-	-	3,010	-	-	-	-	-	3,010	6,021	7,206	8,429
Other Cash Flows/Payments	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total Cash Payments by Type</b>	<b>27,186</b>	<b>28,163</b>	<b>27,919</b>	<b>26,919</b>	<b>30,860</b>	<b>32,394</b>	<b>29,509</b>	<b>28,520</b>	<b>25,197</b>	<b>28,132</b>	<b>34,684</b>	<b>46,980</b>	<b>366,464</b>	<b>391,179</b>	<b>416,479</b>
<b>NET INCREASE/(DECREASE) IN CASH HELD</b>	<b>27,193</b>	<b>(5,404)</b>	<b>(5,406)</b>	<b>434</b>	<b>(7,197)</b>	<b>9,298</b>	<b>(4,771)</b>	<b>(5,318)</b>	<b>7,881</b>	<b>(5,871)</b>	<b>(10,234)</b>	<b>(961)</b>	<b>(356)</b>	<b>14,628</b>	<b>19,573</b>
Cash/cash equivalents at the month/year begin:	61,549	88,742	83,338	77,932	78,366	71,169	80,467	75,696	70,378	78,258	72,388	62,154	61,549	61,193	75,821
Cash/cash equivalents at the month/year end:	88,742	83,338	77,932	78,366	71,169	80,467	75,696	70,378	78,258	72,388	62,154	61,193	61,193	75,821	95,393

## **2.10 Contracts having future budgetary implications**

In terms of the Council's Supply Chain Management Policy, with the exception of the Banking Services contract and External Loans, no contracts are awarded beyond the medium-term revenue and expenditure framework (three years). In ensuring adherence to this contractual time frame limitation, all reports submitted to either the Bid Evaluation and Adjudication Committees must obtain formal financial comments from the Financial Management Division of the Treasury Department.

## 2.11 Capital expenditure details

The following three tables present details of the Council's capital expenditure programme, firstly on new assets, then the renewal of assets and finally on the repair and maintenance of assets.

**Table 49 MBRR SA 34a - Capital expenditure on new assets by asset class**

Description	Ref	2016/17	2017/18	2018/19	Current Year 2019/20			2020/21 Medium Term Revenue & Expenditure Framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2020/21	Budget Year +1 2021/22	Budget Year +2 2022/23
<b>R thousand</b>	<b>1</b>									
<b>Capital expenditure on new assets by Asset Class</b>	<b>0</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Infrastructure</b>	<b>0</b>	<b>10,475</b>	<b>2,128,157</b>	<b>1,816</b>	<b>5,808</b>	<b>2,955</b>	<b>2,955</b>	<b>6,636</b>	<b>2,461</b>	<b>10,516</b>
Roads Infrastructure	0	1,027	86,539	146	250	134	134	245	100	-
Roads	0	1,027	86,539	146	250	134	134	200	100	-
Road Structures	0	-	-	-	-	-	-	45	-	-
Storm water Infrastructure	0	-	392,585	472	350	366	366	195	570	540
Storm water Conveyance	0	-	392,585	472	350	366	366	195	570	540
Electrical Infrastructure	0	1,480	325,439	399	30	30	30	40	-	-
MV Substations	0	-	-	399	-	-	-	-	-	-
LV Networks	0	1,480	325,439	-	30	30	30	40	-	-
Water Supply Infrastructure	0	4,704	-	128	150	150	150	200	250	250
Reservoirs	0	4,704	-	-	-	-	-	-	-	-
Pump Stations	0	-	-	-	150	150	150	200	250	250
PRV Stations	0	-	-	128	-	-	-	-	-	-
Sanitation Infrastructure	0	1,835	47,320	78	4,578	1,825	1,825	5,406	1,241	730
Pump Station	0	-	-	53	150	150	150	250	300	350
Waste Water Treatment Works	0	1,835	47,320	25	4,428	1,675	1,675	5,156	941	380
Solid Waste Infrastructure	0	1,429	1,276,274	594	450	450	450	550	300	8,996
Waste Transfer Stations	0	-	-	486	250	250	250	250	-	-
Waste Processing Facilities	0	1,429	1,276,274	107	200	200	200	300	300	300
Waste Drop-off Points	0	-	-	-	-	-	-	-	-	8,696
<b>Community Assets</b>	<b>0</b>	<b>1,147</b>	<b>1,465,706</b>	<b>2,214</b>	<b>5,295</b>	<b>5,736</b>	<b>5,736</b>	<b>2,160</b>	<b>860</b>	<b>4,200</b>
Community Facilities	0	998	1,426,837	2,214	4,675	4,923	4,923	980	180	750
Halls	0	-	-	-	-	-	-	-	80	-
Centres	0	-	951,390	1,000	4,500	4,500	4,500	-	-	-
Museums	0	96	-	-	-	-	-	-	-	-
Libraries	0	413	21,262	-	-	-	-	80	-	-
Cemeteries/Crematoria	0	350	454,186	198	175	423	423	600	100	500
Parks	0	139	-	-	-	-	-	-	-	-
Public Open Space	0	-	-	752	-	-	-	-	-	250
Public Ablution Facilities	0	-	-	254	-	-	-	300	-	-
Taxi Ranks/Bus Terminals	0	-	-	10	-	-	-	-	-	-
Sport and Recreation Facilities	0	149	38,869	-	620	813	813	1,180	680	3,450
Indoor Facilities	0	110	8,754	-	-	-	-	20	30	-
Outdoor Facilities	0	39	30,114	-	620	813	813	1,160	650	3,450
<b>Heritage assets</b>	<b>0</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>50</b>	<b>-</b>	<b>20</b>
Conservation Areas	0	-	-	-	-	-	-	50	-	20
<b>Other assets</b>	<b>0</b>	<b>2,357</b>	<b>-</b>	<b>1,506</b>	<b>325</b>	<b>921</b>	<b>921</b>	<b>850</b>	<b>175</b>	<b>300</b>
Operational Buildings	0	2,357	-	1,506	325	921	921	850	175	300
Municipal Offices	0	2,357	-	1,506	325	921	921	850	175	300
<b>Intangible Assets</b>	<b>0</b>	<b>1,194</b>	<b>1,455,762</b>	<b>546</b>	<b>1,272</b>	<b>750</b>	<b>750</b>	<b>-</b>	<b>-</b>	<b>600</b>
Licences and Rights	0	1,194	1,455,762	546	1,272	750	750	-	-	600
Computer Software and Applications	0	1,194	1,455,762	546	1,272	750	750	-	-	600
<b>Computer Equipment</b>	<b>0</b>	<b>-</b>	<b>28,974</b>	<b>1,496</b>	<b>640</b>	<b>609</b>	<b>609</b>	<b>660</b>	<b>600</b>	<b>650</b>
Computer Equipment	0	-	28,974	1,496	640	609	609	660	600	650
<b>Furniture and Office Equipment</b>	<b>0</b>	<b>1,149</b>	<b>666,308</b>	<b>95</b>	<b>543</b>	<b>465</b>	<b>465</b>	<b>564</b>	<b>120</b>	<b>201</b>
Furniture and Office Equipment	0	1,149	666,308	95	543	465	465	564	120	201
<b>Machinery and Equipment</b>	<b>0</b>	<b>1,417</b>	<b>162,917</b>	<b>338</b>	<b>668</b>	<b>774</b>	<b>774</b>	<b>1,346</b>	<b>967</b>	<b>1,025</b>
Machinery and Equipment	0	1,417	162,917	338	668	774	774	1,346	967	1,025
<b>Transport Assets</b>	<b>0</b>	<b>2,457</b>	<b>2,428,113</b>	<b>5,817</b>	<b>5,455</b>	<b>5,573</b>	<b>5,573</b>	<b>3,600</b>	<b>1,920</b>	<b>5,360</b>
Transport Assets	0	2,457	2,428,113	5,817	5,455	5,573	5,573	3,600	1,920	5,360
<b>Total Capital Expenditure on new assets</b>	<b>1</b>	<b>20,196</b>	<b>8,335,938</b>	<b>13,827</b>	<b>20,006</b>	<b>17,784</b>	<b>17,784</b>	<b>15,865</b>	<b>7,103</b>	<b>22,872</b>

**Table 50 MBRR SA34b - Capital expenditure on the renewal of existing assets by asset class**

Description	Ref	2016/17	2017/18	2018/19	Current Year 2019/20			2020/21 Medium Term Revenue & Expenditure Framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2020/21	Budget Year +1 2021/22	Budget Year +2 2022/23
<b>R thousand</b>	<b>1</b>									
<b>Capital expenditure on renewal of existing assets by Ass</b>	0	-	-	-	-	-	-	-	-	-
<b>Infrastructure</b>	0	3,466	17,142	4,901	12,267	11,587	11,587	7,069	7,834	6,713
Roads Infrastructure	0	1,446	786	35	-	-	-	50	550	350
Roads	0	1,446	786	35	-	-	-	50	550	350
Storm water Infrastructure	0	-	29	-	-	-	-	-	-	-
Storm water Conveyance	0	-	29	-	-	-	-	-	-	-
Electrical Infrastructure	0	2,014	1,259	3,129	6,877	6,877	6,877	4,219	4,819	4,348
MV Substations	0	-	-	-	400	400	400	-	1,100	-
MV Switching Stations	0	-	-	-	-	-	-	50	60	-
MV Networks	0	-	-	-	-	-	-	80	80	-
LV Networks	0	2,014	1,259	3,129	6,477	6,477	6,477	4,089	3,579	4,348
Water Supply Infrastructure	0	-	1,811	1,085	4,810	4,150	4,150	1,470	1,195	815
Boreholes	0	-	-	45	50	50	50	-	-	50
Reservoirs	0	-	557	-	-	-	-	-	-	-
Pump Stations	0	-	-	262	180	120	120	200	200	-
Water Treatment Works	0	-	-	-	-	-	-	50	-	-
Bulk Mains	0	-	-	-	-	-	-	100	100	-
Distribution	0	-	1,254	142	4,180	3,580	3,580	370	395	265
Distribution Points	0	-	-	636	400	400	400	750	500	500
Sanitation Infrastructure	0	6	12,865	653	580	560	560	1,330	1,270	1,200
Pump Station	0	6	441	608	520	500	500	930	1,150	1,080
Reticulation	0	-	-	-	60	60	60	100	120	120
Waste Water Treatment Works	0	-	12,424	45	-	-	-	300	-	-
Solid Waste Infrastructure	0	-	392	-	-	-	-	-	-	-
Waste Transfer Stations	0	-	392	-	-	-	-	-	-	-
<b>Community Assets</b>	0	3,455	1,647	303	310	373	373	745	780	745
Community Facilities	0	100	1,116	80	120	139	139	95	320	145
Testing Stations	0	-	946	-	-	-	-	-	-	-
Libraries	0	-	169	-	-	-	-	50	200	100
Cemeteries/Crematoria	0	-	-	69	100	100	100	-	100	-
Parks	0	100	-	-	-	-	-	-	-	-
Public Open Space	0	-	1	11	20	39	39	45	20	45
Sport and Recreation Facilities	0	3,356	531	223	190	234	234	650	460	600
Indoor Facilities	0	143	487	175	100	100	100	100	250	250
Outdoor Facilities	0	3,213	44	48	90	134	134	550	210	350
<b>Investment properties</b>	0	-	29	-	-	-	-	50	50	50
Revenue Generating	0	-	-	-	-	-	-	50	50	50
Unimproved Property	0	-	-	-	-	-	-	50	50	50
Non-revenue Generating	0	-	29	-	-	-	-	-	-	-
Improved Property	0	-	29	-	-	-	-	-	-	-
<b>Other assets</b>	0	463	26	43	30	53	53	50	50	60
Operational Buildings	0	463	26	43	30	53	53	50	50	60
Municipal Offices	0	463	26	43	30	53	53	50	50	60
<b>Intangible Assets</b>	0	844	-	-	-	-	-	-	-	-
Licences and Rights	0	844	-	-	-	-	-	-	-	-
Computer Software and Applications	0	844	-	-	-	-	-	-	-	-
<b>Computer Equipment</b>	0	-	348	706	320	382	382	400	260	400
Computer Equipment	0	-	348	706	320	382	382	400	260	400
<b>Furniture and Office Equipment</b>	0	331	2,009	521	459	435	435	555	405	550
Furniture and Office Equipment	0	331	2,009	521	459	435	435	555	405	550
<b>Machinery and Equipment</b>	0	40	285	-	20	20	20	-	-	-
Machinery and Equipment	0	40	285	-	20	20	20	-	-	-
<b>Transport Assets</b>	0	-	1,555	511	-	-	-	-	900	600
Transport Assets	0	-	1,555	511	-	-	-	-	900	600
<b>Total Capital Expenditure on renewal of existing assets</b>	1	8,599	23,041	6,985	13,406	12,850	12,850	8,869	10,279	9,118

**Table 51 MBRR SA34c - Repairs and maintenance expenditure by asset class**

Description	Ref	2016/17	2017/18	2018/19	Current Year 2019/20			2020/21 Medium Term Revenue & Expenditure Framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2020/21	Budget Year +1 2021/22	Budget Year +2 2022/23
<b>R thousand</b>	1									
<b>Repairs and maintenance expenditure by Asset Class</b>	0	-	-	-	-	-	-	-	-	-
<b>Infrastructure</b>	0	1,437,045	3,788	3,957	4,106	3,966	3,966	3,353	3,509	3,671
Roads Infrastructure	0	39,752	315	1,021	547	547	547	460	477	495
Roads	0	39,752	315	1,021	547	547	547	460	477	495
Storm water Infrastructure	0	261,138	494	258	409	418	418	292	304	318
Storm water Conveyance	0	261,138	494	258	409	418	418	292	304	318
Electrical Infrastructure	0	822,113	2,060	2,156	2,206	2,180	2,180	1,859	1,949	2,041
LV Networks	0	822,113	2,060	2,156	2,206	2,180	2,180	1,859	1,949	2,041
Water Supply Infrastructure	0	194,785	692	384	618	550	550	450	472	495
Distribution	0	194,785	692	384	618	550	550	450	472	495
Sanitation Infrastructure	0	119,256	228	138	295	265	265	278	291	305
Reticulation	0	119,256	228	138	295	265	265	278	291	305
Solid Waste Infrastructure	0	-	-	-	30	5	5	15	16	17
Landfill Sites	0	-	-	-	30	5	5	15	16	17
<b>Community Assets</b>	0	3,598,024	8,348	11,394	11,892	12,286	12,286	9,532	9,985	10,456
Community Facilities	0	2,477,966	6,663	9,245	8,761	8,807	8,807	6,742	7,062	7,398
Cemeteries/Crematoria	0	205,071	481	552	618	612	612	417	436	455
Sport and Recreation Facilities	0	1,120,058	1,685	2,149	3,131	3,479	3,479	2,790	2,923	3,058
Outdoor Facilities	0	1,120,058	1,685	2,149	3,131	3,479	3,479	2,790	2,923	3,058
<b>Other assets</b>	0	1,915,254	3,181	3,804	4,347	4,682	4,682	3,928	4,114	4,307
Operational Buildings	0	1,909,092	3,175	3,797	4,331	4,666	4,666	3,912	4,098	4,291
Municipal Offices	0	1,909,092	3,175	3,797	4,331	4,666	4,666	3,912	4,098	4,291
<b>Computer Equipment</b>	0	256,302	510	693	659	539	539	344	359	375
Computer Equipment	0	256,302	510	693	659	539	539	344	359	375
<b>Furniture and Office Equipment</b>	0	34,747	18	75	41	44	44	36	36	36
Furniture and Office Equipment	0	34,747	18	75	41	44	44	36	36	36
<b>Machinery and Equipment</b>	0	357,292	576	687	810	855	855	854	895	936
Machinery and Equipment	0	357,292	576	687	810	855	855	854	895	936
<b>Transport Assets</b>	0	963,790	2,652	2,922	2,868	2,771	2,771	2,517	2,637	2,762
Transport Assets	0	963,790	2,652	2,922	2,868	2,771	2,771	2,517	2,637	2,762
<b>Total Repairs and Maintenance Expenditure</b>	1	8,562,453	19,073	23,533	24,722	25,142	25,142	20,564	21,535	22,543
	0	-	0	0	0	0	0	0	0	0
<b>R&amp;M as a % of PPE</b>	0	0	5.4%	6.4%	6.1%	6.3%	6.3%	5.2%	5.2%	5.2%
<b>R&amp;M as % Operating Expenditure</b>	0	0	6.5%	7.3%	6.6%	6.4%	6.4%	5.3%	5.7%	5.3%

**Table 52 MBRR SA34d Depreciation by asset class**

Description	Ref	2016/17	2017/18	2018/19	Current Year 2019/20			2020/21 Medium Term Revenue & Expenditure Framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2020/21	Budget Year +1 2021/22	Budget Year +2 2022/23
<b>R thousand</b>	<b>1</b>									
<b>Depreciation by Asset Class/Sub-class</b>	0	-	-	-	-	-	-	-	-	-
<b>Infrastructure</b>	0	10,807	13,417	12,663	14,703	14,043	14,043	14,583	15,284	16,019
Roads Infrastructure	0	2,278	1,636	1,806	1,862	2,096	2,096	2,199	2,305	2,416
Roads	0	2,278	1,636	1,806	1,668	2,096	2,096	2,199	2,305	2,416
Road Structures	0	-	-	-	150	-	-	-	-	-
Road Furniture	0	-	-	-	44	-	-	-	-	-
Storm water Infrastructure	0	-	290	308	243	361	361	379	397	416
Drainage Collection	0	-	-	308	90	361	361	379	397	416
Storm water Conveyance	0	-	290	-	153	-	-	-	-	-
Electrical Infrastructure	0	1,056	1,612	1,508	1,755	1,818	1,818	1,907	1,999	2,095
MV Substations	0	-	-	1,496	200	1,801	1,801	1,889	1,980	2,075
MV Switching Stations	0	-	-	-	32	-	-	-	-	-
MV Networks	0	-	-	-	594	-	-	-	-	-
LV Networks	0	1,056	1,612	13	929	17	17	18	19	20
Water Supply Infrastructure	0	1,541	3,256	3,235	3,482	3,367	3,367	3,532	3,702	3,880
Boreholes	0	-	-	-	42	-	-	-	-	-
Reservoirs	0	-	-	-	1,158	-	-	-	-	-
Pump Stations	0	-	-	1,976	188	2,106	2,106	2,209	2,315	2,426
Water Treatment Works	0	-	-	1,259	1,242	1,261	1,261	1,323	1,387	1,454
Distribution	0	1,541	3,256	-	848	-	-	-	-	-
Distribution Points	0	-	-	-	4	-	-	-	-	-
Sanitation Infrastructure	0	2,630	2,717	2,731	3,372	2,905	2,905	3,047	3,193	3,347
Pump Station	0	-	-	2,137	2,976	2,210	2,210	2,318	2,429	2,546
Reticulation	0	2,630	2,717	593	396	695	695	729	764	801
Solid Waste Infrastructure	0	3,303	3,906	3,076	3,989	3,496	3,496	3,519	3,688	3,865
Landfill Sites	0	3,184	3,479	2,622	3,479	3,023	3,023	3,023	3,168	3,320
Waste Transfer Stations	0	59	428	0	404	1	1	1	1	1
Waste Processing Facilities	0	-	-	-	62	-	-	-	-	-
Waste Drop-off Points	0	59	-	454	44	472	472	495	519	544
<b>Community Assets</b>	0	1,068	1,626	1,786	2,306	2,050	2,050	2,150	2,252	2,360
Community Facilities	0	307	675	707	951	754	754	790	827	867
Halls	0	49	-	80	234	83	83	87	91	95
Clinics/Care Centres	0	16	-	-	16	-	-	-	-	-
Museums	0	44	-	309	50	313	313	328	344	361
Libraries	0	126	675	183	227	207	207	217	227	238
Cemeteries/Crematoria	0	44	-	130	162	144	144	151	158	166
Parks	0	28	-	-	-	-	-	-	-	-
Public Open Space	0	-	-	6	95	7	7	7	7	7
Public Ablution Facilities	0	-	-	-	76	-	-	-	-	-
Markets	0	-	-	-	90	-	-	-	-	-
Abattoirs	0	-	-	-	1	-	-	-	-	-
Sport and Recreation Facilities	0	761	951	1,080	1,355	1,296	1,296	1,360	1,425	1,493
Indoor Facilities	0	465	-	-	11	-	-	-	-	-
Outdoor Facilities	0	296	951	1,080	1,344	1,296	1,296	1,360	1,425	1,493
<b>Investment properties</b>	0	-	-	1	3	2	2	2	2	2
Revenue Generating	0	-	-	1	3	-	-	2	2	2
Improved Property	0	-	-	-	3	-	-	-	-	-
Unimproved Property	0	-	-	1	-	-	-	2	2	2
Non-revenue Generating	0	-	-	-	-	2	2	-	-	-
Unimproved Property	0	-	-	-	-	2	2	-	-	-
<b>Other assets</b>	0	1,765	904	983	1,102	1,054	1,054	1,105	1,158	1,213
Operational Buildings	0	1,765	904	983	1,102	1,054	1,054	1,105	1,158	1,213
Municipal Offices	0	1,765	904	978	1,074	1,048	1,048	1,099	1,152	1,207
Yards	0	-	-	-	11	-	-	-	-	-
Stores	0	-	-	5	17	6	6	6	6	6
<b>Intangible Assets</b>	0	336	405	525	618	562	562	589	616	645
Licences and Rights	0	336	405	525	618	562	562	589	616	645
Computer Software and Applications	0	336	405	525	618	562	562	589	616	645
<b>Computer Equipment</b>	0	-	506	537	710	679	679	709	739	771
Computer Equipment	0	-	506	537	710	679	679	709	739	771
<b>Furniture and Office Equipment</b>	0	3,088	1,195	1,133	1,245	1,281	1,281	1,343	1,405	1,469
Furniture and Office Equipment	0	3,088	1,195	1,133	1,245	1,281	1,281	1,343	1,405	1,469
<b>Machinery and Equipment</b>	0	1,260	1,531	1,418	1,281	1,446	1,446	1,516	1,589	1,666
Machinery and Equipment	0	1,260	1,531	1,418	1,281	1,446	1,446	1,516	1,589	1,666
<b>Transport Assets</b>	0	1,297	1,052	1,124	1,316	1,555	1,555	1,631	1,709	1,791
Transport Assets	0	1,297	1,052	1,124	1,316	1,555	1,555	1,631	1,709	1,791
<b>Total Depreciation</b>	1	19,621	20,636	20,171	23,284	22,672	22,672	23,628	24,754	25,936

**Table 53 MBRR SA34e Capital expenditure on the upgrading of existing assets by asset class**

Description	Ref	2016/17	2017/18	2018/19	Current Year 2019/20			2020/21 Medium Term Revenue & Expenditure Framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2020/21	Budget Year +1 2021/22	Budget Year +2 2022/23
<b>Infrastructure</b>	0	-	-	14,881	15,805	19,258	19,258	14,897	21,284	11,405
Roads Infrastructure	0	-	-	4,135	6,604	10,021	10,021	11,812	16,884	6,417
Roads	0	-	-	4,135	6,604	10,021	10,021	11,812	16,884	6,417
Storm water Infrastructure	0	-	-	225	2,674	2,174	2,174	35	40	1,789
Storm water Conveyance	0	-	-	225	2,674	2,174	2,174	35	40	1,789
Electrical Infrastructure	0	-	-	2,920	1,981	1,981	1,981	2,600	3,020	1,900
MV Substations	0	-	-	-	-	-	-	-	400	-
MV Switching Stations	0	-	-	-	-	-	-	-	120	-
MV Networks	0	-	-	805	750	750	750	1,100	1,000	700
LV Networks	0	-	-	2,115	1,231	1,231	1,231	1,500	1,500	1,200
Water Supply Infrastructure	0	-	-	240	-	-	-	450	1,340	1,300
Reservoirs	0	-	-	-	-	-	-	-	590	-
Pump Stations	0	-	-	-	-	-	-	-	300	-
Distribution	0	-	-	240	-	-	-	450	450	1,300
Sanitation Infrastructure	0	-	-	6,605	4,146	4,682	4,682	-	-	-
Reticulation	0	-	-	2,866	1,646	1,237	1,237	-	-	-
Waste Water Treatment Works	0	-	-	3,739	2,500	3,445	3,445	-	-	-
Solid Waste Infrastructure	0	-	-	757	400	400	400	-	-	-
Waste Separation Facilities	0	-	-	757	400	400	400	-	-	-
<b>Community Assets</b>	0	-	-	5,915	1,995	2,775	2,775	1,205	1,615	2,315
Community Facilities	0	-	-	499	1,215	2,194	2,194	265	415	765
Halls	0	-	-	-	100	120	120	250	200	250
Fire/Ambulance Stations	0	-	-	98	-	-	-	-	-	-
Testing Stations	0	-	-	350	600	600	600	-	-	-
Libraries	0	-	-	41	400	1,359	1,359	-	-	500
Cemeteries/Crematoria	0	-	-	-	100	100	100	-	200	-
Public Open Space	0	-	-	10	15	15	15	15	15	15
Sport and Recreation Facilities	0	-	-	5,417	780	582	582	940	1,200	1,550
Indoor Facilities	0	-	-	596	-	-	-	50	520	250
Outdoor Facilities	0	-	-	4,820	780	582	582	890	680	1,300
<b>Total Capital Expenditure on upgradi</b>	1	-	-	20,797	17,800	22,034	22,034	16,102	22,899	13,720



**Table 54 MBRR SA35 - Future financial implications of the capital budget**

Vote Description	Ref	2020/21 Medium Term Revenue & Expenditure Framework			Forecasts			
		Budget Year 2020/21	Budget Year +1 2021/22	Budget Year +2 2022/23	Forecast 2023/24	Forecast 2024/25	Forecast 2025/26	Present value
<b>R thousand</b>								
<b>Capital expenditure</b>	1							
Vote 1 - Municipal Manager		200	30	30				
Vote 2 - Finance		240	10	210				
Vote 3 - Corporate Services		2,455	985	1,940				
Vote 4 - Technical Services		34,027	35,021	33,609				
Vote 5 - Community Services		6,415	4,235	9,921				
<b>Total Capital Expenditure</b>		<b>43,336</b>	<b>40,281</b>	<b>45,710</b>	-	-	-	-
<b>Future operational costs by vote</b>	2							
Vote 1 - Municipal Manager								
Vote 2 - Finance								
Vote 3 - Corporate Services								
Vote 4 - Technical Services								
Vote 5 - Community Services								
Vote 6 - [NAME OF VOTE 6]								
Vote 7 - [NAME OF VOTE 7]								
Vote 8 - [NAME OF VOTE 8]								
Vote 9 - [NAME OF VOTE 9]								
Vote 10 - [NAME OF VOTE 10]								
Vote 11 - [NAME OF VOTE 11]								
Vote 12 - [NAME OF VOTE 12]								
Vote 13 - [NAME OF VOTE 13]								
Vote 14 - [NAME OF VOTE 14]								
Vote 15 - [NAME OF VOTE 15]								
<i>List entity summary if applicable</i>								
<b>Total future operational costs</b>		-	-	-	-	-	-	-
<b>Future revenue by source</b>	3							
Property rates								
Service charges - electricity revenue								
Service charges - water revenue								
Service charges - sanitation revenue								
Service charges - refuse revenue								
Rental of facilities and equipment								
<i>List other revenues sources if applicable</i>								
<i>List entity summary if applicable</i>								
<b>Total future revenue</b>		-	-	-	-	-	-	-
<b>Net Financial Implications</b>		<b>43,336</b>	<b>40,281</b>	<b>45,710</b>	-	-	-	-

**Table 55 MBRR SA36 Detailed capital budget**

R thousand	Function	Project Description	Type	Ward Location	2020/21 Medium Term Revenue & Expenditure Framework				
					Audited Outcome 2018/19	Current Year 2019/20 Full Year Forecast	Budget Year 2020/21	Budget Year +1 2021/22	Budget Year +2 2022/23
<i>List all capital projects grouped by Function</i>									
	Solid Waste Removal	Refuse compactor	New	1-7	-	-	-	-	2,000
	Traffic Control	New Traffic Vehicles	New	Whole	-	-	500	300	-
	Roads	Voertuigveranging	New	1-7	1,989	1,750	-	-	-
	Electricity	Voertuigveranging/Cherry Picker	Renewal	1,2	511	-	-	-	-
	Community Parks	Tractor (VD)	New	1-7	-	-	350	-	370
	Fire Fighting and Protection	Service vehicle	New	1-7	-	-	-	-	220
	Fire Fighting and Protection	4x4 Fire Fighting Vehicle (grant funded)	New	5	-	830	-	-	-
	Traffic Control	Daantjie Kat Costume	New	1-7	-	17	-	-	-
	Economic Development/Planning	Wykskomitee Projek - Wyk 6 (Ingang by Noordhoek)	New	6	10	-	-	-	-
	Planning and Development	Regional Socio Projects (RSEP Funding)	New	Whole	1,000	-	-	-	-
	Finance	Furniture & Equipment - Finance	Renewal	Admin	17	20	70	10	10
	Finance	Vehicle	New	Admin	172	-	170	-	200
	Human Resources	Furniture & Equipment - Human Resources	Renewal	Admin	27	30	50	30	-
	Information Technology	Replacement of computers	Renewal	Admin	340	294	-	-	-
	Information Technology	Replacement of computers	Renewal	Admin	-	-	400	250	400
	Information Technology	IT System Upgrade (Enhancement of IT system : Business continuity)	New	Admin	748	591	-	-	-
	Information Technology	IT System Upgrade (Enhancement of IT system : Business continuity)	New	Admin	-	-	500	500	650
	Information Technology	IT Equipment (Move to Community Services)	New	Admin	-	-	110	-	-
	Property Services	Furniture & Equipment - Council Property	New	1-7	6	4	4	5	5
	Property Services	Tools	New	1-7	8	8	10	10	10
	Property Services	Security at municipal buildings	New	1-7	124	102	150	175	200
	Property Services	Municipal Buildings (including Architectural)	New	1-7	1,382	600	-	-	-
	Community Halls and Facilities	Public Amenities	New	Whole	127	-	-	-	-
	Community Halls and Facilities	Public Amenities	New	Whole	-	-	300	-	-
	Administrative and Corporate Support	Furniture & Equipment - Corporate Services	Renewal	Admin	7	25	20	20	20
	Director: Corporate Services	Furniture and equipment - Director Corporate Services	New	Admin	9	65	35	35	-

Solid Waste Removal	Furniture & Equipment - Refuse Removal	New	1-7	6	6	6	8	10
Solid Waste Removal	Tools	New	1-7	5	6	6	8	10
Solid Waste Removal	Refuse Bins and stands	Renewal	1-7	30	30	40	40	40
Solid Waste Removal	Establish composting facility (VD/PB)	New	3-7	107	200	300	300	300
Solid Waste Removal	Enlarge recycling building (VD/PB)	Upgrade	3-7	757	400	-	-	-
Solid Waste Removal	Fence at Transfer Station	New	6,7	486	250	250	-	-
Libraries and Archives	Shelves/Tables/Office furniture for libraries	Renewal	Whole	19	94	50	-	50
Libraries and Archives	Airconditioners	Renewal	Whole	-	-	50	200	100
Libraries and Archives	Upgrading of Noordhoek Library	Upgrade	6	41	1,359	-	-	-
Community Halls and Facilities	Paving Community Hall	New	2	-	-	-	80	-
Community Halls and Facilities	Furniture & Equipment Community Hall	Renewal	1-7	62	45	150	70	220
Cemetaries	Gravel access roads - cemetery	Renewal	1,2	69	100	-	100	-
Cemetaries	Furniture & Equipment - Cemetaries	New	1-7	4	5	15	10	20
Cemetaries	Tools	New	1-7	5	8	10	10	20
Cemetaries	Fence at cemetery	New	1-7	198	188	-	-	-
Sewerage	Replace rising mains in pump stations	Renewal	6,7	-	-	200	220	100
Sewerage	Fencing Sewer Pump Stations	New	6,7	53	150	250	300	350
Sewerage	Furniture & Equipment - Sewerage	New	1-7	7	8	8	10	12
Sewerage	Tools	New	1-7	9	35	20	20	20
Sewerage	Sewer Renewals	Renewal	1-7	-	60	100	120	120
Sewerage	Telemetry	Renewal	1-7	104	110	130	150	180
Sewerage	Sewerage stand by pumps	Renewal	6,7	236	40	250	300	300
<b>Waste Water Treatment</b>	Security at WWTW	New	6,7	25	-	-	-	-
<b>Waste Water Treatment</b>	Roof at Inlet Works (Green Drop requirements)	Renewal	6,7	-	-	300	-	-
<b>Waste Water Treatment</b>	Refurbishment and upgrade of WWTW	Upgrade	1,2	9,367	-	-	-	-
<b>Waste Water Treatment</b>	Refurbishment and upgrade of WWTW (own funding)	Upgrade	1,2	-	3,100	-	-	-
<b>Storm Water Management</b>	Furniture & Equipment - Stormwater Management	New	1-7	5	5	5	6	6
<b>Storm Water Management</b>	Low water bridge: Park Street	Upgrade	1	10	15	15	15	15
<b>Traffic Control</b>	Vehicle Equipment	New	1-7	23	-	-	-	-
<b>Traffic Control</b>	Airconditioners	Renewal	1-7	17	-	-	-	-
<b>Traffic Control</b>	Driver's Licence Test Yard for Piketberg	Upgrade	3	350	510	-	-	-
<b>Traffic Control</b>	Furniture & Equipment - Traffic Department	Renewal	Whole	8	15	30	30	-

Fire Fighting and Protection	Fire fighting equipment	New	Whole	47	65	100	70	100
Fire Fighting and Protection	Radio network for Disaster Management & Traffic Services	New	Whole	49	24	30	30	30
Fire Fighting and Protection	Furniture & Equipment - Fire	Renewal	Whole	6	9	10	10	10
Fire Fighting and Protection	Computer Equipment & Printers	Renewal	Whole	26	60	-	10	-
Fire Fighting and Protection	Replacement of Fire Fighting Pump	New	Whole	-	-	40	40	40
Community Parks	Furniture & Equipment - Community Parks	Renewal	1-7	299	5	15	15	20
Community Parks	Cement benches - open spaces	Renewal	1-7	11	19	45	20	45
Sports Grounds and Stadiums	Tools	New	1-7	16	23	50	-	60
Sports Grounds and Stadiums	MIG Ringfenced projects (sport)	Upgrade	1-7	4,702	-	-	-	-
Swimming Pools	Swimming Pool Renewals	Renewal	Whole	5	14			
Swimming Pools	Swimming Pool Renewals	Renewal	Whole			500	50	200
Swimming Pools	Replace pumps at swimming pools	Renewal	Whole	38	33	50	60	150
Swimming Pools	Swimming Pool Repairs (PB)	Renewal	3,4	1	-	-	100	-
Holiday Resorts	Paving at ablution facilities at Beach Resorts	Upgrade	6,7	9	17	30	40	-
Holiday Resorts	Recreational Equipment (Games)	New	6,7	-	-	20	30	-
Holiday Resorts	Tools and Equipment	New	Whole	23	28	30	50	60
Holiday Resorts	Replace Cupboards of chalets at Beach Resorts	Upgrade	6,7	117	-	50	50	-
Holiday Resorts	Upgrading of ablution blocks at resorts	Upgrade	6,7	479	-		470	250
Holiday Resorts	Pelikaan Beach Resort Development	Upgrade	Whole	24	-	-	-	-
Holiday Resorts	Furniture & Equipment - Resort Halls	New	Whole	12	-	50	50	-
Water Distribution	Furniture & Equipment - Water	New	1-7	-	10	10	12	12
Water Distribution	Replace Mains from Source	Renewal	5	-	-	100	100	-
Water Distribution	Tools	New	1-7	-	25	25	25	25
Water Distribution	Water conservation demand management intervention	Renewal	1-7	-	910	2,650	150	-
Water Distribution	Replace asbestos pipes and valves	Upgrade	1-7	-	-	150	150	200
Water Distribution	Replace water meters	Renewal	1-7			500	250	250
Water Distribution	Pressure valve (Renew)	New	3,4	128	-	-	-	-
Water Distribution	Pyp Vervangingsprogram	Upgrade	1-7	120	-			
Water Distribution	Pyp Vervangingsprogram	Upgrade	1-7			300	300	100
Water Distribution	Standby booster pump	Renewal	1,2	101	-	-	-	-
Water Treatment	Purchase new borehole pumps	Renewal	6	45	45	-	-	50

Roads	Construction/Design of roads	Upgrade	6	158	35			
Roads	Construction/Design of roads	Upgrade	6		–		400	–
Roads	Construction/Design of roads	Upgrade	5		–		400	–
Roads	Furniture & Equipment - Roads	New	1-7	31	10	10	10	10
Roads	Radios	New	3,4	19	–	–	–	–
Roads	Cement ditches in Aurora	New	6	259	76	80	80	80
Roads	Street name curb stones	Renewal	1-7	35	–	50	50	50
Roads	Traffic calming measures (Speed bumps) Bring Traffic	New	1-7	140	133	200	–	–
Roads	Tools	New	1-7	56	80	100	100	100
Roads	Harden pavements (Wyk 3 & 4)	Upgrade	3,4	155	200	200	250	–
Roads	Construction of roads: RDP Houses	Upgrade	4-6	356	300	300	300	–
Roads	Aankoop van Vragmotor ( Tipper)	New	3,4	781	–	–	–	–
Roads	Verleng Calendullastraat	New	4	5	–	–	–	–
Electricity	Replace O/H feeder to Monte Bertha	Renewal	2	–	–	700	950	–
Electricity	VD Bulk Upgrading switching station and feeders	Renewal	6,7	3,108	5,217	2,609	1,739	4,348
Electricity	Mid block lines	Upgrade	6,7	–	340			
Electricity	Mid block lines	Upgrade	6,7	–	–	400	500	300
Electricity	High tension pole replacements	Renewal	1,2	–	–	80	80	–
Electricity	High tension circuit breakers	Renewal	1,2	–	–	50	60	–
Electricity	Bulk meter replacement	Renewal	1,2	21	60	80	90	–
Electricity	Replacing conventional electricity meters with prepaid	Upgrade	1-7	1,038	750			
Electricity	Network Renewals	Upgrade	1-7	805	150	1,100	1,000	700
Electricity	Larger HT Switches - standby battery cell	Upgrade	6,7	–	–	–	120	–
Storm Water Management	Opgradering/ Konstruksie van Brue - Porterville	Upgrade	1	200	–	–	–	–
Planning and Development	Felt Notice/Info Board + File Cabinets (Planning)	New	3	–	32	–	–	–
Planning and Development	Coastal Protection (By-Law Implementation) (Environmental)	New	6,7	–	50	50	50	–
Sports Grounds and Stadiums	Upgrade of New Buildings (Goldsmidt Sportveld)	Upgrade	6	–	170	100	200	–
Sports Grounds and Stadiums	Security Measures	New	Admin	–	428	–	–	–

<b>Housing (Core)</b>	Cabinets	<b>New</b>	<b>Admin</b>	–	19	–	–	–
Community Parks	Upgrading of Community Parks	<b>Upgrade</b>	<b>1-7</b>	–	172	250	300	550
Community Parks	Brush Cutter	<b>New</b>	<b>1-7</b>	–	29	65	70	75
Community Parks	Fencing	<b>New</b>	<b>1-7</b>	–	208	–	300	300
Cemetaries	Toilet & Store - PV	<b>New</b>	<b>1,2</b>	–	90	–	300	–
Community Halls and Facilities	Upgrading of Community Halls	<b>Upgrade</b>	<b>1-7</b>	–	120	250	200	250
Sports Grounds and Stadiums	Opgradering van krekietveld	<b>New</b>	<b>6</b>	–	250	–	–	–
Community Parks	Toilets (PV Dam)	<b>Upgrade</b>	<b>1-2</b>	–	88	60	60	300
Electricity	Replace Dwarskerbos O/H lines with Cable	<b>Renewal</b>	<b>6</b>	–	600	–	–	–
Electricity	Install mini - sub for increased demand Basson str Res area P/V	<b>Upgrade</b>	<b>1</b>	–	–	–	400	–
Electricity	Replace streetlights - EEDSM	<b>Upgrade</b>	<b>1-7</b>	–	1	–	–	–
Property Services	Generator at municipal office	<b>New</b>	<b>1-2</b>	–	200	–	–	–
Property Services	Generator at municipal office	<b>New</b>	<b>6-7</b>	–	–	300	–	–
Electricity	Radios	<b>New</b>	<b>3-5</b>	–	49	–	–	–
Solid Waste Removal	Replace CEX 1592	<b>Renewal</b>	<b>1-2-5</b>	–	–	–	900	–
Street Cleaning	Mechanical Brooms	<b>New</b>	<b>3-5</b>	–	–	–	220	–
Waste Water Treatment	Chlorine Scale	<b>Renewal</b>	<b>3-7</b>	–	17	–	–	–
Waste Water Treatment	Security at WWTW	<b>New</b>	<b>1-7</b>	–	–	7	80	80
Waste Water Treatment	Fencing WWTW	<b>New</b>	<b>1-7</b>	–	–	250	300	300
Storm Water Management	Subsurface Drains	<b>New</b>	<b>4</b>	–	–	–	150	–
Storm Water Management	Flood Prevention (116 Houses)	<b>New</b>	<b>2</b>	–	–	40	40	60
Water Distribution	Soft Starters Monte Bertha	<b>Upgrade</b>	<b>2</b>	–	–	–	300	–
Water Distribution	Refurbish Water Towers	<b>Upgrade</b>	<b>6-7</b>	–	–	–	500	–
Water Treatment	Dam Safety Reports	<b>Upgrade</b>	<b>1-2-5</b>	–	–	–	90	–
Water Treatment	Security at Reservoir/Pump Stations	<b>New</b>	<b>1-7</b>	–	130	200	250	250
Roads	Bus Route	<b>New</b>	<b>5</b>	–	–	–	100	–
Roads	Construction of Roads	<b>Upgrade</b>	<b>1-7</b>	–	–	–	500	700
Roads	Transport Trailers Multi Purpose	<b>New</b>	<b>1-7</b>	–	–	–	70	70
Roads	Concrete Mixer	<b>New</b>	<b>1-7</b>	–	–	–	50	–
Roads	Reseal Voortrekker Road	<b>Renewal</b>	<b>7</b>	–	–	–	500	300
Economic Development/Planning	Ward Committee 1 Project	<b>New</b>	<b>1</b>	–	10	35	–	–
Economic Development/Planning	Ward Committee 2 Project	<b>New</b>	<b>2</b>	–	10	15	–	–
Economic Development/Planning	Ward Committee 3 Project	<b>New</b>	<b>3</b>	–	11	35	–	–
Economic Development/Planning	Ward Committee 4 Project	<b>New</b>	<b>4</b>	–	13	15	–	–
Economic Development/Planning	Ward Committee 5 Project	<b>New</b>	<b>5</b>	–	10	29	–	–
Economic Development/Planning	Ward Committee 6 Project	<b>New</b>	<b>6</b>	–	10	21	–	–
Economic Development/Planning	Ward Committee 7 Project	<b>New</b>	<b>7</b>	–	35	20	–	–
Economic Development/Planning	Furniture and equipment	<b>New</b>	<b>Admin</b>	–	25	–	–	–
Solid Waste Removal	Collection Points SW (BR)	<b>New</b>	<b>1-7</b>	–	–	–	–	8,696
Roads	Munisipale Dienste Ontwikkeling	<b>New</b>	<b>1-7</b>	–	1	–	–	–
Roads	Upgrade Sidewalks (Bergvliet)	<b>Upgrade</b>	<b>1-7</b>	–	–	–	1,358	1,700
Roads	Upgrade of roads and stormwater	<b>Upgrade</b>	<b>6</b>	–	2,752	1,304	4,348	–
Roads	Upgrade of roads and stormwater	<b>Upgrade</b>	<b>5</b>	–	1,130	–	–	–
Roads	Upgrade of roads and stormwater	<b>Upgrade</b>	<b>1,2</b>	–	–	–	2,609	1,097
Roads	Upgrade of roads and stormwater	<b>Upgrade</b>	<b>3,4</b>	–	–	4,261	–	–
Roads	Upgrade of roads and stormwater	<b>Upgrade</b>	<b>5</b>	–	2,977	1,897	3,820	–

Information Technology	Backup device for meeting recorders	New	d Office (Inclu	-	-	50			
Planning and Development	Bokkomlaan Heritage Conservation Management Plan (Implementation) (Planning)	New	Ward Ward 7	-	-	50		20	
Planning and Development	Noordhoek Precinct Plan (Implementation) (Planning)	New	Ward Ward 6	-	-	-		250	
Waste Water Treatment	Inlet Works (Green Drop Requirement)	Upgrade		-	345	-			
Solid Waste Removal	Heist op den Berg Visual Awareness Campaign	New		-	50	-			
Electricity	Network Renewals (CRR)	Upgrade	1-7	-	600	-			
Property Services	Generator at municipal office	New	5-6	-	-	400		100	
Water Distribution	Prepaid/ Smart Metering	Upgrade	1-7	-	-	-		1,000	
Roads	Upgrade Side walks (VD)	Upgrade	6-7	-	-	-		220	
Electricity	Voertuigveranging	Renewal	1-7	-	-	-		600	
Water Distribution	Replace floor of WTW	Renewal	6	-	-	50			
Roads	Construction of roads Ward 1	Upgrade	1	-	-	200		200	
Libraries and Archives	Vehicles	New		-	200	-			
Community Parks	Upgrading of Security Measures Ablution Facilities	New		-	-	-			
Traffic Control	Fire Arms	New	of the Munic	-	-	15		20	
Traffic Control	Riot Gear	New	of the Munic	-	-	20		20	
Traffic Control	Bullet Proof Vests	New	of the Munic	-	-	20		25	
Traffic Control	Animal Trailer	New	Ward 7	-	-	40			
Traffic Control	Surveillance Cameras	New	of the Munic	-	-	500		50	
Holiday Resorts	Paving at seaview houses	New	Ward 7	-	-	100			
Holiday Resorts	Replacement of abestos roofs at STY	New	Ward 7	-	-	-		550	
Holiday Resorts	Fencing at STY beach	New	Ward 7	-	-	-		500	
Holiday Resorts	Floor and Wall tiles	New	Ward 7	-	-	150			
Cemetaries	Fencing Cemetery	New	Ward 7, 2 & 5	-	-	500		500	
Fire Fighting and Protection	Fire Fighting Vehicle	New	Ward 3 & 4	-	-	-		1,000	
Traffic Control	Motorcycle Test Apparatus	New	Ward 3	-	-	50			
Libraries and Archives	People Counter	New	& 6 (Goedver	-	-	20		20	
Libraries and Archives	Upgrading of L.B Wernich Library	Upgrade	Ward 4	-	-	-		500	
Libraries and Archives	Fencing Piketberg Library	New	Ward 3	-	-	80			
Community Halls and Facilities	Polishers	New	Ward 4, 6 & 5	-	-	50		80	
Sports Grounds and Stadiums	Rollers (VD)	New	Ward 7	-	-	200			
Sports Grounds and Stadiums	Pitch Covers (PB)	New	Ward 4	-	-	30			
Sports Grounds and Stadiums	Irrigation Pumps	New	Ward 7	-	-	100			
Sports Grounds and Stadiums	Mobile Pavilions	New	of the Munic	-	-	-		100	
Sports Grounds and Stadiums	Construction of Jukskei	New	Ward 7	-	-	30			
Sports Grounds and Stadiums	Construction of Tennis Courts	Upgrade	Ward 7	-	-	150			
Sports Grounds and Stadiums	Fencing Rhino Park	New	Ward 3	-	-	500		500	
Roads	Protea Deurgang	New	2	-	-	45			
<b>Parent Capital expenditure</b>					<b>41,609</b>	<b>49,096</b>	<b>43,336</b>	<b>40,281</b>	<b>45,710</b>

## **Table 56 MBRR SA37 - Projects delayed from previous financial year**

There are no projects that have been delayed from previous financial years.

### **2.12 Legislation compliance status**

Compliance with the MFMA implementation requirements have been substantially adhered to through the following activities:

#### **1. In-year reporting**

Reporting to National Treasury in electronic format was fully complied with on a monthly basis. Section 71 reporting to the Executive Mayor (within 10 working days) has progressively improved and includes monthly published financial performance on the Council's website.

#### **2. Internship programme**

The Council's is participating in the Municipal Financial Management Internship programme and is currently in the process of recruiting new interns. Since the introduction of the Internship programme the Council has successfully employed and trained 13 interns through this programme and a majority of them were appointed either within the municipality or other Municipalities.

#### **3. Budget and Treasury Office**

The Budget and Treasury Office has been established in accordance with the MFMA.

#### **4. Audit Committee**

An Audit Committee has been established and is fully functional.

#### **5. Service Delivery and Implementation Plan**

The detail SDBIP document is at a draft stage and submitted with the revision of the IDP it will be finalised after approval of the 2020/21 MTREF in May 2020 and is directly aligned and informed by the 2020/2021 MTREF.

#### **6. Annual Report**

The Annual report is compiled in terms of the requirements of Section 127 of the MFMA and National Treasury requirements.

#### **7. Policies**

Various policy amendments are proposed as part of the budget process, all policies being revised are to be made available with budget documentation for public input.

#### **8. Minimum Competency Training**

Minimum competency training is underway and all required staff members are enrolled for the completion of the required training. Our participation in this program is in line with the assessment of current skills pool and capacity building to ensure less reliance on consulting services. The filling of critical vacancies will also require compliance by candidates to the minimum competency requirements.



## 2.13 Public Input received and responses

The following written inputs and issues were received from the public and members of the community during the process of the draft IDP and Budget 2020/21

### A. MR. JOHARDT VAN HEERDEN | AFRIFORUM

As a community organisation, AfriForum identified issues regarding the standard of living and safety of the community. 2 issues were identified namely:

- *SPEEDBUMPS* – request to erect speed bumps in Velddrif; Iris Street and Smit Street near sport grounds and in Voortrekker Road
- *PUBLIC AMENITIES* – due to the lack of maintenance the current Smit Sports Park is no longer in use or user friendly. AfriForum requests the Municipality to budget for the upgrade of the facility, thus becoming a financial asset for the Municipality and community.

**RESPONSE:** *The installation of traffic calming measures are subjected to a process of traffic impact studies, coupled to a community participation process as well as budgetary allocation, the matter also needs to be considered as part of the roads master plan and the impact that it will have on the rendering of other Services. The request needs to find its way through the IDP process and if agreed and funding is available will find its way onto the MTREF.*

*The Municipality has invested in excess of R2.5 Million over the last 2 financial years into the sport facilities and will continue to fulfil its role in respect of capital investment, maintenance and upkeep over the MTREF.*

### B. MR & MRS KOOS AND RINA BRINK | WARD 6 DWARSKERSBOS

The main concerns in this input received are;

- a. Does a continuity plan exist for the Municipality and if so, was it budgeted for?
- b. To what extent was the increased spending, associated with Covid-19, budgeted?

**RESPONSE:** *The Municipality has been assigned responsibilities through the Disaster Management Act as well as Covid – 19 regulations in respect of humanitarian relief, safety and security, other social- and health matters. Limited funds have been set aside for humanitarian relief in the budget of the office of the Mayor and community donations are also received. A combined effort is underway through the administration, political office as well as NGO's and volunteers to fulfil this responsibility.*

### C. MR. J.A. RAATS | 3 MOLLY HUGO STREET PORTERVILLE

Due to poor economic conditions, South Africa downgraded to junk status and the consequences of the current Covid -19 pandemic Mr. Raats recommends the following inputs;

- a. That Council will reconsider all salary and notch increases, as well as revisit the composition of the organogram, creating savings on the personnel budget.
- b. No new capital projects – only maintenance on existing.

Suggesting that with the above savings, the budget increases can mitigate.

**RESPONSE:** *The Municipality is bound by the collective wage agreement, and will consider an exemption application to the SALGBC in respect of the wage increases, about 60% of the capital budget is set aside for upgrade and renewals of existing assets and new assets are only procured where funding is secured, the municipality will proceed with caution bearing in mind affordability and long term financial sustainability.*

## 2.14 Other supporting documents

### Table 57 MBRR SA1 - Supporting detail to budgeted financial performance

WC013 Bergvliet - Supporting Table SA1 Supporting detail to 'Budgeted Financial Performance'											
Description	Ref	2016/17	2017/18	2018/19	Current Year 2019/20				2020/21 Medium Term Revenue & Expenditure Framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Pre-audit outcome	Budget Year 2020/21	Budget Year +1 2021/22	Budget Year +2 2022/23
<b>R thousand</b>											
<b>REVENUE ITEMS:</b>											
<b>Property rates</b>											
Total Property Rates	6	60,109	64,493	69,058	73,903	75,903	75,903	75,903	82,728	86,700	90,862
less Revenue Foregone (exemptions, reductions and rebates and impermissible values in excess of section 17 of MPRA)		3,669	1,887	1,259	2,222	3,424	3,424	3,424	4,962	5,200	5,450
<b>Net Property Rates</b>		<b>56,440</b>	<b>62,607</b>	<b>67,800</b>	<b>71,681</b>	<b>72,479</b>	<b>72,479</b>	<b>72,479</b>	<b>77,766</b>	<b>81,500</b>	<b>85,412</b>
<b>Service charges - electricity revenue</b>											
Total Service charges - electricity revenue	6	95,229	95,252	102,495	124,474	124,724	124,724	124,724	129,361	135,570	142,077
less Revenue Foregone (in excess of 50 kwh per indigent household per month)											
less Cost of Free Basis Services (50 kwh per indigent household per month)		828	750	373	585	585	585	585	620	650	681
<b>Net Service charges - electricity revenue</b>		<b>94,401</b>	<b>94,502</b>	<b>102,121</b>	<b>123,889</b>	<b>124,139</b>	<b>124,139</b>	<b>124,139</b>	<b>128,741</b>	<b>134,920</b>	<b>141,396</b>
<b>Service charges - water revenue</b>											
Total Service charges - water revenue	6	26,436	20,911	26,256	29,384	30,300	30,300	30,300	30,854	32,334	33,885
less Revenue Foregone (in excess of 6 kilolitres per indigent household per month)											
less Cost of Free Basis Services (6 kilolitres per indigent household per month)		1,647	1,602	1,909	2,118	2,148	2,148	2,148	2,719	2,850	2,987
<b>Net Service charges - water revenue</b>		<b>24,789</b>	<b>19,309</b>	<b>24,348</b>	<b>27,266</b>	<b>28,152</b>	<b>28,152</b>	<b>28,152</b>	<b>28,135</b>	<b>29,484</b>	<b>30,898</b>
<b>Service charges - sanitation revenue</b>											
Total Service charges - sanitation revenue	6	13,563	14,643	15,830	17,082	16,797	16,797	16,797	17,666	18,514	19,404
less Revenue Foregone (in excess of free sanitation service to indigent households)											
less Cost of Free Basis Services (free sanitation service to indigent households)		2,482	2,572	2,954	3,095	3,445	3,445	3,445	3,958	4,148	4,347
<b>Net Service charges - sanitation revenue</b>		<b>11,080</b>	<b>12,071</b>	<b>12,876</b>	<b>13,987</b>	<b>13,352</b>	<b>13,352</b>	<b>13,352</b>	<b>13,708</b>	<b>14,366</b>	<b>15,057</b>
<b>Service charges - refuse revenue</b>											
Total refuse removal revenue	6	22,694	23,617	25,734	27,732	27,315	27,315	27,315	28,483	29,850	31,282
Total landfill revenue											
less Revenue Foregone (in excess of one removal a week to indigent households)											
less Cost of Free Basis Services (removed once a week to indigent households)		3,714	3,875	4,449	4,734	5,184	5,184	5,184	6,068	6,359	6,664
<b>Net Service charges - refuse revenue</b>		<b>18,980</b>	<b>19,742</b>	<b>21,286</b>	<b>22,998</b>	<b>22,131</b>	<b>22,131</b>	<b>22,131</b>	<b>22,415</b>	<b>23,491</b>	<b>24,618</b>
<b>Other revenue</b>											
Application Fees for Land Usage		-	-	71	95	95	95	95	50	52	54
Administration Fees		-	-	-	-	-	-	-	-	-	-
Actuarial Gains		6,340	5,261	5,823	-	-	-	-	-	-	-
Breakages and Losses Recovered		-	-	72	267	8	8	8	8	8	8
Building Plan Approval		1,035	1,193	1,025	901	1,000	1,000	1,000	560	587	615
Camping Fees		-	-	4,291	4,619	3,206	3,206	3,206	2,021	4,880	5,114
Cemetery and Burial		356	350	323	366	366	366	366	388	407	427
Cleaning and Removal		200	115	80	288	263	263	263	233	244	255
Clearance Certificates		178	211	221	403	200	200	200	104	109	114
Commission		62	57	-	-	-	-	-	-	-	-
Contributed Assets		-	1,894	-	-	-	-	-	-	-	-
Development Charges		335	188	119	227	37	37	37	100	104	108
Discounts and Early Settlements		-	-	-	1	1	1	1	1	1	1
Entrance Fees		-	-	123	54	45	45	45	22	34	36
Fire Services		-	-	-	5	5	5	5	5	5	5
Incidental Cash Surpluses		-	-	14	3	5	5	5	5	5	5
Insurance		-	-	70	74	74	74	74	78	82	86
Insurance Refund		163	36	219	121	40	40	40	42	44	46
instructor fees		-	-	0	-	-	-	-	-	-	-
Merchandising, Jobbing and Contracts		-	-	16	19	19	19	19	13	13	13
Municipal Information and Statistics		-	-	0	1	1	1	1	1	1	1
Photocopies and Faxes		59	51	49	57	57	57	57	29	30	31
Private Works		-	-	-	-	-	-	-	-	-	-
Profit with sale of land held for sale		-	-	-	-	-	-	-	-	-	-
Sale of Refuse Bags		-	-	-	-	-	-	-	-	-	-
Sub-division and Consolidation Fees		90	116	219	127	127	127	127	135	141	148
Skills Development Levy Refund		-	-	189	542	242	242	242	257	269	282
Street Traders		-	-	-	-	-	-	-	-	-	-
Surplus Cash		-	-	-	-	-	-	-	-	-	-
Swimming Pools		-	-	-	-	-	-	-	-	-	-
Tender Documents		-	-	7	10	24	24	24	11	12	13
Valuation Services		-	-	22	32	25	25	25	10	10	10
Sundry Income		169	273	-	-	-	-	-	-	-	-
Sale of Property		-	-	-	5,000	5,550	5,550	5,550	-	-	-
<b>Total 'Other' Revenue</b>	<b>1</b>	<b>8,987</b>	<b>9,744</b>	<b>12,954</b>	<b>13,212</b>	<b>11,390</b>	<b>11,390</b>	<b>11,390</b>	<b>4,073</b>	<b>7,038</b>	<b>7,372</b>

<b>EXPENDITURE ITEMS:</b>											
<b>Employee related costs</b>											
Basic Salaries and Wages	2	63,679	71,088	85,197	93,725	92,999	92,999	92,999	95,484	97,768	102,382
Pension and UIF Contributions		10,808	11,962	12,963	14,768	14,632	14,632	14,632	14,872	15,592	16,336
Medical Aid Contributions		4,395	4,503	5,135	6,283	6,159	6,159	6,159	5,985	6,273	6,573
Overtime		4,678	4,340	5,009	4,352	5,075	5,075	5,075	2,709	2,838	2,974
Motor Vehicle Allowance		3,957	4,096	4,341	4,695	4,797	4,797	4,797	5,012	5,252	5,504
Cellphone Allowance				34	-	48	48	48	51	53	55
Housing Allowances		1,322	1,168	1,190	1,249	1,277	1,277	1,277	741	774	816
Other benefits and allowances		9,907	5,599	5,484	5,603	6,018	6,018	6,018	5,086	5,326	5,576
Payments in lieu of leave		972	1,000	1,345	964	1,614	1,614	1,614	1,745	1,822	1,906
Long service awards		464	449	474	515	560	560	560	607	636	667
Post-retirement benefit obligations	4	2,060	7,376	1,697	1,860	1,559	1,559	1,559	1,706	1,788	1,874
<b>sub-total</b>	5	<b>102,242</b>	<b>111,581</b>	<b>122,870</b>	<b>134,015</b>	<b>134,739</b>	<b>134,739</b>	<b>134,739</b>	<b>133,996</b>	<b>138,122</b>	<b>144,663</b>
Less: Employees costs capitalised to PPE											
<b>Total Employee related costs</b>	1	<b>102,242</b>	<b>111,581</b>	<b>122,870</b>	<b>134,015</b>	<b>134,739</b>	<b>134,739</b>	<b>134,739</b>	<b>133,996</b>	<b>138,122</b>	<b>144,663</b>
<b>Depreciation &amp; asset impairment</b>											
Depreciation of Property, Plant & Equipment		19,621	20,636	20,171	23,284	22,672	22,672	22,672	23,628	24,754	25,936
<b>Total Depreciation &amp; asset impairment</b>	1	<b>19,621</b>	<b>20,636</b>	<b>20,171</b>	<b>23,284</b>	<b>22,672</b>	<b>22,672</b>	<b>22,672</b>	<b>23,628</b>	<b>24,754</b>	<b>25,936</b>
<b>Bulk purchases</b>											
Electricity Bulk Purchases		73,189	73,796	80,291	91,843	91,843	91,843	91,843	96,268	100,889	105,732
Water Bulk Purchases		5,640	4,007	3,398	4,700	6,200	6,200	6,200	5,930	6,215	6,513
<b>Total bulk purchases</b>	1	<b>78,829</b>	<b>77,803</b>	<b>83,689</b>	<b>96,543</b>	<b>98,043</b>	<b>98,043</b>	<b>98,043</b>	<b>102,198</b>	<b>107,104</b>	<b>112,245</b>
<b>Transfers and grants</b>											
Cash transfers and grants		3,551	4,150	5,326	6,028	6,328	6,328	6,328	4,576	4,375	4,586
Non-cash transfers and grants		-	-	-	-	-	-	-	-	-	-
<b>Total transfers and grants</b>	1	<b>3,551</b>	<b>4,150</b>	<b>5,326</b>	<b>6,028</b>	<b>6,328</b>	<b>6,328</b>	<b>6,328</b>	<b>4,576</b>	<b>4,375</b>	<b>4,586</b>
<b>Contracted services</b>											
Accounting and Auditing			1,986	1,489	2,209	2,209	2,209	2,209	1,380	1,237	1,297
Administrative and Support Staff			-	50	1	1	1	1	1	1	1
Architectural			29	244	100	100	100	100	45	47	49
Audio-visual Services			-	20	0	0	0	0	10	10	10
Audit Committee			76	150	350	350	350	194	203	212	
Burial Services			29	55	55	55	55	40	42	44	
Business and Financial Management			84	106	106	106	106	100	105	110	
Catering Services			298	351	274	274	274	193	200	207	
Clearing and Grass Cutting Services			218	292	200	200	200	240	252	264	
Collection			142	200	200	200	200	160	168	176	
Commissions and Committees			24	42	42	42	42	89	93	97	
Communication			1,022	789	832	832	832	841	881	923	
Drivers Licence Cards			311	296	296	296	296	310	325	341	
Ecological			123	170	219	219	219	300	314	329	
Engineering			230	8,270	8,210	8,210	8,210	5,280	20,313	22,017	
Event Promoters			357	482	320	320	320	16	16	16	
Fire Protection			18	22	31	31	31	24	25	26	
Graphic Designers			11	10	5	5	5	6	6	6	
Housing			-	-	-	-	-	-	-	-	
Human Resources			143	140	190	190	190	120	126	132	
Inspection Fees			4	15	15	15	15	16	17	18	
Internal Audit			-	-	200	200	200	-	-	-	
Interior Décor			-	25	-	-	-	10	10	10	
Issue of Summons			0	4	4	4	4	2	2	2	
Laboratory Services			407	684	646	646	646	475	498	522	
Land and Quantity Surveyors			14	21	3	3	3	10	10	10	
Landscaping			24	25	-	-	-	-	-	-	
Legal Advice and Litigation			233	436	416	416	416	299	313	328	
Maintenance of Buildings and Facilities			345	290	318	318	318	90	94	98	
Maintenance of Equipment			3,644	3,858	3,491	3,491	3,491	3,443	3,607	3,776	
Management of Informal Settlements			-	6	6	6	6	7	7	7	
Medical Examinations			6	50	20	20	20	30	32	34	
Occupational Health and Safety			1	20	27	27	27	15	16	17	
Organisational			902	1,145	1,586	1,586	1,586	1,419	1,488	1,560	
Pest Control and Fumigation			43	45	60	60	60	91	95	99	
Plants, Flowers and Other Decorations			10	16	53	53	53	53	55	57	
Prepaid Electricity Vendors			309	294	124	124	124	350	367	385	
Project Management			11	120	120	120	120	100	105	110	
Qualification Verification			-	25	-	-	-	-	-	-	
Refuse Removal			3,911	4,400	4,400	4,400	4,400	5,456	5,718	5,992	
Removal of Hazardous Waste			170	20	5	5	5	-	-	-	
Research and Advisory			7	400	400	400	400	290	304	319	
Safeguard and Security			45	120	101	101	101	116	122	128	
Security Services			490	800	777	777	777	575	602	630	
Sports and Recreation			21	22	27	27	27	24	25	26	
Traffic Fines Management			217	650	1,300	1,300	1,300	200	210	220	
Valuer and Assessors			293	250	200	200	200	262	275	288	
Veterinary Services			71	67	55	55	55	50	52	54	
			-	-	-	-	-	-	-	-	
<b>Total contracted services</b>		<b>-</b>	<b>-</b>	<b>16,281</b>	<b>26,986</b>	<b>27,992</b>	<b>27,992</b>	<b>27,992</b>	<b>22,732</b>	<b>38,388</b>	<b>40,947</b>

<b>Other Expenditure</b>											
Accounting and Auditing	1,013	1,568	-	-	-	-	-	-	-	-	-
Actuarial Losses	-	-	-	-	-	-	-	-	-	-	-
Advertising, Publicity and Marketing	738	884	1,116	1,212	1,061	1,061	1,061	964	1,010	1,058	
Assets less than the Capitalisation Threshold	-	-	545	539	543	543	543	516	537	556	
Bank Charges, Facility and Card Fees	530	617	672	705	705	705	705	700	734	769	
Books	-	-	-	-	-	-	-	-	-	-	
Bursaries (Employees)	-	314	55	99	99	99	99	50	52	54	
Cellular Contract (Subscription and Calls)	-	531	-	-	-	-	-	-	-	-	
Chemicals	808	526	-	-	-	-	-	-	-	-	
Commission - Prepaid Electricity	1,933	1,932	-	-	-	-	-	-	-	-	
Commission	-	-	2,172	2,450	2,450	2,450	2,450	2,350	2,463	2,581	
Communication	2,235	-	2,640	3,008	2,834	2,834	2,834	2,887	3,026	3,169	
Deeds	-	-	15	19	19	19	19	16	17	18	
Drivers Licence Cards	291	338	-	-	-	-	-	-	-	-	
Electricity - Internal usage	1,544	1,147	-	-	-	-	-	-	-	-	
Engineering	-	-	-	-	-	-	-	-	-	-	
Entertainment	139	186	127	162	72	72	72	26	26	26	
External Audit Fees	2,279	2,309	2,859	3,200	3,000	3,000	3,000	3,147	3,298	3,456	
External Computer Service	1,026	2,001	1,190	1,262	1,335	1,335	1,335	1,128	1,181	1,235	
Fertilizer	-	-	-	-	-	-	-	-	-	-	
Full Time Union Representative	-	-	104	139	110	110	110	110	115	121	
Fuel	3,115	3,582	-	-	-	-	-	-	-	-	
Hire Charges	257	282	515	491	320	320	320	457	478	501	
Human Resources	133	147	-	-	-	-	-	-	-	-	
Impact Studies	-	-	-	-	-	-	-	-	-	-	
Insurance Underwriting	699	1,058	1,002	1,595	1,611	1,611	1,611	1,912	1,999	2,088	
Internal Charges	674	-	-	-	-	-	-	-	-	-	
Laboratory Services	-	627	-	-	-	-	-	-	-	-	
Land Alienation Costs	-	-	-	5	-	-	-	5	5	5	
Learnerships and Internships	1,019	730	722	838	838	838	838	100	105	110	
Legal Cost	102	287	-	-	-	-	-	-	-	-	
Leases	-	-	209	260	222	222	222	210	220	230	
Libraries	-	-	-	-	-	-	-	-	-	-	
Licences	-	-	293	326	335	335	335	337	351	366	
Maintenance Materials	5,129	3,770	-	-	-	-	-	-	-	-	
Maintenance Services	3,626	3,732	-	-	-	-	-	-	-	-	
Motor Vehicle Licence and Registrations	231	253	-	-	-	-	-	-	-	-	
Organisational	545	1,064	-	-	-	-	-	-	-	-	
Other Consulting and Professional Fees	1,514	1,367	-	-	-	-	-	-	-	-	
Postage, Stamps and Franking Machines	-	656	-	-	-	-	-	-	-	-	
Printing, Publications and Books	1,151	1,240	601	733	639	639	639	547	572	598	
Professional Bodies, Membership and Subscription	1,120	1,198	1,256	1,300	1,286	1,286	1,286	1,438	1,503	1,572	
Registration Fees	-	-	385	557	304	304	304	125	127	129	
Refuse bags	1,092	1,286	-	-	-	-	-	-	-	-	
Refuse Removal	3,641	3,999	-	-	-	-	-	-	-	-	
Rehabilitation of Landfill Sites	-	-	-	-	-	-	-	300	-	1,700	
Remuneration to Ward Committees	-	-	172	342	322	322	322	342	359	376	
Resettlement Cost	-	-	35	70	121	121	121	55	58	61	
Municipal Services	-	-	1,275	10,660	10,660	10,660	10,660	8,104	8,491	8,899	
Security Services	690	570	-	-	-	-	-	-	-	-	
Servitudes and Land Surveys	-	-	23	37	37	37	37	39	41	43	
Signage	-	-	134	190	275	275	275	209	217	225	
Skills Development Fund Levy	851	928	962	1,069	1,086	1,086	1,086	1,124	1,175	1,231	
Small Tools and Equipment	256	292	-	-	-	-	-	-	-	-	
Sundries and Other Consumables	1,797	2,160	-	-	-	-	-	-	-	-	
Telephone, Fax, Telegraph and Telex	-	1,532	-	-	-	-	-	-	-	-	
Traffic Fines Management	130	199	-	-	-	-	-	-	-	-	
Travel Agency and Visa's	-	-	39	66	58	58	58	29	30	31	
Travel and Subsistence	1,152	1,357	2,219	2,306	1,723	1,723	1,723	753	773	795	
Uniform and Protective Clothing	528	592	558	724	670	670	670	608	635	663	
Valuer and Assessors	12	1,035	-	-	-	-	-	-	-	-	
Vehicle Tracking	-	-	178	213	237	237	237	221	230	239	
Workmen's Compensation Fund	-	-	616	833	833	833	833	878	920	964	
<b>Total 'Other' Expenditure</b>	<b>1</b>	<b>41,999</b>	<b>46,295</b>	<b>22,686</b>	<b>35,409</b>	<b>33,806</b>	<b>33,806</b>	<b>33,806</b>	<b>29,686</b>	<b>30,748</b>	<b>33,869</b>
<b>Repairs and Maintenance</b>	<b>8</b>										
Employee related costs	-	10,962	13,499	13,933	14,295	14,295	14,295	11,664	12,225	12,808	
Other materials	5,124	3,411	4,312	4,015	4,023	4,023	4,023	3,289	3,439	3,597	
Contracted Services	3,438	3,813	4,306	4,614	4,173	4,173	3,939	4,127	4,320	4,320	
Other Expenditure	-	887	1,416	2,160	2,202	2,202	2,202	1,669	1,741	1,815	
<b>Total Repairs and Maintenance Expenditure</b>	<b>9</b>	<b>8,562</b>	<b>19,073</b>	<b>23,533</b>	<b>24,722</b>	<b>24,693</b>	<b>24,693</b>	<b>24,693</b>	<b>20,561</b>	<b>21,532</b>	<b>22,540</b>

**Table 58 MBRR SA2 – Matrix financial performance budget (revenue source/expenditure type and department)**

Description	Ref	Vote 1 - Municipal Manager	Vote 2 - Finance	Vote 3 - Corporate Services	Vote 4 - Technical Services	Vote 5 - Community Services	Total
R thousand	1	R'000	R'000	R'000	R'000	R'000	
<b>Revenue By Source</b>							
Property rates		–	77,766	–	–	–	77,766
Service charges - electricity revenue		–	–	–	128,741	–	128,741
Service charges - water revenue		–	–	–	28,135	–	28,135
Service charges - sanitation revenue		–	–	–	13,708	–	13,708
Service charges - refuse revenue		–	–	–	22,415	–	22,415
Rental of facilities and equipment		–	–	–	1,166	219	1,385
Interest earned - external investments		–	5,145	–	–	–	5,145
Interest earned - outstanding debtors		–	7,460	–	–	–	7,460
Dividends received		–	–	–	–	–	–
Fines, penalties and forfeits		–	–	–	85	1,959	2,044
Licences and permits		–	–	46	–	3	49
Agency services		–	–	–	–	4,732	4,732
Other revenue	1	251	445	740	2,636	–	4,073
Transfers and subsidies		35,575	1,951	–	19,114	12,274	68,914
Gains		–	–	–	–	–	–
<b>Total Revenue (excluding capital transfers and contributions)</b>		<b>35,576</b>	<b>92,573</b>	<b>491</b>	<b>214,104</b>	<b>21,823</b>	<b>364,567</b>
<b>Expenditure By Type</b>							
Employee related costs		7,526	19,905	17,261	55,038	34,266	133,996
Remuneration of councillors		7,011	–	–	–	–	7,011
Debt impairment		–	11,261	–	13,810	1,781	26,852
Depreciation & asset impairment		119	240	1,353	18,355	3,561	23,628
Finance charges		–	–	3,965	12,653	58	16,676
Bulk purchases		–	–	–	102,198	–	102,198
Other materials		1,634	178	616	6,816	1,995	11,239
Contracted services		1,301	3,135	1,514	9,778	7,004	22,732
Transfers and grants		4,175	401	–	–	–	4,576
Other expenditure		4,529	5,794	4,046	12,105	3,213	29,686
Losses		–	–	–	–	–	–
<b>Total Expenditure</b>		<b>26,295</b>	<b>40,914</b>	<b>28,755</b>	<b>230,752</b>	<b>51,878</b>	<b>378,594</b>
<b>Surplus/(Deficit)</b>		<b>9,281</b>	<b>51,659</b>	<b>(28,264)</b>	<b>(16,648)</b>	<b>(30,055)</b>	<b>(14,027)</b>
Transfers and subsidies - capital (monetary allocations) (National / Provincial and District)		–	–	1,000	14,570	200	15,770
Transfers and subsidies - capital (monetary allocations) (National / Provincial Departmental Agencies, Households, Non-profit Institutions, Private Enterprises, Public Corporations, Higher Educational Institutions)		–	–	–	–	–	–
Transfers and subsidies - capital (in-kind - all)		–	–	–	–	–	–
<b>Surplus/(Deficit) after capital transfers &amp; contributions</b>		<b>9,281</b>	<b>51,659</b>	<b>(27,264)</b>	<b>(2,078)</b>	<b>(29,855)</b>	<b>1,743</b>

**Table 59 MBRR SA3 – Supporting detail to Statement of Financial Position**

Description	Ref	2016/17	2017/18	2018/19	Current Year 2019/20				2020/21 Medium Term Revenue & Expenditure Framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Pre-audit outcome	Budget Year 2020/21	Budget Year +1 2021/22	Budget Year +2 2022/23
<b>R thousand</b>											
<b>ASSETS</b>											
Consumer debtors		53,362	101,725	121,568	121,948	143,120	143,120	143,120	170,980	194,331	212,676
Less: Provision for debt impairment		(7,032)	(19,986)	(46,038)	(39,861)	(64,883)	(64,883)	(64,883)	(89,954)	(111,844)	(128,504)
<b>Total Consumer debtors</b>	2	<b>46,330</b>	<b>81,739</b>	<b>75,529</b>	<b>82,087</b>	<b>78,236</b>	<b>78,236</b>	<b>78,236</b>	<b>81,026</b>	<b>82,487</b>	<b>84,172</b>
<b>Debt impairment provision</b>											
Balance at the beginning of the year		5,363	13,536	40,952	29,587	46,038	46,038	46,038	64,883	89,954	111,844
Contributions to the provision		2,973	7,603	10,133	10,274	18,845	18,845	18,845	25,071	21,890	16,660
Bad debts written off		(1,304)	(1,153)	(5,047)	-	-	-	-	-	-	-
<b>Balance at end of year</b>		<b>7,032</b>	<b>19,986</b>	<b>46,038</b>	<b>39,861</b>	<b>64,883</b>	<b>64,883</b>	<b>64,883</b>	<b>89,954</b>	<b>111,844</b>	<b>128,504</b>
<b>Property, plant and equipment (PPE)</b>											
PPE at cost/v valuation (excl. finance leases)		496,557	526,070	550,735	621,216	599,154	599,154	599,154	642,390	682,621	727,661
Leases recognised as PPE	3	-	-	-	-	-	-	-	-	-	-
Less: Accumulated depreciation		155,505	172,201	181,264	216,817	203,372	203,372	203,372	226,409	250,545	275,834
<b>Total Property, plant and equipment (PPE)</b>	2	<b>341,052</b>	<b>353,869</b>	<b>369,472</b>	<b>404,399</b>	<b>395,782</b>	<b>395,782</b>	<b>395,782</b>	<b>415,981</b>	<b>432,076</b>	<b>451,827</b>
<b>LIABILITIES</b>											
<b>Current liabilities - Borrowing</b>											
Short term loans (other than bank overdraft)		-	-	-	-	-	-	-	-	-	-
Current portion of long-term liabilities		4,536	5,120	5,145	5,702	5,145	5,145	5,145	7,206	8,429	9,785
<b>Total Current liabilities - Borrowing</b>		<b>4,536</b>	<b>5,120</b>	<b>5,145</b>	<b>5,702</b>	<b>5,145</b>	<b>5,145</b>	<b>5,145</b>	<b>7,206</b>	<b>8,429</b>	<b>9,785</b>
<b>Trade and other payables</b>											
Trade Payables	5	32,674	21,998	16,041	25,249	16,051	16,051	16,051	16,051	16,051	16,051
Other creditors		-	-	11	-	-	-	-	-	-	-
Unspent conditional transfers		445	199	654	-	-	-	-	-	-	-
VAT		-	3,051	-	-	-	-	-	-	-	-
<b>Total Trade and other payables</b>	2	<b>33,120</b>	<b>25,249</b>	<b>16,705</b>	<b>25,249</b>	<b>16,051</b>	<b>16,051</b>	<b>16,051</b>	<b>16,051</b>	<b>16,051</b>	<b>16,051</b>
<b>Non current liabilities - Borrowing</b>											
Borrowing	4	50,268	51,243	53,048	53,765	54,923	54,923	54,923	62,042	68,713	74,049
Finance leases (including PPP asset element)		-	-	-	-	-	-	-	-	-	-
<b>Total Non current liabilities - Borrowing</b>		<b>50,268</b>	<b>51,243</b>	<b>53,048</b>	<b>53,765</b>	<b>54,923</b>	<b>54,923</b>	<b>54,923</b>	<b>62,042</b>	<b>68,713</b>	<b>74,049</b>
<b>Provisions - non-current</b>											
Retirement benefits		35,816	34,752	37,973	42,591	36,101	36,101	36,101	39,780	43,707	47,895
Refuse landfill site rehabilitation		60,730	66,402	59,642	71,785	65,278	65,278	65,278	71,147	77,899	83,589
Long-Service Awards		4,831	5,026	-	5,413	5,262	5,262	5,262	5,762	6,314	6,922
<b>Total Provisions - non-current</b>		<b>101,377</b>	<b>106,180</b>	<b>97,615</b>	<b>119,789</b>	<b>106,642</b>	<b>106,642</b>	<b>106,642</b>	<b>116,689</b>	<b>127,920</b>	<b>138,406</b>
<b>CHANGES IN NET ASSETS</b>											
<b>Accumulated Surplus/(Deficit)</b>											
Accumulated Surplus/(Deficit) - opening balance		281,943	301,734	313,920	319,701	327,407	327,407	327,407	326,064	323,435	326,035
GRAP adjustments		-	-	-	-	-	-	-	-	-	-
Restated balance		281,943	301,734	313,920	319,701	327,407	327,407	327,407	326,064	323,435	326,035
Surplus/(Deficit)		22,011	19,426	26,841	15,963	7,854	7,854	7,854	1,743	11,264	22,569
Transfers to/from Reserves		(2,331)	(7,330)	(13,354)	(9,198)	(9,198)	(9,198)	(9,198)	(4,371)	(8,665)	(6,351)
Depreciation offsets		-	-	-	-	-	-	-	-	-	-
Other adjustments		111	90	-	-	-	-	-	-	-	-
<b>Accumulated Surplus/(Deficit)</b>	1	<b>301,734</b>	<b>313,920</b>	<b>327,407</b>	<b>326,466</b>	<b>326,064</b>	<b>326,064</b>	<b>326,064</b>	<b>323,435</b>	<b>326,035</b>	<b>342,253</b>
<b>Reserves</b>											
Housing Development Fund		394	304	261	304	261	261	261	261	261	261
Capital replacement		17,562	24,892	30,849	41,498	40,046	40,046	40,046	44,417	53,082	59,432
Self-insurance		-	-	-	-	-	-	-	-	-	-
Other reserves		-	-	-	-	-	-	-	-	-	-
Revaluation		-	-	-	-	-	-	-	-	-	-
<b>Total Reserves</b>	2	<b>17,955</b>	<b>25,195</b>	<b>31,109</b>	<b>41,801</b>	<b>40,307</b>	<b>40,307</b>	<b>40,307</b>	<b>44,678</b>	<b>53,342</b>	<b>59,693</b>
<b>TOTAL COMMUNITY WEALTH/EQUITY</b>	2	<b>319,689</b>	<b>339,115</b>	<b>358,516</b>	<b>368,267</b>	<b>366,370</b>	<b>366,370</b>	<b>366,370</b>	<b>368,113</b>	<b>379,377</b>	<b>401,946</b>

**Table 60 MBRR SA9 – Social, economic and demographic statistics and assumptions**

Description of economic indicator	Ref.	Basis of calculation	2001 Census	2007 Survey	2011 Census	2016/17	2017/18	2018/19	Current Year 2019/20	2020/21 Medium Term Revenue & Expenditure Framework		
						Outcome	Outcome	Outcome	Original Budget	Outcome	Outcome	Outcome
<b>Demographics</b>												
Population							46	67	67	67	67	67
Females aged 5 - 14							4	5	5	5	5	5
Males aged 5 - 14							4	5	5	5	5	5
Females aged 15 - 34							8	11	11	11	11	11
Males aged 15 - 34							9	11	11	11	11	11
Unemployment							2	2	2	2	2	2
<b>Monthly household income (no. of households)</b>												
No income	1, 12						239	1,793	1,793	1,793	1,793	1,793
R1 - R1 600							15,083	286	286	286	286	286
R1 601 - R3 200							1,891					
R3 201 - R6 400							1,641					
R6 401 - R12 800							690	362	362	362	362	362
R12 801 - R25 600							171	2,613	2,613	2,613	2,613	2,613
R25 601 - R51 200							57	4,272	4,272	4,272	4,272	4,272
R52 201 - R102 400							31	4,158	4,158	4,158	4,158	4,158
R102 401 - R204 800							14	2,670	2,670	2,670	2,670	2,670
R204 801 - R409 600							9	1,736	1,736	1,736	1,736	1,736
R409 601 - R819 200							-	858	858	858	858	858
> R819 200							-	305	305	305	305	305
<b>Poverty profiles (no. of households)</b>												
< R2 060 per household per month	13						1170.00	1716.48	1716.48	1716.48	1716.48	1716.48
Insert description	2											
<b>Household/demographics (000)</b>												
Number of people in municipal area							46	67	67	67	67	67
Number of poor people in municipal area							11	6	6	6	6	6
Number of households in municipal area							12	19	19	19	19	19
Number of poor households in municipal area							1	2	2	2	2	2
Definition of poor household (R per month)							0-R800					
<b>Housing statistics</b>												
Formal	3						10,737	10,737	10,737	10,737	10,737	10,737
Informal							29	29	29	29	29	29
<b>Total number of households</b>							10,766	10,766	10,766	10,766	10,766	10,766
Dwellings provided by municipality	4											
Dwellings provided by provincials												
Dwellings provided by private sector	5											
<b>Total new housing dwellings</b>												
<b>Economic</b>												
Inflation/inflation outlook (CPIX)	6							5.3%				
Interest rate - borrowing								10.3%				
Interest rate - investment								7.5%				
Remuneration increases								7.4%				
Consumption growth (electricity)								0.0%				
Consumption growth (water)								0.0%				
<b>Collection rates</b>												
Property tax/service charges	7							96.5%		96.0%	96.0%	96.0%
Rental of facilities & equipment								100.0%		100.0%	100.0%	100.0%
Interest - external investments								100.0%		100.0%	100.0%	100.0%
Interest - debtors										96.0%	96.0%	96.0%
Revenue from agency services										100.0%	100.0%	100.0%

**Table 61 MBRR SA11 Property rates summary**

Description	Ref	2016/17	2017/18	2018/19	Current Year 2019/20			2020/21 Medium Term Revenue & Expenditure Framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2020/21	Budget Year +1 2021/22	Budget Year +2 2022/23
<b>Valuation:</b>										
Date of valuation:	1		01-07-12	01-07-17	01-07-17	01-07-17	01-07-17	01-07-17	01-07-17	01-07-17
Financial year valuation used			01-07-13	43282	43282	43	43	01-07-18	01-07-18	01-07-18
Municipal by-laws s6 in place? (Y/N)	2		Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Municipal/assistant valuer appointed? (Y/N)			Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Municipal partnership s38 used? (Y/N)			No	No	No	No	No	No	No	No
No. of assistant valuers (FTE)	3									
No. of data collectors (FTE)	3									
No. of internal valuers (FTE)	3									
No. of external valuers (FTE)	3									
No. of additional valuers (FTE)	4									
Valuation appeal board established? (Y/N)			Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Implementation time of new valuation roll (mths)										
No. of properties	5		12,950	13,365	13,365	13,365	13,365	13,365	13,380	13,400
No. of sectional title values	5		270	267	267	267	267	267	267	267
No. of unreasonably difficult properties s7(2)			20	20	20	20	20	20	20	20
No. of supplementary valuations			2	2	2	2	2	2	2	2
No. of valuation roll amendments										
No. of objections by rate payers			5	6	6	6	6	6	6	6
No. of appeals by rate payers										
No. of successful objections	8			5	5	5	5	5	5	5
No. of successful objections > 10%	8			2	2	2	2	2	2	2
Supplementary valuation			60	60 000 000 +/-	60 000 000 +/-	60 000 000 +/-	60 000 000 +/-	65 000 000 +/-	70 000 000 +/-	75 000 000 +/-
Public service infrastructure value (Rm)	5									
Municipality owned property value (Rm)			109	106	106	106	106	106	106	106
<b>Valuation reductions:</b>										
Valuation reductions-public infrastructure (Rm)										
Valuation reductions-nature reserves/park (Rm)										
Valuation reductions-mineral rights (Rm)										
Valuation reductions-R15,000 threshold (Rm)										
Valuation reductions-public worship (Rm)										
Valuation reductions-other (Rm)										
<b>Total valuation reductions:</b>			-	-	-	-	-	-	-	-
Total value used for rating (Rm)	5									
Total land value (Rm)	5									
Total value of improvements (Rm)	5									
Total market value (Rm)	5									
<b>Rating:</b>										
Residential rate used to determine rate for other categories? (Y/N)			Yes	Yes	Yes			Yes	Yes	Yes
Differential rates used? (Y/N)	5		No	No	No			No	No	No
Limit on annual rate increase (s20)? (Y/N)										
Special rating area used? (Y/N)			No	No	No			No	No	No
Phasing-in properties s21 (number)										
Rates policy accompanying budget? (Y/N)			Yes	Yes	Yes			Yes	Yes	Yes
Fixed amount minimum value (R'000)										
Non-residential prescribed ratio s19? (%)										
<b>Rate revenue:</b>										
Rate revenue budget (R'000)	6									
Rate revenue expected to collect (R'000)	6									
Expected cash collection rate (%)										
Special rating areas (R'000)	7									
Rebates, exemptions - indigent (R'000)										
Rebates, exemptions - pensioners (R'000)										
Rebates, exemptions - bona fide farm. (R'000)										
Rebates, exemptions - other (R'000)										
Phase-in reductions/discounts (R'000)										
<b>Total rebates,exemptns,eductns,discs (R'000)</b>			-	-	-	-	-	-	-	-



**Table 62 MBRR SA12a Property rates by category (current year)**

Description	Ref	Resi.	Indust.	Bus. & Comm.	Farm props.	State-owned	Muni props.	Public service infra.	Private owned towns	Formal & Informal Settle.	Comm. Land	State trust land	Section 8(2)(n) (note 1)	Protect. Areas	National Monum/ts	Public benefit organs.	Mining Props.
<b>Current Year 2019/20</b>																	
<b>Valuation:</b>																	
No. of properties		10,792	120	380	1,267	184	555	67									
No. of sectional title property values		264		1	2												
No. of unreasonably difficult properties s7(2)																	
No. of supplementary valuations		2															
Supplementary valuation (Rm)		60 000 000 +/-															
No. of valuation roll amendments		6															
No. of objections by rate-payers																	
No. of appeals by rate-payers																	
No. of appeals by rate-payers finalised																	
No. of successful objections	5	5															
No. of successful objections > 10%	5	2															
Estimated no. of properties not valued																	
Years since last valuation (select)		1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Frequency of valuation (select)		5	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Method of valuation used (select)		Market	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Base of valuation (select)		Land & impr.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Phasing-in properties s21 (number)		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Combination of rating types used? (Y/N)		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Flat rate used? (Y/N)		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Is balance rated by uniform rate/variable rate?		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Valuation reductions:</b>																	
Valuation reductions-public infrastructure (Rm)																	
Valuation reductions-nature reserves/park (Rm)																	
Valuation reductions-mineral rights (Rm)																	
Valuation reductions-R15,000 threshold (Rm)		149															
Valuation reductions-public worship (Rm)																	
Valuation reductions-other (Rm)	2																
<b>Total valuation reductions:</b>																	
Total value used for rating (Rm)	6																
Total land value (Rm)	6																
Total value of improvements (Rm)	6																
Total market value (Rm)	6																
<b>Rating:</b>																	
Average rate	3	0.009450	0.010390	0.010390	0.001890		0.009450	0.009450									
Rate revenue budget (R'000)																	
Rate revenue expected to collect (R'000)																	
Expected cash collection rate (%)	4																
Special rating areas (R'000)																	
Rebates, exemptions - indigent (R'000)																	
Rebates, exemptions - pensioners (R'000)																	
Rebates, exemptions - bona fide farm. (R'000)																	
Rebates, exemptions - other (R'000)																	
Phase-in reductions/discounts (R'000)																	
<b>Total rebates, exemptns, reductns, discs (R'000)</b>																	

**Table 63 MBRR SA12b Property rates by category (budget year)**

Description	Ref	Resi.	Indust.	Bus. & Comm.	Farm props.	State-owned	Muni props.	Public service infra.	Private owned towns	Formal & Informal Settle.	Comm. Land	State trust land	Section 8(2)(n) (note 1)	Protect. Areas	National Monum/ts	Public benefit organs.	Mining Props.
<b>Budget Year 2020/21</b>																	
<b>Valuation:</b>																	
No. of properties		10,792	120	380	1,267	184	555	67									
No. of sectional title property values		264		1	2												
No. of unreasonably difficult properties s7(2)																	
No. of supplementary valuations		2															
Supplementary valuation (Rm)		60 000 000 +/-															
No. of valuation roll amendments																	
No. of objections by rate-payers																	
No. of appeals by rate-payers																	
No. of appeals by rate-payers finalised																	
No. of successful objections	5																
No. of successful objections > 10%	5																
Estimated no. of properties not valued																	
Years since last valuation (select)		1															
Frequency of valuation (select)		5															
Method of valuation used (select)		Market															
Base of valuation (select)		Land & Impr.															
Phasing-in properties s21 (number)		0															
Combination of rating types used? (Y/N)		0															
Flat rate used? (Y/N)		0															
Is balance rated by uniform rate/variable rate?		0															
<b>Valuation reductions:</b>																	
Valuation reductions-public infrastructure (Rm)																	
Valuation reductions-nature reserves/park (Rm)																	
Valuation reductions-mineral rights (Rm)																	
Valuation reductions-R15,000 threshold (Rm)																	
Valuation reductions-public worship (Rm)																	
Valuation reductions-other (Rm)	2																
<b>Total valuation reductions:</b>																	
Total value used for rating (Rm)	6																
Total land value (Rm)	6																
Total value of improvements (Rm)	6																
Total market value (Rm)	6																
<b>Rating:</b>																	
Average rate	3																
Rate revenue budget (R '000)																	
Rate revenue expected to collect (R'000)																	
Expected cash collection rate (%)	4																
Special rating areas (R'000)																	
Rebates, exemptions - indigent (R'000)																	
Rebates, exemptions - pensioners (R'000)																	
Rebates, exemptions - bona fide farm. (R'000)																	
Rebates, exemptions - other (R'000)																	
Phase-in reductions/discounts (R'000)																	
<b>Total rebates, exemptns, reductns, discs (R'000)</b>																	

**Table 64 MBRR SA13a Service Tariffs by category**

Description	Ref	Provide description of tariff structure where appropriate	2016/17	2017/18	2018/19	Current Year 2019/20	2020/21 Medium Term Revenue & Expenditure Framework		
							Budget Year 2020/21	Budget Year +1 2021/22	Budget Year +2 2022/23
<b>Property rates (rate in the Rand)</b>	1								
Residential properties			0.0103	0.0111	0.0089	0.00945	0.0100	0.0106	0.0112
Residential properties - vacant land									-
Formal/informal settlements									-
Small holdings									-
Farm properties - used			0.0026	0.0028	0.0018	0.00189	0.0020	0.0021	0.0022
Farm properties - not used									-
Industrial properties			0.0114	0.0123	0.0098	0.01039	0.0110	0.0117	0.0124
Business and commercial properties			0.0114	0.0123	0.0098	0.01039	0.0110	0.0117	0.0124
<b>Exemptions, reductions and rebates (Rands)</b>									
<b>Residential properties</b>									
R15 000 threshold rebate			15,000	15,000	15,000	15,000	15,000	15,000	15,000
General residential rebate			5,000	5,000	-	-	-	-	-
Indigent rebate or exemption			5,000	5,000	-	-	-	-	-
Pensioners/social grants rebate or exemption			50%	50%	60%	60%	60%	60%	60%
Temporary relief rebate or exemption			0%	0%	0%	0%	0%	0%	0%
Bona fide farmers rebate or exemption			85%	85%	85%	85%	85%	85%	85%
<b>Other rebates or exemptions</b>	2								
<b>Water tariffs</b>									
<b>Domestic</b>									
Basic charge/fix ed fee (Rands/month)			41.00	43.86	46.64	49.44	51.71	54.82	58.10
Service point - vacant land (Rands/month)			53.08	57.24	60.67	64.28	68.17	72.26	76.59
Water usage - flat rate tariff (c/kl)								-	-
<b>Waste water tariffs</b>									
<b>Domestic</b>									
Basic charge/fix ed fee (Rands/month)			124.60	134.21	142.00	150.43	157.35	166.80	176.80
Service point - vacant land (Rands/month)			98.56	106.36	112.75	119.49	126.67	134.27	142.32
Waste water - flat rate tariff (c/kl)								-	-
<b>Electricity tariffs</b>									
<b>Domestic</b>									
Basic charge/fix ed fee (Rands/month)			177.24	181.00	193.38	218.66	232.26	246.19	260.96
Service point - vacant land (Rands/month)			128.80	139.00	147.33	156.17	165.50	175.43	185.96
FBE		(how is this targeted?)							-
Life-line tariff - meter		(describe structure)							-
Life-line tariff - prepaid		(describe structure)							-
Flat rate tariff - meter (c/kwh)									-
Flat rate tariff - prepaid(c/kwh)									-
Meter - IBT Block 1 (c/kwh)		(fill in thresholds)	0.84	0.86	0.92	1.04	1.10	1.16	1.23
Meter - IBT Block 2 (c/kwh)		(fill in thresholds)	1.07	1.09	1.16	1.32	1.40	1.48	1.57
Meter - IBT Block 3 (c/kwh)		(fill in thresholds)	1.24	1.26	1.35	1.52	1.62	1.71	1.82
Meter - IBT Block 4 (c/kwh)		(fill in thresholds)	1.37	1.39	1.49	1.68	1.79	1.90	2.01
Meter - IBT Block 5 (c/kwh)		(fill in thresholds)							-
Prepaid - IBT Block 1 (c/kwh)		(fill in thresholds)	0.84	0.86	0.91	1.03	1.10	1.16	1.23
Prepaid - IBT Block 2 (c/kwh)		(fill in thresholds)	1.08	1.10	1.18	1.33	1.41	1.50	1.59
Prepaid - IBT Block 3 (c/kwh)		(fill in thresholds)	1.49	1.52	1.62	1.83	1.95	2.06	2.19
Prepaid - IBT Block 4 (c/kwh)		(fill in thresholds)	1.75	1.78	1.90	2.15	2.29	2.43	2.57
<b>Waste management tariffs</b>									
<b>Domestic</b>									
Street cleaning charge									-
Basic charge/fix ed fee			167.37	180.70	192.00	203.48	213	226	239
80l bin - once a week									-
250l bin - once a week									-

**Table 65 MBRR SA21 Transfers and grants made by the municipality**

<b>Cash Transfers to Organisations</b>										
POMA	843	902	1,360	1,442	1,442	1,442	1,442	700	734	769
Toerismebero's: PB; PV; VD	-	-	-	-	-	-	-	-	-	-
Toerisme: Organisasie BR	1,640	1,892	2,035	2,157	2,457	2,457	2,457	1,800	1,886	1,977
Museums: PB & PV	214	481	485	513	513	513	513	500	524	549
Museums: PV	214	-	-	-	-	-	-	-	-	-
Museums: GV	-	-	-	-	-	-	-	-	-	-
Museums: VD	22	-	25	27	27	27	27	20	21	22
Museums: BR	-	-	-	-	-	-	-	-	-	-
Sportrade: PB	59	-	-	-	-	-	-	-	-	-
Sportrade: PV	55	-	-	-	-	-	-	-	-	-
Sportrade: VD	-	-	-	-	-	-	-	-	-	-
Sportrade: RH; AR; EK; GV; WW	-	-	-	-	-	-	-	-	-	-
Sportforum	66	260	277	333	333	333	333	200	210	220
Boland Rugby	106	-	-	-	-	-	-	-	-	-
SPCA	112	120	78	82	82	82	82	235	246	258
PB Gholf	-	-	-	-	-	-	-	-	-	-
Velldrif Rolbalklub	-	-	-	-	-	-	-	-	-	-
Bergrivier Golf	-	-	-	-	-	-	-	-	-	-
Bergrivier Bewaring	-	-	-	-	-	-	-	-	-	-
BEMF	126	135	143	542	542	542	542	450	472	495
Bergrivier Canoe Marathon	50	54	57	60	60	60	60	60	63	66
Velldrif Animal Welfare	12	50	103	109	109	109	109	31	32	34
Piketberg Animal Welfare	-	-	-	30	30	30	30	31	32	34
St Helena Bay Water Quality Trust	32	34	41	48	48	48	48	48	50	52
FLOW	-	-	-	-	-	-	-	-	-	-
External Bursaries	-	220	360	380	380	380	380	401	-	-
Other	-	3	-	-	-	-	-	-	-	-
Vertorenvlei Art Festival	-	-	3	5	5	5	5	-	-	-
Bursaries (non-employees)	-	-	299	300	300	300	300	100	105	110
Boland Cricket	-	-	60	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-	-
<b>Total Cash Transfers To Organisations</b>	<b>3,551</b>	<b>4,150</b>	<b>5,326</b>	<b>6,028</b>	<b>6,328</b>	<b>6,328</b>	<b>6,328</b>	<b>4,576</b>	<b>4,375</b>	<b>4,586</b>
<b>Cash Transfers to Groups of Individuals</b>										
0										
<b>Total Cash Transfers To Groups Of Individuals:</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL CASH TRANSFERS AND GRANTS</b>	<b>6</b>	<b>3,551</b>	<b>4,150</b>	<b>5,326</b>	<b>6,028</b>	<b>6,328</b>	<b>6,328</b>	<b>4,576</b>	<b>4,375</b>	<b>4,586</b>

**Table 66 MBRR SA32 – List of external mechanisms**


External mechanism Name of organisation	Yrs/ Mths	Period of agreement 1.	Service provided	Expiry date of service delivery agreement or contract	Monetary value of agreement 2.
		Number			R thousand
TRUSC	Yrs	3	IT		
Vodacom	Yrs	2	Cellphones		
Conlog	Yrs		Prepaid Electricity System		
G4S	Yrs		Transfer of Money		
Nedbank	Yrs	5	Bank Services		
HCB	Yrs		Municipal Valuator		
Phoenix (VESTA)	Yrs		Financial system		
Wasteman	Yrs	43281	Refuse Removal		
Imis					

**2.15 Municipal manager’s quality certificate**

I, H Linde, Municipal Manager of Bergrivier Municipality, hereby certify that the annual budget and supporting documentation have been prepared in accordance with the Municipal Finance Management Act and the regulations made under the Act, and that the annual budget and supporting documents are consistent with the Integrated Development Plan of the municipality.

Print Name Advocate H. Linde

Municipal Manager of Bergrivier Municipality (WC013)

Signature  \_\_\_\_\_

Date 21 May 2020

# **Annexure A**

## **Budget Main and Supplementary Schedules**



WC013 Bergrivier - Table A2 Budgeted Financial Performance (revenue and expenditure by functional classification)

Functional Classification Description	Ref	2016/17	2017/18	2018/19	Current Year 2019/20			2020/21 Medium Term Revenue & Expenditure Framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2020/21	Budget Year +1 2021/22	Budget Year +2 2022/23
<b>Revenue - Functional</b>	1									
<b>Governance and administration</b>		99,146	110,498	124,849	124,870	131,430	131,430	129,130	136,963	145,430
Executive and council		22,927	26,361	31,020	34,055	33,891	33,891	35,131	38,947	42,784
Finance and administration		76,219	84,137	93,829	90,815	97,539	97,539	93,999	98,016	102,646
Internal audit		-	-	-	-	-	-	-	-	-
<b>Community and public safety</b>		24,251	19,622	19,682	34,961	38,046	38,046	17,291	55,859	58,259
Community and social services		7,138	7,138	7,359	8,141	9,093	9,093	8,063	8,502	8,966
Sport and recreation		7,500	4,254	4,703	5,412	3,706	3,706	2,224	5,103	5,347
Public safety		9,573	8,230	7,621	13,293	17,132	17,132	1,956	22,184	22,184
Housing		40	-	-	8,115	8,115	8,115	5,048	20,070	21,762
Health		-	-	-	-	-	-	-	-	-
<b>Economic and environmental services</b>		7,042	9,400	29,095	26,964	26,836	26,836	23,753	21,793	22,744
Planning and development		1,605	3,598	23,189	20,867	20,816	20,816	16,716	16,662	17,373
Road transport		5,437	5,803	5,905	6,097	6,020	6,020	7,037	5,131	5,371
Environmental protection		-	-	-	-	-	-	-	-	-
<b>Trading services</b>		168,192	171,209	174,575	205,666	205,821	205,821	210,162	219,076	232,465
Energy sources		98,176	96,476	106,483	130,665	130,823	130,823	132,499	137,714	147,227
Water management		32,491	21,256	26,210	29,436	30,352	30,352	30,854	32,334	33,885
Waste water management		14,073	28,959	15,625	17,103	16,818	16,818	17,688	18,537	19,428
Waste management		23,452	24,518	26,257	28,461	27,828	27,828	29,122	30,491	31,925
<b>Other</b>	4	-	-	-	-	-	-	-	-	-
<b>Total Revenue - Functional</b>	2	298,631	310,729	348,200	392,461	402,133	402,133	380,337	433,691	458,898
<b>Expenditure - Functional</b>										
<b>Governance and administration</b>		33,586	76,374	82,642	96,913	102,382	102,382	98,859	101,481	104,254
Executive and council		12,899	15,995	18,295	22,390	23,926	23,926	20,876	21,868	22,906
Finance and administration		20,686	58,952	63,161	72,955	76,699	76,699	76,413	78,180	79,849
Internal audit		-	1,428	1,187	1,568	1,757	1,757	1,569	1,433	1,499
<b>Community and public safety</b>		42,953	37,759	45,511	62,891	68,660	68,660	48,524	83,601	87,360
Community and social services		6,894	7,540	8,306	10,300	9,972	9,972	11,592	12,143	12,717
Sport and recreation		15,085	13,760	17,543	19,134	19,504	19,504	15,909	16,661	17,447
Public safety		19,856	15,425	18,243	23,844	29,436	29,436	14,374	33,050	33,678
Housing		1,117	1,034	1,418	9,614	9,748	9,748	6,650	21,747	23,518
Health		-	-	-	-	-	-	-	-	-
<b>Economic and environmental services</b>		38,496	35,552	38,968	43,159	43,655	43,655	41,782	41,541	43,506
Planning and development		9,705	10,518	11,565	12,688	12,390	12,390	12,606	13,211	13,829
Road transport		28,791	25,035	27,403	30,471	31,265	31,265	29,177	28,330	29,677
Environmental protection		-	-	-	-	-	-	-	-	-
<b>Trading services</b>		161,586	141,618	154,238	173,534	179,582	179,582	189,429	195,804	201,209
Energy sources		105,238	91,496	96,985	112,439	111,759	111,759	119,502	124,265	128,830
Water management		22,672	18,243	18,866	20,497	24,601	24,601	23,100	23,623	23,920
Waste water management		10,072	8,716	9,512	14,031	13,691	13,691	17,457	17,073	16,141
Waste management		23,604	23,164	28,874	26,567	29,530	29,530	29,370	30,843	32,318
<b>Other</b>	4	-	-	-	-	-	-	-	-	-
<b>Total Expenditure - Functional</b>	3	276,620	291,303	321,359	376,498	394,279	394,279	378,594	422,427	436,329
<b>Surplus/(Deficit) for the year</b>		22,011	19,426	26,841	15,963	7,854	7,854	1,743	11,264	22,569



WC013 Bergrivier - Table A2 Budgeted Financial Performance (revenue and expenditure by functional classification)

Functional Classification Description	Ref	2016/17			2017/18			2018/19			Current Year 2019/20			2020/21 medium term revenue & expenditure framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2020/21	Budget Year +1 2021/22	Budget Year +2 2022/23						
<b>Revenue - Functional</b>	<b>1</b>															
<b>Municipal governance and administration</b>		<b>99,146</b>	<b>110,498</b>	<b>124,849</b>	<b>124,870</b>	<b>131,430</b>	<b>131,430</b>	<b>129,130</b>	<b>136,963</b>	<b>145,430</b>						
Executive and council		22,927	26,361	31,020	34,055	33,891	33,891	35,131	38,947	42,784						
Mayor and Council		22,927	-	2,712	2,804	2,804	-	-	-	-						
Municipal Manager, Town Secretary and Chief Executive		-	26,361	28,308	31,251	31,087	31,087	35,131	38,947	42,784						
Finance and administration		76,219	84,137	93,829	90,815	97,539	97,539	93,999	98,016	102,646						
Administrative and Corporate Support		6	4	3	3	3	3	3	3	3						
Asset Management		-	-	-	-	-	-	-	-	-						
Finance		68,458	77,944	86,680	84,443	90,517	90,517	92,562	96,510	101,067						
Fleet Management		-	-	-	-	-	-	-	-	-						
Human Resources		6,805	5,315	6,011	542	242	242	257	269	282						
Information Technology		-	-	-	-	-	-	-	-	-						
Legal Services		-	-	-	-	-	-	-	-	-						
Marketing, Customer Relations, Publicity and Media Co-Property Services		949	872	1,127	5,817	6,753	6,753	1,166	1,222	1,281						
Risk Management		-	-	-	-	-	-	-	-	-						
Security Services		-	-	-	-	-	-	-	-	-						
Supply Chain Management		-	-	7	10	24	24	11	12	13						
Valuation Service		-	-	-	-	-	-	-	-	-						
Internal audit		-	-	-	-	-	-	-	-	-						
Governance Function		-	-	-	-	-	-	-	-	-						
<b>Community and public safety</b>		<b>24,251</b>	<b>19,622</b>	<b>19,682</b>	<b>34,961</b>	<b>38,046</b>	<b>38,046</b>	<b>17,291</b>	<b>55,859</b>	<b>58,259</b>						
Community and social services		7,138	7,138	7,359	8,141	9,093	9,093	8,063	8,502	8,966						
Aged Care		-	-	-	-	-	-	-	-	-						
Agricultural		-	-	-	-	-	-	-	-	-						
Animal Care and Diseases		-	-	-	-	-	-	-	-	-						
Cemeteries, Funeral Parlours and Crematoriums		356	350	323	366	366	366	388	407	427						
Child Care Facilities		-	-	-	-	-	-	-	-	-						
Community Halls and Facilities		-	192	244	212	200	200	150	157	165						
Libraries and Archives		6,782	6,597	6,792	7,563	8,527	8,527	7,525	7,938	8,374						
Sport and recreation		7,500	4,254	4,703	5,412	3,706	3,706	2,224	5,103	5,347						
Beaches and Jetties		-	-	-	-	-	-	-	-	-						
Casinos, Racing, Gambling, Wagering		-	-	-	-	-	-	-	-	-						
Community Parks (including Nurseries)		-	-	-	186	186	186	167	175	183						
Recreational Facilities		4,259	4,254	4,503	4,976	3,270	3,270	2,057	4,928	5,164						
Sports Grounds and Stadiums		3,241	-	200	250	250	250	-	-	-						
Public safety		9,573	8,230	7,621	13,293	17,132	17,132	1,956	22,184	22,184						
Fire Fighting and Protection		-	1,755	-	835	835	835	5	5	5						
Licensing and Control of Animals		-	-	-	-	-	-	-	-	-						
Police Forces, Traffic and Street Parking Control		9,573	6,475	7,621	12,458	16,297	16,297	1,951	22,179	22,179						
Pounds		-	-	-	-	-	-	-	-	-						
Housing		40	-	-	8,115	8,115	8,115	5,048	20,070	21,762						
Housing		40	-	-	8,115	8,115	8,115	5,048	20,070	21,762						
Informal Settlements		-	-	-	-	-	-	-	-	-						
<b>Economic and environmental services</b>		<b>7,042</b>	<b>9,400</b>	<b>29,095</b>	<b>26,964</b>	<b>26,836</b>	<b>26,836</b>	<b>23,753</b>	<b>21,793</b>	<b>22,744</b>						
Planning and development		1,605	3,598	23,189	20,867	20,816	20,816	16,716	16,662	17,373						
Economic Development/Planning		443	420	420	445	445	445	445	466	488						
Regional Planning and Development		-	-	-	-	-	-	-	-	-						
Town Planning, Building Regulations and Enforcement, and City Project Management Unit		1,162	2,464	3,015	5,874	5,823	5,823	1,792	829	868						
Provincial Planning		-	714	19,754	14,548	14,548	14,548	14,479	15,367	16,017						
Support to Local Municipalities		-	-	-	-	-	-	-	-	-						
Road transport		5,437	5,803	5,905	6,097	6,020	6,020	7,037	5,131	5,371						
Public Transport		-	-	-	-	-	-	-	-	-						
Road and Traffic Regulation		3,809	4,016	4,313	4,413	4,464	4,464	4,732	4,959	5,197						
Roads		1,628	1,786	1,593	1,684	1,556	1,556	2,305	172	174						
Taxi Ranks		-	-	-	-	-	-	-	-	-						
<b>Trading services</b>		<b>168,192</b>	<b>171,209</b>	<b>174,575</b>	<b>205,666</b>	<b>205,821</b>	<b>205,821</b>	<b>210,162</b>	<b>219,076</b>	<b>232,465</b>						
Energy sources		98,176	96,476	106,483	130,665	130,823	130,823	132,499	137,714	147,227						
Electricity		98,176	96,476	106,483	130,665	130,823	130,823	132,499	137,714	147,227						
Street Lighting and Signal Systems		-	-	-	-	-	-	-	-	-						
Nonelectric Energy		-	-	-	-	-	-	-	-	-						
Water management		32,491	21,256	26,210	29,436	30,352	30,352	30,854	32,334	33,885						
Water Treatment		-	-	-	-	-	-	-	-	-						
Water Distribution		32,491	21,256	26,210	29,436	30,352	30,352	30,854	32,334	33,885						
Water Storage		-	-	-	-	-	-	-	-	-						
Waste water management		14,073	28,959	15,625	17,103	16,818	16,818	17,688	18,537	19,428						
Public Toilets		-	-	-	-	-	-	-	-	-						
Sewerage		14,073	28,959	15,625	17,103	16,818	16,818	17,688	18,537	19,428						
Storm Water Management		-	-	-	-	-	-	-	-	-						
Waste Water Treatment		-	-	-	-	-	-	-	-	-						
Waste management		23,452	24,518	26,257	28,461	27,828	27,828	29,122	30,491	31,925						
Recycling		-	-	-	-	-	-	-	-	-						
Solid Waste Disposal (Landfill Sites)		-	-	-	-	-	-	-	-	-						
Solid Waste Removal		23,452	24,518	26,257	28,461	27,828	27,828	29,122	30,491	31,925						
Street Cleaning		-	-	-	-	-	-	-	-	-						
<b>Total Revenue - Functional</b>	<b>2</b>	<b>298,631</b>	<b>310,729</b>	<b>348,200</b>	<b>392,461</b>	<b>402,133</b>	<b>402,133</b>	<b>380,337</b>	<b>433,691</b>	<b>458,898</b>						

<b>Expenditure - Functional</b>									
<b>Municipal governance and administration</b>	<b>33,586</b>	<b>76,374</b>	<b>82,642</b>	<b>96,913</b>	<b>102,382</b>	<b>102,382</b>	<b>98,859</b>	<b>101,481</b>	<b>104,254</b>
Executive and council	12,899	15,995	18,295	22,390	23,926	23,926	20,876	21,868	22,906
<i>Mayor and Council</i>	12,899	6,882	8,240	9,772	9,391	9,391	10,046	10,526	11,024
<i>Municipal Manager, Town Secretary and Chief Executive</i>	-	9,113	10,055	12,618	14,535	14,535	10,830	11,342	11,882
Finance and administration	20,686	58,952	63,161	72,955	76,699	76,699	76,413	78,180	79,849
<i>Administrative and Corporate Support</i>	1,283	11,339	12,465	14,330	13,404	13,404	12,330	12,917	13,529
<i>Asset Management</i>	-	-	-	-	-	-	-	-	-
<i>Finance</i>	(729)	25,466	27,200	29,345	34,607	34,607	35,178	34,979	34,588
<i>Fleet Management</i>	-	-	-	-	-	-	-	-	-
<i>Human Resources</i>	12,403	11,365	10,760	12,471	11,617	11,617	11,427	11,975	12,552
<i>Information Technology</i>	-	2,802	3,558	3,877	4,206	4,206	4,320	4,523	4,739
<i>Legal Services</i>	-	-	-	-	-	-	-	-	-
<i>Marketing, Customer Relations, Publicity and Media Co-</i>	-	-	-	-	-	-	-	-	-
<i>Property Services</i>	7,730	6,199	6,634	7,655	7,608	7,608	7,422	7,778	8,149
<i>Risk Management</i>	-	-	-	-	-	-	-	-	-
<i>Security Services</i>	-	-	-	-	-	-	-	-	-
<i>Supply Chain Management</i>	-	1,781	2,543	5,277	5,257	5,257	5,737	6,008	6,292
<i>Valuation Service</i>	-	-	-	-	-	-	-	-	-
Internal audit	-	1,428	1,187	1,568	1,757	1,757	1,569	1,433	1,499
<i>Governance Function</i>	-	1,428	1,187	1,568	1,757	1,757	1,569	1,433	1,499
<b>Community and public safety</b>	<b>42,953</b>	<b>37,759</b>	<b>45,511</b>	<b>62,891</b>	<b>68,660</b>	<b>68,660</b>	<b>48,524</b>	<b>83,601</b>	<b>87,360</b>
Community and social services	6,894	7,540	8,306	10,300	9,972	9,972	11,592	12,143	12,717
<i>Cemeteries, Funeral Parlours and Crematoriums</i>	522	629	709	808	777	777	595	622	650
<i>Child Care Facilities</i>	-	-	-	-	-	-	-	-	-
<i>Community Halls and Facilities</i>	-	754	867	1,930	1,713	1,713	3,122	3,270	3,425
<i>Consumer Protection</i>	-	-	-	-	-	-	-	-	-
<i>Language Policy</i>	-	-	-	-	-	-	-	-	-
<i>Libraries and Archives</i>	6,372	6,157	6,730	7,562	7,482	7,482	7,875	8,251	8,642
Sport and recreation	15,085	13,760	17,543	19,134	19,504	19,504	15,909	16,661	17,447
<i>Community Parks (including Nurseries)</i>	6,521	6,757	9,304	8,724	8,892	8,892	7,010	7,343	7,694
<i>Recreational Facilities</i>	5,660	5,229	5,883	6,742	6,511	6,511	5,900	6,177	6,463
<i>Sports Grounds and Stadiums</i>	2,904	1,774	2,356	3,667	4,101	4,101	2,999	3,141	3,290
Public safety	19,856	15,425	18,243	23,844	29,436	29,436	14,374	33,050	33,678
<i>Fire Fighting and Protection</i>	1,212	1,343	1,286	1,484	1,596	1,596	842	877	915
<i>Licensing and Control of Animals</i>	-	-	-	-	-	-	-	-	-
<i>Police Forces, Traffic and Street Parking Control</i>	18,644	14,082	16,957	22,360	27,840	27,840	13,532	32,173	32,763
<i>Pounds</i>	-	-	-	-	-	-	-	-	-
Housing	1,117	1,034	1,418	9,614	9,748	9,748	6,650	21,747	23,518
<i>Housing</i>	1,117	1,034	1,418	9,614	9,748	9,748	6,650	21,747	23,518
<i>Informal Settlements</i>	-	-	-	-	-	-	-	-	-
<b>Economic and environmental services</b>	<b>38,496</b>	<b>35,552</b>	<b>38,968</b>	<b>43,159</b>	<b>43,655</b>	<b>43,655</b>	<b>41,782</b>	<b>41,541</b>	<b>43,506</b>
Planning and development	9,705	10,518	11,565	12,688	12,390	12,390	12,606	13,211	13,829
<i>Economic Development/Planning</i>	5,259	3,410	4,116	4,090	3,984	3,984	3,849	4,031	4,220
<i>Regional Planning and Development</i>	-	-	-	-	-	-	-	-	-
<i>Town Planning, Building Regulations and Enforcement, and City</i>	4,446	5,446	5,870	6,695	6,531	6,531	6,827	7,150	7,488
<i>Project Management Unit</i>	-	1,662	1,578	1,903	1,875	1,875	1,930	2,030	2,121
<i>Provincial Planning</i>	-	-	-	-	-	-	-	-	-
<i>Support to Local Municipalities</i>	-	-	-	-	-	-	-	-	-
Road transport	28,791	25,035	27,403	30,471	31,265	31,265	29,177	28,330	29,677
<i>Public Transport</i>	-	-	-	-	-	-	-	-	-
<i>Road and Traffic Regulation</i>	1,167	1,236	1,471	1,566	1,547	1,547	1,367	1,431	1,496
<i>Roads</i>	27,624	23,799	25,932	28,905	29,718	29,718	27,810	26,899	28,181
<i>Taxi Ranks</i>	-	-	-	-	-	-	-	-	-
<b>Trading services</b>	<b>161,586</b>	<b>141,618</b>	<b>154,238</b>	<b>173,534</b>	<b>179,582</b>	<b>179,582</b>	<b>189,429</b>	<b>195,804</b>	<b>201,209</b>
Energy sources	105,238	91,496	96,985	112,439	111,759	111,759	119,502	124,265	128,830
<i>Electricity</i>	105,238	90,504	95,900	111,278	110,654	110,654	118,417	123,127	127,639
<i>Street Lighting and Signal Systems</i>	-	992	1,085	1,160	1,105	1,105	1,085	1,138	1,191
<i>Nonelectric Energy</i>	-	-	-	-	-	-	-	-	-
Water management	22,672	18,243	18,866	20,497	24,601	24,601	23,100	23,623	23,920
<i>Water Treatment</i>	-	2,479	2,317	2,257	2,198	2,198	2,509	2,629	2,755
<i>Water Distribution</i>	22,672	15,764	16,549	18,241	22,404	22,404	20,590	20,994	21,165
<i>Water Storage</i>	-	-	-	-	-	-	-	-	-
Waste water management	10,072	8,716	9,512	14,031	13,691	13,691	17,457	17,073	16,141
<i>Public Toilets</i>	-	-	-	-	-	-	-	-	-
<i>Sewerage</i>	9,315	4,699	5,675	9,629	9,557	9,557	12,857	12,253	11,093
<i>Storm Water Management</i>	757	925	695	816	920	920	840	878	919
<i>Waste Water Treatment</i>	-	3,092	3,143	3,586	3,214	3,214	3,761	3,942	4,129
Waste management	23,604	23,164	28,874	26,567	29,530	29,530	29,370	30,843	32,318
<i>Recycling</i>	-	-	-	-	-	-	-	-	-
<i>Solid Waste Disposal (Landfill Sites)</i>	-	-	-	-	-	-	-	-	-
<i>Solid Waste Removal</i>	23,604	20,186	25,530	25,032	28,014	28,014	26,095	27,412	28,724
<i>Street Cleaning</i>	-	2,978	3,344	1,535	1,516	1,516	3,276	3,431	3,594
Tourism	-	-	-	-	-	-	-	-	-
<b>Total Expenditure - Functional</b>	<b>3</b>	<b>276,620</b>	<b>291,303</b>	<b>321,359</b>	<b>376,498</b>	<b>394,279</b>	<b>394,279</b>	<b>378,594</b>	<b>422,427</b>
<b>Surplus/(Deficit) for the year</b>		<b>22,011</b>	<b>19,426</b>	<b>26,841</b>	<b>15,963</b>	<b>7,854</b>	<b>7,854</b>	<b>1,743</b>	<b>11,264</b>

WC013 Bergrivier - Table A3 Budgeted Financial Performance (revenue and expenditure by municipal vote)

Vote Description	Ref	2016/17	2017/18	2018/19	Current Year 2019/20			2020/21 Medium Term Revenue & Expenditure Framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2020/21	Budget Year +1 2021/22	Budget Year +2 2022/23
<b>Revenue by Vote</b>	1									
Vote 1 - Municipal Manager		23,370	26,781	31,440	34,500	34,336	34,336	35,576	39,413	43,272
Vote 2 - Finance		68,458	77,944	86,688	84,453	90,541	90,541	92,573	96,522	101,080
Vote 3 - Corporate Services		6,938	6,591	8,005	5,517	5,067	5,067	1,491	513	537
Vote 4 - Technical Services		171,805	175,774	198,073	228,617	229,679	229,679	228,673	236,425	250,553
Vote 5 - Community Services		28,060	23,639	23,995	39,374	42,510	42,510	22,023	60,818	63,456
<b>Total Revenue by Vote</b>	2	<b>298,631</b>	<b>310,729</b>	<b>348,200</b>	<b>392,461</b>	<b>402,133</b>	<b>402,133</b>	<b>380,337</b>	<b>433,691</b>	<b>458,898</b>
<b>Expenditure by Vote to be appropriated</b>	1									
Vote 1 - Municipal Manager		18,158	20,832	23,598	28,048	29,668	29,668	26,295	27,332	28,625
Vote 2 - Finance		(729)	27,247	29,743	34,622	39,864	39,864	40,914	40,987	40,880
Vote 3 - Corporate Services		16,418	26,684	27,327	31,350	30,156	30,156	28,755	30,124	31,564
Vote 4 - Technical Services		198,652	176,473	192,018	216,124	222,734	222,734	230,752	236,870	244,225
Vote 5 - Community Services		44,120	40,067	48,672	66,354	71,858	71,858	51,878	87,114	91,035
<b>Total Expenditure by Vote</b>	2	<b>276,620</b>	<b>291,303</b>	<b>321,359</b>	<b>376,498</b>	<b>394,279</b>	<b>394,279</b>	<b>378,594</b>	<b>422,427</b>	<b>436,329</b>
<b>Surplus/(Deficit) for the year</b>	2	<b>22,011</b>	<b>19,426</b>	<b>26,841</b>	<b>15,963</b>	<b>7,854</b>	<b>7,854</b>	<b>1,743</b>	<b>11,264</b>	<b>22,569</b>

WC013 Bergrivier - Table A3 Budgeted Financial Performance (revenue and expenditure by municipal vote)A

Vote Description	Ref	2016/17	2017/18	2018/19	Current Year 2019/20			2020/21 Medium Term Revenue & Expenditure Framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2020/21	Budget Year +1 2021/22	Budget Year +2 2022/23
<b>Revenue by Vote</b>	1									
<b>Vote 1 - Municipal Manager</b>		23,370	26,781	31,440	34,500	34,336	34,336	35,576	39,413	43,272
1.1 - Mayor and Council		22,927	-	2,712	2,804	2,804	2,804	-	-	-
1.2 - Municipal Manager		-	26,361	28,308	31,251	31,087	31,087	35,131	38,947	42,784
1.3 - Economic Development/Planning		443	420	420	445	445	445	445	466	488
1.4 - Internal Audit		-	-	-	-	-	-	-	-	-
<b>Vote 2 - Finance</b>		68,458	77,944	86,688	84,453	90,541	90,541	92,573	96,522	101,080
2.1 - Finance		68,458	77,944	86,680	84,443	90,517	90,517	92,562	96,510	101,067
2.2 - Budget and Treasury Office		-	-	-	-	-	-	-	-	-
2.3 - Supply Chain Management		-	-	7	10	24	24	11	12	13
2.4 - Director: Finance Services		-	-	-	-	-	-	-	-	-
<b>Vote 3 - Corporate Services</b>		6,938	6,591	8,005	5,517	5,067	5,067	1,491	513	537
3.1 - Planning and Development		127	1,271	1,990	4,972	4,822	4,822	1,231	241	252
3.2 - Human Resources		6,805	5,315	6,011	542	242	242	257	269	282
3.3 - Information Technology		-	-	-	-	-	-	-	-	-
3.4 - Administrative and Corporate Support		6	4	3	3	3	3	3	3	3
3.5 - Director: Corporate Services		-	-	-	-	-	-	-	-	-
<b>Vote 4 - Technical Services</b>		171,805	175,774	198,073	228,617	229,679	229,679	228,673	236,425	250,553
4.1 - Building Control		1,035	1,193	1,025	902	1,001	1,001	561	588	616
4.2 - Project Management Unit		-	714	19,754	14,548	14,548	14,548	14,479	15,367	16,017
4.3 - Property Services		949	872	1,127	5,817	6,753	6,753	1,166	1,222	1,281
4.4 - Director: Technical Services		-	-	-	-	-	-	-	-	-
4.5 - Solid Waste Removal		23,452	24,518	26,257	28,461	27,828	27,828	29,122	30,491	31,925
4.6 - Street Cleaning		-	-	-	-	-	-	-	-	-
4.7 - Sewerage		14,073	28,959	15,625	17,103	16,818	16,818	17,688	18,537	19,428
4.8 - Waste Water Treatment		-	-	-	-	-	-	-	-	-
4.9 - Storm Water Management		-	-	-	-	-	-	-	-	-
4.10 - Water Distribution		32,491	21,256	26,210	29,436	30,352	30,352	30,854	32,334	33,885
4.11 - Water Treatment		-	-	-	-	-	-	-	-	-
4.12 - Roads		1,628	1,786	1,593	1,684	1,556	1,556	2,305	172	174
4.13 - Electricity		98,176	96,476	106,483	130,665	130,823	130,823	132,499	137,714	147,227
4.14 - Street Lighting		-	-	-	-	-	-	-	-	-
<b>Vote 5 - Community Services</b>		28,060	23,639	23,995	39,374	42,510	42,510	22,023	60,818	63,456
5.1 - Director: Community Services		-	-	-	-	-	-	-	-	-
5.2 - Libraries and Archives		6,782	6,597	6,792	7,563	8,527	8,527	7,525	7,938	8,374
5.3 - Community Halls and Facilities		-	192	244	212	200	200	150	157	165
5.4 - Cemeteries		356	350	323	366	366	366	388	407	427
5.5 - Housing (Core)		40	-	-	45	45	45	48	50	52
5.6 - Housing (Non-Core)		-	-	-	8,070	8,070	8,070	5,000	20,020	21,710
5.7 - Traffic Control		9,573	6,475	7,621	12,458	16,297	16,297	1,951	22,179	22,179
5.8 - Fire Fighting and Protection		-	1,755	-	835	835	835	5	5	5
5.9 - Community Parks		-	-	-	186	186	186	167	175	183
5.10 - Sports Grounds and Stadiums		3,241	-	200	250	250	250	-	-	-
5.11 - Swimming Pools		-	14	37	37	24	24	15	16	17
5.12 - Holiday Resorts		4,259	4,225	4,458	4,924	3,245	3,245	2,042	4,912	5,147
5.13 - Holiday Resorts (old)		-	-	-	-	-	-	-	-	-
5.14 - Holiday Resorts (PW Koorts)		-	15	8	15	1	1	-	-	-
5.15 - Road and Traffic Regulation		3,809	4,016	4,313	4,413	4,464	4,464	4,732	4,959	5,197
<b>Total Revenue by Vote</b>	2	298,631	310,729	348,200	392,461	402,133	402,133	380,337	433,691	458,898

WC013 Bergrivier - Table A3 Budgeted Financial Performance (revenue and expenditure by municipal vote)A

Vote Description	Ref	2016/17	2017/18	2018/19	Current Year 2019/20			2020/21 Medium Term Revenue & Expenditure Framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2020/21	Budget Year +1 2021/22	Budget Year +2 2022/23
<b>Expenditure by Vote</b>										
<b>Vote 1 - Municipal Manager</b>	1	18,158	20,832	23,598	28,048	29,668	29,668	26,295	27,332	28,625
1.1 - Mayor and Council		12,899	6,882	8,240	9,772	9,391	9,391	10,046	10,526	11,024
1.2 - Municipal Manager		-	9,113	10,055	12,618	14,535	14,535	10,830	11,342	11,882
1.3 - Economic Development/Planning		5,259	3,410	4,116	4,090	3,984	3,984	3,849	4,031	4,220
1.4 - Internal Audit		-	1,428	1,187	1,568	1,757	1,757	1,569	1,433	1,499
<b>Vote 2 - Finance</b>		(729)	27,247	29,743	34,622	39,864	39,864	40,914	40,987	40,880
2.1 - Finance		(729)	22,228	23,295	25,432	30,768	30,768	30,911	30,509	29,905
2.2 - Budget and Treasury Office		-	1,695	2,248	2,072	2,038	2,038	2,124	2,226	2,333
2.3 - Supply Chain Management		-	1,781	2,543	5,277	5,257	5,257	5,737	6,008	6,292
2.4 - Director: Finance Services		-	1,543	1,657	1,841	1,802	1,802	2,142	2,244	2,350
<b>Vote 3 - Corporate Services</b>		16,418	26,684	27,327	31,350	30,156	30,156	28,755	30,124	31,564
3.1 - Planning and Development		2,733	3,771	4,023	4,599	4,465	4,465	4,660	4,881	5,112
3.2 - Human Resources		12,403	11,365	10,760	12,471	11,617	11,617	11,427	11,975	12,552
3.3 - Information Technology		-	2,802	3,558	3,877	4,206	4,206	4,320	4,523	4,739
3.4 - Administrative and Corporate Support		1,283	7,102	7,168	8,402	7,929	7,929	6,348	6,650	6,966
3.5 - Director: Corporate Services		-	1,644	1,818	2,001	1,938	1,938	2,000	2,095	2,195
<b>Vote 4 - Technical Services</b>		198,652	176,473	192,018	216,124	222,734	222,734	230,752	236,870	244,225
4.1 - Building Control		1,713	1,675	1,847	2,096	2,066	2,066	2,166	2,269	2,376
4.2 - Project Management Unit		-	1,662	1,578	1,903	1,875	1,875	1,930	2,030	2,121
4.3 - Property Services		7,730	6,199	6,634	7,655	7,608	7,608	7,422	7,778	8,149
4.4 - Director: Technical Services		-	1,521	1,789	2,031	1,886	1,886	1,995	2,090	2,189
4.5 - Solid Waste Removal		23,604	20,186	25,530	25,032	28,014	28,014	26,095	27,412	28,724
4.6 - Street Cleaning		-	2,978	3,344	1,535	1,516	1,516	3,276	3,431	3,594
4.7 - Sewerage		9,315	4,699	5,675	9,629	9,557	9,557	12,857	12,253	11,093
4.8 - Waste Water Treatment		-	3,092	3,143	3,586	3,214	3,214	3,761	3,942	4,129
4.9 - Storm Water Management		757	925	695	816	920	920	840	878	919
4.10 - Water Distribution		22,672	15,764	16,549	18,241	22,404	22,404	20,590	20,994	21,165
4.11 - Water Treatment		-	2,479	2,317	2,257	2,198	2,198	2,509	2,629	2,755
4.12 - Roads		27,624	23,799	25,932	28,905	29,718	29,718	27,810	26,899	28,181
4.13 - Electricity		105,238	90,504	95,900	111,278	110,654	110,654	118,417	123,127	127,639
4.14 - Street Lighting		-	992	1,085	1,160	1,105	1,105	1,085	1,138	1,191
<b>Vote 5 - Community Services</b>		44,120	40,067	48,672	66,354	71,858	71,858	51,878	87,114	91,035
5.1 - Director: Community Services		-	1,072	1,690	1,897	1,651	1,651	1,988	2,082	2,179
5.2 - Libraries and Archives		6,372	6,157	6,730	7,562	7,482	7,482	7,875	8,251	8,642
5.3 - Community Halls and Facilities		-	754	867	1,930	1,713	1,713	3,122	3,270	3,425
5.4 - Cemeteries		522	629	709	808	777	777	595	622	650
5.5 - Housing (Core)		1,117	1,016	1,386	1,520	1,663	1,663	1,626	1,703	1,784
5.6 - Housing (Non-Core)		-	18	33	8,094	8,086	8,086	5,024	20,044	21,734
5.7 - Traffic Control		18,644	14,082	16,957	22,360	27,840	27,840	13,532	32,173	32,763
5.8 - Fire Fighting and Protection		1,212	1,343	1,286	1,484	1,596	1,596	842	877	915
5.9 - Community Parks		6,521	6,757	9,304	8,724	8,892	8,892	7,010	7,343	7,694
5.10 - Sports Grounds and Stadiums		2,568	1,774	2,356	3,667	4,101	4,101	2,999	3,141	3,290
5.11 - Swimming Pools		-	511	858	741	714	714	911	953	995
5.12 - Holiday Resorts		5,660	4,714	5,025	5,973	5,777	5,777	4,989	5,224	5,468
5.13 - Holiday Resorts (old)		336	-	-	-	-	-	-	-	-
5.14 - Holiday Resorts (PW Kooorts)		-	3	(0)	28	20	20	-	-	-
5.15 - Road and Traffic Regulation		1,167	1,236	1,471	1,566	1,547	1,547	1,367	1,431	1,496
<b>Total Expenditure by Vote</b>	2	276,620	291,303	321,359	376,498	394,279	394,279	378,594	422,427	436,329
<b>Surplus/(Deficit) for the year</b>	2	22,011	19,426	26,841	15,963	7,854	7,854	1,743	11,264	22,569

WC013 Bergvriev - Table A4 Budgeted Financial Performance (revenue and expenditure)

Description	Ref	2016/17	2017/18	2018/19	Current Year 2019/20				2020/21 Medium Term Revenue & Expenditure Framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Pre-audit outcome	Budget Year 2020/21	Budget Year +1 2021/22	Budget Year +2 2022/23
<b>Revenue By Source</b>											
Property rates	2	56,440	62,607	67,800	71,681	72,479	72,479	72,479	77,766	81,500	85,412
Service charges - electricity revenue	2	94,401	94,502	102,121	123,889	124,139	124,139	124,139	128,741	134,920	141,396
Service charges - water revenue	2	24,789	19,309	24,348	27,266	28,152	28,152	28,152	28,135	29,484	30,898
Service charges - sanitation revenue	2	11,080	12,071	12,876	13,987	13,352	13,352	13,352	13,708	14,366	15,057
Service charges - refuse revenue	2	18,980	19,742	21,286	22,998	22,131	22,131	22,131	22,415	23,491	24,618
Rental of facilities and equipment		5,310	5,319	1,416	1,132	1,491	1,491	1,491	1,385	1,451	1,521
Interest earned - external investments		5,839	6,729	6,203	5,447	7,452	7,452	7,452	5,145	5,391	5,650
Interest earned - outstanding debtors		4,268	5,275	7,390	4,542	7,981	7,981	7,981	7,460	7,818	8,193
Dividends received		-	-	-	-	-	-	-	-	-	-
Fines, penalties and forfeits		9,813	7,098	9,935	12,472	16,400	16,400	16,400	2,044	22,277	22,282
Licences and permits		-	-	2	262	103	103	103	49	51	53
Agency services		3,809	4,016	4,313	4,413	4,464	4,464	4,464	4,732	4,959	5,197
Transfers and subsidies		42,607	48,799	55,837	67,092	67,790	67,790	67,790	68,914	86,151	93,360
Other revenue	2	8,987	9,744	12,954	13,212	11,390	11,390	11,390	4,073	7,038	7,372
Gains		-	566	506	-	-	-	-	-	-	-
<b>Total Revenue (excluding capital transfers and contributions)</b>		<b>286,323</b>	<b>295,779</b>	<b>326,985</b>	<b>368,394</b>	<b>377,324</b>	<b>377,324</b>	<b>377,324</b>	<b>364,567</b>	<b>418,897</b>	<b>441,009</b>
<b>Expenditure By Type</b>											
Employee related costs	2	102,242	111,581	122,870	134,015	134,739	134,739	134,739	133,996	138,122	144,663
Remuneration of councillors		5,359	5,822	6,262	6,720	6,822	6,822	6,822	7,011	7,347	7,697
Debt impairment	3	12,294	12,182	16,123	21,475	33,746	33,746	33,746	26,852	41,748	36,518
Depreciation & asset impairment	2	19,621	20,636	20,171	23,284	22,672	22,672	22,672	23,628	24,754	25,936
Finance charges		12,662	12,835	15,288	13,968	15,711	15,711	15,711	16,676	18,077	17,558
Bulk purchases	2	78,829	77,803	83,689	96,543	98,043	98,043	98,043	102,198	107,104	112,245
Other materials	8	-	-	12,553	12,070	14,419	14,419	14,419	11,239	11,764	12,310
Contracted services		-	-	16,281	26,986	27,992	27,992	27,992	22,732	38,388	40,947
Transfers and grants		3,551	4,150	5,326	6,028	6,328	6,328	6,328	4,576	4,375	4,586
Other expenditure	4, 5	41,999	46,295	22,686	35,409	33,806	33,806	33,806	29,686	30,748	33,869
Losses		63	-	111	-	-	-	-	-	-	-
<b>Total Expenditure</b>		<b>276,620</b>	<b>291,303</b>	<b>321,359</b>	<b>376,498</b>	<b>394,279</b>	<b>394,279</b>	<b>394,279</b>	<b>378,594</b>	<b>422,427</b>	<b>436,329</b>
<b>Surplus/(Deficit)</b>											
Transfers and subsidies - capital (monetary allocations) (National / Provincial and District)		9,703	4,476	5,627	(8,104)	(16,955)	(16,955)	(16,955)	(14,027)	(3,530)	4,680
Transfers and subsidies - capital (monetary allocations) (National / Provincial Departmental Agencies, Households, Non-profit Institutions, Private Enterprises, Public Corporations, Higher Educational Institutions)	6	12,308	14,950	20,515	24,067	24,810	24,810	24,810	15,770	14,794	17,889
Transfers and subsidies - capital (in-kind - all)		-	-	700	-	-	-	-	-	-	-
<b>Surplus/(Deficit) after capital transfers &amp; contributions</b>		<b>22,011</b>	<b>19,426</b>	<b>26,841</b>	<b>15,963</b>	<b>7,854</b>	<b>7,854</b>	<b>7,854</b>	<b>1,743</b>	<b>11,264</b>	<b>22,569</b>
Taxation		-	-	-	-	-	-	-	-	-	-
<b>Surplus/(Deficit) after taxation</b>		<b>22,011</b>	<b>19,426</b>	<b>26,841</b>	<b>15,963</b>	<b>7,854</b>	<b>7,854</b>	<b>7,854</b>	<b>1,743</b>	<b>11,264</b>	<b>22,569</b>
Attributable to minorities		-	-	-	-	-	-	-	-	-	-
<b>Surplus/(Deficit) attributable to municipality</b>		<b>22,011</b>	<b>19,426</b>	<b>26,841</b>	<b>15,963</b>	<b>7,854</b>	<b>7,854</b>	<b>7,854</b>	<b>1,743</b>	<b>11,264</b>	<b>22,569</b>
Share of surplus/ (deficit) of associate	7	-	-	-	-	-	-	-	-	-	-
<b>Surplus/(Deficit) for the year</b>		<b>22,011</b>	<b>19,426</b>	<b>26,841</b>	<b>15,963</b>	<b>7,854</b>	<b>7,854</b>	<b>7,854</b>	<b>1,743</b>	<b>11,264</b>	<b>22,569</b>

Vote Description	Ref	2016/17	2017/18	2018/19	Current Year 2019/20				2020/21 Medium Term Revenue & Expenditure Framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Pre-audit outcome	Budget Year 2020/21	Budget Year +1 2021/22	Budget Year +2 2022/23
<b>R thousand</b>	1										
<b>Capital expenditure - Vote</b>											
<b>Multi-year expenditure, to be appropriated</b>	2										
Vote 1 - Municipal Manager		-	-	-	-	-	-	-	-	-	-
Vote 2 - Finance		844	-	-	-	-	-	-	-	-	-
Vote 3 - Corporate Services		-	951	1,000	4,500	4,500	4,500	4,500	50	-	270
Vote 4 - Technical Services		2,599	1,445	8,693	14,096	10,503	10,503	10,503	10,857	6,945	7,668
Vote 5 - Community Services		379	579	847	245	244	244	244	1,605	580	4,275
<b>Capital multi-year expenditure sub-total</b>	7	<b>3,822</b>	<b>2,976</b>	<b>10,540</b>	<b>18,841</b>	<b>15,247</b>	<b>15,247</b>	<b>15,247</b>	<b>12,512</b>	<b>7,525</b>	<b>12,213</b>
<b>Single-year expenditure to be appropriated</b>	2										
Vote 1 - Municipal Manager		154	100	88	211	214	214	214	200	30	30
Vote 2 - Finance		1,035	1,577	735	672	256	256	256	240	10	210
Vote 3 - Corporate Services		1,430	237	1,866	1,467	1,445	1,445	1,445	2,405	985	1,670
Vote 4 - Technical Services		15,920	21,791	21,598	23,234	24,926	24,926	24,926	23,169	28,076	25,941
Vote 5 - Community Services		6,433	4,697	6,782	6,787	7,008	7,008	7,008	4,810	3,655	5,646
<b>Capital single-year expenditure sub-total</b>		<b>24,972</b>	<b>28,401</b>	<b>31,068</b>	<b>32,371</b>	<b>33,849</b>	<b>33,849</b>	<b>33,849</b>	<b>30,824</b>	<b>32,756</b>	<b>33,497</b>
<b>Total Capital Expenditure - Vote</b>		<b>28,795</b>	<b>31,377</b>	<b>41,609</b>	<b>51,213</b>	<b>49,096</b>	<b>49,096</b>	<b>49,096</b>	<b>43,336</b>	<b>40,281</b>	<b>45,710</b>
<b>Capital Expenditure - Functional</b>											
<b>Governance and administration</b>		4,736	1,978	3,590	2,480	2,645	2,645	2,645	2,399	1,265	2,335
Executive and council		154	100	52	81	81	81	81	30	30	30
Finance and administration		1,879	1,878	3,537	2,399	2,564	2,564	2,564	2,369	1,235	2,305
Internal audit		2,703	-	-	-	-	-	-	-	-	-
<b>Community and public safety</b>		<b>6,812</b>	<b>3,631</b>	<b>6,966</b>	<b>6,012</b>	<b>7,252</b>	<b>7,252</b>	<b>7,252</b>	<b>6,415</b>	<b>4,235</b>	<b>9,921</b>
Community and social services		4,561	910	397	1,245	2,405	2,405	2,405	1,675	1,430	1,920
Sport and recreation		1,020	794	6,335	3,574	2,843	2,843	2,843	3,385	2,315	6,450
Public safety		1,231	1,918	227	1,165	1,977	1,977	1,977	1,355	490	1,515
Housing		-	9	7	28	27	27	27	-	-	36
Health		-	-	-	-	-	-	-	-	-	-
<b>Economic and environmental services</b>		<b>3,211</b>	<b>6,428</b>	<b>9,230</b>	<b>15,419</b>	<b>17,616</b>	<b>17,616</b>	<b>17,616</b>	<b>15,207</b>	<b>19,444</b>	<b>8,797</b>
Planning and development		38	995	1,778	4,745	4,745	4,745	4,745	1,460	50	270
Road transport		3,173	5,433	7,452	10,674	12,871	12,871	12,871	13,747	19,394	8,527
Environmental protection		-	-	-	-	-	-	-	-	-	-
<b>Trading services</b>		<b>14,036</b>	<b>19,340</b>	<b>21,822</b>	<b>27,301</b>	<b>21,583</b>	<b>21,583</b>	<b>21,583</b>	<b>19,315</b>	<b>15,337</b>	<b>24,657</b>
Energy sources		3,745	1,639	5,929	8,998	9,038	9,038	9,038	7,019	7,929	6,948
Water management		5,016	1,839	1,083	4,995	1,810	1,810	1,810	4,655	2,822	2,402
Waste water management		2,307	13,265	13,410	12,331	9,718	9,718	9,718	6,934	3,092	4,232
Waste management		2,967	2,597	1,400	977	1,017	1,017	1,017	708	1,494	11,076
<b>Other</b>		-	-	-	-	-	-	-	-	-	-
<b>Total Capital Expenditure - Functional</b>	3	<b>28,795</b>	<b>31,377</b>	<b>41,609</b>	<b>51,213</b>	<b>49,096</b>	<b>49,096</b>	<b>49,096</b>	<b>43,336</b>	<b>40,281</b>	<b>45,710</b>
<b>Funded by:</b>											
National Government		10,296	13,413	20,042	17,887	17,470	17,470	17,470	14,570	14,434	17,579
Provincial Government		838	1,526	1,606	6,180	7,339	7,339	7,339	1,200	360	310
District Municipality		-	-	-	-	-	-	-	-	-	-
Transfers and subsidies - capital (monetary allocations) (National / Provincial Departmental Agencies, Households, Non-profit Institutions, Private Enterprises, Public Corporations, Higher Educational Institutions)		160	1,894	-	-	50	50	50	-	-	-
<b>Transfers recognised - capital</b>	4	<b>11,294</b>	<b>16,833</b>	<b>21,648</b>	<b>24,067</b>	<b>24,860</b>	<b>24,860</b>	<b>24,860</b>	<b>15,770</b>	<b>14,794</b>	<b>17,889</b>
<b>Borrowing</b>	6	6,593	4,476	6,412	6,550	7,150	7,150	7,150	15,200	15,100	15,120
<b>Internally generated funds</b>		10,907	10,068	13,549	20,596	17,087	17,087	17,087	12,367	10,387	12,701
<b>Total Capital Funding</b>	7	<b>28,795</b>	<b>31,377</b>	<b>41,609</b>	<b>51,213</b>	<b>49,096</b>	<b>49,096</b>	<b>49,096</b>	<b>43,336</b>	<b>40,281</b>	<b>45,710</b>

WC013 Bergrivier - Table A5 Budgeted Capital Expenditure by vote, functional classification and funding

Vote Description	Ref	Current Year 2019/20						2020/21 Medium Term Revenue & Expenditure Framework			Multi-year appropriation for Budget Year 2020/21 in the 2019/20 Annual Budget				Multi-year appropriation for 2021/22 in the 2019/20 Annual Budget				New multi-year appropriations (funds for new and existing projects)			2019/20 BUDGET				
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Pre-audit outcome	Budget Year 2020/21	Budget Year +1 2021/22	Budget Year +2 2022/23	Appropriation for 2020/21	Adjustments in 2019/20	Downward adjustments for 2020/21	Appropriation carried forward	Appropriation for 2020/21	Adjustments in 2019/20	Downward adjustments for 2020/21	Appropriation carried forward	Budget Year 2020/21	Budget Year +1 2021/22	Budget Year +2 2022/23	Budget Year 2019/20	Budget Year +1 2020/21	Budget Year +2 2021/22	
<b>Capital expenditure - Municipal Vote</b>	1																									
<b>Multi-year expenditure appropriation</b>	2																									
<b>Vote 1 - Municipal Manager</b>																										
1.1 - Mayor and Council																										
1.2 - Municipal Manager																										
1.3 - Economic Development/Planning																										
1.4 - Internal Audit																										
<b>Vote 2 - Finance</b>		844																								
2.1 - Finance		844																								
2.2 - Budget and Treasury Office																										
2.3 - Supply Chain Management																										
2.4 - Director: Finance Services																										
<b>Vote 3 - Corporate Services</b>			951	1,000	4,500	4,500	4,500	4,500	50		270										50		270	4,500		
3.1 - Planning and Development			951	1,000	4,500	4,500	4,500	4,500	50		270										50		270	4,500		
3.2 - Human Resources																										
3.3 - Information Technology																										
3.4 - Administrative and Corporate Support																										
3.5 - Director: Corporate Services																										
<b>Vote 4 - Technical Services</b>		2,599	1,445	8,693	14,096	10,503	10,503	10,503	10,857	6,945	7,668	13,408		(4,350)	9,057	8,993		(2,609)	6,384	1,800	561	7,668	14,096	13,408	8,993	
4.1 - Building Control																										
4.2 - Project Management Unit																										
4.3 - Property Services				124	125	102	102	102	150	175	200	150			150	175			175			200	125	150	175	
4.4 - Director: Technical Services																										
4.5 - Solid Waste Removal																										
4.6 - Street Cleaning																										
4.7 - Sewerage		972	100	2,866	6,074	2,912	2,912	2,912	4,699	781	100	5,110		(411)	4,699	220			220		561	100	6,074	5,110	220	
4.8 - Waste Water Treatment																										
4.9 - Storm Water Management																										
4.10 - Water Distribution		189	12	289	180	120	120	120	450	450	1,200	450			450	450			450			1,200	180	450	450	
4.11 - Water Treatment			74																							
4.12 - Roads				463	400	52	52	52	250	850	420	650		(600)	50	850			850	200		420	400	650	850	
4.13 - Electricity		1,439	1,259	4,951	7,317	7,317	7,317	7,317	5,309	4,689	5,748	7,048		(3,339)	3,709	7,298		(2,609)	4,689	1,600		5,748	7,317	7,048	7,298	
4.14 - Street Lighting																										
<b>Vote 5 - Community Services</b>		379	579	847	245	244	244	244	1,605	580	4,275	100			100	580			580	1,905		4,275	245	100	580	
5.1 - Director: Community Services																										
5.2 - Libraries and Archives																										
5.3 - Community Halls and Facilities																										
5.4 - Cemeteries			200	198	175	188	188	188	500		500									500		500				
5.5 - Housing (Core)																										
5.6 - Housing (Non-Core)																										
5.7 - Traffic Control																					555		115			
5.8 - Fire Fighting and Protection																										
5.9 - Community Parks																					150		150			
5.10 - Sports Grounds and Stadiums		56	84	16	30	23	23	23	50		60										50		60	30		
5.11 - Swimming Pools				38	40	33	33	33	50		150	50			50	60			60			150	40	50	60	
5.12 - Holiday Resorts		324	295	596					300	520	2,800	50			50	520			520	250		2,800			520	
5.13 - Holiday Resorts (old)																										
5.14 - Holiday Resorts (PW Koorts)																										
5.15 - Road and Traffic Regulation																										
<b>Capital multi-year expenditure sub-total</b>		3,822	2,976	10,540	18,841	15,247	15,247	15,247	12,512	7,525	12,213	13,508		(4,350)	9,157	9,573		(2,609)	6,964	3,355	561	12,213	18,841	13,508	9,573	



Capital expenditure - Municipal Vote	2										
Single-year expenditure appropriation											
<b>Vote 1 - Municipal Manager</b>	<b>154</b>	<b>100</b>	<b>88</b>	<b>211</b>	<b>214</b>	<b>214</b>	<b>214</b>	<b>200</b>	<b>30</b>	<b>30</b>	
1.1 - Mayor and Council	17	100	66	56	67	67	67	20	20	20	
1.2 - Municipal Manager	10	-	7	25	14	14	14	10	10	10	
1.3 - Economic Development/Planning	128	-	15	130	133	133	133	170	-	-	
1.4 - Internal Audit	-	-	-	-	-	-	-	-	-	-	
<b>Vote 2 - Finance</b>	<b>1,035</b>	<b>1,577</b>	<b>735</b>	<b>672</b>	<b>256</b>	<b>256</b>	<b>256</b>	<b>240</b>	<b>10</b>	<b>210</b>	
2.1 - Finance	1,035	1,577	735	672	256	256	256	240	10	210	
<b>Vote 3 - Corporate Services</b>	<b>1,430</b>	<b>237</b>	<b>1,866</b>	<b>1,467</b>	<b>1,445</b>	<b>1,445</b>	<b>1,445</b>	<b>2,405</b>	<b>985</b>	<b>1,670</b>	
3.1 - Planning and Development	26	-	736	107	104	104	104	1,240	50	-	
3.2 - Human Resources	52	-	27	60	48	48	48	50	30	600	
3.3 - Information Technology	-	209	1,088	890	885	885	885	1,060	850	1,050	
3.4 - Administrative and Corporate Support	1,352	27	7	410	408	408	408	55	55	20	
3.5 - Director: Corporate Services	-	-	9	-	-	-	-	-	-	-	
<b>Vote 4 - Technical Services</b>	<b>15,920</b>	<b>21,791</b>	<b>21,598</b>	<b>23,234</b>	<b>24,926</b>	<b>24,926</b>	<b>24,926</b>	<b>23,169</b>	<b>28,076</b>	<b>25,941</b>	
4.1 - Building Control	12	22	6	8	8	8	8	-	-	-	
4.2 - Project Management Unit	-	21	-	-	-	-	-	-	-	-	
4.3 - Property Services	1,299	65	1,548	242	865	865	865	814	115	225	
4.4 - Director: Technical Services	-	-	-	-	-	-	-	-	-	-	
4.5 - Solid Waste Removal	1,995	2,597	1,400	977	1,017	1,017	1,017	708	1,274	11,076	
4.6 - Street Clearing	-	-	-	-	-	-	-	-	220	-	
4.7 - Sewerage	2,078	430	678	753	753	753	753	1,108	1,380	1,492	
4.8 - Waste Water Treatment	-	12,735	9,414	2,520	3,462	3,462	3,462	957	380	380	
4.9 - Storm Water Management	229	-	452	2,984	2,591	2,591	2,591	170	551	2,270	
4.10 - Water Distribution	4,827	1,617	607	4,515	1,415	1,415	1,415	3,885	1,912	762	
4.11 - Water Treatment	-	137	187	300	275	275	275	320	460	440	
4.12 - Roads	3,173	3,788	6,327	9,254	12,819	12,819	12,819	13,497	18,544	8,107	
4.13 - Electricity	2,306	380	939	1,511	1,551	1,551	1,551	1,470	3,240	1,000	
4.14 - Street Lighting	-	-	39	170	170	170	170	240	-	200	
<b>Vote 5 - Community Services</b>	<b>6,433</b>	<b>4,697</b>	<b>6,782</b>	<b>6,787</b>	<b>7,008</b>	<b>7,008</b>	<b>7,008</b>	<b>4,810</b>	<b>3,655</b>	<b>5,646</b>	
5.1 - Director: Community Services	-	-	-	-	-	-	-	-	-	-	
5.2 - Libraries and Archives	838	424	60	600	1,759	1,759	1,759	300	360	330	
5.3 - Community Halls and Facilities	-	18	62	150	165	165	165	750	350	550	
5.4 - Cemeteries	452	268	78	320	293	293	293	125	720	40	
5.5 - Housing (Core)	-	9	7	28	27	27	27	-	-	36	
5.6 - Housing (Non-Core)	-	-	-	-	-	-	-	-	-	-	
5.7 - Traffic Control	1,012	1,645	662	1,020	989	989	989	620	330	-	
5.8 - Fire Fighting and Protection	278	1,918	227	1,165	988	988	988	180	160	1,400	
5.9 - Community Parks	325	10	354	1,449	1,155	1,155	1,155	835	885	1,860	
5.10 - Sports Grounds and Stadiums	3,253	100	4,791	1,805	1,488	1,488	1,488	1,270	280	920	
5.11 - Swimming Pools	-	-	5	50	14	14	14	500	150	200	
5.12 - Holiday Resorts	276	306	535	200	131	131	131	230	420	310	
<b>Capital single-year expenditure sub-total</b>	<b>24,972</b>	<b>28,401</b>	<b>31,068</b>	<b>32,371</b>	<b>33,849</b>	<b>33,849</b>	<b>33,849</b>	<b>30,824</b>	<b>32,756</b>	<b>33,497</b>	
<b>Total Capital Expenditure</b>	<b>28,795</b>	<b>31,377</b>	<b>41,609</b>	<b>51,213</b>	<b>49,096</b>	<b>49,096</b>	<b>49,096</b>	<b>43,336</b>	<b>40,281</b>	<b>45,710</b>	

Check balance

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**WC013 Bergrivier - Table A6 Budgeted Financial Position**

Description	Ref	2016/17	2017/18	2018/19	Current Year 2019/20				2020/21 Medium Term Revenue & Expenditure Framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Pre-audit outcome	Budget Year 2020/21	Budget Year +1 2021/22	Budget Year +2 2022/23
<b>R thousand</b>											
<b>ASSETS</b>											
<b>Current assets</b>											
Cash		76,058	71,511	64,586	73,049	61,549	61,549	61,549	11,193	10,821	15,393
Call investment deposits	1	6,022	6,425	6,852	-	-	-	-	50,000	65,000	80,000
Consumer debtors	1	46,330	81,739	75,529	82,087	78,236	78,236	78,236	81,026	82,487	84,172
Other debtors		30,652	5,401	7,330	5,401	7,330	7,330	7,330	7,330	7,330	7,330
Current portion of long-term receivables		1,471	1,304	173	1,304	173	173	173	173	173	173
Inventory	2	2,704	3,102	2,330	3,102	2,330	2,330	2,330	2,330	2,330	2,330
<b>Total current assets</b>		<b>163,237</b>	<b>169,481</b>	<b>156,801</b>	<b>164,942</b>	<b>149,619</b>	<b>149,619</b>	<b>149,619</b>	<b>152,052</b>	<b>168,141</b>	<b>189,399</b>
<b>Non current assets</b>											
Long-term receivables		1,064	305	446	305	446	446	446	446	446	446
Investments		-	-	-	-	-	-	-	-	-	-
Investment property		13,041	12,930	16,231	12,926	16,229	16,229	16,229	16,277	16,325	16,373
Investment in Associate		-	-	-	-	-	-	-	-	-	-
Property, plant and equipment	3	341,052	353,869	369,472	404,399	395,782	395,782	395,782	415,981	432,076	451,827
Biological		-	-	-	-	-	-	-	-	-	-
Intangible		3,236	4,293	3,849	5,188	3,965	3,965	3,965	3,376	2,760	2,715
Other non-current assets		454	454	454	454	454	454	454	504	504	524
<b>Total non current assets</b>		<b>358,848</b>	<b>371,851</b>	<b>390,452</b>	<b>423,272</b>	<b>416,876</b>	<b>416,876</b>	<b>416,876</b>	<b>436,584</b>	<b>452,111</b>	<b>471,885</b>
<b>TOTAL ASSETS</b>		<b>522,085</b>	<b>541,331</b>	<b>547,253</b>	<b>588,214</b>	<b>566,495</b>	<b>566,495</b>	<b>566,495</b>	<b>588,636</b>	<b>620,252</b>	<b>661,284</b>
<b>LIABILITIES</b>											
<b>Current liabilities</b>											
Bank overdraft	1	-	-	-	-	-	-	-	-	-	-
Borrowing	4	4,536	5,120	5,145	5,702	5,145	5,145	5,145	7,206	8,429	9,785
Consumer deposits		3,281	3,464	3,665	3,737	3,803	3,803	3,803	4,016	4,240	4,477
Trade and other payables	4	33,120	25,249	16,705	25,249	16,051	16,051	16,051	16,051	16,051	16,051
Provisions		9,814	10,961	12,558	11,704	13,560	13,560	13,560	14,519	15,522	16,570
<b>Total current liabilities</b>		<b>50,751</b>	<b>44,793</b>	<b>38,073</b>	<b>46,392</b>	<b>38,560</b>	<b>38,560</b>	<b>38,560</b>	<b>41,792</b>	<b>44,242</b>	<b>46,883</b>
<b>Non current liabilities</b>											
Borrowing		50,268	51,243	53,048	53,765	54,923	54,923	54,923	62,042	68,713	74,049
Provisions		101,377	106,180	97,615	119,789	106,642	106,642	106,642	116,689	127,920	138,406
<b>Total non current liabilities</b>		<b>151,645</b>	<b>157,423</b>	<b>150,664</b>	<b>173,555</b>	<b>161,565</b>	<b>161,565</b>	<b>161,565</b>	<b>178,731</b>	<b>196,633</b>	<b>212,455</b>
<b>TOTAL LIABILITIES</b>		<b>202,396</b>	<b>202,216</b>	<b>188,737</b>	<b>219,947</b>	<b>200,124</b>	<b>200,124</b>	<b>200,124</b>	<b>220,523</b>	<b>240,875</b>	<b>259,338</b>
<b>NET ASSETS</b>	5	<b>319,689</b>	<b>339,115</b>	<b>358,516</b>	<b>368,267</b>	<b>366,370</b>	<b>366,370</b>	<b>366,370</b>	<b>368,113</b>	<b>379,377</b>	<b>401,946</b>
<b>COMMUNITY WEALTH/EQUITY</b>											
Accumulated Surplus/(Deficit)		301,734	313,920	327,407	326,466	326,064	326,064	326,064	323,435	326,035	342,253
Reserves	4	17,955	25,195	31,109	41,801	40,307	40,307	40,307	44,678	53,342	59,693
<b>TOTAL COMMUNITY WEALTH/EQUITY</b>	5	<b>319,689</b>	<b>339,115</b>	<b>358,516</b>	<b>368,267</b>	<b>366,370</b>	<b>366,370</b>	<b>366,370</b>	<b>368,113</b>	<b>379,377</b>	<b>401,946</b>

WC013 Bergrivier - Table A7 Budgeted Cash Flows

Description	Ref	2016/17	2017/18	2018/19	Current Year 2019/20				2020/21 Medium Term Revenue & Expenditure Framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Pre-audit outcome	Budget Year 2020/21	Budget Year +1 2021/22	Budget Year +2 2022/23
<b>CASH FLOW FROM OPERATING ACTIVITIES</b>											
<b>Receipts</b>											
Property rates		55,009	54,467	65,465	68,814	67,739	67,739	67,739	70,470	75,707	81,284
Service charges		145,087	141,393	147,982	180,615	178,943	178,943	178,943	177,284	189,785	203,078
Other revenue		12,094	18,293	14,376	20,290	18,947	18,947	18,947	10,502	15,918	16,567
Transfers and Subsidies - Operational	1	42,556	48,799	56,453	67,092	67,696	67,696	67,696	68,914	86,151	93,360
Transfers and Subsidies - Capital	1	11,566	14,704	20,515	24,067	24,250	24,250	24,250	15,770	14,794	17,889
Interest		5,839	6,729	6,203	9,807	7,452	7,452	7,452	7,756	8,127	8,518
Dividends		-	-	-	-	-	-	-	-	-	-
<b>Payments</b>											
Suppliers and employees		(221,580)	(251,164)	(267,715)	(311,482)	(315,061)	(315,061)	(315,061)	(305,689)	(332,147)	(350,242)
Finance charges		(6,012)	(6,280)	(6,404)	(6,943)	(6,443)	(6,443)	(6,443)	(6,842)	(7,170)	(7,513)
Transfers and Grants	1	(3,551)	(4,150)	(5,323)	(6,028)	(6,328)	(6,328)	(6,328)	(4,576)	(4,375)	(4,586)
<b>NET CASH FROM/(USED) OPERATING ACTIVITIES</b>		<b>41,009</b>	<b>22,792</b>	<b>31,550</b>	<b>46,232</b>	<b>37,194</b>	<b>37,194</b>	<b>37,194</b>	<b>33,588</b>	<b>46,790</b>	<b>58,354</b>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>											
<b>Receipts</b>											
Proceeds on disposal of PPE		472	790	786	-	-	-	-	-	-	-
Decrease (increase) in non-current receivables		-	15	43	-	-	-	-	-	-	-
Decrease (increase) in non-current investments		-	-	-	-	-	-	-	-	-	-
<b>Payments</b>											
Capital assets		(27,943)	(29,483)	(40,909)	(51,213)	(49,096)	(49,096)	(49,096)	(43,336)	(40,281)	(45,710)
<b>NET CASH FROM/(USED) INVESTING ACTIVITIES</b>		<b>(27,471)</b>	<b>(28,679)</b>	<b>(40,079)</b>	<b>(51,213)</b>	<b>(49,096)</b>	<b>(49,096)</b>	<b>(49,096)</b>	<b>(43,336)</b>	<b>(40,281)</b>	<b>(45,710)</b>
<b>CASH FLOWS FROM FINANCING ACTIVITIES</b>											
<b>Receipts</b>											
Short term loans		-	-	-	-	-	-	-	-	-	-
Borrowing long term/refinancing		6,750	6,080	6,950	6,550	7,150	7,150	7,150	15,200	15,100	15,120
Increase (decrease) in consumer deposits		132	183	200	139	139	139	139	213	224	237
<b>Payments</b>											
Repayment of borrowing		(3,998)	(4,521)	(5,120)	(5,276)	(5,276)	(5,276)	(5,276)	(6,021)	(7,206)	(8,429)
<b>NET CASH FROM/(USED) FINANCING ACTIVITIES</b>		<b>2,884</b>	<b>1,742</b>	<b>2,031</b>	<b>1,413</b>	<b>2,013</b>	<b>2,013</b>	<b>2,013</b>	<b>9,392</b>	<b>8,119</b>	<b>6,928</b>
<b>NET INCREASE/ (DECREASE) IN CASH HELD</b>											
Cash/cash equivalents at the year begin:	2	65,660	82,080	77,936	76,617	71,438	71,438	71,438	61,549	61,193	75,821
Cash/cash equivalents at the year end:	2	82,080	77,936	71,438	73,049	61,549	61,549	61,549	61,193	75,821	95,393

WC013 Bergrivier - Table A8 Cash backed reserves/accumulated surplus reconciliation

Description	Ref	2016/17	2017/18	2018/19	Current Year 2019/20				2020/21 Medium Term Revenue & Expenditure Framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Pre-audit outcome	Budget Year 2020/21	Budget Year +1 2021/22	Budget Year +2 2022/23
<b>R thousand</b>											
<b>Cash and investments available</b>											
Cash/cash equivalents at the year end	1	82,080	77,936	71,438	73,049	61,549	61,549	61,549	61,193	75,821	95,393
Other current investments > 90 days		(0)	(0)	0	-	-	-	-	-	-	-
Non current assets - Investments	1	-	-	-	-	-	-	-	-	-	-
<b>Cash and investments available:</b>		<b>82,080</b>	<b>77,936</b>	<b>71,438</b>	<b>73,049</b>	<b>61,549</b>	<b>61,549</b>	<b>61,549</b>	<b>61,193</b>	<b>75,821</b>	<b>95,393</b>
<b>Application of cash and investments</b>											
Unspent conditional transfers		445	199	654	-	-	-	-	-	-	-
Unspent borrowing		-	1,604	612	-	-	-	-	-	-	-
Statutory requirements	2	-	-	-	-	-	-	-	-	-	-
Other working capital requirements	3	(36,943)	(56,131)	(55,719)	(54,788)	(59,582)	(59,582)	(59,582)	(62,892)	(61,543)	(64,855)
Other provisions		-	-	-	-	-	-	-	-	-	-
Long term investments committed	4	-	-	-	-	-	-	-	-	-	-
Reserves to be backed by cash/investments	5	17,955	25,195	31,109	41,801	40,307	40,307	40,307	44,678	53,342	59,693
<b>Total Application of cash and investments:</b>		<b>(18,542)</b>	<b>(29,132)</b>	<b>(23,343)</b>	<b>(12,987)</b>	<b>(19,275)</b>	<b>(19,275)</b>	<b>(19,275)</b>	<b>(18,214)</b>	<b>(8,201)</b>	<b>(5,162)</b>
<b>Surplus(shortfall)</b>		<b>100,622</b>	<b>107,068</b>	<b>94,781</b>	<b>86,036</b>	<b>80,824</b>	<b>80,824</b>	<b>80,824</b>	<b>79,407</b>	<b>84,021</b>	<b>100,555</b>



<b>Total Upgrading of Existing Assets</b>	6	-	-	20,797	17,800	21,853	21,853	16,402	22,899	13,720
<i>Roads Infrastructure</i>		-	-	4,135	6,604	9,861	9,861	11,812	16,884	6,417
<i>Storm water Infrastructure</i>		-	-	225	2,674	2,281	2,281	35	40	1,789
<i>Electrical Infrastructure</i>		-	-	2,920	1,981	1,981	1,981	2,600	3,020	1,900
<i>Water Supply Infrastructure</i>		-	-	240	-	-	-	450	1,340	1,300
<i>Sanitation Infrastructure</i>		-	-	6,605	4,146	4,682	4,682	300	-	-
<i>Solid Waste Infrastructure</i>		-	-	757	400	400	400	-	-	-
<i>Rail Infrastructure</i>		-	-	-	-	-	-	-	-	-
<i>Coastal Infrastructure</i>		-	-	-	-	-	-	-	-	-
<i>Information and Communication Infrastructure</i>		-	-	-	-	-	-	-	-	-
<b>Infrastructure</b>		-	-	14,881	15,805	19,205	19,205	15,197	21,284	11,405
Community Facilities		-	-	499	1,215	2,094	2,094	265	415	765
Sport and Recreation Facilities		-	-	5,417	780	554	554	940	1,200	1,550
<b>Community Assets</b>		-	-	5,915	1,995	2,647	2,647	1,205	1,615	2,315
<b>Heritage Assets</b>		-	-	-	-	-	-	-	-	-
Revenue Generating		-	-	-	-	-	-	-	-	-
Non-revenue Generating		-	-	-	-	-	-	-	-	-
<b>Investment properties</b>		-	-	-	-	-	-	-	-	-
Operational Buildings		-	-	-	-	-	-	-	-	-
Housing		-	-	-	-	-	-	-	-	-
<b>Other Assets</b>		-	-	-	-	-	-	-	-	-
<b>Biological or Cultivated Assets</b>		-	-	-	-	-	-	-	-	-
Servitudes		-	-	-	-	-	-	-	-	-
Licences and Rights		-	-	-	-	-	-	-	-	-
<b>Intangible Assets</b>		-	-	-	-	-	-	-	-	-
Computer Equipment		-	-	-	-	-	-	-	-	-
Furniture and Office Equipment		-	-	-	-	-	-	-	-	-
Machinery and Equipment		-	-	-	-	-	-	-	-	-
Transport Assets		-	-	-	-	-	-	-	-	-
Land		-	-	-	-	-	-	-	-	-
Zoo's, Marine and Non-biological Animals		-	-	-	-	-	-	-	-	-
<b>Total Capital Expenditure</b>	4	28,795	31,377	41,609	51,213	49,096	49,096	43,336	40,281	45,710
<i>Roads Infrastructure</i>		2,473	873	4,315	6,854	9,995	9,995	12,107	17,534	6,767
<i>Storm water Infrastructure</i>		-	421	697	3,024	2,648	2,648	230	610	2,329
<i>Electrical Infrastructure</i>		3,495	1,585	6,448	8,888	8,888	8,888	6,859	7,839	6,248
<i>Water Supply Infrastructure</i>		4,704	1,811	1,452	4,960	1,775	1,775	4,620	2,785	2,365
<i>Sanitation Infrastructure</i>		1,841	12,912	7,337	9,304	7,067	7,067	6,736	2,511	1,930
<i>Solid Waste Infrastructure</i>		1,429	1,668	1,350	850	850	850	550	300	8,996
<i>Rail Infrastructure</i>		-	-	-	-	-	-	-	-	-
<i>Coastal Infrastructure</i>		-	-	-	-	-	-	-	-	-
<i>Information and Communication Infrastructure</i>		-	-	-	-	-	-	-	-	-
<b>Infrastructure</b>		13,941	19,270	21,599	33,880	31,222	31,222	31,102	31,579	28,634
Community Facilities		1,098	2,543	2,793	6,010	6,901	6,901	1,340	915	1,660
Sport and Recreation Facilities		3,504	570	5,639	1,590	1,305	1,305	2,770	2,340	5,600
<b>Community Assets</b>		4,602	3,113	8,432	7,600	8,205	8,205	4,110	3,255	7,260
<b>Heritage Assets</b>		-	-	-	-	-	-	50	-	20
Revenue Generating		-	-	-	-	-	-	50	50	50
Non-revenue Generating		-	29	-	-	-	-	-	-	-
<b>Investment properties</b>		-	29	-	-	-	-	50	50	50
Operational Buildings		2,820	26	1,549	355	955	955	900	225	360
Housing		-	-	-	-	-	-	-	-	-
<b>Other Assets</b>		2,820	26	1,549	355	955	955	900	225	360
<b>Biological or Cultivated Assets</b>		-	-	-	-	-	-	-	-	-
Servitudes		-	-	-	-	-	-	-	-	-
Licences and Rights		2,038	1,456	546	1,272	678	678	-	-	600
<b>Intangible Assets</b>		2,038	1,456	546	1,272	678	678	-	-	600
Computer Equipment		-	377	2,202	960	945	945	1,060	860	1,050
Furniture and Office Equipment		1,479	2,675	617	1,002	913	913	1,119	525	751
Machinery and Equipment		1,457	447	338	688	791	791	1,346	967	1,025
Transport Assets		2,457	3,983	6,328	5,455	5,386	5,386	3,600	2,820	5,960
Land		-	-	-	-	-	-	-	-	-
Zoo's, Marine and Non-biological Animals		-	-	-	-	-	-	-	-	-
<b>TOTAL CAPITAL EXPENDITURE - Asset class</b>		28,795	31,377	41,609	51,213	49,096	49,096	43,336	40,281	45,710

<b>ASSET REGISTER SUMMARY - PPE (WDV)</b>	5	357,784	371,546	390,006	422,967	416,430	416,430	436,138	451,666	471,439
<i>Roads Infrastructure</i>		45,579	65,202	40,059	51,553	47,958	47,958	57,866	73,095	77,446
<i>Storm water Infrastructure</i>		6,250	5,960	8,151	8,973	10,438	10,438	10,289	10,502	12,415
<i>Electrical Infrastructure</i>		34,474	32,910	38,007	46,475	45,078	45,078	50,029	55,870	60,022
<i>Water Supply Infrastructure</i>		59,244	56,369	56,703	61,448	55,111	55,111	56,199	55,282	53,767
<i>Sanitation Infrastructure</i>		55,083	52,702	82,059	82,772	86,221	86,221	89,909	89,227	87,810
<i>Solid Waste Infrastructure</i>		4,197	4,188	23,522	22,636	20,876	20,876	17,907	14,519	19,650
<i>Rail Infrastructure</i>		-	-	-	-	-	-	-	-	-
<i>Coastal Infrastructure</i>		-	-	-	-	-	-	-	-	-
<i>Information and Communication Infrastructure</i>		-	-	-	-	-	-	-	-	-
<b>Infrastructure</b>		<b>204,827</b>	<b>217,330</b>	<b>248,502</b>	<b>273,857</b>	<b>265,681</b>	<b>265,681</b>	<b>282,200</b>	<b>298,495</b>	<b>311,110</b>
<b>Community Assets</b>		34,280	33,409	38,137	45,103	44,292	44,292	46,252	47,255	52,155
<b>Heritage Assets</b>		454	454	454	454	454	454	504	504	524
<b>Investment properties</b>		13,041	12,930	16,231	12,926	16,229	16,229	16,277	16,325	16,373
<b>Other Assets</b>		23,055	22,822	24,651	24,389	24,552	24,552	24,347	23,414	22,561
<b>Biological or Cultivated Assets</b>		-	-	-	-	-	-	-	-	-
<b>Intangible Assets</b>		3,236	4,293	3,849	5,188	3,965	3,965	3,376	2,760	2,715
<b>Computer Equipment</b>		1,514	1,416	1,830	2,131	2,096	2,096	2,447	2,568	2,847
<b>Furniture and Office Equipment</b>		4,725	4,145	4,137	3,371	3,769	3,769	3,545	2,665	1,947
<b>Machinery and Equipment</b>		8,362	7,400	6,331	5,548	5,676	5,676	5,506	4,884	4,243
<b>Transport Assets</b>		3,780	6,694	9,499	13,325	13,330	13,330	15,299	16,410	20,579
<b>Land</b>		60,509	60,655	36,385	36,676	36,385	36,385	36,385	36,385	36,385
<b>Zoo's, Marine and Non-biological Animals</b>		-	-	-	-	-	-	-	-	-
<b>TOTAL ASSET REGISTER SUMMARY - PPE (WDV)</b>	5	<b>357,784</b>	<b>371,546</b>	<b>390,006</b>	<b>422,967</b>	<b>416,430</b>	<b>416,430</b>	<b>436,138</b>	<b>451,666</b>	<b>471,439</b>
<b>EXPENDITURE OTHER ITEMS</b>		<b>28,184</b>	<b>39,709</b>	<b>43,703</b>	<b>48,006</b>	<b>47,365</b>	<b>47,365</b>	<b>44,189</b>	<b>46,286</b>	<b>48,476</b>
<b>Depreciation</b>	7	19,621	20,636	20,171	23,284	22,672	22,672	23,628	24,754	25,936
<b>Repairs and Maintenance by Asset Class</b>	3	<b>8,562</b>	<b>19,073</b>	<b>23,533</b>	<b>24,722</b>	<b>24,693</b>	<b>24,693</b>	<b>20,561</b>	<b>21,532</b>	<b>22,540</b>
<i>Roads Infrastructure</i>		40	315	1,021	547	547	547	460	477	495
<i>Storm water Infrastructure</i>		261	494	258	409	398	398	292	304	318
<i>Electrical Infrastructure</i>		822	2,060	2,156	2,206	1,980	1,980	1,859	1,949	2,041
<i>Water Supply Infrastructure</i>		195	692	384	618	510	510	450	472	495
<i>Sanitation Infrastructure</i>		119	228	138	295	265	265	278	291	305
<i>Solid Waste Infrastructure</i>		-	-	-	30	-	-	15	16	17
<i>Rail Infrastructure</i>		-	-	-	-	-	-	-	-	-
<i>Coastal Infrastructure</i>		-	-	-	-	-	-	-	-	-
<i>Information and Communication Infrastructure</i>		-	-	-	-	-	-	-	-	-
<b>Infrastructure</b>		<b>1,437</b>	<b>3,788</b>	<b>3,957</b>	<b>4,106</b>	<b>3,701</b>	<b>3,701</b>	<b>3,353</b>	<b>3,509</b>	<b>3,671</b>
Community Facilities		2,478	6,663	9,245	8,761	8,813	8,813	6,742	7,062	7,398
Sport and Recreation Facilities		1,120	1,685	2,149	3,131	3,475	3,475	2,787	2,920	3,055
<b>Community Assets</b>		<b>3,598</b>	<b>8,348</b>	<b>11,394</b>	<b>11,892</b>	<b>12,288</b>	<b>12,288</b>	<b>9,529</b>	<b>9,982</b>	<b>10,453</b>
<b>Heritage Assets</b>		-	-	-	-	-	-	-	-	-
Revenue Generating		-	-	-	-	-	-	-	-	-
Non-revenue Generating		-	-	-	-	-	-	-	-	-
<b>Investment properties</b>		-	-	-	-	-	-	-	-	-
Operational Buildings		1,909	3,175	3,797	4,331	4,684	4,684	3,912	4,098	4,291
Housing		6	6	7	16	16	16	16	16	16
<b>Other Assets</b>		<b>1,915</b>	<b>3,181</b>	<b>3,804</b>	<b>4,347</b>	<b>4,700</b>	<b>4,700</b>	<b>3,928</b>	<b>4,114</b>	<b>4,307</b>
<b>Biological or Cultivated Assets</b>		-	-	-	-	-	-	-	-	-
Servitudes		-	-	-	-	-	-	-	-	-
Licences and Rights		-	-	-	-	-	-	-	-	-
<b>Intangible Assets</b>		-	-	-	-	-	-	-	-	-
<b>Computer Equipment</b>		256	510	693	659	533	533	344	359	375
<b>Furniture and Office Equipment</b>		35	18	75	41	41	41	36	36	36
<b>Machinery and Equipment</b>		357	576	687	810	848	848	854	895	936
<b>Transport Assets</b>		964	2,652	2,922	2,868	2,582	2,582	2,517	2,637	2,762
<b>Land</b>		-	-	-	-	-	-	-	-	-
<b>Zoo's, Marine and Non-biological Animals</b>		-	-	-	-	-	-	-	-	-
<b>TOTAL EXPENDITURE OTHER ITEMS</b>		<b>28,184</b>	<b>39,709</b>	<b>43,703</b>	<b>48,006</b>	<b>47,365</b>	<b>47,365</b>	<b>44,189</b>	<b>46,286</b>	<b>48,476</b>
<i>Renewal and upgrading of Existing Assets as % of total capex</i>		29.9%	73.4%	66.8%	60.9%	65.3%	65.3%	63.4%	82.4%	50.0%
<i>Renewal and upgrading of Existing Assets as % of deprecn</i>		43.8%	111.7%	137.7%	134.0%	141.3%	141.3%	116.3%	134.0%	88.1%
<i>R&amp;M as a % of PPE</i>		2.5%	5.4%	6.4%	6.1%	6.2%	6.2%	4.9%	5.0%	5.0%
<i>Renewal and upgrading and R&amp;M as a % of PPE</i>		5.0%	11.0%	13.0%	13.0%	14.0%	14.0%	11.0%	12.0%	10.0%

WC013 Bergrivier - Table A10 Basic service delivery measurement

Description	Ref	2016/17	2017/18	2018/19	Current Year 2019/20			2020/21 Medium Term Revenue & Expenditure Framework		
		Outcome	Outcome	Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2020/21	Budget Year +1 2021/22	Budget Year +2 2022/23
<b>Household service targets</b>	1									
<b>Water:</b>										
Piped water inside dwelling		-	-	-	-	-	-	-	-	-
Piped water inside yard (but not in dwelling)		-	-	-	-	-	-	-	-	-
Using public tap (at least min.service level)	2	-	-	-	-	-	-	-	-	-
Other water supply (at least min.service level)	4	-	-	-	-	-	-	-	-	-
<i>Minimum Service Level and Above sub-total</i>		-	-	-	-	-	-	-	-	-
Using public tap (< min.service level)	3	-	-	-	-	-	-	-	-	-
Other water supply (< min.service level)	4	-	-	-	-	-	-	-	-	-
No water supply		-	-	-	-	-	-	-	-	-
<i>Below Minimum Service Level sub-total</i>		-	-	-	-	-	-	-	-	-
<b>Total number of households</b>	5	-	-	-	-	-	-	-	-	-
<b>Sanitation/sewerage:</b>										
Flush toilet (connected to sewerage)		-	-	-	-	-	-	-	-	-
Flush toilet (with septic tank)		-	-	-	-	-	-	-	-	-
Chemical toilet		-	-	-	-	-	-	-	-	-
Pit toilet (ventilated)		-	-	-	-	-	-	-	-	-
Other toilet provisions (> min.service level)		-	-	-	-	-	-	-	-	-
<i>Minimum Service Level and Above sub-total</i>		-	-	-	-	-	-	-	-	-
Bucket toilet		-	-	-	-	-	-	-	-	-
Other toilet provisions (< min.service level)		-	-	-	-	-	-	-	-	-
No toilet provisions		-	-	-	-	-	-	-	-	-
<i>Below Minimum Service Level sub-total</i>		-	-	-	-	-	-	-	-	-
<b>Total number of households</b>	5	-	-	-	-	-	-	-	-	-
<b>Energy:</b>										
Electricity (at least min.service level)		-	-	-	-	-	-	-	-	-
Electricity - prepaid (min.service level)		-	-	-	-	-	-	-	-	-
<i>Minimum Service Level and Above sub-total</i>		-	-	-	-	-	-	-	-	-
Electricity (< min.service level)		-	-	-	-	-	-	-	-	-
Electricity - prepaid (< min. service level)		-	-	-	-	-	-	-	-	-
Other energy sources		-	-	-	-	-	-	-	-	-
<i>Below Minimum Service Level sub-total</i>		-	-	-	-	-	-	-	-	-
<b>Total number of households</b>	5	-	-	-	-	-	-	-	-	-
<b>Refuse:</b>										
Removed at least once a week		-	-	-	-	-	-	-	-	-
<i>Minimum Service Level and Above sub-total</i>		-	-	-	-	-	-	-	-	-
Removed less frequently than once a week		-	-	-	-	-	-	-	-	-
Using communal refuse dump		-	-	-	-	-	-	-	-	-
Using own refuse dump		-	-	-	-	-	-	-	-	-
Other rubbish disposal		-	-	-	-	-	-	-	-	-
No rubbish disposal		-	-	-	-	-	-	-	-	-
<i>Below Minimum Service Level sub-total</i>		-	-	-	-	-	-	-	-	-
<b>Total number of households</b>	5	-	-	-	-	-	-	-	-	-
<b>Households receiving Free Basic Service</b>	7									
Water (6 kilolitres per household per month)		-	-	-	-	-	-	-	-	-
Sanitation (free minimum level service)		-	-	-	-	-	-	-	-	-
Electricity/other energy (50kwh per household per month)		-	-	-	-	-	-	-	-	-
Refuse (removed at least once a week)		-	-	-	-	-	-	-	-	-
<b>Cost of Free Basic Services provided - Formal Settlements (R'000)</b>	8									
Water (6 kilolitres per indigent household per month)		1,647	1,602	1,909	2,118	2,148	2,148	2,719	2,850	2,987
Sanitation (free sanitation service to indigent households)		2,482	2,572	2,954	3,095	3,445	3,445	3,958	4,148	4,347
Electricity/other energy (50kwh per indigent household per month)		828	750	373	585	585	585	620	650	681
Refuse (removed once a week for indigent households)		3,714	3,875	4,449	4,734	5,184	5,184	6,068	6,359	6,664
<b>Cost of Free Basic Services provided - Informal Formal Settlements (R'000)</b>		-	-	-	-	-	-	-	-	-
<b>Total cost of FBS provided</b>		8,672	8,800	9,685	10,532	11,362	11,362	13,365	14,007	14,679
<b>Highest level of free service provided per household</b>										
Property rates (R value threshold)		15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000
Water (kilolitres per household per month)		6	6	6	6	6	6	6	6	6
Sanitation (kilolitres per household per month)		-	-	-	-	-	-	-	-	-
Sanitation (Rand per household per month)		125	134	142	151	151	151	157	167	177
Electricity (kwh per household per month)		50	50	50	50	50	50	50	50	50
Refuse (average litres per week)		-	-	-	-	-	-	-	-	-
<b>Revenue cost of subsidised services provided (R'000)</b>	9									
Property rates (tariff adjustment) ( impermissible values per section 17 of MPRA)										
Property rates exemptions, reductions and rebates and impermissible values in excess of section 17 of MPRA		3,669	1,887	1,259	2,222	3,424	3,424	4,962	5,200	5,450
Water (in excess of 6 kilolitres per indigent household per month)		-	-	-	-	-	-	-	-	-
Sanitation (in excess of free sanitation service to indigent households)		-	-	-	-	-	-	-	-	-
Electricity/other energy (in excess of 50 kwh per indigent household per month)		-	-	-	-	-	-	-	-	-
Refuse (in excess of one removal a week for indigent households)		-	-	-	-	-	-	-	-	-
Municipal Housing - rental rebates										
Housing - top structure subsidies										
Other										
<b>Total revenue cost of subsidised services provided</b>	6	3,669	1,887	1,259	2,222	3,424	3,424	4,962	5,200	5,450



WC013 Bergrivier - Supporting Table SA1 Supporting detail to 'Budgeted Financial Performance'

Description	Ref	2016/17	2017/18	2018/19	Current Year 2019/20				2020/21 Medium Term Revenue & Expenditure Framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Pre-audit outcome	Budget Year 2020/21	Budget Year +1 2021/22	Budget Year +2 2022/23
<b>R thousand</b>											
<b>REVENUE ITEMS:</b>											
<b>Property rates</b>											
Total Property Rates	6	60,109	64,493	69,058	73,903	75,903	75,903	75,903	82,728	86,700	90,862
<i>less Revenue Foregone (exemptions, reductions and rebates and impermissible values in excess of section 17 of MPRA)</i>		3,669	1,887	1,259	2,222	3,424	3,424	3,424	4,962	5,200	5,450
<b>Net Property Rates</b>		<b>56,440</b>	<b>62,607</b>	<b>67,800</b>	<b>71,681</b>	<b>72,479</b>	<b>72,479</b>	<b>72,479</b>	<b>77,766</b>	<b>81,500</b>	<b>85,412</b>
<b>Service charges - electricity revenue</b>											
Total Service charges - electricity revenue	6	95,229	95,252	102,495	124,474	124,724	124,724	124,724	129,361	135,570	142,077
<i>less Revenue Foregone (in excess of 50 kwh per indigent household per month)</i>											
<i>less Cost of Free Basis Services (50 kwh per indigent household per month)</i>		828	750	373	585	585	585	585	620	650	681
<b>Net Service charges - electricity revenue</b>		<b>94,401</b>	<b>94,502</b>	<b>102,121</b>	<b>123,889</b>	<b>124,139</b>	<b>124,139</b>	<b>124,139</b>	<b>128,741</b>	<b>134,920</b>	<b>141,396</b>
<b>Service charges - water revenue</b>											
Total Service charges - water revenue	6	26,436	20,911	26,256	29,384	30,300	30,300	30,300	30,854	32,334	33,885
<i>less Revenue Foregone (in excess of 6 kilolitres per indigent household per month)</i>											
<i>less Cost of Free Basis Services (6 kilolitres per indigent household per month)</i>		1,647	1,602	1,909	2,118	2,148	2,148	2,148	2,719	2,850	2,987
<b>Net Service charges - water revenue</b>		<b>24,789</b>	<b>19,309</b>	<b>24,348</b>	<b>27,266</b>	<b>28,152</b>	<b>28,152</b>	<b>28,152</b>	<b>28,135</b>	<b>29,484</b>	<b>30,898</b>
<b>Service charges - sanitation revenue</b>											
Total Service charges - sanitation revenue		13,563	14,643	15,830	17,082	16,797	16,797	16,797	17,666	18,514	19,404
<i>less Revenue Foregone (in excess of free sanitation service to indigent households)</i>											
<i>less Cost of Free Basis Services (free sanitation service to indigent households)</i>		2,482	2,572	2,954	3,095	3,445	3,445	3,445	3,958	4,148	4,347
<b>Net Service charges - sanitation revenue</b>		<b>11,080</b>	<b>12,071</b>	<b>12,876</b>	<b>13,987</b>	<b>13,352</b>	<b>13,352</b>	<b>13,352</b>	<b>13,708</b>	<b>14,366</b>	<b>15,057</b>
<b>Service charges - refuse revenue</b>											
Total refuse removal revenue	6	22,694	23,617	25,734	27,732	27,315	27,315	27,315	28,483	29,850	31,282
Total landfill revenue											
<i>less Revenue Foregone (in excess of one removal a week to indigent households)</i>											
<i>less Cost of Free Basis Services (removed once a week to indigent households)</i>		3,714	3,875	4,449	4,734	5,184	5,184	5,184	6,068	6,359	6,664
<b>Net Service charges - refuse revenue</b>		<b>18,980</b>	<b>19,742</b>	<b>21,286</b>	<b>22,998</b>	<b>22,131</b>	<b>22,131</b>	<b>22,131</b>	<b>22,415</b>	<b>23,491</b>	<b>24,618</b>
<b>Other revenue</b>											
Application Fees for Land Usage		-	-	71	95	95	95	95	50	52	54
Administration Fees		-	-	-	-	-	-	-	-	-	-
Actuarial Gains		6,340	5,261	5,823	-	-	-	-	-	-	-
Breakages and Losses Recovered		-	-	72	267	8	8	8	8	8	8
Building Plan Approval		1,035	1,193	1,025	901	1,000	1,000	1,000	560	587	615
Camping Fees		-	-	4,291	4,619	3,206	3,206	3,206	2,021	4,880	5,114
Cemetery and Burial		356	350	323	366	366	366	366	388	407	427
Cleaning and Removal		200	115	80	288	263	263	263	233	244	255
Clearance Certificates		178	211	221	403	200	200	200	104	109	114
Commission		62	57	-	-	-	-	-	-	-	-
Contributed Assets		-	1,894	-	-	-	-	-	-	-	-
Development Charges		335	188	119	227	37	37	37	100	104	108
Discounts and Early Settlements		-	-	-	1	1	1	1	1	1	1
Entrance Fees		-	-	123	54	45	45	45	22	34	36
Fire Services		-	-	-	5	5	5	5	5	5	5
Incidental Cash Surpluses		-	-	14	3	5	5	5	5	5	5
Insurance		-	-	70	74	74	74	74	78	82	86
Insurance Refund		163	36	219	121	40	40	40	42	44	46
instructor fees		-	-	0	-	-	-	-	-	-	-
Merchandising, Jobbing and Contracts		-	-	16	19	19	19	19	13	13	13
Municipal Information and Statistics		-	-	0	1	1	1	1	1	1	1
Photocopies and Faxes		59	51	49	57	57	57	57	29	30	31
Private Works		-	-	-	-	-	-	-	-	-	-
Profit with sale of land held for sale		-	-	-	-	-	-	-	-	-	-
Sale of Refuse Bags		-	-	-	-	-	-	-	-	-	-
Sub-division and Consolidation Fees		90	116	219	127	127	127	127	135	141	148
Skills Development Levy Refund		-	-	189	542	242	242	242	257	269	282
Street Traders		-	-	-	-	-	-	-	-	-	-
Surplus Cash		-	-	-	-	-	-	-	-	-	-
Swimming Pools		-	-	-	-	-	-	-	-	-	-
Tender Documents		-	-	7	10	24	24	24	11	12	13
Valuation Services		-	-	22	32	25	25	25	10	10	10
Sundry Income		169	273	-	-	-	-	-	-	-	-
Sale of Property		-	-	-	5,000	5,550	5,550	5,550	-	-	-
		-	-	-	-	-	-	-	-	-	-
<b>Total 'Other' Revenue</b>	1	<b>8,987</b>	<b>9,744</b>	<b>12,954</b>	<b>13,212</b>	<b>11,390</b>	<b>11,390</b>	<b>11,390</b>	<b>4,073</b>	<b>7,038</b>	<b>7,372</b>

<b>EXPENDITURE ITEMS:</b>											
<b>Employee related costs</b>											
Basic Salaries and Wages	2	63,679	71,088	85,197	93,725	92,999	92,999	92,999	95,484	97,768	102,382
Pension and UIF Contributions		10,808	11,962	12,963	14,768	14,632	14,632	14,632	14,872	15,592	16,336
Medical Aid Contributions		4,395	4,503	5,135	6,283	6,159	6,159	6,159	5,985	6,273	6,573
Overtime		4,678	4,340	5,009	4,352	5,075	5,075	5,075	2,709	2,838	2,974
Motor Vehicle Allowance		3,957	4,096	4,341	4,695	4,797	4,797	4,797	5,012	5,252	5,504
Cellphone Allowance				34	-	48	48	48	51	53	55
Housing Allowances		1,322	1,168	1,190	1,249	1,277	1,277	1,277	741	774	816
Other benefits and allowances		9,907	5,599	5,484	5,603	6,018	6,018	6,018	5,086	5,326	5,576
Payments in lieu of leave		972	1,000	1,345	964	1,614	1,614	1,614	1,745	1,822	1,906
Long service awards		464	449	474	515	560	560	560	607	636	667
Post-retirement benefit obligations	4	2,060	7,376	1,697	1,860	1,559	1,559	1,559	1,706	1,788	1,874
<b>sub-total</b>	<b>5</b>	<b>102,242</b>	<b>111,581</b>	<b>122,870</b>	<b>134,015</b>	<b>134,739</b>	<b>134,739</b>	<b>134,739</b>	<b>133,996</b>	<b>138,122</b>	<b>144,663</b>
<b>Less: Employees costs capitalised to PPE</b>											
<b>Total Employee related costs</b>	<b>1</b>	<b>102,242</b>	<b>111,581</b>	<b>122,870</b>	<b>134,015</b>	<b>134,739</b>	<b>134,739</b>	<b>134,739</b>	<b>133,996</b>	<b>138,122</b>	<b>144,663</b>
<b>Depreciation &amp; asset impairment</b>											
Depreciation of Property, Plant & Equipment		19,621	20,636	20,171	23,284	22,672	22,672	22,672	23,628	24,754	25,936
<b>Total Depreciation &amp; asset impairment</b>	<b>1</b>	<b>19,621</b>	<b>20,636</b>	<b>20,171</b>	<b>23,284</b>	<b>22,672</b>	<b>22,672</b>	<b>22,672</b>	<b>23,628</b>	<b>24,754</b>	<b>25,936</b>
<b>Bulk purchases</b>											
Electricity Bulk Purchases		73,189	73,796	80,291	91,843	91,843	91,843	91,843	96,268	100,889	105,732
Water Bulk Purchases		5,640	4,007	3,398	4,700	6,200	6,200	6,200	5,930	6,215	6,513
<b>Total bulk purchases</b>	<b>1</b>	<b>78,829</b>	<b>77,803</b>	<b>83,689</b>	<b>96,543</b>	<b>98,043</b>	<b>98,043</b>	<b>98,043</b>	<b>102,198</b>	<b>107,104</b>	<b>112,245</b>
<b>Transfers and grants</b>											
Cash transfers and grants		3,551	4,150	5,326	6,028	6,328	6,328	6,328	4,576	4,375	4,586
Non-cash transfers and grants		-	-	-	-	-	-	-	-	-	-
<b>Total transfers and grants</b>	<b>1</b>	<b>3,551</b>	<b>4,150</b>	<b>5,326</b>	<b>6,028</b>	<b>6,328</b>	<b>6,328</b>	<b>6,328</b>	<b>4,576</b>	<b>4,375</b>	<b>4,586</b>
<b>Contracted services</b>											
Accounting and Auditing				1,986	1,489	2,209	2,209	2,209	1,380	1,237	1,297
Administrative and Support Staff				-	50	1	1	1	1	1	1
Architectural				29	244	100	100	100	45	47	49
Audio-visual Services				-	20	0	0	0	10	10	10
Audit Committee				76	150	350	350	350	194	203	212
Burial Services				29	55	55	55	55	40	42	44
Business and Financial Management				84	106	106	106	106	100	105	110
Catering Services				298	351	274	274	274	193	200	207
Clearing and Grass Cutting Services				218	292	200	200	200	240	252	264
Collection				142	200	200	200	200	160	168	176
Commissions and Committees				24	42	42	42	42	89	93	97
Communication				1,022	789	832	832	832	841	881	923
Drivers Licence Cards				311	296	296	296	296	310	325	341
Ecological				123	170	219	219	219	300	314	329
Engineering				230	8,270	8,210	8,210	8,210	5,280	20,313	22,017
Event Promoters				357	482	320	320	320	16	16	16
Fire Protection				18	22	31	31	31	24	25	26
Graphic Designers				11	10	5	5	5	6	6	6
Housing				-	-	-	-	-	-	-	-
Human Resources				143	140	190	190	190	120	126	132
Inspection Fees				4	15	15	15	15	16	17	18
Internal Audit				-	-	200	200	200	-	-	-
Interior Décor				-	25	-	-	-	10	10	10
Issue of Summons				0	4	4	4	4	2	2	2
Laboratory Services				407	684	646	646	646	475	498	522
Land and Quantity Surveyors				14	21	3	3	3	10	10	10
Landscaping				24	25	-	-	-	-	-	-
Legal Advice and Litigation				233	436	416	416	416	299	313	328
Maintenance of Buildings and Facilities				345	290	318	318	318	90	94	98
Maintenance of Equipment				3,644	3,858	3,491	3,491	3,491	3,443	3,607	3,776
Management of Informal Settlements				-	6	6	6	6	7	7	7
Medical Examinations				6	50	20	20	20	30	32	34
Occupational Health and Safety				1	20	27	27	27	15	16	17
Organisational				902	1,145	1,586	1,586	1,586	1,419	1,488	1,560
Pest Control and Fumigation				43	45	60	60	60	91	95	99
Plants, Flowers and Other Decorations				10	16	53	53	53	53	55	57
Prepaid Electricity Vendors				309	294	124	124	124	350	367	385
Project Management				11	120	120	120	120	100	105	110
Qualification Verification				-	25	-	-	-	-	-	-
Refuse Removal				3,911	4,400	4,400	4,400	4,400	5,456	5,718	5,992
Removal of Hazardous Waste				170	20	5	5	5	-	-	-
Research and Advisory				7	400	400	400	400	290	304	319
Safeguard and Security				45	120	101	101	101	116	122	128
Security Services				490	800	777	777	777	575	602	630
Sports and Recreation				21	22	27	27	27	24	25	26
Traffic Fines Management				217	650	1,300	1,300	1,300	200	210	220
Valuer and Assessors				293	250	200	200	200	262	275	288
Veterinary Services				71	67	55	55	55	50	52	54
				-	-	-	-	-	-	-	-
<b>Total contracted services</b>		<b>-</b>	<b>-</b>	<b>16,281</b>	<b>26,986</b>	<b>27,992</b>	<b>27,992</b>	<b>27,992</b>	<b>22,732</b>	<b>38,388</b>	<b>40,947</b>

<b>Other Expenditure</b>											
Accounting and Auditing	1,013	1,568	-	-	-	-	-	-	-	-	-
Actuarial Losses	-	-	-	-	-	-	-	-	-	-	-
Advertising, Publicity and Marketing	738	884	1,116	1,212	1,061	1,061	1,061	964	1,010	1,058	
Assets less than the Capitalisation Threshold	-	-	545	539	543	543	543	516	537	556	
Bank Charges, Facility and Card Fees	530	617	672	705	705	705	705	700	734	769	
Books	-	-	-	-	-	-	-	-	-	-	
Bursaries (Employees)	-	314	55	99	99	99	99	50	52	54	
Cellular Contract (Subscription and Calls)	-	531	-	-	-	-	-	-	-	-	
Chemicals	808	526	-	-	-	-	-	-	-	-	
Commission - Prepaid Electricity	1,933	1,932	-	-	-	-	-	-	-	-	
Commission	-	-	2,172	2,450	2,450	2,450	2,450	2,350	2,463	2,581	
Communication	2,235	-	2,640	3,008	2,834	2,834	2,834	2,887	3,026	3,169	
Deeds	-	-	15	19	19	19	19	16	17	18	
Drivers Licence Cards	291	338	-	-	-	-	-	-	-	-	
Electricity - Internal usage	1,544	1,147	-	-	-	-	-	-	-	-	
Engineering	-	-	-	-	-	-	-	-	-	-	
Entertainment	139	186	127	162	72	72	72	26	26	26	
External Audit Fees	2,279	2,309	2,859	3,200	3,000	3,000	3,000	3,147	3,298	3,456	
External Computer Service	1,026	2,001	1,190	1,262	1,335	1,335	1,335	1,128	1,181	1,235	
Fertilizer	-	-	-	-	-	-	-	-	-	-	
Full Time Union Representative	-	-	104	139	110	110	110	110	115	121	
Fuel	3,115	3,582	-	-	-	-	-	-	-	-	
Hire Charges	257	282	515	491	320	320	320	457	478	501	
Human Resources	133	147	-	-	-	-	-	-	-	-	
Impact Studies	-	-	-	-	-	-	-	-	-	-	
Insurance Underwriting	699	1,058	1,002	1,595	1,611	1,611	1,611	1,912	1,999	2,088	
Internal Charges	674	-	-	-	-	-	-	-	-	-	
Laboratory Services	-	627	-	-	-	-	-	-	-	-	
Land Alienation Costs	-	-	-	5	-	-	-	5	5	5	
Leaverships and Internships	1,019	730	722	838	838	838	838	100	105	110	
Legal Cost	102	287	-	-	-	-	-	-	-	-	
Leases	-	-	209	260	222	222	222	210	220	230	
Libraries	-	-	-	-	-	-	-	-	-	-	
Licences	-	-	293	326	335	335	335	337	351	366	
Maintenance Materials	5,129	3,770	-	-	-	-	-	-	-	-	
Maintenance Services	3,626	3,732	-	-	-	-	-	-	-	-	
Motor Vehicle Licence and Registrations	231	253	-	-	-	-	-	-	-	-	
Organisational	545	1,064	-	-	-	-	-	-	-	-	
Other Consulting and Professional Fees	1,514	1,367	-	-	-	-	-	-	-	-	
Postage, Stamps and Franking Machines	-	656	-	-	-	-	-	-	-	-	
Printing, Publications and Books	1,151	1,240	601	733	639	639	639	547	572	598	
Professional Bodies, Membership and Subscription	1,120	1,198	1,256	1,300	1,286	1,286	1,286	1,438	1,503	1,572	
Registration Fees	-	-	385	557	304	304	304	125	127	129	
Refuse bags	1,092	1,286	-	-	-	-	-	-	-	-	
Refuse Removal	3,641	3,999	-	-	-	-	-	-	-	-	
Rehabilitation of Landfill Sites	-	-	-	-	-	-	-	300	-	1,700	
Remuneration to Ward Committees	-	-	172	342	322	322	322	342	359	376	
Resettlement Cost	-	-	35	70	121	121	121	55	58	61	
Municipal Services	-	-	1,275	10,660	10,660	10,660	10,660	8,104	8,491	8,899	
Security Services	690	570	-	-	-	-	-	-	-	-	
Servitudes and Land Surveys	-	-	23	37	37	37	37	39	41	43	
Signage	-	-	134	190	275	275	275	209	217	225	
Skills Development Fund Levy	851	928	962	1,069	1,086	1,086	1,086	1,124	1,175	1,231	
Small Tools and Equipment	256	292	-	-	-	-	-	-	-	-	
Sundries and Other Consumables	1,797	2,160	-	-	-	-	-	-	-	-	
Telephone, Fax, Telegraph and Telex	-	1,532	-	-	-	-	-	-	-	-	
Traffic Fines Management	130	199	-	-	-	-	-	-	-	-	
Travel Agency and Visa's	-	-	39	66	58	58	58	29	30	31	
Travel and Subsistence	1,152	1,357	2,219	2,306	1,723	1,723	1,723	753	773	795	
Uniform and Protective Clothing	528	592	558	724	670	670	670	608	635	663	
Valuer and Assessors	12	1,035	-	-	-	-	-	-	-	-	
Vehicle Tracking	-	-	178	213	237	237	237	221	230	239	
Workmen's Compensation Fund	-	-	616	833	833	833	833	878	920	964	
<b>Total 'Other' Expenditure</b>	<b>1</b>	<b>41,999</b>	<b>46,295</b>	<b>22,686</b>	<b>35,409</b>	<b>33,806</b>	<b>33,806</b>	<b>33,806</b>	<b>29,686</b>	<b>30,748</b>	<b>33,869</b>
<b>by Expenditure Item</b>	<b>8</b>										
Employee related costs	-	10,962	13,499	13,933	14,295	14,295	14,295	11,664	12,225	12,808	
Other materials	5,124	3,411	4,312	4,015	4,023	4,023	4,023	3,289	3,439	3,597	
Contracted Services	3,438	3,813	4,306	4,614	4,173	4,173	4,173	3,939	4,127	4,320	
Other Expenditure	-	887	1,416	2,160	2,202	2,202	2,202	1,669	1,741	1,815	
<b>Total Repairs and Maintenance Expenditure</b>	<b>9</b>	<b>8,562</b>	<b>19,073</b>	<b>23,533</b>	<b>24,722</b>	<b>24,693</b>	<b>24,693</b>	<b>24,693</b>	<b>20,561</b>	<b>21,532</b>	<b>22,540</b>

**WC013 Bergrivier - Supporting Table SA2 Matrix Financial Performance Budget (revenue source/expenditure type and dept.)**

Description	Ref	Vote 1 - Municipal Manager	Vote 2 - Finance	Vote 3 - Corporate Services	Vote 4 - Technical Services	Vote 5 - Community Services	Total
R thousand	1	R'000	R'000	R'000	R'000	R'000	
<b>Revenue By Source</b>							
Property rates		-	77,766	-	-	-	77,766
Service charges - electricity revenue		-	-	-	128,741	-	128,741
Service charges - water revenue		-	-	-	28,135	-	28,135
Service charges - sanitation revenue		-	-	-	13,708	-	13,708
Service charges - refuse revenue		-	-	-	22,415	-	22,415
Rental of facilities and equipment		-	-	-	1,166	219	1,385
Interest earned - external investments		-	5,145	-	-	-	5,145
Interest earned - outstanding debtors		-	7,460	-	-	-	7,460
Dividends received		-	-	-	-	-	-
Fines, penalties and forfeits		-	-	-	85	1,959	2,044
Licences and permits		-	-	46	-	3	49
Agency services		-	-	-	-	4,732	4,732
Other revenue		1	251	445	740	2,636	4,073
Transfers and subsidies		35,575	1,951	-	19,114	12,274	68,914
Gains		-	-	-	-	-	-
<b>Total Revenue (excluding capital transfers and contributions)</b>		<b>35,576</b>	<b>92,573</b>	<b>491</b>	<b>214,104</b>	<b>21,823</b>	<b>364,567</b>
<b>Expenditure By Type</b>							
Employee related costs		7,526	19,905	17,261	55,038	34,266	133,996
Remuneration of councillors		7,011	-	-	-	-	7,011
Debt impairment		-	11,261	-	13,810	1,781	26,852
Depreciation & asset impairment		119	240	1,353	18,355	3,561	23,628
Finance charges		-	-	3,965	12,653	58	16,676
Bulk purchases		-	-	-	102,198	-	102,198
Other materials		1,634	178	616	6,816	1,995	11,239
Contracted services		1,301	3,135	1,514	9,778	7,004	22,732
Transfers and grants		4,175	401	-	-	-	4,576
Other expenditure		4,529	5,794	4,046	12,105	3,213	29,686
Losses		-	-	-	-	-	-
<b>Total Expenditure</b>		<b>26,295</b>	<b>40,914</b>	<b>28,755</b>	<b>230,752</b>	<b>51,878</b>	<b>378,594</b>
<b>Surplus/(Deficit)</b>		<b>9,281</b>	<b>51,659</b>	<b>(28,264)</b>	<b>(16,648)</b>	<b>(30,055)</b>	<b>(14,027)</b>
Transfers and subsidies - capital (monetary allocations) (National / Provincial and District)		-	-	1,000	14,570	200	15,770
Transfers and subsidies - capital (monetary allocations) (National / Provincial Departmental Agencies, Households, Non-profit Institutions, Private Enterprises, Public Corporations, Higher Educational Institutions)		-	-	-	-	-	-
Transfers and subsidies - capital (in-kind - all)		-	-	-	-	-	-
<b>Surplus/(Deficit) after capital transfers &amp; contributions</b>		<b>9,281</b>	<b>51,659</b>	<b>(27,264)</b>	<b>(2,078)</b>	<b>(29,855)</b>	<b>1,743</b>

WC013 Bergrivier - Supporting Table SA3 Supporting detail to 'Budgeted Financial Position'

Description	Ref	2016/17	2017/18	2018/19	Current Year 2019/20				2020/21 Medium Term Revenue & Expenditure Framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Pre-audit outcome	Budget Year 2020/21	Budget Year +1 2021/22	Budget Year +2 2022/23
<b>R thousand</b>											
<b>ASSETS</b>											
Consumer debtors		53,362	101,725	121,568	121,948	143,120	143,120	143,120	170,980	194,331	212,676
<u>Less: Provision for debt impairment</u>		(7,032)	(19,986)	(46,038)	(39,861)	(64,883)	(64,883)	(64,883)	(89,954)	(111,844)	(128,504)
<b>Total Consumer debtors</b>	2	<b>46,330</b>	<b>81,739</b>	<b>75,529</b>	<b>82,087</b>	<b>78,236</b>	<b>78,236</b>	<b>78,236</b>	<b>81,026</b>	<b>82,487</b>	<b>84,172</b>
<b>Debt impairment provision</b>											
Balance at the beginning of the year		5,363	13,536	40,952	29,587	46,038	46,038	46,038	64,883	89,954	111,844
Contributions to the provision		2,973	7,603	10,133	10,274	18,845	18,845	18,845	25,071	21,890	16,660
Bad debts written off		(1,304)	(1,153)	(5,047)	-	-	-	-	-	-	-
<b>Balance at end of year</b>		<b>7,032</b>	<b>19,986</b>	<b>46,038</b>	<b>39,861</b>	<b>64,883</b>	<b>64,883</b>	<b>64,883</b>	<b>89,954</b>	<b>111,844</b>	<b>128,504</b>
<b>Property, plant and equipment (PPE)</b>											
PPE at cost/valuation (excl. finance leases)		496,557	526,070	550,735	621,216	599,154	599,154	599,154	642,390	682,621	727,661
Leases recognised as PPE		-	-	-	-	-	-	-	-	-	-
<u>Less: Accumulated depreciation</u>		155,505	172,201	181,264	216,817	203,372	203,372	203,372	226,409	250,545	275,834
<b>Total Property, plant and equipment (PPE)</b>	2	<b>341,052</b>	<b>353,869</b>	<b>369,472</b>	<b>404,399</b>	<b>395,782</b>	<b>395,782</b>	<b>395,782</b>	<b>415,981</b>	<b>432,076</b>	<b>451,827</b>
<b>LIABILITIES</b>											
<b>Current liabilities - Borrowing</b>											
Short term loans (other than bank overdraft)		-	-	-	-	-	-	-	-	-	-
Current portion of long-term liabilities		4,536	5,120	5,145	5,702	5,145	5,145	5,145	7,206	8,429	9,785
<b>Total Current liabilities - Borrowing</b>		<b>4,536</b>	<b>5,120</b>	<b>5,145</b>	<b>5,702</b>	<b>5,145</b>	<b>5,145</b>	<b>5,145</b>	<b>7,206</b>	<b>8,429</b>	<b>9,785</b>
<b>Trade and other payables</b>											
Trade Payables		32,674	21,998	16,041	25,249	16,051	16,051	16,051	16,051	16,051	16,051
Other creditors		-	-	11	-	-	-	-	-	-	-
Unspent conditional transfers		445	199	654	-	-	-	-	-	-	-
VAT		-	3,051	-	-	-	-	-	-	-	-
<b>Total Trade and other payables</b>	2	<b>33,120</b>	<b>25,249</b>	<b>16,705</b>	<b>25,249</b>	<b>16,051</b>	<b>16,051</b>	<b>16,051</b>	<b>16,051</b>	<b>16,051</b>	<b>16,051</b>
<b>Non current liabilities - Borrowing</b>											
Borrowing		50,268	51,243	53,048	53,765	54,923	54,923	54,923	62,042	68,713	74,049
Finance leases (including PPP asset element)		-	-	-	-	-	-	-	-	-	-
<b>Total Non current liabilities - Borrowing</b>		<b>50,268</b>	<b>51,243</b>	<b>53,048</b>	<b>53,765</b>	<b>54,923</b>	<b>54,923</b>	<b>54,923</b>	<b>62,042</b>	<b>68,713</b>	<b>74,049</b>
<b>Provisions - non-current</b>											
Retirement benefits		35,816	34,752	37,973	42,591	36,101	36,101	36,101	39,780	43,707	47,895
Refuse landfill site rehabilitation		60,730	66,402	59,642	71,785	65,278	65,278	65,278	71,147	77,899	83,589
Long-Service Awards		4,831	5,026	-	5,413	5,262	5,262	5,262	5,762	6,314	6,922
<b>Total Provisions - non-current</b>		<b>101,377</b>	<b>106,180</b>	<b>97,615</b>	<b>119,789</b>	<b>106,642</b>	<b>106,642</b>	<b>106,642</b>	<b>116,689</b>	<b>127,920</b>	<b>138,406</b>
<b>CHANGES IN NET ASSETS</b>											
<b>Accumulated Surplus/(Deficit)</b>											
Accumulated Surplus/(Deficit) - opening balance		281,943	301,734	313,920	319,701	327,407	327,407	327,407	326,064	323,435	326,035
GRAP adjustments		-	-	-	-	-	-	-	-	-	-
Restated balance		281,943	301,734	313,920	319,701	327,407	327,407	327,407	326,064	323,435	326,035
Surplus/(Deficit)		22,011	19,426	26,841	15,963	7,854	7,854	7,854	1,743	11,264	22,569
Transfers to/from Reserves		(2,331)	(7,330)	(13,354)	(9,198)	(9,198)	(9,198)	(9,198)	(4,371)	(8,665)	(6,351)
Depreciation offsets		-	-	-	-	-	-	-	-	-	-
Other adjustments		111	90	-	-	-	-	-	-	-	-
<b>Accumulated Surplus/(Deficit)</b>	1	<b>301,734</b>	<b>313,920</b>	<b>327,407</b>	<b>326,466</b>	<b>326,064</b>	<b>326,064</b>	<b>326,064</b>	<b>323,435</b>	<b>326,035</b>	<b>342,253</b>
<b>Reserves</b>											
Housing Development Fund		394	304	261	304	261	261	261	261	261	261
Capital replacement		17,562	24,892	30,849	41,498	40,046	40,046	40,046	44,417	53,082	59,432
Self-insurance		-	-	-	-	-	-	-	-	-	-
Other reserves		-	-	-	-	-	-	-	-	-	-
Revaluation		-	-	-	-	-	-	-	-	-	-
<b>Total Reserves</b>	2	<b>17,955</b>	<b>25,195</b>	<b>31,109</b>	<b>41,801</b>	<b>40,307</b>	<b>40,307</b>	<b>40,307</b>	<b>44,678</b>	<b>53,342</b>	<b>59,693</b>
<b>TOTAL COMMUNITY WEALTH/EQUITY</b>	2	<b>319,689</b>	<b>339,115</b>	<b>358,516</b>	<b>368,267</b>	<b>366,370</b>	<b>366,370</b>	<b>366,370</b>	<b>368,113</b>	<b>379,377</b>	<b>401,946</b>

WC013 Bergrivier - Supporting Table SA4 Reconciliation of IDP strategic objectives and budget (revenue)

Strategic Objective	Goal	Goal Code	Ref	2016/17	2017/18	2018/19	Current Year 2019/20			2020/21 Medium Term Revenue & Expenditure Framework		
				Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2020/21	Budget Year +1 2021/22	Budget Year +2 2022/23
1.1: To budget strategically	SG1: Strengthen financial sustainability and further enhancing good governance	S101		69,390	77,944	2,712	84,443	2,804	2,804	-	-	-
1.2: Grow and diversify our revenue and ensure value for money-services	SG1: Strengthen financial sustainability and further enhancing good governance	S102		24,588	32,101	4,466	35,045	3,246	3,246	2,042	4,912	5,147
1.3: To create an efficient, effective, economic and accountable administration	SG1: Strengthen financial sustainability and further enhancing good governance	S103		-	-	121,010	10	121,873	121,873	127,964	135,741	144,149
1.4: Client focussed service delivery	SG1: Strengthen financial sustainability and further enhancing good governance	S104		-	-	-	-	-	-	-	-	-
1.5: To provide a transparent, ethical and corruption free municipality	SG1: Strengthen financial sustainability and further enhancing good governance	S105		-	714	-	14,548	-	-	-	-	-
1.6: To communicate effectively with the public	SG1: Strengthen financial sustainability and further enhancing good governance	S106		146	-	-	-	-	-	-	-	-
2.1: To develop and provide sustainable bulk and community infrastructure in support of the spacial development framework	SG2: Sustainable service delivery	S201		179,572	173,216	194,329	215,684	220,369	220,369	224,641	234,443	248,482
3.1: To improve the regulatory environment for ease of doing business	SG3: Facilitate an enabling environment for economic growth to alleviate poverty	S301		-	-	-	-	-	-	-	-	-
3.2: To facilitate an environment for the creation of jobs and small businesses	SG3: Facilitate an enabling environment for economic growth to alleviate poverty	S302		-	-	420	-	445	445	445	466	488
3.3: To improve local mobility in the towns of the municipality	SG3: Facilitate an enabling environment for economic growth to alleviate poverty	S303		-	-	1,593	-	1,556	1,556	2,305	172	174
3.4: To alleviate poverty	SG3: Facilitate an enabling environment for economic growth to alleviate poverty	S304		-	-	-	-	45	45	48	50	52
4.1: To promote healthy life styles through the provision of sport and other facilities and opportunities	SG4: Promote a safe, healthy, educated and integrated community	S401		4,943	5,447	480	11,543	660	660	332	348	365
4.2: To promote a safe environment for all who live in and visit Bergrivier	SG4: Promote a safe, healthy, educated and integrated community	S402		12,551	12,246	12,256	17,706	21,962	21,962	7,076	27,550	27,808
4.3: To create innovative partnerships with sector departments for improved education outcomes and opportunities for youth development	SG4: Promote a safe, healthy, educated and integrated community	S403		5,447	6,597	6,792	7,563	8,527	8,527	7,525	7,938	8,374
5.1: To develop, manage and regulate the built environment	SG5: A sustainable, inclusive and integrated living environment	S501		1,993	2,464	2,152	5,919	15,824	15,824	6,727	21,830	23,607
5.2: To conserve and manage the natural environment and mitigate the impacts of climate change on municipal functions	SG5: A sustainable, inclusive and integrated living environment	S502		-	-	1,990	-	4,822	4,822	1,231	241	252
<b>Allocations to other priorities</b>			2									
<b>Total Revenue (excluding capital transfers and contributions)</b>			1	<b>298,631</b>	<b>310,729</b>	<b>348,200</b>	<b>392,461</b>	<b>402,133</b>	<b>402,133</b>	<b>380,337</b>	<b>433,691</b>	<b>458,898</b>

WC013 Bergvriev - Supporting Table SA5 Reconciliation of IDP strategic objectives and budget (operating expenditure)

Strategic Objective	Goal	Goal Code	Ref	2016/17	2017/18	2018/19	Current Year 2019/20			2020/21 Medium Term Revenue & Expenditure Framework			
				Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2020/21	Budget Year +1 2021/22	Budget Year +2 2022/23	
1.1: To budget strategically	SG1: Strengthen financial sustainability and further enhancing good governance	S101		20,940	23,923	10,488	27,504	11,429	11,429	12,171	12,752	13,357	
1.2: Grow and diversify our revenue and ensure value for money-services	SG1: Strengthen financial sustainability and further enhancing good governance	S102		37,558	40,257	6,682	50,627	7,599	7,599	7,131	7,468	7,818	
1.3: To create an efficient, effective, economic and accountable administration	SG1: Strengthen financial sustainability and further enhancing good governance	S103		2,694	3,209	59,058	6,845	76,147	76,147	71,505	73,032	74,458	
1.4: Client focussed service delivery	SG1: Strengthen financial sustainability and further enhancing good governance	S104		358	291	-	495	-	-	-	-	-	
1.5: To provide a transparent, ethical and corruption free municipality	SG1: Strengthen financial sustainability and further enhancing good governance	S105		-	1,662	1,187	1,903	1,757	1,757	1,569	1,433	1,499	
1.6: To communicate effectively with the public	SG1: Strengthen financial sustainability and further enhancing good governance	S106		817	936	138	1,490	103	103	67	70	73	
2.1: To develop and provide sustainable bulk and community infrastructure in support of the spacial development framework	SG2: Sustainable service delivery	S201		162,908	168,224	154,261	215,263	181,826	181,826	190,079	196,493	201,925	
3.1: To improve the regulatory environment for ease of doing business	SG3: Facilitate an enabling environment for economic growth to alleviate poverty	S301		-	-	-	-	-	-	-	-	-	
3.2: To facilitate an environment for the creation of jobs and small businesses	SG3: Facilitate an enabling environment for economic growth to alleviate poverty	S302		1,632	1,892	4,116	2,157	3,984	3,984	3,849	4,031	4,220	
3.3: To improve local mobility in the towns of the municipality	SG3: Facilitate an enabling environment for economic growth to alleviate poverty	S303		-	-	25,932	-	29,718	29,718	27,810	26,899	28,181	
3.4: To alleviate poverty	SG3: Facilitate an enabling environment for economic growth to alleviate poverty	S304		-	-	1,386	-	1,663	1,663	1,626	1,703	1,784	
4.1: To promote healthy life styles through the provision of sport and other facilities and opportunities	SG4: Promote a safe, healthy, educated and integrated community	S401		19,686	20,604	13,385	28,063	15,420	15,420	14,041	14,707	15,404	
4.2: To promote a safe environment for all who live in and visit Bergvriev	SG4: Promote a safe, healthy, educated and integrated community	S402		17,428	16,881	25,458	25,653	34,927	34,927	21,598	40,616	41,597	
4.3: To create innovative partnerships with sector departments for improved education outcomes and	SG4: Promote a safe, healthy, educated and integrated community	S403		6,376	6,965	6,730	8,284	7,482	7,482	7,875	8,251	8,642	
5.1: To develop, manage and regulate the built environment	SG5: A sustainable, inclusive and integrated living environment	S501		6,224	6,462	8,513	8,215	17,759	17,759	14,612	30,091	32,259	
5.2: To conserve and manage the natural environment and mitigate the impacts of climate change on municipal functions	SG5: A sustainable, inclusive and integrated living environment	S502		-	-	4,023	-	4,465	4,465	4,660	4,881	5,112	
<b>Allocations to other priorities</b>													
<b>Total Expenditure</b>				1	276,620	291,303	321,359	376,498	394,279	394,279	378,594	422,427	436,329

WC013 Bergvriev - Supporting Table SA6 Reconciliation of IDP strategic objectives and budget (capital expenditure)

Strategic Objective	Goal	Goal Code	Ref	2016/17	2017/18	2018/19	Current Year 2019/20			2020/21 Medium Term Revenue & Expenditure Framework		
				Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2020/21	Budget Year +1 2021/22	Budget Year +2 2022/23
1.1: To budget strategically	SG1: Strengthen financial sustainability and further enhancing good governance	G1O1		–	1,577	9,462	672	6,657	6,657	5,850	4,897	7,961
1.2: Grow and diversify our revenue and ensure value for money-services	SG1: Strengthen financial sustainability and further enhancing good governance	G1O2		621	375	2,712	1,360	1,150	1,150	1,650	1,500	2,200
1.3: To create an efficient, effective, economic and accountable administration	SG1: Strengthen financial sustainability and further enhancing good governance	G1O3		–	–	2,845	–	1,480	1,480	1,460	1,100	2,110
1.4: Client focussed service delivery	SG1: Strengthen financial sustainability and further enhancing good governance	G1O4		–	–	10	–	–	–	–	–	–
1.5: To provide a transparent, ethical and corruption free municipality	SG1: Strengthen financial sustainability and further enhancing good governance	G1O5		–	–	–	–	–	–	–	–	–
1.6: To communicate effectively with the public	SG1: Strengthen financial sustainability and further enhancing good governance	G1O6		–	–	4	–	148	148	170	–	–
2.1: To develop and provide sustainable bulk and community infrastructure in support of the spacial development framework	SG2: Sustainable service delivery	G2O1		25,195	24,435	19,973	41,823	32,598	32,598	30,422	31,424	32,034
3.1: To improve the regulatory environment for ease of doing business	SG3: Facilitate an enabling environment for economic growth to alleviate poverty	G3O1		–	–	–	–	–	–	–	–	–
3.2: To facilitate an environment for the creation of jobs and small businesses	SG3: Facilitate an enabling environment for economic growth to alleviate poverty	G3O2		–	–	1,025	–	4,500	4,500	1,000	–	250
3.3: To improve local mobility in the towns of the municipality	SG3: Facilitate an enabling environment for economic growth to alleviate poverty	G3O3		–	–	–	–	–	–	–	100	–
3.4: To alleviate poverty	SG3: Facilitate an enabling environment for economic growth to alleviate poverty	G3O4		–	–	–	–	–	–	–	–	–
4.1: To promote healthy life styles through the provision of sport and other facilities and opportunities	SG4: Promote a safe, healthy, educated and integrated community	G4O1		2,088	1,219	4,804	4,069	606	606	1,080	680	850
4.2: To promote a safe environment for all who live in and visit Bergvriev	SG4: Promote a safe, healthy, educated and integrated community	G4O2		325	3,389	775	2,185	1,871	1,871	1,605	530	285
4.3: To create innovative partnerships with sector departments for improved education outcomes and	SG4: Promote a safe, healthy, educated and integrated community	G4O3		239	285	–	600	17	17	–	–	–
5.1: To develop, manage and regulate the built environment	SG5: A sustainable, inclusive and integrated living environment	G5O1		325	96	–	503	–	–	50	–	20
5.2: To conserve and manage the natural environment and mitigate the impacts of climate change on municipal functions	SG5: A sustainable, inclusive and integrated living environment	G5O2		–	–	–	–	70	70	50	50	–
<b>Allocations to other priorities</b>			3									
<b>Total Capital Expenditure</b>			1	<b>28,795</b>	<b>31,377</b>	<b>41,609</b>	<b>51,213</b>	<b>49,096</b>	<b>49,096</b>	<b>43,336</b>	<b>40,281</b>	<b>45,710</b>





WC013 Bergvriev - Supporting Table SA8 Performance indicators and benchmarks

Description of financial indicator	Basis of calculation	2016/17	2017/18	2018/19	Current Year 2019/20				2020/21 Medium Term Revenue & Expenditure Framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Pre-audit outcome	Budget Year 2020/21	Budget Year +1 2021/22	Budget Year +2 2022/23
<b>Borrowing Management</b>											
<b>Credit Rating</b>											
Capital Charges to Operating Expenditure	Interest & Principal Paid /Operating Expenditure	6.0%	6.0%	6.4%	5.1%	5.3%	5.3%	5.3%	6.0%	6.0%	6.0%
Capital Charges to Own Revenue	Finance charges & Repayment of borrowing /Own Revenue	6.8%	7.0%	7.5%	6.4%	6.8%	6.8%	6.8%	7.7%	7.6%	7.5%
Borrowed funding of 'own' capital expenditure	Borrowing/Capital expenditure excl. transfers and grants and contributions	38.6%	41.8%	34.8%	24.1%	29.5%	29.5%	29.5%	55.1%	59.2%	54.3%
<b>Safety of Capital</b>											
Gearing	Long Term Borrowing/ Funds & Reserves	280.0%	203.4%	170.5%	128.6%	136.3%	136.3%	136.3%	138.9%	128.8%	124.1%
<b>Liquidity</b>											
Current Ratio	Current assets/current liabilities	3.2	3.8	4.1	3.6	3.9	3.9	3.9	3.6	3.8	4.0
Current Ratio adjusted for aged debtors	Current assets less debtors > 90 days/current liabilities	3.2	3.8	4.1	3.6	3.9	3.9	3.9	3.6	3.8	4.0
Liquidity Ratio	Monetary Assets/Current Liabilities	1.6	1.7	1.9	1.6	1.6	1.6	1.6	1.5	1.7	2.0
<b>Revenue Management</b>											
Annual Debtors Collection Rate (Payment Level %)	Last 12 Mths Receipts/Last 12 Mths Billing %		97.3%	94.1%	93.5%	96.0%	94.8%	94.8%	94.8%	91.5%	93.6%
Current Debtors Collection Rate (Cash receipts % of Ratepayer & Other revenue)		97.3%	94.1%	93.4%	96.0%	94.8%	94.8%	94.8%	91.5%	93.6%	95.6%
Outstanding Debtors to Revenue	Total Outstanding Debtors to Annual Revenue	27.8%	30.0%	25.5%	24.2%	22.8%	22.8%	22.8%	24.4%	21.6%	20.9%
Longstanding Debtors Recovered	Debtors > 12 Mths Recovered/Total Debtors > 12 Months Old										
<b>Creditors Management</b>											
Creditors System Efficiency	% of Creditors Paid Within Terms (within MFMA' s 65(e))										
Creditors to Cash and Investments		39.8%	28.2%	22.5%	34.6%	26.1%	26.1%	26.1%	26.2%	21.2%	16.8%
<b>Other Indicators</b>											
Electricity Distribution Losses (2)	Total Volume Losses (kW)	7,157	7,704	10,175	7,920	7,920	7,920	7,920	7,443	7,889	8,362
	Total Cost of Losses (Rand '000)	6,465	6,959	9,825	8,752	8,752	8,752	8,752	8,019	8,500	9,010
	% Volume (units purchased and generated less units sold)/units purchased and generated	8.92%	9.65%	12.35%	11.0%	11.0%	11.0%	11.0%	9.12%	9.00%	9.00%
Water Distribution Losses (2)	Total Volume Losses (kℓ)	258	120	161	134	134	134	134	139	141	
	Total Cost of Losses (Rand '000)	1,290	636	988	636	636	636	636	639	646	
	% Volume (units purchased and generated less units sold)/units purchased and generated	9.93%	6.98%	9.42%	7.80%	7.80%	7.80%	7.80%	8.1%	8.2%	9.0%
Employee costs	Employee costs/(Total Revenue - capital revenue)	35.7%	37.7%	37.6%	36.4%	35.7%	35.7%	35.7%	36.8%	33.0%	32.8%
Remuneration	Total remuneration/(Total Revenue - capital revenue)	37.6%	39.7%	39.5%	38.2%	37.5%	37.5%	37.5%	38.7%	34.7%	34.5%
Repairs & Maintenance	R&M/(Total Revenue excluding capital revenue)	3.0%	6.4%	7.2%	6.7%	6.5%	6.5%	6.5%	5.6%	5.1%	5.1%
Finance charges & Depreciation	FC&D/(Total Revenue - capital revenue)	11.3%	11.3%	10.8%	10.1%	10.2%	10.2%	10.2%	11.1%	10.2%	9.9%
<b>IDP regulation financial viability indicators</b>											
i. Debt coverage	(Total Operating Revenue - Operating Grants)/Debt service payments due within financial year)	21.7	21.8	18.0	23.7	23.7	23.7	22.5	19.3	19.6	20.5
ii. O/S Service Debtors to Revenue	Total outstanding service debtors/annual revenue received for services	37.2%	41.4%	36.1%	34.0%	32.8%	32.8%	32.8%	32.5%	31.6%	30.7%
iii. Cost coverage	(Available cash + Investments)/monthly fixed operational expenditure	4.3	3.9	3.1	2.7	2.2	2.2	2.2	2.3	2.5	3.1

















WC013 Bergrivier - Supporting Table SA13b Service Tariffs by category - explanatory

Description	Ref	Provide description of tariff structure where appropriate	2016/17	2017/18	2018/19	Current Year 2019/20	2020/21 Medium Term Revenue & Expenditure Framework		
							Budget Year 2020/21	Budget Year +1 2021/22	Budget Year +2 2022/23
<b>Exemptions, reductions and rebates (Rands)</b>									
R15 000 threshold rebate			15,000	15,000	15,000	15,000	15,000	15,000	15,000
General residential rebate			5,000	5,000	5,000	-	0%	0%	0%
<i>Bona fide farmers rebate or exemption:</i>									
0 - 5 houses on property			1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%
6 -10 houses on property			2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%
11-15 houses on property			3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%
16 -20 houses on property			4.00%	4.00%	4.00%	4.00%	4.00%	4.00%	4.00%
>20 houses on property			5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%
If electricity provided to worker's houses			0.25%	0.25%	0.25%	0.25%	0.25%	0.25%	0.25%
If water is provided to worker's houses			0.25%	0.25%	0.25%	0.25%	0.25%	0.25%	0.25%
If sewer is provided to worker's houses			0.25%	0.25%	0.25%	0.25%	0.25%	0.25%	0.25%
If refuse is removed from worker's houses			0.25%	0.25%	0.25%	0.25%	0.25%	0.25%	0.25%
If school on property			1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%
If sport facilities on property			1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%
If transport is provided to workers			1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%
If training is provided to workers			1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%
<b>Water tariffs</b>									
<i>Residential</i>									
Basic					46.64	49.44	51.71	54.82	58.10
0 - 6					6.59	6.99	7.31	7.75	8.21
7 - 13					13.95	14.79	15.47	16.40	17.38
14 - 20					16.55	17.54	18.35	19.45	20.62
21 - 35					20.65	21.89	22.90	24.27	25.73
36 - 50					25.03	26.53	27.75	29.42	31.18
51 +					33.36	35.36	36.99	39.21	41.56
<i>Business</i>									
Basic						49.44	51.71	54.82	58.10
0 - 6					46.64	6.99	7.31	7.75	8.21
7 - 20					6.59	14.09	14.73	15.62	16.55
21 - 50					13.29	14.09	14.73	15.62	16.55
51 - 100					13.29	16.22	16.97	17.98	19.06
101 - 200					15.30	17.05	17.83	18.90	20.04
201 - 1000					16.08	17.94	18.76	19.89	21.08
1000 - 1500					16.92	15.24	15.94	16.90	17.91
1501 - 2000					14.38	12.93	13.53	14.34	15.20
2000 +					12.20		11.46	12.15	12.88
<i>Flat Rate</i>									
0-500					7.39	7.83	8.20	8.69	9.21
501+					10.87	11.52	12.05	12.77	13.54
<b>Waste water tariffs</b>									
Basic charge/ fixed fee			124.60	134.21	142	151.00	160.00	171.00	183.00
<b>Electricity tariffs</b>									
Basic charge/ Fixed fee : Single Phase			177.24	181.00	193.38	218.66	232	246	261
Basic charge/ Fixed fee : Three Phase			634.21	646.00	690.19	780.39	829	879	932
Basic charge/ Fixed fee : KVA			180.00	183.00	192.31	217.45	227	241	255
<i>Cons Single Phase</i>									
0 - 50kwh			0.84	0.86	0.92	1.04	1.10	1.16	1.23
51 - 350 kwh			1.07	1.09	1.16	1.32	1.40	1.48	1.57
351 - 600kwh			1.24	1.26	1.35	1.52	1.62	1.71	1.82
601+kwh			1.37	1.39	1.49	1.68	1.79	1.90	2.01
<i>Cons Three Phase</i>									
0 - 50kwh			1.35	1.38	1.47	1.67	1.77	1.88	1.99
51 - 350 kwh			1.35	1.38	1.47	1.67	1.77	1.88	1.99
351 - 600kwh			1.35	1.38	1.47	1.67	1.77	1.88	1.99
601+kwh			1.35	1.38	1.47	1.67	1.77	1.88	1.99
<i>Consumption KVA</i>									
0 - 50kwh			0.93	0.95	1.03	1.16	1.23	1.31	1.38
51 - 350 kwh			0.93	0.95	1.03	1.16	1.23	1.31	1.38
351 - 600kwh			0.93	0.95	1.03	1.16	1.23	1.31	1.38
601+kwh			0.93	0.95	1.03	1.16	1.23	1.31	1.38
<i>Cons Lifeline</i>									
0 - 50kwh			0.84	0.86	0.91	1.03	1.10	1.16	1.23
51 - 350 kwh			1.00	1.02	1.09	1.23	1.31	1.39	1.47
351 - 600kwh			1.07	1.09	1.16	1.32	1.40	1.48	1.57
601+kwh			1.25	1.27	1.36	1.54	1.63	1.73	1.84

<i>Prepaid Single Phase</i>									
0 - 50kwh			0.84	0.86	0.91	1.03	1.10	1.16	1.23
51 - 350 kwh			1.08	1.10	1.18	1.33	1.41	1.50	1.59
351 - 600kwh			1.49	1.52	1.62	1.83	1.95	2.07	2.19
601+kwh			1.75	1.78	1.90	2.15	2.29	2.43	2.57
<i>Prepaid Lifeline</i>									
0 - 50kwh			0.84	0.86	0.91	1.03	1.10	1.16	1.23
51 - 350 kwh			1.00	1.02	1.09	1.23	1.31	1.39	1.47
351 - 600kwh			1.07	1.09	1.16	1.32	1.40	1.48	1.57
601+kwh			1.25	1.27	1.36	1.54	2.29	2.43	2.57
<i>Prepaid Three Phase</i>									
0 - 50kwh			1.50	1.53	1.63	1.85	1.96	2.08	2.20
51 - 350 kwh			1.50	1.53	1.63	1.85	1.96	2.08	2.20
351 - 600kwh			1.50	1.53	1.63	1.85	1.96	2.08	2.20
601+kwh			1.50	1.53	1.63	1.85	1.96	2.08	2.20

WC013 Bergrivier - Supporting Table SA14 Household bills

Description	Ref	2016/17	2017/18	2018/19	Current Year 2019/20			2020/21 Medium Term Revenue & Expenditure Framework			
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2020/21 % incr.	Budget Year 2020/21	Budget Year +1 2021/22	Budget Year +2 2022/23
<b>Rand/cent</b>											
<b>Monthly Account for Household - 'Middle Income Range'</b>											
<b>Rates and services charges:</b>											
Property rates		584.80	631.27	508.61	539.15	539.15	539.15	6.0%	571.52	605.81	642.16
Electricity: Basic levy		177.24	181.00	193.38	218.66	218.66	218.66	6.2%	232.26	246.19	260.96
Electricity: Consumption		1,221.43	1,465.00	1,565.00	1,501.24	1,501.24	1,501.24	6.2%	1,594.05	1,689.69	1,791.07
Water: Basic levy		41.00	44.00	46.64	49.44	49.44	49.44	4.6%	51.71	54.82	58.10
Water: Consumption		313.54	338.28	459.56	487.13	487.13	487.13	4.6%	509.54	540.11	572.52
Sanitation		124.60	134.00	142.00	150.13	150.13	150.13	4.8%	157.35	166.80	176.80
Refuse removal		167.37	181.00	192.00	203.48	203.48	203.48	4.6%	212.84	225.61	239.15
Other		-	-	-	-	-	-	-	-	-	-
<b>sub-total</b>		<b>2,629.97</b>	<b>2,974.55</b>	<b>3,107.19</b>	<b>3,149.22</b>	<b>3,149.22</b>	<b>3,149.22</b>	<b>5.7%</b>	<b>3,329.27</b>	<b>3,529.02</b>	<b>3,740.76</b>
VAT on Services		286.32	296.76	389.79	391.56	391.56	391.56	5.7%	413.94	438.48	464.79
<b>Total large household bill:</b>		<b>2,916.30</b>	<b>3,271.31</b>	<b>3,496.98</b>	<b>3,540.78</b>	<b>3,540.78</b>	<b>3,540.78</b>	<b>5.7%</b>	<b>3,743.21</b>	<b>3,967.50</b>	<b>4,205.55</b>
<b>% increase/-decrease</b>			<b>12.2%</b>	<b>6.9%</b>	<b>1.3%</b>	<b>-</b>	<b>-</b>	<b>5.7%</b>	<b>6.0%</b>	<b>6.0%</b>	<b>6.0%</b>
<b>Monthly Account for Household - 'Affordable Range'</b>											
<b>Rates and services charges:</b>											
Property rates		412.80	445.60	360.11	381.74	381.74	381.74	6.0%	404.65	428.93	454.67
Electricity: Basic levy		177.24	181.00	193.38	218.66	218.66	218.66	6.2%	232.26	246.19	260.96
Electricity: Consumption		549.17	601.00	643.00	675.33	675.33	675.33	6.2%	717.19	760.22	805.83
Water: Basic levy		41.00	44.00	46.64	49.44	49.44	49.44	4.6%	51.71	54.82	58.10
Water: Consumption		255.42	275.58	356.31	377.70	377.70	377.70	4.6%	395.06	418.77	443.89
Sanitation		124.60	134.00	142.00	150.13	150.13	150.13	4.8%	157.35	166.80	176.80
Refuse removal		167.37	181.00	192.00	203.48	203.48	203.48	4.6%	212.84	225.61	239.15
Other		-	-	-	-	-	-	-	-	-	-
<b>sub-total</b>		<b>1,727.60</b>	<b>1,862.18</b>	<b>1,933.44</b>	<b>2,056.46</b>	<b>2,056.46</b>	<b>2,056.46</b>	<b>5.6%</b>	<b>2,171.06</b>	<b>2,301.32</b>	<b>2,439.40</b>
VAT on Services		184.07	198.32	236.00	251.25	251.25	251.25	5.6%	265.24	280.86	297.71
<b>Total small household bill:</b>		<b>1,911.67</b>	<b>2,060.50</b>	<b>2,169.44</b>	<b>2,307.71</b>	<b>2,307.71</b>	<b>2,307.71</b>	<b>5.6%</b>	<b>2,436.30</b>	<b>2,582.18</b>	<b>2,737.11</b>
<b>% increase/-decrease</b>			<b>7.8%</b>	<b>5.3%</b>	<b>6.4%</b>	<b>-</b>	<b>-</b>	<b>5.6%</b>	<b>6.0%</b>	<b>6.0%</b>	<b>6.0%</b>
<b>Monthly Account for Household - 'Indigent' Household receiving free basic services</b>											
<b>Rates and services charges:</b>											
Property rates		240.80	259.93	211.61	224.32	224.32	224.32	6.0%	237.79	252.05	267.18
Electricity: Basic levy		-	-	-	-	-	-	-	-	-	-
Electricity: Consumption		321.00	330.00	354.00	395.16	395.16	395.16	(0.7%)	392.22	415.75	440.70
Water: Basic levy		-	-	-	-	-	-	-	-	-	-
Water: Consumption		162.72	175.56	213.50	226.31	226.31	226.31	4.6%	236.72	250.92	265.98
Sanitation		-	-	-	-	-	-	-	-	-	-
Refuse removal		-	-	-	-	-	-	-	-	-	-
Other		-	-	-	-	-	-	-	-	-	-
<b>sub-total</b>		<b>724.52</b>	<b>765.49</b>	<b>779.11</b>	<b>845.79</b>	<b>845.79</b>	<b>845.79</b>	<b>2.5%</b>	<b>866.73</b>	<b>918.73</b>	<b>973.85</b>
VAT on Services		67.72	70.78	85.13	93.22	93.22	93.22	1.2%	94.34	100.00	106.00
<b>Total small household bill:</b>		<b>792.24</b>	<b>836.27</b>	<b>864.24</b>	<b>939.01</b>	<b>939.01</b>	<b>939.01</b>	<b>2.3%</b>	<b>961.07</b>	<b>1,018.73</b>	<b>1,079.85</b>
<b>% increase/-decrease</b>			<b>5.6%</b>	<b>3.3%</b>	<b>8.7%</b>	<b>-</b>	<b>-</b>	<b>2.3%</b>	<b>6.0%</b>	<b>6.0%</b>	<b>6.0%</b>

WC013 Bergrivier - Supporting Table SA15 Investment particulars by type

Investment type	Ref	2016/17	2017/18	2018/19	Current Year 2019/20			2020/21 Medium Term Revenue & Expenditure Framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2020/21	Budget Year +1 2021/22	Budget Year +2 2022/23
<b>R thousand</b>										
<b>Parent municipality</b>										
Securities - National Government		-	-	-	-	-	-	-	-	-
Listed Corporate Bonds		-	-	-	-	-	-	-	-	-
Deposits - Bank		6,022	6,425	6,852	-	-	-	50,000	65,000	80,000
Deposits - Public Investment Commissioners		-	-	-	-	-	-	-	-	-
Deposits - Corporation for Public Deposits		-	-	-	-	-	-	-	-	-
Bankers Acceptance Certificates		-	-	-	-	-	-	-	-	-
Negotiable Certificates of Deposit - Banks		-	-	-	-	-	-	-	-	-
Guaranteed Endowment Policies (sinking)		-	-	-	-	-	-	-	-	-
Repurchase Agreements - Banks		-	-	-	-	-	-	-	-	-
Municipal Bonds		-	-	-	-	-	-	-	-	-
<b>Municipality sub-total</b>	1	<b>6,022</b>	<b>6,425</b>	<b>6,852</b>	-	-	-	<b>50,000</b>	<b>65,000</b>	<b>80,000</b>
<b>Consolidated total:</b>		<b>6,022</b>	<b>6,425</b>	<b>6,852</b>	-	-	-	<b>50,000</b>	<b>65,000</b>	<b>80,000</b>

WC013 Bergrivier - Supporting Table SA16 Investment particulars by maturity

Investments by Maturity	Ref	Period of Investment	Type of Investment	Capital Guarantee (Yes/ No)	Variable or Fixed interest rate	Interest Rate *	Commission Paid (Rands)	Commission Recipient	Expiry date of investment	Opening balance	Interest to be realised	Partial / Premature Withdrawal (4)	Investment Top Up	Closing Balance
Name of institution & investment ID	1	Yrs/Months												
<b>Parent municipality</b>														
Nedbank		9 months			Fixed	7.05%	Zero		30 September 2020	30,000	1,586			31,586
Standard Bank		8 months			Fixed	7.20%	Zero		31 August 2020	20,000	960			20,960
														-
														-
														-
														-
Municipality sub-total										50,000		-	-	52,546
<b>TOTAL INVESTMENTS AND INTEREST</b>	1									50,000		-	-	52,546

WC013 Bergrivier - Supporting Table SA17 Borrowing

Borrowing - Categorised by type	Ref	2016/17	2017/18	2018/19	Current Year 2019/20			2020/21 Medium Term Revenue & Expenditure Framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2020/21	Budget Year +1 2021/22	Budget Year +2 2022/23
<b>Parent municipality</b>										
Annuity and Bullet Loans		50,268	51,243	53,048	53,765	54,923	54,923	62,042	68,713	74,049
Long-Term Loans (non-annuity)		-	-	-	-	-	-	-	-	-
Local registered stock		-	-	-	-	-	-	-	-	-
Instalment Credit		-	-	-	-	-	-	-	-	-
Financial Leases		-	-	-	-	-	-	-	-	-
PPP liabilities		-	-	-	-	-	-	-	-	-
Finance Granted By Cap Equipment Supplier		-	-	-	-	-	-	-	-	-
Marketable Bonds		-	-	-	-	-	-	-	-	-
Non-Marketable Bonds		-	-	-	-	-	-	-	-	-
Bankers Acceptances		-	-	-	-	-	-	-	-	-
Financial derivatives		-	-	-	-	-	-	-	-	-
Other Securities		-	-	-	-	-	-	-	-	-
<b>Municipality sub-total</b>	1	50,268	51,243	53,048	53,765	54,923	54,923	62,042	68,713	74,049
<b>Total Borrowing</b>	1	50,268	51,243	53,048	53,765	54,923	54,923	62,042	68,713	74,049

Unspent Borrowing - Categorised by type										
<b>Parent municipality</b>										
Long-Term Loans (annuity/reducing balance)		-	1,604	612	-	-	-	-	-	-
Long-Term Loans (non-annuity)		-	-	-	-	-	-	-	-	-
Local registered stock		-	-	-	-	-	-	-	-	-
Instalment Credit		-	-	-	-	-	-	-	-	-
Financial Leases		-	-	-	-	-	-	-	-	-
PPP liabilities		-	-	-	-	-	-	-	-	-
Finance Granted By Cap Equipment Supplier		-	-	-	-	-	-	-	-	-
Marketable Bonds		-	-	-	-	-	-	-	-	-
Non-Marketable Bonds		-	-	-	-	-	-	-	-	-
Bankers Acceptances		-	-	-	-	-	-	-	-	-
Financial derivatives		-	-	-	-	-	-	-	-	-
Other Securities		-	-	-	-	-	-	-	-	-
<b>Municipality sub-total</b>	1	-	1,604	612	-	-	-	-	-	-
<b>Total Unspent Borrowing</b>	1	-	1,604	612	-	-	-	-	-	-

WC013 Bergrivier - Supporting Table SA18 Transfers and grant receipts

Description	Ref	2016/17	2017/18	2018/19	Current Year 2019/20			2020/21 Medium Term Revenue & Expenditure Framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2020/21	Budget Year +1 2021/22	Budget Year +2 2022/23
<b>RECEIPTS:</b>	1, 2									
<b>Operating Transfers and Grants</b>										
<b>National Government:</b>		35,913	41,976	47,652	50,658	51,147	51,147	55,534	57,902	62,938
Local Government Equitable Share		33,319	37,144	41,390	45,025	45,025	45,025	48,940	53,419	57,950
Municipal Infrastructure Grant		444	2,431	3,951	2,531	2,531	2,531	2,518	2,672	2,786
Expanded Public Works Programme		1,141	1,601	1,413	1,422	1,422	1,422	2,135	-	-
Financial Management Grant		763	800	898	898	1,314	1,314	1,550	1,550	1,550
Integrated National Electrification Programme (Municipal)		246	-	-	783	783	783	391	261	652
Municipal Disaster Relief Grant (COGTA)		-	-	-	-	72	72	-	-	-
ACIP		-	-	-	-	-	-	-	-	-
-		-	-	-	-	-	-	-	-	-
-		-	-	-	-	-	-	-	-	-
-		-	-	-	-	-	-	-	-	-
-		-	-	-	-	-	-	-	-	-
Other transfers/grants [insert description]		-	-	-	-	-	-	-	-	-
<b>Provincial Government:</b>		6,133	6,409	7,418	15,734	16,134	16,134	12,785	27,654	29,827
Libraries		5,842	6,053	6,635	6,857	6,657	6,657	7,274	7,524	8,007
Human Settlements		-	-	-	8,070	8,070	8,070	5,000	20,020	21,710
Maintenance of Roads		74	76	93	97	97	97	110	110	110
Financial Management Support Grant		-	41	690	330	330	330	-	-	-
Municipal Capacity Building Grant		-	240	-	380	380	380	401	-	-
External Bursary Programme		120	-	-	-	-	-	-	-	-
Local Government Graduate Internship		60	-	-	-	-	-	-	-	-
Municipal Infrastructure Support Grant		-	-	-	-	-	-	-	-	-
Municipal Performance Management Allocation		-	-	-	-	-	-	-	-	-
Local Government Support Grant - COVID-19		-	-	-	-	600	600	-	-	-
CDW - Operational Support Grant		37	-	-	-	-	-	-	-	-
Other transfers/grants [insert description]		-	-	-	-	-	-	-	-	-
<b>District Municipality:</b>		-	-	-	-	-	-	-	-	-
[insert description]		-	-	-	-	-	-	-	-	-
-		-	-	-	-	-	-	-	-	-
<b>Other grant providers:</b>		333	493	767	700	509	509	595	595	595
Go Flow		-	-	-	52	52	52	-	-	-
Chieta		60	-	-	-	-	-	-	-	-
LG Seta		273	55	-	-	-	-	-	-	-
Heist op den Berg		-	439	767	648	457	457	595	595	595
<b>Total Operating Transfers and Grants</b>	5	42,379	48,879	55,837	67,092	67,790	67,790	68,914	86,151	93,360
<b>Capital Transfers and Grants</b>										
<b>National Government:</b>		10,906	13,046	19,455	17,887	17,470	17,470	14,570	14,434	17,579
Municipal Infrastructure Grant		8,440	12,296	15,803	12,017	12,017	12,017	11,961	12,695	13,231
Financial Management Grant		712	750	652	652	236	236	-	-	-
Integrated National Electrification Programme (Municipal)	Grant	1,754	-	3,000	5,217	5,217	5,217	2,609	1,739	4,348
Municipal Systems Improvement		-	-	-	-	-	-	-	-	-
ACIP		-	-	-	-	-	-	-	-	-
-		-	-	-	-	-	-	-	-	-
-		-	-	-	-	-	-	-	-	-
Other capital transfers/grants [insert desc]		-	-	-	-	-	-	-	-	-
<b>Provincial Government:</b>		838	1,579	1,620	6,180	6,779	6,779	1,200	360	310
Regional Socio - Economic Project		-	1,000	1,000	4,500	4,500	4,500	1,000	-	-
Libraries		838	290	620	600	1,199	1,199	200	360	310
Development of Sport and Recreation Facilities		-	-	-	250	250	250	-	-	-
Fire Service Capacity Building Grant		-	-	-	830	830	830	-	-	-
Housing		-	-	-	-	-	-	-	-	-
Financial Management Support Grant		-	289	-	-	-	-	-	-	-
<b>District Municipality:</b>		-	-	-	-	-	-	-	-	-
[insert description]		-	-	-	-	-	-	-	-	-
-		-	-	-	-	-	-	-	-	-
<b>Other grant providers:</b>		-	-	-	-	-	-	-	-	-
Go Flow		-	-	-	-	-	-	-	-	-
-		-	-	-	-	-	-	-	-	-
<b>Total Capital Transfers and Grants</b>	5	11,743	14,625	21,075	24,067	24,250	24,250	15,770	14,794	17,889
<b>TOTAL RECEIPTS OF TRANSFERS &amp; GRANTS</b>		54,123	63,504	76,911	91,159	92,039	92,039	84,684	100,945	111,249



WC013 Bergrivier - Supporting Table SA19 Expenditure on transfers and grant programme

Description	Ref	2016/17	2017/18	2018/19	Current Year 2019/20			2020/21 Medium Term Revenue & Expenditure Framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2020/21	Budget Year +1 2021/22	Budget Year +2 2022/23
<b>EXPENDITURE:</b>										
<b>Operating expenditure of Transfers and Grants</b>										
<b>National Government:</b>		36,129	42,023	47,652	50,658	51,147	51,147	55,534	57,902	62,938
Local Government Equitable Share		33,319	37,144	41,390	45,025	45,025	45,025	48,940	53,419	57,950
Municipal Infrastructure Grant		622	2,431	3,951	2,531	2,531	2,531	2,518	2,672	2,786
Expanded Public Works Programme		1,141	1,601	1,413	1,422	1,422	1,422	2,135	-	-
Financial Management Grant		763	800	898	898	1,314	1,314	1,550	1,550	1,550
Integrated National Electrification Programme (Municipal) Gra		284	46	-	783	783	783	391	261	652
Municipal Disaster Relief Grant (COGTA)		-	-	-	-	72	72	-	-	-
Other transfers/grants [insert description]		-	-	-	-	-	-	-	-	-
<b>Provincial Government:</b>		6,133	6,389	7,418	15,734	16,134	16,134	12,785	27,654	29,827
Libraries		5,842	6,053	6,635	6,857	6,657	6,657	7,274	7,524	8,007
Human Settlements		-	-	-	8,070	8,070	8,070	5,000	20,020	21,710
Maintenance of Roads		74	76	93	97	97	97	110	110	110
Financial Management Support Grant		73	41	690	330	330	330	-	-	-
Municipal Capacity Building Grant		-	220	-	380	380	380	401	-	-
CDW - Operational Support Grant		23	-	-	-	-	-	-	-	-
Housing Consumer Education		-	-	-	-	-	-	-	-	-
Municipal Infrastructure Sport Grant		-	-	-	-	-	-	-	-	-
Local Government Support Grant - COVID-19		-	-	-	-	600	600	-	-	-
Municipal Disaster Relief Grant (COGTA)		-	-	-	-	-	-	-	-	-
External Bursary Programme		120	-	-	-	-	-	-	-	-
<b>District Municipality:</b>		-	-	-	-	-	-	-	-	-
[insert description]		-	-	-	-	-	-	-	-	-
<b>Other grant providers:</b>		345	388	767	700	509	509	595	595	595
Go Flow		-	-	-	52	52	52	-	-	-
Chieta		73	-	-	-	-	-	-	-	-
Cerebos		-	-	-	-	-	-	-	-	-
LG Seta		273	55	-	-	-	-	-	-	-
Heist op den Berg		-	333	767	648	457	457	595	595	595
<b>Total operating expenditure of Transfers and Grants:</b>		42,607	48,799	55,837	67,092	67,790	67,790	68,914	86,151	93,360
<b>Capital expenditure of Transfers and Grants</b>										
<b>National Government:</b>		11,310	13,371	19,455	17,887	17,470	17,470	14,570	14,434	17,579
Municipal Infrastructure Grant		8,569	12,296	15,803	12,017	12,017	12,017	11,961	12,695	13,231
Financial Management Grant		712	750	652	652	236	236	-	-	-
Integrated National Electrification Programme (Municipal) Gra		2,029	325	3,000	5,217	5,217	5,217	2,609	1,739	4,348
Municipal Systems Improvement		-	-	-	-	-	-	-	-	-
ACIP		-	-	-	-	-	-	-	-	-
Other capital transfers/grants [insert desc]		-	-	-	-	-	-	-	-	-
<b>Provincial Government:</b>		838	1,579	1,060	6,180	7,339	7,339	1,200	360	310
Regional Socio - Economic Project		-	1,000	1,000	4,500	4,500	4,500	1,000	-	-
Libraries		838	290	60	600	1,759	1,759	200	360	310
Development of Sport and Recreation Facilities		-	-	-	250	250	250	-	-	-
Fire Service Capacity Building Grant		-	-	-	830	830	830	-	-	-
Financial Management Support Grant		-	289	-	-	-	-	-	-	-
<b>District Municipality:</b>		-	-	-	-	-	-	-	-	-
[insert description]		-	-	-	-	-	-	-	-	-
<b>Other grant providers:</b>		160	-	-	-	-	-	-	-	-
Go Flow		-	-	-	-	-	-	-	-	-
Cerebos		160	-	-	-	-	-	-	-	-
<b>Total capital expenditure of Transfers and Grants</b>		12,308	14,950	20,515	24,067	24,810	24,810	15,770	14,794	17,889
<b>TOTAL EXPENDITURE OF TRANSFERS AND GRANTS</b>		54,915	63,750	76,351	91,159	92,599	92,599	84,684	100,945	111,249



WC013 Bergrivier - Supporting Table SA21 Transfers and grants made by the municipality

Description	Ref	2016/17	2017/18	2018/19	Current Year 2019/20				2020/21 Medium Term Revenue & Expenditure Framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Pre-audit outcome	Budget Year 2020/21	Budget Year +1 2021/22	Budget Year +2 2022/23
<b>R thousand</b>											
<b>Cash Transfers to other municipalities</b>											
<b>Total Cash Transfers To Municipalities:</b>		-	-	-	-	-	-	-	-	-	-
<b>Cash Transfers to Entities/Other External Mechanisms</b>											
0	2										
<b>Total Cash Transfers To Entities/Ems'</b>		-	-	-	-	-	-	-	-	-	-
<b>Cash Transfers to other Organs of State</b>											
0	3										
<b>Total Cash Transfers To Other Organs Of State:</b>		-	-	-	-	-	-	-	-	-	-
<b>Cash Transfers to Organisations</b>											
POMA		843	902	1,360	1,442	1,442	1,442	1,442	700	734	769
Toerisme: PB; PV; VD		-	-	-	-	-	-	-	-	-	-
Toerisme: Organisasie BR		1,640	1,892	2,035	2,157	2,457	2,457	2,457	1,800	1,886	1,977
Museums: PB & PV		214	481	485	513	513	513	513	500	524	549
Museums: PV		214	-	-	-	-	-	-	-	-	-
Museums: GV		-	-	-	-	-	-	-	-	-	-
Museums: VD		22	-	25	27	27	27	27	20	21	22
Museums: BR		-	-	-	-	-	-	-	-	-	-
Sportrade: PB		59	-	-	-	-	-	-	-	-	-
Sportrade: PV		55	-	-	-	-	-	-	-	-	-
Sportrade: VD		-	-	-	-	-	-	-	-	-	-
Sportrade: RH; AR; EK; GV; WW		-	-	-	-	-	-	-	-	-	-
Sportforum		66	260	277	333	333	333	333	200	210	220
Boland Rugby		106	-	-	-	-	-	-	-	-	-
SPCA		112	120	78	82	82	82	82	235	246	258
PB Ghoif		-	-	-	-	-	-	-	-	-	-
Velddrif Rolbalklub		-	-	-	-	-	-	-	-	-	-
Bergrivier Golf		-	-	-	-	-	-	-	-	-	-
Bergrivier Bewaring		-	-	-	-	-	-	-	-	-	-
BEMF		126	135	143	542	542	542	542	450	472	495
Bergrivier Canoe Marathon		50	54	57	60	60	60	60	60	63	66
Velddrif Animal Welfare		12	50	103	109	109	109	109	31	32	34
Piketberg Animal Welfare		-	-	-	30	30	30	30	31	32	34
St Helena Bay Water Quality Trust		32	34	41	48	48	48	48	48	50	52
FLOW		-	-	-	-	-	-	-	-	-	-
External Bursaries		-	220	360	380	380	380	380	401	-	-
Other		-	3	-	-	-	-	-	-	-	-
Verlorenlei Art Festival		-	-	3	5	5	5	5	-	-	-
Bursaries (non-employees)		-	-	299	300	300	300	300	100	105	110
Boland Cricket		-	-	60	-	-	-	-	-	-	-
<b>Total Cash Transfers To Organisations</b>		<b>3,551</b>	<b>4,150</b>	<b>5,326</b>	<b>6,028</b>	<b>6,328</b>	<b>6,328</b>	<b>6,328</b>	<b>4,576</b>	<b>4,375</b>	<b>4,586</b>
<b>Cash Transfers to Groups of Individuals</b>											
0											
<b>Total Cash Transfers To Groups Of Individuals:</b>		-	-	-	-	-	-	-	-	-	-
<b>TOTAL CASH TRANSFERS AND GRANTS</b>	6	<b>3,551</b>	<b>4,150</b>	<b>5,326</b>	<b>6,028</b>	<b>6,328</b>	<b>6,328</b>	<b>6,328</b>	<b>4,576</b>	<b>4,375</b>	<b>4,586</b>
<b>TOTAL TRANSFERS AND GRANTS</b>	6	<b>3,551</b>	<b>4,150</b>	<b>5,326</b>	<b>6,028</b>	<b>6,328</b>	<b>6,328</b>	<b>6,328</b>	<b>4,576</b>	<b>4,375</b>	<b>4,586</b>

WC013 Bergrivier - Supporting Table SA22 Summary councillor and staff benefits

Summary of Employee and Councillor remuneration	Ref	2016/17	2017/18	2018/19	Current Year 2019/20			2020/21 Medium Term Revenue & Expenditure Framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2020/21	Budget Year +1 2021/22	Budget Year +2 2022/23
R thousand		A	B	C	D	E	F	G	H	I
<b>Councillors (Political Office Bearers plus Other)</b>	1									
Basic Salaries and Wages		3,900	4,188	4,782	5,279	5,279	5,279	5,419	5,679	5,951
Pension and UIF Contributions		401	433	350	327	327	327	340	356	373
Medical Aid Contributions		-	-	-	-	-	-	-	-	-
Motor Vehicle Allowance		780	680	614	600	662	662	695	728	762
Cellphone Allowance		278	521	516	514	554	554	557	584	611
Housing Allowances		-	-	-	-	-	-	-	-	-
Other benefits and allowances		-	-	-	-	-	-	-	-	-
<b>Sub Total - Councillors</b>		<b>5,359</b>	<b>5,822</b>	<b>6,262</b>	<b>6,720</b>	<b>6,822</b>	<b>6,822</b>	<b>7,011</b>	<b>7,347</b>	<b>7,697</b>
<b>% increase</b>	4		<b>8.6%</b>	<b>7.6%</b>	<b>7.3%</b>	<b>1.5%</b>	-	<b>2.8%</b>	<b>4.8%</b>	<b>4.8%</b>
<b>Senior Managers of the Municipality</b>	2									
Basic Salaries and Wages		3,139	3,993	4,300	4,887	4,841	4,841	5,962	6,249	6,549
Pension and UIF Contributions		718	756	791	714	714	714	628	658	689
Medical Aid Contributions		-	106	93	98	131	131	95	99	104
Overtime		-	-	-	-	-	-	-	-	-
Performance Bonus		-	33	256	-	-	-	-	-	-
Motor Vehicle Allowance	3	492	646	743	842	837	837	988	1,034	1,083
Cellphone Allowance	3	-	-	-	-	10	10	10	10	10
Housing Allowances	3	421	279	309	329	329	329	186	195	205
Other benefits and allowances	3	103	82	95	149	174	174	160	166	174
Payments in lieu of leave		185	-	53	-	-	-	-	-	-
Long service awards		-	-	-	-	-	-	-	-	-
Post-retirement benefit obligations	6	-	-	-	-	-	-	-	-	-
<b>Sub Total - Senior Managers of Municipality</b>		<b>5,058</b>	<b>5,895</b>	<b>6,640</b>	<b>7,020</b>	<b>7,037</b>	<b>7,037</b>	<b>8,028</b>	<b>8,411</b>	<b>8,814</b>
<b>% increase</b>	4		<b>16.5%</b>	<b>12.6%</b>	<b>5.7%</b>	<b>0.2%</b>	-	<b>14.1%</b>	<b>4.8%</b>	<b>4.8%</b>
<b>Other Municipal Staff</b>										
Basic Salaries and Wages		65,204	72,226	80,603	88,839	88,159	88,159	89,522	91,519	95,833
Pension and UIF Contributions		10,090	11,100	12,172	14,053	13,918	13,918	14,244	14,934	15,647
Medical Aid Contributions		4,395	4,503	5,042	6,185	6,028	6,028	5,890	6,174	6,469
Overtime		4,678	4,340	5,009	4,352	5,075	5,075	2,709	2,838	2,974
Performance Bonus		-	256	38	-	-	-	-	-	-
Motor Vehicle Allowance	3	3,466	3,450	3,597	3,853	3,960	3,960	4,024	4,218	4,421
Cellphone Allowance	3	-	-	-	-	38	38	41	43	45
Housing Allowances	3	901	889	881	920	947	947	555	579	611
Other benefits and allowances	3	5,140	5,599	5,423	5,454	5,844	5,844	4,926	5,160	5,402
Payments in lieu of leave		787	1,000	1,292	964	1,614	1,614	1,745	1,822	1,906
Long service awards		464	449	474	515	560	560	607	636	667
Post-retirement benefit obligations	6	2,060	1,873	1,697	1,860	1,559	1,559	1,706	1,788	1,874
<b>Sub Total - Other Municipal Staff</b>		<b>97,184</b>	<b>105,686</b>	<b>116,230</b>	<b>126,995</b>	<b>127,702</b>	<b>127,702</b>	<b>125,968</b>	<b>129,711</b>	<b>135,849</b>
<b>% increase</b>	4		<b>8.7%</b>	<b>10.0%</b>	<b>9.3%</b>	<b>0.6%</b>	-	<b>(1.4%)</b>	<b>3.0%</b>	<b>4.7%</b>
<b>Total Parent Municipality</b>		<b>107,601</b>	<b>117,403</b>	<b>129,133</b>	<b>140,735</b>	<b>141,562</b>	<b>141,562</b>	<b>141,007</b>	<b>145,469</b>	<b>152,360</b>
			<b>9.1%</b>	<b>10.0%</b>	<b>9.0%</b>	<b>0.6%</b>	-	<b>(0.4%)</b>	<b>3.2%</b>	<b>4.7%</b>
<b>TOTAL SALARY, ALLOWANCES &amp; BENEFITS</b>		<b>107,601</b>	<b>117,403</b>	<b>129,133</b>	<b>140,735</b>	<b>141,562</b>	<b>141,562</b>	<b>141,007</b>	<b>145,469</b>	<b>152,360</b>
<b>% increase</b>	4		<b>9.1%</b>	<b>10.0%</b>	<b>9.0%</b>	<b>0.6%</b>	-	<b>(0.4%)</b>	<b>3.2%</b>	<b>4.7%</b>
<b>TOTAL MANAGERS AND STAFF</b>	5,7	<b>102,242</b>	<b>111,581</b>	<b>122,870</b>	<b>134,015</b>	<b>134,739</b>	<b>134,739</b>	<b>133,996</b>	<b>138,122</b>	<b>144,663</b>

**WC013 Bergvrievier - Supporting Table SA23 Salaries, allowances & benefits (political office bearers/councillors/senior managers)**

Disclosure of Salaries, Allowances & Benefits 1.	Ref	No.	Salary	Contributions	Allowances	Performance Bonuses	In-kind benefits	Total Package
Rand per annum				1.				2.
<b>Councillors</b>	3							
Speaker	4		723,100	–	42,800			765,900
Chief Whip			–	–	–			–
Executive Mayor			589,500	88,400	268,800			946,700
Deputy Executive Mayor			477,900	71,700	216,300			765,900
Executive Committee			1,194,700	93,000	153,800			1,441,500
Total for all other councillors			2,433,500	86,800	570,200			3,090,500
<b>Total Councillors</b>	8	–	<b>5,418,700</b>	<b>339,900</b>	<b>1,251,900</b>			<b>7,010,500</b>
<b>Senior Managers of the Municipality</b>	5							
Municipal Manager (MM)			1,409,400	361,200	151,000	–		1,921,600
Chief Finance Officer			1,235,500	36,800	259,600	–		1,531,900
Community Services Director			1,166,700	122,800	276,700	–		1,566,200
Corporate Services Director			886,400	200,000	389,900	–		1,476,300
Technical Director			1,264,000	1,900	266,000	–		1,531,900
								–
<b>Total Senior Managers of the Municipality</b>	8,10	–	<b>5,962,000</b>	<b>722,700</b>	<b>1,343,200</b>	–		<b>8,027,900</b>
<b>TOTAL COST OF COUNCILLOR, DIRECTOR and EXECUTIVE REMUNERATION</b>	10	–	<b>11,380,700</b>	<b>1,062,600</b>	<b>2,595,100</b>	–		<b>15,038,400</b>

WC013 Bergvriev - Supporting Table SA24 Summary of personnel numbers

Summary of Personnel Numbers		Ref	2018/19			Current Year 2019/20			Budget Year 2020/21		
Number		1,2	Positions	Permanent employees	Contract employees	Positions	Permanent employees	Contract employees	Positions	Permanent employees	Contract employees
<b>Municipal Council and Boards of Municipal Entities</b>											
Councillors (Political Office Bearers plus Other Councillors)			13	13	-	13	13	-	13	13	-
Board Members of municipal entities	4		-	-	-	-	-	-	-	-	-
<b>Municipal employees</b>	5		-	-	-	-	-	-	-	-	-
Municipal Manager and Senior Managers	3		5	4	1	5	4	1	5	5	-
Other Managers	7		11	10	-	11	10	-	11	10	-
Professionals			38	38	-	36	35	-	35	35	-
<i>Finance</i>			2	2	-	2	2	-	2	2	-
<i>Spatial/town planning</i>			3	3	-	3	3	-	3	3	-
<i>Information Technology</i>			1	1	-	1	1	-	1	1	-
<i>Roads</i>			3	3	-	3	3	-	3	3	-
<i>Electricity</i>			3	3	-	3	3	-	3	3	-
<i>Water</i>			-	-	-	-	-	-	-	-	-
<i>Sanitation</i>			-	-	-	-	-	-	-	-	-
<i>Refuse</i>			-	-	-	-	-	-	-	-	-
<i>Other</i>			26	26	-	24	23	-	23	23	-
Technicians			37	32	-	33	33	-	30	30	-
<i>Finance</i>			5	5	-	5	5	-	5	5	-
<i>Spatial/town planning</i>			-	-	-	-	-	-	-	-	-
<i>Information Technology</i>			2	2	-	2	2	-	2	2	-
<i>Roads</i>			8	8	-	8	8	-	6	6	-
<i>Electricity</i>			5	5	-	5	5	-	5	5	-
<i>Water</i>			5	5	-	5	5	-	5	5	-
<i>Sanitation</i>			-	-	-	-	-	-	-	-	-
<i>Refuse</i>			4	4	-	4	4	-	4	4	-
<i>Other</i>			8	3	-	4	4	-	3	3	-
Clerks (Clerical and administrative)			93	84	-	91	83	-	112	83	-
Service and sales workers			14	13	-	13	13	-	10	10	-
Skilled agricultural and fishery workers			-	-	-	-	-	-	-	-	-
Craft and related trades			-	-	-	-	-	-	-	-	-
Plant and Machine Operators			30	27	-	27	27	-	26	26	-
Elementary Occupations			214	175	-	175	172	-	176	176	-
<b>TOTAL PERSONNEL NUMBERS</b>		9	<b>455</b>	<b>396</b>	<b>1</b>	<b>404</b>	<b>390</b>	<b>1</b>	<b>418</b>	<b>388</b>	<b>-</b>
<b>% increase</b>						(11.2%)	(1.5%)	-	3.5%	(0.5%)	(100.0%)
<b>Total municipal employees headcount</b>		6, 10							<b>403</b>	<b>372</b>	
Finance personnel headcount		8, 10							<b>48</b>	<b>46</b>	
Human Resources personnel headcount		8, 10							<b>6</b>	<b>6</b>	

**WC013 Bergrivier - Supporting Table SA25 Budgeted monthly revenue and expenditure**

Description	Ref	Budget Year 2020/21												Medium Term Revenue and Expenditure Framework		
		July	August	Sept.	October	November	December	January	February	March	April	May	June	Budget Year 2020/21	Budget Year +1 2021/22	Budget Year +2 2022/23
<b>R thousand</b>																
<b>Revenue By Source</b>																
Property rates		17,157	5,452	5,436	5,269	5,407	5,395	5,366	5,808	5,583	5,506	5,563	5,826	77,766	81,500	85,412
Service charges - electricity revenue		12,524	11,544	11,149	10,112	9,472	11,282	10,131	8,718	8,588	10,104	12,367	12,750	128,741	134,920	141,396
Service charges - water revenue		2,048	2,043	2,300	2,435	2,606	2,578	2,618	2,582	2,368	2,354	2,116	2,087	28,135	29,484	30,898
Service charges - sanitation revenue		1,065	1,067	1,092	1,102	1,087	1,101	1,165	1,213	1,156	1,116	1,241	1,302	13,708	14,366	15,057
Service charges - refuse revenue		1,799	1,812	1,768	1,836	1,894	1,876	1,912	1,882	1,859	1,906	1,902	1,968	22,415	23,491	24,618
Rental of facilities and equipment		103	117	167	104	104	127	150	76	118	115	101	103	1,385	1,451	1,521
Interest earned - external investments		625	673	483	333	350	401	419	440	318	369	306	429	5,145	5,391	5,650
Interest earned - outstanding debtors		597	697	688	528	657	654	621	622	621	606	623	545	7,460	7,818	8,193
Dividends received		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Fines, penalties and forfeits		162	162	162	162	162	162	162	164	141	143	201	261	2,044	22,277	22,282
Licences and permits		4	4	4	4	4	4	4	4	4	4	4	4	49	51	53
Agency services		290	318	266	331	331	310	1,344	318	299	268	363	294	4,732	4,959	5,197
Transfers and subsidies		20,222	-	-	5,897	2,548	18,627	1,430	2,047	12,529	-	-	5,613	68,914	86,151	93,360
Other revenue		283	330	502	321	264	401	301	239	298	401	354	379	4,073	7,038	7,372
Gains		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total Revenue (excluding capital transfers and contribution)</b>		<b>56,879</b>	<b>24,218</b>	<b>24,015</b>	<b>28,436</b>	<b>24,885</b>	<b>42,920</b>	<b>25,624</b>	<b>24,114</b>	<b>33,881</b>	<b>22,891</b>	<b>25,141</b>	<b>31,562</b>	<b>364,567</b>	<b>418,897</b>	<b>441,009</b>
<b>Expenditure By Type</b>																
Employee related costs		9,315	10,181	10,810	10,221	15,485	11,047	11,506	11,543	11,170	11,110	10,925	10,683	133,996	138,122	144,663
Remuneration of councillors		512	529	596	562	499	527	635	749	603	603	603	592	7,011	7,347	7,697
Debt impairment		2,238	2,238	2,238	2,238	2,238	2,238	2,238	2,238	2,238	2,238	2,238	2,238	26,852	41,748	36,518
Depreciation & asset impairment		1,969	1,969	1,969	1,969	1,969	1,969	1,969	1,969	1,969	1,969	1,969	1,969	23,628	24,754	25,936
Finance charges		1,390	1,390	1,390	1,390	1,390	1,390	1,390	1,390	1,390	1,390	1,390	1,390	16,676	18,077	17,558
Bulk purchases		9,942	9,164	8,850	8,027	7,519	8,956	8,042	6,921	6,817	8,021	9,817	10,121	102,198	107,104	112,245
Other materials		940	937	772	826	910	924	1,082	994	756	831	1,289	978	11,239	11,764	12,310
Contracted services		1,900	1,895	1,561	1,671	1,841	1,869	2,189	2,010	1,528	1,680	2,608	1,979	22,732	38,388	40,947
Transfers and grants		1,753	52	191	36	491	57	504	480	190	44	572	206	4,576	4,375	4,586
Other expenditure		2,457	2,450	2,017	2,161	2,380	2,416	2,830	2,598	1,976	2,172	3,371	2,858	29,686	30,748	33,869
Losses		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total Expenditure</b>		<b>32,414</b>	<b>30,804</b>	<b>30,394</b>	<b>29,102</b>	<b>34,722</b>	<b>31,392</b>	<b>32,384</b>	<b>30,892</b>	<b>28,636</b>	<b>30,058</b>	<b>34,782</b>	<b>33,014</b>	<b>378,594</b>	<b>422,427</b>	<b>436,329</b>
<b>Surplus/(Deficit)</b>		<b>24,464</b>	<b>(6,585)</b>	<b>(6,378)</b>	<b>(666)</b>	<b>(9,837)</b>	<b>11,527</b>	<b>(6,760)</b>	<b>(6,777)</b>	<b>5,245</b>	<b>(7,167)</b>	<b>(9,640)</b>	<b>(1,452)</b>	<b>(14,027)</b>	<b>(3,530)</b>	<b>4,680</b>
Transfers and subsidies - capital (monetary allocations) (National / Provincial and District)		848	848	848	1,187	1,187	1,187	1,526	1,526	1,526	1,696	1,696	1,696	15,770	14,794	17,889
Transfers and subsidies - capital (in-kind - all)		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Surplus/(Deficit) after capital transfers &amp; contributions</b>		<b>25,312</b>	<b>(5,738)</b>	<b>(5,531)</b>	<b>521</b>	<b>(8,650)</b>	<b>12,714</b>	<b>(5,234)</b>	<b>(5,251)</b>	<b>6,771</b>	<b>(5,471)</b>	<b>(7,945)</b>	<b>244</b>	<b>1,743</b>	<b>11,264</b>	<b>22,569</b>
<b>Surplus/(Deficit)</b>	1	<b>25,312</b>	<b>(5,738)</b>	<b>(5,531)</b>	<b>521</b>	<b>(8,650)</b>	<b>12,714</b>	<b>(5,234)</b>	<b>(5,251)</b>	<b>6,771</b>	<b>(5,471)</b>	<b>(7,945)</b>	<b>244</b>	<b>1,743</b>	<b>11,264</b>	<b>22,569</b>

WC013 Bergrivier - Supporting Table SA26 Budgeted monthly revenue and expenditure (municipal vote)

Description	Ref	Budget Year 2020/21												Medium Term Revenue and Expenditure Framework		
		July	August	Sept.	October	November	December	January	February	March	April	May	June	Budget Year 2020/21	Budget Year +1 2021/22	Budget Year +2 2022/23
<b>Revenue by Vote</b>																
Vote 1 - Municipal Manager		10,439	0	0	3,044	1,315	9,616	738	1,057	6,468	0	0	2,898	35,576	39,413	43,272
Vote 2 - Finance		18,969	6,842	6,637	6,317	6,502	7,003	6,466	6,942	6,894	6,505	6,514	6,982	92,573	96,522	101,080
Vote 3 - Corporate Services		89	94	112	114	108	123	134	127	133	155	150	153	1,491	513	537
Vote 4 - Technical Services		23,973	17,414	17,331	18,371	17,004	23,288	17,820	16,488	19,015	17,222	19,350	21,398	228,673	236,425	250,553
Vote 5 - Community Services		4,257	716	783	1,776	1,142	4,077	1,993	1,026	2,897	705	823	1,827	22,023	60,818	63,456
<b>Total Revenue by Vote</b>		<b>57,727</b>	<b>25,066</b>	<b>24,863</b>	<b>29,623</b>	<b>26,072</b>	<b>44,107</b>	<b>27,150</b>	<b>25,640</b>	<b>35,407</b>	<b>24,587</b>	<b>26,837</b>	<b>33,258</b>	<b>380,337</b>	<b>433,691</b>	<b>458,898</b>
<b>Expenditure by Vote to be appropriated</b>																
Vote 1 - Municipal Manager		3,268	1,780	1,900	1,728	2,431	1,823	2,470	2,505	1,915	1,829	2,605	2,040	26,295	27,332	28,625
Vote 2 - Finance		3,257	3,235	3,206	3,150	4,039	3,353	3,589	3,521	3,247	3,286	3,676	3,356	40,914	40,987	40,880
Vote 3 - Corporate Services		2,159	2,269	2,260	2,214	2,938	2,374	2,520	2,476	2,297	2,331	2,559	2,357	28,755	30,124	31,564
Vote 4 - Technical Services		19,877	19,448	18,975	18,049	19,915	19,563	19,238	17,908	17,049	18,418	21,297	21,016	230,752	236,870	244,225
Vote 5 - Community Services		3,853	4,072	4,053	3,962	5,399	4,279	4,568	4,482	4,127	4,194	4,645	4,245	51,878	87,114	91,035
<b>Total Expenditure by Vote</b>		<b>32,414</b>	<b>30,804</b>	<b>30,394</b>	<b>29,102</b>	<b>34,722</b>	<b>31,392</b>	<b>32,384</b>	<b>30,892</b>	<b>28,636</b>	<b>30,058</b>	<b>34,782</b>	<b>33,014</b>	<b>378,594</b>	<b>422,427</b>	<b>436,329</b>
<b>Surplus/(Deficit) before assoc.</b>		<b>25,312</b>	<b>(5,738)</b>	<b>(5,531)</b>	<b>521</b>	<b>(8,650)</b>	<b>12,714</b>	<b>(5,234)</b>	<b>(5,251)</b>	<b>6,771</b>	<b>(5,471)</b>	<b>(7,945)</b>	<b>244</b>	<b>1,743</b>	<b>11,264</b>	<b>22,569</b>
Taxation		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Attributable to minorities		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Share of surplus/ (deficit) of associate		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Surplus/(Deficit)</b>	<b>1</b>	<b>25,312</b>	<b>(5,738)</b>	<b>(5,531)</b>	<b>521</b>	<b>(8,650)</b>	<b>12,714</b>	<b>(5,234)</b>	<b>(5,251)</b>	<b>6,771</b>	<b>(5,471)</b>	<b>(7,945)</b>	<b>244</b>	<b>1,743</b>	<b>11,264</b>	<b>22,569</b>



WC013 Bergrivier - Supporting Table SA27 Budgeted monthly revenue and expenditure (functional classification)

Description	Ref	Budget Year 2020/21												Medium Term Revenue and Expenditure Framework		
		July	August	Sept.	October	November	December	January	February	March	April	May	June	Budget Year 2020/21	Budget Year +1 2021/22	Budget Year +2 2022/23
<b>Revenue - Functional</b>																
<b>Governance and administration</b>		29,382	6,962	6,810	9,432	7,905	16,631	7,341	8,065	13,400	6,627	6,622	9,955	129,130	136,963	145,430
Executive and council		10,309	0	0	3,006	1,299	9,496	729	1,044	6,387	0	0	2,862	35,131	38,947	42,784
Finance and administration		19,073	6,962	6,810	6,426	6,606	7,135	6,612	7,021	7,013	6,627	6,622	7,093	93,999	98,016	102,646
Internal audit		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Community and public safety</b>		3,967	398	517	1,445	812	3,768	648	708	2,598	436	459	1,533	17,291	55,859	58,259
Community and social services		2,187	59	82	683	324	2,038	220	270	1,387	77	71	666	8,063	8,502	8,966
Sport and recreation		154	180	274	175	144	219	165	131	163	219	193	207	2,224	5,103	5,347
Public safety		155	155	155	155	155	155	155	157	135	137	192	250	1,956	22,184	22,184
Housing		1,471	4	6	431	188	1,356	109	151	913	4	4	411	5,048	20,070	21,762
Health		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Economic and environmental services</b>		2,575	1,084	1,066	1,819	1,555	2,776	2,770	1,778	2,563	1,745	1,831	2,191	23,753	21,793	22,744
Planning and development		1,622	761	793	1,292	1,137	1,854	1,375	1,390	1,851	1,471	1,462	1,708	16,716	16,662	17,373
Road transport		953	323	273	527	418	922	1,395	388	712	274	369	483	7,037	5,131	5,371
Environmental protection		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Trading services</b>		21,802	16,622	16,470	16,926	15,800	20,932	16,391	15,089	16,846	15,778	17,925	19,579	210,162	219,076	232,465
Energy sources		12,971	11,695	11,302	10,406	9,716	11,764	10,415	9,010	9,034	10,396	12,660	13,129	132,499	137,714	147,227
Water management		2,846	2,043	2,300	2,668	2,706	3,313	2,674	2,663	2,862	2,354	2,116	2,308	30,854	32,334	33,885
Waste water management		2,228	1,069	1,094	1,442	1,234	2,173	1,249	1,332	1,878	1,119	1,243	1,627	17,688	18,537	19,428
Waste management		3,757	1,816	1,774	2,410	2,143	3,682	2,053	2,083	3,073	1,910	1,906	2,515	29,122	30,491	31,925
<b>Other</b>		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total Revenue - Functional</b>		57,727	25,066	24,863	29,623	26,072	44,107	27,150	25,640	35,407	24,587	26,837	33,258	380,337	433,691	458,898
<b>Expenditure - Functional</b>																
<b>Governance and administration</b>		8,924	7,525	7,624	7,344	9,656	7,793	8,805	8,738	7,719	7,698	9,044	7,989	98,859	101,481	104,254
Executive and council		2,866	1,355	1,484	1,319	1,867	1,377	1,986	2,035	1,492	1,396	2,104	1,595	20,876	21,868	22,906
Finance and administration		5,942	6,046	6,020	5,906	7,626	6,287	6,679	6,567	6,105	6,177	6,795	6,266	76,413	78,180	79,849
Internal audit		116	123	121	118	164	129	140	136	123	126	145	129	1,569	1,433	1,499
<b>Community and public safety</b>		3,612	3,813	3,789	3,707	5,030	4,002	4,275	4,192	3,857	3,920	4,353	3,974	48,524	83,601	87,360
Community and social services		840	899	919	886	1,258	956	1,009	999	942	948	997	939	11,592	12,143	12,717
Sport and recreation		1,174	1,245	1,252	1,218	1,675	1,312	1,393	1,372	1,278	1,293	1,400	1,297	15,909	16,661	17,447
Public safety		1,064	1,126	1,142	1,109	1,507	1,187	1,249	1,235	1,166	1,175	1,244	1,170	14,374	33,050	33,678
Housing		535	543	475	493	590	547	624	584	472	505	712	568	6,650	21,747	23,518
Health		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Economic and environmental services</b>		3,069	3,261	3,311	3,209	4,435	3,448	3,638	3,598	3,383	3,411	3,622	3,397	41,782	41,541	43,506
Planning and development		912	976	988	956	1,370	1,039	1,107	1,091	1,012	1,024	1,108	1,023	12,606	13,211	13,829
Road transport		2,157	2,285	2,323	2,254	3,065	2,409	2,531	2,507	2,371	2,387	2,514	2,373	29,177	28,330	29,677
Environmental protection		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Trading services</b>		16,809	16,205	15,670	14,842	15,601	16,149	15,667	14,364	13,677	15,028	17,762	17,655	189,429	195,804	201,209
Energy sources		11,175	10,500	10,147	9,365	9,302	10,357	9,624	8,516	8,247	9,423	11,383	11,462	119,502	124,265	128,830
Water management		1,932	1,922	1,867	1,815	2,036	1,941	1,967	1,870	1,757	1,854	2,125	2,014	23,100	23,623	23,920
Waste water management		1,404	1,428	1,390	1,392	1,566	1,447	1,513	1,484	1,394	1,418	1,566	1,455	17,457	17,073	16,141
Waste management		2,298	2,355	2,266	2,270	2,697	2,404	2,562	2,494	2,278	2,334	2,688	2,723	29,370	30,843	32,318
<b>Other</b>		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total Expenditure - Functional</b>		32,414	30,804	30,394	29,102	34,722	31,392	32,384	30,892	28,636	30,058	34,782	33,014	378,594	422,427	436,329
<b>Surplus/(Deficit) before assoc.</b>		25,312	(5,738)	(5,531)	521	(8,650)	12,714	(5,234)	(5,251)	6,771	(5,471)	(7,945)	244	1,743	11,264	22,569
Share of surplus/ (deficit) of associate		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Surplus/(Deficit)</b>	1	25,312	(5,738)	(5,531)	521	(8,650)	12,714	(5,234)	(5,251)	6,771	(5,471)	(7,945)	244	1,743	11,264	22,569

WC013 Bergrivier - Supporting Table SA28 Budgeted monthly capital expenditure (municipal vote)

Description	Ref	Budget Year 2020/21											Medium Term Revenue and Expenditure Framework			
		July	August	Sept.	October	Nov.	Dec.	January	Feb.	March	April	May	June	Budget Year 2020/21	Budget Year +1 2021/22	Budget Year +2 2022/23
<b>Multi-year expenditure to be appropriated</b>	1															
Vote 1 - Municipal Manager		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Vote 2 - Finance		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Vote 3 - Corporate Services		-	-	-	20	-	-	-	-	30	-	-	-	50	-	270
Vote 4 - Technical Services		500	200	1,450	1,900	1,250	1,759	600	900	750	800	749	-	10,857	6,945	7,668
Vote 5 - Community Services		-	-	60	55	200	1,160	-	100	20	-	10	-	1,605	580	4,275
<b>Capital multi-year expenditure sub-total</b>	2	<b>500</b>	<b>200</b>	<b>1,510</b>	<b>1,975</b>	<b>1,450</b>	<b>2,919</b>	<b>600</b>	<b>1,000</b>	<b>800</b>	<b>800</b>	<b>759</b>	<b>-</b>	<b>12,512</b>	<b>7,525</b>	<b>12,213</b>
<b>Single-year expenditure to be appropriated</b>																
Vote 1 - Municipal Manager		21	25	42	35	27	15	6	12	5	13	-	-	200	30	30
Vote 2 - Finance		-	-	-	-	240	-	-	-	-	-	-	-	240	10	210
Vote 3 - Corporate Services		4	10	72	17	14	868	206	7	592	7	32	578	2,405	985	1,670
Vote 4 - Technical Services		3,211	3,232	3,055	2,717	1,585	1,567	884	1,560	1,690	820	200	2,648	23,169	28,076	25,941
Vote 5 - Community Services		-	15	735	220	1,035	700	390	1,250	210	120	135	-	4,810	3,655	5,646
<b>Capital single-year expenditure sub-total</b>	2	<b>3,235</b>	<b>3,282</b>	<b>3,904</b>	<b>2,989</b>	<b>2,900</b>	<b>3,150</b>	<b>1,485</b>	<b>2,829</b>	<b>2,497</b>	<b>959</b>	<b>367</b>	<b>3,226</b>	<b>30,824</b>	<b>32,756</b>	<b>33,497</b>
<b>Total Capital Expenditure</b>	2	<b>3,735</b>	<b>3,482</b>	<b>5,414</b>	<b>4,964</b>	<b>4,350</b>	<b>6,069</b>	<b>2,085</b>	<b>3,829</b>	<b>3,297</b>	<b>1,759</b>	<b>1,126</b>	<b>3,226</b>	<b>43,336</b>	<b>40,281</b>	<b>45,710</b>

WC013 Bergvriev - Supporting Table SA29 Budgeted monthly capital expenditure (functional classification)

Description	Ref	Budget Year 2020/21												Medium Term Revenue and Expenditure Framework		
		July	August	Sept.	October	Nov.	Dec.	January	Feb.	March	April	May	June	Budget Year 2020/21	Budget Year +1 2021/22	Budget Year +2 2022/23
<b>Capital Expenditure - Functional</b>	1															
<b>Governance and administration</b>		-	-	112	727	312	793	210	7	87	57	7	88	2,399	1,265	2,335
Executive and council		-	-	-	-	15	15	-	-	-	-	-	-	30	30	30
Finance and administration		-	-	112	727	297	778	210	7	87	57	7	88	2,369	1,235	2,305
Internal audit		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Community and public safety</b>		-	15	795	275	1,235	1,860	390	1,350	230	120	145	-	6,415	4,235	9,921
Community and social services		-	15	20	-	530	830	-	250	10	-	20	-	1,675	1,430	1,920
Sport and recreation		-	-	705	160	675	480	350	600	200	120	95	-	3,385	2,315	6,450
Public safety		-	-	70	115	30	550	40	500	20	-	30	-	1,355	490	1,515
Housing		-	-	-	-	-	-	-	-	-	-	-	-	-	-	36
Health		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Economic and environmental services</b>		3,085	2,985	1,946	752	1,019	1,017	656	1,062	1,610	313	175	588	15,207	19,444	8,797
Planning and development		25	35	52	65	19	150	6	12	560	13	25	500	1,460	50	270
Road transport		3,061	2,950	1,894	687	1,000	867	650	1,050	1,050	300	150	88	13,747	19,394	8,527
Environmental protection		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Trading services</b>		650	482	2,561	3,210	1,785	2,399	830	1,410	1,370	1,270	799	2,550	19,315	15,337	24,657
Energy sources		-	50	1,280	1,950	1,150	1,459	30	460	380	260	-	-	7,019	7,929	6,948
Water management		-	75	425	250	100	112	100	300	200	370	200	2,523	4,655	2,822	2,402
Waste water management		650	357	725	795	485	674	650	650	690	640	599	19	6,934	3,092	4,232
Waste management		-	-	131	215	50	154	50	-	100	-	-	8	708	1,494	11,076
<b>Other</b>		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total Capital Expenditure - Functional</b>	2	3,735	3,482	5,414	4,964	4,350	6,069	2,085	3,829	3,297	1,759	1,126	3,226	43,336	40,281	45,710
<b>Funded by:</b>																
National Government		3,561	3,150	1,804	1,147	800	1,509	500	500	500	500	599	-	14,570	14,434	17,579
Provincial Government		-	-	-	-	100	100	-	-	500	-	-	500	1,200	360	310
District Municipality		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Transfers and subsidies - capital (financially allocations) (National / Provincial Departmental Agencies, Households, Non-profit Institutions, Private Enterprises, Public Corporations, Higher Educational Institutions)		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Transfers recognised - capital</b>		3,561	3,150	1,804	1,147	900	1,609	500	500	1,000	500	599	500	15,770	14,794	17,889
<b>Borrowing</b>		150	150	2,050	2,400	1,950	3,050	1,250	1,950	1,500	650	100	-	15,200	15,100	15,120
<b>Internally generated funds</b>		25	182	1,560	1,417	1,500	1,410	335	1,379	797	609	427	2,726	12,367	10,387	12,701
<b>Total Capital Funding</b>		3,735	3,482	5,414	4,964	4,350	6,069	2,085	3,829	3,297	1,759	1,126	3,226	43,336	40,281	45,710

WC013 Bergrivier - Supporting Table SA30 Budgeted monthly cash flow

MONTHLY CASH FLOWS	Budget Year 2020/21												Medium Term Revenue and Expenditure Framework		
	July	August	Sept.	October	November	December	January	February	March	April	May	June	Budget Year 2020/21	Budget Year +1 2021/22	Budget Year +2 2022/23
<b>R thousand</b>															
<b>Cash Receipts By Source</b>													1		
Property rates	15,547	4,941	4,926	4,775	4,899	4,888	4,863	5,263	5,059	4,989	5,041	5,280	70,470	75,707	81,284
Service charges - electricity revenue	12,412	11,441	11,049	10,022	9,387	11,181	10,040	8,640	8,511	10,014	12,256	12,636	127,587	134,004	140,743
Service charges - water revenue	1,583	1,579	1,778	1,882	2,014	1,993	2,023	1,996	1,830	1,819	1,635	1,613	21,742	24,409	27,281
Service charges - sanitation revenue	827	829	848	856	844	856	905	943	898	867	964	1,012	10,650	11,938	13,327
Service charges - refuse revenue	1,389	1,399	1,365	1,418	1,462	1,449	1,476	1,453	1,435	1,471	1,468	1,520	17,304	19,434	21,727
Rental of facilities and equipment	103	117	167	104	104	127	150	76	118	115	101	103	1,385	1,451	1,521
Interest earned - external investments	625	673	483	333	350	401	419	440	318	369	306	429	5,145	5,391	5,650
Interest earned - outstanding debtors	209	244	241	185	230	229	217	218	217	212	218	191	2,611	2,736	2,868
Dividends received	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Fines, penalties and forfeits	21	21	21	21	21	21	21	21	18	18	26	34	263	2,419	2,424
Licences and permits	4	4	4	4	4	4	4	4	4	4	4	4	49	51	53
Agency services	290	318	266	331	331	310	1,344	318	299	268	363	294	4,732	4,959	5,197
Transfers and Subsidies - Operational	20,222	-	-	5,897	2,548	18,627	1,430	2,047	12,529	-	-	5,613	68,914	86,151	93,360
Other revenue	283	330	502	321	264	401	301	239	298	401	354	379	4,073	7,038	7,372
<b>Cash Receipts by Source</b>	<b>53,514</b>	<b>21,893</b>	<b>21,648</b>	<b>26,149</b>	<b>22,458</b>	<b>40,486</b>	<b>23,194</b>	<b>21,658</b>	<b>31,534</b>	<b>20,548</b>	<b>22,737</b>	<b>29,106</b>	<b>334,925</b>	<b>375,688</b>	<b>402,806</b>
<b>Other Cash Flows by Source</b>															
Transfers and subsidies - capital (monetary allocations) (National / Provincial and District)	848	848	848	1,187	1,187	1,187	1,526	1,526	1,526	1,696	1,696	1,696	15,770	14,794	17,889
Transfers and subsidies - capital (monetary allocations) (National / Provincial Departmental Agencies, Households, Non-profit Institutions, Private Enterprises, Public Corporations, Higher Educational Institutions)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Proceeds on Disposal of Fixed and Intangible Assets	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Short term loans	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Borrowing long term/refinancing	-	-	-	-	-	-	-	-	-	-	-	15,200	15,200	15,100	15,120
Increase (decrease) in consumer deposits	18	18	18	18	18	18	18	18	18	18	18	18	213	224	237
Decrease (increase) in non-current receivables	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Decrease (increase) in non-current investments	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total Cash Receipts by Source</b>	<b>54,380</b>	<b>22,759</b>	<b>22,513</b>	<b>27,353</b>	<b>23,663</b>	<b>41,691</b>	<b>24,738</b>	<b>23,201</b>	<b>33,078</b>	<b>22,261</b>	<b>24,450</b>	<b>46,020</b>	<b>366,108</b>	<b>405,806</b>	<b>436,052</b>
<b>Cash Payments by Type</b>															
Employee related costs	9,234	10,092	10,716	10,132	15,350	10,950	11,405	11,442	11,072	11,012	10,829	10,589	132,823	136,796	143,174
Remuneration of councillors	512	529	596	562	499	527	635	749	603	603	603	592	7,011	7,347	7,697
Finance charges	570	570	570	570	570	570	570	570	570	570	570	570	6,842	7,170	7,513
Bulk purchases - Electricity	9,365	8,632	8,336	7,562	7,083	8,437	7,576	6,519	6,421	7,556	9,247	9,534	96,268	100,889	105,732
Bulk purchases - Water & Sewer	432	431	485	513	549	543	552	544	499	496	446	440	5,930	6,215	6,513
Other materials	940	937	772	826	910	924	1,082	994	756	831	1,289	978	11,239	11,764	12,310
Contracted services	1,900	1,895	1,561	1,671	1,841	1,869	2,189	2,010	1,528	1,680	2,608	1,979	22,732	38,388	40,947
Transfers and grants - other municipalities	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Transfers and grants - other	1,753	52	191	36	491	57	504	480	190	44	572	206	4,576	4,375	4,586
Other expenditure	2,482	2,475	2,038	2,183	2,404	2,441	2,859	2,625	1,996	2,194	3,406	2,584	29,686	30,748	33,869
<b>Cash Payments by Type</b>	<b>27,186</b>	<b>25,612</b>	<b>25,265</b>	<b>24,056</b>	<b>29,697</b>	<b>26,318</b>	<b>27,372</b>	<b>25,934</b>	<b>23,636</b>	<b>24,987</b>	<b>29,571</b>	<b>27,473</b>	<b>317,107</b>	<b>343,692</b>	<b>362,341</b>
<b>Other Cash Flows/Payments by Type</b>															
Capital assets	-	2,551	2,654	2,863	1,163	3,065	2,138	2,586	1,561	3,144	5,114	16,497	43,336	40,281	45,710
Repayment of borrowing	-	-	-	-	-	3,010	-	-	-	-	-	3,010	6,021	7,206	8,429
Other Cash Flows/Payments	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total Cash Payments by Type</b>	<b>27,186</b>	<b>28,163</b>	<b>27,919</b>	<b>26,919</b>	<b>30,860</b>	<b>32,394</b>	<b>29,509</b>	<b>28,520</b>	<b>25,197</b>	<b>28,132</b>	<b>34,684</b>	<b>46,980</b>	<b>366,464</b>	<b>391,179</b>	<b>416,479</b>
<b>NET INCREASE/(DECREASE) IN CASH HELD</b>	<b>27,193</b>	<b>(5,404)</b>	<b>(5,406)</b>	<b>434</b>	<b>(7,197)</b>	<b>9,298</b>	<b>(4,771)</b>	<b>(5,318)</b>	<b>7,881</b>	<b>(5,871)</b>	<b>(10,234)</b>	<b>(961)</b>	<b>(356)</b>	<b>14,628</b>	<b>19,573</b>
Cash/cash equivalents at the month/year begin:	61,549	88,742	83,338	77,932	78,366	71,169	80,467	75,696	70,378	78,258	72,388	62,154	61,549	61,193	75,821
Cash/cash equivalents at the month/year end:	88,742	83,338	77,932	78,366	71,169	80,467	75,696	70,378	78,258	72,388	62,154	61,193	61,193	75,821	95,393

**WC013 Bergrivier - Supporting Table SA32 List of external mechanisms**

External mechanism Name of organisation	Yrs/ Mths	Period of agreement 1. Number	Service provided	Expiry date of service delivery agreement or contract	Monetary value of agreement 2. R thousand
TRUSC	Yrs	3	IT		
Vodacom	Yrs	2	Cellphones		
Conlog	Yrs		Prepaid Electricity System		
G4S	Yrs		Transfer of Money		
Nedbank	Yrs	5	Bank Services		
HCB	Yrs		Municipal Valuator		
Phoenix (VESTA)	Yrs		Financial system		
Wasteman	Yrs	43281	Refuse Removal		
Imis					



WC013 Bergrivier - Supporting Table SA34a Capital expenditure on new assets by asset class

Description	Ref	2016/17	2017/18	2018/19	Current Year 2019/20			2020/21 Medium Term Revenue & Expenditure Framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2020/21	Budget Year +1 2021/22	Budget Year +2 2022/23
<b>Capital expenditure on new assets by Asset Class/Sub-class</b>	1									
<b>Infrastructure</b>		10,475	2,128	1,816	5,808	2,935	2,935	6,636	2,461	10,516
Roads Infrastructure		1,027	87	146	250	134	134	245	100	-
Roads		1,027	87	146	250	134	134	200	100	-
Road Structures		-	-	-	-	-	-	45	-	-
Storm water Infrastructure		-	393	472	350	366	366	195	570	540
Storm water Conveyance		-	393	472	350	366	366	195	570	540
Electrical Infrastructure		1,480	325	399	30	30	30	40	-	-
MV Substations		-	-	399	-	-	-	-	-	-
LV Networks		1,480	325	-	30	30	30	40	-	-
Water Supply Infrastructure		4,704	-	128	150	130	130	200	250	250
Reservoirs		4,704	-	-	-	-	-	-	-	-
Pump Stations		-	-	-	150	130	130	200	250	250
PRV Stations		-	-	128	-	-	-	-	-	-
Sanitation Infrastructure		1,835	47	78	4,578	1,825	1,825	5,406	1,241	730
Pump Station		-	-	53	150	150	150	250	300	350
Waste Water Treatment Works		1,835	47	25	4,428	1,675	1,675	5,156	941	380
Solid Waste Infrastructure		1,429	1,276	594	450	450	450	550	300	8,996
Landfill Sites		-	-	-	-	-	-	-	-	-
Waste Transfer Stations		-	-	486	250	250	250	250	-	-
Waste Processing Facilities		1,429	1,276	107	200	200	200	300	300	300
Waste Drop-off Points		-	-	-	-	-	-	-	-	8,696
<b>Community Assets</b>		1,147	1,466	2,214	5,295	5,306	5,306	2,160	860	4,200
Community Facilities		998	1,427	2,214	4,675	4,688	4,688	980	180	750
Halls		-	-	-	-	-	-	-	80	-
Centres		-	951	1,000	4,500	4,500	4,500	-	-	-
Museums		96	-	-	-	-	-	-	-	-
Libraries		413	21	-	-	-	-	80	-	-
Cemeteries/Crematoria		350	454	198	175	188	188	600	100	500
Police		-	-	-	-	-	-	-	-	-
Parks		139	-	-	-	-	-	-	-	-
Public Open Space		-	-	752	-	-	-	-	-	250
Nature Reserves		-	-	-	-	-	-	-	-	-
Public Ablution Facilities		-	-	254	-	-	-	300	-	-
Taxi Ranks/Bus Terminals		-	-	10	-	-	-	-	-	-
Sport and Recreation Facilities		149	39	-	620	618	618	1,180	680	3,450
Indoor Facilities		110	9	-	-	-	-	20	30	-
Outdoor Facilities		39	30	-	620	618	618	1,160	650	3,450
<b>Heritage assets</b>		-	-	-	-	-	-	50	-	20
Conservation Areas		-	-	-	-	-	-	50	-	20
<b>Other assets</b>		2,357	-	1,506	325	902	902	850	175	300
Operational Buildings		2,357	-	1,506	325	902	902	850	175	300
Municipal Offices		2,357	-	1,506	325	902	902	850	175	300
<b>Intangible Assets</b>		1,194	1,456	546	1,272	678	678	-	-	600
Servitudes		-	-	-	-	-	-	-	-	-
Licences and Rights		1,194	1,456	546	1,272	678	678	-	-	600
Computer Software and Applications		1,194	1,456	546	1,272	678	678	-	-	600
<b>Computer Equipment</b>		-	29	1,496	640	591	591	660	600	650
Computer Equipment		-	29	1,496	640	591	591	660	600	650
<b>Furniture and Office Equipment</b>		1,149	666	95	543	484	484	564	120	201
Furniture and Office Equipment		1,149	666	95	543	484	484	564	120	201
<b>Machinery and Equipment</b>		1,417	163	338	668	774	774	1,346	967	1,025
Machinery and Equipment		1,417	163	338	668	774	774	1,346	967	1,025
<b>Transport Assets</b>		2,457	2,428	5,817	5,455	5,386	5,386	3,600	1,920	5,360
Transport Assets		2,457	2,428	5,817	5,455	5,386	5,386	3,600	1,920	5,360
<b>Total Capital Expenditure on new assets</b>	1	20,196	8,336	13,827	20,006	17,056	17,056	15,865	7,103	22,872

WC013 Bergrivier - Supporting Table SA34b Capital expenditure on the renewal of existing assets by asset class

Description	Ref	2016/17	2017/18	2018/19	Current Year 2019/20			2020/21 Medium Term Revenue & Expenditure Framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2020/21	Budget Year +1 2021/22	Budget Year +2 2022/23
<b>R thousand</b>	<b>1</b>									
<b>Capital expenditure on renewal of existing assets by Asset Class/Sub-class</b>										
<b>Infrastructure</b>		3,466	17,142	4,901	12,267	9,082	9,082	9,269	7,834	6,713
Roads Infrastructure		1,446	786	35	-	-	-	50	550	350
Roads		1,446	786	35	-	-	-	50	550	350
Storm water Infrastructure		-	29	-	-	-	-	-	-	-
Storm water Conveyance		-	29	-	-	-	-	-	-	-
Electrical Infrastructure		2,014	1,259	3,129	6,877	6,877	6,877	4,219	4,819	4,348
MV Substations		-	-	-	400	400	400	-	1,100	-
MV Switching Stations		-	-	-	-	-	-	50	60	-
MV Networks		-	-	-	-	-	-	80	80	-
LV Networks		2,014	1,259	3,129	6,477	6,477	6,477	4,089	3,579	4,348
Capital Spares		-	-	-	-	-	-	-	-	-
Water Supply Infrastructure		-	1,811	1,085	4,810	1,645	1,645	3,970	1,195	815
Boreholes		-	-	45	50	45	45	-	-	50
Reservoirs		-	557	-	-	-	-	-	-	-
Pump Stations		-	-	262	180	120	120	200	200	-
Water Treatment Works		-	-	-	-	-	-	50	-	-
Bulk Mains		-	-	-	-	-	-	100	100	-
Distribution		-	1,254	142	4,180	1,080	1,080	2,870	395	265
Distribution Points		-	-	636	400	400	400	750	500	500
Sanitation Infrastructure		6	12,865	653	580	560	560	1,030	1,270	1,200
Pump Station		6	441	608	520	500	500	930	1,150	1,080
Reticulation		-	-	-	60	60	60	100	120	120
Waste Water Treatment Works		-	12,424	45	-	-	-	-	-	-
Solid Waste Infrastructure		-	392	-	-	-	-	-	-	-
Waste Transfer Stations		-	392	-	-	-	-	-	-	-
<b>Community Assets</b>		3,455	1,647	303	310	252	252	745	780	745
Community Facilities		100	1,116	80	120	119	119	95	320	145
Testing Stations		-	946	-	-	-	-	-	-	-
Libraries		-	169	-	-	-	-	50	200	100
Cemeteries/Crematoria		-	-	69	100	100	100	-	100	-
Parks		100	-	-	-	-	-	-	-	-
Public Open Space		-	1	11	20	19	19	45	20	45
Sport and Recreation Facilities		3,356	531	223	190	133	133	650	460	600
Indoor Facilities		143	487	175	100	86	86	100	250	250
Outdoor Facilities		3,213	44	48	90	47	47	550	210	350
Capital Spares		-	-	-	-	-	-	-	-	-
<b>Investment properties</b>		-	29	-	-	-	-	50	50	50
Revenue Generating		-	-	-	-	-	-	50	50	50
Unimproved Property		-	-	-	-	-	-	50	50	50
Non-revenue Generating		-	29	-	-	-	-	-	-	-
Improved Property		-	29	-	-	-	-	-	-	-
<b>Other assets</b>		463	26	43	30	53	53	50	50	60
Operational Buildings		463	26	43	30	53	53	50	50	60
Municipal Offices		463	26	43	30	53	53	50	50	60
<b>Intangible Assets</b>		844	-	-	-	-	-	-	-	-
Servitudes		-	-	-	-	-	-	-	-	-
Licences and Rights		844	-	-	-	-	-	-	-	-
Computer Software and Applications		844	-	-	-	-	-	-	-	-
<b>Computer Equipment</b>		-	348	706	320	354	354	400	260	400
Computer Equipment		-	348	706	320	354	354	400	260	400
<b>Furniture and Office Equipment</b>		331	2,009	521	459	429	429	555	405	550
Furniture and Office Equipment		331	2,009	521	459	429	429	555	405	550
<b>Machinery and Equipment</b>		40	285	-	20	17	17	-	-	-
Machinery and Equipment		40	285	-	20	17	17	-	-	-
<b>Transport Assets</b>		-	1,555	511	-	-	-	-	900	600
Transport Assets		-	1,555	511	-	-	-	-	900	600
<b>Total Capital Expenditure on renewal of existing assets</b>	<b>1</b>	<b>8,599</b>	<b>23,041</b>	<b>6,985</b>	<b>13,406</b>	<b>10,187</b>	<b>10,187</b>	<b>11,069</b>	<b>10,279</b>	<b>9,118</b>
<b>Renewal of Existing Assets as % of total capex</b>		0.0%	73.4%	16.8%	26.2%	20.7%	20.7%	25.5%	25.5%	19.9%
<b>Renewal of Existing Assets as % of deprecn"</b>		43.8%	111.7%	34.6%	57.6%	44.9%	44.9%	46.8%	41.5%	35.2%



WC013 Bergrivier - Supporting Table SA34c Repairs and maintenance expenditure by asset class

Description	Ref	2016/17	2017/18	2018/19	Current Year 2019/20			2020/21 Medium Term Revenue & Expenditure Framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2020/21	Budget Year +1 2021/22	Budget Year +2 2022/23
<b>Repairs and maintenance expenditure by Asset Class/Sub-class</b>										
<b>Infrastructure</b>		1,437	3,788	3,957	4,106	3,701	3,701	3,353	3,509	3,671
Roads Infrastructure		40	315	1,021	547	547	547	460	477	495
Roads		40	315	1,021	547	547	547	460	477	495
Storm water Infrastructure		261	494	258	409	398	398	292	304	318
Drainage Collection		-	-	-	-	-	-	-	-	-
Storm water Conveyance		261	494	258	409	398	398	292	304	318
Attenuation		-	-	-	-	-	-	-	-	-
Electrical Infrastructure		822	2,060	2,156	2,206	1,980	1,980	1,859	1,949	2,041
LV Networks		822	2,060	2,156	2,206	1,980	1,980	1,859	1,949	2,041
Capital Spares		-	-	-	-	-	-	-	-	-
Water Supply Infrastructure		195	692	384	618	510	510	450	472	495
Distribution		195	692	384	618	510	510	450	472	495
Distribution Points		-	-	-	-	-	-	-	-	-
PRV Stations		-	-	-	-	-	-	-	-	-
Capital Spares		-	-	-	-	-	-	-	-	-
Sanitation Infrastructure		119	228	138	295	265	265	278	291	305
Pump Station		-	-	-	-	-	-	-	-	-
Reticulation		119	228	138	295	265	265	278	291	305
Solid Waste Infrastructure		-	-	-	30	-	-	15	16	17
Landfill Sites		-	-	-	30	-	-	15	16	17
<b>Community Assets</b>		3,598	8,348	11,394	11,892	12,288	12,288	9,529	9,982	10,453
Community Facilities		2,478	6,663	9,245	8,761	8,813	8,813	6,742	7,062	7,398
Cemeteries/Crematoria		205	481	552	618	607	607	417	436	455
Police		-	-	-	-	-	-	-	-	-
Parks		-	-	-	-	-	-	-	-	-
Public Open Space		2,273	6,182	8,693	8,143	8,206	8,206	6,325	6,626	6,943
Sport and Recreation Facilities		1,120	1,685	2,149	3,131	3,475	3,475	2,787	2,920	3,055
Indoor Facilities		-	-	-	-	-	-	-	-	-
Outdoor Facilities		1,120	1,685	2,149	3,131	3,475	3,475	2,787	2,920	3,055
Capital Spares		-	-	-	-	-	-	-	-	-
<b>Other assets</b>		1,915	3,181	3,804	4,347	4,700	4,700	3,928	4,114	4,307
Operational Buildings		1,909	3,175	3,797	4,331	4,684	4,684	3,912	4,098	4,291
Municipal Offices		1,909	3,175	3,797	4,331	4,684	4,684	3,912	4,098	4,291
Housing		6	6	7	16	16	16	16	16	16
Staff Housing		-	-	-	-	-	-	-	-	-
Social Housing		6	6	7	16	16	16	16	16	16
Capital Spares		-	-	-	-	-	-	-	-	-
<b>Computer Equipment</b>		256	510	693	659	533	533	344	359	375
Computer Equipment		256	510	693	659	533	533	344	359	375
<b>Furniture and Office Equipment</b>		35	18	75	41	41	41	36	36	36
Furniture and Office Equipment		35	18	75	41	41	41	36	36	36
<b>Machinery and Equipment</b>		357	576	687	810	848	848	854	895	936
Machinery and Equipment		357	576	687	810	848	848	854	895	936
<b>Transport Assets</b>		964	2,652	2,922	2,868	2,582	2,582	2,517	2,637	2,762
Transport Assets		964	2,652	2,922	2,868	2,582	2,582	2,517	2,637	2,762
<b>Total Repairs and Maintenance Expenditure</b>	1	8,562	19,073	23,533	24,722	24,693	24,693	20,561	21,532	22,540
<b>R&amp;M as a % of PPE</b>		2.5%	5.4%	6.4%	6.1%	6.2%	6.2%	5.2%	5.2%	5.2%
<b>R&amp;M as % Operating Expenditure</b>		3.1%	6.5%	7.3%	6.6%	6.3%	6.3%	5.2%	5.7%	5.3%

WC013 Bergvriev - Supporting Table SA34d Depreciation by asset class

Description	Ref	2016/17	2017/18	2018/19	Current Year 2019/20			2020/21 Medium Term Revenue & Expenditure Framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2020/21	Budget Year +1 2021/22	Budget Year +2 2022/23
<b>R thousand</b>	<b>1</b>									
<b>Depreciation by Asset Class/Sub-class</b>										
<b>Infrastructure</b>		10,807	13,417	12,663	14,703	14,043	14,043	14,583	15,284	16,019
Roads Infrastructure		2,278	1,638	1,806	1,862	2,096	2,096	2,199	2,305	2,416
Roads		2,278	1,638	1,806	1,668	2,096	2,096	2,199	2,305	2,416
Road Structures					150					
Road Furniture					44					
Storm water Infrastructure			290	308	243	361	361	379	397	416
Drainage Collection				308	90	361	361	379	397	416
Storm water Conveyance			290		153					
Electrical Infrastructure		1,056	1,612	1,508	1,755	1,818	1,818	1,907	1,999	2,095
MV Substations				1,496	200	1,801	1,801	1,889	1,980	2,075
MV Switching Stations					32					
MV Networks					594					
LV Networks		1,056	1,612	13	929	17	17	18	19	20
Water Supply Infrastructure		1,541	3,256	3,235	3,482	3,367	3,367	3,532	3,702	3,880
Boreholes					42					
Reservoirs					1,158					
Pump Stations				1,976	188	2,106	2,106	2,209	2,315	2,426
Water Treatment Works				1,259	1,242	1,261	1,261	1,323	1,387	1,454
Bulk Mains										
Distribution		1,541	3,256		848					
Distribution Points					4					
Sanitation Infrastructure		2,630	2,717	2,731	3,372	2,905	2,905	3,047	3,193	3,347
Pump Station				2,137	2,976	2,210	2,210	2,318	2,429	2,546
Reticalation		2,630	2,717	593	396	695	695	729	764	801
Solid Waste Infrastructure		3,303	3,906	3,076	3,989	3,496	3,496	3,519	3,688	3,865
Landfill Sites		3,184	3,479	2,622	3,479	3,023	3,023	3,023	3,168	3,320
Waste Transfer Stations		59	428	0	404	1	1	1	1	1
Waste Processing Facilities					62					
Waste Drop-off Points		59		454	44	472	472	495	519	544
<b>Community Assets</b>		1,068	1,626	1,786	2,306	2,050	2,050	2,150	2,252	2,360
Community Facilities		307	675	707	951	754	754	790	827	867
Halls		49		80	234	83	83	87	91	95
Clinics/Care Centres		16			16					
Fire/Ambulance Stations										
Testing Stations										
Museums		44		309	50	313	313	328	344	361
Galleries										
Theatres										
Libraries		126	675	183	227	207	207	217	227	238
Cemeteries/Crematoria		44		130	162	144	144	151	158	166
Parks		28								
Public Open Space				6	95	7	7	7	7	7
Public Ablution Facilities					76					
Markets					90					
Abattoirs					1					
Sport and Recreation Facilities		761	951	1,080	1,355	1,296	1,296	1,360	1,425	1,493
Indoor Facilities		465			11					
Outdoor Facilities		296	951	1,080	1,344	1,296	1,296	1,360	1,425	1,493
Capital Spares										
<b>Investment properties</b>				1	3	2	2	2	2	2
Revenue Generating				1	3			2	2	2
Improved Property					3					
Unimproved Property				1			2	2	2	2
Non-revenue Generating						2	2			
Unimproved Property						2	2			
<b>Other assets</b>		1,765	904	983	1,102	1,054	1,054	1,105	1,158	1,213
Operational Buildings		1,765	904	983	1,102	1,054	1,054	1,105	1,158	1,213
Municipal Offices		1,765	904	978	1,074	1,048	1,048	1,099	1,152	1,207
Yards					11					
Stores				5	17	6	6	6	6	6
<b>Intangible Assets</b>		336	405	525	618	562	562	589	616	645
Servitudes										
Licences and Rights		336	405	525	618	562	562	589	616	645
Computer Software and Applications		336	405	525	618	562	562	589	616	645
<b>Computer Equipment</b>			506	537	710	679	679	709	739	771
Computer Equipment			506	537	710	679	679	709	739	771
<b>Furniture and Office Equipment</b>		3,088	1,195	1,133	1,245	1,281	1,281	1,343	1,405	1,469
Furniture and Office Equipment		3,088	1,195	1,133	1,245	1,281	1,281	1,343	1,405	1,469
<b>Machinery and Equipment</b>		1,260	1,531	1,418	1,281	1,446	1,446	1,516	1,589	1,666
Machinery and Equipment		1,260	1,531	1,418	1,281	1,446	1,446	1,516	1,589	1,666
<b>Transport Assets</b>		1,297	1,052	1,124	1,316	1,555	1,555	1,631	1,709	1,791
Transport Assets		1,297	1,052	1,124	1,316	1,555	1,555	1,631	1,709	1,791
<b>Total Depreciation</b>	<b>1</b>	<b>19,621</b>	<b>20,636</b>	<b>20,171</b>	<b>23,284</b>	<b>22,672</b>	<b>22,672</b>	<b>23,628</b>	<b>24,754</b>	<b>25,936</b>

WC013 Bergrivier - Supporting Table SA34e Capital expenditure on the upgrading of existing assets by asset class

Description	Ref	2016/17	2017/18	2018/19	Current Year 2019/20			2020/21 Medium Term Revenue & Expenditure Framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2020/21	Budget Year +1 2021/22	Budget Year +2 2022/23
<b>R thousand</b>	1									
<b>Capital expenditure on upgrading of existing assets by Asset Class/Sub-class</b>										
<b>Infrastructure</b>		-	-	14,881	15,805	19,205	19,205	15,197	21,284	11,405
Roads Infrastructure		-	-	4,135	6,604	9,861	9,861	11,812	16,884	6,417
Roads		-	-	4,135	6,604	9,861	9,861	11,812	16,884	6,417
Storm water Infrastructure		-	-	225	2,674	2,281	2,281	35	40	1,789
Drainage Collection		-	-	-	-	-	-	-	-	-
Storm water Conveyance		-	-	225	2,674	2,281	2,281	35	40	1,789
Attenuation		-	-	-	-	-	-	-	-	-
Electrical Infrastructure		-	-	2,920	1,981	1,981	1,981	2,600	3,020	1,900
MV Substations		-	-	-	-	-	-	-	400	-
MV Switching Stations		-	-	-	-	-	-	-	120	-
MV Networks		-	-	805	750	750	750	1,100	1,000	700
LV Networks		-	-	2,115	1,231	1,231	1,231	1,500	1,500	1,200
Capital Spares		-	-	-	-	-	-	-	-	-
Water Supply Infrastructure		-	-	240	-	-	-	450	1,340	1,300
Reservoirs		-	-	-	-	-	-	-	590	-
Pump Stations		-	-	-	-	-	-	-	300	-
Water Treatment Works		-	-	-	-	-	-	-	-	-
Bulk Mains		-	-	-	-	-	-	-	-	-
Distribution		-	-	240	-	-	-	450	450	1,300
Sanitation Infrastructure		-	-	6,605	4,146	4,682	4,682	300	-	-
Pump Station		-	-	-	-	-	-	-	-	-
Reticulation		-	-	2,866	1,646	1,237	1,237	-	-	-
Waste Water Treatment Works		-	-	3,739	2,500	3,445	3,445	300	-	-
Solid Waste Infrastructure		-	-	757	400	400	400	-	-	-
Waste Separation Facilities		-	-	757	400	400	400	-	-	-
<b>Community Assets</b>		-	-	5,915	1,995	2,647	2,647	1,205	1,615	2,315
Community Facilities		-	-	499	1,215	2,094	2,094	265	415	765
Halls		-	-	-	100	120	120	250	200	250
Fire/Ambulance Stations		-	-	98	-	-	-	-	-	-
Testing Stations		-	-	350	600	510	510	-	-	-
Museums		-	-	-	-	-	-	-	-	-
Galleries		-	-	-	-	-	-	-	-	-
Theatres		-	-	-	-	-	-	-	-	-
Libraries		-	-	41	400	1,359	1,359	-	-	500
Cemeteries/Crematoria		-	-	-	100	90	90	-	200	-
Police		-	-	-	-	-	-	-	-	-
Parks		-	-	-	-	-	-	-	-	-
Public Open Space		-	-	10	15	15	15	15	15	15
Sport and Recreation Facilities		-	-	5,417	780	554	554	940	1,200	1,550
Indoor Facilities		-	-	596	-	-	-	50	520	250
Outdoor Facilities		-	-	4,820	780	554	554	890	680	1,300
Capital Spares		-	-	-	-	-	-	-	-	-
<b>Total Capital Expenditure on upgrading of existing assets</b>	1	-	-	20,797	17,800	21,853	21,853	16,402	22,899	13,720
<b>Upgrading of Existing Assets as % of total capex</b>		0.0%	0.0%	50.0%	34.8%	44.5%	44.5%	37.8%	56.8%	30.0%
<b>Upgrading of Existing Assets as % of deprecn*</b>		0.0%	0.0%	103.1%	76.4%	96.4%	96.4%	69.4%	92.5%	52.9%

WC013 Bergrivier - Supporting Table SA35 Future financial implications of the capital budget

Vote Description	Ref	2020/21 Medium Term Revenue & Expenditure Framework			Forecasts			
		Budget Year 2020/21	Budget Year +1 2021/22	Budget Year +2 2022/23	Forecast 2023/24	Forecast 2024/25	Forecast 2025/26	Present value
<b>R thousand</b>								
<b>Capital expenditure</b>	1							
Vote 1 - Municipal Manager		200	30	30				
Vote 2 - Finance		240	10	210				
Vote 3 - Corporate Services		2,455	985	1,940				
Vote 4 - Technical Services		34,027	35,021	33,609				
Vote 5 - Community Services		6,415	4,235	9,921				
<b>Total Capital Expenditure</b>		<b>43,336</b>	<b>40,281</b>	<b>45,710</b>	-	-	-	-
<b>Future operational costs by vote</b>	2							
Vote 1 - Municipal Manager								
Vote 2 - Finance								
Vote 3 - Corporate Services								
Vote 4 - Technical Services								
Vote 5 - Community Services								
Vote 6 - [NAME OF VOTE 6]								
Vote 7 - [NAME OF VOTE 7]								
Vote 8 - [NAME OF VOTE 8]								
Vote 9 - [NAME OF VOTE 9]								
Vote 10 - [NAME OF VOTE 10]								
Vote 11 - [NAME OF VOTE 11]								
Vote 12 - [NAME OF VOTE 12]								
Vote 13 - [NAME OF VOTE 13]								
Vote 14 - [NAME OF VOTE 14]								
Vote 15 - [NAME OF VOTE 15]								
<i>List entity summary if applicable</i>								
<b>Total future operational costs</b>		-	-	-	-	-	-	-
<b>Future revenue by source</b>	3							
Property rates								
Service charges - electricity revenue								
Service charges - water revenue								
Service charges - sanitation revenue								
Service charges - refuse revenue								
Rental of facilities and equipment								
<i>List other revenues sources if applicable</i>								
<i>List entity summary if applicable</i>								
<b>Total future revenue</b>		-	-	-	-	-	-	-
<b>Net Financial Implications</b>		<b>43,336</b>	<b>40,281</b>	<b>45,710</b>	-	-	-	-

**WC013 Bergrivier - Supporting Table SA36 Detailed capital budget**

R thousand	Function	Project Description	Project Number	Type	Ward Location			2020/21 Medium Term Revenue & Expenditure Framework		
						Audited Outcome 2018/19	Current Year 2019/20 Full Year Forecast	Budget Year 2020/21	Budget Year +1 2021/22	Budget Year +2 2022/23
<b>Parent municipality:</b>										
<i>List all capital projects grouped by Function</i>										
	Administrative and Corporate Support	<b>Sedan Vehicle</b>	<b>73,101,510,101</b>	<b>New</b>	<b>Admin</b>	-	222	-	-	-
	Solid Waste Removal	Refuse compactor	74,171,510,202	<b>New</b>	<b>1-7</b>	-	-	-	-	2,000
	Traffic Control	Road marking machines	75,371,500,102	<b>New</b>	<b>1-7</b>	-	130	-	-	-
	Traffic Control	New Traffic Vehicles	75,371,510,103	<b>New</b>	<b>Whole</b>	264	-	-	-	-
	Traffic Control	New Traffic Vehicles		<b>New</b>	<b>Whole</b>	-	-	500	300	-
	Holiday Resorts	Vehicles (LDV)	75,435,510,101	<b>New</b>	<b>Whole</b>	292	-	-	-	-
	Roads	Voertuigvervanging	74,551,510,102	<b>New</b>	<b>1-7</b>	1,989	1,750	-	-	-
	Roads	Voertuigvervanging		<b>New</b>	<b>1-7</b>	-	-	1,500	1,500	1,500
	Roads	Aankoop van Veeldoelige Watertrok	74,551,510,103	<b>New</b>	<b>3,4</b>	-	960	-	-	-
	Roads	Aankoop van Veeldoelige Watertrok		<b>New</b>	<b>3,4</b>	-	-	900	-	-
	Electricity	Voertuigvervanging/Cherry Picker	74,621,510,201	<b>Renewal</b>	<b>1,2</b>	511	-	-	-	-
	Sports Grounds and Stadiums	Vehicles (PV & VD)	75,432,510,102	<b>New</b>	<b>1,2,6,7</b>	-	533	-	-	-
	Community Parks	Tractor (VD)	75,431,510,101	<b>New</b>	<b>1-7</b>	-	500	-	-	-
	Community Parks	Tractor (VD)		<b>New</b>	<b>1-7</b>	-	-	350	-	370
	Community Parks	4 Ton Tipper (VD)	75,431,510,102	<b>New</b>	<b>1-2</b>	-	-	-	-	-
	Traffic Control	Vehicle Law Enforcement	75,371,510,104	<b>New</b>	<b>1-7</b>	-	316	-	-	-
	Fire Fighting and Protection	Service vehicle	75,381,510,103	<b>New</b>	<b>1-7</b>	-	-	-	-	220
	Fire Fighting and Protection	4x4 Fire Fighting Vehicle (grant funded)	75,381,511,201	<b>New</b>	<b>5</b>	-	830	-	-	-
	Traffic Control	Daantjie Kat Costume	75,371,490,102	<b>New</b>	<b>1-7</b>	-	17	-	-	-
	Solid Waste Removal	Trailers x2	74,171,510,101	<b>New</b>	<b>3-5</b>	-	75	90	-	-
	Mayor and Council	Diverse office furniture and equipment	71,010,490,101	<b>Renewal</b>	<b>Admin</b>	46	50	20	20	20
	Municipal Manager	Furniture and equipment - MM Office	71,011,490,101	<b>New</b>	<b>Admin</b>	7	17	10	10	10
	Economic Development/Planning	Furniture and equipment	71,012,490,101	<b>New</b>	<b>Admin</b>	5	10	-	-	-
	Economic Development/Planning	Wykskomitee Projek - Wyk 3 (TV Skerms)	71,012,490,102	<b>New</b>	<b>3</b>	4	-	-	-	-
	Economic Development/Planning	Wykskomitee Projek - Wyk 6 (Speelparke)	71,012,200,102	<b>New</b>	<b>6</b>	6	-	-	-	-
	Economic Development/Planning	Wykskomitee Projek - Wyk 6 (Ingang by No	71,012,200,103	<b>New</b>	<b>6</b>	10	-	-	-	-
	Planning and Development	Regional Socio Projects (RSEP Funding)	73,031,080,901	<b>New</b>	<b>Whole</b>	1,000	-	-	-	-
	Building Control	Furniture & Equipment - Building Control	74,032,490,101	<b>New</b>	<b>1-7</b>	6	8	-	-	-

Finance	Furniture & Equipment - Finance	72,061,490,101	Renewal	Admin	17	20	70	10	10
Finance	Vehicle	72,061,510,101	New	Admin	172	–	170	–	200
Finance	Vesta - Phoenix	72,061,470,601	New	Admin	546	236	–	–	
Human Resources	Furniture & Equipment - Human Resources	73,071,490,101	Renewal	Admin	27	30	50	30	
Human Resources	Time and Attendance System (PAYDAY)	73,071,470,101	New	Admin	–	–	–	–	600
Information Technology	Replacement of computers	73,081,480,101	Renewal	Admin	340	294			
Information Technology	Replacement of computers		Renewal	Admin		–	400	250	400
Information Technology	IT System Upgrade (Enhancement of IT sys	73,081,481,001	New	Admin	748	591			
Information Technology	IT System Upgrade (Enhancement of IT system : Business continu		New	Admin		–	500	500	650
Information Technology	IT Equipment (Move to Community Services	73,081,480,102	New	Admin	–	–	110	–	
Property Services	Furniture & Equipment - Council Property	74,091,490,101	New	1-7	6	4	4	5	5
Property Services	Tools	74,091,500,101	New	1-7	8	8	10	10	10
Property Services	Air conditioners - offices	74,091,350,101	Renewal	1-7	25	53	50	50	60
Property Services	Replace fence - commonage	74,091,340,101	Renewal	1,2	–	–	50	50	50
Property Services	Security at municipal buildings	74,091,350,102	New	1-7	124	102	150	175	200
Property Services	Municipal Buildings (including Architectural)	74,091,350,201	New	1-7	1,382	600	–	–	
Community Halls and Facilities	Public Amenities	74,091,220,101	New	Whole	127	–			
Community Halls and Facilities	Public Amenities		New	Whole		–	300	–	–
Administrative and Corporate Support	Furniture & Equipment - Corporate Services	73,101,490,101	Renewal	Admin	7	25	20	20	20
Director: Corporate Services	Furniture and equipment - Director Corpora	73,104,490,101	New	Admin	9	65	35	35	
Solid Waste Removal	Furniture & Equipment - Refuse Removal	74,171,500,101	New	1-7	6	6	6	8	10
Solid Waste Removal	Tools	74,171,500,102	New	1-7	5	6	6	8	10
Solid Waste Removal	Refuse carts	74,171,500,103	New	1-7	10	–	16	18	20
Solid Waste Removal	Refuse Bins and stands	74,171,490,101	Renewal	1-7	30	30	40	40	40
Solid Waste Removal	Establish composting facility (VD/PB)	74,171,060,202	New	3-7	107	200	300	300	300
Solid Waste Removal	Enlarge recycling building (VD/PB)	74,171,060,203	Upgrade	3-7	757	400	–	–	–
Solid Waste Removal	Fence at Transfer Station	74,171,060,101	New	6,7	486	250	250	–	–
Libraries and Archives	Replacement of photocopiers	75,201,490,801	Renewal	Whole	–	106	100	160	160
Libraries and Archives	Shelves/Tables/Office furniture for libraries	75,201,490,802	Renewal	Whole	19	94	50	–	50
Libraries and Archives	Airconditioners	75,201,160,801	Renewal	Whole	–	–	50	200	100
Libraries and Archives	Upgrading of Noordhoek Library	75,201,160,805	Upgrade	6	41	1,359	–	–	–
Community Halls and Facilities	Paving Community Hall	75,221,070,101	New	2	–	–	–	80	–
Community Halls and Facilities	Furniture & Equipment Community Hall	75,221,490,101	Renewal	1-7	62	45	150	70	220
Cemetaries	Gravel access roads - cemetery	75,231,170,101	Renewal	1,2	69	100	–	100	–
Cemetaries	Upgrade entrance and parking	75,231,170,102	New	1,2	–	–	100	100	–
Cemetaries	Furniture & Equipment - Cemetaries	75,231,490,101	New	1-7	4	5	15	10	20
Cemetaries	Tools	75,231,500,101	New	1-7	5	8	10	10	20
Cemetaries	Fence at cemetery	75,231,170,106	New	1-7	198	188	–	–	–

Sewerage	Replace rising mains in pump stations	74,291,050,101	Renewal	6,7	–	–	200	220	100
Sewerage	Fencing Sewer Pump Stations	74,291,050,107	New	6,7	53	150	250	300	350
Sewerage	Furniture & Equipment - Sewerage	74,291,500,101	New	1-7	7	8	8	10	12
Sewerage	Tools	74,291,500,102	New	1-7	9	35	20	20	20
Sewerage	Sewer Renewals	74,291,050,102	Renewal	1-7	–	60	100	120	120
Sewerage	Telemetry	74,291,050,103	Renewal	1-7	104	110	130	150	180
Sewerage	Switchgear and pumps	74,291,050,104	Renewal	6,7	117	200	200	300	300
Sewerage	Telemetry at pump stations	74,291,050,105	Renewal	6,7	150	150	150	180	200
Sewerage	Sewerage stand by pumps	74,291,050,106	Renewal	6,7	236	40	250	300	300
<b>Sewerage</b>	PV Pumphline	74,291,050,401	Upgrade	1	2,866	1,237	–	–	–
<b>Waste Water Treatment</b>	Security at WWTW	74,292,050,103	New	6,7	25	–	–	–	–
<b>Waste Water Treatment</b>	Chlorine Contact Channels	74,292,050,201	New	3,4	–	–	400	–	–
<b>Waste Water Treatment</b>	Roof at Inlet Works (Green Drop requiremen	74,292,050,104	Renewal	6,7	23	–	–	–	–
<b>Waste Water Treatment</b>	Roof at Inlet Works (Green Drop requirements)		Renewal	6,7	–	–	300	–	–
<b>Waste Water Treatment</b>	Refurbishment and upgrade of WWTW	74,292,050,401	Upgrade	1,2	9,367	–	–	–	–
<b>Waste Water Treatment</b>	Refurbishment and upgrade of WWTW (ow	74,292,050,202	Upgrade	1,2	–	3,100	–	–	–
<b>Storm Water Management</b>	Furniture & Equipment - Stormwater Manag	74,301,500,101	New	1-7	5	5	5	6	6
<b>Storm Water Management</b>	Low water bridge: Park Street	74,301,200,101	Upgrade	1	10	15	15	15	15
<b>Storm Water Management</b>	Stabilise "Wintervoor" (Flood prevention)	74,301,020,101	Upgrade	2	25	35	35	40	50
<b>Storm Water Management</b>	Construction of storm water channels at low	74,301,020,102	New	4	213	290	–	300	–
<b>Housing (Core)</b>	Furniture & Equipment - Housing	75,341,490,101	New	1-7	7	7	–	–	36
<b>Traffic Control</b>	Vehicle Equipment	75,371,500,104	New	1-7	23	–	–	–	–
<b>Traffic Control</b>	Airconditioners	75,371,350,102	Renewal	1-7	17	–	–	–	–
<b>Traffic Control</b>	Driver's Licence Test Yard for Piketberg	75,371,120,101	Upgrade	3	350	510	–	–	–
<b>Traffic Control</b>	Furniture & Equipment - Traffic Department	75,371,490,101	Renewal	Whole	8	15	30	30	–
<b>Fire Fighting and Protection</b>	Fire fighting equipment	75,381,500,101	New	Whole	47	65	100	70	100
<b>Fire Fighting and Protection</b>	Radio network for Disaster Management & T	75,381,500,102	New	Whole	49	24	30	30	30
<b>Fire Fighting and Protection</b>	Furniture & Equipment - Fire	75,381,490,101	Renewal	Whole	6	9	10	10	10
<b>Fire Fighting and Protection</b>	Computer Equipment & Printers	75,381,480,101	Renewal	Whole	26	60	–	10	–
<b>Fire Fighting and Protection</b>	Replacement of Fire Fighting Pump	75,381,500,103	New	Whole	–	–	40	40	40
<b>Community Parks</b>	Furniture & Equipment - Community Parks	75,431,490,101	Renewal	1-7	299	5	15	15	20
<b>Community Parks</b>	Cement benches - open spaces	75,431,200,101	Renewal	1-7	11	19	45	20	45
<b>Community Parks</b>	Lawn mowers	75,431,500,101	New	1-7	44	134	50	120	200
<b>Sports Grounds and Stadiums</b>	Furniture & Equipment - Sport Facilities and	75,432,490,102	New	1-7	3	–	10	–	20
<b>Sports Grounds and Stadiums</b>	Tools	75,432,500,101	New	1-7	16	23	50	–	60
<b>Sports Grounds and Stadiums</b>	MIG Ringfenced projects (sport)	75,432,290,401	Upgrade	1-7	4,702	–	–	–	–
<b>Swimming Pools</b>	Swimming Pool Renewals	75,433,290,101	Renewal	Whole	5	14	–	–	–
<b>Swimming Pools</b>	Swimming Pool Renewals		Renewal	Whole	–	–	500	50	200
<b>Swimming Pools</b>	Replace pumps at swimmig pools	75,433,290,102	Renewal	Whole	38	33	50	60	150
<b>Swimming Pools</b>	Swimming Pool Repairs (PB)	75,433,290,103	Renewal	3,4	1	–	–	100	–

Holiday Resorts	Paving at ablution facilities at Beach Resorts	75,435,290,102	Upgrade	6,7	9	17	30	40	-
Holiday Resorts	Recreational Equipment (Games)	75,435,280,101	New	6,7	-	-	20	30	-
Holiday Resorts	Tools and Equipment	75,435,500,102	New	Whole	23	28	30	50	60
Holiday Resorts	Furniture & Equipment - Holiday Resorts	75,435,280,102	Renewal	6,7	175	86	100	250	250
Holiday Resorts	Replace Cupboards of chalets at Beach Resorts	75,435,280,103	Upgrade	6,7	117	-	50	50	-
Holiday Resorts	Upgrading of ablution blocks at resorts	75,435,280,105	Upgrade	6,7	479	-	-	470	250
Holiday Resorts	Pelikaan Beach Resort Development	75,435,290,104	Upgrade	Whole	24	-	-	-	-
Holiday Resorts	Furniture & Equipment - Resort Halls	75,435,490,102	New	Whole	12	-	50	50	-
Water Distribution	Furniture & Equipment - Water	74,511,500,101	New	1-7	-	10	10	12	12
Water Distribution	Replace Mains from Source	74,511,040,111	Renewal	5	-	-	100	100	-
Water Distribution	Tools	74,511,500,102	New	1-7	-	25	25	25	25
Water Distribution	Water Renewals	74,511,040,101	Renewal	1-7	-	70	100	125	125
Water Distribution	Water conservation demand management in	74,511,040,102	Renewal	1-7	-	910	2,650	150	-
Water Distribution	Replace asbestos pipes and valves	74,511,040,103	Upgrade	1-7	-	-	150	150	200
Water Distribution	Replace water meters	74,511,040,104	Renewal	1-7	249	180	-	-	-
Water Distribution	Replace water meters		Renewal	1-7	-	-	500	250	250
Water Distribution	Replace redundant meters	74,511,040,105	Renewal	1,2,3,4	137	220	250	250	250
Water Distribution	Pressure valve (Renew)	74,511,040,106	New	3,4	128	-	-	-	-
Water Distribution	Pumps (standby)	74,511,040,108	Renewal	1-7	161	120	200	200	-
Water Distribution	Pyp Vervangingsprogram	74,511,040,109	Upgrade	1-7	120	-	-	-	-
Water Distribution	Pyp Vervangingsprogram	74511040204	Upgrade	1-7	-	-	300	300	100
Water Distribution	Standby booster pump	74,511,040,110	Renewal	1,2	101	-	-	-	-
Water Treatment	Telemetry: Water	74,512,040,103	Renewal	1-7	142	100	120	120	140
Water Treatment	Purchase new borehole pumps	74,512,040,101	Renewal	6	45	45	-	-	50
Roads	Tracking Devices	74,551,510,101	New	1-7	66	-	50	50	-
Roads	Construction/Design of roads	74,551,010,101	Upgrade	6	158	35	-	-	-
Roads	Construction/Design of roads		Upgrade	6	-	-	-	400	-
Roads	Construction/Design of roads	74,551,010,102	Upgrade	5	234	17	-	-	-
Roads	Construction/Design of roads		Upgrade	5	-	-	-	400	-
Roads	Furniture & Equipment - Roads	74,551,490,101	New	1-7	31	10	10	10	10
Roads	Radios	74,551,500,102	New	3,4	19	-	-	-	-
Roads	Cement ditches in Aurora	74,551,020,101	New	6	259	76	80	80	80
Roads	Street name curb stones	74,551,010,103	Renewal	1-7	35	-	50	50	50
Roads	Traffic calming measures (Speed bumps) B	74,551,010,104	New	1-7	140	133	200	-	-
Roads	Tools	74,551,500,103	New	1-7	56	80	100	100	100
Roads	Harden pavements (Wyk 3 & 4)	74,551,010,105	Upgrade	3,4	155	200	200	250	-
Roads	Construction of roads: RDP Houses	74,551,010,201	Upgrade	4-6	356	300	300	300	-
Roads	Pave sidewalks (PV - 200 & VD - 200)	74,551,010,106	Upgrade	1,2,6,7	332	400	-	-	-
Roads	Pave sidewalks (PV - 200 & VD - 200)		Upgrade	1,2,6,7	-	-	450	500	500
Roads	Reseal/Construction of streets	74,551,010,202	Upgrade	1-7	-	2,000	2,200	2,400	2,000



<b>Roads</b>	Reseal/Construction of streets	74,551,010,204	<b>Upgrade</b>	<b>1</b>	169	-	-	-	-
<b>Roads</b>	Reseal/Construction of streets	74,551,010,205	<b>Upgrade</b>	<b>2</b>	146	-	-	-	-
<b>Roads</b>	Reseal/Construction of streets	74,551,010,206	<b>Upgrade</b>	<b>3</b>	237	-	-	-	-
<b>Roads</b>	Reseal/Construction of streets	74,551,010,207	<b>Upgrade</b>	<b>4</b>	361	-	-	-	-
<b>Roads</b>	Reseal/Construction of streets	74,551,010,208	<b>Upgrade</b>	<b>5</b>	99	-	-	-	-
<b>Roads</b>	Reseal/Construction of streets	74,551,010,209	<b>Upgrade</b>	<b>6</b>	498	-	-	-	-
<b>Roads</b>	Reseal/Construction of streets	74,551,010,210	<b>Upgrade</b>	<b>7</b>	199	-	-	-	-
<b>Roads</b>	Aankoop van Vragmotor ( Tipper)	74,551,510,201	<b>New</b>	<b>3,4</b>	781	-	-	-	-
<b>Roads</b>	Verleng Calendullastraat	74,551,010,203	<b>New</b>	<b>4</b>	5	-	-	-	-
<b>Electricity</b>	Replace O/H feeder to Monte Bertha	74,621,030,111	<b>Renewal</b>	<b>2</b>	-	600	-	-	-
<b>Electricity</b>	Replace O/H feeder to Monte Bertha		<b>Renewal</b>	<b>2</b>	-	-	700	950	-
<b>Electricity</b>	VD Bulk Upgrading switching station and fe	74,621,030,504	<b>Renewal</b>	<b>6,7</b>	3,108	5,217	2,609	1,739	4,348
<b>Electricity</b>	Mid block lines	74,621,030,101	<b>Upgrade</b>	<b>6,7</b>	-	340	-	-	-
<b>Electricity</b>	Mid block lines		<b>Upgrade</b>	<b>6,7</b>	-	-	400	500	300
<b>Electricity</b>	High tension pole replacements	74,621,030,102	<b>Renewal</b>	<b>1,2</b>	-	-	80	80	-
<b>Electricity</b>	Furniture & Equipment - Electricity	74,621,500,101	<b>New</b>	<b>1-7</b>	8	100	80	90	100
<b>Electricity</b>	High tension circuit breakers	74,621,030,103	<b>Renewal</b>	<b>1,2</b>	-	-	50	60	-
<b>Electricity</b>	Bulk meter replacement	74,621,030,104	<b>Renewal</b>	<b>1,2</b>	21	60	80	90	-
<b>Electricity</b>	Replacing conventional electricity meters wi	74,621,030,105	<b>Upgrade</b>	<b>1-7</b>	1,038	750	-	-	-
<b>Electricity</b>	Replacing conventional electricity meters with prepaid		<b>Upgrade</b>	<b>1-7</b>	-	-	900	1,000	700
<b>Electricity</b>	Network Renewals	74,621,030,206	<b>Upgrade</b>	<b>1-7</b>	805	150	1,100	1,000	700
<b>Electricity</b>	Larger HT Switches - standby battery cell	74,621,030,107	<b>Upgrade</b>	<b>6,7</b>	-	-	-	120	-
<b>Electricity</b>	Install mini - sub for increased demand in in	74,621,030,108	<b>New</b>	<b>1</b>	399	-	-	-	-
<b>Street Lighting</b>	Meter streetlights	74,622,030,101	<b>New</b>	<b>1-7</b>	-	30	40	-	-
<b>Street Lighting</b>	Replace street lights	74,622,030,102	<b>Upgrade</b>	<b>1-7</b>	39	140	200	-	200
<b>Fire Fighting and Protection</b>	Upgrading Fire Building - Velddrif	75,381,110,101	<b>Upgrade</b>	<b>6</b>	98	-	-	-	-
<b>Sports Grounds and Stadiums</b>	Upgrading Sportgrounds	74,432,290,101	<b>Upgrade</b>	<b>2</b>	86	-	-	-	-
<b>Planning and Development</b>	Aankoop van Erf PB	73,031,200,101	<b>New</b>	<b>4</b>	736	-	-	-	-
<b>Roads</b>	Redelinghuys Aandblomstraat	74,551,010,107	<b>Upgrade</b>	<b>5</b>	156	-	-	-	-
<b>Roads</b>	Leveling of Noordhoek Pavements	74,551,010,108	<b>Upgrade</b>	<b>6</b>	216	-	-	-	-
<b>Roads</b>	Hardening of Pavements - Walking Routes	74,551,010,109	<b>Upgrade</b>	<b>Whole</b>	94	50	-	-	-
<b>Storm Water Management</b>	Opgradering/ Konstruksie van Brue - Porter	74,301,020,103	<b>Upgrade</b>	<b>1</b>	200	-	-	-	-
<b>Economic Development/Planning</b>	Wykskomitee Projek - Wyk 4 (Waghalte by t	71,012,270,101	<b>New</b>	<b>4</b>	10	-	-	-	-
<b>Administrative and Corporate Support</b>	Photocopier machine for new office building	73,101,490,103	<b>New</b>	<b>Admin</b>	-	96	-	-	-
<b>Information Technology</b>	IMIS : Upgrade from version 6 to 7	73,081,480,104	<b>New</b>	<b>Admin</b>	-	-	-	100	-
<b>Planning and Development</b>	Printer/Scanner (Colour A4/A3) (Planning)	73,031,490,102	<b>New</b>	<b>3</b>	-	3	-	-	-
<b>Human Resources</b>	Portable Meeting Recorder	73,071,490,103	<b>New</b>	<b>Admin</b>	-	18	-	-	-

<b>Planning and Development</b>	Felt Notice/Info Board + File Cabinets (Plan	73,031,490,101	<b>New</b>	<b>3</b>	–	32	–	–	–
<b>Planning and Development</b>	Public Launch Site Boom Gate and Fence D	73,031,290,102	<b>New</b>	<b>6,7</b>	–	10	–	–	–
<b>Planning and Development</b>	Public Launch Site Parking Bay Allocation D	73,031,290,103	<b>New</b>	<b>6,7</b>	–	10	–	–	–
<b>Planning and Development</b>	Coastal Protection (By-Law Implementation	73,031,290,101	<b>New</b>	<b>6,7</b>	–	50	50	50	–
<b>Planning and Development</b>	Regional Socio Projects (Porterville)	73,031,080,902	<b>New</b>	<b>1-2</b>	–	2,100	–	–	–
<b>Planning and Development</b>	Regional Socio Projects (Piketberg)	73,031,080,903	<b>New</b>	<b>3-4</b>	–	2,400	–	–	–
<b>Sports Grounds and Stadiums</b>	Upgrade of New Buildings (Goldsmid Sport	75,432,290,104	<b>Upgrade</b>	<b>6</b>	–	170	100	200	–
<b>Sports Grounds and Stadiums</b>	Security Measures	75,432,470,101	<b>New</b>	<b>Admin</b>	–	428	–	–	–
<b>Housing (Core)</b>	Cabinets	75,341,490,102	<b>New</b>	<b>Admin</b>	–	19	–	–	–
Community Parks	Upgrading of Community Parks	75,431,290,102	<b>Upgrade</b>	<b>1-7</b>	–	172	250	300	550
Community Parks	Brush Cutter	75,431,500,102	<b>New</b>	<b>1-7</b>	–	29	65	70	75
Community Parks	Fencing	75,431,290,103	<b>New</b>	<b>1-7</b>	–	208	–	300	300
Cemetaries	Toilet & Store - PV	75,231,290,101	<b>New</b>	<b>1,2</b>	–	90	–	300	–
Cemetaries	Expansion of Cemetary - PB	75,231,170,107	<b>Upgrade</b>	<b>3,4</b>	–	90	–	200	–
Community Halls and Facilities	Upgrading of Community Halls	75,221,070,103	<b>Upgrade</b>	<b>1-7</b>	–	120	250	200	250
Sports Grounds and Stadiums	Upgrading of Buildings	75,432,290,105	<b>Upgrade</b>	<b>1-7</b>	–	107	150	80	300
Sports Grounds and Stadiums	Opgradering van krekietveld	75,432,291,101	<b>New</b>	<b>6</b>	–	250	–	–	–
Community Parks	Toilets (PV Dam)	75,431,290,101	<b>Upgrade</b>	<b>1-2</b>	–	88	60	60	300
Electricity	Replace Dwarskerbos O/H lines with Cable	74,621,030,106	<b>Renewal</b>	<b>6</b>	–	600	–	–	–
Electricity	Replace Dwarskerbos O/H lines with Cable		<b>Renewal</b>	<b>6</b>	–	–	700	800	–
Electricity	Install mini - sub for increased demand Bas	74,621,030,202	<b>Upgrade</b>	<b>1</b>	–	–	–	400	–
Electricity	Replace swithgear at Meuseum sub Porterv	74,621,030,203	<b>Renewal</b>	<b>1</b>	–	–	–	600	–
Electricity	Replace Switchgear C/O Lang and Kloofstre	74,621,030,204	<b>Renewal</b>	<b>3</b>	–	400	–	–	–
Electricity	Replace Switchgear Peperstreet Sstation P	74,621,030,201	<b>Renewal</b>	<b>4</b>	–	–	–	500	–
Electricity	Replace streetlights - EEDSM	74,621,030,113	<b>Upgrade</b>	<b>1-7</b>	–	1	–	–	–
Municipal Manager	Corel Draw Graphics Suite 2018 (Software)	71,011,470,101	<b>New</b>	<b>1</b>	–	14	–	–	–
Property Services	Generator at municipal office	74,091,350,103	<b>New</b>	<b>1-2</b>	–	200	–	–	–
Property Services	Generator at municipal office		<b>New</b>	<b>6-7</b>	–	–	300	–	–
Electricity	Radios	74,621,500,103	<b>New</b>	<b>3-5</b>	–	49	–	–	–
Electricity	Radios	74,621,500,104	<b>New</b>	<b>6-7</b>	–	–	80	–	–
Solid Waste Removal	Replace CEX 1592		<b>Renewal</b>	<b>1-2-5</b>	–	–	–	900	–
Street Cleaning	Mechanical Brooms	74,174,500,101	<b>New</b>	<b>3-5</b>	–	–	–	220	–
Waste Water Treatment	Chlorine Scale	74,292,500,101	<b>Renewal</b>	<b>3-7</b>	–	17	–	–	–
Waste Water Treatment	Security at WWTW	74,292,050,101	<b>New</b>	<b>1-7</b>	–	–	7	80	80
Waste Water Treatment	Fencing WWTW	74,292,050,105	<b>New</b>	<b>1-7</b>	–	–	250	300	300
Storm Water Management	Subsurface Drains	74,301,020,104	<b>New</b>	<b>4</b>	–	–	–	150	–
Storm Water Management	Flood Prevention (116 Houses)	74,301,020,105	<b>New</b>	<b>2</b>	–	–	40	40	60
Water Distribution	Soft Starters Monte Bertha	74,511,040,113	<b>Upgrade</b>	<b>2</b>	–	–	–	300	–
Water Distribution	Refurbish Water Towers	74,511,040,116	<b>Upgrade</b>	<b>6-7</b>	–	–	–	500	–

Water Treatment	Dam Safety Reports	74,512,040,106	Upgrade	1-2-5	-	-	-	90	-
Water Treatment	Security at Reservoir/Pump Stations	74,512,040,107	New	1-7	-	130	200	250	250
Roads	Bus Route	74,551,010,110	New	5	-	-	-	100	-
Roads	Construction of Roads		Upgrade	1-7	-	-	-	500	700
Roads	Transport Trailers Multi Purpose	74,551,510,104	New	1-7	-	-	-	70	70
Roads	Concrete Mixer	74,551,500,105	New	1-7	-	-	-	50	-
Roads	Reseal Voortrekker Road		Renewal	7	-	-	-	500	300
Economic Development/Planning	Ward Committee 1 Project	71,012,490,103	New	1	-	10	35	-	-
Economic Development/Planning	Ward Committee 2 Project	71,012,490,104	New	2	-	10	15	-	-
Economic Development/Planning	Ward Committee 3 Project	71,012,490,105	New	3	-	11	35	-	-
Economic Development/Planning	Ward Committee 4 Project	71,012,490,106	New	4	-	13	15	-	-
Economic Development/Planning	Ward Committee 5 Project	71,012,490,107	New	5	-	10	29	-	-
Economic Development/Planning	Ward Committee 6 Project	71,012,490,108	New	6	-	10	21	-	-
Economic Development/Planning	Ward Committee 7 Project	71,012,490,109	New	7	-	35	20	-	-
Economic Development/Planning	Furniture and equipment	71,012,490,110	New	Admin	-	25	-	-	-
Sewerage	VD Pumpline and Pumpstation	74,291,051,001	New	6	-	1,675	4,499	561	-
Storm Water Management	Upgrading of existing stormwater network a	74,301,021,001	Upgrade	4	-	2,246	-	-	1,739
Solid Waste Removal	Collection Points SW (BR)	74,171,061,001	New	1-7	-	-	-	-	8,696
Roads	Munisipale Dienste Ontwikkeling	74,551,010,113	New	1-7	-	1	-	-	-
Electricity	Blackout Projects	74,621,500,105	New	1-7	-	1	-	-	-
Roads	Upgrade Sidewalks (Bergrivier)	74,551,011,001	Upgrade	1-7	-	-	-	1,358	1,700
Roads	Upgrade of roads and stormwater	74,551,011,002	Upgrade	6	-	2,752	1,304	4,348	-
Roads	Upgrade of roads and stormwater	74,551,011,003	Upgrade	5	-	1,130	-	-	-
Roads	Upgrade of roads and stormwater	74,551,011,004	Upgrade	1,2	-	-	-	2,609	1,097
Roads	Upgrade of roads and stormwater	74,551,011,005	Upgrade	3,4	-	-	4,261	-	-
Roads	Upgrade of roads and stormwater	74,551,011,007	Upgrade	5	-	2,977	1,897	3,820	-
Information Technology	Backup device for meeting recorders		New	trative or Head Office (Including Satellite	-	-	50	-	-
Planning and Development	Bokkomlaan Heritage Conservation Management Plan (Implemen		New	Ward Ward 7	-	-	50	-	20
Planning and Development	Noordhoek Precinct Plan (Implementation) (Planning)		New	Ward Ward 6	-	-	-	-	250
Planning and Development	High Volume Scanners (IMIS Implementation) (Planning)		New	trative or Head Office (Including Satellite	-	-	150	-	-
Planning and Development	Furniture & Equipment (Planning)		New	trative or Head Office (Including Satellite	-	-	40	-	-
Planning and Development	Pathway upgrade (RSEP)		Upgrade	VD	-	-	1,000	-	-
Waste Water Treatment	Inlet Works (Green Drop Requirement)	74,292,050,106	Upgrade		-	345	-	-	-
Solid Waste Removal	Heist op den Berg Visual Awareness Camp	74,171,490,301	New		-	50	-	-	-
Electricity	Network Renewals (CRR)	74,621,030,112	Upgrade	1-7	-	600	-	-	-
Property Services	Generator at municipal office	74,091,350,204	New	5-6	-	-	400	-	100
Water Distribution	Prepaid/ Smart Metering		Upgrade	1-7	-	-	-	-	1,000
Roads	Upgrade Side walks (VD)		Upgrade	6-7	-	-	-	-	220
Electricity	Voertuigvervanging		Renewal	1-7	-	-	-	-	600
Water Distribution	Replace floor of WTW		Renewal	6	-	-	50	-	-

Storm Water Management	Storm water Anchovie st - to be shaped		New	6	-	-	75		
Storm Water Management	Fencing of stormwater chanel		New	5	-	-	-		400
Roads	Construction of roads Ward 1		Upgrade	1	-	-	200		200
Libraries and Archives	Vehicles	75,201,510,801	New		-	200	-		
Community Parks	Upgrading of Security Measures Ablution Fa	75,431,290,104	New		-	-	-		
Traffic Control	Fire Arms		New	Whole of the Municipality	-	-	15		20
Traffic Control	Riot Gear		New	Whole of the Municipality	-	-	20		20
Traffic Control	Bullet Proof Vests		New	Whole of the Municipality	-	-	20		25
Traffic Control	Animal Trailer		New	Ward 7	-	-	40		
Traffic Control	Surveillance Cameras		New	Whole of the Municipality	-	-	500		50
Holiday Resorts	Paving at seaview houses		New	Ward 7	-	-	100		
Holiday Resorts	Replacement of abestos roofs at STY		New	Ward 7	-	-	-		550
Holiday Resorts	Fencing at STY beach		New	Ward 7	-	-	-		500
Holiday Resorts	Floor and Wall tiles	75435290108	New	Ward 7	-	-	150		
Cemetaries	Fencing Cemetery		New	Ward 7, 2 & 5	-	-	500		500
Fire Fighting and Protection	Fire Fighting Vehicle		New	Ward 3 & 4	-	-	-		1,000
Traffic Control	Motorcycle Test Apparatus	75371500108	New	Ward 3	-	-	50		
Libraries and Archives	People Counter		New	Ward 3 & 6 (Goedverwacht)	-	-	20		20
Libraries and Archives	Upgrading of L.B Wernich Library	75201160806	Upgrade	Ward 4	-	-	-		500
Libraries and Archives	Fencing Piketberg Library		New	Ward 3	-	-	80		
Community Halls and Facilities	Polishers		New	Ward 4, 6 & 5	-	-	50		80
Sports Grounds and Stadiums	Rollers (VD)		New	Ward 7	-	-	200		
Sports Grounds and Stadiums	Pitch Covers (PB)		New	Ward 4	-	-	30		
Sports Grounds and Stadiums	Irrigation Pumps		New	Ward 7	-	-	100		
Sports Grounds and Stadiums	Mobile Pavilions		New	Whole of the Municipality	-	-	-		100
Sports Grounds and Stadiums	Construction of Jukskei		New	Ward 7	-	-	30		
Sports Grounds and Stadiums	Construction of Tennis Courts		Upgrade	Ward 7	-	-	150		
Sports Grounds and Stadiums	Fencing Rhino Park		New	Ward 3	-	-	500		500
Holiday Resorts	Upgrade of Hall to conference		New	Ward 6	-	-	-		1,500
Community Parks	Public Toilets		Upgrade	Whole of the Municipality	-	-	150		150
Roads	Protea Deurgang		New	2	-	-	45		
<b>Parent Capital expenditure</b>					<b>41,609</b>	<b>49,096</b>	<b>43,336</b>	<b>40,281</b>	<b>45,710</b>
<b>Total Capital expenditure</b>					<b>41,609</b>	<b>49,096</b>	<b>43,336</b>	<b>40,281</b>	<b>45,710</b>



WC013 Bergrivier - Supporting Table SA38 Consolidated detailed operational projects

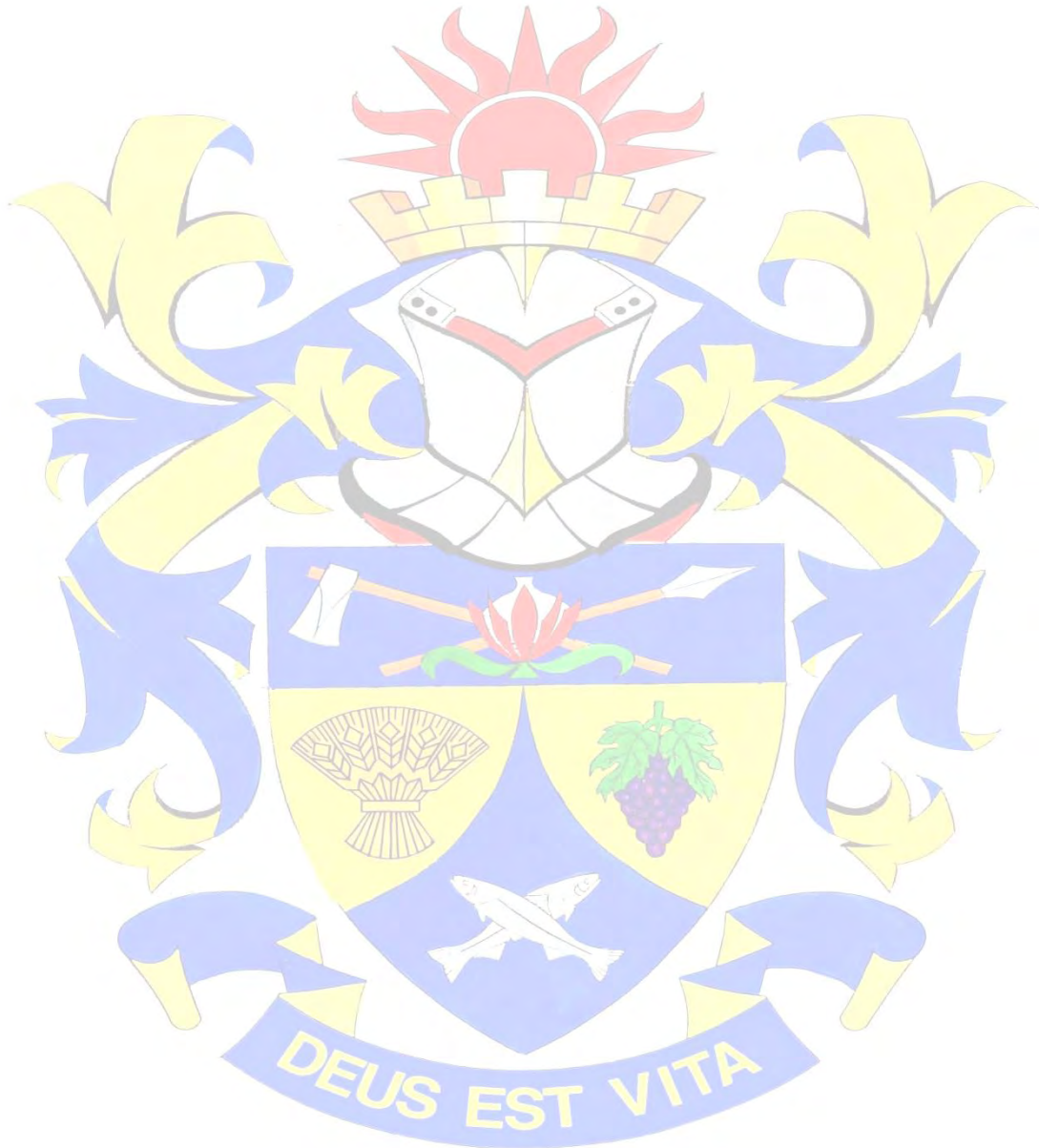
R thousand	Function	Project Description	Project Number	Type	MTSF Service Outcome	IUDF	Own Strategic Objectives	Asset Class	Asset Sub-Class	Ward Location	GPS Longitude	GPS Latitude	Prior year outcomes		2020/21 Medium		
													Audited Outcome 2018/19	Current Year 2019/20 Full Year Forecast	Budget Year 2020/21		
	<b>Parent municipality:</b> <i>List all operational projects grouped by Function</i>																
	<b>Parent Operational expenditure</b>													-	-	-	
	<b>Entities:</b> <i>List all Operational projects grouped by Entity</i>																
	<b>Entity A</b> Water project A																
	<b>Entity B</b> Electricity project B																
	<b>Entity Operational expenditure</b>													-	-	-	
	<b>Total Operational expenditure</b>													-	-	-	

# **Annexure B**

## **Budget Related Policies**

# BERGRIVIER

Munisipaliteit / Municipality



**BATEBESTUURSBELEID**



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## **1. INLEIDING**

Hierdie beleid, vir die bestuur van bates, is ontwerp om die bestuur en amptenare van die Bergrivier Munisipaliteit by te staan met die beskrywing van bestuursprosedures vir Eiendom, Aanleg en Toerusting (EAT), Beleggingseiendom, Erfenis Bates en Ontasbare Bates. Dit is ook bedoel om te onderskei tussen aktiwiteite wat aanvaarbaar is in terme van algemene goedkeuring, toesighoudende verantwoordelikhede en limiete van gesag oor die bestuur van bates en funksies van die organisasie.

Die beleid verskaf sekerheid oor die hantering van bate bestuur wat onderneem word binne die organisasie en sal verseker dat bestuur en amptenare hulle verskeie pligte en verantwoordelikhede verstaan.

Vir die doeleindes van hierdie beleid, sluit bates voorraad en monitêre bates soos debiteure uit.

Hierdie beleid vervang alle bate bestuursprosedures/instruksies en memoranda wat voorheen uitgereik is.

Nie-nakoming van hierdie beleid sal die instelling van disziplinêre prosedures, in terme van die Menslike Hulpbron beleid en prosedures van die Munisipaliteit, tot gevolg hê.

## **2. DOELWIT**

Die doelwit van hierdie beleid is om te verseker dat bates van die Munisipaliteit behoorlik bestuur en van rekenskap gegee word deur:

- Die akkurate teboekstelling van essensiële bate inligting;
- Die akkurate teboekstelling van bate bewegings;
- Streng fisiese beheer oor alle bates uit te oefen;
- Bates korrek te hanteer in die Munisipaliteit se finansiële state;
- Akkurate en betekenisvolle bestuursinligting te verskaf;
- Nakoming van die Raad se rekeningkundige beleide en Algemeen Erkende Rekeningkundige Praktyk;
- Voldoende versekering van bates;
- Voldoende onderhoud van die Raad se bates;
- Te verseker dat bestuurders bewus is van hulle verantwoordelikhede met betrekking tot die bates; en
- Standaard van bestuur uiteen te sit, boekstawing en interne kontroles om bates te beskerm teen onbehoorlike gebruik of verlies ingestel word.

## **3. STATUTÊRE RAAMWERK**

Die statutêre raamwerk vir hierdie beleid is:

- Die Grondwet van die Republiek van Suid Afrika, 1996;
- Plaaslike Owerheid: Wet op Munisipale Strukture, No 117 van 1998;
- Plaaslike Owerheid: Munisipale Stelselwet, No 32 van 2000;
- Plaaslike Owerheid: Munisipale Finansiële Bestuurswet, No. 56 van 2003
- Regulasie No. 31346 van 2008; (Asset Transfer Regulations)
- Munisipale Voorsieningskanaal Bestuurs Regulasies No. 27636;
- Algemeen Erkende Rekeningkundige Praktyk.

#### **4. REKENINGKUNDIGE STANDAARDE**

Hierdie dokument verteenwoordig 'n beleid formulering en sal nie voorrang geniet bo die standaard gespesifiseer deur die Raad van Rekeningkundige Standaard nie. Die relevante rekeningkundige standaard sluit in:

- GRAP 1 – Uiteensetting van Finansiële State;
- GRAP 13 – Hure;
- GRAP 16 – Beleggingseiendom;
- GRAP 17 – Eiendom, Aanleg en Toerusting;
- GRAP 21 – Permanente Waardedaling van Nie-Kontantgenerende Bates;
- GRAP 26 – Permanente Waardedaling van Kontantgenerende Bates;
- GRAP 31 – Ontasbare Bates;
- GRAP 100 – Beëindigde Bedrywighede;
- GRAP 101 – Landbou; en
- GRAP 103 – Erfenis Bates.

Ander relevante rekeningkundige standaard is:

- GRAP 12 - Voorraad; en
- GRAP 11 - Konstruksie kontrakte.

#### **5. DEFINISIES**

'n Poging is aangewend om Afrikaanse definisies te gebruik in terme van wetgewing, rekeningkundige standaard en ander riglyne oor bate bestuur. Sou daar enige onduidelikheid oor 'n spesifieke definisie ontstaan, moet daar na die definisie soos per die oorspronklike relevante wetgewing of rekeningkundige standaard verwys word.

**“Afskryfbare Bedrag” vir die berekening van waardevermindering** – is die koste van 'n bate of ander bedrag wat die koste vervang, minus die reswaarde.

**“Aktiewe mark”** is 'n mark waarin al die volgende omstandighede teenwoordig moet wees:

- Die bates wat binne die mark verhandel word is homogeen;
- 'n Gewillige koper en verkoper kan normaalweg op enige stadium gekry word; en
- Pryse is beskikbaar aan die publiek.

**“Amortisasie”** is die stelselmatige allokasie van die afskryfbare bedrag van 'n ontasbare bate oor sy bruikbare leeftyd.

**“Ander Bates”** – word gedefinieer as bates aangewend in normale bedrywighede. Voorbeelde hiervan is aanleg, eiendom en toerusting, voertuie en meubels en toebehore.

**“Bate Bestuurder”** is enige amptenaar aan wie die verantwoordelikheid gedelegeer is en wat rekenskap moet doen vir die beheer, gebruik, fisiese- en finansiële bestuur van die Munisipaliteit se bates, in terme van die munisipaliteit se standaard, beleid, prosedures en relevante riglyne.

**“Bate Register”** is die rekordhouding van inligting oor elke bate wat die effektiewe finansiële- en tegniese bestuur van die bates ondersteun en wat aan statutêre vereistes voldoen.

**“Bates”** is hulpbronne wat beheer word deur die Munisipaliteit as gevolg van geskiedkundige gebeure en waarvan verwag word dat toekomstige ekonomiese voordele of potensiele diens sal voortspruit. Derhalwe, vir die doel van hierdie beleid, sluit bates voorraad en ander monetêre bates uit.

**“Beleggingseiendom”** – word gedefinieër as eiendom (grond of ‘n gebou of deel van ‘n gebou of albei) besit (deur die einaar of die huurder binne ‘n bruikhuurkontrak) om huur te verdien of vir kapitale groei of beide, anders as vir:

- (a) gebruik in die produksie en voorsiening van goedere en dienste of vir administratiewe doeleindes; of
- (b) verkope in die normale verloop van besigheid.

**“Bestuurder”** is enige senior bestuurder en elke munisipale amptenaar betrokke in die uitvoering van finansiële bestuurs verantwoordelikhede.

**“Billike Waarde”** – is die bedrag waarvoor bates verruil kan word tussen kundige, gewillige partye in ‘n armlengte transaksie.

**“Biologiese Bate”** is ‘n lewendige dier of plant.

**“Biologiese Transformasie”** behels die proses van groei, degenerasie, produksie en pro-ontwerp wat kwalitatiewe en kwantitatiewe veranderinge aan ‘n biologiese bate veroorsaak.

**“Bruikbare Leeftyd”** – is:

- die periode waarvoor ‘n bate verwag word om gebruik te word deur die Munisipaliteit, of
- die hoeveelheid produksie of soortgelyke eenhede wat verwag word om verkry te word vanuit die bate deur die Munisipaliteit.

**“Diensverskaffer”** –

- (a) in verband met ‘n munisipale diens, beteken ‘n privaat sektor party of staatsorgaan aangestel deur ‘n munisipaliteit, in terme van Artikel 8 van die MSW, om ‘n munisipale diens in ooreenstemming met die Wet te verrig; of
- (b) in verband met ‘n kommersiële diens, beteken ‘n privaat sektor party of staatsorgaan, aangestel in terme van die voorsieningskanaal bestuursbeleid van ‘n munisipaliteit of munisipale entiteit, om ‘n kommersiële diens te verleen aan of vir die munisipaliteit of entiteit, as ‘n onafhanklike kontrakteur.

**“Die Wet”** beteken die Plaaslike Owerheid: Munisipale Finansiële Bestuurswet, 2003 (Wet No 56 van 2003).

**“Drabedrag”** is die bedrag waarteen ‘n bate erken word na aftrekking van enige opgehoopte waardevermindering en opgehoopte permanente waardedalings.

**“Eiendom, Aanleg en Toerusting” (EAT)** – is tasbare bates wat:

- deur die munisipaliteit gehou word vir gebruik in die produksie of voorsiening van goedere of dienste, vir verhuring aan ander, of vir administratiewe doeleindes; en
- wat verwag word om gebruik te word gedurende meer as een periode.

**“Erfenis Bates”** – word gedefinieër as kultureel betekenisvolle hulpbronne. Voorbeelde hiervan is kunswerke, historiese geboue en standbeelde.

**“Gedepresieërde vervangingskoste”**, in verband met kapitale bates, beteken ‘n bedrag gelykstaande aan die koste om die kapitale bate te vervang op die datum van oorplasing, aangepas deur ‘n geagte gedepresieërde koste op die datum wat ooplasing plaasvind met inagneming van die toestand en ouderdom van die bates.

**“Gemeenskapsbates”** – word gedefinieër as enige bate wat tot die gemeenskap se welstand bydra. Voorbeelde hiervan is parke, biblioteke en brandweerstasies.

**“GRAP”** is Standaard van Algemeen Erkende Rekeningkundige Praktyk.

**“Historiese Koste”** – beteken die oorspronklike aankoopprys of koste van aanskaffing van die kapitale bates ten tyde van die aanskaffing van die bate.

**“Hoof Finansiële Beampte”** beteken ‘n amptenaar van die munisipaliteit wat deur die Munisipale Bestuurder aangesê is om administratief in beheer te wees van die begroting en tesourie funksies.

**“Infrastruktuur bates”** – word gedefinieër as enige bate wat deel is van ‘n netwerk of soortgelyke bates. Voorbeelde hiervan is paaie, water suiweringsnetwerke, riool suiweringsnetwerke, hoofweë, vervoer terminale en parkeerareas.

**“Klas van aanleg, eiendom en toerusting”** beteken ‘n groepering van bates van soortgelyke aard of funksie in ‘n munisipaliteit se bedrywighede, wat as ‘n enkel item getoon word vir die doel van openbaarmaking in die finansiële state.

**“Kommersiële diens”** beteken ‘n diens anders as ‘n munisipale diens:

- (a) Verskaf deur ‘n private sektor party of staatsorganisasie aan of vir ‘n munisipaliteit of munisipale entiteit op ‘n kommersiële basis; en
- (b) Wat deur die munisipaliteit of munisipale entiteit aangekoop is deur die voorsieningskanaal bestuursbeleid.

**“Koste”** – is die bedrag van kontant of kontant ekwivalente betaal of die billike waarde van die ander teenprestasie wat gegee word om ‘n bate aan te skaf op die tyd van aanskaffing of konstruksie of waar van toepassing, die bedrag toegeken aan daardie bate tydens aanvaarskerenning in terme van die spesifieke vereistes van GRAP Standaard.

**“Landboukundige Aktiwiteit”** is die bestuur deur die munisipaliteit van die biologiese transformasie van biologiese bates gehou vir verkoop, in landboukundige produksie, of in addisionele bates.

**“Landboukundige Opbrengs”** is die produk van die oes van die entiteit se biologiese bates.

**“Munisipaliteit”** beteken die Bergrivier Munisipaliteit.

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**“Munisipale Waardasie”** beteken die amptelike waardasie van ‘n vaste eiendom soos aangedui in die Munisipaliteit se waardasierol.

**“Ontasbare bates”** – is identifiseerbare nie-monitêre bates sonder fisiese bestaan.

**“Oordrag”**, met betrekking tot ‘n kapitale of sub bate, beteken die oordrag van eienaarskap as gevolg van verkope of ander transaksies.

**“Permanente Waardedalings Verlies”** – van kontant genererende bates is die bedrag waarmee die drawaarde van bates die verhaalbare bedrag oorskry.

**“Permanente Waardedalings Verlies”** - van nie-kontant genererende bates is die bedrag waarmee die drabedrag van bates die verhaalbare diens bedrag oorskry.

**“Reg om te benut, beheer en bestuur”** beteken die reg om die kapitale bate te gebruik, beheer of bestuur vir ‘n periode langer as een kalender maand, sonder om eienaarskap oor die bate af te staan. Met ander woorde, waar die vergunning van so ‘n reg nie tot die oorplaas of permanente vervreemding van die bate lei nie, byvoorbeeld wanneer ‘n reg verkry is deur ‘n huurkontrak, verhuring of huur ooreenkoms.

**“Rekenpligtige beampte”** beteken die Munisipale Bestuurder aangestel in terme van Artikel 82 van die Plaaslike Owerheid: Munisipale Strukture Wet, 1998 (Wet 117 van 1998) en in beheer is van die administrasie en rekenpligtige verantwoordelikhede in terme van Artikel 60 van die Plaaslike Owerheid: Munisipale Finansiële Bestuurswet, 2003 (Wet. 56 van 2003);

**“Reswaarde”** –is die geskatte bedrag wat die munisipaliteit huidiglik sou verkry met die vervreemding van die bate, na aftrekking van die geskatte koste van vervreemding, indien die bates reeds die ouderdom en verwagte toestand aan die einde van die bruikbare leeftyd bereik het.

**“Realiseerbare Waarde”** beteken die bedrag in kontant of kontant ekwivalente wat huidiglik verkry kan word deur die kapitale bates, minus die beraamde koste van voltooiing en die beraamde koste benodig om die oopslasing te doen, oor te plaas.

**“Senior Bestuurder”** is ‘n besuurder waarna verwys word in Artikel 57 van die Munisipale Stelsels Wet (MSW) en wat iemand is wat direk aan die Munisipale Bestuurder rapporteer.

**“Verhaalbare Bedrag”** – is die hoogste van die kontant genererende bate se verkoopprijs en die toekomstige waarde in gebruik.

**“Verhaalbare diensbedrag”** is die hoogste van ‘n nie-kontant genererende bate se redelike waarde minus die koste van verkope en die toekomstige waarde in gebruik.

**“Vervreemding”**, in verband met kapitale bates, sluit in –

- (a) Die afbreek, sloop of vernietiging van die kapitale bates; of
- (b) Enige ander proses toegepas op kapitale bates wat lei tot die verlies in eienaarskap van die kapitale bates, anders as deur oordra van eienaarskap.

**“Vervreemdings bestuurstelsel”** beteken die stelsel oorweeg in regulasie 40 van die Munisipale Voorsieningskanaal Bestuurs Regulasies, gepubliseer deur Algemene Kennisgewing No. 868 van 2005.

**“Verbetering / Rehabilitasie”** is ‘n verbetering of verandering van ‘n bestaande bate bo sy oorspronklik erkende diens potensiaal, byvoorbeeld bruikbare leeftyd, kapasiteit, kwaliteit en funksionaliteit.

**“Voorsieningskanaal bestuursbeleid”** beteken die voorsieningskanaal bestuursbeleid wat ‘n munisipaliteit of munisipale entiteit moet hê in terme van Hoofstuk 11 van die Wet.

**“Waardevermindering”** – is die stelselmatige allokasie van die afskryfbare bedrag van bates oor hulle bruikbare leeftyd.

## **6. AGTERGROND**

Die aanwending en bestuur van EAT, beleggingseiendom, ontasbare bates, erfenis bates en landboukundige bates is die primêre meganisme waardeur die Munisipaliteit sy grondwetlike mandaat kan vervul vir: -

- Lewering van volhoubare dienste;
- Sosiale en ekonomiese ontwikkeling;
- Bevordering van ‘n veilige en gesonde omgewing; en
- Vervulling van die basiese behoeftes van die gemeenskap.

Die Munisipaliteit het ‘n wetgewende en morele plig om te verseker dat beleide geïmplementeer word om die effektiewe en doeltreffende gebruik van bates oor hulle bruikbare leeftyd te verseker.

Die beleid vir die bestuur van bates handel oor die munisipale reëls wat vereis word om die afdwinging van toepaslike rentmeesterskap oor bates te verseker. Rentmeesterskap het drie komponente naamlik:-

- Bestuur, benutting en beheer deur die Munisipale Amptenare;
- Fisiese administrasie deur die Hoof Finansiële Beampte; en
- Fisiese administrasie deur die Bestuurder: Bates.

Statutêre voorsienings word geïmplementeer om publieke eiendom te beskerm teen arbitrêre en onbehoorlike bestuur of vervreemding deur plaaslike owerheid.

Rekeningkundige standaarde is goedgekeur deur die Raad van Rekeningkundige Standaarde (ASB) om die behoorlike finansiële hantering van eiendom, aanleg en toerusting, beleggings eiendom, ontasbare bates, erfenis bates en landboukundige bates te verseker. Die vereistes van hierdie nuwe rekeningkundige standaarde sluit in:-

- Die opstel van bate registers wat alle bates insluit wat deur die Munisipaliteit beheer word.
- Rekeningkundige hantering vir die aanskaffing, vervreemding, teboekstelling en waardevermindering / amortisasie van bates.
- Die standaarde waarvolgens finansiële rekords bygehou moet word om aan die nuwe rekeningkundige standaarde te voldoen.

## **7. DELEGASIE VAN PLIGTE**

Hierdie beleid behoort toegepas te word met inagneming van die Munisipaliteit se beleid met betrekking tot gedelegeerde magte. Sulke magte verwys na delegasies tussen die Munisipale Bestuurder en ander verantwoordelike amptenare asook tussen die Raad en die Uitvoerende Burgemeester en die Raad en die Munisipale Bestuurder. Alle delegasies in terme van hierdie beleid moet skriftelik gedoen word.

Ooreenkomstig die Plaaslike Owerheid: Munisipale Finansiële Bestuurswet (Wet 56 van 2003) (MFMA), is die Munisipale Bestuurder die rekenpligtige beampte van die Munisipaliteit en daarom moet alle afgevaardigde amptenare aan hom/haar rekenskap gee. Die Munisipale Bestuurder is daarom verantwoordelik vir alle transaksies aangegaan deur sy/haar afgevaardigdes.

Die oorhoofse verantwoordelikheid van bate bestuur berus by die Munisipale Bestuurder alhoewel die dag-tot-dag hantering van bates die verantwoordelikheid van alle amptenare in terme van skriftelik gedelegeerde magtiging behoort te wees.

## **8. VERANTWOORDELIKHEID**

### **Munisipale Bestuurder**

Die Munisipale Bestuurder is verantwoordelik vir die bestuur van die bates van die Munisipaliteit, insluitend die veilige bewaring en die onderhoud van daardie bates. Hy/sy moet verseker dat:-

- Die Munisipaliteit beskik oor 'n bestuurs-, rekeningkundige- en inligtingstelsel wat van die bates van die Munisipaliteit rekenskap gee en dit in stand hou.
- Die Munisipaliteit se bates waardeer word in terme van GRAP.
- Die Munisipaliteit 'n stelsel het van interne beheer oor bates, insluitend 'n bate register, en dit in stand hou.
- Senior bestuurders en ander amptenare voldoen aan hierdie beleid.

### **Hoof Finansiële Beampte**

Die Hoof Finansiële Beampte moet verseker dat:-

- Geskikte finansiële bestuurstelsels en interne beheer gevestig en pligsgetrou uitgevoer word.
- Die finansiële en ander bronne van die Munisipaliteit aan hom/haar toegeken effektief, ekonomies en doeltreffend benut word.
- Enige ongemagtigde, onreëlmatige, vrugtelose of verkwiste uitgawes en verliese as gevolg van kriminele of nalatige gedrag, verhoed word.
- Die stelsels, prosesse en registers, wat vereis word om die finansiële waardes van die Munisipaliteit se bates te ondersteun, onderhou word volgens voldoende standaarde wat aanvaarbaar is volgens vereistes van effektiewe bestuur.
- Finansiële prosesse gevestig en onderhou word om te verseker dat die Munisipaliteit se finansiële hulpbronne optimaal benut word deur gepaste bate beplanning-, begroting-, aankoop-, onderhoud- en vervreemdingsbesluite.
- Die Munisipale Bestuurder toepaslik geadviseer is oor die uitoefening van magte en pligte ten opsigte van die finansiële administrasie van bates.
- Die bestuurders en senior bestuursspanne toepaslik geadviseer word oor die uitoefening van hulle magte en pligte ten opsigte van die finansiële administrasie van bates.



## **Senior Bestuurders**

Die Senior Bestuurders moet verseker dat:

- Gepaste stelsels gevestig en uitgevoer word vir fisiese bestuur en beheer oor bates in hulle gebied van verantwoordelikheid.
- Die Munisipale hulpbronne aan hom/haar toegeken effektief, ekonomies en doeltreffend benut word.
- Die bates onder hulle beheer behoorlik beveilig is en onderhou word tot op die vereiste vlak en dat risiko bestuurstelsels bestaan en onderhou word.
- Enige ongemagtigde, onreëlmatige, vrugtelose of verkwiste uitgawe en verliese as gevolg van kriminele of nalatige gedrag, verhoed word.
- Hulle bestuurstelsels en kontroles akkurate, betroubare en op-datum rekenskap van bates onder hulle beheer kan voorsien.
- Hulle planne, begrotings-, aankope-, onderhoud- en vervreemdingsbesluite rakende bates regverdig kan word en dat die Munisipaliteit se strategiese doelwitte optimaal bereik word.
- Die aankope van bates voldoen aan alle munisipale beleide en prosedures.
- Alle bates teboekgestel tydig is en geïdentifiseer en geïnspekteer is voordat dit in hulle sorg ontvang word.
- Alle los bates ontvang in hulle sorg is behoorlik beveilig teen onregmatige gebruik of verlies. Dit sal beheer oor die fisiese toegang tot die bates insluit asook gereelde bate bevestigings ten einde te verseker dat geen verliese gely is nie. Enige bekende verliese moet onmiddelik aan die Hoof Finansiële Beamppte gerapporteer word.
- Bates toepaslik gebruik word vir die doel waarvoor die munisipaliteit dit bekom het.

Die Senior Bestuurder mag delegeer of andersins verantwoordelikheid aan andere toeken om hierdie funksies te verrig maar hulle sal steeds verantwoordelik bly om te verseker dat hierdie aktiwiteite uitgevoer word.

## **9. FINANSIËLE BESTUUR**

### **Beplanning voor die Aankoop van Bates**

Wanneer 'n kapitale projek ingesluit word in die begroting en voor dit geïmplementeer kan word, moet die relevante bestuurder die volgende aan die Raad voorle vir ooreweging:

- Die beraamde koste van die projek oor al die finansiële jare totdat die projek in bedryf is;
- Die toekomstige bedryfskoste en inkomste van die projek insluitend die belasting en tarief implikasies.
- Die finansiële volhoubaarheid van die projek oor sy lewensduur insluitend die generering van inkomste en subsidieëring vereistes;
- Die fisiese en finansiële verwantskap van die bate gedurende alle stadiums van sy lewensduur, insluitend die aanskaffing, installasie, onderhoud, bedryf, vervreemding en rehabilitasie,
- Die insluiting van die kapitale projek in die Geïntegreerde Ontwikkelingsplan (GOP) en toekomstige begrotings; en
- Alternatiewe tot die kapitaal aankoop.

Die Hoof Finansiële Beampte is verantwoordelik om te verseker dat alle moontlike hulp, leiding en verduidelikings aan die hoofde van die betrokke departemente verleen word, sodat hy/sy in staat sal wees om sy beplannings vereistes na te kom.

### **Goedkeuring vir die Aankoop van Bates**

Fondse kan slegs op 'n projek spandeer word, indien:

- Die fondse toegedeel was in 'n goedgekeurde kapitale begroting;
- Die projek, ingesluit die totale koste, goedgekeur was deur die Raad;
- Die Hoof Finansiële Beampte bevestig dat befondsing beskikbaar is vir die betrokke projek; en
- Enige kontrak wat finansiële verpligtinge sal veroorsaak vir meer as twee jaar na die begrotingstydperk, behoorlik geopenbaar is.
- Die Voorsieningskanaal Bestuursbeleid nagekom is.

Goedkeuring vir die aankoop van bates sal ingevolge die Munisipaliteit se delegasie van bevoegdheids geskied en die betaling vir die aankoop van bates sal in oorleg met die finansiële beleid en regulasies van die Munisipaliteit gedoen word.

### **Befondsing van Bates**

Die Hoof Finansiële Beampte sal binne die munisipaliteit se deurlopende finansiële, wetlike of administratiewe kapasiteit befondsing-strategieë daarstel en onderhou wat die munisipaliteit se vermoë optimaliseer ten einde die strategiese doelwitte te bereik, soos uiteengesit in die Geïntegreerde Ontwikkelingsplan. Die aankoop van bates sal nie befonds word oor 'n periode wat die bruikbare leeftyd van die bate oorskrei nie.

Tipes befondsingsbronne kan die volgende insluit:

- Eksterne lenings;
- Regerings toekennings;
- Publieke bydraes en donasies;
- Bruikhure;
- Kapitaal Vervangings Reserwe; en
- Surplus kontant.

### **Vervreemding van Bates**

In terme van Artikel 14 van die MFMA mag die Munisipaliteit nie eienaarskap oordra as gevolg van verkope of ander transaksie of andersins bates permanent vervreem wat benodig word vir die lewering van die minimum vlak van basiese munisipale dienste nie, tensy so bate oorbodig is, surplus is tot vereistes, nie reggemaak kan word nie of vervang word met die voorbehoud dat die minimum vlak van basiese munisipale dienste nie benadeel word met die verkoop van die bate nie.

Die Raad delegeer die bevoegdheid om die vervreemding van voertuie met 'n geraamde drawaarde van minder as R100 000 (een honderd duisend rand) en ander roerende bates met 'n geraamde drawaarde van minder as R20 000 (twintig duisend rand) goed te keur, aan die Munisipale Bestuurder. (RB 666 08/02/2012) Indien die drawaarde bo die genoemde bedrae is, mag die Munisipaliteit eienaarskap oordra of andersins vervreem, buiten in die bogenoemde geval, maar slegs nadat die Raad in 'n vergadering wat oop is vir die publiek:

- Op redelike gronde besluit het dat die bate nie vir die lewering van basiese munisipale dienste benodig word nie;
- Die billike markwaarde van die bate oorweeg het en die ekonomiese- en gemeenskaps waarde wat ontvang sal word in ruil vir die bate oorweeg het.

Die besluit of 'n spesifieke bate nie benodig word vir die lewering van 'n basiese munisipale diens nie, mag nie deur die Munisipaliteit herroep word nadat die bate verkoop, oorgedra of andersins vervreem is nie.

Met voldoening aan beginsels en voorskrifte van die MFMA sal die oordrag van eienaarskap van enige EAT item regverdig, gelyk, deursigtig, kompetierend en konsekwent met die Munisipaliteit se Voorsieningskanaal Bestuursbeleid en die Munisipaliteit se Munisipale Bate Oorplasingregulasies wees. Die oordrag van bates na 'n ander munisipaliteit, munisipale entiteit, nasionale departement of provinsiale departement is uitgesluit van hierdie voorskrifte met die voorbehoud dat die oordrag gedoen word in terme van 'n voorgeskrewe wetsraamwerk.

Elke Departementshoof sal skriftelik aan die Hoof Finansiële Beampte rapporteer, voor/op 31 Oktober van elke finansiële jaar, oor alle bates onder beheer of gebruik deur die betrokke departement, wat daardie departement wil vervreem deur publieke veiling of publieke tender.

Die Hoof Finansiële Beampte sal daarna alle versoeke soos ontvang vanaf die verskeie departemente konsolideer en sal kortliks die gekonsolideerde inligting aan die Raad of die Munisipale Bestuurder van die Munisipaliteit, wat die geval ook al mag wees, rapporteer, wat die proses van vervreemding wat gevolg behoort te word voorstel.

Wanneer die bates vervreem is sal die Hoof Finansiële Beampte die vervreemding van die items hanteer in terme van GRAP en die relevante rekords van die Bate Register aanpas. Indien die opbrengs van die vervreemding minder is as die drawaarde aangedui in die Bate Register, moet so verskil erken word as 'n verlies in die Staat van Finansiële Prestasie van die betrokke departement of pos.

Alle bates wat vir afskrywing geormerk is moet per openbare veiling of tender verkoop word nadat die volgende stappe geneem is:

- 'n kennisgewing van die voorneme van die munisipaliteit om die bate te verkoop in die plaaslike pers gepubliseer is;
- die munisipaliteit 'n onafhanklike waardeerder in die geval van tenderverkope aangestel het om 'n minimum verkoopprijs vas te stel;
- in die geval van 'n openbare veiling die munisipaliteit 'n onafhanklike afslaer aangestel het om die veiling waar te neem; en
- in die geval van 'n openbare tender die voorgeskrewe tender prosedures nagekom is.

### **Verlies, Diefstal, Vernietiging of Permanente Waardedaling van Bates**

Elke Bestuurder moet verseker dat enige geval van verlies, diefstal, vernietiging of weselike permanente waardedaling van bates onder sy/haar beheer of wat gebruik word deur die betrokke departement tydig en skriftelik aan die Hoof Finansiële Beampte, interne ouditeur en in gevalle van vermoedelike diefstal of opsetlike skade aan die Suid-Afrikaanse Polisie diens gerapporteer word.

## **10. INTERNE KONTROLES**

### **Bate Register**

Die Hoof Finansiële Beampte sal 'n Bate Register daarstel en onderhou wat alle belangrike data rakende elke item van Eiendom, Aanleg en Toerusting, Beleggingseiendomme, Ontasbare Bates, Erfenis Bates en Landboukundige Bates saamvat wat aan die kriteria van erkenning voldoen.

Die bate register sal bygehou word in die formaat vasgestel deur die Hoof Finansiële Beampte, en moet voldoen aan die vereistes van GRAP en enige ander rekeningkundige vereistes wat voorgeskryf mag wees.

Die bate register behoort sover moontlik die volgende inligting bevat:

- 'n Kort maar betekenisvolle beskrywing van elke bate;
- Die datum waarop die bate aangeskaf is of in gebruik geneem is;
- Die ligging van die bate;
- Die verantwoordelike bestuurder en departement(e) of pos(te) waarbinne die bates gebruik gaan word;
- Die titel akte nommer, in die geval van eiendom;
- Die erf nommer, in die geval van eiendom;
- Die metingsbasis gebruik (Kosprys of Billike waarde);
- Die oorspronklike bruikbare leeftyd;
- Die hersiene bruikbare leeftyd;
- Die reswaarde;
- Die hersiene reswaarde;
- Die oorspronklike koste of die herwaardeerde bedrag of die billike waarde indien geen koste beskikbaar is nie;
- Die (laaste) herwaarderingsdatum van die bates wat nog waardeer moet word;
- Die herwaardeerde waarde van daardie bates;
- Wie die (laaste) herwaardasie gedoen het;
- Opgehoopte waardevermindering tot op datum;
- Die waardeverminderingseffing vir die huidige finansiële jaar;
- Die drawaarde van die bate;
- Die metode en koers van waardevermindering;
- Permanente waardedalings wat plaasgevind het gedurende die finansiële jaar (en die terugskryf van sulke dalings waar van toepassing);
- Metode waarop verhaalbare bedrag bereken is (wanneer permanente waardedaling vereis word in terme van GRAP);
- Toenames of afnames as gevolg van herwaardasie (indien van toepassing);
- Die bron van finansiering;
- Toestand van die bate;
- Die huidige versekeringsreëlings/ooreenkoms;
- Of die bate vereis word om basiese munisipale dienste te verskaf;
- Of die bate gebruik is as sekuriteit vir enige skuld en indien wel, die aard en tydperk daarvan;
- Sekuriteit reëlings;
- Die datum waarop die bate vervreem is;
- Die verkoopsprys;
- Die datum waarop die bate uitgetree het uit diens, indien dit nie vervreem is nie.

Alle departementshoofde onder wie se beheer enige bate is, sal enige inligting wat vereis word om die bate register saam te stel, kortliks in skrif aan die Hoof Finansiële

Beampte verskaf en sal ook die Hoof Finansiële Beampte skriftelik in kennis stel van enige wesentliche verandering wat mag plaasvind met betrekking tot daardie inligting.

'n Bate sal gekapitaliseer word, dus in die bate register opgeteken word, so spoedig soos dit aangeskaf word. Indien die bate oor 'n periode opgerig word, sal dit as werk-in-proses opgeteken word totdat dit beskikbaar is vir gebruik waarna dit toepaslik gekapitaliseer word as 'n vaste bate. 'n Bate sal in die bate register bly vir so lank as wat dit fisies bestaan. Die feit dat 'n bate ten volle gedeprimeer is, is nie alleenlik 'n rede wees om dit uit die Bate Register te verwyder nie.

Bate Register verwante kontroles moet voldoende wees om Senior Bestuurders te voorsien van 'n akkurate, betroubare en op-datum oorsig van bates onder hulle beheer in terme van standarde vasgestel deur die Hoof Finansiële Beampte en in terme van die relevante wetgewende- en ander vereistes..

Hierdie kontroles moet die volgende insluit:

- Besonderhede van fisiese bestuur;
- Teboekstelling van alle aankope, opdragte, oordragte, verliese en vervreemdings van bates;
- Gereelde fisiese bate opnames; en
- Stelsel oudits om die akkuraatheid van die rekords te bevestig.

Die Hoof Finansiële Beampte moet 'n stelsel daarstel wat verseker dat alle los bates voorsien is van 'n unieke identiteitsnommer/strepietkode wat in die bate register opgeneem sal word.

Die Senior Bestuurders moet verseker dat die goedgekeurde bate indentifikasie stelsel noukeurig toegepas word op alle bates onder hulle beheer of in gebruik deur die betrokke departement.

## **11. FISIESE KONTROLES EN BESTUUR**

### **Die verantwoordlikheid van die Bate Kontrole afdeling**

- Die Bate Kontrole afdeling sal die jaarlike bate opname onderneem as deel van hulle jaarlikse rapporterings proses.

### **Die datum van aankoop**

- Die aankopsdatum word geag te wees die tyd wanneer die eienaarskap oorgaan na die Munisipaliteit. Dit mag verskil tussen die verskillende bate klasse maar sal gewoonlik die punt wees waar die bate in gebruik geneem word of wanneer die finale betaling vir die item goedgekeur is.

### **Oordragte tussen Bestuurders**

#### **Permanente Oordrag na Ander Bestuurder**

'n Bestuurder mag 'n bate onder sy beheer oordra mits 'n ander Senior Bestuurder skriftelik verantwoordelikheid vir die bate aanvaar. Kopieë van sulke goedkeurings moet aan die Finansiële Dienste Departement oorhandig word.

Die Finansiële Dienste Departement moet die Bate Register aanpas vir al sulke goedgekeurde oordragte.

Die Bestuurder na wie die bate oorgeplaas word moet verantwoordelikheid vir die oorgeplaasde bate aanvaar vanaf 'n datum in die bogenoemde kommunikasie gespesifiseer.

'n Bestuurder moet verseker dat die bates verseker is teen verlies, skade of misbruik, waar ook al die bate geleë is. Beskerming sluit die versekering van redelike fisiese beperkings in.

### **Verskuiwing of Herontplooing van Bates**

'n Bestuurder moet die Hoof Finansiële Beampte skriftelik in kennis stel wanneer 'n bate verskuif of herontploo is vanaf sy ligging of koste sentrum soos opgeteken in die Bate Register.

In die geval van bates soos voertuie wat onder normale bedrywighede weg van sy basis gebruik word is hierdie rapportering nie nodig nie.

### **Verifikasie van Bates**

Elke Bestuurder, in samewerking met die Bate Kontrole afdeling, sal ten minste jaarliks 'n fisiese bate bevestiging doen van alle bates onder hulle beheer.

Die resultate van die opname sal aan die Hoof Finansiële Beampte gerapporteer word in 'n formaat soos deur die Hoof Finansiële Beampte voorgeskryf.

Die jaarlikse bevestiging sal so na as moontlik aan jaareinde gedoen word en die verslag moet die Hoof Finansiële Beampte nie later as 30 Junie bereik nie.

### **Versekering van Bates**

Die Munisipale Bestuurder moet verseker dat alle roerende bates ten minste teen brand en diefstal verseker is en munisipale geboue en infrastruktuur teen brand en natuur rampe verseker is.

Die Munisipale Bestuurder moet besluit, na konsultasie met die Hoof Finansiële Beampte, oor 'n basis van versekerings dekking wat of die drabedrag of vervangings waarde van die bates kan wees. So aanbeveling sal die Munisipaliteit se begrotings hulpbronne in ag moet neem.

## **12. BESTUUR EN BEDRYF VAN BATES**

### **Verantwoordelikheid om bates te bestuur**

Elke Senior Bestuurder is verantwoordelik om te verseker dat munisipale hulpbronne aan hulle toegewys, effektief, doeltreffend, ekonomies en deursigtig benut word. Dit sluit in:

- Die ontwikkeling van toepaslike bestuurstelsels, prosedures, prosesse en kontroles vir bestuur van bates;
- Die voorsiening van akkurate, betroubare en op-datum rekenskap van bates onder hulle beheer; en
- Die ontwikkeling en motivering van relevante strategiese bestuursplanne en bedryfsbegrotings wat die Munisipaliteit se strategiese doelwitte optimaal bereik.

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## **Inhoud van 'n strategiese bestuursplan**

Senior Bestuurders moet bates onder hulle beheer bestuur om die vereiste vlak van diens of ekonomiese voordeel teen die laagste moontlike langtermyn koste te voorsien. Om dit te bereik moet die Senior Bestuurders strategiese bate bestuursplanne ontwikkel wat die volgende dek:-

- Vergelyking met die GOP;
- Bedryfsriglyne;
- Prestasie monitering;
- Onderhoudsprogramme;
- Hernuwing, opknapping en vervangingsplanne;
- Vervreemding en Rehabilitasie planne;
- Bedryfs, finansiële en kapitale ondersteunings vereistes; en
- Risiko bestuursplanne, insluitend versekering strategië.

Die bedryfsbegroting is die kort- tot medium- termyn plan vir implementering van hierdie strategiese bate bestuursplan.

## **Rapportering van Opkomende Kwessies**

Elke Funksionele Bestuurder behoort kwessies, wat die bate item se vermoëns om die vereiste vlak van diens of ekonomiese voordeel te bereik beduidend belemmer, aan die Munisipale Bestuurder te rapporteer.

## **13. KLASSIFIKASIE EN KOMPONENTE VAN BATES**

### **Klassifikasie van Bates**

Enige bate erken as 'n bate in terme van hierdie beleid sal geklassifiseer word in terme van nasionaal erkende kategorieë.

Hierdie kategorieë word deur die Raad van Rekeningkundige Standaarde vasgestel.

Alle bate moet onder die volgende opskrifte geklassifiseer word in die Bate Register:

#### **13.1 Eiendom, Aanleg en Toerusting (EAT)**

- Grond (nie gehou as beleggingsbates).
- Infrastruktuur bates (bates wat deel is van 'n netwerk van soortgelyke bates).
- Gemeenskapsbates (bates wat bydra tot die algemene welstand van die gemeenskap).
- Ander bates (normale operasionele bates).

#### **13.2 Beleggingseiendom**

#### **13.3 Ontasbare Bates**

#### **13.4 Landboukundige Bates**

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### **13.5 Erfenis Bates**

#### **Opsionele Hantering van Wesenlike Komponente**

'n Bestuurder moet, met goedkeuring van die Hoof Finansiële Beampte, wesentlike komponente van 'n item van eiendom, aanleg en toerusting as 'n aparte bate vir die doeleindes van hierdie beleid hanteer.

Hierdie wesentlike komponente mag gedefinieër word deur sy fisiese eienskappe of sy finansiële eienskappe.

By oorweging vir goedkeuring van hierdie hantering van komponente moet die Bestuurder tevrede wees dat die komponente

- 'n Verskillende bruikbare leeftyd of gebruikspatroon het van die van die hoof bate.
- In lyn is met die bate bestuursplanne;
- Regverdig die koste van aparte identifikasie;
- Waarskynlike toekomstige ekonomiese voordele of potensiële dienslewering uit die bate het wat sal vloei na die Munisipaliteit;
- Se koste betroubaar gemeet kan word;
- Beheer word deur die munisipaliteit; en
- Vir meer as een finansiële gebruik gaan word.

Al sulke besluite en ooreenkomste moet bevestig word voor die begin van die finansiële jaar en moet ingedien word vir goedkeuring saam met die begroting. Enige wysigings sal slegs toegelaat word as deel van die begrotings oorsig (m.a.w. een of twee keer deur die jaar).

Wanneer 'n wesentlike komponent erken is as 'n aparte bate, mag dit aangekoop, gedepresieër en vervreem word asof dit 'n aparte bate is.

## **14. REKENINGKUNDIGE HANTERING VAN BATES**

### **Erkenning van Bates**

'n Item van eiendom, aanleg en toerusting sal erken word as 'n bate wanneer:

- Dit waarskynlik is dat toekomstige ekonomiese voordeel of potensiële dienslewering uit die bate sal vloei na die Munisipaliteit;
- Die koste van die bate betroubaar gemeet kan word;
- Die munisipaliteit beheer het oor die bate; en
- Daar verwag word dat die bate vir meer as een finansiële gebruik gaan word.

### **Aanvanklike Meting**

Die oorspronklike koste van 'n item van EAT of ontasbare bates mag die volgende insluit:

- Kosprys;
- Afleweringkoste;
- Installasiekoste;
- Professionele fooie;
- Terein ontwikkelingskoste;
- Kontrakteurs fooie;



- Invoerbelasting;
- Belasting wat nie teruggeeis kan word nie (Bv. BTW op passasiers voertuie).

### **Donasies en Veruilings**

Wanneer 'n item van eiendom, aanleg en toerusting verkry is teen geen koste of teen 'n nominale koste, sal dit oorspronklik gemeet word teen sy billike waarde op die datum van verkryging en in die Bate Register ingesluit word.

### **Drawaarde van Bates**

Na die aanvanklike erkenning as 'n bate sal 'n item van eiendom, aanleg en toerusting gedra word teen sy koste minus opgehoopte waardevermindering en ogehoopte permanente waardedalings.

### **Waardevermindering**

Alle EAT uitgesluit grond, werk-in-proses en ernis bates, sal gedepresieër word of geamortiseer word, in die geval van ontasbare bates.

Waardevermindering en amortisasie word gedefinieër as die monetêre kwantifikasie van die omvang waarvolgens EAT en Ontasbare Bates gebruik word in die voorsiening van ekonomiese voordele of die lewering van dienste.

Die afskryfbare bedrag van 'n bate word bepaal nadat die reswaarde van die bate afgetrek is. In praktyk is die reswaarde meestal nie wesenlik nie.

Wanneer die standaard hantering aanvaar is en die reswaarde waarskynlik wesenlik gaan wees, word die reswaarde geraam op die datum van aankoop. Die raming word gebasseer op die heersende reswaarde op die datum van soortgelyke bates wat reeds die einde van hulle bruikbare leeftyd bereik het en wat onder soortgelyke omstandighede bedryf is.

Die waardevermindering uitgawe vir elke periode sal as 'n uitgawe erken word in die bedryfsbegroting van elke Departement.

Die waardevermindering metode gebruik sal die verwagte patroon reflekteer waardeur die bate se toekomstige ekonomiese voordele of dienslewering potensiaal die waarde van die bate verminder.

'n Verskeidenheid waardevermindering metodes kan gebruik word om die afskryfbare bedrag te allokeer op 'n sistematiese wyse oor die bruikbare leeftyd van die bate. Die metodes sluit die volgende in:

- Reguitlyn metode;
- Verminderde saldo metode; en
- Som van produksie eenhede metode.

Reguitlyn waardevermindering veroorsaak 'n konstante uitgawe oor die bruikbare leeftyd van die bate indien die reswaarde nie verander nie.

Die verminderde saldo metode veroorsaak 'n dalende uitgawe oor die bruikbare leeftyd van die bate.

Die som van produksie eenhede metode veroorsaak 'n uitgawe gebasseer op die verwagte gebruik of uitset.

Die metode van waardevermindering word konstant toegepas van periode tot periode tensy daar 'n verandering was in die verwagte patroon van gebruik van toekomstige ekonomiese voordele of diensleweringse potensiaal.

Die reguitlyn metode geniet voorkeur tensy anders skriftelik ooreengekom met die Hoof Finansiële Beampte.

Waardevermindering word bereken vanaf die dag waarop die bate gereed was vir gebruik.

Elke Departementshoof, wat optree in konsultasie met die Hoof Finansiële Beampte, sal verseker dat daar jaarliks in die begroting redelike voorsiening gemaak word vir die waardevermindering en amortisasie van alle toepaslike EAT of Ontasbare Bates wat beheer word of gebruik word deur die departement of wat verwag word om beheer of gebruik te word gedurende die opvolgende finansiële jaar.

### **Aanvanklike Bepaling van Nuttige Lewensduur**

Die Hoof Finansiële Beampte moet die bruikbare leeftyd van 'n spesifieke bate of klas van bates bepaal deur die ontwikkeling van 'n strategiese bate bestuursplan. Die bepaling van die bruikbare leeftyd behoort as deel van enige voor-aankoopse beplanning ingesluit te word wat onder andere die volgende faktore sal oorweeg:

- Die program wat die langtermyn kostes om die bate te besit optimaliseer;
- Ekonomiese oorbodigheid omdat dit te duur is om te onderhou;
- Funksionele oorbodigheid omdat dit nie langer aan die munisipaliteit se behoeftes voldoen nie;
- Tegniese oorbodigheid;
- Sosiale oorbodigheid weens veranderende demografie; en
- Wetlike oorbodigheid weens statutêre bepalings.

'n Skedule van lewensdure is aangeheg as Aanhangsel A. Dit kan slegs as 'n riglyn dien, want werklike lewensdure mag drasties verskil van hierdie aanbevole lewensdure.

In die geval van 'n item van EAT of Ontasbare Bate wat nie gelys is in die bylaag nie, moet die relevante departementshoof in konsultasie met Hoof Finansiële Beampte die bruikbare leeftyd bepaal en sal gelei word in die bepaling van die bruikbare leeftyd deur die patroon waarvolgens die item se ekonomiese voordele of diens potensiaal verbruik sal word.

Onderdele spesifiek aangekoop vir 'n bate of klas bates tydens die aanvanklike aankoop van die bate en wat oorbodig sal raak indien 'n bate of klas bates uittree of die bate of klas bates se gebruik gestaak word, moet oorweeg word om deel te vorm van die historiese koste van daardie bate of klas bates. Die afskryfbare bedrag van die onderdele sal afskryf word oor dieselfde lewensduur as die bate of klas bates.

### **Hersiening van Nuttige Lewensdure en Reswaardes**

Slegs die Hoof Finansiële Beampte in konsultasie met die relevante Bestuurder mag die bruikbare leeftyd of reswaarde van 'n bate bepaal of aanpas.

Die Hoof Finansiële Beamppte sal die bruikbare leeftyd of reswaarde toegeken aan enige bate aanpas indien dit bekend word dat die bate 'n wesentliche permanente waardedaling gehad het, nie behoorlik onderhou is nie, tot so mate dat die verwagte lewenduur van die bate nie bereik sal word nie, of enige ander insident wat plaasgevind het wat 'n wesentliche invloed het op die patroon waarmee die bate se ekonomiese voordele of diensleweringse potensiaal verbruik word.

Indien die waarde van enige item van EAT of 'n ontasbare bate verminder word in so 'n mate dat dit geen of 'n onbeduidende nuttige bedryfslewensduur van waarde het, sal die item ten volle gedepresieër of geskrap word in die finansiële jaar waarin die waardedaling plaasgevind het.

Ooreenkomstig, indien enige item van EAT verlore, gesteel of beskadig is in so 'n mate dat dit onherstelbaar is, sal die item(s) ten volle gedepresieër word in die finansiële jaar waarin die gebeurtenis plaasgevind het. Indien die item fisies nie meer bestaan nie, sal dit afgeskryf word in die bategeregister.

In al die voorafgaande gevalle, sal die bykomende waardeverminderingse uitgawes gedebiteer word teen die departement of pos wat die item van EAT of ontasbare bates beheer of gebruik.

Addisionele waardevermindering waarvoor nie begroot was nie, as gevolg van onvoorsiene of onvermydelike uitgawes, moet voorsien word in 'n gewysigde begroting. Indien sulke omstandighede na aan die einde van die finansiële jaar ontstaan en daar nie tyd is vir die Raad om die wysigings te oorweeg voor die einde van die finansiële jaar nie, mag 'n die Burgemeester dit goedgekeur in terme van Artikel 29 van die MFMA, met die voorbehoud dat enige ander bepalings van die MFMA nagekom word.

### **Hersiening van die Waardeverminderingse Metode**

Die waardeverminderingse metode toepaslik vir elke klas bates moet jaarliks hersien word en indien daar 'n wesentliche verandering is in die verwagte patroon van ekonomiese voordele of diensleweringse potensiaal van daardie bates, moet die metode aangepas word om daardie verandering te reflekteer.

Wanneer so verandering in waardeverminderingse metode nodig is moet die verandering as 'n verandering in rekeningkundige raming hanteer word en die waardeverminderingse uitgawe van huidige en toekomstige periodes moet aangepas word.

### **Daaropvolgende Uitgawes**

Daaropvolgende uitgawes met betrekking tot 'n bate wat reeds gekapitaliseer is behoort slegs by die drabedrag van die bate bygevoeg te word wanneer dit waarskynlik is dat toekomstige ekonomiese voordele of potensiele dienslewering, bo die oorspronklik geassesseerde standaard van werkverrigting van die bestaande bate, na die Munisipaliteit sal vloei.

Alle ander uitgawes sal as 'n uitgawe hanteer word in die periode waarin dit plaasgevind het.

Voordat die kapitalisering van daaropvolgende uitgawes goedgekeur word, moet die Hoof Finansiële Beamppte tevrede wees dat die uitgawe 'n wesentliche:

- 
- Toename in die lewensduur van die bate tot gevolg sal hê bo dit wat in die Bate Register aangedui is; of
  - Toename in die kwaliteit van diens gelewer bo die huidige vlak van dienslewering; of
  - Toename in die hoeveelheid dienste wat die bate kan lewer; of
  - Afname in die toekomstige verwagte onderhouds kostes van die bate.

Uitgawes wat oorweeg word vir kapitalisering moet ook voldoen aan die erkennings kriteria van bates en moet toepaslik ingesluit word in die kapitaal begroting.

### **Waardedalingsverliese**

Die drabedrag van 'n item of groep identiese items van Eiendom, Aanleg en Toerusting, Beleggingseiendomme en Ontasbare Bates moet periodiek hersien word ten einde te bepaal of die verhaalbare bedrag nie gedaal het na 'n bedrag wat laer is as die drabedrag nie.

Die verhaalbare bedrag is die bedrag wat die munisipaliteit verwag om te verhaal uit die toekomstige gebruik van die bate insluitend sy reswaarde met vervreemding. Wanneer so daling plaasgevind het, moet die drabedrag verlaag word na die verhaalbare bedrag. Die bedrag van hierdie waardedaling sal onmiddelik as 'n uitgawe in die Staat van Finansiële Prestasie erken word. Indien dit 'n omkeer van 'n vorige herwaardasie is sal die nie-verdeelbare reserwe verminder word.

Die verhaalbare bedrag van individuele bates of groepe identiese bates word afsonderlik bereken en die drabedrag word verlaag na die verhaalbare bedrag van die individuele bate of groep identiese bates, basis. Daar mag egter omstandighede bestaan waar dit nie moontlik is om die verhaalbare bedrag van 'n bate te oorweeg op hierdie basis nie, byvoorbeeld waar al die aanleg en toerusting in 'n riolsuiweringsaanleg vir dieselfde doel gebruik word. Onder sulke omstandighede sal die drabedrag van elk van die verwante bates proporsioneel verminder in verhouding tot die daling in verhaalbare bedrag van die kleinste groepering van bates waarvoor dit moontlik is om 'n oorweging van die verhaalbare bedrag te maak.

Die volgende is aanwysers van 'n moontlike permanente waardedaling van 'n bate:

- Die bate is beskadig;
- Die bate is tegnologies verouderd en is nie meer bruikbaar nie;
- Die bate is vir lang periodes in onbruik voor of gedurende die tydperk waarbinne dit in gebruik geneem is; en
- Grond wat teen markwaarde gekoop is maar vir gesubsidieerde behuisings projekte gebruik gaan word en waar die subsidie minder is as die aankoopsprys.

Die volgende stappe sal gereeld gedurende die jaar uitgevoer moet word ten einde waardedalingsverliese te erken:

- Die departemente sal bates identifiseer en die Hoof Finansiële Beampte en Bate Kontrole afdeling in kennis stel wat:
  - Beskadig is op jaareinde;
  - Tegnologies verouderd is op jaareinde;
  - Vir lang periodes in onbruik was voor die bate in gebruik geneem is of gedurende sy leeftyd;
  - Onderworpe is aan waardedalingsverliese omdat die subsidie wat ontvang gaan word in ruil vir bates minder is as die drabedrag van die bates. 'n

---

Voorbeeld hiervan is grond wat gekoop is teen markwaarde en wat gebruik gaan word vir gesubsidieerde behuisings ontwikkelings.

- Die verhaalbare bedrag van hierdie bates moet bepaal word deur die netto verkoopsprys per bate te bepaal soos hierbo gedefinieer.
- Die waardedalingsverlies per bate is die verskil tussen die netto verkoopsprys en die drawaarde van die bate.

### **Daaropvolgende Toename in die Verhaalbare Bedrag**

'n Daaropvolgende toename in die verhaalbare bedrag van 'n bate, wat voorheen onderworpe was aan 'n waardedalingsverlies weens 'n afname in die drabedrag, sal teruggeskryf word indien die omstandighede wat die verlies veroorsaak het ophou bestaan het en na verwagting in die nabye toekoms so sal bly.

Die bedrag wat teruggeskryf word behoort verminder te word met die bedrag wat as waardevermindering erken sou word indien die afskrywing nie plaasgevind het nie.

### **Rekeningkundige Hantering van Vervreemdings**

'n Bate behoort uit die Bate Register verwyder te word op vervreemding of wanneer die bate permanent van gebruik onttrek word en geen verdere ekonomiese voordele of potensiele dienslewering weens sy bestaan verwag word nie.

Winste en verliese wat ontstaan weens die uittrede of verkoop van 'n bate sal bereken word as die verskil tussen die werklike of verwagte verkoopsopbrengs en die drawaarde van die bate en sal as 'n inkomste of uitgawe in die finansiële rekords erken word.

### **Herindiensneming, Onderhoud en Ander Uitgawes**

Slegs uitgawes aangegaan vir die verbetering van 'n bate (in die vorm van verbeterde of verhoogde dienste, of voordele wat vloei van die gebruik van so bate) of 'n wesenlike verlenging van die bruikbare leeftyd van 'n bate, sal gekapitaliseer word.

Uitgawes aangegaan vir die onderhoud of herindiensneming van 'n bate sal erken word as bedryfsuitgawes aangegaan om te verseker dat die bate se bruikbare leeftyd volhou word en sal daarom nie gekapitaliseer word nie, ongeag die aard van die uitgawes.

Uitgawes wat redelik toeskryfbaar is om die bate in gebruik te neem mag gekapitaliseer word as deel van die koste van daardie bate. Sulke uitgawes kan die volgende, maar is nie beperk tot die volgende, insluit: invoer belastings, termyn kontrak koste, vervoer koste, installasie koste, oprigtings koste en kommunikasie kostes.

Die volgende tabel kan gebruik word om kapitale uitgawes van ondershouds- uitgawes te onderskei:

KAPITALE UITGAWES	ONDERHOUD
<ul style="list-style-type: none"><li>• Aankoop van 'n nuwe bate</li><li>• Vervanging van 'n bestaande bate</li><li>• Verbetering van 'n bestaande bate sodat sy gebruik uitgebrei word.</li><li>• Verdere ontwikkeling van bestaande bates sodat sy aanvanklike bruikbare leeftyd verleng word.</li></ul>	<ul style="list-style-type: none"><li>• Restorering van 'n bate sodat dit kan voortgaan om gebruik te word vir sy bedoelde gebruik.</li><li>• Onderhoud van 'n bate sodat dit vir die aanvanklike bedoelde periode gebruik kan word.</li></ul>

### Bruikhure en Bedryfshure

**Bruikhure** is hure, wat in effek alle risiko's en vergoeding verbonde aan eienaarskap van die bate van die verhuurder na die huurder oordra. Bates wat gehou word onder bruikhure sal deur die Munisipaliteit gekapitaliseer word en in die Bate Register opgeneem word. Die bate sal teen sy huurwaarde gekapitaliseer word aan die begin van die huur, wat die prys sal wees soos aangedui in die huur ooreenkoms, of teen 'n prys wat bereken is nadat 'n redelike rente op die huur betalings oor die periode van die huur in ag geneem is. Waardevermindering word op die bate afgeskryf oor sy verwagte bruikbare leeftyd.

**Bedryfshure** is daardie hure wat nie binne die definisie van bruikhure val nie. Bedryfshure se uitgawes word erken soos wat dit betaalbaar word. Bates wat onder bedryfshure gehou word sal nie in die Bate Register erken word nie.

### Beleggingseiendomme

Beleggingseiendom sal hanteer word in terme van GRAP 16 en sal afsonderlik geklassifiseer word in die Staat van Finansiële Posisie.

Beleggingseiendomme bestaan uit grond of geboue (of gedeeltes van geboue) of beide wat gehou word deur die Munisipaliteit, as eienaar of as verhuurder onder 'n bruikhuur, om huur inkomste te ontvang of vir kapitale groei of vir beide.

Beleggingseiendomme sal in 'n aparte gedeelte van die Bate Register opgeneem word, soortgelyk aan ander bates.

Waardevermindering sal jaarliks op beleggingseiendomme oor hul oorblywende nuttige lewensduur afgeskryf word.

### Bates Gehou as Voorraad

Enige grond of geboue wat deur die Munisipaliteit besit of aangekoop is, met die bedoeling om sulke eiendom te verkoop in die normale verloop van besigheid of om sulke eiendom te ontwikkel met die bedoeling om te verkoop in die normale verloop van besigheid, sal as voorraad openbaar word. Sulke eiendom sal nie ingesluit word

by enige van eiendom, aanleg, toerusting of beleggingseiendom in die Munisipaliteit se Staat van Finansiële Posisie nie.

Die voorraad moet opgeteken word in die bate register op dieselfde manier as ander vaste bates maar 'n afsonderlike afdeling in die bate register moet onderhou word vir hierdie doel.

### **Erfernis Bates**

Erfernis bates sal hanteer word in terme van GRAP 103 en sal afsonderlik geklassifiseer word in die Staat van Finansiële Posisie.

Erfernis bates sal in 'n aparte gedeelte van die Bate Register opgeneem word, soortgelyk aan ander bates.

Indien geen oorspronklike koste of billike waarde beskikbaar is vir een of meer erfernis bates nie, kan die Hoof Finansiële Beampte, indien geglo word dat die bepaling van die billike waarde van die bates onder oorsig 'n buitensporige of duur onderneming gaan wees, daardie bate of bates in die bate register erken sonder 'n aanduiding van die kosprys of billike waarde.

Vir die doeleindes van die Staat van Finansiële Posisie sal die bestaan van sulke erfernis bates met behulp van 'n gepaste nota openbaar gemaak word.

### **Ander Afskrywings van Bates**

'n Bate item, selfs al is dit ten volle gedeprisieër, sal slegs afgeskryf word wanneer dit nie meer gebruik kan word nie, op aanbeveling van die Departementshoof wat die betrokke item beheer of gebruik. Die Hoof Finansiële Beampte moet dit ook goedkeur.

Elke Departementshoof sal voor/op 31 Oktober van elke finansiële jaar aan die Hoof Finansiële Beampte rapporteer oor enige bate item wat daardie Departementshoof afgeskryf wil hê, met die volle redes vir so aanbeveling. Die Hoof Finansiële Beampte sal al sulke verslae konsolideer en sal kortliks die Munisipale Bestuurder in kennis stel oor die bate wat afgeskryf moet word.

Die enigste redes vir die afskrywing van bates anders as deur vervreemding sal verlies, diefstal, vernietiging en permanente waardedalings van die betrokke items insluit.

Indien 'n bate item afgeskryf moet word as gevolg van 'n gebeurtenis buite die beheer van die Munisipaliteit, soos kwaadwillige beskadiging, diefstal of vernietiging, moet die Munisipale Bestuurder bepaal of 'n derde party of 'n werknemer betrokke was in die verlies en alle redelike stappe neem om so verlies te verhaal, insluitend om die insident aan die Suid Afrikaanse Polisie diens, die Ouditeur-Generaal en versekering te rapporteer asook om dissiplinêre stappe teen so werknemer wie betrokke by so insident mag gewees het te neem.

In elke geval waar 'n nie ten volle gedeprisieërde bate item afgeskryf word, sal die Hoof Finansiële Beampte so departement of pos onmiddelik met die volle drawaarde van die betrokke item debiteer as addisionele waardevermindering uitgawes.

**15. ONDERHOUD**

**Onderhoudsplanne**

Elke Departementshoof sal verseker dat 'n onderhoudsplan met betrekking tot elke nuwe bate met 'n bate waarde en/of kategorie, soos van tyd tot tyd deur die Munisipale Bestuurder bepaal, vroegtydig voorberei en aan die Munisipale Bestuurder voorlê.

Indien deur die Munisipale Bestuurder aanbeveel, sal die onderhoudsplan aan die Raad voorgelê word voordat enige goedkeuring gegee mag word vir die aanskaf of konstruksie van die infrastruktuur bate betrokke.

Die Departementshoof wat die betrokke infrastruktuur bate beheer of gebruik, moet jaarliks aan die Raad rapporteer, nie later nie as Julie of die vroegste Raadsvergadering daarna, tot die mate waartoe die relevante onderhoudsplan aan voldoen is en die waarskynlike effek wat enige nie-nakoming mag hê op die bruikbare bedryfsleef tyd van die betrokke item.

**Algemene Onderhoud van Bates**

Elke Departementshoof sal direk verantwoordelik wees om te verseker dat alle bates behoorlik onderhou word en op so 'n wyse wat sal verseker dat so item sy bruikbare leeftyd bereik.

**16. KORT TITEL**

Hierdie beleid sal die Bate Bestuursbeleid van die **Bergrivier Munisipaliteit** genoem word.



**AANHANGSEL A**

**SKEDULE VAN VERWAGTE BRUIKBARE LEEFTYD VAN BATES**

	<b>BATE LEEFTYD</b>		<b>BATE LEEFTYD</b>
<b>Infrastruktuur Bates</b>		<b>Gemeenskap Bates (vervolg)</b>	
Paaie, Sypaadjies, Brûe, Snelweë, Plaveisel, Randstene en Stormwater	5-50	Museums en Gallerye	20-50
Elektrisiteit Netwerk	5-50	Ander	3-30
Water Netwerk	3-100	Werk-in-proses	N/A
Riool Netwerk	5-100		
Vullisverwydering	3-50		
Kapitaal Restourasiekoste / Stortingsterreine	10-100	<b>Ander Bates</b>	
Ander	3-50	Motor voertuie	2-10
Werk-in-proses	N/A	Gespesialiseerde Voertuie	2-30
		Plantasie en Toerusting	2-30
<b>Gemeenskap Bates</b>		Meubels en Kantoor Toerusting	5-30
Parke en Openbare geriewe	20-30	Geboue	5-100
Sportsvelde en Stadiums	5-50	Diverse	3-15
Gemeenskap saal	20-30	Huurkontrakte	2-5
Biblioteke	20-50	Werk-in-proses	N/A
Rekreasie Fasiliteite	20-50		
Klinieke	20-50		

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## **GOEDKEURING**

Opgedateer en goedgekeur in terme van Raadsbesluit  
\_\_\_\_\_ gedateer \_\_\_\_\_ wat dit stel,  
“Dat die Rekenpligtige Beampte gedelegeer word om die Rekeningkundige- en  
Batebestuursbeleide aan te pas in terme van die vereistes van die GRAP  
standpunte, wetgewende vereistes of vereistes gestel deur die Ouditeur-  
Generaal, wanneer ook al so nodig en dat sulke veranderinge ingesluit word in  
die volgende verslag oor die hersiening van begrotings verwante beleide.”

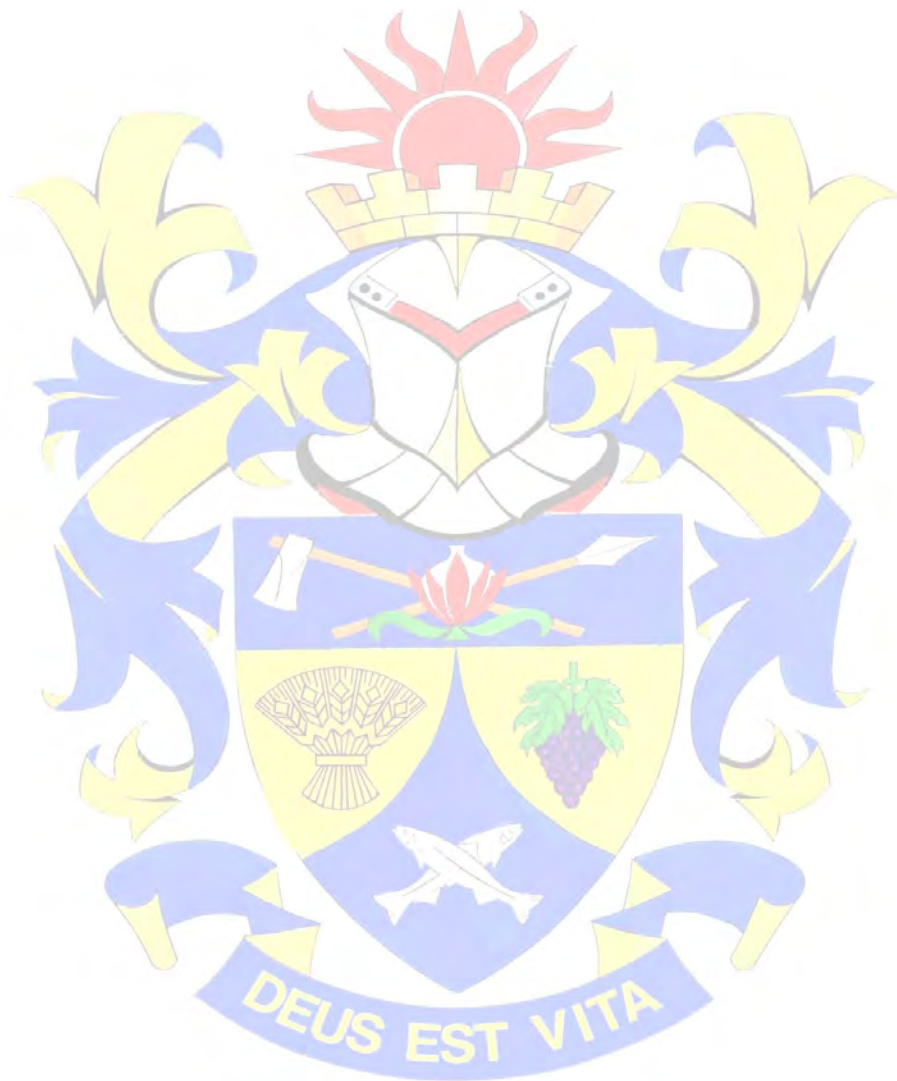
**Goedgekeur:**

**Datum:**

\_\_\_\_\_  
Munisipale Bestuurder (Rekenpligtige Beampte)

# BERGRIVIER

Munisipaliteit / Municipality



## CASH MANAGEMENT AND INVESTMENT POLICY



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## **1. Introduction**

- 1.1 As trustees of public funds, the Council has an obligation to ensure that cash resources are managed as effectively as possible
- 1.2 Council has a responsibility to manage and invest public funds with great care and is accountable to the community in this regard.
- 1.3 The cash management, banking and investment policy should be aimed at gaining the highest possible return without undue risk during those periods when surplus cash is not needed. In this regard it is essential to have an effective cash management system.
- 1.4 Relevant legislation must be adhered to at all times and where this policy is in conflict with legislation, the relevant legislation will supersede this policy. It is the responsibility of the Municipal Manager and / or the Chief Financial Officer to bring such conflicts to the attention of the Council immediately when he / she become aware of such situations / circumstances and to propose the necessary amendments to this policy to eliminate any practices contrary to legislation.
- 1.5 This policy is a requirement in terms of the provisions of the Municipal Finance Management Act 56 of 2003 (MFMA).

## **2. Regulatory Framework**

- 2.1 The Municipal Finance Management Act, (Act 56 of 2003) (MFMA); and
- 2.2 Treasury regulations in terms of Section 13(1) of the MFMA.

## **3. Objectives**

- 3.1 The objectives of this policy is to:
  - a) Comply with the regulatory framework in terms of the relevant legislation;
  - b) To ensure that the investment of surplus funds forms part of the financial system of the municipality;
  - c) To manage Council's investments within its strategic objectives and invest surplus cash in liquid and creditworthy approved institutions;

- d) To ensure that prudent investment procedures are consistently applied;
- e) To raise appropriate finance, whilst recognising maturity and interest rates, in accordance with budgetary requirement;
- f) To manage the overall cash position of Council's operations;
- g) To ensure that the municipality's bank account(s) are effectively managed and accounted for;
- h) To ensure that receipts of revenue are adequately safeguarded and accounted for; and
- i) To ensure that, overall, an effective cash management plan is established and adhered to at all times.

#### **4. Definitions**

4.1 For the purpose of this policy, the following words will be defined as follows:

<b>MFMA</b>	Municipal Finance Management Act 56 of 2003
<b>SMME</b>	Small, medium and Micro Enterprises as defined in the National Small Business Act as a separate and distinct business entity, including non-governmental organisations, with less than 200 employees and an annual turnover of less than R10 million.
<b>EFT</b>	Electronic Funds Transfer

#### **5. Cash Management**

Adequate and effective cash management is one of the main functions of the Accounting Officer.

##### **5.1 Debtor Collections**

- 5.1.1 All monies due to the municipality must be collected as soon as possible and banked on a daily basis, if practically possible. Cash left in the safe can pose a security risk, could necessitate additional insurance coverage and does not earn any interest. Special deposits should be arranged for larger amounts to make sure this is banked

on the same day that it is received.

- 5.1.2 All monies due to the municipality must be correctly reflected in the debtor system. The following control measures are necessary:
- a) A well managed debtors and banking control system will ensure that funds owed to the municipality are received and banked;
  - b) A review of debt collection performance by comparing the debtors outstanding in relation to total turnover and comparing this to previous financial years.
  - c) All monies collected by the municipality must be banked in the primary bank account of the municipality or a designated bank account in the municipality's name (i.e. a designated revenue account).
  - d) Monies collected by other agency on behalf of the municipality shall be paid over to the municipality daily and deposited in the bank account of the municipality.

## **5.2 Payment to Creditors**

- 5.2.1 The Chief Financial Officer shall ensure that all tenders and quotations invited by and contracts entered into by Bergrivier Municipality stipulate payment terms favourable to Bergrivier, that is, payment to fall due not sooner than the conclusion of the month following the month in which a particular service is rendered to or goods are received by Bergrivier. This rule shall be departed from only where there are financial incentives for the municipality to effect earlier payment, and any such departure shall be approved by the Chief Financial Officer or his/her delegate, before any payment is made.
- 5.2.2 In the case of small, micro and medium enterprises (SMME's), where such a policy may cause financial hardship to the contractor, payment may be effected at the conclusion of the month during which the service is rendered or within fourteen days of the date of such service being rendered, whichever is the later. Any such early payment shall be approved by the Chief Financial Officer or his/her delegate, before any payment is made.
- 5.2.3 Special payments to creditors shall only be made with the express approval of the Chief Financial Officer or his/her delegate, who shall be satisfied that there are compelling reasons for making such payments prior to the normal processing.



- 5.2.4 To reduce bank costs with regard to cheque payments it is essential to limit the payment of creditors to one payment per creditor per month if possible and to make use of electronic transfer facilities, subject to strict control measures.
- 5.2.5 When considering the timing of payments to creditors, proper consideration must be given to the conditions of credit / terms of payment offered. In cases where a cash discount is offered for early settlement, the discount, if the relevant time scale is taken into account, will in most cases be more than any investment return from temporarily investing the funds. If discounts are therefore offered for early settlement, they should be assessed and utilised if beneficial.
- 5.2.6 In addition, the normal conditions of credit / terms of payment offered by suppliers should be considered and utilised by timing payments so that they are received by the creditor on the due date.

### **5.3 Receipt of Payments**

- 5.3.1 Receipt of money over the counter:
- a) Every amount of payment received by a cashier or other officer responsible for the receipt of money shall be acknowledged at once by the issue of a **pre-numbered official receipt** or computer generated official receipts; and
  - b) Every receipt form, which is cancelled, will be reattached, in the correct place, in the receipt book and indicated as cancelled. Where computer generated receipts are used, the original receipt must be filed for audit purposes.
- 5.3.2 Receipt of money by post
- a) When money (including postal orders and cheques) is received with the Council's mail, the Registry Clerk shall record all payment remittances as and when received in the cheque register in the presence of a witness. Post-dated cheques received in the Council's mail must also be recorded in the cheque register. The cheque register shall be regarded as the register of remittances received by post;
  - b) The cheque register together with all remittances received must be sent to a designated official in the finance section;
  - c) The designated official, on receipt of the cheque register together

with the remittances, will code all remittances and submit it to the cashier for receipting;

- d) The cashier will receipt all remittances and issue official receipts to the designated official;
- e) The designated official will record all receipts in the cheque register and return same to registry. The Registry Clerk must ensure that all receipts are recorded in the cheque register;
- f) All documents relating to remittances received in the mail must be filed for audit purposes;
- g) A separate register for post dated cheques will be maintained by the registry strong-room; and the Registry Clerk will ensure that all post-dated cheques, which become due, are sent promptly to the designated official for receipting and recording of receipts in the post-dated cheque register.

#### **5.4 Debt**

The municipality may only incur debt in terms of Chapter 6, sections 45 and 46, of the MFMA. The municipality may incur two types of debt, namely short term and long-term debt.

##### **5.4.1 Short Term Debt**

The municipality may incur short-term debt only when necessary to bridge:

- i. Short falls within a financial year during which the debt is incurred, in expectation of specific and realistic anticipated income to be received within that financial year;

**OR**

- ii. Capital needs within a financial year, to be repaid from specific funds to be received from enforceable allocations or long-term debt commitments.

##### **5.4.2 Long Term Debt**

The municipality may incur long-term debt only for the purpose of:

- i. Capital expenditure on property, plant or equipment to be used for the purpose of achieving the objects of local government as set

out in section 152 of the Constitution. section 152 of the Constitution states that the objects of local government are:

- ➔ to provide a democratic and accountable government for local communities;
  - ➔ to ensure the provision of services to communities in a sustainable manner;
  - ➔ to promote social and economic development;
  - ➔ to promote a safe and healthy environment; and
  - ➔ to encourage the involvement of communities and community organisations in the matters of local government.
- ii. Refinancing existing long-term debt is subject to the conditions of subsection (5) of section 46 of the MFMA as set out below:
- ➔ the existing long-term debt was lawfully incurred;
  - ➔ the re-financing does not extend the term of the debt beyond the useful life of the property, plant or equipment for which the money was originally borrowed;
  - ➔ the net present value of projected future payments (including principal and interest payments) after re-financing is less than the net present value of projected future payments before re-financing; and
  - ➔ the discount rate used in projecting net present value referred to in paragraph (c), and any assumptions in connection with the calculations, must be reasonable and in accordance with criteria set out in a framework that may be prescribed.

## **6. Banking**

### **6.1 The primary bank account**

- 6.1.1 In terms of section 7(1) of the MFMA, the municipality must open and maintain at least one bank account in its name. All money received by the municipality must promptly be paid into its bank account or accounts. The municipality may not open a bank account abroad, with an institution that is not registered as a bank in terms of the Banks Act 94 of 1990, or otherwise than in the name of the municipality.

- 6.1.2 The municipality must have a primary bank account. If the municipality only has one bank account, that account is its primary bank account. However, if the municipality has more than one bank account, it must designate one of its bank accounts as the primary bank account.
- 6.1.3 The Municipal Manager must submit to the National Treasury, Provincial Treasury and the Auditor-General, in writing, the name of the bank where the primary bank account of the municipality is held and the type and number of the account.
- 6.1.4 If the municipality decides to change its primary bank account, it may do so only after the Municipal Manager has informed the National Treasury, Provincial Treasury and the Auditor-General, in writing, at least 30 days before effecting the change.
- 6.1.5 The following monies must be deposited into the municipality's primary bank account:
- i. All allocations to the municipality, including those made to it for transmission to an external service-delivery mechanism assisting the municipality in the performance of its functions;
  - ii. All income received by the municipality on its investments;
  - iii. All income received by the municipality in connection with its interest in any municipal entity, including dividends;
  - iv. All money collected by an external-delivery mechanism on behalf of the municipality and
  - v. Any other monies as the Minister of Finance may prescribe by regulation.
- 6.1.6 The transfer of an allocation of money by another organ of state in the national, provincial or local sphere of government to the municipality must be made through the municipality's primary bank account.

## **6.2 Administration**

- 6.2.1 Section 9 of the MFMA requires that the Municipal Manager must submit to the Provincial Treasury and the Auditor-General, in writing, at least 90 days after the municipality has opened a new bank account, the name of the bank where the account has been opened, and the type and number of the account.

- 6.2.2 Annually before the start of a financial year, the name of each bank where the municipality holds a bank account, and the type and number of each account must be submitted, in writing, to the Provincial Treasury and the Auditor-General.
- 6.2.3 The Municipal Manager must administer all the municipality's bank accounts and is accountable to the Council for the municipality's bank accounts, but may delegate these duties to the Chief Financial Officer.

### **6.3 Withdrawal of funds**

- 6.3.1 In terms of section 11(1) of the MFMA, only the Municipal Manager, the Chief Financial Officer or another senior financial official acting on written authority from the Municipal Manager, may withdraw money or authorise the withdrawal of money from any of the municipality's bank accounts.
- 6.3.2 Money may be withdrawn from the municipality's bank accounts only:
  - i. To defray expenditure appropriated in terms of an approved budget;
  - ii. To defray expenditure authorised by the MEC for finance if the municipality has failed to approve a budget before the end of the financial year, until a budget is approved;
  - iii. To defray unforeseeable and unavoidable expenses for which no provision has been made in the budget that was authorised by the councillor responsible for financial matters in emergency or other exceptional circumstances;
  - iv. In the case of a bank account opened for the purpose of a relief, charitable or trust fund established by the Council, to make payments from the account for the purpose for which the fund was established;
  - v. To pay over to a person or organ of state money received on behalf of that person or organ of state, including money collected by the municipality on behalf of that person or organ of state by agreement or any insurance or other payments received by the municipality for that person or organ of state;
  - vi. To refund money incorrectly paid into a bank account;

- vii. To refund guarantees, sureties and security deposits;
- viii. For cash management and investment purposes in accordance with this policy;
- ix. To defray increased expenditure in terms of section 31 of the MFMA; and
- x. For such other purposes as may be described, including emergency purposes, as may be prescribed by regulation, instruction or guidelines issued by the National Treasury.

6.3.3 The Municipal Manager may not authorise any official other than the Chief Financial Officer to withdraw money or to authorise the withdrawal of money from the municipality's primary bank account if the municipality's primary bank account is separate from its other bank accounts.

6.3.4 The Municipal Manager must, within 30 days after the end of each quarter, table a consolidated report of all withdrawals made in terms of paragraph 6.3.2 (ii) to (x) during that quarter to Council and submit a copy of the report to the Provincial Treasury and the Auditor-General.

#### **6.4 Relief, Charitable and Trust Funds**

6.4.1 In terms of section 12 of the MFMA, no political structure or office-bearer of a municipality may set up a relief, charitable, trust or other fund of whatever description except in the name of the municipality. Only the municipal manager may be the Accounting Officer of any such fund.

6.4.2 A municipality may in terms of section 7 of the MFMA open a separate bank account in the name of the municipality for the purpose of a relief, charitable, trust or other fund.

6.4.3 Money received by the municipality for the purpose of a relief, charitable, trust or other fund must be paid into a bank account of the municipality, or if a separate bank account has been opened in terms of 6.4.2 above, into that account.

6.4.4 Money in a separate account opened, in terms of 6.4.2 above, may be withdrawn from the account without appropriation in terms of an approved budget, but only:

- i. by or on the written authority of the accounting officer acting in accordance with decisions of the municipal council; and

- ii. for the purposes for which, and subject to any conditions on which, the fund was established or the money in the fund was donated.

## **6.5 Banking Arrangements**

- 6.5.1 The Municipal Manager is responsible and accountable for the management of the municipality's bank account(s). The Municipal Manager may delegate such functions, duties and powers in relation to the management of the municipality's bank account(s) as may be necessary for the effective and efficient administration thereof.
- 6.5.2 The Municipal Manager may sign any document, relating to the management of the municipality's bank account(s), provided that under no circumstances shall only one person sign a cheque of the municipality.
- 6.5.3 The Chief Financial Officer will identify from time to time employees who can sign cheques on behalf of the municipality. A minimum of two employees must sign cheques.
- 6.5.4 In compliance with the requirements of good governance, the Municipal Manager may request to open a separate bank account for:
  - i. Ordinary operating purposes;
  - ii. The external finance fund;
  - iii. The asset financing fund;
  - iv. Capital receipts in the form of grants, donations or contributions from whatever source; and
  - v. Any other reserves as per Funding and Reserves Policy.
- 6.5.5 In determining the number of accounts to be maintained, the Municipal Manager, in consultation with the Chief Financial Officer, shall consider the following:
  - i. The likely number of transactions affecting each of the accounts referred to;
  - ii. The cost of maintaining more than one bank account;

iii. The capacity of the Directorate: Financial Services to perform the accounting functions relevant to bank accounts.

6.5.6 Unless there are compelling reasons to do otherwise and the Council expressly so directs, the Municipality's bank accounts shall be maintained with the same banking institution to ensure the pooling of balances for purposes of determining the interest payable to the municipality on any credit balance.

6.5.7 The Municipal Manager shall invite bids for the placing of the municipality's bank accounts in accordance with the Supply Chain Management Policy. Any new banking arrangements shall take effect from the first day of the financial year ensuing after the bid has been awarded. However, the Municipal Manager may invite such tenders at any earlier stage, if he/she, after consultation with the Chief Financial Officer, is of the opinion that the services offered by the municipality's current banking institution(s) are materially defective or not cost-effective.

## **6.6 Collection and Banking of Revenue**

6.6.1 The Municipal Manager must implement and enforce the municipality's credit control and debt collection policy and by-laws and establish effective administrative mechanisms, processes and procedures to collect money that is due to the municipality. All monies due to the municipality must be collected as soon as possible, either before or on the due date.

6.6.2 The Directorate: Financial Services must receive all payments. No cash payment may be accepted unless an official receipt can be issued immediately.

6.6.3 The Chief Financial Officer must ensure that all monies received by any department other than the Directorate: Financial Services are regularly paid to his/her department, or alternatively, deposited into the bank account of the municipality designated by the Chief Financial Officer.

6.6.4 All monies received must be deposited in the municipality's bank account(s) not later than the first working day after its receipt.

6.6.5 In respect of monies received at smaller cashiers offices of the municipality (i.e. where receipts are small amounts), the Municipal Manager:

i. Shall make appropriate arrangements to ensure that all monies received are deposited into the municipality's bank account, as



designated by the Chief Financial Officer, as often as practicably possible, or alternatively, the risk of keeping cash on the premises should be adequately addressed;

6.6.6 Every departmental head must, without delay, notify the Chief Financial Officer in writing of any monies due to the municipality and the reasons why such monies are owed must be explained in such notification. All amounts owing to the municipality must be levied by way of a debit in the applicable debtors system.

6.6.7 The Chief Financial Officer shall ensure that:

- i. All revenues are properly accounted for; and
- ii. The municipality's accounting system recognises revenue when it is earned and accounts for debtors and receipts of revenue.

## **6.7 Permissible Methods of Payment**

6.7.1 A debtor may settle his/her debt with the municipality by:

- i. Cash payment or payment by cheque at a pay point of the municipality;
- ii. Posting of a cheque by prepaid ordinary post to the municipality or postal orders;
- iii. Stop-order in favour of the municipality against his/her bank account; or
- iv. Direct deposit or EFT into the municipality's bank account; or
- v. Credit or Debit Card

6.7.2 In order to reduce the risk of theft and fraud, the Chief Financial Officer shall encourage debtors to effect payment by any method in paragraph 6.7.1 (iv) and (v).

6.7.3 A debtor who settles his/her debt to the municipality using a payment option other than that stipulated in paragraph 6.7.1 (i) shall ensure that his/her account number with the municipality is clearly indicated on any deposit slip or other confirmation of payment issued.

## **6.8 Receipts**

- 6.8.1 The receipt of all monies must immediately be recorded by means of a pre-numbered / system generated official receipt.
- 6.8.2 No alterations shall be made to a receipt or other form of acknowledgement of payment.
- 6.8.3 Any error that appears on a receipt must be corrected by issuing a new receipt and the cancellation of the erroneous one.
- 6.8.4 Every cancelled receipt must be returned to its proper place in the receipt book, or in the absence of a receipt book, file according to the instructions of the Chief Financial Officer.
- 6.8.5 Any cash surplus found at any time must immediately be declared, a receipt issued for the amount of such surplus and deposited without delay into the municipality's bank account.
- 6.8.6 Any cash deficits must immediately be reported and made good in accordance with the instructions of the Chief Financial Officer.

## **6.9 Security of cash at pay points**

- 6.9.1 The municipal manager shall:
  - i. Regularly, in co-operation with the Chief Financial Officer and the Internal Auditor, assess the impact and likelihood of loss to monies received due to theft, robbery or fraud or its destruction; and
  - ii. Implement such measures as may be necessary to reduce the risk of loss through theft, robbery or fraud or its destruction.
- 6.9.2 Nobody shall instruct or permit an employee who is responsible for receiving payments made to the municipality not to comply with any security measures or procedures prescribed by the Municipal Manager in terms of paragraph 6.9.1 (ii).
- 6.9.3 Whenever loss or destruction of monies received occurs, the Chief Financial Officer shall report the loss to the Internal Auditor who shall:
  - i. As soon as practicable after he/she became aware of the matter:

- ➔ Investigate circumstances of the loss or destruction; and
- ➔ Determine the amount of the loss or damage the municipality suffered;
- ii. Take appropriate to:
  - ➔ Recover any loss the municipality may have suffered; and
  - ➔ Prevent a recurrence of the event; and
- iii. In appropriate cases:
  - ➔ Institute disciplinary action; and
  - ➔ Report the matter to the South African Police Services.

6.9.4 An employee who fails or refuses to implement or to comply with any security measures and procedures prescribed by the Municipal Manager in terms of paragraph 6.9.1 (ii) shall be guilty of disciplinary offence. In any disciplinary enquiry pursuant to paragraph 6.9.3 (iii) it shall not be a defence for an employee or a councillor if it is found that he/she did not comply with any security measures or procedures prescribed by the Municipal Manager.

#### **6.10 Unclaimed Deposits**

All unclaimed deposits are initially recognised as a liability until 36 months expires, when all unclaimed deposits into the Municipality's bank account will be treated as revenue.

### **7. Investments**

#### **7.1 General**

- 7.1.1 Council may only invest surplus funds with deposit taking institutions registered in terms of the Banks Act 94 of 1990, for terms not exceeding one year in anticipation of cash flow expectations. From time to time, with prior Council approval, investments can exceed one year and be made at other institutions/instruments as approved in the National Treasury regulations.
- 7.1.2 The way in which surplus funds and other monies of the Municipality can be invested is controlled in terms of section 13 of the MFMA.

- 7.1.3 Council will only make investments with approved institutions which have an A rating.

## **7.2 Cash Flow Estimates**

- 7.2.1 Before any money can be invested, the Municipal Manager, in consultation with the Chief Financial Officer, has to determine whether there will be surplus funds available. The term of investment should also be investigated to ensure that surplus cash would be invested for the period it is not required.
- 7.2.2 Prior to making investments other than for short-term investments, it is essential that cash-flow estimates be compiled monthly for at least the forthcoming twelve months.
- 7.2.3 When compiling cash-flow estimates on a monthly basis, it is essential that the Municipal Manager / Chief Financial Officer are aware of all expected cash-flow and when it is to take place. The timing with regard to cash outflows should be determined as far as possible by reference to both the operational and the capital budgets.

## **7.3 Investment Ethics**

- 7.3.1 In dealing with financial institutions, the following ethical principles must be observed:
- i. Under no circumstances may inducements to invest be accepted;
  - ii. Interest rates quoted by one institution must not be disclosed to another institution;
  - iii. The business ethics of any controlling body of which the relevant financial institution is a member must be observed by such institution or body at all times.

## **7.4 Investment Principles**

The following guiding principles are to be adhered to in order to facilitate the administration of Council's investment portfolio.

### **7.4.1 Limit Exposure to a Single Institution:**

- i. Investment of funds, where this involves large amounts, should preferably be distributed over more than one institution in order to limit Council's risk exposure.

7.4.2 Risk and Return:

- i. As a general principle, it must be accepted that the greater the return, the greater the risk.

7.4.3 Borrowing for Re-Investment:

- i. Council should refrain from borrowing monies for the purpose of re-investment, as this is tantamount to speculation with public funds.

7.4.4 Nominee Accounts:

- i. All moneys shall be invested directly with the relevant institutions. On no account may moneys be placed in a nominee account.

**7.5 General Investment Practice**

7.5.1 General

- i. Prior to an investment being made at least three written quotations must be obtained from financial institutions for various forms of investment, investment terms and rates of interest. Acceptance of the above must be governed in order of priority by:
  - ➔ Preservation and safety of principal;
  - ➔ Liquidity;
  - ➔ Yield;
  - ➔ Where appropriate, match dates of repayment of maturing loans.
- ii. Institutions should be advised that, in submitting quotations, they must offer their best rates of interest and that no further negotiation or discussion will be entered into with them after they have submitted their quotation.

7.5.2 Payment of Commission:

- i. A certificate shall be issued in respect of each and every investment made by the financial institution receiving the investment and no payment of any commission or payment in kind will be made to any party in respect of the investment so made.

7.5.3 Internal Investments:

- i. Before planning to invest funds externally, consideration must be given to whether the funds may be utilised at an equivalent rate to substitute external borrowing as there is normally a margin between the rate at which Council may borrow funds and the rate at which investments may be made over similar periods.

7.5.4 Cash at Bank:

- i. When funds are held in a current account, it is a good business practice to operate a call account. The overriding principle is that funds in the current account are to be kept at an absolute minimum.

7.5.5 Credit Worthiness:

- i. Prior to investing in smaller registered financial institutions, the Investment Committee must ensure that the Council is not over-exposed and should satisfy itself as to the credit-worthiness and previous track record of the institution before placing funds.

7.5.6 Control over Investments:

- i. A proper record must be maintained of all investments made indicating at least the institution, fund, interest rate, maturing date and purpose of investment.
- ii. The Chief Financial Officer must retain all quotations received for record and audit purposes.
- iii. Interest must be correctly calculated, received and recorded timeously.
- iv. All investment certificates are to be kept in a securities file which shall be safeguarded in a fire proof safe.
- v. In respect of grant funds, a separate file must be kept of the letter of grant and other pertinent information. Regular reports must be submitted to all grant agencies.
- vi. The Chief Financial Officer must compile and will be responsible for the maintenance of an Investment Register complying with audit requirements.

7.5.7 Reporting

- vii. The Chief Financial Officer should every months submit a report to the Council on the Council's investment portfolio, as in the format prescribed by National Treasury.

**8. INVESTMENT DIVERSIFICATION**

8.7.1 Without limiting the Accounting Officer to any specific amount or percentage of investments, it is hereby established that investments made by the municipality should be diversified as much as possible between different institutions, maturity dates and types, but nothing prevents the Accounting Officer from investing more cash with an institution than by another institution with due regards to the standard of care and objectives set in this policy. Not more than 50% of the total investments should be invested with one institution.

8.7.2 Having determined that funds are available for investment and the maximum period for which the funds may be invested, the Chief Financial Officer (CFO) (or his delegated nominee in the treasury and budget section) needs to consider the manner in which the investments are placed. As rates can vary according to the money market perception related to the term of the investment, there is merit in obtaining quotes for periods within the maximum determined.

**BERGRIVIER MUNISIPALITEIT**

**KREDIETBEHEER &  
SKULDINVORDERINGSBELEID**





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## INLEIDING

Ingevolge artikel 96 van die Wet op Plaaslike Regering: Munisipale Stelsels, 2000 moet ‘n Munisipaliteit –

- alle gelde invorder wat aan hom verskuldig en betaalbaar is, behoudens die bepalings van die Wet en enige ander toepaslike wetgewing; en
- vir dié doel, ‘n kredietbeheer- en skuldinvorderingsbeleid aanneem, in standhou en implementeer wat nie strydig is nie met sy eiendomsbelastingbeleid en sy tariefbeleid en wat aan die bepalings van die Wet voldoen.

Ten einde uitvoering te gee aan die voorafgaande bepalings van die Wet het die raad van die Munisipaliteit Bergrivier ‘n kredietbeheer- en skuldinvorderingsbeleid, soos hierna uiteengesit, aanvaar.

## HOOFSTUK 1

### WOORDOMSKRYWING

1. Vir die doeleindes van hierdie beleidsdokument het enige woord of uitdrukking waaraan ‘n bepaalde betekenis geheg is in die Wet, dieselfde betekenis, tensy uit die samehang anders blyk, en beteken -

**“agterstallige bedrae”** enige bedrag verskuldig en betaalbaar aan die Munisipaliteit wat nie voor of op die datum van betaling betaal is nie;

**“Direkteur: Finansiële Dienste”** ‘n persoon wat deur die raad in dié hoedanigheid aangestel is om die raad se finansies te administreer en sluit enige persoon in –

(1) wat in sodanige pos waarneem;

(2) aan wie die Direkteur: Finansiële Dienste ‘n bevoegdheid, funksie of verpligting gedelegeer het ten opsigte van sodanige gedelegeerde bevoegdheid, funksie of verpligting;

**“datum van betaling”** soos omskryf in paragraaf 6 hiervan ten opsigte van die onderskeie gelde, tariewe en belasting betaalbaar aan die Munisipaliteit;

**“eienaar”** met betrekking tot onroerende goed--

(1) die persoon by wie die regstitel daarvan berus;

(2) in die geval waar die persoon by wie die regstitel daarvan berus, insolvent of oorlede is, of aan enige vorm van wetlike diskwalifikasie onderhewig is, dié persoon in wie die administrasie of beheer van sodanige onroerende goed berus as kurator, trustee, eksekuteur, administrateur, geregtelike bestuurder, likwidateur of enige ander wetlike verteenwoordiger;

- (3) in enige geval waar die raad nie in staat is om die identiteit van so 'n persoon te bepaal nie, 'n persoon wat geregtig is op die voordelige gebruik van sodanige onroerende goed;
- (4) in die geval van onroerende goed waarvoor 'n huurooreenkoms van 30 jaar of langer aangegaan is, die huurder daarvan;
- (5) met betrekking tot –
  - (i) 'n gedeelte grond afgebaken op 'n deeltitelplan en wat geregistreer is ingevolge die Wet op Deeltitels, 1986 (Wet No. 95 van 1986), die ontwikkelaar of die bestuursliggaam ten opsigte van die gemeenskaplike eiendom;
  - (ii) 'n gedeelte grond soos gedefinieer in dié Wet, die persoon in wie se naam dié gedeelte geregistreer is ingevolge 'n deeltitelakte, insluitende die wettige aangestelde verteenwoordiger van sodanige persoon;
- (6) enige regspersoon insluitende, maar nie beperk tot:
  - (i) 'n maatskappy geregistreer ingevolge die Wet op Maatskappye, 1973 (Wet No 61 van 1973), 'n trust *inter vivos*, trust *mortis causa*, 'n beslote korporasie geregistreer ingevolge die Wet op Beslote Korporasies, 1984 (Wet No 69 van 1984), en 'n vrywillige assosiasie;
  - (ii) enige staatsdepartement;
  - (iii) enige raad of bestuursliggaam ingestel ingevolge enige wetgewing van toepassing in die Republiek van Suid-Afrika; en
  - (iv) enige ambassade of ander buitelandse entiteit;

**“hulpbehoewende huishouding”** 'n huishouding wat as sulks by die Munisipaliteit geregistreer is en wat –

- (1) aan die kwalifikasie vereistes soos bepaal in paragraaf 21 hiervan, voldoen;  
en
- (2) 'n perseel binne die regsgebied van die Munisipaliteit okkupeer;

**“Munisipale Bestuurder”** die persoon wat deur die raad in dié hoedanigheid aangestel is ingevolge artikel 82 van die Wet op Plaaslike Regering: Munisipale Strukture Wet No 117 van 1998 en sluit enige persoon in –

- (1) wat in sodanige pos waarneem;
- (2) aan wie die Munisipale Bestuurder 'n bevoegdheid, funksie of verpligting gedelegeer het ten opsigte van sodanige gedelegeerde bevoegdheid, funksie of verpligting;

**“munisipale dienste”** die voorsiening van water, die voorsiening van elektrisiteit, die verwydering van huisvuilis, die wegdoen van rioolvuil of enige een of kombinasie van dié dienste;

**“Munisipaliteit”** die Munisipaliteit Bergrivier

**“perseel”** enige gedeelte grond, geleë binne die regsgebied van die munisipaliteit, waarvan die buite grense afgebaken is op:

- (1) ‘n algemene plan of diagram wat geregistreer is ingevolge die Opmetingswet, 1927 (Wet no 9 van 1927) of die Registrasie van Aktes Wet, 1937 (Wet no 47 van 1937) of;
- (2) ‘n deeltitelplan geregistreer ingevolge die Wet op Deeltitels, 1986 (Wet no 95 van 1986);

**“raad”** die munisipale raad van die Munisipaliteit Bergrivier

**“rekening”** sluit in-

- (1) heffings, bobelasting of dienstegelde ten opsigte van die volgende dienste:
  - elektrisiteitsverbruik;
  - waterverbruik;
  - vullisverwydering;
  - riool dienste;
- (2) eiendomsbelasting;
- (3) huurgeld;
- (4) lenings paaieimente;
- (5) rente op agterstallige bedrae;
- (6) enige ander heffings en gelde wat regtens aan die Munisipaliteit verskuldig is;

en het die **“munisipale rekening”** ‘n ooreenstemmende betekenis;

**“standaard rentekoers”** ‘n rentekoers wat een persent hoër is as die rentekoers wat die Munisipaliteit aan sy bank moet betaal ten opsigte van ‘n oortrekking;

**“Wet”** die Wet op Plaaslike Regering: Munisipale Stelsels, 2000 (Wet 32 van 2000) soos van tyd tot tyd gewysig;

## HOOFSTUK 2

### KLIËNTESORG EN – BESTUUR

#### **2.1 KOMMUNIKASIE EN DIE OORDRA VAN INLIGTING**

2.1.1 Ten einde uitvoering aan die bepalings van artikel 95(a), (b) en (c) van die Wet te gee, sal die Munisipaliteit alles binne sy vermoë doen om –

- ‘n kliëntediensforum daar te stel waar verteenwoordigers van die gemeenskap en lede van die raad mekaar kan ontmoet;
- wyksvergaderings te hou waar verteenwoordigers van die Munisipaliteit en ander diensverskaffers met wykslede en hul wyksraadslid kan beraadslaag;
- sorg te dra dat gebruikers van munisipale dienste en/of enige ander diens, belastingbetalers en inwoners in die algemeen, behoorlik ingelig word met betrekking tot dienslewering en in besonder die koste van verskaffing van dienste.

Om dié oogmerke te bereik -

- sal daar, onder meer, gedurende die begrotingsproses openbare vergaderings belê word waarby politieke partye, belastingbetalers- en inwonersverenigings, gemeenskapsorganisasies, sakekamers, die publiek in die algemeen en enige ander belanghebbende partye betrek sal word en waartydens begrotingsprioriteite, -beginsels en –raamwerke ontleed en bespreek sal word;
- sal daar van tyd tot tyd behoefte-identifisering werkswinkels in wyke gehou word met die doel om-
  - (1) die behoeftes in die wyke wat wettiglik die verantwoordelikheid van die Munisipaliteit is, te identifiseer;
  - (2) die gemeenskap by die prioritisering van sodanige behoeftes te betrek;
  - (3) die gemeenskap te betrek by die Munisipaliteit se beplanning van projekte en wat die Munisipaliteit doen en wat ander regeringsvlakke doen; en
  - (4) gemeenskappe in te lig wat die vlakke van betaling en nie-betaling in so ‘n wyk is ten opsigte van Munisipale dienste, belastings en ander gelde verskuldig aan die Munisipaliteit en om strategieë in dié verband te bepaal.
- sal daar nadat die konsepbegroting opgestel is, verdere openbare vergaderings gehou word om die implementering van tariewe en die wyse waarop die begroting aangewend sal word, bespreek word;
- sal wyksraadslede aangemoedig word om gereelde wyksvergaderings te hou waar, onder meer, in besonder aandag verleen sal word aan klantesorg- en skuld-kwessies.

### 2.1.2 Ander metodes van kommunikasie sal insluit-

- die gebruik van munisipale rekeninge as 'n hoogs effektiewe metode van kommunikasie om allerhande soort inligting oor te dra;
- die verspreiding van 'n kwartaallikse nuusbrieff waarin prominensie verleen sal word aan klantesorg- en skuldkwessies;
- aanmoediging van die openbare pers om prominensie te verleen aan die Munisipaliteit se klantesorg- en skuldkwessies en om die pers aan te moedig om raadsvergaderings by te woon waar hierdie kwessies bespreek word.
- Elektroniese diens kan gebruik word om inligting aan verbruikers deur te gee

## 2.2 METING VAN MUNISIPALE DIENSTE

2.2.1 Die Munisipaliteit sal op 'n deurlopende grondslag sorg dat elektriese energie en water wat aan verbruikers voorsien word, deur middel van akkurate en verifieerbare metingstelsels gemeet word soos en wanneer hierdie dienste gelewer word.

2.2.2 Meters sal sover as wat moontlik is, met tussenposes van een maand gelees word.

2.2.3 Indien 'n perseel waarop metertoerusting geïnstalleer is, gesluit is, of vir welke rede ook al ontoeganklik is vir die beampte wat verantwoordelik daarvoor is om die meters te lees, sal die Munisipaliteit geregtig wees om 'n rekening gebaseer op die geskatte gebruik, soos deur die Direkteur: Finansiële Dienste geskat, aan die verbruiker te lewer. Wanneer 'n meter vir meer as vier (4) keer binne 'n periode van 12 maande nie toeganklik is nie, mag die Munisipaliteit die metertoerusting op koste van die verbruiker geskuif word om toeganklik te wees.

2.2.4 Waar 'n meter geïnstalleer is, word beskou dat 'n persoon van die elektriese energie of die hoeveelheid water voorsien is wat deur die meter geregistreer word; met dien verstande dat vir die tydperk wat 'n meter buite werking is, die elektriese energie of die water gelewer aan so 'n persoon bereken sal word op die grondslag van die gemiddelde hoeveelheid wat onafgebroke gelewer is vir die drie maande wat die voormelde tydperk voorafgaan.

2.2.5 Waar 'n verbruiker vir 'n geskatte verbruik ooreenkomstig paragraaf 2.2.3 aangeslaan word, moet die verskil tussen werklike verbruik en die geskatte verbruik verreken word sodra 'n gemeterde lesing verkry is.

2.2.6 Indien 'n verbruiker verlang dat 'n spesiale meterlesing geneem word, kan so 'n lesing verkry word teen betaling van 'n voorgeskrewe tarief.

## 2.3 MUNISIPALE REKENINGE

Die Munisipaliteit sal sover as wat dit moontlik is, verseker dat 'n persoon wat aanspreeklik is vir betaling van munisipale dienste en eiendomsbelasting, akkurate

rekenings op 'n maandelikse grondslag kry, waarop die volgende besonderhede aangedui word:

- alle bedrae uitstaande en die balanse oorgedra;
- bedrae verskuldig;
- totale bedrag betaalbaar;
- meterlesing.

## **2.4 NAVRAE, APPÈLLE EN DIENSKLAGTES**

2.4.1 Indien 'n persoon oortuig is dat sy of haar rekening vir munisipale dienste onakkuraat is, kan hy of sy 'n versoek aan die Munisipaliteit rig om sodanige rekening te hersien.

2.4.2 Geldige redes moet aangevoer waarom verbruiker dink rekening is onakkuraat

2.4.3 Betaling van toetsfooi vir meter apparaat moet gemaak word alvorens daar enige verdere stappe geneem kan word (Waar die metingsapparaat in twyfel getrek word)

2.4.4 In die tussentyd moet die persoon 'n bedrag betaal wat gelyk is aan die gemiddelde verbruik vir die voorafgaande drie maande, waar die geskiedenis van sodanige rekening beskikbaar is. Waar geen sodanige geskiedenis beskikbaar is nie, moet die betrokke persoon 'n geskatte bedrag, soos deur die Direkteur: Finansiële Dienste bepaal, voor die betaaldatum betaal en totdat die aangeleentheid opgelos is.

2.4.5 Die betrokke afdeling in die Munisipaliteit moet binne een maand vanaf datum van ontvangs van so 'n versoek, die aangeleentheid ondersoek en die betrokke persoon van die uitslag van so 'n ondersoek verwittig.

2.4.6 Versuim om voor of op datum van betaling die bedrag soos by paragraaf 2.4.4 bepaal te vereffen, stel so 'n persoon daaraan bloot dat sy elektrisiteit- en/of watervoorsiening afgesluit sal word.

2.4.7 'n Persoon mag appèl aanteken teen die bevinding van die Munisipaliteit waarna in paragraaf 2.4.5 verwys word.

2.4.8 'n Appèl ingevolge paragraaf 2.4.7 moet gemaak en aan die Munisipale Bestuurder besorg word binne 21 dae nadat die appellant bewus geword het van die bevinding waarna in paragraaf 2.4.5 verwys word en moet –

- (1) die redes uiteensit vir die appèl, en
- (2) indien toepaslik die gelde insluit wat deur die Munisipaliteit vasgestel is vir die toets van 'n meettoestel.

## **2.5 BETAALFASILITEITE**

2.5.1 Die Munisipaliteit sal strategies geleë toeganklike betaalkantore en kassiers-betaalpunte regoor sy regsgebied voorsien en in stand hou in aggenome die beskikbaarheid van publieke vervoer asook konsentrasie van verbruikers en afstand vanaf naaste betaalpunt en kostes daaraan verbonde.

- 2.5.2 Die Munisipaliteit kan enige alternatiewe metodes van betaling ondersoek en implementeer om betalings meer toeganklik te maak vir die publiek
- 2.5.3 Waar gebruik gemaak word van alternatiewe betaalfasiliteite, rus die onus op die persoon wat van sodanige fasiliteite gebruik maak om bewys van betaling te lewer en aanvaar die Munisipaliteit nie aanspreeklikheid vir nie-ontvangs van sodanige betalings of vir foutiewe toewysings indien sodanige foutiewe toewysings te wyte is aan die nalate van sodanige persoon.
- 2.5.4 Die munisipaliteit erken betalings (elektroniese oorplasing/direkte deposito's) wanneer dit verskyn op die Raad se bankrekening voor/op die betaaldatum.
- 2.5.5 Waar betaling van gelde verskuldig by wyse van 'n direkte deposito op die Munisipaliteit se goedgekeurde bankrekening gedoen word, rus die onus op die skuldenaar om die Munisipaliteit nie later nie as die datum van betaling van sodanige gelde soos beoog by paragraaf 6.2 hiervan skriftelik of per faksimilee van sodanige deposito te verwittig.

## 2.6 TOEWYSING VAN INKOMSTE

Ooreenkomstig artikel 102 van die Wet mag 'n Munisipaliteit-

- Alle dienste op 'n munisipale rekening konsolideer, en dienste staak waar enige diens op die rekening uitstaande is;
- enige afsonderlike rekenings van persone wat vir betalings aan die Munisipaliteit aanspreeklik is, konsolideer; en
- 'n betaling deur so 'n persoon krediteer teen enige rekening van daardie persoon.

Betalings wat deur die Munisipaliteit ontvang word, sal derhalwe in die volgende orde van voorkeur toegewys word:-

- (1) rente op agterstallige bedrae;
- (2) betalings wat ingevolge 'n ooreenkoms aan die Munisipaliteit in maandelikse paaielemente afbetaal word;
- (3) rioolgelde;
- (4) huurgelde ten opsigte van behuising en ander hure ;
- (5) leningterugbetalings;
- (6) diverse gelde en heffings;
- (7) vullisverwyderingsgelde;
- (8) water;
- (9) elektrisiteit;
- (10) beskikbaarheidsgelde;
- (11) eiendomsbelasting.



## HOOFSTRUK 3

### KREDIETBEHEER- EN SKULDINVORDERINGSMAATREËLS

#### **3. AANSOEK VIR MUNISIPALE DIENSTE**

- 3.1 Niemand sal geregtig wees op toegang tot Munisipale dienste of mag Munisipale dienste gebruik of daarvan gebruik maak nie, tensy aansoek op 'n voorgeskrewe vorm gedoen is en die Munisipaliteit sodanige aansoek goedgekeur het nie.
- 3.2 Indien munisipale dienste, by die inwerkingstelling van hierdie beleid of te enige ander tyd, voorsien word terwyl geen geskrewe ooreenkoms vir die voorsiening daarvan bestaan nie, sal dit geag word dat –
- (1) 'n ooreenkoms ooreenkomstig die bepalings van paragraaf 3.6 wel bestaan; en
  - (2) die standaard of vlak van diens wat aldus gelewer word die standaard of vlak van diens te wees wat die verbruiker of die persoon wat daarvan gebruik maak, verkies;
- tot tyd en wyl die Munisipaliteit en die betrokke persoon 'n ooreenkoms soos beoog by paragraaf 3.1 aangegaan het.
- 3.3 Die Munisipaliteit moet by ontvangs van 'n aansoek vir die voorsiening van munisipale dienste, die betrokke aansoeker in kennis stel van die verskillende vlakke of standaarde van dienste en die toepaslike tariewe en/of gelde betaalbaar ten opsigte van elke vlak van diens.
- 3.4 Die Munisipaliteit sal slegs verplig wees om 'n spesifieke vlak van 'n munisipale diens wat versoek word, te voorsien indien dit reeds in normale loop van sake deur die Munisipaliteit gelewer word en dan slegs indien die Munisipaliteit oor die middele en die kapasiteit beskik om sodanige vlak van 'n diens te voorsien.
- 3.5 'n Persoon mag te enige tyd aansoek doen om die vlak van 'n Munisipale diens, waartoe oorspronklik by ooreenkoms ooreengekom is, te verander, met dien verstande dat die vlak van diens wat versoek word, beskikbaar is en dat die koste en uitgawe verbonde aan die verandering van die vlak van sodanige diens deur die aansoeker betaal word.
- 3.6 Die aansoekvorm waarna in paragraaf 3.1 verwys word, behoorlik voltooi en onderteken deur die aansoeker en die Munisipaliteit se goedkeuring daarvan sal 'n bindende ooreenkoms tussen die Munisipaliteit en sodanige aansoeker uitmaak en sal in werking tree op die datum aangedui op sodanige vorm.
- 3.7 By voltooiing van 'n aansoekvorm vir munisipale dienste, sal die Munisipaliteit seker maak dat die dokument en die proses van interaksie met die eienaar, verbruiker of enige ander persoon wat aldus aansoek doen, deur sodanige persoon verstaan word en sal hy of sy bewus gemaak word van die opsie om as hulpbehoewende huishouding te registreer.

3.8 In die geval van 'n ongeletterde of 'n dienooreenkomstig gestremde persoon, sal die Munisipaliteit die nodige stappe neem om seker te maak dat die persoon bewus is van en die inhoud van 'n aansoekvorm begryp en dat hy of sy bygestaan word met die voltooiing daarvan.

3.9 Indien die Munisipaliteit –

- (1) 'n aansoek vir die voorsiening van munisipale dienste of 'n spesifieke diens of vlak van 'n diens, weier;
- (2) nie in 'n posisie is om sodanige munisipale diens of vlak van 'n diens op die datum waarop dit versoek word, te lewer nie;
- (3) nie in 'n posisie is om hoegenaamd sodanige munisipale diens of vlak van 'n diens te lewer nie;

sal die Munisipaliteit binne 'n redelike tyd, die aansoeker verwittig van sodanige weiering of onvermoë om die diens te lewer, die redes daarvoor en indien van toepassing wanneer die Munisipaliteit in 'n posisie sal wees om sodanige munisipale diens of 'n spesifieke diens of vlak van 'n diens, te lewer.

3.10 Indien 'n aansoeker 'n uitstaande bedrag het wat verskuldig en betaalbaar aan die munisipaliteit is, moet die agterstallige betaal word; of 'n ooreenkoms vir die betaling van agterstallige bedrag moet gesluit word met die munisipaliteit voordat 'n aansoek om dienste goedgekeur kan word.

3.11 Alle aansoeke vir bouplanne en grondgebruike sal slegs oorweeg word indien die aansoeker se munisipale dienste en eiendomsbelasting rekeninge op die genoemde eiendom te volle vereffen is.

Volledige munisipale rekeninge moet elke aansoek vergesel en moet afgeteken word deur die Direkteur: Finansiële Dienste of sy gevolmagtigde.

#### **4. AANSPREEKLIKHEID VIR BETALING VAN GELDE VERSKULDIG EN BETAALBAAR AAN DIE MUNISIPALITEIT**

4.1 Die persoon aanspreeklik vir die betaling van gelde verskuldig en betaalbaar aan die Munisipaliteit sal in die gevalle hierna vermeld, soos volg wees:

- (1) eiendomsbelasting – die geregistreerde eienaar van die perseel waarop dit betrekking het;
- (2) munisipale dienste – vanaf 1 Julie 2016 sal geen dienste rekening meer deur 'n huurder geopen kan word nie. Alle dienste heffings sal vir die rekening van die eienaar wees. Nieteenstaande bogenoemde kan die munisipaliteit steeds op eie diskresie dienskontrakte sluit met huurders. Aansoeke sal op meriete oorweeg word.
- (3) Huidige dienskontrakte met huurders sal voortgaan tot datum van diensbeëindiging, of eerste wanbetaling, watter ookal eerste plaasvind.

- (4) Met die sluit van die dienskontrak aanvaar die verbruiker enige koste wat gehef mag word wanneer die rekening laat betaal word, ingesluit rente.
- (5) die verbruiker of die persoon aan wie die diens gelewer is, met dien verstande dat indien die eienaar nie die verbruiker of die persoon is aan wie munisipale dienste gelewer is nie en die Munisipaliteit redelike stappe geneem het om bedrae verskuldig deur so 'n verbruiker of persoon te verhaal en sodanige bedrae nie kon verhaal nie, sal die eienaar van sodanige perseel aanspreeklik wees vir betaling van die bedrae verskuldig en betaalbaar deur so 'n verbruiker of persoon aan die Munisipaliteit, in terme van Artikel 118(1) van die Munisipale Stelsels Wet;
- (6) huurgeld ten opsigte van die verhuring van staatsgefinansierde behuising en ander munisipale eiendom – die persoon met wie die huurooreenkoms aangegaan is en ingeval geen huurooreenkoms aangegaan is nie, die persoon wat aansoek gedoen het om die verhuurde eiendom te huur, of indien geen sodanige persoon geïdentifiseer kan word nie, die hoof van die huishouding wat so 'n perseel okkupeer of enige ander persoon wat verantwoordelikheid aanvaar vir die betaling van huurgeld verskuldig, hetsy so 'n persoon die perseel okkupeer al dan nie;
- (7) terugbetaling van behuisingslenings – die persoon of persone met wie 'n leningsooreenkoms of skuldakte gesluit is;
- (8) enige ander dienste, die persoon aan wie sodanige dienste gelewer is.

4.2 Waar 'n maatskappy, trust, beslote korporasie of 'n bestuursliggaam ingevolge die Wet op Deeltitels, 1986 (Wet No 95 van 1986) –

- die eienaar is van onroerende eiendom en/of;
- die aansoeker ingevolge paragraaf 3.1 is vir die lewering van munisipale dienste en sodanige dienste inderdaad gelewer word of gelewer is;

sal die verpligting van sodanige entiteit vir betaling van eiendomsbelasting op onroerende eiendom en/of enige bedrae verskuldig ten opsigte van munisipale dienste, uitgebrei word na die direkteure, trustees of lede daarvan wie as sulks gesamentlik en afsonderlik aanspreeklik sal wees.

4.3 Waar 'n rekening nie ten volle vereffen word nie, sal enige mindere bedrag wat aangebied en deur die Munisipaliteit aanvaar word, nie geag word as volle en finale vereffening van sodanige rekening te wees nie, tensy die Munisipale Raad skriftelik die betaling van so 'n mindere bedrag aanvaar het as volle en finale vereffening van die betrokke rekening. Aansoeke sal op meriete hanteer word.

4.4 Die Munisipale Bestuurder het die reg om enige skuld van 'n huurder oor te plaas na die rekening van die eienaar van dieselfde eiendom, soos vervat in Art 118(3) van die Munisipale Stelsels Wet, Wet 32 van 2000.

- 4.5 Dit is die verantwoordelikheid van die verbruiker om sy korrekte kontakbesonderhede aan die munisipaliteit te verskaf en op datum te hou.
- 4.6 Die onus berus by die skuldenaar om 'n opgawe van sy of haar rekeninge te verkry sodat dit voor of op datum van betaling vereffen kan word.

## **5. STAKING VAN MUNISIPALE DIENSTE**

- 5.1 'n Verbruiker moet vooraf 'n skriftelike kennisgewing aan die munisipaliteit gee vir die beëindig van die ooreenkoms vir die voorsiening van munisipale dienste.
- 5.2 Dit is die verantwoordelikheid van die verbruiker om die munisipaliteit in kennis stel indien dienste nie meer vereis word as gevolg van die verkoop van eiendom of enige ander rede.
- 5.3 Versuim om te voldoen aan die bepalings van die bogenoemde paragraaf bly die verbruikers aanspreeklik vir alle dienste gehef en rente daarop van die datum waarop die perseel ontruim is tot die datum waarop die Raad bewus geword het van die ontruiming.
- 5.4 'n Verbruiker sal aanspreeklik wees vir alle agterstallige gelde wat betaalbaar is vir munisipale dienste gelewer voor die beëindiging van 'n ooreenkoms.

## **6 DATUM VAN BETALING VAN GELDE VERSKULDIG**

- 6.1 Eiendomsbelasting word verskuldig en betaalbaar soos uiteengesit in die Raad se Verordening op Eiendomsbelasting asook die Eiendomsbelastingbeleid deur die Raad aanvaar.
- 6.2 Gelde betaalbaar ten opsigte van munisipale dienste word verskuldig en betaalbaar op die datum wat as sulks aangedui word op die rekening wat elke maand ten opsigte van sodanige dienste gelewer word en moet sodanige **betaling gemaak word voor of op die laaste werksdag van elke maand.**
- 6.3 Betaling van huur- en/of leningspaaielemente verskuldig ten opsigte van staatsgefinansierde behuising en/of ander munisipale eiendom moet gemaak word op die datums en ooreenkomstig die bepalings vervat in die onderskeie huur- en leningsooreenkomste.
- 6.4 Betaling van bedrae verskuldig aan die Munisipaliteit anders as eiendomsbelasting, gelde verskuldig ten opsigte van munisipale dienste en huur- en leningspaaielemente, moet gemaak word op die datum **soos** aangedui op die rekening wat aan sodanige skuldenaar ten opsigte van sodanige verskuldigde bedrag gelewer word.
- 6.5 Waar die laaste datum vir betaling van enige gelde verskuldig aan die Munisipaliteit op 'n dag is waarop die kantore van die Munisipaliteit gesluit is, sal die finale datum van betaling van sodanige gelde geag te wees die **voorafgaande** werksdag.

**7. AKSIES GENEEM TE WORD WAAR SKULDENAARS AGTERSTALLIG RAAK OF VERSUIM OM GELDE VERSKULDIG VOOR OF OP DATUM VAN BETALING TE VEREFFEN**

**7.1 EIENDOMSBELASTING AGTERSTALLIG**

- 7.1.1 Rente, ooreenkomstig die bepalings van paragraaf 8, sal gehef en betaalbaar wees op alle agterstallige bedrae.
- 7.1.2 Indien enige belasting of ander jaargelde onbetaald bly na die datum van betaling soos in paragraaf 6.1 aangedui, word die eienaar in kennis gestel.
- 7.1.3 Indien die eienaar nie reageer op die kennisgewing nie, kan die dienste gestaak word vir die nie-betaling van die eiendomsbelasting.
- 7.1.4 Waar die eiendom verhuur word en daar geen dienste is om te staak nie, kan die munisipaliteit in terme van artikel 28 en 29 van die Eiendomsbelasting wet, Wet 6 van 2004, beslag lê op die huurgeld betaalbaar aan die eienaar, ongeag enige ooreenkoms tussen die huurder en eienaar.

**7.2 GELDE EN HEFFINGS AGTERSTALLIG TEN OPSIGTE VAN MUNISIPALE DIENSTE**

- 7.2.1 Rente, ooreenkomstig die bepalings van paragraaf 8, sal gehef en betaalbaar wees op alle agterstallige bedrae.
- 7.2.2 Kan die verbruiker per elektroniese media in kennis gestel dat die rekening onbetaald is.
- 7.2.3 Indien bedrae verskuldig ten opsigte van munisipale dienste, of enige gedeelte daarvan, onbetaal bly na die datum van betaling soos in paragraaf 6.2 aangedui,

- (1) sal die elektrisiteitsvoorsiening na die betrokke perseel afgesluit word, en
- (2) Kan die konvensionele elektrisiteitsmeter vervang met 'n voorafbetaalde elektrisiteitsmeter.
- (3) Kan die uitstaande bedrae op die voorafbetaalde elektrisiteitstelsel gelaai word. Wanneer die voorafbetaalde elektrisiteit gestaak word, moet die verbruiker die nodige reëlings tref ter afbetaling van die uitstaande rekening. Met die tref van hierdie reëling word daar ooreengekom teen watter persentasie van die kragverkope aangewend sal word vir die delging van die uitstaande skuld. Die volgende maatstaf sal gebruik word vir die betaling van die koers wat gelaai word:

0 – 30 dae uitstaande	0%
31 – 60 dae uitstaande	50% 90%
61 – 90 dae uitstaande	65% 90%
91 – 120 dae uitstaande	80% 90%
120 dae plus uitstaande	90%

Uitstaande reelingspaaieemente 90% (ongeaag dae uitstaande)

Wanneer 'n verbruiker gekoppel is aan 'n lewensnoodsaaklike masjien/toerusting, kan daar aansoek gedoen word om 100 eenhede Kwh aan te koop sonder enige kredietbeheer stappe. Hierdie krag word steeds teen die normale tarief gekoop. Bewys van die dokter moet die aansoek vergesel. Na die aankope sal normale kredietbeheer steeds op die rekening toegepas word

(4) sal die Direkteur: Finansiële Dienste die diskresie kan uitoefen –

- om die voorsiening van water na die betrokke perseel te beperk deur 'n waterbeheermeganisme op die dienste aansluiting na so 'n perseel te installeer wat nagenoeg 6 kiloliter water per maand sal deurlaat;

**of**

- om die voorsiening van water te beperk

**of**

- met inagneming van die betrokke skuldenaar se rekord van betaling, die beperking of afsluiting van die voorsiening van water vir 'n tydperk van nie meer as 14 dae nie, uit te stel.

7.2.4 Indien 'n persoon nie in staat is om agterstallige gelde ten opsigte van munisipale dienste te betaal nie, kan die Munisipaliteit 'n ooreenkoms met sodanige persoon aangaan, ingevolge waarvan so 'n persoon toegelaat word om die agterstallige gelde in maandelikse paaieemente af te betaal,

afbetaling van die verskuldigde bedrag binne die volgende riglyne moet geskied.

R0 – R1 000	:	12 maande
R1 001 – R2 000	:	18 maande
R2 001 – R3 000	:	24 maande
R3 001 – R4 000	:	30 maande
R4 001 en meer	:	36 maande (Langer periode vir groter skuld?)

- Met 'n minimum van 20% van die gemiddelde rekening bereken oor 'n tydperk van 6 maande toe verbruik plaasgevind het (*RB 707 9(28/08/2008)*).
- die persoon alle toekomstige rekenings ten opsigte van eiendomsbelasting, munisipale dienste, huurgelde en leningspaaieemente verskuldig aan die Munisipaliteit gereeld op of voor die datum van betaling, vereffen;
- die persoon erken dat rente op enige paaieemente wat nie teen die betaaldatum betaal is nie gehef kan word teen die voorgeskrewe koers en hy of sy instem om dit te betaal;
- die persoon erken dat indien hy of sy te enige tyd in gebreke bly om die bepalings van so 'n ooreenkoms na te kom, so 'n ooreenkoms nietig geag sal word; dat geen

verdere onderhandelings met so 'n persoon moontlik sal wees nie en dat onmiddellik oorgegaan sal word om elektrisiteit- en watervoorsiening aan die betrokke perseel af te sluit of te beperk, waarna geregtelike stappe sal volg.

7.2.5 Indien 'n rekening aan 'n persoon gelewer word waarvan die verskuldigde bedrag ten opsigte van munisipale dienste buitengewoon hoog is en dit te wyte is aan –

- een of ander nalate of versuim aan die kant van die Munisipaliteit; of
- 'n lekkasie van water uit 'n waterpyleiding of afsluitkraan wat op so 'n perseel geïnstalleer is en wat nie deel vorm van die Munisipaliteit se dienste aansluiting nie

en met dien verstande dat so 'n verskuldigde bedrag regtens verskuldig en betaalbaar is deur so 'n persoon, kan die Munisipaliteit in die diskresie van die Direkteur: Finansiële Dienste, 'n ooreenkoms met sodanige persoon aangaan ingevolge waarvan so 'n persoon toegelaat word om die verskuldigde bedrag in maandelikse paaieimente af te betaal, onderworpe aan die voorbehoudsbepalings vervat in paragraaf 7.2.3 en met dien verstande dat waar so 'n hoë rekening te wyte is aan die nalate en/of versuim van die Munisipaliteit, geen rente betaalbaar sal wees ten opsigte van sodanige verskuldigde bedrag nie.

Indien enige gelde verskuldig ten opsigte van munisipale dienste gelewer, **waar die verbruiker intussen die dienste afgesluit het**, en geen ooreenkoms gesluit is vir die afbetaling van die uitstaande bedrae nie, die Direkteur: Finansiële Dienste, onderhewig aan die bepaling van paragraaf 11.3 –

- Die rekening vir gelde aldus verskuldig aan 'n skuldinvorderaar of prokureur oorhandig vir invordering indien daar na sy mening 'n redelike kans bestaan dat die skuld wel ingevorder sal kan word; (vir doeleindes hiervan sal skuldinvordering ook geag word enige beamppte van die raad te wees wat met die bevoegdheid bekleed is om skuld in te vorder)

### 7.3 AGTERSTALLIGE HUURGELDE EN/OF LENINGSPAAIEMENTE

7.3.1 Waar huur- of leningsooreenkomste voorsiening maak vir rente betaalbaar op agterstallige huurgelde of leningspaaieimente, word rente gehef ooreenkomstig die voorwaardes vervat in sodanige huur- of leningsooreenkomste.

7.3.2 'n Ooreenkoms om agterstallige bedrae in maandelikse paaieimente te betaal, kan ter enige tyd met die persoon wat sodanige gelde verskuldig is, aangegaan word onderworpe egter aan die voorwaardes en bepalinge vervat in paragraaf 7.2.3 welke bepalinge mutatis mutandis van toepassing sal wees.

7.3.3 Waar 'n ooreenkoms om bedrae verskuldig in maandelikse paaieimente af te betaal nie aangegaan is nie, en sodanige bedrae steeds na meer as 30 dae gereken vanaf datum van betaling uitstaande is, moet die Direkteur: Finansiële Dienste die stappe neem soos uiteengesit in paragraaf 7.2.5.

#### **7.4 GELDE VERSKULDIG ANDER DAN GELDE TEN OPSIGTE VAN EIENDOMSBELASTING, MUNISIPALE DIENSTE, HUURGELDE EN LENINGSPAAIEMENTE**

Die bepalings van paragrawe 7.3.3 en 7.3.4 ten opsigte van agterstallige huurgelde en/of leningspaaiemente is mutatis mutandis van toepassing.

#### **8. HEFFING VAN RENTE**

- 8.1 Rente teen die standaardkoers moet gehef en gevorder word ten opsigte van alle agterstallige bedrae wat aan die Munisipaliteit verskuldig en betaalbaar is, vir elke maand wat sodanige bedrae na die datum vermeld in paragraaf 8.2, onbetaal bly met dien verstande dat 'n gedeelte van 'n maand geag word 'n maand te wees.
- 8.2 Sodanige rente word gehef vanaf die dag wat volg op die datum van betaling ten opsigte van sodanige uitstaande bedrae wat op sodanige datum van betaling nog nie vereffen is nie.

#### **9. AFSLUITING EN HERAANSLUITING VAN DIENSTE**

- 9.1 Ingeval die water- of elektrisiteitstoevoer na 'n perseel, ooreenkomstig die bepalings van paragrawe 7.2.3 afgesluit word, word sodanige water- of elektrisiteitstoevoer heraangesluit slegs sodra –
- (1) die bedrae verskuldig tesame met rente ten volle vereffen is of 'n ooreenkoms vir afbetaling daarvan met die skuldenaar aangegaan is ooreenkomstig die bepalings en voorwaardes vervat in paragrawe 7.2.3 en 7.2.4; en
  - (2) die afsluiting- en/of heraansluitingsgelde soos in die Munisipaliteit se tarief beleid vasgestel, betaal is. **Geen fooie is tans betaalbaar nie en dit word voorgestel dat 'n tarief ingebring word wat jaarliks in die skedule bepaal word.**

#### **10. VORDERING VAN DEPOSITO**

- 10.1 Wanneer 'n persoon ooreenkomstig die bepalings van paragraaf 3.1 aansoek doen vir die lewering van munisipale dienste en alvorens sodanige dienste gelewer word, word 'n deposito/bankwaarborg van sodanige persoon gevorder welke deposito as sekuriteit of gedeeltelike sekuriteit sal dien vir betaling van munisipale dienste gelewer aan so 'n persoon.
- 10.2 'n Deposito soos in paragraaf 10.1 beoog, word aangewend ter delging van of ter vermindering van bedrae deur 'n persoon aan die Munisipaliteit verskuldig vir munisipale dienste gelewer, indien so 'n skuldenaar sou verdwyn en nie geredelik opgespoor kan word nie, of insolvent verklaar word of om welke rede ook al weier of versuim om sy of haar verpligtinge teenoor die Munisipaliteit na te kom.
- 10.3 Die bedrag van die deposito word van tyd tot tyd in die Munisipaliteit se Begroting vasgestel vir die volgende kategorieë. Minimum deposito word bereken op twee (2) maande se gebruik, behalwe waar anders gemeld-



- (1) nuwe aansoekers vir munisipale dienste (huishoudelike verbruikers);
  - (2) nuwe aansoekers vir munisipale dienste (besighede/grootmaat verbruikers);
  - (3) nuwe aansoekers vir lae koste behuising, hulpbehoewende of Staatsouderdomspensioenarisse.
- 10.4 Diskresionêre bevoegdheid word aan die Direkteur: Finansiële Dienste verleen om die deposito betaalbaar deur 'n persoon, soos vasgestel ooreenkomstig paragraaf 10.4, te verhoog telkens wanneer enige munisipale diens ingevolge paragraaf 7.2.3 afgesluit of beperk word, met dien verstande egter dat 'n deposito slegs aldus verhoog mag word tot 'n maksimum bedrag soos volg bereken:
- 2½ maal die bedrag van die hoogste rekening vir munisipale dienste gelewer aan die betrokke persoon in enige maand gedurende die 12 maande wat die datum van afsluiting of beperking van die dienste voorafgaan. Waar munisipale dienste in enige gegewe stadium nog nie 12 maande lank aan 'n persoon gelewer is nie, sal die bedrag van die hoogste maandelikse rekening vir enige maand gedurende die mindere tydperk, bepalend wees.
- 10.5 Wanneer 'n persoon wat reeds 'n deposito aan die Munisipaliteit betaal het, van een perseel binne die regsgebied van die Munisipaliteit na 'n ander perseel binne die regsgebied van die Munisipaliteit verhuis, sal die normale deposito betaalbaar wees. Geen dienstedeposito word oorgedra nie.
- 10.6 Die munisipaliteit behou die reg voor om dienste deposito's ter enige tyd aan te pas om te voldoen aan die bepalings van paragraaf 10.4 hierbo.
- 10.7 Die Munisipaliteit is nie aanspreeklik vir betaling van rente op deposito's wat deur die Munisipaliteit gehou word nie
- 10.8 Wanneer 'n persoon, wat 'n deposito aan die Munisipaliteit betaal het, skriftelik versoek dat munisipale dienste wat aan hom of haar gelewer word gestaak word en dat die deposito wat aldus deur die Munisipaliteit gehou word aan hom of haar terugbetaal word, word sodanige deposito of enige gedeelte daarvan wat nie ooreenkomstig paragraaf 10.2 aangewend is nie aan sodanige persoon terugbetaal.

## **11. INSTELLING VAN GEREGETELIKE STAPPE**

- 11.1 Die instelling van geregetelike stappe sluit in, maar is nie beperk nie tot –
- (1) Lys by Kredietburo as stadige/swak betaler (Word deur die Munisipaliteit self gedoen)
  - (2) die dagvaarding van 'n skuldenaar vir betaling van agterstallige skuld;
  - (3) die beslaglegging van huur betaalbaar op 'n eiendom;
  - (4) die beslaglegging op die besoldiging van 'n skuldenaar;
  - (5) die beslaglegging en geregetelikeverkoop van roerende goed;

- (6) die beslaglegging en geregtelike verkoping van onroerende eiendom;
  - (7) die uitsetting van 'n huurder uit 'n verhuurde eiendom in die geval van huurgelde verskuldig aan die Munisipaliteit ten opsigte van so 'n verhuurde eiendom.
- 11.2 Die instelling van geregtelike stappe word geneem met inagneming van alle wetlike vereistes en die nakoming van wetlike voorskrifte en prosedure reëlings in dié verband.
- 11.3 Diskresionêre bevoegdheid word aan die Direkteur: Finansiële Dienste verleen om te besluit of –
- (1) 'n rekening aan 'n skuldinvorderaar of 'n prokureur vir invordering oorhandig moet word en, of
  - (2) geregtelike stappe teen 'n skuldenaar ingestel moet word;
- in daardie gevalle waar die totale skuld van 'n skuldenaar 'n bedrag soos deur die Direkteur: Finansiële Dienste bepaal oorskry.
- By die uitoefening van hierdie bevoegdheid neem die Direkteur: Finansiële Dienste slegs as enigste oorweging in ag of dit koste-effektief sal wees om sodanige rekening vir invordering te oorhandig en/of geregtelike stappe teen die skuldenaar in te stel al dan nie.
- 11.4 Die Direkteur: Finansiële Dienste sal die bevoegdheid hê om te bepaal welke van die geregtelike stappe in paragraaf 11.1 vermeld die mees aangewese en doeltreffendste stap sal wees ten opsigte van elk en iedere skuldenaar teen wie geregtelike stappe ingevolge hierdie beleid van die raad ingestel moet word.

## **HOOFSTUK 4**

### **ALGEMENE BEPALINGS**

#### **12. KOSTE VAN INVORDERING**

Die Munisipaliteit sal alle regs-koste, invorderingskommissie en enige ander kostes wat deur die Munisipaliteit aangegaan mag word om die gelde verskuldig deur 'n skuldenaar aan die Munisipaliteit, in te vorder, teen die rekening van sodanige skuldenaar hef en dit van hom of haar verhaal.

#### **13. GEDISHONOREERDE BETALINGS**

Indien enige betaling aan die Munisipaliteit by wyse van 'n verhandelbare instrument later deur 'n bank gedishonoreer word, kan die Direkteur: Finansiële Dienste –

- (1) koste- en administrasiefooie op die rekening van sodanige skuldenaar hef teen 'n koers wat van tyd tot tyd deur die raad bepaal word; en

- (2) nadat betaling aangebied deur 'n skuldenaar vir 'n derde keer deur die bank gedishonoreer word, by wyse van skriftelike kennisgewing aan sodanige persoon vereis dat alle toekomstige rekeninge in kontant betaal word.
- (3) Persone gelys word by Kredietburo as swak betalers.

#### **14. TOEGANG TOT PERSELE**

Die bewoner van 'n perseel in die regsgebied van die Munisipaliteit moet te alle redelike ure aan 'n gemagtigde verteenwoordiger van die Munisipaliteit of van 'n diensverskaffer, toegang verleen tot die perseel ten einde enige meter- of diensverbinding vir verspreiding te lees, te inspekteer, te installeer of te herstel of om die verskaffing van 'n munisipale diens af te sluit of dit te beperk.

Waar toegang nie moontlik is nie, aanvaar die eienaar verantwoordelikheid vir die koste vir die skuif van die meteringstoestel.

#### **15. VEILIGE AKKOMMODASIE VAN DIENSAANSLUITINGS, METERS, AFSLUITKRANE, APPARAAT ENS.**

Waar water en/of elektrisiteit aan 'n perseel gelewer word, is die verbruiker van sodanige dienste verantwoordelik vir die veilige akkommodasie van enige diens aansluitings, meters, afsluitkrane, diensbeveiligingstoestelle en –toerusting wat op sodanige perseel is en is die verbruiker ook aanspreeklik vir vergoeding aan die Munisipaliteit vir enige koste of verliese of skade wat die Munisipaliteit ten opsigte daarvan mag aangaan of ly.

#### **16. DIEFSTAL, SKADE EN ONGEMAGTIGDE GEBRUIK VAN WATER EN ELEKTRISITEIT**

##### **16.1 Geen persoon mag:**

- (1) op enige wyse of om enige rede hoegenaamd aan enige diens aansluiting, meter, afsluitkraan, diensbeveiligingstoestel en –apparaat, seëls of hooftoevoerleiding, wat geïnstalleer is om water en/of elektrisiteit te voorsien te meet of te beperk, peuter of beskadig of breek of hom of haar daarmee bemoei of dit verwyder nie;
- (2) enige waterpyplyn of -pypleiding of netwerk of 'n elektriese installasie regstreeks of onregstreeks aansluit, probeer aansluit of duld of toelaat dat dit aangesluit word by die Munisipaliteit se hooftoevoerleiding of diens-aansluiting nie, tensy sodanige persoon skriftelik deur die Munisipaliteit spesifiek daartoe gemagtig is.
- (4) enige wataansluiting of elektriese installasie wat, vir welke rede ook al, deur die Munisipaliteit afgesluit is, heraansluit, probeer heraansluit of duld of toelaat dat dit heraangesluit word by die Munisipaliteit se hooftoevoerleiding of diens aansluitings nie, tensy sodanige persoon skriftelik deur die Munisipaliteit spesifiek daartoe gemagtig is.

- (5) water of elektrisiteit, wat op 'n onregmatige wyse verkry is, gebruik nie.
- 16.2 Die Munisipale Bestuurder moet, sodra dit tot sy kennis kom en hy oor voldoende feitelike getuienis beskik dat 'n oortreding van enige van die bepalings van paragraaf 16.1 plaasgevind het, 'n strafregtelike vervolging teen die persoon wat vermoedelik so 'n oortreding begaan het, instel.
- 16.3 Benewens en ondanks strafregtelike vervolging en oplegging van gevangenisstraf en/of 'n boete ingevolge enige verordening deur die Munisipaliteit gemaak of ingevolge enige ander Wet, regulasie of verordening, aan enige persoon wat hom of haar skuldig maak aan 'n oortreding in paragraaf 16.1 vermeld, sal die Munisipaliteit geregtig wees om –
- (1) enige koste of skade of verliese wat die Munisipaliteit mag aangaan, opdoen of mag ly as gevolg van sodanige oortredings van sodanige persoon te verhaal, wat insluit die boete soos bepaal deur die Raad se tariefstruktuur, koste van nuwe meter, asook enige ander koste wat nodig is om die aansluiting te beveilig, en
  - (2) ingeval water en/of elektrisiteit onregmatig verbruik is, die persoon wat dit onregmatig verbruik het aan te slaan vir betaling van 'n verbruik bereken ooreenkomstig die bepalings van paragraaf 2.2.4. Sodanige verbruike word teen die tarief bereken soos van toepassing op die datum wat die ongemagtige gebruik bepaal is.
  - (3) die voorsiening van water en/of elektrisiteit aan die betrokke perseel summier af te sluit.
  - (4) Volle uitstaande bedrag van die rekeninghouer te eis alvorens die diens weer aangesluit word, of 'n aanvaarbare reeling aan te gaan vir die betaling van die rekening.

## **17. ONDERTEKENING VAN KENNISGEWINGS EN DOKUMENTE**

'n Kennisgewing of dokument uitgereik deur die Munisipaliteit ingevolge 'n verordening gemaak deur die Munisipaliteit en wat onderteken is deur 'n personeellid van die Munisipaliteit word geag behoorlik uitgereik te wees en moet by blote voorlegging daarvan deur die hof aanvaar word as getuienis van daardie feit

## **18. WAARMERK VAN DOKUMENTE**

Enige bestelling, kennisgewing of ander dokument wat deur die Munisipaliteit gewaarmerk moet word, word as voldoende gewaarmerk geag indien dit onderteken is deur die Munisipale Bestuurder of 'n behoorlik gemagtigde beampte van die Munisipaliteit aan wie sodanige bevoegdheid opgedra is by wyse van 'n besluit van die raad van die Munisipaliteit of kragtens 'n verordening

## **19. PRIMA FACIE GETUIENIS**

In regsgedinge wat deur die Munisipaliteit aanhangig gemaak word, moet die blote voorlegging van 'n sertifikaat wat die bedrag verskuldig en betaalbaar aan die Munisipaliteit reflekteer, en onderteken is deur die Munisipale Bestuurder, of 'n toepaslik gekwalifiseerde beampte wat deur die Munisipale Bestuurder daartoe gemagtig is, deur die hof aanvaar word as prima facie bewys dat die bedrag verskuldig is.

## HOOFSTUK 5

### FINANSIËLE BYSTAND AAN HULPBEHOEWENDE HUISHOUDINGS

#### INLEIDING

Bergrivier Munisipaliteit se visie is om 'n **voorstrewende gemeenskap** te skep waar almal wil leef, werk, leer en speel op 'n **menswaardige manier**. Die klem is op vooruitstrewendheid en menswaardigheid. Dit is twee kante van dieselfde muntstuk. Die Munisipaliteit wil voluit gaan vir vooruitstrewendheid, maar nie ten koste van menswaardigheid nie. Aan die anderkant word daar voluit gegaan vir menswaardigheid, maar nie ten koste van vooruitstrewendheid nie.

Met dit ingedagte wil die Munisipaliteit 'n kultuur skep waar hulpbehoewende gesinne nie slegs 'n toelaag ontvang nie, maar waar die ontvangs van 'n toelaag (gratis basiese dienste) gekoppel word aan 'n verantwoordelikheid wat bereikbaar is en wat menswaardigheid kweek.

Bergrivier Munisipaliteit het soos baie ander gedeeltes in Suid-Afrika, 'n bewese uitdaging ten opsigte van ontydige skool-verlaters. In Bergrivier Munisipale Area is dit tot so hoog soos 40% (2015 Onderwys Departement statistiek). Om hierdie rede word daar van elke hulpbehoewende gesin, wat registreer vir gratis basiese dienste, verwag om te bewys dat alle kinders wat op die perseel woonagtig is, en wat wetlik verplig is om skoolgaande te wees, wel skoolgaande is. Die bewys hiervan sal tydens registrasie gelewer word en slegs die nuutste amptelike skoolrapport/skooluitslagadvies sal aanvaar word. Verder hiertoe sal ouers ook van 1 Julie 2019 'n "letter of good standing" van die skool moet kry, hierdie brief dui nie aan of skoolfonds betaal is nie, maar die ouer se betrokkenheid by die kind se skoolwerk en skool aktiwiteite in geheel.

#### **20. BRON VAN FINANSIËLE BYSTAND**

Finansiële bystand aan 'n hulpbehoewende huishouding word gefinansier uit –

- (1) finansiële toekennings deur die Nasionale Regering aan die Munisipaliteit vir dié doel, en
- (2) 'n bewilling vir dié doel deur die Munisipaliteit en word die bedrag van sodanige bewilling jaarliks deur die Raad bepaal tydens die opstel van die Raad se begroting.

#### **21. VEREISTES VIR REGISTRASIE AS 'N HULPBEHOEWENDE HUISHOUDING**

‘n Huishouding wat as ‘n hulpbehoewende huishouding wil registreer en vir finansiële bystand ingevolge die raad se beleid in dié verband in aanmerking wil kom, kan slegs as sulks geregistreer word indien –

- (1) (a) die totale inkomste van al die lede van die huishouding wat normaalweg op ‘n perseel woonagtig is, insluitende die inkomste van enige ander persoon wat saam met die huishouding op sodanige perseel woon, **bereken word as twee staatspensioene plus 40%; tot ‘n maksimum bedrag van R5000.00 per maand per huishouding.**

**OF**

- (b) die hoof van die huishouding in wie se naam die rekening geregistreer is, ‘n Staatsouderdomspensioen of ongeschiktheidstoelae ontvang<sup>1</sup>.

**OF**

- (c) **seisoenwerkers se jaarlikse inkomste nie die perk oorskrei soos in 1(a) bepaal nie**
- (2) die hoof van die huishouding en sy of haar gesin self die perseel waarop die aansoek betrekking het, bewoon; en
- (3) die hoof van die huishouding en/of sy of haar gade en/of hul wettige kinders wat saam met hul ouers op ‘n perseel woonagtig is, nie die wettige eienaar is van ‘n ander woning/**eiendom** nie; en
- (4) aansoek om registrasie op ‘n vorm wat deur die Munisipaliteit vir dié doel voorgeskryf is en wat by enige kantoor van die Munisipaliteit verkrygbaar is, gedoen is.

## **22. AANSOEK OM REGISTRASIE**

22.1 ‘n Huishouding wat aansoek wil doen om as ‘n hulpbehoewende huishouding te kwalifiseer moet die **voorgeskrewe** aansoekvorm voltooi.

22.2 ‘n Aansoekvorm, of enige ander vorm, verklaring of sertifikaat wat deur die Munisipaliteit vereis word, moet tensy anders aangedui op sodanige vorm, verklaring of sertifikaat, deur die hoof van die huishouding onderteken of gesertifiseer word. Vir doeleindes hiervan word hoof van die huishouding geag die wettige eienaar of die wettige huurder van ‘n perseel te wees of die persoon wat andersins die beheer oor so ‘n perseel uitoefen.

22.3 Alle aansoek in terme van paragraaf 21.1(a & b) **moet** vergesel word van die volgende besonderhede:

- (1) bewys van staatspensioen of ongeschiktheidstoelaag wat ontvang word, tesame met ‘n afskrif van die Sassa kaart, en
- (2) dokumentêre bewys van die bruto-inkomste van al die persone woonagtig op ‘n perseel, soos ‘n brief van ‘n werkgewer waarin die bruto salaris of loon van die betrokke persoon verklaar en gesertifiseer word, ‘n salarisadviesstrokie, ‘n pensioenkaart, ‘n werkloosheidversekeringskaart;

- (3) seisoenwerkers moet ‘n IRP5 van die werkgewer inhandig vir die voorafgaande 12 maande voor die datum van aansoek; en
  - (4) ‘n beëdigde verklaring deur daardie persone woonagtig op die perseel wat geen inkomste het nie, waarin verklaar word dat sodanige lid werkloos is en nie in ontvangs van inkomste van enige aard is nie; en
  - (5) Munisipale rekening; en
  - (6) ‘n gesertifiseerde afskrif van die aansoeker se identiteitsdokument; en
  - (7) die name en identiteitsnommer van alle persone wat op ‘n bepaalde perseel woonagtig is; en
  - (8) Bewys dat alle kinders woonagtig op die perseel wat van wetlike skoolgaande ouderdom is, wel skoongaande is. ‘n Afskrif van die nuutste skoolrapport van elke skolier moet ingehandig word, asook ‘n “letter of goodstanding” (brief van toewyding) soos per vervat in die inleiding tot Fiansiële bystand aan hulpbehoewende huishoudings.
- 22.4 Dit sal van die hoof van ‘n huishouding, wat aansoek om registrasie as ‘n hulpbehoewende huishouding doen, vereis word om te verklaar dat alle inligting wat op die aansoekvorm en ander dokumentasie verstrekkend word, waar en korrek is.
- 22.5 Die Munisipaliteit of sy gemagtigde agent kan deur sy gemagtigde verteenwoordiger enige stappe wat nodig mag wees, neem om die korrektheid van inligting wat deur ‘n aansoeker verstrekkend word, na te gaan en/of die korrektheid daarvan te verifieer insluitende onderhoude met en die afneem van verklarings van lede van ‘n huishouding.
- 22.6 Die Munisipaliteit of sy gemagtigde verteenwoordiger sal ten minste een keer per jaar die aansoeker besoek ten einde die korrektheid van alle inligting te verifieer.
- 22.7 Die lys van hulpbehoewende/deernisgevalle aan die wykskomitee lede beskikbaar gestel word.

### **23. OORWEGING VAN AANSOEKE**

- 23.1 ‘n Aansoek ontvang ooreenkomstig die bepalings van paragraaf 22.1 sal deur die Munisipaliteit oorweeg word en indien die Munisipaliteit tevrede is dat die aansoeker ooreenkomstig die bepalings van paragraaf 21 kwalifiseer, sal so ‘n huishouding as hulpbehoewende huishouding geregistreer word.
- 23.2 Die Munisipaliteit sal die reg hê om ‘n aansoek af te keur indien die jaarlikse bewilliging vir finansiële bystand aan hulpbehoewende huishoudings, waarna in paragraaf 20 verwys word, te enige tyd uitgeput is of uitgeput word.
- 23.3 Indien ‘n huishouding as ‘n hulpbehoewende huishouding geregistreer word, word finansiële bystand aan sodanige huishouding verleen ooreenkomstig die bepalings van paragraaf 24.1, met dien verstande egter dat –

- (1) die huishouding op 'n jaarlikse grondslag, gereken vanaf die datum waarop die finansiële bystand toegestaan word, aan die Direkteur: Finansiële Dienste en tot sy bevrediging, bewys lewer dat so 'n huishouding steeds aan die vereistes van paragraaf 21 voldoen;
- (2) indien 'n huishouding ter eniger tyd na verstryking van 'n vier maande siklus in gebreke gebly het of geweier het om bewys of bevredigende bewys ten opsigte van die kwalifikasie vereistes waarna in paragraaf 21 verwys word ooreenkomstig sub-paragraaf (1) hierbo te lewer, word alle finansiële bystand aan so 'n huishouding onverwyld opgeskort tot tyd en wyl sodanige bewys, behoudens die bepalings van paragraaf 25.1(2), gelewer word.

## **24. AANWENDING VAN EN BEPERKING OP FINANSIËLE BYSTAND**

- 24.1 Onderworpe aan die volhoubaarheid en bekostigbaarheid daarvan met in agneming van die bepalings van paragraaf 23.2, sal finansiële bystand aan 'n hulpbehoewende huishouding wat vir sodanige bystand kwalifiseer, beperk wees tot en aangewend word vir vereffening of gedeeltelike vereffening van die volgende munisipale dienste en tariewe:
  - (1) 50 kWh elektrisiteit per maand vir 'n huishouding ten opsigte waarvan die elektrisiteitsaansluiting beperk is tot 20 ampère;
  - (2) 6 Kiloliter water per maand
  - (3) Basiese fooi ten opsigte van water
  - (4) rioolgelde ten opsigte van die een rioolaansluiting of die gelde betaalbaar ten opsigte van die pomp van 'n suigtenk tot 'n bedrag gelyk aan die tarief vasgestel vir 'n eerste riool pan
  - (5) vullisverwyderingsgelde.
- 24.2 Die Munisipaliteit sal die reg hê om minstens een keer per jaar tydens die begrotingsproses, maar ook as tussentydse maatreël, op enige ander stadium, die mate waartoe finansiële bystand aan kwalifiserende hulpbehoewende huishoudings toegestaan kan word te bepaal of te herbepaal, insluitende die koers waarteen en ten opsigte van welke munisipale dienste finansiële bystand verleen kan word.
- 24.3 Waar 'n voorafbetaalde elektrisiteitsmeter op 'n perseel, wat deur 'n kwalifiserende hulpbehoewende huishouding geokkupeer word, geïnstalleer is, en mits die elektrisiteitsaansluiting beperk is tot 20 ampère, sal sodanige huishouding eweneens in aanmerking kom vir finansiële bystand ten opsigte van elektrisiteitsverbruik en wel tot die mate soos bepaal by paragraaf 24.1(1).
- 24.4 Die huishouding mag een keer van ampere verander van 60 na 20 Ampere. Indien die verbruiker se krag verbruik nie die toegelate 20 Ampere kan hanteer nie sal die Ampere weer verander word na 60 Ampere en sal die koste van die verbruiker verhaal word



wanneer die aansluiting buite kantore ure heraangesluit moet word. Meters wat beperk word tot 20 Ampere kan op 'n gereelde basis nagegaan word vir korrektheid.

'n Krediet op sodanige rekening verwerf, word aangewend ter vereffening van eiendomsbelasting verskuldig of bedrae verskuldig ten opsigte van enige van die ander munisipale dienste

## **25. KANSELLASIE VAN REGISTRASIE**

25.1 Registrasie as 'n hulpbehoewende huishouding word in die volgende gevalle gekanselleer en verbeur sodanige huishouding alle finansiële bystand wat aan die betrokke huishouding toegestaan is vir die onverstreke termyn waarvoor die bystand toegestaan is:

- (1) waar dit bevind word dat valse inligting in die aansoekvorm of ander dokumentasie en/of verklarings verstrekk is;
- (2) indien die hoof van die hulpbehoewende huishouding na verloop van 30 dae nadat finansiële bystand aan so 'n huishouding ooreenkomstig paragraaf 23.3 opgeskort is, weier, versuim of in gebreke bly om die inligting soos vereis by paragraaf 22.3 aan die Munisipaliteit te verstrek;
- (3) indien dit bevind word dat omstandighede sodanig verander het dat die hulpbehoewende huishouding nie meer voldoen aan een of meer van die vereistes vir registrasie, soos vermeld in paragraaf 21 nie;

25.2 Die onus rus op die hoof van die hulpbehoewende huishouding om die Munisipaliteit in kennis te stel sodra omstandighede ter enige tyd sodanig verander dat daar nie meer voldoen word aan die vereistes van paragraaf 21 nie en terselfdertyd volledige besonderhede van sodanige veranderde omstandighede aan die Munisipaliteit te verstrek.

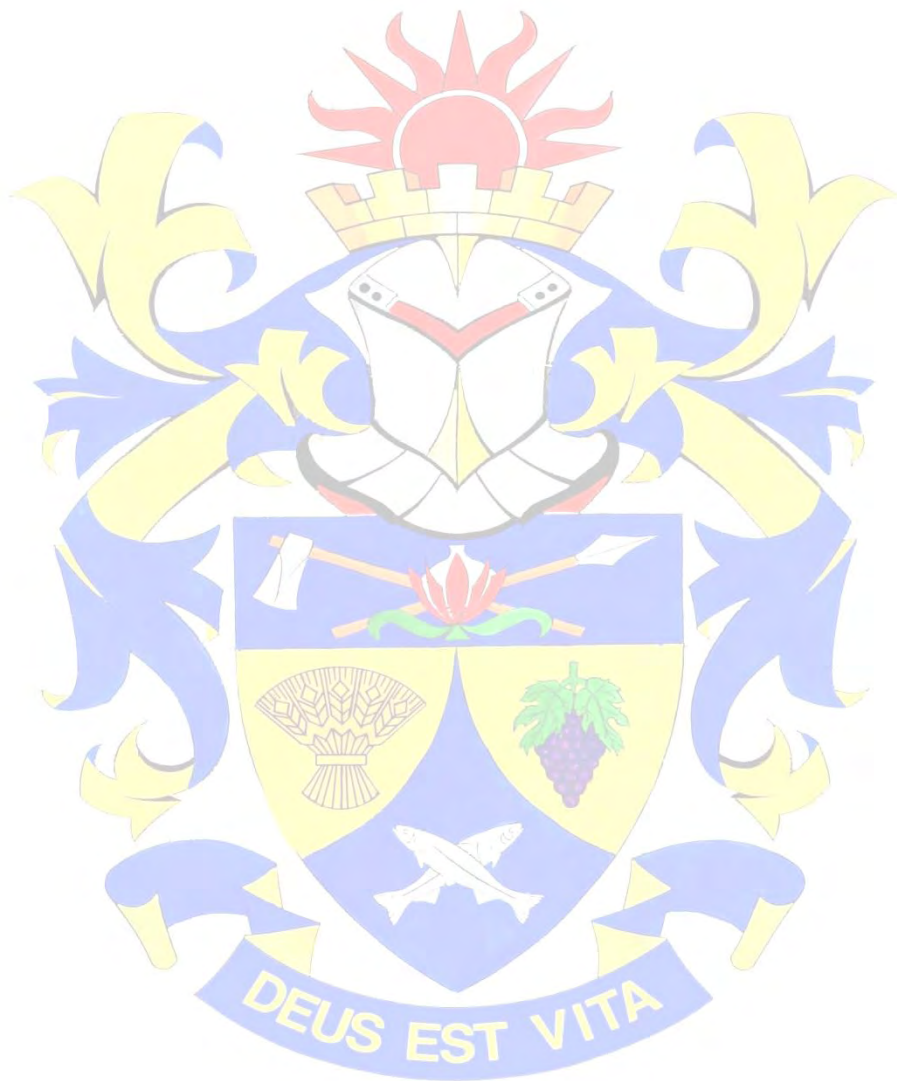
25.3 Nieteenstaande enigiets andersluidend hierin vervat, sal die Munisipaliteit geregtig wees om, benewens die strafregtelike vervolging van die hoof of enige lid van so 'n huishouding, die finansiële bystand toegestaan en ingevolge die bepalings van paragraaf 24 aangewend, terug te vorder –

- (1) in die geval vermeld in paragraaf 25.1(1) en (2) – vanaf die datum waarop die finansiële bystand toegestaan is; en
- (2) in die geval vermeld in paragraaf 25.1(3) – vanaf die datum waarop die omstandighede waarna in paragraaf 25.1(3) verwys word, verander het of indien so 'n datum nie vasgestel kan word nie, vanaf die datum waarop dit vasgestel is dat die betrokke huishouding nie meer aan die kwalifiserende vereistes voldoen nie.

25.4 Ingeval die registrasie van 'n hulpbehoewende huishouding ingevolge die bepalings van paragraaf 25.1(1) beëindig word, sal sodanige huishouding vir 'n periode van 2 – 5 jaar van kansellering datum, nie weer in aanmerking kom vir finansiële bystand nie.

# **BERGRIVIER MUNICIPALITY**

## **RATES POLICY**



## **RATES POLICY 2020/2021 FINANCIAL YEAR**

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## **PREAMBLE**

**WHEREAS** section 3 of the Local Government: Municipal Property Rates Act, 2004 (No 6 of 2004) determines that a municipality must adopt a rates policy in accordance to the determination of the Act; and

In terms of section 229 of the Constitution of the Republic of South Africa, 1996, a municipality may impose rates on property; and

In terms of the Local Government: Municipal Property Rates Act, 2004 (no 6 of 2004) a municipality in accordance with –

- (a) section 2(1) may levy a rate on property in its area; and
- (b) section 2 (3) must exercise its powers to levy a rate on property subject to-
  - (i) Section 229 and any other applicable provisions of the Constitution;
  - (ii) The provisions of the Property Rates Act; and
  - (iii) The Rates Policy and

In terms of section 4(1) (c) of the Local Government: Municipal Systems Act, 2000 (no 32 of 2000), the municipality has the right to finance the affairs of the municipality by imposing, *inter alia*, rates on property; and

In terms of section 62(1) (f) (ii) of the Local Government: Municipal Finance Management Act, 2003 (no 56 of 2003) the Municipal Manager must ensure that the municipality has and implements a rates policy.

**NOW THEREFORE** the following policy on the levying of property rates is accepted.

## **1. OBJECTIVES:**

In developing and adopting this rates policy, the council has sought to give effect to the sentiments expressed in the preamble of the Property Rates Act, namely that:

- the Constitution requires local government to be developmental in nature, in addressing the service delivery priorities of our country and promoting the economic and financial viability of our municipalities;
- there is a need to provide local government with access to a sufficient and buoyant source of revenue necessary to fulfil its developmental responsibilities; and
- revenues derived from property rates represent a critical source of income for municipalities to achieve their constitutional objectives, especially in areas neglected in the past because of racially discriminatory legislation and practices; and
- it is essential that municipalities exercise their power to impose rates within a statutory framework which enhances certainty, uniformity and simplicity across the nation, and which takes account of historical imbalances and the burden of rates on the poor.

In applying its rates policy, the council shall adhere to all the requirements of the Property Rates including any regulations promulgated in terms of that Act.

The objectives of this policy are also to ensure that-

- all ratepayers within a specific category are treated equal and reasonable;
- All rates levied are affordable. In dealing with the poor/indigent ratepayers the municipality will provide relief measures through exemptions, reductions or rebates.
- rates are levied in accordance with the market value of the property;
- the rate will be based on the value of all rateable property in that category and the amount required by the municipality to balance the operational

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- budget, taking into account the surplus obtained from the trading- and economical services and the amounts required to finance exemptions, reductions and rebates that the municipality may approve from time to time;
- income derived from rates will be used to finance community- and subsidised services only;
  - to optimally safeguard the income base of the municipality through exemptions, reductions and rebates that are reasonable and affordable taking into account the poor/indigent ratepayers;
  - In order to minimise major shocks to certain ratepayers the market values in the new valuation roll or tariffs determent by Council may be phased-in over the entire periods as stipulated in the Rates Act.
  - to adhere to the legal requirements of the Property Rates Act.

## **2. DEFINITIONS**

In this policy, unless the context indicates otherwise—

**“Act”**, means the Local Government: Municipal Property Rates Act, 2004 (Act No. 6 of 2004) as amended

**“Agent”**, in relation to the owner of a property, means a person appointed by the owner of the property –

- (a) to receive rental or other payments in respect of the property on behalf of the owner; and/or
- (b) to make payments in respect of the property on behalf of the owner;

**“accommodation establishment”** means a facility zoned for single residential purposes, that provides for lettable residential accommodation on a regular and continuous basis in addition to its permitted use for a single family and includes guesthouses, “bed & Breakfast” and “Self-catering” establishments;

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**“Agricultural property”**, means property that is used primarily for agricultural purposes and excludes any portion thereof that is used commercially for the hospitality of guests, and excludes the use of the property for the purpose of ecotourism or for the trading in or hunting of game.

**“annually”** means once every financial year;

**“business”** means the activity of buying, selling or trade in goods or services and includes any office or other accommodation on the same erf, the use of which is incidental to such business, with the exclusion of the business of mining, agriculture, farming, or inter alia, any other business consisting of cultivation of soils, the gathering in of crops or the rearing of livestock or consisting of the propagation and harvesting of fish or other aquatic organisms.

**“category”** –

- (a) in relation to property, means a category of property determined in terms of section 8 (2) of the Act;
- (b) in relation to owners of property, means a category of owners determined in terms of section 15 (2) of the Act;

**“district municipality”** means a municipality that has municipal executive and legislative authority in an area that includes more than one municipality, and which is described in section 155 (1) of the Constitution as a Category C municipality;

**“exclusion”** in relation to a municipality’s rating power, means a restriction of that power as provided for in section 17 of the Act;

**“exemption”** in relation to the payment of a rate, means an exemption granted in terms of section 15 of the Act;

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**“financial year”** means the period starting from 1 July in a year to 30 June of the next year;

**“household income”** means the income accruing to all members of the household permanently residing at the address. It includes income of spouses;

**“income tax act”** means the Income Tax Act ,1962 (Act 58 of 1962)

**“indigent person”** means a person whose household income does not exceed the minimum household income as predetermined by the council;

**“land reform beneficiary”** in relation to a property , means a person who-

- (a) acquired the property through-
  - (i) the Provincial Land and Assistance Act, 1993 (Act 126 of 1993);
  - (ii) the Restitution of Land Rights Act, 1994 (act 22/1994);
- (b) holds the property subject to the Communal Property Associations Act, 1996 (Act 28 of 1996); or
- (c) holds or acquires the property in terms of such other land tenure reform legislation as may pursuant to section 25(6) and (7) of the Constitution be enacted after this Act has taken effect;

**“land tenure right”** means an old order right or a new order right as defined in section 1 of the Communal Land Rights Act ,2004

**“local community”**, in relation to a municipality—

- (a) means that body of persons comprising—
  - (i) the residents of the municipality;
  - (ii) the ratepayers of the municipality;



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- (iii) any civic organisations and non-governmental, private sector or labour organisations or bodies which are involved in local affairs within the municipality; and
  - (iv) visitors and other people residing outside the municipality who, because of their presence in the municipality, make use of services or facilities provided by the municipality.
- (b) Includes, more specifically, the poor and other disadvantaged sections of such body of persons.

**“local municipality”** means a municipality that shares municipal executive and legislative authority in its area with a district municipality within whose area it falls, and which is described in section 155(1) of the Constitution as a category B municipality;

**“market value”**, in relation to a property, means the value of the property determined in accordance with section 46 of the Act;

**“MEC for Local Government”** means the member of the Executive Council of a province who is responsible for local government in that province;

**“mining”** means any operation or activity for extracting any mineral on, in or under the earth, water or any residue deposit, whether by underground or open working or otherwise and includes any operation or activity incidental thereto;

**“minister”** means the Cabinet member responsible for local government;

**“multiple purposes”**, in relation to a property, means the use of a property for more than one purpose, subject to section 9 of the MPRA, 2004 (Act 6 of 2004) and cannot be assigned to a single category.

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**“municipal council”** or **“council”** means a municipal council referred to in section 18 of the Municipal Structures Act;

**“Municipal Finance Management Act”** means the Local Government; Municipal Finance Management Act, 2003 (Act 56 of 2003);

**“municipality”**—

- (a) as a corporate entity, means a municipality described in section 2 of the Municipal Systems Act; and
- (b) as a geographical area, means a municipal area demarcated in terms of the Local Government: Municipal Demarcation Act, 1998 (Act. 27 of 1998);

**“municipal manager”** means a person appointed in terms of section 82 of the Municipal Structures Act;

**“municipal properties”** means those properties of which the municipality is the owner;

**“Municipal Systems Act”** means the Local Government: Municipal Systems Act, 2000 (Act 32 of 2000);

**“newly rateable property”** means any rateable property on which property rates were not levied before the end of the financial year preceding the date on which this Act took effect, excluding a property which was incorrectly omitted from a valuation roll and for that reason was not rated before that date;

**“occupier”**, in relation to a property, means a person in actual occupation of a property whether or not that person has a right to occupy the property;

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**“Office bearer”**, in relation to places of public worship, means the primary person who officiates at services at that place of worship.

**“Official residence”**, in relation to places of public worship, means

- a) a portion of the property used for residential purposes; or
- b) one residential property, if the residential property is not located on the same property as the place of public worship, registered in the name of a religious community or registered in the name of a trust established for the sole benefit of a religious community and used as a place of residence for the office bearer.

**“owner”—**

- (a) in relation to property referred to in paragraph (a) of the definition of “property”, means—
  - a person in whose name ownership of the property is registered;
- (b) in relation to a right referred to in paragraph (b) of the definition of “property”, means a person in whose name the right is registered; or
- (c) in relation to a land tenure right referred to in paragraph (c) of the definition of “property”, means a person in whose name the right is registered or to whom it was granted in terms of legislation, provided that a person mentioned below may for the purposes of this Act be regarded by a municipality as the owner of a property in the following cases:
  - (i) A trustee, in the case of a property in a trust excluding state trust land;
  - (ii) an executor or administrator, in the case of a property, in a deceased estate;
  - (iii) a trustee or liquidator, in the case of a property, in an insolvent estate or in liquidation;
  - (iv) a judicial manager, in the case of a property, in the estate of a person under judicial management;

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- (v) a curator, in the case of a property, in the estate of a person under curatorship;
- (vi) an usufructuary or other person in whose name a usufruct or other personal servitude is registered, in the case of a property that is subject to a usufruct or other personal servitude;
- (vii) a lessee, in the case of a property that is registered in the name of a municipality and is leased by it; or
- (viii) a buyer, in the case of a property that was sold and of which possession was given to the buyer pending registration of ownership in the name of the buyer;

**“permitted use”**, in relation to a property, means the limited purposes for which the property may be used in terms of –

- (a) any restrictions imposed by –
  - (i) a condition of title;
  - (ii) a provision of a town planning or land use scheme; or
  - (iii) any legislation applicable to any specific property or properties; or
- (b) any alleviation of any such restrictions;

**“person”** includes an organ of the state;

**“Place of public worship”**, means property used primarily for the purposes of congregation, excluding a structure that is primarily used for educational instruction in which secular or religious education is the primary instructive medium: Provided that the property is—

- i. registered in the name of the religious community;
- ii. registered in the name of a trust established for the sole benefit of a religious community; or
- iii. subject to a land tenure right

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**“private open space”** means any land in private ownership used primarily as a private site for play, rest or recreation without financial gain.

**“property”** means—

- (a) immovable property registered in the name of a person, including, in the case of a sectional title scheme, a sectional title unit registered in the name of a person;
- (b) a right registered against immovable property in the name of a person, excluding a mortgage bond registered against the property;
- (c) a land tenure right registered in the name of a person or granted to a person in terms of legislation;

**“property register”** means a register of properties referred to in section 23 of the Act;

**“protected area”** means an area that is or has to be listed in the register referred to in section 10 of the National Environmental Management: Protected Areas Act, 2003;

**“public benefits organisation”** means an organisation conducting specified public benefit activities as defined in the act and registered in terms of the Income Tax Act for tax reductions because of those activities.

**“publicly controlled”** means owned by or otherwise under the control of an organ of the state, including-

- (a) a public entity listed in the Public Finance Management Act, (Act 1/1999)
- (b) a municipality; or
- (c) a municipal entity as defined in the Municipal Systems Act

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**“public service infrastructure”** means publicly controlled infrastructure as determined in terms of chapter 1 of the Local Government: Municipal Property Rates Act (Act 6/2004)

**“Public Service Purposes”**, in relation to the use of a property, means property owned and used by an organ of state as—

- (a) hospitals or clinics;
- (b) schools, pre-schools, early childhood development centres or further education and training colleges;
- (c) national and provincial libraries and archives;
- (d) police stations;
- (e) correctional facilities; or
- (f) courts of law, but excludes property contemplated in the definition of ‘public service infrastructure’

**“rate”** means a municipal rate on property envisaged in section 229(1)(a) of the Constitution;

**“rateable property”** means property on which a municipality may in terms of section 2 of the Act levy a rate, excluding property fully excluded from the levying of rates in terms of section 17 of the Act;

**“Ratio”**, in relation to section 19 of the Municipal Property Rates Act, means the relationship between the cent amount in the Rand applicable to residential properties and different categories of non-residential properties: Provided that the two relevant cent amounts in the Rand are inclusive of any relief measures that amount to rebates of a general application to all properties within a property category.

**“rebate”**, in relation to a rate payable on a property, means a discount on the amount of the rate payable on the property;

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**“Reduction”**, in relation to a rate payable on a property, means the lowering of the amount for which the property was valued and the rating of the property at that lower amount;

**“Residential property”** means property included in a valuation roll in terms of section 48 (2) (b) of the Act (read with section 8) as residential inclusive of a suite of rooms which forms a living unit that is exclusively used for human habitation purposes, or a multiple number of such units on a property, excluding accommodation establishments, bed & breakfast, hotel, guest house, commune, boarding and undertaking, hostel, place of instruction and sectional title units.

**“Sectional Titles Act”** means the Sectional Titles Act, 1986 (Act 95 of 1986)

**“Sectional title unit”** means a unit defined in section 1 of the Sectional Titles Act;

**“Specified public benefit activity”** means an activity listed in item 1 (welfare and humanitarian), item 2 (health care) and item 4 (education and development) of Part 1 of the Ninth Schedule to the Income Tax Act:

**“State-owned properties”** means properties owned by the State, which are not included in the definition of public service infrastructure in the Act. These state-owned properties are classified as follows:

- (a) State properties that provide local services.
- (b) State properties that provide regional/municipal district-wide/ metro-wide service.
- (c) State properties that provide provincial/national service.

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“**The Act**” means the Local Government Municipal Property Rates Act, 2004 (No. 6 of 2004).

*(Herein after called “The Act”)*

“**Vacant land**” means all undeveloped land irrespective of its current or future intended zoning. Agricultural properties will not be considered as being vacant erven.

### **3. PURPOSE OF THE POLICY**

The policy document guides the annual setting (or revision) of property rates. It does not make specific property rates proposals. Details pertaining to the various property rates are determined when the budget is considered and approved every year

### **4. POLICY PRINCIPLES**

Rates are levied in accordance with the Act as an amount in the Rand based on the market value of rateable property contained in the municipality’s valuation roll and supplementary valuation rolls.

As allowed for in the Act, the municipality may choose to differentiate between various categories of property and categories of owners of property. Some categories of property and categories of owners are granted relief from rates. The municipality does not, however, grant relief in respect of payments for rates to any category of owners or properties, or to owners of properties, on an individual basis, other than by way of an exemption, rebate or reduction provided for in this policy.



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The rates policy for the municipality is based on the following principles:

**a. Equity**

The municipality will treat all similar ratepayers with similar properties the same.

**b. Affordability**

The ability of a person to pay rates will be taken into account by the municipality. In dealing with the poor/indigent ratepayers the municipality will provide relief measures through exemptions, and/or reductions and/or rebates.

**c. Sustainability**

Rating of property will be implemented in a way that-

- i. It supports sustainable local government by providing a stable and buoyant revenue source within the discretionary control of the municipality; and
- ii. Supports local social and economic development.

**d. Cost efficiency**

Rates will be based on the value of all rateable property and the amount required by the municipality to balance the operating budget after taking into account the amounts required to finance exemptions, rebates and reductions as approved by the municipality from time to time. The implementation of the policy must be as cost-effective as possible.

## **5. APPLICATION OF THE POLICY**

In imposing the rate in the rand for each annual operating budget component, the municipality shall grant exemptions, rates and reductions to the categories of properties and categories of owners as allowed for in this policy document.

## **6. CLASSIFICATION OF SERVICES AND EXPENDITURE**

The Chief Financial Officer shall, subject to the guidelines provided by the legislation and the Executive Mayor, provide for the classification of services as outlined in the Municipality's annual budget into trading and economic services.

## **7. CATEGORIES OF PROPERTIES**

**7.1** Criteria for determining categories of properties for the purpose of levying different rates and for the purpose of granting exemptions, rebates and reductions will be according to the–

- (a) use of the property
- (b) permitted use of the property, or
- (c) geographical area in which the property is situated.

**7.2 Categories of property for the municipality may include, but not limited to-**

- (a) Residential properties.
- (b) Institutional
- (c) Industrial
- (d) Business and Commercial properties
- (e) Agricultural purposes;
- (f) State-owned properties;
- (g) Municipal owned properties;
- (h) Public service infrastructure

## **8. DIFFERENTIAL RATES**

A municipality may levy different rates for different categories of rateable property, determined in subsection (2) and (3), which must be determined according to the—

- (a) use of the property;
- (b) permitted use of the property; or
- (c) a combination of (a) and (b).

Differential rating among the various property categories will be done by way of setting different Cents in the Rand for each property category.

## **9. MULTIPLE PURPOSE PROPERTIES**

(1) A property used for multiple purposes must, for rates purposes, be assigned to a category determined by the municipality for properties used for-

- (a) A purpose corresponding with the permitted use of the property;
- (b) A purpose corresponding with the dominant use of the property; or
- (c) Multiple purpose in terms of section 8(2)(i)

Dominant use is used in the compilation of the General Valuation Roll which is implemented 1 July 2018 and rates are levied accordingly.

## **10. CATEGORIES OF OWNERS**

Criteria for determining categories of owners of properties, for the purpose of granting exemptions, rebates and reductions may be according to the-

- (a) indigent status of the owner of a property
- (b) sources of income or/and monthly household income of the owner of a property
- (c) owners of property situated within an area affected by-

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- (i) a disaster within the meaning of the Disaster Management Act, 2002 (Act no 57 of 2002) ; or
- (ii) any other serious adverse social or economic conditions;
- (d) owners of residential properties with a market value below a determined threshold; or
- (e) owners of agricultural properties who are **bona fide** farmers.

## **11. LEVYING OF RATES**

### **(1) Liability for rates by property owners:**

Rates levied by a municipality on a property must be paid by the owner of the property, subject to Chapter 9 of the Municipal Systems Act. Joint owners are jointly and severally liable for the amount due for rates on that property.

In a case of agricultural property owned by more than one owner in undivided shares where the holding of such undivided shares was allowed before the commencement of the subdivision of the Agricultural Land Act (Act 70 of 1970) the municipality may consider the following options for determining the liability for rates:

- (i) If the joint owners are all available, the issue of who is liable for rates will be dealt with in the context of whether they have entered into an agreement or not regarding payment of rates liabilities. Where the joint owners have a written agreement that a specific joint owner is liable for all the rates, the municipality will hold such a joint owner liable in respect of all the rates. A certified copy of the agreement must be submitted to the municipality.

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Where there is no agreement, the municipality will hold anyone of the joint owners responsible for the whole property or hold any joint owner only liable for his undivided share.

- (ii) If the joint owners are not traceable with the exception of one joint owner and such joint owner is occupying or using the entire property or a significant larger portion the municipality will hold that joint owner liable for the total rates bill.
- (iii) If the traceable joint owner is only using or occupying a small portion of the entire property, the municipality will hold that joint owner only responsible for his own undivided share in that property

**(2) Method and time of payment**

The municipality will recover the rate levied in periodic instalments of equal amounts in twelve months. The instalment is payable on or before due date indicated on monthly account. Interest will be charged at 1% above the prime interest rate for any late payments received. For the interest calculation, part of a month will be calculated as a full month.

**(3) Annual Payment Arrangements**

By prior arrangement with the municipality the rate may be paid in a single amount before 30 September of the year it is levied in, however, application, in writing, must be submitted before 30 June prior to the financial year of implementation of the arrangement. The Director of Financial Services will consider any applications after this date.

**(4) Recovery of arrear rates from owner**

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Recovery of arrear rates is dealt with in accordance with the Credit Control and Debt Collection Policy.

**(5) Recovery of arrear rates from tenants, occupiers and agents**

Arrears rates shall be recovered from tenants, occupiers and agents of the owner, in terms of the Act.

**(5A) Deferral of payment of rates liabilities**

Refer to Credit Control and Debt Collection Policy.

**(6) Supplementary Valuation Debits**

In the event that a property has been transferred to a new owner and a Supplementary Valuation took place, the previous owner as well as the new owner will jointly and separately be held responsible for the settling the supplementary rates account.

**(7) Ownership**

Properties, which vest in the Municipality during developments, i.e. open spaces and roads should be transferred at the cost of the developer to the Municipality.

Until such time, rates levied will be for the account of the developer.

**(8) Clearance Certificate**

8.1 On the sale of any property in the municipal jurisdiction, Council will withhold the transfer until all rates, service and sundry charges and any

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estimated amounts for the duration of the certificate in connection with the property are paid, by withholding a clearance certificate.

- 8.2 When debt has been written off as irrecoverable it will not be recovered again when a clearance certificate on a property is issued.
- 8.3 The municipality will issue such clearance certificate on receipt of an application on the prescribed form from the conveyor.
- 8.4 All payments will be allocated to the subject property.
- 8.5 No interest shall be paid in respect of these payments.
- 8.6 The Municipality will only issue a clearance certificate once a completed prescribed application form from the conveyor has been received.
- 8.7 Where any residential or non-residential debtor has entered into an arrangement with the Municipality in respect of the arrears on a property, the prescribed certificate as referred to in Section 118 of the Systems Act, will not be issued until such time as the full outstanding amount have been paid.
- 8.8 The rates clearance certificate validation period is 60 days and the amount due for payment is calculated as follows:
  - a. Applications received between the 1st and the 14th of the month will include 3 (three) months advance collections plus all current outstanding debt on the property.
  - b. Applications received between the 15th and the end of the month will include 4 (four) months advance collections plus all current outstanding debt on the property.

**(9) Levying of rates on property in sectional title schemes**

A rate on property, which is subject to a sectional title scheme, will be levied on the individual sectional title units in the scheme.

**12. IMPERMISSIBLE RATES**

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A municipality may not levy the following rates in terms of sections 16 (1) and 17 (1) of the Act:

- (1) Rates that would prejudice national economic policies.
- (2) Rates that would prejudice economic activities across boundaries
- (3) Rates that would prejudice national mobility of goods, services, capital or labour.

**(see conditions under section 16( 2-5) of the Property Rates Act)**

- (4) On the first 30% of market value of public service infrastructure
- (5) On any part of the seashore as defined in the Seashore Act
- (6) On any part of the territorial waters of the Republic in terms of the Marine Zones Act (15/1994)
- (7) On any island of which the state is the owner including the Prince Edward Islands
- (8) On those parts of a special nature reserve, national park or nature reserve within the meaning of the National Environmental Management: Protected Areas Act, 2003 (Act 57 of 2003), or of a national botanical garden within the meaning of the National Environmental Management: Biodiversity Act, 2004 (Act 10 of 2004) which are not developed or used for commercial, business, agricultural or residential purposes.
- (9) On a mineral right within the definition of property.
- (10) On a property belonging to a land reform beneficiary or his or her heirs, provided that this exclusion lapses ten years from the date on which such beneficiary's title was registered in the office of the Registrar of deeds
- (11) On the first R 15 000 of the market value of a property assigned in the valuation roll or supplementary valuation roll to a category determined as residential property or multiple used property provided that one or more component is used for residential purposes.
- (12) On property registered in the name of and used primarily as a place of public worship by a religious community, including an official residence



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registered in the name of that community, which is occupied by an office-bearer of that community who is, officiates at services at that place of worship.

***(The exclusion lapses if not used for the purposes as indicated above).***  
**(See conditions under section 17(2-5) of the Property Rates Act)**

### **13. EXEMPTIONS, REBATES AND REDUCTIONS**

The following criteria may be taken into consideration for the purpose of granting exemptions, reductions and rebates:

- indigent status of the owner of a property;
- income of the owner and/or household on a property;
- Owners temporarily without income
- The services provided to the community by public service organisations
- The need to preserve the cultural heritage of the local community
- The need to encourage the expansion of public service infrastructure
- The indispensable contribution which property developers make towards local economic development and the continuing needs to encourage such development
- market value of residential property below a determined threshold;
- owners of property situated within an area affected by –
  - a disaster within the meaning of the Disaster Management Act, 2002 (Act No. 57 of 2002); or
  - any other serious adverse social or economic conditions;
- zoning and/or actual use of the property; and
- availability of services funded by rates for a property.

To qualify for the rebate a property owner must:

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- (i) occupy the property as his/her normal residence;
- (ii) be at least 60 years of age **or** in receipt of a disability pension from the Department of Social Development;
- (iii) be in receipt of a total monthly income from all sources (including income of spouses of owner) not exceeding two state pensions plus 40% (R4 984.00 from 1 April 2019);**
- (iv) not be the owner of more than one property;
- (v) Sectional titles with a unit for the apartment and a separate garage unit number will be dealt as one unit and will be granted a rebate on both accounts; and**
- (vi) provided that where the owner is unable to occupy the property due to no fault of his/her own, the spouse or minor children may satisfy the occupancy requirement.
- (vii) Owners of rateable property registered in the name of institutions or organisations, which in the opinion of the council, performs welfare, charitable and humanitarian work; cultural work; amateur sport and social activities; protect or maintain collections or buildings of historical or cultural interest, including art galleries, archives and libraries; conservation; environment and animal welfare; education and development; health care; agricultural (Experimental farms); municipal property and usage where the council is engaged in land sales transactions which take place after the financial year has started; where the municipality register a road reserve or servitude on a privately owned property a pro-rata rebate equal to the value of the reserve or servitude will be given to the owner; state hospitals, clinics and institutions for mentally ill persons, which are not performed for gain.

Property owners must apply on a prescribed application form for a rebate as determined by the municipality.

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Applications must be accompanied by—

- (i) a certified copy of the identity document or any other proof of the owner's age which is acceptable to the municipality;
- (ii) sufficient proof of income of the owner and his/her spouse;
- (iii) an affidavit from the owner;
- (iv) if the owner is a disabled person proof of a disability pension payable by the state must be supplied; and
- (v) if the owner has retired at an earlier stage for medical reasons proof thereof must be submitted.

These applications must reach the municipality before the end of May preceding the start of the new municipal financial year for which relief is sought.

**Rates rebate are calculated at 60% of the rates levied after the R 15 000.00 impermissible value has been deducted.**

The municipality retains the right to refuse rebates if the details supplied in the application form are incomplete, incorrect or false.

### **13.1 EXEMPTIONS**

The following properties **may be** exempted from rates

- (i) municipal properties
- (ii) municipal public infrastructure
- (iii) informal settlements
- (iv) museums
- (v) national monuments
- (vi) property lower in value than the amount determined by the municipality

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- (vii) a right registered against immovable property
- (viii) public benefit organisations uses their property for specific public benefit activities and listed in part 1 of the 9th schedule of the Income Tax Act
- (ix) Cemeteries & Crematoriums
- (x) 30% of Public Service Infrastructure

## **13.2 REBATES**

### **Categories of properties & owners**

Rebates for the following categories of owners will be considered:

- (d) Rebates in respect of income categories:

The following owners may be granted a rebate on, or a reduction in the rates payable on their property if they meet the following criteria-

- Registered owner of the property that resides on the property;
- Income must not exceed an amount annually set by the Council

- (e) Public benefit organisations:

- (i) Welfare and humanitarian

Rateable property registered in the name of an institution or organisation, which, in the opinion of the council, performs welfare and humanitarian work as contemplated in the ninth Schedule of the Income Tax Act, 1962 (Act 58 of 1962).

Rateable property, registered in the name of a trustee or trustees or any organisation, which is maintained for the welfare of war veterans.

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(ii) Cultural:

Rateable property registered in the name of Boy Scouts, Girl Guides, Sea Scouts, Voortrekkers or any other organisation which in the opinion of the council is similar or any rateable property let by a council to any of the said organizations.

The promotions, establishment, protection, preservation or maintenance of areas, collections or buildings of historical or cultural interest, national monuments, proclaimed national heritage sites, museums, including art galleries, archives and libraries.

(iii) Sports:

Sports grounds used for the purpose of amateur and any social activities, which are connected with such sport.

(iv) Conservation, environment and animal welfare:

Means properties that is registered in the name of an organisation or institution that is engaging in the conservation, rehabilitation or protection of the natural environment, including flora and fauna. Rateable property registered in the name of an institution or organisation, which has as its exclusive objective the protection of tame or wild animals or birds.

(v) Education and development:

Rateable property registered in the name of an educational institution established, declared or registered by or under any law.

(vi) Health care:

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Rateable property registered in the name of an institution or organisation which has as its exclusive objective is health care or counselling of terminally ill persons or persons with a severe physical or mental disability and persons affected with HIV/AIDS.

(c) Agricultural (Experimental Farms):

Rateable property, registered in the name of an agricultural society affiliated to or recognised by the South African Agricultural Union, which is used for the purposes of such a society.

(d) Municipal property and usage:

A pro-rata rebate will be granted where the municipality is engaged in land sales transactions which have taken place after the financial year has started. Where the municipality register a road reserve or servitude on a privately owned property a pro-rata rebate equal to the value of the reserve or servitude will be given to the owner of the property.

(e) Municipal interim valuation:

When a municipal interim valuation is effected during a financial year a pro-rata rebate will be given from the beginning of the financial year until the interim valuation became effective as per Section 78 (2)b of the Act.

(f) Rateable property registered in the name of the Council, if such property is used in supplying electricity, water, or sewerage services

(g) State hospitals, state clinics and institutions for mentally ill persons, which are not operated for gain;

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- (h) Rateable property registered in the name of an institution or organisation which, in the opinion of the Council, performs charitable work;
- (i) Local, Social And Economic Developments  
The municipality may grant rebates to organisations that promote local, social and economic development in its area of jurisdiction based on the criteria determined in its local, social and economic development policy.

The following criteria will apply:

- (a) job creation in the municipal area;
  - (b) social upliftment of the local community; and poverty alleviation to the indigents
  - (c) Improve local economic growth
  - (d) Promote service delivery
- (j) Agricultural properties will be granted rebates as determined by Council in its annual Budget.
- (k) An additional 10% rebate calculated as follow could also be granted:
- |       |  |       |
|-------|--|-------|
| i.    | 1 x Two bedroom houses on property                         | 1.00% |
| ii.   | 2 x Two bedroom houses on property                         | 2.00% |
| iii.  | 3 x Two bedroom houses on property                         | 4.00% |
| iv.   | >3 x Two bedroom houses on property                        | 5.00% |
| v.    | If electricity provided to worker's houses                 | 0.25% |
| vi.   | If water is provided to worker's houses                    | 0.25% |
| vii.  | If sewer is provided to worker's houses                    | 0.25% |
| viii. | If refuse is removed from worker's houses                  | 0.25% |
| ix.   | If school on property or transport is provided to learners | 1.00% |

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x.	If sport facilities on property	1.00%
xi.	If transport to nearest town is provided at no cost to workers at least once per month	1.00%
xii.	If training is provided to workers	1.00%

The above additional 10% will only be granted to Bona Fide farmers with submission of the following documentation with their application:

- (i) Proof of VAT registration
- (ii) Existing account must not be in arrears with the Municipality.
- (iii) Copy of I.D. document of all workers residing on the farm

Where the farming operations are spread across different property even as registered at the Deeds office, the above rebate will be extended to all adjoining farms which are used as a combined farming operation. The additional rebate can only be granted on the value of property as it appears on the valuation roll. Properties of the same owner but valued separately cannot be added together for the calculation purposes.

- (l) Disaster relief can be sought in years when the Municipal area or Region is classified as a disaster area by Provincial or National Authorities.

Agricultural Properties a disaster relief rebate of between 5 and 10% limited to the amount budgeted annually by the municipality.

The application must be lodged on the prescribed form and must include proof of substantial loss of income because of the disaster. Evidence can include, but is not limited to:

- Audited Financial Statements or Management Accounts
- Produce delivery statements
- Letter from the Company's Banker stating the year-on-year loss of income

Applications will be considered by the Financial Services committee and recommend for approval to the Executive Mayoral Committee.

Applications for the rebate must be submitted before the 15 July of the financial year for which relief is sought. Late applications may be considered for a pro-rata approval based on date of receipt of application.



## **14. COSTS OF EXEMPTIONS, REBATES, REDUCTIONS, PHASING IN OF RATES**

- (1) During the budget process the Chief Financial Officer must inform council of all the costs associated with the suggested exemptions, rebates, reductions, phasing in of rates.
- (2) Provisions must be made in the operating budget –
  - (a) for the full potential income associated with property rates; and
  - (b) for the full costs associated with exemptions, rebates, reductions, phasing in of rates.
  - (c) A list of all exemptions, rebates, reductions, exclusions, phasing in etc. must be tabled before council.

## **15. ADDITIONAL RATING AREA**

The municipality may by council resolution determine an area within its boundaries as a special rating area for the purpose of raising funds for improving or upgrading that area; and differentiate between categories of property when levying an additional rate

Before determining a special rating area the municipality must consult the local community on the proposed boundaries of the area, the proposed improvement or upgrading of the area and obtain the consent of the majority of the ratepayers in that proposed special rating area.

The municipality must determine the boundaries and indicate how the area is to be improved or upgraded by the funds derived from the additional rate. Establish a separate accounting and record-keeping system regarding the

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revenue generated by the special rate and the improvement or upgrading of the area.

The municipality may establish a committee composed of persons representing the community to act as a consultative and advisory forum. Representatively, including gender must be taken into account when such a committee is established.

## **16. RATE INCREASES/DECREASES**

- (2) The municipality may consider increasing/decreasing rates annually during the budget process.
- (2) Rate increases will be used to finance the increase in operating costs of rates funded services.
- (3) Rates adjustments may be made taking into account all or any of the following factors:
  - all salary and wage increases as agreed at the South African Local Government Bargaining Council;
  - inflation;
  - the cost of capital;
  - statutory increases affecting the Municipality; and
  - increases or decreases on operating subsidies received

## **17. NOTIFICATION OF RATES**

- (1) The council will give notice of all rates approved at the annual budget meeting at least 30 days prior to the date that the rates become effective. Accounts delivered after the 30 days' notice will be based on the new rates.
- (2) A notice stating council's resolution, date on which the new rates shall become operational will be published in the media and the **Provincial Gazette** and displayed by the municipality at places installed for that purpose.

## **18. CORRECTION OF ERRORS AND OMISSIONS**

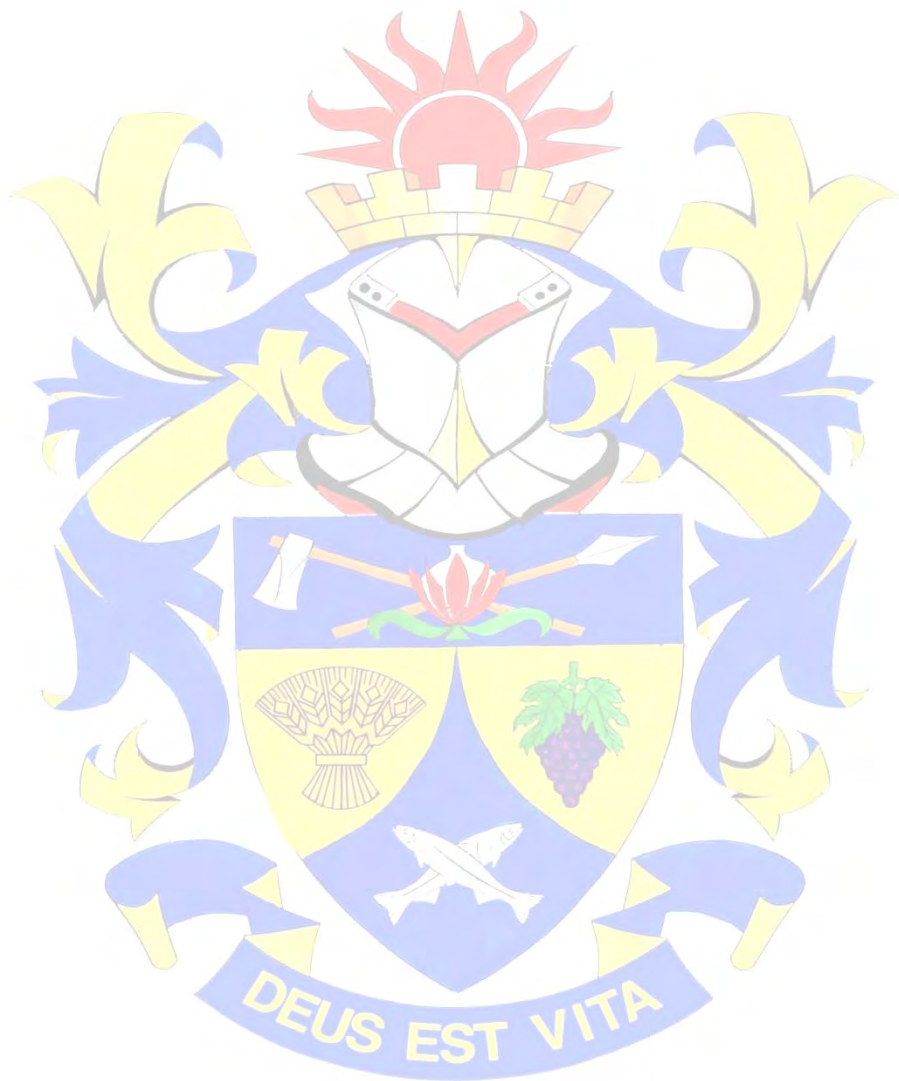
Where the rates levied on a particular property have been incorrectly determined, whether by an error or omission on the part of the municipality, or false information provided by the property owner concerned, or a contravention of the permitted use to which the property concerned may be put, the rates payable shall be appropriately adjusted for the period extending from the date on which the error or omission is detected, back to the date on which rates were first levied in terms of the current valuation roll. In addition, where the error occurred because of false information provided by the property owner or because of a contravention of the permitted use of the property concerned, interest on the unpaid portion of the adjusted rates payable shall be levied at the maximum rate permitted by prevailing legislation.

## **19. SHORT TITLE**

This policy is the **Rates Policy** of the **Bergrivier Local Municipality**.

# BERGRIVIER

Munisipaliteit/Municipality



**TARIEF BELEID**

# INHOUDSOPGAW E

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**Bergrivier Munisipaliteit**  
**Tarief Beleid**

**1. ALGEMENE INLEIDING EN DOELWIT**

- 1.1 Ingevolge die bepalings van artikel 74 van die Wet op Plaaslike Regering: Munisipale Stelselwet, Wet 32 van 2000, moet 'n tariefbeleid saamgestel, goedgekeur en geïmplementeer word en moet sodanige beleid onder andere voorsiening maak vir die heffing van fooie vir die lewering van munisipale dienste deur die munisipaliteit self of ooreenkomstig dienslewering-ooreenkomste. Alle munisipale dienste word tans gelewer deur die Munisipaliteit en is geen dienslewering ooreenkomste van toepassing nie.
- 1.2 Die tariefbeleid is saamgestel met inagneming, waar toepaslik, van die riglyne soos uiteengesit in artikel 74 van die Stelselwet.
- 1.3 Wanneer die Raad die jaarlikse tariewe vasstel, moet tariewe wat elders geld in die Weskus Distriksgebied in ag geneem word asook die impak wat die raad se eie tariewe kan hê op plaaslike ekonomiese ontwikkeling.

**2. ALGEMENE BEGINSELS**

- 2.1 Dienstetariewe wat neergelê word deur die munisipaliteit moet gesien word as verbruikersheffings en nie as belastings nie en dus kan die vermoë om te betaal vir die dienste van die betrokke verbruikers of gebruikers van dienste waarop die tariewe van toepassing is, nie as relevante kriteria oorweeg word nie (behalwe in die geval van noodlenigingsmaatreëls soos van tyd tot tyd goedgekeur deur die munisipaliteit).
- 2.2 Die munisipaliteit moet toesien dat tariewe eenvormig en regverdig deur die hele munisipale gebied toegepas word.
- 2.3 Tariewe vir die vier grootste dienste wat deur die munisipaliteit gelewer word, naamlik:
  - 2.3.1 elektrisiteit
  - 2.3.2 water
  - 2.3.3 riool (afvalwater)
  - 2.3.4 vullisverwydering (soliede afval)

moet sover moontlik uitgawes verhaal wat verband hou met die lewering van elke betrokke diens en die rekening bedryf soos handelsrekenings, behalwe in die geval van vullisverwydering. Die tarief wat deur 'n bepaalde verbruiker of verbruiker betaal word, moet direk verband hou met die diens gelewer en die hoeveelheid wat gebruik is.

(Let wel: Belastings word eksklusief aangespreek in 'n belastingbeleid en word gevolglik uitgesluit uit hierdie beleidsdokument)

- 2.4 Die munisipaliteit moet, sover as wat omstandighede dit toelaat, toesien dat tariewe gehef word met betrekking tot voorgaande dienste, binne 'n finansiële jaar 'n bedryf surplus van minimum 10% sal laat realiseer met die opstel en goedkeuring van die jaarlikse bedryfs begroting. Sodanige surplusse moet

## **Bergrivier Munisipaliteit**

### **Tarief Beleid**

aangewend word vir die verligting van eiendomsbelasting en die gedeeltelike finansiering van algemene dienste of vir die toekomstige kapitaal uitbreiding van die betrokke diens, of albei. (Hierdie bepaling is egter nie van toepassing op die vullisverwyderings diens nie).

- 2.5 Die Raad moet 'n noodlenigingshulpprogram vir die munisipale gebied ontwikkel, goedkeur en ten minste jaarliks hersien. Die program moet die munisipaliteit se invorderingsbeleid duidelik uiteensit ten opsigte van tariewe wat gehef is op geregistreerde hulpbehoewendes en die implikasie van so 'n beleid op ander verbruikers en verbruikers in die munisipale gebied. (Vir die doel het die Raad reeds 'n volledige goedgekeurde hulpverleningbeleid aan hulpbehoewende gesinne – 'indigent').
- 2.6 Die munisipaliteit kan, in lyn met die beginsels vervat in die Grondwet en ander wetgewing ten opsigte van plaaslike regering, onderskeid tref tussen die verskillende verbruikers- en verbruikerskategorieë met betrekking tot die tariewe wat gehef word. Sulke onderskeid moet nogtans te alle tye redelik wees en moet volledig uiteengesit word in elke jaarlikse begroting.
- 2.7 Die munisipaliteit se tariefbeleid moet deursigtig wees en die mate waartoe daar 'n kruissubsidie tussen die kategorieë verbruikers en verbruikers bestaan, moet duidelik wees vir alle verbruikers en verbruikers van die betrokke diens.
- 2.8 Die munisipaliteit moet verder toesien dat die tariewe maklik verstaanbaar is deur alle verbruikers en verbruikers wat deur die tariefbeleid geraak word.
- 2.9 Die munisipaliteit moet ook toesien dat dienste koste-effektief gelewer word ten einde die beste moontlike koste van dienslewering te verseker.
- 2.10 In die geval waar dienste direk gemeet kan word, naamlik elektrisiteit en water, moet die verbruik van hierdie dienste behoorlik gemeet word deur die munisipaliteit en meters moet op 'n maandelikse basis gelees word, soos omstandighede dit redelik toelaat, of waar nie van voorafbetaalde meters gebruik gemaak word nie. Die kostes wat ten opsigte van verbruikers gehef word, moet in verhouding wees met die hoeveelheid eenhede wat hulle verbruik.
- 2.11 Daarbenewens kan die munisipaliteit maandeliks beskikbaarheidsfooie of basiese fooie hef vir die betrokke dienste en kostes moet bepaal word vir elke tipe diens soos bepaal ingevolge die beleidsriglyne hieronder uiteengesit. Gewoonlik betaal verbruikers van water en elektrisiteit dus twee heffings: basiese vaste koste, wat nie verband hou met die volume van verbruik nie en wat gehef word ten opsigte van die beskikbaarheid van die betrokke diens; die ander hou direk verband met die verbruik van die betrokke diens.
- 2.12 Wanneer die koste van water, elektrisiteit en riooldienste oorweeg word, moet die munisipaliteit die kapitaalkoste in ag neem met betrekking tot die daarstelling en uitbreiding van sodanige dienste en van die gevolglike vaste koste in teenstelling met die wisselende koste om hierdie dienste te administreer. Die munisipaliteit moet dus onderneem om die bestuur en uitbreiding van dienste versigtig te beplan ten einde te verseker dat voldoende voorsiening gemaak is ten opsigte van sowel

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die huidige asook toekomstige verbruik en dat hierdie vlakke, wat kan wissel, oor korter tydperke ook aangespreek word. Dit kan beteken dat die dienste teen minder as die volle kapasiteit oor verskillende tydperke gelewer word en moet voorsiening in die jaarlikse tariewe gemaak word vir die koste verbonde aan hierdie surplus kapasiteit.

- 2.13 Wanneer 'n tweeledige tariewestruktuur, naamlik die beskikbaarheid fooi (basiese fooi) gekoppel aan 'n heffing, asook op verbruike, goedgekeur word, is die munisipaliteit van mening dat voldoende voorsiening gemaak is in die behoeftes van beide toekomstige ontwikkeling en wisselende aanvraag siklusse asook ander afwykings.
- 2.14 Dit word ook aanvaar dat 'n gedeelte van die munisipaliteit se tariewe beleid vir elektriese dienste moet verseker dat sodanige verbruikers, wie hoofsaaklik verantwoordelik is vir spits tyd verbruik en gevolglik verwante gebruik heffings by Eskom tot gevolg het, die koste ten opsigte van hierdie heffings moet dra. Vir hierdie doeleindes moet die munisipaliteit meters installeer ten einde die maksimum aanvraag van sodanige verbruikers oor 'n bepaalde tydperk te monitor. Hierdie verbruikers betaal dus die betrokke aanvraag heffing sowel as 'n dienste- heffing wat direk verband hou met die werklike verbruik van elektrisiteit gedurende die bepaalde meter tydperk.
- 2.15 Die Raad kan ook as aansporingsmaatreëls om ontwikkeling te stimuleer en aan te moedig, tariewe en heffings vrystel, tydelik vrystel en/of rabatte instel. Die toekenning van aansporingsmaatreëls sal in elk geval op meriete, individueel beoordeel word en sal die toekenning daarvan gebaseer word op grond van swartbemaagtiging, werkskepping, ens.
- 2.16 Waar daar meer as een aansluiting vir 'n diens per erf is, sal elke aansluiting geag word as 'n aansluitingspunt en sal die basiese dienste op elke aansluiting van toepassing wees.

**3. BEPALING VAN TARIEWE VIR GROOTMAATDIENSTE**

- 3.1 Ten einde tariewe te bepaal wat gehou moet word vir die verskaffing van die vier groot dienste, moet die munisipaliteit die lopende koste identifiseer, wat die volgende insluit:
  - 3.1.1 Koste van grootmaat aankope in die geval van water en elektrisiteit;
  - 3.1.2 Verspreidingskoste;
  - 3.1.3 Verspreiding verliese in die geval van elektrisiteit en water.
  - 3.1.4 Waardevermindering;
  - 3.1.5 Onderhoud van infrastruktuur en ander vaste bates;
  - 3.1.6 Administrasie en dienste koste, insluitend –



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- 3.1.6.1 kostes gehef deur ander departemente;
  - 3.1.6.2 redelike algemene oorhoofse uitgawes, byvoorbeeld koste wat verband hou met die kantoor van die munisipale bestuurder.
- 3.2 Voldoende bydraes met betrekking tot slegte skuld.
- 3.3 Alle ander werk uitgawes wat verband hou met die betrokke diens, insluitend, in die geval van elektrisiteit, die koste om straatbeligting in die munisipale gebied te voorsien (let wel – die koste van die demokratiese proses binne die munisipaliteit, d.i. alle uitgawes wat verband hou met die politieke struktuur van die munisipaliteit, moet deel vorm van die uitgawes wat gefinansier word deur erfbelasting en algemene inkomstes, en mag nie ingesluit word in die koste van grootmaat dienste gelewer deur die munisipaliteit nie).
- 3.4 Die verwagte surplus wat vir die finansiële jaar gegeneer word, moet soos volg aangewend word:
- 3.4.1 toewysing aan kapitaal reserwes; en/of
  - 3.4.2 in die algemeen om belasting en algemene dienste te verlig.

**4. ELEKTRISITEIT**

- 4.1 Die toepaslike tariewe, soos goedgekeur deur die Raad, moet gehef word ten opsigte van die onderskeie kategorieë elektrisiteitsverbruikers, soos hieronder uiteengesit,
- 4.2 Tariefaanpassings sal in werking tree vanaf die eerste rekening wat gelewer word na 1 Julie van elke jaar.
- 4.3 Die verbruiks- en heffingskategorieë is soos volg:
- 4.3.1 Alle gemete elektrisiteitsverbruikers moet 'n rekening ontvang ten opsigte van elektrisiteitsverbruik, gehef teen die toepaslike kategorie waarin die betrokke verbruiker val.
  - 4.3.2 Die tarief vir huishoudelike elektrisiteitsverbruik mag nie 75% per kwh. van die tarief van toepassing op ander verbruikers oorskry nie. Alle ander verbruikers, insluitende besighede, nywerhede en institusionele verbruikers moet dieselfde tarief per kwh. betaal.
- 4.4 Ten einde elektrisiteit verbruik te bestuur, word bloktariewe in die vorm van glyskale gebruik.
- 4.5 Die munisipaliteit verskaf die eerste 50 kwh elektrisiteit per maand gratis aan geregistreerde hulpbehoewendes deernisgevalle en huishoudelike enkelfase aansluitings, waar die aansluiting vrywilliglik tot 20 ampêre beperk word.

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- 4.6 Alle ander huishoudelike elektrisiteitsverbruikers, met uitsluiting van gebruikers in 4.5 moet addisioneel aangeslaan word vir 'n basiese heffing per geïnstalleerde meter.
- 4.7 Alle handels-, nywerheids- en ander nie-huishoudelike eiendom met konvensionele meters moet addisioneel aangeslaan word met 'n maandelikse basiese heffing per meter en waar toepaslik, moet 'n aanvraagheffing wat verband hou met hulle onderskeie vlakke van verbruik, ingestel word.
- 4.7 Die munisipaliteit se departementele elektrisiteitsverbruik moet teen kosprys gehef word.

**5 WATER**

- 5.1 Die kategorieë van waterverbruik soos hieronder uiteengesit, moet gehef word teen die toepaslike tariewe soos goedgekeur deur die Raad tydens elke jaarlikse begroting.
- 5.2 Tarief aanpassings sal in werking tree vanaf die eerste rekening wat gelewer word na 1 Julie van elke jaar.

5.3 Die kategorieë van verbruik en heffings is soos volg:

5.3.1 Hulpbehoewende huishoudelike waterverbruikers wat vir een of meer dienste van die Raad aangesluit is, ontvang die eerste 6 (ses) kl water wat per maand gebruik word, gratis. Daarna sal 'n progressiewe tarief per kl geld soos vasgestel deur die Raad van tyd tot tyd en soos uiteengesit in Paragraaf 5.3.3 van hierdie beleid<sup>i</sup>.

5.3.2 Alle ander verbruikers sal aangeslaan word vir werklike waterverbruik teen 'n progressiewe tarief per kl soos vasgestel deur die Raad van tyd tot tyd. Die tarief vir verbruik moet gebaseer wees op 'n maandelikse verbruik van:

- tot en met 6 kl
- 7 kl tot 20 kl
- 21 kl tot 50 kl
- 51 kl tot 100 kl
- 101 kl tot 200 kl
- 201 kl tot 1 000 kl
- 1001 kl tot 1 500 kl
- 1 501 kl tot 2 000 kl
- en meer as 2000kl

5.3.3 Huishoudelike verbruikers sal aangeslaan word vir werklike waterverbruik teen 'n progressiewe tarief per kl soos vasgestel deur die Raad van tyd tot tyd. Die tarief vir huishoudelike verbruik moet gebaseer wees op 'n maandelikse verbruik van:

- tot en met 6 kl
- 7 kl tot 13 kl
- 14 kl tot 20 kl

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### **Tarief Beleid**

21 kl tot 35 kl  
36 kl tot 50 kl  
en meer as 50 kl

(Let wel): Bogenoemde glyskaal van tariewe kan tydens noodmaatreëls as gevolg van waterskaarste aangepas word met 'straf' tariewe as water beperkende maatreëls en as 'n instrument om waterbesparings af te dwing.

~~5.4 Die tarief van toepassing op huishoudelike waterverbruik mag nie die toepaslike tarief ten opsigte van ander verbruikers met 75% oorskry nie.~~

5.5 'n Basiese heffing per watermeter kan deur die Raad van tyd tot tyd vasgestel word en sal geld ten opsigte van alle waterverbruikers,

5.6 Die munisipaliteit se departementele waterverbruik sal teen kosprys aangeslaan word.

## **6 VULLISVERWYDERING**

6.1 Die kategorieë vullisverwyderingverbruikers soos hieronder uiteengesit, moet aangeslaan word teen die toepaslike tariewe, soos goedgekeur deur die Raad tydens elke jaarlikse begroting.

6.2 Tariefaanpassings sal in werking tree vanaf die eerste rekening wat gelewer word na 1 Julie van elke jaar.

6.3 'n Aparte vaste maandelikse vullisverwyderingheffing is op elk van die volgende kategorieë verbruikers van toepassing, gebaseer op die koste van die betrokke diens:

6.3.1 Huishoudelike en ander verbruikers (verwydering een keer per week)

6.3.2 Besighede en ander verbruikers (verwydering twee keer per week)

~~6.3.3 Groter besighede en ander verbruikers (verwydering drie keer per week)~~

~~6.3.4 Besighede en ander (grootmaatverbruikers)~~

~~6.3.5~~

6.4 Geregistreerde hulpbehoewendes kan korting kry op hierdie heffing soos deur die Raad bekostigbaar geag tydens die goedkeuring van elke jaarlikse begroting, maar met die verstandhouding dat sodanige korting nie meer as 100% van die maandelikse rekening ten opsigte van die vullisverwydering heffing beloop nie.

6.5 'n Vaste maandelikse heffing, wat nie die huishoudelike heffing mag oorskry nie, is betaalbaar deur die munisipaliteit se departemente.

6.6 Dit is die plig van elke eenaar van 'n besigheid, van 'n winkel of handelsperseel om toe te sien dat die sypaadjie voor of aangrensend aan die perseel, skoon en vry gehou word van vullis wat van sodanige perseel afkomstig is of wat voortspruit uit die verskaffing of verkoop van goedere vanuit sodanige perseel. Indien dit nie gedoen word nie, kan die Munisipaliteit 'n tarief bepaal en die koste teen die eenaar se dienste rekening hef.

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**7 RIOOL**

- 7.1 Die kategorieë van rioolverbruikers soos hieronder uiteengesit moet maandeliks aangeslaan word teen die toepaslike tarief soos goedgekeur deur die Raad tydens elke jaarlikse begroting.
- 7.2 Tariefaanpassings sal in werking tree vanaf die eerste rekening wat gelewer word na 1 Julie van elke jaar.
- 7.3 Die kategorieë vir gebruik en heffings is soos volg:
- 7.3.1 'n Vaste maandelikse fooi gebaseer op die koste van die diens moet gehef word ten opsigte van alle huishoudelike wooneenhede insluitende woonstelle, deeltitel- en tyddeeleenhede.
  - 7.3.2 Geregistreerde hulpbehoewendes kan korting ontvang mits die Raad dit as bekostigbaar ag tydens die goedkeuring van elke jaarlikse begroting, maar met die verstandhouding dat hierdie korting nie meer as 100% van die maandelikse rekening vir hierdie diens sal beloop.
  - 7.3.3 'n Vaste maandelikse fooi, gebaseer op die koste vir die diens moet gehef word ten opsigte van alle besighede, nywerhede en institusionele verbruikers.
  - 7.3.4 'n Vaste maandelikse fooi gelykstaande aan die laagste (huishoudelike) tarief, moet gehef word ten opsigte van die munisipaliteit se departemente.
  - 7.3.5 'n Afvalwaterfooi is voorts betaalbaar deur fabriek en ander nywerhede waar afvalwater, wat afkomstig is vanaf hierdie verbruikers, spesiale suiwerings- maatreëls deur die munisipaliteit vereis. Sodanige fooie moet gebaseer wees op die toksiese inhoud van die betrokke afvalwater en die koste vir die suiwering.

**8 ANDER TARIIEWE**

- 8.1 Ander tariewe, naamlik alle tariewe uitgesonderd water, elektrisiteit, riool en vullisverwydering.
- 8.2. Alle ander tariewe moet gestandaardiseer wees binne die munisipale gebied
- 8.3 Alle ander tariewe moet deur die Raad goedgekeur word tydens elke jaarlikse begroting en moet, waar raadsaam geag deur die Raad, deur erfbelasting en algemene inkomste gesubsidieer word, veral wanneer die tariewe onekonomies blyk te wees wanneer die betrokke diens se koste gedek moet word, of wanneer die koste nie akkuraat bepaal kan word nie, of wanneer die tarief daarop gemik is slegs om die betrokke diens of gerief te reguleer eerder as te finansier.
- 8.4 Alle ander tariewe waaroor die munisipaliteit volle beheer het en wat nie direk verband hou met die koste van 'n betrokke diens nie, moet jaarliks aangepas word om ten minste in lyn te wees met die heersende verbruikersprysindeks, mits daar goeie redes is hoekom 'n aanpassing nie gedoen gaan word nie.

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- 8.5 Die volgende dienste behoort as gesubsidieerde dienste geag word en die tariewe gehef behoort sover moontlik die jaarlikse werklike uitgawes waarvoor begroot is te dek vir die betrokke diens:
- 8.5.1 begrafnisse en begraafplase
  - 8.5.2 huur vir die gebruik van munisipale sportfasiliteite
  - 8.5.3 munisipale swembad
  - 8.5.4 munisipale museums
  - 8.5.5 verwydering van tuin-en besigheidsafval na die munisipale stortingsterrein
  - 8.5.6 ander diverse tariewe bv. verhuur van toerusting, bouplangelde, grondgebruik beplanning, ens.
- 8.6 Die volgende dienste moet as gemeenskapsdienste beskou word en geen tariewe mag gehef word vir die gebruik daarvan nie:
- 8.6.1 munisipale biblioteek (behalwe vir boetes)
  - 8.6.2 munisipale tuine en alle ander parke en openbare oop ruimtes
- 8.7 Die volgende dienste behoort as ekonomiese dienste beskou word en die tariewe gehef behoort 100%, of so na as moontlik aan 100%, die begrote jaarlikse werklike uitgawes van die betrokke diens dek.
- 8.7.1 onderhoud van grafte en gedenktuin
  - 8.7.2 huishuur
  - 8.7.3 huur vir die gebruik van munisipale sale en ander persele (onderworpe aan die voorwaardes soos hieronder uiteengesit)
  - 8.7.4 bouplanfooie
  - 8.7.5 verkoop van plastiek vullissakke
  - 8.7.6 verkoop van vullisdromme
  - 8.7.7 skoonmaak van persele
  - 8.7.8 elektrisiteit, water, riool, nuwe aansluitingsfooie
  - 8.7.9 verkoop van plante
  - 8.7.10 fotostatiese afdrukke en fooie
  - 8.7.11 uitklaringssertifikate en ander sertifikate (bv. sonering)
  - 8.7.12 aansoekfooie vir grondgebruik
  - 8.7.13 dorpskaarte en soneringsplanne
- 8.8 Die volgende heffings en tariewe moet as 'n regulerende of strafmaatreël oorweeg word en moet toepaslik oorweeg word tydens elke jaarlikse begroting.
- 8.8.1 boetes vir verlore of laat biblioteekboeke
  - 8.8.2 skutfooie
  - 8.8.3 elektrisiteit, water, afsluitings- en aansluitingsfooie
  - 8.8.4 boetes en ander heffings neergelê ingevolge die goedgekeurde beleid ten opsigte van kredietbeheer en skuldinvordering
  - 8.8.5 boetes vir die indiening van afgekeurde, verouderde, vooruitgedateerde of andersins onaanvaarbare tjeks.

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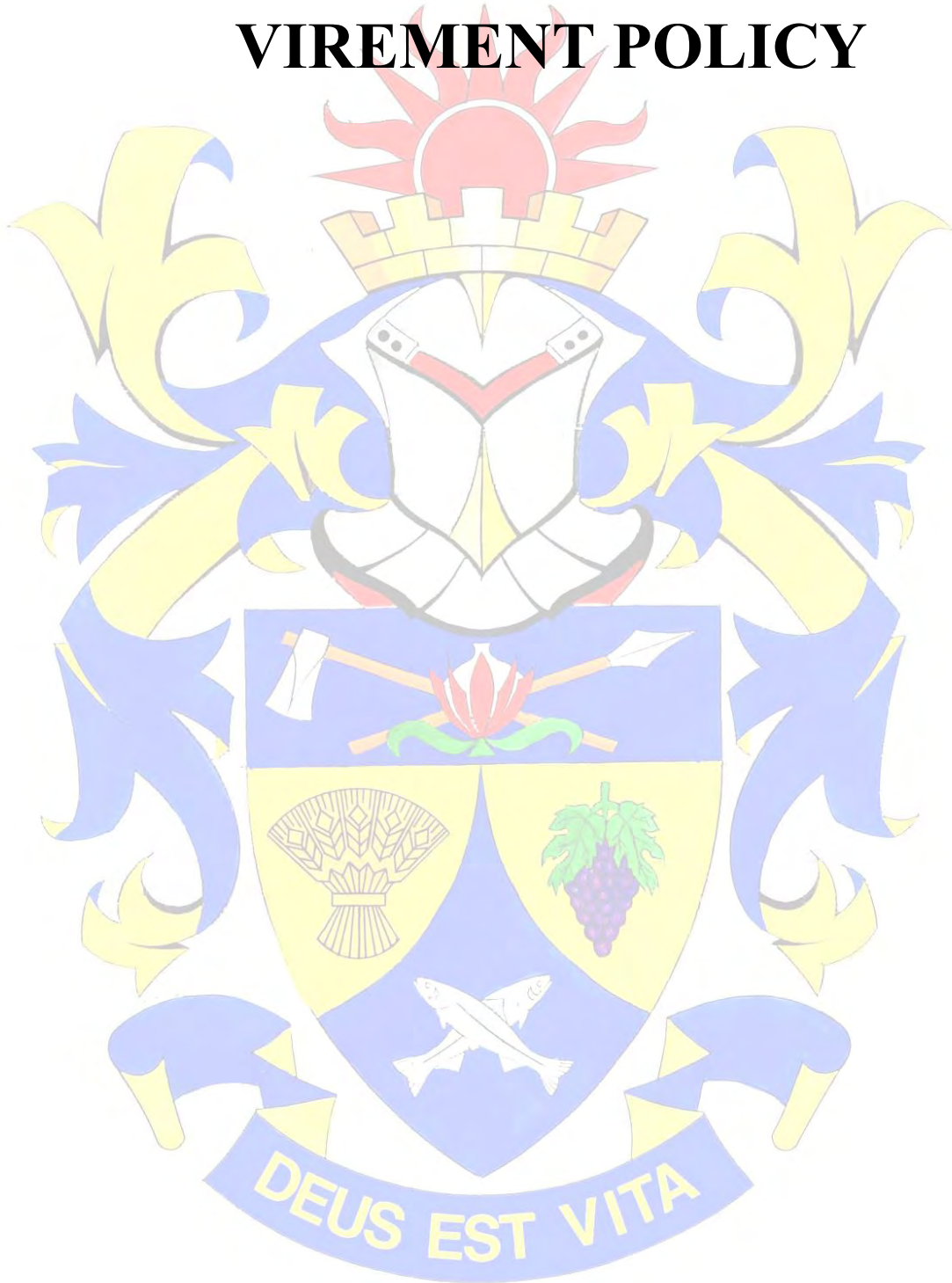
- 8.9 Markverwante huur moet gehêf word ten opsigte van die verhuring van elke munisipale eiendom, insluitende karavaanparke en strandoorde.
- 8.10 Indien die munisipale bestuurder tevrede is dat sale en persele benodig word vir nie-winsgewende instansies en vir die lewering van 'n diens aan die gemeenskap, kan die munisipale bestuurder tot 100% afslag toestaan ten opsigte van die betrokke huur.
- 8.11 Die munisipale bestuurder moet bepaal of enige vrywaring of waarborge gegee moet word ten opsigte van die huur van munisipale sale, persele en sportgronde en moet in ag neem watter skade die munisipaliteit kan ly as gevolg van die gebruik van die betrokke fasiliteite.

**9 BESKIKBAARHEIDSFOOIE**

- 9.1 Beskikbaarheid fooie, soos jaarliks in sy begroting deur die raad bepaal, ten opsigte van Water, Elektrisiteit, Riool en Vullisverwydering is betaalbaar deur alle eienaars van onbeboude eiendomme waar geeneen van die dienste aangesluit is nie maar redelikerwys aangesluit kan word. Indien een of meer van hierdie dienste aangesluit word, sal die basiese fooie t.o.v. al die dienste wat redelikerwys aangesluit kan word, geld soos bepaal in die gedeelte van hierdie beleidsdokument wat daarmee handel. Elke eiendom per aansluitingspunt word geag 'n wooneenheid te wees.
- 9.2 Dat lêerwe met 'n markwaarde, soos van tyd tot tyd deur die Raad bepaal, kwytgeskeld word van beskikbaarheidsgelde vir 'n tydperk van een jaar na oordrag van die eiendom om sodoende sodanige eienaar die geleentheid te bied om finansiële hulp te bekom vir die aanbring van verbeterings op die erf.

**BERGRIVIER MUNICIPALITY**

**VIREMENT POLICY**



# VIREMENT POLICY

## 1 INTRODUCTION

- 1.1 Webster's New Millennium Dictionary of English defines "Virement" as "a regulated transfer or reallocation of money from one account to another, especially public funds."
- 1.2 A virement represents a flexible mechanism to effect budgetary amendments within a municipal financial year.
- 1.3 Changing circumstances and priorities during a financial period may give rise to a need to virement (transfer) funds within or between approved Votes, as defined in the Municipal Finance Management Act 56 of 2003(MFMA). The treatment of such instances may, however, be dependent on whether an adjustment budget is required or not.

## 2 PURPOSE

- 2.1 The Chief Financial Officer has a statutory duty to ensure that adequate policies and procedures are in place to ensure an effective system of financial control. A municipality's virement policy and its underlying administrative process within the system of delegations is one of these controls.
- 2.2 Section 81(1)(d) of the MFMA states inter alia that "The chief financial officer of a municipality...must advise senior managers and other senior officials in the exercise of powers and duties assigned to them in terms of section 78 or delegated to them in terms of section 79;..."
- 2.3 It is the responsibility of each Director to which funds are allocated, to plan and conduct assigned operations so as not to expend more funds than budgeted and to ensure that funds are utilized effectively and efficiently.
- 2.4 Section 78(1)(b) of the MFMA states inter alia that:

"Each senior manager of a municipality and each official of a municipality exercising financial management responsibilities must take all reasonable steps within their respective areas of responsibility to ensure...that the financial and other resources of the municipality are utilized effectively, efficiently, economically and transparently..."
- 2.5 This policy aims to provide guidelines to senior management in the use of virements as a mechanism in their day to day management of their budgets.



In addition it specifically aims to empower senior managers with an efficient financial– and budgetary system to ensure optimum service delivery within the current legislative framework of the MFMA and the municipality’s system of delegations.

### 3 DEFINITIONS

#### 3.1 **Accounting Officer (MFMA)**

(a) in relation to a municipal official referred to in Section 60 of the MFMA

#### 3.2 **Approved budget (MFMA)**

(a) means an annual budget approved by a municipal council, or

(b) approved by a provincial or the national executive following an

intervention in terms of section 139 of the Constitution, and includes

such an annual budget as revised by an adjustments budget in terms

of section 28

#### 3.3 **Chief Financial Officer (MFMA)**

“a person designated in terms of section 80(2)(a)”

#### 3.4 **Cost Centre**

A Cost Centre is a logical point at which cost (expenditure) is managed by a responsible cost centre owner. A cost centre is identified by the second 3 digits of the ledger account number.

#### 3.5 **Cost Item**

Cost items distinguish between different cost sections or categories of expenditure. These are identified by the next 4 digits of the ledger account number.

### 3.6 **Director**

Section 56 of the System Act states inter alia that:

”Appointment of managers directly accountable to municipal managers (a) a municipal council, after consultation with the municipal manager, appoints a manager directly accountable to the municipal manager...”

### 3.7 **Financial Year**

The 12 month period between 1 July and 30 June of the following year.

### 3.8 **Vote (MFMA)**

3.8.1 “(a) one of the main segments into which a budget of a municipality is divided for the appropriation of money for the different departments or functional areas of the municipality, and

(b) which specifies the total amount that is appropriated for the purposes of the department or functional area concerned.”

3.8.2 In the case of the Bergrivier Municipality the definition of Vote is set at Directorate level, with the exception being tariff funded services as a result of their closed account nature e.g. Electricity (*Cost Centre 621&622*), Water (*Cost Centre 511*), Waste Management (*Cost Centre 171*) and Waste Water Management (*Cost Centre 291*). In these cases “vote” is set at cost centre level.

### 3.9 **Virement**

The process of transferring an approved budgetary provision from one operating cost centre or capital project to another within a vote during a municipal financial year and which results from changed circumstances from that which prevailed at the time of the budget adoption.

## 4 **MFMA REGULATIONS ON BUDGET VERSUS EXPENDITURE**

4.1 The MFMA regulates as follows regarding the incurring of expenditure against budgetary provisions.

### 4.1.1 Section 15

Appropriation of funds for expenditure “A municipality may, except where otherwise provided in this Act, incur expenditure only

(a) in terms of an approved budget, and

(b) within the limits of the amounts appropriated for the different votes in an approved budget.”

#### 4.1.2 Unauthorized Expenditure (MFMA Definition)

“in relation to a municipality, means any expenditure incurred by a Municipality otherwise than in accordance with section 15 of 11(3), and includes

- (a) Overspending of the total amount appropriated in the municipality’s approved budget
- (b) Overspending of the total amount appropriated for a vote in the approved Budget
- (c) Expenditure from a vote unrelated to the department or functional area covered by the vote
- (d) Expenditure of money appropriated for a specific purpose, otherwise than for that specific purpose
- (e) Spending of an allocation referred to in paragraph(b), (c) or (d) of the definition of “allocation” otherwise than in accordance with any conditions of the allocation, or
- (f) A grant by the municipality otherwise than in accordance with this Act”

#### 4.1.3 Overspending (MFMA Definition)

“in relation to the budget of a municipality means

- (a) causing the operational or capital expenditure incurred by the municipality during a financial year to exceed the total amount appropriated in that year’s budget for its operational or capital expenditure, as the case may be;
- (b) in relation to a vote, means causing expenditure under the vote to exceed the amount appropriated for that vote; or
- (c) in relation to expenditure under section 26, means causing expenditure under that section to exceed the limits allowed in subsection (5) of that section;”

#### 4.1.4 Section 71(1)(g)(iii) states inter alia

“(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:...(g) when necessary, an explanation of...(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....”

## 5 VIREMENT REQUIREMENTS

- 5.1 The virement process represents the major mechanism to align and take corrective (financial/budgetary) action within a vote (Directorate) during a financial year.
- 5.2 In order for a vote (Directorate) to transfer funds from one cost centre or capital project to another cost centre or capital project, a saving has to be identified within the monetary limitations of the approved “giving” cost centre or capital project allocations on the respective budgets.
- 5.3 Sufficient, (no committed) budgetary provision should be available within the “giving” vote’s cost centre or project concerned to give effect to the budgetary transfer (virement). In addition, the transferring function must clearly indicate to which cost centre or capital project the budget provision will be transferred to and provide a clear motivation for the transfer.
- 5.4 Any budgetary amendment of which the net impact will be a change to the total approved annual budget allocation and any other amendments not covered in this policy are to be considered for budgetary adoption via an adjustments budget (per MFMA Section 28)
- 5.5 In terms of Section 17 of the MFMA a municipality’s budget is divided into an operating and capital budget and consequently no virements are permitted between Operating and Capital Budgets.
- 5.6 Virements are not permissible between votes.
- 5.7 Virements between Trading and Rate funded functions are not allowed, due to the differing impacts on respective tariffs or Rates borne services’ budgets, unless adopted via adjustment budgets (per MFMA Section 28)

## 6 OPERATING BUDGET VIREMENTS

- 6.1 Virements are not allowed to utilize special purpose budgetary allocations, adopted by Council as such and to which specific Council recommendations apply.

- 6.2 Sound motivations should be provided for all virements, as provided for on pro forma virement application documentation.
- 6.3 Specific virement limitations:
  - 6.3.1 No virements are permitted between cost item of employee related costs (100) and other cost items within a cost centre or vote without the written consent of both the municipal manager and the CFO.
  - 6.3.2 No virements are permitted between cost items and other cost items within a cost centre or vote without the written consent of both the Municipal Manager and the CFO.
  - 6.3.3 All virements must be approved for completeness before processing by the Budget and Treasury office.
  - 6.3.4 No virements are permitted to and from Grants and Subsidies Paid, except if supported by Council decision for such transfer and as per the approved Grants-in-Aid Policy.
  - 6.3.5 No virements are permitted between cost items and repairs and maintenance votes without the written consent of the Municipal Manager and the CFO.
  - 6.3.6 No virements are permitted from 1 December until 28 February (after the release of the Adjustment Budget on the financial system). Only on approval by the CFO.
  - 6.3.7 Virements will not be allowed more than twice to and from a capital and operating vote.

## 7 CAPITAL BUDGET VIREMENT

- 7.1 Specific virement limitations
  - 7.1.1 Sound motivations should be provided for all virements, as provided for on pro forma virement documentation.
  - 7.1.2 No virements are permitted to and from assets financed from different financial sources within a vote.
  - 7.1.3 Virements are only allowed between asset classes within a vote at the discretion of the relevant Director and the Municipal Manager.

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# **BERGRIVIER MUNICIPALITY**



## **REVISED SUPPLY CHAIN MANAGEMENT POLICY- APRIL 2020**

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## **BERGRIVIER MUNICIPALITY**

### **REVISED MUNICIPAL SUPPLY CHAIN MANAGEMENT POLICY**

#### **LOCAL GOVERNMENT: MUNICIPAL FINANCE MANAGEMENT ACT. 2003**

##### **Date of adoption:**

Council resolves in terms of section 111 of the Local Government Municipal Finance Management Act (No. 56 of 2003), to adopt the under-mentioned revised policy as the Supply Chain Management Policy of the municipality.

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## 1. Definitions

In this policy and any bid documentation or directive issued in terms thereof, the singular includes the plural and vice versa, any one gender includes both genders and, unless the context otherwise indicates, a word or expression to which a meaning has been assigned in the Municipal Finance Management Act has the same meaning as in this Act, and -

**“Accounting Officer”** means the manager of the municipal administration and accounting officer of the municipality appointed by the council in terms of section 54A of the Local Government: Municipal Systems Act No. 32 of 2000 as amended in Act No. 7 of 2011 and includes any employee of the municipality who acts in his stead and, in the event of the municipality being subject to an intervention in terms of section 139 of the Constitution or any other applicable law, includes the “Administrator” appointed as a consequence of such intervention or in terms of the conditions pertaining thereto;

**“All applicable taxes”** includes value-added tax, pay as you earn, income tax, skills development levies and unemployment insurance fund contributions;

**“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;

**“B-BBEE status level of contributor”** means the B-BBEE status received by a measured entity based on its overall performance using the relevant scorecard contained in the Codes of Good Practice on Black Economic Empowerment;

**“Bid Committees”** means the committees established in terms of this policy to prepare bid specifications, bid documentation, evaluate responsive bids and, where so authorized, to adjudicate responsive bids and any reference in section 117 of the Municipal Finance Management Act to municipal tender committees shall be construed as a reference to the aforesaid committees;

**“Bid documentation”** means all documentation relating to or necessary in order to complete a procurement or disposal including but not limited to such specification, bidding, certification and contractual documentation as may be prescribed by National Treasury or the Construction Industry Development Board, as the case may be, for municipal supply chain management purposes and the implementation of this policy;

**“Bidder”** means any person who submits a bid or quotation to the municipality in response to an invitation to bid or quote and includes a **“tenderer”**;

**“Bid rigging”** means a prohibited collusive bidding practice in terms of which bidders that would normally be expected to compete in a procurement process either singularly or by association with other persons or firms in a horizontal relationship, secretly conspire to raise prices or lower the quality of goods and/or services or agree not to compete against each other in such process;

**“Black designated groups”** has the meaning assigned to it in the codes of good practice issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;

**“Black people”** is a generic term which means Africans, Coloureds and Indians;

**“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act No. 53 of 2003;

**“Chief Financial Officer”** means the official of the municipality designated as such in terms of section 80(2)(a) of the Municipal Finance Management Act;

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**“CIDB”** means the Construction Industry Development Board

**“CIDB regulations”** means any regulations issued in terms of the Construction Industry Development Board Act No. 38 of 2000;

**“Codes of Good Practice”** means the Codes of Good Practice on Black Economic Empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act and contained in General Notice 12 of 9 February 2007;

**“Comparative price”** means the price after the factors of a non-firm price and all unconditional discounts that can be utilized, have been taken into consideration;

**“Competitive bidding process”** means a transparent procurement method in which bids from competing contractors, suppliers or vendors are invited by openly advertising the scope, specifications, terms and conditions of the proposed contract as well as the criteria by which responsive bids received will be evaluated;

**“Competitive bid”** means a bid in terms of a competitive bidding process;

**“Consortium or joint venture”** means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract;

**“Construction works”** means the provision of a combination of goods and services arranged for the development, extension, installation, repair, maintenance, renewal, removal, renovation, alteration, dismantling or demolition of a fixed asset including building and engineering infrastructure;

**“Contractor”** means a person or body of persons who undertakes to execute and complete construction works for or on behalf of the municipality;

**“Contract”** means the agreement that results from the acceptance of a tender by the municipality in accordance with this policy;

**“Council”** means the council of Bergrivier Municipality;

**“Day”** unless expressly otherwise provided in this policy, means a calendar day, provided that when any particular number of days is prescribed for the doing of any act, or for any other purpose, the same shall be reckoned exclusively of the first and inclusively of the last day, unless the last day happens to fall on a Sunday or on any public holiday, in which case the time shall be reckoned exclusively of the first day and exclusively also of every such Sunday or public holiday;

**“Delegating authority”** means the council, a duly authorized political structure or office bearer thereof, the Accounting Officer or other employee to whom original powers are assigned in terms of legislation and, in relation to a sub-delegation of a power, that delegated body;

**“Delegation”** means the issuing of a written authorization by a delegating authority to a delegated body to act in his stead and, in relation to a duty, includes an instruction or request to perform or to assist in performing the duty and **“delegate”** and **“sub-delegate”** has a corresponding meaning;

**“Delegated body”** in relation to the delegation of a power means the person to whom a power has been delegated by the delegating authority in writing;

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**“Designated group”** means-

- (a) Black designated groups;
- (b) Black people;
- (c) Women;
- (d) People with disabilities; or
- (e) Small enterprises, as defined in section 1 of the National Small Enterprise Act, 1996 (Act No. 102 of 1996)

**“Designated Official”** means the official of the municipality to whom the accounting officer or the chief financial officer, as the case may be, have, in accordance with sections 79 and 82 of the Municipal Finance Management Act No. 56 of 2003 delegated powers, functions and duties in connection with the application and implementation of this policy; provided that a sub-delegation by the chief financial officer to an official that has not been allocated to him by the accounting officer or to a person contracted by the municipality for the work of its budget and treasury office may only be so authorized with the concurrence of the accounting officer and provided further that the said chief financial officer is satisfied that effective systems and procedures are in place to ensure control and accountability by the person concerned;

**“Designated sector”** means a sector, sub-sector or industry that has been designated by the Department of Trade and Industry in line with national development and industrial policies for local production, where only locally produced services, works or goods or locally manufactured goods meet the stipulated minimum threshold for local production and content;

**“Disposal”** means a process of preparing, negotiating and concluding a written contract relating to the alienation of a capital asset whether movable or immovable owned by or under the control of the municipality or rights in respect thereof, by means of a sale, lease, donation or cession and **“dispose of”** has a similar meaning;

**“Final award”** in relation to bids or quotations submitted for a contract, means the final decision on which a bid or quote was accepted;

**“Firm price”** means the price that is only subject to adjustments in accordance with the actual increase or decrease resulting from the change, imposition, or abolition of customs or excise duty and any other duty, levy or tax which, in terms of any applicable law or regulation, is binding on the contractor and demonstrably has an influence on the price of any supplies or the rendering costs of any service, for the execution of a contract;

**“Formal written price quotations”** means quotations referred to in paragraph 12 (1) (d) of this policy;

**“Functionality”** means the measurement according to predetermined norms, as set out in the tender specification, of a service or commodity that is designed to be practical and useful, working or operating, taking into account, among other factors, the quality, reliability, viability and durability of a service and the technical capacity and ability of a tenderer;

**“Fronting”** means a deliberate circumvention or attempted circumvention of the "Broad-Based Black Economic Empowerment Act and the Codes of Good Practice;

**“Head of Department”** means a senior manager as defined in the Municipal Finance Management Act and who is responsible for a vote as assigned by the accounting officer;

**“Imported content”** means that portion of the tender price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or its sub-contractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs, such as landing costs, dock dues, import duty, sales duty or other similar tax or duty at the South African port of entry;

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**“In the service of the state”** means to be -

- (a) A member of -
  - (i) any municipal council;
  - (ii) any provincial legislature; or
  - (iii) the National Assembly or the National Council of Provinces;
- (b) A member of the board of directors of any municipal entity;
- (c) An official of any municipality or municipal entity;
- (d) An employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Act and the Public Finance Management Act, 1999 (Act No. 1 of 1999);
- (e) An executive member of the accounting authority of any national or provincial public entity; or
- (f) An employee of Parliament or a provincial legislature;

**“Line manager”** means a manager reporting directly to a senior manager and who is responsible for a cost centre as assigned by the relevant senior manager;

**“Local content”** means that portion of the tender price which is not included in the imported content, provided that local manufacture does take place;

**“Long term contract”** means a contract with a duration period exceeding one (1) year, but not exceeding three (3) years. For contracts exceeding three (3), section 33 of the Municipal Finance Management Act No. 56 of 2003 must be applied.

**“List of accredited prospective providers”** means the list of accredited prospective providers which the municipality must keep in terms of paragraph 15 of this policy;

**“Mayor”** means the councillor elected by the council as Mayor in terms of section 48 of the Local Government: Municipal Structures Act No. 117 of 1998 read with section 58 of the Municipal Finance Management Act;

**“Municipality”** means the Bergrivier Municipality, a municipality established in terms of section 12 of the Local Government: Municipal Structures Act No. 117 of 1998 and includes any employee entitled to or duly authorized to perform any function or duty in terms of this policy and/or is responsible for the implementation of this policy or any part thereof;

**“Municipal Finance Management Act”** means the Local Government: Municipal Finance Management Act No. 56 of 2003 and, unless otherwise stated in this policy, any reference to “the Act” shall mean a reference to this Act;

**“Municipal Systems Act”** means the Local Government: Municipal Systems Act No. 32 of 2000 and includes the regulations under this Act;

**“Non-firm prices”** means all prices other than “firm” prices;

**“Other applicable legislation”** means any other legislation applicable to municipal supply chain management, including but not limited to -

- (a) the Preferential Procurement Policy Framework Act No. 5 of 2000;
- (b) the Broad-Based Black Economic Empowerment Act No. 53 of 2003;

- 
- (c) The Construction Industry Development Board Act No. 38 of 2000;
  - (d) The Local Government: Municipal Systems Act No. 32 of 2000 (Municipal Systems Act);
  - (e) the Promotion of Administrative Justice Act No. 3 of 2000;
  - (f) the Promotion of Access to Information Act No. 2 of 2000;
  - (g) the Protected Disclosures Act No. 26 of 2000;
  - (h) the Competition Act No. 89 of 1998;
  - (i) the Prevention and Combating of Corrupt Activities Act No. 12 of 2004;

**"Person"** includes an enterprise, partnership, trust, association, consortium, joint venture or a juristic person;

**"Petty cash"** means a relatively small amount of cash kept at hand for making immediate payment for miscellaneous small expenses incurred by the municipality.

**"Preferential Procurement Regulations"** means the Preferential Procurement Regulations, 2017 contained in Government Notice R32 of 20 January 2017 promulgated in Government Gazette No. 40553 of this date;

**"Procurement"** means the processes leading to the negotiation and conclusion of contracts whether in writing or verbally for the acquisition of goods, services or construction works or any combination thereof or the disposal of assets whether movable or immovable or any rights in such assets by means of purchase, sale, lease or donation and includes the preparation of all associated bid and contractual documentation and **"procured"** or **"procuring"** has a similar meaning;

**"Responsive bid"** means a bid that complies in all material aspects with the requirements set out in or contained in an invitation to bid including the applicable specification;

**"Small enterprise"** means a separate and distinct business entity, together with its branches or subsidiaries, if any, including cooperative enterprises, managed by one owner or more predominantly carried on in any sector or sub-sector of the economy mentioned in column 1 of the Schedule to the National Small Business Act No. 102 of 1996 which is contained in Annexure B to this policy and classified as a micro-, a very small, a small or a medium enterprise by satisfying the criteria mentioned in columns 3, 4 and 5 of the said schedule;

**"Stipulated minimum threshold"** means that portion of local production and content as determined by the Department of Trade and Industry from time to time;

**"Sub-contract"** means the primary contractor's assigning, leasing, making out work to, or employing, another person to support such primary contractor in the execution of part of a project in terms of a contract;

**"Rand value"** means the total estimated value of a contract in South African currency calculated at the time of tender invitations, and includes all applicable taxes and excise duties;

**"SANAS"** means the South African National Accreditation System;

**"Tender"** means a written offer in a prescribed or stipulated form in response to an invitation by the municipality for the provision of services, works or goods, through price quotations, advertised competitive tendering processes or proposals and **"bid"** has a corresponding meaning;

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**"Total revenue"** bears the same meaning assigned to this expression in the Codes of Good Practice;

**"Trust"** means the arrangement through which the property of one person is made over or bequeathed to a trustee to administer such property for the benefit of another person;

**"Trustee"** means any person, including the founder of a trust, to whom property is bequeathed in order for such property to be administered for the benefit of another person;

**"Treasury guidelines"** means any guidelines on supply chain management issued by the Minister of Finance in terms of section 168 of the Municipal Finance Management Act;

**"The Regulations"** means the Local Government: Municipal Finance Management Act, 2003: Municipal Supply Chain Management Regulations published by Government Notice 868 of 2005;

**"Verbal quotations"** means a verbal process of inviting quotation from an identified limited number of potential suppliers for the supply of goods, services and/or works;

**"Verification Certificate"** means a B-BBEE certificate issued in compliance with the B-BBEE Codes of Good Practice and all Sector Codes issued in terms of Section 9(1) of the Broad-Based Black Economic Empowerment Act;

**"Written quotations"** means quotations referred to in paragraph 12 (1) (c) of this policy.

## **CHAPTER 1** **IMPLEMENTATION OF SUPPLY CHAIN MANAGEMENT POLICY**

### **2. Supply chain management policy**

(1) All officials and other role players in the supply chain management system of the municipality must implement this policy in a way that -

- (a) gives effect to Section 217 of the Constitution and Part 1 of Chapter 11 and other applicable provisions of the Act;
- (b) is fair, equitable, transparent, competitive and cost effective;
- (c) complies with the Regulations and any minimum norms and standards that may be prescribed in terms of section 168 of the Act;
- (d) is consistent with other applicable legislation;
- (e) does not undermine the objective for uniformity in supply chain management systems between organs of state in all spheres; and
- (f) is consistent with national economic policy concerning the promotion of investments and the conduct of business with the public sector.

(2) This policy applies when the municipality -

- (a) procures goods or services;
- (b) disposes of goods no longer needed;
- (c) selects contractors to provide assistance with the provision of municipal services otherwise than in circumstances where Chapter 8 of the Municipal Systems Act applies; or
- (d) selects external mechanisms referred to in section 80 (1) (b) of the Municipal Systems Act for the provision of municipal services in circumstances contemplated in section 83 of that Act.

- 
- (3) This policy, except where provided otherwise, does not apply in respect of the procurement of goods and services contemplated in section 110(2) of the Act, including, but not limited to -
- (a) water from the Department of Water Affairs or a public entity, another municipality or a municipal entity; and
  - (b) electricity from Eskom or another public entity, another municipality or a municipal entity.
  - (c) the acquisition of services of information and communication technology, IT licences and systems in use, financial system (Linked to the transversal tender of National Treasury as per SLA), IT programs and services that the acquisition of such services be dealt with in terms of the delegated powers as provided for in the Municipality's delegation register as amended from time to time.
  - (d) The acquisition of services from specific vehicle agents, for repair and out of warranty services subject that the acquisition of such services be dealt with in terms of the delegated powers as provided for in the Municipality's delegation register as amended from time to time.
  - (e) **Insurance claims, Telkom, payments to the Auditor General, refunds to individuals**

(A) Notwithstanding anything to the contrary in this policy, the municipality shall not award a contract to a contractor in respect of the undertaking, carrying out or completion of any construction works or a portion thereof in terms of a competitive tender or quotation process provided for in this policy unless such contractor is registered with the Construction Industry Development Board established by section 2 of the Construction Industry Development Board Act No. 32 of 2000 and holds a valid registration certificate issued by such Board or is exempted from such registration either in terms of the Act or the "CIDB Regulations".

#### **Amendment and adoption of the supply chain management policy**

- (1) The accounting officer must at least annually review the implementation of this policy and, when necessary, submit proposals for the amendment thereof to the council through the mayor acting in conjunction with the mayoral committee with a view to its adoption by the council.
- (2) If the accounting officer submits proposed amendments to this policy to the council, he must ensure that same comply with the Regulations and Treasury guideline standards determining standards for municipal supply chain management policies.
- (3) The accounting officer must report any deviation from the Regulations and Treasury guideline standards determining standards for municipal supply chain management policies to the National and Western Cape Provincial Treasuries.
- (4) When amending this policy, the need for uniformity in supply chain practices, procedures and forms between all spheres of organs of state particularly to promote accessibility of supply chain management systems for small businesses, must be taken into account.

#### **4. Delegation of supply chain management powers and duties**

- (1) The council hereby delegates all powers and duties to the accounting officer which are necessary to enable him -
  - (a) to discharge the supply chain management responsibilities conferred on accounting officers in terms of -
    - (i) chapters 8 or 10 of the Act; and
    - (ii) this policy; and



- 
- (b) to maximize administrative and operational efficiency in the implementation of this policy; and
  - (c) to enforce reasonable cost-effective measures for the prevention of fraud, corruption, favouritism and unfair and irregular practices in the implementation of this policy; and
  - (d) to comply with his responsibilities in terms of section 115 and other applicable provisions of the Act.
- (2) Sections 79 and 106 of the Act apply to the sub-delegation of powers and duties delegated to an accounting officer in terms of subparagraph (1).
- (3) The accounting officer may not sub-delegate any supply chain management powers or duties to a person who is not an official of the municipality or to a committee which is not exclusively composed of officials of the municipality.
- (4) This paragraph may not be read as permitting an official to whom the power to make final awards has been delegated, to make a final award in a competitive bidding process otherwise than through the committee system provided for in paragraph 27 of this policy.

## **5. Sub-delegations**

- (1) The accounting officer may, in terms of section 79 of the Act, sub-delegate any supply chain management powers and duties, including those bestowed upon him in terms of legislation or delegated to him in terms of this policy or by resolution of the council, but any such sub-delegation must be consistent with subparagraph (2) and paragraph 4 of this policy.
- (2) The power to make a final award -
- (a) above R10 million (VAT included) may not be sub-delegated by the accounting officer;
  - (b) above R2 million (VAT included), but not exceeding R10 million (VAT included), may be sub-delegated but only to a bid adjudication committee of which the chief financial officer or a senior manager is a member;
  - (c) not exceeding R2 million (VAT included) may be sub-delegated but only to -
    - (i) the chief financial officer;
    - (ii) a senior manager; or
    - (iii) a manager directly accountable to the chief financial officer or a senior manager; or
    - (iv) a bid adjudication committee.
- (3) An official or bid adjudication committee to whom or which the power to make final awards has been sub-delegated in accordance with subparagraph (2) must, within five days of the end of each month, submit to the official referred to in subparagraph (4) a written report containing particulars of each final award made by such committee during that month, including -
- (i) the amount of the award;
-

- 
- (ii) the name of the person to whom the award was made; and
    - (iii) the reason why the award was made to that person.
  - (4) A written report referred to in subparagraph (3) must be submitted-
    - (a) to the accounting officer, in the case of an award by –
      - (i) the chief financial officer;
      - (ii) a senior manager; or
      - (iii) a bid adjudication committee of which the chief financial officer or a senior manager was a member;
    - (b) to the chief financial officer or the senior manager responsible for the relevant bid, in the case of an award by -
      - (i) a manager referred to in subparagraph (2)(c)(iii); or
      - (ii) a bid adjudication committee of which the chief financial officer or a senior manager was not a member.
  - (5) Subparagraphs (3) and (4) do not apply to procurements out of petty cash.
  - (6) This paragraph may not be interpreted as permitting an official to whom the power to make final awards has been sub-delegated, to make a final award in a competitive bidding process otherwise than through the committee system provided for in paragraph 27 of this policy.
  - (7) No supply chain management decision-making powers may be delegated to an advisor or consultant.
  - (8) Notwithstanding the delegations, the Manager: Expenditure & SCM is authorised to amend orders between R0 till R30 000.00 that was subject to price fluctuations within **5%** of the contract value after satisfying himself with the reason/s for the amendment.

## **6. Oversight role of the council**

- (1) A councillor cannot be a member of a bid committee or any other committee evaluating or approving quotations or bids nor attend any meeting of such committees as an observer.
  - (2) The council must maintain oversight over the implementation of this policy to ensure that the accounting officer implements all supply chain management activities in accordance therewith.
  - (3) For the purposes of such oversight, the accounting officer must -
    - (a) within 30 days of the end of each financial year, submit a report on the implementation of this policy to the council through its mayor;
    - (b) whenever there are serious and material problems in the implementation of this policy, immediately submit a report thereon to the council through its mayor.
  - (4) The accounting officer must, within 10 days of the end of each quarter, submit a report on the implementation of this policy to the mayor.
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- (5) The aforesaid reports must be made public in accordance with section 21A of the Municipal Systems Act.

## **7. Supply chain management unit**

- (1) A supply chain management unit is hereby established to implement this policy.
- (2) The supply chain management unit shall operate under the direct supervision of the Chief Financial Officer to whom this duty is delegated by the accounting officer in terms of section 82 of the Act.
- (3) Where, due to operational reasons, the council appoints a senior manager to be responsible for the direct supervision of the supply chain unit referred to in subparagraph (1), the application and implementation of this policy and the municipality's supply chain management system, the accounting officer shall, in terms of section 79 of the Act, delegate appropriate duties, functions and powers to such senior manager to enable him to perform his duties aforesaid and such senior manager shall be included in the definition of "designated official" in section 1 of this policy.
- (4) Where the council appoints a senior manager in terms of subparagraph (3) for the purposes stated therein, any reference to the Chief Financial Officer in paragraph 5 (2) of this policy shall be construed as reference to the said designated official acting after consultation with the Chief Financial Officer.

## **8. Training of supply chain management officials**

The training of officials involved in implementing this policy should be in accordance with any Treasury guidelines on supply chain management training and applicable prescribed competency level requirements.

## **CHAPTER 2** **SUPPLY CHAIN MANAGEMENT SYSTEM**

## **9. Format of supply chain management system**

This policy provides systems for -

- (i) Demand management;
- (ii) Acquisition management;
- (iii) Logistics management;
- (iv) Disposal management;
- (v) Risk management; and
- (vi) Performance management.

### **Part 1: Demand management**

## **10. System of demand management**

- (1) The accounting officer must establish and implement an appropriate demand management system in order to ensure that the resources required by the municipality supports its operational commitments and its strategic goals as outlined in the municipality's Integrated Development Plan.

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(2) The demand management system must –

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- (a) include timely planning and management processes to ensure that all goods and services required by the municipality are quantified, budgeted for and timely and effectively delivered at the right locations and at the critical delivery dates and are of the appropriate quality and quantity procured at a fair cost;
    - (b) take into account any benefits of economies of scale that may be derived in the case of acquisitions of a repetitive nature;
    - (c) provide for the compilation of the required specifications to ensure that municipal needs are met
    - (d) allow for the undertaking of appropriate industry analysis and research to ensure that innovations and technological benefits are maximized.
  - (3) The accounting officer must, prior to making an invitation for tenders-
    - (a) properly plan for, and, as far as possible, accurately estimate the costs for the provision of services, works or goods for which an invitation to tenders is to be issued;
    - (b) determine and stipulate, in such invitation, the appropriate preference point system to be utilized in the evaluation and adjudication of such tenders; and
    - (c) determine whether the services, works or goods for which an invitation to tender is to be made has been designated for local production and content in terms of section 8 of the Preferential Procurement Regulations and paragraph 29(5) of this policy.
  - (4) The accounting officer must indicate in the invitation to submit a tender and in the tender specification -
    - (a) that such tender will be evaluated on functionality and, in such event, the following shall be clearly stated:
      - (i) the evaluation criteria for measuring functionality which criteria must be objective;
      - (ii) the weight of each criterion which should not be generic but be determined separately for each bid on a case by case basis;
      - (iii) the applicable values that will be utilized when scoring each criterion which values must be objective;
      - (iv) the minimum qualifying score for functionality in order to enable the bid concerned to be further evaluated in terms of this policy provided that the aforesaid qualifying score:
        - (a) should not be generic but be determined separately for each bid on a case by case basis; and
        - (b) should not be prescribed so low that it may jeopardize the quality of the service required nor so high that it may be restrictive to the extent that it jeopardizes the fairness of the supply chain management system;
    - (b) the fact that no tender will be regarded as an acceptable tender if it fails to

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achieve the minimum qualifying score for functionality as indicated in the

invitation to tender and the relevant tender specification; and

- (c) tenders that have achieved the minimum qualification score for functionality will be evaluated further in terms of the preference point systems referred to in paragraphs 29(3) and 29(4) of this policy.
- (5) Any system designed in terms of this paragraph shall take cognizance of the provisions of this policy.

## **Part 2: Acquisition management**

### **11. System of acquisition management**

- (1) The accounting officer must implement an efficient system of acquisition management in order to ensure -
  - (a) that goods and services are procured by the municipality in accordance with authorized processes only;
  - (b) that expenditure on goods and services is incurred in terms of an approved budget in terms of section 15 of the Act;
  - (c) that the threshold values for the different procurement processes are complied with;
  - (d) that bid documentation, evaluation and adjudication criteria and the general conditions of a contract, are in accordance with any applicable legislation; and
  - (e) that any Treasury guidelines on acquisition management are properly taken into account.
- (2) When procuring goods or services from an organ of state as contemplated in section 110 (2) of the Act, the accounting officer must make public the fact that such goods or services are procured otherwise than through the municipality's supply chain management system, including -
  - (a) the kind of goods or services; and
  - (b) the name of the supplier.

### **12. Range of procurement processes**

- (1) Goods and services may only be procured by way of -
  - (a) petty cash purchases up to a transaction value of R500 (VAT included) for items specified in the municipality's Petty Cash policy;
  - (b) one written price quotations for procurements of a transaction value up to R2,000 (VAT included);
  - (c) three formal written price quotations for procurements of a transaction value over R2,001 up to R30,000 (VAT included);
  - (d) at least three written (formal) quotations in response to a published call for quotations for procurements of a transaction value over R30,000 up to R200,000 (VAT included);

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- (e) a competitive bidding process for -
    - (i) procurements above a transaction value of R200 000 (VAT included); and
    - (ii) the procurement of long term contracts.
  - (2) The accounting officer may, in writing:
    - (a) lower but not increase, the different threshold values specified in subparagraph (1) above; or
    - (b) direct that -
      - (i) written or verbal quotations be obtained for any specific procurement of a transaction value lower than R2 000;
      - (ii) formal written price quotations be obtained for any specific procurement of a transaction value lower than R10 000; or
      - (iii) a competitive bidding process be followed for any specific procurement of a transaction value lower than R200 000.
  - (3) Calls for quotations and bids for the procurement of goods or services may not deliberately be split into parts or items of a lesser value than the threshold amounts referred to in subparagraph (1) merely to avoid complying with the requirements of this policy or any applicable legislation. When determining transaction values, a requirement for goods or services consisting of different parts or items must, as far as possible, be treated and dealt with as a single transaction.

## **12A. Special categories of bidders and suppliers**

In order to promote B-BBEE and comply with applicable legislation including the Codes of Good Practice, this policy recognizes the following special categories of bidders and suppliers:

### **12.A Exempted Micro-Enterprise**

- (a) An exempted Micro-Enterprise (EME) is an entity with an annual turnover of R10 million or less provided that this amount may be reduced in accordance with sector charter thresholds for specific sectors or industries.
  - (b) The current thresholds for the Tourism and Construction Sector charters are R2.5 million and R1.5 million respectively.
  - (c) Exempted Micro-Enterprises are deemed to possess a B-BBEE Status of "Level Four Contributor", having a B-BBEE procurement recognition of 100%.
  - (d) An Exempted Micro-Enterprise qualifies for a promotion to a B-BBEE Status of "Level Three Contributor" having a B-BBEE procurement recognition of 110% if it is more than 50% owned by black people or by black women.
  - (e) Exempted Micro-Enterprises are allowed to be measured in terms of the QSE scorecard contained in the applicable code of good practice in the event of them wishing to maximize their points and move to the next procurement recognition level.
  - (e) Sufficient evidence of qualification as an Exempted Micro-Enterprise is an affidavit signed by a Commissioner of Oath.
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## **12.A Qualifying Small Enterprise**

- (a) Any enterprise with an annual Total Revenue of between R10 million and R50 million qualifies as a Qualifying Small Enterprise (QSE).
- (b) Enterprises claiming qualifying small enterprise status must include in any bid submitted to the municipality, an original and valid B-BBEE status level affidavit /SANAS certificate if the black ownership is less than 51% substantiating their B-BBEE rating. The latter certificate must be issued by a verification agency accredited by SANAS.

## **12.A Start-up enterprises**

- (a) Start-up enterprises must be measured as Exempted Micro-Enterprises for the first year following their formation or incorporation. This provision applies regardless of the expected total revenue of the start-up enterprise.
- (b) Start-up Enterprises are deemed to have a "B-BBEE Status of Level Four Contributor".
- (c) In order to qualify as a Start-up Enterprise, the enterprise must provide an independent confirmation of its status.
- (d) Despite subparagraphs (a) and (b), Start-up Enterprises must submit a QSE Scorecard when tendering for any contract or seeking any other business with a value higher than R5 million but less than R35 million. For contracts above R35 million, they should submit the generic scorecard. The preparation of such scorecards must use annualized data.
- (e) The accounting officer shall reserve the right to require a Start-up Enterprise referred to in subparagraph (d) to submit a verification certificate issued by a verification agency approved by SANAS.

## **13. General preconditions for consideration of written quotations or bids**

- (1) A written quotation or bid may not be considered unless the provider who submitted the quotation or bid concerned -
  - (a) has furnished his -
    - (i) full name or names including trading name,
    - (ii) identification number or company or other registration number;
    - (iii) tax reference number and VAT registration number, if any;
    - (iv) address, date, validity period, description of goods, items or service
  - (b) has provided the municipality with:-
    - (i) an original valid tax clearance certificate from the South African Revenue Services; or
    - (ii) the permission to verify the Tax Clearance status via SARS e-filing with the relevant tax clearance certificate number and the relevant pin; in order for the municipality to verify that his tax matters are in order;
  - (c) has, where applicable, provided the municipality with proof from the Construction Industry Development Board to the effect that he holds a valid registration certificate issued by the Board which may include their CIDB registration number

which will be verified.

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(d) has provided the municipality with a "Certificate of Independent Bid Determination" on Form MBD 9.

(e) has certified that he and, in the event of the bidder being a company, also any of its directors, is not indebted to the municipality or to any other municipality or municipal entity for rates, taxes and/or municipal service which are in arrear for a period of more than three months and that no dispute exists between such bidder and the relevant municipality or municipal entity in respect of any such arrear amounts as per MBD 8

(f) has submitted a "Declaration of interest" on Form MBD 4 certifying -

(i) that he is not in the service of the state or has been in the service of the state in the previous twelve months;

(ii) that, in the event of the bidder not being a natural person, none of its directors, managers, principal shareholders or stakeholders are in the service of the state nor have they been in the service of the state in the previous twelve months; or

(iii) that if his spouse, child or parent is in the service of the state or has been in the service of the state in the previous twelve months that it be reported on the MBD 4.

(iv) that he is not an advisor or consultant contracted by the municipality to advise it on the procurement under consideration;

(g) has submitted the prescribed B-BBEE status level affidavit/certificate, as the case may be.

(2) This paragraph must be read in conjunction with paragraph 22 of this policy.

#### **14. Lists of accredited prospective providers**

(1) The accounting officer may-

(a) have a list of accredited prospective providers from the CSD website, or the Municipalities own data base of goods and services that must be used for the procurement requirements through written or verbal quotations and formal written price quotations; and

(b) at least once a year through newspapers commonly circulating locally, the municipal website and any other appropriate ways, invite prospective providers of goods or services to apply for evaluation and listing as accredited prospective providers;

(c) specify the listing criteria for accredited prospective providers; and

(d) disallow the listing of any prospective provider whose name appears on the National Treasury's database as a person prohibited from doing business with the public sector.

(2) The listing criteria for accredited prospective providers are as follows:

(a) Registration on National Treasury's Central Supplier Database (CSD);

(b) Valid Tax Clearance Certificate (either original hard copy or verified via SARS e-filing);

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- (c) Declaration of interest;
  - (d) Valid Municipal Billing Clearance;

- (e) Proof of Banking Detail; and
- (f) Any other documents as required on the municipality's database registration form.

(3) The aforesaid list must be updated at least quarterly to include any additional prospective providers and any new commodities or types of services. Prospective providers must be allowed to submit applications for listing at any time.

(4) The aforesaid list must also be compiled per commodity and per type of service.

(5) The municipality may use the National Treasury Central Supplier Database for its procurement requirements, and may obtain information from Services Providers that are not registered on CSD to use for unpractical purposes of procurement.

#### 15. Petty cash purchases

- (a) Petty cash purchases may only be made in accordance with the Petty Cash policy of the municipality.
- (b) The accounting officer may delegate responsibility for the management of petty cash to an official directly or indirectly reporting to the chief financial officer.
- (c) The accounting officer must determine the maximum number of transactions or the maximum amount of the permissible petty cash expenditure per month;
- (d) A monthly reconciliation report must be provided to the chief financial officer within five days of the end of each month by the official authorized to make petty cash purchases and such report shall contain particulars of each final award made by such official during that month, including:
  - (i) the total amount of petty cash purchases for that month; and
  - (ii) receipts and supporting documents for each purchase.

#### 16. Written or verbal price quotations

The conditions for the procurement of goods or services through written or verbal quotations are as follows:

(a) Quotations must be obtained from at least three different providers preferably from, but not limited to, providers whose names appear on the list of accredited prospective providers of the municipality or of the CSD, provided that if quotations are obtained from providers who are not so listed, such providers must meet the listing criteria set out in paragraph 14(2) of this Policy;

(b) Following are possible examples of not being in a position to obtain three written or verbal quotations namely:

- I. Publication of official and legal notices as well as advertisements in the media
- II. Disciplinary hearings, training events, courses, seminars, membership fees, Doctor consultations, medical specialists, local travel agencies, accommodation, subscriptions, tow-in services, service agents, franking machine postage, library books, books, monitoring of alarms, advertisements, motivational speakers, Artists, subscription fees, security services in case of emergency or as determined by the Manager: Expenditure & SCM.

III. In the event of a strip and quote or adhoc repairs to plant, equipment and machinery where it is not possible to ascertain the nature or extent of the work required in order to call for quotations, authorised by the relevant Director.

(c) To the extent feasible, providers must be requested to submit such quotations in writing;

((d) If it is not possible to obtain at least three quotations, the reasons for such inability must be recorded on the invitation to submit quotations and reported quarterly to the chief financial officer;

(d) The designated officer must record the names of the potential providers requested to provide quotations with their quoted prices; and

(e) If a quotation was submitted verbally, the order may be placed only against written confirmation of the price and conditions of supply by the selected provider within the period stipulated in the invitation to submit quotations.

#### 17. Formal written price quotations

(1) The conditions for the procurement of goods or services through formal written price quotations, are as follows:

(a) Quotations must be obtained in writing from at least three different providers whose names appear on the list of accredited prospective providers of the municipality;

(b) In the event of it not being possible to obtain quotations from at least three different providers whose names appear on the list of accredited prospective providers of the municipality, quotations may be obtained from providers who are not so listed, provided that such providers meet the listing criteria set out in paragraph 15(2) of this policy;

(c) that if it is not possible to obtain at least three quotations, the reasons must be recorded and be approved by the chief financial officer or an official designated by the chief financial officer; and

(d) that the accounting officer must record the names of the potential providers and their written quotations; and

(2) A designated official referred to in sub regulation (1)(c) must within three days of the end of each month report to the Chief Financial Officer on any approvals given during that month by that official in terms of that sub regulation.

#### 18. Procedures for procuring goods or services through written or verbal quotations and formal written price quotations

The procedure for the procurement of goods or services through written or verbal quotations or formal written price quotations is as follows:

(a) When using the list of accredited prospective providers, the accounting officer must promote ongoing competition amongst providers by inviting providers to submit quotations on a rotation basis;

(b) All requirements in excess of R30 000 (VAT included) that are to be procured by means of formal written price quotations must, in addition to the requirements of paragraph 18, be advertised for at least seven days on the website of and on the official

- (c) Offers received must be evaluated on a comparative basis taking into account unconditional discounts;
- (d) The accounting officer or chief financial officer must on a monthly basis be notified in writing of all written or verbal quotations and formal written price quotations accepted by an official acting in terms of a sub-delegation;
- (c) Offers below R30 000 (all taxes included) must be awarded based on compliance with specifications, conditions of contract, ability, capacity and capability to deliver the required goods and/or services and lowest price; provided that the accounting officer may direct, in appropriate cases, that the formula referred to in subparagraph (e) be used to calculate points for price;
- (e) Offers above R30 000 (all applicable taxes included) must be awarded based on compliance with specifications, conditions of contract, ability, capacity and capability to deliver the required goods and/or services and lowest price provided that the accounting officer may direct, in appropriate cases, that the following formula be used to calculate points for price:

$$P_s = 80 \left\| 1 - \frac{P_t - P_{\min}}{P_{\min}} \right\|$$

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Where:

- Ps = Points scored for comparative price of tender or offer under consideration;  
Pt = Comparative price of tender or offer under consideration; and  
Pmin = Comparative price of lowest acceptable tender or offer.

- (g) Prior to the award of a contract with a price in excess of R30 000, the designated official must verify the status of recommended bidders (including their directors(s), owners(s) or trustee(s) by checking the Data Base of Restricted Suppliers maintained by National Treasury in order to ensure that no recommended bidder or any of its directors/owners/trustees are listed as companies or persons prohibited from doing business with the public sector;
- (h) A call for quotations in terms of preceding paragraphs must be in writing and contain a specification for the goods and/or services to be procured as well as details of the preference points system to be used in adjudicating quotations;
- (i) The designated official must, in writing, notify the chief financial officer within 3 days after the end of each month of all written, verbal and formal written price quotations accepted or approvals given in terms of the preceding subparagraphs;
- (j) The chief financial officer must ensure that adequate systems are in place to meet the requirements for proper record keeping;
- (k) Acceptable offers must be awarded to the bidder who scored the highest points in accordance with the stipulated preference points system.

## **19. Competitive bidding process**

- (1) Subject to paragraph 11 (2) of this policy, goods or services above a transaction value of R200 000 (VAT included) and long term contracts may only be procured through a competitive bidding process.
- (2) No requirement for goods or services above an estimated transaction value of R200 000 (VAT included) may deliberately be split into parts or items of lesser value merely for the sake of procuring the goods or services otherwise than through a competitive bidding process.
- (3) The accounting officer may split unduly large quantities of work into smaller contracts (units) to promote manageability and provide opportunities for emerging entrepreneurs. This procedure may only be followed when technically, logistically and financially feasible

## **20. Process for competitive bidding**

The procedures for the following stages of a competitive bidding process are as follows:

- (a) Compilation of bidding documentation as detailed in paragraph 22;
- (b) Public invitation of bids as detailed in paragraph 23;
- (c) Site meetings or briefing sessions as detailed in paragraph 23;
- (d) Handling of bids submitted in response to public invitation as detailed in paragraph 24;
- (e) Evaluation of bids as detailed in paragraph 32;

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- (f) Award of contracts as detailed in paragraph 33;
  - (g) Administration of contracts - after the award of a bid, the accounting officer and the bidder must enter into a written agreement;
  - (h) Proper record keeping;
  - (i) Original/legal copies of written contracts agreements should be kept in a secure place for reference and audit purposes.

## 21. Bid documentation for competitive bids

Bid documentation for a competitive bidding process must, in addition to the requirements of paragraph 14 -

- (a) Take into account -
  - (i) the general conditions of contract and any special conditions of contract, if specified;
  - (ii) any Treasury guidelines on bid documentation;
  - (iii) the requirements of the Construction Industry Development Board, in the case of a bid relating to construction works;
  - (iv) relevant B-BBEE verification and certification requirements;
  - (v) relevant local content or production requirements.
- (b) Include the preference points system to be used in adjudicating bids, namely 80/20 or 90/10 as prescribed in the Preferential Procurement Regulations;
- (c) Compel bidders to declare, by means of an affidavit, any conflict of interest they may have in the transaction for which the bid is submitted;
- (d) Compel bidders to submit a "Certificate of Independent Bid Determination" on form MBD 9 or similar document;
- (e) If the value of the transaction is expected to exceed R10 million (VAT included), require bidders to furnish on form MBD 5 or similar document -
  - (i) if the bidder is required by law to prepare annual financial statements for auditing, his audited annual financial statements -
    - (a) for the past three years; or
    - (b) since establishment, if established during the past three years;
  - (ii) a certificate signed by the bidder certifying that he has no undisputed commitments for municipal services towards a municipality or other service provider in respect of which payment is overdue for more than 30 days;
  - (iii) particulars of any contracts awarded to the bidder by an organ of state during the past five years, including particulars of any material non-compliance or dispute concerning the execution of such contracts;

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- (iv) a statement indicating whether or not any portion of the goods or services required by the municipality are expected to be sourced from outside the Republic, and, if so, what portion and also whether or not any portion of the payment to be made by the municipality is expected to be transferred out of the Republic; and
  - (f) Stipulate that disputes must be settled by means of mutual consultation, mediation (with or without legal representation), or, when unsuccessful, in a South African court of law.

## **22. Public invitation for competitive bids**

- (1) The procedure for the invitation of competitive bids is as follows:
  - (a) any invitation to prospective providers to submit bids must be by means of , the website of the municipality, notice boards and advertisement in the Government Eportal) ; and
  - (b) the information contained in a public advertisement, must include -
    - (i) subject to subparagraph 2, the closure date for the submission of bids, which may not be less than 30 days in the case of transactions over R10 million (VAT included) or which are of a long term nature, or 14 days in any other case, reckoned from the date on which the advertisement was placed on the Eportal;
    - (ii) a statement that bids may only be submitted on the bid documentation provided by the municipality; and
    - (iii) the date, time and venue of any compulsory site meetings or briefing session;
    - (iv) a statement to the effect that a bid from a prospective bidder who did not attend a prescribed compulsory site meeting or briefing session referred to in subparagraph (iii) will not be considered.
- (2) The accounting officer may determine a closure date for the submission of bids which is less than the 30 or 14 days requirement, but only if such shorter period can be justified on the grounds of urgency or emergency or in any exceptional case where it is impractical or impossible to follow the official procurement process and such fact shall, for auditing purposes, be recorded in the authority to invite bids.
- (3) Bids submitted must be sealed and marked in a manner stipulated in the invitation to bid.
- (4) Where bids are requested in electronic format, such bids must be supplemented by sealed hard copies which must reach the accounting officer before the closing time for the receipt of bids on the bid closing date as stipulated in the invitation to bid.
- (4) Where the municipality invites expressions of interest or bids for construction works with a value in excess of R200 000, it must publish such invitations on the website of the CIDB.

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- (6) The municipality must also comply with the applicable provisions of the Standard for Uniformity in Construction Procurement contained in Board Notice No. 86 of 2010 issued by the Construction Industry Development Board insofar as such provisions relate to the invitation of bids.
  - (7) Bidding documents will be available with prices ranging from **R70** till R750 which will cover our expenses to compile them.

### **23. Procedure for handling, opening and recording of bids**

The procedures for the handling, opening and recording of bids, are as follows:

- (a) Bids -
  - (i) must be opened only in public;
  - (ii) must be opened at the same time and as soon as possible after the published closing time or period for the submission of bids; and
  - (iii) received after the published closing time or period should not be considered and be returned to the bidder, after being opened by the Head: SCM & Assets to gain address, immediately.
- (b) Any bidder or member of the public has the right to request that the names of the bidders who submitted responsive bids before the closing time or period be read out and, if practical, also each bidder's total bidding price;
- (c) No information, except the information referred to in subparagraph (b), relating to a bid should be disclosed to bidders or other persons until the successful bidder is notified of the award of the relevant bid; and
- (d) The designated official opening received bids must -
  - (i) record in a register to be provided for this purposes, all bids received before the closing time or period for the submission of same;
  - (ii) make the aforesaid register available for public inspection during the normal office hours of the municipality; and
  - (iii) publish the entries in the aforesaid register and the bid results on the website of the municipality.
- (e) This SCM policy hereby allows SCM officials to request any outstanding documents from the bidders if these documents were not included in the offer to maximise financial gain for the municipality.

### **24. Negotiations with preferred bidders**

- (1) The accounting officer may negotiate the final terms of a contract with bidders identified through a competitive bidding process as preferred bidders, provided that such negotiation -
  - (a) does not allow any preferred bidder a second or unfair opportunity;
  - (b) is not to the detriment of any other bidder; and
  - (c) does not lead to a higher price than the bid as submitted;
  - (d) will not be contrary to any legal requirement or amount to a prohibited practice.

~~(2) Minutes of such negotiations must be kept for record and audit purposes.~~

## **25. Two-stage bidding process**

- (1) A two-stage bidding process is permissible for -
  - (a) large complex projects;
  - (b) projects where it may be undesirable to prepare complete detailed technical specifications; or
  - (c) long term projects with a duration period exceeding three years.
- (2) In the first stage, technical proposals on conceptual design or performance specifications should be invited, subject to technical as well as commercial clarifications and adjustments.
- (3) In the second stage, final technical proposals and priced bids should be invited.

## **26. Committee system for competitive bids**

- (1) A committee system for competitive bids shall be established, consisting of the following committees for procurement as the accounting officer may determine:
  - (a) a bid specification committee;
  - (b) a bid evaluation committee; and
  - (c) a bid adjudication committee;
- (2) The accounting officer shall, in writing, appoint the members of each committee in respect of each competitive bid invitation, taking into account the provisions of section 117 of the Act in terms of which no councillor may be a member of any such committee or attend any of its meetings as an observer.
- (3) A neutral or independent observer, appointed by the accounting officer, may attend or oversee a committee when this is appropriate for ensuring fairness and promoting transparency.
- (4) The committee system must be consistent with -
  - (a) paragraphs 28, 32 and 33 of this policy; and
  - (b) any other applicable legislation.
- (5) The accounting officer may, in appropriate cases and in his sole discretion, apply the committee system to formal written price quotations.

## **27. Bid specification committees**

- (1) A bid specification committee must compile the specifications or, where applicable, the terms of reference for procurement of goods or services by the municipality.
- (2) A bid specification committee must be composed of one or more officials of the municipality preferably the line manager responsible for the function concerned, and may, when appropriate, include external specialist advisors.
- (3) No person, advisor or corporate entity involved with the bid specification committee, or director of such a corporate entity, may bid for any resulting contracts.

~~(5) Where a bid specification or terms of reference is compiled with due regard to the~~



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findings and recommendations contained in a prior, associated feasibility study, the person, advisor or corporate entity who or which prepared the said feasibility study may be prohibited from bidding for the resulting contracts in circumstances where such person, advisor or corporate entity may obtain an unfair advantage or where a conflict of interest may arise.

- (5) A specification referred to in this paragraph must be approved by the accounting officer in writing prior to publication of the invitation for bids in terms of paragraph 23.

## **27A. Bid Specifications or Terms of Reference**

### **27.A.1 General Requirements**

Bid Specifications or Terms of Reference, as the case may be -

- (a) must be drafted in an unbiased manner to allow all potential suppliers to offer their goods or services to the municipality;
- (b) must take account of any accepted standards such as those issued by Standards South Africa, the International Standards Organization or an authority accredited or recognized by the South African National Accreditation System with which the equipment or material or workmanship should comply;
- (c) must, where possible, be described in terms of performance required rather than in terms of descriptive characteristics for design;
- (d) may not create trade barriers in contract requirements in the forms of specifications, plans, drawings, designs, testing and test methods, packaging, marking or labelling of conformity certification;
- (e) may not make reference to any particular trade mark, name, patent, design, type, specific origin or producer unless there is no other sufficiently precise or intelligible way of describing the characteristics of the work, in which case such reference must be accompanied by the word "equivalent";

### **27.A.2 Functionality**

Where functionality is utilized as an evaluation criterion, specifications must clearly specify in the tender documents:

- (i) the evaluation criteria for measuring functionality which criteria must be objective, the weight of each criterion, the applicable values and the minimum qualifying score for functionality; and
- (ii) the fact that no tender will be regarded as an acceptable tender if it fails to achieve the minimum qualifying score for functionality as indicated in the tender specification concerned; and
- (iii) that tenders that have achieved the minimum qualification score for functionality will be evaluated further in terms of the preference point systems referred to in subparagraphs (3) and (4) below.

**27.A.3 80/20 Preference Points System for acquisition of goods or services for Rand value equal to or above R30 000 and up to R50 million**

(3.1) Where applicable, specifications must include the following preference points evaluation system for the acquisition of services, works or goods up to a Rand value of R 50 000 000 (all applicable taxes included):

- (i) the following formula will be used to calculate the points for price in respect of tenders (including price quotations) with a Rand value equal to, or above R 30 000 and up to a Rand value of R 50 000 000 (all applicable taxes included):

$$P_s = 80 \left\| 1 - \frac{P_t - P_{\min}}{P_{\min}} \right\|$$

---

Where:

- Ps = Points scored for comparative price of tender or offer under consideration;
- Pt = Comparative price of tender or offer under consideration; and
- Pmin = Comparative price of lowest acceptable tender or offer.

- (ii) subject to subparagraph (iii), points must be awarded to a tenderer for attaining the B-BBEE status level of contributor in accordance with the following tables:

<b>B-BBEE Status Level of Contributor</b>	<b>Number of Points</b>
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

or

In respect of Exempted Micro Enterprises (EME's)

<b>Black Ownership of EME</b>	<b>Deemed B-BBEE Status Level of Contributor</b>	<b>Number of Preference Points</b>
More than 50%	2	18
Less than 50%	4	12

- (iii) a maximum of 20 points may be allocated under subparagraph (ii);
- (iv) the points scored by a tenderer in respect of B-BBEE contribution contemplated in subparagraph (ii) must be added to the points scored for price as calculated in accordance with subparagraph (i);

**(3.2)** The B-BBEE status level attained by a tenderer must be used to determine the number of points contemplated in subparagraph 3.1 (ii).

**(3.3)** Specifications must also provide, as a special condition of contract, that if it is unclear which preference point system will be applicable, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system.

**(3.4) (i)** A tenderer must submit proof of its B-BBEE status level of contributor.

**(ii)** A tenderer failing to submit proof of B-BBEE status level of contributor or is a non-compliant contributor to B-BBEE may not be disqualified, but-

- 
- (a) may only score points out of 80 for price; and
  - (b) scores 0 points out of 20 for B-BBEE

- (3.5) A tenderer may not be awarded points for B-BBEE status level of contributor if the tender documents indicate that the tenderer intends subcontracting more than 25% of the value of the contract to any other person not qualifying for at least the points that the tenderer qualifies for, unless the intended subcontractor is an EME that has the capability to execute the subcontract.
- (3.6) The points scored must be rounded off to the nearest two decimal places.
- (3.7) Subject to subregulation (7)(9) and regulation 11 of the PPPFA Regulations of 2017 (paragraphs 29.3.8 and 29.7.3 respectively), the contract must be awarded to the tenderer scoring the highest points.
- (3.8)
  - (a) If the price offered by a tenderer scoring the highest points is not market-related, the municipality may not award the contract to that tenderer.
  - (b) The municipality may –
    - (i) negotiate a market-related price with the tenderer scoring the highest points or cancel the tender;
    - (ii) if the tenderer does not agree to a market-related price, negotiate a market-related price with the tenderer scoring the second highest points or cancel the tender;
    - (iii) if the tenderer scoring the second highest points does not agree to a market-related price, negotiate a market-related price with the tenderer scoring the third highest points or cancel the tender
  - (c) If a market-related price is not agreed as envisaged in paragraph (b)(iii), the municipality must cancel the tender

**27.A.4 90/10 Preference Points System for acquisition of goods or services for Rand value above R50 million**

- (4.1) Where applicable, specifications must include the following preference points evaluation system for the acquisition of services, works or goods with a Rand value above R 50 000 000 (all applicable taxes included):
  - (i) the following formula will be used to calculate the points for price in respect of tenders with a Rand value above R 50 000 000 (all applicable taxes included):

$$P_s = 90 \left\| \left| 1 - \frac{P_t - P_{min}}{P_{min}} \right| \right\|$$

---

Where:

Ps = Points scored for comparative price of tender or offer under consideration;

Pt = Comparative price of tender or offer under consideration; and

Pmin = Comparative price of lowest acceptable tender or offer.

- (ii) subject to subparagraph (iii), points must be awarded to a tenderer for attaining the B-BBEE status level of contributor in accordance with the following table:

<b>B-BBEE Status Level of Contributor</b>	<b>Number of Points</b>
1	10
2	9
3	6
4	5
5	4
6	3
7	2
8	1
Non-compliant contributor	0

Or

In respect of Exempted Micro Enterprises (EME's)

<b>Black Ownership of EME</b>	<b>Deemed B-BBEE Status Level of Contributor</b>	<b>Number of Preference Points</b>
More than 50%	2	9
Less than 50%	4	5

- (iii) a maximum of 10 points may be allocated under subparagraph (ii).

- (iv) the points scored by a tenderer in respect of the level of B-BBEE contribution contemplated in subparagraph (ii) must be added to the points scored for price as calculated in accordance with subparagraph (i);

**(4.2)** The B-BBEE status level attained by a tenderer must be used to determine the number of points contemplated in subparagraph 4.1 (ii).

**(4.3)** Specifications must also must provide as a special condition of contract, that, if it is unclear which preference point system will be applicable, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system.

**(4.4) (i)** A tenderer must submit proof of its B-BBEE status level of contributor.

**(ii)** A tenderer failing to submit proof of B-BBEE status level of contributor or is a non-compliant contributor to B-BBEE may not be disqualified, but-

- 
- (a) may only score points out of 90 for price; and
  - (b) scores 0 points out of 10 for B-BBEE

- (4.5) A tenderer may not be awarded points for B-BBEE status level of contributor if the tender documents indicate that the tenderer intends subcontracting more than 25% of the value of the contract to any other person not qualifying for at least the points that the tenderer qualifies for, unless the intended subcontractor is an EME that has the capability to execute the subcontract.
- (4.6) The points scored must be rounded off to the nearest two decimal places.
- (4.7) Subject to subregulation (7)(9) and regulation 11 of the PPPFA Regulations of 2017 (paragraphs 29.4.8 and 29.7.3 respectively), the contract must be awarded to the tenderer scoring the highest points.
- (4.8)
  - (a) If the price offered by a tenderer scoring the highest points is not market-related, the municipality may not award the contract to that tenderer.
  - (b) The municipality may –
    - (i) negotiate a market-related price with the tenderer scoring the highest points or cancel the tender;
    - (ii) if the tenderer does not agree to a market-related price, negotiate a market-related price with the tenderer scoring the second highest points or cancel the tender;
    - (iii) if the tenderer scoring the second highest points does not agree to a market-related price, negotiate a market-related price with the tenderer scoring the third highest points or cancel the tender
  - (c) If a market-related price is not agreed as envisaged in paragraph (b)(iii), the municipality must cancel the tender

#### **27.A.5 Local Production**

- (5.1) Where, in the case of tenders in designated sectors, local production and content is of critical importance, the tender specification must clearly state, as a condition of tender, that only locally produced goods, services or works or locally manufactured goods, with a stipulated minimum threshold for local production and content, will be considered.
- (5.2) The tender specification must also stipulate:
  - (a) that the exchange rate to be used for the calculation of local content or local production will be the exchange rate published by the South African Reserve Bank at 12:00 on the date the tender was advertised;
  - (b) that only the South African Bureau of Standards (SABS) approved technical specification number SATS 1286:201x will be used to calculate local content in accordance with the following formula:

$$LC = 1 - \frac{X}{y} \times 100$$

---

Where

x imported content

y bid price excluding value added tax (VAT)

and that the prices referred to in the determination of x must be converted to Rand (ZAR) by using the exchange rate published by the

South African Reserve Bank at 12:00 on the date the tender was advertised;

- (c) that the Form MBD 6.2 (Declaration Certificate for Local Content) duly complete and signed must form part of the bid documentation;
- (d) that the municipality reserves the right to verify the accuracy of the rates of exchange quoted by the bidder in paragraph 4.1 of the aforesaid Certificate.

**(5.3)** The accounting officer may decide to include in any invitation to bid a specific bidding condition that only locally produced goods, services or works or locally manufactured goods with a stipulated minimum threshold for local production and content, will be considered on condition that such prescript and threshold(s) are in accordance with the specific directives issued for this purpose by National Treasury in consultation with the Department of Trade and Industry and, in such event, the requirements stipulated in subparagraph 5.2 shall be inserted in the tender specification.

**(5.4)** Where necessary, bid specifications for tenders referred to in subparagraph 5.1 may state that a two- stage tendering process will be followed, where the first stage will involve functionality and minimum threshold for local production and content and the second stage price and B-BBEE with the possibility of price negotiations only with the short listed tenderers with a view to effecting cost savings in circumstances where the tendered prices are obviously inflated or to ensure the award of the tender concerned within budgetary constraints provided that, where such negotiations take place, the principles contained in paragraph 25.1 of this policy shall be applied.

**(5.5)** Any tender specification issued in terms of this subparagraph must be capable of being measured and audited.

**(5.6)** A tender that fails to meet the minimum stipulated threshold for local production and content is an unacceptable tender.

#### **27.A.6 B-BBEE status level certificates and scorecards**

Bid specifications must state that:

- (i) Those tenderers who qualify as Exempted Micro Enterprises (EME's) in terms of the Broad-Based Black Economic Empowerment Act, must submit, together with their tender, an affidavit confirming their B-BBEE status level.

An EME may alternatively submit a sworn affidavit confirming their annual total revenue of R 10 million or less and level of black ownership or the above-mentioned B-BBEE level verification certificate to claim points as prescribed by regulation 6 and 7 of the Preferential Procurement Regulations, 2017.

- 
- (ii) Tenderers other than Exempted Micro-Enterprises (EME's) must submit, with their tender, their original and valid B-BBEE Status Level Verification Certificate complying at least with the provisions subparagraphs (v) and (vi), or a certified copy thereof, in support of their B-BBEE rating.
- (iii) A trust, consortium or joint venture will qualify for points for its B-BBEE status level as a legal entity, provided its submits its B-BBEE Status Level Verification Certificate with its tender.
- (iv) A trust, consortium or joint venture will qualify for points for its B-BBEE status level as an unincorporated entity, provided that it submits its consolidated B-BBEE scorecard as if were a group structure and, provided further, that such a consolidated B-BBEE scorecard is prepared for every separate tender.
- (v) As a minimum requirement, all valid B-BBEE Status Level Verification Certificates should have the following information detailed on the face of the certificate.
- The name and physical location of the measured entity;
  - The registration number and, where applicable, the VAT number of the measured entity;
  - The date of issue and date of expiry;
  - The certificate number for identification and reference for large entities threshold > R50 000 000 ;
  - The scorecard that was used (for example EME, QSE or Generic);
  - The name and / or logo of the Verification Agency for for large entities threshold > R50 000 000 ;
  - The SANAS logo for large entities threshold > R50 000 000;
  - The signature of the authorized person from the Verification Agency concerned; and
  - The B-BBEE Status Level of Contribution obtained by the measured entity.

#### **27.A.7 Additional Conditions**

A bid specification must include a reference to the following additional conditions, where applicable:

##### **27.A.7.1 Sub-contracting as a condition of tender**

- (a) If feasible to subcontract for a contract above R30 million, the municipality must apply subcontracting to advance designated groups.
- (b) If an organ of state applies subcontracting as contemplated in paragraph (a), the municipality must advertise the tender with a specific tendering condition that the successful tenderer must subcontract a minimum of 30% of the value of the contract to-
- (i) an EME or QSE;
  - (ii) an EME or QSE which is at least 51% owned by black people;
  - (iii) an EME or QSE which is at least 51% owned by black people who are youth;
  - (iv) an EME or QSE which is at least 51% owned by black people who are women;
  - (v) an EME or QSE which is at least 51% owned by black people with disabilities;
  - (vi) an EME or QSE which is 51% owned by black people living in rural or underdeveloped areas or townships;
-



- 
- (vii) a cooperative which is at least 51% owned by black people;
  - (viii) more than one of the categories referred to in subparagraphs (i) to (vii).

- (c) The municipality must make available the list of all suppliers registered on a database approved by the National Treasury to provide the required goods or services in respect of the applicable designated groups mentioned in paragraph (b) from which the tenderer must select a supplier
- (d) The municipality may apply similar subcontracting principles as outlined in paragraph (a) and (b) for tenders below R30 million with the minimum percentage of subcontracting determined per individual tender.

#### **27.A.7.2 Sub-contracting after award of tender**

- (a) A person awarded a contract may only enter into a subcontracting arrangement with the approval of the municipality.
- (b) A person awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an exempted micro enterprise that has the capability and ability to execute the sub-contract.
- (c) A person awarded a contract in relation to a designated sector, may not sub-contract in such a manner that the local production and content of the overall value of the contract is reduced to below the stipulated minimum threshold.

#### **27.A.7.3 Specific goals**

- (a) In terms of section 7 of the Preferential Procurement Regulations, a contract may be awarded to a tenderer that did not score the highest total number of points, only in accordance with section 2 (1) (f) of the Preferential Procurement Policy Framework Act No. 5 of 2000.
- (b) In the application of section 2 (1)(f) of the aforesaid Act, the municipality must stipulate the objective criteria in the tender documents.

#### **27.A.8 Miscellaneous Special Conditions of Contract**

A bid specification must, inter alia, include the following conditions as Special Conditions of Contract:

##### **27.A.8.1 General**

- (a) Only a tenderer who has completed and signed the declaration part of the tender documentation may be considered;
- (b) When comparative prices must be calculated, any discounts which have been offered unconditionally will be taken into account;
- (c) A discount which has been offered conditionally will, despite not being taken into account for evaluation purposes, be implemented when payment to a tenderer in respect of an accepted tender is effected;
- (d) Points scored will be rounded off to the nearest 2 decimal places.

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- (e)
    - (i) In the event that two or more tenders score equal total points, the successful tender will be the one scoring the highest number of preference points for B-BBEE;
    - (ii) However, when functionality is part of the evaluation process and two or more tenders have scored equal points including equal preference points for B-BBEE, the successful tender will be the one scoring the highest score for functionality.
    - (iii) Should two or more tenders be equal in all respects, the award shall be made according to paragraph 38.
    - (iv) Should two or more tenders still be equal in all respects after applying paragraph 38, then the award shall be decided by the drawing of lots.

#### **27.A.8.2 Cancelling a tender**

- (a) The accounting officer may, prior to the award of a tender, cancel such tender if:
  - (i) due to changed circumstances, there is no longer a need for the services, works or goods requested; or
  - (ii) funds are no longer available to cover the total envisaged expenditure; or
  - (iii) no acceptable tenders are received; or
  - (iv) there is a material irregularity in the tender process.
- (b) The decision to cancel a tender invitation in terms of paragraph (a) must be published in the same manner in which the original tender invitation was advertised.
- (c) The municipality may only with the prior approval of the relevant treasury cancel a tender invitation for the second time

#### **27.A.8.3 Declarations**

- (a) A tenderer must -
  - (i) declare that the information provided in a tender document is true and correct;
  - (ii) declare that the signatory to a tender document is duly authorised; and
  - (iii) undertake to submit documentary proof regarding any tendering issue when required to the satisfaction of the municipality.

#### **27.A.8.4 Remedies**

- (a) In addition to the action contemplated in paragraph 41 of this policy which shall be read in conjunction with this subparagraph:
  - (i) Upon detecting that a tenderer submitted false information regarding its BBBEE status level of contributor, local production and content, or any other matter required in terms of the PPPFA Regulations 2017 which will affect or has affected the evaluation of a tender, or where a tenderer has failed to declare any subcontracting arrangements, the municipality must-
    - (a) inform the tenderer accordingly;
    - (b) give the tenderer an opportunity to make representations within 14 days as to why-
      - (i) the tender submitted should not be disqualified or, if the tender has already been awarded to the tenderer, the contract should not be terminated in whole or in part;
      - (ii) if the successful tenderer subcontracted a portion of the tender to another person without disclosing it, the tenderer should not be penalised up to 10 percent of the value of the contract; and
      - (iii) ~~the tenderer should not be restricted by the National Treasury from~~

- 
- conducting any business for a period not exceeding 10 years with any organ of state; and
- (c) if it concludes, after considering the representations referred to in subparagraph (i)(b), that-
- (i) such false information was submitted by the tenderer-
    - (aa) disqualify the tenderer or terminate the contract in whole or in part; and
    - (bb) if applicable, claim damages from the tenderer; or
  - (ii) the successful tenderer subcontracted a portion of the tender to another person without disclosing, penalise the tenderer up to 10 percent of the value of the contract.
- (ii) (a) The municipality must-
- (i) inform the National Treasury, in writing, of any actions taken in terms of subparagraph (i);
  - (ii) provide written submissions as to whether the tenderer should be restricted from conducting business with any organ of state; and
  - (iii) submit written representations from the tenderer as to why that tenderer should not be restricted from conducting business with any organ of state.
- (b) The National Treasury may request the municipality to submit further information pertaining to subparagraph (1) within a specified period.
- (iii) The National Treasury must-
- (a) after considering the representations of the tenderer and any other relevant information, decide whether to restrict the tenderer from doing business with any organ of state for a period not exceeding 10 years; and
  - (b) maintain and publish on its official website a list of restricted suppliers.

#### **27.A.9 Pre-qualification criteria for preferential procurement**

- (1) If the municipality decides to apply pre-qualifying criteria to advance certain designated groups, they must advertise the tender with a specific tendering condition that only one or more of the following tenderers may respond-
- (a) a tenderer having a stipulated minimum B-BBEE status level of contributor;
  - (b) an EME or QSE;
  - (c) a tenderer subcontracting a minimum of 30% to-
    - (i) an EME or QSE which is at least 51% owned by black people;
    - (ii) an EME or QSE which is at least 51% owned by black people who are youth;
    - (iii) an EME or QSE which is at least 51% owned by black people who are women;
    - (iv) an EME or QSE which is at least 51% owned by black people with disabilities;
    - (v) an EME or QSE which is 51% owned by black people living in rural or underdeveloped areas or townships;
    - (vi) a cooperative which is at least 51% owned by black people;
    - (vii) an EME or QSE which is at least 51% owned by black people who are military veterans;
    - (viii) an EME or QSE.
- (2) A tender that fails to meet any pre-qualifying criteria stipulated in the tender documents is an unacceptable tender

#### **27.B. Procurement from tertiary institutions**

- (a) Where the municipality is in need of a service provided by only tertiary institutions, such services must be procured through a tendering process with the identified tertiary institutions.
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- (b) Tertiary institutions referred to in subparagraph (a) will be required to submit their B-BBEE status in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.
  - (c) Should the municipality require a service that can be provided by one or more tertiary institutions or public entities and enterprises from the private sector, the appointment of a contractor will be done by means of a tendering process.
  - (d) Public entities must be required to submit their B-BBEE status in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.
  - (e) For purposes of this paragraph, a tendering process includes a written offer in a prescribed or stipulated form in response to an invitation by the municipality for the provision of services, works or goods, through price quotations, advertised competitive tendering processes or proposals.

#### **27.C. Re-invitation of tenders**

The accounting officer must re-invite tenders cancelled in terms of paragraphs 29(3.3) and 29(4.3) and must, in the new tender documents, stipulate the correct preference point system to be applied.

#### **28. Bid evaluation committees**

- (1) A bid evaluation committee must, as far as possible, be composed of-
    - (a) officials from departments requiring the goods or services; and
    - (b) at least one supply chain management practitioner of the municipality.
  - (2) A bid evaluation committee must -
    - (a) evaluate bids in accordance with the relevant bid specification, inclusive of unconditional discounts, sub-contracting and this policy; and
    - (b) evaluate each bidder's ability to execute the contract provided that, where bids are invited on the basis of functionality as a criterion, they must be evaluated in the following two stages:
      - (i) **First stage - evaluation of functionality**
        - (a) bids must be evaluated in terms of the evaluation criteria embodied in the bid specification. The amendment of evaluation criteria, weights, applicable values and/or the minimum qualifying score for functionality after the closure of bids is not allowed as this may jeopardize the fairness of the process;
        - (b) a bid will be considered further if it achieves the prescribed minimum qualifying score for functionality;
        - (c) bids that fail to achieve the minimum qualifying score for functionality must be disqualified;
        - (d) score sheets should be prepared and provided to panel members to evaluate the bids;
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- 
- (e) a score sheet should contain all the criteria and the weight for each criterion as well as the values to be applied for evaluation as indicated in the bid specification or terms of reference;
  - (f) each panel member should, after thorough evaluation, independently award his own value to each individual criterion;
  - (g) score sheets should be signed by panel members and if necessary, a written motivation may be requested from panel members where vast discrepancies in the values awarded for each criterion exist -

provided that if the minimum qualifying score for functionality is indicated as a percentage in the bid specification, the percentage scored for functionality may be calculated as follows:

- (h) the value awarded for each criterion should be multiplied by the weight for the relevant criterion to obtain the score for the various criteria;
- (i) the scores for each criterion should be added to obtain the total score; and
- (j) the following formula should be used to convert the total score to percentage for functionality:

$$P_s = \frac{S_o}{M_s} \times 100$$

Where:

Ps = percentage scored for functionality by bid under consideration

So = total score of bid under consideration

Ms = maximum possible score

- (k) the percentage of each panel member should be added and divided by the number of panel members to establish the average percentage obtained by each bidder for functionality.

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**(ii) Second stage - Evaluation in terms of the 80/20 or 90/10 preference point systems**

Only bids that achieve the minimum qualifying score / percentage for functionality must be evaluated further in accordance with the bid specification.

**(c)** evaluate bids based on a stipulated minimum threshold for local production and content as required in the relevant bid specification in the following two stages:

**(i) First stage – Evaluation in terms of the stipulated minimum threshold for local production and content**

**(a)** bids must be evaluated in terms of the evaluation criteria stipulated in the bid specification. The amendment of the stipulated minimum threshold for local production and content after the closure of bids is not allowed as this may jeopardize the fairness of the process;

**(b)** a bid must be disqualified if:

- the bidder fails to achieve the stipulated minimum threshold for local production and content; and
- the Declaration Certificate for Local Content (Form MBD 6.2) is not submitted as part of the bid;

**(c)** calculate the local content (LC) as a percentage of the bid price in accordance with the SABS approved technical specification number SATS 1286: 201x;

**(d)** verify the accuracy of the rates of exchange quoted by the bidder in paragraph 4.1 of the Declaration Certificate for Local Content (Form MBD 6.2)

**(ii) Second stage - Evaluation in terms of the 80/20 or 90/10 preference point systems**

**(e)** only bids that achieve the minimum stipulated threshold for local production and content must be evaluated further in accordance with the relevant preference point system referred to in the bid specification.

**(f)** where appropriate, prices may be negotiated only with short listed or preferred bidders. Such negotiations must, however, not prejudice any other bidders.

**(d)** check in respect of the recommended bidder and its directors' whether or not such bidder's and its directors' municipal rates and taxes and municipal service charges are not in arrears;

**(e)** verify the status of recommended bidders (including their directors(s), owners(s) or trustee(s)) by checking the Data Base of Restricted Suppliers maintained by National Treasury in order to ensure that no recommended bidder or any of its directors/owners/trustees are listed as companies or persons prohibited from doing business with the public sector.

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- (f) submit to the adjudication committee a report and recommendations regarding the award of the bid or any other related matter provided that:
    - (i) a contract must be awarded to the bidder who scored the highest total number of points in terms of the preference points systems referred to in paragraphs 29(3.3) and 29(4.3) as may be applicable; and
    - (ii) in exceptional circumstances and as provided in paragraph 29(7.2) of this policy, a contract may be awarded to a bidder that did not score the highest number of points provided that the reasons for such a recommendation must be recorded for audit purposes and be defensible in a court of law.

## **29. Bid adjudication committees**

- (1) A bid adjudication committee must consist of at least four senior managers of the municipality which must include -
  - (a) the chief financial officer or, if the chief financial officer is not available, another manager in the budget and treasury office reporting directly to the chief financial officer and designated by the chief financial officer; and
  - (b) at least one senior supply chain management practitioner who is an official of the municipality; and
  - (c) a technical expert in the relevant field who is an official of the municipality if the municipality has such an expert;
  - (d) the accounting officer may second a person with same authority as a member of the committee, temporarily in the event of a member being sick or on leave;
  - (e) a Quorum for the bid adjudication committee shall be, half plus one (rounded up to nearest whole number) member of the total number of members with voting rights.
- (2) The accounting officer must appoint the chairperson of the committee who shall preferably be the chief financial officer. If the chairperson is absent from a meeting, the members of the committee who are present must elect one of them to preside at the meeting and such election must be recorded in the minutes of the meeting concerned.
- (3) Only with the consent of the accounting officer and upon request by the bid adjudication committee, a member of a bid specification, bid evaluation committee and/or an advisor or person assisting these committees may be a member of a bid adjudication committee for the purpose of providing clarity and an explanation of difficult technical aspects relating to the bid being adjudicated.
- (4) A bid adjudication committee must –
  - (a) consider the report and recommendations of the bid evaluation committee submitted in terms of paragraph 32; and
  - (b) either –

- 
- (i) depending on its delegations, make a final award or a recommendation to the accounting officer to make the final award; or
    - (ii) make another recommendation to the accounting officer on how to proceed with the relevant procurement.
  - (5) If the bid adjudication committee decides to award a bid other than the one recommended by the bid evaluation committee, the bid adjudication committee must prior to awarding the bid -
    - (a) check in respect of the preferred bidder whether that bidder's municipal rates and taxes and municipal service charges are not in arrears; and
    - (b) notify the accounting officer.
  - (6) The accounting officer may -
    - (a) after due consideration of the reasons for the deviation, ratify or reject the decision of the bid adjudication committee referred to in subparagraph 5(a); and
    - (b) if the decision of the bid adjudication committee is rejected, refer the decision of the adjudication committee back to that committee for reconsideration.
  - (7) The accounting officer may, at any stage of a bidding process, refer any recommendation made by the evaluation committee or the adjudication committee back to that committee for reconsideration of the recommendation.
  - (8) If a tender other than the one recommended in the normal course of implementing this policy is approved, the accounting officer must, in writing and within 10 working days, notify the Auditor-General and the National and Provincial Treasuries of the reasons for deviating from such recommendation.
  - (9) Subparagraph 8 does not apply if a different tender was approved in order to rectify an irregularity.

### **30. Procurement of banking services**

- (1) A contract for banking services -
  - (a) must be procured through competitive bids;
  - (b) must be consistent with section 7 or 85 of the Act; and
  - (c) may not be for a period of more than five years at a time.
- (2) The process for procuring a contract for banking services must commence at least nine months before the end of an existing contract.
- (3) The closure date for the submission of bids may not be less than 60 days from the date on which the advertisement is placed in a newspaper in terms of paragraph 23 (1).
- (4) Bids must be restricted to banks registered in terms of the Banks Act, 1990 (Act No. 94 of 1990).



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**31. Procurement of IT related goods or services**

- (1) The accounting officer may request the State Information Technology Agency (SITA) to assist with the acquisition of IT related goods or services through a competitive bidding process.
- (2) Both parties must enter into a written agreement to regulate the services rendered by, and the payments to be made to, SITA.
- (3) The accounting officer must notify SITA together with a motivation of the IT needs if -
  - (a) the transaction value of IT related goods or services required in any financial year will exceed R50 million (VAT included); or
  - (b) the transaction value of a contract to be procured whether for one or more years exceeds R50 million (VAT included).
- (4) If SITA comments on the submission and the municipality does not agree with such comments, the comments and the reasons for rejecting or not following such comments must be submitted to the council, the National and Provincial Treasuries and the Auditor-General.

**32. Procurement of goods and services under contracts secured by other organs of state**

- (1) The accounting officer may procure goods or services under a contract secured by another organ of state, but only if -
  - (a) the contract has been secured by that other organ of state by means of a competitive bidding process applicable to that organ of state;
  - (b) there is no reason to believe that such contract was not validly procured;
  - (c) there are demonstrable discounts or benefits to do so; and
  - (d) that other organ of state and the provider have consented to such procurement in writing.
- (2) Subparagraphs (1) (c) and (d) do not apply if -
  - (a) a municipal entity procures goods or services through a contract secured by its parent municipality; or
  - (b) a municipality procures goods or services through a contract secured by a municipal entity of which it is the parent municipality.

**33. Procurement of goods necessitating special safety arrangements**

- (1) The acquisition and storage of goods in bulk (other than water), which necessitate special safety arrangements, including gasses and fuel, should be avoided where ever possible.
- (2) Where the storage of goods in bulk is justified, such justification must be based on sound reasons, including the total cost of ownership, cost advantages and environmental impact and must be approved by the accounting officer.

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**34. Proudly SA Campaign**

The municipality supports the Proudly SA Campaign to the extent that, all things being equal, preference is given to procuring local goods and services from:

Firstly – suppliers and businesses within the Bergrivier municipal area;

Secondly – suppliers and businesses within the West Coast district municipal area and Western Cape provincial area;

Thirdly – suppliers and businesses within the rest of Republic of South Africa.

**35. Appointment of consultants**

- (1) The accounting officer may procure consulting services provided that any Treasury guidelines in respect of consulting services are taken into account when such procurements are made.
- (2) Consultancy services must be procured through competitive bids if -
  - (a) the value of the contract exceeds R200 000 (VAT included); or
  - (b) the duration period of the contract exceeds one year.
- (3) In addition to any requirements prescribed by this policy for competitive bids, bidders must furnish particulars of -
  - (a) all consultancy services provided to an organ of state in the last five years; and
  - (b) any similar consultancy services provided to an organ of state in the last five years.
- (4) The accounting officer must ensure that copyright in any document produced, and the patent rights or ownership in any plant, machinery, thing, system or process designed or devised by a consultant in the course of the consultancy service is vested in the municipality.

**36. Deviation from, and ratification of minor breaches of, procurement processes**

- (1) The accounting officer may -
  - (a) dispense with the official procurement processes established by this policy and procure any required goods or services through any convenient process, which may include direct negotiations, but only -
    - (i) in an emergency;
    - (ii) if such goods or services are produced or available from a single provider only;
    - (iii) for the acquisition of special works of art or historical objects where specifications are difficult to compile;
    - (iv) acquisition of animals for zoos and/or nature and game reserves; or

- 
- (v) in any other exceptional case where it is impractical or impossible to follow the official procurement processes; and
  - (b) ratify any minor breaches of the procurement processes by an official or committee acting in terms of delegated powers or duties which are purely of a technical nature.
- (2) The accounting officer must record the reasons for any deviations in terms of subparagraphs (1) (a) and (b) of this policy and report them to the next meeting or any other appropriate meeting of the council and also include such reasons as a note to the annual financial statements.
  - (3) Subparagraph (2) does not apply to the procurement of goods and services contemplated in paragraph 11(2) of this policy.

### **37. Unsolicited bids**

- (1) An unsolicited bid is a bid that is submitted by a prospective supplier to the municipality without any procurement requirement first having been identified and advertised. This situation arises when a supplier identifies an opportunity to render services or supply products not ordinarily required by the municipality.
  - (2) In accordance with section 113 of the Act, there is no obligation upon the municipality to consider unsolicited bids received outside a normal bidding process.
  - (3) The accounting officer may decide in terms of section 113(2) of the Act to consider an unsolicited bid but only if -
    - (a) the product or service offered in terms of the bid is a demonstrably or proven unique innovative concept;
    - (b) the product or service will be exceptionally beneficial to the municipality or have exceptional cost advantages;
    - (c) the person who made the bid is the sole provider of the product or service concerned; and
    - (d) the reasons for not going through the normal bidding processes are found to be sound by the accounting officer.
  - (4) If the accounting officer decides to consider an unsolicited bid that complies with subparagraph (3), his decision must be made public in accordance with section 21A of the Municipal Systems Act, together with -
    - (a) reasons as to why the bid should not be open to other competitors;
    - (b) an explanation of the potential benefits if the unsolicited bid were accepted; and
    - (c) an invitation to the public or other potential suppliers to submit their comments on the proposal within 30 days of the publication of the relevant notice.
  - (5) The accounting officer must submit all written comments received pursuant to subparagraph (4), including any responses from the unsolicited bidder, to the National and Provincial Treasuries for comment.
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- (6) Subject to subparagraphs (7) and (8) below, the adjudication committee must consider the unsolicited bid and may, depending on its delegations, award the bid or make a recommendation to the accounting officer.
  - (7) A meeting of the adjudication committee to consider an unsolicited bid must be open to the public.
  - (8) When considering the matter, the adjudication committee must take into account -
    - (a) any comments submitted by the public; and
    - (b) any written comments and recommendations of the National and Provincial Treasuries.
  - (9) If any recommendations of the National and Provincial Treasuries are rejected or not followed, the accounting officer must submit to the Auditor-General and the National and Provincial Treasuries the reasons for rejecting or not following those recommendations.
  - (10) Such submission must be made within seven days after the decision on the award of the unsolicited bid is taken, but no contract committing the municipality to the bid may be entered into or signed within 30 days of the submission.
  - (11) The processes to be followed by the municipality with regard to the acceptance or rejection of an unsolicited bid shall clearly be made known to the bidder who submits the unsolicited bid concerned.
  - (12) The council shall exercise caution when interviewing a potential supplier or a person who may wish to offer services to the municipality in circumstance which may be tantamount to the submission of or negotiation with regard to an unsolicited bid and shall not do anything or cause anything to be done which may be contrary to this policy.

### **38. Combating of abuse of supply chain management system**

- (1) The accounting officer must-
  - (a) take all reasonable steps to prevent abuse of the supply chain management system;
  - (b) investigate any allegations against an official or other role player of fraud, corruption, favouritism, unfair or irregular practices or failure to comply with this policy, and when justified -
    - (i) take appropriate steps against such official or other role player; or
    - (ii) report any alleged criminal conduct to the South African Police Service;
  - (c) check the National Treasury's database prior to awarding any contract to ensure that no recommended bidder, or any of its directors, is listed as a person prohibited from doing business with the public sector;
  - (d) reject any bid from a bidder –

- 
- (i) if any municipal rates and taxes or municipal service charges owed by that bidder or any of its directors to the municipality, or to any other municipality or municipal entity, are in arrears for more than three months; or
  - (ii) who during the last five years has failed to perform satisfactorily on a previous contract with the municipality or any other organ of state after written notice was given to that bidder that performance was unsatisfactory;
- (e) reject a recommendation for the award of a contract if the recommended bidder, or any of its directors, has committed a corrupt or fraudulent act in competing for the particular contract;
- (f) cancel a contract awarded to a person if -
- (i) such person committed any corrupt or fraudulent act during the bidding process or the execution of the contract; or
  - (ii) an official or other role player committed any corrupt or fraudulent act during the bidding process or the execution of the contract that benefited that person; and
- (g) Reject the bid of any bidder if that bidder or any of its directors -
- (i) has abused the supply chain management system of the municipality or has committed any improper conduct in relation to such system;
  - (ii) has been convicted for fraud or corruption during the past five years;
  - (iii) has willfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years; or
  - (iv) has been listed in the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004).
- (2) The accounting officer must inform the National and Provincial Treasuries in writing of any actions taken in terms of subparagraphs (1)(b)(ii), (e) or (f) above.
- (3) If the accounting officer, on reasonable grounds, believes that a bidder or a contractor has engaged in bid rigging, he shall refer the matter to the Competition Tribunal for investigation and the taking of action against the bidder or contractor concerned in a manner contemplated in the Competition Act No. 89 of 1998.

### **Part 3: Logistics, Disposal, Risk and Performance Management**

#### **39. Logistics management**

The accounting officer must establish and implement an effective system of logistics management, which must include -

- (a) the monitoring of spending patterns on types or classes of goods and services incorporating, where practical, the coding of items to ensure that each item has a unique number;
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- (b) the setting of inventory levels that includes minimum and maximum levels and lead times wherever goods are placed in stock;
- (c) the placing of manual or electronic orders for all acquisitions other than those from petty cash;
- (d) before payment is approved , certification by the responsible officer that the goods and services are received or rendered on time and is in accordance with the order, the general conditions of contract and specifications where applicable and that the price charged is as quoted in terms of a contract;
- (e) appropriate standards of internal control and warehouse management to ensure that goods placed in stores are secure and only used for the purpose for which they were purchased;
- (f) regular checking to ensure that all assets including official vehicles are properly managed, appropriately maintained and only used for official purposes; and
- (g) monitoring and review of the supply vendor performance to ensure compliance with specifications and contract conditions for particular goods or services.

#### 40. Disposal management

- (1) In terms of section 14 of the Act, the municipality may not transfer ownership as a result of sale or other transaction or otherwise permanently dispose of a capital asset needed to provide the minimum level of basic municipal services.
- (2) A municipality may transfer ownership or otherwise dispose of capital asset other than one contemplated in subsection (1), but only after the council, in a meeting open to the public-
  - (a) has decided on reasonable grounds that the asset is not needed to provide the minimum level of basic municipal services; and
  - (b) has considered the fair market value of the asset and the economic and community value to be received in exchange for the asset.

In consideration of (a) and (b) above it is necessary to understand the terminology and principles contained in the requirements as follows:

Minimum levels of basic service – Consideration must be given to current need for services as well as future needs, we can therefore not sell a property now and then need to buy a similar property later at a higher price to provide a municipal service.

Fair market value – The price that a willing buyer is willing to pay a willing seller in an arms-length transaction. Only a professional registered valuer can determine this valuation.

It also determines in Section 14(5) of the MFMA that any transfer of ownership of a capital asset must be fair equitable, transparent, competitive and consistent with the disposal management system, thus the supply chain management policy of the municipality.

The supply chain policy of the municipality requires the disposal of capital assets to be fair, equitable transparent and competitive.

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**WHEN AN APPLICATION IS RECEIVED, DO THE FOLLOWING:**

1. Determine whether the property in question is an exempted or non-exempted capital asset in terms of the MFMA. Property is exempted if transferred to a municipality, municipal entity, provincial organ of state etc. **(See definitions in the Regulations and MFMA, Sect 14(6) to determine whether an asset is exempted or not)**
2. **All moveable assets will be sold by way of a public auction and immovable assets will be sold on a SCM process.**
3. If Non-exempted it may only be transferred after the following was done:
  - a. Accounting officer has conducted a public participation process.
  - b. Municipal council has made the following determinations in terms of Section 14(2) of the MFMA in a meeting open to the public
    - i. That the asset is not needed to provide the minimum level of basic municipal services
    - ii. Considered the fair market value and economic and community value to be received in exchange for the asset.
  - c. Public participation process only needed to inform the determination by council in (i) and (ii) above if the asset is a high value capital asset (R10 Mil) or (exceeds 1% of total value of assets thus more than R3.8 Million)
  - d. Only the council may authorise a public participation process referred to in (a) and a request to approve the process must be accompanied by the following:
    - i. Valuation
    - ii. Reasons for disposal
    - iii. Expected benefits to municipality
    - iv. Expected proceeds to be received
    - v. Any expected gain or loss
  - e. If a public participation process is authorised the Accounting officer must:
    - i. At least 60 days prior to meeting make public i.t.o. Section 21A of the Municipal Systems Act (Advertisement in Local Media and on Web page) the proposal to transfer or dispose.
    - ii. Invite the local community to comment
    - iii. Solicit views from NT and PT
4. Consideration of proposals – Upon consideration of a proposal, a municipal council must take into account:
  - The factors as set out in Regulation 7 (a) to (l) must be considered
    - (a) Whether it may be required for own use
    - (b) The expected loss or gain to result from the transaction
    - (c) The extent to which the compensation will result in a financial loss or gain to the municipality
    - (d) The risk and reward associated with the operation or control of the asset in relation to the municipality's interests
    - (e) The effect of the disposal/transfer on the credit rating ability to raise loans, cash flow position
    - (f) Any limitations or conditions attached to the asset
    - (g) Estimated cost of the proposed transfer
    - (h) Transfer of any liabilities and reserves associated with the asset
    - (i) Comments or representations received from the local community
    - (j) Written views from the NT and PT
    - (k) Interests of the state, municipality or community at stake

Council MUST consider these 2 points at start of process

The report to council should contain these questions in a table format and the questions needs to be answered by the department submitting the report.

5. Conditional approval – Regulation 11 states that; Approval **in principle** may be given to transfer a non-exempted capital **asset subject to any conditions**, including
- a. The way it is to be sold or disposed of
  - b. Floor price or minimum compensation
  - c. If price is less than fair market value consider the following: (Reg. 13(2))
    - i. Is it in the public interest
    - ii. Does it address the plight of the poor
    - iii. Take into account the interest of the local community and the state
    - iv. The strategic economic interest of the municipality including long term
    - v. Constitutional rights of all parties affected by the decision
    - vi. Whether the interest of the affected carries more weight than that of the local community (individual interest vs. collective interest)
    - vii. If local community would be served better if the asset is transferred at less than fair market value compared to fair market value.
  - d. A framework within which direct negotiations for the transfer or disposal of the capital asset must be conducted with another person if the proposal is subject to direct negotiations.
6. Regulation 12 determines that; Disposal of a non-exempted capital asset may take place only in accordance with Disposal Management Process (SCM process), irrespective of;
- a. The value of the capital asset.
  - b. Whether the asset is to be transferred to a private sector party or an organ of state.

***Thus after council decides upon the disposal method, whether sale or rental, an appropriate SCM process must be followed, the value of the property will determine the SCM process.***

If an offer is received prior to council decision or as a triggering occurrence, it should still be subjected to an appropriate SCM process after the in-principle decision has been obtained from the council. An offer to purchase or rent is regarded as being an unsolicited bid and the process to be followed is long and arduous and requires National Treasury input and have prolonged timeframes, advertisement requirements, it is therefore not recommended.

7. Regulation 12(2) determines when the disposal management system (usually SCM system) does not apply and that is only:
- a. If the municipality reviews its service delivery mechanism i.t.o. chapter 8 of the Munisipal Systems Act
  - b. If the municipality appoint a private sector party through a competitive process for the performance of a municipal service
  - c. If the capital asset is transferred as an integral component of the performance of that municipal service to the service provider



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## GRANTING OF RIGHTS TO USE CONTROL OR MANAGE CAPITAL ASSETS

8. The requirements of chapter 4 does not apply to:

- a. Right to use, control or manage i.t.o. PPP's
- b. Right on municipal to housing for the poor

Regulation

The granting of a right to use, manage and control a capital asset must be dealt with in accordance with Chapter 2 (Thus similar to disposal of capital assets) if:

- a. The right is granted for an undetermined period
- b. The period exceeds the useful life or economic usefulness
- c. Confers on the person to whom the right is granted;
  - i. The option to buy or acquire ownership
  - ii. The power to use, control or manage as if the person is the beneficial but not legal owner.

9. A municipality may grant the right to use, manage or control a capital asset (Reg. 34 (1)(b) but only after the accounting officer has conducted a public participation process in accordance with Reg. 35 and the council has given an in-principle approval.

A request to authorise a public participation process must be accompanied by an information statement containing:

- i. Reasons for disposal
- ii. Expected benefits to municipality
- iii. Expected proceeds to be received
- iv. Any expected gain or loss

Public participation only necessary is Value in excess of R10 Million **and** a long-term right is proposed to be granted. (Long-term - a period of more than 3 years)

10. Regulation 35 determines that the accounting officer must at least 60 days before the meeting where the council considers the decision to grant a right to use, manage and control a high value capital asset (in excess of R10 Million) make public the proposal in accordance with Section 21A of the MSA inclusive of

- a. Information statement
- b. Invite the local community for comment and representations
- c. Solicit views from NT and PT

11. If the control of the property is relinquished by decision of council for a long term lease or other means of controlling the asset than that of an outright sale, the determinations in terms of Regulation 36 of the MAT regulations must also be taken into account being:

- a. Whether the capital asset may be required for the municipality's own use during the period for which the right is granted
- b. The extent to which any compensation to be received for the right together with the estimated value of any improvements or enhancements to the capital asset that the private sector party or organ of state to whom the right is granted will be required to make, will result in a significant economic or financial benefit to the municipality.

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- c. The risks and rewards associated with the use, control or management of the capital asset in relation to the municipality's interests;
  - d. Any comments representations on the proposed granting of the right received from the local community and other interested persons;
  - e. Any written views and recommendations on the proposed granting of the right by the National Treasury and relevant provincial treasury
  - f. The interests of any affected organ of state, the municipality's own strategic, legal and economic interests of the local community; and
  - g. Compliance with the legislative regime applicable to the proposed granting of the right.
12. Once the decision of the council has been taken in disposing the asset or to relinquish the control over the asset by means of a rental or a long-term rental, the SCM processes must be followed for the disposal of the property. (Regulation 41)
13. When an item is taken to council for consideration, the council must be made aware of the valuation of the property as well as give consideration to the requirements in point 10 above.
14. In-principle approval can be granted and conditions may also be attached to the in-principle approval as contained in Regulation 40 (a)(b) and(c).
15. Delegations – The power to make a determination as prescribed in Section 14 (2)(a) and(b) of the MFMA in respect of the need for municipal services and valuation, in accordance with Regulation 5 as well as 34 and to then decide to either sell or relinquish control can be delegated to the Accounting officer below a prescribed value (The municipal council to determine the value)

**(3) Assets may be disposed of by -**

- (i) transferring the asset to another organ of state in terms of a provision of the Act enabling the transfer of assets;
- (ii) transferring the asset to another organ of state at market related value or, when appropriate, free of charge;
- (iii) selling the asset; or
- (iv) destroying the asset.

**(4) The accounting officer must ensure that -**

- (a) when immovable property is sold by means of a competitive bidding process, the highest price offered shall be accepted, provided such price is equal to or higher than the market related price for the relevant immovable property;
  - (b) in other cases, only at a market related price except when the public interest or the plight of the poor demands otherwise in which event the sale price shall be determined in accordance with the applicable land disposal or indigent policy adopted by the council;
  - (c) movable assets are sold either by way of ~~written price quotations, a competitive bidding process or~~ by public auction at the highest offered price, provided such price is market related;
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- (c)** firearms are not sold or donated to any person or institution within or outside the Republic unless approved by the National Conventional Arms Control Committee;
- (e)** immovable property is let at market related rentals except when the public interest or the plight of the poor demands otherwise in which event the rental shall be determined in accordance with the applicable land disposal or indigent support policy adopted by the council;
- (f)** all fees, charges, rates, tariffs, scales of fees or other charges relating to the letting of immovable property are annually reviewed;
- (f)** where assets are traded in for other assets, the highest possible trade-in price is negotiated; and
- (g)** in the case of the free disposal of computer equipment, the provincial department of education is first approached to indicate, within 30 days, whether any of the local schools are interested in the equipment.
- (h)** The SCM unit will prepare a list for disposal and then the office of the Mayor can decide if assets must be removed from the list for the use by registered NGO,s that have a need, before the SCM process can start.

- (5)** This paragraph must be read with and applied in conjunction with the Municipal Asset Transfer Regulations contained in Government Notice R. 878 of 22 August 2008 and the associated policies adopted by the council. In the event of conflict, the provisions of the aforesaid Regulations shall be applied.

#### **41. Risk management**

- (1)** The accounting officer must establish and implement an effective system of risk management for the identification, consideration and avoidance of potential risks in the supply chain management system.
- (2)** Risk management must include -
  - (a)** the identification of risks on a case-by-case basis;
  - (b)** the allocation of risks to the party best suited to manage such risks;
  - (c)** acceptance of the cost of the risk where the cost of transferring the risk is greater than that of retaining it;
  - (d)** the management of risks in a pro-active manner and the provision of adequate cover for residual risks; and
  - (e)** the assignment of relative risks to the contracting parties through clear and unambiguous contract documentation.

#### **42. Performance management**

The accounting officer must establish and implement an internal monitoring system in order to determine, on the basis of a retrospective analysis, whether the authorized supply chain management processes were followed and whether the objectives of this policy were

achieved.

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#### **Part 4: Other matters**

##### **43. Prohibition on awards to persons whose tax matters are not in order**

- (1) No award above R 15 000 may be made in terms of this policy to a person whose tax matters have not been declared by the South African Revenue Service to be in order.
- (2) Before making an award to a person, the accounting officer must first check with SARS whether that person's tax matters are in order.
- (3) If SARS does not respond within 7 days of request for confirmation in terms of subparagraph (2), such person's tax matters may for purposes of subparagraph (1) be presumed to be in order.
- (4) Allow service providers 7 days to rectify their online status with SARS if it shows non-compliant or in-active.

##### **44. Prohibition on awards to persons in the service of the state**

Irrespective of the procurement process followed, no award may be made to a person in terms of this policy -

- (a) who is in the service of the state;
- (b) if that person is not a natural person, of which any director, manager, principal shareholder or stakeholder is a person in the service of the state; or
- (c) who is an advisor or consultant contracted with the municipality.

##### **45. Awards to close family members of persons in the service of the state**

The accounting officer must ensure that the notes to the annual financial statements disclose particulars of any award of more than R2 000 to a person who is a spouse, child or parent of a person in the service of the state, or has been in the service of the state in the previous twelve months, including -

- (a) the name of that person;
- (b) the capacity in which that person is in the service of the state; and
- (c) the amount of the award.

##### **46. Ethical standards**

(1) The code of ethical standards annexed to this policy as Annexure A shall apply to all officials and other role players in the supply chain management system of the municipality in order to promote -

- (a) mutual trust and respect; and
- (b) an environment where business can be conducted with integrity and in a fair and reasonable manner.

(2) A breach of the aforesaid code of ethics must be dealt with as follows -

- (a) in the case of an employee, in terms of the disciplinary procedures of the

municipality envisaged in section 67(1)(h) of the Municipal Systems Act;

- 
- (b) in the case a role player who is not an employee, through other appropriate means with due regard to the severity of the breach;
  - (c) in all cases, financial misconduct must be dealt with in terms of chapter 15 of the Act.

#### **47. Inducements, rewards, gifts and favours to municipalities, officials and other role players**

- (1) No person who is a provider or prospective provider of goods or services or a recipient or prospective recipient of goods disposed of or to be disposed of may either directly or through a representative or intermediary promise, offer or grant -
  - (a) any inducement or reward to the municipality for or in connection with the award of a contract; or
  - (b) any reward, gift, favour or hospitality to -
    - (i) any official; or
    - (ii) any other role player involved in the implementation of this policy.
- (2) The accounting officer must promptly report any alleged contravention of subparagraph 1 to the National Treasury for considering whether the offending person, and any representative or intermediary through which such person is alleged to have acted, should be listed in the National Treasury's database of persons prohibited from doing business with the public sector.
- (3) Subparagraph (1) does not apply to gifts less than R350 in value.

#### **48. Sponsorships**

The accounting officer must promptly disclose to the National and Western Cape Provincial Treasury any sponsorship promised, offered or granted, whether directly or through a representative or intermediary by any person who is -

- (a) a provider or prospective provider of goods or services to the municipality; or
- (b) a recipient or prospective recipient of goods disposed of or to be disposed of by the municipality.

#### **49. Objections and complaints**

Persons aggrieved by decisions or actions taken in the implementation of the supply chain management system, may lodge with the accounting officer, within 14 days of the decision or action, a written objection or complaint against the decision or action concerned.

#### **50. Resolution of disputes, objections, complaints and queries**

- (1) The accounting officer may appoint an independent and impartial person, not directly involved in the supply chain management processes -
  - (a) to assist in the resolution of disputes between the municipality and other persons regarding -

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(i) any decisions or actions taken in the implementation of the supply

- (ii) any matter arising from a contract awarded in the course of the supply chain management system; or
  - (iii) delegate power to the SCM Manager to dismiss non-merit objections
- (b) to deal with objections, complaints or queries regarding any such decisions or actions or any matters arising from such contract.
- (2) The accounting officer or another official designated by the accounting officer is responsible for assisting the appointed person to perform his or her functions effectively.
- (3) The person appointed must -
  - (a) strive to resolve promptly all disputes, objections, complaints or queries received; and
  - (b) submit monthly reports to the accounting officer on all disputes, objections, complaints or queries received, attended to or resolved.
- (4) A dispute, objection, complaint or query may be referred to the Western Cape Provincial Treasury if -
  - (a) the dispute, objection, complaint or query is not resolved within 60 days of lodgement; or
  - (b) no response is forthcoming within 60 days of lodgement.
- (5) If the Western Cape Provincial Treasury does not or cannot resolve the matter, the dispute, objection, complaint or query concerned may be referred to the National Treasury for resolution.
- (6) This paragraph must not be read as affecting a person's rights to approach a competent court for such order as may be just and necessary in the circumstances at any time.

#### **51. Contracts providing for compensation based on turnover**

If a service provider acts on behalf of the municipality to provide any service or act as a collector of fees, service charges or taxes and the compensation payable to the service provider is fixed as an agreed percentage of turnover for the service or the amount collected, the contract between the service provider and the municipality must stipulate -

- (a) a cap on the compensation payable to the service provider; and
- (b) that such compensation must be performance based.

#### **51.A. Contract Management – issue of variation orders**

- (a) The accounting officer or nominee may, subject to subparagraphs (b) to (d) authorize the issue of variation orders in respect of contract specifications or conditions of contract in order to accommodate costs for additional work either unforeseen when contracts were awarded for infrastructure projects, essential or necessary additional work or in instances where factors beyond the control of an

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appointed contractor has led to or will lead to a delay in a contract completion date.

- 
- (b) A variation order may only be issued after –
- (ii) the need for such order has been fully motivated by the responsible project manager and supported by the head of department concerned; and
  - (iii) the chief financial officer has certified that funds are available to cover the cost the required additional work.
- (c) That it is noted that new guidelines in terms of SIPDM are being drafted. Bergrivier Municipality will adhere to it from inception date.
- (d) A request for the issue of a variation order in an amount exceeding R200 000 shall first be referred to the Bid Adjudication Committee which considered the initial bid for approval provided that the accounting officer may constitute a new Bid Adjudication Committee for this purpose.
- (e) No request for a variation order may be approved in circumstance where new bids may be invited for the additional work concerned.
- (f) The line manager responsible for the implementation of a project undertaken either departmentally or through an appointed contractor must keep a proper record of all variation orders issued in respect of a project.
- (g) The original copy of an issued variation order must be filed with the original bid and contract documents;
- (h) The responsible line manager must, upon completion of additional work or the expiry of any extended contract period authorized by a variation order, certify that the terms and conditions of such variation order have been complied with.

#### **51.B. Application of policy to municipal entities**

- (a) The provisions of this policy generally do not apply to municipal entities.
- (b) The supply chain management system of a municipal entity shall be applied with due regard to the provisions of this policy and the Regulations and, in the event of conflict, the provisions of the Regulations shall enjoy preference.

#### **51.C. Fronting**

- (a) For purposes of this paragraph, “fronting” shall include the under-mentioned acts on the part of a tenderer or any person or party associated with a tenderer:
- (i) **Window-dressing:** This includes cases in which black people are appointed or introduced to an enterprise on the basis of tokenism and may subsequently be discouraged or inhibited from substantially participating in the core activities of the enterprise concerned and/or be discouraged or inhibited from substantially participating in the declared areas and/or levels of their participation;
  - (ii) **Benefit Diversion:** This includes initiatives where the economic benefits received by an organization for having B-BBEE Status do not flow to black

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people in the ratio specified by law;



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~~(iii) **Opportunistic Intermediaries:** This includes enterprises that have concluded agreements with other enterprises in order to leverage the opportunistic intermediary's favourable B-BBEE status in circumstances where the agreement involves:~~

- ~~(a) Significant limitations or restrictions on the identity of the opportunistic intermediary's suppliers, service providers, clients or customers;~~
- ~~(b) The maintenance of their business operations in a context reasonably considered improbable having regard to resources; and~~
- ~~(c) Terms and conditions that are not negotiated at arms-length on a fair and reasonable basis.~~

**(b)** Where the accounting office detects fronting, he must act against a tenderer concerned in terms of paragraph 29(8.4) and, in addition, report such fronting to the Department of Trade and Industry.

## **52. Commencement**

This policy takes effect on **01 July 2020**.

**BERGRIVIER MUNICIPALITY**

**CODE OF CONDUCT FOR SUPPLY CHAIN MANAGEMENT PRACTITIONERS AND  
OTHER ROLE PLAYERS**

The purpose of this Code of Conduct is to promote mutual trust and respect and an environment where business can be conducted with integrity and in a fair and reasonable manner.

**1. General Principles**

The municipality commits itself to a policy of fair dealing and integrity in the conducting of its business. Officials and other role players involved in supply chain management (SCM) are in a position of trust which implies a duty to act in the public interest. Officials and other role players should not perform their duties to unlawfully gain any form of compensation, payment or gratuity from any person, or provider / contractor either for themselves, their family, their friends and business associates.

Officials and other role players involved in SCM should ensure that they perform their duties efficiently, effectively and with integrity, in accordance with the relevant legislation, policies and guidelines. They should ensure that public resources are administered responsibly.

Officials and other role players involved in SCM should be fair and impartial in the performance of their functions. They should, at no time, afford any undue preferential treatment to any group or individual or unfairly discriminate against any group or individual, they should also not abuse the power and authority vested in them.

**2. Conflict of interest**

An official or other role player involved with supply chain management -

- (a)** must treat all providers and potential providers equitably and fairly;
- (b)** may not use his or her position for private gain or to improperly benefit another person;
- (c)** may not accept any reward, gift, favour, hospitality or other benefit directly or indirectly, including to any close family member, partner or associate of that person, of a value more than R350;
- (d)** must declare to the accounting officer details of any reward, gift, favour, hospitality or other benefit promised, offered or granted to that person or to any close family member, partner or associate of that person;
- (e)** must declare to the accounting officer details of any private or business interest which that person, or any close family member, partner or associate, may have in any proposed procurement or disposal process, or in any award of a contract by the municipality;
- (f)** must immediately withdraw from participating in any manner whatsoever in a procurement or disposal process or in the award of a contract in which that person, or any close family member, partner or associate, has any private or business interest;

- 
- (g) must declare any business, commercial and financial interests or activities undertaken for financial gain that may raise a possible conflict of interest;
  - (h) should not place him/herself under any financial or other obligation to outside individuals or organizations that might seek to influence them in the performance of their official duties; and
  - (i) should not take improper advantage of their previous office after leaving their official position.

### **3. Accountability**

- 3.1 Practitioners are accountable for their decisions and actions to the public.
- 3.2 Practitioners should use public property scrupulously.
- 3.3 Only accounting officers or their delegates have the authority to commit the municipality to any transaction for the procurement of goods and / or services.
- 3.4 All transactions conducted by a practitioner should be recorded and accounted for in an appropriate accounting system. Practitioners should not make any false or misleading entries into such a system for any reason whatsoever.
- 3.5 Practitioners must assist the accounting officer in combating fraud, corruption, favoritism and unfair and irregular practices in the supply chain management system.
- 3.6 Practitioners must report to the accounting officer any alleged irregular conduct in the supply chain management system which that person may become aware of, including but not limited to -
  - (i) any alleged fraud, corruption, favoritism or unfair conduct;
  - (ii) any alleged contravention of the policy on inducements, rewards, gifts and favours to municipalities or municipal entities, officials or other role players; and
  - (iii) any alleged breach of this code of conduct.
- 3.7 Any declarations made must be recorded in a register which the accounting officer must keep for this purpose. Any declarations made by the accounting officer must be made to the mayor who must ensure that such declaration is recorded in the register.

### **4. Openness**

Practitioners should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only if it is in the public interest to do so.

### **5. Confidentiality**

- 5.1 Any information that is the property of the municipality or its providers should be protected at all times. No information regarding any bid/contract/bidder/contractor may be revealed if such an action will infringe on the relevant bidder's/contractors personal rights.

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**5.2** Matters of confidential nature in the possession of officials and other role players involved in SCM should be kept confidential unless legislation, the performance of duty or the provisions of law requires otherwise. Such restrictions also apply to officials and other role players involved in SCM after separation from service.

**6. Bid Specification / Evaluation / Adjudication Committees**

**6.1** Bid specification, evaluation and adjudication committees should implement supply chain management on behalf of the municipality in an honest, fair, impartial, transparent, cost-effective and accountable manner.

**6.2** Bid evaluation / adjudication committees should be familiar with and adhere to the prescribed legislation, directives and procedures in respect of supply chain management in order to perform effectively and efficiently.

**6.3** All members of bid adjudication committees should be cleared by the accounting officer at the level of "CONFIDENTIAL" and should be required to declare their financial interest annually.

**6.4** No person should-

**6.4.1** interfere with the supply chain management system of the municipality; or

**6.4.2** Amend or tamper with any price quotation / bid after its submission.

**7. Combative Practices**

Combative practices are unethical and illegal and should be avoided at all cost. They include but are not limited to:

**(i)** suggestions to fictitious lower quotations;

**(ii)** reference to non-existent competition;

**(iii)** exploiting errors in price quotations / bids;

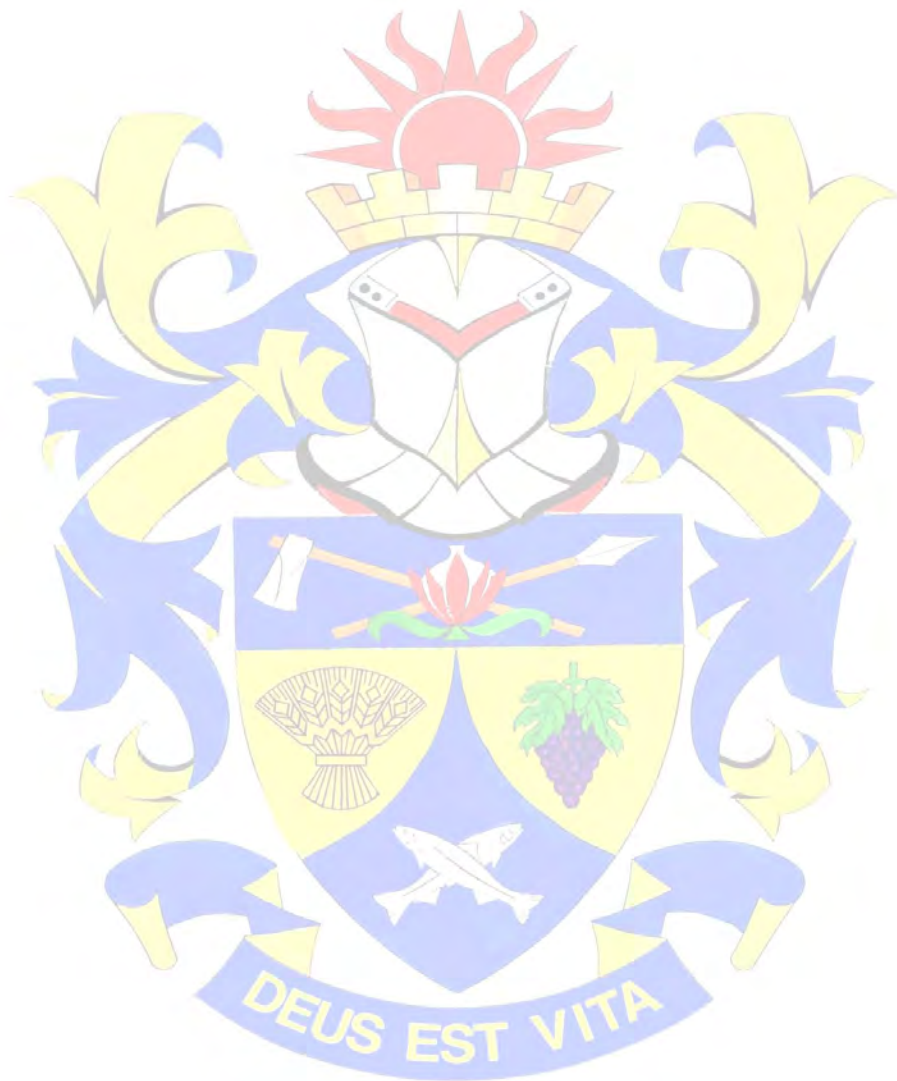
**(iv)** soliciting price quotations / bids from bidders / contractors whose names appear on the Register for Tender Defaulters.

**ANNEXURE B****SCHEDULE TO SMALL BUSINESSES ACT NO. 102 OF 1996**

Column 1	Column 2	Column 3	Column 4	Column 5
Sector or sub-sector in accordance with the Standard Industrial Classification	Size of class	The total full-time equivalent of paid employees	Total turnover	Total gross asset value (fixed property excluded)
Agriculture	Medium	100	R 5 m	R 5 m
	Small	50	R 3 m	R 3 m
	Very small	10	R 0.50 m	R 0.50 m
	Micro	5	R 0.20 m	R 0.10 m
Mining and Quarrying	Medium	200	R 39 m	R 23 m
	Small	50	R 10 m	R 6 m
	Very small	20	R 4 m	R 2 m
	Micro	5	R 0.20 m	R 0.10 m
Manufacturing	Medium	200	R 51 m	R 19 m
	Small	50	R 13 m	R 5 m
	Very small	20	R 5 m	R 2 m
	Micro	5	R 0.20 m	R 0.10 m
Electricity, Gas and Water	Medium	200	R 51 m	R 19 m
	Small	50	R 13 m	R 5 m
	Very small	20	R 5.10 m	R 1.90 m
	Micro	5	R 0.20 m	R 0.10 m
Construction	Medium	200	R 26 m	R 5 m
	Small	50	R 6 m	R 1 m
	Very small	20	R 3 m	R 0.50 m
	Micro	5	R 0.20 m	R 0.10 m
Retail and Motor Trade and Repair Services	Medium	200	R 39 m	R 6 m
	Small	50	R 19 m	R 3 m
	Very small	20	R 4 m	R 0.60 m
	Micro	5	R 0.20 m	R 0.10 m
Wholesale Trade, Commercial Agents and Allied Services	Medium	200	R 64 m	R 10 m
	Small	50	R 32 m	R 5 m
	Very small	20	R 6 m	R 0.60 m
	Micro	5	R 0.20 m	R 0.10 m
Catering, Accommodation and other Trade	Medium	200	R 13 m	R 3 m
	Small	50	R 6 m	R 1 m
	Very small	20	R 5.10 m	R 1.90 m
	Micro	5	R 0.20 m	R 0.10 m
Transport, Storage and Communications	Medium	200	R 26 m	R 6 m
	Small	50	R 13 m	R 3 m
	Very small	20	R 3 m	R 0.60 m
	Micro	5	R 0.20 m	R 0.10 m
Finance and Business Services	Medium	200	R 26 m	R 5 m
	Small	50	R 13 m	R 3 m
	Very small	20	R 3 m	R 0.50 m
	Micro	5	R 0.20 m	R 0.10 m
Community, Social and Personal Services	Medium	200		
	Small	50		
	Very small	20		
	Micro	5		

# BERGRIVIER

Munisipaliteit / Municipality



## **BORROWING POLICY**

**Bergivier Municipality  
Borrowing Policy**

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**Bergrivier Municipality  
Borrowing Policy**

**1. INTRODUCTION**

In terms of Chapter 6 of the Municipal Finance Management Act, 2003 (Act No. 56 of 2003), (The "Act") the municipality may incur long- and short-term debt, subject to certain conditions.

The municipality sometimes need additional bridging funding for over short-term periods and to finance long-term projects (capital projects).

This Debt Policy provides for the municipality to obtain short- and long-term debt and set out all conditions under which the municipality will be entitled to obtain such debt.

All employees of the municipality should adhere to this policy.

**2. POLICY FRAMEWORK**

This policy addresses all relevant principles and processes to be followed when obtaining short- and long-term debt, to ensure sufficient management of debt. The policy includes the following:

- Objectives of the policy
- Due diligence
- Delegations
- Management and internal control procedures
- Debt Management
- Types of Debt
- Securities for Debt
- Approval procedures
- Cost of Debt
- Competitive selection of bids
- Types of Debt and financing sources
- Commission and discounts
- Forbidden activities
- Reporting and monitoring of requirements
- Review of the policy

**3. OBJECTIVES**

The objectives of this policy are to ensure optimal performance with the lowest possible risk through managing the debt, and to ensure accountability, responsibility and transparency throughout the process.



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Borrowing Policy**

**4. DUE DELIGENCE**

Each official involved in the process of debt must do so with such judgments and care, under prevailing circumstances, as a person of prudence, discretion and intelligence would exercise in managing his or her own affairs and with his or her primary goal to protect the municipality's cash resources, the municipality's interests with its funders, and in general the municipality's good name.

Speculation may not be undertaken in any of the processes.

**5. DELEGATIONS**

The management of all cash resources of the municipality is the responsibility of the Municipal Manager. The Municipal manager will be responsible for:

- the proper implimentation of this policy;
- developing of a relevant system for delegation which will ensure administrative as well as operational effectiveness; and
- appropriate controles on balancing of the managment of cash resources

The Chief Financial Officer, as designated in writing by the Municipal Manager, should advise the Municipal Manager on the exercise of powers and duties with regard to this policy, and assist the Municipal Manager in the administration of the cash resources, bank accounts and debt account.

The Municipal Manager may not delegate any powers or duties in the administration of the municipality's cash resources to any political structure or councilor and no council member is allowed to interfere or attempt to interfere in the management of the municipality's cash resources.

Any delegation by the Municipal Manager in terms of this policy:

- Must be in writing.
- Is subject to any restrictions and conditions as the Municipal Manager shall prescribe.
- May be either to a specific individual or to the holder of a specific position in the municipality and may not be a committee of officials.
- Can not deprive the Municipal Manager of the responsibility concerning the exercise of delegated powers or the performance of the delegated duty.

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The municipal manager may question any decision taken as a result of a delegation or sub-delegation in terms of this policy to confirm, amend or repeal, but no such amendment or repeal of an act may be done to break down any rights that would arise as a result of the decision.

For the implementation of this policy, any reference to "Municipal Manager" also means "any other person acting under a delegated power or function as exercising delegated by the Municipal Manager in terms of paragraph 5.

## **6. MANGEMENT AND INTERNAL CONTROL PROCEDURES**

The Municipal Manager, assisted by the Chief Financial Officer must take all reasonable steps to ensure:

- That the municipality have a managerial-, accounting- and information system to maintain all debt-, accounts-, receipting-, withdrawals- and debt transactions.
- That, in the case of debt, amounts due been calculated on a monthly basis.
- That the municipality have a system of internal controls over bank- and debt accounts, receipting-, withdrawal- and debt transactions.

The Internal Audit department should advise the municipal manager and evaluate and report on compliance with the above, at least on an annual basis.

## **7. DEBT**

### **7.1. Debt Management**

The Municipal Manager is responsible for the administration of all debt procedures and must take all reasonable steps to ensure that debts are managed in compliance with all audit requirements and any legal requirements included as prescribed in the Municipal Finance Management Act, 2003 and in particular Chapter 6 of the Act.

The Municipal Manager may delegate the duties, linked to investments, as per paragraph 5 of this policy.

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7.2. Debt Ethics

All officials involved in the debt management process must act with fidelity, honesty, integrity and in the best interest of the municipality and must strive, within the sphere of influence of the officials, to prevent any impairment of the debt of the municipality and other municipalities' good name and solvency problems.

No officials involved in the debt management process should use his or her position or privileges as, or confidential information obtained officials in the process for personal gain or unfair advantage to another person.

The Municipal Manager must report as soon as practicable to the Mayor as well as the National Treasury any alleged violation of the above and may also make recommendations whether the alleged offending party must be listed on the National Treasury's database of persons prohibited from doing any business with the public sector. Any such report by the Municipal Manager must complete details of the alleged violation and a written response from the alleged offending party, as proof that the alleged offending party did receive the allegations in writing and had at least 7 (seven) working days to respond to the allegations.

Any sponsor, offered or granted to the municipality must be immediately reported to the National Treasury.

7.3. Types of Debt

7.3.1. Short-term Debt

To ensure that the municipality has sufficient cash to meet the objectives of local government, as contained in Article 152 of the Constitution of the Republic of South Africa (Act 108 of 1996), it is sometimes necessary to obtain short-term financing in order to finance cash shortages in a financial year to cover the bridging operation and / or temporary capital financing.

Short-term debts may only be incurred if the Council is convinced that it will be refunded during the financial year and a report to the Council should indicate how and when it will be repaid, with specific reference to the conditions set in Article 45 of the Act on Local

**Bergviev Municipality  
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Government: Municipal Finance Management Act (Act No. 56 of 2003).

No debt agreement for short-term debts may be incurred for a period that expires after the end of the financial year in which they are incurred. The Municipal Manager must, as part of the budgeting, determine in time whether the Council will need short term debt for the new financial year ahead and take such steps to ensure that the Council could consider a debt agreement before the date on which the Council will require such financing.

By considering the cash flow of the municipality it must be provided for emergency situations that additional cash may be needed and should be kept in mind to determine whether the Council should enter into short-term debts.

Nothing prevents the Municipal Manager to, if it appears that during the financial year a cash shortage arises, obtain approval from the Council for the introduction of short-term debts. However if it will not be repaid in the same financial year as a result of under-performance in terms of credit control or over expenditure, the Council will not be able to approve such agreement.

The conditions set out in Chapter 6 of the Act on Local Government: Municipal Finance Management, 2003 (Act No. 56 of 2003) must at all times be complied with by the Municipal Manager.

**7.3.2. Long-term Debt - Capital Asset**

The Council has an obligation to acquire assets and to maintain it in order to ensure service delivery, however it is not always possible for the Council to finance these assets from its own cash reserves. It is for this purpose that the Council may incur long-term debt.

No capital projects may be entered into before the financing sources have been considered, approved and are available. For the purposes of this, “available” means a legally enforceable document in the municipality's possession that

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guarantees the funding. Short-term bridging finance for capital expenditure may be incurred in anticipation of the disbursement of the long-term debt, provided that the long-term financing is "available" and the conditions for engaging in short-term debts, as per par.7.3.1. above, are met.

The cost of long-term assets which may be incurred include the cost of securities, finance costs, advertising, legal, advisory, trustee, credit ratings and other costs of finance, professional services, where it directly applicable to the project and other amounts that the Minister of Finance may approve.

The terms of repayment of any debt must be calculated according to the expected useful life of the assets financed with the debt.

No long-term debt may be incurred if it is not compatible with the municipality's capital budget, excluded for refinancing.

**7.3.3. Long-term Debt – Refinancing**

The municipality is, in terms of Section 46 (5) of the Act on Local Government: Municipal Finance Management Act, 2003, allowed refinancing of long-term debt with the aim to save on the cost of debt. The Municipal Manager may, for this purpose, at least annually and as part of the budget process evaluate and report to the Council about the cost of existing debt, or if the refinancing is a benefit to the municipality. As part of the evaluation, the Municipal Manager should consider if a once-off payment at the end of the loan period would not be more favorable to the municipality if the repayments are invested in an investment fund with reasonable projected return on such investment.

Refinancing may only be for long-term debt which has been incurred lawfully in the past and with the further condition that the loan period does not exceed the expected lifespan of the assets financed thereby.

**7.4. Security for Debt**

It is common practice that investors or financiers required security for granting loans. The municipality will provide security for the inclusion of debt, as set out in section 48 of the Act on Local Government: Municipal

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Finance Management Act, 2003, but the Council will consider each form of security, together with the debt agreement.

7.5. Procedures for debt approval and securities

The procedures for approval of debt and debt security as defined in Chapter 6 of the Act on Local Government: Municipal Finance Management Act, 2003, as amended from time to time. For completeness of this policy is shown below:

7.5.1. Short-term Debt

“45 (2) A municipality may incur short-term debt only if –

- (a) a resolution of the municipal council, signed by the mayor, has approved the debt agreement; and
- (b) The accounting officer has signed the agreement or other document which creates or acknowledges the debt.”

7.5.2. Long-term Debt

“46 (2) A municipality may incur long-term debt only if –

- (a) A resolution of the municipal council, signed by the mayor, has approved the debt agreement; and
  - (b) The accounting officer has signed the agreement or other document which creates or acknowledges the debt.
- (3) A municipality may incur long-term debt only if the accounting officer of the municipality –
- (a) has, in accordance with section 21A of the Municipal System Act-
    - (i) at least 21 days prior to the meeting of the council at which approval for the debt is to be considered, made public an information statement setting out particulars of the proposed debt, including the amount for the proposed debt, the purposes for which the debt is

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to be incurred and particulars of any security to be provided; and

- (ii) invited the public, the National Treasury and the relevant provincial treasury to submit written comments or representations to the council in respect of the proposed debt; and
- (b) Has submitted a copy of the information statement to the municipal council at least 21 days prior to the meeting of the council, together with particulars of-
- (i) The essential repayment terms, including the anticipated debt repayment schedule; and
  - (ii) The anticipated total cost in connection with such debt over the repayment period.”

**7.5.3. Security**

“48 (3) A council resolution authorising the provision of security in terms of subsection (2) (a) –

- (a) must determine whether the asset or right with respect to which the security is provided, is necessary for providing the minimum level of basic municipal services; and
  - (b) if so, must indicate the manner in which the availability of the asset or right for the provision of that minimum level of basic municipal services will be protected.
- (4) If the resolution has determined that the asset or right is necessary for providing the minimum level of basic municipal services, neither the party to whom the municipal security is provided, nor any successor or assignee of such party, may, in the event of a default by the municipality, deal with the asset or right in a manner that would preclude or impede the continuation of that minimum level of basic municipal services.

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- (5) A determination in terms of subsection (3) that an asset or right is not necessary for providing the minimum level of basic municipal services is binding on the municipality until the secured debt has been paid in full or the secured obligations have been performed in full, as the case may be.”

**7.6. Cost of Debt**

The municipality must guard that the cost of long-term debt do not rise to such a level that it have a remarkable negative effect on taxes or other municipal charges such as maintenance. The maximum percentage of the operating budget for the repayment of debt must be calculated in the municipality's long-term budget with thorough consideration of the needs identified in the Integrated Development Plan, the cost of new or replacement of existing infrastructure and equipment and other administrative needs.

**7.7. Competitive Bidding**

The Municipal Manager should adhere to the process as per Supply Chain policy when considering the biddings received. For purposes of marking in terms of costs, the expected interest debt over the full term of the proposed debt agreement must be calculated and used as the basis for the 80/20 and 90/10 allocations.

**7.8. Types of Debt and Financing sources**

The types of debt that may be incurred and the debt financing of which may be incurred are as follows:

**7.8.1. Types of Short-term Debt**

- Bank overdraft
- Short Term Loans
- Marketable Bonds
- Non-Marketable Bonds
- Other Securities

**7.8.2. Types of Long-term Debt**

- Long-Term Loans
- Installment Credits



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- Finance Leasing
- Marketable Bonds
- Non-Marketable Bonds
- Other Securities

7.8.3. Financing Sources

- Public
- Banks
- Development Bank of South Africa
- Infrastructure Finance Corporation
- Public Investment Commissioners
- Insurance Companies
- Municipal Pension Funds
- Other Public Pension Funds
- Bond Trusts
- Internal Funds
- Other Sources

7.9. Commission or Cost

No Commission is payable to an officer, councilor or board member, or spouse to, business partner or immediate relative of an officer, councilor or board member by an institution, investors or financiers, for any reference made by them.

Any commission, fee or other compensation paid to any person by an institution must be certified to the municipality by the institution through a certificate. Any quotation / tender to the municipality given by an institution must be net of fees, commissions or rewards, but also need to include commission, rewards or costs, that will be paid in respect of the debt.

7.10. Performance

The Municipal Manager must annually measure and report to the Council on the performance of its debt in terms of the stipulated objectives of this policy.

7.11. Forbidden activities

- No debt may be made otherwise than in the name of the municipality.
- Money cannot be borrowed for the purpose of investments.

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- No person, including officers, councilors and board members, may interfere or attempt to interfere in the management of the municipality's debt by the Municipal Manager or anybody delegated by the Municipal Manager;
- No debt may be made in any other currency than the South African Rand, and that is not linked, or is affected by any change in the value of the Rand against any foreign currency.
- No debt shall be made for expenses not related to the functions and powers of the municipality.

**7.12. Reporting**

The Municipal Manager may request at any time a report setting out the detail of each debt portfolio

The above report must be in the format provided by National Treasury for reporting and monitoring of debt.

**8. Review of the Policy**

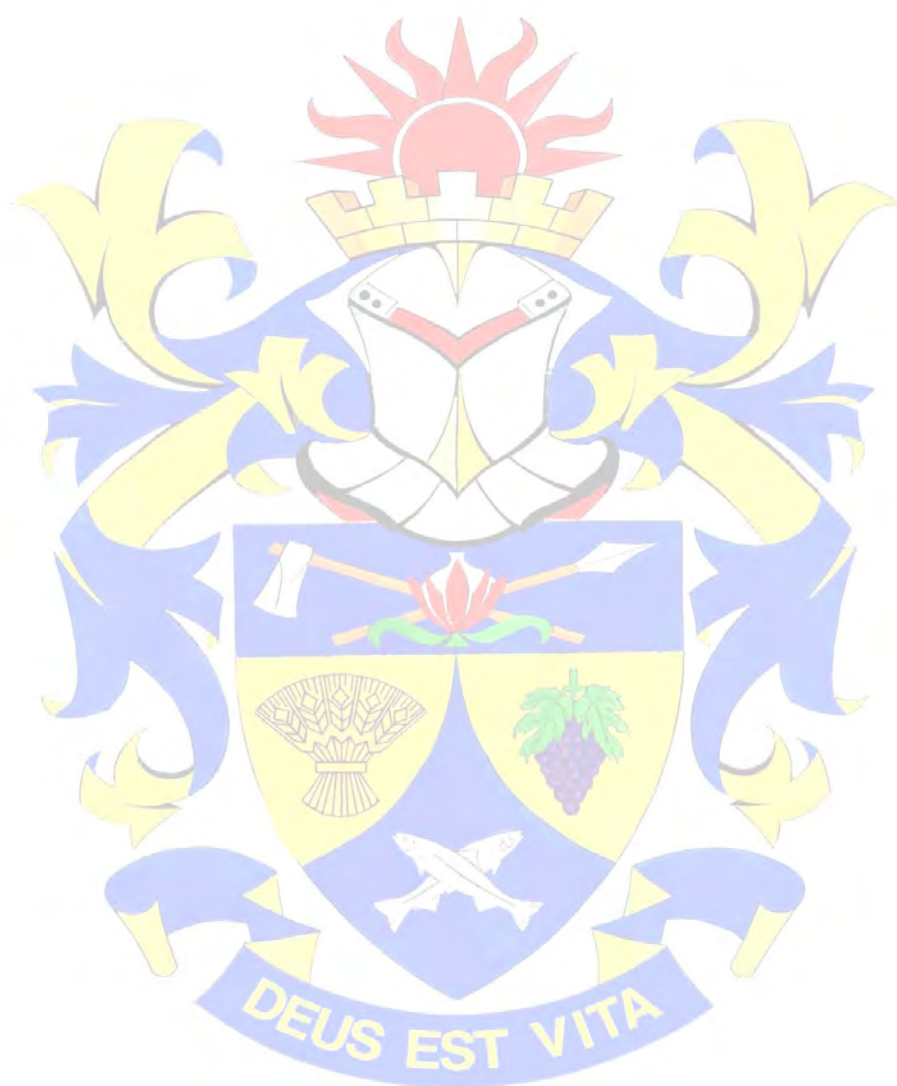
This Debt Policy is the only policy of the municipality and replaces any past policies in this regard. Any revision of the policy must be approved by the Municipal Council.

All proposed changes to this policy should be tabled by the Mayor as part of the annual review of policies and budget documentation.

Whenever the Minister of Finance or the National Treasury or the Auditor – General requests changes to the policy by way of legislation, changes to GRAP or otherwise, it must be reviewed and submitted for consideration by the Council. Such submission must be accompanied with a full description of the reasons for the change to the policy.

# BERGRIVIER

Munisipaliteit / Municipality



## **FUNDING, RESERVES AND LONG-TERM FINANCIAL PLANNING POLICY**

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**Summary:** This document describes the Funding and Reserves Policy that will be applicable to the municipality, detailed.

**Approved:** This policy was approved by the Municipal Council on 27 May 2014

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Municipal Manager**

# FUNDING, RESERVES AND LONG-TERM FINANCIAL PLANNING POLICY

## 1. INTRODUCTION AND OBJECTIVE

The Council sets as objective a long term financially sustainable municipality with acceptable levels of service delivery to the community.

This policy aims to set standards and guidelines towards ensuring financial viability over both the short- and long term and includes funding as well as reserves requirements.

## 2. SECTION A: FUNDING POLICY

### 2.1 LEGISLATIVE REQUIREMENTS

In terms of Sections 18 and 19 of the Municipal Finance Management Act (Act No 56 of 2003) (MFMA), an annual budget may only be funded from:

- Realistically anticipated revenues to be collected;
- Cash backed accumulated funds from previous years' surpluses not committed for other purposes. and
- Borrowed funds, but only for capital projects.

Furthermore, spending on a capital project may only be commenced once the funding sources have been considered, are available and have not been committed for other purposes.

The requirements of the MFMA are therefore clear in that the budget must be cash – funded i.e. cash receipts inclusive of prior cash surpluses must equal or be more than cash paid.

In determining whether the budget is actually cash funded and in addition ensuring long term financial sustainability, the municipality will use analytical processes, tools and benchmarks, including those specified or developed by the National- and Provincial Treasuries, from time to time.

### 2.2 STANDARD OF CARE

Each functionary in the budgeting and accounting process must do so with judgment and care, under the prevailing circumstances, as a person of prudence, discretion and intelligence would exercise to the management of his or her own finances with the primary objective of ensuring that the objectives of this policy are achieved.

## **2.3 STATEMENT OF INTENT**

The municipality will not pass a budget which is not cash – funded or where any of the indicators as listed in this document are negative, unless acceptable reasons can be provided for non-compliance, provided that the requirements of the MFMA must at all times be adhered to.

## **2.4 CASH MANAGEMENT**

Cash must be managed in terms of the municipality's Cash Management and Investment Policy.

## **2.5 DEBT MANAGEMENT**

Debt must be managed in terms of the municipality's Debt Management Policy, together with any requirements in this policy.

## **2.6 FUNDING THE OPERATING BUDGET**

### **2.6.1 INTRODUCTION**

The municipality's objective is that the user of municipal resources must pay for such usage in the period it occurs.

The municipality however, recognises the plight of the poor, and in line with national and provincial objectives, the municipality commits itself to subsidised services to the poor. This may necessitate cross subsidisation in tariffs to be calculated in the budget process.

### **2.6.2 GENERAL PRINCIPLE WHEN COMPILING THE OPERATING BUDGET**

The following specific principles apply when compiling the budget:

- a) The budget must be cash – funded, i.e. revenue and expenditure projections must be realistic and the provision for impairment of receivables must be calculated on proven recovery rates;
- b) Growth parameters must be realistic and be based on historic patterns adjusted for current reliable information;
- c) Tariff adjustments must be fair, taking into consideration general inflation indicators and guidance from National Treasury;
- d) Revenue from Government Grants and Subsidies must be in accordance with the amounts promulgated in the Division of Revenue Act, proven

provincial transfers and any possible transfers to or from other municipalities.

For the purpose of the Cash flow budget any National or Provincial grants that have been re-appropriated for roll-over purposes must be excluded from the calculation as it must be included in changes in Cash and Cash Equivalents and Payables.

Furthermore, in the budget the total grants recognised as revenue must equal the total expected expenditure from grants, inclusive of capital expenditure and VAT as per directive given in MFMA circular 48.

- e) Projected revenue from services charges must be reflected as net (all billing less revenue foregone, which is free basic services, discounts and rebates).
- f) Projected revenue from property rates must include all rates to be levied, but rebates and discounts must be budgeted for as revenue foregone as per directive in MFMA Budget Circular 51, depending on the conditions of the exemption, rebate or reduction.

For the purpose of the Cash flow Budget all rebates and discounts must be deducted from the projected revenue.

- g) Only changes in fair values related to cash may be included in the cash flow budget. Changes to unamortised discount must be included in the Operating Budget but excluded in the cash flow budget.
- h) Employee related costs include contributions to non-current and current employee benefits. It is acknowledged that the non-current benefits' requirements are well above the cash capabilities of the municipality, and it is therefore determined that provision for the short term portion of employee benefits, be included in the operating budget, in order to build sufficient cash for the requirements.
- i) Depreciation must be fully budgeted for in the operating budget.

In order to ensure a sufficient accumulation of cash for the replacement of Property, Plant and Equipment and Intangible Assets, the amount of depreciation on assets funded from own sources, excluding assets funded from grants, public contributions and external loans must be reflected as a surplus on the cash flow budget.

- j) Contributions to provisions (non-current and current) do not form part of the cash flow. It is however, necessary to provide for an increase in cash resources in order to comply with the conditions of the provision at the time when it is needed.



It is therefore a requirement that the contribution to current provisions is budgeted as cash surpluses until the necessary funding level is obtained.

## **2.7 FUNDING THE CAPITAL BUDGET**

### **2.7.1 INTRODUCTION**

The municipality's objective is to maintain, through proper maintenance and replacement measures, existing levels of service and to improve and implement services which are neglected or non – existent.

In order to achieve this objective the municipality must annually, within financial means, budget for the replacement of redundant assets as well as new assets.

### **2.7.2 FUNDING SOURCES FOR CAPITAL EXPENDITURE**

The capital budget can be funded by way of own contributions, grants, public contributions as well as external loans.

#### **Own Contributions**

The capital budget financed from own contributions must primarily be funded from the Capital Replacement Reserve.

The Capital Replacement Reserve should be at least equal to the expected capital expenditure financed from the Capital Replacement Reserve in the following year.

#### **Grants (Including Public Contributions)**

Grants for capital expenditure have become a common practice, especially in order to extend service delivery to previously disadvantaged areas. While such grants are welcomed, care should also be taken that unusual grant funding does not place an unreasonable burden on the residents for future maintenance costs which may be higher than their ability to pay.

It is therefore determined that the accounting officer must evaluate the long term effect of unusual capital grants on future tariffs, and if deemed necessary, report on such to Council.

It is furthermore determined that the depreciation charges on assets financed from grants and donations must not have a negative effect on tariffs charged to the users of such assets. The Accounting Officer must put such accounting measures, including the use of the Equitable Share, in place to comply with this requirement, to a reasonable extent.

## **External Loans**

The municipality may only raise loans in accordance with its Debt Management Policy.

The Accounting Officer must also put such accounting measures in place to ensure that no unspent portions of loans are utilised for operating purposes.

For budgeting purposes any difference between proposed capital spending from loans and proposed loans raised must be included in the cash surplus for the year but excluded from the calculation whether the budget is credible.

## **2.8 FUNDING COMPLIANCE MEASUREMENT**

### **2.8.1 INTRODUCTION**

The municipality wants to ensure that the budget or adjustments budget complies with the requirements of the MFMA and this policy. For this purpose a set of indicators must be used as part of the budget process and be submitted with the budget. These indicators include all the indicators as recommended by the National- and Provincial Treasuries as well as reconciliations according to this policy. Any additional indicators recommended by the said Treasuries in future must also be taken into account, as well as any additional reconciliation items as either determined by the Council or the Accounting Officer.

If any of the indicators are negative during the compilation or approval process of the budget, the budget may not be approved until all the indicators provide a positive return, unless any negative indicators can be reasonably explained and future budget projections address the turn-around of these indicators to within acceptable levels.

### **2.8.2 CASH AND CASH EQUIVALENTS AND INVESTMENTS**

A positive Cash and Cash Equivalents position throughout the year is crucial. In addition, the forecasted cash position at year-end must at least be the amount as calculated in the Reconciliation of Cash Requirements as determined by this policy and attached to this policy as Appendix "A".

### **2.8.3 CASH PLUS INVESTMENTS LESS APPLICATION OF FUNDS**

The overall cash position of the municipality must be sufficient to include:

- unspent conditional grants;
- unspent conditional public contributions;

- unspent borrowings;
- vat due to SARS;
- secured investments;
- the cash portion of statutory funds such as the Housing Development Fund;
- other working capital requirements; and
- In addition, it must be sufficient to back reserves as approved by the municipality and the portions of provisions as indicated elsewhere in this policy.

#### **2.8.4 MONTHLY AVERAGE PAYMENT COVERED BY CASH AND CASH EQUIVALENTS (“CASH COVERAGE”)**

This indicator shows the level of risk should the municipality experience financial stress.

#### **2.8.5 SURPLUS/DEFICIT EXCLUDING DEPRECIATION OFFSETS**

It is almost certain that the operating budget, which includes depreciation charges on assets funded by grants and public contributions, as well as on revalued assets, will result in a deficit.

As determined elsewhere in this policy it is not the intention that the users of the assets funded from grants, public contributions and revaluations must be burdened with tariff increases to provide for such depreciation charges. In order to ensure a “balanced” budget but excluding such depreciation charges, the depreciation charges may be offset against the net surplus / deficit.

Should the budget result in a deficit after the offsetting, the budget will be deemed unfunded and must be revised.

#### **2.8.6 PROPERTY RATES/SERVICE CHARGE REVENUE PERCENTAGE INCREASE LESS MACRO INFLATION TARGET**

The intention of this indicator is to ensure that tariff increases are in line with macro economic targets, but also to ensure that revenue increases for the expected growth in the geographic area is realistically calculated.

The formula to be used is as follows:

	<b>DESCRIPTION</b>	<b>PROPERTY RATES</b>	<b>SERVICE CHARGES</b>	<b>TOTAL</b>
A	Revenue of budget year	R XX	R XX	R XX
B	Less: Revenue of prior year	R XX	R XX	R XX
<b>C</b>	<b>=Revenue increase/decrease</b>	<b>R XX</b>	<b>R XX</b>	<b>R XX</b>
D	% Increase/(Decrease)	C/B %	C/B %	C/B %
E	Less: Upper limit of macro Inflation target	%	%	%
<b>F</b>	<b>=Growth in excess of inflation target</b>	<b>%</b>	<b>%</b>	<b>%</b>
G	Less: Expected growth %	%	%	%
<b>H</b>	<b>=Increase attributed to tariff Increase above macro inflation target</b>	<b>%</b>	<b>%</b>	<b>%</b>

In the event that the percentage in (h) above is greater than zero, a proper motivation must accompany the budget at submission, or the budget must be revised.

### **2.8.7 CASH COLLECTION % RATE**

The object of the indicator is to establish whether the projected cash to be collected is realistic and complies with section 18 of the MFMA.

The collection rate for calculating the provision for impairment of receivables must be based on past and present experience. Past experience refers to the collection rates of the prior years and present experience refers to the collection rate of the current financial year as from 1 July.

It is not permissible to project a collection rate higher than the rate currently being obtained, even if the municipality recently approved a debt collection policy or implemented additional debt collection measures. Any improvement in collection rates during the budget year may be appropriated in an Adjustment Budget.

### **2.8.8 DEBT IMPAIRMENT EXPENSE AS A PERCENTAGE OF BILLABLE REVENUE**

This indicator provides information whether the contribution to the provision for impairment of receivables is adequate. In theory it should be equal to the difference between 100% and the cash collection rate, but other factors such as

past performance might have an influence on it. Any difference, however, must be motivated in the budget report.

#### **2.8.9 CAPITAL PAYMENTS AS A PERCENTAGE OF CAPITAL EXPENDITURE**

This indicator provides information as to the timing for payments on capital projects and utilising allowed payment terms.

#### **2.8.10 BORROWING AS A PERCENTAGE OF CAPITAL EXPENDITURE (EXCLUDING GRANTS AND CONTRIBUTIONS)**

This indicator provides information as to compliance with the MFMA in determining borrowing needs. The Accounting Officer must ensure compliance with the Municipality's Debt Management Policy.

#### **2.8.11 GRANTS REVENUE AS A PERCENTAGE OF GRANTS AVAILABLE**

The percentage should never be less than 100% and the recognition of expected unspent grants at the current year-end as revenue in the next financial year must be substantiated in a report.

#### **2.8.12 CONSUMER DEBTORS CHANGE (CURRENT AND NON - CURRENT)**

The object of the indicator is to determine whether budgeted reductions in outstanding debtors are realistic.

An unacceptable high increase in either current- or non- current debtors' balances should be investigated and acted upon.

#### **2.8.13 REPAIRS AND MAINTENANCE EXPENDITURE LEVEL**

It is of utmost importance that the municipality's Property Plant and Equipment and Investment Properties be maintained properly, in order to ensure sustainable service delivery. The budget should allocate sufficient resources to maintain assets and care should be exercised not to allow a declining maintenance program in order to fund other less important expenditure requirements.

Similarly, if the maintenance requirements become excessive, it could indicate that a capital renewal strategy should be implemented or reviewed.

As a general benchmark the maintenance budget should be between 4% and 8% of the carrying value of assets.

#### **2.8.14 ASSET RENEWAL/REHABILITATION EXPENDITURE LEVEL**

This indicator supports further the indicator for repairs and maintenance.

The Accounting Officer must, as part of the capital budget, indicate whether each project is a new asset or a replacement/renewal asset in order to determine whether the renewal program is sufficient or needs revision. As a general benchmark, and in line with National Treasury directives, should not be least than 40% of the capital budget must be allocated to the renewal of existing assets.

#### **2.8.15 FINANCIAL PERFORMANCE BUDGET**

Although it is not a legal requirement that the financial performance budget should balance, it only makes management sense that it should balance.

A number of line-items influence the net result of the financial performance budget. It includes capital grant revenue, depreciation charges including those where assets were funded from grants and public contributions, unamortised discounts and gains/losses on the disposal of Property Plant and Equipment. These items need to be taken into consideration in order to establish if the operating budget is realistic and credible.

#### **2.8.16 FINANCIAL POSITION BUDGET**

This indicator provides an overall view of the projected financial position over the periods of the Medium Term Expenditure framework, including movements in inventory and payables.

#### **2.8.17 CASH FLOW BUDGET**

A positive cash flow is a good indicator of a balanced budget, as well as the ability of the municipality to meet its future commitments.

The cash flow budget, however, does not include those items such as contributions to the provisions described elsewhere in this policy, the effect of depreciation charges etc, and care must be taken not to let a projected positive cash inflow lead to additional expenditure requests, without taking the requirements of those items into consideration.

### **3. SECTION B: RESERVES POLICY**

#### **3.1 INTRODUCTION**

Fund accounting historically formed a huge part of municipal finance in the IMFO standards.

Since the municipality changed to General Recognised Accounting Practices (GRAP), fund accounting is no more allowed.

The municipality, however, recognises the importance of providing to the municipality itself, as well as its creditors, financiers, staff, and general public a measure of protection for future losses, as well as providing the necessary cash resources for future capital replacements and other current and non-current liabilities.

This policy aims to provide for such measure of protection by creating certain reserves.

#### **3.2 LEGAL REQUIREMENTS**

There are no specific legal requirements for the creation of reserves, except for the Housing Development Fund. The National Treasury, in Circular 70 of 2014, recommends that a cash funded reserve be created for non-current provisions. The GRAP Standards itself also do not provide for reserves.

However, the GRAP “Framework for the Preparation and Presentation of Financial Statements” states in paragraph 91 that such reserves may be created, but “Fund Accounting” is not allowed and any such reserves must be a “legal” reserve, i.e. created by law or Council Resolution. The accounting for reserves is specified in GRAP 1 (Presentation of Financial Statements).

#### **3.3 TYPES OF RESERVES**

Reserves can be classified into two main categories being “cash funded reserves” and “non – cash funded reserves”.

##### **3.3.1 CASH FUNDED RESERVES**

In order to provide for sufficient cash resources for future expenditure, the municipality hereby approves the establishment of the following reserves:

###### **(a) Capital Replacement Reserve (CRR)**

The CRR is to be utilised for future capital expenditure from own funds and may not be used for maintenance– or other operating expenditure.

The CRR must be cash-backed and the Accounting Officer is hereby delegated to determine the contribution to the CRR during the compilation of the annual financial statements.

**(b) Other statutory reserves**

It may be necessary to create reserves prescribed by law, such as the Housing Development Fund. The Accounting Officer must create such reserves according to the directives in the relevant laws.

**3.3.2 NON – CASH FUNDED RESERVES**

It might be necessary to create non – cash funded reserves for a variety of reasons, including GRAP requirements. The Accounting Officer must create any reserves prescribed by the accounting standards, such as the Revaluation Reserve, if required.

The Accounting Officer is hereby delegated and may also in the discretion of the Accounting Officer, create reserves for future depreciation offsetting, in the absence of a standard similar to IAS 20.

**3.4 ACCOUNTING FOR RESERVES**

**3.4.1 REVALUATION RESERVE**

The accounting for the Revaluation Reserve must be done in accordance with the requirements of GRAP 17.

**3.4.2 OTHER RESERVES**

The accounting for all other reserves must be processed through the Statement of Financial Performance. The required transfer to or from the reserves must be processed in the Statement of Net Assets to or from the accumulated surplus.

It is a condition of GRAP and this policy that no transactions may be directly appropriated against these reserves.



## **4. SECTION C: LONG-TERM FINANCIAL PLANNING**

### **4.1 LEGISLATIVE REQUIREMENTS**

Paragraph 7(1) of the Local Government: Municipal Finance Management Act (56/2003): Municipal budget and reporting regulations requires municipalities to have a policy related to long-term financial planning

### **4.2 PREPARATION AND REVIEW**

Bergrivier Municipality decided to prepare their first Long-term Financial Plan, for a 10 year period, before 31 December 2014.

The Long-term Financial Plan should be reviewed annually during the annual budget process.

### **4.3 ELEMENTS OF LONG-TERM FINANCIAL PLAN**

The Long-term Financial Plan should consist of at least the following items:

- (a) Financial assessment of the municipality's demographic, economic, household infrastructure and financial perspectives;
- (b) Future Municipal Revenues
- (c) Future Operational Expenditure
- (d) Demand for Future Capital Expenditure
- (e) Affordability of Future Capital Expenditure
- (f) Funding of Future Capital Expenditure
- (g) Liquidity and Ratio Management

### **4.4 LIQUIDITY AND RATIO MANAGEMENT**

Healthy Liquidity is considered the key factor to effective managing the financial viability of a municipality in the longer term in conjunction with the necessary financial ratios against which to monitor actual performance.

The norm for each ratio is attached to this policy as Annexure B

## **5. SECTION D: REVIEW OF THE POLICY**

This Funding and Reserves Policy is the only policy of the municipality and replaces any past policies in this regard. Any revision of the policy must be approved by the Municipal Council.

Whenever the Minister of Finance or the National Treasury or the Auditor – General requests changes to the policy by way of legislation, changes to GRAP or otherwise, it must be reviewed and submitted for consideration by the Council on an annual basis. Such submission must be accompanied with a full description of the reasons for the change to the policy.

**APPENDIX A****RECONCILIATION OF CASH REQUIREMENTS**

Cash flow from operating activities	R XX
Add : Depreciation from own funds	R XX
Add : Contribution to current provisions	R XX
Add : Unspent conditional grants	R XX
Add : Unspent public contributions	R XX
Add : Unspent borrowings	R XX
Add : VAT due to SARS	R XX
Add : Secured investments	R XX
Add : Cash portion of Statutory Reserves	R XX
Add : Working Capital Requirements	R XX
= Minimum Cash Surplus Requirements for the year	<b>R XX</b>

## APPENDIX B

### 1. FINANCIAL POSITION

#### A. Asset Management

RATIO		FORMULA	DATA SOURCE	NORM/ RANGE
1	Capital Expenditure to Total Expenditure	Total Capital Expenditure / Total Expenditure (Total Operating expenditure + Capital expenditure) × 100	Statement of Financial Position, Statement of Financial Performance, Notes to the AFS, Budget, In-Year reports, IDP and AR	10% - 20%
2	Impairment of Property, Plant and Equipment, Investment Property and Intangible assets (Carrying Value)	Property, Plant and Equipment + Investment Property + Intangible Assets Impairment/(Total Property, Plant and Equipment + Investment Property + Intangible Assets) × 100	Statement of Financial Position, Notes to the AFS and AR	0%
3	Repairs and Maintenance as a % of Property, Plant and Equipment and Investment Property (Carrying Value)	Total Repairs and Maintenance Expenditure/ Property, Plant and Equipment and Investment Property (Carrying value) × 100	Statement of Financial Position, Statement of Financial Performance, IDP, Budgets and In-Year Reports	4% - 8%

## B. Debtors Management

1	Collection Rate	$\frac{\text{(Gross Debtors Closing Balance + Billed Revenue - Gross Debtors Opening Balance - Bad Debts Written Off)}}{\text{Billed Revenue}} \times 100$	Statement of Financial Position, Statement of Financial Performance, Notes to the AFS, Budget , In-Year Reports, IDP and AR	93%
2	Bad Debts Written-off as % of Provision for Bad Debt	$\frac{\text{Bad Debts Written-off}}{\text{Provision for Bad debts}} \times 100$	Statement of Financial Position, Statement of Financial Performance, Notes to the AFS, Budget and AR	100%
3	Net Debtors Days	$\frac{\text{((Gross Debtors - Bad debt Provision) / Actual Billed Revenue)}}{\text{Revenue}} \times 365$	Statement of Financial Position, Statement of Financial Performance, Notes to the AFS, Budget and AR	30 days

### C. Debtors Management

1	Cash / Cost Coverage Ratio (Excl. Unspent Conditional Grants)	((Cash and Cash Equivalents - Unspent Conditional Grants - Overdraft) + Short Term Investment) / Monthly Fixed Operational Expenditure excluding (Depreciation, Amortisation, Provision for Bad Debts, Impairment and Loss on Disposal of Assets)	Statement of Financial Position, Statement of Financial Performance, Notes to the AFS, Budget, In year Reports and AR	1 - 3 Months
2	Current Ratio	Current Assets / Current Liabilities	Statement of Financial Position, Budget, IDP and AR	1.1 - 2:1

### D. Liability Management

1	Capital Cost(Interest Paid and Redemption) as a % of Total Operating Expenditure	Capital Cost(Interest Paid and Redemption) / Total Operating Expenditure x 100	Statement of Financial Position, Statement of Cash Flows, Statement of Financial Performance, Budget, IDP, In-Year Reports and AR	6% - 8%
2	Debt (Total Borrowings) / Revenue	(Overdraft + Current Finance Lease Obligation + Non current Finance Lease Obligation + Short Term Borrowings + Long term borrowing) / (Total Operating Revenue - Operational Conditional Grants) x 100	Statement of Financial Position, Statement of Financial Performance, Budget, IDP and AR	45%

## E. Sustainability

1	Level of Cash Backed Reserves (Net Assets - Accumulated Surplus)	$\frac{\text{(Cash and Cash Equivalents - Bank overdraft + Short Term Investment + Long Term Investment - Unspent grants)}}{\text{(Net Assets - Accumulated Surplus - Non Controlling Interest Share Premium - Share Capital - Fair Value Adjustment - Revaluation Reserve)}} \times 100$	Statement Financial Position, Budget and AR	100%
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## 2. FINANCIAL POSITION

### A. Efficiency

1	Net Operating Surplus Margin	$(\text{Total Operating Revenue} - \text{Total Operating Expenditure}) / \text{Total Operating Revenue}$	Statement of Financial Performance, Budget, In-Year reports, AR, Statement of Comparison of Budget and Actual Amounts and Statement of Changes in Net Asset	= or > 0%
2	Net Surplus /Deficit Electricity	$\text{Total Electricity Revenue less Total Electricity Expenditure} / \text{Total Electricity Revenue} \times 100$	Statement of Financial Performance, Notes to AFS, Budget, IDP, In-Year reports and AR	0% - 15%
3	Net Surplus /Deficit Water	$\text{Total Water Revenue less Total Water Expenditure} / \text{Total Water Revenue} \times 100$	Statement of Financial Performance, Budget, IDP, In-Year reports and AR	= or > 0%
4	Net Surplus /Deficit Refuse	$\text{Total Refuse Revenue less Total Refuse Expenditure} / \text{Total Refuse Revenue} \times 100$	Statement of Financial Performance, Budget, IDP, In-Year reports and AR	= or > 0%
5	Net Surplus /Deficit Sanitation and Waste Water	$\text{Total Sanitation and Waste Water Revenue less Total Sanitation and Waste Water}$	Statement of Financial Performance, Notes to AFS, Budget, IDP, In-	= or > 0%



		Expenditure/Total Sanitation and Waste Water Revenue × 100	Year reports and AR	
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### B. Distribution Losses

1	Electricity Distribution Losses (Percentage)	$(\text{Number of Electricity Units Purchased and/or Generated} - \text{Number of units sold}) / \text{Number of Electricity Units Purchased and/or generated} \times 100$	Annual Report, Audit Report and Notes to Annual Financial Statements	5% - 10%
2	Water Distribution Losses (Percentage)	$(\text{Number of Kilolitres Water Purchased or Purified} - \text{Number of Kilolitres Water Sold}) / \text{Number of Kilolitres Water Purchased or Purified} \times 100$	Annual Report, Audit Report and Notes to Annual Financial Statements	5% - 10%

### C. Revenue Management

1	Growth in Number of Active Consumer Accounts	(Period under review's number of Active Debtor Accounts - previous period's number of Active Debtor Accounts)/ previous number of Active Debtor Accounts x 100	Debtors System	None
2	Revenue Growth (%)	(Period under review's Total Revenue - previous period's Total Revenue)/ previous period's Total Revenue ) x 100	Statement of Financial Performance, Budget, IDP, In-Year reports and AR	= CPI
3	Revenue Growth (%) - Excluding capital grants	(Period under review's Total Revenue Excluding capital grants- previous period's Total Revenue excluding capital grants)/ previous period's Total Revenue excluding capital grants ) x 100	Statement of Financial Performance, Notes to AFS , Budget, IDP, In-Year reports and AR	= CPI

## D. Expenditure Management

1	Creditors Payment Period (Trade Creditors)	Trade Creditors Outstanding / Credit Purchases (Operating and Capital) × 365	Statement of Financial Performance, Notes to AFS, Budget, In-Year reports and AR	30 days
2	Irregular, Fruitless and Wasteful and Unauthorised Expenditure / Total Operating Expenditure	(Irregular, Fruitless and Wasteful and Unauthorised Expenditure) / Total Operating Expenditure x100	Statement Financial Performance, Notes to Annual Financial Statements and AR	0%
3	Remuneration as % of Total Operating Expenditure	Remuneration (Employee Related Costs and Councillors' Remuneration) / Total Operating Expenditure x100	Statement of Financial Performance, Budget, IDP, In-Year reports and AR	25% - 40%
4	Contracted Services % of Total Operating Expenditure	Contracted Services / Total Operating Expenditure x100	Statement of Financial Performance, Budget, IDP, In-Year reports and AR	2% - 5%

### E. Grant Dependency

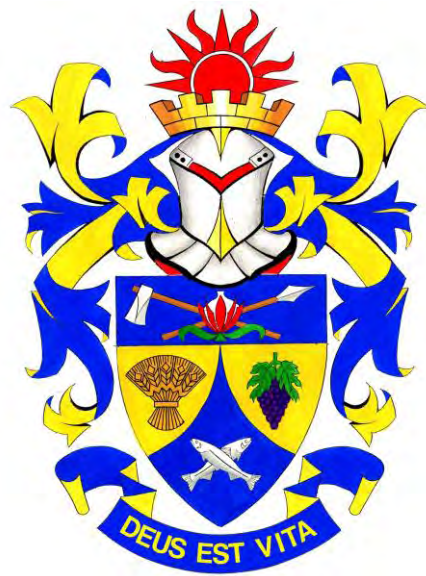
1	Own funded Capital Expenditure (Internally generated funds + Borrowings) to Total Capital Expenditure	Own funded Capital Expenditure (Internally generated funds + Borrowings) / Total Capital Expenditure x 100	Statement of Financial Position, Budget, AFS Appendices, Notes to the Annual Financial Statements (Statement of Comparative and Actual Information), Budget, IDP, In-Year reports and AR	None
2	Own funded Capital Expenditure (Internally Generated Funds) to Total Capital Expenditure	Own funded Capital Expenditure (Internally Generated Funds) / Total Capital Expenditure x 100	Statement of Financial Position, Budget, AFS Appendices, Notes to the Annual Financial Statements (Statement of Comparative and Actual Information), Budget, IDP, In-Year reports and AR	None
3	Own Source Revenue to Total Operating Revenue(Including Agency Revenue)	Own Source Revenue (Total revenue - Government grants and Subsidies - Public Contributions and Donations)/ Total Operating Revenue (including agency services) x 100	Statement Financial Performance, Budget, IDP, In-Year reports and AR	None

### 3. BUDGET IMPLEMENTATION

1	Capital Expenditure Budget Implementation Indicator	Actual capital Expenditure / Budget Capital Expenditure x 100	Statement of Financial Position, Budget, AFS Appendices, In-Year reports and AR	95% - 100%
2	Operating Expenditure Budget Implementation Indicator	Actual Operating Expenditure / Budgeted Operating Expenditure x 100	Statement of Financial Position, Budget, AFS Appendices, IDP, In-Year reports and AR	95% - 100%
3	Operating Revenue Budget Implementation Indicator	Actual Operating Revenue / Budget Operating Revenue x 100	Statement of Financial Position, Budget, AFS Appendices, IDP, In-Year reports and AR	95% - 100%
4	Service Charges and Property Rates Revenue Budget Implementation Indicator	Actual Service Charges and Property Rates Revenue / Budget Service Charges and Property Rates Revenue x 100	Statement of Financial Position, Budget, AFS Appendices, IDP, In-Year reports and AR	95% - 100%

# **BERGRIVIER MUNICIPALITY**

## **BUDGET IMPLEMENTATION AND MONITORING POLICY**



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## **1. PREAMBLE**

In the spirit of the Municipal Finance Management Act, (No.56 of 2003) to modernize budget and financial management practices by placing local government finances on a sustainable footing in order to maximize the capacity of municipalities to deliver services to all residents, customers, users and investors; and

Whereas chapter 4 of the Municipal Finance Management Act, (No 56 of 2003) determines that a municipality may, except where otherwise provided in the Act, incur expenditure only in terms of an approved budget; and within the limits of the amounts appropriated for the different votes in an approved budget,

In terms of the Budget and Reporting Regulations the municipality has to adopt a policy which include the following:

1. a policy dealing with the shifting of funds within votes
2. a policy dealing with the introduction of adjustment budgets
3. policies dealing with unforeseen and unavoidable expenditure
4. policies dealing with management and oversight

Therefore the BERGRIVIER Municipality adopted a Budget Policy to give effect to the Budget and Reporting Regulations as set out in this policy.



## 2. DEFINITIONS

**"Accounting officer"** means a person appointed in terms of section 82(1) (a) or (b) of the Municipal Structures Act;

**"Allocation"** means

- (a) a municipality's share of the local government's equitable share referred to in section 214(1)(a) of the Constitution;
- (b) an allocation of money to a municipality in terms of section 214(1) (c) of the Constitution;
- (c) an allocation of money to a municipality in terms of a provincial budget; or
- (d) any other allocation of money to a municipality by an organ of state, including by another municipality, otherwise than in compliance with a commercial or other business transaction;

**"Annual Division of Revenue Act"** means the Act of Parliament, which must be enacted annually in terms of section 214 (1) of the Constitution;

**"Approved budget"** means an annual budget

- (a) approved by a municipal council, or
- (b) includes such an annual budget as revised by an adjustments budget in terms of section 28 of the MFMA;

**"Basic Municipal Service"** means a municipal service that is necessary to ensure an acceptable and reasonable quality of life and which, if not provided, would endanger public health or safety or the environment;

**"Budget-related Policy"** means a policy of a municipality affecting or affected by the annual budget of the municipality, including

- (a) the tariff policy, which the municipality must adopt in terms of section 74 of the Municipal Systems Act;
- (b) the rates policy which the municipality must adopt in terms of legislation regulating municipal property rates; or
- (c) the credit control and debt collection policy, which the municipality must adopt in terms of section 96 of the Municipal Systems Act;

**"Budget steering committee"** means a committee established in terms of section 4 of the Municipal Budget and Reporting Regulations, published in Government Gazette 32141 dated 17 April 2009

**"Budget transfer"** means transfer of funding within a function / vote subject to limitations.

**"Budget Year"** means the financial year of the municipality for which an annual budget is to be approved in terms of section 16(1) of the MFMA;

**"Chief Financial Officer"** means a person designated in terms of section 80(2) (a) of the MFMA;

**"Councillor"** means a member of a municipal council;

**"Current year"** means the financial year, which has already commenced, but not yet ended;

**"Delegation"**, in relation to a duty, includes an instruction or request to perform or to assist in performing the duty;

**"Executive mayor"** means the councillor elected as the executive mayor of the municipality in terms of section 55 of the Municipal Structures Act;

**"Financial recovery plan"** means a plan prepared in terms of section 141 of the MFMA

**"Financial year"** means a twelve months period commencing on 1 July and ending on 30 June each year

**"Financing agreement"** includes any loan agreement; lease; and instalment purchase contract or hire purchase arrangement under which a municipality undertakes to repay a long-term debt over a period of time;

**"Fruitless and wasteful expenditure"** means expenditure that was made in vain and would have been avoided had reasonable care been exercised;

**"Irregular expenditure"** means

- (a) expenditure incurred by a municipality or municipal entity in contravention of, or that is not in accordance with, a requirement of the MFMA , and which has not been condoned by Council
- (b) expenditure incurred by a municipality or municipal entity in contravention of, or that is not in accordance with, a requirement of the Municipal Systems Act, and which has not been condoned in terms of that Act;
- (c) expenditure incurred by a municipality in contravention of, or that is not in accordance with, a requirement of the Public Office-Bearers Act, 1998 (Act No. 20 of 1998); or
- (d) expenditure incurred by a municipality or municipal entity in contravention of, or that is not in accordance with, a requirement of the supply chain management policy of the municipality or entity or any of the municipality's by-laws giving effect to such policy, and which has not been condoned in terms of such policy or by-law, but excludes expenditure by a municipality which falls within the definition of "unauthorised expenditure";

**"Investment/s"** in relation to funds of a municipality, means

- (a) The placing on deposit of funds of a municipality with a financial institution; or
- (b) The acquisition of assets with funds of a municipality not immediately required, with the primary aim of preserving those funds;

**"Local community"** has the meaning assigned to it in section 1 of the Municipal Systems Act;

**"Municipal Structures Act"** means the Local Government: Municipal Structures Act, 1998 (Act No. 117 of 1998);

**"Municipal Systems Act"** means the Local Government: Municipal Systems Act, 2000 (Act No. 32 of 2000);

**"Long-term debt"** means debt repayable over a period exceeding one year;

**"Municipal council"** or "council" means the council of a municipality referred to in section 18 of the Municipal Structures Act;

**"Municipality"**

- (a) when referred to as a corporate body, means a municipality as described in section 2 of the Municipal Systems Act; or
- (b) when referred to as a geographic area, means a municipal area determined in terms of the Local Government: Municipal Demarcation Act, 1998 (Act No. 27 of 1998);

**"Municipal service"** has the meaning assigned to it in section 1 of the Municipal Systems Act (refer to the MSA for definition);

**"Municipal tariff"** means a tariff for services which a municipality may set for the provision of a service to the local community, and includes a surcharge on such tariff;

**"National Treasury"** means the National Treasury established by section 5 of the Public Finance Management Act;

**"Official"** means

- (a) an employee of a municipality or municipal entity;
- (b) a person seconded to a municipality or municipal entity to work as a member of the staff of the municipality or municipal entity; or
- (c) a person contracted by a municipality or municipal entity to work as a member of the staff of the municipality or municipal entity otherwise than as an employee;

**"Overspending"**

- (a) means causing the operational or capital expenditure incurred by the municipality during a financial year to exceed the total amount appropriated in that year's budget for its operational or capital expenditure, as the case may be;
- (b) in relation to a vote, means causing expenditure under the vote to exceed the amount appropriated for that vote; or
- (c) in relation to expenditure under section 26 of the MFMA, means causing expenditure under that section to exceed the limits allowed in subsection (5) of this section;
  - 1 July to 30 September;
  - 1 October to 31 December;
  - 1 January to 31 March; or
  - 1 April to 30 June;

**"Service delivery and budget implementation plan"** means a detailed plan approved by the executive mayor of a municipality in terms of section 53(1)(c)(ii) of the MFMA for implementing the municipality's delivery of municipal services and its annual budget, and which must indicate

- (a) projections for each month of
  - (i) revenue to be collected, by source; and
  - (ii) operational and capital expenditure, by vote;
- (b) service delivery targets and performance indicators for each quarter; and
- (c) any other matters that may be prescribed, and includes any revisions of such plan by the executive mayor in terms of section 54(1) (c) of the MFMA;

**"Unauthorised expenditure"** means any expenditure incurred by a municipality otherwise than in accordance with section 15 or 11(3) of the MFMA, and includes

- (a) overspending of the total amount appropriated in the municipality's approved budget;
- (b) overspending of the total amount appropriated for a vote in the approved budget;
- (c) expenditure from a vote unrelated to the department or functional area covered by the vote;
- (d) expenditure of money appropriated for a specific purpose, otherwise than for that specific

purpose;

(e) spending of an allocation referred to in paragraph (b), (c) or (d) of the definition of "allocation" otherwise than in accordance with any conditions of the allocation; or

(f) a grant by the municipality otherwise than in accordance with the MFMA;

**"Quarter"** means any of the following periods in a financial year:

**"Virement"** refer to the definition of budget transfer

**"Vote"** means

(a) one of the main segments into which a budget of a municipality is divided for the appropriation of money for the different departments or functional areas of the municipality; and

(b) which specifies the total amount that is appropriated for the purposes of the department or functional area concerned.

### 3. OBJECTIVES OF POLICY

The policy sets out the budgeting principles which BERGRIVIER Municipality will follow in preparing and implementing each annual budget. This policy shall give effect to the requirements and stipulations of the Municipal Finance Management Act and Municipal Budget and Reporting Framework in terms of the planning, preparation and approval of the annual and adjustments budgets. The policy shall apply to all staff and councillors of the BERGRIVIER Municipality that are involved in budget implementation.

### 4. BUDGET PRINCIPLES

The municipality shall ensure that revenue projections in the budget are realistic taking into account actual collection levels. The expenses may only be incurred in terms of the approved annual budget (or adjustments budget) and within the limits of the amounts appropriated for each vote in the approved budget.

BERGRIVIER Municipality shall prepare a three-year budget (medium term revenue and expenditure framework (MTREF)) which will be reviewed annually and will be approved by Council. The MTREF budget will at all times be within the framework of the Municipal Integrated Development Plan (IDP).

The annual budget will consist of a Capital and Operating Budget which will be discussed below:

#### 4.1. Capital Budgets

The capital budget refers to the allocations made to specific infrastructural projects and the purchase of equipment and other forms of assets having a lifespan of more than one year.

##### 4.1.1. Basis of Calculation

- a) The **zero based method** is used in preparing the new MTREF capital budget, except in cases where a contractual commitment has been made that would span over more than one financial year.
- b) The annual capital budget shall be based on realistically anticipated revenue (capital loans to be taken up will be deemed to be part of this), which should be equal to the anticipated capital expenditure in order to result in a balanced budget.

- c) The impact of the capital budget on the current and future operating budgets in terms of finance charges to be incurred on external loans, depreciation of fixed assets, maintenance of fixed assets and any other operating expenditure to be incurred resulting directly from the capital expenditure, should be carefully analysed when the annual capital budget is being compiled.
- d) In addition, the council shall consider the likely impact of such operational expenses, net of any revenues expected to be generated by such item, on future property rates and service tariffs.

#### **4.1.2. Financing**

##### **Own Financing Sources**

The Council shall establish a Capital Replacement Reserve (CRR) for the purpose of financing capital projects and the acquisition of capital assets. Such reserve shall be established from the following:

- a) Unappropriated cash-backed surpluses to the extent that such surpluses are not required for operational purposes
- b) Further amounts appropriated as contributions in each annual or adjustments budget; and

##### **Other Finance Sources**

The Ad-Hoc capital budget shall be financed from external sources such as the following:

- a) Grants and subsidies as allocated in the annual Division of Revenue of Act
- b) Grants and subsidies as allocated by Provincial government.
- c) External Loans
- d) Private Contributions
- e) Any other financing source secured by the local authority.

#### **4.1.3. Process and responsible parties**

The process to be followed in the compilation of the capital budget is as follows:

- a) The CFO, in conjunction with the Manager: Budget Office, and after consultation with the Portfolio Councillor of Finance sets the realistic growth level of the capital budget to be financed out of own sources (CRR).
- b) The draft capital budget is compiled based on the projects that emanated out of the engagements with the different stakeholders.
- c) The CFO, together with the Manager: Budget Office, engage with the Directors and the IDP Manager in order to determine the priorities for a particular financial year and to determine the ranking of projects based on these priorities.
- d) The draft capital budget is submitted to the Budget Steering Committee for their perusal and suggestions.
- e) The draft capital budget is tabled to Council 90 days before the start of the new financial year 31 March.

- f) After the draft budget is approved by Council, it is released for public comment.
- g) Once the comments from the public have been submitted, noted and considered, amendments are made to the draft budget and the budget is tabled to Council for final approval 30 days before the start of the financial year (31 May).

#### **4.1.4. Implementation**

- a) After the budget has been approved, the service delivery and budget implementation plan (SDBIP) should be compiled.
- b) The SDBIP must be tabled to the Mayor within 14 days after aforementioned approval.
- c) Each director has to indicate the intended spending patterns of both their capital and operating budgets. (Cash flows)
- d) These listed cash flows are consolidated into the Service Delivery and Budget Implementation Plan of the organisation.
- e) The SDBIP will be monitored on a monthly basis where actual spending will be compared with the planned spending as indicated by the directors at the beginning of the year.
- f) Each directorate can use their respective vote numbers as indicated on the capital budget

## **4.2. Operational Budget**

The operational budget refers to the funds that would be raised in the delivery of basic services, grants and subsidies and any other municipal services rendered. These funds are in turn used to cover the expenses incurred in the day to day running of the organization.

### **4.2.1. Basis of Calculation**

- a) The **zero based approach** is used in preparing the annual operating budget, except in cases where impractical. In these instances the incremental method will be followed.
- b) The annual operating budget shall be based on realistically anticipated revenue.
- c) An income based approach shall be used whereby realistically anticipated income is determined first and the level of operating expenditure would be based on the determined income flows.

### **4.2.2. Financing**

The operating budget shall be financed from the following sources:

- a) Service Charges
  - (i) Electricity Charges
  - (ii) Water Sales
  - (iii) Refuse Removal Fees

- (iv) Sewerage Fees
- (v) Property Rates
- b) Taxes: Increases in tariffs and rates will as far as possible be limited to inflation plus an additional percentage increase to accommodate the growth of the town.
- c) Grants and Subsidies: Grants and subsidies shall be based on all the gazetted grants and subsidies plus all other subsidies received by the organization.
- d) Interest on Investments: The budget for interest and investment shall be in accordance with the Cash Management and Investment policy of the organization.
- e) Rental Fees: Income from rental property will be budgeted for based on the percentage growth rate as determined by Financial Services for a particular budget year
- f) Fines: Income from fines will be budgeted for based on the actual income received in the preceding year (calculated on the basis of actual receipts until end of February of each year, extrapolated over 12 months) and the percentage growth rate as determined by Financial Services for a particular budget year
- g) Other Income: All other income items will be budgeted for based on the actual income received in the preceding year (calculated on the basis of actual receipts until end of February of each year, extrapolated over 12 months) and the percentage growth rate as determined by Financial Services for a particular budget year
- h) Notwithstanding the aforementioned, National and other benchmarks and ratios shall also be utilized to prevent uncontrolled negative growth of this source of income

#### **4.2.3. Budget Categories**

The following expenditure categories shall be accommodated in the operating budget.

- a) Salaries, Wages and Allowances The salaries and allowances are calculated based on the percentage increases as per the collective agreement between organised labour and the employer for a particular period. The remuneration of all political office bearers is based on the limitations and percentages as determined by the responsible National Minister.
- b) Collection Costs: It refers to costs attributed to the maintenance of the financial system used for the collection of outstanding amounts and is based on the service level agreement.
- c) Depreciation: The above is calculated at cost, using the straight line method, to allocate their cost to their residual values over the estimated useful lives of the assets
- d) Interest External Borrowings: The above refers to interest that has to be paid on an external loan taken up by Council. The budget will be determined by the repayments that the municipality is liable for based on the agreements entered into with the other party.
- e) Bulk Purchases: The expenditure on bulk purchases shall be determined using the tariffs as stipulated by NERSA and by any other service provider from time to time.

- f) Other General Expenditure: A percentage growth for all other general expenditure will be based on the percentage determined by Financial Services in line with prevailing growth rates, CPI and prior actual expenditure trends.
- g) Repairs and Maintenance: The budget of repairs and maintenance shall be based on the increment as determined by Financial Services in conjunction with the needs of the departments in terms of repairing their assets.
- h) Contributions to Funds: Refers to the contribution made to provisions (e.g. leave reserve fund) on annual basis and are determined based on the actual expenditure in the previous year and any other factor that could have an effect.
- i) Less: Debited Elsewhere This category refers to interdepartmental charges within the organization. The performance of each of line item is analysed where after the budget is based on the preceding year's performance.
- j) Appropriations: Refers to the transfers to-and from the Capital Replacement Reserve, to offset depreciation charges. Appropriations are determined on an annual basis.

#### **4.2.4. Process**

- a) The CFO, in conjunction with the Budget Steering Committee, set the reasonable growth level of the operational budget based on the current financial performance and the prevailing industry growth levels. (i.e. CPI).
- b) After the income has been determined, an acceptable growth level for the operating expenditure is determined and the principles informing the compilation of the draft operating budget are discussed at directors' forum.
- c) The draft operating budget is compiled based on realistically anticipated revenue resulting from detailed income modelling exercises.
- d) The draft operating budget is submitted to the Steering Committee for consideration.
- e) The draft operating budget is tabled to Council 90 days before the start of the new financial year (31 March).
- f) After the draft operating budget is approved by Council, it is released for public comment.
- g) Once the comments from the public have been submitted, same is considered in terms of the MFMA, where after the final budget is tabled to Council for approval, at least 30 days before the start of the new financial year (31 May)

#### **4.2.5. Implementation**

- a) The draft SDBIP must be submitted with the draft budget as per the new treasury guideline and can be refined after budget approval
- b) The SDBIP must be tabled to the Mayor within 14 days after aforementioned approval.
- c) Each director has to indicate the intended spending patterns of both their capital and



operating budgets. (Cash flows)

- d) These listed cash flows are consolidated into the Service Delivery and Budget Implementation Plan of the organisation.
- e) The SDBIP will be monitored on a monthly basis where actual spending will be compared with the planned spending as indicated by the directors at the beginning of the year.
- f) Each directorate can use their respective vote numbers as indicated on the capital budget.
- g) The principles of efficient, effective and economic implementation should at all times be applied.
- h) Standard for income and expenditure where such have been determined via NT Circulars shall be adhered to, eg Water losses and electricity distribution allowable losses.

## **5. Adjustments Budget**

- a) An adjustments budget will be compiled only once a year if intended adjustments fall in one of the following categories:
  - i. to appropriate additional revenues that have become available over and above those anticipated in the annual budget, but only to revise or accelerate spending programmes already budgeted for;
  - ii. to authorise the utilisation of projected savings in one vote towards spending under another vote;
  - iii. to authorise the spending of funds that were unspent at the end of the past financial year where the under-spending could not reasonably have been foreseen at the time to include projected roll-overs when the annual budget for the current year was approved by the council;
  - iv. to correct any errors in the annual budget. The adjustments budget for above mentioned categories will be tabled to council at any time after the mid-year budget and performance assessment but not later than 28 February of the that financial year.
- b) An adjustments budget will be compiled more than once a year if intended adjustments fall in one of the following categories:
  - i. to adjust the revenue and expenditure downwards if there is material under collection of revenue during the current year
  - ii. to appropriate additional revenues from National and Provincial Government that have become available over and above those anticipated in the annual budget, but only to revise or accelerate spending programs already budgeted for;
  - iii. to authorise unforeseeable and unavoidable expenditure recommended by the mayor to authorise unauthorised expenditure as anticipated by section

28(2)(g) of the MFMA

- iv. to authorise the spending of funds that were unspent at the end of the past financial year where the under-spending could not reasonably have been foreseen at the time to include projected roll-overs when the annual budget for the current year was approved by the council
- vi. to correct any errors in the annual budget

The adjustments budgets for above mentioned categories will be tabled to council at the first available opportunity after above mentioned events occurred.

- c) The adjustments budget will be treated in the same manner as the annual budget in terms of calculation and implementation.
- d) The adjustments budget must be approved by Council.

## **6. BUDGET IMPLEMENTATION**

### **6.1 Monitoring (Section 71 of MFMA)**

The Accounting Officer with the assistance of the Chief Financial Officer and other senior managers is responsible for the implementation of the budget, and must take all reasonable steps to ensure that:

- i. funds are spent in accordance with the budget;
- ii. expenses are reduced if expected revenues are less than projected; and
- iii. revenues and expenses are properly monitored.

### **6.2 Reporting**

#### **6.2.1 Monthly budget statements (Section 71 of the MFMA)**

The Accounting Officer with the assistance of the Chief Financial Officer must, not later than ten working days after the end of each calendar month, submit to the Executive Mayor and Provincial and National Treasury a report in the prescribed format on the state of the municipality's budget for such calendar month, as well as on the state of the budget cumulatively for the financial year to date.

**This report must reflect the following:**

- i. actual revenues per source, compared with budgeted revenues;
- ii. actual expenses per vote, compared with budgeted expenses;
- iii. actual capital expenditure per vote, compared with budgeted expenses;
- iv. actual borrowings, compared with the borrowings envisaged to fund the capital budget;
- v. the amount of allocations received, compared with the budgeted amount;
- vi. actual expenses against allocations, but excluding expenses in respect of the equitable share;
- vii. explanations of any material variances between the actual revenues and expenses as indicated above and the projected revenues by source and expenses by vote as set out in

- the service delivery and budget implementation plan;
- viii. the remedial or corrective steps to be taken to ensure that the relevant projections remain within the approved or revised budget; and
  - ix. projections of the revenues and expenses for the remainder of the financial year, together with an indication of how and where the original projections have been revised.

The Executive Mayor must submit to Council within thirty days of the end of each quarter a report on the implementation of the budget and the financial state of affairs of the municipality. The report submitted to National and Provincial Treasury must be both in electronic format and in a signed written document.

### **6.2.3 Mid-year budget and performance assessment (Section 72 and 88 of MFMA)**

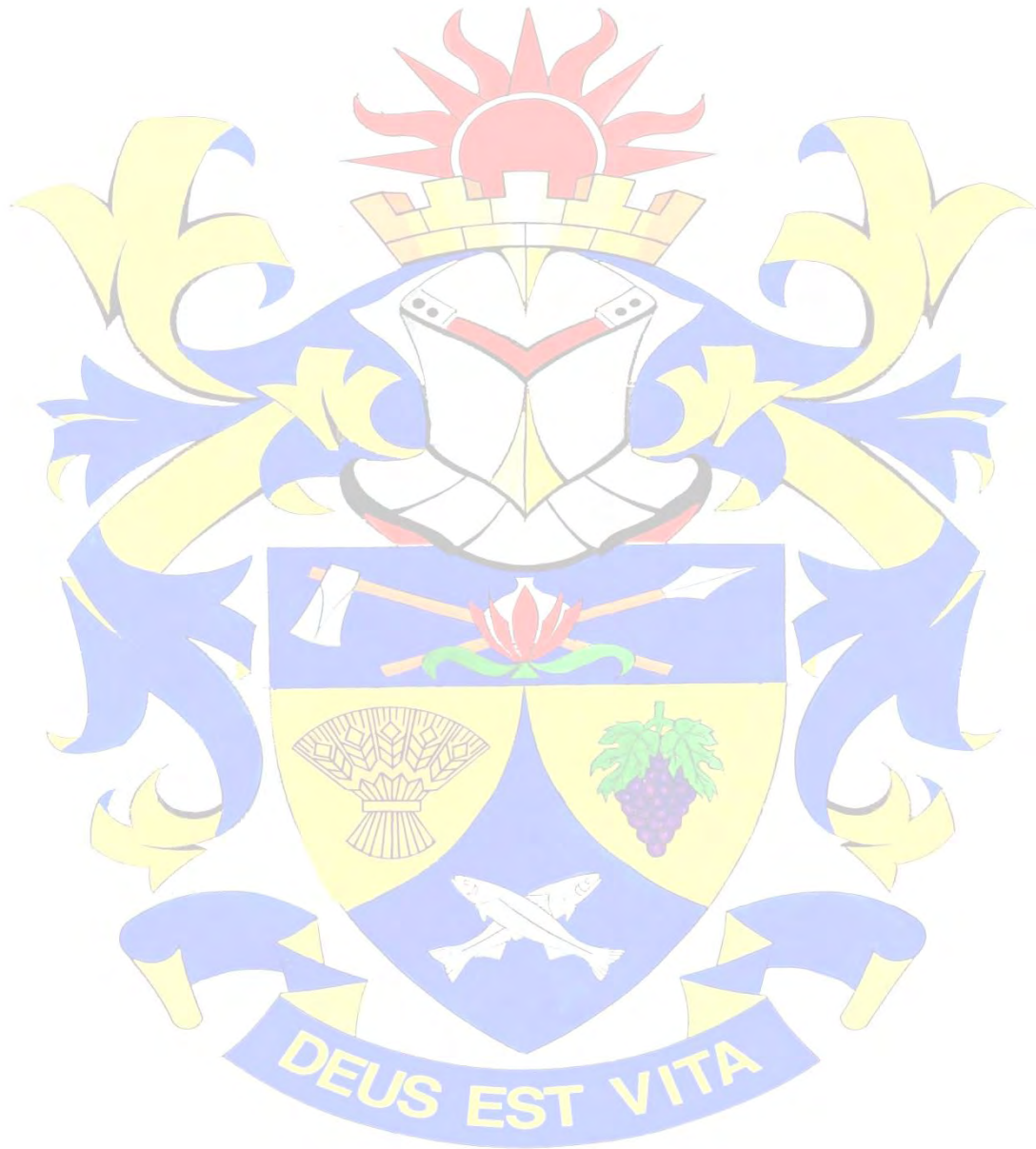
The Accounting Officer must assess the budgetary performance of the municipality for the first half of the financial year, taking into account all the monthly budget reports for the first six months, the service delivery performance of the municipality as against the service delivery targets and performance indicators which were set in the service delivery and budget implementation plan. The Accounting officer must then submit a report on such assessment to the Executive Mayor by 25 January each year and to Council, Provincial Treasury and National Treasury by 31 January each year.

The Accounting Officer may in such report make recommendations after considering the recommendation of the Chief Financial Officer for adjusting the annual budget and for revising the projections of revenues and expenses set out in the service delivery and budget implementation plan.

## **7. REVIEW OF POLICY**

This policy took effect on 1 July 2015 (excluding the amended sections for consideration) and shall be reviewed on an annual basis to ensure that it is in line with the municipality's strategic objectives, good governance, and prudent expenditure management and with relevant legislation.

**BERGRIVIER MUNICIPALITY**



**PETTY CASH POLICY 2019/2020**

# BERGRIVIER MUNICIPALITY

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# **BERGRIVIER MUNICIPALITY**

## **1. INTRODUCTION**

The accounting officer of a municipality is responsible for the management of the expenditure

of the municipality in an effective and controlled manner. Therefore the Bergrivier Municipality adopts the following petty cash policy.

## **2. REGULATORY FRAMEWORK**

- a) The Municipal Finance Management Act (56 of 2003)
- b) Section 15 of the Municipal Supply Chain Regulations
- c) Treasury regulations in terms of Section 13(1) of the Act.

## **3. OBJECTIVES**

Compliance with the regulatory framework in terms of the relevant legislation is required.

## **4. RESPONSIBILITY AND ACCOUNTABILITY**

The key responsibilities in terms of the MFMA (Section 65) are:

Accounting Officer (Municipal Manager)-

(1) The accounting officer of a municipality is responsible for the management of the expenditure of the municipality.

(2) The accounting officer must for the purpose of subsection (1) take all reasonable steps to ensure—

(a) that the municipality has and maintains an effective system of expenditure control, including procedures for the approval, authorisation, withdrawal and payment of funds;

(b) that the municipality has and maintains a management, accounting and information system which—

(i) recognises expenditure when it is incurred;

(ii) accounts for creditors of the municipality; and

# BERGRIVIER MUNICIPALITY

(iii) accounts for payments made by the municipality;

(c) that the municipality has and maintains a system of internal control in respect of creditors and payments;

(d) that payments by the municipality are made—

(i) directly to the person to whom it is due unless agreed otherwise for reasons as may be prescribed; and

(ii) either electronically or by way of non-transferable cheques, provided that cash payments and payments by way of cash cheques may be made for exceptional reasons only, and only up to a prescribed limit;

The Municipal Manager delegates authority to the Chief Financial Officer to ensure compliance and adherence to the principles established by this policy.

## 5. PETTY CASH FRAMEWORK

### 5.1 General Policy

a. The use of petty cash floats is strictly confined to individual cash purchases of:

i) up to a maximum of R500, where the petty cash floats in other departments are used to make purchases,

ii) Petty cash maybe used for the purchase of prepaid sell phone costs, postage, cleaning products, minor equipment for example a plug, wire etc. Maybe used to be cost effective items that would not warrant a requisition. Must be minor items.

iii) up to a maximum of R3 000, when claimed from the Financial Services Petty Cash Float, and the Mayors office up to R5000.00.

iv) the office of the Mayor may make a once off payment above R500.00 but not exceeding R2000.00, the evidence must be attached (Request from the community in writing, program for the event or a written request from the Mayor. Attach the cash receipt with a signature or an actual receipt from the business for the items purchased from.)

b. It is not acceptable for one receipt or a number of receipts, in respect of the same event, which have been obtained by the same person, to be split over two cash purchase claims.

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c. A petty cash float is not to be used for any of the following:

- i) the cashing of cheques;
- ii) loans to any person whatsoever;
- iii) payment of personal remuneration to any employee whatsoever, whether for fees, salaries, wages, travel allowance as part of remuneration, honorarium or other reason.
- iv) Purchase of capital items

d. Other cash floats may also be established for the purpose of providing change, for a cash register, or any other purpose approved by the Chief Financial Officer. Use of such floats is restricted to the purpose for which they were established.

e. The Chief Financial Officer may approve the use of petty cash for specific use, based on practical reasons or cost-benefit reasons. Such an authority will be done on a case by case basis for the purposes of considering merit.

f. The CFO may determine and approve the maximum amount to be held in any individual petty cash float.

g. The petty cash tin must be locked at all times in a safe. The responsible person given the permission to keep the petty cash will be granted permission in writing.

h. Petty Cash maybe used to pay out both donations and make purchases by the Mayor's office only, but evidence must be submitted with either the signatures of receipt of money or an actual receipt from the Supplier/Beneficiary up to an amount not exceeding R2000.00, otherwise a cheque must be requested.

### **5.2 Purchases through Petty Cash Float – Supply Chain Management Office**

a. Purchases from SCM database suppliers shall be allowed in the following instance, provided that a monthly submission are made to the CFO of all purchases and the respective director confirming the enforcement of rotation of suppliers:

i) When the amount of the individual purchase / event is less than R250.00, irrespective of it being an emergency or not.

b. Purchases from SCM database suppliers are NOT allowed for capital items or fuel.

c. Petty claims will be dealt with on a first come, first serve basis and it is subject to the monetary limit of the petty cash.

### **5.3 Establishing and Operating a Petty Cash Float**

a. To establish a new petty cash float or increase an existing advance, a written application is to be made to the Chief Financial Officer by the relevant Department, motivating the need for such petty cash float.

b. The total value of the advance requested will be an amount which would normally necessitate reimbursement approximately once a fortnight. This level of advances



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keeps to a minimum the overall cash in the buildings on municipal property and ensures regular inclusion of information regarding expenditure in financial reports and for budget control purposes.

c. A request for the establishment of an advance will indicate the name and status of senior administrative or clerical staff to be held responsible for the operation of the petty cash float. The staff member's specimen signature must also be submitted by the Department to the Chief Financial Officer, together with the application documentation.

d. The application will indicate the security arrangement in place to ensure safe custody of funds in the office. The minimal security arrangement that will be acceptable is that the float will be kept in a locked box which will be kept in a locked filing cabinet or safe. If an advance is approved, the Assistant Accountant: Creditors will advise the Department accordingly and request that the responsible staff member collect the advance. This establishing advance will be charged to a "Petty Cash Advances - ...Name/Dept..." in the General Ledger and not against any expenditure votes. A register of advances is thus maintained per Ledger Account for the purpose of accounting for all petty cash floats.

### 5.4 Security of Petty Cash Floats

a. The cash on hand and used petty cash vouchers are to be kept in a locked box for which there should be two keys. One key is to be retained by the officer (on their person) normally responsible for the petty cash and the other to be kept in a sealed envelope in the office safe or other secure place, to be used only in an emergency.

b. The locked petty cash box must be kept in a secure place when not in use and should be removed and returned by the responsible staff member only. At no stage should staff other than the responsible administrative/clerical staff member have access to the storage place of the petty cash box.

c. Under no circumstance are keys to be left in the lock to the petty cash box, cabinet or safe.

d. If the responsible officer is either going on leave or is leaving the Municipality's employment, the petty cash float is to be reconciled and signed by the departing- as well as replacement staff members, to indicate their agreement as to its balance. The replacement staff specimen signature must also be submitted to the Chief Financial Officer.

### 5.5 Completing a Cash Purchase Claim Form

a. Petty cash stationery is available from the Expenditure Section (Financial Services). The form consists of two parts:

(i) Cash Purchase Claim page

(ii) Cash Purchase Record page - register

(iii) Receipt for cash advance (Only when appropriate, refer paragraph on Advances).

b. All details entered on the Cash Purchase Claim appear on the Cash Purchase record page.

## **BERGRIVIER MUNICIPALITY**

c. The Cash Purchase Claim must be completed as follows:

- (i) description and cost of the goods/services purchased
- (ii) purchaser's signature
- (iii) vote number to be charged
- (iv) signature of the Officer in Charge of Petty Cash.

d. Original receipts or other valid documentation as required must be attached as proof of payment, with the signature of an appropriate financial delegate on this documentation. A financial delegate cannot authorise a cash purchase claim where she or he is the purchaser.

### **5.6 Sub-Advances to staff members**

a. If it is necessary to make an initial sub-advance to a staff member for various needs, a receipt for cash advance must be completed. The receipt for Cash Advance Form must be completed as follows:

- (i) description and estimated cost of the goods/services purchased
- (ii) purchaser's signature
- (iii) vote number to be charged
- (iv) signature of the Officer in Charge of Petty Cash.

b. On completion of the purchase, the recording-, documentation- and authorization requirements will be as stated in the above paragraph: Completing a Cash Purchase Claim Form.

All such sub-advances will be accounted for within 24 hours, by submitting original receipts and other applicable documentation required, attached as proof of payment (with the approval signature on the documentation). Where this cannot be achieved, the buyer will be liable to pay back the advance without any delay or the money will be deducted on his/her next salary irrespective of consent being given or noted. Not more than one advance will be made to any one person at a time.

### **5.7 Out-of-Pocket Payments**

a. Where a staff member has made purchases from their own funds and now seeks reimbursement from the petty cash, supporting documentation must be provided to substantiate the claim.

b. The supporting documentation is to be attached to the Claim.

c. The recording-, documentation- and authorization requirements will be as stated in the above paragraph (Completing a Cash Purchase Claim Form).

### **5.8 Reimbursement of Petty Cash Floats**

a. A petty cash float is operated on the basis that expenditure from the float is periodically reimbursed. Such reimbursement-

- (i) returns the cash level of the petty cash float to its original level and
- (ii) charges the expenditure which has been made, to the correct expenditure vote.

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b. Accordingly, at any point of time, the sum of the cash on hand, i.e. remaining unspent, plus the cash advances for un-finalised purchases, plus the completed cash purchase claim forms, will equal the level of the petty cash advanced to the Department.

c. Completed Cash Purchase Claim forms, with attached cash register slips, etc., must be taken by the officer in charge of the Petty Cash in a Directorate/Department, to the Assistant Accountant: Accounts Payable for reimbursement, after the Summary Claim Cover Page and attached documentation have been authorised by a financial delegate at least once in 14 days. Reimbursement of claims where supporting documentation is missing will not be entertained.

d. The prescribed Summary Cash Purchase Claim form as well as other relevant forms attached to it must be completed in full.

e. The most recently completed Cash Purchase Claim form must record the reconciliation of the petty cash float. The Assistant Accountant: Accounts Payable will refuse reimbursement of claims where this is not supplied.

f. A petty cash float must never be reimbursed with funds derived from any other source whatsoever.

### **5.9 Shortages**

a. Any shortages in respect of a petty cash float must be paid in immediately.

b. Where a petty cash float is stolen the incident must be reported promptly to the Chief Financial Officer in the required format, after which same needs to be reported to the South African Police Services and a case number provided to the Assistant Accountant: Accounts Payable.

c. If the Petty Cash is not reconciled daily, weekly or monthly and there is non adherence to the Petty Cash Policy disciplinary action can be instituted by Bergrivier Municipality.

### **5.10 Procedure applicable when a Petty Cash Float is repaid/cancelled**

When an advance is no longer required, a statement in a form of a memorandum is to be completed and signed by the Head of the relevant Department and submitted to the Assistant Accountant: Accounts Payable, with the balance of cash on hand and completed and authorized Cash Purchase Claim forms. The most recently completed Cash Purchase Claim form will record the reconciliation of the petty cash float, where after a cheque will be issued to the relevant person to effect completion of the transaction..

The Cashier will issue a receipt to the affected department.

### **5.11 Financial year-end procedures**

Reconciled petty cash registers (cash slips attached), accompanied with the cash balance must be returned to the Senior Accountant: Expenditure a week before the financial year end.

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Addendum:-

The register must be on excel and should look like the undermentioned format for each month of the financial year:-

The reconciliation must be done daily and closed off on a monthly basis, and signed off by the relevant Director/Manager.

This is an example:-

<b>KLEINKAS FINANSIES</b>					
<b>Besonderhede</b>	<b>MPTENAA</b>	<b>DATUM</b>	<b>VOTE</b>	<b>UITGAWES</b>	<b>BALANS</b>
Openings balans	Aanvulling				R2 000,00
FOX BOUERS	UVW	2018-12-10	012/061/2270/00	R 22,50	R1 977,50
PIKETBERG DRUKKERS	PA	2018-12-11	012/102/2430/00	R 130,80	R1 846,70
E KANKOWSKI	EK	2018-12-15	012/102/2140/00	R 89,95	R1 756,75
STIK EN STOFFEER	EK	2018-12-18	012/102/2140/00	R 200,00	R1 556,75
CRAZY STORE	ES	2018-12-18	012/102/2140/00	R 249,90	R1 306,85
BOLAND SPAR	EK	2018-12-18	012/102/2570/00	R 144,50	R1 162,35
ZAP ZONE	HJ	2018-12-19	012/061/2270/00	R 100,00	R1 062,35
C TURNER	CT	2019-01-02	012/061/2060/00	R 200,00	R 862,35
PIKETBERG DRUKKERS	EK	2019-01-18	012/102/2430/00	R 73,30	R 789,05
CRAZY STORE	EK	2019-01-18	012/102/2430/00	R 19,90	R 769,15
MAGNOLIA KEYS	EK	2019-01-25	012/061/2270/00	R 120,00	R 649,15
BOLAND SPAR	EK	2019-01-30	012/063/2570/00	R 97,10	R 552,05
			012/063/2570/00	R 33,80	R 518,25
PIKETBERG BANDEDIENS	MC	2019-02-05	012/061/3090/00	R 84,30	R 433,95
MIDAS	MC	2019-02-05	012/061/2270/00	R 96,00	R 337,95
<b>UITGAWES TOTAAL</b>				<b>R1 662,05</b>	
<b>BALANS</b>					R 337,95
<b>AANVRAAG</b>					R1 662,05

ADDENDUM



# **BERGRIVIER MUNICIPALITY**



## **CREDITORS, COUNCILLORS AND PERSONNEL PAYMENT POLICY**

**Council Resolution No:**

**Date: March 2020**

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## **A. POLICY OBJECTIVE**

The objective of this policy is to provide standard procedures relating to payments due to creditors, councillors and personnel of Bergrivier Municipality from municipal funds.

## **B. LEGISLATIVE REQUIREMENTS**

In terms of section 65 of the Municipal Finance Management Act, Act 56 of 2003, the Municipal Manager as an Accounting Officer of the Municipality is responsible for the management of the expenditure of the municipality and, to this end, must take all reasonable steps to ensure that the municipality has and maintains an effective system of expenditure control, including procedures for the approval, authorization, withdrawal and payment of funds.

The municipality must, when it approves the annual budget for each year, also approve a cash flow projection for the year by revenue source broken down per month in terms of section 17(3) (c) of the MFMA. The municipality's Service Delivery and Budget Implementation Plan (SDBIP) must contain revenue and expenditure projections for each month as required by section 53 (3) (a) of the MFMA. The Municipal Manager must ensure, in terms of section 54 (1) (d) of the MFMA, that spending of funds and revenue collection proceed according to the budget.

The Municipal Manager must in terms of section 65 (2) of the MFMA for the purpose of giving account of the discharge of her/his responsibilities in respect of expenditure management take all reasonable steps to ensure —

- (a) That the municipality has and maintains an effective system of expenditure control, including procedures for the approval, authorisation, withdrawal and payment of funds;
- (b) That the municipality has and maintains a management, accounting and information system which recognises expenditure when it is incurred, and which accounts for creditors of and payments made by the municipality;
- (c) That the municipality has and maintains a system of internal control in respect of creditors and payments;
- (d) That payments by the municipality are made directly to the person to whom it is due unless agreed otherwise for reasons as may be prescribed and either electronically or by direct deposit. No cash payments, payments by way of transferable and/or cash cheques may be made;
- (e) That all money owing by the municipality be paid within 30 days of receiving the relevant invoice and/or statement, unless prescribed otherwise by the Minister of Finance in terms of a regulation for certain categories of expenditure;
- (f) That the municipality complies with its tax, levy, duty, pension, medical aid, audit fees and other statutory commitments;
- (g) That any dispute concerning payments due by the municipality to another organ of state is disposed of in terms of legislation regulating disputes between organs of state;



- (h) That the municipality's available working capital is managed effectively and economically in terms of the cash management and investment policy of the municipality and within the framework prescribed by the Minister of Finance, and;
- (i) That the Accounting Officer takes all reasonable steps, according to the MFMA Act No. 56 of 2003 sec 5 (2), to ensure that expenditure management of all financial accounts of the municipality are closed at the end of each month and reconciled with its records.

### **C. DEFINITIONS**

In this policy –

“Act”	refers to the Local Government: Municipal Finance Management Act, 56 of 2003;
“Accounting Officer”	refers to the Municipal Manager;
“Chief Financial Officer”	refers to the official of the Municipality designated as such by the accounting officer in terms of section 80 [2] [a] of the Act;
“Creditor”	refers to the person to whom money is owed by the Municipality;
“Municipality”	refers to the Bergrivier Municipality;
“Procurement documents”	refer to quotation(s), requisition(s), SCM electronically generated order number;
“Small Enterprises”	refers to emerging business enterprises supplying the municipality with goods and services.

### **D. DUTIES OF ACCOUNTING OFFICER**

The Accounting Officer must take all reasonable steps to ensure –

- (a) That the municipality has and maintains an effective system of expenditure control, including procedures for the approval, authorisation, withdrawal and payment of funds;
- (b) That the municipality has and maintains a management, accounting and information system that –
  - (i) recognises expenditure when it is incurred;
  - (ii) accounts for creditors of the Municipality; and
  - (iii) accounts for payments made by the Municipality;

- (c) That the municipality has and maintains a system of internal control in respect of creditors and other payments.

## **E. PAYMENTS TO CONTRACTORS/SUPPLIERS/CONSULTANTS**

- (1) The Accounting Officer must ensure:–

- (a) That all payments made by the municipality are made directly to the person or creditor that had supplied the relevant goods and/or services and/or to whom such payment is due, as informed by the municipality's SCM generated order number, unless otherwise agreed upon for good reasons in writing between the Accounting Officer and creditor.
- (b) That all tenders and quotations invited by and/or contracts entered into by the municipality, stipulate payment terms favourable to the municipality, i.e. payment due to fall not sooner than the conclusion of the month following the month in which a particular service is rendered to and/or goods are received by the municipality, provided that all reasonable steps shall be taken to ensure that payments are made within thirty (30) days from the date of in which the municipality receiving an invoice.
- (c) That no payments exceeding the value of R30 000 (inclusive of VAT) will be made out by way of non-transferable cheques; except for statutory requirements and suppliers such as Eskom and DWA.
- (d) That the municipality will not issue "cash cheques" for creditors' payments.
- (e) ~~That no m~~More than two (2) payments to the same creditor may be effected during any period of thirty (30) days, only on approval of the Expenditure Manager, and may not be in breach of Sec 65 (e) of the MFMA.
- (f) That no payment will be processed to any creditor if not accompanied by a creditor's statement.
- (g) In respect of "small enterprises"; where the total annual turnover of the creditor for contract works with the municipality does not exceed the value of R500 000.00; the payment may be effected within fifteen (15) days of receipt of tax invoice or statement concerned unless otherwise agreed upon with the Manager Expenditure, provided that:
- The Creditors Section is in possession of the procurement documents including the creditor's statement (s) and invoice(s) on/before the cut-off date as determined by the Manager Expenditure, depending on which payments is due for the 30 day period.
- (h) The municipality will not perform any creditors' payment runs on Fridays unless specific approval is granted by the Chief Financial Officer.
- (i) Banking details – Any changes to the Creditors' banking details will only be allowed when the following procedures have been met:

- The Creditor must inform the Municipality of its banking details on an original letterhead from the specific company and approved by the relevant banking institution with their official stamp and signature.
  - The Creditor must also update the banking details on the National Treasury website - Central Supplier Database.
  - Bank details changes must be authorised by two Senior Officials as identified by the Chief Financial Officer, in the Financial Department.
  - Before payment is processed by the Creditors department for Service Level Agreement contracts the service delivery department must confirm:
    - All prices, calculations and any taxes are correct.
    - The account has not previously been paid.
    - Sufficient budgetary provisions exist.
    - The creditors checklist is completed and attached to the invoice.(This list must also be checked and signed off by the Accountant: Expenditure)
- (2) Notwithstanding the foregoing policy directives; the Accounting Officer must, when it is financially beneficial to the municipality, make full use of any extended terms of payment offered by suppliers of goods and/or services to the municipality and may not settle any accounts earlier than such extended due date.
- (3) No payment for the provision of services, the supply of goods and/or the execution of work shall be processed unless an original supplier tax invoice containing a reference to the relevant municipality's SCM purchase order and such other relevant information as the Chief Financial Officer may determine, has been received.
- (4) Suppliers' original tax invoices processed for payment shall be certified by the originator of the order and/or Departmental Head. This will represent confirmation of receipt of goods and/or services being received and/or rendered and/or executed in ways that are acceptable to the relevant departmental head and; where applicable, the relevant contract manager or according to contract conditions.
- (5) Suppliers must submit their original tax invoices and delivery notes as well as monthly statements to the Creditors Accounts Section in the Finance Department. Any invoice submitted to another department shall retard the

speed of processing the referred payment; and shall not hold the Creditors Accounts liable for the delaying of such payment and the municipality's standard settlement terms will apply.

- (6) **The Chief Financial Officer can process creditor payments more than once a week, provided that special payments to creditors may be made with the express approval of the Manager Expenditure if he/she is satisfied that there are compelling reasons for making such payments. The normal day for payment of Creditors will be on a Thursday of each week. Creditors' payments such as accommodation, travelling and subsistence will be dealt with on a case by case basis,** as approved by the Chief Financial Officer or delegated authority.
- (7) Payments in terms of this policy are subject to compliance with all financial requirements relating to payments to creditors by the municipality and the submission of all documentation substantiating particular payments.
- (8) The suppliers' invoices and/or delivery notes must reflect the municipality's unique order number for the goods purchased and/or services rendered; quantity purchased; date of the invoice as well as the VAT registration number (of the municipality); failure which will result to the referred invoice not being processed for payment.
- (9) **All delivery notes on stock items must reflect the municipality's Stores stamp and the signature of the Senior SCM Practitioner: Logistics to confirm the delivery of the goods; failure which will result to the referred invoice not being processed for payment.**
- (10) No municipal official; councillor; supplier; contractor and/or consultant will interfere in the processes of creditors' payments and/or accentuate the Creditors personnel to process payments outside the normal creditors' payment processes.
- (11) **Any Council official who may wilfully/intentionally/or unintentionally misplace the creditors' payment documents, viz. Tax Invoices; Delivery Notes and/or Statements; will be fully liable for the recovery costs incurred; that includes the duplicate documentation fees and/or interest charged to the municipality.**

Any municipal councillor and/or official who fails to submit payment documents and/or process creditors' payments within two (2) days after receiving such documents; in a manner that his/her actions result to interest and/or penalties being charged against the municipality shall be liable for such fruitless or wasteful expenditure and he/she will be dealt with in terms of the municipality's Unauthorized, Irregular, Wasteful and Fruitless Expenditure Policy.

The Municipality shall, if determined to be financially beneficial, and subject to cash flow being available, make use of early settlement discounts offered by suppliers to effect payment before the scheduled payment intervals as determined herein above, such payments may be approved by the CFO on recommendation by the Manager Expenditure.

#### **F. PAYMENTS TO COUNCILLORS/STAFF**

- (1) All subsistence and travel claims submitted by Councillors and personnel for payment will be processed in terms of the Council's approved Subsistence and Travel Allowance Policy. All claims submitted before the 10<sup>th</sup> of the month, will be paid on or before the 15<sup>th</sup> of the month and claims submitted thereafter will be paid with the monthly salary.
- (2) All approved documentation relating to such subsistence and travel claims, approved by the relevant Head of Department must reach the Payroll Office by not later than Tuesday, end of business. Such payments will only be processed on Thursdays for payment that will be released only on Fridays, the same week.
- (3) Where a claim for payment is received after the day determined as per paragraph (2), such claim may be considered for processed provided that such action will not place an unnecessary work load or undue pressure on the Payroll Office and Creditors section.
- (4) The submission of overtime claims, standby, shift allowance claims must reach the Payroll Office on/before the 10<sup>th</sup> day of the month. Such payments will be dealt with per normal monthly payroll procedures. Late submissions will only be dealt with in the following month.
- (5) The submission of any other human resource requests such as leave encashment, allowances, acting allowances and/or any other statutory related payments must reach the Payroll Office on/before the cut off dates annually determined by the Chief Financial Officer. Such payments will be dealt with per normal monthly payroll procedures
- (6) Salary payments shall be on the 25<sup>th</sup> of each month or the closest working day thereto for all employees whether permanent, temporary or appointed on contract as well as Councillors, taking into consideration the bank cut-off times and related practical considerations; However, for the months of December; salaries will be processed within four (4) days prior to Christmas Day. The Chief Financial Officer will annually determine the salary payment dates and distribute same for information to all departments.
- (7) The practice for the processing of salary advances for the municipal Councillors and staff is forbidden in terms of Section 164 (c) (i) – (iii) of the Municipal Finance Management Act.
- (8) Closure for the submission of monthly payroll documentation for processing will be approved by the Chief Financial Officer, and will be communicated to other Heads of Department.
- (9) No municipal official and/or Councillor will interfere in the processes of salaries and wages payments or to accentuate the Payroll Office to process payments outside the normal salaries and wages payment processes.
- (10) The municipality, through the Payroll Office, shall not issue "cash cheques" to employees for payments relating travel and subsistence, overtime, standby, nightshift claims, etc. Such payments must electronically be transferred into the employees banking accounts. For claims on S&T's banking details as registered on the payroll system will be used for payment. It is the

responsibility of each councillor and official to ensure that their banking details are correctly provided to the Human Resource Section for payroll purposes. The Salary office will not be held liable for incorrect payment details and the subsequent delay in payments or disbursements because of incorrect information supplied.

- (11) All instructions to the Payroll Office must be directed and reviewed by the Manager: Expenditure or his/her delegated official prior to such request being processed on the municipal payroll system.
- (12) The municipality shall not process payroll deductions if such deductions are not statutory related. Only statutory and/or collective agreement deductions as well as other deductions such as mortgage bonds, garnishee orders, pension fund loans, maintenance orders, and employees' rental accounts for municipal properties and arrear employees' municipal accounts recovered in terms of the municipal credit control and debt collection policy will be approved for processing by the Payroll Office.
- (13) **The following deductions will not be allowed:**
  - (13.1) Insurance policies (Example: Old Mutual, Legal Wise, AVBOB, Metropolitan, SANLAM etc.)
  - (13.2) Current Municipal Accounts for rates and services, unless a written instruction is signed and provided to the Payroll office on or before the 10<sup>th</sup> of each month.
  - (13.3) Savings and investment account contributions

#### **G. DELEGATION OF FUNCTIONS AND POWERS**

The Accounting Officer may, in terms of section 79 of the Act, delegate his or her functions and powers in terms of this policy to the Chief Financial Officer.

# BERGRIVIER

Munisipaliteit / Municipality



## DRAFT COST CONTAINMENT POLICY

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## 1. DEFINITIONS

In this Policy, a word or expression to which a meaning has been assigned in the Act has the same meaning as in the Act, unless the context indicates otherwise, and-

**"Act"** means the Local Government: Municipal Finance Management Act, 2003 (Act No. 56 of 2003);

**"Consultant"** means a professional person, individual, partnership, corporation, or a Company appointed to provide technical and specialist advice or to assist with a design and implementation of projects or to assist a municipality to perform its functions to achieve the objects of local government in terms of section 152 of the Constitution;

**"Cost containment"** means measures implemented to curtail spending in terms of this Policy; and

**"Credit card"** means a card issued by a financial services provider, which creates a revolving account and grants a line of credit to the cardholder.

**"Social events"** means events involving only municipal councillors and / or members of Bergrivier Municipality does not include events where the public is involved or held to the benefit of the public.

## 2. OBJECT OF POLICY

The object of this Policy, in line with sections 62(1) (a) and 78(1) (b) of the Act, is to ensure that resources of the municipality are used effectively, efficiently and economically by implementing cost containment measures.

## 3. APPLICATION OF POLICY

This Policy apply to all officials and political office-bearers in Bergrivier Municipality.

This policy overrides provisions of any other policy of the Municipality on the same content. In the case of differences between policies, this policy will suffice.

#### **4. USE OF CONSULTANTS**

4.1 The municipality may only appoint consultants if an assessment of the needs and requirements confirms that the Municipality does not have the requisite skills or resources in its full -time employ to perform the function. (See attached "Use of Consultants (all service providers) – an assessment of the needs and requirements" which is compulsory to accompany relevant requisitions for approval)

4.2 The accounting officer adopt the following fair and reasonable remuneration framework for consultants taking into account the rates –

- (a) determined in the "Guideline on fees for audits undertaken on behalf of the Auditor -General of South Africa", issued by the South African Institute of Chartered Accountants;
- (b) set out in the "Guide on Hourly Fee Rates for Consultants", issued by the Department of Public Service and Administration; or
- (c) as prescribed by the body regulating the profession of the consultant.
- (d) any other reasonable framework prescribed by Professional Bodies and/or spheres of Government.

4.3 The tender documentation for the appointment of consultants must include a clause that the remuneration rates will be subject to negotiation, not exceeding the applicable rates mentioned in sub-regulation (2).

4.4 When negotiating cost-effective consultancy rates for international consultants, the accounting officer may take into account the relevant international and market – determined rates.

4.5 When consultants are appointed, the accounting officer must -

- (a) appoint consultants on a time and cost basis with specific start and end dates;
- (b) where practical, appoint consultants on an output-specified basis, subject to specific measurable objectives and associated remuneration;

- (c) ensure that contracts with consultants include overall cost ceilings by specifying whether the contract price is inclusive or exclusive of travel and subsistence disbursements;
- (d) ensure the transfer of skills by consultants to the relevant officials of a municipality or municipal entity;
- (e) undertake all engagements of consultants in accordance with the Municipal Supply Chain Management Regulations, 2005 and the municipality's Supply chain management policy; and
- (f) develop consultancy reduction plans to reduce the reliance on consultants.  
(The Procurement Plan will indicate this plan)

4.6 All contracts with consultants must include a fee retention or penalty clause for poor performance.

4.7 The municipality must ensure that the specifications and performance are used as a monitoring tool for the work to be undertaken and are appropriately recorded and monitored.

4.8 The travel and subsistence costs of consultants must be in accordance with the national travel policy issued by the National Department of Transport, as updated from time to time

4.9 The contract price must specify all travel and subsistence costs and if the travel and subsistence costs for appointed consultants are excluded from the contract price, such costs must be reimbursed in accordance with the national travel policy of the National Department of Transport.

4.10 The Accounting Officer may approve the utilization of a consultant outside of the above mentioned, when required for service delivery.

## **5. VEHICLES USED FOR POLITICAL OFFICE-BEARERS**

Bergvriër Municipality does not purchase vehicles for political office-bearers.

## **6. TRAVEL AND SUBSISTENCE**

6.1 The accounting officer -

(a) may only approve the purchase of economy class tickets for all officials and/or political office bearers.

6.2 In the case of the accounting officer, the mayor may only approve the purchase of economy class tickets for any required flying.

6.3 International travel will be limited to meetings or events that are considered critical and really necessary. The number of officials or political office bearers attending such meetings or events must be limited to those officials or political office bearers directly involved in the subject matter related to such meetings or events.

6.4 The accounting officer, or the mayor in the case of the accounting officer, may approve accommodation costs that exceed an amount as determined from time to time by the National Treasury through a notice only -

(a) during peak holiday periods; or

(b) when major local or international events are hosted in a particular geographical area that results in an abnormal increase in the number of local and /or international guests in that particular geographical area.

6.5 An official or a political office-bearer of the municipality must -

(a) utilise the municipal fleet, where viable, before incurring costs to hire vehicles;

(b) make use of available public transport or a shuttle service if the cost of such a service is lower than -

(i) the cost of hiring a vehicle;

(ii) the cost of kilometres claimable by the official or political office bearer;  
and

(iii) the cost of parking.

(c) not hire vehicles from a category higher than Group B or an equivalent class;  
and

(d) where a different class of vehicle is required for a particular terrain or to cater for the special needs of an official, seek the written approval of the accounting officer before hiring the vehicle.

6.6 The municipality must utilise the negotiated rates for flights and accommodation as communicated from time to time by the National Treasury through a notice or any other available cheaper flight and accommodation.

## **7. DOMESTIC ACCOMMODATION**

7.1 The accounting officer must ensure that costs incurred for domestic accommodation and meals are in accordance with the maximum allowable rates for domestic accommodation and meals as communicated from time to time by the National Treasury through a notice.

7.2 Overnight accommodation may only be booked where the return trip exceeds 500 kilometres.

7.3 There may be circumstances when the 500 kilometers limitation may be impractical. For example, in instances where attendance is required over a number of days, or there is a risk to the health of the official or councilor and cost vs benefit considerations can warrant such expenditure. The Accounting Officer may approve overnight accommodation with these factors in mind. 7.4 If the event last more than a day, then accommodation may be booked with prior approval.

## **8. CREDIT CARDS**

8.1 The accounting officer must ensure that no credit card or debit card linked to a bank account of a municipality is issued to any official or political office bearer.

8.2 Where officials or political office bearers incur expenditure in relation to official municipal activities, such officials or political officer bearers must use their personal credit cards or cash or arrangements made by the municipality, and request reimbursement in accordance with the written approved policy and processes.

## **9. SPONSORSHIPS, EVENTS AND CATERING**

9.1 The municipality may not incur catering expenses for meetings which are only attended by persons in the employ of the municipality, unless the prior written approval of the accounting officer is obtained.

9.2 The accounting officer may incur catering expenses for the hosting of meetings, conferences, workshops, courses, forums, recruitment interviews, and proceedings of council that exceed five hours including travel time of participants.

9.3 Entertainment allowances of qualifying officials may not exceed two thousand rand per person per financial year, unless approved otherwise by the accounting officer.

9.4 The municipality may not incur expenses on alcoholic beverages unless the municipality recovers the cost from the sale of such beverages.

9.5 The accounting officer must ensure that social events, team building exercises, year-end functions, sporting events and budget vote dinners are not financed from the municipality budgets or by any suppliers or sponsors.

9.6 The municipality may not incur expenditure on corporate branded items like clothing or goods for personal use of officials, other than uniforms, office supplies and tools of trade unless costs related thereto are recovered from affected officials or is an integral part of the business model.

9.7 The accounting officer may incur expenditure not exceeding the limits for petty cash usage to host farewell functions in recognition of officials who retire after serving the municipality for ten or more years or retire on grounds of ill health.

9.8 Catering may be provided for the following:

9.8.1 Meetings of Council

9.8.2 Performance and Audit Committee

9.8.3 Oversight Committee

9.8.4 Performance reviews

9.8.5 Labour forum

9.8.6 Better Together Games

9.8.7 Executive Mayor's Golf Day

9.8.8 Fish factory tournament

9.8.9 VIP Golden Games

9.8.10 Other meetings/events as authorised by the Accounting Officer

The amounts applicable for the 20~~19/20~~20/21 financial year is as approved in the report which accompany this policy.

9.9 The year end social function will be cancelled for cost containment.

Bergrivier Municipality will suffice with the Prize-giving function once a year where training and merit will be awarded.

## **10. COMMUNICATION**

10. The municipality may, as far as possible, advertise municipal related events on its website instead of advertising in magazines or newspapers, unless required by law.

10.2 The accounting officer must ensure that allowances to officials for private calls and data costs are limited to an amount as determined by the accounting officer.

10.3 Newspapers and other related publications for the use of officials must be discontinued on expiry of existing contracts or supply orders, unless required for professional purposes and where unavailable in electronic format.

10.4 The municipality may participate in the transversal term contract arranged by the National Treasury for the acquisition of mobile communication services.

## **11. CONFERENCES, MEETINGS AND STUDY TOURS**

11.1 The accounting officer must establish policies and procedures to manage applications to attend conferences or events hosted by professional bodies or non – governmental institutions held within and outside the borders of South Africa taking into account their merits and benefits, costs and available alternatives.

11.2 When considering applications from officials or political office bearers to attend conferences or events within and outside the borders of South Africa, the accounting officer or mayor as the case may be, must take the following into account -

- (a) the official's or political office bearer's role and responsibilities and the anticipated benefits of the conference or event;

- (b) whether the conference or event addresses relevant concerns of the institution;
- (c) the appropriate number of officials or political office bearers, not exceeding three, attending the conference or event; and
- (d) the availability of funds to meet expenses related to the conference or event.

11.3 The accounting officer may consider appropriate benchmark costs with other professional bodies or regulatory bodies prior to granting approval for an official to attend a conference or event within and outside the borders of South Africa.

11.4 The benchmark costs referred to in sub -regulation (3) may not exceed an amount as determined from time to time by the National Treasury through a notice.

11.5 The amount referred to in sub -regulation (4) excludes costs related to travel, accommodation and related expenses, but includes -

- (a) conference or event registration expenses; and
- (b) any other expense incurred in relation to the conference or event.

11.6 When considering costs for conferences or events these may not include items such as laptops, tablets and other similar tokens that are built into the price of such conferences or events.

11.7 The accounting officer of a municipality must ensure that meetings and planning sessions that entail the use of municipal funds are, as far as may be practically possible, held in- house.

11.8 Municipal or provincial office facilities must be utilised for conference, meetings, strategic planning sessions, inter alia, where an appropriate venue exists within the municipal jurisdiction.

11.9 The accounting officer must grant the approval for officials and in the case of political office bearers and the accounting officer, the mayor, as contemplated in sub - regulation (2).

11.10 The municipality must, where applicable, take advantage of early registration discounts by granting the required approvals to attend the conference, event or study tour, in advance.

## **12. OTHER RELATED EXPENDITURE ITEMS**



12.1 All commodities, services and products covered by a transversal contract concluded by the National Treasury must be considered before approaching the market, to benefit from savings where lower prices or rates have been negotiated.

12.2 Municipal resources may not be used to fund elections, campaign activities, including the provision of food, clothing, printing of agendas and brochures and other inducements as part of, or during election periods or to fund any activities of any political party at any time.

12.3 Expenditure on tools of trade for political office bearers must be limited to the upper limits as approved and published by the Cabinet member responsible for local government in terms of the Remuneration of Public Office Bearers Act, 1998.

12.4 The municipality must avoid expenditure on elaborate and expensive office furniture.

12.5 The municipality may only use the services of the South African Police Service to conduct periodical or quarterly security threat assessments of political office bearers and key officials and a report must be submitted to the speaker's office.

12.6 The municipality may consider providing additional time -off in lieu of payment for overtime worked. Planned overtime must be submitted to the relevant manager for consideration on a monthly basis. A motivation for all unplanned overtime must be submitted to the relevant manager.

12.7 The municipality must ensure that due process is followed when suspending or dismissing officials to avoid unnecessary litigation costs.

### **13. ENFORCEMENT PROCEDURES**

Failure to implement or comply with these Regulations may result in any official of the municipality, political office bearer or director of the board that authorised or incurred any expenditure contrary to these regulations being held liable for financial misconduct or a financial offence in the case of political office bearers as defined in

Chapter 15 of the Act read with the Municipal Regulations on Financial Misconduct Procedures and Criminal Proceedings, 2014.

#### **14. DISCLOSURES OF COST CONTAINMENT MEASURES**

14.1 The disclosure of cost containment measures applied by the municipality must be included in the municipal in-year budget reports and annual costs savings disclosed in the annual report.

14.2 The measures implemented and aggregate amounts saved per quarter, together with the regular reports on reprioritization of cost savings and on the implementation of the cost containment measures must be submitted to the Municipal Council for review and resolution.

14.3 The reports referred to in sub-regulation (2) must be copied to the National Treasury and the relevant provincial treasury within seven calendar days after the report is submitted to the municipal council.

#### **15. SHORT TITLE AND COMMENCEMENT**

This policy is called the Cost Containment Policy and will commence on date of approval by Council

Attachment in terms of section 4.1 of the Policy

**Use of consultants (all service providers) –  
an assessment of the needs and requirements**

Failure to undertake the latter assessment will result in the expenditure incurred being classified as irregular expenditure.

confirms that the affected municipality or municipal entity **does not have the requisite skills or resources in its full -time employ to perform the function.**



**fair and reasonable remuneration framework** for consultants taking into account the rates - (a) determined in the "Guideline on fees for audits undertaken on behalf of the Auditor - General of South Africa ", issued by the South African Institute of Chartered Accountants; (b) set out in the "Guide on Hourly Fee Rates for Consultants ", issued by the Department of Public Service and Administration; or (c) as prescribed by the body regulating the profession of the consultant.

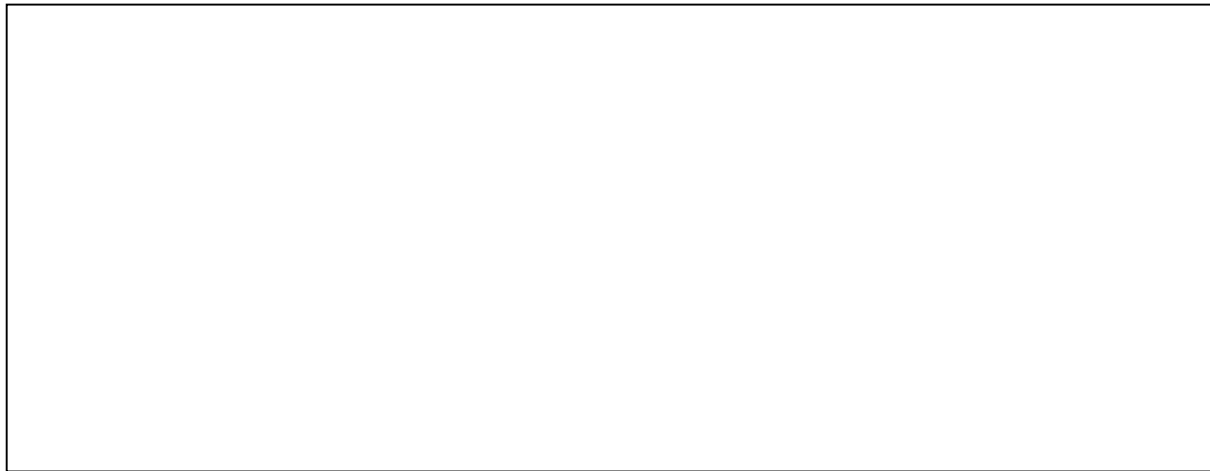
It is always advisable to negotiate lower rates than the maximum.

Some useful links regarding rates follow, this is not exhaustive, as there may be different rates for different professions, for example, engineers' contracts may relate to time, cost and rates, etc.

[www.dpsa.gov.za/dpsa2g/consultant\\_fees.asp](http://www.dpsa.gov.za/dpsa2g/consultant_fees.asp)

[https://www.saica.co.za/portals/0/documents/Circular\\_01\\_2018\\_Guideline\\_on\\_AGSA\\_Fees.pdf](https://www.saica.co.za/portals/0/documents/Circular_01_2018_Guideline_on_AGSA_Fees.pdf)

The tender documentation for the appointment of consultants must include a clause that the remuneration rates will be subject to negotiation, not exceeding the applicable rates mentioned in sub -regulation (2). (4) When negotiating cost -effective consultancy rates for international consultants, the accounting officer may take into account the relevant international and market -determined rates.



(5) When consultants are appointed, an accounting officer must - (a) appoint consultants on a **time and cost basis** with specific start and end dates; (b) where practical, appoint consultants on an **output- specified basis**, subject to specific measurable objectives and associated remuneration;



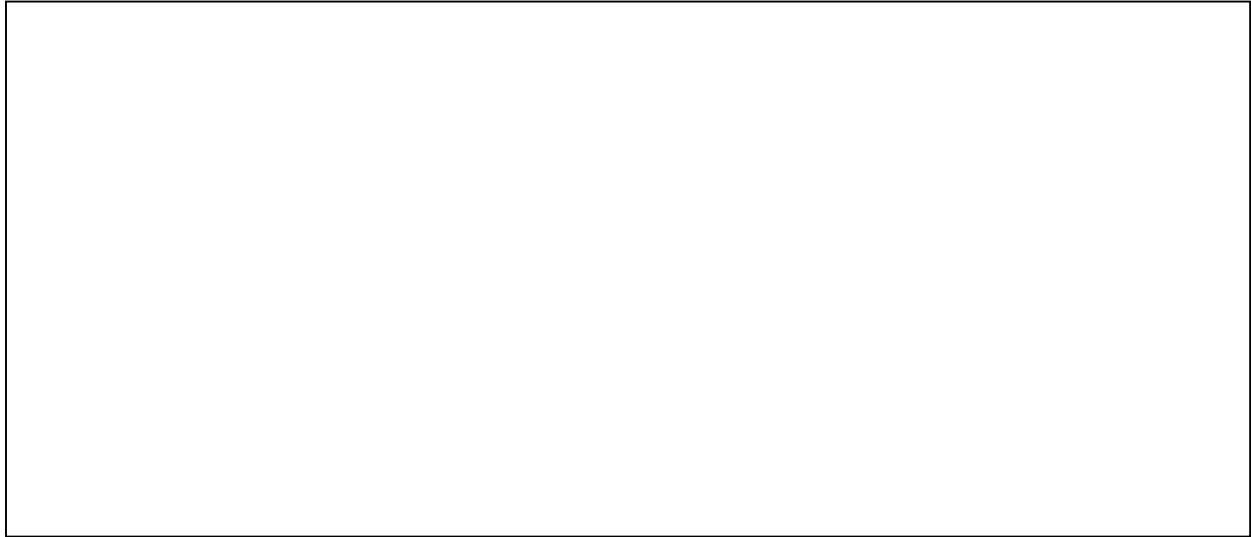
(c) ensure that contracts with consultants **include overall cost ceilings** by specifying whether the contract price is inclusive or exclusive of travel and subsistence disbursements;

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(d) ensure the **transfer of skills** by consultants to the relevant officials of a municipality or municipal entity;

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(e) undertake all engagements of consultants in accordance with the Municipal Supply Chain Management Regulations, 2005 and the municipality's **supply chain management policy**; and



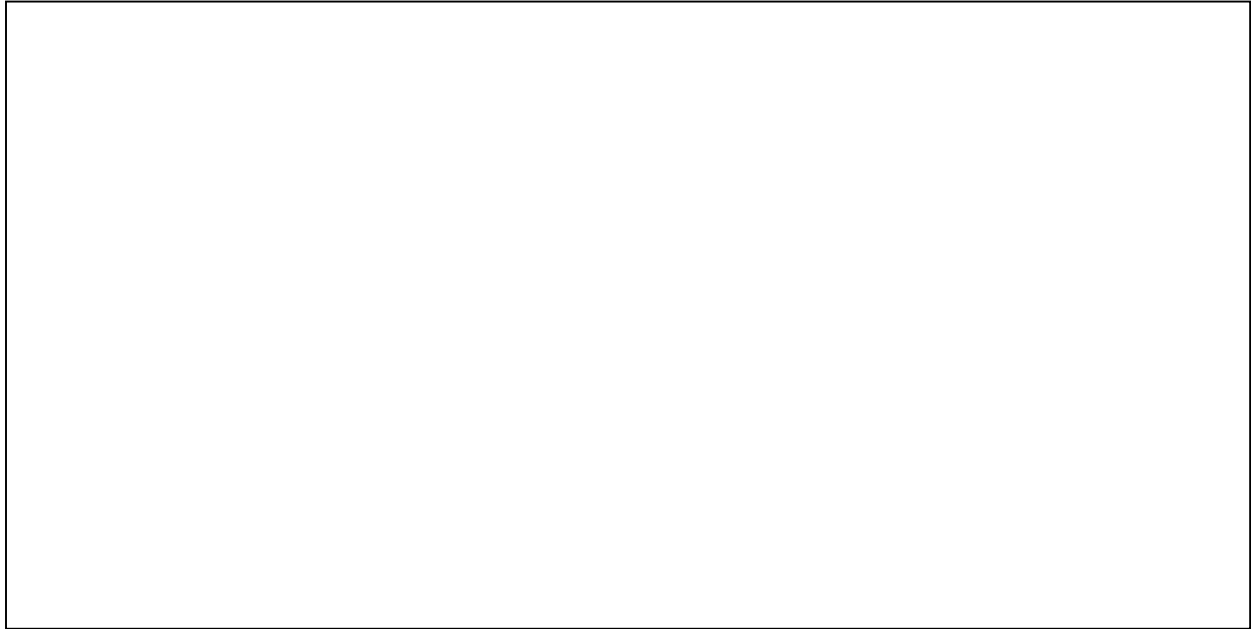
(f) **develop consultancy reduction plans** to reduce the reliance on consultants. Look at consultancy reduction plan issued by the National Treasury for PFMA institutions and customise it for its own internal use. These documents can be accessed using the following link: <http://www.treasury.gov.za/legislation/pfma/guidelines/default.aspx>



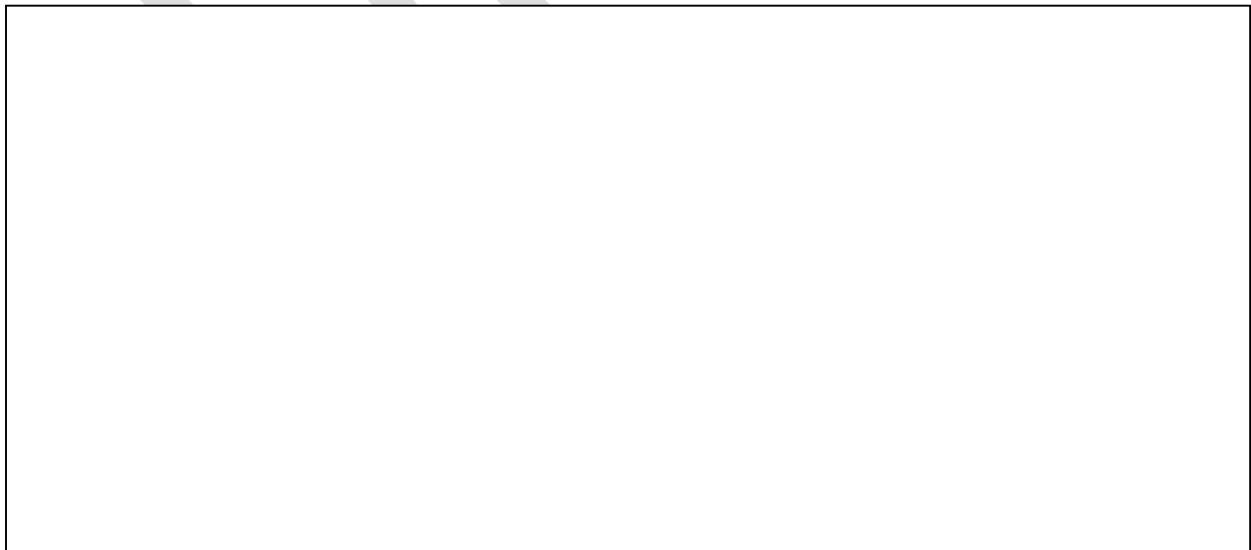
(6) All contracts with consultants must include a **fee retention or penalty clause for poor performance.**

(7) A municipality or municipal entity must ensure that the **specifications and performance are used as a monitoring tool** for the work to be undertaken and are appropriately recorded and monitored.

Monitoring of performance against contracts must also ensure **skills are transferred** to municipal officials, which forms an integral part of the contract or arrangements arising from such contracts. Skills may be transferred through the provision of **workshops or on the job training**.



(8) The **travel and subsistence costs** of consultants must be in accordance with the national travel policy issued by the National Department of Transport, as updated from time to time.





\_\_\_\_\_  
NAME OF USER:  
POSITION OF USER:

\_\_\_\_\_  
DATE

<b>SUPPORT ASSESSMENT</b>	
<b>DO NOT SUPPORT ASSESSMENT</b>	

\_\_\_\_\_  
N BOTHMA  
MANAGER SUPPLY CHAIN AND EXPENDITURE  
BERGRIVIER MUNICIPALITY

\_\_\_\_\_  
DATE

<b>APPROVE ASSESSMENT</b>	
<b>DO NOT APPROVE ASSESSMENT</b>	

\_\_\_\_\_  
ADV H LINDE  
MUNICIPAL MANAGER  
BERGRIVIER MUNICIPALITY

\_\_\_\_\_  
DATE

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# **BERGRIVIER MUNICIPALITY**



## **2020/2021 PREFERENTIAL PROCUREMENT POLICY**

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**BERGRIVIER MUNICIPALITY**

**PREFERENTIAL PROCUREMENT POLICY**

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## 1. PREAMBLE

1.1 The Constitution of the Republic of South Africa, 1996 in section 217 requires an organ of state to contract for goods or services in accordance with a procurement system which is fair, equitable, transparent, competitive and cost effective and to grant preferences within a framework prescribed by National Legislation.

1.2 A National Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000)→ [PPPFA] was promulgated in response to the Constitutional provision and allow for an organ of state to develop a preferential procurement policy and to implement such policy within the PPPFA framework.

From the preamble from the Constitution:

We therefore, through our freely elected representatives, adopt this Constitution as the supreme law of the Republic so as to

- Heal the divisions of the past and establish a society based on democratic values, social justice and fundamental human rights;
- Lay the foundations for a democratic and open society in which government is based on the will of the people and every citizen is equally protected by law;
- Improve the quality of life of all citizens and free the potential of each person; and
- Build a united and democratic South Africa able to take its rightful place as a sovereign state in the family of nations.

From Chapter 7 of the Constitution:

152. Objects of local government

1. The objects of local government are -

- a. to provide democratic and accountable government for local communities;
- b. to ensure the provision of services to communities in a sustainable manner;
- c. to promote social and economic development;
- d. to promote a safe and healthy environment; and
- e. to encourage the involvement of communities and community organisations in the matters of local government.

2. A municipality must strive, within its financial and administrative capacity, to achieve the objects set out in subsection (1).

153. Developmental duties of municipalities

A municipality must

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- a. structure and manage its administration, and budgeting and planning processes to give priority to the basic needs of the community, and to promote the social and economic development of the community; and
- b. participate in national and provincial development programmes.

## 2. FOREWORD

The policy of Stellenbosch Municipality – in respect of Preferential Procurement is that:

- 2.1 State expenditure is recognised as an instrument of government policy to achieve economic, socio-economic and development objectives.
- 2.2 Procurement can be applied as an instrument of secondary redistribution to alter primary income distribution and as a means to address historic imbalances by means of creating employment and business opportunities for historically disadvantaged groups in the South African society.
- 2.3 Preferential Procurement is recognised as a valid instrument for such social reform.
- 2.4 It is recognised that preferential procurement cannot be applied without cost and that such cost should be subject to the Municipal Budget and the prioritisation processes applicable to all Municipal expenditure.
- 2.5 Ultimately, preferential procurement could go some way to providing a springboard to encourage redistribution and reducing economic concentration, which in turn would foster competition and promote effective and appropriate resource allocation.

2.6 The Stellenbosch Municipality Preferential Procurement Policy will be reviewed regularly.

1 This Policy marks the beginning of a long term path the Stellenbosch Municipality intends to walk with the citizens of Stellenbosch and that this Policy represents the first phase of implementation. With the increase in maturity of the Stellenbosch Municipality as well as its suppliers, it is further accepted that this Policy will also mature to the extent that visible socio-economic benefits can be experienced by all citizens living in Stellenbosch.

## 2 PURPOSE AND OBJECTIVES

The broad purpose of the Preferential Procurement Policy is to:

- 3.1 Validate Stellenbosch Municipality's commitment to Preferential Procurement.
- 3.2 Ensure effective and efficient application of resources.
- 3.3 Promote accountability, transparency and fairness.
- 3.4 Create opportunities for local small, medium and micro enterprises.
- 3.5 Enhance quality of services.
- 3.6 Stimulate socio-economic development.
- 3.7 Eliminate and counter corruption.

3.8 Contribute towards reduction of unemployment, especially within the Stellenbosch Municipal Area.

3.9 Broadening the tax base within the Stellenbosch Municipal Area.

3.10 Encourage linkages between small and large enterprises.

3.11 Promote skills transfer and training of the historically disadvantaged.

3.12 Protect local industry against unfair competition.

#### 4. LEGISLATIVE FRAMEWORK

Constitution, 1996 (Act 108 of 1996)

4.1 Section 217(1) of the Constitution, 1996 (Act 108 of 1996) provides that when contracting for goods and services, organs of state must do so in accordance with a system that is fair, equitable, transparent, competitive and cost effective.

4.2 Section 217(2) and (3) of the Constitution allows organs of state to grant preferences when procuring for goods and services within a Framework prescribed by National legislation.

Local Government Municipal Finance Management Act, 2003 (Act 56 of 2003) – [MFMA] and related SCM Treasury Regulations, 2005 [SCM TR]

4.3 The MFMA aims to regulate financial management and Supply Chain Management [SCM] of local government to ensure that all revenue, expenditure, assets and liabilities are managed efficiently and effectively.

4.4 Sections 110 – 119 of the MFMA deals with SCM requirements and must be read together with the SCM TR's 1 – 52 issued in terms of section 168 of the MFMA through GG 27636 effective from 30 May 2005. Both these sets of prescripts supports the application of the PPPFA.

Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000) – [PPPFA]

4.5 The PPPFA, 2000 took effect on 3 February 2000. The main thrust of the PPPFA, 2000 is that an organ of state must determine its preferential procurement policy and implement such within the preferential procurement framework, the latter which is commonly called the '80/20 of 90/10 principle'.

1 The National Treasury, in consultation with the Department of Trade and Industry, reviewed the Regulations issued in terms of the PPPFA, in 2001, and issued new Regulations that become effective on 01 April 2017

#### 2 PRINCIPLES

5.1. The principles that underpin this policy are as follows:

5.1.1 Sound commercial principles will underlie all transactions. There will be no compromise on

quality, service delivery or any other commercial aspects related to the delivery of business objectives.

5.1.2 All preferential procurement processes will be transparent and subjected to audit in accordance with sound business principles and practices.

5.1.3 Stellenbosch Municipality will only conduct business with service providers that comply with legal requirements (registered with SARS; municipal taxes are not in arrears for more than three months; not on the restricted suppliers or tender defaulters lists; suppliers not deemed as in the service of the State, etc.)

5.2. The Policy is founded upon the following core principles:

5.2.1. Value for money Price alone is often not a reliable indicator and will not necessarily obtain the best value for money by accepting the lowest price offer that meets mandatory requirements. Best value for money means the best available outcome when all relevant costs and benefits over the procurement cycle are considered.

5.2.2. Open and effective competition All procurement laws, policies, practices and procedures must be readily accessible to all parties involved in the procurement process. The procurement process must be open and transparent and reasons must be provided for decisions in terms of current legislation.

5.2.3. Ethics and fair dealing

All procurement officials must comply with the municipal ethical standards to promote mutual trust and respect and an environment where business can be conducted in a fair and reasonable manner. The following is regarded as an acceptable ethical behaviour:

- Open, honest and co-operative business relations.
- Confidentiality of commercial information.
- Avoidance of conflict of interest or a perception of bias.
- Disclosure of conflict of interest as soon as they arise.
- Fair dealing and impartiality in the conduct of tender evaluations.
- Avoidance of combative or collusive practices.

5.2.4. Accountability and reporting

Procurement officials and other officials involved in SCM must be answerable for their decisions and actions to the public.

5.2.5. Equity

Stellenbosch Municipality will at all times strive to enhance the development of SMME's and B-BBEE enterprises' to allow them to contribute meaningfully in the economy of the Stellenbosch Municipal Area.

## 6. POLICY STATEMENTS

### 6.1 Application

6.1.1. This Policy will apply to all active industry sectors in the Stellenbosch Municipal Area. It is accepted that through the population of reliable data, trends will be evident which will continuously require a review of the Policy to ensure its relevance of all active industry sectors.

6.1.2. This Policy must be read with the Stellenbosch Municipality's SCM Policy

6.1.3. Construction tenders will also have to adhere to the requirements of the CIDBA.

## 6.2 Targeting

6.2.1. Targeting will be regarded as a specific goal identified by Stellenbosch Municipality and will be reflected in Part 7 to this Policy.

6.2.2. These targets will be determined prior to the invitation of tenders and reflected as special conditions.

## 6.3 Payment cycles

6.3.1. The payment of invoices is dependent on timely invoicing, approval of invoices and on the payment administration. Responsible officials must process approved invoices within 30 days of receiving the invoice, unless otherwise provided for in the contract.

6.3.2. Reasons for not approving an invoice must be communicated to the tenderer prior to the lapsing of the said 30 days.

6.3.3. Officials must endeavour to, where feasible, process invoices of SMME's within 7-15 days in order to promote their cash flow position.

## 7. PREFERENCE TARGETS IDENTIFIED

7.1 Considering all the data available this Policy for the 2018/19 financial years will strive to achieve the following targets linked to its identified opportunities listed in paragraph 7.1 above:

POLICY OBJECTIVE	TARGET
Improve the <b>local economic market</b>	⑩ Make 10% appointments to local businesses through Formal Quotations for appointments below R200,000
Improve the <b>local economic market</b>	⑩ Obtain 30% quotations from local businesses for appointments below R30,000
Employment of local <b>semi-&amp; unskilled workers</b>	⑩ Identify 10% of SCM tenders that are labour intensive to include specific conditions of a practical content of local semi-& unskilled workers from LED database / Indigent list.

Methodology to achieve targets in the short term is to include specific conditions in the SCM documents for Formal Quotations and Bids similar to the following two examples:

Example No 1:

“SPECIFIC CONDITIONS: TOTAL MAINTENANCE OF PARKS AND P.O.S WITH MANUAL MACHINES AS WELL AS ALL FLOWERBEDS AND YOUNG TREES IN THE MUNICIPAL AREA:

The intention of the municipality is to promote development of all enterprises. Suitably qualified contractors will be expected to spend at least 80% of the value of the work on local people to ensure that local economic development is promoted. For this purpose the municipal area is divided into 5 smaller areas. For each area the service provider will be required to appoint a supervisor, and a team of at least 6 people.”



Monitoring will be based on the following methods by the End user dept.

1. Local Municipal accounts / Affidavits with ID numbers certified
2. Training and skills development certificates issued

**Example No 2:**

**TENDER DATA: SPECIAL CONDITIONS RELEVANT TO PROJECT.**

The following conditions shall be adopted as per the Municipal PPPFA Policy:

<b>SPECIAL CONDITIONS OF TENDER</b>		
	<b>Comply Y/N</b>	<b>Ref in proposal</b>
<b>A. CONDITIONS APPLICABLE TO THE PROMOTION OF MUNICIPAL LOCAL AND SOCIO-ECONOMIC DEVELOPMENT</b>		
The full portion budgeted for unskilled labour will be executed by unskilled, unemployed labourers who are beneficiaries of this project. The service provider must provide evidence of the identity and addresses of these labourers within 14 days after award of the contract. Minimum prescribed wages must be paid. In the event that this condition cannot be adhered to the contractor must obtain prior approval from the Municipality.		
All materials procured for this project MUST be sourced from local suppliers In the event that this condition cannot be adhered to the contractor must obtain prior approval from the Municipality.		
Use a local EME sub-contractor in for all manual labour in regards to excavations, filling and compaction of cable trenches, pole holes road crossings etc. Suppliers must submit sub-contracting agreement with the tender proposal, together with an indication of the payment arrangements. In the event that this condition cannot be adhered to the contractor must obtain prior approval from the Municipality.		
Suppliers must submit sub-contracting agreement with the tender proposal, together with an indication of the payment arrangements		
<b>B. CONDITIONS APPLICABLE AFTER CLOSING OF TENDER BUT BEFORE A SELECTED SERVICE PROVIDER IS ANNOUNCED</b>		
Any additional information upon request must be submitted in writing within 48 hours of receipt.		
<b>C. CONDITIONS APPLICABLE AFTER AWARDING OF THE TENDER</b>		
The service provider must provide the Municipality with a completed list of local labourers to be used, within 14 days after final award of the tender for approval by the Municipality.		
The aforesaid list must be updated and submitted together with the service providers progress report and invoice, inclusive of the following details: <ol style="list-style-type: none"> <li>a) Salary / wages spent on local employees versus total wages / salary budget at site</li> <li>b) Number of local employees employed versus per total workforce at site</li> <li>c) Payments made to the subcontractor and his performance</li> </ol> Any amendments prior approval from the Municipality.  The service provider must provide local labourers with basic on-the-job training and provide them with a reference letter after completion of their services.		

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## 8. IMPLEMENTATION

8.1 This Policy is effective from 1 July 2018.

8.2 It is the responsibility of the Office of the CFO and various Line Department Managers to bring the content of this Policy to the attention of all parties concerned.

8.3 This Policy marks the beginning of a long term path the Stellenbosch Municipality intends to walk with the citizens of Stellenbosch and that this Policy represents the first phase of implementation. With the increase in maturity of the Stellenbosch Municipality as well as its suppliers, it is further accepted that this Policy will also mature to the extent that visible socio- and economic benefits can be experienced by all citizens living in Stellenbosch.

8.4 In order to achieve the above, the following immediate implementation steps are required:

**By 31 December 2018 (within the approved budget):**

- a. Increased capacity in the SCM Unit.
- b. Identification and appointment of a PPPFA Champion.

## 9. DEFINITIONS

The words in this policy shall bear a meaning as prescribed and/or ascribed by applicable legislation, and in the event of a conflict, the meaning attached thereto by National Legislation shall prevail.

9.1 “**Act**” means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000);

9.2 “**Black people**” as defined in the Broad-Based Black Economic Empowerment Act, 2003 (Act No 53 of 2003), is a generic term which means Africans, Coloured and Indians.

9.3 “**B-BBEE**” means broad-based black economic empowerment defined as the economic empowerment of all black people including women, workers, youth, people with disabilities and people living in rural areas through diverse but integrated socio-economic strategies that include, but are not limited to:

- Increasing the number of black people that manage, own and control enterprises and productive assets;
  - Facilitating ownership and management of enterprises and productive assets by communities, workers cooperatives and other collective enterprises;
  - Human resource and skills development;
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- Achieving equitable representation in all occupational categories and levels in the workforce;
  - Preferential procurement; and
  - Investment in enterprises that are owned or managed by black people.

**9.4 “B-BBEE status level of contributor”** means the B-BBEE status received by a measured entity based on its overall performance using the relevant scorecard contained in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act.

**9.5 “Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No 53 of 2003);

**9.6 “Collusion”** means an intentional and unlawful agreement by two or more companies/firms which is intended or calculated to misrepresent facts or defraud with the sole purpose of influencing the procurement process thereby prejudicing the interests of the service provider;

**9.7 “Companies and Shares”** shall be read so as to include Close Corporations and members interests mutatis mutandis;

**9.8 “Comparative price”** means the price after the factors of a non-firm price and all unconditional discounts that can be utilised have been taken into consideration;

**9.9 “Consortium or Joint Venture”** means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract;

**9.10 “Contract”** means the agreement that results from the acceptance of a tender by an organ of state;

**9.11 “CFO”** means Chief Financial Officer

**9.12 “Disability”** means, in respect of a person, a permanent impairment of a physical, intellectual, or sensory function, which results in restricted, or lack of, ability to perform an activity in the manner, or within the range, considered normal for a human being;

**9.13 “Executive Management Committee”** shall mean a committee comprising the Agency’s Heads of Divisions and any other Manager so invited.

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- 9.14 “Firm price”** is the price that is only subject to adjustments in accordance with the actual increase or decrease resulting from the change, imposition, or abolition of customs or excise duty and any other duty, ‘levy, or tax, which, in terms of a law or regulation, is binding on the contractor and demonstrably has an influence on the price of any supplies, or the rendering costs of any service, for the execution of the contract;
- 9.15 “Individual”** an individual shall mean a natural person;
- 9.16 “Indigent”** any person who appears on the Municipality’s indigent register as of 1 July of the year under consideration;
- 9.17 “Local Labour”** means South African residents who permanently resides in the Stellenbosch Municipal area;
- 9.18 “Local Business”** means an enterprise which has its sole office or head office located within the Stellenbosch Municipal area;
- 9.19 “Local Content”** means local manufacturing as contemplated in PPPFA Regulations 2011, Regulation 1;
- 9.20 “Local economic development”** means local and socio-economic development as contemplated in section 152 of the Constitution, 1998;
- 9.21 “Management”** in relation to an enterprise or business, means an activity inclusive of control and performed on a daily basis, by any person who is a principal executive officer of the company, by whatever name that person may be designated, and whether or not that person is a director;
- 9.22 “Non-firm prices”** means all prices other than “firm” prices;
- 9.23 “Person”** includes reference to a juristic person;
- 9.24 “Rand value”** means the total estimated value of a contract in Rand denomination which is calculated at the time of tender invitations and includes all applicable taxes and excise duties;
- 9.25 “Sub-Contracting”** means the primary contractor’s assigning or leasing or making out work to, or employing another person to support such primary contractor in the execution of part of a project in terms of the contract;
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- 9.26** “**Nominated Sub-contractor**” means contractors accredited on the Municipal database for construction related work as contemplated in the CIDBA.
- 9.27** “**Tender**” means a written offer or bid in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of services or goods;
- 9.28** “**Tender format/strategy**” means the special conditions describing the tender strategy approach in order to achieve identified targets.
- 9.29** “**Trust**” means the arrangement through which the property of one person is made over or bequeathed to a trustee to administer such property for the benefit of another person; and
- 9.30** “**Trustee**” means any person, including the founder of a trust, to whom property is bequeathed in order for such property to be administered for the benefit of another person.

# **Annexure C**

## **Tariff Schedules**

# MUNISIPALITEIT BERGRIVIER TARIEWE

**Tariewe van toepassing met ingang van eerste rekening wat gelewer word na 1 Julie tensy anders aangedui.**

**ALLE TARIEWE SLUIT B.T.W. IN**

Tarief vanaf 1 Julie 2019 (Ingesluit 15% BTW)	Tarief vanaf 1 Julie 2019 (Uitgesluit 15% BTW)	15% BTW
R		

6%

Tarief vanaf 1 Julie 2020 (Ingesluit 15% BTW) Voorlopig	Tarief vanaf 1 Julie 2020 (Uitgesluit 15% BTW) Voorlopig	15% BTW
R		

6%

Tarief vanaf 1 Julie 2021 (Ingesluit 15% BTW) Voorlopig	Tarief vanaf 1 Julie 2021 (Uitgesluit 15% BTW) Voorlopig	15% BTW
R		

6%

**1**

## BEGRAAFPLAASFOOIE ALLE BEGRAAFPLASE

**a) Inwoners en Belastingbetalers**

Aankoop/bespreek van grafperseel	-20.98%	5.98%	974.00	846.96	127.04	5.95%	1,032.00	897.39	134.61	6.01%	1,094.00	951.30	142.70
Kinder Ry (Ditto)	7.94%	5.95%	570.00	495.65	74.35	5.96%	604.00	525.22	78.78	5.96%	640.00	556.52	83.48
NIS	7.88%	6.02%	1,304.00	1,133.91	170.09	5.98%	1,382.00	1,201.74	180.26	6.01%	1,465.00	1,273.91	191.09
Oopmaak van graf (Duplex, dubbel of bespreekte)	7.99%	6.09%	383.00	333.04	49.96	6.01%	406.00	353.04	52.96	5.91%	430.00	373.91	56.09
Toemaak van duplex graf (Duplex, dubbel of bespreekte)	7.69%	6.11%	191.00	166.09	24.91	5.76%	202.00	175.65	26.35	5.94%	214.00	186.09	27.91
Addisionele uitgraving vir uitbou van graf	7.86%	5.99%	389.00	338.26	50.74	5.91%	412.00	358.26	53.74	6.07%	437.00	380.00	57.00

Geregistreerde deernis persone en hulle wettige getroude gades wat staatsouderdompensioen ontvang, kwalifiseer vir 50% korting op begraaftplaasfooie.

**b) Nie-Munisipale Inwoners tydens sterfte**

Aankoop/bespreek van grafperseel	-20.54%	5.99%	1,469.00	1,277.39	191.61	5.99%	1,557.00	1,353.91	203.09	5.97%	1,650.00	1,434.78	215.22
Kinder Ry (Ditto)	7.86%	5.95%	855.00	743.48	111.52	5.96%	906.00	787.83	118.17	5.96%	960.00	834.78	125.22
NIS	7.91%	5.99%	1,963.00	1,706.96	256.04	6.01%	2,081.00	1,809.57	271.43	6.01%	2,206.00	1,918.26	287.74
Oopmaak van graf (Duplex, dubbel of bespreekte)	7.99%	6.09%	383.00	333.04	49.96	6.01%	406.00	353.04	52.96	5.91%	430.00	373.91	56.09
Toemaak van duplex graf (Duplex, dubbel of bespreekte)	7.69%	6.11%	191.00	166.09	24.91	5.76%	202.00	175.65	26.35	5.94%	214.00	186.09	27.91
Addisionele uitgraving vir uitbou van graf	7.86%	5.99%	389.00	338.26	50.74	5.91%	412.00	358.26	53.74	6.07%	437.00	380.00	57.00

**c) ARMLASTIGE BEGRAFENISSE**

**Die bepaling van toepaslike wetgewing sal geld**

Enkel Graf + Kis	7.89%	6.00%	1,024.00	890.43	133.57	5.96%	1,085.00	943.48	141.52	5.99%	1,150.00	1,000.00	150.00
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**2**

## BESKIKBAARHEIDSGELDE

Alle onbeboude eiendom

a) Elektrisiteit per erf - per jaar	7.95%	6.00%	2,155.00	1,873.91	281.09	5.99%	2,284.00	1,986.09	297.91	6.00%	2,421.00	2,105.22	315.78
b) Riool per erf - per jaar	7.94%	5.98%	1,649.00	1,433.91	215.09	6.00%	1,748.00	1,520.00	228.00	6.01%	1,853.00	1,611.30	241.70
c) Water per erf - per jaar	7.85%	5.97%	887.00	771.30	115.70	5.98%	940.00	817.39	122.61	5.96%	996.00	866.09	129.91
d) Vuilnis per erf - per jaar	7.92%	5.99%	1,806.00	1,570.43	235.57	5.98%	1,914.00	1,664.35	249.65	6.01%	2,029.00	1,764.35	264.65

Eiendom met 'n waarde, soos deur die Raad bepaal, word uitgesluit van die heffing van beskikbaarheidsgelde. Verwys na die TARIEFBELEID.

**3**

## SMOUSE

a) Geproklameerde staanplek - per finansiële jaar of pro-rata per maand daarvan vooruitbetaalbaar	8.62%	5.97%	710.00	617.39	92.61	5.63%	750.00	652.17	97.83	6.67%	800.00	695.65	104.35
b) Informele handelsentrum - per maand vooruitbetaalbaar	6.67%	5.88%	180.00	156.52	23.48	5.56%	190.00	165.22	24.78	5.26%	200.00	173.91	26.09
c) Smous tarief per dag	0.00%	0.00%	50.00	43.48	6.52	0.00%	50.00	43.48	6.52	0.00%	50.00	43.48	6.52

**4**

## FOTOSTATIESE AFDRUKKE

a) Per bladsy - A4	0.00%	0.00%	1.00	0.87	0.13	0.00%	1.00	0.87	0.13	0.00%	1.00	0.87	0.13
b) Per bladsy - A3	0.00%	0.00%	1.50	1.30	0.20	0.00%	1.50	1.30	0.20	0.00%	1.50	1.30	0.20

# TARIEWE

**Tariewe van toepassing met ingang van eerste rekening wat gelewer word na 1 Julie tensy anders aangedui.**

Tarief vanaf 1 Julie 2019 (Ingesluit 15% BTW)	Tarief vanaf 1 Julie 2019 (Uitgesluit 15% BTW)	15% BTW
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Tarief vanaf 1 Julie 2020 (Ingesluit 15% BTW) Voorlopig	Tarief vanaf 1 Julie 2020 (Uitgesluit 15% BTW) Voorlopig	15% BTW
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Tarief vanaf 1 Julie 2021 (Ingesluit 15% BTW) Voorlopig	Tarief vanaf 1 Julie 2021 (Uitgesluit 15% BTW) Voorlopig	15% BTW
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**5**

## WOONWAPARKE & STRANDOORDE

Die binne seisoen word beskou as die periode vanaf 6 Desember tot 12 Januarie asook Paasnaweek.

Die volle bedrag vir bespreking vir die Desember/Januarie somer vakansie seisoen moet teen 31 Augustus betaal wees. Spesiale versoeke sal op meriete oorweeg word.

'n Verpligte nie-terugbetaalbare aansoekfooi van R200 vir alle besprekings vir seisoen besprekings is betaalbaar. Indien die aansoekfooi nie betaal is nie, sal die aansoek nie oorweeg word nie.

15% Korting vir pensioenarisse (uitgesluit binne seisoen).

'n Standaard afslag van 10% word buite seisoen toegestaan aan groepsbesprekings van ses of meer huisies/persele en/of vyf rondawels

Kansellasie beleid:

Nie-Arriveer - 100% van besprekingsbetaling word verbeur

Kansellasie binne 7 dae van aankomsdatum - 80% van bespreking/betaling word

Kansellasie meer as 7 dae van aankomsdatum - 50% van bespreking/betaling word

Kansellasie meer as 30 dae van aankomsdatum - 10% van bespreking/betaling word

Uitboek voor vertrekdatum - Geen terugbetaling

**A**

### Stywelyne Strandoord

a)

#### Karavaan Staanplekke - per dag (6 persone)

Binne Seisoen (6 Desember tot 12 Januarie en Paasnaweek)	7.82%	0.00%	428.00	372.17	55.83	0.00%	428.00	372.17	55.83	6.07%	454.00	394.78	59.22
Buite Seisoen (1 Desember - 5 Desember, 13 Januarie - 31 Januarie, Februarie, Maart, April, September, Oktober, November) Uitgesonder Paasnaweek													
Mid-week	8.11%	6.25%	136.00	118.26	17.74	5.88%	144.00	125.22	18.78	6.25%	153.00	133.04	19.96
Naweke	7.96%	6.03%	246.00	213.91	32.09	6.10%	261.00	226.96	34.04	6.13%	277.00	240.87	36.13
Buite Seisoen (Winter Tarief) Mei, Junie, Julie en Augustus													
Mid-week	8.00%	5.75%	92.00	80.00	12.00	6.52%	98.00	85.22	12.78	6.12%	104.00	90.43	13.57
Naweke	8.00%	6.09%	122.00	106.09	15.91	5.74%	129.00	112.17	16.83	6.20%	137.00	119.13	17.87
Maandtarief (Uitgesluit Binne Seisoen)							3,000.00	2,608.70	391.30	6.00%	3,180.00	2,765.22	414.78

b)

#### Woonstelle - per dag (6 persone)

Binne Seisoen (6 Desember tot 12 Januarie en Paasnaweek)	7.88%	0.00%	1,030.00	895.65	134.35	0.00%	1,030.00	895.65	134.35	6.02%	1,092.00	949.57	142.43
Buite Seisoen (1 Desember - 5 Desember, 13 Januarie - 31 Januarie, Februarie, Maart, April, September, Oktober, November) Uitgesonder Paasnaweek													
Mid-week	7.97%	5.99%	584.00	507.83	76.17	5.99%	619.00	538.26	80.74	5.98%	656.00	570.43	85.57
Naweke	7.86%	5.99%	778.00	676.52	101.48	6.04%	825.00	717.39	107.61	6.06%	875.00	760.87	114.13
Buite Seisoen (Winter Tarief) Mei, Junie, Julie en Augustus													
Mid-week	7.86%	5.99%	389.00	338.26	50.74	5.91%	412.00	358.26	53.74	6.07%	437.00	380.00	57.00
Naweke	7.82%	6.07%	454.00	394.78	59.22	5.95%	481.00	418.26	62.74	6.03%	510.00	443.48	66.52

c)

#### Luukse Huisies - per dag (6 persone)

Binne Seisoen (6 Desember tot 12 Januarie en Paasnaweek)	7.89%	0.00%	1,229.00	1,068.70	160.30	0.00%	1,229.00	1,068.70	160.30	6.02%	1,303.00	1,133.04	169.96
Buite Seisoen (1 Desember - 5 Desember, 13 Januarie - 31 Januarie, Februarie, Maart, April, September, Oktober, November) Uitgesonder Paasnaweek													
Mid-week	7.92%	6.00%	972.00	845.22	126.78	5.97%	1,030.00	895.65	134.35	6.02%	1,092.00	949.57	142.43
Naweke	7.86%	6.00%	1,166.00	1,013.91	152.09	6.00%	1,236.00	1,074.78	161.22	5.99%	1,310.00	1,139.13	170.87
Buite Seisoen (Winter Tarief) Mei, Junie, Julie en Augustus													
Mid-week	7.82%	6.07%	454.00	394.78	59.22	5.95%	481.00	418.26	62.74	6.03%	510.00	443.48	66.52
Naweke	7.92%	6.05%	649.00	564.35	84.65	6.01%	688.00	598.26	89.74	5.96%	729.00	633.91	95.09



## TARIEWE

Tariewe van toepassing met ingang van eerste rekening wat gelewer word na 1 Julie tensy anders aangedui.			Tarief vanaf 1 Julie 2019 (Ingesluit 15% BTW)	Tarief vanaf 1 Julie 2019 (Uitgesluit 15% BTW)	15% BTW	Tarief vanaf 1 Julie 2020 (Ingesluit 15% BTW) Voorlopig	Tarief vanaf 1 Julie 2020 (Uitgesluit 15% BTW) Voorlopig	15% BTW	Tarief vanaf 1 Julie 2021 (Ingesluit 15% BTW) Voorlopig	Tarief vanaf 1 Julie 2021 (Uitgesluit 15% BTW) Voorlopig	15% BTW					
d)	<b>Stoor van Woonwaens vooruitbetaalbaar - per jaar</b>			NVT					NVT							
e)	<b>Addisionele Voertuig - per dag (Slegs Buite Seisoen)</b>			7.27%	6.35%	67.00	58.26	8.74	5.97%	71.00	61.74	9.26	5.63%	75.00	65.22	9.78
f)	<b>Addisionele Besoekers - per dag</b>															
	<b>Binne Seisoen</b>															
	Huisies	8.57%	6.17%	86.00	74.78	11.22	5.81%	91.00	79.13	11.87	5.49%	96.00	83.48	12.52		
	<b>Buite Seisoen</b>															
	Huisies	8.11%	6.98%	46.00	40.00	6.00	6.52%	49.00	42.61	6.39	6.12%	52.00	45.22	6.78		
	<b>Binne Seisoen</b>															
	Staanplekke	8.57%	6.17%	86.00	74.78	11.22	5.81%	91.00	79.13	11.87	5.49%	96.00	83.48	12.52		
	<b>Buite Seisoen</b>															
	Staanplekke	8.11%	6.98%	46.00	40.00	6.00	6.52%	49.00	42.61	6.39	6.12%	52.00	45.22	6.78		
	<b>Addisionele Besoekers - (kinders o/12) per dag</b>															
	Binne en buite seisoen	9.38%	5.41%	39.00	33.91	5.09	5.13%	41.00	35.65	5.35	4.88%	43.00	37.39	5.61		
g)	<b>Dagkampering</b>															
	Dagkampeerders / Besoekers - insluitend swembadfooi	8.11%	6.98%	46.00	40.00	6.00	6.52%	49.00	42.61	6.39	6.12%	52.00	45.22	6.78		
	Motorvoertuie & sleepwaens (Slegs binne seisoen)			n/a				n/a				n/a				
	Busse / Vragmotors			n/a				n/a				n/a				
h)	<b>Permanente Inwoners</b>															
	Persele met Elektrisiteit - per maand	7.94%	5.95%	801.00	696.52	104.48	5.99%	849.00	738.26	110.74	6.01%	900.00	782.61	117.39		
	Persele sonder Elektrisiteit - per maand	7.89%	6.05%	1,070.00	930.43	139.57	5.98%	1,134.00	986.09	147.91	6.00%	1,202.00	1,045.22	156.78		

### B Dwarskersbos Strandoord

a)	<b>Karavaan Staanplekke - per dag (6 persone)</b>															
	Binne Seisoen (6 Desember tot 12 Januarie en Paasnaweek)	7.94%	0.00%	465.00	404.35	60.65	0.00%	465.00	404.35	60.65	6.02%	493.00	428.70	64.30		
	Buite Seisoen (1 Desember - 5 Desember, 13 Januarie - 31 Januarie, Februarie, Maart, April, September, Oktober, November) Uitgesonder Paasnaweek															
	Mid-week	8.11%	6.25%	136.00	118.26	17.74	5.88%	144.00	125.22	18.78	6.25%	153.00	133.04	19.96		
	Naweke	7.96%	6.03%	246.00	213.91	32.09	6.10%	261.00	226.96	34.04	6.13%	277.00	240.87	36.13		
	<b>Buite Seisoen (Winter Tarief) Mei, Junie, Julie en Augustus</b>															
	Mid-week	8.00%	5.75%	92.00	80.00	12.00	6.52%	98.00	85.22	12.78	6.12%	104.00	90.43	13.57		
	Naweke	8.00%	6.09%	122.00	106.09	15.91	5.74%	129.00	112.17	16.83	6.20%	137.00	119.13	17.87		
	Maandtarief (Uitgesluit Binne Seisoen)							3,000.00	2,608.70	391.30	6.00%	3,180.00	2,765.22	414.78		
b)	<b>Rondawels - per dag (6 persone)</b>															
	Binne Seisoen (6 Desember tot 12 Januarie en Paasnaweek)	7.86%	0.00%	734.00	638.26	95.74	0.00%	734.00	638.26	95.74	5.99%	778.00	676.52	101.48		
	Buite Seisoen (1 Desember - 5 Desember, 13 Januarie - 31 Januarie, Februarie, Maart, April, September, Oktober, November) Uitgesonder Paasnaweek															
	Mid-week	7.78%	5.93%	518.00	450.43	67.57	5.98%	549.00	477.39	71.61	6.01%	582.00	506.09	75.91		
	Naweke	7.97%	5.99%	584.00	507.83	76.17	5.99%	619.00	538.26	80.74	5.98%	656.00	570.43	85.57		
	<b>Buite Seisoen (Winter Tarief) Mei, Junie, Julie en Augustus</b>															
	Mid-week	8.02%	6.12%	260.00	226.09	33.91	6.15%	276.00	240.00	36.00	6.16%	293.00	254.78	38.22		
	Naweke	7.92%	5.88%	324.00	281.74	42.26	5.86%	343.00	298.26	44.74	6.12%	364.00	316.52	47.48		
c)	<b>Woonstello - per dag (6 persone)</b>															
	Binne Seisoen (6 Desember tot 12 Januarie en Paasnaweek)	7.88%	0.00%	1,039.00	903.48	135.52	0.00%	1,039.00	903.48	135.52	5.97%	1,101.00	957.39	143.61		
	Buite Seisoen (1 Desember-13 Desember, 7 Januarie-31 Januarie, Februarie, Maart, April, September, Oktober, November) Uitgesonder Paasnaweek															
	Mid-week	7.97%	5.99%	584.00	507.83	76.17	5.99%	619.00	538.26	80.74	5.98%	656.00	570.43	85.57		
	Naweke	7.86%	5.99%	778.00	676.52	101.48	6.04%	825.00	717.39	107.61	6.06%	875.00	760.87	114.13		
	<b>Buite Seisoen (Winter Tarief) Mei, Junie, Julie en Augustus</b>															
	Mid-week	7.92%	5.88%	324.00	281.74	42.26	5.86%	343.00	298.26	44.74	6.12%	364.00	316.52	47.48		
	Naweke	7.78%	5.93%	518.00	450.43	67.57	5.98%	549.00	477.39	71.61	6.01%	582.00	506.09	75.91		

## TARIEWE

	Tariewe van toepassing met ingang van eerste rekening wat gelewer word na 1 Julie tensy anders aangedui.		Tarief vanaf 1 Julie 2019 (Ingesluit 15% BTW)	Tarief vanaf 1 Julie 2019 (Uitgesluit 15% BTW)	15% BTW		Tarief vanaf 1 Julie 2020 (Ingesluit 15% BTW) Voorlopieg	Tarief vanaf 1 Julie 2020 (Uitgesluit 15% BTW) Voorlopieg	15% BTW		Tarief vanaf 1 Julie 2021 (Ingesluit 15% BTW) Voorlopieg	Tarief vanaf 1 Julie 2021 (Uitgesluit 15% BTW) Voorlopieg	15% BTW		
d)	<b>Addisionele Voertuig - per dag (Slegs Buite Seisoen)</b>		7.27%	6.35%	67.00	58.26	8.74	5.97%	71.00	61.74	9.26	5.63%	75.00	65.22	9.78
e)	<b>Addisionele Persoon meer as toelaatbaar - per dag</b>														
	<b>Binne Seisoen</b>														
	Huisies		8.57%	6.17%	86.00	74.78	11.22	5.81%	91.00	79.13	11.87	5.49%	96.00	83.48	12.52
	<b>Buite Seisoen</b>														
	Huisies		8.11%	6.98%	46.00	40.00	6.00	6.52%	49.00	42.61	6.39	6.12%	52.00	45.22	6.78
	<b>Binne Seisoen</b>														
	Staanplekke		8.57%	6.17%	86.00	74.78	11.22	5.81%	91.00	79.13	11.87	5.49%	96.00	83.48	12.52
	<b>Buite Seisoen</b>														
	Staanplekke		8.11%	6.98%	46.00	40.00	6.00	6.52%	49.00	42.61	6.39	6.12%	52.00	45.22	6.78
	<b>Addisionele Besoekers - (kinders o/12) per dag</b>														
	<b>Binne en buite seisoen</b>		9.38%	5.41%	39.00	33.91	5.09	5.13%	41.00	35.65	5.35	4.88%	43.00	37.39	5.61
f)	<b>Dagkampering</b>														
	Dagkampeerders / Besoekers - insluitend swembadfooi		8.11%	6.98%	46.00	40.00	6.00	6.52%	49.00	42.61	6.39	6.12%	52.00	45.22	6.78
	Motorvoertuie & sleepwaens (Slegs binne seisoen)				n/a				n/a				n/a		
	Busse / Vragmotors				Nie Toegelaat				Nie Toegelaat				Nie Toegelaat		
g)	<b>Saal</b>														
	Deposito		7.82%	5.81%	910.00	791.30	118.70	5.49%	960.00	834.78	125.22	6.25%	1,020.00	886.96	133.04
	Huur		7.92%	5.99%	1,221.00	1,061.74	159.26	5.98%	1,294.00	1,125.22	168.78	6.03%	1,372.00	1,193.04	178.96
	Skoolgroepe - per kop		9.52%	8.00%	27.00	23.48	3.52	7.41%	29.00	25.22	3.78	6.90%	31.00	26.96	4.04
h)	<b>Steuteldeposito's</b>														
	Alle wooneenhede		9.38%	5.41%	390.00	339.13	50.87	5.13%	410.00	356.52	53.48	4.88%	430.00	373.91	56.09
	Tag - kampeerstaanplekke (uitgesluit binne seisoen)		8.49%	8.00%	270.00	234.78	35.22	7.41%	290.00	252.17	37.83	6.90%	310.00	269.57	40.43

### 6 SWEMBADDENS

a)	Persone onder die ouderdom van 18 jaar	0.00%	0.00%	5.00	4.35	0.65	0.00%	5.00	4.35	0.65	0.00%	5.00	4.35	0.65
b)	Persone bo die ouderdom van 18 jaar	0.00%	0.00%	5.00	4.35	0.65	0.00%	5.00	4.35	0.65	0.00%	5.00	4.35	0.65

### 7 PLANFOOIE

Nie - terugbetaalbare aansoekfooi

Minimum fooi van toepassing vir enige aansoek				362.25	315.00	47.25	6.00%	384.00	333.91	50.09	5.99%	407.00	353.91	53.09
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Residensiële aansoeke

Grensmure p/m				5.75	5.00	0.75	4.35%	6.00	5.22	0.78	0.00%	6.00	5.22	0.78
Afdakke p/m2				14.95	13.00	1.95	7.02%	16.00	13.91	2.09	6.25%	17.00	14.78	2.22
Swembaddens p/m2				14.95	13.00	1.95	7.02%	16.00	13.91	2.09	6.25%	17.00	14.78	2.22
Torings				1,150.00	1,000.00	150.00	6.00%	1,219.00	1,060.00	159.00	5.99%	1,292.00	1,123.48	168.52
Wonings p/m2				23.00	20.00	3.00	4.35%	24.00	20.87	3.13	4.17%	25.00	21.74	3.26
Motorhuise p/m2				18.40	16.00	2.40	8.70%	20.00	17.39	2.61	5.00%	21.00	18.26	2.74
Wendystrukture vir woon doeleindes p/m2				23.00	20.00	3.00	4.35%	24.00	20.87	3.13	4.17%	25.00	21.74	3.26
Wendystrukture vir stoor doeleindes p/m2				14.95	13.00	1.95	7.02%	16.00	13.91	2.09	6.25%	17.00	14.78	2.22
Artikel 13 aansoeke (Ondergeskikte bouwerke)				362.25	315.00	47.25	6.00%	384.00	333.91	50.09	5.99%	407.00	353.91	53.09

Landbou aansoeke

Kantore p/m2				23.00	20.00	3.00	4.35%	24.00	20.87	3.13	4.17%	25.00	21.74	3.26
Torings				1,725.00	1,500.00	225.00	6.03%	1,829.00	1,590.43	238.57	6.01%	1,939.00	1,686.09	252.91
Afdakke p/m2				14.95	13.00	1.95	7.02%	16.00	13.91	2.09	6.25%	17.00	14.78	2.22
Sekuriteits stand p/m2				14.95	13.00	1.95	7.02%	16.00	13.91	2.09	6.25%	17.00	14.78	2.22
Grensmure/Heinings				5.75	5.00	0.75	4.35%	6.00	5.22	0.78	0.00%	6.00	5.22	0.78
Stoor areas p/m2				14.95	13.00	1.95	7.02%	16.00	13.91	2.09	6.25%	17.00	14.78	2.22
Skeepshouers vir kantoor doeleindes p/m2				23.00	20.00	3.00	4.35%	24.00	20.87	3.13	4.17%	25.00	21.74	3.26
Opsigters woning p/m2				23.00	20.00	3.00	4.35%	24.00	20.87	3.13	4.17%	25.00	21.74	3.26
Plekke van onderrig (Kleuterskool) p/m2				18.40	16.00	2.40	8.70%	20.00	17.39	2.61	5.00%	21.00	18.26	2.74
Koshuise p/m2				23.00	20.00	3.00	4.35%	24.00	20.87	3.13	4.17%	25.00	21.74	3.26
Kerke p/m2				18.40	16.00	2.40	8.70%	20.00	17.39	2.61	5.00%	21.00	18.26	2.74

## TARIEWE

Tariewe van toepassing met ingang van eerste rekening wat gelewer word na 1 Julie tensy anders aangedui.	Tarief vanaf 1 Julie 2019 (Ingesluit 15% BTW)	Tarief vanaf 1 Julie 2019 (Uitgesluit 15% BTW)	15% BTW			Tarief vanaf 1 Julie 2020 (Ingesluit 15% BTW) Voorlopig	Tarief vanaf 1 Julie 2020 (Uitgesluit 15% BTW) Voorlopig	15% BTW			Tarief vanaf 1 Julie 2021 (Ingesluit 15% BTW) Voorlopig	Tarief vanaf 1 Julie 2021 (Uitgesluit 15% BTW) Voorlopig	15% BTW
<b>Kommersiële aansoeke</b>													
Kantore p/m2		23.00	20.00	3.00	4.35%	24.00	20.87	3.13	4.17%		25.00	21.74	3.26
Torings		1,725.00	1,500.00	225.00	6.03%	1,829.00	1,590.43	238.57	6.01%		1,939.00	1,686.09	252.91
Afdakke p/m2		14.95	13.00	1.95	7.02%	16.00	13.91	2.09	6.25%		17.00	14.78	2.22
Sekuriteits stand p/m2		14.95	13.00	1.95	7.02%	16.00	13.91	2.09	6.25%		17.00	14.78	2.22
Grensmure/Heinings		5.75	5.00	0.75	4.35%	6.00	5.22	0.78	0.00%		6.00	5.22	0.78
Stoor areas p/m2		14.95	13.00	1.95	7.02%	16.00	13.91	2.09	6.25%		17.00	14.78	2.22
Skeepsouers vir kantoor doeleindes p/m2		23.00	20.00	3.00	4.35%	24.00	20.87	3.13	4.17%		25.00	21.74	3.26
Opsigtors woning p/m2		23.00	20.00	3.00	4.35%	24.00	20.87	3.13	4.17%		25.00	21.74	3.26
Plekke van onderrig (Kleuterskool) p/m2		18.40	16.00	2.40	8.70%	20.00	17.39	2.61	5.00%		21.00	18.26	2.74
Koshuise p/m2		23.00	20.00	3.00	4.35%	24.00	20.87	3.13	4.17%		25.00	21.74	3.26
Kerke p/m2		18.40	16.00	2.40	8.70%	20.00	17.39	2.61	5.00%		21.00	18.26	2.74

<b>Industriële aansoeke</b>													
Kantore p/m2		23.00	20.00	3.00	4.35%	24.00	20.87	3.13	4.17%		25.00	21.74	3.26
Afdakke p/m2		14.95	13.00	1.95	7.02%	16.00	13.91	2.09	6.25%		17.00	14.78	2.22
Sekuriteits stand p/m2		14.95	13.00	1.95	7.02%	16.00	13.91	2.09	6.25%		17.00	14.78	2.22
Grensmure/Heinings		5.75	5.00	0.75	4.35%	6.00	5.22	0.78	0.00%		6.00	5.22	0.78
Stoor areas p/m2		14.95	13.00	1.95	7.02%	16.00	13.91	2.09	6.25%		17.00	14.78	2.22
Skeepsouers vir kantoor doeleindes p/m2		23.00	20.00	3.00	4.35%	24.00	20.87	3.13	4.17%		25.00	21.74	3.26
Opsigtors woning p/m2		23.00	20.00	3.00	4.35%	24.00	20.87	3.13	4.17%		25.00	21.74	3.26

**Addisionele fooi sal gehew word indien daar bevind word dat eienaar gebou het sonder goedgekeurde bouplanne en dat die fooi soos volg toegepas sal word:**

Residensiële aansoeke		8,050.00	7,000.00	1,050.00	6.00%	8,533.00	7,420.00	1,113.00	6.00%		9,045.00	7,865.22	1,179.78
Kommersiële aansoeke		24,150.00	21,000.00	3,150.00	6.00%	25,599.00	22,260.00	3,339.00	6.00%		27,135.00	23,595.65	3,539.35
Industriële en Landbou aansoeke		16,100.00	14,000.00	2,100.00	6.00%	17,066.00	14,840.00	2,226.00	6.00%		18,090.00	15,730.43	2,359.57

### 8 TOETS VAN METERS

Per toets, indien die meter foutief is, sal die bedrag op die persoon se rekening gekrediteer word, indien nie, word die bedrag verbeur	7.84%	6.15%	328.00	285.22	42.78	6.10%	348.00	302.61	45.39	6.03%	369.00	320.87	48.13
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### 9 DIENSTE DEPOSITO'S

#### a) Huishoudelik

Vooruitbetaalde Elektrisiteit, Water, Riool, Vullisverwydering	7.89%	6.00%	1,131.00	983.48	147.52	6.01%	1,199.00	1,042.61	156.39	6.01%	1,271.00	1,105.22	165.78
Konvensionele Elektrisiteit, Water, Riool, Vullisverwydering	7.88%	5.99%	1,769.00	1,538.26	230.74	5.99%	1,875.00	1,630.43	244.57	6.03%	1,988.00	1,728.70	259.30

#### b) Besighede

Elektrisiteit, Water, Riool, Vullisverwydering. Die bedrag sal aangepas word om 1 maand se gemiddelde rekening ( Bereken op die voorafgaande 6 maande ) te dek na wanbetaling die eerste keer voorkom. Bankwaarborgs kan in die plek van 'n deposito ingedien word.	7.88%	5.99%	1,769.00	1,538.26	230.74	5.99%	1,875.00	1,630.43	244.57	6.03%	1,988.00	1,728.70	259.30
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#### c) Laekoste behuising/Hulpbehoewende/Staatsouderdomspensioenarisse.

Betaalbaar by betrekking van die huis of nadat wanbetaling die eerste keer voorkom.	7.87%	6.06%	420.00	365.22	54.78	5.95%	445.00	386.96	58.04	6.07%	472.00	410.43	61.57
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## TARIEWE

**Tariewe van toepassing met ingang van eerste rekening wat gelewer word na 1 Julie tensy anders aangedui.**

Tarief vanaf 1 Julie 2019 (Ingesluit 15% BTW)	Tarief vanaf 1 Julie 2019 (Uitgesluit 15% BTW)	15% BTW
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Tarief vanaf 1 Julie 2020 (Ingesluit 15% BTW) Voorlopig	Tarief vanaf 1 Julie 2020 (Uitgesluit 15% BTW) Voorlopig	15% BTW
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Tarief vanaf 1 Julie 2021 (Ingesluit 15% BTW) Voorlopig	Tarief vanaf 1 Julie 2021 (Uitgesluit 15% BTW) Voorlopig	15% BTW
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### 10 Administratiewe Dokumentasie

Per gedrukte lyn

a)	Finansiële state (Aan publiek)	7.89%	5.68%	93.00	80.87	12.13	6.45%	99.00	86.09	12.91	6.06%	105.00	91.30	13.70
b)	Begrotings (Aan publiek)	8.09%	5.73%	166.00	144.35	21.65	6.02%	176.00	153.04	22.96	6.25%	187.00	162.61	24.39
c)	Agendas	8.33%	6.31%	118.00	102.61	15.39	5.93%	125.00	108.70	16.30	6.40%	133.00	115.65	17.35
d)	Notule	8.62%	5.97%	71.00	61.74	9.26	5.63%	75.00	65.22	9.78	6.67%	80.00	69.57	10.43
e)	Tender Dokumente			750.00	652.17	97.83	6.00%	795.00	691.30	103.70	6.04%	843.00	733.04	109.96

### 11 OPENBARE OOP TERREINE

a)	Per dag per perseel	0.00%	0.00%	1,000.00	869.57	130.43	0.00%	1,000.00	869.57	130.43	0.00%	1,000.00	869.57	130.43
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### 12 INLIGTINGSERTIFIKATE

a)	Uitklarings Admin Koste (Koste per aansoek)			200.00	173.91	26.09	6.00%	212.00	184.35	27.65	6.13%	225.00	195.65	29.35
b)	Per sertifikaat (Waardasie, Uitklaring, Sonering ens)	8.26%	5.71%	148.00	128.70	19.30	6.08%	157.00	136.52	20.48	5.73%	166.00	144.35	21.65

### 13 GEMEENSKAP - EN ANDER SALE

(Aansoek om GRATIS gebruik van enige saal moet aan die MUNISIPALE BESTUURDER gerig word, waarna dit op meriete oorweeg sal word. Die bespreking van die saal moet dan ook self gedoen word.)

Die Gemeenskapsale word nie uitverhuur/besikbaar gestel vir individue wat fondsinsamelings/danse en/of opvoerings aanbied vir eie gewin nie.

#### A GEMEENSKAPSALE

##### i) Enige geleentheid waarvoor enige vorm van toegang gevra word.

Huur	7.99%	6.09%	383.00	333.04	49.96	6.01%	406.00	353.04	52.96	5.91%	430.00	373.91	56.09
Deposito	7.96%	6.00%	707.00			5.94%	749.00			6.01%	794.00		
Kombuis - huur	7.69%	6.11%	191.00	166.09	24.91	5.76%	202.00	175.65	26.35	5.94%	214.00	186.09	27.91

##### ii) Enige geleentheid waarvoor geen vorm van toegang gevra word nie.

Huur	7.69%	6.11%	191.00	166.09	24.91	5.76%	202.00	175.65	26.35	5.94%	214.00	186.09	27.91
Deposito	7.84%	5.95%	374.00			5.88%	396.00			6.06%	420.00		
Kombuis - huur	7.69%	6.11%	191.00	166.09	24.91	5.76%	202.00	175.65	26.35	5.94%	214.00	186.09	27.91

#### B BIBLIOTEEKSALE (Maksimum 100 persone)

##### i) Stegs geleenthede waarvoor geen vorm van toegang gevra word.

Huur	7.69%	6.11%	191.00	166.09	24.91	5.76%	202.00	175.65	26.35	5.94%	214.00	186.09	27.91
Deposito	7.69%	6.11%	191.00			5.76%	202.00			5.94%	214.00		
Hoof Kombuis (Breekgoed ingesluit)	7.69%	6.11%	191.00	166.09	24.91	5.76%	202.00	175.65	26.35	5.94%	214.00	186.09	27.91

#### C STADSAAL

##### i) Enige geleentheid

Huur	7.89%	5.99%	1,876.00	1,631.30	244.70	6.02%	1,989.00	1,729.57	259.43	5.98%	2,108.00	1,833.04	274.96
Deposito	7.87%	5.99%	885.00			5.99%	938.00			5.97%	994.00		

### 14 SKUTGELDE

a)	Voertuie per dag - (plus insleepkoste)	7.63%	5.88%	144.00	125.22	18.78	6.25%	153.00	133.04	19.96	5.88%	162.00	140.87	21.13
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### 15 PLAKKATE

a)	Algemene plakkate Deposito Per Dorp	7.80%	5.98%	549.00			6.01%	582.00			6.01%	617.00		
b)	Verkiesingsplakkate Deposito vir Bergrivier	7.92%	6.01%	1,375.00			6.04%	1,458.00			5.97%	1,545.00		

## TARIEWE

**Tariewe van toepassing met ingang van eerste rekening wat gelewer word na 1 Julie tensy anders aangedui.**

Tarief vanaf 1 Julie 2019 (Ingesluit 15% BTW)	Tarief vanaf 1 Julie 2019 (Uitgesluit 15% BTW)	15% BTW
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Tarief vanaf 1 Julie 2020 (Ingesluit 15% BTW) Voorlopig	Tarief vanaf 1 Julie 2020 (Uitgesluit 15% BTW) Voorlopig	15% BTW
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Tarief vanaf 1 Julie 2021 (Ingesluit 15% BTW) Voorlopig	Tarief vanaf 1 Julie 2021 (Uitgesluit 15% BTW) Voorlopig	15% BTW
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### 16 DIVERSE HEFFINGS

a)	Tjeks deur bank geweier - per tjek	8.07%	5.81%	273.00	237.39	35.61	5.86%	289.00	251.30	37.70	5.88%	306.00	266.09	39.91
(Indien tjek 3 x binne 6 maande geweier, word slegs kontant vir 6 maande aanvaar tensy met Tesourier anders gereël)														
b)	Koste vir ontvangs van buitelandse betalings													
c)	Peuter met enige munisipale diensmeter uitgesluit koste van nuwe meter.	0.00%	0.00%	3,500.00	3,043.48	456.52	6.00%	3,710.00	3,226.09	483.91	-5.66%	3,500.00	3,043.48	456.52

### 17 VERKEER

a)	Diening van Prosesstukke	0.00%	0.00%	200.00	173.91	26.09	0.00%	200.00	173.91	26.09	0.00%	200.00	173.91	26.09
b)	Uitvoering van lasbrief	0.00%	0.00%	200.00	173.91	26.09	0.00%	200.00	173.91	26.09	0.00%	200.00	173.91	26.09

### 18 WATER (Verwys na laaste bladsy van tariewe)

#### Aansluiting

Nuwe aansluiting	7.89%	6.00%	3,270.00	2,843.48	426.52	5.99%	3,466.00	3,013.91	452.09	6.00%	3,674.00	3,194.78	479.22
Verandering van 15mm na 20 mm	7.89%	6.01%	1,659.00	1,442.61	216.39	6.03%	1,759.00	1,529.57	229.43	6.03%	1,865.00	1,621.74	243.26

### 19 RIOOL

#### A Spoelriool

##### Alle Dorpe

Standaardheffing per aansluiting/wooneenheid (insluitende woonstel, deeltitel, tyddeeleenheid) wat ook die meeste per maand.	7.75%	6.13%	173.00	150.43	22.57	4.62%	181.00	157.35	23.65	6.08%	192.00	166.96	25.04
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#### B Suig van Septiese Tenke (Binne voormalige munisipale gebiede)

##### Velddrif/Aurora (Riool suigrok 7 KI)

a)	Gedurende werksure - Ma tot Vr 08h00 tot 16h30 - per vrag (Maksimum 7 KI)	7.98%	6.12%	399.00	346.96	52.04	6.02%	423.00	367.83	55.17	5.91%	448.00	389.57	58.43
b)	Buite werksure - Ma tot Sat 08h00 tot 16h30 - per vrag (Maksimum 7 KI)	7.85%	6.00%	654.00	568.70	85.30	5.96%	693.00	602.61	90.39	6.06%	735.00	639.13	95.87
c)	Sondae & Openbare Vakansiedae - per vrag (Maksimum 7 KI)	7.88%	6.00%	1,148.00	998.26	149.74	6.01%	1,217.00	1,058.26	158.74	6.00%	1,290.00	1,121.74	168.26

##### Eendekui/Redelinghuys (Trekker en wa - 3 KI)

Slegs gedurende werksure - per vrag (Maks 1 Hef per eiendom per maand)	8.03%	5.70%	167.00	145.22	21.78	5.99%	177.00	153.91	23.09	6.21%	188.00	163.48	24.52
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#### C Suig van Septiese Tenke (Buite voormalige munisipale gebiede)

a)	Buite Munisipale gebied binne werksure - per vrag + per km	7.85%	6.00%	654.00	568.70	85.30	5.96%	693.00	602.61	90.39	6.06%	735.00	639.13	95.87
b)	Buite Munisipale gebied buite werksure - per vrag + per km	7.91%	6.00%	1,485.00	1,291.30	193.70	5.99%	1,574.00	1,368.70	205.30	5.97%	1,668.00	1,450.43	217.57
c)	Buite Munisipale gebied Sondae & Openbare Vakansiedae - per vrag + per km	7.88%	6.00%	2,296.00	1,996.52	299.48	6.01%	2,434.00	2,116.52	317.48	6.00%	2,580.00	2,243.48	336.52
d)	Buite voormalige dorpsgrense per km vanaf riooluiweringswerke	14.29%	11.11%	10.00	8.70	1.30	10.00%	11.00	9.57	1.43	9.09%	12.00	10.43	1.57

#### D Aansluiting

Nuwe aansluiting selfde kant van straat	7.91%	6.00%	989.00	860.00	129.00	5.97%	1,048.00	911.30	136.70	6.01%	1,111.00	966.09	144.91
Nuwe aansluiting oorkant van straat	7.91%	6.00%	1,979.00	1,720.87	258.13	6.01%	2,098.00	1,824.35	273.65	6.01%	2,224.00	1,933.91	290.09

## TARIEWE

**Tariewe van toepassing met ingang van eerste rekening wat gelewer word na 1 Julie tensy anders aangedui.**

Tarief vanaf 1 Julie 2019 (Ingesluit 15% BTW)	Tarief vanaf 1 Julie 2019 (Uitgesluit 15% BTW)	15% BTW
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Tarief vanaf 1 Julie 2020 (Ingesluit 15% BTW) Voorlopig	Tarief vanaf 1 Julie 2020 (Uitgesluit 15% BTW) Voorlopig	15% BTW
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Tarief vanaf 1 Julie 2021 (Ingesluit 15% BTW) Voorlopig	Tarief vanaf 1 Julie 2021 (Uitgesluit 15% BTW) Voorlopig	15% BTW
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**E Oopmaak van rioolverstoping op privaat erwe (slegs binne munisipale gebied)**

Maandag tot Vrydag (gedurende werksure)	6.00%	371.00	322.61	48.39	5.93%	393.00	341.74	51.26	6.11%	417.00	362.61	54.39
Maandag tot Saterdag (buite normale werksure)	6.00%	477.00	414.78	62.22	6.08%	506.00	440.00	66.00	5.93%	536.00	466.09	69.91
Sondag en Publieke Vakansiedae	6.00%	848.00	737.39	110.61	6.01%	899.00	781.74	117.26	6.01%	953.00	828.70	124.30

**F Allerlei**

Verkoop van gesuiwerde rioolwater by suiweringswerke (per kl)	0.00%	1.00	0.87	0.13	0.00%	1.00	0.87	0.13	0.00%	1.00	0.87	0.13
Wegdoen van riool met privaat trokke by rioolsuiweringswerke (per kl)	6.67%	32.00	27.83	4.17	6.25%	34.00	29.57	4.43	5.88%	36.00	31.30	4.70
Leegmaak van chemiese toilette (per toilet/drom)	6.67%	48.00	41.74	6.26	6.25%	51.00	44.35	6.65	5.88%	54.00	46.96	7.04

**20 VULLISVERWYDERING**

'n Pak met 25 sakke in word een maal elke ses maande gratis verskaf aan elke huishouding. Dit sal die bewoner / eienaar se verantwoordelikheid wees om te verseker dat hy/sy dit wel ontvang het.

**a) Huishoudelik**

Verwydering 1 maal per week - per maand	7.85%	5.88%	234.00	203.48	30.52	4.70%	245.00	212.84	32.16	6.12%	260.00	226.09	33.91
Goedverwacht/Wittewater			Werklike Koste				Werklike Koste				Werklike Koste		

**b) Besighede**

Die huishoudelike tarief is ook op alle besighede van toepassing as 'n maandelikse minimum diens vir die verwydering van 2 sakke een maal per week. Enige addisionele verwyderings sal soos hieronder aangedui gehel word.

Per vrag of gedeelte daarvan gedurende werksure (Na ure werklike koste)	7.96%	5.98%	815.00	708.70	106.30	6.01%	864.00	751.30	112.70	6.02%	916.00	796.52	119.48
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**c) Tuinvullis**

Per vrag of gedeelte daarvan	7.65%	6.12%	208.00	180.87	27.13	5.77%	220.00	191.30	28.70	5.91%	233.00	202.61	30.39
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**d) Vullissakke**

per pak van 25	7.69%	6.67%	48.00	41.74	6.26	6.25%	51.00	44.35	6.65	5.88%	54.00	46.96	7.04
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**e) Bourommel (Trekker en wa - 3 m<sup>3</sup>)**

Per vrag	7.95%	5.91%	430.00	373.91	56.09	6.05%	456.00	396.52	59.48	5.92%	483.00	420.00	63.00
Halwe vrag		6.19%	223.00	193.91	29.09	5.83%	236.00	205.22	30.78	5.93%	250.00	217.39	32.61

**f) Storting van vullis by Beheerde Oorlaastasies**

Huishoudelik van buite dorpsgebied (3 sakke)	7.14%	6.25%	68.00	59.13	8.87	5.88%	72.00	62.61	9.39	5.56%	76.00	66.09	9.91
Bakkie (0,5 ton - 1 ton)	7.62%	5.79%	128.00	111.30	16.70	6.25%	136.00	118.26	17.74	5.88%	144.00	125.22	18.78
Vragmotor (1 - 3 ton) half vrag	7.69%	6.11%	191.00	166.09	24.91	5.76%	202.00	175.65	26.35	5.94%	214.00	186.09	27.91
Vragmotor (1 - 3 ton) vol vrag	7.96%	6.08%	384.00	333.91	50.09	5.99%	407.00	353.91	53.09	5.90%	431.00	374.78	56.22
Vragmotor (3 - 5 ton) half vrag	7.96%	6.08%	384.00	333.91	50.09	5.99%	407.00	353.91	53.09	5.90%	431.00	374.78	56.22
Vragmotor (3 - 5 ton) vol vrag	7.85%	5.98%	638.00	554.78	83.22	5.96%	676.00	587.83	88.17	6.07%	717.00	623.48	93.52
Vragmotor (5 - 10 ton) half vrag	7.85%	5.98%	638.00	554.78	83.22	5.96%	676.00	587.83	88.17	6.07%	717.00	623.48	93.52
Vragmotor (5 - 10 ton) vol vrag	7.85%	5.98%	1,276.00	1,109.57	166.43	6.03%	1,353.00	1,176.52	176.48	5.99%	1,434.00	1,246.96	187.04

**g) Optel van vullis soos bepaal in paragraaf 6.6 van die tariefbeleid. Optel van vullis wat deur die betrokke winkel verkoop/verpak word**

Werklike koste  
+10%

## TARIEWE

Tariewe van toepassing met ingang van eerste rekening wat gelewer word na 1 Julie tensy anders aangedui.

Tarief vanaf 1 Julie 2019 (Ingesluit 15% BTW)	Tarief vanaf 1 Julie 2019 (Uitgesluit 15% BTW)	15% BTW
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Tarief vanaf 1 Julie 2020 (Ingesluit 15% BTW) Voorlopig	Tarief vanaf 1 Julie 2020 (Uitgesluit 15% BTW) Voorlopig	15% BTW
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Tarief vanaf 1 Julie 2021 (Ingesluit 15% BTW) Voorlopig	Tarief vanaf 1 Julie 2021 (Uitgesluit 15% BTW) Voorlopig	15% BTW
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### Eiendomsbelasting

Eiendomsbelasting is van toepassing op die totale markwaarde van Eiendom soos dit voorkom op die Raad se waardasierol 2017.

Eiendom aangedui met gebruik as RESIDENSIEËL in die waardasierol	7.95%	6.00%	0.00945			6.00%	0.01001			6.00%	0.01061		
Eiendom aangedui met gebruik as GROEP BEHUISING in die waardasierol	7.95%												
Eiendom aangedui met gebruik as DEELTITELS in die waardasierol	7.95%												
Eiendom aangedui met gebruik as MUNISIPALE BEHUISING in die waardasierol	7.95%												
Eiendom aangedui met gebruik as STAATSEIENDOM in die waardasierol	7.95%												
Eiendom aangedui met gebruik as MUNISIPALE EIENDOM in die waardasierol	7.95%	6.00%	0.00945			6.00%	0.01001			6.00%	0.01061		
Eiendom aangedui met gebruik as GODSDIENSTIGE EIENDOM in die waardasierol	7.95%												
Eiendom aangedui met gebruik as INSTUTISIONELE EIENDOM in die waardasierol	7.95%	6.00%	0.00945			6.00%	0.01001			6.00%	0.01061		
Eiendom aangedui met gebruik as LANDBOU in die waardasierol (1 : 0.20)	7.95%	6.00%	0.00189			5.98%	0.00200			5.99%	0.00212		
Eiendom aangedui met gebruik as BESIGHEID in die waardasierol	7.95%												
Eiendom aangedui met gebruik as KOMMERSIEËL in die waardasierol	7.95%	6.00%	0.01039			6.00%	0.01101			6.00%	0.01167		
Eiendom aangedui met gebruik as PSI in die waardasierol													
Eiendom aangedui met gebruik as INDUSTRIEËL in die waardasierol	7.95%	6.00%	0.01039			6.00%	0.01101			6.00%	0.01167		

### Kortings

In terme van die Raad se Belastingbeleid word die volgende kortings, onderhewig aan aansoek en goedkeuring soos in die beleid vervat, toegestaan.

Residensiële eiendom. (Artikel 16(1) en 17(1) van Wet 6 van 2004) eerste bedrag van waarde vrygestel
Munisipale eiendom (Behalwe eiendom verhuur deur die munisipaliteit)
Institusionele Eiendom
Pensionarisse : Eienaar wat jaarliks voor 30 Junie bewys kan lewer dat h/ sy 'n PENSIOEN ontvang soos bepaal in die Deernisbeleid van die Raad.
Liefdadigheidsorganisasies, Sportorganisasies, Landbougenootskappe, Hospitale, Begraafplase ens.

15,000.00
100%
per aansoek goedgekeur 50%
per aansoek goedgekeur 60%
per aansoek goedgekeur 100%

15,000.00
100%
per aansoek goedgekeur 50%
per aansoek goedgekeur 60%
per aansoek goedgekeur 100%

15,000.00
100%
per aansoek goedgekeur 50%
per aansoek goedgekeur 60%
per aansoek goedgekeur 100%

## TARIEWE

Tariewe van toepassing met ingang van eerste rekening wat gelewer word na 1 Julie tensy anders aangedui.	Tarief vanaf 1 Julie 2019 (Ingesluit 15% BTW)	Tarief vanaf 1 Julie 2019 (Uitgesluit 15% BTW)	15% BTW	Tarief vanaf 1 Julie 2020 (Ingesluit 15% BTW) Voorlopig	Tarief vanaf 1 Julie 2020 (Uitgesluit 15% BTW) Voorlopig	15% BTW	Tarief vanaf 1 Julie 2021 (Ingesluit 15% BTW) Voorlopig	Tarief vanaf 1 Julie 2021 (Uitgesluit 15% BTW) Voorlopig	15% BTW
Landbou gebruik- Korting t.o.v. Huisvesting, voorsiening van riool, elektrisiteit, water, vullis, sport, vervoer en opleiding soos vervat in Eiendomsbelastingbeleid met die voldoening aan voorwaardes	per aansoek goedgekeur tot 'n maksimum van 85% van residensiele koers (Verhouding 1:0.15)			per aansoek goedgekeur tot 'n maksimum van 85% van residensiele koers (Verhouding 1:0.15)			per aansoek goedgekeur tot 'n maksimum van 85% van residensiele koers (Verhouding 1:0.15)		

### 22 DEPARTEMENTELE DIENSTE

b)	Riool	8.04%	6.20%	137.00	119.13	17.87	5.84%	145.00	126.09	18.91	6.21%	154.00	133.91	20.09
c)	Vullisverwydering	7.84%	6.25%	187.00	162.61	24.39	5.88%	198.00	172.17	25.83	6.06%	210.00	182.61	27.39

### 23 BRANDWEERGELDE

Blus van brand by geboue - per uur	7.91%	5.99%	2,953.00	2,567.83	385.17	5.99%	3,130.00	2,721.74	408.26	6.01%	3,318.00	2,885.22	432.78
Blus van veld en ander brande - per uur	7.95%	6.04%	878.00	763.48	114.52	6.04%	931.00	809.57	121.43	6.02%	987.00	858.26	128.74
Brandveiligheid Inspeksie - per inspeksie			690.00	600.00	90.00	5.94%	731.00	635.65	95.35	6.02%	775.00	673.91	101.09

#### BRANDWEERDIENSTE GELEWER AAN ANDER OWERHEDE

1	Attendance of any incident irrespective of number of vehicles and personal			2,200.00	1,913.04	286.96	5.45%	2,320.00	2,017.39	302.61	5.99%	2,459.00	2,138.26	320.74
	After the first hour the following tariffs will be applicable			for first hour				for first hour				for first hour		
2	Major / Medium appliance Rescue pumps / Aerial appliance Including Personal ( Standby )			1,100.00	956.52	143.48	5.45%	1,160.00	1,008.70	151.30	6.03%	1,230.00	1,069.57	160.43
				per hour or part thereof				per hour or part thereof				per hour or part thereof		
3	Hazmat Unit			1,100.00	956.52	143.48	5.45%	1,160.00	1,008.70	151.30	6.03%	1,230.00	1,069.57	160.43
				per hour or part thereof				per hour or part thereof				per hour or part thereof		
4	Auxiliary appliance ( inclusive of manpower ) Off-road , light/heavy rescue,			600.00	521.74	78.26	5.83%	635.00	552.17	82.83	5.98%	673.00	585.22	87.78
	Hazmat units ( Standby )			per hour or part thereof				per hour or part thereof				per hour or part thereof		
5	Service vehicles ( inclusive of manpower ) LDV's and transporters ( Standby )			600.00	521.74	78.26	5.83%	635.00	552.17	82.83	5.98%	673.00	585.22	87.78
				per hour or part thereof				per hour or part thereof				per hour or part thereof		
6	Trailers and units ( inclusive of manpower ) Fuel/hydrant trailer , BA trailer			350.00	304.35	45.65	5.71%	370.00	321.74	48.26	5.95%	392.00	340.87	51.13
	and command unit ( Standby )			per hour or part thereof				per hour or part thereof				per hour or part thereof		
7	Personnel charges ( cost if additional personnel are required ) ( Standby )													
1	Chief Fire Officer			285.00	285.00		7.02%	305.00	305.00		5.90%	323.00	323.00	
2	Assistant Chief Fire Officer			325.00	325.00		6.15%	345.00	345.00		6.09%	366.00	366.00	
3	District Commander			285.00	285.00		7.02%	305.00	305.00		5.90%	323.00	323.00	
4	Station Senior Officer			255.00	255.00		5.88%	270.00	270.00		5.93%	286.00	286.00	
5	Platoon Officers			195.00	195.00		5.64%	206.00	206.00		5.83%	218.00	218.00	
6	Senior Fire Fighters			140.00	140.00		5.71%	148.00	148.00		6.08%	157.00	157.00	
7	Fire Fighters			130.00	130.00		6.15%	138.00	138.00		5.80%	146.00	146.00	
8	Learner Fire Fighters			110.00	110.00		5.45%	116.00	116.00		6.03%	123.00	123.00	
9	EPWP Learner Fire Fighters			40.00	40.00		7.50%	43.00	43.00		6.98%	46.00	46.00	
				per hour or part thereof				per hour or part thereof				per hour or part thereof		



## TARIEWE

Tariewe van toepassing met ingang van eerste rekening wat gelewer word na 1 Julie tensy anders aangedui.			Tarief vanaf 1 Julie 2019 (Ingesluit 15% BTW)	Tarief vanaf 1 Julie 2019 (Uitgesluit 15% BTW)	15% BTW	Tarief vanaf 1 Julie 2020 (Ingesluit 15% BTW) Voorlopig	Tarief vanaf 1 Julie 2020 (Uitgesluit 15% BTW) Voorlopig	15% BTW	Tarief vanaf 1 Julie 2021 (Ingesluit 15% BTW) Voorlopig	Tarief vanaf 1 Julie 2021 (Uitgesluit 15% BTW) Voorlopig	15% BTW		
8	Specialized consumable material ( Standby )		Replacement cost plus 10%			Replacement cost plus 10%			Replacement cost plus 10%				
9	Humanitarian calls												
1	Motor vehicle accidents		Applicable tariff			Applicable tariff			Applicable tariff				
2	Rescues		as in 23.1 - 6			as in 23.1 - 6			as in 23.1 - 6				
10	Spillages		Applicable tariff			Applicable tariff			Applicable tariff				
1	Major ( Road or rail )		as in 23.1 - 6			as in 23.1 - 6			as in 23.1 - 6				
11	Vegetation Fires		Applicable tariff			Applicable tariff			Applicable tariff				
			as in 23.1 - 6			as in 23.1 - 6			as in 23.1 - 6				
12	Service rendered outside area of jurisdiction		Applicable tariff			Applicable tariff			Applicable tariff				
			as in 23.1 - 6			as in 23.1 - 6			as in 23.1 - 6				
			plus 10%			plus 10%			plus 10%				
12	Monitoring of incidents		Applicable tariff			Applicable tariff			Applicable tariff				
			as in 23.1 - 6			as in 23.1 - 6			as in 23.1 - 6				
13	Certified copy of incident report ( Per Copy )		140.00	121.74	18.26	5.71%	148.00	128.70	19.30	6.08%	157.00	136.52	20.48
14	Sundry services and hire charges												
1	Use of portable plant and machinery : ( Per Hour )		230.00	200.00	30.00	5.22%	242.00	210.43	31.57	6.20%	257.00	223.48	33.52
2	Damage of equipment		Cost plus 10%				Cost plus 10%		Cost plus 10%				
3	Utilisation of external services		Suppliers Account plus 10%				Suppliers Account plus 10%		Suppliers Account plus 10%				
15	<b>15 Fire prevention tariff</b>												
1	Renewal of Licence to store petroleum		490.00	426.09	63.91	6.12%	520.00	452.17	67.83	5.96%	551.00	479.13	71.87
2	Approval of LPG installation plans ( Per hour of part thereof )		490.00	426.09	63.91	6.12%	520.00	452.17	67.83	5.96%	551.00	479.13	71.87
3	Approval of petroleum storage plans ( Per hour of part thereof )		490.00	426.09	63.91	6.12%	520.00	452.17	67.83	5.96%	551.00	479.13	71.87
4	Approval of bulk storage hazardous installation ( Per hour of part thereof )		490.00	426.09	63.91	6.12%	520.00	452.17	67.83	5.96%	551.00	479.13	71.87
5	Approval of building plans - fire protection / requirements ( Per hour of part thereof )		490.00	426.09	63.91	6.12%	520.00	452.17	67.83	5.96%	551.00	479.13	71.87
6	Inspections ( Excluding Farm Land ) ( Per hour of part thereof )		765.00	665.22	99.78	5.88%	810.00	704.35	105.65	6.05%	859.00	746.96	112.04
7	Reinspection ( Per hour of part thereof )		765.00	665.22	99.78	5.88%	810.00	704.35	105.65	6.05%	859.00	746.96	112.04
8	Certification of premises ( Per hour of part thereof )		490.00	426.09	63.91	6.12%	520.00	452.17	67.83	5.96%	551.00	479.13	71.87
9	Issuing of control burning permits ( Per hour of part thereof )		700.00	608.70	91.30	5.71%	740.00	643.48	96.52	5.95%	784.00	681.74	102.26
2	Members of a Fire Protection Association		free of charge				free of charge		free of charge				
# 1	Investigation ( Per hour of part thereof )		765.00	665.22	99.78	5.88%	810.00	704.35	105.65	6.05%	859.00	746.96	112.04
2	Investigation ( External Service Provider )		Suppliers account				Suppliers account		Suppliers account				

## TARIEWE

Tariewe van toepassing met ingang van eerste rekening wat gelewer word na 1 Julie tensy anders aangedui.			Tarief vanaf 1 Julie 2019 (Ingesluit 15% BTW)	Tarief vanaf 1 Julie 2019 (Uitgesluit 15% BTW)	15% BTW		Tarief vanaf 1 Julie 2020 (Ingesluit 15% BTW) Voorlopig	Tarief vanaf 1 Julie 2020 (Uitgesluit 15% BTW) Voorlopig	15% BTW		Tarief vanaf 1 Julie 2021 (Ingesluit 15% BTW) Voorlopig	Tarief vanaf 1 Julie 2021 (Uitgesluit 15% BTW) Voorlopig	15% BTW
#	Lectures / Evacuation drills ( Per hour of part thereof )		765.00	665.22	99.78	5.88%	810.00	704.35	105.65	6.05%	859.00	746.96	112.04
#	Issuing of certificate of competency ( Per hour of part thereof )		765.00	665.22	99.78	5.88%	810.00	704.35	105.65	6.05%	859.00	746.96	112.04
#	Public Education		No charge				No charge				No charge		
#	Approval of rational designs ( Per hour of part thereof )		490.00	426.09	63.91	6.12%	520.00	452.17	67.83	5.96%	551.00	479.13	71.87
#	Approval of major hazardous installation reports ( Per hour of part thereof )		490.00	426.09	63.91	6.12%	520.00	452.17	67.83	5.96%	551.00	479.13	71.87

### 24 GRONDGEBRUIKSBEPLANNING

Onderstaande tariewe sluit advertensies / aansoekfooi / kennisgewings / posgeld in per aansoek. By gekombineerde aansoeke is die advertensie en kennisgewing kostes slegs eenmalig betaalbaar. By gekombineerde aansoeke sal die mees omvattende aansoek prosedure gevolg word en is die tariewe ooreenkomstig betaalbaar. Geen tariewe is terugbetaalbaar nie. **Staatsgefinansierde behuisingsprojekte betaal slegs 50% van die tarief (uitgesluit kleuterskole/bewaarskole). Grondgebruiksaanseke wat verband hou met kleuterskole/bewaarskole in alle areas betaal slegs 15% van die tarief.**

a)	Vergunningsgebruike; Hersonerig; Afwyking (tydelike grondgebruik); Wysiging van Voorwaardes; Wysiging van Terrein Ontwikkelingsplanne; Wysiging van Onderverdelingsplanne; Opheffing van Beperkings													
	Aansoek	0.00%	0.00%	1,060.00	921.74	138.26	6.04%	1,124.00	977.39	146.61	5.96%	1,191.00	1,035.65	155.35
	Advertensie	0.00%	0.00%	3,975.00	3,456.52	518.48	6.01%	4,214.00	3,664.35	549.65	6.00%	4,467.00	3,884.35	582.65
	Kennisgewing	0.00%	0.00%	265.00	230.43	34.57	6.04%	281.00	244.35	36.65	6.05%	298.00	259.13	38.87
b)	Afwyking (Verander Grondgebruiksbeperkings); Konsolidasie van Eiendomme; Grenswysigings; Goedkeuring van Huiseienaarsvereniging Grondwet; Wysiging van Huiseienaarsvereniging Grondwet; Goedkeuring van Argitektoniese Riglyne; Wysiging van Argitektoniese Riglyne													
	Aansoek	0.00%	0.00%	1,060.00	921.74	138.26	6.04%	1,124.00	977.39	146.61	5.96%	1,191.00	1,035.65	155.35
	Kennisgewing	0.00%	0.00%	265.00	230.43	34.57	6.04%	281.00	244.35	36.65	6.05%	298.00	259.13	38.87
c)	Onderverdelings:													
	In 2 erwe													
	Aansoek	0.00%	0.00%	1,060.00	921.74	138.26	6.04%	1,124.00	977.39	146.61	5.96%	1,191.00	1,035.65	155.35
	Kennisgewing	0.00%	0.00%	265.00	230.43	34.57	6.04%	281.00	244.35	36.65	6.05%	298.00	259.13	38.87
	Vanaf 3 - 10 erwe													
	Aansoek	0.00%	0.00%	1,060.00	921.74	138.26	6.04%	1,124.00	977.39	146.61	5.96%	1,191.00	1,035.65	155.35
	Advertensie	0.00%	0.00%	3,975.00	3,456.52	518.48	6.01%	4,214.00	3,664.35	549.65	6.00%	4,467.00	3,884.35	582.65
	Kennisgewing	0.00%	0.00%	265.00	230.43	34.57	6.04%	281.00	244.35	36.65	6.05%	298.00	259.13	38.87
	Meer as 10 erwe													
	Aansoek	0.00%	0.00%	1,060.00	921.74	138.26	6.04%	1,124.00	977.39	146.61	5.96%	1,191.00	1,035.65	155.35
	Advertensie	0.00%	0.00%	3,975.00	3,456.52	518.48	6.01%	4,214.00	3,664.35	549.65	6.00%	4,467.00	3,884.35	582.65
	Kennisgewing	0.00%	0.00%	265.00	230.43	34.57	6.04%	281.00	244.35	36.65	6.05%	298.00	259.13	38.87
	<b>PLUS: Per erf meer as 10</b>	0.00%	0.00%	60.00	52.17	7.83	6.67%	64.00	55.65	8.35	6.25%	68.00	59.13	8.87

### 25 DIENSTE BYDRAE (Dorpsstigting, Onderverdeling ens)

a)	Tot en met 5 erwe/eenhede - per erf/eenheid + WDM Heffings ( Item c )	7.90%	6.00%	20,777.00	18,066.96	2,710.04	6.00%	22,024.00	19,151.30	2,872.70	6.00%	23,345.00	20,300.00	3,045.00
b)	Meer as 5 erwe soos per diensteoorenkoms + WDM Heffing ( Item c )			Ooreenkoms				Ooreenkoms				Ooreenkoms		
c)	Weskus DM Water Bydrae ( Gebiede wat water ontvang vanaf Withoogte waterskema )			Soos deur WDM bepaal				Soos deur WDM bepaal				Soos deur WDM bepaal		

## TARIEWE

**Tariewe van toepassing met ingang van eerste rekening wat gelewer word na 1 Julie tensy anders aangedui.**

Tarief vanaf 1 Julie 2019 (Ingesluit 15% BTW)	Tarief vanaf 1 Julie 2019 (Uitgesluit 15% BTW)	15% BTW
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Tarief vanaf 1 Julie 2020 (Ingesluit 15% BTW) Voorlopig	Tarief vanaf 1 Julie 2020 (Uitgesluit 15% BTW) Voorlopig	15% BTW
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Tarief vanaf 1 Julie 2021 (Ingesluit 15% BTW) Voorlopig	Tarief vanaf 1 Julie 2021 (Uitgesluit 15% BTW) Voorlopig	15% BTW
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**26**

### Raadsfasiliteite

Aansoek om GRATIS gebruik van enige fasiliteite van die Raad moet aan die MUNISIPALE BESTUURDER gerig word, waarna dit op meriete oorweeg en goedkeur word. Die bespreking daarvan moet dan ook deur die munisipale bestuurder gedoen word.

**27**

### Elektrisiteit

#### BASIESE HEFFING

B3 - KVA Aansluitings	1.84%	13.07%	2,346.44	2,040.38	306.06	6.22%	2,492.38	2,167.29	325.09	6.00%	2,641.93	2,297.33	344.60
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#### Aanvraag

Lewenslyn : ( Maksimum van tot 20 amp aansluiting )

A1 - Enkelfase aansluiting hoer as 20 amp	2.12%	13.07%	251.45	218.66	32.79	6.22%	267.09	232.26	34.84	6.00%	283.12	246.19	36.93
A3 - Driefase aansluiting	1.86%	13.07%	897.45	780.39	117.06	6.22%	953.27	828.93	124.34	6.00%	1,010.47	878.67	131.80
D3 - KVA aansluiting per KVA	0.00%	13.07%	246.00	213.91	32.09	6.22%	261.30	227.22	34.08	6.00%	276.98	240.85	36.13

#### Verbruik Konfensioneel

##### 1P CONS SINGLE PHASE

0 - 50 kwh	2.08%	13.33%	1.19	1.03	0.16	6.12%	1.26	1.10	0.16	6.00%	1.34	1.16	0.17
51 - 350 kwh	1.64%	12.69%	1.51	1.32	0.19	6.55%	1.61	1.40	0.21	6.00%	1.71	1.48	0.22
351 - 600 kwh	2.13%	12.90%	1.75	1.52	0.23	6.26%	1.86	1.62	0.24	6.00%	1.97	1.71	0.26
601 +	1.28%	13.45%	1.94	1.68	0.26	5.98%	2.06	1.79	0.27	6.00%	2.18	1.90	0.28

##### 3P CONS THREE PHASE

50 kW	2.01%	12.94%	1.92	1.67	0.25	6.06%	2.04	1.77	0.27	6.00%	2.16	1.88	0.28
350 kW	2.01%	12.94%	1.92	1.67	0.25	6.06%	2.04	1.77	0.27	6.00%	2.16	1.88	0.28
600 kW	2.01%	12.94%	1.92	1.67	0.25	6.06%	2.04	1.77	0.27	6.00%	2.16	1.88	0.28
> 600	2.01%	12.94%	1.92	1.67	0.25	6.06%	2.04	1.77	0.27	6.00%	2.16	1.88	0.28

##### KV CONSUMPTION KVA

50 kW	2.81%	12.71%	1.33	1.16	0.17	6.52%	1.42	1.23	0.18	6.00%	1.50	1.31	0.20
350 kW	2.81%	12.71%	1.33	1.16	0.17	6.52%	1.42	1.23	0.18	6.00%	1.50	1.31	0.20
600 kW	2.81%	12.71%	1.33	1.16	0.17	6.52%	1.42	1.23	0.18	6.00%	1.50	1.31	0.20
> 600	2.81%	12.71%	1.33	1.16	0.17	6.52%	1.42	1.23	0.18	6.00%	1.50	1.31	0.20

##### LL CONS LIFE LINE

50 kW	2.34%	13.33%	1.19	1.03	0.16	6.12%	1.26	1.10	0.16	6.00%	1.34	1.16	0.17
350 kW	1.75%	13.60%	1.42	1.23	0.19	5.88%	1.50	1.31	0.20	6.00%	1.59	1.39	0.21
600 kW	1.66%	12.69%	1.51	1.32	0.19	6.53%	1.61	1.40	0.21	6.00%	1.71	1.48	0.22
> 600	1.75%	13.46%	1.77	1.54	0.23	6.17%	1.88	1.63	0.25	6.00%	1.99	1.73	0.26

##### MU CONSUMPTION MUN

50 kW	2.52%	0.41%	1.04	1.03	0.02	6.22%	1.11	0.96	0.14	6.00%	1.18	1.02	0.15
350 kW	2.52%	0.41%	1.04	1.03	0.02	6.22%	1.11	0.96	0.14	6.00%	1.18	1.02	0.15
600 kW	2.52%	0.41%	1.04	1.03	0.02	6.22%	1.11	0.96	0.14	6.00%	1.18	1.02	0.15
> 600	2.52%	0.41%	1.04	1.03	0.02	6.22%	1.11	0.96	0.14	6.00%	1.18	1.02	0.15

#### Verbruik - PRE PAID

##### Enkelfase

50 kW	2.34%	13.33%	1.19	1.03	0.16	6.12%	1.26	1.10	0.16	6.00%	1.34	1.16	0.17
350 kW	1.53%	13.33%	1.53	1.33	0.20	6.13%	1.62	1.41	0.21	6.00%	1.72	1.50	0.22
600 kW	1.85%	12.83%	2.11	1.83	0.28	6.17%	2.24	1.95	0.29	6.00%	2.37	2.06	0.31
> 600	1.75%	13.24%	2.48	2.15	0.33	6.09%	2.63	2.29	0.34	6.00%	2.79	2.43	0.36

##### Life Line

50 kW	2.34%	13.33%	1.19	1.03	0.16	6.12%	1.26	1.10	0.16	6.00%	1.34	1.16	0.17
350 kW	1.75%	13.60%	1.42	1.23	0.19	5.88%	1.50	1.31	0.20	6.00%	1.59	1.39	0.21
600 kW	1.66%	12.69%	1.51	1.32	0.19	6.53%	1.61	1.40	0.21	6.00%	1.71	1.48	0.22
> 600	1.75%	13.46%	1.77	1.54	0.23	48.65%	2.63	2.29	0.34	6.00%	2.79	2.43	0.36

## TARIEWE

Tariewe van toepassing met ingang van eerste rekening wat gelewer word na 1 Julie tensy anders aangedui.			Tarief vanaf 1 Julie 2019 (Ingesluit 15% BTW)	Tarief vanaf 1 Julie 2019 (Uitgesluit 15% BTW)	15% BTW			Tarief vanaf 1 Julie 2020 (Ingesluit 15% BTW) Voorlopig	Tarief vanaf 1 Julie 2020 (Uitgesluit 15% BTW) Voorlopig	15% BTW			Tarief vanaf 1 Julie 2021 (Ingesluit 15% BTW) Voorlopig	Tarief vanaf 1 Julie 2021 (Uitgesluit 15% BTW) Voorlopig	15% BTW
<b>Driefase</b>															
50 kW	1.75%	12.77%	2.12	1.85	0.27	6.37%	2.26	1.96	0.29	6.00%	2.39	2.08	0.31		
350 kW	1.75%	12.77%	2.12	1.85	0.27	6.37%	2.26	1.96	0.29	6.00%	2.39	2.08	0.31		
600 kW	1.75%	12.77%	2.12	1.85	0.27	6.37%	2.26	1.96	0.29	6.00%	2.39	2.08	0.31		
> 600	1.75%	12.77%	2.12	1.85	0.27	6.37%	2.26	1.96	0.29	6.00%	2.39	2.08	0.31		

### Aansluitings en Ander Tariewe

Enkelfase	7.91%	6.00%	6,249.00	5,433.91	815.09	6.00%	6,624.00	5,760.00	864.00	5.99%	7,021.00	6,105.22	915.78
Drie Fase	7.90%	6.00%	12,165.00	10,578.26	1,586.74	6.00%	12,895.00	11,213.04	1,681.96	6.00%	13,669.00	11,886.09	1,782.91
Enkelfase - Verander na Vooruitbetaalde	7.91%	50.39%	2,150.00	1,869.57	280.43	16.28%	2,500.00	2,173.91	326.09	6.00%	2,650.00	2,304.35	345.65
Drie Fase - Verander na Vooruitbetaalde	7.91%	6.00%	6,249.00	5,433.91	815.09	6.00%	6,624.00	5,760.00	864.00	5.99%	7,021.00	6,105.22	915.78
Heraanluiting (Waar dienste weens wanbetaling gestaak is ingesluit)	8.33%	6.31%	133.00	115.65	17.35	6.02%	141.00	122.61	18.39	5.67%	149.00	129.57	19.43
<b>Blok/Onblok van voorafbetaalde meters weens wanbetaling</b>							20.00	17.39	2.61	5.00%	21.00	18.26	2.74
Verandering van aansluiting (Amps)							<b>Breker +R100</b>				<b>Breker +R100</b>		
Tydlike aansluiting hoogstens vir 3 maande (Boupersele)	7.90%	5.99%	1,640.00	1,426.09	213.91	5.98%	1,738.00	1,511.30	226.70	5.98%	1,842.00	1,601.74	240.26
Huur verdeelkas per dag	8.00%	6.11%	337.00	293.04	43.96	5.93%	357.00	310.43	46.57	5.88%	378.00	328.70	49.30
Invoer Tarief				0,75 c/Kwh				0,75 c/Kwh				0,75 c/Kwh	
Uitroep na-ure - Nie munisipale fout			500.00	434.78	65.22	6.00%	530.00	460.87	69.13	6.04%	562.00	488.70	73.30

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Allerlei													
Privaatwerke	<b>Werklike kostes +10%</b>												
Geen masjiene/toerusting word verhuur nie.													
Versak van randstene (enkel ingang - 3m)	6.00%		2,650.00	2,304.35	345.65	6.00%	2,809.00	2,442.61	366.39	6.02%	2,978.00	2,589.57	388.43
Versak van randstene (dubbel ingang - 6m)	6.00%		3,710.00	3,226.09	483.91	6.01%	3,933.00	3,420.00	513.00	6.00%	4,169.00	3,625.22	543.78

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Lisensies													
Besigheidslisensie			46.00	40.00	6.00	6.52%	49.00	42.61	6.39	6.12%	52.00	45.22	6.78
Vermaaklikheidslisensie			46.00	40.00	6.00	6.52%	49.00	42.61	6.39	6.12%	52.00	45.22	6.78
Smouslisensie			46.00	40.00	6.00	6.52%	49.00	42.61	6.39	6.12%	52.00	45.22	6.78
Verlenging van drankure			1,150.00	1,000.00	150.00	6.00%	1,219.00	1,060.00	159.00	5.99%	1,292.00	1,123.48	168.52

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Skiet van Films en Advertensies													
Goedkeuring vir skiet van films en advertensies							2,000.00	1,739.13	260.87	6.00%	2,120.00	1,843.48	276.52

BERGRIVIER MUNICIPALITY: WATER TARIFFS 2020/2021		VAT		1.15																			
WATER		2019/20 Including 15% VAT		2020/21 Including 15% VAT																			
Basiese Heffing per maand		60.00	5.00%	63.00																			
<b>INCLUDING VAT</b>																							
% Besparing:		20%	20%	25%	30%	30%	35%	35%	40%	40%	45%	45%	50%	50%	55%	55%	60%	60%	65%	65%	70%	70%	
		Tariff amount																					
		Old tariff increase	(No restriction)	Additional 12.5%	New Tariff amount	Additional 12.5%	New Tariff amount	Additional 12.5%	New Tariff amount	Additional 12.5%	New Tariff amount	Additional 2.5%	New Tariff amount	Additional 12.5%	New Tariff amount	Additional 12.5%	New Tariff amount	Additional 12.5%	New Tariff amount	Additional 12.5%	New Tariff amount	Additional 12.5%	New Tariff amount
<b>Commercial</b>																							
	0 - 6	4.60%	8.41	2.50%	8.62	2.50%	8.84	2.50%	9.06	2.50%	9.28	2.50%	9.52	2.50%	9.75	2.50%	10.00	2.50%	10.25	2.50%	10.50	2.50%	10.77
	7 - 20	4.60%	16.94	2.50%	17.36	2.50%	17.80	2.50%	18.24	2.50%	18.70	2.50%	19.17	2.50%	19.65	2.50%	20.14	2.50%	20.64	2.50%	21.16	2.50%	21.68
	21 - 50	4.60%	16.94	2.50%	17.36	2.50%	17.80	2.50%	18.24	2.50%	18.70	2.50%	19.17	2.50%	19.65	2.50%	20.14	2.50%	20.64	2.50%	21.16	2.50%	21.68
	51 - 100	4.60%	19.51	2.50%	20.00	2.50%	20.50	2.50%	21.01	2.50%	21.54	2.50%	22.07	2.50%	22.63	2.50%	23.19	2.50%	23.77	2.50%	24.37	2.50%	24.97
	101 - 200	4.60%	20.51	2.50%	21.02	2.50%	21.55	2.50%	22.09	2.50%	22.64	2.50%	23.21	2.50%	23.79	2.50%	24.38	2.50%	24.99	2.50%	25.61	2.50%	26.25
	201 - 1000	4.60%	21.58	2.50%	22.12	2.50%	22.67	2.50%	23.24	2.50%	23.82	2.50%	24.42	2.50%	25.03	2.50%	25.65	2.50%	26.29	2.50%	26.95	2.50%	27.62
	1000 - 1500	4.60%	18.33	2.50%	18.79	2.50%	19.26	2.50%	19.74	2.50%	20.23	2.50%	20.74	2.50%	21.26	2.50%	21.79	2.50%	22.33	2.50%	22.89	2.50%	23.46
	1501 - 2000	4.60%	15.56	2.50%	15.95	2.50%	16.35	2.50%	16.76	2.50%	17.18	2.50%	17.60	2.50%	18.04	2.50%	18.50	2.50%	18.96	2.50%	19.43	2.50%	19.92
	2000 +	4.60%	13.18	2.50%	13.51	2.50%	13.85	2.50%	14.19	2.50%	14.55	2.50%	14.91	2.50%	15.28	2.50%	15.67	2.50%	16.06	2.50%	16.46	2.50%	16.87
<b>INCLUDING VAT</b>																							
% Besparing:		20%	20%	25%	30%	30%	35%	35%	40%	40%	45%	45%	50%	50%	55%	55%	60%	60%	65%	65%	70%	70%	
		Tariff amount																					
		Old tariff increase	(No restriction)	Additional 12.5%	New Tariff amount	Additional 12.5%	New Tariff amount	Additional 12.5%	New Tariff amount	Additional 12.5%	New Tariff amount	Additional 2.5%	New Tariff amount	Additional 12.5%	New Tariff amount	Additional 12.5%	New Tariff amount	Additional 12.5%	New Tariff amount	Additional 12.5%	New Tariff amount	Additional 12.5%	New Tariff amount
<b>Residential</b>																							
	0 - 6		8.41	2.50%	8.62	2.50%	8.84	2.50%	9.06	2.50%	9.28	2.50%	9.52	2.50%	9.75	2.50%	10.00	2.50%	10.25	2.50%	10.50	2.50%	10.77
	7 - 13		17.79	2.50%	18.23	2.50%	18.69	2.50%	19.16	2.50%	19.64	2.50%	20.13	2.50%	20.63	2.50%	21.15	2.50%	21.68	2.50%	22.22	2.50%	22.77
	14 - 20		21.10	2.50%	21.63	2.50%	22.17	2.50%	22.72	2.50%	23.29	2.50%	23.87	2.50%	24.47	2.50%	25.08	2.50%	25.71	2.50%	26.35	2.50%	27.01
	21 - 35		26.33	2.50%	26.99	2.50%	27.66	2.50%	28.35	2.50%	29.06	2.50%	29.79	2.50%	30.53	2.50%	31.30	2.50%	32.08	2.50%	32.88	2.50%	33.70
	36 - 50		31.92	2.50%	32.72	2.50%	33.54	2.50%	34.37	2.50%	35.23	2.50%	36.11	2.50%	37.02	2.50%	37.94	2.50%	38.89	2.50%	39.86	2.50%	40.86
	51+		42.54	2.50%	43.60	2.50%	44.69	2.50%	45.81	2.50%	46.96	2.50%	48.13	2.50%	49.33	2.50%	50.57	2.50%	51.83	2.50%	53.13	2.50%	54.45
<b>Flat Rate (Sportklubs : Skole : Welsynsorganisasies : Verbruikers buite voormalige munisipale gebied)</b>																							
	0-500				9.42																		
	501+				13.86																		
Rouwater aan Porterville Gholffklub en -Skool		Tarief wat Bergrivier Munisipaliteit aan DWS betaal vir onttrekking uit Bergrivier by Piketberg																					

**BERGRIVIER MUNICIPALITY: BOAT PERMIT FEES 2020/21**

<b>CATEGORY</b>	<b>UNIT OF MEASURE / CLARIFICATION</b>	<b>30 DAY PERMIT</b>	<b>ANNUAL PERMIT</b>
SAMSA Regulation 37 Vessels	Personal watercraft, power-driven not exceeding (<) 15 horsepower (hp), sailing vessels of less than (<) seven (7) meters in overall length, and rowing or paddling vessels.	R 0	R 0
Commercial trawlers and local fishing vessels traveling in and out to sea only.	Vessels issued with fishing quotas or utilised by local residence for subsistence fishing traveling in and out to sea, as verified as local residence by the Municipality by means of Municipal account. <b>Proof of address to be provided.</b>	Once off R 30 for Transit Sticker	
Water craft, power-driven >15 horsepower	jet-driven vessels, e.g. jet-ski's	R 125	R 750
Power boats and Sailing boats >7 meters ( <b>Two Engines:</b> Where there are two engines of equal <b>OR</b> different sizes on a boat; the permit fee is applicable to the <b>combined horse power.</b> )	>15 - 100 hp	R 50	R 300
	>100 - 150 hp	R 75	R 450
	>150 - 200 hp	R 100	R 600
	>200 hp	R 125	R 750
Houseboats	Private and Commercial Houseboats	R 2,000	R 12,000
Sticker Replacement	Replacement if lost.	R 30	R 30

# **Annexure D**

## **Service Level Standards**

**Western Cape: Bergrivier Municipality (WC013) - Schedule of Service Delivery Standards**

Description Standard	Ref	Year C-2	Year C-1	Year C-0	Current year			Service Level
		Actual Outcome	Actual Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	
<b>Solid Waste Removal</b>								
Premise based removal (Residential Frequency)		Weekly	Weekly	Weekly	Weekly	Weekly	Weekly	Weekly
Premise based removal (Business Frequency)		Weekly x2	Weekly x2	Weekly x2	Weekly x2	Weekly x2	Weekly x2	Weekly x2
Bulk Removal (Frequency)		As Required	As Required	As Required	As Required	As Required	As Required	As Required
Removal Bags provided(Yes/No)		Yes	Yes	Yes	Yes	Yes	Yes	Yes
Garden refuse removal Included (Yes/No)		Yes	Yes	Yes	Yes	Yes	Yes	Yes
Street Cleaning Frequency in CBD		Weekly	Weekly	Weekly	Weekly	Weekly	Weekly	Weekly
Street Cleaning Frequency in areas excluding CBD		Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly
How soon are public areas cleaned after events (24hours/48hours/longer)		24 Hours	24 Hours	24 Hours	24 Hours	24 Hours	24 Hours	24 Hours
Clearing of illegal dumping (24hours/48hours/longer)		1 Day per week	1 Day per week	1 Day per week	1 Day per week	1 Day per week	1 Day per week	1 Day per week
Recycling or environmentally friendly practices(Yes/No)		Yes	Yes	Yes	Yes	Yes	Yes	Yes
Licensed landfill site(Yes/No)		Closure permits	Closure permits	Closure permits	Closure permits	Closure permits	Closure permits	Closure permits
<b>Water Service</b>								
Water Quality rating (Blue/Green/Brown/N0 drop)		SANS241	SANS241	SANS241	SANS241	SANS241	SANS241	SANS241
Is free water available to all? (All/only to the indigent consumers)		only indigent customers	only indigent customers	only indigent customers	only indigent customers	only indigent customers	only indigent customers	only indigent customers
Frequency of meter reading? (per month, per year)		Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly
Are estimated consumption calculated on actual consumption over (two month's/three month's/longer period)		3	3	3	3	3	3	3
On average for how long does the municipality use estimates before reverting back to actual readings? (months)		3	3	3	3	3	3	3
<b>Duration (hours) before availability of water is restored in cases of service interruption (complete the sub questions)</b>								
One service connection affected (number of hours)		6 hours	6 hours	6 hours	6 hours	6 hours	6 hours	24 hours
Up to 5 service connection affected (number of hours)		6 hours	6 hours	6 hours	6 hours	6 hours	6 hours	24 hours
Up to 20 service connection affected (number of hours)		6 hours	6 hours	6 hours	6 hours	6 hours	6 hours	24 hours
Feeder pipe larger than 800mm (number of hours)		N/A	N/A	N/A	N/A	N/A	N/A	N/A
What is the average minimum water flow in your municipality?		Sufficient	Sufficient	Sufficient	Sufficient	Sufficient	Sufficient	Sufficient
Do you practice any environmental or scarce resource protection activities as part of your operations? (Yes/No)		Yes	Yes	Yes	Yes	Yes	Yes	Yes
How long does it take to replace faulty water meters? (days)		3 Working days	3 Working days	3 Working days	3 Working days	3 Working days	3 Working days	3 Working days
Do you have a cathodic protection system in place that is operational at this stage? (Yes/No)		No	No	No	No	No	No	No
<b>Electricity Service</b>								
What is your electricity availability percentage on average per month?		100%	100%	100%	100%	100%	100%	100%
Do your municipality have a ripple control in place that is operational? (Yes/No)		No	No	No	No	No	No	No
How much do you estimate is the cost saving in utilizing the ripple control system?		N/A	N/A	N/A	N/A	N/A	N/A	N/A



Description Standard	Ref	Year C-2	Year C-1	Year C-0	Current year			Service Level
		Actual Outcome	Actual Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	
What is the frequency of meters being read? (per month, per year)		Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly
Are estimated consumption calculated at consumption over (two month's/three month's/longer period)		3	3	3	3	3	3	3
On average for how long does the municipality use estimates before reverting back to actual readings? (months)		3	3	3	3	3	3	3
Duration before availability of electricity is restored in cases of breakages (immediately/one day/two days/longer)								
Are accounts normally calculated on actual readings? (Yes/no)		yes	yes	yes	yes	yes	yes	yes
Do you practice any environmental or scarce resource protection activities as part of your operations? (Yes/No)		Yes	Yes	Yes	Yes	Yes	Yes	Yes
How long does it take to replace faulty meters? (days)		3 Working days	3 Working days	3 Working days	3 Working days	3 Working days	3 Working days	3 Working days
Do you have a plan to prevent illegal connections and prevention of electricity theft? (Yes/No)		Yes	Yes	Yes	Yes	Yes	Yes	Yes
How effective is the action plan in curbing line losses? (Good/Bad)		Good	Good	Good	Good	Good	Good	Good
How soon does the municipality provide a quotation to a customer upon a written request? (days)		14 Working days	14 Working days	14 Working days	14 Working days	14 Working days	14 Working days	14 Working days
How long does the municipality takes to provide electricity service where existing infrastructure can be used? (working days)		3 Working days	3 Working days	3 Working days	3 Working days	3 Working days	3 Working days	3 Working days
How long does the municipality takes to provide electricity service for low voltage users where network extension is not required? (working days)		3 Working days	3 Working days	3 Working days	3 Working days	3 Working days	3 Working days	3 Working days
How long does the municipality takes to provide electricity service for high voltage users where network extension is not required? (working days)		3 Working days	3 Working days	3 Working days	3 Working days	3 Working days	3 Working days	3 Working days
<b>Sewerage Service</b>								
Are your purification system effective enough to put water back in to the system after purification?		Yes	Yes	Yes	Yes	Yes	Yes	Yes
To what extend do you subsidize your indigent consumers?		100%	100%	100%	100%	100%	100%	100%
<b>How long does it take to restore sewerage breakages on average</b>								
Severe overflow? (hours)		6 hours	6 hours	6 hours	6 hours	6 hours	6 hours	6 hours
Sewer blocked pipes: Large pipes? (Hours)		6 hours	6 hours	6 hours	6 hours	6 hours	6 hours	24 hours
Sewer blocked pipes: Small pipes? (Hours)		6 hours	6 hours	6 hours	6 hours	6 hours	6 hours	24 hours
Spillage clean-up? (hours)		6 hours	6 hours	6 hours	6 hours	6 hours	6 hours	24 hours
Replacement of manhole covers? (Hours)		24 hours	24 hours	24 hours	24 hours	24 hours	24 hours	24 hours
<b>Road Infrastructure Services</b>								
Time taken to repair a single pothole on a major road? (Hours)		48 Hours	48 Hours	48 Hours	48 Hours	48 Hours	48 Hours	72 Hours
Time taken to repair a single pothole on a minor road? (Hours)		48 Hours	48 Hours	48 Hours	48 Hours	48 Hours	48 Hours	72 Hours
Time taken to repair a road following an open trench service crossing? (Hours)		48 Hours	48 Hours	48 Hours	48 Hours	48 Hours	48 Hours	72 Hours
Time taken to repair walkways? (Hours)		48 Hours	48 Hours	48 Hours	48 Hours	48 Hours	48 Hours	72 Hours
<b>Property valuations</b>								

Description Standard	Ref	Year C-2	Year C-1	Year C-0	Current year			Service Level
		Actual Outcome	Actual Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	
How long does it take on average from completion to the first account being issued? (one month/three months or longer)		1	1	1	1	1	1	1
Do you have any special rating properties? (Yes/No)		No	No	No	No	No	No	No
<b>Financial Management</b>								
Is there any change in the situation of unauthorised and wasteful expenditure over time? (Decrease/Increase)		Decrease	Decrease	Decrease	Decrease	Decrease	Decrease	Decrease
Are the financial statement outsourced? (Yes/No)		Only for review	Only for review	Only for review	Only for review	Only for review	Only for review	Only for review
Are there Council adopted business process restructuring the flow and management of documentation feeding to Trial Balance?		No	No	No	No	No	No	No
How long does it take for an Tax/Invoice to be paid from the date it has been received?		30 Days	30 Days	30 Days	30 Days	30 Days	30 Days	30 Days
Is there advance planning from SCM unit linking all departmental plans quarterly and annually including for the next two to three years procurement plans?		No	No	No	No	No	No	No
<b>Administration</b>								
Reaction time on enquiries and requests?		immediately	immediately	immediately	immediately	immediately	immediately	immediately
Time to respond to a verbal customer enquiry or request? (working days)		immediately	immediately	immediately	immediately	immediately	immediately	immediately
Time to respond to a written customer enquiry or request? (working days)		immediately	immediately	immediately	immediately	immediately	immediately	immediately
Time to resolve a customer enquiry or request? (working days)		1-2 days	1-2 days	1-2 days	1-2 days	1-2 days	1-2 days	1-2 days
What percentage of calls are not answered? (5%,10% or more)		5	5	5	5	5	5	5
How long does it take to respond to voice mails? (hours)		NA	NA	NA	NA	NA	NA	NA
Does the municipality have control over locked enquiries? (Yes/No)		yes	yes	yes	yes	yes	yes	yes
Is there a reduction in the number of complaints or not? (Yes/No)		yes	yes	yes	yes	yes	yes	yes
How long does it take to open an account to a new customer? (1 day/ 2 days/ a week or longer)		1 day	1 day	1 day	1 day	1 day	1 day	1 day
How many times does SCM Unit, CFO's Unit and Technical unit sit to review and resolve SCM process delays other than normal monthly management meetings?		When needed	When needed	When needed	When needed	When needed	When needed	When needed
<b>Community safety and licensing services</b>								
How long does it take to register a vehicle? (minutes)		5 Minutes	5 Minutes	5 Minutes	5 Minutes	5 Minutes	5 Minutes	5 Minutes
How long does it take to renew a vehicle license? (minutes)		5 Minutes	5 Minutes	5 Minutes	5 Minutes	5 Minutes	5 Minutes	5 Minutes
How long does it take to issue a duplicate registration certificate vehicle? (minutes)		5 Minutes	5 Minutes	5 Minutes	5 Minutes	5 Minutes	5 Minutes	5 Minutes
How long does it take to de-register a vehicle? (minutes)		5 Minutes	5 Minutes	5 Minutes	5 Minutes	5 Minutes	5 Minutes	5 Minutes
How long does it take to renew a drivers license? (minutes)		10 Minutes	10 Minutes	10 Minutes	10 Minutes	10 Minutes	10 Minutes	10 Minutes
What is the average reaction time of the fire service to an incident? (minutes)		15 - 20 Minutes	15 - 20 Minutes	15 - 20 Minutes	15 - 20 Minutes	15 - 20 Minutes	15 - 20 Minutes	15 - 20 Minutes
What is the average reaction time of the ambulance service to an incident in the urban area? (minutes)								

Description Standard	Ref	Year C-2	Year C-1	Year C-0	Current year			Service Level
		Actual Outcome	Actual Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	
What is the average reaction time of the ambulance service to an incident in the rural area? (minutes)								
<b>Economic development</b>								
How many economic development projects does the municipality drive?		A comprehensive economic strategy	A comprehensive economic strategy	A comprehensive economic strategy	A comprehensive economic strategy	A comprehensive economic strategy	A comprehensive economic strategy	A comprehensive economic strategy
How many economic development programme are deemed to be catalytic in creating an enabling environment to unlock key economic growth projects?		Impossible to quantify	Impossible to quantify	Impossible to quantify	Impossible to quantify	Impossible to quantify	Impossible to quantify	Impossible to quantify
What percentage of the projects have created sustainable job security?		All the projects	All the projects	All the projects	All the projects	All the projects	All the projects	All the projects
Does the municipality have any incentive plans in place to create an conducive environment for economic development? (Yes/No)		yes	yes	yes	yes	yes	yes	yes
<b>Other Service delivery and communication</b>								
Is a information package handed to the new customer? (Yes/No)		No	No	No	No	No	No	No
Does the municipality have training or information sessions to inform the community? (Yes/No)		yes	yes	yes	yes	yes	yes	yes
Are customers treated in a professional and humanly manner? (Yes/No)		yes	yes	yes	yes	yes	yes	yes

# **Annexure E**

## **SIME**

### **Budget Assessment by PT**



**Western Cape  
Government**

Provincial Treasury

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## **BERGRIVIER MUNICIPALITY**

### **INTEGRATED PLANNING AND BUDGETING ASSESSMENT: ANALYSIS OF MUNICIPAL IDP, SDF AND BUDGET**

**Western Cape Government**

**APRIL/MAY 2020**

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ANNEXURE A		

## LIST OF ACRONYMS

AQMP	Air Quality Management Plan
BESP	Built Environment Support Programme
CBA	Critical Biodiversity Areas
CBD	Central Business District
CEF	10-Year Capital Expenditure Framework
CMLs	Coastal Management Lines
CMP	Coastal Management Plan
CMP	Coastal Management Programme
COVID-19	Coronavirus disease 2019
CPP	Coastal Private Property
CSIR	Council for Scientific and Industrial Research
D: ELE	Directorate: Environmental Law Enforcement
DCAS	Department of Cultural Affairs and Sport
DDM	District Development Model
DEA&DP	Department of Environmental Affairs and Development Planning
DEFF	Department of Environment, Forestry and Fisheries
DHS/DOHS	Department of Human Settlements
DLG	Department of Local Government
DM	District Municipality
DSP	District Safety Plan
DWA	Department of Water Affairs
ECD	Early Childhood Development
EFZ	Estuary Functional Zone
EIAs	Environmental Impact Assessments
EO	Environmental Officer
EPWP	Expanded Public Works Programme
ESAs	Ecological Support Areas
FBE	Free Basic Electricity
FBS	Free Basic Sanitation
FBS	Free Basic Services
FBW	Free Basic Water
FRP	Financial Recovery Plan
HSP	Human Settlement Plan
ICM Act	Integrated Coastal Management Act

IDP	Integrated Development Plan
IGP	Infrastructure Growth Plan
IIAMP	Integrated Infrastructure Asset Management Plan
IIF	Infrastructure Investment Framework
IPSS	Integrated Performance Support System
IPWIS	Integrated Pollutant and Waste Information System
ISDF	Integrated Strategic Development Framework
ITP	Integrated Transport Plan
IWMP	Integrated Waste Management Plan
IYM	In-year Monitoring
JDA	Joint District Approach
JOC	Joint Operations Centre
kl	Kilolitre
KPA	Key Performance Area
KPI	Key Performance Indicator
kWh	kilowatt hour (1000 watt hours)
LED	Local Economic Development
MBRR	Municipal Budget and Reporting Regulations
MDG	Millennium Development Goal
MERO	Municipal Economic Review and Outlook
MFMA	Municipal Finance Management Act
MI	Municipal Infrastructure
MIG	Municipal Infrastructure Grant
MIP	Municipal Infrastructure Plan
MMP	Maintenance Management Plan
MRF	Material Recovery Facility
MSA	Municipal Systems Act
mSCOA	Municipal Standard Chart of Accounts
MTEF	2019 – 2024 Medium Term Expenditure Framework
MTREF	Medium Term Revenue and Expenditure Framework
MVA	Megavolt Amperes (1 Million volt amperes)
MWh	Megawatt hour (1 Million watt hours)
NDHS	National Department of Human Settlements
NEM: AQA	National Environmental Management: Air Quality Act
NEMP	National Estuarine Management Protocol
NRW	Non-revenue Water



NT Database	National Treasury Database
NT LG Database Upload Portal	National Treasury Local Government Database Upload Portal
O&M	Operations and Maintenance
PMS	Performance Management Systems
PRTA	Project Segment Tabled Budget
PSP	2019 – 2024 Provincial Strategic Plan
RMAs	Responsible Management Authorities
RMP	Road Management Plan
S@S	Separation of Waste at Source
SALGA	South African Local Government Association
SDBIP	Service Delivery Budget Implementation Plan
SDF	Spatial Development Framework
SEP-LG	Socio-Economic Profile Local Government
SOP	Standard Operating Procedure
SWMP	Stormwater Management Plan
TABB	Tabled Budget
VIP	Vision Inspired Priority
WC	Water Conservation
WCBSA	Western Cape Biodiversity Spatial Plan
WCG	Western Cape Government
WDF	Waste Disposal Facilities
WDM	Water Demand Management
WSDP	Water Service Development Plan
WTW	Water Treatment Works
WWTW	Wastewater Treatment Works

## SECTION 1: INTRODUCTION

The annual assessment of municipal integrated development plans and budgets presents an opportunity to deepen and strengthen existing partnerships, as well as identify new areas for collaboration to promote the 'Integrated Service Delivery' approach. The importance of this assessment is stipulated in Chapter 5 of the Local Government Municipal Systems Act 32 of 2000 (MSA), the MSA Regulations and the Local Government Municipal Finance Management Act 56 of 2003 (MFMA). Provincial assessments afford the provincial sphere of government an opportunity to exercise its monitoring and support role to municipalities as stipulated by the Constitution. In addition, the assessments provide an indication of the ability and readiness of municipalities to deliver on their legislative and constitutional mandates. This report encapsulates comments by the Western Cape Provincial Government on the draft 2020/21 MTREF Budget, 2020/21 proposed amendments to Integrated Development Plan (IDP) and related documentation.

### **The assessment covers the following key areas:**

- Conformance with the MFMA, MSA & Municipal Budget and Reporting Regulations (MBRR) and mSCOA regulations;
- Responsiveness of draft budget, IDP and SDF; and
- Credibility and sustainability of the Budget.

The MBRR A-Schedules, budget documentation, IDP and related documentation submitted by the Municipality are the primary sources for the analysis. The quality of this assessment report therefore depends on the credibility of the information contained in the documents submitted by the Municipality. The Provincial Government plans to engage the executives of your Municipality via video conference on 4 May 2020 where the key findings and recommendations of this report will be presented and deliberated upon. The planned engagement will contextualise the Municipality's challenges and responses as taken up in the draft budget, IDP and related strategies and plans.

An overview of the detailed assessment report can be found below to provide the Municipality with a synopsis from each of the main sections of the report.

### ● **Public Value Creation**

This section seeks to assess the Municipality's Integrated Development Plan as well as provides an environmental analysis of the Municipality and how it collectively contributes to achieving maximum public value.

### ● **Economic Sustainability**

This section examines the responsiveness of the tabled 2020/21 MTREF Budget from an economic and socio-economic perspective and the municipality's ability to meet the legitimate expectations of the community for services from its limited resources to effect inclusive growth.

### ● **Financial Sustainability**

This section examines the financial health position of the Municipality through ratio analysis and assess the sustainability and credibility of the 2020/21 MTREF operating and capital budgets.

## 1.1 RESPONDING TO THE CORONAVIRUS (COVID-19): CONSIDERATIONS FOR MUNICIPAL PLANNING AND BUDGETING

The COVID-19 virus was recently declared a global pandemic by the World Health Organisation (WHO). On 5 March 2020, South Africa registered its first positive case where after new infections and transmissions spread rapidly across the country. Having considered the magnitude and severity of the virus and the possible future impact thereof on South Africa, the Minister of Cooperative Governance and Traditional Affairs on 15 March 2020 officially declared a national state of disaster as per section 27(1) of the Disaster Management Act, 2002 (Act No. 57 of 2002). As the spread of the virus intensified, President Ramaphosa on 23 March 2020 announced a nationwide 21-day lockdown which would come into effect at midnight, Thursday, 26 March 2020. On 9 April 2020, the President announced the extension of the lockdown to 30 April 2020. Section 27(2) of the Disaster Management Act allows for the development of regulations for the duration of the state of disaster, to assist, protect and provide relief to the public; protect property; prevent disruptions and/or assist with dealing with the destructive and other effects of the disaster in question. Such regulations were official proclaimed in the Government Gazette on 25 March 2020.

The spread of the virus impacts severely on the municipal budget and planning process insofar it coincides with the tabling of draft annual budgets, draft reviewed IDPs and SDFs in terms of section 16(2) of the MFMA. Given that municipalities were expected to table these documents before council by no later than the end of March 2020, most of the strategic planning priorities and associated budget allocations for the 2020/21 financial year were finalised at the time when the lockdown was announced. Municipalities did as such not have sufficient time to adjust budget allocations to properly reflect their respective strategic responses to the virus.

The purpose of this section is to provide recommendations as to how Bergrivier Municipality can adjust, revise and review their tabled budget to mitigate the effects of the virus, albeit only within their mandated areas of responsibility. Upon receipt of the final budget documentation, the various departments will consider to what extent Bergrivier Municipality took cognisance of below mentioned recommendations.

## 1.2 PUBLIC VALUE CREATION

### 1.2.1 Environmental and Planning Analysis

- **Directions in terms of the National Environmental Management Act, 1998** (Act No. 107 of 1998) (NEMA) and related legislation:
  - On 31 March 2020 *Directions issued by the Minister of Forestry, Fisheries and Environment in terms of Regulation 10(8) of the Regulations issued in terms of Section 27(2) of the Disaster Management Act, 2002 (Act No. 57 of 2002): Measures to address, prevent and combat the Spread of COVID-19* was published in the Government Gazette (Notice No. R. 439 published in Government Gazette No. 43190 on 31 March 2020 refers). (A copy of the Directions is available at: <https://www.gov.za/documents/disaster-management-act-environment-directions-measures-address-prevent-and-combat-spread>).
  - The abovementioned Directions replaces the Departmental Circular: DEA&DP 0003/2020 issued on 26 March 2020 and municipalities must study the Directions of 31 March 2020 and consider the implications for the Municipality and its processes carefully.
- **Spatial Planning and Land Use Management Act, 2013 (Act No. 16 of 2013) (SPLUMA):** Directions or an exemption in terms of SPLUMA have not yet been issued by National Government. If Directions or an exemption is not issued in terms of SPLUMA are not in the near future issued by

National Government, Minister Bredell will consider issuing an exemption in terms of Section 60 of the Western Cape Land Use Planning Act, 2014 (Act No. 3 of 2014) (LUPA) which would exempt Municipalities from provisions of LUPA as well as the corresponding provisions of the Municipal Planning By-Laws.

- **Basic Service provision** to Communities as well as De-Densification of certain Informal Settlements: A number of Regulations, Directions and Guidelines have been issued by National Government (all available at: <https://www.gov.za/coronavirus/guidelines>) including related to basic service provision to Communities.
  - Risks in terms of **waste from households affected by infected or quarantined patients** or those in self-isolation should be managed in line with the DEA&DP Circular 0006/2020 issued to municipalities dealing with the amendments made to the Protocol on Managing COVID-19 General Waste at Households.
  - Subsequent to the protocol being issued an intergovernmental COVID-19 **Waste Management Work streams were established with Waste Managers** and Environmental Health Practitioners, respectively that would coordinate, align operations and share information.
- The Department of Environmental Affairs and Development Planning is also working with the Western Cape Department of Human Settlements, and other partners, in terms of possible **de-densification of certain informal settlements** as part of the COVID-19 Disaster Response interventions. For more information regarding proposed de-densification of informal settlements the Department of Human Settlements, as the coordinating Department, should be approached.
- In terms of **any environmental and planning regulatory requirements** during the COVID-19 Disaster the officials dealing with above mentioned matters working in the Department of Environmental Affairs and Development Planning can be contacted for guidance and details are captured in **Annexure A**.

## 1.2 ECONOMIC SUSTAINABILITY

### 1.2.1 Budget Responsiveness

- The lockdown comes amidst already dire macro-economic conditions which has seen South Africa slump into a technical recession while consumer and business confidence dwindles. Towards the end of March 2020, Moody's downgraded South Africa's sovereign credit rating to sub-investment grade, meaning that the country now has a sub-investment grade credit classification from all three major international rating agencies. The lockdown will have a catastrophic effect on industry as non-essential business are forced to shut down completely resulting in a drastic reduction in overall economic output, productivity and substantial job losses. The impact will be particularly pronounced in labor-intensive industries such as construction, manufacturing and mining.
- Heightened levels of unemployment and layoffs impact heavily on household income and as the virus spreads and the lockdown continues, households will become more strained. More affluent households will probably have sufficient disposable income and savings to absorb the impact of a prolonged lockdown. In low-income households, the impact will be more severe, also negatively influencing the ability to afford trading services. Many of these households will subsequently be classified as indigent which will require municipalities to provide free basic services. *It is therefore envisaged that municipalities should increase their allocations towards the*

*provision of free basic services (budget schedule A10) at a rate substantially higher than the normal inflationary adjustments.*

- The lockdown and closure of industries will also potentially influence short-term migratory patterns as workers travel back to their families. The subsequent population changes will result in changed consumption patterns of trading services. Data on conventional household sizes might therefore be inaccurate and municipalities are urged to use such data with caution as part of their planning processes.
- To stop the spread of transmissions, authorities are proactively encouraging enhanced hygiene practices which include frequent washing of hands and deep cleaning. This will drive up household water and sanitation consumption which could prove problematic in especially rural areas of the Western Cape where many local communities are still battling the ongoing drought.
- The lockdown is also expected to have far reaching implications from an educational perspective. As economic hardship intensifies, many children might end up not returning to school when lockdown measures subside in order to assist their families to generate income. This will in turn have far reaching implications for future earning potential which ensures the continuation of the poverty cycle. Unlike their more affluent counterparts, students in vulnerable communities do not have sufficient tools to facilitate remote learning. Municipalities can assist in this regard by looking into ways to improve broadband connectivity throughout low income communities, including informal settlements, which would allow students to access study material from within their dwellings.
- The psychological impact of the lockdown on informal settlements should not be underestimated. Communities must also guard against the spread of misinformation which can further increase stress and anxiety. Municipalities have an active role to play in this regard, by collating and distributing reliable and verified information.
- Crowded living conditions for prolonged periods of time will inevitably force inhabitants outside of the dwelling, breaking the prescripts of the lockdown. Communities can arguably also expect an increase in illicit activities relating to the movement of non-essential goods. Although the South African Police Service (SAPS) and SA Army are mostly responsible to ensure that communities abide by the lockdown regulations, an increase in localised criminal activities will strain municipal law enforcement resources.

#### **Considerations for responsiveness allocations:**

- **Basic service delivery:** Local government remains the coalface of basic service delivery. Access to trading services, especially in poor communities must be prioritised. Dedicated focus on water and sanitation to improve overall hygiene i.e. access to potable water in the form of water storage devices, installation of temporary communal taps and ablution facilities. The lockdown is expected to result in notable increase in residential household consumption which will require above inflationary operational increases, in particular for the provision of water and sanitation. Municipalities must also pre-empt a drastic reduction in commercial consumption which will negatively influence the revenue base.
- **Human settlements:** Allocations towards human settlements must be prioritised to ensure improved service delivery to the most vulnerable citizens living in informal settlements. Allocations to the housing function must be directed towards the provision of basic services, the facilitation of logistical arrangements to deliver relief food, grant collections and where possible, de-densification efforts. Thought should also be given to facilitate home deliveries of essential goods and services to restrict unnecessary movement.

- **Food Relief:** The Western Cape Government is currently in the process of finalising an extensive food security initiative which will provide relief to poor households (including child feeding schemes). Details of this plan and the associated financial and non-financial support interventions will shortly be communicated to all district and local municipal role-players. Municipalities are urged to align their relief allocations with the commitments of the WCG plan.
- **Safety and Security:** Restricted movement brought on by the lockdown will arguably result in a decrease across all primary criminal offence categories, but does render commercial assets vulnerable. The ban on the sale of non-essential goods will also potentially give rise to illicit activities, while the lockdown will be difficult to enforce in densely populated areas. These circumstances will necessitate increased budget allocations towards the safety and security function to strengthen municipal law enforcement capacity.

### 1.2.2 Supply Chain Management

On the 30 March 2020, the Minister of Co-operative Governance and Traditional Affairs issued out directions in terms of Section 27 (2) of the Disaster Management Act to address the combat, prevent and combat the spread of COVID-19 in South Africa. This directive brings to the attention of municipalities and municipal entities to take cognisance of the following requirements as it relates to emergency procurement:

- Undertake emergency procurement within the Disaster Management Act, 2020 and the transversal contracts issued by the National Treasury;
- Adhere to all the applicable National Treasury Regulations and MFMA Circular No. 100;
- Decision-making that would have been approved by the Municipal Councils, will be made by the Municipal Manager on recommendation by the Chief Financial Officer with the concurrence of the Mayor or Executive Mayor;
- Decisions taken must be taken in respect of an emergency nature and be reported to the first council meeting after the lockdown period; and
- Report all procurement undertaken during the disaster period to the first council meeting after the period has lapsed.

In view of the above, municipalities are urged to use the following procurement methods:

- Provide emergency procurement in terms of SCM Regulation 36
- Provision in terms of Regulation 32 as it relates to national transversal contracts e.g. MFMA Circular No. 100 of 2019/20
- Tapping into the provincial disaster procurement systems as provided for by Department of Health and Department of Transport and Public Works

Municipalities must also take cognisance of the following reporting requirements as it relates to the above procurement processes:

- Record the reasons for any deviations undertaken in terms of regulation 36(1)(a) and report such reasons to the next municipal council meeting and record same as a note in the Municipality's annual financial statements as soon as is reasonably possible post lock down;

- (ii) Reporting to Council in terms of SCM Regulation 6, on any procurement processes followed in terms of SCM Regulation 32 at a convenient time to be arranged as soon as it is reasonably practical and safe to do so

Provincial Treasury will continue to guide and support municipalities regarding emergency procurement activities coupled to COVID-19. Further to this, the Provincial Treasury will be assisting municipalities post COVID-19 with systems and instruments to expedite the procurement planning process, with the aim to align municipal adjustment budgets and IDP deliverables.

### **1.3 FINANCIAL SUSTAINABILITY**

Reprioritisation of expenditure will have to be carefully planned and managed. From a reporting perspective, the Municipality may have to revisit the budget for interest costs, for payment holidays from finance institutions, can expect a sharper incline in unpaid debt due to the evident recession and the sharp increase in unemployment, and management may have to urgently revisit the indigent policy. This will necessitate the revisiting of the credit control policy.

The Municipality is further encouraged to consider the re-assessment of its going concern status considering the impact of the expected sharp increase in non-paying ratepayers. A further consideration is to reflect on the COVID-19 related costs for goods and services which will be priced at a premium as there are indications of global shortages.

Much of the efforts of the Municipality will be geared for humanitarian support, donations received must be considered and appropriately planned for. Lastly, as many of the expenses will have to be reconsidered, a re-assessment of the bad debt provision must be performed, a relook at the repairs and maintenance budgets and consequently, the impairment of assets as these expenditures are normally considered once all other critical expenses are considered.

It is advisable to follow a conservative approach when projecting revenue and eliminate any imprudent and unnecessary expenditure for the 2020/21 MTREF in order to mitigate the financial impact of COVID-19 and optimise savings that can in turn be applied for disaster relief.

## **SECTION 2: PUBLIC VALUE CREATION**

### **2.1 INTEGRATED PLANNING**

#### **2.1.1 Introduction**

An Integrated Development Plan (IDP) is the principal strategic planning instrument which guides and informs all planning and development, and all decisions with regard to planning, management and development in a municipality. An IDP provides the strategic direction for all the activities of a municipality over five years linked to the council term of office.

Each municipal council must annually review and may amend the IDP of the Municipality. Should the review process determine that an amendment is required, a municipality should follow the process as stipulated in Regulation 3 of the Local Government: Municipal Planning and Performance Management Regulations of 2001.

The 2020/21 review of the IDP of the Bergrivier Municipality (the Municipality) is the third review of the 2017 - 2022 IDP. The 2020/21 IDP review approach took into consideration an assessment of the performance measurements of the Municipality and the extent that changing circumstances so demand.

The Municipality indicated that it is undertaking an amendment process for 2020/21 following the review. The Amendments to the IDP for 2017 - 2022 are reflected in a memorandum accompanying the amended IDP. These include reference to the national 2019 - 2024 Medium Term Strategic Framework (MTSF), the 2019-2024 Provincial Strategic Plan (PSP) as well as an updated Financial Plan.

### **2.2 INTEGRATED PLANNING ANALYSIS**

#### **2.2.1 IDP Overview**

The vision and mission statements and the five strategic goals remained unchanged. Amendments were effected on a few of the objectives linked to the strategic goals as well as the values of the Municipality. The Municipality has revised the entire Chapter 6 of the IDP in light of an "intense consultation with the public, ward committees, council and directorates internally" which have culminated to new comprehensive ward plans reflecting the total needs within the municipal area. accumulated to the comprehensive ward plans reflecting the total needs. The ward plans will be reviewed on an annual basis as part of a prioritisation process given the constrained fiscal environment.

The financial risks facing the Municipality are reflected in the updated Long-Term Financial Plan. The risks include that the large infrastructure needs with the demand for services outstripping the available financial resources. Various measures are proposed to mitigate the identified risks.

The proposed 2020/21 IDP Amendments contains a comprehensive situational analysis based on various sources of statistics such as the 2011 Census, 2019 Municipal Economic Review and Outlook (MERO) and the 2019 Socio-Economic Profile of Local Government (SEP-LG). The MERO indicates that between 2008 and 2017, the Bergrivier and the Swartland municipal areas realised annual average growth rates higher than that of both the West Coast District and Provincial economy, at 2.8 per cent and 2.6 per cent respectively.



### **2.2.2 IDP process**

In terms of Sections 28 and 29 of the Municipal Systems Act 32 of 2000 (MSA), a municipality must follow a prescribed process when reviewing and/or amending an IDP. Furthermore, key activities and deadlines for the process must be set out in a Time Schedule adopted in terms of Section 21 of the Municipal Finance Management Act 56 of 2003 (MFMA).

The Municipality adopted a Process Plan in August 2016 that sets out the stakeholders involved in the process, their respective roles and responsibilities, the need for inter-governmental alignment and the five-year cycle of the IDP involving annual reviews. In addition, the Municipality adopted a MFMA Time Schedule in 2019, which is in the format of an annual calendar and reflects that the Municipality will submit its reviewed IDP for assessment at the end of March 2020 and that it will adopt a reviewed IDP at the end of May 2020. The Time Schedule therefore does not reflect that the Municipality plans to adopt an amended IDP.

### **2.2.3 IDP compliance**

Section 26 of the MSA refers to the core components of an IDP and states that an IDP “must reflect” the municipal council's vision for the long term development of the Municipality; an assessment of the existing level of development in the Municipality; the council's development priorities and objectives for its elected term; the council's development strategies which must be aligned with any national or provincial sectoral plans and planning requirements binding on the Municipality in terms of legislation; a Spatial Development Framework; the council's operational strategies; applicable disaster management plans; a financial plan; and the key performance indicators and performance targets determined in terms of section 41 of the MSA.

Based on an assessment of the Proposed 2020/21 IDP Amendments, the Municipality is advised to ensure that the following is included in the adopted 2020/21 amended IDP:

- Include as part of the (long term) Financial Plan, the budget projections for at least the next 3 years.
- Include in Chapter 9 of the amended IDP, the key performance indicators (KPIs) and targets of the Municipality.

In addition, the Municipality is advised to provide, when submitting the adopted IDP to the MEC for Local Government in May/June 2020, all relevant information indicating compliance with Regulation 3 of the Local Government: Municipal Planning and Performance Regulations of 2001. Furthermore, it is recommended that future IDP/Budget Time Schedules reflect activities that align to the relevant legislative process that will be followed by the Municipality for the planning, development and adoption of the IDP.

### **2.2.4 IDP alignment**

Section 32 of the MSA state that the MEC may within 30 days of receiving a copy of an IDP, or within such reasonable period as may be approved by the Minister request a municipality to adjust the plan or amendment in accordance with the MEC's proposal if it is in conflict with or is not aligned with or negates any of the development strategies of other affected municipalities or organs of state. Section 26 of the MSA further requires that IDPs must be aligned with and not negate the national and provincial development plans and planning requirements binding on the Municipality in terms of legislation.

Chapter 3 of the Proposed 2020/21 IDP Amendments reflects on the National Development Plan (NDP), the MTSF and its seven national priorities and the PSP referencing the focus areas for the Vision Inspired Priorities. A table in the chapter highlights the alignment of the strategic goals of the Municipality with the NDP, the PSP and the strategic objectives of the West Coast District Municipality. The Proposed 2020/21 IDP Amendments does not reflect on the Joint District Approach (JDA) which is Western Cape's response to the President call to develop and implement a new integrated district-based approach (District Development Model) to address service delivery challenges.

### **Economic Development**

The Proposed 2020/21 IDP Amendments reflects on the local economy in the situational analysis and under the Strategic Goal 3: Facilitate an Enabling Environment for Economic Growth to Alleviate Poverty. The game changers under this goal include using procurement to stimulate the domestic economy, identifying red-tape issues hindering the private sector to do business in the Municipality and developing programmes for SMME development and investment. The Municipality also adopted an Economic Development Strategy in 2019.

Agriculture is reflected upon extensively in the situational analysis and when dealing with climate change. The Proposed 2020/21 IDP Amendments highlights that in 2017, the local economy was dominated by the agriculture, forestry and fishing sector (R1.28 billion; 28.8 per cent), followed by manufacturing (R1.01 billion; 22.7 per cent); wholesale and retail trade, catering and accommodation (R572.8 million; 12.9 per cent) and finance, insurance, real estate and business services (R445.2 million; 10.0 per cent). Combined, these top sectors contributed R3.30 billion (or 74.4 per cent) to the Bergrivier economy, estimated to be worth R4.43 billion in 2017.

### **Human Settlements and Transport**

Human settlement falls under Strategic Goal 5: A Sustainable, Inclusive and Integrated Living Environment. The objective of this strategic goal is to develop, manage and regulate the built environment through the following game changers:

- Provide housing to qualifying beneficiaries.
- Regular inspections and appropriate action against illegal structure.
- Lawful and dignified services to back yard dwellers.
- Establish private partnerships to provide accommodation to people not qualifying for state subsidies.

With the District Integrated Transport Plan in the process of being reviewed, it is important that its key elements be aligned to the IDP in the next review cycle to ensure alignment with the development strategies of both the Municipality and the Department of Transport and Public Works. The issues of local mobility as articulated in the Proposed 2020/21 IDP Amendments; non-motorised transport such as footpaths, bridges and pedestrian crossings; investing in shelters for the taxi ranks and freight in respect of it moving from road to rail are of importance.

### **Health, Social Services and Amenities**

The Proposed 2020/21 IDP Amendments reflects on health care in the situational analysis and when providing an indication of the national and provincial investments in the Municipality. The Municipality should take note of the District Health Plan adopted in February 2020 and further include aspects of the plan in future IDP reviews.

In terms of education, Strategic Goal 4: Promote a Safe and Healthy, Educated and Integrated Community has as one of the related objectives, the creation of innovative partnerships with sector departments for improved education outcomes and opportunities for youth development with a game changer to establish youth cafes. Education is also reflected upon in the situational analysis.

Whilst the Proposed 2020/21 IDP Amendments do not reflect on social development apart from highlighting the importance of social-economic development, it is acknowledged that Social Development Programmes are adequately covered as part of 2019/20 amended IDP on Section 8.2.4.3 - Strategic Objective 4.3: To Create Innovative Partnerships with Sector Departments for Improved Education Outcomes and Opportunities for Youth Development. To this end, the Municipality is encouraged to include aspects of the said section as part of the 2020/21 amended IDP.

### **Safe and Cohesive Communities**

Safety falls under Strategic Goal 4: Promote a Safe and Healthy, Educated and Integrated Community with the objective to promote a safe environment for all who live and visit the Municipality. The game changers include the development and implementation of a safety plan whilst the list of sector plans indicate that the plan was developed in 2015 and is to be reviewed. It is recommended that the Municipality should consider bringing aspects of the District Safety Plan as part of the 2020/21 amended IDP.

#### **2.2.5 IDP Implementation**

2020/21 constitutes the third annual review cycle of the 2017 - 2022 IDP and therefore an important milestone to assess whether the Municipality might be at risk of not achieving any of its strategic goals.

The Proposed 2020/21 IDP Amendments contains five strategic goals to which are linked to a number of KPIs and targets. The Municipality's 2017/18 and 2018/19 Annual Reports were assessed together with the 2019/20 Technical Integrated Municipal Engagement (TIME) Report to get a sense of the overall performance of the Municipality in achieving the development objectives for the five strategic goals against these KPIs and targets.

It is acknowledged that the TIME Report looks at performance at mid-year and therefore not over the lifespan of the IDP. The seventy KPIs applicable for the period under review relate to all five of the strategic goals. Of the seventy targets, sixty-three (90 per cent) were achieved while seven targets (10 per cent) were not achieved. The lowest percentage achieved for any of the strategic goals is 71 per cent for the Strategic Goal 2: Sustainable Service Delivery.

The information on KPIs and targets presented in both annual reports are arranged per the Office of the Municipal Manager and the various directorates and not per the Municipality's five strategic goals. This hindered doing an overall assessment of the progress made in achieving the objectives for each of strategic goals.

The percentage of overall targets met for all KPIs as reported in the two annual reports is however high with 85.1 per cent of all targets met or exceeded in 2017/18 and 77.8 per cent in 2018/19.

## 2.2.6 Outstanding areas for improvement

The following are outstanding areas for improvement raised in previous assessment reports:

- **Agri-worker Household census** - The Municipality should consider including relevant information from the Agri-Worker Household census which was conducted by the Department of Agriculture for the West Coast region, thus strengthening and broadening the information related to the Municipality's socio-economic profile.
- **Housing Pipeline** - Although the Municipality indicates that it has a 10-year housing pipeline, it would be beneficial to include a 5-year housing pipeline that gives details in the roll out of these projects as well as their spatial locations. The inclusion of the need assessment, which can be derived from the IDP public participation process, can also be incorporated into this chapter to better substantiate the projects listed in the pipeline.

## 2.2.7 Key findings, risks and recommendations

The assessment undertaken of the Proposed 2020/21 IDP Amendments highlighted compliance issues to be addressed in the 2020/21 amended IDP to be adopted in May 2020:

- Include as part of the (long term) Financial Plan, the budget projections for at least the next 3 years.
- Include in Chapter 9 of the amended IDP the KPIs and targets of the Municipality.

In addition, the Municipality is advised to provide, when submitting the adopted IDP to the MEC for Local Government in May/June 2020, all relevant information indicating compliance with Regulation 3 of the Local Government: Municipal Planning and Performance Regulations of 2001. Furthermore, it is recommended that future IDP/Budget Time Schedules reflect activities that align to the relevant legislative process that will be followed by the Municipality for the planning, development and adoption of the IDP.

## 2.3 ENVIRONMENTAL AND PLANNING ANALYSIS

### 2.3.1 Compliance, Performance, Implementation and Changing Circumstances

#### Spatial Planning

The Bergrivier SDF was adopted with the IDP in 2019. There is a definitive link between the SDF and the IDP, and this is clearly reflected in the IDP budget. In terms of the SDF, much emphasis is placed on various settlement restructuring principles. The importance of the provision of infrastructure and social facilities is highlighted, and long term sustainable spatial planning solutions are prioritised as opposed to short term, market-driven initiatives. It should be noted that the SDF was adopted against the background of intense pressure for development on the southern bank of the Berg River at Velddrif, however, the SDF has maintained the integrity of the urban edge on the southern bank of the Berg River. The Capital Expenditure Framework (CEF) of the Bergrivier SDF spatially depicts and outlines the municipal priority projects and housing in each settlement. Short, medium or long-term timeframes have been allocated to each project/programme. The CEF has also considered the land budgeting for housing in each settlement.

From an IDP perspective, the Municipality has prioritised infrastructure and bulk services investment as well as the provision of community facilities, which is evident from the municipal budget. The Bergrivier Municipality IDP clearly identifies its project/programme priorities in relation to the policy imperatives in the SDF. This is evidenced in the IDP through the specific identification of important

infrastructure and bulk services projects, amongst others. In instances where the projects have been prioritised, the capital expenditure is segmented broken up and apportioned over the MTREF period.

### **Biodiversity**

The Municipality has assigned the correct spatial planning categories (Core 1 and/or the highest conservation priority) to Critical Biodiversity Areas (CBAs) and Ecological Support Areas (ESAs) in the current SDF. Alien vegetation has been recognised as a risk in the IDP and a plan has been developed to address this. The Plan now needs to be opened for public participation.

### **Climate Change**

Although there are aspects of the climate change response that are legislated for municipalities, such as climate change adaptation as part of the Disaster Management Amendment Act and the Spatial Planning and Land Use Management Act, amongst others, there is no stand-alone climate change legislation. However, a Climate Change Bill is currently under development. There is therefore no requirement on municipalities to develop a climate change response framework or strategy. The IDP acknowledges the negative impact of climate change, particularly the multi-year drought being experienced in the Western Cape on development prospects for the Municipality. These challenges have seen climate change captured as a game changer in the strategic goal to promote 'A sustainable, inclusive and integrated living environment' and an ambitious target of adopting a development trajectory with a zero-carbon footprint. It is envisaged that this will be achieved in collaboration with sector partners. There are efforts noted to mainstream climate change across sectors including Air Pollution, Coastal Management and Waste. The Municipality has a Climate Change Adaptation Plan that was approved by Council in 2014.

### **Waste Management**

#### **(a) Waste Management Planning**

The Municipality has a designated Waste Management Officer (WMO) and has submitted a 4<sup>th</sup> generation Integrated Waste Management Plan (IWMP) that meets the minimum requirements as stipulated in the National Environmental Management: Waste Act (Act No. 59 of 2008) as amended. The DEA& DP sent the Municipality an endorsement letter for the IWMP.

#### **(b) Waste Information Management**

The following waste management facilities are registered on IPWIS and reporting is current:

- Piketberg Waste Reclamation Facility
- Velddrif Materials Recovery Facility

There are 2 operating waste management facilities within the Bergrivier Municipality. A waste audit was conducted in 2019 on IPWIS 2018 data at the Velddrif Materials Recovery Facility. The Bergrivier Municipality reported that 2157 tons of waste was diverted and have a waste diversion rate of 38 per cent. The Bergrivier Municipality also disposes waste at Highlands Landfill and their waste disposed is being reported by Swartland Municipality and are compliant.

#### **(c) Waste Minimisation & Policy Development**

The Bergrivier Municipality has a waste by-law, which is not aligned to the Waste Act. The Municipality is encouraged to adopt either in full or in part DEADP's Model By-Law and to contact the Directorate: Waste Management for more information. The Municipality has a Separation at Source system and MRFs and make use of Drop-offs. Green waste is collected from households and composted.

Separate green waste collection days are available to households. The Municipality also places skips in informal settlements and encourages the public to recycle in greening events. The Berg River Municipality makes use of flyers and pamphlets to raise awareness around illegal dumping in schools and communities. The Municipality makes use of social media in the form of Facebook to provide recycling tips to the public.

#### **(d) Waste Management Licensing**

No internal and external audits are submitted to the Department. The Municipality also does not conduct water quality monitoring. Cover at some of the WDFs is insufficient and windblown litter is prevalent, and the Municipality should explore means to address this. Perimeter fencing, and access control is also not sufficient. Suspected asbestos is routinely seen at facilities during inspections. The recently audited Porterville WDF (October 2019) had many illegal waste pickers, no fencing and no waste cover. The WDFs must be run according to licence/permit conditions.

Proper decommissioning of the relevant facilities must be initiated promptly, or they will remain an environmental risk indefinitely. Sufficient provisions for the public to dispose of hazardous waste must be made. Illegal dumping occurs on a large scale.

#### **Coastal Management**

In terms of the maturity levels and the information available, the Directorate indicates the Municipality scores an overall rating of '2', which is regarded as the development level as per the IPSS governance maturity levels. This Municipality has fundamentally recognised that Municipalities have assigned functions as per the constitution that relate to coastal management. The Municipality has contributed to the recent update of the local CMP and this shows acknowledgment of the coastal function within the Municipality. The CMP, will assist and guide the Municipality into its IDP planning processes and other strategic work.

#### **Air quality**

In terms of Section 14(3) and Section 15(2) of the National Environmental Management: Air Quality Act (NEM: AQA), a Municipality must designate an Air Quality Officer and adopt an Air Quality Management Plan (AQMP) within its jurisdiction. To ensure that a budget is allocated for air quality management, each municipality must include in its Integrated Development Plan (IDP), an AQMP.

Although the Bergrivier Municipality has adopted an AQMP, it still needs to designate an Air Quality Officer, as per the NEM: AQA. The Municipality must allocate funding to implement the AQMP, particularly in terms of monitoring ambient air quality to manage potential air pollution that may result from increased urbanisation.

### **2.3.2 Strategic Support/Programmes Initiatives and Projects**

#### **Spatial Planning**

Although the IDP and SDF demonstrates a well-defined link through the CEF and municipal budget, the Municipality has expressed an interest in participating in the CEF initiative, developed by the Spatial Planning Directorate in DEA&DP, in collaboration with DLG and DBSA, to further refine the existing CEF in the Bergrivier SDF. It should be noted that Bergrivier Municipality has not been included in the first round of municipalities to be assisted with their CEF's, however, it is anticipated that assistance will be provided to the Municipality in subsequent phases of the project.

## **Biodiversity**

The Western Cape Biodiversity Spatial Plan (WCBSP) 2017 was taken into account in the SDF and the IDP and was viewed as a fundamental tool informing the formulation of spatial proposals for the SDF. It also provided guidance in respect of the formulation of Spatial Planning Categories and related land use management guidelines, as core content elements of a strategic spatial planning approach. Several other relevant local policies and plans were taken into consideration in the SDF and IDP which include the Bergrivier Climate Change Adaption Plan (approved in March 2014), the Bergrivier Integrated Coastal Management Plan (adopted by Council in 2014/15) and the Local Biodiversity Strategy and Action Plan 2011 (approved in 2016/17).

The Berg River Estuary is one of the most valuable biodiversity assets in the Municipality and it is imperative that appropriate spatial protection is provided in the SDF. The Berg River Estuary Management Plan is key to helping achieve this. The Municipality has received accolades for its work in climate change and biodiversity management in the Greenest Municipality Competition for two years in a row.

## **Climate Change**

The Climate Change Directorate is currently waiting for clarity on the requirements for municipalities of the Climate Change Act. Once promulgated, this information will be shared with municipalities and a Climate Change Municipal Support Programme will be re-established.

The IDP makes a good case of mainstreaming climate change across sectors as the Municipality's Climate Change Adaptation Plan directly feeds into strategic documents and decision-making processes such as inter alia the SDF, Disaster Management Plan, Integrated Water Management Plan and the Air Quality Plan. Ambitious projects which will contribute towards building to climate change set by the Municipality include an absolute reduction in the total volume of waste disposed at the landfill each year and ensuring that at least 20 000 MW of renewable energy is contracted by 2030 | the total waste disposed at the landfill.

## **Waste Management**

### **(a) Waste Management Planning**

The DEA& DP will host a two-day Integrated Waste Management Workshop in the 2<sup>nd</sup> quarter of 2020/21, which will cover various waste-related topics of interest to the municipalities. In the 2020/21 financial year, the DEA& DP will develop a Status Quo on Sewage Sludge and a Status Quo on Current Municipal Transport and Collection of Waste. Further support can be provided on request from municipalities for Waste Characterisation training and studies. The DEA& DP has finalised the development of a Household Hazardous Waste Guideline and minimum requirements for the appointment of waste managers to assist with the recruitment of appropriately skilled waste managers. The DEA& DP is also developing an annual reporting template for municipalities to report on the implementation of their IWMPs as per the NEM: WA requirements.

### **(b) Waste Information Management**

Continued assistance and training with regards to the Waste Calculator and IPWIS is being provided to the Municipality. For the 2020/21 financial year, one (1) IPWIS workshop will be conducted focusing on IPWIS waste reporting and addressing IPWIS Frequently Asked Questions (FAQs). The Department will inform selected municipalities' in writing and 30 days prior, regarding IPWIS waste data audits to be conducted with selected facilities.

### **(c) Waste Minimisation & Policy Development**

The Department currently has an Informal Settlement project in place to promote integrated waste management within informal areas. This will further be presented to all waste managers for implementation in the 2020/21 financial year. Engagements on the Model Waste By-law will occur within various districts across the Western Cape.

### **(d) Waste Management Licensing**

The Department is in the process of assisting Municipalities through an Illegal Dumping Task Team to identify reasons for and solutions to illegal dumping. The Department plan to train waste management staff on Alternative Waste Treatment Technologies and the new audit protocol. Departmental, internal and external audits are used to identify non-compliances and action plans are submitted to the Department.

### **Coastal Management**

DEA&DP has concluded a coastal access audit for the West Coast and will be providing the reports to the Municipality within the financial year. This will allow them to assess and prioritise coastal access sites that may require designation and any modifications or maintenance that may be deemed necessary and directly contribute to the development of the municipal IDP. The Municipality has indicated listed PLS in the Municipality, Operational Plans for these sites is in the process of being approved. The current PLS list is due for review in the upcoming financial year. The Municipality has requested the listing of Southern Dwarskroos and Port Owen Marina and to delist Northern Dwarskroos.

### **Air Quality**

The Directorate Air Quality Management (D: AQM) provides a supportive and oversight role to Municipalities with respect to air quality management. The D: AQM co-ordinates quarterly Provincial Air Quality Officers' Forums, inclusive of Air Quality Management Plan Working Groups Meetings. The Forums serve as a platform for Air Quality Officers to develop a common understanding and approach to managing air quality in the Province, particularly as it relates to air pollution and air quality regulatory processes, inclusive of noise, dust and offensive odour management in their jurisdictional areas. All Municipal Air Quality Officers are required to implement the mandates of air quality management, as assigned by the NEM: AQA, and hence are required to attend and participate in the Forums.

Capacity building on air quality management also takes place at the quarterly Provincial Air Quality Officers' Forums; however, it is imperative that Municipalities make funding available to ensure that officials are capacitated via formal air quality management training programmes.

Aside from the Forums, interactions between the D: AQM and Municipal Air Quality Officers takes place on a regular basis, particularly in terms of addressing air pollution complaints and providing advice on air quality regulatory services in their Municipalities. In terms of the NEM: AQA, measures in respect of dust, noise and offensive odour is a Local Government responsibility. It is therefore imperative that Municipalities develop and adopt Air Quality Management By-laws to ensure air quality compliance measures and intervention strategies in their areas. In line with this, the Bergrivier Municipality has developed and adopted a By-law to ensure compliance with air quality management in its jurisdiction.

The D: AQM also regulatory engages Municipalities where the Department has located an Ambient Air Quality Monitoring Station. Ambient air quality is currently not monitored in the Bergrivier Municipality. The Municipality is encouraged to allocate budget to monitor ambient air quality in its



jurisdiction. Noting the current economic constraints, the Municipality may opt to measure key criteria pollutants via passive sampling or low-cost air quality sensors, as these are more cost-effective than fully-equipped continuous ambient air quality monitoring stations. The D: AQM can be called upon to advise the Municipality on the use of the more cost-effective approaches to monitor ambient air quality in their jurisdiction.

### **2.3.3 Key Findings, Recommendations**

Based on the narratives above, it is recommended that the following adjustments or amendments be considered and some may require the SDBIP to be updated:

#### **Biodiversity**

Alien Invasive Species are listed as a threat to biodiversity and a plan is being put in place to address this. It should be listed as an urgent project linked to an appropriate budget annually and that progress is reported on and reviewed annually.

The Municipality should also put in place enabling mechanisms to give effect to the environmental priorities in both the SDF and IDP and ensure that annual plans, budgets are put in place and that these are reviewed annually.

#### **Climate Change**

As stated above, there is currently no requirement on municipalities to develop a specific climate change plan or strategies. For the Municipality, there is a need for climate change considerations to be mainstreamed into sector plans. The Municipality has identified funding as one of the limiting factors hindering implementation of programmes/projects and that it would require support from other spheres of government and possibly the private sector in this regard.

In pursuit of good governance, the Municipality encourages an integrated approach to planning with high level key thematic documents that inform decision making among which include the Integrated Environmental Strategy, Disaster Management Plan and the Regional Climate Change Strategy.

The Municipality is commended for noting opportunities presented in the National Development Plan to promote low carbon development that could be adopted at municipal level e.g. researching more and getting a better understanding of carbon pricing, improving building standards, explore ways of reducing vehicle emissions as well as identifying opportunities of stimulating renewable energy, waste recycling and retrofitting municipal buildings - all this in order to inform decision-making and contribute towards building the resilience profile of the Municipality.

It is recommended that the Municipality identifies opportunities to also ensure climate change and resilience building is integrated in projects with dedicated budgets.

#### **Waste Management**

##### **(a) Waste Management Planning**

The annual report and Council Resolution for the adoption and approval of the IWMP need to be submitted to the Department of Environmental Affairs and Development Planning (DEA& DP).

##### **(b) Waste Information Management**

All municipalities must submit data verification sources e.g. the Waste Calculator Reports, Service Provider Reports or Weighbridge reports to the Department by 7<sup>th</sup> of each month for the previous

month. All operational waste management facilities need to register on IPWIS and report their waste types and quantities online in accordance with Annexure 1 of the Waste Information System regulations. Furthermore, Municipal Waste Facilities should request their service providers (recyclers) to register on IPWIS. This should be done to ensure that Municipalities are able to report on waste diverted from landfill and to provide an indication where waste is diverted to.

### **(c) Waste Minimisation & Policy Development**

It is recommended the Municipality consider adopting, either in part or in full, D: EADP's Model Integrated Waste Management By-Law to ensure alignment of its By-law to the Waste Act.

Bergvriër municipality has a good waste minimisation system but must focus on strategies to increase their participation rate for various socio-economic areas. A targeted awareness campaign is crucial in increasing participation rates. Campaigns to address littering and illegal dumping as well as ensuring that citizenry are well informed on the waste management issues and concerns must be implemented. This municipality must also consider incorporating local recyclers and waste pickers from the area into the waste management system. It is advisable to involve LED and social development components within the municipalities with these initiatives

### **(d) Waste Management Licensing**

The Municipality is encouraged to state in their response to this Departmental audit what the limiting factors within the Municipality may be the cause of such non-compliance. It is recommended that they request assistance from the Department on how they can improve compliance.

### **Air Quality**

A budget allocation to implement the Bergvriër Municipality's AQMP is to be secured in its IDP to:

- Monitor ambient air quality (passive or continuous monitoring of air pollutants via either a fully-equipped ambient air quality monitoring station or low-cost air quality sensors);
- Train Air Quality Officers in air quality management;
- Develop an Air Quality By-law; and
- Implement air quality management intervention strategies in its jurisdiction.

The implementation of the Bergvriër Municipality's AQMP is also required to be measurable in order to assess and review its performance and achievements after five (5) years, as assigned in the 2017 National Framework for Air Quality Management in the Republic of South Africa (DEFF, 2018).

## SECTION 3: ECONOMIC SUSTAINABILITY

### 3.1 INTRODUCTION

This section examines the extent to which the tabled 2020/21 MTREF Budget is responsive from an economic and socio-economic perspective and the Municipality's ability to meet the legitimate expectations of the community for services from its limited resources to contribute to economic sustainability and maximising benefits for its residents.

Key socio-economic indicators are presented to provide the context from which responsiveness of the budget is assessed. Following, an overview of budget allocations to strategic objectives is provided to understand the alignment of the tabled budget to the priorities identified in its Integrated Development Plan. Provincial investment for the 2020/21 MTREF is analysed to outline overall expenditure by the province in the municipal area. Furthermore, examining the joint investments in infrastructure by the province and the Municipality is analysed to understand the extent to which infrastructure allocations are enablers of economic growth in the municipal area.

### 3.2 SOCIO-ECONOMIC CONTEXT AND IMPLICATIONS

**Table 1 Socio Economic Overview**

Key Socio-Economic Indicators	NDP Goals	Local Context	Implications
<b>Demographics</b>	0.5% - 1% per annum by 2030 (Nationally)	1.8% per annum (SEP-LG 2019, projected growth between 2019 and 2020)	The population growth is expected to place strain on municipal resources and services.
<b>Unemployment</b>	14% by 2020	5.0% (2018) SEP-LG 2019)	Direct impact on household income and the ability to afford basic services. Higher unemployment implies that more households will register as indigents and qualify for provision of free basic services; further strain on municipal resources. Of those employed, 51.0% (2017) are employed in the Agriculture, forestry and fishing sector, where employment is very often seasonal as well as low skilled and low income.
<b>Education</b>	A learner retention ratio of 90 per cent	Learner retention ratio of 68.5% (2018) (SEP-LG 2019)	Low learner retention or a higher drop-out rate means more unqualified youth entering the labour market. There are also concerns around the social implications of leaving school early, such as teenage pregnancies, social evils such as alcohol and drug abuse and associated crimes.

Key Socio-Economic Indicators	NDP Goals	Local Context	Implications
<b>Health</b>	Maternal mortality to fall from 500 to 100 per 100 000 live births	Maternal Mortality was 0 per 100 000 live births in 2018. (SEP-LG 2019)	The results of health indicators are resultant of, amongst others, a combination of lifestyle as well as healthcare access and quality. Maternal mortality has remained unchanged.  The Bergrivier municipal area has experienced mixed results in relation to the direction (improvement/deterioration) of health indicators. Any deterioration in health outcomes indicates a decline in a healthy, resilient workforce and an increase in pressure on government and caregiver resources.
<b>Poverty</b>	For zero households to be below the R418 monthly income poverty line	R42 180 real per capita GDP in Bergrivier compared with R44 255 for the West Coast District and R60 079 for the Western Cape (SEP-LG 2019)	Poverty translates to greater need for and reliance on social support structures.
<b>Safety and Security</b>	For all citizens to feel safe and free of the fear of crime	25 murders per 100 000 people for 2018/19; compared to 28 per 100 000 people in the District and 59 in the Western Cape. (SEPLG 2019)	For a selected few indicators (SEP-LG 2019), the Bergrivier municipal area has, in the most recent year, mostly experienced some improvement in crime outcomes.  Crime however is still present; it hampers economic growth, discourages investment and capital accumulation.
<b>GDP Growth</b>	5.4 per cent growth per annum	-1,5% in 2016; 3,8% in 2017; 0,1% in 2018e (SEP-LG 2019)	The economy needs to at least keep pace with population growth in order for per capita income levels to improve.

### Comments:

Given the onset of COVID-19 in March 2020 and the potential devastating effects that an outbreak and spread of the disease could have on the socio-economic environment, various possible impacts should be considered:

- Current macroeconomic conditions continue to worsen with the country being downgraded to junk status. This will also have an effect on regional and local economies and could be exacerbated if the economy continues to contract further.
- Due to the lockdown, local business will face challenges to continue and could find themselves having to shut down causing job-losses, thereby increasing unemployment.
- The tourism sector will contract as travellers cancel trips to minimise risking infection as well as due to the restrictions on travel.
- School closures for prolonged periods will affect learning outcomes particularly for vulnerable matriculants who need to write final exams at the end of the year.
- The severity of an outbreak on the health system will have a knock-on effect on the availability of other health services and patients may not be able to receive the care that they need. The

aged, pregnant women and those whose immune systems are compromised are more vulnerable at this time.

- Increasing unemployment levels due to the effects of the lockdown could negatively affect household income, thereby also increasing poverty levels.
- An increase in indigent households could arise due to the household income being affected; municipalities could be expected to expand their services to larger numbers of indigent households.
- Municipal sustainability could be threatened as low-income households and current ratepayers struggle to pay their bills causing a fall in municipal revenue.

### 3.3 KEY BUDGET PRIORITIES IN TERMS OF IDP STRATEGIC OBJECTIVES

The 2020/21 MTREF budget breakdown in terms of the strategic objectives is indicated in the table below. Bergrivier Municipality budgeted for a total operating expenditure of R404.558 million and a total capital budget of R40.816 million in the 2020/21 financial year.

**Table 2 Strategic Objectives for the 2020/21 Medium Term Revenue & Expenditure Framework**

Strategic Objective	2020/21 Medium Term Revenue & Expenditure Framework OPEX				2020/21 Medium Term Revenue & Expenditure Framework CAPEX			
	Budget Year 2020/21	Budget Year 2021/22	Budget Year 2022/23	Average Annual Growth	Budget Year 2020/21	Budget Year 2021/22	Budget Year 2022/23	Average Annual Growth
SG1 Strengthen financial sustainability and further enhancing good governance	92 158	95 819	100 312	4,3%	1 385	945	1 880	16,5%
SG2 Sustainable service delivery	227 461	251 181	264 236	7,8%	32 102	34 861	33 484	2,1%
SG3 Facilitate an enabling environment for economic growth to alleviate poverty	2 173	2 277	2 386	4,8%	-	-	-	-
SG4 Promote a safe, healthy, educated and integrated community	73 756	77 276	80 958	4,8%	5 815	3 985	9 635	28,7%
SG5 Create a sustainable, inclusive and integrated living environment	9 010	9 436	9 882	4,7%	1 514	490	711	-31,5%
<b>Total Expenditure</b>	<b>404 558</b>	<b>435 989</b>	<b>457 774</b>	<b>6,4%</b>	<b>40 816</b>	<b>40 281</b>	<b>45 710</b>	<b>5,8%</b>

Source: Bergrivier Municipality, A-Schedules

#### Comments:

- The strategic goals noted in budget Tables SA5 and SA6 for the 2020/21 MTREF are aligned to the strategic goals in the IDP and reflects financial commitments for all five strategic goals.
- International, national and provincial policy directives have been highlighted in the IDP; alignment for each strategic goal is indicated for national and provincial plans, including the National Development Plan, Provincial Strategic Plan 2019 - 2024 as well as the West Coast District's strategic goals.
- The bulk of 2020/21 MTREF operating budget expenditure relates to the Strategic Goal 2 'Sustainable service delivery' (R227.4 million or 56.2 per cent in 2020/21). Strategic goal 2 'Sustainable service delivery' also represents the bulk of the capital budget (R32.10 million or

78.7 per cent). The priorities in terms of allocations towards strategic goals in relation to the operating and capital budgets remain unchanged.

### 3.4 PROVINCIAL RESOURCE ALLOCATION

**Table 3 Provincial Payments: Bergrivier Municipality**

Department R'000	Outcome			Medium-term estimate			
	Audited 2016/17	Audited 2017/18	Audited 2018/19	2020/21	% Change from Revised estimate 2019/20	2021/22	2022/23
Department of Community Safety	258	409	456	623	2.47	645	668
Department of Education	185 259	196 882	212 149	234 651	4.91	244 982	257 787
Department of Health	55 617	60 411	64 693	73 517	8.24	78 460	82 140
Department of Social Development	5 501	4 317	5 858	5 094	5.51	5 374	5 632
Department of Human Settlements	11 300	11 820	7 000		(100.00)		
Department of Environmental Affairs and Development Planning		1 000	1 000	1 000	(77.78)		
Department of Transport and Public Works	201 816	180 010	60 909	27 938	(71.53)	29 474	30 889
Department of Cultural Affairs and Sport	6 680	6 343	6 647	7 474	(3.02)	7 884	8 317
Department of Local Government	124	184	167	182	(82.38)	184	161
<b>Total</b>	<b>466 555</b>	<b>461 376</b>	<b>358 879</b>	<b>350 479</b>	<b>(14.42)</b>	<b>367 003</b>	<b>385 594</b>
<b>Total Transfers to Bergrivier Municipality</b>	<b>23 121</b>	<b>8 151</b>	<b>12 938</b>	<b>13 985</b>	<b>(36.18)</b>	<b>28 014</b>	<b>30 137</b>
<b>Transfers as a percentage of Provincial Payments and Estimates</b>	<b>4.96</b>	<b>1.77</b>	<b>3.61</b>	<b>3.99</b>	<b>(25.43)</b>	<b>7.63</b>	<b>7.82</b>

For the 2020/21 financial year, the WCG will spend an estimated R350.479 million within the Bergrivier municipal area. The highest spending departments are Education (67 per cent), Health (2 per cent) and Transport and Public Works (8.0 per cent). Together these three departments represent approximately 9 per cent of WCG spend in the Bergrivier municipal area.

The actual transfer of funds (i.e. grants) to Bergrivier Municipality is relatively small (R13.99 million) compared to the estimated spending of Provincial Departments within the municipal area. However, there is a notably sized allocation from the Department of Cultural Affairs and Sport, R7.47 million in respect of Library Services as well as R5 million from the Department of Human Settlements and R1 million for RSEP Municipal Projects from the Department of Environmental Affairs and Development Planning.

Overall per capita spend by the Province within this Municipality is R4 814 for the 2020/21 financial year.

### 3.5 ENABLERS OF ECONOMIC GROWTH AND DEVELOPMENT

#### Infrastructure as an enabler of economic growth

Infrastructure development is not only beneficial to the economy in the short term but also creates the conditions for sustained competitiveness, growth and jobs, both in developed economies and in emerging markets.

Access to infrastructure promotes human development and a better quality of life through improved productivity and sustainable economic growth, specifically, public infrastructure provisioning may enhance trade and commerce and play an important role in alleviating poverty and inequality. Therefore, infrastructure investment is a key enabler to sustain growth over time.

This section will consider provincial and municipal infrastructure allocations over the MTREF and its potential contribution to economic growth in the municipal area and region.

#### (1) Provincial and Municipal Capital Budget Expenditure 2020/21

**Table 4 Comparison of Provincial and Bergrivier Municipal Infrastructure Expenditure: 2020/21**

Type	2020/21		
	Provincial Infrastructure Spend (R'000)	Municipal Infrastructure Spend (R'000)	Total (R'000)
<b>Economic Infrastructure</b>	<b>240 500</b>	<b>14 277</b>	<b>254 777</b>
<i>Road Transport and Public Works</i>	239 000	14 277	253 277
<i>Cape Nature</i>	1 500	-	1 500
<b>Social Infrastructure</b>	<b>11 038</b>	<b>-</b>	<b>11 038</b>
<i>Education</i>	4 000	-	4 000
<i>Health</i>	2 038	-	2 038
<i>Social Development</i>	-	-	-
<i>Housing</i>	5 000	-	5 000
<b>Trading Services</b>	<b>-</b>	<b>16 815</b>	<b>16 815</b>
<i>Electricity</i>	-	7 019	7 019
<i>Water</i>	-	2 155	2 155
<i>Waste Water Management</i>	-	6 934	6 934
<i>Waste Management</i>	-	708	708
<b>Other</b>	<b>-</b>	<b>9 724</b>	<b>9 724</b>
<b>Total Infrastructure Spend</b>	<b>251 538</b>	<b>40 816</b>	<b>292 354</b>

Source: 2020 Western Cape EPRE (Provincial spend), National Treasury Database (Municipal spend)

#### 3.5.1 Economic Infrastructure Analysis

##### Road Transport

The WCG has allocated R265 million to road infrastructure projects in Bergrivier over the 2020/21 MTREF with the bulk thereof, R239 million allocated to the 2020/21 financial year. The 2020/21 allocation includes R76 million for the resealing of the Redelingshuys - Elandsbaai road, R90 million for blacktopping of the Dwarskersbos – Elandsbaai road and R73 million for the resealing of Redelingshuys roads.

Ageing road infrastructure was identified as one of the main challenges experienced in the compilation of the 2020/21 MTREF budget. Bergrivier Municipality has budgeted a significant portion of its capital budget, R14.28 million (35 per cent) towards road infrastructure projects for the

2020/21 financial year. The largest allocations are R7.46 million for the upgrade of roads and storm water; R2.20 million for the reseal/construction of streets; R1.5 million for vehicle replacement and R900 000 for a multi-purpose water truck; a further R500 000 is allocated to the construction (upgrade) of roads (R300 000 for RDP houses and R200 000 for Ward 1).

For regional and local economies to grow and thrive, it needs reliable road infrastructure to connect supply chains and efficiently move goods and services across borders. Both direct and indirect poverty alleviation benefits can be associated with road infrastructure investment. It results in the creation of job opportunities, market accessibility, community development and improved standards of living. Furthermore, great benefits can also be achieved in the investment in road infrastructure in more rural areas. It has the potential to positively affect poverty through providing market and service access, lowering of transport costs and stimulating economic growth.

### **3.5.2 Social Infrastructure Analysis**

#### **Education**

The total infrastructure spending on education in Bergrivier Municipality for the 2020/21 financial year totals R4 million. This is for upgrades and additions to the Eendekuil and Redelinghuys Primary Schools. No allocations are however allocated in the outer MTREF years for these two projects.

Bergrivier Municipality's learner retention rate dropped sharply between 2017 (78.5 per cent) and 2018 (68.5 per cent). This relatively low retention rate should also draw attention to concerns around the social implications of leaving school early, including teenage pregnancies as well as alcohol and drug abuse and associated crimes. Low learner retention also means that more unqualified/low skilled youth enter the labour market.

Access to quality education, which includes the necessary educational infrastructure, is vital to grow the economy as learners who have access to quality primary and secondary schools and who complete their schooling are more likely to find gainful employment and become active and productive citizens in society.

#### **Health**

The Western Cape Department of Health has budgeted to spend R19.66 million on health infrastructure in Bergrivier over the 2020/21 MTREF of which the 2020/21 allocation includes R1.10 million for health technology and R938 000 for refurbishment and rehabilitation (receiving a further R16.42 million over the outer MTREF years) of the Radie Kotze Hospital in Piketberg.

Given the COVID-19 global crisis that is currently happening, it has become clearer that investing in health infrastructure and health systems not only saves lives but it is a crucial investment in the wider economy. It is apparent that ill-health hinders productivity and adversely affects human capital development. Investments in proper health infrastructure and systems can minimise the effects of health crises and subsequent economic shocks.

#### **Human Settlements**

Within Bergrivier Municipality, 8.3 per cent of the total households are informal (Community Survey 2016) and with 5 325 persons on the housing waiting list (at 30 June 2019). The Municipality has also in recent years highlighted the growing concern of backyard dwellers within the area.

The provincial spending on housing in Bergrivier Municipality totals R58.22 million over the 2020/21 MTREF of which only a small portion R5 million or 8.6 per cent is allocated to the 2020/21 financial year. The 2020/21 budget includes an allocation of R1.5 million towards top structure construction in Velddrift as well as R2 million and R1.5 million respectively for planning of



projects for the Piketberg (150) and Porterville (150) areas; outer year allocation for these two latter projects total R22.36 million and R7.6 million respectively while outer year allocations for the top structures for Velddrift total R23.26 million.

Even though the Municipality only allocated R36 000 capital expenditure towards housing, for furniture and equipment in the outer MTREF year (2022/23), a sizeable allocation of R69.80 million over the MREF is provided for housing under operational expenditure.

Demand for housing continues to outweigh the level of supply within the municipal area; the most recent housing waiting list figure of 5 325 does however shows a slight decline from the previous years' figure of 5 337. However even though over the past few years the numbers have fluctuated, it still appears to be on an upward trend.

### **3.5.3 Trading Services Infrastructure Analysis**

The largest allocation towards the Municipality's infrastructure budget (R16.82 million; 41.2 per cent) is allocated towards trading services infrastructure. This is mainly for upgrades to bulk infrastructure as the Municipality noted ageing infrastructure a challenge; as well as for the extension of bulk sewerage infrastructure for Velddrif which was identified as have insufficient bulk capacity and limiting development potential in the area.

#### **● Electricity**

The Municipality's allocation to energy infrastructure amounts to R7.02 million for the 2020/21 financial year. The Municipality has indicated aging electricity infrastructure as one of its main challenges while compiling its 2020/21 MTREF budget; most of the infrastructure projects are for replacement or upgrading of electrical infrastructure.

Significant municipal 2020/21 capital expenditure allocations for electricity include R2.61 million for bulk upgrading of switching station and feeders; R1 million for network renewals; R900 000 for the replacement of conventional electricity meters with prepaid meters; R700 000 for the replacement of the overhead feeder to Monte Bertha and R700 000 for the replacement of the Dwarskersbos overhead lines with cable.

#### **● Water**

Water infrastructure allocations in the Municipality amounts to R2.16 million for 2020/21. The largest allocation is R500 000 is for the replacement of water meters with another R250 000 allocated to the replacement of redundant meters. Other large allocations for 2020/21 include R300 000 for a pipe replacement, an additional R200 000 for pumps and R200 000 for security at reservoir/pump stations.

The Municipality has indicated ageing water infrastructure as well as the recent drought's impacts on the local economy as of its main challenges while compiling its 2020/21 MTREF budget.

#### **● Waste Water**

Waste water management infrastructure receives R6.93 million or 41.2 per cent of the trading services infrastructure budget for 2020/21. Insufficient bulk capacity for Porterville and Velddrif was previously identified as limiting development potential. In the past few years, the Porterville WWTW received significant allocations. The new Velddrif pumpline and pumpstation is by far the biggest project for 2020/21 with an allocation of R4.50 million.

Other smaller projects include R400 000 for chlorine contact channels and R350 000 for the roof at the inlet works which is a green drop requirement.

## ● Refuse Removal

The Municipality has in the recent past focused on recycling, waste diversion and minimisation and the upgrade of recycling/waste separation as well as composting facilities. To reduce the organic waste (green waste), all trees and branches are chipped at the old landfill sites and the grass cuttings are added to manufacture compost.

The 2020/21 MTREF allocations follow on this with a total waste management allocation in the Municipality amounts to R708 000 in 2020/21. Of the larger projects here is the 2020/21 allocation of R300 000 for the establishment of a composting facility (Velddrif/Piketberg) as well as R250 000 for transfer station fencing. Significant outer year (2022/23) allocations include a R8.70 million allocation for the establishment of collection points as well as a R2 million allocation (2022/23) for a refuse compactor.

## SECTION 4: FINANCIAL SUSTAINABILITY

### 4.1 REVIEW OF THE HISTORICAL INFORMATION

#### 4.1.1 The Financial Health and Performance – year ended 30 June 2019

The assessment of the financial health and performance is an integrated process involving a review of a municipality's audited annual financial statements, audit report and ratio analysis. The results of the ratio analysis are used to support financial decisions and to identify factors which may influence the financial stability of the Municipality.

Adverse ratios highlight areas where attention may be required to ensure sustainability. The assessment analysis is based on the 2017, 2018 and 2019 audited financial statements to have a more solid context when looking at the 2020/21 budget.

The analysis is conducted as per National Treasury MFMA Circular No. 71, as completed and submitted by the Municipality, however, at the time that this report was compiled, the Municipality had not respond to some of the ratio corrections that Provincial Treasury recommended to the Municipality, therefore, Provincial Treasury corrected the ratios and used them for this report. Provincial Treasury has analysed these ratios and the following items are highlighted.

#### The Financial Performance as per the Audited Annual Financial Statements

**Table 5 Financial ratios and norms**

Financial ratios and norms		2017 Audited	2018 Audited	2019 Audited	Comments
<b>Asset Management</b>					
1.	Capital Expenditure to Total Expenditure: <b>10% - 20%</b>	9.2%	9.0%	11.3%	The 2018/19 ratio result is within the acceptable NT norm of 10 - 20 per cent. In the 2018/19 FY capex increased by R11.7 million (40%) from R29.2 million to R40.9 million, while Total Expenditure increased by R37 million (11%) from R325.5 million to R362.6 million. These dynamics caused the ratio result to increase from 9 per cent to 11.3 per cent.
2.	Capital Expenditure Budget Implementation Indicator: <b>95 – 100%</b>	95.9%	85.3%	89.2%	The ratio results reflect a year-on-year fluctuation. In the 2018/19 financial year the Municipality underspent its capital expenditure budget by 10.1 per cent (R4.9 million) due to challenges related to the Human Settlements grant and the mSCOA treatment of the grant. The ratio result is below the acceptable NT norm of 95 – 100 per cent.
3.	Impairment of Property, Plant and Equipment, Investment Property and Intangible Assets (Carrying Value): <b>0%</b>	0,0%	0.0%	0.0%	The ratio results remained within the acceptable NT norm of 0.00 per cent.
4.	Repairs and Maintenance as a % of Property, Plant and Equipment, Investment Property (Carrying Value): <b>8%</b>	2.6%	2.1%	2,2%	The ratio result reflects a fluctuating trend over the period under review, but the ratio results remain below the acceptable NT norm of 8.0 per cent. In the 2018/19 FY the Municipality incurred R&M of R8.5 million against PPE and Investment Property of R385.7 million.

Financial ratios and norms		2017 Audited	2018 Audited	2019 Audited	Comments
5.	Own funded Capital Expenditure (Internally generated funds + Borrowings) to Total Capital Expenditure : <b>(None)</b>	59.6%	48.8%	49.9%	Fluctuating trend over the period under review. These ratio results exclude the capital grants from the calculation.  The funding mix for the 2018/19 Capital expenditure of R40.9 million was as follows: R13.4 million (19.8 per cent) internally generated funds; R6,95 million (1.7 per cent) borrowings and R20.5 million (50.1 per cent) capital grants.
6.	Own funded Capital Expenditure (Internally Generated Funds) to Total Capital Expenditure: <b>(None)</b>	36.0%	28.0%	32.9%	A fluctuating trend is evident. These ratio results exclude the borrowings and the capital grants. it is evident that the Municipality is increasingly utilising internally generated funds for the financing of capital expenditure.
<b>Revenue, Debtors and Liquidity Management (cash availability)</b>					
7.	Net debtors' days: <b>≤ 30 days</b>	126 days	109 days	121 days	A fluctuating trend is evident. The ratio results reflect a sharp increase in the 2018/19 FY. The Net Debtors Days averaged 119 days over the period under review. The ratio result is outside the acceptable NT norm of 30 days. Bergrivier Municipality had a debtors book of R121. 6 million in the 2018/19 FY.
8.	Bad Debts Written-off as % of Provision for Bad Debt: <b>100%</b>	71.4%	60.5%	30.4%	The ratio results declined year-on-year over the 3 year period under review. The Municipality generally overestimated the bad debts to be written off. Bad debts written off averages at 54.1 per cent of the bad debt year-on-year. The ratio result is below the norm of 100.0 per cent of provision for bad debts.
9.	Operating Revenue Budget: <b>95% - 100%</b>	92.3%	94%	100.1%	Increasing trend over the period under review. The ratio results are within the acceptable NT norm of 95 - 100 per cent. The Municipality is commended for a credible revenue budget.
10.	Service Charges and Property Rates Revenue Budget: <b>95% - 100%</b>	97.5%	93.0%	96.4%	The ratio results fluctuate over the period under review. The ratio results are within the acceptable NT norm of 95 - 100 per cent.
11.	Revenue Growth (%) - Excluding capital grants: = <b>CPI</b>	9.5% <b>4.6%</b>	3.9% <b>4.6%</b>	10.2% <b>4.5%</b>	A fluctuating trend is evident. The revenue growth excluding capital grants improved significantly in the 2018/19 financial year. the ratio result is above the CPI rates for the past two years.
12.	Cash/Cost Coverage Ratio (Excluding Unspent Conditional Grants): <b>1 - 3 months</b>	4 Months	3 Months	3 Months	The ratio results remained constant for the 2017/18 and 2018/19 financial years; the ratio result is within the acceptable NT norm of 1 - 3 months. The Municipality has sufficient funds to meet its monthly fixed operating commitments.
13.	Current Ratio: <b>1.5 - 2:1</b>	3,2:1	3,6:1	4,1:1	An increasing trend is evident. These results indicate that the Municipality has sufficient current assets to cover its short-term obligations as they become due. In the 2018/19 FY the Municipality's audited AFS indicates Current Assets of R156.8 million and Current Liabilities of R38.1 million. The ratio result is within the acceptable NT norm of 1.5 - 2.1.

Financial ratios and norms		2017 Audited	2018 Audited	2019 Audited	Comments
<b>Liability Management</b>					
14.	Debt (Total Borrowings)/Revenue: <b>45%</b>	22.5%	21.4%	19,9%	The ratio results improved year-on-year over the 3-year period under review and is within the acceptable NT norm of 45 per cent.
15.	Capital Cost (Interest Paid and Redemption) as a % of Total Operating Expenditure: <b>6% - 8%</b>	3.6%	3.6%	3.6%	The ratio results remain constant over the period under review. The ratio results reflect capital cost which appears to be affordable. The ratio results are within the acceptable NT norm of < 8 per cent.
16.	Creditors Payment Period (Trade Creditors): <b>30 days</b>	55 days	23 days	10 days	A decreasing trend is evident. The ratio results are within the acceptable NT norm of 30 days. Payables from exchange transactions decreased by 26 % (R5.5 million) from R21.5 million to R16 million in the 2018/19 financial year. This allows room for negotiation with suppliers on discounts for the early settlement.
<b>Expenditure Management</b>					
17.	Operating Expenditure Budget: <b>95% - 100%</b>	91.7%	92.3%	95.9%	The ratio results improve year-on-year over the period under review. In 2018/19 financial year the Municipality underspent its OPEX by 4.1 per cent (R13,68 million). The ratio result is within the acceptable NT norm of 95 - 100 per cent.
18.	Remuneration as a % of Total Operating Expenditure: <b>25% - 40%</b>	38.9%	39.6%	40.3%	The ratio results reflect a year-on-year increase. In 2018/19 financial year the ratios result is slightly outside the acceptable NT norm of 25 – 40 per cent.
19.	Contracted Services as a % of Total Operating Expenditure: <b>2% - 5%</b>	5.3%	5.4%	5.1%	The ratio results remain constant over the 3-year period under review. The ratio results are just in the acceptable NT norm of 2 - 5 per cent.
20.	Irregular, Fruitless and Wasteful and Unauthorised Expenditure/Total Operating Expenditure: <b>0%</b>	0.0%	1.9%	4.1%	The ratio results indicate an increase of Irregular, Fruitless and Wasteful and Unauthorised Expenditure as a percentage of Total Operating Expenditure. This increase is due to Irregular expenditure of R13.05 million incurred in 2018/19 financial year. The ratio results are not within the acceptable NT norm of 0.0 per cent.
<b>Grant Dependency</b>					
21.	Own Source Revenue to Total Operating Revenue (Including Agency Revenue): <b>None</b>	89.4%	88.0%	88.9%	Own source revenue remains constant year-on-year. The Municipality's audited AFS indicates total operating revenue of R348.2 million in the 2018/19 financial year. The analysis reveals that the Municipality is not dependent on grants and public donations for its day to day operations.
<b>Net Asset Position (Going Concern)</b>					
22.	Total Liabilities to Total Assets: <b>&lt;50%</b>	38.8%	35.8%	34.5%	The ratio results decline year-on-year. The ratio results are within the acceptable NT norm over the 3-year period under review. The Municipality's liquidity position is sound. The Municipality can pay its long-term and short-term liabilities as they become due.

Source: Bergrivier Municipality Audited AFS (2016/17 - 2018/19)

## Summary and recommendations:

### 4.1.2 ASSET MANAGEMENT

- **Capital Assets** are the source through which the municipal mandate is realised. It is therefore imperative that planning & budgeting for the replacement, renovations and preservation of these assets are prioritised. The 2018/19 outcome were below the acceptable NT norm of 95 – 100 per cent an indication of discrepancies in planning, budgeting and capacity challenges to implement projects during the year.
- The **repairs and maintenance** ratio results are below the desired NT norm of 8 per cent, possibly indicating that insufficient expenditure is incurred on repairs and maintenance to the extent that it could impact the useful lives of the assets and have a resultant increase in the impairment of assets. The Municipality needs to ensure that expenditure is in line with its asset management policy and maintenance schedules to ensure effective, efficient and economical asset utilisation.

### 4.1.3 REVENUE, DEBTORS AND LIQUIDITY MANAGEMENT (CASH AVAILABILITY)

- **Net debtors Days:** The trend analysis indicates that the ratio results deteriorated from 109 days in 2017/18 to 121 days in 2018/19 financial year. The ratio result is not within the National Treasury norm of 30 days. Consumer debtors outstanding longer than 90 days' amount to R58.70 million and makes up 67.1 per cent of total consumer debtors of R87.44 million. An allowance for impairment of doubtful debts constitutes 19 per cent of gross debtors and is considered to be reasonable. The Municipality should continue to implement effective debtor management strategies and this is crucial for sustaining positive liquidity position.
- **Bad Debts Written-off as % of Provision for Bad Debt:** In 2018/19 the ratio declined from 60.5 per cent to 30.4 per cent. The ratio result is not within the National Treasury norm of 100 per cent. **RECEIVABLES FROM EXCHANGE TRANSACTIONS:** The provision for bad debts amounted to R30.6 million at 30 June 2018. In the 2018/19 financial year R4.6 million (15 per cent) of this provision was written off. **RECEIVABLES FROM NON-EXCHANGE TRANSACTIONS:** The provision for bad debts amounted to R28.7 million at 30 June 2018. In the 2018/19 financial year R14 million (45 per cent) of this provision was written off. It is imperative for the Municipality to sufficiently provide for its doubtful debts to report fair and accurate figures in the financial statements and also improve fair presentation.
- **Service Charges and Property Rates Revenue Budget:** The ratio result of 96.4 per cent in the 2018/19 financial year reflects a credible budget. The ratio results are within the acceptable NT norm of 95 -100 per cent.

### 4.1.4 LIABILITY MANAGEMENT

- **Creditors Payment Period (Trade Creditors):** The creditors payment period of 10 days in the 2018/19 financial year is commendable. The ratio result in 2018/19 financial year is within acceptable NT norm of 30 days. Analysis of statement of financial position indicate a decrease on payables from exchange transactions by 26 per cent (R5.50 million). The analysis of the statement of financial performance reveals that bulk purchases increased by R5.9 million (7.6 per cent) from R77.8 million to R83.7 million in the 2018/19 financial year.

## 4.1.5 EXPENDITURE MANAGEMENT

### Irregular, Fruitless and Wasteful and Unauthorised Expenditure/Total Operating Expenditure:

The ratio results indicate Irregular, Fruitless and Wasteful and Unauthorised Expenditure of 4.1 per cent as a percentage of Total Operating Expenditure in the 2018/19 financial year. This sharp increase is due to Irregular expenditure related to non-compliance with SCM Regulation 32 specifically of R13.05 million incurred in 2018/19 financial year, however 12.36 million expenditures is waiting for further action. The ratio result is not within the acceptable NT norm of 0.0 per cent. PT is aware of the transactions that resulted in the irregular expenditure and is working with NT on finding a solution for local government.

## 4.2 CREDIBILITY OF FUNDED BUDGET

### 4.2.1 Observations on the Current Financial Year

#### Assessment Criteria

In assessing the 2019/20 MTREF budget, consideration is given to the Municipality's current year budget implementation, past revenue streams and spending trends as a baseline measure to determine the impact on future budget implications.

**Table 6 Budget Summary**

Description	2016/17				2017/18				2018/19				Current Year 2019/20		
	Adjusted Budget	Audited Outcome	YTD%	Diff	Adjusted Budget	Audited Outcome	YTD%	Diff	Adjusted Budget	Audited Outcome	YTD%	Diff	Original Budget	Adjusted Budget	Diff
<b>Financial Performance</b>															
Property rates	65 446	62 607	96%	-4%	67 182	62 607	93%	-7%	67 182	67 800	101%	1%	55 677	56 177	1%
Service charges	158 558	145 624	92%	-8%	169 752	145 624	86%	-14%	169 752	160 631	95%	-5%	152 540	157 355	3%
Investment revenue	4 826	6 729	139%	39%	5 139	6 729	131%	31%	5 139	6 203	121%	21%	3 200	4 500	41%
Transfers recognised - operational	60 658	48 799	80%	-20%	58 891	48 799	83%	-17%	58 891	56 025	95%	-5%	67 211	67 322	0%
Other own revenue	24 687	32 020	130%	30%	25 738	33 588	130%	30%	25 738	37 026	144%	44%	19 984	25 465	27%
<b>Total Revenue (excluding capital transfers and contributions)</b>	<b>314 176</b>	<b>295 779</b>	<b>94%</b>	<b>-6%</b>	<b>326 702</b>	<b>297 347</b>	<b>91%</b>	<b>-9%</b>	<b>326 702</b>	<b>327 685</b>	<b>100%</b>	<b>0%</b>	<b>298 613</b>	<b>310 820</b>	<b>4%</b>
Employee costs	113 171	111 581	99%	-1%	120 898	111 581	92%	-8%	120 898	123 486	102%	2%	107 291	107 106	0%
Remuneration of councillors	5 941	5 822	98%	-2%	6 319	5 822	92%	-8%	6 319	6 262	99%	-1%	4 861	5 311	9%
Depreciation & asset impairment	20 849	20 636	99%	-1%	22 365	20 147	90%	-10%	22 365	20 171	90%	-10%	18 539	18 082	-2%
Finance charges	13 131	12 835	98%	-2%	13 045	14 939	115%	15%	13 045	15 288	117%	17%	12 214	12 280	1%
Materials and bulk purchases	88 352	77 803	88%	-12%	93 907	77 803	83%	-17%	93 907	83 689	89%	-11%	75 397	80 997	7%
Transfers and grants	4 398	4 150	0%		5 281	4 150	0%	-21%	5 281	34 736	658%	558%	3 561	3 561	0%
Other expenditure	75 314	58 477	78%	-22%	73 524	61 902	84%	-16%	73 524	43 988	60%	-40%	83 714	90 345	8%
<b>Total Expenditure</b>	<b>321 155</b>	<b>291 303</b>	<b>91%</b>	<b>-9%</b>	<b>335 339</b>	<b>296 344</b>	<b>88%</b>	<b>-12%</b>	<b>335 339</b>	<b>327 621</b>	<b>98%</b>	<b>-2%</b>	<b>305 577</b>	<b>317 683</b>	<b>4%</b>
<b>Surplus/(Deficit)</b>	<b>(6 979)</b>	<b>4 476</b>	<b>-64%</b>		<b>(8 637)</b>	<b>1 004</b>	<b>-12%</b>	<b>-112%</b>	<b>(8 637)</b>	<b>64</b>			<b>(6 964)</b>	<b>(6 863)</b>	<b>-1%</b>
Transfers and subsidies - capital (monetary allocations) (National / Provincial and District transfers and subsidies - capital (monetary allocations) (National / Provincial Departmental Agencies, Households, Non-profit Institutions, Private Enterprises, Public Corporations, Higher Educational Institutions) & Transfers and subsidies - capital (in-kind - all)	15 008	14 950	100%	0%	21 826	14 950			21 826	20 515			15 044	15 963	
Share of surplus/ (deficit) of associate															
<b>Surplus/(Deficit) after capital transfers &amp; contributions</b>	<b>9 922</b>	<b>19 426</b>	<b>196%</b>	<b>96%</b>	<b>13 189</b>	<b>13 947</b>	<b>106%</b>	<b>6%</b>	<b>13 189</b>	<b>20 451</b>	<b>155%</b>	<b>55%</b>	<b>8 080</b>	<b>9 100</b>	<b>13%</b>
<b>Surplus/(Deficit) for the year</b>	<b>9 922</b>	<b>19 426</b>	<b>196%</b>	<b>96%</b>	<b>13 189</b>	<b>13 947</b>	<b>106%</b>	<b>6%</b>	<b>13 189</b>	<b>20 451</b>	<b>155%</b>	<b>55%</b>	<b>8 080</b>	<b>9 100</b>	<b>13%</b>
<b>Capital expenditure &amp; funds sources</b>															
<b>Capital expenditure</b>	<b>34 211</b>	<b>31 377</b>	<b>92%</b>	<b>-8%</b>	<b>45 858</b>	<b>20 515</b>	<b>45%</b>	<b>-55%</b>	<b>45 858</b>	<b>20 515</b>	<b>45%</b>	<b>-55%</b>	<b>32 478</b>	<b>33 530</b>	<b>3%</b>
Transfers recognised - capital	16 902	16 833	100%	0%	21 826	20 515	94%	-6%	21 826	20 515	94%	-6%	15 044	15 963	6%
Borrowing	6 080	4 476	0%	0%	6 950		0%	0%	6 950		0%	0%	6 750	6 750	0%
Internally generated funds	11 229	10 068	90%	-10%	17 072		0%	0%	17 072		-	-100%	10 684	10 817	0%
<b>Total sources of capital funds</b>	<b>34 211</b>	<b>31 377</b>	<b>92%</b>	<b>-8%</b>	<b>45 858</b>	<b>20 515</b>	<b>45%</b>	<b>-55%</b>	<b>45 858</b>	<b>20 515</b>	<b>45%</b>	<b>-55%</b>	<b>32 478</b>	<b>33 530</b>	<b>3%</b>

LG Database and 2020/21 MTREF Budget

## Findings and Recommendations

As informed by the analysis of the previous three previous audited years from Table 6 above it is evident that the Municipality can implement its proposed budget. Although significant differences are noted between the budget and the audited actuals the Municipality is urged to look out for such variances when budgeting for the 20/21 MTREF. Continuous under and over performances poses material threats to municipal surpluses and shows lack of proper budget planning.

The capital expenditure as at end February 2020 is reported at 37.2 per cent compared to the 2019/20 adjusted budget this is likely to result in an underspending of the capital budget for this current year if this trend continues. The Municipality is urged to place better focus on project implementation plans to get an accurate and true reflection of the planned capital expenditure which will also assists in capital performance management and ensuring capital budget is spent within National Treasury Norms of at least 95 per cent of the Capital Budget as per MFMA Circular No. 71.

### 4.3 REVIEW OF THE NEW (2020/21) MTREF

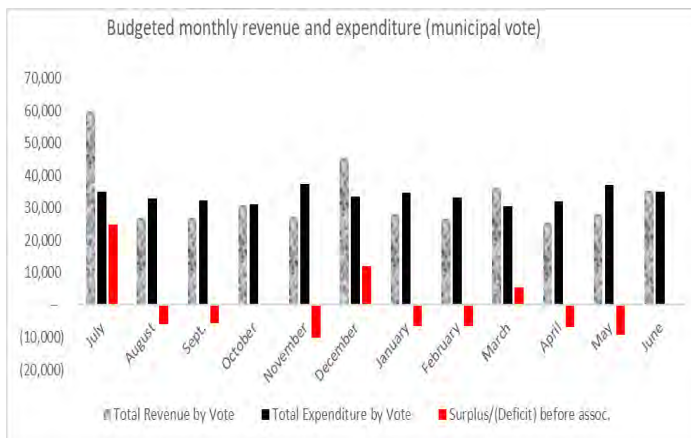
#### 4.3.1 Review of the Budget Assumptions

The overall budget assumptions are credible and align to the prescribed regulation as per the Municipal Budget and Reporting Regulations (MBRR).

#### 4.3.2 Forecasting and Multi-Year Budgeting

The purpose is to assess the credibility of forecasting and the level of multi-year budgeting.

#### Graph 1 Budgeted Monthly Projections – Revenue and Expenditure



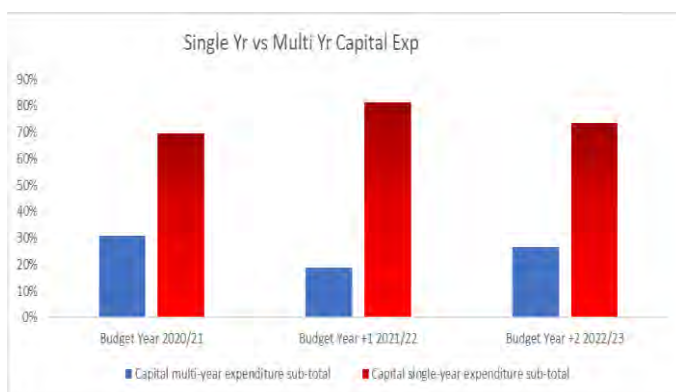
Source: LG Database and 2020/21 MTREF Budget

The Municipality is commended for taking into consideration the seasonal fluctuation during the budget forecasting, this will assist the Municipality to identify risk areas and to plan for the cash flow predictions and take control of what is about to happen the Municipality is urged to put measures in place and methods to mitigate the risk.

The 2020/21 MTREF outer years are budgeted to increase by 6.0 to 5.7 per cent respectively which is slightly above National Treasury forecast of 4.6 per cent.



## Graph 2 Single year vs Multi-year Capital expenditure



Source: LG Database and 2020/21 MTREF Budget

Multi-year budgeting enables municipalities to improve planning and initiate procurement processes earlier for capital projects in the two outer years of the MTREF. Schedules SA28 and SA29 need to be informed by project implementation plans from the project managers and in consultation with SCM demand management plans/process to get an accurate and true reflection of the planned capital expenditure.

The Municipality is reminded that multi-year appropriation will benefit it by enhancing opportunities for lower-cost financing and access to governmental programs. Expanding and reprioritising of the revenue base should be a key financial lever to long term financial planning of the Municipality.

### 4.3.3 Budget Overview

Table 7 Budget Overview

Description	2016/17	2017/18	2018/19	Current Year 2019/20			2020/21 Medium Term Revenue & Expenditure Framework			% Growth rates: MTREF Budget			
	Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2020/21	Budget Year +1 2021/22	Budget Year +2 2022/23	2019/20-2020/21 (YOY)	2020/21-2021/22 (YOY)	2021/22-2022/23 (YOY)	2020/21-2022/23 (AVE)
Total Revenue (excl. capital transfers and contributions)	286 323	295 779	326 985	368 394	382 515	382 515	396 363	429 782	452 997	3,6%	8,4%	5,4%	5,8%
Total Operating Expenditure	276 620	291 303	321 359	376 498	391 327	391 327	404 558	435 989	457 774	3,4%	7,8%	5,0%	5,4%
Surplus/(Deficit)	9 703	4 476	5 627	(8 104)	(8 812)	(8 812)	(8 195)	(6 207)	(4 777)	-7%	-24%	-23%	-18%
<b>Non Cash Items</b>													
Depreciation & asset impairment	19 621	20 636	20 171	23 284	22 672	22 672	23 628	24 754	25 936	4,2%	5%	5%	5%
Total Restated Result	29 324	25 112	25 798	15 180	13 860	13 860	15 433	18 547	21 159	11,4%	20%	14%	15%
Total Capital Expenditure	(0)	-	-	52 626	35 692	35 692	68 986	37 748	34 669	93,3%	-45%	-8%	13%

LG Database and 2020/21 MTREF Budget

### Findings and Recommendations

The Municipality reported an Operating deficit of R8.20 million, R6.21 million and R4.78 million over the 2020/21 MTREF, however, the recalculation yields a surplus when the non-cash items are added back to the deficit. The analysis of supporting Table SA10 indicates that the Municipality has tabled a funded budget, therefore, the Municipality remains funded.

It should be noted that the practice of tabling a budget deficit has the ability over time to reduce the contribution to cash backed reserves or reduce the contributions to internal funds towards capital spending. The Municipality is encouraged to table a surplus operating budget and implement strategies that will sustain the financial health position and quality of services delivered to the community.

#### 4.3.4 Adequacy of Revenue Management Framework

**Table 8 Main Operating Revenue Sources**

WC013 - Bergrivier	Table A4 Budgeted Financial Performance (revenue and expenditure)			CURRENT YEAR				MEDIUM TERM REVENUE & EXPENDITURE FRAMEWORK			% Growth rates: MTREF			
Description	2016/17	2017/18	2018/19	2019/20				2020/21	2021/22	2022/23	2019/20	2020/21	2021/22	2022/23
R thousand	Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Pre-audit outcome	Budget Year +0	Budget Year +1	Budget Year +2	% Change	% Change	% Change	% Change
<b>Revenue By Source</b>														
Property rates	56 440	62 607	67 800	71 681	72 479	72 479	51 891	79 103	82 900	86 880	1.1%	9.1%	4.8%	4.8%
Service charges - electricity revenue	94 677	94 502	102 121	123 889	124 139	124 139	78 790	129 014	135 207	141 698	0.2%	3.9%	4.8%	4.8%
Service charges - water revenue	24 789	19 309	24 348	27 266	26 202	26 202	19 637	27 904	29 244	30 647	-3.9%	6.5%	4.8%	4.8%
Service charges - sanitation revenue	10 805	12 071	12 876	13 987	13 352	13 352	8 983	14 428	15 121	15 847	-4.5%	8.1%	4.8%	4.8%
Service charges - refuse revenue	18 980	19 742	21 286	22 998	22 131	22 131	14 797	23 583	24 715	25 901	-3.8%	6.6%	4.8%	4.8%
Rental of facilities and equipment	5 310	536	839	405	839	839	685	889	931	976	107.2%	6.0%	4.7%	4.8%
Interest earned - external investments	5 839	6 729	6 203	5 447	7 452	7 452	4 839	8 013	8 397	8 799	36.8%	7.5%	4.8%	4.8%
Interest earned - outstanding debtors	4 288	5 275	7 390	4 542	7 981	7 981	5 839	8 460	8 866	9 292	75.7%	6.0%	4.8%	4.8%
Dividends received	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Fines, penalties and forfeits	9 813	7 098	9 935	12 472	22 282	22 282	2 406	22 289	23 358	24 479	78.7%	0.0%	4.8%	4.8%
Licences and permits	-	3	2	262	103	103	78	109	114	119	-60.7%	5.8%	4.6%	4.4%
Agency services	3 809	4 016	4 313	4 413	4 464	4 464	2 693	4 732	4 959	5 197	1.2%	6.0%	4.8%	4.8%
Transfers and subsidies	42 607	49 034	56 537	67 092	67 118	67 118	39 999	68 914	86 617	93 360	0.0%	2.7%	25.7%	7.8%
Other revenue	8 987	7 237	7 589	13 712	13 746	13 746	11 054	8 685	9 102	9 539	0.2%	-36.8%	4.8%	4.8%
Gains	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total Revenue (excluding capital transfers and contributions)</b>	<b>286 323</b>	<b>288 160</b>	<b>321 238</b>	<b>368 167</b>	<b>382 288</b>	<b>382 288</b>	<b>241 693</b>	<b>396 123</b>	<b>429 531</b>	<b>452 734</b>	<b>3.8%</b>	<b>3.6%</b>	<b>8.4%</b>	<b>5.4%</b>

Source: LG Database and 2020/21 MTREF Budget

#### Findings and Recommendations

Operating revenue has been budgeted to increase by 5.8 per cent in aggregate over the 2020/21 MTREF which indicates a real growth after being discounted with the inflation. The main revenue sources for the Municipality are service charges and property rates which contributes 69.2 per cent of the total revenue. The Municipality has reflected a real growth when compared from the previous financial years in terms of the main revenue sources.

**Property rates** increased by 9.1 per cent from the 2019/20 adjustment budget and the projected increase exceeds the National Treasury forecast of CPI inflation. Provincial Treasury takes cognisance from the budget narrative that average tariffs would increase by 6 percent which is not in line with the reflected budgeted amount and the Municipality is urged to ensure that the increase in Property Rates complies with the provisions of the Local Government Property Rates Act. The supporting Table SA11, SA12a and SA12b were inadequately completed, no split for the state-owned properties whilst the Municipality reports monthly organs of state debtors. The Municipality is requested to sufficiently use the available categories for property rates as informed by mSCOA chart before adopting the final budget.

It is noted that property rates debtors as at end February 2020, are the second contributor with 22 per cent of total outstanding debtors over 90 days' category (R98.61 million), which raises concerns on realistically anticipated revenue projection to be collected. The Municipality should assess the recoverability of the debt especially those more than a year.

**Electricity sales** are estimated to increase by 4.5 per cent on aggregate over the 2020/21 MTREF years with an estimated increase of 3.6 per cent for the 2020/21 budgeted year and the tariffs are estimated to increase by 6.9 per cent which are above the CPI inflation rate. The 2018/19 Annual

Financial Statements (AFS) outcomes indicates that the **electricity distribution losses** amounted to 12.4 per cent which is above the national norm of 7 - 10 per cent and it is estimated that for the 2020/21 it will amount to 11 per cent which is substantial and the Municipality is requested to put measures in place as part the repairs and maintenance strategy to prevent any increases for further losses.

The **water sales** contribute towards the total operating revenue 7 per cent and increased on aggregate by 5.4 per cent over the 2020/21 MTREF which signifies a nominal real growth. The tariffs are estimated to increase by 6 per cent which is above the CPI inflation rate and the tariff increases are intended by the Municipality for the better maintenance of infrastructure, construction of new water reservoir and to ensure that water tariffs are cost reflective to ensure future challenges of supply of water as the result of drought are manageable. The **water losses** in 2018/19 AFS amounted to 9.4 per cent and in 2017/18 amounted to 6.9 per cent which are within the national norm of losses. The Municipality is commended for the concerted efforts which are underway to curb material water losses and PT encourages the Municipality to ensure that those efforts includes the planning of repairs and maintenance.

**Waste Water Management** is anticipated to generate steady surpluses over the 2020/21 MTREF and Sanitation revenue contributes as the component in the operating revenue 3.6 per cent, estimated to increase by 8.1 per cent from the 2019/20 adjustment budget and tariff increase is 6 per cent which is higher than the CPI inflation and the tariff increases are influenced by the significant electricity prices for providing the service. The debtors for sanitation stood at 11 per cent as at the end of February 2020 and the Municipality is cautioned that budgeting to achieve substantial surpluses for this revenue source would place an undue financial burden on customers which will result to increased debtors.

**Refuse removal** contributes 1per cent to the steady anticipated surpluses for the trading services. The growth for refuse is estimated to increase by 6.6 per cent and estimated to increase on aggregate by 5.4 per cent over the MTREF which indicates the nominal real growth. The most recent audit outcomes have indicated 15 per cent deficit for the refuse removal and the Municipality should consider the need to maintain a cash-baked reserve to cover future costs of the future of the rehabilitation of landfill sites as noted that the budgeted surpluses are not sustainable are projected to decrease throughout the 2020/21 MTREF.

**Operational transfers and subsidies** are projected to increase over the MTREF, however, it should be noted that supporting Tables SA18 and SA19 do not reconcile with the 2020 DoRA as the equitable share allocation was incorrectly captured in 2021/22 outer year. The Municipality is requested to correct this when the final budget is adopted by Council.

**Other revenue** is projected to significantly decrease by 38 per cent when compared to the 2019/20 adjustment budget, this is due to refunds received as the results of sales of properties which are not budgeted for the 2020/21 budget year and no explanation has been noted on the budget document, the Municipality is urged to substantiate this further.

## Assessment of Trading Services

**Table 9 Main Cost Reflectiveness of Trading Services**

Description R thousand	2016/17	2017/18	2018/19	Current	Budget	Budget	Budget
	Audited Outcome	Audited Outcome	Audited Outcome	Year 2019/20	Year 2020/21	Year 2021/22	Year 2022/23
<b>Revenue:A4</b>	<b>149 250</b>	<b>145 624</b>	<b>160 631</b>	<b>185 824</b>	<b>194 929</b>	<b>204 287</b>	<b>214 093</b>
Service charges - electricity revenue	94 401	94 502	102 121	124 139	129 014	135 207	141 698
Service charges - water revenue	24 789	19 309	24 348	26 202	27 904	29 244	30 647
Service charges - sanitation revenue	11 080	12 071	12 876	13 352	14 428	15 121	15 847
Service charges - refuse revenue	18 980	19 742	21 286	22 131	23 583	24 715	25 901
<b>Expenditure: A2</b>	<b>161 586</b>	<b>141 618</b>	<b>154 238</b>	<b>174 413</b>	<b>181 653</b>	<b>190 640</b>	<b>200 086</b>
Energy sources	105 238	91 496	96 985	111 776	117 781	123 430	129 350
Water management	22 672	18 243	18 866	21 429	21 079	22 085	23 141
Waste water management	10 072	8 716	9 512	12 986	13 996	14 662	15 358
Waste management	23 604	23 164	28 874	28 221	28 797	30 463	32 237
<b>LGES Allocation: SA1</b>	<b>8 672</b>	<b>8 800</b>	<b>9 685</b>	<b>11 362</b>	<b>12 500</b>	<b>13 099</b>	<b>13 727</b>
Electricity	828	750	373	585	620	650	681
Water	1 647	1 602	1 909	2 148	2 530	2 651	2 778
Sanitation	2 482	2 572	2 954	3 445	3 694	3 871	4 057
Refuse	3 714	3 875	4 449	5 184	5 656	5 927	6 211
<b>Surplus/Deficit</b>	<b>(3 663)</b>	<b>12 806</b>	<b>16 078</b>	<b>22 773</b>	<b>25 777</b>	<b>26 746</b>	<b>27 734</b>
Electricity	(10 009)	3 756	5 510	12 948	11 853	12 427	13 029
Water	3 765	2 669	7 390	6 921	9 355	9 810	10 284
Sanitation	3 490	5 927	6 318	3 811	4 126	4 330	4 546
Refuse	(909)	454	(3 140)	(907)	442	179	(125)
<b>Surplus/Deficit</b>	<b>-2%</b>	<b>0.09</b>	<b>10%</b>	<b>12%</b>	<b>13%</b>	<b>13%</b>	<b>13%</b>
Electricity	-11%	0.04	5%	10%	9%	9%	9%
Water	15%	0.14	30%	26%	34%	34%	34%
Sanitation	31%	0.49	49%	29%	29%	29%	29%
Refuse	-5%	0.02	-15%	-4%	2%	1%	0%

Source: LG Database and 2020/21 MTREF Budget

### Findings and Recommendations:

On an overall trading services reflect surpluses across the MTREF except for the refuse collection under year 22/23 of the MTREF. This is an indication that the Municipality will be able to cover the costs of providing basic services from the revenue expected as well as that the tariff increases were sufficient.

### 4.3.5 Adequacy of Expenditure Management Framework

**Table 10 Operating Expenditure Budget**

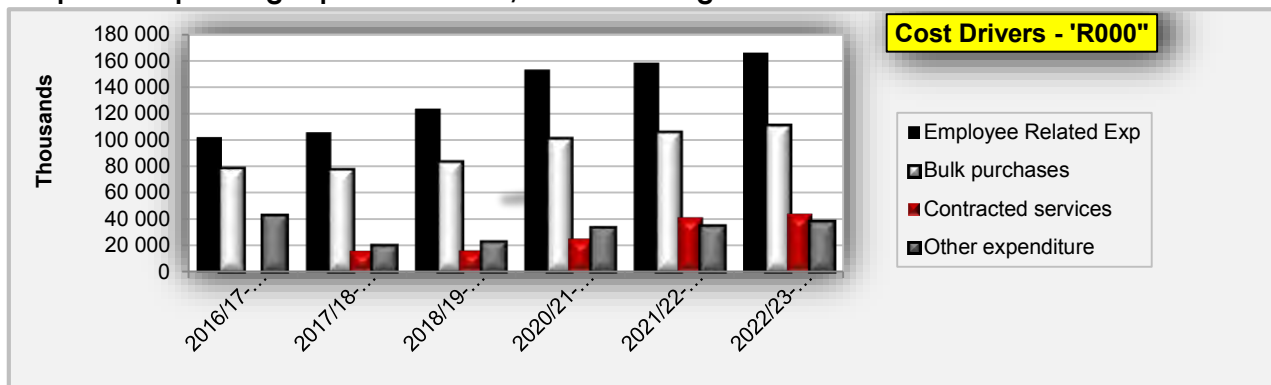
WC013 - Bergrivier	CURRENT YEAR			MEDIUM TERM REVENUE & EXPENDITURE FRAMEWORK						% Growth rates: MTREF			
Description	2019/20			2020/21	2020/21	2021/22	2021/22	2022/23	2022/23	2019/20	2020/21	2021/22	2022/23
	Original Budget	Adjusted Budget	Pre-audit outcome	Budget Year +0	Treasury Calculation	Budget Year +1	Treasury Calculation	Budget Year +2	Treasury Calculation	% Change	% Change	% Change	% Change
<b>Expenditure By Type</b>													
Employee related costs	134 015	135 211	80 464	146 271	146 271	150 977	150 977	158 135	158 135	0.9%	8.2%	3.2%	4.7%
Remuneration of councillors	6 720	6 822	4 294	6 762	6 762	7 088	7 088	7 427	7 427	1.5%	-0.9%	4.8%	4.8%
Debt impairment	21 475	31 674	5 369	32 481	60 153	34 040	63 039	35 675	66 065	47.5%	2.5%	4.8%	4.8%
Depreciation & asset impairment	23 284	22 672	15 115	23 628	23 628	24 754	24 754	25 936	25 936	-2.6%	4.2%	4.8%	4.8%
Finance charges	13 968	15 711	3 792	16 976	16 976	18 392	18 392	17 888	17 888	12.5%	8.1%	8.3%	-2.7%
Bulk purchases	96 543	96 543	58 715	101 198	101 198	106 056	106 056	111 147	111 147	0.0%	4.8%	4.8%	4.8%
Other materials	12 070	12 662	7 566	12 816	12 816	13 419	13 419	14 049	14 049	4.9%	1.2%	4.7%	4.7%
Contracted services	26 986	28 664	10 326	25 107	25 107	40 845	40 845	43 521	43 521	6.2%	-12.4%	62.7%	6.6%
Transfers and subsidies	6 028	6 328	4 455	6 178	6 178	6 051	6 051	6 341	6 341	5.0%	-2.4%	-2.1%	4.8%
Other expenditure	35 409	35 040	15 258	33 142	33 142	34 367	34 367	37 655	37 655	-1.0%	-5.4%	3.7%	9.6%
Loss on disposal of PPE	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total Expenditure</b>	<b>376 498</b>	<b>391 327</b>	<b>205 353</b>	<b>404 558</b>	<b>432 230</b>	<b>435 989</b>	<b>464 988</b>	<b>457 774</b>	<b>488 164</b>	<b>3.9%</b>	<b>3.4%</b>	<b>7.8%</b>	<b>5.0%</b>

Source: LG Database and 2020/21 MTREF Budget

### Findings and Recommendations

The sustainability of a municipality is heavily dependent on how the municipality collects and spend on its budget. Municipalities have therefore been advised to follow a conservative approach in compiling their 2020/21 MTREF budgets. The projected operating expenditure budget for the 2020/21 financial year (R167.46 million) shows an increase of 4.1 per cent when compared to the 2019/20 adjustment budget, this is mainly due to Increase in expenditure of the Employee related costs, finance charges and Bulk purchases.

**Graph 3 Operating Expenditure 2020/21 MTREF budget cost drivers**

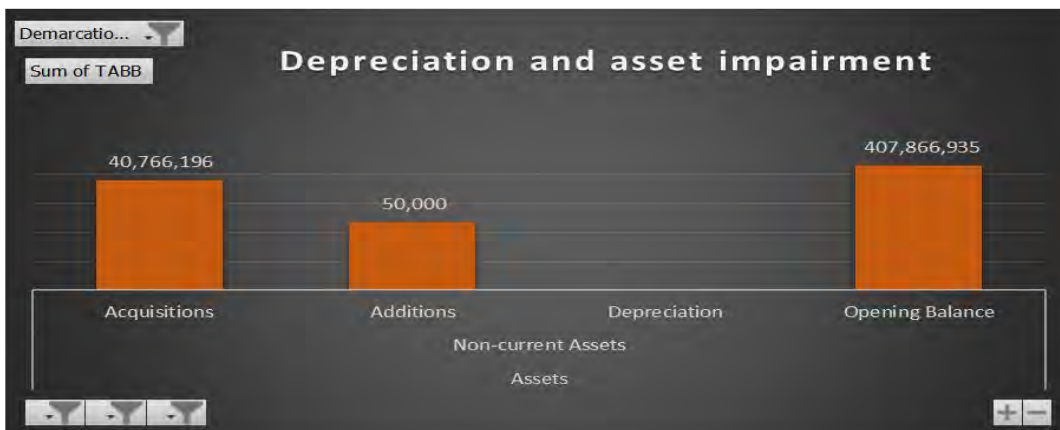


Source: Bergrivier Municipality 2020/21 NT Funding tool

The graph illustrates that the **employee related costs** remains the most significant contributor in terms of the operating expenditure budget which is 36.2 per cent in 2020/21 which is within National norms of 25 - 40 per cent as per MFMA Circular 71. Due to the current economic outlook the Municipality is hereby encouraged to closely monitor employee related costs by ensuring that this expenditure item stays within the affordable limits as increases should correspond with adequate revenue provisions as to not adversely impact the financial health of the Municipality. A key consideration is the prioritising of only critical vacancies, avoid excessive overtime and optimising existing staff complement by limiting use of consultants.

Furthermore, the Municipality is requested make a distinction between the bonuses which are allocated in a form of the performance bonus and bonuses which are allocated in terms in terms of the 13<sup>th</sup> cheque, as per the TABB data strings the 13<sup>th</sup> cheque bonuses have been reported as performance bonus and the Municipality is urged to correct this on the ORGB data strings before tabling the final budget.

**Depreciation and Assets impairment** is projected to increase by 4.2 per cent as compared to the 2019/20 adjustment budget. The projected increase might not be accurate since the Municipality non-current assets are estimated to increase by 9.1 per cent due to the planned acquisition of capital projects. It is therefore recommended that the Municipality considers current and past trends which sets the baseline and therefore have an impact on future budgetary provisions.



Source: Bergrivier Municipality 2020/21 TABB data strings

The graph above illustrates that the Municipality has not recorded the budgeted depreciation & assets impairment amount to the non-current assets as informed by the categories under the Table A6. The movements must to be accurately accounted under Table A6 according to the depreciable categories as informed by the mSCOA chart. It is recommended that the Municipality clearly disclose this expenditure item as it can have an impact on the credibility of the operating budget.

The **Debt impairment** projected increase is not line with the budgeted collection rate of 96 per cent and it might be unrealistic given the fact that bulk of the budgeted fines revenue is lumped under the impairment loss and in addition to that the Municipality has not outlined the strategies to collect outstanding debt. The Municipality should review this line item before tabling the approved final budget. Furthermore, the Municipality is commended for splitting correctly the debt impairment allocation as informed by the mSCOA chart.

**Finance charges** are projected to increase by 8.1 per cent compared to the adjustment budget and the main contributor of the accrued interest expense is the annuity Loans and Interest costs non-current Provisions. The Municipality is reminded that when budgeting for the accrued interest expense the current liabilities should consider crediting the line item with the accrued interest expense.

**Bulk purchases** are estimated to increase by 4.8 per cent when compared to the 2019/20 adjustment budget and estimated to remain the same throughout the outer years. As per Circular No. 93 and 98 municipalities are advised to budget for water under the inventory since water is recognised as an inventory and the Municipality should take that into account when preparing the annual budget. Furthermore, The Municipality is requested to be mindful of both electricity and water distribution losses the impact it has on bulk purchases by ensuring adequate maintenance distribution infrastructure as well as putting control measures in place in terms of illegal connections and own municipal consumption of electricity and water.

**Contracted services** are budgeted to decrease by 12.4 per cent from the 2019/20 adjustment budget and estimated to significantly increase in the 2021/22 outer year by 62.7 per cent and down to 6.6 increase in the 2022/23 outer year. In view of the projected increase of Trade payables from the Table A6 the budgeted decrease on the contracted services is questionable as this expenditure item contributes significantly to accrued creditors for the Outsourced services and Consultants & Professional Services.

**Other materials** are anticipated to increase by 1.2 per cent from the adjustment budget. The Municipality should make sure that the inventory consumables expenditure total amount is the same as the consumables issues under the inventory control account, currently only opening balances have been reported under the inventory account. The current budget projection suggests that acquisitions will be taken to stores without being included in the inventory account.

The **repairs and maintenance** should not be less than 8 per cent of the total property plant and equipment as per NT norm. Tables A9 and SA34c indicate different expenditure figures of 6.2 per cent and 5.9 per cent which is slightly below the NT norm. The provision for Repairs and maintenance might not be accurate due to the depreciation and asset amortisation which is not reflected correctly on Table A6 which means the PPE is overstated. Furthermore, the Municipality has not budgeted for all the available options under the repairs & maintenance as noted that no budget allocation for the planned preventative maintenance only the emergency has been budgeted. This means that the Municipality will only repair their assets once they are broken rather than being maintained on planned basis. The Municipality is advised to sufficiently make use of the available options when budgeting for this item.

The Municipality is urged to implement its **Cost containment policy** stringently to ensure that their resources are used effectively, efficiently and economically. Cost containment is crucial in the application of sound financial management principles that will drive the Municipality in remaining financially viable and allow it to provide services that are sustainable, economical and equitable to all its communities.

The Municipality has incurred **irregular, unauthorised, fruitless and wasteful expenditures** during 2018/19 financial year and that was an audit finding for the past three financial years as the Municipality failed to take reasonable steps to prevent occurrence. The Municipality is urged to implement measures to eliminate unauthorised and irregular expenditures by instituting consequence management which will assist with prevention of the same incidents in the future.

### 4.3.6 Capital Budget

**Table 11 Capital Budget 2020/21 MTREF**

WC013 - Bergvriervier	Table A5 Budgeted Capital Expenditure by vote, standard classification and			CURRENT YEAR				MEDIUM TERM REVENUE & EXPENDITURE FRAMEWORK		
	2016/17	2017/18	2018/19	2019/20	2019/20	2019/20	2019/20	2020/21	2021/22	2022/23
	Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Pre-audit outcome	Budget Year +0	Budget Year +1	Budget Year +2
<b>Capital Expenditure - Functional</b>										
<b>Municipal governance and administration</b>	<b>4 736</b>	<b>1 978</b>	<b>3 590</b>	<b>2 480</b>	<b>2 686</b>	<b>2 686</b>	<b>2 686</b>	<b>2 679</b>	<b>1 265</b>	<b>2 335</b>
Executive and council	154	100	52	81	81	81	81	30	30	30
Finance and administration	1 879	1 878	3 537	2 399	2 605	2 605	2 605	2 649	1 235	2 305
Internal audit	2 703	-	-	-	-	-	-	-	-	-
<b>Community and public safety</b>	<b>6 812</b>	<b>3 631</b>	<b>6 966</b>	<b>6 012</b>	<b>7 111</b>	<b>7 111</b>	<b>7 111</b>	<b>5 585</b>	<b>3 905</b>	<b>9 921</b>
Community and social services	4 561	910	397	1 245	2 660	2 660	2 660	1 375	1 430	1 920
Sport and recreation	1 020	794	6 335	3 574	3 429	3 429	3 429	3 385	2 315	6 450
Public safety	1 231	1 918	227	1 165	995	995	995	825	160	1 515
Housing	-	9	7	28	27	27	27	-	-	36
Health	-	-	-	-	-	-	-	-	-	-
<b>Economic and environmental services</b>	<b>3 211</b>	<b>6 428</b>	<b>9 230</b>	<b>15 419</b>	<b>18 857</b>	<b>18 857</b>	<b>18 857</b>	<b>15 737</b>	<b>19 774</b>	<b>8 797</b>
Planning and development	38	995	1 778	4 745	4 745	4 745	4 745	1 460	50	270
Road transport	3 173	5 433	7 452	10 674	14 112	14 112	14 112	14 277	19 724	8 527
Environmental protection	-	-	-	-	-	-	-	-	-	-
<b>Trading services</b>	<b>14 036</b>	<b>19 340</b>	<b>21 822</b>	<b>27 301</b>	<b>24 014</b>	<b>24 014</b>	<b>24 014</b>	<b>16 815</b>	<b>15 337</b>	<b>24 657</b>
Energy sources	3 745	1 639	5 929	8 998	9 038	9 038	9 038	7 019	7 929	6 948
Water management	5 016	1 839	1 083	4 995	4 335	4 335	4 335	2 155	2 822	2 402
Waste water management	2 307	13 265	13 410	12 331	9 614	9 614	9 614	6 934	3 092	4 232
Waste management	2 967	2 597	1 400	977	1 027	1 027	1 027	708	1 494	11 076
Other	-	-	-	-	-	-	-	-	-	-
<b>Total Capital Expenditure - Functional</b>	<b>28 795</b>	<b>31 377</b>	<b>41 609</b>	<b>51 213</b>	<b>52 668</b>	<b>52 668</b>	<b>52 668</b>	<b>40 816</b>	<b>40 281</b>	<b>45 710</b>

Source: LG Database and 2020/21 MTREF Budget

#### Findings and Recommendations:

The Municipality has budgeted for the acquisition of capital assets to the amount of R40.82 million and provision has been made for each of the capital expenditure descriptions such as new infrastructure assets (38.7 per cent), Renewal of Existing infrastructure assets (21.7 per cent) and Upgrading of Existing Assets (39.5 per cent). The capital investment of capital budget is on Economic and environmental services for the roads transport infrastructure and trading services for the energy services & waste water management. This would contribute positively to the revenue base of the Municipality and provide improved infrastructure for the community.

Repairs and maintenance as the percentage of PPE are budgeted at 6.4 per cent which is lower than acceptable norm of 8 per cent, this is concerning as this raises possible risk in terms of safeguarding asset base. However, due to the difference between the data strings and the municipal A1-Schedule the credibility of the provision for PPE account closing balance is questionable as noted that the opening balances are not the same on both reports and the Municipality is urged to make sure that the TABB strings reconcile to the approved by council A1-Schedules to clearer accurate picture and credible information on the asset management of the Municipality. Furthermore, on the data strings capital budget was not split correctly as informed by the available functions everything was lumped under Finance and administration which concerning and needs to be corrected in ORGB data strings when the annual budget is tabled to council.



## Capital budget Funding mix

**Table 12 Funding Mix**

Item SCOA Account	Description	Fund Level Description	Total
Assets	Acquisitions	Non-funding Transactions	40.766,196
	Additions	Non-funding Transactions	50.000
<b>Grand Total</b>			<b>40,816.196</b>

Source: Bergrivier Municipality TABB 2021

### Findings and Recommendations

The capital funding has been incorrectly classified as the non-funding transactions, the funding must be classified as capital when selecting from the funding SCOA account followed by the funding level description which will be either transfers capital from National and Provincial Government/ Borrowings/Internally Generated Funds.

In view of the Table A5 from the municipal A1-Schedule the capital budget is mainly funded from the Capital Transfers (38.6 per cent), Borrowings (37.2 per cent) and Internally Generated Funds (24.1 per cent). The Municipality is budgeting for a decline from being funded by the National and Provincial Government grants and it has been noted that capital budget will mainly be funded from the borrowings and Internally Generated Funds. This is an indication that municipality is moving toward a balanced capital budget mix which is essential given the changing nature of infrastructure demands and the impact it has on the municipal bill.

#### 4.3.7 Table A6 – Financial Position

The analysis of the A6 (Budgeted Financial Position) and A8 indicates that the Municipality has reported a positive working capital that demonstrates that it has enough funds to meet its short-term liabilities over the MTREF period. The above demonstrates that the Municipality has budgeted to achieve a positive working capital over the MTREF period.

#### Cash and cash Equivalents (A7)

The Municipality budgeted for a positive cash and cash equivalents throughout the MTREF financial years of R82.62 million, R97.65 million and R111.14 million for 2020/21, 2021/22 and 2022/23 respectively. The year on year increases on the closing cash and cash equivalents over the MTREF budget depicts that the Municipality financial position is sustainable.

#### Current Ratio

The Municipality's current ratio is increasing from 3.95:1 (2020/21) to 4.03:1 (2021/22) and 4.06:1 (2022/23) over the 3-year MTREF period and which is above the NT norm of 1.5:1. Indicating that the Municipality will be able to meet its short-term obligations.

#### Liquidity ratio

The anticipated liquidity ratio is projected to be 1.87:1, 2.08:1, and 2.37:1 for the 2020/21, 2021/22 and 2022/23 years respectively. This ratio depicts that the Municipality will have adequate financial resources to settle its short-term debts when due and that the Municipality is not exposed to liquidity risk.

## **Cash Cover Ratio**

The Municipality reflects a cost coverage ratio of 3 months for the MTREF year 2020/21, and 3 months 2021/22 and 3 months 2022/23 MTREF years, demonstrating that the Municipality has adequate cash resources to meet its monthly fixed operating commitments from cash. The anticipated cash coverage ratio is within the NT norm of 1 - 3 months.

## **Debt (Total Borrowings) to total Operating Revenue**

The debt ratio is increasing over the MTREF years from 18 per cent (2020/21), 22 per cent (2021/22) to 23 per cent (2022/23) over the MTREF period. The Municipality has capacity to take on additional increase funding from borrowings. Although the Municipality will generate revenue and cash from its operations to service the projected additional debt, it should be noted the Municipality must have considered all the concerning factors that will have an impact on the Municipality's cash flow pressure.

## **Capital Cost (Interest Paid and Redemption/Total Operating Expenditure)**

The capital cost ratio is increasing over the MTREF years from 3.37 per cent (2020/21) to 3.37 per cent (2021/22) and 3.55 per cent in 2022/23 years. The ratio is below the National Treasury norm of 6 to 8 per cent indicating that ratio is favourable, and the Municipality can take on the increased funding through borrowing.

### **4.3.8 Table A7 – Cash Management**

The Municipality reported a positive budgeted cash flow as per the A7 (Budgeted Cash Flow Statement) of R82.62 million, R97.65 million and R111.15 million for 2020/21, 2021/22 and 2022/23 respectively.

It should be noted that the alignment of the budgeted amounts between the supporting schedules and A-Schedules indicates credibility and sustainability of the Municipality's budget when comparing and reconciling the A7 and SA30 tables. Both tables has demonstrated that the cash receipts will exceed the cash payments and the net increase in cash held.

### **4.3.9 Table A8 – Application of Cash and Investments**

The Municipality has taken into consideration the required applications to the reported cash and cash equivalents reflected in the table. The outcomes of the A8-Table reflected that the Municipality's budget is funded and sustainable over the MTREF period. The MTREF budget indicates that the Municipality intends to collect its revenue in with the anticipated budgeted average collection rate of 89 per cent.

#### 4.4 MSCOA IMPLEMENTATION

The Municipality is commended for submitting their data strings timeously. The data strings submission status for the Municipality as at 31 March 2020 is as follows:

**Table 13 mSCOA data strings submission status**

Demarcation Description	Demarc Code	CAP	TABB	PRTA
Bergrivier	<u>WC013</u>	M	G	G

Source: National Treasury LG Database

#### Utilisation of financial systems

According to MFMA Circular no.98, it is imperative that municipalities prepare the 2020/21 MTREF budget in the financial systems and that the A1-Schedules be produced directly from the financial system, as this will eliminate alignment problems. The municipal budget document was silent in this regard.

#### Seamless Integration of Financial Systems

Due to the variances highlighted in the perfect alignment tool below, it is evident that the financial system is not fully integrating with the supporting system.

**Table 14 Perfect alignment Tool - Draft Budget A1-Schedules vs data strings**

Description	2020/21 Medium Term Revenue & Expenditure Framework								
	Data Strings Budget Year 2020/21			Council A1 Schedule			Differences		
R thousands	Data Strings Budget Year 2020/21	Council A1 Schedule	Differences	Data Strings Budget Year 2021/22	Council A1 Schedule	Differences	Data Strings Budget Year 2022/23	Council A1 Schedule	Differences
<b>Financial Performance</b>									
Property rates	79 103	79 103	0	82 900	82 900	-	86 880	86 880	-
Service charges	194 929	194 929	0	204 287	204 287	-	214 093	214 093	-
Investment revenue	8 013	8 013	-	8 397	8 397	-	8 799	8 799	-
Transfers recognised - operational	68 914	68 914	-	86 617	86 617	-	93 360	93 360	-
Other own revenue	45 164	45 404	(240)	47 330	47 581	(251)	49 602	49 865	(263)
<b>Total Revenue (excluding capital transfers and contributions)</b>	<b>396 123</b>	<b>396 363</b>	<b>(240)</b>	<b>429 531</b>	<b>429 782</b>	<b>(251)</b>	<b>452 734</b>	<b>452 997</b>	<b>(263)</b>
Employee costs	146 271	146 271	-	150 977	150 977	-	158 135	158 135	-
Remuneration of councillors	6 762	6 762	-	7 088	7 088	-	7 427	7 427	-
Depreciation & asset impairment	23 628	23 628	-	24 754	24 754	-	25 936	25 936	-
Finance charges	16 976	16 976	-	18 392	18 392	-	17 888	17 888	-
Materials and bulk purchases	114 014	114 014	-	119 475	119 475	-	125 196	125 196	-
Transfers and grants	6 178	6 178	-	6 051	6 051	-	6 341	6 341	-
Other expenditure	90 730	90 730	-	109 252	109 252	-	116 851	116 851	-
<b>Total Expenditure</b>	<b>404 558</b>	<b>404 558</b>	<b>-</b>	<b>435 989</b>	<b>435 989</b>	<b>-</b>	<b>457 774</b>	<b>457 774</b>	<b>-</b>
<b>Surplus/(Deficit)</b>	<b>(8 435)</b>	<b>(8 195)</b>	<b>(240)</b>	<b>(6 458)</b>	<b>(6 207)</b>	<b>(251)</b>	<b>(5 040)</b>	<b>(4 777)</b>	<b>(263)</b>
Transfers and subsidies - capital (monetary allocations) (National / Provincial and District)	15 770	15 770	-	14 794	14 794	-	17 889	17 889	-
Transfers and subsidies - capital (monetary allocations) (Nat / Prov Departm Agencies, Households, Non-profit Institutions, Private Enterprises, Public Corporations, Higher Educ Institutions) & Transfers and subsidies - capital (in-kind - all)	240	-	240	251	-	251	263	-	263
<b>Surplus/(Deficit) after capital transfers &amp; contributions</b>	<b>7 575</b>	<b>7 575</b>	<b>0</b>	<b>8 587</b>	<b>8 587</b>	<b>-</b>	<b>13 112</b>	<b>13 112</b>	<b>-</b>
Share of surplus/ (deficit) of associate	-	-	-	-	-	-	-	-	-
<b>Surplus/(Deficit) for the year</b>	<b>7 575</b>	<b>7 575</b>	<b>0</b>	<b>8 587</b>	<b>8 587</b>	<b>-</b>	<b>13 112</b>	<b>13 112</b>	<b>-</b>
<b>Capital expenditure &amp; funds sources</b>									
<b>Capital expenditure</b>	<b>40 816</b>	<b>40 816</b>	<b>-</b>	<b>40 281</b>	<b>40 281</b>	<b>-</b>	<b>45 110</b>	<b>45 710</b>	<b>(600)</b>
Transfers recognised - capital	-	15 770	(15 770)	-	14 794	(14 794)	-	17 889	(17 889)
Borrowing	-	15 200	(15 200)	-	15 100	(15 100)	-	15 120	(15 120)
Internally generated funds	-	9 847	(9 847)	-	10 387	(10 387)	-	12 701	(12 701)
<b>Total sources of capital funds</b>	<b>-</b>	<b>40 816</b>	<b>(40 816)</b>	<b>-</b>	<b>40 281</b>	<b>(40 281)</b>	<b>-</b>	<b>45 710</b>	<b>(45 710)</b>
<b>Financial position</b>									
Total current assets	158 211	164 993	(6 782)	117 930	178 404	(60 474)	72 220	190 204	(117 984)
Total non current assets	448 683	437 636	11 047	488 964	453 163	35 801	534 674	472 937	61 737
Total current liabilities	53 444	41 793	11 650	53 444	44 243	9 201	53 444	46 884	6 560
Total non current liabilities	152 374	178 748	(26 374)	152 374	196 649	(44 275)	152 374	212 470	(60 096)
Community wealth/Equity	393 502	382 088	11 414	392 489	390 675	1 815	387 964	403 787	(15 822)
<b>Cash flows</b>									
Net cash from (used) operating	(348 449)	43 752	(392 201)	(377 195)	47 191	(424 386)	(396 163)	52 277	(448 440)
Net cash from (used) investing	-	(40 816)	40 816	-	(40 281)	40 281	-	(45 710)	45 710
Net cash from (used) financing	(5 145)	9 391	(14 536)	(5 145)	8 118	(13 263)	(5 145)	6 928	(12 073)
<b>Cash/cash equivalents at the year end</b>	<b>(256 493)</b>	<b>82 624</b>	<b>(339 117)</b>	<b>(326 055)</b>	<b>97 651</b>	<b>(423 707)</b>	<b>(385 304)</b>	<b>111 146</b>	<b>(496 450)</b>
<b>Cash backing/surplus reconciliation</b>									
Cash and investments available	56 285	82 624	(26 339)	16 004	97 651	(81 648)	(29 706)	111 146	(140 852)
Application of cash and investments	39 654	(8 152)	47 806	39 654	1 949	37 705	39 654	9 807	29 847
<b>Balance - surplus (shortfall)</b>	<b>16 631</b>	<b>90 776</b>	<b>(74 145)</b>	<b>(23 650)</b>	<b>95 702</b>	<b>(119 352)</b>	<b>(69 360)</b>	<b>101 339</b>	<b>(170 700)</b>
<b>Asset management</b>									
Asset register summary (WDV)	407 393	437 190	(29 796)	447 675	452 717	(5 042)	493 384	472 491	20 894
Depreciation & asset impairment	23 628	23 628	-	24 754	24 754	-	25 936	25 936	-
Renewal and Upgrading of Existing Assets	22 971	24 951	(1 980)	29 633	33 178	(3 545)	18 335	22 838	(4 504)
Repairs and Maintenance	24 670	24 652	18	25 837	25 818	19	27 054	27 034	20
<b>Free services</b>									
Cost of Free Basic Services provided	-	12 500	(12 500)	-	13 099	(13 099)	-	13 727	(13 727)
Revenue cost of free services provided	-	5 052	(5 052)	-	5 294	(5 294)	-	5 548	(5 548)
<b>Households below minimum service level</b>									
Water:	-	-	-	-	-	-	-	-	-
Sanitation/sewerage:	-	-	-	-	-	-	-	-	-
Energy:	-	-	-	-	-	-	-	-	-
Refuse:	-	-	-	-	-	-	-	-	-

Source: Bergvriër Municipality 2020/21 MTREF Draft Budget A1-Schedule - Table A1

## Findings and Recommendations:

The above table highlights that the accuracy and reliability of data submitted by the Municipality remains a challenge mainly due to data strings report. Investigation of differences between municipal A1-Schedule and LG data strings should be conducted to ensure accurate and credible budgeting, which will influence the final budget.

To ensure that the relevant budget data strings are accurate, a segment use analysis on 2020/21 draft budget data strings (TABB) was conducted and the following was identified:

**Table 15 mSCOA Segment Use Analysis**

No	Segment	Bergrievier
<b>1</b>	<b>Project Segment</b>	
<b>1.1</b>	<b>Maintenance</b>	
<b>1.1.1</b>	<b>Corrective Maintenance</b>	
1.1.1.1	Planned	No Budget allocated
1.1.1.2	Emergency	Budget allocated
<b>1.1.2</b>	<b>Preventative Maintenance</b>	
1.1.2.1	Condition Based	Budget allocated
1.1.2.2	Interval Based	Budget allocated
<b>1.2</b>	<b>Typical Work Streams</b>	Limited use of available options
<b>1.3</b>	<b>Municipal Running Costs</b>	No use of Municipal Running costs
<b>1.4</b>	<b>Revenue</b>	Incorrect use of the segment - Projects allocated to Revenue.
<b>2</b>	<b>Fund Segment</b>	
<b>2.1</b>	<b>Use of Fund Segment</b>	Inadequate use of funding segment
<b>3</b>	<b>Function Segment</b>	
<b>3.1</b>	<b>Use of Function Segment</b>	Inadequate use of funding segment
<b>4</b>	<b>Costing Segment</b>	
<b>4.1</b>	<b>Use of Costing Segment</b>	Sufficient use of funding segment
<b>5</b>	<b>Region Segment</b>	
<b>5.1</b>	<b>Use of Region Segment</b>	Sufficient use of the region segment
<b>6</b>	<b>Item Segment</b>	
<b>6.1</b>	<b>Property Rates</b>	No split for the state-owned properties whilst the municipality reports organs of state debtors
<b>6.2</b>	<b>Service Charges</b>	Sufficient use of available options
<b>6.3</b>	<b>Fines</b>	Sufficient use of available options
<b>6.4</b>	<b>Employee Related Costs</b>	
6.4.1	Senior Management	Sufficient use of available options
6.4.2	Municipal Staff	A distinction between the bonuses which are allocated in a form of the performance bonus and bonuses which are allocated in terms in terms of the 13th cheque
<b>6.5</b>	<b>Bulk Purchases</b>	Sufficient use of available options
<b>6.6</b>	<b>Councillors Remuneration</b>	Sufficient use of available options
<b>6.7</b>	<b>Advertising</b>	Sufficient use of available options
<b>6.8</b>	<b>Communication</b>	Sufficient use of available options
<b>6.9</b>	<b>Debt Impairment</b>	Sufficient use of available options
<b>7</b>	<b>Travel &amp; Subsidies</b>	Sufficient use of available options
<b>7.1</b>	<b>Contracted Services</b>	
7.1.1	Outsourced	Sufficient use of available options
7.1.2	Consultants and Professional Services	Sufficient use of available options
7.1.3	Contractors	Sufficient use of available options
<b>8.</b>	<b>Other Materials</b>	Limited use of available options

Source: Bergrievier Municipality 2020/21 MTREF Draft Budget A1-Schedule - mSCOA data strings

## **Findings and Recommendations**

The Municipality has strived to use all seven segments in allocating the budget, however, areas of improvements are noted in the above table as there was limited and inadequate use of some of the items within those segments. The Municipality is encouraged to re-consider the use of project, funding, function and item segments for the line items highlighted in red when the final budget is adopted by Council.

It should be noted that the National Treasury budget verification process has been brought forward to the period 31 May to 30 June, according MFMA Circular No. 98. In this one-month period, the National and Provincial treasuries will be required to evaluate all municipal budgets for completeness and for being fully funded. Any adjustment that need to be made must be done before the start of the municipal financial year on 1 July 2020.

## **SECTION 5: KEY FINDINGS, RISKS AND RECOMMENDATIONS**

This section outlines the main points and risks/recommendations based on the SIME assessment. In adopting the 2020/21 MTREF budget, the following potential risks and recommendations need to be carefully considered:

### **5.1 PUBLIC VALUE CREATION**

#### **5.1.1 Integrated Planning**

- The assessment of the Proposed 2020/21 IDP Amendments highlighted compliance issues to be addressed in the 2020/21 amended IDP to be adopted in May 2020 and the Municipality is requested to comply with legislative requirements and Regulations when the 2020/21 amended IDP is adopted by Council, also ensure that future IDPs also comply with relevant legislations.

#### **5.1.2 Environmental and Planning**

- The Municipality is requested to respond to biodiversity threats by putting enabling mechanisms, annual plans and budgets in place, that will give effect to the environmental priorities in the SDF and IDP documents and that these are reviewed annually.
- It is recommended that the Municipality identifies opportunities to also ensure climate change and resilience building is integrated in projects with dedicated budgets.
- It is recommended that the Municipality focuses on strategies to increase the participation rate for various socio-economic areas to complement the waste minimisation system that the Municipality has.
- The Municipality is encouraged to seek assistance from the DEA&DP to improve compliances with waste management licensing.
- The Municipality to secure budget allocation for implementation of municipal AQMP in the IDP to ensure that air quality management services are implemented fully in order for performance and achievements to be assessed and reviewed after five (5) years, as required by the 2017 National Framework for Air Quality Management in the Republic of South Africa.

### **5.2 ECONOMIC SUSTAINABILITY**

#### **5.2.1 Responsiveness of the municipal budget**

- Given the onset of COVID-19 in March 2020 and the potential devastating effects that an outbreak and spread of the disease could have on the socio-economic environment, various possible impacts should be considered as indicated in the socio-economic overview.
- The backlogs in services infrastructure continues to exert pressure on strained municipal resources. The growing demand for housing and basic services within a growing population, is challenging to sustain. The Municipality is faced with an insufficient capital budget in order to address all of its pressing needs.
- The Municipality has identified ageing road, water and electricity infrastructure as of its key challenges in the compilation of its budget. It is critical that repair and maintenance is not neglected and that the Municipality find a sustainable balance in the provision of new infrastructure and infrastructure renewal.

## 5.3 FINANCIAL SUSTAINABILITY

### 5.3.1 Credibility and Sustainability of the 2020/21 MTREF budget:

The Municipality's budget is deemed to be credible, sustainable and funded as there are no immediate threats identified. The impact and constant changing factors, such as the National COVID-19 lockdown should be closely monitored. The Municipality need to manage short-term risks and uncertainties, while also planning for long-term financial resilience and sustainability. The Municipality is also requested when adopting the final budget to consider the following:

- The Municipality should reassess its provision for doubtful debts to minimise the discrepancy between the provision and actual bad debts written off.
- It is important that the Municipality's management ensure transfer of skills to the municipal officials, where services or outsourced or consultants are used.
- In respect of the unauthorised, irregular, fruitless and wasteful expenditure, the Municipality should continue to prevent, identify, investigate and respond appropriately according to the MFMA, and ensure that officials are held accountable.
- Note that emphasis should be made on guarding against electricity and water losses. In an environment where the national electricity supplier, ESKOM, is already constrained, as well as the importance of water conservation in the face of current global climate changes, unnecessary distribution losses should be kept at a minimum.
- Current fiscal constraints are anticipated to persist over the MTREF, therefore the Municipality is advised to improve the effort to limit non-priority spending and implement stringent cost-containment measures, whilst striving for value for money.
- Continuous poor performance on the capital budget implementation remains a major concern as evidenced by the failure by the Municipality to achieve actual capital performance more than the 90 per cent mark in the last consecutive three audited years. The Municipality is therefore advised to have sound project plans accompanied with procurement plans that are realistic and will see the Municipality achieving full capital expenditure of its planned budget.
- Promote sustainable revenue and implementation of debt and credit control policies, for instance the indigent register must be monitored regularly to identify non-indigent households that might be appearing in the list of indigents.
- Address the findings related to the segment tool analysis. This is to ensure that the final budget considers all the recommendations and correct segment use is achieved for the financial the data strings to be correctly populated. Furthermore, the Municipality should ensure that they apply the principles on the A7 and SA30 linkages as advised by the National Treasury to ensure that the cash flow of the Municipality is correctly populated.
- National Treasury will use only the mSCOA data strings for submission as prescribed and all publications will use the data collected from the mSCOA data strings. Therefore, it is imperative that the Municipality align the mSCOA original budget data string to the original budget adopted by Council.
- The liquidity ratios of the Municipality indicate that the Municipality is in a position to fulfil its financial commitments. The draft budget over the MTREF period indicates that the Municipality is not exposed to a liquidity risk.
- The debt to Operating Revenue is increasing trend over the MTRF period.



## ANNEXURE A

Contact details of officials working in DEA&DP should guidance be required in terms of the COVID-19 considerations highlighted in the report:

<p><b>Mr Zaahir Toefy</b> Director: Development Management Email: <a href="mailto:zaahir.toefy@westerncape.gov.za">zaahir.toefy@westerncape.gov.za</a></p>	<p>Region 1: City of Cape Town and West Coast District Municipal area.</p> <p>Region 2: Cape Winelands District Municipal area and Overberg District Municipal area</p>
<p><b>Mr Gavin Benjamin</b> Director: Development Management Email: <a href="mailto:gavin.benjamin@westerncape.gov.za">gavin.benjamin@westerncape.gov.za</a></p>	<p>Region 3: Garden Route District Municipal area and Central Karoo District Municipal area.</p>
<p><b>Mr Eddie Hanekom</b> Director: Waste Management Email: <a href="mailto:eddie.hanekom@westerncape.gov.za">eddie.hanekom@westerncape.gov.za</a></p>	<p>Western Cape</p>
<p><b>Dr Joy Leaner</b> Director: Air Quality Management Email: <a href="mailto:joy.leaner@westerncape.gov.za">joy.leaner@westerncape.gov.za</a></p>	<p>Western Cape</p>
<p><b>Mr Marius Venter</b> Environmental and Planning Appeals Co-ordinator Email: <a href="mailto:marius.venter@westerncape.gov.za">marius.venter@westerncape.gov.za</a></p>	<p>Western Cape</p>
<p><b>Mr Kobus Munro</b> Director: Development Management Email: <a href="mailto:kobus.munro@westerncape.gov.za">kobus.munro@westerncape.gov.za</a></p>	<p>Western Cape</p>

# **Annexure F**

## **Municipal Response to SIME Assessment**



# STRATEGIC INTEGRATED MUNICIPAL ENGAGEMENT: LG MTEC 2020 Bergivier Municipality

Date: 7 MAY 2020

Prepared by F M Lötter – CFO



## Contents

- Impact of COVID – 19
- 2019/2020 Budget
- 2020/2021 IDP and Budget Process
- Assumptions, Planning and Spatial, Financial
- Integrated planning
- Strategies support programs, initiatives projects
- Economic sustainability socio economic considerations
- Financial sustainability
- Review of 2020/2021 MTREF
- Adequacy of Revenue Management Framework
- Expenditure Management Framework
- Key findings risks and recommendations
- Revenue optimization strategies
- Expenditure priorities and efficiencies
- Capital Budget
- Areas of integrated service delivery, collaboration and support
- Conclusion
- Q & A



# Impact of COVID-19 on Municipal Planning & Budgeting

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## Impact of COVID-19 on Municipal Planning & Budgeting



- Unchartered waters, disaster to this extent has never been encountered in Local Government.
- Challenges encountered with COVID - 19:
  - Functions of Local Govt. vs. Functions performed to mitigate COVID -19
  - Unfunded mandates (i.e. Homeless, soup kitchens, feeding schemes)
  - Humanitarian relief, direct and indirect cost.
  - New normal, way in which we render services, institutional and administrative processes.
  - Budgeting and planning for the unknown, real impact currently uncertain.
  - Communication in respect of budget, IDP and Public participation processes.
  - Financial sustainability at risk with reduced sources of revenue.
  - Additional cost in respect of PPE and sanitising literally everything.
  - Unforeseen and unavoidable expenditure, SCM under pressure to deliver.
  - Accurate planning extremely difficult, unclear timeframe and monetary effect.

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# 2019/2020 BUDGET

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## Reprioritisation & Tabling of Special Adjustment Budget by 15 June 2020

- Consider to table an adjustments budget by 15 June 2020 (Circular 99)
- Must consider shifting (reduction) in revenue patterns.
- Must reduce revenue where revenue targets are materially impacted on.
- Must account for additional grant receipts.
- Must re-prioritise expenditure items.
- Must assess progress with the capital budget performance and adjust where necessary.
- Must account for unforeseen and unavoidable Covid – 19 expenses incurred and additional ad-hoc public contributions.
- Must account for additional Indigent subsidies and increase in revenue foregone..
- Strictly apply cost containment policy principles an austerity measures.

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## 2020/21 MTREF

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## IDP & Budget Process

- IDP & Budget Submitted to Council on 26 March 2020
- Public participation process through electronic means adopted, Web based, Social Media Platforms, Whatsapp, Facebook, as well as loud hailing, hand-outs at offices and e-mails to account holders on mailing list. Period extended to 6 weeks ending 8 May 2020.
- Revenue and expenditure trends that are now establishing as a result of Covid - 19 will be used to rework the MTREF as and when material patterns are evident.
- Budget Scheduled to be considered for approval by Council on 26 May 2020

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## Assumptions – planning, spatial, financial, economic

- As contained in Budget documents, however Covid – 19 has caused a rethink of assumptions as follows:
  - Interest rates down and expected to remain so for the year.
  - Unemployment rate expect a steep increase.
  - Economy will contract by at least 6% - Recession at hand.
  - Revenue projections to be adjusted downward.
  - Expenditure must be cut according to revenue reduction.
  - Re-prioritise expenditure items, travelling vs. communication expenses.
  - Interest on Investment, downward adjustment.
  - Interest on outstanding debtors downward.
  - Increase in revenue foregone (Indigent)
  - Economic growth, development, property market, tourism will be negatively impacted on which will have a knock on effect on municipal revenue base and sustainability.

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## Public Value Creation – Integrated Planning

- **Recommendation:**  
Ensure that the following is included in the adopted 2020/21 amended IDP: The budget projections for at least the next 3 years. In Chapter 9 of the amended IDP, the key performance indicators (KPIs) and targets of the Municipality.
- **Response**
  - An in-depth discussion at IDP Manager Forum was held on the exclusion of budgets and TL SDBIP' in IDP;
  - Argument is that Section 72 triggers adjustment budgets and TL SDBIP's triggering further amendments to IDP mid-year;
  - IDP only to include strategic components, such as long term Financial Plan that was included (and not the budget) and performance managements processes (and not the TL SDBIP)
  - Draft KPI's been developed in line with the strategic objectives contained in IDP, but not included per se in IDP. Annual performance process is included

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## Public Value Creation – Integrated Planning



- **The Proposed 2020/21 IDP Amendments does not reflect on the Joint District Approach (JDA)**
  - **JDA** - The JDA is reflected in the IDP Amendments, the details of the model will be included in the final IDP.
- **Safe and cohesive communities**
  - The Bergrivier Municipality Safety Plan was to be reviewed before June 2020, but due to COVID – 19 it will be done in 2020/21 financial year.
  - Some aspects of District Safety Plan can be incorporated into the IDP.
- **Housing Pipeline**
  - The current 3-year approved housing projects will be incorporated into the IDP and a (5) year housing pipeline will also be included.

## Environmental and Planning analysis



- **Addressing the key findings - Respond to biodiversity threats through enabling mechanisms, action plans and budgets.**
  - **Biodiversity: Alien vegetation** – Will list it as a project, yet the budget needs to come from Cape Nature as it is not a core municipal function to eradicate alien vegetation, responsibility of the municipality limited to its own properties. Invasive Species, Monitoring, Control and Eradication plan (April 2020) developed needs to presented to Council.
  - **Climate Change** - Funding is required from other spheres of government and possibly the private sector support. Compile documents for decision-making for Integrated Environmental Strategy, Disaster Management Plan and the Regional Climate Change Strategy. Climate change to be integrated in projects with budgetary allocation where appropriate.
  - **Air Quality** - A budget allocation to implement the AQMP is to be secured, require low cost air quality sensors and training in air quality management. Final air quality by-law in process



## Environmental and Planning analysis



- **Waste Management - 5.1.2 Environmental and Planning:**
- **Issue raised: *It is recommended that the Municipality focuses on strategies to increase the participation rate for various socio-economic areas to complement the waste minimisation system that the Municipality has.***
  - Strategies addressed in IWMP - Lack of funding makes it difficult to execute the projects, the municipal budget is even more under pressure with COVID – 19.
- **The Municipality is encouraged to seek assistance from the DEA&DP to improve compliances with waste management licensing**
  - **Waste Management** - There should be a dedicated Waste Officer (as per recommendation in IWMP) and not a part time official for Bergrivier to ensure compliance with the Waste Act. Financial resources are scarce and considering the current economic environment even more difficult to set aside adequate funding for the position.

## Economic Sustainability Socio-economic considerations



- **Consider the impact of COVID – 19:**
  - **Macroeconomic conditions worsening – Downgrade in investment grading coupled to lockdown would result in economy contracting further through:**
    - **Businesses shutting down**
    - **Job losses**
    - **Tourism sector contracting**
    - **School closures and learning outcomes**
    - **Effect on health services**
    - **Unemployment and reduced household income**
    - **Increase in indigent**
    - **Sustainability of municipal income streams**
  - **Municipality will re-visit draft budget to further cut back on non-essentials, cost savings and austerity measures to be further implemented to unlock resources to assist with Covid -19 relief.**
    - Reconsider Indigent relief for the ensuing financial year.
    - Recalculate debt collection ratio and provision for bad debt.
    - Rework cash-flow projections over the MTREF
    - Focus on Revenue enhancement initiatives
    - Recalculate revenue from facilities and resorts, traffic fines and other sundry items.

## Financial Sustainability



- **Financial Norms and Ratio's**
  - **Capital Budget implementation indicator – Ratio below the norm 89.2%** - Take note, current budget will be revised during Covid-19 Adjustments budget to reconsider projects where Covid – 19 caused a delay in spending.
  - **Repairs and Maintenance below norm** – R&M as % of PPE equals 5.9%. 61.1% of Capex spent on renewal and upgrading of assets, renewal and upgrading as a % of depreciation equals 105.6% which is indicative of protection of asset base. Appropriate costing system would further enhance the % reported.
  - **Net Debtor days** - Take note, applying debt collection efforts, current payment rate just below 94%, Covid -19 hampering our efforts, council to consider write-offs of Services debt of ±R11.5 Million that has prescribed.
  - **Debt written off as % of Provision** – Ratio can only be applied if debtors book is updated and appropriate action taken without exception against all defaulters, not possible as historic prescribed debt is carried in the debtors book that have not been appropriately actioned over many years. Do provide fair and accurate figures in AFS (Clean audit)
  - **UIFW** – Take note, yet need to mention that the bulk of UIFW represents the interpretation of law by the AG, Section 32 committee has considered and recommended to council to deal with the matters.

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## Credibility of Funded budget



- **Differences between budget and audit actuals**
  - Take note, have put in place measures to better analyse trends and projections in accordance with historical information, must point out that the prolonged effect of Covid – 19 measures may influence future actual performance against budgets.
  - Capital expenditure 37.2% as at February – Very aware and measures are put in place to ensure projects are expedited, where large variances cannot be controlled, especially with own funded projects, budget adjustments will be done.

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## REVIEW OF THE NEW (2020/21) MTREF



- **Commended for taking into consideration seasonal fluctuation**
  - Amen! Thanks for noticing. 😊
- **SA10 indicates that the budget is funded**
  - Agree and take note of the surplus operating budget before adding back non-cash items, it has been a practice over a very long period and the intention is to move out of the practice over the next 5 years subject to the economic reality.

## ADEQUACY OF REVENUE MANAGEMENT FRAMEWORK

- **Property rates increase 9.1%**
  - Not only tariff driven, 2 supplementary valuation rolls add to the increase in rates, we will however revisit the calculations and projections.
- **Table SA11, SA12a and SA12b split to extract government accounts**
  - Take note, valuation roll on the financial management system not split sufficiently to enable classification required, will address in future years.
- **Rates debtor as large percentage of outstanding debt (realistically anticipated revenue concern)**
  - Revenue reflected on accrual basis, cash flow budget indicates the factored payment rate, the assessment rates revenue is realistically anticipated in accordance with accrual principles.

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## ADEQUACY OF REVENUE MANAGEMENT FRAMEWORK



- **Electricity sales**
  - Tariffs are strictly increased with the NERSA guideline increase.
  - Municipality is actioning distribution losses as part of the revenue enhancement strategy and operational priorities.
- **Water sales**
  - Growth can be ascribed to water restrictions being reduced, yet distribution loss management remain a challenge, especially with old and inaccessible meters, it is also addressed as part of revenue enhancement.
- **Waste water management**
  - Tariff increase of 6% in line with Budget circular 98 paragraph 4 where it is indicated that inflation is projected to be within the upper limit of 3 - 6% target band. Bear in mind that we have a budget where the majority of cost elements such as electricity, salaries, chemicals and materials, exceed inflationary trends and a tariff increase of 6% is thus unavoidable.
- **Refuse removal**
  - Take note of the deficit, will address when calculating cost reflective tariffs, agree with regards to the cash backed reserve, current financial position does not allow yet will start in establishing a rehabilitation reserve in future years.

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## ADEQUACY OF REVENUE MANAGEMENT FRAMEWORK



- **Operational Transfers**
  - Agree with the finding will correct our formula prior to finalization.
- **Other revenue**
  - Significant decrease due to a once off sale of property revenue in the current financial year, will include it in the narrative report to provide clarity to the reader.
- **Trading services surpluses**
  - Take note and agree, we need to analyze revenue streams and determine cost reflective tariffs for refuse removal as current revenue seems insufficient to cover the cost of the service. Will be done with caution especially considering the current economic climate.

## EXPENDITURE MANAGEMENT FRAMEWORK



- **Conservative approach**
  - Bergrivier has adopted this principle and has applied it for the 2020/2021 and MTREF and will continue to do so, we will relook all expenditure and revenue projections to ensure operational efficiencies in these challenging times.
- **Employee related cost**
  - Are monitoring it closely, impact of change in labour legislation (Section 198) placing pressure on Municipal budget with absorption of temporary staff. We are prioritizing critical positions, comment to reduce consultants doesn't make sense in the context of employee cost. Will ensure data strings are correct, there isn't a mSCOA item for performance bonuses.
- **Depreciation**
  - Will be correctly allocated.
- **Bulk Purchases**
  - Budget schedules do not provide to budget for water as inventory, previous schedule did yet we may not use it.
- **Contracted Services**
  - Do not agree about the decrease being questionable, relates mainly to Human settlements expenditure, it is thus accurately budgeted

## EXPENDITURE MANAGEMENT FRAMEWORK



- **Repairs and Maintenance**
  - Already addressed in financial sustainability slide.
- **UIFW**
  - Already addressed in financial sustainability slide.
- **Cost Containment policy**
  - Already addressed above.
- **MSCOA Implementation and anomalies**
  - Take note of the anomalies and will address where applicable and appropriate in the final budget.
  - Unfortunate that at the time of implementation the municipality chose not to implement all modules of the system due to affordability constraints and therefore certain functionalities are not present, i.e. assets, grants, investments, SCM, contract management etc. It now needs to be procured at an excessive cost to enable full MSCOA compliance and subsequent integration and required reporting directly from the system.

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## KEY FINDINGS, RISKS AND RECOMMENDATIONS



- **Economic sustainability – Responsiveness, Infrastructure backlogs**
  - Insufficient capital budget to address, this is a “fait accompli” in all of Local Government, always a balancing act to match the needs with the financial resources.
  - Ageing infrastructure – take care not to neglect R&M take note, 61.1% of capital spent towards renewal and upgrading of existing asset base, indicative of R&M receiving attention. Sufficient balance in new vs. existing assets spending.
- **Credibility and sustainability of 2020/2021 MTREF**
  - **Provision for doubtful debt** – We do a proper assessment with AFS compilation and budget in accordance therewith.
  - **Transfer of Skills use of consultants** – Must consider the operational requirements of the municipality and weigh it up against the cost of internal resources in long term, also service providers and expertise are insourced as and when needed. Don’t use consultants!!! We have a skills transfer requirement.
  - **Promote sustainable revenue and implementation of debt and credit control policies** – Take guidance from council measured against economic reality, unfortunately Covid 19 as forced us into a “new normal” and to navigate our way around new obstacles in uncharted waters. We are very aware of the new challenge that lies ahead in this regard.

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## KEY FINDINGS, RISKS AND RECOMMENDATIONS



- **Segment tool analysis findings**
  - Will address prior to the finalization of the budget.
- **MSCOA data strings**
  - Will do utmost to ensure perfect alignment.
- **Liquidity ratios enable the fulfillment of financial commitments**
  - Take note and agree, yet are very aware of the current operational and strategic risks, especially with the COVID – 19 game changer that highlights the importance of sound liquidity ratios and operational reserves.
- **Debt to operating revenue is increasing over the MTREF period**
  - Agree as a new funding mix was adopted to protect our liquid cash resources, gearing remain in a narrow band over the MTREF at close to 20% being well within affordability threshold, also thereby adopting the user pays principle for services rendered.

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## Key service delivery & fiscal risks



- Financial sustainability.
- Good governance - The municipality may not be well-managed and adequately resourced.
- Sustainable Service Delivery
  - Lack of/Inadequate capacity in respect of infrastructure
  - Inadequately maintained and ageing infrastructure
- Promote a safe, healthy, educated and integrated community
  - Decrease/lack of legal compliance.
  - COVID – 19 (**High inherent as well as residual risk**)
    - Cost of compliance to Health and safety requirements
    - Unfunded mandates, non-core functions
    - Break down in service delivery
    - OHS Staff issues
    - Dwindling Economy
    - Unemployment, socio-economic issues
    - Growing Indigent base
    - Lack of economic growth
    - Loss of revenue
    - Liquidity risks
    - Going concern risks – Financial sustainability

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## Revenue Optimisation Strategies

- Adopted a revenue enhancement plan where various action items were identified to be executed over the next 2 years.
- Meter replacement program, to replace inaccessible and unreadable meters. AMR for bulk consumers and large customers to ensure accuracy and completeness of revenue.
- Actioning unaccounted losses both water and electricity.
- Focussing on completeness of revenue and ensure that we have the necessary (computerised) systems in place to support us in operations.
- Continue with credit control and debt collection efforts.

## Expenditure priorities & efficiencies

- Focus on core service delivery priorities
- Mitigate the risks of COVID – 19
- Reallocate resources to aid the most vulnerable.
- Savings and austerity measures are implemented, reviewing current service contracts and engaging in new procurement processes to ensure value for money in all transactions, i.e. telephones, insurance, fleet management, fuel, spares, materials.
- Embrace cost containment principles.
- Source external funding in all areas of work.
- Review commitment of own resources towards capital investment.

## Capital Budget



- Expedite capital program, especially grant funded programs.
- Have adopted a new funding mix, yet need to further consider own exposure in respect of capital commitments.
- Continue with external borrowing strategy, yet aware of affordability risks.
- Long-term capital planning needs to be formalised and linked to a long term financial plan that will guide infrastructure development and financial modelling over the next 10 to 15 years.



## Areas for Integrated Service Delivery, Collaboration, Support



## Areas for Integrated Service Delivery, Collaboration, Support



- Funding/Assistance for:
  - Long term Financial Plan and capital planning.
  - Revenue enhancement program, that include meter replacement, AMR (automated readings)
  - FMS upgrading to include all modules to ensure mSCOA compliance.
  - Climate change Strategy, air quality sensors, air quality By-law.
  - Invasive species eradication budget
  - Infrastructure backlogs

## Conclusion



- Thank you for the valuable information as well as appropriate alerts, remarks and comments, we appreciate the effort, it really adds value to our IDP and Budget processes.
- Thank you for the commendations and acknowledgement of the positives.
- Thanks for the continued guidance and support it is highly appreciated.
- Thanks to my colleagues that provided input Werner Wagener, Angila Joubert, Alletta Van Sittert, Chris Koch, Jaco Breunissen, Jackie Sass, Lene Louw, Martin Crous, Dean Josephus and my MM Hanlie Linde for input and leadership.

**Thank You**



**Q & A**

# **Annexure G**

## **Procurement Plan**

PROCUREMENT PLAN FOR 2020/2021

Vote	Sub-Vote Schedule A	Multi/Single year expenditure	New vs Renewal vs Upgrade	WYK	PROJECT_OWN_DESCRIPTION	New VESTAVoteNumber	FUNDING	AMOUNT	Type of Procurement	Date of Specifications	Date of Evaluation	Date of award
Vote 1 - Municipal Manager	1.3 - Economic Development/Planning	Single	New	2	Ward Committee 2 Project	71012490104	cr	15 000,00	Three quotations	17/06/2020	22/06/2020	8/7/2020
Vote 1 - Municipal Manager	1.3 - Economic Development/Planning	Single	New	4	Ward Committee 4 Project	71012490106	cr	15 000,00	Three quotations	17/06/2020	22/06/2020	8/7/2020
Vote 1 - Municipal Manager	1.3 - Economic Development/Planning	Single	New	7	Ward Committee 7 Project	71012490109	cr	20 000,00	Three quotations	13/07/2020	28/07/2020	05/08/2020
Vote 1 - Municipal Manager	1.3 - Economic Development/Planning	Single	New	6	Ward Committee 6 Project	71012490108	cr	21 000,00	Three quotations	17/06/2020	22/06/2020	8/7/2020
Vote 1 - Municipal Manager	1.3 - Economic Development/Planning	Single	New	5	Ward Committee 5 Project	71012490107	cr	29 000,00	Three quotations	13/07/2020	28/07/2020	05/08/2020
Vote 1 - Municipal Manager	1.3 - Economic Development/Planning	Single	New	1	Ward Committee 1 Project	71012490103	cr	34 500,00	Formal FQ Process	23/06/2020	8/7/2020	15/07/2020
Vote 1 - Municipal Manager	1.3 - Economic Development/Planning	Single	New	3	Ward Committee 3 Project	71012490105	cr	35 000,00	Formal FQ Process	17/06/2020	22/06/2020	8/7/2020
Vote 1 - Municipal Manager	1.1 - Mayor and Council	Single	Renewal	Admin	Diverse office furniture and equipment	71010490101	cr	20 000,00	Three quotations	23/06/2020	8/7/2020	15/07/2020
Vote 1 - Municipal Manager	1.1 - Mayor and Council	Single	New	Admin	Furniture and equipment - MM Office	71011490101	cr	10 000,00	Three quotations	23/06/2020	8/7/2020	15/07/2020
Vote 2 - Finance	2.1 - Finance	Single	Renewal	Admin	Furniture & Equipment - Finance	72061490101	cr	70 000,00	Formal FQ Process	04/08/2020	18/08/2020	09/09/2020
Vote 2 - Finance	2.1 - Finance	Single	New	Admin	Vehicle	72061510101	cr	170 000,00	Formal FQ Process	04/08/2020	18/08/2020	09/09/2020
Vote 3 - Corporate Services	3.4 - Administrative and Corporate Support	Single	Renewal	Admin	Furniture & Equipment - Corporate Services	73101490101	cr	20 000,00	Three quotations	17/06/2020	22/06/2020	15/07/2020
Vote 3 - Corporate Services	3.4 - Administrative and Corporate Support	Single	New	Admin	Furniture and equipment - Director Corporate Services	73104490101	cr	35 000,00	Formal FQ Process	04/08/2020	18/08/2020	09/09/2020
Vote 3 - Corporate Services	3.2 - Human Resources	Single	Renewal	Admin	Furniture & Equipment - Human Resources	73071490101	cr	30 000,00	Formal FQ Process	17/06/2020	22/06/2020	15/07/2020
Vote 3 - Corporate Services	3.3 - Information Technology	Single	New	Administrative or Head Office (Including Satellite Offices)	Backup device for meeting recorders	73081480105	cr	50 000,00	Formal FQ Process	23/06/2020	8/7/2020	15/07/2020
Vote 3 - Corporate Services	3.3 - Information Technology	Single	New	Admin	IT Equipment (Move to Community Services)	73081480102	cr	110 000,00	Formal FQ Process	12/01/2021	13/01/2021	29/01/2021
Vote 3 - Corporate Services	3.3 - Information Technology	Single	Renewal	Admin	Replacement of computers	73081480202	el	400 000,00	Formal Tender	23/06/2020	8/7/2020	15/07/2020
Vote 3 - Corporate Services	3.3 - Information Technology	Single	New	Admin	IT System Upgrade (Enhancement of IT system : Business continuity)	73081480201	el	500 000,00	Formal Tender	23/06/2020	8/7/2020	15/07/2020
Vote 3 - Corporate Services	3.1 - Planning and Development	Single	New	Administrative or Head Office (Including Satellite Offices)	Furniture & Equipment (Planning)	73031490104	cr	40 000,00	Formal FQ Process	17/06/2020	22/06/2020	8/7/2020
Vote 3 - Corporate Services	3.1 - Planning and Development	Single	New	6,7	Coastal Protection (By-Law Implementation) (Environmental)	73031290101	cr	50 000,00	Formal FQ Process	18/01/2021	29/01/2021	10/02/2021
Vote 3 - Corporate Services	3.1 - Planning and Development	Multi	New	Ward Ward 7	Bokkomaan Heritage Conservation Management Plan (Implementation) (Planning)	73031300101	cr	50 000,00	Formal FQ Process	04/08/2020	14/08/2020	19/08/2020
Vote 3 - Corporate Services	3.1 - Planning and Development	Single	New	Administrative or Head Office (Including Satellite Offices)	High Volume Scanners (IMIS Implementation) (Planning)	73031490103	cr	150 000,00	Formal FQ Process	23/06/2020	8/7/2020	15/07/2020
Vote 3 - Corporate Services	3.1 - Planning and Development	Single	Upgrade	VD	Pathway upgrade (RSEP)	73031010901	RSEP	1 000 000,00	Formal Tender	18/01/2021	29/01/2021	10/02/2021
Vote 4 - Technical Services	4.13 - Electricity	Single	Renewal	1,2	High tension circuit breakers	74621030103	cr	50 000,00	Formal FQ Process	23/06/2020	8/7/2020	15/07/2020
Vote 4 - Technical Services	4.13 - Electricity	Single	Renewal	1,2	High tension pole replacements	74621030102	cr	80 000,00	Formal FQ Process	23/06/2020	8/7/2020	15/07/2020
Vote 4 - Technical Services	4.13 - Electricity	Single	New	1-7	Furniture & Equipment - Electricity	74621500101	cr	80 000,00	Formal FQ Process	17/06/2020	22/06/2020	8/7/2020
Vote 4 - Technical Services	4.13 - Electricity	Single	Renewal	1,2	Bulk meter replacement	74621030104	cr	80 000,00	Formal FQ Process	17/06/2020	22/06/2020	8/7/2020
Vote 4 - Technical Services	4.13 - Electricity	Single	New	6-7	Radios	74621500104	cr	80 000,00	Formal FQ Process	23/06/2020	8/7/2020	15/07/2020
Vote 4 - Technical Services	4.13 - Electricity	Single	Upgrade	6,7	Mid block lines	74621030207	el	400 000,00	Formal Tender	23/06/2020	8/7/2020	15/07/2020
Vote 4 - Technical Services	4.13 - Electricity	Multi	Renewal	2	Replace O/H feeder to Monte Bertha	74621030205	el	700 000,00	Formal Tender	23/06/2020	8/7/2020	15/07/2020
Vote 4 - Technical Services	4.13 - Electricity	Single	Renewal	6	Replace Dwarskerbos O/H lines with Cable	74621030209	el	700 000,00	Formal Tender	23/06/2020	8/7/2020	15/07/2020
Vote 4 - Technical Services	4.13 - Electricity	multi	Upgrade	1-7	Replacing conventional electricity meters with prepaid	74621030208	el	900 000,00	Formal Tender	23/06/2020	8/7/2020	15/07/2020
Vote 4 - Technical Services	4.13 - Electricity	multi	Upgrade	1-7	Network Renewals	74621030206	el	1 100 000,00	Formal Tender	23/06/2020	8/7/2020	15/07/2020
Vote 4 - Technical Services	4.13 - Electricity	Multi	Renewal	6,7	VD Bulk Upgrading switching station and feeders	74621030504	DoE	2 608 696,00	Formal Tender	23/06/2020	8/7/2020	15/07/2020
Vote 4 - Technical Services	4.3 - Property Services	Single	New	1-7	Furniture & Equipment - Council Property	74091490101	cr	4 000,00	Three quotations	06/10/2020	22/10/2020	04/11/2020
Vote 4 - Technical Services	4.3 - Property Services	Single	New	1-7	Tools	74091500101	cr	10 000,00	Three quotations	06/10/2020	22/10/2020	04/11/2020
Vote 4 - Technical Services	4.3 - Property Services	Single	Renewal	1-7	Air conditioners - offices	74091350101	cr	50 000,00	Formal FQ Process	05/08/2020	08/08/2020	14/10/2020
Vote 4 - Technical Services	4.3 - Property Services	Single	Renewal	1,2	Replace fence - commonage	74091340101	cr	50 000,00	Formal FQ Process	04/08/2020	14/08/2020	19/08/2020
Vote 4 - Technical Services	4.3 - Property Services	Multi	New	1-7	Security at municipal buildings	74091350102	cr	150 000,00	Formal FQ Process	23/06/2020	8/7/2020	15/07/2020
Vote 4 - Technical Services	4.3 - Property Services	Single	New	6-7	Generator at municipal office	74091350203	el	300 000,00	Formal Tender	23/06/2020	8/7/2020	15/07/2020
Vote 4 - Technical Services	4.3 - Property Services	Single	New	5-6	Generator at municipal office	74091350204	el	400 000,00	Formal Tender	23/06/2020	8/7/2020	15/07/2020
Vote 4 - Technical Services	4.12 - Roads	Single	New	1-7	Furniture & Equipment - Roads	74551490101	cr	10 000,00	Three quotations	02/09/2020	23/09/2020	14/10/2020

Vote	Sub-Vote Schedule A	Multi/Single year expenditure	New vs Renewal vs Upgrade	WYK	PROJECT_OWN_DESCRIPTION	New VESTAVoteNumber	FUNDING	AMOUNT	Type of Procurement	Date of Specifications	Date of Evaluation	Date of award
Vote 4 - Technical Services	4.12 - Roads	Single	New	2	Protea Deurgang	74551010116	cr	45 000,00	Formal FQ Process	02/09/2020	23/09/2020	14/10/2020
Vote 4 - Technical Services	4.12 - Roads	multi	New	1-7	Tracking Devices	74551510101	cr	50 000,00	Formal FQ Process	02/02/2021	12/02/2021	24/02/2021
Vote 4 - Technical Services	4.12 - Roads	Single	Renewal	1-7	Street name curb stones	74551010103	cr	50 000,00	Formal FQ Process	23/06/2020	8/7/2020	15/07/2020
Vote 4 - Technical Services	4.12 - Roads	Single	New	6	Cement ditches in Aurora	74551020101	cr	80 000,00	Formal FQ Process	23/06/2020	8/7/2020	15/07/2020
Vote 4 - Technical Services	4.12 - Roads	Single	New	1-7	Tools	74551500103	cr	100 000,00	Formal FQ Process	02/09/2020	23/09/2020	14/10/2020
Vote 4 - Technical Services	4.12 - Roads	Single	New	1-7	Traffic calming measures (Speed bumps) Bring Traffic	74551010104	cr	200 000,00	Formal FQ Process	02/09/2020	23/09/2020	14/10/2020
Vote 4 - Technical Services	4.12 - Roads	Single	Upgrade	3,4	Harden pavements (Wyk 3 & 4)	74551010105	cr	200 000,00	Formal FQ Process	06/10/2020	22/10/2020	04/11/2020
Vote 4 - Technical Services	4.12 - Roads	Multi	Upgrade	1	Construction of roads Ward 1	74551010115	cr	200 000,00	Formal FQ Process	23/06/2020	8/7/2020	15/07/2020
Vote 4 - Technical Services	4.12 - Roads	Single	Upgrade	4-6	Construction of roads: RDP Houses	74551010201	el	300 000,00	Formal Tender	06/10/2020	22/10/2020	04/11/2020
Vote 4 - Technical Services	4.12 - Roads	Single	Upgrade	1,2,6,7	Pave sidewalks (PV - 200 & VD - 200)	74551040201	el	450 000,00	Formal Tender	23/06/2020	8/7/2020	15/07/2020
Vote 4 - Technical Services	4.12 - Roads	Single	New	3,4	Aankoop van Veeldoelige Watertrok	74551510204	el	900 000,00	Formal Tender	6/05/2020	19/05/2020	08/07/2020
Vote 4 - Technical Services	4.12 - Roads	Single	Upgrade	6	Upgrade of roads and stormwater	74551011002	mig	1 304 347,00	Formal Tender	13/05/2020	27/05/2020	8/7/2020
Vote 4 - Technical Services	4.12 - Roads	Single	New	1-7	Voertuigvervanging	74551510203	el	1 500 000,00	Formal Tender	23/06/2020	8/7/2020	15/07/2020
Vote 4 - Technical Services	4.12 - Roads	Single	Upgrade	5	Upgrade of roads and stormwater	74551011007	mig	1 897 172,00	Formal Tender	23/06/2020	8/7/2020	15/07/2020
Vote 4 - Technical Services	4.12 - Roads	Single	Upgrade	1-7	Reseal/Construction of streets	74551010202	el	2 200 000,00	Formal Tender	04/08/2020	14/08/2020	19/08/2020
Vote 4 - Technical Services	4.12 - Roads	Single	Upgrade	3,4	Upgrade of roads and stormwater	74551011005	mig	4 260 870,00	Formal Tender	23/06/2020	8/7/2020	15/07/2020
Vote 4 - Technical Services	4.7 - Sewerage	Single	New	1-7	Furniture & Equipment - Sewerage	74291500101	cr	8 000,00	Three quotations	02/09/2020	23/09/2020	14/10/2020
Vote 4 - Technical Services	4.7 - Sewerage	Single	New	1-7	Tools	74291500102	cr	20 000,00	Three quotations	02/09/2020	23/09/2020	14/10/2020
Vote 4 - Technical Services	4.7 - Sewerage	Single	Renewal	1-7	Sewer Renewals	74291050102	cr	100 000,00	Formal FQ Process	06/10/2020	22/10/2020	04/11/2020
Vote 4 - Technical Services	4.7 - Sewerage	Single	Renewal	1-7	Telemetry	74291050103	cr	130 000,00	Formal FQ Process	18/01/2021	29/01/2021	10/02/2021
Vote 4 - Technical Services	4.7 - Sewerage	Single	Renewal	6,7	Telemetry at pump stations	74291050105	cr	150 000,00	Formal FQ Process	18/01/2021	29/01/2021	10/02/2021
Vote 4 - Technical Services	4.7 - Sewerage	Multi	Renewal	6,7	Replace rising mains in pump stations	74291050101	cr	200 000,00	Formal FQ Process	04/08/2020	14/08/2020	19/08/2020
Vote 4 - Technical Services	4.7 - Sewerage	Single	Renewal	6,7	Switchgear and pumps	74291050104	cr	200 000,00	Formal FQ Process	23/06/2020	8/7/2020	15/07/2020
Vote 4 - Technical Services	4.7 - Sewerage	Single	New	6,7	Fencing Sewer Pump Stations	74291050107	cr	250 000,00	Formal Tender	12/05/2020	28/05/2020	08/07/2020
Vote 4 - Technical Services	4.7 - Sewerage	Single	Renewal	6,7	Sewerage stand by pumps	74291050106	cr	250 000,00	Formal Tender	23/06/2020	8/7/2020	15/07/2020
Vote 4 - Technical Services	4.7 - Sewerage	Multi	New	6	VD Pumpline and Pumpstation	74291051001	mig	4 498 611,00	Formal Tender	23/06/2020	8/7/2020	15/07/2020
Vote 4 - Technical Services	4.5 - Solid Waste Removal	Single	New	1-7	Furniture & Equipment - Refuse Removal	74171500101	cr	6 000,00	Three quotations	02/09/2020	23/09/2020	14/10/2020
Vote 4 - Technical Services	4.5 - Solid Waste Removal	Single	New	1-7	Tools	74171500102	cr	6 000,00	Three quotations	02/09/2020	23/09/2020	14/10/2020
Vote 4 - Technical Services	4.5 - Solid Waste Removal	Single	New	1-7	Refuse carts	74171500103	cr	16 000,00	Three quotations	23/06/2020	8/7/2020	15/07/2020
Vote 4 - Technical Services	4.5 - Solid Waste Removal	Single	Renewal	1-7	Refuse Bins and stands	74171490101	cr	40 000,00	Formal FQ Process	23/06/2020	8/7/2020	15/07/2020
Vote 4 - Technical Services	4.5 - Solid Waste Removal	Single	New	3-5	Trailers x2	74171510101	cr	90 000,00	Formal FQ Process	23/06/2020	8/7/2020	15/07/2020
Vote 4 - Technical Services	4.5 - Solid Waste Removal	Single	New	6,7	Fence at Transfer Station	74171060101	cr	250 000,00	Formal Tender	12/05/2020	28/05/2020	08/07/2020
Vote 4 - Technical Services	4.5 - Solid Waste Removal	Single	New	3-7	Establish composting facility (VD/PB)	74171060202	el	300 000,00	Formal Tender	04/08/2020	14/08/2020	19/08/2020
Vote 4 - Technical Services	4.9 - Storm Water Management	Single	New	1-7	Furniture & Equipment - Stormwater Management	74301500101	cr	5 000,00	Three quotations	02/09/2020	23/09/2020	14/10/2020
Vote 4 - Technical Services	4.9 - Storm Water Management	Single	Upgrade	1	Low water bridge: Park Street	74301200101	cr	15 000,00	Three quotations	23/06/2020	8/7/2020	15/07/2020
Vote 4 - Technical Services	4.9 - Storm Water Management	Single	Upgrade	2	Stabilise "Wintervoor" (Flood prevention)	74301020101	cr	35 000,00	Formal FQ Process	23/06/2020	8/7/2020	15/07/2020
Vote 4 - Technical Services	4.9 - Storm Water Management	Single	New	2	Flood Prevention (116 Houses)	74301020105	cr	40 000,00	Formal FQ Process	04/08/2020	14/08/2020	19/08/2020
Vote 4 - Technical Services	4.9 - Storm Water Management	Single	New	6	Storm water Anchovie st - to be shaped	74301020106	cr	75 000,00	Formal FQ Process	23/06/2020	8/7/2020	15/07/2020
Vote 4 - Technical Services	4.14 - Street Lighting	Single	New	1-7	Meter streetlights	74622030101	cr	40 000,00	Formal FQ Process	02/09/2020	23/09/2020	14/10/2020
Vote 4 - Technical Services	4.14 - Street Lighting	Single	Upgrade	1-7	Replace street lights	74622030102	cr	200 000,00	Formal FQ Process	04/08/2020	14/08/2020	19/08/2020
Vote 4 - Technical Services	4.8 - Waste Water Treatment	Single	New	1-7	Security at WWTW	74292050101	cr	7 000,00	Three quotations	23/06/2020	8/7/2020	15/07/2020
Vote 4 - Technical Services	4.8 - Waste Water Treatment	Single	New	1-7	Fencing WWTW	74292050105	cr	250 000,00	Formal Tender	12/05/2020	28/05/2020	08/07/2020
Vote 4 - Technical Services	4.8 - Waste Water Treatment	Single	Renewal	6,7	Roof at Inlet Works (Green Drop requirements)	74292050203	el	300 000,00	Formal Tender	23/06/2020	8/7/2020	15/07/2020
Vote 4 - Technical Services	4.8 - Waste Water Treatment	Single	New	3,4	Chlorine Contact Channels	74292050201	el	400 000,00	Formal Tender	23/06/2020	8/7/2020	15/07/2020
Vote 4 - Technical Services	4.10 - Water Distribution	Single	New	1-7	Furniture & Equipment - Water	74511500101	cr	10 000,00	Three quotations	02/09/2020	23/09/2020	14/10/2020
Vote 4 - Technical Services	4.10 - Water Distribution	Single	New	1-7	Tools	74511500102	cr	25 000,00	Three quotations	02/09/2020	23/09/2020	14/10/2020
Vote 4 - Technical Services	4.10 - Water Distribution	Single	Renewal	6	Replace floor of WTW	74511040115	cr	50 000,00	Formal FQ Process	23/06/2020	8/7/2020	15/07/2020
Vote 4 - Technical Services	4.10 - Water Distribution	Multi	Renewal	5	Replace Mains from Source	74511040111	cr	100 000,00	Formal FQ Process	18/01/2021	29/01/2021	10/02/2021
Vote 4 - Technical Services	4.10 - Water Distribution	Single	Renewal	1-7	Water Renewals	74511040101	cr	100 000,00	Formal FQ Process	18/01/2021	29/01/2021	10/02/2021

Vote	Sub-Vote Schedule A	Multi/Single year expenditure	New vs Renewal vs Upgrade	WYK	PROJECT_OWN_DESCRIPTION	New VESTAVoteNumber	FUNDING	AMOUNT	Type of Procurement	Date of Specifications	Date of Evaluation	Date of award
Vote 4 - Technical Services	4.10 - Water Distribution	Single	Renewal	1-7	Water conservation demand management intervention	74511040102	cr	150 000,00	Formal FQ Process	23/06/2020	8/7/2020	15/07/2020
Vote 4 - Technical Services	4.10 - Water Distribution	Multi	Upgrade	1-7	Replace asbestos pipes and valves	74511040103	cr	150 000,00	Formal FQ Process	18/01/2021	29/01/2021	10/02/2021
Vote 4 - Technical Services	4.10 - Water Distribution	multi	Renewal	1-7	Pumps (standby)	74511040108	cr	200 000,00	Formal FQ Process	06/10/2020	22/10/2020	04/11/2020
Vote 4 - Technical Services	4.10 - Water Distribution	Single	Renewal	1,2,3,4	Replace redundant meters	74511040105	cr	250 000,00	Formal Tender	23/06/2020	8/7/2020	15/07/2020
Vote 4 - Technical Services	4.10 - Water Distribution	Single	Upgrade	1-7	Pyp Vervangingsprogram	74511040204	el	300 000,00	Formal Tender	18/01/2021	29/01/2021	10/02/2021
Vote 4 - Technical Services	4.10 - Water Distribution	Single	Renewal	1-7	Replace water meters	74511040203	el	500 000,00	Formal Tender	23/06/2020	8/7/2020	15/07/2020
Vote 4 - Technical Services	4.11 - Water Treatment	Single	Renewal	1-7	Telemetry: Water	74512040103	cr	120 000,00	Formal FQ Process	18/01/2021	29/01/2021	10/02/2021
Vote 4 - Technical Services	4.11 - Water Treatment	Single	New	1-7	Security at Reservoir/Pump Stations	74512040107	cr	200 000,00	Formal FQ Process	23/06/2020	8/7/2020	15/07/2020
Vote 5 - Community Services	5.4 - Cemeteries	Single	New	1-7	Tools	75231500101	cr	10 000,00	Three quotations	23/06/2020	8/7/2020	15/07/2020
Vote 5 - Community Services	5.4 - Cemeteries	Single	New	1-7	Furniture & Equipment - Cemeteries	75231490101	cr	15 000,00	Three quotations	23/06/2020	8/7/2020	15/07/2020
Vote 5 - Community Services	5.4 - Cemeteries	Single	New	1,2	Upgrade entrance and parking	75231170102	cr	100 000,00	Formal FQ Process	02/09/2020	23/09/2020	14/10/2020
Vote 5 - Community Services	5.4 - Cemeteries	multi	New	Ward 7, 2 & 5	Fencing Cemetery	75231170201	el	500 000,00	Formal Tender	12/05/2020	28/05/2020	08/07/2020
Vote 5 - Community Services	5.3 - Community Halls and Facilities	Single	New	Ward 4, 6 & 5	Polishers	75221490103	cr	50 000,00	Formal FQ Process	04/08/2020	14/08/2020	19/08/2020
Vote 5 - Community Services	5.3 - Community Halls and Facilities	Single	Renewal	1-7	Furniture & Equipment Community Hall	75221490101	cr	150 000,00	Formal FQ Process	17/06/2020	22/06/2020	15/07/2020
Vote 5 - Community Services	5.3 - Community Halls and Facilities	Single	Upgrade	1-7	Upgrading of Community Halls	75221070103	cr	250 000,00	Formal Tender	06/10/2020	22/10/2020	04/11/2020
Vote 5 - Community Services	5.3 - Community Halls and Facilities	Single	New	Whole	Public Amenities	75221220201	el	300 000,00	Formal Tender	04/08/2020	14/08/2020	19/08/2020
Vote 5 - Community Services	5.9 - Community Parks	Single	Renewal	1-7	Furniture & Equipment - Community Parks	75431490101	cr	15 000,00	Three quotations	23/06/2020	8/7/2020	15/07/2020
Vote 5 - Community Services	5.9 - Community Parks	Single	Renewal	1-7	Cement benches - open spaces	75431200101	cr	45 000,00	Formal FQ Process	04/08/2020	14/08/2020	19/08/2020
Vote 5 - Community Services	5.9 - Community Parks	Single	New	1-7	Lawn mowers	75431500101	cr	50 000,00	Formal FQ Process	14/01/2021	29/01/2021	12/02/2021
Vote 5 - Community Services	5.9 - Community Parks	Single	Upgrade	1-2	Toilets (PV Dam)	75431290101	cr	60 000,00	Formal FQ Process	18/01/2021	29/01/2021	10/02/2021
Vote 5 - Community Services	5.9 - Community Parks	Single	New	1-7	Brush Cutter	75431500102	cr	65 000,00	Formal FQ Process	02/09/2020	23/09/2020	14/10/2020
Vote 5 - Community Services	5.9 - Community Parks	Multi	Upgrade	Whole of the Municipality	Public Toilets	75431290105	cr	150 000,00	Formal FQ Process	02/09/2020	23/09/2020	14/10/2020
Vote 5 - Community Services	5.9 - Community Parks	Single	Upgrade	1-7	Upgrading of Community Parks	75431290102	cr	250 000,00	Formal Tender	02/09/2020	23/09/2020	14/10/2020
Vote 5 - Community Services	5.9 - Community Parks	Single	New	1-7	Tractor (VD)	75431510204	el	350 000,00	Formal Tender	06/10/2020	22/10/2020	04/11/2020
Vote 5 - Community Services	5.8 - Fire Fighting and Protection	Single	Renewal	Whole	Furniture & Equipment - Fire	75381490101	cr	10 000,00	Three quotations	04/08/2020	14/08/2020	19/08/2020
Vote 5 - Community Services	5.8 - Fire Fighting and Protection	Single	New	Whole	Radio network for Disaster Management & Traffic Services	75381500102	cr	30 000,00	Formal FQ Process	04/08/2020	14/08/2020	19/08/2020
Vote 5 - Community Services	5.8 - Fire Fighting and Protection	Single	New	Whole	Replacement of Fire Fighting Pump	75381500103	cr	40 000,00	Formal FQ Process	13/07/2020	28/07/2020	05/08/2020
Vote 5 - Community Services	5.8 - Fire Fighting and Protection	Single	New	Whole	Fire fighting equipment	75381500101	cr	100 000,00	Formal FQ Process	02/09/2020	23/09/2020	14/10/2020
Vote 5 - Community Services	5.12 - Holiday Resorts	Single	New	6,7	Recreational Equipment (Games)	75435280101	cr	20 000,00	Three quotations	04/08/2020	14/08/2020	19/08/2020
Vote 5 - Community Services	5.12 - Holiday Resorts	Single	Upgrade	6,7	Paving at ablution facilities at Beach Resorts	75435290102	cr	30 000,00	Formal FQ Process	04/08/2020	14/08/2020	19/08/2020
Vote 5 - Community Services	5.12 - Holiday Resorts	Single	New	Whole	Tools and Equipment	75435500102	cr	30 000,00	Formal FQ Process	02/09/2020	23/09/2020	14/10/2020
Vote 5 - Community Services	5.12 - Holiday Resorts	Multi	Upgrade	6,7	Replace Cupboards of chalets at Beach Resorts	75435280103	cr	50 000,00	Formal FQ Process	04/08/2020	14/08/2020	19/08/2020
Vote 5 - Community Services	5.12 - Holiday Resorts	Single	New	Whole	Furniture & Equipment - Resort Halls	75435490102	cr	50 000,00	Formal FQ Process	17/06/2020	22/06/2020	15/07/2020
Vote 5 - Community Services	5.12 - Holiday Resorts	Single	Renewal	6,7	Furniture & Equipment - Holiday Resorts	75435280102	cr	100 000,00	Formal FQ Process	17/06/2020	22/06/2020	15/07/2020
Vote 5 - Community Services	5.12 - Holiday Resorts	multi	New	Ward 7	Paving at seaview houses	75435290105	cr	100 000,00	Formal FQ Process	06/10/2020	22/10/2020	04/11/2020
Vote 5 - Community Services	5.12 - Holiday Resorts	multi	New	Ward 7	Floor and Wall tiles	75435290108	cr	150 000,00	Formal FQ Process	04/08/2020	14/08/2020	19/08/2020
Vote 5 - Community Services	5.2 - Libraries and Archives	Single	New	Ward 3 & 6 (Goedverwach)	People Counter	75201490101	cr	20 000,00	Three quotations	02/09/2020	23/09/2020	14/10/2020
Vote 5 - Community Services	5.2 - Libraries and Archives	Single	Renewal	Whole	Shelves/Tables/Office furniture for libraries	75201490802	pawk	50 000,00	Formal FQ Process	02/09/2020	23/09/2020	14/10/2020
Vote 5 - Community Services	5.2 - Libraries and Archives	Single	Renewal	Whole	Airconditioners	75201160801	pawk	50 000,00	Formal FQ Process	05/08/2020	08/08/2020	14/10/2020
Vote 5 - Community Services	5.2 - Libraries and Archives	Single	New	Ward 3	Fencing Piketberg Library	75201160101	cr	80 000,00	Formal FQ Process	12/05/2020	28/05/2020	08/07/2020
Vote 5 - Community Services	5.2 - Libraries and Archives	Single	Renewal	Whole	Replacement of photocopiers	75201490801	pawk	100 000,00	Formal FQ Process	04/08/2020	14/08/2020	19/08/2020
Vote 5 - Community Services	5.10 - Sports Grounds and Stadiums	Single	New	1-7	Furniture & Equipment - Sport Facilities and Swimming	75432490102	cr	10 000,00	Three quotations	04/08/2020	14/08/2020	19/08/2020
Vote 5 - Community Services	5.10 - Sports Grounds and Stadiums	Single	New	Ward 4	Pitch Covers (PB)	75432290107	cr	30 000,00	Formal FQ Process	04/08/2020	14/08/2020	19/08/2020
Vote 5 - Community Services	5.10 - Sports Grounds and Stadiums	Single	New	Ward 7	Construction of Jukskei	75432290110	cr	30 000,00	Formal FQ Process	18/01/2021	29/01/2021	10/02/2021
Vote 5 - Community Services	5.10 - Sports Grounds and Stadiums	multi	New	1-7	Tools	75432500101	cr	50 000,00	Formal FQ Process	23/06/2020	8/7/2020	15/07/2020
Vote 5 - Community Services	5.10 - Sports Grounds and Stadiums	Single	Upgrade	6	Upgrade of New Buildings (Goldsmid Sportveld)	75432290104	cr	100 000,00	Formal FQ Process	02/09/2020	23/09/2020	14/10/2020
Vote 5 - Community Services	5.10 - Sports Grounds and Stadiums	Single	New	Ward 7	Irrigation Pumps	75432290108	cr	100 000,00	Formal FQ Process	13/07/2020	28/07/2020	05/08/2020
Vote 5 - Community Services	5.10 - Sports Grounds and Stadiums	Single	Upgrade	1-7	Upgrading of Buildings	75432290105	cr	150 000,00	Formal FQ Process	04/08/2020	14/08/2020	19/08/2020

Vote	Sub-Vote Schedule A	Multi/Single year expenditure	New vs Renewal vs Upgrade	WYK	PROJECT_OWN_DESCRIPTION	New VESTAVoteNumber	FUNDING	AMOUNT	Type of Procurement	Date of Specifications	Date of Evaluation	Date of award
Vote 5 - Community Services	5.10 - Sports Grounds and Stadiums	Single	Upgrade	Ward 7	Construction of Tennis Courts	75432290111	cr	150 000,00	Formal FQ Process	04/08/2020	14/08/2020	19/08/2020
Vote 5 - Community Services	5.10 - Sports Grounds and Stadiums	Single	New	Ward 7	Rollers (VD)	75432290106	cr	200 000,00	Formal FQ Process	04/08/2020	14/08/2020	19/08/2020
Vote 5 - Community Services	5.10 - Sports Grounds and Stadiums	Single	New	Ward 3	Fencing Rhino Park	75432290112	cr	500 000,00	Formal Tender	12/05/2020	28/05/2020	08/07/2020
Vote 5 - Community Services	5.11 - Swimming Pools	Multi	Renewal	Whole	Replace pumps at swimmig pools	75433290102	cr	50 000,00	Formal FQ Process	13/07/2020	28/07/2020	05/08/2020
Vote 5 - Community Services	5.11 - Swimming Pools	Single	Renewal	Whole	Swimming Pool Renewals	75433290201	el	500 000,00	Formal Tender	13/07/2020	28/07/2020	05/08/2020
Vote 5 - Community Services	5.7 - Traffic Control	multi	New	Whole of the Municipality	Fire Arms	75371500105	cr	15 000,00	Three quotations	04/08/2020	14/08/2020	19/08/2020
Vote 5 - Community Services	5.7 - Traffic Control	multi	New	Whole of the Municipality	Riot Gear	75371500106	cr	20 000,00	Three quotations	04/08/2020	14/08/2020	19/08/2020
Vote 5 - Community Services	5.7 - Traffic Control	multi	New	Whole of the Municipality	Bullet Proof Vests	75371500107	cr	20 000,00	Three quotations	04/08/2020	14/08/2020	19/08/2020
Vote 5 - Community Services	5.7 - Traffic Control	Single	Renewal	Whole	Furniture & Equipment - Traffic Department	75371490101	cr	30 000,00	Formal FQ Process	17/06/2020	22/06/2020	15/07/2020
Vote 5 - Community Services	5.7 - Traffic Control	Single	New	Ward 7	Animal Trailer	75371510101	cr	40 000,00	Formal FQ Process	6/05/2020	19/05/2020	08/07/2020
Vote 5 - Community Services	5.7 - Traffic Control	Single	New	Ward 3	Motorcycle Test Apparatus	75371500108	cr	50 000,00	Formal FQ Process	23/06/2020	8/7/2020	15/07/2020
Vote 5 - Community Services	5.7 - Traffic Control	single	New	Whole	New Traffic Vehicles	75371510201	el	500 000,00	Formal Tender	06/10/2020	22/10/2020	04/11/2020
Vote 5 - Community Services	5.7 - Traffic Control	multi	New	Whole of the Municipality	Surveillance Cameras	75371500201	el	500 000,00	Formal Tender	02/09/2020	23/09/2020	14/10/2020
TOTAL								40 816 196,00				