

DRAFT ANNUAL BUDGET OF BERGRIVIER MUNICIPALITY



2025/26 TO 2027/28

**MEDIUM TERM REVENUE AND EXPENDITURE
FRAMEWORK**

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Part 1 – Annual Budget

Mayor's Report

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

The preparation of the original budget was a daunting task under the current economic circumstances, both locally and globally. Our ability to deliver good quality services to our citizens are severely being hampered by Eskom's implementation of prolonged loadshedding throughout the country. In drafting this budget, all office bearers and the administration had to find a balance between affordability and the delivery of services.

Speaker, ten einde die begroting as befonds te ag, moes ons uitgawes besnoei maar terselfdertyd ook die verhoging in tariewe beperk tot binne aanvaarbare en bekostigbare vlakke vir ons gemeenskap. Gegewe die agterstande en die vele dienslewering uitdagings asook die verhoging in insetkoste, is dit 'n haas onmoontlike taak wat net weereens bevestig dat die fiskale model vir plaaslike regering uitgedien is en dringend hersien behoort te word.

Sustainability and good governance are key drivers of investor confidence and in this regard, I can confirm that Bergrivier Municipality is in a sound financial position with a cash coverage ratio of 3 months but are in a decline if sound financial management are not adhered to. We have also obtained our 8th consecutive clean audit, something which bears testimony to the fact that Bergrivier Municipality subscribes to value for money and good corporate governance.

To be more sustainable, the municipality must increase its revenue base. Expenditure always remains a challenge. It is extremely difficult to address all the needs. Requests for funding always exceeds the availability of funds. Therefor difficult decisions have to be made to arrive at expected and realistic outcomes.

INVLOED OP DIE BEGROTING

Speaker, verskeie faktore wat 'n impak op hierdie begroting het, kom van die makro-omgewing en veral:

Met die voorbereiding van die finale begroting moes ons ook die riglyne wat deur die Nasionale Tesourie verskaf is, inkorporeer.

Speaker, ek kan Bergrivier Munisipaliteit se verbintenis bevestig om ekonomies te bestee eerder as om die ekonomie te bestee. Daar sal van die hele administrasie verwag word om voort te gaan om alternatiewe en innoverende maatreëls te vind om dienslewering te verseker sonder dat dit noodwendig die koste vir die belastingbetaler en verbruiker hoef te verhoog.

Speaker, ek gaan nou na die konsepbegroting vir 2025/26.

Totale bedryfsinkomste uitgesluit kapitaaltoelaes beloop R 707,050 miljoen

Totale bedryfsuitgawes beloop R 723,542 miljoen

Die hoofbronne van ons bedryfsinkomste is soos volg:

Dienstegelde	47%
Oordragte en toekennings	21%
Eiendomsbelasting	18%

Bedryfsinkomste het 'n toename van 15% getoon in vergelyking met die 2024/25-boekjaar, hoofsaaklik as gevolg van die toekenning van die behuisingsprojek, 'n groei in huishoudings asook 'n verhoging in dienste tariewe.

Bedryfsuitgawes het met 14% gegroei van R 634,223 miljoen in 2024/25 tot R723,542 miljoen met die belangrikste uitgawe-items soos volg:

Werknemerverwante koste 32.25%

Voorraad verbruik en grootmaat aankope 30.89%

'n Kapitaalbegroting ten bedrae van R 92,163 miljoen word vir die 2025/26 finansiële jaar voorgestel.

Hierdie uitgawe sal soos volg gefinansier word:

Staatstoelaes en -subsidies	R22,927 miljoen
Eksterne lenings	R28,300 miljoen
Eie befondsing	R40,935 miljoen

Die grootste gedeelte van die kapitaalbegroting sal aan water (R34,071 miljoen) en riool (R15,580 miljoen) bestee word.

Ten einde die begroting te befonds word die volgende tariefverhogings voorgestel:

Water	5.5%
Elektrisiteit	17.7% (onderhewig aan NERSA goedkeuring)
Vullisverwydering	5.5%
Riolering	5.5%

Ten opsigte van die eiendomsbelasting, word 'n verhoogde koers van 5.5% voorgestel.

Speaker, die konsepbegroting sal nou aan die publiek voorgelê word en sal daar na afloop van die publieke deelname proses en die insette/voorleggings verkry, 'n finale begroting aan die Raad voorgelê word.

Ten slotte bedank ek graag die Begrotingsbestuurskomitee onder leiding van Raadslid Daniels, die Munisipale Bestuurder, die Hoof Finansiële Beampte en die personeel in die Strategiese Dienste Departement en Begrotingskantoor, in samewerking met die Inkomste departement, Direkteure en ander personeel wat betrokke was by die samestelling van die begroting en verwante dokumente.

Ek dank u.

RAADSHEER RAY VAN ROOY
UITVOERENDE BURGEMEESTER

1.2 Council Resolution

- 1) The Council of Bergrivier Municipality, acting in terms of Section 24 of the Municipal Finance Management Act, (Act 56 of 2003) approves and adopts:
 - a) The annual budget of the municipality for the financial year 2025/26 and the multi-year and single-year capital appropriations as set out in the following tables:
 - i) Budgeted Financial Performance (revenue and expenditure by standard classification) – Table A2;
 - ii) Budgeted Financial Performance (revenue and expenditure by municipal vote) – Table A3;
 - iii) Budgeted Financial Performance (revenue by source and expenditure by type) – Table A4; and
 - iv) Multi-year and single-year capital appropriations by municipal vote and standard classification and associated funding by source – Table A5.
 - b) The financial position, cash flow budget, cash-backed reserve/accumulated surplus, asset management and basic service delivery targets are approved as set out in the following tables:
 - i) Budgeted Financial Position – Table A6;
 - ii) Budgeted Cash Flows – Table A7;
 - iii) Cash backed reserves and accumulated surplus reconciliation – Table A8;
 - iv) Asset management – Table A9; and
 - v) Basic service delivery measurement – Table A10.
- 2) The Council of Bergrivier Municipality, acting in terms of section 75A of the Local Government: Municipal Systems Act (Act 32 of 2000) approves and adopts with effect from 1 July 2025:
 - a) the tariffs for property rates,
 - b) the tariffs for electricity,
 - c) the tariffs for the supply of water
 - d) the tariffs for sanitation services
 - e) the tariffs for solid waste services
- 3) The Council of Bergrivier Municipality, acting in terms of 75A of the Local Government: Municipal Systems Act (Act 32 of 2000) approves and adopts with effect from 1 July 2025 the tariffs for other services as contained in the tariff list included in the budget document.
- 4) That Council specifically take note of the fact that the proposed electricity charges and tariff structure is subject to NERSA approval that may change from that stated in the tariff listing.
- 5) To give proper effect to the municipality's annual budget, the Council of Bergrivier Municipality approves:
 - a) That cash backing is implemented through the utilisation of a portion of the revenue generated from property rates to ensure that all capital reserves and provisions, unspent long-term loans and unspent conditional grants are cash backed as required in terms of section 8 of the Municipal Budget and Reporting Regulations.
 - b) That the municipality be permitted to enter into long-term loans for the funding of the capital programmes in respect of the 2025/26 financial year limited to an amount of R 28,300 million in terms of Section 46 of the Municipal Finance Management Act.

- c) That the Municipal Manager be authorised to sign all necessary agreements and documents to give effect to the above lending programme.
- 6) That the Council of Bergrivier Municipality, acting in terms of section 24 of the Municipal Finance Management Act, (Act 56 of 2003) approves and adopts the following existing and new policies:
- a) Asset Management Policy
 - b) Cash Management and Investment Policy
 - c) Credit Control and Debt Collection Policy
 - d) Indigent policy
 - e) Property Rates Policy and By-law
 - f) Tariff Policy
 - g) Virement Policy
 - h) Supply Chain Management Policy
 - i) Borrowing Policy
 - j) Funding, Reserves and Long-Term Financial Planning Policy
 - k) Budget Implementation and Monitoring Policy
 - l) Petty Cash Policy
 - m) Creditors, Councillors and Staff Payment Policy
 - n) Cost Containment Policy
 - o) Preferential Procurement Policy
 - p) Corporate, Social, Investment and Relief Policy
 - q) Reduction plan for Consultants
 - r) UIFW Policy
 - s) Writing off of Irrecoverable Debt Policy
 - t) Inventory Management Policy
- 7) That the service level standards attached as Annexure “D” be approved.
- 8) That where the tariff and other policy revisions necessitate amendments to relevant By-laws, the amendments be effected and made public in accordance with Section 75A of the Municipal Systems Act, (Act 32 of 2000)
- 9) That the staff establishment and organogram be revised to make provision for all approved posts that are budgeted for.

1.3 Executive Summary

Section 16(1) of the Municipal Finance Management Act (MFMA) stipulates that the council of a municipality must for each financial year approve an annual budget for the municipality before the start of that financial year.

To achieve this the draft budget must be tabled at least 90 days before the start of the financial year. Over the years it has become extremely difficult to balance the needs of the community with the limited resources. The Budget Steering Committee was again confronted with tough choices in trying to strike a balance between quality service delivery and affordability of the municipal bill. During the preparation of the draft

budget, it was again reiterated that the fiscal model for local government is outdated and inadequate to provide the required levels of support to fulfil the needs of our communities.

The **Budget Steering Committee** adopted a set of **budget guidelines** to establish a framework and provide strategic direction for budget holders in preparing their budgets. These guidelines were designed to guide the budgeting process and ensure alignment with key priorities. Among other factors, the guidelines emphasized the following broad principles for consideration in the **2025/26 budget**:

- Reducing cost without jeopardising service levels or productivity, i.e. spend money economically receiving optimal value for every rand spent and reducing wastage.
- The Budget must contribute to achieving strategic objectives
- Tariffs must make provision for reserves and must be cost-reflective and affordable
- Project plans must commence before the start of the financial year to ensure 95% capital spending
- Improving our overall financial position as envisaged in the Long-Term Financial Plan
- Budgets must aim at growing our rates base and developing the local economy
- Collection Rate must increase to 95%
- Greater participation/partnerships must be sourced from the private sector in relation to infrastructure development and maintenance

National Treasury issued MFMA Circular No 129 on 10 December 2024 to guide the compilation of the 2025/26 MTREF. In line with MFMA circular 129, municipalities must consider the following when compiling the 2025/26 MTREF budgets:

The National Treasury has lowered its 2024 economic growth forecast to 1.1 per cent, from the 1.3 per cent projected in the 2024 Budget Review, weighed down by stop-start economic growth and stubborn inflation in the first half of the year. The economy has since strengthened in response to the suspension of power cuts since March 2024, improved confidence following the formation of the government of national unity in June, better than-expected inflation outcomes in recent months and reduced borrowing costs.

All these factors are expected to continue to support the economy over the period ahead. GDP growth is projected to average 1.8 per cent from 2025 to 2027, up from 1.2 per cent in the preceding three years. The pace of growth is still being limited by persistent – though gradually easing – constraints, particularly in logistics infrastructure. Faster growth depends largely on maintaining macroeconomic stability, the continued implementation of structural economic reforms, improving state capabilities and supporting higher infrastructure investment.

Growth in household consumption expenditure is expected to improve to 1.2 per cent in 2024, up from 0.7 per cent in 2023. Households have seen growth in real incomes as this year progressed and inflation has cooled, while consumer confidence has been buoyed by several factors, including stable electricity supply and expectations of improving financial conditions following a September cut in interest rates. Real purchasing power is expected to be bolstered by a further moderation in inflation and lower interest rates supporting household balance sheets. The newly implemented two-pot retirement system, which allows consumers to withdraw a portion of their savings before retirement, may also boost household consumption over the next few years depending on the eventual use of the withdrawn funds.

During 2024, headline inflation has cooled to its lowest rate in over three years, supported by lower food and transport prices. Underlying inflation – measured by the core inflation rate, which excludes volatile items

such as food, non-alcoholic beverages, fuels, and energy – has also moderated to two-year lows, supported by lower imported inflation. Headline inflation is projected to stabilise around the midpoint of the 3–6 per cent inflation target range in the medium term. Lower food prices, a stronger rand and comparatively low oil prices present favourable risks. Meanwhile, unfavourable risks to the outlook include higher administered prices and unfavourable weather conditions for agriculture.

Even though confidence of the consumers has been uplifted by the improved economy, households are still struggling to pay municipal accounts and that has a negative impact on municipal own revenues. It is therefore noted that variations in regional specifics are possible, however, any variation of assumptions must be explicitly set out and well explained in the budget narratives, in the absence of which the Treasuries will refer the budget back to council for alignment to the macroeconomic performance projections.

Key focus areas for the 2025/26 budget process

Over the 2025 Medium-Term Expenditure Framework (MTEF), the government proposes an allocation of 9.8 per cent to local government.

Local government funding is projected to increase from R184.8 billion in 2025/26 to R197.9 billion in 2027/28. In 2025/26, this comprises R106.1 billion for the local government equitable share, R16.8 billion from the general fuel levy sharing with metros, and R61.8 billion for both direct and indirect conditional grants.

The increased allocations to local government reflect the government's commitment to social protection as a cornerstone of its fiscal strategy, ensuring ongoing support for indigent populations and the expansion of critical infrastructure through conditional grants.

These figures represent the preliminary fiscal framework outlined in the 2024 Medium Term Budget Policy Statement. The final details will be provided in the 2025 Budget Review.

Government has finalised its review of the conditional grant system and developed a range of reforms based on the results. These reforms are aimed to rationalise conditional grants and enhance their effectiveness and will be implemented from 2025/26.

National Treasury's MFMA Circular No. 129 was used to guide the compilation of the 2025/26 MTREF.

Municipalities are under pressure to generate and collect revenue for service delivered. The ability of customers to pay for services is declining and this means that less revenue will be collected. Therefore, municipalities must consider the following when compiling their 2025/26 MTREF budgets:

- Improving the effectiveness of revenue management processes and procedures;
- Cost containment measures to, amongst other things, control unnecessary spending on nice-to-have items and non-essential activities as highlighted in the Municipal Cost Containment Regulations read with MFMA Circular No. 82;
- Ensuring value for money through the procurement process;
- The affordability of providing free basic services to all households;
- Not taking on unfunded mandates;
- Strictly control the use of costly water tankers and fix the water infrastructure to enable the sustainable provision of water;
- Automate business services where possible to increase efficiencies and lower customer costs;

- Prioritise the filling of critical vacant posts, especially linked to the delivery of basic services; and
- Curbing the consumption of water and electricity by the indigents to ensure that they do not exceed their allocation.

The main challenges experienced during the compilation of the 2025/26 MTREF can be summarised as follows:

- The decrease in National grants.
- The slow economic growth.
- The electricity availability coupled with periodic load shedding hampering economic growth and damaging investor sentiment.
- The continued rising in unemployment.
- Ageing water, roads, and electricity infrastructure.
- The need to reprioritise projects and expenditure within the existing resource envelope given the current cash flow reality of the municipality.
- The increase in the cost of bulk electricity from Eskom which is placing upward pressure on service tariffs to residents and resulting in a decline in units sold.
- The need to fill critical vacancies necessary to ensure service delivery to the community.
- The demand for services that continue to outstrip the available resources.

The following budget principles and guidelines directly informed the compilation of the 2025/2026 MTREF:

- The 2024/25 Adjustments Budget priorities and targets, as well as the base line allocations contained in the Adjustments Budget were adopted as the upper limits for the new baselines for the 2025/26 annual budget, but the approach had to be amended significantly due to all the departments list of priorities vs what the budget can allow and afford;
- Intermediate service level standards were used to inform the measurable objectives, targets and backlog eradication goals;
- Cost cutting and austerity measures have been applied in all expenditure categories and value for money considerations are made when expenditure is incurred.
- Tariff and property rate increases should be affordable and should generally not exceed the growth parameters or upper limits of inflation as measured by the CPI, except where there are price increases in the input of services that are beyond the control of the municipality, for instance the continued escalation in the electricity and fuel price increase and the above average increase in specialized goods and services needed in service delivery that are subject to exchange rate fluctuations.
- For the 2025/2026 financial year tariff increases are above average because of prior multi-year lower than cost price increases. The municipality needs to increase tariffs sufficiently to ensure the recovery of cost of the services as well as ensuring the long-term financial sustainability of the municipality.
- The strengthening of the financial position of the municipality and ensuring optimum levels of reserves as well as cash backed reserves and current provisions.
- Cost reflective tariff setting and multi-year tariff strategies where tariffs are found not to cover the cost-of-service rendering.
- Ensuring a cash funded budget and the strict application of prudent financial management principles.
- There will be no budget allocated to national and provincial funded projects unless the necessary grants to the municipality are reflected in the national and provincial budget and have been gazetted as required by the annual Division of Revenue Act;

The following table is a consolidated overview of the proposed 2025/2026 MTREF:

Table 1 Consolidated Overview of the 2025/26 MTREF

Please refer to Annexure A

Total revenue increased by R92,905 million to an amount of R 707,050 million for the 2025/26 financial year when compared to the 2024/2025 3rd adjustments budget. This is due to additional revenue raised through increased tariffs as well as a slight recovery in the revenue raised from the letting and use of municipal facilities as well as fines revenue. For the two outer years, operational revenue decreases by 0.13% percent for the 2026/27 financial year and increase by 6.61% for the 2027/28 financial year.

Total operating expenditure for the 2025/2026 financial year has been appropriated at R 723,542 million and translates into a budgeted surplus of R 11,698 million after capital contributions.

When compared to the 2024/25 Adjustments Budget, operational expenditure has increased to R 723,542 million in 2025/26 translating to an 14% increase. The expenditure for the two outer years, decrease to R 710,591 million for the 2026/27 financial year and increase to R 746,802 million for the 2027/28 financial year.

The capital budget of R 92,163 million for 2025/26 increases by 9% when compared to the 2024/25 3rd Adjustments Budget. The capital programme decreases to R 79,768 million in the 2026/27 financial year and increase to R 88,957 million in 2027/28 financial year. Borrowing will contribute 30.71% of capital funding for 2025/26. The balance of capital expenditure will be funded from internally generated funds and conditional grants.

Borrowing as a funding source is recommended for capital investment in respect of the replacement and refurbishment of infrastructure to underline the user-pays principle where current and future users of the service will be required to contribute to the cost associated with the raising of funding necessary to execute the programs or projects. It must be emphasized that the gearing ratio of the municipality (the ratio between debt and own revenue generated) remains sound at 28% and in a narrow band over the MTREF and is well under the maximum of the norm of 40%.

1.4 Operating Revenue Framework

Maintaining financial stability of Bergrivier Municipality is critical to the achievement of service delivery and economic objectives. Revenue generation is fundamental in strengthening the institutional environment for the delivery of municipal basic services and infrastructure. The capacity of generating revenue is challenged by the levels of unemployment thereby impacting on the ability of the household to pay their accounts. In terms of the MFMA, a credible and funded budget must be tabled based on realistic estimates of revenue that are consistent with budgetary resources and collection history.

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

address these challenges will inevitably always exceed available funding hence difficult choices have to be made in relation to tariff increases and balancing expenditures against realistically anticipated revenues.

In considering the aforementioned, a difficult decision had to be made in respect of proposed tariff increases to ensure the continuation of the quality of services and prevent a further breakdown in the provision of essential services.

The prevailing economic circumstances has had and still has on the National and Local economy are adding to the difficulties in collecting the revenue that is due to the municipality. The promotion of operational efficiencies, revenue enhancement strategies, as well as savings and austerity measures remain a priority in ensuring the availability of sufficient financial resources to fund the MTREF.

National Treasury continues to encourage municipalities to keep increases in rates, tariffs and other charges as low as possible. The current reality in respect of inflationary increases as well as other economic factors and price increases such as fuel price and associated taxation make it extremely difficult for municipalities to manage tariff increases within the guidelines set. It must be pointed out that the “basket of goods and services” necessary to provide municipal basic services do not necessarily correspond with the “basket of goods and services” influencing the CPI rate applicable to households in general and therefore this arbitrary prescription for tariff increases are of little value to the municipal decision-making process.

Excessive increases are also likely to be counterproductive, resulting in higher levels of non-payment. The current challenge facing the Municipality is managing the gap between cost drivers and tariffs levied, as any shortfall must be made up by either operational efficiency gains or service level reductions. It is nonetheless of utmost importance to balance service delivery standards on the one hand with the appropriate tariffs to render those high-quality services on the other hand.

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

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

- Strengthening the financial position of the municipality.
- Cost reflective tariff setting – The municipality is reviewing the possibility in implementing the principle of cost reflective tariffs for the majority of services and how it will affect households in the current economic circumstances.
- A cost reflective tariff study for water, sewerage and refuse have been completed and various anomalies were found that has directed the municipality to perform an audit of all service points and units of service consumed or used by consumers.
- A revenue enhancement program was implemented, and all physical inspections of the service points were concluded. The revenue enhancement program has ensured that all revenue is correctly billed in accordance with the category, user type and applicable tariffs and number of service units as determined by the municipality;
- Proposed tariff increases are higher than the average tariff increases implemented over the last number of years for the 2025/26 financial year, the Electricity tariff guideline increase is still to be determined by NERSA and will guide the municipality in determining the final electricity tariff. Appropriate tariff increases are of the essence to sustain and improve service delivery standards and to ensure the long-term financial sustainability of the municipality;

- The municipal council has adopted a principle of protecting the poor from excessive tariff increases and will therefore endeavour to limit the increase to lower income consumers in accordance with the national treasury growth parameters where possible. Subsidization of free basic services are adequate to ensure access to basic services by the poorest of the poor and most vulnerable category of consumers.
- National Treasury’s guidelines and growth parameters have been considered where appropriate and possible and an explanation will be provided for increases higher than inflationary predictions, the municipality is however mainly guided by the actual cost of services rendering and financial sustainability considerations in its tariff decision making process.
- Efficient revenue management, which aims to ensure a minimum 95 % annual collection rate for property rates and other key service charges;
- Budgeting for a moderate surplus at the conclusion of the MTREF to enable the municipality to build cash reserves to back statutory funds and provisions and to build an operating as well as capital replacement reserve.

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

It must be emphasized that, at the current trend, growing expenditure associated with the current quality and the ever-escalating cost of service delivery, the municipality will find it even more difficult to improve its financial position over the MTREF, unless catalytic economic investments and growth opportunities are garnered expediently.

The current rates base can no longer support the cost of services, especially considering the ageing infrastructure and the cost necessary in upgrading and refurbishment of service delivery infrastructure vehicles and equipment. It is of utmost importance to factor these cost factors into the true cost of services to continue delivering high quality services to all communities.

All role-players would need to collectively contribute to ensure not only the financial sustainability of the municipality, but also the economic progression of its citizenry.

Table 2 Major sources of revenue

The major sources of revenue for the 2025/26 financial year can be summarised as follows:

Main Sources of Revenue		
Source	Amount	%
Property Rates	128,303,000.00	18.15%
Electricity Revenue	218,284,000.00	30.87%
Water Revenue	50,177,000.00	7.10%
Sanitation Revenue	19,762,000.00	2.79%
Refuse Revenue	47,323,000.00	6.69%
Transfers and Subsidies	150,636,695.00	21.30%
Other Revenue	92,564,360.00	13.09%
Total	707,050,055.00	100.00%

The second largest source of revenue is Transfers and Subsidies with Property Rates making up the 3rd highest contributor to the revenue basket.

Tariff Setting

In terms of S74 (2) of the Municipal Systems Act the following principles should at least be considered when formulating a Tariff Policy,

- The users of municipal services should be treated equitably in the application of tariffs.
- As far as practically possible, consumers should pay in proportion to the amount of services consumed.
- All households, apart from the poor (indigent), should pay the full costs of services consumed.
- Poor households must have access to at least a minimum level of basic services through:
 - Tariffs that cover the operating and maintenance costs,
 - Special lifeline tariffs for low levels of use or consumption of services or for basis levels of service, or
 - Any other direct or indirect method of subsidization of tariff for poor households.
- Tariffs must include the cost reasonably associated with rendering the service, including capital, operating, maintenance, administration, replacement, and interest charges.
- Tariffs must be set at a level to facilitate financial sustainability of the service, considering subsidisation from sources other than the service concerned.
- Provision may be made for the promotion of local economic development through a tariff for categories of the commercial and industrial users.
- The economical, efficient, and effective use of resources, the recycling of wastes and other appropriate environmental objectives must be encouraged.
- The extent of subsidisation of the poor households and other categories of users should be fully disclosed.
- In terms of S74 (3) of the MSA a tariff policy may differentiate between different categories of users, debtors, service providers, services, and geographical areas as long as the differentiation does not amount to unfair discrimination. In order to give full effect to this section, Section 75 (1) of the MSA provides for the municipal council to adopt by-laws.

Revenue generation is fundamental to the financial sustainability of every municipality. Tariff setting process plays a major role in ensuring desired levels of revenue. When rates, tariffs and other charges are revised, local economic conditions, input costs and the affordability of services are considered to ensure continuous service delivery.

Tariff-setting is a pivotal and strategic part of the compilation of any budget. When rates, tariffs and other charges are revised under normal circumstances, local economic conditions, input costs and the affordability of services are considered to ensure the financial sustainability of the Municipality.

An overwhelming fact and consideration for this year's tariff setting was the principle of cost recovery and setting cost reflective tariffs that will support the long-term financial sustainability of the municipality as well as quality of service rendering.

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

disaster in the application of its tariff strategy. Bergvriër is currently conducting a benchmarking exercise to ensure its rates and expenses align with those of similarly sized municipalities.

1.4.1 Property Rates

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

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

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

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

A new general valuation roll was implemented from 1 July 2023. A growth rate in the rates base of approximately 1.5% is anticipated in the 2025/2026 financial year. The revenue associated with the expansion of the rates base have been factored into the revenue estimates for 2025/2026 and beyond.

To further increase and supplement revenue, additional sources of revenue must be explored on a continuous basis. It is also important that an environment for economic development is created through the provision of high quality reliable municipal services.

Table 3 Comparison of Assessment rate tariff

Category	Current Tariff (1 July 2024)	Proposed Tariff (from 1 July 2025)
Residential Properties	0.00959	0.01012
Municipal Properties	0.00959	0.01012
Institutional Properties	0.00959	0.01012
Agricultural	0.00230	0.00253
Commercial Properties	0.01055	0.01113
Industrial Properties	0.01055	0.01113

The assessment rates tariff is proposed to increase by 5.5%.

The increase is higher than the upper boundary of inflationary targets for 2025/2026 but is unfortunately unavoidable to increase the tariff at the current rate proposed due to factors such as the increase in cost to render services such as the increase in the cost of labour, the fuel price increase, the increase in the price of goods and services necessary to render essential as well as community and general municipal services, the increase maintenance and operational cost of municipal facilities, equipment and infrastructure.

1.4.2 Sale of Water and Impact of Tariff Increases

Although most of the summer rainfall areas received good rainfall, South Africa remains a water scarce country and faces similar challenges regarding water supply as it did with electricity, since demand growth outstrips supply. National Treasury is encouraging all municipalities to carefully review the level and structure of their water tariffs to ensure:

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

Better maintenance of infrastructure, the replacement of failing water mains, the installation of smart metering devices and cost-reflective tariffs will ensure that the supply challenges are managed to ensure long term sustainability. Since we were fortunate to have received some relief from the drought, the municipality has decided to lift water restrictions we will however continue to implement water tariffs in accordance with the guidelines from the Provincial Disaster management determination for the foreseeable future.

A cost reflective tariff study was undertaken by the municipality to determine whether the tariffs levied for the consumption of water are covering the full cost associated with the rendering of the service, it was found that it did not and that the water tariffs was restructured in the 2025/2026 financial year to ensure that the principles of applying cost reflective tariffs to cover the cost of the service were met.

A comprehensive tariff restructuring has been proposed and will be implemented from **1 July 2025** to align with the reflective study. **Registered indigent consumers** will continue to receive **6 kℓ of water per month** free of charge.

Table 4 Comparison of Commercial water tariffs

CATEGORY	CURRENT TARIFFS	PROPOSED TARIFFS
	2024/2025	2025/2026
	15% VAT Inc.	15% VAT Inc.
	Rand per kl	Rand per kl
COMMERCIAL		
(i) 0 to 6 kℓ per 30-day period	10.90	16.40
(ii) 7 to 20 kℓ per 30-day period	26.60	28.00
(iii) 21 to 50 kℓ per 30-day period	28.50	30.10
(iv) 51 to 100 kℓ per 30-day period	31.30	33.10
(v) 101 to 200 kℓ per 30-day period	32.80	34.60
(vi) 201 to 1000 kl per 30-day period	32.80	34.60
(vii) 1001 to 1500 kl per 30-day period	32.80	34.60
(viii) 1501 to 2000 kl per 30-day period	32.80	34.60
(ix) More than 2000 kℓ per 30-day period:	32.80	34.60

The Residential Tariff structure is as follows:

Table 5 Comparison of Residential water tariffs

CATEGORY	CURRENT TARIFFS	PROPOSED TARIFFS
	2024/2025	2025/2026
	15% VAT Inc.	15% VAT Inc.
	Rand per kl	Rand per kl
Residential		
Basic Rate	81.70	103.50
(i) 0 to 6 kℓ per 30-day period	10.90	9.50
(ii) 7 to 13 kℓ per 30-day period	23.10	24.00
(iii) 14 to 20 kℓ per 30-day period	27.40	28.50
(iv) 21 to 35 kℓ per 30-day period	34.10	35.50
(v) 36 to 50 kℓ per 30-day period	41.40	43.70
(vi) More than 50 kℓ per 30-day period:	55.20	58.20

1.4.3 Sale of Electricity and Impact of Tariff Increases

NERSA has announced the revised bulk electricity pricing structure. It has confirmed that the price increase to municipalities will equal 12.74%, this will translate into an approximate increase of 17.70% to municipal customers. The proposed tariff increase is subject to final approval from NERSA and will be implemented from 1 July 2025 as soon as final approval has been received.

Bergvriër submitted a Cost of Supply study in the 2023/2024 financial year were granted a 5% increase over and above the draft increase of 12.74%. A new study is also in the process and will take effect from the 2026/2027 financial year onwards.

It should be noted that given the nature of the continuing electricity tariff increases, it is once again expected to depress growth in electricity consumption as municipal customers are becoming more energy wise and small-scale embedded generation becomes a reality, this will have a negative impact on the municipality's revenue from electricity and will put further pressure on the financial performance of the municipality in these uncertain times.

In accordance with the indigent subsidy policy of the municipality, 50 kWh of free electricity per month will only be granted to registered indigents and households with 20 Ampere connections.

1.4.4 Sanitation and Impact of Tariff Increases

A cost reflective tariff study was performed during the 2023/2024 financial year and the results thereof guided the municipality in determining the tariffs for the 2024/2025 financial year and beyond for sanitation services. A general tariff increase of 5.5% for sanitation is proposed from 1 July 2025. This is based on the input cost assumptions relating to the service and the extent to which customers make use of the service. The higher-than-average increase is necessary as the cost associated with the service have increased exponentially over the last number of financial years and tariff increases have not kept up with the actual cost of rendering the service.

Factors adding to the cost are the continuous plundering and vandalism of the sewer infrastructure, the cost of protecting the assets, the cost to mitigate electricity outages through standby generators, the cost of monitoring the pump stations and associated purification infrastructure as well as the continued rising in the cost of labour, chemicals, and electricity necessary to provide the service within the legislative requirements. It should be noted that electricity costs contribute approximately 20 percent of wastewater treatment input costs, therefore the electricity price increase makes it unavoidable to increase the sewer tariffs by more than the inflationary predictions. A general tariff increases of 5.5% is therefore unavoidable.

The following factors also contribute to the proposed tariff increase:

- Free sanitation will be applicable to registered indigents costing approximately R 5,127 million
- The total revenue expected to be generated from rendering this service amounts to R 19,762,000 for the 2025/26 financial year.

Table 6 Comparison of Sanitation tariffs

	CURRENT TARIFFS	PROPOSED TARIFFS
	2024/2025	2025/2026
	15% VAT Inc.	15% VAT Inc.
Sanitation	R 237.93	R 251.00

1.4.5 Waste Removal and Impact of Tariff Increases

A cost reflective tariff study was performed during the 2023/2024 financial year and the results thereof were included in the 2025/2026 tariff structure for the rendering of sanitation services. A general tariff increase of 5.5% for refuse removal is proposed from 1 July 2025. This is based on the input cost assumptions relating to the service and the extent to which customers make use of the service and the volumes of refuse generated.

Consumers will therefore be assessed based on the volumes of refuse generated, especially in respect of commercial and institutional clients and the municipality will engage on a process where the volumes of refuse generated by customers are assessed and billed according to the results of the survey. This will ensure equity in respect of the charges levied versus the volumes generated for all categories of consumers.

It must be emphasized that consumers that fall within the area in which the service is rendered must in accordance with the solid waste removal by-laws make use of the service, there will thus be a charge for the rendering of the service whether refuse is collected or not, consumers are therefore encouraged not to dispose of household or business refuse themselves as it will result in a double charge being made, once for the compulsory use of the service and once for disposal at the transfer station.

The following table compares current and proposed amounts payable from 1 July 2025:

Table 7 Comparison between current waste removal fees and increases

	CURRENT TARIFFS	PROPOSED TARIFFS
	2024/2025	2024/2025
	15% VAT Inc.	15% VAT Inc.
Solid Waste Removal	460.40	485.70

The general increase in refuse tariffs to all customers must unfortunately be raised with 5.5% to move towards cost recovery over the MTREF and to ensure that the service becomes financially viable and remains financially sustainable in the long term. The reasons for the tariff increase are as follows:

- The increase in the cost of fuel and transport of refuse to landfill sites.
- The increase in the cost of collection and recycling.
- The replacement of Refuse Compactor trucks necessary to ensure that the standards of service can be met.
- The cost of clean-up of illegal dumping and general littering in all areas.
- The cost of clean-up of transfer stations because of refuse being dumped in contradiction with the rules and by-laws of the municipality.
- The cost of security at transfer stations to protect municipal property plant, equipment, staff and the public in general.
- The cost associated with the rehabilitation of landfill sites that have been closed.
- The cost of adequately providing for rehabilitation cost for future rehabilitation of landfill sites.
- The increase in the general cost of materials and other related goods and services associated with refuse removal.
- The increasing cost of labour for refuse removal and clean-ups of the streets, CBD's and other open spaces on weekends.
- The increase in the cost of refuse bags provided by the municipality.

The above factors coupled with years of moderate and lower than essential increase percentages have contributed to the fact that the refuse service is not financially viable as the actual cost of service rendering have not been recovered by the tariffs charged for several years. The Municipality must therefore implement the sharp increase in the tariff to ensure that the service can become financially viable over the MTREF and remains sustainable over the long term.

Refuse tariffs are charged per category of consumer as per the list of tariffs attached to the budget and it must be emphasized that customers that do not fall under the definition of single residential are to be billed in accordance with the tariff applicable to business consumers.

1.4.6 Overall impact of tariff increases on households.

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

1.5 Operating Expenditure Framework

Bergvrievier Municipality's expenditure framework for the 2025/26 budget and MTREF is informed by the following:

- Balanced budget constraint (operating expenditure should not exceed operating revenue) unless there are existing uncommitted cash-backed reserves to fund any deficit;
- Funding of the budget over the medium-term as informed by Section 18 and 19 of the MFMA;
- The capital programme is aligned to the asset renewal strategy and informed by community needs and priorities;
- Operational gains and efficiencies will be directed to funding the capital budget and other core services.

The following table is a high-level summary of the 2025/26 budget and MTREF (classified per main type of operating expenditure)

Table 8 A4 – Budgeted Financial Performance

Please refer to Annexure A

The budgeted allocation for employee related costs excluding public office bearer's remuneration for the 2025/2026 financial year totals R221,687 million which equals 30.64% of the total operating expenditure. A provision for a 5.25% general salary increase is made for the 2025/2026 financial year, provision is also made for notch increases equalling approximately 2.4% and is applicable to employees who have not yet reached the maximum notch of their salary scales.

The cost associated with the remuneration of councillors is determined by the Minister of Co-operative Governance and Traditional Affairs in accordance with the Remuneration of Public Office Bearers Act, 1998 (Act 20 of 1998). There has been a provision made for an increase of 6.0% in the 2025/2026 financial year in accordance with prudent financial management principles.

Provision for depreciation and asset impairment has been informed by the Municipality's Asset Management Policy. Budget appropriations in this regard total R 29,637 million for the 2025/26 financial year and equates to 4.10% of the total operating expenditure.

Finance charges consist primarily of the repayment of interest on long-term borrowing (cost of capital). Finance charges make up 4.27 % or R 30,875 of operating expenditure.

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

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

program will aid in ensuring accurate services and billing data and assist in the reduction of unaccounted consumption of water and electricity. Inaccessible meters are being replaced by smart meters that will enable reading to be taken without access to properties being necessary, meters will also be moved to outside property fences to ensure accessibility by meter readers, the water By-laws will be amended to include the requirement.

Other expenditure comprises of various line items relating to the daily operations of the municipality.

1.6 Capital expenditure

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

Table 9 2025/26 Medium-term capital budget per vote (A5)

Please refer to Annexure A

The Capital Budget increases from R84,298 million in 2024/25 to R92,163 million in 2025/26, thereafter it decreases to R79,768 million for 2026/2027 and increases to R88,957 million in the 2027/2028 financial year, and the total amount of capital investment over the MTREF amounts to R 260,888 million.

It is evident from the table herein above that the bulk of municipal spending is aimed at basic service delivery as the Technical Services Vote under which these services resort contribute 84% of total operational expenditure, Community Services contribute 11% of expenditure Institutional, Financial and Support Services make up the remainder of operational expenses.

Further detail relating to asset classes and proposed capital expenditure is contained in Table A9 (Asset Management). In addition to the Table A9, Tables SA34a, b, c, d, e provides a detailed breakdown of the capital programme relating to new asset construction, capital asset renewal as well as operational repairs and maintenance by asset class. The future operational costs and revenues associated with the capital programme have been included in Table SA35.

Part 2 – Supporting Documentation

2.1 Overview of the annual budget process

Section 53 of the MFMA requires the Mayor of the municipality to provide general political guidance in the budget process and the setting of priorities that must guide the preparation of the budget. In addition, Chapter 2 of the Municipal Budget and Reporting Regulations states that the Mayor of the municipality must establish a Budget Steering Committee to provide technical assistance to the Mayor in discharging the responsibilities set out in section 53 of the Act.

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

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

- that the process followed to compile the budget complies with legislation and good budget practices;
- that there is proper alignment between the policy and service delivery priorities set out in the Councils IDP and the budget, taking into account the need to protect the financial sustainability of municipality;

- that the municipality’s revenue and tariff setting strategies ensure that the cash resources needed to deliver services are available; and
- that the various spending priorities of the different municipal departments are properly evaluated and prioritised in the allocation of resources.

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

2.1.1 Budget Process Overview

In terms of section 21 of the MFMA the Mayor is required to table in Council ten months before the start of the new financial year (i.e. in August 2020) a time schedule that sets out the process to revise the IDP and prepare the budget.

SUMMARY OF KEY ACTIVITIES OF THE TIME SCHEDULE OF KEY DEADLINES FOR THE 2025/26 BUDGET AND IDP REVIEW

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

Task	Date	Legal Reference
Submit annual financial statements and annual performance report to the Auditor-General for auditing (within two months after the end of the financial year)	Before 31 Aug	MSA Section 126(1)(a): The accounting officer of a municipality must prepare the annual financial statements of the municipality and, within two months after the end of the financial year to which those statements relate, submit the statements to the Auditor-General for auditing
September – October		
Submit process plan and time schedule to the West Coast District Municipality and the Provincial Government	Sept	
Internal Analysis – <ul style="list-style-type: none"> ▪ critical issues/challenges with respect to every service ▪ minimum service levels ▪ institutional ▪ financial ▪ performance 	Sep & Nov	
Compile a Financial Plan	Nov – Jan	MSA Section 26(h): An integrated development plan must reflect a financial plan, which must include a budget projection for at least the next three years.
External Analysis – <ul style="list-style-type: none"> • Spatial • Social • Economic • Environmental <p><i>This process should be combined with the compilation of ward plans and must involve the local community and other stakeholders</i></p>	Sep – Nov	MSA Section 29(1)(b): The process followed by a municipality to draft its integrated development plan, including its consideration and adoption of the draft plan, must through appropriate mechanisms, processes and procedures established in terms of Chapter 4, allow for- <ul style="list-style-type: none"> (i) the local community to be consulted on its development needs and priorities; (ii) the local community to participate in the drafting of the integrated development plan; and (iii) organs of state, including traditional authorities, and other role players to be identified and consulted on the drafting of the integrated development plan.
Commence with the multi-year capital and operating budget	Sept	
Ward committee meetings-and public participation-on the IDP	Sept/Oct	
Obtain inputs from directors and division heads on preliminary capital and operating budget (including review of salary, fleet and equipment budget and tariffs)	Sep / Oct	
November		
Finalise the compilation of new ward plans	Nov – Dec	

Task	Date	Legal Reference
Strategic sessions of directorate: Alignment with strategic priorities in IDP	Nov	
Receive audit report on annual financial statements from the Auditor-General	Nov	MFMA Section 126(3): <i>The Auditor-General must-</i> <i>(a) audit those financial statements; and</i> <i>(b) submit an audit report on those statements to the accounting officer of the municipality or entity within three months of receipt of the statements.</i>
Ensure the Accounting Officer addresses any issues raised by the Auditor-General in the audit report - prepare action/audit plans to address and incorporate into the annual report.	Nov	
December		
Finalise inputs from bulk resource providers (and NER) & agree on proposed price increase	Dec	
Strategic session with Management and Mayoral committee	Dec	
Review whether all bulk resource providers have lodged a request with National Treasury & SALGA seeking comments on proposed price increases of bulk resources	Dec	
Finalise first draft of departmental operational plans and SDBIP for review against strategic priorities	Dec / Jan	
Finalise first draft of Annual Report incorporating financial and non-financial information on performance, audit reports and annual financial statements	Dec	
Submit draft adjustments budget to Budget Steering Committee	Dec	
January		

Task	Date	Legal Reference
Adjustments Budget - <ul style="list-style-type: none"> • Submit to Mayoral Committee • Submit to Council • Submit approved adjustments budget to provincial treasury and National Treasury 	Jan	
Ensure any written comments made to bulk resource providers by municipality on proposed increase of bulk resources are included in any submission made by bulk resource providers to the required organs of state	Jan	
Review whether comments from National Treasury and SALGA have been received on proposed price increases of bulk resources	Jan	
Finalise operating & capital budgets in prescribed formats incorporating National & provincial budget allocations, integrate & align to IDP & draft SDBIP, finalise budget policies including tariff policy	Jan / Feb	
Review the KPI's and annual performance targets	Jan/Feb	
February		
Finalise the draft capital and operating budget and budget related policies	Feb/Mar	
Commence with establishment of ward committees	Feb	
Finalise ward plans	Feb	
Note any provincial and national allocations to municipalities for incorporation into budget	Feb	
Finalise corrective measures from audit report	Feb	

Task	Date	Legal Reference
Receive notification of any transfers that will be made to the municipality from other municipalities in each of the next three fin years (<i>by no later than 120 days before the start of its budget year</i>)	Before 28 Feb	MFMA Section 37(2): <i>In order to enable municipalities to include allocations from other municipalities in their budgets and to plan effectively for spending of such allocations, the accounting officer of a municipality responsible for transfer of any allocation to another municipality must, by no later than 120 days before the start of its budget year, notify the receiving municipality of the projected amount of any allocation proposed to be transferred to that municipality during each of the next 3 fin years.</i>
March 2024		
Receive bulk resource providers' price increases as tabled in Parliament or the provincial legislature	Mar	
Submit draft 90 days budget to Budget Steering Committee	Before 14 March	
Table draft IDP and budget in Council (<i>at least 90 days before the start of the budget year</i>) <ul style="list-style-type: none"> • Submit to Mayoral Committee • Submit to Council 	Mar	MFMA Section 16: <i>(1) The council of a municipality must for each financial year approve an annual budget for the municipality before start of that financial year.</i> <i>(2) In order for a municipality to comply with subsection (1), the mayor of the municipality must table the annual budget at a council meeting at least 90 days before the start of the budget year.</i>
Approval of NERSA tariffs	Mar	
April		
Submit the budget and IDP to Provincial Treasury, National Treasury and other affected organs of state	3 - 6 Apr	MFMA Section 22: <i>Immediately after an annual budget is tabled in a municipal council, the accounting officer of the municipality must</i> <i>(a) in accordance with Chapter 4 of the Municipal Systems Act -</i> <i>(i) Make public the annual budget and the documents referred to in Section 17(3); and</i> <i>(ii) invite the local community to submit representations in connection with the budget;</i> <i>(b) submit the annual budget -</i> <i>(i) in both printed and electronic formats to the National Treasury and the relevant provincial treasury; and</i> <i>(ii) in either formats to any prescribed national or provincial organs of state and to other municipalities affected by the budget.</i>
Submit the proposed revised IDP to the District Municipality	3 - 6 Apr	MSA Section 29(3)(b): <i>A local municipality must draft its integrated development plan, taking into account the integrated development processes of, and proposals submitted to it by the district municipality.</i> MPPM Regulation 3(6): <i>A local municipality that considers an amendment to its integrated development plan must-</i> <i>(a) consult the district municipality in whose area it falls on the proposed amendment; and</i> <i>(b) take all comments submitted to it by the district municipality into account before it takes a final decision on the proposed amendment.</i>

Task	Date	Legal Reference
Make public the annual budget and invite the community to submit representations	Apr	MFMA Section 22: Immediately after an annual budget is tabled in a municipal council, the accounting officer of the municipality must (a) in accordance with Chapter 4 of the Municipal Systems Act - (i) Make public the annual budget and the documents referred to in Section 17(3); and (ii) invite the local community to submit representations in connection with the budget; (b) submit the annual budget - (i) in both printed and electronic formats to the National Treasury and the relevant provincial treasury; and (ii) in either formats to any prescribed national or provincial organs of state and to other municipalities affected by the budget.
Publish the proposed IDP for public comment	Apr	MPPM Regulation 3(4)(b): No amendment to a municipality's integrated development plan may be adopted by the municipal council unless the proposed amendment has been published for public comment for a period of at least 21 days in a manner that allows the public an opportunity to make representations with regard to the proposed amendment.
Process of consultation and meetings with local community and stakeholders, Provincial and National Treasury and other organs of state	Apr	MFMA Section 23(1): When the annual budget has been tabled, the municipal council must consider any views of – (a) the local community; and (b) the National Treasury, the relevant provincial treasury and any provincial or national organs of state or municipalities which made submissions on the budget.
May		
Confirm National budget for provincial and National allocations to municipalities for incorporation into budget	2 - 11 May	
Review provincial & national legislation incl. DoRA to establish potentially new reporting requirements Inc. annual, monthly & quarterly grant & performance reports for specific new allocations & programmes (10 working days after end of month deadlines)	2 - 11 May	
Council must give the mayor an opportunity to respond to the submissions and, if necessary, to revise the budget and table amendments for consideration by the council	5 - 19 May	MFMA Section 23(2): After considering all budget submissions, the council must give the mayor an opportunity- (a) to respond to the submissions; and (b) if necessary, to revise the budget and table amendments for consideration by the council.
Completion of Annual Budget amendments / refinements	Before 26 May	

Task	Date	Legal Reference
Submit draft 30 days budget to Budget Steering Committee	Before 19 May	
Table final IDP and budget in Council (<i>at least 30 days before the start of the budget year</i>) <ul style="list-style-type: none"> Submit to Mayoral Committee Submit to Council 	May	<p>MFMA Section 24(1): The Council must at least 30 days before the start of the budget year consider the approval of the annual budget.</p> <p>MPPM Regulation 3(3): An amendment to a municipality's integrated development plan is adopted by a decision taken by a municipal council in accordance with rules and orders of the council.</p>
June		
Place IDP, annual budget, all budget-related documents and all budget-related policies on the website (<i>within 5 days of the adoption of the plan</i>)	Before 5 Jun	<p>MFMA Section 75(1): The accounting officer of a municipality must place on the website the following documents of the municipality:</p> <p>(a) the annual and adjustments budgets and all budget-related documents; and</p> <p>(b) all budget-related policies</p> <p>MSA Section 21A(1)(b): All documents that must be made public by a municipality in terms of a requirement of this Act, the Municipal Finance Management Act or other applicable legislation, must be conveyed to the local community by displaying the documents on the municipality's official website, if the municipality has a website as envisaged by section 21B.</p> <p>MFMA Section 75(2): A document referred to above must be placed on the website not later than five days after its tabling in the council or on the date on which it must be made public, whichever occurs first.</p>
Submit a copy of the revised IDP to the MEC for local government as well as Provincial Treasury (<i>within 10 days of the adoption of the plan</i>)	Before 9 Jun	<p>MSA Section 32(1)(a): The municipal manager of a municipality must submit a copy of the integrated development plan as adopted by the council of the municipality, and any subsequent amendment to the plan, to the MEC for local government in the province within 10 days of the adoption or amendment of the plan.</p>
Give notice to the public of the adoption of the IDP (<i>within 14 days of the adoption of the plan</i>)	14 & 15 Jun	<p>MSA Section 25(4)(a): A municipality must, within 14 days of the adoption of its integrated development plan in terms of subsection (1) or (3) give notice to the public-</p> <p>(i) of the adoption of the plan; and</p> <p>(ii) that copies of or extracts from the plan are available for public inspection at specified places;</p> <p>MSA Section 21A(1)(a) and (c): All documents that must be made public by a municipality in terms of a requirement of this Act, the Municipal Finance Management Act or other applicable legislation, must be conveyed to the local community -</p> <p>(a) by displaying the documents at the municipality's head and satellite offices and libraries;</p> <p>(c) by notifying the local community, in accordance with section 21, of the place, including the website address, where detailed particulars concerning the documents can be obtained.</p>
Publicise a summary of the IDP (<i>within 14 days of the adoption of the plan</i>)	Jun	<p>MSA Section 25(4)(b): A municipality must, within 14 days of the adoption of its integrated development plan in terms of subsection (1) or (3) publicise a summary of the plan.</p>

Task	Date	Legal Reference
Make public the approved annual budget and supporting documentation (including tariffs) (within 10 working days after approval of the budget)	Jun	<p>BUDGET & REPORTING REGULATIONS 2009, Reg 18:</p> <p>(1) Within ten working days after the municipal council has approved the annual budget of a municipality, the municipal manager must in accordance with section 21A of Municipal Systems Act make public the approved annual budget and supporting documentation and resolutions referred to in section 24(2)(c) of the Act.</p> <p>(2) The municipal manager must also make public any other information that the municipal council considers appropriate to facilitate public awareness of the annual budget, including-</p> <p>(a) summaries of the annual budget and supporting documentation in alternate languages predominant in the community; and</p> <p>(b) information relevant to each ward in the municipality.</p> <p>(3) All information contemplated in subregulation (2) must cover:</p> <p>(a) the relevant financial and service delivery implications of the annual budget; and</p> <p>(b) at least the previous year's actual outcome, the current year's forecast outcome, the budget year and the following two years.</p>
Submit approved budget to the provincial treasury and National Treasury (within 10 working days after approval of the budget)	Before 14 Jun	<p>MFMA Section 24(3): The accounting officer of a municipality must submit the approved annual budget to the National Treasury and the relevant provincial treasury.</p> <p>BUDGET & REPORTING REGULATIONS 2009, Reg 20: The municipal manager must comply with section 24(3) of the Act within ten working days after the municipal council has approved the annual budget.</p>
Submit to the Executive Mayor the draft SDBIP and draft annual performance agreements for the next year (within 14 days after approval of the budget)	Jun	<p>MFMA Section 69(3):</p> <p>(a) The accounting officer must no later than 14 days after approval of an annual budget submit to the mayor a draft service delivery and budget implementation plan for the budget year.</p> <p>(b) The accounting officer must no later than 14 days after the approval of an annual budget submit to the mayor drafts of the annual performance agreements as required in terms of section 57(1)(b) of the Municipal Systems Act for the municipal manager and all senior managers.</p>
Executive Mayor takes all reasonable steps to ensure that the SDBIP is approved (within 28 days after approval of the budget)	Jun	<p>MFMA Section 53(1)(c)(ii): The mayor of a municipality must take all reasonable steps to ensure that the municipality's service delivery and budget implementation plan is approved by the mayor within 28 days after approval of the budget.</p>
Place the performance agreements and all service delivery agreements on the website	Before 18 Jun	<p>MFMA Section 75(1): The accounting officer of a municipality must place on the website the following documents of the municipality:</p> <p>(d) performance agreements required in terms of section 57(1)(b) of the Municipal Systems Act; and</p> <p>(e) all service delivery agreements</p> <p>BUDGET & REPORTING REGULATIONS 2009, Reg 19: The accounting officer must place on the website all performance agreements required in terms of section 57(1)(b) of the Municipal Systems Act.</p>

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

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

2.1.2 IDP and Service Delivery and Budget Implementation Plan

The amendment following the second revision of the 5th Generation Integrated Development Plan (IDP) for the 2021/22 – 2026/27 financial years was submitted to Council for approval in March 2025. Council has decided to adopt the revised 4th generation IDP as the 5th generation IDP in the first year of their term of office (2023/24).

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

- Registration of community needs;
- Compilation of departmental strategic plans including key performance indicators and targets;

- Financial planning and budgeting process;
- Public participation process;
- Compilation of the TL-SDBIP, and
- The review of the performance management and monitoring processes.

The IDP has been taken into a business and financial planning process leading up to the 2025/26 MTREF, based on the approved 2024/25 MTREF, Mid-year Review and adjustments budget. The business planning process has subsequently been refined in the light of current economic circumstances and the resulting revenue projections.

With the compilation of the 2025/26 MTREF, each department/section had to review the business planning processes, including the setting of priorities and targets after reviewing the mid-year and third quarter performance against the 2024/25 Top Level Service Delivery and Budget Implementation Plan. Business planning links back to priority needs and master planning, and essentially informed the detail operating budget appropriations and three-year capital programme.

2.2 Overview of alignment of annual budget with IDP

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

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

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

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

The aim of the Fourth Generation IDP was to develop and coordinate a coherent plan to improve the quality of life for all the people living in the area, also reflecting issues of national and provincial importance. One

of the key objectives is therefore to ensure that there exists alignment between national and provincial priorities, policies and strategies and the Council’s response to these requirements.

The Constitution requires local government to relate its management, budgeting, and planning functions to its objectives. This gives a clear indication of the intended purposes of municipal integrated development planning. Legislation stipulates clearly that a municipality must not only give effect to its IDP but must also conduct its affairs in a manner which is consistent with its IDP. The following table highlights the IDP’s five strategic objectives for the 2024/25 MTREF and further planning refinements that have directly informed the compilation of the budget:

IDP Goals and Strategic Objectives

STRATEGIC GOAL	STRATEGIC OBJECTIVES
Strengthen financial sustainability	To budget strategically
	Entrench the Long-Term Financial Plan in the planning, implementation and management of the organisation
	Diversify revenue and ensure value for money services
	Ensure sustainable financial risk and asset management
	Diversify by sourcing grant funding to support projects, programmes and initiatives of Council
	Ensure transparency in financial management by ensuring that all financial records are accurate, reliable and timely

STRATEGIC GOAL	STRATEGIC OBJECTIVES
Ensure good governance	Create an efficient, effective, economic and accountable administration.
	Provide a transparent and corruption free municipality.
	Accountable leadership supported by professional and skilled administration.
	Communicate effectively with the public
	A customer centred approach to everything.

STRATEGIC GOAL	STRATEGIC OBJECTIVES
Sustainable service delivery	Develop and provide bulk infrastructure within the climate change risks.
	Maintain existing bulk infrastructure and services.
	Develop, manage and regulate the built environment.

	Source alternative sources of energy in the context of national electricity provision.
	Conserve and manage the natural environment and mitigate the impacts of climate change.

STRATEGIC GOAL	STRATEGIC OBJECTIVES
Facilitate an enabling environment for a diversified economy and growth to alleviate poverty.	Improve the regulatory environment for ease of doing business.
	Promote tourism.
	Alleviate poverty through job creation in municipal driven projects and programmes.
	Ensure all policies and systems in Bergrivier Municipality support poverty alleviation.
	Attract investment through catalytic infrastructure.

STRATEGIC GOAL	STRATEGIC OBJECTIVES
Empowering people through innovation.	To promote healthy lifestyles through the provision of sport, recreational and other facilities and opportunities.
	Promote continued partnerships for youth development.
	Promote a safe environment for all who live in Bergrivier Municipal Area.
	Develop a Master Plan for "Smart Cities" in Bergrivier Municipal Area.

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

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

New game changers have been identified and are included in the IDP review document and will also be taken up into the Service Delivery and Budget implementation plan for the 2025/2026 financial year and beyond to ensure the execution of strategic objectives.

The 2025/26 MTREF has therefore been directly informed by the IDP revision process and the following tables provide a reconciliation between the IDP strategic objectives and operating revenue, operating expenditure and capital expenditure.

Table 10 MBRR SA4 - Reconciliation between the IDP strategic objectives and budgeted revenue

Please refer to Annexure A

Table 11 MBRR SA5 - Reconciliation between the IDP strategic objectives and budgeted Operating Expenditure

Please refer to Annexure A

Table 12 MBRR SA6 Reconciliation of IDP strategic objectives and budget (capital expenditure

Please refer to Annexure A

2.3 Measurable performance objectives and indicators

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

The following table sets out the municipality's main performance objectives and benchmarks for the 2025/26 MTREF.

Table 13 MBRR SA7 - Measurable performance objectives

Please refer to Annexure A

Table 14 MBRR SA8 - Performance indicators and benchmarks

Please refer to Annexure A

Free Basic Services: basic social services package for indigent households

The social package assists residents that have difficulty paying for services and are registered as indigent households in terms of the Indigent Policy of the Council. The National Treasury determined the poverty threshold as two times the government old age pension and the indigent subsidy received through the equitable share is intended to subsidise the households that meet the qualification criteria. In the case of Bergvriervier municipality, the council has adopted a policy whereby the qualifying threshold was extended to provide subsidies to households earning twice the government old age pension. This level of subsidy is unfortunately unsustainable in the long run and the threshold has again been capped at a combined household income of R5200 per month.

In terms of the Municipality's indigent policy registered households are entitled to 6kl free water, 50 Kwh of electricity, sanitation, and free waste removal once a week, as well as a 100% rebate on their property rates. It is anticipated that approximately 2100 households will receive indigent subsidy in the 2025/2026 financial year.

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

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

2.4 Overview of budget related policies

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

Key Financial Indicators

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

There are five key factors that have been taken into consideration in the compilation of the 2025/26 MTREF:

- National Government macro-economic targets;
- The general inflationary outlook and the impact on Bergrivier Municipality's residents and businesses;
- The impact of municipal cost drivers;
- The increase in prices for bulk electricity and water; and
- The increase in the cost of employment for 2025/2026.

An average tariff increase could not be recommended as the principle of cost reflective tariffs are applied where possible and especially where a service is not viable and unsustainable in the long term. Electricity tariffs are still subjected to NERSA guidelines and are therefore determined in accordance with the guidelines given.

The increase in tariffs was required to ensure that the tariffs cover the cost of the services and various cost drivers have been considered. The increases are above the current inflationary trends and exceed the National Treasury guideline therefore a full motivation is provided in respect of each tariff exceeding the guideline. The main cost drivers of the tariff increase are the increase in cost of employment through notch increases, provision for the filling of critical vacancies, and other cost drivers associated with the rendering of goods and services by the municipality such as high fuel price increases, increasing interest rates, increase in the cost of commodities, scarcity of certain products due to the war in the Ukraine, the volatility in the markets, contractual obligations and other pre-determined and regulated price adjustments and legislated tariffs, fees and charges.

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

Description	2025/26
	%
Inflation rates - CPI	4.4%
Growth	3%
Provision for Doubtful Debt	4 - 5%
Remuneration increase	4.5% + 0.75% + 2.4% (Notch)
Electricity distribution loss	10.5%
Electricity price increase	12.74%
Water distribution loss	15%

2.4.1 Collection rate for revenue services

The base assumption is that tariffs will increase at a rate higher than CPI over the medium term. The rate of revenue collection is currently expressed as a percentage of annual billing. Cash flow is also assumed to be 95% of billing, it is doubtful whether inroads will be made in the collection of arrears debt over the short term as the current economic circumstances are not supportive of the debt collection efforts.

No additional cash flow from arrears debt is anticipated over the short term and adjustments in this regard will only be reconsidered once revenue trends indicate an upward movement.

It is anticipated that the combined efforts of the revenue enhancement program, coupled to a slight anticipated growth in the area will add approximately 2% in revenue from consumer services.

2.4.2 Salary increases

A collective agreement in respect of salaries and wages for the next 3 years have not been concluded but, the general salary increase for the 2024/2025 financial year amounts to 5.2% in accordance with the circular 129 as issued by National Treasury in December 2024.

Provision is also made for a notch increase of 2.4 percent to employees who have not reached the maximum notch of their respective salary scales in the 2025/2026 financial year.

2.4.3 Ability of the municipality to spend and deliver on the programmes.

It is estimated that a spending rate of at least 80% is achieved on operating expenditure and 95% on the capital programme for the 2025/26 MTREF of which performance has been factored into the cash flow budget.

2.4.4 Cost containment measures

The municipality has developed and adopted a Cost Containment Policy in accordance with the principles contained in the Regulations. Since no baseline existed against which cost reduction or containment could be measured, the reporting is required by the regulation remain an issue that needs to be addressed.

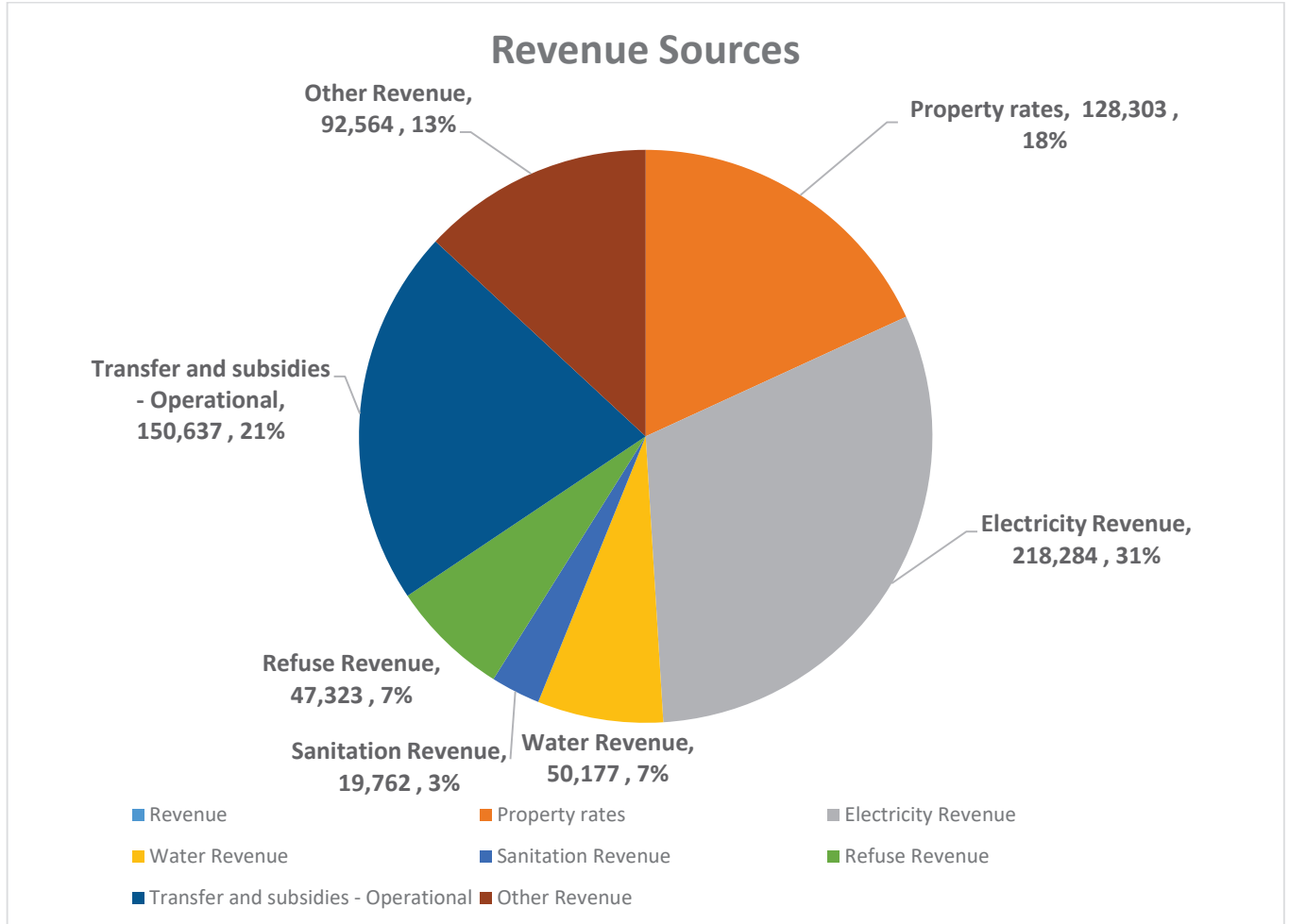
2.5 Overview of budget funding

2.5.1 Medium-term outlook: operating revenue

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

Table 15 Breakdown of the operating revenue over the medium-term.

Figure 1 Main operational revenue per category



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

Table 16 MBRR SA15 – Detail Investment Information

Please refer to Annexure A

Table 17 MBRR SA16 – Investment particulars by maturity

Please refer to Annexure A

2.5.2 Medium-term outlook: capital revenue

The following table is a breakdown of the funding composition of the 2025/26 medium-term capital programme:

Table 18 Sources of capital revenue over the MTREF

Please refer to Annexure A

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

The following table is a detailed analysis of the Council's long-term borrowing liability.

Table 19 MBRR SA17 Borrowing

Please refer to Annexure A

Growth in outstanding borrowing (long-term liabilities)

The graph illustrates the growth in outstanding borrowing for the period 2023/24 to 2026/27 on average of 7%. The gearing ratio remains in a narrow band with gearing not exceeding 28% over the MTREF.

2.5.3 Cash Flow Management

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

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

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

Table 20 MBRR A7 Budgeted cash flow statement

Please refer to Annexure A

2.5.4 Cash Backed Reserves/Accumulated Surplus Reconciliation

Table 21 MBRR A8 - Cash backed reserves/accumulated surplus reconciliation

Please refer to Annexure A

2.5.5 Funding compliance measurement

National Treasury requires that the municipality assess its financial sustainability against fourteen different measures that look at various aspects of the financial health of the municipality. These measures are contained in the following table. All the information comes directly from the annual budgeted statements of financial performance, financial position, and cash flows. The funding compliance measurement table

essentially measures the degree to which the proposed budget complies with the funding requirements of the MFMA. From the assessment the budget of Bergrivier complies with the funding requirements as referred to in the legislative framework.

Table 22 MBRR SA10 – Funding compliance measurement

Please refer to Annexure A

Cash/cash equivalent position.

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

Cash plus investments less application of funds.

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

Monthly average payments covered by cash or cash equivalents.

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

Surplus/deficit excluding depreciation offsets.

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

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

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

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

Cash receipts as a percentage of ratepayer and other revenue

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

Debt impairment expense as a percentage of billable revenue

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

Capital payments percentage of capital expenditure.

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

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

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

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

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

Consumer debtors change (Current and Non-current)

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

Repairs and maintenance expenditure level

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

Asset renewal/rehabilitation expenditure level

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

2.6 Expenditure on grants and reconciliations of unspent funds

Table 23 MBRR SA18 Transfers and grant receipts

Please refer to Annexure A

Table 24 MBRR SA19 - Expenditure on transfers and grant programs

Please refer to Annexure A

Table 25 MBRR SA 20 - Reconciliation between of transfers, grant receipts and unspent funds

Please refer to Annexure A

2.7 Councillor and employee benefits

Table 26 MBRR SA22 - Summary of councillor and staff benefits

Please refer to Annexure A

Table 27 MBRR SA23 - Salaries, allowances and benefits (political office bearers/councillors/senior managers)

Please refer to Annexure A

Table 28 MBRR SA24 – Summary of personnel numbers

Please refer to Annexure A

2.8 Monthly targets for revenue, expenditure and cash flow

Table 29 MBRR SA25 - Budgeted monthly revenue and expenditure

Please refer to Annexure A

Table 30 MBRR SA26 - Budgeted monthly revenue and expenditure (municipal vote)

Please refer to Annexure A

Table 31 MBRR SA27 - Budgeted monthly revenue and expenditure (standard classification)

Please refer to Annexure A

Table 32 MBRR SA28 - Budgeted monthly capital expenditure (municipal vote)

Please refer to Annexure A

Table 33 MBRR SA29 - Budgeted monthly capital expenditure (standard classification)

Please refer to Annexure A

Table 34 MBRR SA30 - Budgeted monthly cash flow

2.9 Contracts having future budgetary implications.

In terms of the Council's Supply Chain Management Policy, except for the Banking Services contract and External Loans, no contracts are awarded beyond the medium-term revenue and expenditure framework (three years). In ensuring adherence to this contractual time frame limitation, all reports submitted to either

the Bid Evaluation and Adjudication Committees must obtain formal financial comments from the Financial Management Division of the Treasury Department.

2.10 Capital expenditure details

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

Table 35 MBRR SA 34a - Capital expenditure on new assets by asset class

Please refer to Annexure A

Table 36 MBRR SA34b - Capital expenditure on the renewal of existing assets by asset class

Please refer to Annexure A

Table 37 MBRR SA34c - Repairs and maintenance expenditure by asset class

Please refer to Annexure A

Table 38 MBRR SA34d Depreciation by asset class

Please refer to Annexure A

Table 39 MBRR SA34e Capital expenditure on the upgrading of existing assets by asset class

Please refer to Annexure A

Table 40 MBRR SA35 - Future financial implications of the capital budget

Please refer to Annexure A

Table 41 MBRR SA36 Detailed capital budget

Table 42 MBRR SA37 - Projects delayed from previous financial year

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

2.11 Legislation compliance status

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

1. In-year reporting

Reporting to National Treasury in electronic format was fully complied with monthly. Section 71 reporting to the Executive Mayor (within 10 working days) is done without exception and has progressively improved in quality as well as narrative explanations, the reporting includes monthly published financial performance on the Municipality's website.

2. Internship programme

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

3. Budget and Treasury Office

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

4. Audit Committee

An Audit Committee has been established and is fully functional.

5. Service Delivery and Implementation Plan

The detailed SDBIP document is at a draft stage and submitted with the revision of the IDP it will be finalised after approval of the 2025/26 MTREF in May 2025 and is directly aligned and informed by the 2025/2026 MTREF.

6. Annual Report

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

7. Policies

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

8. Minimum Competency Training

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

2.12 Other supporting documents

Table 43 MBRR SA1 - Supporting detail to budgeted financial performance

Please refer to Annexure A

Table 44 MBRR SA2 – Matrix financial performance budget (revenue source/expenditure type and department)

Please refer to Annexure A

Table 45 MBRR SA3 – Supporting detail to Statement of Financial Positi

Please refer to Annexure A

Table 46 MBRR SA9 – Social, economic and demographic statistics and assumptions

Please refer to Annexure A

Table 47 MBRR SA11 Property rates summary

Please refer to Annexure A

Table 48 MBRR SA12a Property rates by category (current year)

Please refer to Annexure A

Table 49 MBRR SA12b Property rates by category (budget year)

Please refer to Annexure A

Table 50 MBRR SA13a Service Tariffs by category

Please refer to Annexure A

Table 51 MBRR SA21 Transfers and grants made by the municipality

Please refer to Annexure A

Table 52 MBRR SA32 – List of external mechanisms

Please refer to Annexure A

Table 53 MBRR SA38 – Consolidated detailed operational projects

Please refer to Annexure A


2.13 Municipal manager's quality certificate

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

Print Name Advocate H. Linde

Municipal Manager of Bergrivier Municipality (WC013)

Signature



Date 20 March 2025

Municipal annual budgets and MTREF & supporting tables



national treasury

Department:
National Treasury
REPUBLIC OF SOUTH AFRICA

Municipality Name

WC013 Bergrivier

Budget Year

2025/26

WC013 Bergrivier - Contact Information			
A. GENERAL INFORMATION			
Municipality	WC013 Bergrivier		
Grade		1 Grade in terms of the Remuneration of Public Office Bearers Act.	
Province	WC WESTERN CAPE		
Web Address	www.bergmun.org.za		
e-mail Address	bergmun@telkomsa.net		
B. CONTACT INFORMATION			
Postal address:			
P.O. Box	P O BOX 60		
City / Town	PIKETBERG		
Postal Code	7320		
Street address			
Building	Municipal Building		
Street No. & Name	13 Church Street		
City / Town	Piketberg		
Postal Code	7320		
General Contacts			
Telephone number	022 913 6000		
Fax number	022 913 1406		
C. POLITICAL LEADERSHIP			
Speaker:		Secretary/PA to the Speaker:	
ID Number		ID Number	
Title	Mr	Title	
Name	Rhandall Swarts	Name	
Telephone number	022 913 6057	Telephone number	
Cell number	073 083 4590	Cell number	
Fax number	022 913 1390	Fax number	
E-mail address	speaker@bergmun.org.za	E-mail address	
Mayor/Executive Mayor:		Secretary/PA to the Mayor/Executive Mayor:	
ID Number		ID Number	
Title	Mr	Title	Mr
Name	Ray Van Rooy	Name	Carlin Kayster
Telephone number	022 913 6000	Telephone number	022 913 6052
Cell number	083 657 9615	Cell number	060 569 5419
Fax number	022 913 1390	Fax number	022 913 1390
E-mail address	burgemeester@bergmun.org.za	E-mail address	kaysterc@bergmun.org
Deputy Mayor/Executive Mayor:		Secretary/PA to the Deputy Mayor/Executive Mayor:	
ID Number		ID Number	
Title	Mr	Title	
Name	Mario Wessels	Name	
Telephone number	022 913 6058	Telephone number	
Cell number	078 783 0050	Cell number	
Fax number	022 913 1390	Fax number	
E-mail address	deputy@bergmun.org.za	E-mail address	
D. MANAGEMENT LEADERSHIP			
Municipal Manager:		Secretary/PA to the Municipal Manager:	
ID Number		ID Number	
Title	Adv	Title	Mrs
Name	H Linde (Hanlie)	Name	Jessica Rossouw
Telephone number	022 913 6011	Telephone number	022 913 6011
Cell number	082 448 1231	Cell number	083 604 2913
Fax number	022 913 1406	Fax number	022 913 1406
E-mail address	mm@bergmun.org.za	E-mail address	carstensj@bergmun.org.za
Chief Financial Officer		Secretary/PA to the Chief Financial Officer	
ID Number		ID Number	
Title	Mr	Title	Mrs
Name	PW Erasmus	Name	E Kankowski
Telephone number	022 913 6000	Telephone number	022 913 6015
Cell number	072 300 2336	Cell number	083 234 4802
Fax number	022 913 1406	Fax number	022 913 1406
E-mail address	cfo@bergmun.org.za	E-mail address	kankowskie@bergmun.org.za

Official responsible for submitting financial information		Official responsible for submitting financial information	
ID Number		ID Number	
Title	Mr	Title	Mrs
Name	Jackie Sass	Name	L Louw
Telephone number	022 913 6000	Telephone number	022 913 6000
Cell number	083 272 3809	Cell number	
Fax number	022 913 1406	Fax number	022 913 1406
E-mail address	sassj@bergmun.org.za	E-mail address	louwl@bergmun.org.za
Official responsible for submitting financial information		Official responsible for submitting financial information	
ID Number		ID Number	
Title	Ms	Title	Mr
Name	Lenchen Parks	Name	Martin Crous
Telephone number	022 913 6000	Telephone number	022 913 6000
Cell number		Cell number	083 800 3457
Fax number	022 913 1406	Fax number	022 913 1406
E-mail address	parksj@bergmun.org.za	E-mail address	crousm@bergmun.org.za
Official responsible for submitting financial information		Official responsible for submitting financial information	
ID Number		ID Number	
Title	Ms	Title	
Name	Filicia Erasmus	Name	
Telephone number	022 913 6000	Telephone number	
Cell number	078 736 5760	Cell number	
Fax number	022 913 1406	Fax number	
E-mail address	erasmusf@bergmun.org.za	E-mail address	
Official responsible for submitting financial information		Official responsible for submitting financial information	
ID Number		ID Number	
Title		Title	
Name		Name	
Telephone number		Telephone number	
Cell number		Cell number	
Fax number		Fax number	
E-mail address		E-mail address	
Official responsible for submitting financial information		Official responsible for submitting financial information	
ID Number		ID Number	
Title		Title	
Name		Name	
Telephone number		Telephone number	
Cell number		Cell number	
Fax number		Fax number	
E-mail address		E-mail address	
Official responsible for submitting financial information		Official responsible for submitting financial information	
ID Number		ID Number	
Title		Title	
Name		Name	
Telephone number		Telephone number	
Cell number		Cell number	
Fax number		Fax number	
E-mail address		E-mail address	
Official responsible for submitting financial information		Official responsible for submitting financial information	
ID Number		ID Number	
Title		Title	
Name		Name	
Telephone number		Telephone number	
Cell number		Cell number	
Fax number		Fax number	
E-mail address		E-mail address	
Official responsible for submitting financial information		Official responsible for submitting financial information	
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Title		Title	
Name		Name	
Telephone number		Telephone number	
Cell number		Cell number	
Fax number		Fax number	
E-mail address		E-mail address	
Official responsible for submitting financial information		Official responsible for submitting financial information	
ID Number		ID Number	
Title		Title	
Name		Name	
Telephone number		Telephone number	
Cell number		Cell number	
Fax number		Fax number	
E-mail address		E-mail address	

WC013 Bergrivier - Table A1 Budget Summary

Description	2021/22	2022/23	2023/24	Current Year 2024/25				2025/26 Medium Term Revenue & Expenditure Framework		
	Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Pre-audit outcome	Budget Year 2025/26	Budget Year +1 2026/27	Budget Year +2 2027/28
R thousands										
Financial Performance										
Property rates	84 411	95 278	107 400	118 480	117 892	117 892	117 892	128 303	138 367	149 122
Service charges	223 181	225 992	245 319	265 539	293 406	293 406	312 803	335 546	368 623	394 390
Investment revenue	7 447	12 455	18 498	19 873	22 035	22 035	22 035	24 450	27 143	30 159
Transfer and subsidies - Operational	68 725	75 423	83 094	110 357	114 093	114 093	114 093	150 637	101 247	105 615
Other own revenue	41 865	54 194	69 477	69 106	66 719	66 719	66 719	68 114	70 784	73 536
Total Revenue (excluding capital transfers and contributions)	425 629	463 342	523 788	583 355	614 145	614 145	633 542	707 050	706 164	752 822
Employee costs	146 035	153 510	167 042	195 469	193 142	193 142	193 142	213 764	229 392	243 477
Remuneration of councillors	6 801	6 791	7 328	7 618	7 755	7 755	7 755	7 923	8 536	9 061
Depreciation and amortisation	27 625	30 870	25 326	30 174	26 723	26 723	26 723	29 637	31 265	32 470
Interest	17 971	21 857	27 109	32 206	28 196	28 196	28 196	30 875	33 573	35 349
Inventory consumed and bulk purchases	118 995	118 609	144 988	171 644	200 371	200 371	200 371	223 505	235 225	248 658
Transfers and subsidies	6 736	8 389	10 169	8 841	9 526	9 526	9 526	9 107	9 516	9 754
Other expenditure	77 250	100 164	118 513	145 466	169 927	169 927	169 927	208 731	163 084	168 033
Total Expenditure	401 412	440 190	500 476	591 416	635 640	635 640	635 640	723 542	710 591	746 802
Surplus/(Deficit)	24 217	23 152	23 312	(8 062)	(21 495)	(21 495)	(2 098)	(16 492)	(4 428)	6 020
Transfers and subsidies - capital (monetary allocations)	20 038	20 548	52 885	23 723	31 775	31 775	31 775	22 927	17 472	22 466
Transfers and subsidies - capital (in-kind)	-	2 250	-	-	-	-	-	-	-	-
	44 255	45 950	76 198	15 662	10 280	10 280	29 677	6 435	13 045	28 485
Surplus/(Deficit) after capital transfers & contributions										
Share of Surplus/Deficit attributable to Associate	-	-	-	-	-	-	-	-	-	-
Surplus/(Deficit) for the year	44 255	45 950	76 198	15 662	10 280	10 280	29 677	6 435	13 045	28 485
Capital expenditure & funds sources										
Capital expenditure	50 201	0	105 539	75 594	82 880	82 880	82 880	92 163	79 768	88 957
Transfers recognised - capital	18 445	23 027	54 948	23 723	31 775	31 775	31 775	22 927	17 472	22 466
Borrowing	15 757	33 075	32 521	23 775	24 861	24 861	24 861	28 300	36 692	34 590
Internally generated funds	15 999	(56 103)	18 070	28 096	26 244	26 244	26 244	40 935	25 603	31 902
Total sources of capital funds	50 201	0	105 539	75 594	82 880	82 880	82 880	92 163	79 768	88 957
Financial position										
Total current assets	232 466	263 528	287 668	251 236	274 999	274 999	274 999	327 418	331 970	343 226
Total non current assets	515 265	561 037	625 193	685 939	673 911	673 911	673 911	659 525	708 027	764 515
Total current liabilities	58 910	81 373	108 846	78 048	109 349	109 349	109 349	109 853	110 357	110 861
Total non current liabilities	221 575	249 010	257 501	314 560	282 766	282 766	282 766	313 859	353 366	392 121
Community wealth/Equity	467 246	494 183	546 514	544 568	556 795	556 795	556 795	563 230	576 274	604 760
Cash flows										
Net cash from (used) operating	486 399	634 140	643 337	52 380	53 252	53 252	53 252	46 232	46 443	54 312
Net cash from (used) investing	(55 753)	(73 831)	(110 564)	(74 525)	(81 811)	(81 811)	(81 811)	(84 723)	(79 768)	(88 957)
Net cash from (used) financing	-	-	-	10 311	10 427	10 427	10 427	14 836	21 767	19 853
Cash/cash equivalents at the year end	574 287	735 082	727 210	146 054	176 303	176 303	176 303	158 191	146 633	131 840
Cash backing/surplus reconciliation										
Cash and investments available	145 608	174 772	194 436	151 226	181 846	181 846	181 846	151 181	149 032	153 036
Application of cash and investments	(8 306)	(16 518)	37 294	5 771	52 720	52 720	56 102	(14 845)	(21 279)	(28 013)
Balance - surplus (shortfall)	153 914	191 290	157 142	145 455	129 127	129 127	125 745	166 026	170 312	181 050
Asset management										
Asset register summary (WDV)	472 372	503 983	538 608	634 906	593 516	593 516		586 368	634 211	690 518
Depreciation	27 625	30 870	25 326	30 174	26 723	26 723		29 637	31 265	32 470
Renewal and Upgrading of Existing Assets	(96)	0	0	43 027	46 194	46 194		53 502	49 874	49 046
Repairs and Maintenance	25 760	26 678	27 122	37 658	39 352	39 352		43 532	46 335	48 229
Free services										
Cost of Free Basic Services provided	-	-	15 804	18 260	19 397	19 397		22 340	24 509	26 774
Revenue cost of free services provided	16 986	18 353	2 721	6 194	3 209	3 209		4 998	5 562	6 189
Households below minimum service level										
Water:	-	-	-	-	-	-		-	-	-
Sanitation/sewerage:	-	-	-	-	-	-		-	-	-
Energy:	-	-	-	-	-	-		-	-	-
Refuse:	-	-	-	-	-	-		-	-	-

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

Functional Classification Description	Ref	2021/22	2022/23	2023/24	Current Year 2024/25			2025/26 Medium Term Revenue & Expenditure Framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2025/26	Budget Year +1 2026/27	Budget Year +2 2027/28
R thousand	1									
Revenue - Functional										
Governance and administration		142 760	170 547	185 359	219 353	202 813	202 813	216 538	232 307	247 791
Executive and council		33 904	40 987	47 835	68 150	48 747	48 747	50 819	53 116	54 345
Finance and administration		108 856	129 560	137 523	151 203	154 066	154 066	165 719	179 191	193 446
Internal audit		-	-	-	-	-	-	-	-	-
Community and public safety		32 470	38 966	71 734	66 363	69 534	69 534	99 397	48 816	49 913
Community and social services		9 304	9 562	8 260	9 415	9 488	9 488	9 722	10 064	10 124
Sport and recreation		5 259	6 024	6 023	6 276	6 276	6 276	6 652	6 950	7 298
Public safety		17 528	23 070	24 409	24 259	21 487	21 487	22 135	22 801	23 490
Housing		380	310	33 043	26 413	32 283	32 283	60 888	9 001	9 001
Health		-	-	-	-	-	-	-	-	-
Economic and environmental services		26 534	26 768	25 829	26 798	30 842	30 842	26 024	25 752	26 764
Planning and development		19 633	20 094	17 883	19 782	23 316	23 316	18 797	19 976	20 707
Road transport		6 901	6 674	7 946	7 016	7 526	7 526	7 227	5 776	6 057
Environmental protection		-	-	-	-	-	-	-	-	-
Trading services		243 902	249 859	293 751	294 564	342 732	342 732	388 018	416 761	450 820
Energy sources		147 769	139 999	153 724	161 145	188 521	188 521	236 064	251 763	272 176
Water management		38 232	45 551	58 728	58 477	65 458	65 458	57 710	62 214	66 422
Waste water management		24 727	21 718	24 730	22 331	27 172	27 172	28 896	31 239	33 780
Waste management		33 174	42 590	56 569	52 611	61 581	61 581	65 348	71 545	78 442
Other	4	-	-	-	-	-	-	-	-	-
Total Revenue - Functional	2	445 667	486 140	576 674	607 078	645 921	645 921	729 977	723 636	775 288
Expenditure - Functional										
Governance and administration		91 455	105 333	123 605	128 827	142 418	142 418	151 189	159 619	166 544
Executive and council		23 509	26 725	28 681	29 044	29 679	29 679	30 596	32 327	33 721
Finance and administration		66 832	77 404	93 879	97 641	110 782	110 782	118 008	124 521	129 898
Internal audit		1 114	1 204	1 044	2 142	1 958	1 958	2 585	2 771	2 924
Community and public safety		65 398	71 125	76 218	114 157	113 097	113 097	155 353	109 367	113 822
Community and social services		12 272	12 768	14 138	16 576	16 472	16 472	18 006	19 141	20 063
Sport and recreation		18 282	17 917	20 193	25 123	25 694	25 694	29 030	31 256	32 666
Public safety		32 701	38 544	39 586	43 666	41 724	41 724	44 605	46 998	49 007
Housing		2 143	1 896	2 301	28 792	29 207	29 207	63 712	11 972	12 086
Health		-	-	-	-	-	-	-	-	-
Economic and environmental services		46 343	51 718	57 531	63 673	62 791	62 791	68 132	70 790	73 763
Planning and development		15 403	17 440	20 507	20 848	21 065	21 065	22 597	22 497	23 179
Road transport		30 940	34 278	37 024	42 825	41 725	41 725	45 535	48 293	50 585
Environmental protection		-	-	-	-	-	-	-	-	-
Trading services		213 578	229 687	261 551	284 759	317 335	317 335	348 869	370 815	392 673
Energy sources		135 169	137 886	165 710	178 342	203 120	203 120	225 702	238 109	252 881
Water management		23 469	26 642	31 728	36 273	39 934	39 934	43 122	47 312	49 650
Waste water management		10 395	13 160	14 675	18 677	19 777	19 777	21 957	23 263	24 630
Waste management		44 545	51 999	49 438	51 467	54 505	54 505	58 088	62 131	65 512
Other	4	-	-	-	-	-	-	-	-	-
Total Expenditure - Functional	3	416 774	457 863	518 905	591 416	635 640	635 640	723 542	710 591	746 802
Surplus/(Deficit) for the year		28 893	28 277	57 769	15 662	10 280	10 280	6 435	13 045	28 486

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

Functional Classification Description	Ref	2021/22	2022/23	2023/24	Current Year 2024/25			2025/26 Medium Term Revenue & Expenditure Framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2025/26	Budget Year +1 2026/27	Budget Year +2 2027/28
Economic and environmental services	1	26 534	26 768	25 829	26 798	30 842	30 842	26 024	25 752	26 764
Planning and development		19 633	20 094	17 883	19 782	23 316	23 316	18 797	19 976	20 707
<i>Billboards</i>										
<i>Corporate Wide Strategic Planning (IDPs, LEDs)</i>										
<i>Central City Improvement District</i>										
<i>Development Facilitation</i>										
<i>Economic Development/Planning</i>		396	644	2 727	1 000	2 156	2 156	150	150	150
<i>Regional Planning and Development</i>										
<i>Town Planning, Building Regulations and Enforcement, and City</i>		2 473	2 696	2 210	2 484	1 645	1 645	1 735	1 813	1 905
<i>Project Management Unit</i>		16 763	16 754	12 946	16 298	19 515	19 515	16 912	18 013	18 652
<i>Provincial Planning</i>										
<i>Support to Local Municipalities</i>										
Road transport		6 901	6 674	7 946	7 016	7 526	7 526	7 227	5 776	6 057
<i>Public Transport</i>										
<i>Road and Traffic Regulation</i>		4 676	4 871	4 810	5 253	4 933	4 933	5 180	5 413	5 684
<i>Roads</i>		2 225	1 803	3 137	1 763	2 593	2 593	2 047	363	373
<i>Taxi Ranks</i>										
Environmental protection		-	-	-	-	-	-	-	-	-
<i>Biodiversity and Landscape</i>										
<i>Coastal Protection</i>										
<i>Indigenous Forests</i>										
<i>Nature Conservation</i>										
<i>Pollution Control</i>										
<i>Soil Conservation</i>										
Trading services		243 902	249 859	293 751	294 564	342 732	342 732	388 018	416 761	450 820
Energy sources		147 769	139 999	153 724	161 145	188 521	188 521	236 064	251 763	272 176
<i>Electricity</i>		147 769	139 999	153 724	161 145	188 521	188 521	236 064	251 763	272 176
<i>Street Lighting and Signal Systems</i>										
<i>Nonelectric Energy</i>										
Water management		38 232	45 551	58 728	58 477	65 458	65 458	57 710	62 214	66 422
<i>Water Treatment</i>										
<i>Water Distribution</i>		38 232	45 551	58 728	58 477	65 458	65 458	57 710	62 214	66 422
<i>Water Storage</i>										
Waste water management		24 727	21 718	24 730	22 331	27 172	27 172	28 896	31 239	33 780
<i>Public Toilets</i>										
<i>Sewerage</i>		24 727	21 718	24 730	22 331	27 172	27 172	28 896	31 239	33 780
<i>Storm Water Management</i>										
<i>Waste Water Treatment</i>										
Waste management		33 174	42 590	56 569	52 611	61 581	61 581	65 348	71 545	78 442
<i>Recycling</i>										
<i>Solid Waste Disposal (Landfill Sites)</i>										
<i>Solid Waste Removal</i>		33 174	42 590	56 569	52 611	61 581	61 581	65 348	71 545	78 442
<i>Street Cleaning</i>										
Other		-	-	-	-	-	-	-	-	-
<i>Abattoirs</i>										
<i>Air Transport</i>										
<i>Forestry</i>										
<i>Licensing and Regulation</i>										
<i>Markets</i>										
<i>Tourism</i>										
Total Revenue - Functional	2	445 667	486 140	576 674	607 078	645 921	645 921	729 977	723 636	775 288

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

Functional Classification Description	Ref	2021/22	2022/23	2023/24	Current Year 2024/25			2025/26 Medium Term Revenue & Expenditure Framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2025/26	Budget Year +1 2026/27	Budget Year +2 2027/28
Economic and environmental services	1	46 343	51 718	57 531	63 673	62 791	62 791	68 132	70 790	73 763
Planning and development		15 403	17 440	20 507	20 848	21 065	21 065	22 597	22 497	23 179
<i>Billboards</i>										
<i>Corporate Wide Strategic Planning (IDPs, LEDs)</i>										
<i>Central City Improvement District</i>										
<i>Development Facilitation</i>										
<i>Economic Development/Planning</i>		3 719	4 914	5 223	5 888	5 828	5 828	6 291	6 452	6 748
<i>Regional Planning and Development</i>										
<i>Town Planning, Building Regulations and Enforcement, and City</i>		7 423	8 139	10 237	9 976	9 898	9 898	10 648	11 834	11 998
<i>Project Management Unit</i>		4 261	4 387	5 048	4 984	5 340	5 340	5 658	4 211	4 433
<i>Provincial Planning</i>										
<i>Support to Local Municipalities</i>										
Road transport		30 940	34 278	37 024	42 825	41 725	41 725	45 535	48 293	50 585
<i>Public Transport</i>										
<i>Road and Traffic Regulation</i>		1 339	1 306	1 794	2 041	1 861	1 861	2 287	2 445	2 572
<i>Roads</i>		29 601	32 972	35 230	40 785	39 864	39 864	43 248	45 848	48 012
<i>Taxi Ranks</i>										
Environmental protection		-	-	-	-	-	-	-	-	-
<i>Biodiversity and Landscape</i>										
<i>Coastal Protection</i>										
<i>Indigenous Forests</i>										
<i>Nature Conservation</i>										
<i>Pollution Control</i>										
<i>Soil Conservation</i>										
Trading services		213 578	229 687	261 551	284 759	317 335	317 335	348 869	370 815	392 673
Energy sources		135 169	137 886	165 710	178 342	203 120	203 120	225 702	238 109	252 881
<i>Electricity</i>		133 970	136 558	164 324	176 824	201 266	201 266	223 939	236 216	250 883
<i>Street Lighting and Signal Systems</i>		1 198	1 328	1 386	1 519	1 854	1 854	1 763	1 893	1 998
<i>Nonelectric Energy</i>										
Water management		23 469	26 642	31 728	36 273	39 934	39 934	43 122	47 312	49 650
<i>Water Treatment</i>		1 612	1 995	2 282	2 153	3 111	3 111	2 800	2 964	3 079
<i>Water Distribution</i>		21 857	24 647	29 446	34 119	36 823	36 823	40 322	44 348	46 570
<i>Water Storage</i>										
Waste water management		10 395	13 160	14 675	18 677	19 777	19 777	21 957	23 263	24 630
<i>Public Toilets</i>										
<i>Sewerage</i>		8 139	10 078	11 332	14 033	14 968	14 968	16 724	17 793	18 995
<i>Storm Water Management</i>		628	1 047	1 011	1 513	1 579	1 579	1 614	1 660	1 689
<i>Waste Water Treatment</i>		1 629	2 035	2 332	3 131	3 229	3 229	3 619	3 810	3 947
Waste management		44 545	51 999	49 438	51 467	54 505	54 505	58 088	62 131	65 512
<i>Recycling</i>										
<i>Solid Waste Disposal (Landfill Sites)</i>										
<i>Solid Waste Removal</i>		39 867	47 401	44 005	45 802	46 990	46 990	52 139	55 725	58 717
<i>Street Cleaning</i>		4 678	4 598	5 433	5 665	7 515	7 515	5 949	6 406	6 795
Other		-	-	-	-	-	-	-	-	-
<i>Abattoirs</i>										
<i>Air Transport</i>										
<i>Forestry</i>										
<i>Licensing and Regulation</i>										
<i>Markets</i>										
<i>Tourism</i>										
Total Expenditure - Functional	3	416 774	457 863	518 905	591 416	635 640	635 640	723 542	710 591	746 802
Surplus/(Deficit) for the year		28 893	28 277	57 769	15 662	10 280	10 280	6 435	13 045	28 485

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

Vote Description	Ref	2021/22	2022/23	2023/24	Current Year 2024/25			2025/26 Medium Term Revenue & Expenditure Framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2025/26	Budget Year +1 2026/27	Budget Year +2 2027/28
R thousand										
Revenue by Vote	1									
Vote 1 - Vote 1 - Municipal Manager		34 300	41 631	50 562	69 150	50 903	50 903	50 969	53 266	54 495
Vote 2 - Vote 2 - Finance		106 027	122 299	134 181	145 388	147 993	147 993	160 456	173 691	187 831
Vote 3 - Vote 3 - Corporate Services		1 664	6 664	1 951	3 477	3 811	3 811	3 997	4 177	4 227
Vote 4 - Vote 4 - Technical Services		203 571	204 439	229 977	236 639	276 117	276 117	323 372	344 820	372 936
Vote 5 - Vote 5 - Technical Services (Continued)		62 959	67 269	83 458	80 808	92 630	92 630	86 606	93 453	100 202
Vote 6 - Vote 6 - Community Services		31 986	37 928	70 549	65 454	68 305	68 305	98 045	47 404	48 430
Vote 7 - Vote 7 - Community Services (Continued)		5 160	5 909	5 995	6 162	6 162	6 162	6 532	6 825	7 167
Vote 8 -		-	-	-	-	-	-	-	-	-
Vote 9 -		-	-	-	-	-	-	-	-	-
Vote 10 -		-	-	-	-	-	-	-	-	-
Vote 11 -		-	-	-	-	-	-	-	-	-
Vote 12 -		-	-	-	-	-	-	-	-	-
Vote 13 -		-	-	-	-	-	-	-	-	-
Vote 14 -		-	-	-	-	-	-	-	-	-
Vote 15 -		-	-	-	-	-	-	-	-	-
Total Revenue by Vote	2	445 667	486 140	576 674	607 078	645 921	645 921	729 977	723 636	775 288
Expenditure by Vote to be appropriated	1									
Vote 1 - Vote 1 - Municipal Manager		28 342	32 843	34 948	37 074	37 464	37 464	39 472	41 550	43 394
Vote 2 - Vote 2 - Finance		31 751	37 334	49 222	45 400	55 397	55 397	60 118	62 771	66 095
Vote 3 - Vote 3 - Corporate Services		28 839	32 859	38 417	44 763	44 383	44 383	49 970	53 840	55 500
Vote 4 - Vote 4 - Technical Services		223 874	238 798	268 222	289 662	319 925	319 925	348 570	366 741	387 651
Vote 5 - Vote 5 - Technical Services (Continued)		33 865	39 803	46 403	55 522	59 710	59 710	65 079	70 575	74 280
Vote 6 - Vote 6 - Community Services		59 837	66 068	71 351	105 576	105 463	105 463	145 238	98 853	102 944
Vote 7 - Vote 7 - Community Services (Continued)		10 267	10 159	10 342	13 419	13 298	13 298	15 095	16 261	16 939
Vote 8 -		-	-	-	-	-	-	-	-	-
Vote 9 -		-	-	-	-	-	-	-	-	-
Vote 10 -		-	-	-	-	-	-	-	-	-
Vote 11 -		-	-	-	-	-	-	-	-	-
Vote 12 -		-	-	-	-	-	-	-	-	-
Vote 13 -		-	-	-	-	-	-	-	-	-
Vote 14 -		-	-	-	-	-	-	-	-	-
Vote 15 -		-	-	-	-	-	-	-	-	-
Total Expenditure by Vote	2	416 775	457 863	518 905	591 416	635 640	635 640	723 542	710 591	746 802
Surplus/(Deficit) for the year	2	28 893	28 276	57 769	15 662	10 280	10 280	6 435	13 045	28 485

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

Vote Description	Ref	2021/22	2022/23	2023/24	Current Year 2024/25			2025/26 Medium Term Revenue & Expenditure Framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2025/26	Budget Year +1 2026/27	Budget Year +2 2027/28
Vote 10 -		-	-	-	-	-	-	-	-	-
Vote 11 -		-	-	-	-	-	-	-	-	-
Vote 12 -		-	-	-	-	-	-	-	-	-
Vote 13 -		-	-	-	-	-	-	-	-	-
Vote 14 -		-	-	-	-	-	-	-	-	-
Vote 15 -		-	-	-	-	-	-	-	-	-
Total Revenue by Vote	2	445 667	486 140	576 674	607 078	645 921	645 921	729 977	723 636	775 288

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

Vote Description	Ref	2021/22	2022/23	2023/24	Current Year 2024/25			2025/26 Medium Term Revenue & Expenditure Framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2025/26	Budget Year +1 2026/27	Budget Year +2 2027/28
R thousand										
Vote 10 -		-	-	-	-	-	-	-	-	-
Vote 11 -		-	-	-	-	-	-	-	-	-
Vote 12 -		-	-	-	-	-	-	-	-	-
Vote 13 -		-	-	-	-	-	-	-	-	-
Vote 14 -		-	-	-	-	-	-	-	-	-
Vote 15 -		-	-	-	-	-	-	-	-	-
Total Expenditure by Vote	2	416 775	457 863	518 905	591 416	635 640	635 640	723 542	710 591	746 802
Surplus/(Deficit) for the year	2	28 893	28 276	57 769	15 662	10 280	10 280	6 435	13 045	28 485

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

Description	Ref	2021/22	2022/23	2023/24	Current Year 2024/25				2025/26 Medium Term Revenue & Expenditure Framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Pre-audit outcome	Budget Year 2025/26	Budget Year +1 2026/27	Budget Year +2 2027/28
R thousand	1										
Revenue											
Exchange Revenue											
Service charges - Electricity	2	144 645	135 158	146 619	155 913	181 089	181 089	183 175	218 284	240 753	255 547
Service charges - Water	2	36 020	40 006	44 529	45 105	48 700	48 700	51 713	50 177	54 183	57 842
Service charges - Waste Water Management	2	15 866	17 801	17 211	18 559	18 620	18 620	23 306	19 762	21 468	23 320
Service charges - Waste Management	2	26 650	33 027	36 960	45 962	44 997	44 997	54 609	47 323	52 219	57 681
Sale of Goods and Rendering of Services		9 677	9 582	9 785	10 280	9 467	9 467	9 467	10 020	10 471	10 997
Agency services		4 676	4 871	4 810	5 253	4 933	4 933	4 933	5 180	5 413	5 684
Interest											
Interest earned from Receivables		-	-	6 202	6 532	6 995	6 995	6 995	7 382	7 713	8 100
Interest earned from Current and Non Current Assets		7 447	12 455	18 498	19 873	22 035	22 035	22 035	24 450	27 143	30 159
Dividends											
Rent on Land		138	-	-	-	-	-	-	-	-	-
Rental from Fixed Assets		1 368	1 380	1 456	1 850	1 875	1 875	1 875	1 986	2 075	2 179
Licence and permits		85	79	10	30	21	21	21	21	21	23
Special rating levies											
Operational Revenue		627	1 271	1 538	1 375	1 854	1 854	1 854	1 715	1 792	1 881
Non-Exchange Revenue											
Property rates	2	84 411	95 278	107 400	118 480	117 892	117 892	117 892	128 303	138 367	149 122
Surcharges and Taxes											
Fines, penalties and forfeits		18 737	24 030	24 776	24 947	22 124	22 124	22 124	22 812	23 521	24 200
Licences or permits		-	8	6	10	10	10	10	10	10	11
Transfer and subsidies - Operational		68 725	75 423	83 094	110 357	114 093	114 093	114 093	150 637	101 247	105 615
Interest		5 166	7 077	3 312	3 733	4 074	4 074	4 074	4 298	4 492	4 717
Fuel Levy											
Operational Revenue		-	-	10 912	11 101	11 371	11 371	11 371	11 626	12 074	12 542
Gains on disposal of Assets		-	-	612	1 069	1 069	1 069	1 069	-	-	-
Other Gains		1 392	5 894	6 058	2 926	2 926	2 926	2 926	3 064	3 202	3 202
Discontinued Operations											
Total Revenue (excluding capital transfers and contrib		425 629	463 342	523 788	583 355	614 145	614 145	633 542	707 050	706 164	752 822
Expenditure											
Employee related costs	2	146 035	153 510	167 042	195 469	193 142	193 142	193 142	213 764	229 392	243 477
Remuneration of councillors		6 801	6 791	7 328	7 618	7 755	7 755	7 755	7 923	8 536	9 061
Bulk purchases - electricity	2	118 995	118 609	144 988	145 913	172 693	172 693	172 693	194 347	204 764	217 439
Inventory consumed	8	-	-	-	25 731	27 678	27 678	27 678	29 158	30 461	31 219
Debt impairment	3	13 606	31 488	42 265	32 363	43 467	43 467	43 467	45 554	48 235	51 081
Depreciation and amortisation		27 625	30 870	25 326	30 174	26 723	26 723	26 723	29 637	31 265	32 470
Interest		17 971	21 857	27 109	32 206	28 196	28 196	28 196	30 875	33 573	35 349
Contracted services		32 895	33 617	38 163	63 208	76 505	76 505	76 505	107 326	57 178	57 918
Transfers and subsidies		6 736	8 389	10 169	8 841	9 526	9 526	9 526	9 107	9 516	9 754
Irrecoverable debts written off											
Operational costs		30 995	37 531	38 586	46 963	47 024	47 024	47 024	52 782	54 464	55 827
Losses on disposal of Assets		(246)	(2 473)	(501)	-	-	-	-	-	-	-
Other Losses		-	-	-	2 931	2 931	2 931	2 931	3 069	3 207	3 207
Total Expenditure		401 412	440 190	500 476	591 416	635 640	635 640	635 640	723 542	710 591	746 802
Surplus/(Deficit)		24 217	23 152	23 312	(8 062)	(21 495)	(21 495)	(2 098)	(16 492)	(4 428)	6 020
Transfers and subsidies - capital (monetary)	6	20 038	20 548	52 885	23 723	31 775	31 775	31 775	22 927	17 472	22 466
Transfers and subsidies - capital (in-kind)	6	-	2 250	-	-	-	-	-	-	-	-
Surplus/(Deficit) after capital transfers & contributions		44 255	45 950	76 198	15 662	10 280	10 280	29 677	6 435	13 045	28 485
Income Tax											
Surplus/(Deficit) after income tax		44 255	45 950	76 198	15 662	10 280	10 280	29 677	6 435	13 045	28 485
Share of Surplus/Deficit attributable to Joint Venture											
Share of Surplus/Deficit attributable to Minorities											
Surplus/(Deficit) attributable to municipality		44 255	45 950	76 198	15 662	10 280	10 280	29 677	6 435	13 045	28 485
Share of Surplus/Deficit attributable to Associate	7										
Intercompany/Parent subsidiary transactions											
Surplus/(Deficit) for the year	1	44 255	45 950	76 198	15 662	10 280	10 280	29 677	6 435	13 045	28 485

Vote Description	Ref	2021/22	2022/23	2023/24	Current Year 2024/25				2025/26 Medium Term Revenue & Expenditure Framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Pre-audit outcome	Budget Year 2025/26	Budget Year +1 2026/27	Budget Year +2 2027/28
R thousand	1										
Capital expenditure - Vote											
Multi-year expenditure to be appropriated	2										
Vote 1 - Vote 1 - Municipal Manager		46	382	2 848	1 275	2 622	2 622	2 622	-	-	-
Vote 2 - Vote 2 - Finance		475	303	498	700	1 100	1 100	1 100	1 170	1 220	720
Vote 3 - Vote 3 - Corporate Services		2 301	1 588	1 451	1 010	1 155	1 155	1 155	2 410	720	740
Vote 4 - Vote 4 - Technical Services		15 572	6 179	16 434	37 795	41 382	41 382	41 382	23 717	38 602	43 320
Vote 5 - Vote 5 - Technical Services (Continued)		5 397	20 931	32 629	27 061	31 347	31 347	31 347	34 295	30 318	16 191
Vote 6 - Vote 6 - Community Services		2 808	(3 023)	6 541	2 300	3 507	3 507	3 507	975	1 447	432
Vote 7 - Vote 7 - Community Services (Continued)		2 305	1 596	1 404	3 935	1 768	1 768	1 768	7 200	1 436	530
Vote 8 -		-	-	-	-	-	-	-	-	-	-
Vote 9 -		-	-	-	-	-	-	-	-	-	-
Vote 10 -		-	-	-	-	-	-	-	-	-	-
Vote 11 -		-	-	-	-	-	-	-	-	-	-
Vote 12 -		-	-	-	-	-	-	-	-	-	-
Vote 13 -		-	-	-	-	-	-	-	-	-	-
Vote 14 -		-	-	-	-	-	-	-	-	-	-
Vote 15 -		-	-	-	-	-	-	-	-	-	-
Capital multi-year expenditure sub-total	7	28 905	27 955	61 804	74 076	82 880	82 880	82 880	69 767	73 743	61 932
Single-year expenditure to be appropriated	2										
Vote 1 - Vote 1 - Municipal Manager		-	295	-	158	-	-	-	-	-	-
Vote 2 - Vote 2 - Finance		1 732	47	-	-	-	-	-	-	-	-
Vote 3 - Vote 3 - Corporate Services		294	(399)	620	-	-	-	-	1 000	-	-
Vote 4 - Vote 4 - Technical Services		7 403	1 889	35 275	1 200	-	-	-	-	1 750	5 148
Vote 5 - Vote 5 - Technical Services (Continued)		8 954	(18 028)	5 363	-	-	-	-	19 855	3 585	21 877
Vote 6 - Vote 6 - Community Services		2 481	(10 753)	2 403	160	-	-	-	1 540	190	-
Vote 7 - Vote 7 - Community Services (Continued)		432	(1 006)	74	-	-	-	-	-	500	-
Vote 8 -		-	-	-	-	-	-	-	-	-	-
Vote 9 -		-	-	-	-	-	-	-	-	-	-
Vote 10 -		-	-	-	-	-	-	-	-	-	-
Vote 11 -		-	-	-	-	-	-	-	-	-	-
Vote 12 -		-	-	-	-	-	-	-	-	-	-
Vote 13 -		-	-	-	-	-	-	-	-	-	-
Vote 14 -		-	-	-	-	-	-	-	-	-	-
Vote 15 -		-	-	-	-	-	-	-	-	-	-
Capital single-year expenditure sub-total		21 296	(27 955)	43 735	1 518	-	-	-	22 395	6 025	27 025
Total Capital Expenditure - Vote		50 201	-	105 539	75 594	82 880	82 880	82 880	92 163	79 768	88 957
Capital Expenditure - Functional											
Governance and administration		4 987	(68 808)	7 330	3 310	6 539	6 539	6 539	9 140	7 787	3 520
Executive and council		46	153	21	45	43	43	43	-	-	-
Finance and administration		4 941	(68 961)	7 309	3 265	6 496	6 496	6 496	9 140	7 787	3 520
Internal audit		-	-	-	-	-	-	-	-	-	-
Community and public safety		8 026	8 502	9 928	6 395	5 275	5 275	5 275	9 715	3 573	962
Community and social services		2 420	2 586	2 084	785	1 109	1 109	1 109	1 367	321	75
Sport and recreation		4 959	4 306	2 684	4 740	2 393	2 393	2 393	7 869	2 842	877
Public safety		648	964	2 236	870	1 130	1 130	1 130	480	410	10
Housing		-	645	2 924	-	643	643	643	-	-	-
Health		-	-	-	-	-	-	-	-	-	-
Economic and environmental services		17 068	17 724	45 172	13 158	12 343	12 343	12 343	7 750	16 550	26 850
Planning and development		118	4 338	40 404	4 403	3 194	3 194	3 194	-	12 000	12 000
Road transport		16 950	13 386	4 768	8 755	9 150	9 150	9 150	7 750	4 550	14 850
Environmental protection		-	-	-	-	-	-	-	-	-	-
Trading services		20 119	42 582	43 108	52 731	58 723	58 723	58 723	65 557	51 858	57 626
Energy sources		4 733	8 698	7 544	25 545	30 247	30 247	30 247	14 907	21 092	20 057
Water management		4 141	22 891	19 723	12 818	12 835	12 835	12 835	34 071	22 556	20 121
Waste water management		10 210	4 944	14 839	12 703	14 356	14 356	14 356	15 580	6 560	15 947
Waste management		1 035	6 050	1 001	1 665	1 285	1 285	1 285	1 000	1 650	1 500
Other											
Total Capital Expenditure - Functional	3	50 201	0	105 539	75 594	82 880	82 880	82 880	92 163	79 768	88 957
Funded by:											
National Government		17 731	16 611	17 929	22 693	24 839	24 839	24 839	22 927	17 472	22 466
Provincial Government		480	3 404	34 724	1 030	6 786	6 786	6 786	-	-	-
District Municipality		-	230	2 172	-	50	50	50	-	-	-
Transfers and subsidies - capital (monetary allocations) (Nat / Prov Departm Agencies, Households, Non-profit Institutions, Private Enterprises, Public Corporations, Higher Educ Institutions)		234	2 783	122	-	100	100	100	-	-	-
Transfers recognised - capital	4	18 445	23 027	54 948	23 723	31 775	31 775	31 775	22 927	17 472	22 466
Borrowing	6	15 757	33 075	32 521	23 775	24 861	24 861	24 861	28 300	36 692	34 590
Internally generated funds		15 999	(56 103)	18 070	28 096	26 244	26 244	26 244	40 935	25 603	31 902
Total Capital Funding	7	50 201	0	105 539	75 594	82 880	82 880	82 880	92 163	79 768	88 957

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

Vote Description	Ref	2021/22	2022/23	2023/24	Current Year 2024/25				2025/26 Medium Term Revenue & Expenditure Framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Pre-audit outcome	Budget Year 2025/26	Budget Year +1 2026/27	Budget Year +2 2027/28
R thousand	1										
Vote 13 -		-	-	-	-	-	-	-	-	-	-
Vote 14 -		-	-	-	-	-	-	-	-	-	-
Vote 15 -		-	-	-	-	-	-	-	-	-	-
Capital multi-year expenditure sub-total		28 905	27 955	61 804	74 076	82 880	82 880	82 880	69 767	73 743	61 932

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

Vote Description	Ref	2021/22	2022/23	2023/24	Current Year 2024/25				2025/26 Medium Term Revenue & Expenditure Framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Pre-audit outcome	Budget Year 2025/26	Budget Year +1 2026/27	Budget Year +2 2027/28
R thousand	1										
Vote 13 -		-	-	-	-	-	-	-	-	-	-
Vote 14 -		-	-	-	-	-	-	-	-	-	-
Vote 15 -		-	-	-	-	-	-	-	-	-	-
Capital single-year expenditure sub-total		21 296	(27 955)	43 735	1 518	-	-	-	22 395	6 025	27 025
Total Capital Expenditure		50 201	-	105 539	75 594	82 880	82 880	82 880	92 163	79 768	88 957

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

Vote Description	Ref	Multi-year appropriation for Budget Year 2025/26 in the 2024/25 Annual Budget				Multi-year appropriation for 2026/27 in the 2024/25 Annual Budget				New multi-year appropriations (funds for new and existing projects)		
		Appropriation for 2025/26	Adjustments in 2024/25	Downward adjustments for 2025/26	Appropriation carried forward	Appropriation for 2025/26	Adjustments in 2024/25	Downward adjustments for 2025/26	Appropriation carried forward	Budget Year 2025/26	Budget Year +1 2026/27	Budget Year +2 2027/28
R thousand	1											
Vote 13 -		-	-	-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-	-	-
Vote 14 -		-	-	-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-	-	-
Vote 15 -		-	-	-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-	-	-
Capital multi-year expenditure sub-total		-	-	-	-	-	-	-	-	69 767	73 743	61 932

WC013 Bergrivier - Table A6 Budgeted Financial Position

Description	Ref	2021/22	2022/23	2023/24	Current Year 2024/25				2025/26 Medium Term Revenue & Expenditure Framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Pre-audit outcome	Budget Year 2025/26	Budget Year +1 2026/27	Budget Year +2 2027/28
R thousand											
ASSETS											
Current assets											
Cash and cash equivalents		145 608	174 772	194 436	151 226	181 846	181 846	181 846	151 181	149 032	153 036
Trade and other receivables from exchange transactions	1	51 799	49 765	39 697	70 844	52 420	52 420	52 420	71 698	84 299	97 745
Receivables from non-exchange transactions	1	27 740	32 864	45 375	23 050	32 577	32 577	32 577	96 388	90 493	84 304
Current portion of non-current receivables		2 637	–	–	–	–	–	–	–	–	–
Inventory	2	955	1 069	1 742	1 059	1 737	1 737	1 737	1 732	1 727	1 722
VAT		3 555	4 674	6 045	4 674	6 045	6 045	6 045	6 045	6 045	6 045
Other current assets		172	384	375	384	375	375	375	375	375	375
Total current assets		232 466	263 528	287 668	251 236	274 999	274 999	274 999	327 418	331 970	343 226
Non current assets											
Investments		–	–	–	–	–	–	–	–	–	–
Investment property		14 688	17 950	17 898	21 637	18 489	18 489	18 489	18 435	18 381	18 327
Property, plant and equipment	3	483 301	527 877	592 238	657 228	648 397	648 397	648 397	642 086	691 130	748 057
Biological assets											
Living and non-living resources											
Heritage assets		454	454	454	454	454	454	454	454	454	454
Intangible assets		3 113	2 806	2 941	2 109	2 349	2 349	2 349	1 767	1 280	894
Trade and other receivables from exchange transactions		13 709	11 951	11 662	4 511	4 223	4 223	4 223	(3 217)	(3 217)	(3 217)
Non-current receivables from non-exchange transactions		–	–	–	–	–	–	–	–	–	–
Other non-current assets											
Total non current assets		515 265	561 037	625 193	685 939	673 911	673 911	673 911	659 525	708 027	764 515
TOTAL ASSETS		747 731	824 566	912 861	937 175	948 910	948 910	948 910	986 942	1 039 997	1 107 741
LIABILITIES											
Current liabilities											
Bank overdraft											
Financial liabilities		(1 338)	11 964	14 507	11 964	14 507	14 507	14 507	14 507	14 507	14 507
Consumer deposits		5 275	5 652	5 959	6 550	6 462	6 462	6 462	6 966	7 470	7 974
Trade and other payables from exchange transactions	4	33 003	39 169	53 744	39 169	53 744	53 744	53 744	53 744	53 744	53 744
Trade and other payables from non-exchange transactions	5	4 567	3 417	4 102	(807)	4 102	4 102	4 102	4 102	4 102	4 102
Provision		13 219	16 846	25 205	16 846	25 205	25 205	25 205	25 205	25 205	25 205
VAT		4 185	4 324	5 329	4 324	5 329	5 329	5 329	5 329	5 329	5 329
Other current liabilities											
Total current liabilities		58 910	81 373	108 846	78 048	109 349	109 349	109 349	109 853	110 357	110 861
Non current liabilities											
Financial liabilities	6	76 830	93 557	108 955	126 231	119 382	119 382	119 382	134 218	155 984	175 837
Provision	7	108 299	121 693	111 614	134 849	121 826	121 826	121 826	132 909	145 018	158 149
Long term portion of trade payables		–	–	–	–	–	–	–	–	–	–
Other non-current liabilities		36 446	33 759	36 932	53 480	41 558	41 558	41 558	46 732	52 363	58 135
Total non current liabilities		221 575	249 010	257 501	314 560	282 766	282 766	282 766	313 859	353 366	392 121
TOTAL LIABILITIES		280 485	330 382	366 347	392 607	392 116	392 116	392 116	423 712	463 723	502 981
NET ASSETS		467 246	494 183	546 514	544 568	556 795	556 795	556 795	563 230	576 274	604 760
COMMUNITY WEALTH/EQUITY											
Accumulated surplus/(deficit)	8	431 877	451 605	492 356	501 989	502 636	502 636	502 636	509 071	522 116	550 601
Reserves and funds	9	35 368	42 579	54 159	42 579	54 159	54 159	54 159	54 159	54 159	54 159
Other											
TOTAL COMMUNITY WEALTH/EQUITY	10	467 246	494 183	546 514	544 568	556 795	556 795	556 795	563 230	576 274	604 760

WC013 Bergrivier - Table A7 Budgeted Cash Flows

Description	Ref	2021/22	2022/23	2023/24	Current Year 2024/25				2025/26 Medium Term Revenue & Expenditure Framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Pre-audit outcome	Budget Year 2025/26	Budget Year +1 2026/27	Budget Year +2 2027/28
R thousand											
CASH FLOW FROM OPERATING ACTIVITIES											
Receipts											
Property rates		76 257	86 932	97 489	119 292	118 684	118 684	118 684	122 291	131 871	142 109
Service charges		244 509	311 059	269 644	263 953	291 573	291 573	291 573	327 053	358 736	383 046
Other revenue		17 810	53 226	47 745	23 848	22 682	22 682	22 682	23 608	24 619	25 725
Transfers and Subsidies - Operational	1	43 599	59 473	68 146	110 277	114 013	114 013	114 013	149 293	100 858	104 557
Transfers and Subsidies - Capital	1	16 134	21 437	17 363	23 803	31 856	31 856	31 856	24 271	17 861	23 524
Interest		-	-	-	19 838	22 000	22 000	22 000	28 616	31 494	34 725
Dividends		-	-	-	-	-	-	-	-	-	-
Payments											
Suppliers and employees		88 091	102 013	142 951	(484 902)	(524 797)	(524 797)	(524 797)	(605 300)	(584 795)	(614 941)
Interest		-	-	-	(15 013)	(13 358)	(13 358)	(13 358)	(14 618)	(15 833)	(16 447)
Transfers and Subsidies	1	-	-	-	(8 716)	(9 401)	(9 401)	(9 401)	(8 982)	(18 367)	(27 987)
NET CASH FROM/(USED) OPERATING ACTIVITIES		486 399	634 140	643 337	52 380	53 252	53 252	53 252	46 232	46 443	54 312
CASH FLOWS FROM INVESTING ACTIVITIES											
Receipts											
Proceeds on disposal of PPE		-	-	703	1 069	1 069	1 069	1 069	-	-	-
Decrease (increase) in non-current receivables		-	-	-	-	-	-	-	7 439	-	-
Decrease (increase) in non-current investments		-	-	-	-	-	-	-	-	-	-
Payments											
Capital assets		(55 753)	(73 831)	(111 267)	(75 594)	(82 880)	(82 880)	(82 880)	(92 163)	(79 768)	(88 957)
NET CASH FROM/(USED) INVESTING ACTIVITIES		(55 753)	(73 831)	(110 564)	(74 525)	(81 811)	(81 811)	(81 811)	(84 723)	(79 768)	(88 957)
CASH FLOWS FROM FINANCING ACTIVITIES											
Receipts											
Short term loans		-	-	-	23 775	24 861	24 861	24 861	-	-	-
Borrowing long term/refinancing		-	-	-	-	-	-	-	28 300	36 692	34 590
Increase (decrease) in consumer deposits		-	-	-	-	-	-	-	-	-	-
Payments											
Repayment of borrowing		-	-	-	(13 464)	(14 434)	(14 434)	(14 434)	(13 464)	(14 926)	(14 737)
NET CASH FROM/(USED) FINANCING ACTIVITIES		-	-	-	10 311	10 427	10 427	10 427	14 836	21 767	19 853
NET INCREASE/ (DECREASE) IN CASH HELD		430 647	560 310	532 774	(11 835)	(18 133)	(18 133)	(18 133)	(23 655)	(11 559)	(14 793)
Cash/cash equivalents at the year begin:	2	143 641	174 772	194 436	157 888	194 436	194 436	194 436	181 846	158 191	146 633
Cash/cash equivalents at the year end:	2	574 287	735 082	727 210	146 054	176 303	176 303	176 303	158 191	146 633	131 840

WC013 Bergrivier - Table A9 Asset Management

Description	Ref	2021/22	2022/23	2023/24	Current Year 2024/25			2025/26 Medium Term Revenue & Expenditure Framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2025/26	Budget Year +1 2026/27	Budget Year +2 2027/28
R thousand										
Total Upgrading of Existing Assets	6	(0)	0	0	32 457	36 957	36 957	33 707	24 063	34 037
<i>Roads Infrastructure</i>		(0)	0	0	7 200	7 712	7 712	7 650	3 850	5 750
<i>Storm water Infrastructure</i>		-	-	-	-	-	-	-	-	-
<i>Electrical Infrastructure</i>		-	-	0	11 659	16 545	16 545	12 807	15 692	13 410
<i>Water Supply Infrastructure</i>		-	-	-	11 398	11 065	11 065	3 750	3 485	650
<i>Sanitation Infrastructure</i>		-	-	-	500	500	500	9 000	-	13 877
<i>Solid Waste Infrastructure</i>		-	-	-	-	-	-	500	-	-
<i>Rail Infrastructure</i>		-	-	-	-	-	-	-	-	-
<i>Coastal Infrastructure</i>		-	-	-	-	-	-	-	-	-
<i>Information and Communication Infrastructure</i>		-	-	-	-	-	-	-	-	-
Infrastructure		(0)	0	0	30 757	35 821	35 821	33 707	23 027	33 687
Community Facilities		-	-	-	-	-	-	-	-	-
Sport and Recreation Facilities		(0)	0	-	1 700	1 135	1 135	-	1 036	350
Community Assets		(0)	0	-	1 700	1 135	1 135	-	1 036	350
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		-	-	-	-	-	-	-	-	-
Transport Assets		-	-	-	-	-	-	-	-	-
Land		-	-	-	-	-	-	-	-	-
Zoo's, Marine and Non-biological Animals		-	-	-	-	-	-	-	-	-
Mature		-	-	-	-	-	-	-	-	-
Immature		-	-	-	-	-	-	-	-	-
Living Resources		-	-	-	-	-	-	-	-	-
Total Capital Expenditure	4	(0)	0	(0)	75 594	82 880	82 880	92 163	79 768	88 957
<i>Roads Infrastructure</i>		(0)	0	-	8 600	9 112	9 112	7 750	4 550	14 850
<i>Storm water Infrastructure</i>		(0)	-	(0)	870	1 775	1 775	400	-	-
<i>Electrical Infrastructure</i>		(0)	-	0	16 279	20 977	20 977	14 907	20 492	19 257
<i>Water Supply Infrastructure</i>		(0)	-	-	12 798	12 815	12 815	34 071	22 556	20 121
<i>Sanitation Infrastructure</i>		(0)	-	0	11 816	12 566	12 566	15 180	5 060	15 947
<i>Solid Waste Infrastructure</i>		-	-	-	1 050	1 170	1 170	1 000	1 650	1 500
<i>Rail Infrastructure</i>		-	-	-	-	-	-	-	-	-
<i>Coastal Infrastructure</i>		-	-	-	-	-	-	-	-	-
<i>Information and Communication Infrastructure</i>		-	-	-	-	-	-	-	-	-
Infrastructure		(0)	0	0	51 412	58 414	58 414	73 307	54 308	71 676
Community Facilities		(0)	-	-	2 340	3 707	3 707	1 330	520	-
Sport and Recreation Facilities		(0)	0	-	4 470	1 709	1 709	7 200	1 936	530
Community Assets		(0)	0	-	6 810	5 416	5 416	8 530	2 456	530
Heritage Assets		-	-	-	-	-	-	-	-	-
Revenue Generating		-	-	-	-	-	-	-	-	-
Non-revenue Generating		-	-	-	-	643	643	-	-	-
Investment properties		-	-	-	-	643	643	-	-	-
Operational Buildings		96	-	(0)	3 150	1 820	1 820	650	13 940	12 000
Housing		-	-	-	-	-	-	-	-	-
Other Assets		96	-	(0)	3 150	1 820	1 820	650	13 940	12 000
Biological or Cultivated Assets		-	-	-	-	-	-	-	-	-
Servitudes		-	-	-	-	-	-	-	-	-
Licences and Rights		-	-	-	-	-	-	-	-	-
Intangible Assets		-	-	-	-	-	-	-	-	-
Computer Equipment		71	-	(0)	990	1 139	1 139	3 410	720	740
Furniture and Office Equipment		(167)	-	(0)	606	543	543	527	581	735
Machinery and Equipment		(0)	-	0	10 966	10 749	10 749	1 139	1 476	1 277
Transport Assets		(0)	0	(0)	1 660	4 156	4 156	4 600	6 287	2 000
Land		-	-	-	-	-	-	-	-	-
Zoo's, Marine and Non-biological Animals		-	-	-	-	-	-	-	-	-
Mature		-	-	-	-	-	-	-	-	-
Immature		-	-	-	-	-	-	-	-	-
Living Resources		-	-	-	-	-	-	-	-	-
TOTAL CAPITAL EXPENDITURE - Asset class		(0)	0	(0)	75 594	82 880	82 880	92 163	79 768	88 957

WC013 Bergrivier - Table A9 Asset Management

Description	Ref	2021/22	2022/23	2023/24	Current Year 2024/25			2025/26 Medium Term Revenue & Expenditure Framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2025/26	Budget Year +1 2026/27	Budget Year +2 2027/28
R thousand										
ASSET REGISTER SUMMARY - PPE (WDV)	5	472 372	503 983	538 608	634 906	593 516	593 516	586 368	634 211	690 518
<i>Roads Infrastructure</i>		65 245	70 992	73 402	106 338	76 966	76 966	79 111	77 411	86 264
<i>Storm water Infrastructure</i>		13 558	22 172	21 740	25 367	22 711	22 711	22 262	21 408	20 554
<i>Electrical Infrastructure</i>		47 193	45 797	48 468	60 474	66 779	66 779	78 526	95 448	110 678
<i>Water Supply Infrastructure</i>		67 356	76 916	106 488	102 578	114 735	114 735	144 227	161 714	176 540
<i>Sanitation Infrastructure</i>		74 126	74 948	79 328	90 829	88 009	88 009	98 739	99 222	110 430
<i>Solid Waste Infrastructure</i>		34 888	29 610	11 501	23 852	12 029	12 029	12 347	13 318	14 140
<i>Rail Infrastructure</i>										
<i>Coastal Infrastructure</i>										
<i>Information and Communication Infrastructure</i>										
Infrastructure		302 367	320 435	340 927	409 437	381 228	381 228	435 211	468 521	518 605
Community Assets		44 405	48 450	58 391	66 651	61 387	61 387	68 817	70 164	69 585
Heritage Assets		454	454	454	454	454	454	454	454	454
Investment properties		14 688	17 950	17 898	21 637	18 489	18 489	18 435	18 381	18 327
Other Assets		73 501	71 803	73 494	66 837	69 473	69 473	(1 784)	9 595	18 993
Biological or Cultivated Assets										
Intangible Assets		3 113	2 806	2 941	2 109	2 349	2 349	1 767	1 280	894
Computer Equipment		3 768	4 755	4 819	7 187	5 959	5 959	8 439	8 121	7 796
Furniture and Office Equipment		5 255	5 648	6 094	5 528	5 682	5 682	5 321	5 036	4 938
Machinery and Equipment		6 432	5 983	6 127	23 047	16 876	16 876	16 631	16 685	16 504
Transport Assets		18 391	25 701	27 464	32 020	31 620	31 620	33 078	35 975	34 423
Land										
Zoo's, Marine and Non-biological Animals										
Living Resources										
TOTAL ASSET REGISTER SUMMARY - PPE (WDV)	5	472 372	503 983	538 608	634 906	593 516	593 516	586 368	634 211	690 518
EXPENDITURE OTHER ITEMS		53 385	57 548	52 448	67 832	66 075	66 075	73 169	77 600	80 699
Depreciation	7	27 625	30 870	25 326	30 174	26 723	26 723	29 637	31 265	32 470
Repairs and Maintenance by Asset Class	3	25 760	26 678	27 122	37 658	39 352	39 352	43 532	46 335	48 229
<i>Roads Infrastructure</i>		852	830	990	1 870	2 700	2 700	1 960	2 049	2 096
<i>Storm water Infrastructure</i>		193	310	235	705	757	757	752	799	831
<i>Electrical Infrastructure</i>		1 948	2 489	2 750	3 669	4 004	4 004	4 137	4 374	4 541
<i>Water Supply Infrastructure</i>		624	847	797	1 750	1 750	1 750	1 831	1 914	1 962
<i>Sanitation Infrastructure</i>		672	561	356	1 554	1 554	1 554	1 624	1 696	1 738
<i>Solid Waste Infrastructure</i>		-	-	-	18	8	8	19	20	21
<i>Rail Infrastructure</i>		-	-	-	-	-	-	-	-	-
<i>Coastal Infrastructure</i>		-	-	-	-	-	-	-	-	-
<i>Information and Communication Infrastructure</i>		-	-	-	-	-	-	-	-	-
Infrastructure		4 288	5 037	5 127	9 566	10 773	10 773	10 323	10 852	11 188
Community Facilities		7 826	7 384	9 444	11 475	11 678	11 678	13 627	14 763	15 571
Sport and Recreation Facilities		2 990	3 008	2 560	4 268	3 665	3 665	4 122	4 466	4 683
Community Assets		10 816	10 391	12 004	15 743	15 343	15 343	17 749	19 229	20 254
Heritage Assets		-	-	-	-	-	-	-	-	-
Revenue Generating		-	-	-	-	-	-	-	-	-
Non-revenue Generating		-	-	-	-	-	-	-	-	-
Investment properties		-	-	-	-	-	-	-	-	-
Operational Buildings		5 612	5 893	4 870	7 196	7 027	7 027	7 756	8 207	8 538
Housing		38	87	143	54	54	54	100	105	108
Other Assets		5 649	5 981	5 013	7 250	7 081	7 081	7 856	8 312	8 646
Biological or Cultivated Assets		-	-	-	-	-	-	-	-	-
Servitudes		-	-	-	-	-	-	-	-	-
Licences and Rights		-	-	-	-	-	-	-	-	-
Intangible Assets		-	-	-	-	-	-	-	-	-
Computer Equipment		318	1 100	259	295	693	693	1 644	1 717	1 760
Furniture and Office Equipment		85	24	1	33	36	36	33	33	34
Machinery and Equipment		1 355	1 073	1 768	1 347	1 707	1 707	1 976	2 065	2 117
Transport Assets		3 247	3 073	2 950	3 424	3 720	3 720	3 951	4 127	4 230
Land		-	-	-	-	-	-	-	-	-
Zoo's, Marine and Non-biological Animals		-	-	-	-	-	-	-	-	-
Mature		-	-	-	-	-	-	-	-	-
Immature		-	-	-	-	-	-	-	-	-
Living Resources		-	-	-	-	-	-	-	-	-
TOTAL EXPENDITURE OTHER ITEMS		53 385	57 548	52 448	67 832	66 075	66 075	73 169	77 600	80 699
<i>Renewal and upgrading of Existing Assets as % of total capex</i>		258586.5%	66.7%	-50.0%	56.9%	55.7%	55.7%	58.1%	62.5%	55.1%
<i>Renewal and upgrading of Existing Assets as % of deprecn</i>		-0.3%	0.0%	0.0%	142.6%	172.9%	172.9%	180.5%	159.5%	151.0%
<i>R&M as a % of PPE & Investment Property</i>		5.5%	5.3%	5.1%	6.0%	6.7%	6.7%	7.5%	7.3%	7.0%
<i>Renewal and upgrading and R&M as a % of PPE and Investment Property</i>		5.5%	5.3%	5.1%	12.8%	14.5%	14.5%	16.6%	15.2%	14.1%

WC013 Bergrivier - Table A10 Basic service delivery measurement

Description	Ref	2021/22	2022/23	2023/24	Current Year 2024/25			2025/26 Medium Term Revenue & Expenditure Framework		
		Outcome	Outcome	Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2025/26	Budget Year +1 2026/27	Budget Year +2 2027/28
Household service targets	1									
Water:										
Piped water inside dwelling		9 515	9 611	9 661	9 861	-	-	10 403	10 611	10 824
Piped water inside yard (but not in dwelling)		-	-	-	-	-	-	-	-	-
Using public tap (at least min.service level)	2	-	-	-	-	-	-	-	-	-
Other water supply (at least min.service level)	4	-	-	-	-	-	-	-	-	-
<i>Minimum Service Level and Above sub-total</i>		9 515	9 611	9 661	9 861	-	-	10 403	10 611	10 824
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	9 515	9 611	9 661	9 861	-	-	10 403	10 611	10 824
Sanitation/sewerage:										
Flush toilet (connected to sewerage)		7 753	7 908	8 140	8 476	-	-	8 476	8 730	8 992
Flush toilet (with septic tank)		2 100	2 100	2 100	2 100	-	-	2 100	2 100	2 100
Chemical toilet		-	-	-	-	-	-	-	-	-
Pit toilet (ventilated)		-	-	-	-	-	-	-	-	-
Other toilet provisions (> min.service level)		-	-	-	-	-	-	-	-	-
<i>Minimum Service Level and Above sub-total</i>		9 853	10 008	10 240	10 576	-	-	10 576	10 830	11 092
Bucket toilet		-	-	-	-	-	-	-	-	-
Other toilet provisions (< min.service level)		-	-	-	-	-	-	-	-	-
No toilet provisions		-	-	-	-	-	-	-	-	-
<i>Below Minimum Service Level sub-total</i>		-	-	-	-	-	-	-	-	-
Total number of households	5	9 853	10 008	10 240	10 576	-	-	10 576	10 830	11 092
Energy:										
Electricity (at least min.service level)		10 665	10 765	10 885	10 885	-	-	10 955	11 055	11 155
Electricity - prepaid (min.service level)		-	-	-	-	-	-	-	-	-
<i>Minimum Service Level and Above sub-total</i>		10 665	10 765	10 885	10 885	-	-	10 955	11 055	11 155
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	10 665	10 765	10 885	10 885	-	-	10 955	11 055	11 155
Refuse:										
Removed at least once a week		10 163	10 366	10 747	10 800	-	-	11 286	11 737	12 206
<i>Minimum Service Level and Above sub-total</i>		10 163	10 366	10 747	10 800	-	-	11 286	11 737	12 206
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	10 163	10 366	10 747	10 800	-	-	11 286	11 737	12 206
Households receiving Free Basic Service	7									
Water (6 kilolitres per household per month)		-	-	-	-	-	-	-	-	-
Sanitation (free minimum level service)		-	-	-	-	-	-	-	-	-
Electricity/other energy (50kwh per household per month)		-	-	-	-	-	-	-	-	-
Refuse (removed at least once a week)		-	-	-	-	-	-	-	-	-
Informal Settlements		-	-	-	-	-	-	-	-	-
Cost of Free Basic Services provided - Formal Settlements (R'000)										
Water (6 kilolitres per indigent household per month)		-	-	2 507	2 914	3 013	3 013	3 629	3 961	4 325
Sanitation (free sanitation service to indigent households)		-	-	3 904	4 192	4 686	4 686	5 127	5 596	6 105
Electricity/other energy (50kwh per indigent household per month)		-	-	1 821	2 040	2 086	2 086	2 622	2 981	3 262
Refuse (removed once a week for indigent households)		-	-	7 571	9 114	9 612	9 612	10 962	11 971	13 082
Cost of Free Basic Services provided - Informal Formal Settlements (R'000)										
Total cost of FBS provided	8	-	-	15 804	18 260	19 397	19 397	22 340	24 509	26 774
Highest level of free service provided per household										
Property rates (R value threshold)										
Water (kilolitres per household per month)										
Sanitation (kilolitres per household per month)										
Sanitation (Rand per household per month)										
Electricity (kwh per household per month)										
Refuse (average litres per week)										
Revenue cost of subsidised services provided (R'000)	9									
Property rates (tariff adjustment) (impermissible values per section 17 of MPRA)										
Property rates exemptions, reductions and rebates and impermissible values in excess of section 17 of MPRA		4 540	4 005	2 721	6 194	3 209	3 209	4 998	5 562	6 189
Water (in excess of 6 kilolitres per indigent household per month)		2 211	2 391	-	-	-	-	-	-	-
Sanitation (in excess of free sanitation service to indigent households)		3 574	3 890	-	-	-	-	-	-	-
Electricity/other energy (in excess of 50 kwh per indigent household per month)		1 401	1 571	-	-	-	-	-	-	-
Refuse (in excess of one removal a week for indigent households)		5 261	6 495	-	-	-	-	-	-	-
Municipal Housing - rental rebates										
Housing - top structure subsidies										
Other										
Total revenue cost of subsidised services provided	6	16 986	18 353	2 721	6 194	3 209	3 209	4 998	5 562	6 189

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

Description	Ref	2021/22	2022/23	2023/24	Current Year 2024/25				2025/26 Medium Term Revenue & Expenditure Framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Pre-audit outcome	Budget Year 2025/26	Budget Year +1 2026/27	Budget Year +2 2027/28
R thousand											
REVENUE ITEMS:											
Non-exchange revenue by source											
Exchange Revenue											
Total Property Rates	6	88 950	99 283	110 122	124 674	121 101	121 101	121 101	133 301	143 929	155 311
Less Revenue foregone (exemptions, reductions and rebates and impermissible values in excess of section 17 of MPRA)		4 540	4 005	2 721	6 194	3 209	3 209	3 209	4 998	5 562	6 189
Net Property Rates		84 411	95 278	107 400	118 480	117 892	117 892	117 892	128 303	138 367	149 122
Exchange revenue service charges											
Service charges - Electricity											
Total Service charges - Electricity	6	146 046	136 729	148 440	157 953	183 175	183 175	183 175	220 906	243 734	258 809
Less Revenue foregone (in excess of 50 kWh per indigent household per month)		1 401	1 571								
Less Cost of Free Basis Services (50 kWh per indigent household per month)		-	-	1 821	2 040	2 086	2 086		2 622	2 981	3 262
Net Service charges - Electricity		144 645	135 158	146 619	155 913	181 089	181 089	183 175	218 284	240 753	255 547
Service charges - Water											
Total Service charges - Water	6	38 232	42 397	47 036	48 019	51 713	51 713	51 713	53 806	58 144	62 167
Less Revenue foregone (in excess of 6 kilolitres per indigent household per month)		2 211	2 391								
Less Cost of Free Basis Services (6 kilolitres per indigent household per month)		-	-	2 507	2 914	3 013	3 013		3 629	3 961	4 325
Net Service charges - Water		36 020	40 006	44 529	45 105	48 700	48 700	51 713	50 177	54 183	57 842
Service charges - Waste Water Management											
Total Service charges - Waste Water Management	6	19 440	21 692	21 115	22 751	23 306	23 306	23 306	24 889	27 064	29 425
Less Revenue foregone (in excess of free sanitation service to indigent households)		3 574	3 890								
Less Cost of Free Basis Services (free sanitation service to indigent households)		-	-	3 904	4 192	4 686	4 686		5 127	5 596	6 105
Net Service charges - Waste Water Management		15 866	17 801	17 211	18 559	18 620	18 620	23 306	19 762	21 468	23 320
Service charges - Waste Management											
Total refuse removal revenue	6	31 911	39 522	44 531	55 076	54 609	54 609	54 609	58 285	64 190	70 763
Total landfill revenue											
Less Revenue foregone (in excess of one removal a week to indigent households)		5 261	6 495	-	-	-	-	-	-	-	-
Less Cost of Free Basis Services (removed once a week to indigent households)		-	-	7 571	9 114	9 612	9 612		10 962	11 971	13 082
Net Service charges - Waste Management		26 650	33 027	36 960	45 962	44 997	44 997	54 609	47 323	52 219	57 681
EXPENDITURE ITEMS:											
Employee related costs											
Basic Salaries and Wages	2	94 396	96 723	105 438	127 390	124 613	124 613	124 613	139 119	148 936	158 073
Pension and UIF Contributions		17 301	19 047	20 740	25 269	24 215	24 215	24 215	28 210	30 432	32 304
Medical Aid Contributions		6 331	6 603	7 228	9 114	8 474	8 474	8 474	9 784	10 554	11 203
Overtime		6 413	7 160	8 319	6 325	8 216	8 216	8 216	6 829	7 379	7 833
Performance Bonus		7 164	7 841	8 524	9 313	8 592	8 592	8 592	10 455	11 273	11 966
Motor Vehicle Allowance		5 731	6 034	6 107	6 909	6 834	6 834	6 834	7 482	8 064	8 560
Cellphone Allowance		56	47	59	94	72	72	72	34	19	20
Housing Allowances		704	720	738	972	754	754	754	797	871	925
Other benefits and allowances		4 180	4 483	4 680	3 985	5 478	5 478	5 478	4 330	4 712	5 002
Payments in lieu of leave		238	1 255	1 690	2 211	2 211	2 211	2 211	2 386	2 579	2 738
Long service awards		581	605	615	685	615	615	615	709	799	848
Post-retirement benefit obligations	4	1 690	1 652	1 539	1 731	1 746	1 746	1 746	1 959	2 019	2 143
Entertainment											
Scarcity		405	468	376	381	414	414	414	421	454	482
Acting and post related allowance		843	874	989	1 090	909	909	909	1 249	1 301	1 381
In kind benefits											
sub-total	5	146 035	153 510	167 042	195 469	193 142	193 142	193 142	213 764	229 392	243 477
Less: Employees costs capitalised to PPE											
Total Employee related costs	1	146 035	153 510	167 042	195 469	193 142	193 142	193 142	213 764	229 392	243 477

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

Description	Ref	2021/22	2022/23	2023/24	Current Year 2024/25				2025/26 Medium Term Revenue & Expenditure Framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Pre-audit outcome	Budget Year 2025/26	Budget Year +1 2026/27	Budget Year +2 2027/28
Depreciation and amortisation											
Depreciation of Property, Plant & Equipment		27 229	30 417	24 779	29 731	26 131	26 131	26 131	29 055	30 778	32 084
Lease amortisation		396	452	546	443	592	592	592	582	487	386
Capital asset impairment											
Total Depreciation and amortisation	1	27 625	30 870	25 326	30 174	26 723	26 723	26 723	29 637	31 265	32 470
Bulk purchases - electricity											
Electricity bulk purchases		118 995	118 609	144 988	145 913	172 693	172 693	172 693	194 347	204 764	217 439
Total bulk purchases	1	118 995	118 609	144 988	145 913	172 693	172 693	172 693	194 347	204 764	217 439
Transfers and grants											
Cash transfers and grants		6 447	8 389	10 169	8 841	9 526	9 526	9 526	9 107	9 516	9 754
Non-cash transfers and grants		289	-	-	-	-	-	-	-	-	-
Total transfers and grants	1	6 736	8 389	10 169	8 841	9 526	9 526	9 526	9 107	9 516	9 754
Contracted Services											
<i>Outsourced Services</i>		16 130	17 170	18 591	14 755	21 630	21 630	21 630	23 652	24 692	25 309
<i>Consultants and Professional Services</i>		9 757	8 923	11 832	10 669	16 148	16 148	16 148	72 748	21 081	20 922
<i>Contractors</i>		7 008	7 523	7 740	37 784	38 726	38 726	38 726	10 927	11 405	11 687
Total contracted services		32 895	33 617	38 163	63 208	76 505	76 505	76 505	107 326	57 178	57 918
Operational Costs											
Collection costs		2 087	2 125	2 475	2 340	2 320	2 320	2 320	2 655	2 775	2 844
Contributions to 'other' provisions		-	-	88	-	-	-	-	-	-	-
Audit fees		3 127	3 433	3 524	3 850	3 880	3 880	3 880	4 100	4 285	4 392
<i>Other Operational Costs</i>		25 781	31 974	32 500	40 773	40 824	40 824	40 824	46 027	47 404	48 590
Total Operational Costs	1	30 995	37 531	38 586	46 963	47 024	47 024	47 024	52 782	54 464	55 827
Repairs and Maintenance by Expenditure Item											
Employee related costs	8	12 060	12 109	13 608	16 738	16 573	16 573	16 573	18 569	20 262	21 508
Inventory Consumed (Project Maintenance)		4 690	4 321	5 009	9 831	9 947	9 947	9 947	10 752	11 236	11 513
Contracted Services		6 825	7 252	6 576	7 740	9 134	9 134	9 134	9 334	9 750	9 994
Operational Costs		2 185	2 995	1 928	3 349	3 699	3 699	3 699	4 877	5 087	5 214
Total Repairs and Maintenance Expenditure	9	25 760	26 678	27 122	37 658	39 352	39 352	39 352	43 532	46 335	48 229
Inventory Consumed											
Inventory Consumed - Water		-	-	-	10 200	10 200	10 200	10 200	11 200	11 704	11 997
Inventory Consumed - Other		-	-	-	15 531	17 478	17 478	17 478	17 958	18 757	19 222
Total Inventory Consumed & Other Material		-	-	-	25 731	27 678	27 678	27 678	29 158	30 461	31 219

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

Description	Ref	2021/22	2022/23	2023/24	Current Year 2024/25				2025/26 Medium Term Revenue & Expenditure Framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Pre-audit outcome	Budget Year 2025/26	Budget Year +1 2026/27	Budget Year +2 2027/28
Closing balance - Consumables Zero Rated		-	4	-	4	-	-	-	-	-	-

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

Description	Ref	2021/22	2022/23	2023/24	Current Year 2024/25				2025/26 Medium Term Revenue & Expenditure Framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Pre-audit outcome	Budget Year 2025/26	Budget Year +1 2026/27	Budget Year +2 2027/28
Total Reserves	2	35 368	42 579	54 159	42 579	54 159	54 159	54 159	54 159	54 159	54 159
TOTAL COMMUNITY WEALTH/EQUITY	2	511 500	540 133	622 712	544 568	556 795	556 795	576 192	563 230	576 274	604 760

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

Strategic Objective	Goal	Goal Code	Ref	2021/22	2022/23	2023/24	Current Year 2024/25			2025/26 Medium Term Revenue & Expenditure Framework		
				Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2025/26	Budget Year +1 2026/27	Budget Year +2 2027/28
R thousand												
A comprehensive, responsive and sustainable social protection system				(2 191)	(2 702)	(18 525)	(24 454)	(22 606)	(22 606)	(27 338)	(30 071)	(32 963)
A comprehensive, responsive and sustainable social protection system		SG1		-	-	-	-	-	-	150	150	150
A comprehensive, responsive and sustainable social protection system		SG2		-	-	-	26 272	26 272	26 272	60 887	9 000	9 000
A comprehensive, responsive and sustainable social protection system		SG4		-	6	-	-	-	-	-	-	-
An efficient, effective and development-oriented public service		SG1		1 254	1 085	1 350	730	730	730	774	820	820
An efficient, effective and development-oriented public service		SG2		145 194	138 360	154 518	144 213	191 427	191 427	229 978	253 658	270 106
An efficient, effective and development-oriented public service		SG4		138	173	-	-	-	-	-	-	-
Protect and enhance our environmental assets and natural resources		SG2		443	103	228	-	68	68	-	-	-
Responsive, accountable, effective and efficient local government				292 587	335 189	382 863	433 668	415 093	415 093	439 535	469 405	502 507
Responsive, accountable, effective and efficient local government		SG1		1 646	6 070	857	2 926	3 153	3 153	3 064	3 202	3 202
Allocations to other priorities			2									
Total Revenue (excluding capital transfers and contributions)			1	439 070	478 284	521 290	583 355	614 138	614 138	707 050	706 164	752 822

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

Strategic Objective	Goal	Goal Code	Ref	2021/22	2022/23	2023/24	Current Year 2024/25			2025/26 Medium Term Revenue & Expenditure Framework		
				Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2025/26	Budget Year +1 2026/27	Budget Year +2 2027/28
				R thousand								
		SG1		68	60	101	117	125	125	112	117	120
		SG2		3 468	3 331	3 603	3 663	4 281	4 281	4 679	4 889	5 011
		SG4		1 061	725	1 011	982	1 008	1 008	1 127	1 177	1 206
		SG5		5	0	3	9	9	9	9	9	9
A comprehensive, responsive and sustainable social protection system		SG1		141	180	172	220	236	236	371	381	387
A comprehensive, responsive and sustainable social protection system		SG2		380	0	401	26 563	26 811	26 811	60 952	9 067	9 069
A comprehensive, responsive and sustainable social protection system		SG4		12 701	13 813	13 859	16 623	16 479	16 479	19 230	20 521	21 552
A comprehensive, responsive and sustainable social protection system		SG5		1 721	1 808	2 805	3 582	3 691	3 691	4 151	4 382	4 560
A long and healthy life for all South Africans		SG2		2 430	2 791	3 113	3 442	4 138	4 138	4 004	4 328	4 523
A long and healthy life for all South Africans		SG4		2 106	2 137	1 533	2 912	2 420	2 420	2 699	2 873	3 005
A skilled and capable workforce to support an inclusive growth path		SG1		719	1 092	1 829	1 265	1 567	1 567	1 259	1 315	1 348
A skilled and capable workforce to support an inclusive growth path		SG2		–	13	–	74	115	115	77	80	82
A skilled and capable workforce to support an inclusive growth path		SG4		42	29	–	40	34	34	90	94	96
A skilled and capable workforce to support an inclusive growth path		SG5		–	3	–	15	10	10	16	17	17
All people in South Africa are and feel safe		SG4		31 482	38 316	39 368	41 217	40 635	40 635	40 900	43 466	45 337
An efficient, competitive and responsive economic infrastructure network		SG1		–	–	–	18	8	8	19	20	21
An efficient, competitive and responsive economic infrastructure network		SG2		4 288	5 037	5 127	9 543	10 765	10 765	10 304	10 832	11 168
An efficient, effective and development-oriented public service		SG1		22 269	29 177	41 412	37 988	47 192	47 192	52 704	55 987	58 581
An efficient, effective and development-oriented public service		SG2		234 353	253 005	287 193	311 574	338 414	338 414	375 872	397 711	421 046
An efficient, effective and development-oriented public service		SG3		2 203	2 371	2 588	2 000	2 000	2 000	2 000	2 090	2 142
An efficient, effective and development-oriented public service		SG4		21 692	23 218	25 983	29 799	31 585	31 585	31 987	33 801	34 906
An efficient, effective and development-oriented public service		SG5		7 114	7 970	10 494	10 675	10 687	10 687	11 313	12 529	12 710
Protect and enhance our environmental assets and natural resources		SG2		6 578	6 228	7 307	7 398	9 316	9 316	7 649	8 182	8 616
Protect and enhance our environmental assets and natural resources		SG4		567	800	676	700	700	700	733	766	785
Protect and enhance our environmental assets and natural resources		SG5		350	–	85	39	–	–	41	43	44
Responsive, accountable, effective and efficient local government		SG1		52 444	57 319	61 309	73 545	73 153	73 153	83 171	87 328	91 459
Responsive, accountable, effective and efficient local government		SG2		4 584	4 857	4 725	6 377	8 511	8 511	7 967	8 475	8 889
Sustainable human settlements and improved quality of household life		SG4		–	–	–	6	3	3	6	6	6

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

Strategic Objective	Goal	Goal Code	Ref	2021/22	2022/23	2023/24	Current Year 2024/25			2025/26 Medium Term Revenue & Expenditure Framework			
				Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2025/26	Budget Year +1 2026/27	Budget Year +2 2027/28	
R thousand													
Sustainable human settlements and improved quality of household life		SG5		31	50	7	54	54	54	100	105	108	
Allocations to other priorities													
Total Expenditure				412 799	454 330	514 706	590 440	633 947	633 947	723 542	710 591	746 802	

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

Strategic Objective	Goal	Goal Code	Ref	2021/22	2022/23	2023/24	Current Year 2024/25			2025/26 Medium Term Revenue & Expenditure Framework		
				Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2025/26	Budget Year +1 2026/27	Budget Year +2 2027/28
		SG1		-	-	711	420	666	666	710	542	120
		SG2		-	-	(5 150)	5	5	5	-	2 255	967
		SG4		-	-	3 667	1 690	4 355	4 355	5 029	4 967	2 190
A comprehensive, responsive and sustainable social protection system		SG4		-	-	-	-	-	-	1 300	250	-
A long and healthy life for all South Africans		SG2		-	-	(342)	-	-	-	-	794	-
A long and healthy life for all South Africans		SG4		-	-	(3 910)	2 720	502	502	7 200	1 142	530
An efficient, competitive and responsive economic infrastructure network		SG1		-	-	6 911	6 350	6 332	6 332	2 850	5 550	10 100
An efficient, competitive and responsive economic infrastructure network		SG2		-	-	(37 972)	18 774	20 266	20 266	64 457	46 758	46 199
An efficient, competitive and responsive economic infrastructure network		SG4		-	-	2 027	1 500	1 500	1 500	6 000	2 000	15 377
An efficient, effective and development-oriented public service		SG1		-	-	(243)	3 440	1 789	1 789	3 810	14 360	13 340
An efficient, effective and development-oriented public service		SG2		-	-	105	650	1 120	1 120	710	810	60
An efficient, effective and development-oriented public service		SG4		-	-	(339)	-	-	-	97	341	75
		B										
		C										
		D										
		E										
		F										
		G										
		H										
		I										
		J										
		K										
		L										
		M										
		N										
		O										
		P										
Allocations to other priorities			3									
Total Capital Expenditure			1	-	-	(34 535)	35 549	36 534	36 534	92 163	79 768	88 957

WC013 Bergrivier - Supporting Table SA7 Measureable performance objectives

Description	Unit of measurement	2021/22	2022/23	2023/24	Current Year 2024/25			2025/26 Medium Term Revenue & Expenditure Framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2025/26	Budget Year +1 2026/27	Budget Year +2 2027/28
Vote 1 - vote name										
Function 1 - (name)										
Sub-function 1 - (name)										
<i>Insert measure/s description</i>										
Sub-function 2 - (name)										
<i>Insert measure/s description</i>										
Sub-function 3 - (name)										
<i>Insert measure/s description</i>										
Function 2 - (name)										
Sub-function 1 - (name)										
<i>Insert measure/s description</i>										
Sub-function 2 - (name)										
<i>Insert measure/s description</i>										
Sub-function 3 - (name)										
<i>Insert measure/s description</i>										
Vote 2 - vote name										
Function 1 - (name)										
Sub-function 1 - (name)										
<i>Insert measure/s description</i>										
Sub-function 2 - (name)										
<i>Insert measure/s description</i>										
Sub-function 3 - (name)										
<i>Insert measure/s description</i>										
Function 2 - (name)										
Sub-function 1 - (name)										
<i>Insert measure/s description</i>										
Sub-function 2 - (name)										
<i>Insert measure/s description</i>										
Sub-function 3 - (name)										
<i>Insert measure/s description</i>										
Vote 3 - vote name										
Function 1 - (name)										
Sub-function 1 - (name)										
<i>Insert measure/s description</i>										
Sub-function 2 - (name)										
<i>Insert measure/s description</i>										
Sub-function 3 - (name)										
<i>Insert measure/s description</i>										
Function 2 - (name)										
Sub-function 1 - (name)										
<i>Insert measure/s description</i>										
Sub-function 2 - (name)										
<i>Insert measure/s description</i>										
Sub-function 3 - (name)										
<i>Insert measure/s description</i>										
And so on for the rest of the Votes										

1. Include a measurable performance objective for each revenue source (within a relevant function) and each vote (MFMA s17(3)(b))
2. Include all Basic Services performance targets from 'Basic Service Delivery' to ensure Table SA7 represents all strategic responsibilities
3. Only include prior year comparative information for individual measures where relevant activity occurred in that year/s

WC013 Bergrivier - Entities measurable performance objectives

Description	Unit of measurement	2021/22	2022/23	2023/24	Current Year 2024/25			2025/26 Medium Term Revenue & Expenditure Framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2025/26	Budget Year +1 2026/27	Budget Year +2 2027/28
Entity 1 - (name of entity)										
<i>Insert measure/s description</i>										
Entity 2 - (name of entity)										
<i>Insert measure/s description</i>										
Entity 3 - (name of entity)										
<i>Insert measure/s description</i>										
And so on for the rest of the Entities										

1. Include a measurable performance objective as agreed with the parent municipality (MFMA s87(5)(d))
2. Only include prior year comparative information for individual measures where relevant activity occurred in that year/s

WC013 Bergvriev - Supporting Table SA8 Performance indicators and benchmarks

Description of financial indicator	Basis of calculation	2021/22	2022/23	2023/24	Current Year 2024/25				2025/26 Medium Term Revenue & Expenditure Framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Pre-audit outcome	Budget Year 2025/26	Budget Year +1 2026/27	Budget Year +2 2027/28
Borrowing Management											
Credit Rating											
Capital Charges to Operating Expenditure	Interest & Principal Paid /Operating Expenditure	4.5%	5.0%	5.4%	7.7%	6.7%	6.7%	6.7%	6.1%	6.8%	6.7%
Capital Charges to Own Revenue	Finance charges & Repayment of borrowing /Own Revenue	4.2%	4.7%	5.2%	7.8%	7.0%	7.0%	6.7%	6.3%	6.9%	6.7%
Borrowed funding of 'own' capital expenditure	Borrowing/Capital expenditure excl. transfers and grants and contributions	0.0%	0.0%	0.0%	84.6%	94.7%	94.7%	94.7%	69.1%	143.3%	108.4%
Safety of Capital											
Gearing	Long Term Borrowing/ Funds & Reserves	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Liquidity											
Current Ratio	Current assets/current liabilities	3.9	3.2	2.6	3.2	2.5	2.5	2.5	3.0	3.0	3.1
Current Ratio adjusted for aged debtors	Current assets less debtors > 90 days/current liabilities	3.9	3.2	2.6	3.2	2.5	2.5	2.5	3.0	3.0	3.1
Liquidity Ratio	Monetary Assets/Current Liabilities	3.4	2.8	2.2	2.8	2.1	2.1	2.1	2.0	2.1	2.3
Revenue Management											
Annual Debtors Collection Rate (Payment Level %)	Last 12 Mths Receipts/Last 12 Mths Billing	0.0%	137.8%	168.9%	143.9%	138.9%	135.5%	135.5%	127.3%	132.2%	129.4%
Current Debtors Collection Rate (Cash receipts % of Ratepayer & Other revenue)		137.8%	168.9%	143.9%	138.9%	135.5%	135.5%	127.3%	130.0%	129.4%	129.5%
Outstanding Debtors to Revenue	Total Outstanding Debtors to Annual Revenue	11.0%	12.2%	13.6%	8.6%	9.6%	9.6%	9.3%	17.3%	16.5%	14.7%
Longstanding Debtors Recovered	Debtors > 12 Mths Recovered/Total Debtors > 12 Months Old										
Creditors Management											
Creditors System Efficiency	% of Creditors Paid Within Terms (within 'MFMA' s 65(e))										
Creditors to Cash and Investments		5.7%	5.3%	7.4%	26.8%	30.5%	30.5%	30.5%	34.0%	36.7%	40.8%
Other Indicators											
Electricity Distribution Losses (2)	Total Volume Losses (kW) technical										
	Total Volume Losses (kW) non technical										
Water Volumes :System input	Total Cost of Losses (Rand '000)	11 682	12 850	12 850							
	% Volume (units purchased and generated less units sold)/units purchased and generated	0	12.0%	12.0%							
Water Distribution Losses (2)	Total Volume Losses (kℓ)										
	Total Cost of Losses (Rand '000)	375000	380000	380000							
	% Volume (units purchased and generated less units sold)/units purchased and generated	0	12.0%	12.0%							
Employee costs	Employee costs/(Total Revenue - capital revenue)	34.3%	33.1%	31.9%	33.5%	31.4%	31.4%	30.5%	30.2%	32.5%	32.3%
Remuneration	Total remuneration/(Total Revenue - capital revenue)	35.8%	34.5%	33.2%	34.7%	32.6%	32.6%	34.9%	31.3%	33.6%	33.4%
Repairs & Maintenance	R&M/(Total Revenue excluding capital revenue)	6.1%	5.8%	5.2%	6.5%	6.4%	6.4%	6.9%	6.2%	6.6%	6.4%
Finance charges & Depreciation	FC&D/(Total Revenue - capital revenue)	10.7%	11.4%	10.0%	10.7%	8.9%	8.9%	8.7%	8.6%	9.2%	9.0%
IDP regulation financial viability indicators											
i. Debt coverage	(Total Operating Revenue - Operating Grants)/Debt service payments due within financial year)	-	-	15.7	16.0	16.8	16.8	15.0	15.2	14.3	15.2
ii. O/S Service Debtors to Revenue	Total outstanding service debtors/annual revenue received for services	13.6%	16.1%	20.5%	10.2%	13.1%	13.1%	12.3%	29.7%	25.6%	22.4%
iii. Cost coverage	(Available cash + Investments)/monthly fixed operational expenditure	19.4	22.7	19.3	3.5	3.9	3.9	3.9	3.0	2.9	2.5

WCO13 Bergvriewier - Supporting Table SA9 Social, economic and demographic statistics and assumptions

	9 515	9 611	9 661	9 861	9 861	10 403	10 611	10 824
Total number of households								
Sanitation/sewerage:								
Flush toilet (connected to sewerage)	7 753	7 908	8 140	8 476	8 476	8 476	8 730	8 992
Flush toilet (with septic tank)	2 100	2 100	2 100	2 100	2 100	2 100	2 100	2 100
Chemical toilet								
Pit toilet (ventilated)								
Other toilet provisions (> min.service level)	9 853	10 008	10 240	10 576	10 576	10 576	10 830	11 092
<i>Minimum Service Level and Above sub-total</i>								
Bucket toilet								
Other toilet provisions (< min.service level)								
No toilet provisions								
<i>Below Minimum Service Level sub-total</i>								
Total number of households	9 853	10 008	10 240	10 576	10 576	10 576	10 830	11 092
Energy:								
Electricity (at least min.service level)	10 665	10 765	10 885	10 885	10 885	10 955	11 055	11 155
Electricity - prepaid (min.service level)								
<i>Minimum Service Level and Above sub-total</i>								
Electricity (< min.service level)	10 665	10 765	10 885	10 885	10 885	10 955	11 055	11 155
Electricity - prepaid (< min.service level)								
Other energy sources								
<i>Below Minimum Service Level sub-total</i>								
Total number of households	10 665	10 765	10 885	10 885	10 885	10 955	11 055	11 155
Refuse:								
Removed at least once a week	10 163	10 366	10 747	10 800	10 800	11 286	11 737	12 206
<i>Minimum Service Level and Above sub-total</i>								
Removed less frequently than once a week	10 163	10 366	10 747	10 800	10 800	11 286	11 737	12 206
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	10 163	10 366	10 747	10 800	10 800	11 286	11 737	12 206

WCO13 Bergvliet - Supporting Table SA9 Social, economic and demographic statistics and assumptions

List type of FBS service	Formal settlements - (Free sanitation service to indigent households) Number of HH receiving this type of FBS Informal settlements (Rands) Number of HH receiving this type of FBS Informal settlements targeted for upgrading (Rands) Number of HH receiving this type of FBS Living in informal backyard rental agreement (Rands) Number of HH receiving this type of FBS Other (Rands) Number of HH receiving this type of FBS Total cost of FBS - Sanitation for informal settlements	-	-	-	-	-	-	-	-	-
Ref. List type of FBS service Refuse Removal	Location of households for each type of FBS Formal settlements - (removed once a week to indigent households) Number of HH receiving this type of FBS Informal settlements (Rands) Number of HH receiving this type of FBS Informal settlements targeted for upgrading (Rands) Number of HH receiving this type of FBS Living in informal backyard rental agreement (Rands) Number of HH receiving this type of FBS Other (Rands) Number of HH receiving this type of FBS Total cost of FBS - Refuse Removal for informal settlements	-	-	-	-	-	-	-	-	-
		-	-	3 904 254	4 192 000	4 686 000	4 686 000	5 127 000	5 596 000	6 105 000
		-	-	7 571 203	9 114 000	9 612 000	9 612 000	10 962 000	11 971 000	13 082 000

WC013 Bergrivier Supporting Table SA10 Funding measurement

									-	-	-	
Trend												
Change in consumer debtors (current and non-current)			N/A	(1 304)	2 153	1 672	(9 185)	-	-	75 650	6 705	7 258
Total Operating Revenue			425 629	463 342	523 788	583 355	614 145	614 145	633 542	707 050	706 164	752 822
Total Operating Expenditure			401 412	440 190	500 476	591 416	635 640	635 640	635 640	723 542	710 591	746 802
Operating Performance Surplus/(Deficit)			24 217	23 152	23 312	(8 062)	(21 495)	(21 495)	(2 098)	(16 492)	(4 428)	6 020
Cash and Cash Equivalents (30 June 2012)										158 191		

WC013 Bergvriev - Supporting Table SA13a Service Tariffs by category

Description	Ref	Provide description of tariff structure where appropriate	2021/22	2022/23	2023/24	Current Year 2024/25	2025/26 Medium Term Revenue & Expenditure Framework		
							Budget Year 2025/26	Budget Year +1 2026/27	Budget Year +2 2027/28
Property rates (rate in the Rand)									
Residential properties	1		0.0105	0.0114	0.0090	0.0096	0.0101	0.0107	0.0114
Residential properties - vacant land									
Formal/informal settlements									
Small holdings									
Farm properties - used			0.0021	0.0024	0.0021	0.0021	0.0025	0.0118	0.0125
Farm properties - not used									
Industrial properties			0.0115	0.0125	0.0099	0.0105	0.0111	0.0118	0.0125
Business and commercial properties			0.0115	0.0125	0.0099	0.0105	0.0111	0.0118	0.0125
Communal land - residential									
Communal land - small holdings									
Communal land - farm property									
Communal land - business and commercial									
Communal land - other									
State-owned properties									
Municipal properties									
Public service infrastructure									
Privately owned towns serviced by the owner									
State trust land									
Restitution and redistribution properties									
Protected areas									
National monuments properties									
Property rates by usage									
Business and commercial properties									
Industrial properties									
Mining properties									
Residential properties									
Agricultural properties									
Public benefit organisations									
Public service purpose properties									
Public service infrastructure properties									
Vacant land									
Sport Clubs and Fields (Bitou only)									
Sectional Title Garages (Drakenstein only)									
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									
Indigent rebate or exemption									
Pensioners/social grants rebate or exemption			1	1	1	1	1	1	1
Temporary relief rebate or exemption			-	-	-	-	-	-	-
Bona fide farmers rebate or exemption			1	1	1	1	1	1	1
Other rebates or exemptions									
Water tariffs									
Domestic									
Basic charge/fix fee (Rands/month)			57	62	66	71	90	95	101
Service point - vacant land (Rands/month)				78	84	90	95	100	106
Water usage - flat rate tariff (c/kl)									
Water usage - life line tariff		(describe structure)							
Water usage - Block 1 (c/kl)		(fill in thresholds)							
Water usage - Block 2 (c/kl)		(fill in thresholds)							
Water usage - Block 3 (c/kl)		(fill in thresholds)							
Water usage - Block 4 (c/kl)		(fill in thresholds)							
Water usage - Block 5 (c/kl)		(fill in thresholds)							
Water usage - Block 6 (c/kl)		(fill in thresholds)							
Other									
Waste water tariffs									
Domestic									
Basic charge/fix fee (Rands/month)				181	194	207	218	231	245
Service point - vacant land (Rands/month)				146	156	167	176	186	197
Waste water - flat rate tariff (c/kl)									
Volumetric charge - Block 1 (c/kl)		(fill in structure)							
Volumetric charge - Block 2 (c/kl)		(fill in structure)							
Volumetric charge - Block 3 (c/kl)		(fill in structure)							
Volumetric charge - Block 4 (c/kl)		(fill in structure)							
Other									

WC013 Bergrivier - Supporting Table SA14 Household bills

Description	Ref	2021/22	2022/23	2023/24	Current Year 2024/25			2025/26 Medium Term Revenue & Expenditure Framework			
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2025/26 % incr.	Budget Year 2025/26	Budget Year +1 2026/27	Budget Year +2 2027/28
Rand/cent											
Monthly Account for Household - 'Middle Income Range'											
Rates and services charges:											
Property rates		597.26	648.01	511.92	547.43	547.43	547.43	5.5%	577.68	603.68	633.86
Electricity: Basic levy		266.14	286.90	329.21	365.10	365.10	365.10	22.1%	445.60	465.65	488.94
Electricity: Consumption		1 826.62	1 969.07	2 259.01	2 505.78	2 505.78	2 505.78	22.1%	3 058.32	3 195.94	3 355.74
Water: Basic levy		57.08	62.12	66.47	71.04	71.04	71.04	26.7%	90.00	94.05	98.75
Water: Consumption		532.47	577.73	618.24	660.89	660.89	660.89	2.6%	677.94	708.45	743.87
Sanitation		164.48	180.88	193.54	206.90	206.90	206.90	5.5%	218.28	228.10	239.50
Refuse removal		222.63	278.02	333.62	400.35	400.35	400.35	5.5%	422.37	441.37	463.44
Other		-									
sub-total		3 666.69	4 002.73	4 312.01	4 757.49	4 757.49	4 757.49	15.4%	5 490.18	5 737.24	6 024.10
VAT on Services		454.67	493.98	570.01	631.51	631.51	631.51		736.88	770.03	808.54
Total large household bill:		4 121.36	4 496.71	4 882.02	5 389.00	5 389.00	5 389.00	15.6%	6 227.06	6 507.28	6 832.64
% increase/-decrease		-	9.1%	8.6%	10.4%	-	-	49.8%	15.6%	4.5%	5.0%
Monthly Account for Household - 'Affordable Range'											
Rates and services charges:											
Property rates		422.88	458.81	362.46	387.60	387.60	387.60	5.5%	409.02	427.42	448.79
Electricity: Basic levy		266.14	286.90	329.21	365.10	365.10	365.10	22.1%	445.60	465.65	488.94
Electricity: Consumption		821.81	885.89	1 016.29	1 127.40	1 127.40	1 127.40	22.1%	1 376.01	1 437.93	1 509.82
Water: Basic levy		57.08	62.12	66.47	71.04	71.04	71.04	26.7%	90.00	94.05	98.75
Water: Consumption		412.84	447.93	479.35	512.42	512.42	512.42	2.2%	523.53	547.09	574.45
Sanitation		164.48	180.88	193.54	206.90	206.90	206.90	5.5%	218.28	228.10	239.50
Refuse removal		222.63	278.02	333.62	400.35	400.35	400.35	5.5%	422.37	441.37	463.44
Other											
sub-total		2 367.87	2 600.55	2 780.94	3 070.80	3 070.80	3 070.80	13.5%	3 484.80	3 641.62	3 823.70
VAT on Services		286.00	275.18	362.77	402.48	402.48	402.48		461.37	482.13	506.24
Total small household bill:		2 653.87	2 875.73	3 143.71	3 473.29	3 473.29	3 473.29	13.6%	3 946.17	4 123.74	4 329.93
% increase/-decrease		-	8.4%	9.3%	10.5%	-	-	29.9%	13.6%	4.5%	5.0%
Monthly Account for Household - 'Indigent' Household receiving free basic services											
Rates and services charges:											
Property rates		248.50	269.61	212.99	227.76	227.76	227.76	5.5%	240.35	251.17	263.72
Electricity: Basic levy		-									
Electricity: Consumption		449.43	484.50	600.45	517.86	517.86	517.86	55.5%	805.32	841.56	883.64
Water: Basic levy		-									
Water: Consumption		247.37	268.40	287.24	307.06	307.06	307.06	4.0%	319.34	333.71	350.40
Sanitation											
Refuse removal											
Other											
sub-total		945.30	1 022.51	1 100.68	1 052.68	1 052.68	1 052.68	29.7%	1 365.01	1 426.44	1 497.76
VAT on Services		109.25	125.80	133.15	123.74	123.74	123.74	36.3%	168.70	176.29	185.11
Total small household bill:		1 054.55	1 148.31	1 233.84	1 176.42	1 176.42	1 176.42	30.4%	1 533.71	1 602.73	1 682.87
% increase/-decrease		-	8.9%	7.4%	(4.7%)	-	-	(752.7%)	30.4%	4.5%	5.0%

WC013 Bergrivier - Supporting Table SA15 Investment particulars by type

Investment type	Ref	2021/22	2022/23	2023/24	Current Year 2024/25			2025/26 Medium Term Revenue & Expenditure Framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2025/26	Budget Year +1 2026/27	Budget Year +2 2027/28
R thousand										
Parent municipality										
Securities - National Government		-	-	-	-	-	-	-	-	-
Listed Corporate Bonds		120 778	113 296	188 274	190 000	190 000	190 000	195 000	200 000	210 000
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		-	-	-	-	-	-	-	-	-
Municipal Bonds		-	-	-	-	-	-	-	-	-
Municipality sub-total	1	120 778	113 296	188 274	190 000	190 000	190 000	195 000	200 000	210 000
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:		120 778	113 296	188 274	190 000	190 000	190 000	195 000	200 000	210 000

WC013 Bergrvier - 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
		1	Yrs/Months												
Name of institution & investment ID															
Parent municipality															
ABSA				call	yes	variable	0.0972			08 October 2024	13 258	58	(13 316)	-	(0)
Neobank				Fixed	yes	fixed	0.0975			14 January 2025	83 643	2 009	(85 752)	-	(0)
ABSA				Fixed	yes	fixed	0.0815				71 346	3 702	(75 049)	-	(0)
Neobank				call	yes	variable	0.0815				20 027	3 675	(186 000)	292 000	129 702
Neobank					yes	fixed	0.08894			13 July 2025	-	3 314	-	100 000	103 314
Municipality sub-total															
Entities															
Entities sub-total															
TOTAL INVESTMENTS AND INTEREST															
											188 274		(360 117)	392 000	233 016

WC013 Bergrivier - Supporting Table SA18 Transfers and grant receipts

Description	Ref	2021/22	2022/23	2023/24	Current Year 2024/25			2025/26 Medium Term Revenue & Expenditure Framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2025/26	Budget Year +1 2026/27	Budget Year +2 2027/28
R thousand										
RECEIPTS:	1, 2									
Operating Transfers and Grants										
National Government:		58 310	64 011	71 322	75 441	75 763	75 763	80 880	83 080	87 448
Local Government Equitable Share		50 990	57 506	63 544	68 086	68 086	68 086	73 095	77 558	81 046
Energy Efficiency and Demand Side Management Grant		130	–	–	80	80	80	1 343	389	1 059
Expanded Public Works Programme Integrated Grant		2 075	1 662	2 712	1 436	1 436	1 436	1 700	–	–
Infrastructure Skills Development Grant										
Local Government Financial Management Grant		1 550	1 550	1 550	1 700	1 700	1 700	1 800	2 000	2 100
Municipal Disaster Relief Grant										
Municipal Systems Improvement Grant										
Municipal Disaster Recovery Grant										
Municipal Demarcation Transition Grant										
Integrated City Development Grant										
Municipal Infrastructure Grant		2 879	2 882	2 408	2 834	3 156	3 156	2 941	3 133	3 244
Water Services Infrastructure Grant		686	411	1 109	1 304	1 304	1 304	–	–	–
Neighbourhood Development Partnership Grant										
Public Transport Network Grant										
Rural Road Asset Management Systems Grant										
Urban Settlement Development Grant										
Integrated National Electrification Programme Grant										
Municipal Rehabilitation Grant										
Municipal Emergency Housing Grant										
Regional Bulk Infrastructure Grant										
Metro Informal Settlements Partnership Grant										
Integrated Urban Development Grant										
Programme and Project Preparation Support Grant										
Provincial Government:		110	121	140	140	970	970	300	307	307
Infrastructure (Monetary)		110	121	140	140	970	970	300	307	307
Infrastructure (In Kind)										
Capacity Building (Monetary)										
Capacity Building (In Kind)										
District Municipality:		–	264	2 498	–	8	8	–	–	–
Infrastructure (Monetary)										
Infrastructure (In Kind)										
Capacity Building (Monetary)		–	264	2 498	–	8	8	–	–	–
Capacity Building (In Kind)										
Other grant providers:		9 862	10 924	8 906	34 776	37 285	37 285	69 457	17 860	17 860
Other Grants Received		9 862	10 924	8 906	34 776	37 285	37 285	69 457	17 860	17 860
Total Operating Transfers and Grants	5	68 282	75 320	82 866	110 357	114 025	114 025	150 637	101 247	105 615
Capital Transfers and Grants										
National Government:		19 324	16 611	17 929	22 693	24 839	24 839	22 927	17 472	22 466
Integrated National Electrification Programme Grant		870	–	–	534	534	534	8 957	2 592	7 057
Municipal Infrastructure Grant		13 884	13 872	10 538	13 464	15 609	15 609	13 971	14 880	15 408
Neighbourhood Development Partnership Grant										
Rural Road Asset Management Systems Grant										
Urban Settlements Development Grant										
Integrated City Development Grant										
Municipal Disaster Recovery Grant										
Energy Efficiency and Demand Side Management Grant										
Local Government Financial Management Grant										
Water Services Infrastructure Grant		4 571	2 739	7 391	8 696	8 696	8 696	–	–	–
Public Transport Network Grant										
Regional Bulk Infrastructure Grant										
Infrastructure Skills Development Grant										
Municipal Disaster Relief Grant										
Municipal Emergency Housing Grant										
Metro Informal Settlements Partnership Grant										
Integrated Urban Development Grant										
Provincial Government:		480	3 404	34 834	1 030	6 786	6 786	–	–	–
Infrastructure (Monetary)		–	269	32 643	–	4 886	4 886	–	–	–
Infrastructure (In Kind)										
Capacity Building (Monetary)		480	3 134	2 191	1 030	1 900	1 900	–	–	–
Capacity Building (In Kind)										
District Municipality:		–	–	–	–	50	50	–	–	–
Infrastructure (Monetary)										
Infrastructure (In Kind)										
Capacity Building (Monetary)		–	–	–	–	50	50	–	–	–
Capacity Building (In Kind)										
Other grant providers:		914	2 783	122	–	100	100	–	–	–
Other Grants Received		914	2 783	122	–	100	100	–	–	–
Total Capital Transfers and Grants	5	20 718	22 798	52 885	23 723	31 775	31 775	22 927	17 472	22 466
TOTAL RECEIPTS OF TRANSFERS & GRANTS		89 000	98 117	135 752	134 080	145 801	145 801	173 564	118 719	128 081

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

Description	Ref	2021/22	2022/23	2023/24	Current Year 2024/25			2025/26 Medium Term Revenue & Expenditure Framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2025/26	Budget Year +1 2026/27	Budget Year +2 2027/28
R thousand										
EXPENDITURE:										
Operating expenditure of Transfers and Grants										
National Government:		17 407	17 302	64 315	71 881	74 100	74 100	82 344	85 604	91 061
Local Government Equitable Share		11 709	13 379	59 296	67 930	70 149	70 149	76 834	82 688	87 989
Energy Efficiency and Demand Side Management Grant										
Expanded Public Works Programme Integrated Grant		2 075	1 662	2 710	1 436	1 436	1 436	1 700	–	–
Infrastructure Skills Development Grant										
Integrated City Development Grant										
Local Government Financial Management Grant		1 438	1 400	1 416	1 700	1 700	1 700	2 950	2 000	2 100
Municipal Demarcation Transition Grant										
Municipal Disaster Relief Grant										
Municipal Systems Improvement Grant										
Neighbourhood Development Partnership Grant										
Municipal Disaster Recovery Grant										
Rural Road Asset Management Systems Grant										
Municipal Infrastructure Grant		2 186	861	892	815	815	815	860	916	973
Water Services Infrastructure Grant										
Public Transport Network Grant										
Urban Settlement Development Grant										
Integrated National Electrification Programme Grant										
Municipal Rehabilitation Grant										
Regional Bulk Infrastructure Grant										
Municipal Emergency Housing Grant										
Metro Informal Settlements Partnership Grant										
Integrated Urban Development Grant										
Programme and Project Preparation Support Grant										
Other transfers/grants [insert description]										
Provincial Government:		9 941	10 890	9 931	35 469	38 119	38 119	71 001	19 845	20 461
Infrastructure (Monetary)		99	157	165	140	970	970	300	307	307
Infrastructure (In Kind)										
Capacity Building (Monetary)		9 841	10 733	9 766	35 329	37 149	37 149	70 701	19 538	20 154
Capacity Building (In Kind)										
Other transfers/grants [insert description]										
District Municipality:		–	–	–	–	–	–	–	–	–
Infrastructure (Monetary)										
Infrastructure (In Kind)										
Capacity Building (Monetary)										
Capacity Building (In Kind)										
Other grant providers:		443	112	214	–	68	68	–	–	–
Expenditure on Other Grants		443	112	214	–	68	68	–	–	–
Total operating expenditure of Transfers and Grants:		27 791	28 304	74 460	107 350	112 287	112 287	153 345	105 449	111 523
Capital expenditure of Transfers and Grants										
National Government:		17 731	16 611	17 929	22 693	24 839	24 839	22 927	17 472	22 466
Integrated National Electrification Programme Grant		870	–	–	534	534	534	8 957	2 592	7 057
Municipal Infrastructure Grant		12 291	13 872	10 538	13 464	15 609	15 609	13 971	14 880	15 408
Neighbourhood Development Partnership Grant										
Rural Road Asset Management Systems Grant										
Urban Settlement Development Grant										
Integrated City Development Grant										
Municipal Disaster Recovery Grant										
Energy Efficiency and Demand Side Management Grant										
Local Government Financial Management Grant										
Public Transport Network Grant										
Regional Bulk Infrastructure Grant										
Water Services Infrastructure Grant		4 571	2 739	7 391	8 696	8 696	8 696	–	–	–
Infrastructure Skills Development Grant										
Municipal Disaster Relief Grant										
Municipal Emergency Housing Grant										
Metro Informal Settlements Partnership Grant										
Integrated Urban Development Grant										
Provincial Government:		480	3 404	34 724	1 030	6 786	6 786	–	–	–
Infrastructure (Monetary)		–	269	32 643	–	4 886	4 886	–	–	–
Infrastructure (In Kind)										
Capacity Building (Monetary)		480	3 134	2 081	1 030	1 900	1 900	–	–	–
Capacity Building (In Kind)										
District Municipality:		–	–	–	–	–	–	–	–	–
Infrastructure (Monetary)										
Infrastructure (In Kind)										
Capacity Building (Monetary)										
Capacity Building (In Kind)										
Other grant providers:		234	3 012	2 294	–	151	151	–	–	–
Expenditure on Other Grants		234	3 012	2 294	–	151	151	–	–	–
Total capital expenditure of Transfers and Grants		18 445	23 027	54 948	23 723	31 775	31 775	22 927	17 472	22 466
TOTAL EXPENDITURE OF TRANSFERS AND GRANTS		46 236	51 332	129 407	131 073	144 062	144 062	176 272	122 922	133 988

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

Description	Ref	2021/22	2022/23	2023/24	Current Year 2024/25				2025/26 Medium Term Revenue & Expenditure Framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Pre-audit outcome	Budget Year 2025/26	Budget Year +1 2026/27	Budget Year +2 2027/28
Cash Transfers to 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>DEPARTMENTAL AGENCIES AND ACCOUNTS</i>	3	-	-	-	60	60	60	60	60	63	65
Total Cash Transfers To Other Organs Of State:		-	-	-	60	60	60	60	60	63	65
Cash Transfers to Organisations <i>NON-PROFIT INSTITUTIONS</i>		5 602	6 260	6 372	6 043	6 410	6 410	6 410	6 325	6 609	6 774
Total Cash Transfers To Organisations		5 602	6 260	6 372	6 043	6 410	6 410	6 410	6 325	6 609	6 774
Cash Transfers to Groups of Individuals <i>HOUSEHOLDS</i>		595	1 879	3 797	2 688	3 006	3 006	3 006	2 672	2 792	2 862
<i>PRIVATE ENTERPRISES</i>		250	250	-	50	50	50	50	50	52	53
Total Cash Transfers To Groups Of Individuals:		845	2 129	3 797	2 738	3 056	3 056	3 056	2 722	2 844	2 915
TOTAL CASH TRANSFERS AND GRANTS	6	6 447	8 389	10 169	8 841	9 526	9 526	9 526	9 107	9 516	9 754
Non-Cash Transfers to other municipalities <i>Insert description</i>	1										
Total Non-Cash Transfers To Municipalities:		-	-	-	-	-	-	-	-	-	-
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>HOUSEHOLDS</i>	5	289	-	-	-	-	-	-	-	-	-
Total Non-Cash Grants To Groups Of Individuals:		289	-	-	-	-	-	-	-	-	-
TOTAL NON-CASH TRANSFERS AND GRANTS		289	-	-	-	-	-	-	-	-	-
TOTAL TRANSFERS AND GRANTS	6	6 736	8 389	10 169	8 841	9 526	9 526	9 526	9 107	9 516	9 754

WC013 Bergrivier - Supporting Table SA22 Summary councillor and staff benefits

Summary of Employee and Councillor remuneration	Ref	2021/22	2022/23	2023/24	Current Year 2024/25			2025/26 Medium Term Revenue & Expenditure Framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2025/26	Budget Year +1 2026/27	Budget Year +2 2027/28
R thousand										
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									
Entertainment										
Scarcity										
Acting and post related allowance										
In kind benefits										
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									
Entertainment										
Scarcity										
Acting and post related allowance										
In kind benefits										
Sub Total - Other Staff of Entities		-	-	-	-	-	-	-	-	-
% increase	4	-	-	-	-	-	-	-	-	-
Total Municipal Entities		-	-	-	-	-	-	-	-	-
TOTAL SALARY, ALLOWANCES & BENEFITS		152 255	159 696	173 755	202 402	200 282	200 282	220 978	237 129	251 690
% increase	4		4.9%	8.8%	16.5%	(1.0%)	-	10.3%	7.3%	6.1%
TOTAL MANAGERS AND STAFF	5,7	145 454	152 905	166 427	194 784	192 527	192 527	213 055	228 593	242 629

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

Disclosure of Salaries, Allowances & Benefits 1.	Ref	No.	Salary	Contributions	Allowances	Performance Bonuses	In-kind benefits	Total Package
Rand per annum				1.				2.
Councillors	3							
Speaker	4		-	-	875 000	-		875 000
Chief Whip								-
Executive Mayor			-	93 000	989 000	-		1 082 000
Deputy Executive Mayor			-	-	875 000	-		875 000
Executive Committee			-	-	1 631 000	-		1 631 000
Total for all other councillors			-	119 000	3 341 000	-		3 460 000
Total Councillors	8	-	-	212 000	7 711 000			7 923 000
Senior Managers of the Municipality	5							
Municipal Manager (MM)			1 119 000	394 000	80 000	-		1 593 000
Chief Finance Officer			1 037 000	72 000	89 000	-		1 198 000
Senior Management		1	2 852 000	733 000	930 000	-		4 515 000
Technical Director		2	969 000	246 000	66 000			1 281 000
Community Services Director		3	843 000	197 000	305 000			1 345 000
		4						-
		5						-
		6						-
		7						-
		8						-
		9						-
		10						-
		11						-
		12						-
		13						-
		14						-
		15						-
		16						-
		17						-
		18						-
		19						-
		20						-
<i>List of each official with packages >= senior manager</i>								
		21						-
		22						-
		23						-
		24						-
		25						-
		26						-
		27						-
		28						-
		29						-
		30						-
		31						-
		32						-
		33						-
		34						-
		35						-
		36						-
		37						-
		38						-
		39						-
		40						-
Total Senior Managers of the Municipality	8,10	820	6 820 000	1 642 000	1 470 000	-		9 932 000
A Heading for Each Entity	6,7							
List each member of board by designation								
		1						-
		2						-
		3						-
		4						-
		5						-
		6						-
		7						-
		8						-
		9						-
		10						-
		11						-
		12						-
		13						-
		14						-
		15						-
		16						-
Total for municipal entities	8,10	136	-	-	-	-		-
TOTAL COST OF COUNCILLOR, DIRECTOR and EXECUTIVE REMUNERATION	10	956	6 820 000	1 854 000	9 181 000	-		17 855 000

WC013 Bergrivier - Supporting Table SA24 Summary of personnel numbers

Summary of Personnel Numbers		Ref	2023/24			Current Year 2024/25			Budget Year 2025/26		
Number		1,2	Positions	Permanent employees	Contract employees	Positions	Permanent employees	Contract employees	Positions	Permanent employees	Contract employees
Municipal Council and Boards of Municipal Entities											
Councillors (Political Office Bearers plus Other Councillors)			13	13	-	13	13	-	13	13	-
Board Members of municipal entities	4		-	-	-	-	-	-	-	-	-
Municipal employees											
Municipal Manager and Senior Managers	3		5	4	1	5	4	1	5	4	1
Other Managers	7		11	11	-	11	11	-	11	11	-
Professionals			35	35	-	35	34	-	35	35	-
<i>Finance</i>			1	1	-	1	1	-	1	1	-
<i>Spatial/town planning</i>			3	3	-	3	3	-	3	3	-
<i>Information Technology</i>			1	1	-	1	1	-	1	1	-
<i>Roads</i>			3	3	-	4	4	-	4	4	-
<i>Electricity</i>			3	3	-	2	2	-	2	2	-
<i>Water</i>			-	-	-	-	-	-	-	-	-
<i>Sanitation</i>			-	-	-	-	-	-	-	-	-
<i>Refuse</i>			-	-	-	-	-	-	-	-	-
<i>Other</i>			24	24	-	24	23	-	24	24	-
Technicians			43	42	1	47	39	1	50	49	1
<i>Finance</i>			6	6	-	6	6	-	6	6	-
<i>Spatial/town planning</i>			-	-	-	-	-	-	-	-	-
<i>Information Technology</i>			3	3	-	3	3	-	4	4	-
<i>Roads</i>			8	8	-	8	7	-	8	8	-
<i>Electricity</i>			5	5	-	11	5	-	13	13	-
<i>Water</i>			7	7	-	6	6	-	6	6	-
<i>Sanitation</i>			-	-	-	-	-	-	-	-	-
<i>Refuse</i>			4	4	-	5	5	-	5	5	-
<i>Other</i>			10	9	1	8	7	1	8	7	1
Clerks (Clerical and administrative)			107	104	3	116	93	5	118	113	5
Service and sales workers			16	16	-	17	16	-	18	18	-
Skilled agricultural and fishery workers			-	-	-	-	-	-	-	-	-
Craft and related trades			-	-	-	-	-	-	-	-	-
Plant and Machine Operators			35	35	-	37	35	-	39	39	-
Elementary Occupations			196	196	-	199	186	-	208	208	-
TOTAL PERSONNEL NUMBERS		9	461	456	5	480	431	7	497	490	7
% increase						4.1%	(5.5%)	40.0%	3.5%	13.7%	-
Total municipal employees headcount		6, 10	446	441	5	467	418	7	484	477	7
Finance personnel headcount		8, 10	50	50	-	54	48	-	55	55	-
Human Resources personnel headcount		8, 10	8	8	-	8	8	-	8	8	-

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

R thousand	Description	Ref	Budget Year 2025/26												Medium Term Revenue and Expenditure Framework			
			July	August	Sept.	October	November	December	January	February	March	April	May	June	Budget Year 2025/26	Budget Year +1 2026/27	Budget Year +2 2027/28	
Revenue by Vote																		
	Vote 1 - Vote 1 - Municipal Manager		4 249	4 248	4 247	4 247	4 247	4 247	4 247	4 247	4 247	4 247	4 247	4 247	4 247	4 249	53 266	54 495
	Vote 2 - Vote 2 - Finance		23 128	12 709	12 189	12 196	12 169	12 442	12 442	12 477	12 477	12 442	12 463	12 520	12 922	12 679	173 691	187 831
	Vote 3 - Vote 3 - Corporate Services		335	317	323	332	331	322	320	347	341	341	329	329	348	348	4 177	4 227
	Vote 4 - Vote 4 - Technical Services		25 080	32 131	25 587	21 011	24 927	35 352	26 545	26 403	26 403	26 403	26 279	26 279	22 020	36 138	344 820	372 936
	Vote 5 - Vote 5 - Technical Services (Continued)		6 236	6 281	6 412	6 627	7 605	6 244	6 244	7 702	8 404	7 912	7 912	7 912	7 875	6 066	93 453	100 202
	Vote 6 - Vote 6 - Community Services		8 004	8 169	7 724	8 502	8 662	8 007	8 007	8 076	8 000	8 058	8 076	8 062	7 967	8 815	47 404	48 430
	Vote 7 - Vote 7 - Community Services (Continued)		560	719	452	376	470	1 223	1 223	564	608	647	564	348	303	263	6 825	7 167
	Vote 8 -																	
	Vote 9 -																	
	Vote 10 -																	
	Vote 11 -																	
	Vote 12 -																	
	Vote 13 -																	
	Vote 14 -																	
	Vote 15 -																	
	Total Revenue by Vote		67 592	64 574	56 914	53 290	58 412	67 869	58 857	57 944	60 583	59 697	55 687	68 558	729 977	723 636	775 288	
Expenditure by Vote to be appropriated																		
	Vote 1 - Vote 1 - Municipal Manager		2 622	4 355	4 806	2 207	4 213	2 524	2 832	2 895	2 578	4 265	3 366	2 807	39 472	41 550	43 394	
	Vote 2 - Vote 2 - Finance		3 804	4 336	4 672	4 896	5 621	6 237	5 715	4 638	4 739	4 627	5 397	5 438	60 118	62 771	66 095	
	Vote 3 - Vote 3 - Corporate Services		3 690	3 711	3 921	3 829	4 922	3 880	4 134	3 873	4 215	3 869	5 612	4 316	49 970	53 840	55 500	
	Vote 4 - Vote 4 - Technical Services		9 558	35 944	36 414	30 974	32 835	24 060	24 995	26 689	26 904	27 262	28 517	44 418	348 570	366 741	387 651	
	Vote 5 - Vote 5 - Technical Services (Continued)		2 928	4 754	4 534	4 489	5 098	6 057	4 713	7 416	5 293	5 052	6 110	8 635	65 079	70 575	74 280	
	Vote 6 - Vote 6 - Community Services		10 296	11 290	11 605	11 895	14 754	11 550	12 567	12 347	11 270	11 870	12 155	13 638	145 238	98 853	102 944	
	Vote 7 - Vote 7 - Community Services (Continued)		873	1 018	1 044	1 157	1 616	1 030	1 314	1 398	1 226	1 321	1 493	1 604	15 095	16 261	16 939	
	Vote 8 -																	
	Vote 9 -																	
	Vote 10 -																	
	Vote 11 -																	
	Vote 12 -																	
	Vote 13 -																	
	Vote 14 -																	
	Vote 15 -																	
	Total Expenditure by Vote		33 772	65 408	66 995	59 448	69 059	55 338	56 270	59 256	56 225	58 265	62 649	80 856	723 542	710 591	746 802	
	Surplus/(Deficit) before assoc.		33 820	(834)	(10 081)	(6 158)	(10 648)	12 531	2 587	(1 312)	4 358	1 432	(6 962)	(12 297)	6 435	13 045	28 485	
	Income Tax																	
	Share of Surplus/Deficit attributable to Minorities																	
	Intercompany/Parent subsidiary transactions																	
	Surplus/(Deficit)	1	33 820	(834)	(10 081)	(6 158)	(10 648)	12 531	2 587	(1 312)	4 358	1 432	(6 962)	(12 297)	6 435	13 045	28 485	

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

Description		Budget Year 2025/26												Medium Term Revenue and Expenditure Framework				
		Ref												Budget Year 2025/26	Budget Year +1 2026/27	Budget Year +2 2027/28		
		July	August	Sept.	October	November	December	January	February	March	April	May	June					
R thousand																		
Revenue - Functional																		
Governance and administration																		
Executive and council	27 771	17 337	16 814	17 328	16 794	17 103	17 065	17 088	17 206	17 147	17 559	17 325	216 538	232 307	247 791			
Finance and administration	4 236	4 235	4 235	4 235	4 235	4 235	4 235	4 235	4 235	4 235	4 235	4 235	4 237	53 116	54 345			
Internal audit	23 534	13 102	12 580	13 094	12 560	12 868	12 831	12 853	12 971	12 913	13 325	13 088	165 719	179 191	193 446			
Community and public safety	8 285	8 502	8 177	8 106	8 225	8 925	8 356	8 280	8 322	8 144	8 041	8 035	99 397	48 816	49 913			
Community and social services	811	869	809	815	840	787	791	794	793	798	815	800	9 722	10 064	10 124			
Sport and recreation	570	729	462	386	480	1 233	657	574	618	358	313	273	6 852	6 950	7 298			
Public safety	1 831	1 831	1 831	1 831	1 831	1 831	1 831	1 831	1 831	1 831	1 831	1 888	22 135	22 801	23 490			
Housing	5 074	5 074	5 074	5 074	5 074	5 074	5 074	5 074	5 074	5 074	5 074	5 074	60 888	9 001	9 001			
Health																		
Economic and environmental services	826	3 883	2 330	2 660	1 525	2 669	910	977	865	1 146	969	7 263	26 024	25 752	26 764			
Planning and development	382	3 329	2 175	1 711	440	2 192	399	437	413	695	575	6 050	18 797	19 976	20 707			
Road transport	445	554	155	950	1 085	478	511	540	452	451	394	1 213	7 227	5 776	6 057			
Environmental protection																		
Trading services	30 709	34 851	29 593	25 196	31 868	39 172	32 525	31 599	34 191	33 259	29 118	35 935	388 018	416 761	450 820			
Energy sources	19 352	23 445	18 010	13 354	18 967	27 640	17 910	18 099	20 043	19 609	15 502	24 133	236 064	251 763	272 176			
Water management	3 922	3 950	3 951	4 264	5 207	3 877	6 732	5 280	6 073	5 486	5 460	3 507	57 710	62 214	66 422			
Waste water management	2 315	2 331	2 461	2 363	2 398	2 367	2 508	2 422	2 331	2 425	2 415	2 559	28 896	31 239	33 780			
Waste management	5 121	5 125	5 171	5 214	5 297	5 289	5 375	5 797	5 744	5 739	5 741	5 736	65 348	71 545	78 442			
Other																		
Total Revenue - Functional	67 592	64 574	56 914	53 290	58 412	67 869	58 857	57 944	60 583	59 697	55 687	68 558	729 977	723 636	775 288			
Expenditure - Functional																		
Governance and administration																		
Executive and council	10 312	12 463	13 589	10 976	15 004	12 616	12 689	11 486	11 541	12 944	14 263	13 325	151 189	159 619	166 544			
Finance and administration	1 974	3 574	4 157	1 564	3 206	1 822	2 005	2 234	1 980	3 631	2 560	1 889	30 596	32 327	33 721			
Internal audit	8 051	8 584	9 159	9 303	11 475	10 585	10 535	9 143	9 428	9 202	11 421	11 122	118 008	124 521	129 898			
Community and public safety	287	306	252	110	323	210	149	109	133	111	281	314	2 585	2 771	2 924			
Economic and environmental services	10 845	11 975	12 246	12 628	15 811	12 221	13 425	13 329	12 082	12 768	13 175	14 848	155 353	109 367	113 822			
Community and social services	1 262	1 297	1 372	1 462	2 463	1 449	1 317	1 696	1 274	1 308	1 492	1 613	18 006	19 141	20 063			
Sport and recreation	1 575	1 932	2 142	2 313	3 568	2 083	2 626	2 441	2 307	2 522	2 788	2 734	29 030	31 256	32 666			
Public safety	2 745	3 473	3 454	3 577	4 393	3 416	4 220	3 528	3 237	3 699	3 604	5 259	44 605	46 998	49 007			
Housing	5 263	5 273	5 278	5 277	5 387	5 273	5 261	5 665	5 263	5 239	5 291	5 242	63 712	11 972	12 086			
Health																		
Economic and environmental services	4 776	6 262	5 244	5 699	7 559	5 139	5 463	5 429	5 315	5 501	5 775	5 969	68 132	70 790	73 763			
Planning and development	1 742	1 952	1 601	1 690	2 456	1 746	1 813	1 892	1 748	1 697	2 012	2 248	22 597	22 497	23 179			
Road transport	3 034	4 310	3 644	4 009	5 103	3 393	3 651	3 537	3 567	3 804	3 763	3 721	45 535	48 293	50 585			
Environmental protection																		
Trading services	7 839	34 708	35 936	30 144	30 685	25 362	24 693	29 011	27 288	27 052	29 436	46 714	348 869	370 815	392 673			
Energy sources	1 730	26 254	27 110	20 989	18 931	15 700	14 987	17 129	18 382	17 349	18 140	29 001	225 702	238 109	252 881			
Water management	1 765	3 246	2 972	2 381	3 151	4 675	2 957	5 476	3 503	3 455	3 520	6 022	43 122	47 312	49 650			
Waste water management	1 163	1 507	1 561	2 108	1 947	1 382	1 757	1 940	1 791	1 597	2 590	2 613	21 957	23 263	24 630			
Waste management	3 182	3 700	4 292	4 666	6 656	3 605	4 993	4 466	3 612	4 651	5 186	9 078	58 088	62 131	65 512			
Other																		
Total Expenditure - Functional	33 772	65 408	66 995	59 448	69 059	55 338	56 270	59 256	56 225	58 265	62 649	80 856	723 542	710 591	746 802			
Surplus/(Deficit) before assoc.	33 820	(834)	(10 081)	(6 158)	(10 648)	12 531	2 587	(1 312)	4 358	1 432	(6 962)	(12 297)	6 435	13 045	28 485			
Intercompany/Parent subsidiary transactions																		
Surplus/(Deficit)	1	(834)	(10 081)	(6 158)	(10 648)	12 531	2 587	(1 312)	4 358	1 432	(6 962)	(12 297)	6 435	13 045	28 485			

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

R thousand	Description	Ref	Budget Year 2025/26												Medium Term Revenue and Expenditure Framework				
			July	August	Sept.	October	Nov.	Dec.	January	Feb.	March	April	May	June	Budget Year 2025/26	Budget Year +1 2026/27	Budget Year +2 2027/28		
			1	Capital Expenditure - Functional															
	Governance and administration																		
	Executive and council	1 120	-	108	510	3 092	1 210	1 395	453	253	433	253	313	9 140	7 787	3 520			
	Finance and administration	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-			
	Internal audit	1 120	-	108	510	3 092	1 210	1 395	453	253	433	253	313	9 140	7 787	3 520			
	Community and public safety																		
	Community and social services	2 530	583	783	613	583	739	639	818	601	601	623	601	9 715	3 573	962			
	Sport and recreation	1 367	-	-	-	-	-	-	-	-	-	-	-	1 367	321	75			
	Public safety	783	583	783	613	583	738	583	809	592	592	614	592	7 869	2 842	877			
	Housing	380	-	-	-	-	0	55	9	9	9	9	9	480	410	10			
	Health	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-			
	Economic and environmental services																		
	Planning and development	-	50	177	232	3 769	699	649	574	34	34	34	1 498	7 750	16 550	26 850			
	Road transport	-	-	-	-	-	-	-	-	-	-	-	-	-	12 000	12 000			
	Environmental protection	-	50	177	232	3 769	699	649	574	34	34	34	1 498	7 750	4 550	14 850			
	Trading services																		
	Energy sources	30 021	800	1 438	4 097	4 950	3 770	2 309	3 916	2 723	6 156	1 826	3 551	65 557	51 858	57 626			
	Water management	3 000	-	365	2 720	4 053	2 997	1 678	75	207	16	2	0	14 907	21 092	20 057			
	Waste water management	27 021	-	153	424	393	219	631	524	887	887	941	2 671	34 071	22 556	20 121			
	Waste management	-	800	820	803	353	453	-	3 317	2 516	5 253	678	586	15 580	6 560	15 947			
	Other																		
		-	-	100	150	150	100	-	-	-	-	205	295	1 000	1 650	1 500			
	Total Capital Expenditure - Functional																		
		33 671	1 433	2 506	5 453	12 394	6 418	4 992	5 762	3 611	7 224	2 735	5 963	92 163	79 768	88 957			
	Funded by:																		
	National Government	13 971	-	-	2 246	2 516	2 516	1 678	-	-	-	-	0	22 927	17 472	22 466			
	Provincial Government	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-			
	District Municipality	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-			
	allocations) (Nat/Prov Departm Agencies, Households, Non-profit Institutions, Private Enterprises, Public Corporations, Higher Educ Institutions)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-			
	Transfers recognised - capital																		
		13 971	-	-	2 246	2 516	2 516	1 678	-	-	-	-	0	22 927	17 472	22 466			
	Borrowing																		
		9 750	-	357	998	5 108	2 260	2 334	1 477	487	1 320	1 410	2 799	28 300	36 692	34 590			
	Internally generated funds																		
		9 950	1 433	2 149	2 208	4 770	1 641	981	4 285	3 124	5 904	1 325	3 164	40 935	25 603	31 902			
	Total Capital Funding																		
		33 671	1 433	2 506	5 453	12 394	6 418	4 992	5 762	3 611	7 224	2 735	5 963	92 163	79 768	88 957			

WC013 Bergvrievier - Supporting Table SA30 Budgeted monthly cash flow

R thousand	Budget Year 2025/26												Medium Term Revenue and Expenditure Framework			
	July	August	Sept.	October	November	December	January	February	March	April	May	June	Budget Year 2025/26	Budget Year +1 2026/27	Budget Year +2 2027/28	
Cash Receipts By Source																
Property rates	19 720	9 155	9 134	9 097	9 244	9 426	9 366	9 364	9 379	9 365	9 517	9 525	122 291	131 871	142 109	
Service charges - electricity revenue	18 911	22 965	17 577	12 899	18 473	18 212	17 460	17 624	19 574	19 110	15 063	23 652	221 521	244 070	258 976	
Service charges - water revenue	3 068	3 090	3 088	3 362	4 201	3 005	5 557	4 247	4 948	4 428	4 391	2 648	46 034	49 638	52 933	
Service charges - sanitation revenue	1 512	1 520	1 631	1 544	1 573	1 542	1 664	1 587	1 500	1 582	1 569	1 695	18 920	20 448	22 104	
Service charges - refuse revenue	3 119	3 116	3 146	3 181	3 247	3 231	3 300	3 699	3 648	3 638	3 631	3 623	40 578	44 579	49 033	
Rental of facilities and equipment	133	118	147	630	122	113	109	118	110	115	139	132	1 986	2 075	2 179	
Interest earned - external investments	1 757	2 377	1 966	2 047	1 903	1 926	1 960	2 011	2 079	2 068	2 292	2 014	24 400	27 088	30 099	
Interest earned - outstanding debtors	330	353	320	322	313	360	354	353	378	368	377	390	4 216	4 406	4 627	
Dividends received												-				
Fines, penalties and forfeits	343	343	350	343	358	352	344	344	367	344	348	344	4 180	4 307	4 434	
Licences and permits	1	1	1	1	1	1	5	9	4	1	4	1	31	31	34	
Agency services	278	385	-	772	907	305	349	359	286	265	229	1 043	5 180	5 413	5 684	
Transfers and Subsidies - Operational	12 441	12 441	12 441	12 441	12 441	12 441	12 441	12 441	12 441	12 441	12 441	12 441	149 293	100 858	104 557	
Other revenue	981	1 305	846	869	1 016	1 576	1 035	1 031	1 044	929	800	800	12 231	12 793	13 394	
Cash Receipts by Source	62 595	57 168	50 648	47 507	53 799	52 490	53 945	53 188	55 757	54 653	50 802	58 308	650 862	647 577	690 162	
Other Cash Flows by Source																
Transfers and subsidies - capital (monetary allocations) (National / Provincial and District)	112	2 993	1 906	1 411	112	10 945	148	152	112	410	230	5 741	24 271	17 861	23 524	
Transfers and subsidies - capital (monetary allocations) (Nat / Prov Departm Agencies, Households, Non-profit institutions, Private Enterprises, Public Corporations, Higher Educ institutions)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Proceeds on Disposal of Fixed and Intangible Assets	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Short term loans	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Borrowing long term/refinancing	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Increase (decrease) in consumer deposits	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
VAT Control (receipts)	7 439	-	-	-	-	-	-	-	-	-	-	-	7 439	-	-	
Decrease (increase) in non-current receivables	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Decrease (increase) in non-current investments	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Total Cash Receipts by Source	70 147	60 161	52 554	48 919	53 911	63 435	54 093	53 340	55 869	55 063	51 033	92 349	710 872	702 131	748 277	
Cash Payments by Type																
Employee related costs	15 650	16 704	16 446	16 333	26 380	16 994	17 145	17 188	17 627	17 519	17 773	(18 004)	213 764	229 392	243 477	
Remuneration of councillors	571	598	969	619	619	619	619	619	745	648	648	(647)	7 923	8 536	9 061	
Interest	604	604	604	604	604	604	1 304	4 733	604	604	604	(3 143)	14 618	15 833	16 447	
Bulk purchases - electricity	25	24 001	24 465	18 622	14 604	13 617	12 391	14 864	16 002	14 675	15 622	(25 459)	194 347	204 764	217 439	
Acquisitions - water & other inventory	471	1 752	1 226	1 177	2 640	789	1 013	778	12 386	1 577	2 221	(3 147)	29 158	30 461	31 219	
Contracted services	6 075	7 474	8 624	9 349	10 541	6 687	8 949	7 918	7 817	8 638	11 359	(13 694)	107 326	57 178	57 918	
Transfers and subsidies - other municipalities												-				
Transfers and subsidies - other	583	406	2 285	131	1 692	371	491	833	338	379	1 002	(469)	8 982	18 367	27 987	
Other expenditure	1 843	5 161	3 575	4 317	3 679	5 279	5 786	3 559	2 983	5 200	4 669	(6 731)	52 782	54 464	55 827	
Cash Payments by Type	25 823	56 701	58 194	51 152	60 760	44 941	47 699	50 494	58 504	49 440	53 897	(71 295)	628 900	618 996	659 375	
Other Cash Flows/Payments by Type																
Capital assets	33 671	1 433	2 506	5 453	12 394	6 418	4 992	5 762	3 611	7 224	2 735	5 963	92 163	79 768	88 957	
Repayment of borrowing	-	-	-	-	-	-	-	-	-	-	-	-	13 464	14 926	14 737	
Other Cash Flows/Payments												-				
Total Cash Payments by Type	59 494	58 134	60 700	56 605	73 153	51 359	52 692	56 255	62 115	56 664	56 632	(61 668)	734 527	713 690	763 070	
NET INCREASE/(DECREASE) IN CASH HELD	10 653	2 027	(8 147)	(7 686)	(19 243)	12 076	1 401	(2 915)	(6 246)	(1 602)	(5 600)	144 217	(23 655)	(11 559)	(14 793)	
Cash/cash equivalents at the month/year begin:	181 846	192 499	194 526	186 380	178 693	159 450	171 527	172 928	170 012	163 766	162 165	156 565	181 846	158 191	146 633	
Cash/cash equivalents at the month/year end:	192 499	194 526	186 380	178 693	159 450	171 527	172 928	170 012	163 766	162 165	156 565	300 782	158 191	146 633	131 840	

WC013 Bergrivier - Supporting Table SA32 List of external mechanisms

External mechanism	Yrs/ Mths	Period of agreement 1.	Service provided	Expiry date of service delivery agreement or contract	Monetary value of agreement 2.
Name of organisation		Number			R thousand

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

Description	Ref	2021/22	2022/23	2023/24	Current Year 2024/25			2025/26 Medium Term Revenue & Expenditure Framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2025/26	Budget Year +1 2026/27	Budget Year +2 2027/28
R thousand	1									
Computer Equipment		(0)	-	(0)	650	749	749	2 710	200	200
Computer Equipment		(0)	-	(0)	650	749	749	2 710	200	200
Furniture and Office Equipment		(0)	-	(0)	336	242	242	127	131	135
Furniture and Office Equipment		(0)	-	(0)	336	242	242	127	131	135
Machinery and Equipment		(0)	-	0	10 966	10 749	10 749	1 139	1 476	1 277
Machinery and Equipment		(0)	-	0	10 966	10 749	10 749	1 139	1 476	1 277
Transport Assets		(0)	0	(0)	1 660	4 156	4 156	4 600	6 287	2 000
Transport Assets		(0)	0	(0)	1 660	4 156	4 156	4 600	6 287	2 000
Land		-	-	-	-	-	-	-	-	-
Land		-	-	-	-	-	-	-	-	-
Zoo's, Marine and Non-biological Animals		-	-	-	-	-	-	-	-	-
Zoo's, Marine and Non-biological Animals		-	-	-	-	-	-	-	-	-
Living resources		-	-	-	-	-	-	-	-	-
Mature		-	-	-	-	-	-	-	-	-
Policing and Protection		-	-	-	-	-	-	-	-	-
Zoological plants and animals		-	-	-	-	-	-	-	-	-
Immature		-	-	-	-	-	-	-	-	-
Policing and Protection		-	-	-	-	-	-	-	-	-
Zoological plants and animals		-	-	-	-	-	-	-	-	-
Total Capital Expenditure on new assets	1	96	0	(0)	32 568	36 686	36 686	38 661	29 894	39 912

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

Description	Ref	2021/22	2022/23	2023/24	Current Year 2024/25			2025/26 Medium Term Revenue & Expenditure Framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2025/26	Budget Year +1 2026/27	Budget Year +2 2027/28
R thousand	1									
Computer Equipment		71	-	-	340	390	390	700	520	540
Computer Equipment		71	-	-	340	390	390	700	520	540
Furniture and Office Equipment		(167)	-	(0)	270	301	301	400	450	600
Furniture and Office Equipment		(167)	-	(0)	270	301	301	400	450	600
Machinery and Equipment		-	-	-	-	-	-	-	-	-
Machinery and Equipment		-	-	-	-	-	-	-	-	-
Transport Assets		-	-	-	-	-	-	-	-	-
Transport Assets		-	-	-	-	-	-	-	-	-
Land		-	-	-	-	-	-	-	-	-
Land		-	-	-	-	-	-	-	-	-
Zoo's, Marine and Non-biological Animals		-	-	-	-	-	-	-	-	-
Zoo's, Marine and Non-biological Animals		-	-	-	-	-	-	-	-	-
Living resources		-	-	-	-	-	-	-	-	-
Mature		-	-	-	-	-	-	-	-	-
<i>Policing and Protection</i>										
<i>Zoological plants and animals</i>										
Immature		-	-	-	-	-	-	-	-	-
<i>Policing and Protection</i>										
<i>Zoological plants and animals</i>										
Total Capital Expenditure on renewal of existing assets	1	(96)	-	(0)	10 570	9 238	9 238	19 795	25 810	15 009
Renewal of Existing Assets as % of total capex		258570.3%	0.0%	50.0%	14.0%	11.1%	11.1%	21.5%	32.4%	16.9%
Renewal of Existing Assets as % of deprecn"		-0.3%	0.0%	0.0%	35.0%	34.6%	34.6%	66.8%	82.6%	46.2%

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

Description	Ref	2021/22	2022/23	2023/24	Current Year 2024/25			2025/26 Medium Term Revenue & Expenditure Framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2025/26	Budget Year +1 2026/27	Budget Year +2 2027/28
R thousand	1									
Computer Equipment		318	1 100	259	295	693	693	1 644	1 717	1 760
Computer Equipment		318	1 100	259	295	693	693	1 644	1 717	1 760
Furniture and Office Equipment		85	24	1	33	36	36	33	33	34
Furniture and Office Equipment		85	24	1	33	36	36	33	33	34
Machinery and Equipment		1 355	1 073	1 768	1 347	1 707	1 707	1 976	2 065	2 117
Machinery and Equipment		1 355	1 073	1 768	1 347	1 707	1 707	1 976	2 065	2 117
Transport Assets		3 247	3 073	2 950	3 424	3 720	3 720	3 951	4 127	4 230
Transport Assets		3 247	3 073	2 950	3 424	3 720	3 720	3 951	4 127	4 230
Land		-	-	-	-	-	-	-	-	-
Land		-	-	-	-	-	-	-	-	-
Zoo's, Marine and Non-biological Animals		-	-	-	-	-	-	-	-	-
Zoo's, Marine and Non-biological Animals		-	-	-	-	-	-	-	-	-
Living resources		-	-	-	-	-	-	-	-	-
Mature		-	-	-	-	-	-	-	-	-
Policing and Protection		-	-	-	-	-	-	-	-	-
Zoological plants and animals		-	-	-	-	-	-	-	-	-
Immature		-	-	-	-	-	-	-	-	-
Policing and Protection		-	-	-	-	-	-	-	-	-
Zoological plants and animals		-	-	-	-	-	-	-	-	-
Total Repairs and Maintenance Expenditure	1	25 760	26 678	27 122	37 658	39 352	39 352	43 532	46 335	48 229
R&M as a % of PPE & Investment Property		5.5%	5.3%	5.1%	6.0%	6.7%	6.7%	7.5%	7.3%	7.0%
R&M as % Operating Expenditure		6.4%	6.1%	5.4%	6.4%	6.2%	6.2%	6.8%	6.4%	6.8%

WC013 Bergrivier - Supporting Table SA34d Depreciation by asset class

Description	Ref	2021/22	2022/23	2023/24	Current Year 2024/25			2025/26 Medium Term Revenue & Expenditure Framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2025/26	Budget Year +1 2026/27	Budget Year +2 2027/28
R thousand	1									
Computer Equipment		630	722	749	848	828	828	930	1 038	1 065
Computer Equipment		630	722	749	848	828	828	930	1 038	1 065
Furniture and Office Equipment		974	887	863	902	955	955	888	866	833
Furniture and Office Equipment		974	887	863	902	955	955	888	866	833
Machinery and Equipment		873	820	790	1 383	1 137	1 137	1 383	1 422	1 458
Machinery and Equipment		873	820	790	1 383	1 137	1 137	1 383	1 422	1 458
Transport Assets		2 075	2 137	2 718	2 817	2 943	2 943	3 142	3 390	3 552
Transport Assets		2 075	2 137	2 718	2 817	2 943	2 943	3 142	3 390	3 552
Land		-	-	-	-	-	-	-	-	-
Land		-	-	-	-	-	-	-	-	-
Zoo's, Marine and Non-biological Animals		-	-	-	-	-	-	-	-	-
Zoo's, Marine and Non-biological Animals		-	-	-	-	-	-	-	-	-
Living resources		-	-	-	-	-	-	-	-	-
Mature		-	-	-	-	-	-	-	-	-
Policing and Protection										
Zoological plants and animals										
Immature		-	-	-	-	-	-	-	-	-
Policing and Protection										
Zoological plants and animals										
Total Depreciation	1	27 625	30 870	25 326	30 174	26 723	26 723	29 637	31 265	32 470

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

Description	Ref	2021/22	2022/23	2023/24	Current Year 2024/25			2025/26 Medium Term Revenue & Expenditure Framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2025/26	Budget Year +1 2026/27	Budget Year +2 2027/28
R thousand	1									
Computer Equipment		-	-	-	-	-	-	-	-	-
Computer Equipment		-	-	-	-	-	-	-	-	-
Furniture and Office Equipment		-	-	-	-	-	-	-	-	-
Furniture and Office Equipment		-	-	-	-	-	-	-	-	-
Machinery and Equipment		-	-	-	-	-	-	-	-	-
Machinery and Equipment		-	-	-	-	-	-	-	-	-
Transport Assets		-	-	-	-	-	-	-	-	-
Transport Assets		-	-	-	-	-	-	-	-	-
Land		-	-	-	-	-	-	-	-	-
Land		-	-	-	-	-	-	-	-	-
Zoo's, Marine and Non-biological Animals		-	-	-	-	-	-	-	-	-
Zoo's, Marine and Non-biological Animals		-	-	-	-	-	-	-	-	-
Living resources		-	-	-	-	-	-	-	-	-
Mature		-	-	-	-	-	-	-	-	-
Policing and Protection		-	-	-	-	-	-	-	-	-
Zoological plants and animals		-	-	-	-	-	-	-	-	-
Immature		-	-	-	-	-	-	-	-	-
Policing and Protection		-	-	-	-	-	-	-	-	-
Zoological plants and animals		-	-	-	-	-	-	-	-	-
Total Capital Expenditure on upgrading of existing assets	1	(0)	0	0	32 457	36 957	36 957	33 707	24 063	34 037
Upgrading of Existing Assets as % of total capex		16.2%	66.7%	-100.0%	42.9%	44.6%	44.6%	36.6%	30.2%	38.3%
Upgrading of Existing Assets as % of depreca"		0.0%	0.0%	0.0%	107.6%	138.3%	138.3%	113.7%	77.0%	104.8%

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

Vote Description	Ref	2025/26 Medium Term Revenue & Expenditure Framework			Forecasts			
		Budget Year 2025/26	Budget Year +1 2026/27	Budget Year +2 2027/28	Forecast 2028/29	Forecast 2029/30	Forecast 2030/31	Present value
R thousand								
Capital expenditure	1							
Vote 1 - Vote 1 - Municipal Manager		-	-	-	-	-	-	-
Vote 2 - Vote 2 - Finance		1 170	1 220	720	1 287	1 403	778	
Vote 3 - Vote 3 - Corporate Services		3 410	720	740	3 751	828	799	
Vote 4 - Vote 4 - Technical Services		23 717	40 352	48 467	26 088	46 405	52 345	
Vote 5 - Vote 5 - Technical Services (Continued)		54 151	33 903	38 068	59 566	38 988	41 114	
Vote 6 - Vote 6 - Community Services		2 515	1 637	432	2 767	1 882	466	
Vote 7 - Vote 7 - Community Services (Continued)		7 200	1 936	530	7 920	2 226	572	
Vote 8 -		-	-	-	-	-	-	
Vote 9 -		-	-	-	-	-	-	
Vote 10 -		-	-	-	-	-	-	
Vote 11 -		-	-	-	-	-	-	
Vote 12 -		-	-	-	-	-	-	
Vote 13 -		-	-	-	-	-	-	
Vote 14 -		-	-	-	-	-	-	
Vote 15 -		-	-	-	-	-	-	
<i>List entity summary if applicable</i>								
Total Capital Expenditure		92 163	79 768	88 957	101 379	91 733	96 074	-
Future operational costs by vote	2							
Vote 1 - Vote 1 - Municipal Manager								
Vote 2 - Vote 2 - Finance								
Vote 3 - Vote 3 - Corporate Services								
Vote 4 - Vote 4 - Technical Services								
Vote 5 - Vote 5 - Technical Services (Continued)								
Vote 6 - Vote 6 - Community Services								
Vote 7 - Vote 7 - Community Services (Continued)								
Vote 8 -								
Vote 9 -								
Vote 10 -								
Vote 11 -								
Vote 12 -								
Vote 13 -								
Vote 14 -								
Vote 15 -								
<i>List entity summary if applicable</i>								
Total future operational costs		-	-	-	-	-	-	-
Future revenue by source	3							
Exchange Revenue								
Service charges - Electricity								
Service charges - Water								
Service charges - Waste Water Management								
Service charges - Waste Management								
Agency services								
<i>List other revenues sources if applicable</i>								
<i>List entity summary if applicable</i>								
Total future revenue		-	-	-	-	-	-	-
Net Financial Implications		92 163	79 768	88 957	101 379	91 733	96 074	-

WCD 13 Begrünher - Supporting Table SA36 Detailed capital budget

Function	Project Description	Project Number	Type	MTSF Service Outcome	IUDF	Own Strategic Objectives	Asset Class	Asset Sub-Class	Ward Location	GPS Longitude	GPS Latitude	2025/26 Medium Term Revenue & Expenditure Framework				
												Audited Outcome 2024/25	Current Year Full Year Forecast 2024/25	Budget Year 2025/26	Budget Year+1 2026/27	Budget Year+2 2027/28
Parent municipality: List all capital projects grouped by Function																
Crèches/nannies	Fence new cemetery, Potterville	PC0000300200191_398	New	sustainable social protection system oriented public service	Growth		Community Assets	Community Facilities	Whole of the Municipality	0	0	0	1 300	0	0	
Community Halls and Facilities	Polishers	PC000030052_785	New	An efficient, effective and development-oriented public service	Growth		Furniture and Office Equipment		Whole of the Municipality	0	0	0	67	71	75	
Community Parks (including Nurseries)	Rotary Cutters	PC00003009_856	New		Growth		Machinery and Equipment		Whole of the Municipality	0	0	0	100	170	180	
Community Parks (including Nurseries)	Landscaping Equipment	PC00003009_1143	New		Growth		Machinery and Equipment		Whole of the Municipality	0	0	0	200	242	0	
Electricity	Replace Mini-substations and transformers	PC0001001001005_1441	Existing	An efficient, competitive and responsive economic infrastructure network	Inclusion and access		Renewal	Electrical Infrastructure	Whole of the Municipality	0	0	0	2 000	1 200	1 000	
Electricity	Default Project	PC0001001001006_541	Existing	An efficient, competitive and responsive economic infrastructure network	Inclusion and access		Renewal	Electrical Infrastructure	Ward 2 - Potterville, Ward 6 - Valdeff/Whole of the Municipality	0	0	(415)	100	0	4 648	
Electricity	Mic block lines	PC0001001001006_861	Existing	An efficient, competitive and responsive economic infrastructure network	Inclusion and access		Upgrading	Electrical Infrastructure	Whole of the Municipality	0	0	0	400	500	600	
Electricity	Replace Dvr switches OH lines with Cable	PC0001001001006_864	Existing	An efficient, competitive and responsive economic infrastructure network	Inclusion and access		Upgrading	Electrical Infrastructure	Ward 6, Ward 6 - Valdeff/Whole of the Municipality	0	0	0	1 100	1 500	1 500	
Electricity	Begrünher Bulk Services Upgrade/ODP Houses	PC0001001002001008_878	Existing	An efficient, competitive and responsive economic infrastructure network	Inclusion and access		Upgrading	Electrical Infrastructure	Whole of the Municipality	0	0	0	8 867	2 582	2 710	
Electricity	Smart Metering	PC0001001002001008_1003	Existing	An efficient, competitive and responsive economic infrastructure network	Inclusion and access		Upgrading	Electrical Infrastructure	Whole of the Municipality	0	0	0	0	300	0	
Electricity	Metering Main intake substation	PC0001001002001008_1181	Existing	An efficient, competitive and responsive economic infrastructure network	Inclusion and access		Upgrading	Electrical Infrastructure	Whole of the Municipality	0	0	0	400	400	0	
Electricity	Power Quality metering at Main intake substations	PC0001001002001008_1182	Existing	An efficient, competitive and responsive economic infrastructure network	Inclusion and access		Upgrading	Electrical Infrastructure	Whole of the Municipality	0	0	0	0	300	0	
Finance	Water Renewals	PC00010010040007_515	Existing	An efficient, competitive and responsive economic infrastructure network	Inclusion and access		Renewal	Water Supply Infrastructure	Ward 2, Ward 2 - Potterville, Ward 5 - Aurore/Roelinhuisa, Etendekal	0	0	(165)	150	4 200	12 825	7 751
Finance	Basket screens for pumpstations	PC0001002000901_305	New	An efficient, competitive and responsive economic infrastructure network	Growth		Sanitation Infrastructure	Pump Station	Whole of the Municipality	0	0	(90)	120	120	130	140
Finance	Concrete benches - open spaces	PC00020001002001014_554	Existing	An efficient, effective and development-oriented public service	Inclusion and access		Renewal	Community Assets	Ward 2 - Potterville, Ward 4, Ward 6	0	0	(339)	0	30	270	0
Finance	Replacement of computers	PC00020001004_481	Existing	An efficient, effective and development-oriented public service	Governance		Renewal	Computer Equipment	Administrative or Head Office (Including Satellite Offices)/Whole of the Municipality	0	0	(10)	380	700	540	
Finance	Tools	PC000200098_1178	New		Growth		Machinery and Equipment		Whole of the Municipality	0	0	0	120	120	120	
Fire Fighting and Protection	Fire Fighting Equipment	PC000200098_574	New		Growth		Machinery and Equipment		Whole of the Municipality	0	0	0	68	100	180	
Fire Fighting and Protection	Breathing Apparatus Compressor	PC000200098_1188	New		Growth		Machinery and Equipment		Whole of the Municipality	0	0	0	0	130	0	
Fleet Management	Transport Assets (NON-VARIABLE)	PC00020010_1019	New	An efficient, effective and development-oriented public service	Growth		Transport Assets		Whole of the Municipality	0	0	486	1 042	1 000	1 337	
Information Technology	Municipal WAN	PC0002003004_1179	New		Growth		Computer Equipment		Whole of the Municipality	0	0	0	0	1 000	0	
Police Forces, Traffic and Street Parking Control	New municipal offices	PC0002003002001001_311	New	An efficient, effective and development-oriented public service	Growth		Other Assets	Operational Buildings	Administrative or Head Office (Including Satellite Offices)/Ward 2 - Potterville/Ward 3 - Pheisterberg	0	0	538	600	0	12 190	12 000
Police Forces, Traffic and Street Parking Control	Dash Cams	PC0002003008_1026	New		Growth		Machinery and Equipment		Ward 3, Ward 3 - Pheisterberg	0	0	39	0	10	10	
Police Forces, Traffic and Street Parking Control	TV Screens	PC0002003009_1197	New		Growth		Machinery and Equipment		Whole of the Municipality	0	0	0	60	0	0	
Property Services	Upgrade SCM Stores	PC0002003002001008_878	Existing	An efficient, effective and development-oriented public service	Governance		Renewal	Other Assets	WCD 13 Begrünher, Ward 1, Ward 1 - Potterville	0	0	1 050	650	750	0	
Property Services	Onward parking after municipal kantore, VD	PC0002003003001001_915	New	An efficient, effective and development-oriented public service	Growth		Other Assets	Operational Buildings	Ward 6, Ward 6 - Valdeff/Whole of the Municipality	0	0	0	0	1 000	0	
Recreational Facilities	Default Project	PC0002003002002002_603	Existing	A long and healthy life for all South Africans	Inclusion and access		Upgrading	Community Assets	Ward 7 - Valdeff/Whole of the Municipality	0	0	(342)	0	0	794	
Recreational Facilities	Upgrading of Hall into conference room	PC0002003002002002_1035	New	A long and healthy life for all South Africans	Growth		Community Assets	Sport and Recreation Facilities	Ward 7 - Valdeff	0	0	0	0	500	0	
Roads	Herb-out Straite Wijk 3	PC0001001001006001_399	Existing	An efficient, competitive and responsive economic infrastructure network	Inclusion and access		Renewal	Roads Infrastructure	Ward 3, Ward 3 - Pheisterberg	0	0	0	600	600	0	
Roads	Default Project	PC0001001002006001_533	Existing	An efficient, competitive and responsive economic infrastructure network	Inclusion and access		Upgrading	Roads Infrastructure	Ward 1 - Potterville, Ward 3 - Pheisterberg/Whole of the Municipality	0	0	0	300	0	2 000	
Roads	Construction of roads (BM) - Lya van Hoofde	PC0001001002006001_885	Existing	An efficient, competitive and responsive economic infrastructure network	Inclusion and access		Upgrading	Roads Infrastructure	Whole of the Municipality	0	0	0	300	0	400	
Roads	Upgrade Sidis walks (VD)	PC0001001002006001_944	Existing	An efficient, competitive and responsive economic infrastructure network	Inclusion and access		Upgrading	Roads Infrastructure	Ward 7, Ward 7 - Valdeff/Whole of the Municipality	0	0	199	300	300	300	

WC013 Barghwer - Supporting Table SA36 Detailed Capital Budget

Function	Project Description	Project Number	Type	MTSF Service Outcome	IUDF	Own Strategic Objectives	Asset Class	Asset Sub-Class	Ward Location	GPS Longitude	GPS Latitude	2025/26 Medium Term Revenue & Expenditure Framework			
												Audited Outcome 2022/24	Current Year 2024/25 Full Year Forecast	Budget Year 2025/26	Budget Year+1 2026/27
Sewerage	Fencing Sewer Pump Stations	PC001002008001_99	New	An efficient, competitive and responsive economic infrastructure network	Growth	Simulation Infrastructure	Pump Station	Whole of the Municipality	0	150	0	150	180		
Sewerage	Sewerage network - Valldorf	PC001002008002_955	New	An efficient, competitive and responsive economic infrastructure network	Growth	Simulation Infrastructure	Relocation	Ward 6/Ward 5 - Valldorf/Whole of the Municipality	0	1,000	2,000	3,000	-		
Sewerage	Upgrade Abattoirs Pumpstation Default Project	PC001002008002_1157 PC002020310_702	New New	An efficient, competitive and responsive economic infrastructure network	Growth Growth	Simulation Infrastructure Transport Assets	Relocation	Ward 7 - Valldorf Ward 6 - Valldorf	0 0	500	2,000	1,500	-		
Solid Waste Removal	Fencing at Landfill Site	PC001001002002001_1008	Existing	An efficient, competitive and responsive economic infrastructure network	Inclusion and access	Upgrading	Solid Waste Infrastructure	Whole of the Municipality	0	473	500	-	-		
Solid Waste Removal	Default Project	PC001002002004_886	New	An efficient, competitive and responsive economic infrastructure network	Growth	Solid Waste Infrastructure	Waste Drop-off Points	Ward 2 - Pretoriusville/Ward 5/Ward 5-Aurora Reelighuis Eendekuil	0	-	-	150	-		
Solid Waste Removal	Drop Off - Reelighuis	PC001002002004_1009	New	An efficient, competitive and responsive economic infrastructure network	Growth	Solid Waste Infrastructure	Waste Drop-off Points	Ward 5 - Aurora Reelighuis Eendekuil	0	500	500	-	-		
Solid Waste Removal	Drop Off - Eendekuil	PC001002002004_1010	New	An efficient, competitive and responsive economic infrastructure network	Growth	Solid Waste Infrastructure	Waste Drop-off Points	Ward 5 - Aurora Reelighuis Eendekuil	0	-	-	1,500	1,500		
Sports Grounds and Stadiums	Mobile Pavilions	PC002030302020202_811	New	A long and healthy life for all South Africans	Growth	Community Assets	Sport and Recreation Facilities	Whole of the Municipality	0	369	200	-	-		
Sports Grounds and Stadiums	Irrigation Equipment	PC002030302020202_388	New	A long and healthy life for all South Africans	Growth	Community Assets	Sport and Recreation Facilities	Whole of the Municipality	0	10	61	-	160		
Supply Chain Management	Refrigerator main substation oil circuit breakers	PC001001001001005_331	Existing	An efficient, competitive and responsive economic infrastructure network	Inclusion and access	Renewal	Electrical Infrastructure	Ward 3/Ward 3 - Pletberg/Whole of the Municipality	0	-	3,732	-	-		
Supply Chain Management	Water connection demand management Intervention (Cook Moores)	PC001001001004007_516	Existing	An efficient, competitive and responsive economic infrastructure network	Inclusion and access	Renewal	Water Supply Infrastructure	Whole of the Municipality	0	165	200	250	250		
Supply Chain Management	Network Renewals	PC001001002001007_544	Existing	An efficient, competitive and responsive economic infrastructure network	Inclusion and access	Upgrading	Electrical Infrastructure	Ward 1 - Pretoriusville/Ward 3-Pletberg/Ward 4 - Pletberg	0	-	650	750	10,100		
Supply Chain Management	Distraction at WTW	PC001001002004005_1014	Existing	An efficient, competitive and responsive economic infrastructure network	Inclusion and access	Upgrading	Water Supply Infrastructure	Whole of the Municipality	0	732	-	500	500		
Supply Chain Management	Prepaid Smart Metering	PC001001002004007_317	Existing	An efficient, competitive and responsive economic infrastructure network	Inclusion and access	Upgrading	Water Supply Infrastructure	Ward 5 - Aurora Reelighuis Eendekuil/Whole of the Municipality	0	1,543	-	550	650		
Supply Chain Management	Recoat/Construction of streets	PC001001002006001_539	Existing	An efficient, competitive and responsive economic infrastructure network	Inclusion and access	Upgrading	Roads Infrastructure	Whole of the Municipality	0	2,179	2,500	2,500	2,500		
Supply Chain Management	Unserviced even - Reelighuis	PC001001002006001_340	Existing	An efficient, competitive and responsive economic infrastructure network	Inclusion and access	Upgrading	Roads Infrastructure	Ward 5/Ward 5 - Aurora Reelighuis Eendekuil/Whole of the Municipality	0	186	200	-	200		
Supply Chain Management	Upgrade Side walks (PB)	PC001001002006001_342	Existing	An efficient, competitive and responsive economic infrastructure network	Inclusion and access	Upgrading	Roads Infrastructure	Ward 3/Ward 3 - Pletberg/Whole of the Municipality	0	121	200	200	200		
Supply Chain Management	Upgrade Side walks (PV)	PC001001002006001_343	Existing	An efficient, competitive and responsive economic infrastructure network	Inclusion and access	Upgrading	Roads Infrastructure	Ward 1/Ward 1 - Pretoriusville/Ward 2	0	178	300	150	150		
Supply Chain Management	Herou van grond paale - Industrie area VO	PC001001002006001_365	Existing	An efficient, competitive and responsive economic infrastructure network	Inclusion and access	Upgrading	Roads Infrastructure	Ward 7/Ward 7 - Valldorf/Whole of the Municipality	0	340	1,000	4,500	-		
Supply Chain Management	Installation of new street lights	PC001002001006_305	New	An efficient, competitive and responsive economic infrastructure network	Growth	Electrical Infrastructure	LV Networks	Whole of the Municipality	0	89	100	150	200		
Supply Chain Management	Security at Reservoir/Pump Stations	PC001002004004_759	New	An efficient, competitive and responsive economic infrastructure network	Growth	Water Supply Infrastructure	Pump Station	Ward 2/Ward 6 - Valldorf/Whole of the Municipality	0	(492)	200	500	250		
Supply Chain Management	Security at WWTW	PC001002008003_801	New	An efficient, competitive and responsive economic infrastructure network	Growth	Simulation Infrastructure	Waste Water Treatment Works	Ward 5/Ward 5 - Aurora Reelighuis Eendekuil/Ward 6	0	(8,301)	200	-	-		
Supply Chain Management	VO Pumps and Pumpstation	PC001002008003_726	New	An efficient, competitive and responsive economic infrastructure network	Growth	Simulation Infrastructure	Waste Water Treatment Works	Ward 6/Whole of the Municipality	0	620	1,480	1,370	1,250		
Supply Chain Management	Fencing WWTW	PC001002008003_752	New	An efficient, competitive and responsive economic infrastructure network	Growth	Simulation Infrastructure	Waste Water Treatment Works	Whole of the Municipality	0	300	400	400	500		
Supply Chain Management	Traffic calming measures (Speed bumps)	PC001002008001_352	New	An efficient, competitive and responsive economic infrastructure network	Growth	Roads Infrastructure	Roads	Ward 4 - Pletberg/Whole of the Municipality	0	(32,643)	100	100	9,100		
Supply Chain Management	Implement Stormwater Masterplan (PB)	PC001002007002_904	New	An efficient, competitive and responsive economic infrastructure network	Growth	Storm water Infrastructure	Storm water Conveyance	Whole of the Municipality	0	386	-	400	-		
Supply Chain Management	Swimming Pool Renewals	PC002020201002002002_630	Existing	A long and healthy life for all South Africans	Inclusion and access	Renewal	Community Assets	Ward 4/Whole of the Municipality Administrative or Head Office (Including Saaliba Offices)/Whole of the Municipality	0	(4,289)	300	7,000	-		
Supply Chain Management	Furniture and Equipment - Finance	PC002020201005_473	Existing	An efficient, effective and development-oriented public service	Governance	Renewal	Furniture and Office Equipment	0	(219)	50	400	450	600		

WCD 13 Beguicher - Supporting Table SA36 Detailed capital budget

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 202/24	Current Year 2024/25 Full Year Forecast	2025/26 Medium Term Revenue & Expenditure Framework		
														Budget Year 2025/26	Budget Year+1 2026/27	Budget Year+2 2027/28
Supply Chain Management	Upgrading of reservoirs	PC001001002002002_882	Existing	A long and healthy life for all South Africans	Inclusion and access		Upgrading	Community Assets	Whole of the Municipality	0	0	-	-	242	350	
Supply Chain Management	Upgrade entrance and parking	PC00200300001011_627	New	A comprehensive, responsive and sustainable social protection system	Growth		Community Assets	Community Facilities	Whole of the Municipality	0	0	-	-	250	-	
Supply Chain Management	Irrigation Pumps	PC002003002002002_800	New	A long and healthy life for all South Africans	Growth		Community Assets	Sport and Recreation Facilities	Ward 7 - Veldrif - Veldrif/Whole of the Municipality	0	0	-	141	240	-	
Supply Chain Management	IT System Upgrade (Findings of SITA Report - Information Security, Malware, Mobile SMS, Breaching of Anti-Virus) previously ASIS	PC002003004_588	New	An efficient, competitive and development-oriented public service	Growth		Computer Equipment	Computer Equipment	Administrative or Head Office (Including Satellite Offices) Ward 4 - Paarlburg/Whole of the Municipality	0	0	(777)	545	1 460	-	
Supply Chain Management	IT Equipment	PC002003004_650	New	An efficient, competitive and development-oriented public service	Growth		Computer Equipment	Computer Equipment	Administrative or Head Office (Including Satellite Offices) Ward 4 - Paarlburg/Whole of the Municipality	0	0	164	204	260	200	
Supply Chain Management	Furniture and equipment	PC002003005_729	New	An efficient, competitive and development-oriented public service	Growth		Furniture and Office Equipment	Furniture and Office Equipment	Whole of the Municipality	0	0	105	70	60	60	
Supply Chain Management	Default Project	PC002003009_488	New	An efficient, competitive and development-oriented public service	Growth		Machinery and Equipment	Machinery and Equipment	Whole of the Municipality	0	0	(5 150)	5	755	987	
Supply Chain Management	Bulk Proof Vests	PC002003009_872	New	An efficient, competitive and development-oriented public service	Growth		Machinery and Equipment	Machinery and Equipment	Whole of the Municipality	0	0	-	50	-	-	
Supply Chain Management	Ride-on Lawnmowers	PC002003009_859	New	An efficient, competitive and development-oriented public service	Growth		Machinery and Equipment	Machinery and Equipment	Whole of the Municipality	0	0	199	199	239	-	
Supply Chain Management	Bodycams	PC002003009_913	New	An efficient, competitive and development-oriented public service	Growth		Machinery and Equipment	Machinery and Equipment	Whole of the Municipality	0	0	-	30	-	-	
Supply Chain Management	Safety and Security Enhancement	PC002003009_1123	New	An efficient, competitive and development-oriented public service	Growth		Machinery and Equipment	Machinery and Equipment	Whole of the Municipality	0	0	711	468	100	-	
Supply Chain Management	Driver-on Trailer	PC002003010_858	New	An efficient, competitive and development-oriented public service	Growth		Transport Assets	Transport Assets	Whole of the Municipality	0	0	-	100	-	-	
Supply Chain Management	Transport Assets (M/TABLE)	PC002003010_1018	New	An efficient, competitive and development-oriented public service	Growth		Transport Assets	Transport Assets	Whole of the Municipality	0	0	2 943	3 114	3 300	2 000	
Waste Water Treatment	Default Project	PC001001002004003_1015	Existing	An efficient, competitive and responsive economic infrastructure network	Inclusion and access		Upgrading	Sanitation Infrastructure	Ward 6 - Veldrif/Whole of the Municipality	0	0	476	-	-	-	13 877
Waste Water Treatment	Upgrade VD WWTW (critical) Own funds	PC001001002005003_1129	Existing	An efficient, competitive and responsive economic infrastructure network	Inclusion and access		Upgrading	Sanitation Infrastructure	Ward 6 - Veldrif	0	0	-	500	9 000	-	
Water Distribution	Replace mid-block lines	PC001001001004007_399	Existing	An efficient, competitive and responsive economic infrastructure network	Inclusion and access		Renewal	Water Supply Infrastructure	Whole of the Municipality	0	0	-	500	500	-	
Water Distribution	RH Replacement Bulk Water Pipleline annualy	PC001001001004007_1151	Existing	An efficient, competitive and responsive economic infrastructure network	Inclusion and access		Renewal	Water Supply Infrastructure	Ward 5 - Aurora Redelinghius Eendekul/Ward 7 - Veldrif	0	0	-	-	3 885	5 276	
Water Distribution	Default Project	PC001001002004003_399	Existing	An efficient, competitive and responsive economic infrastructure network	Inclusion and access		Upgrading	Water Supply Infrastructure	Ward 5 - Aurora Redelinghius Eendekul/Ward 7 - Veldrif	0	0	-	400	400	800	
Water Distribution	Returbish DKG Water Tower	PC001001002004003_1132	Existing	An efficient, competitive and responsive economic infrastructure network	Inclusion and access		Upgrading	Water Supply Infrastructure	Ward 7 - Veldrif	0	0	-	-	700	-	
Water Distribution	Returbish VD Water Tower	PC001001002004003_1133	Existing	An efficient, competitive and responsive economic infrastructure network	Inclusion and access		Upgrading	Water Supply Infrastructure	Ward 7 - Veldrif	0	0	-	-	750	-	
Water Distribution	Telmetry upgrade	PC001001002004007_1131	Existing	An efficient, competitive and responsive economic infrastructure network	Inclusion and access		Upgrading	Water Supply Infrastructure	Whole of the Municipality	0	0	-	-	300	-	
Water Distribution	Booster Pumps at VD	PC0010020004004_1191	New	An efficient, competitive and responsive economic infrastructure network	Growth		Water Supply Infrastructure	Pump Station	Ward 6 - Veldrif	0	0	-	-	3 000	3 000	
Water Distribution	VD pipe replacements in Noordhoek (Multi Year)	PC0010020004007_892	New	An efficient, competitive and responsive economic infrastructure network	Growth		Water Supply Infrastructure	Distribution	Ward 7/Ward 7 - Veldrif	0	0	-	-	10 105	-	
Water Treatment	Purchase new borehole pumps	PC001001001004002_504	Existing	An efficient, competitive and responsive economic infrastructure network	Inclusion and access		Renewal	Water Supply Infrastructure	Ward 6/Ward 6 - Veldrif/Whole of the Municipality	0	0	-	-	50	60	
Water Treatment	Telmetry: Water	PC001001001004007_506	Existing	An efficient, competitive and responsive economic infrastructure network	Inclusion and access		Renewal	Water Supply Infrastructure	Whole of the Municipality	0	0	-	-	150	160	
Water Treatment	WTW Building (AU)	PC001001001004005_949	Existing	An efficient, competitive and responsive economic infrastructure network	Inclusion and access		Upgrading	Water Supply Infrastructure	Ward 6/Ward 6 - Veldrif/Whole of the Municipality	0	0	-	250	250	-	
Water Treatment	Upgrade AU WTW	PC001001001004005_1137	Existing	An efficient, competitive and responsive economic infrastructure network	Inclusion and access		Upgrading	Water Supply Infrastructure	Ward 5 - Aurora Redelinghius Eendekul	0	0	-	-	300	300	
Water Treatment	Bulk Pipe line at RH	PC001001001004007_1138	Existing	An efficient, competitive and responsive economic infrastructure network	Inclusion and access		Upgrading	Water Supply Infrastructure	Ward 5 - Aurora Redelinghius Eendekul	0	0	-	-	-	1 266	
Water Treatment	Default Project	PC0010020004003_865	New	An efficient, competitive and responsive economic infrastructure network	Growth		Water Supply Infrastructure	Reservoirs	Ward 5 - Aurora Redelinghius Eendekul/Ward 6 - Veldrif/Whole of the Municipality	0	0	4 209	-	-	-	8 000
Water Treatment	New Reservoir at Eendekul	PC0010020004003_912	New	An efficient, competitive and responsive economic infrastructure network	Growth		Water Supply Infrastructure	Reservoirs	Ward 5 - Aurora Redelinghius Eendekul	0	0	-	-	8 000	-	

WC013 Bergvliet - Supporting Table SA36 Detailed capital budget

Function	Project Description	Project Number	Type	MFSF Service Outcome	IUDF	Own Strategic Objectives	Asset Class	Asset Sub-Class	Ward Location	GPS Longitude	GPS Latitude	2025/26 Medium Term Revenue & Expenditure Framework					
												Audited Outcome 2023/24	Current Year 2024/25 Full Year Forecast	Budget Year 2025/26	Budget Year+1 2026/27	Budget Year+2 2027/28	
Parent Capital expenditure													(34,539)	31,534	92,883	79,708	88,937

WCD 13 Bergwiler - Supporting Table SA36 Detailed capital budget

Function	Project Description	Project Number	Type	MTSF Service Outcome	IUDF	Own Strategic Objectives	Asset Class	Asset Sub-Class	Ward Location	GPS Longitude	GPS Latitude	2025/26 Medium Term Revenue & Expenditure Framework																						
												Audited Outcome 2023/24	Current Year 2024/25 Full Year Forecast	Budget Year 2025/26	Budget Year+1 2026/27	Budget Year+2 2027/28																		
Entities: List all capital projects grouped by Entity																																		
Entity A Water project A																																		
Entity B Electricity project B																																		
Entity Capital expenditure Total Capital expenditure													(34,539)	36,534	92,463	79,708	88,937																	

R thousand

Function	Project name	Project number	Type	MFSF Service Outcome	IUDF	Own Strategic Objectives	Asset Class	Asset Sub-Class	Ward Location	GPS Longitude	GPS Latitude	Previous target year to complete	Current Year 2024/25		2025/26 Medium Term Revenue & Expenditure Framework		
													Original Budget	Full Year Forecast	Budget Year 2025/26	Budget Year+1 Budget Year+2 2027/28	
Prem municipality <i>List all capital projects grouped by Function</i>																	
Entities: <i>List all capital projects grouped by Entity</i>																	
Entity Name <i>Project name</i>																	

WC013 Bergivier - Supporting Table SAS7 Projects delayed from previous financial years

WC013 Begriener - Supporting Table SA38 Consolidated detailed operational projects

Function	Project Description	Project Number	Type	MITSF Service Outcome	IUDF	Own Strategic Objectives	Asset Class	Asset Sub-Class	Ward Location	GPS Longitude	GPS Latitude	2022/26 Medium Term Revenue & Expenditure Framework				
												Audited Outcome 2023/24	Current Year 2024/25 Full Year Forecast	Budget Year 2025/26	Budget Year +1 2026/27	Budget Year +2 2027/28
Parent municipality: List all operational projects grouped by Function																
Administrative and Corporate Support	WC013_Maintenance_Computer Equipment	P000100202020204_75	Non-Infrastructure	development-oriented public service	Governance		Corrective Maintenance	Emergency	for Head Office	0	0	0	6	6	6	6
Administrative and Corporate Support	WC013_Administrative and Corporate Support_Casual Wages	P0003044001_39	Strategic Management and Governance	Responsive, accountable, effective and efficient local government	Spatial integration		Administrative Strategy and Planning			0	0	111	117	143	154	163
Administrative and Corporate Support	WC013_Corporate Services Administration	P0003044001_44	Strategic Management and Governance	Responsive, accountable, effective and efficient local government	Spatial integration		Administrative Strategy and Planning			0	0	2,229	2,489	2,592	2,775	2,940
Administrative and Corporate Support	WC013_Corporate Services Administration, Printing and Stationery	P0003044001_45	Strategic Management and Governance	Responsive, accountable, effective and efficient local government	Spatial integration		Administrative Strategy and Planning			0	0	102	161	168	176	180
Cemeteries, Funeral Parlours and Crematoriums	WC013_Cemetery Management	P0003012_316	Efficient and Effective Public Service	An efficient, effective and development-oriented public service	Inclusion and access					0	0	650	609	667	642	604
Community Halls and Facilities	WC013_Community Halls Management_Chemicals	P00030125_129	Municipal Properties	An efficient, effective and development-oriented public service	Inclusion and access					0	0	2	10	15	16	16
Community Parks (Including Nurseries)	WC013_Maintenance_Community Parks (Fertilizer)	P00010020100100201013001_342	Non-Infrastructure	An efficient, effective and development-oriented public service	Inclusion and access		Preventative Maintenance	Interval Based	Whole of the Municipality	0	0	15	28	84	88	90
Community Parks (Including Nurseries)	WC013_Maintenance_Community Parks (Fuel)	P00010020100100201013001_343	Non-Infrastructure	An efficient, effective and development-oriented public service	Inclusion and access		Preventative Maintenance	Interval Based	Whole of the Municipality	0	0	479	500	628	656	672
Community Parks (Including Nurseries)	WC013_Maintenance_Community Parks (Refuse Bags)	P00010020100100201013001_346	Non-Infrastructure	An efficient, effective and development-oriented public service	Inclusion and access		Preventative Maintenance	Interval Based	Whole of the Municipality	0	0	-	2	2	2	2
Community Parks (Including Nurseries)	WC013_Maintenance_Community Parks (Casual Wages)	P00010020100100201013001_348	Non-Infrastructure	An efficient, effective and development-oriented public service	Inclusion and access		Preventative Maintenance	Interval Based	Whole of the Municipality	0	0	-	-	-	163	173
Community Parks (Including Nurseries)	WC013_Maintenance_Machinery and Equipment	P00010020100100209_355	Non-Infrastructure	Governance	Governance		Preventative Maintenance	Interval Based	Whole of the Municipality	0	0	59	100	105	110	113
Community Parks (Including Nurseries)	WC013_Community Parks Management	P0003012_316	Efficient and Effective Public Service	An efficient, effective and development-oriented public service	Inclusion and access					0	0	859	952	622	686	583
Economic Development/Planning	WC013_Maintenance_Transport Assets	P000100201001001010_85	Non-Infrastructure	Governance	Governance		Preventative Maintenance	Interval Based	Whole of the Municipality	0	0	0	9	9	9	9
Economic Development/Planning	WC013_Social Projects_Project Green Light	P0003002001_932	AIDS/HV, Tuberculosis and Cancer	Sustainable human settlements and improved quality of household life	Inclusion and access		Awareness and Information		Whole of the Municipality	0	0	-	3	3	3	3
Economic Development/Planning	WC013_Thusing Service Centre Grant	P0003007017001_1063	Community Development	A comprehensive, responsive and sustainable social protection system	Inclusion and access		Youth Projects	Youth Advisory Centre	Whole of the Municipality	0	0	-	-	150	150	150
Economic Development/Planning	WC013_Social Projects_Youth Caf	P0003007017002_450	Community Development	A comprehensive, responsive and sustainable social protection system	Inclusion and access		Youth Projects	Youth Development	Whole of the Municipality	0	0	449	331	402	420	431
Economic Development/Planning	WC013_IDP Management	P0003044009_2	Strategic Management and Governance	Responsive, accountable, effective and efficient local government	Spatial integration		IDP Implementation and Monitoring		Whole of the Municipality	0	0	434	485	505	544	576
Economic Development/Planning	WC013_IDP Management_Casual Wages	P0003044009_86	Strategic Management and Governance	Responsive, accountable, effective and efficient local government	Spatial integration		IDP Implementation and Monitoring		Whole of the Municipality	0	0	157	40	44	48	51
Economic Development/Planning	WC013_IDP Management_Fuel	P0003044009_88	Strategic Management and Governance	Responsive, accountable, effective and efficient local government	Spatial integration		IDP Implementation and Monitoring		Whole of the Municipality	0	0	14	16	14	15	15

WC013 Begriber - Supporting Table SA38 Consolidated detailed operational projects

Function	Project Description	Project Number	Type	MITSF Service Outcome	IUDF	Own Strategic Objectives	Asset Class	Asset Sub-Class	Ward Location	GPS Longitude	GPS Latitude	2022/26 Medium Term Revenue & Expenditure Framework			
												Prior year outcomes	Current Year 2024/25 Full Year Forecast	Budget Year 2025/26	Budget Year +1 2026/27
Economic Development/Planning	WC013_IDP Management	P0003004009_124	Strategic Management and Governance	Responsive, accountable, effective and efficient local government	Spatial integration		IDP Implementation and Monitoring		Whole of the Municipality	0	0	0	724	771	809
Economic Development/Planning	WC013_Ward Committee Project - Ward 2	P0003004801_103	Ward Committees	Responsive, accountable, effective and efficient local government	Inclusion and access		Ward Initiatives		Ward 2/Ward 2 - Porterville, Whole of the Municipality	0	0	0	150	157	161
Economic Development/Planning	WC013_Ward Committee Project - Ward 4	P0003004801_105	Ward Committees	Responsive, accountable, effective and efficient local government	Inclusion and access		Ward Initiatives		Ward 4/Ward 4 - Pletberg, Whole of the Municipality	0	0	0	150	157	161
Economic Development/Planning	WC013_Ward Committees	P0003004802_109	Ward Committees	Responsive, accountable, effective and efficient local government	Inclusion and access		Meetings		Whole of the Municipality	0	0	0	208	308	-
Electricity	WC013_Maintenance Preventative Interval Electricity Infrastructure (Material)	P0001001001001001008001_1064	Infrastructure	An efficient, competitive and responsive economic infrastructure network	Inclusion and access		Preventative Maintenance	Interval Based	Whole of the Municipality	0	0	0	110	120	123
Electricity	WC013_Maintenance Corrective Emergency Electricity Infrastructure (Material)	P0001001002002001008001_1065	Infrastructure	An efficient, competitive and responsive economic infrastructure network	Inclusion and access		Corrective Maintenance	Emergency Condition Based	Whole of the Municipality	0	0	0	185	120	123
Electricity	WC013_Maintenance Plant and Machinery	P0001002001002009_210	Non-Infrastructure		Governance		Preventative Maintenance		Whole of the Municipality	0	0	0	6	6	6
Electricity	WC013_Maintenance Computer Equipment	P000100200202004_172	Non-Infrastructure	An efficient, effective and development-oriented public service	Governance		Corrective Maintenance	Emergency	Whole of the Municipality	0	0	0	6	6	6
Electricity	WC013_Electricity Distribution Management_Casual Wages	P00030012_145	Efficient and Effective Public Service	An efficient, effective and development-oriented public service	Inclusion and access				Whole of the Municipality	0	0	0	245	161	171
Electricity	WC013_Electricity Distribution Management_Chemicals	P00030012_146	Efficient and Effective Public Service	An efficient, effective and development-oriented public service	Inclusion and access				Whole of the Municipality	0	0	0	4	4	4
Electricity	WC013_Electricity Distribution Management_Electrical Material	P00030012_147	Efficient and Effective Public Service	An efficient, effective and development-oriented public service	Inclusion and access				Whole of the Municipality	0	0	0	715	646	692
Electricity	WC013_Electricity Distribution Management_Fuel	P00030012_149	Efficient and Effective Public Service	An efficient, effective and development-oriented public service	Inclusion and access				Whole of the Municipality	0	0	0	369	452	463
Electricity	WC013_Electricity Distribution Management_Pesticide	P00030012_150	Efficient and Effective Public Service	An efficient, effective and development-oriented public service	Inclusion and access				Whole of the Municipality	0	0	0	2	10	10
Electricity	WC013_Electricity Distribution Management_Printing and Stationary	P00030012_151	Efficient and Effective Public Service	An efficient, effective and development-oriented public service	Inclusion and access				Whole of the Municipality	0	0	0	9	9	9
Electricity	WC013_Electricity Distribution Management_Technical Books	P00030012_152	Efficient and Effective Public Service	An efficient, effective and development-oriented public service	Inclusion and access				Whole of the Municipality	0	0	0	2	2	2
Electricity	WC013_Electricity Distribution Management_Xmas Lights	P00030012_153	Efficient and Effective Public Service	An efficient, effective and development-oriented public service	Inclusion and access				Whole of the Municipality	0	0	0	1	1	1
Finance	WC013_Education and Training	P0003004010_9	Capacity Building Training and Development	A skilled and capable workforce to support an inclusive growth path	Governance		Workshops, Seminars and Subject Matter Training		Administrative or Head Office (Including Satellite Offices) Whole of the Municipality	0	0	0	3	3	3
Finance	WC013_Education and Training	P0003004010_10	Capacity Building Training and Development	A skilled and capable workforce to support an inclusive growth path	Governance		Workshops, Seminars and Subject Matter Training		Administrative or Head Office (Including Satellite Offices) Whole of the Municipality	0	0	0	9	4	4
Finance	WC013_Revenue and Expenditure Management	P00030012_31	Efficient and Effective Public Service	An efficient, effective and development-oriented public service	Inclusion and access				Administrative or Head Office (Including Satellite Offices) Whole of the Municipality	0	0	0	19 311	22 272	26 117

WC013 Begriber - Supporting Table SA38 Consolidated detailed operational projects

Function	Project Description	Project Number	Type	MISF Service Outcome	IUDF	Own Strategic Objectives	Asset Class	Asset Sub-Class	Ward Location	GPS Longitude	GPS Latitude	Prior year outcomes		2023/26 Medium Term Revenue & Expenditure Framework		
												Audited Outcome 2023/24	Current Year 2024/25 Full Year Forecast	Budget Year 2025/26	Budget Year +1 2026/27	
Finance	WC013_ Revenue and Expenditure Management_ Casual Wages	PO030012_22	Efficient and Effective Public Service	An efficient, effective and development-oriented public service	Inclusion and access				Administrative or Head Office (Including Satellite Offices) Whole of the Municipality	0	0	128	123	127	62	66
Finance	WC013_ Revenue and Expenditure Management_ Technical Books	PO030012_25	Efficient and Effective Public Service	An efficient, effective and development-oriented public service	Inclusion and access				Administrative or Head Office (Including Satellite Offices) Whole of the Municipality	0	0	6	3	3	3	3
Finance	WC013_ Financial Viability and Management_ Printing and Stationery	PO03004001_13	Strategic Management and Governance	Responsive, accountable, effective and efficient local government	Spatial integration		Administrative Strategy and Planning	Concession Based	Administrative or Head Office (Including Satellite Offices) Whole of the Municipality	0	0	168	162	176	164	189
Fire Fighting and Protection	WC013_ Maintenance, Plant and Machinery	PO0100201002009_219	Non-Infrastructure	Sustainable human settlements and improved quality of household life	Governance		Preventative Maintenance		Whole of the Municipality	0	0	-	3	3	3	3
Fire Fighting and Protection	WC013_ Fire Awareness Campaign	PO03000001_398	Communication and Public Participation	Sustainable human settlements and improved quality of household life	Inclusion and access		Awareness Campaign		Whole of the Municipality	0	0	-	-	3	3	3
Fire Fighting and Protection	WC013_ Fire Fighting Services_ Casual Wages	PO030014002_400	Emergency and Disaster Management	A comprehensive, responsive and sustainable social protection system	Governance		Disaster Management		Administrative or Head Office (Including Satellite Offices) Whole of the Municipality	0	0	813	568	614	669	710
Fire Fighting and Protection	WC013_ Fire Fighting Services_ Fuel	PO030014002_403	Emergency and Disaster Management	A comprehensive, responsive and sustainable social protection system	Governance		Disaster Management		Whole of the Municipality	0	0	371	300	296	309	317
Fire Fighting and Protection	WC013_ Fire Fighting Services_ Printing and Stationery	PO030014002_404	Emergency and Disaster Management	A comprehensive, responsive and sustainable social protection system	Governance		Disaster Management		Whole of the Municipality	0	0	5	9	9	9	9
Governance Function	WC013_ Education and Training	PO03004010_110	Capacity Building Training and Development	A skilled and capable workforce to support an inclusive growth path	Governance		Workshops, Seminars and Subject Matter Training		Administrative or Head Office (Including Satellite Offices) Whole of the Municipality	0	0	-	6	6	6	6
Governance Function	WC013_ Good Governance_ Fraud Prevention	PO03004015_112	Strategic Management and Governance	Responsive, accountable, effective and efficient local government	Inclusion and access		Risk Management		Administrative or Head Office (Including Satellite Offices) Whole of the Municipality	0	0	1 005	1 949	2 576	2 762	2 915
Housing	WC013_ Facilitation of Provincial Housing Projects	PO03007015_155	Community Development	A comprehensive, responsive and sustainable social protection system	Inclusion and access		Housing Projects		Whole of the Municipality	0	0	1	101	15	15	15
Housing	WC013_ Human Settlements Development Grant Beneficiaries	PO03007015_163	Community Development	A comprehensive, responsive and sustainable social protection system	Inclusion and access		Housing Projects		Porterville, Ward 4 - Pekaarburg	0	0	400	26 660	60 887	9 000	9 000
Housing	WC013_ Facilitation of Municipal Housing Projects	PO03007015_458	Community Development	A comprehensive, responsive and sustainable social protection system	Inclusion and access		Housing Projects		Whole of the Municipality	0	0	1 726	2 338	2 675	2 816	2 926

WC013 Begrüner - Supporting Table SA33 Consolidated detailed operational projects

Function	Project Description	Project Number	Type	MISF Service Outcome	IUDF	Own Strategic Objectives	Asset Class	Asset Sub-Class	Ward Location	GPS Longitude	GPS Latitude	2022/26 Medium Term Revenue & Expenditure Framework		
												Prior year outcomes	Budget Year 2025/26	Budget Year +1 2026/27
												Audited Outcome 2023/24	Current Year 2024/25 Full Year Forecast	Budget Year +2 2027/28
Housing	WC013_Facilitation of Municipal Housing Projects_Fuel	P0003007015_461	Community Development	A comprehensive, responsive and sustainable social protection system	Inclusion and access		Housing Projects	Whole of the Municipality	Whole of the Municipality	0	0	19	20	21
Housing	WC013_Facilitation of Municipal Housing Projects_Printing and Stationary	P0003007015_462	Community Development	A comprehensive, responsive and sustainable social protection system	Inclusion and access		Housing Projects	Whole of the Municipality	Whole of the Municipality	0	0	7	7	7
Human Resources	WC013_Maintenance_Solid Water Infrastructure	P0001001001004001001_84	Infrastructure	An efficient, compatible and responsive economic infrastructure network	Inclusion and access		Preventative Maintenance	Administrative or Head Office (Including Satellite Offices) Whole of the Municipality	Administrative or Head Office (Including Satellite Offices) Whole of the Municipality	0	0	8	20	21
Human Resources	WC013_Human Resource Management_Casual Wages	P00030020003_81	Human Resources	Responsive, accountable, effective and efficient local government	Governance		Human Resource Management	Administrative or Head Office (Including Satellite Offices) Whole of the Municipality	Administrative or Head Office (Including Satellite Offices) Whole of the Municipality	0	0	106	123	131
Human Resources	WC013_Human Resource Management_Fuel	P00030020003_82	Human Resources	Responsive, accountable, effective and efficient local government	Governance		Human Resource Management	Administrative or Head Office (Including Satellite Offices) Whole of the Municipality	Administrative or Head Office (Including Satellite Offices) Whole of the Municipality	0	0	60	57	58
Human Resources	WC013_Human Resource Management_Technical Books	P00030020003_83	Human Resources	Responsive, accountable, effective and efficient local government	Governance		Human Resource Management	Administrative or Head Office (Including Satellite Offices) Whole of the Municipality	Administrative or Head Office (Including Satellite Offices) Whole of the Municipality	0	0	1	1	1
Human Resources	WC013_Occupational Health and Safety	P00030032_95	Occupational Health and Safety	Responsive, accountable, effective and efficient local government	Inclusion and access			Administrative or Head Office (Including Satellite Offices) Whole of the Municipality	Administrative or Head Office (Including Satellite Offices) Whole of the Municipality	0	0	17	19	19
Information Technology	WC013_IT Services and Support_Technical Books	P0003002_74	Efficient and Effective Public Service	An efficient, effective and development-oriented public service	Inclusion and access			Administrative or Head Office (Including Satellite Offices) Whole of the Municipality	Administrative or Head Office (Including Satellite Offices) Whole of the Municipality	0	0	2	2	2
Librines and Archives	WC013_Maintenance_Machinery and Equipment	P0001002001002009_445	Non-infrastructure		Governance		Preventative Maintenance	Administrative or Head Office (Including Satellite Offices) Whole of the Municipality	Administrative or Head Office (Including Satellite Offices) Whole of the Municipality	0	0	1	1	1
Librines and Archives	WC013_Education and Training	P0003004010_437	Capacity Building Training and Development	A skilled and capable workforce to support an inclusive growth path	Governance		Workshops, Seminars and Subject Matter Training	Whole of the Municipality	Whole of the Municipality	0	0	14	22	23
Librines and Archives	WC013_Library Services	P0003007014_438	Community Development	A comprehensive, responsive and sustainable social protection system	Inclusion and access		Library Programmes	Whole of the Municipality	Whole of the Municipality	0	0	9 024	10 671	11 272
Librines and Archives	WC013_Library Services_Administration Overheads	P0003007014_439	Community Development	A comprehensive, responsive and sustainable social protection system	Inclusion and access		Library Programmes	Whole of the Municipality	Whole of the Municipality	0	0	366	382	392
Librines and Archives	WC013_Library Services_Casual Wages	P0003007014_440	Community Development	A comprehensive, responsive and sustainable social protection system	Inclusion and access		Library Programmes	Whole of the Municipality	Whole of the Municipality	0	0	90	59	62
Librines and Archives	WC013_Library Services_Cleaning Materials	P0003007014_441	Community Development	A comprehensive, responsive and sustainable social protection system	Inclusion and access		Library Programmes	Whole of the Municipality	Whole of the Municipality	0	0	47	50	51
Librines and Archives	WC013_Library Services_Printing and Stationary	P0003007014_442	Community Development	A comprehensive, responsive and sustainable social protection system	Inclusion and access		Library Programmes	Whole of the Municipality	Whole of the Municipality	0	0	36	33	34

Function	Project Description	Project Number	Type	MISF Service Outcome	IUDF	Own Strategic Objectives	Asset Class	Asset Sub-Class	Ward Location	GPS Longitude	GPS Latitude	2025/26 Medium Term Revenue & Expenditure Framework				
												Audited Outcome 2023/24	Current Year 2024/25 Full Year Forecast	Budget Year 2025/26	Budget Year +1 2026/27	
															Budget Year +1 2026/27	Budget Year +2 2027/28
Mayor and Council	WC013 Education and Training	P0003004010_50	Capacity Building Training and Development	A skilled and capable workforce to support an inclusive growth path	Governance		Workshops, Seminars and Subject Matter Training Initiatives	Whole of the Municipality	Whole of the Municipality	0	0	2	2	2		
Mayor and Council	WC013_Social Projects_Local Drug Action Committee	P0003007003_125	Community Development	A comprehensive, responsive and sustainable social protection system	Inclusion and access		Community Development Initiatives	Whole of the Municipality	Whole of the Municipality	0	0	1	1	1		
Mayor and Council	WC013 Social Projects (Stationery Packs For The Grade 1 Learners)	P0003007003_1050	Community Development	A comprehensive, responsive and sustainable social protection system	Inclusion and access		Community Development Initiatives	Whole of the Municipality	Whole of the Municipality	0	0	12	20	21		
Mayor and Council	WC013 Social Projects (Christmas Toys For Less Fortunate Children)	P0003007003_1054	Community Development	A comprehensive, responsive and sustainable social protection system	Inclusion and access		Community Development Initiatives	Whole of the Municipality	Whole of the Municipality	0	0	29	30	31		
Mayor and Council	WC013 Social Projects (Year End)	P0003007003_1055	Community Development	A comprehensive, responsive and sustainable social protection system	Inclusion and access		Community Development Initiatives	Whole of the Municipality	Whole of the Municipality	0	0	20	30	31		
Mayor and Council	WC013 Social Projects (Christmas Meals For Less Fortunate)	P0003007003_1056	Community Development	A comprehensive, responsive and sustainable social protection system	Inclusion and access		Community Development Initiatives	Whole of the Municipality	Whole of the Municipality	0	0	106	185	193		
Mayor and Council	WC013 Social Projects (Praise And Worship)	P0003007003_1058	Community Development	A comprehensive, responsive and sustainable social protection system	Inclusion and access		Community Development Initiatives	Whole of the Municipality	Whole of the Municipality	0	0	102	1	1		
Mayor and Council	WC013 Social Projects (Recycling and Composting Awareness)	P0003007003_1114	Community Development	A comprehensive, responsive and sustainable social protection system	Inclusion and access		Community Development Initiatives	Whole of the Municipality	Whole of the Municipality	0	0	468	658	770		
Mayor and Council	WC013 Social Projects (Mother's Day)	P0003007003_1120	Community Development	A comprehensive, responsive and sustainable social protection system	Inclusion and access		Community Development Initiatives	Whole of the Municipality	Whole of the Municipality	0	0	6	1	1		
Mayor and Council	WC013 Social Projects (Father's Day)	P0003007003_1121	Community Development	A comprehensive, responsive and sustainable social protection system	Inclusion and access		Community Development Initiatives	Whole of the Municipality	Whole of the Municipality	0	0	8	1	1		
Mayor and Council	WC013 Social Projects (Trimming tree branches)	P0003007003_1122	Community Development	A comprehensive, responsive and sustainable social protection system	Inclusion and access		Community Development Initiatives	Whole of the Municipality	Whole of the Municipality	0	0	-	40	42		
Mayor and Council	WC013 Social Projects (Fish Factory Tournaments)	P0003007003_1154	Community Development	A comprehensive, responsive and sustainable social protection system	Inclusion and access		Community Development Initiatives	Whole of the Municipality	Whole of the Municipality	0	0	-	40	42		
Mayor and Council	WC013 Social Projects (Disability Awareness Programme)	P0003007003_1165	Community Development	A comprehensive, responsive and sustainable social protection system	Inclusion and access		Community Development Initiatives	Whole of the Municipality	Whole of the Municipality	0	0	-	10	10		
Mayor and Council	WC013 Social Projects (Grant In Aid of Sports and Recreation)	P0003007003_1166	Community Development	A comprehensive, responsive and sustainable social protection system	Inclusion and access		Community Development Initiatives	Whole of the Municipality	Whole of the Municipality	0	0	-	63	66		
Mayor and Council	WC013 Social Projects (Grant In Aid of Education)	P0003007003_1167	Community Development	A comprehensive, responsive and sustainable social protection system	Inclusion and access		Community Development Initiatives	Whole of the Municipality	Whole of the Municipality	0	0	-	30	31		
Mayor and Council	WC013 Social Projects (Grant In Aid of Religion)	P0003007003_1168	Community Development	A comprehensive, responsive and sustainable social protection system	Inclusion and access		Community Development Initiatives	Whole of the Municipality	Whole of the Municipality	0	0	-	36	38		
Mayor and Council	WC013 Social Projects (Grant In Aid of Social Development and Advancement)	P0003007003_1169	Community Development	A comprehensive, responsive and sustainable social protection system	Inclusion and access		Community Development Initiatives	Whole of the Municipality	Whole of the Municipality	0	0	-	75	78		
Mayor and Council	WC013 Social Projects (Grant In Aid of Senior Citizen Programmes)	P0003007003_1170	Community Development	A comprehensive, responsive and sustainable social protection system	Inclusion and access		Community Development Initiatives	Whole of the Municipality	Whole of the Municipality	0	0	-	15	16		
Mayor and Council	WC013 Social Projects (Stationery For The Less Fortunate Children Of Bergvliet)	P0003007003_1052	Community Development	A comprehensive, responsive and sustainable social protection system	Inclusion and access		Education and Training	Administrative or Head Office (Including Satellite Offices) Whole of the Municipality	Whole of the Municipality	0	0	14	30	31		
Mayor and Council	WC013_Social Projects_Youth Day	P0003007003_451	Community Development	A comprehensive, responsive and sustainable social protection system	Inclusion and access		Youth Projects	Youth Development	Whole of the Municipality	0	0	658	96	100		
Mayor and Council	WC013_Building Control_Printing and Stationary	P0003012_455	Efficient and Effective Public Service	An efficient, effective and development-oriented public service	Inclusion and access		Festivals	Whole of the Municipality	Whole of the Municipality	0	0	304	312	215		
Mayor and Council	WC013_Social Projects_Lights Festival Reddinghuys	P000326001_391	Music, Arts and Culture	An efficient, effective and development-oriented public service	Inclusion and access		Municipal Games	Whole of the Municipality	Whole of the Municipality	0	0	-	5	5		
Mayor and Council	WC013 Social Projects (Learners and Drivers license Program)	P0003043001_1171	Sport Development	An efficient, effective and development-oriented public service	Inclusion and access			Whole of the Municipality	Whole of the Municipality	0	0	-	15	16		

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Function	Project Description	Project Number	Type	MISF Service Outcome	IUDF	Own Strategic Objectives	Asset Class	Asset Sub-Class	Ward Location	GPS Longitude	GPS Latitude	2025/26 Medium Term Revenue & Expenditure Framework				
												Audited Outcome 2023/24	Current Year 2024/25 Full Year Forecast	Budget Year 2025/26	Budget Year +1 2026/27	Budget Year +2 2027/28
Mayor and Council	WC013 Social Projects (Begrihvir Sports Tournament)	P0003043002_1061	Sport Development	An efficient, effective and development-oriented public service	Inclusion and access		Marathons, Sport and Recreation	Whole of the Municipality	0	0	0	188	40	42	44	45
Mayor and Council	WC013 Social Projects (Begrihvir Golden Games)	P0003043002_1062	Sport Development	An efficient, effective and development-oriented public service	Inclusion and access		Marathons, Sport and Recreation	Whole of the Municipality	0	0	0	73	1	1	1	1
Mayor and Council	WC013_Good Governance_Council Support_Casual Wages	P0003044001_155	Strategic Management and Governance	Responsive, accountable, effective and efficient local government	Spatial integration		Administrative Strategy and Planning	Whole of the Municipality	0	0	0	129	134	80	86	91
Mayor and Council	WC013_Good Governance_Council Support_Entertainment_Deputy Mayor	P0003044001_156	Strategic Management and Governance	Responsive, accountable, effective and efficient local government	Spatial integration		Administrative Strategy and Planning	Whole of the Municipality	0	0	0	2	2	2	2	2
Mayor and Council	WC013_Good Governance_Council Support_Entertainment_Speaker	P0003044001_158	Strategic Management and Governance	Responsive, accountable, effective and efficient local government	Spatial integration		Administrative Strategy and Planning	Whole of the Municipality	0	0	0	2	2	2	2	2
Mayor and Council	WC013_IMI Projects_Boquets	P0003044001_189	Strategic Management and Governance	Responsive, accountable, effective and efficient local government	Spatial integration		Administrative Strategy and Planning	Administrative or Head Office (Including Satellite Offices) Whole of the Municipality	0	0	0	3	4	4	4	4
Municipal Manager, Town Secretary and Chief Executive	WC013_Maintenance, Furniture and Office Equipment	P0001002002002005_83	Non-Infrastructure	An efficient, effective and development-oriented public service	Governance		Corrective Maintenance	Administrative or Head Office (Including Satellite Offices) Whole of the Municipality	0	0	0	-	2	2	2	2
Municipal Manager, Town Secretary and Chief Executive	WC013_Education and Training	P0003044010_48	Capacity Building Training and Development	A skilled and capable workforce to support an inclusive growth path	Governance		Workshops, Seminars and Subject Matter Training	Administrative or Head Office (Including Satellite Offices) Whole of the Municipality	0	0	0	1 807	1 531	1 216	1 270	1 302
Municipal Manager, Town Secretary and Chief Executive	WC013_Education and Training	P0003044010_51	Capacity Building Training and Development	A skilled and capable workforce to support an inclusive growth path	Governance		Workshops, Seminars and Subject Matter Training	Administrative or Head Office (Including Satellite Offices) Whole of the Municipality	0	0	0	5	-	5	6	6
Municipal Manager, Town Secretary and Chief Executive	WC013_Institute for Community Advancement	P0003007003_1173	Community Development	A comprehensive, responsive and sustainable social protection system	Inclusion and access		Community Development Initiatives	Whole of the Municipality	0	0	0	-	50	50	52	53
Municipal Manager, Town Secretary and Chief Executive	WC013_IMI Contributions_BEIMF	P0003015010_382	Environmental	Protect and enhance our environmental assets and natural resources	Spatial integration		Catchment and Forestry	Whole of the Municipality	0	0	0	676	700	733	766	785
Municipal Manager, Town Secretary and Chief Executive	WC013_IMI Contributions_Begrihvir Sportforum	P0003043002_384	Sport Development	An efficient, effective and development-oriented public service	Inclusion and access		Marathons, Sport and Recreation	Whole of the Municipality	0	0	0	471	485	600	627	643
Municipal Manager, Town Secretary and Chief Executive	WC013_SPORTTRUST	P0003043002_1172	Sport Development	An efficient, effective and development-oriented public service	Inclusion and access		Marathons, Sport and Recreation	Whole of the Municipality	0	0	0	-	60	60	63	65
Municipal Manager, Town Secretary and Chief Executive	WC013_Strategic Management_Governance	P0003044001_17	Strategic Management and Governance	Responsive, accountable, effective and efficient local government	Spatial integration		Administrative Strategy and Planning	Administrative or Head Office (Including Satellite Offices) Whole of the Municipality	0	0	0	6 003	5 713	5 956	6 271	6 479
Municipal Manager, Town Secretary and Chief Executive	WC013_Strategic Management_Governance_Casual Wages	P0003044001_97	Strategic Management and Governance	Responsive, accountable, effective and efficient local government	Spatial integration		Administrative Strategy and Planning	Administrative or Head Office (Including Satellite Offices) Whole of the Municipality	0	0	0	93	125	206	93	99

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Function	Project Description	Project Number	Type	MITSF Service Outcome	IUDF	Own Strategic Objectives	Asset Class	Asset Sub-Class	Ward Location	GPS Longitude	GPS Latitude	2022/26 Medium Term Revenue & Expenditure Framework				
												Audited Outcome 2023/24	Current Year 2024/25 Full Year Forecast	Budget Year 2025/26	Budget Year +1 2026/27	Budget Year +2 2027/28
Municipal Manager, Town Secretary and Chief Executive	WC013_ Strategic Management Governance, Consumables	P0003044001_98	Strategic Management and Governance	Responsive, accountable, effective and efficient local government	Spatial integration		Administrative Strategy and Planning	Administrative or Head Office (Including Satellite Offices) Whole of the Municipality	0	0	0	3	5	6	6	
Municipal Manager, Town Secretary and Chief Executive	WC013_ Strategic Management Governance, Printing and Stationery	P0003044001_100	Strategic Management and Governance	Responsive, accountable, effective and efficient local government	Spatial integration		Administrative Strategy and Planning	Administrative or Head Office (Including Satellite Offices) Whole of the Municipality	0	0	0	27	43	25	28	
Municipal Manager, Town Secretary and Chief Executive	WC013_ Strategic Management Governance, Technical Books	P0003044001_101	Strategic Management and Governance	Responsive, accountable, effective and efficient local government	Spatial integration		Administrative Strategy and Planning	Administrative or Head Office (Including Satellite Offices) Whole of the Municipality	0	0	0	-	5	7	8	
Police Forces, Traffic and Street Parking Control	WC013_ Maintenance, Municipal Offices (Material)	P00010020100200301001002_418	Non-infrastructure	An efficient, effective and development-oriented public service	Governance		Preventative Maintenance	Whole of the Municipality	0	0	0	43	56	59	64	
Police Forces, Traffic and Street Parking Control	WC013_ Maintenance, Machinery and Equipment	P000100201002009_413	Non-infrastructure	An efficient, effective and development-oriented public service	Governance		Preventative Maintenance	Whole of the Municipality	0	0	0	357	100	105	113	
Police Forces, Traffic and Street Parking Control	WC013_ Maintenance, Computer Equipment	P00010020202004_408	Non-infrastructure	An efficient, effective and development-oriented public service	Governance		Corrective Maintenance	Whole of the Municipality	0	0	0	-	3	3	3	
Police Forces, Traffic and Street Parking Control	WC013_ Education and Training	P0003004010_337	Capacity Building Training and Development	A skilled and capable workforce to support an inclusive growth path	Governance		Workshops, Seminars and Subject Matter Training	Whole of the Municipality	0	0	0	-	12	50	53	
Police Forces, Traffic and Street Parking Control	WC013_ Traffic Services, Casual Wages	P00030038_427	Public Protection and Safety	All people in South Africa are and feel safe	Industry and access			Administrative or Head Office (Including Satellite Offices) Whole of the Municipality	0	0	0	2 665	2 978	1 001	1 555	
Police Forces, Traffic and Street Parking Control	WC013_ Traffic Services, Printing and Stationery	P00030038_451	Public Protection and Safety	All people in South Africa are and feel safe	Industry and access			Whole of the Municipality	0	0	0	23	23	24	25	
Project Management Unit	WC013_ Maintenance, Furniture and Office Equipment	P00010020202005_183	Non-infrastructure	An efficient, effective and development-oriented public service	Governance		Corrective Maintenance	Whole of the Municipality	0	0	0	-	1	1	1	
Project Management Unit	WC013_ Municipal Infrastructure Grant (PMU)	P0003044001_258	Strategic Management and Governance	Responsive, accountable, effective and efficient local government	Spatial integration		Administrative Strategy and Planning	Whole of the Municipality	0	0	0	880	815	845	899	
Project Management Unit	WC013_ Project Management	P0003044001_259	Strategic Management and Governance	Responsive, accountable, effective and efficient local government	Spatial integration		Administrative Strategy and Planning	Whole of the Municipality	0	0	0	1 149	2 311	3 090	3 288	
Property Services	WC013_ Maintenance, Municipal Offices (Chemicals)	P00010020100200301001002_361	Non-infrastructure	An efficient, effective and development-oriented public service	Governance		Preventative Maintenance	Whole of the Municipality	0	0	0	2	3	14	15	
Property Services	WC013_ Maintenance, Municipal Offices (Material)	P00010020100200301001002_365	Non-infrastructure	An efficient, effective and development-oriented public service	Governance		Preventative Maintenance	Administrative or Head Office (Including Satellite Offices) Whole of the Municipality	0	0	0	348	475	404	422	
Property Services	WC013_ Maintenance, Municipal Offices (Pesticide)	P00010020100200301001002_367	Non-infrastructure	An efficient, effective and development-oriented public service	Governance		Preventative Maintenance	Whole of the Municipality	0	0	0	-	2	2	2	
Property Services	WC013_ Maintenance, Municipal Offices, Casual Wages	P00010020100200301001002_369	Non-infrastructure	An efficient, effective and development-oriented public service	Governance		Preventative Maintenance	Whole of the Municipality	0	0	0	-	161	162	175	
Property Services	WC013_ Property Services Management	P00030025_390	Municipal Properties	An efficient, effective and development-oriented public service	Industry and access			Whole of the Municipality	0	0	0	3 922	3 870	2 680	2 400	

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Function	Project Description	Project Number	Type	MITSF Service Outcome	IUDF	Own Strategic Objectives	Asset Class	Asset Sub-Class	Ward Location	GPS Longitude	GPS Latitude	2023/26 Medium Term Revenue & Expenditure Framework		
												Prior year outcomes	Budget Year +1	
													Audited Outcome 2023/24	Budget Year 2025/26
Recreational Facilities	WC013_Maintenance_Swimming Pools (Fertilizer)	PO0010020010010020020003_3_223	Non-Infrastructure	A long and healthy life for all South Africans	Inclusion and access		Preventative Maintenance	Interval Based	Whole of the Municipality	0	0	15	16	
Recreational Facilities	WC013_Maintenance_Swimming Pools (Pesticide)	PO0010020010010020020003_3_225	Non-Infrastructure	A long and healthy life for all South Africans	Inclusion and access		Preventative Maintenance	Interval Based	Whole of the Municipality	0	3	12	13	
Recreational Facilities	WC013_Maintenance_Swimming Pools (Reuse bags)	PO0010020010010020020003_3_227	Non-Infrastructure	A long and healthy life for all South Africans	Inclusion and access		Preventative Maintenance	Interval Based	Whole of the Municipality	0	-	1	1	
Recreational Facilities	WC013_Maintenance_Swimming Pools (Top Soil)	PO0010020010010020020003_3_228	Non-Infrastructure	A long and healthy life for all South Africans	Inclusion and access		Preventative Maintenance	Interval Based	Whole of the Municipality	0	13	10	10	
Recreational Facilities	WC013_Maintenance_Swimming Pools_Casual Wages	PO0010020010010020020003_3_229	Non-Infrastructure	A long and healthy life for all South Africans	Inclusion and access		Preventative Maintenance	Interval Based	Whole of the Municipality	0	-	50	123	
Recreational Facilities	WC013_Maintenance_Transport Assets	PO001002001001010_380	Non-Infrastructure		Governance		Preventative Maintenance	Interval Based	Whole of the Municipality	0	16	28	30	
Recreational Facilities	WC013_Maintenance_Municipal Offices (Material)	PO00100200100200301001002_2_296	Non-Infrastructure	An efficient, effective and development-oriented public service	Governance		Preventative Maintenance	Condition Based	Whole of the Municipality	0	65	204	219	
Recreational Facilities	WC013_Maintenance_Machinery and Equipment	PO001002001002009_356	Non-Infrastructure		Governance		Preventative Maintenance	Condition Based	Whole of the Municipality	0	12	16	17	
Recreational Facilities	WC013_Maintenance_Furniture and Office Equipment	PO001002002002005_351	Non-Infrastructure	An efficient, effective and development-oriented public service	Governance		Corrective Maintenance	Emergency	Whole of the Municipality	0	-	8	8	
Recreational Facilities	WC013_Financial Budgeting_Reporting Management	PO003012_11	Efficient and Effective Public Service	An efficient, effective and development-oriented public service	Inclusion and access			Administrative or Head Office (Including Satellite Offices) Whole of the Municipality	Administrative or Head Office (Including Satellite Offices) Whole of the Municipality	0	2 774	3 302	4 076	
Recreational Facilities	WC013_Swimming Pool Management	PO003012_272	Efficient and Effective Public Service	An efficient, effective and development-oriented public service	Inclusion and access			Whole of the Municipality	Whole of the Municipality	0	38	35	27	
Recreational Facilities	WC013_Holiday Resort Management_Casual Wages	PO003012_328	Efficient and Effective Public Service	An efficient, effective and development-oriented public service	Inclusion and access			Whole of the Municipality	Whole of the Municipality	0	118	22	163	
Recreational Facilities	WC013_Holiday Resort Management_Chemicals	PO003012_328	Efficient and Effective Public Service	An efficient, effective and development-oriented public service	Inclusion and access			Whole of the Municipality	Whole of the Municipality	0	26	20	27	
Recreational Facilities	WC013_Holiday Resort Management_Cleaning Material	PO003012_329	Efficient and Effective Public Service	An efficient, effective and development-oriented public service	Inclusion and access			Whole of the Municipality	Whole of the Municipality	0	132	135	149	
Recreational Facilities	WC013_Holiday Resort Management_Fuel	PO003012_331	Efficient and Effective Public Service	An efficient, effective and development-oriented public service	Inclusion and access			Whole of the Municipality	Whole of the Municipality	0	100	80	118	
Recreational Facilities	WC013_Holiday Resort Management_Pesticide	PO003012_332	Efficient and Effective Public Service	An efficient, effective and development-oriented public service	Inclusion and access			Whole of the Municipality	Whole of the Municipality	0	6	10	10	
Road and Traffic Regulation	WC013_Maintenance_Municipal Offices (Material)	PO00100200100200301001002_2_417	Non-Infrastructure	An efficient, effective and development-oriented public service	Governance		Preventative Maintenance	Condition Based	Whole of the Municipality	0	-	10	10	
Road and Traffic Regulation	WC013_Education and Training	PO003004010_396	Capacity Building Training and Development	A skilled and capable workforce to support an inclusive growth path	Governance		Workshops, Seminars and Subject Matter Training		Whole of the Municipality	0	-	1	1	
Road and Traffic Regulation	WC013_Vehicle Licensing and Testing	PO003039_433	Public Protection and Safety	All people in South Africa are and feel safe	Inclusion and access			Administrative or Head Office (Including Satellite Offices) Whole of the Municipality	Administrative or Head Office (Including Satellite Offices) Whole of the Municipality	0	1 630	1 688	2 232	
Roads	WC013_Maintenance_Transport Assets	PO001002001001010_233	Non-Infrastructure		Governance		Preventative Maintenance	Interval Based	Whole of the Municipality	0	908	1 000	1 097	
Roads	WC013_Maintenance_Municipal Offices (Material)	PO00100200100200301001002_2_203	Non-Infrastructure	An efficient, effective and development-oriented public service	Governance		Preventative Maintenance	Condition Based	Whole of the Municipality	0	13	22	24	
Roads	WC013_Maintenance_Machinery and Equipment	PO001002001002009_393	Non-Infrastructure		Governance		Preventative Maintenance	Condition Based	Whole of the Municipality	0	175	100	110	

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R thousand	Function	Project Description	Project Number	Type	MITSF Service Outcome	IUDF	Own Strategic Objectives	Asset Class	Asset Sub-Class	Ward Location	GPS Longitude	GPS Latitude	2023/26 Medium Term Revenue & Expenditure Framework				
													Prior year outcomes	Budget Year 2025/26	Budget Year +1 2026/27		
													Audited Outcome 2023/24	Current Year 2024/25 Full Year Forecast	Budget Year +2 2027/28		
	Roads	WC013_Maintenance of Roads Infrastructure	P0003012_249	Efficient and Effective Public Service	An efficient, effective and development-oriented public service	Inclusion and access			Administrative or Head Office (Including Satellite Offices) Whole of the Municipality	0	0	0	29 473	34 047	37 690	39 964	41 954
	Roads	WC013_Maintenance of Roads Infrastructure_Casual Wages	P0003012_250	Efficient and Effective Public Service	An efficient, effective and development-oriented public service	Inclusion and access			Whole of the Municipality	0	0	0	48	112	121	131	139
	Roads	WC013_Maintenance of Roads Infrastructure_Chemicals	P0003012_251	Efficient and Effective Public Service	An efficient, effective and development-oriented public service	Inclusion and access			Whole of the Municipality	0	0	0	0	5	26	27	28
	Roads	WC013_Maintenance of Roads Infrastructure_Printing and Stationary	P0003012_253	Efficient and Effective Public Service	An efficient, effective and development-oriented public service	Inclusion and access			Whole of the Municipality	0	0	0	64	70	75	78	80
	Sewerage	WC013_Maintenance_Sanitation Infrastructure (Material)	P000100100100200802002_17	Infrastructure	An efficient, competitive and responsive economic infrastructure network	Inclusion and access		Concession Based	Whole of the Municipality	0	0	0	91	94	98	102	105
	Sewerage	WC013_Maintenance_Connective_Emergency_Sanitation Infrastructure (Material)	P000100100200100302002_1072	Infrastructure	An efficient, competitive and responsive economic infrastructure network	Inclusion and access		Emergency	Whole of the Municipality	0	0	0	26	30	31	32	33
	Sewerage	WC013_Maintenance_Transport Assets	P0001002001001010_234	Non-Infrastructure	Infrastructure	Inclusion and access		Interval Based	Whole of the Municipality	0	0	0	254	300	420	439	450
	Sewerage	WC013_Sewerage Management_Fuel	P0003012_266	Efficient and Effective Public Service	An efficient, effective and development-oriented public service	Governance		Preventative Maintenance	Whole of the Municipality	0	0	0	295	600	650	679	696
	Sewerage	WC013_Sewerage Management_Printing and Stationary	P0003012_268	Efficient and Effective Public Service	An efficient, effective and development-oriented public service	Inclusion and access		Preventative Maintenance	Whole of the Municipality	0	0	0	1	3	3	3	3
	Solid Waste Removal	WC013_Waste Removal Services and Management_Casual Wages	P0003012_275	Efficient and Effective Public Service	An efficient, effective and development-oriented public service	Inclusion and access		Preventative Maintenance	Whole of the Municipality	0	0	0	134	212	429	655	695
	Solid Waste Removal	WC013_Waste Removal Services and Management_Chemicals	P0003012_276	Efficient and Effective Public Service	An efficient, effective and development-oriented public service	Inclusion and access		Preventative Maintenance	Whole of the Municipality	0	0	0	0	3	3	3	3
	Solid Waste Removal	WC013_Waste Removal Services and Management_Refuse Bag	P0003012_281	Efficient and Effective Public Service	An efficient, effective and development-oriented public service	Inclusion and access		Preventative Maintenance	Whole of the Municipality	0	0	0	1 499	1 900	1 950	2 038	2 089
	Sports Grounds and Stadiums	WC013_Maintenance_Sport Grounds (Pesticide)	P0001002010010020200200_1_375	Non-Infrastructure	A long and healthy life for all South Africans	Inclusion and access		Interval Based	Whole of the Municipality	0	0	0	27	35	127	133	136
	Sports Grounds and Stadiums	WC013_Maintenance_Sport Grounds (Refuse Bags)	P0001002010010020200200_1_377	Non-Infrastructure	A long and healthy life for all South Africans	Inclusion and access		Interval Based	Whole of the Municipality	0	0	0	-	6	6	6	6
	Sports Grounds and Stadiums	WC013_Maintenance_Transport Assets	P0001002001001010_379	Non-Infrastructure	Infrastructure	Governance		Preventative Maintenance	Ward 7, Whole of the Municipality	0	0	0	137	214	278	291	298
	Sports Grounds and Stadiums	WC013_Maintenance_Machinery and Equipment	P0001002001002009_358	Non-Infrastructure	Infrastructure	Governance		Preventative Maintenance	Whole of the Municipality	0	0	0	19	30	31	32	33
	Sports Grounds and Stadiums	WC013_Sport Ground and Stadium Management	P0003012_394	Efficient and Effective Public Service	An efficient, effective and development-oriented public service	Inclusion and access		Preventative Maintenance	Whole of the Municipality	0	0	0	1 006	1 284	303	305	301
	Sports Grounds and Stadiums	WC013_Traffic Services	P0003038_446	Public Protection and Safety	All people in South Africa are and feel safe	Inclusion and access		Preventative Maintenance	Administrative or Head Office (Including Satellite Offices) Whole of the Municipality	0	0	0	17 362	19 950	21 148	22 555	25 700
	Storm Water Management	WC013_Maintenance Preventative Interval Storm Water (Material)	P000100100100100302002_1069	Infrastructure	An efficient, competitive and responsive economic infrastructure network	Inclusion and access		Preventative Maintenance	Whole of the Municipality	0	0	0	-	5	5	5	5
	Storm Water Management	WC013_Maintenance Storm Water (Material)	P000100100200100302002_1068	Infrastructure	An efficient, competitive and responsive economic infrastructure network	Inclusion and access		Preventative Maintenance	Whole of the Municipality	0	0	0	5	160	170	178	182
	Storm Water Management	WC013_Maintenance Storm Water (Pesticide)	P000100100200100302002_1070	Infrastructure	An efficient, competitive and responsive economic infrastructure network	Inclusion and access		Preventative Maintenance	Whole of the Municipality	0	0	0	-	6	6	6	6
	Storm Water Management	WC013_Storm Water Management	P0003012_271	Efficient and Effective Public Service	An efficient, effective and development-oriented public service	Inclusion and access		Preventative Maintenance	Whole of the Municipality	0	0	0	777	823	862	861	858

WC013 Begrüner - Supporting Table SA38 Consolidated detailed operational projects

Function	Project Description	Project Number	Type	MITSF Service Outcome	IUDF	Own Strategic Objectives	Asset Class	Asset Sub-Class	Ward Location	GPS Longitude	GPS Latitude	2025/26 Medium Term Revenue & Expenditure Framework					
												Audited Outcome 2023/24	Current Year 2024/25 Full Year Forecast	Budget Year 2025/26	Budget Year +1 2026/27		
															Budget Year +1 2026/27	Budget Year +2 2027/28	
Street Cleaning	WC031_Street Cleaning	P000306501_318	City Cleanliness and Clean up	Protect and enhance our environmental assets and natural resources	Inclusion and access		Clean-up Actions	Administrative or Head Office (Including Satellite Offices) Whole of the Municipality	0	0	0	5 433	7 513	5 947	6 404	6 793	
Street Cleaning	WC031_Street Cleaning_Chemicals	P000306501_311	City Cleanliness and Clean up	Protect and enhance our environmental assets and natural resources	Inclusion and access		Clean-up Actions	Whole of the Municipality	0	0	0	0	2	2	2	2	2
Street Lighting and Signal Systems	WC013_Maintenance_Street Lights	P0001001010020100804_218	Infrastructure	An efficient, competitive and responsive economic infrastructure network	Inclusion and access		Preventative Maintenance	Whole of the Municipality	0	0	0	1 227	1 063	1 459	1 576	1 673	1 673
Street Lighting and Signal Systems	WC013_Electricity Distribution Management	P0003012_144	Efficient and Effective Public Service	An efficient, effective and development-oriented public service	Inclusion and access			Administrative or Head Office (Including Satellite Offices) Ward 1, Ward 1 - Porterville	0	0	0	160 610	196 120	219 017	231 038	245 545	245 545
Supply Chain Management	WC013_Maintenance Preventative Interval Water Supply Infrastructure (Material)	P000100101001007004002_1067	Infrastructure	An efficient, competitive and responsive economic infrastructure network	Inclusion and access		Preventative Maintenance	Whole of the Municipality	0	0	0	60	100	105	110	113	113
Supply Chain Management	WC013_Maintenance Preventative Interval Sanitation Infrastructure (Material)	P000100101001008002002_1071	Infrastructure	An efficient, competitive and responsive economic infrastructure network	Inclusion and access		Preventative Maintenance	Whole of the Municipality	0	0	0	27	30	31	32	33	33
Supply Chain Management	WC013_Maintenance Electricity Infrastructure (Material)	P0001001010020100801_179	Infrastructure	An efficient, competitive and responsive economic infrastructure network	Inclusion and access		Preventative Maintenance	Whole of the Municipality	0	0	0	1 090	1 663	2 152	2 249	2 305	2 305
Supply Chain Management	WC013_Maintenance Street Lights (Material)	P0001001010020100804_220	Infrastructure	An efficient, competitive and responsive economic infrastructure network	Inclusion and access		Preventative Maintenance	Whole of the Municipality	0	0	0	149	783	296	309	317	317
Supply Chain Management	WC013_Maintenance of Roads Infrastructure Grant	P0001001010020201000_167	Infrastructure	An efficient, competitive and responsive economic infrastructure network	Inclusion and access		Preventative Maintenance	Whole of the Municipality	0	0	0	919	2 600	1 855	1 939	1 984	1 984
Supply Chain Management	WC013_Maintenance Water Supply Infrastructure (Material)	P00010010100207004002_241	Infrastructure	An efficient, competitive and responsive economic infrastructure network	Inclusion and access		Preventative Maintenance	Whole of the Municipality	0	0	0	897	1 550	1 621	1 694	1 736	1 736
Supply Chain Management	WC013_Maintenance Sanitation Infrastructure	P00010010100208002002_216	Infrastructure	An efficient, competitive and responsive economic infrastructure network	Inclusion and access		Preventative Maintenance	Whole of the Municipality	0	0	0	213	1 400	1 464	1 530	1 568	1 568
Supply Chain Management	WC013_Maintenance Storm Water	P000100101003002002_168	Infrastructure	An efficient, competitive and responsive economic infrastructure network	Inclusion and access		Corrective Maintenance	Whole of the Municipality	0	0	0	230	586	571	610	637	637
Supply Chain Management	WC013_Maintenance Corrective Emergency of Roads Infrastructure	P0001002010020201003_1066	Infrastructure	An efficient, competitive and responsive economic infrastructure network	Inclusion and access		Corrective Maintenance	Whole of the Municipality	0	0	0	71	100	105	110	113	113
Supply Chain Management	WC013_Maintenance Corrective Emergency Water Supply Infrastructure (Material)	P0001001010020207004002_1068	Infrastructure	An efficient, competitive and responsive economic infrastructure network	Inclusion and access		Corrective Maintenance	Whole of the Municipality	0	0	0	49	100	105	110	113	113
Supply Chain Management	WC013_Maintenance Cemeteries	P00010020100100201011003_3335	Non-Infrastructure	A comprehensive, responsive and sustainable social protection system	Inclusion and access		Preventative Maintenance	Whole of the Municipality	0	0	0	761	855	1 026	1 102	1 162	1 162
Supply Chain Management	WC013_Maintenance Cemeteries Cemetery Sand	P00010020100100201011003_3337	Non-Infrastructure	A comprehensive, responsive and sustainable social protection system	Inclusion and access		Preventative Maintenance	Whole of the Municipality	0	0	0	21	12	38	40	41	41
Supply Chain Management	WC013_Maintenance Community Perks	P000100201001002010110031_340	Non-Infrastructure	An efficient, effective and development-oriented public service	Inclusion and access		Preventative Maintenance	Whole of the Municipality	0	0	0	7 777	9 957	11 468	12 314	13 022	13 022
Supply Chain Management	WC013_Maintenance Community Perks (Pesticide)	P000100201001002010110031_344	Non-Infrastructure	An efficient, effective and development-oriented public service	Inclusion and access		Preventative Maintenance	Whole of the Municipality	0	0	0	174	200	250	261	268	268
Supply Chain Management	WC013_Maintenance Community Perks (Top Soil)	P000100201001002010110031_347	Non-Infrastructure	An efficient, effective and development-oriented public service	Inclusion and access		Preventative Maintenance	Whole of the Municipality	0	0	0	216	125	131	137	140	140
Supply Chain Management	WC013_Maintenance Sport Grounds	P00010020100100202002001_1371	Non-Infrastructure	A long and healthy life for all South Africans	Inclusion and access		Preventative Maintenance	Whole of the Municipality	0	0	0	1 427	2 325	2 375	2 534	2 657	2 657

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Function		Project Description	Project Number	Type	MITSF Service Outcome	IUDF	Own Strategic Objectives	Asset Class	Asset Sub-Class	Ward Location	GPS Longitude	GPS Latitude	2025/26 Medium Term Revenue & Expenditure Framework		
													Audited Outcome 2023/24	Current Year 2024/25 Full Year Forecast	Budget Year 2025/26
Supply Chain Management	WC013_Maintenance_Sport Grounds (Chemicals)	P00010020010010020200200 1_372	Non-Infrastructure	A long and healthy life for all South Africans	Inclusion and access	Preventative Maintenance	Interval Based	Whole of the Municipality	0	0	0	0	101	106	109
Supply Chain Management	WC013_Maintenance_Sport Grounds (Fertilizer)	P00010020010010020200200 1_373	Non-Infrastructure	A long and healthy life for all South Africans	Inclusion and access	Preventative Maintenance	Interval Based	Whole of the Municipality	0	0	0	0	90	94	96
Supply Chain Management	WC013_Maintenance_Swimming Pools	P00010020010010020200200 3_221	Non-Infrastructure	A long and healthy life for all South Africans	Inclusion and access	Preventative Maintenance	Interval Based	Whole of the Municipality	0	0	0	0	1200	1289	1362
Supply Chain Management	WC013_Maintenance_Swimming Pools (Chemicals)	P00010020010010020200200 3_222	Non-Infrastructure	A long and healthy life for all South Africans	Inclusion and access	Preventative Maintenance	Interval Based	Whole of the Municipality	0	0	0	0	135	141	145
Supply Chain Management	WC013_Maintenance_Housing (Material)	P00010020010010030200200 4_468	Non-Infrastructure	Sustainable human settlements and improved quality of household life	Inclusion and access	Preventative Maintenance	Interval Based	Whole of the Municipality	0	0	0	0	100	105	108
Supply Chain Management	WC013_Maintenance_Transport Assets	P0001002001001010_25	Non-Infrastructure	Governance	Governance	Preventative Maintenance	Interval Based	Administrative or Head Office (Including Municipal Offices) Whole of the Municipality	0	0	0	0	69	73	75
Supply Chain Management	WC013_Maintenance_Transport Assets	P0001002001001010_86	Non-Infrastructure	Governance	Governance	Preventative Maintenance	Interval Based	Administrative or Head Office (Including Municipal Offices) Whole of the Municipality	0	0	0	0	31	35	36
Supply Chain Management	WC013_Maintenance_Transport Assets	P0001002001001010_231	Non-Infrastructure	Governance	Governance	Preventative Maintenance	Interval Based	Whole of the Municipality	0	0	0	0	287	470	482
Supply Chain Management	WC013_Maintenance_Transport Assets	P0001002001001010_235	Non-Infrastructure	Governance	Governance	Preventative Maintenance	Interval Based	Whole of the Municipality	0	0	0	0	800	941	1008
Supply Chain Management	WC013_Maintenance_Transport Assets	P0001002001001010_381	Non-Infrastructure	Governance	Governance	Preventative Maintenance	Interval Based	Whole of the Municipality	0	0	0	0	54	88	90
Supply Chain Management	WC013_Maintenance_Transport Assets	P0001002001001010_420	Non-Infrastructure	Governance	Governance	Preventative Maintenance	Interval Based	Whole of the Municipality	0	0	0	0	85	220	249
Supply Chain Management	WC013_Maintenance_Transport Assets	P0001002001001010_421	Non-Infrastructure	Governance	Governance	Preventative Maintenance	Interval Based	Whole of the Municipality	0	0	0	0	252	243	249
Supply Chain Management	WC013_Maintenance_Transport Assets	P0001002001001010_470	Non-Infrastructure	Governance	Governance	Preventative Maintenance	Interval Based	Whole of the Municipality	0	0	0	0	3	9	9
Supply Chain Management	WC013_Maintenance_Municipal Offices	P00010020010020030100100 2_200	Non-Infrastructure	An efficient, effective and development-oriented public service	Governance	Preventative Maintenance	Condition Based	Whole of the Municipality	0	0	0	0	45	112	115
Supply Chain Management	WC013_Maintenance_Municipal Offices (Material)	P00010020010020030100100 2_201	Non-Infrastructure	An efficient, effective and development-oriented public service	Governance	Preventative Maintenance	Condition Based	Whole of the Municipality	0	0	0	0	188	611	657
Supply Chain Management	WC013_Maintenance_Municipal Offices (Material)	P00010020010020030100100 2_205	Non-Infrastructure	An efficient, effective and development-oriented public service	Governance	Preventative Maintenance	Condition Based	Whole of the Municipality	0	0	0	0	16	22	23
Supply Chain Management	WC013_Maintenance_Municipal Offices (Material)	P00010020010020030100100 2_209	Non-Infrastructure	An efficient, effective and development-oriented public service	Governance	Preventative Maintenance	Condition Based	Whole of the Municipality	0	0	0	0	12	17	17
Supply Chain Management	WC013_Maintenance_Municipal Offices	P00010020010020030100100 2_339	Non-Infrastructure	An efficient, effective and development-oriented public service	Governance	Preventative Maintenance	Condition Based	Administrative or Head Office (Including Municipal Offices) Whole of the Municipality	0	0	0	0	286	314	322
Supply Chain Management	WC013_Maintenance_Municipal Offices	P00010020010020030100100 2_380	Non-Infrastructure	An efficient, effective and development-oriented public service	Governance	Preventative Maintenance	Condition Based	Whole of the Municipality	0	0	0	0	2875	3720	3933
Supply Chain Management	WC013_Maintenance_Municipal Offices (Fuel)	P00010020010020030100100 2_382	Non-Infrastructure	An efficient, effective and development-oriented public service	Governance	Preventative Maintenance	Condition Based	Whole of the Municipality	0	0	0	0	340	1149	1178
Supply Chain Management	WC013_Maintenance_Municipal Offices (Material)	P00010020010020030100100 2_383	Non-Infrastructure	An efficient, effective and development-oriented public service	Governance	Preventative Maintenance	Condition Based	Whole of the Municipality	0	0	0	0	77	104	107
Supply Chain Management	WC013_Maintenance_Municipal Offices (Material)	P00010020010020030100100 2_384	Non-Infrastructure	An efficient, effective and development-oriented public service	Governance	Preventative Maintenance	Condition Based	Whole of the Municipality	0	0	0	0	144	54	55

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Function	Project Description	Project Number	Type	MTSF Service Outcome	IUDF	Own Strategic Objectives	Asset Class	Asset Sub-Class	Ward Location	GPS Longitude	GPS Latitude	2022/25 Medium Term Revenue & Expenditure Framework		
												Prior year outcomes	Budget Year 2025/26	Budget Year +1 2026/27
												Audited Outcome 2023/24	Current Year 2024/25 Full Year Forecast	Budget Year +2 2027/28
Supply Chain Management	WC013_Maintenance_Municipal Offices (Material)	PO01002010020030100100_2_366	Non-Infrastructure	An efficient, effective and development-oriented public service	Governance		Preventative Maintenance	Condition Based	Whole of the Municipality	0	0	978	1022	1048
Supply Chain Management	WC013_Maintenance_Municipal Offices (Printing and Stationery)	PO01002010020030100100_2_368	Non-Infrastructure	An efficient, effective and development-oriented public service	Governance		Preventative Maintenance	Condition Based	Whole of the Municipality	0	0	6	7	7
Supply Chain Management	WC013_Maintenance_Municipal Offices (Material)	PO01002010020030100100_2_446	Non-Infrastructure	An efficient, effective and development-oriented public service	Governance		Preventative Maintenance	Condition Based	Whole of the Municipality	0	0	58	60	62
Supply Chain Management	WC013_Maintenance_Machinery and Equipment	PO0100201002009_191	Non-Infrastructure	Governance	Governance		Preventative Maintenance	Condition Based	Whole of the Municipality	0	0	52	54	55
Supply Chain Management	WC013_Maintenance_Machinery and Equipment	PO0100201002009_192	Non-Infrastructure	Governance	Governance		Preventative Maintenance	Condition Based	Whole of the Municipality	0	0	90	94	96
Supply Chain Management	WC013_Maintenance_Machinery and Equipment	PO0100201002009_194	Non-Infrastructure	Governance	Governance		Preventative Maintenance	Condition Based	Whole of the Municipality	0	0	149	165	160
Supply Chain Management	WC013_Maintenance_Machinery and Equipment	PO0100201002009_195	Non-Infrastructure	Governance	Governance		Preventative Maintenance	Condition Based	Whole of the Municipality	0	0	172	180	185
Supply Chain Management	WC013_Maintenance_Machinery and Equipment	PO0100201002009_196	Non-Infrastructure	Governance	Governance		Preventative Maintenance	Condition Based	Whole of the Municipality	0	0	10	10	10
Supply Chain Management	WC013_Maintenance_Machinery and Equipment	PO0100201002009_197	Non-Infrastructure	Governance	Governance		Preventative Maintenance	Condition Based	Whole of the Municipality	0	0	700	732	750
Supply Chain Management	WC013_Maintenance_Machinery and Equipment	PO0100201002009_198	Non-Infrastructure	Governance	Governance		Preventative Maintenance	Condition Based	Whole of the Municipality	0	0	220	230	236
Supply Chain Management	WC013_Maintenance_Machinery and Equipment	PO0100201002009_199	Non-Infrastructure	Governance	Governance		Preventative Maintenance	Condition Based	Whole of the Municipality	0	0	200	209	214
Supply Chain Management	WC013_Maintenance_Machinery and Equipment	PO0100201002009_357	Non-Infrastructure	Governance	Governance		Preventative Maintenance	Condition Based	Whole of the Municipality	0	0	2	2	2
Supply Chain Management	WC013_Maintenance_Machinery and Equipment	PO0100201002009_412	Non-Infrastructure	Governance	Governance		Preventative Maintenance	Condition Based	Whole of the Municipality	0	0	8	8	8
Supply Chain Management	WC013_Maintenance_Computer Equipment	PO010020202004_21	Non-Infrastructure	An efficient, effective and development-oriented public service	Governance		Corrective Maintenance	Emergency	Administrative or Head Office (Including Salefile Offices) Whole of the Municipality	0	0	1600	1672	1714
Supply Chain Management	WC013_Maintenance_Computer Equipment	PO010020202004_78	Non-Infrastructure	An efficient, effective and development-oriented public service	Governance		Corrective Maintenance	Emergency	Administrative or Head Office (Including Salefile Offices) Whole of the Municipality	0	0	17	21	22
Supply Chain Management	WC013_Maintenance_Computer Equipment	PO010020202004_174	Non-Infrastructure	An efficient, effective and development-oriented public service	Governance		Corrective Maintenance	Emergency	Whole of the Municipality	0	0	3	3	3
Supply Chain Management	WC013_Maintenance_Computer Equipment	PO010020202004_178	Non-Infrastructure	An efficient, effective and development-oriented public service	Governance		Corrective Maintenance	Emergency	Whole of the Municipality	0	0	3	3	3
Supply Chain Management	WC013_Maintenance_Furniture and Office Equipment	PO010020202005_23	Non-Infrastructure	An efficient, effective and development-oriented public service	Governance		Corrective Maintenance	Emergency	Administrative or Head Office (Including Salefile Offices) Whole of the Municipality	0	0	6	6	6
Supply Chain Management	WC013_Maintenance_Furniture and Office Equipment	PO010020202005_80	Non-Infrastructure	An efficient, effective and development-oriented public service	Governance		Corrective Maintenance	Emergency	Administrative or Head Office (Including Salefile Offices) Whole of the Municipality	0	0	4	4	4
Supply Chain Management	WC013_Maintenance_Furniture and Office Equipment	PO010020202005_444	Non-Infrastructure	An efficient, effective and development-oriented public service	Governance		Corrective Maintenance	Emergency	Whole of the Municipality	0	0	0	5	5
Supply Chain Management	WC013_MIM Projects_Leadership Forums	PO010304009_30	Capacity Building Training and Development	A skilled and capable workforce to support an inclusive growth path	Governance		Leadership Development	Emergency	Whole of the Municipality	0	0	9	13	13

WC013 Bagnriver_Supporting Table SA38 Consolidated detailed operational projects

Function	Project Description	Project Number	Type	MITSF Service Outcome	IUDF	Own Strategic Objectives	Asset Class	Asset Sub-Class	Ward Location	GPS Longitude	GPS Latitude	2022/26 Medium Term Revenue & Expenditure Framework		
												Audited Outcome 2023/24	Current Year 2024/25 Full Year Forecast	Budget Year 2025/26
Supply Chain Management	WC013_Education and Training	P0003004010_47	Capacity Building Training and Development	A skilled and capable workforce to support an inclusive growth path	Governance		Workshops, Seminars and Subject Matter Training	Whole of the Municipality	Whole of the Municipality	0	0	3	3	3
Supply Chain Management	WC013_Education and Training	P0003004010_111	Capacity Building Training and Development	A skilled and capable workforce to support an inclusive growth path	Governance		Workshops, Seminars and Subject Matter Training	Administrative or Head Office (Including Satellite Offices) Whole of the Municipality	Whole of the Municipality	0	0	7	8	8
Supply Chain Management	WC013_Education and Training	P0003004010_134	Capacity Building Training and Development	A skilled and capable workforce to support an inclusive growth path	Governance		Workshops, Seminars and Subject Matter Training	Whole of the Municipality	Whole of the Municipality	0	0	49	51	52
Supply Chain Management	WC013_Education and Training	P0003004010_135	Capacity Building Training and Development	A skilled and capable workforce to support an inclusive growth path	Governance		Workshops, Seminars and Subject Matter Training	Whole of the Municipality	Whole of the Municipality	0	0	12	13	13
Supply Chain Management	WC013_Education and Training	P0003004010_136	Capacity Building Training and Development	A skilled and capable workforce to support an inclusive growth path	Governance		Workshops, Seminars and Subject Matter Training	Whole of the Municipality	Whole of the Municipality	0	0	5	5	5
Supply Chain Management	WC013_Education and Training	P0003004010_138	Capacity Building Training and Development	A skilled and capable workforce to support an inclusive growth path	Governance		Workshops, Seminars and Subject Matter Training	Whole of the Municipality	Whole of the Municipality	0	0	5	5	5
Supply Chain Management	WC013_Education and Training	P0003004010_335	Capacity Building Training and Development	A skilled and capable workforce to support an inclusive growth path	Governance		Workshops, Seminars and Subject Matter Training	Whole of the Municipality	Whole of the Municipality	0	0	18	19	19
Supply Chain Management	WC013_Education and Training	P0003004010_457	Capacity Building Training and Development	A skilled and capable workforce to support an inclusive growth path	Governance		Workshops, Seminars and Subject Matter Training	Whole of the Municipality	Whole of the Municipality	0	0	16	17	17
Supply Chain Management	WC013_IMM Contributions_POIMA	P0003005001_125	City Cleanliness and Clean-up	Protect and enhance our environmental assets and natural resources	Industri and access		Clean-up Actions	Whole of the Municipality	Whole of the Municipality	0	0	1700	1776	1820
Supply Chain Management	WC013_IMM Contributions_Museums_PB_PV	P0003007002_447	Community Development	A comprehensive, responsive and sustainable social protection system	Industri and access		Community Initiatives	Whole of the Municipality	Whole of the Municipality	0	0	491	649	792
Supply Chain Management	WC013_IMM Contributions_Museums_VD	P0003007002_448	Community Development	A comprehensive, responsive and sustainable social protection system	Industri and access		Community Initiatives	Whole of the Municipality	Whole of the Municipality	0	0	30	31	34
Supply Chain Management	WC013_Community Development Initiatives	P0003007003_777	Community Development	A comprehensive, responsive and sustainable social protection system	Industri and access		Community Development Initiatives	Administrative or Head Office (Including Satellite Offices) Whole of the Municipality	Whole of the Municipality	0	0	172	236	237
Supply Chain Management	WC013 Social Projects (Party Packs For The Children Of Bagnriver)	P0003007003_1053	Community Development	A comprehensive, responsive and sustainable social protection system	Industri and access		Community Development Initiatives	Whole of the Municipality	Whole of the Municipality	0	0	35	30	33
Supply Chain Management	WC013 Social Projects (Light Festivals)	P0003007003_1057	Community Development	A comprehensive, responsive and sustainable social protection system	Industri and access		Community Development Initiatives	Whole of the Municipality	Whole of the Municipality	0	0	188	200	223
Supply Chain Management	WC013 Social Projects (Stap En Trap)	P0003007003_1059	Community Development	A comprehensive, responsive and sustainable social protection system	Industri and access		Community Development Initiatives	Whole of the Municipality	Whole of the Municipality	0	0	31	47	52
Supply Chain Management	WC013 Social Projects (Saint Valentine)	P0003007003_1118	Community Development	A comprehensive, responsive and sustainable social protection system	Industri and access		Community Development Initiatives	Whole of the Municipality	Whole of the Municipality	0	0	5	34	38
Supply Chain Management	WC013 Social Projects (Easter Celebration)	P0003007003_1119	Community Development	A comprehensive, responsive and sustainable social protection system	Industri and access		Community Development Initiatives	Whole of the Municipality	Whole of the Municipality	0	0	28	1	1
Supply Chain Management	WC013_Social Projects_Womens Day	P0003007011_332	Community Development	A comprehensive, responsive and sustainable social protection system	Industri and access		Gender Development	Whole of the Municipality	Whole of the Municipality	0	0	148	148	159
Supply Chain Management	WC013_IMM Contributions_SFCA	P0003007016_423	Community Development	A comprehensive, responsive and sustainable social protection system	Industri and access		Social Development Programme (Wellness)	Whole of the Municipality	Whole of the Municipality	0	0	101	200	236
Supply Chain Management	WC013_IMM Contributions_Veldrif Animal Welfare	P0003007016_424	Community Development	A comprehensive, responsive and sustainable social protection system	Industri and access		Social Development Programme (Wellness)	Whole of the Municipality	Whole of the Municipality	0	0	36	68	75
Supply Chain Management	WC013_Water Treatment Management	P0003011_301	Drinking Water Quality	A long and healthy life for all South Africans	Industri and access		Water Treatment Management	Whole of the Municipality	Whole of the Municipality	0	0	1 010	1 573	1 499
Supply Chain Management	WC013_Water Treatment Management, Printing and Stationery	P0003011_307	Drinking Water Quality	A long and healthy life for all South Africans	Industri and access		Water Treatment Management, Printing and Stationery	Whole of the Municipality	Whole of the Municipality	0	0	-	2	2

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Function	Project Description	Project Number	Type	MISF Service Outcome	IUDF	Own Strategic Objectives	Asset Class	Asset Sub-Class	Ward Location	GPS Longitude	GPS Latitude	2022/26 Medium Term Revenue & Expenditure Framework				
												Prior year outcomes	Budget Year 2025/26	Budget Year +1 2026/27		
												Audited Outcome 2023/24	Current Year 2024/25 Full Year Forecast	Budget Year +2 2027/28		
Supply Chain Management	WC013_ Revenue and Expenditure Management_Fuel	P0003012_33	Efficient and Effective Public Service	An efficient, effective and development-oriented public service	Inclusion and access				Administrative or Head Office (Including Satellite Offices) Whole of the Municipality	0	0	97	98	100	105	108
Supply Chain Management	WC013_ IT Services and Support	P0003012_71	Efficient and Effective Public Service	An efficient, effective and development-oriented public service	Inclusion and access				Administrative or Head Office (Including Satellite Offices) Ward 3 - Pletberg/Whole of the Municipality	0	0	6 558	7 243	9 106	9 726	9 928
Supply Chain Management	WC013_ Management of Roads Infrastructure_Fuel	P0003012_232	Efficient and Effective Public Service	An efficient, effective and development-oriented public service	Inclusion and access				Whole of the Municipality	0	0	3 553	1 500	2 000	2 090	2 142
Supply Chain Management	WC013_ Sewerage Management	P0003012_283	Efficient and Effective Public Service	An efficient, effective and development-oriented public service	Inclusion and access				Whole of the Municipality	0	0	7 789	9 856	11 309	12 025	12 898
Supply Chain Management	WC013_ Sewerage Management_Pesticide	P0003012_267	Efficient and Effective Public Service	An efficient, effective and development-oriented public service	Inclusion and access				Whole of the Municipality	0	0	-	3	3	3	3
Supply Chain Management	WC013_ Waste Removal Services and Management	P0003012_273	Efficient and Effective Public Service	An efficient, effective and development-oriented public service	Inclusion and access				Ward 6 & Ward 6-Verderf Whole of the Municipality	0	0	34 552	35 048	39 488	41 890	43 885
Supply Chain Management	WC013_ Waste Removal Services and Management_Fuel	P0003012_278	Efficient and Effective Public Service	An efficient, effective and development-oriented public service	Inclusion and access				Whole of the Municipality	0	0	807	1 400	1 500	1 567	1 606
Supply Chain Management	WC013_ Waste Removal Services and Management_Pesticide	P0003012_279	Efficient and Effective Public Service	An efficient, effective and development-oriented public service	Inclusion and access				Whole of the Municipality	0	0	7	11	12	13	13
Supply Chain Management	WC013_ Waste Removal Services and Management_Printing and Stationary	P0003012_280	Efficient and Effective Public Service	An efficient, effective and development-oriented public service	Inclusion and access				Whole of the Municipality	0	0	11	10	10	10	10
Supply Chain Management	WC013_ Waste Water Treatment Management	P0003012_283	Efficient and Effective Public Service	An efficient, effective and development-oriented public service	Inclusion and access				Whole of the Municipality	0	0	1 325	2 019	2 180	2 307	2 406
Supply Chain Management	WC013_ Waste Water Treatment Management_Chemicals	P0003012_285	Efficient and Effective Public Service	An efficient, effective and development-oriented public service	Inclusion and access				Whole of the Municipality	0	0	192	100	209	218	223
Supply Chain Management	WC013_ Waste Water Treatment Management_Printing and Stationary	P0003012_288	Efficient and Effective Public Service	An efficient, effective and development-oriented public service	Inclusion and access				Whole of the Municipality	0	0	0	2	2	2	2
Supply Chain Management	WC013_ Water Distribution Management_Eskom	P0003012_293	Efficient and Effective Public Service	An efficient, effective and development-oriented public service	Inclusion and access				Whole of the Municipality	0	0	3 295	3 589	4 008	4 188	4 293
Supply Chain Management	WC013_ Water Distribution Management_Fuel	P0003012_295	Efficient and Effective Public Service	An efficient, effective and development-oriented public service	Inclusion and access				Whole of the Municipality	0	0	227	243	366	382	392
Supply Chain Management	WC013_Holiday Resort Management	P0003012_324	Efficient and Effective Public Service	An efficient, effective and development-oriented public service	Inclusion and access				Administrative or Head Office (Including Satellite Offices) Whole of the Municipality	0	0	5 174	6 447	7 016	7 482	7 852
Supply Chain Management	WC013_Holiday Resort Management_Caravan Stands	P0003012_323	Efficient and Effective Public Service	An efficient, effective and development-oriented public service	Inclusion and access				Whole of the Municipality	0	0	138	155	217	227	233
Supply Chain Management	WC013_Holiday Resort Management_Printing and Stationary	P0003012_333	Efficient and Effective Public Service	An efficient, effective and development-oriented public service	Inclusion and access				Whole of the Municipality	0	0	42	39	41	43	44
Supply Chain Management	WC013_Building Control	P0003012_482	Efficient and Effective Public Service	An efficient, effective and development-oriented public service	Inclusion and access				Whole of the Municipality	0	0	3 155	3 332	3 673	3 948	4 179

WC013 Begriber - Supporting Table SA38 Consolidated detailed operational projects

Function	Project Description	Project Number	Type	MISF Service Outcome	IUDF	Own Strategic Objectives	Asset Class	Asset Sub-Class	Ward Location	GPS Longitude	GPS Latitude	2022/26 Medium Term Revenue & Expenditure Framework				
												Prior year outcomes	Budget Year 2025/26	Budget Year +1 2026/27	Budget Year +2 2027/28	
												Audited Outcome 2023/24	Current Year 2024/25 Full Year Forecast			
Supply Chain Management	WC013_Town Planning and Development_ Technical Books	P0003012_478	Efficient and Effective Public Service	An efficient, effective and development-oriented public service	Inclusion and access			Whole of the Municipality	0	0	0	893	501	524	548	562
Supply Chain Management	WC013_Fire Fighting Services	P0003014002_399	Emergency and Disaster Management	A comprehensive, responsive and sustainable social protection system	Governance	Disaster Management	Disaster Management	Whole of the Municipality	0	0	0	1 905	3 079	4 770	5 098	5 349
Supply Chain Management	WC013_Fire Fighting Services_ Cleaning Material	P0003014002_402	Emergency and Disaster Management	A comprehensive, responsive and sustainable social protection system	Governance	Disaster Management	Disaster Management	Whole of the Municipality	0	0	0	17	23	16	17	17
Supply Chain Management	WC013_Expanded Public Works Programme	P0003016001_154	Expanded Public Works Programme	An efficient, effective and development-oriented public service	Inclusion and access	Project	Project	Administrative or Head Office (Including Satellite Offices) Ward 1, Ward 3	0	0	0	2 710	1 736	1 900	370	393
Supply Chain Management	WC013_MM Projects_Pizza Giving Function	P0003017005_92	Functions and Events	An efficient, effective and development-oriented public service	Inclusion and access	Special Events and Functions	Special Events and Functions	Administrative or Head Office (Including Satellite Offices) Whole of the Municipality	0	0	0	76	95	100	104	107
Supply Chain Management	WC013_Human Resource Management	P0003020003_60	Human Resources	Responsive, accountable, effective and efficient local government	Governance	Human Resource Management	Human Resource Management	Administrative or Head Office (Including Satellite Offices) Whole of the Municipality	0	0	0	13 000	14 649	16 083	17 332	18 108
Supply Chain Management	WC013_Community Halls Management	P0003025_127	Municipal Properties	An efficient, effective and development-oriented public service	Inclusion and access			Whole of the Municipality	0	0	0	3 948	4 481	4 575	4 877	5 127
Supply Chain Management	WC013_Community Halls Management_ Pesticide	P0003025_131	Municipal Properties	An efficient, effective and development-oriented public service	Inclusion and access			Whole of the Municipality	0	0	0	18	20	71	74	76
Supply Chain Management	WC013_Supply Chain Management	P0003035_119	Procurement Reforms and Fighting Corruption	Responsive, accountable, effective and efficient local government	Inclusion and access			Administrative or Head Office (Including Satellite Offices) Whole of the Municipality	0	0	0	8 933	11 086	11 963	12 827	13 549
Supply Chain Management	WC013_Supply Chain Management_Casual Wages	P0003035_120	Procurement Reforms and Fighting Corruption	Responsive, accountable, effective and efficient local government	Inclusion and access			Administrative or Head Office (Including Satellite Offices) Whole of the Municipality	0	0	0	81	121	102	95	101
Supply Chain Management	WC013_Traffic Services_Cleaning Material	P0003038_429	Public Protection and Safety	All people in South Africa are and feel safe	Inclusion and access			Whole of the Municipality	0	0	0	39	33	35	37	38
Supply Chain Management	WC013_Traffic Services_Fuel	P0003038_430	Public Protection and Safety	All people in South Africa are and feel safe	Inclusion and access			Whole of the Municipality	0	0	0	1 007	811	900	940	964
Supply Chain Management	WC013_Vehicle Licensing and Testing_Pricing and Stationary	P0003038_438	Public Protection and Safety	All people in South Africa are and feel safe	Inclusion and access			Whole of the Municipality	0	0	0	119	114	161	169	173
Supply Chain Management	WC013 Social Projects (Better Together Games)	P0003043001_1074	Sport Development	An efficient, effective and development-oriented public service	Inclusion and access	Municipal Games	Municipal Games	Whole of the Municipality	0	0	0	110	170	178	186	191
Supply Chain Management	WC013_MM Contributions_Beghivier Cmoor Marathon	P0003043002_383	Sport Development	An efficient, effective and development-oriented public service	Inclusion and access	Marathons, Sport and Recreation	Marathons, Sport and Recreation	Whole of the Municipality	0	0	0	67	72	76	79	81
Supply Chain Management	WC013_MM Contributions_Boland Rugby	P0003043002_385	Sport Development	An efficient, effective and development-oriented public service	Inclusion and access	Marathons, Sport and Recreation	Marathons, Sport and Recreation	Whole of the Municipality	0	0	0	100	101	151	158	162
Supply Chain Management	WC013_Sport Development	P0003043004_1051	Sport Development	An efficient, effective and development-oriented public service	Inclusion and access	Sport Development and Sponsorships (Internal)	Sport Development and Sponsorships (Internal)	Whole of the Municipality	0	0	0	250	285	276	289	296

WC013_Bergviver - Supporting Table SA38 Consolidated detailed operational projects

Function	Project Description	Project Number	Type	MITSF Service Outcome	IUDF	Own Strategic Objectives	Asset Class	Asset Sub-Class	Ward Location	GPS Longitude	GPS Latitude	2022/26 Medium Term Revenue & Expenditure Framework			
												Prior year outcomes	Budget Year 2025/26	Budget Year +1 2026/27	Budget Year +2 2027/28
												Audited Outcome 2023/24	Current Year 2024/25 Full Year Forecast		
Supply Chain Management	WC013_Good Governance Council Support	PO03044001_1	Strategic Management and Governance	Responsive, accountable, effective and efficient local government	Spatial Integration		Administrative Strategy and Planning		Administrative or Head Office (Including Satellite Offices) Whole of the Municipality	0	0	7 364	7 897	8 345	
Supply Chain Management	WC012_Community Services Administration	PO03044001_26	Strategic Management and Governance	Responsive, accountable, effective and efficient local government	Spatial Integration		Administrative Strategy and Planning		Administrative or Head Office (Including Satellite Offices) Whole of the Municipality	0	0	2 290	2 457	2 559	
Supply Chain Management	WC012_Community Services Administration, Printing and Stationary	PO03044001_37	Strategic Management and Governance	Responsive, accountable, effective and efficient local government	Spatial Integration		Administrative Strategy and Planning		Administrative or Head Office (Including Satellite Offices) Whole of the Municipality	0	0	49	51	52	
Supply Chain Management	WC013_Administrative and Corporate Support	PO03044001_38	Strategic Management and Governance	Responsive, accountable, effective and efficient local government	Spatial Integration		Administrative Strategy and Planning		Administrative or Head Office (Including Printing and Stationary Satellite Offices) Whole of the Municipality	0	0	12 911	13 705	14 275	
Supply Chain Management	WC013_Administrative and Corporate Support, Printing and Stationary	PO03044001_40	Strategic Management and Governance	Responsive, accountable, effective and efficient local government	Spatial Integration		Administrative Strategy and Planning		Administrative or Head Office (Including Printing and Stationary Satellite Offices) Whole of the Municipality	0	0	197	227	233	
Supply Chain Management	WC013_Financial Viability and Management	PO03044001_52	Strategic Management and Governance	Responsive, accountable, effective and efficient local government	Spatial Integration		Administrative Strategy and Planning		Administrative or Head Office (Including Satellite Offices) Whole of the Municipality	0	0	1 113	1 833	2 138	
Supply Chain Management	WC013_Good Governance Council Support	PO03044001_54	Strategic Management and Governance	Responsive, accountable, effective and efficient local government	Spatial Integration		Administrative Strategy and Planning		Whole of the Municipality	0	0	4 935	5 307	5 623	
Supply Chain Management	WC013_Good Governance Council Support, Entertainment, Executive Committee	PO03044001_57	Strategic Management and Governance	Responsive, accountable, effective and efficient local government	Spatial Integration		Administrative Strategy and Planning		Whole of the Municipality	0	0	2	4	4	
Supply Chain Management	WC013_Good Governance Council Support, Printing and Stationary	PO03044001_59	Strategic Management and Governance	Responsive, accountable, effective and efficient local government	Spatial Integration		Administrative Strategy and Planning		Whole of the Municipality	0	0	10	8	8	
Supply Chain Management	WC013_IMI Projects, Management of Networks	PO03044001_91	Strategic Management and Governance	Responsive, accountable, effective and efficient local government	Spatial Integration		Administrative Strategy and Planning		Whole of the Municipality	0	0	2	19	15	
Supply Chain Management	WC013_Strategic Management Governance	PO03044001_96	Strategic Management and Governance	Responsive, accountable, effective and efficient local government	Spatial Integration		Administrative Strategy and Planning		Administrative or Head Office (Including Printing and Stationary Satellite Offices) Whole of the Municipality	0	0	1 908	2 160	2 452	

WC013 Begriber - Supporting Table SA38 Consolidated detailed operational projects

Function	Project Description	Project Number	Type	MISF Service Outcome	IUDF	Own Strategic Objectives	Asset Class	Asset Sub-Class	Ward Location	GPS Longitude	GPS Latitude	Prior year outcomes		2023/26 Medium Term Revenue & Expenditure Framework		
												Audited Outcome 2023/24	Current Year 2024/25 Full Year Forecast	Budget Year 2025/26	Budget Year +1 2026/27	Budget Year +2 2027/28
Supply Chain Management	WC013_Infrastructure Monitoring Oversight	P0003044001_164	Strategic Management and Governance	Responsive, accountable, effective and efficient local government	Spatial integration		Administrative Strategy and Planning		Administrative or Head Office (Including Satellite Offices) Whole of the Municipality	0	0	2 074	4 715	3 297	3 596	3 661
Supply Chain Management	WC013_Infrastructure Monitoring Oversight, Printing and Stationary	P0003044001_165	Strategic Management and Governance	Responsive, accountable, effective and efficient local government	Spatial integration		Administrative Strategy and Planning		Administrative or Head Office (Including Satellite Offices) Whole of the Municipality	0	0	0	1	1	1	1
Supply Chain Management	WC013_Project Management, Printing and Stationary	P0003044001_261	Strategic Management and Governance	Responsive, accountable, effective and efficient local government	Spatial integration		Administrative Strategy and Planning		Whole of the Municipality	0	0	10	18	10	10	10
Supply Chain Management	WC013_IDP Management	P0003044009_65	Strategic Management and Governance	Responsive, accountable, effective and efficient local government	Spatial integration		IDP Implementation and Monitoring		Whole of the Municipality	0	0	2 620	2 808	3 145	3 366	3 550
Supply Chain Management	WC013_IDP Management, Printing and Stationary	P0003044009_69	Strategic Management and Governance	Responsive, accountable, effective and efficient local government	Spatial integration		IDP Implementation and Monitoring		Whole of the Municipality	0	0	1	3	23	24	25
Supply Chain Management	WC013_Good Governance Fraud Prevention, Printing and Stationary	P0003044015_115	Strategic Management and Governance	Responsive, accountable, effective and efficient local government	Inclusion and access		Risk Management		Administrative or Head Office (Including Satellite Offices) Whole of the Municipality	0	0	1	3	3	3	3
Supply Chain Management	WC013_MM Contributions, Tourism	P0003044003_315	Tourism	An efficient, effective and development-oriented public service	Growth		Tourism Development		Whole of the Municipality	0	0	2 598	2 000	2 000	2 090	2 442
Supply Chain Management	WC013_Ward Committee Project - Ward 1	P0003046001_102	Ward Committees	Responsive, accountable, effective and efficient local government	Inclusion and access		Ward initiatives		Ward 1, Ward 1 - Porterville, Whole of the Municipality	0	0	106	150	150	157	161
Supply Chain Management	WC013_Ward Committee Project - Ward 3	P0003046001_104	Ward Committees	Responsive, accountable, effective and efficient local government	Inclusion and access		Ward initiatives		Ward 3, Ward 3 - Pletting, Whole of the Municipality	0	0	86	140	150	157	161
Supply Chain Management	WC013_Ward Committee Project - Ward 5	P0003046001_106	Ward Committees	Responsive, accountable, effective and efficient local government	Inclusion and access		Ward initiatives		Ward 5, Ward 5 - Aluron, Redelinghuys, Eendekuil, Whole of the Municipality	0	0	113	150	150	157	161
Supply Chain Management	WC013_Ward Committee Project - Ward 6	P0003046001_107	Ward Committees	Responsive, accountable, effective and efficient local government	Inclusion and access		Ward initiatives		Ward 6, Ward 6 - Veriderf, Whole of the Municipality	0	0	106	150	150	157	161
Supply Chain Management	WC013_Ward Committee Project - Ward 7	P0003046001_108	Ward Committees	Responsive, accountable, effective and efficient local government	Inclusion and access		Ward initiatives		Ward 7, Ward 7 - Veriderf, Whole of the Municipality	0	0	110	220	150	157	161
Supply Chain Management	WC013_Financial Management Grant	P0003050002_18	Financial Management Grant	Responsive, accountable, effective and efficient local government	Governance		Budget and Treasury Office		Administrative or Head Office (Including Satellite Offices) Whole of the Municipality	0	0	1 416	1 700	2 990	2 000	2 000
Town Planning, Building Regulations and Enforcement, and City Engineer	WC013_Maintenance, Computer Equipment	P000100202002004_483	Non-infrastructure	An efficient, effective and development-oriented public service	Governance		Corrective Maintenance	Emergency	Whole of the Municipality	0	0	-	3	3	3	3

WC013 Begriiver - Supporting Table SA38 Consolidated detailed operational projects

Function	Project Description	Project Number	Type	MITSF Service Outcome	IUDF	Own Strategic Objectives	Asset Class	Asset Sub-Class	Ward Location	GPS Longitude	GPS Latitude	2025/26 Medium Term Revenue & Expenditure Framework		
												Prior year outcomes	Budget Year 2025/26	Budget Year +1 2026/27
												Audited Outcome 2023/24	Current Year 2024/25 Full Year Forecast	Budget Year +2 2027/28
Town Planning, Building Regulations and Enforcement, and City Engineer	WC013_Maintenance_Furniture and Office Equipment	P0001002002002005_466	Non-Infrastructure	An efficient, effective and development-oriented public service	Governance		Corrective Maintenance	Emergency	Whole of the Municipality	0	0	1	1	1
Town Planning, Building Regulations and Enforcement, and City Engineer	WC013_Maintenance_Furniture and Office Equipment	P0001002002002005_468	Non-Infrastructure	An efficient, effective and development-oriented public service	Governance		Corrective Maintenance	Emergency	Whole of the Municipality	0	0	4	4	4
Town Planning, Building Regulations and Enforcement, and City Engineer	WC013_Town Planning and Development	P0003012_473	Efficient and Effective Public Service	An efficient, effective and development-oriented public service	Inclusion and access				Whole of the Municipality	0	0	5 461	6 022	7 264
Town Planning, Building Regulations and Enforcement, and City Engineer	WC013_Town Planning and Development	P0003015908_883	Environmental	Protect and enhance our environmental assets and natural resources	Spatial Integration				Whole of the Municipality	0	0	85	-	41
Waste Water Treatment	WC013_Maintenance_Municipal Offices (Material)	P000100200100200300100100_2_207	Non-Infrastructure	An efficient, effective and development-oriented public service	Governance		Preventative Maintenance	Condition Based	Whole of the Municipality	0	0	8	50	54
Waste Water Treatment	WC013_Education and Training	P0003004010_141	Capacity Building Training and Development	A skilled and capable workforce to support an inclusive growth path	Governance		Workshops, Seminars and Subject Matter Training		Whole of the Municipality	0	0	-	5	5
Waste Water Treatment	WC013_Waste Water Treatment Management_Pesticide	P0003012_287	Efficient and Effective Public Service	An efficient, effective and development-oriented public service	Inclusion and access				Whole of the Municipality	0	0	-	3	3
Water Distribution	WC013_Maintenance_Transport Assets	P0001002001001010_239	Non-Infrastructure	An efficient, effective and development-oriented public service	Governance		Preventative Maintenance	Interval Based	Whole of the Municipality	0	0	52	108	118
Water Distribution	WC013_Maintenance_Municipal Offices (Material)	P000100200100200300100100_2_208	Non-Infrastructure	An efficient, effective and development-oriented public service	Governance		Preventative Maintenance	Condition Based	Whole of the Municipality	0	0	7	7	7
Water Distribution	WC013_Maintenance_Plant and Machinery	P0001002001002009_215	Non-Infrastructure	An efficient, effective and development-oriented public service	Governance		Preventative Maintenance	Condition Based	Whole of the Municipality	0	0	-	1	1
Water Distribution	WC013_Water Distribution Management	P0003012_290	Efficient and Effective Public Service	An efficient, effective and development-oriented public service	Inclusion and access				Whole of the Municipality	0	0	20 999	25 116	27 675
Water Distribution	WC013_Water Distribution Management_Casual Wages	P0003012_291	Efficient and Effective Public Service	An efficient, effective and development-oriented public service	Inclusion and access				Whole of the Municipality	0	0	-	53	57
Water Distribution	WC013_Water Distribution Management_Chemicals	P0003012_292	Efficient and Effective Public Service	An efficient, effective and development-oriented public service	Inclusion and access				Whole of the Municipality	0	0	8	9	9
Water Distribution	WC013_Water Distribution Management_Material	P0003012_298	Efficient and Effective Public Service	An efficient, effective and development-oriented public service	Inclusion and access				Whole of the Municipality	0	0	-	812	850
Water Distribution	WC013_Water Distribution Management_Municipal	P0003012_297	Efficient and Effective Public Service	An efficient, effective and development-oriented public service	Inclusion and access				Whole of the Municipality	0	0	-	552	577
Water Distribution	WC013_Water Distribution Management_Pesticide	P0003012_298	Efficient and Effective Public Service	An efficient, effective and development-oriented public service	Inclusion and access				Whole of the Municipality	0	0	-	3	3
Water Distribution	WC013_Water Distribution Management_Printing and Stationary	P0003012_299	Efficient and Effective Public Service	An efficient, effective and development-oriented public service	Inclusion and access				Whole of the Municipality	0	0	2	5	5
Water Treatment	WC013_Maintenance_Furniture and Office Equipment	P0001002002002005_489	Non-Infrastructure	An efficient, effective and development-oriented public service	Governance		Corrective Maintenance	Emergency	Whole of the Municipality	0	0	-	2	2
Water Treatment	WC013_Education and Training	P0003004010_143	Capacity Building Training and Development	A skilled and capable workforce to support an inclusive growth path	Governance		Workshops, Seminars and Subject Matter Training		Whole of the Municipality	0	0	-	1	1
Water Treatment	WC013_Water Treatment Management_Chemicals	P0003011_303	Drinking Water Quality	A long and healthy life for all South Africans	Inclusion and access				Whole of the Municipality	0	0	1 075	1 320	1 310
Water Treatment	WC013_Water Treatment Management_Fertiliser	P0003011_304	Drinking Water Quality	A long and healthy life for all South Africans	Inclusion and access				Whole of the Municipality	0	0	-	1	1

WC013 Bergviver - Supporting Table SA38 Consolidated detailed operational projects

Function	Project Description	Project Number	Type	MISF Service Outcome	IUDF	Own Strategic Objectives	Asset Class	Asset Sub-Class	Ward Location	GPS Longitude	GPS Latitude	Prior year outcomes		2022/26 Medium Term Revenue & Expenditure Framework			
												Audited Outcome 2023/24	Current Year 2024/25 Full Year Forecast	Budget Year 2025/26	Budget Year +1 2026/27	Budget Year +2 2027/28	
Parent Operational expenditure													472 941	587 549	674 919	659 149	692 514
Entities: List all Operational projects grouped by Entity																	
Entity A Water project A																	
Entity B Electricity project B																	
Entity Operational expenditure													472 941	587 549	674 919	659 149	692 514
Total Operational expenditure													472 941	587 549	674 919	659 149	692 514

Annexure A
Budget Related
Policies

BERGRIVIER

Munisipaliteit / Municipality



ASSET MANAGEMENT POLICY

Revised 28 March 2025

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1. INTRODUCTION

This policy is designed to assist the management and officials of the Bergriver Municipality with the procedures to manage Property, Plant and Equipment (PPE), Investment Property, Heritage Assets, and Intangible Assets. It is also intended to distinguish between activities acceptable in terms of general approval, supervisory responsibilities, and limits of authority over the management of assets and functions of the organization.

The policy provides certainty of asset management processes undertaken within the organisation and will ensure that management and officials understand their legal and managerial responsibilities with regard to assets.

For the purposes of this policy, assets exclude inventory and monetary assets such as debtors.

This policy replaces all asset management procedures/instructions and memoranda previously issued.

Non-compliance with this policy will result in disciplinary actions, in terms of the Human Resource Policy and procedures of the Municipality.

2. GOAL

The purpose of this policy is to ensure that the assets of the Municipality are properly managed and accounted for by ensuring the following:

- Accurate accounting and recording of relevant asset information;
- Accurate accounting and recording of asset movements;
- Exercise strict physical control over all assets;
- Correct accounting treatment in the Municipality's financial statements;
- Provide accurate and meaningful management information;
- Compliance with Council's accounting policies and Generally Recognised Accounting Practice;
- Sufficient assurance of assets;
- Sufficient maintenance of the municipal assets;
- Ensure that managers are aware of their roles and responsibilities regarding assets; and
- Set out management standards, accounting principles, and internal controls for the safeguarding of assets from losses and damages.

3. STATUTORY FRAMEWORK

The statutory framework for this policy is:

- The Constitution of the Republic of South Africa, 1996;
- Municipal Structures Act, No. 117 of 1998;
- Municipal Systems Act, No. 32 of 2000;
- Municipal Finance Management Act, No. 56 of 2003
- Regulation No. 31346 of 2008; (Asset Transfer Regulations)
- Municipal Supply Chain Management Regulations No. 27636;
- Generally Recognized Accounting Practice.

4. ACCOUNTING STANDARDS

This document represents a policy formulation and will not take precedence over the standards specified by the Accounting Standards Board. The relevant accounting standards include:

- GRAP 1 - Presentation of Financial Statements;
- GRAP 3 – Accounting Policies, Change in Accounting Estimates and Errors
- GRAP 5 – Borrowing Cost
- GRAP 13 - Leases.
- GRAP 16 - Investment property;
- GRAP 17 - Property, Plant and Equipment;
- GRAP 21 - Impairment of Non-cash generating assets;
- GRAP 26 – Impairment of Cash-generating assets;
- GRAP 31 – Intangible Assets;
- GRAP 32 – Service Concession Arrangements: Grantor
- GRAP 100 - Discontinued Operations;
- GRAP 101 – Agriculture; and
- GRAP 103 – Heritage Assets.
- Directive 7 – The application of Deemed Cost

Other relevant accounting standards are:

- GRAP 12 – Inventory; and
- GRAP 11 – Construction contracts.

5. DEFINITIONS

Depreciable Amount – The cost of an asset, or other amount substituted for cost in the financial statements, less its residual value.

"Active market" is a market in which all the following circumstances must be present:

- The assets which are traded in the market are homogeneous;
- A willing buyer and willing seller can normally exist at any given time; and
- Prices are available to the public.

"Amortisation" is the systematic allocation of the depreciable amount of an intangible asset over its useful life.

"Other Assets" – are defined as assets utilised in normal operations. Examples are plant, property and equipment, motor vehicles and furniture and fittings.

"Asset Manager" is any official to whom the responsibility has been delegated and who needs to account for the control, use, physical and financial management of the Municipality's assets, in terms of the municipality's standards, policies, procedures and relevant guidelines.

"Asset Register" is the record keeping of information on each asset that supports the effective financial and technical management of the assets and which complies with statutory requirements.

"Assets" are resources controlled by the Municipality as a result of historical events and of which it is expected that future economic benefits or potential service will result. Therefore, for the purpose of this policy, assets exclude inventory and other monetary assets.

"Investment property" – is defined as property (land or a building or part of a building or both) owned (by the owner or the tenant within a lease) to earn rent or for economic and capital gain or both, unlike for:

-
- (a) use in the production and supply of goods and services or for administrative purposes;
Or
(b) sales in the normal course of business.

"Manager" is any senior manager and every municipal official exercising financial management responsibilities.

"Fair Value" – is the amount for which assets can be exchanged between knowledgeable, willing parties in an arm's length transaction.

"Biological Asset" is a live animal or plant.

"Biological Transformation" comprises the process of growth, degeneration, production and procreation that causes qualitative and quantitative changes to a biological asset.

"Useful Life" – is:

- the period of time over which an asset is expected to be used by the Municipality, or
- the number of production or similar units expected to be obtained from the asset by the Municipality.

"Service Provider" –

- (a) with regards to a municipal service, means a private sector party or organ of state is appointed by a municipality, in terms of Section 8 of the MSA, to perform a municipal service in accordance with the Act; or
- (b) with regards to a commercial service, a private sector party or organ of state, appointed by the municipality or municipal entity in terms of the supply chain policy to perform a commercial service to or for the municipality or entity, as an independent contractor.

"The Act" means the Local Authority: Municipal Finance Management Act, 2003 (Act No. 56 of 2003).

"Carry amount" is the amount at which an asset is included in the financial statements after deducting any accumulated depreciation and accumulated impairments.

"Property, Plant and Equipment" (PPE) – are tangible assets that:

- are held by the municipality for use in the production or provision of goods or services, for rentals to others, or for administrative purposes; and
- are expected to have a useful life extending more than one reporting period (12 months).

"Heritage Assets" – are defined as culturally significant resources. Examples are works of art, historical buildings and statues.

"Depreciate replacement costs", with regards to capital assets, means the cost of replacing the capital asset on the date of transfer, adjusted by the accumulated depreciate cost on the date of transfer taking place taking into account the condition and age of the assets.

"Community assets" – are defined as any asset that contributes to the community's well-being. Examples are parks, libraries and fire stations.

"GRAP" are Standards of Generally Recognized Accounting Practice.

"Historical Cost" means the original purchase price or cost of acquisition of capital assets at the time of acquiring the asset.

"Chief Financial Officer" means an official of the municipality designated by the Municipal Manager to be administratively in charge of the budget and treasury functions.

"Infrastructure assets" – is defined as any asset that is part of a network or similar assets. Examples are roads, water purification networks, sewage purification networks, highways, transport terminals and parking areas.

"Class of plant, property and equipment" means a grouping of assets of a similar nature or function in a municipality's operations, which are shown as a single item for the purpose of disclosure in the financial statements.

"Commercial service" means a service other than a municipal service:

- (a) Provided by a private sector party or organ of state to or for a municipality or municipal entity on a commercial basis; and
- (b) Purchased by the municipality or municipal entity through the supply chain management policy.

"Cost" – is the amount of cash or cash equivalent paid or the fair value of the other consideration given to acquire an asset at the time of acquisition or construction or where applicable, the amount attributed to that asset when initially recognised in accordance with the specific requirements of GRAP Standards.

"Agricultural Activity" is the management by the municipality of the biological transformation of biological assets for sale, in agricultural produce, or in additional assets.

"Agricultural Produce" is the harvested product of the entity's biological assets.

"Municipality" means the Berg River Municipality.

"Municipal Valuation" means the official valuation of an immovable property as indicated in the Municipality's valuation roll.

"Intangible assets" – are identifiable assets without physical substance.

"Transfer", means with regards to a capital or sub asset, the transfer of ownership as a result of sales or other transactions.

"Impairment Loss of Cash generating assets" – is the amount by which the carrying amount of the asset exceeds the recoverable amount.

"Impairment Loss of Non-cash generating assets" – is the amount by which the carrying amount of assets exceeds the recoverable service amount.

"Right to utilise, control and manage" means the right to use, control or manage the capital asset for a period longer than one calendar month, without transferring ownership of the asset. In other words, where such a right does not result in the transfer or permanent alienation of the asset, for example, when a right has been obtained through a lease, letting or lease agreement.

"Accounting officer" means the Municipal Manager appointed in terms of Section 82 of the Local Authority: Municipal Structures Act, 1998 (Act 117 of 1998) and in charge of the administration and accounting responsibilities in terms of Section 60 of the Local Authority: Municipal Finance Management Act, 2003 (Act 56 of 2003);

"Residual value" is the net amount that the municipality expects to obtain from an asset at the end of its useful life, after deducting the estimated cost of disposal, if the assets have already reached the age and expected condition at the end of the usable lifetime.

"Realisable Value" means the amount of cash or cash equivalents that currently can be obtained by transferring the capital assets, less the estimated cost of completion and the estimated cost of transferring the asset.

"Senior Manager" is a manager referred to in Section 57 of the Municipal Systems Act (MSA) and who is somebody that reports directly to the Municipal Manager.

"Recoverable Amount" – is the highest of the cash-generating asset's sale price and the future value in use.

"Recoverable service amount" is the highest of a non-cash generating asset's fair value minus the cost to sell and the future value in use.

"Alienation", in connection with capital assets, includes –

- (a) The breakdown, demolition or destruction of the capital assets; or
- (b) Any other process applied to capital assets resulting in the loss in ownership of the capital assets, other than by transfer of ownership.

"Alienation Management System" means the system considered in regulation 40 of the Municipal Supply Chain Management Regulations, published by General Notice No. 868 of 2005.

"Improvement/Rehabilitation" is an improvement or change of an existing asset beyond its originally recognized service potential, for example usable lifetime, capacity, quality and functionality.

"Supply chain management policy" means the supply chain management policy of the municipality or municipal entity must have in terms of Chapter 11 of the Act.

"Depreciation" – is the systematic allocation of the depreciable amount of an asset over its useful lifetime.

6. BACKGROUND

The acquisition and management of PPE, investment property, intangible assets, heritage assets and agricultural assets is the primary mechanism by which the Municipality can fulfil its constitutional mandate for: -

- Delivery of sustainable services;
- Social and economic development;
- Promoting a safe and healthy environment; And
- Fulfilling the basic needs of the community.

The Municipality has a legislative and moral duty to ensure that policies are implemented to ensure the effective and efficient use of assets over their useful lifetime.

The asset management policy deals with municipal rules required to ensure the enforcement of appropriate stewardship over assets. Stewardship has three components namely:-

- Management, utilisation and control by the Municipal Officials;

- Physical administration by the Chief Financial Officer; And
- Physical administration by the Manager: Assets.

Statutory provisions are implemented to protect public property against arbitrary and poor management or disposal by the local authority.

Accounting standards have been approved by the Accounting Standards Board (ASB) to ensure the proper financial treatment of property, plant and equipment, investment property, intangible assets, heritage assets and agricultural assets. The requirements of these new accounting standards include-

- Preparation of asset registers that include all assets controlled by the Municipality.
- Accounting treatment such as acquisition, disposals, disclosure, and depreciation/amortization of assets.
- Financial treatment should comply with the latest accounting standards.

7. DELEGATION OF DUTIES

This policy should be applied taking into account the Municipality's policy regarding delegated powers. Such powers refer to delegations between the Municipal Manager and other responsible officials as well as between Council and the Executive Mayor and the Council and the Municipal Manager. All delegations in terms of this policy must be done in writing.

In accordance with the Local Authority: Municipal Finance Management Act (Act 56 of 2003) (MFMA), the Municipal Manager is the accounting officer of the Municipality and therefore all municipal officials must report to him/her. The Municipal Manager is therefore responsible for all transactions performed by his/her delegates.

The overall responsibility of asset management rests with the Municipal Manager, although day-to-day management of assets should be the responsibility of all officials in terms of written delegation of duties.

8. RESPONSIBILITY

Municipal Manager

The Municipal Manager is responsible for managing the assets of the Municipality, including the safekeeping and maintenance of those assets. He/she must ensure that:

- The Municipality has a management, accounting and information system that will account for and maintain the assets of the Municipality.
- The Municipality's assets are valued in terms of GRAP.
- The Municipality has a system of internal control over assets, including an asset register, updated and maintained.
- Senior executives and other officials adhere to this policy.

Chief Financial Officer

The Chief Financial Officer must ensure that-

- Suitable financial management systems and internal control established and conscientious be executed.
- The financial and other sources of the Municipality is issued to him/her effectively, economically, and efficiently.
- Any unauthorised, irregular, fruitless or wasteful expenditure and losses resulting from criminal or negligent conduct are prevented.

-
- The systems, processes and registers required to substantiate the financial values of the Municipality's assets are maintained to standards sufficient to satisfy the requirements of effective management.
 - Financial processes are established and maintained to ensure that the Municipality's financial resources are utilised optimally through appropriate asset planning, budgeting, purchase, maintenance and disposal decisions.
 - The Municipal Manager was appropriately advised on the exercise of powers and duties in respect of the financial administration of assets.
 - The managers and senior management teams are appropriately advised on exercising their powers and duties in respect of the financial administration of assets.

Senior Managers

The Senior Managers must ensure that:

- Appropriate systems are established and executed for physical management and control of assets in their area of responsibility.
- The Municipal resources allocated to him/her are effectively, economically and efficiently being used.
- The assets under their control are properly secured and maintained to the point of the required level and that risk management systems exist and are maintained.
- Any unauthorised, irregular, fruitless or wasteful expenditure and losses resulting from criminal or negligent conduct are prevented.
- Their management systems and controls provide accurate, reliable and up-to-date information of assets under their control.
- Their plans, budgeting, procurement, maintenance and disposal decisions regarding assets can be justified and the Municipality's strategic Goals are optimally achieved.
- The purchase of assets complies with all municipal policies and procedures.
- All assets have been accounted for and identified and inspected before it is received in their care.
- All moveable assets received into their stewardship are appropriately safeguarded against inappropriate use or loss. This will include control over the physical access to these assets and regular stock takes to ensure that no losses have occurred. Any known losses should be immediately reported to the Chief Financial Officer.
- Assets are used appropriately for the purpose as intended by the municipality.

The Senior Manager may delegate or otherwise assign responsibility to others to perform these functions, but they will remain responsible for ensuring that these activities are carried out.

9. FINANCIAL MANAGEMENT

Planning before Acquisition of Assets

When a capital project is included in the budget and before it can be implemented, the relevant manager must submit the following to Council for consideration:

- The estimated cost of the project over all the financial years until the project is operational;
- The future operating costs and revenues of the project including the tax and tariff implications;
- The future operational costs and revenue of the project, including tax and tariff implications;
- The physical and financial relationship of the asset during all stages of its lifespan, including procurement, installation, maintenance, operation, disposal and rehabilitation;

-
- The inclusion of the capital project in the Integrated Development Plan (GOP) and future budgets; And
 - Alternatives to the capital purchase.

The Chief Financial Officer is responsible for ensuring that all possible assistance, guidance and explanations are provided to the heads of the relevant departments so that he/she will be able to meet his planning requirements.

Approval to Acquire Assets

Funds can only be spent on a project, if:

- The allocated funds were in an approved capital budget;
- The project, including the total cost, was approved by Council;
- The Chief Financial Officer confirms that funding is available for the project; and
- Any contract that will cause financial obligations for more than two years after the budget period has been properly disclosed.
- The Supply Chain Management Policy has been complied with.

Approval for the purchase of assets will be made in terms of the Municipality's delegation of powers and the payment for the purchase of assets will be made in consultation with the financial policies and regulations of the Municipality.

Funding of Assets

The Chief Financial Officer will, within the municipality's ongoing financial, legal or administrative capacity, establish and maintain funding strategies that will optimise the municipality's ability to achieve the strategic objectives set out in the Integrated Development Plan. The purchase of assets will not be funded over a period that exceeds the useful life of the asset.

Types of funding sources may include:

- External loans;
- Government awards;
- Public contributions and donations;
- Finance leases;
- Capital Replacement Reserve; And
- Surplus cash.

Disposal of Assets

In terms of Section 14 of the MFMA, the Municipality may not transfer ownership as a result of sales or other transaction or otherwise permanently alienating assets required for the delivery of the minimum level of basic municipal services, unless such asset is superfluous, surplus to requirements, cannot be fixed or replaced with the proviso that the minimum level of basic municipal services is not disadvantaged with the sale of the asset.

Council delegates the power to approve the disposal of vehicles with an estimated carrying amount of less than R100 000 (one hundred thousand rand) and other movable assets with an estimated carrying amount of less than R20 000 (twenty thousand rand), to the Municipal Manager. (RB 666 08/02/2012) If the carrying value is above the said amounts, the Municipality may transfer or otherwise dispose of ownership, except in the above case, but only after the approval of Council in a meeting open to the public:

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- On reasonable grounds, it decided that the asset was not required for the delivery of basic municipal services;
 - Considered the fair market value of the asset and considered the economic and community value that will be received in exchange for the asset.

The decision of whether a specific asset is not required for the delivery of a basic municipal service may not be revoked by the Municipality after the asset has been sold, transferred or otherwise disposed of.

In compliance with principles and directives of the MFMA, the transfer of ownership of any PPE item will be fair, equal, transparent, competitive and consistent with the Municipality's Supply Chain Management Policy and the Municipality's Municipal Asset Transfer Regulations. The transfer of assets to another municipality, municipal entity, national department or provincial department is excluded from these directives with the proviso that the transfer be made in terms of a prescribed legal framework.

Each Head of Department shall report in writing to the Chief Financial Officer, on/before 31 October of each financial year, on all assets under their control or used, which they wish to dispose off, through public auction or public tender.

The Chief Financial Officer will subsequently consolidate all requests received from the various departments and will briefly report the consolidated information to Council or the Municipal Manager of the Municipality, whatever the case may be, suggesting the disposal process to be followed.

When the assets are disposed of, the Chief Financial Officer will deal with the disposal of the items in terms of GRAP and adjust the relevant records of the Asset Register. If the proceeds of the disposal are less than the carrying amount indicated in the Asset Register, such a difference must be recognised as a loss in the Statement of Financial Performance of the relevant department.

All assets earmarked for write-off must be sold by public auction or tender after the following steps have been taken:

- a notice of the intention of the municipality to sell the asset has been published in the local press;
- the municipality has appointed an independent valuer in the event of tender sales to establish a minimum sale price;
- in the event of a public auction, the municipality appointed an independent auctioneer to observe the auction; And
- in the case of a public tender the prescribed tender procedures have been complied with.

Loss, Theft, Destruction, or Impairment of Assets

Every Manager must ensure that any case of loss, theft, destruction or material permanent impairment of assets under his/her control or used by the relevant department is promptly reported in writing to the Chief Financial Officer, internal auditor and in cases of suspected theft or intentional damage to the South African Police Service.

10. INTERNAL CONTROLS

Asset Register

The Chief Financial Officer will establish and maintain an Asset Register that summarizes all important data relating to each item of Property, Plant and Equipment, Investment Properties, Intangible Assets, Heritage Assets and Agricultural Assets that meet the criteria of recognition.

The asset register will be kept in the format established by the Chief Financial Officer, and must comply with the requirements of GRAP and any other accounting requirements that may have been prescribed.

The asset register should contain the following information as far as possible:

- A brief but meaningful description of each asset;
- The date on which the asset was acquired or taken on;
- The location of the asset;
- The responsible manager and department(s) or post(s) within which the assets will be used;
- The title deed number, in the case of property;
- The erf number, in the case of property;
- Measurement approach (Cost Model or Fair value);
- The original estimated useful life;
- The revised estimated useful life;
- The residual value;
- The revised residual value;
- The original cost or the revalued amount or the fair value if no charges are available;
- The (last) revaluation date of the assets yet to be valued;
- The revaluation value of those assets;
- Who made the (last) revaluation;
- Accumulated depreciation to date;
- The depreciation charge for the current financial year;
- The carrying amount of the asset;
- Depreciation method;
- Impairments that occurred during the financial year (and the reversal of impairments where applicable);
- Method by which recoverable amount was calculated (when impairment is required in terms of GRAP);
- Increases or decreases due to revaluation (if applicable);
- The source of funding;
- Condition of the asset;
- The current insurance arrangements/agreement;
- Whether the asset is required to provide basic municipal services;
- Whether the asset was used as security for any debt and if so, its nature and period;
- Security arrangements;
- The date on which the asset was disposed of;
- The selling price;
- The date on which the asset retired from service, if not disposed.

All heads of department under whose control any asset is will briefly provide any information required to compile the asset register in writing to the Chief Financial Officer and will also notify the Chief Financial Officer in writing of any material change that may take place in relation to that information.

An asset will be capitalised, thus recorded in the asset register, as soon as it is acquired. If the asset is erected over a period of time, it will be recorded as work-in-process until it is available for use after which it is appropriately capitalised as a fixed asset. An asset will remain in the

asset register for as long as it exists physically. The fact that an asset is fully depreciated is not solely a reason to remove it from the Asset Register.

Asset Register related controls must be sufficient to provide Senior Managers with an accurate, reliable and up-to-date review of assets under their control in terms of standards established by the Chief Financial Officer and in terms of the relevant legislation and other requirements.

These controls should include the following:

- Information on physical management;
- Accounting of all acquisitions, movements, transfers, losses and disposals of assets;
- Regular physical asset counts; and
- System audits to confirm the accuracy of the records.

The Chief Financial Officer must establish a system that ensures that all movable assets have been provided with a unique identification number/barcode that will be incorporated into the asset register.

The Senior Managers must ensure that the approved asset identification system is carefully applied to all assets under their control or in use by the relevant department.

11. PHYSICAL CONTROLS AND MANAGEMENT

The responsibility of the Asset Control division

- The Asset Control Division will undertake the annual asset count as part of their annual reporting process.

The date of purchase

- The date of purchase is deemed to be the time when the ownership passes to the Municipality. This may differ between the different asset classes but will usually be the point at which the asset is commissioned or when the final payment for the item has been approved.

Transfers between Managers

Permanent Transfer to Other Manager

A manager may transfer an asset under his control provided that another Senior Manager accepts written responsibility for the asset. Copies of such approvals must be handed over to the Financial Services Department.

The Financial Services Department must adjust the Asset Register for all such approved transfers.

The Manager to whom the asset is transferred must accept responsibility for the transferred asset from a date specified in the above communication.

A manager must ensure that the assets are insured against loss, damage or abuse, wherever the asset is located. Protection includes ensuring reasonable physical limitations.

Shifting or Redeployment of Assets

A manager must notify the Chief Financial Officer in writing when an asset has been moved or re-deployed from its location or cost center as recorded in the Asset Register.

In the case of assets such as vehicles used under normal operations away from its base, this reporting is not required.

Verification of Assets

Each Manager, in conjunction with the Asset Control Division, will perform a physical verification of assets on an annual basis.

The results of the verification will be reported to the Chief Financial Officer in a format as prescribed by the Chief Financial Officer.

The annual verification will be made as close as possible to year-end and the report must reach the Chief Financial Officer not later than 30 June.

Insurance of Assets

The Municipal Manager must ensure that all movable assets are at least insured against fire and theft and municipal buildings and infrastructure have been insured against fire and natural disasters.

The Municipal Manager must decide, after consultation with the Chief Financial Officer, on a basis of insurance coverage that may be either the carrying amount or replacement value of the assets. The recommendation will have to take into account the Municipality's budget resources.

12. MANAGING AND OPERATING ASSETS

Responsibility for managing assets

Every Senior Manager is responsible for ensuring that municipal resources allocated to them are effectively, efficiently, economically and transparently used. These include:

- The development of appropriate management systems, procedures, processes and controls for asset management;
- Providing accurate, reliable and up-to-date accountability of assets under their control; and
- The development and motivation of relevant strategic management plans and operating budgets that optimally achieve the Municipality's strategic objectives.

Content of a strategic management plan

Senior Managers must manage assets under their control to provide the required level of service or economic benefit at the lowest possible long-term cost. To achieve this, the Senior Managers must develop strategic asset management plans that cover the following:-

- Comparison with the IDP;
- Industry guidelines;
- Performance monitoring;
- Maintenance programs;
- Renewal, renovation and replacement plans;
- Disposal and Rehabilitation plans;
- Operational, financial and capital support requirements; And
- Risk management plans, including insurance strategies.

The operating budget is the short- to medium-term plan for implementing this strategic asset management plan.

Reporting emerging issues

Every Functional Manager should report issues, which significantly affect the asset's abilities to achieve the required level of service or economic benefit, to the Municipal Manager.

13. CLASSIFICATION AND COMPONENTS OF ASSETS

Classification of Assets

Any asset recognised as an asset in terms of this policy will be classified in terms of nationally recognised categories.

These categories are determined by the Accounting Standards Board.

All assets must be classified under the following headings in the Asset Register:

13.1 Property, Plant and Equipment (PPE)

- Land and Buildings (not held as investment assets).
- Infrastructure assets (assets that are part of a network of similar assets).
- Community assets (assets contributing to the general well-being of the community).
- Other assets (normal operational assets).
- Leased Assets

13.2 Investment property

- Land
- Buildings

13.3 Intangible Assets

- Computer Software

13.4 Agricultural Assets

13.5 Heritage Assets

13.6 Service Concession Assets

Optional Treatment of Material Components

A manager must, with the approval of the Chief Financial Officer, deal with material components of an item of property, plant and equipment as a separate asset for the purposes of this policy.

These material components may be defined by its physical characteristics or its financial values.

When considered for approval, the Manager must be satisfied that the components

- Has a different useful life or usage pattern than that of the main asset.
- Align with the asset management plans;
- Justify the cost of separate identification;
- Probable future economic benefits or potential service delivery will flow from the asset to the Municipality;

- Costs can be reliably measured;
- Controlled by the municipality; And
- Will be used for more than one financial use.

All such decisions and agreements must be confirmed before the beginning of the financial year and must be submitted for approval along with the budget. Any amendments will only be allowed as part of the budget review (i.e. once or twice throughout the year).

When a material component has been recognised as a separate asset, it may be acquired, depreciated and disposed of as if it were a separate asset.

14. ACCOUNTING OF ASSETS

Recognition of Assets

An item of property, plant and equipment will be recognised as an asset when:

- It is likely that future economic benefit or potential service delivery will flow from the asset to the Municipality;
- The cost of the asset can be reliably measured;
- The municipality has control over the asset; And
- It is expected that the asset will be used for more than one financial year.

Initial Measurement

The original cost of an item of PPE or intangible assets may include:

- Cost price;
- Delivery costs;
- Installation costs;
- Professional fees;
- Site development costs;
- Contractor fees;
- Import duties;
- Taxes that cannot be claimed back (e.g. VAT on passenger vehicles).

Items consumed within 12 months

The following list of items is approved to only be purchased via the operational/capital vote for expenditure and these will not be barcoded, but on a inventory list.

Description	Description	Description
3G or similar Internet Dongles	Guillotine	Pots and pans
Back Support	Hat and Coat Stand	Punch
Battery	Heaters	Small kitchen Appliance scales kettles mixer bowls
Binder	Kitchen utensils	Stamps
Buddy-systems	Ladders	Staplers
Calculator	Laptop bags	Tape measure
External Harddrives	Loose standing power supply	Towel, paper, aerosol dispensers
Fans	Mat/Carpet or floor protectors (beneath chairs)	Trolleys, Vacuum cleaners, Wall clocks
Fire Extinguisher	Mops and Mop buckets	Water Despensers

First Aid Kit	Post boxes and similar document storage solutions	Wheelborrows
Foot rests	Pots and pans	Visitors Chairs/Hall Chairs

Donations and Exchanges

When an item of property, plant and equipment has been acquired at no cost or at a nominal cost, it will initially be measured at its fair value on the date of acquisition and included in the Asset Register.

Borrowing Cost

Borrowing cost are interest and other expenses incurred by the Municipality in connection with the borrowing of funds. Borrowing cost that are incurred by the Municipality are expensed in the Statement of Financial Performance in the period during which they are incurred, regardless of how the borrowings are applied.

Carrying amount of Assets

After initial recognition as an asset, an item of property, plant and equipment will be carried at its cost minus accumulated depreciation and accumulated impairments.

Depreciation and Amortisation

All PPE excluding land, work-in-process and heritage assets, will be depreciated or amortised, in the case of intangible assets.

Depreciation and amortisation are defined as the monetary quantification of the extent to which PPE and Intangible Assets are used in the provision of economic benefits or the delivery of services.

The depreciable amount of an asset is determined after the residual value of the asset has been deducted. In practice, the residual value is usually not material.

When the standard handling has been accepted and the residual value is likely to be material, the residual value is estimated on the date of purchase. The estimated amount is based on the amount the municipality would currently obtain from disposal of the asset, after deducting the estimated cost of disposal, if the asset was already of age and in a condition expected at the end of its useful life.

The depreciation expenditure for each period will be recognised as an expense in the operating budget of each Department.

The depreciation method used will reflect the expected pattern by which the asset's future economic benefits or service delivery potential reduces the value of the asset.

Different depreciation methods can be used to write-off the amount in a systematic manner over the useful lifetime of the asset. The methods include the following:

- Straight-line method;
- Diminishing method; and
- Sum of production units method.

Straight-line depreciation causes a constant expense over the estimated lifetime of the asset if the residual value does not change.

The reduced balance method causes a declining expense over the useful lifetime of the asset.

The sum of production units method causes an expense based on the expected use or output.

The method of depreciation is constantly applied from period to period unless there has been a change in the expected pattern of use of future economic benefits or service delivery potential.

The straight-line method is used unless otherwise agreed in writing with the Chief Financial Officer.

Depreciation is calculated from the day the asset was available for use.

Each Head of Department, in consultation with the Chief Financial Officer, will ensure that reasonable provision is made annually in the budget for the depreciation and amortisation of all applicable PPE or Intangible Assets controlled or used by the department or expected to be controlled or used during the next financial year.

Initial Determination of Useful Lifespan

The Chief Financial Officer must determine the economic useful life (EUL) of a specific asset or class of assets through the development of a strategic asset management plan. The determination of the economic useful life should be included as part of any pre-purchase planning that will consider, among other things, the following factors:

- The program that optimizes the long-term costs of owning the asset;
- Economic redundancies because they are too expensive to maintain;
- Functional redundancies because they no longer meet the municipality's needs;
- Technical redundancies;
- Social redundancies due to changing demographics; and
- Legal redundancies due to statutory provisions.

A schedule of useful lives is attached as Appendix A. It can only serve as a guideline, because real useful lives may differ drastically from these recommended useful lives.

In the case where an item of PPE or Intangible Asset is not listed in the appendix, the relevant Head of Department in consultation with Chief Financial Officer must determine the useful life of the asset. They will be guided in determining the useful life by the pattern by which the item's economic benefits or service potential will be consumed.

Parts specifically purchased for an asset or class of assets during the initial purchase of the asset, and which will become redundant if an asset or class of assets retire, or the asset or class of assets' use is discontinued, must be considered to form part of the historical cost of that asset or class of assets. The depreciable amount of the parts will be written off over the same lifespan as the asset or class of assets.

Review of Useful Lives and Residual value

Only the Chief Financial Officer in consultation with the relevant Manager may determine or adjust the useful life or residual value of an asset.

The Chief Financial Officer will adjust the useful life or residual value of any asset if it becomes known that the asset had a substantial impairment, was not properly maintained, to such an extent that the expected lifespan of the asset will not be achieved, or any other incident that has occurred that has a material impact on the pattern by which the asset's economic benefits or service delivery potential is consumed.

If the value of any item of PPE or an intangible asset is reduced to such an extent that it has no or an insignificant useful operating life, the item will be fully depreciated or scrapped in the financial year in which the impairment occurred.

In accordance with, if any item of PPE has been lost, stolen or damaged to such an extent that it cannot be repaired, the item(s) will be fully depreciated in the financial year in which the event occurred. If the item physically no longer exists, it will be written off in the asset register.

In all the above cases, the additional depreciation expenses will be debited against the department account that controls or uses the item of PPE or intangible assets.

Additional depreciation that was not budgeted for, due to unforeseen or unavoidable expenses, must be provided in an amended budget. If such circumstances arise near the end of the financial year and there is no time for Council to consider the amendments before the end of the financial year, a Mayor may approve the amendments in terms of Section 29 of the MFMA, with the proviso that any other provisions of the MFMA be complied with.

Revision of the Depreciation Method

The depreciation method appropriate for each class of assets must be reviewed annually and if there is a material change in the expected pattern of economic benefits or service delivery potential of those assets, the method must be adjusted to reflect that change.

When such change in depreciation method is necessary, the change must be treated as a change in accounting estimate and the depreciation expenditure of current and future periods must be adjusted.

Subsequent Expenses

Subsequent expenditure relating to an asset that has already been capitalised should only be added to the carrying amount of the asset when it is likely that future economic benefits or potential service delivery, above the originally assessed standard of performance of the existing asset, will flow to the Municipality.

All other expenses will be treated as an expense in the period in which it occurred.

Before approving the capitalisation of subsequent expenses, the Chief Financial Officer must be satisfied that the expense is a material:

- Increase in the lifespan of the asset will result above what is indicated in the Asset Register; or
- Increase in the quality of service rendered above the current level of service delivery; or
- Increase in the amount of services the asset can provide; Or
- Decrease in the future expected maintenance costs of the asset.

Expenses considered for capitalisation must also meet the recognition criteria of assets and must be appropriately included in the capital budget.

Impairment losses

The carrying amount of an asset or group of identical items of Property, Plant and Equipment, Investment Properties and Intangible Assets must be periodically reviewed in order to determine whether the recoverable amount has not fallen to an amount that is lower than the carrying amount.

The recoverable amount is the amount the municipality expects to recover from the future use of the asset including its residual value with disposal. When such a drop has occurred, the carrying amount should be reduced to the recoverable amount. The amount of this impairment will be immediately recognised as an expense in the Statement of Financial Performance. If this is a reversal of a previous revaluation, the revaluation reserve will be reduced.

The recoverable amount of individual assets or groups of identical assets is calculated separately and the carrying amount is reduced to the recoverable amount of the individual asset or group of identical assets, base. However, circumstances may exist where it is not possible to consider the recoverable amount of an asset on this basis, for example where all the plant and equipment in a sewage treatment plant are used for the same purpose. Under such circumstances, the carrying amount of each of the related assets will be proportionally reduced in relation to the drop in recoverable amount of the smallest grouping of assets for which it is possible to make a consideration of the recoverable amount.

The following are indicators of a possible impairment of an asset:

- The asset is damaged;
- The asset is technologically outdated and no longer usable;
- The asset was not in use for long periods of time before or during the period within which it was commissioned; and
- Land purchased at market value but will be used for subsidised housing projects and where the subsidy is less than the purchase price.

The following steps will need to be carried out regularly during the year in order to acknowledge impairment losses:

- The departments will identify assets and notify the Chief Financial Officer and Asset Control Division which:
 - Has been damaged;
 - Became technologically outdated;
 - For long periods of time not in use before the asset was commissioned or during its lifetime;
 - Subject to impairment losses because the subsidy to be received in exchange for assets is less than the carrying amount of the assets. An example of this is land purchased at market value and which will be used for subsidised housing developments.
- The recoverable amount of these assets must be determined by determining the net sale price per asset as defined above.
- The impairment loss per asset is the difference between the net sale price and the carrying value of the asset.

Subsequent Increase in the Recoverable Amount

A subsequent increase in the recoverable amount of an asset, previously subject to an impairment loss due to a decrease in the carrying amount, will be written back if the circumstances that caused the loss have ceased to exist and are expected to remain so in the near future.

The amount written back should be reduced by the amount that would have been recognised as depreciation if the impairment loss had not occurred.

Accounting treatment of Disposals

An asset should be removed from the Asset Register on disposals or when the asset is permanently withdrawn from use and no further economic benefits or potential service delivery is expected due to its existence.

Profits and losses arising from the retirement or sale of an asset will be calculated as the difference between the actual or expected sales return and the carrying value of the asset and will be recognised as an income or expense in the statement of Financial Statements.

Reinstatement, Maintenance and Other Expenses

Only expenses incurred for the improvement of an asset (in the form of improved or increased services, or benefits flowing from the use of such asset) or a material extension of the useful lifetime of an asset will be capitalised.

Expenses incurred for the maintenance or reinstatement of an asset will be recognised as operating expenses incurred to ensure that the asset's useful lifetime is sustained and therefore will not be capitalised, regardless of the nature of the expenses.

Expenses reasonably attributable to the asset may be capitalized as part of the cost of that asset. Such expenses may include the following, but are not limited to: import taxes, term contract costs, transportation costs, installation costs, erection costs and communication costs.

The following table can be used to distinguish capital expenditure from maintenance expenses:

CAPITAL EXPENSES	MAINTENANCE
<ul style="list-style-type: none"> • Buying a new asset • Replacement of an existing asset • Improving an existing asset so that its use is expanded. • Further development of existing assets so that its initial useful lifetime is extended. 	<ul style="list-style-type: none"> • Restoration of an asset so that it can continue to be used for its intended use. • Maintenance of an asset so that it can be used for the initial intended period.

Finance Lease and Operating Lease

Finance leases are leases, which in effect transfers all risks and rewards associated with ownership of the asset from the lessor to the lessee. Assets held under leases will be capitalised by the Municipality and incorporated into the Asset Register. The asset will be capitalized at its rental value at the beginning of the lease, which will be the price as indicated in the lease agreement, or at a price calculated after taking into account a reasonable interest on the rental payments over the period of the lease. Depreciation is written off on the asset over its expected usable lifetime.

Operating leases are leases that do not fall within the definition of finance leases. Lease payments are recognised as they become payable. Assets held under operating leases will not be recognised in the Asset Register.

Investment Properties

Investment property will be dealt with in terms of GRAP 16 and will be classified separately in the Statement of Financial Position.

Investment properties consist of land or buildings (or portions of buildings) or both held by the Municipality, as owner or as landlord under a leasehold, to receive rental income or for capital growth or for both.

Investment properties will be incorporated into a separate portion of the Asset Register, similar to other assets.

Depreciation will be written off annually on investment properties over their remaining useful life.

Assets Held as Inventory

Any land or buildings owned or purchased by the Municipality, with the intention of selling such property in the normal course of business or developing such property with the intention of selling in the normal course of business, will be disclosed as inventory. Such property will not be included as property, plant, equipment or investment property in the Municipality's Statement of Financial Position.

The inventory must be recorded in a separate list and be treated the same way as other fixed assets but a separate division in the asset register must be maintained for this purpose.

Heritage Assets

Heritage assets will be dealt with in terms of GRAP 103 and will be classified separately in the Statement of Financial Position.

Heritage assets will be incorporated into a separate portion of the Asset Register, similar to other assets.

If no original cost or fair value is available to one or more heritage assets, the Chief Financial Officer, if it is believed that determining the fair value of the assets under review will be an excessive or expensive undertaking, recognise that asset or assets in the asset register without an indication of the cost price or fair value.

For the purposes of the State of Financial Position, the existence of such heritage assets, relevant and useful information will be disclosed using a disclosure note.

(GRAP 103.17) (GRAP 103.09)

Other Write-offs from Assets

An asset item, even if it is fully depreciated, will only be written off when it can no longer be used, on the recommendation of the Head of Department who controls or uses the item in question. The Chief Financial Officer must also approve the write off.

Each Head of Department will report to the Chief Financial Officer on/before 31 October of each financial year on any asset item that that Head of Department wants written off, with full reasons for such recommendation. The Chief Financial Officer will consolidate all such reports and will briefly notify the Municipal Manager about the assets to be written off.

The only reasons for the write-off of assets other than through disposal will include loss, theft, destruction and permanent impairments of the items involved.

If an asset item is to be written off as a result of an event outside the control of the Municipality, such as malicious damage, theft or destruction, the Municipal Manager must determine whether a third party or an employee was involved in the loss and take all reasonable steps to recover such loss, including reporting the incident to the South African Police Service, the Auditor-General and insurance, as well as, to take disciplinary action against such employee who may have been involved in such incident.

In each case where a not fully depreciated asset item is written off, the Chief Financial Officer shall immediately debit such departmental account with the full carrying amount of the item concerned as additional depreciation expenses.

15. MAINTENANCE

Maintenance plans

Each Head of Department will ensure that a maintenance plan with regard to each new asset with an asset value and/or category, as determined from time to time by the Municipal Manager, is prepared and submitted to the Municipal Manager on time.

If recommended by the Municipal Manager, the maintenance plan will be submitted to Council before any approval may be given for the acquisition or construction of the infrastructure asset involved.

The Head of Department that controls or uses the relevant infrastructure asset must report annually to Council, not later than July or the earliest Council meeting thereafter, to the extent that the relevant maintenance plan has been complied with and the likely effect that any non-compliance may have on the useful operating life of the asset concerned.

General Maintenance of Assets

Each Head of Department will be directly responsible for ensuring that all assets are properly maintained and in such a manner that will ensure that such an asset reaches its useful life.

16. SHORT TITLE

This policy will be called the Asset Management Policy of the **Bergrivier Municipality**.

17. CONSEQUENCE MANAGEMENT – SECTION 175 OF THE MFMA

The code of ethical standard shall apply to all officials and other role players in the asset management system of the municipality in order to promote -

- (a) mutual trust and respect; and
 - (b) an environment where business can be conducted with integrity and in a fair and reasonable manner.
- (2) A breach of the aforesaid code of ethics must be dealt with as follows
- - (a) in the case of an employee, in terms of the disciplinary procedures of the municipality envisaged in section 67(1)(h) of the Municipal Systems Act;
 - (b) in the case a role player who is not an employee, through other appropriate means with due regard to the severity of the breach;
 - (c) in all cases, financial misconduct must be dealt with in terms of chapter 15 of the Act.

APPENDIX A

SCHEDULE OF EXPECTED USABLE LIFETIME OF ASSETS

	ASSET LIFETIME		ASSET LIFETIME
Infrastructure Assets		Community Assets (continued)	
Roads, Sidewalks, Bridges, Highways, Paving, Curbs and Stormwater	5-50	Museums and Galleries	20-50
Electricity Network	5-50	Other	3-30
Water Network	3-100	Work-in-process	N/A
Sewer Network	5-100		
Solid Waste	3-50		
Other	3-50	Other Assets	
Work-in-process	N/A	Motor vehicles	2-10
		Specialized Vehicles	2-30
		Plantation and Equipment	2-30
Community Assets		Furniture and Office Equipment	5-30
Parks and Public Amenities	20-30	Buildings	5-100
Sports Fields and Stages	5-50	Diverse	3-15
Community Hall	20-30	Leases	2-10
Libraries	20-50	Work-in-process	N/A
Recreation Facilities	20-50		
Clinics	20-50		

APPROVAL

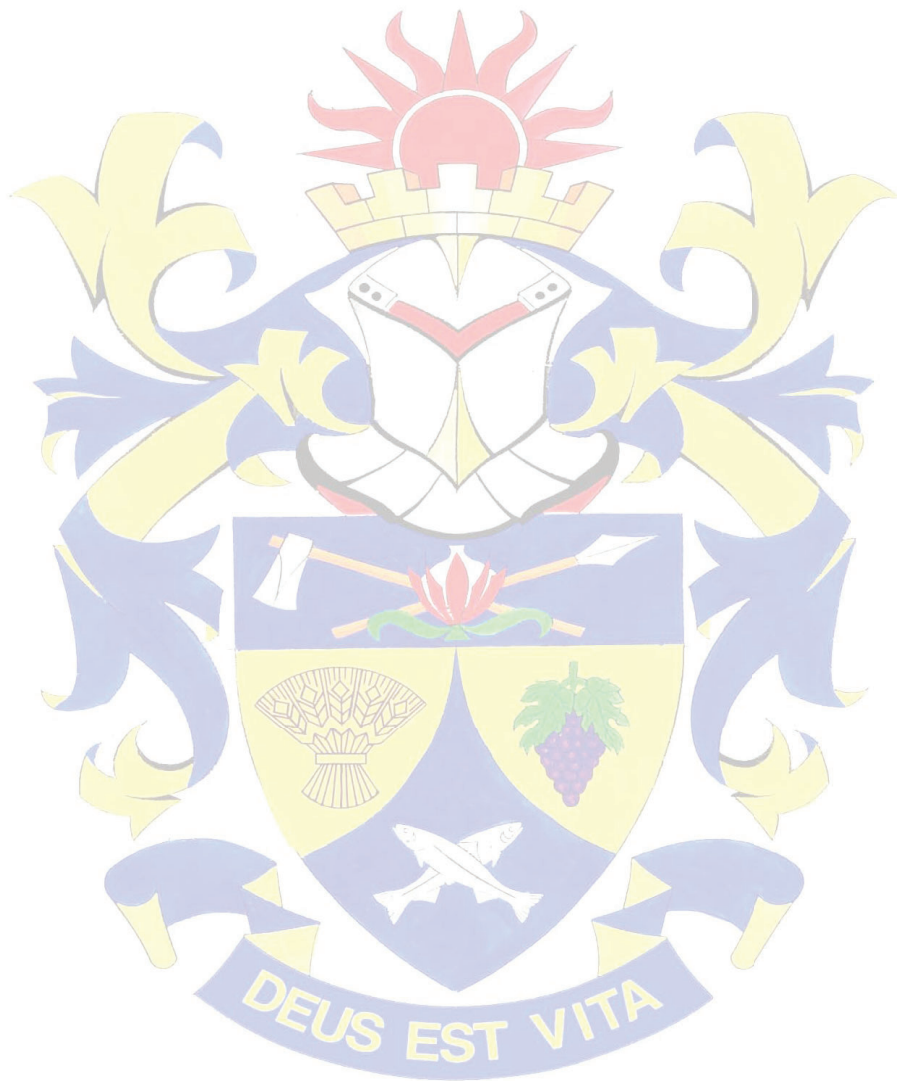
Updated and approved in terms of Council Decision _____ dated _____ which it states, "That the Accounting And Asset Management Policies be delegated to adjust the Accounting and Asset Management policies in terms of the requirements of the GRAP views, legislative requirements or requirements set by the Auditor-General, whenever necessary and that such changes are included in the next report on reviewing budget-related policies."

Approved Date: 28 March 2025.

Municipal Manager (Accounting Officer)

BERGRIVIER

Munisipaliteit / Municipality



CASH MANAGEMENT AND INVESTMENT POLICY

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1. Introduction

- 1.1 As trustees of public funds, the Council has an obligation to ensure that cash resources are managed as effectively as possible
- 1.2 Council has a responsibility to manage and invest public funds with great care and is accountable to the community in this regard.
- 1.3 The cash management, banking and investment policy should be aimed at gaining the highest possible return without undue risk during those periods when surplus cash is not needed. In this regard it is essential to have an effective cash management system.
- 1.4 Relevant legislation must be adhered to at all times and where this policy is in conflict with legislation, the relevant legislation will supersede this policy. It is the responsibility of the Municipal Manager and / or the Chief Financial Officer to bring such conflicts to the attention of the Council immediately when he / she become aware of such situations / circumstances and to propose the necessary amendments to this policy to eliminate any practices contrary to legislation.
- 1.5 This policy is a requirement in terms of the provisions of the Municipal Finance Management Act 56 of 2003 (MFMA).

2. Regulatory Framework

- 2.1 The Municipal Finance Management Act, (Act 56 of 2003) (MFMA); and
- 2.2 Treasury regulations in terms of Section 13(1) of the MFMA.

3. Objectives

- 3.1 The objectives of this policy is to:
 - a) Comply with the regulatory framework in terms of the relevant legislation;
 - b) To ensure that the investment of surplus funds forms part of the financial system of the municipality;
 - c) To manage Council's investments within its strategic objectives and invest surplus cash in liquid and creditworthy approved institutions;

**Bergvriev Municipality
Cash and Investment Policy**

- d) To ensure that prudent investment procedures are consistently applied;
- e) To raise appropriate finance, whilst recognising maturity and interest rates, in accordance with budgetary requirement;
- f) To manage the overall cash position of Council's operations;
- g) To ensure that the municipality's bank account(s) are effectively managed and accounted for;
- h) To ensure that receipts of revenue are adequately safeguarded and accounted for; and
- i) To ensure that, overall, an effective cash management plan is established and adhered to at all times.

4. Definitions

4.1 For the purpose of this policy, the following words will be defined as follows:

MFMA	Municipal Finance Management Act 56 of 2003
SMME	Small, medium and Micro Enterprises as defined in the National Small Business Act as a separate and distinct business entity, including non-governmental organisations, with less than 200 employees and an annual turnover of less than R10 million.
EFT	Electronic Funds Transfer

5. Cash Management

Adequate and effective cash management is one of the main functions of the Accounting Officer.

5.1 Debtor Collections

- 5.1.1 All monies due to the municipality must be collected as soon as possible and banked on a daily basis, if practically possible. Cash left in the safe can pose a security risk, could necessitate additional insurance coverage and does not earn any interest. Special deposits should be arranged for larger amounts to make sure this is banked

on the same day that it is received.

- 5.1.2 All monies due to the municipality must be correctly reflected in the debtor system. The following control measures are necessary:
- a) A well managed debtors and banking control system will ensure that funds owed to the municipality are received and banked;
 - b) A review of debt collection performance by comparing the debtors outstanding in relation to total turnover and comparing this to previous financial years.
 - c) All monies collected by the municipality must be banked in the primary bank account of the municipality or a designated bank account in the municipality's name (i.e. a designated revenue account).
 - d) Monies collected by other agency on behalf of the municipality shall be paid over to the municipality daily and deposited in the bank account of the municipality.

5.2 Payment to Creditors

- 5.2.1 The Chief Financial Officer shall ensure that all tenders and quotations invited by and contracts entered into by Bergrivier Municipality stipulate payment terms favourable to Bergrivier, that is, payment to fall due not sooner than the conclusion of the month following the month in which a particular service is rendered to or goods are received by Bergrivier. This rule shall be departed from only where there are financial incentives for the municipality to effect earlier payment, and any such departure shall be approved by the Chief Financial Officer or his/her delegate, before any payment is made.
- 5.2.2 In the case of small, micro and medium enterprises (SMME's), where such a policy may cause financial hardship to the contractor, payment may be effected at the conclusion of the month during which the service is rendered or within fourteen days of the date of such service being rendered, whichever is the later. Any such early payment shall be approved by the Chief Financial Officer or his/her delegate, before any payment is made.
- 5.2.3 Special payments to creditors shall only be made with the express approval of the Chief Financial Officer or his/her delegate, who shall be satisfied that there are compelling reasons for making such payments prior to the normal processing.

- 5.2.4 To reduce bank costs with regard to cheque payments it is essential to limit the payment of creditors to one payment per creditor per month if possible and to make use of electronic transfer facilities, subject to strict control measures.
- 5.2.5 When considering the timing of payments to creditors, proper consideration must be given to the conditions of credit / terms of payment offered. In cases where a cash discount is offered for early settlement, the discount, if the relevant time scale is taken into account, will in most cases be more than any investment return from temporarily investing the funds. If discounts are therefore offered for early settlement, they should be assessed and utilised if beneficial.
- 5.2.6 In addition, the normal conditions of credit / terms of payment offered by suppliers should be considered and utilised by timing payments so that they are received by the creditor on the due date.

5.3 Receipt of Payments

- 5.3.1 Receipt of money over the counter:
- a) Every amount of payment received by a cashier or other officer responsible for the receipt of money shall be acknowledged at once by the issue of a **pre-numbered official receipt** or computer generated official receipts; and
 - b) Every receipt form, which is cancelled, will be reattached, in the correct place, in the receipt book and indicated as cancelled. Where computer generated receipts are used, the original receipt must be filed for audit purposes.

5.4 Debt

The municipality may only incur debt in terms of Chapter 6, sections 45 and 46, of the MFMA. The municipality may incur two types of debt, namely short term and long-term debt.

5.4.1 Short Term Debt

The municipality may incur short-term debt only when necessary to bridge:

- i. Short falls within a financial year during which the debt is incurred, in expectation of specific and realistic anticipated income to be received within that financial year;

OR

- ii. Capital needs within a financial year, to be repaid from specific funds to be received from enforceable allocations or long-term debt commitments.

5.4.2 Long Term Debt

The municipality may incur long-term debt only for the purpose of:

- i. Capital expenditure on property, plant or equipment to be used for the purpose of achieving the objects of local government as set out in section 152 of the Constitution. section 152 of the Constitution states that the objects of local government are:
 - ➔ to provide a democratic and accountable government for local communities;
 - ➔ to ensure the provision of services to communities in a sustainable manner;
 - ➔ to promote social and economic development;
 - ➔ to promote a safe and healthy environment; and
 - ➔ to encourage the involvement of communities and community organisations in the matters of local government.
- ii. Refinancing existing long-term debt is subject to the conditions of subsection (5) of section 46 of the MFMA as set out below:
 - ➔ the existing long-term debt was lawfully incurred;
 - ➔ the re-financing does not extend the term of the debt beyond the useful life of the property, plant or equipment for which the money was originally borrowed;
 - ➔ the net present value of projected future payments (including principal and interest payments) after re-financing is less than the net present value of projected future payments before re-financing; and
 - ➔ the discount rate used in projecting net present value referred to in paragraph (c), and any assumptions in connection with the calculations, must be reasonable and in accordance with criteria set out in a framework that may be prescribed.

6. Banking

6.1 The primary bank account

- 6.1.1 In terms of section 7(1) of the MFMA, the municipality must open and maintain at least one bank account in its name. All money received by the municipality must promptly be paid into its bank account or accounts. The municipality may not open a bank account abroad, with an institution that is not registered as a bank in terms of the Banks Act 94 of 1990, or otherwise than in the name of the municipality.
- 6.1.2 The municipality must have a primary bank account. If the municipality only has one bank account, that account is its primary bank account. However, if the municipality has more than one bank account, it must designate one of its bank accounts as the primary bank account.
- 6.1.3 The Municipal Manager must submit to the National Treasury, Provincial Treasury and the Auditor-General, in writing, the name of the bank where the primary bank account of the municipality is held and the type and number of the account.
- 6.1.4 If the municipality decides to change its primary bank account, it may do so only after the Municipal Manager has informed the National Treasury, Provincial Treasury and the Auditor-General, in writing, at least 30 days before effecting the change.
- 6.1.5 The following monies must be deposited into the municipality's primary bank account:
- i. All allocations to the municipality, including those made to it for transmission to an external service-delivery mechanism assisting the municipality in the performance of its functions;
 - ii. All income received by the municipality on its investments;
 - iii. All income received by the municipality in connection with its interest in any municipal entity, including dividends;
 - iv. All money collected by an external-delivery mechanism on behalf of the municipality and
 - v. Any other monies as the Minister of Finance may prescribe by regulation.

- 6.1.6 The transfer of an allocation of money by another organ of state in the national, provincial or local sphere of government to the municipality must be made through the municipality's primary bank account.

6.2 Administration

- 6.2.1 Section 9 of the MFMA requires that the Municipal Manager must submit to the Provincial Treasury and the Auditor-General, in writing, at least 90 days after the municipality has opened a new bank account, the name of the bank where the account has been opened, and the type and number of the account.
- 6.2.2 Annually before the start of a financial year, the name of each bank where the municipality holds a bank account, and the type and number of each account must be submitted, in writing, to the Provincial Treasury and the Auditor-General.
- 6.2.3 The Municipal Manager must administer all the municipality's bank accounts and is accountable to the Council for the municipality's bank accounts, but may delegate these duties to the Chief Financial Officer.

6.3 Withdrawal of funds

- 6.3.1 In terms of section 11(1) of the MFMA, only the Municipal Manager, the Chief Financial Officer or another senior financial official acting on written authority from the Municipal Manager, may withdraw money or authorise the withdrawal of money from any of the municipality's bank accounts.
- 6.3.2 Money may be withdrawn from the municipality's bank accounts only:
- i. To defray expenditure appropriated in terms of an approved budget;
 - ii. To defray expenditure authorised by the MEC for finance if the municipality has failed to approve a budget before the end of the financial year, until a budget is approved;
 - iii. To defray unforeseeable and unavoidable expenses for which no provision has been made in the budget that was authorised by the councillor responsible for financial matters in emergency or other exceptional circumstances;
 - iv. In the case of a bank account opened for the purpose of a relief, charitable or trust fund established by the Council, to make

payments from the account for the purpose for which the fund was established;

- v. To pay over to a person or organ of state money received on behalf of that person or organ of state, including money collected by the municipality on behalf of that person or organ of state by agreement or any insurance or other payments received by the municipality for that person or organ of state;
- vi. To refund money incorrectly paid into a bank account;
- vii. To refund guarantees, sureties and security deposits;
- viii. For cash management and investment purposes in accordance with this policy;
- ix. To defray increased expenditure in terms of section 31 of the MFMA; and
- x. For such other purposes as may be described, including emergency purposes, as may be prescribed by regulation, instruction or guidelines issued by the National Treasury.

6.3.3 The Municipal Manager may not authorise any official other than the Chief Financial Officer to withdraw money or to authorise the withdrawal of money from the municipality's primary bank account if the municipality's primary bank account is separate from its other bank accounts.

6.3.4 The Municipal Manager must, within 30 days after the end of each quarter, table a consolidated report of all withdrawals made in terms of paragraph 6.3.2 (ii) to (x) during that quarter to Council and submit a copy of the report to the Provincial Treasury and the Auditor-General.

6.4 Relief, Charitable and Trust Funds

6.4.1 In terms of section 12 of the MFMA, no political structure or office-bearer of a municipality may set up a relief, charitable, trust or other fund of whatever description except in the name of the municipality. Only the municipal manager may be the Accounting Officer of any such fund.

6.4.2 A municipality may in terms of section 7 of the MFMA open a separate bank account in the name of the municipality for the purpose of a relief, charitable, trust or other fund.

- 6.4.3 Money received by the municipality for the purpose of a relief, charitable, trust or other fund must be paid into a bank account of the municipality, or if a separate bank account has been opened in terms of 6.4.2 above, into that account.
- 6.4.4 Money in a separate account opened, in terms of 6.4.2 above, may be withdrawn from the account without appropriation in terms of an approved budget, but only:
- i. by or on the written authority of the accounting officer acting in accordance with decisions of the municipal council; and
 - ii. for the purposes for which, and subject to any conditions on which, the fund was established or the money in the fund was donated.

6.5 Banking Arrangements

- 6.5.1 The Municipal Manager is responsible and accountable for the management of the municipality's bank account(s). The Municipal Manager may delegate such functions, duties and powers in relation to the management of the municipality's bank account(s) as may be necessary for the effective and efficient administration thereof.
- 6.5.2 The Municipal Manager may sign any document, relating to the management of the municipality's bank account(s), provided that under no circumstances shall only one person sign a cheque of the municipality.
- 6.5.3 The Chief Financial Officer will identify from time to time employees who can approve EFT payments on behalf of the municipality. A minimum of two employees must approve EFT payments.
- 6.5.4 In compliance with the requirements of good governance, the Municipal Manager may request to open a separate bank account for:
- i. Ordinary operating purposes;
 - ii. The external finance fund;
 - iii. The asset financing fund;
 - iv. Capital receipts in the form of grants, donations or contributions from whatever source; and
 - v. Any other reserves as per Funding and Reserves Policy.

- 6.5.5 In determining the number of accounts to be maintained, the Municipal Manager, in consultation with the Chief Financial Officer, shall consider the following:
- i. The likely number of transactions affecting each of the accounts referred to;
 - ii. The cost of maintaining more than one bank account;
 - iii. The capacity of the Directorate: Financial Services to perform the accounting functions relevant to bank accounts.
- 6.5.6 Unless there are compelling reasons to do otherwise and the Council expressly so directs, the Municipality's bank accounts shall be maintained with the same banking institution to ensure the pooling of balances for purposes of determining the interest payable to the municipality on any credit balance.
- 6.5.7 The Municipal Manager shall invite bids for the placing of the municipality's bank accounts in accordance with the Supply Chain Management Policy. Any new banking arrangements shall take effect from the first day of the financial year ensuing after the bid has been awarded. However, the Municipal Manager may invite such tenders at any earlier stage, if he/she, after consultation with the Chief Financial Officer, is of the opinion that the services offered by the municipality's current banking institution(s) are materially defective or not cost-effective.

6.6 Collection and Banking of Revenue

- 6.6.1 The Municipal Manager must implement and enforce the municipality's credit control and debt collection policy and by-laws and establish effective administrative mechanisms, processes and procedures to collect money that is due to the municipality. All monies due to the municipality must be collected as soon as possible, either before or on the due date.
- 6.6.2 The Directorate: Financial Services must receive all payments. No cash payment may be accepted unless an official receipt can be issued immediately.
- 6.6.3 The Chief Financial Officer must ensure that all monies received by any department other than the Directorate: Financial Services are regularly paid to his/her department, or alternatively, deposited into the bank account of the municipality designated by the Chief Financial Officer.

- 6.6.4 All monies received must be deposited in the municipality's bank account(s) not later than the first working day after its receipt.
- 6.6.5 In respect of monies received at smaller cashiers offices of the municipality (i.e. where receipts are small amounts), the Municipal Manager:
- i. Shall make appropriate arrangements to ensure that all monies received are deposited into the municipality's bank account, as designated by the Chief Financial Officer, as often as practicably possible, or alternatively, the risk of keeping cash on the premises should be adequately addressed;
- 6.6.6 Every departmental head must, without delay, notify the Chief Financial Officer in writing of any monies due to the municipality and the reasons why such monies are owed must be explained in such notification. All amounts owing to the municipality must be levied by way of a debit in the applicable debtors system.
- 6.6.7 The Chief Financial Officer shall ensure that:
- i. All revenues are properly accounted for; and
 - ii. The municipality's accounting system recognises revenue when it is earned and accounts for debtors and receipts of revenue.

6.7 Permissible Methods of Payment

- 6.7.1 A debtor may settle his/her debt with the municipality by:
- i. Cash payment at a pay point of the municipality;
 - ii. Stop-order in favour of the municipality against his/her bank account; or
 - iii. Direct deposit or EFT into the municipality's bank account; or
 - iv. Credit or Debit Card
- 6.7.2 In order to reduce the risk of theft and fraud, the Chief Financial Officer shall encourage debtors to effect payment by any method in paragraph 6.7.1 (IV) and (v).

- 6.7.3 A debtor who settles his/her debt to the municipality using a payment option other than that stipulated in paragraph 6.7.1 (i) shall ensure that his/her account number with the municipality is clearly indicated on any deposit slip or other confirmation of payment issued.

6.8 Receipts

- 6.8.1 The receipt of all monies must immediately be recorded by means of a pre-numbered / system generated official receipt.
- 6.8.2 No alterations shall be made to a receipt or other form of acknowledgement of payment.
- 6.8.3 Any error that appears on a receipt must be corrected by issuing a new receipt and the cancellation of the erroneous one.
- 6.8.4 Every cancelled receipt must be returned to its proper place in the receipt book, or in the absence of a receipt book, file according to the instructions of the Chief Financial Officer.
- 6.8.5 Any cash surplus found at any time must immediately be declared, a receipt issued for the amount of such surplus and deposited without delay into the municipality's bank account.
- 6.8.6 Any cash deficits must immediately be reported and made good in accordance with the instructions of the Chief Financial Officer.

6.9 Security of cash at pay points

- 6.9.1 The municipal manager shall:
- i. Regularly, in co-operation with the Chief Financial Officer and the Internal Auditor, assess the impact and likelihood of loss to monies received due to theft, robbery or fraud or its destruction; and
 - ii. Implement such measures as may be necessary to reduce the risk of loss through theft, robbery or fraud or its destruction.
- 6.9.2 Nobody shall instruct or permit an employee who is responsible for receiving payments made to the municipality not to comply with any security measures or procedures prescribed by the Municipal Manager in terms of paragraph 6.9.1 (ii).

6.9.3 Whenever loss or destruction of monies received occurs, the Chief Financial Officer shall report the loss to the Internal Auditor who shall:

- i. As soon as practicable after he/she became aware of the matter:
 - ➔ Investigate circumstances of the loss or destruction; and
 - ➔ Determine the amount of the loss or damage the municipality suffered;
- ii. Take appropriate to:
 - ➔ Recover any loss the municipality may have suffered; and
 - ➔ Prevent a recurrence of the event; and
- iii. In appropriate cases:
 - ➔ Institute disciplinary action; and
 - ➔ Report the matter to the South African Police Services.

6.9.4 An employee who fails or refuses to implement or to comply with any security measures and procedures prescribed by the Municipal Manager in terms of paragraph 6.9.1 (ii) shall be guilty of disciplinary offence. In any disciplinary enquiry pursuant to paragraph 6.9.3 (iii) it shall not be a defence for an employee or a councillor if it is found that he/she did not comply with any security measures or procedures prescribed by the Municipal Manager.

6.10 Unclaimed Deposits

All unclaimed deposits are initially recognised as a liability until 36 months expires, when all unclaimed deposits into the Municipality's bank account will be treated as revenue.

7. Investments

7.1 General

7.1.1 Council may only invest surplus funds with deposit taking institutions registered in terms of the Banks Act 94 of 1990, for terms not exceeding one year in anticipation of cash flow expectations. From time to time, with prior Council approval, investments can exceed one

year and be made at other institutions/instruments as approved in the National Treasury regulations.

7.1.2 The way in which surplus funds and other monies of the Municipality can be invested is controlled in terms of section 13 of the MFMA.

7.1.3 Council will only make investments with approved institutions which have an A rating.

7.2 Cash Flow Estimates

7.2.1 Before any money can be invested, the Municipal Manager, in consultation with the Chief Financial Officer, has to determine whether there will be surplus funds available. The term of investment should also be investigated to ensure that surplus cash would be invested for the period it is not required.

7.2.2 Prior to making investments other than for short-term investments, it is essential that cash-flow estimates be compiled monthly for at least the forthcoming twelve months.

7.2.3 When compiling cash-flow estimates on a monthly basis, it is essential that the Municipal Manager / Chief Financial Officer are aware of all expected cash-flow and when it is to take place. The timing with regard to cash outflows should be determined as far as possible by reference to both the operational and the capital budgets.

7.3 Investment Ethics

7.3.1 In dealing with financial institutions, the following ethical principles must be observed:

- i. Under no circumstances may inducements to invest be accepted;
- ii. Interest rates quoted by one institution must not be disclosed to another institution;
- iii. The business ethics of any controlling body of which the relevant financial institution is a member must be observed by such institution or body at all times.

7.4 Investment Principles

The following guiding principles are to be adhered to in order to facilitate the administration of Council's investment portfolio.

7.4.1 Limit Exposure to a Single Institution:

- i. Investment of funds, where this involves large amounts, should preferably be distributed over more than one institution in order to limit Council's risk exposure.

7.4.2 Risk and Return:

- i. As a general principle, it must be accepted that the greater the return, the greater the risk.

7.4.3 Borrowing for Re-Investment:

- i. Council should refrain from borrowing monies for the purpose of re-investment, as this is tantamount to speculation with public funds.

7.4.4 Nominee Accounts:

- i. All moneys shall be invested directly with the relevant institutions. On no account may moneys be placed in a nominee account.

7.5 General Investment Practice

7.5.1 General

- i. Prior to an investment being made at least three written quotations must be obtained from financial institutions for various forms of investment, investment terms and rates of interest. Acceptance of the above must be governed in order of priority by:
 - ➔ Preservation and safety of principal;
 - ➔ Liquidity;
 - ➔ Yield;
 - ➔ Where appropriate, match dates of repayment of maturing loans.
- ii. Institutions should be advised that, in submitting quotations, they must offer their best rates of interest and that no further negotiation or discussion will be entered into with them after they have submitted their quotation.

7.5.2 Payment of Commission:

- i. A certificate shall be issued in respect of each and every investment made by the financial institution receiving the investment and no payment of any commission or payment in kind will be made to any party in respect of the investment so made.

7.5.3 Internal Investments:

- i. Before planning to invest funds externally, consideration must be given to whether the funds may be utilised at an equivalent rate to substitute external borrowing as there is normally a margin between the rate at which Council may borrow funds and the rate at which investments may be made over similar periods.

7.5.4 Cash at Bank:

- i. When funds are held in a current account, it is a good business practice to operate a call account. The overriding principle is that funds in the current account are to be kept at an absolute minimum.

7.5.5 Credit Worthiness:

- i. Prior to investing in **all smaller** registered financial institutions, the Investment Committee must ensure that the Council is not over-exposed and should satisfy itself as to the credit-worthiness **as per Moodys and Standard & Poor credit ratings that's applicable to the banks in South Africa.** ~~and previous track record of the institution before placing funds.~~

7.5.6 Control over Investments:

- i. A proper record must be maintained of all investments made indicating at least the institution, fund, interest rate, maturing date and purpose of investment.
- ii. The Chief Financial Officer must retain all quotations received for record and audit purposes.
- iii. Interest must be correctly calculated, received and recorded timeously.
- iv. All investment certificates are to be kept in a securities file which shall be safeguarded in a fireproof safe.

- v. In respect of grant funds, a separate file must be kept of the letter of grant and other pertinent information. Regular reports must be submitted to all grant agencies.
- vi. The Chief Financial Officer must compile and will be responsible for the maintenance of an Investment Register complying with audit requirements.

7.5.7 Reporting

- vii. The Chief Financial Officer should every months submit a report to the Council on the Council's investment portfolio, as in the format prescribed by National Treasury.

8. INVESTMENT DIVERSIFICATION

- 8.7.1 Without limiting the Accounting Officer to any specific amount or percentage of investments, it is hereby established that investments made by the municipality should be diversified as much as possible between different institutions, maturity dates and types, but nothing prevents the Accounting Officer from investing more cash with an institution than by another institution with due regards to the standard of care and objectives set in this policy. Not more than 50% of the total investments should be invested with one institution when making a new investment.
- 8.7.2 Having determined that funds are available for investment and the maximum period for which the funds may be invested, the Chief Financial Officer (CFO) (or his delegated nominee in the treasury and budget section) needs to consider the manner in which the investments are placed. As rates can vary according to the money market perception related to the term of the investment, there is merit in obtaining quotes for periods within the maximum determined.



CREDIT CONTROL AND DEBT COLLECTION POLICY

For implementation as from 1 July 2025

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1. Definitions

For the purpose of this policy any word or expressions to which a meaning has been assigned in the Act shall bear the same meaning in this policy and unless the context indicates otherwise –

“Act” means the Local Government: Municipal Systems Act, 2000 (Act No. 32 of 2000), as amended from time to time.

“Agent”, in relation to the owner of a property, means a person appointed by the owner of the property –

(a) to receive rental or other payments in respect of the property on behalf of the owner; or

(b) to make payments in respect of the property on behalf of the owner.

“Agricultural property”, means property that is used primarily for agricultural purposes and excludes any portion thereof that is used commercially for the hospitality of guests, and excludes the use of the property for the purpose of eco- tourism or for the trading in or hunting of game.

“arrears” means any amount due and payable to the municipality which has not been paid on or before the due date.

“delegated official” means any official of the Council who has been authorised by it to administer, implement and enforce the provisions of this policy.

“bank guarantee”, is a type of financial backstop offered by a financial institution. The bank guarantee means that the lender will ensure that the liabilities of a debtor will be met, i.e. if the debtor fails to settle a debt, the financial institution (bank) will cover it.

“billing” means proper and formal notification by means of a statement of account to persons liable for monies levied for assessment rates and other taxes and the charges or the fees for municipal services and indicating the net outstanding balance of the account.

“Business”, means the activity of buying, selling or trade in goods or services and includes any office or other accommodation on the same erf, with the exclusion of the business of mining, agriculture and farming.

“by-law” means a by-law adopted by the Council.

Chief Financial Officer or CFO” means a person appointed by the Council to manage the Council's financial administration.

“council” means the municipal council of Bergrivier Municipality.

“credit control and debt collection” means the functions relating to the collection of any monies due and payable to the municipality.

“customer/consumer” means any occupier of any premises to which the municipality has agreed to supply or is actually supplying services, or if there is no occupier, the owner of the premises.

“customer care” means focusing on the client's needs in a responsible and pro- active way to encourage payment and to create a positive and reciprocal relationship between persons liable for the payment of services and the municipality, and when applicable, a service provider, thereby limiting the need for enforcement, as far as practicably possible.

“debt” means any monies owing to the municipality in respect of the rendering of municipal services, and includes monies owing in regard to property rates, housing, motor vehicle registration and licensing, terminated leases, and any other outstanding amounts, inclusive of any interest thereon, owing to the Municipality.

“defaulter” means a person owing the municipality money in respect of taxes and/or services rendered after the final date of payment.

“disconnection of services” means the physical disconnection of conventional or pre-paid electricity supply or the 100% blocking of pre-paid electricity supply and the restriction of water supply via a trickle or restrictor system.

“due date” means the date specified on the tax invoice as the last date for payment.

“engineer” means the person in charge of the civil or electrical components of the municipality.

“financial year” means a year starting on 1 July and ending on 30 June.

“household” means a family unit comprising of the head of the family, being a natural person, and may include blood related or adopted dependents who are jointly living on a stand or site on a permanent basis and who receive electricity and/or water from one meter, regardless of whether the person rents or owns the property.

“interest” means the standard rate of interest, charged on arrear balances of 30 days or more from the date of invoice, calculated as the prime rate, as levied by the bank at which the primary account of the municipality is kept, plus one percent.

“law” includes any by-law.

“municipal account” shall include levies or charges in respect of the following services and taxes:

- a) electricity consumption;
- b) water consumption;
- c) refuse removal;
- d) sewerage services;
- e) rates;
- f) interest and/or surcharge;

- g) housing rentals and instalments; and
- h) miscellaneous and sundry charges

and **“tax invoice”** has a corresponding meaning.

“Municipal Manager” means the person appointed by the Municipal Council as the Accounting Officer of the municipality in terms of Section 82 of the Local Government Structures Act, 1998 (Act 117 of 1998) and also includes any person:

- a) acting in such position; and
- b) to whom the Municipal Manager has delegated a power, function or duty.

“municipal services” those services, rates and taxes reflected on the municipal account for which payment is required by the municipality.

“occupier” means any person who occupies any premises or part thereof, without any regard to the title under which he or she so occupies.

“owner” means -

- a) the person in whom the legal title to the premises is vested. In a case where the person in whom the legal title is vested is insolvent or dead, or is under any form of legal disability whatsoever, the person in whom the administration of and control of such premises is vested as curator, trustee, executor, administrator, judicial manager, liquidator or other legal representative;
- b) in any case where the Council is unable to determine the identity of such person;
- c) a person who is entitled to the benefit of such premises or a building thereon;
- d) in the case of premises for which a lease of 30 years or more has been entered into, the lessee thereof; in relation to -
 - i) a piece of land delineated on a sectional plan registered in terms of the Sectional Titles Act 1986, (Act 95 of 1986), and without restricting the above provisions, the developer or the body corporate in respect of the common property; or
 - ii) a section as defined in such Act, the person in whose name such section is registered under a sectional title deed, including the lawfully appointed representative of such person.
- e) any legal person including but not limited to:

- i) a company registered in terms of the Companies Act, 2008 (Act 71 of 2008), Trust *inter vivos*, Trust *mortis causa*, a closed corporation registered in terms of the Closed Corporations Act, 1984 (Act 69 of 1984), and a Voluntary Association;
 - ii) any government department;
 - iii) any council or board established in terms of any legislation applicable to the Republic of South Africa: or
 - iv) any Embassy or other foreign entity.
- f) owned by a council and which has been disposed of, but which has not been transferred to the person to whom it has been disposed of, from the date of the disposition concerned, such person; and
 - g) owned by or under the control or management of a 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 immovable property.

“premises” includes any piece of land, the external surface boundaries of which are delineated on -

- a) a general plan or diagram registered in terms of the Land Survey Act, 1927 (Act 9 of 1927) or in terms of the Deeds Registry Act, 1937 (Act 47 of 1937); or
- b) a sectional plan registered in terms of the Sectional Titles Act, 1986 (Act 95 of 1986), which is situated within the area of jurisdiction of the Municipality.

“property” means –

- a) immovable property registered in the name of a person, including, in the case of a sectional title scheme, a sectional title unit registered in the name of a person;
- b) a right registered against immovable property in the name of a person, excluding a mortgage bond registered against the property;
- c) a land tenure right registered in the name of a person or granted to a person in terms of legislation; or
- d) Public Service Infrastructure.

“rate” or **“rates”** means a municipal rate and includes any additional rates on property as envisaged in section 229 of the Constitution of the Republic of South Africa, 1996

(Act 108 of 1996).

“tenant” a person who occupies land or property rented from a landlord.

2. Objectives

The objectives of the policy are to:

- a) Provide a framework within the municipal council to exercise its executive and legislative authority with regard to credit control and debt collection;
- b) Ensure that all monies due and payable to the municipality are collected and used to deliver municipal services in the best interests of the community, residents and ratepayers and in a financially sustainable manner;
- c) Set realistic targets for debt collection;
- d) Provide a framework to link the municipal budget to the tariff policy;
- e) Outline credit control and debt collection policy procedures and mechanisms;
- f) Describe credit control measures and sequence of events; and
- g) The promotion of clients trusts in Council to deliver services, the invoicing thereof, receipt of payments and the effective follow-up of arrear accounts.

3. Application of the policy

This policy shall only apply to money due and payable to the Council for:

- a) Rates;
- b) Fees, surcharges on fees, charges and tariffs in respect of municipal services, such as –
 - i) The provision of water;
 - ii) Refuse removal;
 - iii) Sewerage;
 - iv) The removal and purification of sewerage;
 - v) Electricity consumption;
 - vi) Interest which has accrued or will accrue in respect of money due and payable to the Council;

- vii) Collection charges in those cases where the Council is responsible for –
- The rendering of municipal accounts in respect of any one or more of the municipal services;
 - The recovery of amounts due and payable in respect thereof, irrespective whether the municipal services, or any of them, are provided by the Council itself or by a service utility with which it has concluded a service provider agreement to provide a service on the municipality's behalf;
- (c) All sundry charges for ad hoc services rendered by the municipality; and
- (d) This policy shall also apply to municipal services provided through pre-paid meters.

4. Principles

- a) The administrative integrity of the municipality must be maintained at all costs. The democratically elected councillors are responsible for policy-making, while it is the responsibility of the municipal manager to execute these policies.
- b) Consumers must complete an official application form formally requesting the municipality to connect them to services lines.
- c) A copy of the application form, conditions of services and extracts of the relevant council's credit control and debt collection policy and by-laws must be handed to every consumer on request.
- d) Billing is to be accurate, timeous and understandable.
- e) Billing to be done in at least two of the three official languages.
- f) The consumer is entitled access to pay points and to a variety of reliable payment methods.
- g) The consumer is entitled to an efficient, effective and reasonable response to appeals, and should suffer no disadvantage during the processing of a reasonable appeal.
- h) Enforcement of payment must be prompt, consistent and effective.

- i) Fraud/criminality will lead to loss of rights and heavy penalties and/or public prosecution.
- j) Incentives and disincentives may be used in collection procedures.
- k) The collection process must be cost-effective.
- l) Collection “Best Practices” will be pursued.
- m) Results will be regularly and efficiently reported and monitored.
- n) There must be legal cause between the municipality and its consumer and consumer debt must arise out of a legal framework and must be legally collectable.
- o) Indigent households will be identified and supported in accordance with the Indigent Policy.
- p) Targets for performance in both customer service and debt collection will be set and pursued and remedies must be implemented for non-performance.
- q) Equality, justice and sustainability.

5. Duties and functions

5.1 Duties and functions of Council

- a) To approve a budget consistent with Council’s Integrated Development Plan.
- b) To impose rates and taxes and to determine service charges, fees and penalties to finance the budget.
- c) To provide for a bad debt provision, in line with the payment record of the community, ratepayers and residents, as reflected in the financial statements of the municipality.
- d) To set an improvement target for debt collection, in line with acceptable accounting ratios and the ability of the Municipal Manager.
- e) To approve a reporting framework for credit control and debt collection.
- f) To consider and approve by-laws to give effect to the Council’s policy.
- g) To monitor the performance of the Implementing Authority regarding credit

control and debt collection.

- h) To revise the budget should Council's targets for credit control and debt collection not be met.
- i) To take disciplinary action against councillors, officials and agents who do not execute council's policy and by-laws.
- j) To provide sufficient capacity in the Finance department for credit control and debt collection.
- k) To appoint debt collection agents to assist the Municipal Manager in the execution of his duties, if required.

5.2 Duties and functions of the Executive Mayor

- a) To ensure that Council's budget, cash flow and targets for debt collection are met and executed in terms of policy and relevant by-laws.
- b) To monitor the performance of the Municipal Manager in implementing the policy and by-laws.
- c) To review and evaluate the policy and by-laws in order to meet the Credit Control and Debt Collection targets.
- d) To report to Council.

5.3 Duties and functions of the Municipal Manager

- a) To implement good customer care management.
- b) To implement council's credit control and debt collection policy.
- c) To install and maintain an appropriate accounting system.
- d) To bill customers.
- e) To demand payment on due dates.
- f) To raise interest for defaults.
- g) To appropriate payments received.
- h) To collect outstanding debt.

- i) To implement “Best Practices”.
- j) To provide different payment methods.
- k) To determine credit control measures.
- l) To determine work procedures for public relations, arrangements, disconnections of services, summonses, attachments of assets, sales in execution, write-off of debts, sundry debtors and legal processes.
- m) To complete the legal process with or without legal aid (i.e. attachments and sale in execution of assets, emolument attachment orders etc.).
- n) To set performance targets for staff.
- o) To appoint staff in accordance with council’s staff policy to execute council’s policy and by-laws.
- p) To delegate certain functions to heads of departments.
- q) To determine control procedures.
- r) To deal with exceptional cases not included in the policy, with an acceptable arrangement for payment of the account.
- s) To report to the Executive Mayor.
- t) To approve a list of local attorneys in accordance with the Supply Chain Policy- and Regulations to represent Council in legal matters regarding debt collection.

5.4 Duties and functions of communities, ratepayers and residents

- a) To fulfil certain responsibilities, as brought about by the privilege and/or right to use and enjoy public facilities and municipal services.
- b) To pay service fees, rates on property and other taxes, levies and duties imposed by the municipality.
- c) To respect the mechanisms and processes of the municipality in exercising their rights.
- d) To allow municipal officials reasonable access to their property to execute municipal functions.

- e) To comply with the by-laws and other legislation of the municipality.
- f) To refrain from tampering with municipal services and property.

5.5 Duties and functions of ward councillors and political parties

- a) To hold regular ward meetings.
- b) To adhere to and convey council policy and by-laws to residents and ratepayers.
- c) To adhere to council's code of conduct for councillors.
- d) To support the administration of Council.

5.6 Credit control and debt Collection: Councillor accounts

- a) The Local Government Laws Amendment Act (No 51 of 2002) states that Municipal Councilors may not be in arrears to the municipality for rates and services for a period longer than 3 months. In addition, in terms of the Municipal Finance Management Act (No 56 of 2003), S124(b).
"The notes to the annual financial statements of a municipality must include particulars of any arrears owed by individual councilors to the municipality for rates or services and which at any time during the relevant financial year were outstanding for more than 90 days, including the names of those councilors."
- b) In order to ensure timeous, assured payment of councillor accounts, all councilors shall be subject to an automatic deduction instituted against their councillor allowance payments on a monthly basis.
- c) No arrangements (AOD's) will be concluded with councillors.
- d) If a councillor's current account is in credit, no refunds will be made

5.7 Credit control and debt Collection: Employee accounts

Schedule 2, Section 10 of the Municipal Systems Act states that "a staff member of a municipality may not be in arrears to the municipality for rates and service charges for a period longer than 3 months, and a municipality may deduct any outstanding amounts from the staff member's salary after

this period.”

- a. Employees of the Municipality shall be subject to disciplinary hearings, as per the Municipal Systems Act (No 32 of 2 000), Schedule 2 S10, if they are found to be in arrears.
- b. In order to ensure timeous, assured payment of employee accounts, all employees residing within the Bergrivier Municipal area shall be subject to an automatic deduction instituted against their salaries.
- c. No arrangements (AOD's) will be concluded with staff.
- d. If a staff member's current account is in credit, no refunds will be made.

6. Customer care and management

6.1 Communication and Feedback

- a) The municipality will, within its financial and administrative capacity, conduct an annual process of compiling its budget according to prescribed legislation.
- b) This policy will be available in English and will be made available by general publication on specific request and will also be available at Council's cash collection points and website.
- c) The council will endeavor to distribute a regular newsletter, which will give prominence to customer care, credit control and debt collection issues.
- d) Ward councillors will be required to hold regular ward meetings, at which customer care and credit control issues will be given prominence.
- e) The media will be encouraged to give prominence to Council's Credit Control and Debt Collection issues and will be invited to Council meetings where these are discussed.
- f) Council will aim to establish:
 - i) A central complaints/feedback office to effectively deal with correspondence from the first acknowledgement of receipt until finalisation;
 - ii) A centralised complaints database to enhance co-ordination of complaints, their speedy resolution and effective communication with customers;

- iii) Appropriate training for officials dealing with the public to enhance communications and service delivery; and
- iv) A communication mechanism to give council feedback on service, Credit Control and Debt Collection and other issues of concern.

6.2 Service application and agreements

- a) All owners will be required to sign an agreement governing the supply of, and cost of municipal services. Notwithstanding this, Council reserves the right to sign contracts with tenants at its own discretion.
- b) All existing contracts for service delivery with tenants will be maintained and all new service contracts will be with the owners of property unless special consent is given by the CFO. This should be read with paragraph 6.2(a).
- c) When tenants are in default, the service contract with the tenants may be cancelled and the services transferred to the owner.
- d) Prior to signing these agreements, owners and or tenants will be entitled to receive the policy document of the Council on request.
- e) Within a specified period (in the agreement) of change of ownership, meters will be read and an account posted, or send by email.
- f) In the agreement, customers will acknowledge liability for costs of collection, and interest and penalties, in the event of delayed payment.
- g) If an applicant has an outstanding amount that is due and payable to the municipality the arrears must be paid, or an agreement for payment of arrears must be concluded with the municipality before an application for services can be approved.
- h) No water connection will be made without approved building plans.
- i) Before a building plan is approved, all outstanding debt of the consumer must be settled.

6.3 Termination of services

- a) A customer must terminate an agreement for the supply of municipal

services by giving prior written notice (at least 48 hours) to the municipality of such termination.

- b) It is the responsibility of the consumer to notify the municipality if services are no longer required due to the sale of property or any other reason.
- c) 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.
- d) Failure to comply with the provision of the abovementioned paragraph renders the consumers liable for all service charged and interest thereon accumulated from the date when the premises are vacated to the date when council becomes aware of such vacation.
- e) The municipality will disconnect the services upon receiving confirmation from The Deeds office of registration of the property in the new owner. The reading obtain on the date of disconnection of services by the municipality will be used to calculate the final consumption.
- f) A customer shall remain liable for all arrears and applicable charges that are payable for municipal services rendered prior to the termination of an agreement.
- g) A forwarding address and future details must be provided on the termination of services document. No postal address will be accepted as domicilium citandi et executandi.

6.4 Customer screening and securities

- a) The applicant may be required to undergo a full credit check in an endeavor to trace all debt inclusive of municipal debt owed by the applicant. This will require the provision of, inter alia, acceptable means of identification and if applicable, binding lease agreement, title deed and other supporting documentation as required by the municipality from time to time. The relevant application form as approved by the CFO from time to time forms an integral part of this policy insofar as the contents of such application form are not in conflict with any of the provisions of this policy.

- b) Application for services for businesses, including trusts, companies, close corporations, partnerships, sole proprietors and government institutions should be approved subject to the provisions of sub-item (1) above. The application must include the submission of a resolution delegating authority to the applicant and furnishing, if applicable, the business entity's registration number or Trust reference number (T number) with the Master of the High Court. The names, addresses and all relevant contact particulars of all the business's directors or members or trustees or proprietors or partners must be submitted with the resolution. The relevant application form as approved by the Municipality from time to time forms an integral part of this policy insofar as the contents of such application form are not in conflict with any of the provisions of this policy. Where a company, close corporation, Trust in terms of the Trust Property Control Act, 57 of 1988, Home owners' association or a Body Corporate in terms of the Sectional Titles Act, 95 of 1986, is indebted to Council, the liability for such arrears may be extended to the directors, members of trustees thereof jointly and severally for which a surety must be signed by the applicant(s).
- c) The municipality shall not conduct any business activity with or provide any services to any persons who are in arrears with municipal accounts except as provided for in this policy and as determined by the municipality from time to time, nor will any refunds or credits be made to any debtor who is arrears with their municipal account.
- d) Security deposits either in cash or any other security acceptable to the municipality will be taken and may vary according to the risk. A minimum deposit of the equivalent of two months' average account will be taken.
- e) Deposits may be increased by the municipality at any time to comply with d) above.
- f) In cases of defaulting, in terms of payment of municipal services, deposits may be increased by applying the following measures:
 - i) 1st default: To increase the consumer deposit according to the approved Tariffs; and
 - ii) 2nd default: To force the consumer to convert to prepaid electricity at own

cost.

- g) The increase in deposits must be paid in 3 instalments.
- h) The municipality will not pay any interest on deposits.
- i) On the termination of the agreement the amount of the deposit less any outstanding amount due to the municipality will be refunded to the consumer.

6.5 Accounts and Billing

- a) Consumers will receive an understandable and accurate bill from the municipality.
- b) Accounts will be produced in accordance with the meter reading cycle and due dates as determined by Council from time to time.
- c) Accounts will be rendered monthly in cycles of approximately 30 days at the address last recorded with the municipality or its authorised agent.
- d) It is the customer's responsibility to ensure that his/her postal address and personal details are correct and updated on the records of the municipality.
- e) The email address shall be regarded as the default address for all correspondence inclusive of the monthly account sent to that owner unless otherwise advised in writing.
- f) If a consumer does not receive an account by the 10th of the month, a copy must be requested at any municipal office.
- g) In the event that the consumer does not receive an account due to unforeseen reasons, he/she is still obliged to pay the account that is due and payable. The onus shall be on the consumer to obtain a copy of the account before the due date.
- h) Where an account is not settled in full, any lesser amount tendered and accepted shall not be deemed to be in final settlement of such an account.
- i) The supply of the correct account reference for electronic payments is the responsibility of the consumer to avoid any penalties and administrative costs.
- j) Council only recognises payments (electronic transfers and/or direct

deposits) reflecting in the municipality's bank account on or before the due date for payment.

- k) Where any payment made to the municipality or its authorised agent by negotiable instrument is later dishonoured by the bank, the municipality or its authorised agent:
 - i) May recover the average bank charges incurred relating to dishonoured negotiable instruments against the account of the consumer;
 - ii) Shall regard such an event as default on payment;
 - iii) Disconnect services in the event of default; or
 - iv) Insist on cash or electronic fund transfer payments for all future payments.
- l) The municipality or its authorised agent must, if administratively possible, issue a duplicate account to a consumer on request. A fee as per the approved tariffs will be applicable.
- m) All separate debts owed to this municipality by a debtor shall be deemed to be consolidated.
- n) Subject to section 118(1) of the Municipal Systems Act the Municipal Manager has the right to offset any credit, or any amount due to a debtor, against any debit pertaining to that same debtor, or to transfer any debt to another account of that same debtor.
- o) The Municipal Manager has the right to transfer any property debt owed by a tenant to the owner's account of any property, in terms of sections 102 and 118(3) of the Municipal Systems Act.
- p) Payments received by the municipality shall be appropriated in the following order:
 - i) Interest;
 - ii) Sewerage Charges;
 - iii) Refuse removal;
 - iv) Sundry charges;
 - v) Rental charges;

- vi) Housing;
 - vii) Water;
 - viii) Electricity; and
 - ix) Property Rates.
- q) Adjustments made to a customer's account in favor of the customer will be made for a maximum of three years preceding the date on which the error was detected.
- r) Adjustments made to a customer's account, in favor of the municipality, will be made for the three years preceding the date on which the error was detected.

6.6 Metering

- a) The municipality will endeavor, within practical and financial limits, to provide meters to every paying consumer for all measurable services.
- b) All meters will be read monthly, if at all possible. If the meter is not read monthly, the council will average the consumption based on preceding periods.
- c) Water meter readings done by owners will be accepted with electronic proof of such water reading (the reading along with the date must be visible on the proof submitted).
- d) Consumers are entitled to request verification of meter readings and accuracy within reason but may be held liable for the cost thereof.
- e) If a service is metered but it cannot be read due to financial and human resource constraints or circumstances out of the control of the municipality or its authorised agent, and the consumer is charged for an average 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.
- f) In exceptional circumstances and to avoid unfairness, it is delegated to the CFO to adjust the consumption after the new reading, based on the average

of the previous 3 months levied. The exceptional circumstances are deemed relevant where the actual consumption is more than 100% of the average consumption during the period not read. For these consumers the municipality will write-off 50% of the difference.

- g) It is the responsibility of the consumer to ensure that his/her meter is clear and readable at all times.
- h) Customers may be informed of a meter replacement.

6.7 Right of access to premises

- a) The owner and/or occupier of a premise must give an authorised representative of the municipality access at all reasonable hours to the premises 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.
- b) The owner accepts the cost of relocating a meter if satisfactory access is not possible.
- c) If a person contravenes 6.7 (a) the municipality or its authorised agent may:
 - i) By written notice require such person to restore access at his/her own expense within a specified period; or
 - ii) If it is the opinion that the situation is a matter of urgency, without prior notice restore access and recover the cost from such person.

6.8 Payment facilities and -methods and stop orders and debit orders

- a) The Municipality shall provide and maintain strategically situated accessible payment offices and cash points throughout its area of jurisdiction.
- b) The following alternative payment facilities shall also be provided or be available:
 - i) electronic bank transfers (A.C.B. system);
 - ii) internet transfers;
 - iii) direct depositing of money into the Municipality's approved bank account;

- iv) payments at different accredited business undertakings and other agencies.
- c) Where any of the alternative payment facilities is used, the onus is on the person using such facilities to provide proof of payment, and the Municipality does not accept liability for the non-receipt of such payments, or for incorrect allocations, where such incorrect allocations are due to a mistake on the part of such person.
- d) Where payment of the money due is made by way of a direct deposit into the Municipality's approved bank account, the onus rests on the debtor to notify the Municipality of such deposit in writing or facsimile to reach the Municipality not later than the date of payment of such moneys, as envisaged in paragraph 5 hereof.
- e) Cash deposits to the maximum of R 5,000.00 per account per month will be allowed at the municipal cashier's office. Any amounts over and above the said limit must be made electronically or by means of Par 6.8(b).
- f) Prepaid electricity & water sales will be limited to the maximum of R 500.00 per meter per month at the municipal cashier's office. Any amounts over and above the said limit must be made electronically or by means of Par 6.8(b).

6.9 Enquiries, appeals and services complaints

- a) If a consumer is convinced that his or her account is inaccurate, he or she can lodge a dispute with the municipality for recalculation of this account. The dispute must be submitted in writing or dictated to the official who will record it in writing and have it signed as correct. The document must then immediately be lodged with the relevant delegated official. No dispute will be registered verbally whether in person or over the telephone. The debtor must furnish full personal particulars including all their account numbers held with the municipality, direct contact telephone numbers, postal and e-mail addresses and any other relevant particulars required by the municipality. The full nature of the dispute must be described in the correspondence referred to above. The onus will be on the debtor to ensure that he receives a written acknowledgement of the dispute. The municipality

will maintain a register of all disputes registered and resolved.

- b) In the interim the debtor must pay an average based on previous consumption where history of the account is available. Where no such history is available the debtor is to pay an estimate provided by the municipality before the due date for payment until the matter is resolved.
- c) The relevant department will investigate and inform the debtor when a reasonable outcome is available.
- d) Failure to make such agreed interim payment or payments will make the consumer liable for disconnection of services.
- e) A consumer may appeal against the finding of the municipality or its authorised agent in terms of 6.9 (f).
- f) An appeal and request in terms of 6.9 (e) must be made and lodged with the municipality within 21 (twenty-one) days after the consumer became aware of the finding referred to in 6.9 (c) and must:
 - i) Set out the reasons for the appeal;
 - ii) Be accompanied by any security determined for the testing of a measuring device, if applicable.

6.10 Business who tender to the municipality

- 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 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.
- b) A municipal account to mean any municipal service charge, tax or other fees, fines and penalties, due in terms of a contract of approved tariff or rate, which is outstanding after the due date, normally appearing on the consolidated account, or overdue in terms of the contract or any other due date that has passed.

- c) Tender conditions can contain a condition allowing the municipality to deduct moneys owing to the municipality from contract payments in terms of a reasonable arrangement with the consumer.

6.11 Incentives for prompt payment

- a) The municipality may, to encourage payment, and to reward good payers, consider, from time to time, incentives for the payment of accounts.
- b) Such incentive schemes, if introduced, will be reflected in annual budgets as additional expenditure.
- c) Incentive measures may be implemented as per Council resolution.
- d) Where a customer is prepared to pay off the capital amount on an outstanding account, older than 3 years, in one payment, the municipality will write off all interest charged. This is applicable to all customer types.
- e) For any other payment incentive arrangement, the CFO must approve it.

6.12 Customer assistance programs

a) Water leakages

- i) If the leakage is on the side of the consumer the consumer is responsible for the payment of the full account.
- ii) The consumer has the responsibility to control and monitor his/her consumption.
- iii) The consumer is responsible for private reparation of water pipes behind the meter.
- iv) Water leakage discount will not be considered in the instances of leakages at irrigation systems, geysers or toilets, without the relevant supporting documents.
- v) 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) a case number should be provided. These requests will be dealt on a case by case merit.

- vi) An abnormal water leakage will be dealt with as follows:
- A customer will qualify for a water leakage discount upon completing the prescribe application form with proof of the following attached: -
 - A sworn affidavit that the leak was not easily detectable on the surface;
 - The leak was repaired within 72 hours since its detection;
 - The customer may apply only once in a cycle of 24 months for a discount (excluding (v) above); and
 - Suitable proof of repair should be submitted containing the following information: -
 - Date and cost of repair; and
 - Affidavit from the person who has repaired the leak that the leak was not easily detectable.
 - Discount for usage will be calculated over the period the leak was present and will be equal to the consumption above the average normal consumption of the customer at the 0-6 kl tariff.
 - Discount for business usage will be calculated over the period the leak was present and will be equal to the consumption above the average normal consumption of the business category at the 0 – 6 kl tariff.
 - It is the responsibility of the customer to control and monitor his/her consumption.
- vii) Where there is an abnormal water consumption that cannot be substantiated after the meter test results are obtained, the Director: Technical Services or his delegated official must furnish the Chief Financial Officer with a recommendation based on the consumption of the consumer's average consumption pattern for the previous 12 months.
- viii) Where a water leakage occurs at a school, a church or on an agricultural property the following will apply:
- The CFO to adjust the consumption for the new reading after the leakage was repaired, based on the average of the previous 3

- months levied;
- where the actual consumption is more than 100% of the average consumption during the period of the water leakage at the premises, 50% of the difference in water consumption will be written off.

b) Rates rebates

Rebates on rates are dealt within Section 13.2 of the Property rates policy.

c) Arrangements for settlements

- i) If a consumer cannot pay his/her account with the municipality then a mutually acceptable extended term, not exceeding 24 months of payment with the customer may be entered into. He/she must:
 - i) Sign an acknowledgement of debt;
 - ii) Supply proof of income;
 - iii) Supply proof if a debt repayment arrangement was made, e.g. Signed debit order from a bank account or signed debit order at his/her employer;
 - iv) Acknowledge that interest will be charged at the prescribed rate;
 - v) Pay the current portion of the account in cash; and
 - vi) If the arrangements that are being negotiated are later defaulted on, electricity supply will be placed on a percentage collection (not lower than 75%) of electricity purchase until outstanding debt is settled in full or arrear instalments are paid in full.
- vii) Customers with arrears may be requested to convert to a prepaid electricity meter and a prepaid water meter. The cost will be recovered by: -
 - Payment of the cost in full.
 - Adding the cost of the conversion to the account according to the payment arrangement.

- Restricting purchases of electricity on the “Auxiliary” system whereby purchases will be allowed on a minimum ratio of 9:1, i.e. for every R10.00 purchase the amount of R1.00 electricity and R9.00 will be credited to the account.
 - No account may be on “Auxiliary” for a period longer than 12 months. If the account is outstanding for more than 6 months, a notice to disconnect the electricity must be delivered to the consumer. Within this notice, the consumer has 14 days to make payment or if no arrangement is made, to make an arrangement.
 - Sign consent to an emoluments attachment order in terms of Section 65J of the Magistrate’s Courts Act 1944 (Act 32 of 1944) together with acknowledgement of debt if consumer is permanently employed. If payment arrangements are in default all monies can be deducted from consumer’s salary.
 - If a consumer requests a payment arrangement to be reduced, proof of the change in financial situation must be provided.
 - A debt rescheduling arrangement requires payment of the current monthly charges plus a mutually agreed amount towards the arrears each month.
 - If a debt arrangement is not honored, the debt collection process or legal action will resume from where it was suspended and not restart at the beginning of the debt management process.
- viii) Council reserves the right to raise the deposit/security requirement in accordance with paragraph 6.4 (e) of debtors who seek arrangements for payment of municipal accounts.
- ix) All debtors entering into settlement arrangements shall provide their banking details and those who have a facility to sign a debit order with their financial institutions, shall be required to do so.
- x) Debtors who default on three occasions in respect of arrangements may be denied the privilege of making further arrangements, and the full amount will be payable.

- d) Consumers will only be allowed to get an extension for payment of current accounts once in a financial year.
- e) Property rates arrangements

Property rates are payable in accordance with the stipulations included in the Property Rates Policy of the municipality.

6.13 Occupant(s) responsibility in case of death of owner

- a) It is the responsibility of the occupant(s) of a property to immediately submit a death certificate to the municipality in case of death of the registered owner of such a property.
- b) Balances in arrear prior to the date of death should be registered as a claim against the estate of the deceased. The account name will be changed to Estate (Late).
- c) If no estate exists, balances in arrears prior to the date of death should be dealt with as follows:
 - i) an account to be opened in the name of the occupant;
 - ii) debt that accumulated after the death of the owner, be transferred to the new account of the occupant and dealt with in accordance with Council's Debt collection- and credit control policy;
 - iii) that, where property is registered in more than one owner name, the account is not regarded as those of a deceased until death certificates of both registered owners are in Council's possession;
 - iv) that debt of deceased is written off in accordance with Council's debt collection- and credit control policy and submitted to Council for notification.
- d) A new application for services must be completed. This will only be done with written consent from all beneficiaries of the estate.
- e) The occupant must pay all outstanding debt regarding services and rates from the date stated on the death certificate.
- f) If, however, the new owner (beneficiary/heir) is not in the position to pay the

outstanding debt, the person can be assisted by the credit control policy in the form of an arrangement until the account is cleared, to enable the new owner (beneficiary/heir) to register the property in his/her name.

- g) Information regarding an accountholder may be verified via the search and tracing system including the mortality and marital status and the financial system updated accordingly.

6.14 Irrecoverable debt

Criteria for irrecoverable debt

Debt will only be considered as irrecoverable if it complies with the following criteria:

- a) all reasonable notifications and cost-effective legal avenues up to the process of judgments have been exhausted up to a specific amount; or
- b) any amount equal to or less than R1,000, or as determined by Council from time to time, will be considered too small, after having followed basic checks, to warrant a further endeavor to collect it; or
- c) the cost to recover the debt does not warrant further action; or
- d) the amount outstanding is the residue after payment of a dividend in the rand from an insolvent estate; or there is a danger of a contribution; or 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 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
- h) the debtor has emigrated leaving no assets of value to cost effectively recover Councils claim; or
- i) it is not possible to prove the debt outstanding; or 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; or
- k) No debt of councillors, personnel, state departments and businesses will be written off, excluding interest outstanding on accounts due.

6.15 Recovering of debt written off

When debt has been written off as irrecoverable it will not be recovered again when a clearance certificate on a property is issued.

7. Debt Collection

7.1 Enforcement Mechanisms

- i) Interruption of service Consumers who are in arrears with their municipal account and who have not made arrangements with the municipality will have their supply of electricity and water, and other municipal services, suspended or disconnected.
- ii) A prepaid water meter may be installed to allow 6 kl water per month to the concerned property.
- iii) Consumers who illegally tamper with flow control mechanisms will be disconnected immediately until full payment of outstanding debt or an acceptable arrangement is made for payment of outstanding debt and fee for tampering with meter is paid.
- iv) The right to deny or restrict the sale of electricity or water to consumers, who are in arrears with their rates or other municipal charges, is reserved.
- v) Upon the liquidation of arrears, or the conclusion of arrangements for term payment, services will be reconnected as soon as possible.
- vi) The cost of the restriction or disconnection of services, and the reconnection of services, will be determined by tariffs agreed by Council, and will be payable by the consumer.
- vii) Consumers with conventional electricity that has been disconnected twice in a financial year for non- payment will be compelled to install a prepaid meter

before the supply is reconnected. Where it is not possible to install a prepaid meter, the consumer deposit will increase to limits as determined by the CFO, and must be paid before the services is reconnected.

- viii) Should it be established that a consumer is deceased, and no copy of the death certificate has been received by the Municipality and no other account holders have applied for services to the property, the Municipality may completely suspend the water and electricity services.

7.2 Interest on overdue accounts

- a) The municipality may charge or recover interest on arrear balances of 30 days or more from the date of the invoice. Interest is charged at 10%, prorate per month.
- b) The CFO, or delegated official, will have the authority to write back interest after due consideration of the merits of each case brought before him.

7.3 Personal/Telephonic/Agent contact

- a) The municipal officials in the Revenue department will endeavor, within the constraints of affordability, to make personal or telephonic contact with all arrear debtors to encourage their payment, and to inform them of their arrears state, and their rights (if any) to conclude arrangements or to apply for indigent subsidies, and other related matters, and will provide information on how and where to access such arrangements or subsidies.
- b) The municipality shall maintain a schedule of debtors with large amounts outstanding and will maintain intensive contact with these debtors.
- c) Such contact is not a right for debtors – disconnection of services and other collection proceedings will continue in the absence of such contact for whatever reason.

7.4 Collection Process

a) Pre-legal Process

- i) A sms or email may be sent to a debtor if his/her cell phone number or email address is available once the account is not paid before or on the due date;
- ii) When there is no response from the consumer regarding the notification sent, a further notice will be served relating to the specific service to be restricted.

b) Conventional Electricity

- i) An electricity disconnection letter, or other means of communication, indicating that the debtor has seven (7) working days to make arrangements, pay the full outstanding amount or provide the municipality with the necessary proof of payment may be issued;
- ii) Notices can be issued via hand or electronically;
- iii) If no response, supply to the premise will be disconnected;
- iv) The service will be reconnected as soon as possible once the full payment is made, or proof of payment is provided;
- v) The security deposit will be increased as mentioned in paragraph 6.4;
- vi) A reconnection fee will be charged to the account.

c) Prepaid Electricity

- i) A prepaid electricity disconnection letter, or other means of communication, may be issued indicating that the debtor seven (7) working days to make arrangements, pay the full outstanding amount or provide the Municipality with the necessary proof of payment;
- ii) Notices can be issued via hand or electronically;
- iii) If no response, supply to the premise will dealt with in terms of Paragraph 6.12(c)
- iv) The service will only be restored once the full payment is received in

cash, or proof of payment is provided, or an acceptable payment arrangement is made;

- v) An administration fee may be charged to the consumer's account.

d) Water

- i) A water restriction letter, or other means of communication, may be issued indicating that the debtor has seven (7) working days to make arrangements, pay the full outstanding amount or provide the Municipality with the necessary proof of payment;
- ii) Notices can be issued via hand or electronically;
- iii) If no response, supply to the premise will be restricted and a prepaid water meter may be installed:
- iv) The service will only be restored once the full payment is made in cash, or proof of payment is provided, or an acceptable payment arrangement is made;
- v) Water will be restored only during office hours; and
- vi) A reconnection fee will be charged to the account.

e) Annual accounts

- i) 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 legal proceedings will be instituted. All legal costs will be for the account of the owner/customer. Failure to make payment by due date will result in the charges to be made monthly in future.

f) Legal Process

- i) The municipality will, when a debtor is 30 days in arrears, commence a collection process against that debtor, which process could involve final

demands, summonses, court trails, judgments, garnishee orders and/or sales in execution of property.

- ii) A physical residential address or work address is required for summonsing. The Magistrate's Court will issue the summons, and a case number will be assigned. The sheriff of the court will serve the debtor with the summons. The debtor will be granted 10 (ten) days to defend his/her case if he/she is not in agreement with the claim stipulated in the summons, or to settle the total account, or to arrange for the necessary repayment terms.
- iii) When the summons and summons record are received back from the sheriff of the court, the municipality will process the sheriff's fee and add it to the debtor's account. The sheriff's account must be paid on a monthly basis by the municipality, but the cost is recovered from the debtor.
- iv) If the sheriff of the court was unable to serve the debtor with a summons, a notice of non-issuing will be sent, and the cost will be added to the debtor's account. The account will then be moved to the tracing cycle. The tracking fee will also be added to the debtors account but will be first paid by the municipality.
- v) If the debtor is traced, the new address is captured on the financial system and the summons is once again sent to the Court for approval (corrected by hand on original summons). The summons is now sent to the sheriff of the court to serve the debtor.
- vi) If no defense is noted and no payment is received after summonsing, a sentence application will be submitted to the Magistrate court.
- vii) All documents (original summons, notices of summons from the sheriff and sentencing documents) are sent to the Magistrate's Court, where the sentence will be granted.
- viii) After the sentencing process by the Magistrate's Court, the Court sends the documents back to the municipality. The information is then captured on the financial system.
- ix) If no further action is received from the debtor, a "Notice of Sentence" letter is mailed to the debtor. This letter informs the debtor that he is

sentenced and that he/she should pay the outstanding amount within 10 days after the issuing date of the letter, or his/her moveable assets will be confiscated.

- x) Sentencing of a debtor entails the following:
- The name of the debtor will be published in the “official gazette” used by all credit managers and businesses providing credit;
 - The sentence stands for 5 years at the credit bureau, but is valid for 30 years against a debtor;
 - The moveable assets of the debtor can be sold to the value of total amount in arrears;
 - The immovable assets of the debtor can be sold to the value of total amount in arrears.
- xi) 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. Bergrivier Municipality, however, has total commitment to a sale-in execution should the debtor fail to make use of the alternatives provided by the municipality from time to time. As part of the recovery process the Municipal Manager may determine a reserve price equal to the municipal property value. The remaining outstanding debt in excess of the net proceeds of the auction will be written off.

g) Attachment of rental

The municipality may attach the rental or any other payments due to debtors who are in arrears with their municipal accounts. **This is done in terms of Section 28 and 29 of the Municipal Property Rates Act (Act 6 of 2004):**

- i) if any debt levied in respect of a property is unpaid by the owner of the property the Municipal Manager may recover the amount in whole or in part from a tenant or occupier of the property, despite any contractual obligation to the contrary on the tenant or occupier.
- ii) The Municipal Manager may recover an amount only after a written notice has been served on the tenant and/or occupier, **or the agent of the owner;**

- and the amount the Municipal Manager may recover from the tenant or occupier of a property in terms of sub-item (a) is limited to the amount of the rent or other money due and payable, but not yet paid, by the tenant or occupier to the owner of the property; and
- iii) any amount the Municipal Manager recovers from the tenant or occupier of the property must be set off by the tenant or occupier against any money owed by the tenant or occupier to the owner; and the tenant or occupier of a property must, on request by the Municipal Manager, furnish the Municipal Manager 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 Municipal Manager.
 - iv) the Municipal Manager may recover the amount due for debt on a property in whole or in part from the agent of the owner, if this is more convenient for the Municipal Manager; and
 - v) the Municipal Manager may recover the amount due for debt from the agent of the owner only after a written notice has been served on the agent; and
 - vi) the amount the Municipal Manager may recover from the agent is limited to the amount of any rent or other money received by the agent on behalf of the owner, less any commission due to the agent; and
 - vii) the agent must, on request by the Municipal Manager, furnish the Municipal Manager with a written statement specifying all payments for rent on the property and any other money received by the agent on behalf of the owner during a period determined by the Municipal Manager.
 - viii) The Municipal Manager will exercise strict control over this process, to ensure accuracy and legality within it, and will require regular reports on progress from, staff charged with the responsibility or outside parties, be they attorneys or any other collection agents appointed by council.
 - ix) The Municipal Manager will establish procedures and codes of conduct with these outside parties.
- h) Garnishee orders, in the case of employed consumers, are preferred to

sales in execution, but both are part of the Municipality's system of debt collection procedures.

- i) All steps in the credit control procedure will be recorded for municipal records and for the information of the debtor.
- j) All legally valid costs of this process are for the account of the debtor.
- k) Individual debtor accounts are protected and are not the subject of public information. However, the municipality may release debtor information to credit bureaus. This release will be in writing and this situation will be included in the Municipality's agreement with its customers.
- l) The Municipal Manager may consider the cost effectiveness of this process, and will receive reports on all relevant matters, and report to the Finance Portfolio Committee.
- m) On a recommendation by 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 product vendors.
- n) Consumers may be informed of the power and duties of such agents and their responsibilities including their responsibility to observe agreed codes of conduct.
- o) 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 see the contract terminated.

p) Theft and Fraud

- i) Any person (natural or juristic), found to be illegally connected or reconnected to municipal services, tampering with meters, reticulation network or any other supply equipment or committing any unauthorised service associated with the supply of municipal services, as well as theft and damage to Council property, will be prosecuted and/or liable for penalties as determined from time to time.

- ii) Council will immediately terminate the supply of services to a customer should such conduct as outlined above be detected.
- iii) The total bill owing, including interest, assessment of unauthorised consumption and disconnection and reconnection fees, and increased deposits as determined by Council if applicable, becomes due and payable before any reconnection can be sanctioned. An acceptable repayment arrangement can also be negotiated to the discretion of the Senior Accountant: Collections.
- iv) Council will maintain monitoring systems and teams to detect and survey consumers who are undertaking such illegal actions.
- v) Council may distinguish in its penalties between cases of vandalism and cases of theft.
- vi) Subsequent acts of tampering will lead to penalties and deposits increasing in quantum.
- vii) Council reserves the right to lay charges and to take any other legal action against both vandals and thieves.
- viii) Any person failing to provide information or providing false information to the municipality may face immediate disconnection.

q) Cost of Collection

- i) All costs of legal process, including interest, service discontinuation costs and legal costs associated with this policy are for the account of the consumer.

r) Abandonment

- i) The Municipal Manager must ensure that all avenues are utilised to collect the municipality's outstanding debtors.
- ii) There are some circumstances that allow for the valid termination of debt collection procedures:
 - The insolvency of the debtor, whose estate has insufficient funds.

- A balance being too small to recover (less than R1000), for economic reasons considering the cost of recovery.

7.5 Rates Clearance

- a) On the sale of any property in the municipal jurisdiction, Council will withhold the transfer until all rates and service charges related to the property are paid by withholding a rates clearance certificate in accordance with Section 118 of the Systems Act (including recent court cases) and with further consideration of Section 102 of the Local Government Municipal Systems Act, No 32 of 2000. This must also be read with paragraph 6.15.
- b) Council will accept a bank guarantee from the transfer attorney that all outstanding debt will be paid on date of registration of such property.
- c) The municipality will issue such clearance certificate on receipt of an application on the prescribed form from the conveyancer.
- d) All payments will be allocated to the registered seller's municipal accounts and all refunds will be made to such seller. No interest shall be paid in respect of these payments.
- e) The municipality will hold the current owner liable for debt and collect all outstanding monies before the rates clearance certificate is issued. The debt may not be carried forward to the new owner.
- f) A credit amount less than R100 will not be reimbursed and will be transferred to an active municipal account in the name of the owner/tenant. If the previous owners and/ or tenants have no active municipal account, the amount will be transferred to General Revenue: Fines; Penalties and Forfeits.

7.6 Prescription of debt (a debt that is no longer legally enforceable due to the passage of time)

Debt prescribes when payment is not demanded, and legal action is not taken. This is on condition that the municipality can provide reasonable evidence that during the prescription period, 3 (three) years for services, i.e. water and electricity consumption and 30 (thirty) years for property rates and availability of services)) an attempt was made to contact the debtor.

Prescription will not apply if:

- a) The debt is acknowledged;
- b) Any form of payment is made;
- c) Judgment was obtained;
- d) The debtor is residing outside South Africa;
- e) The debt is within the prescription period as mentioned above.

8. Performance Evaluation

8.1 Income Collection Targets

- a) Council to create targets that include reduction in present monthly increase in debtors in line with performance agreements determined by Council.
- b) It is Council's intention to collect all revenue due to Council from customers who can afford to pay.

8.2 Customer Service Targets

Council to create targets that would include:

- a) Response time to customer queries.
- b) Date of first account delivery to new customers.
- c) Reconnection time lapse.
- d) Meter reading cycle.

- e) Date on which monthly accounts are delivered to debtors.

8.3 Administrative Performance

Council to create targets that will include:

- a) Cost efficiency of debt collection.
- b) Enforcement mechanism ratios.

Council will create a mechanism wherein these targets are assessed. Council's performance will be evaluated, and remedial steps implemented.

9. Reporting to Council

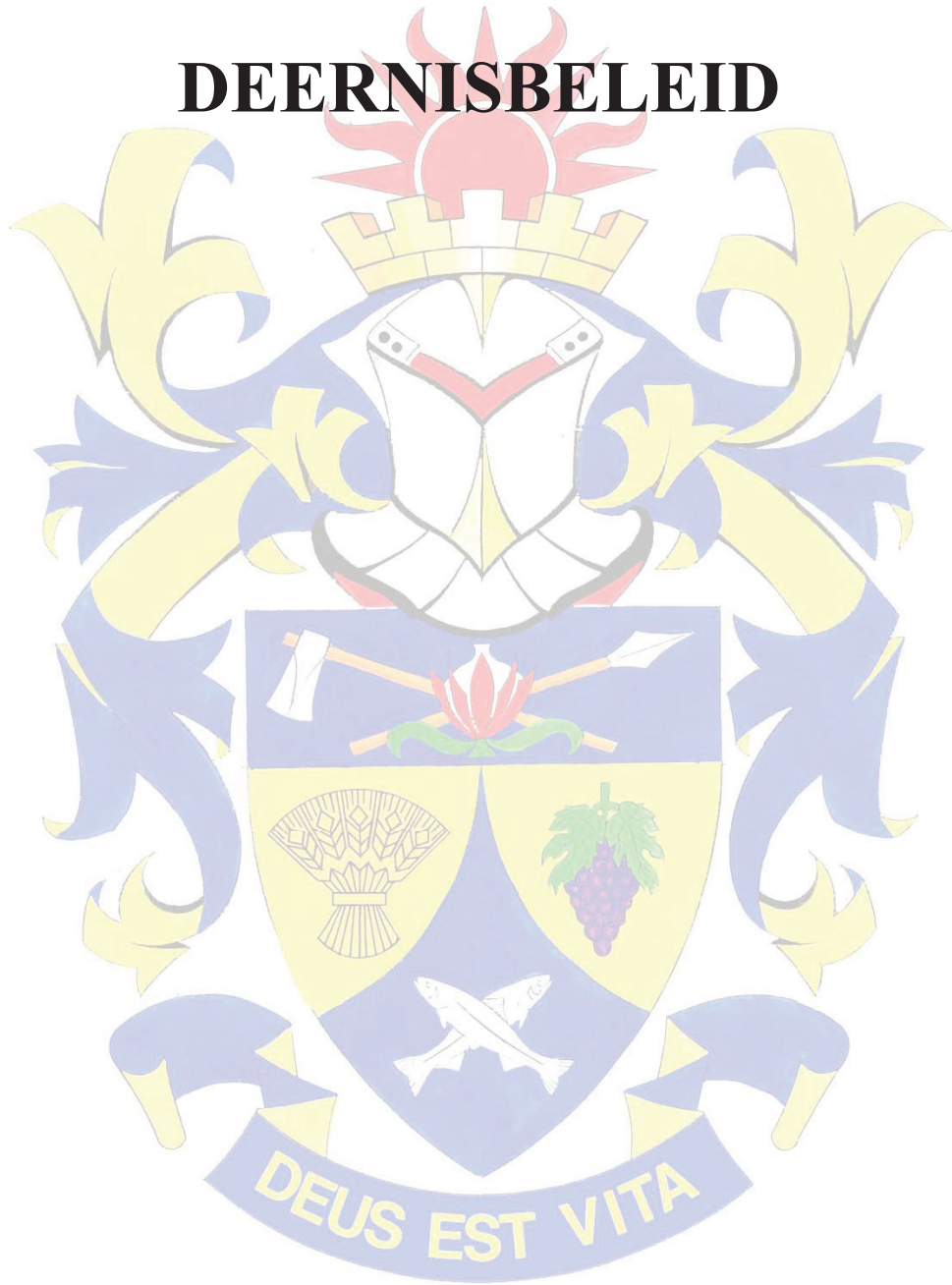
- a) The Chief Financial Officer shall report monthly to the Municipal Manager in a suitable format to enable the Municipal Manager to report to the Executive Mayor. This report shall report on:
 - i) Cash collection statistics, showing high-level debt recovery information (numbers of customers, enquiries; default arrangements; growth or reduction of arrear debtors; ideally divided into wards/areas, business (commerce and industry) domestics, state, institutional and other such divisions.
 - ii) Performance of all areas against targets agreed to in paragraph 8 of this policy document.
- b) The Executive Mayor must report on a quarterly basis to Council, as envisaged by Section 99(c) of the Municipal Systems Act.
- c) If in the opinion of the Chief Financial Officer, Council 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.

10. Department of Finance: Structures

Council shall regularly receive a report from the Chief Financial Officer, if necessary after consultation with suitable consultants, on the manpower and systems requirements of Finance which requirements take into account Council's agreed targets of credit control and debt collection, and, after considering this report, Council will within reason vote such resources as are necessary to ensure that Finance has the staffing and structures to meet Council's targets in this regard or to outsource the service.

BERGRIVIER MUNISIPALITEIT

DEERNISBELEID



MAART 2025

INHOUDSOPGAWE

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INLEIDING

Ingevolge artikel 96 van die Wet op Plaaslike Regering: Munisipale Stelsels, 2000 moet 'n Munisipaliteit –

- alle gelde invorder wat aan hom verskuldig en betaalbaar is, behoudens die bepalings van die Wet en enige ander toepaslike wetgewing; en
- vir dié doel, 'n kredietbeheer- en skuldinvorderingsbeleid aanneem, in standhou en implementeer wat nie strydig is nie met sy eiendomsbelastingbeleid en sy tariefbeleid en wat aan die bepalings van die Wet voldoen.

Ten einde uitvoering te gee aan die voorafgaande bepalings van die Wet het die raad van die Munisipaliteit Bergrivier 'n kredietbeheer- en skuldinvorderingsbeleid, soos hierna uiteengesit, aanvaar.

HOOFSTUK 1

WOORDOMSKRYWING

1. Vir die doeleindes van hierdie beleidsdokument het enige woord of uitdrukking waaraan 'n bepaalde betekenis geheg is in die Wet, dieselfde betekenis, tensy uit die samehang anders blyk, en beteken -

“Direkteur: Finansiële Dienste” 'n persoon wat deur die raad in dié hoedanigheid aangestel is om die raad se finansies te administreer en sluit enige persoon in –

- (1) wat in sodanige pos waarneem;
- (2) aan wie die Direkteur: Finansiële Dienste 'n bevoegdheid, funksie of verpligting gedelegeer het ten opsigte van sodanige gedelegeerde bevoegdheid, funksie of verpligting;

“eienaar” met betrekking tot onroerende goed--

- (1) die persoon by wie die regstitel daarvan berus;
- (2) in die geval waar die persoon by wie die regstitel daarvan berus, insolvent of oorlede is, of aan enige vorm van wetlike diskwalifikasie onderhewig is, dié persoon in wie die administrasie of beheer van sodanige onroerende goed berus as kurator, trustee, eksekuteur, administrateur, geregtelike bestuurder, likwidateur of enige ander wetlike verteenwoordiger;
- (3) in enige geval waar die raad nie in staat is om die identiteit van so 'n persoon te bepaal nie, 'n persoon wat geregtig is op die voordelige gebruik van sodanige onroerende goed;
- (4) in die geval van onroerende goed waarvoor 'n huurooreenkoms van 30 jaar of langer aangegaan is, die huurder daarvan;
- (5) met betrekking tot –

- (i) 'n gedeelte grond afgebaken op 'n deeltitelplan en wat geregistreer is ingevolge die Wet op Deeltitels, 1986 (Wet No. 95 van 1986), die ontwikkelaar of die bestuursliggaam ten opsigte van die gemeenskaplike eiendom;
 - (ii) 'n gedeelte grond soos gedefinieer in dié Wet, die persoon in wie se naam dié gedeelte geregistreer is ingevolge 'n deeltitelakte, insluitende die wettige aangestelde verteenwoordiger van sodanige persoon;
- (6) enige regspersoon insluitende, maar nie beperk nie tot:
- (i) 'n maatskappy geregistreer ingevolge die Wet op Maatskappye, 1973 (Wet No 61 van 1973), 'n trust *inter vivos*, trust *mortis causa*, 'n beslote korporasie geregistreer ingevolge die Wet op Beslote Korporasies, 1984 (Wet No 69 van 1984), en 'n vrywillige assosiasie;
 - (ii) enige staatsdepartement;
 - (iii) enige raad of bestuursliggaam ingestel ingevolge enige wetgewing van toepassing in die Republiek van Suid-Afrika; en
 - (iv) enige ambassade of ander buitelandse entiteit;

“hulpbehoewende huishouding” 'n huishouding wat as sulks by die Munisipaliteit geregistreer is en wat –

- (1) aan die kwalifikasie vereistes soos bepaal in paragraaf 21 hiervan, voldoen;
en
- (2) 'n perseel binne die regsgebied van die Munisipaliteit okkupeer;

“Munisipale Bestuurder” die persoon wat deur die raad in dié hoedanigheid aangestel is ingevolge artikel 82 van die Wet op Plaaslike Regering: Munisipale Strukture Wet No 117 van 1998 en sluit enige persoon in –

- (1) wat in sodanige pos waarneem;
- (2) aan wie die Munisipale Bestuurder 'n bevoegdheid, funksie of verpligting gedelegeer het ten opsigte van sodanige gedelegeerde bevoegdheid, funksie of verpligting;

“munisipale dienste” die voorsiening van water, die voorsiening van elektrisiteit, die verwydering van huisvullis, die wegdoen van rioolvuil of enige een of kombinasie van dié dienste;

“Munisipaliteit” die Munisipaliteit Bergrivier

“perseel” enige gedeelte grond, geleë binne die regsgebied van die munisipaliteit, waarvan die buite grense afgebaken is op:

- (1) 'n algemene plan of diagram wat geregistreer is ingevolge die Opmetingswet, 1927 (Wet no. 9 van 1927) of die Registrasie van Aktes Wet, 1937 (Wet no. 47 van 1937) of;
- (2) 'n deeltitelplan geregistreer ingevolge die Wet op Deeltitels, 1986 (Wet no. 95 van 1986);

“raad” die munisipale raad van die Munisipaliteit Bergrivier

“rekening” sluit in-

- (1) heffings, bobelasting of dienstegelde ten opsigte van die volgende dienste:
elektrisiteitsverbruik;
waterverbruik;
vullisverwydering;
riool dienste;
- (2) eiendomsbelasting;
- (3) huurgeld;
- (4) lenings paaieimente;
- (5) rente op agterstallige bedrae;
- (6) enige ander heffings en gelde wat regtens aan die Munisipaliteit verskuldig is;

en het die **“munisipale rekening”** 'n ooreenstemmende betekenis;

"openbare welsynsorganisasie" beteken 'n organisasie wat gespesifiseerde openbare welsynsaktiwiteite uitvoer soos omskryf in die Wet en geregistreer is ingevolge die Inkomstebelastingwet vir belastingvermindering as gevolg van daardie aktiwiteite

HOOFSTUK 2

FINANSIËLE BYSTAND AAN HULPBEHOEWENDE HUISHOUDINGS

INLEIDING

Bergrivier Munisipaliteit se visie is om 'n vooruitstrewende gemeenskap te skep waar almal wil leef, werk, leer en speel op 'n menswaardige manier. Die klem is op vooruitstrewendheid en menswaardigheid. Dit is twee kante van dieselfde muntstuk. Die Munisipaliteit wil voluit gaan vir vooruitstrewendheid, maar nie ten koste van menswaardigheid nie. Aan die anderkant word daar voluit gegaan vir menswaardigheid, maar nie ten koste van vooruitstrewendheid nie.

Hiermee ingedagte wil die Munisipaliteit 'n kultuur skep waar hulpbehoewende gesinne nie slegs 'n toelaag ontvang nie, maar waar die ontvangs van 'n toelaag (gratis basiese dienste) gekoppel word aan 'n verantwoordelikheid wat bereikbaar is en wat menswaardigheid kweek.

Bergrivier Munisipaliteit het soos baie ander gedeeltes in Suid-Afrika, 'n bewese uitdaging ten opsigte van ontydige skoolverlaters. In Bergrivier Munisipale Area is dit tot so hoog soos 40% (2015 Onderwys Departement statistiek). Om hierdie rede word daar van elke hulpbehoewende gesin, wat registreer vir gratis basiese dienste, verwag om te bewys dat alle kinders wat op die perseel woonagtig is, en wat wetlik verplig is om skoolgaande te wees, wel skoolgaande is. Die bewys hiervan sal tydens registrasie gelewer word en slegs die nuutste amptelike skoolrapport/skooluitslagadvies sal aanvaar word. Verder hiertoe sal ouers ook van 1 Julie 2019 'n "letter of good standing" van die skool moet kry, hierdie brief dui nie aan of skoolfonds betaal is nie, maar die ouer se betrokkenheid by die kind se skoolwerk en skool aktiwiteite in geheel.

2. BRON VAN FINANSIËLE BYSTAND

Finansiële bystand aan 'n hulpbehoewende huishouding word gefinansier uit –

- (1) finansiële toekennings deur die Nasionale Regering aan die Munisipaliteit vir dié doel, en
- (2) 'n bewilliging vir dié doel deur die Munisipaliteit en word die bedrag van sodanige bewilliging jaarliks deur die Raad bepaal tydens die opstel van die Raad se begroting.

3. VEREISTES VIR REGISTRASIE AS 'N HULPBEHOEWENDE HUISHOUDING

'n Huishouding wat as 'n hulpbehoewende huishouding wil registreer en vir finansiële bystand ingevolge die raad se beleid in dié verband in aanmerking wil kom, kan slegs as sulks geregistreer word indien –

- (a) die totale inkomste van al die lede van die huishouding wat normaalweg op 'n

perseel woonagtig is, insluitende die inkomste van enige ander persoon wat saam met die huishouding op sodanige perseel woon, **bereken word as twee staatspensioene, tot 'n maksimum bedrag van R 5,200.00 per maand per huishouding.**

OF

- (b) die hoof van die huishouding in wie se naam die rekening geregistreer is, 'n Staatsouderdomspensioen of ongeskiktheidstoelae ontvangⁱ.

OF

- (c) seisoenwerkers se jaarlikse inkomste nie die perk oorskry soos in 1(a) bepaal nie
- (1) die hoof van die huishouding en sy of haar gesin self die perseel waarop die aansoek betrekking het, **voltyds** bewoon; en
- (2) die hoof van die huishouding en/of sy of haar gade en/of hul wettige kinders wat saam met hul ouers op 'n perseel woonagtig is, nie die wettige eienaar is van 'n ander woning/eiendom nie; en
- (3) aansoek om registrasie op 'n vorm wat deur die Munisipaliteit vir dié doel voorgeskryf is en wat by enige kantoor van die Munisipaliteit verkrygbaar is, gedoen is.
- (4) Eienaars wat 'n tweede eiendom besit, waar iemand anders 'n permanente lewensreg het, en nie die eiendom kan gebruik totdat die begunstigde sterf nie, kan aansoek doen en die nodige stawende dokumente saam met die aansoek indien (Titel Akte vermeld dit gewoonlik). Hierdie aansoek verval jaarliks op 30 Junie en moet die aansoeker bewys ingee saam met die aansoek dat die persoon wat lewensreg het, steeds die eiendom bewoon.

4. AANSOEK OM REGISTRASIE

4.1 Alle aansoek in terme van paragraaf 3.1 (b) **moet** vergesel word van die volgende besonderhede:

- (1) bewys van beide eienaars se staatspensioen of ongeskiktheidstoelaag wat ontvang word, tesame met 'n afskrif van die Sassa kaart, en
- (2) Munisipale rekening; en
- (3) 'n gesertifiseerde afskrif van die aansoeker(s) se identiteitsdokument; en
- (4) Vanaf 1 Julie 2023 sal die aansoeker 'n permanente deernis geval word, en sal die aansoeker nie weer hoof aansoek te doen totdat die omstandighede verander nie.

4.2 Alle aansoek in terme van paragraaf 3.1 (a & c) **moet** vergesel word van die volgende besonderhede:

- (1) dokumentêre bewys van die bruto-inkomste van al die persone woonagtig op 'n perseel, soos 'n brief van 'n werkgewer waarin die bruto salaris of loon van die betrokke persoon verklaar en gesertifiseer word, 'n salarisadviesstrokie, 'n pensioenkaart, 'n werkloosheidsversekeringskaart;
 - (2) seisoenwerkers moet 'n IRP5 van die werkgewer inhandig vir die voorafgaande 12 maande voor die datum van aansoek; en
 - (3) 'n beëdigde verklaring deur daardie persone woonagtig op die perseel wat geen inkomste het nie, waarin verklaar word dat sodanige lid werkloos is en nie in ontvangs van inkomste van enige aard is nie; en
 - (4) Munisipale rekening; en
 - (5) 'n gesertifiseerde afskrif van die aansoeker se identiteitsdokument; en
 - (6) die name en identiteitsnommer van alle persone wat op 'n bepaalde perseel woonagtig is; en
 - (8) Bewys dat alle kinders woonagtig op die perseel wat van wetlike skoolgaande ouderdom is, wel skoolgaande is. 'n Afskrif van die nuutste skoolrapport van elke skoolier moet ingehandig word, asook 'n "letter of goodstanding" (brief van toewyding) soos per vervat in die inleiding tot Finansiële bystand aan hulpbehoewende huishoudings.
- 4.3 Dit sal van die hoof van 'n huishouding, wat aansoek om registrasie as 'n hulpbehoewende huishouding doen, vereis word om te verklaar dat alle inligting wat op die aansoekvorm en ander dokumentasie verstrekkend word, waar en korrek is.
 - 4.4 Die Munisipaliteit of sy gemagtigde agent kan deur sy gemagtigde verteenwoordiger enige stappe wat nodig mag wees, neem om die korrektheid van inligting wat deur 'n aansoeker verstrekkend word, na te gaan en/of die korrektheid daarvan te verifieer insluitende onderhoude met en die afneem van verklarings van lede van 'n huishouding.
 - 4.5 Die Munisipaliteit of sy gemagtigde verteenwoordiger sal ten minste een keer per jaar die aansoeker besoek ten einde die korrektheid van alle inligting te verifieer.
 - 4.6 Die lys van hulpbehoewende/deernisgevalle aan die wykskomitee lede beskikbaar gestel word.
 - 4.7 Openbare Welsynsorganisasies wat geregistreer is in terme van die Inkomstebelasting wet, kan aansoek doen op die voorgeskrewe vorm, en moet bewys van registrasie by SARS, asook volledige beskrywing van die aktiwiteite wat uitgevoer word, indien by aansoek. Enige ander inligting wat benodig word kan ook addisioneel aangevra word.

5. OORWEGING VAN AANSOEKE

- 5.1 'n Aansoek ontvang ooreenkomstig die bepalings van paragraaf 4.1 sal deur die Munisipaliteit oorweeg word en indien die Munisipaliteit tevrede is dat die aansoeker

ooreenkomstig die bepalings van paragraaf 3 kwalifiseer, sal so 'n huishouding as hulpbehoewende huishouding geregistreer word.

- 5.2 Die Munisipaliteit sal die reg hê om 'n aansoek af te keur indien die jaarlikse bewilliging vir finansiële bystand aan hulpbehoewende huishoudings, waarna in paragraaf 2 verwys word, te enige tyd uitgeput is of uitgeput word.
- 5.3 Indien 'n huishouding as 'n hulpbehoewende huishouding geregistreer word, word finansiële bystand aan sodanige huishouding verleen ooreenkomstig die bepalings van paragraaf 6.1, met dien verstande egter dat –
- (1) alle huishoudings soos gemeld in paragraaf 3.1 (a & c) jaarlikse voor 30 Junie aan die Direkteur: Finansiële Dienste en tot sy bevrediging, bewys lewer dat so 'n huishouding steeds aan die vereistes van paragraaf 2 voldoen;
 - (2) indien 'n huishouding te eniger tyd na verstryking van 'n vier maande siklus in gebreke gebly het of geweier het om bewys of bevredigende bewys ten opsigte van die kwalifikasie vereistes waarna in paragraaf 2 verwys word ooreenkomstig sub-paragraaf (1) hierbo te lewer, word alle finansiële bystand aan so 'n huishouding onverwyld opgeskort tot tyd en wyl sodanige bewys, behoudens die bepalings van paragraaf 7.1 (2), gelewer word.

6. AANWENDING VAN EN BEPERKING OP FINANSIËLE BYSTAND

- 6.1 Onderworpe aan die volhoubaarheid en bekostigbaarheid daarvan met in agneming van die bepalings van paragraaf 5.2, sal finansiële bystand aan 'n hulpbehoewende huishouding wat vir sodanige bystand kwalifiseer, beperk wees tot en aangewend word vir vereffening of gedeeltelike vereffening van die volgende munisipale dienste en tariewe:
- (1) 50 kWh elektrisiteit per maand vir 'n huishouding ten opsigte waarvan die elektrisiteit aansluiting beperk is tot 20 ampère;
 - (2) 6 Kiloliter water per maand
 - (3) Basiese fooi ten opsigte van water
 - (4) rioolgelde ten opsigte van die een riolaansluiting of die gelde betaalbaar ten opsigte van die pomp van 'n suigtenk tot 'n bedrag gelyk aan die tarief vasgestel vir 'n eerste riool pan
 - (5) vullisverwyderingsgelde.
- 6.2 Die Munisipaliteit sal die reg hê om minstens een keer per jaar tydens die begrotingsproses, maar ook as tussentydse maatreël, op enige ander stadium, die mate waartoe finansiële bystand aan kwalifiserende hulpbehoewende huishoudings toegestaan kan word te bepaal of te herbepaal, insluitende die koers waarteen en ten opsigte van welke munisipale dienste finansiële bystand verleen kan word.

- 6.3 Waar 'n voorafbetaalde elektrisiteitsmeter op 'n perseel, wat deur 'n kwalifiserende hulpbehoewende huishouding geokkupeer word, geïnstalleer is, en mits die elektrisiteitsaansluiting beperk is tot 20 ampère, sal sodanige huishouding eweneens in aanmerking kom vir finansiële bystand ten opsigte van elektrisiteitsverbruik en wel tot die mate soos bepaal by paragraaf 6.1 (1).
- 6.4 Die huishouding mag een keer van ampère verander van 60 na 20 ampère. Indien die verbruiker se krag verbruik nie die toegelate 20 ampère kan hanteer nie sal die ampère weer verander word na 60 ampère en sal die koste van die verbruiker verhaal word wanneer die aansluiting buite kantoor ure weer aangesluit moet word. Meters wat beperk word tot 20 ampère kan op 'n gereelde basis nagegaan word vir korrektheid.

'n Krediet op sodanige rekening verwerf, word aangewend ter vereffening van eiendomsbelasting verskuldig of bedrae verskuldig ten opsigte van enige van die ander munisipale dienste

7. KANSELLASIE VAN REGISTRASIE

7.1 Registrasie as 'n hulpbehoewende huishouding word in die volgende gevalle gekanselleer en verbeur sodanige huishouding alle finansiële bystand wat aan die betrokke huishouding toegestaan is vir die onverstreke termyn waarvoor die bystand toegestaan is:

- (1) waar dit bevind word dat valse inligting in die aansoekvorm of ander dokumentasie en/of verklarings verstrekkend is;
- (2) indien die hoof van die hulpbehoewende huishouding na verloop van 30 dae nadat finansiële bystand aan so 'n huishouding ooreenkomstig paragraaf 5.3 opgeskort is, weier, versuim of in gebreke bly om die inligting soos vereis by paragraaf 5.3 aan die Munisipaliteit te verstrek;
- (3) indien dit bevind word dat omstandighede sodanig verander het dat die hulpbehoewende huishouding nie meer voldoen aan een of meer van die vereistes vir registrasie, soos vermeld in paragraaf 4.1 nie;

7.2 Die onus rus op die hoof van die hulpbehoewende huishouding om die Munisipaliteit in kennis te stel sodra omstandighede ter enige tyd sodanig verander dat daar nie meer voldoen word aan die vereistes van paragraaf 4 nie en terselfdertyd volledige besonderhede van sodanige veranderde omstandighede aan die Munisipaliteit te verstrek.

7.3 Nieteenstaande enigiets andersluidend hierin vervat, sal die Munisipaliteit geregtig wees om, benewens die strafregtelike vervolging van die hoof of enige lid van so 'n huishouding, die finansiële bystand toegestaan en ingevolge die bepalings van paragraaf 24 aangewend, terug te vorder –

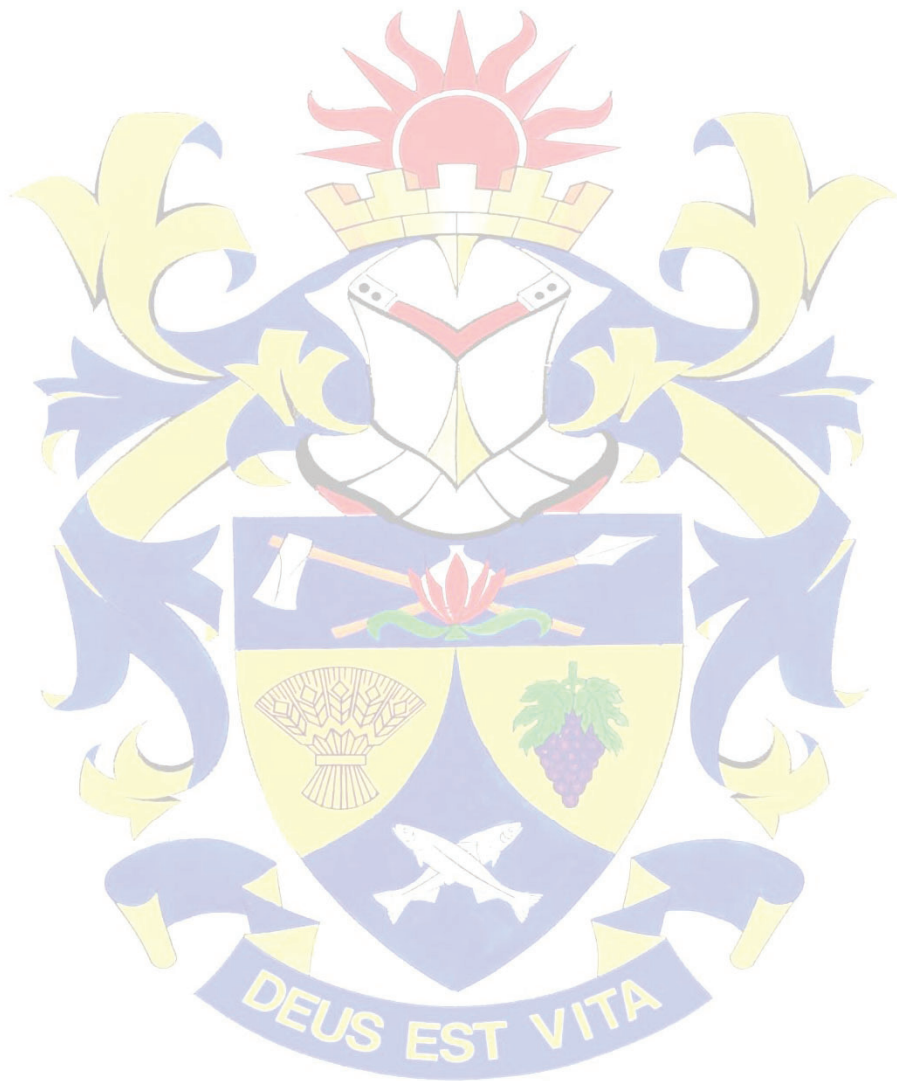
- (1) in die geval vermeld in paragrafe 7.1 (1) en (2) – vanaf die datum waarop die finansiële bystand toegestaan is; en
- (2) in die geval vermeld in paragraaf 7.1 (3) – vanaf die datum waarop die omstandighede waarna in paragraaf 7.1 (3) verwys word, verander het of indien

so 'n datum nie vasgestel kan word nie, vanaf die datum waarop dit vasgestel is dat die betrokke huishouding nie meer aan die kwalifiserende vereistes voldoen nie.

- 7.4 Ingeval die registrasie van 'n hulpbehoewende huishouding ingevolge die bepalings van paragraaf 7.1 (1) beëindig word, sal sodanige huishouding vir 'n periode van 2 – 5 jaar van kansellasië datum, nie weer in aanmerking kom vir finansiële bystand nie.
-

BERGRIVIER MUNICIPALITY

RATES POLICY



**RATES POLICY
MARCH 2025**

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PREAMBLE

WHEREAS section 3 of the Local Government: Municipal Property Rates Act, 2004 (No 6 of 2004) determines that a municipality must adopt a rates policy in accordance to the determination of the Act; and

In terms of section 229 of the Constitution of the Republic of South Africa, 1996, a municipality may impose rates on property; and

In terms of the Local Government: Municipal Property Rates Act, 2004 (no 6 of 2004) a municipality in accordance with –

- (a) section 2(1) may levy a rate on property in its area; and
- (b) section 2 (3) must exercise its powers to levy a rate on property subject to-
 - (i) Section 229 and any other applicable provisions of the Constitution;
 - (ii) The provisions of the Property Rates Act; and
 - (iii) The Rates Policy and

In terms of section 4(1) (c) of the Local Government: Municipal Systems Act, 2000 (no 32 of 2000), the municipality has the right to finance the affairs of the municipality by imposing, *inter alia*, rates on property; and

In terms of section 62(1) (f) (ii) of the Local Government: Municipal Finance Management Act, 2003 (no 56 of 2003) the Municipal Manager must ensure that the municipality has and implements a rates policy.

NOW THEREFORE the following policy on the levying of property rates is accepted.

1. OBJECTIVES:

In developing and adopting this rates policy, the council has sought to give effect to the sentiments expressed in the preamble of the Property Rates Act, namely that:

- the Constitution requires local government to be developmental in nature, in addressing the service delivery priorities of our country and promoting the economic and financial viability of our municipalities;
- there is a need to provide local government with access to a sufficient and buoyant source of revenue necessary to fulfil its developmental responsibilities; and
- revenues derived from property rates represent a critical source of income for municipalities to achieve their constitutional objectives, especially in areas neglected in the past because of racially discriminatory legislation and practices; and
- it is essential that municipalities exercise their power to impose rates within a statutory framework which enhances certainty, uniformity and simplicity across the nation, and which takes account of historical imbalances and the burden of rates on the poor.

In applying its rates policy, the council shall adhere to all the requirements of the Property Rates including any regulations promulgated in terms of that Act.

The objectives of this policy are also to ensure that-

- all ratepayers within a specific category are treated equal and reasonable;
- All rates levied are affordable. In dealing with the poor/indigent ratepayers the municipality will provide relief measures through exemptions, reductions or rebates.
- rates are levied in accordance with the market value of the property;

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- the rate will be based on the value of all rateable property in that category and the amount required by the municipality to balance the operational budget, taking into account the surplus obtained from the trading- and economical services and the amounts required to finance exemptions, reductions and rebates that the municipality may approve from time to time;
- income derived from rates will be used to finance community- and subsidised services only;
- to optimally safeguard the income base of the municipality through exemptions, reductions and rebates that are reasonable and affordable taking into account the poor/indigent ratepayers;
- In order to minimize major shocks to certain ratepayers the market values in the new valuation roll or tariffs determined by Council may be phased-in over the entire periods as stipulated in the Rates Act.
- to adhere to the legal requirements of the Property Rates Act.

2. DEFINITIONS

In this policy, unless the context indicates otherwise—

“Act”, means the Local Government: Municipal Property Rates Act, 2004 (Act No. 6 of 2004) as amended

“Agent”, in relation to the owner of a property, means a person appointed by the owner of the property –

- (a) to receive rental or other payments in respect of the property on behalf of the owner; and/or
- (b) to make payments in respect of the property on behalf of the owner;

“accommodation establishment” means a facility zoned for single residential purposes, that provides for lettable residential accommodation on a regular and continuous basis in addition to its permitted use for a single family and includes guesthouses, “bed & Breakfast” and “Self-catering” establishments;

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“Agricultural property”, means property that is used primarily for agricultural purposes and excludes any portion thereof that is used commercially for the hospitality of guests, and excludes the use of the property for the purpose of ecotourism or for the trading in or hunting of game.

“annually” means once every financial year;

“business” means the activity of buying, selling or trade in goods or services and includes any office or other accommodation on the same erf, the use of which is incidental to such business, with the exclusion of the business of mining, agriculture, farming, or inter alia, any other business consisting of cultivation of soils, the gathering in of crops or the rearing of livestock or consisting of the propagation and harvesting of fish or other aquatic organisms.

“category” –

- (a) in relation to property, means a category of property determined in terms of section 8 (2) of the Act;
- (b) in relation to owners of property, means a category of owners determined in terms of section 15 (2) of the Act;

“district municipality” means a municipality that has municipal executive and legislative authority in an area that includes more than one municipality, and which is described in section 155 (1) of the Constitution as a Category C municipality;

“exclusion” in relation to a municipality’s rating power, means a restriction of that power as provided for in section 17 of the Act;

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“exemption” in relation to the payment of a rate, means an exemption granted in terms of section 15 of the Act;

“financial year” means the period starting from 1 July in a year to 30 June of the next year;

“household income” means the income accruing to all members of the household permanently residing at the address. It includes income of spouses;

“income tax act” means the Income Tax Act ,1962 (Act 58 of 1962)

“indigent person” means a person whose household income does not exceed the minimum household income as predetermined by the council;

“land reform beneficiary” in relation to a property, means a person who-

(a) acquired the property through-

(i) the Provincial Land and Assistance Act, 1993 (Act 126 of 1993);

(ii) the Restitution of Land Rights Act, 1994 (act 22/1994);

(b) holds the property subject to the Communal Property Associations Act, 1996 (Act 28 of 1996); or

(c) holds or acquires the property in terms of such other land tenure reform legislation as may pursuant to section 25(6) and (7) of the Constitution be enacted after this Act has taken effect;

“land tenure right” means an old order right or a new order right as defined in section 1 of the Communal Land Rights Act, 2004

“local community”, in relation to a municipality—

(a) means that body of persons comprising—

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- (i) the residents of the municipality;
 - (ii) the ratepayers of the municipality;
 - (iii) any civic organisations and non-governmental, private sector or labour organisations or bodies which are involved in local affairs within the municipality; and
 - (iv) visitors and other people residing outside the municipality who, because of their presence in the municipality, make use of services or facilities provided by the municipality.
- (b) Includes, more specifically, the poor and other disadvantaged sections of such body of persons.

“local municipality” means a municipality that shares municipal executive and legislative authority in its area with a district municipality within whose area it falls, and which is described in section 155(1) of the Constitution as a category B municipality;

“market value”, in relation to a property, means the value of the property determined in accordance with section 46 of the Act;

“MEC for Local Government” means the member of the Executive Council of a province who is responsible for local government in that province;

“mining” means any operation or activity for extracting any mineral on, in or under the earth, water or any residue deposit, whether by underground or open working or otherwise and includes any operation or activity incidental thereto;

“minister” means the Cabinet member responsible for local government;

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“multiple purposes”, in relation to a property, means the use of a property for more than one purpose, subject to section 9 of the MPRA, 2004 (Act 6 of 2004) and cannot be assigned to a single category.

“municipal council” or **“council”** means a municipal council referred to in section 18 of the Municipal Structures Act;

“Municipal Finance Management Act” means the Local Government: Municipal Finance Management Act, 2003 (Act 56 of 2003);

“municipality”—

- (a) as a corporate entity, means a municipality described in section 2 of the Municipal Systems Act; and
- (b) as a geographical area, means a municipal area demarcated in terms of the Local Government: Municipal Demarcation Act, 1998 (Act. 27 of 1998);

“municipal manager” means a person appointed in terms of section 82 of the Municipal Structures Act;

“municipal properties” means those properties of which the municipality is the owner;

“Municipal Systems Act” means the Local Government: Municipal Systems Act, 2000 (Act 32 of 2000);

“newly rateable property” means any rateable property on which property rates were not levied before the end of the financial year preceding the date on which this Act took effect, excluding a property which was incorrectly omitted from a valuation roll and for that reason was not rated before that date;

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“occupier”, in relation to a property, means a person in actual occupation of a property whether or not that person has a right to occupy the property;

“Office bearer”, in relation to places of public worship, means the primary person who officiates at services at that place of worship.

“Official residence”, in relation to places of public worship, means

- a) a portion of the property used for residential purposes; or
- b) one residential property, if the residential property is not located on the same property as the place of public worship, registered in the name of a religious community or registered in the name of a trust established for the sole benefit of a religious community and used as a place of residence for the office bearer.

“owner”—

- (a) in relation to property referred to in paragraph (a) of the definition of “property”, means—
 - a person in whose name ownership of the property is registered;
- (b) in relation to a right referred to in paragraph (b) of the definition of “property”, means a person in whose name the right is registered; or
- (c) in relation to a land tenure right referred to in paragraph (c) of the definition of “property”, means a person in whose name the right is registered or to whom it was granted in terms of legislation, provided that a person mentioned below may for the purposes of this Act be regarded by a municipality as the owner of a property in the following cases:
 - (i) A trustee, in the case of a property in a trust excluding state trust land;
 - (ii) an executor or administrator, in the case of a property, in a deceased estate;

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- (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) an usufructuary or other person in whose name a usufruct or other personal servitude is registered, in the case of a property that is subject to a usufruct or other personal servitude;
- (vii) a lessee, in the case of a property that is registered in the name of a municipality and is leased by it; or
- (viii) a buyer, in the case of a property that was sold and of which possession was given to the buyer pending registration of ownership in the name of the buyer;

“permitted use”, in relation to a property, means the limited purposes for which the property may be used in terms of –

- (a) any restrictions imposed by –
 - (i) a condition of title;
 - (ii) a provision of a town planning or land use scheme; or
 - (iii) any legislation applicable to any specific property or properties; or
- (b) any alleviation of any such restrictions;

“person” includes an organ of the state;

“Place of public worship”, means property used primarily for the purposes of congregation, excluding a structure that is primarily used for educational instruction in which secular or religious education is the primary instructive medium: Provided that the property is—

- i. registered in the name of the religious community;

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- ii. registered in the name of a trust established for the sole benefit of a religious community; or
- iii. subject to a land tenure right

“private open space” means any land in private ownership used primarily as a private site for play, rest or recreation without financial gain.

“property” means—

- (a) immovable property registered in the name of a person, including, in the case of a sectional title scheme, a sectional title unit registered in the name of a person;
- (b) a right registered against immovable property in the name of a person, excluding a mortgage bond registered against the property;
- (c) a land tenure right registered in the name of a person or granted to a person in terms of legislation;

“property register” means a register of properties referred to in section 23 of the Act;

“protected area” means an area that is or has to be listed in the register referred to in section 10 of the National Environmental Management: Protected Areas Act, 2003;

“public benefits organisation” means an organisation conducting specified public benefit activities as defined in the act and registered in terms of the Income Tax Act for tax reductions because of those activities.

“publicly controlled” means owned by or otherwise under the control of an organ of the state, including-

- (a) a public entity listed in the Public Finance Management Act, (Act 1/1999)

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- (b) a municipality; or
- (c) a municipal entity as defined in the Municipal Systems Act

“public service infrastructure” means publicly controlled infrastructure as determined in terms of chapter 1 of the Local Government: Municipal Property Rates Act (Act 6/2004)

“Public Service Purposes”, in relation to the use of a property, means property owned and used by an organ of state as—

- (a) hospitals or clinics;
- (b) schools, pre-schools, early childhood development centres or further education and training colleges;
- (c) national and provincial libraries and archives;
- (d) police stations;
- (e) correctional facilities; or
- (f) courts of law, but excludes property contemplated in the definition of ‘public service infrastructure’

“rate” means a municipal rate on property envisaged in section 229(1)(a) of the Constitution;

“rateable property” means property on which a municipality may in terms of section 2 of the Act levy a rate, excluding property fully excluded from the levying of rates in terms of section 17 of the Act;

“Ratio”, in relation to section 19 of the Municipal Property Rates Act, means the relationship between the cent amount in the Rand applicable to residential properties and different categories of non-residential properties: Provided that the two relevant cent amounts in the Rand are inclusive of any relief measures

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that amount to rebates of a general application to all properties within a property category.

“rebate”, in relation to a rate payable on a property, means a discount on the amount of the rate payable on the property;

“Reduction”, in relation to a rate payable on a property, means the lowering of the amount for which the property was valued and the rating of the property at that lower amount;

“Residential property” means property included in a valuation roll in terms of section 48 (2) (b) of the Act (read with section 8) as residential inclusive of a suite of rooms which forms a living unit that is exclusively used for human habitation purposes, or a multiple number of such units on a property, excluding accommodation establishments, bed & breakfast, hotel, guest house, commune, boarding and undertaking, hostel, place of instruction and sectional title units.

“Sectional Titles Act” means the Sectional Titles Act, 1986 (Act 95 of 1986)

“Sectional title unit” means a unit defined in section 1 of the Sectional Titles Act;

“Specified public benefit activity” means an activity listed in item 1 (welfare and humanitarian), item 2 (health care) and item 4 (education and development) of Part 1 of the Ninth Schedule to the Income Tax Act:

“State-owned properties” means properties owned by the State, which are not included in the definition of public service infrastructure in the Act. These state-owned properties are classified as follows:

- (a) State properties that provide local services.

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- (b) State properties that provide regional/municipal district-wide/ metro-wide service.
- (c) State properties that provide provincial/national service.

“The Act” means the Local Government Municipal Property Rates Act, 2004 (No. 6 of 2004).

(Herein after called “The Act)

“Vacant land” means all undeveloped land irrespective of its current or future intended zoning. Agricultural properties will not be considered as being vacant erven.

3. PURPOSE OF THE POLICY

The policy document guides the annual setting (or revision) of property rates. It does not make specific property rates proposals. Details pertaining to the various property rates are determined when the budget is considered and approved every year.

4. POLICY PRINCIPLES

Rates are levied in accordance with the Act as an amount in the Rand based on the market value of rateable property contained in the municipality’s valuation roll and supplementary valuation rolls.

As allowed for in the Act, the municipality may choose to differentiate between various categories of property and categories of owners of property. Some categories of property and categories of owners are granted relief from rates. The municipality does not, however, grant relief in respect of payments for rates to any category of owners or properties, or to owners of properties, on an individual basis, other than by way of an exemption, rebate or reduction provided for in this policy.

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The rates policy for the municipality is based on the following principles:

a. Equity

The municipality will treat all similar ratepayers with similar properties the same.

b. Affordability

The ability of a person to pay rates will be taken into account by the municipality. In dealing with the poor/indigent ratepayers the municipality will provide relief measures through exemptions, and/or reductions and/or rebates.

c. Sustainability

Rating of property will be implemented in a way that-

- i. It supports sustainable local government by providing a stable and buoyant revenue source within the discretionary control of the municipality; and
- ii. Supports local social and economic development.

d. Cost efficiency

Rates will be based on the value of all rateable property and the amount required by the municipality to balance the operating budget after taking into account the amounts required to finance exemptions, rebates and reductions as approved by the municipality from time to time. The implementation of the policy must be as cost-effective as possible.

5. APPLICATION OF THE POLICY

In imposing the rate in the rand for each annual operating budget component, the municipality shall grant exemptions, rates and reductions to the categories of properties and categories of owners as allowed for in this policy document.

6. CLASSIFICATION OF SERVICES AND EXPENDITURE

The Chief Financial Officer shall, subject to the guidelines provided by the legislation and the Executive Mayor, provide for the classification of services as outlined in the Municipality's annual budget into trading and economic services.

7. CATEGORIES OF PROPERTIES

7.1 Criteria for determining categories of properties for the purpose of levying different rates and for the purpose of granting exemptions, rebates and reductions will be according to the–

- (a) use of the property
- (b) permitted use of the property, or
- (c) geographical area in which the property is situated.

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

- (a) Residential properties.
- (b) Institutional
- (c) Industrial
- (d) Business and Commercial properties
- (e) Agricultural purposes;

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- (f) State-owned properties:
- (g) Municipal owned properties:
- (h) Public service infrastructure

8. DIFFERENTIAL RATES

A municipality may levy different rates for different categories of rateable property, determined in subsection (2) and (3), which must be determined according to the—

- (a) use of the property;
- (b) permitted use of the property; or
- (c) a combination of (a) and (b).

Differential rating among the various property categories will be done by way of setting different Cents in the Rand for each property category.

9. MULTIPLE PURPOSE PROPERTIES

- (1) A property used for multiple purposes must, for rates purposes, be assigned to a category determined by the municipality for properties used for-
- (a) A purpose corresponding with the permitted use of the property;
 - (b) A purpose corresponding with the dominant use of the property; or
 - (c) Multiple purpose in terms of section 8(2)(i)

Dominant use is used in the compilation of the General Valuation Roll which is implemented 1 July 2018 and rates are levied accordingly.

10. CATEGORIES OF OWNERS

Criteria for determining categories of owners of properties, for the purpose of granting exemptions, rebates and reductions may be according to the-

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- (a) indigent status of the owner of a property
- (b) sources of income or/and monthly household income of the owner of a property
- (c) owners of property situated within an area affected by-
 - (i) a disaster within the meaning of the Disaster Management Act, 2002 (Act no 57 of 2002); or
 - (ii) any other serious adverse social or economic conditions;
- (d) owners of residential properties with a market value below a determined threshold; or
- (e) owners of agricultural properties who are **bona fide** farmers.

11. LEVYING OF RATES

(1) Liability for rates by property owners:

Rates levied by a municipality on a property must be paid by the owner of the property, subject to Chapter 9 of the Municipal Systems Act.

Joint owners are jointly and severally liable for the amount due for rates on that property.

In a case of agricultural property owned by more than one owner in undivided shares where the holding of such undivided shares was allowed before the commencement of the subdivision of the Agricultural Land Act (Act 70 of 1970) the municipality may consider the following options for determining the liability for rates:

- (i) If the joint owners are all available, the issue of who is liable for rates will be dealt with in the context of whether they have entered into an agreement or not regarding payment of rates liabilities. Where the joint owners have a written agreement that a specific joint owner is liable for all the rates, the municipality will

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hold such a joint owner liable in respect of all the rates. A certified copy of the agreement must be submitted to the municipality.

Where there is no agreement, the municipality will hold anyone of the joint owners responsible for the whole property or hold any joint owner only liable for his undivided share.

- (ii) If the joint owners are not traceable with the exception of one joint owner and such joint owner is occupying or using the entire property or a significant larger portion the municipality will hold that joint owner liable for the total rates bill.
- (iii) If the traceable joint owner is only using or occupying a small portion of the entire property, the municipality will hold that joint owner only responsible for his own undivided share in that property

(2) Method and time of payment

The municipality will recover the rate levied in periodic instalments of equal amounts in twelve months. The instalment is payable on or before due date indicated on monthly account. Interest will be charged at 1% above the prime interest rate for any late payments received. For the interest calculation, part of a month will be calculated as a full month.

(3) Annual Payment Arrangements

By prior arrangement with the municipality the rate may be paid in a single amount before 30 September of the year it is levied in, however, application, in writing, must be submitted before 30 June prior to the

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financial year of implementation of the arrangement. The Director of Financial Services will consider any applications after this date.

(4) Recovery of arrear rates from owner

Recovery of arrear rates is dealt with in accordance with the Credit Control and Debt Collection Policy.

(5) Recovery of arrear rates from tenants, occupiers and agents

Arrears rates shall be recovered from tenants, occupiers and agents of the owner, in terms of the Act.

(5A) Deferral of payment of rates liabilities

Refer to Credit Control and Debt Collection Policy.

(6) Supplementary Valuation Debits

In the event that a property has been transferred to a new owner and a Supplementary Valuation took place, the previous owner as well as the new owner will jointly and separately be held responsible for the settling the supplementary rates account.

(7) Ownership

Properties, which vest in the Municipality during developments, i.e. open spaces and roads should be transferred at the cost of the developer to the Municipality.

Until such time, rates levied will be for the account of the developer.

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(8) Clearance Certificate

- 8.1 On the sale of any property in the municipal jurisdiction, Council will withhold the transfer until all rates, service and sundry charges and any estimated amounts for the duration of the certificate in connection with the property are paid, by withholding a clearance certificate.
- 8.2 When debt has been written off as irrecoverable it will not be recovered again when a clearance certificate on a property is issued.
- 8.3 The municipality will issue such clearance certificate on receipt of an application on the prescribed form from the conveyer.
- 8.4 All payments will be allocated to the subject property.
- 8.5 No interest shall be paid in respect of these payments.
- 8.6 The Municipality will only issue a clearance certificate once a completed prescribed application form from the conveyer has been received.
- 8.7 Where any residential or non-residential debtor has entered into an arrangement with the Municipality in respect of the arrears on a property, the prescribed certificate as referred to in Section 118 of the Systems Act, will not be issued until such time as the full outstanding amount have been paid.
- 8.8 The rates clearance certificate validation period is 60 days and the amount due for payment is calculated as follows:
 - a. Applications received between the 1st and the 14th of the month will include 3 (three) months advance collections plus all current outstanding debt on the property.
 - b. Applications received between the 15th and the end of the month will include 4 (four) months advance collections plus all current outstanding debt on the property.

(9) Levying of rates on property in sectional title schemes

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A rate on property, which is subject to a sectional title scheme, will be levied on the individual sectional title units in the scheme.

12. IMPERMISSIBLE RATES

A municipality may not levy the following rates in terms of sections 16 (1) and 17 (1) of the Act:

- (1) Rates that would prejudice national economic policies.
- (2) Rates that would prejudice economic activities across boundaries
- (3) Rates that would prejudice national mobility of goods, services, capital or labour. (see conditions under section 16(2-5) of the Property Rates Act)
- (4) On the first 30% of market value of public service infrastructure
- (5) On any part of the seashore as defined in the Seashore Act
- (6) On any part of the territorial waters of the Republic in terms of the Marine Zones Act (15/1994)
- (7) On any island of which the state is the owner including the Prince Edward Islands
- (8) On those parts of a special nature reserve, national park or nature reserve within the meaning of the National Environmental Management: Protected Areas Act, 2003 (Act 57 of 2003), or of a national botanical garden within the meaning of the National Environmental Management: Biodiversity Act, 2004 (Act 10 of 2004) which are not developed or used for commercial, business, agricultural or residential purposes.
- (9) On a mineral right within the definition of property.
- (10) On a property belonging to a land reform beneficiary or his or her heirs, provided that this exclusion lapses ten years from the date on which such beneficiary's title was registered in the office of the Registrar of deeds

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- (11) On the first R 15 000 of the market value of a property assigned in the valuation roll or supplementary valuation roll to a category determined as residential property or multiple used property provided that one or more component is used for residential purposes.
- (12) On property registered in the name of and used primarily as a place of public worship by a religious community, including an official residence registered in the name of that community, which is occupied by an office-bearer of that community who is, officiates at services at that place of worship.

(The exclusion lapses if not used for the purposes as indicated above).

(See conditions under section 17(2-5) of the Property Rates Act)

13. EXEMPTIONS, REBATES AND REDUCTIONS

1. The following criteria may be taken into consideration for the purpose of granting exemptions, reductions and rebates:
 - indigent status of the owner of a property;
 - income of the owner and/or household on a property;
 - Owners temporarily without income
 - The services provided to the community by public service organisations
 - The need to preserve the cultural heritage of the local community
 - The need to encourage the expansion of public service infrastructure
 - The indispensable contribution which property developers make towards local economic development and the continuing needs to encourage such development
 - market value of residential property below a determined threshold;
 - owners of property situated within an area affected by –
 - a disaster within the meaning of the Disaster Management Act, 2002 (Act No. 57 of 2002); or

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- any other serious adverse social or economic conditions;
- zoning and/or actual use of the property; and
- availability of services funded by rates for a property.

2. To qualify for the rebate a property owner must:

- (i) occupy the property as his/her normal residence;
- (ii) be at least 60 years of age **or** in receipt of a disability pension from the Department of Social Development;
- (iii) be in receipt of a total monthly income from all sources (including income of spouses of owner) not exceeding R 5,200.00;
- (iv) not be the owner of more than one property.
- (v) provided that where the owner is unable to occupy the property due to no fault of his/her own, the spouse or minor children may satisfy the occupancy requirement.
- (vi) Owners of rateable property registered in the name of institutions or organizations, which in the opinion of the council, performs welfare, charitable and humanitarian work; cultural work; amateur sport and social activities; protect or maintain collections or buildings of historical or cultural interest, including art galleries, archives and libraries; conservation; environment and animal welfare; education and development; health care; agricultural (Experimental farms); municipal property and usage where the council is engaged in land sales transactions which take place after the financial year has started; where the municipality register a road reserve or servitude on a privately owned property a pro-rata rebate equal to the value of the reserve or servitude will be given to the owner; state hospitals, clinics and institutions for mentally ill persons, which are not performed for gain.
- (vii) Owners who own a second property, where someone else has a permanent right to life, and cannot use the property until the

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beneficiary dies, can apply, and submit the necessary supporting documents with the application.

Property owners must apply on a prescribed application form for a rebate as determined by the municipality.

Applications must be accompanied by—

- (i) a certified copy of the identity document or any other proof of the owner's age which is acceptable to the municipality;
- (ii) sufficient proof of income of the owner and his/her spouse;
- (iii) an affidavit from the owner;
- (iv) if the owner is a disabled person proof of a disability pension payable by the state must be supplied; and
- (v) if the owner has retired at an earlier stage for medical reasons proof thereof must be submitted.

These applications must reach the municipality before the end of May preceding the start of the new municipal financial year for which relief is sought.

Rates rebate are calculated at 100% of the rates levied after the R 15 000.00 impermissible value has been deducted.

Property owners who receive a pension from the Department of Social Services (SASSA), as indicate in Paragraph 13(2)(ii), will be regarded as a permanent indigent household from 1 July 2023, and will no longer have to renew the application, unless the circumstances change. All other application is valid until 30 June.

The municipality retains the right to refuse rebates if the details supplied in the application form are incomplete, incorrect or false.

13.1 EXEMPTIONS

The following properties may be exempted from rates

- (i) municipal properties
- (ii) municipal public infrastructure
- (iii) informal settlements
- (iv) museums
- (v) national monuments
- (vi) property lower in value than the amount determined by the municipality
- (vii) a right registered against immovable property
- (viii) public benefit organizations use their property for specific public benefit activities and listed in part 1 of the 9th schedule of the Income Tax Act
- (ix) Cemeteries & Crematoriums
- (x) 30% of Public Service Infrastructure

13.2 REBATES

Categories of properties & owners

Rebates for the following categories of owners will be considered:

- (d) Rebates in respect of income categories:

The following owners may be granted a rebate on, or a reduction in the rates payable on their property if they meet the following criteria-

- Registered owner of the property that resides on the property;
- Income must not exceed an amount annually set by the Council

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(e) Public benefit organisations:

(i) Welfare and humanitarian

Rateable property registered in the name of an institution or organisation, which, in the opinion of the council, performs welfare and humanitarian work as contemplated in the ninth Schedule of the Income Tax Act, 1962 (Act 58 of 1962).

Rateable property, registered in the name of a trustee or trustees or any organisation, which is maintained for the welfare of war veterans.

(ii) Cultural:

Rateable property registered in the name of Boy Scouts, Girl Guides, Sea Scouts, Voortrekkers or any other organisation which in the opinion of the council is similar or any rateable property let by a council to any of the said organizations.

The promotions, establishment, protection, preservation or maintenance of areas, collections or buildings of historical or cultural interest, national monuments, proclaimed national heritage sites, museums, including art galleries, archives and libraries.

(iii) Sports:

Sports grounds used for the purpose of amateur and any social activities, which are connected with such sport.

(iv) Conservation, environment and animal welfare:

Means properties that is registered in the name if an organisation or institution that is engaging in the conservation, rehabilitation or protection of

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the natural environment, including flora and fauna. Rateable property registered in the name of an institution or organisation, which has as its exclusive objective the protection of tame or wild animals or birds.

(v) Education and development:

Rateable property registered in the name of an educational institution established, declared or registered by or under any law.

(vi) Health care:

Rateable property registered in the name of an institution or organisation which has as its exclusive objective is health care or counselling of terminally ill persons or persons with a severe physical or mental disability and persons affected with HIV/AIDS.

(c) Agricultural (Experimental Farms):

Rateable property, registered in the name of an agricultural society affiliated to or recognised by the South African Agricultural Union, which is used for the purposes of such a society.

(d) Municipal property and usage:

A pro-rata rebate will be granted where the municipality is engaged in land sales transactions which have taken place after the financial year has started. Where the municipality register a road reserve or servitude on a privately owned property a pro-rata rebate equal to the value of the reserve or servitude will be given to the owner of the property.

(e) Municipal interim valuation:

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When a municipal interim valuation is effected during a financial year a pro-rata rebate will be given from the beginning of the financial year until the interim valuation became effective as per Section 78 (2) b of the Act.

- (f) Rateable property registered in the name of the Council, if such property is used in supplying electricity, water, or sewerage services
- (g) State hospitals, state clinics and institutions for mentally ill persons, which are not operated for gain;
- (h) Rateable property registered in the name of an institution or organisation which, in the opinion of the Council, performs charitable work;
- (i) Local, Social and Economic Developments
The municipality may grant rebates to organisations that promote local, social and economic development in its area of jurisdiction based on the criteria determined in its local, social and economic development policy.

The following criteria will apply:

- (a) job creation in the municipal area;
- (b) social upliftment of the local community; and poverty alleviation to the indigents
- (c) Improve local economic growth
- (d) Promote service delivery
- (j) Agricultural properties will be granted rebates as determined by Council in its annual Budget.
- (k) An additional 10% rebate, depending on the ratio of rates tariff levied, calculated as follow could also be granted:

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i.	1 x Two bedroom houses on property	1.00%
ii.	2 x Two bedroom houses on property	2.00%
iii.	3 x Two bedroom houses on property	4.00%
iv.	>3 x Two bedroom houses on property	5.00%
v.	If electricity provided to worker's houses	0.25%
vi.	If water is provided to worker's houses	0.25%
vii.	If sewer is provided to worker's houses	0.25%
viii.	If refuse is removed from worker's houses	0.25%
ix.	If school on property or transport is provided to learners	1.00%
x.	If sport facilities on property	1.00%
xi.	If transport to nearest town is provided at no cost to workers at least once per month	1.00%
xii.	If training is provided to workers	1.00%

The above additional rebate will only be granted to Bona Fide farmers with submission of the following documentation with their application:

- (i) Proof of VAT registration
- (ii) Existing account must not be in arrears with the Municipality.
- (iii) Copy of I.D. document of all workers residing on the farm

Where the farming operations are spread across different property even as registered at the Deeds office, the above rebate will be extended to all adjoining farms which are used as a combined farming operation. The additional rebate can only be granted on the value of property as it appears on the valuation roll. Properties of the same owner but valued separately cannot be added together for the calculation purposes.

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- (l) Disaster relief can be sought in years when the Municipal area or Region is classified as a disaster area by Provincial or National Authorities.

Agricultural Properties a disaster relief rebate of between 5 and 10% limited to the amount budgeted annually by the municipality.

The application must be lodged on the prescribed form and must include proof of substantial loss of income because of the disaster. Evidence can include, but is not limited to:

1. Audited Financial Statements or Management Accounts
2. Produce delivery statements
3. Letter from the Company's Banker stating the year-on-year loss of income

Applications will be considered by the Financial Services committee and recommend for approval to the Executive Mayoral Committee.

Applications for the rebate must be submitted before the 15 July of the financial year for which relief is sought. Late applications may be considered for a pro-rata approval based on date of receipt of application.

14. COSTS OF EXEMPTIONS, REBATES, REDUCTIONS, PHASING IN OF RATES

- (1) During the budget process the Chief Financial Officer must inform council of all the costs associated with the suggested exemptions, rebates, reductions, phasing in of rates.
- (2) Provisions must be made in the operating budget –
 - (a) for the full potential income associated with property rates; and

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- (b) for the full costs associated with exemptions, rebates, reductions, phasing in of rates.
- (c) A list of all exemptions, rebates, reductions, exclusions, phasing in etc. must be tabled before council.

15. ADDITIONAL RATING AREA

The municipality may by council resolution determine an area within its boundaries as a special rating area for the purpose of raising funds for improving or upgrading that area; and differentiate between categories of property when levying an additional rate

Before determining a special rating area the municipality must consult the local community on the proposed boundaries of the area, the proposed improvement or upgrading of the area and obtain the consent of the majority of the ratepayers in that proposed special rating area.

The municipality must determine the boundaries and indicate how the area is to be improved or upgraded by the funds derived from the additional rate. Establish a separate accounting and record-keeping system regarding the revenue generated by the special rate and the improvement or upgrading of the area.

The municipality may establish a committee composed of persons representing the community to act as a consultative and advisory forum. Representatively, including gender must be taken into account when such a committee is established.

16. RATE INCREASES/DECREASES

- (1). The municipality may consider increasing/decreasing rates annually during the budget process.
- (2) Rate increases will be used to finance the increase in operating costs of rates funded services.
- (3) Rates adjustments may be made taking into account all or any of the following factors:
 - all salary and wage increases as agreed at the South African Local Government Bargaining Council;
 - inflation;
 - the cost of capital;
 - statutory increases affecting the Municipality; and
 - increases or decreases on operating subsidies received

17. NOTIFICATION OF RATES

- (1) The council will give notice of all rates approved at the annual budget meeting at least 30 days prior to the date that the rates become effective. Accounts delivered after the 30 days' notice will be based on the new rates.
- (2) A notice stating council's resolution, date on which the new rates shall become operational will be published in the media and the **Provincial Gazette** and displayed by the municipality at places installed for that purpose.

18. CORRECTION OF ERRORS AND OMISSIONS

Where the rates levied on a particular property have been incorrectly determined, whether by an error or omission on the part of the municipality, or false information provided by the property owner concerned, or a

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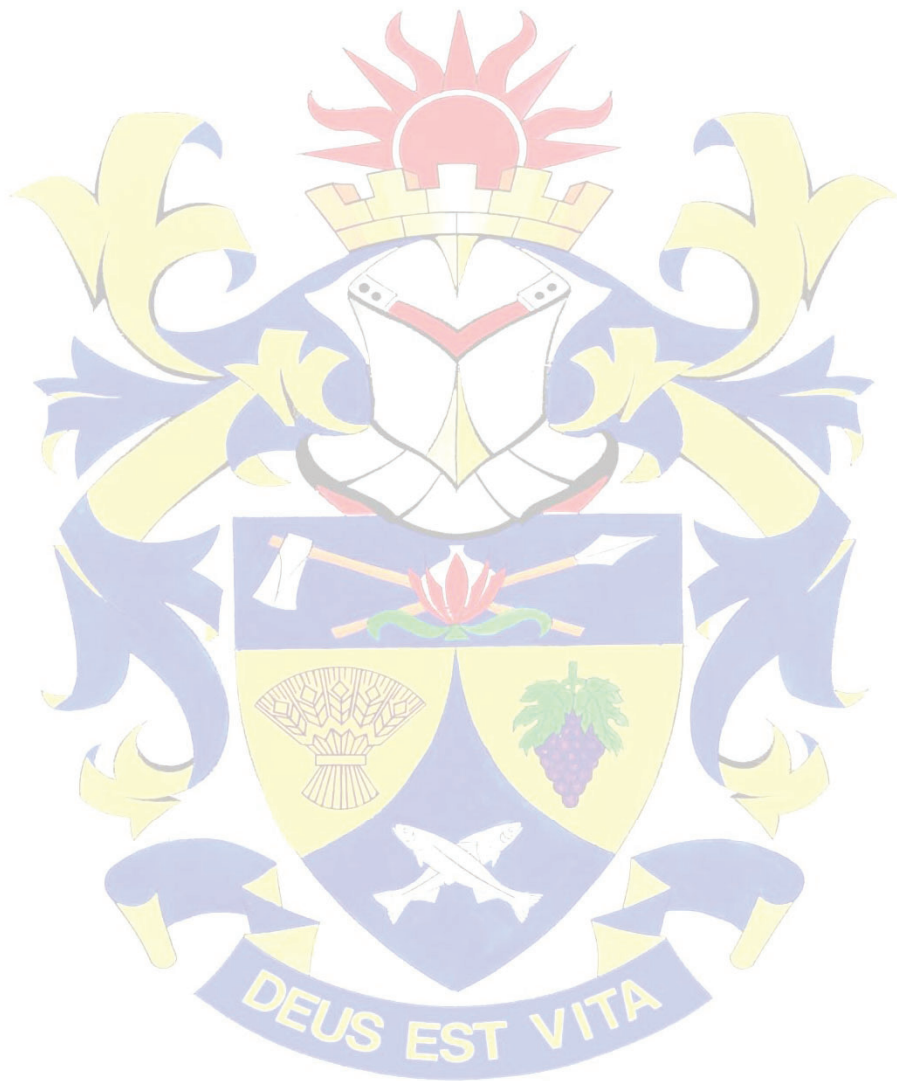
contravention of the permitted use to which the property concerned may be put, the rates payable shall be appropriately adjusted for the period extending from the date on which the error or omission is detected, back to the date on which rates were first levied in terms of the current valuation roll. In addition, where the error occurred because of false information provided by the property owner or because of a contravention of the permitted use of the property concerned, interest on the unpaid portion of the adjusted rates payable shall be levied at the maximum rate permitted by prevailing legislation.

19. SHORT TITLE

This policy is the **Rates Policy** of the **Bergrivier Local Municipality**.

BERGRIVIER

Munisipaliteit/Municipality



**TARIEF BELEID
MAART 2025**

INHOUDSOPGAW E

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INLEIDING EN DOELWIT

- 1.1 Ingevolge die bepalings van artikel 74 van die Wet op Plaaslike Regering: Munisipale Stelselwet, Wet 32 van 2000, moet 'n tariefbeleid saamgestel, goedgekeur en geïmplementeer word en moet sodanige beleid onder andere voorsiening maak vir die heffing van fooie vir die lewering van munisipale dienste deur die munisipaliteit self of ooreenkomstige dienslewering-ooreenkomste. Alle munisipale dienste word tans gelewer deur die Munisipaliteit en is geen dienslewering ooreenkomste van toepassing nie.
- 1.2 Die tariefbeleid is saamgestel met inagneming, waar toepaslik, van die riglyne soos uiteengesit in artikel 74 van die Stelselwet.
- 1.3 Wanneer die Raad die jaarlikse tariewe vasstel, moet tariewe wat elders geld in die Weskus Distriksgebied in ag geneem word asook die impak wat die raad se eie tariewe kan hê op plaaslike ekonomiese ontwikkeling.

1. WOORDOMSKRYWING

Vir die doeleindes van hierdie beleidsdokument het enige woord of uitdrukking waaraan 'n bepaalde betekenis geheg is in die Wet, dieselfde betekenis, tensy uit die samehang anders blyk, en beteken -

“Direkteur: Finansiële Dienste” 'n persoon wat deur die raad in dié hoedanigheid aangestel is om die raad se finansies te administreer en sluit enige persoon in –

(1) wat in sodanige pos waarneem;

(2) aan wie die Direkteur: Finansiële Dienste 'n bevoegdheid, funksie of verpligting gedelegeer het ten opsigte van sodanige gedelegeerde bevoegdheid, funksie of verpligting;

“eienaar” met betrekking tot onroerende goed--

(1) die persoon by wie die regstitel daarvan berus;

(2) in die geval waar die persoon by wie die regstitel daarvan berus, insolvent of oorlede is, of aan enige vorm van wetlike diskwalifikasie onderhewig is, dié persoon in wie die administrasie of beheer van sodanige onroerende goed berus as kurator, trustee, eksekuteur, administrateur, geregtelike bestuurder, likwidateur of enige ander wetlike verteenwoordiger;

(3) in enige geval waar die raad nie in staat is om die identiteit van so 'n persoon te bepaal nie, 'n persoon wat geregtig is op die voordelige gebruik van sodanige onroerende goed;

(4) in die geval van onroerende goed waarvoor 'n huurooreenkoms van 30 jaar of langer aangegaan is, die huurder daarvan;

(5) met betrekking tot –

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(i) 'n gedeelte grond afgebaken op 'n deeltitelplan en wat geregistreer is ingevolge die Wet op Deeltitels, 1986 (Wet No. 95 van 1986), die ontwikkelaar of die bestuursliggaam ten opsigte van die gemeenskaplike eiendom;

(ii) 'n gedeelte grond soos gedefinieer in dié Wet, die persoon in wie se naam dié gedeelte geregistreer is ingevolge 'n deeltitelakte, insluitende die wettige aangestelde verteenwoordiger van sodanige persoon;

(6) enige regspersoon insluitende, maar nie beperk nie tot:

(i) 'n maatskappy geregistreer ingevolge die Wet op Maatskappye, 1973 (Wet No 61 van 1973), 'n trust *inter vivos*, trust *mortis causa*, 'n beslote korporasie geregistreer ingevolge die Wet op Beslote Korporasies, 1984 (Wet No 69 van 1984), en 'n vrywillige assosiasie;

(ii) enige staatsdepartement;

(iii) enige raad of bestuursliggaam ingestel ingevolge enige wetgewing van toepassing in die Republiek van Suid-Afrika; en

(iv) enige ambassade of ander buitelandse entiteit;

“Munisipale Bestuurder” die persoon wat deur die raad in dié hoedanigheid aangestel is ingevolge artikel 82 van die Wet op Plaaslike Regering: Munisipale Strukture Wet No 117 van 1998 en sluit enige persoon in –

(1) wat in sodanige pos waarneem;

(2) aan wie die Munisipale Bestuurder 'n bevoegdheid, funksie of verpligting gedelegeer het ten opsigte van sodanige gedelegeerde bevoegdheid, funksie of verpligting;

“munisipale dienste” die voorsiening van water, die voorsiening van elektrisiteit, die verwydering van huisvuilis, die wegdoen van rioolvuil of enige een of kombinasie van dié dienste;

“Munisipaliteit” die Munisipaliteit Bergrivier

“perseel” enige gedeelte grond, geleë binne die regsgebied van die munisipaliteit, waarvan die buite grense afgebaken is op:

(1) 'n algemene plan of diagram wat geregistreer is ingevolge die Opmetingswet, 1927 (Wet no. 9 van 1927) of die Registrasie van Aktes Wet, 1937 (Wet no. 47 van 1937) of;

(2) 'n deeltitelplan geregistreer ingevolge die Wet op Deeltitels, 1986 (Wet no. 95 van 1986);

“raad” die munisipale raad van die Munisipaliteit Bergrivier

“rekening” sluit in-

(1) heffings, bobelasting of dienstegelde ten opsigte van die volgende dienste:

- elektrisiteitsverbruik;
- waterverbruik;
- vullisverwydering;

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- riool dienste;
- (2) eiendomsbelasting;
- (3) huurgeld;
- (4) lenings paaiemente;
- (5) rente op agterstallige bedrae;
- (6) enige ander heffings en gelde wat regtens aan die Munisipaliteit verskuldig is;

en het die “munisipale rekening” ’n ooreenstemmende betekenis;

“Wet” die Wet op Plaaslike Regering: Munisipale Stelsels, 2000 (Wet 32 van 2000) soos van tyd tot tyd gewysig;

2. ALGEMENE BEGINSELS

- 2.1 Dienstetariewe wat neergelê word deur die munisipaliteit moet gesien word as verbruikersheffings en nie as belastings nie en dus kan die vermoë om te betaal vir die dienste van die betrokke verbruikers of gebruikers van dienste waarop die tariewe van toepassing is, nie as relevante kriteria oorweeg word nie (behalwe in die geval van noodlenigingsmaatreëls soos van tyd tot tyd goedgekeur deur die munisipaliteit).
- 2.2 Die munisipaliteit moet toesien dat tariewe eenvormig en regverdig deur die hele munisipale gebied toegepas word.
- 2.3 Tariewe vir die vier grootste dienste wat deur die munisipaliteit gelewer word, naamlik:
- 2.3.1 elektrisiteit
 - 2.3.2 water
 - 2.3.3 riool (afvalwater)
 - 2.3.4 vullisverwydering (soliede afval)

Moet sover moontlik uitgawes verhaal wat verband hou met die lewering van elke betrokke diens en die rekening bedryf soos handelsrekenings, behalwe in die geval van vullisverwydering. Die tarief wat deur ’n bepaalde verbruiker of verbruiker betaal word, moet direk verband hou met die diens gelewer en die hoeveelheid wat gebruik is.

(Let wel: Belastings word eksklusief aangespreek in ’n belastingbeleid en word gevolglik uitgesluit uit hierdie beleidsdokument)

- 2.4 Die Raad moet ’n noodlenigingshulpprogram vir die munisipale gebied ontwikkel, goedkeur en ten minste jaarliks hersien. Die program moet die munisipaliteit se invorderingsbeleid duidelik uiteensit ten opsigte van tariewe wat gehef is op geregistreerde hulpbehoewendes en die implikasie van so ’n beleid op ander verbruikers en verbruikers in die munisipale gebied. (Vir die doel het die Raad reeds ’n volledige goedgekeurde deernisbeleid aan hulpbehoewende gesinne – ‘indigent’).

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- 2.5 Die munisipaliteit kan, in lyn met die beginsels vervat in die Grondwet en ander wetgewing ten opsigte van plaaslike regering, onderskeid tref tussen die verskillende verbruikers- en verbruikerskategorieë met betrekking tot die tariewe wat gehef word. Sulke onderskeid moet nogtans ten alle tye redelik wees en moet volledig uiteengesit word in elke jaarlikse begroting.
- 2.6 Die munisipaliteit se tariefbeleid moet deursigtig wees en die mate waartoe daar 'n kruissubsidie tussen die kategorieë verbruikers en verbruikers bestaan, moet duidelik wees vir alle verbruikers en verbruikers van die betrokke diens.
- 2.7 Die munisipaliteit moet verder toesien dat die tariewe maklik verstaanbaar is deur alle verbruikers en verbruikers wat deur die tariefbeleid geraak word.
- 2.8 Die munisipaliteit moet ook toesien dat dienste koste-effektief gelewer word ten einde die beste moontlike koste van dienslewering te verseker.
- 2.9 In die geval waar dienste direk gemeet kan word, naamlik elektrisiteit en water, moet die verbruik van hierdie dienste behoorlik gemeet word deur die munisipaliteit en meters moet op 'n maandelikse basis gelees word, soos omstandighede dit redelik toelaat, of waar nie van voorafbetaalde meters gebruik gemaak word nie. Die kostes wat ten opsigte van verbruikers gehef word, moet in verhouding wees met die hoeveelheid eenhede wat hulle verbruik.
- 2.10 Daarbenewens kan die munisipaliteit maandeliks beskikbaarheidsfooie of basiese fooie hef vir die betrokke dienste en kostes moet bepaal word vir elke tipe diens soos bepaal ingevolge die beleidsriglyne hieronder uiteengesit. Gewoonlik betaal verbruikers van water en elektrisiteit dus twee heffings: basiese vaste koste, wat nie verband hou met die volume van verbruik nie en wat gehef word ten opsigte van die beskikbaarheid van die betrokke diens; die ander hou direk verband met die verbruik van die betrokke diens.
- 2.11 Wanneer die koste van water, elektrisiteit en riooldienste oorweeg word, moet die munisipaliteit die kapitaalkoste in ag neem met betrekking tot die daarstelling en uitbreiding van sodanige dienste en van die gevolglike vaste koste in teenstelling met die wisselende koste om hierdie dienste te administreer. Die munisipaliteit moet dus onderneem om die bestuur en uitbreiding van dienste versigtig te beplan ten einde te verseker dat voldoende voorsiening gemaak is ten opsigte van sowel die huidige asook toekomstige verbruik en dat hierdie vlakke, wat kan wissel, oor korter tydperke ook aangespreek word. Dit kan beteken dat die dienste teen minder as die volle kapasiteit oor verskillende tydperke gelewer word en moet voorsiening in die jaarlikse tariewe gemaak word vir die koste verbonde aan hierdie surplus kapasiteit.
- 2.12 Wanneer 'n tweeledige tariewestruktuur, naamlik die basiese fooi gekoppel aan 'n heffing, asook op verbruike, goedgekeur word, is die munisipaliteit van mening dat voldoende voorsiening gemaak is in die behoeftes van beide toekomstige ontwikkeling en wisselende aanvraag siklusse asook ander afwykings.
- 2.13 Dit word ook aanvaar dat 'n gedeelte van die munisipaliteit se tariewe beleid vir elektriese dienste moet verseker dat sodanige verbruikers, wie hoofsaaklik

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verantwoordelik is vir spitsyd verbruik en gevolglik verwante gebruik heffings by Eskom tot gevolg het, die koste ten opsigte van hierdie heffings moet dra. Vir hierdie doeleindes moet die munisipaliteit meters installeer ten einde die maksimum aanvraag van sodanige verbruikers oor 'n bepaalde tydperk te monitor. Hierdie verbruikers betaal dus die betrokke aanvraag heffing sowel as 'n dienste-heffing wat direk verband hou met die werklike verbruik van elektrisiteit gedurende die bepaalde meter tydperk.

- 2.14 Die Raad kan ook as aansporingsmaatreëls om ontwikkeling te stimuleer en aan te moedig, tariewe en heffings vrystel, tydelik vrystel en/of rabatte instel. Die toekenning van aansporingsmaatreëls sal in elk geval op meriete, individueel beoordeel word en sal die toekenning daarvan gebaseer word op grond van swartbemaatiging, werkskepping, ens.
- 2.15 Waar daar meer as een aansluiting vir 'n diens per erf is, sal elke aansluiting geag word as 'n aansluitingspunt en sal die basiese dienste op elke aansluiting van toepassing wees. (Uitgesluit openbare oop ruimtes)

3. BEPALING VAN TARIWE VIR GROOTMAATDIENSTE

- 3.1 Ten einde tariewe te bepaal wat gehef moet word vir die verskaffing van die vier groot dienste, moet die munisipaliteit die lopende koste identifiseer, wat die volgende insluit:
- 3.1.1 Koste van grootmaat aankope in die geval van water en elektrisiteit;
- 3.1.2 Verspreidingskoste;
- 3.1.3 Verspreiding verliese in die geval van elektrisiteit en water.
- 3.1.4 Waardevermindering;
- 3.1.5 Onderhoud van infrastruktuur en ander vaste bates;
- 3.1.6 Administrasie en dienste koste, insluitend –
- 3.1.6.1 kostes gehef deur ander departemente;
- 3.1.6.2 redelike algemene oorhoofse uitgawes, byvoorbeeld koste wat verband hou met die kantoor van die munisipale bestuurder.
- 3.2 Voldoende bydraes met betrekking tot slegte skuld.
- 3.3 Alle ander werk uitgawes wat verband hou met die betrokke diens, insluitend, in die geval van elektrisiteit, die koste om straatbeligting in die munisipale gebied te voorsien (let wel – die koste van die demokratiese proses binne die munisipaliteit, d.i. alle uitgawes wat verband hou met die politieke struktuur van die munisipaliteit, moet deel vorm van die uitgawes wat gefinansier word deur erfbelasting en algemene inkomstes, en mag nie ingesluit word in die koste van grootmaat dienste gelewer deur die munisipaliteit nie).

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3.4 Die verwagte surplus wat vir die finansiële jaar gegeneer word, moet soos volg aangewend word:

3.4.1 toewysing aan kapitaal reserwes; en/of

3.4.2 in die algemeen om belasting en algemene dienste te verlig.

4. ELEKTRISITEIT

4.1 Die toepaslike tariewe, soos goedgekeur deur die Raad, moet gehef word ten opsigte van die onderskeie kategorieë elektrisiteitsverbruikers, soos hieronder uiteengesit,

4.2 Tariefaanpassings sal in werking tree vanaf die eerste rekening wat gelewer word na 1 Julie van elke jaar.

4.3 Die verbruik- en heffingskategorieë is soos volg:

4.3.1 Alle gemete elektrisiteitsverbruikers moet 'n rekening ontvang ten opsigte van elektrisiteitsverbruik, gehef teen die toepaslike kategorie waarin die betrokke verbruiker val.

4.4 Ten einde elektrisiteit verbruik te bestuur, word bloktariewe in die vorm van glyskale gebruik.

4.5 Die munisipaliteit verskaf die eerste 50 kwh elektrisiteit per maand gratis slegs aan geregistreeerde hulpbehoewendes deernisgevalle, waar die aansluiting vrywilliglik tot 20 ampère beperk word.

4.6 Alle ander huishoudelike elektrisiteitsverbruikers, met uitsluiting van gebruikers in 4.5 moet addisioneel aangeslaan word vir 'n basiese heffing per geïnstalleerde meter.

4.7 Alle handel-, nywerheid- en ander nie-huishoudelike eiendom met konvensionele meters moet addisioneel aangeslaan word met 'n maandelikse basiese heffing per meter en waar toepaslik, moet 'n aanvraagheffing wat verband hou met hulle onderskeie vlakke van verbruik, ingestel word.

4.8 Waar 'n verbruiker (dienspunt) nie aan die elektrisiteitsnetwerkstelsel gekoppel is nie, maar redelikerwys so gekoppel kan word weens die beskikbaarheid van die diens by die eiendom, sal 'n beskikbaarheidstarief betaalbaar wees. Die tarief word vasgestel as 'n persentasie van die basiese heffing van toepassing op gekoppelde verbruikers (dienspunte) per kategorie. Die aansluitingsheffing sal gebaseer wees op die standaard ontwerpte 2 aansluitings vir die toepaslike eiendom. (60 Ampere enkelfase vir residensiële erwe en 60 Ampere driefase vir kommersiële erwe)

4.9 Elke huishouding en besigheidseenheid waar 'n aparte elektrisiteitsmeter geïnstalleer is, word as 'n verbruikerspunt beskou

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- 4.10 Waar daar een toevoerpunt op 'n perseel is wat meer as een verbruikerspunt bedien, moet elke verbruikerspunt as 'n aparte verbruiker beskou word en geklassifiseer word volgens die toepaslike verbruiker-groep, bv., woonstelle, winkelsentrums, koshuise met aparte woonstelle, ens.
- 4.11 Die munisipaliteit se departementele elektrisiteitsverbruik moet teen kosprys gehef word.

5 WATER

'n Tweeledige tarief sal van toepassing wees op alle waterverbruikers, die tarief sal bestaan uit 'n vaste komponent in die vorm van 'n basiese heffing wat van toepassing is op alle verbruikers wat deur die waterspreidingsnetwerk watertoevoer ontvang, hetsy by wyse van 'n enkel of gedeelde aansluiting en 'n verbruiksheffing gebaseer op die gemeterde verbruik.

- 5.1 Waterverbruik sal gebaseer word op die onderskeie kategorieë van verbruikers, en moet gehef word teen die toepaslike tariewe soos goedgekeur deur die Raad tydens elke jaarlikse begroting.
- 5.2 Tarief aanpassings sal in werking tree vanaf die eerste rekening wat gelewer word na 1 Julie van elke jaar.
- 5.3 Hulpbehoewende huishoudelike waterverbruikers, ontvang die eerste 6 (ses) kiloliter water wat per maand gebruik word, gratis. Daarna sal 'n progressiewe tarief per kiloliter geld soos vasgestel deur die Raad van tyd tot tyd en soos uiteengesit in die jaarlikse tariefvasstelling wat deur die Raad goedgekeur word.
- 5.4 'n Basiese heffing per watermeter gebaseer op die grootte van aansluiting kan deur die Raad van tyd tot tyd vasgestel word en sal geld ten opsigte van alle waterverbruikers.
- 5.5 Waar meer as een Vrystaande/gedeeltelik vrystaande, selfonderhoudende wooneenheid of besigheidseenheid op 'n perseel van water voorsien word, hetsy deur gebruik te maak van 'n enkele gedeelde water aansluiting of meerdere individuele aansluitings, sal 'n basiese heffing soos van toepassing op die betrokke kategorie van verbruiker op elke gebruiker wat deur die betrokke aansluiting(s) voorsien word van toepassing wees.
- 5.6 'n Verbruiker(s) (dienspunt) wat nie aan die waterdiens gekoppel is nie, maar redelikerwys gekoppel kan word en waar dienste geredelik beskikbaar is vir koppeling deur die eienaar sal 'n beskikbaarheidstarief betaal.
Die vaste koste per verbruiker (dienspunt) per kategorie sal as basis gebruik word om 'n beskikbaarheidshoffing per erf te bepaal. Die tarief word vasgestel deur 'n toeslag, soos jaarliks in die tariefskedule vervat word, by te voeg tot die basiese heffing van toepassing op gekoppelde verbruikers (dienspunte) per kategorie.
('n Privaat oop ruimte sonder 'n diensverbinding is uitgesluit van bogenoemde beskikbaarheidsfoeie)

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- 5.7 Elke huishouding en besigheidseenheid waar 'n aparte elektrisiteitsmeter geïnstalleer is, word as 'n verbruikerspunt beskou
- 5.8 Waar daar een toevoerpunt op 'n perseel is wat meer as een verbruikerspunt bedien, moet elke verbruikerspunt as 'n aparte verbruiker beskou word en geklassifiseer word volgens die toepaslike verbruiker-groep, bv., woonstelle, winkelsentrums, koshuise met aparte woonstelle, ens.
- 5.9 Die munisipaliteit se departementele waterverbruik sal teen kosprys aangeslaan word.

6 VULLISVERWYDERING

- 6.1 Die kategorieë vullisverwyderingverbruikers soos hieronder uiteengesit, moet aangeslaan word teen die toepaslike tariewe, soos goedgekeur deur die Raad tydens elke jaarlikse begroting.
- 6.2 Tariefaanpassings sal in werking tree vanaf die eerste rekening wat gelewer word na 1 Julie van elke jaar.
- 6.3 'n Aparte vaste maandelikse vullisverwyderingheffing is op elk van die volgende kategorieë verbruikers van toepassing, gebaseer op die koste van die betrokke diens:
 - 6.2.1 Huishoudelike en ander verbruikers (verwydering een keer per week)
 - 6.2.2 Besighede en ander verbruikers (verwydering twee keer per week)
- 6.3 Die hoeveelheid vullis wat gegenereer word deur 'n verbruiker sal bepaal hoeveel eenhede elke verbruiker moet betaal vir die diens wat gelewer word. 'n Fisiese opname sal van tyd tot tyd gedoen word ten einde die volumes te bepaal en om te verseker dat verbruikers korrek aangeslaan word volgens die hoeveelheid vullis wat gegenereer word.
- 6.4 Geregistreeerde hulpbehoewendes kan korting kry op hierdie heffing soos deur die Raad bekostigbaar geag tydens die goedkeuring van elke jaarlikse begroting, maar met die verstandhouding dat sodanige korting nie meer as 100% van die maandelikse rekening ten opsigte van die vullisverwydering heffing beloop nie.
- 6.5 'n Besikbaarheidsheffing sal op onverbeterde eiendom ingestel word. Die tarief sal bereken word as 'n persentasie van die huishoudelike tarief van toepassing op gekoppelde verbruikers (dienspunte) per kategorie soos jaarliks in die tariefskedule van die munisipaliteit bepaal.
Die tarief is betaalbaar waar 'n vullisdiens aan omliggende erwe gelewer word of waar die diens van die munisipaliteit die area ter enige tyd kan diens met bestaande toerusting, personeel en infrastruktuur op aanvraag van verbruikers of ten tye van die aanbring van verbeteringe op 'n eiendom.
- 6.6 Elke huishouding en besigheidseenheid waar 'n aparte elektrisiteitsmeter geïnstalleer is, word as 'n verbruikerspunt beskou

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- 6.7 Waar daar een toevoerpunt op 'n perseel is wat meer as een verbruikerspunt bedien, moet elke verbruikerspunt as 'n aparte verbruiker beskou word en geklassifiseer word volgens die toepaslike verbruiker-groep, bv., woonstelle, winkelsentrums, koshuise met aparte woonstelle, ens.
- 6.8 'n Vaste maandelikse heffing, wat nie die huishoudelike heffing mag oorskry nie, is betaalbaar deur die munisipaliteit se departemente.
- 6.9 Dit is die plig van elke eienaar van 'n besigheid, van 'n winkel of handelsperseel om toe te sien dat die sypaadjie voor of aangrensend aan die perseel, skoon en vry gehou word van vullis wat van sodanige perseel afkomstig is of wat voortspruit uit die verskaffing of verkoop van goedere vanuit sodanige perseel. Indien dit nie gedoen word nie, kan die Munisipaliteit 'n tarief bepaal en die koste teen die eienaar se dienste rekening hef.

7 RIOOL

- 7.1 Die kategorieë van rioolverbruikers soos hieronder uiteengesit moet maandeliks aangeslaan word teen die toepaslike tarief soos goedgekeur deur die Raad tydens elke jaarlikse begroting.
- 7.2 Tariefaanpassings sal in werking tree vanaf die eerste rekening wat gelewer word na 1 Julie van elke jaar.
- 7.3 Elke huishouding en besigheidseenheid waar 'n aparte elektrisiteitsmeter geïnstalleer is, word as 'n verbruikerspunt beskou
- 7.4 Waar daar een toevoerpunt op 'n perseel is wat meer as een verbruikerspunt bedien, moet elke verbruikerspunt as 'n aparte verbruiker beskou word en geklassifiseer word volgens die toepaslike verbruiker-groep, bv., woonstelle, winkelsentrums, koshuise met aparte woonstelle, ens.
- 7.5 Die kategorieë vir gebruik en heffings is soos volg:
- 7.5.1 'n Vaste maandelikse fooi gebaseer op die koste van die diens moet gehef word ten opsigte van alle huishoudelike wooneenhede insluitende woonstelle, deeltitel- en tyddeeleenhede.
- 7.3.2 Geregistreerde hulpbehoewendes kan korting ontvang mits die Raad dit as bekostigbaar ag tydens die goedkeuring van elke jaarlikse begroting, maar met die verstandhouding dat hierdie korting nie meer as 100% van die maandelikse rekening vir hierdie diens sal beloop nie.
- 7.3.3 'n Vaste maandelikse fooi, gebaseer op die koste vir die diens moet gehef word ten opsigte van alle besighede, nywerhede en institusionele verbruikers.
- 7.3.4 Waar meer as een Vrystaande/gedeeltelik vrystaande, selfonderhoudende wooneenheid of besigheidseenheid aan die spoelrioolstelsel van die munisipaliteit gekoppel is, hetsy by wyse van 'n aparte of gedeelde riool

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aansluiting, sal 'n fooi gelykstaande aan die basiese heffing op elke gebruiker van toepassing wees.

- 7.3.5 'n Vaste maandelikse fooi gelykstaande aan die laagste (huishoudelike) tarief, moet gehef word ten opsigte van die munisipaliteit se departemente.
- 7.3.6 'n Afvalwaterfooi is voorts betaalbaar deur fabrieke en ander nywerhede waar afvalwater, wat afkomstig is vanaf hierdie kategorie van verbruikers, spesiale suiweringsmaatreëls deur die munisipaliteit vereis. Sodanige fooie sal gebaseer word op die toksiese inhoud van die betrokke afvalwater en die koste vir die suiwering.
- 7.3.7 Alle erwe wat na die mening van die Hoof Siviele Ingenieur van die Munisipaliteit by die rioolstelsel van die munisipaliteit aangesluit kan word weens die beskikbaarheid van die infrastruktuur/diens by die erfrens sal 'n beskikbaarheidsheffing betaal gebaseer op die grootte van die erf en vaste koste verbonde aan die diens. Die tarief vir onbeboude eiendomme word jaarliks vasgestel as 'n persentasie van die basiese rioolheffing van toepassing op gekoppelde verbruikers (dienspunte) per kategorie.

8 ANDER TARIIEWE

- 8.1 Ander tariewe, naamlik alle tariewe uitgesonder water, elektrisiteit, riool en vullisverwydering.
- 8.2 Alle ander tariewe moet gestandaardiseer wees binne die munisipale gebied
- 8.3 Alle ander tariewe moet deur die Raad goedgekeur word tydens elke jaarlikse begroting en moet, waar raadsaam geag deur die Raad, deur erfbelasting en algemene inkomste gesubsidieer word, veral wanneer die tariewe onekonomies blyk te wees wanneer die betrokke diens se koste gedek moet word, of wanneer die koste nie akkuraat bepaal kan word nie, of wanneer die tarief daarop gemik is slegs om die betrokke diens of gerief te reguleer eerder as te finansier.
- 8.4 Alle ander tariewe waarvoor die munisipaliteit volle beheer het en wat nie direk verband hou met die koste van 'n betrokke diens nie, moet jaarliks aangepas word om ten minste in lyn te wees met die heersende verbruikersprysindeks, mits daar goeie redes is hoekom 'n aanpassing nie gedoen gaan word nie.
- 8.5 Die volgende dienste behoort as gesubsidieerde dienste geag word en die tariewe gehef behoort sover moontlik die jaarlikse werklike uitgawes waarvoor begroot is te dek vir die betrokke diens:
 - 8.5.1 begrafnisse en begraafplase
 - 8.5.2 huur vir die gebruik van munisipale sportfasiliteite
 - 8.5.3 munisipale swembad
 - 8.5.4 munisipale museums
 - 8.5.5 verwydering van tuin-en besigheids afval na die munisipale stortingsterrein

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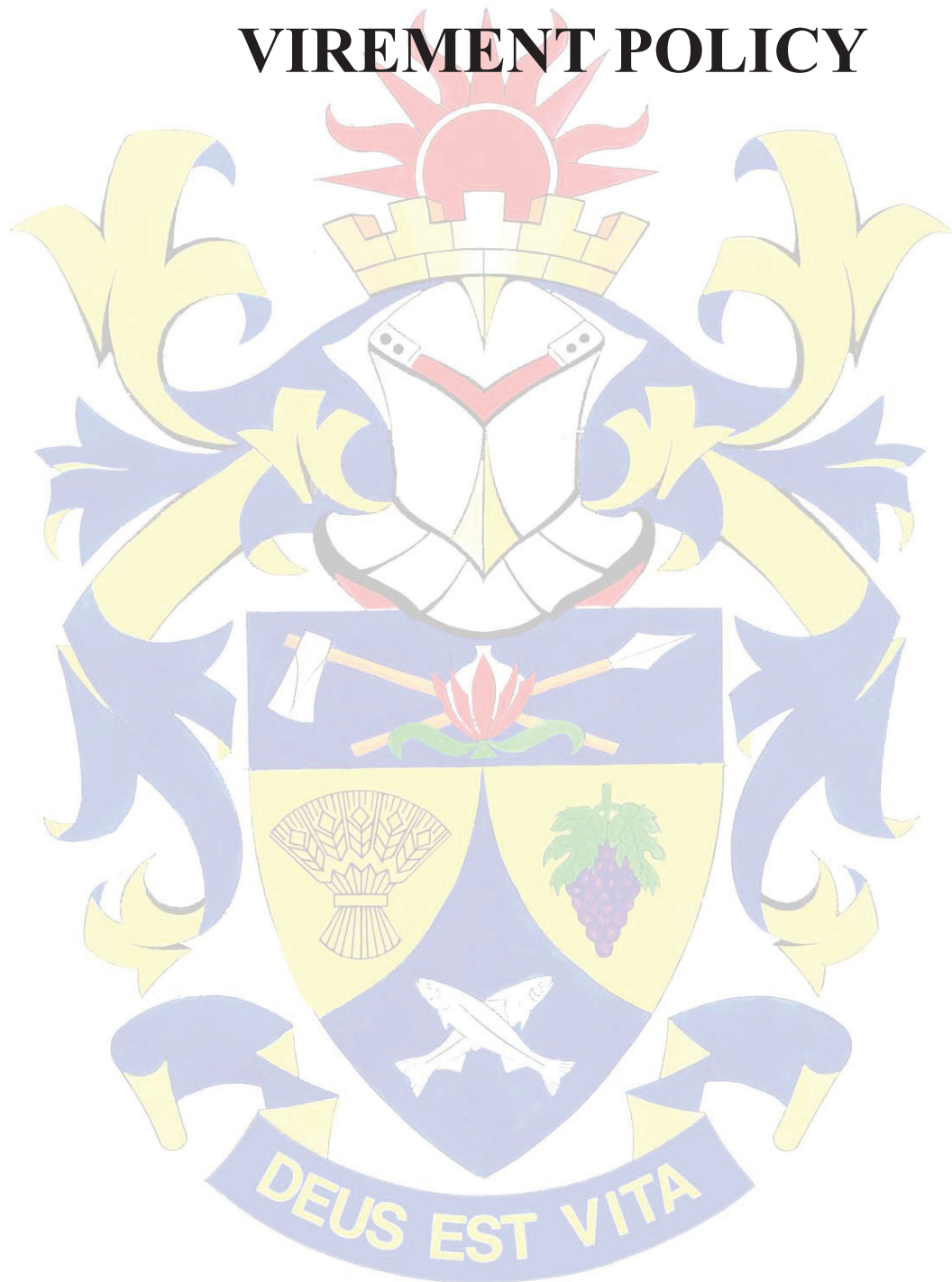
- 8.5.6 ander diverse tariewe bv. verhuur van toerusting, bouplangelde, grondgebruik beplanning, ens.
- 8.6 Die volgende dienste moet as gemeenskapsdienste beskou word en geen tariewe mag gehef word vir die gebruik daarvan nie:
 - 8.6.1 munisipale biblioteek (behalwe vir boetes)
 - 8.6.2 munisipale tuine en alle ander parke en openbare oop ruimtes
- 8.7 Die volgende dienste behoort as ekonomiese dienste beskou word en die tariewe gehef behoort 100%, of so na as moontlik aan 100%, die begrote jaarlikse werklike uitgawes van die betrokke diens dek. Onderstaande is van toepassing op die dienste wel gelewer deur die Munisipaliteit.
 - 8.7.1 huishuur
 - 8.7.2 huur vir die gebruik van munisipale sale en ander persele (onderworpe aan die voorwaardes soos hieronder uiteengesit)
 - 8.7.3 bouplanfooie
 - 8.7.4 verkoop van plastiek vullissakke
 - 8.7.5 skoonmaak van persele
 - 8.7.6 elektrisiteit, water, riool, nuwe aansluitingsfooie
 - 8.7.7 fotostatiese afdrukke en fooie
 - 8.7.8 uitklaringsertifikate en ander sertifikate (bv. sonering)
 - 8.7.9 aansoekfooie vir grondgebruik
 - 8.7.10 dorpskaarte en soneringsplanne
- 8.8 Die volgende heffings en tariewe, waar van toepassing, moet as 'n regulerende of strafmaatreël oorweeg word en moet toepaslik oorweeg word tydens elke jaarlikse begroting.
 - 8.8.1 boetes vir verlore of laat biblioteekboeke
 - 8.8.2 skutfooie en insleepfooie
 - 8.8.3 elektrisiteit, water, afsluitings- en aansluitingsfooie
 - 8.8.4 boetes en ander heffings neergelê ingevolge die goedgekeurde beleid ten opsigte van kredietbeheer en skuldinvordering.
- 8.9 Markverwante huur moet gehef word ten opsigte van die verhuring van elke munisipale eiendom, insluitende karavaanparke en strandoorde.
- 8.10 Indien die munisipale bestuurder tevrede is dat sale en persele benodig word vir nie-winsgewende instansies en vir die lewering van 'n diens aan die gemeenskap, kan die munisipale bestuurder tot 100% afslag toestaan ten opsigte van die betrokke huur.
- 8.11 Die munisipale bestuurder moet bepaal of enige vrywaring of waarborge gegee moet word ten opsigte van die huur van munisipale sale, persele en sportgronde en moet in ag neem watter skade die munisipaliteit kan ly as gevolg van die gebruik van die betrokke fasiliteite.
- 8.12

9 BESKIKBAARHEIDSFOOIE

- 9.1 Beskikbaarheid fooie, soos jaarliks in sy begroting deur die raad bepaal, ten opsigte van Water, Elektrisiteit, Riool en Vullisverwydering is betaalbaar deur alle eienaars van onbeboude eiendomme waar geeneen van die dienste aangesluit is nie maar redelikerwys aangesluit kan word. Indien een of meer van hierdie dienste aangesluit word, sal die basiese fooie t.o.v. al die dienste wat redelikerwys aangesluit kan word, geld soos bepaal in die gedeelte van hierdie beleidsdokument wat daarmee handel.
- 9.2 Die heffing van beskikbaarheidsheffings gee die verbruiker die reg tot die diens, wat ter enige tyd op aanvraag beskikbaar is vir koppeling.
- 9.3 Die fooie betaalbaar word onder elke diens bepaal.

BERGRIVIER MUNICIPALITY

VIREMENT POLICY



VIREMENT POLICY

1 INTRODUCTION

The compilation of a virement policy is based on the guidelines issued in MFMA Circular No 51 and mSCOA Circular 8 published by National Treasury. The MFMA and the Municipal Budget and Reporting Regulations seek to move municipalities away from the traditional approach of appropriating/approving budgets by line item. The aim is to give the heads of municipal departments and programmes greater flexibility in managing their budgets. To further facilitate this, each municipality must put in place a council approved virements policy, which should provide clear guidance to managers of when they may shift funds between items, projects, programmes and votes.

- 1.1 Webster's New Millennium Dictionary of English defines "Virement" as "a regulated transfer or reallocation of money from one account to another, especially public funds."
- 1.2 A virement represents a flexible mechanism to effect budgetary amendments within a municipal financial year.
- 1.3 Changing circumstances and priorities during a financial period may give rise to a need to virement (transfer) funds within or between approved Votes, as defined in the Municipal Finance Management Act 56 of 2003(MFMA). The treatment of such instances may, however, be dependent on whether an adjustment budget is required or not.

2 PURPOSE

- 2.1 The Chief Financial Officer has a statutory duty to ensure that adequate policies and procedures are in place to ensure an effective system of financial control. A municipality's virement policy and its underlying administrative process within the system of delegations is one of these controls.
- 2.2 Section 81(1)(d) of the MFMA states inter alia that "The chief financial officer of a municipality...must advise senior managers and other senior officials in the exercise of powers and duties assigned to them in terms of section 78 or delegated to them in terms of section 79;..."
- 2.3 It is the responsibility of each Director to which funds are allocated, to plan and conduct assigned operations so as not to expend more funds than budgeted and to ensure that funds are utilized effectively and efficiently.

2.4 Section 78(1) (b) of the MFMA states inter alia that:

“Each senior manager of a municipality and each official of a municipality exercising financial management responsibilities must take all reasonable steps within their respective areas of responsibility to ensure...that the financial and other resources of the municipality are utilized effectively, efficiently, economically and transparently...”

2.5 This policy aims to provide guidelines to senior management in the use of virements as a mechanism in their day to day management of their budgets.

In addition it specifically aims to empower senior managers with an efficient financial– and budgetary system to ensure optimum service delivery within the current legislative framework of the MFMA and the municipality’s system of delegations.

3 DEFINITIONS

3.1 **Accounting Officer (MFMA)**

(a) in relation to a municipal official referred to in Section 60 of the MFMA

3.2 **Approved budget (MFMA)**

(a) means an annual budget approved by a municipal council, or

(b) approved by a provincial or the national executive following an

intervention in terms of section 139 of the Constitution, and includes

such an annual budget as revised by an adjustments budget in terms

of section 28

3.3 **Chief Financial Officer (MFMA)**

“a person designated in terms of section 80(2) (a)”

3.4 **Cost Centre**

A Cost Centre is a logical point at which cost (expenditure) is managed by a responsible cost center owner. A cost center is identified by the second 3 digits of the ledger account number.

3.5 **Cost Item**

Cost items distinguish between different cost sections or categories of expenditure. These are identified by the next 4 digits of the ledger account number.

3.6 **Director**

Section 56 of the System Act states inter alia that:

”Appointment of managers directly accountable to municipal managers (a) a municipal council, after consultation with the municipal manager, appoints a manager directly accountable to the municipal manager...”

3.7 **Financial Year**

The 12 month period between 1 July and 30 June of the following year.

3.8 **Vote (MFMA)**

3.8.1 “(a) one of the main segments into which a budget of a municipality is divided for the appropriation of money for the different departments or functional areas of the municipality, and

(b) which specifies the total amount that is appropriated for the purposes of the department or functional area concerned.”

3.8.2 In the case of the Bergrivier Municipality the definition of Vote is set at Directorate level, with the exception being tariff funded services as a result of their closed account nature e.g. Electricity (*Cost Centre 621&622*), Water (*Cost Centre 511&512*), Waste Management (*Cost Centre 171&172*) and Waste Water Management (*Cost Centre 291&292*). In these cases “vote” is set at cost center level.

3.9 **Virement**

The process of transferring an approved budgetary provision from one operating cost center or capital project to another within a vote during a municipal financial year and which results from changed circumstances from that which prevailed at the time of the budget adoption.

4 MFMA REGULATIONS ON BUDGET VERSUS EXPENDITURE

4.1 The MFMA regulates as follows regarding the incurring of expenditure against budgetary provisions.

4.1.1 Section 15

Appropriation of funds for expenditure “A municipality may, except where otherwise provided in this Act, incur expenditure only

- (a) in terms of an approved budget, and
- (b) within the limits of the amounts appropriated for the different votes in an approved budget.”

4.1.2 Unauthorized Expenditure (MFMA Definition)

“in relation to a municipality, means any expenditure incurred by a Municipality otherwise than in accordance with section 15 of 11(3), and includes

- (a) Overspending of the total amount appropriated in the municipality’s approved budget
- (b) Overspending of the total amount appropriated for a vote in the approved Budget
- (c) Expenditure from a vote unrelated to the department or functional area covered by the vote
- (d) Expenditure of money appropriated for a specific purpose, otherwise than for that specific purpose
- (e) Spending of an allocation referred to in paragraph(b), (c) or (d) of the definition of “allocation” otherwise than in accordance with any conditions of the allocation, or
- (f) A grant by the municipality otherwise than in accordance with this Act”

4.1.3 Overspending (MFMA Definition)

“in relation to the budget of a municipality means

- (a) causing the operational or capital expenditure incurred by the municipality during a financial year to exceed the total amount appropriated in that year's budget for its operational or capital expenditure, as the case may be;
- (b) in relation to a vote, means causing expenditure under the

vote to exceed the amount appropriated for that vote; or

(c) in relation to expenditure under section 26, means causing expenditure under that section to exceed the limits allowed in subsection (5) of that section;”

4.1.4 Section 71(1) (g) (iii) states inter alia

“(1) The accounting officer of a municipality must by no later than 10 working days after the end of each month submit to the mayor of the municipality and the relevant provincial treasury a statement in the prescribed format on the state of the municipality's budget reflecting the following particulars for that month and for the financial year up to the end of that month:...(g) when necessary, an explanation of... (iii) any remedial or corrective steps taken or to be taken to ensure that projected revenue and expenditure remain within the municipality's approved budget...”

5 VIREMENT REQUIREMENTS

- 5.1 The virement process represents the major mechanism to align and take corrective (financial/budgetary) action within a vote (Directorate) during a financial year.
- 5.2 In order for a vote (Directorate) to transfer funds from one cost center or capital project to another cost center or capital project, a saving has to be identified within the monetary limitations of the approved “giving” cost center or capital project allocations on the respective budgets.
- 5.3 Sufficient, (no committed) budgetary provision should be available within the “giving” vote's cost center or project concerned to give effect to the budgetary transfer (virement). In addition, the transferring function must clearly indicate to which cost center or capital project the budget provision will be transferred to and provide a clear motivation for the transfer.
- 5.4 Any budgetary amendment of which the net impact will be a change to the total approved annual budget allocation and any other amendments not covered in this policy are to be considered for budgetary adoption via an adjustments budget (per MFMA Section 28)
- 5.5 In terms of Section 17 of the MFMA a municipality's budget is divided into an operating and capital budget and consequently no virements are permitted between Operating and Capital Budgets.
- 5.6 Virements are not permissible between votes.

- 5.7 Virements between Trading and Rate funded functions are not allowed, due to the differing impacts on respective tariffs or Rates borne services' budgets, unless adopted via adjustment budgets (per MFMA Section 28)
- 5.8 Virements are subject to the approval of the relevant Director and Municipal Manager for her directorate.

6 OPERATING BUDGET VIREMENTS

- 6.1 Virements are not allowed to utilize special purpose budgetary allocations, adopted by Council as such and to which specific Council recommendations apply.
- 6.2 Sound motivations should be provided for all virements, as provided for on pro forma virement application documentation.
- 6.3 Specific virement limitations:
 - 6.3.1 No virements are permitted between cost item of employee related costs and other cost items within a cost center or vote without the written consent of both the municipal manager and the CFO.
 - 6.3.2 Remuneration of Councillors
 - (a) Virements are allowed to and from items within this expenditure with the written consent of the CFO.
 - 6.3.3 All virements must be approved for completeness before processing by the Budget and Treasury office.
 - 6.3.4 No virements are permitted to and from Grants and Subsidies Paid, except with the written consent of both the municipal manager and the CFO.
 - 6.3.5 No virements are permitted between cost items and repairs and maintenance votes without the written consent of the Municipal Manager and the CFO.
 - 6.3.6 No virements are permitted during an Adjustment budget process as determined by the Budget Office. Virements will only be allowed ~~Only~~ on approval by the CFO.

7 CAPITAL BUDGET VIREMENT

- 7.1 Specific virement limitations

- 7.1.1 Sound motivations should be provided for all virements, as provided for on pro forma virement documentation.
- 7.1.2 No virements are permitted to and from assets financed from different funding sources within a vote.
- 7.1.3 Virements are only allowed between asset classes within a vote at the discretion of the relevant Director and the Municipal Manager.
- 7.1.4 No virements of which the affect will be to add 'new' capital projects onto the capital budget, will be allowed, except for those associated with insurance claim settlements.

7.1.5 No virements are allowed between projects that are funded from external loans and grants.

7.1.6 No virements will be allowed from specific priority service delivery areas as identified by Council from time to time

7.1.7 No virements may be done on capital and operational votes for the first three(3) months of the financial year and for last two months of the year, only on exceptional circumstances, recommended by the Supply Chain Manager to the Municipal Manager.

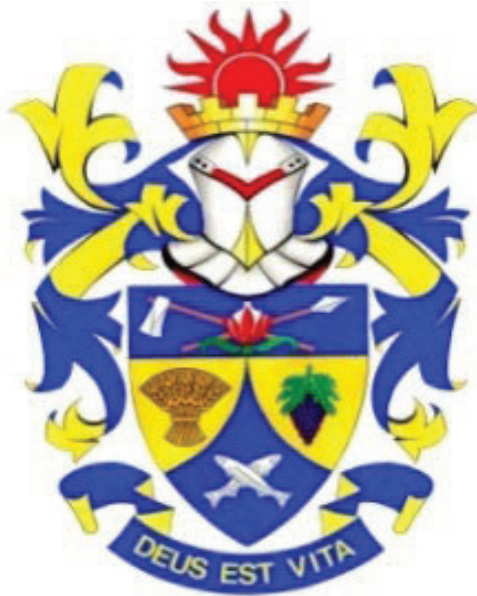
7.1.8 No virements may be done on capital and operational votes for the first three(3) months of the financial year and for last two months of the year, only on exceptional circumstances, recommended by the Supply Chain Manager to the Municipal Manager.

7.1.9 When a project is completed the saving is not allowed to be verimented to another vote, the saving must be rectified with the adjustment budget in February.

7.1.10 All veriments done between salary items must be approved by the Municipal Manager and CFO on the required vorm.

7.1.11 No virements are permitted from 1 December until 28 February (after the release of the Adjustment Budget on the financial system).

BERGRIVIER MUNICIPALITY



SCM POLICY

2025/2026

FINAL SUBMITTED TO COUNCIL 29 MAY 2023
PREVIOUSLY APPROVED BY COUNCIL 29 MAY 2023

SUPPLY CHAIN MANAGEMENT POLICY

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.

Council resolves 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 Bergrivier Local Municipality:

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1. Definitions

In this Policy, unless the context otherwise indicates, a word or expression to which a meaning has been assigned in the **Municipal Finance Management Act, no 56 of 2003**, has the same meaning as in the Act, and –

“Accounting Officer”	in relation to a Municipality means the Municipal Manager as described in Section 60 of the Local Government: Municipal Finance Management Act, no 56 of 2003 as well as Section 82 of the Municipal Structures Act, no 117 of 1998.
“Bid”	means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of services, works or goods
“Close Family Member”	means: (i) spouse or partner, (ii) child, (iii) parent
“Close Members of the Family for GRAP Disclosure”	Means – (a) that person’s children and spouse or domestic partner; (b) children of that person’s spouse or domestic partner; (c) dependants of that person or that person’s spouse or domestic partner; (d) a grandparent, grandchild, parent, brother or sister; and (e) a parent-in-law, brother-in-law or sister-in-law.”

“Competitive Bidding Process”	means a competitive bidding process referred to in paragraph 12 (1) (d) of this Policy;
“Competitive Bid”	means a bid in terms of a competitive bidding process;
“Consultants”	means consulting firms, engineering firms, legal firms, construction managers, management firms, procurement agents, inspection agents, auditors, other multinational organizations, investments and merchant banks, universities, research agencies, government agencies, non-governmental (NGO’s) and individuals.
“contract”	means the agreement that results from the acceptance of a bid by the Municipality;
“Contract Manager”	means the official within a specific department, responsible for all day to day activities (including performance management and dispute resolution) during the life cycle of the contract (with delegated powers to perform this function), as the contract champion. The Contract Manager can also be seen as the Budget holder accountable for expenditure from, and income to, particular budget.
“Contract Owner”	means the official who is, as the owner of a budget vote, ultimately accountable for all the activities during the life cycle of a contract.
“delegation”	in relation to a duty, includes an instruction a request to perform, or to assist in performing the duty.
“Emergency”	means a serious, unexpected, unforeseen, disastrous , and potentially dangerous and damaging situation requiring immediate action and which is not due to a lack of planning.
“Exceptional Case”	means unusual not typical circumstances where it is impractical or impossible in practice to follow procurement processes.
“Final Award”	in relation to bids or quotations submitted for a contract, means the final decision on which bid or quote to accept;
“Formal Written Price Quotation”	means quotations referred to in Section 12 (1) (c) of this Policy;
“Director”	means a person in the employment of Bergrivier Municipality who heads a department or who reports to the Municipal Manager
“IDP”	means Integrated Development Plan

“In the service of the State”	<p>means to be –</p> <p>(a) a member of –</p> <p style="padding-left: 20px;">i) any municipal council;</p> <p style="padding-left: 20px;">ii) any provincial legislature; or</p> <p style="padding-left: 20px;">iii) the National Assembly or the National Council of Provinces;</p> <p>(b) a member of the board of directors of any municipal entity;</p> <p>(c) an official of any municipality or municipal entity;</p> <p>(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);</p> <p>(e) an executive member of the accounting authority of any national or provincial public entity; or</p> <p>(f) an employee of Parliament or a provincial legislature;</p> <p>(g) an employee of state agencies and State Owned Enterprises,</p>
“Irregular Expenditure”	<p>For the purpose of this Policy means expenditure incurred by the municipality in contravention of, or that is not in accordance with, a requirement of the Supply Chain Management Policy of the municipality, and which is not been condoned in terms of the Policy</p>
“Long Term Contract”	<p>means a contract with a duration period exceeding one year;</p>
“List of Accredited Prospective Providers”	<p>means the list of accredited prospective providers which the municipality must keep in terms of Section 14 of this Policy;</p>
“Municipality”	<p>means Bergvrievier Local Municipality</p>
“Municipal Systems Act”	<p>means the Local Government: Municipal System Act 32 of 2000</p>
“Notice Boards”	<p>means the official notice boards at the municipal offices, libraries and any notice boards at the dedicated directorates</p>

“Other Applicable Legislation”	<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, 2017 j) the Competitions Act 1998 (Act No. 89 of 1998)
“Policy”	means the Supply Chain Management Policy of the Bergrivier Local Municipality
“Quotation”	means a stated price that a supplier expects to receive for the provision of specified services, works or goods;
“Sole Supplier”	means the only supplier in the South African market that can provide a particular product or service;
“supply chain management practitioners”	includes the Chief Financial Officer, the Head of the Budget and Treasury Office and the Head of Supply Chain Management;
“Tender”	means ‘bid’ or ‘quotation’ in relation to ‘Tender Box’
“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.

CHAPTER 1

ESTABLISHMENT AND IMPLEMENTATION OF SUPPLY CHAIN MANAGEMENT POLICY

2. Supply Chain Management Policy

- 1) The Bergrivier Municipality resolved in terms of Section 111 of the Municipal Finance Management Act, No 56 of 2003, to have and implement a Supply Chain Management Policy that:
 - a) gives effect to –
 - (i) Section 217 of the Constitution; and
 - (ii) Part 1 of Chapter 11 and other applicable provisions of the Act;
 - b) is fair, equitable, transparent, competitive and cost effective; c)complies with –
 - ii) the Regulations; and
 - iii) any minimum norms and standards that may be prescribed in terms of Section 168 of the Act; d) is consistent with other applicable legislation; e) does not undermine the objective for uniformity in supply chain management systems between organs of state in all spheres;
 - f) is consistent with national economic policy concerning the promotion of investments and doing business with the public sector;
 - g) applies the highest ethical standards; h) promotes local economic development; and
 - i) assign responsibility for the implementation of the policy to the Accounting Officer of the Municipality.
- 2) The Municipality may not act otherwise than in accordance with this Supply Chain Management Policy when:
 - a) procuring goods or services; b) disposing of goods no longer needed;
 - c) selecting contractors to provide assistance in the provision of municipal services otherwise than in circumstances where Chapter 8 of the Municipal Systems Act applies; or
 - d) selecting external mechanisms referred to in Section 80 (1) (b) of the Municipal Systems Act for the provision of municipal services in circumstances contemplated in Section 83 of that Act.
- 3) This Policy, except where provided otherwise, does not apply in respect of the procurement of goods and services contemplated in Section 110(2) of the Act, including –
 - a) water from the Department of Water Affairs or a public entity, another municipality or a municipal entity; and
 - b) electricity from Eskom or another public entity, another municipality or a municipal entity.

3. Amendment of the Supply Chain Management Policy

- 1) The Accounting Officer must –
 - a) at least annually review the implementation of this Policy; and b) when the Accounting Officer considers it necessary, submit proposals for the amendment of this Policy to the Council.
- 2) If the Accounting Officer submits proposed amendments to the council that differs from the model policy issued by the National Treasury, the Accounting Officer must –
 - a) ensure that such proposed amendments comply with the Regulations; and b) report any deviation from the model policy to the National Treasury and the Provincial Treasury.
 - c) 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.
 - d) The Accounting Officer must, in terms of Section 62(1) (f) (i) of the Act, take all reasonable steps to ensure that the Municipality has and implements this Supply Chain Management Policy.

4. Delegation of supply chain management powers and duties

- 1) The council hereby delegates all powers and duties to the Accounting Officer which are necessary to enable the Accounting Officer –
 - a) to discharge the supply chain management responsibilities conferred on the Accounting Officer in terms of –
 - (i) Chapter 8 of the Act; and (ii) the Supply Chain Management 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, favoritism 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 an Accounting Officer in terms of Sub-Section (1).
- 3) The Council or Accounting Officer may not sub-delegate any supply chain management powers or duties to a person who is not an official of municipality or to a committee which is not exclusively composed of officials of the municipality.
- 4) Section 4(3) 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 Section 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-Section (2) of this Section and Section 4 of this Policy.
- 2) The power to make a final award –

- a) above R10 million may not be sub-delegated by the Accounting Officer;
 - b) above R300 000 , but not exceeding R10 million, may be sub-delegated but only to
 -
 - (i) the Chief Financial Officer;
 - (ii) a Director; or
 - (iii) a Bid Adjudication Committee of which the Chief Financial Officer or a senior manager is a member.
- 3) The Accounting Officer and Chief Financial Officer may further delegate the signing of SCM award letters, contracts and payment to invoices to the Manager: Supply Chain Management,
- 4) An official or Bid Adjudication Committee to which the power to make final awards has been sub-delegated in accordance with Sub-Section (2) must within five working days of the end of each month submit to the Accounting Officer a written report containing particulars of each final award made by such official or committee during that month, including–
- a) the, amount of the award;
 - b) the name of the person to whom the award was made;
- and
- c) the reason why the award was made to that person.
- 5) A written report referred to in Sub-Section (3) must be submitted –
- a) to the Accounting Officer, in the case of an award by –
 - (i) the Chief Financial Officer;
 - (ii) a senior manager; or
 - (iii) a Bid Adjudication Committee of which the Chief Financial Officer or a senior manager is a member.
 - b) to the Chief Financial Officer or the senior manager responsible for the relevant bid, in the case of an award by –
 - (i) a manager referred to in subparagraph (2)(c)(iii); or
 - (ii) a Bid Adjudication Committee of which the Chief Financial Officer or a senior manager is not a member.
- 6) Sub-Section (3) of this Section does not apply to procurements out of petty cash.
- 7) This Section 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 Section 26 of this Policy.
- 8) No supply chain management decision-making powers may be delegated to an advisor or consultant.

6. Oversight role of council

- 1) The council reserves its right to maintain oversight over the implementation of this Policy.
- 2) For the purposes of such oversight the Accounting Officer must – a) within 30 days of the end of each financial year, submit a report on the implementation of this Policy and the Supply Chain Management Policy of any municipal entity under the sole or shared control of the municipality, to the council of the municipality; and
 - b) whenever there are serious and material problems in the implementation of this Policy, immediately submit a report to the council.
- 3) The Accounting Officer must, within 10 days of the end of each quarter, submit a report on the implementation of the Supply Chain Management Policy to the mayor.

- (3) The reports must be made public in accordance with Section 21A of the Municipal Systems Act.
- (4) The Accounting Officer will, within 60 days of the end of each financial year, submit to the Provincial Treasury any information concerning supply chain management in such format as the National Treasury and Provincial Treasury may determine.

7. Supply Chain Management Unit

- 1) The Accounting Officer must establish a Supply Chain Management Unit to implement this Policy.
- 2) The Supply Chain Management Unit operates under the direct administrative charge of the Chief Financial Officer, supervised by the Manager: Supply Chain Management, and the Unit's operations led by the Heads: Acquisition, Contract and Compliance, and Demand and Logistics Management, to whom this duty has been sub-delegated in terms of Section 82 of the Act.

8. Training of supply chain management officials

- 1) The training of officials involved in implementing this Policy should be in accordance with any Treasury guidelines on supply chain management training.

CHAPTER 2
SUPPLY CHAIN MANAGEMENT SYSTEM

9. Format of supply chain management system

- (1) This Supply Chain Management Policy provides systems for –
- (a) demand management;
 - (i) acquisition management;
 - (ii) logistics management;
 - (iii) disposal management;
 - (iv) risk management; and
 - (v) 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 to support its operational commitments and its strategic goals outlined in the Integrated Development Plan.
- 2) The demand management system must –
- (a) include timely planning and management processes to ensure that all goods and services required by the municipality are quantified, budgeted for and timely and effectively delivered at the right locations and at the critical delivery dates, and are of the appropriate quality and quantity at a fair cost;
 - (b) take into account any benefits of economies of scale that may be derived in the case of acquisitions of a repetitive nature;
 - (c) provide for the compilation of the required specifications to ensure that its needs are met;
 - (d) undertake appropriate industry analysis and research to ensure that innovations and technological benefits are maximized; and
 - (e) include the following demand management considerations –
 - (i) understanding of future and current needs;
 - (ii) requirements are linked to the budget;
 - (iii) specifications are determined;
 - (iv) needs form part of the strategic plan and Integrated Development Plan of the Municipality;
 - (v) analysis of past and current expenditure;
 - (vi) optimum methods to satisfy needs;
 - (vii) frequency of requirements are specified;
 - (viii) calculation of economic order quantity; and
 - (ix) conducting of industry and market analysis.
- 3) The Demand Management Plan must be developed in conjunction with the IDP, Service Delivery and Budget Implementation Plan (SDBIP) and annual budget.

- 4) All user departments are required to submit their procurement plans to the Supply Chain Management Unit by 31 May in terms of the IDP and Budget processes.
- 5) 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.
- 6) The Demand Management Plan must be reviewed regularly and submitted to the Accounting Officer or his delegate on a quarterly basis.
- 7) Demand management must be coordinated by SCM officials of the Municipality in consultation with budget holders.
- 8) 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 time-lines to execute the procurement functions.

Part 2: Acquisition management

11. System of acquisition management

- (1) The Accounting Officer must establish, through operational procedures, an effective system of acquisition management in order to ensure:-
 - (a) that goods and services are procured by the municipality in accordance with authorized processes only;
 - (b) that expenditure on goods and services is incurred in terms of an approved budget in terms of Section 15 of the Act;
 - (c) that the threshold values for the different procurement processes are complied with;
 - (d) that bid documentation, evaluation and adjudication criteria, and 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 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) written price quotations for procurement transactions of a value over R2 000 up to R30 000 (Incl.VAT); and
 - (c) Formal written price quotations for procurement transactions of a value over R30 000 up to R300 000 (Incl.VAT); and
 - (d) a competitive bidding process for–
 - (i) procurement transactions with a value above of R300 000; 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-Section (1); or (b) direct that –
 - (i) formal written quotations be obtained for any specific procurement of a transaction value lower than R2 000 (Incl.VAT); ;

- (ii) a competitive bidding process be followed for any specific procurement of a transaction value lower than R300 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

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-Section (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 shareholders or stakeholder is in the service of the state, or has been in the service of the state in the previous twelve months; or
 - (iii) whether a spouse, child or parent of the provider or of a director, manager, shareholder or stakeholder referred to in Sub-Section (ii) is in the service of the state, or has been in the service of the state in the previous twelve months.
- (d) has indicated the status of the providers municipal accounts with Bergvriervier Municipality, where applicable.

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 formal written price quotations;
 - b) ensure that the listing platforms comply with National Treasury instructions;
 - c) 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
 - d) ensure that prospective providers meet the following listing criteria:
 - (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) VAT registration number;
 - (xi) Bank details;
 - (xii) Type of industry;
 - (xiii) Valid certification for specialised services;
 - (xiv) Tax reference number and Pin for verification of tax status;
 - (xv) Valid certification or Sworn affidavit in respect of Exempted Micro Enterprises or B-BBEE Status Level of Contributor, if available; and
 - (xvi) Relevant identification numbers of all members, directors and partners
- e) 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 annually 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.
- 2) 3) The list must be compiled per commodity and per type of service.
- 4) Once a list has been compiled per commodity and per type of service, formal written price quotations will be invited from the suppliers in a manner that promotes on-going competition, including on a rotation basis.
- 5) The inclusion of any supplier in the database of suppliers does not exempt the supplier from the obligation to respond in the prescribed manner to notices of the municipality's supply chain management requirements.
- 6) Suppliers who wish to be included in the list of accredited suppliers without waiting for the next invitation may approach the Procurement Section for inclusion, provided that they supply the necessary documentation and information for evaluation. Once these requirements have been satisfied, the Procurement Section will ensure that the prospective supplier is evaluated and will provide a response as to approval or not within a reasonable time.

15. Petty cash purchases

- 1) The conditions for the procurement of goods by means of petty cash purchases referred to in Section 12(1)(a) of this Policy must be stipulated in a Petty Cash Policy and must include the following:
- a) the terms on which a manager may delegate responsibility for petty cash to an official reporting to the manager;
 - b) maximum number of petty cash purchases or the maximum amounts per month for each manager;
 - c) any types of expenditure from petty cash purchases that are excluded, where this is considered necessary; and
 - d) a monthly reconciliation report from each manager must be provided to the chief financial officer, including – (i) the total amount of petty cash purchases for that month; and
(ii) receipts and appropriate documents for each purchase.
- 2) The Chief Financial Officer have the discretion to approve transactions that does not exceed R 2 000 per transaction.

16.

16. Formal written price quotations

- 1) The conditions for the procurement of goods or services for a value over R2 000 up to R300 000, through formal written price quotations are as follows:
 - a) quotations must be obtained in writing from at least three different providers whose names appear on the list of accredited prospective providers of the municipality (CSD);
 - b) quotations may be obtained from providers who are not listed, provided that such providers meet the listing criteria set out in Section 14(1)(b) and (c) 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) Quotations must:
 - a) be in writing, and signed by a person with the necessary authority to act on behalf of the prospective supplier;
 - b) comply with the specifications set out in the quotation notice;
 - c) be marked for identification in relation to the particular quotation.
- 3) A designated official referred to in Sub-Section (1) (c) must within three days of the end of each month report to the Chief Financial Officer on any approvals given during that month by that official in terms of that Sub-Section.

17. Procedures for procuring goods or services through formal written price quotations

- 1) The procedure for the procurement of goods or services through formal written price quotations 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 goods and services in excess of R30 000 that are to be procured by means of formal written price quotations must, in addition to the requirements of Section 16, be advertised for at least seven days on the website and an official notice board of the municipality;
 - c) re-imbursments to personnel are subject to emergency situations only, and have to be authorized by the relevant Director as well as the Chief Financial Officer; d) offers received must be evaluated on a comparative basis taking into account unconditional discounts;
 - e) the Accounting Officer or Chief Financial Officer must on a monthly basis be notified in writing of all formal written price quotations accepted by an official acting in terms of a sub delegation;
 - f) all offers above R2 000 must be awarded based on compliance to specifications and conditions of contract, ability and capability to deliver the goods and services and lowest price;
 - g) all acceptable offers received must be subjected to the preference points system (PPPFA and associated regulations), unless valid reasons are documented for instances where it is impractical to do so, awards must be made to the bidder scoring the highest points; and
 - h) requirements for proper record keeping such as: (i) filing of documents for audit purposes; (ii) ensure the correctness of documents; (iii) before awards proper checking of documents must be done.

- 2) Notwithstanding the above requirements for consideration, formal written quotations not meeting the required specifications may not be accepted.
- 3) Only quotations complying with the specifications will be considered for acceptance, provided that there are sufficient funds appropriated within the budget.
- 4) Where no formal written price quotation complies with the specification, as determined by the relevant Head of the Department requiring the goods or service, the SCM Manager may re-invite quotations.
- 5) Following are possible examples of not being in a position to obtain formal written price quotations: -
 - i. Publication of official and legal notices as well as advertisements in the media,
 - ii. Disciplinary hearings (Appointment of a Chairperson, Initiator), as per delegations of the Municipal Manager, the appointment of any legal person(s) to institute and defend any legal processes/proceedings and claims by or against Council, in any court of law, including the initiation, dealing with or settlement of such proceedings, training events, corporate branding and artwork, courses, seminars, membership fees, doctor consultations, medical specialists, local travel agencies, accommodation, subscription, short-term car hire or rental services, tow in services, servicing agents for specific assets, franking machine postage, re-locations fees, library books, books, monitoring of alarms, advertisements, motivational speakers, artists, subscription fees, security services in case of emergency, or as necessary and determined by the Accounting Officer to protect municipal infrastructure, facilities and staff or Councillors.
 - iii. In the event of a strip and quote or ad hoc repairs to plant, equipment and machinery where it is not possible to ascertain the nature or extent of the work required in order to call for quotations, authorised by the Director engineering services.
 - iv. Payment of annual license and support charges, enhancements and additional functional modules to ensure compliance with the MSCOA classification framework and to move towards a municipal ERP system, to the provider of the core financial system of the municipality.
 - v. This policy, except where provided otherwise, does not apply in respect of the procurement of goods and services contemplated in section 110(2) of the Act, including, but not limited to -
 - vi. (a) water from the Department of Water Affairs or a public entity, another municipality or a municipal entity; and
 - vii. (b) electricity from Eskom or another public entity, another municipality or a municipal entity.
 - viii. (c) the acquisition of services of information and communication technology, IT licences and systems in use, financial system (Linked to the transversal tender of National Treasury as per SLA), IT programs and services that the acquisition of such services be dealt with in terms of the delegated powers as provided for in the Municipality's delegation register as amended from time to time, Telemetry IT and communication system, banking services (bank costs and card machines)
 - ix. (d) The acquisition of services from specific vehicle agents, for repair and out of warranty services subject that the acquisition of such services be dealt with in terms of the delegated powers as provided for in the Municipality's delegation register as amended from time to time.
 - x. (e) Insurance claims, Telkom, payments to the Auditor General, refunds to individuals
 - xi. (f) Bursary payments to certain registered institutions and the assistance of the accommodation of the student.
 - xii. (g) Print rolls for bank card machines and printing of salary payday payslips.
 - xiii. (h) Rental of machinery for emergency purposes for example pipe burst and digging of graves and trenches, and maintenance of landfill sites (when or after burning).
 - xiv. i) Sole Provider of Biodyne and Envirobeads for wastewater treatment.

18. Competitive bids

- 1) Goods or services above a transaction value of R300 000 and long term contracts may only be procured through a competitive bidding process, subject to Paragraph 11(2) of this Policy.

- 2) The bid documentation will be prepared by the bid documentation will be prepared by the Bid Specifications Committee in consultation with the relevant directorate and displayed on notice boards, placed on the council's website, and advertised in commonly circulated local and/or provincial newspapers with a closing date of at least 14 days after the date that the advertisement first appears.
- 3) No requirement for goods or services above an estimated transaction value of R300 000 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.

19. Process for competitive bidding

- 1) The procedures for the following stages of a competitive bidding process are as follows:
 - a) Compilation of bidding documentation as detailed in Section 21;
 - b) Public invitation of bids as detailed in Section 22;
 - c) Site meetings or briefing sessions as detailed in Section 22;
 - d) Handling of bids submitted in response to public invitation as detailed in Section 23;
 - e) Evaluation of bids as detailed in Section 28;
 - f) Award of contracts as detailed in Section 29;
 - g) Administration of contracts; after approval of a bid, the Accounting Officer or by the delegated official and the bidder must enter into a written agreement.
 - h) Proper record keeping; Original / legal copies of written contract agreements should be kept in a secure place for reference purposes.

20. Bid documentation for competitive bids

- 1) The criteria with 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 CIBD, in the case of a bid relating to construction, upgrading or refurbishment of buildings or infrastructure;
 - b) include the preference points system to be used, goals as contemplated in the Preferential Procurement Regulations and evaluation and adjudication criteria, including any criteria required by other applicable legislation;
 - c) include the compulsory submission of B-BBEE status level verification certificates and/or a Valid Sworn Affidavit or certified copies thereof;
 - d) include evaluation and adjudication criteria, including any criteria required by other applicable legislation;
 - e) include evaluation criteria for measuring of functionality (where applicable);
 - f) include conditions for sub-contracting according to applicable legislation;
 - g) ensure that a due diligence process is conducted to determine whether the preferred bidders have the capability and ability to execute the contract;
 - h) compel bidders to declare any conflict of interest they may have in the transaction for which the bid is submitted;
 - i) if the value of the transaction is expected to exceed R10 million (VAT included), require bidders to furnish–

- (i) if the bidder is required by law to prepare annual financial statements for auditing, their audited annual financial statements
 - (aa) for the past three years; or
 - (bb) since their establishment if established during the past three years;
 - (ii) a certificate signed by the bidder certifying that the bidder has no undisputed commitments for municipal services towards a municipality or other service provider in respect of which payment is overdue for more than 30 days;
 - (iii) particulars of any contracts awarded to the bidder by an organ of state during the past five years, including particulars of any material non-compliance or dispute concerning the execution of such contract; and
 - (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.
- j) 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;
 - k) a requirement to supply tax references, tax pin, VAT registration numbers and identification or registration numbers;
 - l) details of any contracts above R300 000 carried out on behalf of the municipality within the last five years;
 - m) contract management processes and procedures including provision for the Accounting Officer to cancel the contract on the grounds of unsatisfactory performance; and
 - n) any other matters as required by the MFMA and the Supply Chain Management Regulations.

21. 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 in newspapers commonly circulating locally, the website of the municipality or any other appropriate ways (which may include an advertisement in the Government Tender Bulletin); and 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 30 days in the case of transactions over R10 million, or which are of a long term nature (longer than 3 years), or 14 days in any other case, from the date on which the advertisement is placed in a newspaper, subject to Sub-Section (2) of this policy;
 - (ii) a statement that bids may only be submitted on the bid documentation provided by the municipality; and
 - (iii) date, time and venue of any proposed site meetings or briefing sessions.
- 2) The Accounting Officer may determine a closure date for the submission of bids which is less than the 30 or 14 days requirement, but only if such shorter period can be justified on the grounds of urgency or emergency or any exceptional case where it is impractical or impossible to follow the official procurement process.
- 3) Bid documents must be made available on Council's Website at no charge, as far as possible.
- 4) The Municipality charges a non-refundable fee for provision of bid documents. This is subject to annual review. Values of the fees will be determined annually and included in the official lists of tariffs.
- 5) Bids submitted must be sealed.

22. 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 at the same time and as soon as possible after the period for the submission of bids has expired; and
 - (iii) received after the closing time should not be considered and returned unopened immediately.
 - 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-Section (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 on the website.
- 2) In order for a bid to be considered it must be placed in the official tender box located at the Supply Chain Management Unit.
- 3) The Manager: Supply Chain will ensure that tender boxes are sealed until the time of their official opening, and ensure that they are properly secured.
- 4) At the advertised time, the tender box will be unlocked by officials from the Supply Chain Management Unit.
- 5) A Supply Chain Management practitioner will open bid documents in the presence of bidders or other interested parties.
- 6) The tender box may be opened without any members of public being present provided that the appropriate procedure for advertising the time and venue has been followed.
- 7) The unmarked or incorrectly marked tenders will be opened for recording
- 8) The names and if practical, the total bid amounts will be read out and recorded in the tender register, which will be available for public inspection on request.
- 9) A copy of the record must be kept in the office of the SCM Manager and a complete schedule provided as soon as is practical.
- 10) Bid results will be published on the municipality's website.

23. Negotiations with preferred bidders

- 1) The Accounting Officer may negotiate the final terms of a contract with bidders identified through a competitive bidding process as preferred bidders, provided that such negotiation –
 - a) does not allow any preferred bidder a second or unfair opportunity;
 - b) is not to the detriment of any other bidder; and
 - c) does not lead to a higher price than the bid as submitted.
- 2) Minutes of such negotiations must be kept for record purposes.
- 3) No unauthorized communication with bidders and prospective providers:

- a) where bids and quotations have been submitted to the municipality, a bidder may not communicate with any councilor, official, or authorized 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 paragraph (c) below. Every such case of unauthorized 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 unauthorized communication has occurred may be disqualified.
- c) The budget holder must approach the Bid Evaluation Committee, as determined in paragraph 28(2), to consider authorizing an employee or authorized consulting service provider, in writing, to communicate with a bidder during the period mentioned in subsection (d) 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
- e) In all cases where authority has been granted to communicate with bidders in terms of para [1]graph (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.

24. Two-stage bidding process

- 1) A two-stage bidding process is allowed for – a) large, complex projects; b) projects where it may be undesirable to prepare complete detailed technical specifications; or
 - c) long term projects with a duration period exceeding three years.
- 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.

25. Committee system for competitive bids

- 1) The Accounting Officer is required to establish a committee system for competitive bids of at least-
 - (i) a Bid Specification Committee;
 - (ii) a Bid Evaluation Committee; and
 - (iii) a Bid Adjudication Committee.
- 2) The Accounting Officer appoints the members of each committee, taking into account Section 117 of the Act.
- 3) A neutral or independent observer, appointed by the Accounting Officer, must attend or oversee a committee when this is appropriate for ensuring fairness and promoting transparency.
- 4) The committee system must be consistent with –

- a) Section 26, 27 and 28 of this Policy; and
 - b) any other applicable legislation.
- 5) The Accounting Officer may apply the committee system to formal written price quotations.

26. Bid Specification Committees

- 1) The bid specification committee must compile the specifications for each procurement transaction of goods or services by the municipality.
- 2) Specifications –
 - a) must be drafted in an unbiased manner to allow all potential suppliers to offer their goods or services;
 - b) must take account of any accepted standards such as those issued by Standards South Africa, the International Standards Organization, or an authority accredited or recognized by the South African National Accreditation System with which the equipment or material or workmanship should comply;
 - c) must, where possible, be described in terms of performance required rather than in terms of descriptive characteristics for design;
 - d) may not create trade barriers in contract requirements in the forms of specifications, plans, drawings, designs, testing and test methods, packaging, marking or labelling of conformity certification;
 - e) may not make reference to any particular trademark, name, patent, design, type, specific origin or producer unless there is no other sufficiently precise or intelligible way of describing the characteristics of the work, in which case such reference must be accompanied by the word “equivalent”;
 - f) must indicate each specific goal for which points may be awarded in terms of the points system set out in the Preferential Procurement Regulations 2022; and
 - g) Must state in the tender documents if the tender will be evaluated on functionality.
- (3) The evaluation criteria for measuring functionality must be objective.
- (4) The tender documents must specify-
 - (a) the evaluation criteria for measuring functionality;
 - (b) the points for each criteria and, if any, each sub-criterion; and
 - (c) the minimum qualifying score for functionality.
- (5) 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 jeopardize the quality of the required goods or services; or
 - (ii) high that it is unreasonably restrictive.
- (6) Points scored for functionality must be rounded off to the nearest two decimal places.
 - (a) A tender that fails to obtain the minimum qualifying score for functionality as indicated in the tender documents is not an acceptable tender.
- (1) 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 regulation 11.
- 2) must be approved by the Bid Specification Committee prior to publication of the invitation for bids in terms of Section 21 of this Policy.

- 3) A bid specification committee must be composed of at least three (3) officials of the municipality. The attendance of the relevant Project Manager is compulsory, and the Committee may, when appropriate, include external specialist advisors.
- 4) No person, advisor or corporate entity involved with the bid specification committee, or director of such a corporate entity, may bid for any resulting contracts.
- 5) A quorum will be a minimum of four (4) members (i.e. the Chairperson, another member, an SCM Practitioner and the relevant Project Manager) of the Bid Specification Committee shall constitute a quorum for any formal sitting/meeting of the Bid Specification Committee. In case the Chairperson is not available the members present can appoint the Chairperson for the meeting. A member of the specification committee can also be a member of either the Bid Evaluation or Bid Adjudication Committee (but not both committees) that considers any of the bids for the same goods or services.
- 6) The advertisement must be approved by the Accounting Officer or the official or Bid Specifications Committee delegated by the Accounting Officer, prior to advertisement of the bid.

27. Bid evaluation committees

- 1) The SCM Unit must convene a technical evaluation committee, where,
 - a) The value of the tender for goods and services exceeds the amount of R2 million (excluding VAT),
 - b) The value of the tender for infrastructure exceeds the amount of R2,5 million (excluding VAT),
- 2) The committee must be composed of the Chairperson, at least three members, an SCM Practitioner and the relevant Project Manager.
- 3) The Committee must work through the entire tenders specifications to assess the bidders' ability to rendering service or delivering goods to the municipality.
- 4) The bid evaluation committee must –
 - a) evaluate bids in accordance with
 - (i) the specifications for a specific procurement; and
 - (ii) the points system set out in terms of Section 27(2)(f);
 - b) evaluate each bidder's ability to execute the contract.
 - c) check in respect of each bidder whether municipal rates and taxes and municipal service charges are not in arrears,
 - d) check in respect of each bidder that their tax matters are in order and;
 - e) may use the following remedies where a bidder does not comply to any or certain requirements–
 - (i) disqualify bidders from the bidding process;
 - (ii) recover all costs, losses or damages the municipality has suffered from the bidder's non-compliance;
 - (iii) claim any damages as a result of having to make less favorable arrangements
- f) submit to the adjudication committee a report and recommendations regarding the award of the bid or any other related matter.

- 5) A bid evaluation committee must as far as possible be composed of-
 - a) officials from departments requiring the goods or services; and
 - b) at least one supply chain management practitioner of the municipality,
 - c) Technical experts, consultants or advisors, provided that these experts can only actively contribute to discussions, and not vote on the items
 - d) A quorum will be a minimum of four (4) members (i.e. the Chairperson, another member, an SCM Practitioner and the relevant Project Manager) of the Bid Evaluation Committee shall constitute a quorum for any formal sitting/meeting of the Bid Evaluation Committee.
 - e) Attendance of the relevant project manager is compulsory'
 - f) Members of the bid evaluation committees may not serve on any adjudication committee that adjudicates on any of the items that has been considered at a bid evaluation committee.
 - g) Notwithstanding the above requirements for consideration, bids not according to specification may not be accepted and the evaluation committee may recommend that new tenders be called if necessary.

28. Bid Adjudication Committees

- 1) The Bid Adjudication Committee must –
 - a) consider the report and recommendations of the bid evaluation committee; and
 - b) either –
 - (i) depending on its delegations, make a final award or a recommendation to the Accounting Officer to make the final award; or
 - (ii) make another recommendation to the Accounting Officer how to proceed with the relevant procurement.
- 2) The Bid Adjudication Committee must consist 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 in the budget and treasury office reporting directly to the Chief Financial Officer and designated by the Chief Financial Officer; and
 - b) at least one senior supply chain management practitioner who is an official of the municipality; and
 - c) a technical expert in the relevant field who is an official, if such an expert exists.
- 3) The Accounting Officer must appoint the chairperson of the committee. If the chairperson is absent from a meeting, the members of the committee who are present must elect one of them to preside at the meeting.
- 4) The BAC meeting must not continue if the members do not form a quorum.
- 5) Neither a member of a bid evaluation committee, nor an advisor or person assisting the evaluation committee, may be a member of a Bid Adjudication Committee.
- 6) If the Bid Adjudication Committee decides to award a bid other than the one recommended by the bid evaluation committee, the Bid Adjudication Committee must prior to awarding the bid –
 - a) check in respect of the preferred bidder whether that bidder's municipal rates and taxes and municipal service charges are not in arrears,

- b) check in respect of the preferred bidder whether the bidder's taxation matters are in order,
 - c) notify the Accounting Officer.
- 7) The Accounting Officer may –
- a) after due consideration of the reasons for the deviation, ratify or reject the decision of the Bid Adjudication Committee referred to in paragraph (a); and
 - b) if the decision of the Bid Adjudication Committee is rejected, refer the decision of the adjudication committee back to that committee for reconsideration.
- 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:
- a) Comply with Section 114 of the Act within 10 working days if a tender other than the one recommended in the normal course of implementing the supply chain management policy is approved.
 - b) Notify the Auditor-General, the Provincial Treasury and the National Treasury of the reasons for deviating from such recommendation, in writing,.
 - c) This Section does not apply if a different tender was approved in order to rectify an irregularity.
- 10) The Accounting Officer must publish the bid results on the municipal website.

29. 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 60 days from the date on which the advertisement is placed in a newspaper in terms of Section 22(1). Bids must be restricted to banks registered in terms of the Banks Act, 1990 (Act No. 94 of 1990).

30. Procurement of IT related goods or services

- 1) The Accounting Officer may request the State Information Technology Agency (SITA) to assist with the acquisition of IT-related goods or services through a competitive bidding process.
- 2) Both parties must enter into a written agreement to regulate the services rendered by, and the payments to be made to, SITA.
- 3) The Accounting Officer must notify SITA together with a motivation of the IT needs if – a) the transaction value of IT related goods or services required in any financial year will exceed R50 million (VAT included); or
- b) the transaction value of a contract to be procured whether for one or more years exceeds R50 million (VAT included).
- 4) SITA may comment on the procurement needs submitted per Sub-Section (3)

- 5) If the municipality disagrees with comments made by SITA, the comments and the reasons for rejecting or not following such comments must be submitted to the Council, the National Treasury, the Provincial Treasury and the Auditor-General.

31. Procurement of goods and services under contracts secured by other organs of state

- 1) The Accounting Officer may procure goods or services under a contract secured by another organ of state, but only if –
- a) the contract has been secured by that other organ of state by means of a competitive bidding process applicable to that organ of state;
 - b) there is no reason to believe that such contract was not validly procured;
 - c) there are demonstrable discounts or benefits to do so; and
 - d) that other organ of state and the provider have consented to such procurement in writing.
- 2) Sub-Sections (1)(c) and (d) do not apply if –
- a) a municipal entity procures goods or services through a contract secured by its parent municipality; or
 - b) a municipality procures goods or services through a contract secured by a municipal entity of which it is the parent municipality.

32. Procurement of goods necessitating special safety arrangements

- 1) The acquisition and storage of goods in bulk (other than water), which necessitate special safety arrangements, including gasses and fuel, should be avoided wherever possible.
- 2) Where the storage of goods in bulk is justified, such justification must be based on sound reasons, including the total cost of ownership, cost advantages and environmental impact and must be approved by the Accounting Officer.

33. Proudly SA Campaign

- 1) The municipality supports the Proudly SA Campaign to the extent that, all things being equal, preference is given to procuring local goods and services from:
- a) Firstly – suppliers and businesses within the municipality or district;
 - b) Secondly – suppliers and businesses within the relevant province;
 - c) Thirdly – suppliers and businesses within the Republic.

34. Appointment of consultants

- 1) The Accounting Officer may procure consulting services provided that any Treasury guidelines in respect of consulting services, as well as the Section 5 of the Bergrivier Municipality Council's Approved Cost Containment Policy, have been taken into account when such procurements are made.
- 2) Consultancy services must be procured through competitive bids if:
- (a) the value of the contract exceeds R300 000; 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.
- 5) The appointment of advisors must also follow the same competitive bidding process as set out in this Policy.
- 6) No advisor will take any part in the final decision-making process regarding the award of bids.
- 7) No decision-making authority may be delegated to an advisor.

35. 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 which is considered an unforeseeable and sudden event with materially harmful or potentially materially harmful consequences for the municipality which requires urgent action to address.
 - (ii) where it can be demonstrated that 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.
 - 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, 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-Sections (1)(a) and (b) of this policy and report them to the next meeting of Council and include as a note to the annual financial statements.
- 3) Sub-Section (2) does not apply to the procurement of goods and services contemplated in Section 11(2) of this policy.

36. 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-Section (2) of this policy, the decision must be made public in accordance with Section 21A of the Municipal Systems Act, together with –
 - a) reasons as to why the bid should not be open to other competitors;
 - b) an explanation of the potential benefits if the unsolicited bid were accepted;
and
 - c) an invitation to the public or other potential suppliers to submit their comments within 30 days of the notice.
- 4) The Accounting Officer must submit all written comments received pursuant to Sub-Section (3), including any responses from the unsolicited bidder to the National Treasury and the relevant provincial treasury for comment.
- 5) The adjudication committee must consider the unsolicited bid and may award the bid or make a recommendation to the Accounting Officer, depending on its delegations.
- 6) A meeting of the adjudication committee to consider an unsolicited bid must be open to the public.
- 7) When considering the matter, the adjudication committee must consider –
 - 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. Such submission must be made within seven days after the decision on the award of the unsolicited bid is taken, but no contract committing the municipality to the bid may be entered into or signed within 30 days of the submission.

37. Combating of abuse of supply chain management system

- 1) The Accounting Officer must–
 - a) take all reasonable steps to prevent abuse of the supply chain management system;
 - b) investigate any allegations against an official or other role player of fraud, corruption, favoritism, 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) take cognizance of the provisions of Chapter 2 of the Competition Act no 89 of 1998, with specific reference to:
 - (i) restrictive practices;
 - (ii) abuse of a dominant position;
and
 - (iii) exemption from application of Chapter 2 of the Act.
 - e) 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; unless a suitable arrangement has been made between the bidder and the Bergrivier Municipality that the total amount in arrears be recovered directly from the bidder's invoices during the contract period. The said debt repayment plans are selectively for local bidders, who reside within the Bergrivier Municipal area. All other bidders residing outside the Bergrivier Municipality area are excluded from such arrangements", 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.
- f) 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;
- g) 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
- h) reject the bid of any bidder if that bidder or any of its directors –
 - (i) has abused the supply chain management system of the municipality or has committed any improper conduct in relation to such system;
 - (ii) has been convicted for fraud or corruption during the past five years;
 - (iii) has willfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years; or has been listed in the Register for Tender Defaulters in terms of Section 29 of the Prevention and has been in contravention of the Competition Act no 89 Of 1998.
- i) No person placing a procurement requisition for goods or Services shall knowingly understate the requirements of the estimated value with the intention of avoiding a more stringent procurement process. This includes the deliberate splitting of requirements to reduce individual order values. Procurement is limited to R300 000 per commodity type per month unless a competitive bidding process has been undertaken. The Municipal Manager shall promptly institute disciplinary action against any person infringing this requirement.
- j) No official shall engage in contact with a prospective supplier in respect of a quotation or tender which the supplier intends to submit except where clarification of requirements is required from either party, or where the Accounting Officer may negotiate with identified preferred bidders. Any such communication must be recorded and appropriately filed with the bid documentation.
- k) The Accounting Officer may, where a bidder has contravened the prescriptions of the Competition Act no 89 of 1998 –
 - (i) recover all costs, losses or damages the Municipality suffered as a result of the bidder's conduct;
 - (ii) cancel the contract and claim any damages which the Municipality has suffered as a result of having to make less favorable arrangements due to such cancellation;
 - (iii) restrict the bidder or contractor, its shareholders, and directors, or only the shareholders and directors who acted on a fraudulent basis; and
 - (iv) forward the matter for criminal prosecution.
- 2) The Accounting Officer must inform the National Treasury and relevant Provincial Treasury in writing of any actions taken in terms of Sub-Sections (1)(b)(ii), (e) or (f) of this policy.

Part 3: Logistics, Disposal, Risk and Performance Management

38. 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;
 - (d) before payment is approved, certification by the responsible officer that the goods and services are received or rendered on time and is in accordance with the order, the general conditions of contract and specifications where applicable and that the price charged is as quoted in terms of a contract;
 - (e) appropriate standards of internal control and warehouse management to ensure that goods placed in stores are secure and only used for the purpose for which they were purchased;
 - (f) regular checking to ensure that all assets including official vehicles are properly managed, appropriately maintained and only used for official purposes; and
 - (g) monitoring and review of the supply vendor performance to ensure compliance with specifications and contract conditions for particular goods or services.
 - (h) monitoring and review of the distribution of items,
 - (i) monitoring and review of losses and surpluses.

39. Disposal management

- 1) The criteria for the disposal or letting of assets, including unserviceable, redundant or obsolete assets will be subject to Sections 14 of the Act, and asset transfer regulations;
- 2) Assets may be disposed of by –
 - (i) transferring the asset to another organ of state in terms of a provision of the Act enabling the transfer of assets;
 - (ii) transferring the asset to another organ of state at market related value or, when appropriate, free of charge;
 - (iii) selling the asset; or
 - (iv) destroying the asset
- 3) The Accounting Officer must ensure that –
 - a) immovable property is sold only at market related prices except when the public interest or the plight of the poor demands otherwise;
 - b) movable assets are sold either by way of written price quotations, a competitive bidding process, auction or at market related prices, whichever is the most advantageous;
 - c) firearms are not sold or donated to any person or institution within or outside the Republic unless approved by the National Conventional Arms Control Committee;
 - d) immovable property is let at market related rates except when the public interest or the plight of the poor demands otherwise;

- e) all fees, charges, rates, tariffs, scales of fees or other charges relating to the letting of immovable property are reviewed annually;
- f) where assets are traded in for other assets, the highest possible trade-in price is negotiated; and
- g) in the case of the free disposal of computer equipment, the provincial department of education is first approached to indicate within 30 days whether any of the local schools are interested in the equipment.

40. Risk management

- 1) The criteria for the identification, consideration and avoidance of potential risks in the supply chain management system, must be identified.
- 2) Risk management must include –
 - (i) the identification of risks on a case-by-case basis;
 - (ii) the allocation of risks to the party best suited to manage such risks;
 - (iii) acceptance of the cost of the risk where the cost of transferring the risk is greater than that of retaining it;
 - (iv) the management of risks in a pro-active manner and the provision of adequate cover for residual risks; and
 - (v) the assignment of relative risks to the contracting parties through clear and unambiguous contract documentation.
- 3) The Accounting Officer must ensure that risks are identified utilizing the following methods –
 - (i) Focus group sessions;
 - (ii) Personal interviews;
 - (iii) Questionnaires;
 - (iv) Audit reports analysis;
 - (v) Statistical analysis of related risk data;
 - (vi) Trend analysis;
 - (vii) Scenario analysis; and
 - (viii) Forecasting methodologies.
- 4) The Accounting Officer must ensure that a risk register is implemented consisting of the following–
 - (i) Each risks identified with a unique number;
 - (ii) Description of the risk;
 - (iii) Assessment of occurrence or likelihood and its impact if it does;
 - (iv) Grading of risk;
 - (v) Responsibility for managing the risk; and
 - (vi) Proposed mitigation processes.
- 5) The Accounting Officer must ensure that all risks are assessed and indicating the magnitude of the risk as well as the probability of occurrence;

- 6) The Accounting Officer must ensure that a risk strategy is implemented which may include the following-
- (i) avoiding the risk by eliminating the action;
 - (ii) treating the risk, how the risk can be prevented and if it were to occur how the impact can be minimized;.
 - (iii) transfer or outsource the risk;
 - (iv) tolerate the risk.
- 7) The Accounting Officer must ensure that all risk related matters are reported and that a communication plan which may consist of the following is implemented –
- (i) responsibility for the communication;
 - (ii) frequency of communication;
 - (iii) format of communication;
 - (iv) record of communication.

41. Performance management

- 1) The Accounting Officer must establish and implement an internal monitoring system in order to determine, on the basis of a retrospective analysis, whether the authorized supply chain management processes were followed and whether the objectives of this Policy were achieved;
- 2) The Accounting Officer must ensure that the following issues are reported on a quarterly basis –
- (i) Achievement of preferential procurement goals and objectives;
 - (ii) Implementation of the Supply Chain Management Policy of the municipality;
 - (iii) Compliance to SCM norms and standards such as the municipal supply chain management regulations, National Treasury's model policy, standard bid documents and the general conditions of contract;
 - (iv) Savings generated, amongst others, by arranging contracts for the purpose of developing economies of scale;
 - (v) Stores efficiency, (the proper layout of stores through clear bin locations and bin numbering, promptly satisfying the users requirements, etc.)
 - (vi) Contract breach either by the municipality or contractors;
 - (vii) Cost efficiency of the procurement process;
 - (viii) That the supply chain objectives are consistent with Government's broader policy focus on trade, small business development, anti-corruption measures and the proudly South African.

Part 4: Other matters

42. Prohibition on awards to persons whose tax matters are not in order

- 1) No award above **R30 000** may be made in terms of this Policy to a person whose tax matters have not been declared by the South African Revenue Service to be complying.
- 2) Before making an award to a person the Accounting Officer must first check with SARS whether that person's tax matters are complying.
- 3) Where the recommended bidder is not tax compliant, the bidder should be notified of their non-compliant status and the bidder must be requested to submit to the municipality, within 7 working days, written proof from SARS of their tax compliance status or proof from SARS that they have made an arrangement to meet their outstanding tax obligations. The proof of tax compliance status submitted by the bidder to the municipality must be verified via the CSD or e-Filing.
- 4) The Accounting Officer should reject a bid submitted by the bidder if such a bidder fails to provide proof of tax compliance status within the timeframe stated above.

43. Prohibition on awards to persons in the service of the state

- 1) Irrespective of the procurement process followed, no award may be made to a person in terms of this Policy –
 - a) who is in the service of the state;
 - b) if that person is not a natural person, of which any director, manager, principal shareholder or stakeholder is –
 - (i) a member of any municipal council, any provincial legislature or the National Assembly or the National Council of Provinces;
 - (ii) an official of any municipality;
 - (iii) 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).
 - (iv) a member of the board of directors of any municipal entity;
 - (v) an executive member of the accounting authority of any national or provincial public entity;
 - c) a person who is an advisor or consultant contracted with the municipality.

44. 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 R2000 to a person who is a spouse, child or parent of a person in the service of the state, or has been in the service of the state in the previous twelve months, including –
 - a) the name of that person;
 - b) the capacity in which that person is in the service of the state;
and
 - c) the amount of the award.

45. Ethical standards

- 1) All officials involved in supply chain management for the municipality must comply with the Code of Conduct prescribed in the Municipal Systems Act, the Supply Chain Management

Framework and the Code of Conduct for Supply Chain Management role players as prescribed.

- 2) A code of ethical standards is hereby established for officials and other role players in the Supply Chain Management System 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.
- 3) 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 rewards, gift, favor, hospitality or other benefit directly, including to any close family member, partner or associate of that person, of a value more than R350;
 - d) notwithstanding Sub-Section 48(2)(c), must declare to the Accounting Officer details of any reward, gift, favor, 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 combination fraud, corruption, favoritism, and unfair and irregular practices in the supply chain management system; and
 - i) must report to the Accounting Officer any irregular conduct in the supply chain management system which that person may become aware of, including –
 - (i) any alleged fraud, corruption, favoritism, or unfair conduct
 - (ii) any alleged contravention of Section 49(1) of this Policy; or
 - (iii) any alleged breach of this of this code of ethical standards.
 - j) Declarations in terms of Sub-Sections 49 (2) (d) and (e)-
 - (i) must be recorded in a register which the Accounting Officer must keep for this purpose;
 - (ii) by the Accounting Officer must be made to the Mayor of the Municipality who must ensure that such declarations are recorded in the register.
 - k) The National Treasury Code of Conduct must also be considered by supply chain management practitioners and other role players involved in supply chain management.
 - l) The National Treasury Code of Conduct for Supply Management Practitioners, attached as Annexure A, is adopted by the Municipality, and shall apply mutatis mutandis to and be binding on supply chain management of the Municipality.
 - m) A breach of the code of conduct adopted by the Municipality must be dealt with in accordance with Schedule 1 (code of Conduct for Councilors) and Schedule 2 (Code of Conduct for Municipal Staff Members) of the Municipal Systems Act, No 32 of 2000.

- 46. Inducements, rewards, gifts, and favors to municipalities, officials and other role players**
- 1) No person who is a provider or prospective provider of goods or services, or a recipient or prospective recipient of goods disposed 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, favor 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-Section (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-Section (1) does not apply to gifts less than R350 in value.
- 47. 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.
- 48. Objections and complaints**
- 1) Persons aggrieved by decisions or actions taken in the implementation of this supply chain management system, may lodge within 14 days of the decision or action, a written objection or complaint against the decision or action.
- 49. Resolution of disputes, objections, complaints and queries**
- 1) The Accounting Officer must appoint an independent and impartial person, not directly involved in the supply chain management processes –
 - a) to assist in the resolution of disputes between the municipality and other persons regarding -
 - (i) any decisions or actions taken in the implementation of the supply chain management system; or
 - (ii) any matter arising from a contract awarded during the supply chain 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) Suppliers must provide details of the reasons for their appeal including any noncompliance with this Policy, the MFMA and related legislation. The Accounting Officer shall provide written acknowledgement of the receipt of appeals to the appellant;
 - c) If the appeal is based on a technically complex matter, the Accounting Officer may engage an impartial external advisor, provided that their engagement is compliant with

this Policy and sufficient budgetary provision exists. The Accounting Officer is not bound by any opinion provided.

- d) The Accounting Officer will decide if an appeal constitutes sufficient grounds for delay of procurement from the approved supplier, and if a delay is practical. If the Accounting Officer determines there are grounds for delay, the approved supplier will be advised in writing of the reasons for the delay.
 - e) When a ruling on an appeal has been made, the Accounting Officer will advise the appellant in writing of the outcome.
- 2) The Accounting Officer, or another official designated by the Accounting Officer, is responsible for assisting the appointed person to perform his or her functions effectively.
 - 3) The person appointed must –
 - a) strive to resolve promptly all disputes, objections, complaints or queries received; and
 - b) submit monthly reports to the Accounting Officer on all disputes, objections, complaints or queries received, attended to or resolved.
 - 4) A dispute, objection, complaint or query may be referred to the relevant Provincial Treasury if –
 - a) the dispute, objection, complaint or query is not resolved within 60 days;
or
 - b) no response is forthcoming within 60 days.
 - 5) The Provincial Treasury may refer the query to the National Treasury for resolution.
 - 6) This Policy must not be read as affecting a person's rights to approach a court at any time.

50. Appeals

- 1) A person whose rights are affected by a decision taken to award a tender by a municipality, in terms of a power or duty delegated or sub-delegated by a delegating authority, may appeal against that decision, by giving written notice of the appeal and reasons to the Accounting Officer within 21 days of the date of the notification of the decision.
- 2) When the appeal is against a decision taken by a staff member or committee other than the Accounting Officer, the Accounting Officer must consider the appeal or refer it to the appeal authority when appropriate;
- 3) The Accounting Officer must promptly submit the appeal to the appropriate appeal authority.
- 4) The appeal authority must consider the appeal, and confirm, vary or revoke the decision, but no such variation or revocation of a decision may detract from any rights that may have accrued as a result of the decision.
- 5) An appeal authority must commence with an appeal within six weeks and decide the appeal within a reasonable period.
- 6) This Policy must not be read as affecting a person's rights to approach a court at any time.

51. Contracts and contract management

- 1) A contract or agreement procured through the supply chain management system of the municipality must—
 - a) be in writing;
 - b) stipulate the terms and conditions of the contract or agreement, which must include provisions providing for—
 - (i) the termination of the contract or agreement in the case of non- or underperformance;

- (ii) dispute resolution mechanisms to settle disputes between the parties;
 - (iii) 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
 - (iv) any other matters that may be prescribed.
- 2) The accounting officer must—
- a) take all reasonable steps to ensure that a contract or agreement procured through the supply chain management policy of the municipality or municipal entity is properly enforced;
 - b) monitor on a monthly basis the performance of the contractor under the contract or agreement;
 - c) establish capacity in the administration of the municipality or municipal entity—
 - (i) to assist the accounting officer in carrying out the duties set out in paragraphs (a) and (b); and
 - (ii) to oversee the day-to-day management of the contract or agreement; and
 - (iii) regularly report to the council of the municipality or the board of directors of the entity, as may be appropriate, on the management of the contract or agreement and the performance of the contractor.
 - d) A contract or agreement procured through the supply chain management policy of the municipality may be amended by the parties, but only after—
 - e) the reasons for the proposed amendment have been tabled in the council of the municipality or, in the case of a municipal entity, in the council of its parent municipality; and
 - f) the local community—
 - (i) has been given reasonable notice of the intention to amend the contract or agreement; and
 - (ii) has been invited to submit representations to the municipality or municipal entity.
 - g) Amendments, expansion, variation of contracts may be considered by the Accounting Officer if the value does not exceed 15% of the value of the contract or 20% of the value of the contract for construction-related contracts.

52. Contract Management

- 1) The Accounting Officer must ensure that all bids and contracts are subject to the General Conditions of Contract and any Special Conditions of Contract, if specified;
- 2) All contracts must be based on the General Conditions of Contract, issued by the National Treasury. Any aspect not covered by the General Conditions of Contract must be dealt with in the Special Contract Conditions;
- 3) Matters such as attendance of compulsory site meetings, briefing sessions and special delivery conditions must be covered in the Special Conditions of Contract with the proviso that the standard wording of the General Conditions of Contract should not be amended;
- 4) The General Conditions of Contract, International Federation of Consulting Engineers (FIDIC) regulations and the Joint Building Contracts Committee (JBCC) guidelines issued by the Construction Industry Development Board are utilized in cases of bids related to the construction industry;
- 5) Where the Special Conditions of Contract conflicts with the General Conditions of Contract, the Special Conditions of Contract will prevail;
- 6) These conditions must form an integral part of the bidding documents.

53. Contract Administration

- 1) Contract administration includes all administrative duties associated with a contract that has arisen through one of the acquisition/procurement processes described in this policy.
- 2) All contracts must be administered by a contract manager, who will be an internal official assigned to ensure the effective administration of the contract. The contract manager will typically be the internal project manager assigned to the project as a whole but may also be a cost centre owner or other responsible official.
- 3) A contract manager must be assigned to each contract and, where possible, should be involved from the earliest stages of the acquisition process.
- 4) The contract manager's duties and powers shall be governed by the conditions of contract and the general law.
- 5) The contract manager shall take all reasonable steps to ensure that a contract procured through the provisions of this policy is properly enforced.
- 6) In administering a contract, the contract manager will be required to form opinions and make decisions which, while in the Municipality's best interests, must be fair to all parties concerned.
- 7) Director shall be responsible for ensuring that contract managers:
 - a) are assigned to all contracts within the Director's area of responsibility;
 - b) are adequately trained so that they can exercise the necessary level of responsibility in the performance of their duties.
- 8) In discharging his duties, the contract manager shall:
 - a) ensure that all the necessary formalities in signing up the contract and/or issuing the purchase order(s) are adhered to;
 - b) ensure that contracts related to the procurement of goods and services are captured on the contract management system in the form of a price schedule;
 - c) ensure that all original contract documentation is lodged with the Supply Chain Management Unit for record purposes;
 - d) monitor, on a monthly basis, the performance of the contractor in order to ensure that all of the terms and conditions of the contract are met, including the contractor's obligations as regards Broad-Based Black Economic Empowerment, targeted labour and/or resources and local production and content, as applicable;
 - e) where necessary, take appropriate action where a contractor is underperforming or is in default or breach of the contract;
 - f) manage contract variation or change procedures;
 - g) administer disputes where necessary, in terms of this policy and the applicable Conditions of Contract;
 - h) conduct, as appropriate, post contract reviews;
 - i) maintain adequate records (paper and/or electronic) in sufficient detail on an appropriate contract file to provide an audit trail;
 - j) act with care and diligence and observe all accounting and legal requirements.

54. Contracts providing for compensation based on turnover

- 1) If a service provider acts on behalf of a municipality to provide any service or act as a collector of fees, service charges or taxes and the compensation payable to the service provider is fixed as an agreed percentage of turnover for the service or the amount collected, the contract between the service provider and the municipality must stipulate –
 - a) a cap on the compensation payable to the service provider; and

- b) that such compensation must be performance based.

55. Contracts having future budgetary implications

- 1) A municipality may enter into a contract which will impose financial obligations on the municipality beyond a financial year, but if the contract will impose financial obligations on the municipality beyond the three years covered in the annual budget for that financial year, it may do so only if—
- a) the municipal manager, at least 60 days before the meeting of the municipal council at which the contract is to be approved—
- (i) has, in accordance with section 21A of the Municipal Systems Act—
 - (aa) made public the draft contract and an information statement summarizing the municipality's obligations in terms of the proposed contract; and
 - (bb) invited the local community and other interested persons to submit to the municipality comments or representations in respect of the proposed contract; and
 - (ii) has solicited the views and recommendations of—
 - (cc) the National Treasury and the relevant provincial treasury;
 - (dd) the national department responsible for local government; and
 - (ee) if the contract involves the provision of water, sanitation, electricity, or any other service as may be prescribed, the responsible national department;
- b) the municipal council has taken into account—
- (i) the municipality's projected financial obligations in terms of the proposed contract for each financial year covered by the contract;
 - (ii) the impact of those financial obligations on the municipality's future municipal tariffs and revenue;
 - (iii) any comments or representations on the proposed contract received from the local community and other interested persons; and
 - (iv) any written views and recommendations on the proposed contract by the National Treasury, the relevant provincial treasury, the national department responsible for local government and any national department referred to in paragraph (a)(ii)(cc); and
- c) the municipal council has adopted a resolution in which—
- (i) it determines that the municipality will secure a significant capital investment or will derive a significant financial economic or financial benefit from the contract;
 - (ii) it approves the entire contract exactly as it is to be executed; and
 - (iii) it authorizes the municipal manager to sign the contract on behalf of the municipality.
- 2) The process set out in subsection (1) does not apply to—
- a) contracts for long-term debt regulated in terms of section 46(3).
 - b) employment contracts; or
 - c) contracts—
 - (i) for categories of goods as may be prescribed; or
 - (ii) in terms of which the financial obligation on the municipality is below—
 - (aa) a prescribed value; or

(bb) prescribed percentage of the municipality's approved budget for the year in which the contract is concluded.

- 3) All contracts referred to in subsection (1) and all other contracts that impose a financial obligation on a municipality—
 - a) must be made available in their entirety to the municipal council; and
 - b) may not be withheld from public scrutiny except as provided for in terms of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000).
- 4) Sub-Section (a)(i) does not apply to contracts in respect of which the financial obligation on the municipality is below a prescribed value.

56. Commencement

This Policy takes effect on the date as approved per Council resolution.

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.

2 Conflict of interest

- 1) 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, favor, hospitality or other benefit directly or indirectly, including to any close family member, partner or associate of that person, to the value of R350 or more;
 - d) must declare to the Accounting Officer details of any reward, gift, favor, hospitality or other benefit promised, offered or granted to that person or to any close family member, partner or associate of that person;
 - e) must declare to the Accounting Officer details of any private or business interest which that person, or any close family member, partner or associate, may have in any proposed procurement or disposal process, or in any award of a contract by the municipality;
 - f) must immediately withdraw from participating in any manner whatsoever in a procurement or disposal process or in the award of a contract in which that person, or any close family member, partner or associate, has any private or business interest;
 - g) must declare any business, commercial and financial interests or activities undertaken for financial gain that may raise a possible conflict of interest;
 - h) should not place him/herself under any financial or other obligation to outside individuals or organizations that might seek to influence them in the performance of their official duties; and
 - i) should not take improper advantage of their previous office after leaving their official position.

3 Accountability

- 1) Practitioners are accountable for their decisions and actions to the public.
- 2) Practitioners should use public property scrupulously.
- 3) Only Accounting Officers or their delegates have the authority to commit the municipality to any transaction for the procurement of goods and / or services.
- 4) All transactions conducted by a practitioner should be recorded and accounted for in an appropriate accounting system.
- 5) Practitioners should not make any false or misleading entries into such a system for any reason whatsoever.
- 6) Practitioners must assist the Accounting Officer in combating fraud, corruption, favoritism and unfair and irregular practices in the supply chain management system.
- 7) 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, favoritism or unfair conduct;
 - b) any alleged contravention of the policy on inducements, rewards, gifts and favors to municipalities or municipal entities, officials, or other role players; and
 - c) any alleged breach of this code of conduct.
- 8) Any declarations made must be recorded in a register which the Accounting Officer must keep for this purpose.
- 9) Any declarations made by the Accounting Officer must be made to the mayor who must ensure that such declaration is recorded in the register.

4 Openness

Practitioners should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only if it is in the public interest to do so.

5 Confidentiality

- 1) Any information that is the property of the municipality or its providers should be protected at all times. No information regarding any bid / contract / bidder / contractor may be revealed if such an action will infringe on the relevant bidder's / contractor's personal rights.
- 2) Matters of confidential nature in the possession of officials and other role players involved in SCM should be kept confidential unless legislation, the performance of duty or the provisions of law requires otherwise. Such restrictions also apply to officials and other role players involved in SCM after separation from service.

6 Bid Specification / Evaluation / Adjudication Committees

- 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

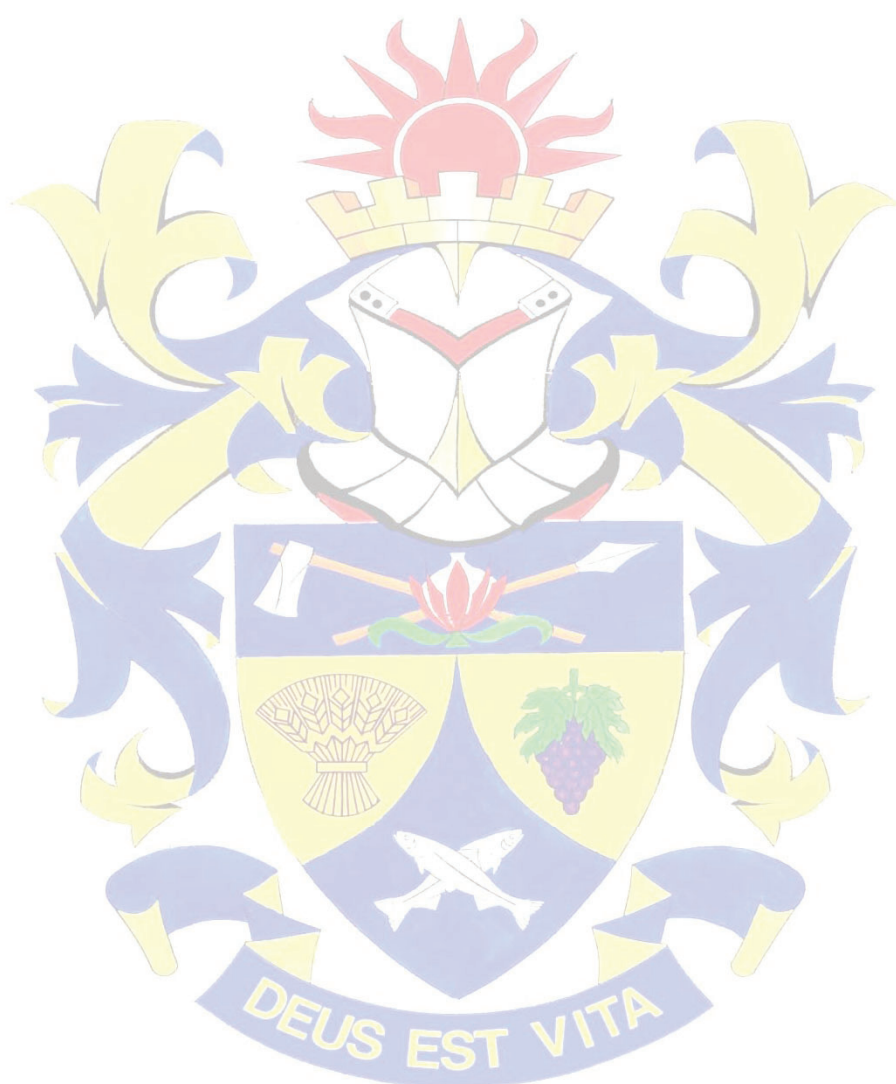
- b) amend or tamper with any price quotation / bid after its submission.

7 Combative Practices

- 1) Combative practices are unethical and illegal and should be avoided at all costs. 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;

BERGRIVIER

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Borrowing, Funds and Reserves Policy

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1. INTRODUCTION

The documented **Borrowing, Funds and Reserves Policy**, sets out the framework for the prudent use of Borrowing, Funds and Reserves available to the municipality.

This Policy should be read in conjunction with the approved **Liquidity Policy**. The Liquidity Policy sets out the prudent level of cash to be maintained by the Municipality as one of several factors to ensure long term financial sustainability. It is however of equal importance to protect, maintain and extend the infrastructure of the Municipality to ensure the continued provision of services at an acceptable standard.

This policy is implemented to provide guidance on the appropriation of capital funding resources on a sustainable basis in the longer term.

2. BACKGROUND AND APPROACH

With reference to the applicable legislation, refer to in the sections below. Legislation exists and prescribes the framework of a Borrowing as well as Funds and Reserves Policy and these factors will all be addressed in this Policy.

Although legislation provides guidance as to the broader framework to ensure financial management of resources for the Council to meet all its obligations timeously, it is not prescriptive with regards to quantifying not only the prudent level of Borrowing, Funds and Reserves but more so the optimal level thereof.

Therefore, in this Policy cognisance has been taken of the legislative guidelines whilst more prescriptive guidelines are set for the optimal management and monitoring of resources to the Municipality's avail based on sound financial practices.

3. FUNDING POLICY

3.1. LEGISLATIVE FRAMEWORK

3.1.1. The Local Government Municipal Budget and Reporting Regulation, Regulation 393, published under Government Gazette 32141, 17 April 2009 stipulates:

“8(1) Each municipality must have a funding and reserves policy which must set out the assumptions and methodology for estimating -

- a) A projected billings, collections and all direct revenues;*
- b) the provision for revenue that will not be collected;*
- c) the funds the municipality can expect to receive from investments;*
- d) the dividends the municipality can expect to receive from municipal entities;*

- e) *the proceeds the municipality can expect to receive from transfer or disposal of assets;*
- f) *the municipality's borrowing requirements; and*
- g) *the funds to be set aside in reserves."*

3.1.2. In terms of Section 18 and 19 of the MFMA an annual budget may only be funded from:

3.1.2.1 Cash backed accumulated funds from previous years' surpluses not committed for other purposes

3.1.2.1.1. Transfers from the accumulated surplus to fund operating expenditure will only be allowed for specific once-off projects with no recurring operating expenditure resulting thereof.

3.1.2.1.2 Borrowed funds, but only for capital projects

3.1.2.1.2. Actual capital expenditure may only be incurred on a capital project if:

- The funding for the project has been appropriated in the Capital Budget, are only for infrastructure, and
- The funding has been secured from the financial source that is not committed for another purpose.

3.1.2.2 Realistically anticipated revenues to be collected

3.1.2.1.3. Realistic anticipated revenue projections must consider projected revenue for the current year based on actual collection levels in previous financial years.

3.2. OPERATING BUDGET

3.2.1. The Operating Budget should be cash funded.

3.2.2. The Operating Budget is funded from the following main sources of revenue:

- 3.2.2.1. Property Rates;
- 3.2.2.2. Service Charges;
- 3.2.2.3. Government Grants and Subsidies; and
- 3.2.2.4. Other revenue, fines, interest received etc.;

3.2.3. The following guiding principles apply when compiling the Operating Budget:

3.2.3.1. Growth parameters must be realistic taking into account the current economic conditions;

3.2.3.2. Tariff adjustments must be in line with the Rates and Tariff policies of The Municipality;

3.2.3.3. Revenue from Government Grants and Subsidies must be in line with allocations gazetted in the Division of Revenue Act and provincial gazettes. Transfers of a conditional nature must be appropriated only as prescribed and should not be used to fund any other Operating Budget items;

Revenue from public contributions, donations or any other grants may only be included in a budget (Adjustment or Original budget) if there is acceptable documentation that guarantees the funds;

3.2.3.4. Provision for revenue that will not be collected is made against the expenditure line item called Impairment Losses. The provision must be calculated in terms of GRAP 104.64 and is calculated based on the highest of:

3.2.3.4.1. The difference between the carrying amount of the financial asset and the present value of estimated future cash flows discounted at the current market rate of return for a similar financial asset; or

3.2.3.4.2. The actual collection levels for the previous financial year and the reasonably projected annual non-payment rate;

3.2.3.5. Interest received from actual Long-term and or Short-term Investments are based on the amount reasonably expected to be earned on cash amounts available during the year according to the expected interest rate trends.;

3.2.3.6. A detailed salary budget is compiled on an annual basis. All funded positions are budgeted for based on 98% of the total as well as new and/or funded vacant positions. As a guiding principle the salary budget should not constitute more than **35% of annual Operating Expenditure**;

3.2.3.7. Depreciation charges are fully budgeted for according to the Capital Asset Register;

3.2.3.8. The annual cash flow requirement for the repayment of borrowings must fully be taken into consideration with the setting of tariffs;

3.2.3.9. Sufficient provision must be made for the maintenance of existing infrastructure based on affordable levels. The maintenance budgets are normally lower than the recommended levels, as a guiding principle repair and maintenance should constitute between 5% and 8% of total operating expenditure and should annually be increased incrementally until the required targets are achieved; and

3.2.3.10. Individual expenditure line items are to be revised each year when compiling the budget to ensure proper control over expenditure.

3.3. CAPITAL BUDGET

3.3.1. The capital budget provides funding for the municipality's capital programme based on the needs and objectives as identified by the community through the Integrated Development Plan and provides for the eradication of infrastructural backlogs, renewal and upgrading of existing infrastructure, new developments and enlargement of bulk infrastructure.

3.3.2. The capital budget is limited by the availability and access to the following main sources of funding:

3.3.2.1. Accumulated cash backed internal reserves such as the Capital Replacement Reserve and Self-insurance reserve;

3.3.2.2. External borrowings;

3.3.2.3. Government Grants and Subsidies; and

3.3.2.4. Public Donations and Contributions.

3.3.3. The following guiding principles apply when considering sources of funding for the capital budget:

3.3.3.1. Government Grants and Subsidies:

3.3.3.1.1. Only Government Gazetted allocations or transfers as reflected in the Division of Revenue Act or allocations as per Provincial Gazettes may be used to fund projects;

3.3.3.1.2. The conditions of the specific grant must be taken into consideration when allocated to a specific project.

3.3.3.2. Public Donations and Contributions:

3.3.3.2.1 In the case of public contributions, donations and/or other grants, such capital projects may only be included in the annual budget if the funding has been received by the municipality already or a signed contract or Memorandum of agreement is in place.

3.2. LEGAL REQUIREMENTS

- 3.2.1. There are no legal requirements for the creation of reserves apart for the Housing Act, No. 107 of 1997 that requires the creation of the Housing Development Fund.
- 3.2.2. According to Generally Recognised Accounting Practices (GRAP) such reserves may only be created if such reserves are cash backed. Fund accounting is not allowed, and any reserves must be legal reserves created by law or through a Council Resolution.

3.3. TYPES OF RESERVES

- 3.3.1. No non-cash funded reserve is allowed in Bergrivier Municipality.
- 3.3.2. The following reserves are allowed in Bergrivier Municipality:
 - 4.2.2.1. Self-Insurance Fund; and
 - 4.2.2.2. Capital Replacement Reserve (CRR)

3.3.3. Capital Replacement Reserve (CRR)

- 4.2.4.1. The capital replacement reserve is a capital asset financing source that represents an alternative to other funding sources available, namely external loans, government grants and subsidies.
- 4.2.4.2. An amount equal to the actual depreciation charges, bulk service levies received, revenue received from insurance claims linked to the replacement of capital assets as result of insurance claims and the proceeds on land sales must be contributed to the capital replacement reserve.
- 4.2.4.3. As at year end the Chief Financial Officer must determine whether the Municipality meets its **minimum liquidity criteria** as per the standard norms. Excess cash in addition to the prescribed level in terms of the liquidity norms is to be calculated and may be appropriated to the Capital Replacement Reserve.
- 4.2.4.4. The capital replacement reserve may only be utilised for the purpose of financing capital assets, specifically for the replacement or renewal of existing capital assets.

4.2.5 Self-Insurance Reserve

- 4.2.5.1 The purpose of the self-insurance reserve is to cover own damage relating to the policy of all risks, the municipal vehicle fleet and claims below the excess levels of the reinsurance policy of the Municipality. It is the intension of the Municipality to progressively grow the self-insured portfolio of the Municipality.
- 4.2.5.2 Over and above the net result of the operating account of all insurance related expenses (Premium of reinsurance plus the claims expenses less reinsurance refunds), an additional amount equal to 0.18 percent of the value as reflected on the face of the statement of financial position for all capital assets must be contributed to the self-insurance reserve.
- 4.2.5.3 The additional contribution and the net result of the operating account of insurance must be cash funded, therefore always creating the reserve to grow till the limit as set out below.
- 4.2.5.4 As at year end the Chief Financial Officer must determine whether the Municipality meets its **minimum liquidity criteria** as per the standard norms. Excess cash in addition to the prescribed level in terms of the liquidity norms is to be calculated and may be appropriated to the Self- Insurance Reserve.
- 4.2.5.5 The self-insurance reserve may only be utilised for financing activities that were caused by an unforeseen activity and which resulted in damage to the assets of the Municipality or a third party, other than by means of normal wear and tear.
- 4.2.5.6 The municipality aims, but is not limited, to progressively fund the self-insurance reserve to a level of 1% of the carrying value of capital assets as determined annually at the end of each financial year or the amount of the highest valued facility.
- 4.2.5.7 Annually once the funding calculation has been performed and the reserve exceeds the required level of funding as determined in paragraph 4.2.5.6, the 4.2.5.2 contribution as per paragraph can be reduced where after any other surpluses must be contributed to the un-appropriate cash surplus to affect the future tariff setting exercises.

5 BORROWING POLICY

5.1 LEGISLATIVE REQUIREMENTS

The legislative framework governing borrowings, funds and reserves are:

5.1.5 The Municipality must comply with Chapter 6 of the MFMA. This chapter deals in sections 45 to 51 with short and long-term debt, the conditions, security, disclosure, municipal guarantees and National and Provincial guarantees.

5.1.6 Section 46 of the MFMA should be read in conjunction with Section 19 of the MFMA.

5.1.7 Local Government Municipal Finance Management Act, Act 56 of 2003 (MFMA) must be complied with and MFMA Circular 71 stipulates the following guidelines regarding borrowing:

5.1.7.1 Capital Cost (Interest Paid and Redemption) as a % of Total Operating Expenditure

Formula:

Capital Cost (Interest Paid and Redemption) / Total Operating Expenditure
x100

Criteria: 6% - 8%

5.1.7.2 Debt (Total Borrowings) / Revenue

Formula:

(Overdraft + Current Finance Lease Obligation + Non-Finance Lease Obligation + Short Term Borrowings + Long Term Borrowings) / Total Operating Revenue

Criteria: Maximum 45%

5.1.8 Local Government Municipal Budget and Reporting Regulation, Regulation 393, published under Government Gazette 32141, 17 April 2009.

5.1.9 Local Government Municipal Regulations and Debt Disclosure, Regulation R492, published under Government Gazette 29966, 15 June 2007.

5.2 ACCESSING NEW BORROWINGS

5.2.5 Municipal infrastructure has a long-term economic life and it is appropriate to fund assets of this nature with long term external borrowing. The economic life of capital assets should be equal to or longer than the tenor of the external borrowing.

5.2.6 The following needs to be taken into consideration when accessing external borrowing:

5.2.6.1 Types of Debt and Financing sources

The types of debt that may be incurred and the debt financing which may be incurred are as follows:

5.2.6.1.1 Short-term Debt

- 5.2.6.1.1.1 Bank overdraft;
- 5.2.6.1.1.2 Short Term Loans;
- 5.2.6.1.1.3 Marketable Bonds;
- 5.2.6.1.1.4 Non-Marketable Bonds; and
- 5.2.6.1.1.5 Other Securities

5.2.6.1.2 Long-term Debt

- 5.2.6.1.2.1 Long-Term Loans;
- 5.2.6.1.2.2 Instalment Credits;
- 5.2.6.1.2.3 Finance Leasing;
- 5.2.6.1.2.4 Marketable Bonds;
- 5.2.6.1.2.5 Non-Marketable Bonds;
- 5.2.6.1.2.6 Other Securities

5.2.6.1.3 Financing Sources

- 5.2.6.1.3.1 Public;
- 5.2.6.1.3.2 Banks;
- 5.2.6.1.3.3 Development Bank of South Africa;
- 5.2.6.1.3.4 Infrastructure Finance Corporation;
- 5.2.6.1.3.5 Public Investment Commissioners;
- 5.2.6.1.3.6 Insurance Companies;
- 5.2.6.1.3.7 Municipal Pension Funds;
- 5.2.6.1.3.8 Other Public Pension Funds;
- 5.2.6.1.3.9 Bond Trusts;
- 5.2.6.1.3.10 Internal Funds; and
- 5.2.6.1.3.11 Other Sources

5.2.6.2 Types of long-term loan

5.2.6.2.1 Annuity Loans enable the Municipality to provide for the redemption of loans on an amortising basis which is generally the most cost-effective method of financing often referred to as vanilla funding;

5.2.6.2.2 Bullet Redemption Loans are attractive as interest on the loan is serviced with the capital redemption only taking place at the end of the tenor of the loan. However, this method is costlier as interest is paid on the full debt throughout the term as the Capital does not reduce. This type of loan also requires an annual contribution to a sinking fund, which then mimics the traits of an annuity loan although at a higher cost. The use of such structure warrants a detailed motivation based on the benefits to the implementation of the capital project; and

5.2.6.2.3 Sculpted Repayment Loans offer a combination of the above two types, as loans are sculpted according to the potential cash flows to be generated from the capital project in future. For example, the following can be included in a sculpted loan:

5.2.6.2.3.1 A capital grace period in the first years of the development of the capital project;

5.2.6.2.3.2 An incremental annual increase in the repayment in relation to the projected growth in revenue from the project.

5.2.6.3 Interest Rate Risk Management

5.2.6.3.1 The impact of interest and capital redemption payments on both the current and forecasted property rates and service charges through tariffs taking into consideration the current and future capacity of the consumer to pay therefore;

5.2.6.3.2 Likely movement in interest rates for variable rate borrowings. There are benefits to be yielded from borrowing on a variable rate if rates are projected to decrease in future, however it is prudent for the municipality to enter into fixed interest rate loans to accurately budget for expenses incurred.

5.2.6.4 Competitive Bidding

5.2.6.4.1 The Accounting Officer should ensure that no deviations from the Supply Chain Management process are allowed with regards to the calling for interest rates during the calling for bids for any form of debt (short term or long term or finance lease or new borrowings), whether this is allowed in terms of the Council's Supply Chain Management policy or not.

5.2.6.4.2 For the purposes of price evaluating tenders in terms of costs, the expected interest debt over the full term of the proposed debt agreement must be calculated and used.

5.2.6.5 Tenor of Borrowing

5.2.6.5.1 The tenor of external borrowings should, where possible, match the economic useful life of the asset.

5.2.6.6 Security & Guarantees

5.2.6.6.1 Unless sufficient motivation is provided and other than for the provision of a sinking fund for the redemption of a bullet loan, the provision of any security against external borrowings, should be specifically motivated by the CFO for approval by Council.

5.2.6.6.2 The Municipality may not issue any guarantee for any commitment or debt of any organ of state or person, except on the following conditions:

5.2.6.6.2.1 The guarantee must be within limits specified in the municipality's approved budget;

5.2.6.6.2.2 The municipality may guarantee the debt of a municipal entity under its sole control only if the guarantee is authorised by the Council; and

5.2.6.6.2.3 The municipality may guarantee the debt of a municipal entity under its shared control or of any other person, but only with the approval of the National Treasury.

5.2.6.6.3 Neither the National nor Provincial Government may guarantee the debt of any Municipality.

5.2.6.7 Loan Agreements

5.2.6.7.1 The municipality is to maintain a loan agreement register detailing all the agreements entered into with each active loan agreement until date of maturity thereof;

5.2.6.7.2 Compliance with all loan agreements are to be monitored and reported on bi-annually to ensure that the municipality does not breach any agreement;

5.2.6.7.3 Should a default be triggered based on non-compliance with loan agreement, the accounting officer is to alert Council and send the related financial institution a written commitment to address the matter within a reasonable timeframe.

5.2.6.8 Level of gearing

5.2.6.8.1 The gearing of the Municipality is not only limited by the level of debt against the Total Operating Revenue (excluding conditional grants) but also limited

by other operational factors as per section 3.3.3.3.2.

5.2.6.8.2 The municipality must aim to maintain external gearing at levels not lower than 25% but not higher than 35%, excluding borrowings directly aimed at the procurement of energy to be self-sustainable as Municipality.

5.3 FORBIDDEN ACTIVITIES

5.3.5 No Commission is payable to an officer or board member, or spouse to, business partner or immediate relative of an officer or board member by an institution, investors or financiers, for any reference made by them;

5.3.6 Any commission, fee or other compensation paid to any person by an institution must be disclosed by means of a certificate to the municipality by the institution. Any quotation / tender to the municipality given by an institution must be net of fees, commissions, or rewards, but also need to include commission, rewards or costs, that will be paid in respect of the debt.

5.3.7 No debt may be made otherwise than in the name of the municipality.

5.3.8 Money cannot be borrowed for the purpose of investments.

5.3.9 No person, including officers and council members, may interfere or attempt to interfere in the management of fault attributed to the Accounting Officer or persons delegated by the Accounting Officer.

5.3.10 No debt may be made in any other currency than the Rand, and that is not linked, or is affected by any change in the value of the Rand against any foreign currency.

5.3.11 No debt shall be made for expenses not related to the functions and powers of the municipality.

5.4 PERFORMANCE, MONITORING AND DISCLOSURE OF INFORMATION

5.4.5 The Accounting Officer must within 10 working days after the end of each quarter furnish the Mayor with a report setting out the detail of each debt portfolio.

- 5.4.6 The above report must be part of the section 71 report and in the format provided by National Treasury for reporting and monitoring of debt.
- 5.4.7 The Accounting Officer must annually measure and report to the Council on the performance of its debt in terms of the gearing objectives of this policy.
- 5.4.8 Any person involved in the borrowing of funds by 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.

6 CORPORATE GOVERNANCE (OVERSIGHT)

- 6.1 Compliance with the various stipulations as documented in this Borrowing, Funds and Reserves Policy needs to be monitored by the Chief Financial Officer and reported on to the Accounting Officer on a monthly basis and to the Finance/Audit Committee on a quarterly basis.
- 6.2 Where compliance has been breached the Chief Financial Officer must present an action plan to correct the non-compliance. The Finance Committee must monitor the successful implementation of the corrective action plans and report progress to Council.

7 POLICY MANAGEMENT

- 7.1 The Borrowing, Funds and Reserves Policy forms part of the municipality's overall financial objectives and therefore forms part of approved budget related policies. The policy must be reviewed at least annually during the budget revision and presented to Council for approval.
- 7.2 The Policy is effective from the date as determined by Council.

DOCUMENT AND VERSION CONTROL

Version: **Revision 1**

Date: **May 2024**

Summary: This document describes the Borrowing Funds and Reserves Policy that will be applicable to the Bergrivier Municipality, with effect from

1 July 2024

Signature:
Municipal Manager
(Accounting Officer)

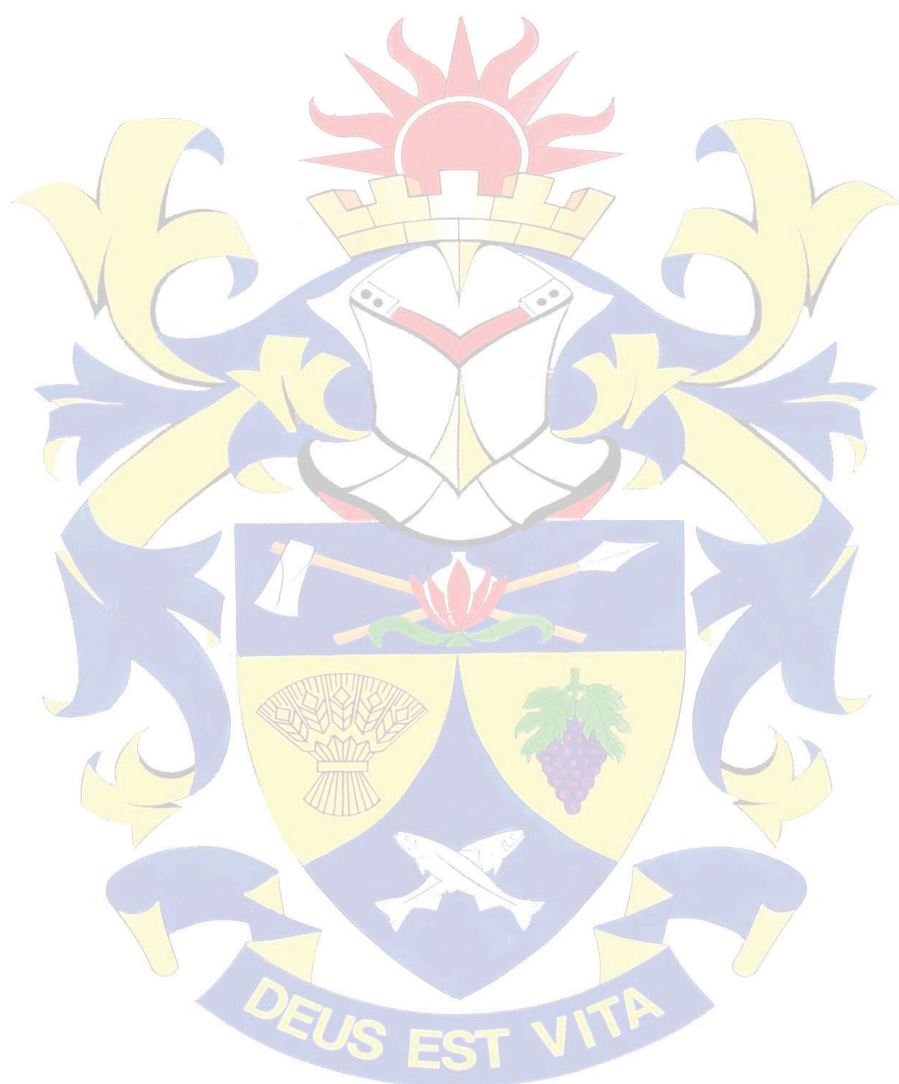
Date:30/05/2024

Signature:
Executive Mayor

Date: 30/05/2024

BERGRIVIER

Munisipaliteit / Municipality



FUNDING, RESERVES AND LONG-TERM FINANCIAL PLANNING POLICY

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Version: First Draft

Date: 14 March 2014

Summary: This document describes the Funding and Reserves Policy that will be applicable to the municipality, detailed.

Approved: This policy was approved by the Municipal Council on 27 May 2014

Signature: _____ **Date:** _____

Municipal Manager

FUNDING, RESERVES AND LONG-TERM FINANCIAL PLANNING POLICY

1. INTRODUCTION AND OBJECTIVE

The Council sets as objective a long term financially sustainable municipality with acceptable levels of service delivery to the community.

This policy aims to set standards and guidelines towards ensuring financial viability over both the short- and long term and includes funding as well as reserves requirements.

2. SECTION A: FUNDING POLICY

2.1 LEGISLATIVE REQUIREMENTS

In terms of Sections 18 and 19 of the Municipal Finance Management Act (Act No 56 of 2003) (MFMA), an annual budget may only be funded from:

- Realistically anticipated revenues to be collected;
- Cash backed accumulated funds from previous years' surpluses not committed for other purposes. and
- Borrowed funds, but only for capital projects.

Furthermore, spending on a capital project may only be commenced once the funding sources have been considered, are available and have not been committed for other purposes.

The requirements of the MFMA are therefore clear in that the budget must be cash – funded i.e. cash receipts inclusive of prior cash surpluses must equal or be more than cash paid.

In determining whether the budget is actually cash funded and in addition ensuring long term financial sustainability, the municipality will use analytical processes, tools and benchmarks, including those specified or developed by the National- and Provincial Treasuries, from time to time.

2.2 STANDARD OF CARE

Each functionary in the budgeting and accounting process must do so with judgment and care, under the prevailing circumstances, as a person of prudence, discretion and intelligence would exercise to the management of his or her own finances with the primary objective of ensuring that the objectives of this policy are achieved.

2.3 STATEMENT OF INTENT

The municipality will not pass a budget which is not cash – funded or where any of the indicators as listed in this document are negative, unless acceptable reasons can be provided for non-compliance, provided that the requirements of the MFMA must at all times be adhered to.

2.4 CASH MANAGEMENT

Cash must be managed in terms of the municipality's Cash Management and Investment Policy.

2.5 DEBT MANAGEMENT

Debt must be managed in terms of the municipality's Debt Management Policy, together with any requirements in this policy.

2.6 FUNDING THE OPERATING BUDGET

2.6.1 INTRODUCTION

The municipality's objective is that the user of municipal resources must pay for such usage in the period it occurs.

The municipality however, recognises the plight of the poor, and in line with national and provincial objectives, the municipality commits itself to subsidised services to the poor. This may necessitate cross subsidisation in tariffs to be calculated in the budget process.

2.6.2 GENERAL PRINCIPLE WHEN COMPILING THE OPERATING BUDGET

The following specific principles apply when compiling the budget:

- a) The budget must be cash – funded, i.e. revenue and expenditure projections must be realistic and the provision for impairment of receivables must be calculated on proven recovery rates;
- b) Growth parameters must be realistic and be based on historic patterns adjusted for current reliable information;
- c) Tariff adjustments must be fair, taking into consideration general inflation indicators and guidance from National Treasury;
- d) Revenue from Government Grants and Subsidies must be in accordance with the amounts promulgated in the Division of Revenue Act, proven

provincial transfers and any possible transfers to or from other municipalities.

For the purpose of the Cash flow budget any National or Provincial grants that have been re-appropriated for roll-over purposes must be excluded from the calculation as it must be included in changes in Cash and Cash Equivalents and Payables.

Furthermore, in the budget the total grants recognised as revenue must equal the total expected expenditure from grants, inclusive of capital expenditure and VAT as per directive given in MFMA circular 48.

- e) Projected revenue from services charges must be reflected as net (all billing less revenue foregone, which is free basic services, discounts and rebates).
- f) Projected revenue from property rates must include all rates to be levied, but rebates and discounts must be budgeted for as revenue foregone as per directive in MFMA Budget Circular 51, depending on the conditions of the exemption, rebate or reduction.

For the purpose of the Cash flow Budget all rebates and discounts must be deducted from the projected revenue.

- g) Only changes in fair values related to cash may be included in the cash flow budget. Changes to unamortised discount must be included in the Operating Budget but excluded in the cash flow budget.
- h) Employee related costs include contributions to non-current and current employee benefits. It is acknowledged that the non-current benefits' requirements are well above the cash capabilities of the municipality, and it is therefore determined that provision for the short term portion of employee benefits, be included in the operating budget, in order to build sufficient cash for the requirements.
- i) Depreciation must be fully budgeted for in the operating budget.

In order to ensure a sufficient accumulation of cash for the replacement of Property, Plant and Equipment and Intangible Assets, the amount of depreciation on assets funded from own sources, excluding assets funded from grants, public contributions and external loans must be reflected as a surplus on the cash flow budget.

- j) Contributions to provisions (non-current and current) do not form part of the cash flow. It is however, necessary to provide for an increase in cash resources in order to comply with the conditions of the provision at the time when it is needed.

It is therefore a requirement that the contribution to current provisions is budgeted as cash surpluses until the necessary funding level is obtained.

2.7 FUNDING THE CAPITAL BUDGET

2.7.1 INTRODUCTION

The municipality's objective is to maintain, through proper maintenance and replacement measures, existing levels of service and to improve and implement services which are neglected or non – existent.

In order to achieve this objective the municipality must annually, within financial means, budget for the replacement of redundant assets as well as new assets.

2.7.2 FUNDING SOURCES FOR CAPITAL EXPENDITURE

The capital budget can be funded by way of own contributions, grants, public contributions as well as external loans.

Own Contributions

The capital budget financed from own contributions must primarily be funded from the Capital Replacement Reserve.

The Capital Replacement Reserve should be at least equal to the expected capital expenditure financed from the Capital Replacement Reserve in the following year.

Grants (Including Public Contributions)

Grants for capital expenditure have become a common practice, especially in order to extend service delivery to previously disadvantaged areas. While such grants are welcomed, care should also be taken that unusual grant funding does not place an unreasonable burden on the residents for future maintenance costs which may be higher than their ability to pay.

It is therefore determined that the accounting officer must evaluate the long term effect of unusual capital grants on future tariffs, and if deemed necessary, report on such to Council.

It is furthermore determined that the depreciation charges on assets financed from grants and donations must not have a negative effect on tariffs charged to the users of such assets. The Accounting Officer must put such accounting measures, including the use of the Equitable Share, in place to comply with this requirement, to a reasonable extent.

External Loans

The municipality may only raise loans in accordance with its Debt Management Policy.

The Accounting Officer must also put such accounting measures in place to ensure that no unspent portions of loans are utilised for operating purposes.

For budgeting purposes any difference between proposed capital spending from loans and proposed loans raised must be included in the cash surplus for the year but excluded from the calculation whether the budget is credible.

2.8 FUNDING COMPLIANCE MEASUREMENT

2.8.1 INTRODUCTION

The municipality wants to ensure that the budget or adjustments budget complies with the requirements of the MFMA and this policy. For this purpose a set of indicators must be used as part of the budget process and be submitted with the budget. These indicators include all the indicators as recommended by the National- and Provincial Treasuries as well as reconciliations according to this policy. Any additional indicators recommended by the said Treasuries in future must also be taken into account, as well as any additional reconciliation items as either determined by the Council or the Accounting Officer.

If any of the indicators are negative during the compilation or approval process of the budget, the budget may not be approved until all the indicators provide a positive return, unless any negative indicators can be reasonably explained and future budget projections address the turn-around of these indicators to within acceptable levels.

2.8.2 CASH AND CASH EQUIVALENTS AND INVESTMENTS

A positive Cash and Cash Equivalents position throughout the year is crucial. In addition, the forecasted cash position at year-end must at least be the amount as calculated in the Reconciliation of Cash Requirements as determined by this policy and attached to this policy as Appendix "A".

2.8.3 CASH PLUS INVESTMENTS LESS APPLICATION OF FUNDS

The overall cash position of the municipality must be sufficient to include:

- unspent conditional grants;
- unspent conditional public contributions;

- unspent borrowings;
- vat due to SARS;
- secured investments;
- the cash portion of statutory funds such as the Housing Development Fund;
- other working capital requirements; and
- In addition, it must be sufficient to back reserves as approved by the municipality and the portions of provisions as indicated elsewhere in this policy.

2.8.4 MONTHLY AVERAGE PAYMENT COVERED BY CASH AND CASH EQUIVALENTS (“CASH COVERAGE”)

This indicator shows the level of risk should the municipality experience financial stress.

2.8.5 SURPLUS/DEFICIT EXCLUDING DEPRECIATION OFFSETS

It is almost certain that the operating budget, which includes depreciation charges on assets funded by grants and public contributions, as well as on revalued assets, will result in a deficit.

As determined elsewhere in this policy it is not the intention that the users of the assets funded from grants, public contributions and revaluations must be burdened with tariff increases to provide for such depreciation charges. In order to ensure a “balanced” budget but excluding such depreciation charges, the depreciation charges may be offset against the net surplus / deficit.

Should the budget result in a deficit after the offsetting, the budget will be deemed unfunded and must be revised.

2.8.6 PROPERTY RATES/SERVICE CHARGE REVENUE PERCENTAGE INCREASE LESS MACRO INFLATION TARGET

The intention of this indicator is to ensure that tariff increases are in line with macro economic targets, but also to ensure that revenue increases for the expected growth in the geographic area is realistically calculated.

The formula to be used is as follows:

	DESCRIPTION	PROPERTY RATES	SERVICE CHARGES	TOTAL
A	Revenue of budget year	R XX	R XX	R XX
B	Less: Revenue of prior year	R XX	R XX	R XX
C	=Revenue increase/decrease	R XX	R XX	R XX
D	% Increase/(Decrease)	C/B %	C/B %	C/B %
E	Less: Upper limit of macro Inflation target	%	%	%
F	=Growth in excess of inflation target	%	%	%
G	Less: Expected growth %	%	%	%
H	=Increase attributed to tariff Increase above macro inflation target	%	%	%

In the event that the percentage in (h) above is greater than zero, a proper motivation must accompany the budget at submission, or the budget must be revised.

2.8.7 CASH COLLECTION % RATE

The object of the indicator is to establish whether the projected cash to be collected is realistic and complies with section 18 of the MFMA.

The collection rate for calculating the provision for impairment of receivables must be based on past and present experience. Past experience refers to the collection rates of the prior years and present experience refers to the collection rate of the current financial year as from 1 July.

It is not permissible to project a collection rate higher than the rate currently being obtained, even if the municipality recently approved a debt collection policy or implemented additional debt collection measures. Any improvement in collection rates during the budget year may be appropriated in an Adjustment Budget.

2.8.8 DEBT IMPAIRMENT EXPENSE AS A PERCENTAGE OF BILLABLE REVENUE

This indicator provides information whether the contribution to the provision for impairment of receivables is adequate. In theory it should be equal to the difference between 100% and the cash collection rate, but other factors such as

past performance might have an influence on it. Any difference, however, must be motivated in the budget report.

2.8.9 CAPITAL PAYMENTS AS A PERCENTAGE OF CAPITAL EXPENDITURE

This indicator provides information as to the timing for payments on capital projects and utilising allowed payment terms.

2.8.10 BORROWING AS A PERCENTAGE OF CAPITAL EXPENDITURE (EXCLUDING GRANTS AND CONTRIBUTIONS)

This indicator provides information as to compliance with the MFMA in determining borrowing needs. The Accounting Officer must ensure compliance with the Municipality's Debt Management Policy.

2.8.11 GRANTS REVENUE AS A PERCENTAGE OF GRANTS AVAILABLE

The percentage should never be less than 100% and the recognition of expected unspent grants at the current year-end as revenue in the next financial year must be substantiated in a report.

2.8.12 CONSUMER DEBTORS CHANGE (CURRENT AND NON - CURRENT)

The object of the indicator is to determine whether budgeted reductions in outstanding debtors are realistic.

An unacceptable high increase in either current- or non- current debtors' balances should be investigated and acted upon.

2.8.13 REPAIRS AND MAINTENANCE EXPENDITURE LEVEL

It is of utmost importance that the municipality's Property Plant and Equipment and Investment Properties be maintained properly, in order to ensure sustainable service delivery. The budget should allocate sufficient resources to maintain assets and care should be exercised not to allow a declining maintenance program in order to fund other less important expenditure requirements.

Similarly, if the maintenance requirements become excessive, it could indicate that a capital renewal strategy should be implemented or reviewed.

As a general benchmark the maintenance budget should be between 4% and 8% of the carrying value of assets.

2.8.14 ASSET RENEWAL/REHABILITATION EXPENDITURE LEVEL

This indicator supports further the indicator for repairs and maintenance.

The Accounting Officer must, as part of the capital budget, indicate whether each project is a new asset or a replacement/renewal asset in order to determine whether the renewal program is sufficient or needs revision. As a general benchmark, and in line with National Treasury directives, should not be least than 40% of the capital budget must be allocated to the renewal of existing assets.

2.8.15 FINANCIAL PERFORMANCE BUDGET

Although it is not a legal requirement that the financial performance budget should balance, it only makes management sense that it should balance.

A number of line-items influence the net result of the financial performance budget. It includes capital grant revenue, depreciation charges including those where assets were funded from grants and public contributions, unamortised discounts and gains/losses on the disposal of Property Plant and Equipment. These items need to be taken into consideration in order to establish if the operating budget is realistic and credible.

2.8.16 FINANCIAL POSITION BUDGET

This indicator provides an overall view of the projected financial position over the periods of the Medium Term Expenditure framework, including movements in inventory and payables.

2.8.17 CASH FLOW BUDGET

A positive cash flow is a good indicator of a balanced budget, as well as the ability of the municipality to meet its future commitments.

The cash flow budget, however, does not include those items such as contributions to the provisions described elsewhere in this policy, the effect of depreciation charges etc, and care must be taken not to let a projected positive cash inflow lead to additional expenditure requests, without taking the requirements of those items into consideration.

3. SECTION B: RESERVES POLICY

3.1 INTRODUCTION

Fund accounting historically formed a huge part of municipal finance in the IMFO standards.

Since the municipality changed to General Recognised Accounting Practices (GRAP), fund accounting is no more allowed.

The municipality, however, recognises the importance of providing to the municipality itself, as well as its creditors, financiers, staff, and general public a measure of protection for future losses, as well as providing the necessary cash resources for future capital replacements and other current and non-current liabilities.

This policy aims to provide for such measure of protection by creating certain reserves.

3.2 LEGAL REQUIREMENTS

There are no specific legal requirements for the creation of reserves, except for the Housing Development Fund. The National Treasury, in Circular 70 of 2014, recommends that a cash funded reserve be created for non-current provisions. The GRAP Standards itself also do not provide for reserves.

However, the GRAP “Framework for the Preparation and Presentation of Financial Statements” states in paragraph 91 that such reserves may be created, but “Fund Accounting” is not allowed and any such reserves must be a “legal” reserve, i.e. created by law or Council Resolution. The accounting for reserves is specified in GRAP 1 (Presentation of Financial Statements).

3.3 TYPES OF RESERVES

Reserves can be classified into two main categories being “cash funded reserves” and “non – cash funded reserves”.

3.3.1 CASH FUNDED RESERVES

In order to provide for sufficient cash resources for future expenditure, the municipality hereby approves the establishment of the following reserves:

(a) Capital Replacement Reserve (CRR)

The CRR is to be utilised for future capital expenditure from own funds and may not be used for maintenance– or other operating expenditure.

The CRR must be cash-backed and the Accounting Officer is hereby delegated to determine the contribution to the CRR during the compilation of the annual financial statements.

(b) Other statutory reserves

It may be necessary to create reserves prescribed by law, such as the Housing Development Fund. The Accounting Officer must create such reserves according to the directives in the relevant laws.

3.3.2 NON – CASH FUNDED RESERVES

It might be necessary to create non – cash funded reserves for a variety of reasons, including GRAP requirements. The Accounting Officer must create any reserves prescribed by the accounting standards, such as the Revaluation Reserve, if required.

The Accounting Officer is hereby delegated and may also in the discretion of the Accounting Officer, create reserves for future depreciation offsetting, in the absence of a standard similar to IAS 20.

3.4 ACCOUNTING FOR RESERVES

3.4.1 REVALUATION RESERVE

The accounting for the Revaluation Reserve must be done in accordance with the requirements of GRAP 17.

3.4.2 OTHER RESERVES

The accounting for all other reserves must be processed through the Statement of Financial Performance. The required transfer to or from the reserves must be processed in the Statement of Net Assets to or from the accumulated surplus.

It is a condition of GRAP and this policy that no transactions may be directly appropriated against these reserves.

4. SECTION C: LONG-TERM FINANCIAL PLANNING

4.1 LEGISLATIVE REQUIREMENTS

Paragraph 7(1) of the Local Government: Municipal Finance Management Act (56/2003): Municipal budget and reporting regulations requires municipalities to have a policy related to long-term financial planning

4.2 PREPARATION AND REVIEW

Bergvrievier Municipality decided to prepare their first Long-term Financial Plan, for a 10 year period, before 31 December 2014.

The Long-term Financial Plan should be reviewed annually during the annual budget process.

4.3 ELEMENTS OF LONG-TERM FINANCIAL PLAN

The Long-term Financial Plan should consist of at least the following items:

- (a) Financial assessment of the municipality's demographic, economic, household infrastructure and financial perspectives;
- (b) Future Municipal Revenues
- (c) Future Operational Expenditure
- (d) Demand for Future Capital Expenditure
- (e) Affordability of Future Capital Expenditure
- (f) Funding of Future Capital Expenditure
- (g) Liquidity and Ratio Management

4.4 LIQUIDITY AND RATIO MANAGEMENT

Healthy Liquidity is considered the key factor to effectively managing the financial viability of a municipality in the longer term in conjunction with the necessary financial ratios against which to monitor actual performance.

The norm for each ratio is attached to this policy as Annexure B

5. SECTION D: REVIEW OF THE POLICY

This Funding and Reserves Policy is the only policy of the municipality and replaces any past policies in this regard. Any revision of the policy must be approved by the Municipal Council.

Whenever the Minister of Finance or the National Treasury or the Auditor – General requests changes to the policy by way of legislation, changes to GRAP or otherwise, it must be reviewed and submitted for consideration by the Council on an annual basis. Such submission must be accompanied with a full description of the reasons for the change to the policy.

APPENDIX A**RECONCILIATION OF CASH REQUIREMENTS**

Cash flow from operating activities	R XX
Add : Depreciation from own funds	R XX
Add : Contribution to current provisions	R XX
Add : Unspent conditional grants	R XX
Add : Unspent public contributions	R XX
Add : Unspent borrowings	R XX
Add : VAT due to SARS	R XX
Add : Secured investments	R XX
Add : Cash portion of Statutory Reserves	R XX
Add : Working Capital Requirements	R XX
= Minimum Cash Surplus Requirements for the year	<u>R XX</u>

APPENDIX B

1. FINANCIAL POSITION

A. Asset Management

	RATIO	FORMULA	DATA SOURCE	NORM/ RANGE
1	Capital Expenditure to Total Expenditure	$\frac{\text{Total Capital Expenditure}}{\text{Total Expenditure (Total Operating expenditure + Capital expenditure)}} \times 100$	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)	$\frac{\text{Property, Plant and Equipment} + \text{Investment Property} + \text{Intangible Assets Impairment}}{\text{(Total Property, Plant and Equipment} + \text{Investment Property} + \text{Intangible Assets)}} \times 100$	Statement of Financial Position, Notes to the AFS and AR	0%
3	Repairs and Maintenance as a % of Property, Plant and Equipment and Investment Property (Carrying Value)	$\frac{\text{Total Repairs and Maintenance Expenditure}}{\text{Property, Plant and Equipment and Investment Property (Carrying value)}} \times 100$	Statement of Financial Position, Statement of Financial Performance, IDP, Budgets and In-Year Reports	4% - 8%

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	93%
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%
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

C. Debtors Management

1	Cash / Cost Coverage Ratio (Excl. Unspent Conditional Grants)	((Cash and Cash Equivalents - Unspent Conditional Grants - Overdraft) + Short Term Investment) / Monthly Fixed Operational Expenditure excluding (Depreciation, Amortisation, Provision for Bad Debts, Impairment and Loss on Disposal of Assets)	Statement of Financial Position, Statement of Financial Performance, Notes to the AFS, Budget, In year Reports and AR	1 - 3 Months
2	Current Ratio	Current Assets / Current Liabilities	Statement of Financial Position, Budget, IDP and AR	1.1 - 2:1

D. Liability Management

1	Capital Cost (Interest Paid and Redemption) as a % of Total Operating Expenditure	Capital Cost (Interest Paid and Redemption) / Total Operating Expenditure x 100	Statement of Financial Position, Statement of Cash Flows, Statement of Financial Performance, Budget, IDP, In-Year Reports and AR	6% - 8%
2	Debt (Total Borrowings) / Revenue	(Overdraft + Current Finance Lease Obligation + Noncurrent Finance Lease Obligation + Short Term Borrowings + Long term borrowing) / (Total Operating Revenue - Operational Conditional Grants) x 100	Statement of Financial Position, Statement of Financial Performance, Budget, IDP and AR	45%

E. Sustainability

1	Level of Cash Backed Reserves (Net Assets - Accumulated Surplus)	<p>(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</p>	Statement Financial Position, Budget and AR	100%
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2. FINANCIAL POSITION

A. Efficiency

1	Net Operating Surplus Margin	$\frac{\text{Total Operating Revenue} - \text{Total Operating Expenditure}}{\text{Total Operating Revenue}}$	Statement of Financial Performance, Budget, In-Year reports, AR, Statement of Comparison of Budget and Actual Amounts and Statement of Changes in Net Asset	= or > 0%
2	Net Surplus /Deficit Electricity	$\frac{\text{Total Electricity Revenue} - \text{Total Electricity Expenditure}}{\text{Total Electricity Revenue}} \times 100$	Statement of Financial Performance, Notes to AFS, Budget, IDP, In-Year reports and AR	0% - 15%
3	Net Surplus /Deficit Water	$\frac{\text{Total Water Revenue} - \text{Total Water Expenditure}}{\text{Total Water Revenue}} \times 100$	Statement of Financial Performance, Budget, IDP, In-Year reports and AR	= or > 0%
4	Net Surplus /Deficit Refuse	$\frac{\text{Total Refuse Revenue} - \text{Total Refuse Expenditure}}{\text{Total Refuse Revenue}} \times 100$	Statement of Financial Performance, Budget, IDP, In-Year reports and AR	= or > 0%
5	Net Surplus /Deficit Sanitation and Waste Water	$\frac{\text{Total Sanitation and Waste Water Revenue} - \text{Total Sanitation and Waste Water Expenditure}}{\text{Total Sanitation and Waste Water Revenue}} \times 100$	Statement of Financial Performance, Notes to AFS, Budget, IDP, In-	= or > 0%

		Expenditure/Total Sanitation and Waste Water Revenue x 100	Year reports and AR
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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	5% - 10%
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	5% - 10%

C. Revenue Management

<p>1</p>	<p>Growth in Number of Active Consumer Accounts</p>	<p>(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</p>	<p>Debtors System</p>	<p>None</p>
<p>2</p>	<p>Revenue Growth (%)</p>	<p>(Period under review's Total Revenue - previous period's Total Revenue)/ previous period's Total Revenue) x 100</p>	<p>Statement of Financial Performance, Budget, IDP, In-Year reports and AR</p>	<p>= CPI</p>
<p>3</p>	<p>Revenue Growth (%) - Excluding capital grants</p>	<p>(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</p>	<p>Statement of Financial Performance, Notes to AFS , Budget, IDP, In-Year reports and AR</p>	<p>= CPI</p>

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
2	Irregular, Fruitless and Wasteful and Unauthorised Expenditure / Total Operating Expenditure	(Irregular, Fruitless and Wasteful and Unauthorised Expenditure) / Total Operating Expenditure x100	Statement Financial Performance, Notes to Annual Financial Statements and AR	0%
3	Remuneration as % of Total Operating Expenditure	Remuneration (Employee Related Costs and Councillors' Remuneration) / Total Operating Expenditure x100	Statement of Financial Performance, Budget, IDP, In-Year reports and AR	25% - 40%
4	Contracted Services % of Total Operating Expenditure	Contracted Services / Total Operating Expenditure x100	Statement of Financial Performance, Budget, IDP, In-Year reports and AR	2% - 5%

E. Grant Dependency

<p>1</p>	<p>Own funded Capital Expenditure (Internally generated funds + Borrowings) to Total Capital Expenditure</p>	<p>Own funded Capital Expenditure (Internally generated funds + Borrowings) / Total Capital Expenditure x 100</p>	<p>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</p>	<p>None</p>
<p>2</p>	<p>Own funded Capital Expenditure (Internally Generated Funds) to Total Capital Expenditure</p>	<p>Own funded Capital Expenditure (Internally Generated Funds) / Total Capital Expenditure x 100</p>	<p>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</p>	<p>None</p>
<p>3</p>	<p>Own Source Revenue to Total Operating Revenue(Including Agency Revenue)</p>	<p>Own Source Revenue (Total revenue - Government grants and Subsidies - Public Contributions and Donations)/ Total Operating Revenue (including agency services) x 100</p>	<p>Statement Financial Performance, Budget, IDP, In-Year reports and AR</p>	<p>None</p>

3. BUDGET IMPLEMENTATION

1	Capital Expenditure Budget Implementation Indicator	Actual capital Expenditure / Budget Capital Expenditure x 100	Statement of Financial Position, Budget, AFS Appendices, In-Year reports and AR	95% - 100%
2	Operating Expenditure Budget Implementation Indicator	Actual Operating Expenditure / Budgeted Operating Expenditure x 100	Statement of Financial Position, Budget, AFS Appendices, IDP, In-Year reports and AR	95% - 100%
3	Operating Revenue Budget Implementation Indicator	Actual Operating Revenue / Budget Operating Revenue x 100	Statement of Financial Position, Budget, AFS Appendices, IDP, In-Year reports and AR	95% - 100%
4	Service Charges and Property Rates Revenue Budget Implementation Indicator	Actual Service Charges and Property Rates Revenue / Budget Service Charges and Property Rates Revenue x 100	Statement of Financial Position, Budget, AFS Appendices, IDP, In-Year reports and AR	95% - 100%

BERGRIVIER MUNICIPALITY

BUDGET IMPLEMENTATION AND MONITORING POLICY

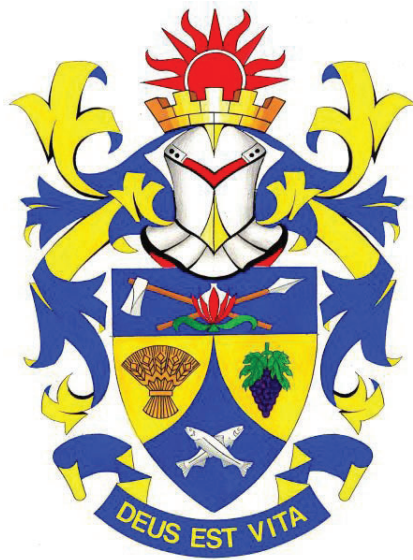


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1. PREAMBLE

In the spirit of the Municipal Finance Management Act, (No.56 of 2003) to modernize budget and financial management practices by placing local government finances on a sustainable footing in order to maximize the capacity of municipalities to deliver services to all residents, customers, users and investors; and

Whereas chapter 4 of the Municipal Finance Management Act, (No 56 of 2003) determines that a municipality may, except where otherwise provided in the Act, incur expenditure only in terms of an approved budget; and within the limits of the amounts appropriated for the different votes in an approved budget,

In terms of the Budget and Reporting Regulations the municipality has to adopt a policy which include the following:

1. a policy dealing with the shifting of funds within votes
2. a policy dealing with the introduction of adjustment budgets
3. policies dealing with unforeseen and unavoidable expenditure
4. policies dealing with management and oversight

Therefore the BERGRIVIER Municipality adopted a Budget Policy to give effect to the Budget and Reporting Regulations as set out in this policy.

2. DEFINITIONS

"Accounting officer" means a person appointed in terms of section 82(1) (a) or (b) of the Municipal Structures Act;

"Allocation" means

- (a) a municipality's share of the local government's equitable share referred to in section 214(1) (a) of the Constitution;
- (b) an allocation of money to a municipality in terms of section 214(1) (c) of the Constitution;
- (c) an allocation of money to a municipality in terms of a provincial budget; or
- (d) any other allocation of money to a municipality by an organ of state, including by another municipality, otherwise than in compliance with a commercial or other business transaction;

"Annual Division of Revenue Act" means the Act of Parliament, which must be enacted annually in terms of section 214 (1) of the Constitution;

"Approved budget" means an annual budget

- (a) approved by a municipal council, or
- (b) includes such an annual budget as revised by an adjustments budget in terms of section 28 of the MFMA;

"Basic Municipal Service" means a municipal service that is necessary to ensure an acceptable and reasonable quality of life and which, if not provided, would endanger public health or safety or the environment;

"Budget-related Policy" means a policy of a municipality affecting or affected by the annual budget of the municipality, including

- (a) the tariff policy, which the municipality must adopt in terms of section 74 of the Municipal Systems Act;
- (b) the rates policy which the municipality must adopt in terms of legislation regulating municipal property rates; or
- (c) the credit control and debt collection policy, which the municipality must adopt in terms of section 96 of the Municipal Systems Act;

"Budget steering committee" means a committee established in terms of section 4 of the Municipal Budget and Reporting Regulations, published in Government Gazette 32141 dated 17 April 2009

"Budget transfer" means transfer of funding within a function / vote subject to limitations.

"Budget Year" means the financial year of the municipality for which an annual budget is to be approved in terms of section 16(1) of the MFMA;

"Chief Financial Officer" means a person designated in terms of section 80(2) (a) of the MFMA;

"Councillor" means a member of a municipal council;

"Current year" means the financial year, which has already commenced, but not yet ended;

"Delegation", in relation to a duty, includes an instruction or request to perform or to assist in performing the duty;

"Executive mayor" means the councillor elected as the executive mayor of the municipality in terms of section 55 of the Municipal Structures Act;

"Financial recovery plan" means a plan prepared in terms of section 141 of the MFMA

"Financial year" means a twelve months period commencing on 1 July and ending on 30 June each year

"Financing agreement" includes any loan agreement; lease; and instalment purchase contract or hire purchase arrangement under which a municipality undertakes to repay a long-term debt over a period of time;

"Fruitless and wasteful expenditure" means expenditure that was made in vain and would have been avoided had reasonable care been exercised;

"Irregular expenditure" means

- (a) expenditure incurred by a municipality or municipal entity in contravention of, or that is not in accordance with, a requirement of the MFMA , and which has not been condoned by Council
- (b) expenditure incurred by a municipality or municipal entity in contravention of, or that is not in accordance with, a requirement of the Municipal Systems Act, and which has not been condoned in terms of that Act;
- (c) expenditure incurred by a municipality in contravention of, or that is not in accordance with, a requirement of the Public Office-Bearers Act, 1998 (Act No. 20 of 1998); or
- (d) expenditure incurred by a municipality or municipal entity in contravention of, or that is not in accordance with, a requirement of the supply chain management policy of the municipality or entity or any of the municipality's by-laws giving effect to such policy, and which has not been condoned in terms of such policy or by-law, but excludes expenditure by a municipality which falls within the definition of "unauthorised expenditure";

"Investment/s" in relation to funds of a municipality, means

- (a) The placing on deposit of funds of a municipality with a financial institution; or
- (b) The acquisition of assets with funds of a municipality not immediately required, with the primary aim of preserving those funds;

"Local community" has the meaning assigned to it in section 1 of the Municipal Systems Act;

"Municipal Structures Act" means the Local Government: Municipal Structures Act, 1998 (Act No. 117 of 1998);

"Municipal Systems Act" means the Local Government: Municipal Systems Act, 2000 (Act No. 32 of 2000);

"Long-term debt" means debt repayable over a period exceeding one year;

"Municipal council" or "council" means the council of a municipality referred to in section 18 of the Municipal Structures Act;

"Municipality"

- (a) when referred to as a corporate body, means a municipality as described in section 2 of the Municipal Systems Act; or
- (b) when referred to as a geographic area, means a municipal area determined in terms of the Local Government: Municipal Demarcation Act, 1998 (Act No. 27 of 1998);

"Municipal service" has the meaning assigned to it in section 1 of the Municipal Systems Act (refer to the MSA for definition);

"Municipal tariff" means a tariff for services which a municipality may set for the provision of a service to the local community, and includes a surcharge on such tariff;

"National Treasury" means the National Treasury established by section 5 of the Public Finance Management Act;

"Official" means

- (a) an employee of a municipality or municipal entity;
- (b) a person seconded to a municipality or municipal entity to work as a member of the staff of the municipality or municipal entity; or
- (c) a person contracted by a municipality or municipal entity to work as a member of the staff of the municipality or municipal entity otherwise than as an employee;

"Overspending"

- (a) means causing the operational or capital expenditure incurred by the municipality during a financial year to exceed the total amount appropriated in that year's budget for its operational or capital expenditure, as the case may be;
- (b) in relation to a vote, means causing expenditure under the vote to exceed the amount appropriated for that vote; or
- (c) in relation to expenditure under section 26 of the MFMA, means causing expenditure under that section to exceed the limits allowed in subsection (5) of this section;
 - 1 July to 30 September;
 - 1 October to 31 December;
 - 1 January to 31 March; or
 - 1 April to 30 June;

"Service delivery and budget implementation plan" means a detailed plan approved by the executive mayor of a municipality in terms of section 53(1) (c) (ii) of the MFMA for implementing the municipality's delivery of municipal services and its annual budget, and which must indicate

- (a) projections for each month of
 - (i) revenue to be collected, by source; and
 - (ii) operational and capital expenditure, by vote;
- (b) service delivery targets and performance indicators for each quarter; and
- (c) any other matters that may be prescribed, and includes any revisions of such plan by the executive mayor in terms of section 54(1) (c) of the MFMA;

"Unauthorised expenditure" means any expenditure incurred by a municipality otherwise than in accordance with section 15 or 11(3) of the MFMA, and includes

- (a) overspending of the total amount appropriated in the municipality's approved budget;
- (b) overspending of the total amount appropriated for a vote in the approved budget;
- (c) expenditure from a vote unrelated to the department or functional area covered by the vote;
- (d) expenditure of money appropriated for a specific purpose, otherwise than for that specific

purpose;

(e) spending of an allocation referred to in paragraph (b), (c) or (d) of the definition of "allocation" otherwise than in accordance with any conditions of the allocation; or

(f) a grant by the municipality otherwise than in accordance with the MFMA;

"Quarter" means any of the following periods in a financial year:

"Virement" refer to the definition of budget transfer

"Vote" means

(a) one of the main segments into which a budget of a municipality is divided for the appropriation of money for the different departments or functional areas of the municipality; and

(b) which specifies the total amount that is appropriated for the purposes of the department or functional area concerned.

3. OBJECTIVES OF POLICY

The policy sets out the budgeting principles which BERGRIVIER Municipality will follow in preparing and implementing each annual budget. This policy shall give effect to the requirements and stipulations of the Municipal Finance Management Act and Municipal Budget and Reporting Framework in terms of the planning, preparation and approval of the annual and adjustments budgets. The policy shall apply to all staff and councillors of the BERGRIVIER Municipality that are involved in budget implementation.

4. BUDGET PRINCIPLES

The municipality shall ensure that revenue projections in the budget are realistic taking into account actual collection levels. The expenses may only be incurred in terms of the approved annual budget (or adjustments budget) and within the limits of the amounts appropriated for each vote in the approved budget.

BERGRIVIER Municipality shall prepare a three-year budget (medium term revenue and expenditure framework (MTREF)) which will be reviewed annually and will be approved by Council. The MTREF budget will at all times be within the framework of the Municipal Integrated Development Plan (IDP) **and based on the Strategic Planning Process.**

The annual budget will consist of a Capital and Operating Budget which will be discussed below:

4.1. Capital Budgets

The capital budget refers to the allocations made to specific infrastructural projects and the purchase of equipment and other forms of assets having a lifespan of more than one year.

4.1.1. Basis of Calculation

- a) The **zero based method** is used in preparing the new MTREF capital budget, except in cases where a contractual commitment has been made that would span over more than one financial year.
- b) The annual capital budget shall be based on realistically anticipated revenue (capital loans to be taken up will be deemed to be part of this), which should be equal to the anticipated capital expenditure in order to result in a balanced budget.

- c) The impact of the capital budget on the current and future operating budgets in terms of finance charges to be incurred on external loans, depreciation of fixed assets, maintenance of fixed assets and any other operating expenditure to be incurred resulting directly from the capital expenditure, should be carefully analysed when the annual capital budget is being compiled.
- d) In addition, the council shall consider the likely impact of such operational expenses, net of any revenues expected to be generated by such item, on future property rates and service tariffs.

4.1.2. Financing

Own Financing Sources

The Council shall establish a Capital Replacement Reserve (CRR) for the purpose of financing capital projects and the acquisition of capital assets. Such reserve shall be established from the following:

- a) Unappropriated cash-backed surpluses to the extent that such surpluses are not required for operational purposes
- b) Further amounts appropriated as contributions in each annual or adjustments budget; and

Other Finance Sources

The Ad-Hoc capital budget shall be financed from external sources such as the following:

- a) Grants and subsidies as allocated in the annual Division of Revenue of Act
- b) Grants and subsidies as allocated by Provincial government.
- c) External Loans
- d) Private Contributions
- e) Any other financing source secured by the local authority.

4.1.3. Process and responsible parties

The process to be followed in the compilation of the capital budget is as follows:

- a) The CFO, in conjunction with the Manager: Budget Office, and after consultation with the Portfolio Councillor of Finance sets the realistic growth level of the capital budget to be financed out of own sources (CRR).
- b) The draft capital budget is compiled based on the projects that emanated out of the engagements with the different stakeholders.
- c) The CFO, together with the Manager: Budget Office, engage with the Directors and the IDP Manager in order to determine the priorities for a particular financial year and to determine the ranking of projects based on these priorities.
- d) The draft capital budget is submitted to the Budget Steering Committee for their perusal and suggestions.
- e) The draft capital budget is tabled to Council 90 days before the start of the new financial year 31 March.

- f) After the draft budget is approved by Council, it is released for public comment.
- g) Once the comments from the public have been submitted, noted and considered, amendments are made to the draft budget and the budget is tabled to Council for final approval 30 days before the start of the financial year (31 May).

4.1.4. Implementation

- a) After the budget has been approved, the service delivery and budget implementation plan (SDBIP) should be compiled.
- b) The SDBIP must be tabled to the Mayor within 14 days after aforementioned approval.
- c) Each director has to indicate the intended spending patterns of both their capital and operating budgets. (Cash flows)
- d) These listed cash flows are consolidated into the Service Delivery and Budget Implementation Plan of the organisation.
- e) The SDBIP will be monitored on a monthly basis where actual spending will be compared with the planned spending as indicated by the directors at the beginning of the year.
- f) Each directorate can use their respective vote numbers as indicated on the capital budget

4.2. Operational Budget

The operational budget refers to the funds that would be raised in the delivery of basic services, grants and subsidies and any other municipal services rendered. These funds are in turn used to cover the expenses incurred in the day to day running of the organization.

4.2.1. Basis of Calculation

- a) The **zero based approach** is used in preparing the annual operating budget, except in cases where impractical. In these instances the incremental method will be followed.
- b) The annual operating budget shall be based on realistically anticipated revenue.
- c) An income based approach shall be used whereby realistically anticipated income is determined first and the level of operating expenditure would be based on the determined income flows.

4.2.2. Financing

The operating budget shall be financed from the following sources:

- a) Service Charges
 - (i) Electricity Charges
 - (ii) Water Sales
 - (iii) Refuse Removal Fees

- (iv) Sewerage Fees
- (v) Property Rates
- b) Taxes: Increases in tariffs and rates will as far as possible be limited to inflation plus an additional percentage increase to accommodate the growth of the town.
- c) Grants and Subsidies: Grants and subsidies shall be based on all the gazetted grants and subsidies plus all other subsidies received by the organization.
- d) Interest on Investments: The budget for interest and investment shall be in accordance with the Cash Management and Investment policy of the organization.
- e) Rental Fees: Income from rental property will be budgeted for based on the percentage growth rate as determined by Financial Services for a particular budget year
- f) Fines: Income from fines will be budgeted for based on the actual income received in the preceding year (calculated on the basis of actual receipts until end of February of each year, extrapolated over 12 months) and the percentage growth rate as determined by Financial Services for a particular budget year
- g) Other Income: All other income items will be budgeted for based on the actual income received in the preceding year (calculated on the basis of actual receipts until end of February of each year, extrapolated over 12 months) and the percentage growth rate as determined by Financial Services for a particular budget year
- h) Notwithstanding the aforementioned, National and other benchmarks and ratios shall also be utilized to prevent uncontrolled negative growth of this source of income

4.2.3. Budget Categories

The following expenditure categories shall be accommodated in the operating budget.

- a) Salaries, Wages and Allowances The salaries and allowances are calculated based on the percentage increases as per the collective agreement between organised labour and the employer for a particular period. The remuneration of all political office bearers is based on the limitations and percentages as determined by the responsible National Minister.
- b) Collection Costs: It refers to costs attributed to the maintenance of the financial system used for the collection of outstanding amounts and is based on the service level agreement.
- c) Depreciation: The above is calculated at cost, using the straight line method, to allocate their cost to their residual values over the estimated useful lives of the assets
- d) Interest External Borrowings: The above refers to interest that has to be paid on an external loan taken up by Council. The budget will be determined by the repayments that the municipality is liable for based on the agreements entered into with the other party.
- e) Bulk Purchases: The expenditure on bulk purchases shall be determined using the tariffs as stipulated by NERSA and by any other service provider from time to time.

- f) Other General Expenditure: A percentage growth for all other general expenditure will be based on the percentage determined by Financial Services in line with prevailing growth rates, CPI and prior actual expenditure trends.
- g) Repairs and Maintenance: The budget of repairs and maintenance shall be based on the increment as determined by Financial Services in conjunction with the needs of the departments in terms of repairing their assets.
- h) Contributions to Funds: Refers to the contribution made to provisions (e.g. leave reserve fund) on annual basis and are determined based on the actual expenditure in the previous year and any other factor that could have an effect.
- i) Less: Debited Elsewhere This category refers to interdepartmental charges within the organization. The performance of each of line item is analysed where after the budget is based on the preceding year's performance.
- j) Appropriations: Refers to the transfers to-and from the Capital Replacement Reserve, to offset depreciation charges. Appropriations are determined on an annual basis.

4.2.4. Process

- a) The CFO, in conjunction with the Budget Steering Committee, set the reasonable growth level of the operational budget based on the current financial performance and the prevailing industry growth levels. (i.e. CPI).
- b) After the income has been determined, an acceptable growth level for the operating expenditure is determined and the principles informing the compilation of the draft operating budget are discussed at directors' forum.
- c) The draft operating budget is compiled based on realistically anticipated revenue resulting from detailed income modelling exercises.
- d) The draft operating budget is submitted to the Steering Committee for consideration.
- e) The draft operating budget is tabled to Council 90 days before the start of the new financial year (31 March).
- f) After the draft operating budget is approved by Council, it is released for public comment.
- g) Once the comments from the public have been submitted, same is considered in terms of the MFMA, where after the final budget is tabled to Council for approval, at least 30 days before the start of the new financial year (31 May)

4.2.5. Implementation

- a) The draft SDBIP must be submitted with the draft budget as per the new treasury guideline and can be refined after budget approval
- b) The SDBIP must be tabled to the Mayor within 14 days after aforementioned approval.
- c) Each director has to indicate the intended spending patterns of both their capital and

operating budgets. (Cash flows)

- d) These listed cash flows are consolidated into the Service Delivery and Budget Implementation Plan of the organisation.
- e) The SDBIP will be monitored on a monthly basis where actual spending will be compared with the planned spending as indicated by the directors at the beginning of the year.
- f) Each directorate can use their respective vote numbers as indicated on the capital budget.
- g) The principles of efficient, effective and economic implementation should at all times be applied.
- h) Standard for income and expenditure where such have been determined via NT Circulars shall be adhered to, eg Water losses and electricity distribution allowable losses.

5. Adjustments Budget

- a) An adjustments budget will be compiled only once a year if intended adjustments fall in one of the following categories:
 - i. to appropriate additional revenues that have become available over and above those anticipated in the annual budget, but only to revise or accelerate spending programmes already budgeted for;
 - ii. to authorise the utilisation of projected savings in one vote towards spending under another vote;
 - iii. to authorise the spending of funds that were unspent at the end of the past financial year where the under-spending could not reasonably have been foreseen at the time to include projected roll-overs when the annual budget for the current year was approved by the council;
 - iv. to correct any errors in the annual budget. The adjustments budget for above mentioned categories will be tabled to council at any time after the mid-year budget and performance assessment but not later than 28 February of the that financial year.
- b) An adjustments budget will be compiled more than once a year if intended adjustments fall in one of the following categories:
 - i. to adjust the revenue and expenditure downwards if there is material under collection of revenue during the current year
 - ii. to appropriate additional revenues from National and Provincial Government that have become available over and above those anticipated in the annual budget, but only to revise or accelerate spending programs already budgeted for;
 - iii. to authorise unforeseeable and unavoidable expenditure recommended by the mayor to authorise unauthorised expenditure as anticipated by section

28(2) (g) of the MFMA

iv. to authorise the spending of funds that were unspent at the end of the past financial year where the under-spending could not reasonably have been foreseen at the time to include projected roll-overs when the annual budget for the current year was approved by the council

vi. to correct any errors in the annual budget

The adjustments budgets for above mentioned categories will be tabled to council at the first available opportunity after above mentioned events occurred.

c) The adjustments budget will be treated in the same manner as the annual budget in terms of calculation and implementation.

d) The adjustments budget must be approved by Council.

6. BUDGET IMPLEMENTATION

6.1 Monitoring (Section 71 of MFMA)

The Accounting Officer with the assistance of the Chief Financial Officer and other senior managers is responsible for the implementation of the budget, and must take all reasonable steps to ensure that:

- i. funds are spent in accordance with the budget;
- ii. expenses are reduced if expected revenues are less than projected; and
- iii. revenues and expenses are properly monitored.

6.2 Reporting

6.2.1 Monthly budget statements (Section 71 of the MFMA)

The Accounting Officer with the assistance of the Chief Financial Officer must, not later than ten working days after the end of each calendar month, submit to the Executive Mayor and Provincial and National Treasury a report in the prescribed format on the state of the municipality's budget for such calendar month, as well as on the state of the budget cumulatively for the financial year to date.

This report must reflect the following:

- i. actual revenues per source, compared with budgeted revenues;
- ii. actual expenses per vote, compared with budgeted expenses;
- iii. actual capital expenditure per vote, compared with budgeted expenses;
- iv. actual borrowings, compared with the borrowings envisaged to fund the capital budget;
- v. the amount of allocations received, compared with the budgeted amount;
- vi. actual expenses against allocations, but excluding expenses in respect of the equitable share;
- vii. explanations of any material variances between the actual revenues and expenses as indicated above and the projected revenues by source and expenses by vote as set out in

- the service delivery and budget implementation plan;
- viii. the remedial or corrective steps to be taken to ensure that the relevant projections remain within the approved or revised budget; and
 - ix. projections of the revenues and expenses for the remainder of the financial year, together with an indication of how and where the original projections have been revised.

The Executive Mayor must submit to Council within thirty days of the end of each quarter a report on the implementation of the budget and the financial state of affairs of the municipality. The report submitted to National and Provincial Treasury must be both in electronic format and in a signed written document.

6.2.3 Mid-year budget and performance assessment (Section 72 and 88 of MFMA)

The Accounting Officer must assess the budgetary performance of the municipality for the first half of the financial year, taking into account all the monthly budget reports for the first six months, the service delivery performance of the municipality as against the service delivery targets and performance indicators which were set in the service delivery and budget implementation plan. The Accounting officer must then submit a report on such assessment to the Executive Mayor by 25 January each year and to Council, Provincial Treasury and National Treasury by 31 January each year.

The Accounting Officer may in such report make recommendations after considering the recommendation of the Chief Financial Officer for adjusting the annual budget and for revising the projections of revenues and expenses set out in the service delivery and budget implementation plan.

7. REVIEW OF POLICY

This policy took effect on 1 July 2015 (excluding the amended sections for consideration) and shall be reviewed on an annual basis to ensure that it is in line with the municipality's strategic objectives, good governance, and prudent expenditure management and with relevant legislation.

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PETTY CASH POLICY 2025/2026

Action	Date
Revised	March 2025

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1. INTRODUCTION

The accounting officer of a municipality is responsible for the management of the expenditure

of the municipality in an effective and controlled manner. Therefore the Bergrivier Municipality adopts the following petty cash policy.

2. REGULATORY FRAMEWORK

- a) The Municipal Finance Management Act (56 of 2003)
- b) Section 15 of the Municipal Supply Chain Regulations
- c) Treasury regulations in terms of Section 13(1) of the Act.

3. OBJECTIVES

Compliance with the regulatory framework in terms of the relevant legislation is required.

4. RESPONSIBILITY AND ACCOUNTABILITY

The key responsibilities in terms of the MFMA (Section 65) are:

Accounting Officer (Municipal Manager)-

(1) The accounting officer of a municipality is responsible for the management of the expenditure of the municipality.

(2) The accounting officer must for the purpose of subsection (1) take all reasonable steps to ensure—

(a) that the municipality has and maintains an effective system of expenditure control, including procedures for the approval, authorisation, withdrawal and payment of funds;

(b) that the municipality has and maintains a management, accounting and information system which—

(i) recognises expenditure when it is incurred;

(ii) accounts for creditors of the municipality; and

(iii) accounts for payments made by the municipality;

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(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 eft or provided that

cash payments and payments by way of cash may be made for

exceptional reasons only, and only up to a prescribed limit;

The Municipal Manager delegates authority to the Chief Financial Officer to ensure compliance and adherence to the principles established by this policy.

5. PETTY CASH FRAMEWORK

5.1 General Policy

a. The use of petty cash floats is strictly confined to individual cash purchases of:

i) up to a maximum of R500, where the petty cash floats in other departments are used to make purchases,

ii) Petty cash maybe used for the purchase of prepaid sell phone costs, postage, cleaning products, and minor equipment for example a plug, wire etc. Maybe used to be cost effective items that would not warrant a requisition. Must be minor items.

iii) up to a maximum of R3 000, when claimed from the Financial Services Petty Cash Float, and the Mayor's office up to R5000.00.

iv) the office of the Mayor may make a once off payment above R500.00 but not exceeding R2000.00, the evidence must be attached (Request from the community in writing, program for the event or a written request from the Mayor. Attach the cash receipt with a signature or an actual receipt from the business for the items purchased from.)

b. It is not acceptable for one receipt or a number of receipts, in respect of the same event, which have been obtained by the same person, to be split over two cash purchase claims.

c. A petty cash float is not to be used for any of the following:

i) loans to any person whatsoever;

i) payment of personal remuneration to any employee whatsoever, whether for fees, salaries, wages, travel allowance as part of remuneration, honorarium or

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other reason.

iii) Purchase of capital items

d. Other cash floats may also be established for the purpose of providing change, for a cash register, or any other purpose approved by the Chief Financial Officer. Use of such floats is restricted to the purpose for which they were established.

e. The Chief Financial Officer may approve the use of petty cash for specific use, based on practical reasons or cost-benefit reasons. Such an authority will be done on a case by case basis for the purposes of considering merit.

f. The CFO may determine and approve the maximum amount to be held in any individual petty cash float.

g. The petty cash tin must be locked at all times in a safe. The responsible person given the permission to keep the petty cash will be granted permission in writing.

h. Petty Cash maybe used to pay out both donations and make purchases by the Mayor's office only, but evidence must be submitted with either the signatures of receipt of money or an actual receipt from the Supplier/Beneficiary up to an amount not exceeding R2000.00, otherwise a cheque must be requested.

5.2 Purchases through Petty Cash Float – Supply Chain Management Office

a. Purchases from SCM database suppliers shall be allowed in the following instance, provided that a monthly submission are made to the CFO of all purchases and the respective director confirming the enforcement of rotation of suppliers:

i) When the amount of the individual purchase / event is less than R250.00, irrespective of it being an emergency or not.

b. Purchases from SCM database suppliers are NOT allowed for capital items or fuel.

c. Petty cash claims will be dealt with on a first come, first serve basis and it is subject to the monetary limit of the petty cash.

5.3 Establishing and Operating a Petty Cash Float

a. To establish a new petty cash float or increase an existing advance, a written application is to be made to the Chief Financial Officer by the relevant Department, motivating the need for such petty cash float.

b. The total value of the advance requested will be an amount which would normally necessitate reimbursement approximately once a fortnight. This level of advances keeps to a minimum the overall cash in the buildings on municipal property and ensures regular inclusion of information regarding expenditure in financial reports and for budget control purposes.

c. A request for the establishment of an advance will indicate the name and status of senior administrative or clerical staff to be held responsible for the operation of the petty cash float. The staff member's specimen signature must also be submitted by the Department to the Chief Financial Officer, together with the application documentation.

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d. The application will indicate the security arrangement in place to ensure safe custody of funds in the office. The minimal security arrangement that will be acceptable is that the float will be kept in a locked box which will be kept in a locked filing cabinet or safe. If an advance is approved, the Assistant Accountant: Creditors will advise the Department accordingly and request that the responsible staff member collect the advance. This establishing advance will be charged to a "Petty Cash Advances - ...Name/Dept..." in the General Ledger and not against any expenditure votes. A register of advances is thus maintained per Ledger Account for the purpose of accounting for all petty cash floats.

5.4 Security of Petty Cash Floats

a. The cash on hand and used petty cash vouchers are to be kept in a locked box for which there should be two keys. One key is to be retained by the officer (on their person) normally responsible for the petty cash and the other to be kept in a sealed envelope in the office safe or other secure place, to be used only in an emergency.

b. The locked petty cash box must be kept in a secure place/safe when not in use and should be removed and returned by the responsible staff member only. At no stage should staff other than the responsible administrative/clerical staff member have access to the storage place of the petty cash box. If the locked petty cash box is in a draw, the draw must be locked at all times and the keys be kept safe with the responsible staff member.

c. Under no circumstance are keys to be left in the lock to the petty cash box, cabinet or safe.

d. When the responsible officer is either going on leave or is leaving the Municipality's employment, the petty cash float is to be reconciled and signed by the departing- as well as replacement staff members, to indicate their agreement as to its balance. The replacement staff specimen signature must also be submitted to the Chief Financial Officer and Director responsible.

e. In all circumstances Staff that receive the petty cash for the offices not in Piketberg will sign when receiving the money from the finance department, and must make sure that the responsible person for petty cash signs that they have received the petty cash. No petty cash will be placed in any place un-attended, if so the responsible person for petty cash will be held accountable for the petty cash.

5.5 Completing a Cash Purchase Claim Form

a. Petty cash stationery is available from the Expenditure Section (Financial Services). The form consists of two parts:

(i) Cash Purchase Claim page

(ii) Cash Purchase Record page - register

(iii) Receipt for cash advance (Only when appropriate, refer paragraph on Advances).

b. All details entered on the Cash Purchase Claim appear on the Cash Purchase record page.

c. The Cash Purchase Claim must be completed as follows:

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(i) description and cost of the goods/services purchased

(ii) purchaser's signature

(iii) vote number to be charged

(iv) signature of the Officer in Charge of Petty Cash.

d. Original receipts or other valid documentation as required must be attached as proof of payment, with the signature of an appropriate financial delegate on this documentation. A financial delegate cannot authorise a cash purchase claim where she or he is the purchaser.

5.6 Sub-Advances to staff members

a. If it is necessary to make an initial sub-advance to a staff member for various needs, a receipt for cash advance must be completed. The receipt for Cash Advance Form must be completed as follows:

(i) description and estimated cost of the goods/services purchased

(ii) purchaser's signature

(iii) vote number to be charged

(iv) signature of the Officer in Charge of Petty Cash.

b. On completion of the purchase, the recording-, documentation- and authorization requirements will be as stated in the above paragraph: Completing a Cash Purchase Claim Form.

All such sub-advances will be accounted for within 24 hours, by submitting original receipts and other applicable documentation required, attached as proof of payment (with the approval signature on the documentation). Where this cannot be achieved, the buyer will be liable to pay back the advance without any delay or the money will be deducted on his/her next salary irrespective of consent being given or noted. Not more than one advance will be made to any one person at a time.

5.7 Out-of-Pocket Payments

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

b. The supporting documentation is to be attached to the Claim.

c. The recording-, documentation- and authorization requirements will be as stated in the above paragraph (Completing a Cash Purchase Claim Form).

5.8 Reimbursement of Petty Cash Floats

a. A petty cash float is operated on the basis that expenditure from the float is periodically reimbursed. Such reimbursement-

(i) returns the cash level of the petty cash float to its original level and

(ii) charges the expenditure which has been made, to the correct expenditure vote.

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

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purchase claim forms, will equal the level of the petty cash advanced to the Department.

c. Completed Cash Purchase Claim forms, with attached cash register slips, etc., must be taken by the officer in charge of the Petty Cash in a Directorate/Department, to the Assistant Accountant: Accounts Payable for reimbursement, after the Summary Claim Cover Page and attached documentation have been authorised by a financial delegate at least once in 14 days. Reimbursement of claims where supporting documentation is missing will not be entertained.

d. The prescribed Summary Cash Purchase Claim form as well as other relevant forms attached to it must be completed in full.

e. The most recently completed Cash Purchase Claim form must record the reconciliation of the petty cash float. The Assistant Accountant: Accounts Payable will refuse reimbursement of claims where this is not supplied.

f. A petty cash float must never be reimbursed with funds derived from any other source whatsoever.

5.9 Shortages

a. Any shortages in respect of a petty cash float must be paid in immediately.

b. Where a petty cash float is stolen the incident must be reported promptly to the Chief Financial Officer in the required format, after which same needs to be reported to the South African Police Services and a case number provided to the Assistant Accountant: Accounts Payable.

c. If the Petty Cash is not reconciled daily, weekly or monthly and there is non adherence to the Petty Cash Policy disciplinary action can be instituted by Bergrivier Municipality.

5.10 Procedure applicable when a Petty Cash Float is repaid/cancelled

When an advance is no longer required, a statement in a form of a memorandum is to be completed and signed by the Head of the relevant Department and submitted to the Assistant Accountant: Accounts Payable, with the balance of cash on hand and completed and authorized Cash Purchase Claim forms. The most recently completed Cash Purchase Claim form will record the reconciliation of the petty cash float, where after a cheque will be issued to the relevant person to effect completion of the transaction..

The Cashier will issue a receipt to the affected department.

5.11 Financial year-end procedures

Reconciled petty cash registers (cash slips attached), accompanied with the cash balance must be returned to the Senior Accountant: Expenditure a week before the financial year end.

Addendum:-

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The register must be on excel and should look like the undermentioned format for each month of the financial year:-

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

This is an example:-

KLEINKAS REKONSILIASIE

	Official requesting	Date	Vote number	Expenditure	Balance
Opening balans					2000
ACC Company	PA	2018.12.10	12061227000	22,5	1977,5
Printers	EK	2018.12.11	12063257000	130,8	1846,7
MN Company	CT	2018.12.12	12061227000	89,95	1756,75
NBD Company	EK	2018.12.13	12061227000	200	1556,75
EK	EK	2018.12.14	12061227000	249,9	1306,85
ZA Company	HJ	2018.12.15	12061227000	144,5	1162,35
Employee ASN	CT	2018.12.16	12063257000	100	1062,35
Zone Company	MC	2018.12.17	12061227000	200	862,35
NBD Company	MC	2018.12.18	12061227000	73,3	789,05
PB Company	EK	2018.12.19	12061227000	19,9	769,15
Key replacement CC	HJ	2018.12.20	12061227000	120	649,15
DPMS Comp	EK	2018.12.21	12061227000	97,1	552,05
			12063257000	33,8	518,25
Tyres Company	MV	2018.12.21	12063257000	84,3	433,95
Spares Company	MY	2018.12.21	12063257000	96	337,95
				1662,05	
Balance					337,95
Request to fill up					1662,05

ADDENDUM

Sample of an advance taken to go and purchase goods etc:-

CASH ADVANCE VOUCHER FORM
OFFICE:
DATE:..... AMOUNT ISSUED:R
EXPLANATION (Include general description of purpose for Cash advance)
.....

BERGRIVIER MUNICIPALITY

.....
AMOUNT REQUIRED: R.....VOTE NUMBER.....
RECEIVED BY: Full names
PAY NUMBER: (BERGRIVIER MUNICIPALITY)
SIGNATURE RECEIVED:.....
CASH ADVANCE ISSUED BY:..... Full names
SIGNATURE ISSUED ADVANCE:.....
This advance must be repaid with cash or receipt proof to the total issued.
AMOUNT RETURNED:R..... RECEIPT AMOUNT:.....
RECEIVED BY PETTY CASH CONTROLER: Signature
DATE received and captured in register:.....
Note: - The petty cash can be checked at any time by the Bergrivier Municipality and if not balancing this can lead to disciplinary action according to the Bergrivier Municipalities disciplinary code and policy.

Handling of Petty Cash – Form no 3.
When a person goes on leave or hands the Petty Cash in for top up this form will be signed.
RESPONSIBLE PERSON FOR PETTY CASH:- I hereby confirm that I have done the petty cash reconciliation and it has been counted and signed of by the Department Director.
..... SIGNATURE
..... DATE

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HANDED OVER TO THE FINANCE DEPARTMENT

I hereby confirm that I have counted the slips and reconciled this with the petty cash, and it is in accordance to the Petty Cash Policy.

.....
SIGNATURE: Finance

.....
DATE

ON LEAVE AND HANDLING OVER TO AN OTHER OFFICIAL

I hereby confirm that the petty cash slips and cash was counted by both officials and that the money and slips balance with the float total.

.....
SIGNATURE – HANDOVER

.....
DATE

.....
Pay No.

.....
SIGNATURE – RECEIVER

.....
DATE

.....
Pay No

This form will always accompany the reconciliation, if a person was on leave or the petty cash was handed over to somebody else.

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CREDITORS, COUNCILLORS AND PERSONNEL PAYMENT POLICY 2024/2025

Action	Date
Review	March 2025

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- F. PAYMENTS TO COUNCILLORS / STAFF
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A. POLICY OBJECTIVE

The objective of this policy is to provide standard procedures relating to payments due to creditors, councillors and personnel of Bergrivier Municipality from municipal funds.

B. LEGISLATIVE REQUIREMENTS

In terms of section 65 of the Municipal Finance Management Act, Act 56 of 2003, the Municipal Manager as an Accounting Officer of the Municipality is responsible for the management of the expenditure of the municipality and, to this end, must take all reasonable steps to ensure that the municipality has and maintains an effective system of expenditure control, including procedures for the approval, authorization, withdrawal and payment of funds.

The municipality must, when it approves the annual budget for each year, also approve a cash flow projection for the year by revenue source broken down per month in terms of section 17(3) (c) of the MFMA. The municipality's Service Delivery and Budget Implementation Plan (SDBIP) must contain revenue and expenditure projections for each month as required by section 53 (3) (a) of the MFMA. The Municipal Manager must ensure, in terms of section 54 (1) (d) of the MFMA, that spending of funds and revenue collection proceed according to the budget.

The Municipal Manager must in terms of section 65 (2) of the MFMA for the purpose of giving account of the discharge of her/his responsibilities in respect of expenditure management take all reasonable steps to ensure —

- (a) That the municipality has and maintains an effective system of expenditure control, including procedures for the approval, authorisation, withdrawal and payment of funds;
- (b) That the municipality has and maintains a management, accounting and information system which recognises expenditure when it is incurred, and which accounts for creditors of and payments made by the municipality;
- (c) That the municipality has and maintains a system of internal control in respect of creditors and payments;
- (d) That payments by the municipality are made directly to the person to whom it is due unless agreed otherwise for reasons as may be prescribed and either electronically or by direct deposit. No cash payments, payments by way of transferable and/or cash may be made;
- (e) That all money owing by the municipality be paid within 30 days of receiving the relevant invoice and/or statement, unless prescribed otherwise by the Minister of Finance in terms of a regulation for certain categories of expenditure;
- (f) That the municipality complies with its tax, levy, duty, pension, medical aid, audit fees and other statutory commitments;

- (g) That any dispute concerning payments due by the municipality to another organ of state is disposed of in terms of legislation regulating disputes between organs of state;
- (h) That the municipality's available working capital is managed effectively and economically in terms of the cash management and investment policy of the municipality and within the framework prescribed by the Minister of Finance, and;
- (i) That the Accounting Officer takes all reasonable steps, according to the MFMA Act No. 56 of 2003 sec 5 (2), to ensure that expenditure management of all financial accounts of the municipality are closed at the end of each month and reconciled with its records.
- (j) That the Municipality complies with the MFMA Act No 56 of 2003 of section 118 that no person may-
 - (a) interfere with the supply chain management system of a municipality or municipal entity: or
 - (b) amend or tamper with any tenders, quotations, contracts or bids after their submission.

C. DEFINITIONS

In this policy –

“Act”	refers to the Local Government: Municipal Finance Management Act, 56 of 2003;
“Accounting Officer”	refers to the Municipal Manager;
“Chief Financial Officer”	refers to the official of the Municipality designated as such by the accounting officer in terms of section 80 [2] [a] of the Act;
“Creditor”	refers to the person to whom money is owed by the Municipality;
“Municipality”	refers to the Bergrivier Municipality;
“Procurement documents”	refer to quotation(s), requisition(s), SCM electronically generated order number;
“Small Enterprises”	refers to emerging business enterprises supplying the municipality with goods and services.

D. DUTIES OF ACCOUNTING OFFICER

The Accounting Officer must take all reasonable steps to ensure –

- (a) That the municipality has and maintains an effective system of expenditure control, including procedures for the approval, authorisation, withdrawal and payment of funds;
- (b) That the municipality has and maintains a management, accounting and information system that –
 - (i) recognises expenditure when it is incurred;
 - (ii) accounts for creditors of the Municipality; and
 - (iii) accounts for payments made by the Municipality;
- (c) That the municipality has and maintains a system of internal control in respect of creditors and other payments.

E. PAYMENTS TO CONTRACTORS/SUPPLIERS/CONSULTANTS

- (1) The Accounting Officer must ensure:–
 - (a) That all payments made by the municipality are made directly to the person or creditor that had supplied the relevant goods and/or services and/or to whom such payment is due, as informed by the municipality's SCM generated order number, unless otherwise agreed upon for good reasons in writing between the Accounting Officer and creditor.
 - (b) That all tenders and quotations invited by and/or contracts entered into by the municipality, stipulate payment terms favourable to the municipality, i.e. payment due to fall not sooner than the conclusion of the month following the month in which a particular service is rendered to and/or goods are received by the municipality, provided that all reasonable steps shall be taken to ensure that payments are made within thirty (30) days from the date of in which the municipality receiving an invoice.
 - (c) That no payments exceeding the value of R30 000 (inclusive of VAT) will be made out by way of except for statutory requirements and suppliers such as Eskom and DWA.

The Municipality is currently using the bank procurement card to pay itself for transactions.

- (d) More than two (2) payments to the same creditor may be effected during any period of thirty (30) days, only on approval of the Expenditure Manager, and may not be in breach of Sec 65 (e) of the MFMA.
- (e) All departments must ensure that an evaluation form of the Supplier is completed monthly with all invoices submitted for payment and exceeds R30 000.00.
- (f) Staff is not allowed to do purchases/payments on behalf of the Municipality. No refunds will be done to employees, unless prior approval for flights etc. If this occurs this will be reported to Council, because it is against SCM regulations.

(g) In respect of “small enterprises”; where the total annual turnover of the creditor for contract works with the municipality does not exceed the value of R500 000.00; the payment may be effected within fifteen (15) days of receipt of tax invoice or statement concerned unless otherwise agreed upon with the Manager Expenditure, provided that:

- The Creditors Section is in possession of the procurement documents including the creditor’s statement (s) and invoice(s) on/before the cut-off date as determined by the Manager Expenditure, depending on which payments is due for the 30 day period.

(h) The municipality will not perform any creditors’ payment runs on Fridays unless specific approval is granted by the Chief Financial Officer.

(i) Banking details – Any changes to the Creditors’ banking details will only be allowed when the following procedures have been met:

- The Creditor must inform the Municipality of its banking details on an original letterhead from the specific company and approved by the relevant banking institution with their official stamp and signature.
- The Creditor must also update the banking details on the National Treasury website - Central Supplier Database.
- Bank details changes must be authorised by two Senior Officials as identified by the Chief Financial Officer, in the Financial Department.
- Before payment is processed by the Creditors department for Service Level Agreement contracts the service delivery department must confirm:
- All prices, calculations and any taxes are correct.
- The account has not previously been paid.
- Sufficient budgetary provisions exist.
- Copy of the Service Level Agreement must be attached.
- Payment range for approval(Requisitions and Invoices)

One quote – up to R2000.00 – Manager approval

Three written quotes –R2000 to R300 000.00 – Manager approval – above R30 000 Director approval -

Above R300 000.00 to R9 999 999.00 Director and Manager

Above R10 000 000.00 Municipal Manager and Director

Repairs and maintenance of vehicles and machinery –from R2000.00 the Director and Manager. All quotations sourced for vehicle repairs must be taken to the Fleet Officer for approval. All vehicles that must be purchased must also be pre-approved by the Fleet Officer, according to the fleet management policy.

- All IT related purchases must be done by the ICT: Head. (Computers, Printers, Scanners, Docking Stations etc).
- The creditors checklist is completed and attached to the invoice.(This list must also be checked and signed off by the Accountant: Expenditure)
- Any instruction given to a Supplier without an official order will not be paid by the Municipality, the Official shall be held liable for payment.

Late submission of invoices with interest or handling fees will be recovered from the relevant official.

- When an order was issued for a certain quantity and specific items, the User Department cannot decide to take other items or quantities that is not on the order. If this would appear that items have been swapped for other items other than on the official order, the employee will be held responsible to pay for the items taken without an official order.
 - In all cases all written quotations must be submitted with a MBD4 form, the request form from Bergrivier Municipality together with a BBBEE certificate or affidavit of the BBBEE status. – No advert on the website. (R2000 to R30 000) From R30 000 upwards all quotations will be advertised as required by the MFMA.
 - Before a Supplier is selected the calculation of points for BBBEE and locality goals must also be calculated and submitted with the requisition from R2000.00 onwards.
- (2) Notwithstanding the foregoing policy directives; the Accounting Officer must, when it is financially beneficial to the municipality, make full use of any extended terms of payment offered by suppliers of goods and/or services to the municipality and may not settle any accounts earlier than such extended due date.
- (3) No payment for the provision of services, the supply of goods and/or the execution of work shall be processed unless an original supplier tax invoice containing a reference to the relevant municipality's SCM purchase order and such other relevant information as the Chief Financial Officer may determine, has been received.
- (4) Suppliers' original tax invoices processed for payment shall be certified by the originator of the order and/or Departmental Head. This will represent confirmation of receipt of goods and/or services being received and/or

rendered and/or executed in ways that are acceptable to the relevant departmental head and; where applicable, the relevant contract manager or according to contract conditions.

- (5) Suppliers must submit their original tax invoices and delivery notes as well as monthly statements to the Creditors Accounts Section in the Finance Department. Any invoice submitted to another department shall retard the speed of processing the referred payment; and shall not hold the Creditors Accounts liable for the delaying of such payment and the municipality's standard settlement terms will apply.
- (6) The Chief Financial Officer can process creditor payments more than once a week, provided that special payments to creditors may be made with the express approval of the Manager Expenditure if he/she is satisfied that there are compelling reasons for making such payments. The normal day for payment of Creditors will be on a Thursday of each week. Creditors' payments such as accommodation, travelling and subsistence will be dealt with on a case by case basis, as approved by the Chief Financial Officer or delegated authority.
- (7) Payments in terms of this policy are subject to compliance with all financial requirements relating to payments to creditors by the municipality and the submission of all documentation substantiating particular payments.
- (8) The suppliers' invoices and/or delivery notes must reflect the municipality's unique order number for the goods purchased and/or services rendered; quantity purchased; date of the invoice as well as the VAT registration number (of the municipality); failure which will result to the referred invoice not being processed for payment.
- (9) All delivery notes on stock items must reflect the municipality's Stores stamp and the signature of the Senior SCM Practitioner: Logistics to confirm the delivery of the goods; failure which will result to the referred invoice not being processed for payment.
- (10) No municipal official; councillor; supplier; contractor and/or consultant will interfere in the processes of creditors' payments and/or accentuate the Creditors personnel to process payments outside the normal creditors' payment processes.
- (11) Any Council official who may wilfully/intentionally/or unintentionally misplace the creditors' payment documents, viz. Tax Invoices; Delivery Notes and/or Statements; will be fully liable for the recovery costs incurred; that includes the duplicate documentation fees and/or interest charged to the municipality.

Any municipal councillor and/or official who fails to submit payment documents and/or process creditors' payments within two (2) days after receiving such documents; in a manner that his/her actions result to interest and/or penalties being charged against the municipality shall be liable for such fruitless or wasteful expenditure and he/she will be dealt with in terms of the municipality's Unauthorized, Irregular, Wasteful and Fruitless Expenditure Policy.

The Municipality shall, if determined to be financially beneficial, and subject to cash flow being available, make use of early settlement discounts offered by suppliers to effect payment before the scheduled payment intervals as determined herein above, such payments may be approved by the CFO on recommendation by the Manager Expenditure.

F. PAYMENTS TO COUNCILLORS/STAFF

- (1) All subsistence and travel claims submitted by Councillors and personnel for payment will be processed in terms of the Council's approved Subsistence and Travel Allowance Policy. All claims submitted before the 10th of the month, will be paid on or before the 15th of the month and claims submitted thereafter will be paid with the monthly salary.
- (2) All approved documentation relating to such subsistence and travel claims, approved by the relevant Head of Department must reach the Payroll Office by not later than Tuesday, end of business. Such payments will only be processed on Thursdays for payment that will be released only on Fridays, the same week.
- (3) Where a claim for payment is received after the day determined as per paragraph (2), such claim may be considered for processed provided that such action will not place an unnecessary work load or undue pressure on the Payroll Office and Creditors section.
- (4) The submission of overtime claims, standby, shift allowance claims must reach the Payroll Office on/before the 10th day of the month. Such payments will be dealt with per normal monthly payroll procedures. Late submissions will only be dealt with in the following month.
- (5) The submission of any other human resource requests such as leave encashment, allowances, acting allowances and/or any other statutory related payments must reach the Payroll Office on/before the cut off dates annually determined by the Chief Financial Officer. Such payments will be dealt with per normal monthly payroll procedures
- (6) Salary payments shall be on the 25th of each month or the closest working day thereto for all employees whether permanent, temporary or appointed on contract as well as Councillors, taking into consideration the bank cut-off times and related practical considerations; However, for the months of December; salaries will be processed within four (4) days prior to Christmas Day. The Chief Financial Officer will annually determine the salary payment dates and distribute same for information to all departments.
- (7) The practice for the processing of salary advances for the municipal Councillors and staff is forbidden in terms of Section 164 (c) (i) – (iii) of the Municipal Finance Management Act.
- (8) Closure for the submission of monthly payroll documentation for processing will be approved by the Chief Financial Officer, and will be communicated to other Heads of Department.

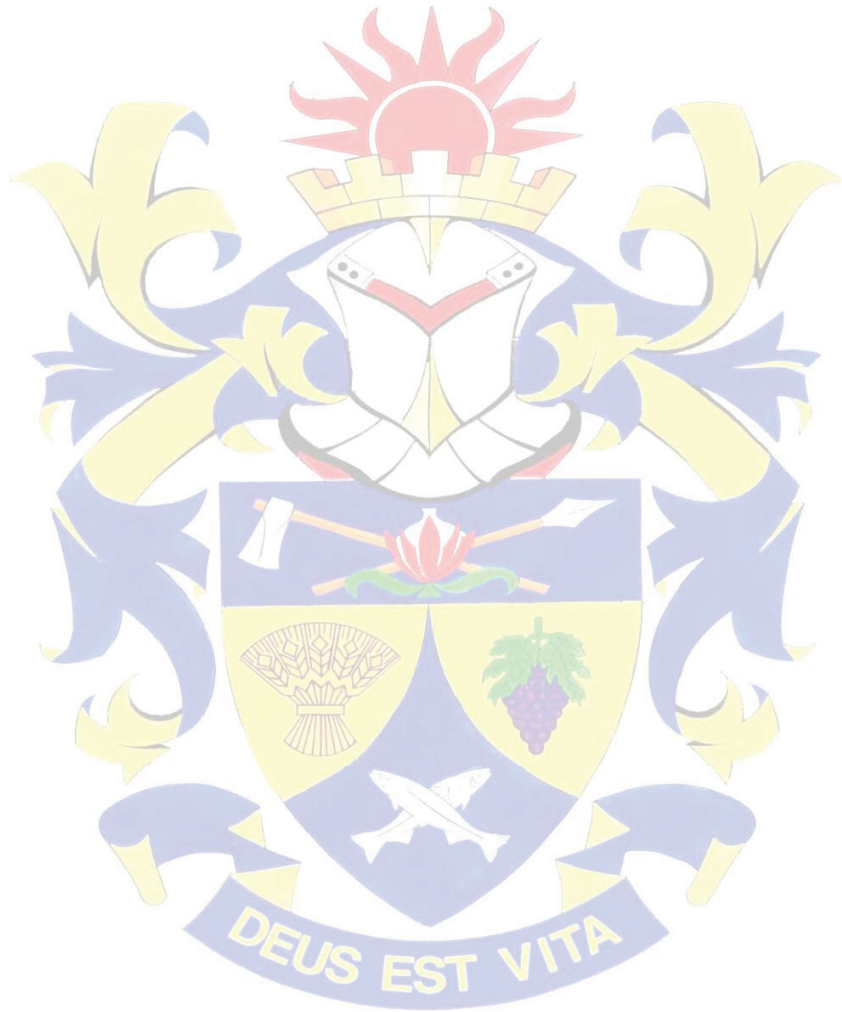
- (9) No municipal official and/or Councillor will interfere in the processes of salaries and wages payments or to accentuate the Payroll Office to process payments outside the normal salaries and wages payment processes.
- (10) The municipality, through the Payroll Office, shall not issue “cash” to employees for payments relating travel and subsistence, overtime, standby, nightshift claims, etc. Such payments must electronically be transferred into the employees banking accounts. For claims on S&T’s banking details as registered on the payroll system will be used for payment. It is the responsibility of each councillor and official to ensure that their banking details are correctly provided to the Human Resource Section for payroll purposes. The Salary office will not be held liable for incorrect payment details and the subsequent delay in payments or disbursements because of incorrect information supplied.
- (11) All instructions to the Payroll Office must be directed and reviewed by the Manager: Expenditure or his/her delegated official prior to such request being processed on the municipal payroll system.
- (12) The municipality shall not process payroll deductions if such deductions are not statutory related. Only statutory and/or collective agreement deductions as well as other deductions such as mortgage bonds, garnishee orders, pension fund loans, maintenance orders, and employees’ rental accounts for municipal properties and arrear employees’ municipal accounts recovered in terms of the municipal credit control and debt collection policy will be approved for processing by the Payroll Office.
- (13) Any salary statutory benefit deducted or received not in accordance with legislation will be recovered from the responsive official.
- (13) The following deductions will not be allowed:
- (13.1) Insurance policies (Example: Old Mutual, Legal Wise, AVBOB, Metropolitan, SANLAM etc.)
 - (13.2) Current Municipal Accounts for rates and services, unless a written instruction is signed and provided to the Payroll office on or before the 10th of each month.
 - (13.3) Savings and investment account contributions
 - (13.4) Only the Unions that have a written agreement with a Broker and the Municipality is allowed to deduct contributions,

G. DELEGATION OF FUNCTIONS AND POWERS

The Accounting Officer may, in terms of section 79 of the Act, delegate his or her functions and powers in terms of this policy to the Chief Financial Officer.

BERGRIVIER

Munisipaliteit / Municipality



DRAFT COST CONTAINMENT POLICY

Action	Date
Review	March 2025

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1. DEFINITIONS

In this Policy, a word or expression to which a meaning has been assigned in the Act has the same meaning as in the Act, unless the context indicates otherwise, and-

"Act" means the Local Government: Municipal Finance Management Act, 2003 (Act No. 56 of 2003);

"Consultant" means a professional person, individual, partnership, corporation, or a Company appointed to provide technical and specialist advice or to assist with a design and implementation of projects or to assist a municipality to perform its functions to achieve the objects of local government in terms of section 152 of the Constitution;

"Cost containment" means measures implemented to curtail spending in terms of this Policy; and

"Credit card" means a card issued by a financial services provider, which creates a revolving account and grants a line of credit to the cardholder.

"Social events" means events involving only municipal councilors and / or members of Bergrivier Municipality does not include events where the public is involved or held to the benefit of the public.

2. OBJECT OF POLICY

The object of this Policy, in line with sections 62(1) (a) and 78(1) (b) of the Act, is to ensure that resources of the municipality are used effectively, efficiently and economically by implementing cost containment measures.

3. APPLICATION OF POLICY

This Policy apply to all officials and political office-bearers in Bergrivier Municipality.

This policy overrides provisions of any other policy of the Municipality on the same content. In the case of differences between policies, this policy will suffice.

4. USE OF CONSULTANTS

4.1 The municipality may only appoint consultants if an assessment of the needs and requirements confirms that the Municipality does not have the requisite skills or resources in its full -time employ to perform the function. (See attached "Use of Consultants (all service providers) – an assessment of the needs and requirements" which is compulsory to accompany relevant requisitions for approval)

4.2 The accounting officer adopt the following fair and reasonable remuneration framework for consultants taking into account the rates –

- (a) determined in the "Guideline on fees for audits undertaken on behalf of the Auditor -General of South Africa", issued by the South African Institute of Chartered Accountants;
- (b) set out in the "Guide on Hourly Fee Rates for Consultants", issued by the Department of Public Service and Administration; or
- (c) as prescribed by the body regulating the profession of the consultant.
- (d) any other reasonable framework prescribed by Professional Bodies and/or spheres of Government.

4.3 The tender documentation for the appointment of consultants must include a clause that the remuneration rates will be subject to negotiation, not exceeding the applicable rates mentioned in sub-regulation (2).

4.4 When negotiating cost-effective consultancy rates for international consultants, the accounting officer may take into account the relevant international and market – determined rates.

4.5 When consultants are appointed, the accounting officer must -

- (a) appoint consultants on a time and cost basis with specific start and end dates;
- (b) where practical, appoint consultants on an output-specified basis, subject to specific measurable objectives and associated remuneration;
- (c) ensure that contracts with consultants include overall cost ceilings by specifying whether the contract price is inclusive or exclusive of travel and subsistence disbursements;

- (d) ensure the transfer of skills by consultants to the relevant officials of a municipality or municipal entity;
- (e) undertake all engagements of consultants in accordance with the Municipal Supply Chain Management Regulations, 2005 and the municipality's Supply chain management policy; and
- (f) develop consultancy reduction plans to reduce the reliance on consultants.
(The Procurement Plan will indicate this plan)

4.6 All contracts with consultants must include a fee retention or penalty clause for poor performance.

4.7 The municipality must ensure that the specifications and performance are used as a monitoring tool for the work to be undertaken and are appropriately recorded and monitored.

4.8 The travel and subsistence costs of consultants must be in accordance with the national travel policy issued by the National Department of Transport, as updated from time to time

4.9 The contract price must specify all travel and subsistence costs and if the travel and subsistence costs for appointed consultants are excluded from the contract price, such costs must be reimbursed in accordance with the national travel policy of the National Department of Transport.

4.10 The Accounting Officer may approve the utilization of a consultant outside of the above mentioned, when required for service delivery.

5. VEHICLES USED FOR POLITICAL OFFICE-BEARERS

Bergvriev Municipality does not purchase vehicles for political office-bearers.

6. TRAVEL AND SUBSISTENCE

6.1 –As per approved Council delegations the Accounting Officer, Director's or Managers:-

- (a) may only approve the purchase of economy class tickets for all officials and/or political office bearers.

6.2 In the case of the accounting officer, the mayor may only approve the purchase of economy class tickets for any required flying.

6.3 International travel will be limited to meetings or events that are considered critical and really necessary. The number of officials or political office bearers attending such meetings or events must be limited to those officials or political office bearers directly involved in the subject matter related to such meetings or events.

6.4 The accounting officer, or the mayor in the case of the accounting officer, may approve accommodation costs that exceed an amount as determined from time to time by the National Treasury through a notice only -

(a) during peak holiday periods; or

(b) when major local or international events are hosted in a particular geographical area that results in an abnormal increase in the number of local and /or international guests in that particular geographical area.

6.5 An official or a political office-bearer of the municipality must -

(a) utilize the municipal fleet, where viable, before incurring costs to hire vehicles;

(b) make use of available public transport or a shuttle service if the cost of such a service is lower than -

(i) the cost of hiring a vehicle;

(ii) the cost of kilometers claimable by the official or political office bearer;
and

(iii) the cost of parking.

(c) not hire vehicles from a category higher than Group B or an equivalent class;
and

(d) where a different class of vehicle is required for a particular terrain or to cater for the special needs of an official, seek the written approval of the accounting officer before hiring the vehicle.

6.6 The municipality must utilize the negotiated rates for flights and accommodation as communicated from time to time by the National Treasury through a notice or any other available cheaper flight and accommodation.

7. DOMESTIC ACCOMMODATION

7.1 The accounting officer must ensure that costs incurred for domestic accommodation and meals are in accordance with the maximum allowable rates for domestic accommodation and meals as communicated from time to time by the National Treasury through a notice.

7.2 Overnight accommodation may only be booked where the return trip exceeds 500 kilometers.

7.3 There may be circumstances when the 500 kilometers limitation may be impractical. For example, in instances where attendance is required over a number of days, or there is a risk to the health of the official or councilor and cost vs benefit considerations can warrant such expenditure. The Accounting Officer may approve overnight accommodation with these factors in mind.

7.4 If the event last more than a day, then accommodation may be booked with prior approval.

8. CREDIT CARDS

8.1 The accounting officer must ensure that no credit card or debit card linked to a bank account of a municipality is issued to any official or political office bearer.

8.2 Where officials or political office bearers incur expenditure in relation to official municipal activities, such officials or political officer bearers must use their personal credit cards or cash or arrangements made by the municipality, and request reimbursement in accordance with the written approved policy and processes.

9. SPONSORSHIPS, EVENTS AND CATERING

9.1 The municipality may not incur catering expenses for meetings which are only attended by persons in the employ of the municipality, unless the prior written approval of the accounting officer is obtained.

9.2 The accounting officer may incur catering expenses for the hosting of meetings, conferences, workshops, courses, forums, recruitment interviews, and proceedings of council that exceed five hours including travel time of participants.

9.3 Entertainment allowances of qualifying officials may not exceed two thousand rand per person per financial year, unless approved otherwise by the accounting officer.

9.4 The municipality may not incur expenses on alcoholic beverages unless the municipality recovers the cost from the sale of such beverages.

9.5 The accounting officer must ensure that social events, team building exercises, year-end functions, sporting events and budget vote dinners are not financed from the municipality budgets or by any suppliers or sponsors.

9.6 The municipality may not incur expenditure on corporate branded items like clothing or goods for personal use of officials, other than uniforms, office supplies and tools of trade unless costs related thereto are recovered from affected officials or is an integral part of the business model.

9.7 The accounting officer may incur expenditure not exceeding the limits for petty cash usage to host farewell functions in recognition of officials who retire after serving the municipality for ten or more years or retire on grounds of ill health.

9.8 Catering may be provided for the following:

9.8.1 Performance and Audit Committee

9.8.2 Performance reviews

9.8.3 Better Together Games

9.8.4 Executive Mayor's Golf Day

9.8.5 Fish factory tournament

9.8.6 VIP Golden Games

9.8.7 Other meetings/events as authorised by the Accounting Officer

9.8.8 Bergrivier Municipality will suffice with the Prize-giving function once a year where training and merit will be awarded.

9.8.9 Annual economic enhancement event.

9.8.10 Stap en Trap event – event against abuse of drugs, women and children.

9.8.11 Spiritual Bergrivier annual events.

9.8.12 Women's day

9.8.13 Lotyde – Youth day.

9.8.14 Light festival

9.8.15 Sport tournaments annually

9.8.16 Easter program

9.8.17 New Years Beginnings – economic dev.

10. COMMUNICATION

10. The municipality may, as far as possible, advertise municipal related events on its website instead of advertising in magazines or newspapers, unless required by law.

10.2 The accounting officer must ensure that allowances to officials for private calls and data costs are limited to an amount as determined by the accounting officer.

10.3 Newspapers and other related publications for the use of officials must be discontinued on expiry of existing contracts or supply orders, unless required for professional purposes and where unavailable in electronic format.

10.4 The municipality may participate in the transversal term contract arranged by the National Treasury for the acquisition of mobile communication services.

11. CONFERENCES, MEETINGS AND STUDY TOURS

11.1 The accounting officer must establish policies and procedures to manage applications to attend conferences or events hosted by professional bodies or non – governmental institutions held within and outside the borders of South Africa taking into account their merits and benefits, costs and available alternatives.

11.2 When considering applications from officials or political office bearers to attend conferences or events within and outside the borders of South Africa, the accounting officer or mayor as the case may be, must take the following into account -

- (a) the official's or political office bearer's role and responsibilities and the anticipated benefits of the conference or event;
- (b) whether the conference or event addresses relevant concerns of the institution;
- (c) the appropriate number of officials or political office bearers, not exceeding three, attending the conference or event; and
- (d) the availability of funds to meet expenses related to the conference or event.

€ an Municipal Official shall not attend more than one conference per annum.

11.3 The accounting officer may consider appropriate benchmark costs with other professional bodies or regulatory bodies prior to granting approval for an official to attend a conference or event within and outside the borders of South Africa.

11.4 The benchmark costs referred to in sub -regulation (3) may not exceed an amount as determined from time to time by the National Treasury through a notice.

11.5 The amount referred to in sub -regulation (4) excludes costs related to travel, accommodation and related expenses, but includes -

(a) conference or event registration expenses; and

(b) any other expense incurred in relation to the conference or event.

11.6 When considering costs for conferences or events these may not include items such as laptops, tablets and other similar tokens that are built into the price of such conferences or events.

11.7 The accounting officer of a municipality must ensure that meetings and planning sessions that entail the use of municipal funds are, as far as may be practically possible, held in- house.

11.8 Municipal or provincial office facilities must be utilized for conference, meetings, strategic planning sessions, inter alia, where an appropriate venue exists within the municipal jurisdiction.

11.9 The accounting officer must grant the approval for officials and in the case of political office bearers and the accounting officer, the mayor, as contemplated in sub - regulation (2).

11.10 The municipality must, where applicable, take advantage of early registration discounts by granting the required approvals to attend the conference, event or study tour, in advance.

12. OTHER RELATED EXPENDITURE ITEMS

12.1 All commodities, services and products covered by a transversal contract concluded by the National Treasury must be considered before approaching the market, to benefit from savings where lower prices or rates have been negotiated.

12.2 Municipal resources may not be used to fund elections, campaign activities, including the provision of food, clothing, printing of agendas and brochures and other

inducements as part of, or during election periods or to fund any activities of any political party at any time.

12.3 Expenditure on tools of trade for political office bearers must be limited to the upper limits as approved and published by the Cabinet member responsible for local government in terms of the Remuneration of Public Office Bearers Act, 1998.

12.4 The municipality must avoid expenditure on elaborate and expensive office furniture.

12.5 The municipality may only use the services of the South African Police Service to conduct periodical or quarterly security threat assessments of political office bearers and key officials and a report must be submitted to the speaker's office.

12.6 The municipality may consider providing additional time -off in lieu of payment for overtime worked. Planned overtime must be submitted to the relevant manager for consideration on a monthly basis, prior to working overtime. A motivation for all unplanned overtime must be submitted to the relevant manager.

12.7 The municipality must ensure that due process is followed when suspending or dismissing officials to avoid unnecessary litigation costs.

13. ENFORCEMENT PROCEDURES

Failure to implement or comply with these Regulations may result in any official of the municipality, political office bearer or director of the board that authorized or incurred any expenditure contrary to these regulations being held liable for financial misconduct or a financial offence in the case of political office bearers as defined in Chapter 15 of the Act read with the Municipal Regulations on Financial Misconduct Procedures and Criminal Proceedings, 2014.

14. DISCLOSURES OF COST CONTAINMENT MEASURES

14.1 The disclosure of cost containment measures applied by the municipality must be included in the municipal in-year budget reports and annual costs savings disclosed in the annual report.

14.2 The measures implemented and aggregate amounts saved per quarter, together with the regular reports on reprioritization of cost savings and on the implementation

of the cost containment measures must be submitted to the Municipal Council for review and resolution.

14.3 The reports referred to in sub-regulation (2) must be copied to the National Treasury and the relevant provincial treasury within seven calendar days after the report is submitted to the municipal council.

15. SHORT TITLE AND COMMENCEMENT

This policy is called the Cost Containment Policy and will commence on date of approval by Council

Attachment in terms of section 4.1 of the Policy

**Use of consultants (all service providers) –
an assessment of the needs and requirements**

Failure to undertake the latter assessment will result in the expenditure incurred being classified as irregular expenditure.

confirms that the affected municipality or municipal entity **does not have the requisite skills or resources in its full -time employ to perform the function.**



fair and reasonable remuneration framework for consultants taking into account the rates - (a) determined in the "Guideline on fees for audits undertaken on behalf of the Auditor - General of South Africa ", issued by the South African Institute of Chartered Accountants; (b) set out in the "Guide on Hourly Fee Rates for Consultants ", issued by the Department of Public Service and Administration; or (c) as prescribed by the body regulating the profession of the consultant.

It is always advisable to negotiate lower rates than the maximum.

Some useful links regarding rates follow, this is not exhaustive, as there may be different rates for different professions, for example, engineers' contracts may relate to time, cost and rates, etc.

www.dpsa.gov.za/dpsa2g/consultant_fees.asp

https://www.saica.co.za/portals/0/documents/Circular_01_2018_Guideline_on_AGSA_Fees.pdf

The tender documentation for the appointment of consultants must include a clause that the remuneration rates will be subject to negotiation, not exceeding the applicable rates mentioned in sub -regulation (2). (4) When negotiating cost -effective consultancy rates for international consultants, the accounting officer may take into account the relevant international and market -determined rates.



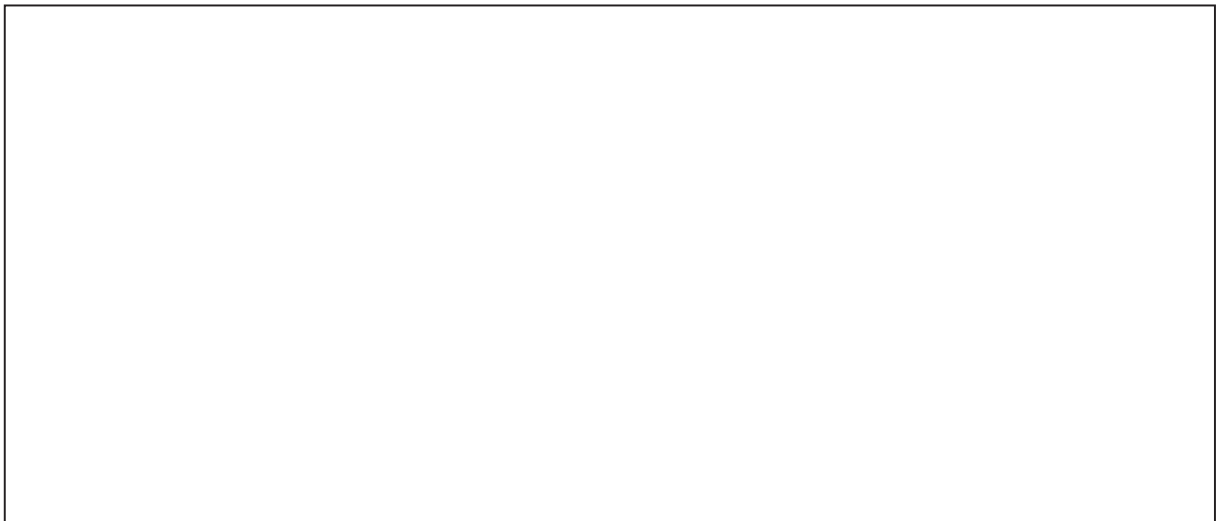
(5) When consultants are appointed, an accounting officer must - (a) appoint consultants on a **time and cost basis** with specific start and end dates; (b) where practical, appoint consultants on an **output- specified basis**, subject to specific measurable objectives and associated remuneration;

(c) ensure that contracts with consultants **include overall cost ceilings** by specifying whether the contract price is inclusive or exclusive of travel and subsistence disbursements;

(d) ensure the **transfer of skills** by consultants to the relevant officials of a municipality or municipal entity;



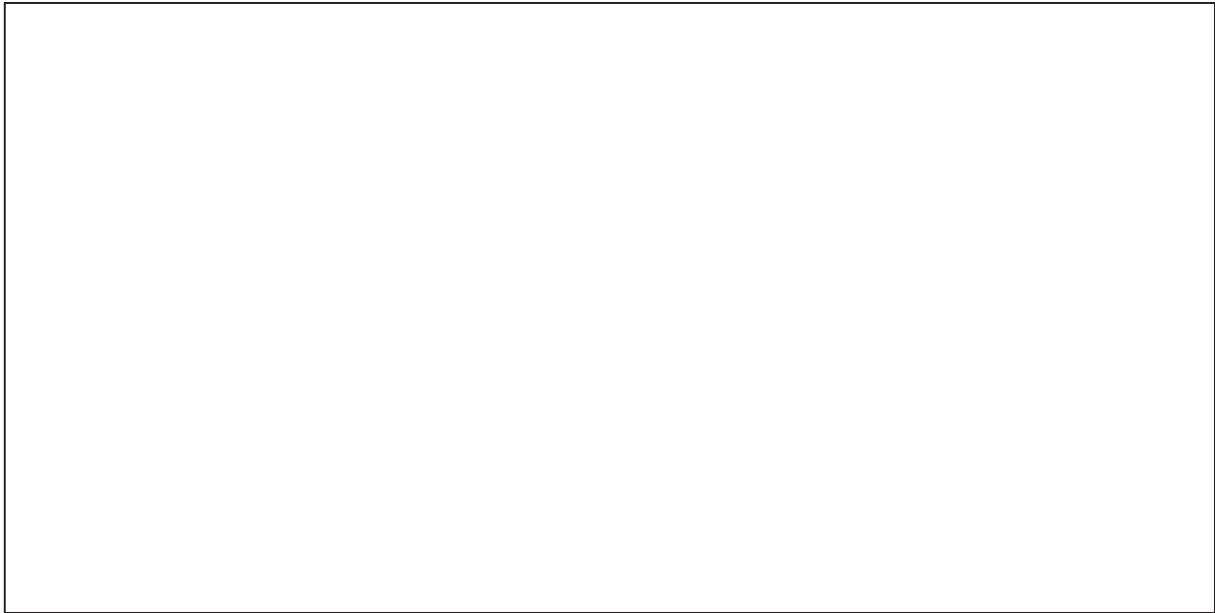
(e) undertake all engagements of consultants in accordance with the Municipal Supply Chain Management Regulations, 2005 and the municipality's **supply chain management policy**; and



(f) **develop consultancy reduction plans** to reduce the reliance on consultants. Look at consultancy reduction plan issued by the National Treasury for PFMA institutions and customize it for its own internal use. These documents can be accessed using the following link: <http://www.treasury.gov.za/legislation/pfma/guidelines/default.aspx>

(6) All contracts with consultants must include a **fee retention or penalty clause for poor performance**. (7) A municipality or municipal entity must ensure that the **specifications and performance are used as a monitoring tool** for the work to be undertaken and are appropriately recorded and monitored.

Monitoring of performance against contracts must also ensure **skills are transferred** to municipal officials, which forms an integral part of the contract or arrangements arising from such contracts. Skills may be transferred through the provision of **workshops or on the job training**.



(8) The **travel and subsistence costs** of consultants must be in accordance with the national travel policy issued by the National Department of Transport, as updated from time to time.



NAME OF USER:
POSITION OF USER:

DATE

SUPPORT ASSESSMENT	
DO NOT SUPPORT ASSESSMENT	

N BOTHMA
MANAGER SUPPLY CHAIN AND EXPENDITURE
BERGRIVIER MUNICIPALITY

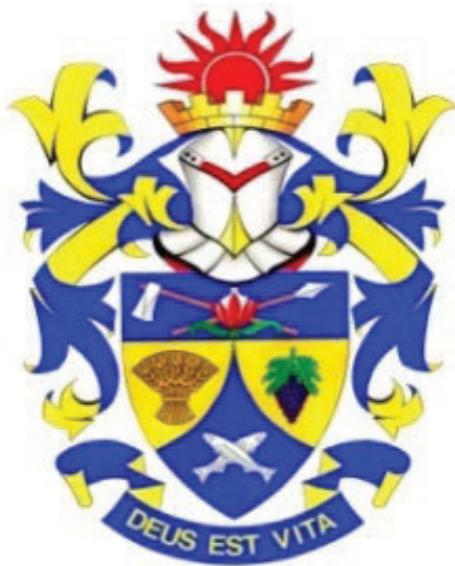
DATE

APPROVE ASSESSMENT	
DO NOT APPROVE ASSESSMENT	

ADV H LINDE
MUNICIPAL MANAGER
BERGRIVIER MUNICIPALITY

DATE

BERGRIVIER LOCAL MUNICIPALITY



PREFERENTIAL PROCUREMENT POLICY 2025/2026

THIS PREFERENTIAL PROCUREMENT POLICY is adopted in terms of section 2 of the Preferential Procurement Policy Framework Act, No. 5 of 2000 and Section 217 (2) of the Republic of South Africa Constitution

PREAMBLE

WHEREAS the Bergrivier 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 considers 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 Bergrivier Municipality resolves in terms of Section 2 of the Preferential Procurement Policy Framework Act, No. 5 of 2000, that the Bergrivier Preferential Procurement Policy is are herewith adopted to form the basis of its procurement activities.

**BERGRIVIER MUNICIPALITY
PREFERENTIAL PROCUREMENT POLICY**

VERSION CONTROL					
POLICY OWNER:			Bergrivier Municipality Supply Chain Management Unit		
POLICY EFFECTIVE DATE:			January 2023		
Version	Date	Revision	Section	Page	Reason for change
1	05 June 2017		All	All	Amended Draft
2	May 2019		All	All	New Draft Policy
3	May 2022		All	All	New Draft Policy
4	January 2024		All	All	New Draft Policy
5	February 2025		All	All	Review Policy

**BERGRIVIER MUNICIPALITY
PREFERENTIAL PROCUREMENT POLICY**

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**BERGRIVIER MUNICIPALITY
PREFERENTIAL PROCUREMENT POLICY**

1. Definitions

1.1. 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:

#	Term	Definition
1.1.	"Act"	means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000) – PPPFA.
1.2.	"B-BBEE"	means Broad-Based Black Economic Empowerment as defined in Section 1 of the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003).
1.3.	"Broad-based black economic empowerment act" (B-BBEEA)	means the Broad-Based Black Economic Empowerment Act, 2003 (Act No.53 of 2003) – BBEEA.
1.4.	"B-BBEE status level of contributor"	means the B-BBEE status received by a measured entity based on its overall performance using the relevant scorecard contained in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the BBEEA.
1.5	"Bid"	
1.6	"Black designated groups"	has the meaning assigned to it in the codes of good practice issued in terms of section 9 (1) of the BBEEA.
1.7	"Black people"	has the meaning assigned to it in section 1 of the BBEEA.
1.8	"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.
1.9	"Contract"	means the agreement that results from the acceptance of a bid by the BERGRIVIER Municipality.
1.10	"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.
1.11	"Co-operative"	means a co-operative registered in terms of Section 7 of the Cooperatives Act, 2005 (Act No. 14 of 2005).
1.12	"Designated group"	means: 1) black designated groups 2) black people 3) women 4) people with disabilities; or 5) small enterprises which are enterprises, owned, managed, and controlled by previously disadvantaged persons and which is overcoming business impediments arising from the legacy of apartheid.
1.13	"Designated sector"	means a sector, sub-sector or industry that has been designated by the Department of Trade and Industry in line with national development and industrial policies for local production, where only locally produced services, works or goods or locally manufactured goods meet the stipulated minimum threshold for local production and content.
1.14	"Disability"	means, in respect of a person, a permanent impairment of a physical, intellectual, or sensory function, which results in restricted, or lack of, ability to perform an activity in the manner, or within the range, considered normal for a human being.
1.15	"District municipality"	means the West Coast District Municipality, a municipality that has municipal executive and legislative authority in an area that includes more than one municipality, and which is described in section 155 (1) of the RSA Constitution as a category C municipality.
1.16	"Fronting practice"	means a transaction, arrangement or other act or conduct that directly or indirectly undermines or frustrates the achievement of the objectives of this Act or the implementation of any of the provisions of

**BERGRIVIER MUNICIPALITY
PREFERENTIAL PROCUREMENT POLICY**

#	Term	Definition
		<p>this Act, including but not limited to practices in connection with a B-BBEE initiative-</p> <p>(a) in terms of which black persons who are appointed to an enterprise are discouraged or inhibited from substantially participating in the core activities of that enterprise.</p> <p>(b) in terms of which the economic benefits received because of the broad-based black economic empowerment status of an enterprise do not flow to black people in the ratio specified in the relevant legal documentation.</p> <p>(c) involving the conclusion of a legal relationship with a black person for the purpose of that enterprise achieving a certain level of broad-based black economic empowerment compliance without granting that black person the economic benefits that would reasonably be expected to be associated with the status or position held by that black person.</p> <p>(d) involving the conclusion of an agreement with another enterprise to achieve or enhance broad-based black economic empowerment status in circumstances in which-</p> <p>(i) there are significant limitations, whether implicit or explicit, on the identity of suppliers, service providers, clients, or customers.</p> <p>(ii) the maintenance of business operations is reasonably considered to be improbable, having regard to the resources available.</p> <p>(iii) the terms and conditions were not negotiated at arm's length and on a fair and reasonable basis.</p>
1.17	<i>“Functionality”</i>	means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
1.18	<i>“Historically disadvantaged individual (HDI)”</i>	<p>means a South African citizen –</p> <p>(1) who, due to the apartheid policy that had been in place, had no franchise in national elections prior to the introduction of the Constitution of the Republic of South Africa, 1983 (Act No 110 of 1983); and / or</p> <p>(2) who is a female; and / or</p> <p>(3) who has a disability:</p> <p>Provided that a person who obtained South African citizenship on or after the coming to effect of the Interim Constitution, is deemed not to be an HDI.</p>
1.19	<i>LED</i>	“Local economic development”
1.20	<i>“Locality”</i>	means the local suppliers and/or service providers that reside within the Bergrivier Municipality area and within the Region or West Coast District Municipality.
1.21	<i>“Military veteran”</i>	has the meaning assigned to it section 1 of the Military Veteran’s Act, 2011 (Act no. 18 of 2011).
1.22	<i>“National treasury”</i>	has the meaning assigned to it in section 1 of the Public Finance Management Act 1999 (Act No. 1 of 1999).
1.23	<i>“People with disabilities”</i>	has the meaning assigned to it in section 1 of the Employment Equity Act, 1998 (Act No. 55 of 1998).
1.24	<i>“Price”</i>	Includes all applicable taxes less all unconditional discounts.
1.25	<i>“Proof of B-BBEE status level of contributor”</i>	<p>Means the B-BBEE status level certificate issued by an authorised body or person</p> <p>1) a sworn affidavit as prescribed by the B-BBEE Codes of Good Practice; or</p> <p>any other requirement prescribed in terms of the Broad-Based Black Economic Empowerment Act</p>
1.26	<i>“Rand value”</i>	means the total estimated value of a contract in Rand, calculated at the time of bid invitation.

**BERGRIVIER MUNICIPALITY
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#	Term	Definition
1.27	<i>“Region”</i>	2) means the district and/or West Coast District Municipality
1.28	<i>“Rural area”</i>	means- 1) a separately populated area in which people farm or depend on natural resources, including villages and small towns that are dispersed through the area; or 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.
1.29	<i>“Stipulated minimum threshold”</i>	means that portion of local production and content as determined by the Department of Trade and Industry.
1.30	<i>“Township”</i>	2) means urban living area that any time from the late 19 th century until 27 April 1994, was reserved for black people, including areas developed for historically disadvantaged individuals post 27 April 1994.
1.31	<i>“Treasury”</i>	has the meaning assigned to it in section 1 of the Public Finance Management Act, 1999 (Act No. 1 of 1999).
1.32	<i>“Youth”</i>	has the meaning assigned to it in section 1 of the National Youth Development Agency Act, 2008 (Act No. 54 of 2008).

2. Legislative Framework

Constitution, 1996 (Act 108 of 1996)

- 2.1. Sections 152(1)(c) and 152(2) of the Constitution provides that local government must promote social and economic development and that the municipality must strive within its financial and administrative capacity, to achieve the objects set out in subsection 152(1).
- 2.2. Section 217(1) of the Constitution, 1996 (Act 108 of 1996) provides that when contracting for goods and services, organs of state must do so in accordance with a system that is fair, equitable, transparent, competitive, and cost effective. Section 217(2) and (3) of the Constitution allows organs of state to grant preferences when procuring for goods and services within a Framework prescribed by National legislation.

Local Government Municipal Finance Management Act, 2003 (Act 56 of 2003) – [MFMA] and related SCM Treasury Regulations, 2005 [SCM TR]

- 2.3. The MFMA aims to regulate financial management and Supply Chain Management [SCM] of local government to ensure that all revenue, expenditure, assets, and liabilities are managed efficiently and effectively.
- 2.4. Sections 110 – 119 of the MFMA deals with SCM requirements and must be read together with the SCM TR's 1 – 52 issued in terms of section 168 of the MFMA through GG 27636 effective from 30 May 2005. Both these sets of prescripts support the application of the PPPFA.

Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000) – [PPPFA]

- 2.5. The PPPFA, 2000 took effect on 3 February 2000. The main thrust of the PPPFA, 2000 is that an organ of state must determine its preferential procurement policy and implement such within the preferential procurement framework, the latter which is commonly called the '80/20 of 90/10 principle'.
- 2.6. As per the recent Constitutional judgement of 17 February 2022 that the PPPFA Regulations of 2017 are unconstitutional and invalid in totality concluding that: *"Since each organ of state is empowered to determine its own preferential procurement policy, it cannot also lie with the Minister to make regulations that cover the same field."* According to the judgement organs of state are therefore required to determine its own preferential procurement policy.
- 2.7. The other relevant legislation and prescripts are discussed in the Municipal SCM Policy and can be obtained from the Office of the CFO.

3. Application, Objectives & General Requirements

**BERGRIVIER MUNICIPALITY
PREFERENTIAL PROCUREMENT POLICY**

- 3.1. This Policy complies with the framework as prescribed by section 2 of the PPPFA and as contemplated by section 217(2) of the Constitution of the Republic of South Africa.
- 3.2. This Policy applies to the Bergrivier Municipality.
- 3.3. This Policy will apply to all active industry sectors in the Municipal Area. It is accepted that through the population of reliable data, trends will be evident which will continuously require a review of the Policy to ensure its relevance of all active industry sectors.
- 3.4. This Policy must be read and applied jointly with the BERGRIVIER Municipality's SCM Policy and the PPPFA prescripts amended from time-to-time.
- 3.5. The principles of this policy, where possible, must apply to deviations, sharing of contracts with other organs of state and transversal contracts.
- 3.6. The objectives of the Policy are to:
 - 3.6.1. Promote Bergrivier Municipality's Local Economic Development Strategy and endeavour to ensure the attainment of the award of at least 40% of all procurement within the boundaries of the Bergrivier Municipality.
 - 3.6.2. Implement best procurement practises through effective planning, strategic purchasing, and contract management.
 - 3.6.3. Standardise levels of skill and knowledge of employees/workers.
 - 3.6.4. Promote B-BBEE - enterprises providing services and goods within the Bergrivier Municipal Area.
 - 3.6.5. Introduce a systematic approach to the appointment of service providers and to promote consistency in respect of supply chain management.
 - 3.6.6. Promote SMME's, Joint Ventures, Consortiums, Co-ops, and partnerships, especially within the Bergrivier Municipal Area.
 - 3.6.7. Create new jobs or intensify labour absorption within the local area.
 - 3.6.8. Promote enterprises located within the Bergrivier Municipal Area for work to be done or services to be rendered.
 - 3.6.9. Promote enterprises located in rural areas in and around the Bergrivier Municipal Area.
 - 3.6.10. Empower the work force by standardising the level of skill and knowledge of workers.
 - 3.6.11. Develop human resources, inclusive of assistance with tertiary and other advanced training programs, in line with key indicators such as percentage of wage bill spent on education and training and improvement of management skills.
 - 3.6.12. Uplift local communities through, but not limited to, housing, transport, schools, infrastructure donations, and charity organisations.
 - 3.6.13. Ensure that specific goals are measurable and quantifiable, and the municipal officials must monitor the execution of the contract for compliance with such goals.
 - 3.6.14. Provide clarity on the municipality's approach to procurement, particularly with regards to requirements of preferential procurement.
- 3.7. The Policy specific requirements are that:
 - 3.7.1. Any specific goal required for consideration in the bidding process must be clearly determined by the Bid Specification Committee and be defined in the bid documentation, considering the prescripts of the Construction Industry Development Board [CIDB] in respect of construction related contracts.

**BERGRIVIER MUNICIPALITY
PREFERENTIAL PROCUREMENT POLICY**

3.7.2. Outputs required will be quantified and will form part of the contractual arrangement upon awarding of the contract.

4. Applicable preference point system

4.1. The Municipality must determine and stipulate in the tender documents-

4.1.1. The 80/20 or 90/10 preference point system applicable to the tender as envisaged in this Policy; and/or

4.1.2. 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.

5. The 80/20 preference point system for acquisition of goods, works and / or services up to a Rand value of R50million

5.1. The following formula must be used to calculate the points for price in respect of competitive bids / price quotations with a Rand value equal to, or above R 2 000 and up to a Rand value of R50 000 000 (all applicable taxes included):

$$Ps = 80 \left(1 - \frac{(Pt - Pmin)}{Pmin} \right)$$

Where:

Ps = Points scored for comparative price of tender under consideration

Pt = Comparative price of tender under consideration

Pmin = Comparative price of lowest acceptable tender

5.2. A maximum of 20 points may be awarded to a tenderer in relation to its achieving any of the specified goals.

**BERGRIVIER MUNICIPALITY
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Specific Goal	Policy targets for 2023/2024	Points to be allocated
Improving opportunities for black people via the BBEE scorecard, inclusive of: (i) Ownership (ii) Management control (iii) Skills development (iv) Enterprise and supplier development		10
Locality		
(a) Bergrivier Area	10	
(b) Westcoast District	5	
(c) Western Cape Province	3	
(d) South Africa	2	10
TOTAL		20 points
The 10 points in respect of the B-BBEE scorecard will be allocated as follows:		
B-BBEE Status Level of Contributor	Number of Points for Preference (80/20)	Number of Points for Preference (90/10)
1	10	5
2	8	4
3	6	3
4	4	2
5	2	1
6	2	1
7	2	1
8	2	1
Non-compliant contributor	0	0

- 5.3. A tenderer must submit proof of its BBEE status level contributor [scorecard].
- 5.4. A tenderer failing to submit proof of BBEE status level of contributor -
 - 5.4.1. may only score in terms of the 80-point formula for price; and
 - 5.4.2. Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.
- 5.5. A tenderer failing to submit proof of required evidence to claim preferences for other specified goals, excluding the BBEE scorecard -
 - 5.5.1. may only score in terms of the 80-point formula for price; and
 - 5.5.2. scores 0 points out of the relevant preference points where the supplier or service provider did not provide proof thereof.
- 5.6. The preference points scored by a tenderer must be added to the points scored for price.
- 5.7. The points scored must be rounded off to the nearest two decimal places.

**BERGRIVIER MUNICIPALITY
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5.8. Subject to clause 11 below, the contract must be awarded to the tenderer scoring the highest procurement points.

6. The 90/10 preference point system for acquisition of goods, works and / or services with a Rand value above R50 million

6.1. The following formula must be used to calculate the points for price in respect of competitive bids / price quotations with a Rand value above R50 000 000 (all applicable taxes included):

$$P_s = 90 \left(1 - \frac{(P_t - P_{min})}{P_{min}} \right)$$

Where:

P_s = Points scored for comparative price of tender under consideration

P_t = Comparative price of tender under consideration and

P_{min} = Comparative price of lowest acceptable tender

6.2. A maximum of 10 points may be awarded to a tenderer in relation to any of the specified goals.

Specific Goal	Policy targets for 2022/2023	Points to be allocated
Improving opportunities for black people via the BBEE scorecard, inclusive of: (v) Ownership (vi) Management control (vii) Skills development (viii) Enterprise and supplier development		5
Locality		
(e) Bergrivier Area	5	
(f) West Coast District	3	
(g) Western Cape Province	2	
(h) South Africa	1	5
TOTAL		10 points
The 5 points in respect of the B-BBEE scorecard will be allocated as follows:		
B-BBEE Status Level of Contributor	Number of Points for Preference (80/20)	Number of Points for Preference (90/10)
1	10	5
2	8	4
3	6	3
4	4	2
5	2	1
6	2	1
7	2	1
8	2	1
Non-compliant contributor	0	0

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- 6.3. A tenderer must submit proof of its BBBEE status level contributor [scorecard].
- 6.4. A tenderer failing to submit proof of BBBEE status level of contributor -
 - 6.4.1. may only score in terms of the 90-point formula for price; and
 - 6.4.2. Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.
- 6.5. A tenderer failing to submit proof of required evidence to claim preferences for other specified goals, excluding the BBBEE scorecard -
 - 6.5.1. may only score in terms of the 90-point formula for price; and
 - 6.5.2. scores 0 points out of the relevant preference points where the supplier or service provider did not provide proof thereof.
- 6.6. The preference points scored by a tenderer must be added to the points scored for price.
- 6.7. The points scored must be rounded off to the nearest two decimal places.
- 6.8. Subject to clause 11 below, the contract must be awarded to the tenderer scoring the highest procurement points.

7. The 80/20 preference point system for tenders to generate income or to dispose of or lease assets up to a Rand value up to R50million

- 7.1. Tenders that generate income or to dispose of or lease assets with a rand value above R2 000 and up to Rand value of R50 million, the following formula must be used to calculate the points for price:

$$Ps = 80 \left(1 + \frac{Pt - Pmax}{Pmax} \right)$$

Where:

Ps = Points scored for comparative price of tender under consideration

Pt = Comparative price of tender under consideration and

Pmin = Comparative price of highest acceptable tender

- 7.2. A maximum of 20 points may be awarded to a tenderer for the specified goals envisaged in this Policy.
- 7.3. The points scored must be rounded off to the nearest 2 decimal places.
- 7.4. Subject to clause 11 below, the contract must be awarded to the tenderer scoring the highest procurement points.
- 7.5. Specific goals for the tender and points claimed are indicated per the table below.

Table 1: Number of points for contracting with persons, or categories of persons, historically disadvantaged by unfair discrimination on the basis of race, gender or disability.

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B-BBEE Status Level of Contributor	Number of Points for Preference (80/20)
1	10
2	8
3	6
4	4
5	2
6	2
7	2
8	2
Non-compliant contributor	0

Table 2: Number of points for promotion of enterprises located in the local area

Specific Goal	Policy targets
Improving opportunities for black people via the BBEE scorecard, inclusive of: Ownership Management control Skills development Enterprise and supplier development	10
Locality	
Bergrivier Area	10
West coast District	6
Western Cape Province	3
South Africa	1
TOTAL	20 points

8. The 90/10 preference point system for tenders to generate income or to dispose of or lease assets up to a Rand value above R50million

- 8.1. Tenders that generate income or to dispose of or lease assets with a rand value above R 50 million, will be awarded to the bidder with the highest bid on offer.

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- 8.2. Tenders that generate income or to dispose of or lease assets with a rand value above R2 000 and up to Rand value of R50 million, the following formula must be used to calculate the points for price:

$$Ps = 90 \left(1 + \frac{Pt - Pmax}{Pmax} \right)$$

Where:

Ps = Points scored for comparative price of tender under consideration

Pt = Comparative price of tender under consideration and

Pmin = Comparative price of highest acceptable tender

- 8.3. A maximum of 10 points may be awarded to a tenderer for the specified goals envisaged in this Policy.
- 8.4. The points scored must be rounded off to the nearest 2 decimal places.
- 8.5. Subject to clause 11 below, the contract must be awarded to the tenderer scoring the highest procurement points.
- 8.6. Specific goals for the tender and points claimed are indicated per the table below.

Table 1: Number of points for contracting with persons, or categories of persons, historically disadvantaged by unfair discrimination on the basis of race, gender or disability

B-BBEE Status Level of Contributor	Number of Points for Preference (90/10)
1	5
2	4
3	3
4	2
5	1
6	1
7	1
8	1
Non-compliant contributor	0

Table 2: Number of points for promotion of enterprises located in the local area

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Specific Goal	Policy targets
Improving opportunities for black people via the BBEE scorecard, inclusive of: Ownership Management control Skills development Enterprise and supplier development	5
Locality	
Bergrivier Area	5
West Coast District Municipality	3
Western Cape Province	1
South Africa	1
TOTAL	10 points

9. Criteria for breaking deadlock in scoring

- 9.1. 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 preferences.
- 9.2. 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.
- 9.3. If two or more tenderers score equal total points in all respects, the award must be decided by drawing of lots.

10. Award of contracts to bids not scoring the highest number of points

- 10.1. 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.
- 10.2. If the municipality intends to apply objective criteria in terms of section 2(1)(f) of the Act, and it is feasible to do so, the municipality must stipulate the objective criteria in the tender documents.

11. Cancellation and re-invitation of bids

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- 11.1. In the event that, in the application of the 80/20 preference point system as stipulated in the tender documents:
- i. all tenders received exceed the estimated Rand value of R50 million the tender invitation must be cancelled.
 - ii. If one or more of the acceptable tenders received are within the prescribed threshold of R50 million, all tenders received must be evaluated on the 80/20 preference point system.
- 11.2. In the event that, in the application of the 90/10 preference point system as stipulated in the tender documents,
- 11.2.1. all tenders received are equal to, or below R50 million the tender must be cancelled.
 - 11.2.2. If one or more of the acceptable tenders received are above the prescribed threshold of R50 million all tenders received must be evaluated on the 90/10 preference point system.
- 11.3. The Municipality may, prior to the award of a tender, cancel a tender if:
- 11.3.1. no acceptable tenders were received, or
 - 11.3.2. due to changed circumstances, there is no longer a need for the services, works or goods requested, or
 - 11.3.3. funds are no longer available to cover the total envisaged expenditure, or
 - 11.3.4. no acceptable tenders are received, or
 - 11.3.5. a material irregularity in the tender process has been identified, or
 - 11.3.6. the validity period has expired, due to unforeseen and unavoidable circumstances.
- 11.4. The decision to cancel a tender in terms of clause 11.1 above must be published in the media in which the original tender invitation was advertised.

12. Remedies

- 12.1. Upon detecting that a tenderer submitted false information regarding its BBBEE status level of contributor, or any other matter which will affect or has affected the evaluation of a tender, or where a tenderer has failed to declare any sub-contracting arrangements, the Municipality must-
- 12.2. Inform the tenderer accordingly.
 - 12.3. Give the tenderer an opportunity to make representations within 7 days as to why-
 - 12.3.1.1. 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; and
 - 12.3.1.2. 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.
 - 12.3.2. After considering the representations referred to above, resolves that-
 - 12.3.2.1. Such false information was submitted by the tenderer-
 - 12.3.2.1.1. Disqualify the tenderer or terminate the contract in whole or in part.
 - 12.3.2.1.2. If applicable, claim damages from the tenderer.
 - 12.3.2.1.3. Apply any other approved consequence management action as deemed necessary.
- 12.4. Where the successful tenderer sub-contracted a portion of the tender to another person without disclosing, penalise the tenderer up to 10% of the value of the contract.

12.5. The Municipality must-

12.5.1. Inform the National Treasury, in writing, of any actions taken as above.

12.5.2. Provide written submissions as to whether the tenderer should be restricted from conducting business with any organ of state.

12.5.3. Submit written representations from the tenderer as to why that tenderer should not be restricted from conducting business with any organ of state.

13. Mechanisms to support preferential procurement

13.1. Uniformity and simplification:

13.1.1. Tender documents will be rationalised and simplified.

13.1.2. Tender documents will include all certificates, declarations, and preference requirements.

13.1.3. Where possible standardised contract templates will form part of tender documents.

13.1.4. Contracts will include payment cycles linked to delivery and performance reporting cycles.

13.2. Database, panels, roster and/or rotation application:

13.2.1. A supplier database or various supplier databases, dependent on the commodity, will be maintained.

13.2.2. The supplier's database(s) will be updated on an annual basis and used on a roster or rotation mechanism basis.

13.3. Unbundling:

13.3.1. Tenders must, where practical, be unbundled into cost components and specific strategies be determined for each, e.g., for the semi- and unskilled labour portion, only locally based unemployed youth must be targeted.

13.3.2. Unbundling strategies can be afforded to the full spectrum of businesses, from those operating as labour only contractors to those operating as prime contractors. Some of these strategies can be summarised as follows:

13.3.2.1. Providing third-party management support to enterprises which are not capable of operating as prime contractors.

13.3.2.2. Providing training to new entrants.

13.3.2.3. Promoting learner-ships, internships, pupil-ships, etc.

13.3.2.4. Obligating main contractors or service providers to engage targeted enterprises in the performance of their contracts incorporating resource specifications.

13.3.2.5. Foster joint ventures that are formed between large businesses and targeted enterprises (termed as Structured Joint Ventures).

13.3.2.6. Encourage and involve funding institutions to assist small businesses with access to finance and negotiate for credit lines.

13.3.2.7. Encourage local manufacturing and procurement from small businesses within the Bergrivier municipal area.

13.3.2.8. Unbundling of big projects and identifying opportunities and areas/scope of works that can be carried out by emerging contractors bar those from the main assignment shall be pursued vigorously.

13.3.2.9. Unbundling strategies do not include the breaking down of projects into smaller portions to remain below certain threshold values or more than one contract.

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13.4. Payment cycles:

- 13.4.1. The payment of invoices is dependent on timely invoicing, approval of invoices and on the payment administration. Responsible officials must process approved invoices within 30 days of receiving the invoice, unless otherwise provided for in the contract.
- 13.4.2. Reasons for not approving an invoice must be communicated to the tenderer prior to the lapsing of the said 30 days.
- 13.4.3. Officials must endeavour to, where feasible, process invoices of SMME's within 5-7 days to promote their cash flow position. Invoices must be submitted before 10:00 on a Wednesday, to facilitate timely payment.
- 13.4.4. Depending on the commodity and the procurement process adopted, deposits, establishment fees, upfront payments, front-loaded payments, etc may be allowed if provided for in the tender specifications and contract provisions. Appropriate control mechanisms and guarantees must support such payments.

13.5. Performance guarantees:

- 13.5.1. The following level of sureties or guarantees will be introduced as a minimum, based on the risk exposure and type of contract, where relevant, inclusive of CIDB tenders:

TYPE	DEFINITION	LEVEL OF SURETY
Major	<ul style="list-style-type: none"> ➤ Onerous requirements ➤ High contract value ➤ Large scale development 	➤ 10% above R 10m contract value
Minor	<ul style="list-style-type: none"> ➤ Risks are judged to be acceptable ➤ Low value ➤ Straight-forward work 	➤ 5% above R 5m contract value
Micro	<ul style="list-style-type: none"> ➤ Risks are judged to be limited or non-existent ➤ Low value ➤ Limited documentation flow ➤ Short term project 	➤ 2.5% below R 5m contract value

13.6. Skills transfer:

- 13.6.1. Skills transfer is promoted, and Bergrivier Municipality will endeavour to support SMME's and BBBEE enterprises skills transfer through:
- 13.6.1.1. Proper contract management.
- 13.6.1.2. Provision of adequate information of why tenders were not successful.
- 13.6.1.3. Develop and provide a training programme and related sessions for small suppliers as part of the Municipal Local Economic Development [LED] programme.
- 13.6.1.4. Promoting access to uniform and standardised bid documents with proper instructions for completion.
- 13.6.2. The following skills transfer principles will be introduced as a minimum, based on the risk exposure and type of contract, where relevant, inclusive of CIDB tenders:

TYPE	DEFINITION	LEVEL OF SKILLS TRANSFER
Major	<ul style="list-style-type: none"> ➤ Onerous requirements ➤ High contract value ➤ Large scale development ➤ Above R 5m ➤ Long-term contracts 	Formal training, inclusive of accredited training; Certificates/ Diplomas/ Degrees; Interns; Learner ships; Pupil-ships and Bursaries
Minor	<ul style="list-style-type: none"> ➤ Risks are judged to be acceptable ➤ Low value ➤ Straight-forward work ➤ Above R 3 m ➤ Contracts for more than 1-year 	Informal training inclusive of Interns; Learner ships; Pupil-ships and Bursaries

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TYPE	DEFINITION	LEVEL OF SKILLS TRANSFER
Micro	<ul style="list-style-type: none"> ➤ Risks are judged to be limited or non-existent ➤ Low value ➤ Limited documentation flow ➤ Short term projects 	Basic training and certificate of jobs performed

13.7. CSI – Corporate Social Investment:

13.7.1. Corporate social investment (CSI) is defined as contributions (either employee time and/or resources) which bring benefits over and above those directly associated with the Municipal core business activities.

13.7.2. Depending on the principles of fairness and cost-effectiveness, the relevant commodity required and the profile of the supply industry, the Municipality may require that specific CSI contributions be made in line with the Municipal Grant-in-Aid Policy.

13.7.3. The suppliers shall be expected to indicate or provide an outline of socio-economic projects to be implemented through its Corporate Social Responsibility in the Bergrivier Municipal area. Proposed projects must be measurable with specific focus on vulnerable groups. Bidders can suggest or explore the following socio-economic project practices for consideration:

13.7.3.1. On the job training and development of staff (learnerships), particularly for the unemployed or young people including the recruitment of long-term job seekers and handicapped people.

13.7.3.2. Young women / mother's upliftment / leadership programme.

13.7.3.3. Skills development initiatives (technical and soft skills) must be accredited with recognised institutions.

13.7.3.4. Youth leadership and empowerment projects.

13.7.3.5. Early childhood development.

13.7.3.6. Projects can be in collaboration with local CBO's, NGOs, and relevant institutions.

13.7.3.7. Business skills and enterprise support including mentoring of local enterprises.

13.7.3.8. Development of Parks and open spaces.

13.7.3.9. New Year economic development project.

13.7.4. It is specifically recorded that NO CSI financial contributions will be required or accepted.

13.7.5. The Municipality will adopt a uniform standard in acknowledging, monitoring, and reporting on CSI contributions.

13.8. Contract conditions:

13.8.1. Contract conditions for each strategy needs to consider the following elements:

13.8.1.1. Is an additional contract necessary and if so, what will the terms be?

13.8.1.2. What is the contract monitoring and reporting mechanism?

13.8.1.3. Consider whether Employment contracts to be in place and how will it be monitored (to ensure minimum wages are paid and UIF, etc in place)

13.8.1.4. Is LED support required?

13.8.1.5. Identified contract manager and contract administrator.

13.9. Performance management:

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- 13.9.1. The effectiveness and efficiency of this Policy will be reviewed as per the Bergrivier Municipality's SCM Policy and related performance management provisions.
- 13.9.2. Constructive and active contract management and administration will result in an increase in the capacity of suppliers and service providers as well as continuous performance improvements.

13.10. Enterprise development:

- 13.10.1. Co-ordinate the appropriate Supplier and Contractor Development Programmes for the active promotion of the following development outcomes:
 - 13.10.1.1. Improve the grading status of suppliers, service providers and contractors in targeted categories and grades.
 - 13.10.1.2. Increase the number of black women, disabled, and youth-owned companies in targeted categories.
 - 13.10.1.3. Create sustainable contracting enterprises by enabling continuous work through a competitive process.
 - 13.10.1.4. Improve the performance of suppliers, service providers and contractors in terms of quality, employment practices, skills development, safety, health, and the environment.
 - 13.10.1.5. Improve the business management and technical skills of these suppliers, service providers and contractors.

14. Alignment with the procurement process

- 14.1. The Municipal SCM Policy will guide the relevant SCM activities required.
- 14.2. The 'tender format/strategy' as identified in the policy statements and the targets above will be considered and where feasible included in any tender specifications as 'special conditions to tender'.

15. Deviations and exemptions

- 15.1. Any exemption from compliance to this Policy shall be permitted only within the delegatory powers permitted by Council and as prescribed in terms of the MFMA and the PPPFA.

16. Complaints, enquiries, disputes, or appeals

- 16.1. The Bergrivier Municipality SCM Policy, provides for a mechanism to deal with SCM related complaints, enquiries or disputes which will apply when bidders wish to record any complaint, enquiry, or dispute regarding this Policy.

17. Access to information and training

- 17.1. Unsuccessful bidders will be informed of the reasons for their bid not being successful, if so, requested in writing. To ease the administrative burden a checklist will be used.
- 17.2. Bidders should be supported to obtain tender information.
- 17.3. Any prospective bidder will be entitled to receive information and/or training regarding the following:

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- 17.3.1. Financial support.
 - 17.3.2. SCM related training.
 - 17.3.3. Assistance with tendering process.
 - 17.3.4. Bidding process.
 - 17.3.5. Preferential procurement.
 - 17.3.6. Completion of Bid documentation.
 - 17.3.7. Project and contract management.
- 17.4. Formal requests for access to information must be dealt with within the PAIA Policy of the Bergrivier Municipality.
- 17.5. Requests for access to training must be directed to the LED Manager.

18. Administration of policy

18.1. Responsibility

- 18.1.1. Responsibility for the implementation and administration of the Policy is delegated to the Accounting Officer, who will use the support from the LED Manager.
- 18.1.2. The Accounting Officer must ensure that each budget holder assumes responsibility for the implementation of the Policy within his/her area of responsibility and that such responsibility is included in his/her Performance Indicators, if so required.

18.2. LED

- 18.2.1. The Accounting Officer must ensure that the organisational design of the LED Office is appropriately structured, resourced, and capacitated.
- 18.2.2. The data captured by the SCM Unit will be analysed and report on by the Manager: LED.

18.3. SCMU

- 18.3.1. The SCMU must maintain a database of requests and transactions to develop a trend-analysis and through such a process identify areas for efficiency and cost-effective improvements, e.g., minimising smaller purchases and maximising term contracts as well as determining strategies for universal commodities.
- 18.3.2. The data relevant to this Policy will be maintained by the SCM Unit as part of its contract register.

18.4. Oversight by Council

- 18.4.1. The Accounting Officer must align its reporting requirements to the Council as per SCM TR 6 to also report on progress with the implementation of the Policy.

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19. Maintenance

- 19.1. Given the changing nature of the regulatory, control and operational environment of the Municipality, this Policy will be regularly reviewed and updated on an ongoing basis.
- 19.2. For clarification of any matter contained in this Policy, please address queries to the LED Manager.

20. Implementation

- 20.1. This Policy is effective from July 2025.
- 20.2. This Policy will be implemented in phases as follows:
 - 20.2.1. For the 2022/2023 financial year this Policy will apply to all tenders more than R 200 000 and long-term contracts for which formal tenders are invited.
 - 20.2.2. For the 2023/2024 financial year this Policy will apply to all tenders more than R300 000 and long-term contracts for which formal tenders are invited.
 - 20.2.3. For the 2024/2025 financial year this Policy will apply to all tenders more than R300 000 and long-term contracts for which formal tenders are invited.
 - 20.2.4. In the interim, all tenders invited in terms of the PPPFA Regulations of 2017 at the time this Policy is adopted must be evaluated and adjudicated *mutatis mutandis*, within the provisions of this Policy.

21. SHORT TITLE

This policy is called the Bergrivier Municipality Preferential Procurement Policy and takes effect upon Council approval.

As approved by Council at the Council meeting which was held on

Signed at Piketberg on the day of/20.....

.....

Municipal Manager



CORPORATE SOCIAL INVESTMENT AND RELIEF FUNDING POLICY, 2025

Adopted in terms of Section 12 of the Local Government Finance Management Act, 2003.

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PART 1: PREAMBLE

- 1.1. **WHEREAS** this Policy is to complement the goals, objectives, programmes, and actions of the Bergrivier Municipality to create a sustainable, credible, and caring municipality by empowering and building communities and enhancing growth and sharing through partnerships.
- 1.2. **WHEREAS** the Municipality wishes to develop socio-organisational, human and skills development mechanisms to empower citizens and to uplift communities as a way to induce creativity, strengthen cohesion and to reach responsiveness to economic turbulence. The IDP is a major instrument in this regard. However, currently business Corporate Social Investments are not necessarily structured to directly address the challenges identified in the IDP. The primary aim of this Corporate Social Investment and Relief Funding Policy is to address development issues in South Africa in general and in the Municipal area in particular as identified in the IDP.
- 1.3. **WHEREAS** the Municipality has a responsibility to engage in Corporate Social Investment and other relief funding and looks to the corporate citizens of the region as partners in addressing the needs of all stakeholders and to adopt the 'triple-bottom line' approach, focusing on social, environmental, and economic concerns which means a focus on people, plant, and profit respectively.
- 1.4. **WHEREAS** the Municipality wishes to enter into a partnership with civil society, other government departments, community, and non-governmental organisations as well as business (small and large). Every partner should be a responsible and contributing corporate citizen is a key component of its business strategy and through its community investment strategy, committed to empowering and uplifting specific disadvantaged communities in the Bergrivier Municipality.
- 1.5. **WHEREAS** the newly established MFMA section 12 relief fund, would be an independent, transparent, and non-profit structure to which every organisation that contributes to the collective corporate social investment agenda of the Bergrivier Municipality belongs.
- 1.6. **WHEREAS** this Policy would give effect and guidelines as to the management of corporate social investments and other relief funding.
- 1.7. **NOW THEREFORE** the Bergrivier Municipal Council adopts the Corporate Social Investment and Relief Funding Policy as set out in this document.

PART 2: PURPOSE

2.1. The purpose of this Corporate Social Investment and Relief Funding Policy is to:

- 2.1.1. Ensure a framework for receiving and making payments from Corporate Social Investments and other relief funding as envisaged by section 12 of the MFMA.
- 2.1.2. Improve the opportunity for the Council to elicit financial support from external organisations to deliver services to communities that fall within the Council's area of responsibility in a way that allows the town to create an enabling environment for community development.
- 2.1.3. Provide the opportunity for developing methods of joint funding strategies with outside agencies such as matching funding or sponsorship partnerships to meet the objectives of a developmental local government.

PART 3: OBJECTIVES

- 3.1. A key objective of this Corporate Social Investment and Relief Funding Policy is to provide the opportunity to receive and manage funding from external institutions as part of their Corporate Social Investment or other relief funding to achieve the objectives of the municipality's Constitutional mandate as reflected in its Integrated Development Plan [IDP].
- 3.2. The Bergrivier Municipality wishes to cultivate a corporate culture where all businesses, in partnership with the municipality, local non-government organizations and community/civic structures, voluntarily involve themselves in addressing the social welfare, community and economic development challenges facing Bergrivier municipal region that will contribute to a better society and a cleaner environment.
- 3.3. This Policy should also provide the opportunity for developing methods of joint funding strategies with external institutions such as matching funding or sponsorship partnerships to meet the objectives of developmental local government.
- 3.4. Financial relief paid from funds received as Corporate Social Investments or other relief funding should not duplicate the operations already provided by the Council in the jurisdiction of the municipality, but rather complement such operations where possible.

PART 4: PRINCIPLES

4.1. The principles guiding this Corporate Social Investment and Relief Funding Policy are to:

- 4.1.1. Promote fairness, equitability, and transparency in the process of receiving and managing Corporate Social Investments and other relief funding.
- 4.1.2. Support the poor, aged, youth, disabled and women.
- 4.1.3. Promote sustainable solutions to serve the poor, marginalised, or otherwise vulnerable.
- 4.1.4. Identify and develop sustainable matching funding or sponsorship partnerships to meet the objectives of a developmental local government.

PART 5: ALIGNMENT WITH THE MUNICIPALITIES' STRATEGIC GOALS AND OBJECTIVES

5.1. This Corporate Social Investment and Relief Funding Policy supports the following municipal strategic objectives drawn from the Integrated Development Plan [IDP]:

- 5.1.1. To enhance access to basic services and address maintenance backlogs.
- 5.1.2. To create a safe and healthy living environment.
- 5.1.3. To develop integrated and sustainable settlements with the view to correcting spatial imbalances.
- 5.1.4. To enhance economic development with a focus on both first and second economies.
- 5.1.5. To promote good governance and community participation.

PART 6: LEGISLATIVE AND LEGAL FRAMEWORK

6.1. Corporate Social Investment is the continuing commitment by the Municipality and business to behave ethically, responsibly and contribute to socio-economic development of local communities while improving the quality of life of the workforce and their families as well as of the local community and society at large.

6.2. All monies received as Corporate Social Investments and other relief funding shall comply with the following legislation and amendments from time to time:

- 6.2.1. Constitution of the Republic of South Africa, 1996 as amended (Constitution).
 - 6.2.2. Local Government: Municipal Systems Act, Act 32 of 2000 as amended (MSA).
 - 6.2.3. Local Government: Municipal Finance Management Act 56 of 2003 (MFMA).
 - 6.2.4. MFMA Budget and Reporting Regulations as published in the government gazette no 32141 on 17 April 2009 and related National Treasury budget circulars.
 - 6.2.5. The Municipal Regulations on Standard Chart of Accounts (mSCOA) as published in the government gazette no 37577 on 22 April 2014.
 - 6.2.6. Any other applicable legislation, regulations, and policies that may govern the transfer of municipal funds and that are not in contradiction to the above.
- 6.3. The power of the municipality to receive and manage Corporate Social Investments and other relief funding is regulated by section 156 of the Constitution as read with section 8 of the MSA and section 12 of the MFMA, providing for relief, charitable, trust, or other funds.
- 6.4. Section 12 of the MFMA provides that only the Municipal Manager may be an Accounting Officer of a relief, charitable, trust, or other funds, subject to the following:
- 6.4.1. That monies paid into such a fund must be paid into a separate bank account of the municipality.
 - 6.4.2. That monies may only be withdrawn on the written authority of the Accounting Office acting in accordance with decisions of the Council and for the purposes for which and subject to the conditions on which the fund was established and money was donated for.
 - 6.4.3. That as per the Budget and Reporting Regulations, Regulation 12, the fund is fully cash-backed, that expenditures and donations are approved in the municipal budget and that no municipal funds may be paid into such a fund.
 - 6.4.4. CSR budget will be based on and limited to the available amount in the CSR banking account.
- 6.5. Additional to the provisions of MFMA section 12, the municipality also resolved to ensure appropriate internal controls:
- 6.5.1. Any financial relief made that does not conform to the requirements of this Policy is irregular expenditure in terms of the MFMA and could also be considered in some circumstances

unauthorised. These funds might therefore have to be recovered from the person liable for the expenditure in terms of section 32 of the MFMA.

- 6.5.2. No president is established with respect to applicants who have been awarded funds before.
- 6.5.3. The municipality has the discretion to approve or reject any application for relief funding from this Policy.
- 6.5.4. The total financial relief as per this Policy may not exceed R 10 000 per person per annum, subject to the availability of funds.
- 6.5.5. Underspent relief funds in any financial year, will be carried over into any ensuing financial year.

PART 7: OTHER POLICIES

7.1. This Corporate Social Investment and Relief Funding Policy must be read and applied, mindful of other Council Policies such as the Policies related to:

- 7.1.1. Indigent support and free basic services.
- 7.1.2. Bursaries, internships, and learnerships.
- 7.1.3. Housing development subsidies.
- 7.1.4. Use of municipal movable and/or immovable assets.
- 7.1.5. Financial Support via Transfer Payments.

PART 8: SCOPE OF APPLICATION

8.1. Any person, organisation, or body may pay funds as Corporate Social Investments or other relief funding into the Municipal MFMA section 12 fund.

8.2. Payments from the MFMA section 12 fund for relief, charitable, or other deserving purposes may be made, as prescribed, to any person, body, or organisation for whose benefit the fund was established and subject to the conditions of such support.

8.3. Individuals for beneficial and deserving causes and/or purposes, within the boundaries of Municipality, may include, but is not limited to:

- 8.3.1. Pauper burials.
- 8.3.2. Meritorious actions or purposes.
- 8.3.3. Food parcels.
- 8.3.4. Victims of disasters.

PART 9: EXCLUSIONS

9.1. This Corporate Social Investment and Relief Funding Policy does not apply to the following, which the Council may regulate via separate policies:

- 9.1.1. Political beneficial purposes.
- 9.1.2. Procurement for goods and services.
- 9.1.3. Bursaries or funds to bursars for other activities, reasons, or resources.
- 9.1.4. Indigent support.
- 9.1.5. Housing development subsidies.
- 9.1.6. Housing billing subsidies.
- 9.1.7. Donation of movable or immovable assets.
- 9.1.8. Conditional grants received by the Municipality, which are in turn awarded to outside organisations to perform the service or function.
- 9.1.9. Inter-governmental grants.
- 9.1.10. Support in respect of property rates.
- 9.1.11. In cases where a person or persons apply for start-up funding for SMME enterprises or business assistance, which cases qualify as LED projects, and for which alternative regulatory arrangements apply.
- 9.1.12. Beneficiaries of transfer payments made in terms of section 67 of the MFMA.

9.2. Funding will not be considered in the following circumstances:

- 9.2.1. Where expenses have already been incurred unless additional motivation was provided and found to be meritorious.
- 9.2.2. Where the application does not meet with the stated objectives and principles of this Policy.
- 9.2.3. Where the application does not meet the priorities, strategies, and objectives of the IDP.
- 9.2.4. Where a project or organisation is already receiving sufficient funding from other sources to sustain its activities, or the project applied for.
- 9.2.5. Where organisations did not comply with its obligation conditions during previous relief funding.

PART 10: PROCESS

10.1. ACCESS TO POLICY

- 10.1.1. This Corporate Social Investment and Relief Funding Policy and the required application forms will be made available on the Municipal website.
- 10.1.2. Councillors may during their scheduled Ward meetings explain to prospective applicants the application process and the required supporting documents to be submitted as part of the application.

10.2. APPLICATION PROCESS

- 10.2.1. Applications for relief funding in terms of this Corporate Social Investment and Relief Funding Policy must be made on the prescribed form as per **Form FR 01**.

10.3. SCREENING PROCESS

- 10.3.1. Applications will be received and registered by the Office of the Executive Mayor.
- 10.3.2. An initial screening will be conducted as per the criteria stipulated on **Form FR 02**, by the Office of the Executive Mayor and additional information will be sourced to ensure the application is complete.
- 10.3.3. The Office of the Executive Mayor will make recommendations to the Executive Mayoral Committee.

10.4. APPROVAL PROCESS

10.4.1. The Executive Mayoral Committee will consider and resolve on the recommendations from the Office of the Executive Mayor also ensuring that the applications:

- (i) Comply with the Municipality's criteria.
- (ii) Comply with available funds.
- (iii) Comply with the provisions of section 12 of the MFMA.

10.5. AWARD PROCESS

10.5.1. All applicants will be informed in writing of the outcome of their applications by the Office of the Executive Mayor.

10.5.2. Where applicants were turned down, they may request reasons.

10.5.3. Successful applicants who receive financial relief must sign the Financial Relief Certificate, as per **Form FR 03**.

10.6. PAYMENT PROCESS

10.6.1. Payments will only be made once the applicant's banking and other financial details have been captured on the municipal creditors' system.

10.6.2. Payments will be transferred to the bank account of the applicant electronically.

10.6.3. Payments will be approved and executed by the relevant delegated authority in the Office of the CFO.

10.7. MONITORING, EVALUATION, AND REPORTING

10.7.1. The Office of the Executive Mayor is responsible for the monitoring and evaluation of the allocations, by ensuring that:

- (i) Funds are used exclusively for the purposes for which, and subject to any conditions on which, the relief funding was approved.
- (ii) Where it is found that relief funding was used in breach of the relevant approval, the provisions of this Policy must be invoked, and the matter must be reported to the Accounting Officer and the Council or relevant Committee of the Council and immediate steps must be taken to recover misappropriated funds.

- (iii) There is a quarterly report on the financial relief, to the Accounting Officer, as well as to the relevant Portfolio Committee(s).

10.7.2. The Office of the Executive Mayor must maintain a register of all Corporate Social Investment or other relief funding received and financial relief contributions made per financial year.

10.8. ACCOUNTING TREATMENT

10.8.1. Payments will be affected through the financial system of Accounts Payable.

10.8.2. For accounting purposes, it is required that:

- (i) All financial support made from the relief, charitable, trust, or other funds established in terms of section 12 of the MFMA are cash backed, fully accounted for, reported on as a donation as prescribed by the MFMA, and compliant with the conditions from the donor institutions, where relevant.
- (ii) All financial support must be accounted for in line with mSCOA requirements.
- (iii) Relevant narrative fields must be completed when processing payments to identify the various financial support institutions and programmes.

PART 11: RIGHTS AND OBLIGATIONS OF THE APPLICANT

11.1. Relief funding received may only be applied for approved purposes.

PART 12: RIGHTS AND OBLIGATIONS OF DONORS CONTRIBUTING TOWARDS THE MFMA SECTION 12 FUND

12.1. The municipality may receive Corporate Social Investments, relief funding, subsidies, and donations from businesses or bodies outside any sphere of government.

12.2. These transfers and subsidies are regarded as conditional grants and may only be spent in terms of the conditions stipulated in writing by the donors, if so agreed to by the Municipality when accepting the donation or as per the conditions stipulated in this Policy and per application award

12.3. These funds will be managed and accounted for as relief, charitable, trust, or other funds established in terms of section 12 of the MFMA.

PART 13: RIGHTS AND OBLIGATIONS OF THE MUNICIPALITY

- 13.1. The municipality, via its Executive Mayoral Committee, will exercise its sole discretion to consider and grant relief funding from the MFMA section 12 fund.
- 13.2. The municipality reserves the right not to grant financial relief. Having benefitted from financial relief previously does not give an applicant the right to receive financial relief again.
- 13.3. The prioritisation of applications as well as the amount of financial relief may vary from year to year.

PART 14: MAINTENANCE

- 14.1. Given the changing nature of the regulatory, control, and operational environment of the municipality, this document will be updated on an ongoing basis.
- 14.2. For clarification of any matter contained in this Policy, please address queries to the Director: Corporate Management.

PART 15: IMPLEMENTATION

- 15.1. This Policy is effective from
- 15.2. It is the responsibility of the Municipal Manager, Directors, and various Line Department Managers to bring the content of this Policy to the attention of all parties concerned.

PART 16: FORM CONTROL

- 16.1. Municipal Manager: The management must maintain Form Control over the relevant forms and templates.

DOCUMENT DEFINITION

Version

Date

Summary

This document is the Bergrivier Corporate Social Investment and Relief Funding Policy

Signature

Date:

Effective date

ACCOUNTING OFFICER

....

AMENDMENT HISTORY

No	Amendment reference	Effective date	Chapter	Paragraph	Short description
1					
2					
3					

BERGRIVIER MUNICIPALITY



CONSULTANT REDUCTION STRATEGY 2025/2026

BERGRIVIER MUNICIPALITY

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BERGRIVIER MUNICIPALITY

1. REGULATORY FRAMEWORK

MFMA	Requirements
Section 62(a)	The accounting officer of a municipality is responsible for managing the financial administration of the Municipality, and must for this purpose take all reasonable steps to ensure that the resources of the municipality are used effectively, efficiently and economically.
Section 78(b)	Each Senior manager of a municipality and each official of a municipality exercising financial management responsibilities must take all reasonable steps within their respective areas of responsibility to ensure – that the financial and other resources of the municipality are utilized effectively, efficiently, economically and economically.
Municipal Cost Containment Regulation (Reg 5 Read together with MFMA Circular 97)	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. (5) When consultants are appointed, an accounting officer must:- (d) ensure the transfer of skills by consultants to the relevant officials of the municipality or municipal entity (f) develop consultancy reduction plans to reduce the reliance on consultants
MCCR – Reg 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 appropriately recorded and monitored.

2. OBJECTIVES

Compliance with the regulatory framework in terms of the relevant legislation is required.

3. RESPONSIBILITY AND ACCOUNTABILITY

The key responsibilities in terms of the MFMA (Section 65) are:

Accounting Officer (Municipal Manager)-

(1) The accounting officer of a municipality is responsible for the management of the expenditure of the municipality.

(2) The accounting officer must for the purpose of subsection (1) take all reasonable steps to ensure—

(a) that the municipality has and maintains an effective system of expenditure control, including procedures for the approval, authorisation, withdrawal and payment of funds;

(b) that the municipality has and maintains a management, accounting and information system which—

BERGRIVIER MUNICIPALITY

- (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 eft or provided that cash payments and payments by way of cash may be made for exceptional reasons only, and only up to a prescribed limit;

The Municipal Manager delegates authority to the Chief Financial Officer to ensure compliance and adherence to the principles established by this policy.

4. OVERVIEW

Lack of appropriate skills and expertise has become the shorthand for almost everything that is wrong with local government in South Africa (Peters and van Nieuwenhuyzen, 2013). As a result, the “solution” is thus either individual skills enhancement or the deployment of skills to the Municipality, or a combination of both.	Factors impacting on the capacity of the municipality to be self-sufficient and to limit the use of external consultants	
	Human Resources	Organisational structures does not provide for specialists in various fields of local government competencies, High vacancy rate, overtime expenditure and unfunded posts
	Structural responsibilities	Senior Managers overloaded with a lot of responsibilities unable to focus which is exacerbated by administration work. Appointment of incompetent senior managers and staff.
	Budget	High employee costs – exceeding the norm
	Upper limits and task job limits	The upper limits of municipalities remuneration is not market related which results in challenges to attract and retain staff in professional fields.

Justification for the consideration to Use Consultants

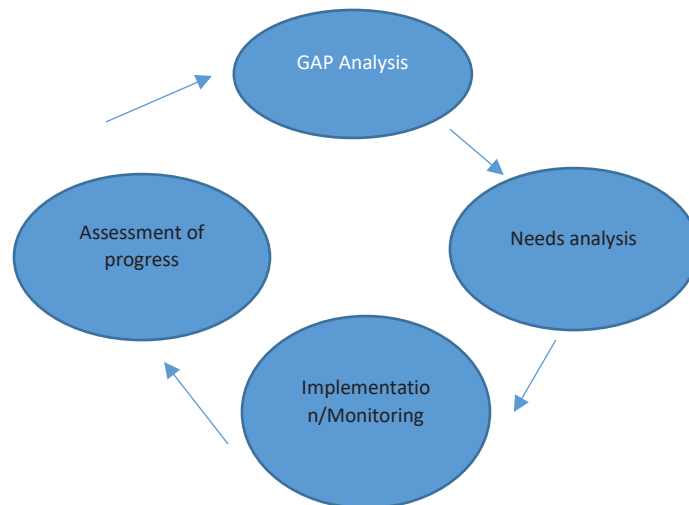
BERGRIVIER MUNICIPALITY

- i) Outside the “business-as-usual” environment when in-house skills are not available and it will be time-limited,
- ii) Services required to provide additional skills or expertise which are not available within the Bergrivier Municipality, (for example – investigating problems, providing analysis or advice, or assisting with the development of new systems, new structures or new capabilities within the organization and to prepare specifications and manage construction of essential services and works).
- iii) Lack of internal capacity is unavailable to undertake certain professional work that will require a Chartered Accountant to assist the Municipality, if the Municipality does not have a chartered accountant.
- iv) Independence/objectivity is required and cannot be provided within the municipality.

5. GAP ANALYSIS

The Municipality is expected to perform a GAP analysis within its structures prior to procuring the services of a consultant.

This analysis assesses the need thereof against the available internal capacity for the specific service required.



The purpose of the GAP Analysis:-

- i) To strengthen the ability of institutions to identify skills shortages and underutilized skills.
- ii) To develop short-medium term plan to address deficiencies.

GAP analysis considerations:-

- i) Cost effectiveness

BERGRIVIER MUNICIPALITY

The Municipality must analyse the cost-effectiveness of permanent capacity versus making use of consultants, while ensuring continuity and service delivery.

- ii) **Frequency**
How often does the Institution use the skills required for the tasks performed by external Consultants. The Consultants panel must be rotated constantly.
- iii) **Institution objectives**
Are the objectives of the Municipality better achieved through the appointment of Consultants or permanent staff.
- iv) **Vacancies**
The Municipality should consider filling positions or hire a person on a permanent appointment to perform the required task versus the appointment of a Consultant.
- v) **Internal Skills**
Skills should be transferred if a Consultant is appointed and the municipality has identified a person to whom the skill can be transferred.
- vi) **Appointment process**
Is there sufficient budget to appoint staff and is the internal process to appoint permanent staff inefficient and ineffective?
Is there a lack of permanently appointed staff with necessary skills and experience in the institution, which necessitated the appointment of Consultants as a compensating measure.
- vii) **Nature and extent of services**
The Municipality must analyse the nature and extent of services to be outsourced and whether they are specialized, once-off, temporary services, or services that are of a non-specialized nature?
- viii) **Monitoring and Performance**
Are Consultants appointed to monitor work of Employees?
Are Consultants appointed to complete specifications for tenders for which they did not tender?
Is the Consultant monitored monthly on performance?

6. REDUCTION OPTIONS

- 6.1 Where there is a lack of competency to manage, guide or control the utilization of external consultancy collaborate with Provincial and National Government departments for specialized support.
- 6.2 Implement a shared service model within the District for professional services
- 6.3 Annually evaluation of the organizational structure to establish opportunities to extend and fill vacancies and provide for new posts. The Budget Steering Committee should annually during the budgetary process consider the annual management report on the appointment of consultants in order to decide on replacing consultants with full time staff.

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7. KEY ELEMENTS OF A CONSULTANT REDUCTION PLAN

- 7.1 The Municipality must have:-
 - 7.1.1 A training plan.
 - 7.1.2 How performance will be monitored and evaluated
 - 7.1.3 Skills transfer resource allocation
 - 7.1.4 Employee retention strategies and succession plans
 - 7.1.5 Budget component
 - 7.1.6 Expected Outputs
- 7.2 Monitoring and Evaluation – Planning –
 - 7.2.1 Set specific milestones (Regulation 5b)
Proper contract administration must be provided for setting proper milestones, performance targets, monitoring systems and roles and responsibilities by the Municipality.
 - 7.2.2 Budget (Regulation 5c)
The cost of the travel and subsistence and disbursements must be included in the budget provision before appointment of the Consultant.
 - 7.2.3 Transfer of skills (regulation 5d)
Skill transfer must be included in the requirement with appointment.
 - 7.2.4 Time and Cost
The appointment must be done on a time and cost per hour basis or for the total project. The project must always state the start and end date of the project.
 - 7.2.5 Penalty Clauses (Regulation 6)
Penalty clauses must be included in the Service Level Agreement.
 - 7.2.6 Rates Charged (regulation 3)
The remuneration will not exceed the gazetted rates.
 - 7.2.7 The Municipality must ensure that deliverables are clear, specific and measurable to easily measure the project outcomes and to ensure that the Municipality receives value for money.

8. IMPLEMENTATION OF THE PLAN

- 8.1 The Cost containment Policy of Council must be implemented and the forms attached to the policy must be used for each Consultant.
- 8.2 The GAP analysis must be performed before an appointment can be made
- 8.3 A service level agreement must be developed after the appointment of the Consultant.
- 8.4 Non-adherence to the plan can lead to disciplinary action.
- 8.5 Monthly the evaluation form that was developed must be completed by the Project Manager.
- 8.6 All evidence must be filled electronically for audit purposes.

BERGRIVIER LOCAL MUNICIPALITY



Draft Policy and Procedure – Unauthorised, Irregular,
Fruitless and Wasteful Expenditure Policy – 2025/2026

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1. POLICY TITLE

UNAUTHORISED, IRREGULAR, FRUITLESS AND WASTEFUL EXPENDITURE POLICY

2. PURPOSE

1.1 The purpose of this policy is to define and regulate unauthorised, irregular or fruitless and wasteful expenditure. The aim is to prevent unauthorised, irregular or fruitless and wasteful expenditure; to identify and investigate unauthorised, irregular or fruitless and wasteful expenditure; to respond appropriately in accordance with the law and to address instances of unauthorised, irregular or fruitless and wasteful expenditure conclusively.

1.2 In terms of section 4(2)(a) of the Municipal Systems Act (MSA) the Council has a duty to use the resources of the municipality in the best interest of the local community. This duty is extended to individual Councillors through the Code of Conduct for Councillors which states that a Councillor must:

- (a) “perform the functions of office in good faith, honestly and in a transparent manner; and
- (b) “at all times act in the best interests of the community and in such a way that the credibility and integrity of the municipality are not compromised.”

3. DEFINITIONS

In this Policy, unless the context otherwise indicates:

- (a) “**Allocation**”, in relation to a municipality, means –
 - i. a municipality’s share of the local government’s equitable share referred to in section 214(1)(a) of the Constitution;
 - ii. an allocation of money to a municipality in terms of section 214(1)(c) of the Constitution;
 - iii. an allocation of money to a municipality in terms of a provincial budget; or
 - iv. any other allocation of money to a municipality by an organ of state, including by another municipality, otherwise than in compliance with a commercial or other business transaction;
- (b) “**BM**”, means Bergrivier Local Municipality.
- (c) “**CFO**”, means Chief Financial Officer.

- (d) **“Fruitless and wasteful expenditure”** means expenditure that was made in vain and could have been avoided had reasonable care been exercised. *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.
- (e) **“IDP”**, means Integrated Development Plan
- (f) **“Irregular expenditure”**, in relation to a municipality or municipal entity, means:
- i. expenditure incurred by a municipality or municipal entity in contravention of, or that is not in accordance with, a requirement of the MFMA, and which has not been condoned in terms of section 170;
 - ii. expenditure incurred by a municipality or municipal entity in contravention of, or that is not in accordance with, a requirement of the Municipal Systems Act, and which has not been condoned in terms of that Act;
 - iii. expenditure incurred by a municipality in contravention of, or that is not in accordance with, a requirement of the Public Office-Bearers Act, 1998 (Act No. 20 of 1998); or
 - iv. expenditure incurred by a municipality or municipal entity in contravention of, or that is not in accordance with, a requirement of the supply chain management policy of the municipality or entity or any of the municipality’s by-laws giving effect to such policy, and which has not been condoned in terms of such policy or by-law, but excludes expenditure by a municipality which falls within the definition of “unauthorised expenditure”.
- (g) **“MBRR”**, means Municipal Budget and Reporting Regulations.
- (h) **“MFMA”**, means Municipal Financial Management Act.
- (i) **“Overspending”** –
- i. In relation to the budget of a municipality, means causing the operational or capital expenditure incurred by the municipality during financial year to exceed the total amount appropriated in that year’s budget for its operational or capital expenditure as the case may be;
 - ii. In relation to a vote, means causing expenditure under the vote to exceed the amount appropriated for that vote; or
 - iii. In relation to expenditure under section 26, means causing expenditure under that section to exceed the limits allowed in subsection (5) of that section.
- (j) **“Policy”**, means a guide or framework enabling a municipality to achieve its objectives in the interest of the community. It is a basic principle by which a municipality is guided.

- (k) **“SFA”**, means strategic focus areas.
- (l) **“Unauthorised expenditure”**, in relation to a municipality, means any expenditure incurred by a municipality otherwise than in accordance with section 15 or 11(3) of the MFMA, and includes –
- i. overspending of the total amount appropriated in the municipality’s approved budget;
 - ii. overspending of the total amount appropriated for a vote in the approved budget;
 - iii. expenditure from a vote unrelated to the department or functional area covered by the vote;
 - iv. expenditure of money appropriated for a specific purpose, otherwise than for that specific purpose;
 - v. 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 any conditions of the allocation; or a grant by the municipality otherwise than in accordance with the MFMA.
- (m) **“Vote” means** – One of the main segments into which a budget of a municipality is divided for the appropriation of money for the different department or functional areas of the municipality; and which specifies the total amount that is appropriated for the purposes of the department or functional area concerned.
- (n) **UIF&W**, means Unauthorised, Irregular, Fruitless and Wasteful Expenditure

4. STRATEGIC INTENT

The strategic focus areas (SFA) of the BERGRIVIER Municipality are enshrined in the Bergrivier Municipalities Integrated Development Plan (IDP). This policy supports the following strategic focus areas.

- a. Opportunity Bergrivier Municipality
Provide and maintain economic and social infrastructure to ensure infrastructure-led growth and development.
- b. Well-run Bergrivier Municipality
Ensure financial prudence, with clean audits by the Auditor General.
- c. The underlying tenets of the Well-run Bergrivier Municipality are the principles of openness and due process. A well-run Bergrivier Municipality is the guarantor of all other government programmes. Citizens need to know that the government works for them, is accountable to them and answers to them at all times. Governments manage public resources and programmes, and as such, they must be constantly scrutinised in public to ensure responsible management.

5. LEGAL MANDATES AND REGULATORY FRAMEWORK

The following Laws and regulations, amongst others, inform this policy:

- a. Section 29 and Section 32 of the MFMA
- b. Sections 170 and 173 of the MFMA
- c. Regulations 23 and 74 of the NT Municipal Budget and Reporting Regulations
- d. Relevant GRAP standards
- e. MFMA Circular 68 of 2013

6. STRATEGIC POLICY OBJECTIVES

It is the strategic objectives of the policy to inter-alia achieve the following in respect of the administration of Bergrivier Municipality:

- a. Emphasizing the accountability of employees;
- b. Ensuring that employees have a clear and comprehensive understanding of the procedures they must follow when dealing with unauthorised, irregular or fruitless and wasteful expenditure;
- c. Ensuring that resources made available to employees are utilized efficiently, effectively, economically and for authorized official purposes;
- d. Ensuring that the Municipality's resources are managed in compliance with the MFMA, the Municipal Budget and Reporting Regulations and other relevant legislation; and
- e. Ensure that unauthorised, irregular or fruitless and wasteful expenditure is prevented, detected, processed, recorded, and reported timeously.

7. SCOPE OF THE POLICY

From a responsibility perspective, this policy is relevant to all employees and office bearers of the Municipality, whether full-time or part-time. It is, however, specifically applicable to the Council, Accounting Officer, Chief Financial Officer, Senior Managers, Officials and all employees with financial and fiduciary responsibilities, in particular, the aforementioned have a responsibility and have significant roles in:

- a. Identifying the identity of the person who is liable for unauthorised, irregular or fruitless and wasteful expenditure.
- b. Deciding on how to recover unauthorised, irregular or fruitless and wasteful expenditure from the person liable for that expenditure.
- c. Determining the amount of unauthorised, irregular or fruitless and wasteful expenditure to be recovered, written off or provided for.

8. ROLES AND RESPONSIBILITIES

- a. The Accounting Officer; the MFMA outlines the responsibilities of the Accounting Officer which include amongst others:
 - i. To exercise all reasonable care to prevent and detect unauthorised, irregular, fruitless and wasteful expenditure and must for this purpose implement effective, efficient and transparent processes of financial and risk management.
 - ii. To inform, in writing the Mayor, Section 32 Committee and Council, as the case may be, if a decision is taken which, if implemented, is likely to result in unauthorised, irregular fruitless and wasteful expenditure.
 - iii. On discovery of any unauthorised, irregular fruitless and wasteful expenditure to report promptly in writing, the particulars of the expenditure to the Mayoral Committee.
 - iv. In addition to the responsibilities set out in the MFMA, the Accounting Officer must annually facilitate the revision of the Unauthorised, Irregular, Fruitless and Wasteful Expenditure Policy;
 - v. Communicate and make this Policy accessible to all relevant stakeholders;
 - vi. Monitor and regularly report on the impact of the Unauthorised, Irregular, Fruitless and Wasteful Expenditure Policy.
 - vii. The Accounting Officer is also responsible for the interpretation and administration of the. Unauthorised, Irregular, Fruitless and Wasteful Expenditure Policy.
- b. Senior Management of the municipality have the following responsibilities in accordance with Section 78(1)(c) of the MFMA:
 - i. To prevent any unauthorised, irregular or fruitless and wasteful expenditure.
 - ii. In addition to the MFMA responsibilities, a Senior Manager and all officials tasked with financial responsibilities must communicate the contents of this policy to subordinate staff and ensure compliance therewith.
 - iii. Develop and enhance internal control measures on an ongoing basis to reduce the likelihood of UIF&W expenditure from being incurred.
 - iv. Senior and other Managers with financial responsibilities, must report all instances of UIF&W expenditure to the Accounting Officer without delay.
- c. Council and Public Office Bearers have the following responsibilities:
 - i. Councillors are required to familiarize themselves with this Policy's contents, make their constituencies aware of it and oversee its implementation by the officials and;
 - ii. To prevent any unauthorised, irregular or fruitless and wasteful expenditure.
 - iii. To approve and adopt the Unauthorized, irregular, fruitless and wasteful expenditure Policy.
 - iv. To comply with the contents of this policy.

9. DEALING WITH UNAUTHORISED EXPENDITURE

Essentially, “unauthorised expenditure” includes overspending on the total amount of the budget, overspending on a vote, the incurring of expenditure unrelated to a vote and the incurring of expenditure for a purpose other than the approved purpose.

A Directorate becoming aware of the need to incur unforeseen or unavoidable expenditure must immediately approach the Chief Financial Officer (CFO) with full details on the expenditure, providing information on the consequences of not incurring the expenditure as well as an indication of the expected cost (both for the current year as well as any recurring cost resulting from the event).

The following principles needs to be applied:

Principle 1: Confirmation of expenditure

Confirmation that the expenditure does not constitute expenditure that may not be allowed by the Executive Mayor as per section 72(2) of the Municipal Budget and Reporting Regulations (MBRR) must be given by the directorate when approaching the CFO.

Principle 2: Virement funds

The CFO will determine whether the cost cannot be dealt with through a process of virement of funds within the relevant votes, if sufficient funds are available for shifting within the vote.

Principle 3: Approval of expenditure

The relevant Director will be required to submit a report to the Municipal Manager requesting approval thereafter from the Executive Mayor. If approval is granted, the adjustment will be effected on the financial system of the municipality.

Principle 4: Delays

The abovementioned process must be dealt with as a priority in order to ensure that administrative delays do not exacerbate the situation.

Principle 5: Submission of budget requests

A request for incorporation in an adjustment budget must be made from the relevant Department to the Budget office for incorporating the expenditure approved by the Mayor within 60 days from date of approval as per Section 28 of the MFMA.

a. Role players - The role players and stakeholders who will ensure that unauthorised, irregular, fruitless and wasteful expenditure is being dealt with according to legislative requirements and council processes are:

- i. The respective directorate / department who is responsible for preparing a report on the unforeseen and unavoidable expenditure when such expenditure occurs.
- ii. The Supply Chain Section/the legal department) who is responsible for reviewing the report in order to confirm legal compliance.
- iii. The Budget department who is responsible for confirming the financial implications.
- iv. The Mayor who is responsible for reviewing, approving and tabling the report at Council for noting.

b. Regulatory context and directive

Unforeseen and unavoidable expenditure (MFMA Section 29). The Mayor of a municipality may in emergency or other exceptional circumstances authorise unforeseeable and unavoidable expenditure for which no provision was made in an approved budget.

Any such expenditure;

- i. Must be in accordance with any framework that may be prescribed;
- ii. May not exceed a prescribed percentage of the approval annual budget;
- iii. Must be reported by the mayor to the municipal council at its next meetings; and
- iv. Must be appropriated in an adjustment budget.

If such adjustment budget is not passed within 60 days after the expenditure was incurred, the expenditure is unauthorised and Section 32 of the MFMA applies.

Authorization of unforeseen and unavoidable expenditure (MBRR Section 71);

The mayor may authorize expenditure in terms of section 29 of the Act only if:

- i. The expenditure could not have been foreseen at the time the annual budget of the municipality was passed; and
- ii. The delay that will be caused pending approval of an adjustment budget by the municipal council in terms of section 28(2)(c) of the Act to authorize the expenditure may –
 - cause a disruption or suspension or serious threat to the continuation of municipal services.
 - lead to loss of life or serious injury or significant damage to property.
 - obstruct the municipality from instituting or defending legal proceedings on an urgent basis.
 - result in significant financial loss for the Municipality.

The mayor of a municipality may not authorize expenditure in terms of section 29 of the Act if the expenditure:

- i. was considered by the council, but not approved in the annual budget of the municipality or an adjustments budget;
- ii. is required for:
 - price increases of goods or services during the year;
 - new municipal services or functions during the financial year;

- the extension of existing municipal services or functions during the financial year;
 - the appointment of personnel during the financial year; or
 - allocating discretionary appropriations to any vote during the financial year or
- iii. would contravene any existing council policy; or
 - iv. is intended to ratify irregular or fruitless and wasteful expenditure

c. Monetary limits on unforeseen and unavoidable expenditure, MBRR, Regulation 72

- i. The amount of expenditure that the executive mayor of a municipality may authorize in terms of section 29 of the Act is limited to –
- ii. 5% of the municipality's own revenue in the case of a municipality with approved total revenue in its current annual budget not exceeding R250 million;
- iii. the greater of R5 million or 4% of the municipality's own 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; and
- iv. R15 million in the case of a municipality with approved total revenue in its current annual budget greater than R500 million.

d. Process to deal with unauthorised expenditure

- i. Any employee who becomes aware of, or suspects the occurrence of unauthorised expenditure must immediately report, in writing, such expenditure to the Accounting Officer or his/her delegate.
- ii. On discovery of alleged unauthorised expenditure, such expenditure must be left in the account i.e. relevant vote and the Accounting Officer or his/her delegate should record the details of the expenditure in an unauthorised expenditure register. (Attached as "Annexure A".)
- iii. The accounting officer or his/her delegate must investigate the alleged unauthorised expenditure to determine whether the expenditure meets the definition of unauthorised expenditure.
- iv. During the period of investigation, the expenditure must remain in the expenditure account. The results of the investigation will determine the appropriate action to be taken regarding the expenditure.
- v. Should the investigation reveal that the expenditure is in fact valid expenditure and therefore does not constitute unauthorised expenditure the details of the expenditure should be retained in the register for completeness purposes (and to provide an appropriate audit trail). The register must then be updated to reflect the outcome of the investigation.

- vi. If the investigation indicates that the expenditure is in fact unauthorised expenditure the Accounting Officer must immediately report, in writing, the particulars of the expenditure to the Mayor.
- vii. If Council subsequently authorises the unauthorised expenditure, the municipality requires no further action as the amount has already been expensed in the statement of financial performance. The register should be updated to reflect the fact that the unauthorised expenditure was condoned.
- viii. If however, the Council does not authorise the amount, the accounting officer must take effective and appropriate action to recover the amount from the responsible person.

e. Process to authorise unauthorised expenditure

In considering approval of unauthorised expenditure, Council must consider the following factors:

- i. Has the matter been referred to Council for a determination and decision?
- ii. Has the nature, extent, grounds and value of the unauthorised expenditure been submitted to Council?
- iii. Has the incident been referred to a Council committee for investigation and recommendations?
- iv. Has it been established whether the accounting officer or official or public office bearer that made, permitted or authorized the unauthorised expenditure acted deliberately or in a negligent or grossly negligent manner?
- v. Has the accounting officer informed Council, the mayor or the Section 32 committee that a particular decision would result in an unauthorised expenditure as per section 32(3) of the MFMA?
- vi. Are there good grounds shown as to why an unauthorised expenditure should be approved? For example:
 - the mayor, accounting officer or official was acting in the best interests of the municipality and the local community by making and permitting unauthorised expenditure;
 - the mayor, accounting officer or official was acting in good faith when making and permitting unauthorised expenditure; and
 - the municipality has not suffered any material loss as a result of the action.

In these instances, the Council may authorize the unauthorised expenditure. If unauthorised expenditure is approved by Council, there would be no further consequences for the political office-bearers or officials involved in the decision to incur the expenditure.

vii. Adjustments budgets to approve unauthorised expenditure:

Council may only approve unauthorized expenditure in an adjustments budget.

This can be addressed in three different adjustments budgets as follows:

1) Adjustments budget for unforeseen and unavoidable expenditure:

An adjustments budget to allow Council to provide ex post authorization for unforeseen and unavoidable expenditure that was authorized by the mayor in terms of section 29 of the MFMA must be tabled in Council at the “first available opportunity” or within the 60 days after the expenditure was made. Should either of these timeframes be missed, the unforeseen and unavoidable expenditure must be treated in the same manner as any other type of unauthorised expenditure, and may still be authorized in one of the other adjustments budgets process described below.

2) Main adjustments budget:

Council may approve unauthorized expenditure in the adjustments budget which may be tabled in Council “at any time after the mid-year budget and performance assessment has been tabled in the Council, but not later than 28 February of the current year”. Where unauthorised expenditure from this period is not identified or investigated in time to include in this adjustments budget, it must be held over to the following adjustments budget process noted below.

3) Special adjustments budget to approve unauthorized expenditure:

Council may approve unauthorized expenditure in a special adjustments budget tabled in Council when the mayor tables the annual report. This special adjustments budget “may only deal with unauthorised expenditure from the previous financial year which the Council is being requested to authorize in terms of section 32(2)(a)(i) of the Act.”

f. Recovery of Unauthorised expenditure

All instances of unauthorised expenditure must be recovered from the liable official or political office-bearer, unless the unauthorised expenditure has been authorized by Council in an adjustment budget.

- i. The Accounting Officer (or his/her delegate) must determine who the responsible party is from whom the amount should be recovered. This information would normally become evident while performing the investigation.
- ii. The Accounting Officer (or his/her delegate) must in writing request that the liable official or political office-bearer to pay the amount relating to such unauthorised expenditure within 30 days. If the person/s fails to comply with the request, the matter may be handed to the municipality’s legal division for the recovery of the debt through normal debt collection process

10. DEALING WITH IRREGULAR EXPENDITURE

Irregular expenditure is expenditure that is incurred and is in contravention with the Municipal Finance Management Act (Act No. 56 of 2003), the Municipal Systems Act (Act No. 32 of 2000), the Remuneration of Public Office Bearers Act (Act No. 20 of 1998) or is in contravention of the municipality's supply chain management policy or system of Delegation.

a. Categories of irregular expenditure

In considering irregular expenditure, it is important to take note of the following categories of Irregular expenditure:

- i. Irregular Expenditure incurred as a result of a non-compliance with a Treasury regulation, the MFMA and the Supply Chain Management Policy.

Example:

Procuring of goods or services by means of quotations where the value of the goods/services exceed the set threshold as determined in the SCM policy for a specific procurement process to be followed. i.e. a written quotation process was followed instead of a formal quotation process.

- ii. Irregular Expenditure incurred as a result of procuring goods or services by means of other than through competitive bids where the reason for deviating from the prescribed processes have not been recorded or approved in terms of section 17 of the SCM regulations.
- iii. Irregular Expenditure resulting from non-adherence to the delegation of authority as approved, i.e. a procurement process was signed off by the incorrect level of authority.
- iv. Irregular Expenditure incurred as a result of expenditure outside contracts or contracts expired and not renewed or extended in terms of MFMA section 116.

b. Procedures for dealing with and the condonation of irregular expenditure.

As part of the enclosed procedures (Annexure B), provision is made for accounting officers to forward submissions to the Provincial Treasury or the relevant authority to request condonation for non-compliance with the MFMA or other legislation respectively. The treasury to which the submission must be forwarded will depend on the provision that was contravened. It must, however, be emphasized that submissions requesting condonation for non-compliance must contain detailed motivation as to why the irregular expenditure in question

should be considered for condonation, together with steps that have been taken to avoid a recurrence of this type of irregular expenditure.

- i. Any employee who becomes aware of, or suspects the occurrence of irregular expenditure must immediately report, in writing, such expenditure to the Accounting Officer or his/her delegated authority.
- ii. On discovery of the alleged irregular expenditure, such expenditure must be left in the account i.e. relevant vote and the Accounting Officer or his/her delegate should record the details of the expenditure in an irregular expenditure register. (Attached as "Annexure A".)
- iii. The accounting officer or his/her delegate must investigate the alleged irregular expenditure to determine whether the expenditure meets the definition of irregular expenditure.
- iv. During the period of investigation, the expenditure must remain in the expenditure account. The results of the investigation will determine the appropriate action to be taken regarding the expenditure.
- v. During the investigation, consideration must be given to the following:
 - Has anyone been prejudiced through the incurrence of the expenditure
 - Was there an intent to circumvent specific SCM processes
 - Has anyone received an unfair advantage or benefit from the procurement of the goods or services.
 - Was there negligence from any official in the process
 - Did the municipality receive value for money in the procurement
- vi. Should the investigation reveal that the expenditure is in fact not irregular by nature, the expenditure should be retained in the register for completeness purposes (and to provide an appropriate audit trail). The register must then be updated to reflect the outcome of the investigation. The expenditure will not be disclosed as irregular once the investigation has concluded that it was in fact a regular procurement.
- vii. If the investigation indicates that the expenditure is in fact irregular expenditure the Accounting Officer must immediately report, in writing, the particulars of the expenditure to the Mayor.
- viii. If Council subsequently writes off the expenditure, the municipality requires no further action as the amount has already been expensed in the statement of financial performance. The register should be updated to reflect the fact that the irregular expenditure was written off.
- ix. If however, the Council does not write off the amount, the accounting officer must take effective and appropriate action to recover the amount from the responsible person.

- x. The register must be updated to reflect that the irregular expenditure was written off and the notes to the annual financial statements must also be updated to reflect the writing off of the irregular expenditure.
 - xi. In instances where approval is not granted for the writing off of irregular expenditure, immediate steps must be taken to recover such expenditure from the relevant person, if he/she is liable in law.
- c. Recovery of Irregular expenditure

All instances of irregular expenditure must be recovered from the liable official or political office-bearer, unless the irregular expenditure has been certified by the Municipal Council as irrecoverable, and that no official or office bearer can be held liable, and the Council has granted approval for it to be written off.

- i. The Accounting Officer (or his/her delegate) must determine who the responsible party is from whom the amount should be recovered. This information would normally become evident while performing the investigation.
- ii. The Accounting Officer (or his/her delegate) must in writing request that the liable official or political office-bearer to pay the amount relating to such irregular expenditure within 30 days. If the person/s fails to comply with the request, the matter must be dealt with by means of normal debt collection procedures.

11. DEALING WITH FRUITLESS AND WASTEFUL EXPENDITURE

Fruitless and wasteful expenditure can arise from a range of events, activities and actions varying from a simple oversight in performing an administrative task to a deliberate and/or an intentional transgression of relevant laws and regulations.

It is of essence to consider the definition of “Fruitless and Wasteful Expenditure” when a conclusion is made whether the expenditure can be regarded as such.

Fruitless and wasteful expenditure is defined as expenditure made in vain and which could have been avoided, had reasonable care been taken.

It seems that the most logical approach to address whether or not expenditure can be classified as fruitless and wasteful expenditure is to ask a few elementary questions prior to the spending of municipal funds such as:

- a. Determining whether the expenditure meets the definition of fruitless and wasteful expenditure;

- i. Did the intended spending relate to the formal powers of the municipality?

A municipality may perform only those functions and powers conferred to it by the Constitution and relevant legislation. Any expenditure incurred relating to an Act or any action conducted or exercised outside those functions and powers will result in fruitless and wasteful expenditure notwithstanding whether sufficient provision has been made on the budget and correct procedures were followed in incurring the expenditure.

- ii. Would the expenditure further the interest of the municipality?

The expenditure incurred to obtain a service, inventory, and asset or to render a service, etc. must have been necessary and ideally unavoidable to enable the Municipality to exercise its functions and powers in accordance with the relevant legislation.

- iii. Was it essential to incur the intended expenditure?

It is of paramount importance to incur expenditure only when it is really necessary or essential for purposes as mentioned above. One should be satisfied that non incurrence of such expenditure will have a negative impact on the lawful activities of the Municipality.

- iv. Was any other option perhaps available to prevent the intended expenditure or to reduce it?

This question overlaps to some extent with question above but it is more specific in the sense that it put pressure on the Municipality to apply its mind and to consider all possible options. Should it appear after the expenditure has been incurred that a more effective and perhaps a less expensive option was at the disposal of the Municipality but that it was ignored or disregarded without good cause the expense will be regarded as fruitless and wasteful.

b. Process to deal with fruitless and wasteful expenditure

- i. Any official who becomes aware of or suspects the occurrence of fruitless and wasteful expenditure should immediately report in writing, the particulars of such expenditure which are within his or her knowledge, to the Accounting Officer or his or her delegate;

- ii. Once the Accounting Officer or his or her delegate has received the report alleging the occurrence of fruitless and wasteful expenditure, the details of such expenditure must be recorded in a register for irregular or fruitless and wasteful expenditure.

- iii. The Accounting Officer or his or her delegate should investigate the alleged fruitless and wasteful expenditure to determine whether the expenditure meets the definition of irregular or fruitless and wasteful expenditure;

- iv. For accounting records purposes, during the investigation, the expenditure must remain in the expense account i.e. the vote of the department within

the municipality. The results of the investigation will determine the appropriate action to be taken regarding such expenditure. Should the investigation reveal that the expenditure is not fruitless and wasteful expenditure as defined; the details of the expenditure should be retained in the register for record purposes and to provide a full audit trail. The register must be updated to reflect the outcome of the investigation. The accounting records will not disclose any record of the transaction if the investigation finds that the expenditure was not fruitless and wasteful by nature.

- v. Should the investigation reveal that the expenditure is fruitless and wasteful expenditure as defined above, the Accounting Officer must immediately report, in writing, the particulars of such expenditure to the Mayor. The register must be updated to reflect the outcome of the investigation;
 - vi. The Accounting Officer must also include the expenditure in the relevant department's monthly revenue and expenditure report submitted to Council in terms of the MFMA; and
 - vii. For accounting records purposes, the fruitless and wasteful expenditure must be treated as an asset (debtor) in the books of the municipality until such time as the expenditure is recovered from the responsible person or certified by Council as irrecoverable and written off in the Annual Financial Statements.
- c. Recovery of fruitless expenditure

All instances of fruitless and wasteful expenditure must be recovered from the liable official or political office-bearer, unless the expenditure has been certified by the Municipal Council as irrecoverable, and that no official or office bearer can be held liable, and the Council has granted approval for it to be written off.

- i. The Accounting Officer (or his/her delegate) must determine who the responsible party is from whom the amount should be recovered. This information would normally become evident while performing the investigation and a subsequent disciplinary process where applicable.
- ii. The Accounting Officer (or his/her delegate) must request in writing that the liable official or political office-bearer to pay the amount relating to such fruitless and wasteful expenditure within 30 days. If the person/s fails to comply with the request, the matter must be dealt with by means of normal debt collection procedures.

12. ROLE OF THE COUNCIL INVESTIGATION COMMITTEE

In terms of section 74 of the Municipal Budget and Reporting Regulations contained in Government Notice 393 of 17 April, 2009, a Council committee

appointed to investigate the recoverability of any unauthorised, irregular or fruitless and wasteful expenditure must consider:

- i. the measures already taken to recover such expenditure;
- ii. the cost of the measures already taken to recover such expenditure;
- iii. the estimated cost and likely benefit of further measures that can be taken to recover such expenditure; and
- iv. submit a motivation explaining its recommendation to the Council for a final decision.

The accounting officer must provide the committee concerned with such information it may require for the purpose of conducting a proper investigation.

The committee cannot finally dispose of any matter referred to it and it must therefore provide the Municipal Council with a clear recommendation of how to finally deal with the matter brought before it. Council should consider the matter and resolve to either authorise unauthorised expenditure or write-off irregular or fruitless and wasteful expenditure.

13. INVESTIGATION AND DISCIPLINARY ACTION

In terms of sections 172 and 173 of the MFMA, an Accounting Officer is guilty of financial misconduct and an offence respectively if he or she:

- a) wilfully or negligently fails to take effective and appropriate steps to prevent unauthorised, irregular or fruitless and wasteful expenditure as required by the MFMA;
- b) fails to take effective and appropriate disciplinary steps against an official in the department who makes or permits unauthorised, irregular or fruitless and wasteful expenditure; and
- c) Fails to report unauthorised, irregular or fruitless and wasteful expenditure in terms of the MFMA.

As soon as the accounting officer becomes aware of an allegation of financial misconduct against an official, the Accounting Officer has a responsibility to ensure that the Mayor initiates an investigation into the matter and if the allegations are confirmed, holds a disciplinary hearing in accordance with the prescripts of the applicable legislation.

In terms of section 172 of the MFMA, an official of a department to whom a duty or power has been assigned commits an act of financial misconduct if that official will fully or negligently fails to perform that duty or exercise that power in line with applicable legislation.

In terms of the MFMA, the accounting officer must take appropriate and effective disciplinary steps against an official who makes or permits unauthorised, irregular or fruitless and wasteful expenditure.

When an accounting officer determines the appropriateness of disciplinary steps against an official in terms of applicable legislation, he or she must take into account the following:

- I. circumstances of the transgression;
- II. extent of the expenditure involved; and
- III. nature and seriousness of the transgression.

d) Ratification of minor breaches of the procurement process

The accounting officer may ratify any minor breaches of the procurement processes by an official or committee acting in terms of delegated powers or duties which **are purely technical in nature** provided that this provision is included in the municipality's supply chain management policy and the official or committee who committed the breach had the delegated authority to perform the function.

e) Disciplinary charges for Irregular or Fruitless and Wasteful Expenditure

If, after having followed a proper investigation, the Council concludes that the political office-bearer or official responsible for making, permitting or authorizing irregular expenditure did not act in good faith, then the municipality must consider instituting disciplinary action and/or criminal charges against the liable person/s.

If the irregular expenditure falls within the ambit of the above description, then the Council, mayor or accounting officer (as may be relevant) must institute disciplinary action as follows:

f) Financial misconduct in terms of section 171 of the MFMA:

- I. in the case of an official that deliberately or negligently: contravened a provision of the MFMA which resulted in irregular expenditure;
- II. or made, permitted or authorized an irregular expenditure (due to noncompliance with any of legislation mentioned in the definition of irregular expenditure);

g) Breach of the Code of Conduct for Municipal Staff Members: in the case of an official whose actions in making, permitting or authorizing an irregular expenditure constitute a breach of the Code; and

h) Breach of the Code of Conduct for Councillors: in the case of a political office bearer, whose actions in making, permitting or authorizing an irregular expenditure constitute a breach of the code. This would also include instances where a Councillor knowingly voted in favour or agreed with a resolution before Council that contravened legislation resulting in irregular expenditure when implemented, or where the political office-bearer improperly interfered in the management or administration of the municipality.

- i) Criminal charges arising from an act of Irregular or Fruitless and Wasteful expenditure:
 - I. If, after following a proper investigation, the Council concludes that the official or political office-bearer responsible for making, permitting or authorising an instance of irregular expenditure acted deliberately or negligently, then the Council must institute disciplinary procedures and lay criminal charges against the liable official or political office-bearer.

14. RECOVERY OF UIF&W EXPENDITURE

Notwithstanding the disciplinary process, the accounting officer must identify the official who is responsible for the unauthorised, irregular or fruitless and wasteful expenditure.

The relevant information would normally be evident from the investigation process.

The amount of the expenditure should be recovered from the official concerned by taking the following steps:

- a) The accounting officer must write to the official concerned and request him or her to pay the amount within 30 days or in reasonable instalments.
- b) Reasonable instalments will vary from case to case depending on such factors as the total amount involved and the affordability level of the official concerned.
- c) The accounting officer is expected to apply his or her discretion judiciously.
 - i. Should the official refuse or fail to pay as requested, the matter may be referred to an attorney for recovery.
 - ii. If the amount is not recoverable, the accounting officer may request Council to certify the debt as irrecoverable and write it off in terms of the municipal adopted policy.
 - iii. All instances of irregular expenditure must be recovered from the liable official or political office-bearer, unless the expenditure is certified by the municipal Council, after investigation by a Council committee, as irrecoverable and is written off by the Council.
 - iv. Irregular expenditures resulting from breaches of the Public Office-Bearers Act is an exception in that the irregular expenditure must be recovered from the political office-bearer to

whom it was paid, who might not have been responsible for making, permitting or authorizing the irregular expenditure.

- v. Once it has been established who is liable for the irregular expenditure, the accounting officer must in writing request that the liable political office-bearer or official pay the amount within 30 days or in reasonable instalments. If the person fails to comply with the request, the matter must be recovered through the normal debt collection process of the municipality.

15. REPORTING OF UIF&W EXPENDITURE

The accounting officer must comply with the following reporting requirements:
Completion of the register monthly.

- a. Immediately upon discovery of unauthorised, irregular or fruitless, and wasteful expenditure, the accounting officer must report the details of the unauthorised, irregular or fruitless, and wasteful expenditure to the Mayor.

The report must include the following details:

- i. amount of the unauthorised, irregular or fruitless and wasteful expenditure;
 - ii. description of the vote from which the expenditure was made;
 - iii. reason why the unauthorised, irregular or fruitless and wasteful expenditure could not be avoided;
 - iv. name and title of the responsible official;
 - v. details of any recovery steps taken or to be taken by the municipality; and
 - vi. details of any disciplinary steps taken or to be taken by the municipality.
- b. The Accounting officer must comply with all the reporting requirements contained in Section 32 of the MFMA, including a report to the Auditor-General, The MEC for Local Government as well as reporting the matter to the SAPS if necessary.
 - c. The accounting officer must also include the expenditure in the relevant department's monthly revenue and expenditure report submitted to the Council in terms of the MFMA.
 - d. All unauthorised, irregular or fruitless and wasteful expenditure must be reported as a note to the annual financial statements.
 - e. The Accounting Officer must record the reasons for any deviations in terms of SCM regulations and report to the next Council meeting and disclose this expenditure in a note to the annual financial statements.

16. REGISTER FOR REPORTING

Register of Unauthorized, Irregular, Fruitless and Wasteful Expenditure																			
No	Date of discovery	Date Reported to Accounting Officer	Transaction details	Payment Number	Amount	Description of Incident	Person Liable (Official or Political Office Bearer)	Approved or recovered	Status	UI	DP	CC	TR	P	WO	FW	U	Condoned Section 32 Committee	General comments
1									IRR										
2																			
3																			
5																			
6																			

Description of codes

UI	Irregular expenditure Under Investigation
WO:	Written-off by council as irrecoverable
DP:	Disciplinary process initiated against responsible person
CC:	Criminal charges laid with SAPS
U	Unauthorized
TR	Transferred to receivables for recovery
FW	Fruitless and Wasteful
IRR	Irregular Expenditure
P	Paid or in process of paying instalments



17. CLASSIFICATION TABLE

Governance table	
Title	Unauthorised, Irregular, Fruitless and Wasteful Expenditure Policy
File Number	
Related Policies or Procedures	System of delegation
	SCM Policy
	Debt Collection and Credit Policy
	Budgets and Medium Term
	Revenue and Expenditure Framework
	Code of Conduct
Responsible Person	Accounting Officer
Original Author	N Bothma/F M Lötter
Date approved by Council	
Council Minute Number	
Effective date (After Council Approval of Policy)	
Last Review date	
Review Date	

18. CRIMINAL SANCTIONS

1. Councillors and officials of the municipality are also subject to criminal sanctions if they:-

Section	Offence
79	Deliberately or in a grossly negligent* way contravene or fail to comply with a condition of a delegation of power
173(5)(a)	Deliberately or in a grossly negligent way impede an accounting officer from complying with a provision of the Act.
173(5)(b)	Deliberately or in a grossly negligent way give incorrect, untrue or misleading information material to an investment decision relating to borrowing by the Municipality.
173(5)(b)	Illegally withdraw money from a municipal bank account.
173(5)(d)	Fail to disclose material information when the municipality borrows money.
173(5)(e)	Interfere in the supply chain management system.
173(5)(f)	Provide false or misleading information for the purposes of any document which must in terms of a requirement of the Act be submitted to the council, mayor or accounting officer, the Auditor-General, the National Treasury or be made public.

Gross negligence is a conscious and voluntary disregard of the need to use reasonable care, which is likely to cause foreseeable grave injury or harm to persons, property, or both. It is conduct that is extreme when compared with ordinary negligence, which is a mere failure to exercise reasonable care

19. CIVIL LIABILITY

Should an investigation find that an official, senior manager, accounting officer or a public office bearer acted in a way that was malicious, grossly negligent or that intentionally caused a financial loss or distress to the municipality, its assets and its resources, such a person may be held personally liable for the financial loss suffered by the Municipality and the accounting officer is authorised to recover the loss from the person through legal or other means necessary to recover the loss.

20. REGULAR REVIEW OF THE REGISTER

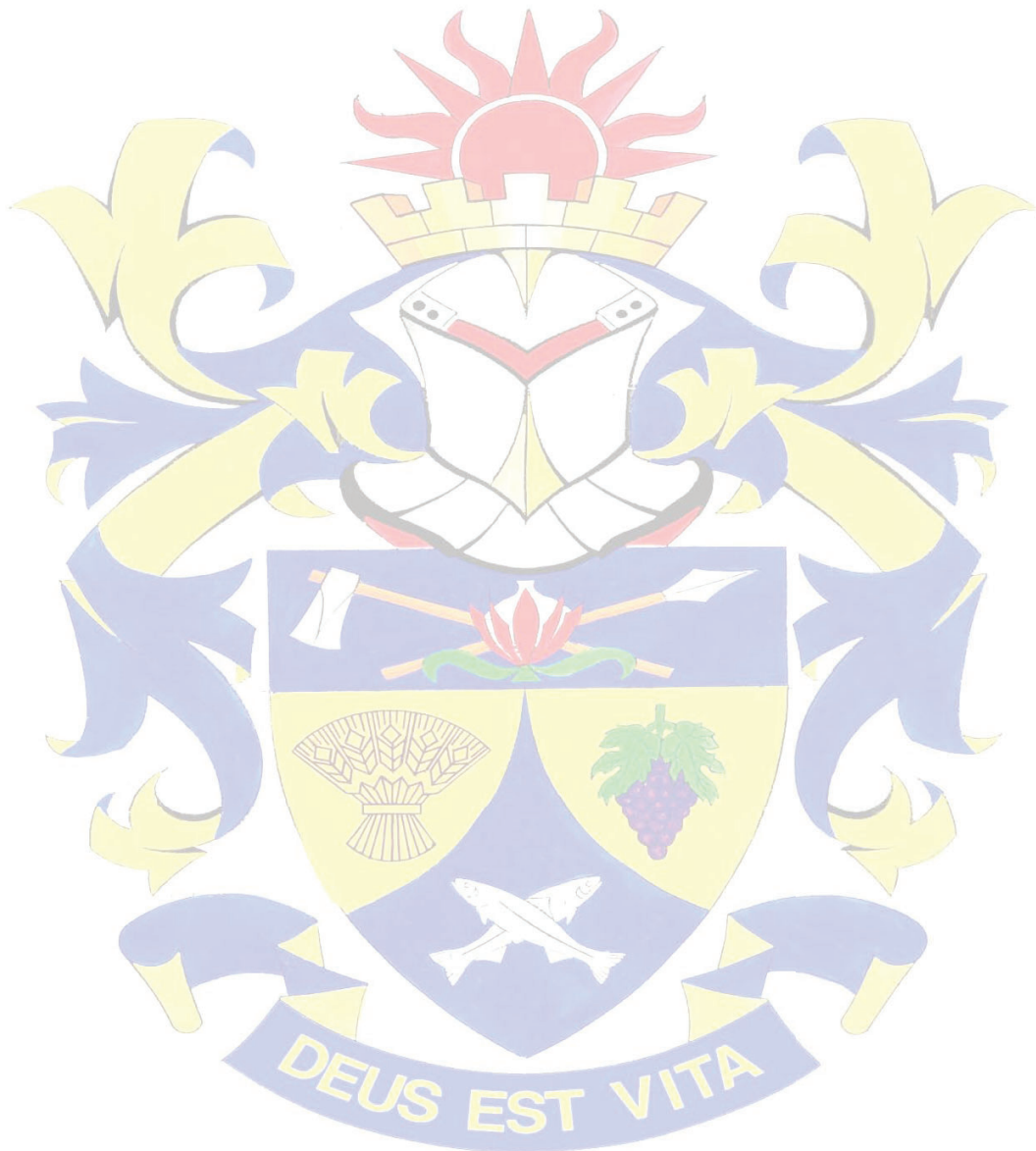
The unauthorised, irregular or fruitless and wasteful expenditure register should be reviewed on a quarterly basis by the chief financial officer of the municipality. This review will ensure that unauthorised, irregular or fruitless and wasteful expenditure are adequately disclosed, dealt with, recorded and that no mathematical errors exists.

21.ACCOUNTING TREATMENT

- a. Unauthorised, irregular or fruitless and wasteful expenditure identified during one financial period, but not paid in the specific period should be recorded in the following financial year.
- b. The cumulative unauthorised, irregular or fruitless and wasteful expenditure incurred at financial year end should be adequately and appropriately disclosed in the financial statements of the municipality.
- c. Recognition and measurement of unauthorised, irregular or fruitless and wasteful expenditure shall be treated in terms of the latest available guidelines for the compilation of the Annual Financial Statements issued to municipalities by National Treasury on an annual basis and be in line with the latest GRAP requirements.
- d. Disclosure of unauthorised, irregular or fruitless and wasteful expenditure
- e. MFMA section 125 require accounting officers and accounting authorities to disclose in the notes to the Annual Financial Statements of the municipality particulars of any material unauthorised, irregular or fruitless and wasteful expenditure incurred during the financial year.
- f. Particulars of any criminal or disciplinary steps taken as a result of such unauthorised, irregular or fruitless and wasteful expenditures should be disclosed in the notes to the Annual Financial Statements.

BERGRIVIER

Munisipaliteit / Municipality



WRITING-OFF OF IRRECOVERABLE DEBT POLICY

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1. INTRODUCTION

- 1.1 To ensure that household consumers with no or little income are not denied reasonable basic services and that the municipality is not financially burdened with non-payment of these basic services, the Council of Bergrivier Municipality approved policies on property rates, tariffs, customer care, credit control, debt collection and indigent support to be implemented.
- 1.2 Despite strict enforcement of the above policies, Council will continuously be confronted by circumstances requiring the possible writing-off of irrecoverable debt.
- 1.3 The Municipal Manager must ensure that all avenues are utilized to collect the municipality's debt. However, for various reasons there will always be bad debt cases that needs to be catered for through a policy on the writing-off of irrecoverable debt for circumstances that allow for the valid termination of debt collection procedures as contemplated in section 109(2) of the Local Government: Municipal Systems Act (No 32 of 2000), such as –
- 1.3.1 The insolvency of a debtor whose estate has insufficient funds;
- 1.3.2 A balance being too small to recover, for economic reasons, considering the cost of recovery; and
- 1.3.3 Where Council deems that a customer or group of customers are unable to pay for services rendered.
- 1.4 The municipality will have to maintain audit trials in such instances where bad debt is written-off and document the reasons for the abandonment of the actions or claims in respect of the bad debt.

2. PURPOSE OF THE POLICY

- 2.1 The purpose of this policy is to ensure that the principles and procedures for the writing-off of irrecoverable debt are formalized to ensure that consumers (especially households) are relieved of their spiral of debt.

3. RESPONSIBILITY AND ACCOUNTABILITY

- 3.1 The Council has the overall responsibility and accountability for adopting and approving the Writing-Off of Irrecoverable Debt Policy.

4. POLICY PRINCIPLES

4.1 The following are the guiding principles for the implementing of the Writing-Off of Irrecoverable Debt Policy –

4.1.1 The policy will comply with the Local Government: Municipal Finance Management Act (No 56 of 2003), the Local Government: Municipal System Act (No 32 of 2000) and other related legislation.

4.1.2 Before any debt is written-off it must be proved that the debt has become irrecoverable. To ensure that recommendations for the writing-off of debt are consistent and accurate; irrecoverable debt will be defined as :

- (a) Where the tracing of the debtors is unsuccessful;
- (b) All reasonable steps, in terms of the Writing-Off of Irrecoverable Debt Policy and credit control policy, were taken by the administration to recover the debt; and
- (c) Any debt defined by the Municipal Manager at his/her discretion as irrecoverable.

4.1.3 Bad debt to be written-off must be considered in terms of cost benefit.

4.1.4 Therefore, when it becomes too costly to recover and the chances of collecting the debt are very slim, a write-off should be considered.

4.1.5 Time value of money is very important because the older the debt becomes, the more difficult and costly it becomes to collect. It is therefore imperative that a proper system of credit control is implemented and maintained to avoid debt reaching the stage of becoming too expensive to recover.

4.1.6 Differentiation must be made between those household consumers who cannot afford to pay for basic services (indigent households) and those who just do not want to pay for basic services.

4.1.7 Debt can only be written-off if the required provision for bad debts exists in the municipality's budget and/or reserves.

5. CATEGORIES OF DEBTORS THAT MAY QUALIFY FOR WRITING-OFF OF IRRECOVERABLE DEBT

5.1 Indigent household consumers

5.1.1 Upon approval for registration as an indigent household consumer, the debtor's outstanding balance as at the date of approval will be written-off.

5.1.2 Any new arrears accumulated by the debtor (i.e. any amounts in excess of the indigent allowance for free basic services) whilst registered as an indigent consumer, will not qualify to be written-off and must be dealt with strictly in accordance with the municipality's customer care, credit control and debt collection policies. Therefore, these arrears can only accumulate for –

- (a) The kiloliters of water consumed or to be consumed above the 6 kiloliters of free water per month by an indigent household who has an installed conventional water meter; and
- (b) Excess rates payable on the market value of a residential property that are not exempted from paying property rates and that does not qualify for a 100% indigent subsidy in terms of Council's property rates policy.

5.2 Small balances

5.2.1 Where final accounts have been submitted and paid by the respective consumer, and the remaining balance after finalisation of any final readings, other administrative costs and consumer deposits taken into consideration results in a balance of one thousand rand (R 1,000) or less, or the amount determined by Council from time to time during the budget approval process, such amount must be written-off with the proviso that:

- (a) When the balance amounts to R 300 or less, or the amount determined by Council from time to time during the budget approval process, the account must be forwarded once to the consumer for payment;
- (b) When the balance amounts to R 600 or less, or the amount determined by Council from time to time during the budget approval process, the account must be forwarded once to the consumer with a follow-up reminder for payment;
- (c) When the balance amounts to R 1,000 or less, or the amount determined by Council from time to time during the budget approval process, the account must be forwarded once to the consumer with a follow-up reminder and a final reminder for payment.

5.2.2 Where such account is not paid by the respective consumer within a period of ninety (90) days, such amounts will automatically be written-off.

5.3 Insolvent debtors and insolvent deceased estates

5.3.1 Where a debtor becomes insolvent the municipality must ensure that a creditor's claim is timeously registered. Any amount not being recovered due to insufficient funds must be written off subject to the provisions of paragraph 5.5 below.

5.3.2 In case of the death of a debtor a creditor's claim must be timeously registered against the deceased's estate. Any amount not being recovered due to insufficient funds must be written off subject to the provisions of paragraph 5.5 below.

5.4 Untraceable debtors

5.4.1 Where for any reason the forward address of a debtor becomes untraceable or the debtor becomes untraceable from the current address, such an account must be handed over to a collection agent for recovery of the debt (paragraph 5.2 cases excluded). The collection agent will be paid an all-inclusive fee of not more than 10% of the amount that was collected. The terms of reference for such a collection agent must include the appointment of a tracing agent to locate the debtor. Should a debtor be untraceable, the collection agent must report to the municipality on the actions that were taken to attempt to trace the debtor.

5.4.2 Any amount owed by a debtor that has become untraceable may be sold to a debt collection agent at a discount.

5.4.3 If any debt written off in terms of paragraph 5.4.2 above, it will automatically result in the debtor being reported to a credit bureau by the municipality.

5.5 Clearance certificates

5.5.1 In terms of section 118 of the Local Government: Municipal Systems Act, Bergrivier Municipality may not issue a clearance certificate on any property unless all outstanding amounts that became due during the two years preceding the date of application are paid to date. However, outstanding debt older than two years have accumulated over a period of time and it may not be within the ability of the current owner or prospective new owner to pay such an amount in order to obtain a clearance certificate.

- 5.5.2 Where such circumstances may prevail, the current owner or prospective new owner may apply to the municipality for relief of such outstanding debt or a portion thereof.
- 5.5.3 Such application, upon receiving, must be submitted to the Municipal Manager for consideration. In reviewing such application, the Municipal Manager must ensure that:
- (a) All reasonable measures have already been taken to recover the outstanding amount from the current debtor;
 - (b) The prospective buyer of the property is not in a financial position to settle the outstanding amount before a clearance certificate is issued; and
 - (c) It is not in the interest of the municipality and/or the community to withhold a clearance certificate before the outstanding debt is fully paid.

6. DELEGATIONS

- 6.1 The Municipal Manager shall have delegated authority to approve all write-offs in terms of and within the parameters of this policy after consultation with the Chief Financial Officer.
- 6.1.1 All write-offs in terms of 6.1 above must be reported quarterly to the Executive Mayoral Committee.

7. REPORTING AND DISCLOSURE

- 7.1 The Chief Financial Officer will disclose the total amount of irrecoverable debt written-off as a note in the annual financial statements of the municipality.

8. IMPLEMENTATION AND REVIEW OF THIS POLICY

- 8.1 This policy shall be implemented once approved by Council. All future submissions for the writing-off of debt must be considered in accordance with this policy.
- 8.2 The policy will be reviewed each year as part of the budget approval process.

BERGRIVIER

Munisipaliteit / Municipality



**INVENTORY MANAGEMENT AND
SOP POLICY 2024/2025**

INVENTORY/ STOCK PROCEDURES MANUAL

Of Bergrivier Municipality

1. INTRODUCTION

1.1 This manual has been designed to assist the management and employees of **Bergrivier Municipality (BM)** with the description of financial procedures of inventory/stock and the capacity to differentiate between activities which are acceptable in terms of general authorisation, supervisory responsibilities and limits of authority relating to the financial functions of the organization.

1.2 The manual will provide certainty with respect to the handling of financial procedures of inventory/stock undertaken within the organisation and will ensure that management and employees understand their respective responsibilities and duties.

1.3 This manual replaces/supersedes all financial inventory/stock procedure instructions and memoranda that have been previously issued.

1.4 This inventory/stock manual should be read in conjunction with the financial policies Supply Chain Management and Cash Management and Investment Policy, which should be achieved through the implementation of the detailed procedures as detailed in this manual.

2. OBJECTIVES

2.1 This manual is intended to define and formalize the stores inventory/stock procedures of Bergrivier Municipality.

2.2 The objectives of this document include the following:

- To safeguard the inventory/stock of **BM** and to ensure the effective use of existing resources.
- To emphasis a culture of accountability over **BM** inventory/stock.
- To control the operational risks to which **BM** is exposed.
- To ensure that effective controls are communicated to the management and staff through clear and comprehensive written documentation.
- To provide a formal set of financial procedures of inventory/stock, which can be implemented to ensure **BM** financial policies are achieved.

3. DEPARTURES FROM FORMAL PROCEDURES

3.1 Any departures from the approved procedures stated in this manual will require the prior written approval from the following body:

- Municipal council / Executive Mayoral Committee

4. CHANGES TO PROCEDURES MANUAL

4.1 It is absolutely critical that all changes made to the inventory/stock manual are properly and timeously communicated to all relevant persons within the organisation.

4.2 The following steps will be applicable for the control and change management of the manual:

- A manual copy of procedure is to be maintained at each Department, which records the latest versions of manuals currently in use.
- It is the responsibility of all employees to ensure that they have the latest copy of the manual should they wish to obtain information about inventory policy or procedure.
- Assistant Accountant Assets will maintain an updated version of manual on municipal website.
- The use of photocopied manuals is strictly forbidden as this increases the risk of incorrect versions of the manual being used.
- All recommended changes or requests for changes must be recorded on a memo form, which would detail the suggested changes together with the reasons/motivation for such changes. The memo must be authorised by the appropriate Director.
- Memo forms should be sent to the Assistant Accountant Assets /Stores Supervisor in order to effect any changes if they are approved.
- Approved changes are authorized by Municipal Council /Executive Mayoral Committee.
- Any changes made will result in the manual being re-updated in its entirety. This will avoid changes being made on the manual itself or the need to replace specific pages.
- Once the procedures has been changed and a new version on the municipal webpage, the custodian is responsible for informing all personnel of amendments and updates calling all previous versions of the manuals to be destroyed.

4.3 These procedures are to be applied in conjunction with the Approved Delegated Authority Framework and any other formal instructions from the Municipal Manager that may arise from time to time. These instructions will generally be of a short-term nature. Instructions, which affect long term operating procedure, will be incorporated into the relevant policies and procedures manuals.

5. DELEGATION OF AUTHORITY

5.1 As much autonomy and devolution of powers as are possible and practicable are given to individual departments in terms of the Approved Delegated Authority Framework.

5.2 Full responsibility for internal control within the stores rests with the Accounting Officer who should ensure that appropriate and adequate arrangements exist within the stores to safeguard all inventory, that policies including these financial policies, procedures and guidelines are complied with and that records are maintained in as complete and accurate manner.

5.3 In particular the Accounting Officer or his delegate should ensure wherever possible that the duties of their staff are segregated, so that more than one member of staff records and processes a complete transaction, e.g. for the receipt, recording and updating of transactions in the financial system or for the placing of orders, receipt of goods, approval of payment for invoices in settlement of suppliers accounts.

5.4 Where limited resources allow for little or no segregation of duties, it is incumbent upon the Chief Financial Officer to ensure that adequate procedures for regular independent checks of financial transactions are in place.

5.5 Advice on recommended internal control procedures and interpretation of this document may be obtained from internal and external auditors.

5.6 It is the responsibility of the CFO or his delegate to ensure that all transactions that take place within the stores unit has been properly authorised in line with the Approved Delegated Authority Framework.

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1. INTRODUCTION

1.1 Some of the areas that need to be addressed during the course of the cycle are the monitoring of the utilization of resources in terms of the supply chain management plan.

1.2 The investment in stock should be minimised and the valuation of stock closely monitored.

1.3 The security of stock is a high-risk area and needs to be closely controlled.

1.4 These stock issue procedures cover the issue of stock from **Bergrivier Municipality** stores to departments both during and after normal working hours and the replenishment of store-items.

1.5 For Inventory purchased from external suppliers refer to the SCM policy.

1.6 Typically, the stores houses stock of the following nature:

- Consumables
- Buildings materials
- Electrical Cables
- Electrical & Civil Engineering department spares

1.7 Stock is fairly valued at weighted average cost.

1.7.1 The method for issuance of physical stock is the first in first out basis "FIFO" or on special occasions, as determined by the Storeman, last in first out "LIFO".

1.7.2 All issues are done at average cost of items on the Phoenix Vesta financial system.

2. STOCK ISSUES

2.1 On-Line Issues

2.1.1 Stock items, kept in the **BM** store are requisitioned by means of an electronic stock requisition on the Phoenix Vesta Financial System during normal working hours. Detailing the following:

- Description of the products and product code.
- Quantity required of each product.
- Vote number.

- Name of requestor.
- Date.
- Reason for request.

2.1.2 Non-stock items are purchased via the Supply Chain Management Process for direct consumption by a Department. These items are ordered by means of a electronic non-stock requisition after approval by the Approved Delegated Authority Framework. Stores must have available a list of approved authorized signatories that reflect the Approved Delegated Authority Framework.

2.1.3 The requisitioned, after establishing that the required product are held by the store, completes an on-line stock requisition, to obtain items from the stores.

2.1.4 The store's personnel clear the requests using the Phoenix Vesta Financial System to check for any budget restrictions .If there is sufficient funds available, the issue is approved. If there is not sufficient funds available for the transaction, the requisition is rejected by the stores personnel and returned to the requestor. The requestor should then provide the correct or an alternative vote number, with the necessary available funds before the stock issue can be done.

2.1.5 The electronic requisition are printed in the stores and is used by the stores personnel to collect the materials from the shelves. The stores personnel checks the goods against the stock requisition and verifies that the correct items and quantities are issued.

2.1.6 Upon handing over the requested stock and quantities, to the requestor or the delegated official of the requestor the stores personnel inscribe the items description,quantity,date ,vote-number into his store issue book.

2.1.7 The stores personnel houses the requested stock items as per the stock requisition to be collected by the requestor or his delegate.

2.1.8 The end user at the relevant department is notified, that the stock is ready for collection.

2.1.9 In incidences where the end user is not available, a delegated person is appointed by the end user for collection.Items are handed over to the authorized collector and stock are signed for by the person who takes ownership of it.

2.1.10The collector ensures that the physical quantity and description of the materials issued matches the stock requisition signs the stock requisition book as acknowledgment of receipt.

2.1.11 the stores personnel completes the stock requisition book as evidence of his issuing the goods. The stock issued are manually updated on the stores bin cards. The white copy of the stores issue book are batched on a daily basis and the stores personnel capture the transactions online on the Phoenix Vesta Financial system,

2.1.12 the store's personnel completes the requisition and submits it electronically into the system. The requestor receives confirmation that the stock items requested, have been issued and received.

2.1.13 The stores personnel generates a report which indicates transactions captured .The stores personnel verifies that all the transactions were correctly allocated against the correct item codes, vote numbers , quantities and signs the report, files it for future auditing purposes.

2.1.14 At month end a detailed list of all requisitions issued against a department is forwarded to the Head of the different Departments for his verification of validity and accuracy.

2.2 Manual Stock Issues

2.2.1 If the financial system is off-line, a manual system is adopted. A manual stock requisition are available at stores.

2.2.2 A manual stock requisition, is completed by the requestor requesting a stock item detailing the following:

- Description of the products and product code
- Quantity required for each product
- Vote number
- Name of requestor
- Date + Department
- Reason for request

2.2.2.1 The stock requisitioned, after establishing that the required product are held by the store, uses the manual stock requisition to place a request on the store, for the desired items.

2.2.3 The manual requisition is authorised according the Approved Delegated Authority Framework by the official within the limits of authority.

2.2.4 All unused lines on the manual requisition, are cancelled by the requester to avoid alterations being performed subsequent to authorization.

2.2.5 Each store must have available a list of approved authorised signatories that reflect the Approved Delegated Authority Framework.

2.2.5.1 The manual requisition are handed over to the store personnel.

2.2.5.2The stores personnel clear the requests using the financial system to check for any budget restrictions. If there is sufficient funds available, the issue is approved. If there is not sufficient funds available for the transaction, the requisition is rejected and returned to the requestor. The requestor should provide the correct or an alternative vote numbers, with the necessary available funds before the stock issue can be done.

2.2.5.3 The manual requisition is used by the stores personnel to collect the materials from the shelves. The stores personnel checks the picked goods against the stock requisition and verifies that the correct items and quantities are issued.

2.2.6 The stores personnel group the requested items it for collection. The stores personnel houses the requested stock items as per the stock requisition to be collected by the requestor or his delegate.

2.2.6.1 Upon transferring the requested stock, to the requestor or delegated official of the requestor, the stores personnel inscribe the items description, quantity, date, vote number into his store issue book.

2.2.7 The end user ensures that the physical quantity and description of the materials issued matches the manual stock requisition and signs the stock requisition book as acknowledgment of receipt of stock items.

2.2.8 If applicable, the end user, responsible for the requisition, is notified through email that the stock is ready for collection.

2.2.9 The stores personnel completes and signs the stores issue book as evidence of issuing the items requested.

2.2.10 Once the Phoenix Vesta Financial system is available, the manual stock requisition documents are processed.

2.2.11 the store's personnel completes the stock requisition book as evidence of his issuing the goods. The stock issued are manually updated on the stores bin cards. The white copy of the store issue book are batched on a daily basis and the stores personnel capture the transactions online on the Promun Financial system.

2.2.12 the yellow copy of the stock requisition is kept in the store issue book for future auditing purposes.

2.2.13 The stores personnel generates a report which indicates transactions captured .The stores personnel verifies that all the transactions were correctly allocated against the correct item codes, vote numbers , quantities and signs the report , files it for future auditing purposes.

2.1.14 At month end a detailed list of all requisitions issued against a department is forwarded to the Head of the different Departments for his verification of validity and accuracy.

2.3 Emergency Stock Issues

2.3.1 After normal office hours where emergencies occurs a manual system is adopted.

2.3.2 A manual store issue requisition is completed by requestor of a stock item, detailing the following:

- Description of the products and product code

- Quantity required for each product
- Vote-number
- Name of requester
- Date
- Reason for request

2.3.3 The requestor signs store issue requisition book for acceptance of requested stock.

2.3.4 The store's personnel also signs and stamps emergency on the stores issue requisition as evidence of issuing the emergency items requested.

2.3.5. All unused lines on the stores issue requisition book, are cancelled. No alterations are allowed or are being performed subsequent to authorization.

2.3.6 The responsible person [emergency item requestor] raises the required requisition on the 1st working day and gets authorization of the requisition within the limits of authority and its provisions.

2.3.7 The stores personnel accepts the requisition and follow the normal stock issuing processes.

3.8 The requestor is notified electronically that the stock was issued and if applicable the remainder is ready for collection.

2.3.9 The emergency item requestor ensures that the physical quantity and description of the materials issued matches the items that were received

2.3.10 The manual stores issue requisition number are used as reference when manually updating the relevant bin cards accordingly.

2.3.11 The manual stock issue requisition is cross –referenced to the electronic requisition, signed, dated and stamped to indicate that it has been processed.

2.3.12 The completed white copy of the stores issue requisition is batched for processing by stores personnel. The yellow copy stays in the stores issue requisition book for auditing purposes.

2.3.13 The white copy and batches are stored at the stores.

2.3.14 The manual stock issue documents are processed and batched, and captured on the system by the stores personnel to update the financial system accordingly.

2.3.15 The stores personnel generates a report which indicates transactions captured .The stores personnel verifies that all the transactions were correctly allocated against the correct item codes, vote numbers , quantities and signs the report, files it for future auditing purposes.

2.1.16 At month end a detailed list of all requisitions issued against a department is forwarded to the Head of the different Departments for his verification of validity and accuracy.

3. REPLENISHMENT

3.1 Stock re-order levels are set by the CFO or delegator in consultation with the appropriate delegated person of each Directorate /Department and is updated on a quarterly basis.

3.2 On a weekly basis, the stock controller obtains a report from Phoenix Vesta financial system indicating stock codes that have reached their re-order levels, detailing the following:

- Product code
- Product description
- Minimum and maximum quantity
- Quantity on hand

3.3 Not all indicated re-ordered items on the printout are necessarily replenished.

3.4 The store personnel reviews each item and together with the re-order minimum and maximum reports, issue and usage reports, decides whether or not an item needs to be replenished.

3.4.1 The replenishment method used are the Fixed Order Quantity System {FOQS}.

3.4.2. The FOQS system is based on the predetermination of a fixed quantity {A} which must be ordered every time the stock item is supplemented. Total investment in stock is kept at the required level through adjustment of the planned maximum and minimum values.

3.4.3 The FOQS system requires a suitable re-order point {C} which is determined with the inputs of the Superintendents. Stock items levels are automatically triggered by the Phoenix Vesta financial system when the stock levels falls to the re-ordering / minimum point. Replenishment of these selected items are determined with respect to point 3.3 and 3.4.

3.4.4 The re-ordering point is determined in such a way that the estimated consumption of the stock items during the delivery period will be such that at the time when the new order is received, the actual stock level is down to a predetermined minimum.

3.4.5 Receipt of the new order then pushes up the stock level to a predetermined maximum.

3.5 The stores personnel processes all replenishments requests, which he considers necessary, on an requisition, which is approved according to The Departmental Superintendents Approved Delegated Authority Framework which might be the Head Supply Chain Management and (general Items) or the Department Superintendents for specific departmental items.

3.6 Once the electronic stock replenishment requisition is raised it is then approved by the departmental Superintendents, it is submitted to the SCM Head Supply Chain Management and Disposal and then to the Purchasing department.

3.7 All stock replenishment requisitions may request any stock item which is afterwards approved by the Delegated Authority Framework.

3.8 The replenishment requisitions are either approved or rejected by the relevant authorised persons in the Approved Delegated Authority Framework.

3.9 The stores controller can review the current status of their requisitions.

3.10 All replenished stock are manually brought unto Bin card system and the corresponding paperwork used to update the Phoenix Vesta system.

3.11 The Head Supply Chain Management authorizes all the invoices received for payment.

3.12 All the approved invoices are paid by the Creditors department.

4. STOCK RETURNS

4.1 These procedures are to be followed for the return of stock items at the originally expensed cost from the various departments to the stores.

4.2 A manual stock return document in the stock return book is completed and signed by the person returning the stock and handed over to the storeman with the goods that are returned.

4.3 A full description is inserted and reasons for returning the as well as non-use of stock item. The original stock requisition number must be indicated on the stock return note.

4.4 The storeman checks that the stock are in their original condition before accepting the returned goods, and signs the manual stock return book as proof of receipt of returned goods.

4.5 The info on the return note is compared to the original stock requisition for accuracy.

4.6 The storeman will capture the transaction onto the bin card system and batches the returns as an adjustment form for capture in the financial system. The adjustment batch, for returns, created by the stores personnel are approved by the Approved Delegated Authority Framework.

4.7 The white copy of stock return book are attached to the batched adjustment created for capturing on the financial system by the IT data capturing clerk.

4.8 The stock return book is kept at the stores for easy access.

4.9 The yellow copy of the stock return document is retained by the store, in the book, for future auditing purposes.

4.10 Where the returned goods result in the product exceeding the maximum amount kept, the goods must still be accepted and captured and excluded from auditing queries.

4.11. Stock returns will only be accepted until 31st of May every year.

5. STOCK COUNTS

5.1. The Stores Supervisor is the stock count coordinator.

5.1.1 Prior to the commencement of a stock count the following steps must be performed:

- All documentation must be interfaced to the general ledger and stores.
- All ordered items have been received and stored at correct bin locations.
- Ensure that no system transactions take place during the stock count **except** emergencies of which the transactions are manually recorded.
- All consignment stock and late delivery stock is identified and ring-fenced/cordoned so as not to be counted.

5.2 The procedures detailed below are to be followed for the planning, registration and performance of stock counts.

5.3 The Stores Supervisor or delegated person generate a list of all items in the store for stock taking purposes.

5.4 The Stores: Supervisor plans the stock count in terms of staff availability; segregation of duties and teams based on volumes. Teams are set up of one store official and one or two official's independent of stores processes.

5.5 The Stores: Supervisor meets the count teams and briefs them as to the count procedures.

5.7 The stock count includes all three stores registered on the Phoenix Vesta Financial system and the count sheets consist of two sets per store.

5.8 The stock take re-order reports which include the warehouse numbers, item codes, descriptions are automatically generated by the financial system. No quantities are indicated as this needs to be recorded by the count official

5.9 The pre numbered stock sheets are printed in duplicate, one copy for the internal auditor and one copy for counting purposes.

5.10 The stock co-coordinator supervises the count teams. The council appoints the councilors responsible for the counting as well as the reserves on the request of the stock coordinator.

5.11 The stock count instructions are issued to the count officials and then briefed by the stock co-coordinator as to the stock count procedures.

5.12 Count officials mark, with different colours, the shelf/bin/bin card to indicate which items have been counted.

5.13 Counting of stock is the responsibility of the counting officials .Stores personnel are only responsible to show the counting officials where the various stock items are being kept.

5.14 If a product item is identified which does not appear on the stock sheet, an entry must be made at the end of the list of all product items not on the stock sheets with its relevant details.

5.15 Once the officials has completed their counts they initial all changes on the count sheets sign and return the stock count sheets to the stock co-coordinator.

5.16 The Head Supply Chain Management as an independent supervisor/advisor of the count to ensure that the procedures are adhered to.

5.17 The stock co-coordinator ensures that all product items have been counted by performing the following:

- A walkthrough the store is done to ensure that each stock item has the relevant markings from both count teams attached.
- All line item on the stock sheets have been recorded as counted.
- All count sheets have been handed in and apriority signed.

5.18 The results of the counts of the two teams are compared with the totals on the stock count re-order report. All the differences (discrepancies/uncounted items) are brought under the attention of the stock count coordinator. Variances are followed up by recounting the items where differences exists.

5.19 The totals of the stock item as counted by the counting teams are compared to the totals as indicated on the system. Variances are followed up by recounting the stock items where differences are indicated.

5.20 Once the storeman is satisfied that all items have been counted correctly stock count re-order sheets are signed and transferred to the stock co-coordinator.

5.21 The stock co-coordinator reviews the stock count re-order sheets and signs to authorise the completion of the count.

5.22 The stock count re-order sheets are returned to the storeman.

5.23 Each difference between the actual total and the stock count re-order report is followed up and investigated. Differences must be resolved and documented by the cost centre manager/financial representative.

5.24 All the stock count information must be bound and filed in a logical order for reference purposes.

5.25 Old, obsolete or deteriorating stock (items not expected to realise their value) is identified and written down/scrapped and disposal procedures are adopted

5.26 During the stock count procedures all old, damaged or obsolete stock is identified and ring-fenced.

5.27 In the event that no other Directorate want the items, they are sent to Asset Controller for sale on public auction.

5.28 An independent official (internal auditor) is given the responsibility of re-counting the items where differences arose.

5.1 Monthly Spot checks

5.1.1. The Stores Supervisor is responsible for a monthly spot check at the three stores of selected items as per report .

5.4.2. The monthly count must on a yearly cycle, include all the items, warehoused in stores.

5.4.3 Proof of these monthly counting cycles needs to be filed for auditing purposes.

6. STORES TRANSFERS

6.1 No stores transfers are allowed.

7. MASTER FILE MAINTENANCE

- Prior to all master file changes being performed, the appropriate authorization must be obtained in terms on the delegated authorities.

7.1 Item Description Changes

7.1.1 Item descriptions may be changed for the following reasons:

- New items created on system
- Amendments or corrections of existing descriptions
- More information required for requesting purposes

7.1.2 The request must be accompanied by a Stores Masterfile Maintenance changes form.

7.1.3 The request is completed and submitted by the Storeman to the Stores Supervisor.

7.1.5 The allocated persons namely Stores Supervisor enters the changes on the financial system as per the request. Once the desired updates have been done the Stores Master file Maintenance form are signed by the official who captured it.

7.1.6 The completed form is sent back to the store and a copy is filed at the warehouse.

7.2 Minimum and maximum stock maintenance

7.2.1 The Stores Supervisor generates on a quarterly basis a report reflecting stock holdings, together with the movement report.

7.2.2 The Stores Supervisor uses these reports as a management tool to bring stock levels down by:

- Ensuring no requisitions for procurement are authorised for items reflected in the excessive stock report.
- Adjusting maximum stock levels in line with operational needs and inputs by the different Departmental Superintendents.
- Slow / non moving stock items should be identified and provisions for stock write offs/obsolescence should be made where warranted.

7.2.3 All adjustments are motivated and signed by the different Department Superintendents as well as the Stores Supervisor.

7.2.4 The Accounting Officer or delegate will be held responsible for stock value and working capital management of the respective stores.

7.2.5 An amended re-order report for change in the min/max levels by the different departmental superintendents are used to adjust accordingly based on the following:

- Stockholding should be based on the economic order quantity
- To prevent over-stock of certain items
- To regulate the movement of stock items.
- To avoid obsolescence

7.2.6 The request is sent to Stores Supervisor, which allocates it to the person responsible for that store.

7.2.7 Stores Supervisor enters the master file and change the Min/Max quantities.

7.2.8 All supporting documentation is filed at the stores.

7.3 Unit of measure maintenance

7.3.1 Units of measure changes are done for the following reasons:

- Issue measure has changed
- Items are opened against the incorrect measure maintenance.
- Unit of measure change

7.4 Suspension of Stock Items

7.4.1 Stock items can be suspended for the following reasons:

- Slow moving items can be purchased directly against departmental vote numbers.
- Items that are obsolete/written off at the stores
- Items don't meet the prescribed quality

7.5 Zero/Negative Values

7.5.1 A zero value report is run for all stock items where a quantity is reflected. These inventory items should be write-on unto stores with the average amount.

7.6 Write off's

7.6.1 The reason for this function is as follows:

- Dormant stock
- Damaged /broken stock
- Obsolete stock

7.6.2 All write offs are identified by the storeman in consultation with the different departmental Superintendents.

7.6.3 Their request is forwarded to CFO or the Approved Delegated Authority Framework for approval.

7.6.4 Valid requests with the necessary motivation, as determined by the CFO or Approved Delegated Authority Framework is tabled to Council for approval of a write-off.

7.6.5 The Storeman records the transaction on the financial system with the official recommendation from Council as proof for the write-off.

7.6.6. The appropriate vote number are used for the write-off of stock.

7.6.7 The write-off items are removed from stores and handed over to the Assistant Accountant Assets for disposal via public auction.

7.6.8 Copies of write-off documents to Assets Department are kept for future auditing purposes.

8: Monthly reporting

8.1 The slow moving stock report is run quarterly and a provision for obsolescence is made for all old stock reflected.

8.2The total monthly issues reports per department are forwarded to the different departments for scrutiny.

8.3 The twenty highest stock turn-over items is forwarded to the different departments for scrutiny.

8.4The percentage over maximum stock report **is** forwarded to the storeman for a detailed explanation why the maximum item amounts were exceeded.

8.5The dormant stock report is forwarded to all the departments to see items not used and possibly included in future planning of projects or repairs.

8.6The value of top twenty stock items report **are** forwarded to the different departments.

8.7 The monthly re-order report **is** forwarded to all the different departments for them to scrutinize and in consultation with the storeman determine the following:

- Ensuring correct description of inventory warehoused.
- Adjusting the maximum and minimum quantities of stock.
- Forwarding requests for additional stock purchases of future projects.
- Identifying stock items that are obsolete or which are not going to be used for write-off.
- Earmarking stock warehoused for current projects or jobs.

8.8 The monthly skipped issue notes report are followed up and sufficient reason given to the Stores Supervisor why it was not used.

9: Monthly Reconciliation

9.1 The Stores Supervisor are responsible to see that the monthly reconciliation of warehouses suspense accounts are completed and correct.

9.2A Hard copy of the monthly reconciliation is kept by the Stores Supervisor.

10: Stores Hours

Monday till Thursday from 07.30 till 16H30.

Friday from 07.30 till 15H30

11: Adjustments

Adjustment must be authorized by the Assistant Accountant Assets or Stores Supervisor.

**MUNISIPALITEIT / MUNICIPALITY BERGRIVIER
TARIEWE / TARRIFS**

Tariewe van toepassing met ingang van eerste rekening wat gelewer word na 1 Julie tensy anders aangedui.	Tarief vanaf 1 Julie 2024 (Ingesluit 15% BTW)	Tarief vanaf 1 Julie 2024 (Uitgesluit 15% BTW)	15% BTW
	Tariff from 1 July 2024 (Including VAT)	Tariff from 1 July 2024 (Excluding VAT)	15% VAT
ALLE TARIEWE SLUIT B.T.W. IN	R	R	R

6.90%

Tarief vanaf 1 Julie 2025 (Ingesluit 15% BTW)	Tarief vanaf 1 Julie 2025 (Uitgesluit 15% BTW)	15% BTW	Rates apply with effect from the first bill delivered after 1 July unless otherwise indicated.
Tariff from 1 July 2025 (Including VAT)	Tariff from 1 July 2025 (Excluding VAT)	15% VAT	
R	R	R	ALL TARIFFS INCLUDE VAT

5.50%

1 DIENSTE DEPOSITO'S

SERVICE DEPOSITS

A Huishoudelik								Residential
Vooruitbetaalde Elektrisiteit, Water, Riool, Vullisverwydering	1,540.00			5.19%	1,620.00			Prepaid Electricity, Water, Sewer, and Refuse Removal
Konvensionele Elektrisiteit, Water, Riool, Vullisverwydering	2,430.00			5.35%	2,560.00			Conventional Electricity, Water, Sewerage, Refuse Disposal
B Besighede								Business
Elektrisiteit, Water, Riool, Vullisverwydering. Die bedrag sal aangepas word om 1 maand se gemiddelde rekening (Bereken op die voorafgaande 6 maande) te dek na wanbetaling die eerste keer voorkom. Bankwaarborg kan in die plek van 'n deposito ingedien word.	2,430.00			5.35%	2,560.00			Electricity, Water, Sewerage, Refuse removal. The amount will be adjusted to cover 1 month's average bill (Calculated on the previous 6 months) after default occurs the first time. Bank guarantees can be submitted in lieu of a deposit.
C Laekoste behuising / Hulpbehoewende / Staatsouderdomspensioenarisse.								Low-cost housing / Indigent / Pensioners (Government)
Betaalbaar by betrekking van die huis of nadat wanbetaling die eerste keer voorkom.	580.00			5.17%	610.00			Payable on occupation of the home or after default occurs for the first time.

2 RIOOL

SEWERAGE

A Besikbaarheidsfoeie								Availability fees
Riool per erf - per jaar	2,298.30	1,998.55	299.75	5.50%	2,424.70	2,108.47	316.23	Sewerage per erf - annually
B Spoelriool								Flush sewer
Alle Dorpe	6.9%				5.5%			All Towns
Standaardheffing per aansluiting / wooneenheid (insluitende woonstel, deeltitel, tyddeeleenheid) wat ookal die meeste per maand.	237.90	206.90	31.00	5.51%	251.00	218.28	32.72	Standard charge per connection/unit (including apartment, sectional title, time-share unit) whatever is the most per month.
Residensieel - Standaardheffing per aansluiting/enkel wooneenheid per maand	238.00	206.90	31.10	5.50%	251.10	218.28	32.82	Residential - Standard charge per connection / single dwelling unit per month
Residensieel - Vir elke selfstandige adisionele bewoonbare wooneenheid op 'n enkel perseel, hetsy vrystaande of	238.00	206.90	31.10	5.50%	251.10	218.28	32.82	Residential - For each independent additional habitable dwelling on a single site, whether detached or partially
Residensieel - Skakelhuis, vir elke eenheid op 'n erf/perseel per maand	238.00	206.90	31.10	5.50%	251.10	218.28	32.82	Residential - semi-detached, for each unit on a plot/site per month
Woonstel - Per wooneenheid in 'n woonstelblok per maand	238.00	206.90	31.10	5.50%	251.10	218.28	32.82	Apartment - Per apartment in an apartment block per month
Ouetehuis - Per losstaande wooneenheid per maand	238.00	206.90	31.10	5.50%	251.10	218.28	32.82	Retirement homes - Per detached dwelling unit per month
Ouetehuis - Per wooneenheid/kamer toegerus met eie ablusiefasiliteit per maand	59.40	51.65	7.75	5.56%	62.70	54.52	8.18	Retirement homes - Per housing unit/room equipped with its own ablation facility per month
Ouetehuis - Per toilet/urinaal in gedeelde badkamers per maand	47.60	41.39	6.21	5.46%	50.20	43.65	6.55	Retirement homes - Per toilet/urinal in shared bathrooms per month

TARIEWE / TARRIFS

	Tarief vanaf 1 Julie 2024 (Ingesluit 15% BTW)	Tarief vanaf 1 Julie 2024 (Uitgesluit 15% BTW)	15% BTW			15% BTW		15% VAT	
Tariewe van toepassing met ingang van eerste rekening wat gelewer word na 1 Julie tensy anders aangedui.	Tariff from 1 July 2024 (Including VAT)	Tariff from 1 July 2024 (Excluding VAT)	15% VAT			Tariff from 1 July 2025 (Including VAT)	Tariff from 1 July 2025 (Excluding VAT)	15% VAT	Rates apply with effect from the first bill delivered after 1 July unless otherwise indicated.
Institusioneel									Institutional
<i>Insluitend - Koshuise, Hostels, Skole, Hospitale, Gevangenis, Polisieostasies en ander Staatsinstellings</i>									<i>Including - Hostels, Schools, Hospitals, Jail, Police Stations, and other Government Institutions</i>
Gebruiksheffing per perseel/sake eenheid per maand	238.00	206.90	31.10	5.50%		251.10	218.28	32.82	Usage charge per premises/business unit per month
n Addisionele gebruiksheffing vir elke toilet/urinaal meer as 4 op of aan die perseel gekoppel	79.30	68.96	10.34	5.55%		83.70	72.78	10.92	An additional usage charge for each toilet/urinal more than 4 on or connected to the premises
Kommersieel									Commercial
<i>Insluitend Besigheidspersele, Akkommodasie geriewe, Hotelle, Gastehuise, Kleinsake en Nywerheidspersele</i>									<i>Including Business Premises, Accommodation Facilities, Hotels, Guest Houses, Small Businesses, and Industrial Premises</i>
Gebruiksheffing per perseel/sake eenheid per maand	238.00	206.96	31.04	5.50%		251.10	218.35	32.75	Usage charge per premises/business unit per month
n Addisionele gebruiksheffing vir elke toilet/urinaal meer as 4 op of aan die perseel gekoppel	79.30	68.96	10.34	5.55%		83.70	72.78	10.92	An additional usage charge for each toilet/urinal more than 4 on or connected to the premises
Per selfsorgeenheid op 'n enkel perseel per maand	238.00	206.96	31.04	5.50%		251.10	218.35	32.75	Per self-catering unit on a single site per month
C Suig van Septiese Tenke (Binne voormalige munisipale gebiede)									Suction of Septic Tanks (Within former municipal areas)
Velddriff/Aurora (Riool suigtrok 6 Kl)									Velddriff/Aurora (Sewage suction truck 6 kl)
Gedurende werksure - Ma tot Vr 08h00 tot 16h30 - per vrag (Maksimum 6 Kl)	556.10	483.57	72.53	5.50%		586.70	510.17	76.53	During working hours - Mon to Fri 08h00 to 16h30 - per load (Maximum 6 kl)
Buite werksure - Ma tot Sat 08h00 tot 16h30 - per vrag (Maksimum 6 Kl)	911.20	792.35	118.85	5.50%		961.30	835.91	125.39	Outside working hours - Mon to Sat 08h00 to 16h30 - per load (Maximum 6 kl)
Sondae & Openbare Vakansiedae - per vrag (Maksimum 6 Kl)	1,600.10	1,391.39	208.71	5.50%		1,688.10	1,467.91	220.19	Sundays & Public Holidays - per load (Maximum 6 kl)
Eendekuil / Redelinghuys (Riool suigtrok 6 Kl)									Eendekuil / Redelinghuys (Sewage suction truck 6 kl)
Slegs gedurende werksure - per vrag	232.70	202.35	30.35	152.13%		586.70	510.17	76.53	Only during working hours - per load
Aurora									Aurora
Slegs gedurende werksure - per vrag									Only during normal operating hours - per load
D Suig van Septiese Tenke (Buite voormalige munisipale gebiede)									Suction of Septic Tanks (Outside former municipal areas)
Buite Munisipale gebied binne werksure - per vrag + per km	911.20	792.35	118.85	5.50%		961.30	835.91	125.39	Outside Municipal area within working hours - per load + per km
Buite Munisipale gebied buite werksure - per vrag + per km	2,069.60	1,799.65	269.95	5.50%		2,183.40	1,898.61	284.79	Outside Municipal area outside working hours - per load + per km
Buite Minisipale gebied Sondae & Openbare Vakansiedae - per vrag + per km	3,200.40	2,782.96	417.44	5.50%		3,376.40	2,936.00	440.40	Outside Municipal area Sundays & Public Holidays - per load + per km
Buite voormalige dorpsgrense per km vanaf rioolsuieringswerke	14.50	12.61	1.89	5.52%		15.30	13.30	2.00	Outside former town limits per km from sewage treatment works
E Aansluiting									Connection
Nuwe aansluiting selfde kant van straat	2,025.80	1,761.57	264.23	5.50%		2,137.20	1,858.43	278.77	New connection same side of the street
Nuwe aansluiting oorkant van straat	4,051.40	3,522.96	528.44	5.50%		4,274.20	3,716.70	557.50	New connection across the street

TARIEWE / TARRIFS

Tariewe van toepassing met ingang van eerste rekening wat gelewer word na 1 Julie tensy anders aangedui.	Tarief vanaf 1 Julie 2024 (Ingesluit 15% BTW)	Tarief vanaf 1 Julie 2024 (Uitgesluit 15% BTW)	15% BTW	
	Tariff from 1 July 2024 (Including VAT)	Tariff from 1 July 2024 (Excluding VAT)	15% VAT	

Tarief vanaf 1 Julie 2025 (Ingesluit 15% BTW)	Tarief vanaf 1 Julie 2025 (Uitgesluit 15% BTW)	15% BTW	Rates apply with effect from the first bill delivered after 1 July unless otherwise indicated.
Tariff from 1 July 2025 (Including VAT)	Tariff from 1 July 2025 (Excluding VAT)	15% VAT	

F Oopmaak van rioolverstopping op privaat erwe (slegs binne munisipale gebied)	Unblocking sewers on private plots (only within the municipal area)							
Maandag tot Vrydag (gedurende werksure)	516.80	449.39	67.41	5.50%	545.20	474.09	71.11	Monday to Friday (during business hours)
Maandag tot Saterdag (buite normale werksure)	665.20	578.43	86.77	5.50%	701.80	610.26	91.54	Monday to Saturday (outside normal working hours)
Sondag en Publieke Vakansiedae	1,182.00	1,027.83	154.17	5.50%	1,247.00	1,084.35	162.65	Sunday and Public Holidays

G Allerlei	Miscellaneous							
Verkoop van gesuiwerde rioolwater by suiweringwerke (per kl)	1.30	1.13	0.17	7.69%	1.40	1.22	0.18	Sale of treated sewage at treatment plants (per kl)
Wegdoen van riool met privaat trokke by riolsuiweringwerke (per kl)	44.70	38.87	5.83	5.59%	47.20	41.04	6.16	Disposal of sewage by private trucks at sewage treatment works (per kl)
Leegmaak van chemiese toilette (per toilet/drom)	67.00	58.26	8.74	5.52%	70.70	61.48	9.22	Emptying chemical toilets (per toilet/drum)

3 VULLISVERWYDERING	20%	5.5%	REFUSE REMOVAL
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'n Pak met 25 sakke in word een maal elke ses maande gratis verskaf aan elke huishouding. Dit sal die bewoner / eienaar se verantwoordelikheid wees om te verseker dat hy/sy dit wel ontvang het.

A pack containing 25 bags is provided free of charge to each household once every six months. It will be the occupant's / owner's responsibility to ensure that he/she has indeed received it.

A Besikbaarheidsfooe	Availability Fees							
Vullis per erf - per jaar	2,517.70	2,189.29	328.41	5.50%	2,656.20	2,309.70	346.50	Refuse per erf - per year
B Huishoudelik	Residential							
Verwydering 1 maal per week - per maand	460.40	400.35	60.05	5.50%	485.70	422.37	63.33	Removal once per week - per month
Goedverwacht/Wittewater	Werklike Koste / Actual Cost				Werklike Koste / Actual Cost			Goedverwacht/Wittewater

C Besighede
Die huishoudelike tarief is ook op alle besighede van toepassing as 'n maandelike minimum diens vir die verwydering van 2 sakke een maal per week. Enige addisionele verwyderings sal soos hieronder aangedui gehief word.

Nuwe Besigheidstarief van toepassing op alle eiendomme en gebuie wat nie onder enkel residensieël ressorteer nie.

Die volumes wat elke besigheid genereer sal deur die tegniese departement bevestig word, gebaseer op geskiedenis van hoeveelhede verwyder oor 'n tydperk van 2 maande ten einde die minimum hoeveelheid per besigheid te bereken. (Elke 3 swartsakke verteenwoordig een huishoudelike eenheid, 20% korting word toegestaan op 9 sakke en meer)

Commercial
The household rate also applies to all businesses as a monthly minimum service for the removal of 2 bags once a week. Any additional removals will be charged as indicated below.

New Business rate applicable to all properties and uses that do not fall under a single residential seal.

The volumes generated by each business will be confirmed by the technical department, based on the history of quantities removed over a period of 2 months in order to calculate the minimum quantity per business. (Every 3 black bags represent one household unit, a 20% discount is granted on 9 bags and more)

Besighede een maal per week	Businesses once a week							
Besigheid een maal per week 6 sakke maksimum	767.50	667.39	100.11	5.50%	809.70	704.09	105.61	Business once a week 6 bags maximum
Besigheid een maal per week 9 sakke maksimum	1,151.40	1,001.22	150.18	5.50%	1,214.70	1,056.26	158.44	Business once a week 9 bags maximum
Besigheid een maal per week 12 sakke maksimum	1,535.20	1,334.96	200.24	5.50%	1,619.60	1,408.35	211.25	Business once a week 12 bags maximum
Besigheid een maal per week 15 sakke maksimum	1,918.90	1,668.81	250.29	5.50%	2,024.40	1,760.35	264.05	Business once a week 15 bags maximum
Besigheid een maal per week 18 sakke maksimum	2,302.70	2,002.35	300.35	5.50%	2,429.30	2,112.43	316.87	Business once a week 18 bags maximum
Besigheid een maal per week 21 sakke maksimum	2,686.60	2,336.17	350.43	5.50%	2,834.40	2,464.70	369.70	Business once a week 21 bags maximum
Vir elke addisionele 3 sakke	394.10	342.70	51.40	5.51%	415.80	361.57	54.23	For each additional 3 bags

TARIEWE / TARRIFS

Tariewe van toepassing met ingang van eerste rekening wat gelewer word na 1 Julie tensy anders aangedui.	Tarief vanaf 1 Julie 2024 (Ingesluit 15% BTW)	Tarief vanaf 1 Julie 2024 (Uitgesluit 15% BTW)	15% BTW		Tariff from 1 July 2024 (Including VAT)	Tariff from 1 July 2024 (Excluding VAT)	15% VAT		Rates apply with effect from the first bill delivered after 1 July unless otherwise indicated.

Besighede twee maal per week								Businesses twice a week	
Besigheid twee maal per week 6 sakke maksimum	1,535.20	1,334.96	200.24	5.50%	1,619.60	1,408.35	211.25	Business twice a week 6 bags maximum	
Besigheid twee maal per week 9 sakke maksimum	1,918.90	1,668.61	250.29	5.50%	2,024.40	1,760.35	264.05	Business twice a week 9 bags maximum	
Besigheid twee maal per week 12 sakke maksimum	2,302.70	2,002.35	300.35	5.50%	2,429.30	2,112.43	316.87	Business twice a week 12 bags maximum	
Besigheid twee maal per week 15 sakke maksimum	2,686.60	2,336.17	350.43	5.50%	2,834.40	2,464.70	369.70	Business twice a week 15 bags maximum	
Besigheid twee maal per week 18 sakke maksimum	3,070.30	2,669.83	400.47	5.50%	3,239.20	2,816.70	422.50	Business twice a week 18 bags maximum	
Besigheid twee maal per week 21 sakke maksimum	3,454.10	3,003.57	450.53	5.50%	3,644.10	3,168.78	475.32	Business twice a week 21 bags maximum	
<i>Vir elke addisionele 3 sakke</i>	383.80	333.74	50.06	5.50%	404.90	352.09	52.81	<i>For each additional 3 bags</i>	
Elke addisionele 3 swartsakke verteenwoordig 'n addisionele enkel residensiële tarief (20% korting geld op eenhede meer as ses swartsakke)	383.80	333.74	50.06	5.50%	404.90	352.09	52.81	Each additional 3 black bags represents an additional single residential rate (20% discount applies to units over six black bags)	

Enige addisionele verwyderings sal soos hieronder aangedui gehew word. Per vrug of gedeelte daarvan gedurende werksure (Na ure werklike koste)

Any additional removals will be charged as indicated below. Per load or part thereof during working hours (After hours actual cost)

Addisionele verwyderings: op versoek. Per vrug of gedeelte daarvan. (Hierdie heffing sal geld bo en behalwe die besigheidstariewe per sak soos hierbo uiteengesit)	1,693.40	1,472.52	220.88	5.50%	1,786.50	1,553.48	233.02	Additional removals: on request. Per load or part thereof. (This charge will apply in addition to the business rates per bag as set out above)
Na ure spesiale addisionele verwyderings indien versoek. Per vrug of gedeelte daarvan. (Hierdie heffing sal geld bo en behalwe die besigheidstariewe per sak soos hierbo uiteengesit)	2,540.20	2,208.87	331.33	5.50%	2,679.90	2,330.35	349.55	After-hours additional special removals if requested. Per load or part thereof. (This charge will apply in addition to the business rates per bag as set out above)
Per vrug of gedeelte daarvan gedurende werksure (Na ure werklike koste)								Per load or part thereof during working hours (After hours actual cost)

D Tuinullis								Garden waste	
Per vrug of gedeelte daarvan	413.90	359.91	53.99	5.51%	436.70	379.74	56.96	Per load or part thereof	

E Vullissakke								Refuse bags	
per pak van 25	95.90	83.39	12.51	5.53%	101.20	88.00	13.20	per pack of 25	

F Bourommel (Trekker en wa - 3 m³)								Construction debris (Tractor and wagon - 3m³)	
Per vrug	857.80	745.91	111.89	5.50%	905.00	786.96	118.04	Per load	
Halwe vrug	444.00	386.09	57.91	5.50%	468.40	407.30	61.10	Half load	

G Storting van vullis by Beheerde Oorlaastasies								Dumping of refuse at Controlled Transfer Stations	
Huishoudelik van buite dorpsgebied (3 sakke)	135.50	117.83	17.67	5.54%	143.00	124.35	18.65	Household from outside the town area (3 bags)	
Bakkie (0.5 ton - 1 ton)	255.80	222.43	33.37	5.51%	269.90	234.70	35.20	Pickup (0.5 ton - 1 ton)	
Vragmotor (1 - 3 ton) half vrug	380.00	330.43	49.57	5.50%	400.90	348.61	52.29	Truck (1 - 3 ton) half load	
Vragmotor (1 - 3 ton) vol vrug	765.60	665.74	99.86	5.50%	807.70	702.35	105.35	Truck (1 - 3 tons) full load	
Vragmotor (3 - 5 ton) half vrug	765.60	665.74	99.86	5.50%	807.70	702.35	105.35	Truck (3 - 5 tons) half load	
Vragmotor (3 - 5 ton) vol vrug	1,271.50	1,105.65	165.85	5.50%	1,341.40	1,166.43	174.97	Truck (3 - 5 tons) full load	
Vragmotor (5 - 10 ton) half vrug	1,271.50	1,105.65	165.85	5.50%	1,341.40	1,166.43	174.97	Truck (5 - 10 tons) half load	
Vragmotor (5 - 10 ton) vol vrug	2,545.10	2,213.13	331.97	5.50%	2,685.10	2,334.87	350.23	Truck (5 - 10 tons) full load	

H Optel van vullis soos bepaal in paragraaf 6.6 van die tariefbeleid. Optel van vullis wat deur die betrokke winkel verkoop/verpak word

Collection of refuse as stipulated in paragraph 6.6 of the tariff policy. Collection of refuse sold/packaged by the relevant shop

TARIEWE / TARRIFS

Tariewe van toepassing met ingang van eerste rekening wat gelewer word na 1 Julie tensy anders aangedui.	Tarief vanaf 1 Julie 2024 (Ingesluit 15% BTW)	Tarief vanaf 1 Julie 2024 (Uitgesluit 15% BTW)	15% BTW 15% VAT		Tarief vanaf 1 Julie 2025 (Ingesluit 15% BTW)	Tarief vanaf 1 Julie 2025 (Uitgesluit 15% BTW)	15% BTW 15% VAT	Rates apply with effect from the first bill delivered after 1 July unless otherwise indicated.
	Tariff from 1 July 2024 (Including VAT)	Tariff from 1 July 2024 (Excluding VAT)			Tariff from 1 July 2025 (Including VAT)	Tariff from 1 July 2025 (Excluding VAT)		

4 WATER	6.9%	5.5%	WATER
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A Besikbaarheidsfooie								Availability Fees
Water per erf - per jaar	1,237.10	1,075.77	161.33	5.50%	1,305.20	1,134.94	170.26	Water per erf - per year

B Basiese Heffing per maand								Basic Charge per month
Residensieel, insluitend deeltitelskema, woonstelle, geslote ontwikkelinge								Residential, including sectional title scheme, apartments, gated developments
Basiese heffing per erf en/of verbruikspunt per maand waar meerdere selfstandige bewoonbare wooneenhede deur een aansluiting op die netwerk bedien word	81.70	71.04	10.66	26.68%	103.50	90.00	13.50	Basic charge per plot and/or consumption point per month where several independent habitable residential units are served by one connection to the network

Kommersieel / Nywerheid / Institusioneel								Commercial / Industrial / Institutional
Basiese heffing per erf en/of verbruikspunt per maand vir aansluitings kleiner as 32mm	81.70	71.04	10.66	111.14%	172.50	150.00	22.50	Basic charge per plot and/or consumption point per month for connections smaller than 32mm
Basiese heffing per erf en/of verbruikspunt per maand vir aansluitings 32mm tot 50mm	244.50	212.61	31.89	5.48%	257.90	224.26	33.64	Basic charge per plot and/or consumption point per month for connections 32mm to 80mm
Basiese heffing per erf en/of verbruikspunt per maand vir aansluitings groter as 50mm tot 80mm	407.30	354.17	53.13	5.50%	429.70	373.65	56.05	Basic charge per plot and/or consumption point per month for connections bigger than 50mm to 80mm
Basiese heffing per erf en/of verbruikspunt per maand vir aansluitings groter as 80mm	570.30	495.91	74.39	5.51%	601.70	523.22	78.48	Basic charge per plot and/or consumption point per month for connections bigger than 80mm

C Kommersieël: Krediet & Voorafbetalde								Commercial: Conventional & Prepaid
0 - 6	10.90	9.48	1.42	50.46%	16.40	14.22	2.18	0 - 6
7 - 20	26.60	23.12	3.48	5.26%	28.00	24.39	3.61	7 - 20
21 - 50	28.50	24.81	3.69	5.81%	30.10	26.17	3.93	21 - 50
51 - 100	31.30	27.25	4.05	5.75%	33.10	28.74	4.36	51 - 100
101 - 200	32.80	28.53	4.27	5.49%	34.60	30.10	4.50	101 - 200
201 - 1000	32.80	28.53	4.27	5.49%	34.60	30.10	4.50	201 - 1000
1000 - 1500	32.80	28.53	4.27	5.49%	34.60	30.10	4.50	1000 - 1500
1501 - 2000	32.80	28.53	4.27	5.49%	34.60	30.10	4.50	1501 - 2000
2000 +	32.80	28.53	4.27	5.49%	34.60	30.10	4.50	2000 +

D Residensiaal: Krediet & Voorafbetalde								Residential: Conventional & Prepaid
0 - 6	10.90	9.48	1.42	-12.84%	9.50	8.30	1.20	0 - 6
7 - 13	23.10	20.06	3.04	3.90%	24.00	20.87	3.13	7 - 13
14 - 20	27.40	23.80	3.60	4.01%	28.50	24.76	3.74	14 - 20
21 - 35	34.10	29.69	4.41	4.11%	35.50	30.88	4.62	21 - 35
36 - 50	41.40	36.00	5.40	5.56%	43.70	37.98	5.72	36 - 50
51+	55.20	47.97	7.23	5.43%	58.20	50.61	7.59	51+

F Flat Rate (Sportklubs : Skole : Welsynsorganisasies : Verbruikers buite voormalige munisipale gebied)								Flat Rate (Sports clubs; Schools; Welfare Organizations; Consumers outside former municipal area)
0-500	12.20	10.63	1.57	5.74%	12.90	11.21	1.69	0-500
501+	18.00	15.62	2.38	5.56%	19.00	16.48	2.52	501+

Ongezuiverde Water per kiloliter (Slegs Eendekuil Landelik)			
	4.75	4.15	0.60
	Unpurified Water per kiloliter (Eendekuil Rural Only)		

TARIEWE / TARRIFS

Tariewe van toepassing met ingang van eerste rekening wat gelewer word na 1 Julie tensy anders aangedui.	Tarief vanaf 1 Julie 2024 (Ingesluit 15% BTW)	Tarief vanaf 1 Julie 2024 (Uitgesluit 15% BTW)	15% BTW
	Tariff from 1 July 2024 (Including VAT)	Tariff from 1 July 2024 (Excluding VAT)	15% VAT

Tarief vanaf 1 Julie 2025 (Ingesluit 15% BTW)	Tarief vanaf 1 Julie 2025 (Uitgesluit 15% BTW)	15% BTW	Rates apply with effect from the first bill delivered after 1 July unless otherwise indicated.
Tariff from 1 July 2025 (Including VAT)	Tariff from 1 July 2025 (Excluding VAT)	15% VAT	

G Rouwater aan Porterville Gholfkлуб en -Skool

Rouwater aan Porterville Gholfkлуб en -Skool	-	-	-	#DIV/0!	1.62	1.41	0.21	Raw water at Porterville Golf Club and School
Nuwe aansluiting	4,495.00	3,908.70	586.30	5.50%	4,742.20	4,123.65	618.55	New connection
Verandering van 15mm na 20 mm	2,281.20	1,983.65	297.55	5.50%	2,406.70	2,092.78	313.92	Change from 15mm to 20mm

H Ander

Bogenoemde tariewe is gebaseer op besparingsmaatreels van 20%, soos deur WCDDM bepaal word. Indien hierdie maatreels verder verhoog sal bogenoemde tariewe met 5% verhoog vir elke 5% waarmee die besparingsmaatreels verhoog word.

The above rates have been used on a savings measure of 20% as determined by WCDDM. If these measures are increased further, the above rates will increase by 5% for every 5% by which the savings measures are increased.

5 Elektriesiteit

Electricity

A Besikbaarheidsfoole

Elektriesiteit per erf - per jaar	3,002.40	2,610.79	391.61	5.50%	3,167.50	2,754.39	413.11	Availability Fees Electricity per erf - per year
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B Aanvraag

D3 - KVA aansluiting per KVA	425.94	370.38	55.56	17.70%	501.33	435.94	65.39	Demand D3 - KVA connection per KVA
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C BASIESE HEFFING

Lewenslyn : (Maksimum van tot 20 amp aansluiting)								BASIC CHARGE
Lifeline: (Maximum of up to 20 amp connection)								Lifeline: (Maximum of up to 20 amp connection)
A1 - Enkeelfase aansluiting hoer as 20 amp	435.38	378.59	56.79	17.70%	512.44	445.60	66.84	A1 - Single phase connection whore than 20 amp
A3 - Driefase aansluiting	1,553.90	1,351.22	202.68	17.70%	1,828.94	1,590.39	238.56	A3 - Three-phase connection
B3 - KVA Aansluitings	4,062.77	3,532.84	529.93	17.70%	4,781.88	4,158.15	623.72	B3 - KVA Connections

D Verbruik Konvensioneel

1P CONS SINGLE PHASE								Consumption Conventional
1P CONS SINGLE PHASE								1P CONS SINGLE PHASE
0 - 50 kwh	2.0585	1.7900	0.27	17.70%	2.4228	2.1068	0.32	0 - 50 kWh
51 - 350 kwh	2.6228	2.2807	0.34	17.70%	3.0871	2.6844	0.40	51 - 350 kWh
351 - 600 kwh	3.0312	2.6358	0.40	17.70%	3.5676	3.1023	0.47	351 - 600 kWh
601 +	3.3516	2.9144	0.44	17.70%	3.9447	3.4302	0.51	601 +
3P CONS THREE PHASE								3P CONS THREE PHASE
50 kW	3.3196	2.8866	0.43	17.70%	3.9071	3.3975	0.51	50 kW
350 kW	3.3196	2.8866	0.43	17.70%	3.9071	3.3975	0.51	350 kW
600 kW	3.3196	2.8866	0.43	17.70%	3.9071	3.3975	0.51	600 kW
> 600	3.3196	2.8866	0.43	17.70%	3.9071	3.3975	0.51	> 600
KV CONSUMPTION KVA								KV CONSUMPTION KVA
50 kW	2.2269	1.9364	0.29	17.70%	2.6210	2.2791	0.34	50 kW
350 kW	2.2269	1.9364	0.29	17.70%	2.6210	2.2791	0.34	350 kW
600 kW	2.2269	1.9364	0.29	17.70%	2.6210	2.2791	0.34	600 kW
> 600	2.2269	1.9364	0.29	17.70%	2.6210	2.2791	0.34	> 600

TARIEWE / TARRIFS

Tarieve van toepassing met ingang van eerste rekening wat gelewer word na 1 Julie tensy anders aangedui.	Tarfief vanaf 1 Julie 2024 (Ingesluit 15% BTW)	Tarfief vanaf 1 Julie 2024 (Uitgesluit 15% BTW)	15% BTW			Tarfief vanaf 1 Julie 2025 (Ingesluit 15% BTW)	Tarfief vanaf 1 Julie 2025 (Uitgesluit 15% BTW)	15% BTW	Rates apply with effect from the first bill delivered after 1 July unless otherwise indicated.
	Tariff from 1 July 2024 (Including VAT)	Tariff from 1 July 2024 (Excluding VAT)	15% VAT			Tariff from 1 July 2025 (Including VAT)	Tariff from 1 July 2025 (Excluding VAT)	15% VAT	
LL CONS LIFELINE									
50 kW	2.0585	1.7900	0.27	17.70%		2.4228	2.1068	0.32	50 kW
350 kW	2.4508	2.1311	0.32	17.70%		2.8845	2.5083	0.38	350 kW
600 kW	2.6221	2.2801	0.34	17.70%		3.0863	2.6837	0.40	600 kW
> 600	3.0633	2.6637	0.40	17.70%		3.6055	3.1352	0.47	> 600

MU CONSUMPTION MUN									
50 kW	1.7437	1.5163	0.23	17.70%		2.0524	1.7847	0.27	50 kW
350 kW	1.7437	1.5163	0.23	17.70%		2.0524	1.7847	0.27	350 kW
600 kW	1.7437	1.5163	0.23	17.70%		2.0524	1.7847	0.27	600 kW
> 600	1.7437	1.5163	0.23	17.70%		2.0524	1.7847	0.27	> 600

E Verbruik - PRE PAID

Consumption - PRE PAID

Enkelfase									
50 kW	2.0585	1.7900	0.27	17.70%		2.4228	2.1068	0.32	50 kW
350 kW	2.6470	2.3017	0.35	17.70%		3.1155	2.7091	0.41	350 kW
600 kW	3.6515	3.1752	0.48	17.70%		4.2978	3.7372	0.56	600 kW
> 600	4.2887	3.7293	0.56	17.70%		5.0478	4.3894	0.66	> 600

Life Line									
50 kW	2.0585	1.7900	0.27	17.70%		2.4228	2.1068	0.32	50 kW
350 kW	2.4508	2.1311	0.32	17.70%		2.8845	2.5083	0.38	350 kW
600 kW	2.6221	2.2801	0.34	17.70%		3.0863	2.6837	0.40	600 kW
> 600	4.2887	3.7293	0.56	17.70%		5.0478	4.3894	0.66	> 600

Driefase									
50 kW	3.6759	3.1964	0.48	17.70%		4.3265	3.7622	0.56	50 kW
350 kW	3.6759	3.1964	0.48	17.70%		4.3265	3.7622	0.56	350 kW
600 kW	3.6759	3.1964	0.48	17.70%		4.3265	3.7622	0.56	600 kW
> 600	3.6759	3.1964	0.48	17.70%		4.3265	3.7622	0.56	> 600

F Aansluitings en Ander Tariewe

7.5%

5.5%

Connections and Other Rates

Enkelfase	8,607.10	7,484.43	1,122.67	5.50%	9,080.50	7,896.09	1,184.41	Single phase
Drie Fase	16,755.60	14,570.09	2,185.51	5.50%	17,677.20	15,371.48	2,305.72	Three Phase
Enkelfase - Verander na Vooruitbetaalde	3,248.50	2,824.78	423.72	5.50%	3,427.20	2,980.17	447.03	Single Phase - Change to Prepaid
Drie Fase - Verander na Vooruitbetaalde	8,607.10	7,484.43	1,122.67	5.50%	9,080.50	7,896.09	1,184.41	Three Phase - Change to Prepaid
Heraanluiting (Waar dienste weens wanbetaling gestaak is ingesluit)	183.18	159.28	23.89	5.53%	193.30	168.09	25.21	Reconnection (Where services have been discontinued due to non-payment included)
Blok/Onblok van voorafbetaalde meters weens wanbetaling	26.02	22.63	3.39	5.69%	27.50	23.91	3.59	Block/Unblock prepaid meters due to non-payment
Verandering van aansluiting (Amps)	Breaker +R100				Breaker +R100			Change of connection (Amps)
Tydlike aansluiting hoogstens vir 3 maande (Boupersele)	2,258.32	1,963.76	294.56	#VALUE!	Nie toegelaat na 1 Julie 2025/Not allowed after 1 July 2025			Temporary connection for a maximum of 3 months (Building sites)
Huur verdeelkas per dag	463.90	403.39	60.51	5.50%	489.40	425.57	63.83	Rent a locker per day
Invoer Tarief	-	0,80 c/Kwh			-	0,80 c/Kwh		Import Tariff
Uitroep na-ure - Nie munisipale fout	688.70	598.87	89.83	5.50%	726.60	631.83	94.77	Exclamations after hours - Not municipal fault

TARIEWE / TARRIFS

Tariewe van toepassing met ingang van eerste rekening wat gelewer word na 1 Julie tensy anders aangedui.	Tarief vanaf 1 Julie 2024 (Ingesluit 15% BTW)	Tarief vanaf 1 Julie 2024 (Uitgesluit 15% BTW)	15% BTW
	Tariff from 1 July 2024 (Including VAT)	Tariff from 1 July 2024 (Excluding VAT)	15% VAT

Tarief vanaf 1 Julie 2025 (Ingesluit 15% BTW)	Tarief vanaf 1 Julie 2025 (Uitgesluit 15% BTW)	15% BTW	Rates apply with effect from the first bill delivered after 1 July unless otherwise indicated.
Tariff from 1 July 2025 (Including VAT)	Tariff from 1 July 2025 (Excluding VAT)	15% VAT	

6 Eiendomsbelasting

6.9%

5.5%

Property tax

Eiendomsbelasting is van toepassing op die totale markwaarde van Eiendom soos dit voorkom op die Raad se waardasierol 2023.

Property tax applies to the total market value of Property as it appears on the Council's valuation roll 2023.

A	Algemene koers van toepassing op alle eiendom uitgesluit die hieronder aangedui	0.00959		5.53%	0.01012			Algemene koers van toepassing op alle eiendom uitgesluit die hieronder aangedui
	Eiendom aangedui met gebruik as RESIDENSIEËL in die waardasierol	0.00959		5.53%	0.01012			Property indicated with use as RESIDENTIAL in the valuation roll
	Eiendom aangedui met gebruik as GROEP BEHUISING in die waardasierol							Property indicated with use as GROUP HOUSING in the valuation roll
	Eiendom aangedui met gebruik as DEELTITELS in die waardasierol							Property indicated with use as SHARE TITLES in the valuation roll
	Eiendom aangedui met gebruik as MUNISIPALE BEHUISING in die waardasierol							Property indicated with use as MUNICIPAL HOUSING in the valuation roll
	Eiendom aangedui met gebruik as STAATSEIENDOM in die waardasierol							Property indicated with use as GOVERNMENT PROPERTY in the valuation roll
	Eiendom aangedui met gebruik as MUNISIPALE EIENDOM in die waardasierol	0.00959		5.53%	0.01012			Property indicated with use as MUNICIPAL PROPERTY in the valuation roll
	Eiendom aangedui met gebruik as GODSDIENSTIGE EIENDOM in die waardasierol							Property indicated with use as RELIGIOUS PROPERTY in the valuation roll
	Eiendom aangedui met gebruik as INSTUTIONELE EIENDOM in die waardasierol	0.00959		5.53%	0.01012			Property indicated with use as INSTITUTIONAL PROPERTY in the valuation roll
	Eiendom aangedui met gebruik as LANDBOU in die waardasierol (1 : 0,25)	0.00211		19.91%	0.00253			Property indicated with use as AGRICULTURE in the valuation roll (1 : 0,25)
	Eiendom aangedui met gebruik as BESIGHEID in die waardasierol							Property indicated with use as BUSINESS in the valuation roll
	Eiendom aangedui met gebruik as KOMMERSIEËL in die waardasierol	0.01055		5.53%	0.01113			Property indicated with use as COMMERCIAL in the valuation roll
	Eiendom aangedui met gebruik as PSI in die waardasierol							Property indicated with use as PSI in the valuation roll
	Eiendom aangedui met gebruik as INDUSTRIEËL in die waardasierol	0.01055		5.53%	0.01113			Property indicated with use as INDUSTRIAL in the valuation roll

B Kortings

Rebates

In terme van die Raad se Belastingbeleid word die volgende kortings, onderhewig aan aansoek en goedkeuring soos in die beleid vervat, toegestaan.

In terms of the Council's Tax Policy, the following rebates are granted, subject to application and approval as contained in the policy.

Residensie eiendom. (Artikel 16(1) en 17(1) van Wet 6 van 2004) eerste bedrag van waarde vrygestel	15,000.00				15,000.00			Residential property. (Section 16(1) and 17(1) of Act 6 of 2004) the first amount of value released
Munisipale eiendom (Behalwe eiendom verhuur deur die munisipaliteit)	100%				100%			Municipal property (Except property leased by the municipality)
Pensionarisse : Eienaar wat jaarliks voor 30 Junie bewys kan lewer dat hy/sy 'n PENSIOEN ontvang soos bepaal in die Deernisbeleid van die Raad.	per aansoek goedgekeur 60%				per aansoek goedgekeur 100%			Pensioners: Owner who can provide proof before 30 June every year that he/she receives a PENSION as determined in the Indigent Policy of the Council.
Liefdadigheidsorganisasies, Sportorganisasies, Landbougenootskappe, Hospitale, Begraafplase ens.	per aansoek goedgekeur 100%				per aansoek goedgekeur 100%			Charities, Sports Organisations, Agricultural Societies, Hospitals, Cemeteries, etc.
Landbou gebruik- Korting t.o.v. Huisvesting, voorsiening van riool, elektrisiteit, water, vullis, sport, vervoer en opleiding soos vervat in Eiendomsbelastingbeleid met die voldoening aan voorwaardes	per aansoek goedgekeur tot 'n maksimum van 85% van residensiele				per aansoek goedgekeur tot 'n maksimum van 85% van residensiele			Agricultural use- Discount in relation to Housing, provision of sewage, electricity, water, refuse, sports, transport, and training as contained in Property Tax Policy with the fulfillment of conditions

TARIEWE / TARRIFS

Tariewe van toepassing met ingang van eerste rekening wat gelewer word na 1 Julie tensy anders aangedui.	Tarief vanaf 1 Julie 2024 (Ingesluit 15% BTW)	Tarief vanaf 1 Julie 2024 (Uitgesluit 15% BTW)	15% BTW
	Tariff from 1 July 2024 (Including VAT)	Tariff from 1 July 2024 (Excluding VAT)	15% VAT

Tarief vanaf 1 Julie 2025 (Ingesluit 15% BTW)	Tarief vanaf 1 Julie 2025 (Uitgesluit 15% BTW)	15% BTW	Rates apply with effect from the first bill delivered after 1 July unless otherwise indicated.
Tariff from 1 July 2025 (Including VAT)	Tariff from 1 July 2025 (Excluding VAT)	15% VAT	

7 KREDIETBEHEER TARIEWE

CREDIT CONTROL RATES

Uitstuur van eerste kennisgewing per gewone pos	32.30	28.09	4.21	5.57%	34.10	29.65	4.45	Dispatch of first notice by ordinary post
Uitstuur van finale kennisgewing per geregistreerde pos	64.50	56.09	8.41	5.43%	68.00	59.13	8.87	Dispatch of final notice by registered post
Kennis van Staking van dienste	32.30	28.09	4.21	5.57%	34.10	29.65	4.45	Notice of Cessation of Services
Opspoor van debiteur deur middel van opsporingstelsels	258.20	224.52	33.68	5.50%	272.40	236.87	35.53	Tracking of debtor through tracking systems
Uitstuur van aanmaning per e-pos aan klient	19.30	16.78	2.52	5.70%	20.40	17.74	2.66	Sending reminder by e-mail to client
Opsoek en uitstuur van vorige rekening (per rekening)	6.20	5.39	0.81	4.84%	6.50	5.65	0.85	Search and send out previous accounts (per account)
Verskaffing van inligting (Harde kopie, per bladsy)	1.80	1.57	0.23	5.56%	1.90	1.65	0.25	Provision of information (Hard copy, per page)
Verskaffing van inligting (Sagte Kopie – elektronies)	64.50	56.09	8.41	5.43%	68.00	59.13	8.87	Provision of information (Soft Copy – electronic)
Akte navraag	25.90	22.52	3.38	5.41%	27.30	23.74	3.56	Deed inquiry

8 TOETS VAN METERS

TEST OF METERS

Per toets, indien die meter foutief is, sal die bedrag op die persoon se rekening gekrediteer word, indien nie, word die bedrag verbeur	1,720.00	1,495.65	224.35	5.50%	1,814.60	1,577.91	236.69	Per test, if the meter is faulty, the amount will be credited to the person's account, if not, the amount will be forfeited
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9 DEPARTEMENTELE DIENSTE

DEPARTMENTAL SERVICES

Riool	187.30	162.87	24.43	5.50%	197.60	171.83	25.77	Sewage
Vullisverwydering	255.60	222.26	33.34	5.52%	269.70	234.52	35.18	Refuse Removal

10 SMOUSE

PEDDLERS

Geproklameerde staanplek - per finansiële jaar of pro-rata per maand daarvan vooruitbetaalbaar	988.30	859.39	128.91	5.50%	1,042.70	906.70	136.00	Proclaimed stand - payable in advance per financial year or pro-rata per month thereof
Informele handelsentrum - per maand vooruitbetaalbaar	247.00	214.78	32.22	5.51%	260.60	226.61	33.99	Informal trading center - payable monthly in advance
Smous tarief per dag	61.80	53.74	8.06	5.50%	65.20	56.70	8.50	Hawker rate per day

11 Administratiewe Dokumentasie

Administrative Documentation

Per gedrukte lyn								Per printed line
Finansiële state (Aan publiek)	130.00	113.04	16.96	5.54%	137.20	119.30	17.90	Financial statements (To the public)
Begrotings (Aan publiek)	220.00	191.30	28.70	5.50%	232.10	201.83	30.27	Budgets (To the public)
Agendas	160.00	139.13	20.87	5.50%	168.80	146.78	22.02	Agendas
Notule	100.00	86.96	13.04	5.50%	105.50	91.74	13.76	Minutes
Tender Dokument - Drukwerk per blad (Minimum R70)	70.00	60.87	9.13	5.57%	73.90	64.26	9.64	Tender Document - Printing per sheet (Minimum R70)

TARIEWE / TARRIFS

Tariewe van toepassing met ingang van eerste rekening wat gelewer word na 1 Julie tensy anders aangedui.	Tarief vanaf 1 Julie 2024 (Ingesluit 15% BTW)	Tarief vanaf 1 Julie 2024 (Uitgesluit 15% BTW)	15% BTW 15% VAT		Tarief vanaf 1 Julie 2025 (Ingesluit 15% BTW)	Tarief vanaf 1 Julie 2025 (Uitgesluit 15% BTW)	15% BTW 15% VAT	Rates apply with effect from the first bill delivered after 1 July unless otherwise indicated.
	Tariff from 1 July 2024 (Including VAT)	Tariff from 1 July 2024 (Excluding VAT)			Tariff from 1 July 2025 (Including VAT)	Tariff from 1 July 2025 (Excluding VAT)		

12 INLIGINGSERTIFIKATE

INFORMATION CERTIFICATES

Uitklarings Admin Koste (Koste per aansoek)	290.00	252.17	37.83	5.52%	306.00	266.09	39.91	Clearances Admin Costs (Costs per application)
Per sertifikaat (Waardasie, Uitklaring, Sonering ens)	210.00	182.61	27.39	5.52%	221.60	192.70	28.90	Per certificate (Valuation, Clearance, Zoning, etc.)

13 DIENSTE BYDRAE (Dorpsstigting, Onderverdeling ens)

SERVICES CONTRIBUTION (Town foundation, Subdivision, etc.)

Tot en met 5 erwe/eenhede - per erf/eenheid + WDM Heffings (Item c)	28,400.00	24,695.65	3,704.35	5.50%	29,962.00	26,053.91	3,908.09	Up to and including 5 plots/units - per plot/unit + WDM Charges (Item c)
Meer as 5 erwe soos per diensteooreenkoms + WDM Heffing (Item c)	Aggreement				Aggreement			More than 5 plots as per service agreement + WDM Charge (Item c)
Weskus DM Water Bydrae (Gebiede wat water ontvang vanaf Withoogte waterskema)	As determined by WDM				As determined by WDM			West Coast DM Water Contribution (Areas receiving water from Withoogte water scheme)

14 FOTOSTATIESE AFDrukKE

PHOTOSTATIC PRINTS

Per bladsy - A4	1.50	1.30	0.20	0.00%	1.50	1.30	0.20	Per page - A4
Per bladsy - A3	2.00	1.74	0.26	0.00%	2.00	1.74	0.26	Per page - A3

15 DIVERSE HEFFINGS

DIVERSE CHARGES

Koste vir ontvangs van buitelandse betalings								Cost of international payments received
Peuter met enige munisipale diensmeter uitgesluit koste van nuwe meter.	4,800.00	4,173.91	626.09	5.50%	5,064.00	4,403.48	660.52	Tamper with any municipal service meter excluding the cost of a new meter.

16 ALLERLEI

MISCELLANEOUS

Privaatwerke								Private works
Geen masiene/toerusting word verhuur nie.								No machines/equipment are rented.
Versak van randstene (enkel ingang - 3m)	3,600.00	3,130.43	469.57	5.50%	3,798.00	3,302.61	495.39	Curb subsidence (single entry - 3m)
Versak van randstene (dubbel ingang - 6m)	5,000.00	4,347.83	652.17	5.50%	5,275.00	4,586.96	688.04	Sagging of curbs (double entry - 6m)

17 PLAKKATE

POSTERS

Algemene plakkate Deposito Per Dorp	770.00			5.51%	812.40			General Posters Deposit Per Town
Verkiesingsplakkate Deposito vir Bergrivier	1,910.00			5.50%	2,015.10			Election posters Deposit for Bergrivier
Advertensieborde	2,860.00	2,486.96	373.04	5.50%	3,017.30	2,623.74	393.56	Billboards

18 OPENBARE OOP TERREINE

PUBLIC OPEN AREAS

Per dag per perseel	1,235.30	1,074.17	161.13	5.50%	1,303.20	1,133.22	169.98	Per day per site
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TARIEWE / TARRIFS

Tariewe van toepassing met ingang van eerste rekening wat gelewer word na 1 Julie tensy anders aangedui.	Tarief vanaf 1 Julie 2024 (Ingesluit 15% BTW)	Tarief vanaf 1 Julie 2024 (Uitgesluit 15% BTW)	15% BTW		Tarief vanaf 1 Julie 2025 (Ingesluit 15% BTW)	Tarief vanaf 1 Julie 2025 (Uitgesluit 15% BTW)	15% BTW	Rates apply with effect from the first bill delivered after 1 July unless otherwise indicated.
	Tariff from 1 July 2024 (Including VAT)	Tariff from 1 July 2024 (Excluding VAT)	15% VAT		Tariff from 1 July 2025 (Including VAT)	Tariff from 1 July 2025 (Excluding VAT)	15% VAT	

19 SKUTGELDE

POUND FEES

Voertuie per dag - (plus insleepkoste)	200.20	174.09	26.11	5.49%	211.20	183.65	27.55	Vehicles per day - (plus towing costs)
Skut van diere	1,000.00	869.57	130.43	5.50%	1,055.00	917.39	137.61	Impounding of animals

20 BEGRAAFPLAASFOOIE ALLE

CEMETERY FEES FOR ALL CEMETERIES

A Inwoners en Belastingbetalers

Residents and Taxpayers

Bespreek van grafperseel	1,340.00	1,165.22	174.78	5.50%	1,413.70	1,229.30	184.40	Reservation of grave plot
Bespreek van grafperseel - Kinder Ry	790.00	686.96	103.04	5.51%	833.50	724.78	108.72	Reservation of grave plot - Children row
Muur van Herinnering (verassing)	1,690.00	1,469.57	220.43	5.50%	1,783.00	1,550.43	232.57	Wall of Remembrance (ashes)
Oopmaak van graf (Duplex, dubbel of bespreekte)	770.00	669.57	100.43	5.51%	812.40	706.43	105.97	Opening of grave (Duplex, double or reserved)
Toemaak van duplex graf per hand (Duplex, dubbel of bespreekte)	1,000.00	869.57	130.43	5.50%	1,055.00	917.39	137.61	Closing duplex grave by hand (Duplex, double, or booked)
Addisionele uitgraving vir uitbou van graf	530.00	460.87	69.13	5.51%	559.20	486.26	72.94	Additional excavation for expansion of grave
Gebruik van laaigraaf om grafte toe te gooi	1,140.00	991.30	148.70	5.50%	1,202.70	1,045.83	156.87	Use of backhoe to fill graves

Geregistreeerde deernis persone en hulle wettige getroude gades wat staatsouderdempensioen ontvang, kwalifiseer vir 50% korting op begraaftplaasfooie.

Registered indigent persons and their legally married spouses that receives Government Old Age Pension, qualify for a 50% discount on cemetery fees.

B Nie-Munisipale Inwoners tydens sterfte

Non-Municipal Residents at death

Bespreek van grafperseel	2,680.00	2,330.43	349.57	5.50%	2,827.40	2,458.61	368.79	Reservation of grave plot
Bespreek van grafperseel - Kinder Ry	1,580.00	1,373.91	206.09	5.50%	1,666.90	1,449.48	217.42	Reservation of grave plot - Children row
Muur van Herinnering (verassing)	2,530.00	2,200.00	330.00	5.50%	2,669.20	2,321.04	348.16	Wall of Remembrance (ashes)
Oopmaak van graf (Duplex, dubbel of bespreekte)	770.00	669.57	100.43	5.51%	812.40	706.43	105.97	Opening of grave (Duplex, double, or reserved)
Toemaak van duplex graf per hand (Duplex, dubbel of bespreekte)	1,000.00	869.57	130.43	5.50%	1,055.00	917.39	137.61	Closing duplex grave by hand (Duplex, double or booked)
Addisionele uitgraving vir uitbou van graf	530.00	460.87	69.13	5.51%	559.20	486.26	72.94	Additional excavation for expansion of grave
Gebruik van laaigraaf om grafte toe te gooi	1,140.00	991.30	148.70	5.50%	1,202.70	1,045.83	156.87	Use of backhoe to fill graves

C ARMLASTIGE BEGRAFNISSE

PURPLE BURIALS

Die bepalinge van toepaslike wetgewing sal geld								The provisions of applicable legislation will apply
Enkel Graf + Kis	1,410.00	1,226.09	183.91	5.50%	1,487.60	1,293.57	194.03	Single Grave + Casket

21 WOONWAPARKE & STRANDDOORDE

RESIDENTIAL PARKS & BEACH RESORTS

Die volle bedrag vir besprekings vir Desember/Januarie moet teen 31 Augustus betaal wees. Spesiale versoek sal op meriete deur die Direkteur: Gemeenskapdienste oorweeg word.

The full amount for bookings for December/January must be paid by 31 August. Special requests will be considered on merit by the Director: Community Services.

n Verpligte nie-terugbetaalbare aansoekfooie van R250 vir alle besprekings vir seisoen besprekings is betaalbaar. Indien die aansoekfooie nie betaal is nie, sal die aansoek nie oorweeg word nie.

A mandatory non-refundable application fee of R250 for all bookings for season bookings is payable. If the application fee has not been paid, the application will not be considered.

Korting van 15% vir persone 60 jaar en ouer (pensioenarisse) word buite seisoen toegestaan vanaf Maandae tot Donderdae. (Maksimum 2 persone per perseel).

A discount of 15% for persons aged 60 and over (pensioners) is granted out of season from Mondays to Thursdays. (Maximum 2 persons per premises).

n Standaard afslag van 10% word buite seisoen toegestaan aan groepbesprekings van 5 of meer huise / persele en/of 5 rondawels.

A standard discount of 10% is granted out of season to group bookings of 5 or more cottages / plots and/or 5 apartments.

Die binne seisoen word beskou as die periode vanaf 01 Desember tot 12 Januarie asook Paasaweek.

The peak-season is considered to be the period from 01 December to 12 January as well as Easter weekend.

Geen dagkampering by strandoorde word toegelaat.

No day camping at beach resorts is allowed.

TARIEWE / TARRIFS

Tariewe van toepassing met ingang van eerste rekening wat gelewer word na 1 Julie tensy anders aangedui.	Tarief vanaf 1 Julie 2024 (Ingesluit 15% BTW)	Tarief vanaf 1 Julie 2024 (Uitgesluit 15% BTW)	15% BTW
	Tariff from 1 July 2024 (Including VAT)	Tariff from 1 July 2024 (Excluding VAT)	15% VAT

Tarief vanaf 1 Julie 2025 (Ingesluit 15% BTW)	Tarief vanaf 1 Julie 2025 (Uitgesluit 15% BTW)	15% BTW	Rates apply with effect from the first bill delivered after 1 July unless otherwise indicated.
Tariff from 1 July 2025 (Including VAT)	Tariff from 1 July 2025 (Excluding VAT)	15% VAT	

Alle besoekers wat na 8uur (20:00) arriveer betaal 'n R 200.00 diensfooi.

All visitors who arrive after 8 o'clock (20:00) pays a R 200.00 service fee.

Kansellasië beleid:	Cancellation policy:
Nie-Arriveer - 100% van besprekingsbetaling word verbeur	No-Arrive - 100% of booking payment forfeited
Kansellasië binne 7 dae van aankomsdatum - 80% van bespreking/b	Cancellation within 7 days of arrival date - 80% of booking/payment is forfeited
Kansellasië meer as 7 dae van aankomsdatum - 50% van bespreking	Cancellation more than 7 days from arrival date - 50% of booking/payment is forfeited
Kansellasië meer as 30 dae van aankomsdatum - 10% van bespreking	Cancellation more than 30 days from arrival date - 10% of booking/payment is forfeited
Uitboek voor vertrekdatum - Geen terugbetaling	Check out before departure date - No refund

A Stywelyne Strandoord

Stywelyne Beach resort

a) Karavaan Staanplekke - per dag (6 persone)

Caravan stands - per day (6 persons)

Binne Seisoen (1 Desember tot 12 Januarie en Paasaweek)	560.00	486.96	73.04	5.50%	590.80	513.74	77.06	Peak-Season (1 December to 12 January and Easter weekend)
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Buite Seisoen (13 Januarie - 31 Januarie, Februarie, Maart, April, September, Oktober, November)
Uitgesonder Paasaweek

Off-Season (13 January - 31 January, February, March, April, September, October, November)
Excluding Easter Weekend

Mid-week	190.00	165.22	24.78	5.53%	200.50	174.35	26.15	Mid-week
Naweke	340.00	295.65	44.35	5.50%	358.70	311.91	46.79	Weekends

Buite Seisoen (Winter Tarief) Mei, Junie, Julie en Augustus

Off-Season (Winter Rate) May, June, July and August

Mid-week	130.00	113.04	16.96	5.54%	137.20	119.30	17.90	Mid-week
Naweke	170.00	147.83	22.17	5.53%	179.40	156.00	23.40	Weekends
Maandtarief (Uitgesluit Binne Seisoen)	3,920.00	3,408.70	511.30	5.50%	4,135.60	3,596.17	539.43	Monthly Rate (Excluded In Season)

b) Woonstelle - per dag (6 persone)

Apartments - per day (6 persons)

Binne Seisoen (1 Desember tot 12 Januarie en Paasaweek)	1,360.00	1,182.61	177.39	5.50%	1,434.80	1,247.65	187.15	Peak-Season (1 December to 12 January and Easter weekend)
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Buite Seisoen (13 Januarie - 31 Januarie, Februarie, Maart, April, September, Oktober, November)

Off-Season (13 January - 31 January, February, March, April, September, October, November)

Mid-week	810.00	704.35	105.65	5.51%	854.60	743.13	111.47	Mid-week
Naweke	1,090.00	947.83	142.17	5.50%	1,150.00	1,000.00	150.00	Weekends

Buite Seisoen (Winter Tarief) Mei, Junie, Julie en Augustus

Off-Season (Winter Rate) May, June, July and August

Mid-week	450.00	391.30	58.70	5.51%	474.80	412.87	61.93	Mid-week
Naweke	720.00	626.09	93.91	5.50%	759.60	660.52	99.08	Weekends

c) Seesig Huisies - per dag (6 persone)

Sea View Cottages - per day (6 persons)

Binne Seisoen (1 Desember tot 12 Januarie en Paasaweek)	1,730.00	1,504.35	225.65	5.50%	1,825.20	1,587.13	238.07	Off-Season (1 December to 12 January and Easter weekend)
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Buite Seisoen (13 Januarie - 31 Januarie, Februarie, Maart, April, September, Oktober, November)

Off-Season (13 January - 31 January, February, March, April, September, October, November)

Mid-week	1,360.00	1,182.61	177.39	5.50%	1,434.80	1,247.65	187.15	Mid-week
Naweke	1,490.00	1,295.65	194.35	5.50%	1,572.00	1,366.96	205.04	Weekends

Buite Seisoen (Winter Tarief) Mei, Junie, Julie en Augustus

Off-Season (Winter Rate) May, June, July and August

Mid-week	630.00	547.83	82.17	5.51%	664.70	578.00	86.70	Mid-week
Naweke	910.00	791.30	118.70	5.51%	960.10	834.87	125.23	Weekends

TARIEWE / TARRIFS

		Tarief vanaf 1 Julie 2024 (Ingesluit 15% BTW)	Tarief vanaf 1 Julie 2024 (Uitgesluit 15% BTW)	15% BTW		Tarief vanaf 1 Julie 2025 (Ingesluit 15% BTW)	Tarief vanaf 1 Julie 2025 (Uitgesluit 15% BTW)	15% BTW	
Tariewe van toepassing met ingang van eerste rekening wat gelewer word na 1 Julie tensy anders aangedui.		Tariff from 1 July 2024 (Including VAT)	Tariff from 1 July 2024 (Excluding VAT)	15% VAT		Tariff from 1 July 2025 (Including VAT)	Tariff from 1 July 2025 (Excluding VAT)	15% VAT	Rates apply with effect from the first bill delivered after 1 July unless otherwise indicated.
d) Stoor van Woonwaens vooruitbetaalbaar - per jaar	NVT					NVT			Prepaid store of caravans - per year
e) Addisionele Voertuig - per dag (Slegs Buite Seisoen)		130.00	113.04	16.96	5.54%	137.20	119.30	17.90	Additional Vehicle - per day (Off-Season only)
f) Addisionele Besoekers - per dag Additional Visitors - per day									
Huisies					Houses				
Binne Seisoen		130.00	113.04	16.96	5.54%	137.20	119.30	17.90	Peak-Season
Buite Seisoen		100.00	86.96	13.04	5.50%	105.50	91.74	13.76	Off-Season
Staanplekke					Stands				
Binne Seisoen		130.00	113.04	16.96	5.54%	137.20	119.30	17.90	Peak-Season
Buite Seisoen		100.00	86.96	13.04	5.50%	105.50	91.74	13.76	Off-Season
Addisionele Besoekers - (kinders o/12) per dag Additional Visitors - (children under 12) per day									
Binne en buite seisoen		60.00	52.17	7.83	0.00%	60.00	52.17	7.83	Peak- and off-season
g) Dagkampering Day camping									
Dagkampeerders / Besoekers - insluitend swembadfooi									Day Campers / Visitors - including pool fee
Motorvoertuie & sleepwaens (Slegs binne seisoen)		n/a				n/a			Motor vehicles & trailers (In season only)
Busse / Vragmotors		n/a				n/a			Buses / Trucks
h) Permanente Inwoners Permanent Residents									
Persele met Elektrisiteit - per maand		1,110.00	965.22	144.78	5.50%	1,171.10	1,018.35	152.75	Premises with Electricity - per month
Persele sonder Elektrisiteit - per maand		1,490.00	1,295.65	194.35	5.50%	1,572.00	1,366.96	205.04	Premises without Electricity - per month
B Dwarskersbos Strandoord Dwarskersbos Beach resort									
a) Karavaan Staanplekke - per dag (6 persone) Caravan stands - per day (6 persons)									
Binne Seisoen (1 Desember tot 12 Januarie en Paasnaweek)		610.00	530.43	79.57	5.51%	643.60	559.65	83.95	Peak-Season (1 December to 12 January and Easter weekend)

TARIEWE / TARRIFS

	Tarief vanaf 1 Julie 2024 (Ingesluit 15% BTW)	Tarief vanaf 1 Julie 2024 (Uitgesluit 15% BTW)	15% BTW		15% VAT				
Tariewe van toepassing met ingang van eerste rekening wat gelewer word na 1 Julie tensy anders aangedui.	Tariff from 1 July 2024 (Including VAT)	Tariff from 1 July 2024 (Excluding VAT)	15% VAT						
	Tarief vanaf 1 Julie 2025 (Ingesluit 15% BTW)	Tarief vanaf 1 Julie 2025 (Uitgesluit 15% BTW)	15% BTW		15% VAT				
	Tariff from 1 July 2025 (Including VAT)	Tariff from 1 July 2025 (Excluding VAT)	15% VAT						Rates apply with effect from the first bill delivered after 1 July unless otherwise indicated.
Buite Seisoen (13 Januarie - 31 Januarie, Februarie, Maart, April, September, Oktober, November)									
Uitgesonder Paasaweek									
Mid-week	190.00	165.22	24.78	5.53%	200.50	174.35	26.15		Off-Season (13 January - 31 January, February, March, April, September, October, November) Excluding Easter Weekend
Naweke	340.00	295.65	44.35	5.50%	358.70	311.91	46.79		Mid-week Weekends
Buite Seisoen (Winter Tarief) Mei, Junie, Julie en Augustus									
Mid-week	130.00	113.04	16.96	5.54%	137.20	119.30	17.90		Off-Season (Winter Rate) May, June, July and August
Naweke	170.00	147.83	22.17	5.53%	179.40	156.00	23.40		Mid-week Weekends
Maandtarief (Uitgesluit Binne Seisoen)	3,920.00	3,408.70	511.30	5.50%	4,135.60	3,596.17	539.43		Monthly Rate (Excluded In Season)
b) Rondawels - per dag (6 persone)									
Apartment - per day (6 persons)									
Binne Seisoen (1 Desember tot 12 Januarie en Paasaweek)	960.00	834.78	125.22	5.50%	1,012.80	880.70	132.10		Peak-Season (1 December to 12 January and Easter weekend)
Buite Seisoen (13 Januarie - 31 Januarie, Februarie, Maart, April, September, Oktober, November)									
Mid-week	720.00	626.09	93.91	5.50%	759.60	660.52	99.08		Off-Season (13 January - 31 January, February, March, April, September, October, November)
Naweke	810.00	704.35	105.65	5.51%	854.60	743.13	111.47		Mid-week Weekends
Buite Seisoen (Winter Tarief) Mei, Junie, Julie en Augustus									
Mid-week	360.00	313.04	46.96	5.50%	379.80	330.26	49.54		Off-Season (Winter Rate) May, June, July and August
Naweke	450.00	391.30	58.70	5.51%	474.80	412.87	61.93		Mid-week Weekends
c) Woonstelle - per dag (6 persone)									
Sea View Cottages - per day (6 persons)									
Binne Seisoen (1 Desember tot 12 Januarie en Paasaweek)	1,360.00	1,182.61	177.39	5.50%	1,434.80	1,247.65	187.15		Off-Season (1 December to 12 January and Easter weekend)
Buite Seisoen (13 Januarie - 31 Januarie, Februarie, Maart, April, September, Oktober, November)									
Mid-week	810.00	704.35	105.65	5.51%	854.60	743.13	111.47		Off-Season (13 January - 31 January, February, March, April, September, October, November)
Naweke	1,090.00	947.83	142.17	5.50%	1,150.00	1,000.00	150.00		Mid-week Weekends
Buite Seisoen (Winter Tarief) Mei, Junie, Julie en Augustus									
Mid-week	450.00	391.30	58.70	5.51%	474.80	412.87	61.93		Off-Season (Winter Rate) May, June, July and August
Naweke	720.00	626.09	93.91	5.50%	759.60	660.52	99.08		Mid-week Weekends
d) Addisionele Voertuig - per dag (Slegs Buite Seisoen)									
Prepaid store of caravans - per year	100.00	86.96	13.04	5.50%	105.50	91.74	13.76		
e) Geen Addisionele Persoon meer as toelaatbaar - per dag									
Additional Vehicle - per day (Off-Season only)									

TARIEWE / TARRIFS

Tariewe van toepassing met ingang van eerste rekening wat gelewer word na 1 Julie tensy anders aangedui.	Tarief vanaf 1 Julie 2024 (Ingesluit 15% BTW)	Tarief vanaf 1 Julie 2024 (Uitgesluit 15% BTW)	15% BTW					
	Tariff from 1 July 2024 (Including VAT)	Tariff from 1 July 2024 (Excluding VAT)	15% VAT					
				Tarief vanaf 1 Julie 2025 (Ingesluit 15% BTW)	Tarief vanaf 1 Julie 2025 (Uitgesluit 15% BTW)	15% BTW		
				Tariff from 1 July 2025 (Including VAT)	Tariff from 1 July 2025 (Excluding VAT)	15% VAT		Rates apply with effect from the first bill delivered after 1 July unless otherwise indicated.
f) Dagkampering								
Dagkampeerdere / Besoekers - insluitend swembadfooi								Day camping
Motorvoertuie & sleepwaens (Slegs binne seisoen)	n/a			n/a				Day Campers / Visitors - including pool fee
Busse / Vragmotors	Not allowed			Not allowed				Motor vehicles & trailers (In season only)
								Buses / Trucks
g) Saal								
Deposito	1,260.00	1,095.65	164.35	5.50%	1,329.30	1,155.91	173.39	Deposit
Huur	1,690.00	1,469.57	220.43	5.50%	1,783.00	1,550.43	232.57	Rent
Skoolgroepe - per kop	30.00	26.09	3.91	0.00%	30.00	26.09	3.91	School groups - per person
h) Sleuteldeposito's								
Alle wooneenhede								All residential units
Taq - kampeerstaanplekke (uitgesluit binne seisoen)								Taq - camping pitches (excluded in season)

22 GEMEENSKAP - EN ANDER SALE

COMMUNITY - AND OTHER HALLS

(Aansoek om GRATIS gebruik van enige saal moet aan die MUNISIPALE BESTUURDER gerig word, waarna dit op meriete oorweeg sal word. Die bespreking van die saal moet dan ook self gedoen word.)

(Application for FREE use of any hall must be addressed to the MUNICIPAL MANAGER, after which it will be considered on its merits. The reservation of the hall must then also be done yourself.)

Die Gemeenskapsale word nie uitverhuur/beskikbaar gestel vir individue wat fondsinsamelings/danse en/of opvoerings aanbied vir eie gewin nie.

The Community Halls are not rented out/made available to individuals who host fundraisers/dances and/or performances for their own profit.

A GEMEENSKAPSALE

COMMUNITY HALLS

a) Enige geleentheid waarvoor enige vorm van toegang gevra word.

Any event for which any form of access is requested.

Huur	630.00	547.83	82.17	4.76%	660.00	573.91	86.09	Rent
Deposito	900.00			5.56%	950.00			Deposit
Kombuis - huur	270.00	234.78	35.22	3.70%	280.00	243.48	36.52	Kitchen - rent

b) Enige geleentheid waarvoor geen vorm van toegang gevra word nie.

Any event for which no form of entry is requested.

Huur	330.00	286.96	43.04	6.06%	350.00	304.35	45.65	Rent
Deposito	600.00			5.00%	630.00			Deposit
Kombuis - huur	270.00	234.78	35.22	3.70%	280.00	243.48	36.52	Kitchen - rent

B BIBLIOTEEKSALE (Maksimum 100 persone)

LIBRARY HALLS (Maximum 100 persons)

a) Slegs geleentede waarvoor geen vorm van toegang gevra word.

Only events for which no form of entry is requested.

Huur	380.00	330.43	49.57	5.26%	400.00	347.83	52.17	Rent
Deposito	380.00			5.26%	400.00			Deposit

C STADSAAL

TOWN HALL

a) Enige geleentheid

Any occasion

Huur	2,590.00	2,252.17	337.83	5.41%	2,730.00	2,373.91	356.09	Rent
Deposito	1,300.00			5.38%	1,370.00			Deposit

TARIEWE / TARRIFS

Tariewe van toepassing met ingang van eerste rekening wat gelewer word na 1 Julie tensy anders aangedui.	Tarief vanaf 1 Julie 2024 (Ingesluit 15% BTW)	Tarief vanaf 1 Julie 2024 (Uitgesluit 15% BTW)	15% BTW
	Tariff from 1 July 2024 (Including VAT)	Tariff from 1 July 2024 (Excluding VAT)	15% VAT

Tarief vanaf 1 Julie 2025 (Ingesluit 15% BTW)	Tarief vanaf 1 Julie 2025 (Uitgesluit 15% BTW)	15% BTW	Rates apply with effect from the first bill delivered after 1 July unless otherwise indicated.
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23 Raadsfasiliteite

Council facilities

Aansoek om GRATIS gebruik van enige fasiliteite van die Raad moet aan die MUNISIPALE BESTUURDER gerig word, waarna dit op meriete oorweeg en goedkeur word. Die bespreking daarvan moet dan ook deur die munisipale bestuurder gedoen word.

Application for FREE use of any of the Council's facilities must be addressed to the MUNICIPAL MANAGER, after which it will be considered and approved on its merits. The discussion must then also be done by the municipal manager.

24 SWEMBADDENS

SWIMMING POOLS

Persone onder die ouderdom van 18 jaar	5.00	4.35	0.65	0.00%	5.00	4.35	0.65	Persons under the age of 18 years
Persone bo die ouderdom van 18 jaar	5.00	4.35	0.65	0.00%	5.00	4.35	0.65	Persons over the age of 18 years

25 VERKEER

TRAFFIC

	4.65%	6.25%	4.65%	6.25%	4.55%	4.55%	3.70%	
Begeleidings:								Begeleidings:
Binne werksyd (per uur of gedeelte daarvan)	430.00		450.00					Binne werksyd (per uur of gedeelte daarvan)
Na-ure (per uur of gedeelte daarvan)	640.00		680.00					Na-ure (per uur of gedeelte daarvan)
A Begeleidings (Slegs abnormale vragte)			-					Escorts (Abnormal loads only)
Binne werksyd (per uur of gedeelte daarvan)	430.00		450.00					Within working hours (per hour or part thereof)
Na-ure (per uur of gedeelte daarvan)	640.00		680.00					After hours (per hour or part thereof)
B Diening van Prosesstukke	220.00	191.30	28.70	4.55%	230.00	200.00	30.00	Service of Process Documents
C Uitvoering van lasbrief	220.00	191.30	28.70	4.55%	230.00	200.00	30.00	Execution of warrant
D Events Application fee	270.00	234.78	35.22	3.70%	280.00	243.48	36.52	Events Application fee

26 Skiet van Films en Advertensies

Shooting Films and Commercials

Goedkeuring vir skiet van films en advertensies per geleentheid	2,600.00	2,260.87	339.13	5.38%	2,740.00	2,382.61	357.39	Approval for shooting films and commercials - Per Event
Sluit van strate (per dag)	3,440.00	2,991.30	448.70	5.52%	3,630.00	3,156.52	473.48	Street Closures (per day)
Beskikbaarstelling van twee verkeersbeamptes (per uur)	430.00	373.91	56.09	4.65%	450.00	391.30	58.70	Provision of two traffic officers (per hour)
Beskikbaarstelling van twee verkeersbeamptes (per uur na-ure)	640.00	556.52	83.48	6.25%	680.00	591.30	88.70	Provision of two traffic officers (per hour after-hours)

27 BRANDWEERGELDE

FIRE DEPARTMENT FEES

Blus van brand by geboue - per uur	4,090.00	3,556.52	533.48	5.38%	4,310.00	3,747.83	562.17	Extinguishing fire at buildings - per hour
Blus van veld en ander brande - per uur	1,220.00	1,060.87	159.13	5.74%	1,290.00	1,121.74	168.26	Extinguishing field and other fires - per hour
Brandveiligheid Inspeksie - per inspeksie	960.00	834.78	125.22	5.21%	1,010.00	878.26	131.74	Fire Safety Inspection - per inspection

BRANDWEERDIENSTE GELEWER AAN ANDER OWERHEDE

FIRE SERVICE PROVIDED TO OTHER AUTHORITIES

Bywoning van enige voorval, ongeag die aantal voertuie en persoonlik (vir eerste uur)	3,050.00	2,652.17	397.83	5.57%	3,220.00	2,800.00	420.00	Attendance of any incident irrespective of number of vehicles and personal (for first hour)
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TARIEWE / TARRIFS

Tariewe van toepassing met ingang van eerste rekening wat gelewer word na 1 Julie tensy anders aangedui.	Tarief vanaf 1 Julie 2024 (Ingesluit 15% BTW)	Tarief vanaf 1 Julie 2024 (Uitgesluit 15% BTW)	15% BTW
	Tariff from 1 July 2024 (Including VAT)	Tariff from 1 July 2024 (Excluding VAT)	15% VAT

Tarief vanaf 1 Julie 2025 (Ingesluit 15% BTW)	Tarief vanaf 1 Julie 2025 (Uitgesluit 15% BTW)	15% BTW	Rates apply with effect from the first bill delivered after 1 July unless otherwise indicated.
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Na die eerste uur sal die volgende tariewe van toepassing wees:

After the first hour, the following tariffs will be applicable:

Groot / Medium toestel Reddingspompe / Lugtoestel Insluitend Persoonlik (Standby) (per uur of gedeelte daarvan)	1,520.00	1,321.74	198.26	5.26%	1,600.00	1,391.30	208.70	Major / Medium appliance Rescue pumps / Aerial appliance Including Personal (Standby) (per hour or part thereof)
Hazmat-eenheid (per uur of deel daarvan)	1,520.00	1,321.74	198.26	5.26%	1,600.00	1,391.30	208.70	Hazmat Unit (per hour or part thereof)
Hulptoestel (insluitend mannekrag) Veld-, ligte/swaar redding, Hazmat-eenhede (bystand) (per uur of deel daarvan)	830.00	721.74	108.26	6.02%	880.00	765.22	114.78	Auxiliary appliance (inclusive of manpower) Off-road , light/heavy rescue, Hazmat units (Standby) (per hour or part thereof)
Diensvoertuie (insluitend mannekrag) LDV's en vervoerders (bystand) (per uur of gedeelte daarvan)	830.00	721.74	108.26	6.02%	880.00	765.22	114.78	Service vehicles (inclusive of manpower) LDV's and transporters (Standby)
Sleepwaens en eenhede (insluitend mannekrag) Brandstof/kraansleepwa, BA sleepwa en beveleenheid	480.00	417.39	62.61	6.25%	510.00	443.48	66.52	Trailers and units (inclusive of manpower) Fuel/hydrant trailer, BA trailer and command unit (

Personeelkoste (koste indien bykomende personeel benodig word) (bystand)

Personnel charges (cost if additional personnel are required) (Standby)

Brandweerhoof (per uur of gedeelte daarvan)	399.00	399.00	5.49%	420.90	420.90	Chief Fire Officer (per hour or part thereof)
Assistent Brandweerhoof (per uur of gedeelte daarvan)	452.20	452.20	5.51%	477.10	477.10	Assistant Chief Fire Officer (per hour or part thereof)
Distriksbevelvoerder (per uur of gedeelte daarvan)	399.00	399.00	5.49%	420.90	420.90	District Commander (per hour or part thereof)
Stasie Senior Beampte (per uur of gedeelte daarvan)	353.30	353.30	5.49%	372.70	372.70	Station Senior Officer (per hour or part thereof)
Pelotonoffisiere (per uur of gedeelte daarvan)	269.30	269.30	5.50%	284.10	284.10	Platoon Officers (per hour or part thereof)
Senior Brandbestryders (per uur of gedeelte daarvan)	194.00	194.00	5.52%	204.70	204.70	Senior Fire Fighters (per hour or part thereof)
Brandbestryders (per uur of gedeelte daarvan)	180.30	180.30	5.49%	190.20	190.20	Fire Fighters (per hour or part thereof)
Leerder Brandbestryders (per uur of gedeelte daarvan)	151.90	151.90	5.53%	160.30	160.30	Leamer Fire Fighters (per hour or part thereof)
EPWP Leerder Brandbestryders (per uur of gedeelte daarvan)	56.90	56.90	5.45%	60.00	60.00	EPWP Leamer Fire Fighters (per hour or part thereof)

Gespesialiseerde verbruikbare materiaal (bystand)	Replacement cost plus 10%	Replacement cost plus 10%	Specialised consumable material (Standby)
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Humanitêre oproepe

Humanitarian calls

Motorvoertuigongelukke	Applicable tariff as in 23.1 - 6	Applicable tariff as in 23.1 - 6	Motor vehicle accidents
Reddings			Rescues

Spoellings

Spillages

Wesenlik (Pad of spoor)	Applicable tariff as in 23.1 - 6	Applicable tariff as in 23.1 - 6	Major (Road or rail)
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Plantegroei Brande

Vegetation Fires

Diens gelewer buite jurisdiksiegebied	Applicable tariff as in 23.1 - 6 plus 10%	Applicable tariff as in 23.1 - 6 plus 10%	Service rendered outside the area of jurisdiction					
Monitering van insidente	Applicable tariff as in 23.1 - 6	Applicable tariff as in 23.1 - 6	Monitoring of incidents					
Gesertifiseerde afskrif van voorvalverslag (per kople)	190.00	165.22	24.78	5.26%	200.00	173.91	26.09	Certified copy of incident report (Per Copy)

Verskeie dienste en huurkoste

Sundry services and hire charges

Gebruik van draagbare aanleg en masjinerie: (per uur)	320.00	278.26	41.74	6.25%	340.00	295.65	44.35	Use of portable plant and machinery : (Per Hour)
Skade van toerusting	Cost plus 10%				Cost plus 10%			Damage of equipment
Gebruik van eksterne dienste	Suppliers Account plus 10%				Suppliers Account plus 10%			Utilisation of external services

TARIEWE / TARRIFS

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	Tariff from 1 July 2024 (Including VAT)	Tariff from 1 July 2024 (Excluding VAT)	15% VAT		Tariff from 1 July 2025 (Including VAT)	Tariff from 1 July 2025 (Excluding VAT)	15% VAT	
Brandvoorkomingstarief								Fire prevention tariff
Hernuwing van Lisensie om petroleum op te berg	680.00	591.30	88.70	5.88%	720.00	626.09	93.91	Renewal of Licence to store petroleum
Goedkeuring van VPG installasie planne (Per uur of gedeelte daarvan)	680.00	591.30	88.70	5.88%	720.00	626.09	93.91	Approval of LPG installation plans (Per hour or part thereof)
Goedkeuring van petroleumbergingsplanne (Per uur of gedeelte daarvan)	680.00	591.30	88.70	5.88%	720.00	626.09	93.91	Approval of petroleum storage plans (Per hour or part thereof)
Goedkeuring van grootmaatberging gevaarlike installasie (Per uur of gedeelte daarvan)	680.00	591.30	88.70	5.88%	720.00	626.09	93.91	Approval of bulk storage hazardous installation (Per hour or part thereof)
Goedkeuring van bouplanne - brandbeskerming / vereistes (Per uur of gedeelte daarvan)	680.00	591.30	88.70	5.88%	720.00	626.09	93.91	Approval of building plans - fire protection / requirements (Per hour or part thereof)
Inspeksies (Plaasgrond uitgesluit) (Per uur of gedeelte daarvan)	1,150.00	1,000.00	150.00	5.22%	1,210.00	1,052.17	157.83	Inspections (Excluding Farm Land) (Per hour of part thereof)
Herinspeksie (Per uur of gedeelte daarvan)	1,150.00	1,000.00	150.00	5.22%	1,210.00	1,052.17	157.83	Reinspection (Per hour of part thereof)
Sertifisering van perseel (Per uur of gedeelte daarvan)	680.00	591.30	88.70	5.88%	720.00	626.09	93.91	Certification of premises (Per hour of part thereof)
Uitreiking van beheerbrandpermitte (Per uur of gedeelte daarvan)	970.00	843.48	126.52	5.15%	1,020.00	886.96	133.04	Issuing of control burning permits (Per hour of part thereof)
Lede van 'n Brandbeskermingsvereniging	free of charge				free of charge			Members of a Fire Protection Association
Ondersoek (Per uur of gedeelte daarvan)	1,070.00	930.43	139.57	5.61%	1,130.00	982.61	147.39	Investigation (Per hour or part thereof)
Ondersoek (Eksterne Diensverskaffer)	Suppliers account				Suppliers account			Investigation (External Service Provider)
Lesings / Ontruimingsoefeninge (Per uur of gedeelte daarvan)	1,070.00	930.43	139.57	5.61%	1,130.00	982.61	147.39	Lectures / Evacuation drills (Per hour or part thereof)
Uitreiking van bevoegdheidsertifikaat (Per uur of gedeelte daarvan)	1,070.00	930.43	139.57	5.61%	1,130.00	982.61	147.39	Issuing of certificate of competency (Per hour or part thereof)
Openbare Opvoeding	No charge				No charge			Public Education
Goedkeuring van rasonele ontwerpe (per uur of deel daarvan)	680.00	591.30	88.70	5.88%	720.00	626.09	93.91	Approval of rational designs (Per hour or part thereof)
Goedkeuring van groot gevaarlike installasieverslae (per uur of gedeelte daarvan)	680.00	591.30	88.70	5.88%	720.00	626.09	93.91	Approval of major hazardous installation reports (Per hour or part thereof)

28 PLANFOOIE

PLAN FEES

A Nie - terugbetaalbare aansoekfooie

Non-refundable application fees

Minimum fooi van toepassing vir enige aansoek	490.00	426.09	63.91	6.12%	520.00	452.17	67.83	Minimum fee applicable for any application
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B Residensiële aansoeke

Residential applications

Grensmure p/m	7.80	6.78	1.02	5.13%	8.20	7.13	1.07	Border walls p/m
Afdakke p/m2	20.70	18.00	2.70	5.31%	21.80	18.96	2.84	Awnings p/m2
Swembaddens p/m2	20.70	18.00	2.70	5.31%	21.80	18.96	2.84	Swimming pools p/m2
Torings	1,580.00	1,373.91	206.09	5.70%	1,670.00	1,452.17	217.83	Towers
Wonings p/m2	31.00	26.96	4.04	5.48%	32.70	28.43	4.27	Residences p/m2
Motorhuise p/m2	25.90	22.52	3.38	5.41%	27.30	23.74	3.56	Garages p/m2
Wendystrukture vir woon doeleindes p/m2	31.00	26.96	4.04	5.48%	32.70	28.43	4.27	Wendy structures for residential purposes p/m2
Wendystrukture vir stoor doeleindes p/m2	20.70	18.00	2.70	5.31%	21.80	18.96	2.84	Wendy structures for storage purposes p/m2
Artikel 13 aansoeke (Ondergeskikte bouwerke)	495.70	431.04	64.66	5.51%	523.00	454.78	68.22	Section 13 applications (Subordinate buildings)

TARIEWE / TARRIFS

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	Tariff from 1 July 2024 (Including VAT)	Tariff from 1 July 2024 (Excluding VAT)			Tariff from 1 July 2025 (Including VAT)	Tariff from 1 July 2025 (Excluding VAT)		

C Landbou aansoeke	Agricultural applications								
Kantore p/m2	31.00	26.96	4.04	5.48%	32.70	28.43	4.27	Offices p/m2	
Torings	2,350.00	2,043.48	306.52	5.53%	2,480.00	2,156.52	323.48	Towers	
Afdakke p/m2	20.70	18.00	2.70	5.31%	21.80	18.96	2.84	Awnings p/m2	
Sekuriteits stand p/m2	20.70	18.00	2.70	5.31%	21.80	18.96	2.84	Security booth p/m2	
Grensmure/Heinings	7.80	6.78	1.02	5.13%	8.20	7.13	1.07	Boundary Walls/Fences	
Stoor areas p/m2	20.70	18.00	2.70	5.31%	21.80	18.96	2.84	Storage areas p/m2	
Skeepshouers vir kantoor doeleindes p/m2	31.00	26.96	4.04	5.48%	32.70	28.43	4.27	Shipping containers for office purposes p/m2	
Opsigtors woning p/m2	31.00	26.96	4.04	5.48%	32.70	28.43	4.27	Caretakers residence p/m2	
Plekke van onderrig (Kleuterskool) p/m2	25.90	22.52	3.38	5.41%	27.30	23.74	3.56	Places of education (Kindergarten) p/m2	
Koshuise p/m2	31.00	26.96	4.04	5.48%	32.70	28.43	4.27	Residences p/m2	
Kerke p/m2	25.90	22.52	3.38	5.41%	27.30	23.74	3.56	Churches p/m2	
D Kommersiële aansoeke	Commercial applications								
Kantore p/m2	31.00	26.96	4.04	5.48%	32.70	28.43	4.27	Offices p/m2	
Torings	2,350.00	2,043.48	306.52	5.53%	2,480.00	2,156.52	323.48	Towers	
Afdakke p/m2	20.70	18.00	2.70	5.31%	21.80	18.96	2.84	Awnings p/m2	
Sekuriteits stand p/m2	20.70	18.00	2.70	5.31%	21.80	18.96	2.84	Security booth p/m2	
Grensmure/Heinings	7.80	6.78	1.02	5.13%	8.20	7.13	1.07	Boundary Walls/Fences	
Stoor areas p/m2	20.70	18.00	2.70	5.31%	21.80	18.96	2.84	Storage areas p/m2	
Skeepshouers vir kantoor doeleindes p/m2	31.00	26.96	4.04	5.48%	32.70	28.43	4.27	Skeepshouers vir kantoor doeleindes p/m2	
Opsigtors woning p/m2	31.00	26.96	4.04	5.48%	32.70	28.43	4.27	Shipping containers for office purposes p/m2	
Plekke van onderrig (Kleuterskool) p/m2	25.90	22.52	3.38	5.41%	27.30	23.74	3.56	Caretakers residence p/m2	
Koshuise p/m2	31.00	26.96	4.04	5.48%	32.70	28.43	4.27	Hostels p/m2	
Kerke p/m2	25.90	22.52	3.38	5.41%	27.30	23.74	3.56	Churches p/m2	
E Industriële aansoeke	Industrial applications								
Kantore p/m2	31.00	26.96	4.04	5.48%	32.70	28.43	4.27	Offices p/m2	
Afdakke p/m2	20.70	18.00	2.70	5.31%	21.80	18.96	2.84	Awnings p/m2	
Sekuriteits stand p/m2	20.70	18.00	2.70	5.31%	21.80	18.96	2.84	Security booth p/m2	
Grensmure/Heinings	7.80	6.78	1.02	5.13%	8.20	7.13	1.07	Boundary Walls/Fences	
Stoor areas p/m2	20.70	18.00	2.70	5.31%	21.80	18.96	2.84	Storage areas p/m2	
Skeepshouers vir kantoor doeleindes p/m2	31.00	26.96	4.04	5.48%	32.70	28.43	4.27	Shipping containers for office purposes p/m2	
Opsigtors woning p/m2	31.00	26.96	4.04	5.48%	32.70	28.43	4.27	Caretakers residence p/m2	
F Addisionele foi sal gehef word indien daar bevind word dat eienaar gebou het sonder goedgekeurde bouplanne en dat die foi soos volg toegepas sal word:	An additional fee will be charged if it is found that the owner has built without approved building plans and that fee will be applied as follows:								
Residensiële aansoeke	11,010.00	9,573.91	1,436.09	5.54%	11,620.00	10,104.35	1,515.65	Residential applications	
Kommersiële aansoeke	33,040.00	28,730.43	4,309.57	5.51%	34,860.00	30,313.04	4,546.96	Commercial applications	
Industriële en Landbou aansoeke	22,030.00	19,156.52	2,873.48	5.49%	23,240.00	20,208.70	3,031.30	Industrial and Agricultural applications	

TARIEWE / TARRIFS

Tariewe van toepassing met ingang van eerste rekening wat gelewer word na 1 Julie tensy anders aangedui.	Tarief vanaf 1 Julie 2024 (Ingesluit 15% BTW)	Tarief vanaf 1 Julie 2024 (Uitgesluit 15% BTW)	15% BTW
	Tariff from 1 July 2024 (Including VAT)	Tariff from 1 July 2024 (Excluding VAT)	15% VAT

	Tarief vanaf 1 Julie 2025 (Ingesluit 15% BTW)	Tarief vanaf 1 Julie 2025 (Uitgesluit 15% BTW)	15% BTW	Rates apply with effect from the first bill delivered after 1 July unless otherwise indicated.
	Tariff from 1 July 2025 (Including VAT)	Tariff from 1 July 2025 (Excluding VAT)	15% VAT	

29 GRONDGEBRUIKSBEPLANNING

LAND USE PLANNING

Publisering van kennisgewings, bediening van kennisgewings asook ander metodes van openbare kennisgewing sal plaasvind ooreenkomstig artikels 45, 46 asook 48 van die Bergrivier Munisipaliteit: Verordening op Munisipale Grondgebruiksbeplanning. Advertensie- asook Kennisgewingskoste sal ooreenkomstig gehef word. By gekombineerde aansoeke is die advertensie en kennisgewing kostes slegs eenmalig betaalbaar. By gekombineerde aansoeke sal die mees omvattende aansoek prosedure gevolg word en is die tariewe ooreenkomstig betaalbaar. Geen tariewe is terugbetaalbaar nie. **Staatsgefinansierde behuisingsprojekte betaal slegs 50% van die tarief (uitgesluit kleuterskole/bewaarskole). Grondgebruiksaansoeke wat verband hou met kleuterskole/bewaarskole in alle areas betaal slegs 15% van die tarief.**

Publication of notices, service of notices as well as other methods of public notice will take place in accordance with articles 45, 46 as well as 48 of the Bergrivier Municipality: Bylaw on Municipal Land Use Planning. Advertising and Notification costs will be charged accordingly. For combined applications, the advertisement and notification costs are only payable once. For combined applications, the most comprehensive application procedure will be followed and the rates are payable accordingly. No fares are refundable. **State-funded housing projects pay only 50% of the tariff (excluding kindergartens/preservative schools). Land use applications related to nursery schools/preservative schools in all areas pay only 15% of the rate.**

Type of applications

a rezoning of land;	1,343.50	1,168.26	175.24	5.50%	1,417.40	1,232.52	184.88
a permanent departure from the development parameters of the zoning scheme;	1,343.50	1,168.26	175.24	5.50%	1,417.40	1,232.52	184.88
a departure granted on a temporary basis to utilise land for a purpose not permitted in terms of the primary rights of the zoning applicable to the land;	1,343.50	1,168.26	175.24	5.50%	1,417.40	1,232.52	184.88
a subdivision of land that is not exempted in terms of section 24, including the registration of a servitude or lease agreement;	1,343.50	1,168.26	175.24	5.50%	1,417.40	1,232.52	184.88
a consolidation of land that is not exempted in terms of section 24;	1,343.50	1,168.26	175.24	5.50%	1,417.40	1,232.52	184.88
a removal, suspension or amendment of restrictive conditions in respect of a land unit;	1,343.50	1,168.26	175.24	5.50%	1,417.40	1,232.52	184.88
a permission required in terms of the zoning scheme;	1,343.50	1,168.26	175.24	5.50%	1,417.40	1,232.52	184.88
an amendment, deletion or imposition of conditions in respect of an existing approval;	1,343.50	1,168.26	175.24	5.50%	1,417.40	1,232.52	184.88
an extension of the validity period of an approval;	1,343.50	1,168.26	175.24	5.50%	1,417.40	1,232.52	184.88
an approval of an overlay zone as contemplated in the zoning scheme;	1,343.50	1,168.26	175.24	5.50%	1,417.40	1,232.52	184.88
an amendment or cancellation of an approved subdivision plan or part thereof, including a general plan or diagram;	1,343.50	1,168.26	175.24	5.50%	1,417.40	1,232.52	184.88
a permission required in terms of a condition of approval;	1,343.50	1,168.26	175.24	5.50%	1,417.40	1,232.52	184.88
a determination of a zoning;	1,343.50	1,168.26	175.24	5.50%	1,417.40	1,232.52	184.88
a closure of a public place or part thereof;	1,343.50	1,168.26	175.24	5.50%	1,417.40	1,232.52	184.88
a consent use contemplated in the zoning scheme;	1,343.50	1,168.26	175.24	5.50%	1,417.40	1,232.52	184.88
to disestablish a homeowner's association;	1,343.50	1,168.26	175.24	5.50%	1,417.40	1,232.52	184.88
to rectify a failure by a homeowner's association to meet its obligations in respect of the control over or maintenance of services;	1,343.50	1,168.26	175.24	5.50%	1,417.40	1,232.52	184.88
a permission required for the reconstruction of an existing building that constitutes a nonconforming use that is destroyed or damaged to the extent that it is necessary to demolish a substantial part of the building.	1,343.50	1,168.26	175.24	5.50%	1,417.40	1,232.52	184.88

Type of applications

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a permission required in terms of a condition of approval;	1,343.50	1,168.26	175.24	5.50%	1,417.40	1,232.52	184.88
a determination of a zoning;	1,343.50	1,168.26	175.24	5.50%	1,417.40	1,232.52	184.88
a closure of a public place or part thereof;	1,343.50	1,168.26	175.24	5.50%	1,417.40	1,232.52	184.88
a consent use contemplated in the zoning scheme;	1,343.50	1,168.26	175.24	5.50%	1,417.40	1,232.52	184.88
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Advertensie(s)	6,500.00	5,652.17	847.83	5.50%	6,857.50	5,963.04	894.46	Advertisement(s)
Kennisgewing(s)	335.90	292.09	43.81	5.51%	354.40	308.17	46.23	Notice

TARIEWE / TARRIFS

Tariewe van toepassing met ingang van eerste rekening wat gelewer word na 1 Julie tensy anders aangedui.	Tarief vanaf 1 Julie 2024 (Ingesluit 15% BTW)	Tarief vanaf 1 Julie 2024 (Uitgesluit 15% BTW)	15% BTW		Tarief vanaf 1 Julie 2025 (Ingesluit 15% BTW)	Tarief vanaf 1 Julie 2025 (Uitgesluit 15% BTW)	15% BTW	Rates apply with effect from the first bill delivered after 1 July unless otherwise indicated.
	Tariff from 1 July 2024 (Including VAT)	Tariff from 1 July 2024 (Excluding VAT)	15% VAT		Tariff from 1 July 2025 (Including VAT)	Tariff from 1 July 2025 (Excluding VAT)	15% VAT	

30 Lisensies

Licenses

Besigheidslisensie (Vermaaklikheidslisensie)	63.30	55.04	8.26	5.53%	66.80	58.09	8.71	Business License (Entertainment License)
Vermaaklikheidslisensie								Entertainment License
Smouslisensie								Hawkers License
Verlenging van drankure	1,580.00	1,373.91	206.09	5.70%	1,670.00	1,452.17	217.83	Extension of drinking hours

31 Skoonmaak van privaat oorgroeide erwe

Clearing private overgrown plots

Erwe groter as 500m ²	3,090.00	2,686.96	403.04	5.50%	3,260.00	2,834.78	425.22	Plots larger than 500m ²
Erwe kleiner as 500m ²	2,510.00	2,182.61	327.39	5.58%	2,650.00	2,304.35	345.65	Plots smaller than 500m ²
Administratiewe fooi (Uitgesluit van bostaande syfers)	620.00	539.13	80.87	4.84%	650.00	565.22	84.78	Administrative fee (Excluded from above figures)

Annexure C
Service Level
Standards

Western Cape: Bergrivier Municipality (WC013) - Schedule of Service Delivery Standards

Ref	Description Standard	Year C-2			Year C-1			Year C-0			Current year			Service Level
		Actual Outcome	Actual Outcome	Actual Outcome	Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Original Budget	Adjusted Budget	Full Year Forecast	
	Solid Waste Removal													
	Premise based removal (Residential Frequency)	Weekly	Weekly	Weekly	Weekly	Weekly	Weekly	Weekly	Weekly	Weekly	Weekly	Weekly	Weekly	Weekly
	Premise based removal (Business Frequency)	Weekly x2	Weekly x2	Weekly x2	Weekly x2	Weekly x2	Weekly x2	Weekly x2	Weekly x2	Weekly x2	Weekly x2	Weekly x2	Weekly x2	Weekly x2
	Bulk Removal (Frequency)	As Required	As Required	As Required	As Required	As Required	As Required	As Required	As Required	As Required	As Required	As Required	As Required	As Required
	Removal Bags provided(Yes/No)	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
	Garden refuse removal Included (Yes/No)	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
	Street Cleaning Frequency in CBD	Weekly	Weekly	Weekly	Weekly	Weekly	Weekly	Weekly	Weekly	Weekly	Weekly	Weekly	Weekly	Weekly
	Street Cleaning Frequency in areas excluding CBD	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly
	How soon are public areas cleaned after events (24hours/48hours/longer)	24 Hours	24 Hours	24 Hours	24 Hours	24 Hours	24 Hours	24 Hours	24 Hours	24 Hours	24 Hours	24 Hours	24 Hours	24 Hours
	Clearing of illegal dumping (24hours/48hours/longer)	1 Day per week	1 Day per week	1 Day per week	1 Day per week	1 Day per week	1 Day per week	1 Day per week	1 Day per week	1 Day per week	1 Day per week	1 Day per week	1 Day per week	1 Day per week
	Recycling or environmentally friendly practices(Yes/No)	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
	Licensed landfill site(Yes/No)	Closure permits	Closure permits	Closure permits	Closure permits	Closure permits	Closure permits	Closure permits	Closure permits	Closure permits	Closure permits	Closure permits	Closure permits	Closure permits
	Water Service													
	Water Quality rating (Blue/Green/Brown/NO drop)	SANS241	SANS241	SANS241	SANS241	SANS241	SANS241	SANS241	SANS241	SANS241	SANS241	SANS241	SANS241	SANS241
	Is free water available to all? (All/only to the indigent consumers)	only indigent customers	only indigent customers	only indigent customers	only indigent customers	only indigent customers	only indigent customers	only indigent customers	only indigent customers	only indigent customers	only indigent customers	only indigent customers	only indigent customers	only indigent customers
	Frequency of meter reading? (per month, per year)	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly
	Are estimated consumption calculated on actual consumption over (two months/three month/longer period)	3	3	3	3	3	3	3	3	3	3	3	3	3
	On average for how long does the municipality use estimates before reverting back to actual readings? (months)	3	3	3	3	3	3	3	3	3	3	3	3	3
	Duration (hours) before availability of water is restored in cases of service interruption (complete the sub questions)													
	One service connection affected (number of hours)	6 hours	6 hours	6 hours	6 hours	6 hours	6 hours	6 hours	6 hours	6 hours	6 hours	6 hours	6 hours	24 hours
	Up to 5 service connection affected (number of hours)	6 hours	6 hours	6 hours	6 hours	6 hours	6 hours	6 hours	6 hours	6 hours	6 hours	6 hours	6 hours	24 hours
	Up to 20 service connection affected (number of hours)	6 hours	6 hours	6 hours	6 hours	6 hours	6 hours	6 hours	6 hours	6 hours	6 hours	6 hours	6 hours	24 hours
	Feeder pipe larger than 800mm (number of hours)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	What is the average minimum water flow in your municipality?	Sufficient	Sufficient	Sufficient	Sufficient	Sufficient	Sufficient	Sufficient	Sufficient	Sufficient	Sufficient	Sufficient	Sufficient	Sufficient
	Do you practice any environmental or scarce resource protection activities as part of your operations? (Yes/No)	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
	How long does it take to replace faulty water meters? (days)	3 Working days	3 Working days	3 Working days	3 Working days	3 Working days	3 Working days	3 Working days	3 Working days	3 Working days	3 Working days	3 Working days	3 Working days	3 Working days
	Do you have a cathodic protection system in place that is operational at this stage? (Yes/No)	No	No	No	No	No	No	No	No	No	No	No	No	No
	Electricity Service													
	What is your electricity availability percentage on average per month?	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%
	Do your municipality have a ripple control in place that is operational? (Yes/No)	No	No	No	No	No	No	No	No	No	No	No	No	No
	How much do you estimate is the cost saving in utilizing the ripple control system?	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

Ref	Description Standard	Year C-2		Year C-1		Year C-0		Current year			Service Level
		Actual Outcome	Year C-2	Actual Outcome	Year C-1	Audited Outcome	Year C-0	Original Budget	Adjusted Budget	Full Year Forecast	
	What is the frequency of meters being read? (per month, per year)	Monthly		Monthly		Monthly		Monthly		Monthly	Monthly
	Are estimated consumption calculated at consumption over (two months/three months/longer period)		3		3		3		3		3
	On average for how long does the municipality use estimates before reverting back to actual readings? (months)		3		3		3		3		3
	Duration before availability of electricity is restored in cases of breakages (immediately/one day/two days/longer)										
	Are accounts normally calculated on actual readings? (Yes/no)	yes		yes		yes		yes		yes	yes
	Do you practice any environmental or scarce resource protection activities as part of your operations? (Yes/No)	Yes		Yes		Yes		Yes		Yes	Yes
	How long does it take to replace faulty meters? (days)	3 Working days		3 Working days		3 Working days		3 Working days		3 Working days	3 Working days
	Do you have a plan to prevent illegal connections and prevention of electricity theft? (Yes/No)	Yes		Yes		Yes		Yes		Yes	Yes
	How effective is the action plan in curbing line losses? (Good/Bad)	Good		Good		Good		Good		Good	Good
	How soon does the municipality provide a quotation to a customer upon a written request? (days)	14 Working days		14 Working days		14 Working days		14 Working days		14 Working days	14 Working days
	How long does the municipality takes to provide electricity service where existing infrastructure can be used? (working days)	3 Working days		3 Working days		3 Working days		3 Working days		3 Working days	3 Working days
	How long does the municipality takes to provide electricity service for low voltage users where network extension is not required? (working days)	3 Working days		3 Working days		3 Working days		3 Working days		3 Working days	3 Working days
	How long does the municipality takes to provide electricity service for high voltage users where network extension is not required? (working days)	3 Working days		3 Working days		3 Working days		3 Working days		3 Working days	3 Working days
	Sewerage Service										
	Are your purification system effective enough to put water back in to the system after purification?	Yes		Yes		Yes		Yes		Yes	Yes
	To what extend do you subsidize your indigent consumers?	100%		100%		100%		100%		100%	100%
	How long does it take to restore sewerage breakages on average										
	Severe overflow? (hours)	6 hours		6 hours		6 hours		6 hours		6 hours	6 hours
	Sewer blocked pipes: Large pipes? (Hours)	6 hours		6 hours		6 hours		6 hours		6 hours	24 hours
	Sewer blocked pipes: Small pipes? (Hours)	6 hours		6 hours		6 hours		6 hours		6 hours	24 hours
	Spillage clean-up? (hours)	6 hours		6 hours		6 hours		6 hours		6 hours	24 hours
	Replacement of manhole covers? (Hours)	24 hours		24 hours		24 hours		24 hours		24 hours	24 hours
	Road Infrastructure Services										
	Time taken to repair a single pothole on a major road? (Hours)	48 Hours		48 Hours		48 Hours		48 Hours		48 Hours	72 Hours
	Time taken to repair a single pothole on a minor road? (Hours)	48 Hours		48 Hours		48 Hours		48 Hours		48 Hours	72 Hours
	Time taken to repair a road following an open trench service crossing? (Hours)	48 Hours		48 Hours		48 Hours		48 Hours		48 Hours	72 Hours
	Time taken to repair walkways? (Hours)	48 Hours		48 Hours		48 Hours		48 Hours		48 Hours	72 Hours
	Property valuations										

Ref	Description Standard	Year C-2			Year C-1			Year C-0			Current year			Service Level
		Actual Outcome	Actual Outcome	Actual Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Original Budget	Adjusted Budget	Full Year Forecast			
	How long does it take on average from completion to the first account being issued? (one month/three months or longer)	1	1	1	1	1	1	1	1	1	1	1	1	
	Do you have any special rating properties? (Yes/No)	No	No	No	No	No	No	No	No	No	No	No	No	
	Financial Management													
	Is there any change in the situation of unauthorised and wasteful expenditure over time? (Decrease/Increase)	Decrease	Decrease	Decrease	Decrease	Decrease	Decrease	Decrease	Decrease	Decrease	Decrease	Decrease	Decrease	
	Are the financial statement outsources? (Yes/No)	Only for review	Only for review	Only for review	Only for review	Only for review	Only for review	Only for review	Only for review	Only for review	Only for review	Only for review	Only for review	
	Are there Council adopted business process restructuring the flow and management of documentation feeding to Trial Balance?	No	No	No	No	No	No	No	No	No	No	No	No	
	How long does it take for an Tax/Invoice to be paid from the date it has been received?	30 Days	30 Days	30 Days	30 Days	30 Days	30 Days	30 Days	30 Days	30 Days	30 Days	30 Days	30 Days	
	Is there advance planning from SCM unit linking all departmental plans quarterly and annually including for the next two to three years procurement plans?	No	No	No	No	No	No	No	No	No	No	No	No	
	Administration													
	Reaction time on enquiries and requests?	immediately	immediately	immediately	immediately	immediately	immediately	immediately	immediately	immediately	immediately	immediately	immediately	
	Time to respond to a verbal customer enquiry or request? (working days)	immediately	immediately	immediately	immediately	immediately	immediately	immediately	immediately	immediately	immediately	immediately	immediately	
	Time to respond to a written customer enquiry or request? (working days)	immediately	immediately	immediately	immediately	immediately	immediately	immediately	immediately	immediately	immediately	immediately	immediately	
	Time to resolve a customer enquiry or request? (working days)	1-2 days	1-2 days	1-2 days	1-2 days	1-2 days	1-2 days	1-2 days	1-2 days	1-2 days	1-2 days	1-2 days	1-2 days	
	What percentage of calls are not answered? (5%, 10% or more)	5	5	5	5	5	5	5	5	5	5	5	5	
	How long does it take to respond to voice mails? (hours)	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	
	Does the municipality have control over locked enquiries? (Yes/No)	yes	yes	yes	yes	yes	yes	yes	yes	yes	yes	yes	yes	
	Is there a reduction in the number of complaints or not? (Yes/No)	yes	yes	yes	yes	yes	yes	yes	yes	yes	yes	yes	yes	
	How long does it take to open an account to a new customer? (1 day/2 days/ a week or longer)	1 day	1 day	1 day	1 day	1 day	1 day	1 day	1 day	1 day	1 day	1 day	1 day	
	How many times does SCM Unit, CFO's Unit and Technical unit sit to review and resolve SCM process delays other than normal monthly management meetings?	When needed	When needed	When needed	When needed	When needed	When needed	When needed	When needed	When needed	When needed	When needed	When needed	
	Community safety and licensing services													
	How long does it take to register a vehicle? (minutes)	5 Minutes	5 Minutes	5 Minutes	5 Minutes	5 Minutes	5 Minutes	5 Minutes	5 Minutes	5 Minutes	5 Minutes	5 Minutes	5 Minutes	
	How long does it take to renew a vehicle license? (minutes)	5 Minutes	5 Minutes	5 Minutes	5 Minutes	5 Minutes	5 Minutes	5 Minutes	5 Minutes	5 Minutes	5 Minutes	5 Minutes	5 Minutes	
	How long does it take to issue a duplicate registration certificate vehicle? (minutes)	5 Minutes	5 Minutes	5 Minutes	5 Minutes	5 Minutes	5 Minutes	5 Minutes	5 Minutes	5 Minutes	5 Minutes	5 Minutes	5 Minutes	
	How long does it take to de-register a vehicle? (minutes)	5 Minutes	5 Minutes	5 Minutes	5 Minutes	5 Minutes	5 Minutes	5 Minutes	5 Minutes	5 Minutes	5 Minutes	5 Minutes	5 Minutes	
	How long does it take to renew a drivers license? (minutes)	10 Minutes	10 Minutes	10 Minutes	10 Minutes	10 Minutes	10 Minutes	10 Minutes	10 Minutes	10 Minutes	10 Minutes	10 Minutes	10 Minutes	
	What is the average reaction time of the fire service to an incident? (minutes)	15 - 20 Minutes	15 - 20 Minutes	15 - 20 Minutes	15 - 20 Minutes	15 - 20 Minutes	15 - 20 Minutes	15 - 20 Minutes	15 - 20 Minutes	15 - 20 Minutes	15 - 20 Minutes	15 - 20 Minutes	15 - 20 Minutes	
	What is the average reaction time of the ambulance service to an incident in the urban area? (minutes)													

Description Standard	Ref	Year C-2		Year C-1		Year C-0		Current year			Service Level	
		Actual Outcome	Year C-2	Actual Outcome	Year C-1	Audited Outcome	Year C-0	Original Budget	Adjusted Budget	Full Year Forecast		
What is the average reaction time of the ambulance service to an incident in the rural area? (minutes)												
Economic development												
How many economic development projects does the municipality drive?												
How many economic development projects are deemed to be catalytic in creating an enabling environment to unlock key economic growth projects?												
What percentage of the projects have created sustainable job security?												
Does the municipality have any incentive plans in place to create an conducive environment for economic development? (Yes/No)												
Other Service delivery and communication												
Is a information package handed to the new customer? (Yes/No)												
Does the municipality have training or information sessions to inform the community? (Yes/No)												
Are customers treated in a professional and humanly manner? (Yes/No)												