

OVERSTRAND MUNICIPALITY



DRAFT BUDGET REPORT

2019/2020

2019/20 TO 2021/22
MEDIUM TERM REVENUE AND EXPENDITURE
FORECASTS

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Table of Contents

PART 1 – ANNUAL BUDGET	1
1.1 MAYOR’S REPORT.....	1
1.2 COUNCIL RESOLUTION.....	1
1.3 EXECUTIVE SUMMARY	2
1.4 OPERATING REVENUE FRAMEWORK	5
1.5 OPERATING EXPENDITURE FRAMEWORK.....	19
1.6 CAPITAL EXPENDITURE	24
1.7 ANNUAL BUDGET TABLES.....	25
2 PART 2 – SUPPORTING DOCUMENTATION	48
2.1 OVERVIEW OF THE ANNUAL BUDGET PROCESS.....	48
2.2 OVERVIEW OF ALIGNMENT OF ANNUAL BUDGET WITH IDP	51
2.3 MEASURABLE PERFORMANCE OBJECTIVES AND INDICATORS	54
2.4 OVERVIEW OF BUDGET RELATED-POLICIES	62
2.5 OVERVIEW OF BUDGET ASSUMPTIONS	64
2.6 OVERVIEW OF BUDGET FUNDING	65
2.7 EXPENDITURE ON GRANTS AND RECONCILIATIONS OF UNSPENT FUNDS	77
2.8 COUNCILLOR AND EMPLOYEE BENEFITS.....	79
2.9 MONTHLY TARGETS FOR REVENUE, EXPENDITURE AND CASH FLOW .../.....	81
2.10 ANNUAL BUDGETS AND SDBIP.....	88
2.11 CONTRACTS HAVING FUTURE BUDGETARY IMPLICATIONS.....	88
2.12 CAPITAL EXPENDITURE DETAILS	88
2.13 LEGISLATION COMPLIANCE STATUS.....	99
2.14 OTHER SUPPORTING DOCUMENTS.....	100
2.15 MUNICIPAL MANAGER’S QUALITY CERTIFICATE.....	114

List of Tables

Table 1 Consolidated Overview of the 2019/20 MTREF.....	4
Table 2 Summary of revenue classified by main revenue source	6
Table 3 Percentage growth in revenue by main revenue source.....	7
Table 4 Operating Transfers and Grant Receipts.....	8
Table 5 Costing of services	9
Table 6 Comparison of proposed rates to be levied for the 2019/20 financial year	12
Table 7 Comparison between current water charges and increases (Domestic).....	13
Table 8 Comparison between current electricity charges and increases (Domestic)	14
Table 9 Comparison between current sanitation charges and increases (Domestic)	15
Table 10 Comparison between current waste removal fees and increases (Domestic)	16
Table 11 MBRR Table SA14 – Household bills	18
Table 12 Summary of operating expenditure by functional classification item.....	19
Table 13 Operational repairs and maintenance	22
Table 14 Repairs and maintenance per asset class	22
Table 15 MBRR Table SA21 – Transfers and grants made by the municipality.....	23
Table 16 2019/20 Medium-term capital budget per vote.....	24
Table 17 MBRR Table A1 - Budget Summary.....	26
Table 18 MBRR Table A2 - Budgeted Financial Performance (revenue and expenditure by functional classification)	28

Table 19 MBRR Table A3 - Budgeted Financial Performance (revenue and expenditure by municipal vote)	30
Table 20 MBRR Table A4 - Budgeted Financial Performance (revenue and expenditure).....	32
Table 21 MBRR Table A5 - Budgeted Capital Expenditure by vote, functional classification and funding source	34
Table 22 MBRR Table A6 - Budgeted Financial Position.....	36
Table 23 MBRR Table A7 - Budgeted Cash Flow Statement.....	38
Table 24 MBRR Table A8 - Cash Backed Reserves/Accumulated Surplus Reconciliation.....	40
Table 25 MBRR Table A9 - Asset Management	42
Table 26 MBRR Table A10 - Basic Service Delivery Measurement.....	46
Table 27 IDP Strategic Objectives.....	52
Table 28 MBRR Table SA4 - Reconciliation between the IDP strategic objectives and budgeted revenue ...	54
Table 29 MBRR Table SA5 - Reconciliation between the IDP strategic objectives and budgeted operating expenditure	54
Table 30 MBRR Table SA6 - Reconciliation between the IDP strategic objectives and budgeted capital expenditure	54
Table 31 MBRR Table SA7 - Measurable performance objectives	56
Table 32 MBRR Table SA8 - Performance indicators and benchmarks	59
Table 33 Breakdown of the operating revenue over the medium-term.....	66
Table 34 Proposed tariff increases for 2019/20	67
Table 35 MBRR SA15 – Detail Investment Information.....	68
Table 36 MBRR SA16 – Investment particulars by maturity.....	68
Table 37 Sources of capital revenue over the MTREF	68
Table 38 MBRR Table SA18 - Capital transfers and grant receipts.....	69
Table 39 MBRR Table SA17 - Detail of borrowings.....	70
Table 40 MBRR Table A7 - Budgeted cash flow statement	71
Table 41 MBRR Table A8 - Cash backed reserves/accumulated surplus reconciliation.....	72
Table 42 MBRR SA10 – Funding compliance measurement.....	74
Table 43 MBRR SA19 - Expenditure on transfers and grant programmes	77
Table 44 MBRR SA 20 - Reconciliation between of transfers, grant receipts and unspent funds	78
Table 45 MBRR SA22 - Summary of councillor and staff benefits.....	79
Table 46 MBRR SA23 - Salaries, allowances and benefits (political office bearers/councillors/senior managers).....	80
Table 47 MBRR SA24 – Summary of personnel numbers.....	81
Table 48 MBRR SA25 - Budgeted monthly revenue and expenditure.....	82
Table 49 MBRR SA26 - Budgeted monthly revenue and expenditure (municipal vote)	83
Table 50 MBRR SA27 - Budgeted monthly revenue and expenditure (functional classification)	84
Table 51 MBRR SA28 - Budgeted monthly capital expenditure (municipal vote).....	85
Table 52 MBRR SA29 - Budgeted monthly capital expenditure (functional classification).....	86
Table 53 MBRR SA30 - Budgeted monthly cash flow	87
Table 54 MBRR SA 34a - Capital expenditure on new assets by asset class.....	89
Table 55 MBRR SA34b - Capital expenditure on the renewal of existing assets by asset class	90
Table 56 MBRR SA34c - Repairs and maintenance expenditure by asset class	91
Table 57 MBRR SA34d – Depreciation by asset class	92
Table 58 MBRR SA34e - Capital expenditure on the upgrading of existing assets by asset class	93
Table 59 MBRR SA35 - Future financial implications of the capital budget.....	93
Table 60 MBRR SA36 - Detailed capital budget per municipal vote.....	94
Table 61 MBRR SA37 - Projects delayed from previous financial year.....	98

Table 62 MBRR Table SA1 - Supporting detail to budgeted financial performance	100
Table 63 MBRR Table SA2 – Matrix financial performance budget (revenue source/expenditure type and department)	103
Table 64 MBRR Table SA3 – Supporting detail to Statement of Financial Position	104
Table 65 MBRR Table SA9 – Social, economic and demographic statistics and assumptions	105
Table 66 MBRR SA11 – Property rates summary	106
Table 67 MBRR SA12a – Property rates by category (current year)	107
Table 68 MBRR SA12b – Property rates by category (budget year).....	108
Table 69 MBRR SA13a – Service tariffs by category	109
Table 70 MBRR SA13b – Service tariffs by category (explanatory)	110
Table 71 MBRR SA32 – List of external mechanisms.....	111
Table 72 MBRR SA38 – Consolidated detailed operational projects.....	112
Table 73 MBRR SA33 – Contracts having future budgetary implications.....	113

List of Figures

Figure 1 Main operational expenditure categories for the 2019/20 financial year	21
Figure 2 Capital Infrastructure Programme.....	25
Figure 3 Expenditure by major type	33
Figure 4 Depreciation in relation to repairs and maintenance over the MTREF.....	45
Figure 5 Planning, budgeting and reporting cycle	55
Figure 6 Definition of performance information concepts	56
Figure 7 Breakdown of operating revenue over the 2019/20 MTREF.....	66
Figure 8 Sources of capital revenue for the 2019/20 financial year	69
Figure 9 Growth in outstanding borrowing (long-term liabilities)	70
Figure 10 Cash and cash equivalents / Cash backed reserves and accumulated funds	73

List of Annexures

Annexure A	Draft Budget Schedules A1-10
Annexure B	A1 Schedule mSCOA Version 6.3 (30 Jan 2019) & A2 Budget regulation charts
Annexure C	Tariffs
Annexure D	Basket of tariffs
Annexure E	Capital projects, Ward Specific Projects & Housing Programme
Annexure F	Service Delivery Standards
Annexure G	Water Quality
Annexure H	NT Budget Circular 93 & 94, PT Circular 7 of 2019, Cost Containment Measures and NT Financial ratios and norms
Annexure I	mSCOA Regulations & Implementation
Annexure J	Draft Procurement Plan
Annexure K	Draft Budget Related Policies

Abbreviations and Acronyms

ACIP	Accelerated Community Infrastructure Programme	mSCOA	Municipal Standard Chart of Accounts
BSC	Budget Steering Committee	MEC	Member of the Executive Committee
CAPEX	Capital Budget/Expenditure	MFMA	Municipal Finance Management Act
CBD	Central Business District	MIG	Municipal Infrastructure Grant
CFO	Chief Financial Officer	MM	Municipal Manager
CPI	Consumer Price Index	MMC	Member of Mayoral Committee
CSD	Central Supplier Database	MPRA	Municipal Properties Rates Act
DBSA	Development Bank of South Africa	MSA	Municipal Systems Act
DoRA	Division of Revenue Act	MTEF	Medium-term Expenditure Framework
DWA	Department of Water Affairs	MTREF	Medium-term Revenue and Expenditure Framework
EE	Employment Equity	NERSA	National Electricity Regulator of South Africa
EEDSM	Energy Efficiency Demand Side Management	NGO	Non-Governmental organisations
EM	Executive Mayor	NKPIs	National Key Performance Indicators
FBS	Free basic services	NT	National Treasury
GAMAP	Generally Accepted Municipal Accounting Practice	OHS	Occupational Health and Safety
GDP	Gross domestic product	OP	Operational Plan
GFS	Government Financial Statistics	OPEX	Operating Budget/Expenditure
GRAP	General Recognised Accounting Practice	OMAF	Overstrand Municipal Advisory Forum
HR	Human Resources	PBO	Public Benefit Organisations
IDP	Integrated Development Plan	PMS	Performance Management System
ICT	Information & Communication Technology	PPE	Property Plant and Equipment
kℓ	kilolitre	PPP	Public Private Partnership
km	kilometre	PT	Provincial Treasury
KPA	Key Performance Area	RG	Restructuring Grant
KPI	Key Performance Indicator	SALGA	South African Local Government Association
kWh	kilowatt	SDBIP	Service Delivery & Budget Implementation Plan
ℓ	litre	SMME	Small Micro and Medium Enterprises
LED	Local Economic Development	WCPT	Western Cape Provincial Treasury

FOREWORD

OMAF - 28 FEBRUARY 2019

SPEECH OF THE EXECUTIVE MAYOR: ALD DUDLEY COETZEE

Previously I mentioned that we are constantly faced with the challenging task of balancing the cost of providing basic services to the residents of the Overstrand, as well as tourists to our area, with the income we are able to generate from these services.

This year is no different in that respect. However this year the restoration of the damage to infrastructure following the devastating fires that ravage the Overstrand, the civil unrest of 2018 and the present state of our Countries economy make our challenge even greater.

It is projected that inflation during the current financial year will reach 5,3% and increase to 5,6% during the next financial year. It is against this background that we have had to prepare the 2019/2020 Draft Budget.

A further challenge that we are again faced with is the above inflation salary increase government approved for Municipal employees. When the notch increases, which average 2% and other allowances are added to the 6,2% salary adjustment, the increase is closer to 8.2% p.a. for three years.

The *hospitality industry again* reported having experienced a *very good* December/ January *season*, including Hermanus, despite the affect that the civil unrest experienced during 2018 had businesses in Hermanus.

With the CPI at 5,3% and projected to reach 5,6% next year the directive from the politicians to the administration has been *to limit increases in those services that we can control to 5.7%* in the 2017/2018 Draft Budget.

The rebate on property rates offered to persons over the age of 60 remains unchanged. The parking tariffs in the Hermanus CBD remain unchanged for the 2019/2020 financial year.

Calculating the sewerage charge for water borne sewerage on 70% of potable water consumed with a cap of 35 kl also remains unchanged.

In preparing this draft budget we have continued to move towards ensuring that our basic charges cover the cost of providing the service and that the tariff covers the usage. Water, sewerage and refuse meet this criteria. The cost of providing Electricity is still subsidized by the consumption tariff

NERSA have requested a 15% increase in the electricity tariff charged by ESKOM to municipalities. For the purpose of compiling this Draft Budget we have assumed an increase of 15% in the tariff for electricity charged by ESKOM to municipalities.

In line with our strategy that the basic charge for a service should cover the cost of providing the service, the basic charge for electricity increases by 17.5% and the unit charge has been increased by 14% for the first 350kwh, 14.5% for 351-600kwh and 15% above 600kwh. This results in a cost increase of about 15% for all domestic electricity users based on a 15% increase requested by ESKOM.

It is proposed to increase Property Rates across the board by 5,7%. The tariff for sewerage and water also increase by 5.7%.

The exception here is the tariff for 0 – 6kℓ of water which increases by 11,5% or an increase of R3.46 per month. This is in line with a National Treasury directive that the level and structure of water tariffs are to be fully cost reflective. At present the cost of providing water is around R23.40 per kℓ excluding VAT.

The tariff for refuse removal unfortunately increases by 12.86% to cover the cost of a new refuse cell at Karwyderskraal, as well as moving the Hermanus Refuse Transfer site.

Sundry tariffs increased by 5,7%. The cost of A4 photo copies remains unchanged to make it affordable for learners to make copies of documents. The building plan fee for alterations of less than 80m² in Government a subsidised housing scheme has been reduced from R463 to R250.

Alderman Dudley Coetzee
Executive Mayor: Overstrand
28 February 2019

Part 1 – Annual Budget

1.1 Mayor's Report

The Executive Mayor delivers his Budget speech with the tabling of the final budget for approval. A copy of the speech will be included thereafter.

The second review of the current new generation 5 year IDP and draft SDBIP will also be tabled during the Council meeting.

1.2 Council Resolution

The following is the resolution that will be considered for the approval and adoption of the annual budget for 2019/2020:

RECOMMENDATION TO THE COUNCIL:

1. that in terms of section 24 of the Municipal Finance Management Act, (Act 56 of 2003) the annual budget of the Overstrand Municipality for the 2019/20 to 2021/22 MTREF (Medium Term Revenue and Expenditure Framework) period **be approved** as set out in the following schedules:

- Schedule 1:** Budgeted financial performance (revenue & expenditure by municipal vote)
- Schedule 2:** Budgeted financial performance (revenue by source & expenditure by type)
- Schedule 3:** Budgeted single & multi-year capital appropriations by functional classification (vote) and associated funding by source
- Schedule 4:** Budgeted financial position
- Schedule 5:** Budgeted cash flow
- Schedule 6:** Cash backed reserves and accumulated surplus reconciliation
- Schedule 7:** Asset management
- Schedule 8:** Basic service delivery measurement

2. that in terms of section 75A of the Local Government: Municipal Systems Act (Act 32 of 2000) the property rates reflected in **Annexure A, be imposed** for the budget year 2019/20;
3. that in terms of section 75A of the Local Government: Municipal Systems Act (Act 32 of 2000) tariffs and charges reflected in **Annexure A, be approved** for the budget year 2019/20;
4. that the Municipal Manager be authorised to sign all necessary agreements and documents to give effect to the 2nd draw down of the proposed three year borrowing programme for external loans amounting to R54 million per year, as well as for the loan of R20.3m for the Hermanus Waste Management Facility;
5. that the following schedules be noted:

- Schedule 9:** Budgeted financial performance (Rev. & Exp. by functional classification)
- Schedule 10:** Budgeted capital appropriations by municipal vote

6. that **cognisance be taken** of the letters of comment received from the community and the LG MTEC 3 Assessment Report by Provincial Treasury and the Provincial Department of Local Government, included in Annexure K & L respectively of the budget report; and
7. that **cognisance be taken** of the 2019/2020 Budget Report.

1.3 Executive Summary

The application of sound financial management principles for the compilation of the Municipality's financial plan is essential and critical to ensure that the Municipality remains financially viable and that municipal services are provided sustainable, economically and equitably to all communities.

The Municipality's business and service delivery priorities were reviewed as part of this year's planning and budget process. Where appropriate, funds were transferred from low- to high-priority programmes so as to maintain sound financial stewardship. A critical review was also undertaken of expenditure with regards to cost containment measures, non-core and 'nice to have' items.

The Municipality has undertaken various customer care initiatives to ensure that the municipality truly involves all citizens in the process of ensuring a people lead government. Encouragement of structured community participation in the matters of the municipality is a strategic objective.

Important to note that the context of the 2019/20 budget must be considered in view of a considerable challenging 2018/19 year with regard to provision of emergency housing and related basic service rendering in this regard, as well as providing for expenditure related to the devastating wild fires experienced during January 2019. Both these instances were addressed from a budgetary provision perspective in tabling adjustments budgets for unforeseen and unavoidable expenditure as announced by the Executive Mayor in Council on the two respective occasions.

A Provincial Disaster Management Grant allocation of R5m in support, to some extent, of expenditure incurred, has been included as Revenue with the fire truck destroyed during the fires still to be included as a capital budget item for 2019/20.

Also noteworthy that the municipality has expanded on implementation of Repairs and Maintenance allocated as projects in terms of the mSCOA version 6.3, which distorted the year-on-year comparative figures. This is also applicable on Contracted Services. These allocations are guided by the respective owner departments.

The publishing of the Municipal Regulations on the Standard chart of Accounts (mSCOA) on 22 April 2014 has had a profound effect on the business of local government. This reform is not limited to a financial reform, but a business reform as a whole. It is the largest reform since the promulgation of the Municipal Finance Management Act in 2003. The mSCOA regulations took effect on 1 July 2017 and therefore this budget has been compiled to adhere to the regulations.

The following are extracts from the preamble to the regulations:

"Section 216 of the Constitution of the Republic of South Africa, 1996, provides that national legislation must prescribe measures to ensure transparency and expenditure control in each sphere of government by introducing generally recognised accounting practice, uniform expenditure classifications and uniform treasury norms and standards." "These Regulations propose segments and a classification framework for the standard chart of accounts to be applied in local government in similar form to that implemented for national and provincial government departments. In order to enable the National Treasury to provide consolidated local government information for incorporation in national accounts, national policy and other purposes, it must obtain financial information from individual municipalities."

The regulations contain amongst others, segment and classification framework for mSCOA, minimum business process and system requirements and responsibilities of municipal councils and accounting officers.

The segments classification consists of the following:

Funding segment – This segment relates to the various sources of funding available to municipalities and municipal entities for financing expenditure relating to the operation of the municipality and provides for both capital and operational spending.

Function segment - This segment provides for the classification of the transaction according to the function or service delivery objective and provides for the standardisation of functions and sub-functions across local government.

Municipal Functional classification Segment - This segment provides for the organisational structure and functionality of an individual municipality, which is not prescribed.

Project Segment - This segment provides for the classification of capital and operating projects on the basis of whether it relates to a specific project and if so, the type of project.

Regional Indicator Segment - This segment identifies and assigns government expenditure to the lowest relevant geographical region within which the intended beneficiaries of the service or capital investment are located.

Item Segment - This segment provides for the classification of item detail in the presentation of the financial position, performance and cash flow according to the nature of the transaction either as revenue, expenditure, asset, liability or net asset.

Costing Segment - This segment provides for a classification structure for secondary cost elements with reference to departmental charges, internal billing etc. and acts as a cost collector in determining inter alia total cost of services.

Overstrand municipality was identified as one of the official national pilot sites to early implement mSCOA and to pilot the Bytes SAMRAS system. This was first implemented for the 2015/2016 financial year and continued in 2016/17. The piloting stage ended 30 June 2017. A report regarding the status of implementation of mSCOA can be found in Annexure I of the budget documentation.

National Treasury issued MFMA Budget Circulars No. 93 & 94 for guidance for the compilation of the 2019/20 MTREF. A revised A Schedule – mSCOA Version 6.3 (Municipal annual budgets and MTREF & supporting tables) (30 January 2019) was also issued.

MFMA Circular No. 82 (updated November 2016) relating to direction and guidance regarding Cost Containment Measures was issued. National Treasury has since published Draft Regulations on Cost Containment Measures and the closing date for comments was 30 March 2018. The circular and draft regulations as well as the status relating to cost containment measures are included in Annexure H to this report.

The Western Cape Provincial Treasury has issued Circular No. 7 of 2019 regarding budget related matters and the proposed LG MTEC Budget & IDP engagements.

The main challenges experienced during the compilation of the 2019/20 MTREF can be summarised as follows:

- The on-going difficulties in the national and local economy;
- Ever aging water, roads, sewage and electricity infrastructure;
- Sustainable refuse disposal;
- The need to reprioritise projects and expenditure within the existing resource envelope;
- The cost of bulk electricity;
- Revenue recovery from cost reflective core municipal services;

- Wage increases for municipal staff that have exceeded headline consumer inflation in the past, as well as the need to restructure certain components for operational efficiencies;
- Affordability of capital projects and the operational expenditure associated with prior year's capital investments needed to be factored into the budget as part of the 2019/20 MTREF process; and
- Maintaining a positive cash flow.

The following budget principles and guidelines directly informed the compilation of the 2019/20 MTREF:

- The 2018/2019 Adjustments Budget priorities and targets, as well as the base line allocations contained in the Budget Circulars informed the upper limits for the new baselines for the 2019/20 annual budget;
- Service level standards were used to inform the measurable objectives, targets and any backlog eradication goals;
- Tariffs and property rates increases should aim to be affordable;
- Some price increases in the input costs of services are beyond the control of the municipality, for instance the cost of fuel, chemicals and electricity. In addition, tariffs need to remain or move towards being cost reflective, and should take into account the need to address infrastructure maintenance and backlogs;
- 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 cost saving measures were applied:
 - The principle of a minimal increase in non-core general expenses unless valid motivations such as contractual inflation adjustments dictate.
 - Cost containment measures referred to in Circular 82 of 30 March 2016 (updated in November 2016) are reported in Annexure H (Budget Circulars)

In view of the aforementioned, the following table is a consolidated overview of the proposed 2019/20 Medium-term Revenue and Expenditure Framework:

Table 1 Consolidated Overview of the 2019/20 MTREF

(a) Total Revenue (including capital grants)

R thousand	Budget Year 2018/19	Budget Year 2019/20	Budget Year +1 2020/21	Budget Year +2 2021/22			
Revenue	1 149 370	1 227 597	1 310 323	1 461 306		6.8%	6.7%
Expenditure	1 154 476	1 247 901	1 343 380	1 432 564		8.1%	7.7%
Surplus / (Deficit)	(5 106)	(20 304)	(33 056)	28 742			11.5%
Capital	174 748	232 206	138 164	154 324		32.9%	-40.5%
							11.7%

(b) Total Revenue (excluding capital grants)

R thousand	Budget Year 2018/19	Budget Year 2019/20	Budget Year +1 2020/21	Budget Year +2 2021/22			
Revenue	1 083 298	1 167 263	1 268 160	1 392 313		7.8%	8.6%
Expenditure	1 154 476	1 247 901	1 343 380	1 432 564		8.1%	7.7%
Surplus / (Deficit)	(71 179)	(80 639)	(75 220)	(40 251)			9.8%
Capital	174 748	232 206	138 164	154 324		32.9%	-40.5%
							11.7%

Total revenue (including capital grants) to expenditure (Table 1a) indicates varying surplus/deficits over the 2019/20 MTREF due to fluctuations in capital grant funding.

Total operating revenue (Table 1a) indicates an increase in revenue of 6,8 per cent for the 2019/20 financial year when compared to the 2018/2019 Adjustments Budget. For the two outer years, operational revenue will increase by 6,7 and 11,5 per cent respectively. The fluctuations of revenue in Table 1(a) are informed mainly by the allocation of the Housing grant between operating (top structures) and capital (infrastructure) in the respective financial years.

Total operating expenditure for the 2019/20 financial year has been appropriated at R1,248bn and translates into a budgeted deficit of R80,6m (excluding capital grants) and a deficit of R20,3m (including capital grants). When compared to the 2018/2019 Adjustments Budget, operating expenditure has increased by 8,1 per cent in the 2019/20 budget and increases by 7,7 and 6,6 per cent for each of the respective outer years of the MTREF.

It should be noted that although the 2019/2020 operational budget and indicative years indicate budgeted deficits (Table 1b), this does not reflect the actual cash position. This phenomenon will continue for the foreseeable future. These circumstances arose as the result of the implementation of GRAP, with special reference to GRAP 17 (Property, Plant and Equipment-PPE). The asset value before depreciation is in excess of R5,5 billion, which relates to substantially high depreciation charges. Although accurately reflecting asset value, the cost of a substantial portion of these assets had been fully redeemed previously, but the useful life of assets were extended as well as ever increasing assets funded by grants. The replacement thereof can thus not be recouped via current tariffs as this would lead to taxation in advance of need and no reserves may be established for these purposes. The principle of recovering actual cash costs during each financial period is adhered to.

The capital budget of R232,2m for 2019/20 is 32,9 per cent more when compared to the 2018/2019 Adjustments Budget. The increase is mainly due to roll-over projects amounting to R36,6m from the 2018/19 adjustments budget and the year-on-year fluctuation and allocation of the Housing grant between operating (top structures) and capital (services infrastructure). The increased own funding from surplus is due to cash generated from operations, which includes a further portion from land sales. Further projects from the proceeds of land sales were prioritised, subject to maintaining minimum financial sustainability levels. The capital programme decreases to R138,1m and increases to R154,3m in the outer years, which is above the estimated minimum of R100m required annually to sustain capital infrastructure. Own funding (new borrowings) is anticipated at R74,3m. New borrowings contribute to 32 % of the funding over the 2019/20 MTREF. Internally generated funds contributes 22,5 % and capital grants 26%. The balance relates to various sources of funded roll-over projects.

The Municipality had reached its planned outer borrowing limit of 60% of operational revenue in 2012. This was a result of much needed investment in infrastructure during the period from 2009 to 2012, after which the municipality embarked on a strategy to manage this rate down by at least 10% over a ten year period. In January 2014 National Treasury published the first norms and standards circular in which it recommended an upper limit of 45% to revenue. It is estimated that this rate would be at 44,5% and at the end of the 2019/20. The repayment of capital and interest (debt services costs) remains within the NT acceptable norm band. Consequently, the capital budget reflects an increase compared to the previous three years.

1.4 Operating Revenue Framework

For Overstrand to continue delivering and 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 the municipality. The reality is that we are faced with an increasing population (7th highest growth nationally as per the 2011 census), development backlogs and increasing poverty levels. 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 municipality's revenue strategy is built around the following key components:

- National Treasury's guidelines and macroeconomic policy;
- Growth in the Municipality and continued economic development;
- Efficient revenue management, which aims to maintain levels of above 99 per cent annual collection rates for property rates and other key service charges.;
- Electricity tariff increases for Eskom and the municipality, as approved by NERSA;
- Achievement of cost recovery of specific user charges and especially in relation to services;
- Determine tariff escalation rate by establishing the revenue requirement of each service;
- The municipality's Property Rates Policy approved in terms of the Municipal Property Rates Act, 2004 (Act 6 of 2004) (MPRA);
- Increased pressure to deliver and maintain services and recover costs;
- The municipality's Indigent Policy and rendering of free basic services; and
- Tariff policies of the Municipality.

In line with the formats prescribed by the Municipal Budget and Reporting Regulations, capital transfers and contributions are excluded from the operating statement, as inclusion of these revenue sources would distort the calculation of the operating surplus/deficit.

The VAT on property rates is levied at a rate of 0%.

Revenue generated from rates and services forms a significant percentage of the revenue basket for the Municipality. Rates and services revenues comprise 77,5% of the total operating revenue mix for 2019/20. For the 2018/2019 financial year, revenue from rates and services charges totals R859,7m. These change to R905,1m, R999m and R1,105bn in the respective financial years of the MTREF.

The following table is a summary of the 2019/20 MTREF (classified by main revenue source):

Table 2 Summary of revenue classified by main revenue source

Description	2015/16	2016/17	2017/18	Current Year 2018/19			2019/20 Medium Term Revenue & Expenditure Framework		
	Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2019/20	Budget Year +1 2020/21	Budget Year +2 2021/22
Revenue By Source									
Property rates	164 486	197 104	214 845	234 998	234 998	234 998	240 070	254 464	269 721
Service charges - electricity revenue	324 599	334 765	349 380	362 784	362 784	362 784	398 278	456 672	524 974
Service charges - water revenue	114 179	115 070	111 010	116 781	124 781	124 781	118 842	125 972	133 531
Service charges - sanitation revenue	72 651	66 890	72 064	73 164	76 164	76 164	77 810	82 479	87 427
Service charges - refuse revenue	61 689	54 389	57 741	60 990	60 990	60 990	70 121	79 413	89 945
Rental of facilities and equipment	9 915	11 613	12 324	3 679	3 679	3 679	3 515	3 708	3 921
Interest earned - external investments	12 209	20 347	30 285	21 001	29 201	29 201	28 000	29 680	31 461
Interest earned - outstanding debtors	2 735	2 671	3 022	3 700	3 705	3 705	4 151	4 400	4 664
Fines, penalties and forfeits	21 682	38 715	32 500	34 965	30 165	30 165	27 317	28 950	30 682
Licences and permits	2 423	2 525	2 527	2 447	2 447	2 447	2 329	2 450	2 578
Agency services	3 211	3 480	4 149	3 726	4 526	4 526	4 726	5 008	5 307
Transfers and subsidies	103 629	114 411	116 421	130 566	118 186	118 186	156 555	157 468	168 542
Other revenue	29 653	34 706	38 895	31 427	31 672	31 672	35 549	37 496	39 560
Gains on disposal of PPE	7 631	6 242	28 077						
Total Revenue (excluding capital transfers and contributions)	930 691	1 002 928	1 073 241	1 080 228	1 083 298	1 083 298	1 167 263	1 268 160	1 392 313

Table 3 Percentage growth in revenue by main revenue source

Description R thousand	Current Year 2018/19	2019/20 Medium Term Revenue & Expenditure Framework					
		Budget Year 2019/20		Budget Year +1 2020/21		Budget Year +2 2021/22	
Revenue By Source							
Property rates	234 998	240 070	2.16%	254 464	6.00%	269 721	6.00%
Service charges - electricity revenue	362 784	398 278	9.78%	456 672	14.66%	524 974	14.96%
Service charges - water revenue	124 781	118 842	-4.76%	125 972	6.00%	133 531	6.00%
Service charges - sanitation revenue	76 164	77 810	2.16%	82 479	6.00%	87 427	6.00%
Service charges - refuse revenue	60 990	70 121	14.97%	79 413	13.25%	89 945	13.26%
Service charges - other							
Rental of facilities and equipment	3 679	3 515	-4.46%	3 708	5.47%	3 921	5.75%
Interest earned - external investments	29 201	28 000	-4.11%	29 680	6.00%	31 461	6.00%
Interest earned - outstanding debtors	3 705	4 151	12.03%	4 400	6.00%	4 664	6.00%
Fines	30 165	27 317	-9.44%	28 950	5.98%	30 682	5.98%
Licences and permits	2 447	2 329	-4.82%	2 450	5.19%	2 578	5.23%
Agency services	4 526	4 726	4.42%	5 008	5.97%	5 307	5.97%
Transfers recognised - operational	118 186	156 555	32.47%	157 468	0.58%	168 542	7.03%
Other revenue	31 672	35 549	12.24%	37 496	5.48%	39 560	5.51%
Gains on disposal of PPE							
Total Revenue (excluding capital transfers and contributions)	1 083 298	1 167 263	7.75%	1 268 160	8.64%	1 392 313	9.79%

The above table, relating to percentage increases for the different revenue categories, could reflect percentage changes that are not consistent with the annual tariff increases. This would be due to the baseline for 2018/19 and the subsequent adjustments budget and further reclassifications of revenue categories relating to mSCOA. The determination of proposed revenue for 2019/20 has been based on the current statistics available, limited growth and a conservative approach.

After collective service charges, property rates are the second largest revenue source. The third largest source is operational grants from national and provincial government, which is showing growth over the MTREF. This is followed by interest on investments, fines and 'other revenue' which consists of various items such as revenue received from permits and licenses, building plan fees, connection fees, advertisement fees etc. Departments delivering these services have been urged to review the tariffs of these items on an annual basis to ensure they are cost reflective.

Operating grants and transfers total R156,2m in the 2019/20 financial year. This increases in the outer years to R157,1 in 2020/21 and R168,2 in 2021/22 respectively, of the MTREF. Fluctuations may occur due to housing grant allocations and the splitting thereof between operating and capital budgets. The housing allocation for the building of top structures for housing development amounts to R84,7m over the MTREF. Equitable share increases over the 3 year MTREF period, from the current 2018/19 adjustments budget by 35% in terms of the equitable share formula, after the release of the 2011 census figures, as a result of the population growth in the Overstrand area.

The following table gives a breakdown of the various operating grants and subsidies allocated to the municipality over the medium term:

Table 4 Operating Transfers and Grant Receipts

Description R thousand	2015/16	2016/17	2017/18	Current Year 2018/19			2019/20 Medium Term Revenue & Expenditure Framework		
	Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2019/20	Budget Year +1 2020/21	Budget Year +2 2021/22
RECEIPTS:									
Operating Transfers and Grants									
National Government:	67 709	76 347	88 073	99 544	99 544	99 544	110 882	119 084	131 278
Local Government Equitable Share	64 598	72 950	84 223	96 068	96 068	96 068	106 697	117 534	129 728
Finance Management	1 450	1 475	1 550	1 550	1 550	1 550	1 550	1 550	1 550
EPWP Incentive	1 661	1 922	2 300	1 926	1 926	1 926	2 635		
Provincial Government:	35 118	41 312	38 766	30 731	12 429	12 429	45 348	38 059	36 939
Human Settlements Development Grant	29 425	35 101	31 171	23 633	5 133	5 133	30 175	28 213	26 360
Library Services Grant	5 307	5 889	7 006	6 147	6 147	6 147	7 287	7 502	7 915
Financial Management Capacity Building Grant			240	360	360	360	380		
Community Development Workers Operational Support Grant	72	75	74	74	–	–			
Maintenance & Constuction of Transport Infrastructure	114	137	139	137	137	137	126	144	144
Western Cape Financial Management Support Grant				280	280	280	280		
Local Government Internship Grant		60	66		72	72			
Greenest Municipality Competition		50	70						
Municipal Service Delivery & Capacity Building Grant					200	200			
Thusong Service Centre	200			100	100	100	100		100
Resourcing Funding for Establishment & Support of a K9 Unit							2 000	2 200	2 420
Disaster Management Grant							5 000		
Total Operating Transfers and Grants	102 827	117 659	126 839	130 275	111 973	111 973	156 230	157 143	168 217

Tariff-setting is a pivotal and strategic part of the compilation of any budget. When rates, tariffs and other charges were revised, local economic conditions, input costs and the affordability of services was taken into account to ensure the financial sustainability of the Municipality.

National Treasury continues to encourage municipalities to keep increases in rates, tariffs and other charges as low as possible. Inflation (CPI) is currently within the 3 to 6 per cent target band of the South African Reserve Bank's inflation targets (current inflation expectations for 2019 still indicated above 5 per cent-Bureau of Economic Research), with an increase in inflation over the 2019/20 MTREF. Municipalities should justify increases in excess of the 5,6 per cent projected inflation target as indicated in Municipal Budget Circular 93. Excessive increases are by nature fundamentally likely to be counterproductive, which could result in possible higher levels of non-payment.

The increase in property rates has been set at 5,7%. Property rates increases were below inflation over previous years before 2014/15. In the eight years prior to 2014/2015, the property rates tariff had only on two occasions challenged the annual inflation rate. Furthermore, average increases in water and sewage service charges are also set at 5,7%, with the exception of electricity and refuse tariffs and the first 6kl or water..

The percentage increases of Eskom bulk tariffs charged to municipalities has been set at 15,63% by NERSA. The tariff increases for municipal electricity tariffs are based on an estimated 15% for the electricity basket currently, still in anticipation of the NERSA guidelines for municipalities to be published.

The following table sets out the costing of services.

It should be noted that the revised budget presentation for the costing of services relating to FBS, in comparison with previous years' revenue accrual of subsidies for basic services to indigents, are now reflected as a reduction of revenue. The portion of the Equitable Share equal to the cost and revenue cost of FBS to indigents has since 1 July 2017 been reflected as revenue to the relevant

service. This is to ensure that the tariffs for these services are not unduly burdened as a result of the revised budget presentation.

Table 5 Costing of services

COSTING OF SERVICES	Original Budget 2018/2019	Original Budget 2019/2020
Service : ELECTRICITY		
Bulk Purchases	232 288 349	275 879 707
Contracted Services	2 499 915	3 516 647
Depreciation and Amortisation	25 315 495	25 389 635
Employee Related Cost	23 294 076	25 335 720
Interest, Dividends and Rent on Land	16 504 720	16 888 399
Inventory Consumed	4 467 397	5 387 015
Operational Cost	651 980	11 295 091
Costing: Overheads (Dept charges)	51 510 666	54 240 731
TOTAL EXPENDITURE	356 532 598	418 081 345
** INCOME		
** Ex Rev: Service Charges	-363 350 100	-396 272 716
** Ex Rev: Sales Goods Services	-2 355 800	-1 885 000
** Non-Ex Rev: Fine Penlt Fort	-160000	-130 000
** Cost Free Basic Services	-27 864 163	-33 656 038
TOTAL INCOME	-393 730 063	-431 943 754
(SURPLUS)/DEFICIT	-37 197 465	-13 862 409
	9.45%	3.21%
Service : WATER		
Contracted Services	45 089 861	48 761 354
Depreciation and Amortisation	27 481 426	27 518 895
Employee Related Cost	11 154 648	10 957 224
Interest, Dividends and Rent on Land	18 045 930	19 582 115
Inventory Consumed	3 189 722	3 480 924
Operational Cost	5 034 539	7 049 529
Debt Impairment & Bad Debt		148 400
Costing: Overheads (Dept charges)	15 166 410	15 955 064
TOTAL EXPENDITURE	125 162 536	133 453 505
** INCOME		
** Ex Rev: Service Charges	-115 330 600	-125 080 000
** Ex Rev: Sales Goods Services	-900 300	-870 100
** Non-Ex Rev: Fine Penlt Fort	-150 000	-50 000
** Cost Free Basic Services	-14 031 701	-14 234 391
TOTAL INCOME	-130 412 601	-140 234 491
(SURPLUS)/DEFICIT	-5 250 065	-6 780 986
	4.03%	4.84%

COSTING OF SERVICES		Original Budget 2018/2019	Original Budget 2019/2020
Service : WASTE WATER MANAGEMENT			
Contracted Services	17 843 042	19 949 359	
Depreciation and Amortisation	16 302 296	16 475 336	
Employee Related Cost	15 915 840	17 381 388	
Interest, Dividends and Rent on Land	10 201 330	11 400 824	
Inventory Consumed	3 837 423	3 769 819	
Operational Cost	1 165 997	1 275 041	
Costing: Overheads (Dept charges)	15 296 745	16 092 176	
TOTAL EXPENDITURE	80 562 673	86 492 343	
** INCOME			
** Ex Rev. Service Charges	-73 164 000	-77 800 000	
** Cost Free Basic Services	-13 386 311	-17 938 492	
TOTAL INCOME	-86 550 311	-95 748 492	
(SURPLUS)/DEFICIT	-5 987 638	-9 256 149	
	6.92%	9.67%	
Service : WASTE MANAGEMENT			
Contracted Services	24 149 649	31 457 360	
Depreciation and Amortisation	4 771 153	2 259 397	
Employee Related Cost	28 804 080	31 198 620	
Interest, Dividends and Rent on Land	788 070	1 687 926	
Inventory Consumed	2 799 827	2 879 025	
Operational Cost	4 506 221	631 831	
Debt Impairment & Bad Debt		148 400	
		3 913 572	
Costing: Overheads (Dept charges)	10 015 410	10 536 207	
TOTAL EXPENDITURE	75 834 410	84 712 338	
** INCOME			
** Ex Rev. Service Charges	-59 843 300	-70 120 600	
** Ex Rev. Sales Goods Services	-1 156 800	-21 100	
** Non-Ex Rev. Transfers Subsidy	-16 578 054	-18 219 957	
TOTAL INCOME	-77 578 154	-88 361 657	
(SURPLUS)/DEFICIT	-1 743 744	-3 649 319	
	2.25%	4.13%	
Notes:			
1. The Secondary costs (overheads) are consistent with previous allocations plus 5,3% inflation			

It must also be noted that the consumer price index, as measured by CPI, is not always an ideal indicator of the cost increases of goods and services relevant to municipalities. The basket of goods and services utilised for the calculation of the CPI consist of items such as food, accommodation, petrol and medical services, whereas the cost drivers of a municipality are informed by items such as the cost of remuneration, bulk purchases of electricity, chemicals, fuel etc. 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. Within this framework the Municipality has undertaken the tariff setting process relating to service charges as follows.

1.4.1 Property Rates

Property rates revenue should cover the cost of the provision of general community and support services. Determining the effective property rates 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 also prescribe the rate ratio for the non-residential categories, public service infrastructure and agricultural properties relative to residential properties.

The following stipulations in the Property Rates Policy are highlighted:

TARIFF CODE	CLASS TAX	TYPE OF PROPERTY	REBATE OR EXEMPTIONS
BUS	General Tax: Commercial	All business, industries, Bed and Breakfast and Guest Houses	No exemptions. Bed and Breakfast as well as Guesthouses can apply before 30 June for the following rebate on the <u>difference between Bus and Res. rate</u> : 1 -2 X lettable room: 100% 3 X lettable rooms: 75% 4 X lettable rooms: 50% 5 X lettable rooms: 25%
BUSO	General Tax: Tourism and recreational resorts outside the municipal urban areas	Hotels, Guest Houses, Cottages, Caravan parks and Holiday Resorts, Chalets	50% rebate on the tax applicable on commercial property in urban areas.
RES	General Tax: Residential properties within the municipal service areas	Single residential properties, Group housing, Retirement Villages, Flats, Sectional Schemes, small holdings not used for bona fide farming purposes	The first R15 000.00 of the rateable value of all residential properties is exempted from property tax. A further R35 000.00 of the rateable value is exempted in respect of all residential properties where a residential completion certificate has been issued and an additional rebate of 20% of the levy calculated on such properties, is granted. Rebate to qualifying property owners as indicated under "Other Rebate"
RESO	General Tax: Residential properties outside the municipal urban area	Single residential properties, Group housing, Retirement Villages, Flats, Sectional Schemes	50% of the tax applicable on residential property in urban areas. Rebate to qualifying property owners as indicated under "Other Rebate"

FARMS	General Tax: Farming Properties	Smallholdings used for bona fide farming purposes outside municipal service area	Agricultural purpose in relation to the use of a property, excludes the use of a property for the purpose of ecotourism or for the trading in or hunting of game.
FARMS	Conservation land	Privately owned properties whether designated or used for conservation purposes.	Not rateable in terms of section 17(1)(e) of the act.
PR100 PR050 PR040	Other Rebates	Single residential properties, Group Housing, Retirement Villages, Flats, Sectional Schemes	<ul style="list-style-type: none"> - Property zoned single residential must be occupied permanently by the applicant; - The applicant must be the registered owner; - Applicant may not be the registered owner of more than one property • A rebate of 100% to approved applicants, in terms of the Property Rates Policy, who's gross monthly household income may not exceed the amount of two times (2X) of state funded social pensions per month; • A rebate of 50% to approved applicants, in terms of the Property Rates Policy, who are older than 60 with a gross monthly household income less than four times (4X) of state funded social pensions per month; • A rebate of 40% to approved applicants, in terms of the Property Rates, who are older than 60 with a gross monthly household income of more than four times (4X) but less than eight times (8X) of state funded social pensions per month.

The following table sets out the categories of rateable properties for purposes of levying rates and the proposed rates for the 2019/20 financial year, to increase from 1 July 2019:

Table 6 Comparison of proposed rates to be levied for the 2019/20 financial year

RATES TARIFFS					
Tariff Code	Detail	2019/2020		2018/2019	
		Exclude VAT	Include VAT	Exclude VAT	Include VAT
RATES	YEAR OF GENERAL VALUATION: 02 JULY 2015				
RATE1*	Commercial Land with Improvements	0.008639	0.008639	0.008173	0.008173
RATE2*	Residential Land with Improvements	0.005703	0.005703	0.005395	0.005395
	<i>* See attached schedule of Exemptions and Rebates applicable</i>				
RATE3	Municipal Properties: Investment Properties	Applicable tariff for Commercial or Residential	Applicable tariff for Commercial or Residential	Applicable tariff for Commercial or Residential	Applicable tariff for Commercial or Residential
RATE4	Municipal Properties: Property, Plant and Equipment	0.000000	0.000000	0.000000	0.000000
RATE6	Improvement District Surcharge (HPP) on total rates payable on approved Improvement District	0.000000	0.000000	0.100000	0.100000
RATE6	Building Clause	Equals to tariff for rates on property	Equals to tariff for rates on property	Equals to tariff for rates on property	Equals to tariff for rates on property
RATE7	Farm/Agriculture (Bona-fide)	0.001426	0.001426	0.001349	0.001349
RATE8	Undeveloped erven	0.007809	0.007809	0.007388	0.007388
RATE9	Government Properties: Commercial	0.008639	0.008639	0.008173	0.008173
RATE10	Government Properties: Residential	0.005703	0.005703	0.005395	0.005395
PLEASE NOTE: VAT IS LEVIED AT A RATE OF 0% ON ASSESSMENT RATES					

1.4.2 Sale of Water and Impact of Tariff Increases

Evermore South Africa faces challenges with regard to potable water supply, since demand growth outstrips supply, coupled with the possible impact of climate change, where the Western Cape is experiencing the worst drought since 1933. Due to water source and infrastructure investment in the previous few years made by Overstrand, a water crisis could up till now, be averted. 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.

National Treasury has urged all municipalities some years ago to ensure that water tariff structures are cost reflective from 2014 onwards. Overstrand has implemented a phased approach in this regard.

Water source management and maintenance of infrastructure together with cost-reflective tariffs will ensure that the supply challenges are managed in future to ensure sustainability. It needs to be noted that the second infrastructure levy (Table 7 below), implemented in the 2018/19 financial year, relates to a loan for water & waste water infrastructure networks, to be raised over a period of three years.

Tariff increases as from 1 July 2019 are indicated in the list of tariffs in Annexure C. The 6 kℓ free water per 30-day period has since 2014 only been granted to registered indigents. The third level of phasing in the increases in the 0 – 6 kℓ category as implemented during 2013/14, to recover minimum cost of the production of water, further postponed in 2014/15, has been further phased-in. This is the reason for the higher than 6% collective increase in this category of the tariffs.

A summary of the proposed tariffs for households (residential) are as follows:

Table 7 Comparison between current water charges and increases (Domestic)

Tariff Code	Detail	2019/2020		2018/2019		
		Exclude VAT	Include VAT	Exclude VAT	Include VAT	
W1	BASIC CHARGE					
W1A1	Basic Monthly Charge per erf/unit per month	136.50	156.98	129.14	148.51	5.70%
W1A3A	Fixed Infrastructure Basic Charge per erf/unit per month	15.45	17.77	15.45	17.77	0.00%
W1A3B	Fixed Infrastructure Basic Charge per erf/unit per month	8.41	9.67	8.41	9.67	0.00%
W1A3C	Subsidised Fixed Infrastructure Basic Charge per erf/unit per month - Registered Indigent Households	8.41	9.67	8.41	9.67	0.00%
W1B	CONSUMPTION - HOUSEHOLDS					
	Normal Tariff					
W1B1	0 - 6 kl per kl	5.60	6.44	5.02	5.77	11.50%
W1B2	7 - 18 kl per kl	11.47	13.19	10.85	12.48	5.70%
W1B3	19 - 30 kl per kl	18.61	21.41	17.61	20.25	5.70%
W1B4	31 - 45 kl per kl	28.66	32.95	27.11	31.18	5.70%
W1B5	46 - 60 kl per kl	37.22	42.80	35.21	40.49	5.70%
W1B6	>60kl per kl	49.64	57.08	46.96	54.00	5.70%

1.4.3 Sale of Electricity and Impact of Tariff Increases

NERSA announced a revised bulk electricity pricing structure at 15.64% increase in the Eskom bulk electricity tariffs to municipalities, effective from 1 July 2019. The tariff increases that were factored into the budget are based on an estimated 15% increase applicable on municipal electricity tariffs to consumers, currently in anticipation of the increases to be advised in the Nersa consultation paper to be published.

Considering the estimated increases, the basic charge increases by 17,5%. The basic charge increase for households is to further mitigate the disparity between fixed and variable costs.

The proposed increases for the respective brackets in the sliding scale, (0-350 kWh, 351-600kWh, and >600kWh), relate to 14%, 14.5% and 15% increases respectively. It should therefore be noted that the basket (household account) for electricity would still average 15%.

Furthermore, Local Government has been urged in discussions at various forum meetings and workshops to address the disparity in recovery of costs in relation to basic charges versus unit cost charges with regard to fixed costs and variable costs respectively. The municipality is revisiting cost allocation in terms of before-mentioned on an annual basis in order to ensure parity.

Registered indigents continue to be granted 50 kWh per 30-day period free of charge, in the instance that they qualify for this indigent benefit.

The following table shows the impact of the proposed increases in electricity tariffs for domestic consumers:

Table 8 Comparison between current electricity charges and increases (Domestic)

Tariff Code	Detail		2019/2020		2018/2019		
			Exclude VAT	Include VAT	Exclude VAT	Include VAT	
E1A	Two-Part Tariff: Credit meters up to 60 Amp (13.8 kVA BDMD) (Including Resorts)						
E1A1	Basic Monthly charge per meter	R	342.63	394.02	291.60	335.34	17.50%
	kWH Unit cost						
E1A2	IBT BLOCK 1 0 - 350 kWh	c	130.96	150.61	114.88	132.11	14.00%
E1A3	IBT BLOCK 2 351 - 600 kWh	c	192.15	220.98	167.82	192.99	14.50%
E1A4	IBT BLOCK 3 > 600 kWh	c	236.92	272.46	206.02	236.92	15.00%
E1B	Two-Part Tariff: Pre-paid up to 60 Amp (13.8 kVA BDMD) (Including Resorts)						
E1B1	Basic Monthly charge per meter	R	342.63	394.02	291.60	335.34	17.50%
	kWH Unit cost						
E1B2	IBT BLOCK 1 0 - 350 kWh	c	120.97	139.12	106.12	122.03	14.00%
E1B3	IBT BLOCK 2 351 - 600 kWh	c	181.07	208.23	158.14	181.86	14.50%
E1B4	IBT BLOCK 3 > 600 kWh	c	227.73	261.89	198.03	227.73	15.00%

The stepped tariff for electricity as previously proposed by NERSA has continued. As mentioned above, with the latest recommendations, the tariff increases in the inclining block tariff for the electricity consumption tariffs has been set at 14%, 14,5% and 15% for the respective inclining blocks. The reduced tariffs for prepaid meters, compared to conventional meters, will continue as in the past.

The full proposed tariffs are included in Annexure C.

1.4.4 Sanitation and Impact of Tariff Increases

A tariff increase of 5,7 per cent for sanitation (basic & consumption) is proposed from 1 July 2019.

This is based on tariff increases related to inflation increases as mentioned earlier in this report. The following factors inform the proposed tariffs:

- Sanitation charges are calculated according to the percentage water discharged as indicated in the table below;
- Tariff structure comparability research was undertaken by the Infrastructure & Planning directorate, where it was found that the current tariff structure compares very favourably, towards the consumer, against tariff structures locally and international; and
- Free sanitation (4,2 kℓ of 6 kℓ water) will be applicable to registered indigents.

The following table compares the current and proposed tariffs:

Table 9 Comparison between current sanitation charges and increases (Domestic)

Tariff Code	Detail	2019/2020		2018/2019		
		Exclude VAT	Include VAT	Exclude VAT	Include VAT	
SE7A	SEWERAGE - SINGLE AND INTERMEDIATE RESIDENTIAL (Dwelling house and Duplex flats, Conventional Sewers, small bore sewers and conservancy tanks)					5.71%
SE7A1	0 - 35kl per kl (based on 70% of max 50kl water usage) - per unit per month, Conservancy tank service only during office hours per month. For after hours service, refer to tariff SE9B.	13.70	15.76	12.96	14.90	
SE8	BASIC CHARGE					
SE8A	Basic Monthly Charge Developed sites per erf/unit per month	121.65	139.90	115.09	132.35	5.70%

The full proposed tariffs are included in Annexure C.

1.4.5 Waste Removal and Impact of Tariff Increases

The operation of the Karwyderskraal waste disposal site for cell 3 by Overstrand municipality, re-opened during 2015/16, was to improve operational efficiencies regarding solid waste disposal from Hermanus and Kleinmond, which is channelled to this site. The Theewaterskloof municipality previously disposed of solid waste at Karwyderskraal when it was operated by the District municipality. Theewaterskloof municipality also utilises the service operated by Overstrand municipality, who will operate Cell 3 of the site till the end of March 2019.

The Overberg District municipality will officially re-launch the Karwyderskraal waste disposal on 29 March 2019, as it was in a position to construct a new Cell 4 and will operate the site from 1 April 2019.

A tariff increase of 12,86% is set for 2019/20, in view of the increased costs to be incurred by Overstrand Municipality in dumping at the newly constructed Cell 4, with another contributing cost the moving of the Hermanus Waste Management Facility, for will borrowing will be incurred. Refer Top 10 Capital Projects.

Services relevant to refuse removal, refuse dumps and solid waste disposal mechanisms must comply with stringent legislative requirements such as the National Environmental Management: Waste Act, No 59 of 2008. This service will receive further revision of the solid waste strategy to ensure that this service can be rendered in a sustainable manner over the medium to long-term.

The following table compares current and proposed amounts payable from 1 July 2019:

Table 10 Comparison between current waste removal fees and increases (Domestic)

Tariff Code	Detail	2019/2020		2018/2019		
		Exclude VAT	Include VAT	Exclude VAT	Include VAT	
SAN1	<u>REFUSE REMOVAL (1 removal per week of 4 bags or 1X240 Bin)</u>					
SAN1A	Residential (All registered erven/unit with approved building plan) 1 x removal per week (R/Month)	185.49	213.31	164.35	189.00	12.86%

All proposed refuse tariffs are listed in Annexure C.

1.4.6 Overall impact of tariff increases on households

The following table shows the overall expected impact of the tariff increases on large, medium and small household consumers (**with a pre-paid electricity meter**), as well as an indigent household receiving free basic services.

High Consumption with prepaid elect meter		2018/2019	2019/2020	Amount	%
Valuation	R3 500 000				
Rates		1 240.85	1 311.58	70.73	5.70
Sewer	SE7A1+SE8A	568.69	601.15	32.46	5.71
Infrastructure Basic Charge Water, Electricity & Sewer		53.54	53.54	0.00	0.00
Refuse	1X Per Week	164.35	185.49	21.14	12.86
Water	50 kl	1 083.48	1 146.99	63.51	5.86
VAT	0.15	280.51	298.07	17.57	6.26
SUB TOTAL		3 391.42	3 596.81	205.39	6.06
Electricity Cred	1500 kWh	2 967.41	3 413.69	446.28	15.04
VAT	0.15	445.11	512.05	66.94	15.04
TOTAL		6 803.94	7 522.56	718.62	10.56
HPP if applicable		124.09	0.00	-124.09	-100.00
Medium Consumption with prepaid elect meter		2018/2019	2019/2020	Amount	%
Valuation	R2 500 000				
Rates		881.18	931.41	50.23	5.70
Sewer	SE7A1+SE8A	341.89	361.40	19.51	5.71
Infrastructure Basic Charge Water, Electricity & Sewer		53.54	53.54	0.00	0.00
Refuse	1X Per Week	164.35	185.49	21.14	12.86
Water	25 kl	412.73	438.00	25.27	6.12
VAT	0.15	145.88	155.76	9.89	6.78
SUB TOTAL		1 999.57	2 125.60	126.03	6.30
Electricity Prep	800 kWh	1 454.41	1 674.17	219.76	15.11
VAT	0.15	218.16	251.13	32.96	15.11
TOTAL		3 672.14	4 050.90	378.76	10.31
HPP if applicable		88.12	0.00	-88.12	-100.00
Low Consumption with prepaid elect meter		2018/2019	2019/2020	Amount	%
Valuation	R1 000 000				
Rates		341.68	361.16	19.48	5.70
Sewer	SE7A1+SE8A	251.17	265.50	14.33	5.71
Infrastructure Basic Charge Water, Electricity & Sewer		53.54	53.54	0.00	0.00
Refuse	1X Per Week	164.35	185.49	21.14	12.86
Water	15 kl	256.91	273.30	16.39	6.38
VAT	0.15	108.90	116.67	7.78	7.14
TOTAL		1 176.55	1 255.66	79.11	6.72
Electricity Prep	600 kWh	1 058.35	1 218.70	160.35	15.15
VAT	0.15	158.75	182.81	24.05	15.15
TOTAL		2 393.65	2 657.17	263.52	11.01
HPP if applicable		34.17	0.00	-34.17	-100.00
Life-Line Consumption (ONE PART) (Indigent)		2017/2018	2018/2019	Amount	%
Valuation	R50 000				
Rates		0.00	0.00	0.00	0.00
Sewer	SE7A1	18.14	19.18	1.04	5.71
Infrastructure Basic Charge Water, Electricity & Sewer		53.54	41.70	-11.84	-22.11
Refuse	1X Per Week	0.00	0.00	0.00	0.00
Water	8 kl	21.70	22.94	1.24	5.70
VAT	0.15	14.01	12.57	-1.44	-10.24
SUB TOTAL		107.39	96.39	-11.00	-10.24
Electricity Pre-	300 kWh	321.84	366.90	45.06	14.00
VAT	0.15	48.28	55.03	6.76	14.00
TOTAL		477.51	518.32	40.81	8.55

Table 11 MBRR Table SA14 – Household bills

WC032 Overstrand - Supporting Table SA14 Household bills

Description	Ref	2015/16	2016/17	2017/18	Current Year 2018/19			2019/20 Medium Term Revenue & Expenditure Framework			
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2019/20 % incr.	Budget Year 2019/20	Budget Year +1 2020/21	Budget Year +2 2021/22
Rand/cent											
Monthly Account for Household - 'Middle Income Range'	1										
Rates and services charges:											
Property rates		191.53	205.32	220.57	233.78	233.78	233.78	5.7%	247.13	261.96	277.68
Electricity: Basic levy		216.83	254.78	267.52	291.60	291.60	291.60	17.5%	342.63	363.19	384.98
Electricity: Consumption		1 367.73	1 445.42	1 464.97	1 558.89	1 558.89	1 558.89	14.6%	1 786.99	1 894.21	2 007.86
Water: Basic levy		108.42	114.93	121.83	129.14	129.14	129.14	5.7%	136.50	144.69	153.37
Water: Consumption		313.77	333.62	354.92	377.69	377.69	377.69	6.2%	400.93	424.99	450.48
Sanitation		325.09	344.53	365.16	387.25	387.25	387.25	5.7%	409.35	433.91	459.95
Refuse removal		137.99	146.26	155.04	164.35	164.35	164.35	10.4%	181.50	192.39	203.93
Other		41.70	41.70	53.54	56.97	56.97	56.97	-	56.97	56.97	56.97
sub-total		2 703.06	2 886.56	3 003.55	3 199.67	3 199.67	3 199.67	11.3%	3 562.00	3 772.30	3 995.22
VAT on Services		351.61	375.37	396.57	444.88	444.88	444.88		497.23	526.55	557.63
Total large household bill:		3 054.67	3 261.93	3 400.12	3 644.55	3 644.55	3 644.55	11.4%	4 059.23	4 298.85	4 552.85
% increase/-decrease			6.8%	4.2%	7.2%	-	-	11.4%	11.4%	5.9%	5.9%
Monthly Account for Household - 'Affordable Range'	2										
Rates and services charges:											
Property rates		132.60	142.15	152.70	161.85	161.85	161.85	5.7%	171.09	181.36	192.24
Electricity: Basic levy		216.83	254.78	267.52	291.60	291.60	291.60	17.5%	342.63	363.19	384.98
Electricity: Consumption		554.27	571.30	574.61	608.63	608.63	608.63	14.2%	695.00	736.70	780.90
Water: Basic levy		108.42	114.93	121.83	129.14	129.14	129.14	5.7%	136.50	144.69	153.37
Water: Consumption		236.54	251.79	268.19	285.74	285.74	285.74	6.3%	303.75	321.98	341.29
Sanitation		287.01	304.18	322.39	341.89	341.89	341.89	5.7%	361.40	383.08	406.07
Refuse removal		137.99	146.26	155.04	164.35	164.35	164.35	10.4%	181.50	192.39	203.93
Other		41.70	41.70	53.54	56.97	56.97	56.97	-	56.97	56.97	56.97
sub-total		1 715.36	1 827.09	1 915.82	2 040.17	2 040.17	2 040.17	10.2%	2 248.84	2 380.35	2 519.76
VAT on Services		221.59	235.89	251.24	281.75	281.75	281.75		311.66	329.85	349.13
Total small household bill:		1 936.95	2 062.98	2 167.06	2 321.92	2 321.92	2 321.92	10.3%	2 560.50	2 710.20	2 868.88
% increase/-decrease			6.5%	5.0%	7.1%	-	-	10.3%	10.3%	5.8%	5.9%
Monthly Account for Household - 'Indigent Household receiving free basic services'	3										
Rates and services charges:											
Property rates		73.67	78.97	84.83	89.92	89.92	89.92	5.7%	95.05	100.75	106.80
Electricity: Basic levy		216.83	254.78	267.52	291.60	291.60	291.60	17.5%	342.63	363.19	384.98
Electricity: Consumption		348.08	351.58	351.05	371.42	371.42	371.42	14.0%	423.40	448.80	475.73
Water: Basic levy		108.42	114.93	121.83	129.14	129.14	129.14	5.7%	136.50	144.69	153.37
Water: Consumption		162.59	173.44	185.14	197.69	197.69	197.69	6.6%	210.70	223.34	236.74
Sanitation		248.93	263.82	279.62	296.53	296.53	296.53	5.7%	313.45	332.26	352.19
Refuse removal		137.99	146.26	155.04	164.35	164.35	164.35	10.4%	181.50	192.39	203.93
Other		(635.29)	(701.43)	(727.86)	(792.66)	(792.66)	(792.66)		(888.76)	(1 030.96)	(1 110.36)
sub-total		661.22	682.35	717.17	747.99	747.99	747.99	8.9%	814.47	774.46	803.39
VAT on Services		76.42	78.64	90.11	98.71	98.71	98.71		107.91	101.06	104.49
Total small household bill:		737.64	760.99	807.28	846.70	846.70	846.70	8.9%	922.38	875.52	907.88
% increase/-decrease			3.2%	6.1%	4.9%	-	-	8.9%	8.9%	(5.1%)	3.7%

References

1. Use as basis property value of R700 000, 1 000 kWh electricity and 30kl water
2. Use as basis property value of R500 000 and R700 000, 500 kWh electricity and 25kl water
3. Use as basis property value of R 300 000, 350kWh electricity and 20kl water (50 kWh electricity and 6 kl water free)

Please Note: Infrastructure Levy 2 – is subsidised for Indigent Households

1.5 Operating Expenditure Framework

The Municipality's expenditure framework for the 2019/20 budget and MTREF is informed by the following:

- Balanced budget constraint (cash operating expenditure should not exceed cash operating revenue) unless there are sound reasons for utilising existing uncommitted cash-backed reserves to fund any deficit;
- The repairs and maintenance plan relating to the asset management strategy;
- Funding of the budget over the MTREF as informed by Section 18 and 19 of the MFMA;
- Reducing expenditure on non-core programmes;
- Implementing operational gains and efficiencies;
- Strict adherences to the principle of *no project plan no budget*. If there is no business plan no funding allocation will be made; and
- Taking cognisance of cost containment guidelines and assessing the status of current measures.

The following table is a high level summary of the 2019/20 budget and MTREF (classified per main type of operating expenditure):

Table 12 Summary of operating expenditure by functional classification item

Description R thousand	2015/16	2016/17	2017/18	Current Year 2018/19			2019/20 Medium Term Revenue & Expenditure Framework		
	Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2019/20	Budget Year +1 2020/21	Budget Year +2 2021/22
Expenditure By Type									
Employee related costs	274 564	302 363	296 536	367 024	374 114	374 114	397 991	423 094	448 067
Remuneration of councillors	8 566	9 265	10 138	10 972	10 972	10 972	11 006	11 501	12 020
Debt impairment	13 785	22 221	18 013	23 492	23 492	23 492	24 902	26 396	27 979
Depreciation & asset impairment	122 909	132 532	134 400	130 362	130 362	130 362	131 285	130 830	130 222
Finance charges	46 207	45 913	46 129	47 834	47 834	47 834	51 549	54 249	56 058
Bulk purchases	194 620	217 523	225 844	238 588	238 588	238 588	275 880	319 000	368 859
Other materials	19 605	48 818	38 054	57 602	52 031	52 031	68 202	70 960	71 577
Contracted services	112 447	155 726	167 065	193 637	207 243	207 243	205 146	230 738	236 378
Transfers and subsidies	51 090	1 898	1 800	500	500	500	500	525	551
Other expenditure	93 542	50 631	55 475	64 232	69 339	69 339	81 441	76 087	80 852
Loss on disposal of PPE	392	8 133							
Total Expenditure	937 727	995 023	993 453	1 134 245	1 154 476	1 154 476	1 247 901	1 343 380	1 432 564

The budgeted allocation for employee related costs and remuneration of councillors for the 2019/20 financial year totals R409m which equals 32,8 per cent of the total operating expenditure and is within the NT norm of 25 – 40 per cent. Of this total, the provisions relating to employee related costs amounts to R14,8m of which the majority of the amount is a long term liability (post-retirement benefits) and therefore not cash remuneration.

The current three year collective SALGBC salary agreement came into operation on 1 July 2018. Salary increases, according to the principles of the agreement, were estimated at 6,25 % for the 2019/20 financial year, based on the average inflation for the period February 2018 to January 2019, with a minimum inflation rate of 5% plus 1,5% for the second year of the agreement.

With effect from 1 July 2010, the Section 57 Employees (Directors) remuneration is determined by an independent consulting firm, appointed by the Employer to determine market related cost-to-

employer remuneration packages. The afore-mentioned employees receive no bonuses, which principle was negotiated with them. The recommendation does compare the salaries of incumbents with similar job descriptions, whether it be the private or government sector. The remuneration model developed by them for senior managers in the local government sector has been adjusted to reflect the remuneration trends in the labour market. This determination will be completed at a later stage for the 2019/20 budget. For draft budgeting purposes, a similar increase as for other employees has been factored into the budget for this category of employees.

Regulations have been promulgated, which provide for the Minister of Co-operative Governance to determine the total remuneration packages payable to any new employees to the posts of Municipal Manager and Section 57 Employees (Directors), with effect from 1 July 2014. Existing contracts however continue until they lapse.

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). The proclamation with regard to the 2018/2019 increases was published during January 2019. No indication for 2019/20 has been received to date and therefore remuneration of councillors has been factored into the 2019/20 budget at the same rate as the 2018/2019 determination.

The provision of debt impairment and write-off of bad debts for consumer accounts has been determined based on an annual collection rate of close to 100 per cent and the Debt Write-off Policy of the Municipality. For the 2019/20 financial year this amount equates to R0,7m. Impairment for traffic fines, resulting from the implementation of IGRAP1, has been budgeted according to the trends from the three previous financial years and amounts to R24,2m.

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 of asset consumption. Budget appropriations in this regard total R131,3m for the 2019/20 financial year and equates to 10,5 per cent of the total operating expenditure. Note that the implementation of the GRAP 17 accounting standard meant bringing a range of assets previously depreciated and not included in the assets register, back onto the assets register. This resulted in a significant increase in depreciation at implementation, relative to previous years. This aspect is further highlighted in para. 1.3 of this report.

Finance charges consist of the repayment of interest on long-term borrowing (cost of capital). Finance charges comprise 4,1 per cent of operating expenditure. The gearing ratio of borrowing to revenue is expected to be 44,5 per cent for 2019/20, which is below the outer proposed limit of National Treasury.

Bulk purchases are directly informed by the purchase of electricity from Eskom. The proposals from the NERSA determination for Eskom, for a 15.63% bulk price increase to municipalities from the 1 July 2019 has been factored into the budget appropriations and also directly inform tariff increase.

Other materials, now classified as Inventory in mSCOA, comprise amongst others the purchase of materials for maintenance, cleaning materials, fuel, printing and stationary, top structures for housing projects etc. The expenditure on top structures relating to Housing Projects funded through the Human Settlement Grant that fluctuates from year to year causes major discrepancies in the trend for this type of expenditure.

In line with the Municipality's repairs and maintenance plan this group of expenditure has been prioritised to ensure sustainability of the Municipality's infrastructure. The introduction of further reclassification resulting from mSCOA caused a shift in expenditure budgeted under Repairs and maintenance as well as Contracted Services, in relation to previous years' figures.

Contracted services have been identified as an area for the municipality to implement efficiencies. As part of the compilation of the 2019/20 MTREF this group of expenditure was critically evaluated and operational efficiencies are being enforced. In the 2019/20 financial year, this group of expenditure totals R195,7m. The introduction and reclassification resulting from mSCOA has caused a shift in expenditure previously classified and budgeted under general expenses. Further details relating to contracted services can be seen in Table 62 MBRR SA1 (see page 100).

Other Expenditure, now classified as Operational Costs in mSCOA, comprises of various line items relating to the daily operations of the municipality. The introduction and reclassification resulting from mSCOA has caused a shift in expenditure previously classified and budgeted under general expenses to Inventory (materials) and contracted services. This group of expenditure has also been identified as an area in which cost savings and efficiencies can be achieved. Further details relating to other expenditure can be seen in Table 62 MBRR SA1 (see page 100). It is highlighted that the NT A Schedules, although revised, does not sufficiently reflect all mSCOA classifications relating to all types of expenditure.

The following table gives a breakdown of the major expenditure categories for the 2019/20 financial year.

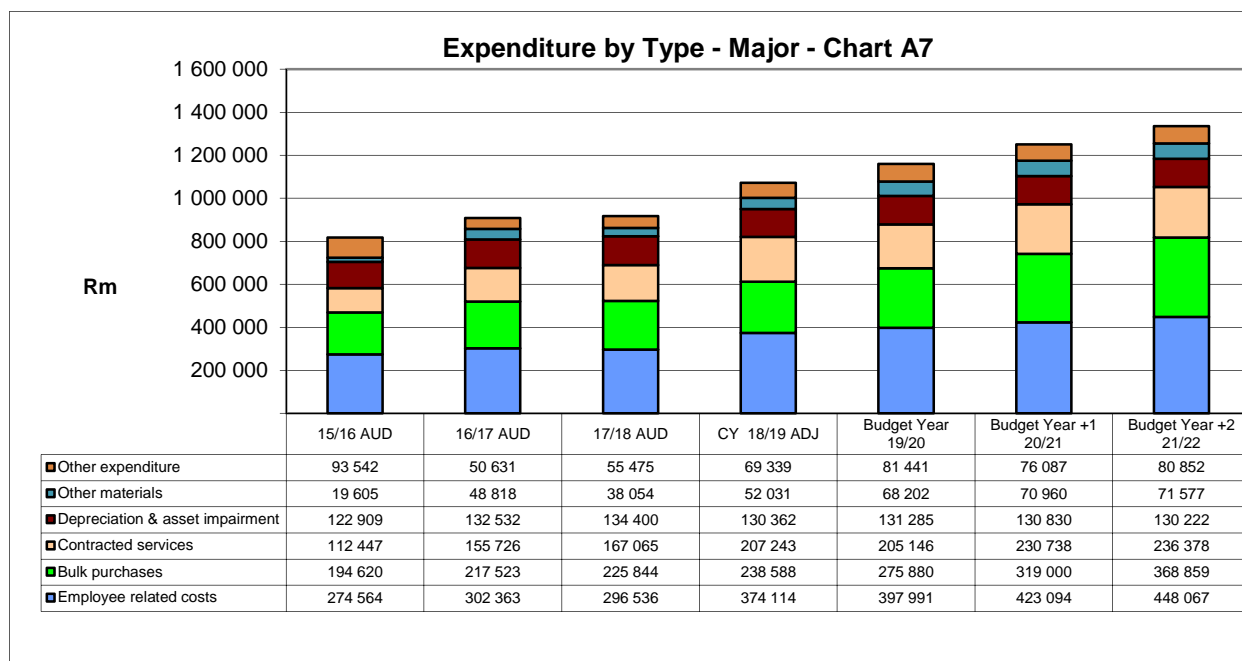


Figure 1 Main operational expenditure categories for the 2019/20 financial year

1.5.1 Priority given to repairs and maintenance

Aligned to the priority being given to preserving and maintaining the Municipality's current infrastructure, the 2019/20 budget and MTREF provides for continuing in the area of asset maintenance, as informed by the asset maintenance strategy and repairs and maintenance plan of the Municipality.

In terms of the Municipal Budget and Reporting Regulations, operational repairs and maintenance is not considered a direct expenditure driver but an outcome of certain other expenditures, such as remuneration, purchases of materials and contracted services. Considering these cost drivers, the following table is a consolidation of all the expenditures associated with repairs and maintenance.

Table 13 Operational repairs and maintenance**WC032 Overstrand - Supporting Table SA1 Supporting detail to 'Budgeted Financial Performance'**

Description	2015/16	2016/17	2017/18	Current Year 2018/19			2019/20 Medium Term Revenue & Expenditure Framework		
	Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2019/20	Budget Year +1 2020/21	Budget Year +2 2021/22
R thousand									
Repairs and Maintenance by Expenditure Item									
Employee related costs	38 175	50 261	53 689	100 740	100 740	100 740	97 025	102 799	109 322
Other materials	14 541	3 500	30 000	16 024	16 154	16 154	13 989	17 561	18 595
Contracted Services	30 494	36 145	67 791	82 917	86 649	86 649	65 672	72 990	76 702
Other Expenditure	26 167	30 890	8 555	25 531	28 416	28 416	19 049	10 081	10 671
Total Repairs and Maintenance Expenditure	109 377	120 795	160 036	225 212	231 959	231 959	195 736	203 431	215 290

During the compilation of the 2019/20 MTREF operational repairs and maintenance was identified as a strategic imperative owing to the aging of the Municipality's infrastructure. As part of the 2019/20 MTREF this strategic imperative remains a priority. In relation to the total operating expenditure, repairs and maintenance comprises on average 15,3 per cent of the budget over the respective financial years of the MTREF.

Also noteworthy that the municipality has expanded on implementation of Repairs and Maintenance allocated as projects in terms of the mSCOA version 6.3, which distorted the year-on-year comparative figures. This is also applicable on Contracted Services. These allocations are guided by the respective owner departments.

The table below provides a breakdown of the repairs and maintenance in relation to asset classes:

Table 14 Repairs and maintenance per asset class

Description	2015/16	2016/17	2017/18	Current Year 2018/19			2019/20 Medium Term Revenue & Expenditure Framework		
	Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2019/20	Budget Year +1 2020/21	Budget Year +2 2021/22
R thousand									
Repairs and maintenance expenditure by Asset Class/Sub-class									
Infrastructure	99 836	110 392	117 901	149 690	153 082	153 082	135 035	136 768	145 151
Roads Infrastructure	45 521	55 545	53 229	63 374	63 890	63 890	62 874	68 397	72 481
Storm water Infrastructure	5 260	6 392	6 017	6 786	6 786	6 786	6 445	7 725	8 160
Electrical Infrastructure	16 972	17 747	17 645	23 747	23 747	23 747	36 347	28 078	29 512
Water Supply Infrastructure	18 056	16 489	15 014	19 104	19 104	19 104	16 935	17 994	19 901
Sanitation Infrastructure	11 512	11 672	13 051	13 642	15 442	15 442	10 041	11 865	12 580
Solid Waste Infrastructure	2 516	2 546	12 946	23 038	24 113	24 113	2 164	2 457	2 251
Community Assets	-	4 867	12 289	41 017	41 387	41 387	39 309	46 033	48 588
Community Facilities	-	4 867	12 289	27 714	28 033	28 033	33 623	39 273	41 430
Sport and Recreation Facilities	-	-	-	13 304	13 354	13 354	5 686	6 760	7 158
Other assets	9 541	-	-	12 497	12 597	12 597	2 117	3 094	3 272
Intangible Assets	-	-	-	-	-	-	5 653	5 978	6 323
Computer Equipment	-	5 536	5 207	5 387	5 387	5 387	1 193	1 260	1 330
Furniture and Office Equipment	-	-	17 919	16 622	19 507	19 507	431	458	486
Machinery and Equipment	-	-	6 719	-	-	-	11 999	9 841	10 140
Total Repairs and Maintenance Expenditure	109 377	120 795	160 036	225 212	231 959	231 959	195 736	203 431	215 290

For the 2019/20 financial year, 15,7 per cent or R195,7m of the total budget will be spent on repairs and maintenance, of which R135m is for infrastructure. Roads infrastructure has received a

significant proportion of the infrastructure allocation totalling 32,1 per cent (R62,9m), followed by community assets at 20,1 per cent (R39,3m) and electricity at 18,6 per cent (R36,3m).

1.5.2 Free Basic Services: Basic Social Services Package

The social package assists households that are indigent/poor or face other circumstances that limit their ability to pay for services. To receive these free/subsidised services the households are required to register in terms of the Municipality's Indigent Policy. The budgeted indigent households for 2019/20 is estimated at 8 300 and will be reviewed monthly.

The following is an extract from NT Budget Circular 85:

"The change in the treatment of cost of free basic services indicates that municipalities must not disclose the support to indigents on table SA21 "Transfers and grants". The change in the treatment of free basic services has been fully implemented during the 2017/2018 financial year.

Details relating to free services and basic service delivery measurement is contained in Table 26 MBRR A10 (Basic Service Delivery Measurement) on page 46.

The cost of the social package of the registered indigent households is fully covered by the local government equitable share received in terms of the annual Division of Revenue Act and that portion relating to a specific service has been apportioned as revenue to that specific service.

The policy for Grants-in-aid to organisations has been reviewed and approved by Council. Advertisements will request interested parties to submit applications for grant-in-aid for the 2019/20 financial year. The table below reflects the allocation for 2019/20.

Table 15 MBRR Table SA21 – Transfers and grants made by the municipality

Description	2015/16	2016/17	2017/18	Current Year 2018/19			2019/20 Medium Term Revenue & Expenditure Framework		
	Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2019/20	Budget Year +1 2020/21	Budget Year +2 2021/22
R thousand									
Cash Transfers to Organisations									
Mayor's Charity Fund	348			132	132	132	100	105	110
National Sea Rescue Institute (Hermanus Station)				30	30	30			
Hermanus Night Shelter				12	12	12			
Recycle Swap Shop				20	20	20			
Franskraal Bowling Club				10	10	10			
Child Welfare Kleinmond				20	20	20			
Sustainable Futures Trust				30	30	30			
Overstrand Hospice				18	18	18			
Campbell Farm Community				18	18	18			
Stanford Conservation				20	20	20			
Overberg Aquatic Club				25	25	25			
Hermanus Botanical Society				7	7	7			
Child Welfare Hermanus				30	30	30			
Pearly Beach Conservancy				16	16	16			
BADISA				25	25	25			
Overstrand Association for People with Disabilities (OAPD)				20	20	20			
Narrative Foundation				20	20	20			
Hermanus Hacking Group				12	12	12			
Overberg Wheelchair Association				15	15	15			
Kids at the Centre				20	20	20			
Grant in Aid							400	420	441
Tourism Buro's	1 508								
Total Cash Transfers To Organisations	1 856	–	–	500	500	500	500	525	551

1.6 Capital expenditure

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

Table 16 2019/20 Medium-term capital budget per vote

Vote Description R thousand	2015/16	2016/17	2017/18	Current Year 2018/19			2019/20 Medium Term Revenue & Expenditure Framework		
	Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2019/20	Budget Year +1 2020/21	Budget Year +2 2021/22
Capital Expenditure - Functional									
Governance and administration	4 809	957	6 346	6 331	7 472	7 472	4 105	30 000	30 000
Executive and council		72		20	572	572	10		
Finance and administration	4 809	885	6 346	6 311	6 900	6 900	4 095	30 000	30 000
Internal audit									
Community and public safety	32 729	14 135	44 053	57 710	54 084	54 084	52 142	14 128	39 480
Community and social services	3 169	644	1 929	4 999	5 249	5 249	2 330		
Sport and recreation	3 311	1 837	5 427	8 057	8 007	8 007	14 855		
Public safety	264	996	2 517	9 186	6 556	6 556	13 632	841	
Housing	25 985	10 658	34 180	35 467	34 271	34 271	21 325	13 287	39 480
Health									
Economic and environmental services	13 226	13 279	12 023	18 821	14 551	14 551	29 395	-	8 000
Planning and development		1 540		5 725	1 720	1 720	8 528		-
Road transport	13 226	11 739	12 023	13 096	12 831	12 831	20 866		8 000
Environmental protection									
Trading services	44 369	63 498	42 786	111 375	98 642	98 642	146 565	94 036	76 844
Energy sources	18 237	30 496	16 268	24 772	20 456	20 456	33 874	32 000	30 000
Water management	14 232	15 772	3 257	30 077	21 945	21 945	43 461	40 075	13 481
Waste water management	11 875	17 217	21 523	54 987	54 744	54 744	41 999	21 961	33 363
Waste management	25	12	1 739	1 540	1 497	1 497	27 231		
Other							-	-	-
Total Capital Expenditure - Functional	95 133	91 868	105 207	194 237	174 748	174 748	232 206	138 164	154 324

For 2019/20 an amount of R146,5m has been appropriated for the development of basic services infrastructure which represents 63,1 per cent of the total capital budget of R232,2m. In the outer years this amount totals R94m, 68 per cent and R76,8m, 50 per cent respectively for each of these financial years. Water infrastructure has the highest allocation at R43,5m in 2019/20 which equates to 29,7 per cent followed by waste water management at 28,7 per cent, R42 million and then electricity 23,1 per cent, R33,8m. Over the MTREF, capital housing grant expenditure relating to housing provision infrastructure amounts to R974 million.

Further detail relating to asset classes and proposed capital expenditure is contained in Table 25 MBRR A9 (Asset Management) on page 421. In addition to the MBRR Table A9, MBRR Tables SA34a, b, c & e provides a detailed breakdown of the capital programme relating to new assets construction as well as operational repairs and maintenance by asset class (refer to page 91). Some of the salient projects to be undertaken during 2019/20 includes, amongst others:

Top 10 Capital Projects

Project Description	Ward	Amount
Project Description	Ward	Amount
HERMANUS NEW WASTE MANAGEMENT FACILITY	Overstrand	20 300 000
WATER MASTER PLAN IMPLEMENTATION	Overstrand	15 000 000
ELECTRIFICATION OF LOW COST HOUSING AREAS	Multi-Ward HM	12 000 000
HERMANUS: MV & LV UPGRADE/REPLACEMENT	Ward 03	8 871 500
CBD REGENERATION PROGRAM	Ward 03	7 000 000
VEHICLES-WASTE MANAGEMENT	Overstrand	5 931 122
KLEINMOND - SEWER NETWORK EXTENSION	Ward 09	5 000 000
HAWSTON INDUSTRIAL(BUSINESS) HUB	Ward 08	4 500 000
STORMWATER - MAIN RD & HIGH STREET	Ward 03	4 500 000

Furthermore, pages 94 to 97 and Annexure E contains a detailed breakdown of the capital budget per project over the medium-term.

The following graph provides a breakdown of the capital budget to be spent per vote over the MTREF.

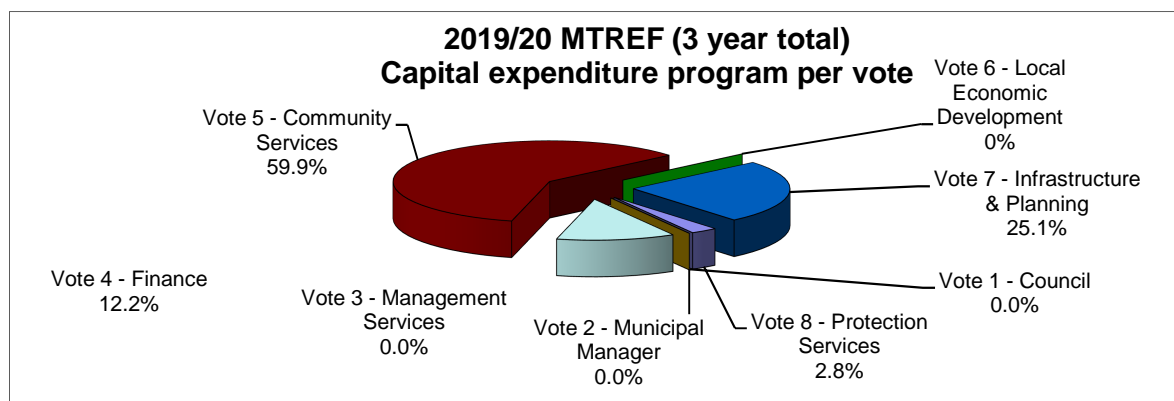


Figure 2 Capital Infrastructure Programme

Further capital projects have been considered and prioritised for the 2019/20 capital budget from the proceeds of land sales received in the prior year.

1.6.1 Future operational cost of new infrastructure

An estimate has been included in Table 58 MBRR SA35 on page 93. Furthermore, a long term financial plan implementation policy has been developed to encompass costs over the long term. It needs to be noted that as part of the 2019/20 MTREF, this expenditure has been factored into the two outer years of the operational budget.

1.7 Annual Budget Tables

The following section of the report presents the ten main budget tables as required in terms of section 8 of the Municipal Budget and Reporting Regulations. These tables set out the municipality's 2019/20 final budget and MTREF to be approved and/or noted by the Council. Each table is accompanied by *explanatory notes* on the facing page.

Table 17 MBRR Table A1 - Budget Summary

Description	2015/16	2016/17	2017/18	Current Year 2018/19			2019/20 Medium Term Revenue & Expenditure Framework		
	Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2019/20	Budget Year +1 2020/21	Budget Year +2 2021/22
R thousands									
<u>Financial Performance</u>									
Property rates	164 486	197 104	214 845	234 998	234 998	234 998	240 070	254 464	269 721
Service charges	573 118	571 114	590 194	613 718	624 718	624 718	665 050	744 536	835 877
Investment revenue	12 209	20 347	30 285	21 001	29 201	29 201	28 000	29 680	31 461
Transfers recognised - operational	103 629	114 411	116 421	130 566	118 186	118 186	156 555	157 468	168 542
Other own revenue	77 249	99 952	121 494	79 944	76 194	76 194	77 587	82 012	86 712
Total Revenue (excluding capital transfers and contributions)	930 691	1 002 928	1 073 241	1 080 228	1 083 298	1 083 298	1 167 263	1 268 160	1 392 313
Employee costs	274 564	302 363	296 536	367 024	374 114	374 114	397 991	423 094	448 067
Remuneration of councillors	8 566	9 265	10 138	10 972	10 972	10 972	11 006	11 501	12 020
Depreciation & asset impairment	122 909	132 532	134 400	130 362	130 362	130 362	131 285	130 830	130 222
Finance charges	46 207	45 913	46 129	47 834	47 834	47 834	51 549	54 249	56 058
Materials and bulk purchases	214 224	266 341	263 898	296 190	290 619	290 619	344 082	389 959	440 436
Transfers and grants	51 090	1 898	1 800	500	500	500	500	525	551
Other expenditure	220 166	236 710	240 552	281 361	300 074	300 074	311 488	333 220	345 210
Total Expenditure	937 727	995 023	993 453	1 134 245	1 154 476	1 154 476	1 247 901	1 343 380	1 432 564
Surplus/(Deficit)	(7 036)	7 906	79 788	(54 017)	(71 179)	(71 179)	(80 639)	(75 220)	(40 251)
Transfers and subsidies - capital (monetary allocations)	60 651	33 681	64 248	61 968	66 072	66 072	60 335	42 164	68 993
Contributions recognised - capital & contributed assets	-	-	-	-	-	-	-	-	-
Surplus/(Deficit) after capital transfers & contributions	53 616	41 587	144 036	7 951	(5 106)	(5 106)	(20 304)	(33 056)	28 742
Share of surplus/ (deficit) of associate	-	-	-	-	-	-	-	-	-
Surplus/(Deficit) for the year	53 616	41 587	144 036	7 951	(5 106)	(5 106)	(20 304)	(33 056)	28 742
<u>Capital expenditure & funds sources</u>									
Capital expenditure	95 133	91 868	105 207	194 237	174 748	174 748	232 206	138 164	154 324
Transfers recognised - capital	61 394	43 214	68 640	62 068	66 172	66 172	64 135	42 164	68 993
Borrowing	27 189	35 550	19 199	68 650	53 624	53 624	89 013	54 000	50 000
Internally generated funds	6 549	13 104	17 369	63 519	54 952	54 952	79 059	42 000	35 331
Total sources of capital funds	95 133	91 868	105 207	194 237	174 748	174 748	232 206	138 164	154 324
<u>Financial position</u>									
Total current assets	307 820	404 764	641 418	523 717	656 395	656 395	598 954	579 754	586 301
Total non current assets	3 731 761	3 702 225	3 635 627	3 718 075	3 685 955	3 685 955	3 794 208	3 809 113	3 840 946
Total current liabilities	169 587	180 206	220 580	215 151	214 102	214 102	234 096	241 218	225 682
Total non current liabilities	611 666	629 633	613 708	673 454	644 964	644 964	694 547	715 177	739 540
Community wealth/Equity	3 258 328	3 297 149	3 442 758	3 353 187	3 483 283	3 483 283	3 464 519	3 432 473	3 462 025
<u>Cash flows</u>									
Net cash from (used) operating	160 551	175 288	242 445	175 190	173 153	173 153	151 440	106 849	142 522
Net cash from (used) investing	(99 253)	(86 528)	(28 747)	(201 351)	(180 689)	(180 689)	(239 535)	(145 732)	(162 052)
Net cash from (used) financing	8 496	(3 727)	1 455	23 944	21 583	21 583	58 619	16 410	7 676
Cash/cash equivalents at the year end	174 780	259 815	474 967	380 242	489 014	489 014	459 538	437 065	425 211
<u>Cash backing/surplus reconciliation</u>									
Cash and investments available	204 521	297 796	519 562	430 789	539 560	539 560	517 424	502 525	498 401
Application of cash and investments	1 281	20 526	52 862	16 883	39 184	39 184	49 186	51 067	40 005
Balance - surplus (shortfall)	203 239	277 271	466 700	413 906	500 376	500 376	468 237	451 458	458 397
<u>Asset management</u>									
Asset register summary (WDV)	3 701 981	3 664 217	3 601 891	3 667 519	3 635 398	3 635 398	3 736 319	3 743 653	3 767 755
Depreciation	122 909	132 463	130 034	130 362	130 362	130 362	131 285	130 830	130 222
Renewal and Upgrading of Existing Assets	15 884	34 479	29 644	-	-	-	33 930	11 361	32 488
Repairs and Maintenance	109 377	120 795	160 036	225 212	231 959	231 959	195 736	203 431	215 290
<u>Free services</u>									
Cost of Free Basic Services provided	3 535	5 174	6 813	79 256	79 256	79 256	84 049	111 366	122 286
Revenue cost of free services provided	41 738	50 566	51 711	52 080	52 080	52 080	54 292	57 535	60 800
<u>Households below minimum service level</u>									
Water:	-	-	-	-	-	-	-	-	-
Sanitation/sewerage:	-	-	-	-	-	-	-	-	-
Energy:	-	-	-	-	-	-	-	-	-
Refuse:	-	-	-	-	-	-	-	-	-

Explanatory notes to MBRR Table A1 - Budget Summary

1. Table A1 is a budget summary and provides a concise overview of the Municipality's budget from all of the major financial perspectives (operating, capital expenditure, financial position, cash flow, and MFMA funding compliance).
2. The table provides an overview of the amounts approved by Council for operating performance, resources deployed to capital expenditure, financial position, cash and funding compliance, as well as the municipality's service delivery and commitment to eliminating basic service delivery backlogs.
3. Financial management reforms emphasises the importance of the municipal budget being funded. This requires the simultaneous assessment of the Financial Performance, Financial Position and Cash Flow Budgets, along with the Capital Budget. The Budget Summary provides the key information in this regard:
 - a. The operating surplus/deficit (after Total Expenditure) is positive over the MTREF
 - b. Capital expenditure is balanced by capital funding sources, of which
 - i. Transfers recognised is reflected on the Financial Performance Budget;
 - ii. Borrowing is incorporated in the net cash from financing on the Cash Flow Budget
 - iii. Internally generated funds are financed from a combination of the current operating surplus and accumulated cash-backed surpluses from previous years. The amount is incorporated in the Net cash from investing on the Cash Flow Budget. The fact that the municipality's cash flow remains positive and stable indicates that the necessary cash resources are available to fund the Capital Budget.
4. The Cash backing/surplus reconciliation shows that the cash increases over the MTREF.
5. Even though the Council is placing great emphasis on securing the financial sustainability of the municipality, this is not being done at the expense of services to the poor. The section of Free Services shows that the amount spent on Free Basic Services and the revenue cost of free services provided by the municipality continues to increase. In addition, the municipality continues to make progress in addressing service delivery backlogs.

Table 18 MBRR Table A2 - Budgeted Financial Performance (revenue and expenditure by functional classification)

Standard Classification Description	2015/16	2016/17	2017/18	Current Year 2018/19			2019/20 Medium Term Revenue & Expenditure Framework		
R thousand	Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2019/20	Budget Year +1 2020/21	Budget Year +2 2021/22
Revenue - Functional									
<i>Governance and administration</i>	273 519	315 876	330 663	296 029	393 124	393 124	311 256	306 640	325 801
Executive and council	64 991	74 405	21 599	25 110	40 532	40 532	27 851	6 380	7 664
Finance and administration	208 528	227 951	258 247	270 868	352 470	352 470	283 405	300 261	318 137
Internal audit	-	13 521	50 817	51	122	122	-	-	-
<i>Community and public safety</i>	70 859	98 890	109 158	81 447	69 312	69 312	121 495	101 354	128 409
Community and social services	3 184	3 609	4 149	7 413	8 142	8 142	7 866	7 999	8 532
Sport and recreation	9 743	10 591	8 218	13 000	12 200	12 200	24 470	11 769	12 406
Public safety	1 437	44 357	40 605	1 272	3 344	3 344	37 089	39 490	41 011
Housing	56 496	40 333	56 186	59 762	45 626	45 626	52 070	42 094	66 460
Health	-	-	-	-	-	-	-	-	-
<i>Economic and environmental services</i>	51 914	24 142	23 251	58 097	58 447	58 447	15 717	11 609	21 648
Planning and development	13 627	13 713	14 259	11 449	15 145	15 145	11 490	9 363	9 900
Road transport	38 278	10 419	8 970	46 648	43 301	43 301	4 207	2 225	11 725
Environmental protection	9	9	22	0	0	0	20	22	23
<i>Trading services</i>	595 050	597 702	674 417	706 624	720 477	720 477	779 129	890 721	985 448
Energy sources	334 747	342 621	381 333	395 354	394 982	394 982	439 444	507 560	581 174
Water management	118 583	128 180	125 375	133 327	140 647	140 647	147 753	167 683	168 491
Waste water management	79 988	72 399	95 070	101 333	108 884	108 884	103 560	112 140	119 851
Waste management	61 733	54 503	72 639	76 610	75 963	75 963	88 372	103 337	115 932
<i>Other</i>	-	-	-	-	-	-	-	-	-
Total Revenue - Functional	991 343	1 036 610	1 137 488	1 142 196	1 241 360	1 241 360	1 227 597	1 310 323	1 461 306
Expenditure - Functional									
<i>Governance and administration</i>	233 036	177 829	183 059	221 763	221 637	221 637	252 640	264 856	271 144
Executive and council	95 246	56 510	24 780	55 867	57 792	57 792	58 057	61 701	63 574
Finance and administration	137 790	47 972	68 161	162 952	160 834	160 834	191 521	199 921	204 149
Internal audit	-	73 347	90 118	2 944	3 011	3 011	3 061	3 234	3 421
<i>Community and public safety</i>	84 724	127 660	138 037	144 344	153 451	153 451	192 734	216 372	225 156
Community and social services	30 985	31 538	33 856	16 752	17 668	17 668	17 784	20 436	21 608
Sport and recreation	13 956	15 886	18 307	58 238	59 193	59 193	51 538	59 120	62 473
Public safety	24 608	72 088	73 286	38 381	48 775	48 775	85 650	100 790	106 442
Housing	15 175	8 148	12 589	30 974	27 815	27 815	37 762	36 027	34 634
Health	-	-	-	-	-	-	-	-	-
<i>Economic and environmental services</i>	185 614	173 813	182 017	196 571	199 282	199 282	159 681	168 189	174 195
Planning and development	63 258	78 356	85 115	40 059	39 854	39 854	43 559	44 648	46 247
Road transport	117 597	90 054	91 197	147 972	151 082	151 082	106 251	113 446	117 400
Environmental protection	4 758	5 402	5 705	8 540	8 346	8 346	9 871	10 096	10 547
<i>Trading services</i>	434 352	515 721	490 339	568 159	668 712	668 712	639 901	690 998	758 999
Energy sources	261 110	313 992	295 386	311 806	362 764	362 764	363 841	399 647	451 928
Water management	67 325	65 931	66 052	110 285	126 404	126 404	117 498	123 154	129 909
Waste water management	57 091	63 101	64 937	78 918	97 078	97 078	84 386	90 967	95 810
Waste management	48 826	72 697	63 964	67 150	82 466	82 466	74 176	77 230	81 351
<i>Other</i>	-	-	-	3 408	3 383	3 383	2 945	2 964	3 071
Total Expenditure - Functional	937 727	995 023	993 453	1 134 245	1 246 466	1 246 466	1 247 901	1 343 380	1 432 564
Surplus/(Deficit) for the year	53 616	41 587	144 036	7 951	(5 106)	(5 106)	(20 304)	(33 056)	28 742

Explanatory notes to MBRR Table A2 - Budgeted Financial Performance (revenue and expenditure by functional classification) - mSCOA – Function/Sub Function

1. Table A2 is a view of the budgeted financial performance in relation to revenue and expenditure per functional classification. The modified GFS functional classification, now Function/Sub Function, divides the municipal services into 15 functional areas. Municipal revenue, operating expenditure and capital expenditure are then classified in terms of each of these functional areas, which enables National Treasury to compile 'whole of government' reports.
2. Note the Total Revenue on this table includes capital revenues (Transfers recognised: capital) and so does not balance to the operating revenue shown on Table A4.

Table 19 MBRR Table A3 - Budgeted Financial Performance (revenue and expenditure by municipal vote)

Vote Description	2015/16	2016/17	2017/18	Current Year 2018/19			2019/20 Medium Term Revenue & Expenditure Framework		
	Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2019/20	Budget Year +1 2020/21	Budget Year +2 2021/22
R thousand									
Revenue by Vote									
Vote 1 - Council	64 991	73 145	21 399	24 988	27 215	27 215	27 778	6 306	7 589
Vote 2 - Municipal Manager	-	12	64	51	122	122	-	-	-
Vote 3 - Management Services	3 065	2 031	821	584	584	584	1 169	793	796
Vote 4 - Finance	189 358	231 209	258 911	269 683	277 883	277 883	282 294	298 830	316 655
Vote 5 - Community Services	293 898	290 348	323 102	338 690	354 790	354 790	377 322	406 301	438 149
Vote 6 - Economic and Social Development & Tourism	3 471	3 556	2 788	2 226	2 226	2 226	2 635	-	-
Vote 7 - Infrastructure & Planning	409 632	393 923	489 799	464 077	448 453	448 453	499 970	558 603	657 106
Vote 8 - Protection Services	26 927	42 387	40 605	41 896	38 096	38 096	36 429	39 490	41 011
Total Revenue by Vote	991 343	1 036 610	1 137 488	1 142 196	1 149 370	1 149 370	1 227 597	1 310 323	1 461 306
Expenditure by Vote to be appropriated									
Vote 1 - Council	74 562	42 588	4 303	33 049	37 662	37 662	34 704	36 573	38 541
Vote 2 - Municipal Manager	4 094	3 922	4 542	5 467	5 534	5 534	5 561	5 874	6 209
Vote 3 - Management Services	38 242	40 697	43 809	52 776	52 695	52 695	54 838	56 708	62 692
Vote 4 - Finance	63 843	64 984	68 187	78 645	77 345	77 345	87 159	91 853	87 534
Vote 5 - Community Services	335 658	328 315	374 350	409 514	410 785	410 785	438 839	469 534	488 961
Vote 6 - Local Economic Development	8 905	10 220	10 558	11 752	11 533	11 533	12 421	12 597	13 213
Vote 7 - Infrastructure & Planning	356 481	432 211	414 432	456 531	460 506	460 506	531 108	572 279	631 962
Vote 8 - Protection Services	55 942	72 087	73 272	86 511	98 417	98 417	83 272	97 962	103 452
Total Expenditure by Vote	937 727	995 023	993 453	1 134 245	1 154 476	1 154 476	1 247 901	1 343 380	1 432 564
Surplus/(Deficit) for the year	53 616	41 587	144 036	7 951	(5 106)	(5 106)	(20 304)	(33 056)	28 742

Explanatory notes to MBRR Table A3 - Budgeted Financial Performance (revenue and expenditure by municipal vote) – mSCOA – Own Segment

1. Table A3 is a view of the budgeted financial performance in relation to the revenue and expenditure per own segment: municipal vote (directorate). This table facilitates the view of the budgeted operating performance in relation to the organisational structure of the Municipality. This means it is possible to present the operating surplus or deficit of a vote.
2. Note the Total Revenue on this table includes capital revenues (Transfers recognised: capital) and so does not balance to the operating revenue shown on Table A4.

Table 20 MBRR Table A4 - Budgeted Financial Performance (revenue and expenditure)

Description R thousand	2015/16	2016/17	2017/18	Current Year 2018/19			2019/20 Medium Term Revenue & Expenditure Framework		
	Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2019/20	Budget Year +1 2020/21	Budget Year +2 2021/22
Revenue By Source									
Property rates	164 486	197 104	214 845	234 998	234 998	234 998	240 070	254 464	269 721
Service charges - electricity revenue	324 599	334 765	349 380	362 784	362 784	362 784	398 278	456 672	524 974
Service charges - water revenue	114 179	115 070	111 010	116 781	124 781	124 781	118 842	125 972	133 531
Service charges - sanitation revenue	72 651	66 890	72 064	73 164	76 164	76 164	77 810	82 479	87 427
Service charges - refuse revenue	61 689	54 389	57 741	60 990	60 990	60 990	70 121	79 413	89 945
Rental of facilities and equipment	9 915	11 613	12 324	3 679	3 679	3 679	3 515	3 708	3 921
Interest earned - external investments	12 209	20 347	30 285	21 001	29 201	29 201	28 000	29 680	31 461
Interest earned - outstanding debtors	2 735	2 671	3 022	3 700	3 705	3 705	4 151	4 400	4 664
Dividends received									
Fines, penalties and forfeits	21 682	38 715	32 500	34 965	30 165	30 165	27 317	28 950	30 682
Licences and permits	2 423	2 525	2 527	2 447	2 447	2 447	2 329	2 450	2 578
Agency services	3 211	3 480	4 149	3 726	4 526	4 526	4 726	5 008	5 307
Transfers and subsidies	103 629	114 411	116 421	130 566	118 186	118 186	156 555	157 468	168 542
Other revenue	29 653	34 706	38 895	31 427	31 672	31 672	35 549	37 496	39 560
Total Revenue (excluding capital transfers and contributions)	930 691	1 002 928	1 073 241	1 080 228	1 083 298	1 083 298	1 167 263	1 268 160	1 392 313
Expenditure By Type									
Employee related costs	274 564	302 363	296 536	367 024	374 114	374 114	397 991	423 094	448 067
Remuneration of councillors	8 566	9 265	10 138	10 972	10 972	10 972	11 006	11 501	12 020
Debt impairment	13 785	22 221	18 013	23 492	23 492	23 492	24 902	26 396	27 979
Depreciation & asset impairment	122 909	132 532	134 400	130 362	130 362	130 362	131 285	130 830	130 222
Finance charges	46 207	45 913	46 129	47 834	47 834	47 834	51 549	54 249	56 058
Bulk purchases	194 620	217 523	225 844	238 588	238 588	238 588	275 880	319 000	368 859
Other materials	19 605	48 818	38 054	57 602	52 031	52 031	68 202	70 960	71 577
Contracted services	112 447	155 726	167 065	193 637	207 243	207 243	205 146	230 738	236 378
Transfers and subsidies	51 090	1 898	1 800	500	500	500	500	525	551
Other expenditure	93 542	50 631	55 475	64 232	69 339	69 339	81 441	76 087	80 852
Loss on disposal of PPE	392	8 133							
Total Expenditure	937 727	995 023	993 453	1 134 245	1 154 476	1 154 476	1 247 901	1 343 380	1 432 564
Surplus/(Deficit)	(7 036)	7 906	79 788	(54 017)	(71 179)	(71 179)	(80 639)	(75 220)	(40 251)
Transfers and subsidies - capital (monetary allocation)	60 651	33 681	64 248	61 968	66 072	66 072	60 335	42 164	68 993
Transfers and subsidies - capital (monetary allocation)	-	-	-	-	-	-	-	-	-
Transfers and subsidies - capital (in-kind - all)									
Surplus/(Deficit) after capital transfers & contributions	53 616	41 587	144 036	7 951	(5 106)	(5 106)	(20 304)	(33 056)	28 742
Taxation									
Surplus/(Deficit) after taxation	53 616	41 587	144 036	7 951	(5 106)	(5 106)	(20 304)	(33 056)	28 742
Attributable to minorities									
Surplus/(Deficit) attributable to municipality	53 616	41 587	144 036	7 951	(5 106)	(5 106)	(20 304)	(33 056)	28 742
Share of surplus/ (deficit) of associate									
Surplus/(Deficit) for the year	53 616	41 587	144 036	7 951	(5 106)	(5 106)	(20 304)	(33 056)	28 742

Explanatory notes to Table A4 - Budgeted Financial Performance (revenue and expenditure)

1. Total operating revenue is R1,083 billion in 2018/2019 and indicates an increase to R1,167 billion in 2019/20.
2. Revenue to be generated from property rates is R235 million in the 2018/2019 financial year and increases to R240 million by 2019/20 which represents 20,6 per cent of the operating revenue base of the Municipality and therefore remains a significant funding source for the municipality.
3. Services charges relating to electricity, water, sanitation and refuse removal constitutes the biggest component of the revenue basket of the Municipality totalling R624,7 million for the 2018/2019 financial year and indicates an increase to R665 million by 2019/20. For the 2019/20 financial year services charges amount to 56,9 per cent of the operating revenue base.
4. Transfers recognised – operating grants includes the local government equitable share and other operating grants from national and provincial government.
5. The following graph illustrates the major expenditure items per type.

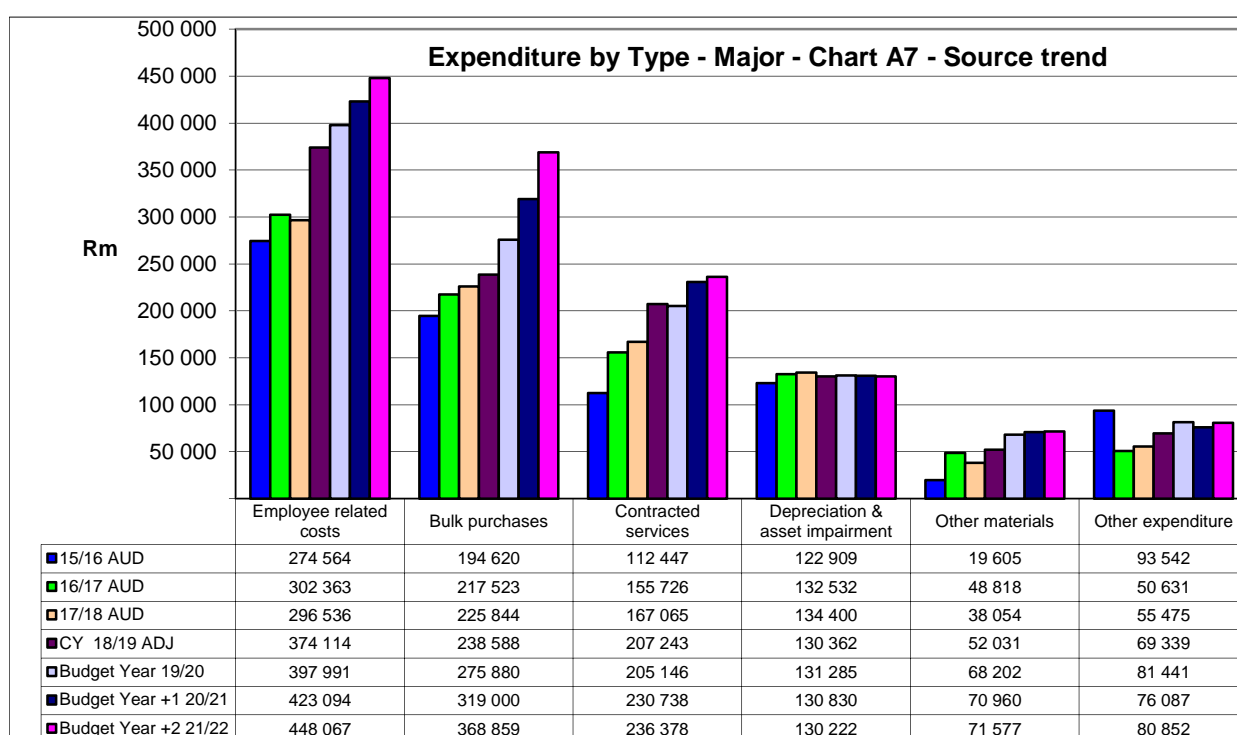


Figure 3 Expenditure by major type

6. Bulk purchases have significantly increased over the 2015/16 to 2021/22 period escalating from R194,6 million to R368,8 million. These increases can be attributed to the substantial increase in the cost of bulk electricity from Eskom over the past years. The change in the trend for contracted services also relates to the reclassification of expenditure resulting from mSCOA implementation.
7. Employee related costs and bulk purchases are the main cost drivers within the municipality and alternative operational gains and efficiencies will have to be identified to lessen the impact of wage and bulk tariff increases in future years.

Table 21 MBRR Table A5 - Budgeted Capital Expenditure by vote, functional classification and funding source

Vote Description R thousand	2015/16	2016/17	2017/18	Current Year 2018/19			2019/20 Medium Term Revenue & Expenditure Framework		
	Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2019/20	Budget Year +1 2020/21	Budget Year +2 2021/22
Capital expenditure - Vote									
Multi-year expenditure to be appropriated									
Vote 1 - Council	-	-	-	-	-	-	-	-	-
Vote 2 - Municipal Manager	-	-	-	-	-	-	-	-	-
Vote 3 - Management Services	-	-	-	-	-	-	-	-	-
Vote 4 - Finance	-	-	-	-	-	-	-	-	-
Vote 5 - Community Services	17 900	53 713	-	64 797	55 774	55 774	63 948	75 323	94 324
Vote 6 - Economic and Social Development & Tourism	-	-	-	-	-	-	-	-	-
Vote 7 - Infrastructure & Planning	8 501	30 496	-	58 239	54 027	54 027	-	32 000	30 000
Vote 8 - Protection Services	-	-	-	500	500	500	-	-	-
Capital multi-year expenditure sub-total	26 401	84 209	-	123 536	110 301	110 301	63 948	107 323	124 324
Single-year expenditure to be appropriated									
Vote 1 - Council	-	-	-	20	572	572	10	-	-
Vote 2 - Municipal Manager	-	-	-	-	-	-	-	-	-
Vote 3 - Management Services	3 848	72	6 346	4 086	4 086	4 086	-	-	-
Vote 4 - Finance	-	885	-	30	619	619	4 095	30 000	30 000
Vote 5 - Community Services	54 342	4 167	80 077	52 403	53 044	53 044	80 888	-	-
Vote 6 - Economic and Social Development & Tourism	-	-	-	5 625	1 620	1 620	25	-	-
Vote 7 - Infrastructure & Planning	10 246	1 540	16 268	1 100	3 800	3 800	69 609	-	-
Vote 8 - Protection Services	295	996	2 517	7 436	706	706	13 632	841	-
Capital single-year expenditure sub-total	68 732	7 659	105 207	70 701	64 447	64 447	168 259	30 841	30 000
Total Capital Expenditure - Vote	95 133	91 868	105 207	194 237	174 748	174 748	232 206	138 164	154 324
Capital Expenditure - Functional									
Governance and administration	4 809	957	6 346	6 331	7 472	7 472	4 105	30 000	30 000
Executive and council		72		20	572	572	10		
Finance and administration	4 809	885	6 346	6 311	6 900	6 900	4 095	30 000	30 000
Internal audit									
Community and public safety	32 729	14 135	44 053	57 710	54 084	54 084	52 142	14 128	39 480
Community and social services	3 169	644	1 929	4 999	5 249	5 249	2 330		
Sport and recreation	3 311	1 837	5 427	8 057	8 007	8 007	14 855		
Public safety	264	996	2 517	9 186	6 556	6 556	13 632	841	
Housing	25 985	10 658	34 180	35 467	34 271	34 271	21 325	13 287	39 480
Health									
Economic and environmental services	13 226	13 279	12 023	18 821	14 551	14 551	29 395	-	8 000
Planning and development		1 540		5 725	1 720	1 720	8 528		-
Road transport	13 226	11 739	12 023	13 096	12 831	12 831	20 866		8 000
Environmental protection									
Trading services	44 369	63 498	42 786	111 375	98 642	98 642	146 565	94 036	76 844
Energy sources	18 237	30 496	16 268	24 772	20 456	20 456	33 874	32 000	30 000
Water management	14 232	15 772	3 257	30 077	21 945	21 945	43 461	40 075	13 481
Waste water management	11 875	17 217	21 523	54 987	54 744	54 744	41 999	21 961	33 363
Waste management	25	12	1 739	1 540	1 497	1 497	27 231		
Other									
Total Capital Expenditure - Functional	95 133	91 868	105 207	194 237	174 748	174 748	232 206	138 164	154 324
Funded by:									
National Government	31 647	25 530	21 786	25 901	30 445	30 445	39 010	28 036	29 513
Provincial Government	29 004	7 681	42 481	36 067	35 628	35 628	25 125	14 128	39 480
District Municipality					-	-			
Other transfers and grants	743	10 002	4 372	100	100	100			
Transfers recognised - capital	61 394	43 214	68 640	62 068	66 172	66 172	64 135	42 164	68 993
Borrowing	27 189	35 550	19 199	68 650	53 624	53 624	89 013	54 000	50 000
Internally generated funds	6 549	13 104	17 369	63 519	54 952	54 952	79 059	42 000	35 331
Total Capital Funding	95 133	91 868	105 207	194 237	174 748	174 748	232 206	138 164	154 324

Explanatory notes to Table A5 - Budgeted Capital Expenditure by vote, functional classification and funding source

1. Table A5 is a breakdown of the capital programme in relation to capital expenditure by municipal vote (multi-year and single-year appropriations); capital expenditure by functional classification; and the funding sources necessary to fund the capital budget, including information on capital transfers from national and provincial departments.
2. The MFMA provides that a municipality may approve multi-year or single-year capital budget appropriations. The capital expenditure amounts to R232,2 million in 2019/20.
3. Unlike multi-year capital appropriations, single-year appropriations relate to expenditure that will be incurred in the specific budget year such as the procurement of vehicles and specialized tools and equipment. The budget appropriations for the two outer years are indicative allocations based on the departmental business plans as informed by the IDP and will be reviewed on an annual basis to assess the relevance of the expenditure in relation to the strategic objectives and service delivery imperatives of the Municipality.
4. The capital programme is funded from national and provincial grants and transfers, public contributions and donations, borrowing and internally generated funds from previous year surpluses. For 2019/20, capital transfers total R64,1 million. Borrowing has been provided at R89 million, finance leases (nil) and internally generated funding totaling R79 million. These funding sources are further discussed in detail in paragraph 2.6 (Overview of Budget Funding).
5. Rolled over borrowing amounts to R14,7m.

Table 22 MBRR Table A6 - Budgeted Financial Position

Description	2015/16	2016/17	2017/18	Current Year 2018/19			2019/20 Medium Term Revenue & Expenditure Framework		
R thousand	Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2019/20	Budget Year +1 2020/21	Budget Year +2 2021/22
ASSETS									
Current assets									
Cash	73 518	89 087	94 453	380 242	489 014	489 014	139 538	107 065	85 211
Call investment deposits	101 263	170 728	380 514	–	–	–	320 000	330 000	340 000
Consumer debtors	57 820	62 129	63 126	78 188	68 994	68 994	73 134	77 522	82 173
Other debtors	46 519	47 370	53 220	49 845	53 645	53 645	35 523	33 672	31 630
Current portion of long-term receivables	14	12	10	10	10	10	7	3	1
Inventory	28 688	35 438	50 095	15 432	44 732	44 732	30 752	31 492	47 287
Total current assets	307 820	404 764	641 418	523 717	656 395	656 395	598 954	579 754	586 301
Non current assets									
Long-term receivables	40	27	20	10	10	10	4	1	–
Investments	29 740	37 982	44 595	50 546	50 546	50 546	57 885	65 460	73 191
Investment property	153 892	155 269	114 846	101 865	114 846	114 846	114 846	114 846	114 846
Investment in Associate									
Property, plant and equipment	3 541 376	3 502 661	3 469 468	3 559 712	3 514 506	3 514 506	3 615 427	3 622 761	3 646 863
Biological									
Intangible	6 713	6 287	6 699	5 942	6 046	6 046	6 046	6 046	6 046
Other non-current assets									
Total non current assets	3 731 761	3 702 225	3 635 627	3 718 075	3 685 955	3 685 955	3 794 208	3 809 113	3 840 946
TOTAL ASSETS	4 039 581	4 106 989	4 277 045	4 241 792	4 342 350	4 342 350	4 393 162	4 388 867	4 427 247
LIABILITIES									
Current liabilities									
Bank overdraft									
Borrowing	26 492	29 580	33 448	38 428	38 428	38 428	42 244	47 697	41 512
Consumer deposits	43 943	37 039	38 462	53 152	40 046	40 046	63 074	67 728	72 411
Trade and other payables	72 707	85 793	118 879	87 052	103 958	103 958	95 207	90 208	74 039
Provisions	26 444	27 795	29 790	36 518	31 670	31 670	33 570	35 584	37 720
Total current liabilities	169 587	180 206	220 580	215 151	214 102	214 102	234 096	241 218	225 682
Non current liabilities									
Borrowing	412 402	412 495	408 658	423 677	423 677	423 677	455 453	461 756	470 934
Provisions	199 265	217 138	205 051	249 777	221 287	221 287	239 095	253 421	268 607
Total non current liabilities	611 666	629 633	613 708	673 454	644 964	644 964	694 547	715 177	739 540
TOTAL LIABILITIES	781 253	809 839	834 288	888 605	859 066	859 066	928 643	956 394	965 222
NET ASSETS	3 258 328	3 297 149	3 442 758	3 353 187	3 483 283	3 483 283	3 464 519	3 432 473	3 462 025
COMMUNITY WEALTH/EQUITY									
Accumulated Surplus/(Deficit)	3 256 152	3 293 898	3 439 499	3 349 887	3 479 983	3 479 983	3 461 179	3 429 123	3 458 655
Reserves	2 177	3 251	3 259	3 300	3 300	3 300	3 340	3 350	3 370
TOTAL COMMUNITY WEALTH/EQUITY	3 258 328	3 297 149	3 442 758	3 353 187	3 483 283	3 483 283	3 464 519	3 432 473	3 462 025

Explanatory notes to Table A6 - Budgeted Financial Position

1. Table A6 is consistent with international standards of good financial management practice, and improves understandability for councilors and management of the impact of the budget on the statement of financial position (balance sheet).
2. This format of presenting the statement of financial position is largely aligned to GRAP1, which is generally aligned to the international version which presents Assets less Liabilities as “accounting” Community Wealth. The order of items within each group illustrates items in order of liquidity; i.e. assets readily converted to cash, or liabilities immediately required to be met from cash, appear first.
3. Table 64 is supported by an extensive table of notes (SA3 which can be found on page 104) providing a detailed analysis of the major components of a number of items, including:
 - Call investments deposits;
 - Consumer debtors;
 - Property, plant and equipment;
 - Trade and other payables;
 - Provisions non-current;
 - Changes in net assets; and
 - Reserves
4. The municipal equivalent of equity is Community Wealth/Equity. The justification is that ownership and the net assets of the municipality belong to the community.
5. Any movement on the Budgeted Financial Performance or the Capital Budget will inevitably impact on the Budgeted Financial Position. As an example, the collection rate assumption will impact on the cash position of the municipality and subsequently inform the level of cash and cash equivalents at year end. Similarly, the collection rate assumption should inform the budget appropriation for debt impairment which in turn would impact on the provision for bad debt. These budget and planning assumptions form a critical link in determining the applicability and relevance of the budget as well as the determination of ratios and financial indicators. In addition the funding compliance assessment is informed directly by forecasting the statement of financial position.

Table 23 MBRR Table A7 - Budgeted Cash Flow Statement

Description	2015/16	2016/17	2017/18	Current Year 2018/19			2019/20 Medium Term Revenue & Expenditure Framework		
	Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2019/20	Budget Year +1 2020/21	Budget Year +2 2021/22
R thousand									
CASH FLOW FROM OPERATING ACTIVITIES									
Receipts									
Property rates	163 442	195 733	213 851	233 454	233 401	233 401	238 976	253 350	268 590
Service charges	570 606	568 538	589 413	609 686	620 473	620 473	662 020	741 277	832 373
Other revenue	65 164	73 850	75 919	56 317	51 287	51 287	68 922	54 847	57 739
Government - operating	103 190	119 507	131 819	130 566	118 186	118 186	156 555	157 468	168 542
Government - capital	60 394	33 681	64 248	61 968	66 072	66 072	60 335	42 164	68 993
Interest	14 944	23 018	33 308	24 701	32 906	32 906	32 151	34 080	36 125
Dividends							-	-	-
Payments									
Suppliers and employees	(719 905)	(791 231)	(818 184)	(893 168)	(900 839)	(900 839)	(1 015 471)	(1 121 564)	(1 233 231)
Finance charges	(46 193)	(45 910)	(46 129)	(47 834)	(47 834)	(47 834)	(51 549)	(54 249)	(56 058)
Transfers and Grants	(51 090)	(1 898)	(1 800)	(500)	(500)	(500)	(500)	(525)	(551)
NET CASH FROM/(USED) OPERATING ACTIVITIES	160 551	175 288	242 445	175 190	173 153	173 153	151 440	106 849	142 522
CASH FLOWS FROM INVESTING ACTIVITIES									
Receipts									
Proceeds on disposal of PPE	845	2 943	81 432	-	-	-	-	-	-
Decrease (Increase) in non-current debtors				-	-	-	-	-	-
Decrease (increase) other non-current receivables	15	15	8	10	10	10	10	7	3
Decrease (increase) in non-current investments	(4 980)	(4 980)	(4 980)	(7 124)	(5 952)	(5 952)	(7 339)	(7 575)	(7 730)
Payments									
Capital assets	(95 133)	(84 505)	(105 207)	(194 237)	(174 748)	(174 748)	(232 206)	(138 164)	(154 324)
NET CASH FROM/(USED) INVESTING ACTIVITIES	(99 253)	(86 528)	(28 747)	(201 351)	(180 689)	(180 689)	(239 535)	(145 732)	(162 052)
CASH FLOWS FROM FINANCING ACTIVITIES									
Receipts									
Short term loans							-	-	-
Borrowing long term/refinancing	30 000	30 000	30 000	54 000	54 000	54 000	74 300	54 000	50 000
Increase (decrease) in consumer deposits	2 200	(6 904)	1 423	3 937	1 584	1 584	23 028	4 654	4 682
Payments									
Repayment of borrowing	(23 704)	(26 822)	(29 969)	(33 993)	(34 001)	(34 001)	(38 709)	(42 244)	(47 007)
NET CASH FROM/(USED) FINANCING ACTIVITIES	8 496	(3 727)	1 455	23 944	21 583	21 583	58 619	16 410	7 676
NET INCREASE/(DECREASE) IN CASH HELD	69 794	85 034	215 153	(2 217)	14 047	14 047	(29 476)	(22 473)	(11 854)
Cash/cash equivalents at the year begin:	104 987	174 780	259 815	382 460	474 967	474 967	489 014	459 538	437 065
Cash/cash equivalents at the year end:	174 780	259 815	474 967	380 242	489 014	489 014	459 538	437 065	425 211

Explanatory notes to Table A7 - Budgeted Cash Flow Statement

1. The budgeted cash flow statement is the first measurement in determining if the budget is funded.
2. It shows the expected level of cash in-flow versus cash out-flow that is likely to result from the implementation of the budget.
3. It can be seen that the cash levels of the Municipality remain steady over the 2019/20 to 2021/22 period.
4. The 2019/20 MTREF has been informed by the planning principle of ensuring adequate cash over the medium-term.
5. Cash and cash equivalents totals R459,5 million as at the end of the 2019/20 financial year and is estimated to decrease to R425,2 million by 2021/22.

Table 24 MBRR Table A8 - Cash Backed Reserves/Accumulated Surplus Reconciliation

Description	2015/16	2016/17	2017/18	Current Year 2018/19			2019/20 Medium Term Revenue & Expenditure Framework		
	Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2019/20	Budget Year +1 2020/21	Budget Year +2 2021/22
R thousand									
<u>Cash and investments available</u>									
Cash/cash equivalents at the year end	174 780	259 815	474 967	380 242	489 014	489 014	459 538	437 065	425 211
Other current investments > 90 days	–	–	0	(0)	(0)	(0)	–	–	–
Non current assets - Investments	29 740	37 982	44 595	50 546	50 546	50 546	57 885	65 460	73 191
Cash and investments available:	204 521	297 796	519 562	430 789	539 560	539 560	517 424	502 525	498 401
<u>Application of cash and investments</u>									
Unspent conditional transfers	–	–	–	–	3 800	3 800	–	–	–
Unspent borrowing	–	–	–	–	–	–	–	–	–
Statutory requirements									
Other working capital requirements	(30 636)	(20 707)	5 009	(36 964)	(18 462)	(18 462)	(12 039)	(17 743)	(36 556)
Other provisions									
Long term investments committed	29 740	37 982	44 595	50 546	50 546	50 546	57 885	65 460	73 191
Reserves to be backed by cash/investments	2 177	3 251	3 259	3 300	3 300	3 300	3 340	3 350	3 370
Total Application of cash and investments:	1 281	20 526	52 862	16 883	39 184	39 184	49 186	51 067	40 005
Surplus(shortfall)	203 239	277 271	466 700	413 906	500 376	500 376	468 237	451 458	458 397

Explanatory notes to Table A8 - Cash Backed Reserves/Accumulated Surplus Reconciliation

1. The cash backed reserves/accumulated surplus reconciliation is aligned to the requirements of MFMA Circular 42 – Funding a Municipal Budget.
2. In essence the table evaluates the funding levels of the budget by firstly forecasting the cash and investments at year end and secondly reconciling the available funding to the liabilities/commitments that exist.
3. The outcome of this exercise would either be a surplus or deficit. A deficit would indicate that the applications exceed the cash and investments available and would be indicative of non-compliance with the MFMA requirements that the municipality's budget must be "funded".
4. As part of the budgeting and planning guidelines that informs the compilation of the 2019/20 MTREF the end objective of the medium-term framework is to ensure the budget is funded and aligned to section 18 of the MFMA.
5. As can be seen the budget has been modelled to ensure that the budget is funded.

Table 25 MBRR Table A9 - Asset Management

Description	2015/16	2016/17	2017/18	Current Year 2018/19			2019/20 Medium Term Revenue & Expenditure Framework		
	Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2019/20	Budget Year +1 2020/21	Budget Year +2 2021/22
R thousand									
CAPITAL EXPENDITURE									
Total New Assets	79 249	57 389	75 563	194 237	174 748	174 748	198 276	126 803	121 836
Roads Infrastructure	16 352	2 260	10 003	12 506	12 241	12 241	19 039	-	8 000
Storm water Infrastructure	-	-	255	11 723	14 136	14 136	21 352	4 000	6 506
Electrical Infrastructure	18 237	30 496	15 449	22 772	18 456	18 456	23 551	32 000	26 000
Water Supply Infrastructure	3 772	5 276	627	30 077	21 945	21 945	38 001	37 175	6 700
Sanitation Infrastructure	6 217	5 718	-	34 973	30 777	30 777	14 400	9 500	5 150
Solid Waste Infrastructure	25	8 930	105	-	1 497	1 497	20 300	-	-
Rail Infrastructure	-	-	-	-	-	-	-	-	-
Coastal Infrastructure	-	-	-	-	-	-	-	-	-
Information and Communication Infrastructure	-	-	-	-	-	-	-	-	-
Infrastructure	44 603	52 681	26 438	112 050	99 051	99 051	136 642	82 675	52 356
Community Facilities	29 837	2 212	3 229	16 380	9 995	9 995	11 099	-	-
Sport and Recreation Facilities	-	-	5 427	7 657	7 607	7 607	380	-	-
Community Assets	29 837	2 212	8 656	24 037	17 602	17 602	11 479	-	-
Heritage Assets	-	-	-	-	-	-	-	-	-
Revenue Generating	-	-	-	-	-	-	-	-	-
Non-revenue Generating	-	-	-	-	-	-	-	-	-
Investment properties	-	-	-	-	-	-	-	-	-
Operational Buildings	4 809	2 497	4 372	1 421	2 009	2 009	8 831	-	-
Housing	-	-	34 180	35 467	34 271	34 271	21 325	13 287	39 480
Other Assets	4 809	2 497	38 552	36 888	36 281	36 281	30 155	13 287	39 480
Biological or Cultivated Assets	-	-	-	-	-	-	-	-	-
Servitudes	-	-	-	-	-	-	-	-	-
Licences and Rights	-	-	-	-	-	-	-	-	-
Intangible Assets	-	-	-	-	-	-	-	-	-
Computer Equipment	-	-	1 593	4 136	4 136	4 136	3 950	-	-
Furniture and Office Equipment	-	-	205	215	215	215	280	-	-
Machinery and Equipment	-	-	119	1 566	1 566	1 566	900	-	-
Transport Assets	-	-	-	15 345	15 897	15 897	14 870	30 841	30 000
Land	-	-	-	-	-	-	-	-	-
Zoo's, Marine and Non-biological Animals	-	-	-	-	-	-	-	-	-
Total Renewal of Existing Assets	15 884	34 479	29 644	-	-	-	6 570	4 900	9 781
Roads Infrastructure	-	11 809	2 020	-	-	-	10	-	-
Storm water Infrastructure	-	-	10 677	-	-	-	-	-	-
Electrical Infrastructure	-	-	819	-	-	-	-	-	-
Water Supply Infrastructure	10 460	10 496	2 629	-	-	-	2 560	2 900	6 781
Sanitation Infrastructure	2 531	9 169	10 591	-	-	-	4 000	2 000	3 000
Solid Waste Infrastructure	-	1 740	1 634	-	-	-	-	-	-
Rail Infrastructure	-	-	-	-	-	-	-	-	-
Coastal Infrastructure	-	-	-	-	-	-	-	-	-
Information and Communication Infrastructure	-	-	-	-	-	-	-	-	-
Infrastructure	12 992	33 214	28 370	-	-	-	6 570	4 900	9 781
Community Facilities	2 893	1 265	1 217	-	-	-	-	-	-
Sport and Recreation Facilities	-	-	-	-	-	-	-	-	-
Community Assets	2 893	1 265	1 217	-	-	-	-	-	-
Heritage Assets	-	-	-	-	-	-	-	-	-
Revenue Generating	-	-	-	-	-	-	-	-	-
Non-revenue Generating	-	-	-	-	-	-	-	-	-
Investment properties	-	-	-	-	-	-	-	-	-
Operational Buildings	-	-	-	-	-	-	-	-	-
Housing	-	-	-	-	-	-	-	-	-
Other Assets	-	-	-	-	-	-	-	-	-
Biological or Cultivated Assets	-	-	-	-	-	-	-	-	-
Servitudes	-	-	-	-	-	-	-	-	-
Licences and Rights	-	-	-	-	-	-	-	-	-
Intangible Assets	-	-	-	-	-	-	-	-	-
Computer Equipment	-	-	-	-	-	-	-	-	-
Furniture and Office Equipment	-	-	-	-	-	-	-	-	-
Machinery and Equipment	-	-	57	-	-	-	-	-	-
Transport Assets	-	-	-	-	-	-	-	-	-
Land	-	-	-	-	-	-	-	-	-
Zoo's, Marine and Non-biological Animals	-	-	-	-	-	-	-	-	-

Description R thousand	2015/16	2016/17	2017/18	Current Year 2018/19			2019/20 Medium Term Revenue & Expenditure Framework		
	Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2019/20	Budget Year +1 2020/21	Budget Year +2 2021/22
Total Upgrading of Existing Assets	-	-	-	-	-	-	27 360	6 461	22 707
Roads Infrastructure	-	-	-	-	-	-	-	-	-
Storm water Infrastructure	-	-	-	-	-	-	160	-	-
Electrical Infrastructure	-	-	-	-	-	-	9 750	-	4 000
Water Supply Infrastructure	-	-	-	-	-	-	2 900	-	-
Sanitation Infrastructure	-	-	-	-	-	-	-	6 461	18 707
Solid Waste Infrastructure	-	-	-	-	-	-	1 000	-	-
Rail Infrastructure	-	-	-	-	-	-	-	-	-
Coastal Infrastructure	-	-	-	-	-	-	-	-	-
Information and Communication Infrastructure	-	-	-	-	-	-	-	-	-
Infrastructure	-	-	-	-	-	-	13 810	6 461	22 707
Community Facilities	-	-	-	-	-	-	-	-	-
Sport and Recreation Facilities	-	-	-	-	-	-	13 450	-	-
Community Assets	-	-	-	-	-	-	13 450	-	-
Heritage Assets	-	-	-	-	-	-	-	-	-
Revenue Generating	-	-	-	-	-	-	-	-	-
Non-revenue Generating	-	-	-	-	-	-	-	-	-
Investment properties	-	-	-	-	-	-	-	-	-
Operational Buildings	-	-	-	-	-	-	100	-	-
Housing	-	-	-	-	-	-	-	-	-
Other Assets	-	-	-	-	-	-	100	-	-
Biological or Cultivated Assets	-	-	-	-	-	-	-	-	-
Servitudes	-	-	-	-	-	-	-	-	-
Licences and Rights	-	-	-	-	-	-	-	-	-
Intangible Assets	-	-	-	-	-	-	-	-	-
Computer Equipment	-	-	-	-	-	-	-	-	-
Furniture and Office Equipment	-	-	-	-	-	-	-	-	-
Machinery and Equipment	-	-	-	-	-	-	-	-	-
Transport Assets	-	-	-	-	-	-	-	-	-
Land	-	-	-	-	-	-	-	-	-
Zoo's, Marine and Non-biological Animals	-	-	-	-	-	-	-	-	-
Total Capital Expenditure	95 133	91 868	105 207	194 237	174 748	174 748	232 206	138 164	154 324
Roads Infrastructure	16 352	14 069	12 023	12 506	12 241	12 241	19 049	-	8 000
Storm water Infrastructure	-	-	10 932	11 723	14 136	14 136	21 512	4 000	6 506
Electrical Infrastructure	18 237	30 496	16 268	22 772	18 456	18 456	33 301	32 000	30 000
Water Supply Infrastructure	14 232	15 772	3 257	30 077	21 945	21 945	43 461	40 075	13 481
Sanitation Infrastructure	8 748	14 887	10 591	34 973	30 777	30 777	18 400	17 961	26 857
Solid Waste Infrastructure	25	10 670	1 739	-	1 497	1 497	21 300	-	-
Rail Infrastructure	-	-	-	-	-	-	-	-	-
Coastal Infrastructure	-	-	-	-	-	-	-	-	-
Information and Communication Infrastructure	-	-	-	-	-	-	-	-	-
Infrastructure	57 595	85 895	54 809	112 050	99 051	99 051	157 022	94 036	84 844
Community Facilities	32 729	3 477	4 446	16 380	9 995	9 995	11 099	-	-
Sport and Recreation Facilities	-	-	5 427	7 657	7 607	7 607	13 830	-	-
Community Assets	32 729	3 477	9 873	24 037	17 602	17 602	24 929	-	-
Heritage Assets	-	-	-	-	-	-	-	-	-
Revenue Generating	-	-	-	-	-	-	-	-	-
Non-revenue Generating	-	-	-	-	-	-	-	-	-
Investment properties	-	-	-	-	-	-	-	-	-
Operational Buildings	4 809	2 497	4 372	1 421	2 009	2 009	8 931	-	-
Housing	-	-	34 180	35 467	34 271	34 271	21 325	13 287	39 480
Other Assets	4 809	2 497	38 552	36 888	36 281	36 281	30 255	13 287	39 480
Biological or Cultivated Assets	-	-	-	-	-	-	-	-	-
Servitudes	-	-	-	-	-	-	-	-	-
Licences and Rights	-	-	-	-	-	-	-	-	-
Intangible Assets	-	-	-	-	-	-	-	-	-
Computer Equipment	-	-	1 593	4 136	4 136	4 136	3 950	-	-
Furniture and Office Equipment	-	-	205	215	215	215	280	-	-
Machinery and Equipment	-	-	176	1 566	1 566	1 566	900	-	-
Transport Assets	-	-	-	15 345	15 897	15 897	14 870	30 841	30 000
Land	-	-	-	-	-	-	-	-	-
Zoo's, Marine and Non-biological Animals	-	-	-	-	-	-	-	-	-
TOTAL CAPITAL EXPENDITURE - Asset class	95 133	91 868	105 207	194 237	174 748	174 748	232 206	138 164	154 324

Description	2015/16	2016/17	2017/18	Current Year 2018/19			2019/20 Medium Term Revenue & Expenditure Framework		
	Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2019/20	Budget Year +1 2020/21	Budget Year +2 2021/22
R thousand									
ASSET REGISTER SUMMARY - PPE (WDV)	3 701 981	3 664 217	3 601 891	3 667 519	3 635 398	3 635 398	3 736 319	3 743 653	3 767 755
<i>Roads Infrastructure</i>	1 267 105	1 239 685	1 256 188	1 211 279	1 033 700	1 033 700	1 018 658	984 950	959 682
<i>Storm water Infrastructure</i>	29 766	46 217	30 324		210 095	210 095	225 563	223 525	224 000
<i>Electrical Infrastructure</i>	533 176	534 751	523 456	522 493	516 762	516 762	524 897	531 738	536 586
<i>Water Supply Infrastructure</i>	518 431	505 838	481 367	491 635	475 850	475 850	491 809	504 683	491 123
<i>Sanitation Infrastructure</i>	378 863	376 119	367 433	399 436	383 450	383 450	385 380	386 937	397 591
<i>Solid Waste Infrastructure</i>				27 169	25 518	25 518	44 570	42 373	40 190
<i>Rail Infrastructure</i>					–	–			
<i>Coastal Infrastructure</i>					–	–			
<i>Information and Communication Infrastructure</i>					–	–			
Infrastructure	2 727 341	2 702 611	2 658 767	2 652 012	2 645 375	2 645 375	2 690 878	2 674 206	2 649 173
Community Assets		617 193	627 042						
Heritage Assets	124 182	124 182	124 182	124 182	124 182	124 182	124 182	124 182	124 182
Investment properties	153 892	155 269	114 846	101 865	114 846	114 846	114 846	114 846	114 846
Other Assets	689 853	58 676	70 355	709 652	666 561	666 561	709 083	709 901	737 191
Biological or Cultivated Assets									
Intangible Assets	6 713	6 287	6 699	5 942	6 046	6 046	6 046	6 046	6 046
Computer Equipment									
Furniture and Office Equipment				10 265	11 294	11 294	13 217	11 201	9 526
Machinery and Equipment				6 778	4 487	4 487	4 671	4 074	3 623
Transport Assets				56 822	62 607	62 607	73 396	99 196	123 167
Land									
Zoo's, Marine and Non-biological Animals									
TOTAL ASSET REGISTER SUMMARY - PPE (WDV)	3 701 981	3 664 217	3 601 891	3 667 519	3 635 398	3 635 398	3 736 319	3 743 653	3 767 755
EXPENDITURE OTHER ITEMS	232 287	253 258	290 070	355 575	362 321	362 321	327 021	334 261	345 512
Depreciation	122 909	132 463	130 034	130 362	130 362	130 362	131 285	130 830	130 222
Repairs and Maintenance by Asset Class	109 377	120 795	160 036	225 212	231 959	231 959	195 736	203 431	215 290
<i>Roads Infrastructure</i>	45 521	55 545	53 229	63 374	63 890	63 890	62 874	68 397	72 481
<i>Storm water Infrastructure</i>	5 260	6 392	6 017	6 786	6 786	6 786	6 445	7 725	8 160
<i>Electrical Infrastructure</i>	16 972	17 747	17 645	23 747	23 747	23 747	36 347	28 078	29 512
<i>Water Supply Infrastructure</i>	18 056	16 489	15 014	19 104	19 104	19 104	16 935	17 994	19 901
<i>Sanitation Infrastructure</i>	11 512	11 672	13 051	13 642	15 442	15 442	10 041	11 865	12 580
<i>Solid Waste Infrastructure</i>	2 516	2 546	12 946	23 038	24 113	24 113	2 164	2 457	2 251
<i>Rail Infrastructure</i>	–	–	–	–	–	–	–	–	–
<i>Coastal Infrastructure</i>	–	–	–	–	–	–	189	210	222
<i>Information and Communication Infrastructure</i>	–	–	–	–	–	–	40	42	44
Infrastructure	99 836	110 392	117 901	149 690	153 082	153 082	135 035	136 768	145 151
<i>Community Facilities</i>	–	4 867	12 289	27 714	28 033	28 033	33 623	39 273	41 430
<i>Sport and Recreation Facilities</i>	–	–	–	13 304	13 354	13 354	5 686	6 760	7 158
Community Assets	–	4 867	12 289	41 017	41 387	41 387	39 309	46 033	48 588
Heritage Assets	–	–	–	–	–	–	–	–	–
<i>Revenue Generating</i>	–	–	–	–	–	–	–	–	–
<i>Non-revenue Generating</i>	–	–	–	–	–	–	–	–	–
Investment properties	–	–	–	–	–	–	–	–	–
<i>Operational Buildings</i>	9 541	–	–	12 497	12 597	12 597	2 117	3 094	3 272
<i>Housing</i>	–	–	–	–	–	–	–	–	–
Other Assets	9 541	–	–	12 497	12 597	12 597	2 117	3 094	3 272
Biological or Cultivated Assets	–	–	–	–	–	–	–	–	–
<i>Servitudes</i>	–	–	–	–	–	–	–	–	–
<i>Licences and Rights</i>	–	–	–	–	–	–	5 653	5 978	6 323
Intangible Assets	–	–	–	–	–	–	5 653	5 978	6 323
Computer Equipment	–	5 536	5 207	5 387	5 387	5 387	1 193	1 260	1 330
Furniture and Office Equipment	–	–	17 919	16 622	19 507	19 507	431	458	486
Machinery and Equipment	–	–	6 719	–	–	–	11 999	9 841	10 140
Transport Assets	–	–	–	–	–	–	–	–	–
Land	–	–	–	–	–	–	–	–	–
Zoo's, Marine and Non-biological Animals	–	–	–	–	–	–	–	–	–
TOTAL EXPENDITURE OTHER ITEMS	232 287	253 258	290 070	355 575	362 321	362 321	327 021	334 261	345 512
<i>Renewal and upgrading of Existing Assets as % of total PPE</i>	29.8%	16.7%	37.5%	44.1%	32.4%	32.4%	0.0%	0.0%	0.0%
<i>Renewal and upgrading of Existing Assets as % of depreciation</i>	26.7%	12.9%	27.6%	33.0%	29.0%	29.0%	0.0%	0.0%	0.0%
<i>R&M as a % of PPE</i>	4.4%	3.1%	3.4%	4.9%	5.5%	5.5%	6.3%	6.7%	7.1%
<i>Renewal and upgrading and R&M as a % of PPE</i>	5.0%	3.0%	4.0%	6.0%	6.0%	6.0%	6.0%	7.0%	7.0%

Explanatory notes to Table A9 - Asset Management

1. Table A9 provides an overview of municipal capital allocations to building new assets and the renewal/upgrading of existing assets, as well as spending on repairs and maintenance by asset class.
2. The following graph provides an analysis between depreciation and operational repairs and maintenance over the MTREF.

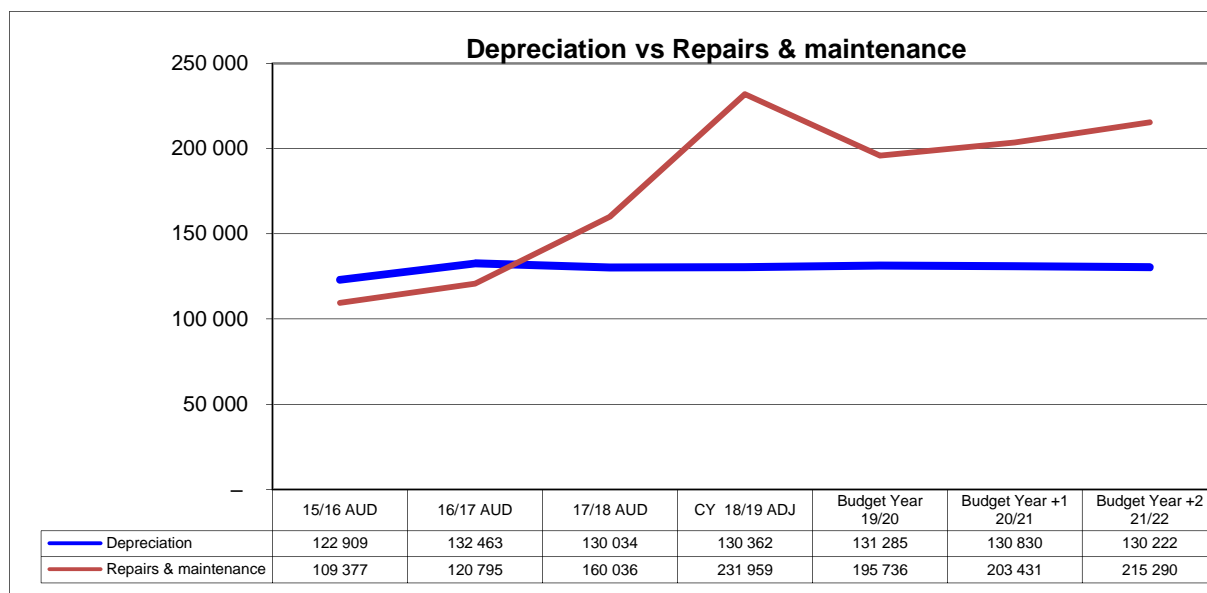


Figure 4 Depreciation in relation to repairs and maintenance over the MTREF

Table 26 MBRR Table A10 - Basic Service Delivery Measurement

Description	2015/16	2016/17	2017/18	Current Year 2018/19			2019/20 Medium Term Revenue & Expenditure Framework		
	Outcome	Outcome	Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2019/20	Budget Year +1 2020/21	Budget Year +2 2021/22
Household service targets									
Water:									
Piped water inside dwelling	32 544	34 449	33 736	30 209	30 209	30 209	29 174	30 049	30 950
Piped water inside yard (but not in dwelling)	–	–	–	–	–	–	–	–	–
Using public tap (at least min.service level)	3 106	3 067	3 006	2 817	2 817	2 817	3 052	3 144	3 238
Other water supply (at least min.service level)	–	–	–	–	–	–	–	–	–
<i>Minimum Service Level and Above sub-total</i>	35 650	37 516	36 742	33 026	33 026	33 026	32 226	33 193	34 188
Using public tap (< min.service level)	–	–	–	–	–	–	–	–	–
Other water supply (< min.service level)	–	–	–	–	–	–	–	–	–
No water supply	–	–	–	–	–	–	–	–	–
<i>Below Minimum Service Level sub-total</i>	–	–	–	–	–	–	–	–	–
Total number of households	35 650	37 516	36 742	33 026	33 026	33 026	32 226	33 193	34 188
Sanitation/sewerage:									
Flush toilet (connected to sewerage)	28 183	28 841	23 023	29 706	29 706	29 706	29 165	30 040	30 941
Flush toilet (with septic tank)	–	–	8 891	–	–	–	–	–	–
Chemical toilet	–	–	–	–	–	–	–	–	–
Pit toilet (ventilated)	–	–	–	–	–	–	–	–	–
Other toilet provisions (> min.service level)	–	–	–	–	–	–	–	–	–
<i>Minimum Service Level and Above sub-total</i>	28 183	28 841	31 915	29 706	29 706	29 706	29 165	30 040	30 941
Bucket toilet	–	–	–	–	–	–	–	–	–
Other toilet provisions (< min.service level)	–	–	–	–	–	–	–	–	–
No toilet provisions	–	–	–	–	–	–	–	–	–
<i>Below Minimum Service Level sub-total</i>	–	–	–	–	–	–	–	–	–
Total number of households	28 183	28 841	31 915	29 706	29 706	29 706	29 165	30 040	30 941
Energy:									
Electricity (at least min.service level)	6 565	6 356	5 653	5 370	5 370	5 370	5 624	5 380	5 136
Electricity - prepaid (min.service level)	17 810	18 530	20 935	22 191	22 191	22 191	20 867	21 232	21 606
<i>Minimum Service Level and Above sub-total</i>	24 375	24 886	26 588	27 561	27 561	27 561	26 491	26 612	26 742
Electricity (< min.service level)	–	–	–	–	–	–	–	–	–
Electricity - prepaid (< min. service level)	–	–	–	–	–	–	–	–	–
Other energy sources	–	–	–	–	–	–	–	–	–
<i>Below Minimum Service Level sub-total</i>	–	–	–	–	–	–	–	–	–
Total number of households	24 375	24 886	26 588	27 561	27 561	27 561	26 491	26 612	26 742
Refuse:									
Removed at least once a week	31 132	32 029	34 923	32 990	32 990	32 990	32 695	33 676	34 686
<i>Minimum Service Level and Above sub-total</i>	31 132	32 029	34 923	32 990	32 990	32 990	32 695	33 676	34 686
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>	–	–	–	–	–	–	–	–	–
Total number of households	31 132	32 029	34 923	32 990	32 990	32 990	32 695	33 676	34 686
Households receiving Free Basic Service									
Water (6 kilolitres per household per month)	7 512	7 418	7 385	7 400	7 400	7 400	8 300	8 700	9 200
Sanitation (free minimum level service)	7 512	7 418	7 385	7 400	7 400	7 400	8 300	8 700	9 200
Electricity/other energy (50kwh per household per month)	7 512	7 418	7 385	7 400	7 400	7 400	8 300	8 700	9 200
Refuse (removed at least once a week)	7 512	7 418	7 385	7 400	7 400	7 400	8 300	8 700	9 200
Cost of Free Basic Services provided - Formal Settlements (R'000)									
Water (6 kilolitres per indigent household per month)	1 320	1 726	2 132	14 612	14 612	14 612	14 234	18 603	20 145
Sanitation (free sanitation service to indigent households)	–	–	–	15 697	15 697	15 697	17 938	23 495	25 498
Electricity/other energy (50kwh per indigent household per month)	2 215	3 448	4 681	33 723	33 723	33 723	33 656	45 379	50 690
Refuse (removed once a week for indigent households)	–	–	–	15 223	15 223	15 223	18 220	23 890	25 952
Cost of Free Basic Services provided - Informal Formal Settlements (R'000)									
Total cost of FBS provided	3 535	5 174	6 813	79 256	79 256	79 256	84 049	111 366	122 286
Highest level of free service provided per household									
Property rates (R value threshold)	220 000	220 000	220 000	220 000	220 000	220 000	220 000	220 000	220 000
Water (kilolitres per household per month)	6	6	6	6	6	6	6	6	6
Sanitation (kilolitres per household per month)	4	4	4	4	4	4	4	4	4
Sanitation (Rand per household per month)	65	69	73	78	78	78	82	87	92
Electricity (kwh per household per month)	50	50	50	50	50	50	50	50	50
Refuse (average litres per week)	210	210	210	210	210	210	210	210	210
Revenue cost of subsidised services provided (R'000)									
Property rates (tariff adjustment) (impermissible values per section 17 of MPRA)	1 947	2 135	–	–	–	–	–	–	–
Property rates exemptions, reductions and rebates and impermissible values in excess of section 17 of MPRA	39 791	48 431	51 711	50 983	50 983	50 983	54 042	57 285	60 550
Water (in excess of 6 kilolitres per indigent household per month)	–	–	–	779	779	779	250	250	250
Sanitation (in excess of free sanitation service to indigent households)	–	–	–	318	318	318	–	–	–
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	–	–	–	–	–	–	–	–	–
Total revenue cost of subsidised services provided	41 738	50 566	51 711	52 080	52 080	52 080	54 292	57 535	60 800

The Figures for households above, relating to household service targets, includes both formal and informal households.

Explanatory notes to Table A10 - Basic Service Delivery Measurement

1. Table A10 provides an overview of service delivery levels, including backlogs (below minimum service level), for each of the main services.
2. Good progress is being made with the eradication of current services backlogs. Housing remains a challenge.
 - a. Electricity services – the current backlog has provisionally been eliminated.
3. The budget provides for 8 300 households to be registered as indigent in 2019/20, and therefore entitled to receiving Free Basic Services. The number is set to increase over the MTREF, especially by poor people seeking economic opportunities.
4. It is anticipated that the cost of these Free Basic Services will amount to R84 million in 2019/20. This is covered by the municipality's equitable share allocation from national government.
5. In addition to the Free Basic Services, other rates rebates also apply to households.

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 Full-time Councillors, Municipal Manager and senior officials of the municipality meeting under the chairpersonship of the MMC for Finance.

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 Municipality's 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.

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 2018) a time schedule that sets out the process to prepare the IDP and prepare the budget.

The Mayor tabled in Council the required IDP and budget time schedule on 29 August 2018. Key dates applicable to the process were:

- **August 2018** – Budget Office submits current 3 year Capital Budget to the Strategic Office. Review status of Samras Budget Portal functionality and MTREF budget information;
- **August 2018** – Ward Committee meetings to review current needs on the wish list;
- **October 2018** – Mayoral strategic session with Councillors and Senior Management to determine Strategic direction for the 2019/20 IDP review;
- **August-October 2018** – Ward Committees met to review their ward priorities for 2019/2020;
- **12 October 2018** – Top management meeting to discuss budget proposals and affordability;
- **31 October 2018** – Mayoral directional IDP/Budget speech;
- **October/December 2018** – Various Budget Steering Committee and Management meetings relating to draft Capex and Opex budgets;
- **November 2018** – Submission of tariff proposals and tariff workshops;
- **November 2018** – Workshop on tariffs and tariff related policies;
- **November/December 2018** – Review of all budget related policies;
- **December 2018** – Mid-year review by the BSC of the 2018/2019 progress and review of 2019-2022 draft operational expenditure including financial forecasting and scenario considerations;
- **January 2019** – Tariff finalisation, consider budget related policies changes and overview of draft 2019/20 Capex & Opex;
- **22 January 2019** - Council considered the 2018/2019 Mid-year Review;
- **31 January 2019** – Final tariffs and adjustments budget review;
- **11 February 2019** – BSC review/finalises draft Capex/Opex;

- **11-22 February 2019** – Finalisation of adjustments budget;
- **28 February 2019** – OMAF Consultation & Budget Proposals;
- **March 2019** – Budget office finalises budget report;
- **27 March 2019** - Tabling in Council of the draft 2019/20 IDP, SDBIP and 2019/20 MTREF for public consultation;
- **28 March – 30 April 2019** – Draft Budget available to the public and any other stakeholders for perusal and the submission of comments and representations;
- **01-04 April 2019** – Mini OMAF's;
- **30 April 2019** - Closing date for written comments;
- **6 May 2019** – LG MTEC3 engagement;
- **3 May 2019** – BSC considers all comments received and amendments to the Draft Budget;
- **6-15 May 2019** – finalisation of the 2019/20 IDP and 2019/20 MTREF, taking into consideration comments received from the public, comments from NT & PT and updated information from the most recent DoRA and financial framework;
- **8-15 May 2019** – Budget Office compiles final report and schedules;
- **16-17 May 2019** – Final review of budget report and schedules;
- **22 May 2019** – Final budget distribution; and
- **29 May 2019** - Tabling of the 2019/20 MTREF in Council for consideration and approval.

2.1.2 IDP and Service Delivery and Budget Implementation Plan

This is the second review of the latest new generation IDP (2018/2022) to be considered and adopted by Council in May 2019. The draft IDP process started in September 2018 after the tabling of the IDP Process Plan and the Budget Time Schedule for the 2019/20 MTREF in August 2018.

The Municipality's IDP is its principal strategic planning instrument, which directly guides and informs its planning, budget, management and development actions. This framework is rolled out into objectives, key performance indicators and targets for implementation which directly inform the Service Delivery and Budget Implementation Plan. The Process Plan applicable to the Draft IDP cycle included the following key IDP processes and deliverables:

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

The IDP was taken into a business and financial planning process leading up to the 2019/20 MTREF, based on the approved 2018/2019 MTREF, mid-year review and adjustments budget. The business planning process was subsequently refined in the light of current economic circumstances and the resulting revenue projections.

With the compilation of the 2019/20 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 2018/2019 Departmental 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.

2.1.3 Financial Modelling and Key Planning Drivers

Strategic objectives of the compilation of the 2019/20 MTREF include the undertaking of extensive financial modelling to ensure affordability and long-term financial sustainability. The following key factors and planning strategies have informed the compilation of the 2019/20 MTREF:

- Municipality growth
- Policy priorities and strategic objectives
- Asset maintenance
- Economic climate (trends, inflation, Eskom increases, household debt, migration patterns)
- Performance trends
- The approved 2017/2018 adjustments budget and performance against the SDBIP
- Cash Flow Management Strategy
- Debtor payment levels
- Loan and investment possibilities
- The need for tariff increases versus the ability of the community to pay for services;
- Improved and sustainable service delivery

In addition to the above, the strategic guidance given in National Treasury's MFMA Circulars 89 & 91 was taken into consideration in the planning and prioritisation process.

Emphasis is again placed on the following two aspects:

The importance of the context of the 2019/20 budget to be considered in view of a considerable challenging 2018/19 year with regard to provision of emergency housing and related basic service rendering in this regard, as well as providing for expenditure related to the devastating wild fires experienced during January 2019. Both these instances were addressed from a budgetary provision perspective in tabling adjustments budgets for unforeseen and unavoidable expenditure as announced by the Executive Mayor in Council on the two respective occasions.

Also noteworthy that the municipality has expanded on implementation of Repairs and Maintenance allocated as projects in terms of the mSCOA version 6.3, which distorted the year-on-year comparative figures. This is also applicable on Contracted Services. These allocations are guided by the respective owner departments.

Cost containment has already been implemented across the organisation over the past three years.

2.1.4 Community Consultation on the Draft Budget

The draft 2019/20 MTREF, will be tabled in Council on 27 March 2019 and will be made available to the community as follows:

Copies of the document can be viewed:

- At the offices of all Area Managers
- All public libraries within the municipality
- At the website: www.overstrand.gov.za

The tabling of the draft budget will be advertised in all local newspapers and a copy of the advertisement will be placed on the notice boards at municipal offices and libraries. All documents in the appropriate format (electronic and printed) will be provided to National Treasury and Provincial Treasury in accordance with section 23 of the MFMA, to provide an opportunity for comment.

A delegation of the municipality, consisting of the Executive Mayor, MMC for Finance, other full time Councillors, Municipal Manager and Area Managers, all Directors and officials from the Budget Office and Strategic Planning Office, will engage at the Mini OMAF's with ward committees from the respective administration areas to present the draft budget. These engagements will take place from 1 to 4 April 2019.

Submissions received during the community consultation process and additional information regarding revenue and expenditure and capital projects will be considered by the Budget Steering Committee at a meeting to be held on 3 May 2019 for the finalisation of the 2019/2020 Budget.

Comments from the community and the municipality's responses thereto will be included as an Annexure to the final report.

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 realised 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 Municipality, 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 Municipality strategically complies with the key national and provincial priorities. The aim of this new five year IDP cycle is 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 Municipality's response to these requirements.

The national and provincial priorities, policies and strategies of importance include amongst others:

- Green Paper on National Strategic Planning of 2009;
- Government Programme of Action;
- Development Facilitation Act of 1995;
- Provincial Growth and Development Strategy (GGDS);
- National and Provincial spatial development perspectives;
- Relevant sector plans such as transportation, legislation and policy;
- National Key Performance Indicators (NKPis);
- Accelerated and Shared Growth Initiative (ASGISA);
- National 2015 Vision;
- National Spatial Development Perspective (NSDP);
- The National Priority Outcomes; and
- National Development Plan

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 2019/20 MTREF and further planning refinements that have directly informed the compilation of the budget:

Table 27 IDP Strategic Objectives

2019/20 MTREF
The provision of democratic, accountable and ethical governance
The provision and maintenance of municipal services
The encouragement of structured community participation in the matters of the municipality
The creation and maintenance of a safe and healthy environment
The promotion of tourism, economic and social development

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 review process which is directly aligned to that of the national and provincial priorities. The key performance areas can be summarised as follows against the five strategic objectives:

Provision of quality basic services and infrastructure which includes, amongst others:

- Provide electricity;
- Provide water;
- Provide sanitation;
- Provide waste removal;
- Provide housing;
- Provide roads and storm water;
- Provide municipality planning services; and
- Maintaining the infrastructure of the Municipality.

Economic growth and development that leads to sustainable job creation by:

- Ensuring there is a clear structural plan for the Municipality;
- Ensuring planning processes function in accordance with set timeframes;
- Facilitating the use of labour intensive approaches in the delivery of services and the building of infrastructure.

Fight poverty and build clean, healthy, safe and sustainable communities:

- Effective implementation of the Indigent Policy;
- Extending waste removal services and ensuring effective municipality cleansing;
- Ensuring all waste water treatment works are operating optimally;
- Working with strategic partners such as SAPS to address crime;
- Ensuring safe working environments by effective enforcement of building and health regulations;
- Promote viable, sustainable communities through proper zoning; and
- Promote environmental sustainability by protecting wetlands and key open spaces.

Integrated Social Services for empowered and sustainable communities

- Work with provincial departments to ensure the development of community infrastructure such as schools and clinics is properly co-ordinated with the informal settlements upgrade programme

Foster participatory democracy and Batho Pele principles through a caring, accessible and accountable service by:

- Optimising effective community participation in the ward committee system; and
- Implementing Batho Pele in the revenue management strategy.

Promote sound governance through:

- Publishing the outcomes of all tender processes on the municipal website

Ensure financial sustainability through:

- Reviewing the use of contracted services
- Continuing to implement the infrastructure maintenance strategy and the repairs and maintenance plan

Optimal institutional transformation to ensure capacity to achieve set objectives

- Review of the organisational structure to optimize the use of personnel;

In line with the MSA, the IDP constitutes a single, inclusive strategic plan for the Municipality. The five-year programme responds to the development challenges and opportunities faced by the Municipality by identifying the key performance areas to achieve the five the strategic objectives mentioned above.

In addition to the five-year IDP, the Municipality undertakes an extensive planning and developmental strategy which primarily focuses on a longer-term horizon; 15 to 20 years for infrastructure planning. This process is aimed at influencing the development path to restructure current patterns of settlement, activity and access to resources in the Municipality so as to promote greater equity and enhanced opportunity. It provides direction to the Municipality's IDP, associated sectorial plans and strategies, and the allocation of resources of the Municipality and other service delivery partners.

This development strategy introduces important policy shifts which have further been translated into seven strategic focus areas/objectives as outlined below:

- Developing dormant areas;
- Enforcing hard development lines – so as to direct private investment;
- Maintaining existing urban areas;
- Strengthening key economic clusters;
- Building social cohesion;
- Strong developmental initiatives in relation to the municipal institution as a whole; and
- Sound financial fundamentals.

Lessons learned with previous IDP revision and planning cycles as well as changing environments were taken into consideration in the compilation of the new IDP of the 2018/2022 cycle, including:

- Strengthening the analysis and strategic planning processes of the Municipality;
- Initiating zonal planning processes that involve the communities in the analysis and planning processes. More emphasis was placed on area based interventions, within the overall holistic framework;
- Ensuring better coordination through a programmatic approach and attempting to focus the budgeting process through planning interventions; and
- Strengthening performance management and monitoring systems in ensuring the objectives and deliverables are achieved.

The 2019/20 MTREF has therefore been directly informed by the 1st review of the 2018/2022 IDP process and the following tables provide a reconciliation between the IDP strategic objectives and operating revenue, operating expenditure and capital expenditure.

Table 28 MBRR Table SA4 - Reconciliation between the IDP strategic objectives and budgeted revenue

Strategic Objective	Goal	Goal Code	2015/16	2016/17	2017/18	Current Year 2018/19			2019/20 Medium Term Revenue & Expenditure Framework		
			Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2019/20	Budget Year +1 2020/21	Budget Year +2 2021/22
R thousand											
The provision of democratic, accountable and ethical governance	Good Governance	1	334 121	315 623	330 663	296 029	393 124	393 124	311 256	306 640	325 801
The provision and maintenance of municipal services	Basic Service Delivery	2	597 907	600 303	674 417	706 624	720 477	720 477	779 129	890 721	985 448
The encouragement of structured community participation in the matters of the municipality	Good Governance	3									
The creation and maintenance of a safe and healthy environment	Safe and Healthy Environment	4	37 676	54 775	52 972	81 447	69 312	69 312	84 406	61 863	87 398
The promotion of tourism, economic and social development	Economic Development and Social upliftment	5	21 639	65 909	79 437	58 097	58 447	58 447	52 807	51 099	62 659
			991 343	1 036 610	1 137 488	1 142 196	1 241 360	1 241 360	1 227 597	1 310 323	1 461 306

Table 29 MBRR Table SA5 - Reconciliation between the IDP strategic objectives and budgeted operating expenditure

Strategic Objective	Goal	Goal Code	2015/16	2016/17	2017/18	Current Year 2018/19			2019/20 Medium Term Revenue & Expenditure Framework		
			Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2019/20	Budget Year +1 2020/21	Budget Year +2 2021/22
R thousand											
The provision of democratic, accountable and ethical governance	Good Governance	1	324 575	177 829	181 573	221 763	220 387	220 387	252 640	264 856	271 144
The provision and maintenance of municipal services	Basic Service Delivery	2	384 960	515 721	490 339	568 159	668 712	668 712	639 901	690 998	758 999
The encouragement of structured community participation in the matters of the municipality	Good Governance	3	1 835	1 793	1 486	1 270	1 250	1 250	1 085		
The creation and maintenance of a safe and healthy environment	Safe and Healthy Environment	4	71 285	102 799	125 449	144 344	153 451	153 451	153 113	177 381	187 452
The promotion of tourism, economic and social development	Economic Development and Social upliftment	5	155 072	196 881	194 606	198 708	202 665	202 665	201 162	210 145	214 970
Total Expenditure			937 727	995 023	993 453	1 134 245	1 246 466	1 246 466	1 247 901	1 343 380	1 432 564

Table 30 MBRR Table SA6 - Reconciliation between the IDP strategic objectives and budgeted capital expenditure

Strategic Objective	Goal	Goal Code	2015/16	2016/17	2017/18	Current Year 2018/19			2019/20 Medium Term Revenue & Expenditure Framework		
			Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2019/20	Budget Year +1 2020/21	Budget Year +2 2021/22
R thousand											
The provision of democratic, accountable and ethical governance	Good Governance	1	4 929	957	6 346	6 331	7 472	7 472	4 105	30 000	30 000
The provision and maintenance of municipal services	Basic Service Delivery	2	57 595	63 498	42 786	111 375	98 642	98 642	146 565	94 036	76 844
The encouragement of structured community participation in the matters of the municipality	Good Governance	3	6 480	3 729	41 536	5 250	7 063	7 063	38 510	13 287	39 480
The creation and maintenance of a safe and healthy environment	Safe and Healthy Environment	4	264	10 406	2 517	52 460	47 021	47 021	13 632	841	
The promotion of tourism, economic and social development	Economic Development and Social upliftment	5	25 865	13 279	12 023	18 821	14 551	14 551	29 395	–	8 000
Total Capital Expenditure			95 133	91 868	105 207	194 237	174 748	174 748	232 206	138 164	154 324

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 Municipality has developed and implemented a performance management system of which system is constantly refined as the integrated planning process unfolds. The Municipality does targets, monitor, assess and review organisational performance which in turn is directly linked to individual employee's performance.

At any given time within government, information from multiple years is being considered; plans and budgets for next year; implementation for the current year; and reporting on last year's performance. Although performance information is reported publicly at each quarter, the performance information process begins when policies are being developed, and continues through each of the planning, budgeting, implementation and reporting stages. The planning, budgeting and reporting cycle can be graphically illustrated as follows:

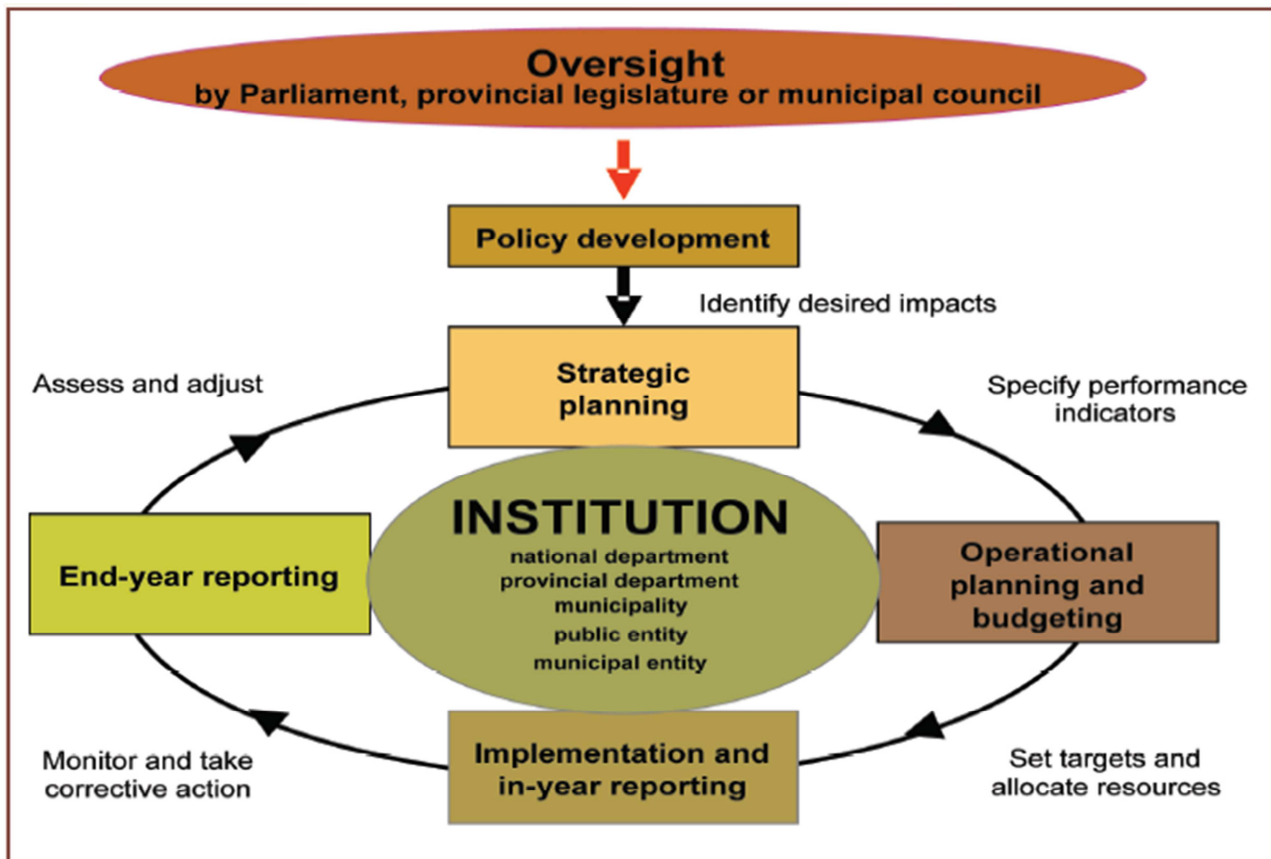


Figure 5 Planning, budgeting and reporting cycle

The performance of the Municipality relates directly to the extent to which it has achieved success in realising its goals and objectives, complied with legislative requirements and meeting stakeholder expectations. The Municipality therefore has adopted one integrated performance management system which encompasses:

- Planning (setting goals, objectives, targets and benchmarks);
- Monitoring (regular monitoring and checking on the progress against plan);
- Measurement (indicators of success);
- Review (identifying areas requiring change and improvement);
- Reporting (what information, to whom, from whom, how often and for what purpose); and
- Improvement (making changes where necessary).

The performance information concepts used by the Municipality in its integrated performance management system are aligned to the **Framework of Managing Programme Performance Information** issued by the National Treasury:



Figure 6 Definition of performance information concepts

The following table provides the main measurable performance objectives the municipality undertakes to achieve this financial year.

Table 31 MBRR Table SA7 - Measurable performance objectives

Description	Unit of measurement	2015/16	2016/17	2017/18	Current Year 2018/19			2019/20 Medium Term Revenue & Expenditure Framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2019/20	Budget Year +1 2020/21	Budget Year +2 2021/22
Vote 1 - vote name										
Council and Municipal Manager										
Municipal Manager										
	% of capital budget spent	92.0%	98.0%	90.13%	95.0%		95.0%	95.0%	95.0%	95.0%
Percentage of a municipality's capital budget actually spent on capital projects identified for the financial year in terms of the municipality's IDP. ((Actual amount spent on projects as identified for the year in the IDP/Total amount budgeted on capital projects)X100)										
Sign section 56 performance agreements with all directors by the end of July	Number of agreements signed	no kpi set	6	6	6		6	6	6	6
Monitor the implementation of the action plan developed to address all the issues raised in the management letter of the Auditor General and submit quarterly progress reports to Executive Mayor	Number of progress reports monitored and submitted to Executive Mayor	no kpi set	4	5	4		4	4	4	4
Bi-annual formal performance appraisals of the section 56 appointees for the previous financial period April to June 2019 to be completed by Sept 2019 and the current period October to December 2019 to be completed by February 2020.	Number of appraisals	no kpi set	12	12	12		12	12	12	12
Submit the final Annual report and oversight report of Council before 31 March	Final Annual report and oversight report completed	no kpi set	1	1	1		1	1	1	1
Prepare the final IDP for submission to Council by the end of May	Final IDP submitted	no kpi set	1	1	1		1	1	1	1
Draft the annual report and submit to the Auditor-General by the end of August	Draft Annual report completed	no kpi set	1	1	1		1	1	1	1
Submit the Final MTREF budget by the end of May	Budget submitted	no kpi set	1	1	1		1	1	1	1

Description	Unit of measurement	2015/16	2016/17	2017/18	Current Year 2018/19			2019/20 Medium Term Revenue & Expenditure Framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2019/20	Budget Year +1 2020/21	Budget Year +2 2021/22
Management Services										
Director: Management Services										
Human Resources										
92% of the approved and funded organogram filled ((actual number of posts filled divided by the funded posts budgeted) x100)	% filled	92.8%	89.0%	93.4%	92%		92.0%	92.0%	92.0%	92.0%
The number of people from employment equity target groups employed in the three highest levels of management in compliance with a municipality's approved employment equity plan	The number of people from EE target groups employed	62	63	70.0%	66		66	66	66	66
The percentage of a municipality's budget (training budget) actually spent on implementing its workplace skills plan	% of the training budget spent on implementation of the WSP	100.0%	99.5%	99.9%	100%		100%	100.0%	100.0%	100.0%
Review the Municipal Organisational Staff Structure by the end of June	Structure reviewed	1	1	1	1		1	1	1	1
Corporate Support Services										
Revise the Section 14 Access to Information Manual by the end of June to ensure compliant and up to date policies	Manual revised	1	1	1	1		1	1	1	1
Risk Management										
Submit progress reports on the revision of the top 10 risks as a corrective action to the Executive Management Team	Number of progress reports submitted	4	3	4	4		4	4	4	4
Finance										
Director: Finance										
Director: Finance										
Financial viability measured in terms of the available cash to cover fixed operating expenditure ((Available cash+ investments)/ Monthly fixed operating expenditure)	Ratio achieved	3.84	5.18%	6.56	1.5	3	3	3	3	3
Financial viability measured in terms of the municipality's ability to meet its service debt obligations ((Total operating revenue- operating grants received)/debt service payments due within the year) (%)	Ratio achieved	17.77%	20.09%	19.96%	15.0%	12%	12.0%	12.0%	12.0%	12.0%
Financial viability measured in terms of the outstanding service debtors (Total outstanding service debtors/ revenue received for services)	% achieved	10.34%	9.86%	10.52%	12.2		12.2%	12.2%	12.2%	12.2%
Submit a reviewed long term financial plan by the end of October	Submission of long term financial plan	1	1	1.0%	1		1	1	1	1
Financial statements submitted to the Auditor General by 31 August	Financial statements submitted	1	1	1	1		1	1	1	1
Provision of free basic electricity, refuse removal, sanitation and water in terms of the equitable share requirements	Number of indigent households	7512	7418	7385	7500	7 400	7400	7400	7400	7400
Achieve a debt recovery rate not less than 96% (Receipts/total billed for 12 months period x 100)	% Recovered	97.9%	99.44%	99.35%	96%		96%	96%	96%	96%
Community Services										
Director: Community Services										
Director: Community Services										
98% of the operational conditional grant (Libraries) spent (Actual expenditure divided by the total grant received)	% of total conditional operational grants spent (Libraries)	100.0%	86.07%	93.0%	98%		98.0%	98.0%	98.0%	98.0%
m² of roads patched and resealed according to approved Pavement Management System within available budget	m² of roads patched and resealed	171881	135298	122932	100000		100 000	100 000	100 000	100 000
Limit unaccounted water to less than 20% ((Number of kiloliter water purified - Number of kiloliter water sold)/Number of kiloliter purified x 100))	% of water unaccounted for	20.86%	19.14%	18.82%	19%		19.0%	19%	19%	19%
Ward committee meetings held to facilitate consistent and regular communication with residents	No of ward committee meetings per ward per annum (UOM revised in 2018/19 - Number of ward committees per annum)	8	9	8	104	117	117	117	117	117
Provision of water to informal households (excluding invaded state owned land and private land) based on the standard of 1 water point to 25 households (MPPMR Reg 10 (a))	The number of taps installed in relation to the number of informal households (excluding invaded state owned land and private land)	138	252	253	119	239	239	239	239	239
Provision of cleaned piped water to all formal households within 200 m from households	No of formal households that meet agreed service standards for piped water	32976	34449	29174	33132	30 209	30209	30209	30209	30209
Provision of refuse removal, refuse dumps and solid waste disposal to all formal households at least once a week (A household is a residential unit being billed for the particular services rendered by way of the financial system (SAMRAS))	Number of formal households for which refuse is removed at least once a week	31132	32029	32695	31754	32 990	32990	32990	32990	32990
Provision of refuse removal, refuse dumps and solid waste disposal to all informal households at least once a week	Number of weekly removal of refuse in informal households (once per week = 52 weeks per annum)	52	52	52	52		52	52	52	52

Description	Unit of measurement	2015/16	2016/17	2017/18	Current Year 2018/19			2018/19 Medium Term Revenue & Expenditure Framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2019/20	Budget Year +1 2020/21	Budget Year +2 2021/22
The provision of sanitation services to informal households (excluding invaded state owned land and private land) based on the standard of 1 toilette to 5 households (MPPMR Reg 10 (a))	relation to the number of informal households (excluding invaded state owned land and private land)	724	794	794	593	794	794	770	770	770
Provision of sanitation services to formal residential households (A household is a residential unit being billed for the particular services rendered by way of the financial system (SAMRAS))	No of formal residential households which are billed for sewerage in accordance to the SAMRAS financial system	28183	28841	29165	32872	29 841	29841	29841	29841	29841
Provision of water to informal households on invaded land with available funding										
("Land Invasion" refers to the illegal occupation of land, with the intention of establishing dwellings / a settlement upon it. An invasion may be by one individual or by hundreds of households).	The number of taps installed for informal households on invaded land with available funding	no kpi set	no kpi set	no kpi set	no kpi set	84	84	84	84	84
The provision of sanitation services to informal households on invaded land with available funding										
("Land Invasion" refers to the illegal occupation of land, with the intention of establishing dwellings / a settlement upon it. An invasion may be by one individual or by hundreds of households).	The number of toilets provided for informal households on invaded land with available funding	no kpi set	no kpi set	no kpi set	no kpi set	120	120	120	120	120
Infrastructure & Planning										
Director: Infrastructure and Planning										
Water Treatment										
Quality of effluent comply 90% with license and/or general limit in terms of the Water Act (Act 36 of 1998)	% compliance	87.25%	92.93%	93.5%	90%		90.0%	90.0%	90.0%	90.0%
Quality of potable water comply 90% with SANS 241	% compliance with SANS 241	99.0%	99.0%	98.0%	95%		95.0%	95.0%	95.0%	95.0%
Report on the implementation of the Water Service Development plan annually by the end of October	Report submitted	1	1	1	1		1	1	1	1
Electricity										
Limit electricity losses to 7.5% or less ((Number of Electricity Units Purchased - Number of Electricity Units Sold) / Number of Electricity Units Purchased and/or Generated) × 100)	% of electricity unaccounted for	6.34%	7.37%	5.12%	7.5%		7.5%	7.5%	7.5%	7.5%
Provision of Electricity: Number of metered electrical connections in formal area (Eskom Areas excluded) (Definition: refers to residential households (RE) and pensioners (PR) as per MIG)	Number of formal household that meet agreed service standards	20467	20916	21048	20700		20700	20700	20700	20700
MIG										
100% of the Municipal Infrastructure Grant (MIG) spent by 30 June (Actual MIG expenditure/Allocation received)	% Expenditure of allocated funds	100.0%	100.0%	79.70%	100.0%		100.0%	100.0%	100.0%	100.0%
Protection Services										
Director Protection Services										
Protection Services										
Arrange public awareness sessions on Protection Services	Number of sessions held	58	88	84	90		90	90	90	90
Collect R15 000 000 Public Safety Income by 30 June (Actual revenue, excluding the fine impairment amount)	R-value of public safety collected income (excluding fines impairment amount)	R 34,949,821	R40,357,315	#####	15,000,000	15,000,000	15,000,000	15 000 000	15 000 000	15 000 000
Disaster and Fire Management										
Annually review and submit Disaster Management Plan to the District by the end of	Reviewed plan submitted	1	1	1	1		1	1	1	1
Local Economic Development, Social										
Director: LED										
LED, Social development and Tourism										
Provide three reports on LED, Social Development and Tourism initiatives to Council by end June	Number of reports on LED, Social Development & Tourism initiatives	1	3	3	3		3	3	3	3
Report to Executive Mayor on Grants to festival organisers through Service Level Agreements (SLA) by end July	Number of reports submitted	1	1	1	1		1	1	1	1
Support 120 SMME's in terms of the SMME Development Programme by 30 June	Number of SMME's supported	59	92	92	120		120	120	120	120
Support 50 Emerging Contractors in terms of the Emerging Contractor Development Programme by 30 June 2019	Number of emerging contractors supported	no kpi set	48	43	50		50	50	50	50
Solicit support of financial and non-financial assistance for local economic development initiatives (KPI reworded for 2018/19)	Number of applications submitted (reworded for 2018/19)	4	1	3	6		6	10	10	10
The number of job opportunities created through the EPWP programme and as per set targets (grant agreement - FTE's, translates to 1000 work opportunities)	Number of temporary jobs created	564	828	994	1000		1000	1000	1000	1000
Monthly monitor the statistics on the usage of the LED Walk-in Centre (outreach & referral purposes) through the attendance registers	Monthly registers on LED outreach statistics (walk in centre)	12	12	12	12		12	12	12	12

The following table sets out the municipalities main performance objectives and benchmarks for the 2019/20 MTREF.

Table 32 MBRR Table SA8 - Performance indicators and benchmarks

Description of financial indicator	Basis of calculation	2015/16	2016/17	2017/18	Current Year 2018/19			2019/20 Medium Term Revenue & Expenditure Framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2019/20	Budget Year +1 2020/21	Budget Year +2 2021/22
<u>Borrowing Management</u>										
Credit Rating										
Capital Charges to Operating Expenditure	Interest & Principal Paid /Operating Expenditure	7.5%	7.3%	7.7%	7.2%	7.1%	7.1%	7.2%	7.2%	7.2%
Capital Charges to Own Revenue	Finance charges & Repayment of borrowing /Own Revenue	8.5%	8.2%	8.0%	8.6%	8.5%	8.5%	8.9%	8.7%	8.4%
Borrowed funding of 'own' capital expenditure	Borrowing/Capital expenditure excl. transfers and grants and contributions	88.9%	61.7%	82.0%	40.9%	49.7%	49.7%	44.2%	56.3%	58.6%
<u>Safety of Capital</u>										
Gearing	Long Term Borrowing/ Funds & Reserves	18944.5%	12687.3%	12540.1%	12838.7%	12838.7%	12838.7%	13636.3%	13783.8%	13974.3%
<u>Liquidity</u>										
Current Ratio	Current assets/current liabilities	1.8	2.2	2.9	2.4	3.1	3.1	2.6	2.4	2.6
Current Ratio adjusted for aged debtors	Current assets less debtors > 90 days/current liabilities	1.8	2.2	2.9	2.4	3.1	3.1	2.6	2.4	2.6
Liquidity Ratio	Monetary Assets/Current Liabilities	1.0	1.4	2.2	1.8	2.3	2.3	2.0	1.8	1.9
<u>Revenue Management</u>										
Annual Debtors Collection Rate (Payment Level %)	Last 12 Mths Receipts/Last 12 Mths Billing		99.5%	99.5%	99.8%	99.3%	99.3%	0.0%	99.5%	99.6%
Current Debtors Collection Rate (Cash receipts % of Ratepayer & Other revenue)		99.5%	99.5%	99.8%	99.3%	99.3%	99.3%	99.5%	99.6%	99.6%
Outstanding Debtors to Revenue	Total Outstanding Debtors to Annual Revenue	11.2%	10.9%	10.8%	11.9%	11.3%	11.3%	9.3%	8.8%	8.2%
Longstanding Debtors Recovered	Debtors > 12 Mths Recovered/Total Debtors > 12 Months Old		97.2%	0.0%	0.0%	0.0%	0.0%			
<u>Creditors Management</u>										
Creditors System Efficiency	% of Creditors Paid Within Terms (within MFMA' s 65(e))		99.5%	100.0%	99.0%	99.0%	99.0%	100.0%	100.0%	100.0%
Creditors to Cash and Investments		41.6%	33.0%	25.0%	22.9%	20.5%	20.5%	20.7%	20.6%	17.4%
<u>Other Indicators</u>										
Electricity Distribution Losses (2)	Total Volume Losses (kW)									
	Total Cost of Losses (Rand '000)		18113084	12858011	19375560	19375560	19375560	14613426	15031215	15511930
	% Volume (units purchased and generated less units sold)/units purchased and generated		4	0	5	5	5	1	1	2
			0	0	0	0	0	0	0	0
Water Distribution Losses (2)	Total Volume Losses (kℓ)									
	Total Cost of Losses (Rand '000)		1 444	1 112	1 368	1 368	1 368	1 159	1 181	1 203
	% Volume (units purchased and generated less units sold)/units purchased and generated		2210.719	1786	5700	5700	5700	1969.065	2067.51825	2170.894163
			0	0	19.69%	19.69%	19.69%	0	0	0
Employee costs	Employee costs/(Total Revenue - capital revenue)	29.5%	30.1%	27.6%	34.0%	34.5%	34.5%	34.1%	33.4%	32.2%
Remuneration	Total remuneration/(Total Revenue - capital revenue)	30.4%	31.0%	28.6%	35.0%	35.5%	35.5%	35.0%	34.3%	33.0%
Repairs & Maintenance	R&M/(Total Revenue excluding capital revenue)	11.8%	12.0%	14.9%	20.8%	21.4%	21.4%	16.8%	16.0%	15.5%
Finance charges & Depreciation	FC&D/(Total Revenue - capital revenue)	18.2%	17.8%	16.8%	16.5%	16.4%	16.4%	15.7%	14.6%	13.4%
<u>IDP regulation financial viability indicators</u>										
i. Debt coverage	(Total Operating Revenue - Operating Grants)/Debt service payments due within financial year)	16.6	14.0	16.3	14.2	14.2	14.2	13.2	13.4	14.7
ii. O/S Service Debtors to Revenue	Total outstanding service debtors/annual revenue received for services	14.0%	14.0%	14.2%	15.0%	14.2%	14.2%	12.0%	11.1%	10.3%
iii. Cost coverage	(Available cash + Investments)/monthly fixed operational expenditure	2.7	3.8	6.9	4.7	5.9	5.9	5.1	4.5	4.1

2.3.1 Performance indicators and benchmarks

Overstrand has been compiling and including in the annual budget documentation the Financial Ratios and Norms in terms of MFMA Circular 71 dated 17 January 2014, for each of the budget year's being compiled, since 2014/2015.

National Treasury requested information based on the ratios and norms in respect of the 2015/2016 and 2016/2017 audit outcomes. This, and information relating to the current financial year (2017/2018) and all three years of the 2019/20 MTREF has been compiled and is included in Annexure H of this report. The six year horizon has thus been compiled and analysed.

It should be noted that instances where indicators are not favourable with the norms indicated by NT, are not necessarily a negative indication, as the Overstrand financial strategy may differ from the envisaged outcome of the ratios and norms. In most instances the trend for those indicators are the same over the six year horizon. In other instances Overstrand is well above some of the ratios and norms over the six year horizon.

2.3.1.1 Borrowing Management

Capital expenditure in local government can be funded by capital grants, own-source revenue and long term borrowing. The ability of a municipality to raise long term borrowing is largely dependent on its creditworthiness and financial position. As with all other municipalities, Overstrand's borrowing strategy is primarily informed by the affordability of debt repayments. The structure of the Municipality's debt portfolio is dominated by annuity loans. The following financial performance indicators have formed part of the compilation of the 2019/20 MTREF:

- *Capital charges to operating expenditure* is a measure of the cost of borrowing in relation to the operating expenditure. It can be seen that the cost of borrowing remains steady. While borrowing is considered a prudent financial instrument in financing capital infrastructure development, this indicator will have to be carefully monitored going forward.
- *Borrowing funding of own capital expenditure* measures the degree to which own capital expenditure (excluding grants and contributions) has been funded by way of borrowing. The average over the MTREF is 38 per cent which indicates that the amount available from own sources to finance capital has shown an increase. This is as a result of utilising a portion of surpluses as they became available, as well as land sales.

In summary, various financial risks could have a negative impact on the future borrowing capacity of the municipality. In particular, the continued ability of the Municipality to meet its revenue targets and ensure its forecasted cash flow targets are achieved will be critical in meeting the repayments of the debt service costs. As part of the compilation of the 2011/2012 MTREF the potential of smoothing out the debt profile over the longer term was investigated and borrowing was capped at 60% in the borrowing policy. The gearing on borrowing will be reduced by 10 per cent over a period of ten years as started in 2012. To date this has now been achieved, with the indication that the 2019/20 budget year is estimated to end on 44,5%.

2.3.1.2 Safety of Capital

- *The gearing ratio* is a measure of the total long term borrowings over funds and reserves. This ratio is not conducive to the GRAP accounting framework due to the low amount of reserves.

2.3.1.3 Liquidity

- *Current ratio* is a measure of the current assets divided by the current liabilities and as a benchmark the Municipality has set a bottom limit of 1.5, therefore at no point in time should this ratio be less than 1.5. Over the 2019/20 MTREF the current ratio is 2.56, increasing to 2.6

by 2021/22. National Treasury has set a current ratio minimum of 1.5 in circular 71. Going forward it will be necessary to preserve this ratio, notwithstanding that it could tie up cash needed for capital investment.

- *The liquidity ratio* is a measure of the ability of the municipality to utilize cash and cash equivalents to extinguish or retire its current liabilities immediately. Ideally the municipality should have the equivalent cash and cash equivalents on hand to meet at least the current liabilities, which should translate into a liquidity ratio of 1. Overstrand Municipality's liquidity ratio is at an average of 2.3 over the MTREF. The liquidity includes consumer deposits and provisions which are not likely to be realised in the short term. As part of the longer term financial planning objectives this ratio should be preserved as mentioned, notwithstanding that it could tie up cash needed for capital investment.

2.3.1.4 Revenue Management

- As part of the financial sustainability strategy, an aggressive revenue management framework has been implemented to increase cash inflow, not only from current billings but also from debtors that are in arrears in excess of 90 days. The intention of the strategy is to streamline the revenue value chain by ensuring accurate billing, customer service, credit control and debt collection.

2.3.1.5 Creditors Management

- The Municipality has managed to ensure that creditors are settled within the legislated 30 days of invoice. By applying daily cash flow management the municipality has managed to ensure compliance to this legislative obligation. This has had a favourable impact on suppliers' perceptions of risk of doing business with the Municipality, which is expected to benefit the Municipality in the form of more competitive pricing of tenders, as suppliers compete for the Municipality's business.

2.3.1.6 Other Indicators

- The electricity distribution losses have been managed downwards from 8.3 per cent in the 2010/2011 financial year to 5,57per cent over the MTREF. This includes measureable technical losses, which further reduces the percentage of losses. The initiatives to ensure these targets are achieved include managing illegal connections, regular meter audits and managing theft of electricity by rolling out smart metering systems, including prepaid meters. It should be noted that technical losses range between 3 – 5 per cent over the Overstrand area. When taking this into consideration it is evident that distribution losses are well managed.
- The water distribution losses have been significantly reduced from 27.4 per cent in 2009/10 to 17,98 per cent over the 2019/20 MTREF. This has been achieved with investing in the upgrading of water reticulation infrastructure, which is set to continue over the MTREF. Active attention is also given to reported leaks by the public and a further measure is to install flow limiters.
- Employee costs as a percentage of operating revenue remains stable. This is primarily owing to limited expansion of the personnel structure.
- In real terms, repairs and maintenance has increased as part of the municipality's strategy to ensure the management of its asset base

2.3.2 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 Municipality. Only registered indigents qualify for the free basic services.

For the 2019/20 financial year 8 300 registered indigents have been provided for in the budget. In terms of the municipality's indigent policy, registered households are entitled to 6kl free water, 50 kWh of electricity on qualifying in terms of the particular Indigent Policy requirements, weekly refuse removal and, where applicable, sewer services which includes sewage output based on 70% of the water consumption and the latest infrastructure levy for water and waste water. Further subsidies are capped at the full revenue cost of the basic services provided above. Households with a property valuation of R220 000 qualify upon registration as indigents, for particular subsidised levels.

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 26 MBRR A10 (Basic Service Delivery Measurement) on page 46.

Note that the number of households in informal areas that receive free services and the cost of these services (e.g. the provision of water through stand pipes) are not taken into account in the table noted above due to the measuring criteria.

2.3.3 Providing clean water and managing waste water

The Department of Water Affairs conducts performance rating of water and sewage treatment works, presenting a Blue Drop or Green Drop award respectively to potable water treatment works and waste water treatment works that meet certain criteria of excellence.

The municipality has achieved Blue Drop and Green Drop awards during the latest review, indicating that the municipality's drinking water is of good quality.

The following is briefly the challenges facing the municipality:

- Some infrastructure is old and insufficient to treat the increased volumes of waste water to the necessary compliance standard;
- Shortage of skilled personnel makes proper operations and maintenance difficult;

2.4 Overview of budget related-policies

The Municipality's budgeting process is guided and governed by relevant legislation, frameworks, strategies and related policies.

2.4.1 Customer Care, Credit Control and Debt Collection Policy

The 2019/20 MTREF has been prepared on the basis of achieving an average debtors' collection rate in excess of 99 per cent on current billings. The current collection rate is in excess of 99 per cent. In addition the collection of debt in excess of 90 days has been prioritised, as well as debt older than two years, where interest will be waived, subject to a signed agreement for the remainder of the debt.

2.4.2 Asset Management Policy

The Asset Management Policy is considered a strategic guide in ensuring a sustainable approach to asset renewal, repairs and maintenance. In addition the policy prescribes the accounting and administrative policies and procedures relating to property, plant and equipment (fixed assets).

A proxy for asset consumption can be considered the level of depreciation each asset incurs on an annual basis. Preserving the investment in existing infrastructure needs to be considered a significant strategy in ensuring the future sustainability of infrastructure and the revenue base.

2.4.3 Budget Policy

The budget process is governed by various provisions in the MFMA and is aimed at instilling and establishing an increased level of discipline, responsibility and accountability in the financial management practices of municipalities. To ensure that the Municipality continues to deliver on its core mandate and achieves its developmental goals, the mid-year review and adjustment budget process will be utilised to ensure that underperforming functions are identified and funds redirected to performing functions.

2.4.4 Supply Chain Management Policy

The Supply Chain Management Policy was first adopted by Council in 2008. The policy is continually revised to incorporate amending legislation.

2.4.5 Virement Policy

The Virement Policy aims to empower senior managers with an efficient financial and budgetary amendment and control system to ensure optimum service delivery within the legislative framework of the MFMA and the Municipality's system of delegations.

2.4.6 Investment, Liquidity & Cash Management Policy

The aim of the policy is to ensure that the Municipality's surplus cash and investments are adequately managed.

2.4.7 Tariff Policy

The Municipality's tariff policies provide a broad framework within which the Council can determine fair, transparent and affordable charges that also promote sustainable service delivery.

2.4.8 Long term Financial Planning & Implementation Policy

Funding for the compiling of a The Long term Financial Planning Policy was acquired from the Provincial Government. A long term financial plan has been compiled in 2014/15, after a service provider had been appointed. The policy is reviewed annually.

2.4.9 Contract Management Policy

This policy has been introduced to further enhance the supply chain management function.

2.4.10 Pay Day Policy

This policy has been introduced to give effect to the council resolution in this regard.

The following policies have also been subject to review:

- Property Rates Policy;
- Funding and Reserves Policy;
- Borrowing Policy;
- Indigent Policy;
- Travelling & Subsistence;
- Petty Cash
- Special rating Area Policy
- Unauthorised, Irregular and Fruitless & Wasteful Expenditure Policy

2.5 Overview of budget assumptions

2.5.1 External factors

The effects of recession are less evident than the same time two years ago. After a protracted standstill in interest rates, this has since increased. Upwards pressure is also evident in the inflation rate and the Rand continues to weaken against leading currencies. International oil prices are rising after a significant decrease over the previous months.

2.5.2 General inflation outlook and its impact on the municipal activities

There are five key factors that have been taken into consideration in the compilation of the 2019/20 MTREF:

- National Government macro-economic targets;
- The general inflationary outlook and the impact on Municipality's residents and businesses;
- The impact of municipal cost drivers;
- The increase in prices for bulk electricity and fuel; and
- The increase in the cost of remuneration. Employee related costs comprise 32,8 per cent of total operating expenditure in the 2019/20 MTREF and therefore increases above inflation places a disproportionate upward pressure on the expenditure budget

2.5.3 Interest rates for borrowing and investment of funds

The MFMA specifies that borrowing can only be utilised to fund capital or refinancing of borrowing in certain conditions. The municipality chiefly engages in amortisation-style loans requiring both regular principal and interest payments. Surplus cash is invested and re-invested at short intervals.

2.5.4 Collection rate for revenue services

The base assumption is that tariff and rating increases will increase at a rate linked to CPI over the medium term. It is also assumed that current economic conditions, and relative inflationary conditions, will continue for the forecasted term.

The revenue collection rate is currently expressed as a percentage (99,9%) of annual billings. Cash flow is assumed to be 99,9 per cent of billings from an increased collection of arrear debt.

2.5.5 Growth or decline in tax base of the municipality

Debtors' revenue is assumed to increase at a rate that is influenced by the consumer debtors' collection rate, tariff/rate pricing, real growth rate of the Municipality, household formation growth rate and the poor household change rate.

Household formation is the key factor in measuring municipal revenue and expenditure growth, as servicing 'households' is a greater municipal service factor than servicing individuals. Household formation rates are assumed to convert to household dwellings. In addition the change in the number of poor households influences the net revenue benefit derived from household formation growth, as it assumes that the same costs incurred for servicing the household exist, but that no consumer revenue is derived as the 'poor household' mainly limits consumption to the level of free basic services.

2.5.6 Salary increases

The current three year collective SALGBC salary agreement came into operation on 1 July 2018. Salary increases, according to the principles of the agreement, were estimated at 6,25 % for the 2019/20 financial year, based on the average inflation for the period February 2018 to January 2019, with a minimum inflation rate of 5% plus 1,5% for the second year of the agreement.

2.5.7 Impact of national, provincial and local policies

Integration of service delivery between national, provincial and local government is critical to ensure focussed service delivery and in this regard various measures were implemented to align IDPs, provincial and national strategies around priority spatial interventions. In this regard, the following national priorities form the basis of all integration initiatives:

- Creating jobs;
- Enhancing education and skill development;
- Improving Health services;
- Rural development and agriculture; and
- Fighting crime and corruption.

To achieve these priorities integration mechanisms are in place to ensure integrated planning and execution of various development programs. The focus will be to strengthen the link between policy priorities and expenditure thereby ensuring the achievement of the national, provincial and local objectives.

2.5.8 Ability of the municipality to spend and deliver on the programmes

It is estimated that a spending rate of 99 per cent could be achieved on operating expenditure and 95 per cent on the capital programme for the 2019/20 MTREF.

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 33 Breakdown of the operating revenue over the medium-term

Description	2019/20 Medium Term Revenue & Expenditure Framework		
	Budget Year 2019/20	Budget Year +1 2020/21	Budget Year +2 2021/22
R thousand			
Revenue By Source			
Property rates	240 070	254 464	269 721
Service charges	665 050	744 536	835 877
Rental of facilities and equipment	3 515	3 708	3 921
Interest earned	32 151	34 080	36 125
Transfers recognised - operational	156 555	157 468	168 542
Other revenue	69 920	73 904	78 127
Total Revenue (excluding capital transfers and contributions)	1 167 263	1 268 160	1 392 313

The following graph is a breakdown of the operational revenue per main category for the 2019/20 financial year.

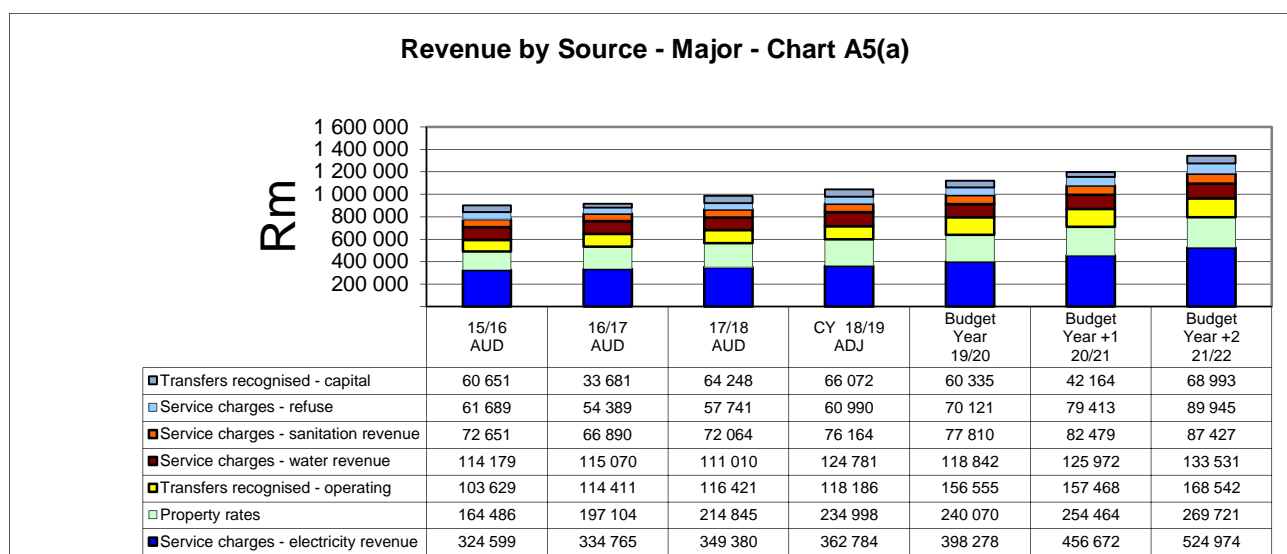


Figure 7 Breakdown of operating revenue over the 2019/20 MTREF

The following grants have been published in the DORA:

2018/2019 - 2020/2021 DORA & PROVINCIAL ALLOCATIONS			
NATIONAL	2019/2020	2020/21	2021/2022
EQUITABLE SHARE	106 697 000	117 534 000	129 728 000
FMG	1 550 000	1 550 000	1 550 000
EPWP	2 635 000	0	0
MIG	32 010 000	23 036 000	24 513 000
INEP	7 000 000	5 000 000	5 000 000
	149 892 000	147 120 000	160 791 000
PROVINCIAL			
Provincial Library Service Grant	7 287 000	7 502 000	7 915 000
Maintenance & construction of transport infrastructure	126 000	144 000	144 000
Human Settlements Development Grant	51 500 000	41 500 000	65 840 000
Financial Management Capacity Building Grant	380 000	0	0
Financial Management Support Grant	280 000	0	0
Thusong Services Centres Grant	100 000		100 000
Fire Service Capacity Building Grant		841 000	
Resource funding for establish & support of K9 Unit	2 000 000	2 200 000	2 420 000
Disaster Management Grant	5 000 000		
	66 673 000	52 187 000	76 419 000
TOTAL GRANTS	216 565 000	199 307 000	237 210 000

Tariff setting plays a major role in ensuring desired levels of revenue. Getting tariffs right assists in the compilation of a credible and funded budget. The Municipality derives most of its operational

revenue from the provision of goods and services such as water, electricity, sanitation, solid waste removal, property rates, operating and capital grants from organs of state and other minor charges (such as building plan fees, licenses and permits etc).

The revenue strategy is a function of key components such as:

- Growth in the municipality and economic development;
- Revenue management and enhancement;
- Achievement of a 99 per cent annual collection rate for consumer revenue;
- National Treasury guidelines;
- Electricity tariff increases within the National Electricity Regulator of South Africa (NERSA) approval;
- Achievement of full cost recovery of specific user charges;
- Determining tariff escalation rate by establishing/calculating revenue requirements; and
- The Property Rates Policy in terms of the Municipal Property Rates Act, 2004 (Act 6 of 2004), as amended (MPRA).

The above principles guide the annual increase in the tariffs charged to the consumers and the ratepayers aligned to the economic forecasts.

Table 34 Proposed tariff increases for 2019/2020

Description Rand/cent	Current Year 2018/19	Budget Year 2019/20 % incr.	Budget Year 2019/20
Monthly Account for Household - 'Affordable Range'			
Rates and services charges:			
Property rates	161.85	5.7%	171.09
Electricity: Basic levy	291.60	17.5%	342.63
Electricity: Consumption	608.63	14.2%	695.00
Water: Basic levy	129.14	5.7%	136.50
Water: Consumption	285.74	6.3%	303.75
Sanitation	341.89	5.7%	361.40
Refuse removal	164.35	10.4%	181.50
Other	56.97	—	56.97
sub-total	2 040.17	10.2%	2 248.84
VAT on Services	281.75		311.66
Total small household bill:	2 321.92	10.3%	2 560.50
% increase/-decrease	—		10.3%

Refer to Annexure C for Tariffs increases

The levying of property rates is considered a strategic revenue source.

Services charges relating to electricity, water, sanitation and refuse removal constitutes the biggest component of the revenue basket.

Operational grants and subsidies have shown increases over the MTREF. It needs to be noted that in real terms the grants receipts from national government are growing over the MTREF. This can be seen in the increase in equitable share over the MTREF.

Investment revenue contributes marginally to the revenue base. It needs to be noted that these allocations have been conservatively estimated. The actual performance against budget will be carefully monitored. Any variances in this regard will be addressed as part of the mid-year review and adjustments budget.

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

Table 35 MBRR SA15 – Detail Investment Information

Investment type	2015/16	2016/17	2017/18	Current Year 2018/19			2019/20 Medium Term Revenue & Expenditure Framework		
	Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2019/20	Budget Year +1 2020/21	Budget Year +2 2021/22
R thousand									
Parent municipality									
Securities - National Government									
Listed Corporate Bonds									
Deposits - Bank	101 263	170 727	380 514						
Deposits - Public Investment Commissioners									
Guaranteed Endowment Policies (sinking)	29 740	37 982	44 595	50 546	50 546	50 546	57 885	65 460	73 294
Municipal Bonds									
Consolidated total:	131 003	208 709	425 109	50 546	50 546	50 546	57 885	65 460	73 294

Table 36 MBRR SA16 – Investment particulars by maturity

Investments by Maturity	Period of Investment	Type of Investment	Capital Guarantee (Yes/No)	Variable or Fixed interest rate	Interest Rate 3.	Commission Paid (Rands)	Commission on Recipient	Expiry date of investment	Opening balance	Interest to be realised	Partial / Premature Withdrawal	Investment Top Up	Closing Balance
Name of institution & investment ID	Yrs/Months												
Parent municipality													
LIBERTY 15934476	15 Years	Policy	Yes	Variable	Fair Value Adjustment			01/09/2025	15 309	975		1 500	17 783
LIBERTY 21196964	14 Years	Policy	Yes	Variable	Fair Value Adjustment			01/09/2025	25 374	1 137		3 120	29 631
MOMENTUM 3853776	15 Years	Policy	Yes	Variable	Fair Value Adjustment			01/07/2026	2 739	33		360	3 132
													-
TOTAL INVESTMENTS AND INTEREST									43 422		-	4 980	50 546

For the medium-term, the funding strategy has been informed directly by ensuring financial sustainability and continuity. The surplus is intended to partly fund capital expenditure from own sources as well as ensure adequate cash backing of reserves and funds.

2.6.2 Medium-term outlook: capital revenue

The following table is a breakdown of the funding composition of the 2019/20 medium-term capital programme:

Table 37 Sources of capital revenue over the MTREF

Vote Description	2019/20 Medium Term Revenue & Expenditure Framework		
	Budget Year 2019/20	Budget Year +1 2020/21	Budget Year +2 2021/22
R thousand			
Funded by:			
National Government	39 010	28 036	29 513
Provincial Government	25 125	14 128	39 480
District Municipality	-	-	-
Other transfers and grants	-	-	-
Transfers recognised - capital	64 135	42 164	68 993
Public contributions & donations	-	-	-
Borrowing	89 013	54 000	50 000
Internally generated funds	79 059	42 000	35 331
Total Capital Funding	232 206	138 164	154 324

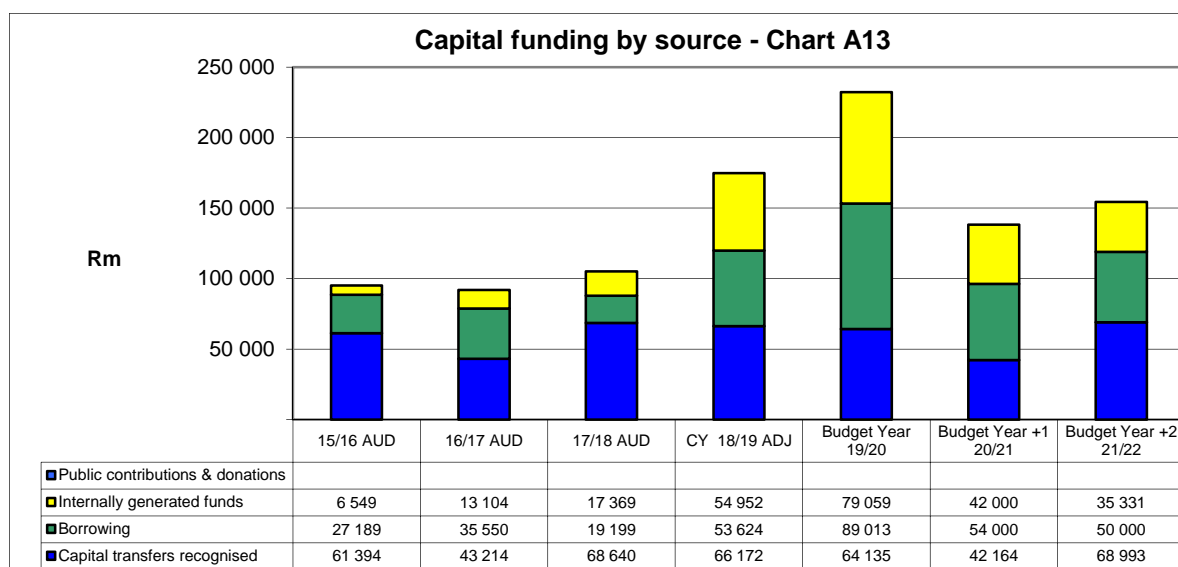


Figure 8 Sources of capital revenue for the 2019/20 financial year

Capital grants and receipts equates to 27,62 per cent of the total funding source which represents R64,1 million for the 2019/20 financial year.

Table 38 MBRR Table SA18 - Capital transfers and grant receipts

Description	2015/16	2016/17	2017/18	Current Year 2018/19			2019/20 Medium Term Revenue & Expenditure Framework		
	Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2019/20	Budget Year +1 2020/21	Budget Year +2 2021/22
R thousand									
RECEIPTS:									
Capital Transfers and Grants									
National Government:	31 647	26 030	26 330	25 901	25 901	25 901	39 010	28 036	29 513
Municipal Infrastructure Grant (MIG)	21 417	21 030	22 330	21 639	21 639	21 639	32 010	23 036	24 513
INEP	8 000	5 000	4 000	4 262	4 262	4 262	7 000	5 000	5 000
Finance Management	1 300								
Municipal Systems Improvement	930								
Provincial Government:	29 110	10 490	42 992	36 067	38 567	38 567	21 325	14 128	39 480
Human Settlements Development Grant	26 080	8 290	36 661	35 467	33 967	33 967	21 325	13 287	39 480
Library Services Grant	3 031	1 000		600	600	600			
Resourcing Funding for Establishment & Support of a K9 Unit					4 000	4 000			
Public Transport Non-Motorised Infrastructure Grant			4 000						
Fire Service Capacity Building Grant			800					841	
Municipal Service Delivery & Capacity Building Grant			360						
Development of Sport and Recreation Facilities		1 200	1 171						
Total Capital Transfers and Grants	60 757	36 520	69 322	61 968	64 468	64 468	60 335	42 164	68 993

Borrowing still remains a significant funding source (one-third) for the own capital programme over the medium-term with an estimated R178,3 million new borrowing.

The following table is a detailed analysis of the Municipality's borrowing liability.

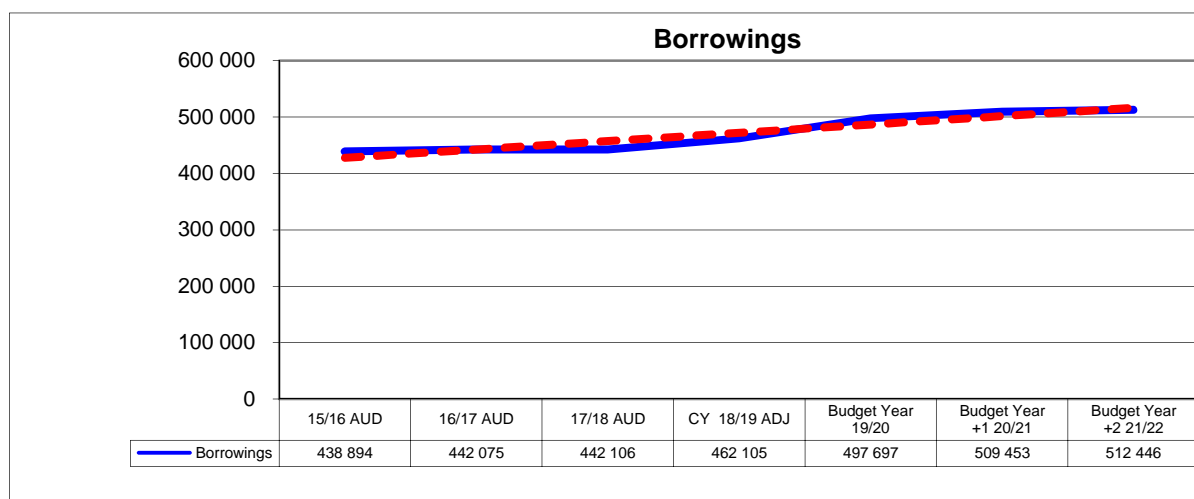
Table 39 MBRR Table SA17 - Detail of borrowings

Borrowing - Categorized by type	2015/16	2016/17	2017/18	Current Year 2018/19			2019/20 Medium Term Revenue & Expenditure Framework		
R thousand	Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2019/20	Budget Year +1 2020/21	Budget Year +2 2021/22
Annuity and Bullet Loans	312 402	342 075	342 106	362 105	362 105	362 105	397 697	409 453	411 756
Long-Term Loans (non-annuity)	100 000	100 000	100 000	100 000	100 000	100 000	100 000	100 000	100 000
Instalment Credit									
Financial Leases	-								
Total Borrowing	412 402	442 075	442 106	462 105	462 105	462 105	497 697	509 453	511 756

Internally generated funds consist of a mixture between surpluses generated on the operating statement of financial performance, cash backed reserves and proceeds on land sales. In determining the credibility of this funding source it becomes necessary to review the cash flow budget as well as the cash backed reserves and accumulated funds reconciliation, as discussed below. Internally generated funds consist of R79 million in 2019/20.

It should be noted that the level of borrowings decreases over the MTREF, amounting to R74,3m, R54m and R50m respectively.

The following graph illustrates the growth in outstanding borrowing for the 2015/16 to 2021/22 period.

**Figure 9 Growth in outstanding borrowing (long-term liabilities)**

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 understanding for councillors and management.

Table 40 MBRR Table A7 - Budgeted cash flow statement

Description	2015/16	2016/17	2017/18	Current Year 2018/19			2019/20 Medium Term Revenue & Expenditure Framework		
	Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2019/20	Budget Year +1 2020/21	Budget Year +2 2021/22
R thousand									
CASH FLOW FROM OPERATING ACTIVITIES									
Receipts									
Property rates	163 442	195 733	213 851	233 454	233 401	233 401	238 976	253 350	268 590
Service charges	570 606	568 538	589 413	609 686	620 473	620 473	662 020	741 277	832 373
Other revenue	65 164	73 850	75 919	56 317	51 287	51 287	68 922	54 847	57 739
Government - operating	103 190	119 507	131 819	130 566	118 186	118 186	156 555	157 468	168 542
Government - capital	60 394	33 681	64 248	61 968	66 072	66 072	60 335	42 164	68 993
Interest	14 944	23 018	33 308	24 701	32 906	32 906	32 151	34 080	36 125
Dividends							-	-	-
Payments									
Suppliers and employees	(719 905)	(791 231)	(818 184)	(893 168)	(900 839)	(900 839)	(1 015 471)	(1 121 564)	(1 233 231)
Finance charges	(46 193)	(45 910)	(46 129)	(47 834)	(47 834)	(47 834)	(51 549)	(54 249)	(56 058)
Transfers and Grants	(51 090)	(1 898)	(1 800)	(500)	(500)	(500)	(500)	(525)	(551)
NET CASH FROM/(USED) OPERATING ACTIVITIES	160 551	175 288	242 445	175 190	173 153	173 153	151 440	106 849	142 522
CASH FLOWS FROM INVESTING ACTIVITIES									
Receipts									
Proceeds on disposal of PPE	845	2 943	81 432	-	-	-	-	-	-
Decrease (Increase) in non-current debtors				-	-	-	-	-	-
Decrease (increase) other non-current receivables	15	15	8	10	10	10	10	7	3
Decrease (increase) in non-current investments	(4 980)	(4 980)	(4 980)	(7 124)	(5 952)	(5 952)	(7 339)	(7 575)	(7 730)
Payments									
Capital assets	(95 133)	(84 505)	(105 207)	(194 237)	(174 748)	(174 748)	(232 206)	(138 164)	(154 324)
NET CASH FROM/(USED) INVESTING ACTIVITIES	(99 253)	(86 528)	(28 747)	(201 351)	(180 689)	(180 689)	(239 535)	(145 732)	(162 052)
CASH FLOWS FROM FINANCING ACTIVITIES									
Receipts									
Short term loans							-	-	-
Borrowing long term/refinancing	30 000	30 000	30 000	54 000	54 000	54 000	74 300	54 000	50 000
Increase (decrease) in consumer deposits	2 200	(6 904)	1 423	3 937	1 584	1 584	23 028	4 654	4 682
Payments									
Repayment of borrowing	(23 704)	(26 822)	(29 969)	(33 993)	(34 001)	(34 001)	(38 709)	(42 244)	(47 007)
NET CASH FROM/(USED) FINANCING ACTIVITIES	8 496	(3 727)	1 455	23 944	21 583	21 583	58 619	16 410	7 676
NET INCREASE/ (DECREASE) IN CASH HELD	69 794	85 034	215 153	(2 217)	14 047	14 047	(29 476)	(22 473)	(11 854)
Cash/cash equivalents at the year begin:	104 987	174 780	259 815	382 460	474 967	474 967	489 014	459 538	437 065
Cash/cash equivalents at the year end:	174 780	259 815	474 967	380 242	489 014	489 014	459 538	437 065	425 211

The above table shows that cash and cash equivalents of the Municipality reflects steady growth from the 2015/2016 to 2018/2019 financial years. For the 2019/20 MTREF the budget has been prepared to ensure sustained levels of cash and cash equivalents over the medium-term with cash levels anticipated to remain stable.

2.6.3 Cash Backed Reserves/Accumulated Surplus Reconciliation

This following table meets the requirements of MFMA Circular 42 which deals with the funding of a municipal budget in accordance with sections 18 and 19 of the MFMA. The table seeks to answer three key questions regarding the use and availability of cash:

- The predicted cash and investments available at the end of the budget year?
- How are those funds used?
- What is the net funds available or funding shortfall?

A surplus would indicate the cash-backed accumulated surplus that is available. A shortfall (applications > cash and investments) is indicative of non-compliance with section 18 of the MFMA requirement that the municipality's budget must be 'funded' It is also important to analyse trends to understand the consequences. Cash surpluses have been realised over the past three years, which is inevitably utilised to finance capital. The working capital has to be optimally managed.

Table 41 MBRR Table A8 - Cash backed reserves/accumulated surplus reconciliation

Description	2015/16	2016/17	2017/18	Current Year 2018/19			2019/20 Medium Term Revenue & Expenditure Framework		
	Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2019/20	Budget Year +1 2020/21	Budget Year +2 2021/22
R thousand									
Cash and investments available									
Cash/cash equivalents at the year end	174 780	259 815	474 967	380 242	489 014	489 014	459 538	437 065	425 211
Other current investments > 90 days	-	-	0	(0)	(0)	(0)	-	-	-
Non current assets - Investments	29 740	37 982	44 595	50 546	50 546	50 546	57 885	65 460	73 191
Cash and investments available:	204 521	297 796	519 562	430 789	539 560	539 560	517 424	502 525	498 401
Application of cash and investments									
Unspent conditional transfers	-	-	-	-	3 800	3 800	-	-	-
Unspent borrowing	-	-	-	-	-	-	-	-	-
Statutory requirements									
Other working capital requirements	(30 636)	(20 707)	5 009	(36 964)	(18 462)	(18 462)	(12 039)	(17 743)	(36 556)
Other provisions									
Long term investments committed	29 740	37 982	44 595	50 546	50 546	50 546	57 885	65 460	73 191
Reserves to be backed by cash/investments	2 177	3 251	3 259	3 300	3 300	3 300	3 340	3 350	3 370
Total Application of cash and investments:	1 281	20 526	52 862	16 883	39 184	39 184	49 186	51 067	40 005
Surplus(shortfall)	203 239	277 271	466 700	413 906	500 376	500 376	468 237	451 458	458 397

From the above table it can be seen that the cash and investments total R539,5 million in the 2018/2019 financial year and decrease to R517,4 million by 2019/20, including the projected cash and cash equivalents as determined in the cash flow forecast. The following is a breakdown of the application of this funding:

- Unspent conditional transfers (grants) are automatically assumed to be an obligation as the municipality has received government transfers in advance of meeting the conditions. Ordinarily, unless there are special circumstances, the municipality is obligated to return unspent conditional grant funds to the national revenue fund at the end of the financial year. Stringent measures have been implemented by NT regarding unspent grants.
- Unspent borrowing amounting to R14,7m from the previous financial year is anticipated. Borrowings are only drawn down once substantial expenditure has incurred against the particular projects.
- Provisions for statutory requirements could include VAT owing to SARS at year end.
- The main purpose of other working capital is to ensure that sufficient funds are available to meet obligations as they fall due. A key challenge is often the mismatch between the timing of receipts of funds from debtors and payments due to employees and creditors. For the purpose of the cash backed reserves and accumulated surplus reconciliation, at least two months operational expenditure is covered at all times. It needs to be noted that although this can be considered prudent, the desired cash levels should be 60 days to ensure continued liquidity of the municipality. Any underperformance in relation to collections could place upward pressure on the ability of the Municipality to meet its creditor obligations.
- Long term investments consist primarily of the sinking funds for the repayment of future borrowings. The sinking fund value is held within long term investments and must be 'held to maturity' and is not available for spending.

When considering the funding requirements of section 18 and 19 of the MFMA, it needs to be noted that for all practical purposes the 2019/20 MTREF is funded, from a pure cash flow perspective (cash out flow versus cash inflow), and is therefore credible. The challenge for the Municipality will be to ensure that the underlying planning and cash flow assumptions are meticulously managed, especially the performance against the collection rate.

The following graph supplies an analysis of the trends relating cash and cash equivalents and the cash backed reserves/accumulated funds reconciliation over a seven year perspective.

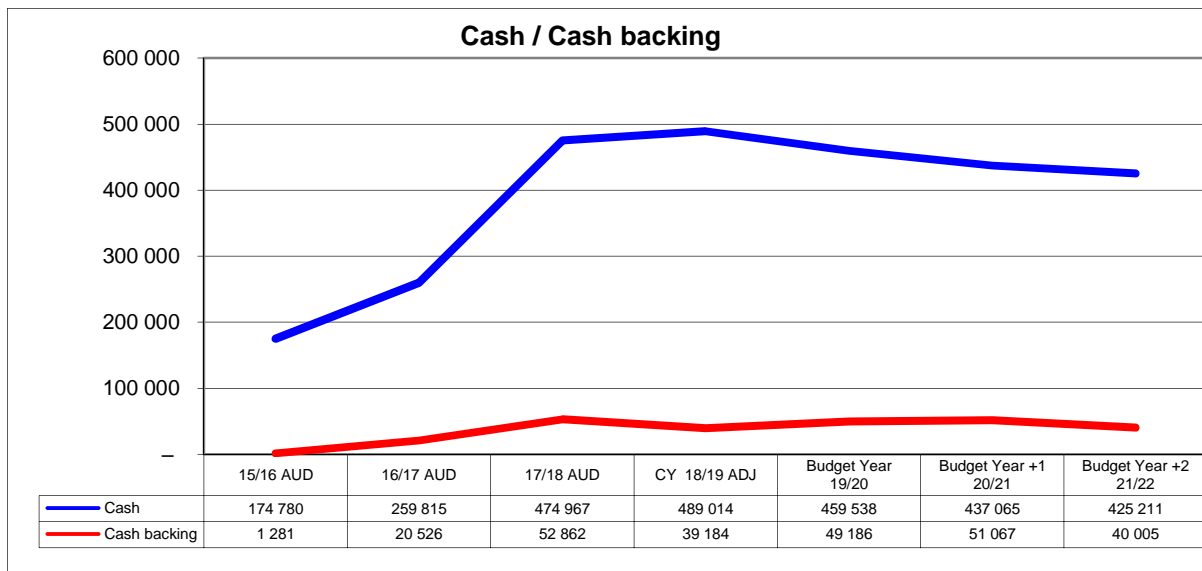


Figure 10 Cash and cash equivalents / Cash backed reserves and accumulated funds

2.6.4 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. Each of the measures is discussed below.

Table 42 MBRR SA10 – Funding compliance measurement

Description	MFMA section	2015/16	2016/17	2017/18	Current Year 2018/19			2019/20 Medium Term Revenue & Expenditure Framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2019/20	Budget Year +1 2020/21	Budget Year +2 2021/22
Funding measures										
Cash/cash equivalents at the year end - R'000	18(1)b	174 780	259 815	474 967	380 242	489 014	489 014	459 538	437 065	425 211
Cash + investments at the yr end less applications - R'000	18(1)b	203 239	277 271	466 700	413 906	500 376	500 376	468 237	451 458	458 397
Cash year end/monthly employee/supplier payments	18(1)b	2.7	3.8	6.9	4.7	5.9	5.9	5.1	4.5	4.1
Surplus/(Deficit) excluding depreciation offsets: R'000	18(1)	53 616	41 587	144 036	7 951	(5 106)	(5 106)	(20 304)	(33 056)	28 742
Service charge rev % change - macro CPIX target exclusive	18(1)a,(2)	N.A.	(1.8%)	(1.2%)	(0.6%)	(4.7%)	(6.0%)	(0.7%)	4.4%	4.7%
Cash receipts % of Ratepayer & Other revenue	18(1)a,(2)	99.0%	97.2%	97.9%	96.9%	96.7%	96.7%	98.7%	97.1%	97.2%
Debt impairment expense as a % of total billable revenue	18(1)a,(2)	1.9%	2.9%	2.2%	2.8%	2.7%	2.7%	2.8%	2.6%	2.5%
Capital payments % of capital expenditure	18(1)c,19	100.0%	92.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%
Borrowing receipts % of capital expenditure (excl. transfers)	18(1)c	88.9%	61.7%	82.0%	40.9%	49.7%	49.7%	44.2%	56.3%	58.6%
Grants % of Govt. legislated/gazetted allocations	18(1)a							0.0%	0.0%	0.0%
Current consumer debtors % change - incr/(decr)	18(1)a	N.A.	4.9%	6.3%	10.0%	(4.2%)	0.0%	(11.4%)	2.3%	2.3%
Long term receivables % change - incr/(decr)	18(1)a	N.A.	(33.8%)	(24.5%)	(49.1%)	0.0%	0.0%	(64.4%)	(84.7%)	(100.0%)
R&M % of Property Plant & Equipment	20(1)(vi)	3.1%	3.4%	4.6%	6.3%	6.6%	6.6%	5.4%	5.6%	5.9%
Asset renewal % of capital budget	20(1)(vi)	16.7%	37.5%	28.2%	0.0%	0.0%	0.0%	2.8%	3.5%	6.3%
Total Operating Revenue		930 691	1 002 928	1 073 241	1 080 228	1 083 298	1 083 298	1 167 263	1 268 160	1 392 313
Total Operating Expenditure		937 727	995 023	993 453	1 134 245	1 154 476	1 154 476	1 247 901	1 343 380	1 432 564
Operating Performance Surplus/(Deficit)		(7 036)	7 906	79 788	(54 017)	(71 179)	(71 179)	(80 639)	(75 220)	(40 251)
Revenue										
% Increase in Total Operating Revenue			7.8%	7.0%	0.7%	0.3%	0.0%	7.8%	8.6%	9.8%
% Increase in Property Rates Revenue			19.8%	9.0%	9.4%	0.0%	0.0%	2.2%	6.0%	6.0%
% Increase in Electricity Revenue			3.1%	4.4%	3.8%	0.0%	0.0%	9.8%	14.7%	15.0%
% Increase in Property Rates & Services Charges			4.2%	4.8%	5.4%	1.3%	0.0%	5.3%	10.4%	10.7%
Expenditure										
% Increase in Total Operating Expenditure			6.1%	(0.2%)	14.2%	1.8%	0.0%	8.1%	7.7%	6.6%
% Increase in Employee Costs			10.1%	(1.9%)	23.8%	1.9%	0.0%	6.4%	6.3%	5.9%
% Increase in Electricity Bulk Purchases			11.8%	3.8%	5.6%	0.0%	0.0%	15.6%	15.6%	15.6%
R&M % of PPE		3.1%	3.4%	4.6%	6.3%	6.6%	6.6%	5.4%	5.6%	5.9%
Asset Renewal and R&M as a % of PPE		3.0%	4.0%	5.0%	6.0%	6.0%	6.0%	6.0%	6.0%	7.0%
Debt Impairment % of Total Billable Revenue		1.9%	2.9%	2.2%	2.8%	2.7%	2.7%	2.8%	2.6%	2.5%
Capital Revenue										
Internally Funded & Other (R'000)		6 549	13 104	17 369	63 519	54 952	54 952	79 059	42 000	35 331
Borrowing (R'000)		27 189	35 550	19 199	68 650	53 624	53 624	89 013	54 000	50 000
Grant Funding and Other (R'000)		61 394	43 214	68 640	62 068	66 172	66 172	64 135	42 164	68 993
Internally Generated funds % of Non Grant Funding		19.4%	26.9%	47.5%	48.1%	50.6%	50.6%	47.0%	43.8%	41.4%
Borrowing % of Non Grant Funding		80.6%	73.1%	52.5%	51.9%	49.4%	49.4%	53.0%	56.3%	58.6%
Grant Funding % of Total Funding		64.5%	47.0%	65.2%	32.0%	37.9%	37.9%	27.6%	30.5%	44.7%
Capital Expenditure										
Total Capital Programme (R'000)		95 133	91 868	105 207	194 237	174 748	174 748	232 206	138 164	154 324
Asset Renewal		15 884	34 479	29 644	-	-	-	33 930	11 361	32 488
Asset Renewal % of Total Capital Expenditure		16.7%	37.5%	28.2%	0.0%	0.0%	0.0%	14.6%	8.2%	21.1%
Cash										
Cash Receipts % of Rate Payer & Other		99.0%	97.2%	97.9%	96.9%	96.7%	96.7%	98.7%	97.1%	97.2%
Borrowing										
Capital Charges to Operating		7.5%	7.3%	7.7%	7.2%	7.1%	7.1%	7.2%	7.2%	7.2%
Borrowing Receipts % of Capital Expenditure		88.9%	61.7%	82.0%	40.9%	49.7%	49.7%	44.2%	56.3%	58.6%
Reserves										
Surplus/(Deficit)		203 239	277 271	466 700	413 906	500 376	500 376	468 237	451 458	458 397
Free Services										
Free Basic Services as a % of Equitable Share		5.5%	7.1%	8.1%	82.5%	82.5%	82.5%	78.8%	94.8%	94.3%
Free Services as a % of Operating Revenue (excl operational transfers)		5.0%	5.7%	5.4%	5.5%	5.4%	5.4%	5.4%	5.2%	5.0%
High Level Outcome of Funding Compliance										
Total Operating Revenue		930 691	1 002 928	1 073 241	1 080 228	1 083 298	1 083 298	1 167 263	1 268 160	1 392 313
Total Operating Expenditure		937 727	995 023	993 453	1 134 245	1 154 476	1 154 476	1 247 901	1 343 380	1 432 564
Surplus/(Deficit) Budgeted Operating Statement		(7 036)	7 906	79 788	(54 017)	(71 179)	(71 179)	(80 639)	(75 220)	(40 251)
Surplus/(Deficit) Considering Reserves and Cash Backing		203 239	277 271	466 700	413 906	500 376	500 376	468 237	451 458	458 397
MTREF Funded (1) / Unfunded (0)		1	1	1	1	1	1	1	1	1
MTREF Funded ü / Unfunded ü		✓	✓	✓	✓	✓	✓	✓	✓	✓

2.6.4.1 Cash/cash equivalent position

The 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.

If the municipality's forecast cash position is negative, for any year of the medium term budget, the budget is very unlikely to meet MFMA requirements or be sustainable and could indicate a risk of non-compliance with section 45 of the MFMA which deals with the repayment of short term debt at the end of the financial year. The forecasted cash and cash equivalents for the 2019/20 MTREF shows R459,5 million, R437 million and R425 million for each respective financial year.

2.6.4.2 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. The detail reconciliation of the cash backed reserves/surpluses is contained in Table 41, on page 72. The reconciliation is intended to be a relatively simple methodology for understanding the budgeted amount of cash and investments available with any planned or required applications to be made. This has been extensively discussed above.

2.6.4.3 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 the 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 services boycotts. The ratio is above 4 over the 2019/20 MTREF.

2.6.4.4 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. An 'adjusted' surplus/deficit is achieved by offsetting the amount of depreciation related to externally funded assets. Municipalities need to assess the result of this calculation taking into consideration its own circumstances and levels of backlogs. If the outcome is a deficit, it may indicate that rates and service charges are insufficient to ensure that the community is making a sufficient contribution toward the economic benefits they are consuming over the medium term. The issue relating to depreciation has been discussed at length elsewhere in this report. This indicator cannot be measured as depreciation offset do not form part of the GRAP reporting framework. It needs to be noted that a deficit does not necessarily mean that the budget not is funded from a cash flow perspective and the first two measures in the table are therefore critical.

2.6.4.5 Property Rates/service 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.

The factor is calculated by deducting the maximum macro-economic inflation target increase (which is projected at 5,2 per cent). Refer to Annexure B for Rates, Tariffs and Service Charges.

2.6.4.6 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. Given that the assumed collection rate was based on a 99,9 per cent performance target, the cash flow statement has been accurately determined. This measure and performance objective will have to be meticulously managed. Should performance with the mid-year review and adjustments be positive in relation to actual collections of billed revenue, the adjustments budget will be amended accordingly.

2.6.4.7 Debt impairment expense as a percentage of billable revenue

Overstrand Municipality has provided for adequate Debt impairment.

2.6.4.8 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 ensure strict compliance with the legislative requirement that creditors be paid within 30 days.

2.6.4.9 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. It can be seen that borrowing equates to 38, 39 and 32 per cent of own funded capital.

2.6.4.10 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 per cent could indicate that not all grants as contained in the Division of Revenue Act (DoRA) have been budgeted for. The Municipality has budgeted for all transfers.

2.6.4.11 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.

2.6.4.12 Repairs and maintenance expenditure level

This measure must be considered 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. Details of the municipality's strategy pertaining to asset management and repairs and maintenance are contained in Table 56 MBRR SA34C on page 91.

2.6.4.13 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 categorise each capital project as a new asset or a renewal/rehabilitation project. The new mSCOA Framework has further categorised asset classes. The objective is to summarise 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. Further details in this regard are contained in Table 55 MBRR SA34a on page 90.

2.7 Expenditure on grants and reconciliations of unspent funds

Table 43 MBRR SA19 - Expenditure on transfers and grant programmes

Description R thousand	2015/16	2016/17	2017/18	Current Year 2018/19			2019/20 Medium Term Revenue & Expenditure Framework		
	Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2019/20	Budget Year +1 2020/21	Budget Year +2 2021/22
EXPENDITURE:									
<u>Operating expenditure of Transfers and Grants</u>									
National Government:	3 701	3 397	3 850	3 476	3 476	3 476	4 185	1 550	1 550
Local Government Equitable Share									
Finance Management	2 040	1 475	1 550	1 550	1 550	1 550	1 550	1 550	1 550
EPWP Incentive	1 661	1 922	2 300	1 926	1 926	1 926	2 635		
Provincial Government:	36 630	38 034	28 348	31 022	18 642	18 642	40 348	38 059	36 939
Human Settlements Development Grant	29 425	31 921	21 645	23 633	10 856	10 856	30 175	28 213	26 360
Library Services Grant	5 307	5 889	6 306	6 147	6 147	6 147	7 287	7 502	7 915
Financial Management Capacity Building Grant				600	600	600	380		
Community Development Workers Operational Support Grant	72	75	74	74	-	-			
Maintenance & Construction of Transport Infrastructure	114	137	139	137	137	137	126	144	144
Western Cape Financial Management Support Grant	1 513			280	280	280	280		
Local Government Internship Grant		12	64	51	122	122			
Greenest Municipality Competition			120						
Municipal Service Delivery & Capacity Building Grant					200	200			
Resourcing Funding for Establishment & Support of a K9 Unit	200				200	200	2 000	2 200	2 420
Disaster Management Grant							-		
Thusong Service Centre				100	100	100	100		100
District Municipality:	-	-	-	-	-	-	-	-	-
Other grant providers:			-	-	-	-	-	-	-
Total operating expenditure of Transfers and Grants:	40 331	41 431	32 198	34 498	22 118	22 118	44 533	39 609	38 489
<u>Capital expenditure of Transfers and Grants</u>									
National Government:	30 347	26 030	21 786	25 901	30 445	30 445	39 010	28 036	29 513
Municipal Infrastructure Grant (MIG)	21 417	21 030	17 786	21 639	26 183	26 183	32 010	23 036	24 513
INEP	8 000	5 000	4 000	4 262	4 262	4 262	7 000	5 000	5 000
Municipal Systems Improvement	930								
Provincial Government:	29 004	7 681	42 462	36 067	35 628	35 628	21 325	14 128	39 480
Human Settlements Development Grant	25 974	7 651	34 180	35 467	34 108	34 108	21 325	13 287	39 480
Library Services Grant	3 031	30	1 141	600	1 129	1 129			
Resourcing Funding for Establishment & Support of a K9 Unit									
Public Transport Non-Motorised Infrastructure Grant			3 610		390	390			
Fire Service Capacity Building Grant			2 000					841	
Municipal Service Delivery & Capacity Building Grant			360						
Development of Sport and Recreation Facilities			1 171						
Total capital expenditure of Transfers and Grants	59 351	33 711	64 248	61 968	66 072	66 072	60 335	42 164	68 993
TOTAL EXPENDITURE OF TRANSFERS AND GRANTS	99 683	75 143	96 446	96 466	88 190	88 190	104 868	81 773	107 482

Table 44 MBRR SA 20 - Reconciliation between of transfers, grant receipts and unspent funds

Description	2015/16	2016/17	2017/18	Current Year 2018/19			2019/20 Medium Term Revenue & Expenditure Framework		
	Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2019/20	Budget Year +1 2020/21	Budget Year +2 2021/22
R thousand									
Operating transfers and grants:									
National Government:									
Balance unspent at beginning of the year	590								
Current year receipts	67 709	76 347	88 073	99 544	99 544	99 544	110 882	119 084	131 278
Conditions met - transferred to revenue	68 299	76 347	88 073	99 544	99 544	99 544	110 882	119 084	131 278
Conditions still to be met - transferred to liabilities									
Provincial Government:									
Balance unspent at beginning of the year	213	2 944	(10 418)	291	(16 057)	(16 057)			
Current year receipts	35 118	41 312	38 766	30 731	30 731	30 731	45 348	38 059	36 939
Conditions still to be met - transferred to liabilities		6 192			(3 969)	(3 969)			
District Municipality:									
Balance unspent at beginning of the year									
Conditions still to be met - transferred to liabilities									
Other grant providers:									
Balance unspent at beginning of the year									
Conditions met - transferred to revenue	-	-	-	-	-	-	325	325	325
Conditions still to be met - transferred to liabilities									
Total operating transfers and grants revenue	103 629	114 411	116 421	130 566	118 186	118 186	156 555	157 468	168 542
Total operating transfers and grants - CTBM	-	6 192	-	-	(3 969)	(3 969)	-	-	-
Capital transfers and grants:									
National Government:									
Balance unspent at beginning of the year					4 544	4 544	3 800		
Current year receipts	30 347	26 030	26 330	25 901	25 901	25 901	39 010	28 036	29 513
Conditions met - transferred to revenue	30 347	26 030	26 330	25 901	30 445	30 445	42 810	28 036	29 513
Provincial Government:									
Balance unspent at beginning of the year	743	1 440	(682)						
Current year receipts	30 410	10 490	42 992	36 067	35 628	35 628	21 325	14 128	39 480
Conditions met - transferred to revenue	31 047	11 930	42 310	36 067	35 628	35 628	21 325	14 128	39 480
Conditions still to be met - transferred to liabilities	106								
Balance unspent at beginning of the year									
Current year receipts									
Conditions met - transferred to revenue	-	-	-	-	-	-	-	-	-
Balance unspent at beginning of the year				100	100	100			
Current year receipts		5 254							
Conditions met - transferred to revenue	-	5 254	-	100	100	100	-	-	-
Conditions still to be met - transferred to liabilities									
Total capital transfers and grants revenue	61 394	43 214	68 640	62 068	66 172	66 172	64 135	42 164	68 993
Total capital transfers and grants - CTBM	106	-	-	-	-	-	-	-	-
TOTAL TRANSFERS AND GRANTS REVENUE	165 024	157 626	185 061	192 634	184 358	184 358	220 690	199 632	237 535
TOTAL TRANSFERS AND GRANTS - CTBM	106	6 192	-	-	(3 969)	(3 969)	-	-	-

2.8 Councillor and employee benefits

Table 45 MBRR SA22 - Summary of councillor and staff benefits

Summary of Employee and Councillor remuneration	2015/16	2016/17	2017/18	Current Year 2018/19			2019/20 Medium Term Revenue & Expenditure Framework		
R thousand	Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2019/20	Budget Year +1 2020/21	Budget Year +2 2021/22
Councillors (Political Office Bearers plus Other)									
Basic Salaries and Wages	7 961	8 608	9 056	9 862	9 862	9 862	9 896	10 391	10 910
Pension and UIF Contributions									
Medical Aid Contributions									
Motor Vehicle Allowance									
Cellphone Allowance	606	657	1 081	1 110	1 110	1 110	1 110	1 110	1 110
Housing Allowances									
Other benefits and allowances									
Sub Total - Councillors	8 566	9 265	10 138	10 972	10 972	10 972	11 006	11 501	12 020
Senior Managers of the Municipality									
Basic Salaries and Wages	9 543	9 944	10 489	10 954	10 954	10 954	11 292	11 998	12 748
Pension and UIF Contributions									
Medical Aid Contributions									
Overtime									
Performance Bonus			103	210	210	210	109	116	123
Motor Vehicle Allowance									
Cellphone Allowance	154	158	187	194	194	194	187	187	187
Housing Allowances									
Other benefits and allowances	32						6	11	12
Payments in lieu of leave									
Long service awards									
Post-retirement benefit obligations									
Sub Total - Senior Managers of Municipality	9 729	10 102	10 779	11 358	11 358	11 358	11 594	12 312	13 070
Other Municipal Staff									
Basic Salaries and Wages	175 857	175 723	206 677	225 106	222 354	222 354	261 796	280 033	297 261
Pension and UIF Contributions	29 587	30 114	33 240	39 574	36 976	36 976	43 044	45 702	48 421
Medical Aid Contributions	9 829	10 523	11 195	13 679	12 091	12 091	14 460	15 537	16 630
Overtime	15 724	15 613	18 388	23 606	30 672	30 672	20 176	21 456	22 794
Performance Bonus									
Motor Vehicle Allowance	7 222	7 602	7 850	8 203	8 203	8 203	12 130	12 130	12 130
Cellphone Allowance	1 119	1 483	2 013	2 049	2 049	2 049	2 042	2 042	2 042
Housing Allowances	4 608	5 064	5 482	2 542	2 542	2 542	2 546	2 676	2 844
Other benefits and allowances	10 248	26 398	14 069	26 983	29 329	29 329	15 444	15 562	16 293
Payments in lieu of leave	1 815	1 385	772	1 062	1 162	1 162	1 125	1 193	1 264
Long service awards	2 288	1 836	6 054	1 946	2 612	2 612	2 062	2 186	2 317
Post-retirement benefit obligations	6 539	16 076	(19 984)	10 916	14 766	14 766	11 571	12 266	13 002
Sub Total - Other Municipal Staff	264 835	291 817	285 757	355 667	362 756	362 756	386 397	410 782	434 998
Total Parent Municipality	283 130	311 185	306 674	377 997	385 086	385 086	408 997	434 595	460 088
TOTAL SALARY, ALLOWANCES & BENEFITS	283 130	311 185	306 674	377 997	385 086	385 086	408 997	434 595	460 088
TOTAL MANAGERS AND STAFF	274 564	301 919	296 536	367 024	374 114	374 114	397 991	423 094	448 067

Table 46 MBRR SA23 - Salaries, allowances and benefits (political office bearers/councillors/senior managers)

Disclosure of Salaries, Allowances & Benefits 1.	No.	Salary	Contributions	Allowances	Performance Bonuses	In-kind benefits	Total Package
Rand per annum							
<u>Councillors</u>							
Speaker	1	695 310		44 400			739 710
Chief Whip							–
Executive Mayor	1	869 137		44 400			913 537
Deputy Executive Mayor	1	695 310		44 400			739 710
Executive Committee	4	2 607 416		177 600			2 785 016
Total for all other councillors	18	5 028 830		799 200			5 828 030
Total Councillors	25	9 896 003	–	1 110 000			11 006 003
<u>Senior Managers of the Municipality</u>							
Municipal Manager (MM)	1	1 739 731		27 540	109 154		1 876 425
Chief Finance Officer	1	1 721 656		24 480			1 746 136
Dir : LED	1	1 520 100		24 480			1 544 580
Dir : Community Services	1	1 564 998		27 540			1 592 538
Dir : Infrastructure and Planning	1	1 730 621		27 540			1 758 161
Dir Protection Services	1	1 475 839		27 540			1 503 379
Dir : Management Services	1	1 539 501	5 905	27 540			1 572 946
Total Senior Managers of the Municipality	7	11 292 446	5 905	186 660	109 154		11 594 165
TOTAL COST OF COUNCILLOR, DIRECTOR and EXECUTIVE REMUNERATION	32	21 188 449	5 905	1 296 660	109 154		22 600 168

Table 47 MBRR SA24 – Summary of personnel numbers

Summary of Personnel Numbers Number	2017/18			Current Year 2018/19			Budget Year 2019/20		
	Positions	Permanent employees	Contract employees	Positions	Permanent employees	Contract employees	Positions	Permanent employees	Contract employees
Municipal Council and Boards of Municipal Entities									
Councillors (Political Office Bearers plus Other Councillors)	25	7		25	7		25	7	
Board Members of municipal entities									
Municipal employees									
Municipal Manager and Senior Managers	7	7		7	7		7	7	
Other Managers	55	53		56	54		54	50	
Professionals	23	19	–	23	21	–	26	25	–
Finance	20	16		20	18		21	20	
Spatial/town planning							2	2	
Information Technology	1	1		1	1		1	1	
Roads									
Electricity									
Water									
Sanitation									
Refuse									
Other	2	2		2	2		2	2	
Technicians	190	167	–	188	167	–	195	174	–
Finance									
Spatial/town planning	13	12		13	12		11	10	
Information Technology	5	3		5	3		5	4	
Roads	9	9		9	8		9	9	
Electricity	30	25		30	24		31	27	
Water	20	16		19	18		21	18	
Sanitation	2	2		2	2		2	2	
Refuse	5	5		4	4		5	5	
Other	106	95		106	96		111	99	
Clerks (Clerical and administrative)	263	232		262	234		277	241	
Service and sales workers	128	96		104	95		115	92	
Skilled agricultural and fishery workers	–	–		–	–		–	–	
Craft and related trades	–	–		–	–		–	–	
Plant and Machine Operators	63	54		59	55		61	57	
Elementary Occupations	418	400		423	405		430	410	
TOTAL PERSONNEL NUMBERS	1 172	1 035	–	1 147	1 045	–	1 190	1 063	–
% increase				(2.1%)	1.0%	–	3.7%	1.7%	–
Total municipal employees headcount	1 147	1 028		1 122	1 038		1 165	1 056	
Finance personnel headcount	113	103		113	100		113	104	
Human Resources personnel headcount	18	17		18	18		18	18	

2.9 Monthly targets for revenue, expenditure and cash flow

Table 48 MBRR SA25 - Budgeted monthly revenue and expenditure

Description	Budget Year 2019/20												Medium Term Revenue and Expenditure Framework		
R thousand	July	August	Sept.	October	November	December	January	February	March	April	May	June	Budget Year 2019/20	Budget Year +1 2020/21	Budget Year +2 2021/22
Revenue By Source															
Property rates	19 721	19 721	19 721	19 721	19 721	21 421	19 721	19 721	19 721	19 721	19 721	21 434	240 070	254 464	269 721
Service charges - electricity revenue	33 190	33 190	33 190	33 190	33 190	33 190	33 190	33 190	33 190	33 190	33 190	33 190	398 278	456 672	524 974
Service charges - water revenue	9 903	9 903	9 903	9 903	9 903	9 903	9 903	9 903	9 903	9 903	9 903	9 903	118 842	125 972	133 531
Service charges - sanitation revenue	6 484	6 484	6 484	6 484	6 484	6 484	6 484	6 484	6 484	6 484	6 484	6 484	77 810	82 479	87 427
Service charges - refuse revenue	5 843	5 843	5 843	5 843	5 843	5 843	5 843	5 843	5 843	5 843	5 843	5 843	70 121	79 413	89 945
Rental of facilities and equipment	287	287	303	287	287	309	287	287	303	287	287	309	3 515	3 708	3 921
Interest earned - external investments	2 333	2 333	2 333	2 333	2 333	2 333	2 333	2 333	2 333	2 333	2 333	2 333	28 000	29 680	31 461
Interest earned - outstanding debtors	346	346	346	346	346	346	346	346	346	346	346	346	4 151	4 400	4 664
Dividends received	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Fines, penalties and forfeits	2 272	2 272	2 272	2 272	2 272	2 272	2 272	2 272	2 276	2 272	2 272	2 307	27 317	28 950	30 682
Licences and permits	193	193	194	193	193	199	193	193	194	193	193	199	2 329	2 450	2 578
Agency services	392	392	398	392	392	398	392	392	398	392	392	398	4 726	5 008	5 307
Transfers and subsidies	35 566	-	1 046	-	-	36 762	-	-	36 612	-	-	46 570	156 555	157 468	168 542
Other revenue	2 695	2 695	2 921	2 695	2 695	3 087	2 695	2 695	2 921	2 695	2 695	5 064	35 549	37 496	39 560
Gains on disposal of PPE	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Revenue (excluding capital transfers and contributions)	119 225	83 659	84 960	83 659	83 659	122 554	83 659	83 659	120 526	83 659	83 659	134 381	1 167 263	1 268 160	1 392 313
Expenditure By Type															
Employee related costs	32 006	32 006	32 006	32 006	32 006	32 006	32 006	32 006	32 006	32 006	32 006	45 930	397 991	423 094	448 067
Remuneration of councillors	917	917	917	917	917	917	917	917	917	917	917	918	11 006	11 501	12 020
Debt impairment	2 075	2 075	2 075	2 075	2 075	2 075	2 075	2 075	2 075	2 075	2 075	2 075	24 902	26 396	27 979
Depreciation & asset impairment	10 940	10 940	10 940	10 940	10 940	10 940	10 940	10 940	10 940	10 940	10 940	10 940	131 285	130 830	130 222
Finance charges	1 055	-	3 459	4 198	1 139	14 818	988	-	3 311	3 806	1 063	17 711	51 549	54 249	56 058
Bulk purchases	22 990	22 990	22 990	22 990	22 990	22 990	22 990	22 990	22 990	22 990	22 990	22 990	275 880	319 000	368 859
Other materials	1 537	2 808	12 669	2 808	1 537	12 732	1 537	2 808	12 669	1 537	1 537	14 025	68 202	70 960	71 577
Contracted services	2 838	24 864	23 181	25 414	2 838	23 354	2 838	24 864	23 143	2 876	2 838	46 099	205 146	230 738	236 378
Transfers and subsidies	-	-	-	-	-	400	-	-	-	-	-	100	500	525	551
Other expenditure	3 761	3 145	11 106	4 387	2 519	11 399	2 519	3 145	12 349	2 519	2 519	22 072	81 441	76 087	80 852
Loss on disposal of PPE	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Expenditure	78 119	99 745	119 344	105 735	76 960	131 631	76 809	99 745	120 400	79 666	76 884	182 862	1 247 901	1 343 380	1 432 564
Surplus/(Deficit)	41 106	(16 085)	(34 383)	(22 076)	6 699	(9 077)	6 850	(16 085)	126	3 993	6 775	(48 481)	(80 639)	(75 220)	(40 251)
Transfers and subsidies - capital (monetary allocations)	-	-	9 753	-	-	9 753	-	-	9 753	-	-	31 077	60 335	42 164	68 993
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)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Surplus/(Deficit) after capital transfers & contributions	41 106	(16 085)	(24 631)	(22 076)	6 699	676	6 850	(16 085)	9 878	3 993	6 775	(17 404)	(20 304)	(33 056)	28 742
Surplus/(Deficit)	41 106	(16 085)	(24 631)	(22 076)	6 699	676	6 850	(16 085)	9 878	3 993	6 775	(17 404)	(20 304)	(33 056)	28 742

Table 49 MBRR SA26 - Budgeted monthly revenue and expenditure (municipal vote)

Description	Budget Year 2019/20												Medium Term Revenue and Expenditure Framework		
	July	August	Sept.	October	November	December	January	February	March	April	May	June	Budget Year 2019/20	Budget Year +1 2020/21	Budget Year +2 2021/22
Revenue by Vote															
Vote 1 - Council	7 560	11	11	11	11	7 560	11	11	7 560	11	11	5 011	27 778	6 306	7 589
Vote 2 - Municipal Manager	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Vote 3 - Management Services	20	20	26	20	20	291	20	20	26	20	20	671	1 169	793	796
Vote 4 - Finance	22 916	22 916	23 305	22 916	22 916	25 011	22 916	22 916	23 305	22 916	22 916	27 348	282 294	298 830	316 655
Vote 5 - Community Services	40 667	23 869	32 081	23 869	23 869	48 935	23 869	23 869	48 878	23 869	23 869	39 677	377 322	406 301	438 149
Vote 6 - Economic and Social Development & Tc	-	-	659	-	-	659	-	-	659	-	-	659	2 635	-	-
Vote 7 - Infrastructure & Planning	45 201	33 983	35 738	33 983	33 983	46 958	33 983	33 983	46 956	33 983	33 983	87 239	499 970	558 603	657 106
Vote 8 - Protection Services	2 862	2 862	2 894	2 862	2 862	2 894	2 862	2 862	2 894	2 862	2 862	4 854	36 429	39 490	41 011
Total Revenue by Vote	119 225	83 659	94 713	83 659	83 659	132 307	83 659	83 659	130 278	83 659	83 659	165 458	1 227 597	1 310 323	1 461 306
Expenditure by Vote to be appropriated															
Vote 1 - Council	3 754	2 511	2 597	3 754	2 511	2 997	2 511	2 511	3 839	2 511	2 511	2 697	34 704	36 573	38 541
Vote 2 - Municipal Manager	441	441	498	441	441	515	441	441	498	441	441	519	5 561	5 874	6 209
Vote 3 - Management Services	3 548	3 548	6 557	3 548	3 548	6 655	3 548	3 548	6 519	3 586	3 548	6 687	54 838	56 708	62 692
Vote 4 - Finance	3 985	3 985	10 285	4 028	3 985	10 699	3 985	3 985	10 285	4 025	3 985	23 925	87 159	91 853	87 534
Vote 5 - Community Services	26 784	26 018	51 113	28 675	26 790	59 073	26 735	26 018	51 035	28 426	26 731	61 442	438 839	469 534	488 961
Vote 6 - Economic and Social Development & Tc	1 035	1 035	1 035	1 035	1 035	1 035	1 035	1 035	1 035	1 035	1 035	1 035	12 421	12 597	13 213
Vote 7 - Infrastructure & Planning	31 708	55 342	40 395	57 390	31 786	43 794	31 689	55 342	40 325	32 778	31 769	78 791	531 108	572 279	631 962
Vote 8 - Protection Services	6 939	6 939	6 939	6 939	6 939	6 939	6 939	6 939	6 939	6 939	6 939	6 940	83 272	97 962	103 452
Total Expenditure by Vote	78 194	99 820	119 419	105 810	77 035	131 706	76 884	99 820	120 475	79 741	76 959	182 037	1 247 901	1 343 380	1 432 564
Surplus/(Deficit) before assoc.	41 031	(16 160)	(24 706)	(22 151)	6 624	601	6 775	(16 160)	9 803	3 918	6 700	(16 578)	(20 304)	(33 056)	28 742
Surplus/(Deficit)	41 031	(16 160)	(24 706)	(22 151)	6 624	601	6 775	(16 160)	9 803	3 918	6 700	(16 578)	(20 304)	(33 056)	28 742

Table 50 MBRR SA27 - Budgeted monthly revenue and expenditure (functional classification)

Description	Budget Year 2019/20												Medium Term Revenue and Expenditure Framework		
	July	August	Sept.	October	November	December	January	February	March	April	May	June	Budget Year 2019/20	Budget Year +1 2020/21	Budget Year +2 2021/22
Revenue - Functional															
<i>Governance and administration</i>	30 547	22 998	23 404	22 998	22 998	32 929	22 998	22 998	30 954	22 998	22 998	32 437	311 256	306 640	325 801
Executive and council	7 562	12	23	12	12	7 578	12	12	7 573	12	12	5 028	27 851	6 380	7 664
Finance and administration	22 985	22 985	23 381	22 985	22 985	25 352	22 985	22 985	23 381	22 985	22 985	27 409	283 405	300 261	318 137
Internal audit															
<i>Community and public safety</i>	1 014	1 014	4 430	1 014	1 014	4 441	1 014	1 014	4 430	1 014	1 014	100 084	121 495	101 354	128 409
Community and social services	24	24	68	24	24	73	24	24	68	24	24	7 461	7 866	7 999	8 532
Sport and recreation	921	921	4 265	921	921	4 271	921	921	4 265	921	921	4 296	24 470	11 769	12 406
Public safety	21	21	49	21	21	49	21	21	49	21	21	36 778	37 089	39 490	41 011
Housing	48	48	48	48	48	48	48	48	48	48	48	51 548	52 070	42 094	66 460
Health															
<i>Economic and environmental services</i>	738	738	2 402	738	738	2 443	738	738	2 402	738	738	2 569	15 717	11 609	21 648
Planning and development	738	738	1 397	738	738	1 398	738	738	1 397	738	738	1 398	11 490	9 363	9 900
Road transport	0	0	1 000	0	0	1 040	0	0	1 000	0	0	1 166	4 207	2 225	11 725
Environmental protection			5			5			5			5	20	22	23
<i>Trading services</i>	84 085	56 069	61 632	56 069	56 069	89 648	56 069	56 069	89 648	56 069	56 069	61 632	779 129	890 721	985 448
Energy sources	44 451	33 232	34 982	33 232	33 232	46 201	33 232	33 232	46 201	33 232	33 232	34 982	439 444	507 560	581 174
Water management	15 245	10 500	12 380	10 500	10 500	17 124	10 500	10 500	17 124	10 500	10 500	12 380	147 753	167 683	168 491
Waste water management	12 472	6 492	8 420	6 492	6 492	14 400	6 492	6 492	14 400	6 492	6 492	8 421	103 560	112 140	119 851
Waste management	11 918	5 844	5 850	5 844	5 844	11 923	5 844	5 844	11 923	5 844	5 844	5 850	88 372	103 337	115 932
<i>Other</i>															
Total Revenue - Functional	116 384	80 818	91 868	80 818	80 818	129 462	80 818	80 818	127 433	80 818	80 818	196 722	1 227 597	1 310 323	1 461 306
Expenditure - Functional															
<i>Governance and administration</i>	16 808	15 601	28 066	16 886	15 565	28 992	15 565	15 601	29 270	15 643	15 565	39 079	252 640	264 856	271 144
Executive and council	5 053	3 811	5 835	5 053	3 811	6 235	3 811	3 811	7 078	3 811	3 811	5 940	58 057	61 701	63 574
Finance and administration	11 505	11 540	21 973	11 583	11 505	22 483	11 505	11 540	21 935	11 582	11 505	32 866	191 521	199 921	204 149
Internal audit	250	250	257	250	250	274	250	250	257	250	250	274	3 061	3 234	3 421
<i>Community and public safety</i>	8 497	8 497	21 079	8 702	8 497	21 081	8 497	8 497	21 079	8 688	8 497	61 125	192 734	216 372	225 156
Community and social services	1 244	1 244	1 957	1 244	1 244	1 959	1 244	1 244	1 957	1 244	1 244	1 958	17 784	20 436	21 608
Sport and recreation	3 137	3 137	6 511	3 342	3 137	6 511	3 137	3 137	6 511	3 328	3 137	6 511	51 538	59 120	62 473
Public safety	3 776	3 776	3 849	3 776	3 776	3 849	3 776	3 776	3 849	3 776	3 776	43 894	85 650	100 790	106 442
Housing	339	339	8 762	339	339	8 762	339	339	8 762	339	339	8 762	37 762	36 027	34 634
Health															
<i>Economic and environmental services</i>	9 348	11 215	19 001	11 605	9 348	19 350	9 348	11 215	19 001	9 710	9 348	21 190	159 681	168 189	174 195
Planning and development	3 259	4 368	3 259	4 368	3 259	3 262	3 259	4 368	3 259	3 259	3 259	4 376	43 559	44 648	46 247
Road transport	5 520	5 520	15 171	5 909	5 520	15 516	5 520	5 520	15 171	5 882	5 520	15 485	106 251	113 446	117 400
Environmental protection	569	1 327	571	1 327	569	571	569	1 327	571	569	569	1 330	9 871	10 096	10 547
<i>Trading services</i>	40 201	61 167	47 933	65 278	40 285	58 944	40 134	61 167	47 785	42 360	40 209	94 440	639 901	690 998	758 999
Energy sources	27 725	29 368	28 742	30 866	27 803	32 266	27 706	29 368	28 694	28 795	27 785	44 723	363 841	399 647	451 928
Water management	4 389	14 986	6 914	16 550	4 495	11 145	4 356	14 986	6 866	5 276	4 466	23 069	117 498	123 154	129 909
Waste water management	4 412	7 045	7 724	7 480	4 262	11 076	4 395	7 045	7 699	4 554	4 257	14 438	84 386	90 967	95 810
Waste management	3 676	9 768	4 552	10 382	3 726	4 456	3 676	9 768	4 526	3 735	3 701	12 210	74 176	77 230	81 351
<i>Other</i>	245	245	245	245	245	245	245	245	245	245	245	245	2 945	2 964	3 071
Total Expenditure - Functional	75 099	96 725	116 324	102 715	73 940	128 611	73 789	96 725	117 380	76 646	73 864	216 080	1 247 901	1 343 380	1 432 564
Surplus/(Deficit)	41 285	(15 907)	(24 456)	(21 897)	6 878	850	7 029	(15 907)	10 053	4 172	6 954	(19 358)	(20 304)	(33 056)	28 742

Table 51 MBRR SA28 - Budgeted monthly capital expenditure (municipal vote)

Description	Budget Year 2019/20												Medium Term Revenue and Expenditure Framework		
	July	August	Sept.	October	November	December	January	February	March	April	May	June	Budget Year 2019/20	Budget Year +1 2020/21	Budget Year +2 2021/22
R thousand															
Multi-year expenditure to be appropriated															
Vote 1 - Council												-	-	-	-
Vote 2 - Municipal Manager												-	-	-	-
Vote 3 - Management Services												-	-	-	-
Vote 4 - Finance												-	-	-	-
Vote 5 - Community Services			4 520	5 050	9 575			12 500	1 050	12 500	10 500	8 253	63 948	75 323	94 324
Vote 6 - Economic and Social Development & Tourism												-	-	-	-
Vote 7 - Infrastructure & Planning												-	-	32 000	30 000
Vote 8 - Protection Services												-	-	-	-
Capital multi-year expenditure sub-total	-	-	4 520	5 050	9 575	-	-	12 500	1 050	12 500	10 500	8 253	63 948	107 323	124 324
Single-year expenditure to be appropriated															
Vote 1 - Council				10								-	10	-	-
Vote 2 - Municipal Manager												-	-	-	-
Vote 3 - Management Services												-	-	-	-
Vote 4 - Finance			38	130	170	450	28	100	15	15	-	3 150	4 095	30 000	30 000
Vote 5 - Community Services				4 385		7 732	12 852	7 943	17 149			30 827	80 888	-	-
Vote 6 - Economic and Social Development & Tourism								25				-	25	-	-
Vote 7 - Infrastructure & Planning	600	4 520	492		7 991	7 732	12 852	7 943	17 149	3 760		6 571	69 609	-	-
Vote 8 - Protection Services												13 632	13 632	841	-
Capital single-year expenditure sub-total	600	4 520	529	4 525	8 161	15 914	25 732	16 011	34 313	3 775	-	54 180	168 259	30 841	30 000
Total Capital Expenditure	600	4 520	5 049	9 575	17 736	15 914	25 732	28 511	35 363	16 275	10 500	62 433	232 206	138 164	154 324

Table 52 MBRR SA29 - Budgeted monthly capital expenditure (functional classification)

WC032 Overstrand - Supporting Table SA29 Budgeted monthly capital expenditure (functional classification)

Description R thousand	Budget Year 2019/20												Medium Term Revenue and Expenditure Framework		
	July	August	Sept.	October	November	December	January	February	March	April	May	June	Budget Year 2019/20	Budget Year +1 2020/21	Budget Year +2 2021/22
Capital Expenditure - Functional															
<i>Governance and administration</i>	-	-	-	-	-	-	-	-	-	-	4 105	-	4 105	30 000	30 000
Executive and council											10	-	10	-	-
Finance and administration											4 095	-	4 095	30 000	30 000
Internal audit											-	-	-	-	-
<i>Community and public safety</i>	600	4 520	2 525	2 704	5 130	15 914	3 668	7 003	4 562	4 562	954	-	52 142	14 128	39 480
Community and social services	600	-	-	173	346	346	173	173	173	173	173	-	2 330	-	-
Sport and recreation		4 520	2 525	781	2 343	782	781	781	781	781	781	-	14 855	-	-
Public safety				1 750	2 441	5 250	1 750	2 441				-	13 632	841	-
Housing						9 536	964	3 608	3 608	3 608		-	21 325	13 287	39 480
Health												-	-	-	-
<i>Economic and environmental services</i>	-	-	2 525	-	-	-	4 500	14 342	6 500	1 528	-	-	29 395	-	8 000
Planning and development							4 500	2 500		1 528		-	8 528	-	-
Road transport			2 525					11 842	6 500			-	20 866	-	8 000
Environmental protection												-	-	-	-
<i>Trading services</i>	-	-	-	6 871	12 606	-	17 564	7 166	24 801	10 185	5 441	61 931	146 565	94 036	76 844
Energy sources				6 871	6 000		2 564	7 166	2 500	2 500	2 500	3 773	33 874	32 000	30 000
Water management					6 606		15 000		14 500	4 414	2 941	(0)	43 461	40 075	13 481
Waste water management									7 801	3 271		30 927	41 999	21 961	33 363
Waste management												27 231	27 231	-	-
<i>Other</i>												-	-	-	-
Total Capital Expenditure - Functional	600	4 520	5 049	9 575	17 736	15 914	25 732	28 511	35 863	16 275	10 500	61 931	232 206	138 164	154 324

Table 53 MBRR SA30 - Budgeted monthly cash flow

MONTHLY CASH FLOWS	Budget Year 2019/20												Medium Term Revenue and Expenditure Framework		
	July	August	Sept.	October	November	December	January	February	March	April	May	June	Budget Year 2019/20	Budget Year +1 2020/21	Budget Year +2 2021/22
Cash Receipts By Source													1		
Property rates	19 631	19 631	19 631	19 631	19 631	21 326	19 631	19 631	19 631	19 631	19 631	21 338	238 976	253 350	268 590
Service charges - electricity revenue	33 038	33 038	33 038	33 038	33 038	33 041	33 038	33 038	33 038	33 038	33 038	33 041	396 463	454 673	522 773
Service charges - water revenue	9 858	9 858	9 858	9 858	9 858	9 859	9 858	9 858	9 858	9 858	9 858	9 859	118 300	125 421	132 971
Service charges - sanitation revenue	6 455	6 455	6 455	6 455	6 455	6 455	6 455	6 455	6 455	6 455	6 455	6 455	77 456	82 118	87 061
Service charges - refuse revenue	5 817	5 817	5 817	5 817	5 817	5 817	5 817	5 817	5 817	5 817	5 817	5 817	69 801	79 066	89 568
Rental of facilities and equipment	285	285	301	285	285	307	285	285	301	285	285	308	3 499	3 691	3 904
Interest earned - external investments	2 333	2 333	2 333	2 333	2 333	2 333	2 333	2 333	2 333	2 333	2 333	2 333	28 000	29 680	31 461
Interest earned - outstanding debtors	346	346	346	346	346	346	346	346	346	346	346	346	4 151	4 400	4 664
Fines, penalties and forfeits	259	259	263	259	259	264	259	259	263	259	259	294	3 157	3 341	3 536
Licences and permits	193	193	194	193	193	199	193	193	193	193	193	199	2 329	2 450	2 578
Agency services	392	392	398	392	392	398	392	392	398	392	392	398	4 726	5 008	5 307
Transfer receipts - operational	35 566	—	1 046	—	—	36 762	—	—	36 612	—	—	46 570	156 555	157 468	168 542
Other revenue	4 333	4 333	4 333	4 333	4 333	4 726	4 333	4 333	4 559	4 333	4 333	6 702	55 211	40 357	42 413
Cash Receipts by Source	118 505	82 940	84 240	82 940	82 940	121 835	82 940	82 940	119 806	82 940	82 940	133 661	1 158 625	1 241 023	1 363 369
Other Cash Flows by Source															
Transfer receipts - capital	—	—	9 753	—	—	9 753	—	—	9 753	—	—	31 077	60 335	42 164	68 993
Transfers and subsidies - capital (monetary allocations)	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—
Proceeds on disposal of PPE	—	—	—	—	—	74 300	—	—	—	—	—	—	74 300	54 000	50 000
Borrowing long term/refinancing	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—
Increase (decrease) in consumer deposits	1 919	1 919	1 919	1 919	1 919	1 919	1 919	1 919	1 919	1 919	1 919	1 919	23 028	4 654	4 682
Decrease (Increase) in non-current debtors	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—
Decrease (increase) other non-current receivables	1	1	1	1	1	1	1	1	1	1	1	1	10	7	3
Decrease (increase) in non-current investments	(612)	(612)	(612)	(612)	(612)	(612)	(612)	(612)	(612)	(612)	(612)	(612)	(7 339)	(7 575)	(7 730)
Total Cash Receipts by Source	119 814	84 248	95 301	84 248	84 248	207 195	84 248	84 248	130 867	84 248	84 248	166 047	1 308 959	1 334 273	1 479 316
Cash Payments by Type															
Employee related costs	31 041	31 041	31 041	31 041	31 041	31 041	31 041	31 041	31 041	31 041	31 041	44 965	386 411	415 630	440 155
Remuneration of councillors	917	917	917	917	917	917	917	917	917	917	917	918	11 006	11 501	12 020
Finance charges	1 055	—	3 459	4 198	1 139	14 818	988	—	3 311	3 806	1 063	17 711	51 549	54 249	56 058
Bulk purchases - Electricity	22 990	22 990	22 990	22 990	22 990	22 990	22 990	22 990	22 990	22 990	22 990	22 990	275 880	319 000	368 859
Bulk purchases - Water & Sewer	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—
Other materials	1 537	2 808	12 669	2 808	1 537	12 732	1 537	2 808	12 669	1 537	1 537	14 025	68 202	70 960	71 577
Contracted services	2 838	24 864	23 181	25 414	2 838	23 354	2 838	24 864	23 143	2 876	2 838	46 099	205 146	230 738	236 378
Transfers and grants - other municipalities	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—
Transfers and grants - other	—	—	—	—	—	400	—	—	—	—	—	100	500	525	551
Other expenditure	2 710	2 094	10 055	3 336	1 468	10 348	1 468	2 094	11 297	1 468	1 468	21 021	68 826	73 736	104 242
Cash Payments by Type	63 087	84 713	104 312	90 703	61 928	116 599	61 778	84 713	105 369	64 634	61 852	167 830	1 067 520	1 176 338	1 289 840
Other Cash Flows/Payments by Type															
Capital assets	600	4 520	5 049	9 575	17 736	15 914	25 732	28 511	35 863	16 275	10 500	61 931	232 206	138 164	154 324
Repayment of borrowing	1 613	—	2 195	7 336	1 482	5 830	1 680	—	2 342	7 727	1 558	6 946	38 709	42 244	47 007
Other Cash Flows/Payments	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—
Total Cash Payments by Type	65 300	89 233	111 556	107 614	81 146	138 343	89 190	113 224	143 574	88 637	73 910	236 707	1 338 435	1 356 746	1 491 171
NET INCREASE/(DECREASE) IN CASH HELD	54 514	(4 985)	(16 254)	(23 366)	3 101	68 852	(4 942)	(28 977)	(12 707)	(4 389)	10 337	(70 660)	(29 476)	(22 473)	(11 854)
Cash/cash equivalents at the month/year begin:	489 014	543 528	538 542	522 288	498 922	502 023	570 876	565 934	536 957	524 250	519 861	530 199	489 014	459 538	437 065
Cash/cash equivalents at the month/year end:	543 528	538 542	522 288	498 922	502 023	570 876	565 934	536 957	524 250	519 861	530 199	459 538	459 538	437 065	425 211

2.10 Annual budgets and SDBIP

The final SDBIP will be tabled as a separate item at the Council meeting to be held on 29 May 2019, where after the Executive Mayor has 28 days to approve the SDBIP for 2019/20.

2.11 Contracts having future budgetary implications

In terms of the Municipality's Supply Chain Management Policy all contracts awarded beyond the medium-term revenue and expenditure framework (three years) are listed in Table 73 on page 113. 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.

2.12 Capital expenditure details

The following four tables present details of the Municipality's capital expenditure programme, firstly on new assets, then the renewal of assets, the repair and maintenance of assets and finally, the depreciation of assets. Information could not be populated for tables 34b & 34e of the 2019/20 MTREF as the financial system has not yet been configured by the service provider to extract this information.

Table 54 MBRR SA 34a - Capital expenditure on new assets by asset class

WC032 Overstrand - Supporting Table SA34a Capital expenditure on new assets by asset class

Description	2015/16	2016/17	2017/18	Current Year 2018/19			2019/20 Medium Term Revenue & Expenditure Framework		
	Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2019/20	Budget Year +1 2020/21	Budget Year +2 2021/22
Capital expenditure on new assets by Asset Class/Sub-class									
Infrastructure	44 603	52 681	26 438	112 050	99 051	99 051	136 642	82 675	52 356
Roads Infrastructure	16 352	2 260	10 003	12 506	12 241	12 241	19 039	-	8 000
Roads	16 352	2 260	10 003	12 506	12 241	12 241	19 039		8 000
Storm water Infrastructure	-	-	255	11 723	14 136	14 136	21 352	4 000	6 506
Drainage Collection									
Electrical Infrastructure	18 237	30 496	15 449	22 772	18 456	18 456	23 551	32 000	26 000
HV Transmission Conductors	18 237	30 496							
MV Substations				5 622	5 622	5 622	6 956	26 000	20 000
MV Networks			15 449	17 150	12 834	12 834	16 595	6 000	6 000
LV Networks									
Water Supply Infrastructure	3 772	5 276	627	30 077	21 945	21 945	38 001	37 175	6 700
Dams and Weirs									
Boreholes							2 000	3 000	
Reservoirs				16 363	7 691	7 691	14 601	16 075	
Water Treatment Works	3 772	5 276	627	10 200	10 200	10 200	2 150	3 200	200
Bulk Mains					-	-			2 000
Distribution				3 514	4 054	4 054	19 250	14 900	4 500
Sanitation Infrastructure	6 217	5 718	-	34 973	30 777	30 777	14 400	9 500	5 150
Pump Station				1 925	1 925	1 925	300	300	325
Reticulation				435	435	435	8 000	4 000	4 000
Waste Water Treatment Works	6 217	5 718		21 062	18 406	18 406	6 100	5 200	825
Solid Waste Infrastructure	25	8 930	105	-	1 497	1 497	20 300	-	-
Waste Drop-off Points	25	8 930	105						
Community Assets	29 837	2 212	8 656	24 037	17 602	17 602	11 479	-	-
Community Facilities	29 837	2 212	3 229	16 380	9 995	9 995	11 099	-	-
Halls	29 837	2 212	437	3 664	3 385	3 385			
Crèches			100	245	245	245	793		
Fire/Ambulance Stations			2 440	5 576	2 846	2 846			
Testing Stations					-	-	1 100		
Libraries				600	1 129	1 129			
Cemeteries/Crematoria			251	570	570	570	1 500		
Parks							226		
Public Open Space				5 725	1 820	1 820	5 050		
Nature Reserves							2 300		
Public Ablution Facilities							130		
Capital Spares									
Sport and Recreation Facilities	-	-	5 427	7 657	7 607	7 607	380	-	-
Indoor Facilities									
Outdoor Facilities			5 427	7 657	7 607	7 607	380		
Investment properties	-	-	-	-	-	-	-	-	-
Revenue Generating	-	-	-	-	-	-	-	-	-
Other assets	4 809	2 497	38 552	36 888	36 281	36 281	30 155	13 287	39 480
Operational Buildings	4 809	2 497	4 372	1 421	2 009	2 009	8 831	-	-
Municipal Offices	4 809	2 497	4 372	1 421	2 009	2 009	8 831		
Housing	-	-	34 180	35 467	34 271	34 271	21 325	13 287	39 480
Social Housing			34 180	35 467	34 271	34 271	21 325	13 287	39 480
Computer Equipment	-	-	1 593	4 136	4 136	4 136	3 950	-	-
Computer Equipment			1 593	4 136	4 136	4 136	3 950		
Furniture and Office Equipment	-	-	205	215	215	215	280	-	-
Furniture and Office Equipment			205	215	215	215	280		
Transport Assets	-	-	-	15 345	15 897	15 897	14 870	30 841	30 000
Transport Assets				15 345	15 897	15 897	14 870	30 841	30 000
Total Capital Expenditure on new assets	79 249	57 389	75 563	194 237	174 748	174 748	198 276	126 803	121 836

Table 55 MBRR SA34b - Capital expenditure on the renewal of existing assets by asset class

WC032 Overstrand - Supporting Table SA34b Capital expenditure on the renewal of existing assets by asset class

Description R thousand	2015/16	2016/17	2017/18	Current Year 2018/19			2019/20 Medium Term Revenue & Expenditure Framework		
	Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2019/20	Budget Year +1 2020/21	Budget Year +2 2021/22
Capital expenditure on renewal of existing assets by Asset Class/Sub-class									
Infrastructure	12 992	33 214	28 370	-	-	-	6 570	4 900	9 781
Roads Infrastructure	-	11 809	2 020	-	-	-	10	-	-
Roads	-	11 809	2 020	-	-	-	10	-	-
Storm water Infrastructure	-	-	10 677	-	-	-	-	-	-
Storm water Conveyance	-	-	-	-	-	-	-	-	-
Electrical Infrastructure	-	-	819	-	-	-	-	-	-
MV Networks	-	-	819	-	-	-	-	-	-
Water Supply Infrastructure	10 460	10 496	2 629	-	-	-	2 560	2 900	6 781
Dams and Weirs	-	-	-	-	-	-	-	-	-
Water Treatment Works	10 460	10 496	-	-	-	-	-	-	-
Distribution	-	-	2 629	-	-	-	2 560	2 900	6 781
Sanitation Infrastructure	2 531	9 169	10 591	-	-	-	4 000	2 000	3 000
Waste Water Treatment Works	2 531	9 169	10 591	-	-	-	-	-	-
Solid Waste Infrastructure	-	1 740	1 634	-	-	-	-	-	-
Waste Transfer Stations	-	1 740	1 634	-	-	-	-	-	-
Community Assets	2 893	1 265	1 217	-	-	-	-	-	-
Community Facilities	2 893	1 265	1 217	-	-	-	-	-	-
Halls	2 893	1 265	-	-	-	-	-	-	-
Sport and Recreation Facilities	-	-	-	-	-	-	-	-	-
Outdoor Facilities	-	-	-	-	-	-	-	-	-
Other assets	-	-	-	-	-	-	-	-	-
Operational Buildings	-	-	-	-	-	-	-	-	-
Municipal Offices	-	-	-	-	-	-	-	-	-
Housing	-	-	-	-	-	-	-	-	-
Social Housing	-	-	-	-	-	-	-	-	-
Computer Equipment	-	-	-	-	-	-	-	-	-
Computer Equipment	-	-	-	-	-	-	-	-	-
Total Capital Expenditure on renewal of existing assets	15 884	34 479	29 644	-	-	-	6 570	4 900	9 781
Renewal of Existing Assets as % of total capex	0.0%	16.7%	37.5%	11.6%	6.6%	6.6%	5.7%	5.2%	8.3%
Renewal of Existing Assets as % of deprecn"	26.7%	12.9%	26.0%	8.7%	5.9%	5.9%	5.0%	3.7%	7.2%

Table 56 MBRR SA34c - Repairs and maintenance expenditure by asset class

Description	2015/16	2016/17	2017/18	Current Year 2018/19			2019/20 Medium Term Revenue & Expenditure Framework		
	Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2019/20	Budget Year +1 2020/21	Budget Year +2 2021/22
Repairs and maintenance expenditure by Asset Class/Sub-class									
Infrastructure	99 836	110 392	117 901	149 690	153 082	153 082	135 035	136 768	145 151
Roads Infrastructure	45 521	55 545	53 229	63 374	63 890	63 890	62 874	68 397	72 481
Roads	45 521	55 545	53 229	63 374	63 890	63 890	62 874	68 397	72 481
Storm water Infrastructure	5 260	6 392	6 017	6 786	6 786	6 786	6 445	7 725	8 160
Drainage Collection							3 183	4 048	4 264
Storm water Conveyance	5 260	6 392	6 017	6 786	6 786	6 786	3 262	3 677	3 896
Electrical Infrastructure	16 972	17 747	17 645	23 747	23 747	23 747	36 347	28 078	29 512
Power Plants							12 895	3 067	3 201
HV Transmission Conductors	16 972	17 747	17 645	23 747	23 747	23 747			
MV Networks							20 741	22 126	23 251
LV Networks							2 710	2 885	3 060
Water Supply Infrastructure	18 056	16 489	15 014	19 104	19 104	19 104	16 935	17 994	19 901
Water Treatment Works	18 056	16 489	15 014	19 104	19 104	19 104			
Sanitation Infrastructure	11 512	11 672	13 051	13 642	15 442	15 442	10 041	11 865	12 580
Reticulation							726	1 006	1 066
Waste Water Treatment Works	11 512	11 672	13 051	13 642	15 442	15 442	9 032	10 475	11 109
Outfall Sewers							143	152	160
Toilet Facilities							140	232	245
Capital Spares									
Solid Waste Infrastructure	2 516	2 546	12 946	23 038	24 113	24 113	2 164	2 457	2 251
Waste Transfer Stations	2 516	2 546	12 946	23 038	24 113	24 113	393	409	78
Waste Processing Facilities							74	79	83
Waste Drop-off Points							1 424	1 510	1 600
Waste Separation Facilities							230	415	442
Capital Spares									
Coastal Infrastructure	-	-	-	-	-	-	189	210	222
Information and Communication Infrastructure	-	-	-	-	-	-	40	42	44
Community Assets	-	4 867	12 289	41 017	41 387	41 387	39 309	46 033	48 588
Community Facilities	-	4 867	12 289	27 714	28 033	28 033	33 623	39 273	41 430
Halls				3 712	4 031	4 031	3 875	5 311	5 500
Fire/Ambulance Stations							412	422	433
Testing Stations							13	14	14
Libraries				24	24	24	164	147	155
Cemeteries/Crematoria				842	842	842	978	1 491	1 581
Police							258	267	275
Parks							23 704	26 329	27 856
Public Open Space		4 867	12 289	23 136	23 136	23 136	4 219	5 293	5 615
Sport and Recreation Facilities	-	-	-	13 304	13 354	13 354	5 686	6 760	7 158
Outdoor Facilities				13 304	13 354	13 354	5 686	6 760	7 158
Other assets	9 541	-	-	12 497	12 597	12 597	2 117	3 094	3 272
Operational Buildings	9 541	-	-	12 497	12 597	12 597	2 117	3 094	3 272
Intangible Assets	-	-	-	-	-	-	5 653	5 978	6 323
Computer Equipment	-	5 536	5 207	5 387	5 387	5 387	1 193	1 260	1 330
Computer Equipment		5 536	5 207	5 387	5 387	5 387	1 193	1 260	1 330
Furniture and Office Equipment	-	-	17 919	16 622	19 507	19 507	431	458	486
Furniture and Office Equipment			17 919	16 622	19 507	19 507	431	458	486
Machinery and Equipment	-	-	6 719	-	-	-	11 999	9 841	10 140
Machinery and Equipment			6 719				11 999	9 841	10 140
Total Repairs and Maintenance Expenditure	109 377	120 795	160 036	225 212	231 959	231 959	195 736	203 431	215 290

Table 57 MBRR SA34d – Depreciation by asset class

Description	2015/16	2016/17	2017/18	Current Year 2018/19			2019/20 Medium Term Revenue & Expenditure Framework		
	Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2019/20	Budget Year +1 2020/21	Budget Year +2 2021/22
R thousand									
Depreciation by Asset Class/Sub-class									
Infrastructure	106 893	115 226	111 962	112 443	112 443	112 443	111 519	110 707	109 878
Roads Infrastructure	31 216	31 811	32 761	32 858	32 858	32 858	34 090	33 709	33 267
Roads	31 216	31 811	32 761	32 858	32 858	32 858	34 090	33 709	33 267
Storm water Infrastructure	5 500	5 741	5 822	5 912	5 912	5 912	6 044	6 038	6 031
Storm water Conveyance	5 500	5 741	5 822	5 912	5 912	5 912	6 044	6 038	6 031
Electrical Infrastructure	24 084	27 997	24 862	25 149	25 149	25 149	25 166	25 159	25 152
HV Transmission Conductors	24 084	27 997	24 862	25 149	25 149	25 149	25 166	25 159	25 152
Water Supply Infrastructure	26 570	28 338	27 417	27 462	27 462	27 462	27 501	27 201	27 041
Water Treatment Works	26 570	28 338	27 417	27 462	27 462	27 462	27 501	27 201	27 041
Distribution									
Sanitation Infrastructure	15 609	17 631	16 353	16 299	16 299	16 299	16 470	16 404	16 203
Reticulation	15 609	17 631	16 353	16 299	16 299	16 299			
Waste Water Treatment Works							16 470	16 404	16 203
Solid Waste Infrastructure	3 915	3 709	4 747	4 763	4 763	4 763	2 248	2 197	2 183
Landfill Sites									
Waste Transfer Stations	3 915	3 709	4 747	4 763	4 763	4 763	2 248	2 197	2 183
Community Assets	-	2 452	-	3 029	3 029	3 029	-	-	-
Sport and Recreation Facilities	-	2 452	-	3 029	3 029	3 029	-	-	-
Indoor Facilities									
Other assets	10 489	8 201	11 861	8 818	8 818	8 818	12 662	12 468	12 190
Operational Buildings	10 489	8 201	11 861	8 818	8 818	8 818	12 662	12 468	12 190
Municipal Offices	10 489	8 201	11 861	8 818	8 818	8 818	12 662	12 468	12 190
Intangible Assets	214	448	659	653	653	653	723	636	523
Servitudes									
Licences and Rights	214	448	659	653	653	653	723	636	523
Computer Software and Applications	214	448	659	653	653	653	723	636	523
Unspecified									
Computer Equipment	-	1 416	-	1 347	1 347	1 347	-	-	-
Computer Equipment		1 416		1 347	1 347	1 347			
Furniture and Office Equipment	2 176	904	2 006	609	609	609	1 583	1 380	1 152
Furniture and Office Equipment	2 176	904	2 006	609	609	609	1 583	1 380	1 152
Machinery and Equipment	781	694	724	687	687	687	716	597	451
Machinery and Equipment	781	694	724	687	687	687	716	597	451
Transport Assets	2 356	3 122	2 823	2 777	2 777	2 777	4 081	5 041	6 028
Transport Assets	2 356	3 122	2 823	2 777	2 777	2 777	4 081	5 041	6 028
Total Depreciation	122 909	132 463	130 034	130 362	130 362	130 362	131 285	130 830	130 222

Table 58 MBRR SA34e - Capital expenditure on the upgrading of existing assets by asset class

WC032 Overstrand - Supporting Table SA34e Capital expenditure on the upgrading of existing assets by asset class

Description	2015/16	2016/17	2017/18	Current Year 2018/19			2019/20 Medium Term Revenue & Expenditure Framework		
	Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2019/20	Budget Year +1 2020/21	Budget Year +2 2021/22
R thousand									
Capital expenditure on upgrading of existing assets by Asset Class/Sub-class									
Infrastructure	-	-	-	-	-	-	13 810	6 461	22 707
Roads Infrastructure	-	-	-	-	-	-	-	-	-
Storm water Infrastructure	-	-	-	-	-	-	160	-	-
Drainage Collection							160		
Storm water Conveyance									
Attenuation									
Electrical Infrastructure	-	-	-	-	-	-	9 750	-	4 000
MV Networks							9 750		4 000
Water Supply Infrastructure	-	-	-	-	-	-	2 900	-	-
Distribution							2 900		
Sanitation Infrastructure	-	-	-	-	-	-	-	6 461	18 707
Pump Station									
Reticulation								6 461	18 707
Capital Spares									
Solid Waste Infrastructure	-	-	-	-	-	-	1 000	-	-
Landfill Sites									
Waste Transfer Stations							1 000		
Waste Processing Facilities									
Coastal Infrastructure	-	-	-	-	-	-	-	-	-
Community Assets	-	-	-	-	-	-	13 450	-	-
Community Facilities	-	-	-	-	-	-	-	-	-
Halls									
Fire/Ambulance Stations									
Libraries									
Sport and Recreation Facilities	-	-	-	-	-	-	13 450	-	-
Outdoor Facilities							13 450		
Other assets	-	-	-	-	-	-	100	-	-
Operational Buildings	-	-	-	-	-	-	100	-	-
Municipal Offices									
Total Capital Expenditure on upgrading of existing a	-	-	-	-	-	-	27 360	6 461	22 707

Table 59 MBRR SA35 - Future financial implications of the capital budget

WC032 Overstrand - Supporting Table SA35 Future financial implications of the capital budget

Vote Description	2019/20 Medium Term Revenue & Expenditure Framework			Forecasts			
	Budget Year 2019/20	Budget Year +1 2020/21	Budget Year +2 2021/22	Forecast 2022/23	Forecast 2023/24	Forecast 2024/25	Present value
R thousand							
Capital expenditure							
Vote 1 - Council	10	-	-				
Vote 2 - Municipal Manager	-	-	-				
Vote 3 - Management Services	-	-	-				
Vote 4 - Finance	4 095	30 000	30 000				
Vote 5 - Community Services	144 835	75 323	94 324	37 500	40 000	35 000	
Vote 6 - Local Economic Development	25	-	-				
Vote 7 - Infrastructure & Planning	69 609	32 000	30 000	25 000	17 000	30 000	
Vote 8 - Protection Services	13 632	841	-				
Total Capital Expenditure	232 206	138 164	154 324	-	-	-	-
Future operational costs by vote							
Vote 5 - Community Services		2 902	7 095	12 065	12 627	13 188	164 147
Vote 6 - Local Economic Development							
Vote 7 - Infrastructure & Planning		5 009	10 106	18 032	18 870	19 709	245 316
Vote 8 - Protection Services							
Total future operational costs	-	7 911	17 201	30 097	31 497	32 897	409 463
Future revenue by source							
Property rates							
Service charges - electricity revenue							
Service charges - water revenue							
Service charges - sanitation revenue							
Service charges - refuse revenue							
Net Financial Implications	232 206	146 074	171 525	92 597	88 497	97 897	409 463

Table 60 MBRR SA36 - Detailed capital budget per municipal vote

WC032 Overstrand - Supporting Table SA36 Detailed capital budget

2019/20 Medium Term Revenue & Expenditure Framework														2019/20 Medium Term Revenue & Expenditure Framework		
Expenditure Framework														2019/20 Medium Term Revenue & Expenditure Framework		
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Detailed capital budget per municipal vote (continued)

WC032 Overstrand - Supporting Table SA36 Detailed capital budget

R thousand																									2019/20 Medium Term Revenue & Expenditure Framework	
Function	Project Description	Project Number	Type	MTSF Service Outcome	IUDF	Own Strategic Objectives	Asset Class	Asset Sub-Class	Ward Location	GPS Longitude	GPS Latitude	Audited Outcome 2017/18	Current Year 2018/19 Full Year Forecast	Budget Year 2019/20	Budget Year +1 2020/21	Budget Year +2 2021/22										
Parent municipality:																										
COMMUNITY AND SOCIAL SERVICES																	1 929	5 249								
	MINOR ASSETS- COMMUNITY SERVICES		New	Responsive, accountable, effective and efficient local government	Inclusion and access	3	Machinery and Equipment	Other	Overstrand	Overstrand	Overstrand			600												
	DISABLED TOILET - PRINGLE BAY PUBLIC TOILETS		New	Responsive, accountable, effective and efficient local government	Inclusion and access	3	Community Facilities	Public Ablution Facilities	Ward 10	34°20'55.3"S-18°49'12.0"E	34°20'55.3"S-18°49'12.0"E			80												
	ABLUTION FACILITIES - JOCK'S BAY & SILVERSANDS		New	Responsive, accountable, effective and efficient local government	Inclusion and access	3	Community Facilities	Public Ablution Facilities	Ward 10	19°00'59.2"E 34°20'24.7"S	19°00'59.2"E 34°20'24.7"S			50												
	DAVIE'S POOL - PARKING AND STORMWATER		new	Responsive, accountable, effective and efficient local government	Inclusion and access	3	Community Facilities	Public Open Space	Ward 13	19.166 -34.417	19.166 -34.417			100												
	CEMETERY INFRASTRUCTURE		New	Responsive, accountable, effective and efficient local government	Inclusion and access	3	Community Facilities	Cemeteries/Crematoria	Ward 10	-34 33 64 64 °18 98 49 66	-34 33 64 64 °18 98 49 66			1 500												
SPORT & RECREATION																	5 427	8 007								
	UPGRADE HAWSTON SPORT GROUNDS (SRSA)		Upgrading	Responsive, accountable, effective and efficient local government	Inclusion and access	4	Sport and Recreation Facilities	Outdoor Facilities	Ward 08	19.126 -34.384 Degrees	19.126 -34.384 Degrees			13 300												
	EXTENTION OF SITTING PAVILION		New	Responsive, accountable, effective and efficient local government	Inclusion and access	4	Sport and Recreation Facilities	Outdoor Facilities	Ward 08	19.127 -34.383	19.127 -34.383			200												
	FURNITURE SPORT CLUB HOUSE		New	Responsive, accountable, effective and efficient local government	Inclusion and access	4	Sport and Recreation Facilities	Outdoor Facilities	Ward 01	-34.591601, 19.358348	-34.591601, 19.358348			30												
	PURCHASING & INSTALLATION OF PLAY PARK EQUIPMENT		New	Responsive, accountable, effective and efficient local government	Inclusion and access	4	Community Facilities	Purfs	Ward 05	19°21'80"E 34°42'60"S	19°21'80"E 34°42'60"S			200												
	OUTDOOR GYM OPPOSITE ZWELHLE SPORT GROUND		New	Responsive, accountable, effective and efficient local government	Inclusion and access	4	Sport and Recreation Facilities	Outdoor Facilities	Ward 06	19°21'70"E 34°43'20"S	19°21'70"E 34°43'20"S			100												
	RUGBY FIELD LIGHTS		New	Responsive, accountable, effective and efficient local government	Inclusion and access	4	Sport and Recreation Facilities	Outdoor Facilities	Ward 09	34°20'25.5"S-19°01'06.6"E	34°20'25.5"S-19°01'06.6"E			50												
	NETBALL CLUBHOUSE EXTENSION (CHANGE ROOMS)		Upgrading	Responsive, accountable, effective and efficient local government	Inclusion and access	4	Sport and Recreation Facilities	Outdoor Facilities	Ward 09	34°20'25.5"S-19°01'06.6"E	34°20'25.5"S-19°01'06.6"E			150												
	PLAYPARK EQUIPMENT		New	Responsive, accountable, effective and efficient local government	Inclusion and access	4	Community Facilities	Purfs	Ward 09	34°20'09.6"S-19°02'38.4"E	34°20'09.6"S-19°02'38.4"E			26												
	VEHICLES-BEACHES		New	Responsive, accountable, effective and efficient local government	Inclusion and access	4	Transport Assets	Other	Overstrand	Overstrand	Overstrand			80												
	VEHICLES-PARKS		New	Responsive, accountable, effective and efficient local government	Inclusion and access	4	Transport Assets	Other	Overstrand	Overstrand	Overstrand			719												
HOUSING																	34 180	34 271								
	MASAKHANE (RDP/296)		NEW	Sustainable human settlements and improved quality of household life	Spatial integration	4	Housing	Social Housing	Ward 01	19.358 & -34.426	19.358 & -34.426			6 540												
	MASAKHANE (RDP/1179)		NEW	Sustainable human settlements and improved quality of household life	Spatial integration	4	Housing	Social Housing	Ward 01	19.361 & -34.594	19.361 & -34.594			5 121	4 051	12 660										
	ZWELHLE PROJECT-TRANSIT CAMP(164)		NEW	Sustainable human settlements and improved quality of household life	Spatial integration	4	Housing	Social Housing	Ward 05	19.216 & -34.426	19.216 & -34.426			3 000	3 240											
	ZWELHLE-TAMBO SQUARE PROJECT		NEW	Sustainable human settlements and improved quality of household life	Spatial integration	4	Housing	Social Housing	Ward 06	19.216 & -34.429	19.216 & -34.429															
	TAMBO SQUARE & NEW CAMP (82)		NEW	Sustainable human settlements and improved quality of household life	Spatial integration	4	Housing	Social Housing	Ward 06	19.216 & -34.429	19.216 & -34.429					4 920										
	TSEPE-TSEPE & SERVICED SITE(90)		NEW	Sustainable human settlements and improved quality of household life	Spatial integration	4	Housing	Social Housing	Ward 04 & 06	19.217 & -34.431	19.217 & -34.431					5 400										
	MOUNT PLEASANT RDP INFILL		NEW	Sustainable human settlements and improved quality of household life	Spatial integration	4	Housing	Social Housing	Ward 04	19.212 & -34.414	19.212 & -34.414			663	1 000	5 000										
	BUFFELJAGSBAAI		NEW	Sustainable human settlements and improved quality of household life	Spatial integration	4	Housing	Social Housing	Ward 11	19.609 & -34.751	19.609 & -34.751				57	140										
	KLEINMOND RDP		NEW	Sustainable human settlements and improved quality of household life	Spatial integration	4	Housing	Social Housing	Wards 09 & 10	19.012 & -34.429	19.012 & -34.429				115	280										
	KLEINMOND OVERHILLS UISP		NEW	Sustainable human settlements and improved quality of household life	Spatial integration	4	Housing	Social Housing	Wards 09 & 10	19.008 & -34.336	19.008 & -34.336				115	280										
	STANFORD (RDP/783)		NEW	Sustainable human settlements and improved quality of household life	Spatial integration		Housing	Social Housing	Ward 11	19.448 & -34.449	19.448 & -34.449			6 000	4 708	10 800										
ROADS																	12 023	12 831								
	REHABILITATE ROADS - BLOMPARK		Upgrading	Responsive, accountable, effective and efficient local government	Inclusion and access	5	Roads Infrastructure	Roads	Ward 02	19.349 -34.597 Degrees	19.349 -34.597 Degrees			2 000												
	REHABILITATE ROADS - STANFORD		Upgrading	Responsive, accountable, effective and efficient local government	Inclusion and access	5	Roads Infrastructure	Roads	Ward 11	19.447 -34.455 Degrees	19.447 -34.455 Degrees			2 000												
	CBD REGENERATION PROGRAM		New	Responsive, accountable, effective and efficient local government	Inclusion and access	5	Roads Infrastructure	Roads	Ward 03	19°26'53"E 34°41'9"S	19°26'53"E 34°41'9"S			7 000												
	VEHICLES-ROADS		New	Responsive, accountable, effective and efficient local government	Inclusion and access	5	Roads Infrastructure	Roads	Overstrand	Overstrand	Overstrand			1 817												
	EXTENSION OF PLEIN STREET		New	Responsive, accountable, effective and efficient local government	Inclusion and access	5	Roads Infrastructure	Roads	Ward 08	19.129 -34.382	19.129 -34.382			500												
	GANSBAAI TARRING OF ROAD TO WASTE DISPOSAL SITE		New	Responsive, accountable, effective and efficient local government	Inclusion and access	5	Roads Infrastructure	Roads	Ward 02	19.351 -34.590 Degrees	19.351 -34.590 Degrees			2 700												
	STANFORD TARRING DE BRUYN STREET		New	Responsive, accountable, effective and efficient local government	Inclusion and access	5	Roads Infrastructure	Roads	Ward 11	34.446248 & 19.448291	34.446248 & 19.448291			2 500												
	SIDEWALKS		New	Responsive, accountable, effective and efficient local government	Inclusion and access	5	Roads Infrastructure	Roads	Ward 02	-34.593026, 19.349430	-34.593026, 19.349430			100												
	FORMALISED PARKING AND DROP OFF AREAS NEAR HERMANUS SCHOOLS		New	Responsive, accountable, effective and efficient local government	Inclusion and access	5	Roads Infrastructure	Roads	Ward 03	19.210 -34.418	19.210 -34.418			200												
	MOUNT PLEASANT SIDEWALKS		New	Responsive, accountable, effective and efficient local government	Inclusion and access	5	Roads Infrastructure	Roads	Ward 04	19.233 -34.425	19.233 -34.425			200												
	WEST CLIFF-SPEED CALMING:		New	Responsive, accountable, effective and efficient local government	Inclusion and access	5	Roads Infrastructure	Roads	Ward 04	19°23'20"E 34°42'50"S	19°23'20"E 34°42'50"S			175												
	WARD 6 -SIDEWALKS		New	Responsive, accountable, effective and efficient local government	Inclusion and access	5	Roads Infrastructure	Roads	Ward 06	19°21'00"E 34°43'10"S	19°21'00"E 34°43'10"S			200												
	NEW STREETS, SIDEWALKS & PARKING AREAS		New	Responsive, accountable, effective and efficient local government	Inclusion and access	5	Roads Infrastructure	Roads	Ward 07	19.125 -34.356	19.125 -34.356			500												
	WALKWAY		New	Responsive, accountable, effective and efficient local government	Inclusion and access	5	Roads Infrastructure	Roads	Ward 08	19.134 -34.396 Degrees	19.134 -34.396 Degrees			120												
	CURBING AND TARRING OF SIDEWALKS		New	Responsive, accountable, effective and efficient local government	Inclusion and access	5	Roads Infrastructure	Roads	Ward 08	19°13'50"E 34°38'30"S	19°13'50"E 34°38'30"S			140												

Detailed capital budget per municipal vote (continued)

WC032 Overstrand - Supporting Table SA36 Detailed capital budget

R thousand														2019/20 Medium Term Revenue & Expenditure Framework				
Function	Project Description	Project Number	Type	MTSF Service Outcome	IUDF	Own Strategic Objectives	Asset Class	Asset Sub-Class	Ward Location	GPS Longitude	GPS Latitude	Audited Outcome 2017/18	Current Year 2018/19 Full Year Forecast	Budget Year 2019/20	Budget Year +1 2020/21	Budget Year +2 2021/22		
Parent municipality:																		
	PAVING OF ERF 1257, HAWSTON	New	Responsive, accountable, effective and efficient local government	Inclusion and access	5	Roads Infrastructure	Roads	Ward 08	19.135 -34.384	19.135 -34.384				70				
	TRAFFIC CALMING	New	Responsive, accountable, effective and efficient local government	Inclusion and access	5	Roads Infrastructure	Roads	Ward 08	19°12'50"E 34°35'60"S	19°12'50"E 34°35'60"S				40				
	LOW IMPACT BRIDGE UNDER R44 LEADING TO DAY CAMP	New	Responsive, accountable, effective and efficient local government	Inclusion and access	5	Roads Infrastructure	Roads	Ward 09	34°20'09.6"S-19°02'38.4"E	34°20'09.6"S-19°02'38.4"E				50				
	ROADS & SPEED BUMPS	New	Responsive, accountable, effective and efficient local government	Inclusion and access	5	Roads Infrastructure	Roads	Ward 09	34°20'25.5"S-19°01'06.6"E	34°20'25.5"S-19°01'06.6"E				74				
	PAVING OF ROADS - ROOEELS	Upgrading	Responsive, accountable, effective and efficient local government	Inclusion and access	5	Roads Infrastructure	Roads	Ward 10	S34.336437° / E19.006527°	S34.336437° / E19.006527°				150				
	STREET NAMES	Renewal	Responsive, accountable, effective and efficient local government	Inclusion and access	5	Roads Infrastructure	Roads	Ward 10	19°00'59.2"E 34°20'24.7"S	19°00'59.2"E 34°20'24.7"S				10				
	RIVER FRONT AND WANDEPAD ENHANCEMENT – MILLSTREAM	New	Responsive, accountable, effective and efficient local government	Inclusion and access	5	Roads Infrastructure	Roads	Ward 11	34°39'08.21"S 19°29'18.51"E	34°39'08.21"S 19°29'18.51"E				50				
	ATLANTIC DRIVE	New	Responsive, accountable, effective and efficient local government	Inclusion and access	5	Roads Infrastructure	Roads	Ward 13	19.176 -34.420	19.176 -34.420				270				
	BLOMPARK HOUSING PROJECT BUS ROUTE	New	Responsive, accountable, effective and efficient local government	Inclusion and access	5	Roads Infrastructure	Roads	Ward 02	34°35'54.86"S 19°20'49.51"E	34°35'54.86"S 19°20'49.51"E						2 000		
	STANFORD HOUSING PROJECT BUS ROUTE	New	Responsive, accountable, effective and efficient local government	Inclusion and access	5	Roads Infrastructure	Roads	Ward 11	34.446248 & 19.448291	34.446248 & 19.448291						3 000		
	MASAKHANE HOUSING PROJECT BUS ROUTE	New	Responsive, accountable, effective and efficient local government	Inclusion and access	5	Roads Infrastructure	Roads	Ward 01	19°21'39"E 34°35'30"S	19°21'39"E 34°35'30"S						3 000		
	HAWSTON HOUSING PROJECT BUS ROUTE	New	Responsive, accountable, effective and efficient local government	Inclusion and access	5	Roads Infrastructure	Roads	Ward 08	34.386799 & 19.139259	34.386799 & 19.139259								
ELECTRICITY												16 268	20 456					
	FRANSKRAAL, KLEINBAAI & BIRKENHEAD: MV/LV & MINISUB UPGRADE	New	Responsive, accountable, effective and efficient local government	Inclusion and access	2	Electrical Infrastructure	MV Networks	Ward 01	EW 19.349978, NS -34.61828	EW 19.349978, NS -34.61828				2 250				
	FKRAAL, KBAAI & BHEAD: NEW 66/11KV SUBSTATION	New	Responsive, accountable, effective and efficient local government	Inclusion and access	2	Electrical Infrastructure	MV Networks	Ward 01&02	EW 19.326437, NS -34.612617	EW 19.326437, NS -34.612617								
	FKRAAL, KBAAI & BHEAD: NEW 66/11KV SUBSTATION	New	Responsive, accountable, effective and efficient local government	Inclusion and access	2	Electrical Infrastructure	MV Networks	Ward 01&02	EW 19.326437, NS -34.612617	EW 19.326437, NS -34.612617				2 000	14 000	14 669		
	ELECTRIFICATION OF LOW COST HOUSING AREAS	New	Responsive, accountable, effective and efficient local government	Inclusion and access	2	Electrical Infrastructure	MV Networks	Ward 01&02	EW 19.326437, NS -34.612617	EW 19.326437, NS -34.612617				5 000	12 000	5 331		
	ELECTRIFICATION OF LOW COST HOUSING AREAS (NEP)	New	Responsive, accountable, effective and efficient local government	Inclusion and access	2	Electrical Infrastructure	MV Networks	Ward 01	34°25'37.76"S 19°13'07.91"E	34°25'37.76"S 19°13'07.91"E	ti-ward proj in HM A				5 000			
	STREETLIGHTS	New	Responsive, accountable, effective and efficient local government	Inclusion and access	2	Electrical Infrastructure	MV Networks	Ward 08	34°23'06.89"S 19°08'20.49"E	34°23'06.89"S 19°08'20.49"E	ti-ward proj in HM A				7 000	5 000	5 000	
	ZITHANDE STREET LIGHTS	New	Responsive, accountable, effective and efficient local government	Inclusion and access	2	Electrical Infrastructure	MV Networks	Ward 08	34°21'43.89"S 19°7'45.60"E	34°21'43.89"S 19°7'45.60"E				20				
	STREET LIGHTS	New	Responsive, accountable, effective and efficient local government	Inclusion and access	2	Electrical Infrastructure	MV Networks	Ward 12	34°25'25.77"S 19°12'31.21"E	34°25'25.77"S 19°12'31.21"E				400				
	STANFORD MV UPGRADE	Upgrading	Responsive, accountable, effective and efficient local government	Inclusion and access	2	Electrical Infrastructure	MV Networks	Ward 13	34°24'40.14"S 19°10'06.69"E	34°24'40.14"S 19°10'06.69"E				30				
	VEHICLES-ELECTRICITY	New	Responsive, accountable, effective and efficient local government	Inclusion and access	2	Electrical Infrastructure	MV Networks	Ward 11	EW 19.452482, NS -34.446421	EW 19.452482, NS -34.446421				750				
	HERMANUS MV & LV UPGRADE/REPLACEMENT	Upgrading	Responsive, accountable, effective and efficient local government	Inclusion and access	2	Electrical Infrastructure	MV Networks	Overstrand	Overstrand	Overstrand				574				
	HERMANUS MV & LV UPGRADE/REPLACEMENT	Upgrading	Responsive, accountable, effective and efficient local government	Inclusion and access	2	Electrical Infrastructure	MV Networks	Ward 03	34°25'16.83"S 19°13'00.62"E	34°25'16.83"S 19°13'00.62"E				5 000		4 000		
	KLEINMOND: MV & LV NETWORK UPGRADE	Upgrading	Responsive, accountable, effective and efficient local government	Inclusion and access	2	Electrical Infrastructure	MV Networks	Ward 03	34°25'07.04"S 19°19'40.04"E	34°25'07.04"S 19°19'40.04"E				3 872				
	KLEINMOND: MV & LV NETWORK UPGRADE	Upgrading	Responsive, accountable, effective and efficient local government	Inclusion and access	2	Electrical Infrastructure	MV Networks	Ward 09	34°20'18.35"S 19°01'35.31"E	34°20'18.35"S 19°01'35.31"E				2 000				
	HAWSTON: MV & LV UPGRADE/REPLACEMENT	Upgrading	Responsive, accountable, effective and efficient local government	Inclusion and access	2	Electrical Infrastructure	MV Networks	Ward 09	34°20'05.08"S 19°01'45.26"E	34°20'05.08"S 19°01'45.26"E				439				
	HAWSTON: MV & LV UPGRADE/REPLACEMENT	Upgrading	Responsive, accountable, effective and efficient local government	Inclusion and access	2	Electrical Infrastructure	MV Networks	Ward 08	34°23'09.91"S 19°07'56.01"E	34°23'09.91"S 19°07'56.01"E				2 000				
	ELECTRICITY TRANSFORMERS(CAPITAL REPLACEMENT CONTINGENCY)	New	Responsive, accountable, effective and efficient local government	Inclusion and access	2	Electrical Infrastructure	MV Networks	Ward 08	34°23'05.02"S 19°08'01.09"E	34°23'05.02"S 19°08'01.09"E				1 540				
	WATER												3 257	21 945				
		WATER MASTER PLAN IMPLEMENTATION	Upgrading	Responsive, accountable, effective and efficient local government	Inclusion and access	2	Water Supply Infrastructure	Distribution	Overstrand	Overstrand	Overstrand				10 000	10 000		
WATER MASTER PLAN IMPLEMENTATION		Upgrading	Responsive, accountable, effective and efficient local government	Inclusion and access	2	Water Supply Infrastructure	Distribution	Overstrand	Overstrand	Overstrand				5 000				
DIRECT WASTE WATER RE-USE PLANT		New	Responsive, accountable, effective and efficient local government	Inclusion and access	2	Water Supply Infrastructure	Distribution	Ward 03	34°25'16.83"S 19°13'00.62"E	34°25'16.83"S 19°13'00.62"E								
WATER TREATMENT PLANT FOR BUFFELJAGSBAAI		New	Responsive, accountable, effective and efficient local government	Inclusion and access	2	Water Supply Infrastructure	Distribution	Ward 11	34.446248 & 19.448291	34.446248 & 19.448291								
REFURBISHMENT OF BULK WATER PIPELINES		Renewal	Responsive, accountable, effective and efficient local government	Inclusion and access	2	Water Supply Infrastructure	Distribution	Overstrand	Overstrand	Overstrand				360	900			
FENCING AT WATER INSTALLATIONS		Renewal	Responsive, accountable, effective and efficient local government	Inclusion and access	2	Water Supply Infrastructure	Distribution	Overstrand	Overstrand	Overstrand				700	700			
FENCING AT WATER INSTALLATIONS		New	Responsive, accountable, effective and efficient local government	Inclusion and access	2	Water Supply Infrastructure	Distribution	Overstrand	19.217° / -34.435°	19.217° / -34.435°				900				
REPLACEMENT OF OVERSTRAND WATER PIPES		Upgrading	Responsive, accountable, effective and efficient local government	Inclusion and access	2	Water Supply Infrastructure	Distribution	Overstrand	Overstrand	Overstrand				2 900				
BUFFELS RIVER AND DE BOS DAM INTAKE STRUCTURES AND EQUIPMENT		Renewal	Responsive, accountable, effective and efficient local government	Inclusion and access	2	Water Supply Infrastructure	Distribution	Ward 01	19.252° / -34.460°	19.252° / -34.460°	ti-ward Serv Infra Pr				1 300			
WATER FACILITIES (CONTINGENCY)		Renewal	Responsive, accountable, effective and efficient local government	Inclusion and access	2	Water Supply Infrastructure	Distribution	Overstrand	Overstrand	Overstrand				300	400	400		
NEW 4ML RESERVOIR		New	Responsive, accountable, effective and efficient local government	Inclusion and access	2	Water Supply Infrastructure	Reservoirs	Ward 01 & 02	19.366 -34.584 Degrees	19.366 -34.584 Degrees				7 098	16 075			
UPGRADE WATER LINES		New	Responsive, accountable, effective and efficient local government	Inclusion and access	2	Water Supply Infrastructure	Distribution	Ward 01	34°35'54.86"S 19°20'49.51"E	34°35'54.86"S 19°20'49.51"E				2 000		2 200		
NEW BOOSTER PUMPSTATION & VALVES		New	Responsive, accountable, effective and efficient local government	Inclusion and access	2	Water Supply Infrastructure	Distribution	Ward 01	19°21'39"E 34°35'30"S	19°21'39"E 34°35'30"S				2 000		2 100		
UPGRADE BULK WATER		Upgrading	Responsive, accountable, effective and efficient local government	Inclusion and access	2	Water Supply Infrastructure	Distribution	Ward 11	34.446248 & 19.448291	34.446248 & 19.448291						2 000		
UPGRADE HERMANUS WELL FIELDS PHASE 1		New	Responsive, accountable, effective and efficient local government	Inclusion and access	2	Water Supply Infrastructure	Distribution	Ward 04	19.223° / -34.418°	19.223° / -34.418°				4 000	6 000			
WATER STABILIZATION PLANT FOR STANFORD		New	Responsive, accountable, effective and efficient local government	Inclusion and access	2	Water Supply Infrastructure	Distribution	Ward 11	19.252° / -34.460°	19.252° / -34.460°				2 500				
NEW RESERVOIR FOR PRINGLE BAY		New	Responsive, accountable, effective and efficient local government	Inclusion and access	2	Water Supply Infrastructure	Reservoirs	Ward 10	18.848° / -34.349°	18.848° / -34.349°				3 640				
NEW RESERVOIR FOR PRINGLE BAY		New	Responsive, accountable, effective and efficient local government	Inclusion and access	2	Water Supply Infrastructure	Reservoirs	Ward 10	18.848° / -34.349°	18.848° / -34.349°				3 863				
REFURBISHMENT OF KLEINMOND & BUFFELS RIVER WTW		Upgrading	Responsive, accountable, effective and efficient local government	Inclusion and access	2	Water Supply Infrastructure	Distribution	Ward 10	19°00'59.2"E 34°20'24.7"S	19°00'59.2"E 34°20'24.7"S								
KLEINMOND PALMET PUMP STATION AND BULK PIPELINE REFURBISH		Renewal	Responsive, accountable, effective and efficient local government	Inclusion and access	2	Water Supply Infrastructure	Distribution	Ward 09	18.990° / -34.329°	18.990° / -34.329°				900	2 000	6 781		

Detailed capital budget per municipal vote (continued)

WC032 Overstrand - Supporting Table SA36 Detailed capital budget

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	2019/20 Medium Term Revenue & Expenditure Framework					
													Audited Outcome 2017/18	Current Year 2018/19 Full Year Forecast	Budget Year 2019/20	Budget Year +1 2020/21	Budget Year +2 2021/22	
Parent municipality:																		
SEWERAGE													21 523	44 995				
	SEWERAGE FACILITIES (CONTINGENCY)		Renewal	Responsive, accountable, effective and efficient local government	Inclusion and access	2	Sanitation Infrastructure	Pump Station	Overstrand	Overstrand	Overstrand	Overstrand				600	600	650
	KLEINMOND - SEWER NETWORK EXTENSION		New	Responsive, accountable, effective and efficient local government	Inclusion and access	2	Sanitation Infrastructure	Reliculation	Ward 09	19.026° / -34.338°	19.026° / -34.338°				5 000	4 400		
	UPGRADING OF KIDBROOKE PIPELINE		Upgrading	Responsive, accountable, effective and efficient local government	Inclusion and access	2	Sanitation Infrastructure	Reliculation	Ward 13	S34°24.810' / E19°10.001'	S34°24.810' / E19°10.001'							
	WWTW UPGRADE - STANFORD		Upgrading	Responsive, accountable, effective and efficient local government	Inclusion and access	2	Sanitation Infrastructure	Waste Water Treatment Works	Ward 11	S34.446248° / E19.448291°	S34.446248° / E19.448291°							
	WWTW UPGRADE - STANFORD		Upgrading	Responsive, accountable, effective and efficient local government	Inclusion and access	2	Sanitation Infrastructure	Waste Water Treatment Works	Ward 11	S34.446248° / E19.448291°	S34.446248° / E19.448291°							
	PROVISION OF BULK SEWER SUPPLY		New	Responsive, accountable, effective and efficient local government	Inclusion and access	2	Sanitation Infrastructure	Reliculation	Ward 02	19°20'50"E 34°35'50"S	19°20'50"E 34°35'50"S							
	KLEINMOND WWTW REFURBISH & UPGRADE		Upgrading	Responsive, accountable, effective and efficient local government	Inclusion and access	2	Sanitation Infrastructure	Reliculation	Ward 10	34°20'21.16"S 19°01'34.39"E	34°20'21.16"S 19°01'34.39"E					2 500	15 000	
	UPGRADE LINK SEWER SUPPLY		Upgrading	Responsive, accountable, effective and efficient local government	Inclusion and access	2	Sanitation Infrastructure	Reliculation	Ward 01	-34.59319,362	-34.59319,362					1 961		
	UPGRADE BULK SEWER		Upgrading	Responsive, accountable, effective and efficient local government	Inclusion and access	2	Sanitation Infrastructure	Reliculation	Ward 01	-34.59319,362	-34.59319,362					2 000	3 087	
	UPGRADE BULK SEWER		Upgrading	Responsive, accountable, effective and efficient local government	Inclusion and access	2	Sanitation Infrastructure	Reliculation	Ward 11	19.447407 ; -34.440390	19.447407 ; -34.440390						620	
	UPGRADE ZWELHLE SEWER		Upgrading	Responsive, accountable, effective and efficient local government	Inclusion and access	2	Sanitation Infrastructure	Reliculation	Ward 12	19°20'90"E 34°42'00"S	19°20'90"E 34°42'00"S							
	UPGRADE ZWELHLE SEWER		Upgrading	Responsive, accountable, effective and efficient local government	Inclusion and access	2	Sanitation Infrastructure	Reliculation	Ward 12	19°20'90"E 34°42'00"S	19°20'90"E 34°42'00"S							
	REHABILITATE MAIN BULK SEWER TO WWTW PHI		Renewal	Responsive, accountable, effective and efficient local government	Inclusion and access	2	Sanitation Infrastructure	Pump Stations	Ward 09	34°20'24.07"S-19°02'13.2"E	34°20'24.07"S-19°02'13.2"E				4 000	2 000	3 000	
	FENCING AT SEWERAGE INSTALLATIONS		New	Responsive, accountable, effective and efficient local government	Inclusion and access	2	Sanitation Infrastructure	Reliculation	Overstrand	Overstrand	Overstrand				800	500	500	
	GANSBAAI CBD SEWER NETWORK EXTENSION		New	Responsive, accountable, effective and efficient local government	Inclusion and access	2	Sanitation Infrastructure	Reliculation	Ward 02	19°20'51"E 34°35'43"S	19°20'51"E 34°35'43"S				4 000	4 000		
	SEWERAGE NETWORK EXTENSION AND REPLACEMENT		New	Responsive, accountable, effective and efficient local government	Inclusion and access	2	Sanitation Infrastructure	Reliculation	Overstrand	Overstrand	Overstrand						4 000	
	VEHICLES-SEWERAGE		New	Responsive, accountable, effective and efficient local government	Inclusion and access	2	Transport Assets	Other	Overstrand	Overstrand	Overstrand				2 087			
	BASIC SERVICES FOR EMERGENCY HOUSING		New	Responsive, accountable, effective and efficient local government	Inclusion and access	2	Sanitation Infrastructure	Reliculation	Multi-area	Overstrand	Overstrand				1 000			
	ZWELHLE SEWER		New	Responsive, accountable, effective and efficient local government	Inclusion and access	2	Sanitation Infrastructure	Reliculation	Ward 5,6,12	19°20'90"E 34°42'00"S	19°20'90"E 34°42'00"S				3 000			
	UPGRADING OF PUMPSTATIONS & RISING MAINS		Upgrading	Responsive, accountable, effective and efficient local government	Inclusion and access	2	Sanitation Infrastructure	Reliculation	Overstrand	Overstrand	Overstrand							
	EXTENSION OF SEWER LINE 12th STREET VOËLKLP		New	Responsive, accountable, effective and efficient local government	Inclusion and access	2	Sanitation Infrastructure	Reliculation	Ward 03	S34°20.44' / E19°1.91'	S34°20.44' / E19°1.91'				9 749			
STORMWATER																		
	BLOMPARK HOUSING PROJECT BULK STORMWATER		New	Responsive, accountable, effective and efficient local government	Inclusion and access	2	Storm water Infrastructure	Storm water Conveyance	Ward 02	19.343 -34.595 Degrees	19.343 -34.595 Degrees				7 612	-		
	MASAKHANE HOUSING PROJECT BULK STORMWATER		New	Responsive, accountable, effective and efficient local government	Inclusion and access	2	Storm water Infrastructure	Storm water Conveyance	Ward 01	-34.59319,362	-34.59319,362					2 000	3 500	
	STORMWATER - PHASE 1-INDUSTRIAL AREA		Upgrading	Responsive, accountable, effective and efficient local government	Inclusion and access	2	Storm water Infrastructure	Storm water Conveyance	Ward 04	19.225 -34.422 Degrees	19.225 -34.422 Degrees				2 600			
	STORMWATER - MAIN RD & HIGH STREET		Upgrading	Responsive, accountable, effective and efficient local government	Inclusion and access	2	Storm water Infrastructure	Storm water Conveyance	Ward 03	19.244 -34.418 Degrees	19.244 -34.418 Degrees				4 500			
	STORMWATER - OVERHILLS		Upgrading	Responsive, accountable, effective and efficient local government	Inclusion and access	2	Storm water Infrastructure	Storm water Conveyance	Ward 10	19.006 -34.337 Degrees	19.006 -34.337 Degrees				2 400			
	STORMWATER NETWORK		New	Responsive, accountable, effective and efficient local government	Inclusion and access	2	Storm water Infrastructure	Storm water Conveyance	Ward 10	34°21'28.5"S-18°54'15.7"E	34°21'28.5"S-18°54'15.7"E				2 500			
	UPGRADE STORMWATER NETWORK		New	Responsive, accountable, effective and efficient local government	Inclusion and access	2	Storm water Infrastructure	Storm water Conveyance	Multi-area HM	34°24'13.34"S 19°16'07.01"E	34°24'13.34"S 19°16'07.01"E				800			
	UPGRADE STORMWATER NETWORK		New	Responsive, accountable, effective and efficient local government	Inclusion and access	2	Storm water Infrastructure	Storm water Conveyance	Multi-area GB	-34.593026, 19.349430	-34.593026, 19.349430				500			
	STORMWATER (AD HOC)		New	Responsive, accountable, effective and efficient local government	Inclusion and access	2	Storm water Infrastructure	Storm water Conveyance	Ward 01	-34.605289, 19.397659	-34.605289, 19.397659				120			
	STORMWATER (AD HOC)		New	Responsive, accountable, effective and efficient local government	Inclusion and access	2	Storm water Infrastructure	Storm water Conveyance	Ward 01	-34.591601, 19.358348	-34.591601, 19.358348				70			
	STORMWATER (AD HOC)		New	Responsive, accountable, effective and efficient local government	Inclusion and access	2	Storm water Infrastructure	Storm water Conveyance	Ward 02	-34.593026, 19.349430	-34.593026, 19.349430				150			
	STORMWATER CHANNELS		Upgrading	Responsive, accountable, effective and efficient local government	Inclusion and access	2	Storm water Infrastructure	Storm water Conveyance	Ward 10	34°21'28.5"S-18°54'15.7"E	34°21'28.5"S-18°54'15.7"E				80			
	STORMWATER CHANNELS		Upgrading	Responsive, accountable, effective and efficient local government	Inclusion and access	2	Storm water Infrastructure	Storm water Conveyance	Ward 10	S34.336437° / E19.006527°	S34.336437° / E19.006527°				50			
	STORMWATER CHANNELS - ROUELS		Upgrading	Responsive, accountable, effective and efficient local government	Inclusion and access	2	Storm water Infrastructure	Storm water Conveyance	Ward 10	34°18'05.6"S-18°48'58.0"E	34°18'05.6"S-18°48'58.0"E				30			
	WARD 12-STORM WATER DRAINS		New	Responsive, accountable, effective and efficient local government	Inclusion and access	2	Storm water Infrastructure	Storm water Conveyance	Ward 12	19°20'90"E 34°42'00"S	19°20'90"E 34°42'00"S				100			
	STANFORD HOUSING PROJECT BULK STORMWATER		New	Responsive, accountable, effective and efficient local government	Inclusion and access	2	Storm water Infrastructure	Storm water Conveyance	Ward 11	19.447407 ; -34.440390	19.447407 ; -34.440390					2 000	3 006	
WASTE MANAGEMENT													1 739	1 497				
	VEHICLES-WASTE MANAGEMENT		New	Responsive, accountable, effective and efficient local government	Inclusion and access	2	Transport Assets	Other	Overstrand	Overstrand	Overstrand				5 931			
	HIGH RISK FENCING SOLID WASTE TRANSFER STATION		Upgrading	Responsive, accountable, effective and efficient local government	Inclusion and access	2	Solid Waste Infrastructure	Waste Transfer Stations	Ward 10	34°20'21.16"S 19°01'34.39"E	34°20'21.16"S 19°01'34.39"E				1 000			
	HERMANUS NEW WASTE MANAGEMENT FACILITY		New	Responsive, accountable, effective and efficient local government	Inclusion and access	2	Solid Waste Infrastructure	Waste Processing Facilities	Overstrand	19.207° / -34.425°	19.207° / -34.425°				20 300			
FINANCE AND ADMINISTRATION																		
	SURPLUS-NON TARIFF INFRASTRUCTURE		New	All people in South Africa are and feel safe	Governance	4	Transport Assets	Other	Overstrand	Overstrand	Overstrand Wide					15 000	15 000	
Parent Capital expenditure													105 207	174 748	232 206	138 164	154 324	

Table 61 MBRR SA37 - Projects delayed from previous financial year

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2.13 Legislation compliance status

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

1. In year reporting
Reporting to National Treasury in electronic format is being fully complied with on a monthly basis. Section 71 reporting to the Executive Mayor (within 10 working days) is being fully complied with and includes monthly published financial performance on the Municipality's website.
2. Internship programme
The Municipality is participating in the Municipal Financial Management Internship programme and currently has five interns in the programme.
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
A draft SDBIP document will be tabled in council on 27 March 2019 as part of the draft IDP.
6. Annual Report
Annual report is compiled in terms of the MFMA and National Treasury requirements.
7. MFMA Training
In excess of 120 municipal officials of Overstrand Municipality has completed the MFMA training.
8. Policies
All budget related policies have been reviewed and will be tabled in Council on 27 March 2019.

2.14 Other supporting documents

Table 62 MBRR Table SA1 - Supporting detail to budgeted financial performance

Description	2015/16	2016/17	2017/18	Current Year 2018/19			2019/20 Medium Term Revenue & Expenditure Framework		
	Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2019/20	Budget Year +1 2020/21	Budget Year +2 2021/22
R thousand									
REVENUE ITEMS:									
Property rates									
Total Property Rates	204 277	245 535	266 556	285 982	285 982	285 982	294 112	311 749	330 271
less Revenue Foregone (exemptions, reductions and rebates and impermissible values in excess of section 17 of MPRA)	39 791	48 431	51 711	50 983	50 983	50 983	54 042	57 285	60 550
Net Property Rates	164 486	197 104	214 845	234 998	234 998	234 998	240 070	254 464	269 721
Service charges - electricity revenue									
Total Service charges - electricity revenue	326 815	338 213	354 061	396 507	396 507	396 507	431 934	502 050	575 664
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)	2 215	3 448	4 681	33 723	33 723	33 723	33 656	45 379	50 690
Net Service charges - electricity revenue	324 599	334 765	349 380	362 784	362 784	362 784	398 278	456 672	524 974
Service charges - water revenue									
Total Service charges - water revenue	115 499	116 796	113 142	132 172	140 172	140 172	133 326	144 825	153 926
less Revenue Foregone (in excess of 6 kilolitres per indigent household per month)				779	779	779	250	250	250
less Cost of Free Basis Services (6 kilolitres per indigent household per month)	1 320	1 726	2 132	14 612	14 612	14 612	14 234	18 603	20 145
Net Service charges - water revenue	114 179	115 070	111 010	116 781	124 781	124 781	118 842	125 972	133 531
Service charges - sanitation revenue									
Total Service charges - sanitation revenue	72 651	66 890	72 064	89 179	92 179	92 179	95 749	105 973	112 925
less Revenue Foregone (in excess of free sanitation service to indigent households)				318	318	318			
less Cost of Free Basis Services (free sanitation service to indigent households)	-	-	-	15 697	15 697	15 697	17 938	23 495	25 498
Net Service charges - sanitation revenue	72 651	66 890	72 064	73 164	76 164	76 164	77 810	82 479	87 427
Service charges - refuse revenue									
Total refuse removal revenue	61 689	54 389	57 741	76 212	76 212	76 212	88 341	103 303	115 896
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)	-	-	-	15 223	15 223	15 223	18 220	23 890	25 952
Net Service charges - refuse revenue	61 689	54 389	57 741	60 990	60 990	60 990	70 121	79 413	89 945
Other Revenue by source									
Building Plan Approval	8 057			8 668	8 668	8 668			
Camping Fees				6 473	6 473	6 473			
Gains				2 000	2 000	2 000			
Collection Charges	2 811			3 800	3 800	3 800			
Development Charges	7 486			2 475	2 475	2 475			
Parking Fees				420	420	420			
Management Fees				976	976	976			
Registration Fees				697	697	697			
Clearance Certificates	484			500	500	500			
Fire Services				1 000	1 000	1 000			
Administrative Handling Fees				250	250	250			
OTHER	10 814	34 706	38 895	4 169	4 413	4 413	35 549	37 496	39 560
Total 'Other' Revenue	29 653	34 706	38 895	31 427	31 672	31 672	35 549	37 496	39 560

Supporting detail to budgeted financial performance (Continued)

Description	2015/16	2016/17	2017/18	Current Year 2018/19			2019/20 Medium Term Revenue & Expenditure Framework		
	Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2019/20	Budget Year +1 2020/21	Budget Year +2 2021/22
R thousand									
EXPENDITURE ITEMS:									
Employee related costs									
Basic Salaries and Wages	183 952	302 363	296 536	236 060	233 308	233 308	383 232	407 450	431 484
Pension and UIF Contributions	29 587			39 574	36 976	36 976			
Medical Aid Contributions	9 829			13 679	12 091	12 091			
Overtime	15 732			23 606	30 672	30 672			
Performance Bonus				210	210	210			
Motor Vehicle Allowance	7 222			8 203	8 203	8 203			
Cellphone Allowance	1 582			2 243	2 243	2 243			
Housing Allowances	4 608			2 542	2 542	2 542			
Other benefits and allowances	11 569			26 983	29 329	29 329			
Payments in lieu of leave	1 815			1 062	1 162	1 162	1 125	1 193	1 264
Long service awards	2 288			1 946	2 612	2 612	2 062	2 186	2 317
Post-retirement benefit obligations	6 381			10 916	14 766	14 766	11 571	12 266	13 002
sub-total	274 564	302 363	296 536	367 024	374 114	374 114	397 991	423 094	448 067
<i>Less: Employees costs capitalised to PPE</i>									
Total Employee related costs	274 564	302 363	296 536	367 024	374 114	374 114	397 991	423 094	448 067
Contributions recognised - capital									
<i>List contributions by contract</i>									
Total Contributions recognised - capital	-	-	-	-	-	-	-	-	-
Depreciation & asset impairment									
Depreciation of Property, Plant & Equipment	122 909	132 532	134 400	130 362	130 362	130 362	130 562	130 194	129 698
Lease amortisation							723	636	523
Capital asset impairment									
Depreciation resulting from revaluation of PPE									
Total Depreciation & asset impairment	122 909	132 532	134 400	130 362	130 362	130 362	131 285	130 830	130 222
Bulk purchases									
Electricity Bulk Purchases	194 620	217 523	225 844	238 588	238 588	238 588	275 880	319 000	368 859
Water Bulk Purchases									
Total bulk purchases	194 620	217 523	225 844	238 588	238 588	238 588	275 880	319 000	368 859
Transfers and grants									
Cash transfers and grants	50 757	1 898	1 800	500	500	500	500	525	551
Non-cash transfers and grants	333	-	-	-	-	-	-	-	-
Total transfers and grants	51 090	1 898	1 800	500	500	500	500	525	551
Contracted services									
Sewerage Services	23 944			47 972	47 972	47 972			
Maintenance of Unspecified Assets	16 105			40 038	40 038	40 038			
Infrastructure and Planning	6 892			13 413	13 413	13 413			
Maintenance of Buildings and Facilities	14 014			12 199	12 199	12 199			
Business and Advisory	2 313			1 641	1 926	1 926			
Haulage	5 021			7 855	7 855	7 855			
Litter Picking and Street Cleaning	6 652			7 370	7 370	7 370			
Mini Dumping Sites	2 494			8 342	8 342	8 342			
Legal Cost	5 477			3 189	4 305	4 305			
Security Services	4 349			7 089	7 089	7 089			
Traffic Fines Management	2 130			4 419	4 419	4 419			
Safeguard and Security	4 990			5 639	5 639	5 639			
Chipping	2 301			3 355	3 355	3 355			
Meter Management	4 033			2 430	2 430	2 430			
Maintenance of Equipment	2 474			2 258	2 258	2 258			
Management of Informal Settlements				2 169	2 169	2 169			
Laboratory Services	1 653			2 141	2 141	2 141			
Clearing and Grass Cutting Services				1 803	1 803	1 803			
Swimming Supervision				1 562	1 562	1 562			
Refuse Removal				1 012	1 012	1 012			
Event Promoters				632	632	632			
Connection/Dis-connection				716	716	716			
Outsourced Services				861	861	861	87 702	94 254	98 914
Consultants and Professional Services				664	664	664	28 071	35 812	31 397
Contractors	7 605	155 726	167 065	14 869	27 074	27 074	89 373	100 672	106 067
Total contracted services	112 447	155 726	167 065	193 637	207 243	207 243	205 146	230 738	236 378

Supporting detail to budgeted financial performance (Continued)

Description	2015/16	2016/17	2017/18	Current Year 2018/19			2019/20 Medium Term Revenue & Expenditure Framework		
	Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2019/20	Budget Year +1 2020/21	Budget Year +2 2021/22
R thousand									
Other Expenditure By Type									
Collection costs					-	-	6 289	6 716	7 171
Contributions to 'other' provisions					-	-	3 914	4 148	4 397
Consultant fees					-	-			
Audit fees	4 277			5 088	5 088	5 088	5 088	5 398	5 700
General expenses	83 873	50 631	55 475	61	(2 345)	(2 345)	52 636	45 886	49 018
External Computer Service				8 962	8 962	8 962	8 898	9 398	9 930
Municipal Services				6 022	6 022	6 022			
Commission	1 019			5 764	5 764	5 764			
Communication				6 213	6 193	6 193			
Professional Bodies, Membership and Subscription				3 639	3 639	3 639			
Insurance Underwriting	2 088			3 400	3 400	3 400			
Contribution to Provisions				3 714	11 267	11 267			
Uniform and Protective Clothing				3 082	3 082	3 082			
Advertising, Publicity and Marketing	2 284			2 712	2 712	2 712			
Skills Development Fund Levy				2 941	2 941	2 941	3 190	3 349	3 374
OPERATING LEASES				1 365	1 351	1 351	1 427	1 193	1 261
Workmen's Compensation Fund				1 791	1 791	1 791			
Bank Charges, Facility and Card Fees				1 446	1 446	1 446			
Travel and Subsistence				1 265	1 264	1 264			
Assets less than the Capitalisation Threshold				932	927	927			
Vehicle Tracking				1 021	1 021	1 021			
Bursaries (Employees)				1 301	1 301	1 301			
Printing, Publications and Books				896	896	896			
Levies Paid - Water Resource Management Charges				992	992	992			
Remuneration to Ward Committees				688	688	688			
Hire Charges				565	565	565			
Wet Fuel				371	371	371			
Total 'Other' Expenditure	93 542	50 631	55 475	64 232	69 339	69 339	81 441	76 087	80 852
Repairs and Maintenance									
by Expenditure Item									
Employee related costs	38 175	50 261	53 689	100 740	100 740	100 740	97 025	102 799	109 322
Other materials	14 541	3 500	30 000	16 024	16 154	16 154	13 989	17 561	18 595
Contracted Services	30 494	36 145	67 791	82 917	86 649	86 649	65 672	72 990	76 702
Other Expenditure	26 167	30 890	8 555	25 531	28 416	28 416	19 049	10 081	10 671
Total Repairs and Maintenance Expenditure	109 377	120 795	160 036	225 212	231 959	231 959	195 736	203 431	215 290

Table 63 MBRR Table SA2 – Matrix financial performance budget (revenue source/expenditure type and department)

Description	Vote 1 - Council	Vote 2 - Municipal Manager	Vote 3 - Management Services	Vote 4 - Finance	Vote 5 - Community Services	Vote 6 - Local Economic Development	Vote 7 - Infrastructure & Planning	Vote 8 - Protection Services	Total
R thousand									
Revenue By Source									
Property rates	–	–	–	240 070	–	–	–	–	240 070
Service charges - electricity revenue	–	–	–	130	–	–	398 148	–	398 278
Service charges - water revenue	–	–	–	450	118 392	–	–	–	118 842
Service charges - sanitation revenue	–	–	–	–	77 810	–	–	0	77 810
Service charges - refuse revenue	–	–	–	–	70 121	–	–	–	70 121
	–	–	–	–	–	–	–	–	–
Rental of facilities and equipment	–	–	–	–	3 515	–	0	–	3 515
Interest earned - external investments	–	–	–	28 000	–	–	–	–	28 000
Interest earned - outstanding debtors	–	–	–	4 151	0	–	–	–	4 151
Dividends received	–	–	–	–	–	–	–	–	–
Fines, penalties and forfeits	–	–	–	30	114	–	132	27 041	27 317
Licences and permits	–	–	–	–	331	–	–	1 998	2 329
Agency services	–	–	–	–	26	–	–	4 700	4 726
Other revenue	130	–	489	7 633	17 073	–	9 534	690	35 549
Transfers and subsidies	27 648	–	680	1 830	57 931	2 635	63 831	2 000	156 555
Gains on disposal of PPE	–	–	–	–	–	–	–	–	–
Total Revenue (excluding capital transfers and contributions)	27 778	–	1 169	282 294	345 312	2 635	471 645	36 429	1 167 263
Expenditure By Type									
Employee related costs	15 979	5 023	25 883	54 313	176 775	9 157	62 822	48 039	397 991
Remuneration of councillors	11 006	–	–	–	–	–	–	–	11 006
Debt impairment	–	–	–	148	445	–	148	24 160	24 902
Depreciation & asset impairment	3	11	1 565	128	103 663	23	25 590	301	131 285
Finance charges	–	–	–	82	34 349	–	17 118	–	51 549
Bulk purchases	–	–	–	–	–	–	275 880	–	275 880
Other materials	43	30	628	475	30 467	947	35 287	326	68 202
Contracted services	314	244	8 516	11 331	86 066	1 072	89 228	8 375	205 146
Transfers and subsidies	500	–	–	–	–	–	–	–	500
Other expenditure	6 859	252	18 246	20 681	7 074	1 221	25 035	2 072	81 441
Loss on disposal of PPE	–	–	–	–	–	–	–	–	–
Total Expenditure	34 704	5 561	54 838	87 159	438 839	12 421	531 108	83 272	1 247 901
Surplus/(Deficit)	(6 926)	(5 561)	(53 669)	195 136	(93 527)	(9 786)	(59 463)	(46 843)	(80 639)
Transfers and subsidies - capital (monetary allocations)	–	–	–	–	32 010	–	28 325	–	60 335
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)									–
Surplus/(Deficit) after capital transfers & contributions	(6 926)	(5 561)	(53 669)	195 136	(61 517)	(9 786)	(31 138)	(46 843)	(20 304)

Table 64 MBRR Table SA3 – Supporting detail to Statement of Financial Position

Description	2015/16	2016/17	2017/18	Current Year 2018/19			2019/20 Medium Term Revenue & Expenditure Framework		
	Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2019/20	Budget Year +1 2020/21	Budget Year +2 2021/22
R thousand									
ASSETS									
Call investment deposits									
Call deposits	101 263	170 728	380 514				320 000	330 000	340 000
Other current investments									
Total Call investment deposits	101 263	170 728	380 514	-	-	-	320 000	330 000	340 000
Consumer debtors									
Consumer debtors	76 918	82 722	84 900	99 188	89 994	89 994	95 394	101 117	107 184
Less: Provision for debt impairment	(19 098)	(20 593)	(21 774)	(21 000)	(21 000)	(21 000)	(22 260)	(23 596)	(25 011)
Total Consumer debtors	57 820	62 129	63 126	78 188	68 994	68 994	73 134	77 522	82 173
Debt impairment provision									
Balance at the beginning of the year	16 972	19 098	20 593	19 000	19 000	19 000	21 000	22 260	23 596
Contributions to the provision	2 785	2 616	1 983	2 500	2 500	2 500	1 760	1 836	1 916
Bad debts written off	(658)	(1 121)	(803)	(500)	(500)	(500)	(500)	(500)	(500)
Balance at end of year	19 098	20 593	21 774	21 000	21 000	21 000	22 260	23 596	25 011
Property, plant and equipment (PPE)									
PPE at cost/valuation (excl. finance leases)	5 459 595	5 536 674	5 629 375	5 871 132	5 804 123	5 804 123	6 036 330	6 174 493	6 328 817
Leases recognised as PPE				-	-	-			
Less: Accumulated depreciation	1 918 219	2 034 013	2 159 908	2 311 420	2 289 617	2 289 617	2 420 902	2 551 733	2 681 955
Total Property, plant and equipment (PPE)	3 541 376	3 502 661	3 469 468	3 559 712	3 514 506	3 514 506	3 615 427	3 622 761	3 646 863
LIABILITIES									
Current liabilities - Borrowing									
Short term loans (other than bank overdraft)									
Current portion of long-term liabilities	26 492	29 580	33 448	38 428	38 428	38 428	42 244	47 697	41 512
Total Current liabilities - Borrowing	26 492	29 580	33 448	38 428	38 428	38 428	42 244	47 697	41 512
Trade and other payables									
Trade Payables	72 707	85 793	118 879	87 052	100 158	100 158	95 207	90 208	74 039
Other creditors									
Unspent conditional transfers					3 800	3 800			
VAT									
Total Trade and other payables	72 707	85 793	118 879	87 052	103 958	103 958	95 207	90 208	74 039
Non current liabilities - Borrowing									
Borrowing	412 402	412 495	408 658	423 677	423 677	423 677	455 453	461 756	470 934
Finance leases (including PPP asset element)									
Total Non current liabilities - Borrowing	412 402	412 495	408 658	423 677	423 677	423 677	455 453	461 756	470 934
Provisions - non-current									
Retirement benefits	110 245	122 588	98 747	141 638	108 914	108 914	120 259	127 475	135 123
List other major provision items									
Refuse landfill site rehabilitation	79 158	84 877	92 013	96 947	97 533	97 533	103 385	109 588	116 164
Other	9 861	9 673	14 291	11 192	14 840	14 840	15 450	16 358	17 320
Total Provisions - non-current	199 265	217 138	205 051	249 777	221 287	221 287	239 095	253 421	268 607
CHANGES IN NET ASSETS									
Accumulated Surplus/(Deficit)									
Accumulated Surplus/(Deficit) - opening balance	3 217 225	3 256 152	3 297 200	3 339 936	3 439 499	3 439 499	3 479 983	3 461 179	3 429 123
GRAP adjustments	(15 890)	(5 775)	(3 302)						
Restated balance	3 201 335	3 250 376	3 293 898	3 339 936	3 439 499	3 439 499	3 479 983	3 461 179	3 429 123
Surplus/(Deficit)	53 616	41 587	144 036	7 951	(5 106)	(5 106)	(20 304)	(33 056)	28 742
Appropriations to Reserves									
Transfers from Reserves	1 201	1 935	1 565	2 000	2 000	2 000	1 500	1 000	790
Depreciation offsets									
Other adjustments					43 591	43 591			
Accumulated Surplus/(Deficit)	3 256 152	3 293 898	3 439 499	3 349 887	3 479 983	3 479 983	3 461 179	3 429 123	3 458 655
Reserves									
Housing Development Fund	2 177	3 251	3 259	3 300	3 300	3 300	3 340	3 350	3 370
Revaluation									
Total Reserves	2 177	3 251	3 259	3 300	3 300	3 300	3 340	3 350	3 370
TOTAL COMMUNITY WEALTH/EQUITY	3 258 329	3 297 149	3 442 758	3 353 187	3 483 283	3 483 283	3 464 519	3 432 473	3 462 025

Table 65 MBRR Table SA9 – Social, economic and demographic statistics and assumptions

Description of economic indicator	Basis of calculation	2001 Census	2007 Survey	2011 Census	2015/16	2016/17	2017/18	Current Year 2018/19	2019/20 Medium Term Revenue & Expenditure Framework		
					Outcome	Outcome	Outcome	Original Budget	Estimate	Estimate	Estimate
Demographics											
Population		55 012	74 546	80 432	90 176	93 466	96 177	98 966	101 836	104 789	114 102
Females aged 5 - 14		2 770	5 837	5 228	5 861	6 031	7 280	7 491	7 709	7 932	8 893
Males aged 5 - 14		2 816	5 892	5 278	5 917	6 089	6 935	7 136	7 343	7 556	8 471
Females aged 15 - 34		5 561	11 567	13 139	14 731	15 158	15 386	15 832	16 292	16 764	18 795
Males aged 15 - 34		6 029	11 235	13 648	15 301	15 745	15 217	15 658	16 112	16 580	18 588
Unemployment		5 165	8 099	4 237	4 750	4 888	5 030	5 176	5 326	5 480	12 259
Monthly household income (no. of households)											
No income		2 226	770	4 585	5 290	5 443	5 601	5 763	5 930	6 102	6 285
R1 - R1 600		6 149	5 307	5 326	6 144	6 323	6 506	6 695	6 889	7 089	7 272
R1 601 - R3 200		3 742	3 177	4 878	5 628	5 791	5 959	6 131	6 309	6 492	6 675
R3 201 - R6 400		3 344	3 789	4 362	5 032	5 178	5 328	5 483	5 642	5 805	5 988
R6 401 - R12 800		2 303	2 750	3 830	4 419	4 547	4 678	4 814	4 954	5 097	5 280
R12 801 - R25 600		920	1 947	2 896	3 341	3 438	3 538	3 640	3 746	3 854	4 037
R25 601 - R51 200		227	1 066	1 456	1 680	1 728	1 779	1 830	1 883	1 938	2 121
R52 201 - R102 400		77	184	486	561	577	594	611	629	647	830
R102 401 - R204 800		44	176	109	126	129	133	137	141	145	328
R204 801 - R409 600				81	93	96	99	102	105	108	291
R409 601 - R819 200											
> R819 200											
Poverty profiles (no. of households)											
< R2 060 per household per month					11 514	11 943	12 397	12 868	13 254	13 652	14 062
Insert description											
Household/demographics (000)											
Number of people in municipal area		55 012	74 546	80 432	90 176	93 466	93 407	98 966			
Number of poor people in municipal area							36 585				
Number of households in municipal area		19 032	19 166	28 009	32 314	33 250	33 535	35 206			
Number of poor households in municipal area							22 603				
Definition of poor household (R per month)							6 529				
Housing statistics											
Formal					29 152	30 173	30 256	31 098	32 964	34 942	37 038
Informal								3 160	4 764	4 764	4 764
Total number of households		-	-	-	29 152	30 173	30 256	34 258	37 728	39 706	41 802
Dwellings provided by municipality					220	341		100			
Dwellings provided by province/s											
Dwellings provided by private sector					382	391	401	410			
Total new housing dwellings		-	-	-	602	732	401	510	-	-	-
Economic											
Inflation/inflation outlook (CPIX)					6.2%	6.6%	6.4%	4.7%	5.2%	5.4%	5.4%
Interest rate - borrowing					11.5%	11.75%	10.7%	10.5%	10.7%	10.8%	10.9%
Interest rate - investment					7.24%	7.45%	7.7%	7.6%	8.2%	8.3%	8.4%
Remuneration increases					7.0%	6.0%	7.4%	6.0%	6.3%	6.5%	6.5%
Consumption growth (electricity)					0.1%	0.1%	0.0%	1.0%	2.0%	3.0%	5.0%
Consumption growth (water)					4.4%	4.0%	2.2%	2.4%	3.0%	4.0%	5.0%
Collection rates											
Property tax/service charges					99.3%	99.3%	99.4%	99.9%	99.8%	99.8%	99.8%
Rental of facilities & equipment					99.8%	99.8%	99.7%	99.8%	99.8%	99.8%	99.8%
Interest - external investments					100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%
Interest - debtors					99.8%	99.8%	99.7%	99.8%	99.8%	99.8%	99.8%
Revenue from agency services					100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%

Table 66 MBRR SA11 – Property rates summary

Description	2015/16	2016/17	2017/18	Current Year 2018/19			2019/20 Medium Term Revenue & Expenditure Framework		
	Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2019/20	Budget Year +1 2020/21	Budget Year +2 2021/22
Valuation:									
Date of valuation:	02/07/2012	02/07/2016	02/07/2016	02/07/2016					
Financial year valuation used	2012/2013	2016/2017	2016/2017	2016/2017			2016/2017		
Municipal by-laws s6 in place? (Y/N)	Yes	Yes	Yes	Yes			Yes		
Municipal/assistant valuer appointed? (Y/N)	Yes	Yes	Yes	Yes			Yes		
Municipal partnership s38 used? (Y/N)	No	No	No	No	No	No	No	No	No
No. of assistant valuers (FTE)	2	2	2	2	2	2	2	2	2
No. of data collectors (FTE)	6	6	6	6	6	6	6	6	6
No. of internal valuers (FTE)	-	-	-	-	-	-	-	-	-
No. of external valuers (FTE)	3	3	3	3	3	3	3	3	3
No. of additional valuers (FTE)	-	-	-	-	-	-	-	-	-
Valuation appeal board established? (Y/N)	Yes	Yes	Yes	Yes			Yes		
Implementation time of new valuation roll (mins)	12	60	60	48			12		
No. of properties	42 264	42 494	42 494	42 823	42 823	42 823	42 823	42 823	42 823
No. of sectional title values	2 686	2 555	2 560	2 210	2 210	2 210	2 210	2 210	2 210
No. of unreasonably difficult properties s7(2)	-	-	-	-	-	-	-	-	-
No. of supplementary valuations	1	1	1	2	2	2	2	2	2
No. of valuation roll amendments	-	6	12	27	27	27	27	27	27
No. of objections by rate payers	8	7	12	11	11	11	11	11	11
No. of appeals by rate payers	-	3	1	2	2	2	2	2	2
No. of successful objections	-	3	1	6	6	6	6	6	6
No. of successful objections > 10%	-	1	1	1	1	1	1	1	1
Supplementary valuation	2 323	2 322	2 500	2 566	2 566	2 566	2 566	2 566	2 566
Public service infrastructure value (Rm)	98	98	82	84	84	84	84	84	84
Municipality owned property value (Rm)	721	739	905	924	924	924	980	980	980
Valuation reductions:									
Valuation reductions-public infrastructure (Rm)	98	98	98	84	84	84	89	89	89
Valuation reductions-nature reserves/park (Rm)	-	-	368	368	368	368	390	390	390
Valuation reductions-mineral rights (Rm)	-	-	-	-	-	-	-	-	-
Valuation reductions-R15,000 threshold (Rm)	442	445	450	476	476	476	504	504	504
Valuation reductions-public worship (Rm)	150	151	158	175	175	175	185	185	185
Valuation reductions-other (Rm)	1 937	1 947	1 946	2 860	2 860	2 860	3 032	3 032	3 032
Total valuation reductions:	2 627	2 641	3 020	3 963	3 963	3 963	4 201	4 201	4 201
Total value used for rating (Rm)	42 093	42 303	43 689	46 907	46 907	46 907	49 721	49 721	49 721
Total land value (Rm)	22 143	22 249	21 274	22 595	22 595	22 595	23 950	23 950	23 950
Total value of improvements (Rm)	21 409	21 516	25 585	27 770	27 770	27 770	29 436	29 436	29 436
Total market value (Rm)	43 552	43 765	46 859	50 364	50 364	50 364	53 386	53 386	53 386
Rating:									
Residential rate used to determine rate for other categories? (Y/N)	Yes	Yes	Yes	Yes			Yes		
Differential rates used? (Y/N)	Yes	Yes	Yes	Yes			Yes		
Limit on annual rate increase (s20)? (Y/N)	No	No	No	No			No		
Special rating area used? (Y/N)	Yes	Yes	Yes	Yes			Yes		
Phasing-in properties s21 (number)				No			No		
Rates policy accompanying budget? (Y/N)	Yes	Yes	Yes	Yes			Yes		
Fixed amount minimum value (R'000)	100	220	220	220			220		
Non-residential prescribed ratio s19? (%)	51.4%	51.6%	51.5%	51.5%					
Rate revenue:									
Rate revenue budget (R'000)	164 448	197 140	214 975	226 314	226 314	226 314	239 470	253 838	269 068
Rate revenue expected to collect (R'000)	164 448	197 140	214 975	226 314	226 314	226 314	239 470	253 838	269 068
Expected cash collection rate (%)	99.2%	98.3%	99.3%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%
Special rating areas (R'000)	5 294	6 863	7 494	8 200	8 200	8 200	8 667	9 187	9 739
Rebates, exemptions - indigent (R'000)									
Rebates, exemptions - pensioners (R'000)	52000	60400							
Rebates, exemptions - bona fide farm. (R'000)	85 000	99 000							
Rebates, exemptions - other (R'000)	4 642 000	5 390 000							
Phase-in reductions/discounts (R'000)									
Total rebates,exemptns,eductns,discs (R'000)	5 247	6 093	-	-	-	-	-	-	-

Table 67 MBRR SA12a – Property rates by category (current year)

Description	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/nts	Public benefit organs.	Mining Props.
Current Year 2018/19																
Valuation:																
No. of properties	37 661	-	1 137	291	144	1 252	773	-	-	-	-	-	164	-	156	-
No. of sectional title property values	2 242	-	288	-	-	-	-	-	-	-	-	-	-	-	-	-
No. of unreasonably difficult properties s7(2)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
No. of supplementary valuations	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
Supplementary valuation (Rm)	TOTAL 914	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
No. of valuation roll amendments	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
No. of objections by rate-payers	IN PROCESS															
No. of appeals by rate-payers	IN PROCESS															
No. of appeals by rate-payers finalised	IN PROCESS															
No. of successful objections	IN PROCESS															
No. of successful objections > 10%	IN PROCESS															
Estimated no. of properties not valued	100 TOTAL															
Years since last valuation (select)	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3
Frequency of valuation (select)	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5
Method of valuation used (select)	Market	Market	Market	Market	Market	Market	Market	Market	Market	Market	Market	Market	Market	Market	Market	Market
Base of valuation (select)	Land & impr.	Land & impr.	Land & impr.	Land & impr.	Land & impr.	Land & impr.	Land & impr.	Land & impr.	Land & impr.	Land & impr.	Land & impr.	Land & impr.	Land & impr.	Land & impr.	Land & impr.	Land & impr.
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)	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Flat rate used? (Y/N)	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No
Is balance rated by uniform rate/variable rate?	Variable	Variable	Variable	Variable	Variable	Variable	Variable	Variable	Variable	Variable	Variable	Variable	Variable	Variable	Variable	Variable
Valuation reductions:																
Valuation reductions-public infrastructure (Rm)	-	-	-	-	-	-	84	-	-	-	-	-	-	-	-	-
Valuation reductions-nature reserves/park (Rm)	-	-	-	-	-	-	-	-	-	-	-	-	369	-	-	-
Valuation reductions-mineral rights (Rm)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Valuation reductions-R15,000 threshold (Rm)	476	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Valuation reductions-public worship (Rm)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	175	-
Valuation reductions-other (Rm)	1 090	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total valuation reductions:																
Total value used for rating (Rm)	41 721	-	3 801	913	472	-	-	-	-	-	-	-	-	-	-	-
Total land value (Rm)	19 283	-	1 526	662	239	401	74	-	-	-	-	-	268	-	141	-
Total value of improvements (Rm)	24 017	-	2 344	251	233	231	10	-	-	-	233	-	100	-	350	-
Total market value (Rm)	43 300	-	3 870	913	472	633	84	-	-	-	472	-	368	-	492	-
Rating:																
Average rate	0.005395		0.008173	0.001349	0.008173				0.005395							
Rate revenue budget (R '000)	187 100		35 195	734	3 285											
Rate revenue expected to collect (R'000)	187 100		35 195	734	3 285											
Expected cash collection rate (%)	100.0%		100.0%	100.0%	100.0%											
Special rating areas (R'000)	6 779		1 275	27	119											
Rebates, exemptions - indigent (R'000)																
Rebates, exemptions - pensioners (R'000)																
Rebates, exemptions - bona fide farm. (R'000)																
Rebates, exemptions - other (R'000)																
Phase-in reductions/discounts (R'000)																
Total rebates, exemptns, reductns, discs (R'000)																

Table 68 MBRR SA12b – Property rates by category (budget year)

Description	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.
Budget Year 2019/20																
Valuation:																
No. of properties	37 661	-	1 137	291	144	1 252	773	-	-	-	-	-	164	-	156	-
No. of sectional title property values	2 242	-	288	-	-	-	-	-	-	-	-	-	-	-	-	-
No. of unreasonably difficult properties s7(2)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
No. of supplementary valuations	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Supplementary valuation (Rm)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
No. of valuation roll amendments	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
No. of objections by rate-payers	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
No. of appeals by rate-payers	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
No. of appeals by rate-payers finalised	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
No. of successful objections	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
No. of successful objections > 10%	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Estimated no. of properties not valued	100 TOTAL	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Years since last valuation (select)	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4
Frequency of valuation (select)	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5
Method of valuation used (select)	Market	Market	Market	Market	Market	Market	Market	Market	Market	Market	Market	Market	Market	Market	Market	Market
Base of valuation (select)	Land & impr.	Land & impr.	Land & impr.	Land & impr.	Land & impr.	Land & impr.	Land & impr.	Land & impr.	Land & impr.	Land & impr.	Land & impr.	Land & impr.	Land & impr.	Land & impr.	Land & impr.	Land & impr.
Phasing-in properties s21 (number)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Combination of rating types used? (Y/N)	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Flat rate used? (Y/N)	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No
Is balance rated by uniform rate/variable rate?	Variable	Variable	Variable	Variable	Variable	Variable	Variable	Variable	Variable	Variable	Variable	Variable	Variable	Variable	Variable	Variable
Valuation reductions:																
Valuation reductions-public infrastructure (Rm)	-	-	-	-	-	-	89	-	-	-	-	-	-	-	-	-
Valuation reductions-nature reserves/park (Rm)	-	-	-	-	-	-	-	-	-	-	-	-	391	-	-	-
Valuation reductions-mineral rights (Rm)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Valuation reductions-R15,000 threshold (Rm)	504	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Valuation reductions-public worship (Rm)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	185	-
Valuation reductions-other (Rm)	1 155	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total valuation reductions:																
Total value used for rating (Rm)	44 224	-	4 029	968	500	-	-	-	-	-	-	-	-	-	-	-
Total land value (Rm)	20 440	-	1 617	702	254	425	78	-	-	-	-	-	284	-	150	-
Total value of improvements (Rm)	25 458	-	2 485	266	247	245	11	-	-	-	-	-	247	-	106	-
Total market value (Rm)	45 898	-	4 102	968	500	571	89	-	-	-	-	-	531	-	256	-
Rating:																
Average rate	0.005703		0.008639	0.001426	0.008639				0.005703							
Rate revenue budget (R'000)	198 000		37 300	770	3 400											
Rate revenue expected to collect (R'000)	198 000		37 300	770	3 400											
Expected cash collection rate (%)	100.0%		100.0%	100.0%	100.0%											
Special rating areas (R'000)	7 166		1 348	28	126											
Rebates, exemptions - indigent (R'000)																
Rebates, exemptions - pensioners (R'000)																
Rebates, exemptions - bona fide farm. (R'000)																
Rebates, exemptions - other (R'000)																
Phase-in reductions/discounts (R'000)																
Total rebates, exemptns, reductns, discs (R'000)																

Table 69 MBRR SA13a – Service tariffs by category

Description	Provide description of tariff structure where appropriate	2015/16	2016/17	2017/18	Current Year 2018/19	2019/20 Medium Term Revenue & Expenditure Framework		
						Budget Year 2019/20	Budget Year +1 2020/21	Budget Year +2 2021/22
Property rates (rate in the Rand)								
Residential properties		0.0044	0.0047	0.0051	0.0054	0.0057	0.0060	0.0064
Residential properties - vacant land		0.0061	0.0065	0.0070	0.0074	0.0078	0.0083	0.0088
Formal/informal settlements								
Small holdings								
Farm properties - used		0.0011	0.0012	0.0013	0.0013	0.0014	0.0015	0.0016
Farm properties - not used								
Industrial properties								
Business and commercial properties		0.0067	0.0072	0.0077	0.0082	0.0086	0.0092	0.0097
Communal land - residential								
Communal land - small holdings								
Communal land - farm property								
Communal land - business and commercial								
Communal land - other								
State-owned properties		0.0067	0.0072	0.0077	0.0082	0.0086	0.0092	0.0097
Municipal properties								
Public service infrastructure								
Privately owned towns serviced by the owner								
State trust land								
Restitution and redistribution properties								
Protected areas								
National monuments properties								
Exemptions, reductions and rebates (Rands)								
Residential properties								
R15 000 threshold rebate		15 000	15 000	15 000	15 000	15 000	15 000	15 000
General residential rebate		15 000	15 000	15 000	15 000	15 000	15 000	15 000
Indigent rebate or exemption		220 000	220 000	220 000	220 000	220 000	220 000	220 000
Pensioners/social grants rebate or exemption		220 000	220 000	220 000	220 000	220 000	220 000	220 000
Temporary relief rebate or exemption		40-100%	40-100%	40-100%	40-100%	40-100%	40-100%	40-100%
Bona fide farmers rebate or exemption								
Other rebates or exemptions		75%	75%	75%	75%	75%	75%	75%
Water tariffs								
Domestic								
Basic charge/ fixed fee (Rands/month)		108	115	122	129	137	145	153
Service point - vacant land (Rands/month)		108	115	122	129	137	145	153
Water usage - flat rate tariff (c/kl)	0 - 6 kl	362	404	450	502	560	594	629
Water usage - life line tariff	7 - 18 kl	912	966	1 024	1 085	1 147	1 216	1 289
Water usage - Block 1 (c/kl)	19 - 30 kl	1 479	1 567	1 661	1 761	1 861	1 973	2 091
Water usage - Block 2 (c/kl)	31 - 45 kl	2 276	2 413	2 557	2 711	2 866	3 038	3 220
Water usage - Block 3 (c/kl)	46 - 60 kl	2 957	3 134	3 322	3 521	3 722	3 945	4 182
Water usage - Block 4 (c/kl)	> 60 kl	3 943	4 179	4 430	4 696	4 964	5 262	5 578
Other								
Waste water tariffs								
Domestic								
Basic charge/ fixed fee (Rands/month)		97	102	109	115	122	129	137
Service point - vacant land (Rands/month)		116	123	109	115	122	129	137
Waste water - flat rate tariff (c/kl)		1 088	1 153	1 222	1 296	1 370	1 452	1 539
Volumetric charge - Block 1 (c/kl)	Basic charge pumps	65	69	73	78	82	87	92
Volumetric charge - Block 2 (c/kl)	Service per pump	444	471	499	529	560	593	629
Volumetric charge - Block 3 (c/kl)								
Volumetric charge - Block 4 (c/kl)								
Other								
Electricity tariffs								
Domestic								
Basic charge/ fixed fee (Rands/month)		217	255	268	292	343	363	385
Service point - vacant land (Rands/month)		217	255	268	292	343	363	385
FBE	(how is this targeted?)							
Life-line tariff - meter	(describe structure)							
Life-line tariff - prepaid	(describe structure)	99	100	101	107	122	130	137
Flat rate tariff - meter (c/kwh)								
Flat rate tariff - prepaid (c/kwh)								
Meter - IBT Block 1 (c/kwh)	Credit Meter							
Meter - IBT Block 2 (c/kwh)	0 - 350 kWh	107.7	108.7	108.6	114.9	131.0	138.8	147.1
Meter - IBT Block 3 (c/kwh)	351 - 600 kWh	145.9	155.5	158.2	167.8	192.2	203.7	215.9
Meter - IBT Block 4 (c/kwh)	> 600 kWh	175.8	189.3	192.8	206.0	236.9	251.1	266.2
Meter - IBT Block 5 (c/kwh)	Prepaid Meter							
Prepaid - IBT Block 1 (c/kwh)	0 - 350 kWh	99.5	100.5	100.3	106.1	121.0	128.2	135.9
Prepaid - IBT Block 2 (c/kwh)	351 - 600 kWh	137.5	146.5	149.0	158.1	181.1	191.9	203.5
Prepaid - IBT Block 3 (c/kwh)	> 600 kWh	169.0	181.9	185.3	198.0	227.7	241.4	255.9
Prepaid - IBT Block 4 (c/kwh)	(fill in thresholds)							
Prepaid - IBT Block 5 (c/kwh)	(fill in thresholds)							
Other								
Waste management tariffs								
Domestic								
Street cleaning charge								
Basic charge/ fixed fee		138	146	155	164	182	192	204
80l bin - once a week								
250l bin - once a week		138	146	155	164	182	192	204

Table 70 MBRR SA13b – Service tariffs by category (explanatory)

Description	Provide description of tariff structure where appropriate	2015/16	2016/17	2017/18	Current Year 2018/19	2019/20 Medium Term Revenue & Expenditure Framework		
						Budget Year 2019/20	Budget Year +1 2020/21	Budget Year +2 2021/22
<u>Exemptions, reductions and rebates (Rands)</u>								
<i>[Insert lines as applicable]</i>								
<u>Water tariffs</u>								
<i>[Insert blocks as applicable]</i>								
	Basic charge	108	115	122	129	137	145	153
	Basic charge	108	115	122	129	137	145	153
	0 - 6 kl	362	404	450	502	560	594	629
	7 - 18 kl	912	966	1 024	1 085	1 147	1 216	1 289
	19 - 30 kl	1 479	1 567	1 661	1 761	1 861	1 973	2 091
	31 - 45 kl	2 276	2 413	2 557	2 711	2 866	3 038	3 220
	46 - 60 kl	2 957	3 134	3 322	3 521	3 722	3 945	4 182
	> 60 kl	3 943	4 179	4 430	4 696	4 964	5 262	5 578
<u>Waste water tariffs</u>								
<i>[Insert blocks as applicable]</i>								
	Basic charge	97	102	109	115	122	129	137
	Basic charge	116	123	109	115	122	129	137
	Tariff per kl (c/kl)	1 088	1 153	1 222	1 296	1 370	1 452	1 539
	Basic charge - pumps	65	69	73	78	82	87	92
	Service per pump	444	471	499	529	560	593	629
<u>Electricity tariffs</u>								
<i>[Insert blocks as applicable]</i>								
	Basic charge/fixed fee	217	255	268	292	343	363	385
	Basic - Vacant Land	217	255	268	292	343	363	385
	Flat rate prepaid (c/kWh)	99	100	101	107	122	130	137
	Credit Meter							
	0 - 350 kWh	107.7	108.7	108.6	114.9	131.0	138.8	147.1
	351 - 600 kWh	145.9	155.5	158.2	167.8	192.2	203.7	215.9
	> 600 kWh	175.8	189.3	192.8	206.0	236.9	251.1	266.2
	Prepaid Meter							
	0 - 350 kWh	99.5	100.5	100.3	106.1	121.0	128.2	135.9
	351 - 600 kWh	137.5	146.5	149.0	158.1	181.1	191.9	203.5
	> 600 kWh	169.0	181.9	185.3	198.0	227.7	241.4	255.9

Table 71 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
Outsourcing of sub function water and waste water treatment Outsourcing of sub function operation of landfill site Note: Overstrand make use of contractual agreements to support the implementation of core function, but the definition of outsourcing do not apply to the other contracts entered into, due to ownership that is kept within the organisation	Yrs	15	Outsourcing of sub function water and waste water treatment	07 December 2033	1 271 426
	Yrs	13	Outsourcing of sub function operation of landfill site	30 November 2032	100 366

Table 72 MBRR SA38 – Consolidated detailed operational projects

R thousand						Prior year outcomes	2017/18 Medium Term Revenue & Expenditure Framework		
Function	Project Description	Type	MTSF Service Outcome	IUDF	Own Strategic Objective	Actual Year 2017/18	Budget Year 2018/19	Budget Year +1 2019/20	Budget Year +2 2020/21
Municipality:									
<i>List all operational projects grouped by Municipal Vote</i>									
Vote 1 - Council	Municipal Running Cost		9	4	1		36 214	37 782	42 234
	Typical Work Streams : Functions and Events : Special Events and Functions	Work stream	9	4	1		143	–	–
Vote 2 - Municipal Management	Municipal Running Cost		9	4	1		5 925	6 138	6 660
Vote 3 - Management Services	Corrective Maintenance : Emergency : Computer Equipment	Corrective	9	4	1		609	642	668
	Corrective Maintenance : Planned : Furniture and Office Equipment	Corrective	9	4	1		9	10	11
	Information and Communication Infrastructure : Data Centres : Buildings	Preventative	9	4	1		42	43	46
	Intangible Assets : Licences and Rights : Computer Software and Applications		9	4	1		4 642	4 881	5 380
	Municipal Running Cost		9	4	1		51 054	53 333	57 654
	Preventative Maintenance : Interval Based : Computer Equipment	Preventative	9	4	1		633	925	695
	Preventative Maintenance : Interval Based : Transport Assets	Preventative	9	4	1		7	8	8
	Typical Work Streams : Capacity Building Training and Development : Information and Communication Infrastructure	Work stream	9	4	1		3	3	3
	Typical Work Streams : Capacity Building Training and Development : Information and Communication Infrastructure	Work stream	9	4	1		1	1	1
	Typical Work Streams : Capacity Building Training and Development : Information and Communication Infrastructure	Work stream	9	4	1		2 220	2 205	2 297
	Typical Work Streams : Community Development : Gender Development	Work stream	9	4	1		22	22	24
	Typical Work Streams : Human Resources : Employee Assistance Program	Work stream	9	4	1		509	505	526
	Typical Work Streams : Junior Council	Work stream	9	4	1		69	71	75
Vote 4 - Finance	Typical Work Streams : Strategic Management and Governance : IDP Implementation	Work stream	9	4	1		200	219	251
	Corrective Maintenance : Emergency : Furniture and Office Equipment	Corrective	9	4	1		62	64	69
	Municipal Running Cost		9	4	1		84 821	94 037	96 368
	Operational Buildings : Stores : Buildings	Preventative	9	4	1		42	42	43
	Preventative Maintenance : Interval Based : Transport Assets	Preventative	9	4	1		69	71	77
	Typical Work Streams : Financial Management Grant : Financial Statement	Work stream	9	4	1		578	574	–
	Typical Work Streams : Financial Management Grant : Interns Compensation	Work stream	9	4	1		6	547	–
	Typical Work Streams : Financial Management Grant : Supply Chain Management	Work stream	9	4	1		578	574	–
Vote 5 - Community Services	Typical Work Streams : Financial Management Grant : Financial System	Work stream	9	4	1		308	306	–
	Coastal Infrastructure : Promenades : Civil Structures	Preventative	6	3	2		210	219	239
	Community Facilities : Cemeteries/Crematoria : Land	Preventative	6	3	2		48	62	68
	Community Facilities : Parks : Land	Preventative	2	3	2		600	630	698
	Municipal Running Cost		9	3	2		385 854	400 817	433 022
	Operational Buildings : Municipal Offices : Land	Preventative	9	3	2		991	1 044	1 152
	Preventative Maintenance : Interval Based : Transport Assets	Preventative	9	3	2		6 126	6 299	6 790
	Roads Infrastructure : Roads : Pavements	Preventative	6	3	2		36 890	39 574	42 689
	Sanitation Infrastructure : Outfall Sewers : Civil Structures	Preventative	6	3	2		663	698	770
	Sanitation Infrastructure : Reticulation : Municipal Service Connection	Preventative	6	3	2		3 567	3 756	4 147
	Solid Waste Disposal : Landfill Sites : Buildings	Preventative	6	3	2		44	46	51
	Solid Waste Disposal : Waste Drop-off Points : Buildings	Preventative	6	3	2		51	53	59
	Solid Waste Disposal : Waste Drop-off Points : Service Connections and	Preventative	6	3	2		1 428	1 504	1 660
	Solid Waste Disposal : Waste Processing Facilities : Buildings	Preventative	6	3	2		77	81	90
	Sport and Recreation Facilities : Outdoor Facilities : Buildings	Preventative	2	3	2		126	132	146
	Storm water Infrastructure : Storm water Conveyance : Civil Structures	Preventative	6	3	2		386	406	448
	Storm water Infrastructure : Storm water Conveyance : Drainage	Preventative	6	3	2		2 904	3 058	3 376
	Typical Work Streams : Community Development : Community Initiatives	Work stream	2	3	2		81	81	84
	Typical Work Streams : Sport Development : Marathons, Sport and Recreation	Work stream	2	3	2		284	307	339
	Typical Work Streams : Ward Committees : Ward Initiatives	Work stream	2	3	2		1 320	–	–
	Water Supply Infrastructure : Distribution : Municipal Service Connection	Preventative	6	3	2		5 905	6 219	6 866
	Water Supply Infrastructure : Distribution : Pipe Work	Preventative	6	3	2		1 368	1 441	1 574
Vote 6 - Local Economic Development	Community Development : Youth Projects : Youth Projects	Work stream	4	2	5		17	18	20
	Municipal Running Cost		4	2	5		8 365	8 900	9 689
	Preventative Maintenance : Interval Based : Transport Assets	Preventative	4	2	5		15	16	17
	Typical Work Streams : Capacity Building Training and Development : Information and Communication Infrastructure	Work stream	4	2	5		23	25	26
	Typical Work Streams : Local Economic Development : Project Implementation	Work stream	4	2	5		547	576	620
	Typical Work Streams : Local Economic Development : Training	Work stream	4	2	5		62	65	70
	Typical Work Streams : Tourism : Tourism Development	Work stream	4	2	5		134	141	152
Vote 7 - Infrastructure & Engineering	Electrical Infrastructure : LV Networks : Municipal Service Connection	Preventative	6	3	2		1 499	1 552	1 714
	Electrical Infrastructure : LV Networks : Public Lighting	Preventative	6	3	2		924	973	115
	Electrical Infrastructure : Power Plants : Electrical Equipment	Preventative	6	3	2		3 023	3 150	3 477
	Municipal Running Cost		6	3	2		472 567	500 141	565 147
	Preventative Maintenance : Interval Based : Transport Assets	Preventative	6	3	2		706	726	528
	Solid Waste Disposal : Waste Separation Facilities : Mechanical Equipment	Preventative	6	3	2		372	392	–
	Typical Work Streams : Community Development : Housing Projects	Work stream	8	1	2		26 771	56 466	28 279
Vote 8 - Protection Services	Municipal Running Cost		3	4	4		93 673	99 333	105 355
	Preventative Maintenance : Interval Based : Transport Assets	Preventative	3	3	4		1 385	1 424	–
	Typical Work Streams : Public Protection and Safety	Work stream	3	1	4		52	55	–
	Typical Work Streams : Ward Committees : Ward Initiatives	Work stream	3	1	4		77	–	–
Total Operational expenditure							1 134 245	1 229 047	1 258 428

Table 73 MBRR SA33 – Contracts having future budgetary implications

Description	Preceding Years	Current Year 2018/19	2019/20 Medium Term Revenue & Expenditure Framework			Forecast 2022/23	Forecast 2023/24	Forecast 2024/25	Forecast 2025/26	Forecast 2026/27	Forecast 2027/28	Forecast 2028/29	Total Contract Value
	Total	Original Budget	Budget Year 2019/20	Budget Year +1 2020/21	Budget Year +2 2021/22	Estimate	Estimate	Estimate	Estimate	Estimate	Estimate	Estimate	Estimate
R thousand													
Parent Municipality:													
<u>Revenue Obligation By Contract</u>													
Contract 1													–
Contract 2													–
Contract 3 etc													–
Total Operating Revenue Implication	–	–	–	–	–	–	–	–	–	–	–	–	–
<u>Expenditure Obligation By Contract</u>													
Contract 1: SC1890/2018: WATER & WASTE WATER TREATMENT OPERATIONS MANAGEMENT CONTRACT.		39 739	43 847	47 112	50 630	54 421	58 507	62 911	67 658	72 778	78 299	84 254	660 156
Contract 2: SC1892/2018: THE OPERATION OF THE GANSBAAI LANDFILL SITE, THE STANFORD PUBLIC WASTE DROP-OFF FACILITY, AND THE PEARLY BEACH PUBLIC WASTE DROP-OFF FACILITY		1 563	4 976	5 278	5 600	5 943	6 324	6 703	7 127	7 588	8 066	8 576	67 744
Total Operating Expenditure Implication	–	41 302	48 823	52 390	56 230	60 364	64 831	69 614	74 785	80 366	86 365	92 830	727 900
<u>Capital Expenditure Obligation By Contract</u>													
Contract 1													–
Contract 2													–
Contract 3 etc													–
Total Capital Expenditure Implication	–	–	–	–	–	–	–	–	–	–	–	–	–

2.15 Municipal manager's quality certificate

I, CC Groenewald, municipal manager of Overstrand Municipality, hereby certify that the **Draft Budget** for the **2019/2020 MTREF** and supporting documentation have been prepared in accordance with the Municipal Finance Management Act and the regulations made under the Act, and that the draft annual budget and supporting documents are consistent with the Integrated Development Plan of the municipality.

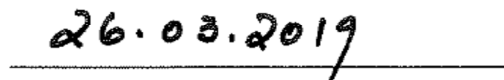
Print Name: CC Groenewald

Municipal manager of Overstrand Municipality (WC032)

Signature:

A handwritten signature in black ink, appearing to read 'CC Groenewald', written over a horizontal line.

Date:

A handwritten date '26.03.2019' in black ink, written over a horizontal line.

ANNEXURE A

DRAFT BUDGET SCHEDULES 1-10

SCHEDULE 1

WC032 Overstrand - Schedule 1 - Budgeted Financial Performance (revenue and expenditure by municipal vote)

Vote Description	2015/16	2016/17	2017/18	Current Year 2018/19			2019/20 Medium Term Revenue & Expenditure Framework		
	Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2019/20	Budget Year +1 2020/21	Budget Year +2 2021/22
R thousand									
Revenue by Vote									
Vote 1 - Council	64 991	73 145	21 399	24 988	27 215	27 215	27 778	6 306	7 589
Vote 2 - Municipal Manager	–	12	64	51	122	122	–	–	–
Vote 3 - Management Services	3 065	2 031	821	584	584	584	1 169	793	796
Vote 4 - Finance	189 358	231 209	258 911	269 683	277 883	277 883	282 294	298 830	316 655
Vote 5 - Community Services	293 898	290 348	323 102	338 690	354 790	354 790	377 322	406 301	438 149
Vote 6 - Local Economic Development	3 471	3 556	2 788	2 226	2 226	2 226	2 635	–	–
Vote 7 - Infrastructure & Planning	409 632	393 923	489 799	464 077	448 453	448 453	499 970	558 603	657 106
Vote 8 - Protection Services	26 927	42 387	40 605	41 896	38 096	38 096	36 429	39 490	41 011
Total Revenue by Vote	991 343	1 036 610	1 137 488	1 142 196	1 149 370	1 149 370	1 227 597	1 310 323	1 461 306
Expenditure by Vote to be appropriated									
Vote 1 - Council	74 562	42 588	4 303	33 049	37 662	37 662	34 704	36 573	38 541
Vote 2 - Municipal Manager	4 094	3 922	4 542	5 467	5 534	5 534	5 561	5 874	6 209
Vote 3 - Management Services	38 242	40 697	43 809	52 776	52 695	52 695	54 838	56 708	62 692
Vote 4 - Finance	63 843	64 984	68 187	78 645	77 345	77 345	87 159	91 853	87 534
Vote 5 - Community Services	335 658	328 315	374 350	409 514	410 785	410 785	438 839	469 534	488 961
Vote 6 - Local Economic Development	8 905	10 220	10 558	11 752	11 533	11 533	12 421	12 597	13 213
Vote 7 - Infrastructure & Planning	356 481	432 211	414 432	456 531	460 506	460 506	531 108	572 279	631 962
Vote 8 - Protection Services	55 942	72 087	73 272	86 511	98 417	98 417	83 272	97 962	103 452
Total Expenditure by Vote	937 727	995 023	993 453	1 134 245	1 154 476	1 154 476	1 247 901	1 343 380	1 432 564
Surplus/(Deficit) for the year	53 616	41 587	144 036	7 951	(5 106)	(5 106)	(20 304)	(33 056)	28 742

SCHEDULE 2

WC032 Overstrand - Schedule 2 - Budgeted Financial Performance (revenue and expenditure)

R thousand	2015/16	2016/17	2017/18	Current Year 2018/19			2019/20 Medium Term Revenue & Expenditure Framework		
	Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2019/20	Budget Year +1 2020/21	Budget Year +2 2021/22
Revenue By Source									
Property rates	164 486	197 104	214 845	234 998	234 998	234 998	240 070	254 464	269 721
Service charges - electricity revenue	324 599	334 765	349 380	362 784	362 784	362 784	398 278	456 672	524 974
Service charges - water revenue	114 179	115 070	111 010	116 781	124 781	124 781	118 842	125 972	133 531
Service charges - sanitation revenue	72 651	66 890	72 064	73 164	76 164	76 164	77 810	82 479	87 427
Service charges - refuse revenue	61 689	54 389	57 741	60 990	60 990	60 990	70 121	79 413	89 945
Service charges - other									
Rental of facilities and equipment	9 915	11 613	12 324	3 679	3 679	3 679	3 515	3 708	3 921
Interest earned - external investments	12 209	20 347	30 285	21 001	29 201	29 201	28 000	29 680	31 461
Interest earned - outstanding debtors	2 735	2 671	3 022	3 700	3 705	3 705	4 151	4 400	4 664
Dividends received									
Fines, penalties and forfeits	21 682	38 715	32 500	34 965	30 165	30 165	27 317	28 950	30 682
Licences and permits	2 423	2 525	2 527	2 447	2 447	2 447	2 329	2 450	2 578
Agency services	3 211	3 480	4 149	3 726	4 526	4 526	4 726	5 008	5 307
Transfers and subsidies	103 629	114 411	116 421	130 566	118 186	118 186	156 555	157 468	168 542
Other revenue	29 653	34 706	38 895	31 427	31 672	31 672	35 549	37 496	39 560
Gains on disposal of PPE	7 631	6 242	28 077						
Total Revenue (excluding capital transfers and contributions)	930 691	1 002 928	1 073 241	1 080 228	1 083 298	1 083 298	1 167 263	1 268 160	1 392 313
Expenditure By Type									
Employee related costs	274 564	302 363	296 536	367 024	374 114	374 114	397 991	423 094	448 067
Remuneration of councillors	8 566	9 265	10 138	10 972	10 972	10 972	11 006	11 501	12 020
Debt impairment	13 785	22 221	18 013	23 492	23 492	23 492	24 902	26 396	27 979
Depreciation & asset impairment	122 909	132 532	134 400	130 362	130 362	130 362	131 285	130 830	130 222
Finance charges	46 207	45 913	46 129	47 834	47 834	47 834	51 549	54 249	56 058
Bulk purchases	194 620	217 523	225 844	238 588	238 588	238 588	275 880	319 000	368 859
Other materials	19 605	48 818	38 054	57 602	52 031	52 031	68 202	70 960	71 577
Contracted services	112 447	155 726	167 065	193 637	207 243	207 243	205 146	230 738	236 378
Transfers and subsidies	51 090	1 898	1 800	500	500	500	500	525	551
Other expenditure	93 542	50 631	55 475	64 232	69 339	69 339	81 441	76 087	80 852
Loss on disposal of PPE	392	8 133							
Total Expenditure	937 727	995 023	993 453	1 134 245	1 154 476	1 154 476	1 247 901	1 343 380	1 432 564
Surplus/(Deficit)	(7 036)	7 906	79 788	(54 017)	(71 179)	(71 179)	(80 639)	(75 220)	(40 251)
Transfers and subsidies - capital (monetary allocations) (National / Provincial and District)	60 651	33 681	64 248	61 968	66 072	66 072	60 335	42 164	68 993
Transfers and subsidies - capital (monetary allocations) (National / Provincial Departmental Agencies, Households, Non-profit Institutions, Private	-	-	-	-	-	-	-	-	-
Transfers and subsidies - capital (in-kind - all)									
Surplus/(Deficit) after capital transfers & contributions	53 616	41 587	144 036	7 951	(5 106)	(5 106)	(20 304)	(33 056)	28 742
Taxation									
Surplus/(Deficit) after taxation	53 616	41 587	144 036	7 951	(5 106)	(5 106)	(20 304)	(33 056)	28 742
Attributable to minorities									
Surplus/(Deficit) attributable to municipality	53 616	41 587	144 036	7 951	(5 106)	(5 106)	(20 304)	(33 056)	28 742
Share of surplus/ (deficit) of associate									
Surplus/(Deficit) for the year	53 616	41 587	144 036	7 951	(5 106)	(5 106)	(20 304)	(33 056)	28 742

SCHEDULE 3

WC032 Overstrand - Schedule 3 - Budgeted Capital Expenditure by vote, functional classification and funding

Vote Description R thousand	2015/16	2016/17	2017/18	Current Year 2018/19			2019/20 Medium Term Revenue & Expenditure Framework		
	Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2019/20	Budget Year +1 2020/21	Budget Year +2 2021/22
Capital Expenditure - Functional									
<i>Governance and administration</i>	4 809	957	6 346	6 331	7 472	7 472	4 105	30 000	30 000
Executive and council		72		20	572	572	10		
Finance and administration	4 809	885	6 346	6 311	6 900	6 900	4 095	30 000	30 000
Internal audit									
<i>Community and public safety</i>	32 729	14 135	44 053	57 710	54 084	54 084	52 142	14 128	39 480
Community and social services	3 169	644	1 929	4 999	5 249	5 249	2 330		
Sport and recreation	3 311	1 837	5 427	8 057	8 007	8 007	14 855		
Public safety	264	996	2 517	9 186	6 556	6 556	13 632	841	
Housing	25 985	10 658	34 180	35 467	34 271	34 271	21 325	13 287	39 480
Health									
<i>Economic and environmental services</i>	13 226	13 279	12 023	18 821	14 551	14 551	29 395	-	8 000
Planning and development		1 540		5 725	1 720	1 720	8 528		-
Road transport	13 226	11 739	12 023	13 096	12 831	12 831	20 866		8 000
Environmental protection									
<i>Trading services</i>	44 369	63 498	42 786	111 375	98 642	98 642	146 565	94 036	76 844
Energy sources	18 237	30 496	16 268	24 772	20 456	20 456	33 874	32 000	30 000
Water management	14 232	15 772	3 257	30 077	21 945	21 945	43 461	40 075	13 481
Waste water management	11 875	17 217	21 523	54 987	54 744	54 744	41 999	21 961	33 363
Waste management	25	12	1 739	1 540	1 497	1 497	27 231		
<i>Other</i>									
Total Capital Expenditure - Functional	95 133	91 868	105 207	194 237	174 748	174 748	232 206	138 164	154 324
Funded by:									
National Government	31 647	25 530	21 786	25 901	30 445	30 445	39 010	28 036	29 513
Provincial Government	29 004	7 681	42 481	36 067	35 628	35 628	25 125	14 128	39 480
District Municipality					-	-			
Other transfers and grants	743	10 002	4 372	100	100	100			
Transfers recognised - capital	61 394	43 214	68 640	62 068	66 172	66 172	64 135	42 164	68 993
Public contributions & donations									
Borrowing	27 189	35 550	19 199	68 650	53 624	53 624	89 013	54 000	50 000
Internally generated funds	6 549	13 104	17 369	63 519	54 952	54 952	79 059	42 000	35 331
Total Capital Funding	95 133	91 868	105 207	194 237	174 748	174 748	232 206	138 164	154 324

SCHEDULE 4

WC032 Overstrand - Schedule 4 - Budgeted Financial Position

	2015/16	2016/17	2017/18	Current Year 2018/19			2019/20 Medium Term Revenue & Expenditure Framework		
R thousand	Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2019/20	Budget Year +1 2020/21	Budget Year +2 2021/22
ASSETS									
Current assets									
Cash	73 518	89 087	94 453	380 242	489 014	489 014	139 538	107 065	85 211
Call investment deposits	101 263	170 728	380 514	–	–	–	320 000	330 000	340 000
Consumer debtors	57 820	62 129	63 126	78 188	68 994	68 994	73 134	77 522	82 173
Other debtors	46 519	47 370	53 220	49 845	53 645	53 645	35 523	33 672	31 630
Current portion of long-term receivables	14	12	10	10	10	10	7	3	1
Inventory	28 688	35 438	50 095	15 432	44 732	44 732	30 752	31 492	47 287
Total current assets	307 820	404 764	641 418	523 717	656 395	656 395	598 954	579 754	586 301
Non current assets									
Long-term receivables	40	27	20	10	10	10	4	1	–
Investments	29 740	37 982	44 595	50 546	50 546	50 546	57 885	65 460	73 191
Investment property	153 892	155 269	114 846	101 865	114 846	114 846	114 846	114 846	114 846
Investment in Associate									
Property, plant and equipment	3 541 376	3 502 661	3 469 468	3 559 712	3 514 506	3 514 506	3 615 427	3 622 761	3 646 863
Agricultural									
Biological									
Intangible	6 713	6 287	6 699	5 942	6 046	6 046	6 046	6 046	6 046
Other non-current assets									
Total non current assets	3 731 761	3 702 225	3 635 627	3 718 075	3 685 955	3 685 955	3 794 208	3 809 113	3 840 946
TOTAL ASSETS	4 039 581	4 106 989	4 277 045	4 241 792	4 342 350	4 342 350	4 393 162	4 388 867	4 427 247
LIABILITIES									
Current liabilities									
Bank overdraft									
Borrowing	26 492	29 580	33 448	38 428	38 428	38 428	42 244	47 697	41 512
Consumer deposits	43 943	37 039	38 462	53 152	40 046	40 046	63 074	67 728	72 411
Trade and other payables	72 707	85 793	118 879	87 052	103 958	103 958	95 207	90 208	74 039
Provisions	26 444	27 795	29 790	36 518	31 670	31 670	33 570	35 584	37 720
Total current liabilities	169 587	180 206	220 580	215 151	214 102	214 102	234 096	241 218	225 682
Non current liabilities									
Borrowing	412 402	412 495	408 658	423 677	423 677	423 677	455 453	461 756	470 934
Provisions	199 265	217 138	205 051	249 777	221 287	221 287	239 095	253 421	268 607
Total non current liabilities	611 666	629 633	613 708	673 454	644 964	644 964	694 547	715 177	739 540
TOTAL LIABILITIES	781 253	809 839	834 288	888 605	859 066	859 066	928 643	956 394	965 222
NET ASSETS	3 258 328	3 297 149	3 442 758	3 353 187	3 483 283	3 483 283	3 464 519	3 432 473	3 462 025
COMMUNITY WEALTH/EQUITY									
Accumulated Surplus/(Deficit)	3 256 152	3 293 898	3 439 499	3 349 887	3 479 983	3 479 983	3 461 179	3 429 123	3 458 655
Reserves	2 177	3 251	3 259	3 300	3 300	3 300	3 340	3 350	3 370
TOTAL COMMUNITY WEALTH/EQUITY	3 258 328	3 297 149	3 442 758	3 353 187	3 483 283	3 483 283	3 464 519	3 432 473	3 462 025

SCHEDULE 5

WC032 Overstrand - Schedule 5 - Budgeted Cash Flows

R thousand	2015/16	2016/17	2017/18	Current Year 2018/19			2019/20 Medium Term Revenue & Expenditure Framework		
	Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2019/20	Budget Year +1 2020/21	Budget Year +2 2021/22
CASH FLOW FROM OPERATING ACTIVITIES									
Receipts									
Property rates	163 442	195 733	213 851	233 454	233 401	233 401	238 976	253 350	268 590
Service charges	570 606	568 538	589 413	609 686	620 473	620 473	662 020	741 277	832 373
Other revenue	65 164	73 850	75 919	56 317	51 287	51 287	68 922	54 847	57 739
Government - operating	103 190	119 507	131 819	130 566	118 186	118 186	156 555	157 468	168 542
Government - capital	60 394	33 681	64 248	61 968	66 072	66 072	60 335	42 164	68 993
Interest	14 944	23 018	33 308	24 701	32 906	32 906	32 151	34 080	36 125
Dividends							-	-	-
Payments									
Suppliers and employees	(719 905)	(791 231)	(818 184)	(893 168)	(900 839)	(900 839)	(1 015 471)	(1 121 564)	(1 233 231)
Finance charges	(46 193)	(45 910)	(46 129)	(47 834)	(47 834)	(47 834)	(51 549)	(54 249)	(56 058)
Transfers and Grants	(51 090)	(1 898)	(1 800)	(500)	(500)	(500)	(500)	(525)	(551)
NET CASH FROM/(USED) OPERATING ACTIVITIES	160 551	175 288	242 445	175 190	173 153	173 153	151 440	106 849	142 522
CASH FLOWS FROM INVESTING ACTIVITIES									
Receipts									
Proceeds on disposal of PPE	845	2 943	81 432	-	-	-	-	-	-
Decrease (Increase) in non-current debtors				-	-	-	-	-	-
Decrease (increase) other non-current receivables	15	15	8	10	10	10	10	7	3
Decrease (increase) in non-current investments	(4 980)	(4 980)	(4 980)	(7 124)	(5 952)	(5 952)	(7 339)	(7 575)	(7 730)
Payments									
Capital assets	(95 133)	(84 505)	(105 207)	(194 237)	(174 748)	(174 748)	(232 206)	(138 164)	(154 324)
NET CASH FROM/(USED) INVESTING ACTIVITIES	(99 253)	(86 528)	(28 747)	(201 351)	(180 689)	(180 689)	(239 535)	(145 732)	(162 052)
CASH FLOWS FROM FINANCING ACTIVITIES									
Receipts									
Short term loans							-	-	-
Borrowing long term/refinancing	30 000	30 000	30 000	54 000	54 000	54 000	74 300	54 000	50 000
Increase (decrease) in consumer deposits	2 200	(6 904)	1 423	3 937	1 584	1 584	23 028	4 654	4 682
Payments									
Repayment of borrowing	(23 704)	(26 822)	(29 969)	(33 993)	(34 001)	(34 001)	(38 709)	(42 244)	(47 007)
NET CASH FROM/(USED) FINANCING ACTIVITIES	8 496	(3 727)	1 455	23 944	21 583	21 583	58 619	16 410	7 676
NET INCREASE/ (DECREASE) IN CASH HELD	69 794	85 034	215 153	(2 217)	14 047	14 047	(29 476)	(22 473)	(11 854)
Cash/cash equivalents at the year begin:	104 987	174 780	259 815	382 460	474 967	474 967	489 014	459 538	437 065
Cash/cash equivalents at the year end:	174 780	259 815	474 967	380 242	489 014	489 014	459 538	437 065	425 211

SCHEDULE 6

WC032 Overstrand - Schedule 6 - Cash backed reserves/accumulated surplus reconciliation

Description	2015/16	2016/17	2017/18	Current Year 2018/19			2019/20 Medium Term Revenue & Expenditure Framework		
	Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2019/20	Budget Year +1 2020/21	Budget Year +2 2021/22
R thousand									
Cash and investments available									
1. Local/District municipalities to i	174 780	259 815	474 967	380 242	489 014	489 014	459 538	437 065	425 211
Other current investments > 90 days	–	–	0	(0)	(0)	(0)	–	–	–
Investments - Investment in Associate	29 740	37 982	44 595	50 546	50 546	50 546	57 885	65 460	73 191
Cash and investments available:	204 521	297 796	519 562	430 789	539 560	539 560	517 424	502 525	498 401
Application of cash and investments									
Total Trade and other payables	–	–	–	–	3 800	3 800	–	–	–
Unspent borrowing	–	–	–	–	–	–	–	–	–
Statutory requirements									
Other working capital requirements	(30 636)	(20 707)	5 009	(36 964)	(18 462)	(18 462)	(12 039)	(17 743)	(36 556)
Other provisions									
Long term investments committed	29 740	37 982	44 595	50 546	50 546	50 546	57 885	65 460	73 191
Reserves to be backed by cash/investments	2 177	3 251	3 259	3 300	3 300	3 300	3 340	3 350	3 370
Total Application of cash and investments:	1 281	20 526	52 862	16 883	39 184	39 184	49 186	51 067	40 005
Surplus(shortfall)	203 239	277 271	466 700	413 906	500 376	500 376	468 237	451 458	458 397

SCHEDULE 7

WC032 Overstrand - Table A9 Asset Management

Table A6 Asset management									
Description	2015/16	2016/17	2017/18	Current Year 2018/19			2019/20 Medium Term Revenue & Expenditure Framework		
R thousand	Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2019/20	Budget Year +1 2020/21	Budget Year +2 2021/22
CAPITAL EXPENDITURE									
Total New Assets	79 249	57 389	75 563	194 237	174 748	174 748	198 276	126 803	121 836
Roads Infrastructure	16 352	2 260	10 003	12 506	12 241	12 241	19 039	-	8 000
Storm water Infrastructure	-	-	255	11 723	14 136	14 136	21 352	4 000	6 506
Electrical Infrastructure	18 237	30 496	15 449	22 772	18 456	18 456	23 551	32 000	26 000
Water Supply Infrastructure	3 772	5 276	627	30 077	21 945	21 945	38 001	37 175	6 700
Sanitation Infrastructure	6 217	5 718	-	34 973	30 777	30 777	14 400	9 500	5 150
Solid Waste Infrastructure	25	8 930	105	-	1 497	1 497	20 300	-	-
Rail Infrastructure	-	-	-	-	-	-	-	-	-
Coastal Infrastructure	-	-	-	-	-	-	-	-	-
Information and Communication Infrastructure	-	-	-	-	-	-	-	-	-
Infrastructure	44 603	52 681	26 438	112 050	99 051	99 051	136 642	82 675	52 356
Community Facilities	29 837	2 212	3 229	16 380	9 995	9 995	11 099	-	-
Sport and Recreation Facilities	-	-	5 427	7 657	7 607	7 607	380	-	-
Community Assets	29 837	2 212	8 656	24 037	17 602	17 602	11 479	-	-
Heritage Assets	-	-	-	-	-	-	-	-	-
Revenue Generating	-	-	-	-	-	-	-	-	-
Non-revenue Generating	-	-	-	-	-	-	-	-	-
Investment properties	-	-	-	-	-	-	-	-	-
Operational Buildings	4 809	2 497	4 372	1 421	2 009	2 009	8 831	-	-
Housing	-	-	34 180	35 467	34 271	34 271	21 325	13 287	39 480
Other Assets	4 809	2 497	38 552	36 888	36 281	36 281	30 155	13 287	39 480
Biological or Cultivated Assets	-	-	-	-	-	-	-	-	-
Servitudes	-	-	-	-	-	-	-	-	-
Licences and Rights	-	-	-	-	-	-	-	-	-
Intangible Assets	-	-	-	-	-	-	-	-	-
Computer Equipment	-	-	1 593	4 136	4 136	4 136	3 950	-	-
Furniture and Office Equipment	-	-	205	215	215	215	280	-	-
Machinery and Equipment	-	-	119	1 566	1 566	1 566	900	-	-
Transport Assets	-	-	-	15 345	15 897	15 897	14 870	30 841	30 000
Libraries	-	-	-	-	-	-	-	-	-
Zoo's, Marine and Non-biological Animals	-	-	-	-	-	-	-	-	-
Total Renewal of Existing Assets	15 884	34 479	29 644	-	-	-	6 570	4 900	9 781
Roads Infrastructure	-	11 809	2 020	-	-	-	10	-	-
Storm water Infrastructure	-	-	10 677	-	-	-	-	-	-
Electrical Infrastructure	-	-	819	-	-	-	-	-	-
Water Supply Infrastructure	10 460	10 496	2 629	-	-	-	2 560	2 900	6 781
Sanitation Infrastructure	2 531	9 169	10 591	-	-	-	4 000	2 000	3 000
Solid Waste Infrastructure	-	1 740	1 634	-	-	-	-	-	-
Rail Infrastructure	-	-	-	-	-	-	-	-	-
Coastal Infrastructure	-	-	-	-	-	-	-	-	-
Information and Communication Infrastructure	-	-	-	-	-	-	-	-	-
Infrastructure	12 992	33 214	28 370	-	-	-	6 570	4 900	9 781
Community Facilities	2 893	1 265	1 217	-	-	-	-	-	-
Sport and Recreation Facilities	-	-	-	-	-	-	-	-	-
Community Assets	2 893	1 265	1 217	-	-	-	-	-	-
Heritage Assets	-	-	-	-	-	-	-	-	-
Revenue Generating	-	-	-	-	-	-	-	-	-
Non-revenue Generating	-	-	-	-	-	-	-	-	-
Investment properties	-	-	-	-	-	-	-	-	-
Operational Buildings	-	-	-	-	-	-	-	-	-
Housing	-	-	-	-	-	-	-	-	-
Other Assets	-	-	-	-	-	-	-	-	-
Biological or Cultivated Assets	-	-	-	-	-	-	-	-	-
Servitudes	-	-	-	-	-	-	-	-	-
Licences and Rights	-	-	-	-	-	-	-	-	-
Intangible Assets	-	-	-	-	-	-	-	-	-
Computer Equipment	-	-	-	-	-	-	-	-	-
Furniture and Office Equipment	-	-	-	-	-	-	-	-	-
Machinery and Equipment	-	-	57	-	-	-	-	-	-
Transport Assets	-	-	-	-	-	-	-	-	-
Libraries	-	-	-	-	-	-	-	-	-
Zoo's, Marine and Non-biological Animals	-	-	-	-	-	-	-	-	-

Description	2015/16	2016/17	2017/18	Current Year 2018/19			2019/20 Medium Term Revenue & Expenditure Framework		
	Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2019/20	Budget Year +1 2020/21	Budget Year +2 2021/22
R thousand									
<u>Total Upgrading of Existing Assets</u>	-	-	-	-	-	-	27 360	6 461	22 707
Roads Infrastructure	-	-	-	-	-	-	-	-	-
Storm water Infrastructure	-	-	-	-	-	-	160	-	-
Electrical Infrastructure	-	-	-	-	-	-	9 750	-	4 000
Water Supply Infrastructure	-	-	-	-	-	-	2 900	-	-
Sanitation Infrastructure	-	-	-	-	-	-	-	6 461	18 707
Solid Waste Infrastructure	-	-	-	-	-	-	1 000	-	-
Rail Infrastructure	-	-	-	-	-	-	-	-	-
Coastal Infrastructure	-	-	-	-	-	-	-	-	-
Information and Communication Infrastructure	-	-	-	-	-	-	-	-	-
Infrastructure	-	-	-	-	-	-	13 810	6 461	22 707
Community Facilities	-	-	-	-	-	-	-	-	-
Sport and Recreation Facilities	-	-	-	-	-	-	13 450	-	-
Community Assets	-	-	-	-	-	-	13 450	-	-
Heritage Assets	-	-	-	-	-	-	-	-	-
Revenue Generating	-	-	-	-	-	-	-	-	-
Non-revenue Generating	-	-	-	-	-	-	-	-	-
Investment properties	-	-	-	-	-	-	-	-	-
Operational Buildings	-	-	-	-	-	-	100	-	-
Housing	-	-	-	-	-	-	-	-	-
Other Assets	-	-	-	-	-	-	100	-	-
Biological or Cultivated Assets	-	-	-	-	-	-	-	-	-
Servitudes	-	-	-	-	-	-	-	-	-
Licences and Rights	-	-	-	-	-	-	-	-	-
Intangible Assets	-	-	-	-	-	-	-	-	-
Computer Equipment	-	-	-	-	-	-	-	-	-
Furniture and Office Equipment	-	-	-	-	-	-	-	-	-
Machinery and Equipment	-	-	-	-	-	-	-	-	-
Transport Assets	-	-	-	-	-	-	-	-	-
Libraries	-	-	-	-	-	-	-	-	-
Zoo's, Marine and Non-biological Animals	-	-	-	-	-	-	-	-	-
<u>Total Capital Expenditure</u>	95 133	91 868	105 207	194 237	174 748	174 748	232 206	138 164	154 324
Roads Infrastructure	16 352	14 069	12 023	12 506	12 241	12 241	19 049	-	8 000
Storm water Infrastructure	-	-	10 932	11 723	14 136	14 136	21 512	4 000	6 506
Electrical Infrastructure	18 237	30 496	16 268	22 772	18 456	18 456	33 301	32 000	30 000
Water Supply Infrastructure	14 232	15 772	3 257	30 077	21 945	21 945	43 461	40 075	13 481
Sanitation Infrastructure	8 748	14 887	10 591	34 973	30 777	30 777	18 400	17 961	26 857
Solid Waste Infrastructure	25	10 670	1 739	-	1 497	1 497	21 300	-	-
Rail Infrastructure	-	-	-	-	-	-	-	-	-
Coastal Infrastructure	-	-	-	-	-	-	-	-	-
Information and Communication Infrastructure	-	-	-	-	-	-	-	-	-
Infrastructure	57 595	85 895	54 809	112 050	99 051	99 051	157 022	94 036	84 844
Community Facilities	32 729	3 477	4 446	16 380	9 995	9 995	11 099	-	-
Sport and Recreation Facilities	-	-	5 427	7 657	7 607	7 607	13 830	-	-
Community Assets	32 729	3 477	9 873	24 037	17 602	17 602	24 929	-	-
Heritage Assets	-	-	-	-	-	-	-	-	-
Revenue Generating	-	-	-	-	-	-	-	-	-
Non-revenue Generating	-	-	-	-	-	-	-	-	-
Investment properties	-	-	-	-	-	-	-	-	-
Operational Buildings	4 809	2 497	4 372	1 421	2 009	2 009	8 931	-	-
Housing	-	-	34 180	35 467	34 271	34 271	21 325	13 287	39 480
Other Assets	4 809	2 497	38 552	36 888	36 281	36 281	30 255	13 287	39 480
Biological or Cultivated Assets	-	-	-	-	-	-	-	-	-
Servitudes	-	-	-	-	-	-	-	-	-
Licences and Rights	-	-	-	-	-	-	-	-	-
Intangible Assets	-	-	-	-	-	-	-	-	-
Computer Equipment	-	-	1 593	4 136	4 136	4 136	3 950	-	-
Furniture and Office Equipment	-	-	205	215	215	215	280	-	-
Machinery and Equipment	-	-	176	1 566	1 566	1 566	900	-	-
Transport Assets	-	-	-	15 345	15 897	15 897	14 870	30 841	30 000
Libraries	-	-	-	-	-	-	-	-	-
Zoo's, Marine and Non-biological Animals	-	-	-	-	-	-	-	-	-
TOTAL CAPITAL EXPENDITURE - Asset class	95 133	91 868	105 207	194 237	174 748	174 748	232 206	138 164	154 324

Description	2015/16	2016/17	2017/18	Current Year 2018/19			2019/20 Medium Term Revenue & Expenditure Framework		
R thousand	Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2019/20	Budget Year +1 2020/21	Budget Year +2 2021/22
ASSET REGISTER SUMMARY - PPE (WDV)	3 701 981	3 664 217	3 601 891	3 667 519	3 635 398	3 635 398	3 736 319	3 743 653	3 767 755
Roads Infrastructure	1 267 105	1 239 685	1 256 188	1 211 279	1 033 700	1 033 700	1 018 658	984 950	959 682
Storm water Infrastructure	29 766	46 217	30 324		210 095	210 095	225 563	223 525	224 000
Electrical Infrastructure	533 176	534 751	523 456	522 493	516 762	516 762	524 897	531 738	536 586
Water Supply Infrastructure	518 431	505 838	481 367	491 635	475 850	475 850	491 809	504 683	491 123
Sanitation Infrastructure	378 863	376 119	367 433	399 436	383 450	383 450	385 380	386 937	397 591
Solid Waste Infrastructure				27 169	25 518	25 518	44 570	42 373	40 190
Rail Infrastructure					–	–			
Coastal Infrastructure					–	–			
Information and Communication Infrastructure					–	–			
Infrastructure	2 727 341	2 702 611	2 658 767	2 652 012	2 645 375	2 645 375	2 690 878	2 674 206	2 649 173
Community Facilities									
Sport and Recreation Facilities									
Community Assets		617 193	627 042						
Heritage Assets	124 182	124 182	124 182	124 182	124 182	124 182	124 182	124 182	124 182
Revenue Generating									
Non-revenue Generating									
Investment properties	153 892	155 269	114 846	101 865	114 846	114 846	114 846	114 846	114 846
Operational Buildings									
Housing									
Other Assets	689 853	58 676	70 355	709 652	666 561	666 561	709 083	709 901	737 191
Biological or Cultivated Assets									
Servitudes									
Licences and Rights									
Intangible Assets	6 713	6 287	6 699	5 942	6 046	6 046	6 046	6 046	6 046
Computer Equipment									
Furniture and Office Equipment				10 265	11 294	11 294	13 217	11 201	9 526
Machinery and Equipment				6 778	4 487	4 487	4 671	4 074	3 623
Transport Assets				56 822	62 607	62 607	73 396	99 196	123 167
Libraries									
Zoo's, Marine and Non-biological Animals									
TOTAL ASSET REGISTER SUMMARY - PPE (WDV)	3 701 981	3 664 217	3 601 891	3 667 519	3 635 398	3 635 398	3 736 319	3 743 653	3 767 755
EXPENDITURE OTHER ITEMS	232 287	253 258	290 070	355 575	362 321	362 321	327 021	334 261	345 512
Depreciation	122 909	132 463	130 034	130 362	130 362	130 362	131 285	130 830	130 222
Repairs and Maintenance by Asset Class	109 377	120 795	160 036	225 212	231 959	231 959	195 736	203 431	215 290
Roads Infrastructure	45 521	55 545	53 229	63 374	63 890	63 890	62 874	68 397	72 481
Storm water Infrastructure	5 260	6 392	6 017	6 786	6 786	6 786	6 445	7 725	8 160
Electrical Infrastructure	16 972	17 747	17 645	23 747	23 747	23 747	36 347	28 078	29 512
Water Supply Infrastructure	18 056	16 489	15 014	19 104	19 104	19 104	16 935	17 994	19 901
Sanitation Infrastructure	11 512	11 672	13 051	13 642	15 442	15 442	10 041	11 865	12 580
Solid Waste Infrastructure	2 516	2 546	12 946	23 038	24 113	24 113	2 164	2 457	2 251
Rail Infrastructure	–	–	–	–	–	–	–	–	–
Coastal Infrastructure	–	–	–	–	–	–	189	210	222
Information and Communication Infrastructure	–	–	–	–	–	–	40	42	44
Infrastructure	99 836	110 392	117 901	149 690	153 082	153 082	135 035	136 768	145 151
Community Facilities	–	4 867	12 289	27 714	28 033	28 033	33 623	39 273	41 430
Sport and Recreation Facilities	–	–	–	13 304	13 354	13 354	5 686	6 760	7 158
Community Assets	–	4 867	12 289	41 017	41 387	41 387	39 309	46 033	48 588
Heritage Assets	–	–	–	–	–	–	–	–	–
Revenue Generating	–	–	–	–	–	–	–	–	–
Non-revenue Generating	–	–	–	–	–	–	–	–	–
Investment properties	–	–	–	–	–	–	–	–	–
Operational Buildings	9 541	–	–	12 497	12 597	12 597	2 117	3 094	3 272
Housing	–	–	–	–	–	–	–	–	–
Other Assets	9 541	–	–	12 497	12 597	12 597	2 117	3 094	3 272
Biological or Cultivated Assets	–	–	–	–	–	–	–	–	–
Servitudes	–	–	–	–	–	–	–	–	–
Licences and Rights	–	–	–	–	–	–	5 653	5 978	6 323
Intangible Assets	–	–	–	–	–	–	5 653	5 978	6 323
Computer Equipment	–	5 536	5 207	5 387	5 387	5 387	1 193	1 260	1 330
Furniture and Office Equipment	–	–	17 919	16 622	19 507	19 507	431	458	486
Machinery and Equipment	–	–	6 719	–	–	–	11 999	9 841	10 140
Transport Assets	–	–	–	–	–	–	–	–	–
Libraries	–	–	–	–	–	–	–	–	–
Zoo's, Marine and Non-biological Animals	–	–	–	–	–	–	–	–	–
TOTAL EXPENDITURE OTHER ITEMS	232 287	253 258	290 070	355 575	362 321	362 321	327 021	334 261	345 512
Renewal and upgrading of Existing Assets as % of total R&M	16.7%	37.5%	28.2%	0.0%	0.0%	0.0%	14.6%	8.2%	21.1%
Renewal and upgrading of Existing Assets as % of depreciation	12.9%	26.0%	22.8%	0.0%	0.0%	0.0%	25.8%	8.7%	24.9%
R&M as a % of PPE	3.1%	3.4%	4.6%	6.3%	6.6%	6.6%	5.4%	5.6%	5.9%
Renewal and upgrading and R&M as a % of PPE	3.0%	4.0%	5.0%	6.0%	6.0%	6.0%	6.0%	6.0%	7.0%

SCHEDULE 8

WC032 Overstrand - Schedule 8 - Basic service delivery measurement

Description	2015/16	2016/17	2017/18	Current Year 2018/19			2019/20 Medium Term Revenue & Expenditure Framework		
	Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2019/20	Budget Year +1 2020/21	Budget Year +2 2021/22
Household service targets									
Water:									
Piped water inside dwelling	32 544	34 449	33 736	30 209	30 209	30 209	29 174	30 049	30 950
Piped water inside yard (but not in dwelling)	-	-	-	-	-	-	-	-	-
Using public tap (at least min.service level)	3 106	3 067	3 006	2 817	2 817	2 817	3 052	3 144	3 238
Other water supply (at least min.service level)	-	-	-	-	-	-	-	-	-
<i>Minimum Service Level and Above sub-total</i>	35 650	37 516	36 742	33 026	33 026	33 026	32 226	33 193	34 188
Using public tap (< min.service level)	-	-	-	-	-	-	-	-	-
Other water supply (< min.service level)	-	-	-	-	-	-	-	-	-
No water supply	-	-	-	-	-	-	-	-	-
<i>Below Minimum Service Level sub-total</i>	-	-	-	-	-	-	-	-	-
Total number of households	35 650	37 516	36 742	33 026	33 026	33 026	32 226	33 193	34 188
Sanitation/sewerage:									
Flush toilet (connected to sewerage)	28 183	28 841	23 023	29 706	29 706	29 706	29 165	30 040	30 941
Flush toilet (with septic tank)	-	-	8 891	-	-	-	-	-	-
Chemical toilet	-	-	-	-	-	-	-	-	-
Pit toilet (ventilated)	-	-	-	-	-	-	-	-	-
Other toilet provisions (> min.service level)	-	-	-	-	-	-	-	-	-
<i>Minimum Service Level and Above sub-total</i>	28 183	28 841	31 915	29 706	29 706	29 706	29 165	30 040	30 941
Bucket toilet	-	-	-	-	-	-	-	-	-
Other toilet provisions (< min.service level)	-	-	-	-	-	-	-	-	-
No toilet provisions	-	-	-	-	-	-	-	-	-
<i>Below Minimum Service Level sub-total</i>	-	-	-	-	-	-	-	-	-
Total number of households	28 183	28 841	31 915	29 706	29 706	29 706	29 165	30 040	30 941
Energy:									
Electricity (at least min.service level)	6 565	6 356	5 653	5 370	5 370	5 370	5 624	5 380	5 136
Electricity - prepaid (min.service level)	17 810	18 530	20 935	22 191	22 191	22 191	20 867	21 232	21 606
<i>Minimum Service Level and Above sub-total</i>	24 375	24 886	26 588	27 561	27 561	27 561	26 491	26 612	26 742
Electricity (< min.service level)	-	-	-	-	-	-	-	-	-
Electricity - prepaid (< min. service level)	-	-	-	-	-	-	-	-	-
Other energy sources	-	-	-	-	-	-	-	-	-
<i>Below Minimum Service Level sub-total</i>	-	-	-	-	-	-	-	-	-
Total number of households	24 375	24 886	26 588	27 561	27 561	27 561	26 491	26 612	26 742
Refuse:									
Removed at least once a week	31 132	32 029	34 923	32 990	32 990	32 990	32 695	33 676	34 686
<i>Minimum Service Level and Above sub-total</i>	31 132	32 029	34 923	32 990	32 990	32 990	32 695	33 676	34 686
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>	-	-	-	-	-	-	-	-	-
Total number of households	31 132	32 029	34 923	32 990	32 990	32 990	32 695	33 676	34 686
Households receiving Free Basic Service									
Water (6 kilolitres per household per month)	7 512	7 418	7 385	7 400	7 400	7 400	8 300	8 700	9 200
Sanitation (free minimum level service)	7 512	7 418	7 385	7 400	7 400	7 400	8 300	8 700	9 200
Electricity/other energy (50kwh per household per month)	7 512	7 418	7 385	7 400	7 400	7 400	8 300	8 700	9 200
Refuse (removed at least once a week)	7 512	7 418	7 385	7 400	7 400	7 400	8 300	8 700	9 200
Cost of Free Basic Services provided - Formal Settlements (R'000)									
Water (6 kilolitres per indigent household per month)	1 320	1 726	2 132	14 612	14 612	14 612	14 234	18 603	20 145
Sanitation (free sanitation service to indigent households)	-	-	-	15 697	15 697	15 697	17 938	23 495	25 498
Electricity/other energy (50kwh per indigent household per month)	2 215	3 448	4 681	33 723	33 723	33 723	33 656	45 379	50 690
Refuse (removed once a week for indigent households)	-	-	-	15 223	15 223	15 223	18 220	23 890	25 952
Cost of Free Basic Services provided - Informal Formal Settlements (R'000)	-	-	-	-	-	-	-	-	-
Total cost of FBS provided	3 535	5 174	6 813	79 256	79 256	79 256	84 049	111 366	122 286
Highest level of free service provided per household									
Property rates (R value threshold)	220 000	220 000	220 000	220 000	220 000	220 000	220 000	220 000	220 000
Water (kilolitres per household per month)	6	6	6	6	6	6	6	6	6
Sanitation (kilolitres per household per month)	4	4	4	4	4	4	4	4	4
Sanitation (Rand per household per month)	65	69	73	78	78	78	82	87	92
Electricity (kwh per household per month)	50	50	50	50	50	50	50	50	50
Refuse (average litres per week)	210	210	210	210	210	210	210	210	210
Revenue cost of subsidised services provided (R'000)									
Property rates (tariff adjustment) (impermissible values per section 17 of MPRA)	1 947	2 135	-	-	-	-	-	-	-
Property rates exemptions, reductions and rebates and impermissible values in excess of section 17 of MPRA)	39 791	48 431	51 711	50 983	50 983	50 983	54 042	57 285	60 550
Water (in excess of 6 kilolitres per indigent household per month)	-	-	-	779	779	779	250	250	250
Sanitation (in excess of free sanitation service to indigent households)	-	-	-	318	318	318	-	-	-
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	-	-	-	-	-	-	-	-	-
Total revenue cost of subsidised services provided	41 738	50 566	51 711	52 080	52 080	52 080	54 292	57 535	60 800

SCHEDULE 9

WC032 Overstrand - Schedule 9 - Budgeted Financial Performance (revenue and expenditure by functional classification)

Standard Classification Description	2015/16	2016/17	2017/18	Current Year 2018/19			2019/20 Medium Term Revenue & Expenditure Framework		
	Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2019/20	Budget Year +1 2020/21	Budget Year +2 2021/22
R thousand									
Revenue - Functional									
<i>Governance and administration</i>	273 519	315 876	330 663	296 029	393 124	393 124	311 256	306 640	325 801
Executive and council	64 991	74 405	21 599	25 110	40 532	40 532	27 851	6 380	7 664
Finance and administration	208 528	227 951	258 247	270 868	352 470	352 470	283 405	300 261	318 137
Internal audit	–	13 521	50 817	51	122	122	–	–	–
<i>Community and public safety</i>	70 859	98 890	109 158	81 447	69 312	69 312	121 495	101 354	128 409
Community and social services	3 184	3 609	4 149	7 413	8 142	8 142	7 866	7 999	8 532
Sport and recreation	9 743	10 591	8 218	13 000	12 200	12 200	24 470	11 769	12 406
Public safety	1 437	44 357	40 605	1 272	3 344	3 344	37 089	39 490	41 011
Housing	56 496	40 333	56 186	59 762	45 626	45 626	52 070	42 094	66 460
Health	–	–	–	–	–	–	–	–	–
<i>Economic and environmental services</i>	51 914	24 142	23 251	58 097	58 447	58 447	15 717	11 609	21 648
Planning and development	13 627	13 713	14 259	11 449	15 145	15 145	11 490	9 363	9 900
Road transport	38 278	10 419	8 970	46 648	43 301	43 301	4 207	2 225	11 725
Environmental protection	9	9	22	0	0	0	20	22	23
<i>Trading services</i>	595 050	597 702	674 417	706 624	720 477	720 477	779 129	890 721	985 448
Energy sources	334 747	342 621	381 333	395 354	394 982	394 982	439 444	507 560	581 174
Water management	118 583	128 180	125 375	133 327	140 647	140 647	147 753	167 683	168 491
Waste water management	79 988	72 399	95 070	101 333	108 884	108 884	103 560	112 140	119 851
Waste management	61 733	54 503	72 639	76 610	75 963	75 963	88 372	103 337	115 932
<i>Other</i>	–	–	–	–	–	–	–	–	–
Total Revenue - Functional	991 343	1 036 610	1 137 488	1 142 196	1 241 360	1 241 360	1 227 597	1 310 323	1 461 306
Expenditure - Functional									
<i>Governance and administration</i>	233 036	177 829	183 059	221 763	221 637	221 637	252 640	264 856	271 144
Executive and council	95 246	56 510	24 780	55 867	57 792	57 792	58 057	61 701	63 574
Finance and administration	137 790	47 972	68 161	162 952	160 834	160 834	191 521	199 921	204 149
Internal audit	–	73 347	90 118	2 944	3 011	3 011	3 061	3 234	3 421
<i>Community and public safety</i>	84 724	127 660	138 037	144 344	153 451	153 451	192 734	216 372	225 156
Community and social services	30 985	31 538	33 856	16 752	17 668	17 668	17 784	20 436	21 608
Sport and recreation	13 956	15 886	18 307	58 238	59 193	59 193	51 538	59 120	62 473
Public safety	24 608	72 088	73 286	38 381	48 775	48 775	85 650	100 790	106 442
Housing	15 175	8 148	12 589	30 974	27 815	27 815	37 762	36 027	34 634
Health	–	–	–	–	–	–	–	–	–
<i>Economic and environmental services</i>	185 614	173 813	182 017	196 571	199 282	199 282	159 681	168 189	174 195
Planning and development	63 258	78 356	85 115	40 059	39 854	39 854	43 559	44 648	46 247
Road transport	117 597	90 054	91 197	147 972	151 082	151 082	106 251	113 446	117 400
Environmental protection	4 758	5 402	5 705	8 540	8 346	8 346	9 871	10 096	10 547
<i>Trading services</i>	434 352	515 721	490 339	568 159	668 712	668 712	639 901	690 998	758 999
Energy sources	261 110	313 992	295 386	311 806	362 764	362 764	363 841	399 647	451 928
Water management	67 325	65 931	66 052	110 285	126 404	126 404	117 498	123 154	129 909
Waste water management	57 091	63 101	64 937	78 918	97 078	97 078	84 386	90 967	95 810
Waste management	48 826	72 697	63 964	67 150	82 466	82 466	74 176	77 230	81 351
<i>Other</i>	–	–	–	3 408	3 383	3 383	2 945	2 964	3 071
Total Expenditure - Functional	937 727	995 023	993 453	1 134 245	1 246 466	1 246 466	1 247 901	1 343 380	1 432 564
Surplus(Deficit) for the year	53 616	41 587	144 036	7 951	(5 106)	(5 106)	(20 304)	(33 056)	28 742

SCHEDULE 10

WC032 Overstrand - Schedule 10 - Budgeted Capital Expenditure by directorate

Vote Description R thousand	2015/16	2016/17	2017/18	Current Year 2018/19			2019/20 Medium Term Revenue & Expenditure Framework		
	Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2019/20	Budget Year +1 2020/21	Budget Year +2 2021/22
Capital expenditure - Vote									
Multi-year expenditure to be appropriated									
Vote 1 - Council	-	-	-	-	-	-	-	-	-
Vote 2 - Municipal Manager	-	-	-	-	-	-	-	-	-
Vote 3 - Management Services	-	-	-	-	-	-	-	-	-
Vote 4 - Finance	-	-	-	-	-	-	-	-	-
Vote 5 - Community Services	17 900	53 713	-	64 797	55 774	55 774	63 948	75 323	94 324
Vote 6 - Local Economic Development	-	-	-	-	-	-	-	-	-
Vote 7 - Infrastructure & Planning	8 501	30 496	-	58 239	54 027	54 027	-	32 000	30 000
Vote 8 - Protection Services	-	-	-	500	500	500	-	-	-
Total Capital Expenditure - Vote	26 401	84 209	-	123 536	110 301	110 301	63 948	107 323	124 324
Single-year expenditure to be appropriated									
Vote 1 - Council	-	-	-	20	572	572	10	-	-
Vote 2 - Municipal Manager	-	-	-	-	-	-	-	-	-
Vote 3 - Management Services	3 848	72	6 346	4 086	4 086	4 086	-	-	-
Vote 4 - Finance	-	885	-	30	619	619	4 095	30 000	30 000
Vote 5 - Community Services	54 342	4 167	80 077	52 403	53 044	53 044	80 888	-	-
Vote 6 - Local Economic Development	-	-	-	5 625	1 620	1 620	25	-	-
Vote 7 - Infrastructure & Planning	10 246	1 540	16 268	1 100	3 800	3 800	69 609	-	-
Vote 8 - Protection Services	295	996	2 517	7 436	706	706	13 632	841	-
Capital single-year expenditure sub-total	68 732	7 659	105 207	70 701	64 447	64 447	168 259	30 841	30 000
Total Capital Expenditure - Vote	95 133	91 868	105 207	194 237	174 748	174 748	232 206	138 164	154 324

ANNEXURE B

A1 SCHEDULE & A2 BUDGET CHARTS

The A Schedule Budget Tables is a National Treasury template that is, in many instances, sheet & cell protected. It should be noted that some tables contain inconsistent formatting and formula errors, which displays some table layouts and data incorrectly. As the inclusion of the Budget tables in the Budget Report is a requirement of the Budget Regulations, the tables are displayed according to the formulae and formatting from the protected excel worksheets & cells

Municipal annual budgets and MTREF & supporting tables

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REPUBLIC OF SOUTH AFRICA

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Municipality Name: WC032 Overstrand ▼

CFO Name: SANTIE REYNKE-NAUDE

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E-Mail: cfo@overstrand.gov.za

Budget for MTREF starting: 2019 ▼

Budget Year: 2019/20

Does this municipality have Entities? No ▼

If YES: Identify type of report: Parent Municipality ▼

Organisational Structure Votes		Complete Votes & Sub-Votes	Select Org. Structure
Vote 1 - Council	Vote 1	Council	Council
Vote 2 - Municipal Manager	1.1	Council General	1.1 - Council General
Vote 3 - Management Services	1.2	Mayor's Office	1.2 - Mayor's Office
Vote 4 - Finance	1.3	Pensioners & Continued Members	1.3 - Pensioners & Continued Members
Vote 5 - Community Services	1.4	[Name of sub-vote]	
Vote 6 - Economic and Social Development & Tourism	1.5	[Name of sub-vote]	
Vote 7 - Infrastructure & Planning	1.6	[Name of sub-vote]	
Vote 8 - Protection Services	1.7	[Name of sub-vote]	
Vote 9 - [NAME OF VOTE 9]	1.8	[Name of sub-vote]	
Vote 10 - [NAME OF VOTE 10]	1.9	[Name of sub-vote]	
Vote 11 - [NAME OF VOTE 11]	1.10	[Name of sub-vote]	
Vote 12 - [NAME OF VOTE 12]	Vote 2	Municipal Manager	Municipal Manager
Vote 13 - [NAME OF VOTE 13]	2.1	Municipal Manager	2.1 - Municipal Manager
Vote 14 - [NAME OF VOTE 14]	2.2	Internal Audit	2.2 - Internal Audit
Vote 15 - [NAME OF VOTE 15]	2.3	[Name of sub-vote]	
	2.4	[Name of sub-vote]	
	2.5	[Name of sub-vote]	
	2.6	[Name of sub-vote]	
	2.7	[Name of sub-vote]	
	2.8	[Name of sub-vote]	
	2.9	[Name of sub-vote]	
	2.10	[Name of sub-vote]	
	Vote 3	Management Services	Management Services
	3.1	Director: Management Services	3.1 - Director: Management Services
	3.2	Communication	3.2 - Communication
	3.3	Legal Services	3.3 - Legal Services
	3.4	Strategic Services	3.4 - Strategic Services
	3.5	Human Resources	3.5 - Human Resources
	3.6	Info & Communication Technology	3.6 - Info & Communication Technology
	3.7	Council Support Services	3.7 - Council Support Services
	3.8	Municipal Court	3.8 - Municipal Court
	3.9	[Name of sub-vote]	
	3.10	[Name of sub-vote]	
	Vote 4	Finance	Finance
	4.1	Director: Finance	4.1 - Director: Finance
	4.2	Deputy Director: Finance	4.2 - Deputy Director: Finance
	4.3	Accounting Services	4.3 - Accounting Services
	4.4	Expenditure & Asset Management	4.4 - Expenditure & Asset Management
	4.5	Revenue	4.5 - Revenue
	4.6	Supply Chain Management	4.6 - Supply Chain Management
	4.7	Data Control	4.7 - Data Control
	4.8	Assessment Rates	4.8 - Assessment Rates
	4.9	[Name of sub-vote]	
	4.10	[Name of sub-vote]	
	Vote 5	Community Services	Community Services
	5.1	Director & Administration	5.1 - Director & Administration
	5.2	Offices & Community Buildings	5.2 - Offices & Community Buildings
	5.3	Parks & Townlands, Cemeteries	5.3 - Parks & Townlands, Cemeteries
	5.4	Libraries	5.4 - Libraries
	5.5	Sport & Recreation	5.5 - Sport & Recreation
	5.6	Housing & Social Upliftment	5.6 - Housing & Social Upliftment
	5.7	Roads & Stormwater	5.7 - Roads & Stormwater
	5.8	Water	5.8 - Water
	5.9	Sewerage	5.9 - Sewerage
	5.10	Refuse	5.10 - Refuse
	Vote 6	Economic and Social Development & Tourism	Economic and Social Development & Tourism
	6.1	Director: Economic Development & Planning	6.1 - Director: Economic Development & Planning
	6.2	Tourism	6.2 - Tourism
	6.3		6.3 - Parking Services
	6.4	EPWP	6.4 - EPWP
	6.5	Social Development	6.5 - Social Development
	6.6	[Name of sub-vote]	
	6.7	[Name of sub-vote]	
	6.8	[Name of sub-vote]	
	6.9	[Name of sub-vote]	
	6.10	[Name of sub-vote]	
	Vote 7	Infrastructure & Planning	Infrastructure & Planning
	7.1	Director: Infrastructure & Planning	7.1 - Director: Infrastructure & Planning
	7.2	Deputy Director: Engineering Planning	7.2 - Deputy Director: Engineering Planning
	7.3	Engineering Services & Housing Development	7.3 - Engineering Services & Housing Development
	7.4	Town Planning	7.4 - Town Planning
	7.5	Geographical Info System (GIS)	7.5 - Geographical Info System (GIS)
	7.6	Building Control Services	7.6 - Building Control Services
	7.7	Environmental Management Services	7.7 - Environmental Management Services
	7.8	Electricity	7.8 - Electricity
	7.9	Solid Waste Planning & Solid Waste Disposal	7.9 - Solid Waste Planning & Solid Waste Disposal
	7.10	Property Administration	7.10 - Property Administration
	Vote 8	Protection Services	Protection Services
	8.1	Director: Protection Services	8.1 - Director: Protection Services
	8.2	Traffic	8.2 - Traffic
	8.3	Law Enforcement	8.3 - Law Enforcement
	8.4	Vehicle testing	8.4 - Vehicle testing
	8.5	Fire Brigade	8.5 - Fire Brigade
	8.6	Vehicle Licensing	8.6 - Vehicle Licensing
	8.7	Special Task Team Unit	8.7 - Special Task Team Unit
	8.8	Disaster Management	8.8 - Disaster Management
	8.9	Security Services	8.9 - Security Services
	8.10	[Name of sub-vote]	

WC032 Overstrand - Contact Information			
A. GENERAL INFORMATION			
Municipality	WC032 Overstrand		
Grade	3	1 Grade in terms of the Remuneration of Public Office Bearers Act.	
Province	WC WESTERN CAPE		
Web Address	www.overstrand.gov.za		
e-mail Address	bking@overstrand.gov.za		
B. CONTACT INFORMATION			
Postal address:			
P.O. Box	P.O.BOX 20		
City / Town	HERMANUS		
Postal Code	7200		
Street address			
Building	MUNICIPAL OFFICE		
Street No. & Name	MAGNOLIA STREET		
City / Town	HERMANUS		
Postal Code	7200		
General Contacts			
Telephone number	028 313 8000		
Fax number	028 313 8128		
C. POLITICAL LEADERSHIP			
Speaker:		Secretary/PA to the Speaker:	
ID Number	600826 5162 08 8	ID Number	
Title	Mr	Title	
Name	ANTON COETSEE	Name	
Telephone number	028 3164454	Telephone number	
Cell number	083 2835 237	Cell number	
Fax number	086 603 6114	Fax number	
E-mail address	antoncoetsee@hermanus.co.za	E-mail address	
Mayor/Executive Mayor:		Secretary/PA to the Mayor/Executive Mayor:	
ID Number	470721 5075 08 2	ID Number	700621 0297 08 1
Title	Mr	Title	Ms
Name	DUDLEY COETZEE	Name	DORET TALJAARD
Telephone number	028 3138016	Telephone number	028 3138052
Cell number	082 5744 404	Cell number	060 8368 895
Fax number	028 313 8067	Fax number	028 3138067
E-mail address	dcoetzee@overstrand.gov.za	E-mail address	dtaljaard@overstrand.gov.za
Deputy Mayor/Executive Mayor:		Secretary/PA to the Deputy Mayor/Executive Mayor:	
ID Number	750427 0161 08 0	ID Number	880922 0040 08 9
Title	Mrs	Title	Mrs
Name	Elnora Gillion	Name	MADELEINE de VILLIERS
Telephone number	028 313 8016	Telephone number	028 313 8002
Cell number	0606520214	Cell number	074 777 7640
Fax number		Fax number	
E-mail address	egillion@overstrand.gov.za	E-mail address	maycomsec@overstrand.gov.za
D. MANAGEMENT LEADERSHIP			
Municipal Manager:		Secretary/PA to the Municipal Manager:	
ID Number	5510065096086	ID Number	5904010048088
Title	Mr	Title	Mrs
Name	COENIE GROENEWALD	Name	RENTIA PRETORIUS
Telephone number	028 3138003	Telephone number	028 3138909
Cell number	082 5529 555	Cell number	
Fax number	0865689726	Fax number	865689726
E-mail address	cgroenewald@overstrand.gov.za	E-mail address	rpretorius@overstrand.gov.za
Chief Financial Officer		Secretary/PA to the Chief Financial Officer	
ID Number	6407080098081	ID Number	5612020062086
Title	Mrs	Title	Mrs
Name	SANTIE REYNEKE-NAUDE	Name	RITA LE ROUX
Telephone number	028 3138040	Telephone number	028 313 8074
Cell number	082 551 4499	Cell number	
Fax number	028 3138128	Fax number	028 313 8128
E-mail address	cfo@overstrand.gov.za	E-mail address	rleroux@overstrand.gov.za
Official responsible for submitting financial information		Official responsible for submitting financial information	
ID Number		ID Number	
Title	Mr	Title	Ms
Name	BERNARD KING	Name	VERONICA ALLEN
Telephone number	028 3138154	Telephone number	028 3138131
Cell number		Cell number	
Fax number	028 313 8128	Fax number	028 313 8128
E-mail address	bking@overstrand.gov.za	E-mail address	vallen@overstrand.gov.za
Official responsible for submitting financial information		Official responsible for submitting financial information	
ID Number		ID Number	
Title	Mrs	Title	Ms
Name	GEORGIA BUCCHIANERI	Name	KELLY JEPHTHA
Telephone number	028 3138913	Telephone number	028 3138138
Cell number		Cell number	
Fax number	028 313 8128	Fax number	028 313 8128
E-mail address	gbucchianeri@overstrand.gov.za	E-mail address	kjeptha@overstrand.gov.za

WC032 Overstrand - Table A1 Budget Summary

Description	2015/16	2016/17	2017/18	Current Year 2018/19				2019/20 Medium Term Revenue & Expenditure Framework		
	Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Pre-audit outcome	Budget Year 2019/20	Budget Year +1 2020/21	Budget Year +2 2021/22
R thousands										
<u>Financial Performance</u>										
Property rates	164 486	197 104	214 845	234 998	234 998	234 998	–	240 070	254 464	269 721
Service charges	573 118	571 114	590 194	613 718	624 718	624 718	–	665 050	744 536	835 877
Investment revenue	12 209	20 347	30 285	21 001	29 201	29 201	–	28 000	29 680	31 461
Transfers recognised - operational	103 629	114 411	116 421	130 566	118 186	118 186	–	156 555	157 468	168 542
Other own revenue	77 249	99 952	121 494	79 944	76 194	76 194	–	77 587	82 012	86 712
Total Revenue (excluding capital transfers and contributions)	930 691	1 002 928	1 073 241	1 080 228	1 083 298	1 083 298	–	1 167 263	1 268 160	1 392 313
Employee costs	274 564	302 363	296 536	367 024	374 114	374 114	–	397 991	423 094	448 067
Remuneration of councillors	8 566	9 265	10 138	10 972	10 972	10 972	–	11 006	11 501	12 020
Depreciation & asset impairment	122 909	132 532	134 400	130 362	130 362	130 362	–	131 285	130 830	130 222
Finance charges	46 207	45 913	46 129	47 834	47 834	47 834	–	51 549	54 249	56 058
Materials and bulk purchases	214 224	266 341	263 898	296 190	290 619	290 619	–	344 082	389 959	440 436
Transfers and grants	51 090	1 898	1 800	500	500	500	–	500	525	551
Other expenditure	220 166	236 710	240 552	281 361	300 074	300 074	–	311 488	333 220	345 210
Total Expenditure	937 727	995 023	993 453	1 134 245	1 154 476	1 154 476	–	1 247 901	1 343 380	1 432 564
Surplus/(Deficit)	(7 036)	7 906	79 788	(54 017)	(71 179)	(71 179)	–	(80 639)	(75 220)	(40 251)
Transfers and subsidies - capital (monetary allocations) (Net)	60 651	33 681	64 248	61 968	66 072	66 072	–	60 335	42 164	68 993
Contributions recognised - capital & contributed assets	–	–	–	–	–	–	–	–	–	–
Surplus/(Deficit) after capital transfers & contributions	53 616	41 587	144 036	7 951	(5 106)	(5 106)	–	(20 304)	(33 056)	28 742
Share of surplus/ (deficit) of associate	–	–	–	–	–	–	–	–	–	–
Surplus/(Deficit) for the year	53 616	41 587	144 036	7 951	(5 106)	(5 106)	–	(20 304)	(33 056)	28 742
<u>Capital expenditure & funds sources</u>										
Capital expenditure	95 133	91 868	105 207	194 237	174 748	174 748	–	232 206	138 164	154 324
Transfers recognised - capital	61 394	43 214	68 640	62 068	66 172	66 172	–	64 135	42 164	68 993
Borrowing	27 189	35 550	19 199	68 650	53 624	53 624	–	89 013	54 000	50 000
Internally generated funds	6 549	13 104	17 369	63 519	54 952	54 952	–	79 059	42 000	35 331
Total sources of capital funds	95 133	91 868	105 207	194 237	174 748	174 748	–	232 206	138 164	154 324
<u>Financial position</u>										
Total current assets	307 820	404 764	641 418	523 717	656 395	656 395	–	598 954	579 754	586 301
Total non current assets	3 731 761	3 702 225	3 635 627	3 718 075	3 685 955	3 685 955	–	3 794 208	3 809 113	3 840 946
Total current liabilities	169 587	180 206	220 580	215 151	214 102	214 102	–	234 096	241 218	225 682
Total non current liabilities	611 666	629 633	613 708	673 454	644 964	644 964	–	694 547	715 177	739 540
Community wealth/Equity	3 258 328	3 297 149	3 442 758	3 353 187	3 483 283	3 483 283	–	3 464 519	3 432 473	3 462 025
<u>Cash flows</u>										
Net cash from (used) operating	160 551	175 288	242 445	175 190	173 153	173 153	–	151 440	106 849	142 522
Net cash from (used) investing	(99 253)	(86 528)	(28 747)	(201 351)	(180 689)	(180 689)	–	(239 535)	(145 732)	(162 052)
Net cash from (used) financing	8 496	(3 727)	1 455	23 944	21 583	21 583	–	58 619	16 410	7 676
Cash/cash equivalents at the year end	174 780	259 815	474 967	380 242	489 014	489 014	–	459 538	437 065	425 211
<u>Cash backing/surplus reconciliation</u>										
Cash and investments available	204 521	297 796	519 562	430 789	539 560	539 560	–	517 424	502 525	498 401
Application of cash and investments	1 281	20 526	52 862	16 883	39 184	39 184	–	49 186	51 067	40 005
Balance - surplus (shortfall)	203 239	277 271	466 700	413 906	500 376	500 376	–	468 237	451 458	458 397
<u>Asset management</u>										
Asset register summary (WDV)	3 701 981	3 664 217	3 601 891	3 667 519	3 635 398	3 635 398	3 635 398	3 736 319	3 743 653	3 767 755
Depreciation	122 909	132 463	130 034	130 362	130 362	130 362	130 362	131 285	130 830	130 222
Renewal and Upgrading of Existing Assets	15 884	34 479	29 644	–	–	–	–	33 930	11 361	32 488
Repairs and Maintenance	109 377	120 795	160 036	225 212	231 959	231 959	231 959	195 736	203 431	215 290
<u>Free services</u>										
Cost of Free Basic Services provided	3 535	5 174	6 813	79 256	79 256	79 256	84 049	84 049	111 366	122 286
Revenue cost of free services provided	41 738	50 566	51 711	52 080	52 080	52 080	54 292	54 292	57 535	60 800
<u>Households below minimum service level</u>										
Water:	–	–	–	–	–	–	–	–	–	–
Sanitation/sewerage:	–	–	–	–	–	–	–	–	–	–
Energy:	–	–	–	–	–	–	–	–	–	–
Refuse:	–	–	–	–	–	–	–	–	–	–

WC032 Overstrand - Table A2 Budgeted Financial Performance (revenue and expenditure by functional classification)

Functional Classification Description	Ref	2015/16	2016/17	2017/18	Current Year 2018/19			2019/20 Medium Term Revenue & Expenditure Framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2019/20	Budget Year +1 2020/21	Budget Year +2 2021/22
R thousand	1									
Revenue - Functional										
Governance and administration		273 519	315 876	330 663	296 029	393 124	393 124	311 256	306 640	325 801
Executive and council		64 991	74 405	21 599	25 110	40 532	40 532	27 851	6 380	7 664
Finance and administration		208 528	227 951	258 247	270 868	352 470	352 470	283 405	300 261	318 137
Internal audit		–	13 521	50 817	51	122	122	–	–	–
Community and public safety		70 859	98 890	109 158	81 447	69 312	69 312	121 495	101 354	128 409
Community and social services		3 184	3 609	4 149	7 413	8 142	8 142	7 866	7 999	8 532
Sport and recreation		9 743	10 591	8 218	13 000	12 200	12 200	24 470	11 769	12 406
Public safety		1 437	44 357	40 605	1 272	3 344	3 344	37 089	39 490	41 011
Housing		56 496	40 333	56 186	59 762	45 626	45 626	52 070	42 094	66 460
Health		–	–	–	–	–	–	–	–	–
Economic and environmental services		51 914	24 142	23 251	58 097	58 447	58 447	15 717	11 609	21 648
Planning and development		13 627	13 713	14 259	11 449	15 145	15 145	11 490	9 363	9 900
Road transport		38 278	10 419	8 970	46 648	43 301	43 301	4 207	2 225	11 725
Environmental protection		9	9	22	0	0	0	20	22	23
Trading services		595 050	597 702	674 417	706 624	720 477	720 477	779 129	890 721	985 448
Energy sources		334 747	342 621	381 333	395 354	394 982	394 982	439 444	507 560	581 174
Water management		118 583	128 180	125 375	133 327	140 647	140 647	147 753	167 683	168 491
Waste water management		79 988	72 399	95 070	101 333	108 884	108 884	103 560	112 140	119 851
Waste management		61 733	54 503	72 639	76 610	75 963	75 963	88 372	103 337	115 932
Other	4	–	–	–	–	–	–	–	–	–
Total Revenue - Functional	2	991 343	1 036 610	1 137 488	1 142 196	1 241 360	1 241 360	1 227 597	1 310 323	1 461 306
Expenditure - Functional										
Governance and administration		233 036	177 829	183 059	221 763	221 637	221 637	252 640	264 856	271 144
Executive and council		95 246	56 510	24 780	55 867	57 792	57 792	58 057	61 701	63 574
Finance and administration		137 790	47 972	68 161	162 952	160 834	160 834	191 521	199 921	204 149
Internal audit		–	73 347	90 118	2 944	3 011	3 011	3 061	3 234	3 421
Community and public safety		84 724	127 660	138 037	144 344	153 451	153 451	192 734	216 372	225 156
Community and social services		30 985	31 538	33 856	16 752	17 668	17 668	17 784	20 436	21 608
Sport and recreation		13 956	15 886	18 307	58 238	59 193	59 193	51 538	59 120	62 473
Public safety		24 608	72 088	73 286	38 381	48 775	48 775	85 650	100 790	106 442
Housing		15 175	8 148	12 589	30 974	27 815	27 815	37 762	36 027	34 634
Health		–	–	–	–	–	–	–	–	–
Economic and environmental services		185 614	173 813	182 017	196 571	199 282	199 282	159 681	168 189	174 195
Planning and development		63 258	78 356	85 115	40 059	39 854	39 854	43 559	44 648	46 247
Road transport		117 597	90 054	91 197	147 972	151 082	151 082	106 251	113 446	117 400
Environmental protection		4 758	5 402	5 705	8 540	8 346	8 346	9 871	10 096	10 547
Trading services		434 352	515 721	490 339	568 159	668 712	668 712	639 901	690 998	758 999
Energy sources		261 110	313 992	295 386	311 806	362 764	362 764	363 841	399 647	451 928
Water management		67 325	65 931	66 052	110 285	126 404	126 404	117 498	123 154	129 909
Waste water management		57 091	63 101	64 937	78 918	97 078	97 078	84 386	90 967	95 810
Waste management		48 826	72 697	63 964	67 150	82 466	82 466	74 176	77 230	81 351
Other	4	–	–	–	3 408	3 383	3 383	2 945	2 964	3 071
Total Expenditure - Functional	3	937 727	995 023	993 453	1 134 245	1 246 466	1 246 466	1 247 901	1 343 380	1 432 564
Surplus/(Deficit) for the year		53 616	41 587	144 036	7 951	(5 106)	(5 106)	(20 304)	(33 056)	28 742

WC032 Overstrand - Table A2 Budgeted Financial Performance (revenue and expenditure by functional classification)

Functional Classification Description	Ref	2015/16	2016/17	2017/18	Current Year 2018/19			2019/20 Medium Term Revenue & Expenditure Framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2019/20	Budget Year +1 2020/21	Budget Year +2 2021/22
R thousand	1									
Revenue - Functional										
Municipal governance and administration		273 519	315 876	330 663	296 029	393 124	393 124	311 256	306 640	325 801
Executive and council		64 991	74 405	21 599	25 110	40 532	40 532	27 851	6 380	7 664
Mayor and Council		64 991	73 145	21 399	24 988	28 970	28 970	27 778	6 306	7 589
Municipal Manager, Town Secretary and Chief Executive			1 260	200	122	11 562	11 562	73	74	76
Finance and administration		208 528	227 951	258 247	270 868	352 470	352 470	283 405	300 261	318 137
Administrative and Corporate Support		17 593	7 014		363	21 785	21 785	231	235	248
Asset Management					-	-	-			
Finance		187 870	214 443	258 247	269 618	305 808	305 808	281 856	298 663	316 477
Fleet Management					0	1 918	1 918			
Human Resources		835	865		240	6 263	6 263	555	555	555
Information Technology		2 230	(5)			8 145	8 145			
Legal Services						1 462	1 462			
Marketing, Customer Relations, Publicity and Media Co-ordination						1 299	1 299			
Property Services			5 633		482	482	482	454	481	510
Risk Management										
Security Services										
Supply Chain Management					65	5 207	5 207	158	168	178
Valuation Service			(0)		100	100	100	150	159	169
Internal audit		-	13 521	50 817	51	122	122	-	-	-
Governance Function			13 521	50 817	51	122	122			
Community and public safety		70 859	98 890	109 158	81 447	69 312	69 312	121 495	101 354	128 409
Community and social services		3 184	3 609	4 149	7 413	8 142	8 142	7 866	7 999	8 532
Aged Care										
Agricultural										
Animal Care and Diseases										
Cemeteries, Funeral Parlours and Crematoriums		235	212	280	198	198	198	172	182	193
Child Care Facilities				30	-	-	-	-	-	-
Community Halls and Facilities		2 820	3 255	3 677	334	534	534	295	204	313
Consumer Protection										
Cultural Matters										
Disaster Management										
Education										
Indigenous and Customary Law										
Industrial Promotion										
Language Policy										
Libraries and Archives		129	142	162	6 881	7 410	7 410	7 398	7 613	8 026
Literacy Programmes										
Media Services										
Museums and Art Galleries										
Population Development										
Provincial Cultural Matters										
Theatres										
Zoo's										
Sport and recreation		9 743	10 591	8 218	13 000	12 200	12 200	24 470	11 769	12 406
Beaches and Jetties					682	682	682	725	725	725
Casinos, Racing, Gambling, Wagering					-	-	-	-	-	-
Community Parks (including Nurseries)				8 218	3 804	3 804	3 804	3 854	4 084	4 329
Recreational Facilities		9 743	10 591		6 993	6 993	6 993	6 552	6 921	7 313
Sports Grounds and Stadiums					1 520	720	720	13 338	39	39
Public safety		1 437	44 357	40 605	1 272	3 344	3 344	37 089	39 490	41 011
Civil Defence		289						2 000	2 200	2 420
Cleansing										
Control of Public Nuisances										
Fencing and Fences										
Fire Fighting and Protection		1 147	44 357	40 605	1 040	3 112	3 112	110	951	111
Licensing and Control of Animals					232	232	232	250	263	277
Police Forces, Traffic and Street Parking Control								34 729	36 076	38 204
Pounds										
Housing		56 496	40 333	56 186	59 762	45 626	45 626	52 070	42 094	66 460
Housing		56 496	40 333	56 186	59 762	45 626	45 626	52 070	42 094	66 460
Informal Settlements										
Health		-	-	-	-	-	-	-	-	-
Ambulance										
Health Services										
Laboratory Services										
Food Control										
Health Surveillance and Prevention of Communicable Diseases										
Vector Control										
Chemical Safety										
Economic and environmental services		51 914	24 142	23 251	58 097	58 447	58 447	15 717	11 609	21 648
Planning and development		13 627	13 713	14 259	11 449	15 145	15 145	11 490	9 363	9 900
Billboards										
Corporate Wide Strategic Planning (IDPs, LEDs)						891	891			
Central City Improvement District						-	-			
Development Facilitation						-	-			
Economic Development/Planning		3 977	12 155		1 926	2 204	2 204	2 735	106	112
Regional Planning and Development						-	-	-	-	-
Town Planning, Building Regulations and Enforcement, and City		9 650	1 558	14 259	9 472	10 064	10 064	8 755	9 257	9 788
Project Management Unit					50	1 987	1 987			
Provincial Planning										
Support to Local Municipalities										
Road transport		38 278	10 419	8 970	46 648	43 301	43 301	4 207	2 225	11 725
Public Transport					40 924	36 924	36 924			
Road and Traffic Regulation										
Roads		38 278	10 419	8 970	5 724	6 377	6 377	4 207	2 225	11 725
Taxi Ranks										
Environmental protection		9	9	22	0	0	0	20	22	23
Biodiversity and Landscape		9	9	22	0	0	0	20	22	23
Coastal Protection										
Indigenous Forests										
Nature Conservation										
Pollution Control										
Soil Conservation										
Trading services		595 050	597 702	674 417	706 624	720 477	720 477	779 129	890 721	985 448
Energy sources		334 747	342 621	381 333	395 354	394 982	394 982	439 444	507 560	581 174
Electricity		334 747	342 621	381 333	395 354	394 782	394 782	439 444	507 560	581 174
Street Lighting and Signal Systems						200	200			
Nonelectric Energy										
Water management		118 583	128 180	125 375	133 327	140 647	140 647	147 753	167 683	168 491
Water Treatment										
Water Distribution		118 583	128 180	125 375	133 327	140 647	140 647	147 753	167 683	168 491
Water Storage										
Waste water management		79 988	72 399	95 070	101 333	108 884	108 884	103 560	112 140	119 851
Public Toilets										
Sewerage		77 211	70 005	84 128	100 940	103 266	103 266	95 848	110 040	116 745
Storm Water Management		2 777	2 394	10 942	393	5 618	5 618	7 712	2 100	3 106
Waste Water Treatment										
Waste management		61 733	54 503	72 639	76 610	75 963	75 963	88 372	103 337	115 932
Recycling										
Solid Waste Disposal (Landfill Sites)					1 146	500	500	1 400	1 484	1 573
Solid Waste Removal		61 733	54 503	72 639	75 464	75 464	75 464	86 972	101 852	114 359
Street Cleaning										
Other		-	-	-	-	-	-	-	-	-
Abattoirs										
Air Transport										
Forestry										
Licensing and Regulation										
Markets										

Tourism									
Total Revenue - Functional	991 343	1 036 610	1 137 488	1 142 196	1 241 360	1 241 360	1 227 597	1 310 323	1 461 306
Expenditure - Functional									
Municipal governance and administration	233 036	177 829	183 059	221 763	221 637	221 637	252 640	264 856	271 144
Executive and council	95 246	56 510	24 780	55 867	57 792	57 792	58 057	61 701	63 574
Mayor and Council	93 119	36 186	4 303	33 048	37 661	37 661	34 703	36 573	38 541
Municipal Manager, Town Secretary and Chief Executive	2 127	20 324	20 476	22 819	20 131	20 131	23 354	25 128	25 033
Finance and administration	137 790	47 972	68 161	162 952	160 834	160 834	191 521	199 921	204 149
Administrative and Corporate Support	41 929	-	-	32 233	31 952	31 952	31 832	31 794	36 594
Asset Management	-	-	-	-	-	-	-	-	-
Finance	63 826	47 972	68 161	68 740	67 892	67 892	74 416	78 400	79 459
Fleet Management	-	-	-	7 130	7 043	7 043	8 547	9 823	11 079
Human Resources	8 665	-	-	12 234	12 293	12 293	13 554	14 095	14 920
Information Technology	11 530	-	-	20 476	20 478	20 478	22 174	23 170	24 243
Legal Services	-	-	-	4 737	4 723	4 723	5 049	5 312	5 609
Marketing, Customer Relations, Publicity and Media Co-ordination	-	-	-	2 877	2 676	2 676	2 912	3 048	3 162
Property Services	11 840	-	-	4 621	4 351	4 351	18 453	18 890	18 974
Risk Management	-	-	-	-	-	-	-	-	-
Security Services	-	-	-	-	-	-	4 369	4 634	5 182
Supply Chain Management	-	-	-	9 905	9 426	9 426	10 216	10 753	4 927
Valuation Service	-	-	-	-	-	-	-	-	-
Internal audit	-	73 347	90 118	2 944	3 011	3 011	3 061	3 234	3 421
Governance Function	-	73 347	90 118	2 944	3 011	3 011	3 061	3 234	3 421
Community and public safety	84 724	127 660	138 037	144 344	153 451	153 451	192 734	216 372	225 156
Community and social services	30 985	31 538	33 856	16 752	17 668	17 668	17 784	20 436	21 608
Aged Care	-	-	-	1	1	1	1	1	1
Agricultural	-	-	-	-	-	-	-	-	-
Animal Care and Diseases	-	-	-	-	-	-	-	-	-
Cemeteries, Funeral Parlours and Crematoriums	441	502	512	842	842	842	1 044	1 608	1 705
Child Care Facilities	-	-	241	722	722	722	-	-	-
Community Halls and Facilities	23 746	23 886	25 542	6 436	7 589	7 589	7 351	8 927	9 400
Consumer Protection	-	-	-	-	-	-	-	-	-
Cultural Matters	-	-	-	-	-	-	-	-	-
Disaster Management	-	-	-	-	-	-	-	-	-
Education	-	-	-	-	-	-	-	-	-
Indigenous and Customary Law	-	-	-	-	-	-	-	-	-
Industrial Promotion	-	-	-	-	-	-	-	-	-
Language Policy	-	-	-	-	-	-	-	-	-
Libraries and Archives	6 797	7 150	7 560	8 751	8 514	8 514	9 389	9 901	10 502
Literacy Programmes	-	-	-	-	-	-	-	-	-
Media Services	-	-	-	-	-	-	-	-	-
Museums and Art Galleries	-	-	-	-	-	-	-	-	-
Population Development	-	-	-	-	-	-	-	-	-
Provincial Cultural Matters	-	-	-	-	-	-	-	-	-
Theatres	-	-	-	-	-	-	-	-	-
Zoo's	-	-	-	-	-	-	-	-	-
Sport and recreation	13 956	15 886	18 307	58 238	59 193	59 193	51 538	59 120	62 473
Beaches and Jetties	-	-	-	5 160	7 408	7 408	6 001	7 882	8 360
Casinos, Racing, Gambling, Wagering	-	-	-	-	-	-	-	-	-
Community Parks (including Nurseries)	13 956	-	18 307	24 362	23 312	23 312	27 313	30 570	32 233
Recreational Facilities	-	15 886	-	11 458	11 699	11 699	12 463	14 136	14 967
Sports Grounds and Stadiums	-	-	-	17 257	16 774	16 774	5 762	6 532	6 913
Public safety	24 608	72 088	73 286	38 381	48 775	48 775	85 650	100 790	106 442
Civil Defence	11 254	-	37 733	2 907	2 795	2 795	3 373	3 572	3 782
Cleansing	-	-	-	-	-	-	-	-	-
Control of Public Nuisances	-	10 415	13 812	13 064	14 066	14 066	20 844	21 971	23 156
Fencing and Fences	-	-	-	-	-	-	-	-	-
Fire Fighting and Protection	13 354	24 078	21 741	22 410	31 611	31 611	21 389	22 464	23 824
Licensing and Control of Animals	-	-	-	-	304	304	-	-	-
Police Forces, Traffic and Street Parking Control	-	37 594	-	-	-	-	40 044	52 783	55 679
Pounds	-	-	-	-	-	-	-	-	-
Housing	15 175	8 148	12 589	30 974	27 815	27 815	37 762	36 027	34 634
Housing	15 175	8 148	12 589	30 974	27 815	27 815	37 762	36 027	34 634
Informal Settlements	-	-	-	-	-	-	-	-	-
Health	-	-	-	-	-	-	-	-	-
Ambulance	-	-	-	-	-	-	-	-	-
Health Services	-	-	-	-	-	-	-	-	-
Laboratory Services	-	-	-	-	-	-	-	-	-
Food Control	-	-	-	-	-	-	-	-	-
Health Surveillance and Prevention of Communicable Diseases	-	-	-	-	-	-	-	-	-
Vector Control	-	-	-	-	-	-	-	-	-
Chemical Safety	-	-	-	-	-	-	-	-	-
Economic and environmental services	185 614	173 813	182 017	196 571	199 282	199 282	159 681	168 189	174 195
Planning and development	63 258	78 356	85 115	40 059	39 854	39 854	43 559	44 648	46 247
Billboards	-	-	-	-	-	-	-	-	-
Corporate Wide Strategic Planning (IDPs, LEDs)	-	-	-	4 039	4 039	4 039	4 297	4 496	4 724
Central City Improvement District	-	-	-	-	-	-	-	-	-
Development Facilitation	-	-	-	1 456	1 456	1 456	1 087	1 084	1 102
Economic Development/Planning	48 398	69 456	75 662	6 881	6 686	6 686	8 436	8 598	9 092
Regional Planning and Development	-	-	-	-	-	-	-	-	-
Town Planning, Building Regulations and Enforcement, and City	14 861	8 901	9 453	20 344	20 123	20 123	21 178	22 918	23 388
Project Management Unit	-	-	-	7 339	7 549	7 549	8 561	7 552	7 942
Provincial Planning	-	-	-	-	-	-	-	-	-
Support to Local Municipalities	-	-	-	-	-	-	-	-	-
Road transport	117 597	90 054	91 197	147 972	151 082	151 082	106 251	113 446	117 400
Public Transport	-	-	-	47 484	48 674	48 674	-	-	-
Road and Traffic Regulation	-	-	-	-	1 110	1 110	1 248	1 322	1 405
Roads	117 597	90 054	91 197	100 488	101 298	101 298	105 004	112 124	115 996
Taxi Ranks	-	-	-	-	-	-	-	-	-
Environmental protection	4 758	5 402	5 705	8 540	8 346	8 346	9 871	10 096	10 547
Biodiversity and Landscape	4 758	-	5 705	8 540	8 228	8 228	9 631	9 636	10 267
Coastal Protection	-	-	-	-	-	-	-	-	-
Indigenous Forests	-	-	-	-	-	-	0	0	(0)
Nature Conservation	-	5 402	-	-	118	118	240	260	280
Pollution Control	-	-	-	-	-	-	-	-	-
Soil Conservation	-	-	-	-	-	-	-	-	-
Trading services	434 352	515 721	490 339	568 159	668 712	668 712	639 901	690 998	758 999
Energy sources	261 110	313 992	295 386	311 806	362 764	362 764	363 841	399 647	451 928
Electricity	261 110	313 992	295 386	310 966	361 131	361 131	361 870	397 475	449 538
Street Lighting and Signal Systems	-	-	-	840	1 633	1 633	1 970	2 172	2 390
Nonelectric Energy	-	-	-	-	-	-	-	-	-
Water management	67 325	65 931	66 052	110 285	126 404	126 404	117 498	123 154	129 909
Water Treatment	-	-	-	56 388	61 410	61 410	56 982	59 783	62 865
Water Distribution	67 325	65 931	66 052	49 485	59 975	59 975	54 923	56 579	59 473
Water Storage	-	-	-	4 412	5 019	5 019	5 594	6 791	7 572
Waste water management	57 091	63 101	64 937	78 918	97 078	97 078	84 386	90 967	95 810
Public Toilets	265	320	350	483	693	693	487	517	549
Sewerage	48 544	51 256	52 578	44 858	58 506	58 506	46 925	51 373	54 971
Storm Water Management	8 282	11 524	12 009	12 823	12 305	12 305	13 498	14 796	15 249
Waste Water Treatment	-	-	-	20 752	25 575	25 575	23 475	24 280	25 040
Waste management	48 826	72 697	63 964	67 150	82 466	82 466	74 176	77 230	81 351
Recycling	-	-	-	338	278	278	230	415	442
Solid Waste Disposal (Landfill Sites)	-	-	-	30 300	37 335	37 335	34 307	38 000	40 339
Solid Waste Removal	48 826	72 697	63 964	35 651	44 002	44 002	38 725	37 839	39 535
Street Cleaning	0	(0)	-	861	851	851	914	976	1 034
Other	-	-	-	3 408	3 383	3 383	2 945	2 964	3 071
Abattoirs	-	-	-	-	-	-	-	-	-
Air Transport	-	-	-	-	-	-	-	-	-
Forestry	-	-	-	-	-	-	-	-	-
Licensing and Regulation	-	-	-	-	-	-	-	-	-
Markets	-	-	-	-	-	-	-	-	-
Tourism	-	-	-	3 408	3 383	3 383	2 945	2 964	3 071
Total Expenditure - Functional	937 727	995 023	993 453	1 134 245	1 246 466	1 246 466	1 247 901	1 343 380	1 432 564
Surplus/(Deficit) for the year	53 616	41 587	144 036	7 951	(5 106)	(5 106)	(20 304)	(33 056)	28 742

WC032 Overstrand - Table A3 Budgeted Financial Performance (revenue and expenditure by municipal vote)

Vote Description		Ref	2015/16	2016/17	2017/18	Current Year 2018/19			2019/20 Medium Term Revenue & Expenditure Framework		
R thousand			Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2019/20	Budget Year +1 2020/21	Budget Year +2 2021/22
Revenue by Vote		1									
Vote 1 - Council			64 991	73 145	21 399	24 988	27 215	27 215	27 778	6 306	7 589
Vote 2 - Municipal Manager			–	12	64	51	122	122	–	–	–
Vote 3 - Management Services			3 065	2 031	821	584	584	584	1 169	793	796
Vote 4 - Finance			189 358	231 209	258 911	269 683	277 883	277 883	282 294	298 830	316 655
Vote 5 - Community Services			293 898	290 348	323 102	338 690	354 790	354 790	377 322	406 301	438 149
Vote 6 - Economic and Social Development & Tourism			3 471	3 556	2 788	2 226	2 226	2 226	2 635	–	–
Vote 7 - Infrastructure & Planning			409 632	393 923	489 799	464 077	448 453	448 453	499 970	558 603	657 106
Vote 8 - Protection Services			26 927	42 387	40 605	41 896	38 096	38 096	36 429	39 490	41 011
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]			–	–	–	–	–	–	–	–	–
Total Revenue by Vote		2	991 343	1 036 610	1 137 488	1 142 196	1 149 370	1 149 370	1 227 597	1 310 323	1 461 306
Expenditure by Vote to be appropriated		1									
Vote 1 - Council			74 562	42 588	4 303	33 049	37 662	37 662	34 704	36 573	38 541
Vote 2 - Municipal Manager			4 094	3 922	4 542	5 467	5 534	5 534	5 561	5 874	6 209
Vote 3 - Management Services			38 242	40 697	43 809	52 776	52 695	52 695	54 838	56 708	62 692
Vote 4 - Finance			63 843	64 984	68 187	78 645	77 345	77 345	87 159	91 853	87 534
Vote 5 - Community Services			335 658	328 315	374 350	409 514	410 785	410 785	438 839	469 534	488 961
Vote 6 - Economic and Social Development & Tourism			8 905	10 220	10 558	11 752	11 533	11 533	12 421	12 597	13 213
Vote 7 - Infrastructure & Planning			356 481	432 211	414 432	456 531	460 506	460 506	531 108	572 279	631 962
Vote 8 - Protection Services			55 942	72 087	73 272	86 511	98 417	98 417	83 272	97 962	103 452
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]			–	–	–	–	–	–	–	–	–
Total Expenditure by Vote		2	937 727	995 023	993 453	1 134 245	1 154 476	1 154 476	1 247 901	1 343 380	1 432 564
Surplus/(Deficit) for the year		2	53 616	41 587	144 036	7 951	(5 106)	(5 106)	(20 304)	(33 056)	28 742

WC032 Overstrand - Table A3 Budgeted Financial Performance (revenue and expenditure by municipal vote)A

Vote Description	Ref	2015/16	2016/17	2017/18	Current Year 2018/19			2019/20 Medium Term Revenue & Expenditure Framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2019/20	Budget Year +1 2020/21	Budget Year +2 2021/22
R thousand										
Revenue by Vote	1									
Vote 1 - Council		64 991	73 145	21 399	24 988	27 215	27 215	27 778	6 306	7 589
1.1 - Council General		64 991	73 145	21 399	24 988	27 215	27 215	27 778	6 306	7 589
1.2 - Mayor's Office										
1.3 - Pensioners & Continued Members										
Vote 2 - Municipal Manager		–	12	64	51	122	122	–	–	–
2.1 - Municipal Manager			12							
2.2 - Internal Audit				64	51	122	122			
Vote 3 - Management Services		3 065	2 031	821	584	584	584	1 169	793	796
3.1 - Director: Management Services			1 164	73	60	60	60	60	64	67
3.2 - Communication								–	–	–
3.3 - Legal Services								–	–	–
3.4 - Strategic Services								–	–	–
3.5 - Human Resources		835	865	747	520	520	520	1 105	725	725
3.6 - Info & Communication Technology		2 230						–	–	–
3.7 - Council Support Services		0	2		4	4	4	4	4	4
3.8 - Municipal Court										
Vote 4 - Finance		189 358	231 209	258 911	269 683	277 883	277 883	282 294	298 830	316 655
4.1 - Director: Finance		–			–	–	–	–	–	–
4.2 - Deputy Director: Finance		1 042	1 475	1 550	1 830	1 830	1 830	1 830	1 550	1 550
4.3 - Accounting Services		13 791	23 580	31 989	23 000	31 200	31 200	30 001	31 801	33 709
4.4 - Expenditure & Asset Management		1 363	289	50	29	29	29	25	25	25
4.5 - Revenue		8 500	8 708	10 385	9 760	9 760	9 760	10 210	10 823	11 472
4.6 - Supply Chain Management		106	110	91	65	65	65	158	168	178
4.7 - Data Control		–			–	–	–	–	–	–
4.8 - Assessment Rates		164 554	197 047	214 845	234 998	234 998	234 998	240 070	254 464	269 721
Vote 5 - Community Services		293 898	290 348	323 102	338 690	354 790	354 790	377 322	406 301	438 149
5.1 - Director & Administration		7 482	7 464	8 086	170	346	346	173	193	194
5.2 - Offices & Community Buildings		1 182	1 012	896	1 067	1 267	1 267	943	878	1 025
5.3 - Parks & Townlands, Cemeteries		2 572	3 115	3 728	4 002	4 002	4 002	4 026	4 267	4 522
5.4 - Libraries		129	142	162	6 881	7 410	7 410	7 398	7 613	8 026
5.5 - Sport & Recreation		9 743	10 370	7 942	9 196	8 396	8 396	20 616	7 685	8 077
5.6 - Housing & Social Upliftment		414	350	385	382	1 498	1 498	400	424	450
5.7 - Roads & Stormwater		14 847	12 813	19 912	6 117	11 995	11 995	11 792	4 181	14 687
5.8 - Water		118 583	128 180	125 312	133 326	140 647	140 647	147 753	167 683	168 491
5.9 - Sewerage		77 211	72 399	84 128	100 940	103 266	103 266	95 848	110 040	116 745
5.10 - Refuse		61 733	54 503	72 552	76 610	75 963	75 963	88 372	103 337	115 932
Vote 6 - Economic and Social Development & Tourism		3 471	3 556	2 788	2 226	2 226	2 226	2 635	–	–
6.1 - Director: Economic Development & Planning										
6.2 - Tourism				29						
6.3 - Parking Services		2 292	1 634	458	300	300	300			
6.4 - EPWP		1 179	1 922	2 300	1 926	1 926	1 926	2 635	–	–
6.5 - Social Development										
Vote 7 - Infrastructure & Planning		409 632	393 923	489 799	464 077	448 453	448 453	499 970	558 603	657 106
7.1 - Director: Infrastructure & Planning					–	–	–	100	106	112
7.2 - Deputy Director: Engineering Planning		506	571	120	50	50	50	0	0	0
7.3 - Engineering Services & Housing Development		56 081	41 634	56 973	59 100	43 848	43 848	51 500	41 500	65 840
7.4 - Town Planning		1 480	1 558	2 154	1 089	1 089	1 089	1 250	1 301	1 355
7.5 - Geographical Info System (GIS)					–	–	–	–	–	–
7.6 - Building Control Services		8 170	7 498	8 026	8 383	8 383	8 383	7 505	7 955	8 432
7.7 - Environmental Management Services		9	9	22	0	0	0	20	22	23
7.8 - Electricity		334 747	342 621	380 758	395 354	394 982	394 982	439 444	507 560	581 174
7.9 - Solid Waste Planning & Solid Waste Disposal					–	–	–	–	–	–
7.10 - Property Administration		8 639	32	41 746	100	100	100	150	159	169
Vote 8 - Protection Services		26 927	42 387	40 605	41 896	38 096	38 096	36 429	39 490	41 011
8.1 - Director: Protection Services					–	200	200	–	–	–
8.2 - Traffic		25 490	41 480	37 450	40 624	36 624	36 624	34 069	36 076	38 203
8.3 - Law Enforcement		289	288	278	232	232	232	2 250	2 463	2 697
8.4 - Vehicle testing					–	–	–	–	–	–
8.5 - Fire Brigade		1 147	619	2 877	1 040	1 040	1 040	110	951	111
8.6 - Vehicle Licensing										
8.7 - Special Task Team Unit										
8.8 - Disaster Management										
8.9 - Security Services										
Total Revenue by Vote	2	991 343	1 036 610	1 137 488	1 142 196	1 149 370	1 149 370	1 227 597	1 310 323	1 461 306
Expenditure by Vote	1									
Vote 1 - Council		74 562	42 588	4 303	33 049	37 662	37 662	34 704	36 573	38 541
1.1 - Council General		73 737	41 529	3 601	31 585	36 380	36 380	32 237	33 986	35 828
1.2 - Mayor's Office		817	1 057	702	1 463	1 281	1 281	2 467	2 587	2 712

WC032 Overstrand - Table A3 Budgeted Financial Performance (revenue and expenditure by municipal vote)A

Vote Description	Ref	2015/16	2016/17	2017/18	Current Year 2018/19			2019/20 Medium Term Revenue & Expenditure Framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2019/20	Budget Year +1 2020/21	Budget Year +2 2021/22
R thousand										
1.3 - Pensioners & Continued Members		8	1	0	1	1	1	1	1	1
Vote 2 - Municipal Manager		4 094	3 922	4 542	5 467	5 534	5 534	5 561	5 874	6 209
2.1 - Municipal Manager		2 127	2 021	2 282	2 523	2 523	2 523	2 499	2 640	2 788
2.2 - Internal Audit		1 967	1 901	2 260	2 944	3 011	3 011	3 061	3 234	3 421
Vote 3 - Management Services		38 242	40 697	43 809	52 776	52 695	52 695	54 838	56 708	62 692
3.1 - Director: Management Services		7 323	6 278	7 231	5 468	5 581	5 581	6 263	5 966	6 308
3.2 - Communication		2 099	2 406	1 982	2 877	2 676	2 676	2 912	3 048	3 162
3.3 - Legal Services		2 401	3 260	2 193	2 445	2 438	2 438	2 612	2 754	2 905
3.4 - Strategic Services		1 429	1 550	1 692	1 889	1 889	1 889	2 072	2 162	2 295
3.5 - Human Resources		8 665	9 897	10 435	12 234	12 293	12 293	13 518	14 057	14 880
3.6 - Info & Communication Technology		11 530	12 182	13 762	20 476	20 478	20 478	22 174	23 170	24 243
3.7 - Council Support Services		3 331	3 595	4 411	5 096	5 055	5 055	2 850	2 993	6 195
3.8 - Municipal Court		469	905	2 103	2 292	2 285	2 285	—	—	—
		995						—	—	—
			623					2 436	2 557	2 704
Vote 4 - Finance		63 843	64 984	68 187	78 645	77 345	77 345	87 159	91 853	87 534
4.1 - Director: Finance		2 034	2 100	2 138	2 289	2 289	2 289	2 490	2 479	2 624
4.2 - Deputy Director: Finance		5 868	6 277	7 049	7 947	7 947	7 947	7 993	8 126	8 537
4.3 - Accounting Services		5 486	5 309	6 025	6 202	6 262	6 262	6 390	6 737	7 149
4.4 - Expenditure & Asset Management		10 808	10 497	10 951	12 737	12 126	12 126	13 318	14 012	14 769
4.5 - Revenue		22 849	23 569	25 625	28 586	28 266	28 266	42 779	39 541	45 162
4.6 - Supply Chain Management		7 760	7 702	7 207	9 905	9 426	9 426	10 150	10 684	4 854
4.7 - Data Control		599	612	580	1 382	1 432	1 432	1 407	1 445	1 486
4.8 - Assessment Rates		8 438	8 920	8 612	9 596	9 596	9 596	2 632	8 830	2 953
Vote 5 - Community Services		335 658	328 315	374 350	409 514	410 785	410 785	438 839	469 534	488 961
5.1 - Director & Administration		44 762	25 305	51 158	55 011	51 794	51 794	84 543	86 957	90 841
5.2 - Offices & Community Buildings		5 724	6 232	21 957	7 832	8 707	8 707	21 139	23 637	24 000
5.3 - Parks & Townlands, Cemeteries		19 431	19 913	20 888	25 934	25 034	25 034	26 909	30 646	32 316
5.4 - Libraries		6 797	7 150	7 560	8 751	8 243	8 243	9 073	9 568	10 152
5.5 - Sport & Recreation		12 881	15 885	17 038	32 934	34 939	34 939	23 035	27 288	28 910
5.6 - Housing & Social Upliftment		4 165	4 556	4 972	6 642	7 375	7 375	7 433	7 653	8 104
5.7 - Roads & Stormwater		94 871	83 052	102 282	109 165	110 603	110 603	111 555	119 585	123 521
5.8 - Water		67 335	65 931	58 870	68 493	64 677	64 677	64 836	66 918	69 213
5.9 - Sewerage		48 810	51 577	52 928	55 261	57 548	57 548	53 381	57 428	60 485
5.10 - Refuse		30 882	48 713	36 698	39 491	41 865	41 865	36 935	39 855	41 421
Vote 6 - Economic and Social Development & Tourism		8 905	10 220	10 558	11 752	11 533	11 533	12 421	12 597	13 213
6.1 - Director: Economic Development & Planning		2 922	3 182	3 936	4 955	4 760	4 760	8 389	8 548	9 040
6.2 - Tourism		2 691	3 012	2 848	3 408	3 383	3 383	2 945	2 964	3 071
6.3 - Parking Services		2 074	2 092	428	8	—	—	—	—	—
6.4 - EPWP		1 219	1 934	2 300	1 926	1 926	1 926	—	—	—
6.5 - Social Development				1 045	1 456	1 463	1 463	1 087	1 084	1 102
			0	0		0	0			
Vote 7 - Infrastructure & Planning		356 481	432 211	414 432	456 531	460 506	460 506	531 108	572 279	631 962
7.1 - Director: Infrastructure & Planning		2 348	2 427	2 611	2 664	2 664	2 664	2 759	2 883	2 994
7.2 - Deputy Director: Engineering Planning		32 384	47 283	52 523	56 036	62 111	62 111	66 757	71 971	77 655
7.3 - Engineering Services & Housing Development		13 969	11 147	10 909	27 947	24 054	24 054	34 706	31 536	29 844
7.4 - Town Planning		10 323	8 860	9 453	12 160	12 061	12 061	12 866	13 504	14 154
7.5 - Geographical Info System (GIS)		1 392	1 654	2 257	1 916	1 916	1 916	2 073	2 844	2 321
7.6 - Building Control Services		4 537	4 902	5 435	6 268	6 146	6 146	6 239	6 570	6 912
7.7 - Environmental Management Services		4 756	5 402	5 705	8 540	8 346	8 346	9 448	9 870	10 308
7.8 - Electricity		261 042	313 992	296 310	311 641	311 088	311 088	362 087	397 825	450 034
7.9 - Solid Waste Planning & Solid Waste Disposal		13 779	23 984	27 266	26 728	29 665	29 665	30 810	32 441	34 755
7.10 - Property Administration		11 950	12 559	1 963	2 630	2 454	2 454	3 362	2 834	2 984
Vote 8 - Protection Services		55 942	72 087	73 272	86 511	98 417	98 417	83 272	97 962	103 452
8.1 - Director: Protection Services		2 049	2 061	2 217	2 414	2 620	2 620	2 623	2 452	2 578
8.2 - Traffic		28 030	41 226	37 733	47 202	48 477	48 477	40 044	52 783	55 679
8.3 - Law Enforcement		11 254	12 938	9 881	12 690	13 996	13 996	19 369	20 437	21 537
8.4 - Vehicle testing		370	330	420	416	395	395	491	496	526
8.5 - Fire Brigade		13 354	14 310	21 483	18 000	27 294	27 294	18 935	19 882	21 111
8.6 - Vehicle Licensing		884	935	1 005	1 104	1 089	1 089	1 203	1 275	1 357
8.7 - Special Task Team Unit			288	287	275	189	189	292	301	311
8.8 - Disaster Management				246	298	244	244	316	334	353
8.9 - Security Services					4 113	4 113	4 113			
Total Expenditure by Vote	2	937 727	995 023	993 453	1 134 245	1 154 476	1 154 476	1 247 901	1 343 380	1 432 564
Surplus/(Deficit) for the year	2	53 616	41 587	144 036	7 951	(5 106)	(5 106)	(20 304)	(33 056)	28 742

WC032 Overstrand - Table A4 Budgeted Financial Performance (revenue and expenditure)

Description	Ref	2015/16	2016/17	2017/18	Current Year 2018/19				2019/20 Medium Term Revenue & Expenditure Framework		
R thousand	1	Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Pre-audit outcome	Budget Year 2019/20	Budget Year +1 2020/21	Budget Year +2 2021/22
Revenue By Source											
Property rates	2	164 486	197 104	214 845	234 998	234 998	234 998	–	240 070	254 464	269 721
Service charges - electricity revenue	2	324 599	334 765	349 380	362 784	362 784	362 784	–	398 278	456 672	524 974
Service charges - water revenue	2	114 179	115 070	111 010	116 781	124 781	124 781	–	118 842	125 972	133 531
Service charges - sanitation revenue	2	72 651	66 890	72 064	73 164	76 164	76 164	–	77 810	82 479	87 427
Service charges - refuse revenue	2	61 689	54 389	57 741	60 990	60 990	60 990	–	70 121	79 413	89 945
Rental of facilities and equipment		9 915	11 613	12 324	3 679	3 679	3 679		3 515	3 708	3 921
Interest earned - external investments		12 209	20 347	30 285	21 001	29 201	29 201		28 000	29 680	31 461
Interest earned - outstanding debtors		2 735	2 671	3 022	3 700	3 705	3 705		4 151	4 400	4 664
Dividends received											
Fines, penalties and forfeits		21 682	38 715	32 500	34 965	30 165	30 165		27 317	28 950	30 682
Licences and permits		2 423	2 525	2 527	2 447	2 447	2 447		2 329	2 450	2 578
Agency services		3 211	3 480	4 149	3 726	4 526	4 526		4 726	5 008	5 307
Transfers and subsidies		103 629	114 411	116 421	130 566	118 186	118 186		156 555	157 468	168 542
Other revenue	2	29 653	34 706	38 895	31 427	31 672	31 672	–	35 549	37 496	39 560
Gains on disposal of PPE		7 631	6 242	28 077							
Total Revenue (excluding capital transfers and contributions)		930 691	1 002 928	1 073 241	1 080 228	1 083 298	1 083 298	–	1 167 263	1 268 160	1 392 313
Expenditure By Type											
Employee related costs	2	274 564	302 363	296 536	367 024	374 114	374 114	–	397 991	423 094	448 067
Remuneration of councillors		8 566	9 265	10 138	10 972	10 972	10 972		11 006	11 501	12 020
Debt impairment	3	13 785	22 221	18 013	23 492	23 492	23 492		24 902	26 396	27 979
Depreciation & asset impairment	2	122 909	132 532	134 400	130 362	130 362	130 362	–	131 285	130 830	130 222
Finance charges		46 207	45 913	46 129	47 834	47 834	47 834		51 549	54 249	56 058
Bulk purchases	2	194 620	217 523	225 844	238 588	238 588	238 588	–	275 880	319 000	368 859
Other materials	8	19 605	48 818	38 054	57 602	52 031	52 031		68 202	70 960	71 577
Contracted services		112 447	155 726	167 065	193 637	207 243	207 243	–	205 146	230 738	236 378
Transfers and subsidies		51 090	1 898	1 800	500	500	500	–	500	525	551
Other expenditure	4, 5	93 542	50 631	55 475	64 232	69 339	69 339	–	81 441	76 087	80 852
Loss on disposal of PPE		392	8 133								
Total Expenditure		937 727	995 023	993 453	1 134 245	1 154 476	1 154 476	–	1 247 901	1 343 380	1 432 564
Surplus/(Deficit)		(7 036)	7 906	79 788	(54 017)	(71 179)	(71 179)	–	(80 639)	(75 220)	(40 251)
Transfers and subsidies - capital (monetary allocations) (National / Provincial and District)		60 651	33 681	64 248	61 968	66 072	66 072		60 335	42 164	68 993
Transfers and subsidies - capital (monetary allocations) (National / Provincial Departmental Agencies, Households, Non-profit Institutions, Private Enterprises, Public Corporatons, Higher Educational Institutions)											
Transfers and subsidies - capital (in-kind - all)	6	–	–	–	–	–	–	–	–	–	–
Surplus/(Deficit) after capital transfers & contributions		53 616	41 587	144 036	7 951	(5 106)	(5 106)	–	(20 304)	(33 056)	28 742
Taxation											
Surplus/(Deficit) after taxation		53 616	41 587	144 036	7 951	(5 106)	(5 106)	–	(20 304)	(33 056)	28 742
Attributable to minorities											
Surplus/(Deficit) attributable to municipality		53 616	41 587	144 036	7 951	(5 106)	(5 106)	–	(20 304)	(33 056)	28 742
Share of surplus/ (deficit) of associate	7										
Surplus/(Deficit) for the year		53 616	41 587	144 036	7 951	(5 106)	(5 106)	–	(20 304)	(33 056)	28 742

Vote Description	Ref	2015/16	2016/17	2017/18	Current Year 2018/19				2019/20 Medium Term Revenue & Expenditure Framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Pre-audit outcome	Budget Year 2019/20	Budget Year +1 2020/21	Budget Year +2 2021/22
R thousand	1										
Capital expenditure - Vote											
Multi-year expenditure to be appropriated	2										
Vote 1 - Council		-	-	-	-	-	-	-	-	-	-
Vote 2 - Municipal Manager		-	-	-	-	-	-	-	-	-	-
Vote 3 - Management Services		-	-	-	-	-	-	-	-	-	-
Vote 4 - Finance		-	-	-	-	-	-	-	-	-	-
Vote 5 - Community Services		17 900	53 713	-	64 797	55 774	55 774	-	63 948	75 323	94 324
Vote 6 - Economic and Social Development & Tourism		-	-	-	-	-	-	-	-	-	-
Vote 7 - Infrastructure & Planning		8 501	30 496	-	58 239	54 027	54 027	-	-	32 000	30 000
Vote 8 - Protection Services		-	-	-	500	500	500	-	-	-	-
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]		-	-	-	-	-	-	-	-	-	-
Capital multi-year expenditure sub-total	7	26 401	84 209	-	123 536	110 301	110 301	-	63 948	107 323	124 324
Single-year expenditure to be appropriated	2										
Vote 1 - Council		-	-	-	20	572	572	-	10	-	-
Vote 2 - Municipal Manager		-	-	-	-	-	-	-	-	-	-
Vote 3 - Management Services		3 848	72	6 346	4 086	4 086	4 086	-	-	-	-
Vote 4 - Finance		-	885	-	30	619	619	-	4 095	30 000	30 000
Vote 5 - Community Services		54 342	4 167	80 077	52 403	53 044	53 044	-	80 888	-	-
Vote 6 - Economic and Social Development & Tourism		-	-	-	5 625	1 620	1 620	-	25	-	-
Vote 7 - Infrastructure & Planning		10 246	1 540	16 268	1 100	3 800	3 800	-	69 609	-	-
Vote 8 - Protection Services		295	996	2 517	7 436	706	706	-	13 632	841	-
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]		-	-	-	-	-	-	-	-	-	-
Capital single-year expenditure sub-total		68 732	7 659	105 207	70 701	64 447	64 447	-	168 259	30 841	30 000
Total Capital Expenditure - Vote		95 133	91 868	105 207	194 237	174 748	174 748	-	232 206	138 164	154 324
Capital Expenditure - Functional											
Governance and administration		4 809	957	6 346	6 331	7 472	7 472	-	4 105	30 000	30 000
Executive and council		-	72	-	20	572	572	-	10	-	-
Finance and administration		4 809	885	6 346	6 311	6 900	6 900	-	4 095	30 000	30 000
Internal audit		-	-	-	-	-	-	-	-	-	-
Community and public safety		32 729	14 135	44 053	57 710	54 084	54 084	-	52 142	14 128	39 480
Community and social services		3 169	644	1 929	4 999	5 249	5 249	-	2 330	-	-
Sport and recreation		3 311	1 837	5 427	8 057	8 007	8 007	-	14 855	-	-
Public safety		264	996	2 517	9 186	6 556	6 556	-	13 632	841	-
Housing		25 985	10 658	34 180	35 467	34 271	34 271	-	21 325	13 287	39 480
Health		-	-	-	-	-	-	-	-	-	-
Economic and environmental services		13 226	13 279	12 023	18 821	14 551	14 551	-	29 395	-	8 000
Planning and development		-	1 540	-	5 725	1 720	1 720	-	8 528	-	-
Road transport		13 226	11 739	12 023	13 096	12 831	12 831	-	20 866	-	8 000
Environmental protection		-	-	-	-	-	-	-	-	-	-
Trading services		44 369	63 498	42 786	111 375	98 642	98 642	-	146 565	94 036	76 844
Energy sources		18 237	30 496	16 268	24 772	20 456	20 456	-	33 874	32 000	30 000
Water management		14 232	15 772	3 257	30 077	21 945	21 945	-	43 461	40 075	13 481
Waste water management		11 875	17 217	21 523	54 987	54 744	54 744	-	41 999	21 961	33 363
Waste management		25	12	1 739	1 540	1 497	1 497	-	27 231	-	-
Other											
Total Capital Expenditure - Functional	3	95 133	91 868	105 207	194 237	174 748	174 748	-	232 206	138 164	154 324
Funded by:											
National Government		31 647	25 530	21 786	25 901	30 445	30 445	-	39 010	28 036	29 513
Provincial Government		29 004	7 681	42 481	36 067	35 628	35 628	-	25 125	14 128	39 480
District Municipality		-	-	-	-	-	-	-	-	-	-
Other transfers and grants		743	10 002	4 372	100	100	100	-	-	-	-
Transfers recognised - capital	4	61 394	43 214	68 640	62 068	66 172	66 172	-	64 135	42 164	68 993
Borrowing	6	27 189	35 550	19 199	68 650	53 624	53 624	-	89 013	54 000	50 000
Internally generated funds		6 549	13 104	17 369	63 519	54 952	54 952	-	79 059	42 000	35 331
Total Capital Funding	7	95 133	91 868	105 207	194 237	174 748	174 748	-	232 206	138 164	154 324

WC032 Overstrand - Table A5 Budgeted Capital Expenditure by vote, functional classification and funding

Vote Description	Ref	2015/16	2016/17	2017/18	Current Year 2018/19			2019/20 Medium Term Revenue & Expenditure Framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2019/20	Budget Year +1 2020/21	Budget Year +2 2021/22
R thousand	1									
Capital expenditure - Municipal Vote										
Multi-year expenditure appropriation	2									
Vote 1 - Council		-	-	-	-	-	-	-	-	-
1.1 - Council General										
1.2 - Mayor's Office										
1.3 - Pensioners & Continued Members										
Vote 2 - Municipal Manager		-	-	-	-	-	-	-	-	-
2.1 - Municipal Manager										
2.2 - Internal Audit										
Vote 3 - Management Services		-	-	-	-	-	-	-	-	-
3.1 - Director: Management Services										
3.2 - Communication										
3.3 - Legal Services										
3.4 - Strategic Services										
3.5 - Human Resources										
3.6 - Info & Communication Technology										
3.7 - Council Support Services										
3.8 - Municipal Court										
Vote 4 - Finance		-	-	-	-	-	-	-	-	-
4.1 - Director: Finance										
4.2 - Deputy Director: Finance										
4.3 - Accounting Services										
4.4 - Expenditure & Asset Management										
4.5 - Revenue										
4.6 - Supply Chain Management										
4.7 - Data Control										
4.8 - Assessment Rates										
Vote 5 - Community Services		17 900	53 713	-	64 797	55 774	55 774	63 948	75 323	94 324
5.1 - Director & Administration			644		11 150	11 150	11 150	-	-	-
5.2 - Offices & Community Buildings					-	-	-	-	-	-
5.3 - Parks & Townlands, Cemeteries					500	500	500	-	-	-
5.4 - Libraries		3 031			-	529	529	-	-	-
5.5 - Sport & Recreation		3 314			4 017	4 017	4 017	-	13 287	39 480
5.6 - Housing & Social Upliftment			10 658		-	-	-	-	-	-
5.7 - Roads & Stormwater			11 739		10 034	14 169	14 169	-	4 000	14 506
5.8 - Water		10 594	15 772		22 700	14 029	14 029	43 461	40 075	13 481
5.9 - Sewerage		962	14 887		16 396	11 380	11 380	20 487	17 961	26 857
5.10 - Refuse			12					-	-	-
Vote 6 - Economic and Social Development & Tourism		-	-	-	-	-	-	-	-	-
6.1 - Director: Economic Development & Planning										
6.2 - Tourism										
6.3 - Parking Services										
6.4 - EPWP										
6.5 - Social Development										
Vote 7 - Infrastructure & Planning		8 501	30 496	-	58 239	54 027	54 027	-	32 000	30 000
7.1 - Director: Infrastructure & Planning						-	-	-	-	-
7.2 - Deputy Director: Engineering Planning						-	-	-	-	-
7.3 - Engineering Services & Housing Development					35 467	35 771	35 771	-	-	-
7.4 - Town Planning						-	-	-	-	-
7.5 - Geographical Info System (GIS)						-	-	-	-	-
7.6 - Building Control Services						-	-	-	-	-
7.7 - Environmental Management Services		8 501				-	-	-	-	-
7.8 - Electricity			30 496		22 772	18 256	18 256	-	32 000	30 000
7.9 - Solid Waste Planning & Solid Waste Disposal								-	-	-
7.10 - Property Administration								-	-	-
Vote 8 - Protection Services		-	-	-	500	500	500	-	-	-
8.1 - Director: Protection Services								-	-	-
8.2 - Traffic								-	-	-
8.3 - Law Enforcement								-	-	-
8.4 - Vehicle testing								-	-	-
8.5 - Fire Brigade					500	500	500	-	-	-
8.6 - Vehicle Licensing								-	-	-
8.7 - Special Task Team Unit								-	-	-
8.8 - Disaster Management								-	-	-
8.9 - Security Services								-	-	-
Capital multi-year expenditure sub-total		26 401	84 209	-	123 536	110 301	110 301	63 948	107 323	124 324
Capital expenditure - Municipal Vote										
Single-year expenditure appropriation	2									
Vote 1 - Council		-	-	-	20	572	572	10	-	-
1.1 - Council General								10		
1.2 - Mayor's Office					20	572	572			
1.3 - Pensioners & Continued Members										
Vote 2 - Municipal Manager		-	-	-	-	-	-	-	-	-
2.1 - Municipal Manager										
2.2 - Internal Audit										

Vote 3 - Management Services	3 848	72	6 346	4 086	4 086	4 086	-	-	-
3.1 - Director: Management Services		72		20	20	20			
3.2 - Communication					-	-			
3.3 - Legal Services					-	-			
3.4 - Strategic Services					-	-			
3.5 - Human Resources					-	-			
3.6 - Info & Communication Technology	3 848		6 346	4 066	4 066	4 066			
3.7 - Council Support Services									
3.8 - Municipal Court									
Vote 4 - Finance	-	885	-	30	619	619	4 095	30 000	30 000
4.1 - Director: Finance		885		30	619	619	4 095	30 000	30 000
4.2 - Deputy Director: Finance									
4.3 - Accounting Services									
4.4 - Expenditure & Asset Management									
4.5 - Revenue									
4.6 - Supply Chain Management									
4.7 - Data Control									
4.8 - Assessment Rates									
Vote 5 - Community Services	54 342	4 167	80 077	52 403	53 044	53 044	80 888	-	-
5.1 - Director & Administration	2 982		1 929	6 329	6 050	6 050	830		
5.2 - Offices & Community Buildings				165	165	165			
5.3 - Parks & Townlands, Cemeteries					-	-	1 500		
5.4 - Libraries					-	-			
5.5 - Sport & Recreation	6	1 837	5 427	2 500	2 450	2 450	14 855		
5.6 - Housing & Social Upliftment	25 974		34 180	-	-	-	21 325		
5.7 - Roads & Stormwater	17 297	2 330	12 023	14 195	12 265	12 265	42 378		
5.8 - Water	3 639		3 257	7 377	7 917	7 917			
5.9 - Sewerage	4 432		21 523	21 838	24 198	24 198			
5.10 - Refuse	13		1 739	-	-	-			
Vote 6 - Economic and Social Development & Tourism	-	-	-	5 625	1 620	1 620	25	-	-
6.1 - Director: Economic Development & Planning				5 625	1 620	1 620	25		
6.2 - Tourism									
6.3 - Parking Services									
6.4 - EPWP									
6.5 - Social Development									
Vote 7 - Infrastructure & Planning	10 246	1 540	16 268	1 100	3 800	3 800	69 609	-	-
7.1 - Director: Infrastructure & Planning		1 540		100	100	100	8 503		
7.2 - Deputy Director: Engineering Planning									
7.3 - Engineering Services & Housing Development				1 000	3 500	3 500			
7.4 - Town Planning									
7.5 - Geographical Info System (GIS)									
7.6 - Building Control Services									
7.7 - Environmental Management Services									
7.8 - Electricity	9 734		16 268		200	200	33 874		
7.9 - Solid Waste Planning & Solid Waste Disposal							27 231		
7.10 - Property Administration	512								
Vote 8 - Protection Services	295	996	2 517	7 436	706	706	13 632	841	-
8.1 - Director: Protection Services	295			316	316	316	4 100		
8.2 - Traffic				-	-	-	1 100		
8.3 - Law Enforcement				641	391	391	2 751		
8.4 - Vehicle testing				-	-	-			
8.5 - Fire Brigade		996	2 517	6 480			5 682	841	
8.6 - Vehicle Licensing									
8.7 - Special Task Team Unit									
8.8 - Disaster Management									
8.9 - Security Services									
Capital single-year expenditure sub-total	68 732	7 659	105 207	70 701	64 447	64 447	168 259	30 841	30 000
Total Capital Expenditure	95 133	91 868	105 207	194 237	174 748	174 748	232 206	138 164	154 324

WC032 Overstrand - Table A6 Budgeted Financial Position

Description	Ref	2015/16	2016/17	2017/18	Current Year 2018/19				2019/20 Medium Term Revenue & Expenditure Framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Pre-audit outcome	Budget Year 2019/20	Budget Year +1 2020/21	Budget Year +2 2021/22
R thousand											
ASSETS											
Current assets											
Cash		73 518	89 087	94 453	380 242	489 014	489 014		139 538	107 065	85 211
Call investment deposits	1	101 263	170 728	380 514	–	–	–	–	320 000	330 000	340 000
Consumer debtors	1	57 820	62 129	63 126	78 188	68 994	68 994	–	73 134	77 522	82 173
Other debtors		46 519	47 370	53 220	49 845	53 645	53 645		35 523	33 672	31 630
Current portion of long-term receivables		14	12	10	10	10	10		7	3	1
Inventory	2	28 688	35 438	50 095	15 432	44 732	44 732		30 752	31 492	47 287
Total current assets		307 820	404 764	641 418	523 717	656 395	656 395	–	598 954	579 754	586 301
Non current assets											
Long-term receivables		40	27	20	10	10	10		4	1	–
Investments		29 740	37 982	44 595	50 546	50 546	50 546		57 885	65 460	73 191
Investment property		153 892	155 269	114 846	101 865	114 846	114 846		114 846	114 846	114 846
Investment in Associate											
Property, plant and equipment	3	3 541 376	3 502 661	3 469 468	3 559 712	3 514 506	3 514 506	–	3 615 427	3 622 761	3 646 863
Biological											
Intangible		6 713	6 287	6 699	5 942	6 046	6 046		6 046	6 046	6 046
Other non-current assets											
Total non current assets		3 731 761	3 702 225	3 635 627	3 718 075	3 685 955	3 685 955	–	3 794 208	3 809 113	3 840 946
TOTAL ASSETS		4 039 581	4 106 989	4 277 045	4 241 792	4 342 350	4 342 350	–	4 393 162	4 388 867	4 427 247
LIABILITIES											
Current liabilities											
Bank overdraft	1										
Borrowing	4	26 492	29 580	33 448	38 428	38 428	38 428	–	42 244	47 697	41 512
Consumer deposits		43 943	37 039	38 462	53 152	40 046	40 046		63 074	67 728	72 411
Trade and other payables	4	72 707	85 793	118 879	87 052	103 958	103 958	–	95 207	90 208	74 039
Provisions		26 444	27 795	29 790	36 518	31 670	31 670		33 570	35 584	37 720
Total current liabilities		169 587	180 206	220 580	215 151	214 102	214 102	–	234 096	241 218	225 682
Non current liabilities											
Borrowing		412 402	412 495	408 658	423 677	423 677	423 677	–	455 453	461 756	470 934
Provisions		199 265	217 138	205 051	249 777	221 287	221 287	–	239 095	253 421	268 607
Total non current liabilities		611 666	629 633	613 708	673 454	644 964	644 964	–	694 547	715 177	739 540
TOTAL LIABILITIES		781 253	809 839	834 288	888 605	859 066	859 066	–	928 643	956 394	965 222
NET ASSETS	5	3 258 328	3 297 149	3 442 758	3 353 187	3 483 283	3 483 283	–	3 464 519	3 432 473	3 462 025
COMMUNITY WEALTH/EQUITY											
Accumulated Surplus/(Deficit)		3 256 152	3 293 898	3 439 499	3 349 887	3 479 983	3 479 983		3 461 179	3 429 123	3 458 655
Reserves	4	2 177	3 251	3 259	3 300	3 300	3 300	–	3 340	3 350	3 370
TOTAL COMMUNITY WEALTH/EQUITY	5	3 258 328	3 297 149	3 442 758	3 353 187	3 483 283	3 483 283	–	3 464 519	3 432 473	3 462 025

WC032 Overstrand - Table A7 Budgeted Cash Flows

Description	Ref	2015/16	2016/17	2017/18	Current Year 2018/19				2019/20 Medium Term Revenue & Expenditure Framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Pre-audit outcome	Budget Year 2019/20	Budget Year +1 2020/21	Budget Year +2 2021/22
R thousand											
CASH FLOW FROM OPERATING ACTIVITIES											
Receipts											
Property rates		163 442	195 733	213 851	233 454	233 401	233 401		238 976	253 350	268 590
Service charges		570 606	568 538	589 413	609 686	620 473	620 473		662 020	741 277	832 373
Other revenue		65 164	73 850	75 919	56 317	51 287	51 287		68 922	54 847	57 739
Government - operating	1	103 190	119 507	131 819	130 566	118 186	118 186		156 555	157 468	168 542
Government - capital	1	60 394	33 681	64 248	61 968	66 072	66 072		60 335	42 164	68 993
Interest		14 944	23 018	33 308	24 701	32 906	32 906		32 151	34 080	36 125
Dividends									-	-	-
Payments											
Suppliers and employees		(719 905)	(791 231)	(818 184)	(893 168)	(900 839)	(900 839)		(1 015 471)	(1 121 564)	(1 233 231)
Finance charges		(46 193)	(45 910)	(46 129)	(47 834)	(47 834)	(47 834)		(51 549)	(54 249)	(56 058)
Transfers and Grants	1	(51 090)	(1 898)	(1 800)	(500)	(500)	(500)		(500)	(525)	(551)
NET CASH FROM/(USED) OPERATING ACTIVITIES		160 551	175 288	242 445	175 190	173 153	173 153	-	151 440	106 849	142 522
CASH FLOWS FROM INVESTING ACTIVITIES											
Receipts											
Proceeds on disposal of PPE		845	2 943	81 432	-	-	-		-	-	-
Decrease (Increase) in non-current debtors					-	-	-		-	-	-
Decrease (increase) other non-current receivables		15	15	8	10	10	10		10	7	3
Decrease (increase) in non-current investments		(4 980)	(4 980)	(4 980)	(7 124)	(5 952)	(5 952)		(7 339)	(7 575)	(7 730)
Payments											
Capital assets		(95 133)	(84 505)	(105 207)	(194 237)	(174 748)	(174 748)		(232 206)	(138 164)	(154 324)
NET CASH FROM/(USED) INVESTING ACTIVITIES		(99 253)	(86 528)	(28 747)	(201 351)	(180 689)	(180 689)	-	(239 535)	(145 732)	(162 052)
CASH FLOWS FROM FINANCING ACTIVITIES											
Receipts											
Short term loans									-	-	-
Borrowing long term/refinancing		30 000	30 000	30 000	54 000	54 000	54 000		74 300	54 000	50 000
Increase (decrease) in consumer deposits		2 200	(6 904)	1 423	3 937	1 584	1 584		23 028	4 654	4 682
Payments											
Repayment of borrowing		(23 704)	(26 822)	(29 969)	(33 993)	(34 001)	(34 001)		(38 709)	(42 244)	(47 007)
NET CASH FROM/(USED) FINANCING ACTIVITIES		8 496	(3 727)	1 455	23 944	21 583	21 583	-	58 619	16 410	7 676
NET INCREASE/ (DECREASE) IN CASH HELD											
		69 794	85 034	215 153	(2 217)	14 047	14 047	-	(29 476)	(22 473)	(11 854)
Cash/cash equivalents at the year begin:	2	104 987	174 780	259 815	382 460	474 967	474 967		489 014	459 538	437 065
Cash/cash equivalents at the year end:	2	174 780	259 815	474 967	380 242	489 014	489 014	-	459 538	437 065	425 211

WC032 Overstrand - Table A8 Cash backed reserves/accumulated surplus reconciliation

Description	Ref	2015/16	2016/17	2017/18	Current Year 2018/19				2019/20 Medium Term Revenue & Expenditure Framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Pre-audit outcome	Budget Year 2019/20	Budget Year +1 2020/21	Budget Year +2 2021/22
R thousand											
Cash and investments available											
Cash/cash equivalents at the year end	1	174 780	259 815	474 967	380 242	489 014	489 014	–	459 538	437 065	425 211
Other current investments > 90 days		–	–	0	(0)	(0)	(0)	–	–	–	–
Non current assets - Investments	1	29 740	37 982	44 595	50 546	50 546	50 546	–	57 885	65 460	73 191
Cash and investments available:		204 521	297 796	519 562	430 789	539 560	539 560	–	517 424	502 525	498 401
Application of cash and investments											
Unspent conditional transfers		–	–	–	–	3 800	3 800	–	–	–	–
Unspent borrowing		–	–	–	–	–	–	–	–	–	–
Statutory requirements	2										
Other working capital requirements	3	(30 636)	(20 707)	5 009	(36 964)	(18 462)	(18 462)	–	(12 039)	(17 743)	(36 556)
Other provisions											
Long term investments committed	4	29 740	37 982	44 595	50 546	50 546	50 546	–	57 885	65 460	73 191
Reserves to be backed by cash/investments	5	2 177	3 251	3 259	3 300	3 300	3 300	–	3 340	3 350	3 370
Total Application of cash and investments:		1 281	20 526	52 862	16 883	39 184	39 184	–	49 186	51 067	40 005
Surplus(shortfall)		203 239	277 271	466 700	413 906	500 376	500 376	–	468 237	451 458	458 397

WC032 Overstrand - Table A9 Asset Management

Description	Ref	2015/16	2016/17	2017/18	Current Year 2018/19			2019/20 Medium Term Revenue & Expenditure Framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2019/20	Budget Year +1 2020/21	Budget Year +2 2021/22
R thousand										
CAPITAL EXPENDITURE										
Total New Assets	1	79 249	57 389	75 563	194 237	174 748	174 748	198 276	126 803	121 836
Roads Infrastructure		16 352	2 260	10 003	12 506	12 241	12 241	19 039	–	8 000
Storm water Infrastructure		–	–	255	11 723	14 136	14 136	21 352	4 000	6 506
Electrical Infrastructure		18 237	30 496	15 449	22 772	18 456	18 456	23 551	32 000	26 000
Water Supply Infrastructure		3 772	5 276	627	30 077	21 945	21 945	38 001	37 175	6 700
Sanitation Infrastructure		6 217	5 718	–	34 973	30 777	30 777	14 400	9 500	5 150
Solid Waste Infrastructure		25	8 930	105	–	1 497	1 497	20 300	–	–
Rail Infrastructure		–	–	–	–	–	–	–	–	–
Coastal Infrastructure		–	–	–	–	–	–	–	–	–
Information and Communication Infrastructure		–	–	–	–	–	–	–	–	–
Infrastructure		44 603	52 681	26 438	112 050	99 051	99 051	136 642	82 675	52 356
Community Facilities		29 837	2 212	3 229	16 380	9 995	9 995	11 099	–	–
Sport and Recreation Facilities		–	–	5 427	7 657	7 607	7 607	380	–	–
Community Assets		29 837	2 212	8 656	24 037	17 602	17 602	11 479	–	–
Heritage Assets		–	–	–	–	–	–	–	–	–
Revenue Generating		–	–	–	–	–	–	–	–	–
Non-revenue Generating		–	–	–	–	–	–	–	–	–
Investment properties		–	–	–	–	–	–	–	–	–
Operational Buildings		4 809	2 497	4 372	1 421	2 009	2 009	8 831	–	–
Housing		–	–	34 180	35 467	34 271	34 271	21 325	13 287	39 480
Other Assets		4 809	2 497	38 552	36 888	36 281	36 281	30 155	13 287	39 480
Biological or Cultivated Assets		–	–	–	–	–	–	–	–	–
Servitudes		–	–	–	–	–	–	–	–	–
Licences and Rights		–	–	–	–	–	–	–	–	–
Intangible Assets		–	–	–	–	–	–	–	–	–
Computer Equipment		–	–	1 593	4 136	4 136	4 136	3 950	–	–
Furniture and Office Equipment		–	–	205	215	215	215	280	–	–
Machinery and Equipment		–	–	119	1 566	1 566	1 566	900	–	–
Transport Assets		–	–	–	15 345	15 897	15 897	14 870	30 841	30 000
Land		–	–	–	–	–	–	–	–	–
Zoo's, Marine and Non-biological Animals		–	–	–	–	–	–	–	–	–
Total Renewal of Existing Assets	2	15 884	34 479	29 644	–	–	–	6 570	4 900	9 781
Roads Infrastructure		–	11 809	2 020	–	–	–	10	–	–
Storm water Infrastructure		–	–	10 677	–	–	–	–	–	–
Electrical Infrastructure		–	–	819	–	–	–	–	–	–
Water Supply Infrastructure		10 460	10 496	2 629	–	–	–	2 560	2 900	6 781
Sanitation Infrastructure		2 531	9 169	10 591	–	–	–	4 000	2 000	3 000
Solid Waste Infrastructure		–	1 740	1 634	–	–	–	–	–	–
Rail Infrastructure		–	–	–	–	–	–	–	–	–
Coastal Infrastructure		–	–	–	–	–	–	–	–	–
Information and Communication Infrastructure		–	–	–	–	–	–	–	–	–
Infrastructure		12 992	33 214	28 370	–	–	–	6 570	4 900	9 781
Community Facilities		2 893	1 265	1 217	–	–	–	–	–	–
Sport and Recreation Facilities		–	–	–	–	–	–	–	–	–
Community Assets		2 893	1 265	1 217	–	–	–	–	–	–
Heritage Assets		–	–	–	–	–	–	–	–	–
Revenue Generating		–	–	–	–	–	–	–	–	–
Non-revenue Generating		–	–	–	–	–	–	–	–	–
Investment properties		–	–	–	–	–	–	–	–	–
Operational Buildings		–	–	–	–	–	–	–	–	–
Housing		–	–	–	–	–	–	–	–	–
Other Assets		–	–	–	–	–	–	–	–	–
Biological or Cultivated Assets		–	–	–	–	–	–	–	–	–
Servitudes		–	–	–	–	–	–	–	–	–
Licences and Rights		–	–	–	–	–	–	–	–	–
Intangible Assets		–	–	–	–	–	–	–	–	–
Computer Equipment		–	–	–	–	–	–	–	–	–
Furniture and Office Equipment		–	–	–	–	–	–	–	–	–
Machinery and Equipment		–	–	57	–	–	–	–	–	–
Transport Assets		–	–	–	–	–	–	–	–	–
Land		–	–	–	–	–	–	–	–	–
Zoo's, Marine and Non-biological Animals		–	–	–	–	–	–	–	–	–
Total Upgrading of Existing Assets	6	–	–	–	–	–	–	27 360	6 461	22 707
Roads Infrastructure		–	–	–	–	–	–	–	–	–
Storm water Infrastructure		–	–	–	–	–	–	160	–	–
Electrical Infrastructure		–	–	–	–	–	–	9 750	–	4 000
Water Supply Infrastructure		–	–	–	–	–	–	2 900	–	–
Sanitation Infrastructure		–	–	–	–	–	–	–	6 461	18 707
Solid Waste Infrastructure		–	–	–	–	–	–	1 000	–	–
Rail Infrastructure		–	–	–	–	–	–	–	–	–
Coastal Infrastructure		–	–	–	–	–	–	–	–	–
Information and Communication Infrastructure		–	–	–	–	–	–	–	–	–
Infrastructure		–	–	–	–	–	–	13 810	6 461	22 707
Community Facilities		–	–	–	–	–	–	–	–	–
Sport and Recreation Facilities		–	–	–	–	–	–	13 450	–	–
Community Assets		–	–	–	–	–	–	13 450	–	–
Heritage Assets		–	–	–	–	–	–	–	–	–
Revenue Generating		–	–	–	–	–	–	–	–	–
Non-revenue Generating		–	–	–	–	–	–	–	–	–
Investment properties		–	–	–	–	–	–	–	–	–
Operational Buildings		–	–	–	–	–	–	100	–	–
Housing		–	–	–	–	–	–	–	–	–
Other Assets		–	–	–	–	–	–	100	–	–
Biological or Cultivated Assets		–	–	–	–	–	–	–	–	–
Servitudes		–	–	–	–	–	–	–	–	–
Licences and Rights		–	–	–	–	–	–	–	–	–
Intangible Assets		–	–	–	–	–	–	–	–	–
Computer Equipment		–	–	–	–	–	–	–	–	–
Furniture and Office Equipment		–	–	–	–	–	–	–	–	–
Machinery and Equipment		–	–	–	–	–	–	–	–	–

Transport Assets		-	-	-	-	-	-	-	-	-
Land		-	-	-	-	-	-	-	-	-
Zoo's, Marine and Non-biological Animals		-	-	-	-	-	-	-	-	-
Total Capital Expenditure	4	95 133	91 868	105 207	194 237	174 748	174 748	232 206	138 164	154 324
Roads Infrastructure		16 352	14 069	12 023	12 506	12 241	12 241	19 049	-	8 000
Storm water Infrastructure		-	-	10 932	11 723	14 136	14 136	21 512	4 000	6 506
Electrical Infrastructure		18 237	30 496	16 268	22 772	18 456	18 456	33 301	32 000	30 000
Water Supply Infrastructure		14 232	15 772	3 257	30 077	21 945	21 945	43 461	40 075	13 481
Sanitation Infrastructure		8 748	14 887	10 591	34 973	30 777	30 777	18 400	17 961	26 857
Solid Waste Infrastructure		25	10 670	1 739	-	1 497	1 497	21 300	-	-
Rail Infrastructure		-	-	-	-	-	-	-	-	-
Coastal Infrastructure		-	-	-	-	-	-	-	-	-
Information and Communication Infrastructure		-	-	-	-	-	-	-	-	-
Infrastructure		57 595	85 895	54 809	112 050	99 051	99 051	157 022	94 036	84 844
Community Facilities		32 729	3 477	4 446	16 380	9 995	9 995	11 099	-	-
Sport and Recreation Facilities		-	-	5 427	7 657	7 607	7 607	13 830	-	-
Community Assets		32 729	3 477	9 873	24 037	17 602	17 602	24 929	-	-
Heritage Assets		-	-	-	-	-	-	-	-	-
Revenue Generating		-	-	-	-	-	-	-	-	-
Non-revenue Generating		-	-	-	-	-	-	-	-	-
Investment properties		-	-	-	-	-	-	-	-	-
Operational Buildings		4 809	2 497	4 372	1 421	2 009	2 009	8 931	-	-
Housing		-	-	34 180	35 467	34 271	34 271	21 325	13 287	39 480
Other Assets		4 809	2 497	38 552	36 888	36 281	36 281	30 255	13 287	39 480
Biological or Cultivated Assets		-	-	-	-	-	-	-	-	-
Servitudes		-	-	-	-	-	-	-	-	-
Licences and Rights		-	-	-	-	-	-	-	-	-
Intangible Assets		-	-	-	-	-	-	-	-	-
Computer Equipment		-	-	1 593	4 136	4 136	4 136	3 950	-	-
Furniture and Office Equipment		-	-	205	215	215	215	280	-	-
Machinery and Equipment		-	-	176	1 566	1 566	1 566	900	-	-
Transport Assets		-	-	-	15 345	15 897	15 897	14 870	30 841	30 000
Land		-	-	-	-	-	-	-	-	-
Zoo's, Marine and Non-biological Animals		-	-	-	-	-	-	-	-	-
TOTAL CAPITAL EXPENDITURE - Asset class		95 133	91 868	105 207	194 237	174 748	174 748	232 206	138 164	154 324
ASSET REGISTER SUMMARY - PPE (WDV)	5	3 701 981	3 664 217	3 601 891	3 667 519	3 635 398	3 635 398	3 736 319	3 743 653	3 767 755
Roads Infrastructure		1 267 105	1 239 685	1 256 188	1 211 279	1 033 700	1 033 700	1 018 658	984 950	959 682
Storm water Infrastructure		29 766	46 217	30 324	-	210 095	210 095	225 563	223 525	224 000
Electrical Infrastructure		533 176	534 751	523 456	522 493	516 762	516 762	524 897	531 738	536 586
Water Supply Infrastructure		518 431	505 838	481 367	491 635	475 850	475 850	491 809	504 683	491 123
Sanitation Infrastructure		378 863	376 119	367 433	399 436	383 450	383 450	385 380	386 937	397 591
Solid Waste Infrastructure		-	-	-	27 169	25 518	25 518	44 570	42 373	40 190
Rail Infrastructure		-	-	-	-	-	-	-	-	-
Coastal Infrastructure		-	-	-	-	-	-	-	-	-
Information and Communication Infrastructure		-	-	-	-	-	-	-	-	-
Infrastructure		2 727 341	2 702 611	2 658 767	2 652 012	2 645 375	2 645 375	2 690 878	2 674 206	2 649 173
Community Assets		-	617 193	627 042	-	-	-	-	-	-
Heritage Assets		124 182	124 182	124 182	124 182	124 182	124 182	124 182	124 182	124 182
Investment properties		153 892	155 269	114 846	101 865	114 846	114 846	114 846	114 846	114 846
Other Assets		689 853	58 676	70 355	709 652	666 561	666 561	709 083	709 901	737 191
Biological or Cultivated Assets		-	-	-	-	-	-	-	-	-
Intangible Assets		6 713	6 287	6 699	5 942	6 046	6 046	6 046	6 046	6 046
Computer Equipment		-	-	-	-	-	-	-	-	-
Furniture and Office Equipment		-	-	-	10 265	11 294	11 294	13 217	11 201	9 526
Machinery and Equipment		-	-	-	6 778	4 487	4 487	4 671	4 074	3 623
Transport Assets		-	-	-	56 822	62 607	62 607	73 396	99 196	123 167
Land		-	-	-	-	-	-	-	-	-
Zoo's, Marine and Non-biological Animals		-	-	-	-	-	-	-	-	-
TOTAL ASSET REGISTER SUMMARY - PPE (WDV)	5	3 701 981	3 664 217	3 601 891	3 667 519	3 635 398	3 635 398	3 736 319	3 743 653	3 767 755
EXPENDITURE OTHER ITEMS	7	232 287	253 258	290 070	355 575	362 321	362 321	327 021	334 261	345 512
Depreciation	3	122 909	132 463	130 034	130 362	130 362	130 362	131 285	130 830	130 222
Repairs and Maintenance by Asset Class		109 377	120 795	160 036	225 212	231 959	231 959	195 736	203 431	215 290
Roads Infrastructure		45 521	55 545	53 229	63 374	63 890	63 890	62 874	68 397	72 481
Storm water Infrastructure		5 260	6 392	6 017	6 786	6 786	6 786	6 445	7 725	8 160
Electrical Infrastructure		16 972	17 747	17 645	23 747	23 747	23 747	36 347	28 078	29 512
Water Supply Infrastructure		18 056	16 489	15 014	19 104	19 104	19 104	16 935	17 994	19 901
Sanitation Infrastructure		11 512	11 672	13 051	13 642	15 442	15 442	10 041	11 865	12 580
Solid Waste Infrastructure		2 516	2 546	12 946	23 038	24 113	24 113	2 164	2 457	2 251
Rail Infrastructure		-	-	-	-	-	-	-	-	-
Coastal Infrastructure		-	-	-	-	-	-	189	210	222
Information and Communication Infrastructure		-	-	-	-	-	-	40	42	44
Infrastructure		99 836	110 392	117 901	149 690	153 082	153 082	135 035	136 768	145 151
Community Facilities		-	4 867	12 289	27 714	28 033	28 033	33 623	39 273	41 430
Sport and Recreation Facilities		-	-	-	13 304	13 354	13 354	5 686	6 760	7 158
Community Assets		-	4 867	12 289	41 017	41 387	41 387	39 309	46 033	48 588
Heritage Assets		-	-	-	-	-	-	-	-	-
Revenue Generating		-	-	-	-	-	-	-	-	-
Non-revenue Generating		-	-	-	-	-	-	-	-	-
Investment properties		-	-	-	-	-	-	-	-	-
Operational Buildings		9 541	-	-	12 497	12 597	12 597	2 117	3 094	3 272
Housing		-	-	-	-	-	-	-	-	-
Other Assets		9 541	-	-	12 497	12 597	12 597	2 117	3 094	3 272
Biological or Cultivated Assets		-	-	-	-	-	-	-	-	-
Servitudes		-	-	-	-	-	-	-	-	-
Licences and Rights		-	-	-	-	-	-	5 653	5 978	6 323
Intangible Assets		-	-	-	-	-	-	5 653	5 978	6 323
Computer Equipment		-	5 536	5 207	5 387	5 387	5 387	1 193	1 260	1 330
Furniture and Office Equipment		-	-	17 919	16 622	19 507	19 507	431	458	486
Machinery and Equipment		-	-	6 719	-	-	-	11 999	9 841	10 140
Transport Assets		-	-	-	-	-	-	-	-	-
Land		-	-	-	-	-	-	-	-	-
Zoo's, Marine and Non-biological Animals		-	-	-	-	-	-	-	-	-
TOTAL EXPENDITURE OTHER ITEMS		232 287	253 258	290 070	355 575	362 321	362 321	327 021	334 261	345 512

WC032 Overstrand - Table A10 Basic service delivery measurement

Description	Ref	2015/16	2016/17	2017/18	Current Year 2018/19			2019/20 Medium Term Revenue & Expenditure Framework		
		Outcome	Outcome	Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2019/20	Budget Year +1 2020/21	Budget Year +2 2021/22
Household service targets	1									
Water:										
Piped water inside dwelling		32 544	34 449	33 736	30 209	30 209	30 209	29 174	30 049	30 950
Piped water inside yard (but not in dwelling)		—	—	—	—	—	—	—	—	—
Using public tap (at least min.service level)	2	3 106	3 067	3 006	2 817	2 817	2 817	3 052	3 144	3 238
Other water supply (at least min.service level)	4	—	—	—	—	—	—	—	—	—
<i>Minimum Service Level and Above sub-total</i>		35 650	37 516	36 742	33 026	33 026	33 026	32 226	33 193	34 188
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>		—	—	—	—	—	—	—	—	—
Total number of households	5	35 650	37 516	36 742	33 026	33 026	33 026	32 226	33 193	34 188
Sanitation/sewerage:										
Flush toilet (connected to sewerage)		28 183	28 841	23 023	29 706	29 706	29 706	29 165	30 040	30 941
Flush toilet (with septic tank)		—	—	8 891	—	—	—	—	—	—
Chemical toilet		—	—	—	—	—	—	—	—	—
Pit toilet (ventilated)		—	—	—	—	—	—	—	—	—
Other toilet provisions (> min.service level)		—	—	—	—	—	—	—	—	—
<i>Minimum Service Level and Above sub-total</i>		28 183	28 841	31 915	29 706	29 706	29 706	29 165	30 040	30 941
Bucket toilet		—	—	—	—	—	—	—	—	—
Other toilet provisions (< min.service level)		—	—	—	—	—	—	—	—	—
No toilet provisions		—	—	—	—	—	—	—	—	—
<i>Below Minimum Service Level sub-total</i>		—	—	—	—	—	—	—	—	—
Total number of households	5	28 183	28 841	31 915	29 706	29 706	29 706	29 165	30 040	30 941
Energy:										
Electricity (at least min.service level)		6 565	6 356	5 653	5 370	5 370	5 370	5 624	5 380	5 136
Electricity - prepaid (min.service level)		17 810	18 530	20 935	22 191	22 191	22 191	20 867	21 232	21 606
<i>Minimum Service Level and Above sub-total</i>		24 375	24 886	26 588	27 561	27 561	27 561	26 491	26 612	26 742
Electricity (< min.service level)		—	—	—	—	—	—	—	—	—
Electricity - prepaid (< min. service level)		—	—	—	—	—	—	—	—	—
Other energy sources		—	—	—	—	—	—	—	—	—
<i>Below Minimum Service Level sub-total</i>		—	—	—	—	—	—	—	—	—
Total number of households	5	24 375	24 886	26 588	27 561	27 561	27 561	26 491	26 612	26 742
Refuse:										
Removed at least once a week		31 132	32 029	34 923	32 990	32 990	32 990	32 695	33 676	34 686
<i>Minimum Service Level and Above sub-total</i>		31 132	32 029	34 923	32 990	32 990	32 990	32 695	33 676	34 686
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>		—	—	—	—	—	—	—	—	—
Total number of households	5	31 132	32 029	34 923	32 990	32 990	32 990	32 695	33 676	34 686
Households receiving Free Basic Service	7									
Water (6 kilolitres per household per month)		7 512	7 418	7 385	7 400	7 400	7 400	8 300	8 700	9 200
Sanitation (free minimum level service)		7 512	7 418	7 385	7 400	7 400	7 400	8 300	8 700	9 200
Electricity/other energy (50kwh per household per month)		7 512	7 418	7 385	7 400	7 400	7 400	8 300	8 700	9 200
Refuse (removed at least once a week)		7 512	7 418	7 385	7 400	7 400	7 400	8 300	8 700	9 200
Cost of Free Basic Services provided - Formal Settlements (R'000)	8									
Water (6 kilolitres per indigent household per month)		1 320	1 726	2 132	14 612	14 612	14 612	14 234	18 603	20 145
Sanitation (free sanitation service to indigent households)		—	—	—	15 697	15 697	15 697	17 938	23 495	25 498
Electricity/other energy (50kwh per indigent household per month)		2 215	3 448	4 681	33 723	33 723	33 723	33 656	45 379	50 690
Refuse (removed once a week for indigent households)		—	—	—	15 223	15 223	15 223	18 220	23 890	25 952
Cost of Free Basic Services provided - Informal Formal Settlements (R'000)		—	—	—	—	—	—	—	—	—
Total cost of FBS provided		3 535	5 174	6 813	79 256	79 256	79 256	84 049	111 366	122 286
Highest level of free service provided per household										
Property rates (R value threshold)		220 000	220 000	220 000	220 000	220 000	220 000	220 000	220 000	220 000
Water (kilolitres per household per month)		6	6	6	6	6	6	6	6	6
Sanitation (kilolitres per household per month)		4	4	4	4	4	4	4	4	4
Sanitation (Rand per household per month)		65	69	73	78	78	78	82	87	92
Electricity (kwh per household per month)		50	50	50	50	50	50	50	50	50
Refuse (average litres per week)		210	210	210	210	210	210	210	210	210
Revenue cost of subsidised services provided (R'000)	9									
Property rates (tariff adjustment) (impermissible values per section 17 of MPRA)		1 947	2 135	—	—	—	—	—	—	—
Property rates exemptions, reductions and rebates and impermissible values in excess of section 17 of MPRA		39 791	48 431	51 711	50 983	50 983	50 983	54 042	57 285	60 550
Water (in excess of 6 kilolitres per indigent household per month)		—	—	—	779	779	779	250	250	250
Sanitation (in excess of free sanitation service to indigent households)		—	—	—	318	318	318	—	—	—
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		—	—	—	—	—	—	—	—	—
Total revenue cost of subsidised services provided	6	41 738	50 566	51 711	52 080	52 080	52 080	54 292	57 535	60 800

WC032 Overstrand - Supporting Table SA1 Supporting detail to 'Budgeted Financial Performance'

Description	Ref	2015/16	2016/17	2017/18	Current Year 2018/19				2019/20 Medium Term Revenue & Expenditure Framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Pre-audit outcome	Budget Year 2019/20	Budget Year +1 2020/21	Budget Year +2 2021/22
R thousand											
REVENUE ITEMS:											
Property rates	6										
Total Property Rates		204 277	245 535	266 556	285 982	285 982	285 982		294 112	311 749	330 271
<i>less Revenue Foregone (exemptions, reductions and rebates and impermissible values in excess of section 17 of MPRA)</i>		39 791	48 431	51 711	50 983	50 983	50 983		54 042	57 285	60 550
Net Property Rates		164 486	197 104	214 845	234 998	234 998	234 998	–	240 070	254 464	269 721
Service charges - electricity revenue	6										
Total Service charges - electricity revenue		326 815	338 213	354 061	396 507	396 507	396 507		431 934	502 050	575 664
<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>		2 215	3 448	4 681	33 723	33 723	33 723		33 656	45 379	50 690
Net Service charges - electricity revenue		324 599	334 765	349 380	362 784	362 784	362 784	–	398 278	456 672	524 974
Service charges - water revenue	6										
Total Service charges - water revenue		115 499	116 796	113 142	132 172	140 172	140 172		133 326	144 825	153 926
<i>less Revenue Foregone (in excess of 6 kilolitres per indigent household per month)</i>					779	779	779		250	250	250
<i>less Cost of Free Basis Services (6 kilolitres per indigent household per month)</i>		1 320	1 726	2 132	14 612	14 612	14 612		14 234	18 603	20 145
Net Service charges - water revenue		114 179	115 070	111 010	116 781	124 781	124 781	–	118 842	125 972	133 531
Service charges - sanitation revenue	6										
Total Service charges - sanitation revenue		72 651	66 890	72 064	89 179	92 179	92 179		95 749	105 973	112 925
<i>less Revenue Foregone (in excess of free sanitation service to indigent households)</i>					318	318	318				
<i>less Cost of Free Basis Services (free sanitation service to indigent households)</i>		–	–	–	15 697	15 697	15 697		17 938	23 495	25 498
Net Service charges - sanitation revenue		72 651	66 890	72 064	73 164	76 164	76 164	–	77 810	82 479	87 427
Service charges - refuse revenue	6										
Total refuse removal revenue		61 689	54 389	57 741	76 212	76 212	76 212		88 341	103 303	115 896
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>		–	–	–	15 223	15 223	15 223		18 220	23 890	25 952
Net Service charges - refuse revenue		61 689	54 389	57 741	60 990	60 990	60 990	–	70 121	79 413	89 945
Other Revenue by source	3										
Building Plan Approval		8 057			8 668	8 668	8 668				
Camping Fees					6 473	6 473	6 473				
Gains					2 000	2 000	2 000				
Collection Charges		2 811			3 800	3 800	3 800				
Development Charges		7 486			2 475	2 475	2 475				
Parking Fees					420	420	420				
Management Fees					976	976	976				
Registration Fees					697	697	697				
Clearance Certificates		484			500	500	500				
Fire Services					1 000	1 000	1 000				
Administrative Handling Fees					250	250	250				
OTHER		10 814	34 706	38 895	4 169	4 413	4 413		35 549	37 496	39 560
Total 'Other' Revenue	1	29 653	34 706	38 895	31 427	31 672	31 672	–	35 549	37 496	39 560
EXPENDITURE ITEMS:											
Employee related costs	2										
Basic Salaries and Wages		183 952	302 363	296 536	236 060	233 308	233 308		383 232	407 450	431 484
Pension and UIF Contributions		29 587			39 574	36 976	36 976				
Medical Aid Contributions		9 829			13 679	12 091	12 091				
Overtime		15 732			23 606	30 672	30 672				
Performance Bonus					210	210	210				
Motor Vehicle Allowance		7 222			8 203	8 203	8 203				
Cellphone Allowance		1 582			2 243	2 243	2 243				
Housing Allowances		4 608			2 542	2 542	2 542				
Other benefits and allowances		11 569			26 983	29 329	29 329				
Payments in lieu of leave		1 815			1 062	1 162	1 162		1 125	1 193	1 264
Long service awards		2 288			1 946	2 612	2 612		2 062	2 186	2 317
Post-retirement benefit obligations		6 381			10 916	14 766	14 766		11 571	12 266	13 002
Less: Employees costs capitalised to PPE	5	274 564	302 363	296 536	367 024	374 114	374 114	–	397 991	423 094	448 067
Total Employee related costs	1	274 564	302 363	296 536	367 024	374 114	374 114	–	397 991	423 094	448 067
Contributions recognised - capital											
<i>List contributions by contract</i>											
Total Contributions recognised - capital		–	–	–	–	–	–	–	–	–	–
Depreciation & asset impairment	10										
Depreciation of Property, Plant & Equipment		122 909	132 532	134 400	130 362	130 362	130 362		130 562	130 194	129 698
Lease amortisation									723	636	523
Capital asset impairment											
Depreciation resulting from revaluation of PPE											
Total Depreciation & asset impairment	1	122 909	132 532	134 400	130 362	130 362	130 362	–	131 285	130 830	130 222
Bulk purchases											
Electricity Bulk Purchases		194 620	217 523	225 844	238 588	238 588	238 588		275 880	319 000	368 859

Water Bulk Purchases											
Total bulk purchases	1	194 620	217 523	225 844	238 588	238 588	238 588	–	275 880	319 000	368 859
Transfers and grants											
Cash transfers and grants		50 757	1 898	1 800	500	500	500	–	500	525	551
Non-cash transfers and grants		333	–	–	–	–	–	–	–	–	–
Total transfers and grants	1	51 090	1 898	1 800	500	500	500	–	500	525	551
Contracted services											
Sewerage Services		23 944			47 972	47 972	47 972				
Maintenance of Unspecified Assets		16 105			40 038	40 038	40 038				
Infrastructure and Planning		6 892			13 413	13 413	13 413				
Maintenance of Buildings and Facilities		14 014			12 199	12 199	12 199				
Business and Advisory		2 313			1 641	1 926	1 926				
Haulage		5 021			7 855	7 855	7 855				
Litter Picking and Street Cleaning		6 652			7 370	7 370	7 370				
Mini Dumping Sites		2 494			8 342	8 342	8 342				
Legal Cost		5 477			3 189	4 305	4 305				
Security Services		4 349			7 089	7 089	7 089				
Traffic Fines Management		2 130			4 419	4 419	4 419				
Safeguard and Security		4 990			5 639	5 639	5 639				
Chipping		2 301			3 355	3 355	3 355				
Meter Management		4 033			2 430	2 430	2 430				
Maintenance of Equipment		2 474			2 258	2 258	2 258				
Management of Informal Settlements					2 169	2 169	2 169				
Laboratory Services		1 653			2 141	2 141	2 141				
Clearing and Grass Cutting Services					1 803	1 803	1 803				
Swimming Supervision					1 562	1 562	1 562				
Refuse Removal					1 012	1 012	1 012				
Event Promoters					632	632	632				
Connection/Dis-connection					716	716	716				
Outsourced Services					861	861	861	87 702	94 254	98 914	
Consultants and Professional Services					664	664	664	28 071	35 812	31 397	
Contractors		7 605	155 726	167 065	14 869	27 074	27 074	89 373	100 672	106 067	
sub-total	1	112 447	155 726	167 065	193 637	207 243	207 243	–	205 146	230 738	236 378
Allocations to organs of state:											
Electricity											
Water											
Sanitation											
Other											
Total contracted services		112 447	155 726	167 065	193 637	207 243	207 243	–	205 146	230 738	236 378
Other Expenditure By Type											
Collection costs						–	–	6 289	6 716	7 171	
Contributions to 'other' provisions						–	–	3 914	4 148	4 397	
Consultant fees						–	–				
Audit fees		4 277			5 088	5 088	5 088	5 088	5 398	5 700	
General expenses	3	83 873	50 631	55 475	61	(2 345)	(2 345)	52 636	45 886	49 018	
External Computer Service					8 962	8 962	8 962	8 898	9 398	9 930	
Municipal Services					6 022	6 022	6 022				
Commission		1 019			5 764	5 764	5 764				
Communication					6 213	6 193	6 193				
Professional Bodies, Membership and Subscription					3 639	3 639	3 639				
Insurance Underwriting		2 088			3 400	3 400	3 400				
Contribution to Provisions					3 714	11 267	11 267				
Uniform and Protective Clothing					3 082	3 082	3 082				
Advertising, Publicity and Marketing		2 284			2 712	2 712	2 712				
Skills Development Fund Levy					2 941	2 941	2 941	3 190	3 349	3 374	
OPERATING LEASES					1 365	1 351	1 351	1 427	1 193	1 261	
Workmen's Compensation Fund					1 791	1 791	1 791				
Bank Charges, Facility and Card Fees					1 446	1 446	1 446				
Travel and Subsistence					1 265	1 264	1 264				
Assets less than the Capitalisation Threshold					932	927	927				
Vehicle Tracking					1 021	1 021	1 021				
Bursaries (Employees)					1 301	1 301	1 301				
Printing, Publications and Books					896	896	896				
Levies Paid - Water Resource Management Charges					992	992	992				
Remuneration to Ward Committees					688	688	688				
Hire Charges					565	565	565				
Wet Fuel					371	371	371				
Total 'Other' Expenditure	1	93 542	50 631	55 475	64 232	69 339	69 339	–	81 441	76 087	80 852
by Expenditure Item	8										
Employee related costs		38 175	50 261	53 689	100 740	100 740	100 740	97 025	102 799	109 322	
Other materials		14 541	3 500	30 000	16 024	16 154	16 154	13 989	17 561	18 595	
Contracted Services		30 494	36 145	67 791	82 917	86 649	86 649	65 672	72 990	76 702	
Other Expenditure		26 167	30 890	8 555	25 531	28 416	28 416	19 049	10 081	10 671	
Total Repairs and Maintenance Expenditure	9	109 377	120 795	160 036	225 212	231 959	231 959	–	195 736	203 431	215 290

WC032 Overstrand - Supporting Table SA2 Matrix Financial Performance Budget (revenue source/expenditure type and dept.)

Description	Ref	Vote 1 - Council	Vote 2 - Municipal Manager	Vote 3 - Management Services	Vote 4 - Finance	Vote 5 - Community Services	Vote 6 - Economic and Social Development & Tourism	Vote 7 - Infrastructure & Planning	Vote 8 - Protection Services	Total
R thousand	1									
Revenue By Source										
Property rates		-	-	-	240 070	-	-	-	-	240 070
Service charges - electricity revenue		-	-	-	130	-	-	398 148	-	398 278
Service charges - water revenue		-	-	-	450	118 392	-	-	-	118 842
Service charges - sanitation revenue		-	-	-	-	77 810	-	-	0	77 810
Service charges - refuse revenue		-	-	-	-	70 121	-	-	-	70 121
Rental of facilities and equipment		-	-	-	-	3 515	-	0	-	3 515
Interest earned - external investments		-	-	-	28 000	-	-	-	-	28 000
Interest earned - outstanding debtors		-	-	-	4 151	0	-	-	-	4 151
Dividends received		-	-	-	-	-	-	-	-	-
Fines, penalties and forfeits		-	-	-	30	114	-	132	27 041	27 317
Licences and permits		-	-	-	-	331	-	-	1 998	2 329
Agency services		-	-	-	-	26	-	-	4 700	4 726
Other revenue		130	-	489	7 633	17 073	-	9 534	690	35 549
Transfers and subsidies		27 648	-	680	1 830	57 931	2 635	63 831	2 000	156 555
Gains on disposal of PPE		-	-	-	-	-	-	-	-	-
Total Revenue (excluding capital transfers and contribution)		27 778	-	1 169	282 294	345 312	2 635	471 645	36 429	1 167 263
Expenditure By Type										
Employee related costs		15 979	5 023	25 883	54 313	176 775	9 157	62 822	48 039	397 991
Remuneration of councillors		11 006	-	-	-	-	-	-	-	11 006
Debt impairment		-	-	-	148	445	-	148	24 160	24 902
Depreciation & asset impairment		3	11	1 565	128	103 663	23	25 590	301	131 285
Finance charges		-	-	-	82	34 349	-	17 118	-	51 549
Bulk purchases		-	-	-	-	-	-	275 880	-	275 880
Other materials		43	30	628	475	30 467	947	35 287	326	68 202
Contracted services		314	244	8 516	11 331	86 066	1 072	89 228	8 375	205 146
Transfers and subsidies		500	-	-	-	-	-	-	-	500
Other expenditure		6 859	252	18 246	20 681	7 074	1 221	25 035	2 072	81 441
Loss on disposal of PPE		-	-	-	-	-	-	-	-	-
Total Expenditure		34 704	5 561	54 838	87 159	438 839	12 421	531 108	83 272	1 247 901
Surplus/(Deficit)		(6 926)	(5 561)	(53 669)	195 136	(93 527)	(9 786)	(59 463)	(46 843)	(80 639)
Transfers and subsidies - capital (monetary allocations) (National / Provincial and District)		-	-	-	-	32 010	-	28 325	-	60 335
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)										-
Surplus/(Deficit) after capital transfers & contributions		(6 926)	(5 561)	(53 669)	195 136	(61 517)	(9 786)	(31 138)	(46 843)	(20 304)

WC032 Overstrand - Supporting Table SA3 Supporting detail to 'Budgeted Financial Position'

Description	Ref	2015/16	2016/17	2017/18	Current Year 2018/19				2019/20 Medium Term Revenue & Expenditure Framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Pre-audit outcome	Budget Year 2019/20	Budget Year +1 2020/21	Budget Year +2 2021/22
R thousand											
ASSETS											
Call investment deposits	2	101 263	170 728	380 514					320 000	330 000	340 000
Call deposits											
Other current investments											
Total Call investment deposits		101 263	170 728	380 514	–	–	–	–	320 000	330 000	340 000
Consumer debtors											
Consumer debtors	2	76 918	82 722	84 900	99 188	89 994	89 994		95 394	101 117	107 184
Less: Provision for debt impairment		(19 098)	(20 593)	(21 774)	(21 000)	(21 000)	(21 000)		(22 260)	(23 596)	(25 011)
Total Consumer debtors		57 820	62 129	63 126	78 188	68 994	68 994	–	73 134	77 522	82 173
Debt impairment provision											
Balance at the beginning of the year		16 972	19 098	20 593	19 000	19 000	19 000		21 000	22 260	23 596
Contributions to the provision		2 785	2 616	1 983	2 500	2 500	2 500		1 760	1 836	1 916
Bad debts written off		(658)	(1 121)	(803)	(500)	(500)	(500)		(500)	(500)	(500)
Balance at end of year		19 098	20 593	21 774	21 000	21 000	21 000	–	22 260	23 596	25 011
Property, plant and equipment (PPE)											
PPE at cost/valuation (excl. finance leases)	3	5 459 595	5 536 674	5 629 375	5 871 132	5 804 123	5 804 123		6 036 330	6 174 493	6 328 817
Leases recognised as PPE					–	–	–				
Less: Accumulated depreciation		1 918 219	2 034 013	2 159 908	2 311 420	2 289 617	2 289 617		2 420 902	2 551 733	2 681 955
Total Property, plant and equipment (PPE)	2	3 541 376	3 502 661	3 469 468	3 559 712	3 514 506	3 514 506	–	3 615 427	3 622 761	3 646 863
LIABILITIES											
Current liabilities - Borrowing											
Short term loans (other than bank overdraft)											
Current portion of long-term liabilities		26 492	29 580	33 448	38 428	38 428	38 428		42 244	47 697	41 512
Total Current liabilities - Borrowing		26 492	29 580	33 448	38 428	38 428	38 428	–	42 244	47 697	41 512
Trade and other payables											
Trade Payables	5	72 707	85 793	118 879	87 052	100 158	100 158		95 207	90 208	74 039
Other creditors											
Unspent conditional transfers						3 800	3 800				
VAT											
Total Trade and other payables	2	72 707	85 793	118 879	87 052	103 958	103 958	–	95 207	90 208	74 039
Non current liabilities - Borrowing											
Borrowing	4	412 402	412 495	408 658	423 677	423 677	423 677		455 453	461 756	470 934
Finance leases (including PPP asset element)											
Total Non current liabilities - Borrowing		412 402	412 495	408 658	423 677	423 677	423 677	–	455 453	461 756	470 934
Provisions - non-current											
Retirement benefits		110 245	122 588	98 747	141 638	108 914	108 914		120 259	127 475	135 123
List other major provision items											
Refuse landfill site rehabilitation		79 158	84 877	92 013	96 947	97 533	97 533		103 385	109 588	116 164
Other		9 861	9 673	14 291	11 192	14 840	14 840		15 450	16 358	17 320
Total Provisions - non-current		199 265	217 138	205 051	249 777	221 287	221 287	–	239 095	253 421	268 607
CHANGES IN NET ASSETS											
Accumulated Surplus/(Deficit)											
Accumulated Surplus/(Deficit) - opening balance		3 217 225	3 256 152	3 297 200	3 339 936	3 439 499	3 439 499		3 479 983	3 461 179	3 429 123
GRAP adjustments		(15 890)	(5 775)	(3 302)							
Restated balance		3 201 335	3 250 376	3 293 898	3 339 936	3 439 499	3 439 499	–	3 479 983	3 461 179	3 429 123
Surplus/(Deficit)		53 616	41 587	144 036	7 951	(5 106)	(5 106)	–	(20 304)	(33 056)	28 742
Appropriations to Reserves											
Transfers from Reserves		1 201	1 935	1 565	2 000	2 000	2 000		1 500	1 000	790
Depreciation offsets											
Other adjustments						43 591	43 591				
Accumulated Surplus/(Deficit)	1	3 256 152	3 293 898	3 439 499	3 349 887	3 479 983	3 479 983	–	3 461 179	3 429 123	3 458 655
Reserves											
Housing Development Fund		2 177	3 251	3 259	3 300	3 300	3 300		3 340	3 350	3 370
Capital replacement											
Self-insurance											
Other reserves											
Revaluation											
Total Reserves	2	2 177	3 251	3 259	3 300	3 300	3 300	–	3 340	3 350	3 370
TOTAL COMMUNITY WEALTH/EQUITY	2	3 258 329	3 297 149	3 442 758	3 353 187	3 483 283	3 483 283	–	3 464 519	3 432 473	3 462 025

WC032 Overstrand - Supporting Table SA4 Reconciliation of IDP strategic objectives and budget (revenue)

Strategic Objective	Goal	Goal Code	Ref	2015/16	2016/17	2017/18	Current Year 2018/19			2019/20 Medium Term Revenue & Expenditure Framework		
				Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2019/20	Budget Year +1 2020/21	Budget Year +2 2021/22
R thousand												
The provision of democratic, accountable and ethical governance	Good Governance	1		334 121	315 623	330 663	296 029	393 124	393 124	311 256	306 640	325 801
The provision and maintenance of municipal services	Basic Service Delivery	2		597 907	600 303	674 417	706 624	720 477	720 477	779 129	890 721	985 448
The encouragement of structured community participation in the matters of the municipality	Good Governance	3										
The creation and maintenance of a safe and healthy environment	Safe and Healthy Environment	4		37 676	54 775	52 972	81 447	69 312	69 312	84 406	61 863	87 398
The promotion of tourism, economic and social development	Economic Development and Social upliftment	5		21 639	65 909	79 437	58 097	58 447	58 447	52 807	51 099	62 659
Allocations to other priorities			2									
Total Revenue (excluding capital transfers and contributions)			1	991 343	1 036 610	1 137 488	1 142 196	1 241 360	1 241 360	1 227 597	1 310 323	1 461 306

WC032 Overstrand - Supporting Table SA5 Reconciliation of IDP strategic objectives and budget (operating expenditure)

Strategic Objective	Goal	Goal Code	Ref	2015/16	2016/17	2017/18	Current Year 2018/19			2019/20 Medium Term Revenue & Expenditure Framework		
				Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2019/20	Budget Year +1 2020/21	Budget Year +2 2021/22
R thousand												
The provision of democratic, accountable and ethical governance	Good Governance			324 575	177 829	181 573	221 763	220 387	220 387	252 640	264 856	271 144
The provision and maintenance of municipal services	Basic Service Delivery			384 960	515 721	490 339	568 159	668 712	668 712	639 901	690 998	758 999
The encouragement of structured community participation in the matters of the municipality	Good Governance			1 835	1 793	1 486	1 270	1 250	1 250	1 085		
The creation and maintenance of a safe and healthy environment	Safe and Healthy Environment			71 285	102 799	125 449	144 344	153 451	153 451	153 113	177 381	187 452
The promotion of tourism, economic and social development	Economic Development and Social uplifrtnent			155 072	196 881	194 606	198 708	202 665	202 665	201 162	210 145	214 970

WC032 Overstrand - Supporting Table SA6 Reconciliation of IDP strategic objectives and budget (capital expenditure)

Strategic Objective	Goal	Goal Code	Ref	2015/16	2016/17	2017/18	Current Year 2018/19			2019/20 Medium Term Revenue & Expenditure Framework		
				Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2019/20	Budget Year +1 2020/21	Budget Year +2 2021/22
R thousand												
The provision of democratic, accountable and ethical governance	Good Governance	A		4 929	957	6 346	6 331	7 472	7 472	4 105	30 000	30 000
The provision and maintenance of municipal services	Basic Service Delivery	B		57 595	63 498	42 786	111 375	98 642	98 642	146 565	94 036	76 844
The encouragement of structured community participation in the matters of the municipality	Good Governance	C		6 480	3 729	41 536	5 250	7 063	7 063	38 510	13 287	39 480
The creation and maintenance of a safe and healthy environment	Safe and Healthy Environment	D		264	10 406	2 517	52 460	47 021	47 021	13 632	841	
The promotion of tourism, economic and social development	Economic Development and Social upliftmment	E		25 865	13 279	12 023	18 821	14 551	14 551	29 395	–	8 000
		F										
		G										
		H										
		I										
		J										
		K										
		L										
		M										
		N										
		O										
		P										
Allocations to other priorities			3									
Total Capital Expenditure			1	95 133	91 868	105 207	194 237	174 748	174 748	232 206	138 164	154 324

WC032 Overstrand - Supporting Table SA7 Measureable performance objectives

Description	Unit of measurement	2015/16	2016/17	2017/18	Current Year 2018/19			2019/20 Medium Term Revenue & Expenditure Framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2019/20	Budget Year +1 2020/21	Budget Year +2 2021/22
Vote 1 - vote name										
Council and Municipal Manager										
Municipal Manager										
Percentage of a municipality's capital budget actually spent on capital projects identified for the financial year in terms of the municipality's IDP ((Actual amount spent on projects as identified for the year in the IDP)/Total amount budgeted on capital projects)(X100)	% of capital budget spent	92.0%	98.0%	90.13%	95.0%		95.0%	95.0%	95.0%	95.0%
Sign section 56 performance agreements with all directors by the end of July	Number of agreements signed	no kpi set	6	6	6		6	6	6	6
Monitor the implementation of the action plan developed to address all the issues raised in the management letter of the Auditor General and submit quarterly progress reports to Executive Mayor	Number of progress reports monitored and submitted to Executive Mayor	no kpi set	4	5	4		4	4	4	4
Bi-annual formal performance appraisals of the section 56 appointees for the previous financial period April to June 2019 to be completed by Sept 2019 and the current period October to December 2019 to be completed by February 2020.	Number of appraisals	no kpi set	12	12	12		12	12	12	12
Submit the final Annual report and oversight report of Council before 31 March	Final Annual report and oversight report completed	no kpi set	1	1	1		1	1	1	1
Prepare the final IDP for submission to Council by the end of May	Final IDP submitted	no kpi set	1	1	1		1	1	1	1
Draft the annual report and submit to the Auditor-General by the end of August	Draft Annual report completed	no kpi set	1	1	1		1	1	1	1
Submit the Final MTREF budget by the end of May	Budget submitted	no kpi set	1	1	1		1	1	1	1
Management Services										
Director: Management Services										
Human Resources										
92% of the approved and funded organogram filled ((actual number of posts filled divided by the funded posts budgeted) x100)	% filled	92.8%	89.0%	93.4%	92%		92.0%	92.0%	92.0%	92.0%
The number of people from employment equity target groups employed in the three highest levels of management in compliance with a municipality's approved employment equity plan	The number of people from EE target groups employed	62	63	70.0%	66		66	66	66	66
The percentage of a municipality's budget (training budget) actually spent on implementing its workplace skills plan	% of the training budget spent on implementation of the WSP	100.0%	99.5%	99.9%	100%		100%	100.0%	100.0%	100.0%
Review the Municipal Organisational Staff Structure by the end of June	Structure reviewed	1	1	1	1		1	1	1	1
Corporate Support Services										
Revise the Section 14 Access to Information Manual by the end of June to ensure compliant and up to date policies	Manual revised	1	1	1	1		1	1	1	1
Risk Management										
Submit progress reports on the revision of the top 10 risks as a corrective action to the Executive Management Team	Number of progress reports submitted	4	3	4	4		4	4	4	4
Finance										
Director: Finance										
Director Finance										
Financial viability measured in terms of the available cash to cover fixed operating expenditure ((Available cash+ investments)/ Monthly fixed operating expenditure)	Ratio achieved	3.84	5.18%	6.56	1.5	3	3	3	3	3
Financial viability measured in terms of the municipality's ability to meet it's service debt obligations ((Total operating revenue-operating grants received)/debt service payments due within the year) (%)	Ratio achieved	17.77%	20.09%	19.96%	15.0%	12%	12.0%	12.0%	12.0%	12.0%
Financial viability measured in terms of the outstanding service debtors (Total outstanding service debtors/ revenue received for services)	% achieved	10.34%	9.86%	10.52%	12.2		12.2%	12.2%	12.2%	12.2%
Submit a reviewed long term financial plan by the end of October	Submission of long term financial plan	1	1	1.0%	1		1	1	1	1
Financial statements submitted to the Auditor General by 31 August	Financial statements submitted	1	1	1	1		1	1	1	1
Provision of free basic electricity, refuse removal, sanitation and water in terms of the equitable share requirements	Number of indigent households	7512	7418	7385	7500	7 400	7400	7400	7400	7400
Achieve a debt recovery rate not less than 96% (Receipts/total billed for 12 months period x 100)	% Recovered	97.9%	99.44%	99.35%	96%		96%	96%	96%	96%
Community Services										
Director: Community Services										
Director: Community Services										
98% of the operational conditional grant (Libraries) spent (Actual expenditure divided by the total grant received)	% of total conditional operational grants spent (Libraries)	100.0%	86.07%	93.0%	98%		98.0%	98.0%	98.0%	98.0%
m² of roads patched and resealed according to approved Pavement Management System within available budget	m² of roads patched and resealed	171881	135298	122932	100000		100 000	100 000	100 000	100 000
Limit unaccounted water to less than 20% ((Number of kiloliter water purified - Number of kiloliter water sold)/Number of kiloliter purified x 100))	% of water unaccounted for	20.86%	19.14%	18.82%	19%		19.0%	19%	19%	19%
Ward committee meetings held to facilitate consistent and regular communication with residents	No of ward committee meetings per ward per annum (UOM revised in 2018/19 - Number of ward committees per annum)	8	9	8	104	117	117	117	117	117
Provision of water to informal households (excluding invaded state owned land and private land) based on the standard of 1 water point to 25 households (MPPMR Reg 10 (a))	The number of taps installed in relation to the number of informal households (excluding invaded state owned land and private land)	138	252	253	119	239	239	239	239	239
Provision of cleaned piped water to all formal households within 200 m from households	No of formal households that meet agreed service standards for piped water	32976	34449	29174	33132	30 209	30209	30209	30209	30209

Provision of refuse removal, refuse dumps and solid waste disposal to all formal households at least once a week (A household is a residential unit being billed for the particular services rendered by way of the financial system (SAMRAS))	Number of formal households for which refuse is removed at least once a week	31132	32029	32695	31754	32 990	32990	32990	32990	32990
Provision of refuse removal, refuse dumps and solid waste disposal to all informal households at least once a week	Number of weekly removal of refuse in informal households (once per week = 52 weeks per annum)	52	52	52	52		52	52	52	52
The provision of sanitation services to informal households (excluding invaded state owned land and private land) based on the standard of 1 toilette to 5 households (MPPMR Reg 10 (a))	The number of toilets provided in relation to the number of informal households (excluding invaded state owned land and private land)	724	794	794	593	794	794	770	770	770
Provision of sanitation services to formal residential households (A household is a residential unit being billed for the particular services rendered by way of the financial system (SAMRAS))	No of formal residential households which are billed for sewerage in accordance to the SAMRAS financial system	28183	28841	29165	32872	29 841	29841	29841	29841	29841
Provision of water to informal households on invaded land with available funding ("Land Invasion" refers to the illegal occupation of land, with the intention of establishing dwellings / a settlement upon it. An invasion may be by one individual or by hundreds of households).	The number of taps installed for informal households on invaded land with available funding	no kpi set	no kpi set	no kpi set	no kpi set	84	84	84	84	84
The provision of sanitation services to informal households on invaded land with available funding ("Land Invasion" refers to the illegal occupation of land, with the intention of establishing dwellings / a settlement upon it. An invasion may be by one individual or by hundreds of households).	The number of toilets provided for informal households on invaded land with available funding	no kpi set	no kpi set	no kpi set	no kpi set	120	120	120	120	120
Infrastructure & Planning										
Director: Infrastructure and Planning										
Water Treatment										
Quality of effluent comply 90% with license and/or general limit in terms of the Water Act (Act 36 of 1998)	% compliance	87.25%	92.93%	93.5%	90%		90.0%	90.0%	90.0%	90.0%
Quality of potable water comply 95% with SANS 241	% compliance with SANS 241	99.0%	99.0%	98.0%	95%		95.0%	95.0%	95.0%	95.0%
Report on the implementation of the Water Service Development plan annually by the end of October	Report submitted	1	1	1	1		1	1	1	1
Electricity										
Limit electricity losses to 7.5% or less ((Number of Electricity Units Purchased - Number of Electricity Units Sold) / Number of Electricity Units Purchased and/or Generated) x 100)	% of electricity unaccounted for	6.34%	7.37%	5.12%	7.5%		7.5%	7.5%	7.5%	7.5%
Provision of Electricity: Number of metered electrical connections in formal area (Eskom Areas excluded) (Definition: refers to residential households (RE) and pensioners (PR) as per the Finance department's billed households)	Number of formal household that meet agreed service standards	20467	20916	21048	20700		20700	20700	20700	20700
MIG										
100% of the Municipal Infrastructure Grant (MIG) spent by 30 June (Actual MIG expenditure/Allocation received)	% Expenditure of allocated funds	100.0%	100.0%	79.70%	100.0%		100.0%	100.0%	100.0%	100.0%
Protection Services										
Director: Protection Services										
Protection Services										
Arrange public awareness sessions on Protection Services	Number of sessions held	58	88	84	90		90	90	90	90
Collect R15 000 000 Public Safety Income by 30 June (Actual revenue, excluding the fine impairment amount)	R-value of public safety collected income (excluding fines impairment amount) (Note KPI & target reviewed in 2017/18 mid-year assessment)	R 34,949,821	R40,357,315	R 20 167 767	15,000,000	15,000,000	15,000,000	15 000 000	15 000 000	15 000 000
Disaster and Fire Management										
Annually review and submit Disaster Management Plan to the District by the end of October	Reviewed plan submitted	1	1	1	1		1	1	1	1
Local Economic Development, Social										
Director: LED										
LED, Social development and Tourism										
Provide three reports on LED, Social Development and Tourism initiatives to Council by end June	Number of reports on LED, Social Development & Tourism initiatives	1	3	3	3		3	3	3	3
Report to Executive Mayor on Grants to festival organisers through Service Level Agreements (SLA) by end July	Number of reports submitted	1	1	1	1		1	1	1	1
Support 120 SMME's in terms of the SMME Development Programme by 30 June	Number of SMME's supported	59	92	92	120		120	120	120	120
Support 50 Emerging Contractors in terms of the Emerging Contractor Development Programme by 30 June 2019	Number of emerging contractors supported	no kpi set	48	43	50		50	50	50	50
Solicit support of financial and non-financial assistance for local economic development initiatives (KPI rewarded for 2018/19)	Number of applications submitted (rewarded for 2018/19)	4	1	3	6		6	10	10	10
The number of job opportunities created through the EPWP programme and as per set targets (grant agreement - FTE's, translates to 1000 work opportunities)	Number of temporary jobs created	564	828	994	1000		1000	1000	1000	1000
Monthly monitor the statistics on the usage of the LED Walk-in Centre (outreach & referral purposes) through the attendance registers	Monthly registers on LED outreach statistics (walk in centre)	12	12	12	12		12	12	12	12
And so on for the rest of the Votes										

WC032 Overstrand - Supporting Table SA8 Performance indicators and benchmarks

Description of financial indicator	Basis of calculation	2015/16	2016/17	2017/18	Current Year 2018/19				2019/20 Medium Term Revenue & Expenditure Framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Pre-audit outcome	Budget Year 2019/20	Budget Year +1 2020/21	Budget Year +2 2021/22
<u>Borrowing Management</u>											
Credit Rating											
Capital Charges to Operating Expenditure	Interest & Principal Paid /Operating Expenditure	7.5%	7.3%	7.7%	7.2%	7.1%	7.1%	0.0%	7.2%	7.2%	7.2%
Capital Charges to Own Revenue	Finance charges & Repayment of borrowing /Own Revenue	8.5%	8.2%	8.0%	8.6%	8.5%	8.5%	0.0%	8.9%	8.7%	8.4%
Borrowed funding of 'own' capital expenditure	Borrowing/Capital expenditure excl. transfers and grants and contributions	88.9%	61.7%	82.0%	40.9%	49.7%	49.7%	0.0%	44.2%	56.3%	58.6%
<u>Safety of Capital</u>											
Gearing	Long Term Borrowing/ Funds & Reserves	18944.5%	12687.3%	12540.1%	12838.7%	12838.7%	12838.7%	0.0%	13636.3%	13783.8%	13974.3%
<u>Liquidity</u>											
Current Ratio	Current assets/current liabilities	1.8	2.2	2.9	2.4	3.1	3.1	–	2.6	2.4	2.6
Current Ratio adjusted for aged debtors	Current assets less debtors > 90 days/current liabilities	1.8	2.2	2.9	2.4	3.1	3.1	–	2.6	2.4	2.6
Liquidity Ratio	Monetary Assets/Current Liabilities	1.0	1.4	2.2	1.8	2.3	2.3	–	2.0	1.8	1.9
<u>Revenue Management</u>											
Annual Debtors Collection Rate (Payment Level %)	Last 12 Mths Receipts/Last 12 Mths Billing		99.5%	99.5%	99.8%	99.3%	99.3%	99.3%	0.0%	99.5%	99.6%
Current Debtors Collection Rate (Cash receipts % of Ratepayer & Other revenue)		99.5%	99.5%	99.8%	99.3%	99.3%	99.3%	0.0%	99.5%	99.6%	99.6%
Outstanding Debtors to Revenue	Total Outstanding Debtors to Annual Revenue	11.2%	10.9%	10.8%	11.9%	11.3%	11.3%	0.0%	9.3%	8.8%	8.2%
Longstanding Debtors Recovered	Debtors > 12 Mths Recovered/Total Debtors > 12 Months Old		97.2%	0.0%	0.0%	0.0%	0.0%				
<u>Creditors Management</u>											
Creditors System Efficiency	% of Creditors Paid Within Terms (within 'MFMA' s 65(e))		99.5%	100.0%	99.0%	99.0%	99.0%		100.0%	100.0%	100.0%
Creditors to Cash and Investments		41.6%	33.0%	25.0%	22.9%	20.5%	20.5%	0.0%	20.7%	20.6%	17.4%
<u>Other Indicators</u>											
Electricity Distribution Losses (2)	Total Volume Losses (kW)		18113084	12858011	19375560	19375560	19375560		14613426	15031215	15511930
	Total Cost of Losses (Rand '000)		4	0	5	5	5		1	1	2
	% Volume (units purchased and generated less units sold)/units purchased and generated		0	0	0	0	0		0	0	0
Water Distribution Losses (2)	Total Volume Losses (kℓ)		1 444	1 112	1 368	1 368	1 368		1 159	1 181	1 203
	Total Cost of Losses (Rand '000)		2210.719	1786	5700	5700	5700		1969.065	2067.51825	2170.894163
	% Volume (units purchased and generated less units sold)/units purchased and generated		0	0	19.69%	19.69%	19.69%		0	0	0
Employee costs	Employee costs/(Total Revenue - capital revenue)	29.5%	30.1%	27.6%	34.0%	34.5%	34.5%	0.0%	34.1%	33.4%	32.2%
Remuneration	Total remuneration/(Total Revenue - capital revenue)	30.4%	31.0%	28.6%	35.0%	35.5%	35.5%		35.0%	34.3%	33.0%
Repairs & Maintenance	R&M/(Total Revenue excluding capital revenue)	11.8%	12.0%	14.9%	20.8%	21.4%	21.4%		16.8%	16.0%	15.5%
Finance charges & Depreciation	FC&D/(Total Revenue - capital revenue)	18.2%	17.8%	16.8%	16.5%	16.4%	16.4%	0.0%	15.7%	14.6%	13.4%
<u>IDP regulation financial viability indicators</u>											
i. Debt coverage	(Total Operating Revenue - Operating Grants)/Debt service payments due within financial year)	16.6	14.0	16.3	14.2	14.2	14.2	–	13.2	13.4	14.7
ii. O/S Service Debtors to Revenue	Total outstanding service debtors/annual revenue received for services	14.0%	14.0%	14.2%	15.0%	14.2%	14.2%	0.0%	12.0%	11.1%	10.3%
iii. Cost coverage	(Available cash + Investments)/monthly fixed operational expenditure	2.7	3.8	6.9	4.7	5.9	5.9	–	5.1	4.5	4.1

WC032 Overstrand - Supporting Table SA9 Social, economic and demographic statistics and assumptions

Description of economic indicator	Ref.	Basis of calculation	2001 Census	2007 Survey	2011 Census	2015/16	2016/17	2017/18	Current Year 2018/19	2019/20 Medium Term Revenue & Expenditure Framework		
						Outcome	Outcome	Outcome	Original Budget	Outcome	Outcome	Outcome
Demographics												
Population			55	75	80	90	93	96	99	102	105	114
Females aged 5 - 14			3	6	5	6	6	7	7	8	8	9
Males aged 5 - 14			3	6	5	6	6	7	7	7	8	8
Females aged 15 - 34			6	12	13	15	15	15	16	16	17	19
Males aged 15 - 34			6	11	14	15	16	15	16	16	17	19
Unemployment			5	8	4	5	5	5	5	5	5	12
Monthly household income (no. of households)	1, 12											
No income			2 226	770	4 585	5 290	5 443	5 601	5 763	5 930	6 102	6 285
R1 - R1 600			6 149	5 307	5 326	6 144	6 323	6 506	6 695	6 889	7 089	7 272
R1 601 - R3 200			3 742	3 177	4 878	5 628	5 791	5 959	6 131	6 309	6 492	6 675
R3 201 - R6 400			3 344	3 789	4 362	5 032	5 178	5 328	5 483	5 642	5 805	5 988
R6 401 - R12 800			2 303	2 750	3 830	4 419	4 547	4 678	4 814	4 954	5 097	5 280
R12 801 - R25 600			920	1 947	2 896	3 341	3 438	3 538	3 640	3 746	3 854	4 037
R25 601 - R51 200			227	1 066	1 456	1 680	1 728	1 779	1 830	1 883	1 938	2 121
R52 201 - R102 400			77	184	486	561	577	594	611	629	647	830
R102 401 - R204 800			44	176	109	126	129	133	137	141	145	328
R204 801 - R409 600					81	93	96	99	102	105	108	291
R409 601 - R819 200												
> R819 200												
Poverty profiles (no. of households)												
< R2 060 per household per month	13					11513.50	11943.00	12397.00	12868.00	13254.00	13652.00	14062.00
Insert description	2											
Household/demographics (000)												
Number of people in municipal area			55 012	74 546	80 432	90	93	93	99			
Number of poor people in municipal area								37				
Number of households in municipal area			19 032	19 166	28 009	32	33	34	35			
Number of poor households in municipal area								23				
Definition of poor household (R per month)								6 529				
Housing statistics												
Formal	3					29 152	30 173	30 256	31 098	32 964	34 942	37 038
Informal									3 160	4 764	4 764	4 764
Total number of households			-	-	-	29 152	30 173	30 256	34 258	37 728	39 706	41 802
Dwellings provided by municipality	4					220	341		100			
Dwellings provided by province/s												
Dwellings provided by private sector	5					382	391	401	410			
Total new housing dwellings			-	-	-	602	732	401	510	-	-	-
Economic												
Inflation/inflation outlook (CPIX)	6					6.2%	6.6%	6.4%	4.7%	5.2%	5.4%	5.4%
Interest rate - borrowing						11.5%	11.75%	10.7%	10.5%	10.7%	10.8%	10.9%
Interest rate - investment						7.24%	7.45%	7.7%	7.6%	8.2%	8.3%	8.4%
Remuneration increases						7.0%	6.0%	7.4%	6.0%	6.3%	6.5%	6.5%
Consumption growth (electricity)						0.1%	0.1%	0.0%	1.0%	2.0%	3.0%	5.0%
Consumption growth (water)						4.4%	4.0%	2.2%	2.4%	3.0%	4.0%	5.0%
Collection rates												
Property tax/service charges	7					99.3%	99.3%	99.4%	99.9%	99.8%	99.8%	99.8%
Rental of facilities & equipment						99.8%	99.8%	99.7%	99.8%	99.8%	99.8%	99.8%
Interest - external investments						100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%
Interest - debtors						99.8%	99.8%	99.7%	99.8%	99.8%	99.8%	99.8%
Revenue from agency services						100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%

WC032 Overstrand Supporting Table SA10 Funding measurement

Description	MFMA section	Ref	2015/16	2016/17	2017/18	Current Year 2018/19				2019/20 Medium Term Revenue & Expenditure Framework		
			Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Pre-audit outcome	Budget Year 2019/20	Budget Year +1 2020/21	Budget Year +2 2021/22
Funding measures												
Cash/cash equivalents at the year end - R'000	18(1)b	1	174 780	259 815	474 967	380 242	489 014	489 014	–	459 538	437 065	425 211
Cash + investments at the yr end less applications - R'000	18(1)b	2	203 239	277 271	466 700	413 906	500 376	500 376	–	468 237	451 458	458 397
Cash year end/monthly employee/supplier payments	18(1)b	3	2.7	3.8	6.9	4.7	5.9	5.9	–	5.1	4.5	4.1
Surplus/(Deficit) excluding depreciation offsets: R'000	18(1)	4	53 616	41 587	144 036	7 951	(5 106)	(5 106)	–	(20 304)	(33 056)	28 742
Service charge rev % change - macro CPIIX target exclusive	18(1)a,(2)	5	N.A.	(1.8%)	(1.2%)	(0.6%)	(4.7%)	(6.0%)	(106.0%)	(0.7%)	4.4%	4.7%
Cash receipts % of Ratepayer & Other revenue	18(1)a,(2)	6	99.0%	97.2%	97.9%	96.9%	96.7%	96.7%	0.0%	98.7%	97.1%	97.2%
Debt impairment expense as a % of total billable revenue	18(1)a,(2)	7	1.9%	2.9%	2.2%	2.8%	2.7%	2.7%	0.0%	2.8%	2.6%	2.5%
Capital payments % of capital expenditure	18(1)c;19	8	100.0%	92.0%	100.0%	100.0%	100.0%	100.0%	0.0%	100.0%	100.0%	100.0%
Borrowing receipts % of capital expenditure (excl. transfers)	18(1)c	9	88.9%	61.7%	82.0%	40.9%	49.7%	49.7%	0.0%	44.2%	56.3%	58.6%
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.	4.9%	6.3%	10.0%	(4.2%)	0.0%	(100.0%)	(11.4%)	2.3%	2.3%
Long term receivables % change - incr(decr)	18(1)a	12	N.A.	(33.8%)	(24.5%)	(49.1%)	0.0%	0.0%	(100.0%)	(64.4%)	(84.7%)	(100.0%)
R&M % of Property Plant & Equipment	20(1)(vi)	13	3.1%	3.4%	4.6%	6.3%	6.6%	6.6%	0.0%	5.4%	5.6%	5.9%
Asset renewal % of capital budget	20(1)(vi)	14	16.7%	37.5%	28.2%	0.0%	0.0%	0.0%	0.0%	2.8%	3.5%	6.3%

WC032 Overstrand - Supporting Table SA11 Property rates summary

Description	Ref	2015/16	2016/17	2017/18	Current Year 2018/19			2019/20 Medium Term Revenue & Expenditure Framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2019/20	Budget Year +1 2020/21	Budget Year +2 2021/22
Valuation:	1	02/07/2012	02/07/2016	02/07/2016	02/07/2016					
Date of valuation:		02/07/2012	02/07/2016	02/07/2016	02/07/2016					
Financial year valuation used	2	2012/2013	2016/2017	2016/2017	2016/2017			2016/2017		
Municipal by-laws s6 in place? (Y/N)		Yes	Yes	Yes	Yes			Yes		
Municipal/assistant valuer appointed? (Y/N)		Yes	Yes	Yes	Yes			Yes		
Municipal partnership s38 used? (Y/N)		No	No	No	No	No	No	No	No	No
No. of assistant valuers (FTE)	3	2	2	2	2	2	2	2	2	2
No. of data collectors (FTE)	3	6	6	6	6	6	6	6	6	6
No. of internal valuers (FTE)	3	-	-	-	-	-	-	-	-	-
No. of external valuers (FTE)	3	3	3	3	3	3	3	3	3	3
No. of additional valuers (FTE)	4	-	-	-	-	-	-	-	-	-
Valuation appeal board established? (Y/N)		Yes	Yes	Yes	Yes			Yes		
Implementation time of new valuation roll (mths)		12	60	60	48			12		
No. of properties	5	42 264	42 494	42 494	42 823	42 823	42 823	42 823	42 823	42 823
No. of sectional title values	5	2 686	2 555	2 560	2 210	2 210	2 210	2 210	2 210	2 210
No. of unreasonably difficult properties s7(2)		-	-	-	-	-	-	-	-	-
No. of supplementary valuations		1	1	1	2	2	2	2	2	2
No. of valuation roll amendments		-	6	12	27	27	27	27	27	27
No. of objections by rate payers		8	7	12	11	11	11	11	11	11
No. of appeals by rate payers		-	3	1	2	2	2	2	2	2
No. of successful objections	8	-	3	1	6	6	6	6	6	6
No. of successful objections > 10%	8	-	1	1	1	1	1	1	1	1
Supplementary valuation		2 323	2 322	2 500	2 566	2 566	2 566	2 566	2 566	2 566
Public service infrastructure value (Rm)	5	98	98	82	84	84	84	84	84	84
Municipality owned property value (Rm)		721	739	905	924	924	924	980	980	980
Valuation reductions:										
Valuation reductions-public infrastructure (Rm)		98	98	98	84	84	84	89	89	89
Valuation reductions-nature reserves/park (Rm)		-	-	368	368	368	368	390	390	390
Valuation reductions-mineral rights (Rm)		-	-	-	-	-	-	-	-	-
Valuation reductions-R15,000 threshold (Rm)		442	445	450	476	476	476	504	504	504
Valuation reductions-public worship (Rm)		150	151	158	175	175	175	185	185	185
Valuation reductions-other (Rm)		1 937	1 947	1 946	2 860	2 860	2 860	3 032	3 032	3 032
Total valuation reductions:		2 627	2 641	3 020	3 963	3 963	3 963	4 201	4 201	4 201
Total value used for rating (Rm)	5	42 093	42 303	43 689	46 907	46 907	46 907	49 721	49 721	49 721
Total land value (Rm)	5	22 143	22 249	21 274	22 595	22 595	22 595	23 950	23 950	23 950
Total value of improvements (Rm)	5	21 409	21 516	25 585	27 770	27 770	27 770	29 436	29 436	29 436
Total market value (Rm)	5	43 552	43 765	46 859	50 364	50 364	50 364	53 386	53 386	53 386
Rating:										
Residential rate used to determine rate for other categories? (Y/N)		Yes	Yes	Yes	Yes			Yes		
Differential rates used? (Y/N)	5	Yes	Yes	Yes	Yes			Yes		
Limit on annual rate increase (s20)? (Y/N)		No	No	No	No			No		
Special rating area used? (Y/N)		Yes	Yes	Yes	Yes			Yes		
Phasing-in properties s21 (number)					No			No		
Rates policy accompanying budget? (Y/N)		Yes	Yes	Yes	Yes			Yes		
Fixed amount minimum value (R'000)		100	220	220	220			220		
Non-residential prescribed ratio s19? (%)		51.4%	51.6%	51.5%	51.5%					
Rate revenue:										
Rate revenue budget (R '000)	6	164 448	197 140	214 975	226 314	226 314	226 314	239 470	253 838	269 068
Rate revenue expected to collect (R'000)	6	164 448	197 140	214 975	226 314	226 314	226 314	239 470	253 838	269 068
Expected cash collection rate (%)		99.2%	98.3%	99.3%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%
Special rating areas (R'000)	7	5 294	6 863	7 494	8 200	8 200	8 200	8 667	9 187	9 739
Rebates, exemptions - indigent (R'000)										
Rebates, exemptions - pensioners (R'000)		520	604							
Rebates, exemptions - bona fide farm. (R'000)		85	99							
Rebates, exemptions - other (R'000)		4 642	5 390							
Phase-in reductions/discounts (R'000)										
Total rebates, exemptns, reductns, discs (R'000)		5 247	6 093	-	-	-	-	-	-	-

WC032 Overstrand - Supporting Table 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/nts	Public benefit organs.	Mining Props.
Current Year 2018/19																	
Valuation:																	
No. of properties		37 661	-	1 137	291	144	1 252	773	-	-	-	-	-	164	-	156	-
No. of sectional title property values		2 242	-	288	-	-	-	-	-	-	-	-	-	-	-	-	-
No. of unreasonably difficult properties s7(2)		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
No. of supplementary valuations		2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
Supplementary valuation (Rm)		TOTAL 914	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
No. of valuation roll amendments		2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
No. of objections by rate-payers		IN PROCESS															
No. of appeals by rate-payers		IN PROCESS															
No. of appeals by rate-payers finalised		IN PROCESS															
No. of successful objections	5	IN PROCESS															
No. of successful objections > 10%	5	IN PROCESS															
Estimated no. of properties not valued		100 TOTAL															
Years since last valuation (select)		3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3
Frequency of valuation (select)		5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5
Method of valuation used (select)		Market	Market	Market	Market	Market	Market	Market	Market	Market	Market	Market	Market	Market	Market	Market	Market
Base of valuation (select)		Land & impr.	Land & impr.	Land & impr.	Land & impr.	Land & impr.	Land & impr.	Land & impr.	Land & impr.	Land & impr.	Land & impr.	Land & impr.	Land & impr.	Land & impr.	Land & impr.	Land & impr.	Land & impr.
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)		Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Fiat rate used? (Y/N)		No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No
Is balance rated by uniform rate/variable rate?		Variable	Variable	Variable	Variable	Variable	Variable	Variable	Variable	Variable	Variable	Variable	Variable	Variable	Variable	Variable	Variable
Valuation reductions:																	
Valuation reductions-public infrastructure (Rm)		-	-	-	-	-	-	84	-	-	-	-	-	-	-	-	-
Valuation reductions-nature reserves/park (Rm)		-	-	-	-	-	-	-	-	-	-	-	-	369	-	-	-
Valuation reductions-mineral rights (Rm)		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Valuation reductions-R15,000 threshold (Rm)		476	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Valuation reductions-public worship (Rm)		-	-	-	-	-	-	-	-	-	-	-	-	-	-	175	-
Valuation reductions-other (Rm)		1 090	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total valuation reductions:																	
Total value used for rating (Rm)	6	41 721	-	3 801	913	472	-	-	-	-	-	-	-	-	-	-	-
Total land value (Rm)	6	19 283	-	1 526	662	239	401	74	-	-	-	-	-	268	-	141	-
Total value of improvements (Rm)	6	24 017	-	2 344	251	233	231	10	-	-	-	233	-	100	-	350	-
Total market value (Rm)	6	43 300	-	3 870	913	472	633	84	-	-	-	472	-	368	-	492	-
Rating:																	
Average rate	3	0.005395		0.008173	0.001349	0.008173				0.005395							
Rate revenue budget (R '000)		187 100		35 195	734	3 285											
Rate revenue expected to collect (R'000)		187 100		35 195	734	3 285											
Expected cash collection rate (%)	4	100.0%		100.0%	100.0%	100.0%											
Special rating areas (R'000)		6 779		1 275	27	119											
Rebates, exemptions - indigent (R'000)																	
Rebates, exemptions - pensioners (R'000)																	
Rebates, exemptions - bona fide farm. (R'000)																	
Rebates, exemptions - other (R'000)																	
Phase-in reductions/discounts (R'000)																	
Total rebates,exemptns,eductns,discs (R'000)																	

WC032 Overstrand - Supporting Table 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.
Budget Year 2019/20																	
Valuation:																	
No. of properties		37 661	-	1 137	291	144	1 252	773	-	-	-	-	-	164	-	156	-
No. of sectional title property values		2 242	-	288	-	-	-	-	-	-	-	-	-	-	-	-	-
No. of unreasonably difficult properties s7(2)		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
No. of supplementary valuations		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Supplementary valuation (Rm)		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
No. of valuation roll amendments		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
No. of objections by rate-payers		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
No. of appeals by rate-payers		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
No. of appeals by rate-payers finalised		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
No. of successful objections	5	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
No. of successful objections > 10%	5	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Estimated no. of properties not valued		100 TOTAL	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Years since last valuation (select)		4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4
Frequency of valuation (select)		5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5
Method of valuation used (select)		Market	Market	Market	Market	Market	Market	Market	Market	Market	Market	Market	Market	Market	Market	Market	Market
Base of valuation (select)		Land & impr.	Land & impr.	Land & impr.	Land & impr.	Land & impr.	Land & impr.	Land & impr.	Land & impr.	Land & impr.	Land & impr.	Land & impr.	Land & impr.	Land & impr.	Land & impr.	Land & impr.	Land & impr.
Phasing-in properties s21 (number)		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Combination of rating types used? (Y/N)		Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Fiat rate used? (Y/N)		No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No
Is balance rated by uniform rate/variable rate?		Variable	Variable	Variable	Variable	Variable	Variable	Variable	Variable	Variable	Variable	Variable	Variable	Variable	Variable	Variable	Variable
Valuation reductions:																	
Valuation reductions-public infrastructure (Rm)		-	-	-	-	-	-	89	-	-	-	-	-	-	-	-	-
Valuation reductions-nature reserves/park (Rm)		-	-	-	-	-	-	-	-	-	-	-	-	391	-	-	-
Valuation reductions-mineral rights (Rm)		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Valuation reductions-R15,000 threshold (Rm)		504	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Valuation reductions-public worship (Rm)		-	-	-	-	-	-	-	-	-	-	-	-	-	-	185	-
Valuation reductions-other (Rm)	2	1 155	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total valuation reductions:																	
Total value used for rating (Rm)	6	44 224	-	4 029	968	500	-	-	-	-	-	-	-	-	-	-	-
Total land value (Rm)	6	20 440	-	1 617	702	254	425	78	-	-	-	-	-	284	-	150	-
Total value of improvements (Rm)	6	25 458	-	2 485	266	247	245	11	-	-	-	-	-	247	-	106	-
Total market value (Rm)	6	45 898	-	4 102	968	500	571	89	-	-	-	-	-	531	-	256	-
Rating:																	
Average rate	3	0.005703		0.008639	0.001426	0.008639				0.005703							
Rate revenue budget (R '000)		198 000		37 300	770	3 400											
Rate revenue expected to collect (R'000)		198 000		37 300	770	3 400											
Expected cash collection rate (%)	4	100.0%		100.0%	100.0%	100.0%											
Special rating areas (R'000)		7 166		1 348	28	126											
Rebates, exemptions - indigent (R'000)																	
Rebates, exemptions - pensioners (R'000)																	
Rebates, exemptions - bona fide farm. (R'000)																	
Rebates, exemptions - other (R'000)																	
Phase-in reductions/discounts (R'000)																	
Total rebates,exemptns,eductns,discs (R'000)																	

WC032 Overstrand - Supporting Table SA13a Service Tariffs by category

Description	Ref	Provide description of tariff structure where appropriate	2015/16	2016/17	2017/18	Current Year 2018/19	2019/20 Medium Term Revenue & Expenditure Framework		
							Budget Year 2019/20	Budget Year +1 2020/21	Budget Year +2 2021/22
Property rates (rate in the Rand)	1								
Residential properties			0.0044	0.0047	0.0051	0.0054	0.0057	0.0060	0.0064
Residential properties - vacant land			0.0061	0.0065	0.0070	0.0074	0.0078	0.0083	0.0088
Formal/informal settlements									
Small holdings									
Farm properties - used			0.0011	0.0012	0.0013	0.0013	0.0014	0.0015	0.0016
Farm properties - not used									
Industrial properties									
Business and commercial properties			0.0067	0.0072	0.0077	0.0082	0.0086	0.0092	0.0097
Communal land - residential									
Communal land - small holdings									
Communal land - farm property									
Communal land - business and commercia									
Communal land - other									
State-owned properties			0.0067	0.0072	0.0077	0.0082	0.0086	0.0092	0.0097
Municipal properties									
Public service infrastructure									
Privately owned towns serviced by the owner									
State trust land									
Restitution and redistribution properties									
Protected areas									
National monuments properties									
Exemptions, reductions and rebates (Rands)									
Residential properties									
R15 000 threshold rebate			15 000	15 000	15 000	15 000	15 000	15 000	15 000
General residential rebate			15 000	15 000	15 000	15 000	15 000	15 000	15 000
Indigent rebate or exemption			220 000	220 000	220 000	220 000	220 000	220 000	220 000
Pensioners/social grants rebate or exemption			220 000	220 000	220 000	220 000	220 000	220 000	220 000
Temporary relief rebate or exemption			40-100%	40-100%	40-100%	40-100%	40-100%	40-100%	40-100%
Bona fide farmers rebate or exemption									
Other rebates or exemptions	2		75%	75%	75%	75%	75%	75%	75%
Water tariffs									
Domestic									
Basic charge/fixed fee (Rands/month)			108	115	122	129	137	145	153
Service point - vacant land (Rands/month)			108	115	122	129	137	145	153
Water usage - flat rate tariff (c/kl)									
0 - 6 kl			362	404	450	502	560	594	629
Water usage - life line tariff									
7 - 18 kl			912	966	1 024	1 085	1 147	1 216	1 289
Water usage - Block 1 (c/kl)			1 479	1 567	1 661	1 761	1 861	1 973	2 091
Water usage - Block 2 (c/kl)			2 276	2 413	2 557	2 711	2 866	3 038	3 220
Water usage - Block 3 (c/kl)			2 957	3 134	3 322	3 521	3 722	3 945	4 182
Water usage - Block 4 (c/kl)			3 943	4 179	4 430	4 696	4 964	5 262	5 578
Other	2								
Waste water tariffs									
Domestic									
Basic charge/fixed fee (Rands/month)			97	102	109	115	122	129	137
Service point - vacant land (Rands/month)			116	123	109	115	122	129	137
Waste water - flat rate tariff (c/kl)			1 088	1 153	1 222	1 296	1 370	1 452	1 539
Volumetric charge - Block 1 (c/kl)			65	69	73	78	82	87	92
Volumetric charge - Block 2 (c/kl)			444	471	499	529	560	593	629
Volumetric charge - Block 3 (c/kl)									
Volumetric charge - Block 4 (c/kl)									
Other	2								
Electricity tariffs									
Domestic									
Basic charge/fixed fee (Rands/month)			217	255	268	292	343	363	385
Service point - vacant land (Rands/month)			217	255	268	292	343	363	385
FBE		(how is this targeted?)							
Life-line tariff - meter		(describe structure)							
Life-line tariff - prepaid		(describe structure)	99	100	101	107	122	130	137
Flat rate tariff - meter (c/kwh)									
Flat rate tariff - prepaid(c/kwh)									
Meter - IBT Block 1 (c/kwh)		Credit Meter							
Meter - IBT Block 2 (c/kwh)		0 - 350 kWh	108	109	109	115	131	139	147
Meter - IBT Block 3 (c/kwh)		351 - 600 kWh	146	155	158	168	192	204	216
Meter - IBT Block 4 (c/kwh)		> 600 kWh	176	189	193	206	237	251	266
Meter - IBT Block 5 (c/kwh)		Prepaid Meter							
Prepaid - IBT Block 1 (c/kwh)		0 - 350 kWh	99	100	100	106	121	128	136
Prepaid - IBT Block 2 (c/kwh)		351 - 600 kWh	137	146	149	158	181	192	203
Prepaid - IBT Block 3 (c/kwh)		> 600 kWh	169	182	185	198	228	241	256
Prepaid - IBT Block 4 (c/kwh)		(fill in thresholds)							
Prepaid - IBT Block 5 (c/kwh)		(fill in thresholds)							
Other	2								
Waste management tariffs									
Domestic									
Street cleaning charge									
Basic charge/fixed fee			138	146	155	164	182	192	204
80l bin - once a week									
250l bin - once a week			138	146	155	164	182	192	204

WC032 Overstrand - Supporting Table SA13b Service Tariffs by category - explanatory

Description	Ref	Provide description of tariff structure where appropriate	2015/16	2016/17	2017/18	Current Year 2018/19	2019/20 Medium Term Revenue & Expenditure Framework		
							Budget Year 2019/20	Budget Year +1 2020/21	Budget Year +2 2021/22
Exemptions, reductions and rebates (Rands)									
<i>[Insert lines as applicable]</i>									
Water tariffs									
<i>[Insert blocks as applicable]</i>									
		Basic charge	108	115	122	129	137	145	153
		Basic charge	108	115	122	129	137	145	153
		0 - 6 kl	362	404	450	502	560	594	629
		7 - 18 kl	912	966	1 024	1 085	1 147	1 216	1 289
		19 - 30 kl	1 479	1 567	1 661	1 761	1 861	1 973	2 091
		31 - 45 kl	2 276	2 413	2 557	2 711	2 866	3 038	3 220
		46 - 60 kl	2 957	3 134	3 322	3 521	3 722	3 945	4 182
		> 60 kl	3 943	4 179	4 430	4 696	4 964	5 262	5 578
Waste water tariffs									
<i>[Insert blocks as applicable]</i>									
		Basic charge	97	102	109	115	122	129	137
		Basic charge	116	123	109	115	122	129	137
		Tariff per kl (c/kl)	1 088	1 153	1 222	1 296	1 370	1 452	1 539
		Basic charge - pumps	65	69	73	78	82	87	92
		Service per pump	444	471	499	529	560	593	629
Electricity tariffs									
<i>[Insert blocks as applicable]</i>									
		Basic charge/fixed fee	217	255	268	292	343	363	385
		Basic - Vacant Land	217	255	268	292	343	363	385
		Flat rate prepaid (c/kWh)	99	100	101	107	122	130	137
		Credit Meter							
		0 - 350 kWh	108	109	109	115	131	139	147
		351 - 600 kWh	146	155	158	168	192	204	216
		> 600 kWh	176	189	193	206	237	251	266
		Prepaid Meter							
		0 - 350 kWh	99	100	100	106	121	128	136
		351 - 600 kWh	137	146	149	158	181	192	203
		> 600 kWh	169	182	185	198	228	241	256

WC032 Overstrand - Supporting Table SA14 Household bills

Description	Ref	2015/16	2016/17	2017/18	Current Year 2018/19			2019/20 Medium Term Revenue & Expenditure Framework			
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2019/20 % incr.	Budget Year 2019/20	Budget Year +1 2020/21	Budget Year +2 2021/22
Rand/cent											
Monthly Account for Household - 'Middle Income Range'	1										
Rates and services charges:											
Property rates		191.53	205.32	220.57	233.78	233.78	233.78	5.7%	247.13	261.96	277.68
Electricity: Basic levy		216.83	254.78	267.52	291.60	291.60	291.60	17.5%	342.63	363.19	384.98
Electricity: Consumption		1 367.73	1 445.42	1 464.97	1 558.89	1 558.89	1 558.89	14.6%	1 786.99	1 894.21	2 007.86
Water: Basic levy		108.42	114.93	121.83	129.14	129.14	129.14	5.7%	136.50	144.69	153.37
Water: Consumption		313.77	333.62	354.92	377.69	377.69	377.69	6.2%	400.93	424.99	450.48
Sanitation		325.09	344.53	365.16	387.25	387.25	387.25	5.7%	409.35	433.91	459.95
Refuse removal		137.99	146.26	155.04	164.35	164.35	164.35	10.4%	181.50	192.39	203.93
Other		41.70	41.70	53.54	56.97	56.97	56.97	-	56.97	56.97	56.97
sub-total		2 703.06	2 886.56	3 003.55	3 199.67	3 199.67	3 199.67	11.3%	3 562.00	3 772.30	3 995.22
VAT on Services		351.61	375.37	396.57	444.88	444.88	444.88		497.23	526.55	557.63
Total large household bill:		3 054.67	3 261.93	3 400.12	3 644.55	3 644.55	3 644.55	11.4%	4 059.23	4 298.85	4 552.85
% increase/-decrease			6.8%	4.2%	7.2%	-	-		11.4%	5.9%	5.9%
Monthly Account for Household - 'Affordable Range'	2										
Rates and services charges:											
Property rates		132.60	142.15	152.70	161.85	161.85	161.85	5.7%	171.09	181.36	192.24
Electricity: Basic levy		216.83	254.78	267.52	291.60	291.60	291.60	17.5%	342.63	363.19	384.98
Electricity: Consumption		554.27	571.30	574.61	608.63	608.63	608.63	14.2%	695.00	736.70	780.90
Water: Basic levy		108.42	114.93	121.83	129.14	129.14	129.14	5.7%	136.50	144.69	153.37
Water: Consumption		236.54	251.79	268.19	285.74	285.74	285.74	6.3%	303.75	321.98	341.29
Sanitation		287.01	304.18	322.39	341.89	341.89	341.89	5.7%	361.40	383.08	406.07
Refuse removal		137.99	146.26	155.04	164.35	164.35	164.35	10.4%	181.50	192.39	203.93
Other		41.70	41.70	53.54	56.97	56.97	56.97	-	56.97	56.97	56.97
sub-total		1 715.36	1 827.09	1 915.82	2 040.17	2 040.17	2 040.17	10.2%	2 248.84	2 380.35	2 519.76
VAT on Services		221.59	235.89	251.24	281.75	281.75	281.75		311.66	329.85	349.13
Total small household bill:		1 936.95	2 062.98	2 167.06	2 321.92	2 321.92	2 321.92	10.3%	2 560.50	2 710.20	2 868.88
% increase/-decrease			6.5%	5.0%	7.1%	-	-		10.3%	5.8%	5.9%
Monthly Account for Household - 'Indigent' Household receiving free basic services	3										
Rates and services charges:											
Property rates		73.67	78.97	84.83	89.92	89.92	89.92	5.7%	95.05	100.75	106.80
Electricity: Basic levy		216.83	254.78	267.52	291.60	291.60	291.60	17.5%	342.63	363.19	384.98
Electricity: Consumption		348.08	351.58	351.05	371.42	371.42	371.42	14.0%	423.40	448.80	475.73
Water: Basic levy		108.42	114.93	121.83	129.14	129.14	129.14	5.7%	136.50	144.69	153.37
Water: Consumption		162.59	173.44	185.14	197.69	197.69	197.69	6.6%	210.70	223.34	236.74
Sanitation		248.93	263.82	279.62	296.53	296.53	296.53	5.7%	313.45	332.26	352.19
Refuse removal		137.99	146.26	155.04	164.35	164.35	164.35	10.4%	181.50	192.39	203.93
Other		(635.29)	(701.43)	(727.86)	(792.66)	(792.66)	(792.66)		(888.76)	(1 030.96)	(1 110.36)
sub-total		661.22	682.35	717.17	747.99	747.99	747.99	8.9%	814.47	774.46	803.39
VAT on Services		76.42	78.64	90.11	98.71	98.71	98.71	#NAME?	107.91	101.06	104.49
Total small household bill:		737.64	760.99	807.28	846.70	846.70	846.70	8.9%	922.38	875.52	907.88
% increase/-decrease			3.2%	6.1%	4.9%	-	-		8.9%	(5.1%)	3.7%

WC032 Overstrand - Supporting Table SA15 Investment particulars by type

Investment type	Ref	2015/16	2016/17	2017/18	Current Year 2018/19			2019/20 Medium Term Revenue & Expenditure Framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2019/20	Budget Year +1 2020/21	Budget Year +2 2021/22
R thousand										
Parent municipality										
Securities - National Government										
Listed Corporate Bonds										
Deposits - Bank		101 263	170 728	380 514				320 000	330 000	340 000
Deposits - Public Investment Commissioners										
Deposits - Corporation for Public Deposits										
Bankers Acceptance Certificates										
Negotiable Certificates of Deposit - Banks										
Guaranteed Endowment Policies (sinking)		29 740	37 982	44 595	50 546	50 546	50 546	57 885	65 460	73 191
Repurchase Agreements - Banks										
Municipal Bonds										
Municipality sub-total	1	131 003	208 709	425 109	50 546	50 546	50 546	377 885	395 460	413 191
Entities										
Securities - National Government										
Listed Corporate Bonds										
Deposits - Bank										
Deposits - Public Investment Commissioners										
Deposits - Corporation for Public Deposits										
Bankers Acceptance Certificates										
Negotiable Certificates of Deposit - Banks										
Guaranteed Endowment Policies (sinking)										
Repurchase Agreements - Banks										
Entities sub-total		-	-	-	-	-	-	-	-	-
Consolidated total:		131 003	208 709	425 109	50 546	50 546	50 546	377 885	395 460	413 191

WC032 Overstrand - 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												
Parent municipality														
LIBERTY 15934476		15	POLICY	Yes	Variable	Fair Value Adjustment			01/09/2025	15 309	975		1 500	17 783
LIBERTY 21196964		14	POLICY	Yes	Variable	Fair Value Adjustment			01/09/2025	25 374	1 137		3 120	29 631
MOMENTUM 3853776		15	POLICY	Yes	Variable	Fair Value Adjustment			01/07/2026	2 739	33		360	3 132
														-
														-
														-
Municipality sub-total										43 422		-	4 980	50 546
Entities														
														-
														-
														-
														-
														-
Entities sub-total										-		-	-	-
TOTAL INVESTMENTS AND INTEREST	1									43 422		-	4 980	50 546

WC032 Overstrand - Supporting Table SA17 Borrowing

Borrowing - Categorised by type	Ref	2015/16	2016/17	2017/18	Current Year 2018/19			2019/20 Medium Term Revenue & Expenditure Framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2019/20	Budget Year +1 2020/21	Budget Year +2 2021/22
R thousand										
Parent municipality										
Annuity and Bullet Loans		312 402	312 495	308 658	323 677	323 677	323 677	355 453	361 756	370 934
Long-Term Loans (non-annuity)		100 000	100 000	100 000	100 000	100 000	100 000	100 000	100 000	100 000
Local registered stock										
Instalment Credit										
Financial Leases										
PPP liabilities										
Finance Granted By Cap Equipment Supplier										
Marketable Bonds										
Non-Marketable Bonds										
Bankers Acceptances										
Financial derivatives										
Other Securities										
Municipality sub-total	1	412 402	412 495	408 658	423 677	423 677	423 677	455 453	461 756	470 934
Entities										
Annuity and Bullet Loans										
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										
Entities sub-total	1	-	-	-	-	-	-	-	-	-
Total Borrowing	1	412 402	412 495	408 658	423 677	423 677	423 677	455 453	461 756	470 934
Unspent Borrowing - Categorised by type										
Parent municipality										
Long-Term Loans (annuity/reducing balance)										
Long-Term Loans (non-annuity)										
Local registered stock										
Instalment Credit										
Financial Leases										
PPP liabilities										
Finance Granted By Cap Equipment Supplier										
Marketable Bonds										
Non-Marketable Bonds										
Bankers Acceptances										
Financial derivatives										
Other Securities										
Municipality sub-total	1	-	-	-	-	-	-	-	-	-
Entities										
Long-Term Loans (annuity/reducing balance)										
Long-Term Loans (non-annuity)										
Local registered stock										
Instalment Credit										
Financial Leases										
PPP liabilities										
Finance Granted By Cap Equipment Supplier										
Marketable Bonds										
Non-Marketable Bonds										
Bankers Acceptances										
Financial derivatives										
Other Securities										
Entities sub-total	1	-	-	-	-	-	-	-	-	-
Total Unspent Borrowing	1	-	-	-	-	-	-	-	-	-

WC032 Overstrand - Supporting Table SA18 Transfers and grant receipts

Description	Ref	2015/16	2016/17	2017/18	Current Year 2018/19			2019/20 Medium Term Revenue & Expenditure Framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2019/20	Budget Year +1 2020/21	Budget Year +2 2021/22
R thousand										
RECEIPTS:	1, 2									
Operating Transfers and Grants										
National Government:		67 709	76 347	88 073	99 544	99 544	99 544	110 882	119 084	131 278
Local Government Equitable Share		64 598	72 950	84 223	96 068	96 068	96 068	106 697	117 534	129 728
Finance Management		1 450	1 475	1 550	1 550	1 550	1 550	1 550	1 550	1 550
EPWP Incentive		1 661	1 922	2 300	1 926	1 926	1 926	2 635		
Other transfers/grants [insert description]										
Provincial Government:		35 118	41 312	38 766	30 731	12 429	12 429	45 348	38 059	36 939
Human Settlements Development Grant		29 425	35 101	31 171	23 633	5 133	5 133	30 175	28 213	26 360
Library Services Grant		5 307	5 889	7 006	6 147	6 147	6 147	7 287	7 502	7 915
Financial Management Capacity Building Grant				240	360	360	360	380		
Community Development Workers Operational Support Grant		72	75	74	74	-	-			
Maintenance & Constuction of Transport Infrastructure		114	137	139	137	137	137	126	144	144
Western Cape Financial Management Support Grant					280	280	280	280		
Local Government Internship Grant			60	66		72	72			
Greenest Municipality Competition			50	70						
Municipal Service Delivery & Capacity Building Grant						200	200			
Thusong Service Centre		200			100	100	100	100		100
Resourcing Funding for Establishment &Support of a K9 Unit								2 000	2 200	2 420
Disaster Management Grant								5 000		
District Municipality:		-	-	-	-	-	-	-	-	-
Spaces for Sports										
Arbour City Award										
Other grant providers:		-	-	-	-	-	-	-	-	-
[insert description]										
Total Operating Transfers and Grants	5	102 827	117 659	126 839	130 275	111 973	111 973	156 230	157 143	168 217
Capital Transfers and Grants										
National Government:		31 647	26 030	26 330	25 901	25 901	25 901	39 010	28 036	29 513
Municipal Infrastructure Grant (MIG)		21 417	21 030	22 330	21 639	21 639	21 639	32 010	23 036	24 513
INEP		8 000	5 000	4 000	4 262	4 262	4 262	7 000	5 000	5 000
Finance Management		1 300								
Municipal Systems Improvement		930								
Other capital transfers/grants [insert desc]										
Provincial Government:		29 110	10 490	42 992	36 067	38 567	38 567	21 325	14 128	39 480
Human Settlements Development Grant		26 080	8 290	36 661	35 467	33 967	33 967	21 325	13 287	39 480
Library Services Grant		3 031	1 000		600	600	600			
Resourcing Funding for Establishment &Support of a K9 Unit						4 000	4 000			
Public Transport Non-Motorised Infrastructure Grant				4 000						
Fire Service Capacity Building Grant				800					841	
Municipal Service Delivery & Capacity Building Grant				360						
Development of Sport and Recreation Facilities			1 200	1 171						
District Municipality:		-	-	-	-	-	-	-	-	-
Spaces for Sports										
Other grant providers:		-	-	-	-	-	-	-	-	-
[insert description]										
Total Capital Transfers and Grants	5	60 757	36 520	69 322	61 968	64 468	64 468	60 335	42 164	68 993
TOTAL RECEIPTS OF TRANSFERS & GRANTS		163 584	154 179	196 161	192 243	176 441	176 441	216 565	199 307	237 210

WC032 Overstrand - Supporting Table SA19 Expenditure on transfers and grant programme

Description	Ref	2015/16	2016/17	2017/18	Current Year 2018/19			2019/20 Medium Term Revenue & Expenditure Framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2019/20	Budget Year +1 2020/21	Budget Year +2 2021/22
R thousand										
EXPENDITURE:	1									
Operating expenditure of Transfers and Grants										
National Government:		3 701	3 397	3 850	3 476	3 476	3 476	4 185	1 550	1 550
Local Government Equitable Share		2 040	1 475	1 550	1 550	1 550	1 550	1 550	1 550	1 550
Finance Management		1 661	1 922	2 300	1 926	1 926	1 926	2 635		
EPWP Incentive										
Other transfers/grants [insert description]										
Provincial Government:		36 630	38 034	28 348	31 022	18 642	18 642	40 348	38 059	36 939
Human Settlements Development Grant		29 425	31 921	21 645	23 633	10 856	10 856	30 175	28 213	26 360
Library Services Grant		5 307	5 889	6 306	6 147	6 147	6 147	7 287	7 502	7 915
Financial Management Capacity Building Grant					600	600	600	380		
Community Development Workers Operational Support Grant		72	75	74	74	-	-			
Maintenance & Constuction of Transport Infrastructure		114	137	139	137	137	137	126	144	144
Western Cape Financial Management Support Grant		1 513			280	280	280	280		
Local Government Internship Grant			12	64	51	122	122			
Greenest Municipality Competition				120						
Municipal Service Delivery & Capacity Building Grant						200	200			
Resourcing Funding for Establishment &Support of a K9 U		200				200	200	2 000	2 200	2 420
Disaster Management Grant								-		
Thusong Service Centre					100	100	100	100		100
District Municipality:		-	-	-	-	-	-	-	-	-
Spaces for Sports										
Arbour City Award										
Other grant providers:		-	-	-	-	-	-	-	-	-
[insert description]										
Total operating expenditure of Transfers and Grants:		40 331	41 431	32 198	34 498	22 118	22 118	44 533	39 609	38 489
Capital expenditure of Transfers and Grants										
National Government:		30 347	26 030	21 786	25 901	30 445	30 445	39 010	28 036	29 513
Municipal Infrastructure Grant (MIG)		21 417	21 030	17 786	21 639	26 183	26 183	32 010	23 036	24 513
INEP		8 000	5 000	4 000	4 262	4 262	4 262	7 000	5 000	5 000
Finance Management										
Municipal Systems Improvement		930								
Other capital transfers/grants [insert desc]										
Provincial Government:		29 004	7 681	42 462	36 067	35 628	35 628	21 325	14 128	39 480
Human Settlements Development Grant		25 974	7 651	34 180	35 467	34 108	34 108	21 325	13 287	39 480
Library Services Grant		3 031	30	1 141	600	1 129	1 129			
Resourcing Funding for Establishment &Support of a K9 Unit										
Public Transport Non-Motorised Infrastructure Grant				3 610		390	390			
Fire Service Capacity Building Grant				2 000					841	
Municipal Service Delivery & Capacity Building Grant				360						
Development of Sport and Recreation Facilities				1 171						
District Municipality:		-	-	-	-	-	-	-	-	-
Spaces for Sports										
Other grant providers:		-	-	-	-	-	-	-	-	-
[insert description]										
Total capital expenditure of Transfers and Grants		59 351	33 711	64 248	61 968	66 072	66 072	60 335	42 164	68 993
TOTAL EXPENDITURE OF TRANSFERS AND GRANTS		99 683	75 143	96 446	96 466	88 190	88 190	104 868	81 773	107 482

WC032 Overstrand - Supporting Table SA20 Reconciliation of transfers, grant receipts and unspent funds

Description	Ref	2015/16	2016/17	2017/18	Current Year 2018/19			2019/20 Medium Term Revenue & Expenditure Framework		
R thousand		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2019/20	Budget Year +1 2020/21	Budget Year +2 2021/22
Operating transfers and grants:	1,3									
National Government:										
Balance unspent at beginning of the year		590								
Current year receipts		67 709	76 347	88 073	99 544	99 544	99 544	110 882	119 084	131 278
Conditions met - transferred to revenue		68 299	76 347	88 073	99 544	99 544	99 544	110 882	119 084	131 278
Conditions still to be met - transferred to liabilities										
Provincial Government:										
Balance unspent at beginning of the year		213	2 944	(10 418)	291	(16 057)	(16 057)			
Current year receipts		35 118	41 312	38 766	30 731	30 731	30 731	45 348	38 059	36 939
Conditions met - transferred to revenue		35 330	38 064	28 348	31 022	18 642	18 642	45 348	38 059	36 939
Conditions still to be met - transferred to liabilities			6 192			(3 969)	(3 969)			
District Municipality:										
Balance unspent at beginning of the year										
Current year receipts										
Conditions met - transferred to revenue		-	-	-	-	-	-	-	-	-
Conditions still to be met - transferred to liabilities										
Other grant providers:										
Balance unspent at beginning of the year										
Current year receipts								325	325	325
Conditions met - transferred to revenue		-	-	-	-	-	-	325	325	325
Conditions still to be met - transferred to liabilities										
Total operating transfers and grants revenue		103 629	114 411	116 421	130 566	118 186	118 186	156 555	157 468	168 542
Total operating transfers and grants - CTBM	2	-	6 192	-	-	(3 969)	(3 969)	-	-	-
Capital transfers and grants:	1,3									
National Government:										
Balance unspent at beginning of the year						4 544	4 544	3 800		
Current year receipts		30 347	26 030	26 330	25 901	25 901	25 901	39 010	28 036	29 513
Conditions met - transferred to revenue		30 347	26 030	26 330	25 901	30 445	30 445	42 810	28 036	29 513
Conditions still to be met - transferred to liabilities										
Provincial Government:										
Balance unspent at beginning of the year		743	1 440	(682)						
Current year receipts		30 410	10 490	42 992	36 067	35 628	35 628	21 325	14 128	39 480
Conditions met - transferred to revenue		31 047	11 930	42 310	36 067	35 628	35 628	21 325	14 128	39 480
Conditions still to be met - transferred to liabilities		106								
District Municipality:										
Balance unspent at beginning of the year										
Current year receipts										
Conditions met - transferred to revenue		-	-	-	-	-	-	-	-	-
Conditions still to be met - transferred to liabilities										
Other grant providers:										
Balance unspent at beginning of the year					100	100	100			
Current year receipts			5 254							
Conditions met - transferred to revenue		-	5 254	-	100	100	100	-	-	-
Conditions still to be met - transferred to liabilities										
Total capital transfers and grants revenue		61 394	43 214	68 640	62 068	66 172	66 172	64 135	42 164	68 993
Total capital transfers and grants - CTBM	2	106	-	-	-	-	-	-	-	-
TOTAL TRANSFERS AND GRANTS REVENUE		165 024	157 626	185 061	192 634	184 358	184 358	220 690	199 632	237 535
TOTAL TRANSFERS AND GRANTS - CTBM		106	6 192	-	-	(3 969)	(3 969)	-	-	-

WC032 Overstrand - Supporting Table SA21 Transfers and grants made by the municipality

Description	Ref	2015/16	2016/17	2017/18	Current Year 2018/19				2019/20 Medium Term Revenue & Expenditure Framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Pre-audit outcome	Budget Year 2019/20	Budget Year +1 2020/21	Budget Year +2 2021/22
R thousand											
Cash Transfers to other municipalities											
<i>Insert description</i>	1										
Total Cash Transfers To Municipalities:		-	-	-	-	-	-	-	-	-	-
Cash Transfers to Entities/Other External Mechanisms											
<i>Insert description</i>	2										
Total Cash Transfers To Entities/Ems'		-	-	-	-	-	-	-	-	-	-
Cash Transfers to other Organs of State											
<i>Insert description</i>	3										
Total Cash Transfers To Other Organs Of State:		-	-	-	-	-	-	-	-	-	-
Cash Transfers to Organisations											
Mayor's Charity Fund		348			132	132	132		100	105	110
National Sea Rescue Institute (Hermanus Station)					30	30	30				
Hermanus Night Shelter					12	12	12				
Recycle Swap Shop					20	20	20				
Franskraal Bowling Club					10	10	10				
Child Welfare Kleinmond					20	20	20				
Sustainable Futures Trust					30	30	30				
Overstrand Hospice					18	18	18				
Campbell Farm Community					18	18	18				
Stanford Conservation					20	20	20				
Overberg Aquatic Club					25	25	25				
Hermanus Botanical Society					7	7	7				
Child Welfare Hermanus					30	30	30				
Pearly Beach Conservancy					16	16	16				
BADISA					25	25	25				
Overstrand Association for People with Disabilities (OAPD)					20	20	20				
Narrative Foundation					20	20	20				
Hermanus Hacking Group					12	12	12				
Overberg Wheelchair Association					15	15	15				
Kids at the Centre					20	20	20				
Grant in Aid									400	420	441
Tourism Buro's		1 508									
Total Cash Transfers To Organisations		1 856	-	-	500	500	500	-	500	525	551
Cash Transfers to Groups of Individuals											
<i>Insert description</i>		48 900	1 898	1 800							
Total Cash Transfers To Groups Of Individuals:		48 900	1 898	1 800	-	-	-	-	-	-	-
TOTAL CASH TRANSFERS AND GRANTS	6	50 757	1 898	1 800	500	500	500	-	500	525	551
Non-Cash Transfers to other municipalities											
<i>Insert description</i>	1	333									
Total Non-Cash Transfers To Municipalities:		333	-	-	-	-	-	-	-	-	-
Non-Cash Transfers to Entities/Other External Mechanisms											
<i>Insert description</i>	2										
Total Non-Cash Transfers To Entities/Ems'		-	-	-	-	-	-	-	-	-	-
Non-Cash Transfers to other Organs of State											
<i>Insert description</i>	3										
Total Non-Cash Transfers To Other Organs Of State:		-	-	-	-	-	-	-	-	-	-
Non-Cash Grants to Organisations											
<i>Insert description</i>	4										
Total Non-Cash Grants To Organisations		-	-	-	-	-	-	-	-	-	-
Groups of Individuals											
<i>Insert description</i>	5										
Total Non-Cash Grants To Groups Of Individuals:		-	-	-	-	-	-	-	-	-	-
TOTAL NON-CASH TRANSFERS AND GRANTS		333	-	-	-	-	-	-	-	-	-
TOTAL TRANSFERS AND GRANTS	6	51 090	1 898	1 800	500	500	500	-	500	525	551

WC032 Overstrand - Supporting Table SA22 Summary councillor and staff benefits

Summary of Employee and Councillor remuneration	Ref	2015/16	2016/17	2017/18	Current Year 2018/19			2019/20 Medium Term Revenue & Expenditure Framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2019/20	Budget Year +1 2020/21	Budget Year +2 2021/22
R thousand		A	B	C	D	E	F	G	H	I
Councillors (Political Office Bearers plus Other)	1									
Basic Salaries and Wages		7 961	8 608	9 056	9 862	9 862	9 862	9 896	10 391	10 910
Pension and UIF Contributions										
Medical Aid Contributions										
Motor Vehicle Allowance										
Cellphone Allowance		606	657	1 081	1 110	1 110	1 110	1 110	1 110	1 110
Housing Allowances										
Other benefits and allowances										
Sub Total - Councillors		8 566	9 265	10 138	10 972	10 972	10 972	11 006	11 501	12 020
% increase	4		8.2%	9.4%	8.2%	-	-	0.3%	4.5%	4.5%
Senior Managers of the Municipality	2									
Basic Salaries and Wages		9 543	9 944	10 489	10 954	10 954	10 954	11 292	11 998	12 748
Pension and UIF Contributions										
Medical Aid Contributions										
Overtime										
Performance Bonus				103	210	210	210	109	116	123
Motor Vehicle Allowance										
Cellphone Allowance	3	154	158	187	194	194	194	187	187	187
Housing Allowances	3									
Other benefits and allowances	3	32						6	11	12
Payments in lieu of leave										
Long service awards										
Post-retirement benefit obligations	6									
Sub Total - Senior Managers of Municipality		9 729	10 102	10 779	11 358	11 358	11 358	11 594	12 312	13 070
% increase	4		3.8%	6.7%	5.4%	-	-	2.1%	6.2%	6.2%
Other Municipal Staff										
Basic Salaries and Wages		175 857	175 723	206 677	225 106	222 354	222 354	261 796	280 033	297 261
Pension and UIF Contributions		29 587	30 114	33 240	39 574	36 976	36 976	43 044	45 702	48 421
Medical Aid Contributions		9 829	10 523	11 195	13 679	12 091	12 091	14 460	15 537	16 630
Overtime		15 724	15 613	18 388	23 606	30 672	30 672	20 176	21 456	22 794
Performance Bonus										
Motor Vehicle Allowance	3	7 222	7 602	7 850	8 203	8 203	8 203	12 130	12 130	12 130
Cellphone Allowance	3	1 119	1 483	2 013	2 049	2 049	2 049	2 042	2 042	2 042
Housing Allowances	3	4 608	5 064	5 482	2 542	2 542	2 542	2 546	2 676	2 844
Other benefits and allowances	3	10 248	26 398	14 069	26 983	29 329	29 329	15 444	15 562	16 293
Payments in lieu of leave		1 815	1 385	772	1 062	1 162	1 162	1 125	1 193	1 264
Long service awards		2 288	1 836	6 054	1 946	2 612	2 612	2 062	2 186	2 317
Post-retirement benefit obligations	6	6 539	16 076	(19 984)	10 916	14 766	14 766	11 571	12 266	13 002
Sub Total - Other Municipal Staff		264 835	291 817	285 757	355 667	362 756	362 756	386 397	410 782	434 998
% increase	4		10.2%	(2.1%)	24.5%	2.0%	-	6.5%	6.3%	5.9%
Total Parent Municipality		283 130	311 185	306 674	377 997	385 086	385 086	408 997	434 595	460 088
			9.9%	(1.4%)	23.3%	1.9%	-	6.2%	6.3%	5.9%
Board Members of Entities										
Basic Salaries and Wages										
Pension and UIF Contributions										
Medical Aid Contributions										
Overtime										
Performance Bonus										
Motor Vehicle Allowance	3									
Cellphone Allowance	3									
Housing Allowances	3									
Other benefits and allowances	3									
Board Fees										
Payments in lieu of leave										
Long service awards										
Post-retirement benefit obligations	6									
Sub Total - Board Members of Entities		-	-	-	-	-	-	-	-	-
% increase	4		-	-	-	-	-	-	-	-
Senior Managers of Entities										
Basic Salaries and Wages										
Pension and UIF Contributions										
Medical Aid Contributions										
Overtime										
Performance Bonus										
Motor Vehicle Allowance	3									
Cellphone Allowance	3									
Housing Allowances	3									
Other benefits and allowances	3									
Payments in lieu of leave										
Long service awards										
Post-retirement benefit obligations	6									
Sub Total - Senior Managers of Entities		-	-	-	-	-	-	-	-	-
% increase	4		-	-	-	-	-	-	-	-

Other Staff of Entities										
Basic Salaries and Wages										
Pension and UIF Contributions										
Medical Aid Contributions										
Overtime										
Performance Bonus										
Motor Vehicle Allowance	3									
Cellphone Allowance	3									
Housing Allowances	3									
Other benefits and allowances	3									
Payments in lieu of leave										
Long service awards										
Post-retirement benefit obligations	6									
Sub Total - Other Staff of Entities										
% increase	4	-	-	-	-	-	-	-	-	-
Total Municipal Entities		-	-	-	-	-	-	-	-	-
TOTAL SALARY, ALLOWANCES & BENEFITS										
		283 130	311 185	306 674	377 997	385 086	385 086	408 997	434 595	460 088
% increase	4		9.9%	(1.4%)	23.3%	1.9%	-	6.2%	6.3%	5.9%
TOTAL MANAGERS AND STAFF	5,7	274 564	301 919	296 536	367 024	374 114	374 114	397 991	423 094	448 067

WC032 Overstrand - Supporting Table SA23 Salaries, allowances & benefits (political office bearers/councillors/senior managers)

[illegible]

WC032 Overstrand - Supporting Table SA24 Summary of personnel numbers

Summary of Personnel Numbers		Ref	2017/18			Current Year 2018/19			Budget Year 2019/20		
Number		1,2	Positions	Permanent employees	Contract employees	Positions	Permanent employees	Contract employees	Positions	Permanent employees	Contract employees
Municipal Council and Boards of Municipal Entities											
Councillors (Political Office Bearers plus Other Councillors)			25	7		25	7		25	7	
Board Members of municipal entities		4									
Municipal employees											
Municipal Manager and Senior Managers		5									
Other Managers		3	7	7		7	7		7	7	
Professionals		7	55	53		56	54		54	50	
Finance			23	19	–	23	21	–	26	25	–
Spatial/town planning			20	16		20	18		21	20	
Information Technology			1	1		1	1		2	2	
Roads									1	1	
Electricity											
Water											
Sanitation											
Refuse											
Other			2	2		2	2		2	2	
Technicians			190	167	–	188	167	–	195	174	–
Finance											
Spatial/town planning			13	12		13	12		11	10	
Information Technology			5	3		5	3		5	4	
Roads			9	9		9	8		9	9	
Electricity			30	25		30	24		31	27	
Water			20	16		19	18		21	18	
Sanitation			2	2		2	2		2	2	
Refuse			5	5		4	4		5	5	
Other			106	95		106	96		111	99	
Clerks (Clerical and administrative)			263	232		262	234		277	241	
Service and sales workers			128	96		104	95		115	92	
Skilled agricultural and fishery workers			–	–		–	–		–	–	
Craft and related trades			–	–		–	–		–	–	
Plant and Machine Operators			63	54		59	55		61	57	
Elementary Occupations			418	400		423	405		430	410	
TOTAL PERSONNEL NUMBERS		9	1 172	1 035	–	1 147	1 045	–	1 190	1 063	–
% increase						(2.1%)	1.0%	–	3.7%	1.7%	–
Total municipal employees headcount		6, 10	1 147	1 028		1 122	1 038		1 165	1 056	
Finance personnel headcount		8, 10	113	103		113	100		113	104	
Human Resources personnel headcount		8, 10	18	17		18	18		18	18	

WC032 Overstrand - Supporting Table SA25 Budgeted monthly revenue and expenditure

Description	Ref	Budget Year 2019/20												Medium Term Revenue and Expenditure Framework		
		July	August	Sept.	October	November	December	January	February	March	April	May	June	Budget Year 2019/20	Budget Year +1 2020/21	Budget Year +2 2021/22
R thousand																
Revenue By Source																
Property rates		19 721	19 721	19 721	19 721	19 721	21 421	19 721	19 721	19 721	19 721	19 721	21 434	240 070	254 464	269 721
Service charges - electricity revenue		33 190	33 190	33 190	33 190	33 190	33 190	33 190	33 190	33 190	33 190	33 190	33 190	398 278	456 672	524 974
Service charges - water revenue		9 903	9 903	9 903	9 903	9 903	9 903	9 903	9 903	9 903	9 903	9 903	9 903	118 842	125 972	133 531
Service charges - sanitation revenue		6 484	6 484	6 484	6 484	6 484	6 484	6 484	6 484	6 484	6 484	6 484	6 484	77 810	82 479	87 427
Service charges - refuse revenue		5 843	5 843	5 843	5 843	5 843	5 843	5 843	5 843	5 843	5 843	5 843	5 843	70 121	79 413	89 945
Rental of facilities and equipment		287	287	303	287	287	309	287	287	303	287	287	309	3 515	3 708	3 921
Interest earned - external investments		2 333	2 333	2 333	2 333	2 333	2 333	2 333	2 333	2 333	2 333	2 333	2 333	28 000	29 680	31 461
Interest earned - outstanding debtors		346	346	346	346	346	346	346	346	346	346	346	346	4 151	4 400	4 664
Dividends received		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Fines, penalties and forfeits		2 272	2 272	2 276	2 272	2 272	2 277	2 272	2 272	2 276	2 272	2 272	2 307	27 317	28 950	30 682
Licences and permits		193	193	194	193	193	199	193	193	194	193	193	199	2 329	2 450	2 578
Agency services		392	392	398	392	392	398	392	392	398	392	392	398	4 726	5 008	5 307
Transfers and subsidies		35 566	-	1 046	-	-	36 762	-	-	36 612	-	-	46 570	156 555	157 468	168 542
Other revenue		2 695	2 695	2 921	2 695	2 695	3 087	2 695	2 695	2 921	2 695	2 695	5 064	35 549	37 496	39 560
Gains on disposal of PPE		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Revenue (excluding capital transfers and contributions)		119 225	83 659	84 960	83 659	83 659	122 554	83 659	83 659	120 526	83 659	83 659	134 381	1 167 263	1 268 160	1 392 313
Expenditure By Type																
Employee related costs		32 006	32 006	32 006	32 006	32 006	32 006	32 006	32 006	32 006	32 006	32 006	45 930	397 991	423 094	448 067
Remuneration of councillors		917	917	917	917	917	917	917	917	917	917	917	918	11 006	11 501	12 020
Debt impairment		2 075	2 075	2 075	2 075	2 075	2 075	2 075	2 075	2 075	2 075	2 075	2 075	24 902	26 396	27 979
Depreciation & asset impairment		10 940	10 940	10 940	10 940	10 940	10 940	10 940	10 940	10 940	10 940	10 940	10 940	131 285	130 830	130 222
Finance charges		1 055	-	3 459	4 198	1 139	14 818	988	-	3 311	3 806	1 063	17 711	51 549	54 249	56 058
Bulk purchases		22 990	22 990	22 990	22 990	22 990	22 990	22 990	22 990	22 990	22 990	22 990	22 990	275 880	319 000	368 859
Other materials		1 537	2 808	12 669	2 808	1 537	12 732	1 537	2 808	12 669	1 537	1 537	14 025	68 202	70 960	71 577
Contracted services		2 838	24 864	23 181	25 414	2 838	23 354	2 838	24 864	23 143	2 876	2 838	46 099	205 146	230 738	236 378
Transfers and subsidies		-	-	-	-	-	400	-	-	-	-	-	100	500	525	551
Other expenditure		3 761	3 145	11 106	4 387	2 519	11 399	2 519	3 145	12 349	2 519	2 519	22 072	81 441	76 087	80 852
Loss on disposal of PPE		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Expenditure		78 119	99 745	119 344	105 735	76 960	131 631	76 809	99 745	120 400	79 666	76 884	182 862	1 247 901	1 343 380	1 432 564
Surplus/(Deficit)		41 106	(16 085)	(34 383)	(22 076)	6 699	(9 077)	6 850	(16 085)	126	3 993	6 775	(48 481)	(80 639)	(75 220)	(40 251)
Transfers and subsidies - capital (monetary allocations) (National / Provincial and District)		-	-	9 753	-	-	9 753	-	-	9 753	-	-	31 077	60 335	42 164	68 993
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)		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Surplus/(Deficit) after capital transfers & contributions		41 106	(16 085)	(24 631)	(22 076)	6 699	676	6 850	(16 085)	9 878	3 993	6 775	(17 404)	(20 304)	(33 056)	28 742
Taxation		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Attributable to minorities		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Share of surplus/ (deficit) of associate		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Surplus/(Deficit)	1	41 106	(16 085)	(24 631)	(22 076)	6 699	676	6 850	(16 085)	9 878	3 993	6 775	(17 404)	(20 304)	(33 056)	28 742

WC032 Overstrand - Supporting Table SA26 Budgeted monthly revenue and expenditure (municipal vote)

Description	Ref	Budget Year 2019/20												Medium Term Revenue and Expenditure Framework		
		July	August	Sept.	October	November	December	January	February	March	April	May	June	Budget Year 2019/20	Budget Year +1 2020/21	Budget Year +2 2021/22
R thousand																
Revenue by Vote																
Vote 1 - Council		7 560	11	11	11	11	7 560	11	11	7 560	11	11	5 011	27 778	6 306	7 589
Vote 2 - Municipal Manager		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Vote 3 - Management Services		20	20	26	20	20	291	20	20	26	20	20	671	1 169	793	796
Vote 4 - Finance		22 916	22 916	23 305	22 916	22 916	25 011	22 916	22 916	23 305	22 916	22 916	27 348	282 294	298 830	316 655
Vote 5 - Community Services		40 667	23 869	32 081	23 869	23 869	48 935	23 869	23 869	48 878	23 869	23 869	39 677	377 322	406 301	438 149
Vote 6 - Economic and Social Development & Tourism		-	-	659	-	-	659	-	-	659	-	-	659	2 635	-	-
Vote 7 - Infrastructure & Planning		45 201	33 983	35 738	33 983	33 983	46 958	33 983	33 983	46 956	33 983	33 983	87 239	499 970	558 603	657 106
Vote 8 - Protection Services		2 862	2 862	2 894	2 862	2 862	2 894	2 862	2 862	2 894	2 862	2 862	4 854	36 429	39 490	41 011
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]													-	-	-	-
Total Revenue by Vote		119 225	83 659	94 713	83 659	83 659	132 307	83 659	83 659	130 278	83 659	83 659	165 458	1 227 597	1 310 323	1 461 306
Expenditure by Vote to be appropriated																
Vote 1 - Council		3 754	2 511	2 597	3 754	2 511	2 997	2 511	2 511	3 839	2 511	2 511	2 697	34 704	36 573	38 541
Vote 2 - Municipal Manager		441	441	498	441	441	515	441	441	498	441	441	519	5 561	5 874	6 209
Vote 3 - Management Services		3 548	3 548	6 557	3 548	3 548	6 655	3 548	3 548	6 519	3 586	3 548	6 687	54 838	56 708	62 692
Vote 4 - Finance		3 985	3 985	10 285	4 028	3 985	10 699	3 985	3 985	10 285	4 025	3 985	23 925	87 159	91 853	87 534
Vote 5 - Community Services		26 784	26 018	51 113	28 675	26 790	59 073	26 735	26 018	51 035	28 426	26 731	61 442	438 839	469 534	488 961
Vote 6 - Economic and Social Development & Tourism		1 035	1 035	1 035	1 035	1 035	1 035	1 035	1 035	1 035	1 035	1 035	1 035	12 421	12 597	13 213
Vote 7 - Infrastructure & Planning		31 708	55 342	40 395	57 390	31 786	43 794	31 689	55 342	40 325	32 778	31 769	78 791	531 108	572 279	631 962
Vote 8 - Protection Services		6 939	6 939	6 939	6 939	6 939	6 939	6 939	6 939	6 939	6 939	6 939	6 940	83 272	97 962	103 452
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]													-	-	-	-
Total Expenditure by Vote		78 194	99 820	119 419	105 810	77 035	131 706	76 884	99 820	120 475	79 741	76 959	182 037	1 247 901	1 343 380	1 432 564
Surplus/(Deficit) before assoc.		41 031	(16 160)	(24 706)	(22 151)	6 624	601	6 775	(16 160)	9 803	3 918	6 700	(16 578)	(20 304)	(33 056)	28 742
Taxation													-	-	-	-
Attributable to minorities													-	-	-	-
Share of surplus/ (deficit) of associate													-	-	-	-
Surplus/(Deficit)	1	41 031	(16 160)	(24 706)	(22 151)	6 624	601	6 775	(16 160)	9 803	3 918	6 700	(16 578)	(20 304)	(33 056)	28 742

WC032 Overstrand - Supporting Table SA27 Budgeted monthly revenue and expenditure (functional classification)

Description	Ref	Budget Year 2019/20												Medium Term Revenue and Expenditure Framework		
		July	August	Sept.	October	November	December	January	February	March	April	May	June	Budget Year 2019/20	Budget Year +1 2020/21	Budget Year +2 2021/22
R thousand																
Revenue - Functional																
Governance and administration		30 547	22 998	23 404	22 998	22 998	32 929	22 998	22 998	30 954	22 998	22 998	32 437	311 256	306 640	325 801
Executive and council		7 562	12	23	12	12	7 578	12	12	7 573	12	12	5 028	27 851	6 380	7 664
Finance and administration		22 985	22 985	23 381	22 985	22 985	25 352	22 985	22 985	23 381	22 985	22 985	27 409	283 405	300 261	318 137
Internal audit													-	-	-	-
Community and public safety		1 014	1 014	4 430	1 014	1 014	4 441	1 014	1 014	4 430	1 014	1 014	100 084	121 495	101 354	128 409
Community and social services		24	24	68	24	24	73	24	24	68	24	24	7 461	7 866	7 999	8 532
Sport and recreation		921	921	4 265	921	921	4 271	921	921	4 265	921	921	4 296	24 470	11 769	12 406
Public safety		21	21	49	21	21	49	21	21	49	21	21	36 778	37 089	39 490	41 011
Housing		48	48	48	48	48	48	48	48	48	48	48	51 548	52 070	42 094	66 460
Health													-	-	-	-
Economic and environmental services		738	738	2 402	738	738	2 443	738	738	2 402	738	738	2 569	15 717	11 609	21 648
Planning and development		738	738	1 397	738	738	1 398	738	738	1 397	738	738	1 398	11 490	9 363	9 900
Road transport		0	0	1 000	0	0	1 040	0	0	1 000	0	0	1 166	4 207	2 225	11 725
Environmental protection		-	-	5	-	-	5	-	-	5	-	-	5	20	22	23
Trading services		84 085	56 069	61 632	56 069	56 069	89 648	56 069	56 069	89 648	56 069	56 069	61 632	779 129	890 721	985 448
Energy sources		44 451	33 232	34 982	33 232	33 232	46 201	33 232	33 232	46 201	33 232	33 232	34 982	439 444	507 560	581 174
Water management		15 245	10 500	12 380	10 500	10 500	17 124	10 500	10 500	17 124	10 500	10 500	12 380	147 753	167 683	168 491
Waste water management		12 472	6 492	8 420	6 492	6 492	14 400	6 492	6 492	14 400	6 492	6 492	8 421	103 560	112 140	119 851
Waste management		11 918	5 844	5 850	5 844	5 844	11 923	5 844	5 844	11 923	5 844	5 844	5 850	88 372	103 337	115 932
Other													-	-	-	-
Total Revenue - Functional		116 384	80 818	91 868	80 818	80 818	129 462	80 818	80 818	127 433	80 818	80 818	196 722	1 227 597	1 310 323	1 461 306
Expenditure - Functional																
Governance and administration		16 808	15 601	28 066	16 886	15 565	28 992	15 565	15 601	29 270	15 643	15 565	39 079	252 640	264 856	271 144
Executive and council		5 053	3 811	5 835	5 053	3 811	6 235	3 811	3 811	7 078	3 811	3 811	5 940	58 057	61 701	63 574
Finance and administration		11 505	11 540	21 973	11 583	11 505	22 483	11 505	11 540	21 935	11 582	11 505	32 866	191 521	199 921	204 149
Internal audit		250	250	257	250	250	274	250	250	257	250	250	274	3 061	3 234	3 421
Community and public safety		8 497	8 497	21 079	8 702	8 497	21 081	8 497	8 497	21 079	8 688	8 497	61 125	192 734	216 372	225 156
Community and social services		1 244	1 244	1 957	1 244	1 244	1 959	1 244	1 244	1 957	1 244	1 244	1 958	17 784	20 436	21 608
Sport and recreation		3 137	3 137	6 511	3 342	3 137	6 511	3 137	3 137	6 511	3 328	3 137	6 511	51 538	59 120	62 473
Public safety		3 776	3 776	3 849	3 776	3 776	3 849	3 776	3 776	3 849	3 776	3 776	43 894	85 650	100 790	106 442
Housing		339	339	8 762	339	339	8 762	339	339	8 762	339	339	8 762	37 762	36 027	34 634
Health													-	-	-	-
Economic and environmental services		9 348	11 215	19 001	11 605	9 348	19 350	9 348	11 215	19 001	9 710	9 348	21 190	159 681	168 189	174 195
Planning and development		3 259	4 368	3 259	4 368	3 259	3 262	3 259	4 368	3 259	3 259	3 259	4 376	43 559	44 648	46 247
Road transport		5 520	5 520	15 171	5 909	5 520	15 516	5 520	5 520	15 171	5 882	5 520	15 485	106 251	113 446	117 400
Environmental protection		569	1 327	571	1 327	569	571	569	1 327	571	569	569	1 330	9 871	10 096	10 547
Trading services		40 201	61 167	47 933	65 278	40 285	58 944	40 134	61 167	47 785	42 360	40 209	94 440	639 901	690 998	758 999
Energy sources		27 725	29 368	28 742	30 866	27 803	32 266	27 706	29 368	28 694	28 795	27 785	44 723	363 841	399 647	451 928
Water management		4 389	14 986	6 914	16 550	4 495	11 145	4 356	14 986	6 866	5 276	4 466	23 069	117 498	123 154	129 909
Waste water management		4 412	7 045	7 724	7 480	4 262	11 076	4 395	7 045	7 699	4 554	4 257	14 438	84 386	90 967	95 810
Waste management		3 676	9 768	4 552	10 382	3 726	4 456	3 676	9 768	4 526	3 735	3 701	12 210	74 176	77 230	81 351
Other		245	245	245	245	245	245	245	245	245	245	245	245	2 945	2 964	3 071
Total Expenditure - Functional		75 099	96 725	116 324	102 715	73 940	128 611	73 789	96 725	117 380	76 646	73 864	216 080	1 247 901	1 343 380	1 432 564
Surplus/(Deficit) before assoc.		41 285	(15 907)	(24 456)	(21 897)	6 878	850	7 029	(15 907)	10 053	4 172	6 954	(19 358)	(20 304)	(33 056)	28 742
Share of surplus/ (deficit) of associate													-	-	-	-
Surplus/(Deficit)	1	41 285	(15 907)	(24 456)	(21 897)	6 878	850	7 029	(15 907)	10 053	4 172	6 954	(19 358)	(20 304)	(33 056)	28 742

WC032 Overstrand - Supporting Table SA28 Budgeted monthly capital expenditure (municipal vote)

Description	Ref	Budget Year 2019/20												Medium Term Revenue and Expenditure Framework		
		July	August	Sept.	October	Nov.	Dec.	January	Feb.	March	April	May	June	Budget Year 2019/20	Budget Year +1 2020/21	Budget Year +2 2021/22
R thousand																
Multi-year expenditure to be appropriated	1															
Vote 1 - Council													-	-	-	-
Vote 2 - Municipal Manager													-	-	-	-
Vote 3 - Management Services													-	-	-	-
Vote 4 - Finance													-	-	-	-
Vote 5 - Community Services				4 520	5 050	9 575			12 500	1 050	12 500	10 500	8 253	63 948	75 323	94 324
Vote 6 - Economic and Social Development & Tourism													-	-	-	-
Vote 7 - Infrastructure & Planning													-	-	32 000	30 000
Vote 8 - Protection Services													-	-	-	-
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]													-	-	-	-
Capital multi-year expenditure sub-total	2	-	-	4 520	5 050	9 575	-	-	12 500	1 050	12 500	10 500	8 253	63 948	107 323	124 324
Single-year expenditure to be appropriated																
Vote 1 - Council					10								-	10	-	-
Vote 2 - Municipal Manager													-	-	-	-
Vote 3 - Management Services													-	-	-	-
Vote 4 - Finance				38	130	170	450	28	100	15	15	-	3 150	4 095	30 000	30 000
Vote 5 - Community Services					4 385		7 732	12 852	7 943	17 149			30 827	80 888	-	-
Vote 6 - Economic and Social Development & Tourism									25				-	25	-	-
Vote 7 - Infrastructure & Planning		600	4 520	492		7 991	7 732	12 852	7 943	17 149	3 760		6 571	69 609	-	-
Vote 8 - Protection Services													13 632	13 632	841	-
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]													-	-	-	-
Capital single-year expenditure sub-total	2	600	4 520	529	4 525	8 161	15 914	25 732	16 011	34 313	3 775	-	54 180	168 259	30 841	30 000
Total Capital Expenditure	2	600	4 520	5 049	9 575	17 736	15 914	25 732	28 511	35 363	16 275	10 500	62 433	232 206	138 164	154 324

WC032 Overstrand - Supporting Table SA29 Budgeted monthly capital expenditure (functional classification)

Description	Ref	Budget Year 2019/20												Medium Term Revenue and Expenditure Framework		
		July	August	Sept.	October	Nov.	Dec.	January	Feb.	March	April	May	June	Budget Year 2019/20	Budget Year +1 2020/21	Budget Year +2 2021/22
R thousand																
Capital Expenditure - Functional	1															
Governance and administration		-	-	-	-	-	-	-	-	-	-	4 105	-	4 105	30 000	30 000
Executive and council												10	-	10	-	-
Finance and administration												4 095	-	4 095	30 000	30 000
Internal audit													-	-	-	-
Community and public safety		600	4 520	2 525	2 704	5 130	15 914	3 668	7 003	4 562	4 562	954	-	52 142	14 128	39 480
Community and social services		600	-	-	173	346	346	173	173	173	173	173	-	2 330	-	-
Sport and recreation			4 520	2 525	781	2 343	782	781	781	781	781	781	-	14 855	-	-
Public safety					1 750	2 441	5 250	1 750	2 441				-	13 632	841	-
Housing							9 536	964	3 608	3 608	3 608		-	21 325	13 287	39 480
Health													-	-	-	-
Economic and environmental services		-	-	2 525	-	-	-	4 500	14 342	6 500	1 528	-	-	29 395	-	8 000
Planning and development								4 500	2 500		1 528		-	8 528	-	-
Road transport				2 525					11 842	6 500			-	20 866	-	8 000
Environmental protection													-	-	-	-
Trading services		-	-	-	6 871	12 606	-	17 564	7 166	24 801	10 185	5 441	61 931	146 565	94 036	76 844
Energy sources					6 871	6 000		2 564	7 166	2 500	2 500	2 500	3 773	33 874	32 000	30 000
Water management						6 606		15 000		14 500	4 414	2 941	(0)	43 461	40 075	13 481
Waste water management										7 801	3 271		30 927	41 999	21 961	33 363
Waste management													27 231	27 231	-	-
Other													-	-	-	-
Total Capital Expenditure - Functional	2	600	4 520	5 049	9 575	17 736	15 914	25 732	28 511	35 863	16 275	10 500	61 931	232 206	138 164	154 324
Funded by:																
National Government							13 003		13 003		13 004		-	39 010	28 036	29 513
Provincial Government		600	2 453	2 453	2 453	2 453	2 453	2 453	2 453	2 448	2 453	2 453	(0)	25 125	14 128	39 480
District Municipality													-	-	-	-
Other transfers and grants													-	-	-	-
Transfers recognised - capital		600	2 453	2 453	2 453	2 453	15 456	2 453	15 456	2 448	15 457	2 453	(0)	64 135	42 164	68 993
Borrowing			1 034	2 596	7 122	7 642	458	11 640	6 528	16 708	818	4 024	30 444	89 013	54 000	50 000
Internally generated funds			1 033			7 642		11 639	6 528	16 707		4 023	31 487	79 059	42 000	35 331
Total Capital Funding		600	4 520	5 049	9 575	17 736	15 914	25 732	28 512	35 863	16 275	10 500	61 931	232 206	138 164	154 324

WC032 Overstrand - Supporting Table SA30 Budgeted monthly cash flow

MONTHLY CASH FLOWS	Budget Year 2019/20												Medium Term Revenue and Expenditure Framework		
	July	August	Sept.	October	November	December	January	February	March	April	May	June	Budget Year 2019/20	Budget Year +1 2020/21	Budget Year +2 2021/22
R thousand															
Cash Receipts By Source													1		
Property rates	19 631	19 631	19 631	19 631	19 631	21 326	19 631	19 631	19 631	19 631	19 631	21 338	238 976	253 350	268 590
Service charges - electricity revenue	33 038	33 038	33 038	33 038	33 038	33 041	33 038	33 038	33 038	33 038	33 038	33 041	396 463	454 673	522 773
Service charges - water revenue	9 858	9 858	9 858	9 858	9 858	9 859	9 858	9 858	9 858	9 858	9 858	9 859	118 300	125 421	132 971
Service charges - sanitation revenue	6 455	6 455	6 455	6 455	6 455	6 455	6 455	6 455	6 455	6 455	6 455	6 455	77 456	82 118	87 061
Service charges - refuse revenue	5 817	5 817	5 817	5 817	5 817	5 817	5 817	5 817	5 817	5 817	5 817	5 817	69 801	79 066	89 568
Rental of facilities and equipment	285	285	301	285	285	307	285	285	301	285	285	308	3 499	3 691	3 904
Interest earned - external investments	2 333	2 333	2 333	2 333	2 333	2 333	2 333	2 333	2 333	2 333	2 333	2 333	28 000	29 680	31 461
Interest earned - outstanding debtors	346	346	346	346	346	346	346	346	346	346	346	346	4 151	4 400	4 664
Dividends received	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Fines, penalties and forfeits	259	259	263	259	259	264	259	259	263	259	259	294	3 157	3 341	3 536
Licences and permits	193	193	194	193	193	199	193	193	194	193	193	199	2 329	2 450	2 578
Agency services	392	392	398	392	392	398	392	392	398	392	392	398	4 726	5 008	5 307
Transfer receipts - operational	35 566	-	1 046	-	-	36 762	-	-	36 612	-	-	46 570	156 555	157 468	168 542
Other revenue	4 333	4 333	4 559	4 333	4 333	4 726	4 333	4 333	4 559	4 333	4 333	6 702	55 211	40 357	42 413
Cash Receipts by Source	118 505	82 940	84 240	82 940	82 940	121 835	82 940	82 940	119 806	82 940	82 940	133 661	1 158 625	1 241 023	1 363 369
Other Cash Flows by Source															
Transfer receipts - capital	-	-	9 753	-	-	9 753	-	-	9 753	-	-	31 077	60 335	42 164	68 993
Transfers and subsidies - capital (monetary allocations) (National / Provincial Departmental Agencies, Households, Non-profit Institutions, Private Enterprises, Public Corporatons, Higher Educational Institutions) & Transfers and subsidies - capital (in-kind - all)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Proceeds on disposal of PPE	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Short term loans	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Borrowing long term/refinancing	-	-	-	-	-	74 300	-	-	-	-	-	-	74 300	54 000	50 000
Increase (decrease) in consumer deposits	1 919	1 919	1 919	1 919	1 919	1 919	1 919	1 919	1 919	1 919	1 919	1 919	23 028	4 654	4 682
Decrease (Increase) in non-current debtors	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Decrease (increase) other non-current receivables	1	1	1	1	1	1	1	1	1	1	1	1	10	7	3
Decrease (increase) in non-current investments	(612)	(612)	(612)	(612)	(612)	(612)	(612)	(612)	(612)	(612)	(612)	(612)	(7 339)	(7 575)	(7 730)
Total Cash Receipts by Source	119 814	84 248	95 301	84 248	84 248	207 195	84 248	84 248	130 867	84 248	84 248	166 047	1 308 959	1 334 273	1 479 316
Cash Payments by Type															
Employee related costs	31 041	31 041	31 041	31 041	31 041	31 041	31 041	31 041	31 041	31 041	31 041	44 965	386 411	415 630	440 155
Remuneration of councillors	917	917	917	917	917	917	917	917	917	917	917	918	11 006	11 501	12 020
Finance charges	1 055	-	3 459	4 198	1 139	14 818	988	-	3 311	3 806	1 063	17 711	51 549	54 249	56 058
Bulk purchases - Electricity	22 990	22 990	22 990	22 990	22 990	22 990	22 990	22 990	22 990	22 990	22 990	22 990	275 880	319 000	368 859
Bulk purchases - Water & Sewer	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Other materials	1 537	2 808	12 669	2 808	1 537	12 732	1 537	2 808	12 669	1 537	1 537	14 025	68 202	70 960	71 577
Contracted services	2 838	24 864	23 181	25 414	2 838	23 354	2 838	24 864	23 143	2 876	2 838	46 099	205 146	230 738	236 378
Transfers and grants - other municipalities	-	-	-	-	-	400	-	-	-	-	-	-	-	-	-
Transfers and grants - other	-	-	-	-	-	-	-	-	-	-	-	100	500	525	551
Other expenditure	2 710	2 094	10 055	3 336	1 468	10 348	1 468	2 094	11 297	1 468	1 468	21 021	68 826	73 736	104 242

Cash Payments by Type	63 087	84 713	104 312	90 703	61 928	116 599	61 778	84 713	105 369	64 634	61 852	167 830	1 067 520	1 176 338	1 289 840
Other Cash Flows/Payments by Type															
Capital assets	600	4 520	5 049	9 575	17 736	15 914	25 732	28 511	35 863	16 275	10 500	61 931	232 206	138 164	154 324
Repayment of borrowing	1 613	–	2 195	7 336	1 482	5 830	1 680	–	2 342	7 727	1 558	6 946	38 709	42 244	47 007
Other Cash Flows/Payments												–			
Total Cash Payments by Type	65 300	89 233	111 556	107 614	81 146	138 343	89 190	113 224	143 574	88 637	73 910	236 707	1 338 435	1 356 746	1 491 171
NET INCREASE/(DECREASE) IN CASH HELD	54 514	(4 985)	(16 254)	(23 366)	3 101	68 852	(4 942)	(28 977)	(12 707)	(4 389)	10 337	(70 660)	(29 476)	(22 473)	(11 854)
Cash/cash equivalents at the month/year begin:	489 014	543 528	538 542	522 288	498 922	502 023	570 876	565 934	536 957	524 250	519 861	530 199	489 014	459 538	437 065
Cash/cash equivalents at the month/year end:	543 528	538 542	522 288	498 922	502 023	570 876	565 934	536 957	524 250	519 861	530 199	459 538	459 538	437 065	425 211

WC032 Overstrand - NOT REQUIRED - municipality does not have entities

Description	Ref	2015/16	2016/17	2017/18	Current Year 2018/19			2019/20 Medium Term Revenue & Expenditure Framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2019/20	Budget Year +1 2020/21	Budget Year +2 2021/22
R million										
<u>Financial Performance</u>										
Property rates										
Service charges										
Investment revenue										
Transfers recognised - operational										
Other own revenue										
Contributions recognised - capital & contributed assets										
Total Revenue (excluding capital transfers and contributions)		-	-	-	-	-	-	-	-	-
Employee costs										
Remuneration of Board Members										
Depreciation & asset impairment										
Finance charges										
Materials and bulk purchases										
Transfers and grants										
Other expenditure										
Total Expenditure		-	-	-	-	-	-	-	-	-
Surplus/(Deficit)		-	-	-	-	-	-	-	-	-
<u>Capital expenditure & funds sources</u>										
<u>Capital expenditure</u>										
Transfers recognised - operational										
Borrowing										
Internally generated funds										
Total sources		-	-	-	-	-	-	-	-	-
<u>Financial position</u>										
Total current assets										
Total non current assets										
Total current liabilities										
Total non current liabilities										
Equity										
<u>Cash flows</u>										
Net cash from (used) operating										
Net cash from (used) investing										
Net cash from (used) financing										
Cash/cash equivalents at the year end										

WC032 Overstrand - Supporting Table 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
Outsourcing of sub function water and waste water treatm	Yrs	15	Outsourcing of sub function water and waste water treatm	07 December 2033	1 271 426
Outsourcing of sub function operation of landfill site	Yrs	13	Outsourcing of sub function operation of landfill site	30 November 2032	100 366
Note: Overstrand make use of contractual agreements to support the implementation of core function, but the definition of outsourcing do not apply to the other contracts entered into, due to ownership that is kept within the organisation					

WC032 Overstrand - Supporting Table SA33 Contracts having future budgetary implications

Description	Ref	Preceding Years	Current Year 2018/19	2019/20 Medium Term Revenue & Expenditure Framework			Forecast 2022/23	Forecast 2023/24	Forecast 2024/25	Forecast 2025/26	Forecast 2026/27	Forecast 2027/28	Forecast 2028/29	Total Contract Value
		Total	Original Budget	Budget Year 2019/20	Budget Year +1 2020/21	Budget Year +2 2021/22	Estimate	Estimate	Estimate	Estimate	Estimate	Estimate	Estimate	Estimate
R thousand	1,3													
Parent Municipality:														
Revenue Obligation By Contract	2													
Contract 1														-
Contract 2														-
Contract 3 etc														-
Total Operating Revenue Implication		-	-	-	-	-	-	-	-	-	-	-	-	-
Expenditure Obligation By Contract	2													
Contract 1: SC1890/2018: WATER & WASTE WATER TREATMENT OPERAT			39 739	43 847	47 112	50 630	54 421	58 507	62 911	67 658	72 778	78 299	84 254	660 156
Contract 2: SC1892/2018: THE OPERATION OF THE GANSBAAI LANDFILL			1 563	4 976	5 278	5 600	5 943	6 324	6 703	7 127	7 588	8 066	8 576	67 744
Contract 3 etc														-
Total Operating Expenditure Implication		-	41 302	48 823	52 390	56 230	60 364	64 831	69 614	74 785	80 366	86 365	92 830	727 900
Capital Expenditure Obligation By Contract	2													
Contract 1														-
Contract 2														-
Contract 3 etc														-
Total Capital Expenditure Implication		-	-	-	-	-	-	-	-	-	-	-	-	-
Total Parent Expenditure Implication		-	41 302	48 823	52 390	56 230	60 364	64 831	69 614	74 785	80 366	86 365	92 830	727 900
Entities:														
Revenue Obligation By Contract	2													
Contract 1														-
Contract 2														-
Contract 3 etc														-
Total Operating Revenue Implication		-	-	-	-	-	-	-	-	-	-	-	-	-
Expenditure Obligation By Contract	2													
Contract 1														-
Contract 2														-
Contract 3 etc														-
Total Operating Expenditure Implication		-	-	-	-	-	-	-	-	-	-	-	-	-
Capital Expenditure Obligation By Contract	2													
Contract 1														-
Contract 2														-
Contract 3 etc														-
Total Capital Expenditure Implication		-	-	-	-	-	-	-	-	-	-	-	-	-
Total Entity Expenditure Implication		-	-	-	-	-	-	-	-	-	-	-	-	-

WC032 Overstrand - Supporting Table SA34a Capital expenditure on new assets by asset class

Description		Ref	2015/16	2016/17	2017/18	Current Year 2018/19			2019/20 Medium Term Revenue & Expenditure Framework		
			Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2019/20	Budget Year +1 2020/21	Budget Year +2 2021/22
R thousand		1									
Capital expenditure on new assets by Asset Class/Sub-class											
Infrastructure			44 603	52 681	26 438	112 050	99 051	99 051	136 642	82 675	52 356
Roads Infrastructure			16 352	2 260	10 003	12 506	12 241	12 241	19 039	–	8 000
Roads			16 352	2 260	10 003	12 506	12 241	12 241	19 039		8 000
Road Structures											
Road Furniture											
Capital Spares											
Storm water Infrastructure			–	–	255	11 723	14 136	14 136	21 352	4 000	6 506
Drainage Collection											
Storm water Conveyance					255	11 723	14 136	14 136	21 352	4 000	6 506
Attenuation											
Electrical Infrastructure			18 237	30 496	15 449	22 772	18 456	18 456	23 551	32 000	26 000
Power Plants											
HV Substations											
HV Switching Station											
HV Transmission Conductors			18 237	30 496							
MV Substations						5 622	5 622	5 622	6 956	26 000	20 000
MV Switching Stations							–	–			
MV Networks					15 449	17 150	12 834	12 834	16 595	6 000	6 000
LV Networks											
Capital Spares											
Water Supply Infrastructure			3 772	5 276	627	30 077	21 945	21 945	38 001	37 175	6 700
Dams and Weirs											
Boreholes									2 000	3 000	
Reservoirs						16 363	7 691	7 691	14 601	16 075	
Pump Stations							–	–			
Water Treatment Works			3 772	5 276	627	10 200	10 200	10 200	2 150	3 200	200
Bulk Mains							–	–			2 000
Distribution						3 514	4 054	4 054	19 250	14 900	4 500
Distribution Points											
PRV Stations											
Capital Spares											
Sanitation Infrastructure			6 217	5 718	–	34 973	30 777	30 777	14 400	9 500	5 150
Pump Station						1 925	1 925	1 925	300	300	325
Reticulation						435	435	435	8 000	4 000	4 000
Waste Water Treatment Works			6 217	5 718		21 062	18 406	18 406	6 100	5 200	825
Outfall Sewers						11 550	10 010	10 010			
Toilet Facilities											
Capital Spares											
Solid Waste Infrastructure			25	8 930	105	–	1 497	1 497	20 300	–	–
Landfill Sites							1 497	1 497	20 300		
Waste Transfer Stations											
Waste Processing Facilities											
Waste Drop-off Points			25	8 930	105						
Waste Separation Facilities											
Electricity Generation Facilities											
Capital Spares											
Rail Infrastructure			–	–	–	–	–	–	–	–	–
Coastal Infrastructure			–	–	–	–	–	–	–	–	–
Information and Communication Infrastructure			–	–	–	–	–	–	–	–	–
Community Assets			29 837	2 212	8 656	24 037	17 602	17 602	11 479	–	–
Community Facilities			29 837	2 212	3 229	16 380	9 995	9 995	11 099	–	–
Halls			29 837	2 212	437	3 664	3 385	3 385			
Centres							–	–			
Crèches					100	245	245	245	793		
Clinics/Care Centres							–	–			
Fire/Ambulance Stations					2 440	5 576	2 846	2 846			
Testing Stations							–	–	1 100		
Museums							–	–			
Galleries							–	–			
Theatres							–	–			
Libraries						600	1 129	1 129			
Cemeteries/Crematoria					251	570	570	570	1 500		
Police											
Parks									226		
Public Open Space						5 725	1 820	1 820	5 050		
Nature Reserves									2 300		
Public Ablution Facilities									130		
Sport and Recreation Facilities			–	–	5 427	7 657	7 607	7 607	380	–	–

Indoor Facilities										
Outdoor Facilities			5 427	7 657	7 607	7 607	380			
Capital Spares										
<u>Heritage assets</u>	-	-	-	-	-	-	-	-	-	
<u>Investment properties</u>	-	-	-	-	-	-	-	-	-	
Revenue Generating	-	-	-	-	-	-	-	-	-	
Non-revenue Generating	-	-	-	-	-	-	-	-	-	
<u>Other assets</u>	4 809	2 497	38 552	36 888	36 281	36 281	30 155	13 287	39 480	
Operational Buildings	4 809	2 497	4 372	1 421	2 009	2 009	8 831	-	-	
Municipal Offices	4 809	2 497	4 372	1 421	2 009	2 009	8 831			
Pay/Enquiry Points										
Housing	-	-	34 180	35 467	34 271	34 271	21 325	13 287	39 480	
Staff Housing										
Social Housing			34 180	35 467	34 271	34 271	21 325	13 287	39 480	
Capital Spares										
<u>Biological or Cultivated Assets</u>	-	-	-	-	-	-	-	-	-	
<u>Intangible Assets</u>	-	-	-	-	-	-	-	-	-	
Servitudes										
Licences and Rights	-	-	-	-	-	-	-	-	-	
<u>Computer Equipment</u>	-	-	1 593	4 136	4 136	4 136	3 950	-	-	
Computer Equipment			1 593	4 136	4 136	4 136	3 950			
<u>Furniture and Office Equipment</u>	-	-	205	215	215	215	280	-	-	
Furniture and Office Equipment			205	215	215	215	280			
<u>Machinery and Equipment</u>	-	-	119	1 566	1 566	1 566	900	-	-	
Machinery and Equipment			119	1 566	1 566	1 566	900			
<u>Transport Assets</u>	-	-	-	15 345	15 897	15 897	14 870	30 841	30 000	
Transport Assets				15 345	15 897	15 897	14 870	30 841	30 000	
<u>Land</u>	-	-	-	-	-	-	-	-	-	
<u>Zoo's, Marine and Non-biological Animals</u>	-	-	-	-	-	-	-	-	-	
Total Capital Expenditure on new assets	1	79 249	57 389	75 563	194 237	174 748	174 748	198 276	126 803	121 836

WC032 Overstrand - Supporting Table SA34b Capital expenditure on the renewal of existing assets by asset class

Description	Ref	2015/16	2016/17	2017/18	Current Year 2018/19			2019/20 Medium Term Revenue & Expenditure Framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2019/20	Budget Year +1 2020/21	Budget Year +2 2021/22
R thousand	1									
Capital expenditure on renewal of existing assets by Asset Class/Sub-class										
Infrastructure		12 992	33 214	28 370	-	-	-	6 570	4 900	9 781
Roads Infrastructure		-	11 809	2 020	-	-	-	10	-	-
Roads			11 809	2 020				10		
Road Structures										
Road Furniture										
Capital Spares										
Storm water Infrastructure		-	-	10 677	-	-	-	-	-	-
Drainage Collection				10 677						
Storm water Conveyance										
Attenuation										
Electrical Infrastructure		-	-	819	-	-	-	-	-	-
Power Plants										
HV Substations										
HV Switching Station										
HV Transmission Conductors										
MV Substations										
MV Switching Stations										
MV Networks				819						
LV Networks										
Capital Spares										
Water Supply Infrastructure		10 460	10 496	2 629	-	-	-	2 560	2 900	6 781
Dams and Weirs										
Boreholes										
Reservoirs										
Pump Stations										
Water Treatment Works		10 460	10 496							
Bulk Mains										
Distribution				2 629				2 560	2 900	6 781
Distribution Points										
PRV Stations										
Capital Spares										
Sanitation Infrastructure		2 531	9 169	10 591	-	-	-	4 000	2 000	3 000
Pump Station								4 000	2 000	3 000
Reticulation										
Waste Water Treatment Works		2 531	9 169	10 591						
Outfall Sewers										
Toilet Facilities										
Capital Spares										
Solid Waste Infrastructure		-	1 740	1 634	-	-	-	-	-	-
Landfill Sites										
Waste Transfer Stations			1 740	1 634						
Waste Processing Facilities										
Waste Drop-off Points										
Waste Separation Facilities										
Electricity Generation Facilities										
Capital Spares										
Rail Infrastructure		-	-	-	-	-	-	-	-	-
Coastal Infrastructure		-	-	-	-	-	-	-	-	-
Information and Communication Infrastructure		-	-	-	-	-	-	-	-	-
Community Assets		2 893	1 265	1 217	-	-	-	-	-	-
Community Facilities		2 893	1 265	1 217	-	-	-	-	-	-
Halls		2 893	1 265							
Centres										
Crèches										
Clinics/Care Centres										
Fire/Ambulance Stations				76						
Testing Stations										
Museums										
Galleries										
Theatres										
Libraries				1 141						
Sport and Recreation Facilities		-	-	-	-	-	-	-	-	-
Indoor Facilities										
Outdoor Facilities										
Capital Spares										
Heritage assets		-	-	-	-	-	-	-	-	-
Investment properties		-	-	-	-	-	-	-	-	-
Revenue Generating		-	-	-	-	-	-	-	-	-

Non-revenue Generating		-	-	-	-	-	-	-	-	-
Other assets		-	-	-	-	-	-	-	-	-
Operational Buildings		-	-	-	-	-	-	-	-	-
Municipal Offices										
Pay/Enquiry Points										
Housing		-	-	-	-	-	-	-	-	-
Staff Housing										
Social Housing										
Capital Spares										
Biological or Cultivated Assets		-	-	-	-	-	-	-	-	-
Intangible Assets		-	-	-	-	-	-	-	-	-
Servitudes										
Licences and Rights		-	-	-	-	-	-	-	-	-
Computer Equipment		-	-	-	-	-	-	-	-	-
Computer Equipment										
Furniture and Office Equipment		-	-	-	-	-	-	-	-	-
Furniture and Office Equipment										
Machinery and Equipment		-	-	57	-	-	-	-	-	-
Machinery and Equipment				57						
Transport Assets		-	-	-	-	-	-	-	-	-
Transport Assets										
Land		-	-	-	-	-	-	-	-	-
Zoo's, Marine and Non-biological Animals		-	-	-	-	-	-	-	-	-
Total Capital Expenditure on renewal of existing assets	1	15 884	34 479	29 644	-	-	-	6 570	4 900	9 781

WC032 Overstrand - Supporting Table SA34c Repairs and maintenance expenditure by asset class

Description	Ref	2015/16	2016/17	2017/18	Current Year 2018/19			2019/20 Medium Term Revenue & Expenditure Framework		
	1	Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2019/20	Budget Year +1 2020/21	Budget Year +2 2021/22
R thousand										
Repairs and maintenance expenditure by Asset Class/Sub-class										
Infrastructure		99 836	110 392	117 901	149 690	153 082	153 082	135 035	136 768	145 151
Roads Infrastructure		45 521	55 545	53 229	63 374	63 890	63 890	62 874	68 397	72 481
Roads		45 521	55 545	53 229	63 374	63 890	63 890	62 874	68 397	72 481
Road Structures										
Road Furniture										
Capital Spares										
Storm water Infrastructure		5 260	6 392	6 017	6 786	6 786	6 786	6 445	7 725	8 160
Drainage Collection								3 183	4 048	4 264
Storm water Conveyance		5 260	6 392	6 017	6 786	6 786	6 786	3 262	3 677	3 896
Attenuation										
Electrical Infrastructure		16 972	17 747	17 645	23 747	23 747	23 747	36 347	28 078	29 512
Power Plants								12 895	3 067	3 201
HV Substations										
HV Switching Station										
HV Transmission Conductors		16 972	17 747	17 645	23 747	23 747	23 747			
MV Substations										
MV Switching Stations										
MV Networks								20 741	22 126	23 251
LV Networks								2 710	2 885	3 060
Capital Spares										
Water Supply Infrastructure		18 056	16 489	15 014	19 104	19 104	19 104	16 935	17 994	19 901
Dams and Weirs										
Boreholes										
Reservoirs										
Pump Stations										
Water Treatment Works		18 056	16 489	15 014	19 104	19 104	19 104			
Bulk Mains										
Distribution								16 935	17 994	19 901
Distribution Points										
PRV Stations										
Capital Spares										
Sanitation Infrastructure		11 512	11 672	13 051	13 642	15 442	15 442	10 041	11 865	12 580
Pump Station										
Reticulation								726	1 006	1 066
Waste Water Treatment Works		11 512	11 672	13 051	13 642	15 442	15 442	9 032	10 475	11 109
Outfall Sewers								143	152	160
Toilet Facilities								140	232	245
Capital Spares										
Solid Waste Infrastructure		2 516	2 546	12 946	23 038	24 113	24 113	2 164	2 457	2 251
Landfill Sites								42	44	47
Waste Transfer Stations		2 516	2 546	12 946	23 038	24 113	24 113	393	409	78
Waste Processing Facilities								74	79	83
Waste Drop-off Points								1 424	1 510	1 600
Waste Separation Facilities								230	415	442
Electricity Generation Facilities										
Capital Spares										
Rail Infrastructure		–	–	–	–	–	–	–	–	–
Coastal Infrastructure		–	–	–	–	–	–	189	210	222
Information and Communication Infrastructure		–	–	–	–	–	–	40	42	44
Community Assets		–	4 867	12 289	41 017	41 387	41 387	39 309	46 033	48 588
Community Facilities		–	4 867	12 289	27 714	28 033	28 033	33 623	39 273	41 430
Halls					3 712	4 031	4 031	3 875	5 311	5 500
Centres										
Crèches										
Clinics/Care Centres										
Fire/Ambulance Stations								412	422	433
Testing Stations								13	14	14
Museums										
Galleries										
Theatres										
Libraries					24	24	24	164	147	155
Cemeteries/Crematoria					842	842	842	978	1 491	1 581
Police								258	267	275
Parks								23 704	26 329	27 856
Public Open Space			4 867	12 289	23 136	23 136	23 136	4 219	5 293	5 615
Sport and Recreation Facilities		–	–	–	13 304	13 354	13 354	5 686	6 760	7 158
Indoor Facilities										
Outdoor Facilities					13 304	13 354	13 354	5 686	6 760	7 158

Capital Spares										
Heritage assets	-	-	-	-	-	-	-	-	-	
Investment properties	-	-	-	-	-	-	-	-	-	
Revenue Generating	-	-	-	-	-	-	-	-	-	
Non-revenue Generating	-	-	-	-	-	-	-	-	-	
Other assets	9 541	-	-	12 497	12 597	12 597	2 117	3 094	3 272	
Operational Buildings	9 541	-	-	12 497	12 597	12 597	2 117	3 094	3 272	
Municipal Offices	9 541			12 497	12 597	12 597	1 974	2 946	3 119	
Pay/Enquiry Points										
Building Plan Offices							105	110	115	
Workshops										
Yards										
Stores							38	38	38	
Housing	-	-	-	-	-	-	-	-	-	
Staff Housing										
Social Housing										
Capital Spares										
Biological or Cultivated Assets	-	-	-	-	-	-	-	-	-	
Intangible Assets	-	-	-	-	-	-	5 653	5 978	6 323	
Servitudes										
Licences and Rights	-	-	-	-	-	-	5 653	5 978	6 323	
Computer Equipment	-	5 536	5 207	5 387	5 387	5 387	1 193	1 260	1 330	
Computer Equipment		5 536	5 207	5 387	5 387	5 387	1 193	1 260	1 330	
Furniture and Office Equipment	-	-	17 919	16 622	19 507	19 507	431	458	486	
Furniture and Office Equipment			17 919	16 622	19 507	19 507	431	458	486	
Machinery and Equipment	-	-	6 719	-	-	-	11 999	9 841	10 140	
Machinery and Equipment			6 719				11 999	9 841	10 140	
Transport Assets	-	-	-	-	-	-	-	-	-	
Transport Assets										
Land	-	-	-	-	-	-	-	-	-	
Zoo's, Marine and Non-biological Animals	-	-	-	-	-	-	-	-	-	
Total Repairs and Maintenance Expenditure	1	109 377	120 795	160 036	225 212	231 959	231 959	195 736	203 431	215 290

WC032 Overstrand - Supporting Table SA34d Depreciation by asset class

Description	Ref	2015/16	2016/17	2017/18	Current Year 2018/19			2019/20 Medium Term Revenue & Expenditure Framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2019/20	Budget Year +1 2020/21	Budget Year +2 2021/22
R thousand	1									
<u>Depreciation by Asset Class/Sub-class</u>										
<u>Infrastructure</u>		106 893	115 226	111 962	112 443	112 443	112 443	111 519	110 707	109 878
Roads Infrastructure		31 216	31 811	32 761	32 858	32 858	32 858	34 090	33 709	33 267
Roads		31 216	31 811	32 761	32 858	32 858	32 858	34 090	33 709	33 267
Road Structures										
Road Furniture										
Capital Spares										
Storm water Infrastructure		5 500	5 741	5 822	5 912	5 912	5 912	6 044	6 038	6 031
Drainage Collection										
Storm water Conveyance		5 500	5 741	5 822	5 912	5 912	5 912	6 044	6 038	6 031
Attenuation										
Electrical Infrastructure		24 084	27 997	24 862	25 149	25 149	25 149	25 166	25 159	25 152
Power Plants										
HV Substations										
HV Switching Station										
HV Transmission Conductors		24 084	27 997	24 862	25 149	25 149	25 149	25 166	25 159	25 152
MV Substations										
MV Switching Stations										
MV Networks										
LV Networks										
Capital Spares										
Water Supply Infrastructure		26 570	28 338	27 417	27 462	27 462	27 462	27 501	27 201	27 041
Dams and Weirs										
Boreholes										
Reservoirs										
Pump Stations										
Water Treatment Works		26 570	28 338	27 417	27 462	27 462	27 462	27 501	27 201	27 041
Bulk Mains										
Distribution										
Distribution Points										
PRV Stations										
Capital Spares										
Sanitation Infrastructure		15 609	17 631	16 353	16 299	16 299	16 299	16 470	16 404	16 203
Pump Station										
Reticulation		15 609	17 631	16 353	16 299	16 299	16 299	16 470	16 404	16 203
Waste Water Treatment Works										
Outfall Sewers										
Toilet Facilities										
Capital Spares										
Solid Waste Infrastructure		3 915	3 709	4 747	4 763	4 763	4 763	2 248	2 197	2 183
Landfill Sites										
Waste Transfer Stations		3 915	3 709	4 747	4 763	4 763	4 763	2 248	2 197	2 183
Waste Processing Facilities										
Waste Drop-off Points										
Waste Separation Facilities										
Electricity Generation Facilities										
Capital Spares										
Rail Infrastructure		-	-	-	-	-	-	-	-	-
Coastal Infrastructure		-	-	-	-	-	-	-	-	-
Information and Communication Infrastructure		-	-	-	-	-	-	-	-	-
<u>Community Assets</u>		-	2 452	-	3 029	3 029	3 029	-	-	-
Community Facilities		-	-	-	-	-	-	-	-	-
Halls										
Centres										
Crèches										
Clinics/Care Centres										
Sport and Recreation Facilities		-	2 452	-	3 029	3 029	3 029	-	-	-
Indoor Facilities										
Outdoor Facilities			2 452		3 029	3 029	3 029	-	-	-
Capital Spares										
<u>Heritage assets</u>		-	-	-	-	-	-	-	-	-
<u>Investment properties</u>		-	-	-	-	-	-	-	-	-
Revenue Generating		-	-	-	-	-	-	-	-	-
Non-revenue Generating		-	-	-	-	-	-	-	-	-
<u>Other assets</u>		10 489	8 201	11 861	8 818	8 818	8 818	12 662	12 468	12 190
Operational Buildings		10 489	8 201	11 861	8 818	8 818	8 818	12 662	12 468	12 190
Municipal Offices		10 489	8 201	11 861	8 818	8 818	8 818	12 662	12 468	12 190
Pay/Enquiry Points										

Housing		-	-	-	-	-	-	-	-	-
Staff Housing										
Social Housing										
Capital Spares										
<u>Biological or Cultivated Assets</u>		-	-	-	-	-	-	-	-	-
<u>Intangible Assets</u>		214	448	659	653	653	653	723	636	523
Servitudes										
Licences and Rights		214	448	659	653	653	653	723	636	523
<u>Computer Equipment</u>		-	1 416	-	1 347	1 347	1 347	-	-	-
Computer Equipment			1 416		1 347	1 347	1 347			
<u>Furniture and Office Equipment</u>		2 176	904	2 006	609	609	609	1 583	1 380	1 152
Furniture and Office Equipment		2 176	904	2 006	609	609	609	1 583	1 380	1 152
<u>Machinery and Equipment</u>		781	694	724	687	687	687	716	597	451
Machinery and Equipment		781	694	724	687	687	687	716	597	451
<u>Transport Assets</u>		2 356	3 122	2 823	2 777	2 777	2 777	4 081	5 041	6 028
Transport Assets		2 356	3 122	2 823	2 777	2 777	2 777	4 081	5 041	6 028
<u>Land</u>		-	-	-	-	-	-	-	-	-
<u>Zoo's, Marine and Non-biological Animals</u>		-	-	-	-	-	-	-	-	-
Total Depreciation	1	122 909	132 463	130 034	130 362	130 362	130 362	131 285	130 830	130 222

WC032 Overstrand - Supporting Table SA34e Capital expenditure on the upgrading of existing assets by asset class

Description	Ref	2015/16	2016/17	2017/18	Current Year 2018/19			2019/20 Medium Term Revenue & Expenditure Framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2019/20	Budget Year +1 2020/21	Budget Year +2 2021/22
R thousand	1									
Capital expenditure on upgrading of existing assets by Asset Class/Sub-class										
Infrastructure		-	-	-	-	-	-	13 810	6 461	22 707
Roads Infrastructure		-	-	-	-	-	-	-	-	-
Roads										
Road Structures										
Road Furniture										
Capital Spares										
Storm water Infrastructure		-	-	-	-	-	-	160	-	-
Drainage Collection										
Storm water Conveyance								160		
Attenuation										
Electrical Infrastructure		-	-	-	-	-	-	9 750	-	4 000
Power Plants										
HV Substations										
HV Switching Station										
HV Transmission Conductors										
MV Substations										
MV Switching Stations										
MV Networks								9 750		4 000
LV Networks										
Capital Spares										
Water Supply Infrastructure		-	-	-	-	-	-	2 900	-	-
Dams and Weirs										
Boreholes										
Reservoirs										
Pump Stations										
Water Treatment Works										
Bulk Mains										
Distribution								2 900		
Distribution Points										
PRV Stations										
Capital Spares										
Sanitation Infrastructure		-	-	-	-	-	-	-	6 461	18 707
Pump Station										
Reticulation									6 461	18 707
Waste Water Treatment Works										
Outfall Sewers										
Toilet Facilities										
Capital Spares										
Solid Waste Infrastructure		-	-	-	-	-	-	1 000	-	-
Landfill Sites										
Waste Transfer Stations								1 000		
Waste Processing Facilities										
Waste Drop-off Points										
Waste Separation Facilities										
Electricity Generation Facilities										
Capital Spares										
Rail Infrastructure		-	-	-	-	-	-	-	-	-
Coastal Infrastructure		-	-	-	-	-	-	-	-	-
Information and Communication Infrastructure		-	-	-	-	-	-	-	-	-
Community Assets		-	-	-	-	-	-	13 450	-	-
Community Facilities		-	-	-	-	-	-	-	-	-
Halls										
Centres										
Crèches										
Clinics/Care Centres										
Fire/Ambulance Stations										
Sport and Recreation Facilities		-	-	-	-	-	-	13 450	-	-
Indoor Facilities										
Outdoor Facilities								13 450		
Capital Spares										
Heritage assets		-	-	-	-	-	-	-	-	-
Investment properties		-	-	-	-	-	-	-	-	-
Revenue Generating		-	-	-	-	-	-	-	-	-
Non-revenue Generating		-	-	-	-	-	-	-	-	-
Other assets		-	-	-	-	-	-	100	-	-
Operational Buildings		-	-	-	-	-	-	100	-	-
Municipal Offices										
Pay/Enquiry Points										
Building Plan Offices										

Workshops										
Yards							100			
Housing	-	-	-	-	-	-	-	-	-	-
Staff Housing										
Social Housing										
Capital Spares										
Biological or Cultivated Assets	-	-	-	-	-	-	-	-	-	-
Intangible Assets	-	-	-	-	-	-	-	-	-	-
Servitudes										
Licences and Rights	-	-	-	-	-	-	-	-	-	-
Computer Equipment	-	-	-	-	-	-	-	-	-	-
Computer Equipment										
Furniture and Office Equipment	-	-	-	-	-	-	-	-	-	-
Furniture and Office Equipment										
Machinery and Equipment	-	-	-	-	-	-	-	-	-	-
Machinery and Equipment										
Transport Assets	-	-	-	-	-	-	-	-	-	-
Transport Assets										
Land	-	-	-	-	-	-	-	-	-	-
Zoo's, Marine and Non-biological Animals	-	-	-	-	-	-	-	-	-	-
Total Capital Expenditure on upgrading of existing assets	1	-	-	-	-	-	-	27 360	6 461	22 707

WC032 Overstrand - Supporting Table SA35 Future financial implications of the capital budget

Vote Description	Ref	2019/20 Medium Term Revenue & Expenditure Framework			Forecasts			
		Budget Year 2019/20	Budget Year +1 2020/21	Budget Year +2 2021/22	Forecast 2022/23	Forecast 2023/24	Forecast 2024/25	Present value
R thousand								
Capital expenditure	1							
Vote 1 - Council		10	–	–				
Vote 2 - Municipal Manager		–	–	–				
Vote 3 - Management Services		–	–	–				
Vote 4 - Finance		4 095	30 000	30 000				
Vote 5 - Community Services		144 835	75 323	94 324	37 500	40 000	35 000	
Vote 6 - Economic and Social Development & Tourism		25	–	–				
Vote 7 - Infrastructure & Planning		69 609	32 000	30 000	25 000	17 000	30 000	
Vote 8 - Protection Services		13 632	841	–				
Vote 9 - [NAME OF VOTE 9]		–	–	–				
Vote 10 - [NAME OF VOTE 10]		–	–	–				
Vote 11 - [NAME OF VOTE 11]		–	–	–				
Vote 12 - [NAME OF VOTE 12]		–	–	–				
Vote 13 - [NAME OF VOTE 13]		–	–	–				
Vote 14 - [NAME OF VOTE 14]		–	–	–				
Vote 15 - [NAME OF VOTE 15]		–	–	–				
<i>List entity summary if applicable</i>								
Total Capital Expenditure		232 206	138 164	154 324	62 500	57 000	65 000	–
Future operational costs by vote	2							
Vote 1 - Council								
Vote 2 - Municipal Manager								
Vote 3 - Management Services								
Vote 4 - Finance								
Vote 5 - Community Services			2 902	7 095	12 065	12 627	13 188	164 147
Vote 6 - Economic and Social Development & Tourism								
Vote 7 - Infrastructure & Planning			5 009	10 106	18 032	18 870	19 709	245 316
Vote 8 - Protection Services								
Vote 9 - [NAME OF VOTE 9]								
Vote 10 - [NAME OF VOTE 10]								
Vote 11 - [NAME OF VOTE 11]								
Vote 12 - [NAME OF VOTE 12]								
Vote 13 - [NAME OF VOTE 13]								
Vote 14 - [NAME OF VOTE 14]								
Vote 15 - [NAME OF VOTE 15]								
<i>List entity summary if applicable</i>								
Total future operational costs		–	7 911	17 201	30 097	31 497	32 897	409 463
Future revenue by source	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>								
Total future revenue		–	–	–	–	–	–	–
Net Financial Implications		232 206	146 074	171 525	92 597	88 497	97 897	409 463

WC032 Overstrand - Supporting Table SA36 Detailed capital budget

R thousand													2019/20 Medium Term Revenue & Expenditure Framework				
Function	Project Description	Project Number	Type	MTSF Service Outcome	IUDF	Own Strategic Objectives	Asset Class	Asset Sub-Class	Ward Location	GPS Longitude	GPS Latitude	Audited Outcome 2017/18	Current Year 2018/19 Full Year Forecast	Budget Year 2019/20	Budget Year +1 2020/21	Budget Year +2 2021/22	
Parent municipality:																	
EXECUTIVE & COUNCIL																	
FINANCE AND ADMINISTRATION	MINOR ASSETS - COUNCIL		New	Responsive, accountable, effective and efficient local government	Governance	1	Furniture and Office Equipment	Other	Overstrand	Overstrand	Overstrand Wide	-	572	10			
	ICT -WI-FI PROJECTS TO SEE THE VIABILITY OF OFFERING SERVICES		New	Responsive, accountable, effective and efficient local government	Governance	1	Computer Equipment	Other	Overstrand	-34.417224, 19.238227	-34.417224, 19.238227	6 346	6 900	250			
	ONRUS DISASTER RECOVERY SITE FIRE DETECTION FACILITIES		New	Responsive, accountable, effective and efficient local government	Governance	1	Computer Equipment	Other	Overstrand	-34.412684, 19.172642	-34.412684, 19.172642			200			
	EMERGENCY AND OPERATIONAL DIGITAL RADIO SYSTEMS UPGRADE (HIGH SITES AND RADIOS)		New	Responsive, accountable, effective and efficient local government	Governance	1	Computer Equipment	Other	Overstrand	-34.413470, 19.221698	-34.413470, 19.221698			500			
	MICROSOFT EXCHANGE AND LICENSES		New	Responsive, accountable, effective and efficient local government	Governance	1	Computer Equipment	Other	Overstrand	-34.417224, 19.238227	-34.417224, 19.238227			2 300			
	REPLACEMENT OF UPS HIGHSITE		New	Responsive, accountable, effective and efficient local government	Governance	1	Computer Equipment	Other	Overstrand	-34.413470, 19.221698	-34.413470, 19.221698			150			
	FIREWALL MANAGEMENT SOFTWARE		New	Responsive, accountable, effective and efficient local government	Governance	1	Computer Equipment	Other	Overstrand	-34.417224, 19.238227	-34.417224, 19.238227			250			
	MINOR ASSETS -FINANCE		New	Responsive, accountable, effective and efficient local government	Governance	1	Furniture and Office Equipment	Other	Overstrand	Overstrand	Overstrand	Overstrand			30		
	MINOR ASSETS- MANAGEMENT SERVICES		New	Responsive, accountable, effective and efficient local government	Governance	1	Furniture and Office Equipment	Other	Overstrand	Overstrand	Overstrand	Overstrand			15		
	MINOR ASSETS-ICT- ORGANIZATION WIDE		New	Responsive, accountable, effective and efficient local government	Governance	1	Computer Equipment	Other	Overstrand	-34.417224, 19.238227	-34.417224, 19.238227			300			
	UPGRADING OF WORK YARD		Upgrading	Responsive, accountable, effective and efficient local government	Governance	1	Operational Buildings	Yards	Ward 02	-34.582618, 19.353971	-34.582618, 19.353971			100			
	SURPLUS		New	Responsive, accountable, effective and efficient local government	Governance	1	Transport Assets	Other	Overstrand	Overstrand	Overstrand	Overstrand				15 000	15 000
	PUBLIC SAFETY	LAW ENFORCEMENT FACILITIES (K9 UNIT)		New	All people in South Africa are and feel safe	Governance	4	Operational Buildings	Municipal Offices	Ward 04	-34.402 19.211	-34.402 19.211		2 517	6 556	3 800	
BUILDING RENOVATIONS FARM 585/3		New	All people in South Africa are and feel safe	Governance	4	Operational Buildings	Municipal Offices	Ward 04	19.212 -34.400 Degrees	19.212 -34.400 Degrees			1 421				
UPGRADING OF FACILITIES - FIRE SERVICES BUILDING		New	All people in South Africa are and feel safe	Governance	4	Operational Buildings	Municipal Offices	Overstrand	34.4219°S, 34.4219°S	34.4219°S, 34.4219°S			2 480				
ROADWORTHY STATION-NEW ELECTRONIC ROLLER DOORS		New	All people in South Africa are and feel safe	Governance	4	Community Facilities	Testing Stations	Overstrand	34.4204° S, 19.2259° E	34.4204° S, 19.2259° E			600				
ROADWORTHY STATION-SUPPLY AND INSTALLATION OF ROOF		New	All people in South Africa are and feel safe	Governance	4	Community Facilities	Testing Stations	Overstrand	34.4204° S, 19.2259° E	34.4204° S, 19.2259° E			500				
MINOR ASSETS -PROTECTION SERVICES		New	All people in South Africa are and feel safe	Governance	4	Machinery and Equipment	Other	Overstrand	Overstrand	Overstrand	Overstrand			300			
VEHICLES-PUBLIC SAFETY		New	All people in South Africa are and feel safe	Governance	4	Transport Assets	Other	Overstrand	Overstrand	Overstrand	Overstrand			3 102	841		
CCTV CAMERAS		New	All people in South Africa are and feel safe	Governance	4	Computer Equipment	Other	Ward 01	19358;-34592	19358;-34592			100				
CCTV CAMERAS		New	All people in South Africa are and feel safe	Governance	4	Computer Equipment	Other	Ward 02	19349;-34597	19349;-34597			50				
CCTV CAMERAS		New	All people in South Africa are and feel safe	Governance	4	Computer Equipment	Other	Ward 02	19.343 -34.596 Degrees	19.343 -34.596 Degrees			50				
CCTV CAMERAS		New	All people in South Africa are and feel safe	Governance	4	Computer Equipment	Other	Ward 02	19.343 -34.595 Degrees	19.343 -34.595 Degrees			50				
CCTV CAMERAS		New	All people in South Africa are and feel safe	Governance	4	Computer Equipment	Other	Ward 08	19°12'70"E 34°39'70"S	19°12'70"E 34°39'70"S			100				
FENCING OF ZWELHLE TAXI RANK		New	All people in South Africa are and feel safe	Governance	4	Community Facilities	Public Open Space	Ward 05	19.212 -34.427	19.212 -34.427			300				
SAFETY CAMERAS AT ENTRANCES OF TOWN		New	All people in South Africa are and feel safe	Governance	4	Computer Equipment	Other	Ward 09	19°02'06"E 34°20'23"S	19°02'06"E 34°20'23"S			100				
CCTV CAMERAS		New	All people in South Africa are and feel safe	Governance	4	Computer Equipment	Other	Ward 11	19448;-34455	19448;-34455			100				
CCTV CAMERAS		New	All people in South Africa are and feel safe	Governance	4	Computer Equipment	Other	Ward 11	19448;-34457	19448;-34457			30				
CCTV CAMERAS		New	All people in South Africa are and feel safe	Governance	4	Computer Equipment	Other	Ward 11	19448;-34459	19448;-34459			50				
CCTV CAMERAS		New	All people in South Africa are and feel safe	Governance	4	Computer Equipment	Other	Overstrand	Overstrand	Overstrand	Overstrand			500			
PLANNING & DEVELOPMENT		MINOR ASSETS -LED		New	Responsive, accountable, effective and efficient local government	Inclusion and access	5	Furniture and Office Equipment	Other	Overstrand	Overstrand	Overstrand	-	1 720	25		
		HAWSTON INDUSTRIAL(BUSINESS) HUB		New	Responsive, accountable, effective and efficient local government	Inclusion and access	5	Community Facilities	Public Open Space	Ward 08	19.134 -34.396 Degrees	19.134 -34.396 Degrees			4 500		
	ECO CENTRE ESTABLISHMENT		New	Responsive, accountable, effective and efficient local government	Inclusion and access	5	Community Facilities	Other	Overstrand	Overstrand	Overstrand	Overstrand			793		
	VEHICLES-PLANNING & DEVELOPMENT		New	Responsive, accountable, effective and efficient local government	Inclusion and access	5	Transport Assets	Other	Overstrand	Overstrand	Overstrand	Overstrand			560		
	HAWSTON "LANG ERWE" TRANSFERS		New	Responsive, accountable, effective and efficient local government	Inclusion and access	5	Community Facilities	Public Open Space	Ward 08	19°12'50"E 34°35'60"S	19°12'50"E 34°35'60"S			150			
	FERNKLOOF NATURE RESERVE FACILITIES		New	Responsive, accountable, effective and efficient local government	Inclusion and access	5	Community Facilities	Nature Reserves	Ward 03	34°23'52.81"S 19°15'56.13"E	34°23'52.81"S 19°15'56.13"E			2 100			
	FERNKLOOF FACILITY UPGRADE - PARKING AND OTHER SMALLER PROJECTS		New	Responsive, accountable, effective and efficient local government	Inclusion and access	5	Community Facilities	Nature Reserves	Ward 03	19.266 -34.398	19.266 -34.398			200			
COMMUNITY AND SOCIAL SERVICES	MINOR ASSETS -INFRASTRUCTURE & PLANNING		New	Responsive, accountable, effective and efficient local government	Inclusion and access	5	Furniture and Office Equipment	Other	Overstrand	Overstrand	Overstrand		1 929	5 249	200		
	MINOR ASSETS - COMMUNITY SERVICES		New	Responsive, accountable, effective and efficient local government	Inclusion and access	3	Machinery and Equipment	Other	Overstrand	Overstrand	Overstrand	Overstrand			600		
SPORT & RECREATION	DISABLED TOILET - PRINGLE BAY PUBLIC TOILETS		New	Responsive, accountable, effective and efficient local government	Inclusion and access	3	Community Facilities	Public Ablution Facilities	Ward 10	34°20'55.3"S-18°49'12.0"E	34°20'55.3"S-18°49'12.0"E			80			
	ABLUTION FACILITIES - JOCKS BAY & SILVERSANDS		New	Responsive, accountable, effective and efficient local government	Inclusion and access	3	Community Facilities	Public Ablution Facilities	Ward 10	19°00'59.2"E 34°20'24.7"S	19°00'59.2"E 34°20'24.7"S			50			
	DAVIE'S POOL - PARKING AND STORMWATER		New	Responsive, accountable, effective and efficient local government	Inclusion and access	3	Community Facilities	Public Open Space	Ward 13	19.166 -34.417	19.166 -34.417			100			
	CEMETERY INFRASTRUCTURE		New	Responsive, accountable, effective and efficient local government	Inclusion and access	3	Community Facilities	Cemeteries/Crematoria	Ward 10	-34.33 64.64 °18.98 49.66	-34.33 64.64 °18.98 49.66		5 427	8 007	1 500		
	UPGRADE HAWSTON SPORT GROUNDS (SRSA)		Upgrading	Responsive, accountable, effective and efficient local government	Inclusion and access	4	Sport and Recreation Facilities	Outdoor Facilities	Ward 08	19.126 -34.384 Degrees	19.126 -34.384 Degrees			13 300			
	EXTENTION OF SITTING PAVILION		New	Responsive, accountable, effective and efficient local government	Inclusion and access	4	Sport and Recreation Facilities	Outdoor Facilities	Ward 08	19.127 -34.383	19.127 -34.383			30			
	FURNITURE SPORT CLUB HOUSE		New	Responsive, accountable, effective and efficient local government	Inclusion and access	4	Sport and Recreation Facilities	Outdoor Facilities	Ward 01	-34.591601, 19.358348	-34.591601, 19.358348			200			
	PURCHASING & INSTALLATION OF PLAY PARK EQUIPMENT		New	Responsive, accountable, effective and efficient local government	Inclusion and access	4	Community Facilities	Parks	Ward 05	19°21'80"E 34°42'60"S	19°21'80"E 34°42'60"S			200			
	OUTDOOR GYM OPPOSITE ZWELHLE SPORT GROUND		New	Responsive, accountable, effective and efficient local government	Inclusion and access	4	Sport and Recreation Facilities	Outdoor Facilities	Ward 06	19°21'70"E 34°43'20"S	19°21'70"E 34°43'20"S			100			
	RUGBY FIELD LIGHTS		New	Responsive, accountable, effective and efficient local government	Inclusion and access	4	Sport and Recreation Facilities	Outdoor Facilities	Ward 09	34°20'25.5"S-19°01'06.6"E	34°20'25.5"S-19°01'06.6"E			50			
HOUSING	NETBALL CLUBHOUSE EXTENSION (CHANGE ROOMS)		Upgrading	Responsive, accountable, effective and efficient local government	Inclusion and access	4	Sport and Recreation Facilities	Outdoor Facilities	Ward 09	34°20'25.5"S-19°01'06.6"E	34°20'25.5"S-19°01'06.6"E			150			
	PLAYPARK EQUIPMENT		New	Responsive, accountable, effective and efficient local government	Inclusion and access	4	Community Facilities	Parks	Ward 09	34°20'09.6"S-19°02'38.4"E	34°20'09.6"S-19°02'38.4"E			26			
	VEHICLES-BEACHES		New	Responsive, accountable, effective and efficient local government	Inclusion and access	4	Transport Assets	Other	Overstrand	Overstrand	Overstrand	Overstrand			80		
	VEHICLES-PARKS		New	Responsive, accountable, effective and efficient local government	Inclusion and access	4	Transport Assets	Other	Overstrand	Overstrand	Overstrand	Overstrand			719		
	MASAKHANE IRDP(296)		NEW	Sustainable human settlements and improved quality of household life	Spatial Integration	4	Housing	Social Housing	Ward 01	19.358 & -34.426	19.358 & -34.426			6 540			
	MASAKHANE IRDP(1179)		NEW	Sustainable human settlements and improved quality of household life	Spatial Integration	4	Housing	Social Housing	Ward 01	19.361 & -34.594	19.361 & -34.594			5 121	4 051	12 660	
	ZWELHLE PROJECT-TRANSIT CAMP(164)		NEW	Sustainable human settlements and improved quality of household life	Spatial Integration	4	Housing	Social Housing	Ward 05	19.216 & -34.426	19.216 & -34.426			3 000	3 240		
	ZWELHLE-TAMBO SQUARE PROJECT		NEW	Sustainable human settlements and improved quality of household life	Spatial Integration	4	Housing	Social Housing	Ward 06	19.216 & -34.429	19.216 & -34.429						
	TAMBO SQUARE & NEW CAMP (82)		NEW	Sustainable human settlements and improved quality of household life	Spatial Integration	4	Housing	Social Housing	Ward 06	19.216 & -34.429	19.216 & -34.429					4 920	
	TSEPE-TSEPE & SERVICED SITE(90)		NEW	Sustainable human settlements and improved quality of household life	Spatial Integration	4	Housing	Social Housing	Ward 04 & 06	19.217 & -34.431	19.217 & -34.431					5 400	
ROADS	MOUNT PLEASANT IRDP INFILL		NEW	Sustainable human settlements and improved quality of household life	Spatial Integration	4	Housing	Social Housing	Ward 04	19.212 & -34.414	19.212 & -34.414			663	1 000	5 000	
	BUFFELJAGSBAAI		NEW	Sustainable human settlements and improved quality of household life	Spatial Integration	4	Housing	Social Housing	Ward 11	19.609 & -34.751	19.609 & -34.751			57	140		
	KLEINMOND IRDP		NEW	Sustainable human settlements and improved quality of household life	Spatial Integration	4	Housing	Social Housing	Wards 09 & 10	19.012 & -34.429	19.012 & -34.429			115	280		
	KLEINMOND OVERHILLS UISP		NEW	Sustainable human settlements and improved quality of household life	Spatial Integration	4	Housing	Social Housing	Wards 09 & 10	19.008 & -34.336	19.008 & -34.336			115	280		
	STANFORD IRDP(783)		NEW	Sustainable human settlements and improved quality of household life	Spatial Integration	4	Housing	Social Housing	Ward 11	19.448 & -34.449	19.448 & -34.449			6 000	4 708	10 800	
	REHABILITATE ROADS - BLOMPARK		Upgrading	Responsive, accountable, effective and efficient local government	Inclusion and access	5	Roads Infrastructure	Roads	Ward 02	19.349 -34.597 Degrees	19.349 -34.597 Degrees	12 023	12 831	2 000			
	REHABILITATE ROADS - STANFORD		Upgrading	Responsive, accountable, effective and efficient local government	Inclusion and access	5	Roads Infrastructure	Roads	Ward 11	19.447 -34.455 Degrees	19.447 -34.455 Degrees			2 000			
	CSD REGENERATION PROGRAM		New	Responsive, accountable, effective and efficient local government	Inclusion and access	5	Roads Infrastructure	Roads	Ward 03	19°26'53"E 34°41'9"S	19°26'53"E 34°41'9"S			7 000			
	VEHICLES-ROADS		New	Responsive, accountable, effective and efficient local government	Inclusion and access	5	Roads Infrastructure	Roads	Overstrand	Overstrand	Overstrand	Overstrand			1 817		
	EXTENTION OF PLEIN STREET		New	Responsive, accountable, effective and efficient local government	Inclusion and access	5	Roads Infrastructure	Roads	Ward 08	19.129 -34.382	19.129 -34.382			500			
GANGSBAAI TARRING OF ROAD TO WASTE DISPOSAL SITE		New	Responsive, accountable, effective and efficient local government	Inclusion and access	5	Roads Infrastructure	Roads	Ward 02	19.351 -34.590 Degrees	19.351 -34.590 Degrees			2 700				
STANFORD TARRING DE BRUYN STREET		New	Responsive, accountable, effective and efficient local government	Inclusion and access	5	Roads Infrastructure	Roads	Ward 11	34.446248 & 19.448291	34.446248 & 19.448291			2 500				
SIDEWALKS		New	Responsive, accountable, effective and efficient local government	Inclusion and access	5	Roads Infrastructure	Roads	Ward 02	-34.593028, 19.349430	-34.593028, 19.349430			100				
FORMALISED PARKING AND DROP OFF AREAS NEAR HERMANUS SCHOOLS		New	Responsive, accountable, effective and efficient local government	Inclusion and access	5	Roads Infrastructure	Roads	Ward 03	19.210 -34.418	19.210 -34.418			200				
MOUNT PLEASANT SIDEWALKS		New	Responsive, accountable, effective and efficient local government	Inclusion and access	5	Roads Infrastructure	Roads	Ward 04	19.233 -34.425	19.233 -34.425			200				
WEST CLIFF SPEED CALKING		New	Responsive, accountable, effective and efficient local government	Inclusion and access	5	Roads Infrastructure	Roads	Ward 04	19°23'20"E 34°42'50"S	19°23'20"E 34°42'50"S			175				
WARD 6 -SIDEWALKS		New	Responsive, accountable, effective and efficient local government	Inclusion and access	5	Roads Infrastructure	Roads	Ward 06	19°21'00"E 34°43'10"S	19°21'00"E 34°43'10"S			200				
NEW STREETS, SIDEWALKS & PARKING AREAS		New	Responsive, accountable, effective and efficient local government	Inclusion and access	5	Roads Infrastructure	Roads	Ward 07	19.125 -34.356	19.125 -34.356			500				
WALKWAY		New	Responsive, accountable, effective and efficient local government	Inclusion and access	5	Roads Infrastructure	Roads	Ward 08	19.134 -34.396 Degrees	19.134 -34.396 Degrees			120				
CURBING AND TARRING OF SIDEWALKS		New	Responsive, accountable, effective and efficient local government	Inclusion and access	5	Roads Infrastructure	Roads	Ward 08	19°13'50"E 34°38'30"S	19°13'50"E 34°38'30"S			140				

ELECTRICITY	PAVING OF ERF 1257, HAWSTON	New	Responsive, accountable, effective and efficient local government	Inclusion and access	5	Roads Infrastructure	Roads	Ward 08	19.135 -34.384	19.135 -34.384						70		
	TRAFFIC CALMING	New	Responsive, accountable, effective and efficient local government	Inclusion and access	5	Roads Infrastructure	Roads	Ward 08	19°12'50"E 34°35'50"S	19°12'50"E 34°35'50"S						40		
	LOW IMPACT BRIDGE UNDER R44 LEADING TO DAY CAMP	New	Responsive, accountable, effective and efficient local government	Inclusion and access	5	Roads Infrastructure	Roads	Ward 09	34°20'09.6"S 19°02'38.4"E	34°20'09.6"S 19°02'38.4"E						50		
	ROADS & SPEED BUMPS	New	Responsive, accountable, effective and efficient local government	Inclusion and access	5	Roads Infrastructure	Roads	Ward 09	34°20'25.5"S 19°01'06.6"E	34°20'25.5"S 19°01'06.6"E						74		
	PAVING OF ROADS - ROOIELS	Upgrading	Responsive, accountable, effective and efficient local government	Inclusion and access	5	Roads Infrastructure	Roads	Ward 10	S34.336437° / E19.006527°	S34.336437° / E19.006527°						150		
	STREET NAMES	Renewal	Responsive, accountable, effective and efficient local government	Inclusion and access	5	Roads Infrastructure	Roads	Ward 10	19°00'59.2"E 34°20'24.7"S	19°00'59.2"E 34°20'24.7"S						50		
	RIVER FRONT AND WANDELPAD ENHANCEMENT – MILLSTREAM	New	Responsive, accountable, effective and efficient local government	Inclusion and access	5	Roads Infrastructure	Roads	Ward 11	34°39'08.21"S 19°29'18.51"E	34°39'08.21"S 19°29'18.51"E						270		
	ATLANTIC DRIVE	New	Responsive, accountable, effective and efficient local government	Inclusion and access	5	Roads Infrastructure	Roads	Ward 13	19.176 -34.420	19.176 -34.420						50		
	BLOMPARK HOUSING PROJECT BUS ROUTE	New	Responsive, accountable, effective and efficient local government	Inclusion and access	5	Roads Infrastructure	Roads	Ward 02	34°35'54.86"S 19°20'49.51"E	34°35'54.86"S 19°20'49.51"E							2 000	
	STANFORD HOUSING PROJECT BUS ROUTE	New	Responsive, accountable, effective and efficient local government	Inclusion and access	5	Roads Infrastructure	Roads	Ward 11	34.446248 & 19.448291	34.446248 & 19.448291							3 000	
	MASAKAHNE HOUSING PROJECT BUS ROUTE	New	Responsive, accountable, effective and efficient local government	Inclusion and access	5	Roads Infrastructure	Roads	Ward 01	19°21'39"E 34°35'30"S	19°21'39"E 34°35'30"S							3 000	
	HAWSTON HOUSING PROJECT BUS ROUTE	New	Responsive, accountable, effective and efficient local government	Inclusion and access	5	Roads Infrastructure	Roads	Ward 08	34.386799 & 19.139259	34.386799 & 19.139259								
WATER	FRANKRAAL, KLEINBAI & BIRKENHEAD: MV/LV & MINISUB UPGRADE	New	Responsive, accountable, effective and efficient local government	Inclusion and access	2	Electrical Infrastructure	MV Networks	Ward 01	EW 19.349978, NS -34.61828	EW 19.349978, NS -34.61828	16 268	20 456			2 250			
	FRANKRAAL, KLEINBAI & BIRKENHEAD: NEW 66/11KV SUBSTATION	New	Responsive, accountable, effective and efficient local government	Inclusion and access	2	Electrical Infrastructure	MV Networks	Ward 01&02	EW 19.326437, NS -34.612617	EW 19.326437, NS -34.612617						14 000	14 669	
	FRANKRAAL, KLEINBAI & BIRKENHEAD: NEW 66/11KV SUBSTATION	New	Responsive, accountable, effective and efficient local government	Inclusion and access	2	Electrical Infrastructure	MV Networks	Ward 01&02	EW 19.326437, NS -34.612617	EW 19.326437, NS -34.612617					2 000	12 000	5 331	
	ELECTRIFICATION OF LOW COST HOUSING AREAS	New	Responsive, accountable, effective and efficient local government	Inclusion and access	2	Electrical Infrastructure	MV Networks	Multi-ward proj in HM Area	34°25'37.76"S 19°13'07.91"E	34°25'37.76"S 19°13'07.91"E					5 000			
	ELECTRIFICATION OF LOW COST HOUSING AREAS (INEP)	New	Responsive, accountable, effective and efficient local government	Inclusion and access	2	Electrical Infrastructure	MV Networks		34°23'06.89"S 19°08'20.49"E	34°23'06.89"S 19°08'20.49"E					7 000	5 000	5 000	
	STREETLIGHTS	New	Responsive, accountable, effective and efficient local government	Inclusion and access	2	Electrical Infrastructure	MV Networks		34°21'43.89"S 19°745.60"E	34°21'43.89"S 19°745.60"E					20			
	ZITHANDE STREET LIGHTS	New	Responsive, accountable, effective and efficient local government	Inclusion and access	2	Electrical Infrastructure	MV Networks		34°25'25.77"S 19°12'31.21"E	34°25'25.77"S 19°12'31.21"E					400			
	STREET LIGHTS	New	Responsive, accountable, effective and efficient local government	Inclusion and access	2	Electrical Infrastructure	MV Networks		34°24'40.14"S 19°10'06.69"E	34°24'40.14"S 19°10'06.69"E					30			
	STANFORD MV UPGRADE	Upgrading	Responsive, accountable, effective and efficient local government	Inclusion and access	2	Electrical Infrastructure	MV Networks		EW 19.452482, NS -34.446421	EW 19.452482, NS -34.446421					750			
	VEHICLES-ELECTRICITY	New	Responsive, accountable, effective and efficient local government	Inclusion and access	2	Electrical Infrastructure	MV Networks		Overstrand	Overstrand					574			
	HERMANUS MV & LV UPGRADE/REPLACEMENT	Upgrading	Responsive, accountable, effective and efficient local government	Inclusion and access	2	Electrical Infrastructure	MV Networks		Ward 03	34°25'16.83"S 19°13'00.62"E	34°25'16.83"S 19°13'00.62"E					5 000		4 000
	HERMANUS MV & LV UPGRADE/REPLACEMENT	Upgrading	Responsive, accountable, effective and efficient local government	Inclusion and access	2	Electrical Infrastructure	MV Networks		Ward 03	34°25'07.04"S 19°19'40.04"E	34°25'07.04"S 19°19'40.04"E					3 872		
	KLEINMOND: MV & LV NETWORK UPGRADE	Upgrading	Responsive, accountable, effective and efficient local government	Inclusion and access	2	Electrical Infrastructure	MV Networks		Ward 09	34°20'18.35"S 19°01'35.31"E	34°20'18.35"S 19°01'35.31"E					2 000		
	KLEINMOND: MV & LV NETWORK UPGRADE	Upgrading	Responsive, accountable, effective and efficient local government	Inclusion and access	2	Electrical Infrastructure	MV Networks		Ward 09	34°20'05.08"S 19°01'45.26"E	34°20'05.08"S 19°01'45.26"E					439		
	HAWSTON: MV & LV UPGRADE/REPLACEMENT	Upgrading	Responsive, accountable, effective and efficient local government	Inclusion and access	2	Electrical Infrastructure	MV Networks		Ward 08	34°23'09.91"S 19°07'56.01"E	34°23'09.91"S 19°07'56.01"E					2 000		
	HAWSTON: MV & LV UPGRADE/REPLACEMENT	Upgrading	Responsive, accountable, effective and efficient local government	Inclusion and access	2	Electrical Infrastructure	MV Networks		Ward 08	34°23'05.02"S 19°08'01.09"E	34°23'05.02"S 19°08'01.09"E					1 540		
	ELECTRICITY TRANSFORMERS/CAPITAL REPLACEMENT CONTINGENCY)	New	Responsive, accountable, effective and efficient local government	Inclusion and access	2	Electrical Infrastructure	MV Networks	Overstrand	Overstrand	Overstrand					1 000	1 000	1 000	
	SEWERAGE	WATER MASTER PLAN IMPLEMENTATION	Upgrading	Responsive, accountable, effective and efficient local government	Inclusion and access	2	Water Supply Infrastructure	Distribution	Overstrand	Overstrand	Overstrand							
		WATER MASTER PLAN IMPLEMENTATION	Upgrading	Responsive, accountable, effective and efficient local government	Inclusion and access	2	Water Supply Infrastructure	Distribution	Overstrand	Overstrand	Overstrand					5 000		
		DIRECT WASTE WATER RE-USE PLANT	New	Responsive, accountable, effective and efficient local government	Inclusion and access	2	Water Supply Infrastructure	Distribution	Ward 03	34°25'16.83"S 19°13'00.62"E	34°25'16.83"S 19°13'00.62"E							
WATER TREATMENT PLANT FOR BUFFELGANGBAAI		New	Responsive, accountable, effective and efficient local government	Inclusion and access	2	Water Supply Infrastructure	Distribution	Ward 11	34.446248 & 19.448291	34.446248 & 19.448291								
REFURBISHMENT OF BULK WATER PIPELINES		Renewal	Responsive, accountable, effective and efficient local government	Inclusion and access	2	Water Supply Infrastructure	Distribution	Overstrand	Overstrand	Overstrand					360	900		
FENCING AT WATER INSTALLATIONS		Renewal	Responsive, accountable, effective and efficient local government	Inclusion and access	2	Water Supply Infrastructure	Distribution	Overstrand	Overstrand	Overstrand					700	700		
FENCING AT WATER INSTALLATIONS		New	Responsive, accountable, effective and efficient local government	Inclusion and access	2	Water Supply Infrastructure	Distribution	Overstrand	19.217° / -34.435°	19.217° / -34.435°					900			
REPLACEMENT OF OVERSTRAND WATER PIPES		Upgrading	Responsive, accountable, effective and efficient local government	Inclusion and access	2	Water Supply Infrastructure	Distribution	Overstrand	Overstrand	Overstrand					2 900			
BUFFELS RIVER AND DE BOS DAM INTAKE STRUCTURES AND EQUIPMENT		Renewal	Responsive, accountable, effective and efficient local government	Inclusion and access	2	Water Supply Infrastructure	Distribution	Multi-area Serv Infra Proj	Overstrand	Overstrand	Overstrand				1 300			
WATER FACILITIES (CONTINGENCY)		Renewal	Responsive, accountable, effective and efficient local government	Inclusion and access	2	Water Supply Infrastructure	Distribution		Overstrand	Overstrand	Overstrand				300	400	400	
NEW MML RESERVOIR		New	Responsive, accountable, effective and efficient local government	Inclusion and access	2	Water Supply Infrastructure	Reservoirs		19.366 -34.584 Degrees	19.366 -34.584 Degrees					7 088	16 075		
UPGRADE WATER LINES		New	Responsive, accountable, effective and efficient local government	Inclusion and access	2	Water Supply Infrastructure	Distribution		Ward 01	34°35'54.86"S 19°20'49.51"E	34°35'54.86"S 19°20'49.51"E					2 000	2 200	
NEW BOOSTER PUMPSTATION & VALVES		New	Responsive, accountable, effective and efficient local government	Inclusion and access	2	Water Supply Infrastructure	Distribution		Ward 01	19°21'39"E 34°35'30"S	19°21'39"E 34°35'30"S					2 000	2 100	
UPGRADE BULK WATER		Upgrading	Responsive, accountable, effective and efficient local government	Inclusion and access	2	Water Supply Infrastructure	Distribution		Ward 11	34.446248 & 19.448291	34.446248 & 19.448291							2 000
UPGRADE HERMANUS WELLS FIELDS PHASE 1		New	Responsive, accountable, effective and efficient local government	Inclusion and access	2	Water Supply Infrastructure	Distribution		Ward 04	19.223° / -34.418°	19.223° / -34.418°					4 000	6 000	
WATER STABILIZATION PLANT FOR STANFORD		New	Responsive, accountable, effective and efficient local government	Inclusion and access	2	Water Supply Infrastructure	Distribution		Ward 11	19.252° / -34.460°	19.252° / -34.460°					2 500		
NEW RESERVOIR FOR PRINGLE BAY		New	Responsive, accountable, effective and efficient local government	Inclusion and access	2	Water Supply Infrastructure	Reservoirs		Ward 10	18.848° / -34.349°	18.848° / -34.349°					3 540		
NEW RESERVOIR FOR PRINGLE BAY		New	Responsive, accountable, effective and efficient local government	Inclusion and access	2	Water Supply Infrastructure	Reservoirs		Ward 10	18.848° / -34.349°	18.848° / -34.349°					3 363		
REFURBISHMENT OF KLEINMOND & BUFFELS RIVER WTW		Upgrading	Responsive, accountable, effective and efficient local government	Inclusion and access	2	Water Supply Infrastructure	Distribution		Ward 10	19°00'59.2"E 34°20'24.7"S	19°00'59.2"E 34°20'24.7"S							
KLEINMOND PALMET PUMP STATION AND BULK PIPELINE REFURBISH		Renewal	Responsive, accountable, effective and efficient local government	Inclusion and access	2	Water Supply Infrastructure	Distribution		Ward 09	18.990° / -34.329°	18.990° / -34.329°					900	2 000	6 781
STORMWATER	SEWERAGE FACILITIES (CONTINGENCY)	Renewal	Responsive, accountable, effective and efficient local government	Inclusion and access	2	Sanitation Infrastructure	Pump Station	Overstrand	Overstrand	Overstrand								
	KLEINMOND - SEWER NETWORK EXTENSION	New	Responsive, accountable, effective and efficient local government	Inclusion and access	2	Sanitation Infrastructure	Retilication	Ward 09	19.026° / -34.338°	19.026° / -34.338°					5 000	4 400		
	UPGRADING OF KIDBROOKE PIPELINE	Upgrading	Responsive, accountable, effective and efficient local government	Inclusion and access	2	Sanitation Infrastructure	Retilication	Ward 13	S34°24.810' / E19°10.001	S34°24.810' / E19°10.001								
	WWTV UPGRADE - STANFORD	Upgrading	Responsive, accountable, effective and efficient local government	Inclusion and access	2	Sanitation Infrastructure	Waste Water Treatment Work	Ward 11	S34.446248° / E19.448291°	S34.446248° / E19.448291°								
	WWTV UPGRADE - STANFORD	Upgrading	Responsive, accountable, effective and efficient local government	Inclusion and access	2	Sanitation Infrastructure	Waste Water Treatment Work	Ward 11	S34.446248° / E19.448291°	S34.446248° / E19.448291°								
	PROVISION OF BULK SEWER SUPPLY	New	Responsive, accountable, effective and efficient local government	Inclusion and access	2	Sanitation Infrastructure	Retilication	Ward 02	19°20'50"E 34°35'50"S	19°20'50"E 34°35'50"S								
	KLEINMOND WWTV REFURBISH & UPGRADE	Upgrading	Responsive, accountable, effective and efficient local government	Inclusion and access	2	Sanitation Infrastructure	Retilication	Ward 10	34°20'21.16"S 19°01'34.39" E	34°20'21.16"S 19°01'34.39" E					2 500	15 000		
	UPGRADE LINK SEWER SUPPLY	Upgrading	Responsive, accountable, effective and efficient local government	Inclusion and access	2	Sanitation Infrastructure	Retilication	Ward 01	-34.59319.362	-34.59319.362					1 961			
	UPGRADE BULK SEWER	Upgrading	Responsive, accountable, effective and efficient local government	Inclusion and access	2	Sanitation Infrastructure	Retilication	Ward 01	-34.59319.362	-34.59319.362					2 000	3 087		
	UPGRADE BULK SEWER	Upgrading	Responsive, accountable, effective and efficient local government	Inclusion and access	2	Sanitation Infrastructure	Retilication	Ward 11	19.447407 / -34.440390	19.447407 / -34.440390							620	
	UPGRADE ZWELIHL SEWER	Upgrading	Responsive, accountable, effective and efficient local government	Inclusion and access	2	Sanitation Infrastructure	Retilication	Ward 12	19°20'50"E 34°42'00"S	19°20'50"E 34°42'00"S								
	UPGRADE ZWELIHL SEWER	Upgrading	Responsive, accountable, effective and efficient local government	Inclusion and access	2	Sanitation Infrastructure	Retilication	Ward 12	19°20'50"E 34°42'00"S	19°20'50"E 34°42'00"S								
	REHABILITATE MAIN BULK SEWER TO WWTV PH1	Renewal	Responsive, accountable, effective and efficient local government	Inclusion and access	2	Sanitation Infrastructure	Pump Stations	Ward 09	34°20'24.07"S 19°02'13.2"E	34°20'24.07"S 19°02'13.2"E					4 000	2 000	3 000	
	FENCING AT SEWERAGE INSTALLATIONS	New	Responsive, accountable, effective and efficient local government	Inclusion and access	2	Sanitation Infrastructure	Retilication	Overstrand	Overstrand	Overstrand		</						

	SURPLUS -NON TARIFF INFRASTRUCTURE		New	All people in South Africa are and feel safe	Governance	4	Transport Assets	Other	Overstrand	Overstrand	Overstrand Wide				15 000	15 000
Parent Capital expenditure												105 207	174 748	232 206	138 164	154 324

WC032 Overstrand - Supporting Table SA37 Projects delayed from previous financial years

R thousand												Previous target year to complete	Current Year 2018/19		2019/20 Medium Term Revenue & Expenditure Framework		
Function	Project name	Project number	Type	MTSF Service Outcome	IUDF	Own Strategic Objectives	Asset Class	Asset Sub-Class	Ward Location	GPS Longitude	GPS Latitude		Original Budget	Full Year Forecast	Budget Year 2019/20	Budget Year +1 2020/21	Budget Year +2 2021/22
Parent municipality: List all capital projects grouped by Function																	
PUBLIC SAFETY	LAW ENFORCEMENT FACILITIES (K9 UNIT)		New	All people in South Africa are and feel safe	Governance	4	Operational Buildings	Municipal Offices	Ward 04	-34.402 19.211	-34.402 19.211				3 800		
PUBLIC SAFETY	BUILDING RENOVATIONS FARM 585/3		New	All people in South Africa are and feel safe	Governance	4	Operational Buildings	Municipal Offices	Ward 04	19.212 -34.400 Degrees	19.212 -34.400 Degree:		1 421	-		1 421	
PUBLIC SAFETY	UPGRADING OF FACILITIES - FIRE SERVICES BUILDING		New	All people in South Africa are and feel safe	Governance	4	Operational Buildings	Municipal Offices	Overstrand	34.4219°S	34.4219°S		2 480	-		2 480	
PLANNING & DEVELOPMENT	HAWSTON INDUSTRIAL(BUSINESS) HUB		New	An efficient, effective and development-oriented public service	Governance	5	Community Facilities	Public Open Space	Ward 08	19.134 -34.396 Degrees	19.134 -34.396 Degree:		5 000	500	4 500		
ROADS	CBD REGENERATION PROGRAM		New	A skilled and capable workforce to support an inclusive growth path	Inclusion and access	2	Roads Infrastructure	Roads	Ward 03	19°26'53"E 34°41'9"S	19°26'53"E 34°41'9"S		3 000	1 000	2 000		
ELECTRICITY	HERMANUS.MV & LV UPGRADE/REPLACEMENT		Upgrading	Responsive, accountable, effective and efficient local government	Inclusion and access	2	Electrical Infrastructure	MV Networks	Ward 03	34°25'07.04"S 19°19'40.04"E	34°25'07.04"S 19°19'40.04"E		10 150	6 279	3 872		
ELECTRICITY	KLEINMOND: MV & LV NETWORK UPGRADE		Upgrading	Responsive, accountable, effective and efficient local government	Inclusion and access	2	Electrical Infrastructure	MV Networks	Ward 09	34°20'05.08"S 19°01'45.26"E	34°20'05.08"S 19°01'45.26"E		1 750	1 311	439		
ELECTRICITY	HAWSTON: MV & LV UPGRADE/REPLACEMENT		Upgrading	Responsive, accountable, effective and efficient local government	Inclusion and access	2	Electrical Infrastructure	MV Networks	Ward 08	34°23'05.02"S 19°08'01.09"E	34°23'05.02"S 19°08'01.09"E		1 750	210	1 540		
WATER	WATER MASTER PLAN IMPLEMENTATION		Upgrading	Responsive, accountable, effective and efficient local government	Inclusion and access	2	Water Supply Infrastructure	Distribution	Overstrand	Overstrand	Overstrand		10 000	5 000	5 000		
WATER	NEW RESERVOIR FOR PRINGLE BAY		New	Responsive, accountable, effective and efficient local government	Inclusion and access	2	Water Supply Infrastructure	Reservoirs	Ward 10	18.848° / -34.349°	18.848° / -34.349°		5 863	2 000	3 863		
STORMWATER	STORMWATER - PHASE 1-INDUSTRIAL AREA		Upgrading	Responsive, accountable, effective and efficient local government	Inclusion and access	2	Storm water Infrastructure	Storm water Conveyance	Ward 04	19.225 -34.422 Degrees	19.225 -34.422 Degree:		3 800	1 200	2 600		
STORMWATER	STORMWATER - MAIN RD & HIGH STREET		Upgrading	Responsive, accountable, effective and efficient local government	Inclusion and access	2	Storm water Infrastructure	Storm water Conveyance	Ward 03	19.244 -34.418 Degrees	19.244 -34.418 Degree:		4 000	2 100	2 500		
STORMWATER	STORMWATER - OVERHILLS		Upgrading	Responsive, accountable, effective and efficient local government	Inclusion and access	2	Storm water Infrastructure	Storm water Conveyance	Ward 10	19.006 -34.337 Degrees	19.006 -34.337 Degree:		3 000	-	2 400		

WC032 Overstrand - 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		2019/20 Medium Term Revenue & Expenditure Framework			
													Audited Outcome 2017/18	Current Year 2018/19 Full Year Forecast	Budget Year 2019/20	Budget Year +1 2020/21	Budget Year +2 2021/22	
Parent municipality:																		
List all operational projects grouped by Function																		
Vote 1 - Council	Municipal Running Cost				9	4	1								36 214	37 782	42 234	
	Typical Work Streams : Functions and Events : Special Events and Functions		Work streams		9	4	1								143	–	–	
Vote 2 - Municipal Manager	Municipal Running Cost				9	4	1								5 925	6 138	6 660	
Vote 3 - Management Services	Corrective Maintenance : Emergency : Computer Equipment		Corrective Maintenance		9	4	1								609	642	668	
	Corrective Maintenance : Planned : Furniture and Office Equipment		Corrective Maintenance		9	4	1								9	10	11	
	Information and Communication Infrastructure : Data Centres : Buildings		Preventative Maintenance		9	4	1								42	43	46	
	Intangible Assets : Licences and Rights : Computer Software and Applications				9	4	1								4 642	4 881	5 380	
	Municipal Running Cost				9	4	1								51 054	53 333	57 654	
	Preventative Maintenance : Interval Based : Computer Equipment		Preventative Maintenance		9	4	1								633	925	695	
	Preventative Maintenance : Interval Based : Transport Assets		Preventative Maintenance		9	4	1								7	8	8	
	Typical Work Streams : Capacity Building Training and Development : Induction Programmes New Staff		Work streams		9	4	1								3	3	3	
	Typical Work Streams : Capacity Building Training and Development : Leadership Development		Work streams		9	4	1								1	1	1	
	Typical Work Streams : Capacity Building Training and Development : Workshops, Seminars and Subject M		Work streams		9	4	1								2 220	2 205	2 297	
	Typical Work Streams : Community Development : Gender Development		Work streams		9	4	1								22	22	24	
	Typical Work Streams : Human Resources : Employee Assistance Programme		Work streams		9	4	1								509	505	526	
	Typical Work Streams : Junior Council		Work streams		9	4	1								69	71	75	
Vote 4 - Finance	Typical Work Streams : Strategic Management and Governance : IDP Implementation and Monitoring		Work streams		9	4	1								200	219	251	
	Corrective Maintenance : Emergency : Furniture and Office Equipment		Corrective Maintenance		9	4	1								62	64	69	
	Municipal Running Cost				9	4	1								84 821	94 037	96 368	
	Operational Buildings : Stores : Buildings		Preventative Maintenance		9	4	1								42	42	43	
	Preventative Maintenance : Interval Based : Transport Assets		Preventative Maintenance		9	4	1								69	71	77	
	Typical Work Streams : Financial Management Grant : Financial Statements		Work streams		9	4	1								578	574	–	
	Typical Work Streams : Financial Management Grant : Interns Compensation		Work streams		9	4	1								6	547	–	
	Typical Work Streams : Financial Management Grant : Supply Chain Management, Internal Audit and Audit		Work streams		9	4	1								578	574	–	
	Typical Work Streams : Financial Management Grant : Financial Systems		Work streams		9	4	1								308	306	–	
Vote 5 - Community Services	Coastal Infrastructure : Promenades : Civil Structures		Preventative Maintenance		6	3	2								210	219	239	
	Community Facilities : Cemeteries/Crematoria : Land		Preventative Maintenance		6	3	2								48	62	68	
	Community Facilities : Parks : Land		Preventative Maintenance		2	3	2								600	630	698	
	Municipal Running Cost				9	3	2								385 854	400 817	433 022	
	Operational Buildings : Municipal Offices : Land		Preventative Maintenance		9	3	2								991	1 044	1 152	
	Preventative Maintenance : Interval Based : Transport Assets		Preventative Maintenance		9	3	2								6 126	6 299	6 790	
	Roads Infrastructure : Roads : Pavements		Preventative Maintenance		6	3	2								36 890	39 574	42 689	
	Sanitation Infrastructure : Outfall Sewers : Civil Structures		Preventative Maintenance		6	3	2								663	698	770	
	Sanitation Infrastructure : Reticulation : Municipal Service Connection		Preventative Maintenance		6	3	2								3 567	3 756	4 147	
	Solid Waste Disposal : Landfill Sites : Buildings		Preventative Maintenance		6	3	2								44	46	51	
	Solid Waste Disposal : Waste Drop-off Points : Buildings		Preventative Maintenance		6	3	2								51	53	59	
	Solid Waste Disposal : Waste Drop-off Points : Service Connections on Site		Preventative Maintenance		6	3	2								1 428	1 504	1 660	
	Solid Waste Disposal : Waste Processing Facilities : Buildings		Preventative Maintenance		6	3	2								77	81	90	
	Sport and Recreation Facilities : Outdoor Facilities : Buildings		Preventative Maintenance		2	3	2								126	132	146	
	Storm water Infrastructure : Storm water Conveyance : Civil Structures		Preventative Maintenance		6	3	2								386	406	448	
	Storm water Infrastructure : Storm water Conveyance : Drainage		Preventative Maintenance		6	3	2								2 904	3 058	3 376	
	Typical Work Streams : Community Development : Community Initiatives		Work streams		2	3	2								81	81	84	
	Typical Work Streams : Sport Development : Marathons, Sport and Recreation		Work streams		2	3	2								284	307	339	
	Typical Work Streams : Ward Committees : Ward Initiatives		Work streams		2	3	2								1 320	–	–	
	Water Supply Infrastructure : Distribution : Municipal Service Connections		Preventative Maintenance		6	3	2								5 905	6 219	6 866	
	Water Supply Infrastructure : Distribution : Pipe Work		Preventative Maintenance		6	3	2								1 368	1 441	1 574	
Vote 6 - Local Economic Development	Community Development : Youth Projects : Youth Projects		Work streams		4	2	5								17	18	20	
	Municipal Running Cost				4	2	5								8 365	8 900	9 689	
	Preventative Maintenance : Interval Based : Transport Assets		Preventative Maintenance		4	2	5								15	16	17	
	Typical Work Streams : Capacity Building Training and Development : Workshops, Seminars and Subject M		Work streams		4	2	5								23	25	26	
	Typical Work Streams : Local Economic Development : Project Implementation		Work streams		4	2	5								547	576	620	
	Typical Work Streams : Local Economic Development : Training		Work streams		4	2	5								62	65	70	
	Typical Work Streams : Tourism : Tourism Development		Work streams		4	2	5								134	141	152	
Vote 7 - Infrastructure & Planning	Electrical Infrastructure : LV Networks : Municipal Service Connections		Preventative Maintenance		6	3	2								1 499	1 552	1 714	
	Electrical Infrastructure : LV Networks : Public Lighting		Preventative Maintenance		6	3	2								924	973	1 115	
	Electrical Infrastructure : Power Plants : Electrical Equipment		Preventative Maintenance		6	3	2								3 023	3 150	3 477	
	Municipal Running Cost				6	3	2								472 567	500 141	565 147	
	Preventative Maintenance : Interval Based : Transport Assets		Preventative Maintenance		6	3	2								706	726	528	
	Solid Waste Disposal : Waste Separation Facilities : Mechanical Equipment		Preventative Maintenance		6	3	2								372	392	–	
Vote 8 - Protection Services	Typical Work Streams : Community Development : Housing Projects		Work streams		8	1	2								26 771	56 486	28 279	
	Municipal Running Cost				3	4	4								93 673	99 333	105 355	
	Preventative Maintenance : Interval Based : Transport Assets		Preventative Maintenance		3	3	4								1 385	1 424	–	
	Typical Work Streams : Public Protection and Safety		Work streams		3	1	4								52	55	–	
	Typical Work Streams : Ward Committees : Ward Initiatives		Work streams		3	1	4								77	–	–	
Parent Operational expenditure														–	–	1 247 901	1 343 380	1 432 564

Municipal manager's quality certificate

I, CC Groenewald, municipal manager of Overstrand Municipality, hereby certify that the **Draft Budget** for the **2019/2020 MTREF** and supporting documentation have been prepared in accordance with the Municipal Finance Management Act and the regulations made under the Act, and that the draft annual budget and supporting documents are consistent with the Integrated Development Plan of the municipality.

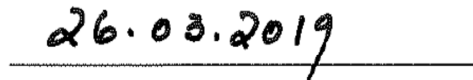
Print Name: CC Groenewald

Municipal manager of Overstrand Municipality (WC032)

Signature:

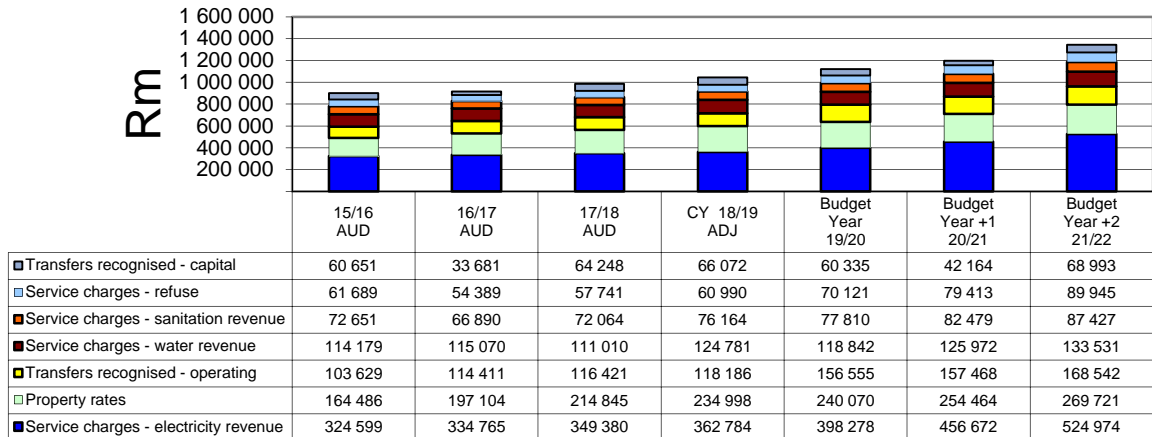
A handwritten signature in black ink, appearing to read 'CC Groenewald', written over a horizontal line.

Date:

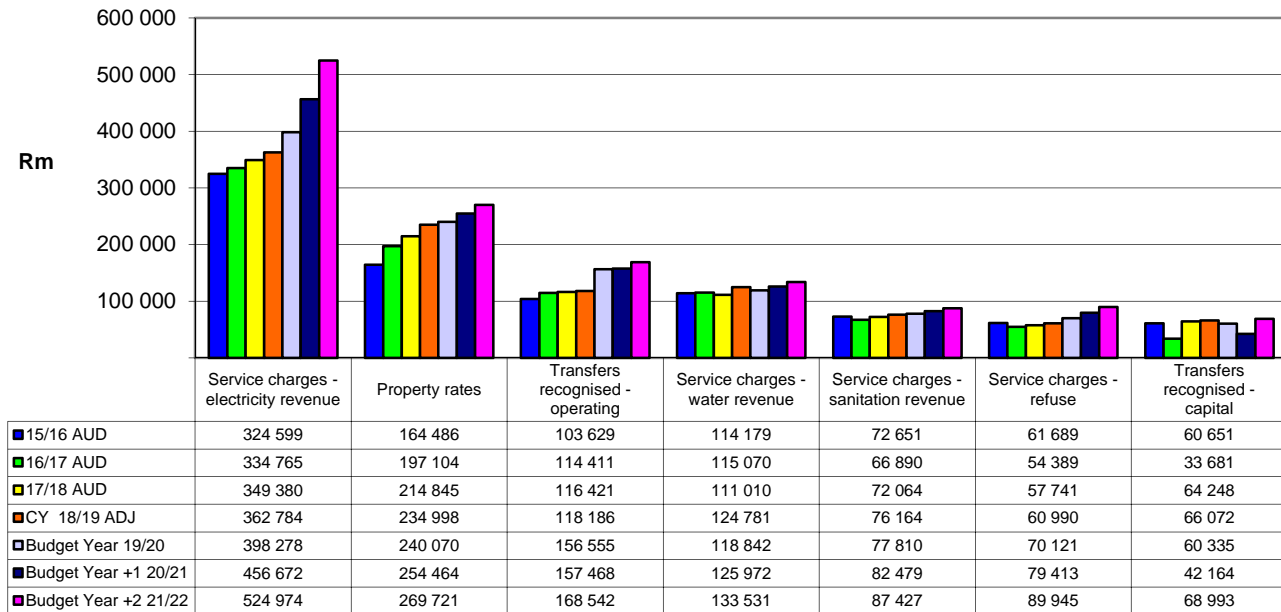
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OVERSTRAND MUNICIPALITY - BUDGET REGULATION CHARTS 2017/2018 BUDGET

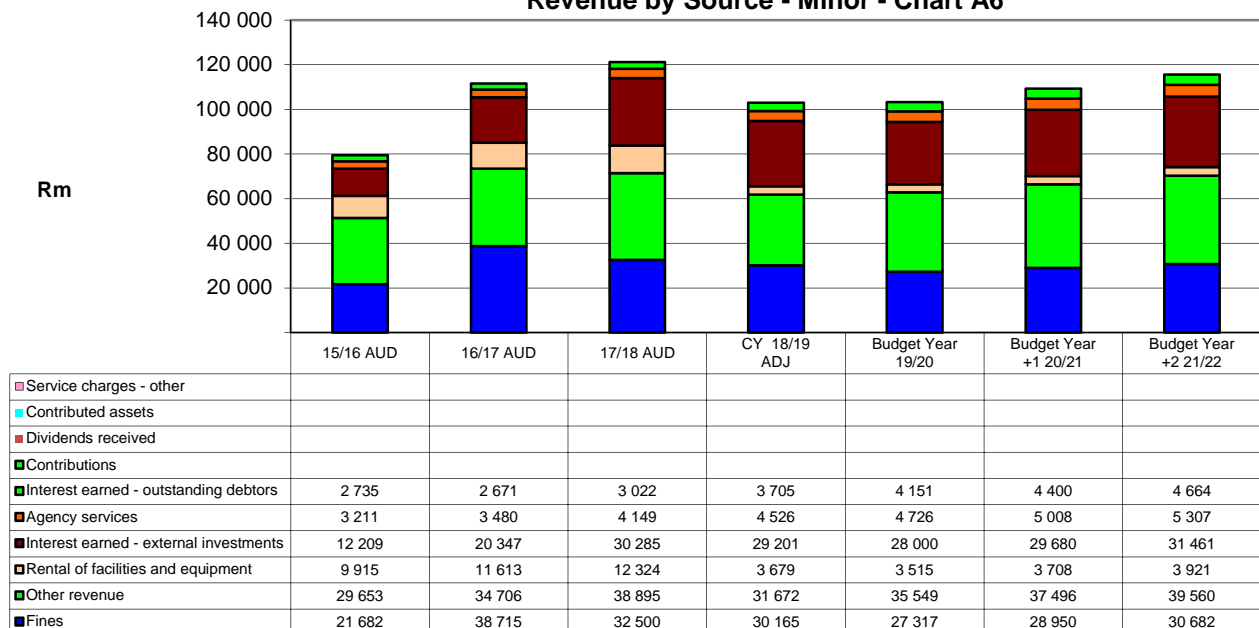
Revenue by Source - Major - Chart A5(a)



Revenue by Source - Major - Chart A5(b) - source trend

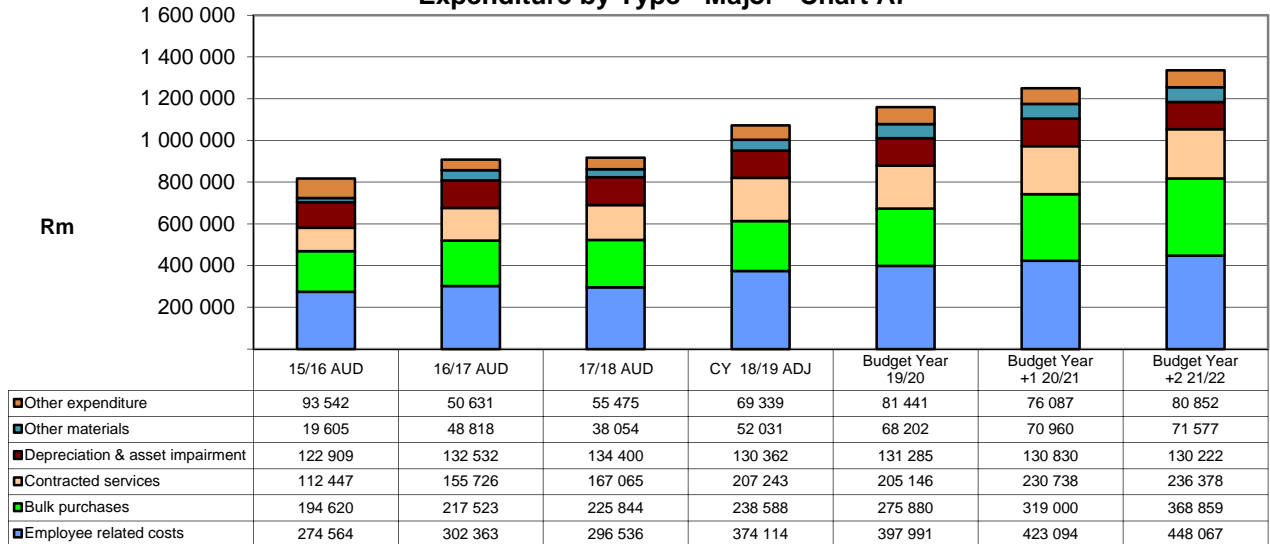


Revenue by Source - Minor - Chart A6

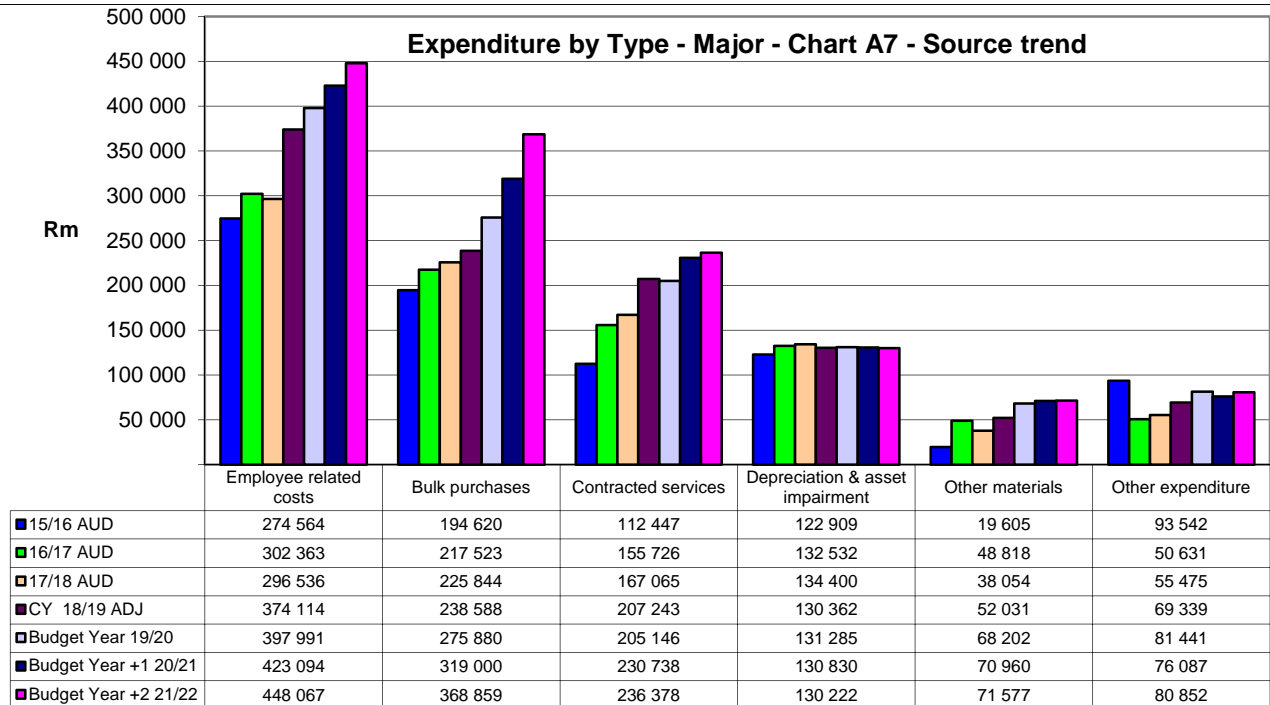


OVERSTRAND MUNICIPALITY - BUDGET REGULATION CHARTS 2017/2018 BUDGET

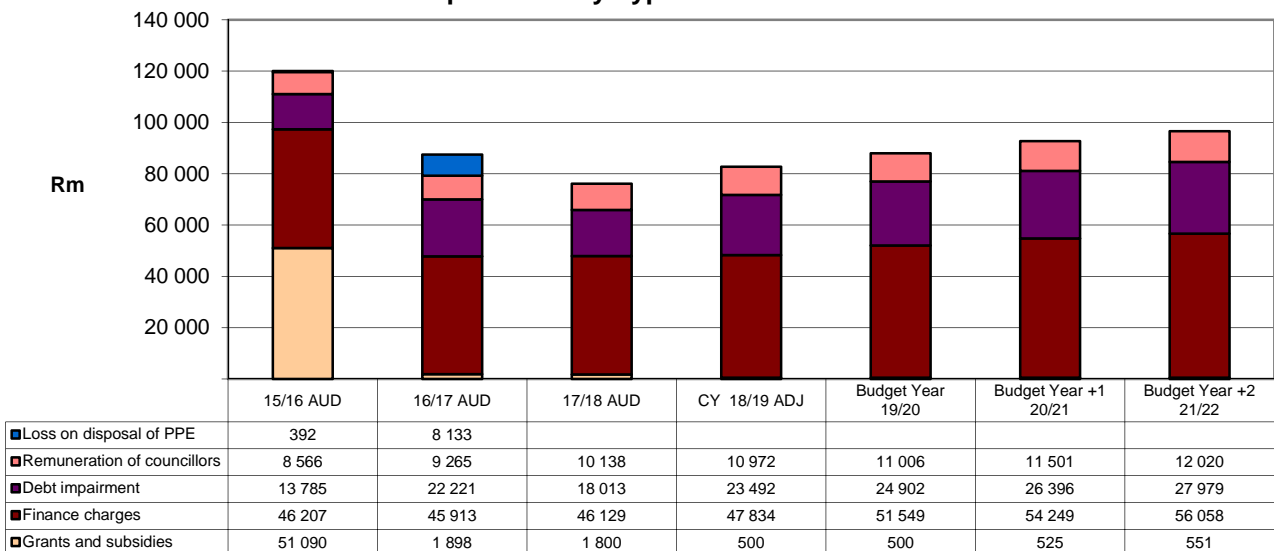
Expenditure by Type - Major - Chart A7



Expenditure by Type - Major - Chart A7 - Source trend

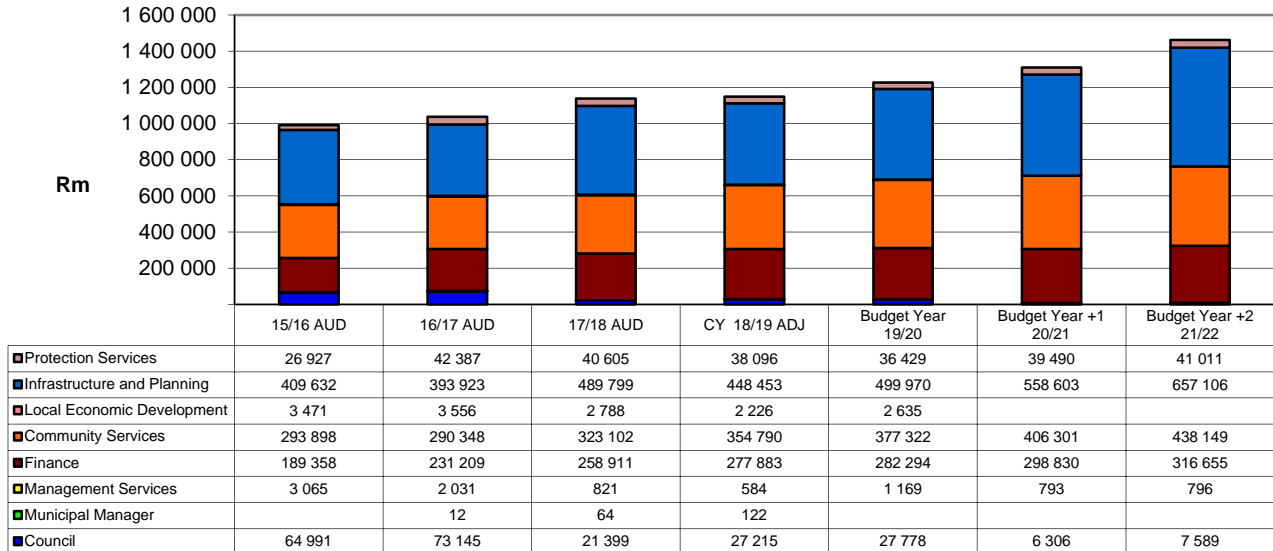


Expenditure by Type - Minor - Chart A7

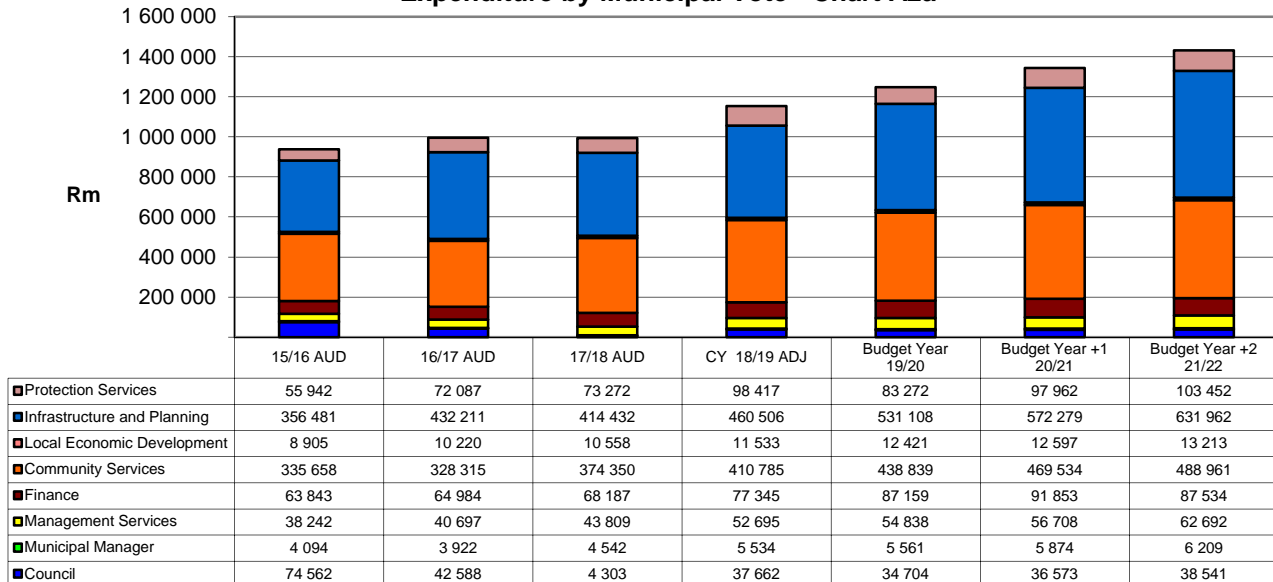


OVERSTRAND MUNICIPALITY - BUDGET REGULATION CHARTS 2017/2018 BUDGET

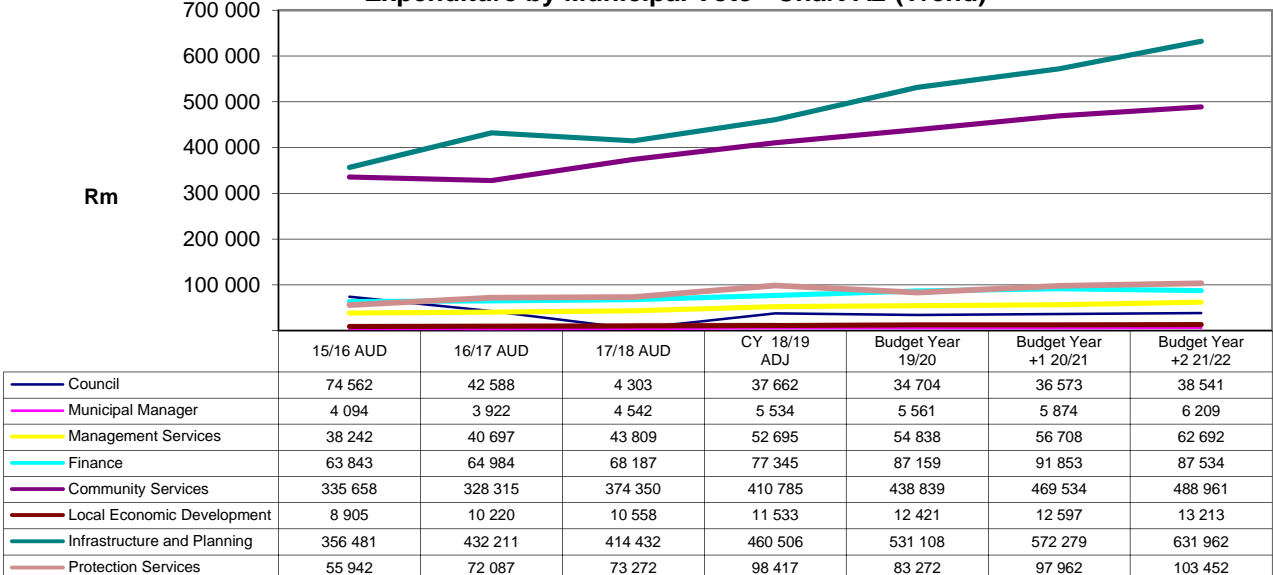
Revenue by Municipal Vote classification - Chart A1



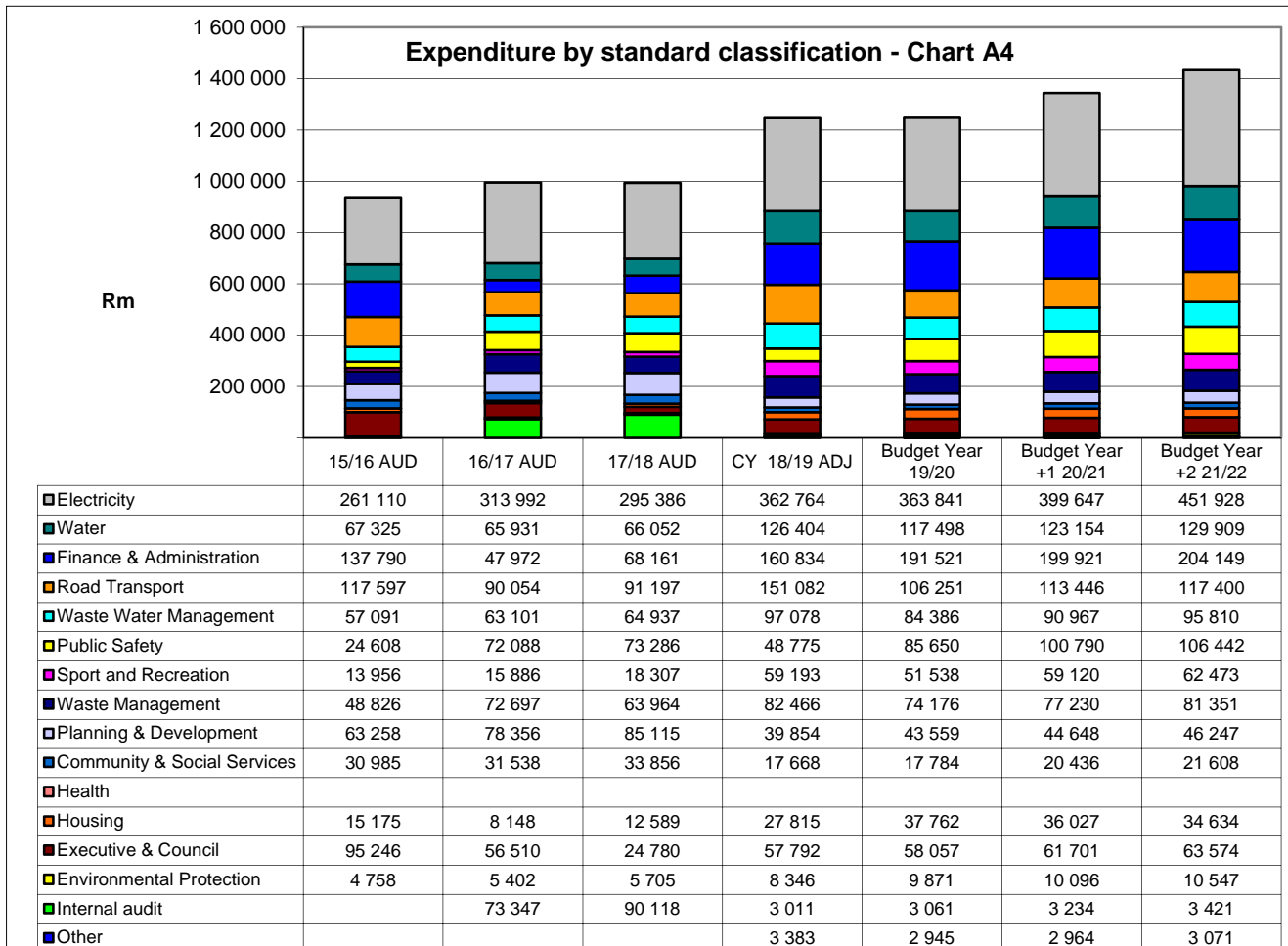
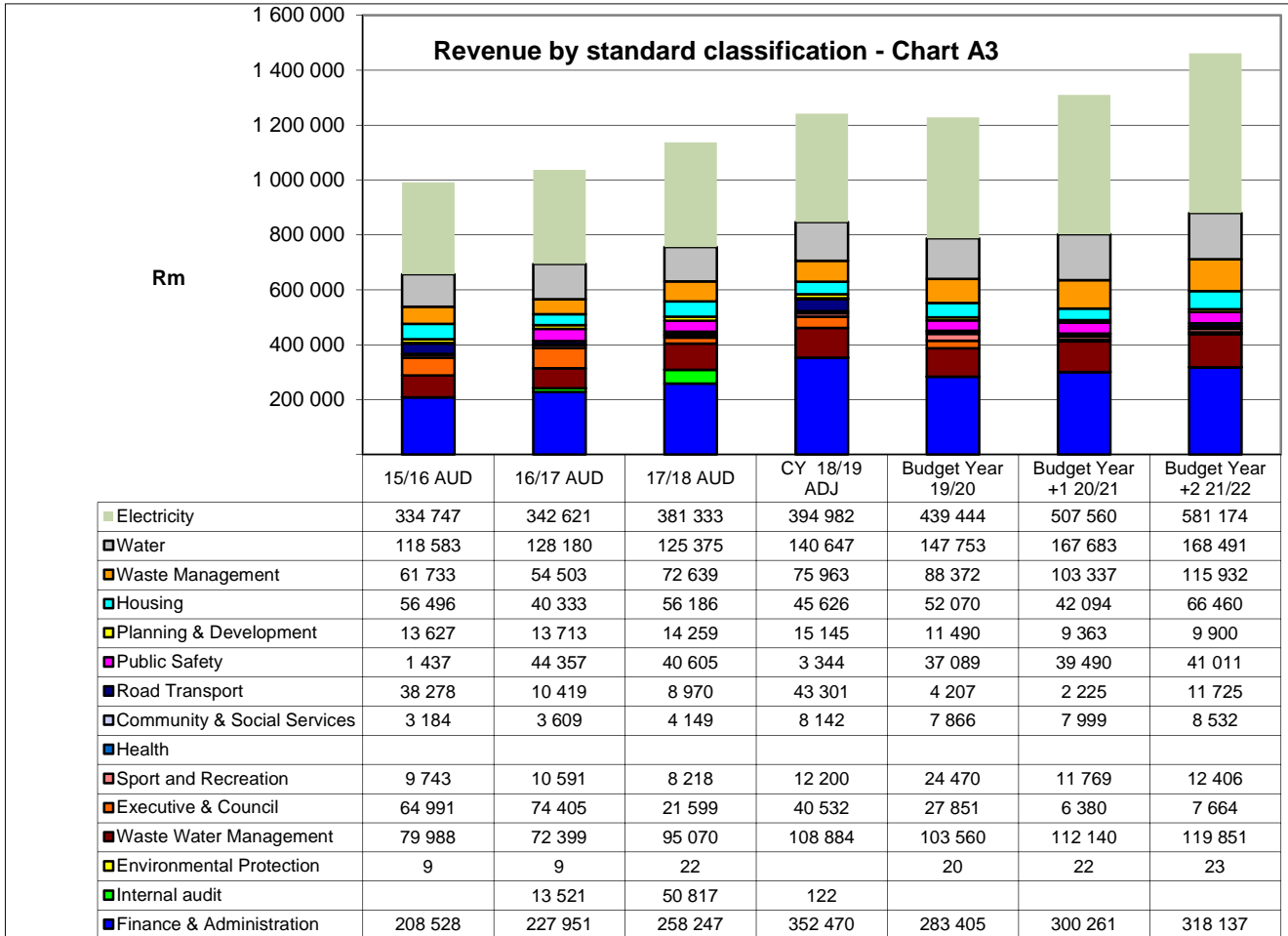
Expenditure by Municipal Vote - Chart A2a



Expenditure by Municipal Vote - Chart A2 (Trend)

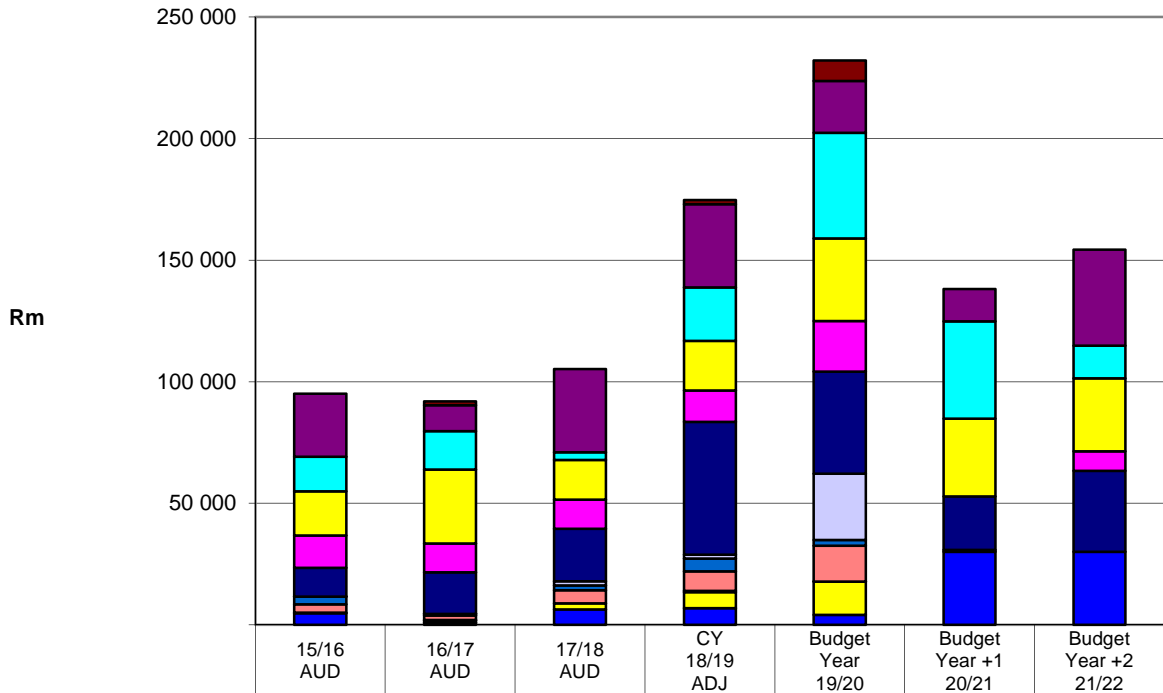


OVERSTRAND MUNICIPALITY - BUDGET REGULATION CHARTS 2017/2018 BUDGET

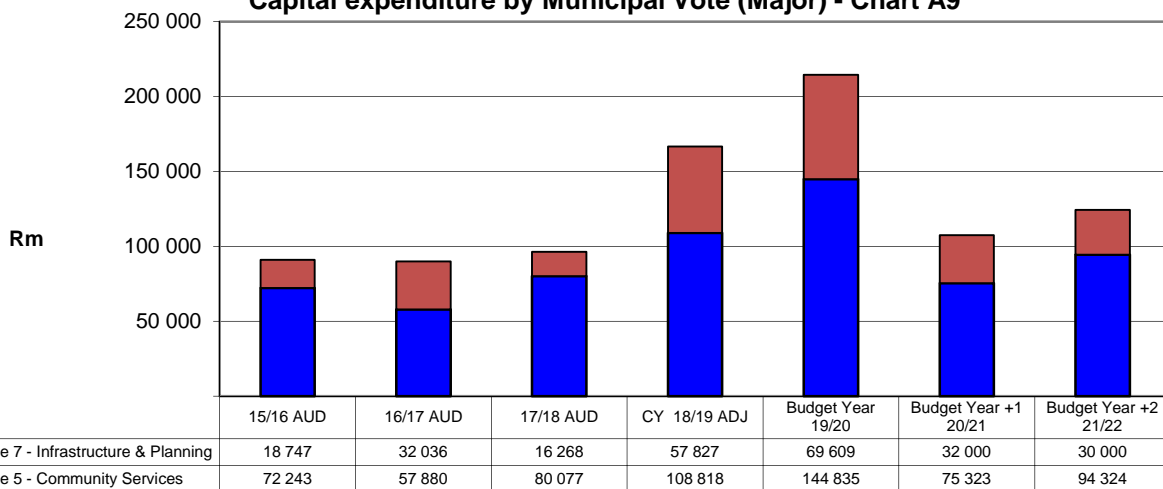


OVERSTRAND MUNICIPALITY - BUDGET REGULATION CHARTS 2017/2018 BUDGET

Capital expenditure by Standard Classification - Chart A11

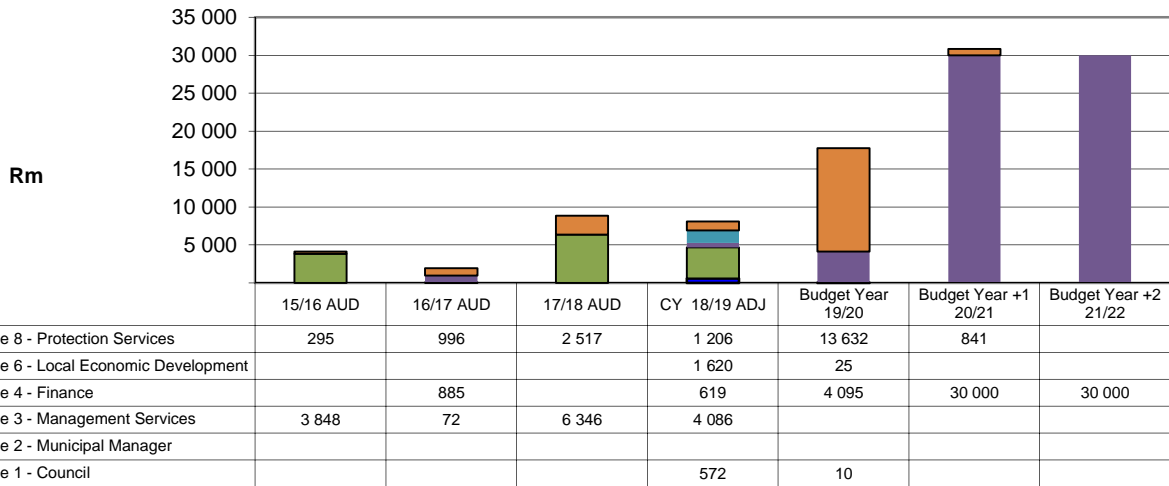


Capital expenditure by Municipal Vote (Major) - Chart A9

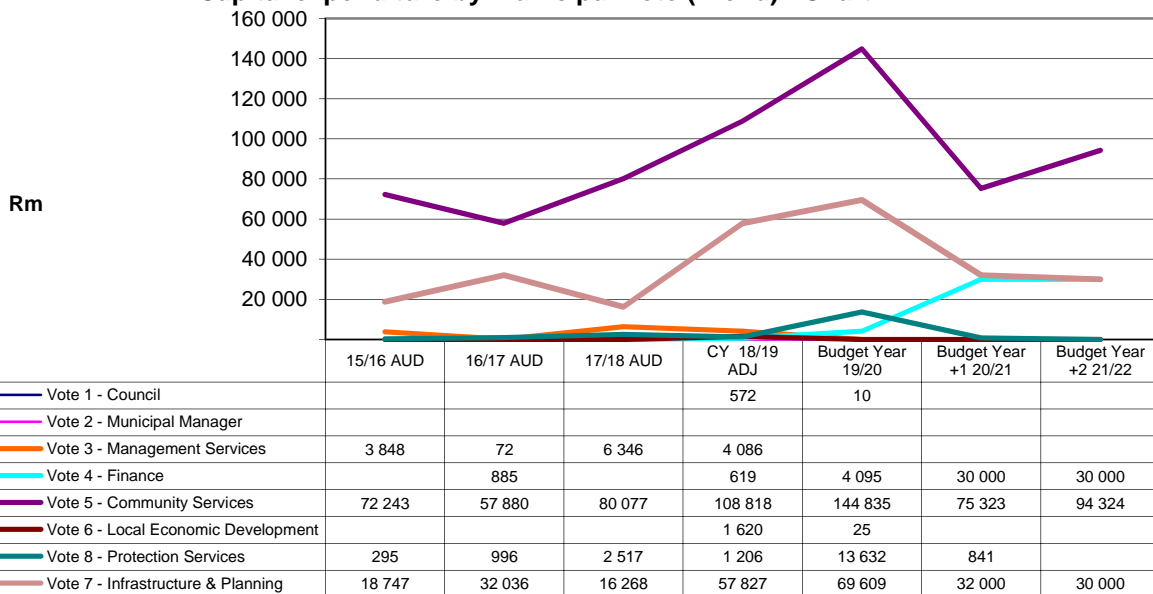


OVERSTRAND MUNICIPALITY - BUDGET REGULATION CHARTS 2017/2018 BUDGET

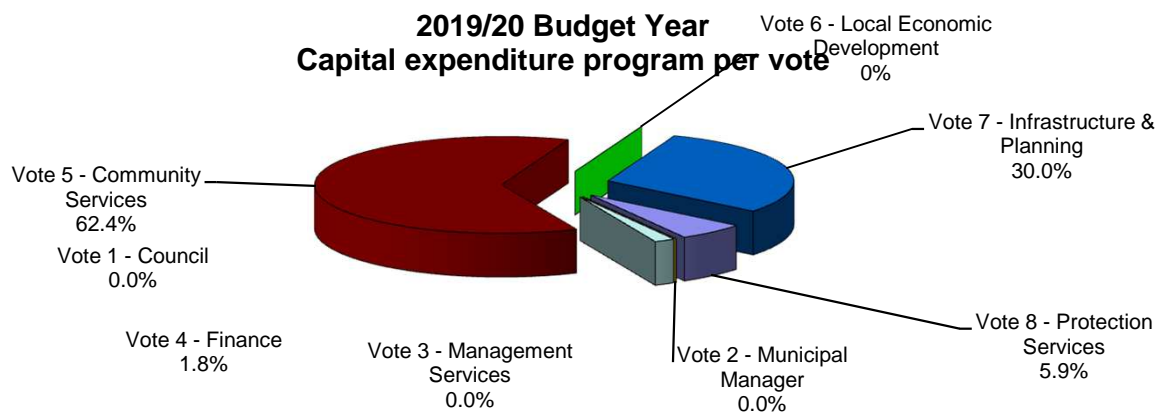
Capital expenditure by Municipal Vote (Minor) - Chart A10



Capital expenditure by Municipal Vote (Trend) - Chart A12

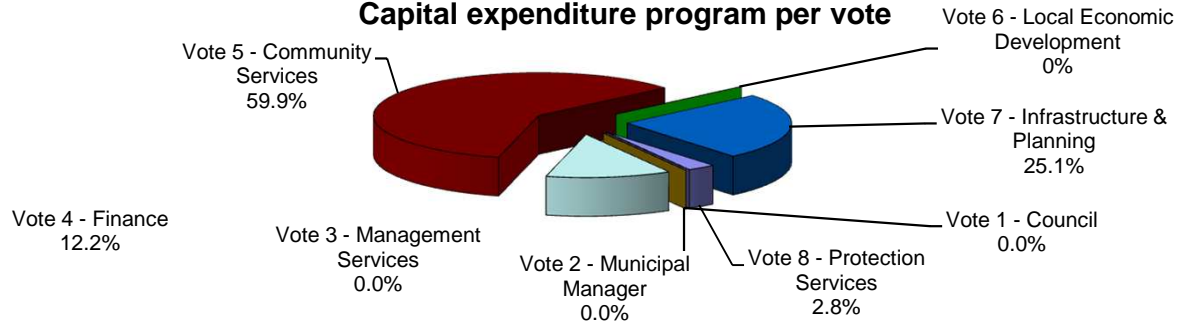


2019/20 Budget Year Capital expenditure program per vote

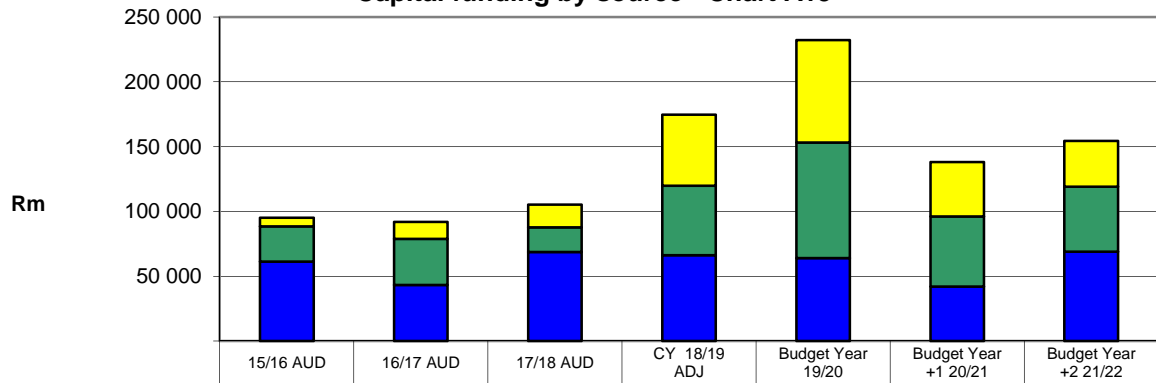


OVERSTRAND MUNICIPALITY - BUDGET REGULATION CHARTS 2017/2018 BUDGET

2019/20 MTREF (3 year total) Capital expenditure program per vote



Capital funding by source - Chart A13

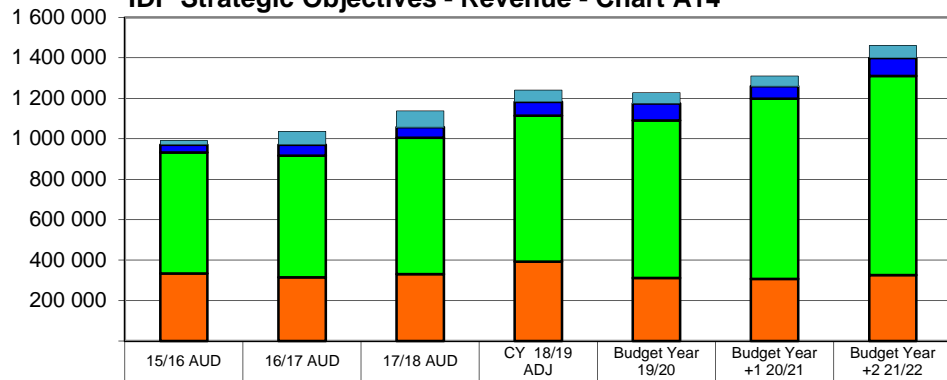


Public contributions & donations							
Internally generated funds	6 549	13 104	17 369	54 952	79 059	42 000	35 331
Borrowing	27 189	35 550	19 199	53 624	89 013	54 000	50 000
Capital transfers recognised	61 394	43 214	68 640	66 172	64 135	42 164	68 993

OVERSTRAND MUNICIPALITY - BUDGET REGULATION CHARTS 2017/2018 BUDGET

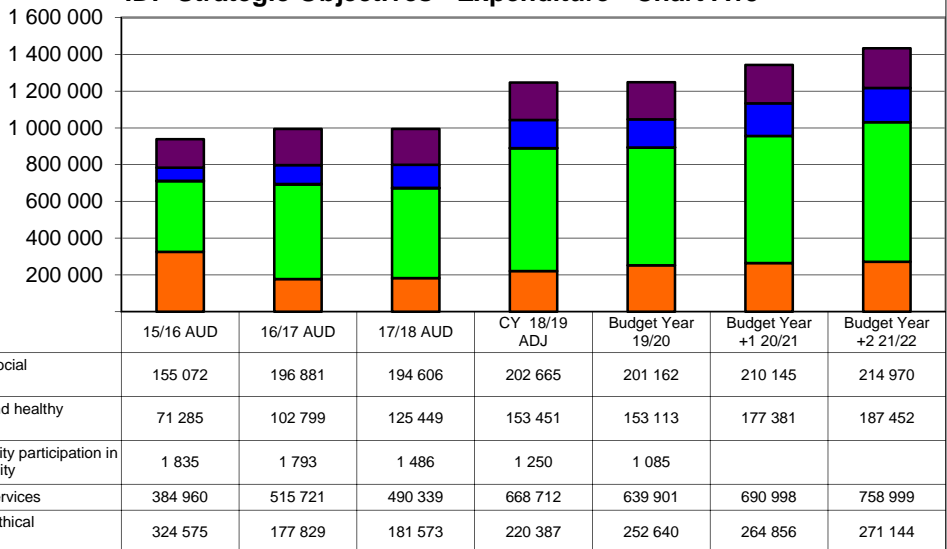
IDP Strategic Objectives - Revenue - Chart A14

Rm



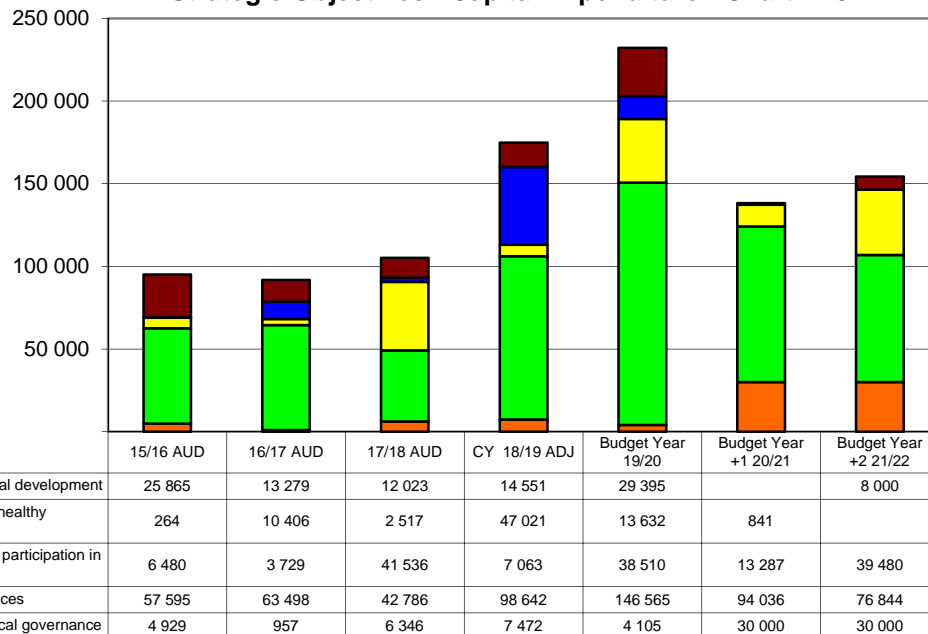
IDP Strategic Objectives - Expenditure - Chart A15

Rm



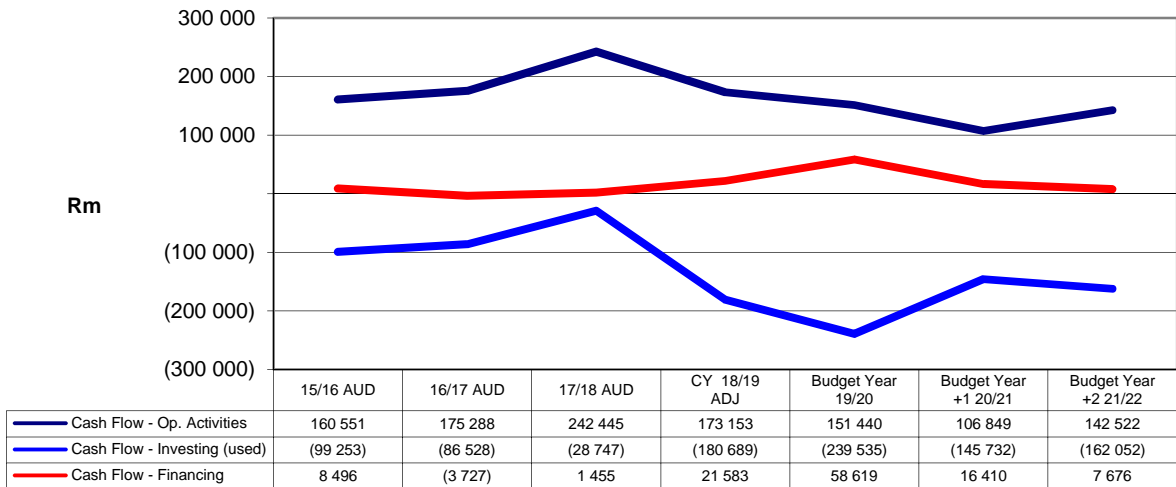
IDP Strategic Objectives - Capital Expenditure - Chart A16

Rm

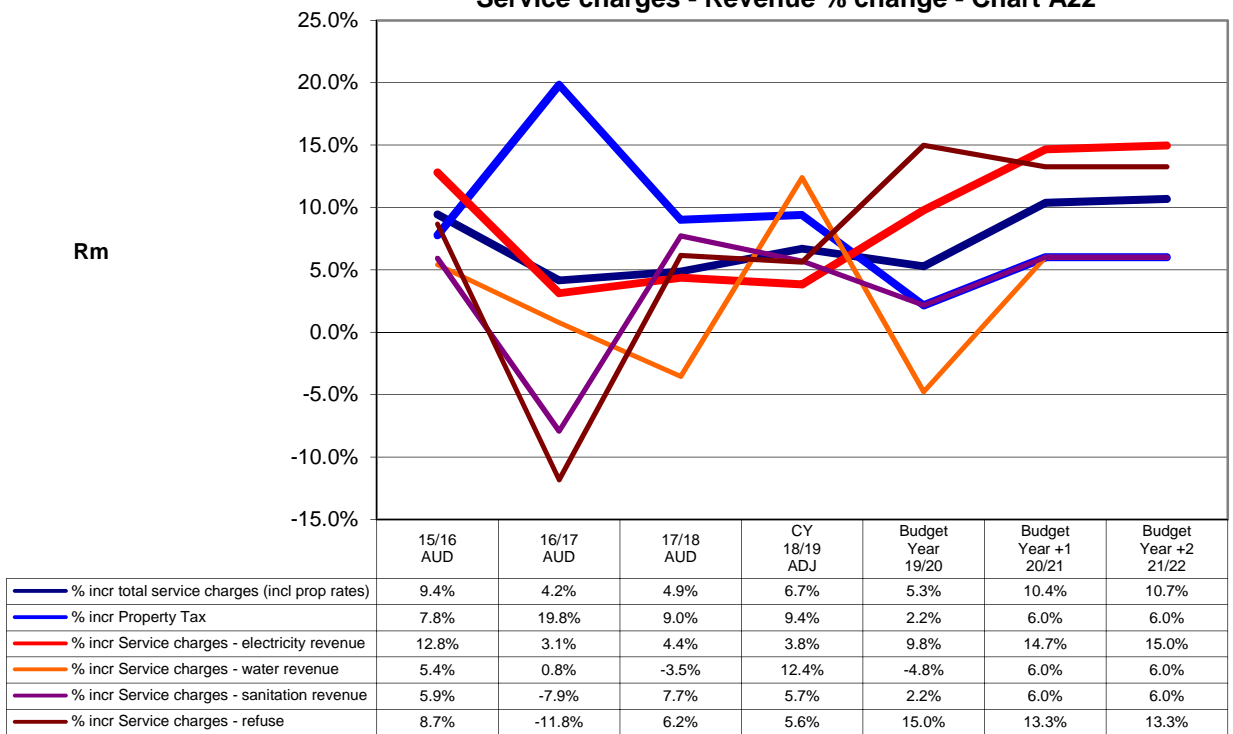


OVERSTRAND MUNICIPALITY - BUDGET REGULATION CHARTS 2017/2018 BUDGET

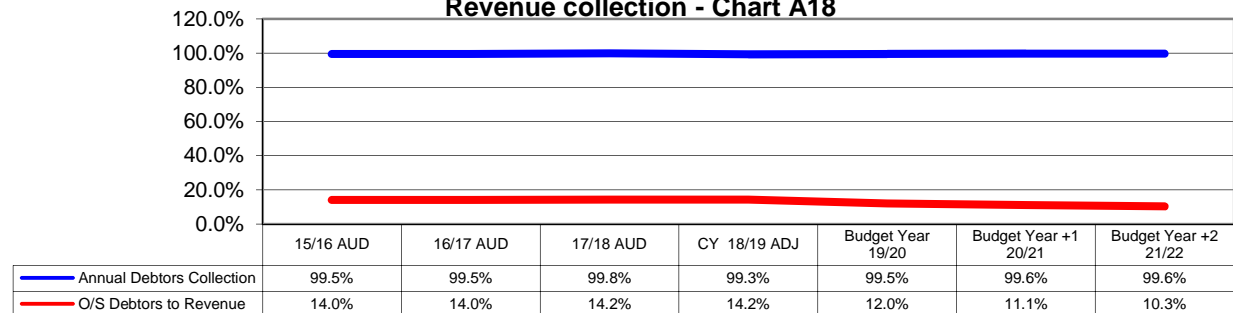
Cash flow trend - Chart A23



Service charges - Revenue % change - Chart A22

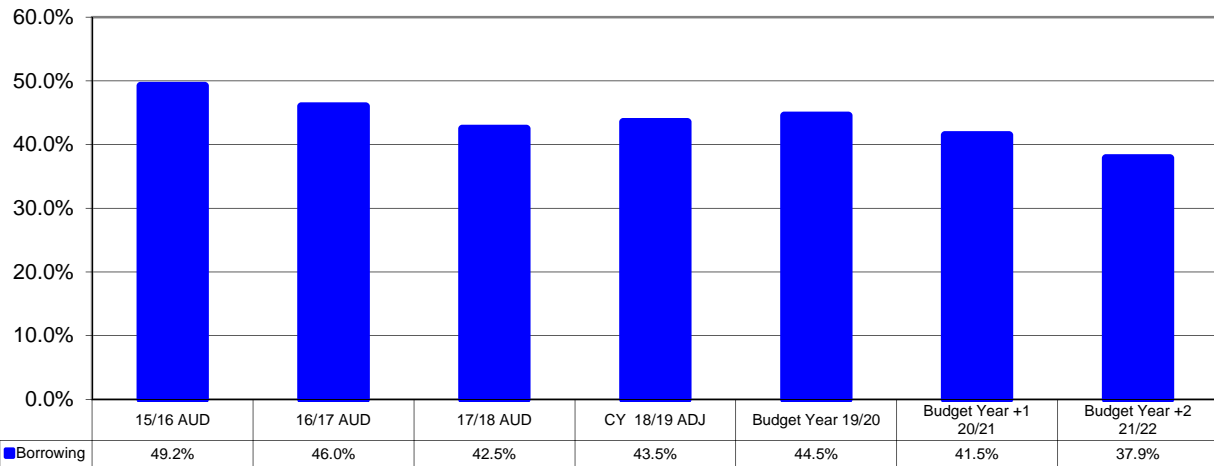


Revenue collection - Chart A18

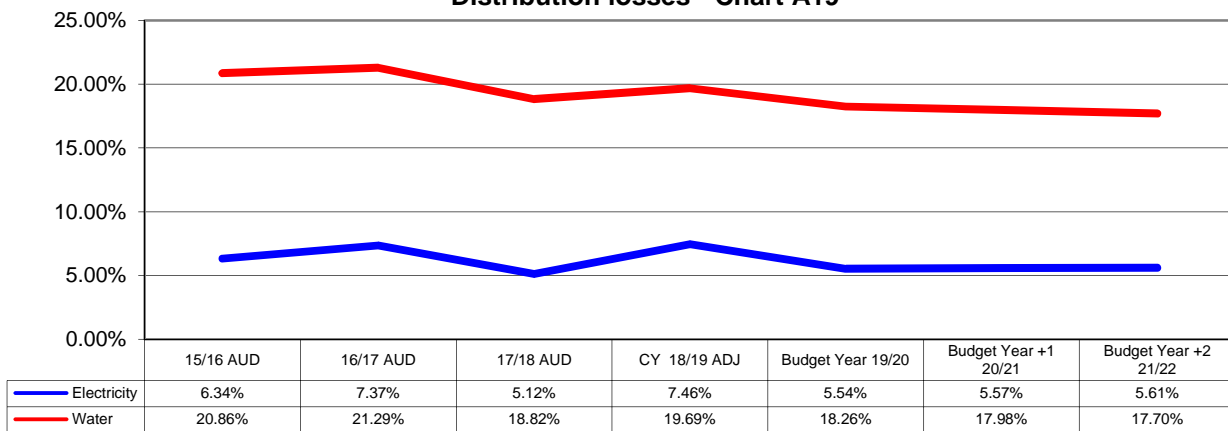


OVERSTRAND MUNICIPALITY - BUDGET REGULATION CHARTS 2017/2018 BUDGET

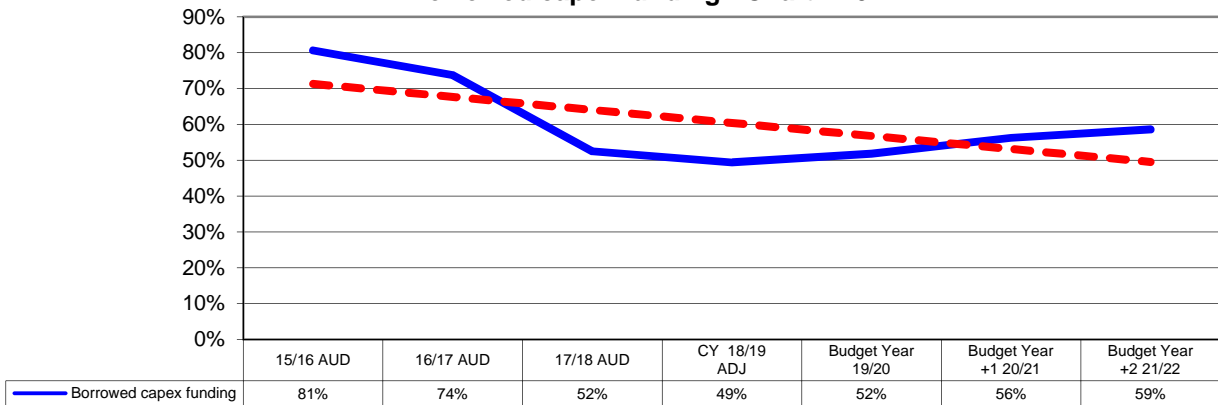
Debt (borrowing as a % of total revenue collection) - Chart A17



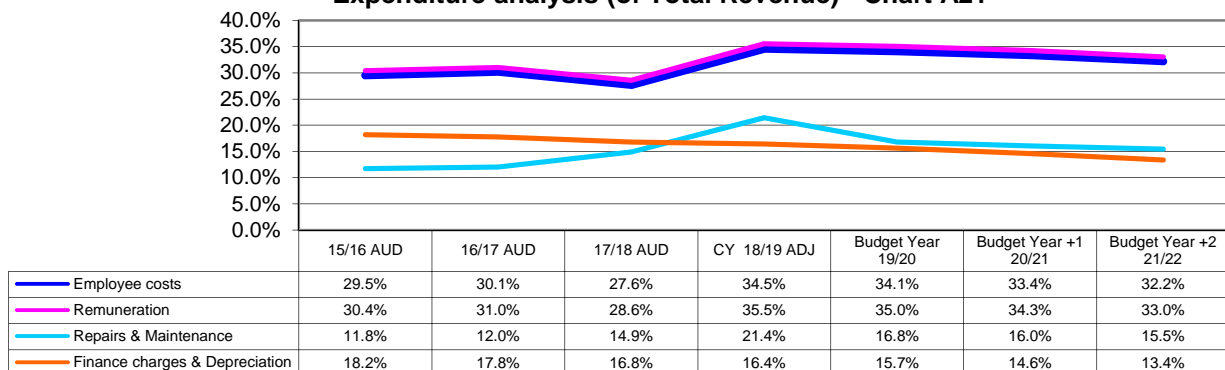
Distribution losses - Chart A19



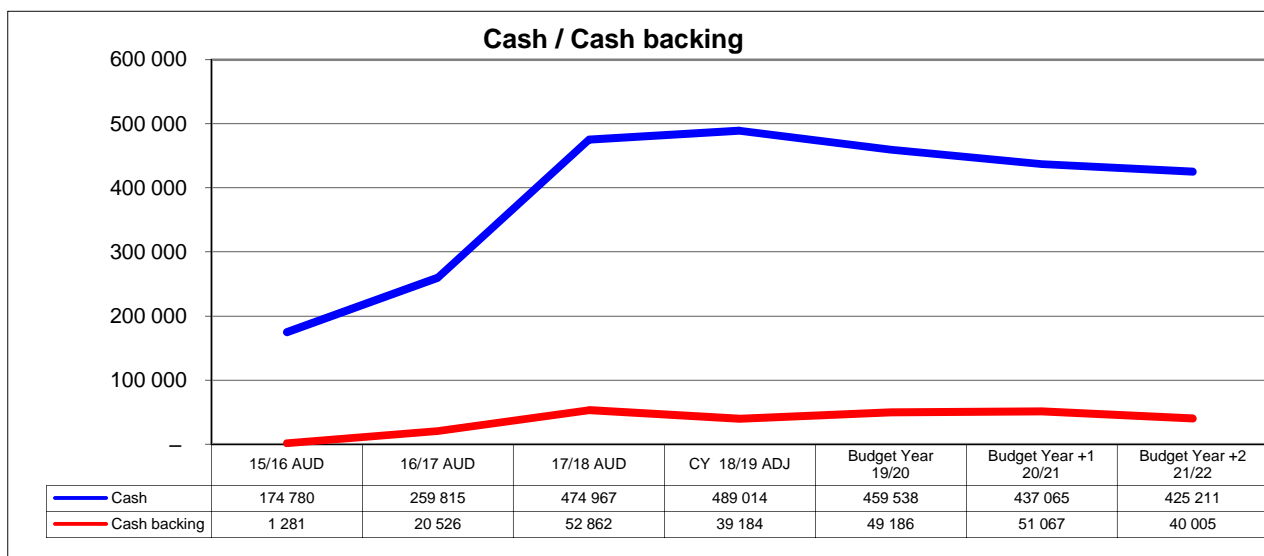
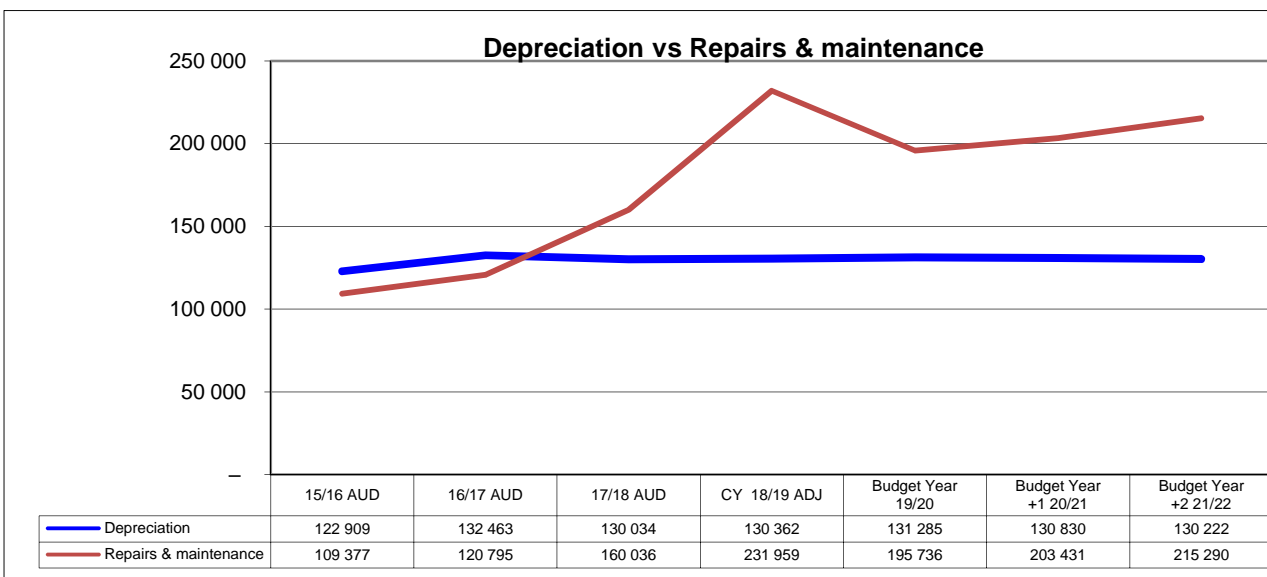
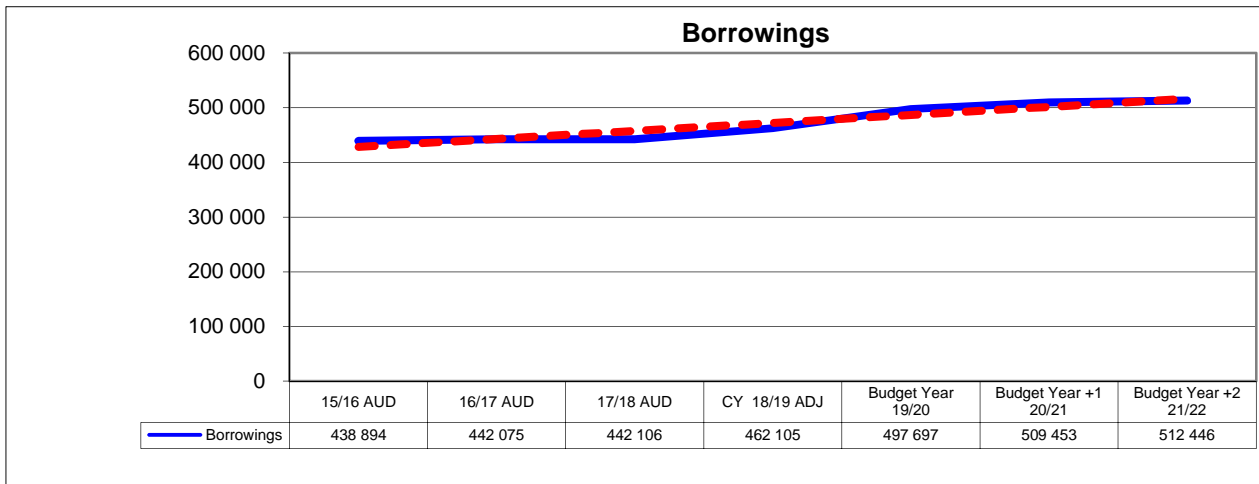
Borrowed capex funding - Chart A20



Expenditure analysis (of Total Revenue) - Chart A21



OVERSTRAND MUNICIPALITY - BUDGET REGULATION CHARTS 2017/2018 BUDGET



ANNEXURE C

RATES AND TARIFFS

OVERSTRAND MUNICIPALITY TARIFF LIST 2019/2020

RATES TARIFFS

Tariff Code	Detail	2019/2020		2018/2019		
		Exclude VAT	Include VAT	Exclude VAT	Include VAT	
RATES	YEAR OF GENERAL VALUATION: 02 JULY 2015					1.0570
RATE1*	Commercial Land with Improvements	0.008639	0.008639	0.008173	0.008173	5.7000%
RATE2*	Residential Land with Improvements	0.005703	0.005703	0.005395	0.005395	5.7000%
	<i>* See attached schedule of Exemptions and Rebates applicable</i>					
RATE3	Municipal Properties: Investment Properties	Applicable tariff for Commercial or Residential	Applicable tariff for Commercial or Residential	Applicable tariff for Commercial or Residential	Applicable tariff for Commercial or Residential	
RATE4	Municipal Properties: Property, Plant and Equipment	0.000000	0.000000	0.000000	0.000000	
RATE6	Improvement District Surcharge (HPP) on total rates payable on approved Improvement District	0.000000	0.000000	0.100000	0.100000	-100.0000%
RATE6	Building Clause	Equals to tariff for rates on property	Equals to tariff for rates on property	Equals to tariff for rates on property	Equals to tariff for rates on property	
RATE7	Farm/Agriculture (Bona-fide)	0.001426	0.001426	0.001349	0.001349	5.6804%
RATE8	Undeveloped erven	0.007809	0.007809	0.007388	0.007388	5.7000%
RATE9	Government Properties: Commercial	0.008639	0.008639	0.008173	0.008173	5.7000%
RATE10	Government Properties: Residential	0.005703	0.005703	0.005395	0.005395	5.7000%
PLEASE NOTE: VAT IS LEVIED AT A RATE OF 0% ON ASSESSMENT RATES						

OVERSTRAND MUNICIPALITY TARIFF LIST 2019/2020

(Attachments to the Rates Tariff Schedule)

TARIFF CODE	CLASS TAX	TYPE OF PROPERTY	REBATE OR EXEMPTIONS
BUS	General Tax: Commercial	All business, industries, Bed and Breakfast and Guest Houses	<p>NO exemptions</p> <p>Bed and Breakfast as well as Guesthouses can apply before 30 June for the following rebate on the <u>difference between Bus and Res rate</u>:</p> <p>1 - 2 X lettable room : 100%</p> <p>3 X lettable room : 75%</p> <p>4 X lettable room : 50%</p> <p>5 X lettable room : 25%</p>
BUSO	General Tax: Tourism and Recreational Resorts outside the municipal urban areas	Hotels, Guest Houses, Cottages, Caravan Parks and Holiday Resorts, Chalets	50% rebate on the tax applicable on commercial property in urban areas
RES	General Tax: Residential properties within the municipal service areas	Single residential properties, Group housing, Retirement villages, Flats, Sectional schemes, Small holdings not used for bona fide farming purposes	<p>The first R15 000.00 of the rateable value of all residential properties is exempted from property tax</p> <p>A further R35 000.00 of the rateable value is exempted in respect of all residential properties where a residential completion certificate has been issued</p> <p>An Additional rebate of 20% of the levy calculated on such properties is granted</p> <p>Rebate to qualifying property owners as indicated under "Other Retabe"</p>
RESO	General Tax: Residential properties outside the municipal urban area	Single residential properties, Group housing, Retirement villages, Flats, Sectional schemes	<p>50% of the tax applicable on residential property in urban areas</p> <p>Rebate to qualifying property owners as indicated under "Other Retabe"</p>
FARMS	General Tax: Farming properties	Small holdings used for bona fide farming purposes outside municipal service area	Agricultural purpose in relation to the use of a property, excludes the use of the property for the purpose of ecotourism or for the trading in or hunting game
FARMS	Conservation land	Privately owned properties whether designated or used for conservation purposes	Not rateable in terms of section 17(1)(e) of the Municipal Property Rates Act
	Other Rebates	Single residential properties, Group housing, Retirement villages, Flats, Sectional schemes	<ul style="list-style-type: none"> - Property zoned single residential must be occupied permanently by the applicant; - The applicant must be the registered owner; - Applicant may not be the registered owner of more than one property
PR100			* A rebate of 100% to approved applicant in terms of the Property Rates Policy, who's gross monthly household income may not exceed the amount of two times (2X) of state funded social pensions per month
PR050			* A rebate of 50% to approved applicants, in terms of the Property Rates Policy who are older than 60 with a gross monthly household income less than four times (4X) of state funded social pensions per month
PR040			* A rebate of 40% to approved applicants, in terms of the Property Rates Policy who are older than 60 with a gross monthly household income more than four times (4X) but less than eight times (8X) of state funded social pensions per month

OVERSTRAND MUNICIPALITY TARIFF LIST 2019/2020

EXEMPTIONS FROM PROPERTY RATES (Rates Policy)

Religious organisations	A property registered in the name of and used primarily as a place of public worship by a religious organization/community, including an official residence registered in the name of that organization/community which is occupied by an office bearer who officiates at services at that place of worship in terms of section 17(1)(i) of the MPRA
Health and welfare institutions	Properties used exclusively as a hospital, clinic, mental hospital, orphanage, non-profit retirement village, old age home or benevolent institution, including workshops used by the inmates, laundry or cafeteria facilities, provided that any profits from the use of the property are used entirely for the benefit of the institution and/or to charitable purposes within the boundaries of Overstrand Municipality
Private schools and Educational Institutions	Property used by registered private schools for educational purposes only
Charitable institutions	Properties belonging to not-for-gain institutions or organizations that perform charitable work
Sporting bodies	Property used by an organization whose sole purpose is to use the property for sporting purposes, for gain or not. Assistance to professional sporting organizations may differ from that afforded to amateur bodies. The rebate will be award at the sole discretion of council on an annual basis .
Agricultural societies	Property belonging to agricultural societies affiliated to the SA Agricultural Union used for the purposes of the society
Cutural institutions	Properties declared in terms of the Cultural Institutions Act, Act 29 of 1969 or the Cultural Institutions Act, Act 66 of 1989.
Museums, libraries, art galleries and botanical gardens	Registered in the name of private persons, open to the public and not operated for gain.
Youth development organisations	Property owned and/or used by organizations such as the Boy Scouts, Girls Guides, Voortrekkers or organizations the Council deems to be similar.
Animal protection	Property owned or used by institutions/organizations whose exclusive aim is to protect birds, reptiles and animals on a not-for-gain basis.

OVERSTRAND MUNICIPALITY TARIFF LIST 2019/2020

SUNDRY TARIFF LIST (ROUNDING APPLICABLE)

Tariff Code	Detail	2019/2020		2018/2019		
		Exclude VAT	Include VAT 15%	Exclude VAT	Include VAT 15%	
S1	BOAT LICENSE/PERMITS, LAUNCHING & ENTRANCE FEE					1.057
S1J	<u>Kleinbaai Boat Launching:</u>					
S1J1	On site Parking pm	937.39	1 078.00	886.96	1 020.00	5.69%
S1J2A	Category B1: Shark-view operators/whale-watching (Incl on-site parking) pa	39 341.74	45 243.00	37 220.00	42 803.00	5.70%
S1J2B	Category B2: Shark-view operators/whale-watching (excl on-site parking) pm	3 011.30	3 463.00	2 848.70	3 276.00	5.71%
S1J2C	Category B2: Shark-view operators/whale-watching (excl on-site parking) pa	30 027.83	34 532.00	28 408.70	32 670.00	5.70%
S1J4A	Kelp Collectors pm	3 761.74	4 326.00	3 559.13	4 093.00	5.69%
S1J4B	Kelp Collectors pa	37 536.00	43 166.40	35 512.17	40 839.00	5.70%
S1J4C	Kelp Collectors per launch	243.48	280.00	230.44	265.00	5.66%
S1J5	Oversize vessel	tariff + 50%	applicable vat	tariff + 50%	applicable vat	
S1J6A	Nature Conservation	no charge	no vat	no charge	no vat	
S1J6B	Support Service per month	713.04	820.00	674.78	776.00	5.67%
S1J6C	Support Service per launch	94.78	109.00	89.57	103.00	5.82%
S1J7A1	Recreational Fishing (Overstrand Consumers) Vessels < 7m pa	607.83	699.00	574.78	661.00	5.75%
S1J7A2	Recreational Fishing Vessels < 7m per Launch	71.30	82.00	67.83	78.00	5.12%
S1J7A3	Recreational Fishing (Overstrand Consumers) Vessels > 7m pa	729.57	839.00	690.44	794.00	5.67%
S1J7A4	Recreational Fishing Vessels > 7m per Launch	94.78	109.00	89.57	103.00	5.82%
S1J7B1	Commercial Fishing (Overstrand Consumers) Vessels < 7m pa	662.61	762.00	626.96	721.00	5.69%
S1J7B2	Commercial Fishing Vessels > 7m pa	878.26	1 010.00	831.30	956.00	5.65%
S1J7B3	Commercial Fishing Vessels < 7m per launch	83.48	96.00	79.13	91.00	5.50%
S1J7B4	Commercial Fishing Vessels > 7m per launch	106.09	122.00	100.00	115.00	6.09%
S1J8A	Passenger Boats pm	1 502.61	1 728.00	1 421.74	1 635.00	5.69%
S1J8B	Passenger Boats per launch	145.22	167.00	137.39	158.00	5.70%
S1J9	Use of Tractor for Boat Launching per month	254.78	293.00	240.87	277.00	5.77%
S1J11	Formal Shop Rental / month	873.91	1 005.00	826.96	951.00	5.68%
S1J12	Informal Trader under cover rental / month	574.78	661.00	543.48	625.00	5.76%
S1M	<u>Kleinmond Slipway:</u>					
S1M1	Recreational Fishing (Overstrand Consumers) Vessels < 7m pa	607.83	699.00	574.78	661.00	5.75%
S1M2	Recreational Fishing Vessels < 7m per Launch	71.30	82.00	67.83	78.00	5.12%
S1M3	Recreational Fishing (Overstrand Consumers) Vessels > 7m pa	729.57	839.00	690.44	794.00	5.67%
S1M4	Recreational Fishing Vessels > 7m per Launch	94.78	109.00	89.57	103.00	5.82%
S1M5	Commercial Fishing (Overstrand Consumers) Vessels < 7m pa	662.61	762.00	626.96	721.00	5.69%
S1M6	Commercial Fishing Vessels > 7m pa	878.26	1 010.00	831.30	956.00	5.65%
S1M7	Commercial Fishing Vessels < 7m per launch	83.48	96.00	79.13	91.00	5.50%
S1M8	Commercial Fishing Vessels > 7m per launch	99.13	114.00	93.92	108.00	5.55%
S1M9	Passenger Boats pm	1 502.61	1 728.00	1 421.74	1 635.00	5.69%
S1M10	Passenger Boats per launch	145.22	167.00	137.39	158.00	5.70%
S1T	<u>Registered Launching Sites managed by the Overstrand Municipality (08:00-16:00) (Western Cape December School Holiday and when declared by Council)</u>					
S1T1	<u>Affiliated Members</u>					
S1T1A	Annually	221.74	255.00	209.57	241.00	5.81%
S1T1B	Monthly	133.04	153.00	126.09	145.00	5.51%
S1T1C	Weekly	66.96	77.00	63.48	73.00	5.48%

OVERSTRAND MUNICIPALITY TARIFF LIST 2019/2020

S1T1D	Daily	22.96	26.40	21.74	25.00	5.61%
S1T2	Non- Affiliated Members					
S1T2A	Annually	442.61	509.00	419.13	482.00	5.60%
S1T2B	Monthly	199.13	229.00	188.70	217.00	5.53%
S1T2C	Weekly	111.30	128.00	105.22	121.00	5.78%
S1T2D	Daily	33.91	39.00	32.17	37.00	5.41%
S2	BUILDING CONTROL					
S2A1	Building Plan Fees up to 100 m² (R/m²)	30.35	34.90	28.70	33.00	5.77%
S2A2	Building Plan Fees from 101 m² to 200 sq m (R/m²)	35.83	41.20	33.91	39.00	5.66%
S2A3	Building Plan Fees from 201 m² to 300 sq m (R/m²)	42.26	48.60	40.00	46.00	5.65%
S2A4	Building Plan Fees greater than 300 m² (R/m²)	46.96	54.00	44.35	51.00	5.89%
S2A5	Building Plan fees - Building Sub-Economic Government Subsidized Housing Schemes (Standard Plan) < 70 80 m²	217.39	250.00	402.61	463.00	-46.00%
S2A6	Building Plan Fees - Government Subsidized Housing Schemes (verandas < 15 m²)	49.57	57.00	46.96	54.00	5.55%
S2B	Building Plan Fees 0 - 30 m² (S2A1 X 30)	909.57	1 046.00	860.87	990.00	5.66%
S2C	Building Plan fees related to farm other outbuildings (farm sheds, stables, etc) R/m²	20.17	23.20	19.13	22.00	5.44%
S2D1	Building Plan fees related to Industrial buildings R/m²	20.17	23.20	19.13	22.00	5.44%
S2D2	Building Plan Fees Related to Government Buildings (School etc) (R/m²)	20.17	23.20	19.13	22.00	5.44%
S2F1	Plan Scrutiny Fees - < 200 m²	519.13	597.00	491.30	565.00	5.66%
S2F2	> 200 m² (R/m²)	4.61	5.30	4.35	5.00	5.98%
S2G	Demolition application	519.13	597.00	491.30	565.00	5.66%
S2H	Inspection & Re-inspection fees and Inspections on complaints, rates clearance etc.	309.57	356.00	293.04	337.00	5.64%
S2J1	Building Deposit - < 50m² or less or less than R150,000.00	920.00	no vat	870.00	no vat	5.75%
S2J2	Building Deposit - Recoverable 50m² to 200m² or more than R150,000.00	2 447.00	no vat	2 315.00	no vat	5.70%
S2J3	Building Deposit - Recoverable more than 200m²	6 711.00	no vat	6 349.00	no vat	5.70%
S2J4	Building Deposit - Sub economic Areas only (Not applicable to Additions)	no charge	no vat	no charge	no vat	
S2K	Administration / Viewing Fee	60.66	69.76	57.39	66.00	5.70%
S2L	Minor Building Works	243.57	280.11	230.44	265.00	5.70%
S2L1	Heritage Investigation Minor Alterations (no additions)	486.22	559.15	460.00	529.00	5.70%
S2L2	Heritage Investigation add and alt smaller than 30m² (2 X S2L1)	971.52	1 117.25	919.13	1 057.00	5.70%
S2L3	Heritage Investigation add and alt greater than 30m² (2 X S2L2)	1 942.12	2 233.44	1 837.39	2 113.00	5.70%
S3	BUILDING CONTROL: PLAN PRINTING FEES					
S3A1	Per sheet - Size A0 (Private copy)	63.48	73.00	63.48	73.00	0.00%
S3A2	Size A1 (Private copy)	49.57	57.00	49.57	57.00	0.00%
S3A3	Size A2 (Private copy)	36.52	42.00	36.52	42.00	0.00%
S3A4	Per sheet - Size A0 (Official copy)	49.57	57.00	49.57	57.00	0.00%
S3A5	- Size A1 (Official copy)	36.52	42.00	36.52	42.00	0.00%
S3A6	- Size A2 (Official copy)	26.09	30.00	26.09	30.00	0.00%
S3B1	Per sheet - Size A0 (Private copy) Colour	329.57	379.00	329.57	379.00	0.00%
S3B2	Size A1 (Private copy) Colour	251.30	289.00	251.30	289.00	0.00%
S3B3	Size A2 (Private copy) Colour	167.83	193.00	167.83	193.00	0.00%
S3B4	Per sheet - Size A0 (Official copy) Colour	167.83	193.00	167.83	193.00	0.00%
S3B5	- Size A1 (Official copy) Colour	125.22	144.00	125.22	144.00	0.00%
S3B6	- Size A2 (Official copy) Colour	84.35	97.00	84.35	97.00	0.00%
S5	BUSINESS LICENSE					
S5B1	Business Licence - Formal	771.30	887.00	729.57	839.00	5.72%

OVERSTRAND MUNICIPALITY TARIFF LIST 2019/2020

S5B2	Business Licence - Informal	276.52	318.00	261.74	301.00	5.65%
S5B3	Re-inspection Fee	151.30	174.00	143.48	165.00	5.45%
S5B4	Duplicate Licence Fee	151.30	174.00	143.48	165.00	5.45%
S5B5	Application for extended Liquor Trading Hours for consumption after 02:00, per hour	869.57	1 000.00	new	new	
S15	CEMETERY					
	Residents (RES):					
S15A	Plot Cost (Fixed)					
Note	Grave Depths - Infill grave (between two existing graves) must have a soil coverage of not less than 1 meter; - Other single graves (not infill) must have a soil coverage of not less than 1.5 meters; - Double graves (in depth) must have a soil coverage of not less than 1.5 meters with a 300mm soil between the coffins; - Child grave must have a soil coverage of not less than 1 meter.					
S15A1	All cemeteries - single grave	598.26	688.00	566.09	651.00	5.68%
S15A2	All cemeteries - Double graves - depth for two coffins	927.83	1 067.00	877.39	1 009.00	5.75%
S15A3	Double grave next to each other	1 194.78	1 374.00	1 130.44	1 300.00	5.69%
S15A4	Children under 12years	448.70	516.00	424.35	488.00	5.74%
S15A5	Garden of Remembrance Fees	219.13	252.00	206.96	238.00	5.88%
S15B	Indication of grave					
S15B1	New graves (include inspection before and after funeral)	593.04	682.00	560.87	645.00	5.74%
S15B2	Existing graves	190.44	219.00	180.00	207.00	5.80%
S18	COMMERCIAL FILMING/PHOTOGRAPHING					
S18A	Large per day or part thereof ≥ 50 people	14 168.70	16 294.00	13 404.35	15 415.00	5.70%
S18B	Small per day or part thereof more than 10 but < 50 people	4 969.57	5 715.00	4 701.74	5 407.00	5.70%
S18C	Small per day or part thereof ≤ 10 people	1 425.22	1 639.00	1 348.70	1 551.00	5.67%
S18F	Addition to Shoot					
S18F1	Animals (per animal per day or part of a day)	177.39	204.00	167.83	193.00	5.70%
S18F2	Area required for production and catering (per m² per day or part of a day)	40.87	47.00	38.26	44.00	6.82%
S18F3	Cancellation Fee (per application at full permit fee)	15% of Fee	applicable vat	15% of Fee	applicable vat	
S18F4	Environmental Control Officer: Fees per hour or part thereof	415.65	478.00	393.04	452.00	5.75%
S18F5	Vehicles off Public Roads per Parking Bay (per vehicle per day/part of a day)	149.57	172.00	141.74	163.00	5.52%
S20	CREDIT CONTROL AND DEBT COLLECTION					
S20A1	Admin fee on arrear accounts Notices	315.65	363.00	315.65	363.00	0.00%
S20A2	Admin fee on 24 hour Notices - Bulk users	315.65	363.00	315.65	363.00	0.00%
S20B	Admin fee on arrear accounts Disconnection and Reconnection Fee	530.44	610.00	530.44	610.00	0.00%
S20C	SMS admin fee on arrear accounts Notices	21.74	25.00	21.74	25.00	0.00%
S22	DOG TAX					
S22A	Licence per dog	75.30	86.60	71.30	82.00	5.61%
S22B	Social pensioner and registered indigent clients on application	no charge	no vat	no charge	no vat	
S23	FIRE SERVICES & DISASTER MANAGEMENT					
S23A	Plot Clearing	Actual Cost + R1 081.12 admin. Fee	applicable vat	Actual Cost + R1 022.82 admin. Fee	applicable vat	5.70%
S23B	Re-inspection Fee under By-law	160.87	185.00	152.17	175.00	5.72%
S23C	Extinguishing of Fires					
S23C1	Extinguishing of structural fires per hour or part thereof per incident	R1 822.10 + add cost incurred	applicable vat	R1 723.84 PLUS add cost incurred	applicable vat	5.70%

OVERSTRAND MUNICIPALITY TARIFF LIST 2019/2020

S23C2	Extinguishing of structural fires - indigent households	no charge	no vat	no charge	no vat	
S23C3	Control and Extinguishing of Veld fires payable by registered owner if fire had its sole origin on said owner's property: per hour or part thereof	R540.56 + add cost incurred	applicable vat	R511.41 PLUS add cost incurred	applicable vat	5.70%
S23C4	Extinguishing of vehicle/equipment fires per hour or part thereof	R463.60 + add cost incurred	applicable vat	R438.60 PLUS add cost incurred	applicable vat	5.70%
S23C5	Assistance at motor vehicle accidents and rescues	no charge	no vat	no charge	no vat	
S23D	<u>Standby at fire scene</u>					
S23D1	Per hour or part thereof for vehicle and fire fighters	607.83	699.00	574.78	661.00	5.75%
S23E	<u>Fire Prevention Inspections</u>					
S23E1	Tank installation - per tank	343.48	395.00	325.22	374.00	5.61%
S23E2	LP Gas - per installation 48Kg and more incl bulk tanks	343.48	395.00	325.22	374.00	5.61%
S23F	<u>Fire Safety (excluding municipal buildings)</u>					
S23F1	1st compliance inspection per 20 minutes	140.00	161.00	132.17	152.00	5.92%
S23F2	2nd and continuing compliance inspection per 20 minutes	140.00	161.00	132.17	152.00	5.92%
S23F3	Rates Clearance Inspection	186.09	214.00	175.65	202.00	5.94%
S23F4	Building Plan Scrutiny	186.09	214.00	175.65	202.00	5.94%
S23F5	Fire Compliance Certificate	464.35	534.00	439.13	505.00	5.74%
S23G	<u>Events</u>					
S23G1	Inspection of location and issuing of Population Certificate	229.57	264.00	217.39	250.00	5.60%
S23G2	Standby at event per event per day or part thereof for vehicle and fire fighters	1 146.09	1 318.00	1 084.35	1 247.00	5.69%
S23H	<u>Burn Permits</u>					
S23H1	Burn Permit Inspection	286.96	330.00	271.30	312.00	5.77%
S23J	<u>Special Services</u>					
S23J1	Ad hoc services	625.22	719.00	591.30	680.00	5.74%
S23J2	Water Supply per hour, excluding water tariff as set out in the water tariff structure	625.22	719.00	591.30	680.00	5.74%
S25	<u>LAW ENFORCEMENT</u>					
S25C	<u>Impoundment of Hawkers Goods</u>					
S25C1	Per Impoundment	684.35	787.00	647.83	745.00	5.64%
S25C2	Removal of illegal structure per structure	2 805.22	3 226.00	2 653.91	3 052.00	5.70%
S25C3	Storage Fee per day	182.61	210.00	173.04	199.00	5.53%
S25D	<u>Pound fee: Dogs and Cats</u>					
S25D1	Impoundment of Dogs and Cats per animal	74.78	86.00	70.44	81.00	6.17%
S25D2	Pound fee: from day 2 per day per animal	47.83	55.00	45.22	52.00	5.77%
S25E	<u>Pound fee: Other Animals</u>					
S25E1	Impoundment fee per week per animal	735.65	846.00	695.65	800.00	5.75%
S25F	<u>Pound fee: Horses</u>					
S25F1	Impoundment of Horses per animal	741.74	853.00	701.74	807.00	5.70%
S25F2	Pound fee: per day per animal	186.09	214.00	175.65	202.00	5.94%
S25G	<u>Pound fee: Sheep and Goats</u>					
S25G1	Impoundment of Sheep and Goats per animal	186.09	214.00	175.65	202.00	5.94%
S25G2	Pound fee: per day per animal	93.04	107.00	87.83	101.00	5.93%
S25H	<u>Pound fee: Cattle</u>					
S25H1	Impoundment of Cattle per animal	741.74	853.00	701.74	807.00	5.70%
S25H2	Pound fee: per day per animal	140.00	161.00	132.17	152.00	5.92%
S25I	<u>Pound fee: Pigs</u>					
S25I1	Impoundment of Sheep and Goats per animal	371.30	427.00	351.30	404.00	5.69%

OVERSTRAND MUNICIPALITY TARIFF LIST 2019/2020

S25I2	Pound fee: per day per animal	140.00	161.00	132.17	152.00	5.92%
S25J	<u>Pound fee: Poultry</u>					
S25J1	Impoundment of Poultry per animal	93.04	107.00	87.83	101.00	5.93%
S25J2	Pound fee: per day per animal	19.13	22.00	18.26	21.00	4.76%
S25P	<u>Bylaw on Outdoor Advertising</u>					
S25P1	Impoundment of illegal Advertising/Agent boards (per board) - small <2400cm²	74.78	86.00	70.44	81.00	6.17%
S25P2	Impoundment of illegal Advertising/Agent boards (per board) - large >2400cm²	736.52	847.00	696.52	801.00	5.74%
S28	<u>LIBRARY</u>					
S28A1	Copies: A3 / Page	4.35	5.00	4.35	5.00	0.00%
S28A3	Copies: A3 page Colour	7.83	9.00	7.83	9.00	0.00%
S28A5	Copies: A4/Page	0.87	1.00	0.87	1.00	0.00%
S28A7	Copies: A4 page Colour	5.22	6.00	5.22	6.00	0.00%
S28B1	Deposit to person/s non-residents Fiction & Non-Fiction	416.46	no vat	394.00	no vat	5.70%
S28C1	Fax per page - excluding 0865/6 numbers	5.04	5.80	4.78	5.50	5.44%
S28C2	Fax per page - 0865/6 numbers	8.26	9.50	7.83	9.00	5.49%
S28D1	Lost Cards: Laminated (R/card) first time	26.09	30.00	24.78	28.50	5.29%
S28D1a	Lost Cards: Laminated (R/card)(subsequent lost card)	52.17	60.00	49.57	57.00	5.26%
S28D2	Laminated Cost A3	6.44	7.40	6.09	7.00	5.67%
S28D3	Laminated Cost A4	3.65	4.20	3.48	4.00	4.89%
S28E1	Penalty per book per week	2.50	no vat	2.50	no vat	0.00%
S28E2	Penalty per record/CD per week	2.50	no vat	2.50	no vat	0.00%
S28E3	Penalty per video/DVD per day	4.50	no vat	4.50	no vat	0.00%
S28F1	Scanning of Document - Black & White	20.87	24.00	20.00	23.00	4.35%
S28F2	Scanning of Document - Colour	22.61	26.00	21.74	25.00	4.00%
S28G1	Special Requests - Hold per Book	5.22	6.00	5.22	6.00	0.00%
S28G2	Special Requests - ILL per Book	11.30	13.00	10.44	12.00	8.29%
S28H1	Subscriptions/ reader - Adults (Non residents)	156.52	180.00	147.83	170.00	5.88%
S28H2	Subscriptions/ reader - Children (Non residents)	99.13	114.00	93.92	108.00	5.55%
S28H3	Subscriptions/ reader - Family max 5 (Non residents)	386.09	444.00	365.22	420.00	5.71%
S28K	Visitor's fee - Handling charge / item	13.04	15.00	12.61	14.50	3.41%
S28L1	Hire of Library Hall per Hour - Fundraising event	151.30	174.00	143.48	165.00	5.45%
S28L2	Hire of Library Hall per Hour - NON- Fundraising event	29.57	34.00	27.83	32.00	6.23%
S28M1	Minor Damage to book (per book)	29.57	34.00	27.83	32.00	6.23%
S28M2	Damage or lost library material	As per System Price Rounded	applicable vat	As per System Price Rounded	applicable vat	
S30	<u>STONY POINT</u>					
S30A1	Visitors fee Stony Point Nature Reserve per day (persons 12 years and older)	19.13	22.00	19.13	22.00	0.00%
S30A2	Visitors fee Stony Point Nature Reserve per day (children under 12 years)	9.57	11.00	9.57	11.00	0.00%
S32	<u>PARKING FEE</u>					
	<u>Metered parking (excluding public holidays)</u>					
S32P	Parking Monthly Permit per vehicle	278.26	320.00	263.48	303.00	5.61%
S32Q	Per Quarter Hour or part of it - Monday to Friday 08:30 - 16:00	0.87	1.00	0.87	1.00	0.00%
S32R	Per Half Hour or part of it - Monday to Friday 08:30 - 16:00	1.74	2.00	1.74	2.00	0.00%
S32S	Per Hour Normal (Monday to Friday : 08:30 - 16:00)	3.48	4.00	3.48	4.00	0.00%
S32T	Per Hour Saturday (08:30 - 13:00)	3.48	4.00	3.48	4.00	0.00%
S33	<u>OPERATIONAL COST</u>					

OVERSTRAND MUNICIPALITY TARIFF LIST 2019/2020

S33A	Application fee for Installation of Street Signage (brown direction boards)	cost + 15%	applicable vat	cost + 15%	applicable vat	
S34	PROPERTY ADMINISTRATION					
S34A	Application					
S34A1	Lease or purchase of/ or encroachment on Municipal Property (<i>excluding Sport Facilities/Stalls and organs of state</i>)	2 673.04	3 074.00	2 528.70	2 908.00	5.71%
S34A2	Lease or purchase of Municipal Property - registered Social Care Institutions / Organisations / NPO's / PBO's/Community organisations	573.91	660.00	542.61	624.00	5.77%
S34A3	Temporary lease of Municipal Property for the storage of building materials next to building sites	573.91	660.00	542.61	624.00	5.77%
S34C	Encroachment Fee:					
S34C1	Veranda, Balcony, Sign, Signboards or similar structure (per annum) (Par. 64.2)	461.74	531.00	436.52	502.00	5.78%
S34C2	Encroachments onto Commonage, Public Open Spaces, or Conservation areas (per annum) (Par. 64.3)	461.74	531.00	436.52	502.00	5.78%
S34C3	Enclosure or exclusive use or portions of the Commonage, Public Open Spaces, Road Reserves or Public Thoroughfares for gardening purposes (per m² per month) (Par 64.4)	13.30	15.30	12.61	14.50	5.47%
S34G	Leases					
S34G1	Temporary use (<12months) of Municipal land for general purposes (per m² per month)	5.22	6.00	4.96	5.70	5.24%
S34G2	Use of Municipal land for outdoor seating adjoining a Restaurant (per m² per month) (Par 64.5)	29.57	34.00	27.83	32.00	6.23%
S34G3	Lease of Municipal land to registered Social Care Institutions / Organisations / NPO's/ PBO's/ Sport facilities/Community organisations R/month	147.83	170.00	140.00	161.00	5.59%
S34H	Radio Mast					
S34H1	Equipment on Mast - per month per mast	2 032.17	2 337.00	1 922.61	2 211.00	5.70%
S34H2	Space in building per m² - per month	534.78	615.00	506.09	582.00	5.67%
S34H3	Space outside the building per m² - per month	268.70	309.00	253.91	292.00	5.82%
S34H4	Land for installation of a new mast per m² - per month	67.83	78.00	64.35	74.00	5.41%
S34J	Memorial Benches					
S34J1	Memorial Benches (Installation and application)	3 340.87	3 842.00	3 160.87	3 635.00	5.69%
S34J2	Memorial Benches (per Annum)	268.70	309.00	253.91	292.00	5.82%
S36	PROPERTY INFORMATION					
S36A1	Clearance Certificate (R/certificate) - ELECTRONIC	101.74	117.00	96.52	111.00	5.41%
S36A2	Clearance Certificate (R/certificate) - MANUAL (no rounding)	309.57	356.01	293.04	337.00	5.64%
S36B1	Deeds office registrations with sales information (R/100 erven or part)	133.91	154.00	126.96	146.00	5.47%
S36B2	Deeds office registrations with sales information (R/erf)	34.78	40.00	33.04	38.00	5.27%
S36C	Extract from the Valuation Roll (R/page)	11.30	13.00	10.87	12.50	3.96%
S36F	Revaluation fee	1 911.30	2 198.00	1 807.83	2 079.00	5.72%
S36G1	Valuation Certificate (R/certificate) - ELECTRONIC (no rounding)	47.83	55.00	45.65	52.50	4.78%
S36G2	Valuation Certificate (R/certificate) - MANUAL (no rounding)	160.87	185.00	152.17	175.00	5.72%
S36H	Access of valuation roll Information on CD	365.22	420.00	345.22	397.00	5.79%
S40	RENTAL: COMMUNITY HALLS					
S40.1	All events hosted where the municipal council or administration is the official host	free of charge	no vat	free of charge	no vat	
S40.3	Elections by the Electoral Commission	as per IEC policy	applicable vat	as per IEC policy	applicable vat	
S40.4	Events of Government Departments directly in interest of community	free of charge	no vat	free of charge	no vat	
S40A	Auditorium & Banqueting Hall					
S40A1	Deposit for all functions (refundable) - excluding meetings	1 900.00	no vat	1 800.00	no vat	5.56%
S40A2	Hire of Auditorium and Banqueting Hall per Hour or part of a hour	639.13	735.00	604.35	695.00	5.75%
S40A3	Hire of Auditorium per Hour or part of a hour	373.91	430.00	353.48	406.50	5.78%

OVERSTRAND MUNICIPALITY TARIFF LIST 2019/2020

S40A4	Hire of Banqueting Hall per Hour or part of a hour	373.91	430.00	353.48	406.50	5.78%
Note	<i>Hiring of Kitchen (Banqueting Hall & Auditorium) used for the serving of food only is included in the hiring fee mentioned above as this facility forms an integral part of the building and cannot be separated there from.</i>					
S40A5	Non-fundraising events for Schools, other training institutions and sport & recreation per day	486.09	559.00	460.00	529.00	5.67%
S40A6	Piano per event	Actual Tuning Cost + R359.71 admin. Fee	applicable vat	Actual Tuning Cost + R340.31 admin. Fee	applicable vat	5.70%
S40A7	Sound and/or Ligthing Equipment per event per hour	101.74	117.00	96.52	111.00	5.41%
S40A8	Use of Kitchen per day	667.83	768.00	632.17	727.00	5.64%
S40A9	Hire of Glasses or Cups, Sauers and teaspoons per event	196.52	226.00	186.09	214.00	5.60%
S40A10	Local NGO's and CBO's per hour per venue - all events	208.70	240.00	197.39	227.00	5.73%
S40A12	Preparation for event - per hour	133.04	153.00	126.09	145.00	5.51%
S40A13	Meetings: Government departments (private meetings), NGO's and CBO's from outside the municipal area, per hour (Banquet hall)	294.78	339.00	279.13	321.00	5.61%
S40A14	Meetings: Local CBO's & NGO's per hour (Banquet hall only)	28.70	33.00	26.96	31.00	6.44%
S40A15	Weddings, Birthdays and Special Occasions per day (including the Kitchen)	1 854.78	2 133.00	1 754.78	2 018.00	5.70%
S40A16	Festivals/Exhibitions/Events per day (max 14 days). Both venues, excluding extras - more than 14 days refer to general tariffs	639.13	735.00	604.35	695.00	5.75%
S40C	Rental Units - Kleinmond					
S40C1	Hire per room per month	45.22	52.00	42.61	49.00	6.13%
S40E	Baardskeerdersbos / Betty's Bay / Blompark / Buffelsjags /Eluxolweni /Hawston Abalone Hall /Kleinmond Youth Centre / Kleinmond Club House / Masakane / Moffat Hall / Mooiuitsig / Overhills / Pringle Bay / Proteadorp / Stanford / Stanford Committee Room / Zwelihle					
S40E4	Fundraising: (Karaoke) Per daytime or evening	294.78	339.00	278.93	320.77	5.68%
S40E5	Funeral Tea (three hours)	121.74	140.00	114.78	132.00	6.06%
S40E6	Local CBO's of vulnerable groups: one booking allowed 24 hours in advance of a social gathering to be scheduled only on week days between 08:00 - 16:30	no charge	no vat	new	new	
S40E7	Non-fundraising events for Schools, other training institutions and sport & recreation	243.48	280.00	230.44	265.00	5.66%
S40E8	Meetings: Local CBO's and NGO's per hour	28.70	33.00	26.96	31.00	6.44%
S40E9	Non-fundraising (parties) Per daytime or evening	147.83	170.00	140.00	161.00	5.59%
S40E10	Use of Kitchen - Fundraising events per event	268.70	309.00	253.91	292.00	5.82%
S40E11	Use of Kitchen - Non Fundraising	268.70	309.00	253.91	292.00	5.82%
Note	Daytime = 07:00 - 17:00 // Evening = 18:00 - 24:00 (Charge seperately)					
S40J	Kleinmond Hall, & Hawston Thusong Centre					
S40J1	Deposit: (refundable) Government Imbizos & Government Meetings.	554.00	no vat	524.00	no vat	5.73%
S40J2	Deposit (refundable): Hawston Thusong Centre	1 000.00	no vat	1 304.00	no vat	-23.31%
S40J3	Fundraising: Karaoke, Disco, competitions, etc. per daytime or evening	667.83	768.00	632.17	727.00	5.64%
S40J4	Church Services per day	93.04	107.00	87.83	101.00	5.93%
S40J5	Funeral Tea (three hours)	121.74	140.00	114.78	132.00	6.06%
S40J6	Government Imbizos (per day)	2 059.13	2 368.00	1 947.83	2 240.00	5.71%
S40J7	Non-fundraising events for Schools, other training institutions and sport & recreation	243.48	280.00	230.44	265.00	5.66%
S40J8	Meetings: Government Departments (private meetings) & CBO's outside Municipal area per hour	294.78	339.00	279.13	321.00	5.61%
S40J9	Meetings: Local CBO's, NGO's per hour (only large groups > 30) - (No Deposits)	28.70	33.00	26.96	31.00	6.44%
S40J10	Preparation for event - per hour	69.57	80.00	66.09	76.00	5.26%
S40J11	Non-fundraising: Parties, weddings, indoor sports, etc. per daytime or evening	334.78	385.00	316.52	364.00	5.77%
S40J12	Tariff for events continuing after midnight (24h00) per hour	204.35	235.00	193.04	222.00	5.86%
S40J13	Sound OR Ligthing Equipment per event (each item) per hour	102.61	118.00	97.39	112.00	5.36%

OVERSTRAND MUNICIPALITY TARIFF LIST 2019/2020

S40J14	Use of kitchen (per event per day)	321.74	370.00	304.35	350.00	5.71%
S40J15	Use of kitchen for water jugs and glasses or tea cups & sauces (per event per day)	46.96	54.00	44.35	51.00	5.89%
Note	Daytime = 07:00 - 17:00 // Evening = 18:00 - 24:00 (Charge seperately)					
S43	RENTAL: HAWKERS' STALLS, OPEN SPACES & BEACHES					
S43A	CBD					
S43A1	All open stalls per day (demarcated area)(excluding Western Cape December Holiday plus Easter Weekend)	28.70	33.00	26.96	31.00	6.44%
S43A2	Open Stalls per day (Western Cape December Holiday plus Easter Weekend)	41.74	48.00	39.13	45.00	6.67%
S43B	Outside the CBD					
S43B1	Open Stalls Rental - Western Cape December Holiday plus Easter Weekend / pm	92.17	106.00	86.96	100.00	5.99%
S43B2	Open Stalls Rental - excluding Western Cape December Holiday plus Easter Weekend / pm	39.13	45.00	37.39	43.00	4.65%
S43D	Public Open Space					
S43D1	Car Park - Private Car Sales per day (demarcated areas)	36.52	42.00	34.78	40.00	5.00%
S43D2	Funfair, Circus etc per day	869.57	1 000.00	822.61	946.00	5.71%
S43D3	Welfare, churches, non-profit organizations	no charge	no vat	no charge	no vat	
S43D4	Sport Events per day	3 941.74	4 533.00	3 729.57	4 289.00	5.69%
S43F	Beaches					
S43F1	Beach Rentals - per day (Private functions)	1 270.44	1 461.00	1 201.74	1 382.00	5.72%
S46	RENTAL: OFFICE					
S46A	Rental per m² / pm (Hermanus area)	121.74	140.00	114.78	132.00	6.06%
S46A1	Rental per m² / pm (Gansbaai, Stanford & Kleinmond)	60.87	70.00	57.39	66.00	6.06%
S46A2	NGO's/NPO's per m² / pm	36.52	42.00	34.78	40.00	5.00%
S46B	Local Council Functions	no charge	no vat	no charge	no vat	
S48	RENTAL: SPORT FACILITIES					
S48A	Spaces for Sport - Gansbaai					
S48A1	Club House - per hour (private events)	167.83	193.00	159.13	183.00	5.47%
S48A2	Club House - Sport events hosted by Overstrand Sport and Recreation structures	no charge	no vat	no charge	no vat	
S48A3	Club House - Sport Event - per hour	84.35	97.00	80.00	92.00	5.44%
S48A4	Sport grounds -Per event hosted by non Overstrand Sport and Recreation structures	1 652.17	1 900.00	1 563.48	1 798.00	5.67%
S48A6	Sport grounds - Functions/Events (excluding departmental events)	912.17	1 049.00	862.61	992.00	5.75%
S48A7	Gym fees per month	85.22	98.00	80.87	93.00	5.38%
S48B	Overhills					
S48B1	Sport grounds - Per event hosted by non Overstrand Sport and Recreation structures	1 652.17	1 900.00	1 563.48	1 798.00	5.67%
S48B2	Sport grounds - Functions/Events (excluding departmental events)	912.17	1 049.00	862.61	992.00	5.75%
S49	RENTAL: UNDEVELOPED SERVICED ERVEN					
S49A	Wetcore Stands (Social Housing) - rent per month	33.91	39.00	32.17	37.00	5.41%
S50	SCHUSS HOUSES KLEINMOND (Meerenvlei)					
S50A	Rent per month	989.57	1 138.00	936.52	1 077.00	5.66%
S55	SUNDRY					
S55A	Access to Information as per Act (2 of 2000) - Tariffs	As Stipulated in the Act	applicable vat	As Stipulated in the Act	applicable vat	
S55B1	Administration Cost - RD ACB	actual cost + R47.92	applicable vat	actual cost + R45.34	applicable vat	5.70%
S55B2	Administration Cost - RD cheques, Post Dated Cheques	actual cost + R47.92	applicable vat	actual cost + R45.34	applicable vat	5.70%
S55B3	Administration Cost - Trace of Direct Deposit	actual cost + 97.36	applicable vat	actual cost + 92.11	applicable vat	5.70%
S55C	Copies of Council Agendas and Minutes per annum	1 380.87	1 588.00	1 306.09	1 502.00	5.73%
S55D1	Copies: A3 page	4.35	5.00	4.35	5.00	0.00%
S55D2	Copies: A3 page Colour	7.83	9.00	7.83	9.00	0.00%

OVERSTRAND MUNICIPALITY TARIFF LIST 2019/2020

S55D3	Copies: A4 page	1.83	2.10	1.83	2.10	0.00%
S55D4	Copies: A4 page Colour	5.22	6.00	5.22	6.00	0.00%
S55E	Foreign Bank Cost	actual cost	applicable vat	actual cost	applicable vat	
S55F1	Fax per page - excluding 0865/6 numbers	5.04	5.80	4.78	5.50	5.44%
S55F2	Fax per page - 0865/6 numbers	8.26	9.50	7.83	9.00	5.49%
S55G1	Interest on accounts in arrear	prime + 4%	no vat	prime + 4%	no vat	
S55G2	Placard / Poster Deposit for Elections	4 573.00	no vat	4 326.00	no vat	5.71%
S55G4	Placard / Poster Deposit for Political Parties	4 573.00	no vat	4 326.00	no vat	5.71%
S55H	Placard / Poster each	16.52	19.00	15.65	18.00	5.56%
S55I	Duplicate Account	8.26	9.50	7.83	9.00	5.49%
S55I1	Duplicate PayDay pay slip	8.70	10.00	8.26	9.50	5.27%
S55J	Section 62 of local Government: Systems Act: appeal deposit (refundable if appeal is upheld)	3 220.00	no vat	3 046.00	no vat	5.71%
S55K1A	Tender objection deposit (refundable if appeal is upheld)	3 220.00	no vat	3 046.00	no vat	5.71%
S55k1B	Tender objection deposit (partially upheld - refundable)	1 603.00	no vat	1 517.00	no vat	5.67%
S55K2	Tender documentation Administration Fee: (less than 20 pages)	32.61	37.50	30.87	35.50	5.64%
S55K3	Tender documentation Administration Fee: (more than 21 pages less than 50 pages)	172.17	198.00	162.61	187.00	5.88%
S55K4	Tender documentation Administration Fee: (more than 50 pages)	695.65	800.00	658.26	757.00	5.68%
S55L	Advertising Signs Auctioneers per 14days	495.65	570.00	468.70	539.00	5.75%
S55K1	Laminated Cost A3	6.44	7.40	6.09	7.00	5.67%
S55K2	Laminated Cost A4	3.65	4.20	3.48	4.00	4.89%
S60	SWIMMING POOL					
S60A	Daily Tariffs (01 December - 31 March & Easter Weekend & Events approved by the Administration)					
S60A1	Persons older than 16 years of age - per person per DAY or part of a day	4.35	5.00	4.35	5.00	0.00%
S60A2	Children (< 16years) per child per day or part of a day	No Charge	no vat	No Charge	no vat	
S60A4	Galas	101.74	117.00	96.52	111.00	5.41%
S60A5	Training sessions (Schools & Clubs) per season	160.87	185.00	152.17	175.00	5.72%
S65	TOP MANAGEMENT CONSULTATIONS					
S65A1	Consultation Fee (Top Management) per hour	983.48	1 131.00	930.44	1 070.00	5.70%
S72	TOWN PLANNING: APPLICATION FEES					
S72A	Amendment, deletion or additional conditions in respect of an existing approval	2 271.17	2 611.85	2 148.70	2 471.00	5.70%
S72B	Application for deviation of SDF/Sectoral Plans	2 672.83	3 073.76	2 528.70	2 908.00	5.70%
S72F	Removal of Title Deed Restrictions					
S72F1	Erven smaller than 150m² Erven 150m² and smaller	248.70	286.00	235.22	270.50	5.73%
S72F2	Erven between 150 m² and 400 m²	497.39	572.00	470.17	540.70	5.79%
S72F3	Erven larger than 400 m² Erven 400 m² and larger	3 784.35	4 352.00	3 580.00	4 117.00	5.71%
S72G	Consolidations					
S72G1	Erven smaller than 150m² Erven 150m² and smaller	233.04	268.00	220.87	254.00	5.51%
S72G2	Erven between 150 m² and 400 m²	468.70	539.00	443.48	510.00	5.69%
S72G3	Erven larger than 400 m² Erven 400 m² and larger	2 673.04	3 074.00	2 528.70	2 908.00	5.71%
S72H	Subdivision (cumulative)					
S72H1	up to 5 erven	5 211.30	5 993.00	4 930.44	5 670.00	5.70%
S72H2	6 to 10 erven	6 146.96	7 069.00	5 815.65	6 688.00	5.70%
S72H3	More than 10	6 146.96	7 069.00	5 815.65	6 688.00	5.70%
S72H3A	Additional per erf after 10	93.04	107.00	87.83	101.00	5.93%
S72I	Application for Consent Use/Special Use/Occasional Use/Additional Consent					

OVERSTRAND MUNICIPALITY TARIFF LIST 2019/2020

S72I1	Erven 150m² and smaller	211.30	243.00	200.00	230.00	5.65%
S72I2	Erven between 150m² and 400m²	562.61	647.00	532.17	612.00	5.72%
S72I3	Erven larger than 400 m² Erven 400 m² and larger	2 673.04	3 074.00	2 528.70	2 908.00	5.71%
S72J	Application for Rezoning					
S72J1	Erven 150 m² and smaller	562.61	647.00	532.17	612.00	5.72%
S72J2	Erven between 150 m² and 400 m²	4 410.44	5 072.00	4 172.17	4 798.00	5.71%
S72J3	Erven between 400m² and 5000m²	6 146.96	7 069.00	5 815.65	6 688.00	5.70%
S72J4	Erven larger than 5000m² Erven 5000m² and larger	6 146.96	7 069.00	5 815.65	6 688.00	5.70%
S72J4A	Erven larger than 5000m² additional per land use (Excluding Public Open Spaces and Public Roads)	927.83	1 067.00	877.39	1 009.00	5.75%
S72K	Departure to Section 16(2)(b) and (c) of OM Land Use Planning Bylaw					
S72K1A	Erven 150m and smaller	211.30	243.00	200.00	230.00	5.65%
S72K1B	Erven between 150m² and 400m²	467.83	538.00	442.61	509.00	5.70%
S72K1C	Erven larger than 400 m² Erven 400 m² and larger	2 673.04	3 074.00	2 528.70	2 908.00	5.71%
S72L	Appeal deposit in terms of Section 78(2) of the Bylaw on Municipal Land Use Planning (refundable if appeal is upheld)					
S72L1	Erven smaller than 150m² Erven 150m² and smaller	317.00	no vat	300.00	no vat	5.67%
S72L2	Erven between 150m² and 400 m²	594.00	no vat	562.00	no vat	5.69%
S72L3	Erven larger than 400 m² Erven 400 m² and larger	3 207.00	no vat	3 034.00	no vat	5.70%
S72M	Amendment of site development plan, Constitution/Architectural Guidelines, Phasing, amendment or cancellation of a plan of subdivision or a part thereof	1 944.35	2 236.00	1 839.13	2 115.00	5.72%
S72N	Determination of Zoning					
S72N1	Erven 150m² and smaller	562.61	647.00	532.17	612.00	5.72%
S72N2	Erven between 150 m² and 400 m²	4 410.44	5 072.00	4 172.17	4 798.00	5.71%
S72N3	Erven larger than 400 m² Erven 400 m² and larger	6 146.96	7 069.00	5 815.65	6 688.00	5.70%
S72N4	Disestablishment of HOA	2 673.04	3 074.00	2 528.70	2 908.00	5.71%
S72P	Relaxation of Title Deed					
S72P1	Erven 400m² and smaller	467.83	538.00	442.61	509.00	5.70%
S72P2	Erven larger than 400m²	2 660.00	3 059.00	2 516.52	2 894.00	5.70%
S72Q	Permission in terms of Zoning Scheme					
S72Q1	Erven 150m² and smaller	211.30	243.00	200.00	230.00	5.65%
S72Q2	Erven between 150m² and 400m²	467.83	538.00	442.61	509.00	5.70%
S72Q3	Erven larger than 400 m² Erven 400 m² and larger	2 673.04	3 074.00	2 528.70	2 908.00	5.71%
S72Q4	Closure of Public Place/Part thereof	6 146.96	7 069.00	5 815.65	6 688.00	5.70%
S72R	Extension of Time	709.56	816.00	671.30	772.00	5.70%
S72S	Exemption in terms of Section 26	106.09	122.00	100.00	115.00	6.09%
S75	TOWN PLANNING: LAND USE PLANNING FEE					
S75A1	Advertising Costs Government Gazette	3 740.87	4 302.00	3 539.13	4 070.00	5.70%
S75A2	Advertising Costs Local newspapers	3 740.87	4 302.00	3 539.13	4 070.00	5.70%
S75A3	Advertising Costs Local Newspaper (Removal of Restriction only)	7 481.74	8 604.00	7 078.26	8 140.00	5.70%
S75A4	Advertising Costs - Placing of Final Notice in the Government Gazette	1 057.39	1 216.00	1 000.00	1 150.00	5.74%
S75B	Regulations of Zoning schemes	441.74	508.00	418.26	481.00	5.61%
S75C	Spatial Development Framework	1 043.48	1 200.00	986.96	1 135.00	5.73%
S75D	Zoning Certificate	268.70	309.00	253.91	292.00	5.82%
S75D1	Zoning Certificate - Non Profit Organisation (NPO)	0.00	0.00	new	new	
S75E	Registered Letters - more than 10 letters, applicant to pay applicable tariffs according to the South African Post Office Rates	applicable rate	applicable vat	applicable rate	applicable vat	

OVERSTRAND MUNICIPALITY TARIFF LIST 2019/2020

S75F	CD - Planning Documents	441.74	508.00	418.26	481.00	5.61%
S75G	Search Fee	268.70	309.00	253.91	292.00	5.82%
S75H	Section 30(2) Certification / Clearance (only for the first transfer)	1 585.22	1 823.00	1 500.00	1 725.00	5.68%
S75I	Determination of a Contravention Penalty	20% of built cost of as determined by a Quantity Surveyor	applicable vat	20% of built cost of as determined by a Quantity Surveyor	applicable vat	
S80	TRAFFIC					
S80J	Business & Other Events					
S80J1	Per officer per hour or part thereof - Mon - Sat	467.83	538.00	442.61	509.00	5.70%
S80J2	Per officer per hour or part thereof - Sundays and public Holidays	534.78	615.00	506.09	582.00	5.67%
S80J4	Administrative fee for provision of officers - per application	133.04	153.00	126.09	145.00	5.51%
S80K	Removal of Vehicles/Towing Fee					
S80K1	Removal of Vehicles per vehicle	1 123.48	1 292.00	1 062.61	1 222.00	5.73%
S80K2	Storage Fees per day	308.70	355.00	292.17	336.00	5.66%
S80K3	Towing Charge	Cost plus 15%	applicable vat	Cost plus 15%	applicable vat	
S80K4	Wheel Clamping per vehicle	293.91	338.00	278.26	320.00	5.62%
S80L	Traffic Cones					
S80L1	Hire of Traffic Cones per Cone per day	67.83	78.00	64.35	74.00	5.41%
S80P	Disabled Parking Token					
S80P1	Disabled Parking Token per application - valid for 2year period	122.61	141.00	115.65	133.00	6.02%
S80P2	Tempory Disabled Parking Token per application - valid for 1year period	110.44	127.00	104.35	120.00	5.83%

OVERSTRAND MUNICIPALITY TARIFF LIST 2019/2020

REFUSE (SOLID WASTE) TARIFFS (ROUNDING APPLICABLE)

Tariff Code	Detail	2019/2020		2018/2019	
		Exclude VAT	Include VAT 15%	Exclude VAT	Include VAT 15%
SAN1	REFUSE REMOVAL (1 removal per week of 4 bags or 1X240 Bin)	R	R	R	R
	DOMESTIC WASTE				
SAN1A	Residential (All registered erven/unit with approved building plan) 1 x removal per week (R/Month)	185.49	213.31	164.35	189.00
SA1A2	Residential Indigent as per paragraph A of the Indigent Policy (All registered erven/unit with approved building plan) 1 x removal per week (R/Month)	185.49	213.31	164.35	189.00
SA1A3	Residential Indigent as per paragraph B, C & D of the Indigent Policy (All registered erven/unit with approved building plan) 1 x removal per week (R/Month)	185.49	213.31	164.35	189.00
	BUSINESS WASTE				
SAN1C	Commercial/Business (Hostels, Old Age Homes, Caravan Sites, Semi-permanent Resorts etc) (R/Month)	185.49	213.31	164.35	189.00
SA1N1	Bulk Container 240L (Wheeley bin) (R/Month) 1 X per week (if available)	185.49	213.31	164.35	189.00
SAN1N	Bulk Container 240L (Wheeley bin) (R/Month) 2 X per week (if available)	370.97	426.62	328.70	378.01
SA1N3	Bulk Container 240L (Wheeley bin) (R/Month) 3 X per week CBD (if available)	556.44	639.91	493.04	567.00
SA1N4	Bulk Container 240L (Wheeley bin) (R/Month) 4 X per week CBD (if available)	741.93	853.22	657.39	756.00
SA1N2	Bulk Container 240L (Wheeley bin) (R/Month) 5 X per week CBD (if available)	927.42	1 066.53	821.74	945.00
SAN1O	Camphill Route (R/Month) (If available)	1 457.36	1 675.97	1 291.30	1 485.00
SAN1P	Additional Removals per week on Saturday per Bin (R/Month) per removal	278.22	319.96	246.52	283.50
SA1P1	Additional Removals on request Central Town (CBD) per bin (R/Month) (Sunday or Public Holidays) per removal	370.97	426.62	328.70	378.01
SA1P2	All CBD's additional Removal during normal working week, per Bin, per removal	42.89	49.32	38.00	43.70
SA1P3	All CBD's additional Removal on Saturday, per Bin per removal	64.33	73.98	57.00	65.55
SA1P4	All CBD's additional Removal during Sunday or Public Holidays, per Bin per removal	85.77	98.64	76.00	87.40
SA1Q	Caravan Sites, Chalets, Semi-permanent & Resorts (R/Month) (Uilenskraalmond Vakansieoord; Franskraal Vakansieoord; Pearly Beach Camp, Micheal Fuchs Guesthouse) NO REMOVAL (per unit/site)	59.67	68.62	52.87	60.80
SAN1R	Departmental Consumption (Municipal Consumption per removal site per month)	185.49	213.31	140.87	162.00
SAN1U	Schools (R/Month)	185.49	213.31	164.35	189.00
SAN1T	Removal outside service area (per removal per hour) (If available)	1 391.12	1 599.79	1 232.61	1 417.50
SAN1V	Single Quarters & Transit Camps per unit	59.62	68.57	52.83	60.75
SAN1W	Guesthouses, Bed & Breakfast (R/Month)	185.49	213.31	164.35	189.00
SAN1X	Removal of food waste for safe disposal (R/per Collection)	369.30	424.70	327.22	376.30
SAN2	SELF DUMPING TRANSFER STATIONS & DUMPING SITES-DROP OFF'S: SAND AND CLEAN BUILDERS RUBBLE : (rounding applicable)				
SA2A1	Vehicles up to 1 ton per vehicle load capacity clean builders rubble admission to transfer station. <i>Vehicles up to 1 ton load capacity: clean builders rubble (<250mm) and sand: only at Kleinmond Transfer Station, Stanford Drop Off, Pearly Beach Drop Off, and Hawston Drop Off (no admission to Hermanus Transfer Station). (All vehicles above 1 ton load capacity only to landfills).</i>	no Charge	no vat	no Charge	no vat
SAN2B	SELF DUMPING TRANSFER STATIONS & DROP OFF'S: GENERAL AND GARDEN REFUSE				
SA2B	Vehicles up to 1 Ton per vehicle load capacity – mixed builders rubble NO ADMISSION to Transfer Station. Only to landfill as per tariff SA2B – SA2B11	105.90	121.79	applicable tariff	applicable vat

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OVERSTRAND MUNICIPALITY TARIFF LIST 2019/2020

SA2B1	Vehicles up to 1 Ton per vehicle load capacity (maximum volume of 5m³)	no Charge	no vat	no Charge	no vat	
SA2B2	Vehicles >1 & up to 2 Ton per vehicle load capacity	426.64	490.64	238.61	274.40	78.80%
SA2B3	Vehicles >2 & up to 3 Ton per vehicle load capacity	639.96	735.95	357.91	411.60	78.80%
SA2B4	Vehicles >3 & up to 4 Ton per vehicle load capacity	853.28	981.27	477.22	548.80	78.80%
SA2B4	Vehicles >4 & up to 5 Ton per vehicle load capacity	1 066.60	1 226.59	596.52	686.00	78.80%
SA2B5	Vehicles >5 & up to 6 Ton per vehicle load capacity (no admission to transfer station, only to dumping sites)	1 304.70	1 500.41	715.83	823.20	
SA2B6	Vehicles >6 & up to 7 Ton per vehicle load capacity (no admission to transfer station, only to dumping sites)	1 522.15	1 750.47	835.13	960.40	
SA2B7	Vehicles >7 & up to 8 Ton per vehicle load capacity (no admission to transfer station, only to dumping sites)	1 739.60	2 000.54	954.44	1 097.61	
SA2B8	Vehicles >8 & up to 9 Ton per vehicle load capacity (no admission to transfer station, only to dumping sites)	1 957.05	2 250.61	1 073.74	1 234.80	
SA2B9	Vehicles >9 & up to 10 Ton per vehicle load capacity (no admission to transfer station, only to dumping sites)	2 174.50	2 500.68	1 193.04	1 372.00	
SA2B11	Vehicles >10 Ton per vehicle load capacity (no admission to transfer station, only to dumping sites)	2 391.95	2 750.74	1 431.65	1 646.40	
SA2C	Dumping at Karwyderskraal Landfill Site by other municipalities and external parties, per Ton	164.34	188.99	145.61	167.45	
SAN3	WEIGH BRIDGE (rounding applicable)					
SAN3A	Vehicles up to 1 ton load capacity . Up to 1 ton load weighed at Gansbaai landfill	no Charge	no vat	no Charge	no vat	
SAN3B	Vehicles above 1 ton load capacity : per ton load weighed. Above 1 ton load weighed at Gansbaai Landfill: per ton load weighed	213.32	245.32	119.31	137.20	78.80%
SAN3C	Karwyderskraal Landfill: per ton load weighed, excluding builders rubble	213.32	245.32	new	new	
SAN3D	Clean builders rubble (<250mm) and sand at Gansbaai and Karwyderskraal Landfill	no Charge	no vat	new	new	
SAN3E	Clean builders rubble (>250mm) at Karwyderskraal Landfill per ton weighed	100.00	115.00	new	new	
SAN3F	Mixed builders rubble per ton weighed	213.32	245.32	new	new	
SAN4	BASIC FEE REFUSE SERVICE (Erven without approved building plans)					
SAN4A	All registered erven without approved building plans (R/Month)	92.74	106.65	82.17	94.50	12.86%
SAN5	SUNDRIES (rounding applicable)					
SAN5A	Rental of Bulk Container per day (including disposal)	99.02	113.88	87.74	100.90	12.86%
SAN5B	Deposit - rental of bulk containers per 4 bins or less	750.52	no vat	665.00	no vat	12.86%
SAN5C	Asbestos Sheet - per unit	70.27	80.81	62.26	71.60	12.86%
SAN5D	Baboon Resistant 240L Wheeley bin with lock delivered to homes - projects	1 182.00	1 359.30	887.74	1 020.90	33.15%
SAN5E	Replacement lock on baboon resistant wheelie bin	367.34	422.44	325.48	374.30	12.86%
SAN5F	Selling of Chipped Organic Material					
SANF1	Per ton	395.99	455.39	350.87	403.50	12.86%
SANF2	Per cubic (m³)	89.11	102.48	78.96	90.80	12.86%

OVERSTRAND MUNICIPALITY TARIFF LIST 2019/2020

SEWER TARIFFS (ROUNDING APPLICABLE)

Tariff Code	Detail	2019/2020		2018/2019		
		Exclude VAT	Include VAT 15%	Exclude VAT	Include VAT 15%	
SE7A	SEWERAGE - SINGLE AND INTERMEDIATE RESIDENTIAL (Dwelling house and Duplex flats, Conventional Sewers, small bore sewers and conservancy tanks)					1.057
SE7A1	0 - 35kl per kl (based on 70% of max 50kl water usage) - per unit per month, Conservancy tank service only during office hours per month. For after hours service, refer to tariff SE9B.	13.70	15.76	12.96	14.90	5.71%
	SEWERAGE - REGISTERED INDIGENT HOUSEHOLDS					
SE7A4	0 - 4.2 kl - subsidised	13.70	15.76	12.96	14.90	5.71%
SE7A5	4.3 - 35kl per kl (based on 70% of max 50kl water usage) - per unit per month, Conservancy tank service only during office hours per month. For after hours service, refer to tariff SE9B.	13.70	15.76	12.96	14.90	5.71%
SE7B	SEWERAGE - GENERAL RESIDENTIAL (Blocks of flats and Residential Buildings)					
SE7B1	0 - 45kl per kl (based on 90% of max 50kl water usage) per unit per month	13.70	15.76	12.96	14.90	5.71%
SE7C	SEWERAGE - GUEST HOUSE; BED & BREAKFAST ESTABLISHMENTS					
SE7C1	per kl (based on 70% of water usage) per unit per month	13.70	15.76	12.96	14.90	5.71%
SE7D	CONSUMPTION - ALL OTHER (Including Commercial, Industrial, School, Sport, etc)					
SE7D1	per kl (based on 90% of water usage) per unit per month - this percentage may be adjusted according to the Tariff Policy after investigation	13.70	15.76	12.96	14.90	5.71%
SE7E	CONSUMPTION - DEPARTMENTAL					
SE7E1	0 - 35 kl per kl (based on 70% of max 50kl water usage) per unit per month	13.70	15.76	12.96	14.90	5.71%
SE8	BASIC CHARGE					
SE8A	Basic Monthly Charge Developed sites per erf/unit per month	121.65	139.90	115.09	132.35	5.70%
SE8A1	Basic Monthly Charge Residential Indigent as per paragraph A of the Indigent Policy per month	121.65	139.90	115.09	132.35	5.70%
SE8A2	Basic Monthly Charge Residential Indigent as per paragraph B, C & E of the Indigent Policy per month	115.09	132.35	115.09	132.35	0.00%
SE8B	Basic Monthly Charge Undeveloped sites - can not connect to the network per erf/unit per month	81.96	94.25	77.54	89.17	5.70%
SE8C	Basic Monthly Charge Undeveloped sites - can connect to the network per erf/unit per month	121.65	139.90	115.09	132.35	5.70%
SE8D	Basic Monthly Charge Developed sites - with a septic Tank per erf/unit per month	81.96	94.25	77.54	89.17	5.70%
SE8E	Basic Monthly Charge - Low Cost Housing & Single Quarters per erf/unit per month	81.96	94.25	77.54	89.17	5.70%
SE8F	Infrastructure					
SE8F1	Fixed Infrastructure Basic Charge per erf/unit per month	9.60	11.04	9.60	11.04	0.00% Fixed
SE8F2	Fixed Infrastructure Basic Charge per erf/unit per month	3.43	3.94	3.43	3.94	0.00% Fixed
SE8F3	Subsidised Fixed Infrastructure Basic Charge per erf/unit per month - Registered Indigent Household	3.43	3.94	3.43	3.94	0.00% Fixed
SE9	OTHER SEWERAGE CHARGES					
SE9A	<u>Vacuum Tanker Service for users not paying tariffs SE7 above - PROVIDED ON REQUEST</u>					
SE9A1	Vacuum Tanker Service provided on request < 6kl (per 6kl or part thereof)	559.57	643.50	529.39	608.80	5.70%
SE9A2	Vacuum Tanker Service provided on request < 5kl (per 5kl or part thereof)	559.57	643.50	529.39	608.80	5.70%
SE9A4	Vacuum Tanker Service provided on request > 6kl (per 6kl or part thereof)	559.57	643.50	529.39	608.80	5.70%
SE9A5	Call out fee for Tank Service request but no service due to another defec	559.57	643.50	529.39	608.80	5.70%
SE9A6	More than 3 pipes an additional fee per pipe for users not paying tariff SE7 above	81.96	94.25	77.54	89.17	5.70%
SE9BA	<u>After Hours Vacuum Tanker Service - PROVIDED ON REQUEST</u>					
SE9B1	After Hours - per request < 6kl (per 6kl or part thereof)	1 119.13	1 287.00	1 058.78	1 217.60	5.70%
SE9B2	After Hours - per request > 6kl (per 6kl or part thereof)	1 119.13	1 287.00	1 058.78	1 217.60	5.70%
SE9B3	After Hours - per request < 5kl (per 5kl or part thereof)	1 119.13	1 287.00	1 058.78	1 217.60	5.70%
SE9B2	After Hours Businesses with Public Toilets per removal	336.03	386.44	317.91	365.60	5.70%

OVERSTRAND MUNICIPALITY TARIFF LIST 2019/2020

SE9C	<u>Vacuum Tanker Service outside urban areas - PROVIDED ON REQUEST</u>					
SE9C1	Normal Applicable Tariff (SE9A1 or SE9A2 or SE9A4) PLUS additional per hour PLUS SE9C2	336.03	386.44	317.91	365.60	5.70%
SE9C2	Normal Applicable Tariff (SE9A2) plus additional per km	16.40	18.87	15.52	17.85	5.70%
	<u>After Hours for Vacuum Tanker Service outside urban areas - PROVIDED ON REQUEST</u>					
SE9C6	After Hours Applicable Tariff (SE9B1 or SE9B2 or SE9B3) PLUS additional per hour PLUS SE9C7	336.03	386.44	317.91	365.60	5.70%
SE9C7	After Hours Applicable Tariff (SE9B2) plus additional per km	16.40	18.87	15.52	17.85	5.70%
SE10	<u>SUNDRY CHARGES</u>					
SE9D	<u>Testing and Connection Fees</u>					
SE9D1	Testing of the septic and conservancy tanks per tes	1 456.52	1 675.00	1 377.39	1 584.00	5.74%
SE9D2	Smallbore sewerage connection fee + tank tes	6 680.87	7 683.00	6 320.87	7 269.00	5.70%
SE9D3	Sewer Connection	5 006.09	5 757.00	4 736.52	5 447.00	5.69%
SE9E	<u>Disposal</u>					
SE9E1	Charge per kl or part thereof	73.04	84.00	68.96	79.30	5.92%
SE11	<u>ILLEGAL CONNECTION / TAMPERING FEE</u>					
SE11A	1st Offence	6 866.00	no vat	6 495.00	no vat	5.71%
SE11B	2 nd Offence (SE11A X 2)	13 730.00	no vat	12 990.00	no vat	5.70%
NOTE: Any requests for tanker services after 15:00 will be charged at the after hour rate						

OVERSTRAND MUNICIPALITY TARIFF LIST 2019/2020

ELECTRICITY TARIFFS 2018/2019 (ROUNDING APPLICABLE) (BEFORE NERSA approval)

Tariff Code	Detail		2019/2020		2018/2019		
			Exclude VAT	Include VAT 15%	Exclude VAT	Include VAT 15%	
ED	CONSUMER DEPOSITS						1.1400
ED1	Large Power User Group tariff E5 (excluding Kleinmond)	R	0.00	no vat	0.00	no vat	1.1450
ED2	Large Power User Group tariff E5 Kleinmond 2 weeks highest average consumption	R	calculated	no vat	calculated	no vat	1.1500
ED3	Domestic & Commercial Single Phase Credit Meter (Two Part Tariff) Electricity	R	2 513.90	no vat	2 186.00	no vat	15.00%
ED4	Domestic Three Phase Credit Meter (Two Part Tariff) - Electricity	R	4 401.05	no vat	3 827.00	no vat	15.00%
ED5	Commercial Three Phase Credit Meter (Two Part Tariff) - Electricity	R	10 059.05	no vat	8 747.00	no vat	15.00%
ED6	Domestic & Commercial Single Phase Pre-paid (Two Part Tariff) - Electricity	R	578.45	no vat	503.00	no vat	15.00%
ED7	Domestic & Commercial Three Phase Pre-paid (Two Part Tariff) - Electricity	R	1 156.90	no vat	1 006.00	no vat	15.00%
ED8	Indigent Registered	R	187.45	no vat	163.00	no vat	15.00%
EDD	Deposit Defaulters						
EDD1	Large Power User Group tariff E5 : Two Times average consumption during the preceding 12 months	R	calculated	no vat	calculated	no vat	
EDD2	Domestic & Commercial Single Phase Credit Meter (Two Part Tariff) Electricity : Two Times average consumption during the preceding 12 months	R	calculated	no vat	calculated	no vat	
EDD3	Domestic Three Phase Credit Meter (Two Part Tariff) - Electricity : Two Times average consumption during the preceding 12 months	R	calculated	no vat	calculated	no vat	
EDD4	Commercial Three Phase Credit Meter (Two Part Tariff) - Electricity : Two Times average consumption during the preceding 12 months	R	calculated	no vat	calculated	no vat	
EF	FIXED CHARGES						
EF1	Infrastructure Charge per Meter per month	R	16.65	19.15	16.65	19.15	0.00% fixed
E1	SINGLE PHASE : DOMESTIC						
E1A	Two-Part Tariff: Credit meters up to 60 Amp (13.8 kVA BDMD) (Including Resorts)						
E1A1	Basic Monthly charge per meter	R	342.63	394.02	291.60	335.34	17.50%
	kWh Unit cost						
E1A2	IBT BLOCK 1 0 - 350 kWh	c	130.96	150.61	114.88	132.11	14.00%
E1A3	IBT BLOCK 2 351 - 600 kWh	c	192.15	220.98	167.82	192.99	14.50%
E1A4	IBT BLOCK 3 > 600 kWh	c	236.92	272.46	206.02	236.92	15.00%
E1B	Two-Part Tariff: Pre-paid up to 60 Amp (13.8 kVA BDMD) (Including Resorts)						
E1B1	Basic Monthly charge per meter	R	342.63	394.02	291.60	335.34	17.50%
	kWh Unit cost						
E1B2	IBT BLOCK 1 0 - 350 kWh	c	120.97	139.12	106.12	122.03	14.00%
E1B3	IBT BLOCK 2 351 - 600 kWh	c	181.07	208.23	158.14	181.86	14.50%
E1B4	IBT BLOCK 3 > 600 kWh	c	227.73	261.89	198.03	227.73	15.00%
E1C	SINGLE PHASE : COMMERCIAL						
E1C1	Basic Monthly charge per meter	R	342.63	394.02	291.60	335.34	17.50%
E1C2	kWh Unit cost - Credit Meters	c	195.82	225.19	171.02	196.67	14.50%
E1C3	kWh Unit cost - Pre-paid meters	c	184.53	212.21	161.16	185.33	14.50%
E1D	Life Line One part tariff (Pre-paid meters only) ≤ 30 Amp with Maximum consumption of 350 kWh with average measured over twelve month period. Only available to Informal dwellings						
	kWh Unit cost						
E1D1	IBT BLOCK 1 0 - 350 kWh	c	122.30	140.64	107.28	123.37	14.00%

OVERSTRAND MUNICIPALITY TARIFF LIST 2019/2020

E1E	One part tariff (Pre-paid meters only) Local Economic Development Projects					
	kWh Unit cost					
E1E1	IBT BLOCK 1 0 - 350 kWh	c	211.30	242.99	185.35	213.15 14.00%
E3	THREE PHASE: COMMERCIAL & DOMESTIC					
E3E	Two-Part Tariff: Credit up to 100A (70 kVA BDMD) DOMESTIC					
E3E1	Basic Monthly charge per meter	R	685.25	788.04	583.19	670.67 17.50%
	kWh Unit cost					
E3E2	IBT BLOCK 1 0 - 350 kWh	c	130.96	150.61	114.87	132.10 14.01%
E3E3	IBT BLOCK 2 351 - 600 kWh	c	192.15	220.98	167.82	192.99 14.50%
E3E4	IBT BLOCK 3 > 600 kWh	c	236.92	272.46	205.24	236.03 15.44%
E3E	Two-Part Tariff: Pre-paid up to 100A (70 kVA BDMD) DOMESTIC					
E3E5	Basic Monthly charge per meter	R	685.25	788.04	583.19	670.67 17.50%
	kWh Unit cost					
E3E6	IBT BLOCK 1 0 - 350 kWh	c	120.98	139.12	106.12	122.04 14.00%
E3E7	IBT BLOCK 2 351 - 600 kWh	c	181.07	208.23	158.14	181.86 14.50%
E3E8	IBT BLOCK 3 > 600 kWh	c	227.73	261.89	197.15	226.72 15.51%
E3E	Two-Part Tariff: Credit up to 100A (70 kVA BDMD) COMMERCIAL					
E3E9	Basic Monthly charge per meter	R	685.25	788.04	583.19	670.67 17.50%
E3E10	kWh Unit cost	c	195.82	225.19	171.02	196.67 14.50%
E3E	Two-Part Tariff: Pre-paid up to 100A (70 kVA BDMD) COMMERCIAL					
E3E11	Basic Monthly charge per meter	R	685.25	788.04	583.19	670.67 17.50%
E3E12	kWh Unit cost	c	184.53	212.21	161.17	185.35 14.49%
E3G	One-Part Tariff: Pre-paid only; up to 100A (70 kVA BDMD) Businesses, Flats, Sport grounds, Churches.(minimum of 800kWh average for twelve months)					
E3G1	kWh Unit cost	c	232.90	267.84	203.41	233.92 14.50%
E5	TIME OF USE TARIFF					
	Service Charge (per month) for MV and LV consumers					
E5A1	Administrative and Service Charge per month	R	3 243.54	3 730.07	2 820.47	3 243.54 15.00%
E5A2	Network Demand Charge kVA: Utilised capacity	R	30.56	35.14	26.57	30.56 15.00%
E5A3	Network Capacity Charge kVA: Notified Maximum Demand (NMD)	R	24.31	27.96	21.14	24.31 15.00%
	Medium Voltage Metering Points (11000V)					
E5A4	Off Peak kWh Unit Charge	c	53.83	61.91	46.81	53.83 15.00%
E5A5	Standard kWh Unit Charge	c	96.90	111.43	84.26	96.90 15.00%
E5A6	Peak kWh Unit Charge	c	314.92	362.15	273.84	314.92 15.00%
	Low Voltage Metering Points (400V)					
E5A7	Off Peak kWh Unit Charge	c	57.88	66.56	50.33	57.88 15.00%
E5A8	Standard kWh Unit Charge	c	100.94	116.08	87.77	100.94 15.00%
E5A9	Peak kWh Unit Charge	c	318.96	366.81	277.36	318.96 15.00%
	Sundry Charges					
E5A10	Exceed NOTIFIED MAXIMUM DEMAND (NMD) per kVA Per month	R	978.95	1 125.79	978.95	1 125.79 0.00%
E6	SUBSIDIZED TARIFFS: Grant to be shown separately					
E6A	Basic Monthly Charge: Residential Indigent as per paragraph A of the Indigent Policy per meter	R	342.63	394.02	291.60	335.34 17.50%

OVERSTRAND MUNICIPALITY TARIFF LIST 2019/2020

E6B	Basic Monthly Charge: Residential Indigent as per paragraph B, C & E of the Indigent Policy per meter	R	291.60	335.34	291.60	335.34	0.00%
E7	PUBLIC LIGHTING & CCTV						
E7A1	Streetlights & CCTV (metered) per kWh (no basic charge)	c	85.38	98.18	74.24	85.38	15.00%
E7A2	Streetlights & CCTV (consumption) (R per 100watt per unit/per month) (no basic charge)	R	29.95	34.44	26.04	29.95	15.00%
E7A5	Illuminated street sign boards per month	R	29.95	34.44	26.04	29.95	15.00%
E7A6	Hire of Sleeve space for fibre optic cable (per meter per month per fiber optic - no basic charge)	R	0.87	1.00	new	new	
E8	CASUAL SUPPLIES						
E8A1	Per connection includes disconnection excluding hire of kiosk	R	1 179.00	1 355.85	1 025.22	1 179.00	15.00%
E8A2	Consumption per day if not metered	R	76.60	88.09	66.61	76.60	15.00%
E8A3	Hire of temporary distribution kiosk, per kiosk, per occasion	R	462.00	531.30	401.74	462.00	15.00%
E8A4	Deposit (Usage will be subtracted)	R	1 590.45	no vat	1 383.00	no vat	15.00%
E8A5	One part tariff : Prepaid or Credit Casual Supply	c	231.61	266.35	202.28	232.62	14.50%
E9	AVAILABILITY CHARGES						
E9A1	Availability charge per vacant plot per month	R	342.63	394.02	291.60	335.34	17.50%
E9A2	Infrastructure per vacant plot per month	R	16.65	19.15	16.65	19.15	0.00% FIXED
E10	SUNDRY CHARGES						
E10A1	Call-out Fee - office hours (Based on 2 hours for electr & assist + 30km)	R	693.91	798.00	656.17	754.60	5.75%
E10A2	Call-out Fee - after hours: Weekdays & Saturdays (Based on 2 hrs (time and a half) for electr & assist + 30km)	R	973.91	1 120.00	921.04	1 059.20	5.74%
E10A3	Call-out Fee - after hours: Sundays & Public Holidays (Based on 2 hrs (double time) for electr & assist + 30km)	R	1 253.04	1 441.00	1 185.22	1 363.00	5.72%
E10A4	MV. Switching on Council's equipment office hours (Based on 3 hours for superintendent & electr + 60km)	R	2 019.13	2 322.00	1 910.52	2 197.10	5.68%
E10A5	MV. Switching on Council's equipment -after hours: Weekdays & Saturdays (Based on 3 hours (time and a half) for a superintendent and an electrician plus 60km)	R	2 894.78	3 329.00	2 738.61	3 149.40	5.70%
E10A6	MV. Switching on Council's equipment -after hours: Sundays & Public holidays (Based on 3 hours (double time) for a superintendent and an electrician plus 60km)	R	3 770.44	4 336.00	3 566.78	4 101.80	5.71%
E10A7	Contractor Inspection 2nd	R	679.13	781.00	642.17	738.50	5.76%
E10A8	Contractor Inspection 3rd	R	1 025.22	1 179.00	969.57	1 115.00	5.74%
E10A9	Change of Circuit Breaker - S/Phase(1/annum) contact Electricity Department for approval (Based on Circuit Breaker cost + 1 hour for an electrician and assistant + 30km)	R	542.61	624.00	513.22	590.20	5.73%
E10A10	Change of Circuit Breaker - 3 Phase(1/annum) contact Electricity Department for approval (Based on Circuit Breaker cost + 1 hour for an electrician and assistant + 30km)	R	1 383.48	1 591.00	1 308.78	1 505.10	5.71%
E10A11	Disconnection	R	333.04	383.00	314.78	362.00	5.80%
E10A12	Reconnection	R	333.04	383.00	314.78	362.00	5.80%
E10A13	Verification of a Meter Reading	R	333.04	383.00	314.78	362.00	5.80%
E10A14	Administration fee - recalculation due to no meter access	R	173.04	199.00	163.48	188.00	5.85%
E10A15	Test of Meter: 1 & 3 Phase (Conditionally Refundable) External testing	R	639.13	735.00	604.35	695.00	5.75%
E10A16	Test of Meter: All other Meters (Conditionally Refundable) External testing	R	cost + 15%	applicable vat	cost + 15%	applicable vat	
E10A17	Tariff change - change between one part and two-part	R	226.09	260.00	213.91	246.00	5.69%
E10A18	Damage elect meter (based on meter cost + call out X 2)	R	2 273.91	2 615.00	2 151.30	2 474.00	5.70%
E10A19	Damage elect meter 3 phase (based on meter cost + call out X 2)	R	3 472.17	3 993.00	3 285.22	3 778.00	5.69%
E10A20	Replacement of CIU (Meter keypad) (Based on keypad cost and call out fee)	R	1 145.22	1 317.00	1 083.48	1 246.00	5.70%

OVERSTRAND MUNICIPALITY TARIFF LIST 2019/2020

E10A21	Damage of Bulk meter or change to SSEG (Based on 3 hours for a superintendent and electrician + 60km + bulk meter cost + modem cost)	R	7 515.65	8 643.00	7 110.09	8 176.60	5.70%
E10A22	Change to Time of Use (with existing bulk meter) + Deposit	R	678.26	780.00	641.74	738.00	5.69%
E10A23	Change to SSEG or Time of Use (without existing bulk meter) + Deposit	R	11 771.30	13 537.00	11 136.52	12 807.00	5.70%
E10A24	Commission of Bulk meter, supplied by customer (call out fee x 3)	R	2 080.72	2 392.83	1 967.83	2 263.00	5.74%
E10A25	Damage of HV Cable	R	cost + R37 902.61	applicable vat	cost + R35 858.57	applicable vat	5.70%
E10A26	Damage of MV Cable	R	cost + R 9 908.52	applicable vat	cost + R 9 374.19	applicable vat	5.70%
E10A27	Damage of LV Cable	R	cost + R 3 990.49	applicable vat	cost + R 3 775.30	applicable vat	5.70%
E10A28	Damage of Service Connection Cable	R	cost + R 997.62	applicable vat	cost + R 943.82	applicable vat	5.70%
E10A29	Working without Way leave	R	5 114.78	5 882.00	4 839.13	5 565.00	5.70%
E10A30	Refundable Wayleave deposit for HV cables	R	73 049.00	no vat	69 110.00	no vat	5.70%
E10A31	Refundable Way leave deposit for MV cables	R	18 263.00	no vat	17 278.00	no vat	5.70%
E10A32	Refundable Way leave deposit for LV cables	R	3 946.00	no vat	3 733.00	no vat	5.71%
E10A33	Cancellation Fee of requested service	R	15% of Service Value	no vat	15% of Service Value	no vat	
E10A34	Erection and removal of Banners, signs & lights (per hour) (Vehicle cost + labour)	R	826.96	951.00	782.61	900.00	5.67%
E12	CONVERSION OF METERS						
E12A1	Convert Credit Meter to Pre-paid: SP (no cable work) (based on meter cost + call out)	R	1 580.87	1 818.00	1 495.65	1 720.00	5.70%
E12A2	Convert Credit Meter to Pre-paid: 3P (no cable work) (based on meter cost + call out)	R	2 779.13	3 196.00	2 629.57	3 024.00	5.69%
E12A3	Convert Credit Three Phase to Singe Phase Pre-paid meter	R	1 427.83	1 642.00	1 350.44	1 553.00	5.73%
E12A4	Convert Credit Three Phase to Single Phase Credit (Commercial only)	R	1 077.39	1 239.00	1 019.13	1 172.00	5.72%
E12A5	Convert Pre-paid Single Phase to Three Phase Pre-paid (based on tariff E13A8) cost includes cable to boundary	R	R11 511.44 + ext fee	applicable vat	R9 802.29 + ext fee	applicable vat	17.44%
E12A6	Convert pre-paid Three phase to Single phase pre-paid (based on meter cost + call out + CB)	R	1 759.13	2 023.00	1 664.35	1 914.00	5.69%
E12A7	Removal of Meter (based on call out fee)	R	693.04	797.00	655.65	754.00	5.70%
E12A8	Repositioning of Meter (excl. cable) (based on call out fee)	R	693.04	797.00	655.65	754.00	5.70%
E12A9	Repositioning of Meter (incl. cable) (based on call out fee + 30m cable)	R	2 288.70	2 632.00	2 165.22	2 490.00	5.70%
E13	SERVICE CONNECTIONS						
E13A1	Builders connection (plus applicable service connection tariff)	R	879.13	1 011.00	831.58	956.32	5.72%
E13A4	Single Phase (Credit - 60A) option for Commercial users only (Based on 30m cable + meter cost + average labour cost + 15% admin fee)	R	6 233.91	7 169.00	5 897.39	6 782.00	5.71%
E13A6	Single Phase - (Pre-paid meters - 60A) applicable to Domestic users (Network Permitted) (Based on: 30m cable + meter cost + average labour cost + 15% admin fee)	R	6 233.91	7 169.00	5 897.39	6 782.00	5.71%
E13A7	Three Phase : (Credit - 60A) Plus Extension fee : Extension fee not applicable to Industrial erven up to 60 Amp (Based on 30m (25mm) cable + meter cost + average labour +circuit breaker + 15% admin fee)	R	R11 511.44 + ext fee	applicable vat	R10 890.67 + ext fee	applicable vat	5.70%
E13A8	Three Phase : (Pre-paid - 60A) Plus Extension fee : Extension fee not applicable to Industrial erven up to 60 Amp (Based on 30m (25mm) cable + meter cost + average labour +circuit breaker + 15% admin fee)	R	R11 511.44 + ext fee	applicable vat	R10 890.67 + ext fee	applicable vat	5.70%
E13A9	Non Standard : Pre-paid 30 Amp Single phase (Sub economic connections) (Based on 30m (10mm) cable + meter cost + average labour cost + 15% admin fee)	R	5 788.70	6 657.00	5 476.52	6 298.00	5.70%
E13A10	Single Phase (Credit 60A- Developer install cable to boundary) option for Commercial users only (Based on meter cost + call out fee + 15% admin fee)	R	1 818.26	2 091.00	1 720.00	1 978.00	5.71%

OVERSTRAND MUNICIPALITY TARIFF LIST 2019/2020

E13A11	Single Phase (Pre-paid 60A-Developer install cable to boundary) applicable to Domestic users (Network permitted) (Based on meter cost + call out fee + 15% admin fee)	R	1 818.26	2 091.00	1 720.00	1 978.00	5.71%
E13A12	Three Phase (Credit 60A- Developer install cable to boundary) : Extension fee not applicable to Industrial erven up to 60 Amp (Based on meter cost + call out fee + 15% admin fee)	R	R3 195.80 + ext fee	applicable vat	R3 023.46 + ext fee	applicable vat	5.70%
E13A13	Three Phase (Pre-paid 60A-Developer install cable to boundary) : Extension fee not applicable to Industrial erven up to 60 Amp (Based on meter cost + call out fee + 15% admin fee)	R	R3 195.80 + ext fee	applicable vat	R3023.46 + ext fee	applicable vat	5.70%
E13A14	Any other none standard connections		cost + 15% admin	applicable vat	cost + 15% admin	applicable vat	
E14	ILLEGAL CONNECTION / TAMPERING FEE (Including SSEG and damage or bypass of the DSM Hot Water Cylinder Control Unit)						
E14A1	1 st Offence	R	4 049.37	no vat	3 831.00	no vat	5.70%
E14A2	2 nd Offence (E14A1 X 2)	R	8 097.68	no vat	7 661.00	no vat	5.70%
E14A3	3 rd Offence and re-occurrence (Disconnection of service and remedial action fee = double previous* offence fee) *based on current tariffs		2 X E14A2	applicable vat	Previous offence amount X 2	applicable vat	
E14A4	Unsafe / Illegal leads (per visit) (reconnection fee included)	R	1 814.36	2 086.52	1 716.52	1 974.00	5.70%
E15	UPGRADING EXTENSION FEES (Network permitted : to be approved by Electricity Department)						
E15A1	Primary Cost p/kVA -include all HV Equipment UP to HV Substation or identified point of supply excluding Dist. TF	R	1 227.19	1 411.27	1 227.19	1 411.27	0.00%
E15A2	Primary Cost p/kVA -include all MV. Equipment UP to Main Substation or identified point of supply excluding Dist. TF	R	3 363.16	3 867.63	3 363.16	3 867.63	0.00%
E15A3	Secondary Cost p/kVA -include all MV. Equipment UP to Main Substation or identified point of supply including Dist. TF	R	4 284.21	4 926.84	4 284.21	4 926.84	0.00%
E15A4	Secondary Cost p/kVA -include all MV. Equipment UP to Main Substation or identified point of supply including Dist. TF and Kiosk	R	5 589.47	6 427.89	5 589.47	6 427.89	0.00%
E15A5	Buying/Refund of spare capacity cost/kVA	R	100% of approved installation cost	applicable vat	100% of approved installation cost	applicable vat	
E15A6	Investigation Fee	R	4 018.44	4 621.21	3 801.74	4 372.00	5.70%
E15A7	FACTOR OF 0,36 APPLICABLE ON DOMESTIC USERS : TARIFF : applicable on E15A3 AND E15A4 (Commercial /Business no factor apply)	R	Factor 0.36	applicable vat	Factor 0.36	applicable vat	
E18	SMALL SCALE EMBEDDED GENERATION (SSEG)						
	This tariff is available only for approved SSEG connections, where the customers offset their small scale generation (kWh) against purchases from the Municipality, provided that their purchases exceed their generation (kWh). This tariff will only be implemented after NERSA's approved Guidelines have been received. The consumer will stay on his existing tariff (All prepaid customers excluded) Prepaid customers to convert to credit meter and tariff:						
E18A2	Feed-in Tariff c/kWh	c	70.34	80.89	61.16	70.34	15.00%
DC2	DEVELOPMENT CONTRIBUTIONS (Bulk Service Levies - BICL)						
DC2A	Sub Division of existing erf						
DC2A1	Single Phase 60 AMP (5 kVA) Domestic X Tariff E15A4 = P/ERF PLUS STANDARD CONNECTION FEES	R	27 947.35	32 139.45	27 947.35	32 139.45	0.00%
DC2B	New Developments						
DC2B1	Standard fee per Singel Phase Domestic erf - infrastructure provide by developer (13.8 kVA xE15A2 x.36)	R	16 708.18	19 214.41	16 708.18	19 214.41	0.00%
DC2B2	Standard fee per Three Phase Domestic erf - infrastructure provide by developer (42kVA x E15A2x.36)	R	50 850.98	58 478.63	50 850.98	58 478.63	0.00%
DC2C	MV/LV Bulk Supply with metering point cost / kVA= Tariff E15A2	R	3 363.16	3 867.63	3 363.16	3 867.63	0.00%
DC2C1	LV Bulk Supply if capacity is available on existing TF cost / kVA = Tariff E15A3	R	4 284.21	4 926.84	4 284.21	4 926.84	0.00%

OVERSTRAND MUNICIPALITY TARIFF LIST 2019/2020

WATER TARIFFS (ROUNDING APPLICABLE)

Tariff Code	Detail	2019/2020		2018/2019		1.057
		Exclude VAT	Include VAT 15%	Exclude VAT	Include VAT 15%	1.115
WD	CONSUMER DEPOSITS					
WD1	Domestic - Water	594.03	no vat	562.00	no vat	5.70%
WD2	Commercial - Water - Consumption < 40kl	2 376.14	no vat	2 248.00	no vat	5.70%
WD3	Commercial - Water - Consumption 40 - 100kl	8 314.36	no vat	7 866.00	no vat	5.70%
WD4	Commercial - Water - Consumption 100 kl +	14 252.59	no vat	13 484.00	no vat	5.70%
WD5	Domestic - Water RUE's	Applicable Rue's X WD1A	no vat	Applicable Rue's X WD1A	no vat	
WD6	Indigent - registered	190.26	no vat	180.00	no vat	5.70%
WDD	Deposit Defaulters					
WDD1	Domestic - Water - Two Times average consumption during the preceding 12 months (Defaulters)	calculated	no vat	calculated	no vat	
WDD2	Commercial - Water - Consumption < 40kl Two Times average consumption during the preceding 12 months (Defaulters)	calculated	applicable vat	calculated	no vat	
WDD3	Commercial - Water - Consumption 40 - 100kl Two Times average consumption during the preceding 12 months (Defaulters)	calculated	no vat	calculated	no vat	
WDD4	Commercial - Water - Consumption 100 kl + Two Times average consumption during the preceding 12 months (Defaulters)	calculated	no vat	calculated	no vat	
WDD5	Domestic - Water RUE's Two Times average consumption during the preceding 12 months (Defaulters)	calculated	no vat	calculated	no vat	
W1	BASIC CHARGE					
W1A1	Basic Monthly Charge per erf/unit per month	136.50	156.98	129.14	148.51	5.70%
W1A2A	Basic Monthly Charge: Residential Indigent as per paragraph A of the Indigent Policy per erf/unit per month	136.50	156.98	129.14	148.51	5.70%
W1A2B	Basic Monthly Charge: Residential Indigent as per paragraph B, C & D of the Indigent Policy per erf/unit per month	129.14	148.51	129.14	148.51	0.00%
W1A3	Infrastructure					
W1A3A	Fixed Infrastructure Basic Charge per erf/unit per month	15.45	17.77	15.45	17.77	0.00%
W1A3B	Fixed Infrastructure Basic Charge per erf/unit per month	8.41	9.67	8.41	9.67	0.00%
W1A3C	Subsidised Fixed Infrastructure Basic Charge per erf/unit per month - Registered Indigent Households	8.41	9.67	8.41	9.67	0.00%
	<i>See attachment for the amount of RUE's allocated to different household consumers</i>					
W1B	CONSUMPTION - HOUSEHOLDS					
	Normal Tariff & Level 1 restrictions					
W1B1	0 - 6 kl per kl	5.60	6.44	5.02	5.77	11.50%
W1B2	7 - 18 kl per kl	11.47	13.19	10.85	12.48	5.70%
W1B3	19 - 30 kl per kl	18.61	21.41	17.61	20.25	5.70%
W1B4	31 - 45 kl per kl	28.66	32.95	27.11	31.18	5.70%
W1B5	46 - 60 kl per kl	37.22	42.80	35.21	40.49	5.70%
W1B6	>60kl per kl	49.64	57.08	46.96	54.00	5.70%
	Restriction Tariff 1 (level 2 & 3 restrictions)					
W1B7	0 - 6 kl per kl	5.60	6.44	5.02	5.77	11.50%

OVERSTRAND MUNICIPALITY TARIFF LIST 2019/2020

W1B8	7 - 18 kl per kl	14.91	17.15	14.11	16.23	5.70%
W1B9	19 - 30 kl per kl	24.19	27.82	22.89	26.32	5.70%
W1B10	31 - 45 kl per kl	37.25	42.84	35.24	40.53	5.70%
W1B11	46 - 60 kl per kl	51.13	58.80	48.37	55.63	5.70%
W1B12	>60kl per kl	68.18	78.40	64.50	74.18	5.70%
	Restriction Tariff 2 (level 4 & 5 restrictions)					
W1B13	0 - 6 kl per kl	5.60	6.44	5.02	5.77	11.50%
W1B14	7 - 18 kl per kl	18.37	21.13	17.38	19.99	5.70%
W1B15	19 - 30 kl per kl	29.79	34.25	28.18	32.41	5.70%
W1B16	31 - 45 kl per kl	45.85	52.73	43.38	49.89	5.70%
W1B17	46 - 60 kl per kl	62.94	72.39	59.55	68.48	5.70%
W1B18	>60kl per kl	83.90	96.49	79.38	91.29	5.70%
	Restriction Tariff 3 (level 6 restrictions)					
W1B19	0 - 6 kl per kl	5.60	6.44	5.02	5.77	11.50%
W1B20	7 - 18 kl per kl	24.25	27.88	22.94	26.38	5.70%
W1B21	>18 kl per kl	104.89	120.62	99.23	114.11	5.70%
W1BI	CONSUMPTION - REGISTERED INDIGENT HOUSEHOLDS					
	Normal Tariff & Level 1 restrictions					
W1BI1	0 - 6 kl per kl - subsidised	5.60	6.44	5.02	5.77	11.50%
W1BI2	7 - 18 kl per kl	11.47	13.19	10.85	12.48	5.70%
W1BI3	19 - 30 kl per kl	18.61	21.41	17.61	20.25	5.70%
W1BI4	31 - 45 kl per kl	28.66	32.95	27.11	31.18	5.70%
W1BI5	46 - 60 kl per kl	37.22	42.80	35.21	40.49	5.70%
W1BI6	>60kl per kl	49.64	57.08	46.96	54.00	5.70%
	Restriction Tariff 1 (level 2 & 3 restrictions)					
W1BI7	0 - 6 kl per kl - subsidised	5.60	6.44	5.02	5.77	11.50%
W1BI8	7 - 18 kl per kl	14.91	17.15	14.11	16.23	5.70%
W1BI9	19 - 30 kl per kl	24.19	27.82	22.89	26.32	5.70%
W1BI10	31 - 45 kl per kl	37.25	42.84	35.24	40.53	5.70%
W1BI11	46 - 60 kl per kl	51.13	58.80	48.37	55.63	5.70%
W1BI12	>60kl per kl	68.18	78.40	64.50	74.18	5.70%
	Restriction Tariff 2 (level 4 & 5 restrictions)					
W1BI13	0 - 6 kl per kl - subsidised	5.60	6.44	5.02	5.77	11.50%
W1BI14	7 - 18 kl per kl	18.37	21.13	17.38	19.99	5.70%
W1BI15	19 - 30 kl per kl	29.79	34.25	28.18	32.41	5.70%
W1BI16	31 - 45 kl per kl	45.85	52.73	43.38	49.89	5.70%
W1BI17	46 - 60 kl per kl	62.94	72.39	59.55	68.48	5.70%
W1BI18	>60kl per kl	83.90	96.49	79.38	91.29	5.70%
	Restriction Tariff 3 (level 6 restrictions)					
W1BI19	0 - 6 kl per kl - subsidised	5.60	6.44	5.02	5.77	11.50%
W1BI20	7 - 18 kl per kl	24.25	27.88	22.94	26.38	5.70%
W1BI21	>18 kl per kl	104.89	120.62	99.23	114.11	5.70%
W1C	CONSUMPTION - ALL OTHER					
	Normal Tariff & Level 1 restrictions					

OVERSTRAND MUNICIPALITY TARIFF LIST 2019/2020

W1C1	0 - 18 kl per kl	12.69	14.60	12.01	13.81	5.70%
W1C2	19 - 30 kl per kl	18.61	21.41	17.61	20.25	5.70%
W1C3	31 - 45 kl per kl	28.66	32.95	27.11	31.18	5.70%
W1C4	46 - 60 kl per kl	37.22	42.80	35.21	40.49	5.70%
W1C5	>60 kl per kl	49.64	57.08	46.96	54.00	5.70%
Restriction Tariff 1 (level 2 & 3 restrictions)						
W1C6	0 - 18 kl per kl	16.50	18.97	15.61	17.95	5.70%
W1C7	19 - 30 kl per kl	24.19	27.82	22.89	26.32	5.70%
W1C8	31 - 45 kl per kl	37.25	42.84	35.24	40.53	5.70%
W1C9	46 - 60 kl per kl	51.14	58.81	48.38	55.64	5.70%
W1C10	>60 kl per kl	68.17	78.39	64.49	74.16	5.70%
Restriction Tariff 2 (level 4 & 5 restrictions)						
W1C11	0 - 18 kl per kl	20.32	23.36	19.22	22.10	5.70%
W1C12	19 - 30 kl per kl	29.79	34.25	28.18	32.41	5.70%
W1C13	31 - 45 kl per kl	45.85	52.73	43.38	49.89	5.70%
W1C14	46 - 60 kl per kl	62.94	72.39	59.55	68.48	5.70%
W1C15	>60 kl per kl	83.90	96.49	79.38	91.29	5.70%
Restriction Tariff 3 (level 6 restrictions)						
W1C16	0 - 10 kl per kl	25.39	29.20	24.02	27.62	5.70%
W1C17	>10 kl per kl	104.89	120.62	99.23	114.11	5.70%
W1D	OTHER CONSUMERS					
W1D1	Departmental per Kl	23.39	26.90	21.63	24.87	8.14%
W1D2	Fire Hoses: Basic per Month	173.71	199.76	164.34	188.99	5.70%
W1D3	Bulk usage (Unconnected to networks) per Kl - Consumers Permanently residing within Overstrand municipality area	14.05	16.15	13.29	15.28	5.70%
W1D3A	Restriction Tariff 1 (level 2 & 3 water restrictions)	18.27	21.01	new	new	
W1D3B	Restriction Tariff 2 (level 4 & 5 water restrictions)	22.28	25.62	new	new	
W1D3C	Restriction Tariff 3 (level 6 water restrictions)	28.10	32.32	new	new	
W1D4	Kid Brooke (Van Cauter 0 - 8000kl per year)	0.08	0.10	0.08	0.09	5.70%
W1D5	Onrus Small Holdings tariff 2 (Van Cauter)	0.08	0.10	0.08	0.09	5.70%
W1D6	Onrus Small Holdings tariff 4 (Per agreement)	1.11	1.28	1.05	1.21	5.70%
W1D7	Contractors water consumption - temporary connection	23.39	26.90	21.63	24.87	8.14%
W1D8	Bulk usage (Unconnected to networks) per Kl - People residing outside the Overstrand municipal area & Level 1 restrictions	52.11	59.93	49.30	56.70	5.70%
W1D8A	Restriction Tariff 1 (level 2 & 3 water restrictions)	67.74	77.23	64.09	73.06	5.70%
W1D8B	Restriction Tariff 2 (level 4 & 5 water restrictions)	83.38	95.05	78.88	89.92	5.70%
W1D8C	Restriction Tariff 3 (level 6 water restrictions)	104.22	118.81	98.60	112.40	5.70%
W1E	WET COMMERCIAL, SPORT, PARKS etc (must apply for this tariff)					
Normal Tariff & Level 1 restrictions						
W1E1	0 - 500kl per kl	18.47	21.24	17.47	20.09	5.70%
W1E2	501 - 1000kl per kl	27.92	32.10	26.41	30.37	5.70%
W1E3	>1000kl per kl	37.23	42.81	35.22	40.50	5.70%
Restriction Tariff 1 (level 2 & 3 restrictions)						
W1E4	0 - 300kl per kl	24.02	27.62	22.72	26.13	5.70%

OVERSTRAND MUNICIPALITY TARIFF LIST 2019/2020

W1E5	301 - 700kl per kl	36.29	41.73	34.33	39.48	5.70%
W1E6	>700kl per kl	48.40	55.66	45.79	52.66	5.70%
Restriction Tariff 2 (level 4 & 5 restrictions)						
W1E7	0 - 250kl per kl	29.55	33.99	27.96	32.15	5.70%
W1E8	251 - 500kl per kl	44.67	51.37	42.26	48.60	5.70%
W1E9	>500kl per kl	59.56	68.50	56.35	64.80	5.70%
Restriction Tariff 3 (level 6 restrictions)						
W1E10	0 - 100kl per kl	36.94	42.48	34.95	40.19	5.70%
W1E11	>100 kl per kl	74.46	85.62	70.44	81.01	5.70%
W1F	WET INDUSTRY (Marine etc. must apply for this tariff) (Average of 100kl per day over previous 365 days)					
Normal Tariff & Level 1 restrictions						
W1F1	0 - 5800kl per kl	19.24	22.12	18.20	20.93	5.70%
W1F2	> 5800kl per kl	37.23	42.81	35.22	40.50	5.70%
Restriction Tariff 1 (level 2 & 3 restrictions)						
W1F3	0 - 5800kl per kl	25.01	28.76	23.66	27.21	5.70%
W1F4	> 5800kl per kl	48.40	55.66	45.79	52.66	5.70%
Restriction Tariff 2 (level 4 & 5 restrictions)						
W1F5	0 - 5800kl per kl	30.78	35.40	29.12	33.49	5.70%
W1F6	> 5800kl per kl	59.56	68.50	56.35	64.80	5.70%
Restriction Tariff 3 (level 6 restrictions)						
W1F7	0 - 5 800kl per kl	38.47	44.25	36.40	41.86	5.70%
W1F8	>5 800 kl per kl	74.46	85.62	70.44	81.01	5.70%
W2A	AVAILABILITY CHARGES					
W2A1	Overstrand per month	136.50	156.98	129.14	148.51	5.70%
W2A2	Farms connected to water pipe line	136.50	156.98	129.14	148.51	5.70%
W2J	REBATES (This can be granted by the Municipal Manager after application) refer to Policy # 6.8.1					
W2J1	Kl above average - per kl	23.39	26.90	21.63	24.87	8.14%
W3A	IRRIGATION WATER ("LEI WATER") & RAW WATER					
W3A1	Use and pump water (80-90 min) per MONTH Stanford	41.72	47.98	39.47	45.39	5.70%
W3A2	Pearly Beach Small Holdings: Basic	50.91	58.54	48.16	55.38	5.70%
W3A3	Pearly Beach Small Holdings: Consumption 0- 70 kl per kl	3.98	4.58	3.77	4.34	5.70%
W3A4	Pearly Beach Small Holdings: Consumption >70 kl per kl	9.32	10.72	8.82	10.14	5.70%
W3A5	Others	3.98	4.58	3.77	4.34	5.70%
W3A6	Farm 1/722 Stanford as per agreement 1.75% of raw water abstraction from municipal boreholes, maximum 8760 kl/a	0.00	0.00	0.00	0.00	0.00%
W3A7	Farm 586 Volmoed raw water from De Bos pipeline consumption 0 - 300 kl/month per kl	0.00	0.00	0.00	0.00	0.00%
W3A8	Farm 586 Volmoed raw water from De Bos pipeline consumption >300 kl/month per kl	3.75	4.32	3.55	4.08	5.70%
W3B	IRRIGATION WATER - (TREATED EFFLUENT)					
W3B2	Hermanus Golf Club per month	45 289.63	52 083.07	42 847.33	49 274.43	5.70%
W3B3	All other per kl	2.55	2.93	2.41	2.77	5.70%
W3B4	Schools, municipal sports grounds & project sport grounds as per agreement	no charge	no vat	no charge	no vat	5.70%
W3B5	Curro Holdings - 250kl free per day as per deed of sale	2.55	2.93	2.41	2.77	
W4	SUNDRY CHARGES					
W4A1	Testing of a Meter (Call-out Fee incl)(Conditionally refundable)	912.17	1 049.00	862.61	992.00	5.75%

OVERSTRAND MUNICIPALITY TARIFF LIST 2019/2020

W4A2	Testing of a Meter (Ind/Bulk Meter)(Conditionally refundable) *Minimum charge of R500	Cost plus 15%	applicable vat	Cost plus 15%	applicable vat	
W4A3	Disconnection	413.91	476.00	391.30	450.00	5.78%
W4A4	Reconnection	413.91	476.00	391.30	450.00	5.78%
W4A5	Reconnection After Normal Working Hours	826.96	951.00	782.61	900.00	5.67%
W4A6	Administration fee - recalculation due to no meter access	161.74	186.00	153.04	176.00	5.68%
W4A7	Verification of a Meter Reading	226.09	260.00	213.91	246.00	5.69%
W4A8	Final and Special Readings	206.96	238.00	195.65	225.00	5.78%
W4A9	Call-out Fee - Normal Working Hours	413.04	475.00	390.44	449.01	5.79%
W4A10	Call-out Fee - After Hours	826.09	950.00	781.74	899.00	5.67%
W4A11	Replacement of damage meter	1 109.57	1 276.00	1 049.57	1 207.01	5.72%
W4A12	Removal of Meter (based on call out fee)	912.17	1 049.00	862.61	992.00	5.75%
W4A13	Registration of Borehole (Including inspection fee)	309.57	356.00	293.04	337.00	5.64%
W4A14	Repositioning of Meter (excl. pipe)	907.83	1 044.00	859.13	988.00	5.67%
W4A15	Convert to Water Flow Restrictor Meter	2 956.52	3 400.00	2 797.39	3 217.00	5.69%
W4A16	Temporary Connections - Deposit	7 780.00	no vat	7 360.00	no vat	5.71%
W4A17	Temporary Connection - Usage per kl	23.39	26.90	18.96	21.80	23.36%
W4A18	Damage of Water Meter	Actual cost plus 15%	applicable vat	Actual cost plus 15%	applicable vat	
W4A19	Damage of Watermain	Actual cost plus R3 127.07	applicable vat	Actual cost plus R2,958.44	applicable vat	5.70%
W4A20	Damage of Service Connection (including water meter)	Actual cost plus R822.02	applicable vat	Actual cost plus R777.69	applicable vat	5.70%
W5	ILLEGAL CONNECTION / TAMPERING FEE					
W5A1	1st Offence	6 901.00	no vat	6 529.00	no vat	5.70%
W5A2	2 nd Offence Must convert to a flow-restriction watermeter at applicable tariff plus	8 098.00	no vat	7 661.00	no vat	5.70%
W5A3	3rd Offence (Restriction of service and remedial action fee = double previous offence fee)	Previous offence amount X 2	applicable vat	Previous offence amount X 2	applicable vat	
W6	CONNECTION FEE					
W6A1	20 mm Connection Conventional Meter	5 055.65	5 814.00	4 782.61	5 500.00	5.71%
W6A2	20 mm Connection Water Flow Restrictor Meter	6 003.48	6 904.00	5 680.00	6 532.00	5.70%
W6A3	Other Connections	Actual cost plus 15%	applicable vat	Actual cost plus 15%	applicable vat	
W6A4	Connections (Erf Boundary - by Developer)	1 314.78	1 512.00	1 243.48	1 430.00	5.73%
W7	BULK SERVICES DEVELOPMENT FEES					
	Tariffs set out in Development Contribution Tariff list					

OVERSTRAND MUNICIPALITY TARIFF LIST 2019/2020**ANNEXURE TO WATER TARIFFS****ALLOCATION OF RUE's TO CATEGORIES OF CONSUMERS 2019/2020**

Clinics - Out patients	* 1 RUE
Flats	* 1 RUE per Unit
Guest Houses and B & B's	* 1 RUE
Household related consumers that do not fall in one of the above household consumer categories	* Upon application the Engineering & Financial Departments will assess the validity within the tariff's structural framework
Old Age Homes, Hostels & Boarding School	* 1 RUE per 7 beds
Retirement Villages, Hospital & Hospice	* 1 RUE per 1 residential unit * 1 RUE per 7 beds
Single Residential erven	* 1 RUE
Townhouse and Group developments	* 1 RUE per unit (Please note that Townhouse/Group Developments must apply should they require more than 1 RUE during development) * RUE's only applicable from date of application and approval

RUE = Residential Unit Equivalent

OVERSTRAND MUNICIPALITY TARIFF LIST 2019/2020

DEVELOPMENT CONTRIBUTION TARIFFS (ROUNDING APPLICABLE)

Tariff Code	Detail	2019/2020		2018/2019		1.057
		Exclude VAT	Include VAT 15%	Exclude VAT	Include VAT 15%	
		R	R	R	R	
DC1	WATER					
DC1A	Standard Fee per Equivalent Unit	19 934.78	22 925.00	18 859.65	21 688.60	5.70%
DC2	ELECTRICITY					
DC2A	Sub Division of Existing Erf					
DC2A1	Single Phase 60 AMP (5 kVA) Domestic X Tariff E15A4 = P/ERF PLUS Standard Connection Fees	27 947.35	32 139.45	27 947.35	32 139.45	0.00%
DC2B	New Developments					
DC2B1	Standard fee per Singel Phase Domestic erf - infrastructure provide by developer (Based on 13.8 kVA x E15A2 x.36)	16 708.18	19 214.41	16 708.18	19 214.41	0.00%
DC2B2	Standard fee per Three Phase Domestic erf - infrastructure provide by developer (Based on 42kVA x E15A2x.36)	50 850.98	58 478.63	50 850.98	58 478.63	0.00%
DC2C	MV/LV Bulk Supply with metering point cost / kVA= Tariff E15A2	3 363.16	3 867.63	3 363.16	3 867.63	0.00%
DC2C1	LV Bulk Supply if capacity is available on existing TF cost / kVA = Tariff E15A3	4 284.21	4 926.84	4 284.21	4 926.84	0.00%
DC3	SEWERAGE					
DC3A	Standard Fee per Equivalent Unit	13 440.87	15 457.00	12 715.79	14 623.16	5.70%
DC4	ROADS					
DC4A	Standard Fee per Equivalent Unit	6 026.96	6 931.00	5 701.75	6 557.01	5.70%
DC5	STORMWATER					
DC5A	Standard Fee per Equivalent Unit	6 953.91	7 997.00	6 578.95	7 565.79	5.70%
DC6	SOLID WASTE					
DC6A	Standard Fee per Equivalent Unit	1 205.22	1 386.00	1 140.35	1 311.40	5.69%
DC7	OFF-GRID DEVELOPMENT/UNITS					
DC7A	As per signed agreement as recommended by the Director: Infrastructure and Planning and approval by the Municipal Manager	as per agreement	applicable vat	as per agreement	applicable vat	
DC8	EVALUATION/INVESTIGATION LEVIES are payable OVER and ABOVE the Bulk Service Levies					
DC8A	Water					
	No. of Equivalent units					
DC8A1	1 - 4	no charge	no vat	no charge	no vat	
DC8A2	5 - 10	8 350.44	9 603.00	7 900.00	9 085.00	5.70%
DC8A3	11 - 25	14 058.26	16 167.00	13 300.00	15 295.00	5.70%
DC8A4	26 - 50	19 343.48	22 245.00	18 300.00	21 045.00	5.70%
DC8A5	51 - 100	22 197.39	25 527.00	21 000.00	24 150.00	5.70%
DC8A6	101 - 250	24 627.83	28 322.00	23 300.00	26 795.00	5.70%
DC8A7	251 - 500	28 750.44	33 063.00	27 200.00	31 280.00	5.70%
DC8A8	501 - 2000	32 449.57	37 317.00	30 700.00	35 305.00	5.70%
DC8A9	2000 – 5000	39 003.48	44 854.00	36 900.00	42 435.00	5.70%
DC8A10	> 5001	44 288.70	50 932.00	41 900.00	48 185.00	5.70%

OVERSTRAND MUNICIPALITY TARIFF LIST 2019/2020

DC8E	Sanitation					
	No. of Equivalent units					
		no charge	no vat	no charge	no vat	
DC8E1	1 - 4					
DC8E2	5 - 10	8 350.44	9 603.00	7 900.00	9 085.00	5.70%
DC8E3	11 - 25	14 058.26	16 167.00	13 300.00	15 295.00	5.70%
DC8E4	26 - 50	19 343.48	22 245.00	18 300.00	21 045.00	5.70%
DC8E5	51 - 100	22 197.39	25 527.00	21 000.00	24 150.00	5.70%
DC8E6	101 - 250	24 627.83	28 322.00	23 300.00	26 795.00	5.70%
DC8E7	251 - 500	28 750.44	33 063.00	27 200.00	31 280.00	5.70%
DC8E8	501 - 2000	32 449.57	37 317.00	30 700.00	35 305.00	5.70%
DC8E9	2000 – 5000	39 003.48	44 854.00	36 900.00	42 435.00	5.70%
DC8E10	> 5001	44 288.70	50 932.00	41 900.00	48 185.00	5.70%

OVERSTRAND MUNICIPALITY TARIFF LIST 2019/2020

RESORTS TARIFF LIST (ROUNDING APPLICABLE)

Tariff Code	Detail	2019/2020		2018/2019		
		Exclude VAT	Include VAT 15%	Exclude VAT	Include VAT 15%	
	** A deposit of 50% of the total amount payable is applicable to secure the booking					1.057 normal
	** On cancellation of the booking an administration fee of 15% will deducted from the deposit					1.15 electricity
	** On cancellation of the booking less than 14 days prior to the commencement of the booking period, the deposit will not be paid back					
R 1	PALMIET & KLEINMOND CARAVAN PARKS					
R1A	Peak Season - 1 December - 31 January & Easter Weekend					
R1A1	A Stands per day	396.52	456.00	374.78	431.00	5.80%
R1A2	B Stands per day	318.26	366.00	300.87	346.00	5.78%
R1A3	C Stands per day	282.61	325.00	266.96	307.00	5.86%
R1B	Off-Peak Season - 1 February - 30 November (Excluding Easter Weekend)					
R1B1	A Stands per day	220.00	253.00	207.83	239.00	5.86%
R1B2	B Stands per day	188.70	217.00	178.26	205.00	5.85%
R1B3	C Stands per day	173.04	199.00	163.48	188.00	5.85%
	The above tariffs include for up to four (4) persons and one (1) vehicle with one trailer or caravan or small boat per day					
R1F	Sundry Costs					
R1F1	Electricity if available per stand per day	25.00	28.75	21.74	25.00	15.00%
R1F2	Additional persons up to a maximum of two (2) - per person per day	57.39	66.00	53.91	62.00	6.46%
R1F3	Additional vehicle or small trailer or small boat to maximum of 2 units - per unit per day	32.17	37.00	30.44	35.00	5.70%
R1F4	Day visitors for campers up to a maximum of four (4) per person per day	57.39	66.00	53.91	62.00	6.46%
R1F5	Day visitors vehicle per day	44.35	51.00	41.74	48.00	6.25%
	NOTE: Special arrangements must be made with the Camp Manager to allow day visitors					
R1F6	Children under two (2) years	no charge	no vat	no charge	no vat	
R1F7	Children under twelve (12)	28.70	33.00	26.96	31.00	6.44%
R1F8	Gate Card / Key Deposit per set - Refundable	166.00	no vat	157.00	no vat	5.73%
R1J	Low Season: Pensioners, Caravan Clubs more than 10 caravans, Mobile Camper Vehicles & RV groups (not caravans) more than 20 campers					
	Note: Pensioners to be defined as persons sixty (60) years and older					
R1J1	May get a discount on the stands	50%	applicable vat	50%	applicable vat	
R1J2	Qualify for a reduced tariff for a period of 30 days	2 673.04	3 074.00	2 528.70	2 908.00	5.71%
R 10	KLEINMOND: FRANK ROBB HUT					
R10A	Camping per person per day (Maximum of 10 persons)	93.91	108.00	88.70	102.00	5.88%
R 20	ONRUS CARVAN PARK: PLETT HOUSE					
R20A	Peak Season - 1 December - 31 January & Easter Weekend	438.26	504.00	414.78	477.00	5.66%
R20B	Off-Peak Season - 1 February - 30 November (Excluding Easter Weekend)	272.17	313.00	257.39	296.00	5.74%
R 30	ONRUS CARVAN PARK					
R30A	Peak Season - 1 December - 31 January & Easter Weekend					
R30A1	A Stands per day	432.17	497.00	408.70	470.00	5.74%
R30A2	B Stands per day	331.30	381.00	313.04	360.00	5.83%
R30A3	C Stands per day	302.61	348.00	286.09	329.00	5.77%
R30B	Off-Peak Season - 1 February - 30 November (Excluding Easter Weekend)					
R30B1	A Stands per day	239.13	275.00	226.09	260.00	5.77%
R30B2	B Stands per day	202.61	233.00	191.30	220.00	5.91%

OVERSTRAND MUNICIPALITY TARIFF LIST 2019/2020

R30B3	C Stands per day	188.70	217.00	178.26	205.00	5.85%
	The above tariffs include for up to four (4) persons and one (1) vehicle with one trailer or caravan or small boat per day					
R30F	Sundry Costs					
R30F1	Electricity if available per stand per day	25.00	28.75	21.74	25.00	15.00%
R30F2	Additional persons up to a maximum of two (2) - per person per day	63.48	73.00	60.00	69.00	5.80%
R30F3	Additional vehicle or small trailer or small boat to maximum of 2 units - per unit per day	33.91	39.00	32.17	37.00	5.41%
R30F4	Children under two (2) years	no charge	no vat	no charge	no vat	
R30F5	Children under twelve (12)	32.17	37.00	30.44	35.00	5.70%
R30F6	Daily Functions (pre-arrangement) per day	156.52	180.00	147.83	170.00	5.88%
R30F7	Full 30 day Rental	4 272.17	4 913.00	4 041.74	4 648.00	5.70%
R30F8	Gate Card / Key Deposit per set - Refundable	169.00	no vat	160.00	no vat	5.63%
R30J	Long Term Rental					
R30J1	Rental per annum	13 976.52	16 073.00	13 222.61	15 206.00	5.70%
	Plus:					
R30J2	Pergola with covering per annum	1 498.26	1 723.00	1 417.39	1 630.00	5.71%
R30J3	Water tap per annum	319.13	367.00	301.74	347.00	5.76%
R30J4	Structure for storing purposes per annum	319.13	367.00	301.74	347.00	5.76%
R30J5	Permanent fireplace structure per annum	319.13	367.00	301.74	347.00	5.76%
R30J6	Electricity per stand per annum	1 104.00	1 269.60	960.00	1 104.00	15.00%
R30L	Low Season: Pensioners, Caravan Clubs more than 10 caravans, Mobile Camper Vehicles & RV groups (not caravans) more than 20 campers					
	Note: Pensioners to be defined as persons sixty (60) years and older					
R30L1	May get a discount on the stands	50%	applicable vat	50%	applicable vat	
R30L2	Qualify for a reduced tariff for a period of 30 days	2 937.39	3 378.00	2 760.00	3 174.00	6.43%
R 60	GANSBAAAI CARAVAN PARK					
R60A	Peak Season - 1 December - 31 January & Easter Weekend					
R60A1	A+ Stands per day	313.04	360.00	295.65	340.00	5.88%
R60A2	A Stands per day	266.96	307.00	252.17	290.00	5.87%
R60A3	B Stands per day	220.00	253.00	207.83	239.00	5.86%
R60A4	C Stands per day	188.70	217.00	178.26	205.00	5.85%
R60B	Off-Peak Season - 1 February - 30 November (Excluding Easter Weekend)					
R60B1	A+ Stands per day	240.00	276.00	226.96	261.00	5.75%
R60B2	A Stands per day	198.26	228.00	187.83	216.00	5.55%
R60B3	B Stands per day	188.70	217.00	178.26	205.00	5.85%
R60B4	C Stands per day	173.04	199.00	163.48	188.00	5.85%
	The above tariffs include for up to four (4) persons and one (1) vehicle with one trailer or caravan or small boat per day					
R60F	Sundry Costs					
R60F1	Additional persons up to a maximum of two (2) - per person per day	57.39	66.00	53.91	62.00	6.46%
R60F2	Additional vehicle or small trailer or small boat - per unit per day	41.74	48.00	39.13	45.00	6.67%
R60F3	Children under two (2) years	no charge	no vat	no charge	no vat	
R60F4	Children under twelve (12)	28.70	33.00	26.96	31.00	6.44%
R60F5	Day visitors for campers up to a maximum of four (4) per person per day	41.74	48.00	39.13	45.00	6.67%
R60F6	Gate Card / Key Deposit per set - Refundable	166.00	no vat	157.00	no vat	5.73%
R60J	Long Term Rental					
R60J1	Rental per annum	7 846.09	9 023.00	7 422.61	8 536.00	5.71%

OVERSTRAND MUNICIPALITY TARIFF LIST 2019/2020

E60K	Low Season: Pensioners, Caravan Clubs more than 10 caravans, Mobile Camper Vehicles & RV groups (not caravans) more than 20 campers				
	Note: Pensioners to be defined as persons sixty (60) years and older				
R60K1	May get a discount on the stands	50%	applicable vat	50%	applicable vat
R 80	HAWSTON DAY CAMPING SITE				
R80A	Peak Season - 1 December - 31 January & Easter Weekend				
R80A1	Camping Sites	188.70	217.00	178.26	205.00 5.85%
R80A2	Parking Fees per vehicle (excluding busses >20 seats)	13.91	16.00	13.04	15.00 6.67%
R80A3	Per Bus >20 seats	161.74	186.00	153.04	176.00 5.68%
R80A4	Entrance Fee: Adults (per person)	13.91	16.00	13.04	15.00 6.67%
R80A5	Entrance Fee: Children (per child < 12)	4.35	5.00	4.35	5.00 0.00%
R80B	Off-Peak Season - 1 February - 30 November (Excluding Easter Weekend)				
R80B1	Camping Sites	102.61	118.00	97.39	112.00 5.36%
R80B2	Parking Fees per vehicle (excluding busses >20 seats)	13.91	16.00	13.04	15.00 6.67%
R80B3	Per Bus >20 seats	161.74	186.00	153.04	176.00 5.68%
R80B4	Entrance Fee: Adults (per person)	13.91	16.00	13.04	15.00 6.67%
R80B5	Entrance Fee: Children (per child < 12)	4.35	5.00	4.35	5.00 0.00%
R80B6	The above tariffs include for up to six (6) persons and one (1) vehicle with one trailer or caravan or small boat per day				
R80E	Sundry Costs				
R80E1	Electricity if available per stand per day	25.00	28.75	21.74	25.00 15.00%
R80E2	Additional vehicle or small trailer or small boat - per unit per day	39.13	45.00	37.39	43.00 4.65%
R80E3	Events - partial or whole day camp site, per day or portion of the day (Excluding other services eg. Refuse collection, electricity etc.)	533.91	614.00	505.22	581.00 5.68%
R80J	Low Season: Pensioners, Caravan Clubs more than 10 caravans, Mobile Camper Vehicles & RV groups (not caravans) more than 20 campers				
	Note: Pensioners to be defined as persons sixty (60) years and older				
R80J1	May get a discount on the stands	50%	applicable vat	50%	applicable vat

ANNEXURE D

TARIFF BASKETS

MONTHLY BASKET OF TARIFFS - SINGLE RESIDENTIAL 2019/2020

Residential

High Consumption with credit elect meter

Valuation R3 500 000

		Year	Year	Increase/Decrease	
		2018/2019	2019/2020	Amount	%
Rates		1 240.85	1 311.58	70.73	5.70
Sewer	SE7A1+SE8A	568.69	601.15	32.46	5.71
Infrastructure Basic Charge Water, Electricity & Sewer		53.54	53.54	0.00	0.00
Refuse	1X Per Week	164.35	185.49	21.14	12.86
Water	50 kl	1 083.48	1 146.99	63.51	5.86
VAT	15%	280.51	298.07	17.57	6.26
SUB TOTAL		3 391.42	3 596.81	205.39	6.06
Electricity Credit Meter	1500 kWh	2 967.41	3 413.69	446.28	15.04
VAT	15%	445.11	512.05	66.94	15.04
TOTAL		6 803.94	7 522.56	718.62	10.56
HPP if applicable		124.09	0.00	-124.09	-100.00

High Consumption with prepaid elect meter

Valuation R3 500 000

		2018/2019	2019/2020	Amount	%
Rates		1 240.85	1 311.58	70.73	5.70
Sewer	SE7A1+SE8A	568.69	601.15	32.46	5.71
Infrastructure Basic Charge Water, Electricity & Sewer		53.54	53.54	0.00	0.00
Refuse	1X Per Week	164.35	185.49	21.14	12.86
Water	50 kl	1 083.48	1 146.99	63.51	5.86
VAT	15%	280.51	298.07	17.57	6.26
SUB TOTAL		3 391.42	3 596.81	205.39	6.06
Electricity Prepaid Meter	1500 kWh	2 840.62	3 268.32	427.69	15.06
VAT	15%	426.09	490.25	64.15	15.06
TOTAL		6 658.13	7 355.38	697.24	10.47
HPP if applicable		124.09	0.00	-124.09	-100.00

Medium Consumption with credit elect meter

Valuation R2 500 000

		2018/2019	2019/2020	Amount	%
Rates		881.18	931.41	50.23	5.70
Sewer	SE7A1+SE8A	341.89	361.40	19.51	5.71
Infrastructure Basic Charge Water, Electricity & Sewer		53.54	53.54	0.00	0.00
Refuse	1X Per Week	164.35	185.49	21.14	12.86
Water	25 kl	412.73	438.00	25.27	6.12
VAT	15%	145.88	155.76	9.89	6.78
SUB TOTAL		1 999.57	2 125.60	126.03	6.30
Electricity Credit Meter	800 kWh	1 525.27	1 755.23	229.96	15.08
VAT	15%	228.79	263.28	34.49	15.08
TOTAL		3 753.63	4 144.12	390.49	10.40
HPP if applicable		88.12	0.00	-88.12	-100.00

Medium Consumption with prepaid elect meter

Valuation R2 500 000

		2018/2019	2019/2020	Amount	%
Rates		881.18	931.41	50.23	5.70
Sewer	SE7A1+SE8A	341.89	361.40	19.51	5.71
Infrastructure Basic Charge Water, Electricity & Sewer		53.54	53.54	0.00	0.00
Refuse	1X Per Week	164.35	185.49	21.14	12.86
Water	25 kl	412.73	438.00	25.27	6.12
VAT	15%	145.88	155.76	9.89	6.78
SUB TOTAL		1 999.57	2 125.60	126.03	6.30
Electricity Prepaid Meter	800 kWh	1 454.41	1 674.17	219.76	15.11
VAT	15%	218.16	251.13	32.96	15.11
TOTAL		3 672.14	4 050.90	378.76	10.31
HPP if applicable		88.12	0.00	-88.12	-100.00

Low Consumption with credit meter

Valuation R1 000 000

	2018/2019	2019/2020	Amount	%
Rates	341.68	361.16	19.48	5.70
Sewer SE7A1+SE8A	251.17	265.50	14.33	5.71
Infrastructure Basic Charge Water, Electricity & Sewer	53.54	53.54	0.00	0.00
Refuse 1X Per Week	164.35	185.49	21.14	12.86
Water 15 kl	256.91	273.30	16.39	6.38
VAT 15%	108.90	116.67	7.78	7.14
SUB TOTAL	1 176.55	1 255.66	79.11	6.72
Electricity Credit Meter 600 kWh	1 113.23	1 281.39	168.16	15.11
VAT 15%	166.98	192.21	25.22	15.11
TOTAL	2 456.76	2 729.25	272.49	11.09
<i>HPP if applicable</i>	34.17	0.00	-34.17	-100.00

Low Consumption with prepaid elect meter

Valuation R1 000 000

	2018/2019	2019/2020	Amount	%
Rates	341.68	361.16	19.48	5.70
Sewer SE7A1+SE8A	251.17	265.50	14.33	5.71
Infrastructure Basic Charge Water, Electricity & Sewer	53.54	53.54	0.00	0.00
Refuse 1X Per Week	164.35	185.49	21.14	12.86
Water 15 kl	256.91	273.30	16.39	6.38
VAT 15%	108.90	116.67	7.78	7.14
TOTAL	1 176.55	1 255.66	79.11	6.72
Electricity Prepaid Meter 600 kWh	1 058.35	1 218.70	160.35	15.15
VAT 15%	158.75	182.81	24.05	15.15
	2 393.65	2 657.17	263.52	11.01
<i>HPP if applicable</i>	34.17	0.00	-34.17	-100.00

Life-Line Consumption (ONE PART) (Indigent)

Valuation R50 000

	2018/2019	2019/2020	Amount	%
Rates	0.00	0.00	0.00	0.00
Sewer SE7A1	18.14	19.18	1.04	5.71
Infrastructure Basic Charge Water, Electricity & Sewer	53.54	41.70	-11.84	-22.11
Refuse 1X Per Week	0.00	0.00	0.00	0.00
Water 8 kl	21.70	22.94	1.24	5.70
VAT 15%	14.01	12.57	-1.44	-10.24
SUB TOTAL	107.39	96.39	-11.00	-10.24
Electricity Pre-paid 300 kWh	321.84	366.90	45.06	14.00
VAT 15%	48.28	55.03	6.76	14.00
TOTAL	477.51	518.32	40.81	8.55

Conservancy Tanks**If tariff SE7 is not applicable**

Smaller than 6kl

Greater than 6kl

Outside urban area Plus per km

Plus Per hour

After hours

Smaller than 6kl

Greater than 6kl

	2018/2019	2019/2020	Amount	%
Smaller than 6kl	529.39	559.57	30.18	5.70
Greater than 6kl	529.39	559.57	30.18	5.70
Outside urban area Plus	15.52	16.40	0.88	5.70
Plus	317.91	336.03	18.12	5.70
After hours				
Smaller than 6kl	1 058.78	1 119.13	60.35	5.70
Greater than 6kl	1 058.78	1 119.13	60.35	5.70

Sub-Economic Consumption (Indigent)

Valuation R50 000

	2018/2019	2019/2020	Amount	%
Rates	0.00	0.00	0.00	0.00
Sewer SE7A1	0.00	0.00	0.00	0.00
Infrastructure Basic Charge Water, Electricity & Sewer	41.70	41.70	0.00	0.00
Refuse 1X Per Week	0.00	0.00	0.00	0.00
Water 6 kl	0.00	0.00	0.00	0.00
VAT 15%	6.26	6.26	0.00	0.00
SUB TOTAL	47.96	47.96	0.00	0.00
Electricity Prepaid Meter 150 kWh	159.17	181.46	22.28	14.00
VAT 15%	23.88	27.22	3.34	14.00
TOTAL	231.00	256.63	25.63	11.09

MONTHLY BASKET OF TARIFFS - BUSINESS 2018/2019

Bussiness - Large (Time of Use)

		2018/2019	2019/2020	Amount	%
Valuation R35 000 000					
Rates		23 837.92	25 196.68	1 358.76	5.70
Sewer SE7D1+SE8A	30	8 818.14	9 321.30	503.16	5.71
Infrastructure Basic Charge Water, Electricity & Sewer		53.54	53.54	0.00	0.00
Refuse Bins 2X Per Week	30	9 861.00	11 129.12	1 268.12	12.86
Water 460 kl		20 275.44	21 431.14	1 155.70	5.70
VAT	15%	5 851.22	6 290.27	439.05	7.50
SUB TOTAL		68 697.25	73 422.05	4 724.79	6.88
Electricity Credit Meter 108751 + 436kVA		131 073.94	150 735.03	19 661.09	15.00
VAT	15%	19 661.09	22 610.25	2 949.16	15.00
TOTAL		219 432.28	246 767.33	27 335.05	12.46
HPP if applicable		2 383.79	0.00	-2 383.79	-100.00

Bussiness - Medium (Three Phase)

		2018/2019	2019/2020	Amount	%
Valuation R3 200 000					
Rates		2 179.47	2 303.70	124.23	5.70
Sewer SE7D1+SE8A	1	581.65	614.85	33.20	5.71
Infrastructure Basic Charge Water, Electricity & Sewer		53.54	53.54	0.00	0.00
Refuse 1X Per Week	3	493.05	556.46	63.41	12.86
Water 40 kl		827.74	874.92	47.18	5.70
VAT	15%	293.40	314.97	21.57	7.35
SUB TOTAL		4 428.84	4 718.43	289.59	6.54
Electricity Credit Meter 7000 kWh		12 554.59	14 392.50	1 837.91	14.64
VAT	15%	1 883.19	2 158.88	275.69	14.64
TOTAL		18 866.62	21 269.81	2 403.18	12.74
HPP if applicable		217.95	0.00	-217.95	-100.00

Bussiness - Small (Three Phase)

		2018/2019	2019/2020	Amount	%
Valuation R3 200 000					
Rates		2 179.47	2 303.70	124.23	5.70
Sewer SE7D1+SE8A	1	581.65	614.85	33.20	5.71
Infrastructure Basic Charge Water, Electricity & Sewer		53.54	53.54	0.00	0.00
Refuse 1X Per Week	2	328.70	370.97	42.27	12.86
Water 40 kl		827.74	874.92	47.18	5.70
VAT	15%	268.74	287.14	18.40	6.85
SUB TOTAL		4 239.84	4 505.12	265.28	6.26
Electricity Credit Meter 4000 kWh		7 423.99	8 517.96	1 093.97	14.74
VAT	15%	1 113.60	1 277.69	164.10	14.74
TOTAL		12 777.43	14 300.78	1 523.35	11.92
HPP if applicable		217.95	0.00	-217.95	-100.00

Bussiness - Small (Three Phase)

		2018/2019	2019/2020	Amount	%
Valuation R3 200 000					
Rates		2 179.47	2 303.70	124.23	5.70
Sewer SE7D1+SE8A	1	581.65	614.85	33.20	5.71
Infrastructure Basic Charge Water, Electricity & Sewer		53.54	53.54	0.00	0.00
Refuse 1X Per Week	2	328.70	370.97	42.27	12.86
Water 40 kl		827.74	874.92	47.18	5.70
VAT	15%	268.74	287.14	18.40	6.85
SUB TOTAL		4 239.84	4 505.12	265.28	6.26
Electricity Credit Meter 1000 kWh		2 293.39	2 643.43	350.04	15.26
VAT	15%	344.01	396.51	52.51	15.26
TOTAL		6 877.24	7 545.06	667.82	9.71
HPP if applicable		217.95	0.00	-217.95	-100.00

Bussiness - Small (Three Phase) Prepaid Electricity

		2018/2019	2019/2020	Amount	%
Valuation	R3 200 000				
Rates		2 179.47	2 303.70	124.23	5.70
Sewer	SE7D1+SE8A 1	581.65	614.85	33.20	5.71
Infrastructure Basic Charge Water, Electricity & Sewer		53.54	53.54	0.00	0.00
Refuse	1X Per Week 2	328.70	370.97	42.27	12.86
Water	40 kl	827.74	874.92	47.18	5.70
VAT	15%	268.74	287.14	18.40	6.85
SUB TOTAL		4 239.84	4 505.12	265.28	6.26
Electricity Pre-paid	1000 kWh	2 194.89	2 530.53	335.64	15.29
VAT	15%	329.23	379.58	50.35	15.29
TOTAL		6 763.96	7 415.23	651.27	9.63
HPP if applicable		217.95	0.00	-217.95	-100.00

MONTHLY BASKET OF TARIFFS - VACANT ERVEN 2017/2018

		2018/2019	2019/2020	Amount	%
Valuation High					
Valuation	R780 000				
Rates		480.22	507.59	27.37	5.70
Sewer can connect	Availability	115.09	121.65	6.56	5.70
Refuse	Availability	82.17	92.74	10.57	12.86
Electricity	Availability	291.60	342.63	51.03	17.50
Water	Availability	129.14	136.50	7.36	5.70
Infrastructure Basic Charge Water, Electricity & Sewer		53.54	53.54	0.00	0.00
VAT	15%	100.73	112.06	11.33	11.25
TOTAL		1 252.49	1 366.71	114.22	9.12
HPP if applicable		48.02	0.00	-48.02	-100.00
Valuation Average					
Valuation	R250 000				
Rates		153.92	162.69	8.77	5.70
Sewer can connect	Availability	115.09	121.65	6.56	5.70
Refuse	Availability	82.17	92.74	10.57	12.86
Electricity	Availability	291.60	342.63	51.03	17.50
Water	Availability	129.14	136.50	7.36	5.70
Infrastructure Basic Charge Water, Electricity & Sewer		53.54	53.54	0.00	0.00
VAT	15%	100.73	112.06	11.33	11.25
TOTAL		926.19	1 021.81	95.62	10.32
HPP if applicable		15.39	0.00	-15.39	-100.00
Valuation Lower					
Valuation	R110 000				
Rates		67.72	71.58	3.86	5.70
Sewer can connect	Availability	115.09	121.65	6.56	5.70
Refuse	Availability	82.17	92.74	10.57	12.86
Electricity	Availability	291.60	342.63	51.03	17.50
Water	Availability	129.14	136.50	7.36	5.70
Infrastructure Basic Charge Water, Electricity & Sewer		53.54	53.54	0.00	0.00
VAT	15%	100.73	112.06	11.33	11.25
TOTAL		839.99	930.70	90.71	10.80
Valuation Low					
Valuation	R15 000				
Rates		9.24	9.76	0.53	5.70
Sewer can connect	Availability	115.09	121.65	6.56	5.70
Refuse	Availability	82.17	92.74	10.57	12.86
Electricity	Availability	291.60	342.63	51.03	17.50
Water	Availability	129.14	136.50	7.36	5.70
Infrastructure Basic Charge Water, Electricity & Sewer		53.54	53.54	0.00	0.00
VAT	15%	100.73	112.06	11.33	11.25
TOTAL		781.51	868.88	87.37	11.18

ANNEXURE E

CAPITAL BUDGET, WARD PROJECTS & HOUSING PROGRAMME

DRAFT CAPITAL BUDGET 2019/20 - 2023/24

								2019/20 BUDGET			2020/21 BUDGET			2021/22 BUDGET		
Area	Local Area	Ward	Project Description	GPS Co-ordinates	New/ Renewal/ Upgrading	Project Manager	Funding Source	COUNCIL FUNDED	EXTERNAL (GRANTS)	TOTAL	COUNCIL FUNDED	EXTERNAL (GRANTS)	TOTAL	COUNCIL FUNDED	EXTERNAL (GRANTS)	TOTAL
EXECUTIVE & COUNCIL								10 000		10 000						
Overstrand	Overstrand	Overstrand	MINOR ASSETS - COUNCIL	Overstrand	New	D Arrison	Surplus	10 000		10 000						
FINANCE AND ADMINISTRATION								4 095 000		4 095 000	15 000 000		15 000 000	15 000 000		15 000 000
Overstrand	Overstrand	Overstrand	ICT -WI-FI PROJECTS TO SEE THE VIABILITY OF OFFERING SERVIC	-34.417224, 19.238227	New	C Johnson	Surplus	250 000		250 000						
Overstrand	Overstrand	Overstrand	ONRUS DISASTER RECOVERY SITE FIRE DETECTION FACILITIES	-34.412684, 19.172642	New	C Johnson	Surplus	200 000		200 000						
Overstrand	Overstrand	Overstrand	EMERGENCY AND OPERATIONAL DIGITAL RADIO SYSTEMS UPGRA	-34.413470, 19.221698	New	C Johnson	Surplus	500 000		500 000						
Overstrand	Overstrand	Overstrand	MICROSOFT EXCHANGE AND LICENSES	-34.417224, 19.238227	New	C Johnson	Surplus	2 300 000		2 300 000						
Overstrand	Overstrand	Overstrand	REPLACEMENT OF UPS HIGHSITE	-34.413470, 19.221698	New	C Johnson	Surplus	150 000		150 000						
Overstrand	Overstrand	Overstrand	FIREWALL MANAGEMENT SOFTWARE	-34.417224, 19.238227	New	C Johnson	Surplus	250 000		250 000						
Overstrand	Overstrand	Overstrand	MINOR ASSETS -FINANCE	Overstrand	New	S Reyneke	Surplus	30 000		30 000						
Overstrand	Overstrand	Overstrand	MINOR ASSETS- MANAGEMENT SERVICES	Overstrand	New	D Arrison	Surplus	15 000		15 000						
Overstrand	Overstrand	Overstrand	MINOR ASSETS-ICT- ORGANIZATION WIDE	-34.417224, 19.238227	New	C Johnson	Surplus	300 000		300 000						
Gansbaai	Blompark/ KB	Ward 02	UPGRADING OF WORK YARD	-34.582618, 19.353971	Upgrading	T Steenberg	Operating Cash-WSP	100 000		100 000						
Overstrand	Overstrand	Overstrand	SURPLUS	Overstrand	New	TMT	Surplus				15 000 000		15 000 000	15 000 000		15 000 000
PUBLIC SAFETY								9 832 082	3 800 000	13 632 082		841 000	841 000		0	0
Hermanus	Hemel&Aarde	Ward 04	LAW ENFORCEMENT FACILITIES (K9 UNIT)	-34.402 19.211	New	N Micheals	ESG-K9 Unit-R/O		3 800 000	3 800 000						
Hermanus	Hemel&Aarde	Ward 04	BUILDING RENOVATIONS FARM 585/3	19.212 -34.400 Degrees	New	D Hendriks	Surplus- R/O	1 420 501		1 420 501						
Overstrand	Overstrand	Overstrand	UPGRADING OF FACILITIES - FIRE SERVICES BUILDING	34.4219°S	New	L Smith	Land Sales- R/O	2 480 000		2 480 000						
Overstrand	Overstrand	Overstrand	ROADWORTHY STATION-NEW ELECTRONIC ROLLER DOORS	34.4204° S, 19.2259° E	New	R Fraser	Land Sales	600 000		600 000						
Overstrand	Overstrand	Overstrand	ROADWORTHY STATION-SUPPLY AND INSTALLATION OF ROOF	34.4204° S, 19.2259° E	New	R Fraser	Land Sales	500 000		500 000						
Overstrand	Overstrand	Overstrand	MINOR ASSETS -PROTECTION SERVICES	Overstrand	New	N Micheals	Surplus	300 000		300 000						
Overstrand	Overstrand	Overstrand	VEHICLES-PUBLIC SAFETY	Overstrand	New	M Bartman	Surplus	3 101 581		3 101 581		841 000	841 000			
Gansbaai	Franskraal	Ward 01	CCTV CAMERAS	19358;-34592	New	L Smith	Operating Cash-WSP	100 000		100 000						
Gansbaai	Gansbaai CBD	Ward 02	CCTV CAMERAS	19349;-34597	New	L Smith	Operating Cash-WSP	50 000		50 000						
Gansbaai	Kleinbaai	Ward 02	CCTV CAMERAS	19.343 -34.596 Degrees	New	L Smith	Operating Cash-WSP	50 000		50 000						
Gansbaai	DK/Perlemoenbaai	Ward 02	CCTV CAMERAS	19.343 -34.595 Degrees	New	L Smith	Operating Cash-WSP	50 000		50 000						
Hermanus	Fisherhaven	Ward 08	CCTV CAMERAS	19°12'20"E 34°39'70"S	New	L Smith	Operating Cash-WSP	100 000		100 000						
Hermanus	Zwelihle	Ward 05	FENCING OF ZWELIHLE TAXI RANK	19.212 -34.427	New	J de Villiers	Operating Cash-WSP	300 000		300 000						
Kleinmond	Kleinmond	Ward 09	SAFETY CAMERAS AT ENTRANCES OF TOWN	19°02'06"E 34°20'23"S	New	L Smith	Operating Cash-WSP	100 000		100 000						
Stanford	Stanford	Ward 11	CCTV CAMERAS	19448;-34455	New	L Smith	Operating Cash-WSP	100 000		100 000						
Gansbaai	Baardskeedersbos	Ward 11	CCTV CAMERAS	19448;-34457	New	L Smith	Operating Cash-WSP	30 000		30 000						
Gansbaai	Pearly Beach	Ward 11	CCTV CAMERAS	19448;-34459	New	L Smith	Operating Cash-WSP	50 000		50 000						
Overstrand	Overstrand	Overstrand	CCTV CAMERAS	Overstrand	New	L Smith	Land Sales	500 000		500 000						
PLANNING & DEVELOPMENT								8 528 492		8 528 492						
Overstrand	Overstrand	Overstrand	MINOR ASSETS -LED	Overstrand	New	S Madikane	Surplus	25 000		25 000						
Hermanus	Hawston	Ward 08	HAWSTON INDUSTRIAL(BUSINESS) HUB	19.134 -34.396 Degrees	New	D Hendriks	Land Sales- R/O	4 500 000		4 500 000						
Overstrand	Overstrand	Overstrand	ECD CENTRE ESTABLISHMENT	Overstrand	New	H Blignaut	Land Sales	793 000		793 000						
Overstrand	Overstrand	Overstrand	VEHICLES-PLANNING & DEVELOPMENT	Overstrand	New	M Bartman	Surplus	560 492		560 492						
Hermanus	Hawston	Ward 08	HAWSTON "LANG ERWE": TRANSFERS	19°12'50"E 34°35'60"S	New	S Muller	Land Sales	150 000		150 000						
Hermanus	Hermanus	Ward 03	FERNKLOOF NATURE RESERVE FACILITIES	34°23'52.81"S 19°15'56.13"E	New	L de Villiers	Land Sales	2 100 000		2 100 000						
Hermanus	Hermanus	Ward 03	FERNKLOOF FACILITY UPGRADE – PARKING AND OTHER SMALLER	19.266 -34.398	new	J De Villiers	Operating Cash-WSP	200 000		200 000						
Overstrand	Overstrand	Overstrand	MINOR ASSETS- INFRASTRUCTURE & PLANNING	Overstrand	New	S Muller	Surplus	200 000		200 000						
COMMUNITY AND SOCIAL SERVICES								2 330 000		2 330 000						
Overstrand	Overstrand	Overstrand	MINOR ASSETS- COMMUNITY SERVICES	Overstrand	New	R Williams	Surplus	600 000		600 000						
Pringle Bay	Pringle Bay	Ward 10	DISABLED TOILET - PRINGLE BAY PUBLIC TOILETS	34°20'55.3"S-18°49'12.0"E	New	D Van Rhodie	Operating Cash-WSP	80 000		80 000						
Betty's Bay	Betty's Bay	Ward 10	ABLUTION FACILITIES - JOCK'S BAY & SILVERSANDS	19°00'59.2"E 34°20'24.7"S	New	D Van Rhodie	Operating Cash-WSP	50 000		50 000						
Hermanus	Onrus/Vermont	Ward 13	DAVIE'S POOL - PARKING AND STORMWATER	19.166 -34.417	new	J de Villiers	Operating Cash-WSP	100 000		100 000						
Kleinmond	Kleinmond	Ward 10	CEMETERY INFRASTRUCTURE	-34 33 64 64 °18 98 49 66	New	M Bartman	Land Sales	1 500 000		1 500 000						
SPORT & RECREATION								1 555 130	13 300 000	14 855 130						
Hermanus	Hawston	Ward 08	UPGRADE HAWSTON SPORT GROUNDS (SRSA)	19.126 -34.384 Degrees	Upgrading	D Hendriks	MIG		13 300 000	13 300 000						
Hermanus	Hawston	Ward 08	EXTENTION OF SITTING PAVILION	19.127 -34.383	New	J De Villiers	Surplus -Non tariff	200 000		200 000						
Gansbaai	Masakhane	Ward 01	FURNITURE SPORT CLUB HOUSE	-34.591601, 19.358348	New	F Myburgh	Operating Cash-WSP	30 000		30 000						
Hermanus	Zwelihle	Ward 05	PURCHASING & INSTALLATION OF PLAY PARK EQUIPMENT	19°21'80"E 34°42'60"S	New	J de Villiers	Operating Cash-WSP	200 000		200 000						
Zwelihle	Zwelihle	Ward 06	OUTDOOR GYM OPPOSITE ZWELIHLE SPORT GROUND	19°21'70"E 34°43'20"S	New	J de Villiers	Operating Cash-WSP	100 000		100 000						
Kleinmond	Proteadorp	Ward 09	RUGBY FIELD LIGHTS	34°20'25.5"S-19°01'06.6"E	New	R Buckle	Operating Cash-WSP	50 000		50 000						
Kleinmond	Proteadorp	Ward 09	NETBALL CLUBHOUSE EXTENSION (CHANGE ROOMS)	34°20'25.5"S-19°01'06.6"E	Upgrading	D Lakey	Operating Cash-WSP	150 000		150 000						
Kleinmond	Proteadorp	Ward 09	PLAYPARK EQUIPMENT	34°20'09.6"S-19°02'38.4"E	New	D Van Rhodie	Operating Cash-WSP	26 000		26 000						
Overstrand	Overstrand	Overstrand	VEHICLES-BEACHES	Overstrand	New	M Bartman	Surplus	80 000		80 000						
Overstrand	Overstrand	Overstrand	VEHICLES-PARKS	Overstrand	New	M Bartman	Surplus	719 130		719 130						
HOUSING								21 324 634	21 324 634		13 286 760	13 286 760		39 479 750	39 479 750	
Gansbaai	Masakhane	Ward 01	MASAKHANE IRDP(296)	19.358 & -34.426	NEW	D Hendriks	Prov-Housing	6 540 082		6 540 082						
Gansbaai	Masakhane	Ward 01	MASAKHANE IRDP(1179)	19.361 & -34.594	NEW	D Hendriks	Prov-Housing	5 121 370		5 121 370		4 051 120	4 051 120	12 659 750		12 659 750
Hermanus	Zwelihle	Ward 05	ZWELIHLE PROJECT-TRANSIT CAMP(164)	19.216 & -34.426	NEW	D Hendriks	Prov-Housing	3 000 000		3 000 000		3 240 000	3 240 000			
Hermanus	Zwelihle	Ward 06	ZWELIHLE:TAMBO SQUARE PROJECT	19.216 & -34.429	NEW	D Hendriks	Prov-Housing									
Hermanus	Zwelihle	Ward 06	TAMBO SQUARE & NEW CAMP (82)	19.216 & -34.429	NEW	D Hendriks	Prov-Housing							4 920 000		4 920 000
Hermanus	Zwelihle	Ward 04 & 06	TSEPE-TSEPE & SERVICED SITE(90)	19.217 & -34.431	NEW	D Hendriks	Prov-Housing							5 400 000		5 400 000

								2019/20 BUDGET			2020/21 BUDGET			2021/22 BUDGET		
Area	Local Area	Ward	Project Description	GPS Co-ordinates	New/ Renewal/ Upgrading	Project Manager	Funding Source	COUNCIL FUNDED	EXTERNAL (GRANTS)	TOTAL	COUNCIL FUNDED	EXTERNAL (GRANTS)	TOTAL	COUNCIL FUNDED	EXTERNAL (GRANTS)	TOTAL
Hermanus	Mount Pleasant	Ward 04	MOUNT PLEASANT IRDP INFILL	19.212 & -34.414	NEW	D Hendriks	Prov-Housing		663 182	663 182		1 000 000	1 000 000		5 000 000	5 000 000
Gansbaai	Buffeljagsbaai	Ward 11	BUFFELJAGSBAAI	19.609 & -34.751	NEW	D Hendriks	Prov-Housing					57 470	57 470		140 000	140 000
Kleinmond	Kleinmond	Wards 09 & 10	KLEINMOND IRDP	19.012 & -34.429	NEW	D Hendriks	Prov-Housing					114 900	114 900		280 000	280 000
Kleinmond	Kleinmond	Wards 09 & 10	KLEINMOND OVERHILLS UISP	19.008 & -34.336	NEW	D Hendriks	Prov-Housing					114 941	114 941		280 000	280 000
Stanford	Stanford	Ward 11	STANFORD IRDP(783)	19.448 & -34.449	NEW	D Hendriks	Prov-Housing		6 000 000	6 000 000		4 708 329	4 708 329		10 800 000	10 800 000
ROADS								16 866 209	4 000 000	20 866 209					8 000 000	8 000 000
Gansbaai	Blompark	Ward 02	REHABILITATE ROADS - BLOMPARK	19.349 -34.597 Degrees	Upgrading	D Hendriks	MIG		2 000 000	2 000 000						
Stanford	Stanford	Ward 11	REHABILITATE ROADS - STANFORD	19.447 -34.455 Degrees	Upgrading	D Hendriks	MIG		2 000 000	2 000 000						
Hermanus	Hermanus	Ward 03	CBD REGENERATION PROGRAM	19°26'53"E 34°41'9"S	New	D Hendriks	Land Sales-R/O	7 000 000		7 000 000						
Overstrand	Overstrand	Overstrand	VEHICLES-ROADS	Overstrand	New	M Bartman	Surplus	1 817 209		1 817 209						
Hermanus	Hawston	Ward 08	EXTENSION OF PLEIN STREET	19.129 -34.382	New	J De Villiers	Surplus -Non tariff	500 000		500 000						
Gansbaai	Gansbaai	Ward 02	GANSBAAI TARRING OF ROAD TO WASTE DISPOSAL SITE	19.351 -34.590 Degrees	New	D Hendriks	Surplus -Non tariff	2 700 000		2 700 000						
Stanford	Stanford	Ward 11	STANFORD TARRING DE BRUYN STREET	34.446248 & 19.448291	New	D Hendriks	Surplus -Non tariff	2 500 000		2 500 000						
Gansbaai	De Kelders	Ward 02	SIDEWALKS	-34.593026, 19.349430	New	T Steenberg	Operating Cash-WSP	100 000		100 000						
Hermanus	Hermanus	Ward 03	FORMALISED PARKING AND DROP OFF AREAS NEAR HERMANUS S	19.210 -34.418	New	J de Villiers	Operating Cash-WSP	200 000		200 000						
Hermanus	Mount Pleasant	Ward 04	MOUNT PLEASANT SIDEWALKS	19.233 -34.425	New	J de Villiers	Operating Cash-WSP	200 000		200 000						
Hermanus	West Cliff	Ward 04	WEST CLIFF:SPEED CALMING:	19°23'20"E 34°42'50"S	New	J de Villiers	Operating Cash-WSP	175 000		175 000						
Zwelihle	Zwelihle	Ward 06	WARD 6 -SIDEWALKS	19°21'00"E 34°43'10"S	New	J de Villiers	Operating Cash-WSP	200 000		200 000						
Hermanus	Sandbaai	Ward 07	NEW STREETS, SIDEWALKS & PARKING AREAS	19.125 -34.356	New	J de Villiers	Operating Cash-WSP	500 000		500 000						
Hermanus	Fisherhaven	Ward 08	WALKWAY	19.134 -34.396 Degrees	New	J de Villiers	Operating Cash-WSP	120 000		120 000						
Hermanus	Hawston	Ward 08	CURBING AND TARRING OF SIDEWALKS	19°13'50"E 34°38'30"S	New	J de Villiers	Operating Cash-WSP	140 000		140 000						
Hermanus	Hawston	Ward 08	PAVING OF ERF 1257, HAWSTON	19.135 -34.384	New	J de Villiers	Operating Cash-WSP	70 000		70 000						
Hermanus	Hawston	Ward 08	TRAFFIC CALMING	19°12'50"E 34°35'60"S	New	J de Villiers	Operating Cash-WSP	40 000		40 000						
Kleinmond	Kleinmond	Ward 09	LOW IMPACT BRIDGE UNDER R44 LEADING TO DAY CAMP	34°20'09.6"S-19°02'38.4"E	New	D van Rhodie	Operating Cash-WSP	50 000		50 000						
Kleinmond	Kleinmond	Ward 09	ROADS & SPEED BUMPS	34°20'25.5"S-19°01'06.6"E	New	D Van Rhodie	Operating Cash-WSP	74 000		74 000						
Rooiels	Rooiels	Ward 10	PAVING OF ROADS - ROOIELS	S34.336437° / E19.006527°	Upgrading	D van Rhodie	Operating Cash-WSP	150 000		150 000						
Betty's Bay	Betty's Bay	Ward 10	STREET NAMES	19°00'59.2"E 34°20'24.7"S	Renewal	D Van Rhodie	Operating Cash-WSP	10 000		10 000						
Stanford	Stanford	Ward 11	RIVER FRONT AND WANDELPAD ENHANCEMENT – MILLSTREAM	34°39'08.21"S 19°29'18.51"E	New	F Myburgh	Operating Cash-WSP	50 000		50 000						
Hermanus	Onrus/Vermont	Ward 13	ATLANTIC DRIVE	19.176 -34.420	new	J de Villiers	Operating Cash-WSP	270 000		270 000						
Gansbaai	Blompark	Ward 02	BLOMPARK HOUSING PROJECT BUS ROUTE	34°35'54.86"S 19°20'49.51"E	New	D Hendriks	MIG							2 000 000	2 000 000	
Stanford	Stanford	Ward 11	STANFORD HOUSING PROJECT BUS ROUTE	34.446248 & 19.448291	New	D Hendriks	MIG							3 000 000	3 000 000	
Gansbaai	Masakhane	Ward 01	MASAKHANE HOUSING PROJECT BUS ROUTE	19°21'39"E 34°35'30"S	New	D Hendriks	MIG							3 000 000	3 000 000	
Hermanus	Hawston	Ward 08	HAWSTON HOUSING PROJECT BUS ROUTE	34.386799 & 19.139259	New	D Hendriks	MIG									
ELECTRICITY								26 874 109	7 000 000	33 874 109	27 000 000	5 000 000	32 000 000	25 000 000	5 000 000	30 000 000
Gansbaai	Franskraal	Ward 01	FRANSKRAAL,KLEINBAAI & BIRKENHEAD: MV/LV & MINISUB UPGRAD	EW 19.349978, NS -34.61828	New	D Maree	EL20A	2 250 000		2 250 000						
Gansbaai	Gansbaai All	Ward 01&02	FKRAAL,KBAAI & BHEAD: NEW 66/11KV SUBSTATION	EW 19.326437, NS -34.612617	New	D Maree	EL20A/21				14 000 000		14 000 000	14 668 631		14 668 631
DO	DO	DO	DO	EW 19.326437, NS -34.612617	New	DO	Bulk levy cont	2 000 000		2 000 000	12 000 000		12 000 000	5 331 369		5 331 369
Hermanus	HM/ Zwelihle	Multi-ward HM	ELECTRIFICATION OF LOW COST HOUSING AREAS	34°25'37.76"S 19°13'07.91"E	New	K d Plessis	Surplus -Non tariff	5 000 000		5 000 000						
Hermanus	HM/ Zwelihle	Multi-ward HM	ELECTRIFICATION OF LOW COST HOUSING AREAS (INEP)	34°23'06.89"S 19°08'20.49"E	New	K d Plessis	INEP		7 000 000	7 000 000		5 000 000	5 000 000		5 000 000	5 000 000
Hermanus	Fisherhaven	Ward 08	STREETLIGHTS	34°21'43.89"S 19° 7'45.60"E	New	K du Plessis	Operating Cash-WSP	20 000		20 000						
Zwelihle	Zwelihle	Ward 12	ZITHANDE STREET LIGHTS	34°25'25.77"S 19°12'31.21"E	New	K du Plessis	Operating Cash-WSP	400 000		400 000						
Hermanus	Onrus/Vermont	Ward 13	STREET LIGHTS	34°24'40.14"S 19°10'06.69"E	New	K du Plessis	Operating Cash-WSP	30 000		30 000						
Stanford	Stanford	Ward 11	STANFORD:MV UPGRADE	EW 19.452482, NS -34.446421	Upgrading	D Maree	EL20A	750 000		750 000						
Overstrand	Overstrand	Overstrand	VEHICLES-ELECTRICITY	Overstrand	New	M Bartman	Surplus	573 509		573 509						
Hermanus	Hermanus	Ward 03	HERMANUS:MV & LV UPGRADE/REPLACEMENT	34°25'16.83"S 19°13'00.62"E	Upgrading	K d Plessis	EL20A/22	5 000 000		5 000 000				4 000 000		4 000 000
DO	DO	DO	DO	34°25'07.04"S 19°19'40.04"E	Upgrading	K d Plessis	EL 19 R-over	3 871 500		3 871 500						
Kleinmond	Kleinmond	Ward 09	KLEINMOND: MV & LV NETWORK UPGRADE	34°20'18.35"S 19°01'35.31"E	Upgrading	K d Plessis	EL20A	2 000 000		2 000 000						
DO	DO	DO	DO	34°20'05.08"S 19°01'45.26"E	Upgrading	K d Plessis	EL 19 R-over	439 000		439 000						
Hermanus	Hawston	Ward 08	HAWSTON: MV & LV UPGRADE/REPLACEMENT	34°23'09.91"S 19°07'56.01"E	Upgrading	K d Plessis	EL20A	2 000 000		2 000 000						
DO	DO	DO	DO	34°23'05.02"S 19°08'01.09"E	Upgrading	K d Plessis	EL 19 R-over	1 540 100		1 540 100						
Overstrand	Overstrand	Overstrand	ELECTRICITY TRANSFORMERS/CAPITAL REPLACEMENT CONTINGE	Overstrand	New	S Muller	EL 20/21/22	1 000 000		1 000 000	1 000 000		1 000 000	1 000 000		1 000 000
WATER								36 362 505	7 098 256	43 460 761	25 000 000	15 075 000	40 075 000	7 181 369	6 300 000	13 481 369
Overstrand	Overstrand	Overstrand	WATER MASTER PLAN IMPLEMENTATION	Overstrand	Upgrading	H Blignaut	EL-INFRA LEVY	10 000 000		10 000 000	10 000 000		10 000 000			
DO	DO	DO	DO	Overstrand	Upgrading	DO	EL Infra Levy19-R/O	5 000 000		5 000 000						
Hermanus	Hermanus	Ward 03	DIRECT WASTE WATER RE-USE PLANT	34°25'16.83"S 19°13'00.62"E	New	H Blignaut	EL21									
Gansbaai	Buffeljagsbaai	Ward 11	WATER TREATMENT PLANT FOR BUFFELJAGSBAAI	34.446248 & 19.448291	New	H Blignaut	EL20A									
Overstrand	Overstrand	Overstrand	REFURBISHMENT OF BULK WATER PIPELINES	Overstrand	Renewal	H Blignaut	EL20A/21	360 000		360 000	900 000		900 000			
Overstrand	Overstrand	Overstrand	FENCING AT WATER INSTALLATIONS	Overstrand	Renewal	H Blignaut	EL20A/21	700 000		700 000	700 000		700 000			
DO	DO	DO	DO	19.217° / -34.435°	New	H Blignaut	Land Sales	900 000		900 000						
Overstrand	Overstrand	Overstrand	REPLACEMENT OF OVERSTRAND WATER PIPES	Overstrand	Upgrading	H Blignaut	EL20A	2 900 000		2 900 000						
HM-KM	Multi-area HM&KM	Multi-area HM&KM	BUFFELS RIVER AND DE BOS DAM INTAKE STRUCTURES AND EQUI	Overstrand	Renewal	H Blignaut	EL20A	1 300 000		1 300 000						
Overstrand	Overstrand	Overstrand	WATER FACILITIES (CONTINGENCY)	Overstrand	Renewal	H Blignaut	EL 20/21/22	300 000		300 000	400 000		400 000	400 000		400 000
Gansbaai	Masakhane	Ward 01 & 02	NEW 4ML RESERVOIR	19.366 -34.584 Degrees	New	D Hendriks	MIG		7 098 256	7 098 256	5 000 000	11 075 000	16 075 000			
Gansbaai	Masakhane	Ward 01	UPGRADE WATER LINES	34°35'54.86"S 19°20'49.51"E	New	D Hendriks	MIG					2 000 000	2 000 000		2 200 000	2 200 000
Gansbaai	Masakhane	Ward 01	NEW BOOSTER PUMPSTATION & VALVES	19°21'39"E 34°35'30"S	New	D Hendriks	MIG					2 000 000	2 000 000		2 100 000	2 100 000
Stanford	Stanford	Ward 11	UPGRADE BULK WATER	34.446248 & 19.448291	Upgrading	D Hendriks	MIG								2 000 000	2 000 000
Hermanus	Hermanus	Ward 04	UPGRADE HERMANUS WELL FIELDS PHASE 1	19.223° / -34.418°	New	H Blignaut	EL20A/21	4 000 000		4 000 000	6 000 000		6 000 000			
Stanford	Stanford	Ward 11	WATER STABILIZATION PLANT FOR STANFORD	19.252° / -34.460°	New	H Blignaut	EL20A	2 500 000		2 500 000						
Kleinmond	Pringle Bay	Ward 10	NEW RESERVOIR FOR PRINGLE BAY	18.848° / -34.349°	New	H Blignaut	EL 20	3 640 000		3 640 000						
DO	DO	DO	DO	18.848° / -34.349°	New	H Blignaut	EL 19 R/O	3 862 505		3 862 505						
Kleinmond	KM & Bettiesbaai	Ward 10	REFURBISHMENT OF KLEINMOND & BUFFELS RIVER WTW	19°00'59.2"E 34°20'24.7"S	Upgrading	H Blignaut	EL20A/21/221									

								2019/20 BUDGET			2020/21 BUDGET			2021/22 BUDGET		
Area	Local Area	Ward	Project Description	GPS Co-ordinates	New/ Renewal/ Upgrading	Project Manager	Funding Source	COUNCIL FUNDED	EXTERNAL (GRANTS)	TOTAL	COUNCIL FUNDED	EXTERNAL (GRANTS)	TOTAL	COUNCIL FUNDED	EXTERNAL (GRANTS)	TOTAL
SEWERAGE								20 486 957	0	20 486 957	14 000 000	3 961 000	17 961 000	23 150 000	3 707 000	26 857 000
Overstrand	Overstrand	Overstrand	SEWERAGE FACILITIES (CONTINGENCY)	Overstrand	Renewal	H Blignaut	EL20A/21/22	600 000		600 000	600 000		600 000	650 000		650 000
Kleinmond	Kleinmond	Ward 09	KLEINMOND - SEWER NETWORK EXTENSION	19.026° / -34.338°	New	H Blignaut	EL20A/21	5 000 000		5 000 000	4 400 000		4 400 000			
Hermanus	Onrus	Ward 13	UPGRADING OF KIDBROOKE PIPELINE	S34°24.810' / E19°10.001	Upgrading	H Blignaut	EL 19									
Stanford	Stanford	Ward 11	WWTW UPGRADE - STANFORD	S34.446248° / E19.448291°	Upgrading	H Blignaut	EL 19									
DO	DO	DO	DO	S34.446248° / E19.448291°	Upgrading	H Blignaut	MIG									
Gansbaai	Blompark	Ward 02	PROVSION OF BULK SEWER SUPPLY	19°20'50"E 34°35'50"S	New	D Hendriks	MIG				2 500 000		2 500 000	15 000 000		15 000 000
Kleinmond	Kleinmond	Ward 10	KLEINMOND WWTW REFURBISH & UPGRADE	34°20'21.16"S 19° 01' 34.39"	Upgrading	H Blignaut	EL21/22					1 961 000	1 961 000			
Gansbaai	Masakhane	Ward 01	UPGRADE LINK SEWER SUPPLY	-34.59319,362	Upgrading	D Hendriks	MIG					2 000 000	2 000 000		3 087 000	3 087 000
Gansbaai	Masakhane	Ward 01	UPGRADE BULK SEWER	-34.59319,362	Upgrading	D Hendriks	MIG								620 000	620 000
Stanford	Stanford	Ward 11	UPGRADE BULK SEWER	19.447407 ; -34.440390	Upgrading	D Hendriks	MIG									
Hermanus	Zwelihle	Ward 12	UPGRADE ZWELIHLE SEWER	19°20'30"E 34°42'00"S	Upgrading	D Hendriks	EL24-MIG									
DO	DO	DO	DO	19°20'30"E 34°42'00"S	Upgrading	D Hendriks	Land Sales									
Kleinmond	Kleinmond	Ward 09	REHABILITATE MAIN BULK SEWER TO WWTW PH1	34°20'24.0"S-19°02'13.2"E	Renewal	H Blignaut	EL20A/21/22	4 000 000		4 000 000	2 000 000		2 000 000	3 000 000		3 000 000
Overstrand	Overstrand	Overstrand	FENCING AT SEWERAGE INSTALLATIONS	Overstrand	New	H Blignaut	EL20A/21/22	800 000		800 000	500 000		500 000	500 000		500 000
Gansbaai	Gansbaai	Ward 02	GANSBAAI CBD SEWER NETWORK EXTENSION	19°20'51"E 34°35'43"S	New	H Blignaut	EL-INFRA LEVY	4 000 000		4 000 000	4 000 000		4 000 000	4 000 000		4 000 000
Overstrand	Overstrand	Overstrand	SEWERAGE NETWORK EXTENSION AND REPLACEMENT	Overstrand	New	H Blignaut	EL 22									
Overstrand	Overstrand	Overstrand	VEHICLES-SEWERAGE	Overstrand	New	M Bartman	Surplus	2 086 957		2 086 957						
Overstrand	Overstrand	Multi-area	BASIC SERVICES FOR EMERGENCY HOUSING	Overstrand	New	M Bartman	Surplus -Non tariff	1 000 000		1 000 000						
Hermanus	Zwelihle	Ward 5,6,12	ZWELIHLE SEWER	19°20'30"E 34°42'00"S	New	H Blignaut	Surplus -Non tariff	3 000 000		3 000 000						
Overstrand	Overstrand	Overstrand	UPGRADING OF PUMPSTATIONS & RISING MAINS	Overstrand	Upgrading	H Blignaut	EL 21/22/23									
Hermanus	Hermanus	Ward 03	EXTENSION OF SEWER LINE 12th STREET VOELKLIP	S34°20.44' / E19°1.91'	New	H Blignaut	EL									
STORMWATER								13 900 000	7 611 744	21 511 744	4 000 000		4 000 000	6 506 000		6 506 000
Gansbaai	Blompark	Ward 02	BLOMPARK HOUSING PROJECT BULK STORMWATER	19.343 -34.595 Degrees	New	D Hendriks	MIG		7 611 744	7 611 744		0	0			
Gansbaai	Masakhane	Ward 01	MASAKHANE HOUSING PROJECT BULK STORMWATER	-34.59319,362	New	D Hendriks	MIG					2 000 000	2 000 000		3 500 000	3 500 000
Hermanus	Hermanus	Ward 04	STORMWATER - PHASE 1-INDUSTRIAL AREA	19.225 -34.422 Degrees	Upgrading	D Hendriks	Land Sales-R/O	2 600 000		2 600 000						
Hermanus	Hermanus	Ward 03	STORMWATER - MAIN RD & HIGH STREET	19.244 -34.418 Degrees	Upgrading	D Hendriks	Land Sales-R/O	4 500 000		4 500 000						
Kleinmond	Overhills	Ward 10	STORMWATER - OVERHILLS	19.006 -34.337 Degrees	Upgrading	D Hendriks	Land Sales-R/O	2 400 000		2 400 000						
Kleinmond	Betty's/Pringle Bay	Ward 10	STORMWATER NETWORK	34°21'28.5"S-18°54'15.7"E	New	D van Rhodie	Surplus -Non tariff	2 500 000		2 500 000						
Overstrand	Hermanus	Multi-area HM	UPGRADE STORMWATER NETWORK	34°24'13.34"S 19° 16' 07.01"	New	J De Villiers	Surplus -Non tariff	800 000		800 000						
Gansbaai	Gansbaai	Multi-area GB	UPGRADE STORMWATER NETWORK	-34.593026, 19.349430	New	T Steenberg	Surplus -Non tariff	500 000		500 000						
Gansbaai	Franskraal	Ward 01	STORMWATER (AD HOC)	-34.605289, 19.397659	New	T Steenberg	Operating Cash-WSP	120 000		120 000						
Gansbaai	Masakhane	Ward 01	STORMWATER (AD HOC)	-34.591601, 19.358348	New	T Steenberg	Operating Cash-WSP	70 000		70 000						
Gansbaai	All Areas	Ward 02	STORMWATER (AD HOC)	-34.593026, 19.349430	New	T Steenberg	Operating Cash-WSP	150 000		150 000						
Betty's Bay	Betty's Bay	Ward 10	STORMWATER CHANNELS	34°21'28.5"S-18°54'15.7"E	Upgrade	D Van Rhodie	Operating Cash-WSP	80 000		80 000						
Pringle Bay	Pringle Bay	Ward 10	STORMWATER CHANNELS	S34.336437° / E19.006527°	Upgrade	D Van Rhodie	Operating Cash-WSP	50 000		50 000						
Rooiels	Rooiels	Ward 10	STORMWATER CHANNELS - ROOIELS	34°18'05.8"S-18°48'58.0"E	Upgrade	D Van Rhodie	Operating Cash-WSP	30 000		30 000						
Zwelihle	Zwelihle	Ward 12	WARD 12-STORM WATER DRAINS	19°20'30"E 34°42'00"S	New	J de Villiers	Operating Cash-WSP	100 000		100 000						
Stanford	Stanford	Ward 11	STANFORD HOUSING PROJECT BULK STORMWATER	19.447407 ; -34.440390	New	D Hendriks	MIG				2 000 000		2 000 000	3 006 000		3 006 000
WASTE MANAGEMENT								27 231 122		27 231 122						
Overstrand	Overstrand	Overstrand	VEHICLES-WASTE MANAGEMENT	Overstrand	New	M Bartman	Surplus	5 931 122		5 931 122						
Kleinmond	Kleinmond	Ward 10	HIGH RISK FENCING SOLID WASTE TRANSFER STATION	34°20'21.16"S 19° 01' 34.39"	Upgrading	D van Rhodie	Surplus -Non tariff	1 000 000		1 000 000						
Overstrand	Overstrand	Overstrand	HERMANUS NEW WASTE MANAGEMENT FACILITY	19.207° / -34.425°	New	C Mitchell	EL20B	20 300 000		20 300 000						
SURPLUS -NON TARIFF INFRASTRUCTURE											15 000 000		15 000 000	15 000 000		15 000 000
GRAND TOTAL								168 071 606	64 134 634	232 206 240	96 000 000	42 163 760	138 163 760	85 331 369	68 992 750	154 324 119

FUNDING:									
EXTERNAL LOAN 20A /21 /22 (GENERAL CAPITAL)	40 000 000		40 000 000	40 000 000		40 000 000	50 000 000		50 000 000
EXTERNAL LOAN 19(Roll Over)	9 713 105		9 713 105						
EXTERNAL LOAN (INFRA LEVY)	14 000 000		14 000 000	14 000 000		14 000 000			
EXTERNAL LOAN (INFRA LEVY 19-Roll over)	5 000 000		5 000 000						
EXTERNAL LOAN 20B	20 300 000		20 300 000						
BULK INFRASTRUCTURE LEVY(ELECTRICITY)	2 000 000		2 000 000	12 000 000		12 000 000	5 331 369		5 331 369
SURPLUS	20 000 000		20 000 000	15 000 000		15 000 000	15 000 000		15 000 000
SURPLUS (Roll Over)	1 420 501		1 420 501						
SURPLUS -NON TARIFF INFRASTRUCTURE	19 700 000		19 700 000	15 000 000		15 000 000	15 000 000		15 000 000
LAND SALES	7 043 000		7 043 000						
LAND SALES-(Roll Over)	23 480 000		23 480 000						
OPERATING CASH -WSP	5 415 000		5 415 000						
ESG-K9 UNIT-(Roll Over)	3 800 000		3 800 000						
INEP	7 000 000		7 000 000		5 000 000	5 000 000		5 000 000	5 000 000
MIG	32 010 000		32 010 000		23 036 000	23 036 000		24 513 000	24 513 000
PROV-HOUSING	21 324 634		21 324 634		13 286 760	13 286 760		39 479 750	39 479 750
FIRE SERVICES CAPACITY GRANT					841 000	841 000			
168 071 606 64 134 634 232 206 240 96 000 000 42 163 760 138 163 760 85 331 369 68 992 750 154 324 119									

2019/2020 - DRAFT WARD SPECIFIC PROJECTS

Town	Local Area	Ward Project Description	PROJECT MANAGER	BUDGET	CAPEX
Gansbaai	Masakhane	1 Furniture Sport Club House	T Steenberg	30 000	Capex
Gansbaai	Franskraal	1 CCTV Cameras	L Smith	100 000	Capex
Gansbaai	Franskraal	1 Stormwater (Ad Hoc)	T Steenberg	120 000	Capex
Gansbaai	Masakhane	1 Stormwater (Ad Hoc)	T Steenberg	70 000	Capex
Gansbaai	Masakhane	1 ECD's – Land & Services	T Steenberg	100 000	Opex
Gansbaai	Masakhane	1 Waste Skip Bins X2	T Steenberg	80 000	Opex
				500 000	
Gansbaai	Gansbaai CBD	2 CCTV Cameras	L Smith	50 000	Capex
Gansbaai	Kleinbaai	2 CCTV Cameras	L Smith	50 000	Capex
Gansbaai	De Kelders/Perlemoenbaai	2 CCTV Cameras	L Smith	50 000	Capex
Gansbaai	All Areas	2 Stormwater (Ad Hoc)	T Steenberg	150 000	Capex
Gansbaai	Blompark/ Kleinbaai	2 Upgrading of work yard	T Steenberg	100 000	Capex
Gansbaai	De Kelders	2 Sidewalks	T Steenberg	100 000	Capex
				500 000	
Hermanus	Hermanus	3 Formalised parking and drop off areas near Hermanus Schools	J de Villiers	200 000	Capex
Hermanus	Hermanus	3 Fernkloof facility upgrade – parking and other smaller projects	J de Villiers	200 000	Capex
Hermanus	Hermanus	3 Cliff Path maintenance	J de Villiers	100 000	Opex
				500 000	
Hermanus	Mount Pleasant	4 Mount Pleasant Sidewalks	J de Villiers	200 000	Capex
Hermanus	West Cliff	4 West cliff:Speed calming:	J de Villiers	175 000	Capex
Hermanus	West Cliff	4 Planning design:View Point	J de Villiers	25 000	Opex
Hermanus	West Cliff	4 Huis Lettie -Parking	J de Villiers	50 000	Opex
Hermanus	West Cliff	4 Industrial Area: (Planting of trees)	J de Villiers	50 000	Opex
				500 000	
Hermanus	Zwelihle	5 Purchasing & installation of play park equipment	J de Villiers	200 000	Capex
Hermanus	Zwelihle	5 Fencing of Zwelihle Taxi Rank	J de Villiers	300 000	Capex
				500 000	
Zwelihle	Zwelihle	6 Outdoor gym opposite Zwelihle sport ground	J de Villiers	100 000	Capex
Zwelihle	Zwelihle	6 Ward 6 -Sidewalks	J de Villiers	200 000	Capex
Hermanus	Zwelihle	6 Upgrading of ward 6 -ECD	J de Villiers	100 000	Opex
Hermanus	Zwelihle	6 Capacity building programs (Social upliftment dev progr/Youth dev programs)	J de Villiers	100 000	Opex
				500 000	
Hermanus	Sandbaai	7 New Streets, Sidewalks & Parking areas	J de Villiers	500 000	Capex
				500 000	
Hermanus	Fisherhaven	8 Walkway	J de Villiers	120 000	Capex
Hermanus	Fisherhaven	8 CCTV Cameras	L Smith	100 000	Capex
Hermanus	Fisherhaven	8 Streetlights	K du Plessis	20 000	Capex
Hermanus	Hawston	8 Curbing and Tarring of sidewalks	J de Villiers	140 000	Capex
Hermanus	Hawston	8 Paving of Erf 1257, Hawston	J de Villiers	70 000	Capex
Hermanus	Hawston	8 Traffic Calming	J de Villiers	40 000	Capex
Hermanus	Fisherhaven	8 Primwood bins	J de Villiers	10 000	Opex
				500 000	

Town	Local Area	Ward	Project Description	PROJECT MANAGER	BUDGET	CAPEX
Kleinmond	Kleinmond	9	Low Impact Bridge Under R44 Leading to Day Camp	D van Rhodie	50 000	Capex
Kleinmond	Proteadorp	9	Rugby Field Lights	R Buckle	50 000	Capex
Kleinmond	Proteadorp	9	Netball Clubhouse Extension (Change Rooms)	D Lakey	150 000	Capex
Kleinmond	Proteadorp	9	Playpark Equipment	D Van Rhodie	26 000	Capex
Kleinmond	Kleinmond	9	Roads & Speed Bumps	D Van Rhodie	74 000	Capex
Kleinmond	Kleinmond	9	Safety Cameras at entrances of town	L Smith	100 000	Capex
Kleinmond	Kleinmond	9	Coastal Path Maintenance	L De Villiers	50 000	Opex
					500 000	
Betty's Bay	Betty's Bay	10	Stormwater channels	D Van Rhodie	80 000	Capex
Pringle Bay	Pringle Bay	10	Stormwater channels	D Van Rhodie	50 000	Capex
Rooiels	Rooiels	10	Stormwater channels - Rooiels	D Van Rhodie	30 000	Capex
Rooiels	Rooiels	10	Paving of roads - Rooiels	D van Rhodie	150 000	Capex
Pringle Bay	Pringle Bay	10	Disabled toilet - Pringle Bay Public toilets	D Van Rhodie	80 000	Capex
Betty's Bay	Betty's Bay	10	Street Names	D Van Rhodie	10 000	Capex
Betty's Bay	Betty's Bay	10	Ablution facilities - Jock's Bay & Silversands	D Van Rhodie	50 000	Capex
Kleinmond	Proteadorp	10	Upgrading of kitchen - Proteadorp Community Hall (Planning: Plan & BOQ)	D Lakey	20 000	Opex
Hangklip Area	Hangklip Area	10	Upgrading of information boards - beaches & public areas	D Lakey	20 000	Opex
Pringle Bay & Betty's Bay	Pringle Bay & Betty's Bay	10	Baboon proof bins	D Van Rhodie	10 000	Opex
					500 000	
Stanford	Stanford	11	River front and wandelpad enhancement – Millstream	T Steenberg	50 000	Capex
Stanford	Stanford	11	CCTV Cameras	L Smith	100 000	Capex
Gansbaai	Baardskeerdersbos	11	CCTV Cameras	L Smith	30 000	Capex
Gansbaai	Pearly Beach	11	CCTV Cameras	L Smith	50 000	Capex
Stanford	Thembelihle/Blomtuin	11	Sanitation: Provision of 140L Wheelie Bins to PDA	T Steenberg	250 000	Opex
Gansbaai	Buffeljachts	11	Sanitation: Provision of 140L Wheelie Bins to PDA	T Steenberg	20 000	Opex
					500 000	
Zwelihle	Zwelihle	12	Ward 12 -Zithande Street lights	J de Villiers	400 000	Capex
Zwelihle	Zwelihle	12	Ward 12-Storm Water drains	J de Villiers	100 000	Capex
					500 000	
Hermanus	Onrus/Vermont	13	Atlantic Drive	J de Villiers	270 000	Capex
Hermanus	Onrus/Vermont	13	Davie's Pool	J de Villiers	100 000	Capex
Hermanus	Onrus/Vermont	13	Street lights	K du Plessis	30 000	Capex
Hermanus	Onrus/Vermont	13	Coastal Path	J de Villiers	100 000	Opex
					500 000	
GRAND TOTAL					6 500 000	

REVISED 3 YEAR HOUSING BUDGET

Project	Vote number	B-Key	February 2019 Adjustment Budget	Proposed Budget 2019/2020	Proposed Budget 2020/2021	Proposed Budget 2021/2022
EHP	12990220200000	20180705060559	200 000.00	200 000.00	0.00	R -
Hawston TS (378)	12990220200000	20180705060560	6 948 305.84	23 170 946.00	14 263 700.00	R 9 623 398.00
Blompark TS	12990220200000	20180705060563	0.00	3 000 000.00	3 804 420.00	R 10 396 152.00
Swartdamweg Site C1 TS (150)				3 804 420.00	10 145 120.00	R 6 340 700.00
Site C TS (132)	12990220200000	20180705060555	1 453 977.96			
Housing Admin Site TS (39)	12990220200000	20180705060571	807 981.78			
Kleinmond Study			284 557.25			
Swartdam Road TS (131 + 48) - Transfers			45 000.00		0.00	
TOTAL OPEX			9 739 822.83	30 175 366.00	28 213 240.00	R 26 360 250.00
Stanford IRDP (783)	50250090181	20180707123738	5 517 519.00	6 000 000.00	4 708 329.00	R 10 800 000.00
Masakhane IRDP (296)	50250090161	20180707123228	8 449 062.00	6 540 082.00		
Masakhane UISP (1179)				5 121 370.00	4 051 120.00	R 12 659 750.00
Blompark (544)	50250090191	20180709160238	13 496 040.20			
Beverly Hills (100)	50250090141	20170704083448	2 519 695.00			
Hawston IRDP	50250090101	20170704084058	2 235 516.00			
Mandela Square /Garden Site	50250090171	20180707123441	1 463 950.00			
Transit Camp & Asazani (164)	50250090131	20170704083848	0.00	3 000 000.00	3 240 000.00	
Tambo Square & New Camp (82)					0.00	R 4 920 000.00
Tsepe-Tsepe & Serviced Site (90)					0.00	R 5 400 000.00
Mount Pleasant IRDP Infill			426 431.00	663 182.00	1 000 000.00	R 5 000 000.00
Buffeljagsbaai				0.00	57 470.00	R 140 000.00
Kleinmond IRDP					114 900.00	R 280 000.00
Kleinmond Overhills UISP					114 941.00	R 280 000.00
TOTAL CAPEX			34 108 213.20	21 324 634.00	13 286 760.00	R 39 479 750.00
GRAND TOTAL			43 848 036.03	51 500 000.00	41 500 000.00	R 65 840 000.00

ANNEXURE F

SERVICE LEVEL STANDARDS

Province: Municipality(WC032) - Schedule of Service Delivery Standards	
Description	
Standard	Service Level 2019/2020
Solid Waste Removal	
Premise based removal (Residential Frequency)	WEEKLY
Premise based removal (Business Frequency)	UP TO 5 TIMES PER WEEK (AS PER REQUEST)
Bulk Removal (Frequency)	NO
Removal Bags provided(Yes/No)	NO
Garden refuse removal Included (Yes/No)	NO
Street Cleaning Frequency in CBD	DAILY
Street Cleaning Frequency in areas excluding CBD	DAILY ON ROTATIONAL BASIS
How soon are public areas cleaned after events (24hours/48hours/longer)	WITHIN 24 HRS
Clearing of illegal dumping (24hours/48hours/longer)	48 HOURS
Recycling or environmentally friendly practices(Yes/No)	Yes
Licenced landfill site(Yes/No)	Yes
Water Service	
Water Quality rating (Blue/Green/Brown/NO drop)	1 Blue Drop 90.79% (2013); 4 Green Drops 89.14% (2012); No Drop 100%
Is free water available to all? (All/only to the indigent consumers)	Indigent Consumers
Frequency of meter reading? (per month, per year)	Monthly
Are estimated consumption calculated on actual consumption over (two month's/three month's/longer period)	N/A
On average for how long does the municipality use estimates before reverting back to actual readings? (months)	N/A
Duration (hours) before availability of water is restored in cases of service interruption (complete the sub questions)	
One service connection affected (number of hours)	4.00
Up to 5 service connection affected (number of hours)	4.00
Up to 20 service connection affected (number of hours)	8.00
Feeder pipe larger than 800mm (number of hours)	N/A
What is the average minimum water flow in your municipality?	Min 2.4Bar pressure
Do you practice any environmental or scarce resource protection activities as part of your operations? (Yes/No)	Yes. Groundwater Monitoring Programs and environmental impact assessments as and when required
How long does it take to replace faulty water meters? (days)	5 days
Do you have a cathodic protection system in place that is operational at this stage? (Yes/No)	No
Electricity Service	
What is your electricity availability percentage on average per month?	98,78% (Eskom Loadshedding included) 99.7% (Eskom Loadshedding excluded)
Do your municipality have a ripple control in place that is operational? (Yes/No)	YES
How much do you estimate is the cost saving in utilizing the ripple control system?	R 14777.32.00 p/a
What is the frequency of meters being read? (per month, per year)	PER MONTH
Are estimated consumption calculated at consumption over (two month's/three month's/longer period)	N/A
On average for how long does the municipality use estimates before reverting back to actual readings? (months)	N/A
Duration before availability of electricity is restored in cases of breakages (immediately/one day/two days/longer)	IMMEDIATE
Are accounts normally calculated on actual readings? (Yes/no)	YES
Do you practice any environmental or scarce resource protection activities as part of your operations? (Yes/No)	NO
How long does it take to replace faulty meters? (days)	1
Do you have a plan to prevent illegal connections and prevention of electricity theft? (Yes/No)	YES
How effective is the action plan in curbing line losses? (Good/Bad)	GOOD
How soon does the municipality provide a quotation to a customer upon a written request? (days)	7

Description	
Standard	Service Level 2019/2020
How long does the municipality takes to provide electricity service where existing infrastructure can be used? (working days)	5
How long does the municipality takes to provide electricity service for low voltage users where network extension is not required? (working days)	5
How long does the municipality takes to provide electricity service for high voltage users where network extension is not required? (working days)	5
Sewerage Service	
Are your purification system effective enough to put water back in to the system after purification?	YES, effective to put water back into water resources in accordance with license conditions.
To what extent do you subsidize your indigent consumers?	Basic charge plus 4,2kl or tanker service
How long does it take to restore sewerage breakages on average	
Severe overflow? (hours)	6.00
Sewer blocked pipes: Large pipes? (Hours)	6.00
Sewer blocked pipes: Small pipes? (Hours)	4.00
Spillage clean-up? (hours)	8.00
Replacement of manhole covers? (Hours)	8.00
Road Infrastructure Services	
Time taken to repair a single pothole on a major road? (Hours)	24.00
Time taken to repair a single pothole on a minor road? (Hours)	72.00
Time taken to repair a road following an open trench service crossing? (Hours)	72.00
Time taken to repair walkways? (Hours)	72.00
Property valuations	
How long does it take on average from completion to the first account being issued? (one month/three months or longer)	3 months
Do you have any special rating properties? (Yes/No)	yes
Financial Management	
Is there any change in the situation of unauthorised and wasteful expenditure over time? (Decrease/Increase)	Decrease
Are the financial statement outsourced? (Yes/No)	No
Are there Council adopted business process restructuring the flow and management of documentation feeding to Trial Balance?	Standard Operating Procedures
How long does it take for an Tax/Invoice to be paid from the date it has been received?	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?	Yes
Administration	
Reaction time on enquiries and requests?	1 to 10
Time to respond to a verbal customer enquiry or request? (working days)	1 to 10
Time to respond to a written customer enquiry or request? (working days)	1 to 10
Time to resolve a customer enquiry or request? (working days)	1 to 10
What percentage of calls are not answered? (5%,10% or more)	1
How long does it take to respond to voice mails? (hours)	N/A
Does the municipality have control over locked enquiries? (Yes/No)	yes
Is there a reduction in the number of complaints or not? (Yes/No)	no
How long does it take to open an account to a new customer? (1 day/ 2 days/ a week or longer)	1 day

Description	
Standard	Service Level 2019/2020
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?	Weekly
Community safety and licensing services	
How long does it take to register a vehicle? (minutes)	30min
How long does it take to renew a vehicle license? (minutes)	10min
How long does it take to issue a duplicate registration certificate vehicle? (minutes)	72hours
How long does it take to de-register a vehicle? (minutes)	10min
How long does it take to renew a drivers license? (minutes)	30min
What is the average reaction time of the fire service to an incident? (minutes)	4.25 min
What is the average reaction time of the ambulance service to an incident in the urban area? (minutes)	15 min urban
What is the average reaction time of the ambulance service to an incident in the rural area? (minutes)	40 min urban
Economic development	
How many economic development projects does the municipality drive?	7
How many economic development programme are deemed to be catalytic in creating an enabling environment to unlock key economic growth projects?	4
What percentage of the projects have created sustainable job security?	50
Does the municipality have any incentive plans in place to create an conducive environment for economic development? (Yes/No)	No
Other Service delivery and communication	
Is a information package handed to the new customer? (Yes/No)	Yes - available on www.overstrand.gov.za
Does the municipality have training or information sessions to inform the community? (Yes/No)	Yes
Are customers treated in a professional and humanly manner? (Yes/No)	Yes

ANNEXURE G

WATER & WASTE WATER QUALITY

2014

Blue Drop Report



028_2012



water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA



blue drop
CERTIFICATION
drinking water quality
REGULATION

Blue Drop Requirements for 2014

2014 BLUE DROP REQUIREMENTS		
(1) WATER SAFETY PLANNING 35%	(1.1) WATER SAFETY PLANNING PROCESS (10%)	a) The Water Safety Planning Process is steered by a group of people which includes the technical, financial and management staff of the municipality. Where a Water Services Provider arrangement exist the WSA and Water Services Provider should partake in this process b) There should be clear indication that the Water Services Institution conducted a water safety planning process and not only drafted a document c) There should be clear reference to the specific water supply system at hand and not only global risk management measurements put in place
	(1.2) RISK ASSESSMENT (35%)	a) The Risk Assessment must cover catchment, treatment and reticulation b) The Water Services Institution (WSI) must provide information on findings of the Risk Assessment (and detail Risk Prioritisation method followed) for the specific water supply system including water resource quality. Format not important but it should be proven not to be a desktop study c) The Water Safety Planning process must include (adequate) Control Measures for each significant hazard or hazardous event identified d) A Water Quality Analyses conducted for at least 95% of the SANS 241 list of determinands (min 80%) (SANS 241). This is to verify whether treatment technology is adequate to treat the raw water to comply with national standard limits e) The WSI to proof implementation of mitigation measures from previous Water Safety Plans
	(1.3) MONITORING PROGRAMME (30%)	a) Prove Operational Monitoring is: i) Informed by the Risk Assessment ii) Required sites to monitor: Raw water, after filtration (per process unit) and final water iii) Determinands (minimum): pH, turbidity and disinfectant residual iv) Frequency of analyses: at least every 8 hours v) Equipment used + calibration records
		b) Prove Compliance Monitoring is: i) Informed by the Risk Assessment and SANS 241 compliant ii) Monitoring programme is registered on BDS iii) Actual monitoring occur according to registered BDS monitoring programme (>80%) iv) Required sites to monitor: Water works final & distribution network + Frequency of analyses: Water works final according SANS 241; distribution network according SANS 241 v) Coverage of population served must at least be 80%
	(1.4) CREDIBILITY of DWQ DATA (15%)	a) Certificate of Accreditation for applicable methods OR Z-scores results (z-scores must be ≥ -2 & ≤ 2 are acceptable) in a recognised Proficiency Testing Scheme b) DWQ Data credibility on the BDS (Blue Drop Certified Data)
	(1.5) INCIDENT MANAGEMENT (10%)	a) Protocol to specify: 1) Alert levels 2) Response times 3) Required actions 4) Roles & responsibilities 5) Communication vehicles/methods and 6) Must include response on possible risks identified in the Risk Assessment of the Water Safety Planning process b) Incident Register to include: 7) Date, location and description of incident 8) Action taken and date of resolution 9) Outcome of cause investigation
	BONUS (1): Sampler's Training	To be eligible for this bonus, WSI's must provide proof of training of samplers or Sampling Quality Control measures (Name the Sampling Training Course, Duration, Service Provider, and detail of Attendees)

		<p>1) Evidence of relevant sampling training that will ensure credibility of the sampling process; or</p> <p>2) Evidence of control measures to ensure sampling credibility</p>
	BONUS (2): Incident Management Protocol Communication	Communication on the Incident Management Protocol process with all relevant staff within the Municipality
<p>(2)</p> <p>DWQ PROCESS MANAGEMENT & CONTROL</p> <p>8%</p>	<p>(2.1)</p> <p>WORKS CLASSIFICATION COMPLIANCE</p> <p>(15%)</p>	<p>Treatment works classified according the requirements of Regulation 2834- <u>ONLY</u> the classification as it appears on BDS will be used. Supporting evidence to allow the correct classification to be loaded on BDS, Water Services Institutions remains accountable for correctness of information / classification</p> <p>Certificate to be displayed at treatment works (<i>confirmed during on-site assessments</i>)</p>
	<p>(2.2)</p> <p>PROCESS CONTROL REGISTRATION COMPLIANCE</p> <p>(50%)</p>	<p>a) Process Control Staff must be Registered according to Regulation 2834 with the Department of Water Affairs. Water Services Institutions to prove per treatment works that Process Control Staff complies with the legislative requirements of:</p> <p>i) Number of Process Controllers'</p> <p>ii) Complying with the required Classification levels</p> <p>b) The Supervisor must comply with legislative requirements</p> <p>Information as it appears on BDS will be used <u>ONLY</u>, WSI's to ensure correct classification of all staff per treatment plant</p>
	<p>(2.3)</p> <p>WATER TREATMENT WORKS' LOGBOOK</p> <p>(35%)</p>	<p>a) A logbook is in place to record all incidents and observations at the water treatment works</p> <p>b) Evidence is presented that the logbook process is (i.e. communication medium between process controllers and shifts) being implemented (It is NOT required to be implemented for the entire assessment period)</p>
	BONUS (1): Process Control Training	Proof of Process Control staff being subjected to relevant training the past 12 months to allow Process Controllers to meet the education requirements towards higher level draft Regulation 813 Registration (Year 2013)
	BONUS (2): Process Control Excellence	<p>a) Process Control Staff classified according the requirements of draft Regulation 813 on the Blue Drop System</p> <p>b) Process Control Staff and Supervisor compliance confirmed against draft Regulation 813 (must comply at least <u>75%</u> in each of the shifts)- WSI must indicate shift patterns and Supervisor on BDS. WSI to explain measures in place when a shift does not comply with regulatory process control requirements</p> <p>c) WSI must indicate process controllers and/or supervisors that are 'shared' across different plants/sites</p>
	Water Quality Data Period – 1 January 2013 – 31 December 2013	
<p>(3)</p> <p>DRINKING WATER QUALITY VERIFICATION</p> <p>30%</p>	<p>(3.1.1)</p> <p>MICROBIOLOGICAL DWQ COMPLIANCE</p> <p>(50%)</p>	<p>The Microbiological Quality of the water supply must comply with the South African National Standard (specifically, the 2014 Blue Drop Limits which have been derived from SANS241: 2006 and 2011) as per the Excellent Requirements set by the Blue Drop Programme (<i>E coli</i>)</p> <p>- Excellent Compliance (97% for <100 000 population) & (99% for >100 000 population)</p>
	<p>(3.1.2)</p> <p>CHEMICAL DWQ COMPLIANCE</p> <p>(45%)</p>	<p>The Chemical Quality of the water supply must comply with the Excellent Requirements set by the Blue Drop Programme for all chemical-health determinands listed in the South African National Standard (the 2014 Blue Drop Limits, derived from SANS241: 2006 and 2011)</p> <p>Chemical – Health (Acute and Chronic):</p> <p>- Excellent Compliance (95% for <100 000 population) & (97% for >100 000 population)</p> <p>- Good Compliance (93% for <100 000 population) & (95% for >100 000 population)</p>
	(3.1.3) OPERATIONAL	The compliance of operational determinands must comply with the 2014 Blue Drop Excellent Limits set by the Blue Drop Programme

	COMPLIANCE (5%)	<ul style="list-style-type: none"> - Excellent Compliance (93% for <100 000 population & 95% for >100 000 population) - Good Compliance (90% for <100 000 population & 93% for >100 000 population)
	BONUS (1): Aesthetic DWQ Compliance	<p>The Aesthetic Quality of the water supply must comply with the Excellent Requirements set by the Blue Drop Programme for all aesthetic determinands listed in the 2014 Blue Drop Limits</p> <ul style="list-style-type: none"> - Excellent Compliance (93% for <100 000 population & 95% for >100 000 population) - Good Compliance (90% for <100 000 population & 93% for >100 000 population)
	PENALTY (1): Data Difference	Should there be a difference between data available on BDS and that which is presented in hardcopy for verification the penalty will apply
	PENALTY (2): <11 Months' Data	Less than 11 months data available to assess Microbiological and Chemical compliance
	PENALTY (3): Notification of Failure	If there is any significant (sustained) failure with no evidence of a Water Quality Alert Notice (Boil Water Notice) being issued, this penalty will apply. NB! This may have an implication on qualification for certification
(4) MANAGEMENT, ACCOUNTABILITY, & LOCAL REGULATION 10%	(4.1) MANAGEMENT COMMITMENT (30%)	<p>Management's commitment to effective Drinking Water Quality Operations & Management should be portrayed by Proof of signature approval of the:</p> <ul style="list-style-type: none"> a) Water Safety Plan b) DWQ Monitoring Programme c) Water Treatment Plant Logbook d) Operations and Maintenance Budget e) Water Services Development Plan
	(4.2) PUBLICATION OF PERFORMANCE (25%)	<p>Evidence should be provided on the various means of drinking water quality information made public to the constituencies supplied with drinking water from this specific water supply system</p> <p>Forms of Publication:</p> <ul style="list-style-type: none"> >Newspaper publication >Municipal Billing >Community Radio >Annual Report >Posters & Pamphlets >Population and Promotion of "My Water" >Electronic Webpage <p>Water Services Institutions must provide evidence of adequate marketing of Existing Blue Drop Certified water supply systems</p>
	(4.3) SERVICE LEVEL AGREEMENT/ PERFORMANCE AGREEMENT (15%)	<p>Should there be an institutional arrangement between the Water Services Authority and the Water Services Provider, then it is essential that the legislatively required contract (Section 19 of the Water Services Act) stipulate the Service Level Agreements between the two entities. A copy of this document is required,</p> <p>OR</p> <p>Should the Water Services Authority fulfil the function of Water Services Provider as per Section 78 arrangements, then it is required that the responsible manager (official) have a Performance Agreement (Workplan) in place which stipulates Drinking Water Quality Management Responsibilities</p>
	(4.4) SUBMISSION OF DWQ DATA (30%)	<ul style="list-style-type: none"> a) 12 months of data had been submitted on the Blue Drop System (BDS) (DWA will only consider data available on the BDS) b) All compliance monitoring test results are required to be submitted c) As per a requirement of the Water Services Act, compliance data submission occurred monthly (Section 62 of the Water Services Act, Section 9 Regulations) (measured as BDS submission compliance)
	BONUS (1): Publication of Performance	Availing information on Drinking Water to relevant public in 3 or more forms listed
	BONUS (2):	Workplans of Process Controllers aligned to Operations and







	Performance Agreement	Maintenance Manual
	BONUS (3): Procurement processes	Proof that systems are in place to not run short of Chemicals & Consumables required for treatment
	PENALTY: Submission of DWQ Data	Penalty will apply should the Department find proof during / post assessment that the WSI are guilty of an offence as per Section 82 of the Water Services Act, by only submitting partial information in order to present a false impression of DWQ Performance and/or compliance
(5) ASSET MANAGE- MENT 14%	(5.1) ANNUAL PROCESS AUDIT (20%)	Process Audit Report on technical inspection/assessment of treatment facility and evidence of implementation of findings This process assessment should've been done within the 12-month assessment period
	(5.2) ASSET REGISTER (15%)	The Institution must present a complete Asset Register. The asset register must: a) Detail relevant equipment and infrastructure b) Indicate asset description c) Location d) Condition (remaining life) e) Replacement value
	(5.3) AVAILABILITY & COMPETENCE of MAINTENANCE TEAM (15%)	a) The Institution must present evidence of a competent Maintenance Team (in form of Organogram; Contract or Invoice). Logbook with maintenance entries will serve as adequate evidence (for Mechanical, Electrical, Instrumentation and Civil work) b) Additional prove required on team competency (e.g. Qualification & Experience & Trade-test)
	(5.4) OPERATIONS & MAINTENANCE MANUAL (15%)	O&M manual to contain: a) Civil, mechanical, electrical detail / drawings of plant b) Design capacity of plant c) Operational schedules, maintenance schedules d) Process detail and control e) Mechanical and electrical equipment specification f) Fault finding g) Monitoring
	(5.5) OPERATIONS & MAINTENANCE BUDGET and EXPENDITURE (20%)	The Institution must present credible evidence of: a) Maintenance Budget (as part of Operations Budget) b) Maintenance Expenditure (as part of the Operations Expenditure) c) Maintenance Expenditure should be more than 5% of the Operations Expenditure in Total for the preceding Financial Year Financial expenditure to apply as per Municipal Budget Year: Jul 2012 to Jun 2013
	(5.6) DESIGN CAPACITY vs. OPERATIONAL CAPACITY (15%)	Proof to be submitted of the documented design capacity and documented daily operating capacity over the past 12 months Groundwater dependant systems must have an acceptable plan which stipulates abstraction patterns that will prevent aquifer damage Flow meters must be calibrated at least annually
Blue Drop Requirements= TOTAL 97%		









2014 NO DROP REQUIREMENTS (Water use efficiency)

<div>(6)</div> <div>WATER USE EFFICIENCY & WATER LOSS MANAGEMENT</div> <div>3%</div>	<div>(6.1)</div> <div>WATER BALANCE</div> <div>(30%)</div>	<div>Provide MONTHLY and ANNUAL composite IWA water balance diagrams and supporting documents for the complete system as part of the water audit (as a component in the WSDP) as per Regulation 509 of 2001 Clause 10 of the Water Supply Regulations. Balance diagram to specify as a minimum the main components of the IWA balance including Water Losses broken down into:</div> <div>a) System input volumes</div> <div>b) Billed metered and unmetered usage</div> <div>c) Unbilled Authorised Consumption</div> <div>d) Water losses broken down into Real and Apparent Losses</div> <div>e) Free Basic Water, and</div> <div>f) Non Revenue Water</div> <div>and to be supported by a schematic showing bulk meters, zones and main infrastructure components</div> <div>Note: WSI's to ensure that units are clearly indicated against numeric values in water balance (e.g. 100 kl/annum, 50 m³/day, etc)</div>																																							
	<div>(6.2)</div> <div>WDM STRATEGY and BUSINESS PLAN and IMPLEMENTATION</div> <div>(30%)</div>	<div>a) Evidence must be provided of a Council approved WDM strategy and business plan consisting of at least the following:</div> <div>- Background and Context</div> <div>- Situation Assessment including a Needs Statement</div> <div>- Key Issues and Challenges</div> <div>- Focus Areas of Intervention</div> <div>- List of Proposed Interventions</div> <div>- Set targets for demand, NRW, commercial and real losses</div> <div>- Budget and Multi-year Implementation Timeline</div> <div>b) Provide evidence of implementation against the above Plan in terms of:</div> <div>- List of Interventions (Projects)</div> <div>- Movement against targets for demand, NRW, commercial and real losses</div> <div>- Budget and Multi-year Implementation Timeline</div> <div>(Reg 509 of 2001 Clause 10)</div>																																							
	<div>(6.3)</div> <div>COMPLIANCE and PERFORMANCE</div> <div>(40%)</div>	<div>a) Provide historic data in order to calculate the following:</div> <div>- Physical (real) water loss trend</div> <div>- Commercial water loss trend</div> <div>- Water use efficiency trend</div> <div>b) Provide the following data (grey cells only) with supporting documentation, in order to calculate the WSI baseline profile for:</div> <div>- Physical (real) water loss status</div> <div>- Commercial water loss status</div> <div>- Water use efficiency status</div> <table><tr><td>Population number served:</td><td></td><td>SIV (System Input Volume) (kl/annum):</td><td></td><td>Average system pressure (m):</td><td></td></tr><tr><td>Households served:</td><td></td><td>Authorised, Billed and Metered (kl/annum):</td><td></td><td>Usage (l/cap/day):</td><td></td></tr><tr><td>Total connections:</td><td></td><td>Authorised, Billed and Unmetered (kl/annum):</td><td></td><td>Non-revenue (l/cap/day):</td><td></td></tr><tr><td>Metered connections:</td><td></td><td>Authorised and Unbilled (kl/annum):</td><td></td><td>Real losses (l/cap/day):</td><td></td></tr><tr><td>Unmetered connections:</td><td></td><td>Authorised Consumption (kl/annum):</td><td></td><td>% Metering</td><td></td></tr><tr><td>Households with deemed of flat rate billing:</td><td></td><td>Revenue water (kl/annum):</td><td></td><td rowspan="2">Efficiency =</td><td rowspan="2"></td></tr><tr><td>Number of metered</td><td></td><td>Non-revenue water</td><td></td></tr></table>	Population number served:		SIV (System Input Volume) (kl/annum):		Average system pressure (m):		Households served:		Authorised, Billed and Metered (kl/annum):		Usage (l/cap/day):		Total connections:		Authorised, Billed and Unmetered (kl/annum):		Non-revenue (l/cap/day):		Metered connections:		Authorised and Unbilled (kl/annum):		Real losses (l/cap/day):		Unmetered connections:		Authorised Consumption (kl/annum):		% Metering		Households with deemed of flat rate billing:		Revenue water (kl/annum):		Efficiency =		Number of metered		Non-revenue water
Population number served:		SIV (System Input Volume) (kl/annum):		Average system pressure (m):																																					
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Number of metered		Non-revenue water																																							

		connections billed:		(kl/annum):			
		Proven Industrial use (kl/annum):		Water losses (kl/annum):			
		Length of mains installed :		Apparent or Commercial losses (kl/annum):		Water loss =	
		Assumed commercial losses :		Real or Physical water losses (kl/annum):			
	PENALTY: Inclusion in the IDP	Components listed under Criteria 1.2 were not included in the IDP					
	BONUS (1): Training in WDM	a) The Institution must present evidence of a competent Water Loss Management Team (in form of an Organogram) with <20% vacancy ratio in accordance with Clause 66 (Staff matters) of the Municipal Systems Act 32 of 2000 b) Proof required on team manager competency (Qualification & Experience) with the following additional requirement: Manager to have suitable tertiary qualification with suitable experience c) The Institution must present evidence of a competent structured Maintenance Team (in form of Organogram with well-defined positions and job descriptions; Contract or Invoice). Logbook with maintenance entries will serve as adequate evidence d) Additional proof required on team competency for the team presented under (c) above (e.g. Qualification & Experience & Trade-test) e) Indicate number of suitably qualified plumbers per 1000 connections					
No Drop Requirements= TOTAL 3%							

Quality of Drinking Water

Quality of Drinking Water	
Colour Drop	Indication of Drop
	Blue Drop Certified, water is safe to drink
	Micro > 97% Chemical > 95%
	Micro > 97% Chemical < 95% (or no Information)
	Micro < 97% Chemical > 95%
	Micro > 90% < 95% Chemical > 90% < 95%
	Micro < 90% Chemical < 90%

Water Services Authority		Overstrand Local Municipality		
Water Services Provider(s)		Overstrand LM, Overstrand LM		
2014 Municipal Blue Drop Score	90.79%			
2012 Municipal Blue Drop Score	96.82%			
2011 Municipal Blue Drop Score	90.56%			
Performance Area	Baardskeerdersbos	Buffeljags Bay	Buffels River	Greater Gansbaai
				
Water Services Provider(s)	Overstrand LM	Overstrand LM	Overstrand LM	Overstrand LM
Water Safety Planning (35%)	29.75	23.54	33.43	31.50
Treatment Process Management (8%)	4.28	5.60	4.00	6.80
DWQ Compliance (30%)	0.00	15.75	23.25	23.25
Management Accountability (10%)	8.95	8.20	9.25	9.25
Asset Management (14%)	8.72	9.24	11.03	10.50
Use Efficiency, Loss Management (3%)	3.00	3.00	3.00	3.00
Bonus Scores	9.17	6.50	3.25	4.00
Penalties	0.00	0.00	0.00	0.00
2014 BLUE DROP Score	63.87%	71.83%	87.20%	88.30%
2012 Blue Drop Score	91.6%	93.8%	95.0%	97.1%
2011 Blue Drop Score	93.7%	75.4%	95.1%	95.1%
System Design Capacity (Ml/d)	0.15	0.1	5.5	7.1
Operational Capacity (% to Design)	100%	105%	44%	100%
Average daily Consumption (l/p/d)	655.0	310.3	803.4	445.9
Microbiological Compliance (%)	90.0%	95.5%	99.9%	99.9%
Chemical Compliance (%)	92.0%	99.9%	96.4%	96.1%
Blue Drop Risk Rating (2012)	75.5%	52.7%	72.1%	76.7%
Blue Drop Risk Rating (2013)	20.6%	12.2%	12.5%	12.7%
Blue Drop Risk Rating (2014)	47.2%	60.1%	57.3%	57.6%
Performance Area	Greater Hermanus	Kleinmond	Pearly Beach	Stanford
				
Water Services Provider(s)	Overstrand LM	Overstrand LM	Overstrand LM	Overstrand LM
Water Safety Planning (35%)	33.43	31.15	24.59	29.75
Treatment Process Management (8%)	8.00	6.40	6.80	4.70
DWQ Compliance (30%)	29.60	23.25	29.60	30.00
Management Accountability (10%)	9.25	9.25	9.25	9.25
Asset Management (14%)	11.90	10.29	10.29	11.38
Use Efficiency, Loss Management (3%)	3.00	3.00	3.00	3.00
Bonus Scores	1.27	3.25	3.83	2.86
Penalties	0.00	0.00	0.00	0.00
2014 BLUE DROP Score	96.44%	86.59%	87.35%	90.94%
2012 Blue Drop Score	97.9%	95.0%	95.2%	92.7%
2011 Blue Drop Score	87.2%	93.1%	94.3%	95.2%
System Design Capacity (Ml/d)	28.0	5.8	1.4	1.5
Operational Capacity (% to Design)	29%	39%	100%	57%
Average daily Consumption (l/p/d)	192.4	230.1	1605.4	159.9
Microbiological Compliance (%)	98.9%	99.9%	99.9%	99.9%
Chemical Compliance (%)	96.4%	96.4%	99.9%	96.4%
Blue Drop Risk Rating (2012)	78.1%	72.1%	83.5%	64.9%
Blue Drop Risk Rating (2013)	13.5%	12.5%	12.7%	15.6%
Blue Drop Risk Rating (2014)	17.2%	57.3%	56.1%	27.1%

Regulatory Impression

The Overstrand Local Municipality team was well prepared and demonstrated their commitment to the Blue Drop assessment and water quality excellence. The Municipality is to be congratulated for obtaining Blue Drop status for the Greater Hermanus system. A decreased municipal score was however achieved during this assessment. The reason for the observed decrease in compliance includes:

- ◆ Full compliance with the requirements of SANS 241 with regard to monitoring and analysis could not be demonstrated. No chemical determinants have been analysed in the reticulation network to monitor the chemical quality of water provided to the consumer and identify any potential health impacts. In addition, the frequency of analysis does not comply with the requirements for the final water produced at treatment facilities receiving surface water or within the reticulation network. The Municipality however confirmed that subsequent to the assessment that a service provider has been appointed to implement a risk based monitoring programme that fully complies with the requirements of SANS 241, sampler training and uploading of analytical data to the BDS.
- ◆ Detailed annual process audits could not be demonstrated that assessed the performance of the treatment systems and each process unit with the design capacity of the plant. Recommendations should be incorporated into the review process of water safety plan.
- ◆ Poor microbiological compliance was observed in the Baardskeerdersbos system. This should be mitigated when the new plant to treat borehole water is commissioned in August 2014.

Significant progress has been made by the municipality with regard to WC/WDM and projects have been ongoing for the last three years. Good baseline information and a formal strategy are available that enables the municipality to make informed decisions regarding ongoing planning to minimise non-revenue water.

It is anticipated that the identified gaps will be addressed by the Overstrand Local Municipality and that an upward trend towards Blue Drop compliance will once again be achieved in the next assessment.

Based on the Audit results, the DWS has serious concerns on the poor microbiological drinking water quality and the resultant risk to consumers of the Baardskeerdersbos water supply system. These concerns have to be addressed as a matter of urgency and drinking water quality results and appropriate actions must be communicated to consumers should the water be found to be unfit for human consumption.

The overall **2014 Risk Rating** for Overstrand LM is 41% which translates into the 10th best performance in the Western Cape. Note that this value is based on the 3 specific areas indicated below and shows concerns (medium to critical risks) for

Process Control (which risks reflect compliance in terms of draft Regulation 813) in 6 of the 8 systems; Drinking Water Quality in 2 out of the 8 systems; and Risk Management in none of 8 systems.

Additional information regarding the Blue Drop Risk Rating			
Water Supply System	Baardskeerdersbos		
	2012	2013	2014
A: Process Control RR	77.8%	22.2%	55.6%
B: Drinking Water Quality RR	11.1%	55.6%	70.4%
C: Risk Management RR	13.0%	13.0%	17.4%

Additional information regarding the Blue Drop Risk Rating			
Water Supply System	Buffeljags Bay		
	2012	2013	2014
A: Process Control RR	76.5%	17.6%	71.1%
B: Drinking Water Quality RR	11.1%	11.1%	55.6%
C: Risk Management RR	13.0%	13.0%	26.1%

Additional information regarding the Blue Drop Risk Rating			
Water Supply System	Buffels River		
	2012	2013	2014
A: Process Control RR	79.5%	28.2%	64.1%
B: Drinking Water Quality RR	11.1%	11.1%	40.7%
C: Risk Management RR	13.0%	13.0%	13.0%

Additional information regarding the Blue Drop Risk Rating			
Water Supply System	Greater Gansbaai		
	2012	2013	2014
A: Process Control RR	79.5%	34.9%	74.4%
B: Drinking Water Quality RR	40.7%	11.1%	40.7%
C: Risk Management RR	13.0%	13.0%	26.1%

Additional information regarding the Blue Drop Risk Rating			
Water Supply System	Greater Hermanus		
	2012	2013	2014
A: Process Control RR	80.5%	31.7%	34.1%
B: Drinking Water Quality RR	11.1%	14.8%	25.9%
C: Risk Management RR	13.0%	17.4%	17.4%

Additional information regarding the Blue Drop Risk Rating			
Water Supply System	Kleinmond		
	2012	2013	2014
A: Process Control RR	79.5%	28.2%	64.1%
B: Drinking Water Quality RR	11.1%	11.1%	40.7%
C: Risk Management RR	13.0%	13.0%	13.0%

Additional information regarding the Blue Drop Risk Rating			
Water Supply System	Pearly Beach		
	2012	2013	2014
A: Process Control RR	78.9%	26.3%	71.1%
B: Drinking Water Quality RR	11.1%	11.1%	11.1%
C: Risk Management RR	13.0%	13.0%	26.1%

Additional information regarding the Blue Drop Risk Rating			
Water Supply System	Stanford		
	2012	2013	2014
A: Process Control RR	83.8%	29.7%	40.5%
B: Drinking Water Quality RR	11.1%	11.1%	11.1%
C: Risk Management RR	13.0%	13.0%	13.0%

Site Inspection Scores

The **Preekstoel and Buffels River Base WTWs** were inspected to verify the Overstrand Local Municipality Blue Drop findings.

Preekstoel WTW: 88%
Buffels River WTW: 90%

The site inspection impression at the **Preekstoel WTW** was considered to be good. A number of drinking water quality management practices still require attention, including:

- ◆ A flow chart was displayed of the incident management protocol that indicates roles and responsibilities but alert levels were not included.
- ◆ Records of the results of the jar tests that are routinely undertaken could not be provided.
- ◆ Emergency shower and eye wash facilities were not located at the chemical dosing room.
- ◆ Manual post dosing of lime was being undertaken at the time of the assessment due to equipment failure. This was to be repaired as part of the maintenance contract with an external service provider. Standby equipment was not installed.
- ◆ Standby chlorine dosing equipment is not installed.



Flocculent dosing at point of high turbulence tanks



Bunded area for chemical storage tanks

The site inspection impression at the **Buffels River WTW** was considered to be good. A number of drinking water quality management practices still require attention, including:

- ◆ A flow chart was displayed of the incident management protocol that indicates roles and responsibilities but alert levels were not included.
- ◆ The original O&M manual for the WTW is not available. Standard operating procedures have been compiled.
- ◆ Records of jar tests undertaken by the service provider could not be provided.
- ◆ Chemical tanks are not contained within a bunded area.
- ◆ Standby chlorine dosing equipment is not installed.
- ◆ Standby air compressor is not installed.



Gravity flow dosing system of flocculent



Chemical tanks not banded



2013

GREEN DROP

REPORT

VOLUME 1:

MUNICIPAL AND PRIVATE
WASTEWATER SYSTEMS

FINAL DRAFT



water affairs

Department:
Water Affairs
REPUBLIC OF SOUTH AFRICA



green drop
CERTIFICATION
waste water service
REGULATION

Together committed to excellent Water Quality for the future

ACRONYMS

ACRONYMS	DESCRIPTION
ADWF	Average Dry Weather Flow
CFO	Chief Financial Officer
COD	Chemical Oxygen Demand
CRR	Cumulative Risk Rating
DPW	Department of Public Works
DWA	Department of Water Affairs
GA	General Authorisation
GDC	Green Drop Certification
GDS	Green Drop System (www.dwa.gov.za/greendrop)
GWSA	Green Water Services Audit
IMP	Incident Management Protocol
KPA / KPI	Key Performance Area / Indicator
LM	Local Municipality
NA	[Not assessed]
NI	[No information]
O&M	Operation and Maintenance
RPMS	Service Level Agreement
SLA	Regulatory Performance Measurement System
SS	Suspended Solids
W ₂ RAP	Wastewater Risk Abatement Plan
WIN-SA	Water Information Network of South Arica
WRC	Water Research Commission
WSA	Water Services Authority
WSP	Water Services Provider
WSI	Water Services Institutions
WWTP/W	Wastewater Treatment Plant / Works
PROVINCES	
EC	Eastern Cape Province
FS	Free State Province
GP	Gauteng Province
LP	Limpopo Province
MP	Mpumalanga Province
NW	North West Province
NC	Northern Cape Province
KZN	Kwa-Zulu Natal Province
WC	Western Cape Province

How to Read the Report Card

The following is an example of a typical municipal report card that appears in the Green Drop Report 2013. Results are provided in colour coded format – each colour has a specific meaning and performance reference.

Water Services Authority		ABC Local Municipality	
Water Services Provider(s)		ABC WSP	

2013 Municipal Green Drop Score	81.63%	<p>The Municipal Green Drop score is a Performance Indicator of the overall municipal wastewater business (function of the available design capacity and the individual Green Drop scores).</p> <p>Arrows: Depict the current Green Drop status of the plant. A ↑ arrow shows improvement upon the 2009 situation, ↓ shows digress, → shows unchanged situation</p>
2011 Municipal Green Drop Score	63.80%	
2009 Municipal Green Drop Score	75.00%	

Key Performance Area	Weight	System X
Process Control & Maintenance Skills	10%	67
Monitoring Programme	15%	95
Submission of Results	5%	100
Effluent Quality Compliance	30%	16
Risk Management	15%	90
Local Regulation	5%	100
Treatment Capacity	5%	100
Asset Management	15%	94
Bonus Scores		8.48
Penalties		1.90
Green Drop Score (2013)		74.88%
2011 Green Drop Score		47.00%
2009 Green Drop Score		66.00%
System Design Capacity	ML/d	2.3
Capacity Utilisation (% ADWF ito Design Capacity)		112.0%
Resource Discharged into		Pienaaars River (sensitive, special standard apply)
Microbiological Compliance	%	12.95%
Chemical Compliance	%	24.35%
Physical Compliance	%	20.69%
Overall Compliance	%	20.90%
Wastewater Risk Rating (2012)		76.50%
Wastewater Risk Rating (2013)		76.47%

Colour codes	Appropriate action by institution
90-100%	Excellent situation, need to maintain via continued improvement
80-<90%	Good status, improve where gaps identified to shift to 'excellent'
50-<80%	Fair performance, ample room for improvement
31-<50%	Very poor performance, need targeted intervention towards gradual sustainable improvement
0-<31%	Critical state, need urgent intervention for all aspects of the wastewater services business

Green Drop Score (2013)	74.88%	<p>≥90% = Green Drop Certification</p> <p><30% = Purple Drop Status</p>
2011 Green Drop Score	47.00%	
2009 Green Drop Score	66.00%	
System Design Capacity	ML/d	2.3
Capacity Utilisation (% ADWF ito Design Capacity)		112.0%
Resource Discharged into		Pienaaars River (sensitive, special standard apply)
Microbiological Compliance	%	12.95%
Chemical Compliance	%	24.35%
Physical Compliance	%	20.69%
Overall Compliance	%	20.90%
Wastewater Risk Rating (2012)	76.50%	
Wastewater Risk Rating (2013)	76.47%	

Note: volumetric capacity refers to Average Dry Weather Flow

CRR% Deviation	90 – 100% Critical risk WWTP	
	70 - <90% High Risk WWTP	
	50-<70% Medium risk WWTP	
	<50% Low Risk WWTP	

<p>Plant is receiving 12% more wastewater compared to its original design capacity (ADWF)</p>	
<p>Effluent quality compliance to legislative standards carries a high (30%) weight in the GDC score</p>	
<p>The CRR% Deviation (CRR/ CRRmax) score is specific to the wastewater "treatment" function of the service. This score indicates the actual risk as a % of the maximum risk that the plant potentially can reach. An orange and red block indicate that the plant is in high- or critical risk that warrants urgent attention. A higher value reflects a high risk state (undesirable). A lower value reflects a lower risk state.</p>	

1. GREEN DROPSCORECARD 2012/13

*The Stockdale paradox:
Confront the brutal truth of the situation, yet at the
same time, never give up hope.*

Green Water Services Audits are conducted by a panel consisting of a qualified wastewater professional as Lead Assessor, supported by 2 Assessors. The team selection is done based on the outcomes of a Green Drop Examination which tests the assessor's knowledge and competence in the subject field.

The following scorecard outlines the key requirements of the Green Drop assessment and indicates the Portfolio of Evidence that was required by each Water Services Institution to calculate a Green Drop score per wastewater system.

Green Water Services Audit Period : 1 July 2011 – 30 June 2012

Green Drop Key Performance Area	Requirements	Sub-Requirements
(1) Process Control and Maintenance [10%]	(1.1) WORKS REGISTRATION	a) The wastewater treatment facility is registered as per the Requirements of Regulation 2834/17.
	(1.2) PROCESS CONTROLLER & SUPERVISOR REGISTRATION	a) Copies of Registration Certificates of Process Controllers and Supervisor(s) b) Copies of the classification certificates of all process controllers/operators and supervisors/superintendents must be uploaded on the GDS; c) Compliance with Regulation 2834 (must comply at least 50% in each of the shifts); WSI must indicate shift patterns or measures in place when a shift does not comply with Regulatory Process Control Requirements. d) WSI must indicate process controllers and/or supervisors that are 'shared' across different plants/sites.
	1.3) MAINTENANCE TEAM	a) Evidence of Maintenance Team used for general maintenance work at the plant & pump-stations(both mechanical and electrical) b) Information on in-house staff (or organogram) or external contractor/s c) Provide additional proof of competency of team (e.g. Qualification & Experience & Trade-test) d) Provide a site specific operation and maintenance schedule (routine / scheduled) e) Contract or Logbook with maintenance entries to serve as evidence of the above aspects
	1.4) OPERATIONS & MAINTENANCE MANUAL	a) Proof of a 'site-specific' Operation & Maintenance Manual O&M manual to contain: 1. structural, 2. mechanical, 3. electrical detail of plant, 4. design specifications of plant, 5. reference to drawings, 6. operational schedules, 7. maintenance schedules, 8. process detail and control, 9. instrumentation specification/type, 10. fault finding, 11. monitoring, 12. pump curves, 13. supportive appendices
	(1.5) OPERATIONAL LOGBOOK	a) A logbook is in place to record all incidents at the wastewater treatment works. b) Evidence is presented that the logbook process is being implemented.

	BONUS (Process Control)	BONUS: Proof of Process Controller staff being subjected to relevant training the past 24 months 1. Names of trainees and signature of attendance / Certificate 2. Date and training subject field 3. Training provider and content of training
(2) Wastewater Monitoring Programme [15%]	(2.1) OPERATIONAL MONITORING	Details of Operational Monitoring: a) Proof of Operational Monitoring sites, determinands and frequency; b) Samples must include: i) <i>inflow</i> ii) <i>outflow</i> iii) <i>process flows</i> iv) <i>industrial</i> v) <i>sludge</i> c) Determinands monitored; d) as per Authorisation / as per best practice per technology type; e) Frequency: as per Authorisation /as per best practice (1/month for micro & small plants, 1 /week for medium plants, and 1/day for large & macro plants)
	(2.2) COMPLIANCE MONITORING	Details of Compliance Monitoring (For ALL Effluent Discharges). a) Sampling Sites as per Authorisation; b) Determinands as per Authorisation (This would include determinands not categorised as Microbiological, Chemical or Physical, e.g. SAR) ; c) Sampling frequency occurs as Authorisation Requirements Note 1: For zero-effluent treatment systems - still need to monitor for impact on catchment / environment (for both lined and unlined systems). Where oxidation ponds are producing effluent for irrigational purposes then General Limits apply. Note 2: A monitoring programme alone will not be sufficient to obtain full score; Analyses results should proof implementation of the monitoring programme.
	(2.3) LABORATORY USED	a) Name lab(s) for operational analysis (in-house or on-site) and lab for compliance analysis/checks (in-house or external) b) Provide the turnaround in laboratory analysis (in hours: from time of submission to time of results dissemination)
	(2.3) LABORATORY CREDIBILITY	a) Certificate of Accreditation for applicable methods, b) Or Z-scores results following participation a recognised Proficiency Testing Scheme ($-2 \geq z$ -score ≥ 2 are unacceptable) c) Or Proof of Intra- and Inter-laboratory proficiency (quality assurance as prescribed in Standard Methods)
	(2.4) PROCESS CONTROL / MONITORING RESULTS	a) Explain how monitoring results are used to amend/improve process controlling <i>[The assessor will select at random analytical parameter/s from the presented analytical results to present an audit question. This might be checked during on-site assessment.]</i>
(3) Submission of Wastewater Quality Results [5%]	(3.1) DATA SUBMISSION	1. 12 months of data submitted to DWA on the GDS 2. WSA must ensure that 12 months' sets of results are submitted and recorded on the GDS prior to the assessment. Note: All compliance results' data required
	PENALTY (1): Data Not Captured OR	Penalty will apply should Wastewater results be available but not captured on GDS.
	PENALTY (2): Section 82	Penalty will apply should the Department find proof during / post assessment that the WSI is guilty of an offence as per Section 82 of the Water Services Act, by only submitting partial information (on GDS) in order to present a false impression of WWQ Performance and/or compliance.

(4) Wastewater Effluent Quality Compliance [30%]	(4.1) WATER USE AUTHORISATION	a) Copy of authorisation, detailing Effluent Quality Standards. NOTE: List Standards to comply with.
	(4.2) EFFLUENT QUALITY COMPLIANCE	a) 90% Microbiological Compliance (e.g. E Coli; Faecal Coliforms) b) 90% Chemical Compliance (e.g. COD, Ammonia, Nitrogen, Nitrate, Nitrite, Residual Chlorine, Ortho-Phosphates, Fluoride, Arsenic, Cadmium, Copper, Manganese, Iron, Selenium, Zinc, Boron, etc.) c) 90% Physical Compliance (e.g. pH, Suspended Solids, Electrical Conductivity, Soap, Oil or Grease, etc)
	BONUS (GDIP)	a) A practical Green Drop Improvement Plan (GDIP) in place – with baseline (current) score, tasks, responsible person, completion date, budget, target GDC score; b) Implementation evidence and proof of management of process
	PENALTY: (Sludge Management)	a) Sludge treatment not managed / monitored. (Monitoring records must be produced); b) In case of ponds systems, provide schedule for desludging of system.
(5) Wastewater Quality Risk Management [15%]	(5.1) WASTEWATER RISK ABATEMENT PLAN (W₂RAP)	a) A practical and site specific Wastewater Risk Abatement Plan (W ₂ RAP) is in place which identify and prioritise risks, with measures to mitigate inefficiencies/inadequacies that result in non-compliance b) Implementation evidence and proof of management commitment
	(5.2) INCIDENT REGISTER	a) Provide evidence of implementation of Protocol b) Wastewater Quality Failure Incident and Sewer Spillage Incident register.
	(5.3) WASTEWATER INCIDENT MANAGEMENT PROTOCOL	a) Evidence of a documented Wastewater Incident Management Protocol b) Protocol to specify alert levels, response times, required actions, roles & responsibilities and communication measures/vehicles. c) NB. Include Pumpstation failure (sewer collector system spillages)
	BONUS (Energy)	WSI is able to provide DWA with: a) Electricity consumption over last financial year (in KWh/day) and Rand value (R/year) of treatment plant; b) Energy demand projections over next >3 years (in KWh/day) and in Rand value (R/year); and c) Calculate cost of energy (KWh/kl wastewater treated)
(6) Local Regulation [5%]	(6.1) BYLAWS	Proof of the Bylaws providing for the regulation of: 1. <i>industrial (trade) influent (volumes & quality) discharged into municipal system,</i> 2. <i>package plants,</i> 3. <i>decentralized systems,</i> 4. <i>vacuum tank discharges and</i> 5. <i>Spillages into the environment.</i> 6. <i>Storm-water connections to sewer system.</i>
	(6.2) ENFORCEMENT	1. Proof of application of Bylaw clause in practice, supported by written notice/s to offender OR 2. Proof of adequate enforcement (informing relevant sectors and means of monitoring industrial or other sewer influent.) 3. Records of Package Plants in area of jurisdiction (where development was approved by the Authority (Local Government).

	PENALTY: (Industrial Monitoring)	No evidence of any Industrial influent monitoring. 1. There must be proof in form of results to indicate WSA is performing its local regulation function as per Wastewater Services.
	BONUS (Publication)	1. Annual Publication of wastewater management performance against the requirements of the site-specific License conditions or General Authorisations 2. Name and date of publication, copy of information pertaining to audit question. 3. Note: Communication must include compliance summary
(7) Wastewater Treatment Capacity [5%]	(7.1) DESIGN CAPACITY	<p>a) Documented design capacity (hydraulic and organic) of the wastewater treatment facility</p> <p>1. Design capacity as Average Dry Weather Flow (ADWF) and COD load to the plant and</p> <p>b) Documented daily receiving flows over the 12 months of assessed period (ideally \leq than design capacity)</p> <p>1. Evidence of daily flows and subsequent calculated averages. Measurement method to be explained</p> <p>2. Evidence of peak wet weather flow to plant during rain events (record rain event and flow to plant)</p> <p>3. Evidence of minimum night flow (minimum monitoring: monthly)</p> <p>4. Water services institution is required to provide motivation/proof of accuracy of meter readings.</p> <p>c) Monitoring of outflow volumes (available records) - provide proof of verification system and/or calibration of meters)</p>
	(7.2) WWTW CAPACITY PLANNING	<p>Medium to long term planning to ensure sufficient capacity for treatment system and to ensure effluent quality compliance;</p> <p>1. Detailed Work-plan which stipulates:</p> <p>i) <i>type of work,</i></p> <p>ii) <i>associated budget,</i></p> <p>iii) <i>projected timeframe</i></p> <p>iv) <i>planned output of this work.</i></p>
	(7.3) COLLECTOR CAPACITY PLANNING	<p>Medium to long term planning to ensure sufficient capacity for collecting system</p> <p>1. Detailed Work-plan which stipulates:</p> <p>i) <i>type of work,</i></p> <p>ii) <i>associated budget</i></p> <p>iii) <i>projected timeframe</i></p> <p>iv) <i>the planned output of this work</i></p> <p>Note for 7.2 and 7.3: When the WSI is motivating that 'no work' is needed, then provide basis for such standpoint (i.e. quantified design versus operational capacity, usage of system, expected housing developments, condition of treatment system)</p>
	PENALTY	Capacity Utilisation <40%, >90%, >100%
(8) Wastewater Asset Management [15%]	(8.1) PROCESS AUDIT	<p>a) Process Audit reporting (evidence required of audit findings and recommendations) on treatment facility efficacy. The audit to include the (design) capability of the plant to meet compliance standards, as well as actual performance of plant. Should've been done between July 2010 and June 2012.</p> <p>b) Evidence/plan of implementation of findings during year following Audit Report required.</p>
	(8.2) SEWER MAIN INSPECTION	<p>c) Site inspection of sewer reticulation network and pump-station/s. Provide evidence in form of capacity and condition assessment and recommendations of system. Report to include flow balance that provides evidence which % of total sewage is received at treatment plant.</p> <p>Note: both the process audit and sewer network report could serve as baseline to the W₂RAP (may run concurrently with "system description and risk identification/rating)</p>

	(8.3) WASTEWATER ASSET REGISTER	<p>d) Updated sanitation / wastewater Infrastructure Asset Register</p> <p>1. Proof of Asset Register, evidence to be submitted. Asset register to include movable equipment and immovable infrastructure / assets with matching detail.</p> <p>The asset register must detail :</p> <p>a) relevant equipment and infrastructure</p> <p>b) indicate asset description</p> <p>c) location</p> <p>d) condition (remaining life)</p> <p>e) replacement value</p>
	(8.4) O&M BUDGET & EXPENDITURE	<p>e) Operation and maintenance budget and comparative expenditure detail for:</p> <p>1. <i>wastewater treatment (in cents/m³), and</i></p> <p>2. <i>collection system (R/m³)</i></p> <p>The assessor will require the WSI to explain how these figures compare or are benchmarked to determine whether budget is (in)sufficient</p> <p>NOTE: Indicate whether WSI could only provide global figures or system specific figures.</p>
	(8.5) PUMPSTATION MAINTENANCE	Proof of maintenance work done on mechanical, electrical, civil per pumpstation
Additional Bonuses	(AB 1) CROSS-POLLINATION	WSI is able to provide evidence of improvement partnership initiatives with smaller municipalities (Cross-pollination). Green Drop scores will serve as good evidence to measure the outcomes of such initiative/s.
	(AB 2) STORMWATER MANAGEMENT	Proof of a Storm-water management plan detailing how storm-water entry is quantified, managed and monitored to prevent entry to sewer systems. Plan should also include measures to prevent sewage from entering stormwater systems. Evidence of implementation required
	(AB 3) WATER DEMAND MANAGEMENT	Water Demand Management Plan which provides a strategy and/or work plan that identify, quantify, monitor and manage leakages and water losses of any kind that (may) create an artificial water demand due to higher hydraulic loading of wastewater collection and treatment infrastructure. The bonus will be maximised should a wastewater flow balance be provided.

Green Drop Certification status = ≥90% score against the above criteria.



Purple Drop status = <30% against the above criteria.



“If you are going to achieve excellence in big things, you develop the habit in little matters. Excellence is not an exception, it is a prevailing attitude.”

Colin Powell

1. Overstrand Local Municipality





Water Services Authority

Overstrand Local Municipality

Water Services Provider(s)

Overstrand Local Municipality

2013 Municipal Green Drop Score	89.14% ↑
2011 Municipal Green Drop Score	88.80%
2009 Municipal Green Drop Score	63.00%

Key Performance Area	Weight	Hermanus 	Hawston 	Stanford 	Gansbaai 
Process Control & Maintenance Skills	10%	84	100	100	100
Monitoring Programme	15%	93	95	95	100
Submission of Results	5%	100	100	100	100
Effluent Quality Compliance	30%	68	69	85	77
Risk Management	15%	96	73	73	73
Local Regulation	5%	100	100	100	100
Treatment Capacity	5%	100	100	100	96
Asset Management	15%	96	93	96	93
Bonus Scores		4.86	5.48	3.55	4.43
Penalties		0.20	0.23	0.30	0.37
Green Drop Score (2013)		91.17%	90.03%	93.39%	91.76%
2011 Green Drop Score		92.10%	87.90%	83.00%	75.80%
2009 Green Drop Score		66.00%	57.00%	61.00%	66.00%
System Design Capacity	ML/d	7.3	1	0.5	2
Capacity Utilisation (% ADWF to Design Capacity)		56.89%	30.00%	79.20%	55.00%
Resource Discharged into		Sea outfall (shallow)	Natural Wetland to Dunes	Kleinrivier	Lined wetlands, sportsfield irrigate
Microbiological Compliance	%	91.67%	91.67%	91.67%	100.00%
Chemical Compliance	%	87.50%	81.25%	90.00%	93.75%
Physical Compliance	%	66.67%	91.67%	94.44%	80.56%
Overall Compliance	%	80.21%	86.46%	91.67%	89.58%
Wastewater Risk Rating (2012)		34.70%	33.30%	44.40%	38.90%
Wastewater Risk Rating (2013)		45.45%	29.41%	29.41%	35.29%

Key Performance Area	Weight	Kleinmond
Process Control & Maintenance Skills	10%	80
Monitoring Programme	15%	95
Submission of Results	5%	100
Effluent Quality Compliance	30%	29
Risk Management	15%	73
Local Regulation	5%	100
Treatment Capacity	5%	56
Asset Management	15%	100
Bonus Scores		8.84
Penalties		0.91
Green Drop Score (2013)		77.61%
2011 Green Drop Score		82.50%

2009 Green Drop Score		66.00%
System Design Capacity	ML/d	2
Capacity Utilisation (% ADWF to Design Capacity)		44.90%
Resource Discharged into		Sea (shallow outfall)
Microbiological Compliance	%	83.33%
Chemical Compliance	%	77.08%
Physical Compliance	%	100.00%
Overall Compliance	%	86.46%
Wastewater Risk Rating (2012)		44.40%
Wastewater Risk Rating (2013)		47.06%

Regulatory Impression

The Overstrand Local Municipality is to be congratulated with an outstanding performance and able presentation of their Portfolio of Evidence. The Inspection team were impressed with “... *the team’s enthusiasm, expertise and knowledge of the wastewater business.*” As result, Overstrand is awarded **with four Green Drop Certificates**. The overall management of all five systems is consistent and indicative of the personnel's dedication and discipline to wastewater management. Regrettable, the Kleinmond system did not perform on par with the other 3 systems, which weakened the **municipal Green Drop score to 89.14%**, just short of overall Green Drop award.

The points of strength include the high overall compliance of effluent quality, prominent risk abatement, and technical skilled staff with strong management support and involvement. The presence of the Finance department contributed to the positive score received for asset management and ringfenced costing. The Hermanus WWTW is currently in the process of upgrading the works to 12ML/d. Monitoring programs should be revised to include sludge monitoring at all systems and to ensure sufficient sampling frequency where process upgrades have occurred.

Overall, Overstrand has managed to produce a polished Green Drop Performance. Overstrand is also one of very few municipalities that were using the opportunity to score against all the bonus criteria. **Well done**. The absolute consistency displayed in keeping all systems in **low risk zones** using the W₂RAP process, is commendable. Overstrand is an accomplished service provider in wastewater management, and deserves to be mentioned amongst the top performers in the Province.

Green Drop findings:

1. Regulation 17 compliance need to receive attention
2. Sea outfall monitoring frequency need to be revised for Hermanus
3. Sludge monitoring and handling could improve going forward
4. Some shortcomings are evident on process assessment which might possibly resolve some of the lower compliance to ammonia, EC, O-PO₄, SS/COD at some plants, given that ample capacity exist at all plants.

Site Inspection Report

Kleinmond

75%

The Kleinmond plant was inspected to verify the Green Drop findings:

- The plant is beautifully set, with notices, PFD, manuals and signage in place
- Process control logbooks can be improved, as well as instrumentation
- Flows recorded, except nightflow, 60% tankered, daily pumpstations checks
- Aeration of wastewater well maintained, goo process control, lime slightly slug dosed, MLSS used along temperature
- Disinfection via ultraviolet radiation, clear overflows to reed beds (Phragmites) for polishing. UV performance questioned.



ANNEXURE H

**NT & PT BUDGET CIRCULARS, COST
CONTAINMENT MEASURES &
FINANCIAL RATIOS AND NORMS**



Municipal Budget Circular for the 2019/20 MTREF

CONTENTS

1. THE SOUTH AFRICAN ECONOMY AT A CROSSROADS	2
2. KEY FOCUS AREAS FOR THE 2019/20 BUDGET PROCESS	4
2.1 LOCAL GOVERNMENT CONDITIONAL GRANTS AND ADDITIONAL ALLOCATIONS	4
2.2 TABLING OF FUNDED BUDGETS	6
2.3 ADDRESSING THE GROWING FINANCIAL CRISIS IN MUNICIPALITIES	6
2.4 MUNICIPAL STANDARD CHART OF ACCOUNTS (MSCOA)	7
3. THE REVENUE BUDGET	9
3.1 MAXIMISING THE REVENUE GENERATION OF THE MUNICIPAL REVENUE BASE.....	9
3.2 ESKOM BULK TARIFF INCREASES.....	10
3.3 WATER TARIFF INCREASES.....	10
4. FUNDING CHOICES AND BUDGETING ISSUES	10
4.1 EMPLOYEE RELATED COSTS	11
4.2 REMUNERATION OF COUNCILORS	11
4.3 BUDGETING FOR TRADE PAYABLES ON TABLE SA3	11
4.4 BUDGETING FOR INVENTORY: WATER.....	12
5. CONDITIONAL GRANT TRANSFERS TO MUNICIPALITIES.....	13
5.1 SUMMARY OF CHANGES IN THE DIVISION OF REVENUE AMENDMENT BILL, 2018.....	13
5.2 CONDITIONAL GRANT MONITORING SUPPORT AND NON-COMPLIANCE OF IN YEAR MONITORING	15
5.3 SUPPORT AFFORDED TO MUNICIPALITIES REFLECTING SIGNIFICANT UNDERSPENDING	15
5.4 2017/18 UNSPENT CONDITIONAL GRANT PROCESS.....	15
6. PREPARATION OF MUNICIPAL BUDGETS FOR 2019/20 MTREF.....	16
6.1 SCHEDULE A1 VERSION TO BE USED FOR THE 2019/20 MTREF	16
6.2 ASSISTANCE WITH THE COMPILATION OF BUDGETS	17
7. BUDGET PROCESS AND SUBMISSIONS FOR THE 2019/20 MTREF	18
7.1 SUBMITTING BUDGET DOCUMENTATION AND SCHEDULES FOR 2019/20 MTREF	18
7.2 RETIREMENT OF THE BUDGET REFORM RETURNS (APPENDIX B).....	19
7.3 BUDGET VERIFICATION PROCESS.....	20
7.4 PUBLICATION OF BUDGETS ON MUNICIPAL WEBSITES	20
ANNEXURE A – CHANGES TO MSCOA VERSION 6.3.....	21
ANNEXURE B – CHANGES TO SCHEDULE A1 – THE ‘EXCEL FORMATS’	22
ANNEXURE C – PARTICIPATION IN RT15-2016 VODACOM TRANSVERSAL CONTRACT	23
ANNEXURE D – MFMA CIRCULAR NO. 71 ALIGNED MSCOA DASHBOARD	24

Introduction

This circular comes at a time where National Treasury needed to respond to a call by the President of the Republic of South Africa for a stimulus package and the implementation of the recovery plan in order to stimulate the economy. The stimulus package call responds to amongst others the recent technical recession, the high percentage of unemployment that sits at 27 per cent, slow economic growth, weakening of the currency amidst rising global interest rates and the strengthening of the US dollar affecting most developing countries.

Local government has a vital role to play in turning around the economy. In many areas of the country, municipal finances are under pressure. This is the result of the rising cost of delivering basic services and weak financial planning and controls, with poor management decisions leading to underinvestment in and insufficient maintenance of infrastructure. In some cases, corrupt practices have taken root in local administrations. Over the period ahead, national transfers to local government will continue to support the delivery of basic services, while incentivising improved performance and the turnaround of troubled municipalities.

In the local space, fiscal prudence cannot be overemphasised, renewed attitude towards revenue management, improvement of governance and financial management to support service delivery including the adoption of funded budgets and implementation of the municipal standard chart of accounts and the long awaited plan to infuse consequence management for maladministration must be the primary way to respond to a stimulus package plan by the President.

The purpose of the annual MFMA budget circular is to guide municipalities with their compilation of the 2019/20 Medium Term Revenue and Expenditure Framework (MTREF), in particular to ensure that funded budgets are adopted by municipal Councils. This means that expenditure must be contained within realistic revenue projections.

In 2010 National Treasury introduced the local government budget and financial reform agenda and since then several projects to further this agenda have been introduced. The current implementation of the Municipal Standard Chart of Accounts (*mSCOA*) and the accompanying “game changers” signals a smarter way forward to strengthening local government finances.

Among the objectives of this budget circular is to demonstrate how municipalities should undertake annual budget preparation in accordance with the budget and financial reform agenda and associated “game changers”.

Municipalities are reminded to refer to the annual budget circulars of the previous years for guidance on budget preparation that is not covered in this circular.

1. The South African economy at a crossroads

South Africa finds itself at a crossroads. The Medium Term Budget Policy Statement (MTBPS) presented by the Minister of Finance, Mr Tito Mboweni highlights the difficult economic and fiscal choices confronting government over the next several years. In the 2018 MTBPS, the Minister of Finance stated that given *the current economic climate the country faces, the government is confronted by difficult economic and fiscal choices over the medium term*. The Minister further indicated that South Africa needs to choose a path that leads to faster and more inclusive economic growth and strengthens private and public sector investment. The path should also stabilise and reduce the national debt, as South Africa cannot afford to borrow at the rate we are currently borrowing at.

The 2018 Budget set out expectations of improved economic performance that proved premature. During the first half of this year, South Africa experienced a technical recession – that is, declining of the two consecutive quarters of Gross Domestic Product (GDP) – driven primarily by contractions in agriculture and mining.

A strengthening US dollar and rising global interest rates have triggered fiscal crises in several major developing countries. South Africa's inflation targeting regime, flexible exchange rate and prudent debt management strategy have protected the economy from some of the global fallout. However, these events have led to a sharp depreciation of the Rand and large increases in government bond yields. It is important to note that the 2018 projected GDP growth forecast has been revised down from 1.5 per cent to 0.7 per cent. Growth is expected to recover gradually to over 2 per cent in 2021 as confidence returns and investment gathers pace.

To promote a return to faster growth and job creation, the President announced an economic stimulus and recovery plan in September 2018. The initiative focuses on five interventions:

- Implementing growth-enhancing economic reforms;
- Reprioritising public spending to support economic growth and job creation;
- Establishing an infrastructure fund;
- Addressing urgent matters in education and health; and
- Investing in municipal social infrastructure improvement.

Increased investment in social and economic infrastructure will be a focus of economic recovery over the medium term. This requires an increased role for private sector and better implementation of government's existing plans.

Similar to the same period last year (2017), the country's tax collection targets have not been met, further reducing the funds available to allocate across the three spheres of government.

The following macro-economic forecasts must be considered when preparing the 2019/20 MTREF municipal budgets.

Table 1.1 Macroeconomic projections, 2017 – 2021

Calendar year	2017 Actual	2018 Estimate	2019 Forecast	2020 Forecast	2021 Forecast
<i>Percentage change unless otherwise indicated</i>					
Household consumption	2.2	1.6	1.9	2.3	2.6
Gross fixed-capital formation	0.4	0.9	1.5	2.1	2.9
Real GDP growth	1.3	0.7	1.7	2.1	2.3
GDP at current prices (R billion)	4,651.8	4,949.1	5,317.2	5,724.1	6,167.2
CPI inflation	5.3	4.9	5.6	5.4	5.4
Current account balance (% of GDP)	-2.4	-3.2	-3.2	-3.7	-3.9

Source: Reserve Bank and National Treasury

Note: the fiscal year referred to is the national fiscal year (April to March) which is more closely aligned to the municipal fiscal year (July to June) than the calendar year inflation.

2. Key focus areas for the 2019/20 budget process

2.1 Local government conditional grants and additional allocations

The proposed division of revenue continues to prioritise funding services for poor communities. Allocations to local government subsidise the cost of delivery of free basic services to low-income households, and the infrastructure needed to deliver those services.

The 2018 Medium Term Budget Policy Statement (MTBPS) indicates transfers to local government for the 2019 MTEF are R415.5 billion, of which R269.2 billion is in the form of unconditional allocations while the remainder is conditional grant funding. The allocations for local government over the medium term represent 8.9 per cent of non-interest expenditure and grows to 9.1 per cent during the same period, which constitutes an increase of 7.2 per cent. These are notable increases from 2018 MTEF, which require municipalities, despite the rising cost of providing basic services, find innovative, effective and efficient ways of making better use of the limited resources, given the current economic situation.

The equitable share and the allocation of the general fuel levy to local government constitute unconditional funding. Municipalities are reminded that this funding allocation is formula driven and designed to fund the provision of free basic services to disadvantaged communities.

Conditional grant funding must be utilised for the intended purpose within the stipulated timeframes, as specified in the annual Division of Revenue Act. Monies not spent must be returned to the fiscus and requests for roll-overs will only be considered where unforeseen and unavoidable circumstances led to underspending of conditional grants.

The annual Division of Revenue Bill will be tabled in February 2019 when the Minister of Finance delivers the budget speech. The grant allocations will be specified in this Bill and municipalities must reconcile their budgets to the numbers published therein.

Municipalities are advised to use the indicative numbers presented in the 2018 Division of Revenue Act to compile their 2019/20 MTREF. In terms of the outer year allocations (2021/22 financial year), it is proposed that municipalities conservatively limit funding allocations to the indicative numbers as proposed in the 2018 Division of Revenue Act for 2020/21. The DoRA is available at:

<http://www.treasury.gov.za/documents/national%20budget/2018/default.aspx>

Changes to local government allocations

- Over the MTEF period, R415.5 billion will be transferred to local government, including R146.3 billion in infrastructure conditional grants. The largest transfer to municipalities is the local government equitable share, which grows by 9.9 per cent in 2019/20, 9.7 per cent in 2020/21 and 8.6 per cent in 2021/22. These above-inflation increases are due to expected growth in household numbers, and higher bulk water and electricity costs.
- Government will strengthen municipal capacity to improve the use of these allocations. Although the rules have been changed to allow municipalities to use grant funds to refurbish infrastructure, develop water conservation projects and maintain roads if certain conditions are met – few municipalities have taken advantage of these provisions. The national departments that administer these grants are improving their capacity to support municipalities and to assess proposed projects.

- It should be emphasised that the widespread decline in the quality and performance of essential municipal infrastructure significantly constrains the potential for inclusive economic growth. Municipalities should prioritise the maintenance and where necessary the refurbishment of essential municipal infrastructure.
- In many areas of the country, municipal finances are under pressure. This is the result of the rising cost of delivering basic services and weak financial planning and controls, with poor management decisions leading to underinvestment in and insufficient maintenance of infrastructure. In some cases, corrupt practices have taken root in local administrations. Over the period ahead, national transfers to local government will continue to support the delivery of basic services, while incentivising improved performance and the turnaround of troubled municipalities.
- The Department of Cooperative Governance (DCoG) has managed the process to assess applications from municipalities to shift from the Municipal Infrastructure Grant to the new Integrated Urban Development Grant. This new grant has different planning requirements and incentives intended to more integrated developments and greater leveraging of non-grant finance. Several municipalities applied to join this grant during 2018 and the Department of Cooperative Governance (DCoG) will notify those municipalities that have qualified. All other non-metropolitan municipalities should continue to adhere to the Municipal Infrastructure Grant's project registration processes in preparation for 2019/20.
- More than 3.1 million South Africans live in informal settlements, over half of which are in metropolitan municipalities. Over the medium term, informal-settlement upgrading will intensify. On-site upgrading of settlements involves providing municipal services and security of tenure to households. This will encourage residents to improve their own dwellings. Public programmes and funding mechanisms will focus on allowing more flexible and differentiated improvements to settlements. Government will prioritise engagement with communities and their inclusion in upgrading, for example through helping to build and maintain infrastructure. New conditions and ring-fenced funding for upgrading will be included in the urban settlements development grant for metropolitan areas and the human settlements development grant for provinces in 2019/20. Following the pilot phase, government intends to introduce separate metropolitan and provincial grants for informal settlement upgrading. With most electrification backlogs in metros in informal settlements, it is also proposed that allocations for the integrated national electrification programme (municipal) grant be incorporated into the new grant mechanism in these cities.

Reforms to local government fiscal framework

Metropolitan areas and other large cities fund most of their operational budgets from revenues they raise themselves. There is ample scope for creditworthy municipalities with strong financial management to increase local capital investment by expanding municipal borrowing. In 2017/18, half of infrastructure spending by metros and large cities was still funded from transfers, primarily from national government. Reforms over the medium term will enhance the ability of municipalities to raise revenue to invest in their own development.

Government will introduce: Policy reforms to clarify the role of development finance institutions in municipal borrowing and to regulate municipal development charges are under way to broaden municipal access to private capital markets. Financing arrangements with development finance institutions and multilateral development institutions will include much needed technical assistance to improve project planning, preparation and implementation. Government is also updating the policy framework for municipal borrowing and financial emergencies.

The purpose is to establish a system which not only ensures stability and certainty in local government finances, but also seeks to implicitly create incentives and attract more players in the municipal debt market space, i.e. insurers, pension funds, fund managers and DFIs.

2.2 Tabling of funded budgets

The importance of tabling funded budgets is highlighted in MFMA Circular No. 74 and 89. Adopting a funded budget has become more critical now than before as it has direct bearing on the financial sustainability of the institution. It has been agreed that no municipality will adopt an unfunded budget in the future. There are cases that may warrant a plan as this may not be achievable over one year. As a result, such municipalities must, together with their 2019/20 MTREF budget, table a plan in a municipal council on how and by when the budget will improve from an unfunded to a funded position. This will be essential when the National and provincial treasuries are assessing the budget to determine its credibility. The assessment of the 2018/19 MTREF budgets have shown a deterioration with more budgets being unfunded. Plans and support will have to be re-evaluated to produce a positive outcome.

2.3 Addressing the growing financial crisis in municipalities

In 2018/19, 113 municipalities adopted unfunded budgets, compared to 83 in the prior year. In addition, municipalities owe more than R23 billion in arrears, including to Eskom and water boards. Although the primary responsibility to resolve these financial problems rests with municipalities themselves, the Constitution states that when a municipality is in financial crisis, the provincial government must intervene – and if the province is not able to, then national government must do so. However, few past interventions have succeeded in producing a sustained turnaround.

Over R2.5 billion has been allocated per year over the 2019/20 MTREF to enable National and provincial treasuries to better manage interventions. This will strengthen the National Treasury's Municipal Financial Recovery Service (MFRS) capacity to draft financial recovery plans for municipalities and that of provinces to implement these plans. These recovery plans set revenue and spending targets for the municipality and identify specific revenue-raising measures.

The new grant that government had proposed to help municipalities facing financial crisis will no longer be introduced. The funds set aside for this will instead be reprioritised for other initiatives that will assist the turnaround of municipalities. Ultimately, sustainable financial recovery will require improved governance within the affected municipalities following the intervention. And better use of grants, together with improved maintenance, will also reduce pollution from wastewater treatment works, which has become a more pressing concern in a number of municipalities.

Government also provides extensive support to build municipal capacity, including over R2.5 billion per year allocated for this purpose in the budget. The growing number of distressed municipalities indicates the need to make better use of these resources. The current system will be reviewed during 2019.

2.4 Municipal Standard Chart of Accounts (mSCOA)

Release of Version 6.3 of the Chart

On an annual basis, the mSCOA chart is reviewed to address implementation challenges and correct chart related errors. Towards this end, Version 6.3 is released with this circular (see Annexure A). Version 6.3 of the chart will be effective from 2019/20 and must be used to compile the 2019/20 MTREF and is available on the link below:

<http://mfma.treasury.gov.za/RegulationsandGazettes/MunicipalRegulationsOnAStandardChartOfAccountsFinal/Pages/default.aspx>

Amendments of adopted budget errors during the adjustments budget

During the 2018/19 budget verification process it was evident that municipalities are still not able to align mSCOA original budget data string to the original budget adopted by municipal council. The root cause for the discrepancies is that municipalities do not plan, test and generate the Schedules A1 directly from the financial systems but prepare the Schedules A1 manually on excel spreadsheets and then captured the tabled and original budgets on the system (or worse, the core system vendor does it for them) after these were tabled and adopted in Council.

Furthermore, some municipalities prepared their tabled budgets in the financial system but made changes to it during community consultation and council meeting(s). These changes were effected to the Schedule A that served before Council but never made on the financial system. Hence, the municipality started transacting against the tabled budget on the system instead of the adopted budget. In terms of the mSCOA Regulations, the budget must be approved and locked on the financial system prior to the municipality transacting against it on the financial system.

In terms of the MFMA and Municipal Budget and Reporting Regulations, errors in the budget can only be corrected during the adjustments budget process. Municipalities should therefore ensure that their adjusted budget data strings align to Schedule B adopted by municipal council. National and provincial treasuries will undertake a verification process on the adjusted budgets in relation to the data strings. Municipalities are advised to submit the draft adjusted budget data strings and Schedule B in advance for verification purposes to ensure that aligned documents are adopted by municipal council by 28 February 2019.

Changing of the Core Financial System

Municipalities must follow the required due diligence processes required in terms of MFMA Circular 80 and mSCOA Circulars No. 5 and 6 prior to changing their core financial systems. In terms of these circulars:

1. A municipality must conduct an ICT due diligence of all the existing ICT system(s).
2. Once this ICT Due Diligence has been completed, the municipality's mSCOA Project Steering Committee (chaired by the Accounting Officer) must:
 - a) Assess whether the municipality's existing system(s) as a package, meets the systems comply with the functionality requirements for its category and 15 business processes required in terms of mSCOA. This should be the main consideration in the decision on whether a new financial system is required;
 - b) Consider the cost of any additional functionality the municipality will have to procure from its existing package of service provider(s) and the affordability

- thereof to the municipality considering its budget. Importantly, if a municipality did not budget to purchase or upgrade their core financial system or any component thereof in the budget adopted by Council, then the purchase will have to be deferred to the next financial year to avoid irregular expenditure;
- c) Compare the total cost of its existing 'package of system(s)', including the cost for any additional functionality with the other available service offerings for its category; and
 - d) Consider the penalties and reasons for contract termination in any of its contracts with existing service providers.
3. The project steering committee must document its decision and recommendation(s) on the way forward (relating to the items listed above) for the municipality and its municipal entities (on the municipality's 'package of existing system(s)'), clearly setting-out its findings.
 4. Once the municipality's *mSCOA* project steering committee has made its decision and recommendation(s), the municipality must solicit the comments of the National Treasury and Provincial Treasury. A detailed motivation on the need to change the core financial system should be provided to the National and Provincial Treasuries, the Municipal Manager and Council.
 5. Once the municipality has received the comments of the National Treasury and the Provincial Treasuries, the *mSCOA* Project Steering Committee and Municipal Manager should consider such comments and prepare a recommendation to the Municipal Council in this regard.
 6. The municipal manager must submit a copy of the municipal council's decision to the National Treasury and Provincial Treasury within five (5) working days after the meeting during which the Municipal Council has made the decision in this regard.
 7. **The municipality should then follow its own tender processes to procure a financial system on the open market until such time that a new transversal tender for the procurement of integrated municipal financial and internal control systems are in place.** Thereafter, municipalities may request permission from National Treasury's Office of the Chief Procurement Officer to use the transversal tender to procure a financial system.
 8. The municipality should ensure that the Service Level Agreement entered into with the system provider provides for specific and realistic milestones and include penalties and termination clauses for failing to meet milestones. In addition, municipalities should implement proper contract management and exercising tight control over contractual obligations by system providers.

The National Treasury has also secured funding to conduct independent audits on all municipal core financial systems to determine to what extent these systems comply with the functionality requirements and 15 business processes required in terms of *mSCOA*. These results will also inform the new transversal tender for the procurement of municipal financial and internal control systems in 2019. Until these audits have been concluded and the results have been released, municipalities should exercise caution when changing their financial system to avoid purchasing a system that do not comply with the necessary *mSCOA* functionality requirements.

Municipalities are advised to use their internal audit function to ensure that the correct process was followed. Internal audit must ensure that the municipality has complied with the requirements of *mSCOA* and the reports of internal audit must be tabled at audit committee and at municipal council for their consideration.

3. The revenue budget

The economic situation has not improved since the previous financial year. Therefore, municipalities are reminded as it was communicated in MFMA Circular No. 89 that weak economic growth has put stress on consumers' ability to pay for services, while transfers from national government are growing more slowly than in the past. Some municipalities have managed these challenges well, but others have fallen into financial distress and face liquidity problems. These include municipalities that are unable to meet their payment obligations to Eskom, water boards and other creditors. There is a need for municipalities to focus on collecting revenues owed to them, and eliminate wasteful and non-core spending. Municipal budgets will be scrutinised to ensure that municipalities adequately provide to service their debt obligations. Municipalities must ensure that expenditure is limited to the maximum revenue collected and not spend on money that they do not have.

National Treasury encourages municipalities to maintain tariff increases at levels that reflect an appropriate balance between the affordability to poorer households and other customers while ensuring the financial sustainability of the municipality. The Consumer Price Index (CPI) inflation is forecasted to be within the upper limit of the 3 to 6 per cent target band; therefore, municipalities are required to **justify all increases in excess of the projected inflation target for 2019/20** in their budget narratives, and pay careful attention to the differential incidence of tariff increases across all consumer groups. In addition, municipalities should include details of their revenue growth assumptions for the different service charges in the budget narrative.

3.1 Maximising the revenue generation of the municipal revenue base

Municipalities must comply with Section 18 of the MFMA and ensure that they fund their 2019/20 MTREF budgets from realistically anticipated revenues to be collected. Subsequently, municipalities are cautioned against assuming collection rates that are unrealistic and unattainable as this has been identified as a fundamental reason for municipalities in financial distress.

It is critical to compare the valuation roll data to that of the billing system to ensure that revenue anticipated from property rates are realistic. The list of exceptions derived from this reconciliation will provide an indication of where the municipality may be compromising its revenue generation in respect of property rates. A further test would be to reconcile this with the deeds office registry. This reconciliation should be undertaken quarterly. Towards this end, municipalities are requested to submit the following information to the National Treasury:

1. A copy of the approved current General Valuation Roll of the municipality;
2. A copy of the approved Supplementary Valuation Roll of the municipality;
3. An extract from the financial system showing the property rates information (preferably in excel);
4. The detail of the reconciliation between the GVR and the financial system illustrating the variances; and
5. The proposed process to rectify the variances.

In addition, the format below (excel) is required that captures a high level summary of the exercise.

Rates Category	Approved General Valuation Roll		Financial System		Variance	Comments
	Number of Properties	Consolidated Value of Properties	Number of Properties	Consolidated Value of Properties		

The above information must be submitted on a CD or USB to the LGBA, for attention:

For couriered documents

Ms Linda Kruger
National Treasury
40 Church Square
Pretoria, 0002

For posted documents

Ms Linda Kruger
National Treasury
Private Bag X115
Pretoria, 0001

In addition, municipalities that maintain an indigent register and not utilise a targeted approach, are requested to periodically review the indigent register to verify that beneficiaries are still legible for the subsidy that they obtain. Municipalities are also encouraged to revise their Local Economic Development strategies to have a targeted approach to alleviate the situation of the indigents as part of poverty alleviation.

3.2 Eskom bulk tariff increases

The National Energy Regulator of South Africa (NERSA) develops the municipal tariff guideline increase based on Eskom's approved bulk price increase of electricity to municipalities and the increase on the municipalities' cost structures. Eskom has made a revenue application for the 2019/20 financial year, but NERSA has yet to make a decision on the application. Municipalities should refer to www.nersa.org.za for updates on the outcome of this process. Municipal bulk tariff increases will depend on the outcome of that process.

Municipalities are also urged to examine the cost structure of providing electricity services and to apply to NERSA for electricity tariff increases that reflect the total cost of providing the service so that they work towards achieving fully cost-reflective tariffs that will help them achieve financial sustainability. Municipalities in arrears with Eskom should ensure that their payment arrangements are effected in their 2019/20 MTREF budget.

3.3 Water tariff increases

Drought conditions makes it difficult for some municipalities to improve revenue generation from this service. It is now more important to improve demand management, infrastructure maintenance, loss management, meter reading and tariff setting in respect of water services.

Municipalities must ensure that the tariffs charged are able to cover for the cost of bulk purchases, ongoing operations as well as provision for future infrastructure. There are municipalities that are struggling to pay water boards due to a number of issues, one of which is poor financial sustainability and cost recovery. All municipalities in arrears with bulk suppliers must ensure that their payment arrangements are effected in their 2019/20 MTREF budget.

Accounting officers should take note that failure to undertake proper due diligence in terms of the affordability of payment arrangements and making the necessary provision in the municipality's budget will be considered as an act of financial misconduct and the necessary action in terms of chapter 15 of the MFMA read with the Municipal Regulations on Financial Misconduct Procedures and Criminal Proceedings, 2014, will have to be taken.

4. Funding choices and budgeting issues

As a result of the economic landscape and weak tariff setting, municipalities are under pressure to generate additional revenue. The ability of customers to pay for services continues to decline, leading to limited revenue collection. Therefore, municipalities must consider the following when compiling their 2019/20 MTREF budgets:

- improving the effectiveness of revenue management processes and procedures;

- paying special attention to cost containment measures by, amongst other things, controlling unnecessary spending on nice-to-have items and non-essential activities as was highlighted in MFMA Circular No. 82;
- ensuring value for money through the procurement process;
- the affordability of providing free basic services to all households; and
- curbing consumption of water and electricity by the indigents to ensure that they do not exceed their allocation.

Accounting officers are reminded of their responsibility in terms of Section 62(1)(a) of the MFMA to use the resources of the municipality effectively, efficiently and economically. Failure to do this will result in the accounting officer committing an act of financial misconduct which will trigger the application of Chapter 15 of the MFMA read with the Municipal Regulations on Financial Misconduct Procedures and Criminal Proceedings.

4.1 Employee related costs

The *Salary and Wage Collective Agreement* for the period 01 July 2018 to 30 June 2021 dated 15 August 2018 through the South African Local Government Bargaining Council Circular No. 6 of 2018 should be used when budgeting for employee related costs for the 2019 MTREF. Municipalities are encouraged to perform an annual head count and payroll verification process by undertaking a once a year manual salary disbursement, in order to root out ghost employees.

4.2 Remuneration of councilors

Municipalities are advised to budget for the actual costs approved in accordance with the Government Gazette No. 20 of 1998 on the Remuneration of Public Office Bearers Act: Determination of Upper Limits of Salaries, Allowances and Benefits of different members of municipal councils published annually between December and January by the Department of Cooperative Governance (DCoG). Any overpayment to councilors contrary to the upper limits as published by the Minister of Cooperative Governance and Traditional Affairs will be irregular expenditure in terms of Section 167 of the MFMA and must be recovered from the councilor(s) concerned.

4.3 Budgeting for Trade Payables on Table SA3

Municipalities raised concerns about the calculation used for determining the creditors' payment period ratio. As a result, an analysis was undertaken of the note in the Annual Financial Statements relating to Trade Payables from Exchange Transactions as it is disclosed on the face of the Statement of Financial Position. The analysis revealed that this liability includes creditors which do not have a direct impact on the ratio, such as payments received in advance, funds administered on behalf of third parties, retention, accrued staff leave, license fees etc.

The inclusion of such liabilities as "Trade and Other-Payables from Exchange Transactions" under "Working Capital – Creditors due" on Table A8 has an impact on the funding assessment as they are considered when determining whether the budget is funded as per the Municipal Budget and Reporting Regulations schedules. Table A8 is separated into three disclosures which are:

- Unspent Grants – linked by a formula from Table SA3;
- Working Capital – Creditors due - linked by a formula from Table SA3 that currently includes all Trade and Other-Payables from Exchange Transactions as explained above; and

- Statutory Requirements – This refers to VAT and taxation and is not linked by a formula to any table as it may include VAT and taxation receivable included under Other Debtors in Table A6 and/or VAT and taxation payable included in Table SA3.

The disclosure above may be adequate in terms of the requirements to determine the funding of the budget on Table A8, but it does not assist with disclosing Trade Payables (“true trade creditors”) for the purpose of calculating the expenditure management efficiency ratio “Creditors Payment Period (Trade Creditors)” in terms of the National Treasury Circular No. 71.

Accordingly, Table SA3 has been amended to separate Trade and Other Creditors into two separate lines. The revised disclosure will be as follows:

- Trade payables - (should be “true creditors” only);
- Other creditors – (should include all the above liabilities, except VAT that is disclosed separately);
- Unspent conditional transfers; and
- VAT.

“Trade Payables” and “Other Creditors” will be added together for the purpose of calculating “Creditors Due” in row 31 under the working capital calculation on Table A8.

4.4 Budgeting for Inventory: Water

Bulk water purchases meet the criteria of the definition of inventory as per GRAP 12, paragraph .07. Therefore, water bulk purchases should be treated as inventory and should be budgeted and accounted for accordingly. National Treasury issued guidance on the treatment of non-revenue water and electricity in Annexure B to the MFMA Circular No. 70 for the 2014/15 MTREF. However, since the issue of that circular, National Treasury has allowed municipalities to either budget for water bulk purchases as a direct expense in the Statement of Financial Performance as an interim measure or to account for water under inventory. The *mSCOA* chart also makes provision for such. However, to ensure compliance to GRAP 12 the necessary amendments must be effected to the Schedule A tables and the chart.

National Treasury considered the impact that the changes to the Schedule A tables will have on municipalities, as a result it was resolved that they are significant and should not be implemented in the 2019/20 MTREF. This entails a change in approach where water bulk purchases will be processed as a cash transaction in the Statement of Financial Position – Acquisition of Inventory (Table A6). The system input volume (acquisitions) of water stock includes the following:

- Bulk purchases - Supply from bulk or other water service providers recognised by the amount paid;
- Water purified - Potable supply from Water Treatment Works. Value is to be determined by calculating primary and secondary cost components; and
- Natural sources - Supply from boreholes, springs, fountains if not supplied through the water treatment plant. Value is to be determined by calculating primary and secondary cost components.

It is therefore evident that the total input volume of water as it relates to water purified and water from natural sources should include both primary and secondary cost components. The allocation of secondary cost to the input volume of water will necessitate the utilisation of the Costing Segment of the *mSCOA* chart.

Municipalities are cautioned that the Schedule A for the 2020/21 MTREF will be amended in line with the prescripts of GRAP12 and *m*SCOA in relation to the treatment of water bulk purchases as inventory. Therefore, municipalities will be required to budget accordingly and should now in advance consider the requirements necessary to facilitate this conversion and to ensure accurate configuration of their financial systems as it is a *m*SCOA requirement that the schedules must be extracted directly from the system. Municipalities are urged to refer to the *m*SCOA chart on the definitions and the detail of what constitutes water inventory consumed (cost of sales). Furthermore, reference should be made to the Department of Water and Sanitation (DWS) Municipal Water Balance Guideline for guiding principles which is accessible on the link below:

[Department of Water and Sanitation \(DWS\) Municipal Water Balance Guideline](#)

5. Conditional Grant transfers to Municipalities

5.1 Summary of changes in the Division of Revenue Amendment Bill, 2018

An adjustments budget provides for unforeseen and unavoidable expenditure; appropriation of monies already announced during the tabling of the annual budget (but not allocated at that stage); the shifting of funds between and within votes where a function is transferred; the utilisation of savings; and the roll-over of unspent funds from the preceding financial year. If the adjustments budget effects changes to the division of revenue as contained in the Division of Revenue Act for the relevant year, the Minister of Finance must table a Division of Revenue Amendment Bill with the revised framework. There are amendments to the 2018 Budget that affect the Division of Revenue Act, 2018 which will be effected through the Division of Revenue Amendment Act, 2018, once enacted. The amendments as they impact on provinces and municipalities are discussed below.

Funding for drought relief

The Minister of Finance announced during the 2018 Budget Speech that, “a provisional allocation of R6 billion has been set aside in 2018/19 for several purposes, including drought relief and to augment public infrastructure investment.” National Treasury managed a process to determine the allocation of drought relief funds that included two windows for applications. All applications were reviewed together with inputs from sector departments and the National Disaster Management Centre. A total of R3.4 billion in drought response funding has been allocated to all three spheres of government, including several direct and indirect grant allocations, which are included in this Bill.

A total of R1.98 billion is added to direct conditional grants for drought relief. These amounts have already been gazetted on 4 October 2018, after the Minister of Finance approved that the funds could be spent in terms of Section 6(1) of the Appropriation Act, 2018, (Act No. 4 of 2018). This section provides for the Minister of Finance to approve expenditure before an adjustment appropriation bill is enacted if that expenditure cannot reasonably be delayed without negatively affecting service delivery and such expenditure was announced during the tabling of the 2018/19 national annual budget. The following amounts have been added to direct conditional grants to municipalities:

- R288.1 million for the water services infrastructure grant to local government. This allocation will fund a variety of water supply augmentation projects for drought affected municipalities, including drilling and equipping boreholes to access groundwater and implementing water conservation measures where the reduction of water losses will improve the sustainability of supply.

- R1.03 billion for the municipal disaster recovery grant to local government. Funds allocated through this grant will be transferred to three metropolitan municipalities that have been severely impacted by the drought: Cape Town, Nelson Mandela Bay and Mangaung. The funds will subsidise the costs of water augmentation projects, including groundwater development and water conservation measures where the reduction of water losses will improve the sustainability of supply. All of these cities are also expected to contribute funds from their own revenue base to their water augmentation projects.

The following amounts have been added to indirect conditional grants that benefit local government:

- R1.01 billion for the indirect water services infrastructure grant. This allocation will fund a variety of water supply augmentation projects for drought affected municipalities, including drilling and equipping boreholes to access groundwater and implementing water conservation measures where the reduction of water losses will improve the sustainability of supply.
- R6 million for the indirect regional bulk infrastructure grant. This allocation will fund a water supply augmentation project in Ndlambe Local Municipality affected by drought. The municipality is already receiving an allocation managed through this indirect grant in the 2018/19 financial year.

Additional changes to local government allocations

- *Additional allocations to support disaster recovery*

R143.3 million is added to the municipal disaster recovery grant for post disaster repair and rehabilitation projects in a number of municipalities in KwaZulu-Natal and Western Cape. The municipalities in KwaZulu-Natal are allocated a total of R138.7 million for the repair and rehabilitation of roads, storm water and sanitation infrastructure and community facilities that were damaged by floods. R4.6 million is allocated for the repair and rehabilitation of water and electricity infrastructure in the Bitou Local Municipality in Western Cape.

- *Additional allocation for the public transport network grant*

R33 million is added to the public transport network grant for the City of Cape Town to begin detailed design on a new phase of the MyCiti public transport network approved through the Budget Facility for Infrastructure.

- *Conversion of the municipal systems improvement grant from Schedule 6, Part B (indirect) to Schedule 5, Part B (direct)*

R23.2 million of the municipal systems improvement grant will be converted from Schedule 6, Part B (indirect) to Schedule 5, Part B (direct) for 22 municipalities affected by major boundary changes that took effect after the 2016 local government elections. This amount was made available in the indirect municipal systems improvement grant in 2018/19, to assist with the completion of transitional work in the affected municipalities, following the end of the municipal demarcation transition grant (Schedule 5, Part B (direct)) at the end of the 2017/18 financial year.

These municipalities have been implementing the institutional and administrative changes that were required as a result of the boundary changes, including with funding from the former municipal demarcation transition grant. This conversion supports these 22 municipalities to complete the implementation of these transitional matters.

5.2 Conditional grant monitoring support and Non-compliance of in year monitoring

National Treasury has through its in-year Division of Revenue Act monitoring observed that certain departments that administer municipal grants have not fully complied with the provisions of the Act. Notably the national departments of Transport and Water Services have not fully transferred some of the transfers that were due to the municipalities. Stringent measures are being put in place to ensure compliance to the Division of Revenue Act, 2018 (Act No 1 of 2018) in that regard.

Furthermore, National Treasury has facilitated an adjustment gazette in terms of the Division of Revenue Act in terms of distressed municipalities that could not safeguard the transfers bestowed to them but also to reallocate some of these grants to the respective district municipalities in support of their distressed locals. Government gazette No. 42067 of 28 November 2018 provides for the following in this regard:

Municipal Infrastructure Grant (MIG)

National Treasury in consultation with the Department of Cooperative Governance (DCoG), concluded that municipalities reflecting significant uncommitted underspending would have their funds stopped within four provinces, namely: Eastern Cape, Free State, Northern Cape and North West, and be re-allocated to the respective District Municipalities for delivery on behalf of their locals.

The Municipal Emergency Housing Grant (MEHG)

The Department of Human Settlements (DHS) recommended to National Treasury that an allocation of an amount of R3.9 million is allocated through MEHG following a fire disaster that damaged most of the informal settlements within the Bitou LM in the Western Cape in order to fund the relocation costs and Transitional Residential Area units.

The Neighbourhood Development Partnership Grant (NDPG)

Based on Msunduzi Local Municipality's (LM) request, R27.4 million is stopped from Msunduzi's 2018/19 allocation and re-allocated to West Rand District Municipality (DM) in Gauteng province and City of Matlosana LM in North West province. West Rand DM will receive R20 million, while City of Matlosana LM will be allocated R7.4 million of the R27.4 million stopped from Msunduzi LM.

5.3 Support afforded to municipalities reflecting significant underspending

The municipalities that are affected by the stopping process due to governance and financial challenges will continue to receive support from National Treasury, DCoG and the relevant stakeholders on the MIG cost reimbursement and invoice verification which has been ongoing in the current financial year.

5.4 2017/18 Unspent conditional grant process

National Treasury has concluded the assessment of the 2017/18 conditional grant rollovers and the verification of the unspent conditional grants. This is a process that is governed by Section 22 of the 2017 Division of Revenue Act.

National Treasury through this process undertakes to travel to all provinces on a roadshow and set-up a combined session with all provincial treasuries and all sector departments responsible for administering conditional grants. In these sessions, rollover requests from municipalities are assessed in accordance to the division of revenue act and the guiding MFMA Circular. It is a process that begins on 31 August 2018 and ends 03 December 2018.

Municipalities with unspent conditional grants that were not approved for rollover, are afforded an opportunity to refund the portion of the unspent funds to the National Revenue Fund (NRF). In instances wherein the unspent funds are not refunded to the NRF, National Treasury in accordance to Section 22 of the Division of Revenue Act, offsets these funds against the equitable share allocations.

6. Preparation of Municipal Budgets for 2019/20 MTREF

6.1 Schedule A1 version to be used for the 2019/20 MTREF

National Treasury has released Version 6.3 of the Schedule A1 (the Excel Formats) which is aligned to Version 6.3 of the mSCOA classification framework and must be used when compiling the 2019/20 MTREF budget. Refer to Annexure B for the changes to this version of the Schedule A1.

ALL municipalities **MUST** use this version for the preparation of their 2019/20 MTREF budget.

It is imperative that all municipalities prepare their 2019/20 MTREF budgets in their financial systems and that the Schedule A1 be produced directly from their financial system. Vendors have recently demonstrated their budget modules to the National Treasury and provincial treasuries. All financial systems have this functionality to assist and prepare budgets and to generate the prescribed Schedule A1 directly from the financial system. Municipalities **must** start early enough to capture their tabled budget (and later the adopted budget) in the budget module provided and **must** ensure that they produce their Schedule A1 directly out of the budget module.

To promote this approach, from the **2020/21 MTREF** the National Treasury will only accept a Schedule A1 in PDF format, containing ALL sheets as prescribed and with each worksheet displaying an embedded system stamp to certify that it has been produced directly from the system. For purposes of collecting additional data which we previously did using the Schedule A1 in Excel, a prescribed data string containing the data must be populated and uploaded by each municipality (refer to the attachment to MFMA Budget Circular No 93 on the website).

<http://mfma.treasury.gov.za/Circulars/Pages/default.aspx>

Special attention must be given to the supporting schedules in the prescribed Schedule A1. Where detailed data is lying in a sub-system e.g. human resource data for SA22 to SA24, this data must be pulled from the sub-system into the applicable supporting sheet and must form part of the complete endorsed Schedule A1.

Version 6.3 of Schedule A1 is available on the following link:

The Municipal Budget and Reporting Regulations, formats and associated guides are available on National Treasury's website at:

<http://mfma.treasury.gov.za/RegulationsandGazettes/Pages/default.aspx>

6.2 Assistance with the compilation of budgets

If municipalities require advice with the compilation of their respective budgets, specifically the budget documents or Schedule A1, they should direct their enquiries to their respective provincial treasuries or to the following National Treasury officials:

Province	Responsible NT officials	Tel. No.	Email
Eastern Cape	Bernard Mokgabodi	012-315 5936	Bernard.Mokgabodi@treasury.gov.za
	Matjatji Mashoeshoe	012-315 5553	Matjatji.Mashoeshoe@treasury.gov.za
Free State	Jordan Maja	012-315 5663	Jordan.Maja@treasury.gov.za
	Cethekile Moshane	012-315 5079	Cethekile.moshane@treasury.gov.za
Gauteng	Kgomotso Baloyi	012-315 5866	Kgomotso.Baloyi@treasury.gov.za
KwaZulu-Natal	Bernard Mokgabodi	012-315 5936	Bernard.Mokgabodi@treasury.gov.za
	Johan Botha	012-315 5171	Johan.Botha@treasury.gov.za
Limpopo	Una Rautenbach	012-315 5700	Una.Rautenbach@treasury.gov.za
	Sifiso Mabaso	012-315 5952	Sifiso.Mabaso@treasury.gov.za
Mpumalanga	Willem Voigt	012-315 5830	WillemCordes.Voigt@treasury.gov.za
	Mandla Gilimani	012-315 5807	Mandla.Gilimani@treasury.gov.za
Northern Cape	Jordan Maja	012-315 5663	Jordan.Maja@treasury.gov.za
	Anthony Moseki	012-315 5174	Anthony.Moseki@treasury.gov.za
North West	Willem Voigt	012-315 5830	WillemCordes.Voigt@treasury.gov.za
	Makgabo Mabotja	012-315 5156	Makgabo.Mabotja@treasury.gov.za
Western Cape	Kgomotso Baloyi	012-315 5866	Kgomotso.Baloyi@treasury.gov.za
	Kevin Bell	012-315 5725	Kevin.Bell@treasury.gov.za
Technical issues with Excel formats	Elsabe Rossouw	012-315 5534	lgdataqueries@treasury.gov.za

National and provincial treasuries, will undertake a compliance check and, where municipalities have not provided complete budget information, the municipal budgets will be returned to the mayors and municipal managers of the affected municipalities for the necessary corrections. Municipal managers are reminded that the annual budget must be accompanied by a quality certificate and council resolution in accordance with the format specified in item 31 of Schedule A of the Municipal Budget and Reporting Regulations.

The National Treasury would like to emphasise that where municipalities have not adhered to the Municipal Budget and Reporting Regulations, ***they will be required to go back to the municipal Council and table a complete budget document aligned to the requirement of the Municipal Budget and Reporting Regulations. In addition, where municipalities have adopted an unfunded budget, they will be required to correct the budget to ensure they adopt and implement a funded budget. However, where there are challenges the process indicated in paragraph 2.2 above will be applied.***

Municipalities with municipal entities are once again reminded to prepare consolidated budgets and in-year monitoring reports for both the parent municipality and its entity or entities. The following must be compiled:

- An annual budget, adjustments budget and monthly financial reports for the parent municipality in the relevant formats;
- An annual budget, adjustments budget and monthly financial reports for the entity in the relevant formats; and
- A consolidated annual budget, adjustments budget and monthly financial reports for the parent municipality and all its municipal entities in the relevant formats.

The A Schedule that the municipality submits to National Treasury must be a consolidated budget for the municipality (including entities) and the budget of the parent municipality. D schedules must be submitted for each entity.

7. Budget process and submissions for the 2019/20 MTREF

7.1 Submitting budget documentation and schedules for 2019/20 MTREF

To facilitate oversight of compliance with the Municipal Budget and Reporting Regulations, accounting officers are reminded that:

- Section 22(b)(i) of the MFMA requires that, **immediately** after an annual budget is tabled in a municipal council, it must be submitted to the National Treasury and the relevant provincial treasury in both printed and electronic formats. If the annual budget is tabled to council on 29 March 2019, the final date of submission of the electronic budget documents and corresponding electronic returns is **Monday, 01 April 2019**. The deadline for submission of hard copies including council resolution is **Friday, 05 April 2019**.
- Section 24(3) of the MFMA, read together with regulation 20(1) of the Municipal Budget and Reporting Regulations, requires that the approved annual budget must be submitted to both National Treasury and the relevant provincial treasury **within ten working days** after the council has approved the annual budget. E.g. if the council approves the annual budget on 31 May 2019, the final date for such a submission is Friday, 14 June 2019.

The municipal manager must submit:

- the budget documentation as set out in Schedule A (version 6.3) of the Municipal Budget and Reporting Regulations, including the main Tables (A1 - A10) and ALL the supporting tables (SA1 – SA38) in PDF format with stamp that will confirm production directly out of the financial system;
- the draft service delivery and budget implementation plan in both printed and electronic format;
- the draft integrated development plan;
- the council resolution;
- signed Quality Certificate as prescribed in the Municipal Budget and Reporting Regulations; and
- schedules D specific for the entities.

Budget related documents and schedules must be uploaded by approved registered users using the LG Upload Portal at:

<https://lguploadportal.treasury.gov.za/>

Please note that the LG Upload Portal does not have size restrictions to the documents but requires all documents to:

1. be in PDF format; and
2. each PDF file must NOT contain multiple document e.g. council resolution and quality certificate within the budget document.

Municipalities may still send electronic versions of documents and the Schedule A1 to lgdocuments@treasury.gov.za but only when experiencing problems with the LG Upload Portal. Any problems experienced in this regard can be addressed with Elsabe Rossouw at Elsabe.Rossouw@treasury.gov.za.

Note: lgbigfiles@gmail.com is no longer available.

Municipalities are required to send printed submissions of their budget documents and council resolution to:

For couriered documents

Ms Linda Kruger
National Treasury
40 Church Square
Pretoria, 0002

For posted documents

Ms Linda Kruger
National Treasury
Private Bag X115
Pretoria, 0001

In addition to the above-mentioned budget documentation, metropolitan municipalities must submit the draft Built Environment Performance Plan (BEPP) tabled in council by 29 March 2019 to Yasmin.coovadia@treasury.gov.za. If the BEPP documents are too large to be sent via email (exceeds 4MB) please submit to yasmin.coovadia@gmail.com or send to Yasmin Coovadia via Dropbox; any problems experienced in this regard can be addressed with Yasmin.Coovadia@treasury.gov.za. Hard copies of the BEPP may be sent to Yasmin Coovadia, National Treasury, 3rd floor 40 Church Square, Pretoria, 0002 or Private Bag X115, Pretoria, 0001.

7.2 Retirement of the Budget reform returns (Appendix B)

From 2019/20 onwards, municipalities will no longer be required to continue with the use of the Budget Reform Returns to upload budget and monthly expenditure to the National Treasury Local Government Database for publication purposes. The National Treasury will use only the *mSCOA* data strings required for submission as prescribed and all publications will use the data collected from the *mSCOA* data strings.

This places the responsibility on each municipality to ensure that:

1. Budgets are accurately locked into the financial system;
2. Each transaction is accurately recorded on a daily base;
3. Data collected from sub-systems is accurately represented in the General Ledger (GL);
4. At the end of the reporting period, all reconciliations are done, sub-systems are in balance and the Municipal Manager and CFO agrees with the figures as presented in the Schedule C and other management reports or dashboards;
5. The reporting period is **CLOSED** for further transactions; and
6. The data string for the period is produced directly out of the financial system and uploaded using the LG Upload Portal.

While the National Treasury will still share control reports and Schedule C as produced from the data uploaded by municipalities, the verification process before each quarterly Section 71 publication will fall away as the responsibility now lies with the municipality **BEFORE** submitting the data strings to ensure that the data is an accurate reflection of the state of municipal finances.

The tabled and adopted budget data strings submitted to the Local Government Database and Reporting system should also be consolidated figures.

NOTE: Municipalities must conclude all reporting for 2018/19 up to restated audit outcomes on the Appendix B (old electronic returns) to lgdatabase@treasury.gov.za before we can retire the returns.

7.3 Budget verification process

Annually during the budget verification process, it is noted that municipalities have challenges to align the audited years, which results in amendments to the Schedule A. Municipalities must ensure that the audited figures and adjusted budget figures captured on the Schedule A aligns to the annual financial statements and Schedule B respectively.

7.4 Publication of budgets on municipal websites

In terms of section 75 of the MFMA, all municipalities are required to publish their tabled budgets, adopted budgets, annual reports (containing audited annual financial statements) and other relevant information on the municipality's website. This will aid in promoting public accountability and good governance.

All relevant documents mentioned in this circular are available on the National Treasury website, <http://mfma.treasury.gov.za/Pages/Default.aspx>. Municipalities are encouraged to visit it regularly as documents are regularly added / updated on the website.

Contact



Post Private Bag X115, Pretoria 0001
Phone 012 315 5009
Fax 012 395 6553
Website <http://www.treasury.gov.za/default.aspx>

JH Hattingh
Chief Director: Local Government Budget Analysis
07 December 2018

Annexure A – Changes to mSCOA Version 6.3

No.	Segment	Amendment
1	Item Revenue: National transfers and subsidies	Included all national transfers and subsidies as per MTBPS and allowed for the split between operating and capital as per the grant frameworks
2	Item Revenue: Provincial transfers and subsidies	Allowed provincial transfers and subsidies to be breakdown required where municipalities will specify the names of the grants
3	Item Revenue: Property rates	Included the new property categories as per section 8 of the Municipal Property Rates Act (MPRA)
4	Item Revenue: Sale of goods: Agricultural products	Added a separate line for fresh produce
5	Item Revenue	Added availability charges under non-exchange revenue
6	Item Expenditure: Operational costs	Included breakdown for Speaker under entertainment
7	Item Expenditure: Depreciation	Retired sport and recreation facilities as an asset category as it is included in community assets as per CIDMS
8	Item Expenditure	Changed the spelling for Eskom
9	Item gains and losses	Aligned the high level structure for impairment and reversal of impairment to depreciation and amortisation
10	Item gains and losses and Item assets	Added a line for impairment of construction work in progress assets as per GRAP 21
11	Item assets	Retired libraries as an asset category as it is included in community assets as per CIDMS
12	Item assets: Construction Work in Progress	Added a line to transfer assets from construction work in progress to completed assets
13	Item assets	Changed the definition for general plant to align to the ASB guideline
14	Function	Retired the line item for Budget and Treasury Office as it is part of Finance
15	Function	Retired public forces, traffic and street parking control from Road Transport and included it as Public Safety
16	Region	Included ward / township breakdown as requested by municipalities
17	Region	Retired decommissioned municipalities due to demarcation
18	Region	Swapped municipalities included under DC 36 and DC 30
19	Region	Retired duplicated municipality

Annexure B – Changes to Schedule A1 – the ‘Excel formats’

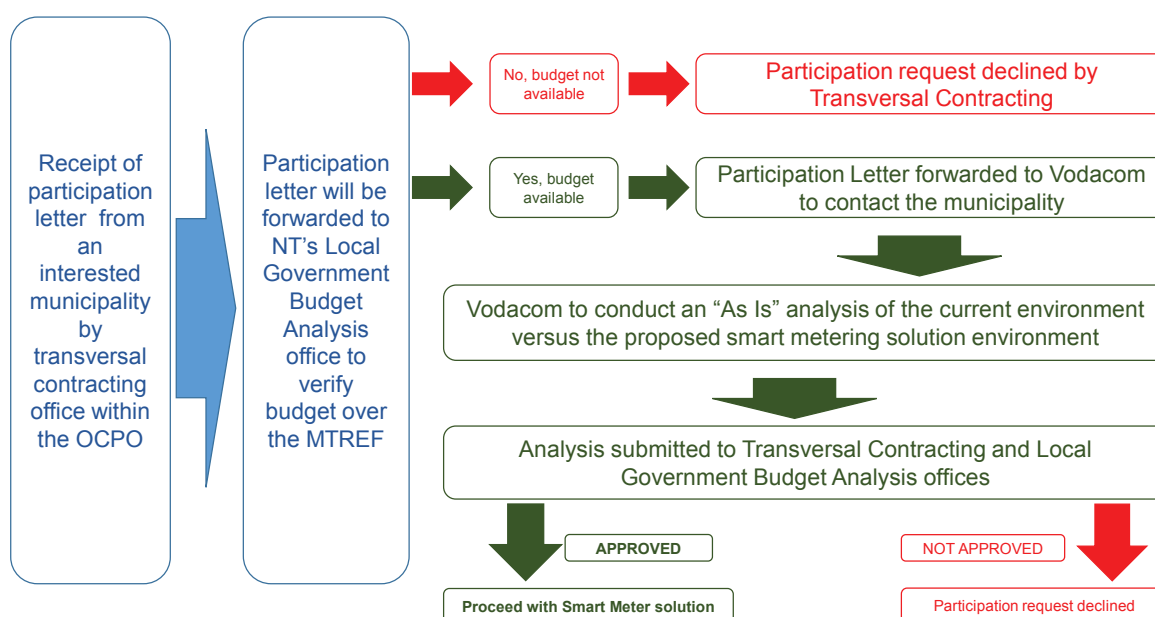
As noted above, National Treasury has released Version 6.3 of Schedule A1 (the Excel Formats). It incorporates the following changes:

No.	Sheet	Amendment	Reason
1	A2A	Budget and Treasury office has been removed	It is a duplication of Finance
2	A4	Line 10 Service charges – other is no longer available	Not available on the mSCOA chart
3	A6	Line 20 Agriculture is no longer available	Not available on the mSCOA chart
2	A6	Formula link change on line 32 Trade and other payables	Adjustments made on SA3
4	A8	Formula link change on line 31 Creditors due	Adjustments made on SA3
5	A9	Adjustments made to lines 134 to 165 Asset Register Summary – PPE (WDV)	Only high level summary required
6	SA3	Line 35 and 36 – split Trade payables and Other creditors	To refine calculation of creditors days ratio
8	SA8	Note: Formula in line 23 now only take into account Trade payables	Due to change made on SA3
9	SA25	Line 10 Service charges – other is no longer available	Not available on the mSCOA chart
11	SA30	Line 10 Service charges – other is no longer available	Not available on the mSCOA chart

Annexure C – Participation in RT15-2016 Vodacom transversal contract

Participation in RT15-2016 Vodacom transversal contract for the supply and delivery of mobile communication services to the state

It has become apparent that an increasing number of municipalities are intending to embrace smart technology to augment their operations. One such opportunity is through the RT15-2016 transversal contract that provides the option for an account management service offering in respect of smart meters. The pre-requisite, however, is that the municipality intending to participate must demonstrate evidence of adequate operating budget provision over the MTREF. The following process is applicable for the approval to participate.



In this regard the municipality should engage the Office of the Chief Procurement Officer (OCPO) in the National Treasury as the first point of contact. Kindly contact Ms. Kwanele Mtembu, Tel: (012) 406 9188 or email: Kwanele.Mtembu@treasury.gov.za for guidance.

Annexure D – MFMA Circular No. 71 aligned mSCOA Dashboard

The objective of the attached excel spreadsheet is to assist municipalities and system vendors to populate the indicators contained in MFMA Circular No. 71 automatically. Secondly, all system vendor dashboards should host as a minimum these indicators. It will assist the Accounting Officer to understand the overall financial management position of the municipality before submitting the regulated Budget and Reporting Schedules and mSCOA data strings to the Local Government Database and Reporting System (LGDRS).



Municipal Budget Circular for the 2019/20 MTREF

CONTENTS

1. THE SOUTH AFRICAN ECONOMY AND INFLATION TARGETS.....	2
2. KEY FOCUS AREAS FOR THE 2019/20 MUNICIPAL BUDGET PROCESS	3
2.1 LOCAL GOVERNMENT GRANTS AND MUNICIPAL REVENUE STRENGTH	3
2.2 TECHNICAL ADJUSTMENT AND CONTINUED FUNDING OF DROUGHT DISASTER RELIEF	5
2.3 RESPONSE TO THE FINANCE AND FISCAL COMMISSION (FFC)'S RECOMMENDATIONS	5
2.4 BORROWING FOR CAPITAL INFRASTRUCTURE	6
3. THE REVENUE BUDGET	6
3.1 ESKOM BULK TARIFF INCREASES.....	6
4. CONDITIONAL GRANT TRANSFERS TO MUNICIPALITIES.....	7
4.1 CRITERIA FOR THE ROLLOVER OF CONDITIONAL GRANT FUNDS	7
4.2 UNSPENT CONDITIONAL GRANT FUNDS FOR 2018/19	9
5. THE MUNICIPAL BUDGET AND REPORTING REGULATIONS.....	9
5.1 TABLING OF BUDGET DOCUMENTS	9
5.2 THE IMPACT OF VAT ON TARIFFS.....	10
5.3 SCHEDULE A - VERSION TO BE USED FOR THE 2019/20 MTREF	10
5.4 ASSISTANCE WITH THE COMPILATION OF BUDGETS	11
6. MUNICIPAL CHART OF ACCOUNTS (MSCOA).....	12
6.1 VIREMENT IN AN MSCOA ENVIRONMENT.....	12
6.2 MSCOA TRAINING	12
7. BUDGET PROCESS AND SUBMISSIONS FOR THE 2019/20 MTREF	12
7.1 BUDGETING FOR THE AUDITED YEARS ON SCHEDULE A (MSCOA).....	12
7.2 SUBMITTING BUDGET DOCUMENTATION AND SCHEDULES FOR 2019/20 MTREF	13
7.3 RETIREMENT OF THE BUDGET REFORM RETURNS (APPENDIX B).....	14
7.4 UPLOAD OF THE MSCOA BUDGET DATA STRINGS TO THE LG UPLOAD PORTAL.....	14
7.5 PUBLICATION OF BUDGETS ON MUNICIPAL WEBSITES	14
7.6 THE PROCESS TO BE FOLLOWED TO ISSUE VERSION 6.4 OF THE MSCOA CHART	15

Introduction

This budget circular is a follow-up to the one issued on 07 December 2018 and it complements the many other circulars that have been issued previously. It guides municipalities with their preparation of the 2019/20 Medium Term Revenue and Expenditure Framework (MTREF) and, as with previous annual budget circulars it should be read within this context. Among the objectives of this Circular, is to support municipalities with giving effect to National Treasury's Municipal Budget and Reporting Regulations (MBRR) within the current economic climate. The key focus of this Circular is the grant allocations per the 2019 Budget Review and the 2019 Division of Revenue Bill.

1. The South African economy and inflation targets

The economic and revenue outlook has deteriorated since the October 2018 Medium Term Budget Policy Statement (MTBPS). Funding pressures from state-owned companies have increased and require government financial support. Given these developments, the 2019 Budget proposes large-scale expenditure reprioritisation and tax measures that narrow the deficit from 4.5 per cent of GDP in 2019/20 to 4 per cent by 2021/22.

The 2018 MTBPS noted that weak economic performance and revenue shortfalls had contributed to some slippage in fiscal projections. Since then, economic growth has remained subdued and the domestic GDP outlook has been revised down. In the current year, tax revenue will be R15.4 billion below the 2018 MTBPS estimate. Funding pressures from Eskom and other financially distressed state-owned companies have increased, with several requesting state support to continue operating. In this context, the 2019 Budget proposes a series of tax and expenditure measures aimed at narrowing the deficit and stabilising the debt-to-GDP ratio. Additions to spending amount to R75.3 billion over the medium term, consisting mainly of transfers to support the reconfiguration of Eskom. These additions are partially offset by reductions to expenditure baselines and proposed savings from compensation adjustments totalling R50.3 billion. Tax measures raise an additional R15 billion in 2019/20 and R10 billion in 2020/21.

In combination, these measures are expected to narrow the consolidated budget deficit from a projected 4.5 per cent of GDP in 2019/20 to 4 per cent of GDP in 2021/22. Gross national debt is projected to stabilize at 60.2 per cent of GDP in 2023/24. Net loan debt (gross loan debt excluding government's cash balances) stabilises at 57.3 per cent of GDP in 2024/25.

The GDP growth rate is forecasted at 1.5 per cent in 2019, 1.7 per cent in 2020 and 2.1 per cent in 2021. The revisions take into account weaker investment outcomes in 2018, a more fragile recovery in household income and slower export demand than expected due to moderating global growth. Consumer inflation has also been revised down due to lower oil prices and food inflation than previously assumed.

The main risks to the economic outlook are continued policy uncertainty and deterioration in the finances of state-owned entities. These factors, alongside continued high unemployment and slow growth will continue to exert pressure on municipal revenue generation and collection levels hence a conservative approach is advised for municipal revenue projections. Municipalities affected by the drought should also consider its impact on revenue generation. In this context, municipalities will have to improve their efforts to limit non-priority spending and to implement stringent cost-containment measures.

The following macro-economic forecasts must be considered when preparing the 2019/20 MTREF municipal budgets.

Table 1: Macroeconomic performance and projections 2018 -2021

Fiscal Year	2018/19 Estimates	2020/21		
		2019/20	Forecast	2021/22
Consumer Price Inflation (CPI)	4.7%	5.2%	5.4%	5.4%
Real GDP Growth	0.7%	1.5%	1.7%	2.1%

Source: 2019 Budget Review.

Note: the fiscal year referred to is the national fiscal year (April to March) which is more closely aligned to the municipal fiscal year (July to June) than the calendar year inflation.

2. Key focus areas for the 2019/20 municipal budget process

Over the medium-term expenditure framework (MTEF) period, after budgeting for national government's debt-service costs, the contingency reserve and provisional allocations, 47.9 per cent of nationally raised funds are allocated to national government, 43 per cent to provinces and 9.1 per cent to local government.

Local government receives the smallest share of the division of nationally raised revenue because it has significant own revenue-raising powers. These revenue raising powers must be exercised more than ever before in the current dispensation. Local government raises about 70 per cent of its own revenue, but would be able to raise more if municipalities improved municipal revenue policies, billing and collection practices. In 2017/18, almost half of all municipalities collected less than 80 per cent of their billed revenue.

Spending outcomes for 2017/18 varied across the 257 municipalities. Many municipalities continue to adopt unrealistic spending plans. As a result, 217 municipalities underspent their operating budgets and 220 municipalities underspent their capital budgets. Of the R30 billion in conditional grants transferred to municipalities in 2017/18, R28 billion (93 per cent) was spent – an improvement from 86.8 per cent in 2016/17.

2.1 Local government grants and municipal revenue strength

Since the 2018 Medium Term Budget Policy Statement (MTBPS) reprioritisation and reductions undertaken have affected planned spending for 2018/19. Over the next three years there is strong growth in allocations to the local government equitable share, while growth in conditional grants recovers following significant reductions made in the 2018 MTEF. Total direct allocations to local government will now grow at an annual average rate of 7.6 per cent over the MTEF period.

Over the 2019 MTEF period, R414.7 billion will be transferred directly to local government and a further R22.5 billion has been allocated to local government through indirect grants. Direct transfers to local government over the medium term account for 9 per cent of national government's non-interest expenditure. When indirect transfers are added to this, total spending on local government increases to 9.4 per cent of national non-interest expenditure.

While there are some reductions in some grant programmes, they do not affect all conditional grants and not all grants were reduced by the same percentage. The infrastructure conditional grants, particularly the larger ones, were mainly affected as this was considered the most practical approach. However strong growth is realized in the local government equitable share with an average annual rate of 9.4 per cent over the MTEF period, while the conditional transfers see slower growth at an annual average rate of 7.6 per cent.

Conditional grant funding targets delivery of national government's service delivery priorities. It is imperative that municipalities understand and comply with the conditions stipulated in the Division of Revenue Act (DoRA) in order to access this funding. The equitable share and the sharing of the general fuel levy constitute unconditional funding, of which the equitable share is designed to fund the provision of free basic services to disadvantaged communities.

Government has repeatedly emphasised the importance of municipalities focussing on growing their own revenue base in order to expand resources available for local service delivery. Municipalities with significant revenue bases are expected to invest more of their own resources, offsetting some of the impact of reductions to infrastructure grants, while building partnerships with the private sector for infrastructure delivery over the period ahead.

Legislation governing local planning and budgeting emphasises community participation in decision-making. The partnership between municipalities and communities relies on households and businesses recognising the value of, and paying for, municipal services. While government subsidises municipal services for low-income households, these services are only sustainable if people who can afford them – and use larger quantities – pay their bills. Therefore, the sustainability of municipalities depends on how they collect and spend their own revenues.

Municipalities are reminded that all allocations included in their budgets must correspond to the allocations listed in the Division of Revenue Bill. All the budget documentation can be accessed from the National Treasury website by clicking on the link below:
<http://www.treasury.gov.za/documents/national%20budget/2019/>

2.1.1 Changes to local government allocations

2.1.1.1 Unconditional grants

In the process of determining the baseline for the outer year (2021/22) of the 2019 MTEF period, the local government equitable share allocation has grown by 8.6 per cent of the baseline. This will cover the anticipated increase in the costs of providing free basic services to a growing number of households, and takes account of likely above-inflation increases in the costs of bulk water and electricity. It will also allow for above-inflation increases in the allocations to poorer and rural municipalities through the redistributive components of the equitable share formula.

2.1.1.2 Conditional grants

- A total of R295.9 million has been cut from direct local government conditional grant allocations for the MTEF period ahead to fund other government priorities. Indirect grants to local government have been reduced by an additional R600 million.
- An amount of R60.7 million is shifted from the incentive component of the integrated urban development grant in 2019/20 and added to the municipal disaster recovery grant to fund the repair of roads damaged by floods in Joe Gqabi District Municipality in the Eastern Cape.
- A total of R2.8 billion is added to the public transport network grant for the construction of a new public transport corridor on the MyCiti bus network in Cape Town. This corridor, connecting Mitchells Plain and Khayelitsha to the city, was approved through the Budget Facility for Infrastructure and will be implemented over a nine-year period.

2.2 Technical adjustment and continued funding of Drought disaster relief

The following technical adjustments were made to grant programmes:

- R2.9 billion over the MTEF period from the municipal infrastructure grant to a new integrated urban development grant.
- R814.5 million over the MTEF period from the integrated national electrification programme (municipal) grant to the urban settlements development grant, as electrification projects in municipal licenced areas in metropolitan municipalities will now be funded as part of this integrated grant.
- R3 billion in 2020/21 and R4.4 billion in 2021/22 from the urban settlements development grant to create a new informal settlements upgrading partnership grant for municipalities.

2.2.1 Funding for Disaster Relief

After the initial response to a disaster has been addressed, including funding from the municipal disaster relief grant discussed below, the repair of damaged municipal infrastructure is funded through the municipal disaster recovery grant.

The municipal disaster relief grant is administered by the National Disaster Management Centre in the Department of Cooperative Governance as an unallocated grant to local government. The centre is able to disburse disaster-response funds immediately, without the need for the transfers to be gazetted first. The grant supplements the resources local government would have already used in responding to disasters. To ensure that sufficient funds are available in the event of disasters, section 21 of the Division of Revenue Bill allows for funds allocated to the provincial disaster relief grant to be transferred to municipalities if funds in the municipal grant have already been exhausted, and vice versa. Over the MTEF period, R1 billion is available for disbursement through this grant. To ensure that sufficient funds are available for disaster relief, clause 20(6) of the Division of Revenue Act allows funds from other conditional grants to be reallocated for this purpose, subject to the National Treasury's approval.

2.3 Response to the Finance and Fiscal Commission (FFC)'s recommendations

Government continues to provide responses to the FFC's recommendations on an annual basis. These annual recommendations by the FFC are required in terms of section 9 of the Intergovernmental Fiscal Relations Act. The FFC, amongst other recommendations, indicated that government should develop and strengthen control measures on the financial transfers in order to ensure compliance and that these funds be properly spent for their intended purposes, typically of improving service delivery and related specific priority outcomes.

The commission further highlighted that control measures should be underpinned by tighter monitoring of and reporting by sub-national governments on the use of grant funding and associated outcomes of such spending, and that National Treasury should ensure that decisive action, such as withholding of funds, is taken by national sector departments as soon as cases where inefficient, ineffective, wasteful or irregular spending of these funds are detected.

National Treasury in its response indicated that in terms of the annual Division of Revenue Act, the transferring officer of the grant (the department administering a conditional grant) is responsible for monitoring performance and withholding funds where necessary. However, the National Treasury is also empowered by section 216(2) of the Constitution to stop the transfer of funds to any organ of state that commits a serious or persistent breach of the

measures prescribed to promote transparency, accountability and the effective financial management of the economy, debt and the public sector. A legislative framework and related policies, including guidelines and circulars, already exists to assist with early detection of issues that warrant withholding funds (by transferring officers or the National Treasury). Chapter 6 of the Budget Review describes complementary efforts to build municipal capacity. National Treasury will strengthen this role in the 2019/20 financial year in support of the recommendation by FFC.

2.4 Borrowing for capital infrastructure

The Circular also provides clarity and updates the December 2017 MFMA Circular No. 89 specifically with regards to long-term borrowing.

National Treasury has taken the position that municipalities may not incur long-term debt to replenish internally generated funds which were spent in prior financial years, even if such spending was for capital expenditure. Borrowing to replace municipal funds previously spent is inconsistent with section 46 of the MFMA, which provides that a municipality can only incur long-term debt for the purpose of capital expenditure on property, plant, and equipment to be used for lawful purposes, and in certain circumstances, for refinancing existing long-term debt. Borrowing proceeds must be used to fund current and future capital expenditure, and may not be attributed to expenditures in previous years.

PLEASE NOTE that the sentence contained on MFMA Circular No. 89 stating that *“The incurring of the expenditure against a different source of finance that was approved will be regarded as unauthorised expenditure”* has been revoked.

3. The revenue budget

National Treasury encourages municipalities to maintain tariff increases at levels that reflect an appropriate balance between the affordability to poorer households and other customers while ensuring the financial sustainability of the municipality. The Consumer Price Index (CPI) inflation is forecasted to be within the upper limit of the 3 to 6 per cent target band; therefore, municipalities are required to **justify all increases in excess of the projected inflation target for 2019/20** in their budget narratives, and pay careful attention to the differential incidence of tariff increases across all consumer groups. In addition, municipalities should include details of their revenue growth assumptions for the different service charges in the budget narrative.

Local government also confronts tough fiscal choices in the face of financial and institutional problems that result in service-delivery breakdowns and unpaid bills. Municipalities can offset these trends by improving own revenue collection, working more efficiently and implementing cost containment measures. Addressing bloated organizational structures that have been observed to contribute towards this problem warrants decisive action across all municipalities.

3.1 Eskom bulk tariff increases

The National Energy Regulator of South Africa (NERSA) published their new multi-year price determination for the period from 2019/20 to 2021/22 on 7 March 2019.

NERSA will shortly publish their “Municipal Tariff Guideline Increase, Benchmarks and Proposed Timelines for Municipal Tariff Approval Process for the 2019/20 financial year”. Municipalities are encouraged to download the full guideline document when it becomes available (at www.nersa.org.za) and study it carefully. The guideline includes an update to the average cost structure used to determine the municipal tariff increase. It will set out proposed timeframes for the approval of municipal tariffs.

Municipalities are urged to examine the cost structure of providing electricity services and to apply to NERSA for electricity tariff increases that reflect the total cost of providing the service so that they work towards achieving fully cost-reflective tariffs that will help them achieve financial sustainability. Municipalities in arrears with Eskom should ensure that their payment arrangements are effected in their 2019/20 MTREF budget.

The 2019 Budget Review notes that, the NERSA tariff increases would be announced after the equitable share allocations had been calculated and tabled in the Division of Revenue Bill. In the absence of approved tariff increases for the period ahead, the equitable share formula allocations were calculated using the previously approved Multi-Year Price Determination of an 8 per cent annual bulk price increase for electricity in its calculations. If the approved tariff increases are higher than this, the equitable share allocations will not be increased in 2019/20. The Budget Review then explains that municipalities are expected to offset the increased cost of providing free basic services against above cost increases that they have received in the past. In recent years, municipalities have benefited from equitable share funding that has grown faster than actual increases in electricity costs (in 2017/18 the formula calculation used a bulk electricity price increase of 8 per cent, but NERSA only approved a bulk price increase of 0.3 per cent for the municipal financial year, and in 2018/19 a bulk increase of 8 per cent was used in the formula, but the actual increase was only 7.3 per cent). Municipalities have also benefited from increased allocations that were provided to cover household growth projections that were higher than the revised estimates in the 2017 General Household Survey. To provide for the possibility of larger cost increases in future, amounts of R1 billion in 2020/21 and R1.1 billion in 2021/22 remain unallocated in the equitable share.

4. Conditional Grant Transfers to Municipalities

This section provides guidance to municipalities with regard to the preparation for the 2018/19 unspent conditional grant and roll-over process and should be referenced against previous annual budget circulars.

4.1 Criteria for the rollover of conditional grant funds

Section 22 of the 2018 Division of Revenue Act (DoRA) requires that any conditional grants which are not spent at the end of the municipal financial year must revert to the National Revenue Fund, unless the receiving officer, provincial treasury and transferring national officer proves to the satisfaction of National Treasury that the unspent allocation is committed to identifiable projects, in which case the funds may be rolled over.

When applying to retain unspent conditional allocations committed to identifiable projects or requesting a rollover in terms of section 22(2) of the DoRA, municipalities must include the following information with their submission to National Treasury:

1. A formal letter, signed by the accounting officer must be addressed to the **National Treasury** requesting the rollover of unspent conditional grants in terms of section 22(2) of the 2018 DoRA;
2. A list of all the projects that are linked to the unspent conditional grants and a breakdown of how much was allocated and spent per project;
3. The following evidence indicating that work on each of the projects has commenced, as applicable to the specific rollover(s):
 - a) Proof that the project tender was published and the period for tender submissions closed before 31 March;
 - b) Proof that a contractor or service provider was appointed for delivery of the project before 31 March; or

- c) Proof of a project tender, appointment of contractor or service provider for delivery of service before 30 June in cases where additional funding was allocated during the course of the final year of the project;
 - d) Incorporation of the Appropriation Statement;
 - e) Evidence that all projects linked to an allocation will be fully utilised by 30 June 2019 (attach cash flow projection for the applicable grant).
4. A progress report (also in percentages) on the status of each project's implementation that includes an attached, legible **implementation plan**);
 5. The value of the committed project funding, and the conditional allocation from the funding source;
 6. Reasons why the grants were not fully spent during the year of original allocation per the DoRA;
 7. Municipalities must not include previous year's unspent conditional grants as a rollover request. Rollover of rollovers will not be considered;
 8. An indication of the time-period within which the funds are to be spent if the roll over is approved; and
 9. Proof that the Municipal Manager and Chief Financial Officer are permanently appointed.

No rollover requests will be considered for municipalities with vacant or acting Chief Financial Officers and Municipal Managers for a period exceeding 6 months from the date of vacancy.

If any of the above information is not provided or the application is received by National Treasury (Intergovernmental Relations Division) after 31 August 2019, the application will be declined.

In addition, National Treasury will also consider the following information when assessing rollover applications; and reserves the right to decline an application should there be non-performance by the municipality in any of these areas:

1. Compliance with the in-year reporting requirements in terms of sections 71 and 72 of the MFMA and section 12 of the 2018 DoRA, **including the municipal manager and chief financial officer signing-off on the information** sent to National Treasury;
2. Submission of the pre-audited Annual Financial Statements information to National Treasury by 31 August 2019;
3. Accurate disclosure of grant performance in the 2018/19 pre-audited Annual Financial Statements, (i.e. correct disclosure of grant receipts and spending in the notes to the AFS);
4. Cash available in the bank (net position including short term investments) as at 30 June 2019 is in line with the cash flow statements to finance the roll-over request. If the full amount that is requested for roll over is not entirely cash backed, such a roll over will not be approved. National Treasury will not approve portions of roll over requests.

It should be noted that under no circumstances will the National Treasury consider requests to roll-over:

1. The entirety of any allocation to the municipality, as there should be a minimum spend of 50 per cent of the allocation per programme;
2. Funding from the same grant for the third consecutive time;
3. Funding for projects constituted through Regulation 32 of the Municipal Supply Chain Management Regulations (Gazette No.27636). Projects linked to additional funding and disasters are exempted; and
4. Funding where there is evidence that the roll over application is linked to invoices that were issued within the last 30 days of the municipal financial year end.

4.2 Unspent conditional grant funds for 2018/19

The process to ensure the return of unspent conditional grants for the 2018/19 financial year will be managed in accordance with section 22 of the DoRA. In addition to the previous MFMA Circulars, the following practical arrangements will apply:

- Step 1: Municipalities must submit their June 2019 conditional grant expenditure reports according to section 71 of the MFMA reflecting all accrued expenditure on conditional grants and further ensure that expenditure reported to both National Treasury and national transferring officers reconcile.
- Step 2: When preparing the Annual Financial Statements, a municipality must determine the portion of each national conditional grant allocation that remained unspent as at 30 June 2019. These amounts MUST exclude all interest earned on conditional grants, retentions and VAT related to conditional grant spending that has been reclaimed from SARS, which must be disclosed separately.
- Step 3: If the receiving officer wants to motivate in terms of section 22(2) of the 2018 DoRA that the unspent funds are committed to identifiable projects, the roll over application pack must be submitted to National Treasury by 31 August 2019.

National Treasury will not consider any rollover requests that are incomplete or received after this deadline.

- Step 4: National Treasury will confirm in writing whether or not the municipality may retain any of the unspent funds as a rollover based on criteria outlined above by 22 October 2019 or whether it will agree to any alternative payment arrangement or schedules.
- Step 5: National Treasury will communicate the unspent conditional grants amount by 05 November 2019. A municipality must return the remaining unspent conditional grant funds that are not subject to a specific repayment arrangement to the National Revenue Fund by 18 November 2019.
- Step 6: Any unspent conditional grant funds that should have, but has not been repaid to the National Revenue Fund by 18 November 2019, and for which a municipality has not requested a repayment arrangement, will be offset against the municipality's 02 December 2019 equitable share allocation.

All other issues pertaining to Appropriation Statement and reporting on approved roll overs are addressed in the Annexure to MFMA Circular No. 86.

5. The Municipal Budget and Reporting Regulations

5.1 Tabling of budget documents

The slow spending of capital budgets by most municipalities is a national concern as it has a negative impact on service delivery. In most cases the hockey stick phenomenon that exists (i.e. spending increases in the last six months of the year) is a direct result of poor planning by municipalities. Going forward and to address weak planning process, all municipalities will be required to table the following supporting documents to Council, as part of the budget pack, when they table their budgets by 29 March 2019:

- 1) Service Delivery and Budget Implementation Plan (SDBIP); and
- 2) Procurement Plan.

This is also in terms of the requirements and spirit of the MFMA and its Municipal Budget and Reporting Regulations.

5.2 The impact of VAT on tariffs

VAT remains at 15 per cent, which was an increase from 1 April 2018 in the previous year. To mitigate the effects of this increase on low income households, the MTBPS announced various zero rated items, wherein the VAT would be charged at 0 per cent.

Whether the additional amount is recoverable from the customer or not, the supplier must account for VAT on any supplies made on or after 1 April 2018 at the increased VAT rate. (See MFMA Circular No. 91 on the relevant supporting documentation regarding the VAT guides).

5.3 Schedule A - version to be used for the 2019/20 MTREF

National Treasury has released Version 6.3 of the Schedule A1 (the Excel Formats) which is aligned to Version 6.3 of the mSCOA classification framework and must be used when compiling the 2019/20 MTREF budget.

ALL municipalities **MUST** use this version for the preparation of their 2019/20 MTREF budget.

It is imperative that all municipalities prepare their 2019/20 MTREF budgets in their financial systems and that the Schedule A1 be produced directly from their financial system. Vendors have recently demonstrated their budget modules to the National Treasury and provincial treasuries. All financial systems have this functionality to assist and prepare budgets and to generate the prescribed Schedule A1 directly from the financial system. Municipalities **must** start early enough to capture their tabled budget (and later the adopted budget) in the budget module provided and **must** ensure that they produce their Schedule A1 directly out of the budget module.

To promote this approach, from the **2020/21 MTREF** the National Treasury will only accept a Schedule A1 in PDF format, containing ALL sheets as prescribed and with each worksheet displaying an embedded system stamp to certify that it has been produced directly from the system. For purposes of collecting additional data which we previously did using the Schedule A1 in Excel, a prescribed data string containing the data must be populated and uploaded by each municipality (refer to the attachment to MFMA Budget Circular No 93 on the NT Website).

<http://mfma.treasury.gov.za/Circulars/Pages/default.aspx>

Special attention must be given to the supporting schedules in the prescribed Schedule A1. Where detailed data is lying in a sub-system e.g. human resource data for SA22 to SA24, this data must be pulled from the sub-system into the applicable supporting sheet and must form part of the complete endorsed Schedule A1.

The following supporting tables will be included for perusal and sign-off during the verification process of the 2019 MTREF: SA11, SA12a, SA13a, SA14, SA22, SA23, SA24, SA25, SA27, SA36, SA37 and SA38.

It is therefore important to focus on the additional supporting data as well as the financial data submitted on A1 to A10 during the verification process undertaken with National Treasury, the provincial treasuries and all municipalities.

Download Version 6.3 of Schedule A1 by clicking [HERE](#)

The Municipal Budget and Reporting Regulations, formats and associated guides are available on National Treasury's website at:

<http://mfma.treasury.gov.za/RegulationsandGazettes/Pages/default.aspx>

5.4 Assistance with the compilation of budgets

In cases where the municipality requires advice with the compilation of their respective budgets, specifically the budget documents or Schedule A1, they should direct their enquiries to their respective provincial treasuries or to the following National Treasury officials:

Province	Responsible NT officials	Tel. No.	Email
Eastern Cape	Bernard Mokgabodi	012-315 5936	Bernard.Mokgabodi@treasury.gov.za
	Matjatji Mashoeshoe	012-315 5553	Matjatji.Mashoeshoe@treasury.gov.za
Free State	Jordan Maja	012-315 5663	Jordan.Maja@treasury.gov.za
	Cethekile Moshane	012-315 5079	Cethekile.moshane@treasury.gov.za
Gauteng	Kgomotso Baloyi	012-315 5866	Kgomotso.Baloyi@treasury.gov.za
KwaZulu-Natal	Bernard Mokgabodi	012-315 5936	Bernard.Mokgabodi@treasury.gov.za
	Johan Botha	012-315 5171	Johan.Botha@treasury.gov.za
Limpopo	Una Rautenbach	012-315 5700	Una.Rautenbach@treasury.gov.za
	Sifiso Mabaso	012-315 5952	Sifiso.Mabaso@treasury.gov.za
Mpumalanga	Willem Voigt	012-315 5830	Willem.Voigt@treasury.gov.za
	Mandla Gilimani	012-315 5807	Mandla.Gilimani@treasury.gov.za
Northern Cape	Jordan Maja	012-315 5663	Jordan.Maja@treasury.gov.za
North West	Willem Voigt	012-315 5830	Willem.Voigt@treasury.gov.za
	Makgabo Mabotja	012-315 5156	Makgabo.Mabotja@treasury.gov.za
Western Cape	Vuyo Mbunge	012-315 5661	Vuyo.Mbunge@treasury.gov.za
	Kevin Bell	012-315 5725	Kevin.Bell@treasury.gov.za
Technical issues with Excel formats	Elsabe Rossouw	012-315 5534	lqdataqueries@treasury.gov.za

National Treasury, together with the provincial treasuries, will undertake a compliance check and, where municipalities have not provided complete budget information, the municipal budgets will be returned to the mayors and municipal managers of the affected municipalities for the necessary corrections. Municipal managers are reminded that the annual budget must be accompanied by a quality certificate and council resolution in accordance with the format specified in item 31 of Schedule A of the Municipal Budget and Reporting Regulations. In addition to the above compliance check, the mSCOA data strings will be assessed to determine whether the municipalities are compliant.

The National Treasury herewith emphasises that where municipalities have not adhered to the Municipal Budget and Reporting Regulations, ***they will be required to return to the municipal council and table a complete budget document aligned to the requirement of the Municipal Budget and Reporting Regulations.***

Municipalities with municipal entities are once again reminded to prepare consolidated budgets and in-year monitoring reports for both the parent municipality and its entity or entities. The following must be compiled:

- An annual budget, adjustments budget and monthly financial reports for the parent municipality in the relevant formats;
- An annual budget, adjustments budget and monthly financial reports for the entity in the relevant formats; and
- A consolidated annual budget, adjustments budget and monthly financial reports for the parent municipality and all its municipal entities in the relevant formats.

The Schedule A that the municipality submits to National Treasury must be a consolidated budget for the municipality (plus entities) and the budget of the parent municipality. Schedules D must be submitted for each entity.

6. Municipal Chart of Accounts (*mSCOA*)

6.1 Virement in an *mSCOA* environment

The MFMA and the Municipal Budget and Reporting Regulations, 2009, allow for the shifting of funds between items, projects, programmes and votes in the budget in line with a Council approved virement policy. MFMA Circulars No. 12, 51 and 88 provide the principles municipalities must consider when doing a virement.

With the promulgation of the *mSCOA* Regulation in 2014, municipalities should have aligned their virement policies to *mSCOA*. *mSCOA* provides a uniform and standardised financial transaction classification framework for municipalities and their entities to transact in and record its transactions using seven (7) segments. Six of these *mSCOA* segments are compulsory¹.

6.2 *mSCOA* training

The National Treasury has developed *mSCOA* training materials on the fundamentals and reporting requirements of *mSCOA*. Officials from National and Provincial Treasuries and the Preferred Trainers on *mSCOA* from the Chartered Institute of Government Finance, Auditors and Risk Officers (CIGFARO) have been trained to provide training in this regard.

While the CIGFARO Preferred Trainers have been issued with certificates of competence to provide training on the “On the fundamentals and reporting requirements of *mSCOA*”, it should be emphasized that this training is **unaccredited**. There is currently not any accredited training available on *mSCOA* that has been endorsed by the National Treasury. Therefore, municipalities and other role-players that require training on *mSCOA* should not request for accredited training or trainers in their adverts.

The contact details of the CIGFARO Preferred Trainers is available on the CIGFARO website, www.CIGFARO.co.za.

7. Budget process and submissions for the 2019/20 MTREF

7.1 Budgeting for the audited years on Schedule A (*mSCOA*)

According to international learning practices, it is appropriate to reclassify historical information in accordance with the changes that occur in the Standard Chart of Accounts. Municipalities must capture the reclassified audit outcomes for 2015/16 to 2017/18 in version 6.3 of the Schedule A when compiling 2019/20 MTREF budgets.

¹ Refer to Municipal SCOA Circular No 1. An introduction to the seven (7) segments.

7.2 Submitting budget documentation and schedules for 2019/20 MTREF

To facilitate oversight of compliance with the Municipal Budget and Reporting Regulations, accounting officers are reminded that:

- Section 22(b)(i) of the MFMA requires that, **immediately** after an annual budget is tabled in the municipal council, it must be submitted to the National Treasury and the relevant provincial treasury in both printed and electronic formats. If the annual budget is tabled to council on 29 March 2019, the final date of submission of the electronic budget documents and corresponding data strings is **Wednesday, 03 April 2019**. The deadline for submission of hard copies including council resolution is **Friday, 05 April 2019**.
- Section 24(3) of the MFMA, read together with regulation 20(1), requires that the approved annual budget must be submitted to both National Treasury and the relevant provincial treasury **within ten working days** after the council has approved the annual budget. If the council only approves the annual budget on 30 June 2019, the final date for such a submission is **Friday, 12 July 2019**, otherwise an earlier date applies.

The municipal manager must submit:

- the budget documentation as set out in Schedule A (version 6.3) of the Municipal Budget and Reporting Regulations, including the main Tables (A1 - A10) and ALL the supporting tables (SA1 – SA38) in both printed and electronic formats;
- the draft Service Delivery and Budget Implementation Plan (SDBIP) in both printed and electronic format;
- the draft Integrated Development Plan (IDP);
- Procurement Plan;
- the council resolution;
- signed Quality Certificate as prescribed in the Municipal Budget and Reporting Regulations;
- the budget locking certificate; and
- schedules D specific for the entities.

Municipalities are required to send electronic versions of documents and the A1 schedule to lgdocuments@treasury.gov.za. Any problems experienced in this regard can be addressed with Elsabe Rossouw at Elsabe.Rossouw@treasury.gov.za. Budget related documents and schedules may also be uploaded using the LG Upload Portal at <https://lguploadportal.treasury.gov.za/sites/iguploadportal/SitePages/Home.aspx>

Municipalities are required to send printed submissions of their budget documents and council resolution to:

For couriered documents

Ms Linda Kruger
National Treasury
40 Church Square
Pretoria, 0002

For posted documents

Ms Linda Kruger
National Treasury
Private Bag X115
Pretoria, 0001

In addition to the above-mentioned budget documentation, metropolitan municipalities must submit the draft Built Environment Performance Plan (BEPP) tabled in council by 29 March 2019 to yasmin.coovadia@treasury.gov.za. If the BEPP documents are too large to be sent via email (exceeds 4MB) please submit to yasmin.coovadia@gmail.com or send to Yasmin Coovadia via Dropbox; any problems experienced in this regard can be addressed with yasmin.coovadia@treasury.gov.za. Hard copies of the BEPP may be sent to Yasmin

Coovadia, National Treasury, 3rd floor 40 Church Square, Pretoria, 0002 or Private Bag X115, Pretoria, 0001.

7.3 Retirement of the Budget reform returns (Appendix B)

From 2019/20 onwards, municipalities will no longer be required to continue with the use of the Budget Reform Returns to upload budget and monthly expenditure to the National Treasury Local Government Database for publication purposes. The National Treasury will use only the *mSCOA* data strings required for submission as prescribed and all publications will use the data collected from the *mSCOA* data strings.

This places the responsibility on each municipality to ensure that:

1. Budgets are accurately locked into the financial system;
2. Each transaction is accurately recorded on a daily base;
3. Data collected from sub-systems is accurately represented in the General Ledger (GL);
4. At the end of the reporting period, all reconciliations are done, sub-systems are in balance and the Municipal Manager and CFO agrees with the figures as presented in the Schedule C and other management reports or dashboards;
5. The reporting period is **CLOSED** for further transactions; and
6. The data string for the period is produced directly out of the financial system and uploaded using the LG Upload Portal.

While the National Treasury will still share control reports and Schedule C as produced from the data uploaded by municipalities, the verification process before each quarterly Section 71 publication will fall away as the responsibility now lies with the municipality **BEFORE** submitting the data strings to ensure that the data is an accurate reflection of the state of municipal finances.

The tabled and adopted budget data strings submitted to the Local Government Database and Reporting system should also be consolidated figures.

NOTE: Municipalities must conclude all reporting for 2018/19 up to restated audit outcomes on the Appendix B (old electronic returns) to lgdatabase@treasury.gov.za before we can retire the returns.

7.4 Upload of the *mSCOA* budget data strings to the LG upload portal

Municipalities must upload the *mSCOA* data strings for the tabled (**TABB**) and adopted (**ORGB**) budget to the upload portal. The budget data strings must be accompanied by the IDP project details data strings (**PRTA** and **PROR**). The deadlines for submission of the MBRR documents are also applicable to the *mSCOA* data strings. Refer to paragraph 7.2 above.

7.5 Publication of budgets on municipal websites

In terms of section 75 of the MFMA, all municipalities are required to publish their tabled budgets, adopted budgets, annual reports (including the audited annual financial statements) and other relevant information on the municipality's website. This will aid in promoting transparency and good governance.

All relevant documents mentioned in this circular are available on the National Treasury website, <http://mfma.treasury.gov.za/Documents/Forms/AllItems.aspx>. Municipalities are encouraged to visit it regularly as documents are regularly added / updated on the website.

7.6 The process to be followed to issue version 6.4 of the *m*SCOA chart

Municipalities have raised concerns that National Treasury issue the *m*SCOA chart changes late in the budget process. Therefore, to address this challenge, the FAQ database will be closed on 31 August 2019 for logging new queries. As a result, the new version of the chart will be issued by 31 October 2019.

Contact



national treasury

Department:
National Treasury
REPUBLIC OF SOUTH AFRICA

Post Private Bag X115, Pretoria 0001

Phone 012 315 5009

Fax 012 395 6553

Website <http://www.treasury.gov.za/default.aspx>

JH Hattingh

Chief Director: Local Government Budget Analysis

08 March 2019

Reference: RCS/C.5

TREASURY CIRCULAR MUN NO. 7/2019

THE MAYOR, CITY OF CAPE TOWN: MR D PLATO
THE MAYOR, WEST COAST DISTRICT MUNICIPALITY: MR H CLEOPHAS
THE MAYOR, MATZIKAMA MUNICIPALITY: MR J VAN DER HOVEN
THE MAYOR, CEDERBERG MUNICIPALITY: MR W FARMER
THE MAYOR, BERGRIVIER MUNICIPALITY: MR R VAN ROOY
THE MAYOR, SALDANHA BAY MUNICIPALITY: MR M KOEN
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THE MAYOR, MOSSEL BAY MUNICIPALITY: MR HJ LEVENDAL
THE MAYOR, GEORGE MUNICIPALITY: MR MG NAIK
THE MAYOR, OUDTSHOORN MUNICIPALITY: MR CF SYLVESTER
THE MAYOR, BITOU MUNICIPALITY: MR MP LOBESE
THE MAYOR, KNYSNA MUNICIPALITY: MR M WILLEMSE
THE MAYOR, CENTRAL KAROO DISTRICT MUNICIPALITY: DR A RABIE
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THE MAYOR, PRINCE ALBERT MUNICIPALITY: MR G LOTTERING
THE MAYOR, BEAUFORT WEST MUNICIPALITY: MR N CONSTABLE

THE MUNICIPAL MANAGER, CITY OF CAPE TOWN: MR L MBANDAZAYO
THE MUNICIPAL MANAGER, WEST COAST DISTRICT MUNICIPALITY: MR D JOUBERT
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THE MUNICIPAL MANAGER, GARDEN ROUTE DISTRICT MUNICIPALITY: MR M STRATU
THE MUNICIPAL MANAGER, KANNALAND MUNICIPALITY: MR R STEVENS
THE MUNICIPAL MANAGER, HESSEQUA MUNICIPALITY: MR J JACOBS
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THE MUNICIPAL MANAGER, GEORGE MUNICIPALITY: MR T BOTHA
THE MUNICIPAL MANAGER, OUDTSHOORN MUNICIPALITY: MR A PAULSE
THE MUNICIPAL MANAGER, BITOU MUNICIPALITY: ADV. L NGOQO
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 THE CHIEF FINANCIAL OFFICER, THEEWATERSKLOOF MUNICIPALITY: MR D LOUW
 THE CHIEF FINANCIAL OFFICER, OVERSTRAND MUNICIPALITY: MS S REYNEKE-NAUDÉ
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 THE CHIEF FINANCIAL OFFICER, SWELLENDEAM MUNICIPALITY: MR H SCHLEBUSCH
 THE CHIEF FINANCIAL OFFICER, GARDEN ROUTE DISTRICT MUNICIPALITY: MR JW DE JAGER
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 THE CHIEF FINANCIAL OFFICER, BITOU MUNICIPALITY: MR V MKHEFA
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 THE CHIEF FINANCIAL OFFICER, CENTRAL KAROO DISTRICT MUNICIPALITY: MS U BAARTMAN
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 THE DEPUTY DIRECTOR-GENERAL: FISCAL AND ECONOMIC SERVICES (MR H MALILA)
 THE DEPUTY DIRECTOR-GENERAL: GOVERNANCE AND ASSET MANAGEMENT (MR IG SMITH) (ACTING)
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 THE DIRECTOR: PROVINCIAL GOVERNMENT ACCOUNTING (MR A REDDY)
 THE DIRECTOR: PROVINCIAL GOVERNMENT BUDGET OFFICE (MS RH SLINGER)
 THE DIRECTOR: PROVINCIAL GOVERNMENT FINANCE (EXPENDITURE MANAGEMENT) (MS A PICK)
 THE DIRECTOR: PROVINCIAL GOVERNMENT SUPPLY CHAIN MANAGEMENT (MS T RAKIEP) (ACTING)
 THE DIRECTOR: STRATEGIC AND OPERATIONAL MANAGEMENT SUPPORT (MS R JULIE) (ACTING)
 THE DIRECTOR: SUPPORTING AND INTERLINKED FINANCIAL SYSTEMS (MR A MAZOMBA)

THE PROVINCIAL AUDITOR

MASTER RECORDS OFFICIAL: BUSINESS INFORMATION AND DATA MANAGEMENT

THE HEAD OF DEPARTMENT: LOCAL GOVERNMENT

THE CHIEF DIRECTOR: LOCAL GOVERNMENT BUDGET ANALYSIS – NATIONAL TREASURY (MR J HATTINGH)

THE CHIEF DIRECTOR: MFMA IMPLEMENTATION – NATIONAL TREASURY (MR TV PILLAY)

CONTENTS

1. PURPOSE.....	3
2. LEGISLATIVE CONTEXT	3
3. AN INTEGRATED APPROACH TO PLANNING AND BUDGETING	3
4. PURPOSE, OBJECTIVES AND STRATEGIC FOCUS OF THE SIME: 2019/20 LG MTEC	4
5. HIGHLIGHTS OF THE 2019/20 PROVINCIAL BUDGET	5
6. NATIONAL TREASURY AND PROVINCIAL TREASURY GUIDELINES	6
7. MUNICIPAL BUDGET PROCESS	10
8. CONCLUSION.....	13

MUNICIPAL BUDGET CIRCULAR FOR THE 2019/20 MTREF AND ASSOCIATED SIME: 2019 LG MTEC PROCESSES

1. PURPOSE

This Circular supplements Circular 38 of 2018 issued on 21 December 2018. The Circular aims to:

- guide municipalities with their finalisation of the 2019/20 Medium Term Revenue and Expenditure Framework (MTREF) Budgets and accompanied budget documentation; and
- brief municipalities on the 2019 Strategic Integrated Local Government Medium Term Expenditure Committee Process (i.e. LG MTEC) and related matters.

2. LEGISLATIVE CONTEXT

The Western Cape Provincial Government (WCG) has institutionalised the LG MTEC Engagements process in fulfilment of its obligations under –

- Sections 5, 22 and 23 of the Local Government: Municipal Finance Management Act (MFMA), Act No. 56 of 2003; and
- Chapter 5 of the Local Government: Municipal Systems Act (Act No. 32 of 2000) [MSA].

The 2019 process aims to strengthen the alignment between municipal and provincial planning and budgeting and the continuity of the theme of **Consolidation for Maximum Citizen Impact** for the current 4th Generation Integrated Development Planning Cycle and the ensuing 2020 - 2024 Provincial Strategic Plan.

3. AN INTEGRATED APPROACH TO PLANNING AND BUDGETING

The WCG's Provincial Strategic Plan promotes an integrated management approach to better align provincial and local government policy, planning, budgeting and implementation, while supporting the spatial and local context. This alignment is formalised through a structured Integrated Work plan which specifically gives effect to the concept of *partnerships*, a prominent feature of Provincial Strategic Goal 5 which synchronises key processes within the WCG by strengthening joint planning, co-ordination, collaboration and coherence across sector departments, municipalities and national organs of state.

The Integrated Workplan aims to strengthen integration by focussing on the governance, economic and financial elements associated with sustainability. Practical effect is given to this envisaged outcome by the establishment of three platforms for role-players across the spheres of government to engage one another. These are in short:

- Strategic Integrated Municipal Engagements (SIME): SIME considers municipalities' mission, vision and strategic direction for the year ahead. These engagements usually take place in October.
- Technical Governance and Integrated Municipal Engagements (TIME): Held annually in February, the TIME considers performance challenges associated with the day-to-day functioning of municipalities. Importantly, the TIME sessions assess the extent to which operational functions align to the strategic vision outlined at the SIME.

- *Local Government Medium Term Expenditure Committee Engagements (extended SIME):* LG MTEC engagements take place in April and May, preceding the adoption of municipal budgets. The LG MTEC process provides Provincial Government the opportunity to assess the municipality's planning efforts for the upcoming budget year – LG MTEC serves as a holistic process that measures the extent to which strategic planning and budgeting is credible, sustainable and responsive.

These platforms create opportunities for a continued link and feedback mechanism for areas of collaboration as well as for concerns raised. In particular, the LG MTEC provides the opportunity to reflect on the outcomes from previous engagements and test whether the issues raised have been incorporated into provincial and municipal budgets and strategic plans. It also gives Provincial Government the opportunity to review and provide feedback on practicalising its commitments within the partnerships.

Ensuring stability and certainty in the integrated planning and budgeting process during the formulation of the 2019/20 MTREF budgets will guarantee continued focus on expenditure control within budget limits, while embedding the fiscal and budget policy principles of allocative efficiency, fiscal consolidation, fiscal sustainability and fiscal discipline. This is key for government to ensure maximum citizen impact by focusing on more efficient and effective use of resources.

Mainstreaming the Whole of Society Approach (WoSA) to improve governance for delivery and implementation drives maximum citizen impact and public value. Considering the common objectives and principles of Integrated Management and WoSA, presents an opportunity to strengthen collaboration through an integrated approach which drives joint delivery through strengthening governance for delivery in areas where value can be added.

The 2019 LG MTEC will reflect on the following: local government's strategic direction as identified in the IDPs and associated plans; budgetary alignment to social and economic development priorities; prioritisation of spending for maximum service delivery and citizen impact; and credibility and sustainability of the budget.

4. PURPOSE, OBJECTIVES AND STRATEGIC FOCUS OF THE SIME: 2019/20 LG MTEC

Although the different spheres of government have distinct and sometimes overlapping service delivery mandates the country is collectively confronted with the same challenges which amongst others include current economic pressures as well as resource, capacity and governance constraints which impacts upon the ability of government to provide basic services and to improve the overall quality of life of its citizens.

Service delivery challenges is most visible at a municipal level which is commonly regarded as the service delivery arm of government as it is the closest sphere of government to the citizens.

The theme **Consolidation for Maximum Citizen Impact** aims to promote the concept of working in unison as different spheres of government to uplift communities both economically and socially.

The LG MTEC process which is entrenched in legislation and in practice and emanates from Provincial Government's oversight responsibilities, presents opportunities to, through its interactions and discussions with municipalities, make a meaningful impact within the local government space. In addition, it presents an opportunity to deepen and strengthen existing partnerships, as well as identify new areas for collaboration.

A key focus of the 2019/20 LG MTEC process will be on local governments responsiveness to its socio-economic environment and the related impact for its citizens. This will also reveal potential opportunities and gaps for collaboration or partnerships with Province or other stakeholders.

The overall objectives of the 2019/20 LG MTEC process and the key messages therefore emphasises:

- Aligning strategic intent as encapsulated within Integrated Development Plans (IDP) and municipal budgets to create public value based on the community needs/ priorities identified through the public participation processes;
- Safeguarding of municipal sustainability by ensuring that municipalities table funded budgets and the strengthening of municipal financial management;
- Ensure optimal citizen impact and targeted service delivery through strategic spatial planning and alignment;
- Deepening of an integrated approach to service delivery with the intention of creating synergies through the consolidation/concentration of resources, also across different spheres of government;
- Identification of areas for support, training as well as opportunities for collaboration and partnerships.

Municipalities are formulating their 2019/20 MTREF budgets in a volatile, uncertain, complex and ambiguous (VUCA) world, which includes a general election which takes place just over a month after the budget and IDP tabling. It is therefore anticipated that the local government IDP and budget preparation process takes place during a period of heightened political uncertainty, which plays itself out within the local government space. Ensuring maximum service delivery and citizen impact is critical notwithstanding the challenging political, economic, fiscal, environmental and service delivery environments and risks.

Despite municipalities making significant progress to address such challenges, there is an increased acknowledgement that true service delivery excellence can only be achieved through integrated development planning, considered decision-making and appropriate policy responses by all spheres of government.

- The discussions at the engagements will be pitched at a strategic level. Hence, the representation at the LG MTEC engagements between the Province and municipalities will be as follows:
 - The Provincial Government - senior officials from the Provincial Treasury, Department of Local Government, Department of Environmental Affairs and Development Planning, the Department of the Premier and the Economic Development Partnership and relevant provincial departments.
 - Municipalities - Municipal Manager, section 56 Managers, Budget and Treasury officials, IDP Manager/officials and Planning officials.
- The LG MTEC engagements have been confirmed and is scheduled to take place from 23 April 2019 to 6 May 2019. The schedule of the LG MTEC engagements is attached as Appendix A.

5. HIGHLIGHTS OF THE 2019/20 PROVINCIAL BUDGET

The 2019 Provincial Budget, which was tabled by the Minister for Finance, Dr Ivan Meyer on 5th March 2019, was formulated in an environment of slow economic growth and constrained fiscal environment. The prolonged effect of the drought weighed heavily on the province's economic growth; it is estimated that the provincial economy have contracted by 0.1 per cent in 2018, mainly due to a huge slump in the agriculture, forestry and fishing sector. Despite the improved dam levels

and expected recovery in the agricultural, forestry and fishing sector in 2019 prospects of a full scale economic recovery will be constrained by the current energy crisis as investment and business confidence wane.

Guided by the Western Cape Fiscal Strategy and budget and policy principles, the 2019 Budget draws on the collective insight of the Western Cape Government in response to the identified risks and gives effect to the strategic policy priorities as set out the 2014 - 2019 Provincial Strategic Plan. The 2019 Budget presents a credible, sustainable and responsive allocation of resources in support of improved service delivery and maximum impact.

The 2019 Provincial Budget is premised on the theme: Consolidation for Maximum Citizen Impact. The Provincial Budget aims to provide opportunities for **youth**; supports the creation of **safe and secure environment** for the citizens of the Western Cape; provides and enabling environment for **job creation and skills development**; builds and maintain **economic and social infrastructure**; and applies **good governance** standards.

The Provincial Budget amounts to R67.148 billion in 2019/20, R70.368 billion in 2020/21 and R74.611 billion in 2021/22.

6. NATIONAL TREASURY AND PROVINCIAL TREASURY GUIDELINES

6.1 Context

- Municipalities are advised to consult the latest Budget Circular, MFMA Circular 94 released on 8 March 2019, which is a follow up circular on MFMA Circular 93 issued on 7 December 2018.
- Municipalities must include the National and Provincial Treasury Budget Circulars as part of the source documents consulted in the preparation of the 2019/20 MTREF Budget documents and to table it as part of the budget documentation in the Municipal Council.

6.2 Municipal Tariffs and Charges Increases

- Municipalities are urged to maintain tariff and charges increases at levels that reflect an appropriate balance between the affordability to poorer households and other customers while ensuring sustainability of the municipality.
- Consumer Price Index (CPI) inflation is forecasted to be within the upper limit of the 3 to 6 per cent target band; thus municipalities are required to justify all increases in excess of the projected inflation target of **5.2 per cent** for 2019/20, **5.4 per cent** of 2020/21 and **5.4 per cent** for 2021/22 in their budget narratives, and pay careful attention to the differential incidence of tariff increases across all consumer groups.
- Municipalities should include details of their revenue growth assumptions for the different service charges in their budget narrative.

6.2.1 Electricity Supply and Tariffs

- The National Energy Regulator of South Africa (NERSA) published their new multi-year price determination for the period from 2019/20 to 2021/22 on 7 March 2019. The new effective tariff increases are **13.8 per cent** more for electricity in 2019/20, **12.5 per cent** for 2020/21 and **9.6 per cent** for 2021/22.
- Based on the above, Provincial Treasury estimates the weighted average electricity increase to be 11.75 per cent in 2019/20.

- NERSA must still publish their “Municipal Tariff Guidelines Increases, Benchmarks and Proposed Timelines for Municipal Tariff Approval Process for the 2019/20 financial year”. It is unlikely that this document will be published before 31 March 2019. As such, municipalities therefore should use above stated price determination as a guide. **Municipalities should also include a disclaimer in the Budget documentation and Tariff List** which states that the electricity tariffs are still subject to change due to the non-availability of the NERSA Tariff Guidelines for municipalities. Provincial Treasury has already written to NERSA to expedite this process.
- Municipalities are urged to examine the cost structure of providing electricity services and to apply to NERSA for electricity tariff increases that reflect the total cost of providing the services so that they work towards archiving fully cost-reflective tariffs that will help them achieve financial sustainability. Municipalities that are in arrears with Eskom must ensure that their payment arrangements are effected in their 2019/20 MTREF budget.
- NERSA is planning a workshop regarding the 2019/20 Municipality Tariff Guideline Consultation Paper with all Electricity Distribution Licensees on 8 April in Midrand, Gauteng. Municipalities are requested to confirm their availability to Dr Nleya at email: ndodana.nleya@westerncape.gov.za by 25 March, in order for NERSA to finalise the logistics.
- Given the current energy crisis and global trends to move **away from fossil-based energy towards cleaner and more renewable forms of energy** municipalities are advised to:
 - Consider the development of a legal framework for Small-scale Embedded Generation (SSEG/Solar PV) and feed-in tariffs (if not done already);
 - Investigate the development and implementation of a wheeling framework;
 - Investigate the advantages of implementing the Property Assessed Clean Energy (PACE) model;
 - Prepare for the purchase of power from IPPs – the IPP Office has already designed a procurement process;
 - Explore the financial feasibility of energy storage; and
 - Explore the financial feasibility of installing solar PV at its own buildings or building a renewable energy generation facility.
- Municipalities that require more information on the subject of green and sustainable energy practices can contact Dr Hildegard Fast, Lead: Energy Security Game Changer whom made a presentation on the subject matter at the recent Municipal Chief Financial Forum and Premier Coordinating Forum at: hildegard.fast@westerncape.gov.za.

6.2.2 Water and sanitation Tariffs

- Although dam levels have improved, large parts of the Western Cape are still at risk of experiencing water shortages due to effects of the prolonged drought. It is now more crucial than ever before to adopt a holistic approach to secure water sustainability through improved demand management, infrastructure maintenance, loss management, meter reading and tariff setting in accordance with a pricing strategy to ensure full cost recovery of water services.
- Municipalities in arrears with water boards should ensure that their payment arrangements are effected in their 2019/20 MTREF Budgets.

- In order to balance water demand, water provision and revenue, municipalities must include a comprehensive set of water tariffs which makes provision for various levels of water scarcity/availability with the approval of the 2019/20 MTREF budget. This should be reflected in the municipal tariff policies and by-laws.
- Alternative measures should be considered to curb water consumption to address the water shortage by reducing the amount of water to its users and regulate the availability of water during certain time periods.
- Municipalities are urged to develop a Drought Management Plan/Policy that would indicate the actions municipalities should take if water resources fall to and below predetermined levels. The Provincial Disaster Management Centre and the Department of Water and Sanitation are willing to assist municipalities to develop these plans/policies. Municipalities that need assistance can contact the Director: Disaster Recovery Operations: Ms J Pandaram on **021-937 6306**.

6.3 Approval of capital projects

- Municipalities are advised to consult sections 19 and 33 of the MFMA and regulation 13 of the MBRR dealing with the approval of capital projects above specific thresholds.
- Section 19 of the MFMA regulates budgetary matters in relation to capital projects. In terms of section 19(1)(b), a municipality may not spend any money on a capital project unless the council has approved the specific project including the total cost. Adding to this provision, section 19(3) indicates that capital projects below a prescribed value may be approved either individually or as part of a consolidated capital programme.
- Regulation 13 of the MBRR further elaborates by stating that the following capital projects may be approved by council either individually or as part of a consolidated capital programme as contemplated in section 19(3) of the MFMA:
 - capital projects of which the total projected costs is below 5 per cent of the municipality's revenue, in the case of a municipality with approved total revenue in its current annual budget not exceeding R250 million.
 - capital projects of which the total projected costs is below 8 per cent of the municipality's revenue, in the case of a municipality with approved total revenue in its current annual budget greater than R250 million but not exceeding R500 million.
 - capital projects of which the total projected costs is below R50 million, in the case of a municipality with approved total revenue in its current annual budget greater than R500 million.
- Municipality's mostly comply with these provisions by adopting capital projects as part of the capital works plan included in the annual budget. However, a footnote to regulation 13 states that capital projects of which the total projected cost is above the values detailed above must be approved individually by the council in terms of section 19(1)(b) of the MFMA.

For ease of reference and interpretation, regulation 13(2) is summarised as follows:

	MBRR	Approved total revenue range	Total projected cost of capital project (%)	Total projected cost of capital project (Maximum value)
13(2)(a)	Capital projects of which the total projected costs is below 5 per cent of the municipality's revenue, in the case of a municipality with approved total revenue in its current annual budget not exceeding R250 million.	≤ R250.0 million	5%	R12.5 million
13(2)(b)	Capital projects of which the total projected costs is below 8% of the municipality's revenue, in the case of a municipality with approved total revenue in its current annual budget greater than R250 million but not exceeding R500 million.	R251.0 million - R500.0 million	8%	R21.1 million
13(2)(c)	Capital projects of which the total projected costs is below R50 million, in the case of a municipality with approved total revenue in its current annual budget greater than R500 million.	> R500.0 million	-	Above R50.0 million

- Municipalities with total approved revenue within the ranges specified in above table, must approve all capital projects that exceed the values detailed in the furthest right-hand column, individually, as per the requirements of regulation 13 of the MBRR.
- Provincial Treasury recommends that the annual budget specifically makes reference to this provision and the identified projects and that all such projects be listed in a separate report to the tabled together main budget document. Note that this report should list all of the required information as prescribed within section 19 of the MFMA. It is further advised that a one-page (preferably) project description plan be developed for each project and subsequently included in the main budget document. A specific council resolution should be adopted for this report.

6.4 The Municipal Budget and Reporting Regulations

6.4.1 Schedule A- version to be used for the 2019/20 MTREF

- National Treasury has released Version 6.3 of Schedule A1 (the excel formats) which is aligned to Version 6.3 of mSCOA. **ALL** municipalities **MUST** use this version with updates to "Service Charges - Other Revenue" on Table A4 and "Public contributions & donations" on Table A5 in preparation of their 2019/20 MTREF Budget, published on the National Treasury website (file name: "A1 Schedule - mSCOA vs 6.3 - 30 Jan 2019") with the following link:

<http://mfma.treasury.gov.za/RegulationsandGazettes/Municipal%20Budget%20and%20Reporting%20Regulations/Documents/Forms/AllItems.aspx?RootFolder=http%3a%2f%2fmfma%2etreasury%2egov%2eza%2fRegulationsandGazettes%2fMunicipal%20Budget%20and%20Reporting%20Regulations%2fDocuments%2f2019-20&FolderCTID=0x0120001860D4A2BD7AD042BF8427FC3BB59F67>

- Municipalities must prepare their 2019/20 MTREF budgets in their financial systems. Schedule A1 must be produced directly from their financial system.
- National and Provincial Treasury will conduct compliance checks to ascertain if municipalities have complied with the Municipal Budget and Reporting Regulations (MBRR). In cases where municipalities have not adhered to the MBRR they will be required to return to the municipal council and table a complete budget documents aligned to the requirements of the MBRR.
- Municipalities with municipal entities must prepare consolidated budgets for both the municipality and its entity(ies). The Schedule A that the municipality must submit to National and Provincial Treasury must be the consolidated budget for both the municipality as well as the plus entity(ies). Schedule D must be submitted for each entity.

6.4.2 Tabling of funded budgets

- The importance of tabling funded budgets is highlighted in MFMA Circulars No. 74, 89 and 93. Municipalities are required to adopt funded budgets. There are cases that may warrant a plan as the approval of a funded budget may not be achievable over one year. As a result, such municipalities must, together with their 2019/20 MTREF budget, table a plan in a municipal council on how and by when the budget will improve from an unfunded to a funded position. This will be essential when the National and provincial treasuries are assessing the budget to determine its credibility.

6.4.3 Tabling of budget documents

- The slow spending of the capital budget by municipalities is a challenge as it has direct impact on service delivery. This is a direct result of poor planning by municipalities. To address this weak planning process, all municipalities are required to table the following supporting documents to council when they table their draft budgets:
 - Service Delivery and Budget implementation plan (SDBIP) and
 - Procurement Plan.

7. MUNICIPAL BUDGET PROCESS

7.1 Non-compliance with the provisions of Chapter 4 of the MFMA

- As per section 27 of the MFMA, the mayor of a municipality must inform the MEC for Finance in writing of any impending non-compliance with the provisions of the MFMA or any other legislation pertaining to the tabling or approval of an annual budget or compulsory consultation processes.
- If the impending non-compliance pertains to a time provision, except section 16(1) of the MFMA, the mayor should have applied to the MEC for Finance for an extension, in writing by **15 March 2019** in accordance with Schedule G of the Municipal Budget and Reporting Regulations. It is recorded that no such applications were submitted to the MEC for Finance by the regulated date.

7.2 Municipal Budget Day

According to sections 16(2) and 17(3)(d) of the MFMA, the Mayor of a municipality must table the annual budget at a council meeting at least 90 days (i.e. by 29 March for this year) before the start of the budget year.

It is important to note there is no explicit requirement for council to endorse or approve the tabled budget or reviewed or amended IDP tabled by the mayor for public participation. The municipal council only has the legal authority to consider a tabled budget and reviewed/amended IDP after the completion of one or more public participation processes undertaken pursuant to section 22, read with section 23 of the MFMA. Council will only consider for approval “*the product of an inclusive budget preparation and consultative process*” when the proposed annual budget (as amended, if applicable) is placed before council in terms of section 24(1) of the MFMA.

Given that the preparation, consultation, adoption and implementation of a municipality's annual budget is inextricably linked to, and must be substantially aligned to and informed by the contents of that municipality's IDP, it would be procedurally flawed by the mayor to proceed with the tabling of the proposed annual budget (and commence with public participation process required in terms of section 22 of the MFMA) at a time when the annual review and/or revision of the municipality's IDP has not been completed.

If a municipality has failed to complete the relevant processes applicable to review and revision of the annual budget and IDP in time for the deadline applicable to the tabling of the proposed annual budget (i.e. 31 March), the mayor should submit an application for an extension of the said deadline to MEC for Finance as outlined in paragraph 7.1 above.

Municipalities are kindly requested to indicate any changes to the confirmed tabling dates as per **Appendix B** with the Provincial Treasury as it is crucial for the collection of the budget documentation and the assessment process leading up to the LG MTEC engagements. Municipalities are requested to indicate any changes to the confirmed tabling dates to Tania.Bosser@westerncape.gov.za by **25 March 2019**.

7.3 Submitting budget documentation and schedules for 2019/20 MTREF

- Section 22 (b)(i) of the MFMA requires that, immediately after an annual budget is tabled in municipal council, it must be submitted to the National Treasury and the relevant provincial treasury in both printed and electronic format.
- If the annual budget is tabled in council on **29 March 2019**, the final date of submission of the electronic budget documents and corresponding data strings is **Wednesday, 3 April 2019**. The deadline for submission of hard copies including council resolution is **Friday, 5 April 2019**.
- It is important to note that although National Treasury has granted municipalities from 3 to 5 April 2019 to submit the electronic and hard copies of the budget documentation, the Western Cape Provincial Treasury requires these documents on the tabling date to fulfil its responsibilities in terms of section 5 of the MFMA.
- In order to facilitate this, the Provincial Treasury will deploy officials to attend the budget tabling proceedings and collect the tabled budget documentation (inclusive of budget, IDP, SDF, budget related policies and draft SDBIP). It is important for the CFO's office to liaise with the relevant departments for the submission of documents (eg. IDP, SDFs, relevant sector plans) which is not the responsibility of the Finance Directorate.
- A designated municipal official should ensure that a set of these documents is prepared in both hard (where required) and electronic copy, except for the budget policies which are only required in electronic copy.
- The municipal manager must submit –
 - the budget documentation as set out in Schedule A (version 6.3) of the Municipal Budget and Reporting Regulations, including the main Tables (A1 - A10) and ALL the supporting tables (SA1 - SA38) in both printed (signed and stamped) and electronic formats;
 - the draft Service Delivery and Budget Implementation Plan (SDBIP) in both printed and electronic format;
 - the draft Integrated Development Plan (IDP) (as amended/reviewed);
 - Procurement Plan;
 - the council resolution;
 - signed Quality Certificate as prescribed in the Municipal Budget and Reporting Regulations;
 - the budget locking certificate; and
 - schedules D specific for the entities.

- The designated official needs to co-sign the accompanying checklist (see **Appendix C**) as confirmation that the set of budget documents have been submitted.

7.4 Electronic and Hard copy submissions

Municipalities must follow the process of ensuring that their Information and Communication Technology Infrastructure can accommodate official email addresses.

For the purpose of the implementation of mSCOA the Local Government Database requires municipalities to update their contact details and provide official email addresses instead of private accounts.

NT electronic documents should be submitted to: lgdocuments@treasury.gov.za or if the budget documentation are too large (exceeds 4 MB) via lgbigfiles@gmail.com.

PT electronic documents should be submitted to: MFMA.MFMA@westerncape.gov.za or if too large (exceeds 3 MB) must be submitted via the lift server function (<http://lift.pgwc.gov.za/>).

How to lift:

1. Go to the website: <http://lift.pgwc.gov.za/>
2. Type in the email address: MFMA.MFMA@westerncape.gov.za
3. Browse to correct file for uploading
4. Press: Submit

Municipalities are required to submit the signed hard copies of their budget documents and council resolutions to the following addresses:

National Treasury

Ms Linda Kruger
40 Church Square
Pretoria, 0002

Provincial Treasury

Mr Paul Pienaar
7 Wale Street, Room 3-50
Cape Town, 8000

Metropolitan municipalities should submit the BEPP to Yasmin.coovadia@treasury.gov.za or if it exceeds 4 MB to Yasmin.coovadia@gmail.com. Hardcopies of the BEPP may be sent to Yasmin Coovadia, National Treasury, 3rd Floor, 40 Church Square, Pretoria, 0002 or Private Bag X115, Pretoria, 0001. The BEPP should also be submitted to Provincial Treasury together with the budget documentation.

7.5 Publication of budgets on municipal website

In terms of section 75 of the MFMA, all municipalities are required to publish their tabled budgets, adopted budgets, annual reports (containing audited annual financial statements) and other relevant information on the municipality's website. This will aid in promoting public accountability and good governance.

8. CONCLUSION

The Provincial Government wishes you well with the preparation of your Annual Budget, IDP, SDBIP and related documents and look forward to the Strategic LG MTEC engagement with your Municipality.

Please direct any queries regarding this circular to Malcolm Booysen at Malcolm.Booyesen@westerncape.gov.za.

A handwritten signature in blue ink, appearing to be 'H Malila', is positioned above the printed name and title.

H MALILA
DEPUTY DIRECTOR-GENERAL: FISCAL AND ECONOMIC SERVICES
DATE: 22 MARCH 2019

Appendix A

GROUP 1

REGION	MUNICIPALITY	DAY OF VISIT	TIME
CoCT	CITY OF CAPE TOWN	23 April 2019, Tuesday	09h00 - 12h00
GRD	MOSSEL BAY	24 April 2019, Wednesday	08h30 - 11h30
GRD	GARDEN ROUTE DISTRICT	24 April 2019, Wednesday	13h30 - 16h30
GRD	BITOU	25 April 2019, Thursday	09h00 - 12h00
GRD	KNYSNA	25 April 2019, Thursday	14h00 - 17h00
GRD	GEORGE	26 April 2019, Friday	08h30 - 11h30
GRD	HESSEQUA	26 April 2019, Friday	14h00 - 17h00
	FREEDOM DAY	27 April 2019, Saturday	
		28 April 2019, Sunday	
WCD	SALDANHA BAY	29 April 2019, Monday	09h00 - 12h00
WCD	SWARTLAND	29 April 2019, Monday	14h00 - 17h00
CWD	STELLENBOSCH	30 April 2019, Tuesday	09h00 - 12h00
	NO SCHEDULED ENGAGEMENTS	30 April 2019, Tuesday	
	WORKERS DAY	01 May 2019, Wednesday	
	NO SCHEDULED ENGAGEMENTS	02 May 2019, Thursday	
CWD	DRAKENSTEIN	02 May 2019, Thursday	14h00 - 17h00
OD	CAPE AGULHAS	03 May 2019, Friday	09h00 - 12h00
OD	OVERBERG DISTRICT	03 May 2019, Friday	13h00 - 16h00
		04 May 2019, Saturday	
		05 May 2019, Sunday	
OD	OVERSTRAND	06 May 2019, Monday	09h00 - 12h00
OD	THEEWATERSKLOOF	06 May 2019, Monday	14h00 - 17h00

GROUP 2

REGION	MUNICIPALITY	DAY OF VISIT	TIME
	NO SCHEDULED ENGAGEMENTS	23 April 2019, Tuesday	
GRD	KANNALAND	24 April 2019, Wednesday	09h00 - 12h00
GRD	OUTDSHOORN	24 April 2019, Wednesday	14h00 - 17h00
CKD	BEAUFORT WEST	25 April 2019, Thursday	09h00 - 12h00
CKD	CENTRAL KAROO DISTRICT	25 April 2019, Thursday	13h30 - 16h30
CKD	PRINCE ALBERT	26 April 2019, Friday	08h30 - 11h30
CKD	LAINGSBURG	26 April 2019, Friday	14h00 - 17h00
	FREEDOM DAY	27 April 2019, Saturday	
		28 April 2019, Sunday	
WCD	BERGRIVIER	29 April 2019, Monday	08h30 - 11h30
WCD	MATZIKAMA	29 April 2019, Monday	14h00 - 17h00
WCD	CEDERBERG	30 April 2019, Tuesday	08h30 - 11h30
WCD	WEST COAST DISTRICT	30 April 2019, Tuesday	14h00 - 17h00
	WORKERS DAY	01 May 2019, Wednesday	
CWD	LANGEBERG	02 May 2019, Thursday	09h00 - 12h00
CWD	BREEDE VALLEY	02 May 2019, Thursday	14h00 - 17h00
CWD	WITZENBERG	03 May 2019, Friday	09h00 - 12h00
CWD	CAPE WINELANDS DISTRICT	03 May 2019, Friday	14h00 - 17h00
		04 May 2019, Saturday	
		05 May 2019, Sunday	
OD	SWELLENDAM	06 May 2019, Monday	09h30 - 12h30

CONFIRMED 2019 BUDGET TABLING DATES

Municipality	Confirmed date
Cape Town	Thursday, 28 March 2019
Matzikama	Tuesday, 26 March 2019
Cederberg	Friday, 29 March 2019
Bergervier	Tuesday, 26 March 2019
Saldanha Bay	Thursday, 28 March 2019
Swartland	Thursday, 28 March 2019
West Coast District Municipality	Wednesday, 27 March 2019
Witzenberg	Tuesday, 26 March 2019
Drakenstein	Wednesday, 27 March 2019
Stellenbosch	Wednesday, 27 March 2019
Breede Valley	Tuesday, 26 March 2019
Langeberg	Thursday, 28 March 2019
Cape Winelands District Municipality	Thursday, 28 March 2019
Theewaterskloof	Wednesday, 27 March 2019
Overstrand	Wednesday, 27 March 2019
Cape Agulhas	Thursday, 28 March 2019
Swellendam	Thursday, 28 March 2019
Overberg District Municipality	Monday, 25 March 2019
Kannaland	Tuesday, 26 March 2019
Hessequa	Thursday, 28 March 2019
Mossel Bay	Thursday, 29 March 2019
George	Thursday, 28 March 2019
Oudtshoorn	Thursday, 28 March 2019
Bitou	Friday, 29 March 2019
Knysna	Friday, 29 March 2019
Garden Route District Municipality	Wednesday, 27 March 2019
Laingsburg	Friday, 29 March 2019
Prince Albert	Friday, 29 March 2019
Beaufort West	Thursday, 28 March 2019
Central Karoo District Municipality	Tuesday, 26 March 2019

LG MTEC INTEGRATED PLANNING AND BUDGETING: 2019/20 CHECKLIST SUBMISSION OF TABLED BUDGET DOCUMENTATION

MUNICIPALITY: _____

In completing and signing the budget documentation checklist below, the municipality confirms that Schedule A1 **complies with the Municipal Budget and Reporting Regulations (MBRR)** and that the main tables (A1 - A10) and the supporting tables (SA1 - SA38) are completed in **version 6.3** of Schedule A1 (the Excel formats) and **drawn directly from the municipal financial system**.

Please ensure that (as per MFMA Circular 72) **each page of the hard copy of the budget documentation** as set out in Schedule A of the Municipal Budget and Reporting Regulations, including the main Tables (A1 - A10) and all the supporting tables (SA1 - SA38) and prescribed minimum narrative information that is submitted to Provincial Treasury (and National Treasury) **has been stamped and signed** by the secretariat responsible for ensuring accurate records of council decisions.

The IDP Document as set out in Section 26, 32 and 34 of the Local Government: Municipal Systems Act, No 32 of 2000 and Regulations (MSA) and Section 21 of the Local Government Municipal Finance Management Act 56 of 2003 (MFMA).

The Spatial Development Framework, Disaster Management Framework and additional documents must be submitted as required in terms of budget circulars.

Budget Documentation	Hard Copy			Soft Copy (correlates with hard copy)		
	Yes	No	N/A	Yes	No	N/A
Council Resolution in terms of the Budget						
Draft Service Delivery and Budget Implementation Plan						
Draft Service Level Standards						
Signed Quality Certificate as prescribed in the MBRR						
Prescribed Minimum Budget Narrative Information	Stamped and Signed Hard Copy Budget Narrative			Soft Copy (correlates with hard copy)		
Budget Narrative						
Municipal Budget Tables: Tables A1 to A10	Stamped and Signed Hard Copy A1 – A10			Soft Copy (correlates with hard copy)		
Table A1: Budget Summary						
Table A2: Budgeted Financial Performance (revenue and expenditure by standard classification)						
Table A2A: Budgeted Financial Performance (revenue and expenditure by standard classification)						
Table A3: Budgeted Financial Performance (revenue and expenditure by municipal vote)						
Table A3A: Budgeted Financial Performance (revenue and expenditure by municipal vote)						
Table A4: Budgeted Financial Performance (revenue and expenditure)						
Table A5: Budgeted Capital Expenditure (by vote, standard classification & funding source)						
Table A5A: Budgeted Capital Expenditure (by vote, standard classification & funding source)						
Table A6: Budgeted Financial Position						
Table A7: Budgeted Cash Flow						
Table A8: Cash Backed Reserves/Accumulated Surplus Reconciliation						
Table A9: Asset Management						
Table A10: Basic Service Delivery Measurement						

Budget Documentation	Hard Copy			Soft Copy (correlates with hard copy)		
	Yes	No	N/A	Yes	No	N/A
Municipal Budget Supporting Tables: Supporting Tables SA1 to SA38	Stamped and Signed Hard Copy SA1 – SA38			Soft Copy (correlates with hard copy)		
SA1: Supporting Detail to Budgeted Financial Performance						
SA2: Matrix Financial Performance Budget (revenue source/expenditure type and department)						
SA3: Supporting Detail to Budgeted Financial Position						
SA4: Reconciliation of IDP Strategic Objectives and Budget (revenue)						
SA5: Reconciliation of IDP Strategic Objectives and Budget (operating expenditure)						
SA6: Reconciliation of IDP Strategic Objectives and Budget (capital expenditure)						
SA7: Measurable Performance Objectives						
SA8: Performance Indicators and Benchmarks						
SA9: Social, Economic and Demographic Statistics and Assumptions						
SA10: Funding Measurement						
SA11: Property Rates Summary						
SA12a: Property Rates by Category (current year)						
SA12b: Property Rates by Category (budget year)						
SA13a: Service Tariffs by Category						
SA13b: Service Tariffs by Category (explanatory)						
SA 14: Household Bills						
SA15: Investment Particulars by Type						
SA16: Investment Particulars by Type						
SA17: Borrowing						
SA18: Transfers and Grant Receipts						
SA19: Expenditure on Transfers and Grant Programme						
SA20: Reconciliation of Transfers, Grant Receipts and Unspent Funds						
SA21: Transfers and Grants made by the Municipality						
SA22: Summary Councillor and Staff Benefits						
SA23: Salaries, Allowances and Benefits (political office bearers/councillors/senior managers)						

Budget Documentation	Hard Copy			Soft Copy (correlates with hard copy)		
	Yes	No	N/A	Yes	No	N/A
Municipal Budget Supporting Tables: Supporting Tables SA1 to SA38	Stamped and Signed Hard Copy SA1 – SA38			Soft Copy (correlates with hard copy)		
SA24: Summary of Personnel Numbers						
SA25: Budgeted Monthly Revenue and Expenditure						
SA26: Budgeted Monthly Revenue and Expenditure (municipal vote)						
SA27: Budgeted Monthly Revenue and Expenditure (standard classification)						
SA28: Budgeted Monthly Capital Expenditure (municipal vote)						
SA29: Budgeted Monthly Capital Expenditure (standard classification)						
SA30: Budgeted Monthly Cash Flow						
SA31: Aggregated Entity Budget (where applicable)						
SA32: List of External Mechanisms						
SA33: Contracts having Future Budgetary Implications						
SA34a: Capital Expenditure on New Assets by Asset Class						
SA34b: Capital Expenditure on the Renewal of Existing Assets by Asset Class						
SA34c: Repairs and Maintenance Expenditure by Asset Class						
SA34d: Depreciation by Asset Class						
SA34e: Upgrading of Existing Infrastructure						
SA35: Future Financial Implications of the Capital Budget						
SA36: Detail Capital Budget						
SA37: Projects Delayed from Previous Financial Years						
SA38: Consolidated Detail Operational Projects						
Budget Related Policies	Hard copies			Soft Copy (correlates with hard copy)		
Information on any amendments to budget related policies						
Suite of budget related policies	Soft copies only					

Budget Documentation	Hard Copy			Soft Copy (correlates with hard copy)		
	Yes	No	N/A	Yes	No	N/A
IDP and Related Documentation	Hard copies			Soft Copy (correlates with hard copy)		
Council Resolution in terms of the IDP						
Draft Integrated Development Plan						
Process Plan/Time schedule according to Section 29) of the MSA read in conjunction with Section 21 (b) of the MFMA						
Spatial Development Framework	Soft copies only					
Council Resolution in terms of the adoption of the <i>Spatial Development Framework</i>						
Applicable Disaster Management Plan						
Council Resolution in terms of the adoption of the <i>Disaster Management Framework</i>						
Integrated Waste Management Plan						
Air Quality Management Plan						
Coastal Management Plan (Coastal Municipalities only)						
Human Settlement Plan						
Local Economic Development Strategy						
Water Services Development Plan						
Storm Water Master Plan						
Integrated Transport Plan						
Electricity Master Plan						
Infrastructure Growth Plan						
Workplace Skills Plan						

MUNICIPAL REPRESENTATIVE

PROVINCIAL REPRESENTATIVE

Name: _____

Name: _____

Signature: _____

Signature: _____

Date: _____

Date: _____



Cost Containment Measures (updated November 2016)

Purpose

Section 62(1)(a) of the Municipal Finance Management Act No. 56 of 2003 (MFMA) stipulates that the accounting officer of a municipality is responsible for managing the financial administration of a municipality and must for this purpose take all reasonable steps to ensure that the resources of the municipality are used effectively, efficiently and economically.

In terms of the legal framework, the elected councils and accounting officers are required to institute appropriate measures to ensure that the limited resources and public funds are appropriately utilized to ensure value for money is achieved.

The purpose of this Circular is to guide municipalities and municipal entities on cost containment measures that must be implemented in an effort to address the impact of the country's economic challenges and to promote growth, address unemployment and equality, amongst others.

Background

The national government has been aware of the need to contain costs and Cabinet resolved that all spheres of government, including municipalities and municipal entities must implement measures to contain operational costs and eliminate all non-essential expenditure.

In the 2016 State of the Nation Address, cost containment measures were re-emphasised. It was highlighted that excessive and wasteful expenditure has to be reduced, and that increased action be taken to manage unnecessary expenditure. The following measures were among those announced:

- Curtailment of overseas trips;
- The submission of strong motivation to MM's, Mayors and, where necessary, oversight mechanisms at local, provincial and national spheres of Government by those requesting permission to travel either locally or abroad: i.e. their detailed report including research which argues the necessity of the trip and the benefit the country will achieve in undertaking the journey;
- The institutionalization of further restrictions on conferences, catering, entertainment and social functions.

In reinforcing the above, the Minister of Finance also announced further cost containment measures in his budget speech on 24 February 2016, and urged Mayors of municipalities to exercise and oversee the elimination of wasteful expenditure in

government. SALGA supported the call for cost containment measures to be implemented in municipalities as per the Budget Forum engagements and commitments.

Municipalities must make clear and quantified commitments in this regard when tabling their upcoming budgets, and to reference these commitments when submitting budget documentation to the National and Provincial Treasuries, as required by the MFMA.

Annexure A of this circular presents cost containment measures that accounting officers and chief finance officers must consider in order to contain operational costs and eliminate non-essential expenditure. In addition, municipalities are advised to refer to MFMA Budget Circular No. 70 and other relevant Circulars on the elimination of non-priority spending. (<http://mfma.treasury.gov.za/Circulars/Pages/default.aspx>).

Enforcement of cost containment measures

SALGA recently expressed concern over the lack of enforcement of such measures and municipal councils are herewith reminded of Section 171(1) of the MFMA whereby the accounting officer of a municipality commits an act of financial misconduct if that accounting officer deliberately or negligently contravenes a provision of the Act, or fails to comply with a duty imposed by the Act on the accounting officer of the municipality.

Failure to fulfill the duty outlined in section 62(1) (a) of the MFMA may result in the accounting officer committing an act of financial misconduct and that disciplinary or criminal proceedings are instituted against any official who has allegedly committed an act of financial misconduct or an offence in terms of chapter 15. The accounting officer also has a duty to ensure that unauthorized, irregular or fruitless and wasteful expenditure and other losses are prevented.

In addition, section 167 of the MFMA provides that a municipality may only remunerate its office bearers within the parameters set out in that section. In particular, sub-section 167(2) provides that any benefit paid that is outside the parameters set out in subsection (1) is irregular expenditure and must be recovered from the political office-bearer concerned.

Details of precisely what a municipality may pay or remunerate its political office bearers are set out in the Notices issued in terms of the Political Office Bearers Act by the Minister of Cooperative Governance and Traditional Affairs.

Municipalities are reminded that the National Treasury will soon be conducting municipal budget benchmark engagements with non-delegated municipalities during which all municipal budgets will be assessed against the cost containment measures outlined in this Circular. Provincial Treasuries will be conducting similar engagements and budget assessments with delegated municipalities.

Consideration has been given to the lack of enforcement measures and therefore it is envisaged that regulations will be issued to align these measures with financial misconduct regulations. Disclosure of cost containment measures applied by the municipality and entity must be included in the Municipal Budget and Annual Report. Measures implemented and regular reports must be submitted to the Municipal Public

Accounts Committee for review and recommendations to Council on additional measures to be taken.

The contents of this Circular has been shared with the office of the Auditor-General for their application, scrutiny and assessment.

Conclusion

It is important that the accounting officer ensures that the content of this Circular is brought to the attention of the Municipal Council and all other relevant officials within municipalities and municipal entities. It is recommended that:

- Municipalities adopt this Circular together with their annual budgets;
- Municipalities are advised to review other finance related policies to ensure consistency with this Circular;
- Municipalities implement the circular by creating the appropriate oversight mechanisms to monitor cost containment measures;
- Implementation of such measures will assist in ensuring that the provisions of sections 62 and 167 of the MFMA are complied with to ensure that reasonable steps are taken for public resources to be used effectively, efficiently, economically and in the best interests of the local community.

Any queries relating to municipalities preparation of municipal budgets in line with the cost containment measures should be directed to the respective National or Provincial Treasury official responsible for monitoring the municipality's budget. The names of these officials can be obtained from MFMA Circular 79 and / or other related MFMA Circulars. This Circular must be tabled before the municipal council for adoption together with the 2016/17 MTREF budget.

Issued on behalf of:

Malijeng Ngqaleni
Intergovernmental Relations

Kenneth Brown
Chief Procurement Officer

Jayce Nair
Acting Accountant-General

Contact



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TV PILLAY
CHIEF DIRECTOR: MFMA IMPLEMENTATION
30 MARCH 2016

Annexure A – Cost Containment Measures

Cabinet resolved, on 23 October 2013 that cost containment measures must be implemented to eliminate wasteful expenditure, reprioritize spending and ensure savings on the following focus areas among others; engagement of consultants, travel and subsistence costs, issuing of credit cards, accommodation costs, office furnishing costs, advertising or sponsorship costs, catering and events related costs.

It is prudent that Municipalities consider consultation with its employees and through public participation to obtain input and consideration from affected stakeholders such as communities, ratepayers, businesses, and so on which may prove to be beneficial when facilitating the implementation of cost containment policies and actions.

Municipalities are advised to ensure appropriate monitoring and reporting on such cost saving measures is instituted for ease of reporting to management and council on progress on a regular basis. The internal audit unit of municipalities must be copied with such reports.

1. Engagement of Consultants

- Accounting Officers must only contract with consultants after a gap analysis report has confirmed that the municipality does not have the requisite skills or resources in its permanent employment to perform the services required.
- Evidence of acute planning of the project must be visible to all relevant persons including the administration and political oversight mechanisms in place at the municipality.
- Consultants, including construction and infrastructure related services, must only be remunerated at the rates equal to or below those:
 - determined in the “Guidelines on fees for audits done on behalf of the Auditor-General South Africa”, issued by the South African Institute of Chartered Accountants (SAICA);
 - set out in the “Guide on Hourly Fee Rates for Consultants”, by the Department of Public Service and Administration (DPSA); or
 - Prescribed by the body regulating the profession of the consultant.
- Ensure an exacting “specification” of the work to be accomplished accompanies the tender and is used as a monitoring tool, are appropriately recorded and monitored.
- Ensure that contracts for consultants include retention and penalty clauses for poor performance and in this regard against the above specification, accounting officers must invoke such clauses, where deemed necessary.
- It is mandatory that accounting officers of municipalities and municipal entities conclude on the best “value for money”, i.e. matching fees against quality and against benchmarked practices.
- Accounting officers of municipalities and municipal entities must appoint consultants on a time and cost basis with specific start and end dates.
- Travel and subsistence costs for the appointment of consultants must be in accordance with the travel policy of government and the contract price specifies all travel & subsistence costs.

- If travel and subsistence costs for appointed consultants are exclusive of the contract, the costs must be in accordance with the following provisions:
 - a) Hotel accommodation may not exceed the amount mentioned in this Circular;
 - b) Only economy class air tickets may be purchased for flights;
 - c) Only group B vehicles or lower may be hired for engagements, as mentioned in this Circular;
 - d) Kilometres claimed for the use of private vehicles may not exceed the rates approved by the National Department of Transport, as updated from time to time.
- Municipalities are urged to develop consultancy reduction plans.
- Undertake all engagements of consultants in accordance with the SCM Regulations and the municipality's SCM policy.

2. Travel and subsistence

The National Treasury, on behalf of all three spheres of government, has negotiated improved upfront discounts for flights as well as discounted accommodation rates. Therefore municipalities and municipal entities are requested to utilize these agreements to assist in their respective cost containment measures, unless they can negotiate lower air travel rates or utilize other service providers that offer lower rates.

Net and Non-Commissionable Rates

All rates offered to Government as of 1 April 2016 will be net and non-commissionable. This will include the informal accommodation market e.g. Guest Houses and Bed & Breakfast establishments.

Rebates, Overrides, Volume based income

In the spirit of transparency, the OCPO is taking a firm position on rebates, overrides or any volume driven target incentives being paid by suppliers to Travel Management Company (TMC). As of 1 April 2016 these payments and the practice of overrides is to discontinue for Government business.

2.1 National Travel Policy

The National Treasury will issue a National Travel Policy framework during December 2016.

http://ocpo.treasury.gov.za/Buyers_Area/Legislation/Pages/default.aspx

2.2 Air Travel

- The National Treasury has negotiated with South African Airways (SAA) and Comair/British Airways (BA) for upfront discounted air fares for government employees travelling domestically for official purpose. These Domestic Air Travel Fares will be regularly reviewed by the National Treasury (These rates are not applicable for International Air Travel).
- For SAA, the discounts range from 5% (L class) up to 30% (Y Class) for Economy Class tickets; and 10% (D Class) up to 26% (C Class) for Business


Class tickets. Please note that business class is not encouraged, however where a single flight exceed 5 hours, consideration may be applied.

- For BA the discounts range from 10% (O, Q class) up to 25% (Y Class) for Economy Class tickets; and 20% (J Class) for Business Class tickets. Please note that business class is not encouraged, however where a single flight exceeds 5 hours, consideration may be applied.
- Treasury entered into a short-term Corporate Agreement from 1 April 2016 to 30 September 2016. This has been extended by a further six months. .
- The premise of “Best Fare on the Day” should be implemented making full use of the negotiated Government Corporate Agreements with SAA and BA Comair. Quotations are to be obtained from at least SAA and BA Comair before issue. Municipalities must also request quotations from other Low Cost Carriers. Please note that all discounted rates are subject to class availability.
- In order to make full use of the corporate discount with SAA and BA, municipalities and municipal entities must instruct their appointed TMCs or persons making their bookings for domestic airline tickets, to book against the relevant deal codes as detailed in Annexure B.
- Corporate agreements with SAA and BA/Comair will be made available to TMCs that are currently contracted to Government. Should the municipal TMC have not been contacted by the full service carrier representative, they are to inform National Treasury with the agents name; physical address, contact name, email address and IATA number. Upon receipt of the information, the representatives of the full service carriers will ensure that the TMC is given access to the deal code. The TMC must have an authenticated IATA number.
- Accounting officers of municipalities and municipal entities are advised to include a clause in their respective documents that travel agencies are only permitted to make booking arrangements on behalf of municipalities and municipal entities in line with this Circular. Current arrangements need to be updated and amended to reflect these changes.
- Disabled persons can be accommodated in economy class, however, in extremely exceptional and rare cases an Accounting Officer may approve, with evidence, other than economy class air travel.

2.3 Domestic Hotel Accommodation

National Treasury has established maximum allowable rates for domestic accommodation. When sourcing accommodation for officials, municipalities should find options that are equal to or lower than the rates in Table 1, depending on the allowable star grading and the band. Competition and cost effectiveness must remain a key principle.

Table 1: Rates set for Domestic Hotel Accommodation

Voucher Includes	BAND 1	BAND 2	BAND 3
	Room Only Tourism Levy VAT	Bed & Breakfast Tourism Levy VAT	Dinner, Bed and Breakfast Tourism Levy VAT 2 x soft Drinks at Dinner
Graded Hotel, Boutique Hotel, Lodge or Resort			
	BAND 1	BAND 2	BAND 3
1 Star	R 580	R 710	R 855
2 Star	R 900	R 1 030	R 1 230
3 Star	R 1 100	R 1 200	R 1 400
4 Star	R 1 250	R 1 350	R 1 550
5 Star	R 2 100	R 2 200	R 2 500
Bed & Breakfast, Country House or Guest house			
	BAND 1	BAND 2	BAND 3
1 Star	R 300	R 450	R 630
2 Star	R 500	R 650	R 830
3 Star	R 900	R 1 050	R 1 230
4 Star	R 1 000	R 1 150	R 1 330
5 Star	R 1 200	R 1 350	R 1 530
Self-Catering*			
	BAND 1	BAND 2	BAND 3
1 Star	R 580		
2 Star	R 900		
3 Star	R 1 100		
4 Star	R 1 250		
5 Star	R 1 450		
Meals**			
	BAND 1	BAND 2	BAND 3
Breakfast	R 120	R -	R -
Lunch	R 150	R 150	R 150
Dinner	R 150	R 150	R -
Total	R 420	R 300	R 150

Accommodation costs are assumed to be inclusive of Parking and Wi-Fi (if available), and exclusive of Laundry expenses.

*Including Exclusive and Shared Facilities. Exclusive facilities offer travellers a sole occupancy unit consisting of one or more bedrooms and self-contained public areas e.g. kitchen, dining area and lounge.

Shared Facilities consisting of one or more bedrooms and self-contained shared public areas e.g. kitchen, dining area and lounge.

**Maximum amounts that can be claimed for meals. The claim for the actual amounts must be supported by a receipt.

- If a negotiated rate for a specific star grading is equivalent to or lower than the rate for the lower star grading, the official may be accommodated in the establishment with the higher star grading. This means that an official may be accommodated at a four star establishment if the rate at the four star establishment is the same as or lower than a three star establishment.

- Where there is an alternative star grading indicated in **Table 1** (i.e. 4/5 or 3/4), the maximum allowable rate of the lower star grading will be the benchmark. The higher star grading can only be booked if:
 - a. the higher star graded facility is the only available option due to location and availability; or
 - b. the municipality or municipal entity has negotiated lower rates with the higher star graded facility.
- Accounting officers must ensure that overnight accommodation is limited to instances where the distance travelled by road by the employee exceeds 500 kilometres to and from the destination (return journey).

2.4 Vehicle Hire

- Municipalities are encouraged to continue considering their own fleet first, where viable, prior to hiring of vehicles;
- Notwithstanding the provisions above, all employees must make use of shuttle services if the cost of such a service is below the cost of hiring a vehicle.
- Accounting officers must also consider making use of shuttle services if the cost of kilometres claimable by the employee and the cost of parking are higher than the shuttle services.
- Ensure the hiring of vehicles from a category below Group B or an equivalent class. Accounting officers may permit employees to accept up-graded group of hired vehicles if such an up-grade is offered for free or at a lower charge than Group B.
- Vehicle travel claims by employees of municipalities and municipal entities must be restricted to the actual distance travelled in excess of the normal distance from the employee's residence to his or her place of work or as may be negotiated using a motor vehicle allowance scheme.

3 Credit Cards

The use of credit and debit cards was addressed in an earlier MFMA Circular.

A bank, or any other institution, may not issue credit cards or debit cards linked to a bank account of a municipality or a municipal entity to any councillors, entity board members, municipal or entity officials or any other person. The issuing and use of such cards be it for official purposes:

- contravenes section 11 and 85 of the MFMA as there is no way of ensuring that all purchases made on the card are in accordance with the items listed in the sections or as prescribed;
- contravenes section 167 of the MFMA which provides that any bursary, loan, advance or other benefit paid to a municipal councillor otherwise than in accordance with the provisions of the Remuneration of Public Office Bearers Act constitutes irregular expenditure;
- contravening section 15 of the MFMA by incurring expenditure not authorised in an approved budget;
- non-compliance with section 164 of the MFMA which provides that no municipality or municipal entity may make loans to councillors or officials of the municipality, directors or officials of the entity or members of the public;
- non-compliance with the supply chain management regulations; and

- undermines efforts to safeguard municipal funds, combat fraud and corruption, as well as other irregular practices.

While the use of petrol cards or garage cards for municipal vehicles is permitted, it must be utilised in accordance with an appropriate policy and related procedures to avoid misuse thereof. Cost containment measures should be applied in managing and planning trips.

Where officials or councillors incur expenses in relation to official municipal activities, they should use their personal credit cards or cash, and request reimbursement from the municipality in accordance with the relevant municipal policy and processes. Alternatively, the municipality should make arrangements with the service provider that the expenditure be settled directly by the municipality.

4 Catering costs

- Do not incur catering expenses for any meetings where only municipal officials are in attendance. Notwithstanding the above, the accounting officer may incur catering expenses for the following, provided that such lasts for five (5) continuous hours or more:
 - a) The hosting of conferences, workshops, courses, forums, recruitment interviews, training courses, hearings;
 - b) Meetings related to commissions or committees of inquiry; or
 - c) Meetings hosted by municipal councils and the board of directors of municipal entities, including governance committee meetings.
- Ensure that entertainment allowances of qualifying officials do not exceed two thousand rand (R2 000) per person per financial year. The National Treasury may periodically review this amount.
- Do not incur expenses on alcoholic beverages.
- Ensure that team building and social functions, including year-end functions, are not financed from the municipal budgets or by any suppliers or sponsors.
- Notwithstanding the above, accounting officers may incur no more than the petty cash allocation or limitations on expenditure from their respective budgets to host farewell functions to employees who are either:
 - (a) proceeding on retirement due to ill health; or
 - (b) proceeding on retirement after reaching the qualifying age limit of a minimum of ten (10) or more years working for the public service.
- Accounting officers and accounting authorities may **not** host farewell functions for employees who have:
 - (a) been dismissed;
 - (b) elected to resign or leave by accepting severance packages; or
 - (c) Approached the end of their contractual term.

5 Events, advertising and sponsorships

- Eliminate wasteful expenditure on events, advertising in magazines, television, newspapers etc. where the municipality can use other cost effective means such as websites to market the institution or properly publicise the matters or events under consideration.

- Memorabilia, gifts and other novelties should be of token value only and should only be offered by municipalities and municipal entities in order to acknowledge support or a visit or attendance by a dignitary in connection with a benefit to the local community; to reciprocate the giving of a similar token gift by another organisation; or similar but in all cases there must be an identifiable benefit to the community.
- Limit or stop all unnecessary expenditure on matters such as printing of shirts, hosting of sporting events, festivals and other associated events, cruises, lavish functions, and extraordinary costs associated with visits of dignitaries or induction of new councillors.

6 Conferences, meetings, study tours, etc.

- Employees of municipalities and municipal entities may attend conferences hosted by professional bodies or non-governmental institutions (external conferences) held within the borders of South Africa provided that expenses related to their attendance do not exceed two thousand five hundred rand (R2 500) per person per day. In instances where the cost exceeds this amount, officials must obtain prior approval from the accounting officer. The number of municipal officials attending such conferences and workshops must be limited, see below. The National Treasury may periodically review this amount.
- Employees must make every effort to take advantage of early registration discounts by seeking the required approvals to attend well in advance of the conference as it relates to their area of work. No late registration is acceptable.
- Conferences abroad must be limited to its ultimate minimum or none at all.
- Utilise municipal and/or provincial office facilities for conferences, meetings, strategic planning sessions etc. where an appropriate venue exists within the municipal jurisdiction.
- Limit or stop overseas trips and the delegations going on such trips unless a tangible and clear benefit to the local community and performance of essential service provision can be established beforehand.
- The number of employees travelling to conferences or meetings on official duty for the same matter is limited to three (3) employees, unless otherwise approved in advance by the relevant accounting officer, having due regard to the cost containment measures.
- Similar to the above, the number of employees travelling by air to other centres to attend an official engagement on the same matter is also limited to three (3) employees, unless otherwise approved in advance by the relevant accounting officer, having due regard to the cost containment measures.

7 Office furnishing

- Municipalities should exercise due precaution in refurbishing offices, purchasing equipment, etc. especially when new persons are elected or appointed. Use of existing facilities and equipment is encouraged.
- Office furnishing, when required, should be contained to minimal costs, avoiding elaborate and expensive furniture or equipment.

8 Staff study, perks and suspension costs

- Training attended by employees and councillors of municipalities and municipal entities may only be attended at pre-approved service providers to ensure sufficient quality of training and obtain value for money.
- Expenditure associated with overseas study tours by councillors or officials must be reduced and preferably stopped.
- Encourage staff to take time off to make up for overtime worked.
- Planned overtime must be submitted to management for consideration on a monthly basis.
- Unplanned overtime worked must be motivated and approved by management.
- Costs associated with long-standing staff suspensions and legal costs associated with not following due processes when suspending and dismissing staff must be eliminated.
- Constant management of staff, improvements in productivity levels and feedback must be provided to all staff.

9 Cost containment on other related expenditure items

- Accounting officers of municipalities and municipal entities are advised to ensure that all commodities and products that the National Treasury designated as transversal contracts are utilised to benefit from savings where lower prices or rates have been negotiated.
- Periodic or quarterly threat assessments against councillors and key officials should be undertaken by the appropriate authority (SAPS) and reported to the Speakers Office. Approval for security measures must be informed by such reports, if paid for from municipal funds. The use of metropolitan traffic officers for such purposes should be avoided.
- Municipal funds may not be used to fund election campaign activities, including the provision of supporting material, clothing, food, inducements to vote either as part of, or during election rallies.
- Printing of documents should carefully considered be back-to-back and use of colour printing for graphs only, while use of electronic means should be preferred.
- Review and introduce limits on municipal staff telephones and limiting private call to a reasonable amount.
- Every effort must be made to recover debt from consumers before write-off. Municipalities to avoid the excessive usage of debt collectors and improve its internal capacity for debt collection.
- Ensure synergy between municipal divisions or departments to avoid duplication of processes and efforts.
- Where possible the warranties on vehicle and computer equipment should be extended instead of procuring new ones.
- Labour saving devices should be shared to optimize the capacity utilization of each device.
- Purchasing of newspapers and other publications for municipal employees to limited and stopped.
- Municipalities should ensure that awareness is raised with municipal staff so that a high degree of energy saving measures can be introduced, e.g. air-conditioning and lights in buildings are switched off at night and when offices are not in use.

- All other cost containment measures introduced by council are also encouraged and supported.

Annexure B: BA/COMAIR and SAA Deal Codes per Municipality

Municipalities and municipal entities should use the following codes when requesting quotes from BA/COMAIR.

MUNICIPALITIES	
NAME	DEAL CODE
EASTERN CAPE	
Alfred Nzo District Municipality Matatiele, Mbizana, Ntabankulu and uMzimvubu	1020907
Amathole District Municipality Amahlathi, Mquma, Ngqushwa, Raymond Mhlaba, Mbashe and Great Kei,	1020906
Buffalo City Metropolitan Municipality	1020901
Chris Hani District Municipality Emalahleni, Engcobo, Intsika, Inxuba, Sakhisizwe and Enoch Mgijima	1020908
Joe Gqabi District Municipality Elundini, Walter Sisulu and Senqu	1020909
Nelson Mandela Bay Metropolitan Municipality	1020899
OR Tambo District Municipality Ingquza Hill, King Sabata Dalindyebo, Mhlontlo, Nyandeni and Port St Johns	1020903
Sarah Baartman District Municipality Dr Beyers Naudé, Blue Crane Route, Makana, Ndlambe, Sundays River Valley, Kouga and Kou-kamma	1020921
FREE STATE	
Fezile Dabi District Municipality Mafube, Mqohaka, Metsimaholo and Ngwathe	1020922
Lejweleputswa District Municipality Masilonyana, Matjhabeng, Nala, Tokologo and Tswelopele	1020923
Mangaung Metropolitan	1020923
Thabo Mafutsanyana District Dihlabeng, Maluti - a- Phofung, Mantsopa, Nketoana, Phumelela and Setsoto	1020924
Xhariep District Kopanong, Letsemeng and Mohokare	1020925
GAUTENG	
City of Johannesburg Metropolitan	1020900
City of Tshwane Metropolitan	1020898
Ekurhuleni Metropolitan	1020904
Sedibeng District Emfuleni, Lesedi and Midvaal	1020926
West Rand District Merafong, Mogale City, Rand West	1020927
KWAZULU-NATAL	
eThekweni Metropolitan	1008810
iLembe District Municipality KwaDukuza, Mandeni, Maphumulo and Ndwedwe	1020929
Harry Gwala District Municipality Greater Kokstad, Uhlebezwe, Umzimkhulu and Dr Nkosazana Dlamini Zuma	1020835

MUNICIPALITIES	
NAME	DEAL CODE
Ugu District Municipality uMdoni, Umzumbe, uMuziwabantu and Ray Nkonyeni	1020836
uMgungundlovu District Municipality KZN uMshwathi, uMngeni, Mpofana, Impendle, Msunduzi, Mkhambathini and Richmond	1020837
uMkhanyakude District Municipality KZN Umhlabuyalingana, Jozini, Mtubatuba and Big Five Hlabisa	1020838
uMzinyathi District Municipality KZN Endumeni, Nquthu, Msinga, Umvoti	1020839
uThukela District Municipality Okhahlamba, iNkosi Langalibalele and Alfred Duma	1020840
King Cetshwayo district Municipality uMfolozi, uMhlathuze, uMlalazi, Mthonjaneni and Nkandla	1020841
Zululand District Municipality KZN eDumbe, uPhongolo, Abaqulusi, Nongoma and Ulundi	1020842
LIMPOPO	
Capricon District Municipality Blouberg, Lepelle-Nkumpi, Molemole and Polokwane	1020843
Mopani District Municipality Ba-Phalaborwa, Greater Giyani, Greater Letaba, Greater Tzaneen and Maruleng	1020844
Sekhukhune District Municipality LM Ephraim Mogale, Elias Motsoaledi, Makhuduthamaga and LIM476	1020845
Vhembe District Municipality LM Musina, Thulamela, Makhado and LIM345	1020846
Waterberg District Municipality Thabazimbi, Lephalale, Bela Bela, Mogalakwena and LIM 368	1020847
MPUMALANGA	
Ehlanzeni District Municipality Thaba Chweu, Nkomazi, Bushbuckridge and City of Mbombela	1020902
Gert Sibande District Albert Luthuli, Dipaleseng, Govan Mbeki, Lekwa, Mkhondo, Msukaligwa and Pixley Ka Isaka Seme	1020848
Nkangala District Dr JS Moroka, Emakhazeni, Emalahleni, Steve Tshwete, Thembisile Hani and Victor Khanye	1020849
NORTH WEST	
Bojanala Platinum District Kgetlengrivers, Madibeng, Moretele, Moses Kotane and Rustenburg	1020850
Dr Kenneth Kaunda District Municipality City of Matlosana, Maquassi and NW405	1020851
Dr Ruth Segomotsi Mompati District Municipality Greater Taung, Kagisano-Molopo, Lekwa-Teemane, Mamusa and Naledi	1020852
Ngaka Modiri Molema District Municipality Ditsobotla, Mahikeng, Ramotshere, Ratlou and Tswaing	1020853
NORTHERN CAPE	
John Taolo Gaetsewe Ga-Segonyana, Joe Morolong and Gamagara	1020909
Namakwa	1020856

MUNICIPALITIES	
NAME	DEAL CODE
Hantam, Kamiesberg, Karoo Hoogland, Khai-Ma, Nama Khoi and Richtersveld	
Pixley Ka Seme Emthanjeni, Kareeberg, Renosterberg, Siyancuma, Siyathemba, Thembelihle, Ubuntu and Umsobomvu	1020857
ZF Mgcawu !Kai! Garib, !Kheis, Tsantsabane, Kgatelopele and Dawid Kruiper	1020858
WESTERN CAPE	
Cape Winelands District Municipality Witzenberg, Drakenstein, Stellenbosch, Breede Valley and Langeberg	1020859
Central Karoo District Municipality Beaufort West, Laingsburg and Prince Albert	1020859
City of Cape Town Metro	1008771
Eden District Municipality Bitou, George, Hessequa, Kannaland, Kynsna, Mossel Bay and Oudtshoorn	1020861
Overberg District Municipality Cape Agulhas, Overstrand, Swellendam and Theewaterskloof	1020862
West Coast District Municipality Bergrivier, Cederberg, Matzikama, Swartland and Saldanha Bay	1020863

Municipalities and municipal entities not listed above should use the following details to contact BA/Comair to obtain a deal code:

Contact Details

Nangamso Letlape: National Account Manager: Government
Nan.letlape@comair.co.za

Municipalities and municipal entities should use the following deal code when requesting quotations from SAA: CK3828. In order to arrange access to the deal codes, travel management companies servicing municipalities and municipal entities should contact the following SAA representatives:

Contact Details

Eastern Cape: Tracy Mentzel (tracymentzel@flysaa.com)
 Western Cape: Enid Sinequan (enidsinequan@flysaa.com)
 KwaZulu-Natal: Kriba Govender (kribagovender@flysaa.com)
 All other provinces: Mark Steele (marksteele@flysaa.com)

OVERSTRAND MUNICIPALITY – COST CONTAINMENT MEASURES:

NATIONAL TREASURY MFMA Circular No. 82 Municipal Finance Management Act No. 56 of 2003 Cost Containment Measures (Updated November 2016)

March 2019

Update: Draft Municipal Cost Containment Regulations

The urgency expressed in the State of the Nation Address and announcements by the Minister of Finance, after consulting SALGA and Minister of Cooperative Government and Traditional Affairs, is articulated in the Draft Municipal Cost Containment Regulations, as published on 16 February 2018, in Part 2 of *Government Gazette* No. 41445 (attached), distributed for attention and submission of comments before 30 March 2018.

The content of the regulations must also inform municipalities when they prepare their 2018/19 MTREF budgets for implementation on 1 July if these measures could not be implemented sooner.

The status with regard to the Cost Containment Measures is unchanged up to date of this report.

Current Status: MFMA Circular No. 82 Cost Containment Measures

This document presents to council the status regarding cost containment measures in terms of MFMA Circular No. 82 Cost Containment Measures (Updated November 2016).

Purpose

Section 62(1)(a) of the Municipal Finance Management Act No. 56 of 2003 (MFMA) stipulates that the accounting officer of a municipality is responsible for managing the financial administration of a municipality and must for this purpose take all reasonable steps to ensure that the resources of the municipality are used effectively, efficiently and economically.

In terms of the legal framework, the elected councils and accounting officers are required to institute appropriate measures to ensure that the limited resources and public funds are appropriately utilized to ensure value for money is achieved.

The purpose of the Circular is to guide municipalities and municipal entities on cost containment measures that must be implemented in an effort to address the impact of the country's economic challenges and to promote growth, address unemployment and equality, amongst others.

Background

The national government has been aware of the need to contain costs and Cabinet resolved that all spheres of government, including municipalities and municipal entities must implement measures to contain operational costs and eliminate all non-essential expenditure.

In the 2016 State of the Nation Address, cost containment measures were re-emphasised. It was highlighted that excessive and wasteful expenditure has to be reduced, and that increased action be taken to manage unnecessary expenditure. The following measures were among those announced:

- **Curtailment of overseas trips;**
- The submission of strong motivation to MM's, Mayors and, where necessary, oversight mechanisms at local, provincial and national spheres of Government by those requesting

permission to travel either locally or abroad: i.e. their detailed report including research which argues the necessity of the trip and the benefit the country will achieve in undertaking the journey;

- The institutionalization of **further restrictions on conferences, catering, entertainment and social functions.**

In reinforcing the above, the Minister of Finance also announced further cost containment measures in his budget speech on 24 February 2016, and urged Mayors of municipalities to exercise and oversee the elimination of wasteful expenditure in government. SALGA supported the call for cost containment measures to be implemented in municipalities as per the Budget Forum engagements and commitments.

Municipalities must make clear and quantified commitments in this regard when tabling their upcoming budgets, and to reference these commitments when submitting budget documentation to the National and Provincial Treasuries, as required by the MFMA.

Annexure A of the circular presents cost containment measures that accounting officers and chief finance officers must consider, in order to contain operational costs and eliminate non-essential expenditure. In addition, **municipalities are advised to refer to MFMA Budget Circular No. 70 and other relevant Circulars on the elimination of non-priority spending.** (<http://mfma.treasury.gov.za/Circulars/Pages/default.aspx>).

Enforcement of cost containment measures

SALGA recently expressed concern over the lack of enforcement of such measures and municipal councils are herewith reminded of Section 171(1) of the MFMA whereby the accounting officer of a municipality commits an act of financial misconduct if that accounting officer deliberately or negligently contravenes a provision of the Act, or fails to comply with a duty imposed by the Act on the accounting officer of the municipality.

Failure to fulfill the duty outlined in section 62(1) (a) of the MFMA may result in the accounting officer committing an act of financial misconduct and that disciplinary or criminal proceedings are instituted against any official who has allegedly committed an act of financial misconduct or an offence in terms of chapter 15. The accounting officer also has a duty to ensure that unauthorized, irregular or fruitless and wasteful expenditure and other losses are prevented.

Reference in Circular 82	Overstrand Mun Response
<p>In addition, section 167 of the MFMA provides that a municipality may only remunerate its office bearers within the parameters set out in that section. In particular, sub-section 167(2) provides that any benefit paid that is outside the parameters set out in subsection (1) is irregular expenditure and must be recovered from the political office-bearer concerned.</p> <p>Details of precisely what a municipality may pay or remunerate its political office bearers are set out in the Notices issued in terms of the Political Office Bearers Act by the Minister of Cooperative Governance and Traditional Affairs.</p>	<p>Comply.</p> <p>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).</p>

Municipalities are reminded that the National Treasury will be conducting municipal budget benchmark engagements with non-delegated municipalities during which **all municipal budgets will be assessed**

against the cost containment measures outlined in this Circular. Provincial Treasuries will be conducting similar engagements and budget assessments with delegated municipalities.

Consideration has been given to the lack of enforcement measures and therefore it is envisaged that regulations will be issued to align these measures with financial misconduct regulations. Disclosure of cost containment measures applied by the municipality and entity must be included in the Municipal Budget and Annual Report. Measures implemented and regular reports must be submitted to the Municipal Public Accounts Committee for review and recommendations to Council on additional measures to be taken.

The contents of the Circular has been shared with the office of the Auditor-General for their application, scrutiny and assessment.

Conclusion

It is important that the accounting officer ensures that the content of this Circular is brought to the attention of the Municipal Council and all other relevant officials within municipalities and municipal entities. It is recommended that:

Reference in Circular 82	Overstrand Mun Comments
<ul style="list-style-type: none">• Municipalities adopt this Circular together with their annual budgets;	<ul style="list-style-type: none">• The Circular was included in the budget documentation to Council end of May 2017
<ul style="list-style-type: none">• Municipalities are advised to review other finance related policies to ensure consistency with this Circular;	<ul style="list-style-type: none">• The Circular was included in the final 2016/2017 Budget documentation which served before Council on 31 May 2017
<ul style="list-style-type: none">• Municipalities implement the circular by creating the appropriate oversight mechanisms to monitor cost containment measures;• Implementation of such measures will assist in ensuring that the provisions of sections 62 and 167 of the MFMA are complied with to ensure that reasonable steps are taken for public resources to be used effectively, efficiently, economically and in the best interests of the local community.	<ul style="list-style-type: none">• This document to be included in the quarterly budget report to Council.

Any queries relating to municipalities preparation of municipal budgets in line with the cost containment measures should be directed to the respective National or Provincial Treasury official responsible for monitoring the municipality's budget. The names of these officials can be obtained from MFMA Circular 79 and / or other related MFMA Circulars. This Circular must be tabled before the municipal council for adoption together with the 2016/17 MTREF budget.

Issued on behalf of:

Malijeng Ngqaleni Kenneth Brown Jayce Nair

Intergovernmental Relations Chief Procurement Officer Acting Accountant-General

TV PILLAY

CHIEF DIRECTOR: MFMA IMPLEMENTATION

30 MARCH 2016

Annexure A – Cost Containment Measures (Overstrand Municipality comments noted in the second column):

Cabinet resolved, on 23 October 2013 that cost containment measures must be implemented to eliminate wasteful expenditure, reprioritize spending and ensure savings on the following focus areas among others;

engagement of consultants, travel and subsistence costs, issuing of credit cards, accommodation costs, office furnishing costs, advertising or sponsorship costs, catering and events related costs.

It is prudent that Municipalities consider consultation with its -

<ul style="list-style-type: none"> employees and through public participation to obtain input and consideration from affected stakeholders such as communities, ratepayers, businesses, and so on which may prove to be beneficial when facilitating the implementation of cost containment policies and actions. 	<ul style="list-style-type: none"> Noted Circular 82 was included in the Draft Budget for 2017-2018 to Council on 29 March 2017 and was available for public participation and comments; The Circular was included in the budget documentation to Council end of May 2017.
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Municipalities are advised to ensure appropriate monitoring and reporting on such cost saving measures is instituted for ease of reporting to

- management and council on progress on a regular basis.
- The internal audit unit of municipalities must be copied with such reports.

1. Engagement of Consultants

<ul style="list-style-type: none"> Accounting Officers must only contract with consultants after a gap analysis report has confirmed that the municipality does not have the requisite skills or resources in its permanent employment to perform the services required. Evidence of acute planning of the project must be visible to all relevant persons including the administration and political oversight mechanisms in place at the municipality. Consultants, including construction and infrastructure related services, must only be remunerated at the rates equal to or below those: <ul style="list-style-type: none"> determined in the “Guidelines on fees for audits done on behalf of the Auditor-General South Africa”, issued by the South African Institute of Chartered Accountants (SAICA); set out in the “Guide on Hourly Fee Rates for Consultants”, by the Department of Public Service and Administration (DPSA); or Prescribed by the body regulating the profession of the consultant. Ensure an exacting “specification” of the work to be accomplished accompanies the tender and is used as a monitoring tool, are appropriately recorded and monitored. Ensure that contracts for consultants include retention and penalty 	<p>Contents of the circular are noted; Appointment of consultants in terms of services required and listed.</p>
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<p>clauses for poor performance and in this regard against the above specification, accounting officers must invoke such clauses, where deemed necessary.</p> <ul style="list-style-type: none"> • It is mandatory that accounting officers of municipalities and municipal entities conclude on the best “value for money”, i.e. matching fees against quality and against benchmarked practices. • Accounting officers of municipalities and municipal entities must appoint consultants on a time and cost basis with specific start and end dates. • Travel and subsistence costs for the appointment of consultants must be in accordance with the travel policy of government and the contract price specifies all travel & subsistence costs. • If travel and subsistence costs for appointed consultants are exclusive of the contract, the costs must be in accordance with the following provisions: <ul style="list-style-type: none"> a) Hotel accommodation may not exceed the amount mentioned in this Circular; b) Only economy class air tickets may be purchased for flights; c) Only group B vehicles or lower may be hired for engagements, as mentioned in this Circular; d) Kilometres claimed for the use of private vehicles may not exceed the rates approved by the National Department of Transport, as updated from time to time. • Municipalities are urged to develop consultancy reduction plans. • Undertake all engagements of consultants in accordance with the SCM Regulations and the municipality’s SCM policy. 	
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2. Travel and subsistence

<p>The National Treasury, on behalf of all three spheres of government, has negotiated improved upfront discounts for flights as well as discounted accommodation rates. Therefore municipalities and municipal entities are requested to utilize these agreements to assist in their respective cost containment measures, unless they can negotiate lower air travel rates or utilize other service providers that offer lower rates.</p> <p><u>Net and Non-Commissionable Rates</u></p> <p>All rates offered to Government as of 1 April 2016 will be net and non-commissionable. This will include the informal accommodation market e.g. Guest Houses and Bed & Breakfast establishments.</p> <p><u>Rebates, Overrides, Volume based income</u></p> <p>In the spirit of transparency, the OCPO is taking a firm position on rebates, overrides or any volume driven target incentives being paid by suppliers to Travel Management Company (TMC). As of 1 April 2016 these payments and the practice of overrides is to discontinue for Government business.</p>	<p>The Overstrand Municipality Travel and subsistence Policy is developed and guided by the following:</p> <ul style="list-style-type: none"> • South African Revenue Services (SARS) • Municipal Finance Management Act, 2003 (Act No. 56 of 2003) • South African Local Government Association (SALGA) • Remuneration of Public Office Bearers Act, 1998 (Act No. 20 of 1998) • Income Tax Act, 1962 (Act No. 58 of 1962). <p>This Policy must be read in conjunction with any of the Municipality’s approved related policies, practices and standard operating procedures addressing specific issues essential for a full understanding of this Policy and which are not dealt with adequately herein.</p>
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2.1 National Travel Policy

The Treasury will issue a National Travel Policy framework during December 2016.

This will be available on the OCPO's website:

(http://ocpo.treasury.gov.za/Buyers_Area/Legislation/Pages/default.aspx)


2.2 Air Travel

<ul style="list-style-type: none">• The National Treasury has negotiated with South African Airways (SAA) and Comair/British Airways (BA) for upfront discounted air fares for government employees travelling domestically for official purpose. These Domestic Air Travel Fares will be regularly reviewed by the National Treasury (These rates are not applicable for International Air Travel).• For SAA, the discounts range from 5% (L class) up to 30% (Y Class) for Economy Class tickets; and 10% (D Class) up to 26% (C Class) for Business Class tickets. Please note that business class is not encouraged, however where a single flight exceed 5 hours, consideration may be applied.• For BA the discounts range from 10% (O, Q class) up to 25% (Y Class) for Economy Class tickets; and 20% (J Class) for Business Class tickets. Please note that business class is not encouraged, however where a single flight exceed 5 hours, consideration may be applied.• Treasury entered into a short-term Corporate Agreement from 1 April 2016 to 30 September 2016. This has been extended by a further six months.• The premise of Best Fare on the Day will be implemented making full use of the negotiated Government Corporate Agreements with SAA and BA Comair. Quotations are to be obtained from at least SAA and BA Comair before issue. Other Low Cost Carriers may also be requested for quotations. Please note that all discounted rates are subject to class availability.• In order to make full use of the corporate discount with SAA and BA, municipalities and municipal entities must instruct their appointed TMCs or persons making their bookings for domestic airline tickets, to book against the relevant deal codes as detailed in Annexure B.• Corporate agreements with SAA and BA/Comair will be made available to TMCs that are currently contracted to Government. Should the municipal TMC have not been contacted by the full service carrier representative, they are to inform National Treasury with the agents name; physical address, contact name, email address and IATA number. Upon receipt of the information, the representatives of the full service carriers will ensure that the TMC is given access to the deal code. The TMC must have an authenticated IATA number.• Accounting officers of municipalities and municipal entities are advised to include a clause in their respective documents that travel agencies are only permitted to make booking arrangements on behalf of municipalities and municipal entities in line with this Circular. Current arrangements need to be updated and amended to reflect these changes.• Disabled persons can be accommodated in economy class, however, in extremely exceptional and rare cases an Accounting Officer may approve, with evidence, other than economy class air travel.	<p>The Overstrand Municipality Travel and subsistence Policy is developed and guided by the following:</p> <ul style="list-style-type: none">• South African Revenue Services (SARS)• Municipal Finance Management Act, 2003 (Act No. 56 of 2003)• South African Local Government Association (SALGA)• Remuneration of Public Office Bearers Act, 1998 (Act No. 20 of 1998)• Income Tax Act, 1962 (Act No. 58 of 1962). <p>This Policy must be read in conjunction with any of the Municipality's approved related policies, practices and standard operating procedures addressing specific issues essential for a full understanding of this Policy and which are not dealt with adequately herein. The policy was revised during May 2018.</p>
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2.3 Domestic Hotel Accommodation

- National Treasury has established maximum allowable rates for domestic accommodation. When sourcing accommodation for officials, municipalities should find options that are equal to or lower than the rates in Table 1, depending on the allowable star grading and the band. Competition and cost effectiveness must remain a key principle.

Table 1: Rates set for Domestic Hotel Accommodation

Voucher Includes	BAND 1	BAND 2	BAND 3
	Room Only Tourism Levy VAT	Bed & Breakfast Tourism Levy VAT	Dinner, Bed and Breakfast Tourism Levy VAT 2 x soft Drinks at Dinner
Graded Hotel, Boutique Hotel, Lodge or Resort			
	BAND 1	BAND 2	BAND 3
1 Star	R 580	R 710	R 855
2 Star	R 900	R 1 030	R 1 230
3 Star	R 1 100	R 1 200	R 1 400
4 Star	R 1 250	R 1 350	R 1 550
5 Star	R 2 100	R 2 200	R 2 500
Bed & Breakfast, Country House or Guest house			
	BAND 1	BAND 2	BAND 3
1 Star	R 300	R 450	R 630
2 Star	R 500	R 650	R 830
3 Star	R 900	R 1 050	R 1 230
4 Star	R 1 000	R 1 150	R 1 330
5 Star	R 1 200	R 1 350	R 1 530
Self-Catering*			
	BAND 1	BAND 2	BAND 3
1 Star	R 580		
2 Star	R 900		
3 Star	R 1 100		
4 Star	R 1 250		
5 Star	R 1 450		
Meals**			
	BAND 1	BAND 2	BAND 3
Breakfast	R 120	R -	R -
Lunch	R 150	R 150	R 150
Dinner	R 150	R 150	R -
Total	R 420	R 300	R 150

Accommodation costs are assumed to be inclusive of Parking and Wi-Fi (if available), and exclusive of Laundry expenses.

**Including Exclusive and Shared Facilities. Exclusive facilities offer travellers a sole occupancy unit consisting of one or more bedrooms and self-contained public areas e.g. kitchen, dining area and lounge.*

Shared Facilities consisting of one or more bedrooms and self-contained shared public areas e.g. kitchen, dining area and lounge.

***Maximum amounts that can be claimed for meals. The claim for the actual amounts must be supported by a receipt.*

- If a negotiated rate for a specific star grading is equivalent to or lower than the rate for the lower star grading, the official may be accommodated in the establishment with the higher star grading. This means that an official may be accommodated at a four star establishment if the rate at the four star establishment is the same as or lower than a three star establishment.
- Where there is an alternative star grading indicated in **Table 1**

The Overstrand Municipality Travel and subsistence Policy is developed and guided by the following:

- South African Revenue Services (SARS)
- Municipal Finance Management Act, 2003 (Act No. 56 of 2003)
- South African Local Government Association (SALGA)
- Remuneration of Public Office Bearers Act, 1998 (Act No. 20 of 1998)
- Income Tax Act, 1962 (Act No. 58 of 1962). This Policy must be read in conjunction with any of the Municipality's approved related policies, practices and standard operating procedures addressing specific issues essential for a full understanding of this Policy and which are not dealt with adequately herein. The policy was revised during May 2018.

<p>(i.e. 4/5 or 3/4), the maximum allowable rate of the lower star grading will be the benchmark. The higher star grading can only be booked if:</p> <ol style="list-style-type: none"> the higher star graded facility is the only available option due to location and availability; or the municipality or municipal entity has negotiated lower rates with the higher star graded facility. <ul style="list-style-type: none"> Accounting officers must ensure that overnight accommodation is limited to instances where the distance travelled by road by the employee exceeds 500 kilometres to and from the destination (return journey). 	
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2.4 Vehicle Hire

<ul style="list-style-type: none"> Municipalities are encouraged to continue considering their own fleet first, where viable, prior to hiring of vehicles; Notwithstanding the provisions above, all employees must make use of shuttle services if the cost of such a service is below the cost of hiring a vehicle. Accounting officers must also consider making use of shuttle services if the cost of kilometres claimable by the employee and the cost of parking are higher than the shuttle services. Ensure the hiring of vehicles from a category below Group B or an equivalent class. Accounting officers may permit employees to accept up-graded group of hired vehicles if such an up-grade is offered for free or at a lower charge than Group B. Vehicle travel claims by employees of municipalities and municipal entities must be restricted to the actual distance travelled in excess of the normal distance from the employee's residence to his or her place of work or as may be negotiated using a motor vehicle allowance scheme. 	<p>The Overstrand Municipality Travel and subsistence Policy is developed and guided by the following:</p> <ul style="list-style-type: none"> South African Revenue Services (SARS) Municipal Finance Management Act, 2003 (Act No. 56 of 2003) South African Local Government Association (SALGA) Remuneration of Public Office Bearers Act, 1998 (Act No. 20 of 1998) Income Tax Act, 1962 (Act No. 58 of 1962). <p>This Policy must be read in conjunction with any of the Municipality's approved related policies, practices and standard operating procedures addressing specific issues essential for a full understanding of this Policy and which are not dealt with adequately herein. The policy was revised during May 2018.</p>
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3 Credit Cards

The use of credit and debit cards was addressed in an earlier MFMA Circular.

<p>A bank, or any other institution, may not issue credit cards or debit cards linked to a bank account of a municipality or a municipal entity to any councillors, entity board members, municipal or entity officials or any other person. The issuing and use of such cards be it for official purposes:</p> <ul style="list-style-type: none"> contravenes section 11 and 85 of the MFMA as there is no way of ensuring that all purchases made on the card are in accordance with the items listed in the 	<ul style="list-style-type: none"> Overstrand Municipality does not allow the use of credit and debit cards.
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<p>sections or as prescribed;</p> <ul style="list-style-type: none"> • contravenes section 167 of the MFMA which provides that any bursary, loan, advance or other benefit paid to a municipal councillor otherwise than in accordance with the provisions of the Remuneration of Public Office Bearers Act constitutes irregular expenditure; • contravening section 15 of the MFMA by incurring expenditure not authorised in an approved budget; • non-compliance with section 164 of the MFMA which provides that no municipality or municipal entity may make loans to councillors or officials of the municipality, directors or officials of the entity or members of the public; • non-compliance with the supply chain management regulations; and • undermines efforts to safeguard municipal funds, combat fraud and corruption, as well as other irregular practices. 	
<p>While the use of petrol cards or garage cards for municipal vehicles is permitted, it must be utilised in accordance with an appropriate policy and related procedures to avoid misuse thereof. Cost containment measures should be applied in managing and planning trips.</p>	<ul style="list-style-type: none"> • Noted
<p>Where officials or councillors incur expenses in relation to official municipal activities, they should use their personal credit cards or cash, and request reimbursement from the municipality in accordance with the relevant municipal policy and processes. Alternatively, the municipality should make arrangements with the service provider that the expenditure be settled directly by the municipality.</p>	<ul style="list-style-type: none"> • Noted

4 Catering costs

<ul style="list-style-type: none"> • Do not incur catering expenses for any meetings where only municipal officials are in attendance. Notwithstanding the above, the accounting officer may incur catering expenses for the following, provided that such lasts for five (5) continuous hours or more: <ul style="list-style-type: none"> a) The hosting of conferences, workshops, courses, forums, recruitment interviews, training courses, hearings; b) Meetings related to commissions or committees of inquiry; or c) Meetings hosted by the board of directors of municipal entities, including governance committee meetings. • Ensure that entertainment allowances of qualifying officials do not exceed two thousand rand (R2 000) per person per financial year. The National Treasury may periodically review this amount. • Do not incur expenses on alcoholic beverages. • Ensure that team building and social functions, including year-end functions, are not financed from the municipal budgets or by any suppliers or sponsors. • Notwithstanding the above, accounting officers may incur no more than the petty cash allocation or limitations on expenditure from their respective budgets to host farewell functions to employees who are either: <ul style="list-style-type: none"> (a) proceeding on retirement due to ill health; or (b) proceeding on retirement after reaching the qualifying age limit of a minimum of ten (10) or more years working for the public service. • Accounting officers and accounting authorities may not host farewell functions for employees who have: <ul style="list-style-type: none"> (a) been dismissed; (b) elected to resign or leave by accepting severance packages; or (c) Approached the end of their contractual term. 	<ul style="list-style-type: none"> • Noted. Expenditure in this regard only approved after consideration being given to cost containment measures.
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5 Events, advertising and sponsorships

<ul style="list-style-type: none">• Eliminate wasteful expenditure on events, advertising in magazines, television, newspapers etc. where the municipality can use other cost effective means such as websites to market the institution or properly publicise the matters or events under consideration.• Memorabilia, gifts and other novelties should be of token value only and should only be offered by municipalities and municipal entities in order to acknowledge support or a visit or attendance by a dignitary in connection with a benefit to the local community; to reciprocate the giving of a similar token gift by another organisation; or similar but in all cases there must be an identifiable benefit to the community.• Limit or stop all unnecessary expenditure on matters such as printing of shirts, hosting of sporting events, festivals and other associated events, cruises, lavish functions, and extraordinary costs associated with visits of dignitaries or induction of new councillors.	<ul style="list-style-type: none">• Noted. Expenditure in this regard only approved after consideration being given to cost containment measures.
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6 Conferences, meetings, study tours, etc.

<ul style="list-style-type: none">• Employees of municipalities and municipal entities may attend conferences hosted by professional bodies or non-governmental institutions (external conferences) held within the borders of South Africa provided that expenses related to their attendance do not exceed two thousand five hundred rand (R2 500) per person per day. The number of municipal officials attending such conferences and workshops must be limited, see below. The National Treasury may periodically review this amount.• Employees must make every effort to take advantage of early registration discounts by seeking the required approvals to attend well in advance of the conference as it relates to their area of work. No late registration is acceptable.• Conferences abroad must be limited to its ultimate minimum or none at all.• Utilise municipal and/or provincial office facilities for conferences, meetings, strategic planning sessions etc. where an appropriate venue exists within the municipal jurisdiction.• Limit or stop overseas trips and the delegations going on such trips unless a tangible and clear benefit to the local community and performance of essential service provision can be established beforehand.• The number of employees travelling to conferences or meetings on official duty for the same matter is limited to three (3) employees, unless otherwise approved in advance by the relevant accounting officer, having due regard to the cost containment measures.• Similar to the above, the number of employees travelling by air to other centres to attend an official engagement on the same matter is also limited to three (3) employees, unless otherwise approved in advance by the relevant accounting officer, having due regard to the cost containment measures.	<ul style="list-style-type: none">• Noted. Expenditure in this regard only approved after consideration being given to cost containment measures
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7 Office furnishing

<ul style="list-style-type: none"> • Municipalities should exercise due precaution in refurbishing offices, purchasing equipment, etc. especially when new persons are elected or appointed. Use of existing facilities and equipment is encouraged. • Office furnishing, when required, should be contained to minimal costs, avoiding elaborate and expensive furniture or equipment. 	<ul style="list-style-type: none"> • Noted. Expenditure in this regard only approved after consideration being given to cost containment measures.
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8 Staff study, perks and suspension costs

<ul style="list-style-type: none"> • Training attended by employees and councillors of municipalities and municipal entities may only be attended at pre-approved service providers to ensure sufficient quality of training and obtain value for money. • Expenditure associated with overseas study tours by councillors or officials must be reduced and preferably stopped. • Encourage staff to take time off to make up for overtime worked. • Planned overtime must be submitted to management for consideration on a monthly basis. • Unplanned overtime worked must be motivated and approved by management. • Costs associated with long-standing staff suspensions and legal costs associated with not following due processes when suspending and dismissing staff must be eliminated. • Constant management of staff, improvements in productivity levels and feedback must be provided to all staff. 	<ul style="list-style-type: none"> • Noted. Expenditure in this regard only approved after consideration being given to cost containment measures.
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9 Cost containment on other related expenditure items

<ul style="list-style-type: none"> • Accounting officers of municipalities and municipal entities are advised to ensure that all commodities and products that the National Treasury designated as transversal contracts are utilised to benefit from savings where lower prices or rates have been negotiated. • Periodic or quarterly threat assessments against councillors and key officials should be undertaken by the appropriate authority (SAPS) and reported to the Speakers Office. Approval for security measures must be informed by such reports, if paid for from municipal funds. The use of metropolitan traffic officers for such purposes should be avoided. • Municipal funds may not be used to fund election campaign activities, including the provision of supporting material, clothing, food, inducements to vote either as part of, or during election rallies. • Printing of documents should carefully considered be back-to-back and use of colour printing for graphs only, while use of electronic means should be preferred. • Review and introduce limits on municipal staff telephones and limiting private call to a reasonable amount. • Every effort must be made to recover debt from consumers before write-off. Municipalities to avoid the excessive usage of debt collectors and improve its internal capacity for debt collection. • Ensure synergy between municipal divisions or departments to avoid duplication of processes and efforts. 	<ul style="list-style-type: none"> • Consideration as part of strategic sourcing. • Noted and in compliance, with constant consideration of opportunities to ensure cost containment.
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<ul style="list-style-type: none"> • Where possible the warranties on vehicle and computer equipment should be extended instead of procuring new ones. • Labour saving devices should be shared to optimize the capacity utilization of each device. • Purchasing of newspapers and other publications for municipal employees to limited and stopped. • Municipalities should ensure that awareness is raised with municipal staff so that a high degree of energy saving measures can be introduced, e.g. air-conditioning and lights in buildings are switched off at night and when offices are not in use. • All other cost containment measures introduced by council are also encouraged and supported. 	
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LOCAL GOVERNMENT: MUNICIPAL FINANCE MANAGEMENT ACT, 2003 - MUNICIPAL COST CONTAINMENT REGULATIONS

In terms of section 169(1)(b) of the Local Government: Municipal Finance Management Act, 2003 (Act No. 56 of 2003), draft regulations intended to be made in terms of section 168(1)(b) and (p) of that Act, as set out in Part A of the Schedule, are hereby published for public comment.

An explanatory memorandum regarding the draft regulations is in Part B of the Schedule.

All comment received by 30 March 2018 will be considered and should be emailed to MFMA@treasury.gov.za or faxed to 012 315 5230.

SCHEDULE

PART A
DRAFT MUNICIPAL COST CONTAINMENT REGULATIONS
TABLE OF CONTENTS

1. Definitions
2. Object of Regulations
3. Application of Regulations
4. Cost containment policies
5. Use of consultants
6. Vehicles used for political office-bearers
7. Travel and subsistence
8. Domestic accommodation
9. Credit cards
10. Sponsorships, events and catering
11. Communication
12. Conferences, meetings and study tours
13. Other related expenditure items
14. Enforcement procedures
15. Disclosures of cost containment measures
16. Short title and commencement

Definitions

1. In these Regulations, a word or expression to which a meaning has been assigned in the Act has the same meaning as in the Act, unless the context indicates otherwise, and—

“Act” means the Local Government: Municipal Finance Management Act, 2003 (Act No. 56 of 2003);

“consultant” means a professional person, individual, partnership, corporation, or a company appointed to provide technical and specialist advice or to assist with a design and implementation of projects or to assist a municipality or municipal entity 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 these regulations; and

“credit card” means a card issued by a financial service provider, which creates a revolving account and grants a line of credit to the cardholder.

Object of Regulations

2. The object of these Regulations, in line with section 62(1)(a), 78(1)(b), 95(a) and 105(1)(b) of the Act, is to ensure that resources of a municipality and municipal entity are used effectively, efficiently and economically by implementing cost containment measures.

Application of Regulations

3. These Regulations apply to all municipalities and municipal entities.

Cost containment policies

4. (1) Each municipality and municipal entity must revise or develop and implement a cost containment policy which must—
- (a) in the case of a municipality, be adopted by the municipal council, and in the case of a municipal entity, by the board of directors as part of its budget related policies; and
 - (b) be consistent with the Act and these Regulations.
- (2) The cost containment policy of a municipality or a municipal entity contemplated in sub-regulation (1) must—
- (a) be in writing;
 - (b) give effect to these Regulations;
 - (c) be reviewed annually, as may be appropriate;
 - (d) be communicated on the municipality's or municipal entity's website; and
 - (e) set out—
 - (i) measures for ensuring implementation of the policy;
 - (ii) procedures for the annual review of the policy; and
 - (iii) consequences for non-adherence to the measures contained therein.

Use of consultants

5. (1) A municipality or municipal entity may only appoint consultants if an assessment of the needs and requirements 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.
- (2) An accounting officer must adopt a 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;
 - (c) as prescribed by the body regulating the profession of the consultant.
- (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) 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 a clear specification of deliverables 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) develop consultancy reduction plans; and
 - (e) undertake all engagements of consultants in accordance with the Municipal Supply Chain Management Regulations and the municipality's Supply Chain Management policy.

- (6) All contracts with consultants must include 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 is appropriately recorded and monitored.
- (8) The travel and subsistence costs of consultants must be in accordance with the travel policy issued by the National Department of Transport, as updated from time to time.
- (9) The contract price must specify all travel and subsistence cost 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 abovementioned travel policy of the National Department of Transport.

Vehicles used for political office-bearers

- 6. (1) The threshold limit for vehicle purchases relating to official use by political office-bearers may not exceed R700 000 or 70% of the total annual remuneration package for different grades, whichever is greater.
- (2) The procurement of vehicles must be undertaken using the national government transversal contract mechanism.
- (3) If any other procurement process is used, the cost may not exceed the threshold set out in sub-regulation (1).
- (4) Before deciding on another procurement process as contemplated in sub-regulation (3), the chief financial officer must provide the council with information relating to the following criteria which must be considered:
 - (a) status of current vehicles;
 - (b) affordability;
 - (c) extent of service delivery backlogs;
 - (d) terrain for effective usage of vehicle; and
 - (e) any other policy of council.
- (5) Regardless of their usage, vehicles for official use by public office bearers may only be replaced after completion of 120 000 kilometres.
- (6) Notwithstanding sub-regulation (5), a municipality or municipal entity may replace vehicles for official use by public office bearers before completion of one hundred and twenty thousand kilometres only in instances where the vehicle experiences serious mechanical problem and is in a poor condition, and subject to obtaining a detailed mechanical report by the vehicle manufacturer or approved dealer.

Travel and subsistence

- 7. (1) An accounting officer—
 - (a) may only approve purchase of economy class tickets for officials where the flying time for the flights is five hours or less; and
 - (b) for flights exceeding five hours, may purchase business class tickets only for accounting officers, and persons reporting directly to accounting officers.
- (2) Notwithstanding sub-regulation (1), an accounting officer may approve the purchase of business class tickets for officials with disabilities.
- (3) The cost containment policy must limit international travel to meetings or events that are considered critical. The number of officials attending such meetings or events must be limited to those officials directly involved in the subject matter related to such meetings or events.
- (4) An accounting officer may approve accommodation costs that exceed an amount as determined from time to time by the National Treasury 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.
- (5) Officials of a municipality or municipal entity must—
 - (a) utilise the municipal fleet, where viable, before incurring costs to hire vehicles;

- (b) make use of 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 employee; 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) Municipalities and municipal entities must utilise the negotiated rates for flights and accommodation, communicated by the National Treasury, from time to time, or any other available cheaper flight and accommodation.

Domestic accommodation

8. An 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 by the National Treasury, from time to time.

Credit cards

9. (1) An accounting officer must ensure that no credit card or debit card linked to a bank account of a municipality or a municipal entity is issued to any official or public office bearer, including members of the board of directors of municipal entities.
- (2) Where officials or public office bearers incur expenditure in relation to official municipal activities, such officials or public office bearers must use their personal credit cards or cash or arrangements made by the municipality or municipal entity, and request reimbursement from the municipality or municipal entity in accordance with the relevant municipality or municipal entity's policy and processes.

Sponsorships, events and catering

10. (1) A Municipality or municipal entity may not incur catering expenses for meetings which are only attended by persons in the employ of the municipality or municipal entity, unless the prior written approval of the accounting officer is obtained.
- (2) An accounting officer may incur catering expenses for hosting of meetings, conferences, workshops, courses, forums, recruitment interviews, and proceedings of council that exceed five hours.
- (3) Entertainment allowances of officials may not exceed two thousand rand per person per financial year, unless approved otherwise by the accounting officer.
- (4) An accounting officer may not incur expenses on alcoholic beverages.
- (5) An accounting officer must ensure that social functions, team building exercises, year-end functions, sporting events, budget vote dinners and other functions that have a social element are not financed from the municipality or municipal entity's budgets or by any suppliers or sponsors.
- (6) A municipality or municipal entity 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.
- (7) An accounting officer may incur expenditure to host farewell functions in recognition of officials who retire after serving the municipality or municipal entity for ten or more years or retire on grounds of ill health, not exceeding the limits for petty cash usage.

Communication

11. (1) A Municipality or municipal entity must, as far as possible, advertise municipal related events on its website instead of advertising in magazines or newspapers.
- (2) An accounting officer must ensure that allowances to officials for private calls are limited to an amount as determined by the accounting officer in the cost containment policy of the municipality or municipal entity.

- (3) Newspapers and other related publication for the use of officials must be discontinued on expiry of existing contracts or supply orders.
- (4) A municipality or municipal entity must participate in the transversal term contract arranged by the National Treasury for the acquisition of mobile communication services.

Conferences, meetings and study tours

- 12. (1) An accounting officer must establish policies and procedures to manage application by officials to attend conferences or events hosted by professional bodies or non-governmental institutions held within and outside the borders of South Africa taking into account their merits and benefits, costs and available alternatives.
- (2) An accounting officer may consider appropriate benchmark costs with other professional bodies or regulatory bodies prior to granting approval for an official to attend a conference or event within and outside the borders of South Africa.
- (3) Such benchmark costs may not exceed an amount as determined by the National Treasury.
- (4) When considering applications from officials to attend conferences or events within and outside the borders of South Africa, an accounting officer must take the following into account—
 - (a) the official'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, not exceeding three officials, attending the conference or event; and
 - (d) availability of funds to meet expenses related to the conference or event.
- (5) The amount referred to in sub-regulation (3) above excludes costs related to travel, accommodation and related expenses, but includes—
 - (a) conference or event registration expenses; and
 - (b) any other expense incurred in relation to the conference or event.
- (6) When considering costs for conferences or events these may not include items, such as laptops, tablets and other similar tokens that are built into the price of such conferences or events.
- (7) The accounting officer of a municipality or municipal entity must ensure that meetings and planning sessions that entail use of municipal funds are, as far as may be practically possible, held in-house.
- (8) Municipal or provincial office facilities must be utilised for conference, meetings, strategic planning sessions, inter alia, where an appropriate venue exists within the municipal jurisdiction.
- (9) An accounting officer may consider granting approval, as contemplated in sub-regulation (4), for officials, and in the case of Councillors, the Mayor.
- (10) A municipality or municipal entity must, where applicable, take advantage of early registration discounts by granting the required approvals to attend the conference, event or study tour, in advance.

Other related expenditure items

- 13. (1) All commodities, services and products covered by a transversal contract concluded by the National Treasury must be procured through that transversal contract before approaching the market, to benefit from savings where lower prices or rates have been negotiated.
- (2) Municipal resources may not be used to fund elections, campaign activities, including the provision of food, clothing and other inducements as part of, or during election periods.

Enforcement Procedures

- 14. Failure to implement or comply with these Regulations may result in any official of the municipality or municipal entity, political office bearer or director of the board that authorised or incurred any expenditure contrary to these regulations being held liable for financial misconduct

as set out in Chapter 15 of the Act read with the Municipal Regulations on Financial Misconduct Procedures and Criminal Proceedings.

Disclosures of cost containment measures

15. (1) The disclosure of cost containment measures applied by the municipality and municipal entity must be included in the municipal in-year budget reports and annual costs savings disclosed in the annual report.
- (2) The measures implemented and aggregate amounts saved per quarter, together with the regular reports on reprioritisation of cost savings, on the implementation of the cost containment measures must be submitted to the Municipal Council for review and resolution. The municipal council can refer such reports to an appropriate Council Committee for further recommendations and actions.
- (3) Such reports must be copied to the National Treasury and relevant Provincial Treasuries within seven calendar days after the report is submitted to Municipal Council.

Short title and commencement

16. These Regulations are called the Municipal Cost Containment Regulations, 2018 and take effect on 01 July 2018.

PART B**EXPLANATORY MEMORANDUM ON DRAFT COST CONTAINMENT REGULATIONS INTENDED TO BE MADE IN TERMS OF LOCAL GOVERNMENT: MUNICIPAL FINANCE MANAGEMENT ACT, 2003**

The wider implementation of the Local Government: Municipal Finance Management Act, 2003 (MFMA) in all municipalities and entities is an important element in the roll out strategy to modernise and improve financial management in local government. Linked to this strategy are the fundamental principles of effective and efficient utilisation of public resources in a transparent and accountable manner.

Despite the provisions in the MFMA and the reforms developed over the last 13 years to support the implementation of the MFMA, municipalities and municipal entities continue to spend public funds and municipal resources on non-priority items. More often than not this results in a diversion of public funds from core service delivery to other expenditures resulting in dissatisfaction by communities and delays in service delivery.

Government has therefore committed in the Medium Term Strategic Framework for 2014 – 2019 to urgently implement cost saving measures across all three spheres of government to assist in re-prioritizing expenditure and free up resources that can be targeted towards service delivery. These measures introduced are also intended to eliminate wastage of public resources on non-service delivery items. This will be undertaken through advocacy, strengthening the legal and policy prescripts and frameworks aimed at cost containment and ensuring the implementation thereof by municipalities and municipal entities.

The Minister of Finance has also pronounced during the February 2016 Budget Speech and the October 2016 Medium Term Budget Policy Statement that the National Treasury will issue regulations on cost containment measures for local government. The initial cost containment measures were introduced through MFMA Circular. Additional measures will also be taken to ensure a transparent tendering system by ensuring that value for money is attained through the revised procurement process. Similar measures have also been introduced in national and provincial government in terms of the Public Finance Management Act 1 of 1999.

Over the last 4 to 5 years, the Auditor-General's General Report on Local Government Audit Outcomes highlighted the extent of wastage of public resources. This was also observed through various publications in the print media and other government publications. Weak governance as well as the significant increase in the number of municipalities incurring unauthorised, irregular as well as fruitless and wasteful expenditure, were also highlighted as areas of concern.

Building on the MFMA Circular, the National Treasury in association with other stakeholders, have drafted regulations that will promote the cost containment measures introduced in a number of spending areas.

Section 168(1)(b) and (p) of the MFMA provides that the Minister may regulate financial management and internal control and generally, any other matter that may facilitate the enforcement and administration of the Act, respectively. The object of the draft Regulations is to ensure that the resources of municipalities and municipal entities are used effectively, efficiently and economically (regulation 2). The Regulations will apply to all municipalities and municipal entities (regulation 3).

Regulation 1 contains the definition of terms that are used in the regulations. Regulation 4 deals with the establishment of cost containment policies including the principles applicable to such policies.

Regulations 4 to 13 contain the actual cost containment measures to be implemented by municipalities and municipal entities. These measures include:

- Principles around appointment of consultants to perform municipal functions and assessment to be undertaken by municipalities and municipal entities before appointing consultants;

- Procurement of mayoral vehicles. The regulations introduce a ceiling in terms of the value of the vehicles to be procured and principles in terms of management of such vehicle by the municipalities and municipal entities;
- Travel and subsistence allowance. This section of the regulations provides the thresholds for purchasing air tickets and hiring of vehicles. The intention with this specific measure is to ensure that institutions actually realise the discounts which have been negotiated at National Government level. These thresholds will contribute towards institutions achieving cost savings on their travel and accommodation budgets;
- Prohibition on issuance of credit or debit cards linked to municipal bank accounts to officials or public office bearers;
- Prohibition on using municipal funds for specific functions which include, amongst others, spending on catering for internal meetings only attended by officials, and social, farewell or team building activities. This section also prohibits the utilisation of municipal funds on alcoholic beverages;
- The regulations also make it mandatory for institutions to procure vehicles, cell phone and other related assets via the transversal contract negotiated at National Government level. This will ensure that there are cost savings and benefits passed to municipalities on all such items;
- The regulations also introduce a monetary threshold for conference fees which include the attendance of both local and international conferences;
- The regulations are intended to reduce excessive spending on office furniture and equipment;
- Municipalities and municipal entities are also encouraged to ensure that proper processes are followed when dismissing and suspending officials, this minimise unnecessary legal costs. Institutions are also encouraged to manage their expenditure on leave and overtime benefits; and
- The regulations make it mandatory for municipalities to conduct threat assessments before approving any security measures for councillors or officials.

Regulation 4 introduces consequence management aspects for non-adherence to the regulations. Non-compliance with these measures must be investigated for financial misconduct in terms of the Municipal Regulations on Financial Misconduct Procedures and Criminal Proceedings.

Regulation 5 provides the framework for disclosure of actual cost savings achieved by institutions in their annual reports, this improve transparency.

Regulation 6 contains the short title and the commencement date of the regulations.

These draft regulations therefore propose to provide a framework that is consistent with the provisions of the MFMA. The effective implementation of the regulations is intended to ensure that municipalities and municipal entities achieve value for money in utilising public resources to deliver municipal services. It is the intention that the Regulations would become effective on 01 July 2018.

Comments received during the consultation process will be considered and processed with a view to addressing any shortcomings.



Uniform Financial Ratios and Norms

The purpose of this Circular is to provide a set of uniform key financial ratios and norms suitable and applicable to municipalities and municipal entities. Section 216 (1)(c) of the Constitution and section 2 of the Municipal Finance Management Act (MFMA) enable National Treasury to introduce uniform treasury norms and standards to ensure sound and sustainable management of fiscal and financial affairs of municipalities and municipal entities.

A number of institutions currently use a variety of financial ratios and norms to assess and compare the financial health and performance of municipalities. Municipalities also use different financial ratios and norms to assess their own performance and set benchmarks for improvement to be measured over time. Results of our research show that there are in excess of two hundred different sets of financial ratios, with different derivatives used to assess municipality's financial status. This results in conflicting interpretation, inconsistent application and misunderstanding of the financial status of a municipality, often with incorrect diagnosis of the challenges and therefore inappropriate responses.

This Circular aims to bring consistency in interpretation and application of certain financial information using standardised financial ratios. It is important that any one of these ratios should not be read in isolation of one another, as this could lead to distortions in interpretation. Ideally, a number of interrelated ratios should be analysed together in order to get a broader picture of a municipality's or municipal entity's financial performance. When used in a combined manner analysis of different ratios will provide policy makers and the public with a very good sense of the financial status of the municipality and its entity. This Circular will also assist in municipalities being able to identify areas of financial management that need constant monitoring and improvement.

The Circular addresses different categories of ratios norms, interpretation and covers various aspects of a municipality's finances, such as financial position, financial performance and budget implementation, so that these can be used as part of in-year and end of year analysis. This will also aid in long-term financial planning and can be used to track progress over a number of years. Each ratio is explained to remove ambiguity and misinterpretation. The source of such information is also explained in the annexures to this Circular. Norms or standards have been assigned to each financial ratio, which are explained later in this Circular.

Categorisation Financial Ratios, Formulas, Norms and Interpretation

Categorisation

In order to perform a holistic financial analysis of a municipality or municipal entity all financial aspects of the institution should be considered. Ratios are divided into various

categories to address the different financial aspects and operations of a municipality or municipal entity.

- 1) **Financial Position**
- 2) **Financial Performance**
- 3) **Budget Implementation**

Financial Ratios, Formulas, Norms and Interpretation

The ratios presented in this Circular are categorised in accordance with the previous section, and are presented in further detail to include the following:

- Purpose/ description of the Financial Ratio;
- Formula to be Used;
- Norms per Ratio; and
- Interpretation of Ratio Analysis Results.

Tables that provide a summary of the financial ratios, formulas, data source and norms are presented in Annexure 1.

1. FINANCIAL POSITION

A. Asset Management

1. Capital Expenditure to Total Expenditure

Purpose/Description of the Ratio

This Ratio is used to assess the level of Capital Expenditure to Total Expenditure, which indicates the prioritisation of expenditure towards current operations *versus* future capacity in terms of Municipal Services.

Formula

Total Capital Expenditure / Total Expenditure (Total Operating Expenditure + Capital Expenditure) × 100

Norm

The norm range between **10% and 20%**

Interpretation of Results

When assessing the level of Investment in Assets, a ratio less than 10% reflects lower spending by the municipality in infrastructure and holds potential risks to service delivery. A ratio of more than 20% reflects higher spending on infrastructure and acceleration in service delivery, but could also hold financial sustainability risks if the infrastructure do not include both economic (revenue generating) and social type infrastructure.

The environment of the municipality should be considered when assessing the level of Investment in Assets. A municipality that has already invested in assets to address service delivery backlogs, would be required to maintain and improve such service levels, and therefore the percentage of spending allocated to new assets may not be significant higher.

On the other hand a municipality where the infrastructure and level of services provided is low and the associated expenditure is also low, the percentage of investment in new assets to total expenditure would be significantly higher.

The results from this ratio should be read together with the results from the analysis of the funding mix for capital expenditure.

It is critical that capital expenditure is largely directed toward service delivery infrastructure and not administrative assets.

2. Impairment of Property, Plant and Equipment and Investment Property and Intangible Assets (Carrying Value)

Purpose/ Description of the Ratio

Asset impairment refers to the loss in future economic benefits or service potential of an asset, over and above the systematic recognition of the loss of the asset's future economic benefits or service potential through depreciation.

This implies that the utilisation of assets did not deliver the value or service levels envisaged when approval was originally obtained for procuring the assets. When the approval is obtained to invest in Property, Plant and Equipment or Intangible Assets by the Municipality or Municipal Entity, the value should be realised through utilisation and reflected as Depreciation and not through unexpected losses due the Impairment of Property, Plant and Equipment or Intangible Assets. Impairment is therefore unexpected and only detected when the assessment for Impairment is performed as per the requirements of the applicable GRAP standards. It is therefore not planned for or expected and will not be budgeted.

Formula

Property, Plant and Equipment + Investment Property + Intangible Assets Impairment/ (Total Property, Plant and Equipment + Investment Property + Intangible Assets) x 100

Norm

The norm is **0%**

Interpretation of Results

The purpose of the Ratio is to indicate the percentage of Impairments compared to the Carrying Value of the Assets; a ratio above 0% reflects a risk in service delivery and therefore corrective measures should be implemented.

3. Repairs and Maintenance as a % of Property, Plants and Equipment and Investment Property (Carrying Value)

Purpose/ Use of the Ratio

The Ratio measures the level of repairs and maintenance to ensure adequate maintenance to prevent breakdowns and interruptions to service delivery. Repairs and maintenance of municipal assets is required to ensure the continued provision of services.

Formula

Total Repairs and Maintenance Expenditure / Property, Plant and Equipment and Investment Property (Carrying Value) x 100

Norm

The norm is **8%**

Interpretation of Results

A ratio below the norm is a reflection that insufficient monies are being spent on repairs and maintenance to the extent that it could increase impairment of useful assets.

An increasing expenditure trend may be indicative of high asset-usage levels, which can prematurely require advanced levels of Repairs and Maintenance or a need for Asset Renewal / Replacements. Also, should an increasing expenditure trend suddenly drop to lower levels without an increase in the fixed asset value, this may be indicative of challenges in spending patterns. This may also indicate that the Municipality is experiencing cash flow problems and therefore unable to spend at

appropriate levels on its repairs to existing assets or purchase of new assets thus impacting negatively on service delivery.

B. Debtors Management

1. Collection Rate

Purpose/ Use of the Ratio

The Ratio indicates the collection rate; *i.e.* level of payments. It measures increases or decreases in Debtors relative to annual billed revenue. In addition, in order to determine the real collection rate bad debts written-off is taken into consideration.

Formula

Gross Debtors Opening Balance + Billed Revenue – Gross Debtors Closing Balance - Bad Debts Written Off) / Billed Revenue x 100

Norm

The norm is **95%**

Interpretation of Results

Assessing the Collection Ratio will provide an indication of the performance against a number of areas, for example:

- Quality of Credit Control - ensuring that what is billed is collected; and
- Quality of Revenue Management - the ability to set affordable tariffs and bill correctly.

If the ratio is below the norm this is an indication that revenue collection of the municipality requires urgent attention and corrective measures should be implemented. A municipality with outstanding debtors should aim at achieving a collection rate of more than 100%. The results from this ratio should be viewed along with results from the age analysis and net debtor's day's ratio.

2. Bad Debts Written-off as % of the Bad Debt Provision

Purpose/ Use of the Ratio

The Ratio compares the value of Bad Debts Written-off on Consumer Debtors to Bad Debts Provided for Consumer Debtors to ensure that the Provision for Bad Debts is sufficient.

Formula

Bad Debts Written-off (Period under review)/ Provision for Bad Debt (Period under review x 100

Norm

The norm is **100%**

Interpretation of Results

Municipality should only write-off Bad Debts already provided for and, if the results are less than 100%, it should be ideally due to the recoverability of debtors. When 100% is exceeded, it indicates that the Municipality had not previously identified the Debtor/s as having the potential for defaults, which could indicate weakness in calculation of the Provision for Bad Debt, the methodology used and/or poor credit control processes.

3. Net Debtors Days**Purpose/ Use of the Ratio**

This ratio reflects the collection period. Net Debtor Days refers to the average number of days required for a Municipality or Municipal Entity to receive payment from its Consumers for bills/invoices issued to them for services.

The Ratio exclude balances for Debtors, which the Municipality or Municipal Entity has assessed as potentially irrecoverable, and is also a good indication of the effectiveness of credit control procedures within the Municipality or Municipal Entity as well as the extent to which the Municipality or Municipal Entity has provided for Doubtful Debts.

Formula

$((\text{Gross Debtors} - \text{Bad Debt Provision}) / \text{Billed Revenue}) \times 365$

Norm

The norm is **30 Days**

Interpretation of Results

This Ratio adjusts for Municipality's who have had significant write-offs of Irrecoverable Debtor balances in the Gross Debtors Days analysis as it only assesses the performance of collectable Debtors. In addition, it provides an indication of the quality of credit control policy, effectiveness of the implementation thereof and quality of revenue management. If the ratio is above the norm, this indicates that the Municipality is exposed to significant Cash Flow risk. This is also an indication that the municipality is experiencing challenges in the collection of outstanding amounts due to it. In addition,

this indicates that a significant amount of potential cash is tied up in consumer debtors and the municipality must improve its revenue and cash flow management.

C. Liquidity Management

1. Cash/ Cost Coverage Ratio (Excluding Unspent Conditional Grants)

Purpose/ Use of the Ratio

The Ratio indicates the Municipality's or Municipal Entity's ability to meet at least its monthly fixed operating commitments from cash and short-term investment without collecting any additional revenue, during that month.

The Ratio is adjusted for Unspent Conditional Grants as the cash is not available for normal Municipal day-to-day operational expenditure but rather reserved for Grant related expenditure.

Formula

$$\frac{((\text{Cash and Cash Equivalents} - \text{Unspent Conditional Grants} - \text{Overdraft}) + \text{Short Term Investment})}{\text{Monthly Fixed Operational Expenditure excluding (Depreciation, Amortisation, and Provision for Bad Debts, Impairment and Loss on Disposal of Assets)}}$$

Norm

The norm range between **1 month to 3 months**.

Interpretation of Results

If a municipality has a ratio below the norm it would be vulnerable and at a higher risk in the event of financial "shocks/set-backs" and its ability to meet its obligations to provide basic services or its financial commitment is compromised. The results from this ratio should be viewed along with results from analysis on Debtor Management to fully assess Cash Flow Risk. The more cash reserves a municipality or municipal entity has available the lower the risk of it being unable to fund monthly fixed operational expenditure and to continue rendering services.

2. Current Ratio

Purpose/ Use of the Ratio

The Ratio is used to assess the Municipality's or Municipal Entity's ability to pay back its Short-term Liabilities (Debt and Payables) with its Short-term Assets (Cash, Inventory, Receivables).

Formula

Current Assets / Current Liabilities

Norm

The norm range between **1.5 to 2 :1**

Interpretation of Results

The higher the current Ratio, the more capable the Municipality or Municipal Entity will be to pay its current or short-term obligations and provide for a risk cover to enable it to continue operations at desired levels. A financial ratio under 1 suggests that the Municipality or Municipal Entity would be unable to pay all its current or short-term obligations if they fall due at any specific point.

If current liabilities exceed current assets, it highlights serious financial challenges and likely liquidity problems *i.e.* insufficient cash to meet short-term financial obligations. Current assets must therefore be increased to appropriately cover current liabilities otherwise there is a risk that non-current assets will need to be liquidated to settle current liabilities.

D. Liability Management**1. Capital Cost (Interest Paid and Redemption) as a % of Total Operating Expenditure****Purpose/ Use of the Ratio**

The Ratio indicates the cost required to service the borrowing. It assesses the Borrowing or Payment obligation expressed as a percentage of Total Operating Expenditure.

Formula

Capital Cost (Interest Paid and Redemption) / Total Operating Expenditure x 100

Norm

The norm is between **6% to 8%**

Interpretation of Results

Operating below the Norm could indicate that the Municipality has the capacity to take on additional financing from borrowing to invest in infrastructure projects or it could relate to cash flow problems where it is unable to access borrowed funds or the funding decisions of the municipality impacts of these levels. On the other hand, exceeding the Norm could pose a risk to the Municipality should changes or fluctuations in financing costs arise.

When assessing this ratio, the cash flow requirements of the Municipality or Municipal Entity should also be considered.

2. Debt (Total Borrowings)/ Total Operating Revenue

Purpose/ Use of the Ratio

The Ratio indicates the extent of Total Borrowings in relation to Total Operating Revenue. It indicates short and long term debt financing relative to operating revenue of the municipality.

The purpose of the Ratio is to provide assurance that sufficient Revenue will be generated to repay Liabilities. Alternatively stated, the Ratio indicates the affordability of the Total Borrowings.

Formula

Debt (Short Term Borrowing + Bank Overdraft + Short Term Lease + Long Term Borrowing + Long Term Lease) / Total Operating Revenue - Operating Conditional Grant

Norm

The norm is **45%**

Interpretation of Results

If the result of the Ratio analysis indicates less than 45% then the Municipality still has capacity to take increase funding from borrowings, however, this should be considered within the cash flow requirements of the Municipality or Municipal Entity.

E. Sustainability

1. Level of Cash Backed Reserves (Net Assets - Accumulated Surplus)

Purpose/ Use of the Ratio

The Ratio measures the extent to which the Other Reserves, which are required to be cash backed are actually backed by Cash Reserves.

Formula

(Cash and Cash Equivalents - Bank Overdraft + Short Term Investment + Long Term Investment - Unspent Conditional Grants) / (Net Assets - Accumulated Surplus – Non Controlling Interest – Share Premium – Share Capital – Fair Value Adjustment – Revaluation Reserve)

Norm

The norm is **100%**

Interpretation of Results

If a Municipality or Municipal Entity has less than 100% Cash Reserves it could negatively impact the Municipality's or Municipal Entity ability to comply with the conditions for creating the Reserves and on its ability to fund current and future operations.

2. FINANCIAL PERFORMANCE**A. Efficiency****1. Net Operating Surplus Margin****Purpose/ Use of the Ratio**

The Ratio assesses the extent to which the Municipality generates Operating Surpluses.

Formula

$$\frac{(\text{Total Operating Revenue} - \text{Total Operating Expenditure})}{\text{Total Operating Revenue}} \times 100\%$$

Norm

The norm is equal to or greater than **0%**

Interpretation of Results

Municipalities should at least recover operational costs for the services being delivered. In addition, a ratio which is greater than 0% will enable the municipality to generate a surplus which will assist to contribute towards its capital funding requirements. If the result is less than 0% it implies that the municipality is operating at a deficit and measures must be implemented to address this situation to ensure sustainable service delivery. In a case of an operating deficit it is critical to ascertain the extent to which the accounting policy, i.e. revaluation method has impacted on the calculations to avoid any distortions in interpretation of the outcome. Refer to Circular 58 section 4.3 regarding revaluation in terms of GRAP 17 and treatment of depreciation and GRAP 24.

2. Net Surplus /Deficit Electricity**Purpose/ Use of the Ratio**

This ratio measures the extent to which the municipality generates surplus or deficit in rendering electricity service. The purpose of the Ratio is to determine the contribution

made by the provision of Electricity Services, being one of the major functions of a municipality.

Formula

Total Electricity Revenue less Total Electricity Expenditure / Total Electricity Revenue x 100%

Norm

The Norm range between **0% and 15%**

It should be noted that this norm will be superseded by sector determinations from time to time, as other regulatory bodies address the appropriate level of tariffs and surpluses.

Interpretation of Results

A ratio below 0% depicts that electricity service is rendered at a deficit/loss and will be unsustainable if other revenue is not allocated to fund such services. The results must be between the range to ensure services are sustainable and that all costs associated with the delivery of Electricity Services are at least recovered with a margin for future growth and/ or capital funding for electricity assets.

3. Net Surplus / Deficit Water**Purpose/ Use of the Ratio**

This ratio measures the extent to which the municipality generates surplus or deficit in rendering water service. The purpose of the Ratio is to determine the contribution made by the provision of water service being one of the major functions of a municipality.

Formula

Total Water Revenue less Total Water Expenditure / Total Water Revenue x 100%

Norm

The norm is equal to or greater than **0%** and will be superseded by the sector determination from time to time, as other regulatory bodies address the appropriate level of tariffs, surpluses and subsidisation.

Interpretation of Results

A ratio below 0% depicts that water service is rendered at a loss and unsustainable. The results must not be below the norm so as to ensure that the Services are sustainable and that all costs associated with the delivery of Water Services are at least recovered with a margin for future growth and/ or capital funding for water assets.

4. Net Surplus /Deficit Refuse

Purpose/ Use of the Ratio

This ratio measures the extent to which the municipality generates surplus or deficit in rendering refuse service. The purpose of the Ratio is to determine the contribution made by the provision of refuse service being one of the major functions of a municipality.

Formula

Total Refuse Revenue less Total Refuse Expenditure /Total Refuse Revenue x 100%

Norm

The Norm is equal to or greater than **0%** and will be superseded by the Sector determination from time to time, as other regulatory bodies address the appropriate level of tariffs, surpluses and subsidisation.

Interpretation of Results

A ratio below 0% depicts that refuse service is rendered at a loss and unsustainable. The results must not be below the norm so as to ensure that the Services are sustainable and that all costs associated with the delivery of Refuse Services are at least recovered with a margin for future growth and/ or capital funding for Refuse assets.

5. Net Surplus / Deficit Sanitation and Waste Water

Purpose/ Use of the Ratio

This ratio measures the extent to which the municipality generates surplus or deficit in rendering sanitation and waste water service. The purpose of the Ratio is to determine the contribution made by the provision of sanitation and waste water services being one of the major functions of a municipality.

Formula

Total Sanitation and Waste Water Revenue less Total Sanitation and Waste Water Expenditure / Total Sanitation and Waste Water Revenue x 100%

Norm

The norm is equal to or greater than **0%** and will be superseded by the sector determination from time to time, as other regulatory bodies address the appropriate level of tariffs, surpluses and subsidisation.

Interpretation of Results

A ratio below 0% depicts that sanitation and waste water is rendered at a loss and unsustainable. The results must not be below the norm so as to ensure that the Services are sustainable and that all costs associated with the delivery of sanitation and waste water are at least recovered with a margin for future growth and / or capital funding for assets.

B. Distribution Losses

1. Electricity Distribution Losses (Percentage)

Purpose/ Use of the Ratio

The purpose is to measure the percentage loss of potential revenue from Electricity Services through electricity units purchased and generated but not sold as a result of losses incurred through theft (illegal connections), non or inaccurate metering or wastage. It is expected that implementation of the free basic service policy is included in the calculation for sale of electricity.

Formula

$$(\text{Number of Electricity Units Purchased and / or Generated} - \text{Number of Electricity Units Sold}) / \text{Number of Electricity Units Purchased and / or Generated} \times 100$$

Norm

The Norm is between **7% and 10%** and will be superseded by the sector determination.

Interpretation of Results

A ratio below the norm depicts that electricity losses are well managed. If the Ratio exceeds the norm it could indicate various challenges, for example, deteriorating electricity infrastructure or poor management of the networks, affecting the Municipality or Municipal Entity, which would require further analysis to determine the reasons for such losses. In addition, the root causes should be addressed.

2. Water Distribution Losses (Percentage)

Purpose/ Use of the Ratio

The purpose of this ratio is to determine the percentage loss of potential revenue from water service through kilolitres of water purchased but not sold as a result of losses incurred through theft (illegal connections), non- or incorrect metering or wastage as a result of deteriorating water infrastructure. It is expected that implementation of the free basic service policy is included in the calculation for sale of water.

Formula

$$\frac{(\text{Number of Kiloliters Water Purchased or Purified} - \text{Number of Kilolitres Water Sold})}{\text{Number of Kiloliters Water Purchased or Purified}} \times 100$$

Norm

The Norm is between **15% and 30%**

Interpretation of Results

A ratio within the norm depicts that water losses and water infrastructure are well managed. If the Ratio exceeds the norm it could indicate various challenges, for example, ageing water infrastructure or poor management, affecting the Municipality or Municipal Entity, which would require further analysis and explanation to determine the reasons for such losses. In addition, the root causes should be addressed.

C. Revenue Management**1. Growth in Number of Active Consumer Accounts****Purpose/ Use of the Ratio**

The ratio measures the actual growth in the Revenue base of the Municipality brought about by an increase in the Consumer base rather than tariff increases.

Formula

$$\frac{(\text{Period under Review's Number of Active Debtor Accounts} - \text{Previous Period's Number of Active Debtor Accounts})}{\text{Previous Period Number of Active Debtor Accounts}} \times 100$$

Norm

No Norm is currently being proposed for this Ratio but will be monitored and a determined in the future. Municipalities are requested to report on this aspect to its Council.

Interpretation of Results

The results from this analysis will have to be taken into consideration when assessing the Growth in Revenue to determine the Real Growth in the Customer base vs growth due to tariff and inflationary adjustments. Growth in number of active consumers indicates an increase in revenue base.

Further, the impact of growth on the Indigent Base vs Growth in Paying Consumers should be assessed regularly as this must be used to inform Councils policy.

2. Revenue Growth (%)

Purpose/ Use of the Ratio

This Ratio measures the overall revenue growth. In addition, this ratio will assist in determining if the increase in Expenditure will be funded by an increase in Revenue base or by some other means.

Formula

(Period Under Review's Total Revenue - Previous Period's Total Revenue) / Previous Period's Total Revenue) x 100

Norm

The norm is at the rate of **CPI**

Interpretation of Results

The Revenue Growth has to be assessed in conjunction with the growth in the Revenue base and number of consumer accounts to determine the real Growth in Revenue.

3. Revenue Growth (%) - Excluding Capital Grants

Purpose/Use of the Ratio

This Ratio measures the overall Revenue Growth adjusted for Capital Grants. In addition, this ratio will assist in determining if the increase in Expenditure will be funded by the increased Revenue Base or by some other means.

Formula

((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

Norm

The norm is at the rate of **CPI**

Interpretation of Results

The Revenue Growth has to be assessed in conjunction with the growth in the Revenue base, number of consumer accounts to determine the real Growth.

D. Expenditure Management

1. Creditors Payment Period (Trade Creditors)

Purpose/ Use of the Ratio

This ratio indicates the average number of days taken for Trade Creditors to be paid.

Formula

Trade Creditors Outstanding / Credit Purchases (Operating and Capital) × 365

Norm

The norm is **30 days**

Interpretation of Results

A period of longer than 30 days to settle creditors is normally an indication that the Municipality may be experiencing cash flow problems, however in certain instances this may be as a result of disputes, processing of payments, etc. In addition, a ratio that exceeds the norm indicates that the Municipality may not be adequately managing its Working Capital or that effective controls are not in place to ensure prompt payments. The municipality will be required to provide further explanations in this regard.

2. Irregular, Fruitless and Wasteful and Unauthorised Expenditure/ Total Operating Expenditure

Purpose/ Use of the Ratio

The ratio measures the extent to which the Municipality has incurred Irregular, Fruitless and Wasteful and Unauthorised Expenditure.

Formula

(Irregular, Fruitless and Wasteful and Unauthorised Expenditure) / Total Operating Expenditure x 100

The net amount after condonement should be used in this calculation.

Norm

The norm is **0%**

Interpretation of Results

A ratio that exceeds 0% must be investigated and acted upon.

3. Remuneration (Employee Related Costs and Councillors Remuneration) as % of Total Operating Expenditure)

Purpose/ Use of the Ratio

The ratio measures the extent of Remuneration to Total Operating Expenditure.

Formula

Remuneration (Employee Related Costs and Councillors' Remuneration) / Total Operating Expenditure x 100

Norm

The norm range between **25% and 40%**

Interpretation of Results

If the ratio exceed the norm it could indicate inefficiencies, overstaffing or even the incorrect focus due to misdirected expenditure to non-essentials or non-service delivery related expenditure. Various factors need to be considered when commenting on this ratio, such as the powers and functions performed by the municipality or entity, as this can create distortions in the outcomes, if the analysis ignores such factors.

4. Contracted Services % of Total Operating Expenditure

Purpose/ Use of the Ratio

This ratio measures the extent to which the municipalities resources are committed towards contracted services to perform Municipal related functions.

Formula

Contracted Services / Total Operating Expenditure x 100

Norm

The norm range between **2% and 5%**

Interpretation of Results

A ratio in excess of the Norm could indicate that many functions are being outsourced to Consultants, or that Contracted Services are not effectively utilised. This also depends on the model of service delivery selected by the municipality. In addition, outsourcing decisions will have to be weighed against the ability to attract skills; however, increases in this ratio can further expose the municipality to other risks, such as its inability to build capacity and ongoing reliance on Contractors.

E. Grant Dependency**1. Own Funded Capital Expenditure (Internally Generated Funds + Borrowings) to Total Capital Expenditure****Purpose/ Use of the Ratio**

The Ratio measures the extent to which the municipality's Total Capital Expenditure is funded through Internally Generated Funds and Borrowings.

Formula

Own Funded Capital Expenditure (Internally Generated Funds + Borrowings) / Total Capital Expenditure x 100

Norm

No norm is proposed at this time. It is critical that the funding mix of capital expenditure is undertaken in such a manner that affordable borrowing is directed towards addressing service delivery needs and that there is also opportunity for increased capacity on internally generated funding to attain an improved balance of the funding sources.

2. Own Funded Capital Expenditure (Internally Generated Funds) to Total Capital Expenditure**Purpose/ Use of the Ratio**

The Ratio measures the extent to which Total Capital Expenditure of the Municipality is funded through Internally Generated Funds.

Formula

Own funded Capital Expenditure (Internally Generated Funds) / Total Capital Expenditure x 100

Norm

No norm is proposed at this time. The funding mix for capital expenditure is dependent on the municipal policy and ability to raise revenue from different sources. Increased capacity for internally generated funding is required in some circumstances, which could also improve the balance in funding sources.

3. Own Source Revenue to Total Operating Revenue (Including Agency Revenue)**Purpose/ Use of the Ratio**

The Ratio assesses the extent of Own Source Revenue to Total Operating Revenue, including Agency Revenue hence self-sufficiency.

Formula

Own Source Revenue (Total Revenue - Government Grants and Subsidies – Public Contribution and Donations)/ Total Operating Revenue (Including Agency Services) x 100

Norm

No norm is proposed at this time. The municipal specific circumstances, including the powers and functions assigned to it, must be considered when assessing the level of own source revenue or its self-sufficiency. An analysis of the trends and levels of own source of revenue will also inform the municipality and users of measures taken to optimise own revenues. The ratio measuring own source revenue should be increasing over time as it reflects municipal efforts towards self-sufficiency.

3. BUDGET IMPLEMENTATION**1. Capital Expenditure Budget Implementation Indicator****Purpose/ Use of the Ratio**

This ratio measures the extent to which Budgeted Capital Expenditure has been spent during the financial year, under review. Further, this ratio measures the municipality's ability to implement capital projects and monitor the risks associated with non-implementation. The ratio also assess whether the municipality has effective controls in place to ensure that expenditure is incurred in accordance with an approved budget.

Formula

Actual Capital Expenditure / Budget Capital Expenditure x 100

Norm

The norm range between **95% and 100%**

Interpretation of Results

This can be used in-year to monitor progress. Any variance below 95% indicates discrepancies in planning and budgeting, capacity challenges to implement projects and/or Supply Chain Management process failures, which should be investigated and corrective measures implemented.

Under-spending is also an indicator that the Municipality might be experiencing possible cash flow difficulties to implement projects. Ideally, under-spending should be the result of improved efficiencies and not as a result of non-implementation of programmes and/or projects.

Overspending may also indicate inaccurate budgeting or poor financial management control.

2. Operating Expenditure Budget Implementation Indicator

Purpose/ Use of the Ratio

This ratio measures the extent to which Budgeted Operating Expenditure has been spent during the financial year, under review. The ratio also assess whether the municipality has effective controls in place to ensure that expenditure is incurred in accordance with an approved budget.

Formula

Actual Operating Expenditure / Budgeted Operating Expenditure x 100

Norm

The norm range between **95% and 100%**

Interpretation of Results

Any variance from 100% indicates either challenge in capacity to implement, issues of financial controls and management and/or poor budgeting.

Under-spending normally is an indicator that the Municipality experiences possible Cash Flow difficulties or capacity challenges to undertake Budgeted/ planned service delivery, and/ or does not prepare accurate and credible Budgets. Ideally, under-spending should be the result of improved efficiencies and not as a result of non-implementation of programmes and/or projects.

Overspending may also indicate inaccurate budgeting or poor financial management control in respect of budget control.

3. Operating Revenue Budget Implementation Indicator

Purpose/ Use of the Ratio

This ratio measures the extent of Actual Operating Revenue (Excl. Capital Grant Revenue) received in relation to Budgeted Operating Revenue during the financial year, under review.

Formula

Actual Operating Revenue / Budgeted Operating Revenue x 100

Norm

The norm range between **95% and 100%**

Interpretation of Results

A ratio below 95% indicates either a challenge in capacity to implement, ineffective billing and credit control, weakness in compilation of budgets or issues of financial controls and management of the Municipality.

4. Service Charges and Property Rates Revenue Budget Implementation Indicator**Purpose/ Use of the Ratio**

The ratio measures the extent of Actual Service Charges and Property Rates Revenue received in relation to Budgeted Service Charges and Property Rates Revenue during the financial year, under review.

Formula

Actual Service Charges and Property Rates Revenue / Budgeted Service Charges and Property Rates Revenue x 100

Norm

The norm range between **95% and 100%**

Interpretation of Results

A ratio below 95% indicates either a challenge in capacity to implement, ineffective billing and credit control, weakness in compilation of budgets or issues of financial controls and management of the Municipality.

Monitoring

It is important that these indicators are not seen or used in isolation of one another but used in a combined manner so as to provide a holistic picture of the financial status of the municipality or municipal entity. Poor outcomes with relation to these indicators can also point to weaknesses in Institutional and Governance aspects in a municipality that need attention. Therefore, Councillors, Municipal Managers, Chief Financial Officers, Accounting Offices of Municipal Entities, and all financial officials should derive benefits from a deeper understanding of these Ratios and Norms and their implications. The primary responsibility to avoid, identify and resolve financial problems in a municipality rests with the municipality and proper monitoring and use of these indicators, will support decision-makers overcome such challenges.

The use of these Ratios and Norms should assist Municipalities and Municipal Entities to predict, identify, prevent, avoid, and resolve financial problems/crisis timeously and serve as an early warning mechanism. Moreover, this will ensure that Municipalities and Municipal Entities make strategic decisions based on empirical and factual information and analysis for a sustainable outcome. Monitoring and trend analysis of these ratios is critical to ensure that measures are introduced to address areas needing attention and that there is progressive improvements of municipalities own position against the norms. These indicators and their norms, when viewed holistically, provide an overview of the financial position and performance of the Municipalities and Municipal Entities, while recognising institutional differences. Sound and effective financial management practices form the basis for an effective long term sustainable municipality.

The oversight role played by the Municipal Executive, Audit Committee, and Municipal Public Account Committee will also be enhanced with the use of these financial Ratios and Norms through implementation and reporting of financial information. The financial ratios and norms will strengthen financial management and accountability and be used throughout the cycle - integrated development plans (including long term financial plan), budgets, in-year reports for example section 52, 71 and 72 reports, annual financial statements, annual report and oversight reports. Comparison with other municipalities is now possible.

An Excel template has been developed (Annexure 2 of this Circular) to assist municipalities and Municipal Entities to populate relevant financial information, automate calculations, and assist in interpretation thereof.

These Ratios and Norms will be used to assess financial position and performance, quality of budgeting, management, and other characteristics of Municipalities and Municipal Entities, and should holistically provide an overview of the financial health of the Municipality or Municipal Entity, taking the respective and unique circumstances into account. Benchmarking and comparisons between Municipalities and Municipal Entities can also be undertaken, made simpler in future, and will further assist in targeting assistance and support, where needed.

Different institutions including, financial institutions, research organisations, rating agencies, national and provincial government, legislatures, amongst others, can use these uniform set of financial indicators, ratios and norms to monitor the financial position and performance of municipalities.

Implementation

The ratios and norms provided in this Circular and elaborated in the annexures are to be understood in an aspirational context and utilised as soon as possible to enable municipal councils to commence with the process of introducing measures to address areas needing attention. Municipalities and Municipal Entities should take advantage of the transition period, covering the medium term, to allow for progressive improvements of their own status against the ratios and norms.

Conclusion

The variety of financial ratios and norms, over 200, used by various institutions to assess and compare the financial health and performance of Municipalities and Municipal Entities has resulted in confusion across the sector, as users formulate assumptions based on different interpretation of the same financial information.

The Circular creates a uniform categorisation of ratios, standardising formulas and inputs, providing guidance on norms and interpretation of the financial ratio analysis, as applicable to Municipalities and Municipal Entities. There may be other ratios and norms used by analysts that are more appropriate to the financial status of private sector institutions, therefore, the use, differentiation and range described in this Circular should be understood within the context of a public sector institution.

This Circular therefore attempts to address the above challenges and also provide a more structured approach for holistic analysis, taking into cognisance the different type of Municipalities and Municipal Entities. The consistent use of these ratios and norms will assist in reporting accurately the status of municipal finances.

Institutions performing financial ratio analysis for Municipalities and Municipal Entities should therefore refer to this Circular and interpretation therein to ensure uniformity and consistency of application.

It is important that the Municipal Manager ensure that this Circular is brought to the attention of the Municipal Council, Board of Directors of Municipal Entities, relevant oversight structures (Municipal Executive, Audit Committee, and Municipal Public Account) and all other relevant stakeholders. Training providers are also requested to bring this Circular to the attention of trainees.

The introduction and application of these uniform norms, coupled with other financial reforms, will allow for comparisons with different type of municipalities and municipal entities and it is expected that they will replace earlier regulations issued that cover financial ratios and norms as these are based on the latest reforms in financial management.



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Annexure 1: Summary of the financial ratios, norms, formulae and data sources

Annexure 2: Excel template for calculation of the ratios and interpretation of results

SUMMARY OF UNIFORM FINANCIAL RATIO, FORMULAE, DATA SOURCE AND NORMS

1. FINANCIAL POSITION

A. Asset Management

RATIO		FORMULA	DATA SOURCE AND POLICY DOCS	NORM
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 Impairment + Investment Property Impairment + 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, Investment Property (Carrying Value)	Total Repairs and Maintenance Expenditure/ Property, Plant and Equipment and Investment Property(Carrying value) x 100	Statement of Financial Position, Statement of Financial Performance, IDP, Budgets and In-Year Reports	8%

B. Debtors Management

RATIO		FORMULA	DATA SOURCE AND POLICY DOCS	NORM
1	Collection Rate	$\frac{\text{Gross Debtors Closing Balance} + \text{Billed Revenue} - \text{Gross Debtors Opening Balance} + \text{Bad Debts Written Off}}{\text{Billed Revenue}} \times 100$	Statement of Financial Position, Statement of Financial Performance, Notes to the AFS, Budget , In-Year Reports, IDP and AR	95%
2	Bad Debts Written-off as % of Provision for Bad Debt	$\frac{\text{Bad Debts Written-off}}{\text{Provision for Bad Debt}} \times 100$	Statement of Financial Position, Statement of Financial Performance, Notes to the AFS, Budget and AR	100%
3	Net Debtors Days	$\frac{((\text{Gross Debtors} - \text{Bad debt Provision}) / \text{Actual Billed Revenue})}{\times 365}$	Statement of Financial Position, Statement of Financial Performance, Notes to the AFS, Budget and AR	30 days

C. Liquidity Management

RATIO		FORMULA	DATA SOURCE AND POLICY DOCS	NORM
1	Cash/Cost Coverage Ratio (Excluding 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	1.5 - 2:1

D. Liability Management

RATIO		FORMULA	DATA SOURCE AND POLICY DOCS	NORM
1	Capital Cost(Interest Paid and Redemption) as a % of Total Operating Expenditure	Capital Cost(Interest Paid and Redemption) / Total Operating Expenditure x100	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 Finance Lease Obligation + Short Term Borrowings + Long Term Borrowings) / Total Operating Revenue	Statement of Financial Position, Statement of Financial Performance, Budget, IDP and AR	45%

E. Sustainability

RATIO		FORMULA	DATA SOURCE AND POLICY DOCS	NORM
1	Level of Cash Backed Reserves (Net Assets - Accumulated Surplus)	(Cash and Cash Equivalents - Bank overdraft + Short Term Investment + Long Term Investment - Unspent grants) / (Net Assets - Accumulated Surplus - Non Controlling Interest - Share Premium - Share Capital - Fair Value Adjustment - Revaluation Reserve)	Statement Financial Position, Budget and AR	100%

2. FINANCIAL PERFORMANCE

A. Efficiency

RATIO		FORMULA	DATA SOURCE AND POLICY DOCS	NORM
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 Assets	= 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	$\text{Total Sanitation and Waste Water Revenue less Total Sanitation and Waste Water Expenditure} / \text{Total Sanitation and Waste Water Revenue} \times 100$	Statement of Financial Performance, Notes to AFS Budget, IDP, In-Year reports and AR	= or > 0%

B. Distribution Losses

RATIO		FORMULA	DATA SOURCE AND POLICY DOCS	NORM
1	Electricity Distribution Losses (Percentage)	$(\text{Number of Electricity Units Purchased and/or Generated} - \text{Number of Electricity Units Sold}) / \text{Number of Electricity Units Purchased and/or Generated} \times 100$	Annual Report, Audit Report and Notes to Annual Financial Statements	7% - 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	15% - 30%

C. Revenue Management

RATIO		FORMULA	DATA SOURCE AND POLICY DOCS	NORM
1	Growth in Number of Active Consumer Accounts	$\frac{(\text{Period under review's number of Active Debtor Accounts} - \text{previous period number of Active Debtor Accounts})}{\text{previous period number of Active Debtor Accounts}} \times 100$	Debtors System	None
2	Revenue Growth (%)	$\frac{(\text{Period under review's Total Revenue} - \text{previous period's Total Revenue})}{\text{previous period's Total Revenue}} \times 100$	Statement of Financial Performance, Budget, IDP, In-Year reports and AR	= CPI
3	Revenue Growth (%) - Excluding capital grants	$\frac{(\text{Period under review's Total Revenue Excluding capital grants} - \text{previous period's Total Revenue excluding capital grants})}{\text{previous period's Total Revenue excluding capital grants}} \times 100$	Statement of Financial Performance, Notes to AFS , Budget, IDP, In-Year reports and AR	= CPI

D. Expenditure Management

RATIO		FORMULA	DATA SOURCE AND POLICY DOCS	NORM
1	Creditors Payment Period (Trade Creditors)	$\text{Trade Creditors Outstanding} / \text{Credit Purchases (Operating and Capital)} \times 365$	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	$(\text{Irregular, Fruitless and Wasteful and Unauthorised Expenditure}) / \text{Total Operating Expenditure} \times 100$	Statement Financial Performance, Notes to Annual Financial Statements and AR	0%
3	Remuneration as % of Total Operating Expenditure	$\text{Remuneration (Employee Related Costs and Councillors' Remuneration)} / \text{Total Operating Expenditure} \times 100$	Statement of Financial Performance, Budget, IDP, In-Year reports and AR	25% - 40%
4	Contracted Services % of Total Operating Expenditure	$\text{Contracted Services} / \text{Total Operating Expenditure} \times 100$	Statement of Financial Performance, Budget, IDP, In-Year reports and AR	2% - 5%

E. Grant Dependency

RATIO		FORMULA	DATA SOURCE AND POLICY DOCS	NORM
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

RATIO		FORMULA	DATA SOURCE AND POLICY DOCS	NORM
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%



NATIONAL TREASURY

MFMA Circular No 71

Municipal Finance Management Act No. 56 of 2003

Annexure 2

Interpretation of results

	The green colour indicates that the result is within the norm and is acceptable
	The red colour indicates that the result is not acceptable and corrective actions/plans should be put in place to improve the results.
	Data should be captured in the blue colour cell to calculate a ratio.
#	In situations where the results are not within the acceptable norm, corrective actions/plans should be taken and referenced

Template for Calculation of Uniform Financial Ratios and Norms 2016/17 Restated

RATIO	FORMULA	DATA SOURCE	NORM/RANGE	INPUT DESCRIPTION	DATA INPUTS AND RESULTS	INTERPRETATION	MUNICIPAL COMMENTS (#)
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" R 000 "

1. FINANCIAL POSITION

A. Asset Management/Utilisation

1	Capital Expenditure to Total Expenditure	Total Capital Expenditure / Total Expenditure (Total Operating expenditure + Capital expenditure) x 100	Statement of Financial Position, Statement of Financial Performance, Notes to the AFS, Budget, In-Year reports, IDP and AR	10% - 20%		9%	Restated	Maximum Capital accommodated according to resources
					Total Operating Expenditure	986 890 040		
					Taxation Expense			
					Total Capital Expenditure	91 868 227		

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) x 100	Statement of Financial Position, Notes to the AFS and AR	0%		0%	Restated	
					PPE, Investment Property and Intangible Impairment	7 675 653		
					PPE at carrying value	3 501 664 415		
					Investment at carrying value	155 268 500		
					Intangible Assets at carrying value	6 287 239		

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) x 100	Statement of Financial Position, Statement of Financial Performance, IDP, Budgets and In-Year Reports	8%		3%	Restated	Repairs & maintenance comprises 12.14% of total expenditure. Asset value was enhanced with the introduction of GRAP i.r.o. Depreciated Replacement Cost.
					Total Repairs and Maintenance Expenditure	120 795 471		
					PPE at carrying value	3 501 664 415		
					Investment Property at Carrying value	155 268 500		

B. Debtors Management

1	Collection Rate	(Gross Debtors Closing Balance + Billed Revenue - Gross Debtors Opening Balance - Bad Debts	Statement of Financial Position, Statement of Financial Performance, Notes to the AFS, Budget, In-Year	95%		99%	Restated	
					Gross Debtors closing balance	82 721 539		
					Gross Debtors opening balance	76 917 767		

RATIO		FORMULA	DATA SOURCE	NORM/RANGE	INPUT DESCRIPTION	DATA INPUTS AND RESULTS	INTERPRETATION	MUNICIPAL COMMENTS (#)
		Written Off/Billed Revenue x 100	Notes to the AFS, Budget, In Year Reports, IDP and AR		Bad debts written Off	1 106 035		
					Billed Revenue	768 218 357		

2	Bad Debts Written-off as % of Provision for Bad Debt	Bad Debts Written-off/Provision for Bad debts x 100	Statement of Financial Position, Statement of Financial Performance, Notes to the AFS, Budget and AR	100%		5%	Restated	The norm range appears incorrect
					Consumer Debtors Bad debts written off	1 106 035		
					Consumer Debtors Current bad debt Provision	20 592 975		

3	Net Debtors Days	((Gross Debtors - Bad debt Provision)/ Actual Billed Revenue)) x 365	Statement of Financial Position, Statement of Financial Performance, Notes to the AFS, Budget and AR	30 days		30 days	Restated	
					Gross debtors	82 721 539		
					Bad debts Provision	20 592 975		
					Billed Revenue	768 218 357		

C. Liquidity 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		4 Month	Restated	
					Cash and cash equivalents	89 086 988		
					Unspent Conditional Grants	6 474 277		
					Overdraft			
					Short Term Investments	170 727 445		
					Total Annual Operational Expenditure	832 137 386		

2	Current Ratio	Current Assets / Current Liabilities	Statement of Financial Position, Budget, IDP and AR	1.5 - 2:1		2.25	Restated	
					Current Assets	404 763 702		
					Current Liabilities	180 206 175		

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%		7%	Restated	
					Interest Paid	45 913 148		
					Redemption	26 759 248		
					Total Operating Expenditure	995 022 764		
					Taxation Expense			

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%		50%	Restated	Higher gearing due to much needed infrastructure investment over the past decade. Reduction policy in place. Reduces to 42% over 2018/2019 MTREE.
					Total Debt	442 074 646		
					Total Operating Revenue	1 002 928 332		
					Operational Conditional Grants	114 411 498		

E. Sustainability

1	Level of Cash Backed Reserves (Net Assets - Accumulated Surplus)	(Cash and Cash Equivalents - Bank overdraft + Short Term Investment + Long Term Investment - Unspent grants) / (Net Assets - Accumulated Surplus - Non Controlling Interest Share Premium - Share Capital - Fair Value Adjustment - Revaluation Reserve) x 100	Statement Financial Position, Budget and AR	100%		8960%	Restated	
					Cash and cash Equivalents	89 086 988		
					Bank Overdraft			
					Short Term Investment	170 727 445		
					Long Term Investment	37 981 526		
					Unspent Grants	6 474 277		
					Net Assets	3 297 149 458		
					Share Premium			
					Share Capital			

RATIO		FORMULA	DATA SOURCE	NORM/RANGE	INPUT DESCRIPTION	DATA INPUTS AND RESULTS	INTERPRETATION	MUNICIPAL COMMENTS (#)
					Revaluation Reserve			
					Fair Value Adjustment Reserve			
					Accumulated Surplus	3 293 898 215		

2. FINANCIAL PERFORMANCE

A. Efficiency

1	Net Operating Surplus Margin	(Total Operating Revenue - Total Operating Expenditure)/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%		1%	Restated	
					Total Operating Revenue	1 002 928 332		
					Depreciation - Revalued Portion (Only populate if depreciation line item in the Statement of Financial Performance is based on the revalued asset value)			
					Total Operating Expenditure	995 022 764		
					Taxation Expense	-		

2	Net Surplus /Deficit Electricity	Total Electricity Revenue less Total Electricity Expenditure/Total Electricity Revenue x 100	Statement of Financial Performance, Notes to AFS, Budget, IDP, In-Year reports and AR	0% - 15%		9%	Restated	
					Total Electricity Revenue	362 810 621		
					Total Electricity Expenditure	330 105 168		

3	Net Surplus /Deficit Water	Total Water Revenue less Total Water Expenditure/Total Water Revenue x 100	Statement of Financial Performance, Budget, IDP, In-Year reports and AR	= or > 0%		11%	Restated	
					Total Water Revenue	125 722 993		
					Total Water Expenditure	111 899 393		

4	Net Surplus /Deficit Refuse	Total Refuse Revenue less Total Refuse Expenditure/Total Refuse Revenue x 100	Statement of Financial Performance, Budget, IDP, In-Year reports and AR	= or > 0%		3%	Restated	
					Total Refuse Revenue	66 360 432		
					Total Refuse Expenditure	64 336 842		

5	Net Surplus /Deficit Sanitation and Waste Water	Total Sanitation and Waste Water Revenue less Total Sanitation and Waste Water Expenditure/Total Sanitation and Waste Water Revenue x 100	Statement of Financial Performance, Notes to AFS, Budget, IDP, In-Year reports and AR	= or > 0%		7%	Restated	
					Total Sanitation and Water Waste Revenue	80 028 048		
					Total Sanitation and Water Waste Expenditure	74 170 681		

B. Distribution Losses

1	Electricity Distribution Losses (Percentage)	(Number of Electricity Units Purchased and/or Generated - Number of units sold) / Number of Electricity Units Purchased and/or generated) x 100	Annual Report, Audit Report and Notes to Annual Financial Statements	7% - 10%		7%	Restated	
					Number of units purchased and/or generated	245 751 617		
					Number of units sold	227 638 533		

		(Number of Kilolitres Water Purchased or Purified -				21%		
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RATIO		FORMULA	DATA SOURCE	NORM/RANGE	INPUT DESCRIPTION	DATA INPUTS AND RESULTS	INTERPRETATION	MUNICIPAL COMMENTS (#)
2	Water Distribution Losses (Percentage)	(Number of Kilolitres Water Purchased or Purified - Number of Kilolitres Water Sold) / Number of Kilolitres Water Purchased or Purified x 100	Annual Report, Audit Report and Notes to Annual Financial Statements	15% - 30%	Number of kilolitres purchased and/or purified	7 556 272	Restated	
					Number of kilolitres sold	5 947 239		

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		3%	Restated	
					Number of Active Debtors Accounts (Previous)	45 128		
					Number of Active Debtors Accounts (Current)	46 426		

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		5%	Restated	
					CPI	5%		
					Total Revenue (Previous)	991 342 742		
					Total Revenue (Current)	1 036 609 742		

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		7%	Restated	Growth above inflation should not be penalised
					CPI	5%		
					Total Revenue Exl.Capital (Previous)	930 691 330		
					Total Revenue Exl.Capital (Current)	996 686 318		

D. Expenditure Management

1	Creditors Payment Period (Trade Creditors)	Trade Creditors Outstanding / Credit Purchases (Operating and Capital) x 365	Statement of Financial Performance, Notes to AFS, Budget, In-Year reports and AR	30 days		25 days	Restated	
					Trade Creditors	35 236 380		
					Contracted Services	119 581 004		
					Repairs and Maintenance	70 534 008		
					General expenses	19 741 053		
					Bulk Purchases	217 522 905		
					Capital Credit Purchases (<i>Capital Credit Purchases refers to additions of Investment Property and Property, Plant and Equipment</i>)	91 868 227		

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%		1%	Restated	Reported and Noted
					Irregular, Fruitless and Wasteful and Unauthorised Expenditure	6 052 044		
					Total Operating Expenditure	995 022 764		
					Taxation Expense			

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%		31%	Restated	
					Employee/personnel related cost	302 362 958		
					Councillors Remuneration	9 265 293		
					Total Operating Expenditure	995 022 764		
					Taxation Expense			

RATIO	FORMULA	DATA SOURCE	NORM/RANGE	INPUT DESCRIPTION	DATA INPUTS AND RESULTS	INTERPRETATION	MUNICIPAL COMMENTS (#)
4	Contracted Services % of Total Operating Expenditure	Contracted Services / Total Operating Expenditure x100	2% - 5%		16%	Restated	Cost analysis conducted to deliver cost effective services.
				Contracted Services	155 725 703		
				Total Operating Expenditure	995 022 764		
				Taxation Expense			

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	None		53%	Restated	
				Internally generated funds	13 104 194		
				Borrowings	35 550 183		
				Total Capital Expenditure	91 868 227		

2	Own funded Capital Expenditure (Internally Generated Funds) to Total Capital Expenditure	Own funded Capital Expenditure (Internally Generated Funds) / Total Capital Expenditure x 100	None		14%	Restated	
				Internally generated funds	13 104 194		
				Total Capital Expenditure	91 868 227		

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	None		88%	Restated	
				Total Revenue	1 036 609 742		
				Government grant and subsidies	148 092 908		
				Public contributions and Donations	10 489 546		
				Capital Grants	33 681 410		

3. BUDGET IMPLEMENTATION

1	Capital Expenditure Budget Implementation Indicator	Actual capital Expenditure / Budget Capital Expenditure x 100	95% - 100%		106%	Restated	Noted
				Actual Capital Expenditure	91 868 227		
				Budget Capital Expenditure	86 266 104		

2	Operating Expenditure Budget Implementation Indicator	Actual Operating Expenditure / Budgeted Operating Expenditure x 100	95% - 100%		93%	Restated	Noted. Savings generated
				Actual Operating Expenditure	995 022 764		
				Budget Operating Expenditure	1 072 963 987		

3	Operating Revenue Budget Implementation Indicator	Actual Operating Revenue / Budget Operating Revenue x 100	95% - 100%		100%	Restated	
				Actual Operating Revenue	1 002 928 332		
				Budget Operating Revenue	1 004 304 970		

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	95% - 100%		97%	Restated	Not sure why 100% collection should be penalised
				Actual Service Charges and Property Rates Revenue	768 218 357		
				Budget Service Charges and Property Rates Revenue	795 907 876		



NATIONAL TREASURY

MFMA Circular No 71

Municipal Finance Management Act No. 56 of 2003

Annexure 2

Interpretation of results

	The green colour indicates that the result is within the norm and is acceptable
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	Data should be captured in the blue colour cell to calculate a ratio.
#	In situations where the results are not within the acceptable norm, corrective actions/plans should be taken and referenced

Template for Calculation of Uniform Financial Ratios and Norms 2017/18 Audited

RATIO	FORMULA	DATA SOURCE	NORM/RANGE	INPUT DESCRIPTION	DATA INPUTS AND RESULTS	INTERPRETATION	MUNICIPAL COMMENTS (#)
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" R 000 "

1. FINANCIAL POSITION

A. Asset Management/Utilisation

1	Capital Expenditure to Total Expenditure	Total Capital Expenditure / Total Expenditure (Total Operating expenditure + Capital expenditure) x 100	Statement of Financial Position, Statement of Financial Performance, Notes to the AFS, Budget, In-Year reports, IDP and AR	10% - 20%		10%	Audited	
					Total Operating Expenditure	993 452 601		
					Taxation Expense			
					Total Capital Expenditure	105 207 402		

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) x 100	Statement of Financial Position, Notes to the AFS and AR	0%		0%	Audited	
					PPE, Investment Property and Intangible Impairment	4 365 584		
					PPE at carrying value	3 469 467 584		
					Investment at carrying value	114 846 000		
					Intangible Assets at carrying value	6 698 891		

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) x 100	Statement of Financial Position, Statement of Financial Performance, IDP, Budgets and In-Year Reports	8%		4%	Audited	Repairs & maintenance comprises 16.11% of total expenditure. Asset value was enhanced with the introduction of GRAP i.r.o. Depreciated Replacement Cost.
					Total Repairs and Maintenance Expenditure	160 035 809		
					PPE at carrying value	3 469 467 584		
					Investment Property at Carrying value	114 846 000		

B. Debtors Management

1	Collection Rate	(Gross Debtors Closing Balance + Billed Revenue - Gross Debtors Opening Balance - Bad Debts	Statement of Financial Position, Statement of Financial Performance, Notes to the AFS, Budget, In-Year	95%		100%	Audited	
					Gross Debtors closing balance	84 899 892		
					Gross Debtors opening balance	82 721 539		

RATIO		FORMULA	DATA SOURCE	NORM/RANGE	INPUT DESCRIPTION	DATA INPUTS AND RESULTS	INTERPRETATION	MUNICIPAL COMMENTS (#)
		Written Off/Billed Revenue x 100	Notes to the AFS, Budget, In Year Reports, IDP and AR		Bad debts written Off	801 303		
					Billed Revenue	805 039 858		

2	Bad Debts Written-off as % of Provision for Bad Debt	Bad Debts Written-off/Provision for Bad debts x 100	Statement of Financial Position, Statement of Financial Performance, Notes to the AFS, Budget and AR	100%		4%	Audited	The norm range appears incorrect
					Consumer Debtors Bad debts written off	801 303		
					Consumer Debtors Current bad debt Provision	21 773 613		

3	Net Debtors Days	((Gross Debtors - Bad debt Provision)/ Actual Billed Revenue)) x 365	Statement of Financial Position, Statement of Financial Performance, Notes to the AFS, Budget and AR	30 days		29 days	Audited	
					Gross debtors	84 899 892		
					Bad debts Provision	21 773 613		
					Billed Revenue	805 039 858		

C. Liquidity 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		6 Month	Audited	
					Cash and cash equivalents	94 453 193		
					Unspent Conditional Grants	21 872 199		
					Overdraft			
					Short Term Investments	380 514 135		
					Total Annual Operational Expenditure	841 039 922		

2	Current Ratio	Current Assets / Current Liabilities	Statement of Financial Position, Budget, IDP and AR	1.5 - 2:1		2.91	Audited	
					Current Assets	641 418 124		
					Current Liabilities	220 579 530		

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%		8%	Audited	
					Interest Paid	46 128 610		
					Redemption	29 968 590		
					Total Operating Expenditure	993 452 601		
					Taxation Expense			

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%		46%	Audited	Higher gearing due to much needed infrastructure investment over the past decade. Reduction policy in place. Reduces to 42% over 2018/2019 MTREE.
					Total Debt	442 106 055		
					Total Operating Revenue	1 073 240 589		
					Operational Conditional Grants	116 420 944		

E. Sustainability

1	Level of Cash Backed Reserves (Net Assets - Accumulated Surplus)	(Cash and Cash Equivalents - Bank overdraft + Short Term Investment + Long Term Investment - Unspent grants) / (Net Assets - Accumulated Surplus - Non Controlling Interest Share Premium - Share Capital - Fair Value Adjustment - Revaluation Reserve) x 100	Statement Financial Position, Budget and AR	100%		15272%	Audited	
					Cash and cash Equivalents	94 453 193		
					Bank Overdraft			
					Short Term Investment	380 514 135		
					Long Term Investment	44 594 781		
					Unspent Grants	21 872 199		
					Net Assets	3 442 757 601		
					Share Premium			
					Share Capital			

RATIO		FORMULA	DATA SOURCE	NORM/RANGE	INPUT DESCRIPTION	DATA INPUTS AND RESULTS	INTERPRETATION	MUNICIPAL COMMENTS (#)
					Revaluation Reserve			
					Fair Value Adjustment Reserve			
					Accumulated Surplus	3 439 498 784		

2. FINANCIAL PERFORMANCE

A. Efficiency

1	Net Operating Surplus Margin	(Total Operating Revenue - Total Operating Expenditure)/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%		7%	Audited	
					Total Operating Revenue	1 073 240 589		
					Depreciation - Revalued Portion (Only populate if depreciation line item in the Statement of Financial Performance is based on the revalued asset value)			
					Total Operating Expenditure	993 452 601		
					Taxation Expense			

2	Net Surplus /Deficit Electricity	Total Electricity Revenue less Total Electricity Expenditure/Total Electricity Revenue x 100	Statement of Financial Performance, Notes to AFS, Budget, IDP, In-Year reports and AR	0% - 15%		9%	Audited	
					Total Electricity Revenue	376 398 022		
					Total Electricity Expenditure	344 304 010		

3	Net Surplus /Deficit Water	Total Water Revenue less Total Water Expenditure/Total Water Revenue x 100	Statement of Financial Performance, Budget, IDP, In-Year reports and AR	= or > 0%		7%	Audited	
					Total Water Revenue	123 567 627		
					Total Water Expenditure	114 786 069		

4	Net Surplus /Deficit Refuse	Total Refuse Revenue less Total Refuse Expenditure/Total Refuse Revenue x 100	Statement of Financial Performance, Budget, IDP, In-Year reports and AR	= or > 0%		-1%	Audited	Aware of the rising costs of refuse removal - Referred to Costing of Services for future budgets
					Total Refuse Revenue	72 638 810		
					Total Refuse Expenditure	73 475 203		

5	Net Surplus /Deficit Sanitation and Waste Water	Total Sanitation and Waste Water Revenue less Total Sanitation and Waste Water Expenditure/Total Sanitation and Waste Water Revenue x 100	Statement of Financial Performance, Notes to AFS, Budget, IDP, In-Year reports and AR	= or > 0%		5%	Audited	Refer to Costing of Services- Budget Report for Revenue & Expenditure
					Total Sanitation and Water Waste Revenue	83 893 318		
					Total Sanitation and Water Waste Expenditure	79 291 473		

B. Distribution Losses

1	Electricity Distribution Losses (Percentage)	(Number of Electricity Units Purchased and/or Generated - Number of units sold) / Number of Electricity Units Purchased and/or generated) x 100	Annual Report, Audit Report and Notes to Annual Financial Statements	7% - 10%		5%	Audited	
					Number of units purchased and/or generated	251 003 895		
					Number of units sold	238 145 884		

		(Number of Kilolitres Water Purchased or Purified -				19%		
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RATIO		FORMULA	DATA SOURCE	NORM/RANGE	INPUT DESCRIPTION	DATA INPUTS AND RESULTS	INTERPRETATION	MUNICIPAL COMMENTS (#)
2	Water Distribution Losses (Percentage)	(Number of Kilolitres Water Purchased or Purified - Number of Kilolitres Water Sold) / Number of Kilolitres Water Purchased or Purified x 100	Annual Report, Audit Report and Notes to Annual Financial Statements	15% - 30%	Number of kilolitres purchased and/or purified	6 774 478	Audited	
					Number of kilolitres sold	5 499 482		

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		5%	Audited	
					Number of Active Debtors Accounts (Previous)	46 426		
					Number of Active Debtors Accounts (Current)	48 637		

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		6%	Audited	
					CPI	6%		
					Total Revenue (Previous)	1 036 609 742		
					Total Revenue (Current)	1 098 434 592		

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		4%	Audited	
					CPI	6%		
					Total Revenue Exl.Capital (Previous)	996 686 318		
					Total Revenue Exl.Capital (Current)	1 034 186 739		

D. Expenditure Management

1	Creditors Payment Period (Trade Creditors)	Trade Creditors Outstanding / Credit Purchases (Operating and Capital) x 365	Statement of Financial Performance, Notes to AFS, Budget, In-Year reports and AR	30 days		35 days	Audited	The nature of the calculation is not a fair reflection of the actual payment period
					Trade Creditors	56 101 021		
					Contracted Services	99 274 326		
					Repairs and Maintenance	106 346 369		
					General expenses	46 919 211		
					Bulk Purchases	225 843 568		
					Capital Credit Purchases (<i>Capital Credit Purchases refers to additions of Investment Property and Property, Plant and Equipment</i>)	105 207 402		

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%		0%	Audited	Noted
					Irregular, Fruitless and Wasteful and Unauthorised Expenditure	242 544		
					Total Operating Expenditure	993 452 601		
					Taxation Expense			

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%		31%	Audited	
					Employee/personnel related cost	296 535 978		
					Councillors Remuneration	10 137 691		
					Total Operating Expenditure	993 452 601		
					Taxation Expense			

RATIO	FORMULA	DATA SOURCE	NORM/RANGE	INPUT DESCRIPTION	DATA INPUTS AND RESULTS	INTERPRETATION	MUNICIPAL COMMENTS (#)
4	Contracted Services % of Total Operating Expenditure	Contracted Services / Total Operating Expenditure x100	2% - 5%		17%	Audited	Cost analysis conducted to deliver cost effective services.
				Contracted Services	167 065 075		
				Total Operating Expenditure	993 452 601		
				Taxation Expense			

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	None		35%	Audited	
				Internally generated funds	17 368 512		
				Borrowings	19 199 224		
				Total Capital Expenditure	105 207 402		

2	Own funded Capital Expenditure (Internally Generated Funds) to Total Capital Expenditure	Own funded Capital Expenditure (Internally Generated Funds) / Total Capital Expenditure x 100	None		17%	Audited	
				Internally generated funds	17 368 512		
				Total Capital Expenditure	105 207 402		

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	None		89%	Audited	
				Total Revenue	1 137 488 442		
				Government grant and subsidies	180 668 797		
				Public contributions and Donations	4 847 307		
				Capital Grants	64 247 853		

3. BUDGET IMPLEMENTATION

1	Capital Expenditure Budget Implementation Indicator	Actual capital Expenditure / Budget Capital Expenditure x 100	95% - 100%		90%	Audited	Noted
				Actual Capital Expenditure	105 207 402		
				Budget Capital Expenditure	116 619 618		

2	Operating Expenditure Budget Implementation Indicator	Actual Operating Expenditure / Budgeted Operating Expenditure x 100	95% - 100%		94%	Audited	Noted. Savings generated
				Actual Operating Expenditure	993 452 601		
				Budget Operating Expenditure	1 052 196 675		

3	Operating Revenue Budget Implementation Indicator	Actual Operating Revenue / Budget Operating Revenue x 100	95% - 100%		102%	Audited	Not sure why 100% collection should be penalised
				Actual Operating Revenue	1 073 240 589		
				Budget Operating Revenue	1 047 640 286		

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	95% - 100%		101%	Audited	Not sure why 100% collection should be penalised
				Actual Service Charges and Property Rates Revenue	805 039 858		
				Budget Service Charges and Property Rates Revenue	800 899 364		



NATIONAL TREASURY

MFMA Circular No 71

Municipal Finance Management Act No. 56 of 2003

Annexure 2

Interpretation of results

	The green colour indicates that the result is within the norm and is acceptable
	The red colour indicates that the result is not acceptable and corrective actions/plans should be put in place to improve the results.
	Data should be captured in the blue colour cell to calculate a ratio.
#	In situations where the results are not within the acceptable norm, corrective actions/plans should be taken and referenced

Template for Calculation of Uniform Financial Ratios and Norms 2018/19 Projected

RATIO		FORMULA	DATA SOURCE	NORM/RANGE	INPUT DESCRIPTION	DATA INPUTS AND RESULTS	INTERPRETATION	MUNICIPAL COMMENTS (#)
" R 000 "								
1. FINANCIAL POSITION								
A. Asset Management/Utilisation								
1	Capital Expenditure to Total Expenditure	Total Capital Expenditure / Total Expenditure (Total Operating expenditure + Capital expenditure) x 100	Statement of Financial Position, Statement of Financial Performance, Notes to the AFS, Budget, In-Year reports, IDP and AR	10% - 20%		13%	2018/19 Projected 3	
					Total Operating Expenditure	1 154 476 388		
					Taxation Expense	-		
					Total Capital Expenditure	174 748 163		
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) x 100	Statement of Financial Position, Notes to the AFS and AR	0%		0%	2018/19 Projected 3	
					PPE, Investment Property and Intangible Impairment	-		
					PPE at carrying value	3 514 506 289		
					Investment at carrying value	114 846 000		
					Intangible Assets at carrying value	6 046 108		
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) x 100	Statement of Financial Position, Statement of Financial Performance, IDP, Budgets and In-Year Reports	8%		6%	2018/19 Projected 3	Repairs & maintenance comprises 20.09% of total expenditure. Asset value was enhanced with the introduction of GRAP i.r.o. Depreciated Replacement Cost
					Total Repairs and Maintenance Expenditure	231 958 925		
					PPE at carrying value	3 514 506 289		
					Investment Property at Carrying value	114 846 000		
B. Debtors Management								
1	Collection Rate	(Gross Debtors Closing Balance + Billed Revenue - Gross Debtors Opening Balance - Bad Debts Written Off)/Billed Revenue x 100	Statement of Financial Position, Statement of Financial Performance, Notes to the AFS, Budget , In-Year Reports, IDP and AR	95%		99%	2018/19 Projected 3	
					Gross Debtors closing balance	89 993 886		
					Gross Debtors opening balance	84 899 892		
					Bad debts written Off	500 000		
					Billed Revenue	859 716 500		

RATIO		FORMULA	DATA SOURCE	NORM/RANGE	INPUT DESCRIPTION	DATA INPUTS AND RESULTS	INTERPRETATION	MUNICIPAL COMMENTS (#)
2	Bad Debts Written-off as % of Provision for Bad Debt	Bad Debts Written-off/Provision for Bad debts x 100	Statement of Financial Position, Statement of Financial Performance, Notes to the AFS, Budget and AR	100%		2%	2018/19 Projected 3	The normrange appears incorrect
					Consumer Debtors Bad debts written off	500 000		
					Consumer Debtors Current bad debt Provision	21 000 000		

3	Net Debtors Days	(((Gross Debtors - Bad debt Provision)/ Actual Billed Revenue)) x 365	Statement of Financial Position, Statement of Financial Performance, Notes to the AFS, Budget and AR	30 days		29 days	2018/19 Projected 3	
					Gross debtors	89 993 886		
					Bad debts Provision	21 000 000		
					Billed Revenue	859 716 500		

C. Liquidity 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		5 Month	2018/19 Projected 3	
					Cash and cash equivalents	489 014 105		
					Unspent Conditional Grants	3 800 000		
					Overdraft	-		
					Short Term Investments	-		
					Total Annual Operational Expenditure	1 154 476 388		

2	Current Ratio	Current Assets / Current Liabilities	Statement of Financial Position, Budget, IDP and AR	1.5 - 2:1		3.07	2018/19 Projected 3	
					Current Assets	656 394 642		
					Current Liabilities	214 102 462		

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 00	Statement of Financial Position, Statement of Cash Flows, Statement of Financial Performance, Budget, IDP, In-Year Reports and AR	6% - 8%		7%	2018/19 Projected 3	
					Interest Paid	47 834 480		
					Redemption	34 000 726		
					Total Operating Expenditure	1 154 476 388		
					Taxation Expense	-		

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%		44%	2018/19 Projected 3	
					Total Debt	462 105 329		
					Total Operating Revenue	1 083 297 864		
					Operational Conditional Grants	22 118 065		

E. Sustainability

1	Level of Cash Backed Reserves (Net Assets - Accumulated Surplus)	(Cash and Cash Equivalents - Bank overdraft + Short Term Investment + Long Term Investment - Unspent grants) / (Net Assets - Accumulated Surplus - Non Controlling Interest Share Premium - Share Capital - Fair Value Adjustment - Revaluation Reserve) x 100	Statement Financial Position, Budget and AR	100%		16235%	2018/19 Projected 3	
					Cash and cash Equivalents	489 014 105		
					Bank Overdraft	-		
					Short Term Investment	-		
					Long Term Investment	50 546 287		
					Unspent Grants	3 800 000		
					Net Assets	3 483 283 329		
					Share Premium	-		
					Share Capital	-		
					Revaluation Reserve	-		
					Fair Value Adjustment Reserve	-		
					Accumulated Surplus	3 479 983 329		

RATIO	FORMULA	DATA SOURCE	NORM/RANGE	INPUT DESCRIPTION	DATA INPUTS AND RESULTS	INTERPRETATION	MUNICIPAL COMMENTS (#)
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2. FINANCIAL PERFORMANCE

A. Efficiency

1	Net Operating Surplus Margin	(Total Operating Revenue - Total Operating Expenditure)/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%		-7%	2018/19 Projected 3	With the introduction of GRAP assets were assessed at DRC, which included assets already depreciated but adjusted because of useful remaining life. Due to increased depreciation this indicator is not a true reflection of cash backed revenue surplus to expenditure.
					Total Operating Revenue	1 083 297 864		
					Depreciation - Revalued Portion (Only populate if depreciation line item in the Statement of Financial Performance is based on the revalued asset value)	-		
					Total Operating Expenditure	1 154 476 388		
					Taxation Expense	-		

2	Net Surplus /Deficit Electricity	Total Electricity Revenue less Total Electricity Expenditure/Total Electricity Revenue x 100	Statement of Financial Performance, Notes to AFS, Budget, IDP, In-Year reports and AR	0% - 15%		8%	2018/19 Projected 3	
					Total Electricity Revenue	394 982 353		
					Total Electricity Expenditure	362 763 537		

3	Net Surplus /Deficit Water	Total Water Revenue less Total Water Expenditure/Total Water Revenue x 100	Statement of Financial Performance, Budget, IDP, In-Year reports and AR	= or > 0%		10%	2018/19 Projected 3	
					Total Water Revenue	140 646 911		
					Total Water Expenditure	126 404 261		

4	Net Surplus /Deficit Refuse	Total Refuse Revenue less Total Refuse Expenditure/Total Refuse Revenue x 100	Statement of Financial Performance, Budget, IDP, In-Year reports and AR	= or > 0%		-9%	2018/19 Projected 3	Aware of the rising costs of refuse removal - Referred to Costing of Services for future budgets
					Total Refuse Revenue	75 963 426		
					Total Refuse Expenditure	82 466 256		

5	Net Surplus /Deficit Sanitation and Waste Water	Total Sanitation and Waste Water Revenue less Total Sanitation and Waste Water Expenditure/Total Sanitation and Waste Water Revenue x 100	Statement of Financial Performance, Notes to AFS, Budget, IDP, In-Year reports and AR	= or > 0%		11%	2018/19 Projected 3	
					Total Sanitation and Water Waste Revenue	108 884 088		
					Total Sanitation and Water Waste Expenditure	97 078 187		

B. Distribution Losses

1	Electricity Distribution Losses (Percentage)	(Number of Electricity Units Purchased and/or Generated - Number of units sold) / Number of Electricity Units Purchased and/or generated) x 100	Annual Report, Audit Report and Notes to Annual Financial Statements	7% - 10%		7%	2018/19 Projected 3	
					Number of units purchased and/or generated	259 726 005		
					Number of units sold	240 350 445		

2	Water Distribution Losses (Percentage)	(Number of Kilolitres Water Purchased or Purified - Number of Kilolitres Water Sold) / Number of Kilolitres Water Purchased or Purified x 100	Annual Report, Audit Report and Notes to Annual Financial Statements	15% - 30%		20%	2018/19 Projected 3	
					Number of kilolitres purchased and/or purified	6 948 786		
					Number of kilolitres sold	5 580 570		

RATIO	FORMULA	DATA SOURCE	NORM/RANGE	INPUT DESCRIPTION	DATA INPUTS AND RESULTS	INTERPRETATION	MUNICIPAL COMMENTS (#)
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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		0%	2018/19 Projected 3	
					Number of Active Debtors Accounts (Previous)	48 637		
					Number of Active Debtors Accounts (Current)	48 613		

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		5%	2018/19 Projected 3	
					CPI	5%		
					Total Revenue (Previous)	1 098 434 592		
					Total Revenue (Current)	1 149 370 288		

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		5%	2018/19 Projected 3	
					CPI	5%		
					Total Revenue Exl.Capital (Previous)	1 034 186 739		
					Total Revenue Exl.Capital (Current)	1 083 297 864		

D. Expenditure Management

1	Creditors Payment Period (Trade Creditors)	Trade Creditors Outstanding / Credit Purchases (Operating and Capital) x 365	Statement of Financial Performance, Notes to AFS, Budget, In-Year reports and AR	30 days		24 days	2018/19 Projected 3	
					Trade Creditors	45 670 914		
					Contracted Services	120 594 103		
					Repairs and Maintenance	131 218 577		
					General expenses	40 923 397		
					Bulk Purchases	238 588 349		
					Capital Credit Purchases (Capital Credit Purchases refers to additions of Investment Property and Property, Plant and Equipment)	174 748 163		

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%		0%	2018/19 Projected 3	
					Irregular, Fruitless and Wasteful and Unauthorised Expenditure	-		
					Total Operating Expenditure	1 154 476 388		
					Taxation Expense	-		

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%		33%	2018/19 Projected 3	
					Employee/personnel related cost	374 113 743		
					Councillors Remuneration	10 972 260		
					Total Operating Expenditure	1 154 476 388		
					Taxation Expense	-		

4	Contracted Services % of Total	Contracted Services / Total Operating Expenditure	Statement of Financial Performance,	20% - 50%		18%	2018/19 Projected 3	Cost analysis conducted to deliver cost effective
					Contracted Services	207 242 755		

RATIO		FORMULA	DATA SOURCE	NORM/RANGE	INPUT DESCRIPTION	DATA INPUTS AND RESULTS	INTERPRETATION	MUNICIPAL COMMENTS (#)
4	Operating Expenditure	x100	Budget, IDP, In-Year reports and AR	2% - 3%	Total Operating Expenditure	1 154 476 388	2018/19 Projected 3	deliver cost effective services.
					Taxation Expense	-		

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		62%	2018/19 Projected 3	
					Internally generated funds	54 952 140		
					Borrowings	53 623 599		
					Total Capital Expenditure	174 748 163		
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		31%	2018/19 Projected 3	
					Internally generated funds	54 952 140		
					Total Capital Expenditure	174 748 163		
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		95%	2018/19 Projected 3	
					Total Revenue	1 149 370 288		
					Government grant and subsidies	118 186 066		
					Public contributions and Donations	-		
					Capital Grants	66 072 424		

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%		100%	2018/19 Projected 3	
					Actual Capital Expenditure	174 748 163		
					Budget Capital Expenditure	174 748 163		
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%		100%	2018/19 Projected 3	
					Actual Operating Expenditure	1 154 476 388		
					Budget Operating Expenditure	1 154 476 388		
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%		100%	2018/19 Projected 3	
					Actual Operating Revenue	1 083 297 864		
					Budget Operating Revenue	1 083 297 864		
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%		100%	2018/19 Projected 3	
					Actual Service Charges and Property Rates Revenue	859 716 500		
					Budget Service Charges and Property Rates Revenue	859 716 500		



NATIONAL TREASURY

MFMA Circular No 71

Municipal Finance Management Act No. 56 of 2003

Annexure 2

Interpretation of results

	The green colour indicates that the result is within the norm and is acceptable
	The red colour indicates that the result is not acceptable and corrective actions/plans should be put in place to improve the results.
	Data should be captured in the blue colour cell to calculate a ratio.
#	In situations where the results are not within the acceptable norm, corrective actions/plans should be taken and referenced

Template for Calculation of Uniform Financial Ratios and Norms 2019/20 Projected

RATIO		FORMULA	DATA SOURCE	NORM/RANGE	INPUT DESCRIPTION	DATA INPUTS AND RESULTS	INTERPRETATION	MUNICIPAL COMMENTS (#)
" R 000 "								
1. FINANCIAL POSITION								
A. Asset Management/Utilisation								
1	Capital Expenditure to Total Expenditure	Total Capital Expenditure / Total Expenditure (Total Operating expenditure + Capital expenditure) x 100	Statement of Financial Position, Statement of Financial Performance, Notes to the AFS, Budget, In-Year reports, IDP and AR	10% - 20%		16%	2019/20 Projected 3	
					Total Operating Expenditure	1 247 901 018		
					Taxation Expense	-		
					Total Capital Expenditure	232 206 240		
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) x 100	Statement of Financial Position, Notes to the AFS and AR	0%		0%	2019/20 Projected 3	
					PPE, Investment Property and Intangible Impairment	-		
					PPE at carrying value	3 615 427 325		
					Investment at carrying value	114 846 000		
					Intangible Assets at carrying value	6 046 108		
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) x 100	Statement of Financial Position, Statement of Financial Performance, IDP, Budgets and In-Year Reports	8%		5%	2019/20 Projected 3	Repairs & maintenance comprises 15.69% of total expenditure. Asset value was enhanced with the introduction of GRAP i.r.o. Depreciated Replacement Cost
					Total Repairs and Maintenance Expenditure	195 735 907		
					PPE at carrying value	3 615 427 325		
					Investment Property at Carrying value	114 846 000		
B. Debtors Management								
1	Collection Rate	(Gross Debtors Closing Balance + Billed Revenue - Gross Debtors Opening Balance - Bad Debts Written Off)/Billed Revenue x 100	Statement of Financial Position, Statement of Financial Performance, Notes to the AFS, Budget , In-Year Reports, IDP and AR	95%		99%	2019/20 Projected 3	
					Gross Debtors closing balance	95 393 519		
					Gross Debtors opening balance	89 993 886		
					Bad debts written Off	500 000		
					Billed Revenue	905 120 124		

RATIO		FORMULA	DATA SOURCE	NORM/RANGE	INPUT DESCRIPTION	DATA INPUTS AND RESULTS	INTERPRETATION	MUNICIPAL COMMENTS (#)
2	Bad Debts Written-off as % of Provision for Bad Debt	Bad Debts Written-off/Provision for Bad debts x 100	Statement of Financial Position, Statement of Financial Performance, Notes to the AFS, Budget and AR	100%		2%	2019/20 Projected 3	The normrange appears incorrect
					Consumer Debtors Bad debts written off	500 000		
					Consumer Debtors Current bad debt Provision	22 259 999		

3	Net Debtors Days	(((Gross Debtors - Bad debt Provision)/ Actual Billed Revenue)) x 365	Statement of Financial Position, Statement of Financial Performance, Notes to the AFS, Budget and AR	30 days		29 days	2019/20 Projected 3	
					Gross debtors	95 393 519		
					Bad debts Provision	22 259 999		
					Billed Revenue	905 120 124		

C. Liquidity 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		4 Month	2019/20 Projected 3	
					Cash and cash equivalents	139 538 318		
					Unspent Conditional Grants	-		
					Overdraft	-		
					Short Term Investments	320 000 000		
					Total Annual Operational Expenditure	1 247 901 018		

2	Current Ratio	Current Assets / Current Liabilities	Statement of Financial Position, Budget, IDP and AR	1.5 - 2:1		2.56	2019/20 Projected 3	
					Current Assets	598 953 925		
					Current Liabilities	234 095 578		

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 00	Statement of Financial Position, Statement of Cash Flows, Statement of Financial Performance, Budget, IDP, In-Year Reports and AR	6% - 8%		7%	2019/20 Projected 3	
					Interest Paid	51 548 815		
					Redemption	38 708 696		
					Total Operating Expenditure	1 247 901 018		
					Taxation Expense	-		

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%		44%	2019/20 Projected 3	
					Total Debt	497 696 629		
					Total Operating Revenue	1 167 262 516		
					Operational Conditional Grants	44 533 366		

E. Sustainability

1	Level of Cash Backed Reserves (Net Assets - Accumulated Surplus)	(Cash and Cash Equivalents - Bank overdraft + Short Term Investment + Long Term Investment - Unspent grants) / (Net Assets - Accumulated Surplus - Non Controlling Interest Share Premium - Share Capital - Fair Value Adjustment - Revaluation Reserve) x 100	Statement Financial Position, Budget and AR	100%		15492%	2019/20 Projected 3	
					Cash and cash Equivalents	139 538 318		
					Bank Overdraft	-		
					Short Term Investment	320 000 000		
					Long Term Investment	57 885 203		
					Unspent Grants	-		
					Net Assets	3 464 519 461		
					Share Premium	-		
					Share Capital	-		
					Revaluation Reserve	-		
					Fair Value Adjustment Reserve	-		
					Accumulated Surplus	3 461 179 461		

RATIO	FORMULA	DATA SOURCE	NORM/RANGE	INPUT DESCRIPTION	DATA INPUTS AND RESULTS	INTERPRETATION	MUNICIPAL COMMENTS (#)
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2. FINANCIAL PERFORMANCE

A. Efficiency

1	Net Operating Surplus Margin	(Total Operating Revenue - Total Operating Expenditure)/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%		-7%	2019/20 Projected 3	With the introduction of GRAP assets were assessed at DRC, which included assets already depreciated but adjusted because of useful remaining life. Due to increased depreciation this indicator is not a true reflection of cash backed revenue surplus to expenditure.
					Total Operating Revenue	1 167 262 516		
					Depreciation - Revalued Portion (Only populate if depreciation line item in the Statement of Financial Performance is based on the revalued asset value)	-		
					Total Operating Expenditure	1 247 901 018		
					Taxation Expense	-		

2	Net Surplus /Deficit Electricity	Total Electricity Revenue less Total Electricity Expenditure/Total Electricity Revenue x 100	Statement of Financial Performance, Notes to AFS, Budget, IDP, In-Year reports and AR	0% - 15%		5%	2019/20 Projected 3	
					Total Electricity Revenue	439 443 754		
					Total Electricity Expenditure	418 029 837		

3	Net Surplus /Deficit Water	Total Water Revenue less Total Water Expenditure/Total Water Revenue x 100	Statement of Financial Performance, Budget, IDP, In-Year reports and AR	= or > 0%		10%	2019/20 Projected 3	
					Total Water Revenue	147 752 747		
					Total Water Expenditure	133 453 505		

4	Net Surplus /Deficit Refuse	Total Refuse Revenue less Total Refuse Expenditure/Total Refuse Revenue x 100	Statement of Financial Performance, Budget, IDP, In-Year reports and AR	= or > 0%		4%	2019/20 Projected 3	
					Total Refuse Revenue	88 372 157		
					Total Refuse Expenditure	84 712 338		

5	Net Surplus /Deficit Sanitation and Waste Water	Total Sanitation and Waste Water Revenue less Total Sanitation and Waste Water Expenditure/Total Sanitation and Waste Water Revenue x 100	Statement of Financial Performance, Notes to AFS, Budget, IDP, In-Year reports and AR	= or > 0%		3%	2019/20 Projected 3	
					Total Sanitation and Water Waste Revenue	103 560 336		
					Total Sanitation and Water Waste Expenditure	100 478 282		

B. Distribution Losses

1	Electricity Distribution Losses (Percentage)	(Number of Electricity Units Purchased and/or Generated - Number of units sold) / Number of Electricity Units Purchased and/or generated) x 100	Annual Report, Audit Report and Notes to Annual Financial Statements	7% - 10%		6%	2019/20 Projected 3	
					Number of units purchased and/or generated	265 820 772		
					Number of units sold	250 782 532		

2	Water Distribution Losses (Percentage)	(Number of Kilolitres Water Purchased or Purified - Number of Kilolitres Water Sold) / Number of Kilolitres Water Purchased or Purified x 100	Annual Report, Audit Report and Notes to Annual Financial Statements	15% - 30%		18%	2019/20 Projected 3	
					Number of kilolitres purchased and/or purified	7 637 818		
					Number of kilolitres sold	6 270 212		

RATIO	FORMULA	DATA SOURCE	NORM/RANGE	INPUT DESCRIPTION	DATA INPUTS AND RESULTS	INTERPRETATION	MUNICIPAL COMMENTS (#)
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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		0%	2019/20 Projected 3	
					Number of Active Debtors Accounts (Previous)	48 613		
					Number of Active Debtors Accounts (Current)	48 613		

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		7%	2019/20 Projected 3	Growth above inflation should not be penalised
					CPI	5%		
					Total Revenue (Previous)	1 149 370 288		
					Total Revenue (Current)	1 227 597 150		

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		8%	2019/20 Projected 3	Growth above inflation should not be penalised
					CPI	5%		
					Total Revenue Exl.Capital (Previous)	1 083 297 864		
					Total Revenue Exl.Capital (Current)	1 167 262 516		

D. Expenditure Management

1	Creditors Payment Period (Trade Creditors)	Trade Creditors Outstanding / Credit Purchases (Operating and Capital) x 365	Statement of Financial Performance, Notes to AFS, Budget, In-Year reports and AR	30 days		24 days	2019/20 Projected 3	
					Trade Creditors	54 185 685		
					Contracted Services	139 473 649		
					Repairs and Maintenance	98 710 711		
					General expenses	62 391 590		
					Bulk Purchases	275 879 707		
					Capital Credit Purchases (Capital Credit Purchases refers to additions of Investment Property and Property, Plant and Equipment)	232 206 240		

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%		0%	2019/20 Projected 3	
					Irregular, Fruitless and Wasteful and Unauthorised Expenditure	-		
					Total Operating Expenditure	1 247 901 018		
					Taxation Expense	-		

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%		33%	2019/20 Projected 3	
					Employee/personnel related cost	397 991 224		
					Councillors Remuneration	11 006 003		
					Total Operating Expenditure	1 247 901 018		
					Taxation Expense	-		

4	Contracted Services % of Total	Contracted Services / Total Operating Expenditure	Statement of Financial Performance,	20% - 50%		16%	2019/20 Projected 3	Cost analysis conducted to deliver cost effective
					Contracted Services	205 145 815		

RATIO		FORMULA	DATA SOURCE	NORM/RANGE	INPUT DESCRIPTION	DATA INPUTS AND RESULTS	INTERPRETATION	MUNICIPAL COMMENTS (#)
4	Operating Expenditure	x100	Budget, IDP, In-Year reports and AR	2% - 3%	Total Operating Expenditure	1 247 901 018	2019/2020 Projected 3	deliver cost effective services.
					Taxation Expense	-		

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		72%	2019/20 Projected 3	
					Internally generated funds	79 058 501		
					Borrowings	89 013 105		
					Total Capital Expenditure	232 206 240		
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		34%	2019/20 Projected 3	
					Internally generated funds	79 058 501		
					Total Capital Expenditure	232 206 240		
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		92%	2019/20 Projected 3	
					Total Revenue	1 227 597 150		
					Government grant and subsidies	156 555 366		
					Public contributions and Donations	-		
					Capital Grants	60 334 634		

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%		100%	2019/20 Projected 3	
					Actual Capital Expenditure	232 206 240		
					Budget Capital Expenditure	232 206 240		
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%		100%	2019/20 Projected 3	
					Actual Operating Expenditure	1 247 901 018		
					Budget Operating Expenditure	1 247 901 018		
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%		100%	2019/20 Projected 3	
					Actual Operating Revenue	1 167 262 516		
					Budget Operating Revenue	1 167 262 516		
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%		100%	2019/20 Projected 3	
					Actual Service Charges and Property Rates Revenue	905 120 124		
					Budget Service Charges and Property Rates Revenue	905 120 124		



NATIONAL TREASURY

MFMA Circular No 71

Municipal Finance Management Act No. 56 of 2003

Annexure 2

Interpretation of results

	The green colour indicates that the result is within the norm and is acceptable
	The red colour indicates that the result is not acceptable and corrective actions/plans should be put in place to improve the results.
	Data should be captured in the blue colour cell to calculate a ratio.
#	In situations where the results are not within the acceptable norm, corrective actions/plans should be taken and referenced

Template for Calculation of Uniform Financial Ratios and Norms 2020/21 Projected

RATIO		FORMULA	DATA SOURCE	NORM/RANGE	INPUT DESCRIPTION	DATA INPUTS AND RESULTS	INTERPRETATION	MUNICIPAL COMMENTS (#)
" R 000 "								
1. FINANCIAL POSITION								
A. Asset Management/Utilisation								
1	Capital Expenditure to Total Expenditure	Total Capital Expenditure / Total Expenditure (Total Operating expenditure + Capital expenditure) x 100	Statement of Financial Position, Statement of Financial Performance, Notes to the AFS, Budget, In-Year reports, IDP and AR	10% - 20%		9%	2020/21 Projected 3	
					Total Operating Expenditure	1 343 379 674		
					Taxation Expense	-		
					Total Capital Expenditure	138 163 760		
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) x 100	Statement of Financial Position, Notes to the AFS and AR	0%		0%	2020/21 Projected 3	
					PPE, Investment Property and Intangible Impairment	-		
					PPE at carrying value	3 622 760 667		
					Investment at carrying value	114 846 000		
					Intangible Assets at carrying value	6 046 108		
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) x 100	Statement of Financial Position, Statement of Financial Performance, IDP, Budgets and In-Year Reports	8%		5%	2020/21 Projected 3	Repairs & maintenance comprises 15.14% of total expenditure. Asset value was enhanced with the introduction of GRAP i.r.o. Depreciated Replacement Cost
					Total Repairs and Maintenance Expenditure	203 430 506		
					PPE at carrying value	3 622 760 667		
					Investment Property at Carrying value	114 846 000		
B. Debtors Management								
1	Collection Rate	(Gross Debtors Closing Balance + Billed Revenue - Gross Debtors Opening Balance - Bad Debts Written Off)/Billed Revenue x 100	Statement of Financial Position, Statement of Financial Performance, Notes to the AFS, Budget , In-Year Reports, IDP and AR	95%		99%	2020/21 Projected 3	
					Gross Debtors closing balance	101 117 127		
					Gross Debtors opening balance	95 393 519		
					Bad debts written Off	500 000		
					Billed Revenue	998 999 629		

RATIO		FORMULA	DATA SOURCE	NORM/RANGE	INPUT DESCRIPTION	DATA INPUTS AND RESULTS	INTERPRETATION	MUNICIPAL COMMENTS (#)
2	Bad Debts Written-off as % of Provision for Bad Debt	Bad Debts Written-off/Provision for Bad debts x 100	Statement of Financial Position, Statement of Financial Performance, Notes to the AFS, Budget and AR	100%		2%	2020/21 Projected 3	The normrange appears incorrect
					Consumer Debtors Bad debts written off	500 000		
					Consumer Debtors Current bad debt Provision	23 595 599		

3	Net Debtors Days	((Gross Debtors - Bad debt Provision)/ Actual Billed Revenue)) x 365	Statement of Financial Position, Statement of Financial Performance, Notes to the AFS, Budget and AR	30 days		28 days	2020/21 Projected 3	
					Gross debtors	101 117 127		
					Bad debts Provision	23 595 599		
					Billed Revenue	998 999 629		

C. Liquidity 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		4 Month	2020/21 Projected 3	
					Cash and cash equivalents	107 065 240		
					Unspent Conditional Grants	-		
					Overdraft	-		
					Short Term Investments	330 000 000		
					Total Annual Operational Expenditure	1 343 379 674		

2	Current Ratio	Current Assets / Current Liabilities	Statement of Financial Position, Budget, IDP and AR	1.5 - 2:1		2.40	2020/21 Projected 3	
					Current Assets	579 754 106		
					Current Liabilities	241 217 889		

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 00	Statement of Financial Position, Statement of Cash Flows, Statement of Financial Performance, Budget, IDP, In-Year Reports and AR	6% - 8%		7%	2020/21 Projected 3	
					Interest Paid	54 249 245		
					Redemption	42 244 045		
					Total Operating Expenditure	1 343 379 674		
					Taxation Expense	-		

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%		45%	2020/21 Projected 3	
					Total Debt	509 452 584		
					Total Operating Revenue	1 167 262 516		
					Operational Conditional Grants	39 609 240		

E. Sustainability

1	Level of Cash Backed Reserves (Net Assets - Accumulated Surplus)	(Cash and Cash Equivalents - Bank overdraft + Short Term Investment + Long Term Investment - Unspent grants) / (Net Assets - Accumulated Surplus - Non Controlling Interest Share Premium - Share Capital - Fair Value Adjustment - Revaluation Reserve) x 100	Statement Financial Position, Budget and AR	100%		15001%	2020/21 Projected 3	
					Cash and cash Equivalents	107 065 240		
					Bank Overdraft	-		
					Short Term Investment	330 000 000		
					Long Term Investment	65 460 010		
					Unspent Grants	-		
					Net Assets	3 432 473 058		
					Share Premium	-		
					Share Capital	-		
					Revaluation Reserve	-		
					Fair Value Adjustment Reserve	-		
					Accumulated Surplus	3 429 123 058		

RATIO	FORMULA	DATA SOURCE	NORM/RANGE	INPUT DESCRIPTION	DATA INPUTS AND RESULTS	INTERPRETATION	MUNICIPAL COMMENTS (#)
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2. FINANCIAL PERFORMANCE

A. Efficiency

1	Net Operating Surplus Margin	(Total Operating Revenue - Total Operating Expenditure)/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%		-15%	2020/21 Projected 3	With the introduction of GRAP assets were assessed at DRC, which included assets already depreciated but adjusted because of useful remaining life. Due to increased depreciation this indicator is not a true reflection of cash backed revenue surplus to expenditure.
					Total Operating Revenue	1 167 262 516		
					Depreciation - Revalued Portion (Only populate if depreciation line item in the Statement of Financial Performance is based on the revalued asset value)	-		
					Total Operating Expenditure	1 343 379 674		
					Taxation Expense	-		

2	Net Surplus /Deficit Electricity	Total Electricity Revenue less Total Electricity Expenditure/Total Electricity Revenue x 100	Statement of Financial Performance, Notes to AFS, Budget, IDP, In-Year reports and AR	0% - 15%		10%	2020/21 Projected 3	
					Total Electricity Revenue	507 560 331		
					Total Electricity Expenditure	456 762 523		

3	Net Surplus /Deficit Water	Total Water Revenue less Total Water Expenditure/Total Water Revenue x 100	Statement of Financial Performance, Budget, IDP, In-Year reports and AR	= or > 0%		17%	2020/21 Projected 3	
					Total Water Revenue	167 683 119		
					Total Water Expenditure	139 970 218		

4	Net Surplus /Deficit Refuse	Total Refuse Revenue less Total Refuse Expenditure/Total Refuse Revenue x 100	Statement of Financial Performance, Budget, IDP, In-Year reports and AR	= or > 0%		15%	2020/21 Projected 3	
					Total Refuse Revenue	103 336 633		
					Total Refuse Expenditure	88 335 329		

5	Net Surplus /Deficit Sanitation and Waste Water	Total Sanitation and Waste Water Revenue less Total Sanitation and Waste Water Expenditure/Total Sanitation and Waste Water Revenue x 100	Statement of Financial Performance, Notes to AFS, Budget, IDP, In-Year reports and AR	= or > 0%		4%	2020/21 Projected 3	
					Total Sanitation and Water Waste Revenue	112 140 426		
					Total Sanitation and Water Waste Expenditure	107 928 239		

B. Distribution Losses

1	Electricity Distribution Losses (Percentage)	(Number of Electricity Units Purchased and/or Generated - Number of units sold) / Number of Electricity Units Purchased and/or generated) x 100	Annual Report, Audit Report and Notes to Annual Financial Statements	7% - 10%		6%	2020/21 Projected 3	
					Number of units purchased and/or generated	266 820 772		
					Number of units sold	251 582 532		

2	Water Distribution Losses (Percentage)	(Number of Kilolitres Water Purchased or Purified - Number of Kilolitres Water Sold) / Number of Kilolitres Water Purchased or Purified x 100	Annual Report, Audit Report and Notes to Annual Financial Statements	15% - 30%		18%	2020/21 Projected 3	
					Number of kilolitres purchased and/or purified	7 737 818		
					Number of kilolitres sold	6 370 212		

RATIO	FORMULA	DATA SOURCE	NORM/RANGE	INPUT DESCRIPTION	DATA INPUTS AND RESULTS	INTERPRETATION	MUNICIPAL COMMENTS (#)
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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		0%	2020/21 Projected 3	
					Number of Active Debtors Accounts (Previous)	48 613		
					Number of Active Debtors Accounts (Current)	48 613		

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		7%	2020/21 Projected 3	Growth above inflation should not be penalised
					CPI	5%		
					Total Revenue (Previous)	1 227 597 150		
					Total Revenue (Current)	1 310 323 271		

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		9%	2020/21 Projected 3	Growth above inflation should not be penalised
					CPI	5%		
					Total Revenue Exl.Capital (Previous)	1 167 262 516		
					Total Revenue Exl.Capital (Current)	1 268 159 511		

D. Expenditure Management

1	Creditors Payment Period (Trade Creditors)	Trade Creditors Outstanding / Credit Purchases (Operating and Capital) x 365	Statement of Financial Performance, Notes to AFS, Budget, In-Year reports and AR	30 days		26 days	2020/21 Projected 3	
					Trade Creditors	54 780 960		
					Contracted Services	157 748 204		
					Repairs and Maintenance	100 631 930		
					General expenses	66 005 511		
					Bulk Purchases	318 999 702		
					Capital Credit Purchases (Capital Credit Purchases refers to additions of Investment Property and Property, Plant and Equipment)	138 163 760		

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%		0%	2020/21 Projected 3	
					Irregular, Fruitless and Wasteful and Unauthorised Expenditure	-		
					Total Operating Expenditure	1 343 379 674		
					Taxation Expense	-		

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%		32%	2020/21 Projected 3	
					Employee/personnel related cost	423 094 438		
					Councillors Remuneration	11 500 801		
					Total Operating Expenditure	1 343 379 674		
					Taxation Expense	-		

4	Contracted Services % of Total	Contracted Services / Total Operating Expenditure	Statement of Financial Performance,	20% - 50%		17%	2020/21 Projected 3	Cost analysis conducted to deliver cost effective
					Contracted Services	230 737 916		

RATIO		FORMULA	DATA SOURCE	NORM/RANGE	INPUT DESCRIPTION	DATA INPUTS AND RESULTS	INTERPRETATION	MUNICIPAL COMMENTS (#)
4	Operating Expenditure	x100	Budget, IDP, In-Year reports and AR	2% - 3%	Total Operating Expenditure	1 343 379 674	2020/21 Projected 3	deliver cost effective services.
					Taxation Expense	-		

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		69%	2020/21 Projected 3	
					Internally generated funds	42 000 000		
					Borrowings	54 000 000		
					Total Capital Expenditure	138 163 760		
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		30%	2020/21 Projected 3	
					Internally generated funds	42 000 000		
					Total Capital Expenditure	138 163 760		
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		91%	2020/21 Projected 3	
					Total Revenue	1 310 323 271		
					Government grant and subsidies	157 468 240		
					Public contributions and Donations	-		
					Capital Grants	42 163 760		

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%		100%	2020/21 Projected 3	
					Actual Capital Expenditure	138 163 760		
					Budget Capital Expenditure	138 163 760		
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%		100%	2020/21 Projected 3	
					Actual Operating Expenditure	1 343 379 674		
					Budget Operating Expenditure	1 343 379 674		
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%		100%	2020/21 Projected 3	
					Actual Operating Revenue	1 268 159 511		
					Budget Operating Revenue	1 268 159 511		
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%		100%	2020/21 Projected 3	
					Actual Service Charges and Property Rates Revenue	998 999 629		
					Budget Service Charges and Property Rates Revenue	998 999 629		



NATIONAL TREASURY

MFMA Circular No 71

Municipal Finance Management Act No. 56 of 2003

Annexure 2

Interpretation of results

	The green colour indicates that the result is within the norm and is acceptable
	The red colour indicates that the result is not acceptable and corrective actions/plans should be put in place to improve the results.
	Data should be captured in the blue colour cell to calculate a ratio.
#	In situations where the results are not within the acceptable norm, corrective actions/plans should be taken and referenced

Template for Calculation of Uniform Financial Ratios and Norms 2021/22 Projected

RATIO		FORMULA	DATA SOURCE	NORM/RANGE	INPUT DESCRIPTION	DATA INPUTS AND RESULTS	INTERPRETATION	MUNICIPAL COMMENTS (#)
" R 000 "								
1. FINANCIAL POSITION								
A. Asset Management/Utilisation								
1	Capital Expenditure to Total Expenditure	Total Capital Expenditure / Total Expenditure (Total Operating expenditure + Capital expenditure) x 100	Statement of Financial Position, Statement of Financial Performance, Notes to the AFS, Budget, In-Year reports, IDP and AR	10% - 20%		10%	2021/22 Projected 2	
					Total Operating Expenditure	1 432 563 884		
					Taxation Expense	-		
					Total Capital Expenditure	154 324 119		
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) x 100	Statement of Financial Position, Notes to the AFS and AR	0%		0%	2021/22 Projected 2	
					PPE, Investment Property and Intangible Impairment	-		
					PPE at carrying value	3 646 862 945		
					Investment at carrying value	114 846 000		
					Intangible Assets at carrying value	6 046 108		
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) x 100	Statement of Financial Position, Statement of Financial Performance, IDP, Budgets and In-Year Reports	8%		6%	2021/22 Projected 2	Repairs & maintenance comprises 15.03% of total expenditure. Asset value was enhanced with the introduction of GRAP i.r.o. Depreciated Replacement Cost
					Total Repairs and Maintenance Expenditure	215 289 782		
					PPE at carrying value	3 646 862 945		
					Investment Property at Carrying value	114 846 000		
B. Debtors Management								
1	Collection Rate	(Gross Debtors Closing Balance + Billed Revenue - Gross Debtors Opening Balance - Bad Debts Written Off)/Billed Revenue x 100	Statement of Financial Position, Statement of Financial Performance, Notes to the AFS, Budget , In-Year Reports, IDP and AR	95%		99%	2021/22 Projected 2	
					Gross Debtors closing balance	107 184 156		
					Gross Debtors opening balance	101 117 127		
					Bad debts written Off	500 000		
					Billed Revenue	1 105 597 734		

RATIO		FORMULA	DATA SOURCE	NORM/RANGE	INPUT DESCRIPTION	DATA INPUTS AND RESULTS	INTERPRETATION	MUNICIPAL COMMENTS (#)
2	Bad Debts Written-off as % of Provision for Bad Debt	Bad Debts Written-off/Provision for Bad debts x 100	Statement of Financial Position, Statement of Financial Performance, Notes to the AFS, Budget and AR	100%		2%	2021/22 Projected 2	The normrange appears incorrect
					Consumer Debtors Bad debts written off	500 000		
					Consumer Debtors Current bad debt Provision	25 011 334		

3	Net Debtors Days	((Gross Debtors - Bad debt Provision)/ Actual Billed Revenue)) x 365	Statement of Financial Position, Statement of Financial Performance, Notes to the AFS, Budget and AR	30 days		27 days	2021/22 Projected 2	
					Gross debtors	107 184 156		
					Bad debts Provision	25 011 334		
					Billed Revenue	1 105 597 734		

C. Liquidity 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		4 Month	2021/22 Projected 2	
					Cash and cash equivalents	85 210 921		
					Unspent Conditional Grants	-		
					Overdraft	-		
					Short Term Investments	340 000 000		
					Total Annual Operational Expenditure	1 432 563 884		

2	Current Ratio	Current Assets / Current Liabilities	Statement of Financial Position, Budget, IDP and AR	1.5 - 2:1		2.60	2021/22 Projected 2	
					Current Assets	586 301 242		
					Current Liabilities	225 681 656		

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 00	Statement of Financial Position, Statement of Cash Flows, Statement of Financial Performance, Budget, IDP, In-Year Reports and AR	6% - 8%		7%	2021/22 Projected 2	
					Interest Paid	56 057 586		
					Redemption	47 006 548		
					Total Operating Expenditure	1 432 563 884		
					Taxation Expense	-		

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%		38%	2021/22 Projected 2	
					Total Debt	512 446 036		
					Total Operating Revenue	1 392 312 841		
					Operational Conditional Grants	38 489 250		

E. Sustainability

1	Level of Cash Backed Reserves (Net Assets - Accumulated Surplus)	(Cash and Cash Equivalents - Bank overdraft + Short Term Investment + Long Term Investment - Unspent grants) / (Net Assets - Accumulated Surplus - Non Controlling Interest Share Premium - Share Capital - Fair Value Adjustment - Revaluation Reserve) x 100	Statement Financial Position, Budget and AR	100%		14789%	2021/22 Projected 2	
					Cash and cash Equivalents	85 210 921		
					Bank Overdraft	-		
					Short Term Investment	340 000 000		
					Long Term Investment	73 190 505		
					Unspent Grants	-		
					Net Assets	3 462 024 765		
					Share Premium	-		
					Share Capital	-		
					Revaluation Reserve	-		
					Fair Value Adjustment Reserve	-		
					Accumulated Surplus	3 458 654 765		

RATIO	FORMULA	DATA SOURCE	NORM/RANGE	INPUT DESCRIPTION	DATA INPUTS AND RESULTS	INTERPRETATION	MUNICIPAL COMMENTS (#)
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2. FINANCIAL PERFORMANCE

A. Efficiency

1	Net Operating Surplus Margin	(Total Operating Revenue - Total Operating Expenditure)/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%		-3%	2021/22 Projected 2	With the introduction of GRAP assets were assessed at DRC, which included assets already depreciated but adjusted because of useful remaining life. Due to increased depreciation this indicator is not a true reflection of cash backed revenue surplus to expenditure.
					Total Operating Revenue	1 392 312 841		
					Depreciation - Revalued Portion (Only populate if depreciation line item in the Statement of Financial Performance is based on the revalued asset value)	-		
					Total Operating Expenditure	1 432 563 884		
					Taxation Expense			

2	Net Surplus /Deficit Electricity	Total Electricity Revenue less Total Electricity Expenditure/Total Electricity Revenue x 100	Statement of Financial Performance, Notes to AFS, Budget, IDP, In-Year reports and AR	0% - 15%		12%	2021/22 Projected 2	
					Total Electricity Revenue	581 174 269		
					Total Electricity Expenditure	512 127 739		

3	Net Surplus /Deficit Water	Total Water Revenue less Total Water Expenditure/Total Water Revenue x 100	Statement of Financial Performance, Budget, IDP, In-Year reports and AR	= or > 0%		12%	2021/22 Projected 2	
					Total Water Revenue	168 491 072		
					Total Water Expenditure	147 634 217		

4	Net Surplus /Deficit Refuse	Total Refuse Revenue less Total Refuse Expenditure/Total Refuse Revenue x 100	Statement of Financial Performance, Budget, IDP, In-Year reports and AR	= or > 0%		20%	2021/22 Projected 2	
					Total Refuse Revenue	115 931 936		
					Total Refuse Expenditure	93 055 771		

5	Net Surplus /Deficit Sanitation and Waste Water	Total Sanitation and Waste Water Revenue less Total Sanitation and Waste Water Expenditure/Total Sanitation and Waste Water Revenue x 100	Statement of Financial Performance, Notes to AFS, Budget, IDP, In-Year reports and AR	= or > 0%		5%	2021/22 Projected 2	
					Total Sanitation and Water Waste Revenue	119 850 856		
					Total Sanitation and Water Waste Expenditure	113 687 136		

B. Distribution Losses

1	Electricity Distribution Losses (Percentage)	(Number of Electricity Units Purchased and/or Generated - Number of units sold) / Number of Electricity Units Purchased and/or generated) x 100	Annual Report, Audit Report and Notes to Annual Financial Statements	7% - 10%		6%	2021/22 Projected 2	
					Number of units purchased and/or generated	266 020 772		
					Number of units sold	250 582 532		

2	Water Distribution Losses (Percentage)	(Number of Kilolitres Water Purchased or Purified - Number of Kilolitres Water Sold) / Number of Kilolitres Water Purchased or Purified x 100	Annual Report, Audit Report and Notes to Annual Financial Statements	15% - 30%		18%	2021/22 Projected 2	
					Number of kilolitres purchased and/or purified	8 037 818		
					Number of kilolitres sold	6 570 212		

RATIO	FORMULA	DATA SOURCE	NORM/RANGE	INPUT DESCRIPTION	DATA INPUTS AND RESULTS	INTERPRETATION	MUNICIPAL COMMENTS (#)
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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		0%	2021/22 Projected 2	
					Number of Active Debtors Accounts (Previous)	48 613		
					Number of Active Debtors Accounts (Current)	48 613		

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		12%	2021/22 Projected 2	Growth above inflation should not be penalised
					CPI	5%		
					Total Revenue (Previous)	1 310 323 271		
					Total Revenue (Current)	1 461 305 591		

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		10%	2021/22 Projected 2	Growth above inflation should not be penalised
					CPI	5%		
					Total Revenue Exl.Capital (Previous)	1 268 159 511		
					Total Revenue Exl.Capital (Current)	1 392 312 841		

D. Expenditure Management

1	Creditors Payment Period (Trade Creditors)	Trade Creditors Outstanding / Credit Purchases (Operating and Capital) x 365	Statement of Financial Performance, Notes to AFS, Budget, In-Year reports and AR	30 days		18 days	2021/22 Projected 2	
					Trade Creditors	42 376 235		
					Contracted Services	159 676 086		
					Repairs and Maintenance	105 967 658		
					General expenses	70 181 568		
					Bulk Purchases	368 859 355		
					Capital Credit Purchases (<i>Capital Credit Purchases refers to additions of Investment Property and Property, Plant and Equipment</i>)	154 324 119		

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%		0%	2021/22 Projected 2	
					Irregular, Fruitless and Wasteful and Unauthorised Expenditure	-		
					Total Operating Expenditure	1 432 563 884		
					Taxation Expense	-		

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%		32%	2021/22 Projected 2	
					Employee/personnel related cost	448 067 325		
					Councillors Remuneration	12 020 340		
					Total Operating Expenditure	1 432 563 884		
					Taxation Expense	-		

4	Contracted Services % of Total	Contracted Services / Total Operating Expenditure	Statement of Financial Performance,	20% - 50%		17%	2021/22 Projected 2	Cost analysis conducted to deliver cost effective
					Contracted Services	236 377 961		

RATIO		FORMULA	DATA SOURCE	NORM/RANGE	INPUT DESCRIPTION	DATA INPUTS AND RESULTS	INTERPRETATION	MUNICIPAL COMMENTS (#)
4	Operating Expenditure	x100	Budget, IDP, In-Year reports and AR	2% - 3%	Total Operating Expenditure	1 432 563 884	2021/22 Projected 2	deliver cost effective services.
					Taxation Expense	-		

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		55%	2021/22 Projected 2	
					Internally generated funds	35 331 369		
					Borrowings	50 000 000		
					Total Capital Expenditure	154 324 119		
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		23%	2021/22 Projected 2	
					Internally generated funds	35 331 369		
					Total Capital Expenditure	154 324 119		
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		93%	2021/22 Projected 2	
					Total Revenue	1 461 305 591		
					Government grant and subsidies	168 542 250		
					Public contributions and Donations	-		
					Capital Grants	68 992 750		

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%		100%	2021/22 Projected 2	
					Actual Capital Expenditure	154 324 119		
					Budget Capital Expenditure	154 324 119		
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%		100%	2021/22 Projected 2	
					Actual Operating Expenditure	1 432 563 884		
					Budget Operating Expenditure	1 432 563 884		
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%		100%	2021/22 Projected 2	
					Actual Operating Revenue	1 392 312 841		
					Budget Operating Revenue	1 392 312 841		
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%		100%	2021/22 Projected 2	
					Actual Service Charges and Property Rates Revenue	1 105 597 734		
					Budget Service Charges and Property Rates Revenue	1 105 597 734		

Name Of Municipality

Ratio Analysis Report			Restated	Audited	Projected				
		Norm	2017	2018	2019	2020	2021	2022	2023
FINANCIAL POSITION									
Asset Management/Utilisation									
	1 Capital Expenditure to Total Expenditure	10% - 20%	9%	10%	13%	16%	9%	10%	N/A
	2 Impairment of Property, Plant and Equipment, Investment Property and Intangible assets (Carrying Value)	0%	0%	0%	0%	0%	0%	0%	N/A
	3 Repairs and Maintenance as a % of Property, Plant and Equipment and Investment Property (Carrying Value)	8%	3%	4%	6%	5%	5%	6%	N/A
Debtors Management									
	1 Collection Rate	95%	99%	100%	99%	99%	99%	99%	N/A
	2 Bad Debts Written-off as % of Provision for Bad Debt	100%	5%	4%	2%	2%	2%	2%	N/A
	3 Net Debtors Days	30 days	30 days	29 days	29 days	29 days	28 days	27 days	N/A
Liquidity Management									
	1 Cash / Cost Coverage Ratio (Excl. Unspent Conditional Grants)	1 - 3 Months	4 Month	6 Month	5 Month	4 Month	4 Month	4 Month	N/A
	2 Current Ratio	1.5 - 2:1	2.25	2.91	3.07	2.56	2.40	2.60	N/A
Liability Management									
	1 Capital Cost (Interest Paid and Redemption) as a % of Total Operating Expenditure	6% - 8%	7%	8%	7%	7%	7%	7%	N/A
	2 Debt (Total Borrowings) / Revenue	45%	50%	46%	44%	44%	45%	38%	N/A
FINANCIAL PERFORMANCE									
Efficiency									
	1 Net Operating Surplus Margin	= or > 0%	1%	7%	-7%	-7%	-15%	-3%	N/A
	2 Net Surplus /Deficit Electricity	0% - 15%	9%	9%	8%	5%	10%	12%	N/A
	3 Net Surplus /Deficit Water	= or > 0%	11%	7%	10%	10%	17%	12%	N/A
	4 Net Surplus /Deficit Refuse	= or > 0%	3%	-1%	-9%	4%	15%	20%	N/A
	5 Net Surplus /Deficit Sanitation and Waste Water	= or > 0%	7%	5%	11%	3%	4%	5%	N/A
Distribution Losses									
	1 Electricity Distribution Losses (Percentage)	7% - 10%	7%	5%	7%	6%	6%	6%	N/A
	2 Water Distribution Losses (Percentage)	15% - 30%	21%	19%	20%	18%	18%	18%	N/A
Revenue Management									
	1 Growth in Number of Active Consumer Accounts	None	3%	5%	0%	0%	0%	0%	N/A
	2 Revenue Growth (%)	= CPI	5%	6%	5%	7%	7%	12%	N/A
	3 Revenue Growth (%) - Excluding capital grants	= CPI	7%	4%	5%	8%	9%	10%	N/A
Expenditure Management									
	1 Creditors Payment Period (Trade Creditors)	30 days	25 days	35 days	24 days	24 days	26 days	18 days	N/A
	2 Irregular, Fruitless and Wasteful and Unauthorised Expenditure / Total Operating Expenditure	0%	1%	0%	0%	0%	0%	0%	N/A
	3 Remuneration as % of Total Operating Expenditure	25% - 40%	31%	31%	33%	33%	32%	32%	N/A
	4 Contracted Services % of Total Operating Expenditure	2% - 5%	16%	17%	18%	16%	17%	17%	N/A
Grant Dependency									
	1 Own funded Capital Expenditure (Internally generated funds + Borrowings) to Total Capital Expenditure	None	53%	35%	62%	72%	69%	55%	N/A
	2 Own funded Capital Expenditure (Internally Generated Funds) to Total Capital Expenditure	None	14%	17%	31%	34%	30%	23%	N/A
	3 Own Source Revenue to Total Operating Revenue (Including Agency Revenue)	None	88%	89%	95%	92%	91%	93%	N/A
BUDGET IMPLEMENTATION									
	1 Capital Expenditure Budget Implementation Indicator	95% - 100%	106%	90%	100%	100%	100%	100%	N/A
	2 Operating Expenditure Budget Implementation Indicator	95% - 100%	93%	94%	100%	100%	100%	100%	N/A
	3 Operating Revenue Budget Implementation Indicator	95% - 100%	100%	102%	100%	100%	100%	100%	N/A
	4 Service Charges and Property Rates Revenue Budget Implementation Indicator	95% - 100%	97%	101%	100%	100%	100%	100%	N/A

ANNEXURE I

mSCOA REGULATIONS & IMPLEMENTATION

MUNICIPAL REGULATIONS ON A STANDARD CHART OF ACCOUNTS (mSCOA): POST IMPLEMENTATION STATUS OF THE mSCOA PROJECT – MARCH 2019

Executive Summary

The purpose of this submission to Council is to:

- 1) Inform Council on specific initiatives to date by National Treasury to enable a full and complete understanding of the scope and extent of the SCOA implementation as applicable to all municipalities and municipal entities;
- 2) Report to Council on progress made to date with the implementation of mSCOA at the Overstrand Municipality since the previous report to Council.
- 3) Maintain an on-going awareness of specific mSCOA initiatives in the Overstrand Municipality; and
- 4) Considerations on the way forward with the core financial system, being SamrasClassic, currently in use by the Overstrand Municipality.

A comprehensive supplementary report in this regard, providing the necessary detail with regard to background and historic information over the past number of years for this National Treasury project, is also included at the end of the *updated status* section of this report, referenced as Annexure (to the mSCOA post implementation status of the mSCOA project).

Updated status of the mSCOA Project since the previous reporting to Council in January 2019:

The challenges experienced with the day-to-day operational requirements were also reported to Council recently with regard to the submission of the Annual Financial Statements, a shortened version of the background to this stated that since the inception of mSCOA, there have been 5 versions to date that Overstrand has had to contend with as a Pilot Site, all of them bringing new challenges with regards to chart of accounts changes. As a pilot site and having implemented mSCOA since July 2015 (started on version 5.3) has experienced more challenges over a prolonged period with the structures already created and operationally in use, especially since non-pilot municipalities started to implement with only the relevant and latest version of the mSCOA Chart, on a clean slate.

Before-mentioned historic implementation in the instance of Overstrand lead to new challenges as from 1 July 2017 and which could not be foreseen by the municipality as the municipality had no insight into the subsequent development of these particular areas to accommodate the non-pilot municipalities.

Since 01 July 2015, the municipality has officially logged 669 system queries (CIMS) with the vendor all of which relates to the implementation of mSCOA. (Annexure E) For the period 01 June 2017 to date a total of 201 system queries with varying degrees of severity were logged all of which contributed to the inability to produce quarterly financial statements.

From the period 01 July 2017 to 31 August 2018 the vendor has released 78 system changes, many of them consisting of multiple program changes. We have experienced numerous instances where one issue is resolved only to discover that another has occurred. Of the 78 system changes a total of 14 system changes with multiple program changes were implemented during period 01 July 2018 to 29 August 2018. This effectively equated to 1 suite of multiple program changes every three working days over this period.

National Treasury recently communicated the following update regarding the status of mSCOA implementation on a national level, to municipalities:

“Despite our position that was communicated that the *mSCOA* (ORGB) (data strings) must be corrected by 12 October 2018 if it does not reconcile to the Adopted Budget approved by Council, we once again have received a number of requests from municipalities for extension to correct their ORGB.

After further investigation into the reasons for such non-compliance, it is our conclusion that:

In some cases the ORGBs data strings are correct but the information on the adopted A1 schedules are incorrect (once again the A1 Schedules that were submitted to Council were not prepared in and drawn from the system). These data strings will not reconcile to the budgets unless the municipality takes the A1 Schedule back to Council for ratification. Apart from the MFMA not allowing for this until the Adjustments budget process, municipalities have already started transacting against the ORGBs. Allowing municipalities to reverse any actual transactions on posting level after month closure is not only a contravention of the *mSCOA* Regulations but will also affect the already reconciled bank accounts, stores, billing, etc. for the three months already passed;

Some municipalities have already approved and captured roll-over budgets which they are transacting against and therefore have already implemented an adjusted budget;

Most municipalities do not use and combine the correct segments to populate an accurate cash flow statement;

Municipalities do not know how to do balance sheet budgeting and as a result they are not populating tables A2, A6 and A7 in the A1 budget schedules correctly; and

Municipalities are not using the segments correctly when they budget. E.g. Municipalities are not using the project segment as the departure point for all transactions and are not populating the funding segment correctly.

Our investigation also revealed that the reason why some municipalities are not using the budget preparation modules to generate A1 Schedules directly from the financial system, is because these modules are not functioning properly, are impractical and are not user friendly. This is unacceptable and means that some system vendors are equally guilty where municipalities could not conclude the data string verifications for these reasons. It also seems as if municipalities are not allowing sufficient time for the preparation of the tabled and adopted budget at the posting level (as required in terms of *mSCOA*).

Careful consideration was given to the above challenges and after lengthy deliberations, the National Treasury resolved that it is willing to compromise in the following manner:

1. We will also request all vendors to present their budget module (specifically on the statement of financial performance (Table A4), statement of financial position (table A6) and cash flow statement (table A7) and how these feed and reconcile into the A1 Schedules to the National and Provincial Treasuries in November 2018 in order to provide guidance to vendors where required. In an attempt to ensure that, going forward, all municipalities budget directly in the financial system manage their statements of financial position and cash flow in the correct manner. Invitations for these engagements will be distributed to all system vendors and Provincial Treasuries in due course;

2. In an attempt to ensure that, going forward, all municipalities budget directly in the financial system and manage their statements of financial position and cash flow in the correct manner, the National Treasury will offer training to the municipal officials preparing the budgets on the population of the A1 budget schedules and mSCOA data strings. Details on the training will be communicated in due course;

3. The National Treasury has also secured funding to conduct independent audits on all municipal core financial systems to determine to what extent these systems comply with the functionality requirements and 15 business processes required in terms of mSCOA. These audits will commence within the next month and the results will be published and shared in a media release. These results will also inform the new transversal tender for the procurement of municipal financial systems when RT25-2016 comes to an end in March 2019; and

4. National Treasury will still submit to Parliament and the Auditor-General and publish on our website the names of all municipalities whose data strings did not reconcile to their adopted budgets.

Background/Discussion

(Information now following in this report attempts to provide the background to requirement for this report to Council, and has already previously been reported to Council)

As required by National Treasury, the mSCOA Project went live on 01 July 2017 based on the mSCOA Release Version 6.1. Although the core financial system is currently fully operational and functional, there still remain some material issues and constraints to achieve full mSCOA compliance.

National Treasury Directives and Technical Specifications

Due to the continuous changes in directives and amendments to the initial mSCOA implementation frameworks and technical system design specifications as issued by National Treasury since July 2015, it is fair and reasonable to accept that the sum total and impact of all the scope changes introduced by National Treasury to the initial scope of mSCOA implementation project plan, and in such a fragmented fashion, will still impose certain potential risks to the successful implementation of mSCOA in totality.

Vendor Technical Systems Design and Development Strategies

During the piloting process, based on circumstances, the vendor decided to retain its current legacy system and database architectures for all transactional processing, and to develop a separate Web-portal architecture as required by National Treasury for Budgeting and Reporting purposes for the mSCOA implementation phase up to 1 July 2017.

Development of the remainder of the mSCOA functional requirements for implementation was envisaged by not later than 31 September 2017, to coincide with the commencement of Budget planning cycle for the next financial year: 2018/2019, which, at the time made good business sense, given the scope of the transversal tender, RT25-2016 functional requirements as well.

It was thus also the intent of the vendor to decommission its legacy system and database architectures and to migrate all the municipal financial data to a new Web-enabled systems and database architecture, to also coincide with the commencement of the budget planning cycle for 2018/2019.

The Vendor informed the municipality during the User Acceptance Testing phase prior to 1 July 2017, that they will not be able to implement in accordance to the time frames as indicated for the intended migration strategy to the new Web-enabled architecture. At a user group meeting held in October the vendor informed the meeting that the migration to a Web-enable architecture will not take place before 01 July 2018. The Overstrand Municipality as with various other municipalities on a national basis, are currently functional with hybrid systems and database architecture framework.

As previously reported to Council, the mSCOA Project went live on 01 July 2017 based on the mSCOA Release Version 6.1 and although the core financial system is currently fully operational and functional, there still remain some material issues and constraints to achieve full mSCOA compliance.

A meeting with the service provider took place in Cape Town on 16 November 2017, where a number of municipalities discussed the most critical challenges with Bytes to ensure that these matters receive the necessary attention. It is crucial that the financial system provides for technical requirements timeously to enable the administration to comply with relevant legislation.

A subsequent meeting, as arranged by the Western Cape Provincial mSCOA Project Manager with the service provider and the municipalities involved, took place on 11 January 2018. The purpose of this meeting was to obtain feedback from Bytes regarding the status update per municipality that details the outstanding activities and planned delivery dates. The service provider was also notified at the same time that the Western Cape Provincial Treasury, together with municipalities, are working towards 31 March 2018 to ensure that all modules are fully functional and that all 3rd Party Integrations are complete and operational.

It is not foreseen that before-mentioned time-line will be achievable, taking into account the outstanding issues regarding most critical modules which still have to be addressed up to the end of March 2018.

The national and provincial treasuries have communicated on various occasions with municipalities around the successful submissions of data strings and the alignment of the C-Schedules, as the next stage of the mSCOA implementation. National Treasury intensified efforts to encourage municipalities to meet the following priorities:

- 1) Submission of TABB (Tabled Budget) data strings for 2018/19: Deadline was 5 April 2018 (as per budget circular);
- 2) Submission of PRTA (Project Detail Tabled Budget) data strings for 2018/19;
- 3) Submission of M01 to M12 (Monthly, cumulative) for 2017/18: Deadline is 10 working days after the end of the month.

Overstrand Municipality has already complied to a large extent with these requirements and have focused on the submissions that reflect an error validation status.

The implementation of mSCOA Regulations from 01 July 2017 revealed some of the challenges with version 6.1 of the chart that had to be addressed. As a result of this, the chart was updated and version 6.2 was released with the 2018/19 MFMA Budget Circular no. 89. Version 6.2 of the chart is effective from the 2018/19 budget year and was used to compile the 2018/19 MTREF.

The Way Forward with mSCOA

To date the core financial system of the municipality is functional and operational, for day-to-day transacting, primarily due to the collective efforts and competence of the Overstrand municipal officials involved with the implementation of mSCOA.

Accurate data string extracts from the web-based financial system remained a challenge to date, also in view of the fact that some vital modules are not deployed in the web yet). These and other system operational challenges are continually being logged with the service provider for solutions.

The Overstrand Municipality currently has its own existing and mutually accepted Main Agreement with the Bytes Technology Group, effective till 30 June 2019. In view of the following confirmation by National Treasury as discussed above, The municipality is currently following a proposed amendment of contract process for the financial system in terms of the enabling provisions of Section 116(3) of the Local Government: Municipal Finance Management Act 2003, Act 56 of 2003 (MFMA), in order to ensure business continuity –

The National Treasury has also secured funding to conduct independent audits on all municipal core financial systems to determine to what extent these systems comply with the functionality requirements and 15 business processes required in terms of mSCOA. These audits will commence within the next month and the results will be published and shared in a media release. These results will also inform the new transversal tender for the procurement of municipal financial systems when RT25-2016 comes to an end in March 2019;

The municipality will keep the Council and National Treasury informed of any changes to the current status.

ANNEXURE (TO THE mSCOA POST IMPLEMENTATION STATUS OF THE mSCOA PROJECT)

1. Executive Background

The Minister of Finance has, in terms of section 168 of the Local Government: Municipal Finance Management Act, 2003 (Act No.56 of 2003), and acting with the concurrence of the Minister of Cooperative Governance and Traditional Affairs gazetted the Municipal Regulations on Standard Chart of Accounts (mSCOA) into effect on 22 April 2014

The Regulation initially provided for a three year preparation and readiness window for all municipalities and municipal entities till 01 July 2017 to be compliant to the mSCOA classification framework. Since then this date for compliance has now been extended to 31 March 2019, but this Regulation:

“Shall remain in effect until the satisfactory implementation of mSCOA within the municipality and will only terminate by agreement of the Municipal Manager and the Municipal Council.”

Since the previous report submitted to management in August 2017, at least two events occurred that directly impact on the existing contractual relationship and service delivery expectations the Overstrand municipality have with its current Service Provider, being **Bytes Technology Group**:

- 1) The legislative and regulatory compliance requirements for mSCOA implementation have been amended twice by National Treasury from mSCOA V6.1 to mSCOA V 6.2 effective from 01 July 2018 and more recently, mSCOA V6.3 has been introduced in December 2018 for full compliance by not later than 31 March 2019, to co-incide with the Budget Planning Cycle for 2019/2020;
- 2) The **National Treasury Transversal Contract: RT25-2016**, effective from 01 June 2016, **for the appointment of Service Providers for the implementation of a fully Integrated Financial Management System for Local Government**, will be discontinued by National Treasury, effective from 31 May 2019, thus;
 - *“Any municipality that considers the services of an alternative system vendor will need to embark on its own procurement process consistent with Chapter 10 of the MFMA, read together with the Municipal Supply Chain Management (SCM) Regulations and the written council approved Municipal Supply Chain Management policy.”*

2. Legislative and Regulatory Frameworks

Section 216 of the Constitution of the Republic of South Africa, 1996, provides that national legislation must prescribe measures to ensure transparency and expenditure control in each sphere of government by introducing generally recognized accounting practice (GRAP), uniform expenditure classifications and uniform treasury norms and standards. The Local Government: Municipal Finance Management Act, 2003 (Act No. 56 of 2003) (MFMA), determines those measures for the local sphere of government and enables the Minister of Finance to further prescribe by regulation such measures in terms of section 168 thereof.

3. mSCOA: Scope and Overview

3.1. Business Rationale

mSCOA stands for “***municipal Standard Chart of Accounts***” and provides a uniform and standardised financial transaction classification framework. mSCOA is a “proudly South African” project researched by National Treasury based on municipal practices, reporting outcomes, policy implementation and reviews.

Prior to mSCOA, each municipality managed and reported on its financial affairs in accordance with its own organizational structure and unique chart of accounts. The result is a disjuncture amongst municipalities and municipal entities and between municipalities and the other spheres of government as to how they classify revenue and expenditure and consequently report thereon. This compromises transparency, reliability and accuracy throughout the planning and reporting process and impedes the ability of national government to integrate information and to formulate coherent policies in response to the objectives of local government.

This is done at transactional level and ensures that a municipality and its entities must have minimum business processes in place.

- **In essence it means that mSCOA is primarily a business reform rather than a mere financial reform and requires multi-dimensional recording and reporting of every transaction across 7 pre-defined segments.**

3.2. Key Objectives of mSCOA

Key Objective 1 – The mSCOA Regulations to provide for a national standard for the uniform recording and classification of municipal budget and financial information at a transaction level by prescribing a standard chart of accounts for municipalities and municipal entities which-

- Are aligned to the budget formats and accounting standards prescribed for municipalities and municipal entities and with the standard charts of accounts for national and provincial government; and
- Enable uniform information sets recorded in terms of national norms and standards across the whole of government for the purposes of national policy coordination and reporting, benchmarking and performance measurement in the local government sphere.

Key Objective 2 - The Regulations to enable the alignment of budget information with information captured in the course of the implementation of the budget.

3.3. mSCOA Classification Framework

As per the directive from National Treasury, from 01 July 2017, all municipalities had to capture all their financial transactions against a predefined classification framework, which will result in uniformity of line items in terms of revenue, expenditure, assets and liabilities.

4. mSCOA Project Governance and Management

During the Life Cycle of the mSCOA Project Implementation, National Treasury has provided various Project Implementation Frameworks to assist municipalities to achieve full compliance with all the mSCOA Legislative, Regulatory functional systems requirements. These frameworks has been applied as a reference guide by the Overstrand municipality to ensure that:

- 1) A fully informed and transparent assessment of all legislative and regulatory mSCOA functional compliance requirements are done;
- 2) All non-compliance matters are identified and assessed in terms of its relevance and,
- 3) Corrective measures to be instituted timeously to achieve full compliance status by National Treasury and the Auditor General of South Africa.

Every municipality and local government entity is ultimately responsible to ensure full compliance to all the mSCOA legislative and regulatory requirements.

Chapter 6 of the MFMA tasks the Municipal Manager of the municipality with managing the financial administration of the municipality. The Municipal Manager also has the overall responsibility to manage the successful implementation of the mSCOA project within the municipality.

The Municipal Manager, in terms of the MFMA has delegated some of these mSCOA Implementation responsibilities. The Municipal Manager has tasked an mSCOA Steering Committee and mSCOA Project Implementation Team to drive and oversee the successful implementation of the Municipal Regulations on Standard Chart of Accounts in the municipality and to advise the Municipal Manager and to report progress go to council at least on a quarterly basis.

Best practice Project Governance and Management structures and forums were established to monitor progress with the mSCOA Implementation Project and to assess the quality of service delivery by the appointed Service Provider and to report at least quarterly to council on progress being made with the mSCOA project Implementation and all other relevant matters.

5. mSCOA Project Implementation Frameworks

5.1. mSCOA Compliance Frameworks

To maximise the integrity and transparency of the mSCOA assessment process the mSCOA compliance frameworks as prescribed by National Treasury during

the various project implementation phases, were used by the Overstrand municipality.

5.1.1. RT25 –2016: ICT Due Diligence Functional Assessment Framework

The RT25 National Treasury Transversal Tender, published in the MFMA 80, dated 8 March 2016, states that:

“The technical systems specifications was designed to address not only the mSCOA requirements but also to list all the components needed to fully automate and accommodate the accountability cycle of municipalities (considering the current local government legal environment). Best Practices and Optional requirements were discerned in this tender in order to clearly identify only the essential systems functionality. Optional systems features and functions have been identified as non-regulated options / add-ons. The RT25-2016 also allowed for 3rd party integration as well as future developments. Through this approach the National Treasury allowed for a municipality to follow an evolutionary systems approach if such is preferred.”

The RT25-2016 National Treasury Transversal contract also aimed to achieve the following additional key objectives

- (a) improved data quality and credibility;
 - (b) the achievement of a greater level of standardization;
 - (c) the development of uniform data sets critical for ‘whole-of-government’ reporting;
 - (d) the standardization and alignment of the ‘local government accountability cycle’ by the regulation of not only the budget and in-year reporting formats but also the annual report and annual financial statement formats;
 - (e) the creation of the opportunity to standardize key business processes with the consequential introduction of further consistency in the management of municipal finances;
 - (f) improved transparency, accountability and governance through uniform recording of transactions at posting account level detail;
 - (g) enabling deeper data analysis and sector comparisons to improve financial performance; and
 - (h) the standardization of the account classification to facilitate mobility in financial skills within local government and between local government and other spheres as well as the private sector and to enhance the ability of local government to attract and retain skilled personnel.
- In line with the directives as stated above, the Overstrand municipality decided to follow an evolutionary process and therefor **only the**

Legislative and mSCOA regulatory functional requirements were assessed for compliance and only the core financial system, being the Samras system, was assessed.

- During the initial assessment process in 2017 it was found that:
 - 1) Some of the sub-processes/modules nominated by National Treasury in the RT25 Tender, do not require any legislative and/or mSCOA regulatory functional requirements; and,
 - 2) Some sub-process/modules do not form part of the Samras systems portfolio currently used by the Overstrand municipality and,therefor have been excluded from the functional compliance assessment process.

5.1.2. Financial Management and Internal Control Requirements

As per MFMA Circular 80, paragraph 4, (Dated 8 March 2016) states as follows:

*“Municipalities must ensure when examining the functionality of their current systems of financial management and internal control that it meets the minimum business processes and system requirements as stated in the mSCOA Regulation. In this regard it refers to a system of financial management and internal controls capable of providing for the uniform recording and classification of both municipal and financial information at a transactional level in the prescribed municipal standard chart of accounts. As a consequence, systems of financial management and internal control **must**, as a minimum, comply with these explicit business process requirements:”*

5.1.3. mSCOA Budgetary Compliance Requirements

(Reference: Addendum to MFMA Circular 80, paragraph 3, dated 18 October 2016)

Whether employing the RT25-2016 panel or not, municipalities are required to:

- 1) Have a systems-integrated IDP (integrated development plan) Module.
- 2) Have a systems-integrated Budget Module.
- 3) Enable a municipality, with effect 1 July 2017, to transact across the seven segments of mSCOA with subsystems seamlessly integrating to the core financial system.
- 4) It should specifically be noted that the due date for all these deliverables was set by the Service provider to be 31 March 2017.

5.1.4. Business Process Requirements and Associated System

(Reference: Addendum to Circular 80, Paragraph 5, dated 18 October 2016)

Any system of financial management and internal control, as a minimum, must comply with the seven main business and process components. The seven components must integrate seamlessly with the *mSCOA* general ledger and comply at a posting level to the *mSCOA* Regulations and GRAP. The seven main components are defined as follows

- 1) General Ledger;
- 2) Billing;
- 3) Supply chain management;
- 4) Assets management;
- 5) Inventory and stores;
- 6) Budgeting and planning; and
- 7) Human Resources and payroll.

Directly aligned to the defined components as listed above, fifteen major business processes have been defined within Local Government.

- These 15 business processes have been reviewed and submitted to council for approval at the council meeting held on 25 May 2017 and is reviewed annually.

6. mSCOA Training and Status of Operations – February 2019

To date, training has been provided to all applicable officials in the Overstrand municipality to:

- 1) Plan and develop Departmental budgets, but;
 - regressed from capturing budgets on the Web portal to capturing information on Excel spreadsheets by Budget Holders due to the functionality not being available on time with regard to the requirements related to the annual Budget Cycle, also with reference to the latest *nSCOA* version of the Chart (V6.3), published by National Treasury only on 7 December 2019.
Before-mentioned resulted in the release of relevant system functionality only weeks later, impacting severely on the adherence to the time-lines for tabling of the draft budget in Council during March 2019;
- 2) Process all financial data at a transactional level across all seven *mSCOA* segments, but;
 - Only still in SamrasClassic
- 3) Extract and compile all required financial and management reports across the Annual Financial Accountability Reporting Life Cycle, but;
 - This aspect still requires much manual intervention.

7. Bytes Systems and Engagements

7.1 In 2014 the Overstrand municipality opted to be one of a few municipalities selected by National Treasury to engage with our current Service Provider on a pilot mSCOA Implementation project, taking full advantage of early lessons learned and a focussed support from National Treasury. However still to date, the functional and operational status of the Samras system still does not justify an unqualified report to Council and National Treasury that the Samras system is fully mSCOA compliant, primarily due to the following issues and constraints:

- i. The current hybrid Systems Architectures (SamrasClassic and the Web-portal) maintained by the vendor in an attempt to deliver a fully functional Samras system, poses a severe risk due to the lack of proper validation rules between the two data architectures and data being ceded between the two Samras System Architectures.
- ii. Before-mentioned continues to impact on the day to day operations of the Finance Directorate mostly, and places severe pressure on the Financial Services Department (Budget/Reporting/Annual Financial Statements). This impacts on an ongoing basis in maintaining performance in adherence/compliance to deadlines related to legislation (Sub-systems/modules might reconcile or function properly on one day and then will be dysfunctional again the very next day (refer NT budget schedules, formulae and reports, with particular incidents reported to the vendor remaining unresolved relating to any permanent solutions, progress, and/or implementation.)

7.2 Bytes Systems and Engagements

As reference point again, extract from MFMA Circular 57

“Service delivery is a by-product of effective, efficient and economical processes that are informed by strategic direction, resource planning and implementation. Furthermore, a municipality with poorly designed business processes will not resolve the problem by implementing a new (financial) system.

Firstly, processes must be redesigned with the necessary data validation rules if the municipality is to improve its data integrity. This foundation is integral to ensuring that software applications generate credible information and can be used effectively by municipalities.”

ICT Industry Migration to Knowledge Based Systems Architectures

Since Y2K the demand for large databases systems and broad band data communications networks has brought about a total new paradigm how databases and Management Information Systems must be designed and developed. .

This requirement for *“knowledge based systems and best industry practice systems architectures”*, providing access to *“data on demand”* at *“anytime from anywhere”*, eventually also found its inroads into all three spheres of government in the Republic of South Africa with various ICT initiatives being deployed by various governmental institutions:

- The mSCOA initiative introduced by National Treasury in 2011, being one of them. (Reference: MFMA Circular 57: Financial Systems and Processes, dated 20 October 2011)

7.3 SAMRAS Financial System

The transactional and operational processing in the SamrasClassic environment were also at an acceptable level of functionality at the time. Flat file structures with some relational database capabilities was primarily the state of the art for Information databases and Systems Architectures, but then also primarily for a localised environment i.e. the Overstrand municipality.

However, given the emergence of *“Knowledge based systems and Database Architectures”* Bytes, our current Service Provider, at the time realised that the SamrasClassic systems and database architectures cannot be the ICT enabling platform to provide all the required functionalities going forward into the 21st Century: mSCOA and the Smart Cities concepts being some of the strategic initiatives for local government institutions.

Since 2009 Bytes made service offerings to its local government clients with the intent to also introduce best practice ICT enabling platforms as part of its internal growth strategies moving into the 21st Century.

With the advent of MSCOA, now being in its final phase of completion, it is now also the most appropriate time to assess the outcomes of the various Samras service offerings by Bytes since 2009 to determine to what extent these service offerings were able to align with the expectations of local government, enabling good governance and improved service delivery to all our communities and residents.

Summarised Overview and Assessment of the Bytes Service Offerings and Service Delivery Performance

Time frames	Bytes Service Offerings	Objective/Intent	Assessment
2013 to Date	mSCOA: Initial Bytes Implementation Project Refer Diagram 1 below	Introduced by NT to provide for a national standard for the uniform recording and classification of municipal budget and financial information at a transaction level by prescribing a standard chart of accounts for municipalities and municipal entities	The Overstrand municipality was one of the selected pilot sites to implement mSCOA in a two year time frame: 2013 to 2015. To date the Samras System still operates on two architecture platforms: The Web Portal only for budget reporting to NT in production environment at Overstrand and all operational processing still occurs in the SamrasClassic Domain. Data ceding between the two platforms remain a work in progress and an operational challenge as earlier indicated.

2015/2019	<p>Samras Modernisation, subsequently referenced /WebEnablement (Web Interface Business Process)</p> <p>Refer Diagram 2 & 3 below</p>	<p>2015 Planning - Deliver a complete Web based solution, with self-service focus for rate payers: Aligned with all financial business processes and transparency to all stakeholders.</p> <p>2016 Planning - Complete full delivery of all core processes on the Web by April 2017; sufficient time for completion of development test and handover; Construction of Computer based training.</p> <p>2019 Expectation - is to deliver a fully Web based Solution and phase out SamrasClassic by not later than December 2019.</p>	<p>Still no clear feedback regarding phasing out of the SamrasClassic.</p> <p>February 2019: Still await updated detailed Project Implementation Plan and Modernisation Scope and Specifications from Bytes. Samras User Group scheduled for 6 to 7 March 2019 provided some high level indications without detailed implementation plan made available thus far.</p>
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2018/2019 Samras Monthly Performance Ratings:

Ratings Range: 5 =Exceptionally Good Services, to 1 =Exceptionally Poor Services

- KPI Description: Deliver financial system services within agreed time, cost and quality:
- KPI Rating: Monthly performance ratings since July 2018 = 1

July 2018: The ceding of the budget were not ready in time for the year end. We could not process any transactions for almost a week at the start of the financial year due to problems with the ceding seeding of the budget.

Monthly Reviews: Not all issues on production system have been solved in time. Bi-weekly meetings held with supplier, alternatively telecon meetings as far as possible.

Before-mentioned rating also to be considered in view of the following – Due to the continuous changes in directives and amendments to the initial mSCOA implementation frameworks and technical system design specifications as issued by NT since July 2015, it is fair and reasonable to accept that the sum total and impact of scope changes introduced by NT to the initial scope of mSCOA implementation project plan, and in a fragmented fashion, impacted on service providers to some extent and still impose potential risks to successful implementation of mSCOA in totality.

Diagram 1- mSCOA Service Offering – 2015/2016

High Level Scope - Project Plan



Diagram 2 - mSCOA Samras Modernisation 2015/2016

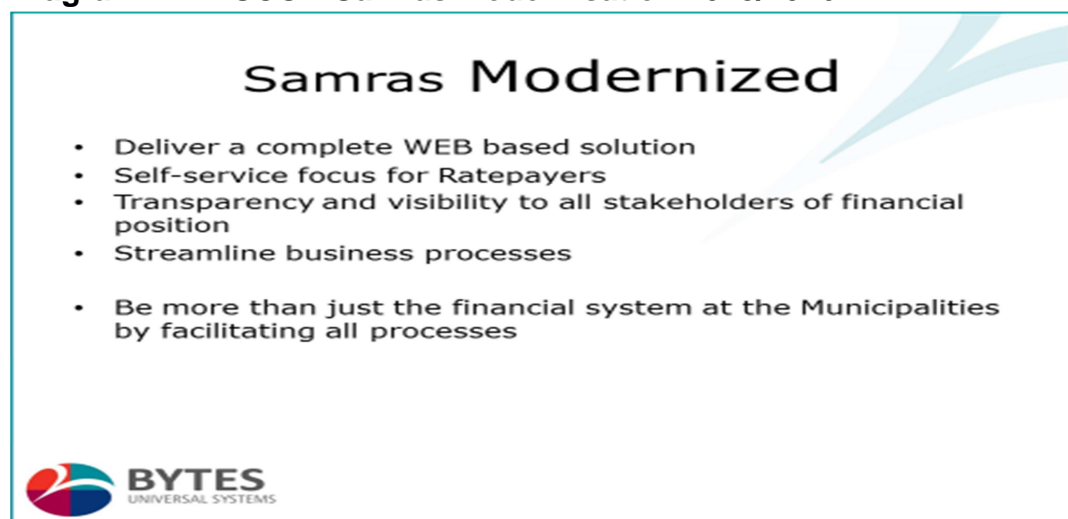


Diagram 3 - Web Interface mSCOA Business Process – 2016/2017

DELIVERY OF WEB INTERFACE mSCOA BUSINESS PROCESSES



Phases are indicated by number with the final delivery date indicated for that Web Interface after the phase number

Dates indicate the date training material is complete and services is ready to start customer implementations

Separate rollout plans per customer for Web Interface still need to be defined





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CONTENTS • INHOUD

No.

Page
No. Gazette
No.**GOVERNMENT NOTICE****National Treasury***Government Notice*

R. 312 Local Government: Municipal Finance Management Act (56/2003): Municipal Regulations on Standard Chart of Accounts	3	37577
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GOVERNMENT NOTICE

NATIONAL TREASURY

No. R. 312

22 April 2014

LOCAL GOVERNMENT: MUNICIPAL FINANCE MANAGEMENT ACT, 2003: MUNICIPAL REGULATIONS ON STANDARD CHART OF ACCOUNTS

The Minister of Finance has, in terms of section 168 of the Local Government: Municipal Finance Management Act, 2003 (Act No. 56 of 2003), and acting with the concurrence of the Minister of Cooperative Governance and Traditional Affairs, made the regulations as set out in the Annexure.

ANNEXURE

Preamble

Section 216 of the Constitution of the Republic of South Africa, 1996, provides that national legislation must prescribe measures to ensure transparency and expenditure control in each sphere of government by introducing generally recognised accounting practice, uniform expenditure classifications and uniform treasury norms and standards. The Local Government: Municipal Finance Management Act, 2003 (Act No. 56 of 2003), determines those measures for the local sphere of government and enables the Minister of Finance to further prescribe by regulation such measures in terms of section 168 thereof. The National Treasury is responsible for enforcing compliance with such measures, in addition to those functions assigned to it in terms of the Public Finance Management Act, 1999 (Act No. 1 of 1999). The National Treasury must compile national accounts incorporating all three spheres of government.

Uniform expenditure classifications have already been established and implemented for national and provincial government departments. These Regulations propose segments and a classification framework for the standard chart of accounts to be applied in local government in similar form to that implemented for national and provincial government departments. In order to enable the National Treasury to provide consolidated local government information for incorporation in national accounts, national policy and other purposes, it must obtain financial information from individual municipalities. Currently, each municipality manages and reports on its financial affairs in accordance with its own organisational structure and unique chart of accounts. The result is a disjuncture amongst municipalities and municipal entities and between municipalities and the other spheres of government as to how they classify revenue and expenditure and consequently report thereon. This compromises transparency, reliability and accuracy throughout the planning and reporting process and impedes the ability of national government to integrate information and to formulate coherent policies in response to the objectives of local government.

Therefore it is necessary for the Minister of Finance to specify national norms and standards for the recording and collection of local government budget, financial and non-financial information which will include in some instances the specification of information required for national policy coordination and reporting. This will result in an improved understanding of the role of local government in the broader national policy framework and linkage to other government functions.

The Municipal Budget and Reporting Regulations, 2009, provide for the formalisation of norms and standards in order to improve the credibility, sustainability, transparency, accuracy and reliability of municipal budgets. The prescribed budget formats provide the framework for the identification of the categories of municipal

financial and non-financial information required in developing municipal budgets. A key objective of the proposed Regulations is to enable the alignment of budget information with information captured in the course of the implementation of the budget.

Additional key objectives, which also illustrate the potential benefits, include-

- (a) improved data quality and credibility;
- (b) the achievement of a greater level of standardisation;
- (c) the development of uniform data sets critical for 'whole-of-government' reporting;
- (d) the standardisation and alignment of the 'local government accountability cycle' by the regulation of not only the budget and in-year reporting formats but also the annual report and annual financial statement formats;
- (e) the creation of the opportunity to standardise key business processes with the consequential introduction of further consistency in the management of municipal finances;
- (f) improved transparency, accountability and governance through uniform recording of transactions at posting account level detail;
- (g) enabling deeper data analysis and sector comparisons to improve financial performance; and
- (h) the standardisation of the account classification to facilitate mobility in financial skills within local government and between local government and other spheres as well as the private sector and to enhance the ability of local government to attract and retain skilled personnel.

These Regulations apply to all municipalities and municipal entities and indicate its applicability and relevance to each specific municipal environment while accommodating organisational uniqueness and structural differences. These Regulations also proposes the specification of minimum business process requirements for municipalities and municipal entities as well as the implementation of processes within an integrated transaction processing environment.

TABLE OF CONTENTS**CHAPTER 1****INTERPRETATION, OBJECT AND APPLICATION**

1. Definitions
2. Object of these Regulations
3. Application of these Regulations

CHAPTER 2**STANDARD CHART OF ACCOUNTS FOR MUNICIPALITIES AND MUNICIPAL ENTITIES**

4. Segments and classification framework for standard chart of accounts
5. Implementation requirements

CHAPTER 3**MINIMUM BUSINESS PROCESS AND SYSTEM REQUIREMENTS**

6. Minimum business process requirements
7. Minimum system requirements

CHAPTER 4**TECHNICAL COMMITTEE FOR STANDARD CHART OF ACCOUNTS**

8. Establishment of Technical Committee for Standard Chart of Accounts
9. Composition of SCOA Committee
10. Functions of SCOA Committee
11. Meetings of SCOA Committee

CHAPTER 5**IMPLEMENTATION OF STANDARD CHART OF ACCOUNTS**

12. Responsibilities of municipal councils and boards of directors
13. Responsibilities of accounting officers

CHAPTER 6

GENERAL

- 14. Access by National Treasury
- 15. Postponement of implementation and exemption
- 16. Short title and commencement

SEGMENTS OF STANDARD CHART OF ACCOUNTS FOR MUNICIPALITIES AND MUNICIPAL ENTITIES

CHAPTER 1

INTERPRETATION, OBJECT AND APPLICATION

Definitions

1. In these Regulations, a word or expression to which a meaning has been assigned in the Regulation has the same meaning as in the Act and unless the context indicates otherwise—

“Act” means the Local Government: Municipal Finance Management Act, 2003 (Act No. 56 of 2003);

“board of directors”, in relation to a municipal entity, has the meaning assigned to it in section 1 of the Local Government: Municipal Systems Act, 2000 (Act No. 32 of 2000);

“business processes” means the set of activities taking place from the initiation of a process within a municipality or municipal entity to the completion thereof;

“classification framework” means the classification framework provided for in the standard chart of accounts;

“Director-General” means the Director-General of the National Treasury;

“general ledger” means the central depository of accounting data transferred from all sub-ledgers;

“minimum business process requirements” means the set of minimum components of all business processes determined in terms of regulation 6;

“minimum system requirements” means those specifications for an integrated software solution, incorporating an enterprise resource management system determined in terms of regulation 7;

“municipal entity” has the meaning assigned to it in section 1 of the Local Government: Municipal Systems Act, 2000;

“municipal council” has the meaning assigned to it in section 1 of the Local Government: Municipal Structures Act, 1998 (Act No. 117 of 1998);

“municipality” has the meaning assigned to it in section 1 of the Local Government: Municipal Systems Act, 2000;

“SCOA Committee” means the Technical Committee for the Standard Chart of Accounts for municipalities and municipal entities established by regulation 8; and

“standard chart of accounts” means a multi-dimensional classification framework providing the method and format for recording and classifying financial transaction information in the general ledger forming part of the books of account containing a standard list of all available accounts.

Object of these Regulations

2. The object of these Regulations is to provide for a national standard for the uniform recording and classification of municipal budget and financial information at a transaction level by prescribing a standard chart of accounts for municipalities and municipal entities which—

- (a) are aligned to the budget formats and accounting standards prescribed for municipalities and municipal entities and with the standard charts of accounts for national and provincial government; and
- (b) enable uniform information sets recorded in terms of national norms and standards across the whole of government for the purposes of national policy coordination and reporting, benchmarking and performance measurement in the local government sphere.

Application of these Regulations

3. These Regulations apply to all municipalities and municipal entities.

CHAPTER 2

STANDARD CHART OF ACCOUNTS FOR MUNICIPALITIES AND MUNICIPAL ENTITIES

Segments and classification framework for the standard chart of accounts

4.(1) The standard chart of accounts for a municipality or municipal entity must contain the segments as set out in the Schedule.

(2) The Minister must, by notice on the website of the National Treasury, determine the classification framework provided for in the standard chart of accounts.

Implementation requirements

- 5.(1) The standard chart of accounts of a municipality or municipal entity—
- (a) must contain the segments in the Schedule as required by regulation 4(1);
 - (b) must accurately record all financial transactions and data in the applicable segment; and
 - (c) may not contain data which is mapped or extrapolated or which otherwise does not reflect transactions recorded or measured by the municipality or municipal entity.
- (2) The financial and business applications or systems used by a municipality or municipal entity must—
- (a) provide for the hosting of the general ledger structured in accordance with the classification framework determined in terms of regulation 4(2);
 - (b) be capable of accommodating and operating the standard chart of accounts;
 - (c) provide a portal allowing for free access, for information purposes, to the general ledger of the municipality or municipal entity, by any person authorised by the Director-General or the Accounting officer of the municipality.
- (3) Each municipality and municipal entity must have, or have access to, computer hardware with sufficient capacity to run the software which complies with the requirements in sub-regulation (2).

CHAPTER 3**MINIMUM BUSINESS PROCESS AND SYSTEM REQUIREMENTS****Minimum business process requirements**

- 6.(1) The Minister may, by notice in the *Gazette*, determine minimum business process requirements for municipalities and municipal entities to enable implementation of regulations 4 and 5.
- (2) Each municipality and municipal entity must implement the minimum business process requirements by the date determined in the notice referred to in sub-regulation (1).

Minimum system requirements

7.(1) The Minister may, by notice in the *Gazette*, determine the minimum system requirements for municipalities and municipal entities to enable implementation of regulations 4 and 5.

(2) Each municipality and municipal entity must implement the minimum system requirements by the date determined in the notice referred to in sub-regulation (1).

CHAPTER 4**TECHNICAL COMMITTEE FOR STANDARD CHART OF ACCOUNTS****Establishment of Technical Committee for Standard Chart of Accounts**

8. A committee known as the Technical Committee for the Standard Chart of Accounts is hereby established as a structure of the National Treasury.

Composition of SCOA Committee

9.(1) The SCOA Committee must consist of—

- (a) a chairperson;
- (b) a deputy chairperson;
- (c) five other members, each representing the functional areas of public finance, intergovernmental relations, accounting, budget office and supply chain management; and
- (d) such further members as the Director-General considers necessary;

(2) The Director-General must designate employees of the National Treasury as members of the SCOA Committee in the respective capacities for a term of three years.

(3) A member referred to in sub-regulation (1)(c) or (d) may nominate an alternate to act in that member's stead if unavailable.

(4) The deputy chairperson of the SCOA Committee must act in the place of the chairperson of the Committee if unavailable.

(5) The Director General must take all reasonable steps to ensure that the SCOA Committee is provided with the technical, administrative, financial and logistical resources to enable it to fulfil its function and must determine its procedures.

Functions of SCOA Committee

10. The SCOA Committee—

- (a) must review the classification framework and, where required, make recommendations to the Minister on amendments to that framework;
- (b) must develop guidelines and training material that are aligned to the classification framework determined from time to time in terms of regulation 4(2);
- (c) must review the implementation of the standard chart of accounts in government as a whole to ensure the alignment of the standard chart of accounts provided for in these Regulations and the standard chart of accounts applicable in national and provincial government;
- (d) when required to align these Regulations with changes to other legislation applicable to local government, must make recommendations to the Minister on amendments to these Regulations;
- (e) must undertake such other functions relating to the implementation of these Regulations as the Minister may direct;
- (f) may make recommendations to the Director-General and the Minister on any matter referred to in paragraphs (b), (c) and (e); and
- (g) must undertake any functions necessarily ancillary to any matter referred to in paragraphs (a) to (f).

Meetings of SCOA Committee

11. The chairperson of the SCOA Technical Committee or the Director-General may, as required, convene meetings of the Committee, but the Committee must convene at least once a year.

CHAPTER 5

RESPONSIBILITIES OF MUNICIPAL FUNCTIONARIES

Responsibilities of municipal councils and boards of directors

12. The municipal council of a municipality and the board of directors of a municipal entity must take the necessary steps to ensure that these Regulations are implemented by the adoption of any resolutions, policies and budgetary provisions necessary for the implementation of these Regulations.

Responsibilities of accounting officers

13. The accounting officer of a municipality or municipal entity must take all necessary steps to ensure that these Regulations are implemented by at least—

- (a) delegating the necessary powers and duties to the appropriate officials;
- (b) ensuring that the responsible officials have the necessary capacity by providing for training and ensuring that they attend training or workshops provided by the National Treasury;
- (c) ensuring that the financial and business applications of the municipality or municipal entity have the capacity to accommodate the implementation of these Regulations and that the required modifications or upgrades are implemented; and
- (d) submitting reports and recommendations to the municipal council or the board of directors, as the case may be, that provide for the adoption of any resolutions, policies and budgetary provisions necessary for the implementation of these Regulations.

CHAPTER 6

GENERAL

Access by National Treasury

14.(1) All municipalities and municipal entities must ensure that—

- (a) the business and financial applications used by them incorporate a portal allowing for free access to their general ledgers for information purposes to any person authorised by the Director-General; and
- (b) such access is provided.

(2) The accounting officer of a municipality and a municipal entity must ensure that its system providers cooperate with the National Treasury to implement the necessary programme amendments to provide the standard of access required by the National Treasury.

(3) The National Treasury may use any of the information to which it has access in terms of this regulation for the purposes of—

- (a) preparing national accounts for the whole of government;
- (b) development of consolidated accounts for the local government sphere;
- (c) verifying the correctness of municipal financial and business information;
- (d) assessment of municipal financial performance and benchmarking; and
- (e) fulfilling any obligations in terms of legislation.

Postponement of implementation and exemption

15.(1) The Minister may, by notice in the *Gazette* on good cause shown by a municipality or municipal entity and after considering any recommendations of the SCOA Committee, exempt such municipality or municipal entity from the application of a provision of these Regulations, for the period and on the conditions determined in the notice.

(2) A postponement or exemption in terms of sub-regulation (1) may—

- (a) apply to—
 - (i) municipalities generally; or
 - (ii) municipal entities generally, or
- (b) be limited in its application to a particular—
 - (i) municipality;
 - (ii) category of municipalities, which may be defined either in relation to a type or budgetary size of municipality or in any other manner;
 - (iii) municipal entity; or

- (iv) a category of municipal entities, which may either in relation to a type or budgetary size of municipal entity or in any other manner.

Short title and commencement

16. These Regulations are called the Standard Chart of Accounts for Local Government Regulations, 2014, and take effect on 1 July 2017.

SCHEDULE

SEGMENTS OF STANDARD CHART OF ACCOUNTS FOR MUNICIPALITIES AND MUNICIPAL ENTITIES

The standard chart of accounts must consist of at least the following segments, each of which incorporates a classification within the general ledger to record transaction information identified by codes within fields within the database:

Funding Segment

1. This segment identifies the various sources of funding available to municipalities and municipal entities for financing expenditure relating to the operation of the municipality and provides for both capital and operational spending. The appropriate classification code of a transaction in this segment will be determined according to the source of funding against which a payment is allocated and the source of revenue against which income is received.

Function Segment

2. This segment provides for the classification of the transaction according to the function or service delivery objective and provides for the standardisation of functions and sub-functions across local government with due regard to specific service delivery activities and responsibilities of each individual municipality or municipal entity.

Municipal Standard Classification Segment

3. This segment provides for the organisational structure and functionality of an individual municipality, which is not prescribed, but must incorporate the structure and functionality as determined by that municipality.

Project Segment

4. This segment provides for the classification of capital and operating projects as provided for in the integrated development plan, as provided for in the Municipal Structures Act, 1998 (Act No. 117 of 1998), and funded in the budget and records information on spending as against the budget as well as the utilisation of funds provided for the project. The appropriate classification code of a transaction in this segment will be determined on the basis of whether it relates to a specific project and if so, the type of project.

Regional Indicator Segment

5. This segment identifies and assigns government expenditure to the lowest relevant geographical region as prescribed and the appropriate classification code will be determined according to the defined geographical area within which the

intended beneficiaries of the service or capital investment are located who are deriving the benefit from the transaction.

Item Segment

6. This segment provides for the classification of item detail in the presentation of the financial position, performance and cash flow of the municipality or municipal entity. The appropriate classification code will be determined according to the nature of the transaction either as revenue, expenditure, asset, liability or net asset.

Costing Segment

7. This segment provides for a classification structure for secondary cost elements and acts as a cost collector in determining inter alia total cost of a service or function, identification of productivity inefficiencies and tariff determination of municipal services. Classification codes are identified with reference to departmental charges, internal billing and activity based recoveries for purposes of recording specific activities and functions in terms of their unit costs and cost categories.

ANNEXURE J

DRAFT PROCUREMENT PLAN

Procurement Plan for the 2019/2020 - 2020/2021 Period

DMP REF #	Directorate [R]	Project Name / Tender Description	Funding source	Ward	Area	Est. Expenditure 2019/2020	Est. Expenditure 2020/2021	Total Estimated Project Cost	Procurement Process	Pre-Qualification (Regulation 4)	Sub-Contracting (Regulation 9)	Social Responsibility /Community Investment	Planned Start Date of new contract	Contract period in months (New contract)	Planned Completion Date of new contract	Expected submission date of Specifications	Expected BSC	Expected Date Advertised	Expected Tender Closing Date	Validity Period in days	Expected BEC	Expected BAC	Expiry of validity period	Expected Final Award Date
A	SECTION A- RECURRING PROJECTS ON THE CONTRACT MANAGEMENT SYSTEM																							
A01	Community Services	Supply and Delivery of Swimming Pool Chemicals	Operating Cash	Administrative or Head Office	Overstrand	-	400 000	1 500 000	Tender	Yes	N/A	No	2020/07/01	36	2023/06/30	2020/04/02	2020/04/07	2020/04/21	2020/05/21	90	2020/06/30	2020/07/10	2020/08/19	2020/07/17
A02	Community Services	Supply and Delivery of 500ppm Farm Grade Diesel Fuel to Onrus Caravan Park, Onrus River, Hermanus	Operating Cash	Administrative or Head Office	Overstrand	-	300 000	1 200 000	Tender	Yes	N/A	No	2020/07/01	36	2023/06/30	2020/03/03	2020/03/08	2020/03/22	2020/04/21	90	2020/05/31	2020/06/10	2020/07/20	2020/06/17
A03	Community Services	Amendment of SC1701/2016: Software and Website for Caravan Park/Camping Reservations	Operating Cash	Administrative or Head Office	Overstrand	-	100 000	350 000	SEC 116 (3) Amendment of Contract	N/A	N/A	N/A	2020/07/01	36	2023/06/30	2020/03/03	2020/03/08	2020/04/01	2020/05/01	N/A	2020/06/10	2020/06/20	N/A	2020/06/27
A04	Community Services	Supply and Installation of Web Based / Online Bulk SMS Sending Software Service	Operating Cash	Administrative or Head Office	Overstrand	-	600 000	600 000	Tender	No	N/A	No	2020/07/01	12	2021/06/30	2020/02/12	2020/02/17	2020/02/21	2020/03/22	90	2020/05/01	2020/05/11	2020/06/20	2020/05/18
A05	Community Services	Supply and Delivery of Galvanised Metal Roof Sheets	Operating Cash	Administrative or Head Office	Overstrand	-	500 000	500 000	Tender	Yes	N/A	No	2020/07/01	12	2021/06/30	2020/02/12	2020/02/17	2020/02/21	2020/03/22	90	2020/05/01	2020/05/11	2020/06/20	2020/05/18
A06	Community Services	Management of Informal Settlements Within the Overstrand Area	Operating Cash	Administrative or Head Office	Overstrand	-	5 000 000	5 000 000	Tender	Yes	N/A	Yes	2020/07/01	36	2023/06/30	2020/02/12	2020/02/17	2020/02/21	2020/03/22	90	2020/05/01	2020/05/11	2020/06/20	2020/05/18
A07	Community Services	Provision of Cleaning Services: Gansbaai/Stanford Area	Operating Cash	Administrative or Head Office	Overstrand	-	3 200 000	3 200 000	Tender	Yes	N/A	No	2020/07/01	36	2023/06/30	2020/03/03	2020/03/08	2020/04/01	2020/05/01	90	2020/05/31	2020/06/10	2020/07/30	2020/06/17
A08	Community Services	Supply and Delivery of Plastic Doors for Concrete Toilet Structures for Overstrand Municipality	Operating Cash	Administrative or Head Office	Overstrand	-	100 000	300 000	Tender	Yes	N/A	No	2020/07/01	36	2021/06/30	2020/02/02	2020/02/07	2020/02/21	2020/03/22	90	2020/05/01	2020/05/11	2020/06/20	2020/05/18
A09	Community Services	Supply, Delivery and / or Application of Fertilizer on Sports Fields in the Overstrand	Operating Cash	Administrative or Head Office	Overstrand	-	180 000	600 000	Tender	Yes	N/A	No	2020/07/01	36	2023/06/30	2020/02/02	2020/02/07	2020/02/21	2020/03/22	90	2020/05/01	2020/05/11	2020/06/20	2020/05/18
A10	Community Services	Application of Road Markings on the Overstrand Municipal Road Network	Operating Cash	Administrative or Head Office	Overstrand	-	500 000	1 750 000	Tender	Yes	N/A	No	2020/07/01	36	2023/06/30	2020/03/03	2020/03/08	2020/03/12	2020/04/11	90	2020/05/21	2020/05/31	2020/07/10	2020/06/07
A11	Community Services	Supply and Delivery of Bitumen Products	Operating Cash	Administrative or Head Office	Overstrand	-	1 250 000	3 750 000	Tender	Yes	N/A	No	2020/07/01	36	2023/06/30	2020/03/03	2020/03/08	2020/03/12	2020/04/11	90	2020/05/11	2020/05/21	2020/07/10	2020/05/28
A12	Community Services	Hire of Plant and Equipment	Operating Cash	Administrative or Head Office	Overstrand	-	500 000	1 625 000	Tender	Yes	N/A	No	2020/07/01	36	2023/06/30	2020/03/03	2020/03/08	2020/03/12	2020/04/11	90	2020/05/31	2020/06/10	2020/07/10	2020/06/17
A13	Community Services	Supply and Delivery of Construction Materials	Operating Cash	Administrative or Head Office	Overstrand	-	300 000	10 000 000	Tender	Yes	N/A	Yes	2020/07/01	36	2023/06/30	2020/03/03	2020/03/08	2020/03/12	2020/04/11	90	2020/05/31	2020/06/10	2020/07/10	2020/06/17
A14	Community Services	Reseal and Rehabilitation of Roads in the Overstrand Area	Operating Cash	Administrative or Head Office	Overstrand	-	30 000 000	62 000 000	Tender	No	Yes	Yes	2020/07/01	24	2023/06/30	2020/03/03	2020/03/08	2020/03/12	2020/04/11	90	2020/05/21	2020/05/31	2020/07/10	2020/06/07
A15	Finance	Supply and Delivery of Printing Paper, Ink Toners, Cartridges and Ribbons to Overstrand Municipality	Operating Cash	Administrative or Head Office	Overstrand	-	2 000 000	6 300 000	Tender	Yes	N/A	No	2020/07/01	36	2023/06/30	2020/02/02	2020/02/07	2020/02/11	2020/03/12	90	2020/04/21	2020/05/01	2020/06/10	2020/05/08
A16	Finance	Disconnection & Reconnection of Electricity Supply and Installation & Removal of Water Flow Restrictions	Operating Cash	Administrative or Head Office	Overstrand	-	750 000	2 500 000	Tender	Yes	N/A	No	2020/07/01	36	2023/06/30	2020/04/02	2020/04/07	2020/04/21	2020/05/21	90	2020/06/30	2020/07/10	2020/08/19	2020/07/17
A17	Finance	Printing and Distribution of Municipal Accounts and Newsletters	Operating Cash	Administrative or Head Office	Overstrand	-	2 000 000	6 500 000	Tender	No	N/A	Yes	2020/07/01	36	2023/06/30	2020/04/02	2020/04/07	2020/04/21	2020/05/21	90	2020/06/30	2020/07/10	2020/08/19	2020/07/17
A18	Finance	Compilation of Supplementary Valuation Rolls	Operating Cash	Administrative or Head Office	Overstrand	-	300 000	1 000 000	Tender	No	N/A	No	2020/07/01	36	2023/06/30	2020/04/02	2020/04/07	2020/04/21	2020/05/21	90	2020/06/30	2020/07/10	2020/08/19	2020/07/17
A19	Finance	Auditeering Services	Operating Cash	Administrative or Head Office	Overstrand	-	-	-	Tender	No	N/A	No	2020/07/01	36	2023/06/30	2020/04/02	2020/04/07	2020/04/11	2020/05/11	90	2020/05/31	2020/06/10	2020/08/09	2020/06/17
A20	Finance	Supply and Delivery of Plumbing Material, Plumbing Tools and Irrigation Items	Operating Cash	Administrative or Head Office	Overstrand	-	3 000 000	10 500 000	Tender	Yes	N/A	No	2020/07/01	36	2023/06/30	2020/02/02	2020/02/07	2020/02/11	2020/03/12	90	2020/05/01	2020/05/11	2020/06/10	2020/05/18
A21	Finance	Supply and Delivery of Electrical Inventory Items	Operating Cash	Administrative or Head Office	Overstrand	-	6 500 000	21 000 000	Tender	No	N/A	No	2020/07/01	36	2023/06/30	2020/02/02	2020/02/07	2020/02/11	2020/03/12	90	2020/05/01	2020/05/11	2020/06/10	2020/05/18
A21	Infrastructure & Planning	Amendment of SC1634/2015: Provision of Geographic Information Systems (GIS) Services in the Overstrand Municipality Area	Operating Cash	Administrative or Head Office	Overstrand	-	220 000	725 000	SEC 116 (3) Amendment of Contract	N/A	N/A	N/A	2020/07/01	36	2023/06/30	2020/03/03	2020/03/08	2020/03/12	2020/04/11	N/A	2020/05/11	2020/05/21	N/A	2020/05/28
A21	Infrastructure & Planning	Provision of Laboratory Services for the Monitoring of Water Quality in the Overstrand Municipal Area	Operating Cash	Administrative or Head Office	Overstrand	-	2 300 000	7 500 000	Tender	No	N/A	Yes	2020/07/01	36	2023/06/30	2020/03/03	2020/03/08	2020/03/12	2020/04/11	90	2020/05/11	2020/05/21	2020/07/10	2020/05/28
A21	Economic & Social Development & Tourism	Provision of a Parking Management System for Hermanus Central Business District (CBD)	Operating Cash	Administrative or Head Office	Overstrand	-	-	-	Tender	Yes	N/A	No	2020/07/01	36	2023/06/30	2020/02/02	2020/02/07	2020/03/02	2020/04/01	90	2020/05/11	2020/05/21	2020/06/30	2020/05/28
A21	Management Services	Amendment of SCD2735/2014: the Acquisition of a Capped Ela Licensing Fee for the GIS System	Operating Cash	Administrative or Head Office	Overstrand	-	500 000	1 625 000	SEC 116 (3) Amendment of Contract	N/A	N/A	N/A	2020/07/01	36	2023/06/30	2020/02/02	2020/02/07	2020/02/11	2020/03/12	N/A	2020/04/21	2020/05/01	N/A	2020/05/08
A21	Management Services	Amendment of SCD2897/2016:Lease Agreement for the Hawston/Onrus Radio Mast Site	Operating Cash	Administrative or Head Office	Overstrand	-	125 000	400 000	SEC 116 (3) Amendment of Contract	N/A	N/A	N/A	2020/07/01	36	2023/06/30	2020/02/02	2020/02/07	2020/02/11	2020/03/12	N/A	2020/04/21	2020/05/01	N/A	2020/05/08
A29	Management Services	Subscription for Online Access to Legal Information	Operating Cash	Administrative or Head Office	Overstrand	-	130 000	275 000	Tender	No	N/A	No	2019/12/01	36	2022/11/30	2019/08/03	2019/08/08	2019/08/12	2019/09/11	90	2019/10/11	2019/10/21	2019/12/10	2019/10/28
A21	Management Services	Service and Maintenance of 3 X Multi-Functional Office Machines in the Overstrand Area	Operating Cash	Administrative or Head Office	Overstrand	-	50 000	175 000	Deviation	No	N/A	No	2020/07/01	36	2023/06/30	2020/06/01	N/A	N/A	N/A	N/A	N/A	N/A	N/A	2020/06/23
A21	Protection Services	Traffic Speed Measuring: Cameras and Back Office for Fine Collection in the Overstrand.	Operating Cash	Administrative or Head Office	Overstrand	-	6 500 000	22 000 000	Tender	No	N/A	Yes	2020/07/01	36	2023/06/30	2020/02/02	2020/02/07	2020/03/02	2020/04/01	90	2020/05/11	2020/05/21	2020/06/30	2020/05/28
B	SECTION B- PROJECTS ON THE CAPITAL BUDGET FOR 2018/2019 AND FIRST HALF OF 2019/2020																							
B01	Protection Services	CCTV Cameras	Operating Cash- WSP	Ward 01	Franskrail	100 000.00	-	100 000.00	Tender	No	N/A	No	2020/01/01	12	2020/06/30	2019/07/05	2019/07/12	2019/07/26	2019/08/09	90	2019/09/26	2019/10/04	2019/11/07	2019/10/11
B02	Protection Services	CCTV Cameras	Operating Cash- WSP	Ward 02	Gansbaai CBD	50 000.00	-	50 000.00	Tender	No	N/A	No	2020/01/01	12	2020/06/30	2019/07/05	2019/07/12	2019/07/26	2019/08/09	90	2019/09/26	2019/10/04	2019/11/07	2019/10/11
B03	Protection Services	CCTV Cameras	Operating Cash- WSP	Ward 02	Kleinbaai	50 000.00	-	50 000.00	Tender	No	N/A	No	2020/01/01	12	2020/06/30	2019/07/05	2019/07/12	2019/07/26	2019/08/09	90	2019/09/26	2019/10/04	2019/11/07	2019/10/11
B04	Protection Services	CCTV Cameras	Operating Cash- WSP	Ward 02	De Kelders / Perlemoenbaai	50 000.00	-	50 000.00	Tender	No	N/A	No	2020/01/01	12	2020/06/30	2019/07/05	2019/07/12	2019/07/26	2019/08/09	90	2019/09/26	2019/10/04	2019/11/07	2019/10/11
B05	Protection Services	CCTV Cameras	Operating Cash- WSP	Ward 08	Fisherhaven	100 000.00	-	100 000.00	Tender	No	N/A	No	2020/01/01	12	2020/06/30	2019/07/05	2019/07/12	2019/07/26	2019/08/09	90	2019/09/26	2019/10/04	2019/11/07	2019/10/11

Procurement Plan for the 2019/2020 - 2020/2021 Period

DMP REF #	Directorate (R)	Project Name / Tender Description	Funding source	Ward	Area	Est. Expenditure 2019/2020	Est. Expenditure 2020/2021	Total Estimated Project Cost	Procurement Process	Pre-qualification (Regulation 4)	Sub-Contracting (Regulation 9)	Social Responsibility / Community Investment	Planned Start Date of new contract	Contract period in months (New contract)	Planned Completion Date of new contract	Expected submission date of Specifications	Expected BSC	Expected Date Advertised	Expected Tender Closing Date	Validity Period in days	Expected BEC	Expected BAC	Expiry of validity period	Expected Final Award Date
B16	Community Services	Fencing of Zweilhe Taxi Rank	Operating Cash WSP	Ward 05	Zweilhe	300 000.00	-	300 000.00	Existing Contract	N/A	N/A	N/A	2020/01/01	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
B17	Infrastructure & Planning	Franskraal, Kleinbaai & Birkenhead: New 66/11kv Substation	EL20A/21	Ward 01&02	Gansbaai Ali	-	14 000 000.00	14 000 000.00	Tender	Yes	N/A	Yes	2021/01/01	24	2022/06/30	2020/06/28	2020/07/05	2020/07/19	2020/08/18	90	2020/10/05	2020/10/13	2020/11/16	2020/10/20
B18	Infrastructure & Planning	Franskraal, Kleinbaai & Birkenhead: New 66/11kv Substation	Bulk levy cont	Ward 01&03	Gansbaai Ali	2 000 000.00	12 000 000.00	14 000 000.00	Tender	Yes	N/A	Yes	2020/01/01	24	2021/06/30	2019/06/28	2019/07/05	2019/07/19	2019/08/18	90	2019/10/05	2019/10/13	2019/11/16	2019/10/20
B19	Infrastructure & Planning	Franskraal, Kleinbaai & Birkenhead: MV/LV & Mini-sub Upgrade	EL20A	Ward 01	Franskraal	2 250 000.00	-	2 250 000.00	Tender	Yes	N/A	Yes	2020/01/01	12	2020/06/30	2019/06/28	2019/07/05	2019/07/19	2019/08/18	90	2019/10/05	2019/10/13	2019/11/16	2019/10/20
B20	Infrastructure & Planning	Hawston: MV & LV Upgrade/Replacement	EL20A	Ward 08	Hawston	2 000 000.00	-	2 000 000.00	Tender	Yes	N/A	Yes	2020/01/01	12	2020/06/30	2019/07/05	2019/07/12	2019/07/26	2019/08/25	90	2019/10/12	2019/10/20	2019/11/23	2019/10/27
B21	Infrastructure & Planning	Hawston: MV & LV Upgrade/Replacement	EL 19 R-over	Ward 09	Hawston	1 540 100.00	-	1 540 100.00	Tender	Yes	N/A	Yes	2020/01/01	12	2020/06/30	2019/07/05	2019/07/12	2019/07/26	2019/08/25	90	2019/10/12	2019/10/20	2019/11/23	2019/10/27
B22	Infrastructure & Planning	Hermanus: MV & LV Upgrade/Replacement	EL20A/22	Ward 03	Hermanus	5 000 000.00	-	5 000 000.00	Tender	Yes	N/A	Yes	2020/01/01	12	2020/06/30	2019/07/05	2019/07/12	2019/07/26	2019/08/25	90	2019/10/12	2019/10/20	2019/11/23	2019/10/27
B23	Infrastructure & Planning	Hermanus: MV & LV Upgrade/Replacement	EL 19 R-over	Ward 04	Hermanus	3 871 500.00	-	3 871 500.00	Tender	Yes	N/A	Yes	2020/01/01	12	2020/06/30	2019/07/05	2019/07/12	2019/07/26	2019/08/25	90	2019/10/12	2019/10/20	2019/11/23	2019/10/27
B24	Infrastructure & Planning	Kleinmond: MV & LV Network Upgrade	EL20A	Ward 09	Kleinmond	2 000 000.00	-	2 000 000.00	Tender	No	N/A	No	2020/01/01	12	2020/06/30	2019/07/05	2019/07/12	2019/07/26	2019/08/25	90	2019/10/12	2019/10/20	2019/11/23	2019/10/27
B25	Infrastructure & Planning	Kleinmond: MV & LV Network Upgrade	EL 19 R-over	Ward 10	Kleinmond	439 000.00	-	439 000.00	Tender	No	N/A	No	2020/01/01	12	2020/06/30	2019/07/05	2019/07/12	2019/07/26	2019/08/25	90	2019/10/12	2019/10/20	2019/11/23	2019/10/27
B26	Infrastructure & Planning	Masakhane IRDP (1179)	Prov-Housing	Ward 01	Masakhane	5 121 370.00	4 051 120.00	9 172 490.00	Existing Contract	N/A	N/A	N/A	2020/01/01	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
B27	Infrastructure & Planning	Masakhane IRDP (296)	Prov-Housing	Ward 01	Masakhane	6 540 082.00	-	6 540 082.00	Existing Contract	N/A	N/A	N/A	2020/01/01	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
B28	Infrastructure & Planning	Stanford IRDP (783)	Prov-Housing	Ward 11	Stanford	6 000 000.00	4 708 329.00	10 708 329.00	Existing Contract	N/A	N/A	N/A	2020/01/01	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
B29	Infrastructure & Planning	New Reservoir for Pringle Bay	EL 20	Ward 10	Pringle Bay	3 640 000.00	-	3 640 000.00	Tender	Yes	N/A	Yes	2020/01/01	12	2020/06/30	2019/07/12	2019/07/19	2019/08/02	2019/09/01	90	2019/10/19	2019/10/27	2019/11/30	2019/11/03
B30	Infrastructure & Planning	New Reservoir for Pringle Bay	EL 19 R/O	Ward 11	Pringle Bay	3 862 505.00	-	3 862 505.00	Tender	Yes	N/A	Yes	2020/01/01	12	2020/06/30	2019/07/12	2019/07/19	2019/08/02	2019/09/01	90	2019/10/19	2019/10/27	2019/11/30	2019/11/03
B31	Infrastructure & Planning	Rehabilitate Roads - Blompark	MIG	Ward 02	Blompark	2 000 000.00	-	2 000 000.00	Existing Contract	N/A	N/A	N/A	2020/01/01	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
B32	Infrastructure & Planning	Rehabilitate Roads - Stanford	MIG	Ward 11	Stanford	2 000 000.00	-	2 000 000.00	Existing Contract	N/A	N/A	N/A	2020/01/01	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
B33	Community Services	Stormwater (Ad Hoc)	Operating Cash WSP	Ward 01	Franskraal	120 000.00	-	120 000.00	Tender	No	N/A	No	2020/01/01	12	2020/06/30	2019/07/19	2019/07/26	2019/08/09	2019/09/08	90	2019/10/26	2019/11/03	2019/12/07	2019/11/10
B34	Community Services	Stormwater (Ad Hoc)	Operating Cash WSP	Ward 01	Masakhane	70 000.00	-	70 000.00	Tender	No	N/A	No	2020/01/01	12	2020/06/30	2019/07/19	2019/07/26	2019/08/09	2019/09/08	90	2019/10/26	2019/11/03	2019/12/07	2019/11/10
B35	Community Services	Stormwater (Ad Hoc)	Operating Cash WSP	Ward 02	All Areas	150 000.00	-	150 000.00	Tender	No	N/A	No	2020/01/01	12	2020/06/30	2019/07/19	2019/07/26	2019/08/09	2019/09/08	90	2019/10/26	2019/11/03	2019/12/07	2019/11/10
B36	Community Services	Stormwater Channels	Operating Cash WSP	Ward 10	Betty's Bay	80 000.00	-	80 000.00	Tender	No	N/A	No	2020/01/01	12	2020/06/30	2019/07/19	2019/07/26	2019/08/09	2019/09/08	90	2019/10/26	2019/11/03	2019/12/07	2019/11/10
B37	Community Services	Stormwater Channels	Operating Cash WSP	Ward 10	Pringle Bay	50 000.00	-	50 000.00	Tender	No	N/A	No	2020/01/01	12	2020/06/30	2019/07/19	2019/07/26	2019/08/09	2019/09/08	90	2019/10/26	2019/11/03	2019/12/07	2019/11/10
B38	Community Services	Stormwater Channels - Rooiels	Operating Cash WSP	Ward 10	Rooiels	30 000.00	-	30 000.00	Tender	No	N/A	No	2020/01/01	12	2020/06/30	2019/07/19	2019/07/26	2019/08/09	2019/09/08	90	2019/10/26	2019/11/03	2019/12/07	2019/11/10
B39	Community Services	Stormwater Network	Surplus - Non tariff	Ward 10	Betty's / Pringle Bay	2 500 000.00	-	2 500 000.00	Tender	Yes	N/A	No	2020/01/01	12	2020/06/30	2019/07/19	2019/07/26	2019/08/09	2019/09/08	90	2019/10/26	2019/11/03	2019/12/07	2019/11/10
B40	Community Services	Vehicles-Beaches	Surplus	Overstrand	Overstrand	80 000.00	-	80 000.00	Transversal / Reg 32 Contract	N/A	N/A	N/A	2019/07/01	36	2022/06/30	2019/05/03	N/A	N/A	N/A	N/A	2019/06/13	2019/06/21	N/A	2019/06/28
B41	Community Services	Vehicles-Electricity	Surplus	Overstrand	Overstrand	573 509.00	-	573 509.00	Transversal / Reg 32 Contract	N/A	N/A	N/A	2019/07/01	36	2022/06/30	2019/05/03	N/A	N/A	N/A	N/A	2019/06/13	2019/06/21	N/A	2019/06/28
B42	Community Services	Vehicles-Parks	Surplus	Overstrand	Overstrand	719 130.00	-	719 130.00	Transversal / Reg 32 Contract	N/A	N/A	N/A	2019/07/01	36	2022/06/30	2019/05/03	N/A	N/A	N/A	N/A	2019/06/13	2019/06/21	N/A	2019/06/28
B43	Community Services	Vehicles-Planning & Development	Surplus	Overstrand	Overstrand	560 492.00	-	560 492.00	Transversal / Reg 32 Contract	N/A	N/A	N/A	2019/07/01	36	2022/06/30	2019/05/03	N/A	N/A	N/A	N/A	2019/06/13	2019/06/21	N/A	2019/06/28
B44	Community Services	Vehicles-Public Safety	Surplus	Overstrand	Overstrand	3 101 581.00	841 000.00	3 942 581.00	Transversal / Reg 32 Contract	N/A	N/A	N/A	2019/07/01	36	2022/06/30	2019/05/03	N/A	N/A	N/A	N/A	2019/06/13	2019/06/21	N/A	2019/06/28
B45	Community Services	Vehicles-Roads	Surplus	Overstrand	Overstrand	1 817 209.00	-	1 817 209.00	Transversal / Reg 32 Contract	N/A	N/A	N/A	2019/07/01	36	2022/06/30	2019/05/03	N/A	N/A	N/A	N/A	2019/06/13	2019/06/21	N/A	2019/06/28
B46	Community Services	Vehicles-Sewerage	Surplus	Overstrand	Overstrand	2 086 957.00	-	2 086 957.00	Transversal / Reg 32 Contract	N/A	N/A	N/A	2019/07/01	36	2022/06/30	2019/05/03	N/A	N/A	N/A	N/A	2019/06/13	2019/06/21	N/A	2019/06/28
B47	Community Services	Vehicles-Waste Management	Surplus	Overstrand	Overstrand	5 931 122.00	-	5 931 122.00	Transversal / Reg 32 Contract	N/A	N/A	N/A	2019/07/01	36	2022/06/30	2019/05/03	N/A	N/A	N/A	N/A	2019/06/13	2019/06/21	N/A	2019/06/28
B48	Infrastructure & Planning	Water Master Plan Implementation	EL-INFRA LEVY	Overstrand	Overstrand	10 000 000.00	10 000 000.00	20 000 000.00	Tender	Yes	N/A	Yes	2020/01/01	24	2021/06/30	2019/08/30	2019/09/06	2019/09/20	2019/10/20	90	2019/12/07	2019/12/15	2020/01/18	2019/12/22
B49	Infrastructure & Planning	Water Master Plan Implementation	EL Infra Levy 19 R/O	Overstrand	Overstrand	5 000 000.00	-	5 000 000.00	Tender	Yes	N/A	Yes	2020/01/01	12	2020/06/30	2019/08/30	2019/09/06	2019/09/20	2019/10/20	90	2019/12/07	2019/12/15	2020/01/18	2019/12/22
B50	Infrastructure & Planning	Stormwater - Main Rd & High Street	Land Sales - R/O	Ward 03	Hermanus	4 500 000.00	-	4 500 000.00	Tender	Yes	N/A	Yes	2020/01/01	12	2020/06/30	2019/07/26	2019/08/02	2019/08/16	2019/09/15	90	2019/11/02	2019/11/10	2019/12/14	2019/11/17
B51	Infrastructure & Planning	Stormwater - Overhills	Land Sales - R/O	Ward 10	Overhills	2 400 000.00	-	2 400 000.00	Tender	Yes	N/A	Yes	2020/01/01	12	2020/06/30	2019/07/26	2019/08/02	2019/08/16	2019/09/15	90	2019/11/02	2019/11/10	2019/12/14	2019/11/17
B52	Infrastructure & Planning	Stormwater - Phase 1-Industrial Area	Land Sales - R/O	Ward 04	Hermanus	2 600 000.00	-	2 600 000.00	Tender	Yes	N/A	Yes	2020/01/01	12	2020/06/30	2019/07/26	2019/08/02	2019/08/16	2019/09/15	90	2019/11/02	2019/11/10	2019/12/14	2019/11/17
B53	Community Services	Atlantic Drive - Roads	Operating Cash WSP	Ward 13	Onrus / Vermont	270 000.00	-	270 000.00	Tender	No	N/A	No	2020/01/01	12	2020/06/30	2019/07/26	2019/08/02	2019/08/16	2019/09/15	90	2019/11/02	2019/11/10	2019/12/14	2019/11/17
B54	Community Services	Basic Services for Emergency Housing	Surplus - Non tariff	Multi-area	Overstrand	1 000 000.00	-	1 000 000.00	Existing Contract	N/A	N/A	N/A	2020/01/01	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
B55	Infrastructure & Planning	Blompark Housing Project Bulk Stormwater	MIG	Ward 02	Blompark	7 611 744.00	-	7 611 744.00	Existing Contract	N/A	N/A	N/A	2020/01/01	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
B56	Infrastructure & Planning	Buffeljagsbaai	Prov-Housing	Ward 11	Buffeljagsbaai	-	57 470.00	57 470.00	Existing Contract	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
B57	Infrastructure & Planning	Buffels River and De Bos Dam Intake Structures and Equipment	EL20A	Multi-area Serv Infra Proj	Multi-area Serv Infra Proj	1 300 000.00	-	1 300 000.00	Tender	Yes	N/A	No	2020/01/01	12	2020/06/30	2019/08/02	2019/08/09	2019/08/23	2019/09/22	90	2019/11/09	2019/11/17	2019/12/21	2019/11/24
B58	Infrastructure & Planning	Building Renovations Farm 5853	Surplus - R/O	Ward 04	Hemel & Aarde	1 420 501.00	-	1 420 501.00	Tender	Yes	N/A	No	2020/01/01	12	2020/06/30	2019/08/02	2019/08/09	2019/08/23	2019/09/22	90	2019/11/09	2019/11/17	2019/12/21	2019/11/24
B59	Infrastructure & Planning	CBD Regeneration Program	Land Sales - R/O	Ward 03	Hermanus	7 000 000.00	-	7 000 000.00	Tender	Yes	N/A	Yes	2020/01/01	12	2020/06/30	2019/08/02	2019/08/09	2019/08/23	2019/09/22	90	2019/11/09	2019/11/17	2019/12/21	2019/11/24
B60	Community Services	Cemetery Infrastructure	Land Sales	Ward 10	Kleinmond	1 500 000.00	-	1 500 000.00	Tender	Yes	N/A	No	2020/01/01	12	2020/06/30	2019/08/02	2019/08/09	2019/08/23	2019/09/22	90	2019/11/09	2019/11/17	2019/12/21	2019/11/24
B61	Infrastructure & Planning	ECD Centre Establishment	Land Sales	Overstrand	Overstrand	793 000.00	-	793 000.00																

Procurement Plan for the 2019/2020 - 2020/2021 Period

DMP REF #	Directorate (R)	Project Name / Tender Description	Funding source	Ward	Area	Est. Expenditure 2019/2020	Est. Expenditure 2020/2021	Total Estimated Project Cost	Procurement Process	Pre-Qualification (Regulation 4)	Sub-Contracting (Regulation 9)	Social Responsibility / Community Investment	Planned Start Date of new contract	Contract period in months (New contract)	Planned Completion Date of new contract	Expected submission date of Specifications	Expected BSC	Expected Date Advertised	Expected Tender Closing Date	Validity Period in days	Expected BEC	Expected BAC	Expiry of validity period	Expected Final Award Date
B62	Infrastructure & Planning	Electricity Transformers(Capital Replacement Contingency)	EL 20/21/22	Overstrand	Overstrand	1 000 000.00	1 000 000.00	2 000 000.00	Existing Contract	N/A	N/A	N/A	2020/01/01	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
B63	Management Services	Emergency and Operational Digital Radio Systems Upgrade (High Sites and Radios)	Surplus	Overstrand	Overstrand	500 000.00	-	500 000.00	Tender	No	N/A	No	2020/01/01	12	2020/06/30	2019/08/08	2019/08/15	2019/08/29	2019/09/28	90	2019/11/15	2019/11/23	2019/12/27	2019/11/30
B64	Community Services	Extension of Plain Street	Surplus - Non tariff	Ward 08	Hawton	500 000.00	-	500 000.00	Tender	Yes	N/A	No	2020/01/01	12	2020/06/30	2019/08/08	2019/08/15	2019/08/29	2019/09/28	90	2019/11/15	2019/11/23	2019/12/27	2019/11/30
B65	Community Services	Femkloof Facility Upgrade – Parking and Other Smaller Projects	Operating Cash WSP	Ward 03	Hermanus	200 000.00	-	200 000.00	Existing Contract	N/A	N/A	N/A	2020/01/01	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
B66	Infrastructure & Planning	Femkloof Nature Reserve Facilities	Land Sales	Ward 03	Hermanus	2 100 000.00	-	2 100 000.00	Tender	Yes	N/A	No	2020/01/01	12	2020/06/30	2019/08/08	2019/08/15	2019/08/29	2019/09/28	90	2019/11/15	2019/11/23	2019/12/27	2019/11/30
B67	Management Services	Firewall Management Software	Surplus	Overstrand	Overstrand	250 000.00	-	250 000.00	Tender	No	N/A	No	2020/01/01	12	2020/06/30	2019/08/08	2019/08/15	2019/08/29	2019/09/12	90	2019/11/07	2019/11/07	2019/12/11	2019/11/14
B68	Community Services	Formalised Parking and Drop Off Areas Near Hermanus Schools	Operating Cash WSP	Ward 03	Hermanus	200 000.00	-	200 000.00	Tender	Yes	N/A	No	2020/01/01	12	2020/06/30	2019/08/08	2019/08/15	2019/08/29	2019/09/28	90	2019/11/15	2019/11/23	2019/12/27	2019/11/30
B69	Infrastructure & Planning	Gansbaai CBD Sewer Network Extension	EL-INFRA LEVY	Ward 02	Gansbaai	4 000 000.00	4 000 000.00	8 000 000.00	Tender	Yes	N/A	Yes	2020/01/01	24	2021/06/30	2019/08/08	2019/08/15	2019/08/29	2019/09/28	90	2019/11/15	2019/11/23	2019/12/27	2019/11/30
B70	Community Services	Gansbaai Tarring of Road to Waste Disposal Site	Surplus - Non tariff	Ward 02	Gansbaai	2 700 000.00	-	2 700 000.00	Existing Contract	N/A	N/A	N/A	2020/01/01	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
B71	Infrastructure & Planning	Hawton Industrial (Business) Hub	Land Sales - R/O	Ward 08	Hawton	4 500 000.00	-	4 500 000.00	Tender	Yes	N/A	Yes	2020/01/01	12	2020/06/30	2019/08/04	2019/08/11	2019/08/25	2019/09/24	90	2019/11/11	2019/11/19	2019/12/23	2019/11/26
B72	Infrastructure & Planning	Hermanus New Waste Management Facility	EL208	Overstrand	Overstrand	20 300 000.00	-	20 300 000.00	Tender	Yes	N/A	Yes	2020/01/01	12	2020/06/30	2019/06/07	2019/06/14	2019/06/28	2019/07/28	90	2019/09/14	2019/09/22	2019/10/26	2019/09/29
B73	Community Services	High Risk Fencing Solid Waste Transfer Station	Surplus - Non tariff	Ward 10	Kleinmond	1 000 000.00	-	1 000 000.00	Existing Contract	N/A	N/A	N/A	2020/01/01	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
B74	Management Services	ICT -Wi-Fi Projects to See The Viability of Offering Services	Surplus	Overstrand	Overstrand	250 000.00	-	250 000.00	Tender	No	N/A	No	2020/01/01	12	2020/06/30	2019/06/07	2019/06/14	2019/06/28	2019/07/12	90	2019/08/29	2019/09/06	2019/10/10	2019/09/13
B75	Infrastructure & Planning	Kleinmond - Sewer Network Extension	EL20A/21	Ward 09	Kleinmond	5 000 000.00	4 400 000.00	9 400 000.00	Tender	Yes	N/A	Yes	2020/01/01	24	2021/06/30	2019/06/07	2019/06/14	2019/06/28	2019/07/28	90	2019/09/14	2019/09/22	2019/10/26	2019/09/29
B76	Infrastructure & Planning	Kleinmond Palmiet Pump Station and Bulk Pipeline Refurbish	EL20A/21/22	Ward 09	Kleinmond	900 000.00	2 000 000.00	2 900 000.00	Tender	Yes	N/A	No	2020/01/01	24	2021/06/30	2019/06/07	2019/06/14	2019/06/28	2019/07/28	90	2019/09/14	2019/09/22	2019/10/26	2019/09/29
B77	Infrastructure & Planning	Kleinmond WWTW Refurbish & Upgrade	EL21/22	Ward 10	Kleinmond	-	2 500 000.00	2 500 000.00	Tender	Yes	N/A	No	2021/01/01	12	2021/06/30	2020/06/07	2020/06/14	2020/06/28	2020/07/28	90	2020/09/14	2020/09/22	2020/10/26	2020/09/29
B78	Protection Services	Law Enforcement Facilities (K9 Unit)	ESG-K9 Unit-R/O	Ward 04	Hemel&Aarde	3 800 000.00	-	3 800 000.00	Tender	Yes	N/A	No	2020/01/01	12	2020/06/30	2019/06/07	2019/06/14	2019/06/28	2019/07/28	90	2019/09/14	2019/09/22	2019/10/26	2019/09/29
B79	Infrastructure & Planning	Masakhane Housing Project Bulk Stormwater	MIG	Ward 01	Masakhane	-	2 000 000.00	2 000 000.00	Existing Contract	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
B80	Management Services	Microsoft Exchange and Licenses	Surplus	Overstrand	Overstrand	2 300 000.00	-	2 300 000.00	Transversal / Reg 32 Contract	N/A	N/A	N/A	2020/01/01	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	2019/12/13
B81	Community Services	Minor Assets- Community Services	Surplus	Overstrand	Overstrand	600 000.00	-	600 000.00	Formal Quotation	No	N/A	No	2020/01/01	12	2020/06/30	2019/09/23	2019/09/30	2019/10/14	2019/10/28	60	2019/11/25	N/A	2019/12/27	2019/12/02
B82	Protection Services	Minor Assets - Protection Services	Surplus	Overstrand	Overstrand	300 000.00	-	300 000.00	Formal Quotation	No	N/A	No	2020/01/01	12	2020/06/30	2019/09/23	2019/09/30	2019/10/14	2019/10/28	60	2019/11/25	N/A	2019/12/27	2019/12/02
B83	Management Services	Minor Assets - ICT - Organization Wide	Surplus	Overstrand	Overstrand	300 000.00	-	300 000.00	Formal Quotation	No	N/A	No	2020/01/01	12	2020/06/30	2019/09/23	2019/09/30	2019/10/14	2019/10/28	60	2019/11/25	N/A	2019/12/27	2019/12/02
B84	Infrastructure & Planning	Mount Pleasant IRDP Infill	Prov-Housing	Ward 04	Mount Pleasant	663 182.00	1 000 000.00	1 663 182.00	Existing Contract	N/A	N/A	N/A	2020/01/01	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
B85	Infrastructure & Planning	New 4ML Reservoir	MIG	Ward 01 & 02	Masakhane	7 098 256.00	16 075 000.00	23 173 256.00	Tender	Yes	N/A	Yes	2020/01/01	24	2021/06/30	2019/06/28	2019/07/05	2019/07/19	2019/08/18	90	2019/10/05	2019/10/13	2019/11/16	2019/10/20
B86	Infrastructure & Planning	New Booster Pumpstation & Valves	MIG	Ward 01	Masakhane	-	2 000 000.00	2 000 000.00	Tender	Yes	N/A	No	2021/01/01	12	2021/06/30	2020/08/16	2020/08/23	2020/09/06	2020/10/06	90	2020/11/23	2020/12/01	2021/01/04	2020/12/08
B87	Community Services	New Streets, Sidewalks & Parking Areas	Operating Cash WSP	Ward 07	Sandbaai	500 000.00	-	500 000.00	Tender	Yes	N/A	No	2020/01/01	12	2020/06/30	2019/08/16	2019/08/23	2019/09/06	2019/10/06	90	2019/11/23	2019/12/01	2020/01/04	2019/12/08
B88	Infrastructure & Planning	Refurbishment of Bulk Water Pipelines	EL20A/21	Overstrand	Overstrand	360 000.00	900 000.00	1 260 000.00	Tender	Yes	N/A	No	2020/01/01	24	2021/06/30	2019/08/16	2019/08/23	2019/09/06	2019/10/06	90	2019/11/23	2019/12/01	2020/01/04	2019/12/08
B89	Infrastructure & Planning	Rehabilitate Main Bulk Sewer to WWTW PH1	EL20A/21/22	Ward 09	Kleinmond	4 000 000.00	2 000 000.00	6 000 000.00	Tender	Yes	N/A	Yes	2020/01/01	24	2021/06/30	2019/08/16	2019/08/23	2019/09/06	2019/10/06	90	2019/11/23	2019/12/01	2020/01/04	2019/12/08
B90	Infrastructure & Planning	Replacement of Overstrand Water Pipes	EL20A	Overstrand	Overstrand	2 900 000.00	-	2 900 000.00	Existing Contract	N/A	N/A	N/A	2020/01/01	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
B91	Protection Services	Roadworthy Station - New Electronic Roller Doors	Land Sales	Overstrand	Overstrand	600 000.00	-	600 000.00	Tender	No	N/A	No	2020/01/01	12	2020/06/30	2019/08/23	2019/08/30	2019/09/13	2019/10/13	90	2019/11/30	2019/12/08	2020/01/11	2019/12/15
B92	Protection Services	Roadworthy Station - Supply and Installation of Roof	Land Sales	Overstrand	Overstrand	500 000.00	-	500 000.00	Tender	No	N/A	No	2020/01/01	12	2020/06/30	2019/08/23	2019/08/30	2019/09/13	2019/10/13	90	2019/11/30	2019/12/08	2020/01/11	2019/12/15
B93	Infrastructure & Planning	Sewerage Facilities (Contingency)	EL20A/21/22	Overstrand	Overstrand	600 000.00	600 000.00	1 200 000.00	Existing Contract	N/A	N/A	N/A	2020/01/01	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
B94	Infrastructure & Planning	Stanford Housing Project Bulk Stormwater	MIG	Ward 11	Stanford	-	2 000 000.00	2 000 000.00	Existing Contract	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
B95	Community Services	Stanford Tarring De Bruyn Street	Surplus - Non tariff	Ward 11	Stanford	2 500 000.00	-	2 500 000.00	Existing Contract	N/A	N/A	N/A	2020/01/01	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
B96	Infrastructure & Planning	Stanford: MV Upgrade	EL20A	Ward 11	Stanford	750 000.00	-	750 000.00	Tender	Yes	N/A	No	2020/01/01	12	2020/06/30	2019/08/23	2019/08/30	2019/09/13	2019/10/13	90	2019/11/30	2019/12/08	2020/01/11	2019/12/15
B98	Infrastructure & Planning	Upgrade Bulk Sewer	MIG	Ward 01	Masakhane	-	2 000 000.00	2 000 000.00	Tender	Yes	N/A	No	2021/01/01	12	2021/06/30	2020/08/23	2020/08/30	2020/09/13	2020/10/13	90	2020/11/30	2020/12/08	2021/01/11	2020/12/15
B99	Infrastructure & Planning	Upgrade Hawton Sport Grounds (SRSA)	MIG	Ward 08	Hawton	13 300 000.00	-	13 300 000.00	Tender	Yes	N/A	Yes	2020/01/01	12	2020/06/30	2019/06/21	2019/06/28	2019/07/12	2019/08/11	90	2019/09/28	2019/10/06	2019/11/09	2019/10/13
B100	Infrastructure & Planning	Upgrade Hermanus Well Fields Phase 1	EL20A/21	Ward 04	Hermanus	4 000 000.00	6 000 000.00	10 000 000.00	Existing Contract	N/A	N/A	N/A	2020/01/01	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
B101	Infrastructure & Planning	Upgrade Link Sewer Supply	MIG	Ward 01	Masakhane	-	1 961 000.00	1 961 000.00	Tender	Yes	N/A	No	2021/01/01	12	2021/06/30	2020/08/30	2020/09/06	2020/09/20	2020/10/20	90	2020/12/07	2020/12/15	2021/01/18	2020/12/22
B102	Community Services	Upgrade Stormwater Network	Surplus - Non tariff	Multi-area HM	Hermanus	800 000.00	-	800 000.00	Tender	Yes	N/A	No	2020/01/01	12	2020/06/30	2019/08/30	2019/09/06	2019/09/20	2019/10/20	90	2019/12/07	2019/12/15	2020/01/18	2019/12/22
B103	Community Services	Upgrade Stormwater Network	Surplus - Non tariff	Multi-area GB	Gansbaai	500 000.00	-	500 000.00	Tender	Yes	N/A	No	2020/01/01	12	2020/06/30	2019/08/30	2019/09/06	2019/09/20	2019/10/20	90	2019/12/07	2019/12/15	2020/01/18	2019/12/22
B104	Infrastructure & Planning	Upgrade Water Lines	MIG	Ward 01	Masakhane	-	2 000 000.00	2 000 000.00	Tender	Yes	N/A	No	2021/01/01	12	2021/06/30	2020/08/30	2020/09/06	2020/09/20	2020/10/20	90	2020/12/07	2020/12/15	2021/01/18	2020/12/22
B105	Protection Services	Upgrading of Facilities - Fire Services Building	Land Sales - R/O	Overstrand	Overstrand	2 480 000.00	-	2 480 000.00	Tender	Yes	N/A	No	2020/01/01	12	2020/06/30	2019/08/30	2019/09/06	2019/09/20	2019/10/20	90	2019/12/07	2019/12/15	2020/01/18	2019/12/22
B106	Infrastructure & Planning	Water Facilities (Contingency)	EL 20/21/22	Overstrand	Overstrand	300 000.00	400 000.00	700 000.00	Existing Contract	N/A	N/A	N/A	2020/01/01	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
B107	Infrastructure & Planning	Water Stabilization Plant for Stanford	EL20A	Ward 11	Stanford	2 500 000.00	-	2 500 000.00	Tender	Yes	N/A	No	2020/01/01	12	2020/06/30	2019/07/12	2019/07/19	2019/08/02	2019/09/01	90	2019/10/19	2019/10/27	2019/11/30	2019/11/03
B108	Infrastructure & Planning	Zithandwe Street Lights	Operating Cash WSP	Ward 12	Zweilhe	400 000.00	-	400 000.00	Tender	Yes	N/A	No	2020/01/01	12	2020/06/30	2019/08/02								

Procurement Plan for the 2019/2020 - 2020/2021 Period

DMP REF #	Directorate (R)	Project Name / Tender Description	Funding source	Ward	Area	Est. Expenditure 2019/2020	Est. Expenditure 2020/2021	Total Estimated Project Cost	Procurement Process	Pre- Qualification (Regulation 4)	Sub- Contracting (Regulation 9)	Social Responsibility / Community Investment	Planned Start Date of new contract	Contract period in months (New contract)	Planned Completion Date of new contract	Expected submission date of Specifications	Expected BSC	Expected Date Advertised	Expected Tender Closing Date	Validity Period in days	Expected BEC	Expected BAC	Expiry of validity period	Expected Final Award Date
B109	Infrastructure & Planning	Zwelithle Project-Transit Camp (164)	Prov-Housing	Ward 05	Zwelithle	3 000 000.00	3 240 000.00	6 240 000.00	Existing Contract	N/A	N/A	N/A	2020/01/01	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
B110	Infrastructure & Planning	Zwelithle Sewer	Surplus - Non tariff	Ward 5,6,12	Zwelithle	3 000 000.00	-	3 000 000.00	Tender	Yes	N/A	No	2020/01/01	12	2020/06/30	2019/07/12	2019/07/19	2019/08/02	2019/09/01	90	2019/10/19	2019/10/27	2019/11/30	2019/11/03
B111	Community Services	Mount Pleasant Sidewalks	Operating Cash WSP	Ward 04	Mount Pleasant	200 000.00	-	200 000.00	Existing Contract	N/A	N/A	N/A	2020/01/01	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
B112	Community Services	Paving of Erf 1257, Hawston	Operating Cash WSP	Ward 08	Hawston	70 000.00	-	70 000.00	Existing Contract	N/A	N/A	N/A	2020/01/01	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
B113	Community Services	Paving of Roads - Rooiels	Operating Cash WSP	Ward 10	Rooiels	150 000.00	-	150 000.00	Existing Contract	N/A	N/A	N/A	2020/01/01	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
B114	Community Services	River Front and Wandelpad Enhancement – Millstream	Operating Cash WSP	Ward 11	Stanford	50 000.00	-	50 000.00	Existing Contract	N/A	N/A	N/A	2020/01/01	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
B115	Community Services	Roads & Speed Bumps	Operating Cash WSP	Ward 09	Kleinmond	74 000.00	-	74 000.00	Existing Contract	N/A	N/A	N/A	2020/01/01	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
B116	Community Services	Sidewalks	Operating Cash WSP	Ward 02	De Kelders	100 000.00	-	100 000.00	Existing Contract	N/A	N/A	N/A	2020/01/01	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
B117	Community Services	Traffic Calming	Operating Cash WSP	Ward 08	Hawston	40 000.00	-	40 000.00	Existing Contract	N/A	N/A	N/A	2020/01/01	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
B118	Community Services	Upgrading of Work Yard	Operating Cash WSP	Ward 02	Blompark / Kleinbaai	100 000.00	-	100 000.00	Existing Contract	N/A	N/A	N/A	2020/01/01	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
B119	Community Services	Walkway	Operating Cash WSP	Ward 08	Fisherhaven	120 000.00	-	120 000.00	Existing Contract	N/A	N/A	N/A	2020/01/01	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
B120	Community Services	Ward 6 - Sidewalks	Operating Cash WSP	Ward 06	Zwelithle	200 000.00	-	200 000.00	Existing Contract	N/A	N/A	N/A	2020/01/01	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
B121	Community Services	West Cliff Speed Calming	Operating Cash WSP	Ward 04	West Cliff	175 000.00	-	175 000.00	Existing Contract	N/A	N/A	N/A	2020/01/01	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
B122	Community Services	Low Impact Bridge Under R44 Leading to Day Camp	Operating Cash WSP	Ward 09	Kleinmond	50 000.00	-	50 000.00	Formal Quotation	No	N/A	No	2020/01/01	12	2020/06/30	2019/08/02	2019/08/09	2019/08/23	2019/09/22	60	2019/10/20	N/A	2019/11/21	2019/10/27
B123	Management Services	Onrus Disaster Recovery Site Fire Detection Facilities	Surplus	Overstrand	Overstrand	200 000.00	-	200 000.00	Formal Quotation	No	N/A	No	2020/01/01	12	2020/06/30	2019/08/02	2019/08/09	2019/08/23	2019/09/22	60	2019/10/20	N/A	2019/11/21	2019/10/27
B124	Community Services	Purchasing & Installation of Play Park Equipment	Operating Cash WSP	Ward 05	Zwelithle	200 000.00	-	200 000.00	Existing Contract	N/A	N/A	N/A	2020/01/01	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
B125	Infrastructure & Planning	Minor Assets - Infrastructure & Planning	Surplus	Overstrand	Overstrand	200 000.00	-	200 000.00	Formal Quotation	No	N/A	No	2020/01/01	12	2020/06/30	2016/11/22	2016/11/29	2016/12/13	2016/12/27	60	2017/01/24	N/A	2017/02/25	2017/01/31

ANNEXURE K

BUDGET RELATED POLICIES

OVERSTRAND MUNICIPALITY



PROPERTY RATES POLICY

TABLE OF CONTENTS

SECTION A: INTRODUCTION, DEFINITIONS AND PRINCIPLES	3
1. INTRODUCTION.....	3
2. DEFINITIONS.....	3
3. POLICY PRINCIPLES.....	5
4. SCOPE OF POLICY	6
5. APPLICATION OF THE POLICY	6
6. CLASSIFICATION OF SERVICES AND EXPENDITURE.....	6
7. APPLICATIONS	6
SECTION B: CATEGORIES OF PROPERTY.....	6
8. CRITERIA FOR CATEGORIES OF PROPERTY FOR THE PURPOSE OF LEVYING DIFFERENT RATES.....	6
SECTION C: DIFFERENTIAL RATING.....	7
9. DIFFERENTIAL RATING	7
10. ADDITIONAL RATES	7
SECTION D: RELIEF MEASURES RELATED TO CATEGORIES OF PROPERTIES AND CATEGORIES OF OWNERS OF PROPERTIES	7
11. CRITERIA FOR EXEMPTIONS, REBATES AND REDUCTIONS.....	7
12. GRANTING OF EXEMPTIONS.....	8
13. GRANTING OF REBATES	9
SECTION E: RATES ADJUSTMENTS.....	11
14. RATE INCREASES/DECREASES	11
15. RESOLUTIONS LEVYING RATES	12
SECTION F: LIABILITY FOR RATES	12
16. LIABILITY FOR RATES BY PROPERTY OWNERS	12
17. CLEARANCE CERTIFICATE.....	12
18. REGULAR REVIEW PROCESSES.....	13
19. IDENTIFICATION AND QUANTIFICATION OF COSTS AND BENEFITS	13
20. ADJUSTMENT OF RATES PRIOR TO SUPPLEMENTARY VALUATION	13
21. IMPLEMENTATION AND REVIEW PROCESS.....	13
22. SHORT TITLE.....	13

SECTION A: INTRODUCTION, DEFINITIONS AND PRINCIPLES

1. INTRODUCTION

Section 3 of the Local Government: Municipal Property Rates Act, 2004 (Act No. 6 of 2004) and Section 62(l) (f) (ii) of the Local Government: Municipal Finance Management Act, 2003 (No. 56 of 2003), requires municipalities to develop and adopt rates policies on the levying of rates on rateable property in the Municipality.

The Municipality requires a reliable source of revenue to provide basic services and perform its functions. Property Rates are the most important source of general revenue for the Municipality. Revenue from property rates is used to fund services that benefit the community as a whole.

Municipal property rates are set, collected and used locally. Revenue from property rates is spent within a Municipality, where the citizens and voters have a voice in decisions on how the revenue is spent as part of the Integrated Development Plans (IDPs) and budget processes in respect of which the Municipality invites communities for their inputs before adopting the budget.

This policy document guides the annual setting of property rates. It does not make specific property rates proposals. In imposing a rate in the Rand the Municipality may grant exemptions, rebates and reductions to the categories of properties and categories of owners as allowed for in this policy document.

2. DEFINITIONS

“Act”	means the Local Government: Municipal Property Rates Act, 2004 (Act No. 6 of 2004);
“Bona fide farming”	means farming with the intention of making a living from the development, cultivation and utilisation of agricultural land and includes subsistence farming;
Building Clause	building clause refers to a provision incorporated into either a deed of sale, development agreement, or as a restrictive title deed condition, which prescribes that the Purchaser / Owner and / or the Successors in Title must within the period determined from date of first registration of transfer erect or cause to be erected, a building or structure on the Erf or Erven of which the building plans have been approved by the municipality, of which the value of the building / structure will be based on the determined cost of construction. In the event that Purchaser / Owner / Successors in Title not having commenced with the bona fide erection of a building or structure of which the building plans have been approved by the municipality, the building clause may require that the Erf / Erven be re - transferred to the Seller at the purchase consideration originally paid by the Purchaser / Owner.
“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 <i>inter alia</i> , any other business consisting of cultivation of soils, the gathering of crops or the rearing of livestock;
“Exemption”	in relation to the determination of rates, an exemption granted in terms of section 15(1) (a) of the Act;
“Income”	Income is the gross sum of all monthly income from all sources, including wages, salaries, profits, dividends, pensions, rentals, board & lodging, interest received, grants or investment income and other forms of earnings received by every person residing on the property.
“Industrial”	means a branch of trade or manufacturing, production, assembling or processing of finished or partially finished products from raw materials or fabricated parts, on so large a scale that capital and labour are significantly involved;
“Lodge”	means accommodation in a non-urban area provided for paying visiting guests with a focus on aspects of nature and/or places of interest, and may include a restaurant and conference facilities;

OVERSTRAND MUNICIPALITY – PROPERTY RATES POLICY

“Mining”	means any operation or activity for the purpose of 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;
“Multiple use properties”	means properties that cannot be assigned to a single category due to different uses;
“Municipal properties”	means those properties of which the Municipality is the registered owner;
“Newly rateable property”	means any rateable property on which property rates were not levied by 30 June 2005, excluding a property that was incorrectly omitted from a valuation roll and for that reason was not rated before that date;
“Protected area”	means an area that is or has to be listed in the register referred to in section 10 of the National Environment Management: Protected Areas Act, 2003;
“Public Benefit Organisation”	means an organisation conducting specified public benefit activities as defined and registered in terms of the Income Tax Act for tax reductions because of those activities;
“Public place”	means any square, park, recreation ground, sports ground, sanitary lane or open space which has - <ul style="list-style-type: none"> (a) in connection with any subdivision or layout of land into erven, lots or plots, been provided, reserved or set apart for use by the public or the owners or occupiers of such erven, lots or plots, whether or not it is shown on a general plan, plan of subdivision or diagram; (b) at any time been dedicated to the public; (c) been used without interruption by the public for a period of at least thirty years expiring after the thirty-first day of December, 1959, or (d) at any time been declared or rendered such by the Council or other competent authority.
“Public Service Infrastructure”	means government or government agency controlled infrastructure of the following kinds- <ul style="list-style-type: none"> (a) national, provincial or other public roads on which goods, services or labour move across a municipal boundary; (b) water or sewer pipes, ducts or other conduits, dams and water supply reservoirs, water treatment plants or water pumps forming part of a water or sewer scheme serving the public; (c) power stations, power substations or power lines forming part of an electricity scheme serving the public; (d) gas or liquid fuel plants or refineries or pipelines for gas or liquid fuels, forming part of a scheme for transporting such fuels; (e) communication towers, masts, exchanges or lines forming part of a communications system serving the public; (f) breakwater, sea walls, channels, basin, quay walls, jetties, roads, railway or infrastructure used for the provision of water, lights, power, sewerage or similar services of ports, or navigational aids comprising light houses, radio navigational aids, buoys, beacons or any other device or system used to assist the safe and efficient navigation of vessels; (g) rights of way, easement or servitudes in connection with infrastructure mentioned; (h) any other government or government agency controlled infrastructure as may be described from time to time.
“Public street”	means:- <ul style="list-style-type: none"> (a) any street which has at any time been- <ul style="list-style-type: none"> i. dedicated to the public; ii. used without interruption by the public for a period of at least thirty years; iii. declared or rendered such by a council or other competent authority, or iv. constructed by local authority, and (b) any land, with or without buildings or structures thereon, which is shown as a

OVERSTRAND MUNICIPALITY – PROPERTY RATES POLICY

	<p>street on-</p> <p>i. any plan of subdivision or diagram approved by a council or other competent authority and acted upon, or</p> <p>ii. any general plan as defined in section 49 of the Land Survey Act, 1927 (Act 9 of 1927), registered or filed in a deeds registry or the Surveyor-Generals' office,</p> <p>unless such land is on such plan or diagram described as a private street.</p>
"Rateable property"	means property on which a rate or rates may be levied under section 7 of the Act.
"Rebate"	in relation to a rate payable on a property, a discount on the amount of the rate payable on the property;
"Reduction"	in relation to a rate payable on a property, the lowering of the amount for which the property was valued in terms of section 15(1)(b) of the Act and the rating of the property at that lower amount;
"Residential"	<p>means improved property that is:</p> <p>(a) used predominantly (60% or more) for residential purposes, with not more than two dwelling units per property.</p> <p>(b) a unit registered in terms of the Sectional Title Act 95 of 1986, used predominantly (60% or more) for residential purposes, and includes any unit in the same Sectional Title Scheme registered in the name of the same owner which is used together with the residential unit as if it were one property, for example a garage or store room. (Any such grouping shall be regarded as one residential property for rate rebate or valuation purposes.) or</p> <p>(c) owned by a share-block company and used predominantly (60% or more) for residential purposes, or</p> <p>(d) a residence used for residential purposes situated on property used for or related to educational purposes.</p>
"State-owned properties"	<p>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:</p> <p>(a) State properties that provide local services.</p> <p>(b) State properties that provide regional/municipal district-wide/metro-wide service.</p> <p>(c) State properties that provide provincial/national service.</p> <p>(d) Vacant land.</p>
"Vacant erven"	means all undeveloped land irrespective of its current or future intended zoning. Agricultural properties will not be considered as being vacant erven.

All other terms are given the same meaning as that assigned to it in the Local Government: Municipal Property Rates Act, 2004 (Act No. 6 of 2004), unless the context indicates otherwise.

3. 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.

There will be no phasing in of rates based on the new valuation roll, effective from 01 July 2016, except as prescribed by legislation.

The rates policy for the Municipality is based on the following principles:-

a. Equity

OVERSTRAND MUNICIPALITY – PROPERTY RATES POLICY

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.

4. SCOPE OF 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.

5. APPLICATION OF THE POLICY

In imposing the rate in the Rand for each annual operating budget component, the Municipality may grant exemptions, rebates and reductions 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. APPLICATIONS

- a. All applications referred to in this policy must be received by the Municipality before the start of the financial year to which it refers. The Municipality may allow late receipts of such applications but not after 30 September of the financial year;
- b. It is the duty of all such applicants to bring to the attention of the Municipality any amendments to such applications within 7 days after such occurrence.

SECTION B: CATEGORIES OF PROPERTY

8. CRITERIA FOR CATEGORIES OF PROPERTY FOR THE PURPOSE OF LEVYING DIFFERENT RATES

The following are the determined categories of properties in terms of section 8(2) of the Act: -

- a. Residential properties.
- b. Business and commercial properties.
- c. Industrial properties.
- d. Mining properties.
- e. Public service infrastructure.

- f. Public benefit organisations.
- g. Agricultural properties used for bona fide farming;
- h. State-owned properties that are used for public service purposes;
- i. Municipal properties.
- j. Protected areas.
- k. Properties used for multiple purposes.
- l. Vacant land.

Rates on properties, including properties used for multiple purposes, will be levied in accordance with the permitted or actual use of the property and not necessarily according to its zoning.

SECTION C: DIFFERENTIAL RATING

9. DIFFERENTIAL RATING

The following will be taken into consideration for the purposes of differential rating:

- a. the nature of the property including its sensitivity to rating e.g. agricultural properties used for bona fide farming;
- b. promotion of social and economic development by the Municipality;
- c. zoning and/or actual use of property;
- d. geographic rating areas i.e. when an improvement district has been established for that area or special rating areas; and
- e. whether the owner was obliged to erect a building within a set time period and the period has lapsed.

Differential rating among the various property categories will be done by way of setting different Cents in the Rand for each property category.

10. ADDITIONAL RATES

The Municipality may in terms of the bylaw for the establishment of improvement districts and the Local Government: Municipal Property Rates Act, 2004 (Act No. 6 of 2004), as amended-

- a. determine an area within its boundaries as a special rating area;
- b. levy an additional rate on property in that area for the purpose of raising funds for improving or upgrading that area; and
- c. differentiate between categories of properties when levying an additional rate.

SECTION D: RELIEF MEASURES RELATED TO CATEGORIES OF PROPERTIES AND CATEGORIES OF OWNERS OF PROPERTIES

11. CRITERIA FOR EXEMPTIONS, REBATES AND REDUCTIONS

The following will be taken into consideration for the purpose of granting exemptions, rebates and reductions:

- a. indigent status of the owner of a property;
- b. income of the owner and/or household on a property;
- c. market value of residential property below a determined threshold;
- d. owners of property situated within an area affected by –
 - 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;
- e. zoning and/or actual use of the property; and

- f. availability of services funded by rates for a property.

12. GRANTING OF EXEMPTIONS

In terms of section 15(1) (a) of the Act the owners of the following categories of properties are exempted from paying rates:-

a. Residential properties – including residential properties in the urban edge as determined by the Municipality

The Municipality will not levy a rate on the market value of properties as follows: -

- i) on the first R15 000 on the basis set out in section 17 (1) (h) of the Act; and
- ii) on a further amount in respect of developed residential properties; as an important part of the Municipality's indigent relief measures aimed primarily at alleviating poverty amongst those persons owning low-valued properties, in a cost-effective manner. To qualify for this reduction a property must be exclusively used for residential purposes.
- iii) The Municipality may grant a further residential rebate on rates levied on the balance of the market value of developed residential properties, if any, as determined by Council during the budget process.

b. Multiple use properties

Properties used for multiple purposes which do not fall within the definition of residential properties and, accordingly, do not qualify for the residential rates rebate, may be included in the category of multiple use properties, for which an appointment value for each distinct use of the property will be calculated and used for billing at the appropriate and applicable rate.

Examples of properties used for multiple purposes are the following:

- i) A block of flats with businesses on the ground floor.
- ii) A double storey-building with a shop on the ground floor and the residential quarters on the top floor.
- iii) A farm that consists of the residential portion, a farm portion and unused land, etc.

If the market value of the property cannot be apportioned to its various use purposes, then the entire property will be categorised in terms of the dominant (main or primary) use.

c. Public Benefit Organisations

Public Benefit Organisations may apply for the exemption of property rates subject to producing a tax exemption certificate issued by the South African Revenue Services (SARS) as contemplated in Part 1 of the Ninth Schedule of the Income Tax Act, 1962 (No 58 of 1962):

i) Health care institutions

Government properties used exclusively as a hospital, clinic and mental hospital, including workshops used by the patients, laundry or cafeteria facilities, provided that any profits from the use of the property are used entirely for the benefit of the institution and/or for charitable purposes within the Municipality.

ii) Welfare institutions

Properties used exclusively as an orphanage, non-profit retirement villages; old age home or benevolent institution, including workshops used by the inhabitants, laundry or cafeteria facilities, provided that any profits from the use of the property are used entirely for the benefit of the institution and/or for charitable purposes within the Municipality.

iii) Child headed households

Any child headed household where such oldest child is younger than 18 years. The applicant must submit proof of his/her age and identity and, in the case of a physically or mentally handicapped person, also proof that he/she receives a social pension or, if he/she does not receive a social pension, proof of certification by a district medical officer. The rateable property in question must be categorised as residential, or as farm properties solely used for residential purposes.

- iv) Charitable institutions**
Property belonging to not-for-gain institutions or organisations that perform charitable work.
 - v) Sporting bodies**
Property used by an organisation whose sole purpose is to use the property for amateur sport or any activity connected with such sport.
 - vi) Cultural institutions**
Properties declared in terms of the Cultural Institutions Act, Act 29 of 1969 or the Cultural Institutions Act, Act 66 of 1989.
 - vii) Museums, libraries and art galleries**
Registered in the name of private persons or organisations, open to the public and not operated for gain.
 - viii) Youth development organisations**
Property owned and/or used by organisations for the provision of youth leadership or development programmes.
 - ix) Educational institutions**
Property owned by not-for-gain institutions (declared or registered by law) and used for educational purposes including a residence registered in the name of the educational institution and used by full-time employees of the educational institution.
 - x) Animal welfare**
Property owned or used by institutions/organisations whose exclusive aim is to protect birds, reptiles and animals on a not-for-gain basis.
- d.** In terms of section 17(1)(i) of the act, the municipality may not levy a rate on property registered in the name of and used primarily as a place of worship by a religious community, including an official residence registered in the name of that community which is occupied by an office bearer of that community who officiates at services at that place of worship.
- e.** Municipal properties that are not leased or rented out by the Municipality.
- f. Public places and streets**
All defined roads and/or streets and public places.
- g. Exemptions are subject to the following conditions:**
- i) all applications must be addressed in writing to the Municipality;
 - ii) a SARS tax exemption certificate must be attached to all applications where applicable;
 - iii) the municipal manager or his/her nominee must have considered and approved all applications;
 - iv) the Municipality retains the right to refuse exemptions if the details supplied in the application form were incomplete, incorrect or false.
 - v) false declarations will lead to the forfeit of any exemption and may lead to criminal prosecution.
 - vi) a person who provides false information will be held liable for the immediate repayment of any rebates already granted and legal, civil and criminal action may be instituted against the guilty party/ies.

13. GRANTING OF REBATES

- 13.1 Categories of properties:**
- a. State owned property**

State owned property no longer qualifies for any rates rebate by virtue of ownership. However, the exemptions, rebates and reductions relating to the usage of the properties as specified in this Rates Policy would apply.

b. Public Service Infrastructure

Public service infrastructure (as defined in the Act) may not be rated on the first 30 percent of its market value in terms of section 17 (1) (a) of the Act.

c. Agricultural

in terms of section 8 of the Act.

d. Conservation Land

Section 17 (1) (e) of the Act precludes Council from levying rates 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, farming or residential purposes. The apportioned value of any portion of such properties utilized for any purpose other than that used for such conservation purposes will be rated accordingly.

e. Properties in rural areas

The Municipality may grant a rates rebate to properties in rural areas as a result of, and taking into account, the limited rate-funded services supplied to such properties.

f. Properties with a market value below a prescribed valuation level

Instead of a rate determined on the market value, properties with a valuation below an amount as determined by the Municipality may be rated at a fixed amount per property.

13.2. Categories of owners

a. Retired and Disabled Persons Rate Rebate

- i) Retired and Disabled Persons qualify for special rebates according to monthly household income. To qualify for the rebate a property owner must:
 - be a South African citizen;
 - occupy the property as his/her primary residence, provided that where the owner is unable to occupy the property due to circumstances beyond his/her control, the spouse or minor children may satisfy the occupancy requirement. Absence of up to three months per year from the property will be disregarded for the purposes of this requirement;
 - be at least 60 years of age or in receipt of a disability pension from the State;
 - be in receipt of a total monthly income not exceeding the amount as decided by the Municipality; and
 - not be the owner of more than one property.
- ii) Property owners must apply on a prescribed application form for a rebate as determined by the Municipality.
- iii) Applications must be accompanied by -
 - a certified copy of the identity document or any other proof of the owners age which is acceptable to the Municipality;

- sufficient proof of total monthly income by submission of a minimum of the latest three months bank statements from all financial institutions or, if the person does not have a bank account, such proof as the Municipality may require to substantiate the person's level of gross monthly income.
- an affidavit from the owner, (on the application form);
- if the owner is a disabled person proof of a disability pension payable by the state must be supplied; and
- if the owner has retired at an earlier stage for medical reasons proof thereof must be submitted.

iv) Rebate percentages

- A rebate of 100% to approved applicant in terms of this Policy, who's gross monthly household income may not exceed the amount of two times (2x) the state funded social pensions per month;
- A rebate of 50% to approved applicant in terms of this Policy, who are older than 60 with a gross monthly household income less than four times (4x) the state funded social pensions per month;
- A rebate of 40% to approved applicant in terms of this Policy, who are older than 60 with a gross monthly household income more than four times (4x) but less than eight times (8x) the state funded social pensions per month.

v) The Municipality retains the right to refuse rebates if the details supplied in the application form were incomplete, incorrect or false.

13.3. Other cases

a. **Municipal property and usage:-**

- i) A *pro rata* rebate may be granted where the seller sells land after the financial year has started.
- ii) 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.

SECTION E: RATES ADJUSTMENTS

14. RATE INCREASES/DECREASES

- 14.1 The Municipality will consider increasing/decreasing rates annually during the budget process.
- 14.2 Rate increases will be used to finance the increase in operating costs of rates funded services.
- 14.3 Rates adjustments may be made taking into account all or any of the following factors:
 - a. all salary and wage increases as agreed at the South African Local Government Bargaining Council;
 - b. inflation;
 - c. the cost of capital;
 - d. statutory increases affecting the Municipality; and
 - e. increases or decreases on operating subsidies received.

15. RESOLUTIONS LEVYING RATES

The process as set out in the Act will be followed in notifying the public of any decisions by the Municipality regarding rates resolutions.

SECTION F: LIABILITY FOR RATES

16. LIABILITY FOR RATES BY PROPERTY OWNERS

Ratepayers may choose between paying rates annually in one instalment on or before 30 September or monthly on or before the date on which it becomes payable. If the owner of property does not notify the Municipality before the start of the financial year that he/she prefers to pay rates in one payment on or before 30 September of the financial year, such owner must pay the amount due monthly. A notice from an owner regarding the manner of payment of rates will remain applicable for future financial years until withdrawn by the owner. Interest on arrear rates shall be payable.

If a property owner, who is responsible for the payment of property rates in terms of this policy, fails to pay such rates in the prescribed manner and on the date/s due, it will be recovered from him/her.

Arrear rates shall be recovered from tenants, occupiers and agents of the owner, in terms of the Act.

Where the rates levied on a particular property have been incorrectly determined, whether because of an error or omission on the part of the Municipality or false information provided by the property owner concerned or a contravention of the permitted use to which the property concerned may be put, the rates payable shall be appropriately adjusted for the period extending from the date on which the error or omission is detected back to the date on which rates were first levied in terms of the valuation roll.

In addition, where the error occurred because of false information provided by the property owner or as a result 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.

17. CLEARANCE CERTIFICATE

- 17.1 On the sale of any property in the municipal jurisdiction, Council will withhold the transfer until all rates, service and sundry charges and any estimated amounts for the duration of the certificate in connection with the property are paid, by withholding a clearance certificate. The municipality will issue such clearance certificate on receipt of an application on the prescribed form from the conveyancer.
- 17.2 All payments will be allocated to the registered seller's municipal accounts and all refunds will be made to such seller.
- 17.3 No interest shall be paid in respect of these payments.
- 17.4 The Municipality will only issue a clearance certificate once a completed prescribed application form from the conveyancer has been received.
- 17.5 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 has been paid.
- 17.6 The rates clearance certificate validation period is 60 days and the amount due for payment will include 3 (three) months advance collections plus all current outstanding debt on the property.
- 17.7 After receiving the rates clearance application form, the Municipality has 10 (ten) working days to forward the amount due for payment and another 10 (ten) working

days to produce the rates clearance certificate, once proof of payment has been established.

18. REGULAR REVIEW PROCESSES

The rates policy will be reviewed on an annual basis.

19. IDENTIFICATION AND QUANTIFICATION OF COSTS AND BENEFITS

The cost to the Municipality and benefit to the local community of exemptions, rebates, reductions and exclusions referred to in sections 17 (1) (a), (e), (g) (h) and (i) of the Act are reflected in the Municipality's budget.

20. ADJUSTMENT OF RATES PRIOR TO SUPPLEMENTARY VALUATION

- 20.1 In circumstances where a valuation has been carried out by the municipal valuer, in pursuance of a Supplementary Valuation (SV) in terms of section 78(1)(d) or 78(1)(f) of the MPRA as a result for example, of a demolition having taken place on a property or a fire having destroyed buildings on a property, but the Municipality has not yet included such valuation of the relevant property in the SV, such valuation shall be submitted to the CFO for approval to levy rates on the property in accordance with such valuation, with effect from the date of the occurrence of the event caused a SV to be required.
- 20.2 If the owner of a property which has been subdivided or consolidated after the last general valuation wishes to sell the consolidated erf, or one or more of the erven which have been subdivided off the parent erf, as the case may be, applies to the Municipality for a clearance certificate in terms of section 118 of the Systems Act and if the Municipality has not yet included such valuation of the relevant property/s in the SV, then:-
- a. The municipal valuer shall conduct a valuation of the relevant property/s for purposes of a SV; and
 - b. The valuation shall be submitted to the CFO for approval of the levying of rates on such property/s in accordance with such valuation, with effect from the date on which the relevant subdivision or consolidation (as may be the case), was registered in the Deeds Office.
- 20.3 Any valuations performed in terms of paragraph 20 shall be included in the next SV prepared by the Municipality without any amendments to the valuation and any objections to such valuation may only be lodged once such SV is made public in terms of section 49 of the Act.

21. IMPLEMENTATION PROCESS AND REVIEW PROCESS

This policy will come into effect on **1 July 2019** and will be reviewed at least annually or when required by way of a Council resolution.

22. SHORT TITLE

This policy will be referred to as the **Rates Policy of the Overstrand Municipality**.

OVERSTRAND MUNICIPALITY – PROPERTY RATES POLICY

POLICY SECTION:	SENIOR MANAGER: REVENUE
CURRENT UPDATE:	29 MAY 2019
PREVIOUS REVIEW	30 MAY 2018
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OVERSTRAND MUNICIPALITY



TARIFF POLICY

OVERSTRAND MUNICIPALITY

TARIFF POLICY

PREAMBLE

Whereas section 74 of the Local Government: Municipal Systems Act, 2000 (Act No 32 of 2000) requires a municipal council to adopt a tariff policy on the levying of fees for municipal services;

And whereas the tariff policy should at least include the principles contained in section 74(2) of the Act, thus giving effect to the By-Law required in terms of section 75 of the Act;

And whereas the tariff policy may differentiate between different categories of users, debtors, service providers, service standards and geographical areas as long as such differentiation does not amount to unfair discrimination;

Now therefore the Municipal Council of the Overstrand Municipality adopts the following Tariff Policy:

OVERSTRAND MUNICIPALITY
TARIFF POLICY

TABLE OF CONTENTS

	PAGE
1. DEFINITIONS	4
2. PURPOSE OF POLICY	5
3. TARIFF PRINCIPLES.....	5
4. CATEGORIES OF CONSUMERS.....	7
5. INCENTIVE POLICY.....	7
6. INDIGENT RELIEF	7
7. SERVICE, EXPENDITURE CLASSIFICATION AND COST ELEMENTS.....	8
8. TARIFF TYPES.....	8
9. CALCULATION OF TARIFFS FOR MAJOR SERVICES.....	9
10. NOTIFICATION OF TARIFFS, FEES AND SERVICE CHARGES.....	19
11. IMPLEMENTING AND PHASING-IN OF THE POLICY.....	19
12. PROCEDURES AND ACCOUNTABILITY.....	20
13. IMPLEMENTATION AND REVIEW PROCESS.....	20
14. SHORT TITLE.....	20

OVERSTRAND MUNICIPALITY

TARIFF POLICY

1. DEFINITIONS

In this tariff policy, unless the context otherwise indicates –

“Availability Charge”	Availability charge means a charge levied on all properties with or without improvements, where a basic fee is not levied, <u>to recover fixed costs which do not vary with consumption or volume produced.</u>
“basic municipal service”	means the amount or level of any municipal service that is necessary to ensure an acceptable and reasonable quality of life and which, if not provided, could endanger public health or safety of the environment and for the purposes of this policy are restricted to electricity, refuse, sewage and water services;
“break even”	means the financial situation where the income derived by the Municipality from the supply of a service is equal to the aggregate of the fixed and the variable costs associated with the provision of the service concerned;
“capital contributions”	means the tariffs payable in respect of the water, electricity, sewage, storm water, roads and refuse removal infrastructure of the Municipality and which amounts exclude amounts payable towards the operational and maintenance costs of such infrastructure;
“Commercial Unit/Erff”	means a self-contained or lettable section within a building or a group of buildings on the same plot excluding short term residential accommodation establishments for e.g. hotels, bed & breakfast, guest houses etc. An owner of a commercial property may annually choose between being levied either per erf or per commercial unit for water and sewage basic charges. This choice must be applied on or before 30 September of each financial year.
“community services”	means the services referred to in paragraph 5(1)(c) and in respect of which the tariffs are set at a level that the costs of the services are not recovered fully from public service charges and are of a regulatory nature;
“consumer, customer, owner, occupier, account holder”	means individuals and other legal entities against whom a tariff, fee, charge or other levy specific to identifiable services are levied.
“Council” or “municipal council”	means a municipal council referred to in section 18 of the Local Government: Municipal Structures Act, 1998 (Act No 117 of 1998) and for purposes of this policy, the municipal council of the Overstrand Municipality;
“economic services”	means services that the Council has classified as such and the tariffs have been compiled with the intention that the total costs of the services are recovered from customers;
“Electricity Service charge”	Means the monthly charge payable per point of supply to recover administration-related and service-related costs such as meter reading, billing and meter capital. It is based on the monthly utilized capacity of each point of supply linked to an account.
“fixed costs”	means costs which do not vary with consumption or volume produced;
“lifeline”	Available to pre-paid consumers whose connection is ≤ 30 Amp with a maximum average consumption of 350 kWh measured over a period of 12 months. This tariff is only available to Informal dwellings in informal settlements;
“low voltage metering point”	Means a metering point at the set of nominal voltage levels that are used for the distribution of electricity and whose upper limit is generally accepted to be an a.c. voltage of 1000V or less
“medium voltage metering point”	Means a metering point at the set of nominal voltage levels that lie above low voltage and below high voltage in the range of $1\text{kV} < U_n < 44\text{kV}$
“multi-purpose”	In relation to a property, means the use of a property for more than one purpose;
“Municipality”	the institution that is responsible for the collection of funds and the provision of services to the customers of Overstrand;

OVERSTRAND MUNICIPALITY

TARIFF POLICY

“Municipal Manager”	means the accounting officer appointed in terms of section 82 of the Local Government: Municipal Structures Act, 1998 (Act No 117 of 1998) and being the head of administration and accounting officer in terms of section 55 of the Local Government: Municipal Systems Act, 2000 (Act No 32 of 2000) and includes any person:- (a) acting in such position; and (b) to whom the Municipal Manager has delegated a power, function or duty in respect of such a delegated power, function or duty;
“NMD”	Notified Maximum Demand – the maximum capacity in kVA, as measured over a 30-minute integration period, per point of supply that the customer will contract for Overstrand to make available during all time periods.
“resident “	means a person who normally resides in the municipal area;
“residential unit”	Means a single residential erf, flat, townhouse or group development unit, retirement village unit, guest house, bed and breakfast and any household related consumer that do not fall in one of the above household consumer categories;
“RUE”	means Residential Unit Equivalent;
“time of use”	means a tariff with energy charges based on the volume of electricity demand during high, mid and low demand periods and may differ per tariff.
“the Act”	means the Local Government: Municipal Systems Act, 2000 (Act No 32 of 2000);
“total cost”	means the sum of all fixed and variable costs associated with a service;
“trading services”	means services that the Council has classified as such and the tariffs have been compiled with the intention that the Council makes a profit from the delivery of the services;
“utilized capacity”	Means the higher of the notified maximum demand (NMD) or maximum demand, per point of supply measured in kVA, and registered each month.
“vacant land”	means all undeveloped land irrespective of its current or future intended zoning. Agricultural properties will not be considered as being vacant erven.
“variable costs”	means costs that vary with consumption or volume produced;
“wet Industry”	Defined as an industry using water as essential and fundamental input in the production process.

2. PURPOSE OF POLICY

The Overstrand Municipality wishes to achieve the following objectives by adopting this tariff policy:-

- 2.1. To comply with the provisions of section 74 of the Local Government: Municipal Systems Act, 2000 (Act No 32 of 2000).
- 2.2. To prescribe procedures for calculating tariffs where the Municipality wishes to appoint service providers in terms of section 76(b) of the Act.
- 2.3. To give guidance to the Portfolio Committee for Finance regarding tariff proposals that must be submitted to Council annually during the budgetary process.

3. TARIFF PRINCIPLES

The Overstrand Municipality wishes to record that the following tariff principles will apply:-

- 3.1. Service tariffs imposed by the Municipality shall be viewed as user charges and shall not be viewed as taxes, and therefore the financial ability of the relevant user of the services to which such tariffs relate, shall not be considered as a criterion.
- 3.2. Tariffs for the basic municipal services rendered by the Municipality, namely:
 - (a) electricity;
 - (b) water;
 - (c) sewage (waste water); and

OVERSTRAND MUNICIPALITY

TARIFF POLICY

- (d) refuse removal (solid waste),
shall be calculated at a level which will recover all expenses associated with the rendering of these services.
- 3.3. To prevent existing consumers from subsidising the capital costs associated with new developments and subdivisions the Municipality will plan and manage the extension of services in such a manner that it will not impact negatively on the fixed costs and availability charges of existing tariffs.
- 3.4. Capital contributions to finance new developments and subdivisions will be required from all developers.
- 3.5. All users of municipal services, within a category of users, will be treated equitably.
- 3.6. The amount payable by consumers and/or owners will generally be in proportion to usage of the service.
- 3.7. The Municipality shall develop, approve and at least annually review an indigent support policy for the municipal area. This policy shall set out clearly the Municipality's cost recovery policy in respect of the tariffs which it levies on registered indigents, and the implications of such policy for the tariffs which it imposes on other users and consumers in the municipal region.
- 3.8. Subject to annual budgetary provisions and the availability of funds from National Treasury through the equitable share contribution, the Municipality may consider supplying free basic services to categories of consumers.
- 3.9. In the case of directly measurable services, namely electricity and water, the consumption of such services shall be properly metered by the Municipality, and meters shall be read, wherever circumstances reasonably permit, on a monthly basis. If a service is metered but it cannot be read due to financial and/or human resource constraints or circumstances beyond the control of the Municipality or its authorised agent, and the customer is charged for an estimated consumption, the account following the reading of the metered consumption must articulate the difference between the actual consumption and the average consumption, and the resulting credit or debit adjustments.
- Tariffs must be set at a level that facilitates the sustainability of services. Sustainability will be achieved by ensuring that:-
- (a) Cash inflows cover cash outflows. This means that sufficient provision for working capital and bad debts will be made.
- (b) Access to the capital market is maintained. This will be achieved by providing for the repayment of capital, maintaining sufficient liquidity levels and if possible, generating a surplus on trading services.
- (c) Service providers retain a fair rate of return on their investments.
- 3.10. Provision may be made in appropriate circumstances for surcharges on tariffs.
- 3.11. Efficient and effective use of resources may be encouraged by providing for penalties to prohibit or restrict exorbitant use.
- 3.12. The extent of subsidisation of tariffs will be disclosed and such disclosure will include the extent of subsidisation of the indigent or incentives for local development.
- 3.13. Provisions may be made for the subsidisation of the indigent and the promotion of local economic development by creating expenditure votes in the service budgets and including the costs in tariff calculations.
- 3.14. VAT is included in all tariffs where applicable.
- 3.15. This policy shall be binding on all tariffs other than those governed by legislation which supersedes the Act.
- 3.16. A property used for multiple purposes must, for purposes related to the services and categories of users concerned, be calculated at the appropriate and applicable rate for each distinct use of the property.

OVERSTRAND MUNICIPALITY

TARIFF POLICY

- 3.17. In order to provide the Municipality with appropriate security for payment of amounts owing to it from time to time for services rendered, the Council shall impose a system of deposits payable by consumers. The deposits shall be set with due regard to the potential financial risk associated with the amounts owing from time to time as well as sufficient provision for working capital. The level of the deposits shall be revised annually and the Municipality may introduce transitional arrangements in respect of existing consumers.

4. CATEGORIES OF CONSUMERS

- 4.1. Separate tariff structures may be imposed for the following categories of consumers (which the council may change) :
- (a) domestic consumers;
 - (b) commercial consumers;
 - (c) industrial consumers;
 - (d) agricultural consumers;
 - (e) organs of state;
 - (f) municipalities;
 - (g) consumers with whom special agreements were made;
 - (h) consumers in certain geographical areas;
 - (i) sport and recreation facilities
 - (j) private schools & educational institutions;
 - (k) public benefit organisations and suchlike institutions, and
 - (l) vacant land
- 4.2. Section 74(3) of the Municipal Systems Act allows for the differentiation between different categories of users, debtors, service providers, services, service standards, geographical areas and other matters for tariff purposes as long as the differentiation does not amount to unfair discrimination.
- 4.3. Where there are substantial differences between the infrastructures used to provide services to specific groups of users within a category and/or standard of services provided, the Council can, after considering a report by the Municipal Manager or the relevant Director, determine differentiated tariffs for the different consumers within the specific category.
- 4.4. Differentiated tariffs must be based on one or more of the following elements; infrastructure costs, volume usage, availability and service standards.
- 4.5. If, for purposes of determining the tariff applicable to a particular user or category of users, the user or category of users has not specifically by definition been included under a defined category of users in this policy, the Municipal Manager shall, by applying the closest match principle, determine the category under which the user or category of users fits in best, taking into account the nature of the service concerned and the user or category of users involved.

5. INCENTIVE POLICY

- 5.1. Tariffs will not reflect incentives for investment or to promote economic development.

6. INDIGENT RELIEF

- 6.1. Tariffs will not reflect relief granted to indigent households. Such relief will be developed as a separate policy and be subject to the discretion of Council as to its sustainability.
- 6.2. All such relief will be reflected, accounted for and disclosed separately in invoices, account statements, budgets, financial statements or reports.

OVERSTRAND MUNICIPALITY

TARIFF POLICY

- 6.3. During implementation of such policy, cognisance will be taken of the fact that the existing tariffs and procedures may require amendment to accommodate the above clauses and that such amendments will be phased in over time.
- 6.4. Indigent households are expected to manage their consumption of services within the levels of relief granted.
- 6.5. Assistance and management of indigent households is contained in the Customer Care and Debt Collection Policy/By-Law. The Municipality, however, retains the right to limit consumption through prepaid meters or restriction if the accounts of assisted households fall into arrears.

7. SERVICE, EXPENDITURE CLASSIFICATION AND COST ELEMENTS

7.1. Service classification

7.1.1. To isolate the costs associated with a service, the Municipal Manager shall, subject to the guidelines provided by the National Treasury, Generally Recognised Accounting Practice (GRAP) and Executive Mayoral Committee of the Council, provide for the classification of services into the following categories:-

- (i) trading services;
- (ii) economic services;
- (iii) community services; and
- (iv) subsidised services.

7.1.2. Trading and economic services must be financially ring-fenced and financed from service charges while community and subsidised services will be financed from rates and related income.

7.2. Expenditure classification

Expenditure will be classified in accordance with GRAP.

7.3. Cost elements

The following cost elements may be used to calculate the tariffs of the different services:-

- (a) "*Fixed costs*" which consist of the capital costs (interest and redemption) on external loans as well as internal advances and/or depreciation, whichever are applicable to the service, and any other costs of a permanent nature as determined by the Council from time to time.
- (b) "*Variable costs*" which include all other variable costs that have reference to the service.
- (c) "*Total cost*" which is equal to the fixed costs and variable costs.

8. TARIFF TYPES

In determining the type of tariff applicable to the type of service, the Municipality shall make use of any of the following six options or a combination thereof:-

8.1. "Single tariff":-

This tariff shall consist of a cost per unit consumed. All costs will be recovered through unit charges at the level where income and expenditure breaks even. Subject to a recommendation by the Municipal Manager, the Council may decide to approve profits on trading services during the budget meeting. Such profits will be added to the fixed and variable cost of the service for the purpose of calculating the tariffs.

OVERSTRAND MUNICIPALITY

TARIFF POLICY

8.2. “Cost related to a two to four part tariff”:-

This tariff shall consist of two to four parts. Management, capital, maintenance and operating costs may be recovered by grouping certain components together, e.g. management, capital and maintenance costs may be grouped together and may be recovered by a fixed charge, independent of consumption for all classes of consumers, or the total costs may be recovered by a unit charge per unit consumed. Three and four part tariffs may be used to calculate the tariff for electricity and to provide for maximum demand and usage during limited demand.

8.3. “Inclining block tariff”:-

This tariff is based on consumption levels being categorised into blocks, the tariff being determined and increased as consumption levels increase.

8.4. “Declining block tariff”:-

This tariff is the opposite of the inclining block tariff and decreases as consumption levels increase.

8.5. “Regulating tariff”:-

This tariff is only of a regulatory nature and the Municipality may recover the full or a portion of the cost associated with rendering the service.

8.6. “Cost plus mark-up tariff”:-

This tariff is for other services rendered.

9. CALCULATION OF TARIFFS FOR MAJOR SERVICES

9.1. General

In order to determine the tariffs which must be charged for the supply of the basic municipal services, (electricity, refuse, sewage and water), the Municipality shall use service and expenditure classifications and cost elements contained in clause 7 and identify all the costs associated with the service concerned, including the following:-

9.1.1. Cost of bulk purchases in the case of electricity and water.

9.1.2. Distribution costs, including distribution losses in the case of electricity and water.

9.1.3. Depreciation and finance charges.

9.1.4. Maintenance of infrastructure and other assets.

9.1.5. Administration and service costs, including:-

(a) service charges levied by other support services, such as finance, human resources and legal services;

(b) reasonable general overheads, such as the costs associated with the office of the Municipal Manager;

(c) adequate contributions to the provisions for bad debts, working capital and obsolescence of stock;

(d) all ordinary operating expenses associated with the service concerned, including the cost of providing street lighting in the municipal area in the case of the electricity service.

9.1.6. The intended surplus to be generated for the financial year shall be applied generally in relief of rates and general services.

9.1.7. Where a consumer has an option to choose between different tariffs on a service such option must be executed before 30 September to be implemented for the specific financial year.

9.2. Electricity

OVERSTRAND MUNICIPALITY

TARIFF POLICY

- 9.2.1. The guidelines and policy issued by the National Energy Regulator from time to time will form the basis of calculating tariffs.
- 9.2.2. The Municipality has standardized on the installation of Pre-Payment Meters for all Domestic Consumers. As such it is compulsory for all new domestic connections to be equipped with Pre Payment Meters. The Municipality has embarked on a program to effect the migration of all Credit Meters to Pre-Payment Meters. The change from Pre-Payment Meters to Credit Meter will therefore be disallowed unless special health circumstances exist, in which extreme case a credit meter will be installed by special concession from the Director of Infrastructure and Planning and by payment of the required change of meter fees as well as the required deposit.
- 9.2.3. When an adjustment is made to the electricity consumption registered on a meter in terms of Section 55(2) or 55(3) of the Electricity Supply By-Law, published on 21 October 2016, such adjustment shall either be based on the percentage error of the meter as determined by the test referred to in Section 55(5) or upon a calculation by the Municipality from consumption data in its possession. Where applicable, due allowance shall be made, where possible for seasonal or other variations which may affect the consumption of electricity.
- 9.2.4. To make electricity affordable to certain categories of consumers, cross subsidisation between and within categories of consumers will be allowed, based on the load factors of the categories and consumers within the category.
- The first 50 kWh in the tariff block 3 – 350 of electricity per month shall be free of charge to domestic electricity consumers who applied and were approved in terms of the relevant clause as per the Overstrand Indigent Policy.
- 9.2.5. The fixed costs, or portions thereof, will be recovered through an energy or time-of-use charge.
- 9.2.6. A basic charge per electricity meter or unit in the municipal area, as determined by the Council from time to time, may be charged against all electricity consumers.
- 9.2.7. To apply the abovementioned principles, the consumer types and cost allocations reflected in the following table will be used:-

Categories of Consumers	Tariff Components			
	Fixed Charge (Rand/ consumer/ month)	Active Energy Charge (cent/kWh/ month)	Time-of-use Energy Charge Peak / Standard / Off-peak (sent/kWh/month)	Charge (Rand/KVA/ month)
Single Phase: (Domestic Credit meters)	X	X		*Note: IBT BLOCK 1) 0 - 350 kWh 2) 351 – 600 kWh 3) > 600kWh
Single Phase: (Domestic Pre-paid meters)	X	X		*Note: IBT BLOCK 1) 0 - 350 kWh 2) 351 – 600 kWh 3) > 600kWh
Life Line One – (pre-paid meters only)		X		0 – 350 kWh
One Part – (pre-paid meters only) Local Economic Development Projects		X		0 – 350 kWh
Single Phase: (Commercial Credit meters)	X	X		Flat rate

OVERSTRAND MUNICIPALITY

TARIFF POLICY

Single Phase: (Commercial Pre-paid meters)	X	X		Flat rate
Three Phase: (Domestic Credit meter) ≤ 100A	X	X		*Note: IBT BLOCK 1) 0 - 350 kWh 2) 351 – 600 kWh 3) > 600kWh
Three Phase: (Domestic Pre-paid meter) ≤ 100A	X	X		*Note: IBT BLOCK 1) 0 - 350 kWh 2) 351 – 600 kWh 3) > 600kWh
Three Phase: (Commercial Credit meter) ≤ 100A	X	X		Flat Rate
Three Phase: (Commercial Pre-Paid meter) ≤ 100A	X	X		Flat Rate
Economic Pre-paid:- ≤ 100A		X		Flat Rate
Time of Use Tariff (.70kVA)	X	X	X	X
Service Charge (per month) for MV and LV consumers	X	X	X	X
Medium Voltage Metering Points (11000V) >500kVA	X	X	X	X
Low Voltage Metering Points (400V) >70kVA ≤ 500kVA	X	X	X	X

A basic level of service will be provided free to qualifying households with a total gross income level which is below a determined amount, and according to further specified criteria, as determined by Council from time to time.

9.2.8. An infrastructure basic charge for electricity will be levied on a monthly basis on all properties or meters.

9.2.9. An availability charge will be levied on all erven or units not connected to the electricity network, but can reasonably be connected to the service.

9.2.10. The use of tariffs E5A10 “Exceed NOTIFIED MAXIMUM DEMAND (NMD) per kVA Per month”.

Each Time-of-Use consumer must nominate the Maximum Demand that the consumer intends to draw from the Overstrand Municipal Electricity Network. This nominated figure is known as the Nominated Maximum Demand (NMD) and is measured in kVA.

Upon exceeding this NMD, the consumer will be warned that he/she has exceeded the NMD and upon exceeding such NMD again within the next 12 months, the consumer will be required to pay the charge per kVA as indicated under tariffs E5A10 as the case may be. Each subsequent exceeding of the NMD will be charged similarly. When the NMD has not been exceeded in any 12 consecutive months, the consumer will then only receive a warning upon the next time the NMD is exceeded, after which the required tariff will again be instituted as shown above.

The consumer may increase his/her NMD and would be required to pay the associated tariffs as indicated under E15, where appropriate. A consumer may increase his NMD as many times as is needed within one financial year, but may only decrease the NMD once within any Financial Year.

9.3. Water

9.3.1. The categories of water consumers as set out in clause 9.3.4 shall be charged at the applicable tariffs as approved by the Council in each annual budget.

OVERSTRAND MUNICIPALITY

TARIFF POLICY

- 9.3.2. The first 6kℓ of water consumption per month shall only be supplied pro rata free of charge to domestic water consumers who qualify for the indigent grant.
- 9.3.3. Because water is a scarce national resource, and this Municipality is committed to the prudent conservation of such resources, the tariff levied for consumption of water shall escalate according to the volume of water consumed.
- 9.3.4. The tariffs for consumption of purified water shall be based on the levels reflected in the following table:-

Category of Consumer	Basic Fixed Charge (Rand/meter/month)	Unit Charge per kℓ	Level of Consumption (Rand/kℓ/month)
NORMAL TARIFF			
Single Residential Flats Group Housing (including Townhouse Developments) Retirement Villages Guest Houses	X	X	HOUSEHOLD 0 - 6 kℓ 7 - 18 kℓ 19 - 30 kℓ 31 - 45 kℓ 46 - 60 kℓ >60 kℓ
Churches Caravan Parks Boutique Hotels and Hotels Other Consumers	X	X	NON-HOUSEHOLD 0 - 18 kℓ 19 - 30 kℓ 31 - 45 kℓ 46 - 60 kℓ >60 kℓ
RESTRICTION TARIFF 1 (LEVELS 2 & 3 [1] RESTRICTIONS) PLUS 30% on Normal Tariff)			
Single Residential Flats Group Housing (including Townhouse Developments) Retirement Villages Guest Houses	X	X	HOUSEHOLD 7 - 18 kℓ 19 - 30 kℓ 31 - 45 kℓ 46 - 60 kℓ >60 kℓ
Churches Caravan Parks Boutique Hotels and Hotels Other Consumers	X	X	NON-HOUSEHOLD 0 - 18 kℓ 19 - 30 kℓ 31 - 45 kℓ 46 - 60 kℓ >60 kℓ
RESTRICTION TARIFF 2 (LEVELS 4 & 5 [2] RESTRICTIONS) PLUS 60% on Normal Tariff)			
Single Residential Flats Group Housing (including Townhouse Developments) Retirement Villages Guest Houses	X	X	HOUSEHOLD 7 - 18 kℓ 19 - 30 kℓ 31 - 45 kℓ 46 - 60 kℓ >60 kℓ
Churches Caravan Parks Boutique Hotels and Hotels Other Consumers	X	X	NON-HOUSEHOLD 0 - 18 kℓ 19 - 30 kℓ 31 - 45 kℓ 46 - 60 kℓ >60 kℓ

OVERSTRAND MUNICIPALITY

TARIFF POLICY

RESTRICTION TARIFF 3 (LEVEL 6 [3] RESTRICTION) PLUS 100% on Normal Tariff)			
Single Residential Flats Group Housing (including Townhouse Developments) Retirement Villages Guest Houses	X	X	HOUSEHOLD 7 - 18 kℓ 19 - 30 kℓ 31 - 45 kℓ 46 - 60 kℓ >60 kℓ
Churches Caravan Parks Boutique Hotels and Hotels Other Consumers	X	X	NON-HOUSEHOLD 0 - 18 kℓ 19 - 30 kℓ 31 - 45 kℓ 46 - 60 kℓ >60 kℓ

- 9.3.5. A basic charge per water meter or unit in the municipal area, as determined by the Council from time to time, may be charged against all water consumers.
- 9.3.6. An infrastructure basic charge for water will be levied on a monthly basis on all erven or units.
- 9.3.7. An availability charge will be levied on all erven or units not connected to the water network but can reasonably be connected to the service.
- 9.3.8. Allocation of RUE's to categories of Household consumers:

Clinics – Out patients	<input type="checkbox"/> 1 RUE
Flats	<input type="checkbox"/> 1 RUE per residential unit
Guest houses and B & B's	<input type="checkbox"/> 1 RUE
Household related consumers that do not fall in one of the above household consumer categories	<input type="checkbox"/> Upon application the Engineering & Financial Departments will assess the validity within the tariff's structural framework.
Old Age Homes, Hostels & Boarding School	<input type="checkbox"/> 1 RUE per 7 Beds
Retirement Villages, Hospital & Hospice	<input type="checkbox"/> 1 RUE per 1 residential unit <input type="checkbox"/> 1 RUE per 7 Frail care beds
Single Residential erven	<input type="checkbox"/> 1 RUE
Townhouse and group developments	<input type="checkbox"/> 1 RUE per unit <input type="checkbox"/> Townhouse/Group Developments must apply should they require more than 1 rue during development phase) <input type="checkbox"/> RUE's are only applicable from date of application and approval

- 9.3.9. The number of water basic and infrastructure charges for non-household consumers shall be coupled to the number of commercial sewage basic and infrastructure charges. The owner has the option to select to be charged either one commercial unit, or for the respective individual number of lettable sections.
- 9.3.10. The tariffs for consumption of irrigation and raw water shall be based on the levels reflected in the following table:-

Category of Consumer	Basic Charge (Rand/meter/month)	Level of Consumption (Rand/kiloliter/month)
Use and pump water	X	80 – 90 minutes
Small Holdings	X	(i) 0 – 70 kℓ (ii) > 70 kℓ

OVERSTRAND MUNICIPALITY

TARIFF POLICY

9.3.11. Wet Industries –

9.3.11.1. Commercial and Sport (Customers must apply for this tariff)

Detail	Basic Charge (Rand/meter/month)	Unit Charge / kℓ	Level of Consumption (Rand/kiloliter/month)
Normal Tariff	X	X	(i) 0 – 500 kℓ (ii) 501 – 1 000 kℓ (iii) > 1 000 kℓ
Restriction Tariff 1 (levels 2 & 3 [1] restrictions) PLUS 30% of Normal Tariff	X	X	(i) 0 – 300 kℓ (ii) 301 – 700 kℓ (iii) > 700 kℓ
Restriction Tariff 2 (levels 4 & 5 [2] restrictions) PLUS 60% of Normal Tariff	X	X	(i) 0 – 250 kℓ (ii) 251 – 500 kℓ (iii) > 500 kℓ
Restriction Tariff 3 (level 6 [3] restrictions) PLUS 100% of Normal Tariff	X	X	(i) 0 – 100 kℓ (ii) > 100 kℓ

9.3.11.2. Industry - Marine (Customers must apply for this tariff)

Detail	Basic Charge (Rand/meter/month)	Unit Charge / kℓ	Level of Consumption (Rand/kiloliter/month)
Normal Tariff	X	X	(i) 0 – 5 800 kℓ (ii) >5 800 kℓ
Restriction Tariff 1 (levels 2 & 3 [1] restrictions) PLUS 30% of Normal Tariff	X	X	(i) 0 – 5 800 kℓ (ii) >5 800 kℓ
Restriction Tariff 2 (levels 4 & 5 [2] restrictions) PLUS 60% of Normal Tariff	X	X	(i) 0 – 5 800 kℓ (ii) >5 800 kℓ
Restriction Tariff 3 (level 6 [3] restrictions) PLUS 100% of Normal Tariff	X	X	(i) 0 – 5 800 kℓ (ii) >5 800 kℓ

9.3.12. The tariffs for consumption of Treated Effluent water shall be based on the levels reflected in the following table:-

Detail	Basic Charge (Rand/meter/month)	Unit Charge / kℓ	Level of Consumption (Rand/kiloliter/month)
Hermanus Golf Club	X	X	As per agreement
Schools, municipal sport grounds & project sport grounds as per agreement		X	As per Agreement
Curro Holdings		X	250kℓ free per day
Other		X	

9.3.13. Restriction Tariff

9.3.13.1. When level 1 water restrictions are implemented by the Directorate Infrastructure & Planning, no restriction tariffs will be implemented;

OVERSTRAND MUNICIPALITY

TARIFF POLICY

- 9.3.13.2. When level 2 water restrictions are implemented by the Directorate Infrastructure & Planning, level 1 restriction tariffs will be implemented;
- 9.3.13.3. When level 3 water restrictions are implemented by the Directorate Infrastructure & Planning, level 1 restriction tariffs will remain applicable;
- 9.3.13.4. When level 4 water restrictions are implemented by the Directorate Infrastructure & Planning, level 2 restriction tariffs will be implemented;
- 9.3.13.5. When level 5 water restrictions are implemented by the Directorate Infrastructure & Planning, level 2 restriction tariffs will remain applicable;
- 9.3.13.6. When level 6 water restrictions are implemented by the Directorate Infrastructure & Planning, level 3 restriction tariffs will be implemented;

9.4. Refuse Removal

- 9.4.1. A separate fixed monthly refuse removal charge shall apply to each category of users based on the costs of the service concerned and the applicable level of service, which can vary from once a week up to 7 times a week.
- 9.4.2. The fixed basic charge will be based on the number of removals per week.
- 9.4.3. An availability charge will be levied on all erven/units where no building plan has been approved. -
- 9.4.4. The tariff for refuse removal for residential units will be one removal per household per week.
- 9.4.5. Household refuse collection is the responsibility of the Municipality in the urban areas and only where a service cannot be rendered, a private contractor can do the collection per agreement with the municipality.

9.5. Sewage

- 9.5.1. The categories of users as set out below, shall be charged monthly at the applicable tariff as approved by Council in each annual budget:-
 - (i) Domestic (including Semi Permanent Caravan Sites);
 - (ii) Hotels, Hostels, Hospitals, Old Age Homes and Group Housing;
 - (iii) Guest Houses and Bed & Breakfast Establishments;
 - (iv) Shops and Offices;
 - (v) Low Cost Housing Schemes;
 - (vi) Schools;
 - (vii) Caravan Parks with communal ablution facilities;
 - (viii) Departmental Municipality;
 - (ix) Consumers with a conservancy tank.
- 9.5.2. A monthly basic charge shall be levied on all properties or units within urban areas, irrespective of the type of service available.
- 9.5.3. A sewage usage charge will be levied on all properties or units that produce sewage or have a water meter. This charge will be levied as follows:
 - (i) SEWAGE – SINGLE AND INTERMEDIATE RESIDENTIAL (Dwelling houses and Duplex apartments)
The sewage volume will be deemed to be 70% of water consumption, up to a maximum of 35kl of sewage per month (70% of 50kl water per month).

OVERSTRAND MUNICIPALITY

TARIFF POLICY

- (ii) SEWAGE – GENERAL RESIDENTIAL (Blocks of apartments and Residential Buildings)

Sewage volume will be deemed to be 90% of water consumption per individual unit up to a maximum of 45kl of sewage per month (90% of 50kl water per month).

- (iii) SEWAGE – GUEST HOUSES AND BED & BREAKFAST ESTABLISHMENTS

Sewage volume will be deemed to be 70% of water consumption per individual unit.

- (iv) ALL OTHER USERS (Including Commercial, Industrial, School, Sport, etc.)

The sewage volume will be deemed to be 90% of water consumption.

The 90% may be adjusted by the Municipal Manager as appropriate to the consumer. The Municipal Manager may also institute a cap on the volume of sewage if appropriate to the consumer.

- 9.5.4. An effluent fee shall further be payable by factories and other industrial users where the wastewater emanating from such users requires special purification measures by the Municipality. Such fees shall be based on the toxic content of the wastewater concerned and the costs of purification.

- 9.5.5. A monthly infrastructure charge will be levied on all properties or units.

- 9.5.6. Consumers with conservancy or septic tanks that cannot connect to the network may only apply to have their tariff changed at the beginning of a financial year before 30 September, or with a change in occupancy status.

- 9.5.7. The sewage basic and infrastructure charge shall be levied on the owner's account, whilst the consumption portion of the charge shall be levied on the same account as where the water consumption is charged.

- 9.5.8. The number of sewage basic and infrastructure charges for non-household consumers shall be coupled to the number of commercial water basic and infrastructure charges. The owner has the option to select to be charged either one commercial unit or the total number of lettable sections.

- 9.5.9. A sewage availability charge shall apply to serviced vacant or -developed land.

9.6. Minor tariffs

- 9.6.1. All minor tariffs shall be standardised within the municipal region.

- 9.6.2. All minor tariffs shall be approved by the Council in each annual budget and shall, when deemed appropriate by the Council, be subsidised by property rates and general revenues, particularly when the tariffs will prove uneconomical when charged to cover the cost of the service concerned, or when the cost cannot be determined accurately, or when the tariff is designed purely to regulate rather than finance the use of the particular service or amenity.

- 9.6.3. Minor tariffs may include fees for the following:-

A	Administration	<ul style="list-style-type: none"> ▪ Access to information ▪ Administration Costs ▪ Advertisements / Advertising ▪ Bank cost on foreign accounts ▪ Deposit ▪ Duplicate Accounts ▪ Duplicate Pay Day Slip ▪ Facsimiles ▪ Interest on Accounts in Arrear ▪ Laminated documents 	<ul style="list-style-type: none"> ▪ [Management consultation] ▪ Photocopies ▪ Placard / Poster Costs ▪ Section 62 Appeals ▪ Tender Objections ▪ [Tender Participation Costs] ▪ Top Management Consultation ▪ Top Management Deposit ▪ Trace of Direct Deposits
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OVERSTRAND MUNICIPALITY

TARIFF POLICY

B	Building Control	<ul style="list-style-type: none"> Administration / Storage fee Alterations & Additions Building Plans [Contravention Levy] Demolition Fees Deposits [Encroachments] Heritage Investigations 	<ul style="list-style-type: none"> Inspection Fees [Land Use Planning] Photocopies of Building Plans Plan Printing Fees Plan Scrutiny Fees Re-inspection fees Searching Fees
C	Cemeteries	<ul style="list-style-type: none"> Garden of Remembrance Grave-sites 	<ul style="list-style-type: none"> Indication of grave
D	Business License	<ul style="list-style-type: none"> Duplicates License 	<ul style="list-style-type: none"> Re-inspection Fee
E	Commercial Filming/Photographing	<ul style="list-style-type: none"> Cancellation Fee Permits 	
F	Credit Control & Debt Collecting	<ul style="list-style-type: none"> Administration fee Notices Sheriff fee 	<ul style="list-style-type: none"> SMS Tracing fee
G	Development Contributions	<ul style="list-style-type: none"> Water Electricity Sewerage Roads 	<ul style="list-style-type: none"> Storm water Solid Waste Off Grid Developments Evaluations/Investigations Levies
H	Dog Tax	<ul style="list-style-type: none"> Licenses 	
I	Electricity	<ul style="list-style-type: none"> [Administration Fee Recalculation] Builders connection [Bulk Service Development Fees] Call-out fee Cancellation Fee Capital Contributions <u>Casual Supplies</u> Change to SSEG or Time of Use Change of Circuit Breaker Commission of Bulk Meter Connection and Disconnection of Service Consumer Deposits <u>Contractor inspections</u> Conversion of meters Credit Control and Debt Collection Damaged cables Damaged meter <u>Deposits cables etc</u> <u>Development Contribution</u> Erection & Removal of Banners Fee recalculation – no access <u>Hire of temporary distribution kiosk</u> <u>Hire of Sleeve Space for fiber optic cable</u> 	<ul style="list-style-type: none"> <u>Illegal Connection/Tampering Fee</u> Illuminated Signs Small Scale Embedded Generation (SSEG) Meter Testing Meter Verification MV Switching [New Service Connections] <u>Public Lighting & CCTV</u> [Remedial Action Fee] Removal of meter [Repair of Cables or Additional Joints] Replacement Repositioning of Meter <u>Service Connections</u> Special Meter Readings [Still-off" inspections] [Street Lighting] Sundry Services Tariff change Unsafe/illegal connections <u>per visit</u> Upgrading extension Fee [Verification of meter reading] Way leave
J	Fire Services & Disaster Management	<ul style="list-style-type: none"> Burn Permits Events Extinguishing of Fires Fire Prevention inspections Fire Safety 	<ul style="list-style-type: none"> Plot Clearing Re-inspection Fee under the Bylaw Special Services Standby at fire scene
K	Housing	<ul style="list-style-type: none"> Administration 	<ul style="list-style-type: none"> Rental
L	Law Enforcement	<ul style="list-style-type: none"> Bylaw on outdoor advertising Impoundment of Hawkers goods Impoundment of illegal Advertising/Agent boards 	<ul style="list-style-type: none"> Pound fee other animals Pound fee Pigs <u>Pound Fee Poultry</u> <u>Pound fee Sheep and Goats</u>

OVERSTRAND MUNICIPALITY

TARIFF POLICY

		<ul style="list-style-type: none"> Inspection Fees <u>Pound Fee Cattle</u> <u>Pound fee Dogs and Cats</u> <u>Pound fee Horses</u> 	<ul style="list-style-type: none"> Re-inspection Fee Removal of illegal structure Storage Fee
M	Libraries	<ul style="list-style-type: none"> Damage or lost [of] Library material Deposits Facsimiles [Internet Usage] <u>Laminated documents</u> Lost Cards Penalty for Late Return 	<ul style="list-style-type: none"> Photocopies Rental of Library Amenities [Reservations] Scanning Special Requests Subscription Visitors Fee (Handling)
N	Municipal Buildings	<ul style="list-style-type: none"> Deposits Rental of Amenities 	<ul style="list-style-type: none"> Rental of Equipment
O	<u>Off-Grid Developments/Units</u>	<ul style="list-style-type: none"> <u>Development Contribution</u> 	
P	Operational Cost	<ul style="list-style-type: none"> Street Signage 	
Q	Parking Fees		
R	Property Administration	<ul style="list-style-type: none"> Application lease/purchase Encroachment Fee Leases 	<ul style="list-style-type: none"> Memorial Benches Radio Mast
S	Public Works	<ul style="list-style-type: none"> Felling and Pruning of Trees Private Work Sale of Miscellaneous Items Storm Water Drainage 	<ul style="list-style-type: none"> Street Signage Tar and Patch Work Vehicle Entrances
T	Recreational Amenities	<ul style="list-style-type: none"> <u>Beaches</u> Boat Launching Boat License/Permits Caravan Parks Community Halls <u>Day Camping Site</u> Deposit <u>Entrance Fee</u> Frank Robb Hut Hawker Stalls [Lagoons] 	<ul style="list-style-type: none"> Office Rental Open Spaces <u>Plett House</u> Public Open Space Recreational Fishing Vessels <u>Rental Units Kleinmond</u> <u>Rental Wet core Stands</u> Schuss Houses Spaces for Sport Sport Events [Swimming pool]
U	Roads	<ul style="list-style-type: none"> Capital Contributions 	<ul style="list-style-type: none"> [Bulk Service Development Fee] <u>Development Contribution</u>
V	Refuse Removal	<ul style="list-style-type: none"> Asbestos Sheet Baboon Resistant Bins [Capital Contributions] Deposits [Mass Containers] Rental of Bulk Containers 	<ul style="list-style-type: none"> [Refuse Bins] [Replacement of Bulk Containers] Self-Dumping Replacement of lock on baboon resistant wheelie bin <u>Weigh Bridge</u>
W	Sewage	<ul style="list-style-type: none"> [Bulk Service Development Fee] Capital Contributions Connection of tanks <u>Development Contribution</u> 	<ul style="list-style-type: none"> Disposal [Service Connections] Tank Services Testing of tanks
X	<u>Storm water</u>	<ul style="list-style-type: none"> <u>Development Contribution</u> 	
Y	Stony Point	<ul style="list-style-type: none"> Annual Permit 	<ul style="list-style-type: none"> Visitors
Z	Swimming Pool	<ul style="list-style-type: none"> Entrance Fee Galas 	<ul style="list-style-type: none"> Training session
AA	Town Planning	<ul style="list-style-type: none"> Advertising Cost Application Fee <u>CD Planning Documents</u> <u>Closure of Public Place</u> Contravention [Application] 	<ul style="list-style-type: none"> Land use planning Fee <u>Permission ito Zoning Scheme</u> <u>Relaxation of Title Deed</u> Registered Letter Removal of Title Deed Restrictions

OVERSTRAND MUNICIPALITY

TARIFF POLICY

		<ul style="list-style-type: none"> ▪ <u>Penalty</u> ▪ Departure ▪ Deposit – Appeal ▪ <u>Determination of Zoning</u> ▪ <u>Exemption ito Section 26</u> ▪ Extension of Time 	<ul style="list-style-type: none"> ▪ [Rezoning application] ▪ <u>Search Fee</u> ▪ <u>Section 30(2)</u> ▪ <u>Certification/Clearance</u> ▪ Spatial Development Framework ▪ Sub-division ▪ Zoning Certificate
BB	Traffic	<ul style="list-style-type: none"> ▪ Disabled Parking Tokens ▪ Driver's Licenses ▪ Escorting and Other Services ▪ Hiring Traffic cones ▪ Learner's Licenses ▪ Parking Meters ▪ Professional Driver's Permits 	<ul style="list-style-type: none"> ▪ Removal of Vehicles ▪ Roadworthy Certificates ▪ Storage Fees ▪ Taxi Rank Tokens ▪ Towing Charge ▪ Vehicle Registration ▪ Wheel clamping fee
CC	Valuation (Property Information)	<ul style="list-style-type: none"> ▪ Access to Information ▪ Clearance Certificates ▪ Deeds Office Registrations ▪ Revaluation 	<ul style="list-style-type: none"> ▪ Valuation Certificates ▪ Valuation Roll ▪ Voters' Roll
DD	Water	<ul style="list-style-type: none"> ▪ [Administration Fee Recalculation] ▪ [Bulk Service Development] ▪ Call-out Fee ▪ Capital Contributions ▪ Connection & Disconnection ▪ Consumer Deposits ▪ Convert to flow restrictor meter ▪ Credit Control and Debt Collection ▪ Damaged Water Meter; Water main & Service Connection ▪ <u>Development Contribution</u> ▪ Fee recalculation [- no access] ▪ Final meter reading ▪ Irrigation Water ▪ Illegal Connection/Tampering Fee ▪ Meter Testing 	<ul style="list-style-type: none"> ▪ Meter verification ▪ [New Service Connections] ▪ <u>Rebates</u> ▪ Reconnection ▪ Registration of borehole ▪ [Remedial Action Fee] ▪ Removal of meter ▪ [Rental of Equipment] ▪ Repair of meter ▪ <u>Replacement of Damage meter</u> ▪ Repositioning of meter ▪ Service Connections ▪ Special Meter Readings ▪ Still-off" inspections ▪ Sundry Services ▪ Temporary connections ▪ [Verification of meter reading]

9.6.4. The Municipal Manager shall maintain a list of all minor services indicating their unit of service for the purposes of determining tariffs, fees, charges and levies. Such list shall be reviewed annually together with the proposed tariffs, fees charges and levies.

10. NOTIFICATION OF TARIFFS, FEES AND SERVICE CHARGES

- 10.1. After a draft budget as required by the Local Government: Municipal Finance Management Act, 2003 (Act No 56 of 2003) has been tabled, the Municipal Manager must invite the local community to submit representations for consideration by the Council. Such invitation includes the draft resolutions on taxes and tariffs proposed.
- 10.2. After approval of the budget, the Council will give notice of all tariffs approved at the annual budget meeting at least 30 days prior to the date that the tariffs become effective.
- 10.3. A notice stating the purport of the council resolution, date on which the new tariffs shall become operational and invitation for objections will be advertised by the Municipality.
- 10.4. All tariffs approved must have been considered at the annual budget meeting.

11. IMPLEMENTING AND PHASING-IN OF THE POLICY

- 11.1. The principle contained in this Policy will be reflected in the various budget proposals submitted to the Council on an annual basis, service by-laws as promulgated and

OVERSTRAND MUNICIPALITY

TARIFF POLICY

adjusted by the Council from time to time and the Tariff By-laws referred to in section 75 of the Act.

- 11.2. The Council may determine conditions applicable to community service of a regulatory nature. These conditions will be reflected in the standing orders of the Council.

12. PROCEDURES AND ACCOUNTABILITY

- 12.1. The Municipal Manager shall ensure that procedures to manage all aspects of this Policy are prepared in the form of a manual, reviewed regularly and that these are formally adopted by him/her for implementation. These procedures will include aspects in this Policy and subscribe to sound principles of internal control.
- 12.2. The Directors and Managers shall ensure compliance with the procedures as approved from time to time by the Municipal Manager to give effect to the provisions of this Policy.

13. IMPLEMENTATION AND REVIEW PROCESS

This policy will come into effect on **1 July 2019** and will be reviewed at least annually or when required by way of a Council resolution.

14. SHORT TITLE

This policy shall be called the **Tariff Policy of the Overstrand Municipality**.

POLICY SECTION:	MANAGER: INCOME
CURRENT UPDATE:	29 MAY 2019
PREVIOUS REVIEW:	30 MAY 2018
PREVIOUS REVIEW:	31 MAY 2017
PREVIOUS REVIEW:	25 MAY 2016
PREVIOUS REVIEW:	28 MAY 2015
PREVIOUS REVIEW:	28 MAY 2014
PREVIOUS REVIEW	29 MAY 2013
PREVIOUS REVIEW	30 MAY 2012
PREVIOUS REVIEW:	31 AUGUST 2011
PREVIOUS REVIEW:	04 MAY 2011
PREVIOUS REVIEW:	26 MAY 2010
PREVIOUS REVIEW:	27 MAY 2009
APPROVAL BY COUNCIL:	31 MAY 2006

OVERSTRAND MUNICIPALITY



CUSTOMER CARE, CREDIT CONTROL AND DEBT COLLECTION POLICY

OVERSTRAND MUNICIPALITY
CUSTOMER CARE, CREDIT CONTROL AND DEBT COLLECTION POLICY

P R E A M B L E

Whereas section 96 of the Local Government: Municipal Systems Act, 2000 (Act No 32 of 2000) requires a municipality to adopt, maintain and implement a credit control, debt collection and customer care policy;

And whereas section 97 of the Systems Act prescribes what such policy must provide for;

Now therefore the Municipal Council of the Municipality of Overstrand adopts the Customer Care, Credit Control and Debt Collection Policy as set out in this document:-

TABLE OF CONTENTS

	PAGE
1. DEFINITIONS.....	4
2. GENERAL OBJECTIVES:.....	6
3. PRINCIPLES.....	6
4. PERFORMANCE EVALUATION.....	7
5. REPORTING	7
6. CUSTOMER CARE.....	8
7. CREDIT CONTROL POLICY.....	14
8. DEBT COLLECTION	18
9. SHORT TITLE.....	20
10. CUSTOMER CARE AND DEBT COLLECTION – ANNEXURE “A”.....	21
11. ARRANGEMENTS FOR PAYMENT – ANNEXURE “B”	22
12. IMPLEMENTATION AND REVIEW PROCESS	24

OVERSTRAND MUNICIPALITY

CUSTOMER CARE, CREDIT CONTROL AND DEBT COLLECTION POLICY

1. DEFINITIONS

For the purpose of this policy, unless the context indicates otherwise, any word or expression to which a meaning has been attached in the Act shall bear the same meaning and means:-

“Act”	The Local Government Act: Municipal Systems Act 2000 (Act No 32 of 2000) as amended from time to time.
“authorised representative”	the person or instance legally appointed by the Council to act or to fulfil a duty on its behalf.
“basic service”	the amount or level of any 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 of the environment and for the purposes of this Policy are restricted to the delivery of electricity, refuse, sewerage and water services.
“Chief Financial Officer”	an officer of the Municipality appointed as the Head of the Finance Department and includes any person:- (a) acting in such position; and (b) to whom the Chief Financial Officer has delegated a power, function or duty in respective of such a delegated power, function or duty.
“child-headed household”	a household where all the occupants of a residential property are younger than 18 years old, i.e. a child-headed household is a household consisting only of children.
“Council” or “municipal council”	a municipal council referred to in section 18 of the Local Government: Municipal Structures Act, 1998 (Act No 117 of 1998) and for purposes of this policy, the municipal council of the Municipality of Overstrand.
“Credit control” and debt collection”	the functions relating to the collection of any monies due and payable to the Municipality.
“Closely connected person”	any immediate relative of the person namely spouse, child, parent, parent-in-law, life partner.
“customer”	any occupier of any property to which the Municipality has agreed to supply services or already supplies services to, or if there is no occupier, then the owner of the property (including registered indigent household).
“defaulter”	a person who owes money to the Municipality in respect of a municipal account after the due date for payment has expired.
“Director”	the person in charge of the civil and/or electrical component(s) of the Municipality and includes any person:- (a) acting in such position; and (b) to whom the Director has delegated a power, function or duty in respective of such a delegated power, function or duty.
“equipment”	a, structure, pipe, pump, wiring, cable, meter, machine or any fittings.
“household”	all persons who are jointly living on a stand or site on a permanent basis and who receive electricity and/or water from one meter, regardless whether the person rents or owns the property.
“Income”	Income is the gross sum of all monthly income from all sources, including wages, salaries, profits, dividends, pensions, rentals, board & lodging, interest received, grants or investment income and other forms of earnings received by every person residing on the property.
“indigent”	a household which is not financially capable of paying for the delivery of basic services and meeting criteria determined by Council from time to time – this also includes poor households.
“interest”	a levy with the same legal priority as service fees and calculated on all amounts in arrears in respect of assessment rates and service levies at a standard rate as approved by Council.

OVERSTRAND MUNICIPALITY

CUSTOMER CARE, CREDIT CONTROL AND DEBT COLLECTION POLICY

“Municipality”	the institution that is responsible for the collection of funds and the provision of services to the customers of Overstrand.
“municipal account” or “billing”	<p>the proper and formal notification by means of a statement of account, to persons liable for monies levied and indicating the net accumulated balance of the account, specifying charges levied by the Municipality, or any authorised and contracted service provider, in the format of, but not limited to:-</p> <ul style="list-style-type: none"> (a) show the levies for assessment rates and/or building clause; and (b) “monthly account” rendered monthly and shows the levies for assessment rates and/or building clause, availability charge, sewerage, refuse removal, electricity, water, sundries, housing rentals and instalments, as well as the monthly instalment for annual services paid monthly.
“Municipal Manager”	<p>the accounting officer appointed in terms of section 82 of the Local Government: Municipal Structures Act, 1998 (Act No 117 of 1998) and being the head of administration and accounting officer in terms of section 55 of the Local Government: Municipal Systems Act, 2000 (Act No 32 of 2000) and includes any person:-</p> <ul style="list-style-type: none"> (a) acting in such position; and (b) to whom the Municipal Manager has delegated a power, function or duty in respect of such a delegated power, function or duty.
“municipal services”	those services provided by the Municipality such as, amongst others the supply of water and electricity, refuse removal, sewerage treatment, and for which payment is required by the Municipality or not.
“occupier”	any person who occupies any property or part thereof, without any regard to the title under which he/she so occupies the property – in process of phasing out from 01/07/2010.
“owner”	<ul style="list-style-type: none"> (a) the person in whom the legal title to the property is vested; (b) a person mentioned below may for the purposes of this Policy be regarded by a municipality as the owner of a property in the following cases: <ul style="list-style-type: none"> (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; (v) a curator, in the case of a property in the estate of a person under curatorship; (vi) a 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 the lessee; (viii) a buyer, in the case of a property that was sold by a municipality and of which possession was given to the buyer pending registration of ownership in the name of the buyer; (c) in the case where the Council is unable to determine the identity of such person, the person who is entitled to the benefit of such property or any building thereon; (d) in the case of a property for which a lease agreement of 30 years or more has been entered into, the lessee thereof; (e) regarding:- <ul style="list-style-type: none"> (i) a portion of land delineated on a sectional title plan registered in terms of the Sectional Titles Act, 1986 (Act No 95 of 1986), and without restricting the above mentioned stipulations, the developer or body corporate of the communal property; or (ii) a portion as defined in the Sectional Titles Act, the person in whose name that portion is registered under a sectional title deed, including the legally appointed representative of such person;

OVERSTRAND MUNICIPALITY
CUSTOMER CARE, CREDIT CONTROL AND DEBT COLLECTION POLICY

	<ul style="list-style-type: none"> (i) any legal entity, including but not limited to:- <ul style="list-style-type: none"> (i) a company registered in terms of the Companies Act, 2008 (Act No 71 of 2008), a trust <i>inter vivos</i>, trust <i>mortis causa</i>, a closed corporation registered in terms of the Closed Corporations Act, 1984 (Act No 69 of 1984), and any voluntary organisation; (ii) any local, provincial or national government; (iii) any council, board or entity established in terms of any legislation applicable to the Republic of South Africa; and (iv) any embassy or other foreign entity. (ii) in the case of property owned by the Council and which has been alienated, but which has not been transferred to the person to whom it has been alienated, such person from the date of the alienation concerned; and (iii) in the case of property owned by or under the control or management of the Council while held under a lease or any express or tacit extension thereof or under any other contract or under a servitude or right analogous thereto, the person so holding the right to the immovable property.
“premises” or “property”	<p>any portion of land, the external surface boundaries of which are delineated on:-</p> <ul style="list-style-type: none"> (a) a general plan or diagram registered in terms of the Land Survey Act, 1927 (Act No 9 of 1927) or in terms of the Deeds Registry Act, 1937 (Act No 47 of 1937); or (b) a sectional plan registered in terms of the Sectional Titles Act, 1986 (Act No 95 of 1986); <p>which is situated within the area of jurisdiction of the Municipality.</p>
“Residential”	<p>means improved property that is:</p> <ul style="list-style-type: none"> (a) used predominantly (60% or more) for residential purposes, with not more than two dwelling units per property. (b) a unit registered in terms of the Sectional Title Act 95 of 1986,, used predominantly (60% or more) for residential purposes, and includes any unit in the same Sectional Title Scheme registered in the name of the same owner which is used together with the residential unit as if it were one property, for example a garage or store room. (Any such grouping shall be regarded as one residential property for rate rebate or valuation purposes.) or (c) owned by a share-block company and used predominantly (60% or more) for residential purposes, or (d) a residence used for residential purposes situated on property used for or related to educational purposes.

2. GENERAL OBJECTIVES:

The objectives of this Policy are to:-

- 2.1 provide a framework within which the Municipality can exercise its executive and legislative authority with regard to credit control and debt collection;
- 2.2 ensure that all monies due and payable to the Municipality are levied and collected in a financially sustainable manner;
- 2.3 provide a framework for customer care and indigent support;
- 2.4 describe credit control measures and sequence of events;
- 2.5 outline debt collection and credit control procedures and mechanisms; and
- 2.6 set realistic targets for credit control and debt collection.

3. PRINCIPLES

- 3.1 The administrative integrity of the Municipality must be maintained at all costs. The democratically elected councillors are responsible for the approval of the policy, while it is the responsibility of the Municipal Manager to ensure the execution of this policy.
- 3.2 All customers must complete an official application form, formally requesting the Municipality to connect them to service supply lines. Existing customers may be required

OVERSTRAND MUNICIPALITY

CUSTOMER CARE, CREDIT CONTROL AND DEBT COLLECTION POLICY

- to complete new application forms from time to time, as determined by the Municipal Manager.
- 3.3 Application forms, agreements and documents relating to this Policy must be available in Afrikaans and English. Officials designated to control and manage these documents must be able to explain the contents thereof in the three languages of the Western Cape.
 - 3.4 A copy of the application form, conditions of services and extracts of the Council's Customer Care, Credit Control and Debt Collection Policy and By-Laws must be handed to every customer on request at such fees as may be prescribed by Council.
 - 3.5 Billing is to be accurate, timeous and understandable as far as possible.
 - 3.6 The customer is entitled to reasonable access to pay points and to a variety of reliable payment methods which will include cash, cheque, debit or credit card, electronic fund transfer, debit order and bank order payments.
 - 3.7 The customer is entitled to an efficient, effective and reasonable response to appeals, and should suffer no disadvantage during the processing of a reasonable appeal.
 - 3.8 Enforcement of payment must be prompt, consistent and effective.
 - 3.9 Unauthorised consumption, connection and reconnection, the tampering with or theft of meters, service supply equipment and the reticulation network and any fraudulent activity in connection with the provision of municipal services will lead to disconnections, charges, penalties, loss of rights and/or criminal prosecutions. A certificate reflecting the nature and extent of the unauthorized activity must be issued by a duly qualified person to substantiate the claim.
 - 3.10 Incentives and disincentives may be used in collection procedures.
 - 3.11 The collection process must be cost-effective.
 - 3.12 Results will be regularly and efficiently reported and monitored.
 - 3.13 Application forms may be used to, *amongst others*, categorise customers according to credit risk and to determine relevant levels of services and deposits required.
 - 3.14 Targets for performance in both customer service and debt collection will be set and pursued and remedies implemented for non-performance.
 - 3.15 Where practicably possible the Customer Care and Debt Collection Policies will be handled independently of each other and the organisational structure will reflect the separate functions.
 - 3.16 The principle of providing services instead of payment for arrear accounts is supported.
 - 3.17 Customers that meet council's indigent criteria must be identified and supported.

4. PERFORMANCE EVALUATION

This is addressed in the SDBIP and the Municipal Performance Management System.

5. REPORTING

- 5.1 The Chief Financial Officer (Director: Finance) shall report monthly to the Municipal Manager in a suitable format to enable the Municipal Manager to report to the Executive Mayor, as supervisory authority in terms of section 99 of the Act, read with section 100(c). This report shall contain particulars on:-
 - (a) Cash collection statistics, showing high-level debt recovery information (number of customers; enquires; arrangements; default arrangements; growth or reduction of arrear debt). Where possible, the statistics should ideally be divided into wards, business (commerce and industry), domestic, state, institutional and other such divisions.
 - (b) Performance on all areas against targets agreed to in paragraph 5 of this policy document.
- 5.2 If in the opinion of the Chief Financial Officer, the Municipality will not achieve cash receipt income equivalent of the income projected in the annual budget as approved by Council, the Chief Financial Officer will report this with motivation to the Municipal Manager who will, if he/she agrees with the Chief Financial Officer, immediately move for a revision of the budget according to realistically realisable income levels.
- 5.3 The Executive Mayor, as supervisory authority, shall report at intervals of 3 months to Council as contemplated in section 99(c) of the Act.

OVERSTRAND MUNICIPALITY

CUSTOMER CARE, CREDIT CONTROL AND DEBT COLLECTION POLICY

6. CUSTOMER CARE

6.1 Objective

To focus on the customer's need in a responsible and pro-active way to enhance the payment for services and to create a positive and cooperative relationship between the persons responsible for the payment for services received and the Municipality and where applicable, the service provider.

6.2 Communication and feedback

- 6.2.1 The Municipality will, within its financial and administrative capacity, conduct an annual process of compiling and communicating its budget, which will include targets for credit control and debt collection. This process will include the effort to ensure that the residents and customers understand the costs involved in the service provision, the reasons for payment of service tariffs and the manner in which monies raised from the customers are utilised.
- 6.2.2 Council will endeavour to distribute a regular newsletter (also available on the website), which will give prominence to customer care and debt collection issues.
- 6.2.3 Ward councillors will give feedback at ward meetings, at which customer care and debt collection issues will be given prominence.
- 6.2.4 The press will be encouraged to give prominence to Council's customer care, credit control and debt collection issues, and may be invited to council or committee meetings where these are discussed.
- 6.2.5 The residents and users of services will be encouraged to give feedback through the established mechanisms to the Municipality regarding the quality of services and the performance of service providers.

6.3 Metering

- 6.3.1 The Municipality will endeavour, within practical and financial constraints, to provide meters to every paying customer for all measurable services.
- 6.3.2 All meters will be read monthly, as far as possible. If the meter is not read monthly, the consumption may be estimated in terms of Council's operational procedures.
- 6.3.3 If any meter is not accessible for meter reading, the customer must apply and pay to have the meter moved out to the borderline and convert the electricity meter to a pre-paid meter.
- 6.3.4 Customers must:-
 - (a) safeguard and maintain service meters in a readable condition;
 - (b) notify the Municipality when services are no longer required at a particular service delivery point;
 - (c) maintain credit and pre-payment meters; and
 - (d) supply the Municipality with accurate information with regard to the supply of services or applications for indigent cases.
- 6.3.5 Customers are entitled to request verification of meter readings at the prescribed tariff.
- 6.3.6 Customers are entitled to request testing of meters for accuracy within reason. If the test reveals the meter to register outside the norm as prescribed for the service in question (Electricity or Water), the meter will be replaced and the customer's account will be adjusted accordingly. The adjustment may not exceed a period of six (6) months, preceding the date on which the metering equipment was found to be inaccurate. If the outcome shows that the meter was not defective, the consumer is liable for payment for the cost of the test at the prescribed tariff as well as for other amounts outstanding.
- 6.3.7 Customers will be informed of meter replacement.
- 6.3.8 Customers must give notice of at least 48 hours to the Municipality should a final reading or discontinuation of service be required. When a customer vacates a property and a final reading of the meter is not possible due to no access, an estimated consumption will be used by the Municipality and the final account rendered accordingly.

OVERSTRAND MUNICIPALITY

CUSTOMER CARE, CREDIT CONTROL AND DEBT COLLECTION POLICY

- 6.3.9 If a service is metered but it cannot be read due to financial and/or human resource constraints or circumstances beyond the control of the Municipality or its authorised agent, and the customer is charged for an estimated consumption, the account following the reading of the metered consumption must articulate the difference between the actual consumption and the average consumption, and the resulting credit or debit adjustments.
- 6.3.10 The Municipality may apply debt collection factors available on the pre-payment electricity system, to ensure collection of all arrear debt on the account of the customer.

6.4 Accounts and billing

- 6.4.1 The Municipality will as far as possible render to its customers on the billing system an understandable and accurate statement, which will consolidate all service costs and subsidies granted in terms of this Policy for that property.
- 6.4.2 Accounts will be produced in accordance with the meter reading cycle and due dates will be linked to the statement date.
- 6.4.3 The customer's municipal account shall be credited for energy generated by the embedded generator and exported to the network in the amount/s reflected in the annual tariff relating to the import and export of electrical energy for embedded generation. Small scale embedded generator customers (SSEG) will be billed as follows:
- (a) The service charge and all energy and maximum demand charges, as applicable, will be billed on the monthly electricity account.
 - (b) A credit will be passed for export of energy monthly against the normal monthly electricity account.
 - (c) Customers will not be compensated if the monthly export reflects a credit balance. A credit balance for export will be carried forward to the following month.
 - (d) In the instance where an export credit exists on 30 June, this credit will be forfeited.
 - (e) At the time that the customer ceases to be on the small scale embedded generation tariff, any remaining credit balance for export, will not be refunded to the customer.
 - (f) The municipality shall not be obliged to grant credit to the customer for export not received onto the electrical grid due to unavailability of the grid or for any other reason.
- 6.4.4 If no official complaint in writing is received by the 15th of the month it will be considered that the account delivered is correct.
- 6.4.5 Accounts will be rendered monthly in cycles of approximately 30 days at the address last recorded with the Municipality or its authorised agent.
- 6.4.6 It is the customer's responsibility to ensure that his/her postal address and all other required details are correct.
- 6.4.7 **Should an owner have an e-mail address stated on the clearance application form, during and subsequent to the transfer of the property into his or her name, said e-mail address shall take preference over a postal address provided on the said application. The email address shall be regarded as the default address for all correspondence inclusive of the monthly account send to that owner until otherwise advised in writing.**
- 6.4.8 (a) Accounts are delivered monthly. It is the customer's responsibility to enquire from the Municipality should an account not be received in order to ensure timely payment and to obtain a duplicate account when the account is not delivered during the normal billing cycle.
- (b) Customers residing outside the borders of the Republic of South Africa will receive only electronic accounts, unless a local address is supplied.
- 6.4.9 Settlement or due dates will be as indicated on the statement and are normally as follows:-
- (a) Monthly accounts are payable before or on the due date in accordance with the specific account billing (invoicing) cycle as indicated on the

OVERSTRAND MUNICIPALITY

CUSTOMER CARE, CREDIT CONTROL AND DEBT COLLECTION POLICY

- account, or the first working day thereafter should it fall on a weekend or public holiday, of the month following the month of the statement of the account.
- (b) Large Power and Time of Use electricity customer accounts are payable on or before the 15th of each month, or the first working day thereafter should the 15th be on a week-end.
 - (c) Annual accounts are payable on or before the 30th of September of each year.
 - (d) Accounts of councillors and employees may be deducted from their salaries/allowances on a monthly basis; alternatively, they may sign a debit order for deduction of the monthly account off their bank account.
 - (e) Staff arrears will be dealt with in accordance with Schedule 2(10) of Local Government: Municipal Systems Act 32 of 2000 and in terms of any procedures, method or actions referred to in this Policy. Notwithstanding any other procedure, method or action that may be taken in terms of this Policy, the Municipality shall deduct any outstanding amount from such staff members' salary after this 3 (three) month period. Outstanding arrears will be settled out of any annual bonus due to the staff member.
 - (f) All staff joining the Municipality must, within 30 days, sign an agreement to pay arrears.
 - (g) Where the Municipality provides temporary employment to members of the community who are in arrears with payments for municipal rates and services, they will be required to enter into a written agreement to pay up to a maximum of 30% of their gross remuneration towards the arrear debt.
 - (h) In accordance with Schedule 1(12A) of the Local Government: Municipal Systems Act 32 of 2000, a Councillor of the Municipality may not be in arrears to the Municipality for rates and service charges for a period longer than 3 months. Notwithstanding any other procedure, method or action that may be taken in terms of this Policy, the Municipality shall deduct any outstanding amount from such Councillors' remuneration after this 3 (three) month period.
- 6.4.10 Where an account is not settled in full, any lesser amount tendered and accepted shall not be deemed to be in full and final settlement of such an account.
- 6.4.11 Where any payment made to the Municipality, or its authorised representative, by negotiable instrument is subsequently dishonoured by a bank, the Municipality or its authorised agent:-
- (a) may recover the average bank charges incurred relating to dishonoured negotiable instruments, together with an administration fee, against the account of the customer;
 - (b) shall regard such an event as a default on payment and services may be discontinued should a valid payment by cash, a bank-guaranteed cheque or electronic fund transfer not be made by the date provided by the authorized official;
 - (c) may insist on cash, debit order or electronic fund transfer payments for all future accounts;
 - (d) may only consider application for re-instatement of debit order/cheque after twelve months, except in instances where the Chief Financial Officer, or delegated official, authorises otherwise.
- 6.4.12 The Municipality must issue a duplicate account or any acceptable alternative to a customer on request, at a cost determined by Council from time to time.
- 6.4.13 The registered owner of a property being leased is at his/her own cost entitled to obtain a copy of the account of a lessor and to be informed if a lessee is in arrears with his/her service charges within 60 days.
- 6.4.14 All contracts for service delivery with tenants will be phased out over a period of time and all new service contracts will only be with the owners of the property.

OVERSTRAND MUNICIPALITY

CUSTOMER CARE, CREDIT CONTROL AND DEBT COLLECTION POLICY

- 6.4.15 Opening of tenant accounts will only be allowed when :
 - (a) the lessee is an indigent household and the property is registered in the name of another person;
 - (b) the lessee is a contractor for municipal projects
- 6.4.16 When tenants are in default, the service contract with the tenant will be cancelled and services transferred to the owner.
- 6.4.17 The amount which the Municipality may recover from the tenant or occupier of a property where there exists only an owners account, is limited to the amount of rent or other money due and payable, but not yet paid, by the tenant or occupier to the owner of the property
- 6.4.18 The tenant or occupier of a property must, on request from the Municipality, furnish the Municipality with a written statement specifying all payments to be made by the tenant or occupier to the owner of the property for rent or other money payable on the property during a period determined by the Municipality.

6.5 Payment facilities and methods

- 6.5.1 The Municipality will operate and maintain suitable payment facilities, which facilities will be accessible to all customers.
- 6.5.2 The Municipality will, at its discretion, allocate a payment between service debts. A debtor does not have the right to indicate that the payment is for a specific portion of the account.
- 6.5.3 The Municipality may, in terms of section 103 of the Act and with the consent of a customer, approach an employer of the customer to secure a debit or stop order arrangement.
- 6.5.4 The Municipality will endeavour to appoint a variety of agents (super markets, SA Postal Service, etc.) for the receipt and transfer of payments to the Municipality. The customer will acknowledge in the customer agreement that the use of customer agents in the transmission of payments to the Municipality is at the risk of the customer – also the time lapse for transfer of the payment.
- 6.5.5 The Municipality will, in the event of **notices sent to customers, as well as in the instance of** services having been disconnected or restricted, only accept cash or electronic fund transfer / direct deposit into the Municipality's bank account, or **payment** at any one of the nominated cash receipting points or agents of the Municipality. **Documented proof must be send via e-mail to the sender as stated on the Overstrand Municipality's notice document, during office hours, not later than 16:00.**

6.6 Incentives for prompt payment (Annexure "A")

- 6.6.1 The Council may, to encourage prompt payment and/or to reward regular payers, from time to time consider incentives for the prompt payment of accounts or payment by debit or stop order.
- 6.6.2 If introduced, the cost associated with the incentive scheme will be reflected in the operational budget as additional expenditure.

6.7 Feedback, enquiries, appeals and service complaints

- 6.7.1 Within its administration and financial ability the Municipality will establish:-
 - (a) Decentralised complaints/feedback offices;
 - (b) A centralised complaints database to enhance co-ordination of complaints, their speedy resolution and effective communication with customers;
 - (c) Appropriate training for officials dealing with the public to enhance communications and service delivery; and
 - (d) The introduction of a regular article in the newsletter to inform customers on the safe and economic use of services.
- 6.7.2 If a customer is convinced that his/her account is inaccurate, he/she can lodge a query, together with supporting documentation and proof, with the Municipality before due date for investigation of this account, and where necessary the relevant alterations.

OVERSTRAND MUNICIPALITY

CUSTOMER CARE, CREDIT CONTROL AND DEBT COLLECTION POLICY

- 6.7.3 In the interim the debtor must pay an average based on previous consumption where such history of the account is available. Where no such history is available, the debtor is to pay an estimate provided by the Municipality before payment due date until the matter is resolved.
- 6.7.4 The relevant department will investigate and endeavour to inform the debtor within 14 days of the outcome of the investigation and the measures that have been or will be taken to correct the situation.
- 6.7.5 Failure to make such agreed interim payment or payments will result in the customer forming part of the normal credit control procedures.
- 6.7.6 A customer may appeal against the finding of the Municipality in terms of sub clause (6.7.4).
- 6.7.7 An appeal and request in terms of sub clause (6.7.6) must be made and lodged with the Municipality within 21 (twenty-one) days after the customer became aware of the finding referred to in sub clause (4) and must:-
 - (a) set out the reasons for the appeal;
 - (b) be accompanied by any security determined for the testing of a measuring device, if applicable.

6.8 Customer assistance programs

- 6.8.1 Water leakages:
 - (a) If the leakage is on the customer's side of the meter, the customer will be responsible for payment of the full account.
 - (b) Water leakage discount will not be considered in the instance of irrigation systems.
 - (c) A customer will qualify for a Water Leakage Discount upon application on the prescribed form within 60 days after the leak has been repaired, which application will only be regarded as a valid application if complete information and documentation as prescribed is received and:-
 - (i) Where the loss of water resulted from malicious damage to external pipes & fittings and where this act was reported to the South African Police Service (SAPS) and a case number was allocated;
 - (ii) the leak was repaired within 10 working days since its detection;
 - (iii) the customer applied only once in a cycle of 30 months for a discount; and
 - (iv) proof of repair and costs as well as the date of repair, or a sworn affidavit from any person who has repaired the leak, has been submitted
 - (v) Discount for [usage]consumption, [will be calculated] over the period that the leak was present will be calculated by comparing the average consumption over a corresponding period. [and will be equal to the consumption above the [normal consumption of the customer] any consumption above the average will be charged at the rebate tariff applicable, subject to a maximum period of 3 months.
 - (d) A discount will be applicable on the excess sewer consumption charge as calculated.
 - (e) It is the responsibility of the customer to control and monitor his/her consumption.
- 6.8.2 Rate rebates:
 - (a) The municipal council may grant rate rebates annually to certain categories of ratepayers in accordance to the Municipality's Property Rates Policy and By-Laws.
 - (b) Rate rebates will be subject to certain criteria as determined by Council from time to time.
- 6.8.3 Arrangements for settlements (**Annexure "B"**):
 - (a) Customers whose municipal accounts become in arrears may enter into an arrangement for settlement of the arrears with the Municipality. Such

OVERSTRAND MUNICIPALITY
CUSTOMER CARE, CREDIT CONTROL AND DEBT COLLECTION POLICY

customers will be requested to complete a new application and agreement for Municipal Services.

- (b) If required, customers with arrears must agree to the conversion to a pre-payment electricity meter and a flow limiter water meter. If and when implemented, the cost of which, and the arrears total, will be paid off either by:-
 - (i) adding the debt to the arrears bill and repaying it over the agreed period; or
 - (ii) adding the debt as a surcharge to the pre-paid electricity cost, and repaying it with each purchase of electricity at a percentage rate, until the debt is liquidated.
- (c) In the case of the customer who is not a natural person, an organ of state, a local authority, a public company or a public corporation, the major shareholder or member will be obligated to guarantee the debt of the customer.
- (d) Council reserves the right to raise the deposit/security requirement of debtors who seek arrangements and/or other stipulations it may deem necessary.

6.9 Subsidy for indigent households

Please refer Overstrand Municipality, Indigent Policy

6.10 Additional subsidy categories

- 6.10.1 Subject to an equitable share contribution received from National Treasury, Council may provide, free of charge to a customer, basic services as determined from time to time.
- 6.10.2 Rebates on property rates may be granted to categories of properties or owners in accordance to Council's Property Rates Policy.

6.11 Customer categories

- 6.11.1 Customers will be categorised according to specific classifications based on amongst others the type of entity, applicable tariffs and risk levels of the provision of services. Processes for credit control, debt collection and customer care may differ from category to category, as deemed appropriate from time to time by the Municipal Manager.

OVERSTRAND MUNICIPALITY
CUSTOMER CARE, CREDIT CONTROL AND DEBT COLLECTION POLICY

CREDIT CONTROL POLICY

7.1 Objective

- 7.1.1 To implement procedures which ensure the collection of debt, meeting of service targets and the prevention of escalation in arrear debt.
- 7.1.2 To facilitate financial assistance and basic services for the community's poor.
- 7.1.3 To provide incentives for prompt payment.
- 7.1.4 To limit risk levels by means of effective management tools.

7.2 Service applications and agreements

- 7.2.1 All customers of services will be required to sign an agreement governing the supply and cost of municipal services. On default by a tenant, the owner will be the debtor of last resort except where the Municipality is the owner of the property.
- 7.2.2 The right to raise a deposit on customers in the event of non-payment, is reserved, to be considered for implementation by the Director: Finance.
- 7.2.3 Prior to signing these agreements, customers will be entitled to access the policy documents. Also available on the official website at: www.overstrand.gov.za.
- 7.2.4 On the signing of the agreement when requested thereto, customers will receive a copy of the agreement for their records.
- 7.2.5 Customers will accept responsibility in the agreement for administration costs of collection, interest and penalties in the event of delayed and/or non-payment.
- 7.2.6 The Municipality may refuse to supply services to an applicant should such applicant owe monies to the Municipality regarding a previous period when he/she was rendered services by the Municipality, until such debt has been settled in full. Should the applicant prove to the Chief Financial Officer that he/she is unable to pay, the application will be dealt with in terms of Council's Indigent Subsidy Scheme.
- 7.2.7 The Municipality may reject the application for services of a person who is closely connected to a customer who has defaulted with account payments and who resides or is to reside on the same premises, until such debt is settled in full. The Municipality may also reject the application for services of any concern that is not a natural person should such concern be in arrears with any other municipal account for which it, or any member or director is responsible or partially responsible.
- 7.2.8 The Municipality will read the meters within the period stipulated in the agreement after notification of change in ownership or application for the supply of services and render an account within the normal cycle applicable to the property.
- 7.2.9 Existing customers of services may be required to sign new agreements in the following instances:
 - (a) Any change of service profile;
 - (b) With any instruction given or actual disconnection or restriction of services or any legal action taken;
 - (c) Any form of tampering with service networks or meters etc (as mentioned in Section 7.5.1 below;
 - (d) As determined by the Municipal Manager from time to time.
- 7.2.10 Should a customer fail to enter into such agreement with Council or to provide the security described in clause 7.6, Council may:-
 - (a) hold the customer liable for all outstanding debt on services for the property; and/or
 - (b) restrict or discontinue the supply of Municipal services.
- 7.2.11 The Municipality shall open only one account per property for the rates, fixed levies and service charges.
- 7.2.12 All arrangements may be subject to periodic review.
- 7.2.13 All debtors entering into arrangements may provide their banking details and those who have the facility to sign a debit order with their financial institutions, shall be required do so.

OVERSTRAND MUNICIPALITY

CUSTOMER CARE, CREDIT CONTROL AND DEBT COLLECTION POLICY

7.2.14 Debtors who default on three occasions in respect of arrangements, will be denied the privilege of making further arrangements, and the full amount will be payable. Interest will be calculated from the original due date of the debt, taking any payments into consideration.

7.2.15 **An amount of at least the monetary value of the most recent 3 months accounts must be settled before a recommendation by the Manager: Revenue can be made for further arrangements in excess of the three occasions mentioned above, to be considered by the Senior Manager: Revenue, based on current circumstances.**

7.3 Right of access to premises

7.3.1 The owner and/or occupier of a property is to allow an authorised representative of the Municipality access at all reasonable hours to the property in order to read, inspect, install or repair any meter or service connection for reticulation, or to disconnect, stop or restrict, or reconnect the provision of any service.

7.3.2 The owner is responsible to ensure that all meters installed on his/her property are easily accessible.

7.3.3 The owner is responsible for the cost of relocating a meter if satisfactory access is not possible.

7.3.4 If a person fails to comply to any requirements, the Municipality or its authorised representative may:-

- (a) by written notice require such person to restore access at his/her own expense within a specified period.
- (b) without prior notice restore access and recover the cost from such person if it is the opinion that the situation is a matter of urgency.

7.4 Enforcement mechanisms

7.4.1 Interest may be raised as a charge on all accounts not paid by the due date in accordance with applicable legislation.

7.4.2 The Municipality shall restrict or discontinue the supply of services or implement any other debt collection actions necessary due to late or non-payment of accounts, relating to any customer, owner or property.

7.4.3 Council reserves the right to deny or restrict the sale of electricity or water to customers who are in arrears with their rates or other municipal charges.

7.4.4 Upon the liquidation of arrears, or the conclusion of acceptable arrangements for term payments, the service will be reconnected as soon as conveniently possible.

7.4.5 The administration cost of the restriction or disconnection, and the reconnection, will be determined by tariffs approved by Council, and will be payable by the customer.

7.4.6 If a person is indigent a pre-paid electricity meter and a flow limiter water meter must be installed free of charge.

7.4.7 The deposit of any defaulter will be adjusted in terms of paragraph 7.2.2 and brought into line with relevant policies of Council.

7.4.8 Defaulters' deposits will be reviewed annually in July, based on the debtor's Municipal payment record, indicating no default, over the preceding 12 (twelve) months, excluding customers with current arrangements. The deposit will be adjusted to the minimum deposit required in terms of the approved Tariff Schedule.

7.4.9 Defaulters deposits will be reviewed immediately, where the account was settled in full and a debit order is signed to prevent late payments.

7.4.10 In accordance with Section 102 of the Municipal Systems Act, the Municipality may

- (a) Consolidate any separate accounts of persons liable for payments to the municipality;
- (b) Credit a payment of such a person against any account of that person; and

OVERSTRAND MUNICIPALITY

CUSTOMER CARE, CREDIT CONTROL AND DEBT COLLECTION POLICY

- (c) Implement any of the debt collection and credit control measures provided for in Chapter 9 of the Act in relation to any arrears on any of the accounts of such a person.

7.5 Theft and fraud

- 7.5.1 Any person (natural or juristic) found to be illegally connected or reconnected to municipal services, tampering with meters, the reticulation network or any other supply equipment or committing any unauthorised act associated with the supply of municipal services, as well as theft of and damage to Council property, will be prosecuted and/or liable for costs at the prescribed tariffs as determined from time to time.
- 7.5.2 The Municipality has the right to obtain authorisation from the Magistrate for the imposition of fines for the offences as mentioned in paragraph 7.5.1 above.
- 7.5.3 The Municipality may terminate and/or remove the electricity supply of services to a customer should such conduct as outlined above, be detected and certified.
- 7.5.4 The Municipality may install a water flow restrictor meter to a customer should such conduct as outlined above, be detected and certified.
- 7.5.5 The total bill owing, including administration cost, assessment of unauthorised consumption and discontinuation and reconnection fees, and increased deposits as determined by Council if applicable, will be due and payable before any reconnection can be sanctioned.
- 7.5.6 Council will maintain monitoring systems and teams in order to identify and monitor customers who are undertaking such illegal actions.
- 7.5.7 Council reserves the right to lay criminal charges and/or to take any other legal action against both vandals and thieves.
- 7.5.8 Any person failing to provide information or providing false information on his application for or other document pertaining to the supply of services to the Municipality may face immediate disconnection of services.

7.6 Customer screening and securities

- 7.6.1 All applicants for municipal services will be checked for credit-worthiness, which may include checking information from banks, credit bureaus, other local authorities, trade creditors and employers.
- 7.6.2 Security deposits, may be required. The minimum deposit being the equivalent of amounts fixed from time to time by the Municipality.
- 7.6.3 Security deposit will be adjusted annually, which will be equal to twice the average consumption during the preceding 12 months.
- 7.6.4 Applicants who are not natural persons, organs of state, local authorities, public companies or public corporations must supply details of their directors, members, partners or trustees and at least the main shareholder must in his/her personal capacity guarantee the payment of the applicant's municipal account and in the case of a trust, all the trustees in their personal capacity.
- 7.6.5 On the termination of the agreement the amount of the deposit, less any outstanding amount due to the Municipality, will be refunded to the customer.

7.7 Contractors who tender to the Municipality

- 7.7.1 The Supply Chain and Procurement Management Policy and Tender Conditions of the Municipality will include the following:-
 - (a) When inviting tenders for the provision of services or delivery of goods, potential contractors may submit tenders subject to a condition that consideration and evaluation thereof will necessitate that the tenderer obtain from the Municipality a certificate stating that all relevant municipal accounts owing by the tenderer and/or its directors, owners or partners have been paid or that suitable arrangements (which include the right to set off in the event of non-compliance) have been made for payment of any arrears.

OVERSTRAND MUNICIPALITY
CUSTOMER CARE, CREDIT CONTROL AND DEBT COLLECTION POLICY

- (b) No tender will be allocated to a person/contractor until a suitable arrangement for the repayment of arrears has been made. No further debt may accrue during contract period.
- (c) Tender Conditions will include a condition allowing the Municipality to deduct any moneys owing to the Municipality from contract payments.
- (d) A tenderer will be required to declare all the municipal account numbers for which it is responsible and/or partially responsible.

7.8 Pre-payment metering system

7.8.1 The Municipality will use its pre-payment metering system to:-

- (a) link the provision of electricity by the Municipality to a “pre-payment” system comprising, pre-payment of electricity units; and
- (b) a payment in respect of arrears comprising all accrued municipal taxes and other levies, tariffs and charges in respect of services such as water, refuse removal, sanitation and sewage.
- (c) To load an auxiliary on the “pre-payment” system in order to allocate a portion of the rendered amount to the customers arrear account for other services.
- (d) To enforce satisfactory arrangements with customers in arrears by blocking access to pre-payment electricity purchases.
- (e) Amounts tendered for the purchase of pre-payment electricity will not be refunded after the pre-payment meter voucher has been issued or in case of purchasing against an incorrect meter number.

OVERSTRAND MUNICIPALITY
CUSTOMER CARE, CREDIT CONTROL AND DEBT COLLECTION POLICY

7. DEBT COLLECTION

8.1 Objective

- 8.1.1 To provide procedures and mechanisms to collect all the monies due and payable to the Municipality arising out of the supply of services and annual levies, in order to ensure financial sustainability and delivery of municipal services in the interest of the community.

8.2 Personal contact

- 8.2.1 Personal and Telephonic contact / Agents calling on customers:-
- (a) Council, or its agent, may make personal contact with arrear debtors to encourage their payment via electronic, SMS, telephonic or any other officially recognised communication method.
 - (b) Such contact is not a right for debtors to enjoy and disconnection of services and other collection proceedings will continue in the absence of such contact for whatever reason.
 - (c) Services as contemplated in 8.2.1(a) will be rendered at a charge as determined during the annual budget process.

8.3 Interruption of service

- 8.3.1 Customers who are in arrears with their municipal accounts and who have not made arrangements with the Municipality will have their supply of electricity, water and other municipal services, suspended, restricted or disconnected.
- 8.3.2 Customers who have submitted mobile phone numbers can be notified via SMS at the applicable tariff, if their accounts are not settled on or before the due date.
- 8.3.3 The disconnection or restriction of services, as mentioned in section 7.4.2, may be enforced should the account remain in arrears after the expiring of the 14 (fourteen) days' notice of restriction of services.
- 8.3.4 Council reserves the right to deny or restrict the sale of electricity or water to customers who are in arrears with their rates or other municipal charges, or who do not honour their arrangements.
- 8.3.5 Upon the liquidation of arrears, including the additional levies in terms of clauses 8.3.6 and 8.3.7, or the conclusion of acceptable arrangements for term payments, the services will be reconnected as soon as conveniently possible.
- 8.3.6 The cost of notice of restriction or disconnection and the reconnection, will be determined by tariffs approved by Council, and will be payable by the customer.
- 8.3.7 The deposit of any defaulter will be adjusted, and brought into line with relevant policies of Council (refer to Annexure "B").

8.4 Legal process (Annexure "A") - (Use of attorneys/Use of credit bureaus)

- 8.4.1 The Municipality may, when a debtor is in arrears, commence legal process against that debtor, which process could involve final demands, summonses, court trials, judgements, garnishee orders and, as last resort, sales in execution of property.
- 8.4.2 The Municipality will exercise strict control over this process to ensure accuracy and legality within it and will require regular reports on progress from staff responsible for the process or outside parties, be they attorneys or any other collection agents appointed by Council.
- 8.4.3 The Municipality will establish procedures and codes of conduct with such outside parties.
- 8.4.4 In the case of employed debtors, garnishee orders, are preferred to sales in execution, but both are part of the Municipality's system of debt collection procedures.
- 8.4.5 All steps in the credit control procedure will be recorded for the Municipality's records and for the information of the debtor.
- 8.4.6 All administration costs of this process will be for the account of the debtor.
- 8.4.7 Individual debtor accounts are protected and are not the subject of public information. However, the Municipality may release debtor information to credit

OVERSTRAND MUNICIPALITY

CUSTOMER CARE, CREDIT CONTROL AND DEBT COLLECTION POLICY

bureaus and the property owner in respect of his/her lessee(s). This release will be in writing or by electronic means and will be covered in the agreement with customers.

- 8.4.8 The Municipality may consider the cost effectiveness of the legal process, and will receive reports on relevant matters and report to the Executive Mayor.
- 8.4.9 Upon recommendation from the Municipal Manager, Council may consider the use of agents and innovative debt collection methods and products. Cost effectiveness, the willingness of agents to work under appropriate codes of conduct and the success of such agents and products will be part of the agreement Council might conclude with such agents or service providers.
- 8.4.10 Customers will be informed of the powers and duties of such agents and their responsibilities, including their responsibility to observe agreed codes of conduct.
- 8.4.11 Any agreement concluded with an agent or product vendor shall include a clause whereby breaches of the code of conduct by the agent or vendor will constitute termination of the contract.
- 8.4.12 If, after the due date an amount due for rates is unpaid by the owner of the property, the Municipality may recover the amount, in whole or in part, from the tenant or occupier of the property, after it has served written notice on the tenant or occupier. The Municipality may recover the outstanding amount despite any contractual obligation to the contrary on the tenant or occupier.
- 8.4.13 If, after the due date an amount due for rates is unpaid by the owner of the property, the Municipality may recover the amount, in whole or in part, from the agent of the owner, if this is more convenient for the Municipality, after it has served written notice on the agent. The agent must on request from the Municipality, provide a statement reflecting all payments made to the agent for the owner during a period determined by the Municipality.
- 8.4.14 At any stage while the debt is outstanding, all reasonable steps shall be taken to ensure that the ultimate sanction of a sale-in execution is avoided or taken as a last resort. Overstrand Municipality, however, has total commitment to a sale-in execution should the debtor fail to make use of the alternatives provided for by the Municipality from time to time. This is also applicable to all debt and includes all debt which is a charge against a property as referred to in this policy.
As part of the recovery process the Municipal Manager may determine a reserve price equal to the municipal property value **or outstanding debt, whichever is the lowest. In the instance that sales statistics / prices of properties sold in the past 12 months, in the immediate area of the particular property prove that there is no market demand for similar properties, that the reserve price as mentioned, may be lowered with up to 50%.** The remaining outstanding debt in excess of the net proceeds of the auction will be written off, **in terms of the prescriptions of this policy.**
- 8.4.15 Adjustments on the accounts will only be calculated for three years. (Prescription Act, 1969 (Act 68 of 1969).

8.5 Cost of collection

All costs of legal processes including interest, penalties, service discontinuation costs and legal costs associated with customer care or credit control, where ever applicable, are for the account of the debtor and should reflect at least the cost of the particular action.

Collection costs on indigent clients, will be kept to a minimum by setting the pre-paid electricity auxiliary collection ratio.

8.6 Clearance Certificate

- 8.6.1 On the sale of any property in the municipal jurisdiction, Council will cause the delay of the registration of transfer until all rates, service and sundry charges and any estimated amounts for the duration of a certificate in connection with

OVERSTRAND MUNICIPALITY

CUSTOMER CARE, CREDIT CONTROL AND DEBT COLLECTION POLICY

the property are paid, by withholding a clearance certificate. The municipality will issue such clearance certificate on receipt of an application on the prescribed form from the conveyancer.

- 8.6.2 All payments will be allocated to the registered seller's municipal accounts and all refunds will be made to such seller.
- 8.6.3 No interest shall be paid in respect of these payments.
- 8.6.4 The Municipality will only issue a clearance certificate once a completed prescribed application form from the conveyancer has been received.
- 8.6.5 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 has been paid.

8.7 Irrecoverable debt

- 8.7.1 Debt will only be considered as irrecoverable if it complies with the following criteria:-
 - (a) all reasonable notifications and cost effective legal avenues have been exhausted to recover a specific outstanding amount; or
 - (b) any amount equal to or less than R1 500.00, or as determined by Council from time to time, will be considered too small, after having followed basic checks, to warrant further endeavours to collect it; or
 - (c) the cost to recover the debt does not warrant the further action; or
 - (d) the amount outstanding is the residue after payment of a dividend in the rand from an insolvent estate; or
 - (i) there is a danger of a contribution; or
 - (ii) no dividend will accrue to creditors; or
 - (e) a deceased estate has no liquid assets to cover the outstanding amount following the final distribution of the estate; or
 - (iv) where the estate has not been reported to the Master and there are no assets of value to attach; or
 - (f) it has been proven that the debt has prescribed; or
 - (g) the debtor is untraceable or cannot be identified so as to proceed with further action; or
 - (i) the debtor has emigrated leaving no assets of value to cost effectively recover Councils' claim; or
 - (h) it is not possible to prove the debt outstanding; or
 - (i) a court has ruled that the claim is not recoverable; or
 - (j) the outstanding amount is due to an irreconcilable administrative error by the Municipality.
- 8.7.2 All debtors who qualify and are registered as indigent, will have their arrears written off once during ownership of the property.

8.8 Abandonment of claims

- 8.8.1 The Municipal Manager must ensure that all avenues are utilised to collect the Municipality's debt.
- 8.8.2 There are some circumstances, as contemplated in section 109(2) of the Act, that allow for the valid termination of debt collection procedures, such as:-
 - (a) The insolvency of the debtor, whose estate has insufficient funds.
 - (b) A balance being too small to recover, for economic reasons considering the cost of recovery.
 - (c) Where Council deems that a debtor or group of debtors are unable to pay for services rendered.
- 8.8.3 The Municipality will maintain audit trails in such an instance, and document the reasons for the abandonment of the action or claim in respect of the debt.

8. SHORT TITLE

This Policy shall be called the **Customer Care, Credit Control and Debt Collection Policy of the Overstrand Municipality**.

CUSTOMER CARE, CREDIT CONTROL AND DEBT COLLECTION POLICY

CUSTOMER CARE AND DEBT COLLECTION – ANNEXURE “A”**10.1. INCENTIVE MEASURES**

- 10.1.1. Incentive measures may be implemented as per Council resolution.
- 10.1.2. Where a customer is prepared to pay off the capital amount on an outstanding account, older than two (2) years, in one payment, then Council will write off all interest charged;
- 10.1.3. An agreement to pay off the debt not older than (2) years, must be signed at the time of the implementation of the incentive referred to in 10.1.2

10.2. DEBT COLLECTION

- 10.2.1. Should annual accounts remain unsettled after 30 September of the applicable year, notice will be given to the owner/customer that the amount owed must be settled within fourteen (14) days, failure of which it will be handed over for collection, including legal proceedings.
- 10.2.2. Should monthly accounts remain unsettled after the due date, notice will be given to the owner/customer that the amount owed must be settled within fourteen (14) days, failure of which will lead to restriction/disconnection of services, including legal proceedings.
- 10.2.3. All debtors regarding houses in rental, selling and self-build schemes, without any capital debt, which are still registered in the name of the Municipality, should be notified in writing that if satisfactory arrangements for transfer of the property into his/her name are not made within one (1) month, the property concerned will be put up for sale by Council at a public auction.
- 10.2.4. Upon handing over of accounts for collection, details of employers and work addresses of the debtors should be made available to the attorneys as far as possible for the purposes of garnishee orders.
- 10.2.5. Attorneys should report to Council on a monthly basis on the progress made and the cost aspect regarding each debtor.
- 10.2.6. Attorneys should pay monies collected over to Council monthly.

CUSTOMER CARE, CREDIT CONTROL AND DEBT COLLECTION POLICY

11. ARRANGEMENTS FOR PAYMENT – ANNEXURE “B”**11.1. DEBT FOR WHICH ARRANGEMENTS CAN BE MADE**

Arrangements for the payment of outstanding debt can be made according to the procedures described hereafter.

11.2. CONCLUSION OF AGREEMENT

11.2.1 If a customer cannot pay his/her account with the Municipality then the Municipality may enter into an extended term of payment not exceeding 12 months, stipulating that the debt will be paid together with the monthly and/or annual accounts, with the customer. Only the Chief Financial Officer may consider and approve any extension on this arrangement on receipt of a written recommendation by the Senior Manager: Revenue.

11.2.2 The customer must:-

- (a) complete a new application form;
- (b) sign an acknowledgement of debt;
- (c) sign a consent to judgement;
- (d) in the case of a company, trust or closed corporation, supply the guarantee as prescribed in clause 6.8.3(c) of the Policy.
- (e) sign an emolument or stop order if he or she is in employment;
- (f) submit proof of income on the prescribed form;
- (g) pay the current portion of the account in cash;
- (h) customer deposits may be adjusted to the higher of the sum of twice the average consumption during the preceding 12 months or the minimum deposit required in terms of the approved Tariff Schedule
- (i) sign an acknowledgement that, if the arrangements being negotiated are later defaulted on, that no further arrangements will be possible and that disconnection of water and electricity will follow immediately, as will legal proceedings;
- (j) acknowledge liability of all costs incurred; and

11.3. ARRANGEMENTS THAT CAN BE ENTERED INTO:**11.3.1. Residential Customers:**

- (a) 1st default within a 12-month period:
 - (i) 10% of the outstanding amount plus cost of the credit control actions together with the current account is payable immediately.
 - (ii) The balance is payable over a maximum period of twelve months.
 - (iii) First offence in 2 years – no deposit increase will be applicable and if already charged, will be reversed on application.
 - (iv) Customer deposits may be adjusted to the higher of the sum of twice the average consumption during the preceding 12 months or the minimum deposit required in terms of the approved Tariff Schedule.
- (b) 2nd default within a 12-month period:
 - (i) Full arrears amount plus the cost of credit control actions, together with the current account.
 - (ii) No arrangements will be allowed.
 - (iii) Customer deposits may be adjusted to the higher of the sum of three times average consumption during the preceding 12 months or the minimum deposit required in terms of the approved Tariff Schedule.
- (c) 3rd default within a 12-month period:
 - (i) Metered services will be discontinued or restricted and the account will be handed over for legal proceedings.
- (d) **An amount of at least the monetary value of the most recent 3 months accounts must be settled before a recommendation by**

CUSTOMER CARE, CREDIT CONTROL AND DEBT COLLECTION POLICY

the Manager: Revenue can be made for further arrangements in excess of the three occasions mentioned above, to be considered by the Senior Manager: Revenue, based on current circumstances.

11.3.2. Non-residential Customers:

- (a) 1st default within a 12-month period:-
 - (i) 50% of the outstanding amount plus cost of the credit control actions.
 - (ii) The balance is payable over a maximum period of three months.
 - (iii) First offence in 2 years – no deposit increase will be applicable and if already charged, will be reversed on application.
 - (iv) Customer deposits will be adjusted to the higher of the sum of three times average consumption during the preceding 12 months or the minimum deposit required in terms of the approved Tariff Schedule.
- (b) 2nd default within a 12-month period:-
 - (i) Full outstanding amount plus cost of credit control actions.
 - (ii) No arrangements will be allowed.
 - (iii) Customer deposits will be adjusted to the higher of the sum of four times average consumption during the preceding 12 months or the minimum deposit required in terms of the approved Tariff Schedule.
- (c) 3rd default within a 12-month period:-
 - (i) Metered services will be discontinued or restricted and the account will be handed over for legal proceedings.

11.3.3. Government Departments – Customer Accounts:

- (a) 1st default within a 12-month period:-
 - (i) 3 weeks' notice – no arrangements
 - (ii) First offence in 2 years – no deposit increase will be applicable and if already charged, will be reversed on application.
 - (iii) Customer deposits will be adjusted to the sum of three time's average consumption during the preceding 12 months.
- (b) 2nd default within a 12-month period:-
 - (i) 2 weeks' notice – no arrangements.
 - (ii) Customer deposits will be adjusted to the sum of four time's average consumption during the preceding 12 months.
- (c) 3rd default within a 12-month period:-
 - (i) Metered services will be discontinued or restricted and as a last resort legal proceedings will be instituted;

11.3.4. Government Departments – Rates & Taxes:

- (a) 1st default within a 12-month period:-
 - (i) Final demand and legal action in terms of "The Institution of Legal Action against Certain Organs of State Act, 2002 (Act No 40 of 2002)".

11.3.5. Administration:

Where a person has been placed under administration the following procedures will be followed:-

- (a) The debt as at the date of the administration court order will be placed on hold, and collected in terms of the court order by the administrator's dividend.
- (b) The administrator is to open a new account on behalf of the debtor. No account is to be opened or operated in the debtor's name as the debtor is not entitled to accumulate debt.

CUSTOMER CARE, CREDIT CONTROL AND DEBT COLLECTION POLICY

- (c) Until such time as this new account is opened, the debtor is to be placed on limited services levels. The customer will be compelled to install a pre-paid electricity meter and flow limiter water meter, should one not already be in place. The Municipality will be entitled to recover the cost of the basic services by means of purchases made on the pre-paid meter.
- (d) Should there be any default on the current account, the supply of services is to be limited or terminated, and the administrator handed over for the collection of this debt.

11.3.6. Indigent:

All customers (including any other occupants), qualifying as indigent and who accumulated any arrear debt after any relief has been granted, will repay that debt as follows:-

By instalments over 24 months, in addition to monthly service charges, with immediate payment of the cost of the credit control action taken.

There are no limitations on debtors at any time to pay amounts in excess of arrangements towards outstanding debt, than prescribed above.

12. IMPLEMENTATION AND REVIEW PROCESS

This policy will come into effect on **1 July 2019** and will be reviewed at least annually or when required by way of a Council resolution.

POLICY SECTION:	SENIOR MANAGER: REVENUE
CURRENT UPDATE:	29 MAY 2019
PREVIOUS REVIEW:	30 MAY 2018
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OVERSTRAND MUNICIPALITY



INDIGENT POLICY

P R E A M B L E

Whereas section 96 of the Local Government: Municipal Systems Act, 2000 (Act No 32 of 2000) requires a municipality to adopt, maintain and implement a credit control, debt collection and customer care policy;

And whereas section 97 of the Systems Act prescribes that such policy must provide for “provision for indigent debtors that is consistent with its rates and tariff policies and any national policy on indigents.”

Now therefore the Municipal Council of the Municipality of Overstrand adopts the Indigent Policy as set out in this document:-

TABLE OF CONTENTS

	PAGE
1. DEFINITIONS	4
2. OBJECTIVES OF POLICY	5
3. SUBSIDY FOR INDIGENT HOUSEHOLDS.....	5
4. PRINCIPLES OF POLICY	5
5. CATEGORIES AND CRITERIA OF SUBSIDY	6
6. APPLICATION FOR A SUBSIDY	7
7. SWORN STATEMENT	8
8. CONVERSION OF METERS.....	8
9. PUBLICATION OF NAMES	8
10. FALSE OR MISLEADING INFORMATION.....	8
11. CALCULATION OF SUBSIDY	8
12. VERIFICATION.....	8
13. DURATION OF SUBSIDY	8
14. ACCOUNTS IN ARREAR.....	9
15. REGISTER.....	9
16. ENCOURAGEMENT	9
17. REVIEW AND IMPLEMENTATION PROCESS.....	9

1. DEFINITIONS

For the purpose of this policy, unless the context indicates otherwise, any word or expression to which a meaning has been attached in the Act shall bear the same meaning and means:-

“authorised representative”	The person or instance legally appointed by the Council to act or to fulfil a duty on its behalf.
“basic service”	the amount or level of any 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 of the environment and for the purposes of this Policy are restricted to the delivery of electricity, refuse, sewerage and water services.
“Chief Financial Officer”	An officer of the Municipality appointed as the Head of the Finance Department and includes any person:- a. acting in such position; and b. to whom the Chief Financial Officer has delegated a power, function or duty in respect of such a delegated power, function or duty.
“Council” or “municipal council”	A municipal council referred to in section 18 of the Local Government: Municipal Structures Act, 1998 (Act No 117 of 1998) and for purposes of this policy, the municipal council of the Municipality of Overstrand.
“customer”	Any occupier of any property to which the Municipality has agreed to supply services or already supplies services to, or if there is no occupier, then the owner of the property (including registered indigent household).
“defaulter”	A person who owes money to in respect of a municipal account after the due date for payment has expired.
“Household”	Persons who are jointly living on a stand or site on a permanent basis and who receive water and/or electricity from one meter.
“Income”	Income is the gross sum of all monthly income from all sources, including wages, salaries, profits, dividends, pensions, rentals, board & lodging, interest received, grants or investment income and other forms of earnings received by every person residing on the property.
“Indigent”	A household which qualifies in terms of clause 4 and 5.
“interest”	A levy with the same legal priority as service fees and calculated on all amounts in arrears in respect of assessment rates and service levies at a standard rate as approved by Council.
“municipal account” or “billing”	the proper and formal notification by means of a statement of account, to persons liable for monies levied and indicating the net accumulated balance of the account, specifying charges levied by the Municipality, or any authorised and contracted service provider, in the format of, but not limited to:- (a) show the levies for assessment rates and/or building clause; and “monthly account” rendered monthly and shows the levies for assessment rates and/or building clause, availability charge, sewerage, refuse removal, electricity, water, sundries, housing rentals and instalments, as well as the monthly instalment for annual services paid monthly
“Municipality”	The institution that is responsible for the collection of funds and the provision of services to the customers of Overstrand.
“Poor households”	A household which qualifies in terms of clause 4 and 5
“the Act”	The Local Government: Municipal Systems Act, 2000 (Act No 32 of 2000) as amended from time to time.

2. OBJECTIVES OF POLICY

The objectives of this Policy are to:-

1. provide a framework within which the Municipality can exercise its executive and legislative authority with regard to the implementation of financial aid to indigent and poor households in respect of their municipal account;
2. determine the criteria for qualification of indigent and poor households;
3. ensure that the criteria is applied correctly and fairly to all applicants;
4. allow the Municipality to conduct in loco visits to the premises of applicants to verify the actual status of the household;
5. allow the Municipality to maintain and publish the register of names and addresses of account holders receiving subsidies.

3. SUBSIDY FOR INDIGENT HOUSEHOLDS

- a. A basic level of services will be provided to qualifying households with a total gross income which is below a determined amount, and according to further specified criteria, as determined by the Municipality from time to time.
- b. Indigence subsidies will be funded from the equitable share contribution made by National Treasury and as provided for in the municipal budget. The subsidy can only be credited to the qualifying customers' accounts until the amount received by the Municipality from National Treasury and provided for in the municipal budget for this purpose, has been exhausted, whereupon no further credits will be made until further national funds for this purpose are received or additional funds has been provided for in the municipal budget.
- c. Subsidised services are assessment rates, refuse removal, sewerage and consumption service charges.
- d. Customers who qualify for an indigent subsidy must convert to pre-payment electricity meter, except for areas where electricity is not supplied by Overstrand Municipality, and a flow limiter water meter.
- e. If a customer's consumption or use of the municipal service is less than the subsidised amount of the service, the subsidy will be limited to the lesser amount. The unused portion, if any, may not be accrued by the customer and will not entitle the customer to cash or a rebate in respect of the unused portion.
- f. If a customer's consumption or use of a municipal service is in excess of the subsidised service, the customer will be obliged to pay for such excess consumption at the applicable rates.
- g. All customers who qualify for an indigent subsidy will be placed on restricted service levels in order to limit further escalation of debt.
- h. Where applicable, indigent customers may be exonerated from a portion of their arrear debt.
- i. An indigent customer must immediately request de-registration by the Municipality or its authorised agent if his/her circumstances have changed to the extent that he/she no longer meet the criteria.
- j. An indigent customer may, at any time, request de-registration.
- k. A list of indigent customers will be maintained and may be made available to the general public, subject to the Promotion of Access to Information Act ("PAIA") and/Protection of Personal Information Act ("POPI Act").
- l. The applicant may not be the registered owner of more than one property.

4. PRINCIPLES OF POLICY

- a. The administrative integrity of the Municipality must be maintained at all costs. The democratically elected councillors are responsible for the approval of this policy, while it is the responsibility of the Municipal Manager to ensure the execution of this policy;
- b. Applicants must complete an official application form, which is to be submitted together with the supporting documents as specified in this policy, when applicable;

- c. Application forms, agreements and documents relating to this Policy must be available in Afrikaans, English and isiXhosa.
- d. The customer is entitled to an efficient, effective and reasonable response to appeals, and should suffer no disadvantage during the processing of a reasonable appeal.

5. CATEGORIES AND CRITERIA OF SUBSIDY

A category of needy households is recognised for purposes of receiving an indigent subsidy:-

A. Indigent household with a property value greater than R220 000.00: and electricity consumption less than 400kWh-

- (i) The total household income may not be more than four times the social pension amount plus R1 per month;
- (ii) Average monthly consumption of electricity over the previous 6 [12] months may not exceed 400 kWh;
- (iii) Average monthly consumption of water over the previous 6 [12] months may not exceed 18 kℓ;
Or: A flow limiter meter will be installed immediately and flow will be limited to a maximum of 18kl per month;
- (iv) Permanently resides in Overstrand;
- (v) Must be a South African citizen; and
- (vi) The applicant may not be the registered owner of more than one property.
- (vii) A property may only be used for residential purposes.

If any of the above criteria is not complied with, the household will immediately be given notice and will lose the status of “indigent” and the subsidy will be forfeited if the household did not adjust its consumption accordingly.

Subsidy

- (i) 100% of the basic levy for electricity for one service point per month;
- (ii) 100% of the basic levy for water for one service point per month;
- (iii) 100% of the basic levy for sewage for one service point per month;
- (iv) 100% of 1 X vacuum tanker service after hours, per annum;
- (v) 100% of the basic levy for refuse removal for one service point per month;
- (vi) The first 50 kWh in the tariff block 0-350 of electricity per month shall be free of charge;
- (vii) 6 kℓ of water;
- (viii) 4,2 kℓ of water consumption for sewerage; and
- (ix) R11.84 in regard of Infrastructure Levy.

B. Indigent households with a property value less than R220 000.00 and electricity consumption less than 400 kWh (no income restriction):-

- (i) All properties with a municipal valuation of R220 000.00 or less, used for residential purposes, are classified as Indigent;
- (ii) Average monthly consumption of electricity over the previous 6 [12] months may not exceed 400 kWh;
- (iii) Indigent households with a property value less than R220,000.00 may apply for 50 kWh of free electricity units where the household income does not exceed four times the social pension amount, plus R1.00 per month where the average monthly consumption of electricity does not exceed 400 kWh.
- (iv) Average monthly consumption of water over the previous 6 [12] months may not exceed 18 kℓ;
OR: A flow limiter meter will be installed immediately and flow will be limited to a maximum of 18kl per month;
- (v) The applicant may not be the registered owner of more than one property.
- (vi) A property may only be used for residential purposes.

Subsidy

- (i) R291.60 [100%] of the basic levy for electricity for one service point per month;
- (ii) R129.14 [100%] of the basic levy for water for one service point per month;
- (iii) R115.09 [100%] of the basic levy for sewage for one service point per month;
- (iv) 100% of 1 X vacuum tanker service after hours, per annum;
- (v) R164.35 [100%] of the basic levy for refuse removal for one service point per month;
- (vi) 6 kℓ of water;
- (vii) Indigent households with a property value of R220 000.00 or less, may apply for 50kWh of free electricity units where the household income does not exceed four times the social pension amount plus R1 per month and where the average monthly consumption of electricity over the previous 6 months does not exceed 400 kWh;
- (viii) 4,2 kℓ of water consumption for sewerage; and
- (ix) R11.84 in regard of Infrastructure Levy.

C. Indigent households with a property value less than R220 000.00 and electricity less than 500 kWh (no income restriction):

- (i) The property value must be less than R220 000.00;
- (ii) The average monthly consumption of electricity by the household over the previous 6 [12] months may not exceed 500kWh;
- (iii) The average monthly consumption of water by the household over the previous 6 [12] months may not exceed 18kℓ;
OR: A flow limiter meter will be installed immediately and flow will be limited to a maximum of 18kl per month;
- (iv) Must be a resident of Overstrand;
- (v) Must be a South African citizen; and
- (vi) The applicant may not be the registered owner of more than one property.
- (vii) A property may only be used for residential purposes.

Subsidy

- (i) R115.09 [100%] of the basic levy for sewage per month for one service point;
- (ii) R164.35 [100%] of the basic levy for refuse removal per month for one service point.

D. Indigent households with a property value greater than R220 000.00 and electricity less than 500kWh (income not exceeding the sum of four times the amount of the state funded social pension) :

- (i) The total household income may not exceed the sum of four times the amount of the state funded social pensions;
- (ii) The average monthly consumption of electricity by the household over the previous 6 [12] months may not exceed 500kWh;
- (iii) The average monthly consumption of water by the household over the previous 6 [12] months may not exceed 18kℓ;
OR: A flow limiter meter will be installed immediately and flow will be limited to a maximum of 18kl per month;
- (iv) Must be a resident of Overstrand;
- (v) Must be a South African citizen;
- (vi) the applicant may not be the registered owner of more than one property; and
- (vii) A property may only be used for residential purposes.

Subsidy

- (i) R115.09 [100%] of the basic levy for sewage per month for one service point;
- (ii) R164.35 [100%] of the basic levy for refuse removal per month for one service point.

6. APPLICATION FOR A SUBSIDY

A. Applications for indigent subsidy must be submitted on the prescribed application form and must be accompanied by the following documentation:-

- (i) the latest municipal account of the household;

- (ii) proof of the account holder's identity;
- (iii) proof of the account holder's income, e.g. a letter from his/her employer, salary slip/envelope, pension card, unemployment insurance fund (UIF) card.; and
- (iv) proof of medical condition when requiring additional water and electricity.

B. Incomplete forms or forms without the required documentation attached thereto will be rejected.

7. SWORN STATEMENT

The applicant must complete the sworn statement that forms part of the application form. Failure to do so will render the application invalid.

8. CONVERSION OF METERS

The applicant must agree to the conversion to pre-payment electricity meter and flow limiter water meter. Refer clause 3(d) of Policy.

9. PUBLICATION OF NAMES

The applicant must grant permission for the Municipality to publish his/her name and address on a list of account holders receiving subsidies in terms of this Policy. Refer clause 3(k) of Policy.

10. FALSE OR MISLEADING INFORMATION

A person who provides false information will be disqualified and be refused further participation in the subsidy scheme. In addition he/she may be held liable for the immediate repayment of any subsidies already granted and legal action may be instituted against the guilty party/parties.

11. CALCULATION OF SUBSIDY

- a. The subsidies below will be funded from the "equitable share" contribution received from National Treasury, plus an amount from the Municipality's own income as budgeted for in the financial year in question. The subsidies will only be granted to qualifying households to the extent that the above mentioned funds are available for allocation.
- b. The accounts of qualifying applicants are credited monthly by the subsidies calculated in 5A, B, C and D.

12. VERIFICATION

The Municipality reserves the right to send officials and/or representatives of the Municipality to the household or site of the applicant(s) at any reasonable time with the aim of carrying out an ongoing audit on the accuracy of the information provided by the applicant(s).

13. DURATION OF SUBSIDY

- a. If an application is approved, the subsidy will be applicable up until the equitable share contribution made from the National Governments' fiscus and as provided for in the municipal budget is depleted.
- b. If the Municipality obtains information that indicates that the circumstances of the applicant have changed to such an extent that he/she no longer qualifies for the subsidy, the Municipality reserves the right to shorten the subsidy period.
- c. If any of the criteria, as set out in 5A, B, C, and/or D, is not complied with any more, the onus is on the recipient of the subsidy to notify the Municipality within 7 days after such criteria is no longer complied with. If a recipient cannot write, a designated official must be informed in person.

- d. If any of the above criteria is not complied with, the household will immediately be given notice and will lose its Indigent status and the subsidy will be forfeited if the consumption is not adjusted accordingly within three (3) months.

14. ACCOUNTS IN ARREAR

Applicants, whose municipal accounts show arrear amounts at the time of the application for a subsidy, will have to make arrangements with the Municipality for paying off the amounts in arrears.

15. REGISTER

- a. The Municipality will compile a register of households that qualify as “indigent”.
- b. The register will be updated continually and reconciled with the relevant subsidy account in the general ledger on a monthly basis.

16. ENCOURAGEMENT

Councillors should encourage tax payers/customers in their various wards to apply for participation in the indigent subsidy scheme.

17. REVIEW AND IMPLEMENTATION PROCESS

This policy will come into effect on **1 July 2019**;

This policy will be reviewed at least annually or when required by way of a Council resolution

POLICY SECTION:	SENIOR MANAGER: REVENUE
CURRENT UPDATE:	29 MAY 2019
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APPROVAL BY COUNCIL:	30 JUNE 2004

OVERSTRAND MUNICIPALITY



SPECIAL RATING AREA POLICY

INDEX

1. DEFINITIONS
2. INTRODUCTION
3. AIM OF POLICY
4. EXCLUSION
5. POLICY STATEMENT
6. FACTORS CONSIDERED WHEN DETERMINING A SPECIAL RATING AREA
7. APPLICABILITY OF THE RATES POLICY AND OTHER POLICIES
8. PROCESS
9. INSTITUTIONAL ARRANGEMENTS
10. ESTABLISHMENT PRINCIPLES OF A SPECIAL RATING AREA
11. BUSINESS PLAN CONTENT
12. ANNUAL REQUIREMENTS
13. AMENDMENT TO THE BUSINESS PLAN
14. EXTENSION OF THE SRA TERM
15. DISSOLUTION
16. FINANCIAL CONTROL
17. COMMENCEMENT AND IMPLEMENTATION
18. COST
19. SHORT TITLE

OVERSTRAND MUNICIPALITY – SPECIAL RATING AREA POLICY

1. DEFINITIONS

In this Policy words or expressions shall bear the meaning assigned to them and, unless the context otherwise indicates –

"additional rate"	means an additional rate contemplated in sections 19(1) (d) and 22(1) (b) of the Property Rates Act and in section 12(2) of the By-law;
"applicant"	means any owner who makes an application for the determination of a special rating area in accordance with Chapter 1 of the By-law, or if a management body is established in terms of section 10 thereof, any reference to "the Applicant" means the management body;
"business plan"	means a motivation report, implementation plan and term budget as contemplated in section 10 of the By-law;
"By-law"	means the Overstrand Municipality: Special Rating Area By-law;
"CFO"	means the Chief Financial Officer;
"Companies Act"	means the Companies Act, 2008 (Act No. 71 of 2008), as amended or replaced;
"Council"	means the Council of the Overstrand Municipality
"majority"	means the majority of property owners as contemplated in paragraphs 5.5 and 5.6 of the Policy;
"management body"	means the management body of a special rating area to be established in accordance with the provisions of section 11 of the By-law; "owner" has the meaning assigned to it in section 1 of the Property Rates Act;
"non-profit company"	defined as a non-profit company with members as defined in section 1 of the Companies Act No 71 of 2008
"Policy"	means the Policy for the determination of special rating areas, or any other policy adopted by the Council in relation to special rating areas, as in force from time to time;
"Property Rates Act"	means the Local Government: Municipal Property Rates Act, 2004 (Act No. 6 of 2004);
"rateable property"	has the meaning assigned to it in section 1 of the Property Rates Act;
"special rating area" or "SRA"	means a special rating area approved by the Council in accordance with the provisions of section 22 of the Property Rates Act;
"steering committee"	means the steering committee of a special rating area to be established in accordance with the provisions of paragraph 9.1.1 of the Policy;
"term budget"	means the budget of the management body contemplated in section 6 of the By-law.

OVERSTRAND MUNICIPALITY – SPECIAL RATING AREA POLICY

2 INTRODUCTION

- 2.1 This Policy for the establishment of special rating areas must be read together with the Property Rates Act and the By-Law.
- 2.2 All words and phrases defined in the Property Rates Act and the By-law have the same meaning in this Policy.
- 2.3 In the event of any conflict between the provisions of the By-law and the provisions of this Policy, the By-law prevails.
- 2.4 The Policy should at all times be read together with the Rates Policy of Overstrand Municipality.

3 AIM OF THE POLICY

This Policy aims to –

- 3.1 set out Council's position on special rating areas and the factors that will influence Council's decision whether or not to determine a particular special rating area;
- 3.2 provide guidance to members of the local community and to decision- makers within the Overstrand Municipality in relation to the establishment of special rating areas;
- 3.3 strike an appropriate balance between facilitating self-funded community initiatives that aim to improve and/or upgrade neighborhoods by making use of a non-profit company ("**NPC**") structure as contemplated in the Companies Act, which is referred to in the By-law as "the management body"; and ensure commitment to good, fair and transparent governance by the management body as defined in the By-law, by implementing a transparent process when appointing service providers to improve and/or upgrade the special rating area in the public areas and ensuring that these improved and/or upgraded services are not provided for private properties.

4 EXCLUSION

This Policy does not apply to privately-owned property developments.

5 POLICY STATEMENT

- 5.1 The special rating area model is based on international best practice. It is aimed at preventing the degeneration of towns and the consequential urban decay, and facilitating their upliftment, economic growth and sustainable development.
- 5.2 The purposes of a special rating area is to –
 - 5.2.1 enhance and supplement the **municipal services** provided by the Overstrand Municipality;
 - 5.2.2 facilitate investment in the special rating area;
 - 5.2.3 facilitate a co-operative approach between the Municipality and the private sector in the provision of municipal services;
 - 5.2.4 halt the degeneration and facilitate the upliftment of distressed business and mixed-use areas; and

OVERSTRAND MUNICIPALITY – SPECIAL RATING AREA POLICY

- 5.2.5 promote economic growth and sustainable development and in this way assist the Council in the fulfilment of its objects and developmental duties as set out in its Integrated Development Plan ("IDP").
- 5.3 The Overstrand Municipality recognises special rating areas as a potential tool for assisting it to fulfill its constitutional and statutory obligations to allow property owners within a geographical area to improve and upgrade their area by means of a property rate in addition to the standard property rate.
- 5.4 The Overstrand Municipality does not see its role as advocating or initiating the establishment of special rating areas, but rather facilitating the process with guidance and advice and assisting and helping to capacitate management bodies
- 6 FACTORS CONSIDERED WHEN DETERMINING A SPECIAL RATING AREA**
- The Council will consider determining a special rating area where the requirements of section 22 of the Property Rates Act are complied with, including that-
- 6.1 the purpose of the special rating area is to allow an additional rate to be levied on property in the defined area to raise funds for improving or upgrading the area;
- 6.2 the special rating area will not be used to reinforce existing inequities in the development of the Overstrand's area of jurisdiction;
- 6.3 the determination of the special rating area is consistent with the IDP;
- 6.4 residential special rating areas mean an area in which more than 40% (forty percent) of the rates base value consists of Residential Property as defined in the Municipalities Rates Policy;
- 6.5 any residential special rating area must comply fully with the provisions of the By-law, save that, with reference to the majority support, the applicant must provide written proof to the Council that owners of rateable property within the boundary of the special rating area who own not fewer than 60% (sixty percent) in number of such properties, approve the formation of the special rating area;
- 6.6 any non-residential special rating area must comply fully with the provisions of the By-law, save that, with reference to the majority support, the applicant must provide written proof to the Council that owners of rateable property within the boundary of the special rating area who own not fewer than 50% (fifty percent) plus 1 in number of such properties, approve the formation of the special rating area;
- 6.7 the procedural requirements of section 22 of the Property Rates Act as well as the By-law and the Policy, are complied with, including the community consultation requirement, as determined by the CFO;
- 6.8 the proposed improvement or upgrade has been clearly and fully defined;
- 6.9 the proposed improvement or upgrade can be clearly and logically linked to a geographical area, the boundaries of which can be clearly determined;
- 6.10 there is evidence that it will be financially viable to use a special rating area to raise funds for the proposed improvement or upgrade;
- 6.11 Overstrand is satisfied with the institutional arrangements proposed in respect of the special rating area; and
- 6.12 ultimately, the decision whether or not to determine a special rating area rests with the Council in its sole discretion.

OVERSTRAND MUNICIPALITY – SPECIAL RATING AREA POLICY

7 **APPLICABILITY OF THE OVERSTRAND MUNICIPALITIES RATES POLICY AND OTHER POLICIES**

- 7.1 The Overstrand Municipality's rates policy applies with the necessary changes to this Policy. In particular, and without limiting the generality of the afore-going, the exemptions, rebates and reductions set out in the Rates Policy apply with the necessary changes in relation to the levying of an additional rate for special rating area purposes.
- 7.2 Notwithstanding the provisions of paragraph 7.1 above, when the Municipality grants a partial rebate as set out in the Rates Policy, the relevant property owner will be granted a full (100%) rebate in relation to the additional rate.
- 7.3 Other policies approved by the Council apply with the necessary changes to the collection of additional rates in terms of the Policy, the By-Law and section 22 of the Property Rates Act, including, but not limited to, the Overstrand Municipality Credit Control and Debt Collection Policy.

8 **PROCESS**

This Policy sets out –

- 8.1 the institutional arrangements for special rating areas (paragraph 9);
- 8.2 the establishment principles (paragraph 10);
- 8.3 the information to be included in the business plan which needs to be submitted to the Overstrand Municipality in order to motivate a request for determination of a special rating area (paragraph 11); and
- 8.4 the annual requirements for Special Rating Areas (paragraph 12);
- 8.5 the amendment and/or extension of term for special rating area (paragraph 13 and 14);
- 8.6 the dissolution requirements which must be followed (paragraph 15);
- 8.7 the financial arrangements (paragraph 16).

9 **INSTITUTIONAL ARRANGEMENTS**

Section 22 of the Property Rates Act is not prescriptive as to the structural arrangements which need to be put in place to administer a special rating area. The structural arrangements that will be supported by the Overstrand Municipality are the following:

9.1 **Administration by a NPC**

- 9.1.1 The ratepayers within the special rating area must establish and participate in an appropriate structure to carry out planning, contracting, financial control and administrative functions within the special rating area, in order to manage and implement the services and upgrades.
- 9.1.2 This structural arrangement does not entail ratepayers *setting* the additional rate, which under law can only be done by the Council.

OVERSTRAND MUNICIPALITY – SPECIAL RATING AREA POLICY

9.1.3 Councilors who are actively involved in pursuing and promoting the establishment of a special rating area must recuse themselves when Council considers the application for establishment of a special rating area.

9.1.4 Amongst other reasons, because funds collected by government are placed in the hands of the private sector through this structural arrangement, the requirements set out in this Policy must be met.

9.1.5 The functions of the structure would include:

- (a) determining the funding required each year (paragraph 16.2);
- (b) appointing contractors to effect the improvement/s or upgrade/s and
- (c) receiving the additional rate collected by the Overstrand Municipality and expending the funds in accordance with the approved business plan.

9.2 **Structural requirements:**

9.2.1 Before Overstrand Municipality will consider allowing ratepayers in a special rating area to carry out administrative and other functions in relation to the area, the Steering Committee must establish a non-profit company ("**NPC**") in terms of the Companies Act for that purpose.

9.2.2 The inaugural memorandum of incorporation ("**MOI**") of the NPC must be aligned with the prescribed format determined by the CFO; and any amendments thereto must be approved by the CFO;

9.2.3 The NPC must be managed in terms of the Companies Act, and must also comply with any other legislation as a result of the financial connection to Council;

9.2.4 The NPC must have at least 3 (three) directors, each with specific portfolio(s) aligned with the business plan;

9.2.5 the Executive Mayor will appoint councilor(s) as director(s) and alternate director(s) to the board of the management body in accordance with sections 11(4) and 11(5) of the By-law. The director(s) appointed by the Executive Mayor will not have the powers and duties of directors as set out in the Companies Act and the management body's MOI;

9.2.6 the NPC must give a written notice to all the affected property owners within the special rating area of the intention to hold a members meeting within six months of the establishment of the NPC and thereafter an annual general meeting ("**AGM**") (paragraph 12.2) on the date stated in the notice by advertising in one English and one Afrikaans daily newspaper and must also give notice in a community (local) newspaper to accommodate other official languages where applicable; and

9.2.7 The purpose of the meetings referred to in paragraph 9.2.6 will be to, amongst other items on the agenda:

- (a) appoint directors, other than the director(s) appointed in terms of paragraph 9.2.5;
- (b) amend the NPC's MOI if required and with prior written consent of the CFO; and
- (c) approve the following year's budget and implementation plan (paragraph 16.2).

OVERSTRAND MUNICIPALITY – SPECIAL RATING AREA POLICY

10 ESTABLISHMENT PRINCIPLES OF A SPECIAL RATING AREA

The process for establishing special rating areas as set out in Chapter 1 of the By-law, must be followed.

10.1 Initiation Phase

- 10.1.1 The applicant must form a steering committee that is representative of property owners within the proposed special rating area.
- 10.1.2 The Steering Committee must keep a comprehensive portfolio of evidence of the establishment process.
- 10.1.3 The Steering Committee must meet with the CFO before commencing with the establishment process to ensure that the special rating area is the appropriate vehicle.
- 10.1.4 All documents relating to the establishment process must be approved by the CFO before circulating them to the public.
- 10.1.5 After the Steering Committee confirms in writing that it will engage in the pursuit of establishing a special rating area it must supply the Overstrand Municipality with a map depicting the boundaries of the special rating area.
- 10.1.6 The Overstrand Municipality will extract a property database which the Steering Committee, with the assistance of the Municipality, must verify as correct. Any anomalies must be reported to the Municipality for remedial action.
- 10.1.7 All properties except municipal properties predominantly used for municipal purposes or properties exempted from paying property rates or receiving partial rates relief (paragraph 7.1) will form part of the property database of the proposed special rating area.
- 10.1.8 After the Overstrand Municipality has prepared a total arrears profile of the area and is satisfied with the outcome thereof the Steering Committee may proceed with the establishment process.
- 10.1.9 The Steering Committee will be required to conduct an urban management survey (only one survey per property owner) of not less than 20% of properties in the database (proportional split in terms of the usage code is required). In addition a random sample of people within the area, which is equal in number to not less than 5% of the properties in the database, is also required. Where a reduction in the number of survey forms is required it may be motivated for consideration by the CFO.
- 10.1.10 The Steering Committee must consult with the respective Overstrand Municipality Directorate(s) regarding the current service(s) provided and the levels thereof as well as the SRA anticipated service(s) and level thereof.
- 10.1.11 The Steering Committee must compile a business plan in accordance with the provisions of paragraph 11 of this Policy.

10.2 First Public Meeting

- 10.2.1 The public meeting must be conducted in accordance with section 5 of the By-law.

OVERSTRAND MUNICIPALITY – SPECIAL RATING AREA POLICY

10.3 Obtaining Support

- 10.3.1 Support may only be obtained after the public meeting and on the consent form provided by the Overstrand Municipality.
- 10.3.2 All support forms must be filed and cross-referenced to the property database in terms of paragraph 10.1.6 of the Policy to verify the accuracy thereof.
- 10.3.3 Any property owner that wants to object to the establishment of a special rating area or to the provisions of the business plan can do so by indicating it on the consent form. The objector will be required to submit an objection letter once an application for the establishment of a special rating area is submitted to Council.

10.4 Application

- 10.4.1 An application must be submitted in terms of paragraph 11 of this Policy.
- 10.4.2 The application must be advertised in terms of paragraph 9.2.6 and also set a date for a second public meeting to occur not more than twenty days or less than seven days before the objection period closes.
- 10.4.3 Prior to submitting an application the Steering Committee will be required to set up a website that displays the following:
 - application letter;
 - business plan;
 - urban management perception report;
 - public meeting presentations and minutes;
 - By-law;
 - Policy;
 - SRA frequently asked questions;
 - notices; and
 - blank consent / objection form.
- 10.4.4 The special rating area application must be submitted by 30 September of the financial year preceding the establishment of the special rating area. The CFO may extend this date if a properly motivated request is received. This will depend on Council's ability to accommodate the late application within the budget process.

10.5 Objections

- 10.5.1 Consents and objections will be considered only if they are submitted to Council by the last day specified in the application notice.
- 10.5.2 Property owners objecting to the establishment of a special rating area in terms of paragraph 10.3.3 must do so in writing and include a motivation for their objection.
- 10.5.3 The Steering Committee must engage with all the objectors and provide them and Council with minutes of these meetings. The objector/s will be allowed to respond to the minutes.

OVERSTRAND MUNICIPALITY – SPECIAL RATING AREA POLICY

- 10.5.4 Any property owner who wants to make oral representations for submission to Council in terms of section 7(4) of the By-law will be assisted by an official to document this for inclusion in the report to be considered by Council.

10.6 Inaugural Phase

- 10.6.1 The process and appointment of all service providers must be communicated to the property owners on the NPC's website and in newsletters.
- 10.6.2 The application form to become a member of the NPC must also be available on the website.
- 10.6.3 Any special rating area that is approved more than nine months prior to the effective date may:
- 10.6.3.1 delay the implementation of the special rating area and commence with year two of the business plan. This will imply that the term is effectively reduced by one year; or
 - 10.6.3.2 implement the original business plan.

11 BUSINESS PLAN CONTENT

The business plan comprises of the following:

- a motivation report;
- an implementation plan; and
- a term budget.

11.1 Motivation report

The motivation report must contain the following:

11.1.1 Introduction:

- 11.1.1.1 an executive summary of the improvement or upgrade proposed for the special rating area as set out in the business plan;
- 11.1.1.2 an explanation of how the proposed improvement or upgrade is linked to the geographical area of the proposed special rating area;
- 11.1.1.3 an explanation of why the proposed special rating area will not reinforce existing inequities in the development of the Overstrand Municipality;
- 11.1.1.4 an explanation of how the special rating area, if determined, will be consistent with the Overstrand Municipalities IDP as per the Service Departments' business plans;
- 11.1.1.5 an explanation of the institutional arrangements proposed in relation to the special rating area;

11.1.2 Vision;

11.1.3 Mission;

OVERSTRAND MUNICIPALITY – SPECIAL RATING AREA POLICY

11.1.4 Goal;

11.1.5 A diagram clearly indicating the boundaries of the proposed special rating area;

11.1.6 Proposed management structure:

- composition of special rating area board including allocation of portfolios; and
- operational arrangements;

11.1.7 Services:

11.1.7.1 Service providers to be appointed as contemplated in paragraphs 2.1.4 and 9.6.1.

11.1.8 Financial Impact:

- provide details regarding the calculation of the additional rate;
- provide details of criteria to qualify for exemption from paying the additional rate as per paragraph 10.1.7;

11.1.9 A list of all rateable properties within the proposed special rating area, contact details of all property owners and the value of each property as set out in the Council's general valuation roll. Differentiation between categories of properties, as provided for in section 8 of the Property Rates Act, must be considered;

11.1.10 Proof of the consent of the majority of the members of the local community in the proposed special rating area who will be liable for paying the additional rate;

11.1.11 Proof of the notice of the public meeting or meetings contemplated in the By-law;

11.1.12 Minutes of the public meeting or meetings; and

11.1.13 Compilation date.

11.2 Implementation plan

The implementation plan is a schedule of goals to implement improvements or upgrades as per the motivation report and must at least address the following:

11.2.1 Milestones;

11.2.2 Tasks per milestone;

11.2.3 Start and finish date per task;

11.2.4 Assign responsibility per goal, milestone & task; and

11.2.5 Performance indicators per milestone.

11.3 Term budget

11.3.1 The budget for the proposed improvements or upgrades must at least address the following:

11.3.1.1 an annual budget per line item commencing on 1 July of the first year and ending on 30 June of the last year of the term; and

11.3.1.2 a budget split for the provision of improvements or upgrades between the different categories of properties.

OVERSTRAND MUNICIPALITY – SPECIAL RATING AREA POLICY

- 11.3.2 subject to the provisions of the Property Rates Act, the additional rate in any category of property must not exceed 25% of the municipal property rate. Any deviation must be fully motivated to Council for consideration.

12. ANNUAL REQUIREMENTS

- 12.1 The NPC must confirm the property data base which the Steering Committee must verify as correct or report anomalies to the Overstrand Municipality for remedial action.
- 12.2 The NPC must hold its AGM before 31 December as per the MOI requirements.
- 12.3 Within two months of the end of each financial year the NPC must provide the CFO with its Audited Financial Statements for the immediately preceding year.
- 12.4 Within three months after the AGM the NPC must provide Council with its audited Financial Statements for the immediately preceding year and an Annual Report on its progress in carrying out the provisions of the Business Plan in the preceding year to improve and upgrade the Special Rating Area.
- 12.5 The NPC must submit an annual budget and implementation plan for comment by the CFO before approval at the AGM (paragraph 16.2), and ensure that -
- 12.5.1 the quantum of financial reserves is not less than two months of revenue received from the Overstrand Municipality in terms of the approved budget per SRA except if these funds have been duly allocated to a project;
- 12.5.2 the implementation plan is aligned with the proposed budget.
- 12.6 The submission of the annual budget and implementation plan as referred to in paragraph 12.5 will be subject to approval by Council during the municipalities annual budget process.
- 12.7 The NPC must by 31 January each year provide the CFO with a mid- year performance scorecard based on the activities set out in the implementation plan.
- 12.8 The NPC will within one month after the AGM provide the CFO with draft minutes of the AGM to ensure compliance with the legal requirements.

13. AMENDMENT TO THE BUSINESS PLAN

- 13.1 In the event that a NPC seeks to amend the boundaries of the SRA and/or the business plan content then the procedures set out in section 14 of the By-law must be followed and submitted by 30 September.
- 13.2 The following factors, although not limited to, must be addressed in the motivation:
- explanation of impact on costs, budget and implementation plan expectations;
 - cross subsidisation by existing members;
 - fairness and equity;
 - affordability and sustainability of the existing SRA;

OVERSTRAND MUNICIPALITY – SPECIAL RATING AREA POLICY

- intention of the legislation prescribing that all property owners; must be allowed to participate in the formation of a SRA;
- priorities of the new area may differ from the existing SRA priorities; and
- arrears profile

13.3 The boundary changes must not affect the vested rights of existing property owners as per the Business Plan.

13.4 Boundary changes are subject to the following criteria:

13.4.1 Obtaining by special resolution the support from existing NPC members at a members meeting before expansion is pursued;

13.4.2 Determining the profile of the new total SRA as it could change from non-residential to residential and vice versa;

13.4.3 Obtaining the required majority support from the property owners in the new area only, based on the determination referred to in paragraph 13.4.2.

13.4.4 Any geographical boundary changes must be continuous with the existing SRA geographical area.

13.5 Property owners in the new area must follow the establishment process as per Chapter 1 of the By-law.

14 EXTENSION OF THE SRA TERM

In the event that a NPC seeks to extend the term of the special rating area for a further period then the procedures set out in section 15 of the By-law must be followed.

15 DISSOLUTION

The special rating area may be dissolved by resolution of the Council in terms of section 16 of the By-law. Thereafter the management body may be wound up in terms of the provisions of section 16 of the By-law and the NPC's MOI.

16 FINANCIAL CONTROL

16.1 As stated in the By-law, the amount of any additional rate levied in a special rating area is determined by Council. The additional rate is imposed by the Council, is a debt owing to the Overstrand Municipality and is payable and collected in the same manner as other property rates imposed by the Council.

16.2 The NPC must submit an annual budget as approved at an AGM or Special General Meeting ("**SGM**") to the Overstrand Municipality by 31 January, with appropriate motivation including an implementation plan for the next financial year, and the Council will consider the recommendation during its budgeting process.

16.3 Before the Overstrand Municipality will pay over any additional rate collected to the NPC, the NPC and the Overstrand Municipality must have concluded a written finance agreement regulating, amongst other things:

16.3.1 the mechanisms and manner of payment;

16.3.2 how the additional rate is to be held by the NPC;

OVERSTRAND MUNICIPALITY – SPECIAL RATING AREA POLICY

- 16.3.3 any parameters relating to expenditure; and
- 16.3.4 any obligations on the NPC to take out and maintain appropriate insurance.
- 16.4 The CFO may request a forensic audit should he deem it necessary.
- 16.5 The CFO may request a special board meeting.
- 16.6 The CFO may amend the percentage retained as a provision for bad debt for SRA's with high arrears, as contemplated in the Finance Agreement concluded between the Overstrand Municipality and each SRA, should he/she deems it necessary.

17 COMMENCEMENT AND IMPLEMENTATION

- 17.1 Implementation of this Policy commences on **1 July 2019**.
- 17.2 Where the Overstrand Municipality is legally empowered to do so, requirements set out in this Policy may be imposed as conditions attached to the determination of a special rating area.
- 17.3 This Policy and its implementation must be reviewed annually.

18 COSTS

Unless otherwise agreed by the Municipal Manager or his/her nominee, the Overstrand Municipality shall not be liable for any costs incurred by ratepayers within the relevant proposed special rating area in respect of the implementation of the steps set out in this Policy and in the By-law.

19 SHORT TITLE

This policy will be referred to as the **Special Rating Area Policy of the Overstrand Municipality**.

POLICY SECTION:	SENIOR MANAGER: REVENUE
CURRENT UPDATE:	29 MAY 2019
PREVIOUS REVIEW:	30 MAY 2018
PREVIOUS REVIEW:	31 MAY 2017
APPROVAL BY COUNCIL:	25 MAY 2016

OVERSTRAND MUNICIPALITY



ASSET MANAGEMENT POLICY

Table of Contents

	Page
1. OBJECTIVE	3
2. BACKGROUND	3
3. DEFINITIONS	4
4. STATUTORY AND REGULATORY FRAMEWORK	7
5. RESPONSIBILITIES AND ACCOUNTABILITIES	7
6. FINANCIAL MANAGEMENT	9
7. INTERNAL CONTROLS	11
8. MANAGEMENT OF CONTROL ITEMS	13
9. MANAGEMENT AND OPERATION OF ASSETS	13
10. CLASSIFICATION & COMPONENTS	14
11. ACCOUNTING FOR ASSETS	15
12. FINANCIAL DISCLOSURE	23
13. IMPLEMENTATION AND REVIEW PROCESS	23
14. SHORT TITLE	23
APPENDIX 1	24
ANNEXURE 1	29
ANNEXURE 2	30
ANNEXURE 3	32

1. OBJECTIVE

- 1.1. To ensure the effective and efficient control of the municipality's assets through:
 - 1.1.1 proper recording of assets from authorisation to acquisition and to subsequent disposal;
 - 1.1.2 providing for safeguarding procedures;
 - 1.1.3 setting proper guidelines as to authorised utilisation; and
 - 1.1.4 prescribing for proper maintenance.
- 1.2. To assist officials in understanding their legal and managerial responsibilities with regard to assets.

2. BACKGROUND

- 2.1. The proper utilization and management of its assets is one of the prime mechanisms by which a municipality can fulfill the constitutional objects for:
 - 2.1.1 Delivery of sustainable services;
 - 2.1.2 Promotion of Social and economic development;
 - 2.1.3 Promoting a safe and healthy environment and,
 - 2.1.4 Providing for the basic needs to the community.
- 2.2. The municipality has a legal and moral obligation to ensure it implements policies to provide for the effective and efficient usage of its assets over the useful life thereof.
- 2.3. The asset management policy deals with the municipal rules required to ensure the enforcement of appropriate stewardship of assets.
- 2.4. Stewardship has three components being the:
 - 2.4.1. Management, utilization and control by municipal officials;
 - 2.4.2. Financial administration by the Director: Finance, and
 - 2.4.3. Physical administration by the Manager: Expenditure & Asset Management.
- 2.5. Statutory provisions exist to protect public property against arbitrary and inappropriate management or disposal by a municipality.
- 2.6. Accounting standards are set to ensure the appropriate financial treatment for property, plant or equipment. The requirements of these accounting standards include:
 - 2.6.1. The compilation of asset registers recording all assets controlled by the municipality;
 - 2.6.2. Accounting treatment for the acquisition, disposal, recording and depreciation of property, plant or equipment, and
 - 2.6.3. The standards to which these financial records must be maintained.

3. DEFINITIONS

“Accounting Standards Board”	<i>was established by the Public Finance Management Act to set standards of Generally Recognized Accounting Practice (GRAP) as required by the Constitution of the Republic of South Africa.</i>
“Amortization”	<i>is the systematic allocation of the depreciable amount of an intangible asset over its useful life.</i>
“Assets”	<i>are resources controlled by the municipality as the result of past events and from which future economic benefits or future service potential are expected to flow to the municipality and for the purpose of this policy refers to property, plant and equipment but excludes Investment Properties.</i>
<u>“Assets below capitalization threshold”</u>	<i><u>are items of assets that are not significant enough for financial recognition but are valuable enough to warrant special safe-guarding, same as Control Items.</u></i>
“Asset categories”	<i>are the asset categories as per the Overstrand Asset Register.</i>
“Basic Municipal Services”	<i>means the amount or level of any 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 of the environment and for this Policy includes, but is not restricted to electricity, refuse collection, sanitation, local roads, storm water drainage, fire services and water services.</i>
“Capitalization”	<i>is the recognition of expenditure as an Asset in the Financial Asset Register.</i>
“Carrying amount”	<i>is the amount at which an asset is included in the Statement of Financial Position after deducting any accumulated depreciation and accumulated impairment thereon.</i>
“Control items”	<i>are items of assets that are not significant enough for financial recognition but are valuable enough to warrant special safe-guarding.</i>
“Cost”	<i>is the amount of cash or cash equivalents paid or the fair value of the other consideration given or received to acquire an asset at the time of its acquisition or construction.</i>
“Cost of acquisition”	<i>is all the costs incurred in bringing an asset item to the required condition and location for its intended use.</i>
“Depreciation”	<i>is the systematic allocation of the depreciable amount of an asset over its useful life.</i>
“Depreciable amount”	<i>is the cost of an asset, or other amount substituted for cost in the financial statements, less its residual value.</i>
“Director”	<i>is the “head of each Directorate” that has the functional accountability for and control of the physical management of a particular set of assets in order to achieve the municipality’s strategic objectives relevant to that directorate. The execution of this responsibility will require the relevant asset manager to control the acquisition, utilization, management and disposal</i>

	<i>of this set of assets to optimize the achievement of these objectives.</i>
“Disposal”	<i>in relation to a capital asset, includes: (a) the demolition, dismantling or destruction of the capital asset; or (b) any other process applied to a capital asset which results in loss of ownership of the capital asset otherwise than by way of transfer of ownership.</i>
“Fair value”	<i>is the amount for which an asset could be exchanged between knowledgeable willing parties in an arm’s length transaction.</i>
“Finance Lease”	<i>is a lease that transfers substantially all the risks and rewards incidental to ownership of an asset. Title may or may not eventually be transferred.</i>
“Financial asset register”	<i>is the control register recording the financial and other key details for all municipal assets recognized in accordance with this policy.</i>
“Fixed Asset”	<i>(also referred to as a “non-current asset”) is an asset with an expected useful life greater than 12 months and includes moveable and immovable assets.</i>
“Grantor”	<i>is the entity that grants the right to use the service concession asset to the operator.</i>
“Heritage Assets”	<i>are assets defined as culturally, environmental, historical, natural, scientific, technological or artistic significant and are held indefinitely for the benefit of present and future generations... Examples are works of art, historical buildings and statues.</i>
“Immovable Assets”	<i>are fixed structures such as buildings and roads. A plant that is built-in to the fixed structures and is an essential part of the functional performance of the primary asset is considered an immovable asset (though it may be temporarily removed for repair).</i>
“Impairment loss” of a cash-generating asset	<i>is the amount by which the carrying amount of an asset exceeds its recoverable amount.</i>
“Impairment loss” of a non-cash-generating asset	<i>is the amount by which the carrying amount of an asset exceeds its recoverable service amount.</i>
“Infrastructure assets”	<i>are defined as any assets that are part of a network of similar assets. Examples are roads, water reticulation schemes, sewerage purification and trunk mains.</i>
“Intangible assets”	<i>are defined as identifiable non-monetary assets without physical substance.</i>
“Investment properties”	<i>are defined as properties that are acquired for economic and capital gains.</i>
“Mandated Function”	<i>involves the delivery of a public service by an operator on behalf of a grantor that falls within the grantor’s mandate.</i>

<u>“Minor Assets”</u>	<i>are moveable assets with the exception of items specifically excluded in Annexures 1, 2 & 3 of this Policy</i>
<u>“Movable Assets”</u>	<i>are the stock of equipment owned or leased by the municipality such as office equipment and furniture, motor vehicles and mobile plant.</i>
<u>“Operator”</u>	<i>is the entity that uses the service concession asset to provide a mandated function subject to the grantor's control of the asset.</i>
<u>“Organ of State”</u>	<i>in terms of this policy, means –</i> <i>(a) a national department or national public entity;</i> <i>(b) a provincial department or provincial public entity;</i> <i>(c) a municipality or municipal entity; or</i> <i>(d) any other organ of state within the meaning assigned to "organ of state" in section 239 of the Constitution.</i>
<u>“Other assets”</u>	<i>are defined as assets utilized in normal operations. Examples are plant and equipment, motor vehicles and furniture.</i>
<u>“Prescribe”</u>	<i>means as prescribed by the Minister of Finance by regulation.</i>
<u>“Property, plant or equipment” (PPE)</u>	<i>Means tangible assets that:</i> <i>(a) are held by a municipality for use in the production or supply of goods or services, for rental to others, or for administrative purposes, and</i> <i>(b) are expected to have a useful life extending for more than one financial year.</i>
<u>“Recoverable amount”</u>	<i>is the amount that the municipality expects to recover from the future use of an asset, including its residual value on disposal.</i>
<u>“Residual value”</u>	<i>is the net amount that the municipality expects to obtain for an asset at the end of its useful life after deducting the expected costs of disposal.</i>
<u>“Service concession arrangement”</u>	<i>is a contractual arrangement between a grantor and an operator in which:</i> <i>(a) the operator uses the service concession asset to provide a mandated function on behalf of the grantor for a specified period of time; and</i> <i>(b) the operator is compensated for its services over the period of the service concession arrangement.</i>
<u>“Service concession asset”</u>	<i>is an asset used to provide a mandated function in a service concession arrangement that:</i> <i>a) is provided by the operator which:</i> <i>i. the operator constructs, develops, or acquires from a third party; or</i> <i>ii. is an existing asset of the operator; or</i> <i>b) is provided by the grantor which:</i> <i>i. is an existing asset of the grantor; or</i> <i>ii. is an upgrade to an existing asset of the grantor.</i>

<i>“Useful life”</i>	<p><i>is either:</i></p> <p>(a) <i>the estimated period of time over which the future economic benefits or future service potential embodied in an asset are expected to be consumed by the municipality, or</i></p> <p>(b) <i>the estimated total service potential expressed in terms of production or similar units that is expected to be obtained from the asset by the municipality.</i></p>
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4. STATUTORY AND REGULATORY FRAMEWORK

- 4.1. This policy must comply with all relevant legislative requirements including:
 - 4.1.1 The Constitution of the Republic of South Africa, 1996
 - 4.1.2 Municipal Structures Act No 117 of 1998
 - 4.1.3 Municipal Systems Act No 32 of 2000
 - 4.1.4 Division of Revenue Act (enacted annually)
 - 4.1.5 Municipal Finance Management Act No 56 of 2003
 - 4.1.6 Local Government: Municipal Asset Transfer Regulations, 2008
- 4.2. Also, this policy must comply with the standards specified by the Accounting Standards Board. The relevant currently recognized accounting standards include:
 - 4.2.1 GRAP 5 Borrowing Costs
 - 4.2.2 GRAP 11 Construction Contracts
 - 4.2.3 GRAP 12 Inventories
 - 4.2.4 GRAP 13 Leases
 - 4.2.5 GRAP 16 Investment property
 - 4.2.6 GRAP 17 Property, Plant and Equipment
 - 4.2.3 GRAP 21 Impairment of Non Cash Generating Assets
 - 4.2.4 GRAP 26 Impairment of Cash Generating Assets
 - 4.2.5 GRAP 31 Intangible Assets (Previously GRAP 102)
 - 4.2.6 GRAP 32 Service Concession Arrangements: Grantor
 - 4.2.7 GRAP 100 Discontinued Operations
 - 4.2.8 GRAP 103 Heritage Assets
- 4.3. This policy does not overrule the requirement to comply with other policies such as Supply Chain Management policy, Budget policies or the Administration of Immovable Assets policy.

5. RESPONSIBILITIES AND ACCOUNTABILITIES

- 5.1. **The Municipal Manager** is responsible for the management of the assets of the municipality, including the safeguarding and the maintenance of those assets.

5.2. The Municipal Manager must take all reasonable steps to ensure that:

- 5.2.1 the municipality has and maintains a management, accounting and information system that accounts for the assets of the municipality;
- 5.2.2 the municipality's assets are valued in accordance with standards of GRAP;
- 5.2.3 the municipality has and maintains a system of internal control of assets, including an asset register, and
- 5.2.4 the Directors comply with this policy.

5.3. The Director: Finance is responsible to the Municipal Manager to ensure that the financial investment in the municipality's assets is properly recorded.

5.3.1. The Director: Finance must take all reasonable steps to ensure that:

- a) appropriate systems of financial management and internal controls are established and carried out diligently;
- b) the financial and other resources of the municipality are utilized effectively, efficiently, economically and transparently;
- c) any unauthorized, irregular or fruitless or wasteful expenditure, and losses resulting from criminal or negligent conduct, are prevented;
- d) the systems, processes and registers required to substantiate the financial values of the municipality's assets are maintained to standards sufficient to satisfy the requirements of all statutes;
- e) financial processes are established and maintained to ensure the municipality's financial resources are optimally utilized through appropriate asset plans, budgeting, purchasing, maintenance and disposal decisions;
- f) the Municipal Manager is appropriately advised on the exercise of powers and duties pertaining to the financial administration of assets, and
- g) the Directors are appropriately advised on the exercise of their powers and duties pertaining to the financial administration of assets.

5.3.2. The Director: Finance may delegate or otherwise assign responsibility for performing these functions but will remain accountable for ensuring these activities are performed.

5.4. The Directors must take all reasonable steps to ensure that:

- 5.4.1 appropriate systems of physical management and controls are established and carried out for assets in their areas of responsibility;
- 5.4.2 the municipal resources assigned to them are utilized effectively, efficiently, economically and transparently;
- 5.4.3 the assets under their control are appropriately safeguarded and maintained to the extent necessary and that risk management systems are in place and applied;
- 5.4.4 any unauthorized, irregular or fruitless or wasteful expenditure, and losses resulting from criminal or negligent conduct, are prevented;
- 5.4.5 their asset management systems and controls can provide an accurate, reliable and up to date account of assets under their control;

- 5.4.6 they are able to justify that their asset plans, budgets, purchasing, maintenance and disposal decisions optimally achieve the municipality's strategic objectives;
- 5.4.7 the purchase of assets complies with all municipal policies and procedures;
- 5.4.8 all moveable property, plant and equipment is duly processed and identified when it is received into his/her stewardship;
- 5.4.9 all moveable assets received into his/her stewardship are appropriately safeguarded against inappropriate use or loss. This will include control over the physical access to these assets and regular asset counts to ensure any losses have not occurred. Any known losses should be immediately reported to the Director: Finance, and
- 5.4.9 assets are appropriately utilized for the purpose for which the municipality acquired them.
- 5.4.10 The Director may delegate or otherwise assign responsibility for performing these functions but will remain accountable for ensuring these activities are performed.

5.5 Safe-guarding of assets.

Directors shall be directly responsible for the physical safe-guarding of any fixed asset controlled or used by the department in question.

In exercising this responsibility, Directors shall adhere to the stipulations of this policy as well as any other written directives issued by the municipal manager to the department in question, or generally to all departments, in regard to the control of or safe-guarding of the municipality's fixed assets.

6. FINANCIAL MANAGEMENT

6.1 Approval to acquire Property, Plant or Equipment

Money can only be spent on a capital project if:

- 6.1.1 the money has been appropriated in the capital budget, and the future annual operations and maintenance needs have been calculated and have been budgeted for in the operations budget;
- 6.1.2 the project, including the total cost and funding sources, has been approved by Council;
- 6.1.3 the Director: Finance confirms that funding is available for that specific project, and
- 6.1.4 the Supply Chain Management prescripts/procedures have been adhered to.

6.2 Funding period of capital projects

The acquisition of assets will not be funded over a period longer than the useful life of that asset.

6.3 Disposal of assets (excluding immovable property covered under the Administration of Immovable Property Policy)

- 6.3.1 The municipality may not transfer ownership as a result of a sale or other transaction or otherwise permanently dispose of an asset needed to provide the minimum level of basic municipal services, unless such asset is

obsolete or surplus to requirements or beyond a state of good repair or being replaced and provided that the delivery of the minimum level of basic municipal services must not be compromised as a result of the disposal of the asset.

- 6.3.2 The decision that a specific asset is not needed to provide the minimum level of basic municipal services, may not be reversed by the municipality after that asset had been sold, transferred or otherwise disposed of.
- 6.3.3 The disposal of an item of property, plant or equipment must be fair, equitable, transparent, competitive and cost effective and comply with a prescribed regulatory framework for municipal supply chain management and the Supply Chain Management Policy of the municipality.
- 6.3.4 The transfer of assets to another municipality, municipal entity, national department or provincial department is excluded from these provisions, provided such transfer is being done in accordance with a prescribed regulatory framework.
- 6.3.5 Directors shall report in writing to the Director: Finance on all fixed assets controlled or used by the department concerned, which such Director wishes to alienate by public auction or public tender. The Director: Finance shall thereafter consolidate the requests received from the various departments, and shall promptly report such consolidated information to the council or the municipal manager of the municipality, as the case may be, recommending the process of alienation to be adopted.
- 6.3.6 Fixed assets identified to be disposed of by means of auction / tender must have been considered for impairment.
- 6.3.7 Once the fixed assets are alienated, the Director: Finance shall de-recognize the asset from the accounting records and the fixed asset register.
- 6.3.8 All gains and losses realized on the alienation of fixed assets shall be accounted for according to section 11.13 below (Accounting treatment on disposal).
- 6.3.9 Disposal of immovable property is dealt with in terms of the Overstrand Administration of Immoveable Property Policy.

6.4 Loss, Theft, Destruction or Impairment of assets

- 6.4.1 Directors shall ensure that any incident of loss, theft, destruction, or material impairment of any asset controlled or used by the department in question is promptly reported in writing to the Director: Finance, to the internal auditor, and – in cases of suspected theft or malicious damage – also to the South African Police Service.
- 6.4.2 Directors shall further ensure that all the required insurance claim documentation and information is promptly submitted to the Director: Finance in terms of the prescribed claims procedures.

7. INTERNAL CONTROLS

7.1 Financial Asset registers

7.1.1 Establishment and Management of the Financial Asset Register:

- a) The Director: Finance will establish and maintain the Asset Register containing key financial data on each item of Assets that satisfies the criterion for recognition.

7.1.2 Contents of the Financial Asset Register:

- a) The fixed asset register shall be maintained in the format determined by the Director: Finance, which format shall comply with the requirements of generally recognized accounting practice (GRAP) and any other accounting requirements which may be prescribed.
- b) Directors under whose control any fixed asset falls shall promptly provide the Director: Finance in writing with any information required to compile the fixed asset register, and shall promptly advise the Director: Finance in writing of any material change which may occur in respect of such information.

7.1.3 Internal Controls over the Financial Asset Registers:

- a) Controls around the asset registers should be sufficient to provide Directors with an accurate, reliable and up to date account of assets under their control to the standards specified by the Director: Finance and required by relevant legislation.
- b) These controls will include the physical management and recording of all acquisitions, assignments, transfers, losses and disposals of assigned assets as well as regular asset counts and systems audits to confirm the adequacy of controls.
- c) The Municipal Manager shall ensure that the municipality maintains a fixed asset identification system which shall be operated in conjunction with its computerized fixed asset register.

7.2 Responsibilities: Physical Receipting and Management

7.2.1 The Manager: Expenditure & Asset Management will undertake at least a bi-annual count of assets as part of the annual reporting process.

7.2.2 The date of acquisition of assets is deemed to be the time when legal title and control passes to the municipality.

7.2.3 The date of acquisition of assets may vary for different categories of assets but will be the point of time when the asset is in the final condition and location as intended for use by the Director.

7.2.4 A Director must advise the Director: Finance, in writing, of capital work-in-progress at the end of the financial year.

7.2.5 A Director must advise the Director: Finance, promptly in writing whenever capital work-in-progress is completed, for inclusion in the Asset Register.

7.3 Transfers between Directorates

7.3.1 Permanent transfers to another Directorate

- a) A Director retains managerial accountability and control for a particular asset unless:

- i. another Director agrees in writing to accept responsibility for the assets, and
 - ii. the Director: Finance endorses the transfer.
- b) The Finance Directorate must appropriately amend the Financial Asset register by accounting for all approved transfers.
- c) The Director to whom the asset is transferred must assume accountability for the transferred asset.

7.3.2 Relocation or Re-assignment of Assets:

- a) A Director must ensure that assets are appropriately safeguarded for loss, damage or misuse wherever it is located. Safeguarding includes ensuring reasonable physical restrictions.
- b) A Director must advise the Director: Finance, in writing, whenever an asset is permanently relocated or reassigned from the location (or base) or cost centre recorded in the Financial Asset Register.
- c) A Director must advise the Director: Finance, in writing, whenever an asset is temporarily relocated or reassigned from the location (or base) or cost centre recorded in the Financial Asset Register. In this case, the Director must also advise the Director: Finance when the asset is returned. In the case of assets being utilized in the normal course of operations away from its base, such as vehicles, reporting is not necessary.

7.4 Verification of fixed assets

- 7.4.1 Directors shall at least twice during each year undertake a comprehensive verification of all fixed assets controlled or used by the department concerned.
- 7.4.2 Directors shall promptly and fully report in writing to the Director: Finance in the format determined by the Director: Finance, all relevant results of such fixed asset verification. The resultant reports shall be submitted by Directors, to the Director: Finance, by not later than 30 days after the last day of the period in question.

7.5 Insurance of fixed assets

- 7.5.1 The Municipal Manager shall ensure that movable fixed assets are insured at least against fire and theft, and that all municipal buildings are insured at least against fire and allied perils.
- 7.5.2 If the municipality operates a self-insurance reserve, the Director: Finance shall annually determine the contribution to be made to the self-insurance reserve.

7.6 Recovery of loss

- 7.6.1 An Asset Loss Control Committee, appointed by the Accounting Officer, must be established to investigate all losses and to consider the settlement of all insurance claims falling within the relevant excess limits.
- 7.6.2 The Asset Loss Control Committee must comprise of a representative from Legal Services, Human Resources (Labour Relations), Finance (Asset Management) and the senior manager within who's vote the transaction occurs or a senior official as representative for his/her department or division.

- 7.6.3 Where applicable, the matter must be referred to the relevant Department in order to institute disciplinary action in order to recover any possible loss in incidents where negligence or misconduct may be suspected.

8. MANAGEMENT OF CONTROL ITEMS (Items below Capitalization threshold)

- 8.1 The Director Finance has identified asset items which will not be capitalised. These assets are qualitative and quantitatively immaterial and the costs to maintain these assets were considered and found to exceed the economic benefit if considered over the life cycle of the assets. Three types of assets were defined as per the annexures hereto.
- 8.2 The requirements to manage control items includes:
- Receipting and bar-coding of these items.
 - Maintaining and updating a register.
 - Regular asset counts by the assigned person to ensure these control items are being appropriately safeguarded.
 - Recording and reporting of any disposal, transfer or loss of control items by the assigned official to the CFO and adjustment of the control items register.
- 8.3 Control items will **not** be:
- capitalized as an asset,
 - depreciated,
 - revalued,
 - recorded in the financial asset register, or
 - otherwise treated as an asset.
- 8.4 On an annual basis, the Director: Finance will review the listing of items not capitalised in order to ensure that the effect of the treatment is not material in any aspects.

9. MANAGEMENT AND OPERATION OF ASSETS

9.1 Accountability to manage assets

- Each Director is accountable to ensure that municipal resources assigned to him are utilized effectively, efficiently, economically and transparently.
- Directors need to manage assets under their control to provide the required level of service or economic benefit at the lowest possible long-term cost.

9.2 Reporting on Impeding Issues

- Each Director should report to the Municipal Manager on issues that will significantly impede the assets capability to provide the required level of service or economic benefit.

10. CLASSIFICATION & COMPONENTS

10.1 Classification of assets

10.1.1 Any asset recognized as an asset under this policy will be classified according to categories as per the Overstrand Asset Register.

10.1.2 All fixed assets should be classified under the following headings in the Asset Register:

a) Property, plant and equipment:

- land (not held as investment property)
- buildings (not held as investment property)
- community assets (resources contributing to the general well-being of the community)
- infrastructure assets (assets which are part of a network of similar assets)
- other assets (ordinary operational resources, consisting of Furniture, Equipment and Vehicles)

b) Heritage Assets

- heritage assets (culturally, environmental, historical, natural, scientific, technological or artistic significant assets)

c) Investment property

- investment assets (resources held for capital or operational gain)

d) Intangible Assets

- non-monetary assets without physical substance such as computer software, licenses etc.

e) Leased Assets

- asset financed through a lease arrangement such as cell phone contracts or finance leases

f) Service Concession asset

- is the asset used in a service concession agreement in order to provide services to the public within the juristic boundaries of the municipality
- Examples hereof include water treatment plants being operating by a third party or a toll road operated by a third party if the conditions of GRAP 32 are met

10.1.3 The Director: Finance may agree to subdivide these classifications further. This decision will be noted as an amendment to the Asset Register of the Overstrand Municipality.

10.2 Treatment of Major Components

- All parts of an asset that is significant to the cost of the item as a whole shall be treated as a separate major component and each major component shall be treated as described below.

- A Director may, with agreement of the Director: Finance, treat other non-significant parts as major components of an item of property plant or equipment as a separate asset for the purposes of this policy.
- These major components may be defined by its physical parameters (e.g. a reservoir roof) or its financial parameters (e.g. a road surface).
- In agreeing to these treatments the Director: Finance must be satisfied that these components:
 - *have a significantly different useful life or usage pattern to the main asset,*
 - *align with the asset management plans,*
 - *justify the costs of separate identification,*
 - *have probable future economic benefits or potential service delivery associated with the asset which will flow to the municipality,*
 - *is such that the cost of the asset to the municipality can be measured reliably,*
 - *is such that the municipality has control over the asset,*
 - *the item is not listed as an expense or control item in the appendixes hereto, and*
 - *is such that the asset is expected to be used during more than one financial year.*
- Once a major component is recognized as a separate asset, it may be acquired, depreciated and disposed of as if it was a separate asset.

11. ACCOUNTING FOR ASSETS

11.1 Recognition of assets

- An item of property, plant or equipment will be recognized as an asset when:
 - *it is probable that future economic benefits or potential service delivery associated with the asset will flow to the municipality,*
 - *the cost of the asset to the municipality can be measured reliably,*
 - *the municipality has control over the asset,*
 - *the item is not listed as an expense or control item in the appendixes hereto, and*
 - *the asset is expected to be used during more than one financial year.*

11.2 Initial measurement

- An item of property, plant or equipment that qualifies for recognition as an asset should be initially measured at its “cost of acquisition”.
- This “cost of acquisition” usually include the following:
 - *Purchase costs (less any discounts given)*
 - *Delivery costs*
 - *Installation costs*
 - *Professional fees for architects, engineers and attorneys*

- *Import duties*
- *Non-refundable taxes*
- *Site development costs*
- *Contractor fees*

11.3 Donations or exchanges

Where an item of property plant or equipment is acquired at no cost, or for a nominal cost, it will be initially measured at its fair value as at the date of acquisition and included in the asset register if the item is considered an asset other than control item or expense.

11.4 Recognition threshold

The municipality does not utilize a recognition threshold, but has rather identified items that are insignificant and thus would not be capitalized. The listing of items and methodology for identifying such items are listed in the appendixes hereto.

11.5 Carrying amount of assets

Subsequent to initial recognition as an asset, an item of property, plant or equipment should be carried at its cost of acquisition less any accumulated depreciation and accumulated impairments.

11.6 Depreciation

- All fixed assets, except land and heritage assets, shall be depreciated.
- The depreciable amount of an item of property, plant or equipment should be allocated on a systematic basis over its useful life.
- The depreciation method used should reflect the pattern in which economic benefits or potential service provisions are consumed by the municipality.
- The depreciation charge for each period will be recognized as an expense against the budget of the relevant Director unless it is included in the carrying amount of another asset.
- The depreciation method used shall reflect the pattern in which the assets future economic benefits or service potential are expected to be consumed by the municipality.
- A variety of depreciation methods can be used to allocate the depreciable amount of an asset on a systematic basis over its useful life. These methods include the straight-line method, the diminishing balance method and the units of production method. Straight-line depreciation results in a constant charge over the useful life if the asset's residual value does not change. The diminishing balance method results in a decreasing charge over the useful life. The units of production method results in a charge based on the expected use or output. The entity selects the method that most closely reflects the expected pattern of consumption of the future economic benefits or service potential embodied in the asset. That method is applied consistently from period to period unless there is a change in the expected pattern of consumption of those future economic benefits or service potential.
- The depreciation method will be the straight-line method unless otherwise agreed to in writing by the Director: Finance.

- Depreciation shall be calculated from the day the fixed asset is available for use (GRAP 17).
- Directors, acting in consultation with the Director: Finance, shall ensure that reasonable budgetary provision is made annually for the depreciation of all applicable fixed assets controlled or used by the department in question or expected to be so controlled or used during the ensuing financial year.
- The procedures to be followed in accounting and budgeting for the amortization of intangible assets shall be identical to those applying to the depreciation of other fixed assets.

11.7 Initial determination of useful life

- Directors need to determine the useful life of a particular item or class of asset through the development of a strategic asset management plan. The determination of useful life should be developed as part of any pre-acquisition planning that would consider, inter alia, the following factors:
 - The program that will optimize the expected long term costs of owning that asset,
 - Economic obsolescence because it is too expensive to maintain,
 - Functional obsolescence because it no longer meets the municipality's needs,
 - Technological obsolescence,
 - Social obsolescence due to changing demographics, and
 - Legal obsolescence due to statutory constraints.
- The Table of Useful Lives is provided in the MFMA Local Government Capital Asset Management Guideline. These should be used as a guide to the minimum useful lives only because actual asset lives experienced greatly exceed those recommend lives.

11.8 Review of useful life

- Only the Director: Finance may amend the useful operating life assigned to any fixed asset, and when any material amendment occurs, the Director: Finance shall inform the council of the municipality of such amendment.
- The Director: Finance shall amend the useful operating life assigned to any fixed asset if it becomes known that such asset has been materially impaired or improperly maintained to such an extent that its useful operating life will not be attained, or any other event has occurred which materially affects the pattern in which the asset's economic benefits or service potential will be consumed.
- The useful life of an item of property, plant or equipment should be reviewed only when there is an indicator that the current useful lives are not appropriate. Annually the Director: Finance will review a list of circumstances that could indicate the need to revise the useful lives of assets. If any indicators require useful lives to change and these revised expectations are significantly different from previous estimates, then the depreciation charge for the current and future periods should be adjusted and the additional depreciation expenses shall be debited to the department or vote controlling or using the fixed asset in question. The indicators are those listed under impairment indicators.

11.9 Review of depreciation method

- The depreciation method applicable to property, plant or equipment should be reviewed annually, and if there has been a significant change in the expected pattern of economic benefits or potential service delivery from those assets, the method should be changed to reflect the changed pattern.
- When such a change in depreciation method is necessary the change should be accounted for as a change in accounting and the depreciation charge for the current and future periods should be adjusted.

11.10 Subsequent expenditure on property plant or equipment

- Subsequent expenditure relating to an item of property, plant or equipment that meets the definition of an asset should be added to the carrying amount of the asset when such expenditure will increase the useful life of the asset or increase the efficiency of the asset or reduce the cost of operating the asset, resulting in financial or service delivery benefits.
- All other expenditure should be recognized as an expense in the period in which it occurred.
- Before allowing the capitalization of subsequent expenditure, the Director: Finance must be satisfied that this expenditure will significantly:
 - increase the life of that asset beyond that stated in the asset register, or
 - increase the quality of service provided by that asset beyond the existing level of service, or
 - increase the quantity of services that asset can provide, or
 - reduce the future assessed costs of maintaining that asset.

Expenditure that is proposed to be capitalized must also conform to recognition criteria for assets and should also be appropriately included in the approved capital budget.

11.11 Impairment of assets

The accounting treatment relating to impairment losses is outlined as follows in **GRAP 21 & 26**:

The carrying amount (Book value) of an item or a group of identical items of property, plant and equipment should be reviewed periodically in order to assess whether or not the recoverable amount has declined below the carrying amount.

Recoverable amount is the amount that the municipality expects to recover from the future use of an asset, including its residual value on disposal. When such a decline has occurred, the carrying amount should be reduced to the recoverable amount. The amount of the reduction should be recognized as an expense immediately.

The recoverable amount of individual assets, or groups of identical assets, is determined separately and the carrying amount reduced to recoverable amount on an individual asset, or group of identical assets, basis. However, there may be circumstances when it may not be possible to assess the recoverable amount of an asset on this basis, for example when all of the plant and equipment in a sewerage purification work is used for the same purpose. In such circumstances, the carrying amount of each of the related assets is reduced in proportion to the overall decline

in recoverable amount of the smallest grouping of assets for which it is possible to make an assessment of recoverable amount.

The following may be indicators that an item of PPE has become impaired:

- The asset has been damaged.
- The asset has become technologically obsolete.
- The asset remains idle for a considerable period either prior to it being put into use or during its useful life.
- Land is purchased at market value and is to be utilized for subsidized housing developments, where the subsidy is less than the purchase price.

Example:

An example of where the municipality has suffered an impairment loss is the purchase of land for an amount of R 5 000 000. The land will be utilized for new subsidized housing developments. If at year end the expectation is that the Municipality will receive only R 1 000 000 by way of subsidies an impairment loss of R4 000 000 needs to be recognized. The recoverable amount (R 1 m) is calculated as being the larger of:

- **Net Selling price** of the land which is the amount obtainable from the sale of the market in an arm's length transaction between knowledgeable, willing parties, less the cost of disposal.
- **Value in use** of the land which is the present value of the estimated future net cash inflows expected from the continuing use of the asset and from its disposal at the end of its useful life.

The following steps will have to be performed regularly during the year to account for impairment losses:

- Directorates will identify and inform Finance Department - Asset Control of assets that:
 - Are in a state of damage at year end.
 - Are technologically obsolete at year end. This can be facilitated if Directorates require Finance Department - Asset Control, to supply them with a Fixed Asset Register pertaining to major assets showing the remaining useful lives of assets. The Directorates can then assess and indicate cases where the assessed remaining useful life is shorter than the remaining useful life on the printout.
 - Have remained idle for a considerable period either prior to them being put into use at year end or during their useful life.
 - Are subject to impairment losses because the subsidies to be received in exchange for assets are less than the carrying amounts. An example of this is Land that is purchased at market value and is to be utilized for subsidized housing developments.
- The recoverable amounts of these assets need to be calculated by calculating the Net selling Price per asset as defined above.
- The impairment loss per asset needs to be calculated as the difference between the Net selling price and the book value of the asset.

- The impairment loss needs to be accounted for by identifying the relevant funding source.
- The carrying amount of an asset should be reviewed annually to assess whether or not the recoverable amount has declined below the carrying amount.
- When such a decline has occurred, the carrying amount should be reduced to the recoverable amount.
- The amount of the reduction should be recognized as an impairment expense immediately, unless it reverses a previous revaluation in which case it should be charged to the Revaluation Reserve.
- For assets providing economic benefits, the recoverable amount is the net present value of future ownership.
- For assets providing future service delivery, the recoverable amount is the remaining proportional to its useful life, service capacity or quality of service that is not intended to be restored by normal maintenance programs.

11.12 Subsequent increase in recoverable amount

- A subsequent increase in the recoverable amount of an asset, previously written down due to a decline in the carrying amount, should be written back when the circumstances and events that led to the write-down or write-off cease to exist and there is persuasive evidence that the new circumstances and events will persist for the foreseeable future.
- The amount written back should be reduced by the amount that would have been recognized as depreciation had the write-down or write-off not occurred.

11.13 Accounting treatment on Disposal

- An item of property, plant or equipment should be eliminated from the Statement of Financial Position, on disposal or when the asset is permanently withdrawn from use and no future economic benefits or potential service delivery is expected from its disposal, in accordance with GRAP 100.
- Gains or losses arising from the retirement or disposal of an item of property, plant or equipment should be determined as the difference between the actual or estimated net disposal proceeds and the carrying amount of the asset, and should be recognized as revenue or expense in the Statement of Financial Performance.
- All gains realized on the alienation of fixed assets shall be appropriated annually to the municipality's Capital Replacement Reserve (except in the cases outlined below), and all losses on the alienation of fixed assets shall remain as expenses on the Statement of Financial Performance of the department or vote concerned. If, however, both gains and losses arise in any one financial year in respect of the alienation of the fixed assets of any department or vote, only the net gain (if any) on the alienation of such fixed assets shall be appropriated.

11.14 Reinstatement, maintenance and other expenses

Only expenses incurred in the enhancement of a fixed asset (in the form of improved or increased services or benefits flowing from the use of such asset) or in the material extension of the useful operating life of a fixed asset shall be capitalized.

Expenses incurred in the maintenance or reinstatement of a fixed asset shall be considered as operating expenses incurred in ensuring that the useful operating life of the asset concerned is attained, and shall not be capitalised, irrespective of the quantum of the expenses concerned.

Expenses which are reasonably ancillary to the bringing into operation of a fixed asset may be capitalized as part of such fixed asset. Such expenses may include but need not be limited to import duties, forward cover costs, transportation costs, installation, assembly and communication costs.

The following matrix will assist in distinguishing capital expenditure from maintenance expenditure: -

Capital Expenditure	Maintenance
<ul style="list-style-type: none"> ▪ Acquiring a new asset ▪ Replacing an existing asset ▪ Enhancing an existing asset so that its use is expanded ▪ Further developing an existing asset so that its original useful life is extended 	<ul style="list-style-type: none"> ▪ Restoring an asset so that it can continue to be used for its intended purpose ▪ Maintaining an asset so that it can be used for the period for which it was initially intended.

11.15 Assets held under leases

Finance leases are leases, which in effect transfer all risks and rewards associated with the ownership of an asset from the lessor to the lessee. Assets held under finance leases are capitalized by the municipality and reflected as such in the FAR. It will be capitalized at its leased value at commencement of the lease, which will be the price stated in the lease agreement. The asset is then depreciated over its expected useful life.

Operating leases are those leases which do not fall within the scope of the above definition. Operating lease rentals are expensed as they become due. Assets held under operating leases are not accounted for in the asset registers of the municipality.

11.16 Investment property

Investment assets shall be accounted for in terms of GRAP 16 and shall not be classified as property, plant and equipment for purposes of preparing the municipality's statement of position.

Investment assets shall comprise land or buildings (or parts of buildings) or both held by the municipality, as owner or as lessee under a finance lease, to earn rental revenues or for capital appreciation or both.

Investment assets shall be recorded in the fixed assets register in the same manner as other fixed assets, but a separate section of the fixed assets register shall be maintained for this purpose.

Decide on which accounting model, cost or fair value, the municipality will apply to investment property.

Fair value

Investment assets shall not be depreciated, but shall be annually valued to determine their fair (market) value. Investment assets shall be recorded in the Statement of Financial Performance at such fair value. Adjustments to the previous year's recorded fair value shall be accounted for as either gains

(revenues) or losses (expenses) in the accounting records of the department or service controlling the assets concerned.

If the council of the municipality resolves to construct or develop a property for future use as an investment property, such property shall in every respect be accounted for as an ordinary fixed asset until it is ready for its intended use – where-after it shall be re-classified as an investment asset.

11.17 Fixed assets treated as inventory

Any land or buildings owned or acquired by the municipality with the intention of selling such property in the ordinary course of business, or any land or buildings owned or acquired by the municipality with the intention of developing such property for the purpose of selling it in the ordinary course of business, shall be accounted for as inventory, and not included in either property, plant and equipment or investment property in the municipality's statement of position.

Such inventories shall, however, be recorded in the fixed assets register in the same manner as other fixed assets, but a separate section of the fixed assets register shall be maintained for this purpose.

11.18 Recognition of heritage assets in the fixed asset register

Heritage assets shall be carried at their cost values. If no original costs or fair values are available in the case of one or more or all heritage assets, the Director: Finance may, if it is believed that the determination of a fair value for the assets in question will be a laborious or expensive undertaking, record such asset or assets in the fixed asset register without an indication of the costs or fair value concerned.

For Statement of Financial Performance purposes, the existence of such heritage assets shall be disclosed by means of an appropriate note.

11.19 Other write-offs of fixed assets

The only reasons for writing off fixed assets, other than the alienation of such fixed assets, shall be the loss, theft, and destruction or material impairment of the fixed asset in question.

In every instance where a not fully depreciated fixed asset is written off, the Director: Finance shall immediately debit to such department or vote, as additional depreciation expenses, the full carrying value of the asset concerned.

11.20 General maintenance of fixed assets

Every Director shall be directly responsible for ensuring that all assets are properly maintained and in a manner which will ensure that such assets attain their useful operating lives.

11.21 Service Concession arrangements

A service concession arrangement is governed through a contractual arrangement between the municipality and an independent third party (operator). It involves the creation and/or use of an existing municipal asset in order to provide services to the general public. The asset can be provided by the municipality or the arrangement can specify that the operator must create a new asset for purposes of the providing the services on behalf of the municipality (grantor).

If the municipality provides the asset (i.e. it is an existing asset that the operator uses), no liability needs to be created in relation to the assets used by the operator. However, in the case that the operator has to create a new asset in order to fulfill

the obligations of the agreement, an asset and liability needs to be created in order to account for the asset.

Assets held under a concession agreement must be separately disclosed similarly to assets acquired through a lease agreement.

The assets held under the service concession agreement is under the control of the Director: Infrastructure and Planning and such director must report annually to the Director of finance of the status of the asset, such as any impairments, replacement parts, improvements etc. to the service concession assets. These assets would be disclosed in terms of the requirements of GRAP 32: *Service Concession Arrangements: Grantor*.

12. FINANCIAL DISCLOSURE

Assets must be disclosed, in respect of each class of property, plant and equipment, in accordance with Generally Recognized Accounting Practice.

13. IMPLEMENTATION AND REVIEW PROCESS

13.1 This policy will come into effect as from **1 July 2019**;

13.2 This policy will be reviewed at least annually or when required by way of a Council resolution.

14. SHORT TITLE

This policy will be known as the Asset Management Policy of the Overstrand Municipality.

POLICY SECTION:	SENIOR MANAGER: EXPENDITURE AND ASSET MANAGEMENT
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APPENDIX 1: REVISION OF ASSET CAPITALISATION THRESHOLD

Introduction

The municipality reviewed the Asset Management Policy and has determined that the capitalization threshold needed to be revised in order to ensure compliance with the GRAP requirements and to align the budgeting process with the requirements of GRAP. Based on the revision of the capitalization threshold it has decided that the most suitable approach would be to identify assets for which their value or use does not justify the cost to maintain the assets in the register.

The GRAP discussion paper on materiality states the following: "Information in the financial statements is therefore relevant when it meets these information needs. The relevance of information is affected by its nature and materiality." This implies that certain information would not be relevant to the users of financial statement due to its value or nature. Furthermore, the discussion paper also states: "Materiality establishes a threshold, which may include a cut-off point, or criteria which are used in making certain decisions. Materiality in itself is not a characteristic that information must have to be useful to users. "The municipality followed a qualitative materiality approach rather than a purely quantitative approach in order to identify items that are considered not material.

Management of assets within an asset register is a costly exercise and certain assets economic benefits have been noted to be exceeded by the annual cost to maintain these assets within the register. For this reason the municipality has taken an approach to identify assets that fall within this category where the management cost of the assets exceed their economic benefits.

Three different types of assets were identified that require amendment in the approach due to the revised capitalization approach. These are:

- 1) Items with useful lives of less than 12 months expensed immediately
- 2) Items that are considered assets, but will not be included in the asset register due to the fact that the costs to maintain these assets in the final asset register would exceed the value/economic benefits of the assets

Items that are capital in nature, but would not be included in the asset verification process as the items are affixed to buildings and thus would no longer be considered movable assets.

APPENDIX 1: REVISION OF ASSET CAPITALISATION THRESHOLD

1) Items that are consumed within 12 months (Items not barcoded)

Characteristics of asset type

Many purchased goods are expected to be consumed within 1 year, but due to the usage of the asset, the lifespan might be prolonged. In example, a stapler is not really expected to last more than a year as wear and tear on the items are quite excessive. However, certain staff members have indicated that their staplers could last several years. The fact that a single item lasts longer than a year does not negate from the expectation that the item would be consumed within 1 year.

OR

Another consideration in this category is the replacement or purchase rate. If the item is expected to be purchased multiple times in a single year, the item is not considered to be an item that would last for longer than 1 year. In example, despite the fact that spanners could be durable, they are often purchased throughout the year with new spanners being purchased at a regular interval. Due to the regular repurchase rate, the item is not considered to last for longer than a year despite its durable nature.

OR

The final consideration for items that fall within this category, is the control over the ability to transfer assets. Some assets are of such a minute significance to a department, that when assets are transferred between users, formal asset transfer documentation would not be maintained. Example, if employee 1 is willing to borrow his wrench to employee 2 without asking for written confirmation of the transfer of the wrench since the inherent value of the item does not justify any audit trail of the transfer.

OR

The item is a plastic or wood stackable table / chair used at a community hall.

For control purposes, these items are not barcoded and will be purchased through an expense account.

The approved listing of items that forms part of this category is listed in annexure 1.

For ease of reference, examples of items that fall within this category:

- All stationery items excluding heavy duty versions thereof (any item titled machine, would not fall within this category e.g. Binding Machine, Laminating Machine) including calculators and other small items
- Any boxes, and containers designed to retain stationary (such as buddi-drawers, pen holders, paper racks)
- All bins and disposal containers
- Any camp site bedroom furniture such as beds and bedding
- Small appliances such as kettles, toasters, fans with a warrantee of 1 year
- Any computer accessories such as keyboards, mouse, laptop bags, dongles (UPS's and external hard drives are excluded from this)
- Fire extinguishers as their service interval requires exchanging of these items several times a year
- Hand tools that are normally transported in bulk (i.e. small tools that would be transported with other tools in toolboxes)
- Cleaning items such as buckets, mops, brooms etc. (excluding machines used to clean items such as dish washers and vacuum cleaners)
- Safety equipment that are frequently replaced, similar to helmets, goggles, gloves etc.
- Crockery, cutlery and other kitchen utensils

2) Control items that will be barcoded but not included in the asset register (previous control items)

These items will be barcoded and counted during the verification, but due to the insignificant value of these items, will not be included in the final asset register for annual maintenance such as depreciation, impairments and other value based adjustments. The items would be recorded as assets, but fully depreciated in the first year of purchase. The items are generally used both in the office and the home and thus control needs to be established to reduce the probability of items being taken home for personal use.

In the accounting records of the municipality, the assets would be purchased directly against operational expenditure based on the requirements of mSCOA. This is more practical as the full impact of the purchase must be accounted for against the expenditure rather than to retain the costs of the items within the capital maintenance system. This process is followed to ensure depreciation is not accelerated and to ensure that the asset register agrees to capital acquisitions on an annual basis.

Characteristics of asset type

These are items that are used on a daily basis. In fact, the items are used so frequently, that the frequent use is the determining factor in establishing the useful lives of the assets. These items might be designed to be durable, but the usage thereof results in rapid wear and tear. Items such as chairs, printers, microwaves, drills, angle grinders etc. are used so frequently, that their values are diminished after the first 6 months of use.

AND

The items are normally sold in bulk at auctions as bidders will not be interested in buying single items as the unit price too low to justify single sales. Often the items prices are based on the value of the components (e.g. copper or scrap metal price) rather than the resale value of the items.

BUT

Some items that falls within this category, are exceptions to the rule as their value lies in an extended use, despite the diminished return on purchase price after the first use. The items specifically excluded from the listing are:

- Items purchased through means of a finance lease contract (example multi-function printers)
- Computer towers or laptops as their lifespans can easily be extended through refurbishing the assets at a fraction of their original cost
- Industrial or heavy duty tools or equipment that are designed to last for longer

The approved listing of items that fall in this category is listed in annexure 2.

For ease of reference, examples of items that fall within this category:

- All chairs except stackable plastic chairs
- Tables that are being used by multiple users (public and internal) (e.g. training tables, library tables, visitors' tables, community halls etc.)
- Medium sized kitchen equipment such as microwaves, urn's, hydro boil systems

Explanatory comments on the characteristics:

- Desks are used every day, but the usage of a desk does not automatically reduce the value of the desk. Thus a desk does not fall within this category.
- Various power tools would also fall within this category. Industrial sized power tools will be excluded.
- Despite judgement that needs to be applied, the general consensus by an informed member of public should also come to the same conclusion as to the treatment of the item. Classification of items as control items or fully capitalised assets should not be based on budgetary requirements, but rather on the nature of the item and the municipality's intended use or the manner in which the municipality aims to control the item.

3) Items of capital nature affixed to buildings

When these items are purchased, the purpose is to enable or increase the productivity of the users, rather than to increase the value of the buildings that the items would be affixed to. Despite its purpose, the items are often deemed to increase the value of the buildings that it is affixed to as it is considered an investment in the building.

When a sales agreement are entered into, the fixtures must be retained to the building, unless otherwise stated. Fixtures are however, often a hindrance to many potential buyers and considered a burden rather than an additional value added to the building. More often than not, items such as air-conditioners need to be completely replaced, and built-in cupboards, shelving are not in the correct location as per the intention of any potential owners. The municipality has opted to classify and fittings as repairs and maintenance to the buildings, as new fixtures could only allow the buildings value to be reinstated (example carpets being replaced) rather than increase the value of the buildings. Fixtures are capitalised as part of the initial cost of a new building, all cost thereafter is treated as maintenance

When the fixtures added to the building is considered against the value of the building, the fixtures are often inconsequential (has no significant impact) to the value of the building as a whole and accordingly, the capitalisation of fixtures are not considered of additional value.

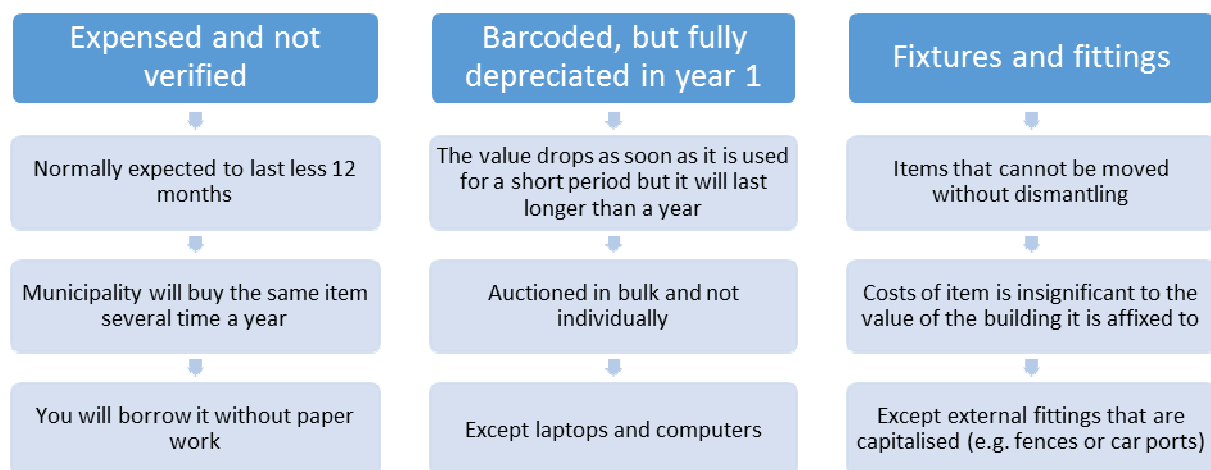
External fixtures, such as fences, car ports, etc. are items that are not part of the building itself and thus improve the value of the land, these items are for practical reasons capitalised against the buildings (premises) as land is not depreciated and any external structures will incur wear and tear.

The approved listing of items that fall in this category is listed in annexure 3.

For ease of reference, examples of items that fall within this category:

- Whiteboards permanently affixed to walls
- Air-conditioners
- Shelving and cupboards affixed to walls or ceiling
- Office partitioning (i.e. dividers used to split rooms) when these are bolted down.
- And stands or holders that are affixed to the property (e.g. projector fittings)

Decision Tree



All items not falling in the above categories, would be considered assets and would be included in the asset register.

Materiality

The full cost price of all assets that would not be included in the AFS as at 1 April 2016 was extracted and compared to materiality. The accumulative cost of all these assets listed in annexures 1-3 amounted to less 30% of materiality and thus accepted as reasonable. Materiality was based on the 2015 balance for Property, plant and equipment as utilised by the auditors during the audit of 2014/15. Annually the assets with that fall within this category will be extracted and compared to the prior year's materiality to ensure that the threshold application does not result in any material deviation from the standards of GRAP.

Annexure 1: Items consumed within 12 months

The following list of items is approved to only be purchased via the operational vote for expenditure and these items will not be barcoded:

Description	Description
Bait pump	Hand drill
Banners	Headphones
Bar and foot stools	Heaters
Batteries	Jump starters
Beds and mattresses	Kettles
Bedside furniture	Label printing equipment
Bins (All)	Laser distance Meter
Boxes - money, tender, CV's etc	Laser Presentation Remote
Buddy drawers	Letter Opener
Calculators	Lifting Bag
CD Racks	Link Stick
Chairs (Plastic stackable)	Measuring wheels, tapes
Chargers except industrial	Modems
Clipboards	Paper trays
Drip torch	Pool brooms, brushers
Extension leads	Pots and pans
External hard drives	Protective Clothing
Fans	Soldering bolt
Fire extinguishers	Stand pipe
First aid and medic kits	Toolbox incl. tools
Flashlight, torch	Wind meter
Foam branch	Wrench

OVERSTRAND MUNICIPALITY – ASSET MANAGEMENT POLICY

Annexure 2: Items barcoded, but bought through assets below threshold budget vote

The following list of items is approved to only be purchased via the assets below threshold vote. The items must be barcoded and verified annually:

Description	Description
Air gun	Hot plate/tray
Alcohol Tester	Jack trolley
Angle grinder	Jigsaw
Audio and video recorders	Ladders (All)
Benches (All)	Lamps
Binoculars	Lighting System
Blood Pressure Monitor	Litter tester
Cameras	Lockers
Case: Mayors chains	Mega phone
Cash Drawer, register	Microphone
Cell Phone	Microscope
Chairs and Couches (All, except plastic stackable)	Microwave
Charger - industrial	Mitre Saw
Circular Saw	Mobile Dash Light
Coffin Hoist	Monitors
Colorimeter	Nail Gun
Cordless microphones	Nozzle
Cut-off Saw	Ottoman
Decoder	Packaging Roller
Docking Station	PH Meter
Drawing board	Piano Chair
Drill set	Pipe Binder
DVD, Tape Players	Polisher
Electric Spray Gun	Punch Heavy Duty
Electrical saw	Radio - for communication
Electrical Screw Driver	Refracto Meter
Examination table	Rotary saw
Flip charts	Sander Machine
FM/AM Radio	Scale
Gas Burners (1 or 2 plate)	Scanner
Gateways, incl. routers, fire walls, proxies	Siren
Gavel	Speaker
Gazebo	Spectro Photometer
Glue Gun	Spine board
Grease gun	Spot Light
Grease pump	Spray trolley
Griller	Stands (All)
Guillotine	Stapler Heavy Duty
Hand Control Divider	Stretcher
Heat gun	Turbidi meter
Hose Washer	Typewriter

OVERSTRAND MUNICIPALITY – ASSET MANAGEMENT POLICY

Description	Description
Table (Foldable - steel)	Urn
Table (Learner/Training)	Vacuum cleaner
Table (Wooden / plastic in community halls)	Vice grip – steel (heavy duty)
Telephone	Water cooler/dispenser
Tester battery car	Winch and winch bracket
Timing Light	Wood Chipper
Tripods (All)	Wood Stage
Trolleys (All)	

Annexure 3: Items considered furniture and fitting and treated as maintenance of existing buildings

The following list of items is approved to only be purchased via the maintenance votes as the items are mounted to a building:

Description	Description
Air conditioner	Key cabinet
Boards (All)	Pigeonhole With Credenza
Bookcase bolted to floor or wall	Projector Screen
Clocking devices	Safe
Cupboard – built in	Screen
Divider Stand	Shelving, wood and steel
Extractor fan	Strobe Lights
Flagpole	Work station divider
Jet master	

OVERSTRAND MUNICIPALITY



TRAVEL & SUBSISTENCE POLICY

TABLE OF CONTENTS

	PAGE
1. PURPOSE	3
2. OBJECTIVES OF THE POLICY	3
3. LEGISLATIVE FRAMEWORK	3
4. SCOPE OF APPLICATION	3
5. DEFINITIONS	4
6. AUTHORISATION	5
7. GENERAL	6
8. EXCLUSIONS	7
9. AIR TRAVEL – Domestic and International	7
10. ACCOMMODATION AND MEALS – Domestic and International	9
11. USE OF VEHICLES	10
12. SUBSISTENCE ALLOWANCE – Domestic and International	13
13. MISCELLANEOUS EXPENSES	13
14. SPONSORED TRIPS – Domestic and International	14
15. TRAVEL INSURANCE	14
16. GIFTS AND PROMOTIONAL GOODS	14
17. DEVIATION	15
18. TRAVEL AND SUBSISTENCE ALLOWANCE CLAIM FORM	15
19. IMPLEMENTATION AND REVIEW PROCESS	15
20. SHORT TITLE	15

1 PURPOSE

The purpose of this policy is to set out general rules for the payment of subsistence and travelling allowances or costs for the attendance of approved events **outside the municipal area of Overstrand**.

2 OBJECTIVES OF THE POLICY

The objectives of this policy are to:

- 2.1 Ensure that municipal employees and Councillors adhere to procedures when arranging for travel, lodging, meals and other expenses;
- 2.2 Ensure that municipal employees and Councillors are reimbursed for reasonable expenses incurred for travel, conferences, meetings and meals as a result of conducting authorized municipal business;
- 2.3 Ensure that payments made by the municipality are for the actual and necessary expenses incurred for municipal business in adherence with National Treasury's prescribed Cost Containment Measures; and
- 2.4 Ensure that municipal employees and Councillors will receive reimbursements in a timely manner.

3 LEGISLATIVE FRAMEWORK

This policy is developed and guided by the following:

- 3.1 South African Revenue Services (SARS) Interpretation Notices & other Notices;
- 3.2 Local Government: Municipal Finance Management Act, 2003 (Act No. 56 of 2003) (MFMA);
- 3.3 South African Local Government Association (SALGA);
- 3.4 Remuneration of Public Office Bearers Act, 1998 (Act No. 20 of 1998);
- 3.5 Income Tax Act, 1962 (Act No. 58 of 1962);
- 3.6 RSA Department of National Treasury: National Travel Policy; and
- 3.7 RSA Department of National Treasury: Cost Containment Measures related to Travel and Subsistence.

This Policy must be read in conjunction with any of the Municipality's approved related policies, practices and standard operating procedures addressing specific issues essential for a full understanding of this Policy and which are not dealt with adequately herein.

4 SCOPE OF APPLICATION

This Policy is applicable to –

- 4.1 all Councillors of the Overstrand Municipality, and
- 4.2 all officials of the Overstrand Municipality,
travelling on official business and as such are formal travellers of the Overstrand Municipality.

IMPORTANT - No payments will be made to applicants for employment interviews in terms of the scope of this policy.

5 DEFINITIONS

For the purpose of this policy, except where clearly indicated otherwise, the words and expressions set out below have the following meaning:-

<i>“Accommodation”</i>	The rental of lodging facilities while away from the traveller’s place of residence while on authorized official duty.
<i>“Accounting Officer”</i>	The person appointed by the Council as Municipal Manager in terms of section 82 of the Municipal Structures Act, 1998 (Act 117 of 1998) and as defined in the Municipal Finance Management Act, 2003 (Act 56 of 2003), including any person acting in that position or to whom authority is delegated.
<i>“Air Travel”</i>	Travel by airline on official duty.
<i>“Car Rental”</i>	The rental of a vehicle for a short period of time by a traveller for official purposes.
<i>“Chief Financial Officer”</i>	The person appointed in terms of section 80(2)(a) of the MFMA and includes any person acting in that position or to whom authority is delegated.
<i>“Council”</i>	The Overstrand municipal council, as referred to in section 157 of the Constitution of the Republic of South Africa, 1996; and section 18 (3) of the Municipal Structures Act, 1998 (Act 117 of 1998).
<i>“Councillor”</i>	A member of the Overstrand Municipal Council.
<i>“Day”</i>	A completed period of twenty-four hours away from normal place of domicile and employment of official business of the Municipality.
<i>“Director”</i>	An official appointed by the Council in terms of section 56 of the Municipal Systems Act, 2000 (Act 32 of 2000) to head a Directorate of the municipality and shall include any person acting in that position.
<i>“Domestic Travel”</i>	Travel within the boundaries of the Republic of South Africa.
<i><u>“Essential User Transportation Allowance”</u></i>	<u>Transportation allowance paid in accordance with the Essential User Transport Allowance Scheme to employees participating in the scheme.</u>
<i>“Executive Management Team”</i>	Officials appointed in terms of Section 82 of the Local Government Structures Act, 1998 (Act 117 of 1998) (Structures Act) and section 56 of the Local Government Municipal Systems Act, 2000 (Act 32 of 2000).
<i>“Executive Mayor”</i>	The Executive Mayor of the Overstrand Municipality elected in terms of section 55 of Municipal Structures Act, 1998 (Act 117 of 1998) and shall include any person acting in that position.
<i><u>“Fixed Transportation Allowance”</u></i>	<u>Transportation allowance linked directly to the managerial post level of the incumbent, also referred to as the “Old Perk Scheme”.</u>
<i>“Host”</i>	The person or institution who has extended an invitation to the Municipality to delegate a Councillor and / or an Official to attend an event which is regarded as official business.

<i>“Incidentals”</i>	Any minor expenses normally associated with business travel.
<i>“International Travel”</i>	Travel to a location beyond the territorial boundaries of the Republic of South Africa.
<i>“Municipality”</i>	Overstrand Municipality, established in terms of sections 12 and 14 of the Structures Act.
<i>“Official”</i>	A person employed by the Municipality.
<i>“Official Business”</i>	For the purposes of this policy refers to the attendance by Councillors and / or Officials of congresses, conferences, seminars, training, meetings, workshops, roadshows, etc. related to the duties and functions of the Municipality, subject thereto that such attendance has been duly authorised in terms of the delegated authority.
<i>“Place of Work”</i>	The place where the principal duties of the Councillor or Official are performed.
<i>“Traveller”</i>	Any councillor or official travelling away from his or her normal place of domicile and employment on the official business of the Overstrand Municipality.
<i>“Sponsored Trip”</i>	A trip where the total cost, or a portion thereof is sponsored by another organisation or third party other than the Municipality. (For the purposes of this policy such proportion of the total cost of the trip must be included in the application forms).
<i>“Subsistence allowance”</i>	An amount of money paid by the Municipality to a traveller for expenditure incurred in respect of personal subsistence and incidental costs (for example refreshments, snacks, drinks and newspapers but excludes any personal recreation such as visits to a cinema, theatre, nightclubs or sight-seeing).
<i>“Travel Allowance”</i>	An amount paid to a traveller for the use of his or her own private motor vehicle in respect of travelling expenses for business purpose.
<i>“Traveller”</i>	Any Councillor or Official travelling away from his or her normal place of domicile and employment on official business of the Municipality.

6 AUTHORISATION

6.1 For purposes of implementing this policy:

- 6.1.1 Only the Municipal Manager** may authorize any travel to be undertaken by Directors, provided the expenses to be incurred are on the approved budget of the relevant department.
- 6.1.2 Only the Executive Mayor** may authorize any travel to be undertaken by Holders of Public Office and the Municipal Manager, provided the expenses to be incurred are on the approved budget of the municipality.
- 6.1.3 Only Directors** may authorize any travel to be undertaken by employees in the respective Directorate, provided the expenses to be incurred are on the approved budget of the municipality.

6.2 Authorization as per paragraph 6.1 must be obtained prior to an occasion by any traveller who travels on the business of the municipality.

- 6.3 An invitation to attend a workshop, meeting or related event is not an automatic authorization to attend such workshop or event. The required authorization must still be obtained from the Municipal Manager or Executive Mayor or Director as the case may be.
- 6.4 No Councillor and / or Official of the Overstrand Municipality may go on any official business travel without the prior authorization as provided for in paragraph 6.1 above.

7 GENERAL

- 7.1 Municipal delegates or travellers to any conference, workshop or meeting must ensure that they arrive on time and attend until the conclusion of such event. If any traveller fails to do so, the Executive Mayor, the Municipal Manager or Director, as the case may be, may recover all allowances and disbursements paid to enable such delegate or traveller to attend such event, provided that such delegate or traveller is afforded the opportunity to submit reasons for not being able to be present from the commencement to conclusion of such event.
- 7.2 The contents of this policy will not be regarded as conditions of employment but as a reimbursement for travelling and subsistence expenditure incurred or deemed to be incurred for the attendance of events for official purposes.
- 7.3 Travellers should plan official travel in advance. They should obtain approval and make a booking / reservation at least seven (7) working days prior to departure for domestic travel and fourteen (14) working days prior to international travel.
- 7.4 Accommodation, flights and vehicle rental arrangements will be based on the most cost effective option in relation to the proximity of the venue, traffic, availability and other cost factors.
- 7.5 All efforts should be made to minimize the costs for the municipality i.e. by travelling together in one vehicle, minimizing overnight stay where possible, etc:
 - 7.5.1 Delegations to the same event, conference, consultation or meeting may only exceed three (3) employees or persons appointed on grounds of policy considerations if approved in advance by the **Accounting Officer**.
 - 7.5.2 Where multiple travellers attend approved events, inclusive of meetings, they must make arrangements for up to four (4) people to travel together in one vehicle.
 - 7.5.3 Any deviation from paragraph 7.5.2 must be approved in writing by the Director / Municipal Manager / Executive Mayor as the case may be, prior to the date of departure, based on valid reasons as motivated in a submission.
 - 7.5.4 The most cost-effective mode of transport should be used at all times, domestically and internationally.
- 7.6 In the event that the traveller must attend an early morning meeting, in a distant location within South Africa, consideration could be given to allow the travelling to take place a day before the event, subject to the approval of such travel by the Accounting Officer in terms of the delegated authority to do so.
- 7.7 In the event of payments made by officials for traveling and accommodation, refunds will only be made on condition that the expense was pre-approved in accordance with the stipulations of this policy and that all aspects of this policy have been complied with.
- 7.8 A claim for subsistence and travelling cannot be made at the municipality as well as another institution for attending the same event. Such action shall lead to disciplinary action.
- 7.9 Any claim must be submitted on the official claim form with the necessary vouchers where specific expenses are claimed.

- 7.10 Sufficient documentation must be attached to the application for the trip e.g., official invitation, agenda or programme, itinerary, details of sponsor and amount, etc.
- 7.11 Any claim containing false information will lead to disciplinary steps being instituted and payments thus made may be recovered from any money payable by the municipality to the person who submitted the claim.
- 7.12 In the event of a traveller combining personal travelling either prior to or after a business trip, it must not lead to additional expenditure for the Municipality or impair on the work performance of the traveller. NO costs incurred during the personal trip will be for the account of the Municipality.
- 7.13 The Municipality distances itself from any private reservations made by the traveller. The arrangement is solely between the traveller and the relevant service provider. Thus, the processing of related payments through the Municipality's official payment system will not be allowed.
- 7.14 The traveller must safeguard Municipal information and assets while travelling and must avoid compromising that security.
- 7.15 The traveller should maintain personal travel documents such as a passport. The cost for obtaining such travel documents is for the traveller's own account.

8 EXCLUSIONS

The following expenses shall explicitly not be covered by the Municipality:

- 8.1 Any expenses covered by a host extending an invitation;
- 8.2 Alcoholic beverages;
- 8.3 Expenses of a personal nature, such as private telephone calls and personal recreation such as visits to a cinema, theatre, nightclub or sight-seeing;
- 8.4 In instances where costs are incurred in entertaining external business associates, contacts, clients or potential investors:
 - 8.4.1 Where the Official receives an entertainment allowance, the costs must be claimed against such entertainment allowance; and
 - 8.4.2 All expenses shall fall outside the scope of this policy and specific written approval must be obtained from the Municipal Manager for any such expenditure prior to submission as to the nature and estimated cost of the expenditure to be incurred together with a reason(s) why such costs needs to be incurred.

9 AIR TRAVEL – Domestic and International

- 9.1 The Municipality must, as far as possible, make use of the improved upfront discounted flights which the National Treasury has negotiated on behalf of all three spheres of government, unless lower air travel rates can be negotiated.
- 9.2 For domestic trips both major and low-cost airlines may be utilized. All travellers should use discounted economy class (best fare on the day) where possible. In the event where discounted economy class tickets are not available, special authorization as provided for in paragraph 6.1 must be obtain to book full economy tickets.
- 9.3 Business class tickets may be considered for domestic and international trips under the following scenarios, including amongst others:
 - 9.3.1 Travellers with special needs based on medical grounds (e.g. deep vein thrombosis, varicose veins, recent surgery and pregnancy). In these instances, a medical certificate noting the medical need and the applicable period of time must

be provided. If it is a long-term condition, an updated doctor's certificate should be presented on an annual basis to confirm that the condition still exists;

- 9.3.2 Where economy class tickets are not available, travellers are not allowed to book business class tickets unless otherwise approved in terms of paragraph 6.1, where it has been confirmed that the permitted airline class was full and no other applicable flights are available;
- 9.3.3 Disabled persons can be accommodated in business class upon receipt of approval provided for in paragraph 6.1.
- 9.4 For domestic trips preference will be given to airlines which operate direct flights between Cape Town and the end destination.
- 9.5 For international trips all major airlines may be utilized where the most economical airline is chosen on quotation basis.
- 9.6 For international trips the comparison of more expensive direct flights from Cape Town versus cheaper indirect flights should always be performed. When choosing a flight, consideration should also be given to the traveller's ability to function optimally when arriving at their destination, especially when travelling across time zones.
- 9.7 For special trips requiring the use of helicopters or chartered aircrafts, special authorization by the Executive Mayor or Municipal Manager or their delegated nominees is required
- 9.8 Amendments to Air tickets:
 - 9.8.1 Travellers should limit the number of amendments to air tickets as far as possible;
 - 9.8.2 The costs associated with amendments is subject to the rules of the particular ticket and can include penalty fees;
 - 9.8.3 The costs incurred as a result of amendments requested by t the traveller for his / her convenience or lack of planning will be for the traveller's personal account;
 - 9.8.4 The costs of amendments as a result of revised business requirements or any other circumstances outside the traveller's control will be incurred by the relevant line department.
- 9.9 Baggage Allowance:
 - 9.9.1 The traveller must acquaint him- or herself with the baggage policy of the airline that he / she will be travelling on. The baggage policy provide information on the prescribed baggage allowance and the cost for baggage in instances where the airline charges separately for baggage;
 - 9.9.2 Based on the class of travel, the airline will prescribe the specific number of pieces of luggage that will be allowed as well as the weight and size per piece;
 - 9.9.3 The reimbursement for any excess baggage is subject to the traveller approval for exceeding the baggage allowance due to valid business reasons, prior to the trip.

10 ACCOMMODATION AND MEALS – Domestic and International

When travelling to a destination outside the boundaries of the Overstrand Municipality in circumstances requiring absence from the office for longer than 24 hours, the following may be utilised and claimed (the time of departure from residence or office up until the

time of arrival back at residence or office shall be used for purposes of calculating the length of absence):

10.1 Accommodation

10.1.1 The National Treasury, on behalf of all three spheres of government, has negotiated improved upfront discounted accommodation rates. Therefore municipalities have been requested to utilize these agreements to assist in their respective cost containment measures, unless other service providers that offer lower rates can be utilized.

10.1.2 Travellers who travel on the business of the municipality, where the business unavoidably entails one or more nights to be spent away from home, may stay in a hotel, motel, guesthouse or bed and breakfast establishment:

- a) Where the distance to and from the venue in total, exceeds 500 kilometers;
- b) Any deviation from paragraph (a) must be motivated in writing by the employee, recommended by the relevant Director, and must be approved in writing by the Municipal Manager, prior to any reservations being made, and prior to the date of departure, based on valid reasons.

10.1.3 The actual cost of accommodation will be borne by the municipality, subject to a maximum of 4-star rating for the accommodation itself in respect of domestic travel. Where such accommodation is available, the rate for a single room will be payable.

10.1.4 If no such accommodation is available, higher rating accommodation can be used subject to the prior written approval of the **Municipal Manager or the Executive Mayor, as applicable**.

10.1.5 If a traveller stays with a relative or friend, no accommodation expense may be claimed, but the traveller may claim a subsistence allowance per day as per par. 12.1.2(a) of this policy.

10.1.6 The location of the accommodation should not be more than 20 km from the venue of the event, unless prior written approval is obtained from the Municipal Manager or Executive Mayor.

10.1.7 Where advance payments have to be made to the establishment based on “pro-forma” invoices in order to secure the reservation, it is the responsibility of the traveling official(s) / councillor(s) to obtain the valid Tax Invoice from the establishment on or before departure and to submit it to the Creditor Section within 7 working days of returning from the event.

10.2 Meal Expenses – Domestic Trips

10.2.1 Travellers will not be entitled to be reimbursed for (a) meals(s) and / or incidental expenses within the area of jurisdiction of the Overstrand Municipality.

10.2.2 Where the cost of meals have not been included in the cost of overnight accommodation, receipts for the meals for domestic trips paid for by the traveller must be kept and attached to the claim form. The maximum amount allowable per meal is:

- a) Breakfast = R80-00;
- b) Lunch = R120-00 (if not provided / included at the event);
- c) Dinner = R150-00.

10.3 Meal Expenses – International Trips

10.3.1 These meals will be covered in terms of the SARS rates applicable to the country

being visited.

10.4 No-Shows and Cancellations

- 10.4.1 It is the responsibility of the traveller to notify the accommodation establishment of any cancellations of reserved accommodation as soon as he / she becomes aware of the fact.
- 10.4.2 Each accommodation establishment has different conditions / rules in terms of cancellations. Last-minute cancellations may result in the payment of a cancellation fee. The traveller must familiarize him- / herself with the cancellation policy of the specific establishment.
- 10.4.3 The traveller should inform the accommodation establishment if he / she expects to be arriving later than the expected arrival time to ensure that the reservation is not cancelled or a cancellation fee is charged.
- 10.4.4 If the traveller does not check in at the accommodation establishment without any prior notification any no-show cost charged is regarded as fruitless and wasteful expenditure.
- 10.4.5 The traveller could be responsible for any fruitless expenditure incurred due to a now-show or late cancellation where it was in his / her ability to cancel the booking on time.

11 USE OF VEHICLES

11.1 Hired Vehicles

- 11.1.1 Shall be applied for, quantified and paid for by the Municipality.
- 11.1.2 May only be obtained when the employee and / or Councillor is on official municipal business where air travel was involved and other modes of transport are not available, too costly or impractical.
- 11.1.3 Requires prior approval from the Responsible Official for employees and the Executive Mayor / Speaker for Councillors.
- 11.1.4 May not be used for private purposes or for travel from the municipal offices.
- 11.1.5 Any fines, penalties and administration fees payable as a result of the contravention of any traffic rules and regulations while driving a hired vehicle will be for the traveller's personal account and must be settled within thirty (30) days of receipt of the fine or penalty.
- 11.1.6 Only travellers with a valid South African driver's licence may hire vehicles; where the traveller who hires a vehicle, is not in possession of such licence, he or she may be held personally liable for all damages and may be subject to disciplinary action by Council; the responsibility and related costs of obtaining an international driving permit, where required, rests with the traveller.
- 11.1.7 Only "A" or "B" category vehicles may be rented, unless it is more cost-effective to hire a more expensive vehicle, for example, when the number of representatives involved could justify the hire of a micro-bus, for groups of 5 (five) or more travellers. The latter to be approved in advance by the Executive Mayor or Municipal Manager, according to the provisions as provided for in paragraph 6.1.
- 11.1.8 For physically handicapped travellers who are only able to drive a particular type of vehicle and those in possession of a driver's license restricted to automatic vehicles, the most suitable vehicle may be obtained.
- 11.1.9 Chauffeur driven vehicles may not be used. Employees and / or Councillors who are unable to drive must utilize either a shuttle service or another mode of public

transport.

- 11.1.10 The traveller should book a rental vehicle for the period that is actually required for officials business only as the car rental companies charge a full daily rate for a 24-hour cycle or part thereof.
- 11.1.11 For car rental inspections the traveller should verify and complete the quality check card prior to leaving the car rental premises, both on collection and return of the rental vehicle. The traveller must ensure that all scratches, chips, dents, windscreen and cracks are marked on the card and signed off by the car rental attendant. Failure to complete the quality check card could result in the traveller being held personally responsible for any damages.
- 11.1.12 The traveller must take every reasonable precaution to safeguard a rental or fleet vehicle against damage, theft or irregular use while driving it and when it is parked.
- 11.1.13 The traveller must ensure that the rental vehicle is returned within the specified rental period as it can be regarded as stolen if the vehicle is not returned in time without any notification to the car rental company. The traveller will be held responsible for the additional charges for the late return of the vehicle, unless approved in terms of the provisions provided for in paragraph 6.1 upon submitting sound reason(s) by the traveller.
- 11.1.14 If the traveller needs to extend the rental period for official business purposes, the traveller must obtain the required approval in terms of the provisions provided for in paragraph 6.1 and inform the car rental company accordingly.
- 11.1.15 If the traveller extends his / her stay for personal reasons, the charges will be for the traveller's personal account. The car rental company must be informed of the arrangement and the car must be returned. The traveller must enter into a separate rental agreement for the period of private travel for personal usage.

11.2 Private Vehicles

- 11.2.1 The boundaries of the Overstrand Municipality shall be used to determine payment for travel outside such boundaries by means of private transport for officials who are in receipt of a fixed transportation allowance, or where such an allowance has been factored into the total cost of employment package of the official concerned. In such cases, only the applicable cost per kilometer will be paid as updated from time to time. Should the destination of the trip be outside the boundaries of the Municipality, the distance for the cost per kilometer will be measured from place of residence or place of work, whichever is the nearest to the place of the approved event.
- 11.2.2 Employees in receipt of a fixed transportation allowance, travelling on official municipal business within the boundaries of the Overstrand Municipality but outside a radius of 15 km from their normal place of work, will be reimbursed for such

travelling at the prevailing AA-Running Cost km tariff, calculated from their normal place of work or residence, which-ever is the nearest to the place of the approved destination.

- 11.2.3 Those employees who are not in receipt of a travel allowance shall be reimbursed according to the latest prescribed SARS km tariff (currently R3.61/km), calculated from their place of work or residence, which-ever is the nearest to the place of the approved destination [event].
- 11.2.4 Those employees who are in receipt of an Essential User Transportation Allowance shall be reimbursed in accordance with the applicable Scheme. The travelling distance shall be calculated from their place of work or residence, which-ever is the nearest to the place of the approved destination.
- 11.2.5 Councillors using private transport outside the boundaries of the Overstrand Municipality will be reimbursed according to the guidelines issued by the relevant National Department as updated from time to time.
- 11.2.6 A traveller who uses private transport rather than air travel shall be paid the lower of the following two options:
- a) Cash equivalent of the avoided air ticket cost, which would have been paid in the event of air travel being the most economical and practical means of transport plus the cost of a hired vehicle to get to the traveller's destination; or
 - b) Actual cost per kilometer as determined according to the rate applicable to the traveller, on condition that such person may not claim subsistence costs for a longer period than would have been applicable in the case of air travel.
- 11.2.7 A claim submitted by a councillor or a municipal official, when travelling outside the municipal area of the Overstrand with private transport on official municipal affairs, will be considered for re-imburement, subject to the following conditions:
- a) that the trip is for an approved official event;
 - b) that no other municipal transport was available to officials not in receipt of a transportation allowance at the time of the travel, as confirmed with the Executive Mayor, relevant Director or Municipal Manager;
 - c) that the use of private transport is pre-approved by the Mayor, relevant Director or Municipal Manager.

12 SUBSISTENCE ALLOWANCE – Domestic and International

12.1 Domestic Travel

- 12.1.1 A traveller may claim a daily subsistence allowance as provided for in this policy with the understanding that all authorized personal expenses are covered by the subsistence allowance. No further expenses, with the exception of certain business expenses (see paragraph 13 below), may be claimed.
- 12.1.2 A daily subsistence allowance will only be applicable where-
- a) official business unavoidably entails **one or more nights to be spent away from home**, a subsistence allowance as amended by SARS from time to time (currently **[R416] R435** per day) will apply in respect of domestic travel; or
 - b) where the traveller will be on official business for a **period exceeding 8 hours**,

without being away from home for one or more nights, an allowance as amended by SARS from time to time (currently **[R128] R134** per day) will apply in respect of domestic travel;

- c) No daily subsistence allowance will be payable to representatives that will be attending courses, training or meetings where lunch will be provided, but without being away from home for one or more nights.

12.1.3 A traveller of the municipality must obtain approval for his or her subsistence allowance, as provided for in this policy, before embarking on any official trip.

12.1.4 No subsistence allowance will be paid, and no traveller will be entitled to a subsistence allowance, if the trip or travel is not related to the official business of the municipality. All travel on business of the municipality must be approved as such before a traveller is entitled to a subsistence allowance.

12.2 International Travel

12.2.1 When traveling in countries other than in South Africa on specially authorised Municipal business, the expenses actually incurred for accommodation and official transport will be payable.

12.2.2 The daily subsistence allowance is to cover all meals, transport for private use and other incidental costs, this subsistence allowance for international travel will be in accordance with SARS Foreign Travel 1.1 List of Daily Maximum amount per Country, as amended by SARS from time to time, available on the SARS website under Legal Counsel / Secondary Legislation / Income Tax Notices as per the relevant year.

12.2.3 No additional claim in respect of such costs will therefore be paid, except for entertainment by full-time Councillors or the Executive Management Team, of official guests, clients, potential clients, investors or potential investors which is to be dealt with as “entertainment allowance” claims.

13 **MISCELLANEOUS EXPENSES – Domestic and International**

13.1 Items that may be considered for approval, subject to proof of payment being provided, where expenditure is incurred within the boundaries of the Republic of South Africa during a period of absence is as follows:-

13.1.1 Parking fees while travelling;

13.1.2 Toll fees;

13.1.3 Bus / Taxi fares.

13.2 Items that may be considered for approval, where expenditure is incurred outside the boundaries of the Republic of South Africa during a period of absence are as follows:-

- 13.2.1 Reasonable Laundry costs;
- 13.2.2 Parking / Bus fares;
- 13.2.3 Transport costs to and from official meetings;
- 13.2.4 Visas (for the shortest available period);
- 13.2.5 Inoculations;
- 13.2.6 Specialized tours / entries to events related to the travelling;
- 13.2.7 Copying and printing of relevant documentation.

14 SPONSORED TRIPS – Domestic and International

- 14.1 A trip shall be regarded as sponsored when the full / partial cost of the trip is borne by an institution other than the Overstrand Municipality. Such sponsored proportion of the total cost of the trip must be declared in the application for the trip.
- 14.2 Travelling and Subsistence payable by the Overstrand Municipality will be calculated as the difference between the amounts claimable per this policy less the monetary value of the sponsored amounts.

15 TRAVEL INSURANCE

- 15.1 Travellers, where the necessary travel and special leave forms have been duly authorised by the delegated official, will be insured by the municipality in terms of its current approved policies, practices and standard operating procedures. The insurance shall cover, inter alia, the following:
 - 15.1.1 medical expenses and assistance services;
 - 15.1.2 personal accident, including death and disability, as well as repatriation and evacuation;
 - 15.1.3 luggage;
 - 15.1.4 travel documents; and
 - 15.1.5 personal liability.
- 15.2 Insurance cover is only for the period that the traveller is away from home or place of work on a trip relating to municipal business.
- 15.3 Private vehicles and contents thereof will not be covered under this Policy.
- 15.4 Hired vehicles are automatically covered for both Super Waiver Damage and Theft by the vehicle rental company.

16 GIFTS AND PROMOTIONAL GOODS

- 16.1 Where appropriate, the traveller may offer gifts to their hosts.
- 16.2 The gifts in question shall be provided by the municipality, through the appropriate department, in conjunction with the Department of Communication.
- 16.3 Suitable promotional and marketing products shall be supplied, on request, by the appropriate department of the Municipality in conjunction with the Department of Communication.
- 16.4 Gifts received by officials are subject to the guidelines as set out on the Gift Policy for Officials.

16.5 Gifts received by Councillors should be declared to the Speaker.

DEVIATION

Any deviation from this policy for whatsoever reason must be authorized by the Municipal Manager.

17 TRAVEL AND SUBSISTENCE ALLOWANCE CLAIM FORM

17.1 The official Travel and Subsistence Allowance claim form, as prescribed by the Chief Financial Officer must be used with regard to Travel and Subsistence Allowance applications (NOTE: The relevant Director must authorize the trip in the provided space **PRIOR** to undertaking the trip and approve the payment of the expenses incurred in the provided space **AFTER** the trip).

17.2 All travel and subsistence claims will only be reimbursed after the trip has been undertaken, unless prior approval is obtained from the Municipal Manager to, in highly exceptional circumstances, make a provisional payment in advance.

18 IMPLEMENTATION AND REVIEW PROCESS

This policy will come into effect on **1 July 2019**;

This policy will be reviewed at least annually or when required by way of a Council resolution.

19 SHORT TITLE

This policy shall be called the Travel and Subsistence Policy of the Overstrand Municipality.

POLICY SECTION:	SENIOR MANAGER: EXPENDITURE AND ASSET MANAGEMENT
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OVERSTRAND MUNICIPALITY



PETTY CASH POLICY

TABLE OF CONTENTS

	PAGE
1. INTRODUCTION	3
2. OBJECTIVES OF THE POLICY	3
3. LEGISLATIVE FRAMEWORK	3
4. DEFINITIONS	3
5. RESPONSIBILITY AND ACCOUNTABILITY	4
6. PETTY CASH POLICY	4
6.1 General Policy	4
6.2 Establishing and Operating a Petty Cash Float	5
6.3 Security of Petty Cash Floats	6
6.4 Completing a Cash Purchase Claim Form	6
6.5 Sub-Advances to Staff Members	7
6.6 Out-of-Pocket Payments	8
6.7 Reimbursement of Petty Cash Floats	8
6.8 Shortages and Losses	9
6.9 Internal Controls	9
6.10 Procedure where a Petty Cash Float is Repaid / Cancelled	9
7. IMPLEMENTATION AND REVIEW PROCESS	9
8. SHORT TITLE	9

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. This includes Petty Cash, which is a small amount of funds that are minor in the form of cash, used for expenditure where it is impractical to obtain prior quotations due to the nature of the goods, monetary value and / or services required.

Therefore the Overstrand Municipality adopts the following Petty Cash Policy.

2. OBJECTIVES OF THE POLICY

Compliance with the regulatory framework in terms of the relevant legislation is required. The objectives of the policy are to ensure that:

- a) Goods and / or services are procured by the municipality in accordance with an authorised process only;
- b) The municipality has and maintains an effective Petty Cash system of expenditure control;
- c) Sufficient Petty Cash is available when required; and
- d) The items to be procured are approved Petty Cash items.

3. LEGISLATIVE FRAMEWORK

- a) Local Government: Municipal Finance Management Act, No 56 of 2003 (MFMA)
- b) Overstrand Supply Chain Management Policy

4. DEFINITIONS

Accounting Officer: The person appointed by council in terms of section 54A2 of the Local Government: Municipal Systems Act, No 32 of 2000, also known as the Municipal Manager, and defined in terms of section 60 of the MFMA.

Chief Financial Officer: The person designated in terms of section 80(2)(a) of the MFMA and includes any person acting in that position or to whom authority is delegated.

Petty Cash: A relatively small amount of cash kept at hand for making immediate payments for miscellaneous small expenses.

Petty Cash Float: The total sum of Petty Cash which has been granted to a Petty Cash Officer.

Petty Cash Officer: An employee, made responsible for the day-to-day operating of the Petty Cash Float.

- Reconciliation:** Is the process of comparing information, for example cash spent, compared with the relevant documentation and receipts.
- Sub-advances:** A relatively small amount of cash made available by the Petty Cash Officer on request to buy miscellaneous small items.

5. RESPONSIBILITY AND ACCOUNTABILITY

The key responsibilities in terms of Section 65 of the MFMA are:

Accounting Officer (Municipal Manager)-

- 5.1 The accounting officer of a municipality is responsible for the management of the expenditure of the municipality.
- 5.2 The accounting officer must for the purpose of paragraph 5.1 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
 - (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 may delegate authority to the Chief Financial Officer.

6. PETTY CASH POLICY

6.1 General Policy

- (a) The use of a petty cash float (**a float may not exceed R5 000-00**) is strictly confined to **individual cash purchases of up to a maximum of R200-00**. The Chief Financial Officer may approve petty cash purchases up to R2000;

- (b) The petty cash float is only to be used for non-recurring expenditure of an ad-hoc nature with a maximum of 10 sub-advances per Department per month; except in instances with the explicit pre-approval of the Chief Financial Officer.
- (c) The expenditure with regard to petty cash purchases **shall not be deliberately split into more than one transaction to avoid the said limit;**
- (d) The 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 person whatsoever, whether for fees, salaries, wages, travel allowance as part of remuneration, honorarium or other reason, unless authorized by the Chief Financial Officer;
 - (iv) for instalment invoices such as rental of equipment or open orders, even if the amount falls within the specified limit;
 - (v) fuel; or
 - (vi) any purchase violating the true meaning of petty cash transactions will be regarded as a deviation from the accepted accounting practices in the use of Petty Cash and shall constitute a serious offence under the Disciplinary Code, unless authorized by the Chief Financial Officer;
- (e) 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 and does not form part of the scope of this policy; and
- (f) The Accounting Officer, or delegated official, may conduct internal audits to evaluate compliance with this policy.

6.2 Establishing and Operating a Petty Cash Float

- (a) To establish a new petty cash float or increase an existing advance, a written application must be made to the Chief Financial Officer by the relevant Manager of a department.
- (b) A request for the establishment of an advance will indicate the position of a senior administrative employee to be held responsible for the control over the petty cash float within the relevant department.
- (c) The senior administrative employee mentioned under paragraph 6.2(b) will be responsible for the security and leave arrangement in place to ensure safe custody of funds in the office.
- (d) The minimal security arrangement that will be acceptable is that the float must be kept in a locked box which will be kept in a locked filing cabinet or safe.

- (e) When an advance is approved, the Accountant: Creditors will advise the relevant Department accordingly and request that the senior administrative employee mentioned under paragraph 6.2(b) collect the advance. This establishing/initial advance will be charged to a "Petty Cash Advances – Position/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.

6.3 Security of Petty Cash Floats and Documentation

- (a) The cash on hand and used petty cash vouchers are to be kept in a locked box for which there must be two keys. One key is to be retained by the petty cash officer (on his / her person) normally responsible for the petty cash and the other to be kept by a senior administrative employee mentioned under paragraph 6.2(b) 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 must be removed and returned by the responsible staff member only. At no stage must 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 Petty Cash Officer is either going on leave or is leaving the Municipality's employment, the Petty Cash Officer must perform a reconciliation and compile a Summary Claim Cover Page, before possession of Petty Cash, can be handed over.

The Summary Claim Cover Page must be signed by both the Petty Cash Officer and the recipient in order to verify that the amount in cash correspond with the balance on the Summary Claim Cover Page.

When the Petty Cash is returned to the Petty Cash official, the same processes must be undertaken.

6.4 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
 - (iii) Receipt for cash advance (Only when appropriate, refer paragraph on Advances).
- (b) All details entered on the Cash Purchase Claim must appear on the Cash Purchase record page.

- (c) The Cash Purchase Claim must be completed as follows:
 - (i) description and cost of the goods/services purchased
 - (ii) purchaser's name in print and signature
 - (iii) correct vote- or unique / short number with an adequate budget to be charged
 - (iv) signature of the Officer in Charge of Petty Cash.
- (d) Original receipts and other valid documentation as required must be attached as proof of payment with the signature of an appropriate financial delegate on this documentation. The receipt and invoice must be in a formal business format. When a vendor's printed invoice is used as a receipt, the invoice must clearly indicate that it has been paid.
- (e) A financial delegate cannot authorise a cash purchase claim where he or she is the purchaser.

6.5 Sub-Advances to Staff Members

- (a) If it is necessary to make an initial sub-advance to a staff member, 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 name in print and signature;
 - (iii) correct vote- or unique / short number with an adequate budget to be charged;
 - (iv) signature of the Petty Cash Officer.
- (b) In order to receive an initial sub-advance, the relevant staff member must submit an approval notice (authorized by a delegated official) to the Petty Cash Officer.
- (c) On completion of the purchase, the recording-, documentation- and authorization requirements will be as stated in paragraph 6.4.
- (d) **All such sub-advances must 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 if not possible, such advance to be deducted from the individual's salary and of which the individual agrees in writing to the deduction when completing the receipt for cash advance form.
- (e) No more than one advance will be made to any one individual at a time.

6.6 Out-of-Pocket Payments

- (a) Where a staff member has made a purchase from own funds and seeks reimbursement from the petty cash, supporting documentation must be provided to substantiate the claim which must be submitted within 10 working days from date of incurring the expense.
- (b) The responsibility to ensure that the purchase will be in accordance with all the prescriptions of this policy will be the sole responsibility of the purchaser of such item(s).
- (c) The recording-, documentation- and authorization requirements will be as stated in paragraph 6.4 above.

6.7 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 requires-
 - (i) returning the cash level of the petty cash float to its original level, and;
 - (ii) charging the expenditure which has been made to the correct expenditure vote.
- (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, updated on the Summary Cash Purchase Claim form, shall equal the level of the petty cash advanced to a Department.
- (c) Completed Cash Purchase Claim forms, with attached cash register slips, etc., must be submitted to the Expenditure Section for reimbursement after the Summary Claim Cover Page and attached documentation have been authorised by a financial delegate.
- (d) Reimbursement of claims where supporting documentation as prescribed in this policy is absent / missing, must be declined.
- (e) The prescribed Summary Cash Purchase Claim Form as well as other relevant forms attached to it must be completed in full.
- (f) The most recently completed Cash Purchase Claim Form must record the reconciliation of the petty cash float. The Accountant: Creditors will decline reimbursement of claims where this is not supplied.
- (g) A petty cash float must never be reimbursed with funds derived from any other source whatsoever.

6.8 Shortages and losses

- (a) The holder of the Petty Cash float will be held accountable for any shortages and / or losses unless there is physical evidence of breaking in and no act or omission on the part of the relevant official contributed to the loss.
- (b) Any shortages in respect of a petty cash float must be reimbursed immediately by the responsible petty cash officer.
- (c) Where a petty cash float is stolen the incident must be promptly reported to the Chief Financial Officer in the required format and a case be logged at the South African Police Services.

6.9 Internal Controls

- (a) Random surprise Petty Cash counts / audits must be conducted by the relevant Manager / Senior Manager throughout the financial year.
- (b) Petty Cash reconciliations to the General Ledger must be reconciled and replenished before 30 June of every year (financial year-end).

6.10 Procedure where a Petty Cash Float is Repaid / Cancelled

When an advance is no longer required, a departmental memorandum must be submitted, signed by the Manager of the relevant Department, to the Accountant: Creditors, 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.

The Cashier must issue a receipt to the person delivering the cash.

7. IMPLEMENTATION AND REVIEW PROCESS

This policy will come into effect on **1 July 2019**;

This policy will be reviewed at least annually or when required by way of a Council resolution.

8. SHORT TITLE

This policy shall be called the Petty Cash Policy of the Overstrand Municipality.

OVERSTRAND MUNICIPALITY – PETTY CASH POLICY

POLICY SECTION:	SENIOR MANAGER: EXPENDITURE AND ASSET MANAGEMENT
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OVERSTRAND MUNICIPALITY



PAYDAY POLICY

Table of Contents

	Page
1. PURPOSE	3
2. OBJECTIVES OF THE POLICY	3
3. LEGISLATIVE FRAMEWORK	3
4. SCOPE OF THE POLICY	3
5. POLICY PRINCIPLES	3
5.1 Councillors and Permanent employees	3
5.2 Contractual employees	4
5.3 Temporary employees and Seasonal Workers	4
6. IMPLEMENTATION AND REVIEW PROCESS	4
7. SHORT TITLE	4

1. PURPOSE

The purpose of the policy is to regulate the date on which Councillors and Employees of the Overstrand Municipality will receive their remuneration and / or allowances.

2. OBJECTIVES OF THE POLICY

The objectives of this Policy are to:-

- a) Establish a consistent payment routine for the payment of remuneration and / or allowances; and
- b) Provide information as to when remuneration and / or allowances will be paid.

3. LEGISLATIVE FRAMEWORK

This Policy must be read in conjunction with the:-

- a) Remuneration of Public Office Bearers Act (Act 20 of 1998, as amended);
- b) Basic Conditions of Employment Act (Act 75 of 1997, as amended); and
- c) Organisational Rights Collective Agreement (as amended)

4. SCOPE OF THE POLICY

This Policy applies to all:-

- a) Councillors;
- b) Permanent employees;
- c) Contractual employees;
- d) Temporary employees; and
- e) Seasonal workers.

5. POLICY PRINCIPLES

5.1 Councillors and Permanent employees

- a) For newly elected Councillors and newly appointed permanent employees, payday for the first month will be on the last working day of the month;
- b) Thereafter, payday will be on the 25th day of each month, or the last working day before the 25th should the 25th day of the month fall on a:-
 - Saturday;
 - Sunday
 - Monday;
 - Public Holiday; or
 - Day after a public holiday.
- c) For the month of December in every year, payday will be three (3) working days before the 25th, with the exception of circumstances as set out in paragraphs 5.1(a), 5.1(b) and 5.1(d).
- d) For outgoing Councillors and resigning / dismissed / retiring permanent employees, payday for the last month will be on the last working day of the month, but no later than 7 working days after the

last day on which work was performed if not exiting on the last working day.

5.2 Contractual employees

Payday for Contractual employees will be on the last working day of every month, but no later than 7 working days after the last day on which work was performed.

5.3 Temporary employees and Seasonal workers

Temporary employees and Seasonal Workers will, as far as possible, be paid on a weekly, fortnightly or monthly basis, as specified in their appointment letters, within 7 working days after the last day on which work was performed as per their timesheets.

6. IMPLEMENTATION AND REVIEW PROCESS

This policy will come into effect on **1 July 2019**;

This policy will be reviewed at least annually or when required by way of a Council resolution.

7. SHORT TITLE

This policy shall be called the Payday Policy of the Overstrand Municipality.

POLICY SECTION:	SENIOR MANAGER: EXPENDITURE AND ASSET MANAGEMENT
CURRENT UPDATE:	29 MAY 2019
PREVIOUS REVIEW	30 MAY 2018
PREVIOUS REVIEW	31 MAY 2017
PREVIOUS REVIEW	25 MAY 2016
PREVIOUS REVIEW	28 MAY 2015
PREVIOUS REVIEW	28 MAY 2014
APPROVAL BY COUNCIL:	28 November 2000 (Resolution)

**OVERSTRAND
MUNICIPALITY**



**SUPPLY CHAIN
MANAGEMENT POLICY**

**OVERSTRAND
MUNICIPALITY**



PART A
SUPPLY CHAIN MANAGEMENT POLICY,
adopted in terms of section 111 of the
LOCAL GOVERNMENT: MUNICIPAL FINANCE MANAGEMENT ACT, NO. 56 OF
2003
and the
MUNICIPAL SUPPLY CHAIN MANAGEMENT REGULATIONS, NOTICE 868 OF 30
MAY 2005

[PART A]

This Policy consists of three parts:

Part A is the Supply Chain Management Policy, adopted in terms of section 111 of the Local Government: Municipal Finance Management Act, No. 56 of 2003 and the Municipal Supply Chain Management Regulations, Notice 868 of 30 May 2005;

Part B is the Supply Chain Management Policy adapted for the Standard for Infrastructure Procurement and Delivery Management; and

Part C is the Preferential Procurement Policy, adopted in terms of section 2 of the Preferential Procurement Policy Framework Act, No. 5 of 2000 and the Preferential Procurement Regulations, 2017.

PART A

MUNICIPAL SUPPLY CHAIN MANAGEMENT POLICY

LOCAL GOVERNMENT: MUNICIPAL FINANCE MANAGEMENT ACT, 2003

The Council of the Overstrand Municipality resolved on 25 June 2008 in terms of Section 111 of the Local Government: Municipal Finance Management Act (no. 56 of 2003) to adopt the following as the Supply Chain Management Policy of the municipality.

TABLE OF CONTENTS – PART A

POLICY STATEMENT AND OBJECTIVES

1. Definitions

CHAPTER 1:

IMPLEMENTATION OF SUPPLY CHAIN MANAGEMENT POLICY

2. Supply Chain Management Policy
3. Adoption, amendment and implementation of the Supply Chain Management Policy
4. Delegation of Supply Chain Management powers and duties
5. Sub-delegations
6. Oversight role of council
7. Supply Chain Management Unit
8. Training of Supply Chain Management officials

CHAPTER 2:

FRAMEWORK FOR SUPPLY CHAIN MANAGEMENT POLICY

9. Format of Supply Chain Management Policy

Part 1: DEMAND MANAGEMENT

10. System of demand management

Part 2: ACQUISITION MANAGEMENT

11. System of Acquisition Management
12. Range of procurement processes
13. General preconditions for consideration of written quotations or bids
14. Lists of accredited prospective providers
15. Written quotations below R2,000
16. Written quotations above R2,000
17. Formal written price quotations
18. Procedures for procuring goods or services through written quotations and formal written price quotations
19. Competitive bids
20. Process for competitive bidding
21. Bid documentation for competitive bids
22. Public invitation for competitive bids
23. Procedure for handling, opening and recording of bids
24. Negotiations with preferred bidders and communication with prospective providers and bidders
25. Two-stage bidding process
26. Committee system for competitive bids
27. Bid Specification Committees
28. Bid Evaluation Committees
29. Bid Adjudication Committees
30. Procurement of Banking Services
31. Procurement of Information- and Communication Technology (ICT) related goods or services
32. Procurement of goods and services under contracts secured by other organs of state
33. Procurement of goods necessitating special safety arrangements

- 34. Proudly SA Campaign
- 35. Appointment of consultants
- 36. Deviation from, and ratification of minor breaches of procurement processes
- 37. Unsolicited bids
- 38. Combating of abuse of supply chain management system

Part 3: LOGISTICS, DISPOSAL, RISK AND PERFORMANCE MANAGEMENT

- 39. Logistics management
- 40. Disposal management
- 41. Risk management
- 42. Performance management

Part 4: OTHER MATTERS

- 43. Prohibition on awards to persons whose tax matters are not in order
- 44. Prohibition on awards to persons in the service of the state
- 45. Awards to close family members of persons in the service of the state
- 46. Ethical standards
- 47. Inducements, rewards, gifts and favours to municipal officials and other role players
- 48. Sponsorships
- 49. Objections and complaints
- 50. Resolution of disputes, objections, complaints and queries
- 51. Contract management
- 52. Public Private Partnerships
- 53. Short title and commencement

Annexures

ANNEXURE A - Delegations

ANNEXURE B - Code of Conduct

POLICY STATEMENT AND OBJECTIVES

- 1 Section 111 of the Local Government: Municipal Finance Management Act, 56 (MFMA) requires each municipality and municipal entity to adopt and implement a Supply chain Management Policy, which give effect to the requirements of the Act.
- 2 In addition, the Preferential Procurement Policy Framework Act requires an Organ of State to determine its Preferential Procurement Policy and to implement it within the framework prescribed.
- 3 The objectives of this Policy are:
 - 1) to give effects to section 217 of the Constitution of the Republic of South Africa by implementing a system that is fair, equitable, transparent, competitive and cost effective;
 - 2) to comply with applicable provisions of the Municipal Finance Management Act including Municipal Supply Chain Management Regulations published under GN868 in Government Gazette 27636, 30 May 2005 and any National Treasury Guidelines issued in terms of the MFMA and regulations pertaining thereto; and
 - 3) to acknowledge the provisions of:
 - a) the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
 - b) The Competitions Act 1998 (Act No. 89 of 1998)
 - c) the Construction Industry Development Board Act, 2000 (Act No.38 of 2000);
 - d) the Local Government: Municipal Finance Management Act, 2003 (Act No. 56 of 2003);
 - e) the Local Government: Municipal Structures Act, 1998 (Act No. 117 of 1998);
 - f) the Local Government: Municipal Systems Act, 2000 (Act No 32 of 2000);
 - g) the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000);
 - h) the Prevention and Combating of Corrupt Activities Act, 2000 (Act No. 12 of 2004);
 - i) the Promotion of Administrative Justice Act, 2000 (Act No. 3 of 2000)

**OVERSTRAND MUNICIPALITY
SUPPLY CHAIN MANAGEMENT POLICY – PART A**

1 Definitions

In this Policy, unless the context otherwise indicates, a word or expression to which a meaning has been assigned in the Local Government: Municipal Finance Management Act, 2003 (Act No. 56 of 2003) has the same meaning as in the Act, and –

<i>"Accounting Officer"</i>	means a person appointed by the Municipality in terms of Section 82 of the Local Government: Municipal Structures Act, 1998 (Act No. 117 of 1998) and who is the head of administration and also the Municipal Manager for the Municipality.
<i>"Act" or "MFMA"</i>	means the Local Government: Municipal Finance Management Act, 2003 (Act No. 56 of 2003);
<i>"Budget Holder"</i>	Means the person/s accountable for expenditure from, and income to[,] a particular budget. Each budget holder is responsible for the control of his/her budget and for the general financial administration of his/her area of responsibility. The Budget Holder is responsible [for] to authorise expenditure from their budget[,] up to a total of their budget allocation
<i>"business day"</i>	means any day of the week except Saturday, Sunday and public holidays as determined in the Public Holidays Act, 1994 (Act No. 36 of 1994)
<i>"CFO"</i>	means Chief Financial Officer of the Municipality or Director of Finance in this instance;
<i>"CIDB"</i>	means Construction Industry Development Board
<i>"close family member"</i>	a person's spouse, whether in a marriage or in a customary union according to indigenous law, domestic partner in a civil union, or child, parent, brother, sister, whether such a relationship results from birth, marriage or adoption
<i>"closing date"</i>	means the time and day specified in the bid documents and/or advertisement of the receipt of bids.
<i>"competitive bidding process"</i>	means a competitive bidding process referred to in clause 12(1)(e) of this Policy;
<i>"competitive bid"</i>	means a bid in terms of a competitive bidding process;
<i>"Construction Works"</i>	means any work in connection with: <ul style="list-style-type: none"> a) the erection, maintenance, alteration, renovation, repair, demolition or dismantling of or addition to a building or any similar structure; b) the installation, erection, dismantling or maintenance of a fixed plant; c) the construction, maintenance, demolition or dismantling of any bridge, dam, canal, road, railway, sewer or water reticulation system or any similar civil engineering structure; or d) the moving of earth, clearing of land, the making of an excavation, piling or any similar type of work.
<i>"Consultant"</i>	means a person or entity providing services requiring knowledge based expertise
<i>"contract"</i>	means the agreement that results from the acceptance of a bid by the Municipality;
<i>"Contract Owner"</i>	means the deputy director, senior manager or manager, as the case may be, that is ultimately accountable for all activities during the life cycle of the contract. The Contract Owner can also be seen as the Budget holder.
<i>"day(s)"</i>	Means calendar days unless the context indicates otherwise;
<i>"delegation"</i>	in relation to a duty, includes an instruction a request to perform, or to assist in performing the duty.
<i>"director"</i>	means a manager referred to in section 56 of the Municipal Systems Act.
<i>"emergency"</i>	an emergency is an unforeseeable and sudden event with harmful or potentially harmful consequences for the municipality which requires urgent action to address.
<i>"emerging enterprise"</i>	means an enterprise which is owned, managed and controlled by previously disadvantaged persons and which is overcoming business impediments arising from the legacy of apartheid.
<i>"essential community services"</i>	means (in Local Government context) as published in Government Gazette numbers 18043 of 6 June 1997; Government Gazette number 18276 of 12 September 1997; Government Gazette number 18439 of 21 November 1997; Government Gazette number 18761 of 27 March 1998; Government Gazette number 22670 of 21 September 2001; Government Gazette number 27104 of 24 December 2004; Government Gazette number 28076 of 28 July 2006; Government Gazette number 29987 of 22 June 2007; Government Gazette number 30805 of 29 February 2008: <ul style="list-style-type: none"> I. Municipal traffic services and policing. II. Municipal health III. Municipal security. IV. Supply and distribution of water. VI. Generation, transmission and distribution of power. VII. Fire fighting. XXVI. The following parts of sanitation services:

**OVERSTRAND MUNICIPALITY
SUPPLY CHAIN MANAGEMENT POLICY – PART A**

	<ul style="list-style-type: none"> a) Maintenance and operation of water borne sewerage systems, including pumping stations and the control of discharge of industrial effluent into the system; b) Maintenance and operation of sewerage purification works; c) Collection of refuse of an organic nature; d) Collection of infectious refuse from medical and veterinary hospitals or practices; e) Collection and disposal of refuse at a disposal site; f) Collection of refuse left uncollected for fourteen (14) days or longer, including domestic refuse and refuse on public roads and open spaces.
<i>"final award"</i>	in relation to bids or quotations submitted for a contract, means the final decision on which a bid or quote is accepted;
<i>"financial interest"</i>	means where a municipal staff member is a close family member of a person who is the owner, partner, principal shareholder or member, manager or who serves on the board of directors, etc of a tendering enterprise;
<i>"financial year"</i>	means a twelve month period ending 30 June of every year.
<i>"formal written price quotation"</i>	means quotations referred to in clause 12(1)(d) of this Policy;
<i>"Head: Supply Chain Management"</i>	Any post in the approved organisational structure to whom the entire SCM Unit reports to functionally
<i>"IDP"</i>	means Integrated Development Plan;
<i>"in the service of the state"</i>	<p>means to be –</p> <p>a member of –</p> <ul style="list-style-type: none"> a) any municipal council; b) any provincial legislature; or c) the National Assembly or the National Council of Provinces; d) a member of the board of directors of any municipal entity; e) an executive member of the accounting authority of any national or provincial public entity; or f) an official of any national or provincial department, national or provincial public entity or institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999); g) a member of the accounting authority of any national or provincial public entity; or h) an employee of Parliament or a provincial legislature;
<i>"long term contract"</i>	means a contract with a duration period exceeding one year;
<i>"list of accredited prospective providers"</i>	means the list of accredited prospective providers which the Overstrand Municipality must keep in terms of clause 14 of this policy;
<i>"municipality"</i>	means the Overstrand Municipality;
<i>"notice boards"</i>	means the official notice boards at the municipal offices and libraries;
<i>"other applicable legislation"</i>	<p>means any other legislation applicable to municipal supply chain management, including –</p> <ul style="list-style-type: none"> a) the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000); b) the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003); c) the Construction Industry Development Board Act, 2000 (Act No.38 of 2000); d) the Local Government: Municipal Finance Management Act, 2003 (Act No. 56 of 2003); e) the Local Government: Municipal Systems Act, 2000 (Act No 32 of 2000); f) the Local Government: Municipal Structures Act, 1998 (Act No. 117 of 1998); g) the Prevention and Combating of Corrupt Activities Act, 2000 (Act No. 12 of 2004); h) the Local Government: Municipal Finance Management Act, 2003 (Act No. 56 of 2003): Municipal Supply Chain Management Regulations; i) the Preferential Procurement Regulations The Competitions Act 1998 (Act No. 89 of 1998), 2017
<i>"Policy"</i>	means the Supply Chain Management Policy of the Overstrand Municipality;
<i>"quotation"</i>	means a stated price that a supplier expects to receive for the provision of specified services, works or goods;
<i>"Regulations"</i>	means the Local Government: Municipal Finance Management Act, 2003, Municipal Supply Chain Management Regulations published by Government Notice 868 of 30 May 2005;
<i>"SDBIP"</i>	means Service Delivery and Budget Implementation Plan;
<i>"single provider"</i>	Sole supplier- One and Only (Alone of its kind) Supplier (Oxford Dictionary). If such goods or services are produced or available from a single provider only. There is no competition and only one provider exists in South Africa (for example, sole distribution rights);
<i>"small business"</i>	means a separate and distinct business entity, including cooperative enterprises and non-governmental organisations, managed by one owner or more which, including its branches or subsidiaries, if any, is predominantly carried on in any sector or sub-sector of the economy mentioned in column I of the Small Business Classification Schedule, and which can be classified as a micro-, a very small, a small or a medium enterprise

**OVERSTRAND MUNICIPALITY
SUPPLY CHAIN MANAGEMENT POLICY – PART A**

	by satisfying the criteria mentioned in columns 3,4 and 5 of the Schedule opposite the smallest relevant size or class as mentioned in column 2 of the Schedule.
"supply chain management practitioners"	includes the Chief Financial Officer and the Head: Supply Chain Management;
"survivalist enterprise"	means a business set up by people unable to find a paid job or get into an economic sector of their choice. Income generated from these activities usually falls far short of even a minimum income standard, with little capital invested, virtually no skills training in the particular field and only limited opportunities for growth into a viable business. This category is characterised by poverty and the attempt to survive.
"tender"	means a 'bid' or a 'quotation' in relation to a "Tender Box";
"tender box"	means the specified tender box at the offices of Overstrand Municipality, Magnolia Avenue, Hermanus.
"Treasury guidelines"	means any guidelines on supply chain management issued by the Minister in terms of section 168 of the Act
"validity period"	means the period for which a bid is to remain valid and binding as stipulated in the relevant tender document.
"written or verbal quotations"	means quotations referred to in clause 12(1)(b) & (c) of this Policy.
<i>Reckoning of number of days: 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 of every such Sunday and public holiday.</i>	
<i>Words importing the singular shall include the plural and vice versa and words importing the masculine gender shall include females and words importing persons shall include companies, closed corporations and firms, unless the context clearly indicates otherwise.</i>	
<i>All amounts / limits stated in this document shall be deemed to be inclusive of Value Added Tax (VAT).</i>	

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 –
 - (i) section 217 of the Constitution; and
 - (ii) Part 1 of Chapter 11 and other applicable provisions of the Act;
 - (iii) Regulations pertaining to Supply Chain Management.
 - b) is fair, equitable, transparent, competitive, cost effective. and complies with –
 - (i) the Regulations; and
 - (ii) any minimum norms and standards that may be prescribed in terms of section 168 of the Act;
 - c) is consistent with other applicable legislation;
 - d) does not undermine the objective for uniformity in Supply Chain Management Systems between organs of state in all spheres; and
 - e) is consistent with national economic policy concerning the promotion of investments and doing business with the public sector.
- 2) This Policy applies when the Municipality –
 - a) procures goods or services;
 - b) disposes of goods no longer needed;
 - c) selects contractors to provide assistance in the provision of municipal services including circumstances where Chapter 8 of the Municipal Systems Act applies.
 - 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 the Act.
- 3) This Policy, except where provided otherwise, does not apply in respect of:
 - a) the procurement of goods and services contemplated in section 110(2) of the Act, including –
 - (i) water from the Department of Water Affairs or a public entity, another municipality or a municipal entity; and
 - (ii) electricity from Eskom or another public entity, another municipality or a municipal entity.

3 Adoption, Amendment and Implementation of the Supply Chain Management Policy

- 1) The Accounting Officer must –
 - a) at least annually review the implementation of this Policy; and
 - b) when the Accounting Officer considers it necessary, submit proposals for the amendment of this Policy to Council.
- 2) If the Accounting Officer submits proposed amendments to Council that differs from the model policy issued by the National Treasury, the Accounting Officer must –
 - a) ensure that such proposed amendments comply with the Regulations; and
 - b) report any deviation from the model policy to the National Treasury and the Provincial Treasury.
- 3) When amending this supply chain management policy the need for uniformity in supply chain practices, procedures and forms between organs of state in all spheres, particularly to promote accessibility of supply chain management systems for small businesses must be taken into account.
- 4) The Accounting Officer must in terms of section 62(1)(f)(iv) of the Act, take all reasonable steps to ensure that the municipality implements the supply chain management policy.

4 Delegation of supply chain management powers and duties

- 1) Council hereby delegates all powers and duties to the Accounting Officer which are necessary to enable the Accounting Officer –
 - a) to discharge the supply chain management responsibilities conferred on Accounting Officers in terms of –
 - (i) Chapter 8 or 10 of the Act; and
 - (ii) this Policy;
 - b) to maximize administrative and operational efficiency in the implementation of this Policy;
 - c) to enforce reasonable cost-effective measures for the prevention of fraud, corruption, favouritism and unfair and irregular practices in the implementation of this Policy; and
 - d) to comply with his or her responsibilities in terms of Section 115 and other applicable provisions of the Act.
- 2) Section 79 of the Act applies to the sub delegation of powers and duties delegated to the Accounting Officer in terms of sub-clause (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 clause 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 clause 26 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 delegated to the Accounting Officer in terms of this Policy, but any such sub-delegation must be consistent with sub-clause (2) of this clause and clause 4 of this Policy.
- 2) The power to make a final award –
 - a) above R10 million (Incl. VAT), may not be sub-delegated by the Accounting Officer;
 - b) above R200,000 (Incl. VAT), but not exceeding R10 million (Incl. VAT) may be sub-delegated, but only to a bid adjudication committee of which the Chief Financial Officer is the chairperson and directors are members;
 - c) below R200,000 (Incl. VAT) may be sub-delegated as per Council's delegations, attached as Annexure A, pertaining to the procurement of goods and services.

- 3) An official or bid adjudication committee to which the power to make final awards has been sub-delegated in accordance with sub-clause (2) must within three (3) business days of the end of each month submit to the official referred to in sub-clause (4) a written report containing particulars of each final award made by such official or committee during that month, including–
 - a) contract numbers and description of goods, services or infrastructure projects;
 - b) the name of the person to whom the award was made;
 - c) the B-BBEE level of contribution claimed;
 - d) the amount of the award; and
 - e) the reason why the award was made to that person.
- 4) A written report referred to in sub-clause (3) must be submitted to the Accounting Officer, in the case of an award by a bid adjudication committee of which the Chief Financial Officer and directors are members.
 - a) The awards scheduled must be published on Council's website in terms of Section 75(g) of the Act).
- 5) Sub-clauses (3) and (4) of this policy do not apply to procurement out of petty cash or written quotations below R2,000 (Incl. VAT).
- 6) This clause 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 clause 26 of this Policy. Also refer to clause 4(4) and 5(2)(a) of this Policy.
- 7) No supply chain management decision-making powers may be delegated to an advisor or consultant.

6 Oversight role of council

- 1) Council must maintain oversight over the implementation of this Policy.
- 2) For the purposes of such oversight the Accounting Officer must –
 - a) within 22 business days of the end of each financial year, submit a report on the implementation of this Policy and the supply chain management policy of any municipal entity under the sole or shared control of the municipality, to the council of the municipality; and
 - b) Whenever there are serious and material problems in the implementation of this Policy, immediately submit a report to Council.
- 3) The Accounting Officer must, within six (6) business days of the end of each quarter, submit a report on the implementation of the supply chain management policy to the mayor of the municipality.
- 4) The reports must be made public in accordance with section 21A of the Local Government Municipal Systems Act 32, 2002.

7 Supply Chain Management Unit

- 1) The Overstrand Municipality has established a Supply Chain Management Unit to implement this Policy.
- 2) The Chief Financial Officer is administratively in charge of the supply chain management unit which operates under the direct supervision of the Head: Supply Chain Management, to whom this duty has been sub-delegated in terms of Section 82 of the Act.

8 Training of Supply Chain Management officials

The training of officials involved in implementing this Policy should be in accordance with relevant legislation, including Treasury guidelines on supply chain management.

CHAPTER 2: SUPPLY CHAIN MANAGEMENT SYSTEM

9 Format of Supply Chain Management system

- 1) This Policy provides systems for –
 - a) demand management;
 - b) acquisition management;

- c) logistics management;
- d) disposal management;
- e) risk management; and
- f) 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 support its operational commitments and its strategic goals outlined in the Integrated Development Plan, the Budget and the Service Delivery and Budget Implementation Plan.
- 2) The Demand Management Plan must be developed in conjunction with the IDP, Service Delivery and Budget Implementation Plan (SDBIP) and annual budget.
- 3) All user departments are required to submit their procurement plans to the Supply Chain Management Unit by 31 December in terms of the IDP and Budget processes.
- 4) The Demand Management Plan must be submitted to and approved by the Accounting Officer or his or her delegate before 30 June of each year.
- 5) The Demand Management Plan must be reviewed regularly and submitted to the Accounting Officer or his delegate on a monthly basis.
- 6) Demand management must be co-ordinated by SCM officials of the Municipality in consultation with budget holders.
- 7) The outcome of this activity should be a detailed planning document that outlines what goods, works or services should be procured, the manner in which they should be procured as well as the timelines to execute the procurement functions.

Part 2: ACQUISITION MANAGEMENT

11 System of Acquisition Management

- 1) The Accounting Officer must implement the system of acquisition management set out in this Part in order to ensure –
 - a) that goods and services are procured by the Municipality in accordance with authorised 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 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 contemplated in section 110(2) of the Act, the Accounting Officer must, subject to clause 2(3), 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 in terms of Council's Petty Cash Policy for procurement transactions with a value up to R2 000 (Incl. VAT);
 - b) one written or verbal quotation for procurement transactions with a value up to R2 000 (Incl. VAT);

- c) three written quotations for procurement transactions with a value over R2 000 (Incl. VAT) up to R10 000 (Incl. VAT) ;
 - d) formal written price quotations for procurement transactions valued over R10 000 (Incl. VAT) up to R200 000 (Incl. VAT) ; and
 - e) a competitive bidding process for –
 - (i) procurement transactions with a value above R200 000 (Incl. VAT); 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 sub-clause (1); or
 - b) direct that –
 - (i) written or verbal quotations be obtained for any specific procurement of a transaction value lower than R2 000 (Incl. VAT);
 - (ii) formal written price quotations be obtained for any specific procurement of a transaction value lower than R30 000 (Incl. VAT); or
 - (iii) a competitive bidding process be followed for any specific procurement of a transaction value lower than R200 000 (Incl. VAT).
- 3) Goods or services may not deliberately be split into parts or items of a lesser value merely to avoid complying with the requirements of the policy. When determining transaction values, a requirement for goods or services consisting of different parts or items must as far as possible be treated and dealt with as a single transaction.

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 –
- a) has furnished that provider's –
 - (i) full name;
 - (ii) identification number or company or other registration number; and
 - (iii) tax reference number and VAT registration number, if any;
 - b) has authorised the Municipality to verify any of the documentation referred to in sub-clause (a) above; and
 - c) has indicated –
 - (i) whether he or she is in the service of the state, or has been in the service of the state in the previous twelve months;
 - (ii) if the provider is not a natural person, whether any of its directors, managers, principal shareholder or stakeholders are in the service of the state, or has been in the service of the state in the previous twelve months; or
 - (iii) whether a spouse, child or parent of the provider or of a director, manager, shareholder or stakeholder referred to in sub-clause (ii) is in the service of the state, or has been in the service of the state in the previous twelve months.

14 Lists of accredited prospective providers

- 1) The Accounting Officer must –
- a) keep a list of accredited prospective providers of goods and services that must be used for the procurement requirements through written or verbal quotations and formal written price quotations; and
 - b) at least once a year through newspapers commonly circulating locally, the website and any other appropriate ways, invite prospective providers of goods or services to apply for evaluation and listing as accredited prospective providers; and

- c) The listing criteria for prospective suppliers are:
 - (i) Name of supplier / service provider;
 - (ii) Street address;
 - (iii) Postal address;
 - (iv) Contact person in Sales Department;
 - (v) Sales Department's telephone number;
 - (vi) Sales Department's fax number;
 - (vii) Sales Department's cell number;
 - (viii) Sales Department's email address;
 - (ix) Contact person in Accounts Department;
 - (x) Accounts Department's telephone number;
 - (xi) Accounts Department's fax number;
 - (xii) Accounts Department's email address;
 - (xiii) VAT registration yes/no;
 - (xiv) VAT registration number;
 - (xv) Bank details;
 - (xvi) Type of industry;
 - (xvii) Valid certification for specialised services;
 - (xviii) Valid tax clearance certificate;
 - (xix) CIDB registration if applicable;
 - (xx) Valid certification in respect of Exempted Micro Enterprises or
 - (xxi) B-BBEE Status Level of Contributor.
 - (xxii) Relevant identification numbers of all members, directors and partners.
- 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 list must be updated at least quarterly to include any additional prospective providers and any new commodities or types of services. Prospective providers must be allowed to submit applications for listing at any time.
- 3) The list must be compiled per commodity and per type of service.

15 Written or verbal quotations below R2,000 (Incl. VAT)

- 1) The conditions for the procurement of goods by means of written quotations referred to in clause 12(1)(b) of this Policy for minor items that are purchased for up to R2,000 (Incl. VAT), are as follows:-
 - a) written quotations for transactions must be obtained from at least one prospective supplier or service provider preferably from, but not limited to, suppliers or service providers whose names appear on the list of accredited prospective providers of the Municipality provided that if quotations are obtained from providers who are not listed, such providers must meet the listing criteria set out in clause 14(1)(b), (c) and (d) of this Policy;
 - b) if a quotation was submitted verbally, the order may be placed only against written confirmation by the selected provider.

16 Written quotations above R2,000 (Incl. VAT)

- 1) The conditions for the procurement of goods or services through written quotations for amounts above R2,000 (Incl. VAT) up to R10,000 (Incl. VAT) 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

**OVERSTRAND MUNICIPALITY
SUPPLY CHAIN MANAGEMENT POLICY – PART A**

Municipality provided that if quotations are obtained from providers who are not listed, such providers must meet the listing criteria set out in clause 14(1)(b), (c) and (d) of this Policy;

- b) if it is not possible to obtain at least three quotations, the reasons must be recorded and approved by the Chief Financial Officer or an official designated by the Chief Financial Officer and reported quarterly to the Accounting Officer or another official designated by the Accounting Officer; and
- c) the Accounting Officer must record the names of the potential providers requested to provide such quotations with their quoted prices.

17 Formal written price quotations

- 1) The conditions for the procurement of goods or services through formal written price quotations for amounts above R10,000 (Incl. VAT) up to R200,000 (Incl. VAT) are as follows:
 - a) quotations must be obtained in writing from at least three different providers whose names appear on the list of accredited prospective providers of the Municipality;
 - b) quotations may be obtained from providers who are not listed, provided that such providers meet the listing criteria set out in clause 14(1)(c) and (d) of this Policy;
 - c) if it is not possible to obtain at least three quotations, the reasons must be recorded and approved by the Chief Financial Officer or an official designated by the Chief Financial Officer; and
 - d) the Accounting Officer must record the names of the potential providers and their written quotations.
- 2) A designated official referred to in clause 16(1)(b) and sub-clause (1)(c) must by the 3rd of each month report to the Chief Financial Officer on any approvals given during the preceding month by that official in terms of that sub-delegation.

18 Procedures for procuring goods or services through written quotations and formal written price quotations

- 1) The procedure for the procurement of goods or services through written quotations or formal written price quotations is as follows:
 - a) when using the list of accredited prospective providers the Accounting Officer must promote on-going competition amongst providers by inviting providers to submit quotations on a rotation basis;
 - b) all requirements in excess of R30,000 (Incl. VAT) that are to be procured by means of formal written price quotations must, in addition to the requirements of clause 17, be advertised for at least five business days on the website and an official notice board of the Municipality;
 - c) quotations 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;
 - e) quotations must be awarded based on compliance to specifications, conditions of contract, ability and capability to deliver the goods and services and lowest price for quotations up to R30 000 (Incl. VAT) and the preference points system will apply for all quotations in excess of R30 000 (Incl. VAT);
 - f) the Chief Financial Officer must set requirements for proper record keeping of all formal written price quotations accepted on behalf of the municipality;

19 Competitive bids

- 1) Goods or services above a transaction value of R200 000 (Incl. VAT) and long term contracts may only be procured through a competitive bidding process, subject to clauses 11(2) of this Policy.
- 2) No requirement for goods or services above an estimated transaction value of R200,000 (Incl. VAT), 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.

20 Process for competitive bidding

- 1) The procedures for the following stages of a competitive bidding process are as follows:

- a) Compilation of bidding documentation is detailed in clause 21;
- b) Public invitation of bids is detailed in clause 22;
- c) Site meetings or briefing sessions are detailed in clause 22;
- d) Handling of bids submitted in response to public invitation is detailed in clause 23;
- e) Evaluation of bids is detailed in clause 28;
- f) Award of contracts is detailed in clause 29;
- g) Administration of contracts is detailed in clause 6 of Council's Contract management Policy
- h) Proper record keeping: Original and legal copies of all tender documentation must be kept in a secure place for reference purposes.

21 Bid documentation for competitive bids

- 1) The criteria to which bid documentation for a competitive bidding process must comply, must –
 - 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; and
 - (iii) the requirements of the Construction Industry Development Board (CIDB), in the case of a bid relating to construction, upgrading, refurbishment of buildings or infrastructure.
 - b) include the preference points system to be used as contemplated in the Preferential Procurement Regulations, 2017, evaluation and adjudication criteria, including any criteria required by other applicable legislation;
 - c) compel bidders to declare any conflict of interest they may have in the transaction for which the bid is submitted;
 - d) if the value of the transaction is expected to exceed R10 million (Incl. VAT) –
 - (i) if the bidder is required by law to prepare annual financial statements for auditing, its audited annual financial statements –
 - (a) for the past three years; or
 - (b) since its establishment if established during the past three years;
 - (ii) certificate signed by the bidder certifying that the bidder has no undisputed commitments for municipal services towards a Municipality or other service provider in respect of which payment is overdue for more than 30 calendar days;
 - (iii) particulars of any contracts awarded to the bidder by the municipality during the past five years, including particulars of any material non-compliance or dispute concerning the execution of such contract;
 - (iv) a statement indicating whether any portion of the goods or services are expected to be sourced from outside the Republic, and, if so, what portion and whether any portion of payment from the municipality or municipal entity is expected to be transferred out of the Republic; and
 - e) 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;
- 2) A fee shall be raised for bid forms, plans, specifications, samples and any other bid documentation, depending on the nature, magnitude and value of technical information or samples provided by the municipality for tenders in excess of R200 000 (Incl. VAT).

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 a public advertisement:
 - (i) in newspapers commonly circulating locally,
 - (ii) on the notice boards at selected offices of the Municipality,

- (iii) on the website of the Municipality,
 - (iv) on the e-Tender Publication Portal of the National Treasury
 - (v) on the i-Tender website of the CIDB for construction procurement related transactions or
 - (vi) any other appropriate ways (which may include an advertisement in the Government Tender Bulletin).
- b) The information contained in a public advertisement, must include –
- (i) the closure date for the submission of bids, which may not be less than 22 business days in the case of transactions over R10 million (Incl. VAT), or which are of a long term nature (in excess of three years), or 10 business days in any other case, from the date on which the advertisement is placed in a newspaper, subject to sub-clause (2) of this policy;
 - (ii) a statement that bids may only be submitted on the bid documentation provided by the Municipality;
 - (iii) a statement that bids will only be considered if it was deposited into the bid box indicated in the bid invitation;
 - (iv) date, time and venue of any proposed site meetings or briefing sessions, provided that site meetings / information sessions may not be scheduled within 5 business days of the date on which a bid advertisement is placed; and
 - (v) the required CIDB contractor category and grading designation for construction procurement.
 - (vi) that only locally produced goods, works or services or locally manufactured goods with a stipulated minimum threshold for local production and content will be considered for sectors designated by the Department of Trade and Industry.
- 2) The Accounting Officer may determine a closure date for the submission of bids which is less than the required 22 or 10 business days, but only if such shorter period can be justified on the grounds of urgency or emergency or any exceptional case where it is impractical or impossible to follow the official procurement process.
- 3) The notice shall further state that all bids for the contract must be submitted in a sealed envelope on which it is clearly stated that such envelope contains a bid and the contract title and contract or bid reference number for which the bid is being submitted.
- 4) The period for which bids are to remain valid and binding must be indicated in the bid.
- 5) **[Amendments before the closing date]** Communication with bidders before the closing date:
- a) The budget holder must approach the Bid Specification Committee, if necessary, to consider authorisation in writing, of communication with bidders prior to bids closing.
 - b) The Municipality is entitled to amend any bid condition, validity period, specification or plan, or extend the closing date of such a bid or quotation before the closing date, provided that such amendments or extensions are advertised and/or where possible, that all bidders to whom bid documents have been issued, are advised in writing per e-mail or by fax of such amendments or of the extension clearly reflecting the new closing date and time. For this reason, officials and authorised service providers issuing bids shall keep a record of the names, addresses and contact numbers of the persons or enterprises to whom bid documents have been issued.
 - c) All amendments must be approved by the Accounting Officer or the relevant delegated director prior to the closing date of the bid invitation.

23 Procedure for handling, opening and recording of bids

- 1) 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 on the same date and as soon as possible after the period for the submission of bids has expired; and
 - b) Any bidder or member of the public has the right to request that the names of the bidders who submitted bids in time must be read out and, if practical, also each bidder's total bidding price;

- c) No information, except the provisions in sub-clause (b), relating to the bid should be disclosed to bidders or other persons until the successful bidder is notified of the award; and
 - d) The Accounting Officer must –
 - (i) record in a register all bids received in time;
 - (ii) make the register available for public inspection; and
 - (iii) publish the entries in the register and the bid results on the website.
- 2) Stamping of bids and reading out of names:
- a) As each bid is opened the name of the bidder and the amount – if practical – shall be read out.
 - b) An official shall date-stamp the bid or quotation and all enclosures related to prices, delivery periods and special conditions.
 - c) Bids and quotations shall be numbered in the sequence in which they have been opened and the words “and last” shall be endorsed on the last bid or quotation.
 - d) In instances where only one bid has been received the words “and only” shall be endorsed on such bid.
 - e) Where prices have not been inserted in all relevant spaces on the form and such items have not been deleted by bidders, such spaces shall be stamped “no price” by the employee who opens the bids or quotations.
 - f) A bid will not be invalidated if the amount in words and the amount in figures do not correspond, where there is a discrepancy, the amount in words shall be read out at the bid opening and shall be deemed to be the bid amount.
- 3) Late Bids
- a) Bids or quotations arriving after the specified closing time shall not be considered and where practicable and cost effective shall be returned to the bidder unopened with a letter explaining the circumstances.
 - b) Where it is necessary to open a late bid or quotation to obtain the name and address of the sender, each page of the document shall be stamped “late bid” before the bid is returned to the bidder. The envelope must be stamped and initialled in like manner and must be retained for record purposes.
- 4) Dealing with bids and quotations if the closing date thereof has been extended.
- a) Where the closing date of a bid or quotation is extended, bids or quotations already received, will be retained unopened in the bidding box and be duly considered after the expiry of the extended period, unless the bidder cancels it by submitting a later dated bid or quotation before the extended closing date.

24 Negotiations with preferred bidders and communication with prospective providers and 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) does not lead to a lower price in respect of sale of land / goods.
- 2) Minutes of such negotiations must be kept for record purposes and as far as practical be made part of the final contract.
- 3) No unauthorised communication with bidders and prospective providers:
 - a) where bids and quotations have been submitted to the municipality, a bidder may not communicate with any councillor, official, or authorised service provider on any matter regarding his bid, quotation or offer other than a notice of withdrawal.

- b) No municipal personnel may communicate with a bidder or any other party who has an interest in a bid, during the period between the closing date for the receipt of the bid or quotation (or date of receipt of an offer), and the date of notification of the successful bidder of acceptance of his bid, quotation or offer, except as provided for in clause (c) below. Every such case of unauthorised communication shall forthwith be reported to the Supply Chain Management Unit as well as the chairperson of the Bid Adjudication Committee. A bid or quotation in respect of which unauthorised communication has occurred may be disqualified.
- c) The **[chairperson of the Bid Adjudication]** budget holder must approach the Bid Evaluation Committee, as determined in clause **[29(2)] 28(2)**, to consider authorising **[may authorise]** an employee or authorised consulting service provider, in writing, to communicate with a bidder during the period mentioned in subsection (b) above for the purpose of:-
 - (i) Obtaining an explanation and verification of declarations made in the bid response;
 - (ii) confirming technical particulars and the compliance thereof with specifications;
 - (iii) clarifying delivery times/quantities;
 - (iv) extending the validity period of a bid;
 - (v) clarifying any other commercial aspect;
 - (vi) for the submission of substantiating documents;
 - (vii) any other clarifications
- d) In all cases where authority has been granted to communicate with bidders in terms of clause (c) above, it should be clearly stated in the submission to the Bid Adjudication Committee the nature of the communication as well as by whom such authority to communicate has been granted.

25 Two-stage bidding process

- 1) A two-stage bidding process is allowed for –
 - a) large complex projects; or
 - 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 is hereby established, consisting of the following committees for each transaction or cluster of transactions as the Accounting Officer may determine:
 - a) a bid specification committee;
 - b) a bid evaluation committee; and
 - c) a bid adjudication committee;
- 2) The Accounting Officer appoints the members of each committee, taking into account section 117 of the Act, and
- 3) The Accounting Officer may appoint a neutral or independent observer, to attend or oversee a committee when this is appropriate for ensuring fairness and promoting transparency.
- 4) The committee system must be consistent with –
 - a) clause 27, 28 and 29 of this Policy; and
 - b) any other applicable legislation.
- 5) The Accounting Officer may apply the committee system to formal written price quotations.

27 Bid Specification Committees

- 1) The appropriate bid specification committee must compile the specifications for each procurement transaction for goods or services by the Municipality, depending on the department involved.

- 2) Specifications –
 - a) must be drafted in an unbiased manner to allow all potential suppliers to offer their goods or services;
 - b) must take account of any accepted standards such as those issued by Standards South Africa, the International Standards Organization, or an authority accredited or recognised by the South African National Accreditation System with which the equipment or material or workmanship should comply;
 - c) must, where possible, be described in terms of performance required and / or 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”;
 - f) must indicate each specific goal for which points may be awarded in terms of the points system set out in the Preferential Procurement Regulations, 2017; and
 - g) must be approved by the Accounting Officer or the relevant delegated director prior to publication of the invitation for bids in terms of clause 22 of this Policy.
- 3) A Bid Specification Committee must be composed of one or more officials of the municipality, including, but not limited to:-
 - a) a delegated supply chain management practitioner as chairperson;
 - b) the budget holder from the Directorate for whom the bid is called; and
- 4) The Committee may, when appropriate, include external specialist advisors.
- 5) 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.

28 Bid Evaluation Committees

- 1) A Bid Evaluation Committee must –
 - a) evaluate all bids in accordance with –
 - (i) the specifications for a specific procurement; and
 - (ii) the points system set out in terms of the Preferential Procurement Policy;
 - b) evaluate each bidder's ability to execute the contract ;
 - c) check in respect of the recommended bidder whether municipal rates and taxes and municipal service charges are not in arrears for more than three months;
 - e) submit to the adjudication committee a report and recommendations regarding the award of the bid or any other related matter; and
- 2) A Bid Evaluation Committee must as far as possible be composed of:-
 - a) the budget holder and other officials from departments requiring the goods or services
 - b) at least one delegated supply chain management practitioner

29 Bid Adjudication Committees

- 1) A bid adjudication committee must –
 - a) consider the report and recommendations of the bid evaluation committee; and
 - b) either –
 - (i) depending on its delegations, make a final award or a recommendation to the Accounting Officer to make the final award; or

**OVERSTRAND MUNICIPALITY
SUPPLY CHAIN MANAGEMENT POLICY – PART A**

- (ii) make another recommendation to the Accounting Officer how to proceed with the relevant procurement.
- 2) The bid adjudication committee must be composed of at least four directors of the municipality which must include –
 - a) the Chief Financial Officer or, if the Chief Financial Officer is not available, another manager reporting directly to the Chief Financial Officer and designated by the Chief Financial Officer; and
 - b) a senior supply chain management practitioner.
- 3) The Accounting Officer must appoint the chairperson of the committee. If the Chairperson is unable to chair the meeting, the members of the committee who are present must elect one of them to preside at the meeting.
- 4) A quorum for the Adjudication Committee shall be four members.
 - a) In the event of an equality of votes the chairperson shall have a casting vote over and above a deliberate vote.
 - b) The Director of the department that called for the tender must be present at the meeting where the particular tender is considered.
- 5) The **[Chairperson]** members of the Bid Evaluation Committee, or their delegates **[in his absence an official nominated by the Chief Financial Officer]**, must be present at the Bid Adjudication Committee meetings [introduce the reports to the Committee and assist in] to clarify[ing] issues that were dealt with in the Bid Evaluation Committee meetings without voting rights.
- 6) A technical expert in the relevant field, who is an official, if such an expert exists, may attend the meeting as an advisor for clarification purposes. This official will not have voting rights at the Bid Adjudication Committee meeting. Neither a member of a bid evaluation committee, nor an advisor or person assisting the bid evaluation committee, may be a member of a bid adjudication committee.
- 7) If the bid adjudication committee decides to award a bid other than the one recommended by the bid evaluation committee –
 - a) the bid adjudication committee must prior to awarding the bid –
 - (i) check in respect of the preferred bidder whether that bidder's municipal rates and taxes and municipal service charges are not in arrears for more than three months, and;
 - (ii) notify the Accounting Officer.
 - b) The Accounting Officer may –
 - (i) after due consideration of the reasons for the deviation, ratify or reject the decision of the bid adjudication committee referred to in clause (a); and
 - (ii) if the decision of the bid adjudication committee is rejected, refer the decision of the adjudication committee back to that committee for reconsideration.
- 8) 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.
- 9) The Accounting Officer must comply with Section 114 of the Act within 10 days–
 - a) If a tender other than the one recommended in the normal course of implementing the supply chain management policy is approved, the Accounting Officer must, in writing, notify the Auditor-General, the Provincial Treasury and the National Treasury of the reasons for deviating from such recommendation.
 - b) Subsection (1) 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 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 46 business days from the date on which the advertisement is placed in a newspaper in terms of clause 22(1).
- 4) Bids must be restricted to banks registered in terms of the Banks Act, 1990 (Act No. 94 of 1990).

31 Procurement of Information- and Communication Technology (ICT) related goods or services

- 1) The Accounting Officer may request the State Information Technology Agency (SITA) to assist with the acquisition of ICT 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 ICT needs if –
 - a) the transaction value of ICT related goods or services required in any financial year will exceed R50 million ; or
 - b) the transaction value of a contract to be procured whether for one or more years exceeds R50 million .
- 4) If SITA comments on the submission and the Municipality disagree with such comments, the comments and the reasons for rejecting or not following such comments must be submitted to Council, the National Treasury, the Provincial Treasury and the Auditor-General.
- 5) The Municipality is required to follow the following process before inviting proposals for a new financial management system:
 - a) National and Provincial Treasury should immediately be informed of any intention to replace the accounting or billing system currently operating at the municipality;
 - b) The submission should include a comprehensive motivation with specific reasons for why it is deemed necessary to replace the existing financial system;
 - c) A copy of the service level agreement with minutes of the meetings between the municipality and the current service provider (financial system vendor) during the previous twelve months must be made available;
 - d) The organisational structure, specifically for the IT department/function, clearly indicating management capacity and responsibility for operating the financial system, must be submitted;
 - e) An assessment should be done to determine which modules of the existing financial system are being utilised by the municipality and reasons must be provided for modules not in operation. In cases where an existing system is not an ERP system the municipality must provide details of any other systems utilised by the municipality;
 - f) The date on which the existing financial system was implemented, the procurement and implementation costs and the current operational costs thereof must be disclosed;
 - g) A technical assessment must be undertaken on the server and network requirements of the new financial system and a copy of such report should be submitted; and
 - h) Copies of all IT strategies, policies and procedural documents including the IT disaster recovery plan must be made available.

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.

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 official duly authorised in terms of the Occupational Health and Safety Act, 1993 (Act No. 85 of 1993).

34 Proudly SA Campaign

- 1) The Municipality supports the Proudly SA Campaign to the extent that, as far as possible, preference is given to procuring local goods and services as per Council's Preferential Procurement Policy

35 Appointment of consultants

- 1) The Accounting Officer may procure consulting services provided that any National Treasury guidelines and CIDB requirements in respect of consulting services are taken into account when such services are procured.
- 2) Consultancy services must be procured through competitive bids if:
 - a) the value of the contract exceeds R200 000 (Incl. VAT); 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 to procure any required goods or services through any convenient process, which may include direct negotiations, but only –
 - (i) in an emergency;
 - (a) Circumstances that warrant emergency dispensation, includes but are not limited to -
 - (i) the possibility of human injury or death;
 - (ii) the possibility of damage to property;
 - (iii) failure to take necessary action may result in the municipality not being able to render an essential community service;
 - (iv) the interruption of services related to communication facilities or support services critical to the effective functioning of the municipality as a whole; or
 - (v) the eminent possibility of serious damage occurring to the natural environment.
 - (b) The prevailing situation, or imminent danger, should be of such a scale and nature that it could not readily be alleviated by interim measures, in order to allow time for the formal tender process.
 - (c) Procurement in the case of emergencies must be tacitly approved by the relevant director or his delegate prior to incurring the expenditure (before issuing an instruction to the supplier) and must be reported in writing to the Accounting Officer or delegated official within three business days.
 - (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 including, but not limited to:-
 - (a) ad-hoc repairs to plant and equipment where it is not possible to ascertain the nature or extent of the work required in order to call for bids;
 - (b) the unskilled labour component of the Municipality's Local Labour Promotion Programme (LLPP);
 - (c) the acquisition of services of attorneys and advocates subject that the acquisition of such services to be dealt with in terms of Delegations 4.2.52, 5.1.1.35.1 and 5.1.1.35.3 of the Municipality's Delegation of Powers and Duties, as amended from time to time and any Bargaining Council Agreements on Disciplinary Procedures;
 - (d) any contract relating to the publication of notices and advertisements by the municipality where applicable legislation or applicable council policy dictates.
 - (e) [the acquisition of accommodation, car rental and air travel for official purposes, subject thereto that the acquisition of such services be dealt with in terms of the applicable council policy.]**
 - (f) Membership and subscription to professional bodies and any training provided by such bodies for purposes of obtaining continuous professional development points;
 - (g) the attendance of conferences and workshops;
 - (h) the use of couriers for official documents/parcels;
 - (i) [the appointment of sheriffs of the court for the issuing of judicial summons, judgements and warrants.]**
- 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; and
- c) may condone any irregular expenditure incurred in contravention of, or that is not in accordance with a requirement of this Policy and which is not also a contravention of the Municipal Supply Chain Management Regulations (GG 27636 of 30 May 2005), provided that such condonation and the reasons therefore shall be reported to Council at the next ensuing meeting.
- 2) The Accounting Officer must record the reasons for any deviations in terms of sub-clauses (1)(a) and (b) of this policy and report them to the next Council Meeting and include as a note to the annual financial statements.
- 3) Sub-clause (2) does not apply to the procurement of goods and services contemplated in clause 11(2) of this policy.

37 Unsolicited bids

- 1) In accordance with Section 113 of the Act there is no obligation to consider unsolicited bids received outside a normal bidding process.
- 2) The Accounting Officer may decide in terms of Section 113(2) of the Act to consider an unsolicited bid, only if –
 - a) the product or service offered in terms of the bid is a demonstrably or proven unique innovative concept;
 - b) the product or service will be exceptionally beneficial to, or have exceptional cost advantages;
 - c) the person who made the bid is the sole provider of the product or service; and
 - d) the reasons for not going through the normal bidding processes are found to be sound by the Accounting Officer.
- 3) If the Accounting Officer decides to consider an unsolicited bid that complies with sub-clause (2) of this policy, the decision must be made public in accordance with Section 21A of the Municipal Systems Act, together with –
 - a) reasons as to why the bid should not be open to other competitors;
 - b) an explanation of the potential benefits if the unsolicited bid was to be accepted; and

- c) an invitation to the public or other potential suppliers to submit their comments within 22 business days of the notice.
- 4) The Accounting Officer must submit all written comments received pursuant to sub-clause (3), including any responses from the unsolicited bidder, to the National Treasury and the Provincial Treasury for comment.
- 5) The bid adjudication committee must consider the unsolicited bid and may award the bid or make a recommendation to the Accounting Officer, depending on its delegations.
- 6) A meeting of the bid adjudication committee to consider an unsolicited bid must be open to the public.
- 7) When considering the matter, the adjudication committee must take into account –
 - a) any comments submitted by the public; and
 - b) any written comments and recommendations of the National Treasury or the Provincial Treasury.
- 8) If any recommendations of the National Treasury or Provincial Treasury are rejected or not followed, the Accounting Officer must submit to the Auditor General, the Provincial Treasury and the National Treasury the reasons for rejecting or not following those recommendations.
- 9) Such submission must be made within five business 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 22 business days of the submission.

38 Combating of abuse of the supply chain management system

- 1) The Accounting Officer is hereby enabled to –
 - 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) the person committed any corrupt or fraudulent act during the bidding process or the execution of the contract; or
 - (ii) an official or other role player committed any corrupt or fraudulent act during the bidding process or the execution of the contract that benefited that person; and
 - g) reject the bid of any bidder if that bidder or any of its directors –
 - (i) has abused the supply chain management system of the Municipality or has committed any improper conduct in relation to such system;
 - (ii) has been convicted for fraud or corruption during the past five years;
 - (iii) has wilfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years; or

- (iv) has been listed in the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004).
- 2) The Accounting Officer must inform the National Treasury and relevant provincial treasury in writing of any actions taken in terms of sub-clauses (1)(b)(ii), (e) or (f) of this policy.

Part 3: LOGISTICS, DISPOSAL, RISK AND PERFORMANCE MANAGEMENT

39 Logistics management

- 1) 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;
 - 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 prior to the receipt of goods and/or services;
 - 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 are properly managed and maintained in terms of Council's Asset Management Policy; and
 - g) monitoring and review of the supply vendor performance to ensure compliance with specifications and contract conditions for particular goods or services.
 - h) Contracts will be implemented in terms of the requirements of Section 116 of the Act and Council's Contract Management Policy.

40 Disposal management

- a) Assets must be disposed of in terms of the Municipal Asset Transfer Regulations, Overstrand Municipality's Asset Management Policy and Administration of Immovable Property Policy respectively.
- b) Disposal Management does not represent a procurement process and is thus exempt from the prohibitions of Clause 44 of this policy. As a result, the municipality is not prohibited from selling/disposing of movable or immovable assets to persons in the service of the state

41 Risk management

The Accounting Officer must implement an effective system of risk management for the identification, consideration and avoidance of potential risks in the supply chain management system as per Council's Risk Management Policy.

42 Performance management

The Accounting Officer must implement an internal monitoring system in order to determine, on the basis of a retrospective analysis, whether the authorised supply chain management processes were followed and whether the objectives of this Policy were achieved in terms of the Performance Management System- Implementation Policy.

Part 4: OTHER MATTERS

43 Prohibition on awards to persons whose tax matters are not in order

- 1) Irrespective of the procurement process followed, the municipality may not make any award above R30 000 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 Municipality must first check with SARS whether that person's tax matters are in order.

- 3) If SARS does not respond within seven days, such person's tax matters may for purposes of subparagraph (1) be presumed to be in order.

44 Prohibition on awards to persons in the service of the state

- 1) Irrespective of the procurement process followed, no award may be made to a person in terms of this Policy –
 - a) who is in the service of the state;
 - b) that person is not a natural person, of which any director, manager, principal shareholder or stakeholder is a person in the service of the state; or
 - c) a person who is an advisor or consultant contracted with the Municipality in respect of a contract that would cause a conflict of interest.

45 Awards to close family members of persons in the service of the state

- 1) The Accounting Officer must ensure that the notes to the annual financial statements disclose particulars of any award of more than R2 000 (Incl. VAT) to a close family member 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) A code of ethical standards for supply chain management practitioners and other role players involved in supply chain management is hereby established in accordance with sub-clause (2) 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) An official or other role player involved in the implementation of the supply chain management policy –
 - a) must treat all providers and potential providers equitably;
 - b) may not use his or her position for private gain or to improperly benefit another person;
 - c) may not accept any reward, gift, favour, hospitality or other benefit directly or indirectly, including to any close family member, partner or associate of that person, of a value more than R350;
 - d) notwithstanding sub-clause (2)(c), 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 of, 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 be scrupulous in his or her use of property belonging to the municipality;
 - h) must assist the Accounting Officer in combating fraud, corruption, favouritism and unfair and irregular practices in the supply chain management system; and
 - i) must report to the Accounting Officer any alleged irregular conduct in the supply chain management system which that person may become aware of, including –
 - (i) any alleged fraud, corruption, favouritism or unfair conduct;
 - (ii) any alleged contravention of clause 47(1) of this policy; or

(iii) any alleged breach of this code of ethical standards.

3) Declarations in terms of sub-clauses (2)(d) and (e) -

- a) must be recorded in a register which the Accounting Officer must keep for this purpose;
 - (i) by the Accounting Officer must be made to the mayor of the municipality who must ensure that such declarations are recorded in the register.

4) A breach of the code of ethics must be dealt with as follows -

- a) in the case of an employee, in terms of the disciplinary procedures of the Municipality envisaged in section 67(1)(h) of the Municipal Systems Act;
- b) in the case a councillor, in terms of Schedule 1 of the Systems Act;
- c) in the case a role player who is not an employee, or a councillor through other appropriate means in recognition of the severity of the breach; and
- d) in all cases, financial misconduct must be dealt with in terms of Chapter 15 of the Act.

47 Inducements, rewards, gifts and favours to municipal 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 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 sub-clause (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) Sub-clause (1) does not apply to gifts less than R350 (Incl. VAT) in value.

48 Sponsorships

- 1) The Accounting Officer must promptly disclose to the National Treasury and the relevant provincial treasury any sponsorship promised, offered or granted, whether directly or through a representative or intermediary, by any person who is –
 - a) a provider or prospective provider of goods or services; or
 - b) a recipient or prospective recipient of goods disposed or to be disposed.

49 Objections and complaints

Persons aggrieved by decisions or actions taken in the implementation of this supply chain management system, may lodge within 10 business days of the decision or action, a written objection or complaint against the decision or action subject to the payment of applicable appeal deposit as per Council's approved tariffs.

50 Resolution of disputes, objections, complaints and queries

- 1) The Accounting Officer must appoint an independent and impartial person or persons, not directly involved in the supply chain management processes –
 - a) to assist in the resolution of disputes between the Municipality and other persons regarding -
 - (i) any decisions or actions taken in the implementation of the supply chain management system; or
 - (ii) any matter arising from a contract awarded in the course of the supply chain management system;
 - b) to deal with objections, complaints or queries regarding any such decisions or actions or any matters arising from such contract.

**OVERSTRAND MUNICIPALITY
SUPPLY CHAIN MANAGEMENT POLICY – PART A**

- 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 Provincial Treasury if –
 - a) the dispute, objection, complaint or query is not resolved within 46 business days; or
 - b) no response is forthcoming within 46 business days.
- 5) If the Provincial Treasury does not or cannot resolve the matter, the dispute, objection, complaint or query will be referred to the National Treasury for resolution.
- 6) This clause must not be read as affecting a person's rights to approach a court at any time.

51 Contracts providing for compensation based on turnover

- 1) 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.

52 Public-Private Partnerships

Public-Private Partnerships will be procured in terms of Part 2 of Chapter 11 of the Act.

53 Contract Management

Contracts will be implemented in terms of the requirements of Section 116 of the Act and Council's Contract Management Policy.

54 Short title and commencement

This part of the policy is called the Overstrand Municipality **Supply Chain Management Policy**.

This policy will come into effect on **1 July 2019** and will be reviewed at least annually by way of a Council resolution.

POLICY SECTION:	HEAD: SUPPLY CHAIN MANAGEMENT				
CURRENT UPDATE:	2019/05/29	PREVIOUS REVIEW:	2018/05/30	PREVIOUS REVIEW:	2017/11/29
PREVIOUS REVIEW:	2017/05/31	PREVIOUS REVIEW:	2017/03/29	PREVIOUS REVIEW:	2016/05/25
PREVIOUS REVIEW:	2016/02/24	PREVIOUS REVIEW:	2015/05/28	PREVIOUS REVIEW:	2014/05/28
PREVIOUS REVIEW:	2013/05/29	PREVIOUS REVIEW:	2012/11/28	PREVIOUS REVIEW:	2012/06/26
PREVIOUS REVIEW:	2012/05/30	PREVIOUS REVIEW:	2011/11/30	PREVIOUS REVIEW:	2011/05/04
PREVIOUS REVIEW:	2010/05/26	PREVIOUS REVIEW:	2009/05/27	APPROVAL	2008/05/25

**OVERSTRAND
MUNICIPALITY**



**PART B
SCM POLICY FOR INFRASTRUCTURE PROCUREMENT AND
DELIVERY MANAGEMENT**

TABLE OF CONTENTS

1 SCOPE

2 TERMS, DEFINITIONS AND ABBREVIATIONS

- 1) Term and definitions
- 2) Abbreviations

3 GENERAL REQUIREMENTS

- 1) Delegations
- 2) Implementation of the Standard for infrastructure procurement and delivery management
- 3) Supervision of the infrastructure delivery management unit
- 4) Objections and complaints
- 5) Resolution of disputes, objections, complaints and queries

4 CONTROL FRAMEWORK FOR INFRASTRUCTURE DELIVERY MANAGEMENT

- 1) Assignment of responsibilities for approving or accepting end stage deliverables
- 2) Additional gates
- 3) Additional requirements
- 4) Gateway reviews

5 CONTROL FRAMEWORK FOR INFRASTRUCTURE PROCUREMENT

6 INFRASTRUCTURE DELIVERY MANAGEMENT REQUIREMENTS

- 1) Institutional arrangements
- 2) Acquisitions management
- 3) Reporting of infrastructure delivery management information

7 INFRASTRUCTURE PROCUREMENT

- 1) Usage of procurement procedures
- 2) Procurement documents
- 3) Developmental procurement policy
- 4) Payment of contractors
- 5) Approval to utilise specific procurement procedures
- 6) Receipt and safeguarding of submissions
- 7) Opening of submissions
- 8) Use of another organ of state's framework agreement
- 9) Insurances
- 10) Written reasons for actions taken
- 11) Request for access to information
- 12) Conflict of interest
- 13) Accountability
- 14) Openness
- 15) Confidentiality

1 SCOPE

This policy establishes the Municipality's policy for infrastructure procurement and delivery management in accordance with the provisions of the regulatory frameworks for procurement and supply chain management. It includes the procurement of goods and services necessary for a new facility to be occupied and used as a functional entity but excludes:

- 1) the storage of goods and equipment following their delivery to the Municipality which are stored and issued to contractors or to employees;
- 2) the disposal or letting of land;
- 3) the conclusion of any form of land availability agreement;
- 4) the leasing or rental of moveable assets; and
- 5) public private partnerships.

**OVERSTRAND MUNICIPALITY
SUPPLY CHAIN MANAGEMENT POLICY – PART B**

2 TERMS, DEFINITIONS AND ABBREVIATIONS

1) Terms and definitions

For the purposes of this document, the definitions and terms given in the standard and the following apply:

agent:	person or organization that is not an employee of the Municipality that acts on the Municipality's behalf in the application of this document
authorised person:	the Municipal Manager or the appropriately delegated authority to award, cancel, amend, extend or transfer a contract or order
conflict of interest:	any situation in which: someone in a position of trust has competing professional or personal interests which make it difficult for him to fulfil his duties impartially, an individual or organization is in a position to exploit a professional or official capacity in some way for his personal or for corporate benefit, or incompatibility or contradictory interests exist between an employee and the organization which employs that employee
contract owner:	person responsible for administering a package on behalf of the employer and performing duties relating to the overall management of such contract from the implementer's point of view
family member:	a person's spouse, whether in a marriage or in a customary union according to indigenous law, domestic partner in a civil union, or child, parent, brother, sister, whether such a relationship results from birth, marriage or adoption
framework agreement:	an agreement between an organ of state and one or more contractors, the purpose of which is to establish the terms governing orders to be awarded during a given period, in particular with regard to price and, where appropriate, the quantity envisaged
gate:	a control point at the end of a process where a decision is required before proceeding to the next process or activity
gateway review:	an independent review of the available information at a gate upon which a decision to proceed or not to the next process is based
gratification:	an inducement to perform an improper act
infrastructure delivery:	the combination of all planning, technical, administrative and managerial actions associated with the construction, supply, renovation, rehabilitation, alteration, maintenance, operation or disposal of infrastructure
infrastructure procurement:	the procurement of goods or services including any combination thereof associated with the acquisition, renovation, rehabilitation, alteration, maintenance, operation or disposal of infrastructure
maintenance:	the combination of all technical and associated administrative actions during an item's service life to retain it in a state in which it can satisfactorily perform its required function
operation:	combination of all technical, administrative and managerial actions, other than maintenance actions, that results in the item being in use
order:	an instruction to provide goods, services or any combination thereof under a framework agreement
organ of state:	an organ of state as defined in section 239 of the Constitution of the Republic of South Africa
procurement document:	documentation used to initiate or conclude (or both) a contract or the issuing of an order
principal:	a natural person who is a partner in a partnership, a sole proprietor, a director a company established in terms of the Companies Act of 2008 (Act No. 71 of 2008) or a member of a close corporation registered in terms of the Close Corporation Act, 1984, (Act No. 69 of 1984)
standard:	the latest edition of the Standard for Infrastructure Procurement and Delivery Management as published by National Treasury
working day:	any day of a week on which is not a Sunday, Saturday or public holiday

2) Abbreviations

For the purposes of this document, the following abbreviations apply

- a) CIDB: Construction Industry Development Board
- b) SARS: South African Revenue Services

3 GENERAL REQUIREMENTS

1) Delegations

- a) The council of the Municipality hereby delegates all powers and duties to the Accounting Officer to enable him or her to:
 - (i) discharge the supply chain management responsibilities conferred on accounting officers in terms of Chapter 8 of the Local Government Municipal Finance Management Act of 2003 and this document;
 - (ii) maximise administrative and operational efficiency in the implementation of this document;
 - (iii) enforce reasonable cost-effective measures for the prevention of fraud, corruption, favouritism and unfair and irregular practices in the implementation of this document; and
 - (iv) comply with his or her responsibilities in terms of section 115 and other applicable provisions of the Local Government Municipal Finance Management Act of 2003.
- (v) No departure shall be made from the provisions of this policy without the approval of the Accounting Officer of the Municipality
- (vi) The Accounting Officer shall for oversight purposes:
 - (vii) within 22 business days of the end of each financial year, submit a report on the implementation of this policy to the council of the Municipality.
 - (viii) whenever there are serious and material problems in the implementation of this policy, immediately submit a report to the council.
 - (ix) within 6 business days of the end of each quarter, submit a report on the implementation of the policy to the mayor; and
 - (x) make the reports public in accordance with section 21A of the Municipal Systems Act of 2000.

2) Implementation of the Standard for Infrastructure Procurement and Delivery Management

Infrastructure procurement and delivery management shall be undertaken in accordance with all applicable legislation and the relevant requirements of the latest edition of the National Treasury Standard for Infrastructure Procurement and Delivery Management.

3) Supervision of the infrastructure delivery management unit

The Infrastructure Delivery Management Unit shall be directly supervised by the Head: Supply Chain Management.

4) Objections and complaints

Persons aggrieved by decisions or actions taken in the implementation of this policy, may lodge within 10 business days of the decision or action, a written objection or complaint against the decision or action.

5) Resolution of disputes, objections, complaints and queries

- a) The Accounting Officer shall appoint an independent and impartial person, not directly involved in the infrastructure delivery management processes to assist in the resolution of disputes between the Municipality and other persons regarding:
 - (i) any decisions or actions taken in the implementation of the supply chain management system;
 - (ii) any matter arising from a contract awarded within the Municipality's infrastructure delivery management system; or
 - (iii) to deal with objections, complaints or queries regarding any such decisions or actions or any matters arising from such contract.
- b) 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.
- c) The person appointed in terms of 3(5)(a) shall:
 - (i) strive to resolve promptly all disputes, objections, complaints or queries received; and

**OVERSTRAND MUNICIPALITY
SUPPLY CHAIN MANAGEMENT POLICY – PART B**

- (ii) submit monthly reports to the Accounting Officer on all disputes, objections, complaints or queries received, attended to or resolved.
- d) A dispute, objection, complaint or query may be referred to the Western Cape Provincial Treasury if:
 - (i) the dispute, objection, complaint or query is not resolved within 46 business days; or
 - (ii) no response is forthcoming within 46 business days.
 - (iii) If the Western Cape Provincial Treasury does not or cannot resolve the matter, the dispute, objection, complaint or query may be referred to the National Treasury for resolution.

4 CONTROL FRAMEWORK FOR INFRASTRUCTURE DELIVERY MANAGEMENT

1) Assignment of responsibilities for approving or accepting end of stage deliverables¹

The responsibilities for approving or accepting end of stage deliverables shall be as stated in Table 1.

2) Gateway reviews

a) Gateway reviews for major capital projects above a threshold

The Accounting Officer shall appoint a gateway review team in accordance with the provisions of clause 4.1.13.1.2 of the standard to undertake gateway reviews for major capital projects.

Table 1: Responsibilities for approving or accepting end of stage deliverables in the control framework for the management of infrastructure delivery

Stage			Person assigned the responsibility for approving or accepting end of stage deliverables
No	Name		
0	Project initiation		Relevant Director accepts the initiation report
1	Infrastructure planning		Relevant Director approves the infrastructure plan
2	Strategic resourcing		Relevant Director approves the delivery and / or procurement strategy
3	Pre-feasibility		Relevant Director accepts the pre-feasibility report
	Preparation and briefing		Relevant Director accepts the strategic brief
4	Feasibility		Relevant Director accepts the feasibility report
	Concept and viability		Relevant Director accepts the concept report
5	Design development		Relevant Director accepts the design development report
6	Design documentation	6A Production information	Relevant Director accepts the parts of the production information which are identified when the design development report is accepted as requiring acceptance
		6B Manufacture, fabrication & construction information	The contract owner accepts the manufacture, fabrication and construction information
7	Works		The contract owner certifies completion of the works or the delivery of goods and associated services
8	Handover		The owner or end user accepts liability for the works
9	Package completion		The contract owner or supervising agent certifies the defects certificate in accordance with the provisions of the contract
			The contract owner certifies final completion in accordance with the provisions of the contract
			Contract owner accepts the close out report

5 CONTROL FRAMEWORK FOR INFRASTRUCTURE PROCUREMENT

- 1) The responsibilities for taking the key actions associated with the formation and conclusion of contracts including framework agreements above the quotation threshold shall be as stated in Table 2.

¹ The terms "approve" and "accept" have the meanings "officially agree to" and "receive as adequate, valid, or suitable give an affirmative answer to a proposal", respectively. Approvals will typically take place at a senior management level whilst acceptances can be made at a lower level. Approvals and acceptances can be granted by individuals or committees. Where a municipality or municipal entity implements a project on behalf of an organ of state, acceptance / approval of end of stage deliverables may have to be granted in consultation with such an organisation. Alternatively it may be assigned to a party to an agency agreement developed in accordance with the provisions of clauses 5.2 of the standard. As a result, Table 1 may have to differentiate between own infrastructure and client institution's infrastructure. It may also have to differentiate between the value and type of projects.

- 2) The responsibilities for taking the key actions associated with the quotation procedure and the negotiation procedure where the value of the contract is less than the threshold set for the quotation procedure shall be as follows:
 - a) the relevant Director shall grant approval for the issuing of the procurement documents, based on the contents of a documentation review report developed in accordance with the provisions of the standard;
 - b) the authorised person may award the contract if satisfied with the recommendations contained in the evaluation report prepared in accordance with the provisions of the standard.
- 3) The responsibilities for taking the key actions associated with the issuing of an order in terms of a framework agreement shall be as stated in Table 3.

6 INFRASTRUCTURE DELIVERY MANAGEMENT REQUIREMENTS

1) Institutional arrangements

a) Committee system for procurement²

(i) General

- (a) A committee system comprising the bid specification committee, bid evaluation committee and bid adjudication committee shall be applied to all procurement procedures where the estimated value of the procurement exceeds the financial threshold for quotations and to the putting in place of framework agreements.
- (b) The bid evaluation committee shall, where competition for the issuing of an order amongst framework contractors takes place and the value of the order exceeds the financial threshold for quotations, evaluate the quotations received.
- (c) The persons appointed in writing as technical advisors and subject matter experts may attend any committee meeting.
- (d) No person who is a political officer bearer, a public office bearer including any councillor of a municipality, a political advisor or a person appointed in terms of section 12A of the Public Service Act of 1994 or who has a conflict of interest shall be appointed to a bid specification, evaluation or bid adjudication committee.
- (e) Committee decisions shall as far as possible be based on the consensus principle i.e. the general agreement characterised by the lack of sustained opposition to substantial issues. Committees shall record their decisions in writing. Such decisions shall be kept in a secured environment for a period of not less than five years after the completion or cancellation of the contract unless otherwise determined in terms of the National Archives and Record Services Act of 1996.
- (f) Committees may make decisions at meetings or, subject to the committee chairperson's approval, on the basis of responses to documents circulated to committee members provided that not less than sixty percent of the members are present or respond to the request for responses. Where the committee chairperson is absent from the meeting, the members of the committee who are present shall elect a chairperson from one of them to preside at the meeting.

(ii) Bid specification committee

- (a) the Accounting Officer shall appoint in writing:
 - (i) the persons to review the procurement documents and to develop a procurement documentation review report in accordance with clause 4.2.2.1 of the standard; and
 - (ii) the members of the bid specification committee.

² SCM Regulation 26 of the MFMA requires that a committee system be established for procurement above the threshold for quotations. A municipality of a municipal entity may require that the bid adjudication committee also deal with quotations. The principle of segregation (an internal control designed to prevent error and fraud by ensuring that at least two individuals are responsible for the separate parts of any task) is dealt with the committee system in the standard as follows:

- procurement gate 3: a technical evaluation of procurement documents and an approval of such documentation;
- procurement gate 5: a technical evaluation of submissions and an authorization to proceed with the next phase of a procurement process; and
- procurement gate 6: a tender evaluation and a recommendation to award a contract.

**OVERSTRAND MUNICIPALITY
SUPPLY CHAIN MANAGEMENT POLICY – PART B**

- (b) The bid specification committee shall comprise one or more persons. The chairperson shall be an employee of the Municipality with requisite skills. Other members shall where relevant, include a representative of the end user or the department requiring infrastructure delivery.
- (c) No member of, or technical adviser or subject matter expert who participates in the work of any of the procurement committees or a family member or associate of such a member, may tender for any work associated with the tender, which is considered by these committees.

**OVERSTRAND MUNICIPALITY
SUPPLY CHAIN MANAGEMENT POLICY – PART B**

Table 2: Procurement activities and gates associated with the formation and conclusion of contracts above the quotation threshold

Activity		Sub-Activity (see Table 3 of the standard)		Key action	Person assigned responsibility to perform key action
1*	Establish what is to be procured	1.3 PG1	Obtain permission to start with the procurement process	Make a decision to proceed / not to proceed with the procurement based on the broad scope of work and the financial estimates.	Relevant Director
2*	Decide on procurement strategy	2.5 PG2	Obtain approval for procurement strategies that are to be adopted including specific approvals to approach a confined market or the use of the negotiation procedure	Confirm selection of strategies so that tender offers can be solicited	Relevant Director
3	Solicit tender offers	3.2 PG3	Obtain approval for procurement documents	Grant approval for the issuing of the procurement documents	Relevant Director
		3.3 PG4	Confirm that budgets are in place	Confirm that finance is available for the procurement to take place	"Contract owner in consultation with the budget office"
4	Evaluate tender offers	4.2 PG5	Obtain authorisation to proceed with next phase of tender process in the qualified, proposal or competitive negotiations procedure	Review evaluation report, ratify recommendations and authorise progression to the next stage of the tender process	Bid evaluation committee
		4.7 PG6	Confirm recommendations contained in the tender evaluation report	Review recommendations of the bid evaluation committee and refer back to bid evaluation committee for reconsideration or make recommendation for award	Bid adjudication committee
5	Award contract	5.3 PG7	Award contract	Formally accept the tender offer in writing and issue the contractor with a signed copy of the contract	Authorised person
		5.5 GF1	Upload data in financial management and payment system	Verify data and upload contractor's particulars and data associated with the contract or order	Database administrator

* Applies only to goods and services not addressed in a procurement strategy developed during stage 2 (strategic resourcing) of the control framework for infrastructure delivery management

**OVERSTRAND MUNICIPALITY
SUPPLY CHAIN MANAGEMENT POLICY – PART B**

Table 2 (concluded)

Activity		Sub-Activity		Key action	Person assigned responsibility to perform key action
6	Administer contracts and confirm compliance with requirements	6.4 PG8A	Obtain approval to waive penalties or low performance damages.	Approve waiver of penalties or low performance damages	Relevant Director
		6.5 PG8B	Obtain approval to notify and refer a dispute to an adjudicator	Grant permission for the referral of a dispute to an adjudicator or for final settlement to an arbitrator or court of law	Relevant Director
		6.6 PG8C	Obtain approval to increase the total of prices, excluding contingencies and price adjustment for inflation, or the time for completion at the award of a contract or the issuing of an order up to a specified percentage ³	Approve amount of time and cost overruns up to the threshold	As per delegated authority
		6.7 PG8D	Obtain approval to exceed the total of prices, excluding contingencies and price adjustment for inflation, or the time for completion at award of a contract or the issuing of an order by more than 20% and 30%, respectively	Approve amount of time and cost overruns above a the threshold	As per delegated authority
		6.8 PG8E	Obtain approval to cancel or terminate a contract	Approve amount	Relevant Director
		6.9 PG8F	Obtain approval to amend a contract	Approve proposed amendment to contract	As per delegated authority

Table 3: Procurement activities and gates associated with the issuing of an order above the quotation threshold in terms of a framework agreement

Activity		Key action	Person assigned responsibility to perform key action
1 FG1	Confirm justifiable reasons for selecting a framework contractor where there is more than one framework agreement covering the same scope of work	Confirm reasons submitted for not requiring competition amongst framework contractors or instruct that quotations be invited	Contract owner in consultation with Manager: Demand & Procurement Management
3 FG2	Obtain approval for procurement documents	Grant approval for the issuing of the procurement documents	Manager: Demand & Procurement Management
4 FG3	Confirm that budgets are in place	Confirm that finance is available so that the order may be issued	Contract owner in consultation with the budget office
6 FG4	Authorise the issuing of the order	If applicable, review evaluation report and confirm or reject recommendations. Formally accept the offer in writing and issue the contractor with a signed copy of the order	As per delegated authority

³ Stepped thresholds leading up to the 20% and 30% values given in PG8D may be necessary to manage cost and time overruns, respectively, the principle being that approval to exceed these percentages needs to be granted at a more senior level with each increase. For example, the increases for cost overruns could be as follows:

- ≤ 2,5 % - contract owner;
- 2,5 to 10% - project director
- 10% - appropriately delegated authority

(iii) Bid evaluation committee

- (a) The accounting officer shall appoint in writing:
 - (i) the persons to prepare the evaluation and, where applicable, the quality evaluations, in accordance with clauses 4.2.3.2 and 4.2.3.4 of the standard, respectively; and
 - (ii) the members of the bid evaluation committee.
- (b) A bid evaluation committee must as far as possible be composed of-
 - (i) the budget holder and other officials from departments requiring the goods or services
- (c) at least one delegated supply chain management practitioner⁴.
- (d) The bid evaluation committee shall review the evaluation reports prepared in accordance with sub clause 4.2.3 of the standard and as a minimum verify the following in respect of the recommended tenderer:
 - (i) the capability and capacity of a tenderer to perform the contract;
 - (ii) the tenderer's tax and municipal rates and taxes compliance status;
 - (iii) confirm that the tenderer's municipal rates and taxes and municipal service charges are not in arrears;
 - (iv) the Compulsory Declaration has been completed; and
 - (v) the tenderer is not listed in the National Treasury's Register for Tender Defaulters or the List of Restricted Suppliers.
- (e) No tender submitted by a member of, or technical adviser or subject matter expert who participates in the work of the bid specification committee or a family member or associate of such a member, may be considered by the bid evaluation committee.
- (f) The chairperson of the bid evaluation committee shall promptly notify the accounting officer or chief financial officer or designation of delegate of any respondent or tenderer who is disqualified for having engaged in fraudulent or corrupt practices during the tender process.

(iv) Bid adjudication committee

- (a) The bid adjudication committee must be composed of at least four directors of the municipality which must include –
 - (i) the Chief Financial Officer or, if the Chief Financial Officer is not available, another manager reporting directly to the Chief Financial Officer and designated by the Chief Financial Officer; and
 - (ii) a senior supply chain management practitioner.
- (b) No member of the bid evaluation committee may serve on the bid adjudication committee. A member of a bid evaluation committee may, however, participate in the deliberations of a bid adjudication committee as a technical advisor or a subject matter expert.
- (c) The bid adjudication committee shall:
 - (i) consider the report and recommendations of the bid evaluation committee and:
 1. verify that the procurement process which was followed complies with the provisions of this document;
 2. confirm that the report is complete and addresses all considerations necessary to make an award or a recommendation;
 3. confirm the validity and reasonableness of reasons provided for the elimination of tenderers; and

⁴ A supply chain management practitioner in the context of infrastructure delivery includes a built environment professional

- 4. consider commercial risks and identify any risks that have been overlooked or fall outside of the scope of the report which warrant investigation prior to taking a final decision; and
 - (ii) refer the report back to the bid evaluation committee for their reconsideration or make an award or a recommendation to the Accounting Officer on the award of a tender, with or without conditions, together with reasons for such recommendation.
 - (d) The bid adjudication committee shall consider proposals regarding the cancellation, amendment, extension or transfer of contracts that have been awarded and make a recommendation to the authorised person on the course of action which should be taken.
 - (e) The bid adjudication committee shall consider the merits of an unsolicited offer and make a recommendation to the Accounting Officer.
 - (f) The bid adjudication committee shall report to the Accounting Officer any recommendation made to award a contract to a tenderer other than the tenderer recommended by the bid evaluation committee, giving reasons for making such a recommendation.
 - (g) The bid adjudication committee shall not make a recommendation for an award of a contract or order if the recommended tenderer or framework contractor has:
 - (i) made a misrepresentation or submitted false documents in competing for the contract or order; or
 - (ii) been convicted of a corrupt or fraudulent act in competing for any contract during the past five years.
 - (h) The bid adjudication committee may on justifiable grounds and after following due process, disregard the submission of any tenderer if that tenderer or any of its directors, members or trustees or partners has abused the delivery management system or has committed fraud, corruption or any other improper conduct in relation to such system. The National Treasury and the Western Cape Provincial Treasury shall be informed where such tenderers are disregarded.
- b) Actions of an authorised person relating to the award of a contract or an order.**
 - (i) Award of a contract**
 - (a) The authorised person shall, if the value of the contract inclusive of VAT, is within his or her delegation, consider the report(s) and recommendations of the bid adjudication committee, or in the case of the awards for contracts below the quotation threshold, the recommendation of the bid evaluation committee, and either:
 - (i) award the contract after confirming that the report is complete and addresses all considerations necessary to make a recommendation and budgetary provisions are in place; or
 - (ii) decide not to proceed or to start afresh with the process.
 - (b) The authorised person shall immediately notify the Head: Supply Chain Management if a tender other than the recommended tender is awarded, save where the recommendation is changed to rectify an irregularity. Such person shall, within 10 business days, notify in writing the Auditor-General, the National Treasury and the Western Cape Provincial Treasury of the reasons for deviating from such recommendation.
 - (ii) Issuing of an order**
 - (a) The authorised person shall, if the value of an order issued in terms of a framework contract, is within his or her delegation, consider the recommendation of the bid evaluation committee or the delegated authority, as relevant, and either:
 - (i) authorise the issuing of an order in accordance with the provisions of clause 4.2.5 of the standard by
 - 1. confirming that the required goods or services, or any combination thereof, are within the scope of the work associated with the relevant framework

2. considering the recommendations of the evaluation report where competition amongst framework contracts takes place or a significant proportion of the total of the prices is negotiated, based on the financial parameter contained in the framework contract, and either confirm the reasonableness of such recommendations and sign the acceptance of the order, refer the evaluation report and recommendation back to those who prepared it; or

(ii) decide not to proceed or to start afresh with the process.

c) Conduct of those engaged in infrastructure delivery

(i) General requirements

- (a) All personnel and agents of the Municipality shall comply with the requirements of the CIDB Code of Conduct for all Parties engaged in Construction Procurement. They shall:
 - (i) behave equitably, honestly and transparently;
 - (ii) discharge duties and obligations timeously and with integrity;
 - (iii) comply with all applicable legislation and associated regulations;
 - (iv) satisfy all relevant requirements established in procurement documents;
 - (v) avoid conflicts of interest; and
 - (vi) not maliciously or recklessly injure or attempt to injure the reputation of another party.
- (b) All personnel and agents engaged in the Municipality's infrastructure delivery management system shall:
 - (i) not perform any duties to unlawfully gain any form of compensation, payment or gratification from any person for themselves or a family member or an associate;
 - (ii) perform their duties efficiently, effectively and with integrity and may not use their position for private gain or to improperly benefit another person;
 - (iii) strive to be familiar with and abide by all statutory and other instructions applicable to their duties;
 - (iv) furnish information in the course of their duties that is complete, true and fair and not intended to mislead;
 - (v) ensure that resources are administered responsibly;
 - (vi) be fair and impartial in the performance of their functions;
 - (vii) at no time afford any undue preferential treatment to any group or individual or unfairly discriminate against any group or individual;
 - (viii) not abuse the power vested in them;
 - (ix) not place themselves under any financial or other obligation to external individuals or firms that might seek to influence them in the performance of their duties;
 - (x) assist the Municipality in combating corruption and fraud within the infrastructure procurement and delivery management system;
 - (xi) not disclose information obtained in connection with a project except when necessary to carry out assigned duties;
 - (xii) not make false or misleading entries in reports or accounting systems; and
 - (xiii) keep matters of a confidential nature in their possession confidential unless legislation, the performance of duty or the provision of the law require otherwise.
- (c) An employee or agent of the Municipality may not amend or tamper with any submission, tender or contract in any manner whatsoever.

(ii) Conflicts of interest

- (a) The employees and agents of the Municipality who are connected in any way to procurement and delivery management activities which are subject to this policy, shall:
 - (i) disclose in writing to the employee of the Municipality to whom they report, or to the person responsible for managing their contract, if they have, or a family member or associate has, any conflicts of interest; and
 - (ii) not participate in any activities that might lead to the disclosure of the Municipality proprietary information.
- (b) The employees and agents of the Municipality shall declare and address any perceived or known conflict of interest, indicating the nature of such conflict to whoever is responsible for overseeing the procurement process at the start of any deliberations relating to a procurement process or as soon as they become aware of such conflict, and abstain from any decisions where such conflict exists or recuse themselves from the procurement process, as appropriate.
- (c) Agents who prepare a part of a procurement document may in exceptional circumstances, where it is in the Municipality's interest to do so, submit a tender for work associated with such documents provided that:
 - (i) the Municipality states in the tender data that such an agent is a potential tenderer;
 - (ii) all the information which was made available to, and the advice provided by that agent which is relevant to the tender, is equally made available to all potential tenderers upon request, if not already included in the scope of work; and
 - (iii) the bid specification committee is satisfied that the procurement document is objective and unbiased having regard to the role and recommendations of that agent.

(iii) Evaluation of submissions received from respondents and tenderers

- (a) The confidentiality of the outcome of the processes associated with the calling for expressions of interest, quotations or tenders shall be preserved. Those engaged in the evaluation process shall:
 - (i) not have any conflict between their duties as an employee or an agent and their private interest;
 - (ii) may not be influenced by a gift or consideration (including acceptance of hospitality) to show favour or disfavour to any person;
 - (iii) deal with respondents and tenderers in an equitable and even-handed manner at all times; and
 - (iv) not use any confidential information obtained for personal gain and may not discuss with, or disclose to outsiders, prices which have been quoted or charged to the Municipality.
- (b) The evaluation process shall be free of conflicts of interest and any perception of bias. Any connections between the employees and agents of the Municipality and a tenderer or respondent shall be disclosed and recorded in the bid adjudication evaluation report.
- (c) the Municipality's personnel and their agents shall immediately withdraw from participating in any manner whatsoever in a procurement process in which they, or any close family member, partner or associate, has any private or business interest.

(iv) Non-disclosure agreements

Confidentiality agreements in the form of non-disclosure agreements shall, where appropriate, be entered into with agents and potential contractors to protect the Municipality's confidential information and interests.

(v) Gratifications, hospitality and gifts

- (a) The employees and agents of the Municipality shall not, directly or indirectly, accept or agree or offer to accept any gratification from any other person including a commission, whether for the benefit of themselves or for the benefit of another person, as an inducement to improperly influence in any way a procurement process, procedure or decision.
- (b) The employees and agents of the Municipality as well as their family members or associates shall not receive any of the following from any tenderer, respondent or contractor or any potential contractor:
 - (i) money, loans, equity, personal favours, benefits or services;
 - (ii) overseas trips; or
 - (iii) any gifts or hospitality irrespective of value from tenderers or respondents prior to the conclusion of the processes associated with a call for an expression of interest or a tender.
- (c) The employees and agents of the Municipality shall not purchase any items at artificially low prices from any tenderer, respondent or contractor or any potential contractor at artificially low prices which are not available to the public.
- (d) All employees and agents of the Municipality may for the purpose of fostering interpersonal business relations accept the following:
 - (i) meals and entertainment, but excluding the cost of transport and accommodation;
 - (ii) promotional material of small intrinsic value such as pens, paper-knives, diaries, calendars, etc;
 - (iii) incidental business hospitality such as business lunches or dinners, which the employee is prepared to reciprocate;
 - (iv) complimentary tickets to sports meetings and other public events, but excluding the cost of transport and accommodation, provided that such tickets are not of a recurrent nature; and
 - (v) gifts in kind other than those listed in a) to d) which have an intrinsic value greater than R350 unless they have not declared them to the Accounting Officer or delegated official.
- (e) Under no circumstances shall gifts be accepted from prospective contractors during the evaluation of calls for expressions of interest, quotations or tenders that could be perceived as undue and improper influence of such processes.
- (f) Employees and agents of the Municipality shall without delay report to the Accounting Officer or appropriately delegated authority any incidences of a respondent, tenderer or contractor who directly or indirectly offers a gratification to them or any other person to improperly influence in any way a procurement process, procedure or decision.

(vi) Reporting of breaches

Employees and agents of the Municipality shall promptly report to the Accounting Officer or chief financial officer or appropriately delegated authority any alleged improper conduct which they may become aware of, including any alleged fraud or corruption.

d) Measures to prevent abuse of the infrastructure delivery system

- (i) The Accounting Officer or chief financial officer or appropriately delegated authority shall investigate all allegations of corruption, improper conduct or failure to comply with the requirements of this policy against an employee or an agent, a contractor or other role player and, where justified:
 - (a) take steps against an employee or role player and inform the National Treasury and the Western Cape Provincial Treasury of those steps;
 - (b) report to the South African Police Service any conduct that may constitute a criminal offence;

- (c) lodge complaints with the Construction Industry Development Board or any other relevant statutory council where a breach of such council's code of conduct or rules of conduct are considered to have been breached;
- (d) cancel a contract if:
 - (i) it comes to light that the contractor has made a misrepresentation, submitted falsified documents or has been convicted of a corrupt or fraudulent act in competing for a particular contract or during the execution of that contract; or
 - (ii) an employee or other role player committed any corrupt or fraudulent act during the tender process or during the execution of that contract.

e) Awards to persons in the service of the state

- (i) Any submissions made by a respondent or tenderer who declares in the Compulsory Declaration that a principal is one of the following shall be rejected:
 - (a) a member of any municipal council, any provincial legislature, or 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 Public Finance Management Act, 1999 (Act No. 1 of 1999);
 - (e) a member of the accounting authority of any national or provincial public entity; or
 - (f) an employee of Parliament or a provincial legislature.
- (ii) The notes to the annual financial statements of the Municipality shall disclose particulars of an award of more than R 2000 to a person who is a family member of a person identified who is in the service of the state or who has been in the previous 12 months. Such notes shall include the name of the person, the capacity in which such person served and the amount of the award.

f) Collusive tendering

- (i) Any submissions made by a respondent or tenderer who fails to declare in the Compulsory Declaration that the tendering entity:
- (ii) is not associated, linked or involved with any other tendering entity submitting tender offers; or
- (iii) has not engaged in any prohibited restrictive horizontal practices including consultation, communication, agreement, or arrangement with any competing or potential tendering entity regarding prices, geographical areas in which goods and services will be rendered, approaches to determining prices or pricing parameters, intentions to submit a tender or not, the content of the submission (specification, timing, conditions of contract etc.) or intention to not win a tender

shall be rejected.

g) Placing of contractors under restrictions

- (i) If any tenderer which has submitted a tender offer or a contractor which has concluded a contract has, as relevant:
 - (a) withdrawn such tender or quotation after the advertised closing date and time for the receipt of submissions;
 - (b) after having been notified of the acceptance of his tender, failed or refused to commence the contract;
 - (c) had their contract terminated for reasons within their control without reasonable cause;
 - (d) offered, promised or given a bribe in relation to the obtaining or the execution of such contract;

- (e) acted in a fraudulent, collusive or anti-competitive or improper manner or in bad faith towards the Municipality; or
 - (f) made any incorrect statement in any affidavit or declaration with regard to a preference claimed and is unable to prove to the satisfaction of the Municipality that the statement was made in good faith or reasonable steps were taken to confirm the correctness of the statements,
 - (g) the Manager: Contract Management & Logistics shall prepare a report on the matter and make a recommendation to the Accounting Officer for placing the contractor or any of its principals under restrictions from doing business with the Municipality.
- (ii) The Accounting Officer may, as appropriate, upon the receipt of a recommendation made in terms of 6(1)(g)(i)(g) and after notifying the contractor of such intention in writing and giving written reasons for such action, suspend a contractor or any principal of that contractor from submitting a tender offer to the Municipality for a period of time.
- (iii) The Contract Management office shall:
- (a) record the names of those placed under restrictions in an internal register which shall be accessible to employees and agents of the Municipality who are engaged in procurement processes; and
 - (b) notify the National Treasury and Western Cape Provincial Treasury and, if relevant, the Construction Industry Development Board, of such decision and provide them with the details associated therewith.

h) Complaints

- (i) All complaints regarding the Municipality's infrastructure delivery management system shall be addressed to the Head: Supply Chain Management. Such complaints shall be in writing.
- (ii) The relevant user department shall investigate all complaints regarding the infrastructure procurement and delivery management system and report on actions taken to the Head: Supply Chain Management who will decide on what action to take.

2) ACQUISITION MANAGEMENT

a) Unsolicited proposal

- (i) The Municipality is not obliged to consider unsolicited offers received outside a normal procurement process but may consider such an offer only if:
 - (a) the goods, services or any combination thereof that is offered is a demonstrably or proven unique innovative concept;
 - (b) proof of ownership of design, manufacturing, intellectual property, copyright or any other proprietary right of ownership or entitlement is vested in the person who made the offer;
 - (c) the offer presents a value proposition which demonstrates a clear, measurable and foreseeable benefit for the Municipality;
 - (d) the offer is in writing and clearly sets out the proposed cost;
 - (e) the person who made the offer is the sole provider of the goods or service; and
 - (f) the Accounting Officer finds the reasons for not going through a normal tender processes to be sound.
- (ii) The Accounting Officer may only accept an unsolicited offer and enter into a contract after considering the recommendations of the bid adjudication committee if:
 - (a) the intention to consider an unsolicited proposal has been made known in accordance with Section 21A of the Municipal Systems Act of 2000 together with the reasons why such a proposal should not be open to other competitors, an explanation of the potential benefits for the Municipality and an invitation to the public or other potential suppliers and providers to submit their comments within 30 days after the notice;

- (b) the Municipality has obtained comments and recommendations on the offer from the National Treasury and the Western Cape Provincial Treasury;
 - (c) the bid adjudication committee meeting which makes recommendations to accept an unsolicited proposal was open to the public and took into account any public comments that were received and any comments and recommendations received from the National Treasury and the Western Cape Provincial Treasury; and
 - (d) the provisions of 6(2)(a)(iii) are complied with.
- (iii) The Accounting Officer shall, within 5 business days after the decision to award the unsolicited offer is taken, submit the reasons for rejecting or not following the recommendations to the National Treasury, the Western Cape Provincial Treasury and Auditor General. A contract shall in such circumstances not be entered into or signed within 22 business days of such submission.

b) Tax and rates compliance

(i) SARS tax clearance

- (a) No contract may be awarded or an order issued where the value of such transaction exceeds R 30 000, whose tax matters have been declared by the South African Revenue Service to be in order or if not domiciled in the Republic of South Africa and the SARS has confirmed that such a tenderer is not required to prove their tax compliance status.
- (b) In the case of a partnership, each partner shall comply with the requirements of 6(2)(b)(i)(a).
- (c) No payment shall be made to a contractor who does not satisfy the requirements of 6(2)(b)(i)(a). An employee of the Municipality shall upon detecting that a tenderer or contractor is not tax compliant, immediately notify such person of such status.
- (d) Notwithstanding the requirements of 6(2)(b)(i) and 6(2)(b)(ii) the following shall apply, unless a person who is not tax compliant indicates to the Head: Supply Chain Management or his delegate that it intends challenging its tax compliance status with SARS,
 - (i) a contract may be awarded to a non-compliant tenderer if such a tenderer is able to remedy its tax compliance status within a period not exceeding 10 business days after being duly notified of its non-compliant status;
 - (ii) an order may be awarded to a non-compliant contractor if such a contractor is able to remedy its tax compliance status within a period not exceeding 10 business days after being duly notified of its non-compliant status;
 - (iii) a non-compliant contractor shall be issued with a first warning that payments in future amounts due in terms of the contract may be withheld, before the authorising of any payment due to such contractor;
 - (iv) before authorising a further payment due to a non-compliant contractor who has failed to remedy its tax compliance status after receiving a first warning, a second and final warning shall be issued to such contractor;
 - (v) no payments may be released for any amounts due in terms of the contract due to a non-compliant contractor if, after a period of 30 calendar days have lapsed since the second warning was issued, the non-compliant contractor has failed to remedy its tax compliance status.
- (e) The Municipality may cancel a contract with a non-compliant contractor if such a contractor fails to remedy its tax compliance status after a period of 30 calendar days have lapsed since the second warning was issued in terms of 6(2)(b)(i)(d)(v).

(ii) Municipal rates and taxes

No contract may be awarded to a tenderer who, or the principals of that tenderer, owes municipal rates and taxes or municipal service charges to any municipality or a municipal entity and are in arrears for more than 3 months.

c) Declarations of interest

- (i) Tenders and respondents making submissions in response to an invitation to submit a tender or a call for an expression of interest, respectively shall declare in the Compulsory Declaration whether or not any of the principals:
 - (a) are an employee of the Municipality or in the employ of the state; or
 - (b) have a family member or a business relation with a person who is in the employ of the state.

d) Invitations to submit expressions of interest or tender offers

- (i) All invitations to submit tenders where the estimated value of the contract exceeds R200,000 including VAT, except where a confined tender process is followed, and expressions of interest shall be advertised on the Municipality's website and on the National Treasury e-Tender Publication Portal.
- (ii) Advertisements relating to construction works which are subject to the Construction Industry Development Regulations issued in terms of the Construction Industry Development Board Act of 2000 shall in addition to the requirements of 6(2)(d)(i) be advertised on the CIDB website.
- (iii) Where deemed appropriate by the bid specification committee an invitation to tender and a call for an expression of interest shall be advertised in suitable local and national newspapers and the Government Tender Bulletin as directed by such person.
- (iv) Such advertisements shall be advertised for a period of at least 22 business days before closure, except in urgent cases when the advertisement period may be shortened as determined by the Accounting Officer.
- (v) Invitations to submit expressions of interest or tender offers shall be issued not less than 10 business days before the closing date for tenders and at least 5 business days before any compulsory clarification meeting. Procurement documents shall be made available not less than 5 business days before the closing time for submissions.

e) Publication of submissions received and the award of contracts

- (i) The names of all tenderers that made submissions shall be published within 10 business days of the closure of any advertised call for an expression of interest or an invitation to tender where the estimated value of the contract exceeds R200,000 including VAT on the Municipality's website, and if practical or applicable, the total of the prices and the preferences claimed. Such information shall remain on the website for at least 22 business days.
- (ii) The following information will be published on the Municipality's website within 7 business days of the award of a contract:
 - (a) the contract number;
 - (b) contract title;
 - (c) brief description of the goods, services or works;
 - (d) the total of the prices, if practical;
 - (e) the names of successful tenderers and their B-BBEE status level of contribution;
 - (f) duration of the contract; and
 - (g) brand names, if applicable.
- (iii) The information regarding the successful and unsuccessful tenders required by National Treasury shall be submitted within 7 business days of the award of a contract on the National Treasury e-Tender Publication Portal.
- (iv) The award of contracts relating to construction works which are subject to the Construction Industry Development Regulations issued in terms of the Construction Industry Development Board Act of 2000 shall in addition to the requirements of 6(2)(e)(iii) be notified on the CIDB website.

f) Disposal committee

- (i) The Accounting Officer shall appoint on a disposal by disposal basis in writing the members of the disposal committee to decide on how best to undertake disposals in accordance with the provisions of clause 10 of the standard.
- (ii) The disposal panel shall comprise not less than three people. The chairperson shall be an employee of the Municipality.
- (iii) The disposal committee shall make recommendations to the Accounting Officer who shall approve the recommendations, refer the disposal strategy back to the disposal committee for their reconsideration and decide not to proceed or to start afresh with the process.

3) REPORTING OF INFRASTRUCTURE DELIVERY MANAGEMENT INFORMATION

The Head: Supply Chain Management or his delegate shall submit any reports required in terms of the standard to the National Treasury or the Western Cape Provincial Treasury.

7 INFRASTRUCTURE PROCUREMENT

1) Procurement documents

- a) The forms of contract that may be used are as follows:

Form of contract	Code	Usage
Construction Industry Development Board (CIDB)		
CIDB Standard Professional Service Contract	SPSC	Professional services
CIDB General Conditions of Purchase	-	An order form type of contract for low-value goods without any incidental work or services on or before a specified date being required.
CIDB Contract for the Supply and Delivery of Goods	-	Simple, regional purchase of readily available materials or commodities which require almost no management of the buying and delivery process, minimal testing, installation and commissioning on delivery.
CIDB General Conditions of Service	-	An order form type of contract where low-value services on or before a specified date are required.
International Federation of Consulting Engineers (FIDIC)		
FIDIC Short Form of Contract	Green Book	Building or engineering works of relatively small capital value, or for relatively simple or repetitive work, or for work of short duration. Use for design by employer- or contractor-designed works.
FIDIC Conditions of Contract for Construction for Building and Engineering Works designed by the Employer	Red Book	Building or engineering works designed by the employer. (The works may include some elements of contractor-designed works.)
FIDIC Conditions of Contract for plant and design-build for electrical and mechanical plant, and for building and engineering works, designed by the contractor	Yellow Book	The provision of electrical or mechanical plant and the design and construction of building or engineering works.
FIDIC Conditions of Contract for EPC Turnkey Projects	Silver Book	The provision on a design and construct (turnkey) basis of a process or power plant, of a factory or similar facility, or an infrastructure project or other type of development.
FIDIC Conditions of Contract for Design, Build and Operate Projects	Gold Book	"Green field" building or engineering works which are delivered in terms of a traditional design, build and operate sequence with a 20-year operation period. (The contractor has no responsibility for the financing of the project/package or its ultimate commercial success.)
South African Institution of Civil Engineering (SAICE)		
SAICE General Conditions of Contract for Construction Works	GCC	Engineering and construction, including any level of design responsibility.
Joint Building Contracts Committee (JBCC)		
JBCC Principal Building Agreement	PBA	Buildings and related site works designed by the employer.
JBCC Minor Works Agreement	MWA	Buildings and related site works of simple content designed by the employer.
Institution of Civil Engineers (ICE)		

**OVERSTRAND MUNICIPALITY
SUPPLY CHAIN MANAGEMENT POLICY – PART B**

Form of contract	Code	Usage
NEC3 Engineering and Construction Contract	ECC	Engineering and construction including any level of design responsibility.
NEC3 Engineering and Construction Short Contract	ECSC	Engineering and construction which do not require sophisticated management techniques, comprise straight forward work and impose only low risks on both the employer and contractor.
NEC3 Professional Services Contract	PSC	Professional services, such as engineering, design or consultancy advice.
NEC3 Professional Services Short Contract	PSCC	Professional services which do not require sophisticated management techniques, comprise straightforward work and impose only low risks on both the client and consultant.
NEC3 Term Service Contract	TSC	Manage and provide a service over a period of time.
NEC3 Term Service Short Contract	TSSC	Manage and provide a service over a period of time, or provide a service which does not require sophisticated management techniques, comprises straightforward work and imposes only low risks on both the employer and contractor.
NEC3 Supply Contract	SC	Local and international procurement of high-value goods and related services, including design.
NEC3 Supply Short Contract	SSC	Local and international procurement of goods under a single order or on a batch order basis and is suitable for use with contracts which do not require sophisticated management techniques, and impose only low risks on both the purchaser and the supplier.

- (i) The Municipality's preapproved templates for Part C1 (Agreements and contract data) of procurement documents shall be utilised to obviate the need for legal review prior to the awarding of a contract. All modifications to the standard templates shall be approved by the Specification Committee prior to being issued for tender purposes.
- (ii) Disputes arising from the performance of a contract shall be finally settled in a South African court of law.
- (iii) The Municipal Declaration and returnable documents contained in the standard shall be included in all tenders for:
 - (a) consultancy services; and
 - (b) goods and services or any combination thereof where the total of the prices is expected to exceed R10 m including VAT.

2) Developmental procurement policy

a) The following specific goals shall be proposed:

Refer to the Emerging contractor development policy.

3) Payment of contractors

The Municipality will settle all accounts within 30 days after receipt of an invoice and statement for the month in question, detailing all invoices during that month and reflecting the total amount due by the Municipality, unless specified differently in the contract. In exceptional circumstances the Municipality may, at its discretion, deviate from the above.

4) Approval to utilise specific procurement procedures

- a) Prior approval shall be obtained for the following procurement procedures from the following persons, unless such a procedure is already provided for in the approved procurement strategy:
 - (i) The CFO or Accounting Officer shall authorise the use of the negotiated procedure above the thresholds provided in the standard.
 - (ii) The Accounting Officer shall authorise the approaching of a confined market except where a rapid response is required in the presence of, or the imminent risk of, an extreme or emergency situation arising from the conditions set out in the standard and which can be dealt with or the risks relating thereto arrested within 48 hours; and

- (iii) The proposal procedure using the two-envelope system, the proposal procedure using the two-stage system or the competitive negotiations procedure
- b) The person authorised to pursue a negotiated procedure in an emergency is the Accounting Officer.

5) Receipt and safeguarding of submissions

- a) A dedicated and clearly marked tender box shall be made available to receive all submissions made.
- b) The tender box shall be fitted with two locks and the keys kept separately by two SCM practitioners. Such personnel shall be present when the box is opened on the stipulated closing date for submissions.

6) Opening of submissions

- a) Submissions shall be opened by an opening panel comprising two people SCM practitioners who have declared their interest or confirmed that they have no interest in the submissions that are to be opened.
- b) The opening panel shall open the tender box at the stipulated closing time and:
 - (i) sort through the submissions of all tenders that has closed that day;
 - (ii) return submissions unopened and suitably annotated where:
 - (a) submissions are received late,
 - (b) submissions were submitted by a method other than the stated method,
 - (c) submissions were withdrawn in accordance with the procedures contained in SANS 10845-3; and.
 - (d) only one tender submission is received and it is decided not to open it and to call for fresh tender submissions;
 - (e) record in the register submissions that were returned unopened;
 - (f) open submissions if received in sealed envelopes and annotated with the required particulars and read out the name of and record in the register the name of the tenderer or respondent and, if relevant, the total of prices including VAT where this is possible;
 - (g) record in the register the name of any submissions that is returned with the reasons for doing so;
 - (h) record the names of the tenderer's representatives that attend the public opening;
 - (i) sign the entries into the register; and
 - (j) stamp each returnable document in each tender submission.
- c) Each member of the opening panel shall initial the front cover of the submission and all pages that are stamped in accordance with the requirements of 7.7.2h).
- d) Respondents and tenderers whose submissions are to be returned shall be afforded the opportunity to collect their submissions.
- e) Submissions shall be safeguarded from the time of receipt until the conclusion of the procurement process.

7) Use of another organ of state's framework agreement

The Municipality may make use of another organ of state's framework contract which has been put in place by means of a competitive tender process and there are demonstrable benefits for doing so. The Accounting Officer or delegated official shall make the necessary application to that organ of state to do so.

8) Insurances

- a) Contractors shall be required to take out all insurances required in terms of the contract.
- b) The insurance cover in engineering and construction contracts for loss of or damage to property (except the works, Plant and Materials and Equipment) and liability for bodily injury to or death of a person (not an employee of the Contractor) caused by activity in connection with a

**OVERSTRAND MUNICIPALITY
SUPPLY CHAIN MANAGEMENT POLICY – PART B**

contract shall in general not be less than the value stated in Table 4, unless otherwise directed by relevant Director.

- c) Lateral earth support insurance in addition to such insurance shall be taken out on a case by case basis.

Table 4: Minimum insurance cover

Type of insurance	Value
Engineering and construction contracts - loss of or damage to property (except the works, Plant and Materials and Equipment) and liability for bodily injury to or death of a person (not an employee of the Contractor) caused by activity in connection with a contract	Not less than R20 million
Professional services and service contracts - death of or bodily injury to employees of the Contractor arising out of and in the course of their employment in connection with a contract or damage to property	Not less than R10 million
Professional indemnity insurance	Geotechnical, civil and structural engineering: R5,0 million Electrical, mechanical & engineering: R3,0million Architectural: R5,0 million Other R3,0 million

- d) The insurance cover in professional services and service contracts for damage to property or death of or bodily injury to employees of the Contractor arising out of and in the course of their employment in connection with a contract shall not be less than the value stated in Table 4 for any one event unless otherwise directed by relevant Director.
- e) SASRIA Special Risk Insurance in respect of riot and associated risk of damage to the works, Plant and Materials shall be taken out on all engineering and construction works.
- f) Professional service appointments shall as a general rule be subject to proof of current professional indemnity insurance being submitted by the contractor in an amount not less than the value stated in Table 4 in respect of each claim, without limit to the number of claims, unless otherwise directed by the relevant Director in relation to the nature of the service that they provide.
- g) The Municipality shall take out professional indemnity insurance cover where it is deemed necessary to have such insurance at a level higher than the levels of insurance commonly carried by contractors.
- h) Where payment is to be made in multiple currencies, either the contractor or the Municipality should be required to take out forward cover. Alternatively, the prices for the imported content should be fixed as soon as possible after the starting date for the contract.

9) Written reasons for actions taken

- a) Written reasons for actions taken shall be provided by a contract owner.
- b) The written reasons for actions taken shall be as brief as possible and shall as far as is possible, and where relevant, be framed around the clauses in the:
- (i) SANS 10845-3, Construction procurement - Part 3: Standard conditions of tender, and, giving rise to the reason why a respondent was not short listed, prequalified or admitted to a data base; or
 - (ii) SANS 10845-4, Construction procurement - Part 4: Standard conditions for the calling for expressions of interest;

as to why a tenderer was not considered for the award of a contract or not awarded a contract.

- c) Requests for written reasons for actions taken need to be brief and to the point and may not divulge information which is not in the public interest or any information which is considered to prejudice the legitimate commercial interests of others or might prejudice fair competition between tenderers.

10) Request for access to information

- a) Should an application be received in terms of Promotion of Access to Information Act of 2000 (Act 2 of 2000), the “requestor” should be referred to the Municipality’s Information Manual which establishes the procedures to be followed and the criteria that have to be met for the “requester” to request access to records in the possession or under the control of the Municipality.
- b) Access to technical and commercial information such as a comprehensive programme which links resources and prices to such programme should be refused as such information provides the order and timing of operations, provisions for time risk allowances and statements as to how the contractor plans to do the work which identifies principal equipment and other resources which he plans to use. Access to a bill of quantities and rates should be provided in terms of the Act.

11) SHORT TITLE AND COMMENCEMENT

This part of the policy is called the SCM Policy for Infrastructure Procurement and Delivery Management of the Overstrand Municipality.

This policy will come into effect on **1 July 2020** and will be reviewed at least annually by way of a Council resolution.

POLICY SECTION:	HEAD: SUPPLY CHAIN MANAGEMENT		
CURRENT UPDATE	2019/05/29	PREVIOUS REVIEW:	2018/05/30
PREVIOUS REVIEW:	2017/11/29	PREVIOUS REVIEW:	2017/05/31

**OVERSTRAND
MUNICIPALITY**



**PART C
PREFERENTIAL PROCUREMENT POLICY**

PART C

PREFERENTIAL PROCUREMENT POLICY adopted in terms of section 2 of the Preferential Procurement Policy Framework Act, No. 5 of 2000 and the Preferential Procurement Regulations, 2017

PREAMBLE

WHEREAS the Overstrand Municipality aims to improve the quality of life of the local community and to free the potential of each person within a framework of facilitating service delivery, through effective governance and the Council takes into account the need for transparent procedures that give the effect to the principle of preferential procurement;

AND WHEREAS local economic development plays a crucial role in creating a prosperous, equitable, stable and democratic society and the overall national vision of economic development is one of decent work and living standards for all in the context of qualitative improved equality in ownership, skills and access to opportunities;

NOW THEREFORE the Council of the Overstrand Municipality resolves in terms of section 2 of the Preferential Procurement Policy Framework Act, No. 5 of 2000 that the principles embodied in the Preferential Procurement Regulations, 2017 are herewith integrated into the Overstrand Municipality's Supply Chain Management Policy to form the basis of the evaluation criteria for quotations and competitive tenders.

TABLE OF CONTENTS

1. Definitions
2. Application
3. Identification of preference point system, designated sector, pre-qualification criteria, objective criteria and subcontracting
4. Prequalification criteria for preferential procurement
5. Tenders to be evaluated on functionality
6. 80/20 preference point system for acquisition of goods or services for Rand value equal to or above R30 000 and up to R50 million
7. 90/10 preference point system for acquisition of goods or services with Rand value above R50 million
8. Local production and content
9. Subcontracting as condition of tender
10. Criteria for breaking deadlock in scoring
11. Award of contracts to tenderers not scoring highest points
12. Subcontracting after award of tender
13. Cancellation of tender
14. Remedies
15. Circulars and guidelines
16. Short title and commencement

**OVERSTRAND MUNICIPALITY
SUPPLY CHAIN MANAGEMENT POLICY – PART C**

1 Definitions

In this policy, unless the context indicates otherwise, a word or expression to which a meaning has been assigned in the Act bears the same meaning, and:

"all applicable taxes"	includes Value-Added Tax, Pay-as-you-Earn, Income Tax, Unemployment Insurance Fund Contributions and Skills Development Levies;
"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, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
"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"	has the meaning assigned to it in section 1 of the Broad-Based Black Economic Empowerment Act;
"Broad-Based Black Economic Empowerment Act" (B-BBEEA)	means the Broad-Based Black Economic Empowerment Act, 2003 (Act No.53 of 2003);
"co-operative"	means a co-operative registered in terms of section 7 of the Cooperatives Act, 2005 (Act No. 14 of 2005);
"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;
"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;
"Contract"	means the agreement that results from the acceptance of a tender by the Overstrand Municipality;
"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 sector"	means a sector, sub-sector or industry or product designated in terms of clause 8(1)(a);
"EME"	means an exempted micro enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
"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;
"Functionality"	means the measurement according to predetermined norms, as set out in the tender documents, 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;
"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 subcontractors) and which costs are inclusive of the costs abroad, plus freight and 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;
"local content"	means that portion of the tender price which is not included in the imported content, provided that local manufacture does take place;
"military veteran"	has the meaning assigned to it in section 1 of the Military Veterans Act, 2011 (Act No. 18 of 2011);
"Municipality"	The Overstrand Municipality;

**OVERSTRAND MUNICIPALITY
SUPPLY CHAIN MANAGEMENT POLICY – PART C**

"National Treasury"	has the meaning assigned to it in section 1 of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
"Non-firm prices"	means all prices other than "firm" prices;
"organ of state"	<p>The definition of organ of state in section 1 of the Act in paragraph (a) to (e) includes-</p> <ul style="list-style-type: none"> • a national or provincial department as defined in the Public Finance Management Act, 1999; • a municipality as contemplated in the Constitution; • a constitutional institution as defined in the Public Finance Management Act; • Parliament; • a provincial legislature. <p>Paragraph (f) of the definition of organ of state in section 1 of the Act includes any other institution or category of institutions included in the definition of "organ of state" in section 239 of the Constitution and recognised by the Minister by notice in the Government Gazette as an institution or category of institutions to which the Act applies. Government Notice R. 501 of 8 June 2011 recognises, with effect from 7 December 2011, all public entities listed in Schedules 2 and 3 to the Public Finance Management Act, 1999, as institutions to which the Act applies. Note should be taken of notices issued from time to time in terms of paragraph (f) of this definition. The application of these Regulations is also subject to applicable exemptions approved in terms of section 3 of the Act.</p>
"Person"	includes reference to a juristic person;
"people with disabilities"	has the meaning assigned to it in section 1 of the Employment Equity Act, 1998 (Act No. 55 of 1998);
"Policy"	Means the Preferential Procurement Policy of the Overstrand Municipality
"price"	includes all applicable taxes less all unconditional discounts;
"proof of B-BBEE status level of contributor"	<p>means-</p> <ul style="list-style-type: none"> (a) the B-BBEE status level certificate issued by an authorised body or person; (b) a sworn affidavit as prescribed by the B-BBEE Codes of Good Practice; or (c) any other requirement prescribed in terms of the Broad-Based Black Economic Empowerment Act;
"QSE"	means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
"Rand value"	means the total estimated value of a contract in Rand, calculated at the time of the tender invitation;
"rural area"	<p>means-</p> <ul style="list-style-type: none"> (a) a sparsely populated area in which people farm or depend on natural resources, including villages and small towns that are dispersed through the area; or (b) an area including a large settlement which depends on migratory labour and remittances and government social grants for survival, and may have a traditional land tenure system;
"stipulated minimum threshold"	means the minimum threshold stipulated in terms of clause 8(1)(b);
"Sub-Contract"	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;
"Tender"	means a written offer in a prescribed or stipulated form in response to an invitation by the Overstrand Municipality for the provision of services, works or goods, through price quotations, advertised competitive tender processes or proposals;
"the Act"	means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000);
"Total revenue"	bears the same meaning assigned to this expression as 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, 2003 and promulgated in the Government Gazette on 9 February 2007;
"township"	means an urban living area that any time from the late 19th century until 27 April 1994, was reserved for black people, including areas developed for historically disadvantaged individuals post 27 April 1994;

**OVERSTRAND MUNICIPALITY
SUPPLY CHAIN MANAGEMENT POLICY – PART C**

“treasury”	has the meaning assigned to it in section 1 of the Public Finance Management Act, 1999 (Act No. 1 of 1999); and
“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
“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.
“youth”	has the meaning assigned to it in section 1 of the National Youth Development Agency Act, 2008 (Act No. 54 of 2008).

2 Application

These Regulations apply to organs of state as envisaged in the definition of organ of state in section 1 of the Act.

3 Identification of preference point system, designated sector, pre-qualification criteria, objective criteria and subcontracting

- 1) The Municipality must-
 - a) determine and stipulate in the tender documents-
 - i) the preference point system applicable to the tender as envisaged in clause 6 or 7; or
 - ii) 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;
 - b) determine whether pre-qualification criteria are applicable to the tender as envisaged in clause 4;
 - c) determine whether the goods or services for which a tender is to be invited, are in a designated sector for local production and content as envisaged in clause 8;
 - d) determine whether compulsory subcontracting is applicable to the tender as envisaged in clause 9; and
 - e) determine whether objective criteria are applicable to the tender as envisaged in clause 11.

4 Pre-qualification criteria for preferential procurement

- 1) If the Municipality decides to apply pre-qualifying criteria to advance certain designated groups, then the tender must be advertised 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.

5 Tenders to be evaluated on functionality

**OVERSTRAND MUNICIPALITY
SUPPLY CHAIN MANAGEMENT POLICY – PART C**

- 1) The Municipality must indicate in the tender documents if the tender will be evaluated on functionality;
- 2) The evaluation criteria for measuring functionality must be objective.
- 3) The tender documents must specify-
 - a) evaluation criteria for measuring functionality;
 - b) the points for each criteria and, if any, each sub-criterion; and
 - c) minimum qualifying score for functionality,
- 4) The minimum qualifying score for functionality for a tender to be considered further-
 - a) must be determined separately for each tender; and
 - b) may not be so-
 - i) low that it may jeopardise the quality of the required goods or services; or
 - ii) high that it is unreasonably restrictive.
- 5) Points scored for functionality must be rounded off to the nearest two decimal places.
- 6) A tender that fails to obtain the minimum qualifying score for functionality as indicated in the tender documents is not an acceptable tender.
- 7) Each tender that obtained the minimum qualifying score for functionality must be evaluated further in terms of price and the preference point system and any objective criteria envisaged in clause 11.

6 80/20 preference point system for acquisition of goods or services for Rand value equal to or above R30 000 and up to R50 million

- 1) The following formula must be used to calculate the points out of 80 for price in respect of a tender (including price quotations) with a Rand value equal to, or above R 30 000 and up to a Rand value of R50 million inclusive of all applicable taxes:

$$Ps = 80 \left(1 - \frac{(Pt - Pmin)}{Pmin} \right)$$

Where;

Ps = Points scored for price of tender under consideration;

Pt = Price of tender under consideration; and

Pmin = Price of lowest acceptable tender.

- 2) The following table must be used to calculate the score out of 20 for BBEE:

B-BBEE Status Level of Contributor	Number of Points
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

- 3) A tenderer must submit proof of its B-BBEE status level of contributor.
- 4) 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.

- 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.
- 6) The points scored by a tenderer for B-BBEE in terms of sub-clause (2) must be added to the points scored for price under sub-clause (1).
- 7) The points scored must be rounded off to the nearest two decimal places.
- 8) Subject to sub-clause (9) and clause 11, the contract must be awarded to the tenderer scoring the highest points.
- 9) 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.
 - a) 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.
 - b) If a market-related price is not agreed as envisaged in paragraph (a)(iii), the Municipality must cancel the tender.

7 90/10 preference point system for acquisition of goods or services for Rand value above R50 million.

- 1) The following formula must be used to calculate the points out of 90 for price in respect of a tender with a Rand value above R50 million, inclusive of all applicable taxes:

$$a) \quad P_s = 90 \left(1 - \frac{(P_t - P_{min})}{P_{min}} \right)$$

Where

P_s = Points scored for price of tender under consideration;

P_t = Price of tender under consideration; and

P_{min} = Price of lowest acceptable tender

- 2) The following table must be used to calculate the score out of 10 for BBEE:

B-BBEE Status Level of Contributor	Number of Points
1	10
2	9
3	6
4	5
5	4
6	3
7	2
8	1
Non-compliant contributor	0

- 3) A tenderer must submit proof of its B-BBEE status level of contributor.
- 4) 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.

- 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.
- 6) The points scored by a tenderer for B-BBEE in terms of sub-clause (2) must be added to the points scored for price under sub-clause (1).
- 7) The points scored must be rounded off to the nearest two decimal places.
- 8) Subject to sub-clause (9) and clause 11, the contract must be awarded to the tenderer scoring the highest points.
- 9) 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.
 - a) 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.
 - b) If a market-related price is not agreed as envisaged in paragraph (a)(iii), the Municipality must cancel the tender.

8 Local Production and Content

- 1) The Department of Trade and Industry may, in consultation with the National Treasury-
 - a) designate a sector, sub-sector or industry or product in accordance with national development and industrial policies for local production and content, where only locally produced services or goods or locally manufactured goods meet the stipulated minimum threshold for local production and content, taking into account economic and other relevant factors; and
 - b) stipulate a minimum threshold for local production and content.
- 2) The Municipality must, in the case of a designated sector, advertise the invitation to tender with a specific condition that only locally produced goods or locally manufactured goods, meeting the stipulated minimum threshold for local production and content, will be considered.
- 3) The National Treasury must inform organs of state of any designation made in terms of regulation 8(1) through a circular.
- 4a. If there is no designated sector, the Municipality may include, as a specific condition of the tender, that only locally produced services or goods or locally manufactured goods with a stipulated minimum threshold for local production and content, will be considered.
- 4b. The threshold referred to in paragraph (a) must be in accordance with the standards determined by the Department of Trade and Industry in consultation with the National Treasury.
5. A tender that fails to meet the minimum stipulated threshold for local production and content is an unacceptable tender.

9 Subcontracting as a condition of tender

1. If feasible to subcontract for a contract above R30 million, the Municipality must apply subcontracting to advance designated groups.
2. If the Municipality applies subcontracting as contemplated in sub-clause (1), 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-
 - a) an EME or QSE;
 - b) an EME or QSE which is at least 51% owned by black people;
 - c) an EME or QSE which is at least 51% owned by black people who are youth;

- d) an EME or QSE which is at least 51% owned by black people who are women;
 - e) an EME or QSE which is at least 51% owned by black people with disabilities;
 - f) an EME or QSE which is 51% owned by black people living in rural or underdeveloped areas or townships;
 - g) a cooperative which is at least 51% owned by black people;
 - h) an EME or QSE which is at least 51% owned by black people who are military veterans
 - i) more than one of the categories referred to in sub-clauses (a) to (h).
3. 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 sub-clause (2) from which the tenderer must select a supplier.

10 Criteria for breaking deadlock in scoring

- 1. If two or more tenderers score an equal total number of points, the contract must be awarded to the tenderer that scored the highest points for B-BBEE.
- 2. If functionality is part of the evaluation process and two or more tenderers score equal total points and equal preference points for B-BBEE, the contract must be awarded to the tenderer that scored the highest points for functionality.
- 3. If two or more tenderers score equal total points in all respects, the award must be decided by the drawing of lots.

11 Award of contracts to tenderers not scoring highest points

- 1. A contract may be awarded to a tenderer that did not score the highest points only in accordance with section 2(1)(f) of the Act.
- 2. If an organ of state intends to apply objective criteria in terms of section 2(1)(f) of the Act, the organ of state must stipulate the objective criteria in the tender documents.

12 Subcontracting after award of tender

- 1. A person awarded a contract may only enter into a subcontracting arrangement with the approval of the organ of state.
- 2. A person awarded a contract in relation to a designated sector, may not subcontract 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.
- 3. A person awarded a contract may not subcontract 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 of contributor than the person concerned, unless the contract is subcontracted to an EME that has the capability and ability to execute the subcontract.

13 Cancellation of tender

- 1. The Municipality may, before the award of a tender, cancel a tender invitation if-
 - a) due to changed circumstances, there is no longer a need for the goods or services specified in the invitation;
 - b) funds are no longer available to cover the total envisaged expenditure;
 - c) no acceptable tender is received; or
 - d) there is a material irregularity in the tender process.
- 2. The decision to cancel a tender invitation in terms of sub-clause (1) must be published in the same manner in which the original tender invitation was advertised.
- 3. The Municipality may only with the prior approval of the relevant treasury cancel a tender invitation for the second time.

14 Remedies

- 1. Upon detecting that a tenderer submitted false information regarding its B-BBEE status level of contributor, local production and content, or any other matter required in terms of this policy which

**OVERSTRAND MUNICIPALITY
SUPPLY CHAIN MANAGEMENT POLICY – PART C**

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 sub-clause (1)(b), that-
 - i) such false information was submitted by the tenderer-
 - a) disqualify the tenderer or terminate the contract in whole or in part; and
 - b) 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.

2a. An organ of state must-

- i) inform the National Treasury, in writing, of any actions taken in terms of sub-clause (1);
- 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.

2b. The National Treasury may request an organ of state to submit further information pertaining to sub-clause (1) within a specified period.

3. 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.

15 Circulars and guidelines

1. The National Treasury may issue-

- a) a circular to inform organs of state of any matter pertaining to this policy; or
- b) a guideline to assist organs of state with the implementation of any provision of this policy.

16 SHORT TITLE AND COMMENCEMENT

This part of the policy is called the Preferential Procurement Policy of the Overstrand Municipality.

This policy will come into effect on **1 July 2019** and will be reviewed at least annually by way of a Council resolution.

POLICY SECTION:	HEAD: SUPPLY CHAIN MANAGEMENT				
PREVIOUS REVIEW	2017/11/29	PREVIOUS REVIEW:	2018/05/30	CURRENT REVIEW:	2019/05/29
PREVIOUS REVIEW	2017/05/31	PREVIOUS REVIEW:	2017/03/29	PREVIOUS REVIEW:	2016/05/25
PREVIOUS REVIEW	2016/02/24	PREVIOUS REVIEW	2015/05/28	PREVIOUS REVIEW:	2014/05/28
PREVIOUS REVIEW:	2013/05/29	PREVIOUS REVIEW:	2012/11/28	PREVIOUS REVIEW:	2012/06/26
PREVIOUS REVIEW:	2012/05/30	PREVIOUS REVIEW:	2011/11/30	PREVIOUS REVIEW:	2011/05/04
PREVIOUS REVIEW:	2010/05/26	PREVIOUS REVIEW:	2009/05/27	APPROVAL	2008/05/25

OVERSTRAND MUNICIPALITY
SUPPLY CHAIN MANAGEMENT POLICY – ANNEXURE B

DELEGATION OF POWERS AND DUTIES CLAUSE 4.2.81

As far as contractual obligations are concerned: Personnel to be nominated in writing by the Municipal Manager, and Directors, subject to the under-mentioned criteria, and further subject to the municipality's Supply Chain Management Policy, financial regulations and council resolutions where applicable.

4.2.81.1. APPROVAL / AWARD OF QUOTATIONS, FORMAL QUOTATIONS AND TENDERS

RAND VALUE (VAT inclusive)	LEVEL OF APPROVAL (With due regard to proper segregation of duties)	QUOTATIONS / TENDERS PROCESS FOLLOWED
Up to R2 000	Level of approval as delegated by relevant director	Petty cash Purchases in terms of the Petty Cash Policy AND / OR One (1) written quotation
R2 000.01 – R30 000.00	Post level T12 and higher	Three (3) written price quotations in terms of Paragraph 17(1)(a) of the SCM Policy
R30 000.01 – R200 000.00	Head: Supply Chain Management	Formal written price quotations in terms of Paragraph 18(b) of the SCM Policy – committee system
R200 000.01 – R10 million	Bid Adjudication Committee	Competitive Bidding – committee system
> R10 million	Municipal Manager after recommendation from the Bid Adjudication Committee	Competitive Bidding – committee system

4.2.81.2. APPROVAL OF DEVIATIONS

RAND VALUE (VAT inclusive)	LEVEL OF APPROVAL
IN TERMS OF CLAUSE 36 ((1)(a)(v)(b) TO (i))	
R0 – R200 000.00	Directors
>R200 000.00	Accounting Officer
36(1)(a)(v)(c) & (d)	Level of approval as delegated by relevant director
IN TERMS OF CLAUSE 36 ((1)(a)(i) TO (v)(a) .	
R0 – R70 000.00	Head: Supply Chain Management
R70 000.01 – R200 000.00	Chief Financial Officer (Director: Finance) after consultation with, and recommendation by, the Head: Supply Chain Management
>R200 000.00	Accounting Officer

4.2.81.3. APPROVAL OF REQUESTS FOR ORDERS FOR DIRECT PURCHASES & MUNICIPAL STORE ISSUES

Up to R2 000	Level of approval as delegated by relevant director
R2 000.01 – R70 000.00	Post level T12 and higher
R70 000.01 – R1 000 000.00	Post level T16 and higher
> R1 000 000.00	Municipal Manager & Directors

4.2.81.4. CERTIFICATION AND AUTHORIZATION OF ALL PAYMENTS inclusive of where an official order has been issued in terms of sub-paragraph 4.2.81.3 above

RAND VALUE (VAT inclusive)	LEVEL OF APPROVAL (With due regard to proper segregation of duties)
R0 – R70 000.00	Post Level 13 and Higher
R70 000.01 – R500 000.00	Post Level 16 and Higher
> R 500 000.00	Municipal Manager & Directors
Eskom Bulk Electricity Purchases	Senior Manager: Electro-technical Services

4.2.81.5. APPROVAL OF SPECIFICATIONS FOR COMPETITIVE BIDS, in terms of Paragraph 27(2)(g) of the SCM Policy

Cryptic description of Power or Duty	Sub-delegated to	Remarks, Limitations or Conditions
Specifications for Competitive Bids must be approved prior to the publication of the invitation for bids in terms of Paragraph 22 of the SCM Policy.	All Directors	This delegation applies in so far as each director's responsibility for managing the respective votes of the municipality and to whom powers and duties for this purpose have been delegated in terms of Section 79 of the MFMA (Act 56 of 2003).

POLICY SECTION:	HEAD: SUPPLY CHAIN MANAGEMENT			PREVIOUS REVIEW:	2017/05/31	CURRENT UPDATE:	2017/11/29	APPROVAL BY COUNCIL:	2008/05/25
PREVIOUS REVIEW:	2016/05/25	PREVIOUS REVIEW:	2014/05/28	PREVIOUS REVIEW:	2012/07/26	PREVIOUS REVIEW:	2011/05/04		
PREVIOUS REVIEW:	2016/02/24	PREVIOUS REVIEW:	2013/05/29	PREVIOUS REVIEW:	2012/05/30	PREVIOUS REVIEW:	2010/05/26		
PREVIOUS REVIEW:	2015/05/28	PREVIOUS REVIEW:	2012/11/28	PREVIOUS REVIEW:	2011/11/30	PREVIOUS REVIEW:	2009/05/27		

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

- 1) The Municipality commits itself to a policy of fair dealing and integrity in the conducting of its business. Officials and other role players involved in supply chain management (SCM) are in a position of trust, implying a duty to act in the public interest. Officials and other role players should not perform their duties to unlawfully gain any form of compensation, payment or gratuities from any person, or provider/contractor for themselves, their family or their friends.
- 2) 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.
- 3) Officials and other role players involved in SCM should be fair and impartial in the performance of their functions. They should at no time afford any undue preferential treatment to any group or individual or unfairly discriminate against any group or individual. They should not abuse the power and authority vested in them.

Conflict of interest

- 4) An official or other role player involved with supply chain management –
 - a) must treat all providers and potential providers equitably;
 - b) may not use his or her position for private gain or to improperly benefit another person;
 - c) may not accept any reward, gift, favour, hospitality or other benefit directly or indirectly, including to any close family member, partner or associate of that person, of a value more than R350;
 - d) must declare to the accounting officer details of any reward, gift, favour, hospitality or other benefit promised, offered or granted to that person or to any close family member, partner or associate of that person;
 - e) must declare to the accounting officer details of any private or business interest which that person, or any close family member, partner or associate, may have in any proposed procurement or disposal process, or in any award of a contract by the Municipality;
 - f) must immediately withdraw from participating in any manner whatsoever in a procurement or disposal process or in the award of a contract in which that person, or any close family member, partner or associate, has any private or business interest;
 - g) must declare any business, commercial and financial interests or activities undertaken for financial gain that may raise a possible conflict of interest;
 - h) should not place him/herself under any financial or other obligation to outside individuals or organizations that might seek to influence them in the performance of their official duties; and
 - i) should not take improper advantage of their previous office after leaving their official position.

Accountability

- 5) Practitioners are accountable for their decisions and actions to the public.
- 6) Practitioners should use public property scrupulously.
- 7) Only accounting officers or their delegates have the authority to commit the Municipality to any transaction for the procurement of goods and / or services.
- 8) 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.
- 9) Practitioners must assist the accounting officer in combating fraud, corruption, favouritism and unfair and irregular practices in the supply chain management system.

- 10) 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
 - a) any alleged fraud, corruption, favouritism or unfair conduct;
 - b) any alleged contravention of the policy on inducements, rewards, gifts and favours to municipalities or municipal entities, officials or other role players; and
 - c) any alleged breach of this code of conduct.
- 11) 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.

Openness

- 12) 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.

Confidentiality

- 13) 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 / contractor's personal rights.
- 14) 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.

2. Bid Specification / Evaluation / Adjudication Committees

- 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.
- 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.
- 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.
- 4) No person should-
 - a) interfere with the supply chain management system of the Municipality; or
 - b) amend or tamper with any price quotation / bid after its submission.

3. Combative Practices

- 1) Combative practices are unethical and illegal and should be avoided at all cost. They include but are not limited to:
 - a) Suggestions to fictitious lower quotations;
 - b) Reference to non-existent competition;
 - c) Exploiting errors in price quotations / bids;
 - d) Soliciting price quotations / bids from bidders / contractors whose names appear on the Register for Tender Defaulters.

OVERSTRAND MUNICIPALITY



CONTRACT MANAGEMENT POLICY

TABLE OF CONTENTS

1. PRE-AMBLE	2
2. DEFINITIONS	3
3. ABBREVIATIONS	4
4. OBJECTIVES	4
5. STATUTORY AND REGULATORY FRAMEWORK FOR MANAGING CONTRACTS	5
6. MAINTENANCE AND CONTRACT ADMINISTRATION	7
7. ROLES AND RESPONSIBILITIES OF OFFICIALS	7
8. RECORD KEEPING	8
9. CONTRACTS HAVING BUDGETARY IMPLICATIONS BEYOND THREE FINANCIAL YEARS	9
10. RESOLUTION OF DISPUTES, OBJECTIONS, COMPLAINTS AND QUERIES	9
11. CONTRACT PRICE ESCALATIONS	9
12. PERFORMANCE ON CONTRACTS	9
13. REVIEW OF CONTRACTS	10
14. IMPLEMENTATION AND REVIEW PROCESS	11

1. PRE-AMBLE

All transactions undertaken by the Overstrand Municipality involves a contract whether explicitly agreed in writing, or implicitly implied through actions.

Properly managed contracts by all stakeholders involved, can ensure that services are delivered within specifications as set and agreed by all during the specifications phase and at the agreed cost , (Inclusive of escalation clauses in contracts) time period and qualities of the goods and services procured.

All contracts must be managed throughout the contract Life Cycle, based on the level of management control appropriate for the classification of that contract.

Improperly managed contracts may impact negatively on service delivery. Adverse effects of ineffective contract management include but are not limited to:

- 1.1 goods and services outside of specification;
- 1.2 cost overruns;
- 1.3 poor suppliers-, buyer- or other stakeholder relations;
- 1.4 negative public perception, and
- 1.5 potentially complete service delivery failures.
- 1.6 irregular expenditure or un-authorized expenditure

Hence, good contract management by all stakeholders involved is essential for good financial management and will contribute greatly to the effectiveness and efficiency of service delivery. In effect it would give strategic direction to all directorates following a centralised strategy of contract management. This policy must be read in coincidence with the SCM Policy of the Overstrand Municipality.

2. DEFINITIONS:

In this Policy, unless the context indicates otherwise-

Accounting Officer <i>(in relation to a municipality)</i>	means the municipal official referred to in section 60 of the MFMA (2003); and include a person acting as the accounting officer.
Act or MFMA	Means the Local Government: Municipal Finance Management Act, 2003 (Act No. 56 of 2003);
Circular 62	means communication from National Treasury by means of a Circular to enhance compliance and accountability to SCM Regulations and the MFMA of 2003.
Construction Industry Development Board (CIDB):	means the Construction Industry Development Board (CIDB), a national body established by an Act of Parliament (Act 38 of 2000) to oversee the sustainability and growth of construction enterprises across the country.
Contract	means the agreement that results from the acceptance of a bid by the Municipality (mutual agreement)
Contract Alteration	means changing technical writing or input errors to the agreement of the contract without changing the scope of contract.
Contract Amendment	means changing the scope, nature, duration, purpose or objective of the agreement or contract (In context of Circular 62 and section 116 (3) of the MFMA).
Contract Champion	means the official/s within a specific department, responsible for all day to day administrative and management activities (including performance management and dispute resolution) during the life cycle of the contract (with delegated powers to perform this function).
Contract Management	means the holistic term of all role players involved in an agreement (SLA/SDA) or contract and include the; SCM contract manager, contract director, contract owner, contract champion and supplier.
SCM Contract Manager	means the SCM official responsible for monitoring, regulating and reporting on all contract related activities as set out in Section 116 of the MFMA.
Contract Owner	means the deputy director, senior manager or manager, as the case may be, that is ultimately accountable for all activities during the life cycle of the contract. The Contract Owner can also be seen as the Budget holder.
Contract Director	Appointment according to sect 56 of the Systems Act
Delegation <i>(in relation to a duty)</i>	Includes an instruction or request to perform or to assist in performing the duty.
Force Majure	Is the expression used to denote irresistible superior force which might cause damage or prevent the execution of an obligation, therefore suppliers is not liable for damages caused by force majeure or for failure to carry out a contract if prevented (Term and conditions in this regard will be determined by every individual contract/s).
Official <i>(In relation to a municipality)</i>	means: <ul style="list-style-type: none"> • an employee of a municipality; • a person seconded to a municipality to work as a member of the staff of the municipality; or • a person contracted by a municipality to work as a member of the staff of the municipality otherwise than as an employee.
Users	Means all officials as set out in the organogram of the Overstrand Municipality involved with contracts.
User Department	Refers to the official/s within the relevant department of a directorate, as set out in the organogram of the Overstrand Municipality responsible for contract management.

3. ABBREVIATIONS:

BEE	Black economic empowerment
B-BBEE	Broad-Based Black Economic Empowerment
GCC	means General Conditions of contract.
MSA	means Local Government: Municipal Systems Act, 2000 (Act No. 32 of 2000).
NT	means National Treasury established by section 5 of the Public Finance Management Act.
SCC	means Special Conditions of Contract.
SCM	means Supply Chain Management
SDA	means Service Delivery Agreement.
SLA	means Service Level Agreement.

4. OBJECTIVES:

- 4.1 To give effect to Section 217 of the Constitution of South Africa (1996) that stipulate:
 - 4.1.1 When an organ of state in the national, provincial or local sphere of government, or any other institution identified in national legislation, contracts for goods or services, it must do so in accordance with a system which is:
 - 4.1.1.1 equitable
 - 4.1.1.2 transparent
 - 4.1.1.3 competitive
 - 4.1.1.4 cost-effective and
 - 4.1.1.5 fair
- 4.2 The effective and efficient control of contracts procured through the SCM system ensuring:
 - 4.2.1 proper recording and enforcement of contracts throughout the contract life cycle (specifications to contract reviews);
 - 4.2.2 support to the demand management framework as set out in Circular 62 of National treasury (August 2012), optimizing proper planning, resulting in effective service delivery;
 - 4.2.3 management of Contract Performance;
 - 4.2.4 compliance with the regulatory framework;
 - 4.2.5 to assist officials in understanding their legal and managerial responsibilities with regards to contract management;
 - 4.2.6 the optimization of efficient and sustainable financial wellbeing of the municipality, resulting in lower cost drivers, and
 - 4.2.7 the continuous development of effective Management Information systems, resulting in strategic support and risk preventions.
- 4.3 To ensure that no contract procurement of goods and services (excluding land sales or rentals of Overstrand Municipal Assets, which are managed by Property Management Services), takes place outside of the SCM System.

5. STATUTORY AND REGULATORY FRAMEWORK FOR MANAGING CONTRACTS

5.1 Application and Framework of the Contract Management Policy

5.1.1 All officials and other role players in the Supply Chain Management system of the Overstrand Municipality must implement this Policy in a way that gives effect to:

5.1.1.1 Section 217 of the Constitution;

5.1.1.2 Section 116 of the MFMA;

5.1.1.3 Section 33 of the MFMA;

5.1.1.4 SCM Policy;

5.1.1.5 SCM Regulations

5.1.1.6 any other legislation pertaining to SCM.

5.1.2 This Policy applies when the Municipality:

5.1.2.1 procures goods or services;

5.1.2.2 disposes of goods no longer needed; and

5.1.2.3 selects service providers and suppliers to provide assistance in the provision of municipal services including circumstances where Chapter 8 of the Municipal Systems Act applies.

5.2 Adoption, Amendment and Implementation of the Contract Management Policy

5.2.1 The accounting officer must:

5.2.1.1 at least annually review the implementation of this Policy; and

5.2.1.2 when the accounting officer considers it necessary, submit proposals for the amendment of this Policy to Council;

5.2.1.3 in terms of section 62(1) (f) (IV) of the Act, take all reasonable steps to ensure that the Contract Management Policy is implemented.

5.3 Conditions of Contract

5.3.1 A contract or agreement procured through the Supply Chain Management System of the Municipality must:

5.3.1.1 be in writing;

5.3.1.2 stipulate the terms and conditions of the contract or agreement, which must provide for:

5.3.1.2.1 the termination of the contract or agreement in the case of non- or underperformance;

5.3.1.2.2 dispute resolution mechanisms to settle disputes between the parties;

5.3.1.2.3 a periodic review of the contract or agreement once every three years in the case of a contract or agreement for longer than three years; and

5.3.1.2.4 any other matters that may be prescribed.

- 5.4 Administrative Capacity
 - 5.4.1 The relevant Director, with delegated powers from the Municipal Manager, must establish capacity in his/her directorate to assist the accounting officer in carrying out the duties set out in section 116(2) of the MFMA.
- 5.5 Management of Contracts
 - 5.5.1 The accounting officer and delegated officials must take all reasonable steps to:
 - 5.5.1.1 ensure that a contract or agreement procured through the supply chain management policy of the municipality is properly enforced;
 - 5.5.1.2 monitor on a monthly basis the performance of the contractor under the contract or agreement.
 - 5.5.1.3 administrate the contract with the necessary competencies and delegations, ensuring effective management of contracts.
 - 5.5.2 The Contract Owner must ensure that contract champions submit suppliers' performance reports to the SCM contract manager within 5 business days after the end of each month.
 - 5.5.3 The SCM Contract Manager submits a consolidated report to the relevant Director and Contract Owner within 15 business days after the end of each month for purposes of Section 116 (2)(b) of the Act.
 - 5.5.4 The SCM Contract Manager submits a consolidated report on the performance of contracts or agreements for purposes of Section 116 (2)(d), to the Accounting Officer within 15 business days of the end of each quarter.
- 5.6 Amendment of Contracts
 - 5.6.1 A contract or agreement procured through the supply chain management policy of the municipality may be amended by the parties, in exceptional circumstances in order to mitigate abuse, in perception after the fact to prevent financial inefficiencies and influencing financial sustainability.
 - 5.6.2 In terms of Section 116(3) of the MFMA, (56 of 2003), amendments (in compliance with SCM procedures), may only be made after:
 - 5.6.2.1 the reasons for the proposed amendment have been tabled in the council; and
 - 5.6.2.2 the local community has been given reasonable notice of the intention to amend the contract or agreement; and
 - 5.6.2.3 has been invited to submit representations to the municipality.
 - 5.6.3 Amendments of contracts where the expansion or variation is not more than (NT Circular 62):
 - 5.6.3.1 20% (construction related goods, services and/or infrastructure projects), and
 - 5.6.3.2 15% (all other goods and/or services) of the original value of the contract, must be submitted directly to the Contract Man-

agement Office for approval and further reference to the SCM committee system for approval.

- 5.6.4 Amendments of contracts where the expansion or variation is more than the threshold prescribed by National Treasury (Circular 62), must be dealt with in terms of the provisions of section 116(3) of the MFMA, and are exempt from this process.
- 5.6.5 Amendments to the contract, without influencing the value or term of the contract, within the scope of the original terms and conditions, may be altered, provided that both parties have consensus on the amendment and the contract amendment is in writing and signed by both parties.
- 5.6.6 No agreement to amend or vary a contract shall be valid and of any force unless such agreement to amend or vary is entered into in writing and signed by the contracting parties.
- 5.6.7 Section 33 of the MFMA will apply when an amendment has budgetary implications for a term longer than the 3 (three) financial years of the current year's budget, (Section 116 (3) of the MFMA will be followed with section 33, when amending an existing contract for longer than 3 years). It remains the responsibility of the user department to give effect to section 33, following due process, as stipulated in Section 33 of the MFMA. The SCM Contract Management office will support the relevant user department in order to ensure that compliance to all SCM legislation is adhered to.

6. MAINTENANCE AND CONTRACT ADMINISTRATION

- 6.1 Contract administration includes all administrative duties associated with a contract once it is adjudicated and implemented.
- 6.2 No rights in terms of an awarded contract will accrue before the SCM appeal period and/or appeal has been finalised.
- 6.3 The contract should be signed by all parties concerned (The relevant official should also ensure that the suppliers have the delegated powers to sign and amend the contractual agreement).
- 6.4 The contract will only be enforceable after all the signatures of the relevant parties are documented.
- 6.5 A signed service level agreement (if applicable) must be compiled and signed which will incorporate all the relevant sections of the tender documentation.
- 6.6 All once-off purchases shall have a specified end delivery date.

7. ROLES AND RESPONSIBILITIES OF OFFICIALS:

- 7.1 SCM Contract Manager:
 - 7.1.1 The SCM Contract Manager is the SCM official responsible for system administration, status and SCM performance reporting on all contracts related activities.
 - 7.1.2 For the purposes of **contract management** activities performed by the relevant role players, the SCM contract manager will monitor and report on the following activities:
 - 7.1.2.1 identification and classification of contracts for management purposes in terms of the SCM processes;
 - 7.1.2.2 recognition, measurement and disclosure;

- 7.1.2.3 oversight of contract management as is provided for in this policy;
 - 7.1.2.4 document and information management;
 - 7.1.2.5 relationship management;
 - 7.1.2.6 performance management;
 - 7.1.2.7 contract risk management.
- 7.2 Contract Champion
 - 7.2.1 The contract champion is responsible for the following activities:
 - 7.2.2.1 ensuring that all the necessary legal formalities in entering into the contract are adhered to;
 - 7.2.2.2 ensuring that all applicable contract information is maintained in the applicable electronic contract system
 - 7.2.2.3 ensuring that purchase orders are processed on the financial system in accordance with the pricing schedule;
 - 7.2.2.4 maintaining adequate records (paper and/or electronic) in sufficient detail on an appropriate contract file to provide an audit trail;
 - 7.2.2.5 inform the Asset Management section of the Expenditure Department of the location of newly procured assets for asset register and insurance purposes; and
 - 7.2.2.6 where appropriate, in terms of Council's Delegations, authorise invoices due for payment.
 - 7.2.2.7 to take appropriate action in consultation with the contract owner and the SCM contract manager, where a contractor is underperforming or is in default or breach of the contract.
 - 7.2.2.8 ensure performance of suppliers is managed appropriately to the terms and conditions of the contract.
- 7.3 Contract Owner
 - 7.3.1 The contract owner is responsible for ensuring that contract champions are assigned to all contracts.
 - 7.3.2 The contract owner is ultimately responsible for management of the activities.
- 7.4 Contract Director
 - 7.4.1 The contract director is responsible for signing of contracts with the relevant service provider, in line with the Delegation of Powers and Duties Policy.
 - 7.4.2 The contract director is ultimately accountable for the contract.

8. RECORD KEEPING

- 8.1 Proper records regarding all aspects of the contract must be maintained and kept in accordance with relevant legislation.
- 8.2 All communication related to contracts must be linked to the master document on the electronic system, by the relevant official.

- 8.3 Safe custody of all contract documents must be enforced by all relevant users.
- 8.4 Contract Champions and Contract Owners are responsible for the electronic capturing of the contract information and maintenance thereof on the Contract Management system.
- 8.5 The original signed contract must be sent to the records department (by the contract management office) for safekeeping and storage.
- 8.6 The records department is responsible for the administration of archived contract documentation.

9. CONTRACTS HAVING BUDGETARY IMPLICATIONS BEYOND THREE FINANCIAL YEARS

Overstrand Municipality may not enter into any contract that will impose financial obligations beyond the three years covered in the annual budget for that financial year, unless the requirements of Section 33 of the Municipal Finance Management Act have been fully complied with.

10. RESOLUTION OF DISPUTES, OBJECTIONS, COMPLAINTS AND QUERIES:

The accounting officer is responsible to establish a dispute resolution mechanism as per paragraph 5.3.1.2.2 and also as required by section 116(1) of the MFMA and paragraph 50 of the SCM Policy.

11. CONTRACT PRICE ESCALATIONS:

- 11.1 An appropriate contract price adjustment formula or specified terms of escalation must be specified in the bid documents
- 11.2 Escalation notification must be in writing and presented before the implementation date thereof.
- 11.3 User departments are responsible to manage, verify and implement price escalations as per originally agreed terms and conditions set out in the specifications of the contract and keep proof of evidence to the newly agreed escalations on the system for all other relevant stakeholders to access.

12. PERFORMANCE ON CONTRACTS:

- 12.1 In terms of the SCM Policy and the Municipal Systems Act, the accounting officer must implement an internal monitoring system in order to determine, on the basis of a retrospective analysis, whether the authorised supply chain management processes were followed and whether the objectives of this Policy were achieved in terms of the Performance Management System Implementation Policy (Paragraph 9).

12.1.1 Municipality's Performance:

- 12.1.1.1 The municipality is required to pay creditors within 30 days of receiving all relevant invoice statements.
- 12.1.1.2 The municipality is also required to create a favourable environment to receive services and goods without preventing the supplier to perform their duties.
- 12.1.1.3 All parties involved must perform according to the terms and conditions of the relevant contract, while the contract is alive.

12.2.1 Supplier Performance:

- 12.2.1.1 The supplier of goods and services is required to perform as per terms and conditioned agreed upon and should inform the municipality if circumstances prevents them to perform, with reasons provided, within 5 working days (to be included in all contracts).
- 12.2.1.2 For all relevant deviations from the agreed terms and conditions of any contract, the key performance indicators (KPI's) should be reviewed as well as the alignment with the strategic objectives established in the IDP.
- 12.2.1.3 Suppliers performance will be reviewed by Overstrand Officials on a monthly basis (every 25th of the month) giving effect to section 116 of the MFMA, 2003 and the Performance Management System Implementation Policy
- 12.2.1.4. Prescribed procedures to evaluate service providers must be complied with.
(Refer to the Performance Management Framework Policy)

THE FOLLOWING PROCEDURES NEED TO BE FOLLOWED:

1. The requirements of this policy must be included in the contract of the service provider.
2. The performance of the service provider under the contract or service level agreement must be assessed monthly by the Reporting Officer.
3. The assessment must be completed in the contract management system.
4. The Reporting Officer must complete the Service Provider Assessment on the contract management at the end of each month.
5. The quarterly assessment and reporting must be completed within 15 working days after the end of each quarter. (Refer to the Performance Management Framework Policy, paragraph 9.2.1).
6. The Reporting Officer must provide a copy of the assessment to the Service Provider at the end of each quarterly assessment period and on completion or termination of the contract.
7. Supply Chain Management Unit (Contract Management Office) will review the quarterly Service Provider assessments within 20 days after the end of each quarter and submit a summary report to the Accounting Officer .
8. The Accounting Officer need to develop the necessary forms and report structures to be utilised to manage the above processes. The forms and reporting requirements need to be reviewed on a regular basis.
9. In the instance of under-performance:
 - a. The Municipality will facilitate support interventions to service providers in the identified areas of underperformance
 - b. Service providers who have been identified as under-performing in identified areas must be informed of these support interventions.
 - c. The impact of support interventions must be monitored by the Reporting Officer.
 - d. Corrective action should be documented in writing within the contract management system
 - e. The records of the support interventions must be documented, signed by both parties and appropriately filed in the contract management system.

13. REVIEW OF CONTRACTS

- 13.1 In terms of section 116 (1) of the MFMA, a contract or agreement procured through the Supply Chain Management system must have a periodic review once every three years in the case of a contract or agreement that are longer than three years.
- 13.2 The contract owner or champion must conduct, as appropriate, within 3 months after the expiry of contracts, post contract reviews.

14 IMPLEMENTATION AND REVIEW PROCESS

This policy will come into effect on **1 July 2019**;

This policy will be reviewed at least annually or when required by way of a Council resolution.

POLICY SECTION:	MANAGER: CONTRACTS & LOGISTICS
CURRENT UPDATE	29 MAY 2019
PREVIOUS REVIEW	30 MAY 2018
PREVIOUS REVIEW	31 MAY 2017
PREVIOUS REVIEW	25 MAY 2016
PREVIOUS REVIEW	28 MAY 2015
PREVIOUS REVIEW	28 MAY 2014
APPROVAL BY COUNCIL	8 MAY 2013

OVERSTRAND MUNICIPALITY



INVESTMENT, LIQUIDITY & CASH MANAGEMENT POLICY

PREAMBLE

Whereas section 13 of the Local Government: Municipal Finance Management Act, 2003 (Act No 56 of 2003) determines that a municipality must introduce appropriate and effective investment arrangements;

And whereas a municipality must disclose its investment details;

And whereas councillors and officials as trustees of public funds, have an obligation to ensure that cash resources are managed as effectively, efficiently and economically as possible;

Now therefore the Overstrand Municipality adopts the following Investment, Liquidity & Cash Management Policy:

TABLE OF CONTENTS

1.	DEFINITIONS	1
2.	OBJECTIVE OF POLICY	1
3.	SCOPE OF POLICY	2
4.	RESPONSIBILITY / ACCOUNTABILITY	2
5.	INVESTMENT INSTRUMENTS	2
6.	LIQUIDITY & CASH FLOW ESTIMATES	3
7.	INVESTMENT ETHICS AND PRINCIPLES	5
8.	INVESTMENT PROCEDURES	6
9.	OTHER EXTERNAL DEPOSITS	7
10.	CONTROL OVER INVESTMENTS	7
11.	IMPLEMENTATION AND REVIEW OF POLICY	8
12.	SHORT TITLE	8

OVERSTRAND MUNICIPALITY – INVESTMENT, LIQUIDITY & CASH MANAGEMENT POLICY

1. DEFINITIONS

For the purpose of this policy, unless the context indicates otherwise, any word or expression to which a meaning has been attached in the Act shall bear the same meaning and means:-

“Accounting Officer”	a person appointed by the Municipality in terms of Section 82 of the Local Government: Municipal Structures Act, 1998 (Act No. 117 of 1998) and who is the head of administration and also the Municipal Manager for the Municipality.
“Chief Financial Officer”	an officer of the municipality appointed as the Head of the Finance Department and includes any person:- a) acting in such position; and b) to whom the Chief Financial Officer has delegated a power, function or duty in respect of such a delegated power, function or duty.
“Council” or “municipal council”	a municipal council referred to in section 18 of the Local Government: Municipal Structures Act, 1998 (Act No 117 of 1998) and for purposes of this policy, the municipal council of the Municipality of Overstrand.
“Councillor”	a member of the Municipal Council
“Investments”	funds not immediately required for the defraying of expenses and invested at approved financial institutions.
“Municipal Manager”	the accounting officer appointed in terms of section 82 of the Local Government: Municipal Structures Act, 1998 (Act No 117 of 1998) and being the head of administration and accounting officer in terms of section 55 of the Local Government: Municipal Systems Act, 2000 (Act No 32 of 2000) and includes any person:- a) acting in such position; and b) to whom the Municipal Manager has delegated a power, function or duty in respect of such a delegated power, function or duty.
“municipality”	the institution that is responsible for the collection of funds and the provision of services to the customers of Overstrand.
“public funds”	all monies received by the municipality to perform the functions allocated to them.

2. OBJECTIVE OF POLICY

The objectives of the Policy are:-

- 2.1 to manage the liquidity and investments of the municipality in such a manner that it will not tie up the municipality's scarce resources required to improve the quality of life of the citizens;
- 2.2 to manage the liquidity and investments of the municipality in such a manner that sufficient cash resources are available to finance the capital and operating

OVERSTRAND MUNICIPALITY – INVESTMENT, LIQUIDITY & CASH MANAGEMENT POLICY

budgets of the municipality; and

- 2.3 to gain the highest possible return on investments during periods when excess funds are not being used, without unnecessary risk.

3. SCOPE OF POLICY

- 3.1 The Policy deals with:-
- 3.2 Responsibility / accountability;
- 3.3 Investment instruments;
- 3.4 Liquidity and Cash flow estimates;
- 3.5 Investment ethics and principles;
- 3.6 Investment procedures;
- 3.7 Other external deposits; and
- 3.8 Control over investments.

4. RESPONSIBILITY / ACCOUNTABILITY

- 4.1 The Municipal Manager as the Accounting Officer of the municipality is accountable for investment management.
- 4.2 The municipal council must approve a policy directing procedures, processes and systems required to ensure efficient and effective management of investments.
- 4.3 Efficient and effective investment management include:-
 - a. Accurately forecasting the institution's cash flow requirements.
 - b. Timing of the in- and outflow of cash.
 - c. Recognising the time value of money.
 - d. Taking any other action that avoids locking up money unnecessarily and inefficiently.
 - e. Avoiding bank overdrafts.

5. INVESTMENT INSTRUMENTS

- 5.1 The Minister of Provincial and Local Government may with the concurrence of the Minister of Finance by notice in the Gazette determine instruments or investments other than those referred to below in which Municipality may invest:-
 - a. Deposits with banks registered in terms of the Banks Act, 1990 (Act No 94

OVERSTRAND MUNICIPALITY – INVESTMENT, LIQUIDITY & CASH MANAGEMENT POLICY

of 1990);

- b. Securities issued by the National Government;
- c. Investments with the Public Investment Commissioners as contemplated by the Public Deposits Act, 1984 (Act No 46 of 1984);
- d. A municipality's own stock or similar type of debt; internal funds of a municipality which have been established in terms of a law to pool money available to the municipality and to employ such money for the granting of loans or advances to departments within a municipality, to finance capital expenditure;
- e. Bankers' acceptance certificates, negotiable certificates or deposits of banks;
- f. Long-term securities offered by insurance companies in order to meet the redemption fund requirements of municipalities; and
- g. Any other instruments or investments in which a municipality was under a law permitted to invest before the commencement of the Local Government Transition Act, 1996: provided that such instruments shall not extend beyond the date of maturity or redemption thereof.

6. LIQUIDITY AND CASH FLOW ESTIMATES

- 6.1 Before money can be invested, the Municipal Manager must determine whether there will be surplus funds available for the term of the investment.
- 6.2 In order to be able to make investments for any fixed term, it is essential that cash flow estimates be drawn up.
- 6.3 Provision must be made in the cash flow estimates for the operating and capital requirements of the municipality:-
 - a. The operating requirements must include provisions for:-
 - i. Payment of monthly salaries.
 - ii. Payment for bulk purchases of electricity and water.
 - iii. Interest on long-term loans.
 - iv. Maintenance of assets.
 - v. General expenditure.
 - vi. Expected daily and monthly income.
 - b. Capital requirement must provide for:-
 - i. The anticipated cash flow requirements for each capital project.
- 6.4 The minimum risk management measures that has to implemented and adhere to in order to ensure that its current and future liquidity position is managed in a prudent

OVERSTRAND MUNICIPALITY – INVESTMENT, LIQUIDITY & CASH MANAGEMENT POLICY

manner, must include the following key elements to take into consideration when determining the liquidity requirement of Overstrand Municipality, :

- 6.4.1 To comply with statutory requirements, the following funds, reserves and provisions must be fully covered by unencumbered cash and investments;
- 6.4.2 *All earmarked or conditional grant transfers from spheres of Government or from Public Contributions made to Overstrand Municipality that have not yet been utilized;*
- 6.4.3 *All commitments resulting from the legally entrenched rights and benefits employees have, with specific reference to the Council's short term commitment to staff retirement benefits and medical fund claims payable;*
- 6.4.4 *All funds not yet been utilized in relation to agency services provided on behalf of Provincial or National Government should also be treated as earmarked funds;*
- 6.4.5 *All reserves stated by Overstrand Municipality on its Statement of Financial Position that have been established for the purposes of making provisions for a defined purpose.*

Cognisance also needs to be taken of the external loan commitments and the servicing of capital and interest on these loans. Therefore provision should be made that Overstrand Municipality can meet its external loan/financial commitments together with the normal operational expenditure, as well as its liabilities to staff.

All investments ceded as security against long term loans need to be excluded from total cash and investment balances for calculation of the minimum liquidity level required.

In addition, a level of cash available for normal operational expenditure needs to be held in cash to ensure that, notwithstanding fluctuations in the monthly income levels of Overstrand Municipality, Overstrand Municipality will be in a position to meet its financial requirements. In this respect, the average monthly operational expenditure needs to be used as a guide of the minimum buffer required. At least two month's operational expenditure should be available for liquidity cover.

The MFMA circular 71 stipulates the following two prescribed ratios to manage liquidity:

Cash/Cost Coverage Ratio (The norm range between 1 month to 3 months)

Interpretation of Results

This ratio should ideally not be less than 2 months. If a municipality has a ratio below the norm it would be vulnerable and at a higher risk in the event of financial "shocks/set-backs" and its ability to meet its obligations to provide basic services or its financial commitment is compromised. The results from this ratio should be viewed along with results from analysis on Debtor Management to fully assess Cash Flow Risk. The more cash reserves a municipality or municipal entity has available the lower the risk of it being unable to fund monthly fixed operational expenditure and to continue rendering services.

OVERSTRAND MUNICIPALITY – INVESTMENT, LIQUIDITY & CASH MANAGEMENT POLICY

Current Ratio: Current Assets / Current Liabilities (The norm range between 1.5 to 2 :1)

Interpretation of Results

The higher the current Ratio, the more capable the Municipality or Municipal Entity will be to pay its current or short-term obligations and provide for a risk cover to enable it to continue operations at desired levels. A financial ratio under 1 suggests that the Municipality or Municipal Entity would be unable to pay all its current or short-term obligations if they fall due at any specific point.

7 INVESTMENT ETHICS AND PRINCIPLES

- 7.1 The Municipal Manager will be responsible for the investment of funds, and he/she has to steer clear of outside interference, regardless of whether such interference comes from individual councillors, agents or any other institution.
- 7.2 Under no circumstances may he/she be forced or bribed into making an investment.
- 7.3 No member of staff may accept any gift unless that gift can be deemed so small that it would not have an influence on his/her work or was not intended to do so, and can merely be seen as goodwill.
- 7.4 A certificate in respect of any gifts received should be furnished to the Municipality.
- 7.5 Interest rates offered should never be divulged to another institution.
- 7.6 Long-term investments should be made with an institution with at least a minimum **[BBB] BB+** rating [(where BBB refers to low risk institutions)] **(where the BB+ refers to non-investment grade in terms of the current Fitch Grading)**.
- 7.4 Short-term investments should be made with an institution with at least a minimum **[F3] B** rating [(where F3 refers to low risk institutions)] **(where the B refers to non-investment grade in terms of the current Fitch Grading)**.
- 7.8 Not more than 50% of the funds that have become available for investing, on any given day, should be placed with a single institution if the available funds exceed R100m.
- 7.9 The maximum amount invested with a financial institution should not exceed 10% of the relevant institution's shareholder's funds (capital and reserves).
- 7.10 The municipality may not borrow money specifically for reinvestment, as this would mean interest rates would have to be estimated in advance, which can be seen as speculation with public funds.
- 7.11 If the Municipal Manager invests with financial institutions, he/she must ensure that such institutions are registered in terms of the Banks Act, 1990 (Act No 94 of 1990) and that they are approved financial institutions, as approved by the Reserve Bank of South Africa from time to time.
- 7.12 When making growth related investments, the Municipal Manager must

OVERSTRAND MUNICIPALITY – INVESTMENT, LIQUIDITY & CASH MANAGEMENT POLICY

obtain a guarantee that at least the capital amount invested is safe, and must exercise due diligence in this regard.

8 INVESTMENT PROCEDURES

After determining whether there is cash available for investment and fixing the maximum term of investment, the Municipal Manager must consider the way in which the investment is to be made.

8.1 Short-term investments:

- a. Quotations should be obtained from a minimum of three financial institutions (local banks), for the term of which the funds will be invested.
- b. Should one of the institutions offer a better rate for a term, other than what the municipality had in mind, the other institutions which were approached, should also be asked to quote a rate for the other term.
- c. Quotations should be obtained in writing or electronic medium.
- d. Quotations from institutions must include the following:-
 - i Name of institution;
 - ii Name of person quoting rates;
 - iii Period of the investment;
 - iv Relevant conditions; and
 - v Other facts, such as interest payable monthly or on maturation date.
- e. Once the required number of quotes has been obtained, a decision must be taken regarding the best terms offered and the institution with which funds are going to be invested.
- f. The best offer must under normal circumstances be accepted, with thorough consideration of investment principles.
- g. No attempt must be made to make institutions compete with each other as far as their rates and terms are concerned.
- h. The investment capital must only be paid over to the institution with which it is to be invested and not to an agent or third party.
- i. The financial institution where the investment is made must issue a confirmation stating the details of the investments.
- j. The Municipal Manager must make sure that the investment document, if issued, is a genuine document and issued by the approved institution.
- k. The financial institution, where the investment is made, must issue a certificate for each investment made stating that no commission has, nor will, be paid to any agent or third party, or to any person nominated by the agent

OVERSTRAND MUNICIPALITY – INVESTMENT, LIQUIDITY & CASH MANAGEMENT POLICY

or third party.

- l. The municipality must be given a monthly report on all investments.
- m. The Municipal Manager must obtain information from which the creditworthiness of financial institutions can be determined. This must be obtained and analysed annually.

8.2 Long-term investments:

- a Written quotations must be obtained for all investments made for periods longer than twelve months.
- b The municipal council must approve all investments made for periods longer than twelve months after considering the cash requirement for the next three years.
- c The municipality must within 30 days after an investment with a term of 12 months or longer has been made, publish in a local newspaper in circulation within its area of jurisdiction, full details of any investments so made.

8.3. Withdrawals

All investment amounts withdrawn and not to be reinvested at the same institution at the time of withdrawal, shall be paid into the primary bank account.

All interest shall be paid into the primary bank account at the time of withdrawal of an investment, irrespective of the capital being reinvested.

9 OTHER EXTERNAL DEPOSITS

The principles and procedures set out above must apply to other investment possibilities subject to the applicable legislation, which is available to the municipality, including debentures and other securities of the state as well as other municipalities or statutory bodies in the Republic of South Africa, instituted under and in terms of any law.

10 CONTROL OVER INVESTMENTS

10.1 An investment register should be kept of all investments made. The following information must be recorded:-

- a. name of institution;
- b. capital invested;
- c. date invested;
- d. interest rate;
- e. maturation date;
- f. interest received;

OVERSTRAND MUNICIPALITY – INVESTMENT, LIQUIDITY & CASH MANAGEMENT POLICY

- g. capital repaid; and
 - h. balance invested.
- 10.2 The investment register and accounting records must be reconciled on a monthly basis.
- 10.3 The investment register must be examined on a weekly basis to identify investments falling due within the next week.
- 10.4 Interest, correctly calculated, must be received timeously, together with any distributable capital.
- 10.5 Investment certificates, if issued, must be kept in a safe place with dual custody.
- 10.6 The following documents must be safeguarded:-
- a. Fixed deposit letter or investment certificate;
 - b. Receipt confirmation for capital invested;
 - c. Copy of electronic transfer or cheque requisition;
 - d. Schedule of comparative investment figures;
 - e. Commission certificate indicating no commission was paid on the investment; and
 - f. Interest rate quoted.

11 IMPLEMENTATION AND REVIEW OF POLICY

This policy shall be implemented on **1 July 2019** and shall be reviewed on an annual basis to ensure that it is in line with the municipality's strategic objectives and with legislation.

12 SHORT TITLE

This Policy shall be called the Investment, Liquidity & Cash Management Policy of the Overstrand Municipality.

POLICY SECTION:	SENIOR MANAGER: FINANCIAL SERVICES
CURRENT UPDATE:	29 May 2019
PREVIOUS REVIEW:	30 May 2018
PREVIOUS REVIEW:	31 May 2017
PREVIOUS REVIEW:	25 MAY 2016
PREVIOUS REVIEW:	28 MAY 2015
PREVIOUS REVIEW:	28 MAY 2014
PREVIOUS REVIEW:	29 MAY 2013
PREVIOUS REVIEW:	30 MAY 2012
PREVIOUS REVIEW:	4 MAY 2011
PREVIOUS REVIEW:	26 MAY 2010
APPROVAL BY COUNCIL:	27 MAY 2009

OVERSTRAND MUNICIPALITY



BUDGET POLICY

TABLE OF CONTENTS

1.	OBJECTIVES OF POLICY	1
2.	BUDGET PRINCIPLES	1
	Capital Budgets	1
	Operational Budgets	3
	Adjustments Budgets	7
3	IMPLEMENTATION AND REVIEW OF POLICY	7

OVERSTRAND MUNICIPALITY – BUDGET POLICY

PREAMBLE

In the spirit of the Municipal Finance Management Act, (No.56 of 2003), to modernise 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,

Therefore the Overstrand Municipality adopts the budget policy set out in this document.

OVERSTRAND MUNICIPALITY – BUDGET POLICY

1. OBJECTIVES OF POLICY

The policy sets out the budgeting principles which Overstrand Municipality will follow in preparing each annual budget. The policy aims to give effect to the requirements and stipulations of the Municipal Finance Management Act in terms of the planning, preparation and approval of the annual budgets.

The policy shall apply to all the relevant parties within the Overstrand Municipality that are involved throughout the budget process.

A Budget Steering Committee will be established to guide the budget process.

2. BUDGET PRINCIPLES

2.1. Capital Budget

The capital budget refers to the allocations made to specific infrastructural projects and the purchase of equipment and other forms of assets, as classified per the Overstrand Asset Management Policy.

2.1.1 Basis of Calculation

- a. The current three year MTREF budget, including two future planning years in terms of the 5 year IDP, is the departure point in preparing the subsequent annual capital budget.
- b. The annual capital budget shall be based on realistically anticipated revenue, 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 analyzed 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 items on future property rates and service tariffs.

2.1.2 Financing

Own Financing Sources

Own financing consists of the following sources:

- a. Unappropriated cash-backed surpluses from previous financial years, to the extent that such surpluses are not required for operational purposes and cash resources are adequate for cost coverage and liquidity ratio.
- b. Borrowing (External Loans)

OVERSTRAND MUNICIPALITY – BUDGET POLICY

- c. Proceeds on the sale of fixed assets, less cost to sell, in terms of the Asset Management-, Administration of Immovable Property- and Accounting policies.

Other Financing Sources (External)

The external funded 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. Public contributions and donations.
- d. Any other external financing source secured by the local authority.

2.1.3 Process and responsible parties

The process to be followed in the compilation of the capital budget is as follows:

- a. The current 3 year MTREF budget is the departure point in preparing the subsequent annual capital budget.
- b. The CFO, in conjunction with the Senior Manager: Financial Services and the Manager: Budget Office and after consultation with the Budget Steering Committee sets the reasonable growth level of the capital budget to be financed out of own and external sources and determines affordability.
- c. The draft capital budget is compiled based on the projects that emanated out of the engagements with the different stakeholders.
- d. The CFO, together with the Senior Manager: Financial Services and the Manager: Budget Office, engage with the Directors and the Senior Manager: Strategic Services in order to determine the priorities for a particular financial year and to determine the ranking of projects based on these priorities.
- e. The draft capital budget is submitted to the Budget Steering Committee for perusal and suggestions.
- f. The draft capital budget is tabled in Council at least 90 days (31 March) before the start of the new financial year.
- g. After the draft budget is tabled in Council, it is advertised for public comment for a period of 30 days.
- h. Once the comments from the public have been received, noted and considered, any amendments and the final budget are tabled in Council for final approval, at least 30 days (31 May) before the start of the financial year.

OVERSTRAND MUNICIPALITY – BUDGET POLICY

2.1.4 Implementation

- a. After the budget has been approved, the service delivery and budget implementation plan (SDBIP) is finalised.
- b. The SDBIP must be submitted to the Mayor within 14 days after aforementioned approval, for approval within a further 14 days.
- c. Each director indicates the intended spending for both capital and operating budgets.
- d. Cash flows are included in the Service Delivery and Budget Implementation Plan of the organisation.
- e. The SDBIP is monitored on a monthly basis.
- f. Each project manager uses the respective cost allocation and unique key numbers as indicated on the capital budget.

2.2. Operational Budget

The operational budget refers to the funds that would be generated for the delivery of basic services, grants & 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.

2.2.1. Basis of Calculation

- a. The zero based and incremental approach is used by budget holders in preparing the annual operating budget, depending on the type of revenue or expenditure.
- b. The annual operating budget shall be based on realistically anticipated revenue, which should at least be equal to the anticipated cash operating expenditure in order to result in a balanced budget.
- c. An income based approach shall be used where the realistically anticipated revenue would firstly be projected. The level of operating expenditure will then be based on the projected revenue, thus resulting in a balanced budget.

2.2.2. Financing

The operating expenditure shall be financed from the following sources:

OVERSTRAND MUNICIPALITY – BUDGET POLICY

Agency Services	Compensation received by the municipality for cost to provide the agency service should be recognised as receipts and not set-off against the expenditure. This compensation maybe in the form of commission, agency fees, contract fees, etc.
Interest, Dividend and Rent on Land	Consist of the income associated with ownership of interest-bearing financial instruments, such as bank deposits, loans extended to others, and bills and bonds issued by others. Dividends come in the form of receipts from shares and distribution of profits to the owner. Rent on land is the receipts due to ownership of land.
Operational Revenue	Operational revenue refers to all other income not elsewhere classified such as administrative fees, bad debts recovered, breakages, commission, discounts and early settlements, etc.
Rental from Fixed Assets	Operating lease income received by the municipality from external use. Distinction is made between rental income based on market related versus non-market related rates.
Sales of Goods and Rendering of Services	This category consist of sales and services rendered provided that the municipality produced or partially produced the good or service.
Service Charges	This group of accounts provides for the basic services delivered by municipalities.
Intercompany/Parent-subsidiary Transactions	Revenue generated due to exchange transactions between municipalities and their subsidiary municipal entities.
Licences or Permits	Granting of licences or permits associated with a regulatory function by government. Fees recognised under this category must result from a principle agreement. If the municipality act as an agent on behalf of provincial or national government the transaction need to be treated accordingly. Judgment need to be applied in deciding whether the "licence or permits" need to be classified as exchange or non-exchange revenue.
Fines, Penalties and Forfeits	This item consists of all compulsory receipts imposed by a court or quasi-judicial body. Out-of-court settlements are also included in this category. As with taxes, this item consists of unrequited, compulsory transactions. Thus, the recipient municipality does not provide anything in return for these receipts.
Licences or Permits	Granting of licences or permits associated with a regulatory function by government. Fees recognised under this category must result from a principle agreement. If the municipality act as an agent on behalf of provincial or national government the transaction need to be treated accordingly. Judgment need to be applied in deciding whether the "licence or permits" need to be classified as exchange or non-exchange revenue.
Property Rates	Property Rates means a municipal rate on property envisaged in section 229 (1)(a) of the Constitution read with

OVERSTRAND MUNICIPALITY – BUDGET POLICY

	the Municipal Property Rate Act 6 of 2004 as amended by the Municipal Property Rates Amendment Act, 2014. Rateable property means property on which a municipality may in terms of section 8 levy a rate and excludes impermissible rates as per section 17 of the Act.
Transfers and Subsidies	This category provides for of all unrequited, voluntary receipts from other parties. Thus an entry should be made under this item when the municipality does not provide anything of similar value directly in return for the transfer from the other party and the transfer is voluntary. {GRAP 23: Transfers are inflows of future economic benefits or service potential from non-exchange transactions, other than taxes.} This group of accounts provide for "operational and capital transfers and subsidies" received "in-kind or in monetary value".
Interest, Dividend and Rent on Land	Consist of the income associated with ownership non-exchange transactions.

2.2.3 Budget Categories

The following expenditure categories shall be accommodated in the operating budget:

Bad Debts Written Off	The irrecoverable debts that are written off during the financial year as approved by the Council allocated according to the type of service provided to the customer. This account would also include the write-off of accounts in terms of the debt prescription rules.
Bulk Purchases	Bulk purchases of electricity and water from Eskom (including alternative service providers) and Water Sources such as Water Boards and other providers.
Contracted Services	This group of accounts distinguishes between "Outsourced Services, Contractors and Professional and Special Services".
Depreciation and Amortisation	Depreciation is the systematic allocation of the cost of an asset from the Statement of Financial Position to Depreciation Expense on the Statement of Financial Performance over the useful life of the asset. Amortisation is the systematic allocation of the discount, premium or issue cost of a financial instrument over the life of the instrument, or an intangible asset over a certain period. Amortisation is the systematic allocation of the depreciable amount of an intangible asset over its useful life.
Employee Related Cost	This item includes all payments to employees defined below. Employee Related Cost distinguish between Senior Managers and Other Staff as Section 124(1)(c) of the MFMA required disclosures of the details of remuneration for all senior managers and the Standard of GRAP on Related Party Disclosure requires disclosure of key management personnel (GRAP 20 Related

OVERSTRAND MUNICIPALITY – BUDGET POLICY

	Party Disclosure - no effective date determined by the Minister thus IPSAS 20 Related Parties need to be applied. Key management personnel in the context of municipalities referring to the senior management group, including the chief executive (municipal manager).
Interest, Dividends and Rent on Land	This item includes the total value of interest payments, dividends and payment for the use of land owned by another party.
Inventory Consumed	The amount of inventories recognised as an expense during the period. GRAP 12.45(d) The amount of inventories recognised as an expense during the period, which is often referred to as cost of sales, consists of those costs previously included in the measurement of inventory that has now been sold, exchanged or distributed, and unallocated production overheads and abnormal amounts of production cost of inventories. GRAP 12.47
Remuneration of Councillors	Remuneration as determined by the Remuneration of Public Office Bearers Act, 1998 (Act No 20 of 1998). Salary of full/part time councillors including the Executive Mayor or Mayor, Speakers, Deputy Executive Mayor or Deputy Mayor, Members of the Executive Committee or Mayoral Committee, Whip and Chairperson of a sub-council, etc.
Operating Leases	An operating lease is a lease other than a finance lease. A lease is classified as an operating lease if it does not transfer substantially all the risks and rewards incidental to ownership. Land use portion of a building finance lease must be recorded under Rental of Land.
Operational Cost	An operating expense is a day-to-day expense such as sales and administration, or research & development, accounting expenses, license fees, advertising, office expenses, utilities such as telephone, insurance, property management, travel and vehicle expenses.
Transfers and Subsidies	This category provides for of all unrequited payments made by the municipality. A payment is unrequited provided that the municipality does not receive anything of similar value directly in return for the transfer to another party. Both current and capital transfers are included in this item. Municipalities distinguish between transfers to provinces, district municipalities, departmental agencies and accounts, universities and Technicons, public corporations, private enterprises, foreign government and international institutions, non-profit organisations and households. This group of accounts provide for "operational and capital transfers and subsidies" made "in-kind or in monetary value".

2.2.4. Process

- a. The CFO, in conjunction with the Senior Manager: Financial Services and the Manager: Budget Office, and after consultation with the Budget Steering Committee, sets the reasonable growth level of the operational budget

OVERSTRAND MUNICIPALITY – BUDGET POLICY

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 draft operating budget is discussed with the relevant Directors for their perusal and amendments.
- c. The draft operating budget is compiled based on the submissions from the engagements with the different stakeholders.
- d. The draft operating budget serves before the Budget Steering Committee for perusal and suggestions.
- e. The draft operating budget is tabled in Council at least 90 days (31 March) before the start of the new financial year.
- f. The draft SDBIP is tabled in Council at least 90 days (31 March) before the start of the new financial year.
- g. After the draft budget is tabled in Council, it is advertised for public comment for a period of 30 days.
- h. Once the comments from the public have been received, noted and considered, the final budget (inclusive of any amendments) is tabled in Council for adoption, at least 30 days (31 May) before the start of the financial year.
- i. Sect 25(1) of the Municipal Finance Management Act (56 of 2003) states that “if a municipal council fails to approve an annual budget, including revenue raising measures necessary to give effect to the budget, the Council must reconsider the budget and again vote on the budget, or on an amended version thereof, within 7 days of the Council meeting that failed to approve the budget.”

2.2.5. Implementation

- a. After the budget has been approved, the service delivery and budget implementation plan (SDBIP) is finalised.
- b. The SDBIP must be submitted to the Mayor within 14 days after aforementioned approval, for Mayoral approval with a further 14 days.
- c. Each director indicates the intended spending for both capital and operating budgets.
- d. Cash flows are included in the Service Delivery and Budget Implementation Plan of the organisation.

OVERSTRAND MUNICIPALITY – BUDGET POLICY

- e. The SDBIP is monitored on a monthly basis.
- f. Each directorate uses their respective vote numbers as indicated on the operational budget.

2.3. Adjustments Budget

- 2.3.1 A general adjustments budget may be tabled once a year by 28 February.
- 2.3.2 The adjustments budget process shall be aligned to the annual budget in terms of consideration by the Budget Steering Committee.
- 2.3.3 The adjustments budget must be approved by Council before implementation.
- 2.3.4 Any consequential amendment of the SDBIP necessitated by the adjustments budget must be published together with the adjustments budget within 5 days after the Municipal Council has approved an adjustments budget.

3. IMPLEMENTATION AND REVIEW OF POLICY

This policy shall be implemented on **1 July 2019** and shall be reviewed on an annual basis to ensure that it is in line with the municipality's strategic objectives and with legislation.

POLICY SECTION:	SENIOR MANAGER: FINANCIAL SERVICES
CURRENT UPDATE:	29 MAY 2019
PREVIOUS REVIEW:	30 MAY 2018
PREVIOUS REVIEW:	31 MAY 2017
PREVIOUS REVIEW:	25 MAY 2016
PREVIOUS REVIEW:	28 MAY 2015
PREVIOUS REVIEW:	28 MAY 2014
PREVIOUS REVIEW:	29 MAY 2013
PREVIOUS REVIEW:	30 MAY 2012
APPROVAL BY COUNCIL:	04 MAY 2011

OVERSTRAND MUNICIPALITY



VIREMENT POLICY

CONTENTS

1	DEFINITIONS	1
2	ABBREVIATIONS	1
3	OBJECTIVE	2
4	VIREMENT CLARIFICATION	2
5	FINANCIAL RESPONSIBILITIES	2
6	VIREMENT RESTRICTIONS	2
7	VIREMENT PROCEDURE	3
8	IMPLEMENTATION AND REVIEW OF THIS POLICY	4
9	ANNEXURE A:	
	mSCOA FUNCTION/SUB-FUNCTION	5
	DIRECTORATES AND DEPARTMENTS (OWN SEGMENT)	7

OVERSTRAND MUNICIPALITY – VIREMENT POLICY

1 DEFINITIONS

“Accounting officer”	The municipal manager of a municipality is the accounting officer of the municipality in terms of section 60 of the MFMA
“Approved budget”	means an annual budget or adjustments budget approved by a municipal council.
“Basic Services”	means the following four services: Energy Sources, Water Management, Waste Water Management (Sewerage & Waste Water Treatment) and Waste Management, as contained in the mSCOA function segment
“Budget-related policy”	means a policy of a municipality affecting or affected by the annual budget of the municipality
“Chief financial officer”	means a person designated in terms of the MFMA who performs such budgeting, and other duties as may in terms of section 79 of the MFMA be delegated by the accounting officer to the chief financial officer.
“Capital Budget”	This is the estimated amount for capital items in a given fiscal period. Capital items are fixed assets such as infrastructure, facilities and equipment, the cost of which is normally written off (depreciated) over a number of fiscal periods
“Council”	means the council of a municipality referred to in section 18 of the Municipal Structures Act.
“Financial year”	means a 12-month year ending on 30 June.
Function Sub-Function	mSCOA Segment: This segment provides for the classification of budgets according to the function or service delivery objective and provides for the standardisation of functions and sub-functions across local government with due regard to specific service delivery activities and responsibilities of each individual municipality.
“Line Item”	an appropriation that is itemized on a separate line in the internal budget document for the purpose of greater control over expenditure, as contained in the mSCOA segment for Item Expenditure and Revenue, as revised from time to time.
“Operating Budget”	the Municipality’s financial plan, which outlines proposed expenditures for the coming financial year and estimates the revenues used to finance them.
“Ring Fenced Allocations”	an exclusive combination of line items grouped for specific purposes, such as Debt Impairment, Depreciation and Amortisation, Finance Charges and Provisions.
“Service delivery and budget implementation plan”	means a detailed plan approved by the mayor of a municipality in terms of section 53(1) (c) (ii) for implementing the municipality’s delivery of municipal services and its annual budget.
“Virement”	is the process of transferring an approved budget allocation from one operating line item or capital project to another, with the approval of the relevant Manager. To enable budget managers to amend budgets in the light of experience or to reflect anticipated
“Vote”	means one of the main segments into which a budget of a municipality is divided for the appropriation of funds for the different Directorates of the municipality; and which specifies the total amount that is appropriated for the purposes of the respective Directorates concerned.

2 ABBREVIATIONS

“CFO”	Chief Financial Officer
“GFS”	Government Financial Statistics
“IDP”	Integrated Development Plan
“MFMA”	Municipal Finance Management Act No. 56 of 2003
mSCOA	Municipal Standard Chart of Accounts
“SDBIP”	Service delivery and budget implementation plan

OVERSTRAND MUNICIPALITY – VIREMENT POLICY

3 OBJECTIVE

To allow limited flexibility in the use of budgeted funds to enable management to act on occasions such as disasters, unforeseen expenditure or savings, etc. as they arise to accelerate service delivery in a financially responsible manner.

4 VIREMENT CLARIFICATION

Virement is the process of transferring budgeted funds from one line item number to another, with approval of the relevant Director and CFO, in certain instances, to enable budget managers to amend budgets in the light of experience or to reflect anticipated changes. (Section 28 (2) (c) MFMA)

5 FINANCIAL RESPONSIBILITIES

Strict budgetary control must be maintained throughout the financial year in order that potential overspends and / or income under-recovery within individual vote departments are identified at the earliest possible opportunity. (Chapter 4 of the MFMA) The Chief Financial Officer has a statutory duty to ensure that adequate policies and procedures are in place to ensure an effective system of financial control. The budget virement process is one of these controls. (Section 27(4) MFMA)

It is the responsibility of each manager or head of a directorate or activity to which funds are appropriated, to plan and conduct assigned operations so as not to expend more funds than budgeted. In addition, they have the responsibility to identify and report any irregular or fruitless and wasteful expenditure in terms of the MFMA sections 78 and 32.

6 VIREMENT RESTRICTIONS

- (a) A virement of funds between votes (Directorates) will not be allowed without approval in an adjustments budget.
- (b) Cumulative virements may not exceed a maximum of 10% of the total approved operating budget per Directorate.
- (c) A virement may not create new policy, significantly vary from current policy or alter the approved outcomes / outputs as approved in the IDP for the current or subsequent years. (section 19 and 21 MFMA)
- (d) Virements resulting in adjustments to the approved SDBIP need to be submitted to the Municipal Manager after an adjustments budget, with altered outputs and measurements for approval. (MFMA Circular 13 page 3 paragraph 3)
- (e) No virement request may be effected in the current year which will increase the approved budget in future financial years without the prior approval of the Municipal Manager and the Mayor. This refers to expenditure such as entering into lease- or rental agreements for vehicles, photo copier's or fax machines, operational contracts.
- (f) No virement may be made where it would result in unauthorised expenditure. (section 32 MFMA)
- (g) No virement shall add to the staff establishment of the Municipality without the approval of the Municipal Manager.
- (h) Budget may only be transferred from Employee Related Cost if approved by the Municipal Manager and the Director: Finance.
- (i) If the virement relates to an increase in the work force establishment, then the Council's

OVERSTRAND MUNICIPALITY – VIREMENT POLICY

existing recruitment policies and procedures will apply.

- (j) Virements may not be made in respect of ring-fenced allocations.
- (k) Virements are not permitted from or to budgets allocated to the respective Basic Services **[to any other functions]**, unless approved in an adjustments budget.
- (l) Virements in capital budget allocations are only permitted within specified action plans and not across funding sources and must in addition have comparable asset lifespan classifications.
- (m) No virements are permitted in the first three months or the final month of the financial year without the express approval of the CFO.
- (n) No virement proposal shall affect amounts to be paid by another Department without the agreement of the Manager of that Department, as recorded on the signed virement form. (Section 15 MFMA)
- (o) Virement amounts may not be rolled over to subsequent years, or create expectations on following budgets. (Section 30 MFMA)
- (p) An approved virement does not give expenditure authority and all expenditure resulting from approved virements must still be subject to the procurement / supply chain management policy of Council as periodically reviewed.
- (q) Virements may not be made between Expenditure and Income.
- (r) Virements may not be made between capital and operational budgets, except as indicated in paragraph 7.
- (s) **[Budget in excess of R100 000 per occasion, may only be transferred within a vote, between the Basic Services as defined, if approved by the Municipal Manager and the Director: Finance. Virements from services such as electricity, water, sewage and refuse may only be considered after the submission of full details of the impact of the reduced expenditure for that service, and the impact has been duly considered, and approved by the Director: Finance.]**

7 VIREMENT PROCEDURE

- (a) All virement proposals must be completed on the appropriate documentation and forwarded to the Budget Office for checking and implementation. All virements must be subjected to scrutiny across all seven segments of the mSCOA classification framework.
- (b) All virements must be approved by the relevant Budget Holder/Manager (Section 79 MFMA) in the case of a departmental budget transfer, and also by the relevant Director in the case of a transfer within a Directorate relating to the operational budget.
- (c) Capital Budget Virement within a GFS Classification must be approved by the relevant manager and Director, the Municipal Manager and Director: Finance and, in cases where the amount exceeds R100 000, by the Executive Mayor. Virements across GFS classification will only be considered if it qualifies as an Adjustment Budget request and will then be done as part of the official Adjustment Budget.
- (d) A virement form must be completed for all Operational Budget Transfers and in the case of a Capital Budget transfer an official memo approved by the relevant director, MM & CFO must be submitted. The prescribed documentation must be completed.
- (e) Virements in excess of R 50,000 with a maximum as determined under section 6b. requires the approval of the relevant Director for Inter-departmental transfers, as well as the express approval of the Chief Financial Officer. (Section 79 MFMA).
- (f) Virement transfers must be taken into consideration by the respective managers with regards to the SDBIP.

OVERSTRAND MUNICIPALITY – VIREMENT POLICY

- (g) Virements in respect of Ward specific projects must be approved by the Chief Financial Officer, Municipal Manager and the Mayor.
- (h) Virements between Capital and Operational in respect of Ward Specific Projects and grant allocations, will only be allowed if it qualifies as an Adjustment Budget request and will then be done as part of an Adjustments Budget
- (i) All virement documentation must be in order and approved before any expenditure may be committed or incurred. (Section 79 MFMA).
- (j) After all virement documentation has been duly completed, including all authorizations, the budget transfer will normally be effected within three working days, subject to the operating system functionality.
- (k) The Director: Finance must report to the Municipal Manager and the Mayor on a monthly basis in respect of virements in excess of R50 000 per item.

8. IMPLEMENTATION AND REVIEW OF THIS POLICY

This policy shall be implemented on **1 July 2019** and shall be reviewed on an annual basis to ensure that it is in line with the municipality's strategic objectives and with legislation.

POLICY SECTION:	SENIOR MANAGER: FINANCIAL SERVICES
CURRENT UPDATE:	29 MAY 2019
PREVIOUS UPDATE:	30 MAY 2018
PREVIOUS UPDATE:	31 MAY 2017
PREVIOUS UPDATE:	25 MAY 2016
PREVIOUS REVIEW:	28 MAY 2015
PREVIOUS REVIEW:	28 MAY 2014
PREVIOUS REVIEW:	29 MAY 2013
PREVIOUS REVIEW:	30 MAY 2012
PREVIOUS REVIEW:	4 MAY 2011
APPROVAL BY COUNCIL:	26 MAY 2010

OVERSTRAND MUNICIPALITY – VIREMENT POLICY

mSCOA FUNCTION/SUB- FUNCTION

ANNEXURE A1

FUNCTION/SUB-FUNCTION	FUNCTION/SUB-FUNCTION
Community and Social Services	Finance and Administration
Aged Care, Home Assistance and Transport Facilities	Administrative and Corporate Support
Animal Care and Diseases	Asset Management
Cemeteries, Funeral Parlours and Crematoriums	[Budget and Treasury Office]
Child Care Facilities	Finance
Community Halls and Facilities	Fleet Management
Libraries and Archives	Human Resources
Literacy Programmes	Information Technology
Museums and Art Galleries	Legal Services
Theatres	Marketing, Customer Relations, Publicity and Media Co-ordination
Zoo's	Property Services
	Risk Management
Electricity and Gas	Security Services
Electricity and Gas Distribution	Supply Chain Management
Street Lighting	Valuation Service
Electricity Generation	
Environmental Protection	Health
Biodiversity and Landscape	Health Services
Coastal Protection	Laboratory Services
Pollution Control	
Executive and Council	Housing
Mayor and Council	Housing
Municipal Manager, Town Secretary and Chief Executive	Informal Settlements
	Internal Audit
Other	Governance Function
Abattoirs	
Air Transport	Road Transport
Forestry	[Parking Garages]
Licensing and Regulation	[Pounds]
Markets	Public Transport
Tourism	Roads
	Taxi Ranks

OVERSTRAND MUNICIPALITY – VIREMENT POLICY

ANNEXURE A1

FUNCTION/SUB-FUNCTION	FUNCTION/SUB-FUNCTION
Planning and Development Billboards Corporate Wide Strategic Planning (IDPs, LEDs) Central Improvement District Development Facilitation Economic Development/Planning Town Planning, Building Regulations and Enforcement, and City Engineer Project Management Unit Support to Local Municipalities	Sport and Recreation Beaches and Jetties Community Parks (including Nurseries) Recreational Facilities Sports Grounds and Stadiums
Public Safety Civil Defence (Municipal Commando's) Cleansing Control of Public Nuisances Fencing and Fences Fire Fighting and Protection Licensing and Control of Animals Police Forces, Traffic and Street Parking Control	Waste Management Recycling Solid Waste Disposal (Landfill Sites) Solid Waste Removal Street Cleansing
Pounds	Waste Water Management Public Toilets Sewerage Storm Water Management Treatment
	Water Treatment Water Distribution Water Storage

Note: The function/sub- function segment consist of core and non-core functions

OVERSTRAND MUNICIPALITY – VIREMENT POLICY

ANNEXURE A2

OPERATIONAL BUDGET - DIRECTORATES & DEPARTMENTS (OWN SEGMENT)

DEPT	DIRECTORATE	CODE	DEPT	DIRECTORATE	CODE
	Council & Mayor's Office	1	1460	STREETLIGHTS: KLEINMOND	
0010	COUNCIL'S GENERAL		1470	STREETLIGHTS: HERMANUS	
0050	MAYORS OFFICE		1480	STREETLIGHTS: STANFORD	
0060	PENSIONERS & CONTINUED MEMBERS		1490	STREETLIGHTS: GANSBAAI	
	MM & Internal Audit	2	4200	ELECTRICITY(ADMIN) HM/KM	
0100	MUNICIPAL MANAGER		4210	ELECTRICITY(ADMIN) GB&ST	
0140	INTERNAL AUDIT		4250	ELECTRICITY (DISTR): KLEINMOND	
	Management Services	3	4260	ELECTRICITY (DISTR): HERMANUS	
0080	MUNICIPAL COURT		4270	ELECTRICITY (DISTR): STANFORD	
0090	COMMUNICATION		4280	ELECTRICITY (DISTR): GANSBAAI	
0110	DIRECTOR: MANAGEMENT SERVICES		4350	ELECT (PURCH/SALES): KLEINMOND	
0120	LEGAL SERVICES		4360	ELECT (PURCH/SALES): HERMANUS	
0130	STRATEGIC SERVICES		4370	ELECT (PURCH/SALES): STANFORD	
0650	HUMAN RESOURCES		4380	ELECT (PURCH/SALES): GANSBAAI	
0660	INFO & COMMUNICATION TECHNOLOGY		4400	ELECTRICITY INCOME	
0670	COUNCIL SUPPORT SERVICES		4430	ELECT (SERV & CON): KLEINMOND	
[0680]	[SOCIAL DEVELOPMENT]		4440	ELECT (SERV & CON): HERMANUS	
	Finance	4	4450	ELECT (SERV & CON): STANFORD	
0150	FINANCE: DIRECTOR		4460	ELECT (SERV & CON): GANSBAAI	
0160	FINANCE: DEPUTY DIRECTOR		3640	OVERSTRAND: SOLID WASTE DISP.	
0180	FINANCE: ACCOUNTING SERVICES			Protection Services	6
0190	FINANCE: EXPENDITURE & ASSETS		0700	TRAFFIC	
0200	FINANCE: REVENUE		0710	LAW ENFORCEMENT	
0210	MANAGER: SUPPLY CHAIN MANAGEMT		0720	VEHICLE TESTING	
			0740	FIRE BRIGADE	
0220	DATA CONTROL		0750	VEHICLE LICENSING	
0250	ASSESSMENT RATES		0760	SPECIAL TASK TEAM UNIT	
			0770	DISASTER MANAGEMENT	
			0800	DIRECTOR:PROTECTION & SECURITY	
			0780	<u>SECURITY SERVICES</u>	
	Infrastructure & Planning	5		LED	7
2180	DIRECTOR:INFRASTRUCTURE & PLAN		1110	DIRECTOR:ECON.DEVELOP&TOURISM	
2190	ENGINEERING SERVICES		1120	TOURISM	
2200	TOWN PLANNING & PROPERTY ADMIN		1130	<u>[PARKING SERVICE] SOCIAL DEVELOPMENT</u>	
2210	DEP.DIRECTOR:ENGINEERING PLANN				
2220	GEOGRAPHICAL INFO SYSTEM (GIS)				
2240	SOLID WASTE PLANNING				
2250	BUILDING CONTROL SERVICES				
2260	MUNICIPAL PROPERTIES				
2990	OVERSTRAND HOUSING DEVELOPMENT				
2300	ENVIRONMENTAL MANAGEMENT SERV				

OVERSTRAND MUNICIPALITY – VIREMENT POLICY

ANNEXURE A2

DEPT	DIRECTORATE	CODE	DEPT	DIRECTORATE	CODE
	Community Services	8			
0500	DIRECTOR:COMMUNITY SERVICES		1920	OFFICE BUILDINGS ST	
0510	DEPUTY DIR:OPERATIONAL SERVICE		1930	OFFICE BUILDINGS GB	
0530	AREA MANAGER: KLEINMOND		1940	CORPORATE BUILDING (HM)	
0540	AREA MANAGER: HERMANUS		1990	SWIMMING POOL: HAWSTON	
0550	AREA MANAGER: STANFORD		2100	SPORTSGROUNDS: KLEINMOND	
0560	AREA MANAGER: GANSBAAI		2110	SPORTGROUNDS: HERMANUS	
0610	CONTROL ROOM		2120	SPORTGROUNDS: STANFORD	
0620	FLEET MANAGEMENT		2130	SPORTGROUNDS: GANSBAAI	
0630	SPORTS & RECREATION		2140	SWIMMING POOL: HERMANUS	
0640	MANAGER: CORPORATE PROJECTS		2150	SLIPWAY (KLEINBAAI)	
0950	LIBRARY: BETTY'S BAY		2160	STONY POINT (BETTY'S BAY)	
			2170	SLIPWAY KLEINMOND	
0960	LIBRARY: KLEINMOND		2500	CEMETERIES: KLEINMOND	
0970	LIBRARY: HAWSTON		2510	CEMETERIES: HERMANUS	
0980	LIBRARY: MOUNT PLEASANT		2520	CEMETERIES: STANFORD	
0990	LIBRARY: ZWELIHLE		2530	CEMETERIES: GANSBAAI	
1000	LIBRARY: HERMANUS		2600	CARAVAN PARK: PALMIETCAMP	
1010	LIBRARY: STANFORD		2610	CARAVANPARK: KLEINMOND	
1020	LIBRARY: GANSBAAI		2620	CAMPING SITE: HAWSTON	
1100	POST OFFICE AGENCY: STANFORD		2630	CARAVAN PARK: ONRUS	
1300	OPERATIONAL MANAGER: KLEINMOND		2660	CARAVAN PARK: GANSBAAI	
1310	OPERATIONAL MANAGER: HERMANUS		2900	HOUSING & SOCIAL UPLIFTMENT	
1320	OPERATIONAL MANAGER: STANFORD		2910	HOUSING ALL SCHEMES	
1330	OPERATIONAL MANAGER: GANSBAAI		4560	WATER (TREAT): KLEINMOND	
1600	BEACHES: KLEINMOND		4590	WATER (TREAT): DE BOS/PREEKSTO	
1610	BEACHES: HERMANUS		4600	WATER (TREATMENT) STANFORD	
1620	BEACHES: GANSBAAI		4620	WATER (TREAT): GANSBAAI/FRANSK	
1360	STREETS: PROVINCIAL MAIN ROAD		4800	WATER (DISTRIBUTION): KLEINMON	
1400	STREETS: KLEINMOND		4810	WATER (DISTRIBUTION): HERMANUS	
1410	STREETS: HERMANUS		4820	WATER (DISTRIBUTION): STANFORD	
1430	STREETS: STANFORD		4830	WATER (DISTRIBUTION): GANSBAAI	
1440	STREETS: GANSBAAI		4850	OVERSTRAND: WATER	
1450	OVERSTRAND: ROADS		4890	WATER INCOME	
1640	PARKS & TOWNLANDS (KLEINMOND)		4900	WATER (SERV & CON): KLEINMOND	
1650	PARKS & TOWNLANDS (HERMANUS)		4910	WATER (SERV & CON): HERMANUS	
1660	PARKS & TOWNLANDS (STANFORD)		4920	WATER (SERV & CON): STANFORD	
1670	PARKS & TOWNLANDS (GANSBAAI)		4930	WATER (SERV & CON): GANSBAAI	
1750	MULTI-PURPOSE CENTRE (HAWSTON)		4970	WATER (RAW WAT DAMS): GANSBAAI	
1800	COMMUNITY BUILDINGS KM		1500	STORMWATER: KLEINMOND	
1810	COMMUNITY BUILDINGS HM		1510	STORMWATER: HERMANUS	
1820	COMMUNITY BUILDINGS ST		1530	STORMWATER: STANFORD	
1830	COMMUNITY BUILDINGS GB		1540	STORMWATER: GANSBAAI	
1840	AUDITORIUM & BANQUETING HALL		3200	PUBLIC TOILETS (HERMANUS)	
1900	OFFICE BUILDINGS KM		3750	SEWERAGE (DISTRIBU): KLEINMOND	
1910	OFFICE BUILDINGS HM		3760	SEWERAGE (DISTRIBU): HERMANUS	

OVERSTRAND MUNICIPALITY – VIREMENT POLICY

ANNEXURE A2

DEPT	DIRECTORATE	CODE
3770	SEWERAGE (DISTRIBU): STANFORD	
3780	SEWERAGE (DISTRIBU): GANSBAAI	
3860	SEWERAGE (SERV/CON): HERMANUS	
3950	SEWERAGE (TANKERS): KLEINMOND	
3960	SEWERAGE (TANKERS): HERMANUS	
3970	SEWERAGE (TANKERS): STANFORD	
3980	SEWERAGE (TANKERS): GANSBAAI	
4050	SEWERAGE (TREATMENT) KLEINMOND	
4060	SEWERAGE (TREATMENT): HAWSTON	
4070	SEWERAGE (TREATMENT) HERMANUS	
4080	SEWERAGE (TREATMENT) STANFORD	
4090	SEWERAGE (TREATMENT) GANSBAAI	
4100	SEWERAGE INCOME	
3300	REFUSE REMOVAL: KLEINMOND	
3310	REFUSE REMOVAL: HERMANUS	
3320	REFUSE REMOVAL: STANFORD	
3330	REFUSE REMOVAL: GANSBAAI	
3400	SOLID WASTE DISPOSAL:B/BAY	
3410	SOLID WASTE DISPOSAL: HAWSTON	
3420	SOLID WASTE DISPOSAL: VOELKLIP	
3430	SOLID WASTE DISPOSAL: STANFORD	
3440	REFUSE DISPOSAL:P/BEACH(TRFST)	
3500	SOLID WASTE DISPOSAL: KLEINMON	
3510	SOLID WASTE DISPOSAL: HERMANUS	
3620	WASTE DISPOSAL SITE: GANSBAAI	
3650	REFUSE INCOME	
Costing Services		<u>9</u>
<u>9996</u>	INTERNAL BILLING	
<u>9997</u>	ACTIVITY BASED COSTING	
<u>9998</u>	DEPT CHARGES AND RECOVERIES	
Main Ledger		<u>10</u>
<u>9995</u>	MAIN LEDGER	

OVERSTRAND MUNICIPALITY



BORROWING POLICY

TABLE OF CONTENTS

1	PURPOSE	1
2	OBJECTIVES.....	1
3	SCOPE OF THE POLICY	1
4	LEGISLATIVE FRAMEWORK AND DELEGATION OF AUTHORITY	1
5	TYPES OF LOANS AND FINANCING	2
6	OTHER CONSIDERATIONS	3
7	REFINANCING DEBT.....	4
8	DEBT REPAYMENT PERIOD	4
9	SECURITY	4
10	SHORT TERM DEBT	5
11	DISCLOSURE	5
12	GUARANTEES	5
13	APPROVAL OF LOANS BY THE MUNICIPALITY	5
14	PROVISION FOR REDEMPTION OF LOANS	6
15	NON-REPAYMENT OR NON-SERVICING OF LOAN	6
16	PROHIBITED BORROWING PRACTICES	6
17	FOREIGN BORROWINGS.....	7
18	NATIONAL TREASURY AND OTHER REPORTING AND MONITORING REQUIREMENTS.....	7
19	IMPLEMENTATION AND REVIEW PROCESS	7

OVERSTRAND MUNICIPALITY – BORROWING POLICY

1 PURPOSE

To establish a borrowing framework policy for the Municipality and set out the objectives, policies, statutory requirements and guidelines for the borrowing of funds.

2 OBJECTIVES OF POLICY

The objectives of this Policy are to:-

- a manage interest rate and credit risk exposure;
- b maintain debt within specified limits and ensure adequate provision for the repayment of debt;
- c to ensure compliance with all Legislation and Council policy governing borrowing of funds.

3 SCOPE OF THE POLICY

The primary goal in the borrowing of funds is to ensure that the funds are obtained at the lowest possible interest rates at minimum risk, within the parameters of authorized borrowings.

3.1 Risk Management

The need to manage interest rate risk, credit risk exposure and to maintain debt within specified limits is the foremost objective of the borrowing policy. To attain this objective, diversification is required to ensure that the Chief Financial Officer prudently manages interest rate and credit risk exposure.

3.2 Cost of Borrowings

The borrowings should be structured to obtain the lowest possible interest rate, on the most advantageous terms and conditions, taking cognisance of borrowing risk constraints, infrastructure needs and the borrowing limits determined by Legislation.

3.3 Prudence

Borrowings shall be made with care, skill, prudence and diligence.

4 LEGISLATIVE FRAMEWORK AND DELEGATION OF AUTHORITY

The relevant Legislation in terms of which borrowing decisions are governed is the Local Government Municipal Finance Management Act, No 56 of 2003.

The Municipal Regulations on Debt Disclosure has been promulgated (Government Gazette no. 29966, 15 June 2007) and has been effective from 01 July 2007 for a municipality or municipal entity.

OVERSTRAND MUNICIPALITY – BORROWING POLICY

5 TYPES OF LOANS AND FINANCING

5.1 Annuity loans

Annuity loans are straight forward and uncomplicated. The loan amount, interest rate and repayment period offered by the Financial Institution are fixed. Normally with an annuity loan, the instalment of the loan will be repaid in equal six monthly instalments over the term of the loan. The capital portion of the instalment will increase over the duration of the loan, and conversely, the interest amount charged will decrease over the loan period. Where the interest rate offered by the Financial Institution is on a variable basis, an interest rate swap (IRS) option should be included in the agreement. An IRS agreement will need to be signed with the party agreeing to accept the variable rate and in turn, offer the fixed rate to the Municipality. An Interest Rate Swap Agreement must comply with the terms set out by the International Swap Dealers Association (ISDA). The fixing of debt repayments is an important consideration in meeting the financial requirements of the Municipality, that of annually producing a balanced budget. There are from time to time various options offered by Financial Institutions which need to be treated on their merits and which could invariably result in slightly lower interest rates being offered.

5.2 Bullet payment redemption

In this instance, the total capital is usually repaid at the end of the term and interest on the total amount borrowed is paid annually or semi-annually. The interest rate can be fixed and the interest payable is known for the duration of the loan. Cash has to be set aside to repay the capital at the end of the term.

The lender could require security in the form of an investment (sinking fund).

5.3 Bonds

A Bond is an instrument used by Government and Parastatals such as Telkom, Eskom, Transnet, Corporates and Municipalities to raise loan capital on the open market. Bond holders have the right to interest, usually paid on a semi-annual basis, and the repayment of the capital amount reflected on the stock certificate held on maturity date. The coupon, maturity, principal value and market value are intrinsic features of a Bond. The most critical variable factor in determining Bond rates is the expected long term trend in inflation, in order to provide a return that equals inflation plus a risk premium. The higher the risk attached to a borrower, the higher will be the risk premium investors will demand. During its tenure the Bond will trade on the Bond market at prevailing interest levels. The price of a Bond trading at any given time on the market is a function of prevailing interest rates. Bond prices move inversely to movements in interest rates.

OVERSTRAND MUNICIPALITY – BORROWING POLICY

5.4 Use of Internal Funds

The Municipality from time to time, will use certain of its surplus funds to fund its Capital programme. The utilisation of surplus funds enables the Municipality to reduce its reliance on external debt financing, thereby allowing it to borrow only funds from external sources when favourable market conditions prevail. The use of internal funds impacts negatively on surplus cash for return of interest and should be within limits to reduce the impact on the Current Ratio, ideally to be at a minimum ratio of 1,5 : 1, and the Cost Coverage, ideally not be less than 2 months.

6 OTHER CONSIDERATIONS

The Municipality has by the judicious use of surplus funds and external long term debt implemented its Integrated Development Plan, which has facilitated the much needed service delivery program.

Factors to be considered when borrowing:

- (a) the type and extent of benefits to be obtained from the borrowing;
- (b) the length of time the benefits will be received;
- (c) the beneficiaries of the acquisition or development;
- (d) the impact of interest and redemption payments on both current and forecasted property tax and services revenue;
- (e) the current and future capacity of the property tax base and rendering of services to pay for borrowings and the rate of growth of the property tax base and services;
- (f) likely movements in interest rates for variable rate borrowings;
- (g) other current and projected sources of funds;
- (h) competing demands for funds;
- (i) timing of money market interest rate movements and the long term rates on the interest rate curve.

The Municipality will, in general, seek to limit its dependence on borrowings in order to minimise future revenue committed to debt servicing and redemption charges. The Municipality may only borrow funds, in terms of the Municipal Finance Management Act, for the purpose of acquiring assets, improving facilities or infrastructure to provide service delivery.

Overstrand Municipality may incur long term debt only for the purpose of Capital expenditure on infrastructure, 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.

The use of external loans should be limited to financing infrastructure where a return can be realised from tariffs to service the debt, or major infrastructure exceeding

OVERSTRAND MUNICIPALITY – BORROWING POLICY

R10 million for a single project, with long term benefits to the community as a whole, where indirect revenue streams are evident.

The gearing for external loans (total outstanding debt to operating revenue, including recurrent operational grants) was fixed at a ceiling of 60% as at 30 June 2012. To reduce the reliance on external long term borrowing this percentage must reduce **[by at least 1% each year]** till a level of 45% or less is attained by 30 June 2022.

7 REFINANCING DEBT

Section 46 of the Municipal Finance Management Act provides that the Overstrand Municipality may refinance existing long term debt, if such refinancing is in accordance with the framework as prescribed by the Municipal Finance Management Act, as follows:

- The Municipality may borrow money for the purpose of refinancing existing long term debt, provided the existing long term debt was lawfully incurred and the refinancing will not extend the term of the debt beyond the useful life of the infrastructure, property, plant or equipment for which the money was originally borrowed.

Cognisance must be taken of any early repayment penalty clauses in the initial loan agreement, as part of the financial feasibility assessment. No loans will be prematurely redeemed unless there is a financial benefit to the Municipality.

8 DEBT REPAYMENT PERIOD

Whilst the period for which loan debt may be received will vary from time to time according to the needs of the various Lenders, presently the typical debt repayment period for loans is fifteen years, though not closely matching the underlying asset lives serviced by the loans.

Cognisance is taken of the useful lives of the underlying assets to be financed by the debt, and, moreover, careful consideration is taken of the interest rates on the interest yield curve. Should it be established that it is cost effective to borrow the funds on a shorter duration (as opposed to the life of the asset) as indicated by the interest yield curve, the loan will be negotiated to optimise the most favourable and cost effective benefit to the Municipality.

9 SECURITY

In terms of the Municipal Finance Management Act the Municipality may provide security for any of its debt obligations, including the giving of a lien, pledging, mortgaging or ceding an asset, or giving any other form of collateral. It may cede as security any category of revenue or rights of future revenue. Some Lenders may require the Municipality to agree to restrictions on debt that the Municipality may incur in future until the secured debt is settled.

OVERSTRAND MUNICIPALITY – BORROWING POLICY

10 SHORT TERM DEBT

The Municipal Finance Management Act provides that the Municipality may incur short term debt only when necessary to bridge shortfalls 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 capital needs within a financial year, to be repaid from specific funds to be received from enforceable allocations or long term debt commitments.

The municipal council may approve an individual transaction or a credit facility for a line of credit or overdraft facility.

The Municipality must pay off short term debt within the same financial year and may not renew or refinance its short term debt if it will have the effect of extending the short term debt into a new financial year.

11 DISCLOSURE

The Municipality must, when interacting with a prospective Lender or when preparing documentation for consideration by a prospective Investor, disclose all relevant information that may be requested or that may be material to the decision of the prospective Lender or Investor. Reasonable care must be taken to ensure the accuracy of any information disclosed. Whilst this is a standard and acceptable business practice, it is also in compliance with section 49 of the Municipal Finance Management Act.

12 GUARANTEES

The Municipal Finance Management Act provides that the Municipality may not guarantee any debt of any entity unless the entity is a Municipal entity under its sole ownership control. The debt must be reflected in the approved business plan of the entity. The guarantee must be authorised by the Municipality. This must be done in the same manner and subject to the same conditions applicable to any other borrowings. Neither the National nor Provincial Government may guarantee the debt of any Municipality.

13 APPROVAL OF LOANS BY THE MUNICIPALITY

Section 46 of the Municipal Finance Management Act stipulates that the Municipality may incur long-term debt only if a resolution of the Council, signed by the mayor, has approved the debt agreement and the Accounting Officer has signed the agreement or other document which acknowledges the debt. At least 21 days prior to the meeting of the Council at which approval for the debt is to be considered, the Municipality must make public an information statement setting out particulars of the proposed debt, including the amount of the proposed debt, the purposes for which

OVERSTRAND MUNICIPALITY – BORROWING POLICY

the debt is to be incurred and particulars of any security to be provided. The Public, the National Treasury and Provincial Treasury must be invited to submit written comments or representations to the council in respect of the proposed debt.

A copy of the information statement submitted to Council at least 21 days prior to the meeting to approve the loan agreement must contain particulars of -

- (a) the essential repayment terms, including the anticipated debt repayment schedule; and
- (b) the anticipated total cost in connection with such debt over the repayment period.

14 PROVISION FOR REDEMPTION OF LOANS

Overstrand Municipality may borrow from Institutions and set up sinking funds to facilitate loan repayments, when the repayment is to be met by a bullet payment on the maturity date of the loan. These sinking funds may also be invested directly with the Lender's Bank. The maturity date and accumulated value of such investment must coincide with the maturity date and amount of the intended loan that is to be repaid.

15 NON-REPAYMENT OR NON-SERVICING OF LOAN

Overstrand Municipality must honour all its loan obligations timeously. Failure to effect prompt payment will adversely affect the raising of future loans at favourable costs of borrowing.

Failure to pay any loan instalment, even by one day, and even if only through administrative oversight, will have severe repercussions, and may jeopardise the Municipality's credit rating.

In addition to the timeous payment of the loans, the Municipality must adhere to the covenants stipulated in the loan agreements.

16 PROHIBITED BORROWING PRACTICES

Overstrand Municipality shall not borrow for investment purposes, with the sole purpose of investing to earn a return. The cost of debt is almost always more expensive than the return that the Municipality can derive by investing in permitted investments.

OVERSTRAND MUNICIPALITY – BORROWING POLICY

17 FOREIGN BORROWINGS

Foreign Borrowing is permitted in terms of section 47 of the Municipal Finance Management Act, whereby the debt must be denominated in Rand and is not indexed to, or affected by, fluctuations in the value of the Rand against any foreign currency.

18 NATIONAL TREASURY AND OTHER REPORTING AND MONITORING REQUIREMENTS

The Municipality submits returns to National Treasury quarterly and annually, as well as submissions to Council. It is mainly coordinated by the Financial Services Department.

19 IMPLEMENTATION AND REVIEW PROCESS

This policy shall be implemented on **1 July 2019** and shall be reviewed on an annual basis to ensure that it is in line with the municipality's strategic objectives and with legislation.

POLICY SECTION:	SENIOR MANAGER: FINANCIAL SERVICES
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OVERSTRAND MUNICIPALITY



FUNDING, RESERVES AND PROVISIONS POLICY

INDEX

1.	INTRODUCTION AND OBJECTIVE	1
2.	SECTION A: FUNDING POLICY	1
2.1	LEGISLATIVE REQUIREMENTS	1
2.2	STANDARD OF CARE	1
2.3	STATEMENT OF INTENT	1
2.4	CASH MANAGEMENT	2
2.5	LIABILITY MANAGEMENT	2
2.6	FUNDING THE OPERATING BUDGET	2
2.7	FUNDING THE CAPITAL BUDGET	3
2.8	FUNDING COMPLIANCE MEASUREMENT	4
3.	SECTION B: RESERVES POLICY	7
3.1	INTRODUCTION	7
3.2	LEGAL REQUIREMENTS	7
3.3	TYPES OF RESERVES/PROVISIONS	7
3.4	ACCOUNTING FOR RESERVES AND PROVISIONS	8
4.	SECTION C: REVIEW OF THE POLICY	8

OVERSTRAND MUNICIPALITY – FUNDING, RESERVES AND PROVISIONS 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:

- 2.1.1 Realistically anticipated revenues to be collected, including grants;
- 2.1.2 Cash backed accumulated funds from previous years' surpluses not committed for other purposes, and
- 2.1.3 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 clear in that the budget must be cash – funded, i.e. cash receipts inclusive of prior period cash surpluses committed to this specific budget, must equal or be more than cash paid.

In determining whether the budget is actually cash funded and in addition ensuring long term financial sustainability, the municipality will use analytical processes, including those specified by National Treasury from time to time.

2.2 STANDARD OF CARE

Each functionary in the budgeting and accounting process must do so with judgment and care 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 and provided that the requirements of the MFMA must at all times be adhered to.

OVERSTRAND MUNICIPALITY – FUNDING, RESERVES AND PROVISIONS POLICY

2.4 CASH MANAGEMENT

Cash must be managed in terms of the municipality's Investment and Cash Management Policy.

2.5 LIABILITY MANAGEMENT

Debt must be managed in terms of the municipality's Borrowing 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 in which it will occur.

The municipality recognises the plight of the poor, and in line with national and provincial objectives, commits itself to subsidising services to the poor. This may necessitate cross- subsidisation in some tariffs to be calculated in the budget process.

2.6.2 GENERAL PRINCIPLE WHEN COMPILING THE OPERATING BUDGET

The following specific principles apply when compiling the budget:

- a) The budget must be cash – funded, i.e. revenue and expenditure projections must be realistic and the provision for impairment of receivables must be calculated on proven recovery rates;
- b) Growth parameters must be realistic and be based on historic patterns adjusted for current reliable information;
- c) Tariff adjustments must be fair, taking into consideration general inflation indicators as well as the geographic region's ability to pay;
- d) Revenue from Government Grants and Subsidies must be in accordance with the amounts promulgated in the Division of Revenue Act, proven provincial transfers and any transfers from other municipalities.
- e) Projected revenue from services charges must be reflected as net (i.e. all billing less revenue foregone, including free basic services).
- f) Projected revenue from property rates must include all rates to be levied.
- g) For the purpose of the Cash flow Budget all rebates and discounts must be deducted from the projected revenue.
- h) Only changes in fair values related to cash may be included in the cash flow budget. Changes to unamortized discount must be included in the Operating Budget. Employee related costs include contributions to non-current and current employee benefits. It is acknowledged that the non-current benefits' requirements are well above the initial cash capabilities of the municipality. It is therefore determined that the short term expenditure portion of employee benefits be funded from the current year operating cash surplus.

OVERSTRAND MUNICIPALITY – FUNDING, RESERVES AND PROVISIONS POLICY

- i) Depreciation must be fully budgeted for in the operating budget.
- j) Contributions to provisions (non-current and current) do not form part of the cash flow for provisions with a non-current portion, except for the current portion of post retirement benefits relating to continued members for medical aid and long service awards. It is 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.

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 cash, grants, public contributions as well as external loans.

Cash

The capital budget or portions thereof may also be funded from surplus cash generated in previous financial years. The cash must already be available and not be committed for other purposes or expected to be generated in the current or future years. The allocations of the funding sources from own contributions will be determined during the budget process.

Grants (Including Public Contributions and Bulk Infrastructure Contributions)

Only cash portions of these grants will be made available for funding of capital projects as might be applicable. 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 grant funding does not place an unreasonable burden on the residents for future maintenance costs which may be higher than their ability to pay.

The accounting officer will annually evaluate the long term effect of unusual capital grants on future tariffs, and if deemed necessary, report on such to Council.

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 will put such accounting measures in place as to comply with this requirement as far as possible.

MFMA Circular 48, read with MFMA Circular 58 and 75, states that

OVERSTRAND MUNICIPALITY – FUNDING, RESERVES AND PROVISIONS POLICY

municipalities may treat the 'reclaimed VAT' in terms of the expenditure from conditional grant funds as 'own revenue'. The municipality opts to utilise the full grant funding for the grant related projects.

External Loans

The municipality may only raise loans in accordance with its Borrowing Policy.

The Accounting Officer must also put such accounting measures in place to ensure that no unspent portions of loans raised, be included in the cash surplus for the year.

2.8 FUNDING COMPLIANCE MEASUREMENT

2.8.1 INTRODUCTION

The municipality must ensure that the annual budget or any subsequent adjustments budget complies with the requirements of the MFMA and this policy. For this purpose a set of indicators must be used as part of the budget process and be submitted with the budget. These indicators include all the indicators as recommended by National Treasury as well as any additional indicators detailed in this policy.

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 those negative indicators can be reasonable explained and any 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 should be maintained throughout the year.

2.8.3 CASH PLUS INVESTMENTS LESS APPLICATION OF FUNDS

The overall cash position of the municipality must be sufficient to cover the following:

- a) unspent conditional grants;
- b) unspent conditional public contributions;
- c) unspent borrowings;
- d) VAT due to SARS;
- e) ceded investments;
- f) the cash portion of statutory funds such as the Housing Development Fund;
- g) other working capital requirements; and
- h) the cash position must be sufficient to back reserves as approved by the municipality and those portions of provisions as indicated elsewhere in this policy.

OVERSTRAND MUNICIPALITY – FUNDING, RESERVES AND PROVISIONS POLICY

INDICATORS

2.8.4 MONTHLY AVERAGE PAYMENT COVERED BY CASH AND CASH EQUIVALENTS (“CASH/COST COVERAGE”)

This indicator shows the level of risk should the municipality experience financial stress.

The norm indicated by National Treasury indicates 1 – 3 months Working Capital, but should ideally not be less than 2 months.

2.8.5 SURPLUS/DEFICIT EXCLUDING DEPRECIATION AND OTHER NON CASH ITEMS

It is probable that the operating budget including 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 residents be burdened with tariff increases to provide for such depreciation charges. In order to ensure a “balanced” budget, the cash position must be determined.

Should a budget result in a deficit cash position, 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 are realistically calculated.

2.8.7 CASH COLLECTION RATE AS A PERCENTAGE

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 current rate. Any improvement in collection rates during the budget year may be appropriated in an Adjustments Budget.

2.8.8 DEBT IMPAIRMENT EXPENSE AS A PERCENTAGE OF BILLABLE REVENUE

This indicator provides information as to 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 can have an influence on it. Any aberration must be motivated in the budget report.

OVERSTRAND MUNICIPALITY – FUNDING, RESERVES AND PROVISIONS POLICY

2.8.9 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 Borrowing Policy.

2.8.10 GRANT REVENUE AS A PERCENTAGE OF GRANTS AVAILABLE

The percentage attained 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.

2.8.11 CONSUMER DEBTORS CHANGE (CURRENT AND NON-CURRENT)

The object of the indicator is to determine whether budgeted reductions in outstanding debtors are realistic.

Any unacceptably high increase in either current or non-current debtors' balances should be investigated and reported.

2.8.12 REPAIRS AND MAINTENANCE EXPENDITURE LEVEL

Property Plant and Equipment should be maintained properly at all times 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.

2.8.13 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.

3 SECTION B: RESERVES AND PROVISIONS POLICY

3.1 INTRODUCTION

Fund accounting historically formed the major component of municipal finance in the IMFO standards.

After the change to General Recognised Accounting Practices (GRAP), fund accounting is no longer allowed.

The municipality, however, recognizes the importance of providing to the municipality itself, as well as its creditors, financiers, staff, and general

OVERSTRAND MUNICIPALITY – FUNDING, RESERVES AND PROVISIONS POLICY

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 therefore aims to provide for a measure of protection by creating certain reserves and provisions.

3.2 LEGAL REQUIREMENTS

There are specific legal requirements for the creation of reserves, such as the Housing Development Fund. The GRAP Standards themselves do not provide for reserves, although certain provisions are required in terms of GRAP.

3.3 TYPES OF RESERVES / PROVISIONS

Reserves/Provisions can be classified into two main categories being “cash funded” and “non–cash funded”.

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) 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.

b) Self-Insurance reserves

The Municipality has a Self-Insurance Reserve to set aside amounts to offset potential losses or claims that cannot be insured externally. This Reserve is ring-fenced within the accumulated surplus. Contributions to the Fund are considered annually during the Budget process.

3.3.2 NON – CASH FUNDED RESERVES / PROVISIONS

On occasion it is necessary to create non – cash funded reserves. The Accounting Officer must create any reserves prescribed by the accounting standards, such as the Revaluation Reserve, if required and provisions such as post-retirement benefits and rehabilitation of land fill sites.

3.4 ACCOUNTING FOR RESERVES / PROVISIONS

3.4.1 REVALUATION RESERVE

The accounting for the Revaluation Reserve must be done in accordance with the requirements of GRAP 17.

OVERSTRAND MUNICIPALITY – FUNDING, RESERVES AND PROVISIONS POLICY

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.

In terms of GRAP1 transactions may be directly appropriated against these reserves.

3.4.3 PROVISIONS

Provisions are established from contributions appropriated in the annual budget. Currently, the long term portions of provisions are non-cash funded and are covered by non-current assets.

4. SECTION C: REVIEW OF THE POLICY

This policy shall be implemented on **1 July 2019** and shall be reviewed on an annual basis to ensure that it is in line with the municipality's strategic objectives and with legislation.

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OVERSTRAND MUNICIPALITY



LONG TERM FINANCIAL PLANNING AND IMPLEMENTATION POLICY

TABLE OF CONTENTS

	Page
1. INTRODUCTION	1
2. PURPOSE	1
3. GUIDING PRINCIPLES	1
4. DEVELOPMENT OF A FINANCIAL PLAN	2
5. ANNUAL REVIEW	5
6. IMPLEMENTATION AND REVIEW OF THIS POLICY	6

OVERSTRAND MUNICIPALITY

LONG TERM FINANCIAL PLANNING AND IMPLEMENTATION POLICY

1. INTRODUCTION

- 1.1 In essence a financial plan encompasses the development, implementation and evaluation of a plan for the provision of basic municipal services and capital assets. Such a plan aims to help Municipal Councillors and other decision makers make informed choices about the provision of basic services and capital assets and to promote stakeholder participation in the process.
- 1.2 The financial plan should set out the Municipality's estimated expenditure over the medium- term, based on its goals and objectives, as well as the resources necessary to achieve this. In addition, the financial plan must set out where funding for the planned expenditure will come from.
- 1.3 The compilation of a financial plan is a core component of an Integrated Development Plan (IDP). The envisaged timeframe allocations for a long term financial plan are:-
 - 1.3.1 Immediate (12 months).
 - 1.3.2 Medium term (3 years).
 - 1.3.3 Long term (4 years onwards).

2. PURPOSE

- 2.1 The Policy on Long Term Financial Planning is aimed at ensuring that the Municipality has sufficient and cost-effective funding in order to achieve its long term objectives through the implementation of the medium term operating and capital budgets. The purpose of the Policy on Long Term Financial Planning is therefore to:-
 - 2.1.1 Ensure that all long term financial planning is based on a structured and consistent methodology in order to ensure the long term financial sustainability of Overstrand Municipality.
 - 2.1.2 Identify capital investment requirements and associated funding sources to ensure the future sustainability of the Municipality;
 - 2.1.3 Identify revenue enhancement and cost saving strategies in order to improve service delivery at affordable rates; and
 - 2.1.4 Identify new revenue sources as funding for future years.

3. GUIDING PRINCIPLES

- 3.1 The policy on Long Term Financial Planning is based on the following principles:-
 - 3.1.1 Future financial sustainability;
 - 3.1.2 Annual growth in population and consumer base;

OVERSTRAND MUNICIPALITY

LONG TERM FINANCIAL PLANNING AND IMPLEMENTATION POLICY

- 3.1.3 Optimal collection of revenue, taking into consideration the socio economic environment;
- 3.1.4 Optimal utilisation of grant funding and public donations; and
- 3.1.5 Continuous improvement and expansion in service delivery framework.

4. DEVELOPMENT OF A FINANCIAL PLAN

- 4.1 The phases for development of the Financial Plan are set out below.

Phase One	→	Compile a Status Quo assessment of the municipality's current financial status and key challenges
Phase Two	→	Conduct financial modelling to determine financial viability
Phase Three	→	Analyse outcomes and ratios
Phase Four	→	Prepare a long term financial plan

4.2 Phase One: Status Quo Assessment

- 4.2.1 Perform a Status Quo assessment under the following criteria:-
- (a) The Municipality's current financial status;
 - (b) Current revenue sources, internal and external;
 - (c) Main cost drivers impacting on the sustainability of the municipality
 - (d) Status of municipal infrastructure;
 - (e) Ability to finance capital expenditure; and
 - (f) Municipal service delivery backlogs.
- 4.2.2 The financial viability and creditworthiness of the Municipality is measured against a number of nationally recognised key ratios. These key ratios should include for example the following:-
- a) Gross debtors to annual revenue;
 - b) Gross Debtors Collection Period (Days);

OVERSTRAND MUNICIPALITY
LONG TERM FINANCIAL PLANNING AND IMPLEMENTATION POLICY

- c) Net debtors to annual revenue;
- d) Net Debtors Collection Period (Days);
- e) Annual Collection Rate;
- f) Service Charges and Property Rates Revenue Budget Implementation Indicator;
- g) Cash Coverage Ratio;
- h) Personnel Costs to Total Operating Expenditure;
- i) Repairs and Maintenance to PPE;
- j) Liquidity Ratio (Current Ratio); and
- k) Net Asset Position.

4.2.3 The objective of the status quo report is to assess the current financial position and to identify the key challenges faced by the Municipality. The status quo report will aim to identify issues which impact on the overall financial stability of the Municipality and will include a historical analysis and assessment of financial results (based on financial statements).

4.3 Phase Two: Planned Finance and Financial Modelling

- 4.3.1 Upon completion of the status quo assessment, resulting in an understanding of the Municipality's financial position, the next phase is to determine the Municipality's financing need over the medium-term.
- 4.3.2 This entails determining what expenditure the Municipality plans to undertake over the medium-term and what its financing requirements are likely to be and how these can be funded either internally or externally.
- 4.3.3 As the Municipality evolves and expands its service delivery framework, so do those of the National Government. Long term community development and economic development projects will therefore also be included under this phase.

4.4 Phase Three: Analyse Outcomes and Ratios

- 4.4.1 Evaluate the short-term financial viability (6 months to 12 months):-
 - (a) Develop a financial forecast model to identify immediate opportunities and risks;
 - (b) Perform scenario planning to identify the optimum balance between revenue

OVERSTRAND MUNICIPALITY

LONG TERM FINANCIAL PLANNING AND IMPLEMENTATION POLICY

collection and municipal spending; taking into account the following:-

- (c) Potential revenue enhancement strategies which may have an immediate impact on the revenue base of the Municipality;
- (d) Evaluate cost saving mechanisms to minimise the cost of effective service delivery;
- (e) Current infrastructure investments and maintenance programs which may influence revenue streams or the cost of service delivery;

4.4.2 Evaluate the medium and long term financial viability (1 year to 10 years):-

- (a) Develop a financial forecast model to identify future opportunities and risks;
- (b) Perform scenario planning to identify the optimum balance between revenue collection and municipal spending, taking into account the following:-
 - i. The impact each scenario has on the financial viability ratios of the Municipality;
 - ii. Potential revenue enhancement strategies which may have a long term impact on the revenue base of the Municipality;
 - iii. Cost saving mechanisms to minimise the cost of effective service delivery; taking into account potential infrastructure developments and renewals;
 - iv. The impact of current infrastructure investments and maintenance programs on future revenue streams or cost of service delivery;
 - v. The impact of envisaged future infrastructure investments on the revenue stream and cost of service delivery; and
 - vi. The impact of national and municipal priorities over the medium and long term.

4.5 Phase Four: Develop a Long Term Financial Plan

4.5.1 Once the Municipality has finalised the prioritisation of initiatives and projects; a comprehensive long term financial plan is developed to indicate the envisaged impact it will have on the financial status of the Municipality. An overall financial forecast will then have to be done in order to illustrate the projected result of the implementations throughout the five year period.

4.5.2 Although a long term financial plan provides a forecast of potential outcomes, it has to be emphasised that the success of the financial plan remains in continuous revision. As is the case with any forecast model, the financial plan should be seen as a moving target and should be subject to honest and realistic

OVERSTRAND MUNICIPALITY

LONG TERM FINANCIAL PLANNING AND IMPLEMENTATION POLICY

assessments of successes and failures on a regular basis.

- 4.5.3 The fourth phase involves finalising a medium-term income and expenditure plan based on the various alternative service delivery options.
- 4.5.4 A key component in determining future options, potential problems and opportunities is the forecast of revenues and expenditures. The revenue and expenditure plan essentially involves combining the forecasting of revenues and the forecasting of expenditures into a single financial forecast.
- 4.5.5 Finalisation of the Financial Plan includes collating all short, medium and long term financial data and develop a long term financial plan that:-
 - (a) Identifies future revenue projections based on current and projected revenue streams, as well as those projects required to achieve these projections;
 - (b) Identifies future expenditure frameworks and cost of service delivery based on current and projected expenditure patterns;
 - (c) Identifies the level of infrastructure development required to achieve the municipal priorities, within the funding restrictions; and
 - (d) Identifies external funding requirements required for capital investment.

5. ANNUAL REVIEW

- 5.1 The financial plan must be reviewed on an annual basis as part of the annual review of the IDP and updated with at least the following information:-
 - 5.1.1 any direct change in financial status or internal factors, other than previously predicted, which may influence the financial status and viability of the Municipality;
 - 5.1.2 any changes in the economic and socio economic environment, other than previously predicted, which may influence the financial status of the Municipality;
 - 5.1.3 any changes in the revenue base or composition which may have an impact on the financial viability of the Municipality;
 - 5.1.4 any changes in the national or municipal priorities as previously identified; and
 - 5.1.5 any factors which may have an impact on the ability to implement previously identified projects.

6. IMPLEMENTATION AND REVIEW OF THIS POLICY

This policy shall be implemented on **1 July 2019** and shall be reviewed on an annual basis to ensure that it is in line with the municipality's strategic objectives and with legislation.

OVERSTRAND MUNICIPALITY
LONG TERM FINANCIAL PLANNING AND IMPLEMENTATION POLICY

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OVERSTRAND MUNICIPALITY



**UNAUTHORISED, IRREGULAR OR FRUITLESS
AND WASTEFUL EXPENDITURE POLICY**

TABLE OF CONTENTS

1	ABBREVIATIONS/ACRONYMS.....	3
2	DEFINITIONS	3
3	INTRODUCTION.....	4
4	OBJECTIVE.....	4
5	ENABLING LEGISLATION	5
6	APPLICATION OF THIS POLICY	5
7	UNAUTHORISED EXPENDITURE	5
8	IRREGULAR EXPENDITURE.....	7
9	FRUITLESS AND WASTEFUL EXPENDITURE	8
10	REPORTING ON UNAUTHORISED, IRREGULAR OR FRUITLESS AND WASTEFUL EXPENDITURE	9
11	MAINTAINING OF REGISTERS FOR UNAUTHORISED, IRREGULAR OR FRUITLESS AND WASTEFUL EXPENDITURE.....	9
12	INVESTIGATION OF UNAUTHORISED, IRREGULAR OR FRUITLESS AND WASTEFUL EXPENDITURE.....	9
13	DISCIPLINARY AND CRIMINAL CHARGES FOR UNAUTHORISED, IRREGULAR OR FRUITLESS AND WASTEFUL EXPENDITURE.....	10
14	RECOVERY OF UNAUTHORISED, IRREGULAR OR FRUITLESS AND WASTEFUL EXPENDITURE.....	11
15	PROTECTION OF OFFICIALS OR COUNCILLORS WHO HAVE REPORTED UNAUTHORIZED, IRREGULAR OR FRUITLESS AND WASTEFUL EXPENDITURE.....	11
16	SHORT TITLE AND COMMENCEMENT	ERROR! BOOKMARK NOT DEFINED.

1 ABBREVIATIONS/ACRONYMS

1.1 Except if otherwise stated in this policy, the following abbreviations or acronyms will represent the following words:

1.1.1.	CFO	-	Chief Financial Officer
1.1.2.	MBRR	-	Municipality Budget and Reporting Regulations
1.1.3.	MFMA	-	Local Government: Municipal Finance Management Act, No. of 2003
1.1.4.	MIG	-	Municipal Infrastructure Grant
1.1.5.	MM or AO	-	Municipal Manager or Accounting Officer appointed in terms of section 54A of the MSA
1.1.6.	MSA	-	Local Government: Municipal Systems Act, No. Act 32 of 2000
1.1.7.	MSCMR	-	Municipal Supply Chain Management Regulations
1.1.8.	OM	-	Overstrand Local Municipality
1.1.9.	POLICY	-	Policy on unauthorised, irregular or fruitless and wasteful expenditure
1.1.10.	RPOBA	-	Remuneration of Public Office Bearers Act, No. Act 20 of 1998
1.1.11.	SAPS	-	South African Police Services
1.1.12.	SCM	-	Supply Chain Management
1.1.13.	SM	-	Directors appointed in terms of section 56 of the MSA
1.1.14.	Structures Act	-	Local Government: Municipal Structures Act, Annually Gazetted

2 DEFINITIONS

Except if otherwise indicated:

“Councillor” means	member of the municipal council of OM.
“Financial Misconduct” means	any misappropriation, mismanagement, waste or theft of the finances of the OM, and also includes any form of financial misconduct specifically set out in sections 171 and 172 of the MFMA.
“Fruitless and wasteful expenditure” means	expenditure that was made in vain and would have been avoided had reasonable care been exercised.
“Irregular expenditure”, in relation to a municipality or municipal entity, means:	<ul style="list-style-type: none"> a) expenditure incurred by the OM in contravention of, or that is not in accordance with, a requirement of the MFMA, and which has not been condoned in terms of section 170; b) expenditure incurred by the OM in contravention of, or that is not in accordance with, a requirement of the MSA, and which has not been condoned in terms of this Act; c) expenditure incurred by the OM in contravention of, or that is not in accordance with, a requirement of the Public Office-Bearers Act; d) expenditure incurred by the OM in contravention of, or that is not in accordance with, a requirement of the SCM policy of OM 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; or e) excludes expenditure by the OM which falls within the definition of “unauthorised expenditure”.
”Official”, in relation to OM, means:	<ul style="list-style-type: none"> a) an employee of OM; b) a person seconded to OM to work as a member of the staff of the OM; or c) a person contracted by OM to work as a member of the staff of the OM.
“Overspending” means:	a) in relation to the budget of the OM, 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

	<p>operational or capital expenditure, as the case may be;</p> <p>b) In relation to a vote, means causing expenditure under the vote to exceed the amount appropriated for that vote; or</p> <p>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 that section.</p>
“Political Office Bearer” in relation to a municipality, means-	<p>a) the Speaker, Executive Mayor, Deputy Executive Mayor, a member of the mayoral committee of the OM elected, designated or appointed in terms of a specific provision of the Structures Act; or</p> <p>b) a councillor referred to in section 57(1) of the MFMA;</p>
“Prohibited expenditure” in relation to this policy means	unauthorised, irregular, or fruitless and wasteful expenditure;
“Senior Manager”	has the meaning assigned to it in section 1 of the MFMA and in relation to SM.
“Unauthorised expenditure”, means:	<p>any expenditure incurred by the OM otherwise than in accordance with section 15 or 11(3) of the MFMA, and includes-</p> <p>a) overspending of the total amount appropriated in the municipality's approved budget;</p> <p>b) overspending of the total amount appropriated for a vote in the approved budget;</p> <p>c) expenditure from a vote unrelated to the department or functional area covered by the vote;</p> <p>d) expenditure of money appropriated for a specific purpose, otherwise than for that specific purpose;</p> <p>e) spending of an allocation referred to in paragraph (b), (c) or (d) of the definition of allocation in section 1 of the MFMA otherwise than in accordance with any conditions of the allocation; or</p> <p>f) a grant by OM otherwise than in accordance with the MFMA.</p>
“Vote” means:	<p>a) One of the main segments into which a budget of a municipality is divided for the appropriation of money for the different directorates or functional areas of the municipality; and</p> <p>b) which specifies the total amount that is appropriated for the purposes of the directorate or functional area concerned.</p>

3 INTRODUCTION

- 3.1 In terms of section 62 of the MFMA, the accounting officer is responsible for managing the financial affairs of the OM and he/she must, for this purpose, inter alia:
- 3.1.1 Take all reasonable steps to ensure that unauthorised, irregular or fruitless and wasteful expenditure and other losses are prevented; and
- 3.1.2 Ensure that disciplinary or, when appropriate, criminal proceedings are instituted against any official or councillor of OM who has allegedly committed an act of financial misconduct or an offence in terms of Chapter 15 of the MFMA.
- 3.2 This is to ensure the effective, efficient and transparent systems of financial, risk management and internal control.

4 OBJECTIVE

- 4.1 This document sets out OM's policy and procedures with regards to unauthorised, irregular or fruitless and wasteful expenditure.
- 4.2 This policy aims to ensure that, amongst other things:

- 4.2.1 Unauthorised, irregular or fruitless and wasteful expenditure is detected, processed, recorded, and reported in a timely manner;
- 4.2.2 Officials and councillors have a clear and comprehensive understanding of the procedures they must follow when addressing unauthorised, irregular or fruitless and wasteful expenditure;
- 4.2.3 OM's resources are managed in compliance with the MFMA, its regulations and other relevant legislation; and
- 4.2.4 All officials and councillors are aware of their responsibilities in respect of unauthorised, irregular or fruitless and wasteful expenditure.

5 ENABLING LEGISLATION

- 5.1 The following enabling legislation sets the precedent for the development of OM's Unauthorised, Irregular or Fruitless and Wasteful Expenditure Policy:
 - 5.1.1 The Constitution of the Republic of South Africa, 1996;
 - 5.1.2 The Local Government: Municipal Finance Management Act, No 56 of 2003;
 - 5.1.3 The Remuneration of Public Office Bearers Act, No 20 of 1998;
 - 5.1.4 The Local Government: Municipal Systems Act, No 32 of 2000;
 - 5.1.5 Municipal Budget and Reporting Regulations;
 - 5.1.6 Municipal Supply Chain Management Regulations;
 - 5.1.7 Municipal Regulations on Financial Misconduct Procedures and Criminal Proceedings;
 - 5.1.8 The Local Government: Municipal Structures Act No. 117 of 1998;
 - 5.1.9 Any other legislation or regulation that may impact this policy.

6 APPLICATION OF THIS POLICY

- 6.1 This policy applies to all officials and councillors of OM.
- 6.2 This policy should be read in conjunction with the following:
 - 6.2.1 Delegations of Authority of the OM;
 - 6.2.2 Codes of Conduct for Municipal Staff Members and Councillors, as provided for in Schedules 1 and 2 of the MSA.
- 6.3 Officials and Councillors must ensure that all instances of unauthorised, irregular or fruitless and wasteful expenditure is prevented, detected and reported in a timely manner.

7 UNAUTHORISED EXPENDITURE

- 7.1 Overstrand Municipality may 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.
- 7.2 Expenditure incurred within the ambit of OM's virement policy is not regarded as unauthorised expenditure.
- 7.3 Any expenditure that has not been budgeted for, expenditure that is not in terms of the conditions of an allocation received from another sphere of government, economic entity or organ of state and expenditure in the form of a grant that is not permitted in terms of the MFMA is regarded as unauthorised expenditure and furthermore includes the following:
 - 7.3.1 Overspending of the total amount appropriated in the municipality's approved budget;
 - 7.3.2 Overspending of the total amount appropriated for a vote in the approved budget;

- 7.3.3 Expenditure from a vote unrelated to the department or functional area covered by the vote;
 - 7.3.4 Expenditure of money that have been appropriated for a specific purpose, otherwise than for that specific purpose;
 - 7.3.5 Spending of an allocation referred to in paragraph (b), (c) or (d) of the definition of “allocation”, in the MFMA, otherwise than in accordance with the conditions of the allocation; or
 - 7.3.6 A grant by the Municipality otherwise in accordance with the MFMA, the indigent policy, bursary scheme, or the grants-in-aid policy;
 - 7.3.7 Unforeseen and unavoidable expenditure not authorised within an adjustments budget within 60 days after the expenditure was incurred; and
 - 7.3.8 Any overspending on non-cash items, for example depreciation, impairments, provisions.
- 7.4 Expenditure that is **NOT** classified as unauthorised expenditure
- 7.4.1 Given the definition of unauthorised expenditure, the following are examples of expenditure that are NOT unauthorised expenditure:
 - 7.4.1.1 Any over-collection on the revenue side of the budget as this is not an expenditure; and
 - 7.4.1.2 Any expenditure incurred in respect of:
 - 7.4.1.2.1 re-allocation of funds and the use of such funds in accordance with a council approved virement policy;
 - 7.4.1.2.2 overspending of an amount allocated by standard classification on the main budget Table A2 (Budgeted Financial Performance: revenue and expenditure by standard classification), as long as it does not result in overspending of a vote on the main budget Table A3 (Budgeted Financial Performance: revenue and expenditure by municipal vote) and Table A4 (Budgeted Financial Performance: revenue and expenditure, read in conjunction with supporting Table SA1) of the MBRR; and
 - 7.4.1.2.3 overspending of a municipal vote on the main budget Table A5 (Budgeted Capital Expenditure by vote, standard classification and funding) so long as it does not result in overspending of an amount allocated by standard classification on the main budget Table A5.
 - 7.4.2 Money withdrawn from a bank account under the following circumstances, without appropriation, in terms of an approved budget, is not regarded as unauthorised expenditure:
 - 7.4.2.1 To defray expenditure authorised in terms of section 26 (4) of the MFMA, [Section 26: Consequences of failure to approve a budget before the start of the budget year];
 - 7.4.2.2 To defray unforeseen / unavoidable expenditure circumstances strictly in accordance with Section 29 (1) of the MFMA [Section 29: Unforeseen and unavoidable expenditure] failing which the unforeseen / unavoidable expenditure is unauthorised;
 - 7.4.2.3 Re-allocation of funds and the use of such funds in accordance with a council approved virement policy;
 - 7.4.2.4 Expenditure incurred from a special fund for relief, charitable or trust purposes provided of course that it is done strictly in accordance with Section 12 of the MFMA [Section 12: Relief, charitable, trust or other funds];

- 7.4.2.5 To pay over to a person or organ of state money received by the OM on behalf of that person or organ of state, including—
- 7.4.2.6 money collected by the OM on behalf of that person or organ of state by agreement; or
- 7.4.2.7 any insurance or other payments received by the OM for that person or organ of state;
- 7.4.2.8 To refund money incorrectly paid into a bank account;
- 7.4.2.9 To refund guarantees, sureties and security deposits;
- 7.4.2.10 For cash management and investment purposes in accordance with section 13 [Section 13: Cash Management and Investments]; and
- 7.4.2.11 To defray increased expenditure in terms of section 31[Section 31: Shifting of funds between multi-year appropriations].

8 IRREGULAR EXPENDITURE

8.1 Irregular expenditure, in relation to a municipality means-

- 8.1.1 Expenditure incurred by a municipality in contravention of, or that is not in accordance with a requirement of the MFMA and that has not been condoned in terms of section 170;
- 8.1.2 Expenditure incurred by a municipality in contravention of, or that is not in accordance with a requirement of the MSA and that has not been condoned in terms of that Act;
- 8.1.3 Expenditure incurred by a municipality in contravention of, or that is not in accordance with a requirement of the RPOBA; or
- 8.1.4 Expenditure incurred by a municipality in contravention of, or that is not in accordance with a requirement of the supply chain management policy of the municipality 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"

8.2 Examples of irregular expenditure include, but are not limited to:

- 8.2.1 Procuring goods and/or services without obtaining an official order prior to the receipt of the goods and/or services;
- 8.2.2 Procuring goods and/or services without following the official procurement processes;
- 8.2.3 Procuring goods and/or services without advertising for the requisite number of numbers;
- 8.2.4 Procuring goods and/or services without obtaining a valid tax clearance certificate;
- 8.2.5 Procuring goods and/or services in an emergency without the timely application of a deviation in terms of clause 36 of the SCM policy.

8.3 In terms of section 32(2)(b) of the MFMA, irregular expenditure may only be written-off by Council if, after an investigation by a council committee, the irregular expenditure is certified as irrecoverable. In other words writing-off is not a primary response, it is subordinate to the recovery processes, and may only take place if the irregular expenditure is certified by Council as irrecoverable, based on the findings of an investigation.

8.4 With reference to Irregular Expenditure as defined in paragraph 2 above:

- 8.4.1 In terms of section 170 of the MFMA, only the National Treasury may condone non-compliance with a regulation issued in terms of the MFMA or a condition imposed by the Act itself. The Council therefore has no power in terms of the MFMA to condone any act of non-compliance in terms of the MFMA or any of its regulations. The treatment of expenditure associated with the non-compliance is therefore the responsibility of the Council and is elaborated on in paragraph 15.
- 8.4.2 There is no provision in the MSA that allows for a contravention of the Act to be condoned. Nevertheless, should the OM wish to request that an act of non-compliance with any provision of the MSA be condoned, then the AO must address the request to the Minister of Co-operative Governance, who is responsible for administering the MSA. The resultant expenditure must however be dealt with in terms of section 32(2) of the MFMA.
- 8.4.3 There is no provision to allow irregular expenditure resulting from a contravention of the Public Office-Bearers Act to be condoned. This is consistent with section 167(2) of the MFMA, which provides that such irregular expenditure cannot be written-off and must be recovered from the political office-bearer concerned.
- 8.4.4 The OM may condone a contravention of the council approved SCM policy, provided that the contravention is not also a contravention of the MFMA or the SCM regulations, in which case paragraph 8.4.1 applies and then only National Treasury can condone a contravention of the SCM regulations.

9 FRUITLESS AND WASTEFUL EXPENDITURE

- 9.1 The concept of fruitless and wasteful expenditure is founded on public administration and accountability principles, to promote “efficient, economic and effective use of resources and the attainment of value for money”. The idea is also founded on the fact that the council, the mayor and the accounting officer have a fiduciary responsibility to ensure that municipal resources are used in the best interests of the municipality and the local community.
- 9.2 In this context ‘expenditure’ refers broadly to processes that must be followed, transactions with service providers or suppliers and the use of other resources belonging to the municipality. The phrase ‘made in vain’ indicates that the municipality derived no value for money from the expenditure or the use of other resources. Fruitless and wasteful expenditure must fulfil both the conditions in the definition, namely, that it was made in vain and it would have been avoided had reasonable care been exercised.
- 9.3 In determining whether expenditure is fruitless and wasteful, officials and councillors must apply the requirement of reasonable care as an objective measurement to determine whether or not a particular expenditure was fruitless and wasteful, that is-
 - 9.3.1 Would the average man (in this case the average experienced official or councillor) have incurred the particular expenditure under exactly the same conditions or circumstances? and
 - 9.3.2 Is the expenditure being incurred at the right price, right quality, right time and right quantity?
- 9.4 An expense is only fruitless and wasteful in terms of this policy if:
 - 9.4.1 If was made in vain (meaning that the municipality did not receive value for money) and;
 - 9.4.2 And would have been avoided had reasonable care been exercised (meaning that the official or councillor concerned deliberately or negligently caused the expenditure to be incurred by the municipality, furthermore, another official or councillor under the same circumstances would have been able to avoid incurring the expenditure.
- 9.5 Fruitless and wasteful expenditure includes, but is not limited to; interest on late payment, fines and penalties.

10 REPORTING ON UNAUTHORISED, IRREGULAR OR FRUITLESS AND WASTEFUL EXPENDITURE

- 10.1 Reporting of unauthorised, irregular or fruitless and wasteful expenditure must be done at the appropriate level, as follows:
- 10.1.1 a Councillor of the OM, must be reported to the Speaker of the Council;
 - 10.1.2 the MM and Speaker, must be reported to the Executive Mayor;
 - 10.1.3 all other municipal officials, must be reported to the MM;
- 10.2 All reports made by officials and councillors must be treated with the utmost confidentiality.
- 10.3 The MM must promptly inform the Executive Mayor, the Provincial Minister for Local Government and the Auditor-General, in writing:
- 10.3.1 of any unauthorised, irregular or fruitless and wasteful expenditure incurred by the municipality;
 - 10.3.2 whether any person is responsible or under investigation for such unauthorised, irregular or fruitless and wasteful expenditure; and
 - 10.3.3 the steps that have been taken to:
 - 10.3.3.1 recover or rectify such expenditure; and
 - 10.3.3.2 prevent a recurrence of such expenditure.
- 10.4 All expenditure classified as unauthorised, irregular or fruitless and wasteful expenditure must be reported to:
- 10.4.1 The MM as AO on a quarterly basis;
 - 10.4.2 The Council on a quarterly basis; and
- 10.5 In accounting for unauthorised, irregular or fruitless and wasteful expenditure, the MM or delegated officials (as may be relevant) must ensure that all such expenditure is disclosed in the annual financial statements as required by the MFMA.

11 MAINTAINING OF REGISTERS FOR UNAUTHORISED, IRREGULAR OR FRUITLESS AND WASTEFUL EXPENDITURE

- 11.1 The OM must maintain registers of all incidents of unauthorised, irregular or fruitless and wasteful expenditure of which:
- 11.1.1 The unauthorised and irregular expenditure register will be maintained by the CFO; and
 - 11.1.2 The fruitless and wasteful expenditure register will be maintained by the Department: Council Support Services.

12 INVESTIGATION OF UNAUTHORISED, IRREGULAR OR FRUITLESS AND WASTEFUL EXPENDITURE

- 12.1 On receiving a report in terms of regulation 3(1) of the Municipal regulations on financial misconduct procedures and criminal proceedings, if the municipal council, or accounting officer of the municipality is satisfied that there is reasonable cause to believe that an act of financial misconduct has been committed, it must within seven days refer to the matter to the disciplinary board to conduct a preliminary investigation into the allegation as envisaged in section 171(4)(a) of the MFMA.
- 12.2 A disciplinary board must conduct a preliminary investigation to determine whether or not the allegation is founded and make a recommendation to the council as to whether sufficient grounds exists to warrant a full investigation into the allegation.

- 12.3 If during the preliminary investigation, the disciplinary board determines that the allegation is frivolous, vexatious, speculative or obviously unfounded, the investigation must be terminated.
- 12.4 If the disciplinary board determines that the allegation is founded, a full investigation must be conducted by-
 - 12.4.1 the disciplinary board
 - 12.4.2 the Provincial Treasury or the National Treasury, but only if the conditions in regulation 19 apply.
- 12.5 After completion of a full investigation, the investigator must-
 - 12.5.1 compile a report on the investigation
 - 12.5.2 submit its report to the mayor and the accounting officer together with its findings and recommendations, if applicable, regarding disciplinary steps that should be taken against alleged transgressor; and
 - 12.5.3 immediately inform the speaker of the council of the submission of the report referred to in sub-clause (b), and also submit a copy of the report to the Provincial Treasury and the National Treasury.

13 DISCIPLINARY AND CRIMINAL CHARGES FOR UNAUTHORISED, IRREGULAR OR FRUITLESS AND WASTEFUL EXPENDITURE

- 13.1 After having followed a proper investigation, as per paragraph 12 above:
 - 13.1.1 In relation to an official, the MM or delegated official must table the report referred to in 12.5.2 above;
 - 13.1.2 In relation to a councillor, the Speaker or Mayor must table the report referred to in 12.5.2 above.
- 13.2 If a *prima facie* case has been established then the Executive Mayor, Speaker, MM or delegated official (as may be relevant) must institute disciplinary action as follows:
 - 13.2.1 For financial misconduct in terms of section 171 of the MFMA: in the case of an official that deliberately or negligently:
 - 13.2.1.1 contravened a provision of the MFMA which resulted in prohibited expenditure; or
 - 13.2.1.2 made, permitted or instructed another official to make an unauthorised, irregular or fruitless and wasteful expenditure.
 - 13.2.2 For a breach of the Code of Conduct for Municipal Staff Members in the case of an official whose actions in making, permitting or authorising a prohibited expenditure constitute a breach of the Code; and
 - 13.2.3 For a breach of the Code of Conduct for Councillors in the case of a Councillor, whose actions in making, permitting or authorising a prohibited expenditure constitute a breach of the Code. This would also include instances where a councillor knowingly voted in favour of or agreed with a resolution passed by Council, that contravened legislation resulting in prohibited expenditure when implemented, or where the Councillor improperly interfered in the management or administration of the municipality.
- 13.3 The Executive Mayor, Speaker, MM or delegated official (as may be relevant) must promptly report, to the SAPS all cases of alleged:
 - 13.3.1 Prohibited expenditure that constitutes a criminal offense; and
 - 13.3.2 Theft and fraud that occurred in the OM.

14 RECOVERY OF UNAUTHORISED, IRREGULAR OR FRUITLESS AND WASTEFUL EXPENDITURE

- 14.1 The MM or delegated official must recover unauthorised, irregular or fruitless and wasteful expenditure from the person liable for that expenditure unless the expenditure:
- 14.1.1 in the case of unauthorised expenditure, is
 - 14.1.1.1 authorised in an adjustment budget; OR
 - 14.1.1.2 certified by the Council, after investigation by the Municipal Public Accounts Committee, as irrecoverable and is written off by Council; and
 - 14.1.2 in the case of irregular or fruitless and wasteful expenditure, after investigation by Municipal Public Accounts Committee, is certified by Council as irrecoverable and written off by Council.
- 14.2 Irregular expenditures resulting from breaches of the RPOBA must be recovered from the Councillor to whom it was paid.
- 14.3 Once it has been established who is liable for the unauthorised, irregular or fruitless and wasteful expenditure through a disciplinary process, the MM must in writing request that the liable Councillor or official pay the amount within 30 days or as per an agreed written arrangement.
- 14.4 If the official or councillor fails to make satisfactory payment arrangements or fails to honour payment arrangements made, the amount owed for prohibited expenditure must be recovered through the normal debt collection process of the municipality.

15 PROTECTION OF OFFICIALS OR COUNCILLORS WHO HAVE REPORTED UNAUTHORIZED, IRREGULAR OR FRUITLESS AND WASTEFUL EXPENDITURE

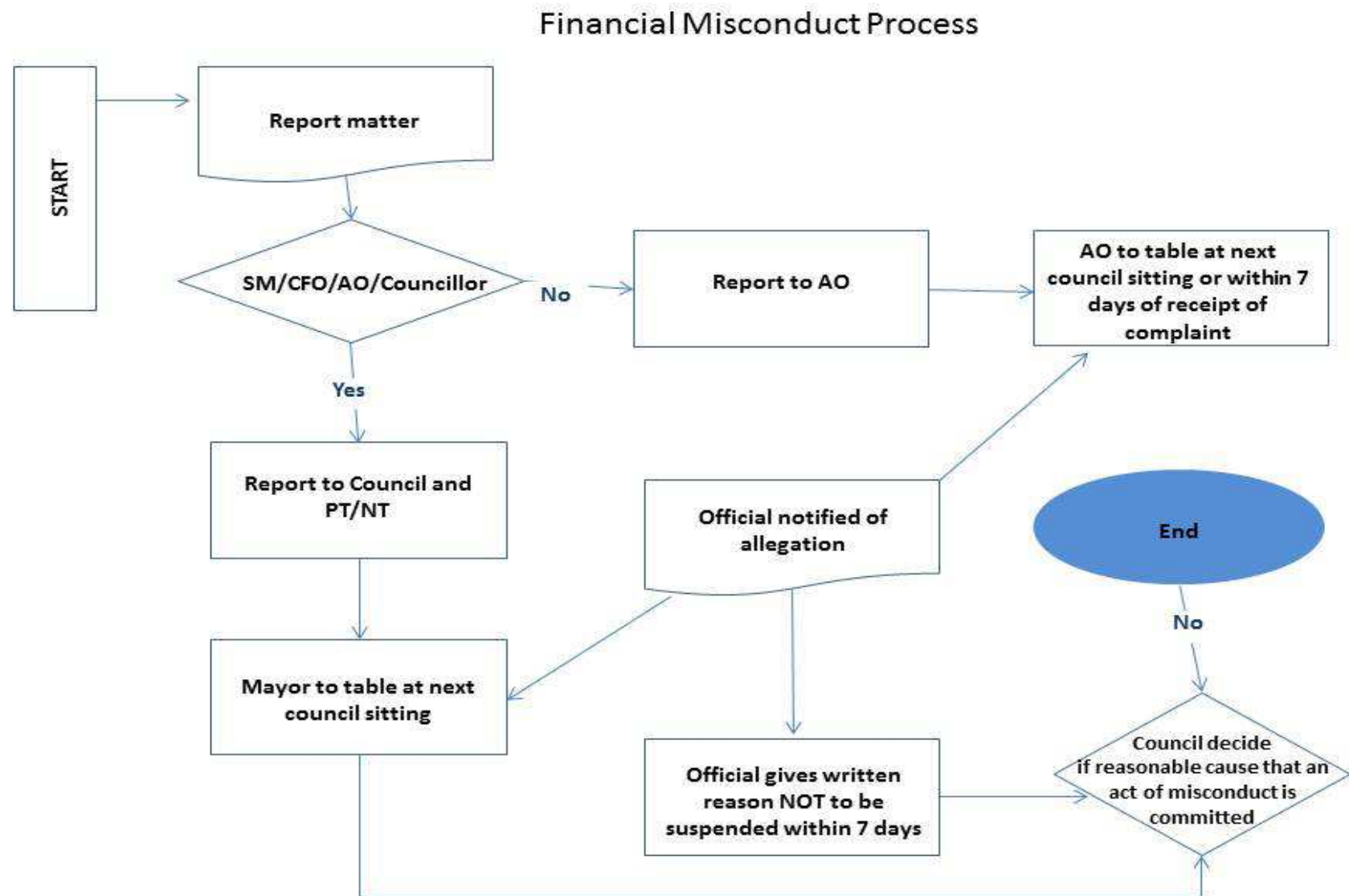
- 15.1 If any official or councillor who has complied with this policy and as a result thereof has been subjected to intimidation, victimisation or threats, such official or councillor should immediately report such threats, victimisation or intimidation immediately to the MM, Speaker or Executive Mayor as the case may be.
- 15.2 The MM, Executive Mayor or Speaker must immediately take appropriate action to ensure the protection of the official or councillor after receiving the above report.
- 15.3 Where the nature of the threats warrants such action, the threats should be reported to the SAPS by the official with the assistance of the MM, Executive Mayor or Speaker, as the case may be.

16 SHORT TITLE AND COMMENCEMENT

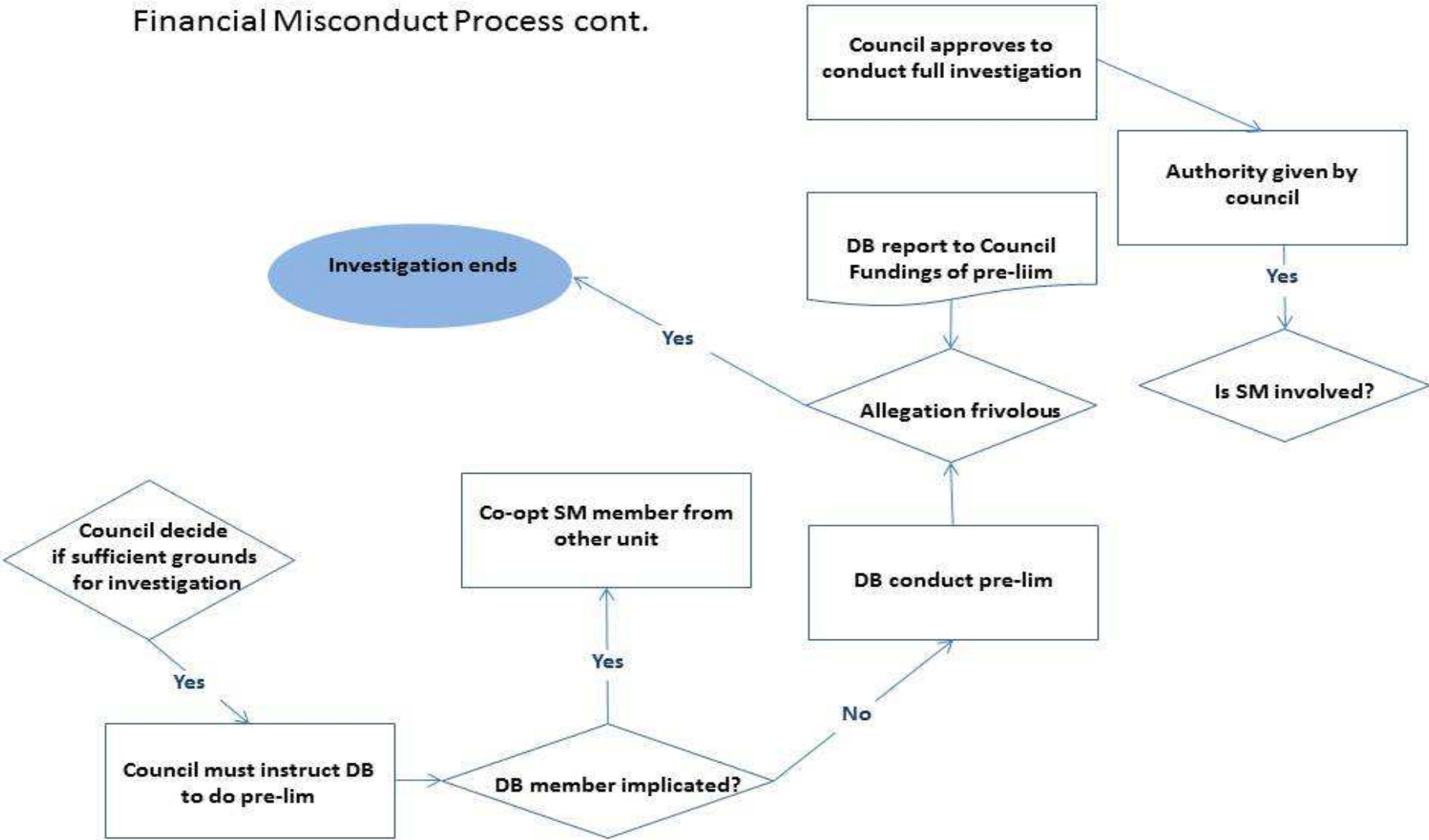
This policy is called the Overstrand Municipality's Unauthorised, Irregular or Fruitless and Wasteful Expenditure Policy.

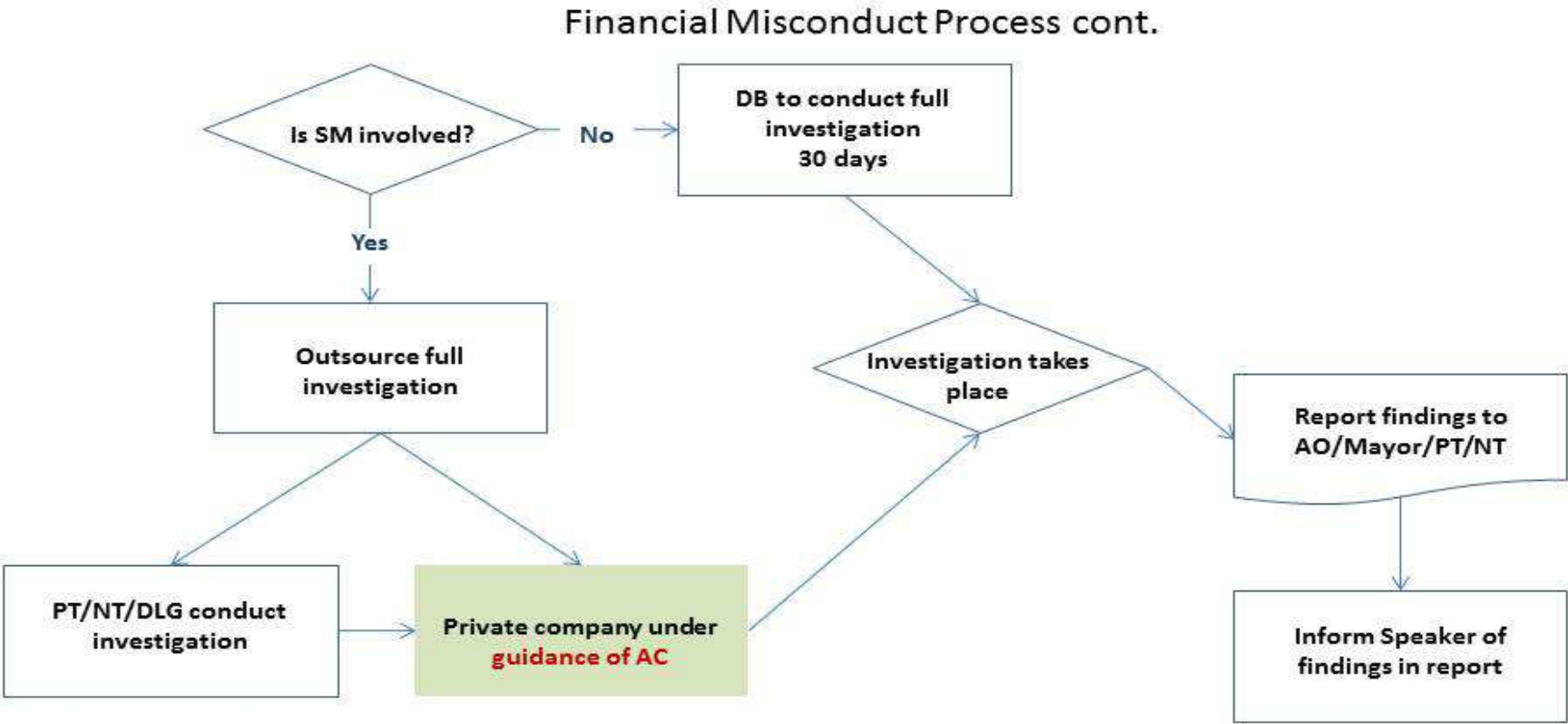
This policy will come into effect on **1 July 2019** and will be reviewed at least annually by way of a Council resolution.

POLICY SECTION:	HEAD: SUPPLY CHAIN MANAGEMENT
CURRENT UPDATE	29 MAY 2019
APPROVAL BY COUNCIL	30 MAY 2018

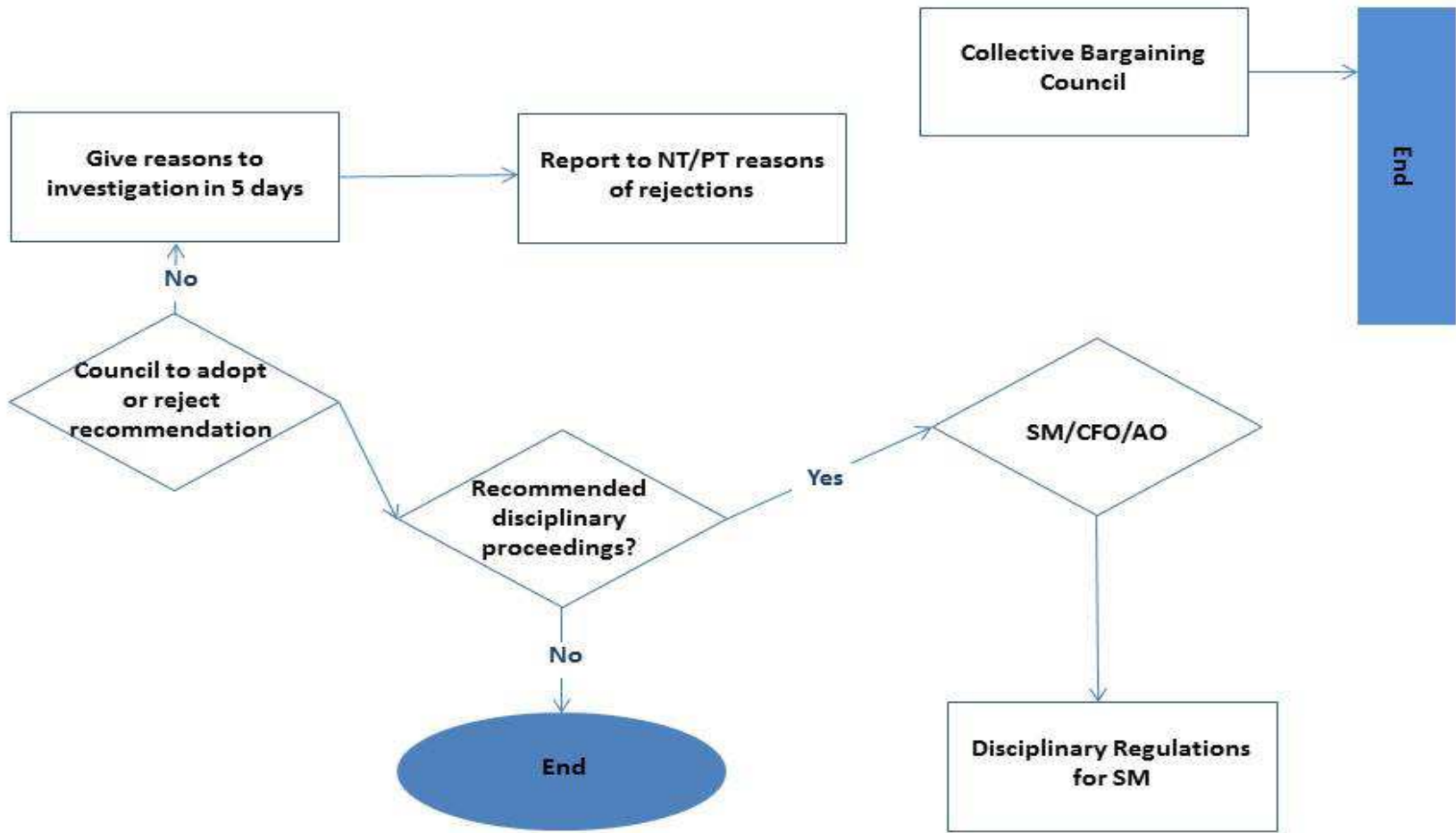


Financial Misconduct Process cont.

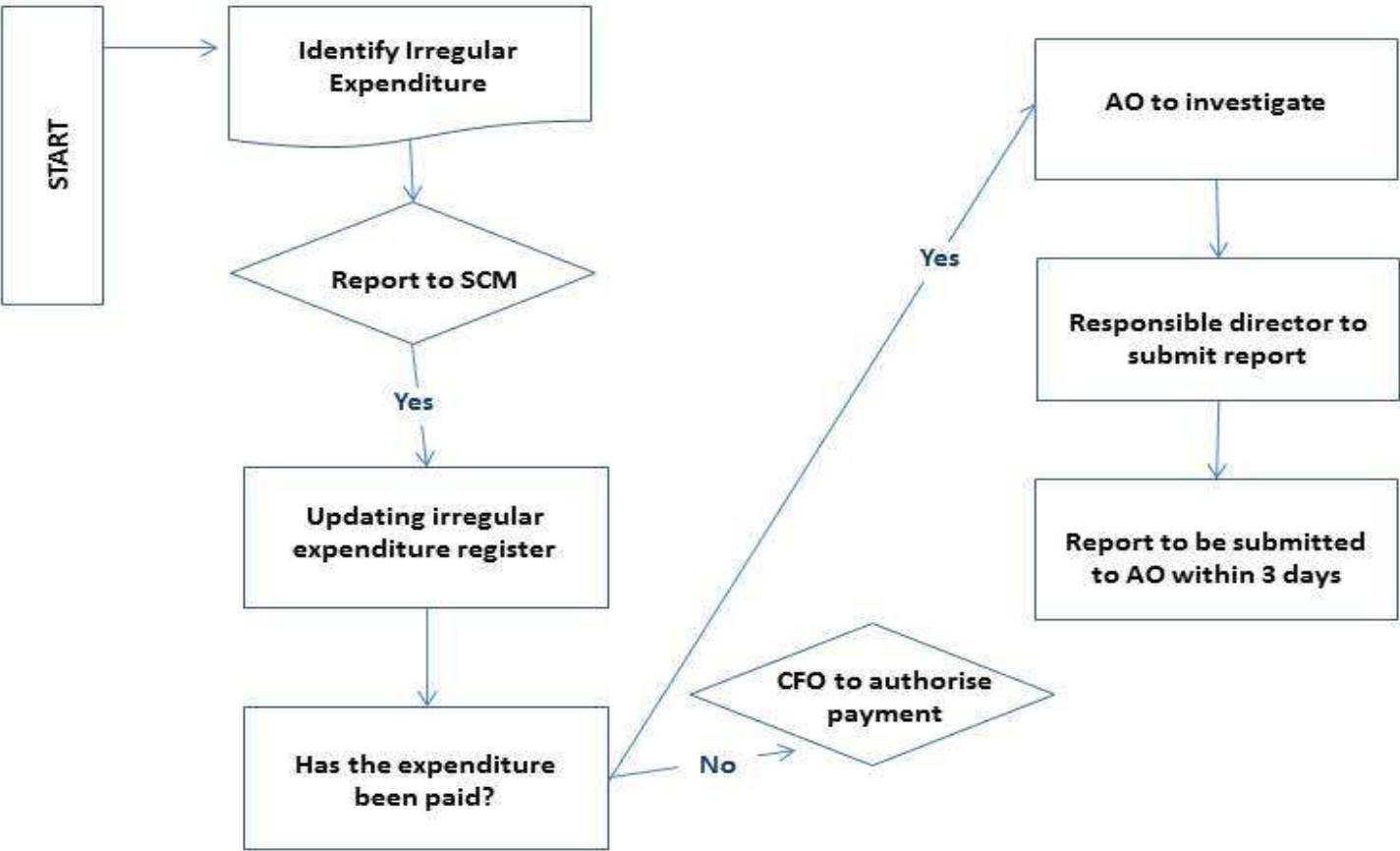




Financial Misconduct Process cont.



Irregular Expenditure Process



Irregular Expenditure Process cont.

