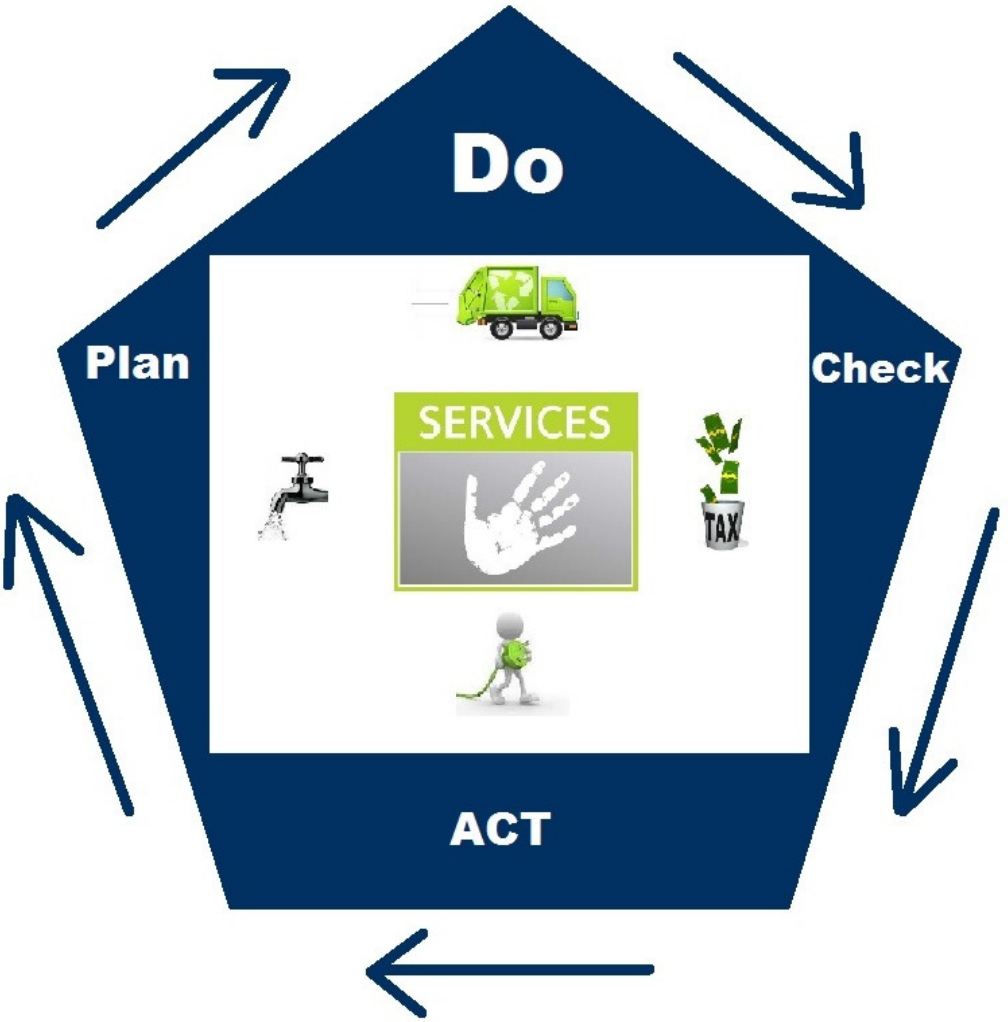
MTREF ANNUAL BUDGET

2016/2017



MOSSEL BAY MUNICIPALITY

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INTRODUCTION

Mossel Bay Municipality Overview

VISION

We strive to be a trend-setting, dynamic Municipality delivering quality services responsive to the demands and challenges of the community and our constitutional mandate, in which all stakeholders can participate in harmony and dignity.

MISSION

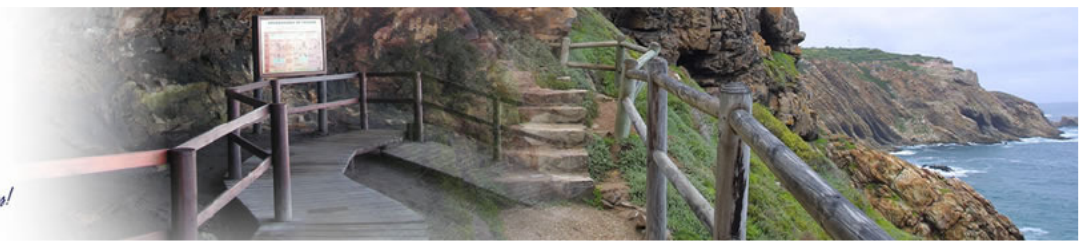
Mossel Bay Municipality's mission for the past present and future, is:

- To render cost-effective and sustainable services to the entire community with diligence and empathy,
- To create mutual trust and understanding between the municipality and the community,
- To have a motivated and representative municipal workforce with high ethical standards, which is empowered to render optimal services to the community, and
- To apply good and transparent corporate governance in order to promote community prosperity.

VALUES

The community is our inspiration and our workforce is our strength in the quest for community development and service delivery. We therefore value:

- Work pride,
- Service excellence,
- Integrity,
- Loyalty, and
- Accountability.



Municipal Budget

DEFINITION OF A MUNICIPAL BUDGET

The municipal budget is a quantitative expression of a plan for a defined period of time. It includes estimations of consumptions revenues based on the estimate consumptions, resource quantities, costs and expenses, assets, liabilities and cash flows. It expresses the strategic plans of various units, activities and events in measurable terms. The budget is also used as a financial planning and control tool for financial transactions. It is also the tool for implementing the service delivery objectives of the Municipality as set out in their Integrated Development Plan (IDP). The municipal budget also provides for greater transparency, accountability, flexibility, and predictability within the municipality.

The Municipal budget is divided into a Capital and an Operating Budget:

The capital budget is an estimate of the expenses that will be incurred during that financial year to create future benefits and provides the sources of finance from which these expenses will be funded. The municipality spends money either to buy new capital assets with a useful life of more than one year, add to the value of an existing capital asset by extending its useful life beyond the initial expected use full life or replace an existing asset.
Examples of capital assets include, inter alia, land and buildings, motor vehicles, furniture, computers, office equipment and machinery.

The operating budget is an estimate of the operating revenues which will accrue to the municipality through its normal service delivery and the expenditure that will be incurred through the day to day operations of the municipality over the financial year.

An example to demonstrate the difference, the purchase of a photocopier is a capital expenditure and is budgeted for under the capital budget, but the maintenance and other expenses such as the paper and toner for the photocopier is budgeted for under the operating budget.

OBJECTIVE OF THE MUNICIPAL BUDGET

The main objective the municipal budget is to sensibly allocate realistically expected resources to the municipality's service delivery goals or performance objectives identified as priorities in the approved IDP.

The municipal budget is a tool through which the total level of revenue and expenditure are adequately controlled, public resources are appropriately allocated among sectors and programs, and ensure that departments operate as efficiently as possible within the municipality.

WHERE DOES THE MUNICIPALITY'S REVENUE ORIGINATE FROM?

The Municipality collects revenue from various sources. To achieve sustainable service delivery, the municipality have to ensure sustainable income streams to be able to provide services. Property rates and service charges in respect of electricity, water, refuse removal and sanitation are the most important source of income of the Municipality's revenue.

Other sources include interest on investments. Mossel Bay Municipality also has a steady investment portfolio that provides for investment income. Grants and Subsidies from National and Provincial Departments by means of conditional (e.g. Municipal Infrastructure Grant) and unconditional grants (e.g. Equitable Share) makes up the rest of the revenue.

WHAT DOES THE MUNCIPALITY SPEND ITS REVENUE ON?

The Municipality spends its revenue on the following services:

- Water, electricity, sanitation and refuse removal;
- Streets and Storm Water;
- Repairs and maintenance to infrastructure;
- Youth Development;
- Relief for the poor;
- Fire services;
- Parks;
- Libraries;
- Sport and recreation facilities; and
- Upgrading and maintenance of beaches

HOW CAN RESIDENTS BE INVOLVED IN THE BUDGET PROCESS?

The Municipality encourages public participation in the budgetary process. A draft budget can be viewed at the Municipal offices, the official Municipal website as well as all public libraries. It is open to comment once it is tabled to Council in March each year.

Once the deadline for comments has been met, amendments are considered and the final budget is approved by Council before the end of May each year. New rates and tariffs are implemented at the start of each new financial year, being 1 July.

WHAT STATE ARE MOSSEL BAY MUNICIPALITY'S FINANCES IN?

Mossel Bay's finances are well managed as it received a clean audit report for the fourth consecutive financial year. The current ratio improved to 2.3 times as at 30 June 2015 (2014 – 2.3); whilst the turnover rate of accounts receivable is 6.3 as at 30 June 2015 (2014 – 5.7).

PART 1 – ANNUAL BUDGET

SECTION 1 - MAYORAL SPEECH

(The Mayoral speech as communicated with Draft Budget, with budget amounts adjusted to be aligned with final approved budget totals)

Mr Speaker, Aldermen, Councillors, Municipal Manager and Directors, the media, members of the public and personnel of the Mossel Bay Municipality.

The term of office of the present Council is drawing to a close and it is likely to be the last draft budget that I will table unless the local government elections are postponed until 2017. It is nevertheless once more my privilege to submit the revised Integrated Development Plan as well as the Draft Annual Budget, together with related documents, for the 2016/2017 financial year and the two outer years as prescribed in terms of Section 16 of the Municipal Finance Management Act.

This is the fourth review of the initial Integrated Development Plan (IDP) that was adopted in 2012 and which forms the basis of the budget. I can also once more say with confidence that this fourth revised Integrated Development Plan is again a product to be proud of.

It is a credible, useful and high quality Integrated Development Plan, which reflects this Council as well as the Municipality's willingness and readiness to address and deliver on service delivery as well as socio-economic development issues as anticipated.

The IDP requires a collective effort of the public as well as Council and the Municipality, and I would again like to thank our committed Ward Committees, the community at large as well as external interest groups that were instrumental during the IDP review processes that preceded the drafting of this document. I would also like to thank our Councillors as well as the Municipal Manager and management for their inputs.

Thank you to those hard-working and diligent personnel who put in long hours to give us another excellent Integrated Development Plan.

It has been a feature of this Council's term of office that it has had to operate in an adverse economic climate. This year is unfortunately no exception and no one feels it more than the man in the street who has to contend with continued rising costs on almost every front.

The prospects for the year ahead seem to be even bleaker with South Africa heading towards junk status, while political games continue to be played with gusto at the highest level, irrespective of the dire consequences for the country's economy.

Mossel Bay itself has not been immune to the poor economic climate and the woes of PetroSA, one of the mainstays of the local economy in recent years, are a cause for concern. The loss of jobs at the plant, in particular, and its impact on the local job market and economy, is worrisome.

However, the Mossel Bay Municipality has again cemented its position as one the best-managed municipalities in South Africa. In February 2016 ranked as the fifth best municipality in South Africa by the research and advocacy group Good Governance Africa and it is at present a finalist in the national Greenest Municipality competition.

The Municipality obtained a fourth consecutive clean audit for the 2014/2015 financial year and remains financially healthy. This can be attributed to the strict financial discipline, including control over expenditure and compliance with supply chain management legislation and regulations, which the Municipality maintains.

The same discipline and diligence were applied in the drafting of the budget for 2016/2017.

The 2016/2017 budget is again focussed on service delivery and the community was consulted on their needs through the IDP processes. In addition, the management team provided guidance on what is necessary to maintain as well as expand infrastructure to be able to cope with future growth of Mossel Bay.

It also had to be taken into account that the Municipality is reliant on its ratepayers and users of municipal services for the bulk of its income. The latter cannot be burdened beyond their means to increase the Municipality's income so that all demands or requests raised during the community participation processes can be met. There is therefore bound to be some disappointments.

There is also the issue of requests and wishes that fall outside the Municipality's Constitutional mandate.

In this regard I would like to mention human settlement, and, for example, electrification projects where municipalities are dependent on the National Government for funding. Health clinics as well as security services are other areas that fall outside the mandate of municipalities, but are often placed on the community's wish lists.

The insufficient funding for human settlement projects remains the biggest headache as there is a long waiting list in Mossel Bay, while there is also a constant inflow of homeless and jobless people into the area from elsewhere. The Municipality will receive R46 677 000 in total for human settlement in 2016/2017, which will unfortunately not allow meaningful relief of the housing shortage.

The total proposed budget for 2016/2017 amounts to R 1022 238 160, which is the first time that an initial budget exceeding a billion rand is proposed.

This consists of a capital budget of R 148 066 165 and an operating budget of R 874 171 995. The capital budget amounts to 14.5 per cent of the total budget and the operating budget to 85.5 per cent of the total budget.

The proposed capital budget shows a decrease of 14.9 per cent compared to the revised capital budget for 2015/2016. The main reason for this is the housing grant and the nature of use. In 2015/2016 the focus was more on housing related infrastructure rather than top structures.

The 2016/2017 capital budget will be allocated mainly to:

- Technical Services R 82.4 million;
- Community Services R 15.6 million; and
- Planning & Integrated Services R 45.5 million.

The capital budget will be funded with an amount of R 103.2 million from the Capital Replacement Reserve, while the balance will be funded from external sources. MIG funding of R 20.2 million will be the biggest source of external funding.

It is acknowledged that the levels of financing capital budgets from the Capital Replacement Reserve are a slightly above the Councils policy for the outer years. Management have been task to revisit this as part of the community participation process and table a more credible budget within the acceptable levels to the budget steering committee for consideration together with the tabling of the budget for consideration.

It must be emphasised that it is of absolute importance that capital projects needs to be prioritised to ensure that available funds are allocated towards the most important projects. A municipality will always have the challenge to allocate its limited resources amongst the vast needs of its community.

The proposed operating expenditure budget of R 874 171 995 shows an increase of 5.1 per cent over the revised 2015/2106 budget of R 831 719 360.

The operating revenue budget amounts to R 895 644 471. This includes capital transfers and donated assets to the value of R 37 459 736. If these items are excluded the operating revenue amounts to R 858 184 735.

The operational revenue budget for 2016/17 of R 858 184 735 shows an increase compared to the operational budget of 2015/16 of R 814 221 616. The outer years increase by 4.2 per cent and 5.4 per cent year-on-year.

The Municipality relies mainly on service charges to balance its budget, which are derived from the following sources:

- Electricity charges R 347.9 million;
- Water charges R 87.1 million;
- Sewerage charges R 49.5 million;
- Refuse removal charges R 36.6 million; and
- Other R 30.5 million.

The total contribution of the National and Provincial Governments to the capital budget amounts to per cent of the budget. Their total contribution to the operating revenue budget amounts to R 129 502 339, or 15.1 per cent.

That brings me to the proposed rates and tariffs for the 2016/2017 financial year.

Cognisant of the heavy burden which our ratepayers carry in the present negative economic climate, Council has again endeavoured to keep the rate increases to the absolute minimum required to maintain service delivery levels at an acceptable standard as well as to ensure continued maintenance and upgrading of infrastructure.
However, it has not been possible to contain it to six per cent across the board, with the exception of electricity as in recent years.

With the exception of electricity but including property rates, an increase of 8 per cent is therefore proposed across the board for 2016/2017.

The proposed increase for electricity is 7.64 per cent, which is the percentage which NERSA allows municipalities to increase their electricity tariffs by. It must however be pointed out that the Minister of Finance during his budget speech announced a 2 cent per kWh charge, which is not included in the tariffs nor in the purchase cost. Clarity on this and the treatment of it will be obtained and made public as soon as possible.

I again need to caution that there is a need for the expectations to be lowered with regard to the level of municipal services and infrastructure that are provided. To maintain services at the high levels to which ratepayers and consumers have become accustomed to, is very expensive and impacts on the tariffs that have to be charged.

The highest priority must always be given to the maintenance of infrastructure and infrastructure planning. There are many examples from communities and municipalities across South Africa where inadequate attention to infrastructure maintenance and planning has led to a breakdown of services, chaos and ongoing protests.

The plight of the poor has again been considered and it is proposed that households respectively classified as indigent and poor both receive a monthly subsidy of R463.37 , plus VAT, on their household accounts, subject to certain conditions with regard to monthly income and water and electricity consumption.

These households will continue to receive 6 kilolitres of water free and pay no basic charges on water. Indigent households will continue to receive 50 kWh of free electricity per month and poor households 20 kWh per month. As in the present financial year they will also not pay for sewerage and refuse services and do not pay property rates on the first R65 000 valuation of their properties, if the market value of the house is less than R 65 000; otherwise the indigent household will receive a subsidy equal to the market value property or the first R 50 000.

Mossel Bay also assists the elderly. The total monthly income limit of a husband and wife at which pensioners will become eligible for a discount of fifty per cent on their property rates and sewerage charges are increased from R12 750 to R13 750 per month. The limit to qualify for a discount of thirty per cent is increased from R17 000 to R18 300 for the 2016/2017 financial year.
That brings me to the tariffs proposed for the 2016/2017 financial year. The complete list is attached as Annexure A to the budget document and Councillors are urged to peruse this document carefully.

However, I would like to highlight the following:

- A net profit of R 26.4 million is envisaged on water sales for the 2016/2017 financial year.
- The net profit on refuse removal services is expected to be R 8.2 million.
- The sewerage service is also classified as an economic service and the increase is expected to result in a net profit of R 25.6 million.

Property rates are levied in terms of the Property Rates Act and the income generated from this source is used to balance the budget. The recommended increase of eight per cent, however, will not generate enough income to balance the operating budget before the recognition of capital transfers and donated assets. However, the shortfall of R 15 987 260 does not implicate a cash shortfall. It is the intention of management to fund the budget over a period of time.

It is furthermore recommended that, similar to the 2015/2016 financial year, the first R15 000 valuation of developed residential properties is exempted from the rates and a rebate is granted on the balance of the valuation to a maximum of R35 000 for residential households for the 2016/2017 financial year.

It is in everybody's interest that rates and tariffs should be kept as low as possible and that the needs and the expectations of the community are balanced carefully within the framework of the available resources. I believe this objective has again been achieved well.

Details of the Operational and Capital Budgets are provided in the budget document. Councillors are urged to peruse these documents and consult with Directors if any clarification is required.

In closing, I want to sincerely thank the Chief Financial Officer and his team, the Municipal Manager and other Directors and all other personnel who have been involved in carrying out this huge and very important task. A proper budget is of the utmost importance to ensure good financial discipline and the Municipality's continued good financial health.

Given the continued difficult economic climate, it could not have been an easy task and please be assured of my and the Council's highest appreciation for the diligence in which this task is approached annually.

I would also like to extend my gratitude to Alderman Jim van der Merwe, Chairperson of Council's Finance Committee. We are privileged to have someone of his experience, wisdom and level-headedness to preside over Council's financial affairs. Thank you also for your leadership and contribution to the 2016/2017 budget process. I have no doubt that this budget will serve the Municipality well in the new financial year.

Thank you

ALDERLADY M FERREIRA
EXECUTIVE MAYOR

SECTION 2 - BUDGET RELATED RESOLUTIONS

The MFMA stipulates that the Mayor must table the annual budget at a council meeting at least 90 days before the start of the budget year and the Mayor must take all reasonable steps to ensure that the municipality approves its annual budget before the start of the budget year. The following resolutions were taken by Council with the approval of the 2016/17 MTREF Budget on 30 May 2016:

1. That Council approves the 2016/17 Review of the Integrated Development Plan (IDP).
2. That Council approves the Annual Budget of the Municipality for the financial year 2016/17 and indicative for the two projected outer years, 2017/18 and 2018/19, and the multi-year and single year capital appropriations as set out in the following schedules, after consideration of all public comments:
   - 2.1. Budgeted Financial Performance (revenue and expenditure by standard classification) reflected in Section 4 (Table A2).
   - 2.2. Budgeted Financial Performance (revenue and expenditure by municipal vote) as reflected in Section 4 (Table A3).
   - 2.3. Multi-year and single year capital appropriations by municipal vote and standard classification and associated funding by source as reflected in Section 4 (Table A5).
   - 2.4. Capital detailed budget reflected in Annexure C.
3. That Council approves the property rates tariffs reflected in the 2016/17 Tariff list (Annexure A) and any other municipal tax reflected in the 2016/17 Tariff list to be imposed for the budget year 2016/17.
4. That Council approves the tariffs and charges, subsidies and discounts as reflected in the 2016/17 Tariff list (Annexure A) for the budget year 2016/17.
5. That Council approves the measurable performance objectives for revenue from each source and for each vote reflected in Section 17 of the budget document for the budget year 2016/17.
6. That Council approves the amended budget related Policies reflected in Annexure B for the budget year 2016/17.
7. That Council approves the filling of the vacant and new posts as identified by the Executive Management and as shown in Section 12 of the budget document.
8. That Council take cognizance of the mSCOA implementation plan reflected in Annexure D.
9. That Council approves the Service Level Standards reflected in Section 20 of the budget document for the budget year 2016/17.
10. That all the above-mentioned documentation be amended to include all the amendments approved by Council from the public/departmental comments, objections and recommendations.
11. That Council approve adjustments to the Operating and Capital budgets that may arise from the mSCOA implementation process as long as the total budgets are not adjusted.
12. That Council approve that loans be obtained in order to fund the capital projects over the 16/17 MTREF period as indicated on Annexure C (Capital Detailed Budget).

SECTION 3 - EXECUTIVE SUMMARY

The main objective of a municipal budget is to allocate realistically expected resources to the service delivery goals or performance objectives identified as priorities in the approved Integrated Development Plan.

The budget was made possible through continuous consultation with the local community, the relevant government departments and the internal departments of the Municipality to ensure that the priorities are properly aligned and addressed.

South Africa's projected economic growth for 2016 is just 0.9 per cent, which is mainly as a result of lower commodity prices, higher borrowing costs, drought and diminished business and consumer confidence. Government expects growth to rise to 2.4 per cent by 2018. Exchange rate depreciation is contributing to a higher inflation outlook during 2016.

Higher inflation and weaker employment growth will impact on the ability of all municipalities to generate and collect revenue on services, to keep expenditures within budgeted allocations and to borrow to fund capital expenditure programmes at affordable rates.

When compiling the budget, this had a direct impact on the budget as the consumption trends and income growth statistics which are still very low and indigent and poor households are growing it boils down to affordability. Consequently, municipal revenues and cash flows are expected to be under pressure in the 2016/17 financial year.

The key focus areas of Government, as set out in circular 79, for 2016/2017 is the Local government conditional grants and additional allocations. It was again confirmed that the main purpose of the equitable share is to fund the provision of free basic services to the poor.

National government also include some reforms to local government infrastructure grants.

"The changes include:

- Allowing municipalities to use conditional grant funds to repair and refurbish existing infrastructure. Spending of grant funds on refurbishment should be focused on infrastructure serving the poor and does not remove the responsibility of municipalities to fund routine maintenance from the equitable share and own revenues. This will improve services and secure future revenue streams.
- Reducing the number of water and sanitation grants from four to two by merging of the previous municipal water infrastructure grant, the water services operating subsidy grant and the rural household infrastructure grant to create a new water services infrastructure grant. The regional bulk infrastructure grant is to fund large bulk-water and sanitation projects, and the water services infrastructure grant is to fund construction and refurbishment of reticulation schemes and on-site services in rural municipalities.
- A new formula to allocate the R6 billion per year set aside to upgrade public transport in 13 cities. The previous system incentivised cities to plan overly expensive systems in the hope of receiving more funding. The new formula provides greater certainty about the long-term

support government will provide, and allows cities to plan affordable and sustainable infrastructure upgrades."

Mossel Bay Municipality has a good collection rate and it is envisaged that the current levels of collection will be maintained. The investment in infrastructure from own sources of revenue was brought in line with the long term financial plan and the policies that flowed from it. Thus the concentration on the own resources on the replacement of existing capital assets. Due to the late release of Circular 79, this changes were not incorporated in the 2016/2017 financial year. With the above mentioned in mind the Municipality will prepare future budgets taking this into consideration.

The Municipality has with the compilation of the 16/17 MTREF budget strived to minimise expenditure on non-priority expenditure. The table below shows the six focus areas that Cabinet has identified as areas where savings should be ensured as part of their cost containment measures:

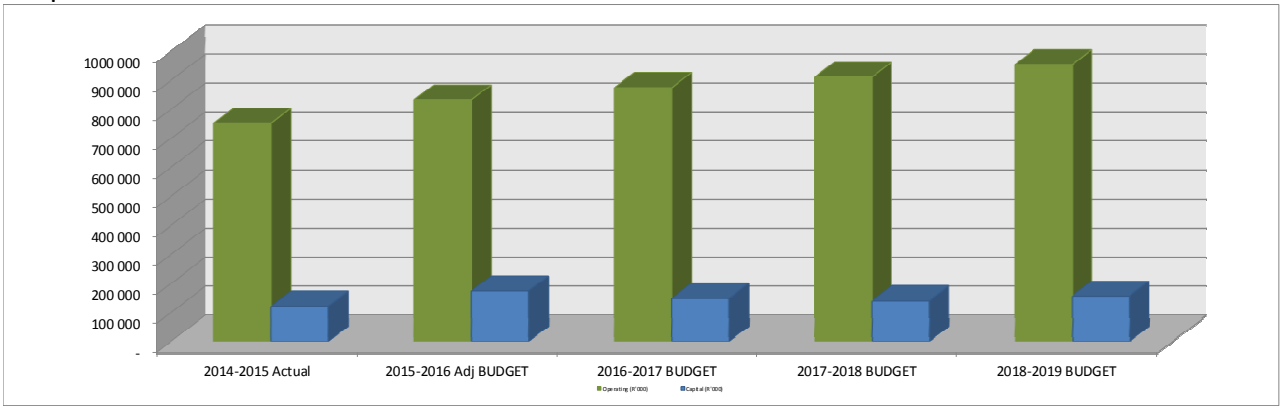
Item	15/16 Adj Budget	16/17 Budget	Increase / (Decrease)	% Increase / (Decrease)
Advertising	R 1 280 599	R 1 311 285	R 30 686	3%
Consultant Fees-General	R 3 721 600	R 3 062 437	R (659 163)	-18%
Travelling & Subsistence	R 580 429	R 676 561	R 96 132	13%
No Credit cards	R -	R -	R -	0%
Public Functions	R 405 331	R 414 505	R 9 174	3%
Overtime Pay	R 5 943 788	R 5 885 871	R (57 918)	-1%
TOTAL			**R (581 089)**	

FINANCIAL SUMMARY ON 2016/17 DRAFT MTREF BUDGET

The total 2016/17 budget amounts to R 1022 238 160. This consists of a capital budget of R 148 066 165 or 14.5 per cent of the total budget and an operating budget of R 874 171 995 or 85.5 per cent of the total budget.

The graph 1 shows the operating and capital expenditure separately for the 2014/15 (actuals) financial year, the revised budgeted figures for 2015/16 and the budgeted figures for 2016/17 to 2018/19 financial years.

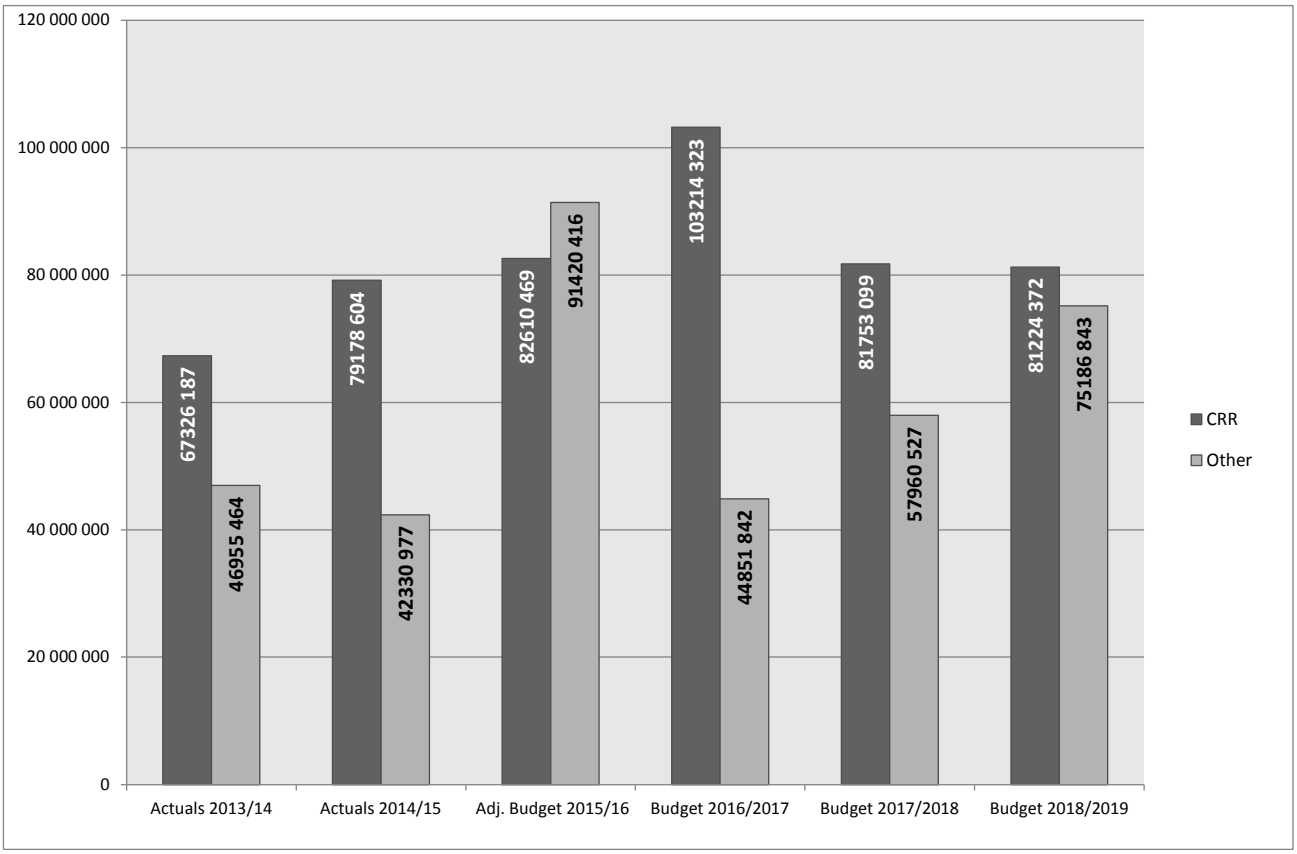
Graph 1



3.1. Capital Expenditure Budget

The graph 2 shows the capital budget (actual expenditure) for the 2013/14 and 2014/15 financial years as well as the revised budget for 2015/16 and proposed budgets for the 2016/17 to 2018/19 financial years.

Graph 2



The total capital budget for 2016/17 shows a decrease in the total budgeted amount of 14.9 per cent compared to the revised capital budget for 2015/16. This is mainly due to the fact that for the 2013/14 and 2014/15 financial year the Municipality generated surplus cash in excess of R30 million per year. This surplus cash was contributed to the capital replacement reserve of which 50% were made available as additional funding for the capital program in 2016/17. The effect of this additional funding is visible in the CRR drop in the outer years.

The detailed capital projects are shown in Annexure C of this document. Part of the annexure is a summary showing the total amount per vote and per ward. It is clear from this summary that the capital expenditure for 2016/17 will be allocated mainly to the following functional areas:

Technical Services	R 82.4 million;
Community Services	R 15.6 million; and
Planning & Integrated Services	R 45.5 million.

In analysing what is purchased with the capital budget, the summary by asset class provides a holistic picture for the Municipality. The summary by asset class can be obtained in Table A9, SA34 (a) and SA34 (b). For easy reference the summary of Table A9 is extracted below:

Infrastructure Assets:

Infrastructure - Road Transport	R 39.3 million or 27%
Infrastructure – Electricity	R 27.6 million or 19%
Infrastructure – Water	R 26.8 million or 18%
Infrastructure – Sanitation	R 16.7 million or 11%
Infrastructure – Other	R 0.0 million or 0%
Community Assets:	R 12.3 million or 8%
Other Assets:	R 25.3 million or 17%
Intangibles assets:	R 0.0 million or 0%

The table below provides a breakdown of the sources of finance of the 3-year capital budget from 2016/17 to 2018/19:

Funding Source	*2016/17*	*2017/18*	*2018/19*
Capital Replacement Reserve (Internal)	R 103 214 323	R 81 753 099	R 81 224 372
Municipal Infrastructure Grant	R 20 178 947	R 21 578 071	R 22 643 860
Extended Public Works Programme	R 732 105	R 0	R 0
Recoverable Developer	R 1 800 000	R 1 800 000	R 1 800 000
Integrated National Electrification Programme	R 8 771 930	R 6 140 351	R 8 725 439
Energy Efficiency and Demand Side Management	R 0	R 0	R 4 385 965
Leases	R 4 561 404	R 22 842 105	R 27 631 579
Department of Human Settlement	R 40 351	R 0	R 0
Community Development Workers	R 6 500 000	R 5 600 000	R 10 000 000
Thusong Service Centre Grant	R 28 509	R 0	R 0
Maintenance & Construction of Transport Infrastructure Grant	R 300 000	R 0	R 0
Library Subsidy(Conditional Grant)	R 1 938 596	R 0	R 0
TOTAL	**R 148 066 165**	**R 139 713 626**	**R 156 411 215**

From the above it is clear that the main source of funding will be internal funds (Capital Replacement Reserve – R 103.2 million) and thereafter the external funding sources of which M.I.G. funding (R 20.2 million) are the largest external sources.

The table below analyses the budgeted transactions within the Capital Replacement Reserve (CRR) for the MTREF period, based on the table budget.

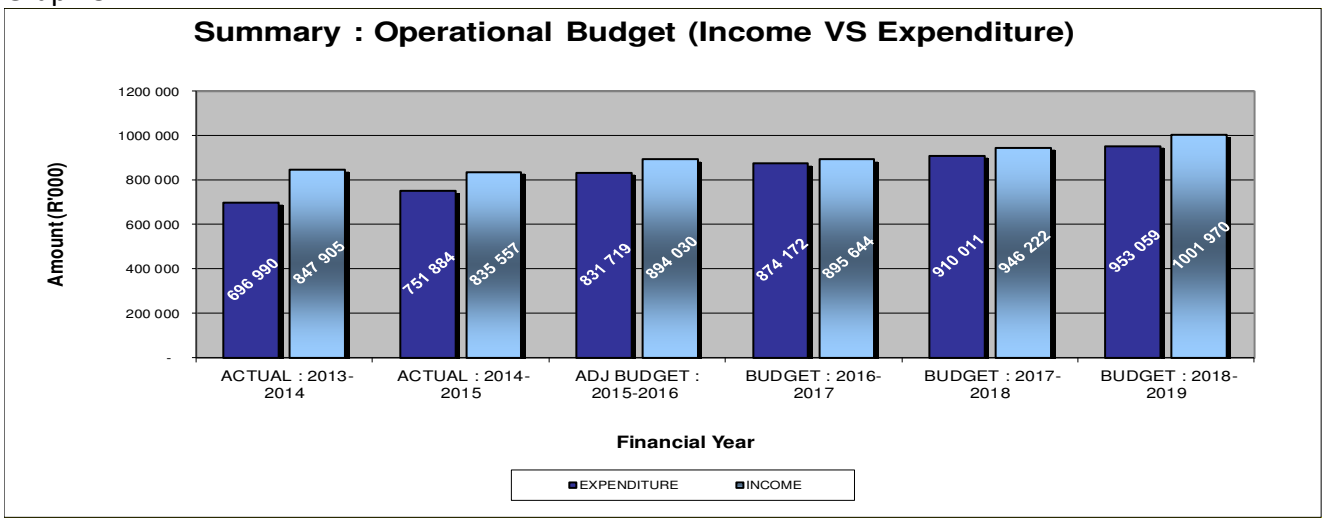
Budget Year	2015/2016	2016/2017	2017/2018	2018/2019
	Current year	*Budget year*	*Budget year +1*	*Budget year +2*
	R	R	R	R
Opening balance at the start of Year	128 715 032	123 957 305	94 505 548	89 355 156
Less: Capital budget commitments	-82 610 469	-103 214 323	-81 753 099	-81 224 372
Plus: Contributions to CRR	77 852 742	73 762 566	76 602 707	78 581 531
- Depreciation	*69 392 742*	*70 262 566*	*72 992 707*	*74 859 701*
- Proceeds on disposal of capital assets	5 760 000	1 500 000	1 500 000	1 500 000
- Bulk service contributions	2 700 000	*2 000 000*	*2 110 000*	2 221 830
Plus: Additional cash contribution (CFO decision once AFS results is known)	-	-	-	-
Closing balance of CRR	123 957 305	94 505 548	89 355 156	86 712 315

It must be pointed out that it is of absolute importance that capital projects be prioritized to ensure that available funds are allocated towards the most important projects. A municipality will always have the challenge to allocate its limited resources amongst the vast number of needs of its community, but a sustained program will be needed to balance the resources with the needs.

3.2. Operating Expenditure Budget

Graph 3 provides the operating budget income and expenditure separately for the 2013/14 and 2014/15 (actuals) financial year, the revised budgeted figures for 2015/16 and the budgeted figures for 2016/17 to 2018/19 financial years.

Graph 3



The total operating budget before recognition of capital transfers for 2016/17 amounts to a deficit R 15 987 260. The total operating expenditure budget amounts to R 874 171 995 which is 5.1 per cent more than the revised budget of 2015/16 of R 831 719 360.

3.3. Operating Revenue Budget

The operating revenue budget amounts to R 895 644 471. This includes capital transfers and donated assets to the value of R 37 459 736. If these items are excluded the **operating revenue** amounts to R 858 184 735.

The operational revenue budget for 2016/17 of R 858 184 735 shows an increase compared to the operational budget of 2015/16 of R 814 221 616. The outer years increase by 4.2 per cent and 5.4 per cent year on year.

Mossel Bay Municipality is depending largely on service charges to balance its budget. The service charges consist of the following:

- Electricity charges R 347.9 million;
- Water charges R 87.1 million;
- Sewerage charges R 49.5 million;
- Refuse removal charges R 36.6 million; and
- Other R 30.5 million.

In the tables below it provides the funding made available from National and Provincial Government for the 2016/17. The funding is further split between Capital and Operating budget funding.

National Government

Grant	*CAPITAL budget funding*	*OPERATING budget funding*
Integrated National Electrification Programme Grant	R 10 000 000	
Municipal Infrastructure Grant	R 23 004 000	
Expanded Public Works Programme Incentive Grant	R 834 600	R 1 004 400
Finance Management Grant		R 1 475 000
Contribution toward Council Remuneration & Ward committees		R 5 158 000
Equitable Share Indigent Subs		R 65 716 000
TOTAL	**R 33 838 600**	**R 73 353 400**

Provincial Government

Grant	*CAPITAL budget funding*	*OPERATING budget funding*
Integrated Housing and Human Settlement & Development Grant	R 5 200 000	R 41 477 000
Maintenance & Construction of Transport Infrastructure		R 73 750
Financial Management Capacity Building Grant		R 120 000
Community Development Workers		R 56 000
Thusong Service Centre Grant	R 46 000	R 165 000
Library Services	R 2 210 000	R 6 925 000
TOTAL	**R 7 456 000**	**R 48 816 750**

3.4. Proposed Rates and Tariffs for 2016/17

Attached as Annexure A is a list of all the tariffs of the Council. The annexure shows the tariffs for the current financial year (2015/16) as well as the tariffs and proposed increases for the Budget year 2016/17.

Although the guideline from National Treasury is 6%, it was not possible to remain within this guideline. The main reasons for this deviation were:

- Effect of 7% salary increase has a budget effect of more than 10%,
- Repairs and Maintenance on sludge drying beds to be done this year after a 20 year period,
- Additional costs in terms of recycling in order to reduce the refuse tonnage delivered to landfill sites,
- The cost relating to the general valuation roll compilation,
- mSCOA implementation, and
- the removal of Municipal Systems Improvement Grant from DORA allocations.

The following tariff increases are, inter alia, provided for to balance the budget for 2016/17 financial year.

Electricity Tariffs

At the time of finalising the draft budget for 2016/17, NERSA has approved the Eskom price increases for Mossel Bay Municipality as follows:

- Eskom tariff increase in respect of purchase of electricity : 7.86%
- Municipal electricity tariff increases on sales to consumers : 7.64%

The table below provides a summary of the sales and bulk purchases in respect of electricity.

	Budget 2016/17	Budget 2015/16
Total Sales of Electricity	R 347 912 696	R 328 118 910
Total Purchases of Electricity	R 262 257 000	R 245 000 000
GROSS PROFIT / (LOSS)	R 85 655 696	R 83 118 910
Percentage Gross Profit	32.7%	33.9%

Note: The profit/loss exclude any allocations of overheads

The table below provides a summary of the revenue and expenditure in respect of the electricity department.

	Budget 2016/17	Budget 2015/16
Total Revenue	R 395 538 723	R 372 735 813
Total Expenditure	R 325 220 097	R 304 128 823
NETT PROFIT / (LOSS)	R 70 318 626	R 68 606 990
Percentage Net Profit / (Loss)	21.6%	22.6%

There is a reduction in the gross profit on electricity sales compared to 2015/16 financial years which illustrates that the dependency on electricity tariffs to balance the budget has reduced. This in itself is due to the high increases in the electricity purchase tariffs over the past few years which also lead to a consumer resistance on the usage of electricity, especially in the residential category. This is also reflected in the number of units sold year to date.

Water Tariffs

The draft budget includes an increase of 8% on all water tariffs, included in Annexure A. Separate tariffs is included in the tariff list if the Council should declare Mossel Bay area as a drought stricken area. The draft revenue is based on a normal rainfall year. The table below provides a summary of the revenue and expenditure in respect of the water department.

	Budget 2016/17	Budget 2015/16
Total Revenue	R 115 049 076	R 109 160 400
Total Expenditure	R 88 616 926	R 84 715 023
NETT PROFIT / (LOSS)	R 26 432 150	R 24 445 377
Percentage Net Profit / (Loss)	29.8%	28.9%

Note: The profit/loss exclude any allocations of overheads

This service is regarded as a trading service and is supposed to run at a profit. The water consumption remains more or less the same measured from 2014/15 to the projected consumption for 2015/16. This trend was used to project the consumption for 2016/17. As with the other services the nett profit on water sales is used to finance the deficit on the budget and thereby subsidising property rates tariffs.

Refuse Removal Tariffs

The service is categorised as an economic service, which means that it is supposed to pay for itself from service fees or even making a small profit.

The draft budget includes an increase of 8% on all refuse removal tariffs, as included in Annexure A. The table below provides a summary of the revenue and expenditure in respect of the refuse removal department.

	Budget 2016/17	Budget 2015/16
Revenue	R 51 060 190	R 48 692 433
Expenditure	R 42 852 223	R 43 492 579
NETT PROFIT / (LOSS)	R 8 207 967	R 5 199 854
Percentage Net Profit / (Loss)	19.2%	12.0%

Note: The profit/loss exclude any allocations of overheads

The operational expenditure of this service shows a decrease of 1.5% and it is mainly due to fact that the new district wide refuse site will be made operational during this financial year. The additional cost for the new site will bring on extraordinary increase in tariffs in the future and the increase in tariffs of only 8% is viewed as a calculated risk.

Sewerage Fees:

The sewerage service is classified as an economic service. This service must be fully financed by its own tariffs or even making a small profit.

The draft budget includes an increase of 8% on all sewerage tariffs, as included in Annexure A. The table below provides a summary of the revenue and expenditure in respect of the sewerage department.

	Budget 2016/17	Budget 2015/16
Revenue	R 77 784 428	R 72 899 048
Expenditure	R 52 216 960	R 55 274 662
NETT PROFIT / (LOSS)	R 25 567 468	R 17 624 386
Percentage Net Profit / (Loss)	49.0%	31.9%

Note: The profit/loss exclude any allocations of overheads

At present the service make a huge profit, even if classified as an economic service. No tariff restructuring will be performed till such time as the cost accounting practices has not been changed. It is envisaged that this aspect will be completed and addressed once one year of implementation of SCOA is completed.

As with the trading services the nett profit on sanitation is used to finance the deficit on the budget and thereby subsidising property rates tariffs.

Property Rates

Property rates are levied in terms of the property rates act and the income generated from this service is used to balance the budget. It does not pay for a specific service although it normally funds all the other services which are not covered by the profits made in respect of trading and economical services. The rates policy which sets out the principles for the levies is part of the budget related policies included in Annexure B.

The draft budget includes an increase of 8% on all categories, as included in Annexure A.

The revenues included in the draft budget, as in the previous financial year, provides that the first R 15 000 valuation of any developed residential property in terms of Council's Rates policy is exempted and that an additional rebate is granted on the balance of the valuation up to a maximum of R 35 000.

The owner of a developed residential property will therefore not pay any property rates on the first R 50 000 of the value of its property.

Finally, it must be mentioned that all the above mentioned increases do not generate sufficient revenue to balance the operating budget before the recognition of capital transfers and donated assets. The shortfall of R 15 987 260 however does not implicate a cash shortfall. It is the intention of management to fund the budget over a period of time.

Subsidies and Rebates

Specific attention was also given to the plight of the poor people. With this in mind the following subsidies and rebates were included in the draft budget to Council.

***Subsidies to Indigent and Poor households*:**

	Subsidies 2015/16	Subsidies 2016/17
Indigent Household	R 429.06 + VAT	R 463.37 + VAT
Poor Household	R 429.06 + VAT	R 463.37 + VAT

As in the previous year, the subsidies to indigent and poor households are the same.

The criteria on which the subsidies are based are described in the tariff list under paragraph 7. The criteria were changed during the 2015/16 budget year, where apart from the other criteria which remained the same, all households residing on a premises with a market value of less than R65 000 automatically qualify as an indigent household. The criteria for indigent households residing on a premises above the afore mention limit are, inter alia, based on the income of that household which must be less than twice the monthly State Old Age pension whilst the income criteria for poor households is below an amount of R 6 000 per month.

These households will then receive the following services free of charge.

Electricity:	Indigent 50kwh, poor households 20kwh per month.
Water:	No basic charges, 6 kilolitres free per month.
Sewerage:	No charges
Refuse:	No charges
Property Rates:	The first R 65 000 valuation free of charge, if a household resides on a premises with a market value of equal or less than R 65 000 or otherwise the first R 50 000 valuation free of charge.

These households will therefore only pay for electricity consumption in excess of 50kwh or 20kwh, water consumption more than 6 kl and where valuations exceeds the abovementioned limits.

Subsidy/discounts to Pensioners:

Property Rates and Sewerage fees

The discount on property rates and sewerage fees in respect of pensioners will be based on the conditions as per the tariff list. It is however, recommended that the limit with regards to the total income of households be follows, for:

-50% discount: Income limit is R 13 750 per month.
-30% discount: Income limit is R 18 300 per month.

It is thus clear from the above that this budget of Council specifically tries to assist the poor and pensioners who cannot afford the higher municipal tariffs.

SPECIAL RATING AREAS

Mossel Bay municipality will have one special rating area operational as from the 1 July 2016, namely the Mossel Bay Central Business District area. It is the intention to revitalise this area through the introduction and implementation of pro-active interventions that will ensure its economic viability. For this reason, a special levy is raised on properties within this area which will be used to fund the project. Hartenbos Central Business District area is being considered by council to become a special rating area in future years.

The budgeted revenue for the 2016/17 from special rates in the Mossel Bay central business district area amounts to R487 314 whilst an expenses to the governing body amounts to R479 365.

The special rating area levies as per the 2016/17 Tariff list (Annexure A) of this document, has remained the same as in the 2015/16 financial year.

FINAL COMMENTS FROM CHIEF FINANCIAL OFFICER

Proper financial planning within the limited resources available will and must always be the main focus point of the management of a municipality. Financial planning is not just the duty of the Chief Financial Officer, but in terms of the Municipal Finance Management Act, is also the responsibility of the accounting officer and management. They are to exercise their financial management responsibilities in such a way that the financial, and other resources of the municipality, are utilised effectively, efficiently, economically and transparently. The responsibility of each Executive Director to which funds are allocated in the budget, is to plan and to conduct operations that available funds are spend timeously and utilised effectively and efficiently to maintain and improve service delivery standards to the community as a whole.

Management should also strive on a continuous basis to prevent any unauthorised, fruitless, irregular and wasteful expenditure. It is for this reason that Management also proposed a very strict policy to Council to prevent these types of expenditures to happen. The effectiveness of these policies, and the dedication of the management and all personnel, are visible in that the Council has achieved their fourth clean audit consecutively.

Affordability has become the key issue for consumers in the deteriorating economy. While Council is striving to keep the tariff increases within acceptable levels, the escalation of costs beyond Councils control has a negative impact on the budget. While the increasing of tariffs might be the easiest solution, it cannot always be absorbed by the community. It will become imperative in the very near future that Council resort to its core functions as the deteriorating economy is putting an unbearable strain on consumers. While certain projects might be popular with certain parts of the community, the affordability problem lies with a relative smaller portion of the community whom are carrying the burden.

The maintenance and renewal of existing infrastructure must always be seen as the highest priority to ensure sustainable and the existing high levels of service delivery standards in this municipality. Therefore, it will be of the utmost importance for this municipality to in future reduce spending levels on lessor important services and increase the spending on existing infrastructure over the next 5 years.

National Government through National Treasury set certain targets for municipalities on the renewal and maintenance of existing infrastructure. The main reason for National Government to intervene at this level must be seen as an attempt to try and stop the destruction of infrastructure over the whole country. Mossel Bay municipality is one of the few municipalities where the maintenance of infrastructure is always seen as a priority and this can be seen in the level of service delivery in the town. We are however not on the level of spending on the renewal and maintenance of infrastructure as envisage by National Treasury and therefore we need to reconsider some of our priorities in Mossel Bay to enable more funds to be allocated to the maintenance and renewal of infrastructure. The easy way out will be to just keep on increasing tariffs and spend more funds on the maintenance of infrastructure but this must only be done after a thorough rethink and re prioritising of existing spending priorities were done. The fact that Council are renewing assets on a continuous basis are at least a step in the right direction.

The future balancing of the operational budget will become more and more difficult every year. This is already evident from the attempts to balance the outer years of the budget plan with the limited resources. The stage is reached where it will be a play off between more services with reduced level of service, or less services with a higher quality.

BUDGET RELATED POLICIES OF COUNCIL

The following policies are submitted annually as part of the budget documentation:

* Cash Management and Investment Policy
* Rates Policy
* Tariff Policy
* Credit Control and Debt Collection and Indigent Policy
* Supply Chain Management Policy
* Budget Policy
* Borrowing, Funding and Reserve Policy
* Asset Management Policy
* Expenditure Policy
* Liquidity Policy
* Short-term Insurance policy

A summary of the key amendments to the policy documents is shown in section 7 of this document.

Last but not least, I would like to thank all staff members that were involved with the preparation of this budget. This becomes more and more a process that involves all role players, taking responsibility for the respective fields of expertise because the needs for services in town will always exceed the limited resources of income of the municipality and therefore the prioritising within each directorate becomes more and more difficult.

I especially would like to thank the staff of the Budget office for their dedication and hard work in this regard.

M K BOTHA
CHIEF FINANCIAL OFFICER

SECTION 4 - ANNUAL BUDGET TABLES AND GRAPHS

Table A1 - Budget summary

Description	2012/13	2013/14	2014/15	Current Year 2015/16			2016/17 Medium Term Revenue & Expenditure Framework		
R thousands	Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2016/17	Budget Year +1 2017/18	Budget Year +2 2018/19
Financial Performance									
Property rates	**79 607**	84 305	90 024	94 744	94 941	94 941	101 801	107 907	114 379
Service charges	482 138	485 789	506 461	530 862	523 792	523 792	551 518	588 142	627 245
Investment revenue	12 789	13 968	20 168	16 425	22 017	22 017	24 810	26 740	29 097
Transfers recognised - operational	63 838	98 295	87 664	100 116	114 996	114 996	129 502	120 232	119 551
Other own revenue	42 455	123 920	62 126	58 547	58 475	58 475	50 553	51 355	52 697
Total Revenue (excluding capital transfers and contributions)	680 828	806 278	766 443	800 695	814 222	814 222	858 185	894 376	942 969
Employee costs	189 218	201 346	209 059	241 447	232 692	232 692	257 593	276 886	298 104
Remuneration of councillors	8 074	8 682	9 194	9 953	9 953	9 953	10 301	10 919	11 629
Depreciation & asset impairment	45 328	52 281	59 773	62 023	69 393	69 393	70 263	72 993	74 860
Finance charges	3 053	2 679	2 776	3 714	2 626	2 626	3 094	3 346	3 842
Materials and bulk purchases	198 719	204 338	227 933	262 865	265 627	265 627	284 203	306 194	329 689
Transfers and grants	4 764	1 005	1 129	1 246	1 246	1 246	1 320	1 408	1 504
Other expenditure	222 089	221 479	213 918	226 139	250 182	250 182	247 399	238 266	233 432
Total Expenditure	671 245	691 810	723 782	807 388	831 719	831 719	874 172	910 011	953 059
Surplus/(Deficit)	9 583	114 467	42 662	(6 693)	(17 498)	(17 498)	(15 987)	(15 635)	(10 090)
Transfers recognised - capital	50 815	38 239	39 182	58 904	78 503	78 503	36 223	50 561	59 001
Contributions recognised - capital & contributed assets	9 178	13 547	1 829	1 065	1 305	1 305	1 236	1 286	–
Surplus/(Deficit) after capital transfers & contributions	69 575	166 253	83 672	53 276	62 311	62 311	21 472	36 211	48 911
Share of surplus/ (deficit) of associate	–	–	–	–	–	–	–	–	–
Surplus/(Deficit) for the year	69 575	166 253	83 672	53 276	62 311	62 311	21 472	36 211	48 911
Capital expenditure & funds sources									
Capital expenditure	**117 410**	114 282	121 510	142 374	174 031	174 031	148 066	139 714	156 411
Transfers recognised - capital	**48 581**	42 342	39 204	58 768	78 503	78 503	36 223	50 561	63 387
Public contributions & donations	**1 178**	4 614	2 817	1 865	8 117	8 117	2 129	1 800	1 800
Borrowing	**699**	–	310	4 855	4 800	4 800	6 500	5 600	10 000
Internally generated funds	**66 951**	67 326	79 179	76 887	82 610	82 610	103 214	81 753	81 224
Total sources of capital funds	**117 410**	114 282	121 510	142 374	174 031	174 031	148 066	139 714	156 411
Financial position									
Total current assets	**289 879**	371 235	421 712	352 308	376 592	376 592	325 692	299 789	274 516
Total non current assets	**1 745 350**	1 986 403	2 084 831	2 149 534	2 176 752	2 176 752	2 265 567	2 343 245	2 435 694
Total current liabilities	**131 438**	150 194	181 842	151 342	156 330	156 330	162 388	167 214	173 111
Total non current liabilities	**225 889**	165 746	169 747	196 262	179 749	179 749	190 134	200 872	213 240
Community wealth/Equity	**1 677 902**	2 041 698	2 154 954	2 154 238	2 217 264	2 217 264	2 238 737	2 274 947	2 323 859
Cash flows									
Net cash from (used) operating	**127 580**	148 353	197 087	144 705	138 886	138 886	103 491	121 336	135 535
Net cash from (used) investing	**(116 304)**	(113 646)	(120 669)	(140 859)	(185 681)	(185 681)	(158 730)	(150 328)	(168 311)
Net cash from (used) financing	**(451)**	831	(1 002)	3 524	3 021	3 021	4 726	3 468	7 857
Cash/cash equivalents at the year end	**208 300**	243 836	319 252	235 732	275 478	275 478	224 366	198 841	173 922
Cash backing/surplus reconciliation									
Cash and investments available	**208 300**	243 836	319 252	235 732	286 878	286 878	248 366	234 841	221 922
Application of cash and investments	**133 354**	132 446	230 082	142 156	198 786	198 786	174 875	174 107	175 873
Balance - surplus (shortfall)	**74 945**	111 390	89 170	93 576	88 092	88 092	73 491	60 735	46 049
Asset management									
Asset register summary (WDV)	**1 734 313**	1 985 540	2 084 483	2 148 912	2 164 424	2 164 424	2 241 310	2 307 057	2 387 577
Depreciation & asset impairment	**45 328**	52 281	59 773	62 023	69 393	69 393	70 263	72 993	74 860
Renewal of Existing Assets	**17 159**	45 290	48 549	68 277	73 259	73 259	71 944	73 715	73 515
Repairs and Maintenance	**37 488**	36 184	38 956	48 121	57 412	57 412	53 266	54 593	57 557
Free services									
Cost of Free Basic Services provided	**–**	–	–	3 694	3 694	3 694	3 990	4 309	4 654
Revenue cost of free services provided	**5 081**	38 566	39 531	40 525	52 903	52 903	65 725	69 591	73 684
Households below minimum service level									
Water:	–	–	–	–	–	–	–	–	–
Sanitation/sewerage:	0	0	0	0	0	0	0	0	0
Energy:	–	–	–	–	–	–	–	–	–
Refuse:	–	–	–	–	–	–	–	–	–

Explanatory notes to Table A1 - Budget Summary

1. Table A1 is a budget summary and provides a concise overview of the Municipality's budget from all of the major financial perspectives (operating, capital expenditure, financial position, cash flow, and MFMA funding compliance).

2. The table provides an overview of the amounts for operating performance, resources deployed to capital expenditure, financial position, cash and funding compliance, as well as the municipality's commitment to eliminating basic service delivery backlogs.

3. Financial management reforms emphasise the importance of the municipal budget being funded. This requires the simultaneous assessment of the Financial Performance, Financial Position and Cash Flow Budgets, along with the Capital Budget.

   The Budget Summary provides the key information in this regard:
   a. The operating surplus/deficit (before the recognition of capital transfers, contributed and donated assets) is supposed to be positive over the MTREF; although the actual figures for previous years are positive the budgeted figures are negative, this is rectified over the MTREF not to burden the customers.
   b. Capital expenditure is balanced by capital funding sources, of which
      i) Transfers recognised is reflected on the Financial Performance Budget;
      ii) Borrowing is incorporated in the net cash from financing on the Cash Flow Budget; whilst
      iii) Internally generated funds are financed from the accumulated cash-backed reserves. This is generated by making the depreciation charges cash funded together with contribution of other cash ring fenced revenue streams to the CRR.
      iv) All of the above amounts is incorporated in the Net cash from investing on the Cash Flow Budget. The municipality's cash and cash equivalents position read together with the cash backing surplus reconciliation should at least remain positive, which is the case.

4. The cash backing/surplus reconciliation shows that the Municipality has cash funded its commitments.

5. Even though the Council is placing great emphasis on securing the financial sustainability of the municipality, this is not being done at the expense of services to the poor. The section of Free Services shows that the amount spent on Free Basic Services and the revenue cost of free services provided by the municipality continues to increase.

Table A2 - Budgeted financial performance (revenue and expenditure by standard classification)

Standard Classification Description	2012/13	2013/14	2014/15	Current Year 2015/16			2016/17 Medium Term Revenue & Expenditure Framework		
R thousand	Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2016/17	Budget Year +1 2017/18	Budget Year +2 2018/19
Revenue - Standard									
Governance and administration	119 630	202 053	155 889	139 615	150 394	150 394	150 286	158 439	171 510
Executive and council	33 985	110 455	57 002	35 646	47 503	47 503	41 112	44 121	47 353
Budget and treasury office	4 823	6 166	6 956	7 096	100 861	100 861	107 594	114 142	120 977
Corporate services	80 822	85 433	91 931	96 873	2 031	2 031	1 581	176	3 180
Community and public safety	78 829	112 155	74 720	104 750	127 709	127 709	101 187	105 548	96 380
Community and social services	9 799	11 470	7 041	8 685	8 921	8 921	9 969	8 216	8 737
Sport and recreation	14 121	14 840	10 790	10 239	7 941	7 941	8 184	6 861	5 759
Public safety	12 500	21 944	30 003	35 148	32 333	32 333	34 618	39 503	40 159
Housing	42 410	63 902	26 886	50 678	78 513	78 513	48 417	50 967	41 725
Health	–	–	–	–	–	–	–	–	–
Economic and environmental services	26 108	15 430	23 128	9 645	23 465	23 465	21 208	12 359	12 543
Planning and development	12 983	7 418	7 815	6 766	7 757	7 757	9 235	9 225	9 710
Road transport	13 125	8 012	15 313	2 880	15 707	15 707	11 973	3 133	2 834
Environmental protection	–	–	–	–	–	–	–	–	–
Trading services	516 254	528 425	553 717	606 653	592 463	592 463	622 964	669 876	721 537
Electricity	287 595	313 967	323 752	341 913	349 765	349 765	373 181	395 887	431 182
Water	113 284	107 761	114 235	142 136	110 267	110 267	121 302	128 755	134 300
Waste water management	67 541	66 008	70 603	72 963	83 942	83 942	77 575	90 401	97 401
Waste management	47 834	40 689	45 126	49 641	48 489	48 489	50 906	54 833	58 655
Other	–	–	–	–	–	–	–	–	–
Total Revenue - Standard	740 820	858 063	807 454	860 664	894 030	894 030	895 644	946 222	1 001 970
Expenditure - Standard									
Governance and administration	90 772	94 705	122 324	140 829	133 220	133 220	147 502	151 910	160 444
Executive and council	45 777	45 853	49 629	53 661	44 524	44 524	43 004	45 237	48 001
Budget and treasury office	15 268	16 893	28 858	33 298	33 414	33 414	42 641	43 706	45 051
Corporate services	29 727	31 959	43 837	53 870	55 282	55 282	61 858	62 967	67 392
Community and public safety	107 118	131 146	141 195	144 182	153 130	153 130	181 385	171 195	166 261
Community and social services	12 301	13 993	17 150	16 526	17 118	17 118	17 644	18 882	20 294
Sport and recreation	38 048	39 838	39 447	41 237	42 454	42 454	43 944	46 453	49 466
Public safety	31 162	43 706	49 973	61 420	56 593	56 593	69 452	73 491	78 432
Housing	25 607	33 609	34 625	24 999	36 965	36 965	50 345	32 369	18 068
Health	–	–	–	–	–	–	–	–	–
Economic and environmental services	49 452	59 388	61 504	67 465	91 364	91 364	73 513	78 359	83 411
Planning and development	20 587	24 468	24 501	27 724	48 435	48 435	30 513	32 317	34 478
Road transport	28 865	34 920	37 003	39 741	42 929	42 929	42 999	46 042	48 933
Environmental protection	–	–	–	–	–	–	–	–	–
Trading services	423 902	406 568	398 756	454 909	454 000	454 000	471 587	508 351	542 736
Electricity	219 732	240 894	250 551	284 635	288 688	288 688	308 387	331 736	357 541
Water	103 402	80 026	68 496	75 753	71 070	71 070	73 846	81 215	84 315
Waste water management	57 335	49 434	41 669	50 674	51 421	51 421	47 254	50 853	55 492
Waste management	43 434	36 214	38 040	43 847	42 821	42 821	42 100	44 547	45 387
Other	1	4	2	2	6	6	186	196	208
Total Expenditure - Standard	671 245	691 810	723 782	807 388	831 719	831 719	874 172	910 011	953 059
Surplus/(Deficit) for the year	69 575	166 253	83 672	53 276	62 311	62 311	21 472	36 211	48 911

Explanatory notes to Table A2 - Budgeted Financial Performance (revenue and expenditure by standard classification)

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

Table A3 - Budgeted financial performance (revenue and expenditure by Municipal Vote)

Vote Description	2012/13	2013/14	2014/15	Current Year 2015/16			2016/17 Medium Term Revenue & Expenditure Framework		
R thousand	Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2016/17	Budget Year +1 2017/18	Budget Year +2 2018/19
Revenue by Vote									
Vote 1 - MUNICIPAL MANAGER	33 985	110 555	57 002	35 646	47 505	47 505	41 112	44 121	47 353
Vote 2 - CORPORATE SERVICES	9 180	2 441	2 602	2 455	3 023	3 023	2 355	459	3 479
Vote 3 - FINANCIAL SERVICES	84 550	90 596	97 099	101 970	100 971	100 971	107 704	114 259	121 097
Vote 4 - TECHNICAL & ELECTRICITY SERVICES	468 401	484 195	504 226	557 158	534 152	534 152	572 058	613 281	660 052
Vote 5 - COMMUNITY SERVICES	84 253	88 942	92 960	103 713	97 684	97 684	103 676	109 414	113 310
Vote 6 - PLANNING & INTEGRATED SERVICES	60 452	81 333	53 564	59 722	110 696	110 696	68 741	64 689	56 680
Total Revenue by Vote	**740 820**	**858 063**	**807 454**	**860 664**	**894 030**	**894 030**	**895 644**	**946 222**	**1 001 970**
Expenditure by Vote *to be appropriated*									
Vote 1 - MUNICIPAL MANAGER	49 390	50 306	54 951	60 741	52 876	52 876	51 122	53 914	57 258
Vote 2 - CORPORATE SERVICES	22 790	27 891	36 921	40 497	45 025	45 025	47 855	49 647	53 326
Vote 3 - FINANCIAL SERVICES	20 081	23 184	34 640	41 082	39 150	39 150	47 915	49 354	51 098
Vote 4 - TECHNICAL & ELECTRICITY SERVICES	374 791	363 354	356 875	406 792	406 636	406 636	428 405	462 827	495 924
Vote 5 - COMMUNITY SERVICES	124 944	133 750	144 610	163 030	158 985	158 985	173 140	183 373	193 580
Vote 6 - PLANNING & INTEGRATED SERVICES	79 249	93 325	95 786	95 247	129 047	129 047	125 735	110 897	101 874
Total Expenditure by Vote	**671 245**	**691 810**	**723 782**	**807 388**	**831 719**	**831 719**	**874 172**	**910 011**	**953 059**
Surplus/(Deficit) for the year	**69 575**	**166 253**	**83 672**	**53 276**	**62 311**	**62 311**	**21 472**	**36 211**	**48 911**

Explanatory notes to Table A3 - Budgeted financial performance (revenue and expenditure by Municipal Vote)

1. Table A3 is a view of the budgeted financial performance in relation to the revenue and expenditure per municipal vote. This table facilitates the view of the budgeted operating performance in relation to the organisational structure of the Municipality. It is therefore a mechanism to link responsibility and financial appropriations to service delivery.
2. It is the level that the Council will approve the budget in terms of Sect 24(2)(c)(iii).
3. The tables below provide an indication of the variances between the latest revised budget of the current year and the budget year.

3.1 The revenue per vote (directorate) changed as follow:

Vote (Directorate)	Current Year Appropriation	Budget Year Appropriation	Variance from current year	Percentage of Total
Municipal Manager	47 505 057	41 111 557	-13.5%	5%
Corporate Services	3 023 035	2 354 901	-22.1%	0%
Financial Services	100 970 646	107 703 736	6.7%	12%
Technical & Electricity Services	534 151 607	572 057 786	7.1%	64%
Community Services	97 684 173	103 675 784	6.1%	12%
Planning & Integrated Services	110 695 519	68 740 707	-37.9%	8%
Total Revenue	894 030 037	895 644 471	0.2%	100%

3.2 The expenditure appropriation per vote (directorate) changed as follow:

Vote (Directorate)	Current Year Appropriation	Budget Year Appropriation	Variance from current year	Percentage of Total
Municipal Manager	52 876 070	51 122 003	-3.3%	6%
Corporate Services	45 024 917	47 855 454	6.3%	5%
Financial Services	39 150 099	47 915 146	22.4%	5%
Technical & Electricity Services	406 635 928	428 404 642	5.4%	49%
Community Services	158 985 482	173 139 565	8.9%	20%
Planning & Integrated Services	129 046 864	125 735 185	-2.6%	14%
Total Expenditure	831 719 360	874 171 995	5.1%	100%

Table A4 - Budgeted financial performance (revenue by source and expenditure by Type)

Description	2012/13	2013/14	2014/15	Current Year 2015/16			2016/17 Medium Term Revenue & Expenditure Framework		
R thousand	Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2016/17	Budget Year +1 2017/18	Budget Year +2 2018/19
Revenue By Source									
Property rates	77 857	82 881	88 363	93 945	94 462	94 462	101 477	107 565	114 019
Property rates - penalties & collection charges	1 750	1 424	1 661	799	479	479	324	342	360
Service charges - electricity revenue	275 383	297 116	301 652	320 504	327 721	327 721	347 913	372 267	398 325
Service charges - water revenue	85 839	82 428	88 406	93 945	84 160	84 160	87 070	92 294	97 831
Service charges - sanitation revenue	52 732	43 878	47 983	46 433	46 826	46 826	49 456	52 375	55 543
Service charges - refuse revenue	38 946	33 105	36 072	36 582	35 578	35 578	36 583	38 778	41 104
Service charges - other	29 239	29 263	32 347	33 399	29 507	29 507	30 497	32 428	34 441
Rental of facilities and equipment	4 695	5 857	6 453	5 914	4 556	4 556	4 842	4 554	4 784
Interest earned - external investments	12 789	13 968	20 168	16 425	22 017	22 017	24 810	26 740	29 097
Interest earned - outstanding debtors	253	204	197	3 695	1 240	1 240	1 317	1 326	1 320
Dividends received	–	–	–	–	–	–	–	–	–
Fines	7 326	16 441	24 051	29 244	25 956	25 956	28 027	28 360	28 700
Licences and permits	4 699	5 205	1 185	1 361	1 217	1 217	1 395	1 486	1 585
Agency services	–	–	4 460	4 271	4 518	4 518	4 728	4 964	5 212
Transfers recognised - operational	63 838	98 295	87 664	100 116	114 996	114 996	129 502	120 232	119 551
Other revenue	25 365	96 122	25 609	14 062	20 975	20 975	10 244	10 665	11 097
Gains on disposal of PPE	117	91	170	–	13	13	–	–	–
Total Revenue (excluding capital transfers and contributions)	**680 828**	**806 278**	**766 443**	**800 695**	**814 222**	**814 222**	**858 185**	**894 376**	**942 969**
Expenditure By Type									
Employee related costs	189 218	201 346	209 059	241 447	232 692	232 692	257 593	276 886	298 104
Remuneration of councillors	8 074	8 682	9 194	9 953	9 953	9 953	10 301	10 919	11 629
Debt impairment	15 091	29 282	33 500	44 437	30 378	30 378	32 808	34 776	36 863
Depreciation & asset impairment	45 328	52 281	59 773	62 023	69 393	69 393	70 263	72 993	74 860
Finance charges	3 053	2 679	2 776	3 714	2 626	2 626	3 094	3 346	3 842
Bulk purchases	190 901	195 784	217 439	251 325	255 600	255 600	273 514	294 781	317 705
Other materials	7 818	8 554	10 494	11 540	10 027	10 027	10 688	11 414	11 984
Contracted services	32 737	36 949	38 751	41 343	40 278	40 278	39 840	45 038	47 845
Transfers and grants	4 764	1 005	1 129	1 246	1 246	1 246	1 320	1 408	1 504
Other expenditure	173 132	154 410	137 186	139 030	158 645	158 645	173 832	157 478	147 692
Loss on disposal of PPE	1 129	838	4 481	1 329	20 882	20 882	919	973	1 032
Total Expenditure	**671 245**	**691 810**	**723 782**	**807 388**	**831 719**	**831 719**	**874 172**	**910 011**	**953 059**
Surplus/(Deficit)	**9 583**	**114 467**	**42 662**	**(6 693)**	**(17 498)**	**(17 498)**	**(15 987)**	**(15 635)**	**(10 090)**
Transfers recognised - capital	50 815	38 239	39 182	58 904	78 503	78 503	36 223	50 561	59 001
Contributions recognised - capital	–	–	–	–	–	–	–	–	–
Contributed assets	9 178	13 547	1 829	1 065	1 305	1 305	1 236	1 286	–
Surplus/(Deficit) after capital transfers & contributions	**69 575**	**166 253**	**83 672**	**53 276**	**62 311**	**62 311**	**21 472**	**36 211**	**48 911**
Taxation	–	–	–	–	–	–	–	–	–
Surplus/(Deficit) after taxation	**69 575**	**166 253**	**83 672**	**53 276**	**62 311**	**62 311**	**21 472**	**36 211**	**48 911**
Attributable to minorities	–	–	–	–	–	–	–	–	–
Surplus/(Deficit) attributable to municipality	**69 575**	**166 253**	**83 672**	**53 276**	**62 311**	**62 311**	**21 472**	**36 211**	**48 911**
Share of surplus/ (deficit) of associate	–	–	–	–	–	–	–	–	–
Surplus/(Deficit) for the year	**69 575**	**166 253**	**83 672**	**53 276**	**62 311**	**62 311**	**21 472**	**36 211**	**48 911**

Explanatory notes to Table A4 - Budgeted financial performance (revenue by source and expenditure by Type)

1. Total revenue is R 858.2 million in 2016/17 and escalates to R 943.0 million by 2018/19. This represents a year-on-year increase of 4.2 per cent for the 2017/18 financial year and 5.4 per cent for the 2018/19 financial year.

2. Revenue to be generated from property rates is R 101.5 million in the 2016/17 financial year and increases to R 114.0 million by 2018/19 which represents 11.8 per cent of the operating revenue base of the Municipality and therefore remains a significant funding source for the municipality. It remains relatively constant over the medium-term and tariff increases have been factored in at 6 per cent for each of the respective financial years of the MTREF.

3. Services charges relating to electricity, water, sanitation and refuse removal constitutes the biggest component of the revenue basket of the Municipality totalling R 551.5 million for the 2016/17 financial year and increasing to R 627.2 million by 2018/19. For the 2016/17 financial year services charges amount to 64.3 per cent of the total revenue base and grows by 6.6 per cent per annum over the medium-term. This growth can mainly be attributed to the increase in the bulk prices of electricity.

4. Transfers recognised – operating includes the local government equitable share and other operating grants from national and provincial government. It needs to be noted that the transfers recognise fluctuates due to the nature of expenses on the provincial housing grant.

5. More detail regarding the employee related cost and the remuneration of Councillors are provided in Section 12 of this report.

6. More emphasis will be placed on the Debt impairment; depreciation charges and the Finance charges in Section 9 – Budget Funding of this report.

7. Bulk purchases have significantly increased over the 2012/13 to 2016/17 period escalating from R 190.9 million to R 273.5 million. These increases can be directly attributed to the substantial increase in the cost of bulk electricity purchases from Eskom.

8. Employee related costs and bulk purchases are the two main cost drivers within the municipality and alternative operational efficiencies or additional revenue sources will have to be identified to lessen the impact of wage and bulk tariff increases in future years.

Table A5 - Budgeted capital expenditure by vote, standard classification and funding

Vote Description	2012/13	2013/14	2014/15	Current Year 2015/16			2016/17 Medium Term Revenue & Expenditure Framework		
R thousand	Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2016/17	Budget Year +1 2017/18	Budget Year +2 2018/19
Capital expenditure - Vote									
Multi-year expenditure *to be appropriated*									
Vote 1 - MUNICIPAL MANAGER	–	–	–	–	–	–	–	–	–
Vote 2 - CORPORATE SERVICES	1 051	25	–	–	–	–	–	–	–
Vote 3 - FINANCIAL SERVICES	32	59	–	–	–	–	–	–	–
Vote 4 - TECHNICAL & ELECTRICITY SERVICES	25 663	22 521	45 500	25 239	25 925	25 925	43 246	40 050	37 477
Vote 5 - COMMUNITY SERVICES	4 847	864	588	2 500	2 300	2 300	6 000	4 000	2 000
Vote 6 - PLANNING & INTEGRATED SERVICES	24 689	13 514	21 401	100	100	100	–	20 000	21 500
Capital multi-year expenditure sub-total	**56 282**	**36 982**	**67 489**	**27 839**	**28 325**	**28 325**	**49 246**	**64 050**	**60 977**
Single-year expenditure *to be appropriated*									
Vote 1 - MUNICIPAL MANAGER	366	3 916	173	29	28	28	500	70	–
Vote 2 - CORPORATE SERVICES	7 482	863	4 766	3 024	3 905	3 905	3 813	2 857	8 076
Vote 3 - FINANCIAL SERVICES	280	96	551	237	299	299	218	180	25
Vote 4 - TECHNICAL & ELECTRICITY SERVICES	12 813	23 334	14 162	34 334	35 668	35 668	39 150	29 847	41 223
Vote 5 - COMMUNITY SERVICES	13 060	13 483	5 824	9 710	9 081	9 081	9 620	10 025	11 170
Vote 6 - PLANNING & INTEGRATED SERVICES	27 126	35 608	28 544	67 201	96 724	96 724	45 519	32 684	34 941
Capital single-year expenditure sub-total	**61 127**	**77 299**	**54 021**	**114 535**	**145 705**	**145 705**	**98 820**	**75 664**	**95 434**
Total Capital Expenditure - Vote	**117 410**	**114 282**	**121 510**	**142 374**	**174 031**	**174 031**	**148 066**	**139 714**	**156 411**
Capital Expenditure - Standard									
Governance and administration	**9 310**	**4 959**	**5 490**	**3 290**	**4 232**	**4 232**	**4 531**	**3 107**	**8 101**
Executive and council	366	3 916	173	29	28	28	500	70	–
Budget and treasury office	1 518	155	551	237	299	299	218	180	25
Corporate services	7 426	888	4 766	3 024	3 905	3 905	3 813	2 857	8 076
Community and public safety	**37 926**	**23 771**	**16 195**	**41 849**	**57 178**	**57 178**	**18 315**	**38 820**	**42 665**
Community and social services	7 770	2 759	991	3 252	3 193	3 193	6 377	3 245	100
Sport and recreation	5 726	8 482	524	5 656	4 756	4 756	4 158	3 267	3 259
Public safety	2 221	2 906	1 374	1 142	1 087	1 087	2 580	6 268	7 805
Housing	22 208	9 624	13 305	31 800	48 142	48 142	5 200	26 040	31 500
Health	–	–	–	–	–	–	–	–	–
Economic and environmental services	**23 739**	**34 044**	**25 671**	**27 600**	**35 327**	**35 327**	**27 828**	**16 042**	**18 974**
Planning and development	295	375	326	540	6 980	6 980	514	422	300
Road transport	23 444	33 670	25 345	27 060	28 347	28 347	27 314	15 621	18 674
Environmental protection	–	–	–	–	–	–	–	–	–
Trading services	**46 417**	**51 504**	**74 147**	**69 625**	**77 284**	**77 284**	**97 281**	**81 624**	**86 551**
Electricity	20 208	21 633	22 581	22 100	22 254	22 254	29 122	22 922	28 944
Water	8 418	9 926	19 807	15 595	19 652	19 652	30 401	23 327	24 668
Waste water management	15 601	19 745	28 237	29 768	33 033	33 033	35 253	34 129	30 933
Waste management	2 189	200	3 523	2 161	2 345	2 345	2 505	1 245	2 005
Other	**18**	**3**	**6**	**10**	**10**	**10**	**110**	**120**	**120**
Total Capital Expenditure - Standard	**117 410**	**114 282**	**121 510**	**142 374**	**174 031**	**174 031**	**148 066**	**139 714**	**156 411**
Funded by:									
National Government	20 921	23 461	26 713	27 716	33 151	33 151	29 683	27 718	35 755
Provincial Government	27 660	18 880	12 451	29 863	44 163	44 163	6 540	22 842	27 632
District Municipality	–	–	41	1 189	1 189	1 189	–	–	–
Other transfers and grants	–	–		–	–	–	–	–	–
Transfers recognised - capital	**48 581**	**42 342**	**39 204**	**58 768**	**78 503**	**78 503**	**36 223**	**50 561**	**63 387**
Public contributions & donations	1 178	4 614	2 817	1 865	8 117	8 117	2 129	1 800	1 800
Borrowing	699	–	310	4 855	4 800	4 800	6 500	5 600	10 000
Internally generated funds	66 951	67 326	79 179	76 887	82 610	82 610	103 214	81 753	81 224
Total Capital Funding	**117 410**	**114 282**	**121 510**	**142 374**	**174 031**	**174 031**	**148 066**	**139 714**	**156 411**

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

1. Table A5 is a breakdown of the capital program in relation to capital expenditure by municipal vote (multi-year and single-year appropriations); capital expenditure by standard classification; and the funding sources necessary to fund the capital budget, including information on capital transfers from national and provincial departments.

2. The MFMA provides that a municipality may approve multi-year or single-year capital budget appropriations. Multi-year capital appropriations normally would result in work-in-progress at the end of a financial year, single-year appropriations relate to expenditure that will be incurred in the specific budget year such as the procurement of vehicles and specialized tools and equipment.

3. The budget appropriations for the two outer years are indicative allocations based on the inputs of departments and will be reviewed on an annual basis to assess the relevance of the expenditure in relation to the strategic objectives and service delivery imperatives of the Municipality. For the purpose of funding assessment of the MTREF, these appropriations have been included but no commitments will be incurred against single-year appropriations for the two outer-years.

Table A6 - Budgeted Financial Position

Description	2012/13	2013/14	2014/15	Current Year 2015/16			2016/17 Medium Term Revenue & Expenditure Framework		
R thousand	Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2016/17	Budget Year +1 2017/18	Budget Year +2 2018/19
ASSETS									
Current assets									
Cash	3 300	13 182	29 155	2 000	1 878	1 878	2 366	12 841	26 922
Call investment deposits	205 000	230 654	290 097	233 732	273 000	273 000	222 000	186 000	147 000
Consumer debtors	39 211	57 905	69 474	50 436	69 474	69 474	69 616	69 767	69 943
Other debtors	31 293	32 917	11 943	30 624	11 727	11 727	11 727	11 727	11 727
Current portion of long-term receivables	581	422	404	362	374	374	344	314	284
Inventory	10 494	36 154	20 639	35 154	20 139	20 139	19 639	19 139	18 639
Total current assets	**289 879**	**371 235**	**421 712**	**352 308**	**376 592**	**376 592**	**325 692**	**299 789**	**274 516**
Non current assets									
Long-term receivables	577	862	347	622	327	327	257	187	117
Investments			–	–	12 000	12 000	24 000	36 000	48 000
Investment property	332 576	345 665	330 888	344 253	306 693	306 693	306 193	305 663	305 102
Investment in Associate			–	–	–	–	–	–	–
Property, plant and equipment	1 401 695	1 633 605	1 749 308	1 798 446	1 853 462	1 853 462	1 930 858	1 997 146	2 078 239
Agricultural			–	–	–	–	–	–	–
Biological		1 961	–	1 961	–	–	–	–	–
Intangible	42	82	62	26	43	43	33	22	11
Other non-current assets	10 460	4 226	4 226	4 226	4 226	4 226	4 226	4 226	4 226
Total non current assets	**1 745 350**	**1 986 403**	**2 084 831**	**2 149 534**	**2 176 752**	**2 176 752**	**2 265 567**	**2 343 245**	**2 435 694**
TOTAL ASSETS	**2 035 229**	**2 357 637**	**2 506 543**	**2 501 842**	**2 553 344**	**2 553 344**	**2 591 259**	**2 643 033**	**2 710 210**
LIABILITIES									
Current liabilities									
Bank overdraft	–	–	–	–	–	–	–	–	–
Borrowing	3 582	3 929	3 860	4 610	3 713	3 713	4 867	5 199	6 335
Consumer deposits	14 464	17 379	19 455	19 088	20 364	20 364	21 382	22 451	23 574
Trade and other payables	89 563	105 293	133 982	100 731	106 056	106 056	107 117	108 188	109 270
Provisions	23 828	23 592	24 545	26 913	26 197	26 197	29 022	31 376	33 932
Total current liabilities	**131 438**	**150 194**	**181 842**	**151 342**	**156 330**	**156 330**	**162 388**	**167 214**	**173 111**
Non current liabilities									
Borrowing	28 021	25 969	23 378	25 128	25 645	25 645	28 188	30 262	35 869
Provisions	197 868	139 777	146 369	171 134	154 104	154 104	161 946	170 609	177 372
Total non current liabilities	**225 889**	**165 746**	**169 747**	**196 262**	**179 749**	**179 749**	**190 134**	**200 872**	**213 240**
TOTAL LIABILITIES	**357 327**	**315 939**	**351 589**	**347 605**	**336 079**	**336 079**	**352 522**	**368 086**	**386 351**
NET ASSETS	**1 677 902**	**2 041 698**	**2 154 954**	**2 154 238**	**2 217 264**	**2 217 264**	**2 238 737**	**2 274 947**	**2 323 859**
COMMUNITY WEALTH/EQUITY									
Accumulated Surplus/(Deficit)	1 617 317	1 975 742	2 025 488	2 082 456	2 093 310	2 093 310	2 144 234	2 185 595	2 237 149
Reserves	60 584	65 956	129 466	71 782	123 955	123 955	94 503	89 353	86 710
	–			–	–	–	–	–	–
TOTAL COMMUNITY WEALTH/EQUITY	**1 677 902**	**2 041 698**	**2 154 954**	**2 154 238**	**2 217 264**	**2 217 264**	**2 238 737**	**2 274 947**	**2 323 859**

Explanatory notes to Table A6 - Budgeted Financial Position

1. Table A6 is not aligned with GRAP but it improves understand ability for Councillors and management of the impact of the budget on the statement of financial position (Balance sheet). The order of items within each group illustrates items in order of liquidity; i.e. assets readily converted to cash, or liabilities immediately required to be met from cash, appear first.

2. Table A6 is supported by extensive table of notes (Table SA3) providing a detailed analysis of the major components of a number of items. The municipal equivalent of equity is Community Wealth/Equity. The justification is that ownership and the net assets of the municipality belong to the community.

3. Any movement on the Budgeted Financial Performance or the Capital Budget will inevitably impact on the Budgeted Financial Position. As an example, the collection rate assumption will impact on the cash position of the municipality and subsequently inform the level of cash and cash equivalents at year end. These budget and planning assumptions form a critical link in determining the applicability and relevance of the budget. The funding compliance assessment is informed directly by forecasting the statement of financial position.

Table A7 - Budgeted Cash flows

Description	2012/13	2013/14	2014/15	Current Year 2015/16			2016/17 Medium Term Revenue & Expenditure Framework		
R thousand	Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2016/17	Budget Year +1 2017/18	Budget Year +2 2018/19
CASH FLOW FROM OPERATING ACTIVITIES									
Receipts									
Property rates, penalties & collection charges	585 504	603 782	72 452	93 429	95 185	95 185	101 789	107 895	114 367
Service charges	–	–	458 784	517 483	483 744	483 744	540 032	575 967	615 070
Other revenue	–	–	91 786	28 649	67 186	67 186	23 658	23 094	24 332
Government - operating	59 415	95 242	102 449	100 116	98 839	98 839	129 502	120 232	119 551
Government - capital	43 652	44 539	47 446	58 904	60 744	60 744	36 223	50 561	59 001
Interest	13 042	14 172	20 365	20 120	23 258	23 258	26 127	28 066	30 417
Dividends	–	–	–	–	–	–	–	–	–
Payments									
Suppliers and employees	(440 951)	(605 700)	(592 544)	(669 043)	(686 205)	(686 205)	(749 436)	(780 334)	(821 866)
Finance charges	(3 053)	(2 679)	(2 776)	(3 706)	(2 618)	(2 618)	(3 086)	(3 338)	(3 833)
Transfers and Grants	(130 029)	(1 005)	(876)	(1 246)	(1 246)	(1 246)	(1 320)	(808)	(1 504)
NET CASH FROM/(USED) OPERATING ACTIVITIES	**127 580**	**148 353**	**197 087**	**144 705**	**138 886**	**138 886**	**103 491**	**121 336**	**135 535**
CASH FLOWS FROM INVESTING ACTIVITIES									
Receipts									
Proceeds on disposal of PPE	653	371	669	1 365	300	300	1 236	1 286	–
Decrease (Increase) in non-current debtors	–	–	–	–	–	–	–	–	–
Decrease (increase) other non-current receivables	453	264	171	150	50	50	100	100	100
Decrease (increase) in non-current investments	–	–	–	–	(12 000)	(12 000)	(12 000)	(12 000)	(12 000)
Payments									
Capital assets	(117 410)	(114 282)	(121 510)	(142 374)	(174 031)	(174 031)	(148 066)	(139 714)	(156 411)
NET CASH FROM/(USED) INVESTING ACTIVITIES	**(116 304)**	**(113 646)**	**(120 669)**	**(140 859)**	**(185 681)**	**(185 681)**	**(158 730)**	**(150 328)**	**(168 311)**
CASH FLOWS FROM FINANCING ACTIVITIES									
Receipts									
Short term loans	–	–	–	–	–	–	–	–	–
Borrowing long term/refinancing	(2 030)	–	–	4 855	4 800	4 800	7 410	6 384	11 400
Increase (decrease) in consumer deposits	1 579	2 915	2 076	909	909	909	1 018	1 069	1 123
Payments									
Repayment of borrowing	–	(2 084)	(3 078)	(2 240)	(2 688)	(2 688)	(3 702)	(3 985)	(4 666)
NET CASH FROM/(USED) FINANCING ACTIVITIES	**(451)**	**831**	**(1 002)**	**3 524**	**3 021**	**3 021**	**4 726**	**3 468**	**7 857**
NET INCREASE/ (DECREASE) IN CASH HELD	**10 825**	**35 537**	**75 416**	**7 370**	**(43 774)**	**(43 774)**	**(50 513)**	**(25 524)**	**(24 919)**
Cash/cash equivalents at the year begin:	**197 474**	**208 300**	**243 836**	**228 362**	**319 252**	**319 252**	**274 878**	**224 366**	**198 841**
Cash/cash equivalents at the year end:	**208 300**	**243 836**	**319 252**	**235 732**	**275 478**	**275 478**	**224 366**	**198 841**	**173 922**

Explanatory notes to Table A7 - Budgeted Cash Flow Statement

1. The budgeted cash flow statement is the first measurement in determining if the budget is cash funded. It shows the expected level of cash in-flow versus cash out-flow that is likely to result from the implementation of the budget. The net effect of budget (both capital & operational) is represented in the net increase or decrease in cash and cash equivalents.

2. Table A7 is supported by an extensive table (Table SA30) that provides a breakdown per month as well as providing a detailed analysis of the major sources of receipts and expenditure.

3. The net cash flow decrease in 2015/16 is R 43.8 million; the budgeted decrease for 2016/17 is a further R 50.5 million. The budgeted cash flow over the MTREF indicates that Mossel Bay Municipality will however still remain cash funded over the total MTREF period, if the assumptions regarding payment levels is maintained.

4. The reason for the decreases are directly linked to the cash generated during the previous two years, over R 110 million. The biggest portion of this is included in the capital budget of 2016/17 and the subsequent financial years. There is also a slight decrease in the revenue from operating activities mainly to the spending patterns of the unspent grant allocations. The budget does not allow for any unspent grants as at 30 June 2016.

Table A8 - Cash backed reserves/accumulated surplus reconciliation

Description	2012/13	2013/14	2014/15	Current Year 2015/16			2016/17 Medium Term Revenue & Expenditure Framework		
R thousand	Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2016/17	Budget Year +1 2017/18	Budget Year +2 2018/19
Cash and investments available									
Cash/cash equivalents at the year end	208 300	243 836	319 252	235 732	275 478	275 478	224 366	198 841	173 922
Other current investments > 90 days	(0)	–	(0)	0	(600)	(600)	–	–	–
Non current assets - Investments	–	–	–	–	12 000	12 000	24 000	36 000	48 000
Cash and investments available:	**208 300**	**243 836**	**319 252**	**235 732**	**286 878**	**286 878**	**248 366**	**234 841**	**221 922**
Application of cash and investments									
Unspent conditional transfers	7 626	15 643	33 929	–	–	–	–	–	–
Unspent borrowing	–	–	–	–	–	–	–	–	–
Statutory requirements	14 464	17 379	19 455	19 088	20 364	20 364	21 382	22 451	23 574
Other working capital requirements	13 042	9 875	22 687	24 372	28 270	28 270	29 968	30 927	31 658
Other provisions	37 637	23 592	24 545	26 913	26 197	26 197	29 022	31 376	33 932
Long term investments committed	–	–	–	–	–	–	–	–	–
Reserves to be backed by cash/investments	60 584	65 956	129 466	71 782	123 955	123 955	94 503	89 353	86 710
Total Application of cash and investments:	**133 354**	**132 446**	**230 082**	**142 156**	**198 786**	**198 786**	**174 875**	**174 107**	**175 873**
Surplus(shortfall)	**74 945**	**111 390**	**89 170**	**93 576**	**88 092**	**88 092**	**73 491**	**60 735**	**46 049**

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

1. The cash backed reserves/accumulated surplus reconciliation is aligned to the requirements of MFMA Circular 42 – Funding a Municipal Budget.

2. In essence the table evaluates the funding levels of the budget by firstly forecasting the cash and investments at year end and secondly reconciling the available funding to the liabilities/commitments that exist.

3. The outcome of this exercise would either be a surplus or deficit. A deficit would indicate that the applications exceed the cash and investments available and would be indicative of non-compliance with the MFMA requirements that the municipality's budget must be "funded".

4. Considering the requirements of section 18 of the MFMA, it can be concluded that the budget tabled is funded.

Table A9 - Asset management

Description	2012/13	2013/14	2014/15	Current Year 2015/16			2016/17 Medium Term Revenue & Expenditure Framework		
R thousand	Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2016/17	Budget Year +1 2017/18	Budget Year +2 2018/19
CAPITAL EXPENDITURE									
Total New Assets	**100 251**	**68 992**	**72 961**	**74 097**	**100 772**	**100 772**	**76 122**	**65 999**	**82 896**
Infrastructure - Road transport	25 029	13 708	8 499	5 271	5 296	5 296	22 411	16 712	19 631
Infrastructure - Electricity	14 277	13 197	11 740	9 840	11 300	11 300	16 942	11 532	12 018
Infrastructure - Water	6 502	5 120	12 386	1 566	2 534	2 534	5 600	2 300	4 550
Infrastructure - Sanitation	8 785	14 481	14 899	13 620	13 260	13 260	9 762	8 000	10 300
Infrastructure - Other	1 422	200	473	–	–	–	–	–	–
Infrastructure	*56 016*	*46 705*	*47 996*	*30 298*	*32 391*	*32 391*	*54 715*	*38 544*	*46 499*
Community	9 874	5 500	1 221	3 559	3 255	3 255	7 784	8 888	5 935
Heritage assets	–	–	–	–	–	–	–	–	–
Investment properties	–	–	–	–	–	–	–	–	–
Other assets	34 361	16 786	23 743	40 239	65 126	65 126	13 623	18 567	30 461
Agricultural Assets	–	–	–	–	–	–	–	–	–
Biological assets	–	–	–	–	–	–	–	–	–
Intangibles	–	–	–	–	–	–	–	–	–
Total Renewal of Existing Assets	**17 159**	**45 290**	**48 549**	**68 277**	**73 259**	**73 259**	**71 944**	**73 715**	**73 515**
Infrastructure - Road transport	2 860	25 549	27 245	29 419	35 990	35 990	16 924	9 550	4 940
Infrastructure - Electricity	5 231	7 435	9 732	11 130	9 921	9 921	10 695	10 750	14 886
Infrastructure - Water	1 689	3 132	6 857	8 694	11 124	11 124	21 241	18 327	17 888
Infrastructure - Sanitation	930	1 234	3 255	6 250	4 333	4 333	6 901	13 872	13 562
Infrastructure - Other	357	–	–	300	300	300	–	–	–
Infrastructure	*11 067*	*37 351*	*47 088*	*55 793*	*61 668*	*61 668*	*55 761*	*52 499*	*51 276*
Community	4 200	7 474	287	5 347	4 642	4 642	4 512	3 412	3 104
Heritage assets	–	–	–	–	–	–	–	–	–
Investment properties	–	–	–	–	–	–	–	–	–
Other assets	1 892	465	1 174	7 137	6 949	6 949	11 671	17 803	19 135
Agricultural Assets	–	–	–	–	–	–	–	–	–
Biological assets	–	–	–	–	–	–	–	–	–
Intangibles	–	–	–	–	–	–	–	–	–
Total Capital Expenditure									
Infrastructure - Road transport	27 889	39 257	35 744	34 691	41 286	41 286	39 334	26 262	24 571
Infrastructure - Electricity	19 508	20 632	21 472	20 970	21 222	21 222	27 637	22 282	26 904
Infrastructure - Water	8 191	8 252	19 243	10 260	13 658	13 658	26 841	20 627	22 438
Infrastructure - Sanitation	9 715	15 715	18 153	19 870	17 593	17 593	16 663	21 872	23 862
Infrastructure - Other	1 779	200	473	300	300	300	–	–	–
Infrastructure	*67 083*	*84 056*	*95 085*	*86 091*	*94 059*	*94 059*	*110 476*	*91 043*	*97 775*
Community	14 074	12 975	1 508	8 907	7 897	7 897	12 296	12 300	9 040
Heritage assets	–	–	–	–	–	–	–	–	–
Investment properties	–	–	–	–	–	–	–	–	–
Other assets	36 253	17 251	24 917	47 376	72 075	72 075	25 294	36 370	49 596
Agricultural Assets	–	–	–	–	–	–	–	–	–
Biological assets	–	–	–	–	–	–	–	–	–
Intangibles	–	–	–	–	–	–	–	–	–
TOTAL CAPITAL EXPENDITURE - Asset class	**117 410**	**114 282**	**121 510**	**142 374**	**174 031**	**174 031**	**148 066**	**139 714**	**156 411**

Table A9 - Asset management Continued

Description	2012/13	2013/14	2014/15	Current Year 2015/16			2016/17 Medium Term Revenue & Expenditure Framework		
R thousand	Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2016/17	Budget Year +1 2017/18	Budget Year +2 2018/19
ASSET REGISTER SUMMARY - PPE (WDV)									
Infrastructure - Road transport	208 790	262 167	301 295	298 455	328 262	328 262	352 744	362 730	369 669
Infrastructure - Electricity	164 686	187 795	197 039	211 325	212 778	212 778	234 554	250 274	269 915
Infrastructure - Water	314 390	390 164	324 416	412 639	324 573	324 573	338 092	344 821	352 783
Infrastructure - Sanitation	111 395	249 836	330 418	275 895	339 180	339 180	347 051	359 718	373 803
Infrastructure - Other	97 939	25 140	23 265	22 458	18 211	18 211	13 833	9 459	7 371
Infrastructure	*897 199*	*1 115 102*	*1 176 432*	*1 220 772*	*1 223 003*	*1 223 003*	*1 286 274*	*1 327 002*	*1 373 541*
Community	252 948	249 150	268 587	267 265	265 542	265 542	267 882	269 646	267 661
Heritage assets	–	4 226	4 226	4 226	4 226	4 226	4 226	4 226	4 226
Investment properties	332 576	345 665	330 888	344 253	306 693	306 693	306 193	305 663	305 102
Other assets	251 548	269 354	304 289	310 409	364 917	364 917	376 701	400 498	437 037
Agricultural Assets	–	–	–	–	–	–	–	–	–
Biological assets	–	1 961	–	1 961	–	–	–	–	–
Intangibles	42	82	62	26	43	43	33	22	11
TOTAL ASSET REGISTER SUMMARY - PPE (WDV)	**1 734 313**	**1 985 540**	**2 084 483**	**2 148 912**	**2 164 424**	**2 164 424**	**2 241 310**	**2 307 057**	**2 387 577**
EXPENDITURE OTHER ITEMS									
Depreciation & asset impairment	45 328	52 281	59 773	62 023	69 393	69 393	70 263	72 993	74 860
Repairs and Maintenance by Asset Class	37 488	36 184	38 956	48 121	57 412	57 412	53 266	54 593	57 557
Infrastructure - Road transport	13 360	12 620	14 193	15 728	17 650	17 650	16 509	17 221	18 165
Infrastructure - Electricity	4 203	4 087	4 173	4 710	5 778	5 778	4 976	5 192	5 486
Infrastructure - Water	3 273	3 389	2 646	3 979	3 691	3 691	3 768	3 929	4 113
Infrastructure - Sanitation	1 133	816	774	1 140	1 130	1 130	993	1 069	1 140
Infrastructure - Other	645	790	830	572	602	602	592	616	665
Infrastructure	*22 614*	*21 702*	*22 617*	*26 130*	*28 852*	*28 852*	*26 838*	*28 027*	*29 569*
Community	4 801	4 001	4 411	7 380	8 114	8 114	7 821	6 590	7 020
Heritage assets	–	–	–	–	–	–	–	–	–
Investment properties	–	–	–	–	–	–	–	–	–
Other assets	10 073	10 481	11 928	14 611	20 446	20 446	18 607	19 977	20 968
TOTAL EXPENDITURE OTHER ITEMS	**82 815**	**88 466**	**98 729**	**110 144**	**126 804**	**126 804**	**123 529**	**127 586**	**132 417**
Renewal of Existing Assets as % of total capex	*14.6%*	*39.6%*	*40.0%*	*48.0%*	*42.1%*	*42.1%*	*48.6%*	*52.8%*	*47.0%*
Renewal of Existing Assets as % of deprecn"	*37.9%*	*86.6%*	*81.2%*	*110.1%*	*105.6%*	*105.6%*	*102.4%*	*101.0%*	*98.2%*
R&M as a % of PPE	*2.7%*	*2.2%*	*2.2%*	*2.7%*	*3.1%*	*3.1%*	*2.8%*	*2.7%*	*2.8%*
Renewal and R&M as a % of PPE	*3.0%*	*4.0%*	*4.0%*	*5.0%*	*6.0%*	*6.0%*	*6.0%*	*6.0%*	*5.0%*

Explanatory notes to Table A9 - Asset Management

1. Table A9 provides an overview of municipal capital allocations to acquisition of new assets or the renewal or replacement of existing assets, as well as spending on repairs and maintenance by asset class.

2. National Treasury has recommended that municipalities should allocate at least 40 per cent of their capital budget to the renewal of existing assets, and allocations to repairs and maintenance should be 8 per cent of PPE. The Mossel Bay Municipality have gone a step further to accept an long-term financial plan which stipulates that the spending on replacements or renewals of existing capital financed from the capital replacement reserve must at least be 80%, this percentage is phased in with the goal set at 66% for the 2016/17 budget year.

3. The 2016/17 the expenditure on the replacement or renewal of existing assets is 48.6 per cent and for 2017/18 it increases to 52.8 per cent. Overall the expenditure on renewal and replacements are budgeted at 47.0 per cent for 2018/19.

4. The expenditure on repairs a maintenance as a percentage of the total expenditure amounts to 6.1 per cent for 2016/17, which is below the said guidelines.

Table 10 - Basic service delivery measurement

Description	2012/13	2013/14	2014/15	Current Year 2015/16			2016/17 Medium Term Revenue & Expenditure Framework		
	Outcome	Outcome	Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2016/17	Budget Year +1 2017/18	Budget Year +2 2018/19
Household service targets									
Water:									
Piped water inside dwelling	26 300	26 704	26 971	27 241	33 223	33 223	39 205	46 264	54 594
Piped water inside yard (but not in dwelling)	–	–	–	–	–	–	–	–	–
Using public tap (at least min.service level)	–	48	–	–	–	–	–	–	–
Other water supply (at least min.service level)	–	–	–	–	–	–	–	–	–
Minimum Service Level and Above sub-total	26 300	26 752	26 971	27 241	33 223	33 223	39 205	46 264	54 594
Using public tap (< min.service level)	–	–	–	–	–	–	–	–	–
Other water supply (< min.service level)	–	–	–	–	–	–	–	–	–
No water supply	–	–	–	–	–	–	–	–	–
Below Minimum Service Level sub-total	–	–	–	–	–	–	–	–	–
Total number of households	**26 300**	**26 752**	**26 971**	**27 241**	**33 223**	**33 223**	**39 205**	**46 264**	**54 594**
Sanitation/sewerage:									
Flush toilet (connected to sewerage)	24 986	25 221	25 473	25 728	27 314	27 314	27 149	27 685	28 232
Flush toilet (with septic tank)	5 030	5 030	5 030	5 030	5 030	5 030	5 337	5 390	5 443
Chemical toilet	–	–	–	–	–	–	–	–	–
Pit toilet (ventilated)	–	–	–	–	–	–	–	–	–
Other toilet provisions (> min.service level)	–	–	–	–	–	–	2 285	2 285	2 285
Minimum Service Level and Above sub-total	30 016	30 251	30 503	30 758	32 344	32 344	34 771	35 360	35 960
Bucket toilet	450	400	350	350	350	350	137	137	137
Other toilet provisions (< min.service level)	–	–	–	–	–	–	–	–	–
No toilet provisions	–	–	–	–	–	–	–	–	–
Below Minimum Service Level sub-total	450	400	350	350	350	350	137	137	137
Total number of households	**30 466**	**30 651**	**30 853**	**31 108**	**32 694**	**32 694**	**34 908**	**35 497**	**36 097**
Energy:									
Electricity (at least min.service level)	5 090	5 007	5 057	5 108	4 759	4 759	4 650	4 600	4 550
Electricity - prepaid (min.service level)	26 797	25 246	25 608	26 455	28 684	28 684	28 908	29 085	29 274
Minimum Service Level and Above sub-total	31 887	30 253	30 665	31 562	33 443	33 443	33 558	33 685	33 824
Electricity (< min.service level)	–	–	–	–	–	–	–	–	–
Electricity - prepaid (< min. service level)	–	–	–	–	–	–	–	–	–
Other energy sources	–	–	–	–	–	–	–	–	–
Below Minimum Service Level sub-total	–	–	–	–	–	–	–	–	–
Total number of households	**31 887**	**30 253**	**30 665**	**31 562**	**33 443**	**33 443**	**33 558**	**33 685**	**33 824**
Refuse:									
Removed at least once a week	29 583	29 595	29 891	30 190	32 882	32 882	35 574	38 486	41 637
Minimum Service Level and Above sub-total	29 583	29 595	29 891	30 190	32 882	32 882	35 574	38 486	41 637
Removed less frequently than once a week	–	–	–	–	–	–	–	–	–
Using communal refuse dump	–	–	–	–	–	–	–	–	–
Using own refuse dump	–	–	–	–	–	–	–	–	–
Other rubbish disposal	–	–	–	–	–	–	–	–	–
No rubbish disposal	–	–	–	–	–	–	–	–	–
Below Minimum Service Level sub-total	–	–	–	–	–	–	–	–	–
Total number of households	**29 583**	**29 595**	**29 891**	**30 190**	**32 882**	**32 882**	**35 574**	**38 486**	**41 637**
Households receiving Free Basic Service									
Water (6 kilolitres per household per month)	–	–	–	11 296	11 296	11 296	12 200	13 176	14 230
Sanitation (free minimum level service)	–	–	–	992	992	992	1 071	1 157	1 250
Electricity/other energy (50kwh per household per month)	–	–	–	10 565	10 565	10 565	11 410	12 323	13 309
Refuse (removed at least once a week)	–	–	–	11 187	11 187	11 187	12 082	13 049	14 092
Cost of Free Basic Services provided - Formal Settlements (R'000)									
Water (6 kilolitres per **indigent** household per month)	–	–	–	1 522	1 522	1 522	1 644	1 776	1 918
Sanitation (free sanitation service to **indigent households**)	–	–	–	182	182	182	197	213	230
Electricity/other energy (50kwh per **indigent** household per month)	–	–	–	633	633	633	684	739	798
Refuse (removed once a week **for indigent households**)	–	–	–	1 226	1 226	1 226	1 325	1 430	1 545
Cost of Free Basic Services provided - Informal Formal Settlements (R'000)	–	–	–	130	130	130	140	151	163
Total cost of FBS provided	**–**	**–**	**–**	**3 694**	**3 694**	**3 694**	**3 990**	**4 309**	**4 654**

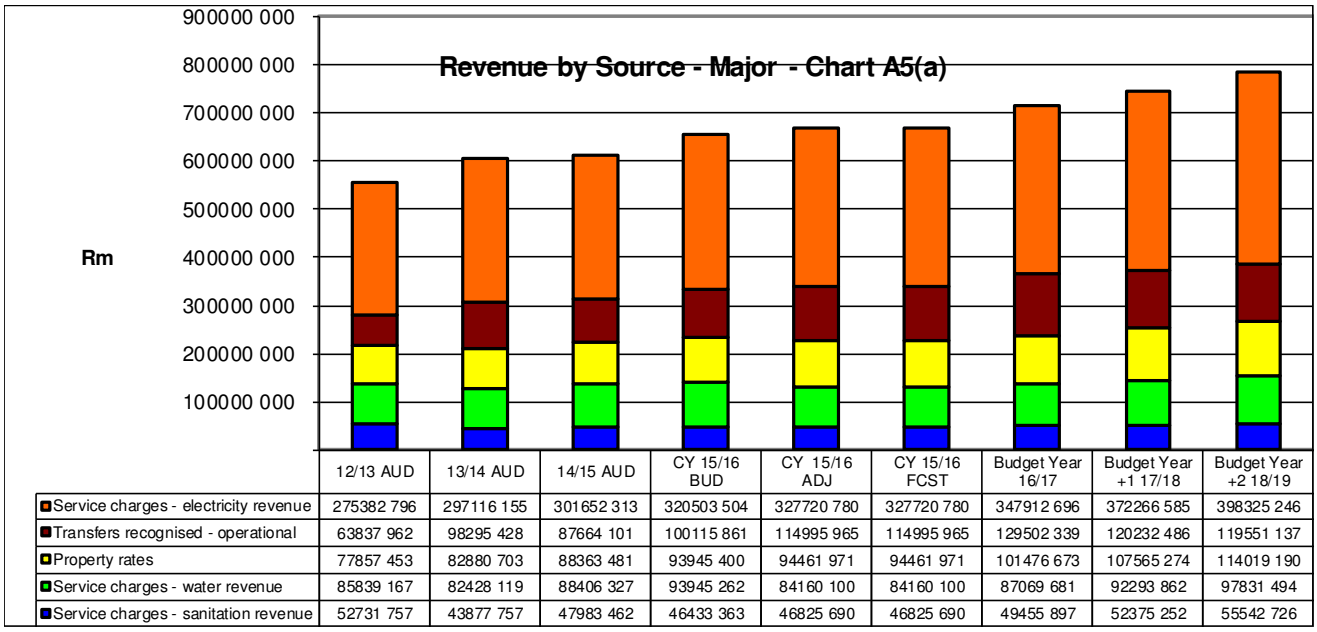
Description	2012/13	2013/14	2014/15	Current Year 2015/16			2016/17 Medium Term Revenue & Expenditure Framework		
	Outcome	Outcome	Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2016/17	Budget Year +1 2017/18	Budget Year +2 2018/19
Highest level of free service provided per household									
Property rates (R value threshold)	50 000	50 000	50 000	50 000	50 000	50 000	50 000	50 000	50 000
Water (kilolitres per household per month)	6	6	6	6	6	6	6	6	6
Sanitation (kilolitres per household per month)									
Sanitation (Rand per household per month)	154	164	173	184	184	184	199	214	232
Electricity (kwh per household per month)	50	50	50	50	50	50	50	50	50
Refuse (average litres per week)	92	98 000	2	2	2	2	2	2	2
Revenue cost of subsidised services provided (R'000)									
Property rates **(tariff adjustment)** (**impermissable values per section 17 of MPRA**)	1 231	1 331							
Property rates exemptions, reductions and rebates **and impermissable values in excess of section 17 of MPRA)**	3 477	3 823	4 122	4 236	4 357	4 357	5 260	5 576	5 911
Water **(in excess of 6 kilolitres per indigent household per month)**	–	11 484	12 074	10 607	14 979	14 979	18 769	19 862	21 019
Sanitation **(in excess of free sanitation service to indigent households)**	374	13 171	14 065	17 510	21 692	21 692	27 308	28 943	30 675
Electricity/other energy **(in excess of 50 kwh per indigent household per month)**	–	–	–	(633)	(235)	(235)	(684)	(739)	(798)
Refuse **(in excess of one removal a week for indigent households)**	–	8 757	9 271	8 806	12 110	12 110	15 071	15 949	16 877
Municipal Housing - rental rebates									
Housing - top structure subsidies									
Other									
Total revenue cost of subsidised services provided	**5 081**	**38 566**	**39 531**	**40 525**	**52 903**	**52 903**	**65 725**	**69 591**	**73 684**

Explanatory notes to Table A10 - Basic Service Delivery Measurement

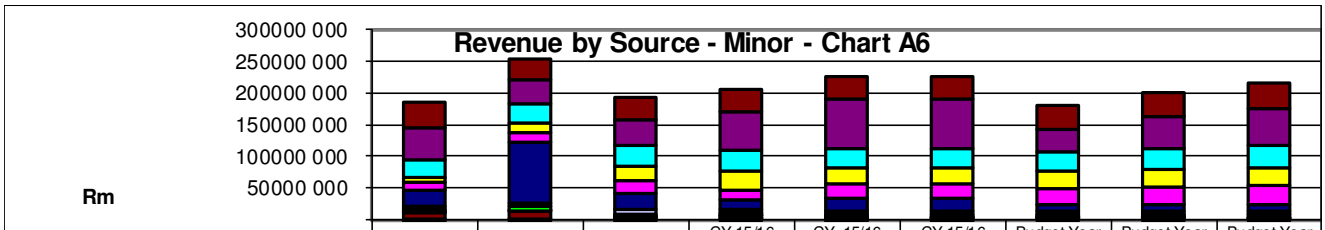
1. Table A10 provides an overview of service delivery levels, including backlogs (below minimum service level), for each of the main services.

BUDGET RELATED CHARTS / GRAPHS

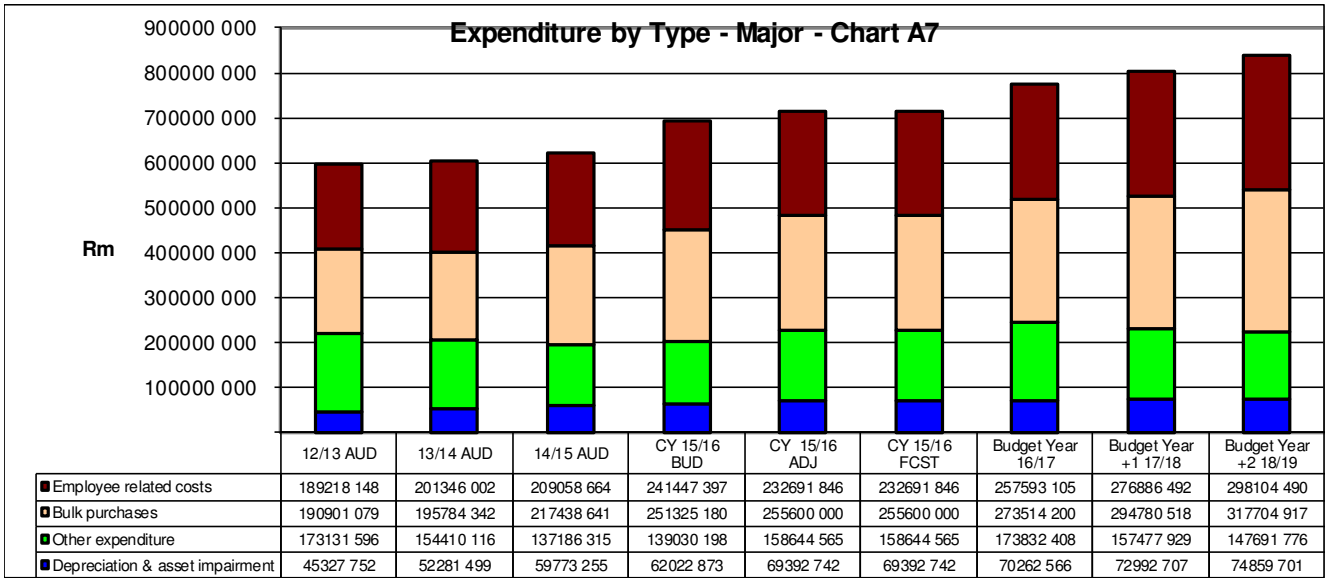
The following shows various charts and graphs on the **Operating budget** of the Municipality:



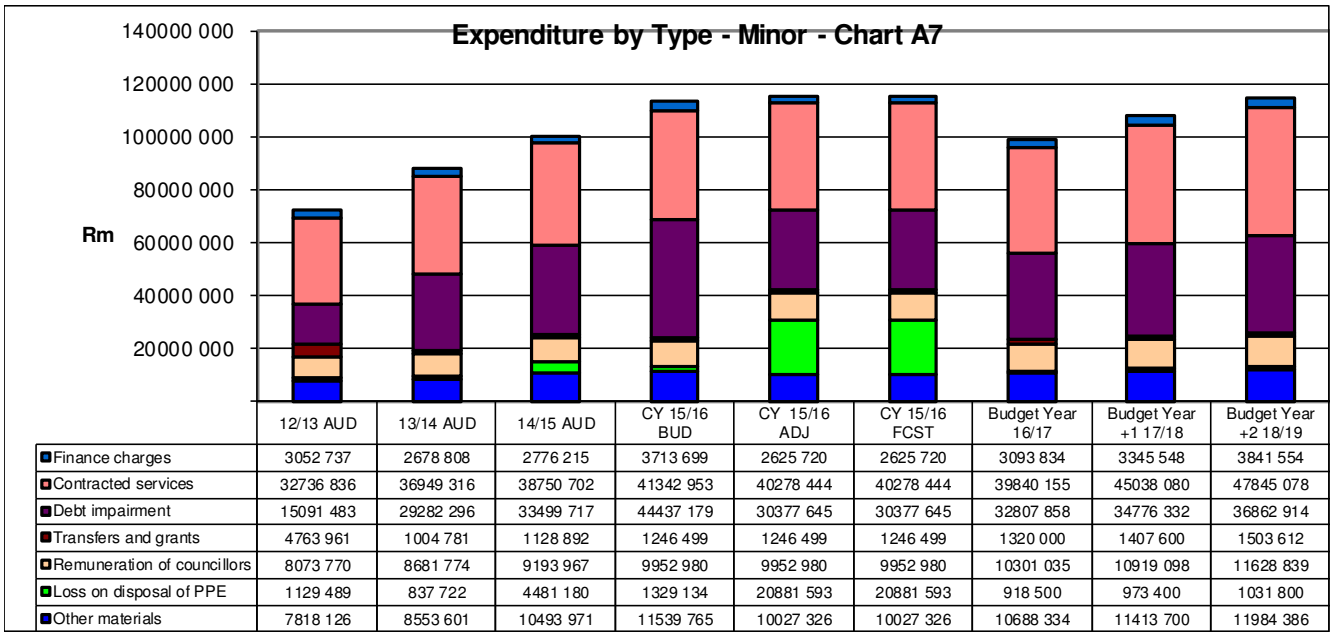
	12/13 AUD	13/14 AUD	14/15 AUD	CY 15/16 BUD	CY 15/16 ADJ	CY 15/16 FCST	Budget Year 16/17	Budget Year +1 17/18	Budget Year +2 18/19
Service charges - electricity revenue	275382 796	297116 155	301652 313	320503 504	327720 780	327720 780	347912 696	372266 585	398325 246
Transfers recognised - operational	63837 962	98295 428	87664 101	100115 861	114995 965	114995 965	129502 339	120232 486	119551 137
Property rates	77857 453	82880 703	88363 481	93945 400	94461 971	94461 971	101476 673	107565 274	114019 190
Service charges - water revenue	85839 167	82428 119	88406 327	93945 262	84160 100	84160 100	87069 681	92293 862	97831 494
Service charges - sanitation revenue	52731 757	43877 757	47983 462	46433 363	46825 690	46825 690	49455 897	52375 252	55542 726



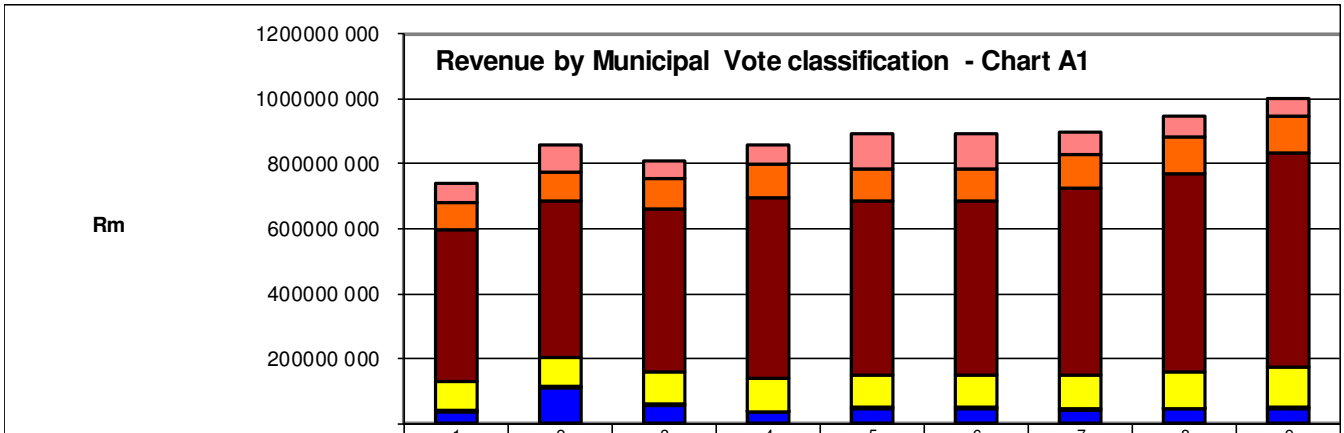
	12/13 AUD	13/14 AUD	14/15 AUD	CY 15/16 BUD	CY 15/16 ADJ	CY 15/16 FCST	Budget Year 16/17	Budget Year +1 17/18	Budget Year +2 18/19
Service charges - refuse revenue	38945 941	33104 646	36071 876	36581 554	35578 473	35578 473	36582 744	38777 709	41104 372
Transfers recognised - capital	50814 716	38238 734	39181 758	58904 243	78503 421	78503 421	36223 336	50560 529	59000 879
Service charges - other	29238 584	29262 707	32347 393	33398 771	29507 195	29507 195	30496 802	32428 267	34441 097
Fines	7326 023	16440 921	24050 681	29243 509	25955 984	25955 984	28027 304	28359 923	28699 868
Interest earned - external investments	12788 897	13968 480	20167 960	16425 349	22017 354	22017 354	24810 472	26740 058	29097 061
Other revenue	25365 108	96122 054	25609 321	14062 231	20974 633	20974 633	10244 069	10665 027	11096 958
Rental of facilities and equipment	4695 228	5856 550	6453 312	5913 967	4555 954	4555 954	4842 050	4553 803	4783 962
Agency Services			4460 117	4271 196	4518 294	4518 294	4727 722	4964 108	5212 313
Licences and permits	4698 881	5204 831	1184 730	1361 084	1217 341	1217 341	1395 439	1485 552	1584 524
Interest earned - outstanding debtors	252 769	204 014	197 372	3694 768	1240 457	1240 457	1316 847	1326 198	1319 590
Contributed assets	9178 197	13546 706	1828 892	1065 000	1305 000	1305 000	1236 400	1285 514	
Property rates - penalties & collection charges	1749 638	1423 868	1660 718	798 833	478 760	478 760	324 000	341 820	359 936
Gains on disposal of PPE	117 357	91 425	170 134		12 665	12 665			
Contributions recognised - capital									



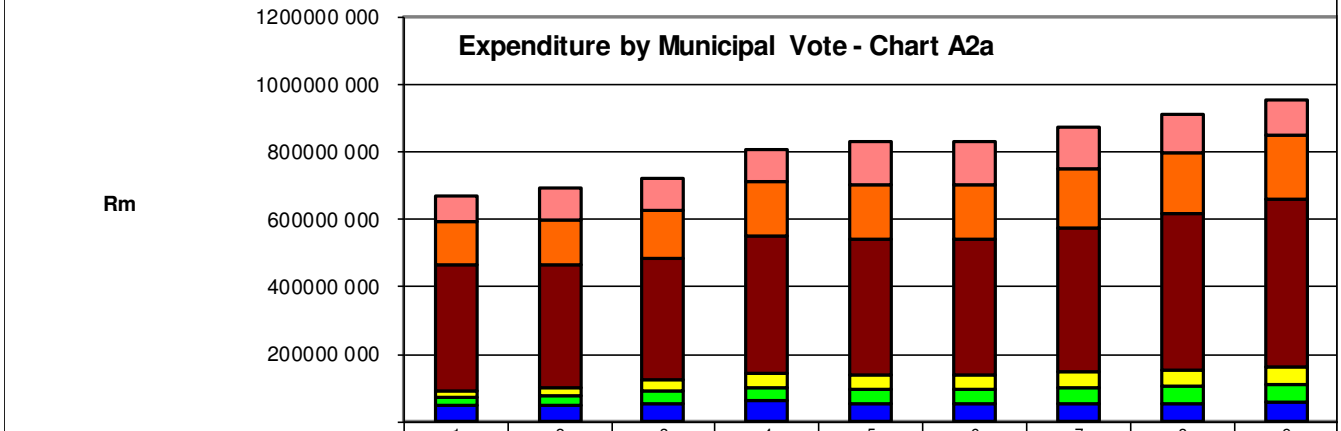
	12/13 AUD	13/14 AUD	14/15 AUD	CY 15/16 BUD	CY 15/16 ADJ	CY 15/16 FCST	Budget Year 16/17	Budget Year +1 17/18	Budget Year +2 18/19
Employee related costs	189218 148	201346 002	209058 664	241447 397	232691 846	232691 846	257593 105	276886 492	298104 490
Bulk purchases	190901 079	195784 342	217438 641	251325 180	255600 000	255600 000	273514 200	294780 518	317704 917
Other expenditure	173131 596	154410 116	137186 315	139030 198	158644 565	158644 565	173832 408	157477 929	147691 776
Depreciation & asset impairment	45327 752	52281 499	59773 255	62022 873	69392 742	69392 742	70262 566	72992 707	74859 701



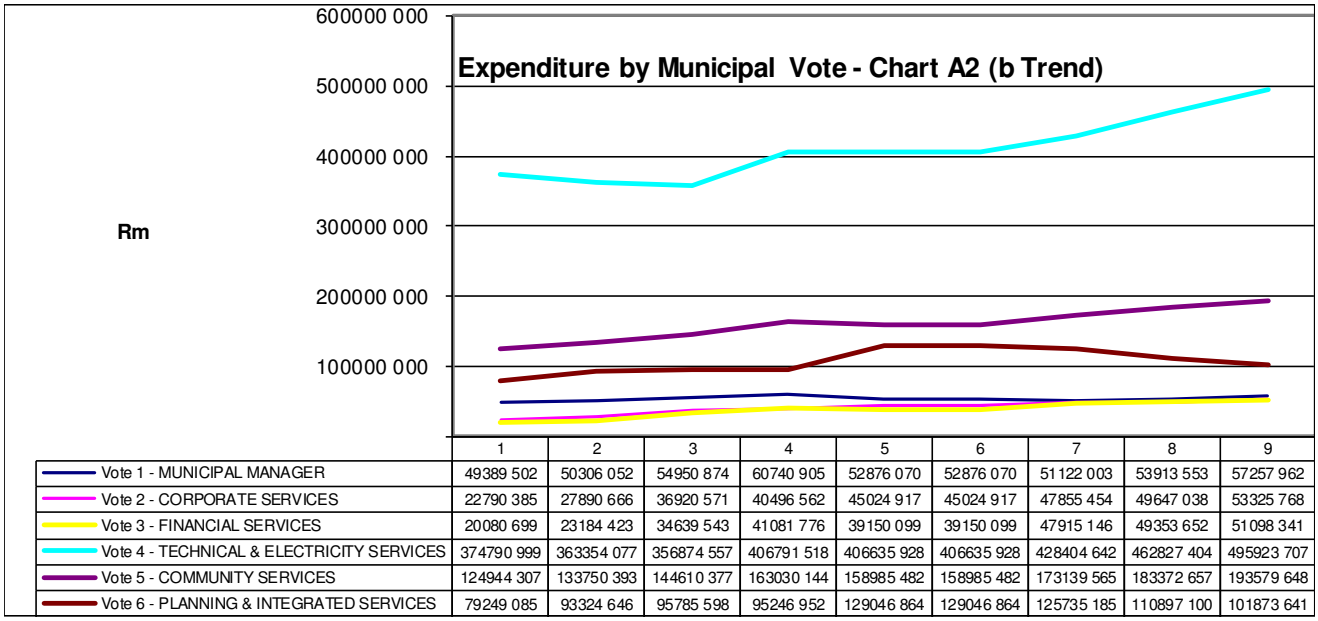
	12/13 AUD	13/14 AUD	14/15 AUD	CY 15/16 BUD	CY 15/16 ADJ	CY 15/16 FCST	Budget Year 16/17	Budget Year +1 17/18	Budget Year +2 18/19
Finance charges	3052 737	2678 808	2776 215	3713 699	2625 720	2625 720	3093 834	3345 548	3841 554
Contracted services	32736 836	36949 316	38750 702	41342 953	40278 444	40278 444	39840 155	45038 080	47845 078
Debt impairment	15091 483	29282 296	33499 717	44437 179	30377 645	30377 645	32807 858	34776 332	36862 914
Transfers and grants	4763 961	1004 781	1128 892	1246 499	1246 499	1246 499	1320 000	1407 600	1503 612
Remuneration of councillors	8073 770	8681 774	9193 967	9952 980	9952 980	9952 980	10301 035	10919 098	11628 839
Loss on disposal of PPE	1129 489	837 722	4481 180	1329 134	20881 593	20881 593	918 500	973 400	1031 800
Other materials	7818 126	8553 601	10493 971	11539 765	10027 326	10027 326	10688 334	11413 700	11984 386



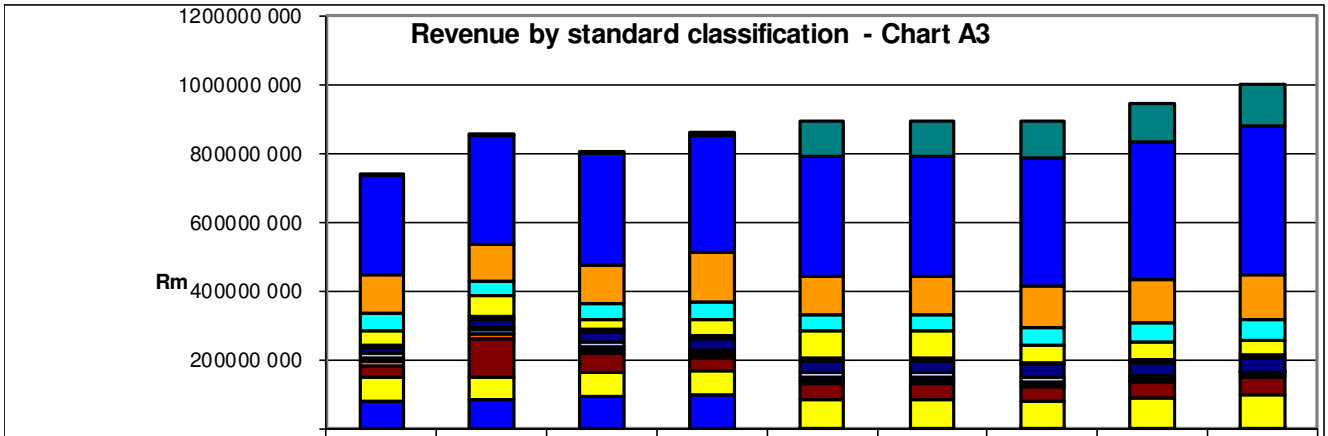
	1	2	3	4	5	6	7	8	9
Vote 6 - PLANNING & INTEGRATED SERVICES	60452 219	81333 343	53563 957	59721 525	110695 519	110695 519	68740 707	64688 550	56679 764
Vote 5 - COMMUNITY SERVICES	84252 673	88942 401	92960 283	103713 087	97684 173	97684 173	103675 784	109413 756	113309 723
Vote 4 - TECHNICAL & ELECTRICITY SERVICES	468400 669	484195 291	504226 231	557158 373	534151 607	534151 607	572057 786	613281 217	660051 975
Vote 3 - FINANCIAL SERVICES	84549 680	90595 539	97098 807	101970 458	100970 646	100970 646	107703 736	114258 588	121097 131
Vote 2 - CORPORATE SERVICES	9180 238	2441 051	2602 243	2454 761	3023 035	3023 035	2354 901	458 570	3478 628
Vote 1 - MUNICIPAL MANAGER	33984 995	110555 473	57002 428	35645 691	47505 057	47505 057	41111 557	44121 286	47353 132



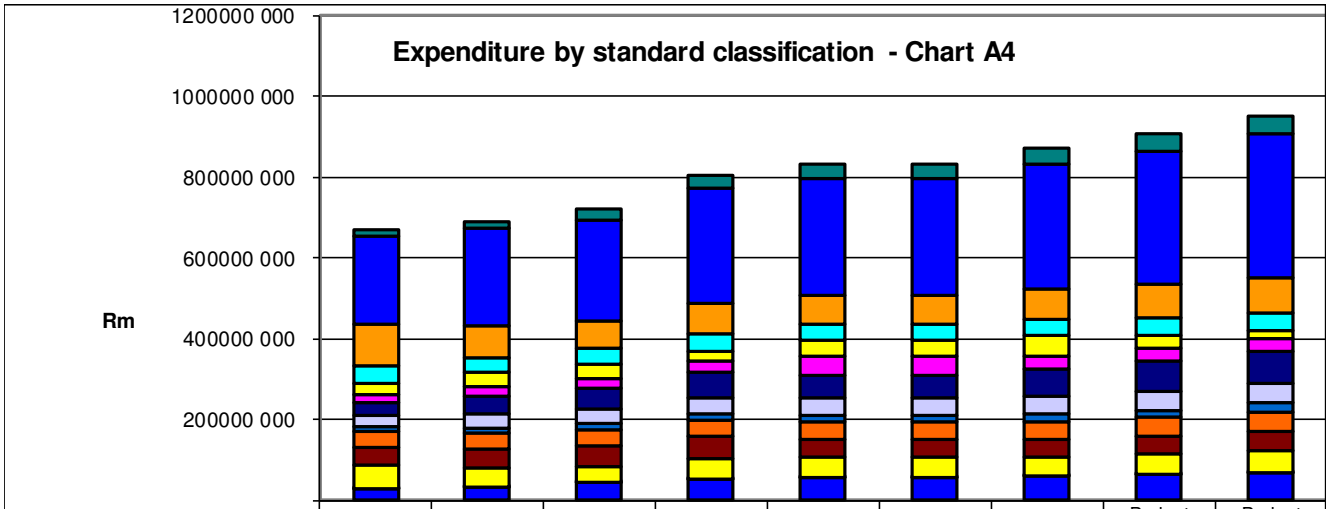
	1	2	3	4	5	6	7	8	9
Vote 6 - PLANNING & INTEGRATED SERVICES	79249 085	93324 646	95785 598	95246 952	129046 864	129046 864	125735 185	110897 100	101873 641
Vote 5 - COMMUNITY SERVICES	124944 307	133750 393	144610 377	163030 144	158985 482	158985 482	173139 565	183372 657	193579 648
Vote 4 - TECHNICAL & ELECTRICITY SERVICES	374790 999	363354 077	356874 557	406791 518	406635 928	406635 928	428404 642	462827 404	495923 707
Vote 3 - FINANCIAL SERVICES	20080 699	23184 423	34639 543	41081 776	39150 099	39150 099	47915 146	49353 652	51098 341
Vote 2 - CORPORATE SERVICES	22790 385	27890 666	36920 571	40496 562	45024 917	45024 917	47855 454	49647 038	53325 768
Vote 1 - MUNICIPAL MANAGER	49389 502	50306 052	54950 874	60740 905	52876 070	52876 070	51122 003	53913 553	57257 962



	1	2	3	4	5	6	7	8	9
Vote 1 - MUNICIPAL MANAGER	49389 502	50306 052	54950 874	60740 905	52876 070	52876 070	51122 003	53913 553	57257 962
Vote 2 - CORPORATE SERVICES	22790 385	27890 666	36920 571	40496 562	45024 917	45024 917	47855 454	49647 038	53325 768
Vote 3 - FINANCIAL SERVICES	20080 699	23184 423	34639 543	41081 776	39150 099	39150 099	47915 146	49353 652	51098 341
Vote 4 - TECHNICAL & ELECTRICITY SERVICES	374790 999	363354 077	356874 557	406791 518	406635 928	406635 928	428404 642	462827 404	495923 707
Vote 5 - COMMUNITY SERVICES	124944 307	133750 393	144610 377	163030 144	158985 482	158985 482	173139 565	183372 657	193579 648
Vote 6 - PLANNING & INTEGRATED SERVICES	79249 085	93324 646	95785 598	95246 952	129046 864	129046 864	125735 185	110897 100	101873 641

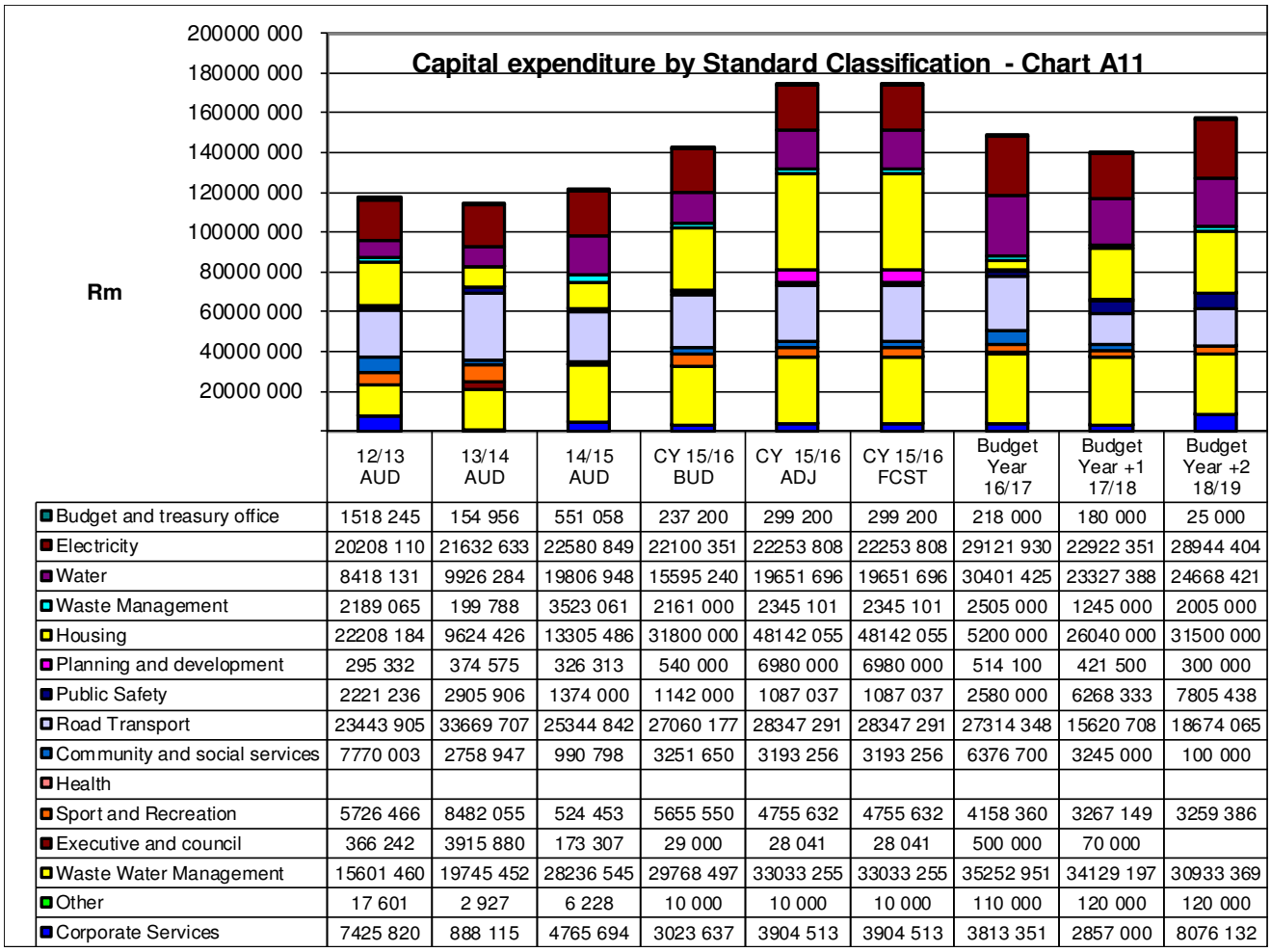


	12/13 AUD	13/14 AUD	14/15 AUD	CY 15/16 BUD	CY 15/16 ADJ	CY 15/16 FCST	Budget Year 16/17	Budget Year +1 17/18	Budget Year +2 18/19
Budget and treasury office	4823 155	6165 651	6956 062	7096 225	100860 615	100860 615	107593 736	114141 988	120977 033
Electricity	287594 629	313967 286	323752 404	341913 342	349765 117	349765 117	373180 833	395887 178	431181 586
Water	113284 258	107760 907	114235 259	142135 825	110266 894	110266 894	121301 920	128754 864	134300 023
Waste Management	47833 610	40689 439	45126 232	49641 039	48488 606	48488 606	50905 806	54832 830	58654 602
Housing	42409 739	63902 182	26885 721	50678 105	78513 012	78513 012	48416 912	50966 763	41724 664
Planning and development	12983 034	7417 579	7814 788	6765 928	7757 492	7757 492	9235 144	9225 064	9709 532
Public Safety	12499 840	21943 581	30003 100	35147 841	32333 209	32333 209	34617 791	39503 441	40159 037
Road Transport	13124 651	8011 933	15313 137	2879 520	15707 042	15707 042	11973 051	3133 476	2833 717
Community and social services	9798 674	11469 686	7040 504	8684 776	8920 979	8920 979	9968 550	8216 048	8736 755
Health									
Sport and Recreation	14120 549	14839 693	10790 446	10239 431	7941 379	7941 379	8183 637	6861 437	5759 329
Executive and council	33984 995	110454 596	57001 880	35645 691	47502 695	47502 695	41111 557	44121 286	47353 132
Waste Water Management	67541 032	66007 639	70602 985	72963 178	83941 903	83941 903	77575 033	90401 422	97401 167
Other									
Corporate Services	80822 308	85432 926	91931 431	96872 994	2031 094	2031 094	1580 501	176 170	3179 776

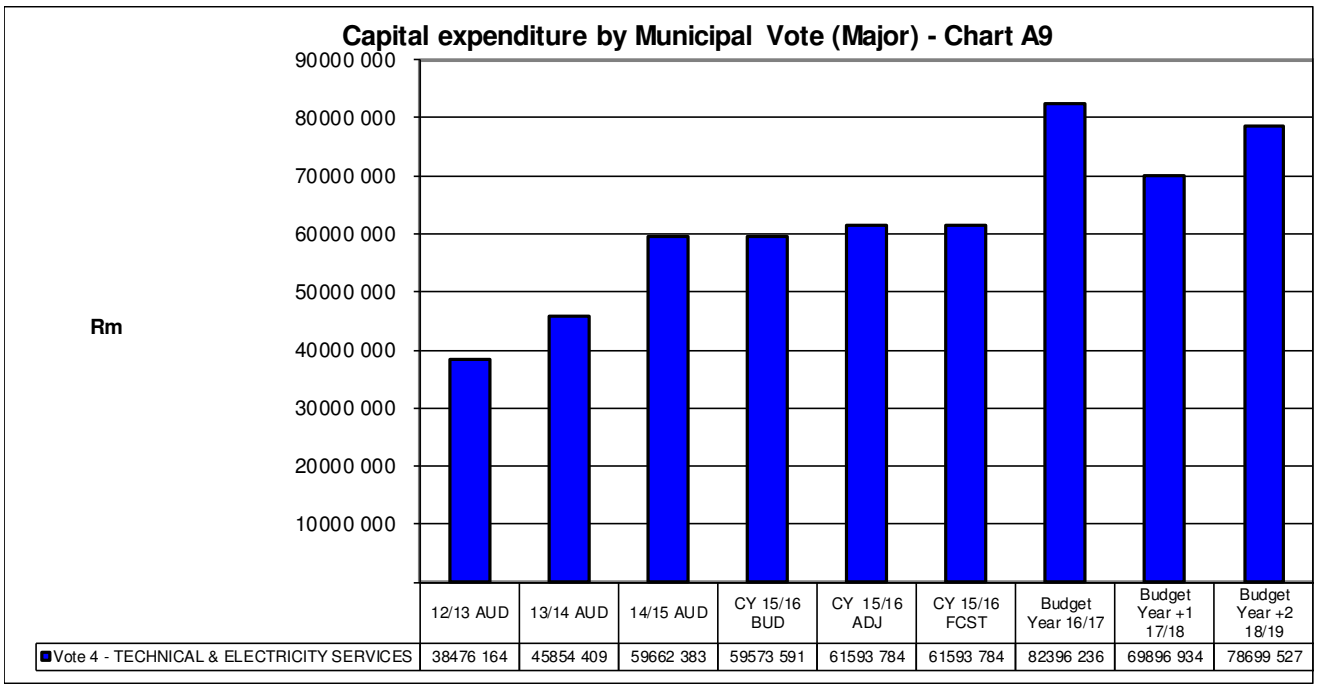


	12/13 AUD	13/14 AUD	14/15 AUD	CY 15/16 BUD	CY 15/16 ADJ	CY 15/16 FCST	Budget Year 16/17	Budget Year +1 17/18	Budget Year +2 18/19
Budget and treasury office	15268 151	16893 381	28857 547	33297 633	33414 067	33414 067	42640 510	43706 409	45051 073
Electricity	219731 849	240893 755	250551 424	284635 064	288688 006	288688 006	308386 510	331736 425	357541 482
Water	103401 623	80026 379	68495 669	75752 718	71069 628	71069 628	73845 833	81214 785	84315 449
Waste Management	43433 527	36213 725	38040 029	43846 698	42820 836	42820 836	42099 918	44547 002	45386 806
Housing	25607 230	33608 979	34624 814	24998 890	36964 904	36964 904	50345 215	32369 457	18068 061
Planning and development	20586 736	24468 322	24501 175	27724 300	48435 172	48435 172	30513 468	32316 956	34477 918
Public Safety	31162 225	43705 821	49973 298	61419 708	56592 920	56592 920	69451 855	73490 703	78432 259
Road Transport	28864 801	34919 667	37002 761	39740 699	42928 688	42928 688	42999 414	46042 276	48932 621
Community and social services	12300 841	13992 554	17150 362	16526 251	17117 975	17117 975	17644 118	18881 697	20294 272
Health									
Sport and Recreation	38047 714	39838 289	39446 686	41237 487	42453 751	42453 751	43943 674	46453 255	49466 311
Executive and council	45776 929	45852 827	49628 781	53661 423	44523 967	44523 967	43003 780	45236 564	48000 811
Waste Water Management	57335 246	49433 737	41669 251	50674 386	51421 373	51421 373	47254 387	50852 586	55491 897
Other	905	4 233	2 412	2 496	5 763	5 763	185 501	196 388	208 187
Corporate Services	29727 200	31958 588	43837 311	53870 104	55282 310	55282 310	61857 812	62966 901	67391 920

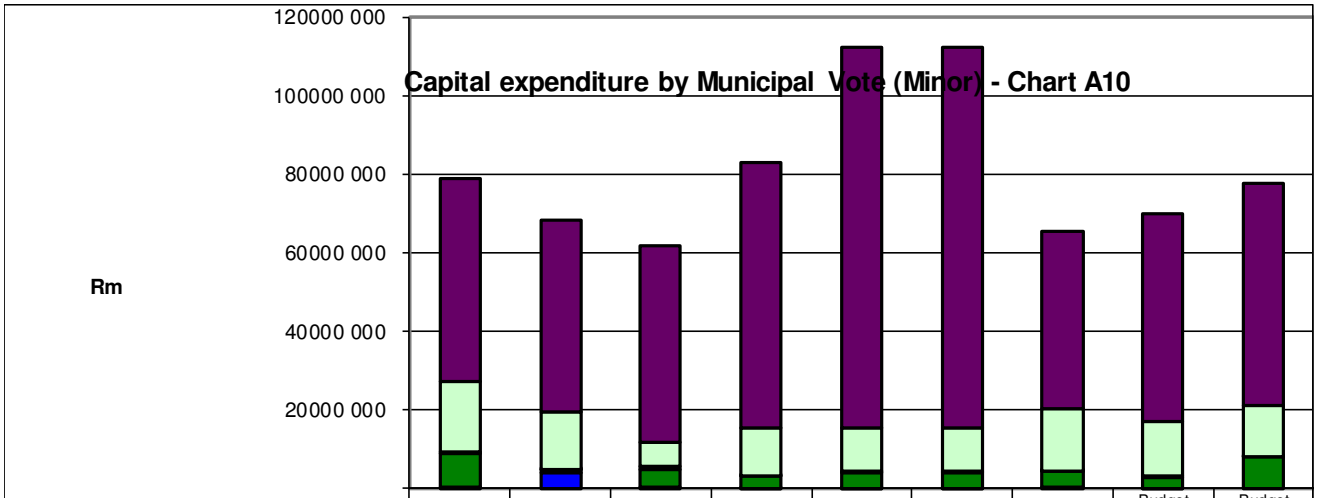
The following shows various charts and graphs on the **Capital budget** of the Municipality:



	12/13 AUD	13/14 AUD	14/15 AUD	CY 15/16 BUD	CY 15/16 ADJ	CY 15/16 FCST	Budget Year 16/17	Budget Year +1 17/18	Budget Year +2 18/19
Budget and treasury office	1518 245	154 956	551 058	237 200	299 200	299 200	218 000	180 000	25 000
Electricity	20208 110	21632 633	22580 849	22100 351	22253 808	22253 808	29121 930	22922 351	28944 404
Water	8418 131	9926 284	19806 948	15595 240	19651 696	19651 696	30401 425	23327 388	24668 421
Waste Management	2189 065	199 788	3523 061	2161 000	2345 101	2345 101	2505 000	1245 000	2005 000
Housing	22208 184	9624 426	13305 486	31800 000	48142 055	48142 055	5200 000	26040 000	31500 000
Planning and development	295 332	374 575	326 313	540 000	6980 000	6980 000	514 100	421 500	300 000
Public Safety	2221 236	2905 906	1374 000	1142 000	1087 037	1087 037	2580 000	6268 333	7805 438
Road Transport	23443 905	33669 707	25344 842	27060 177	28347 291	28347 291	27314 348	15620 708	18674 065
Community and social services	7770 003	2758 947	990 798	3251 650	3193 256	3193 256	6376 700	3245 000	100 000
Health									
Sport and Recreation	5726 466	8482 055	524 453	5655 550	4755 632	4755 632	4158 360	3267 149	3259 386
Executive and council	366 242	3915 880	173 307	29 000	28 041	28 041	500 000	70 000	
Waste Water Management	15601 460	19745 452	28236 545	29768 497	33033 255	33033 255	35252 951	34129 197	30933 369
Other	17 601	2 927	6 228	10 000	10 000	10 000	110 000	120 000	120 000
Corporate Services	7425 820	888 115	4765 694	3023 637	3904 513	3904 513	3813 351	2857 000	8076 132

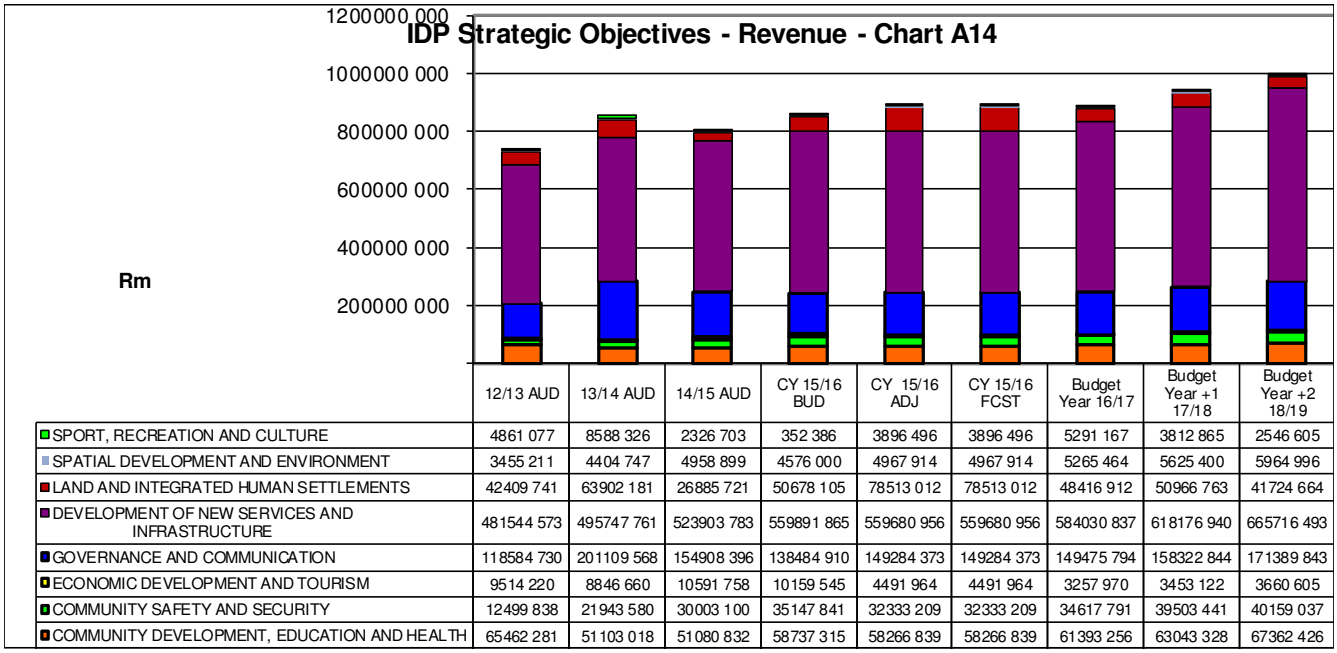


	12/13 AUD	13/14 AUD	14/15 AUD	CY 15/16 BUD	CY 15/16 ADJ	CY 15/16 FCST	Budget Year 16/17	Budget Year +1 17/18	Budget Year +2 18/19
Vote 4 - TECHNICAL & ELECTRICITY SERVICES	38476 164	45854 409	59662 383	59573 591	61593 784	61593 784	82396 236	69896 934	78699 527

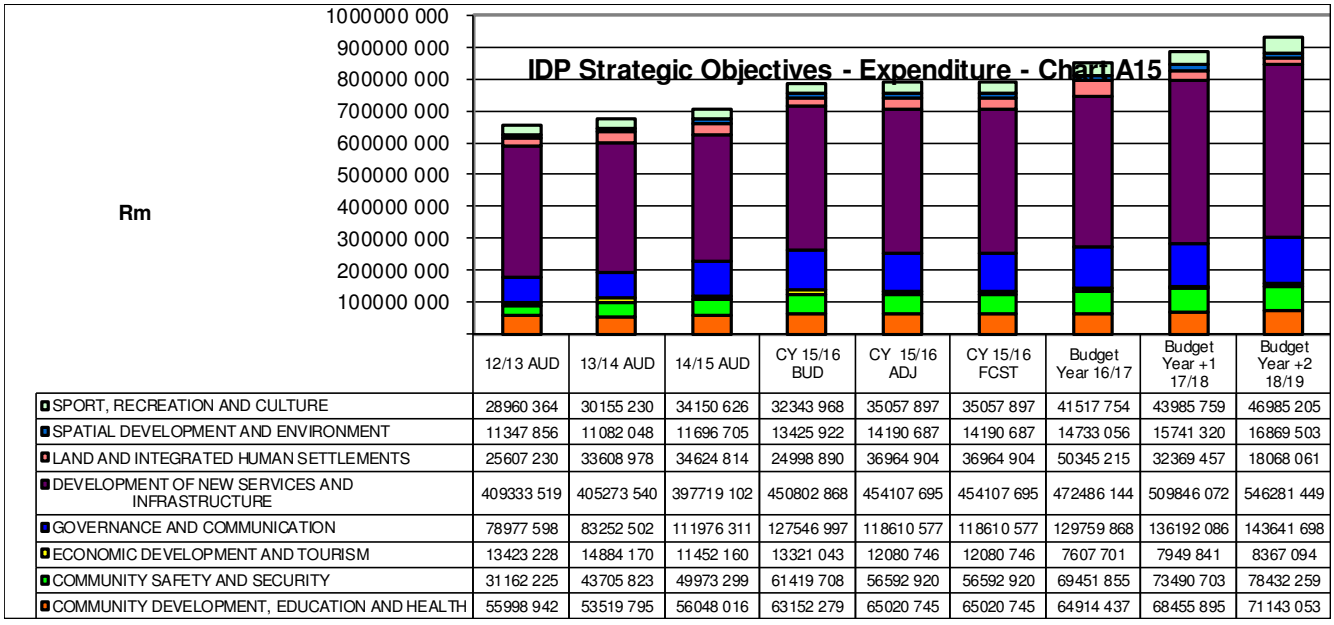


	12/13 AUD	13/14 AUD	14/15 AUD	CY 15/16 BUD	CY 15/16 ADJ	CY 15/16 FCST	Budget Year 16/17	Budget Year +1 17/18	Budget Year +2 18/19
Vote 6 - PLANNING & INTEGRATED SERVICES	51814 614	49121 597	49944 828	67300 674	96824 321	96824 321	45518 518	52684 210	56440 732
Vote5 - COMMUNITY SERVICES	17906 770	14346 697	6412 311	12210 200	11381 026	11381 026	15620 060	14025 482	13169 824
Vote3 - FINANCIAL SERVICES	312 831	154 956	551 058	237 200	299 200	299 200	218 000	180 000	25 000
Vote2 - CORPORATE SERVICES	8533 178	888 115	4765 694	3023 637	3904 513	3904 513	3813 351	2857 000	8076 132
Vote1 - MUNICIPAL MANAGER	366 242	3915 880	173 307	29 000	28 041	28 041	500 000	70 000	

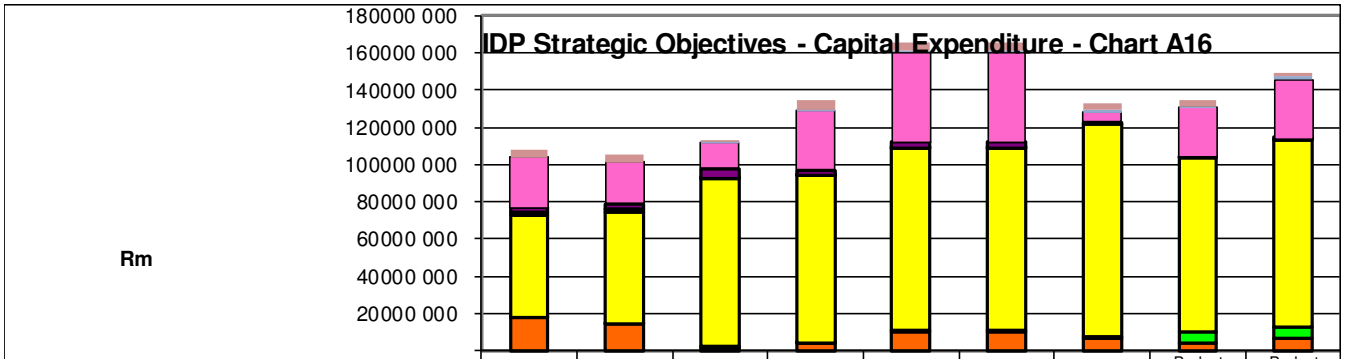
The following shows various charts and graphs on the **link between the Integrated Development Plan (IDP) and the municipal Budget**:



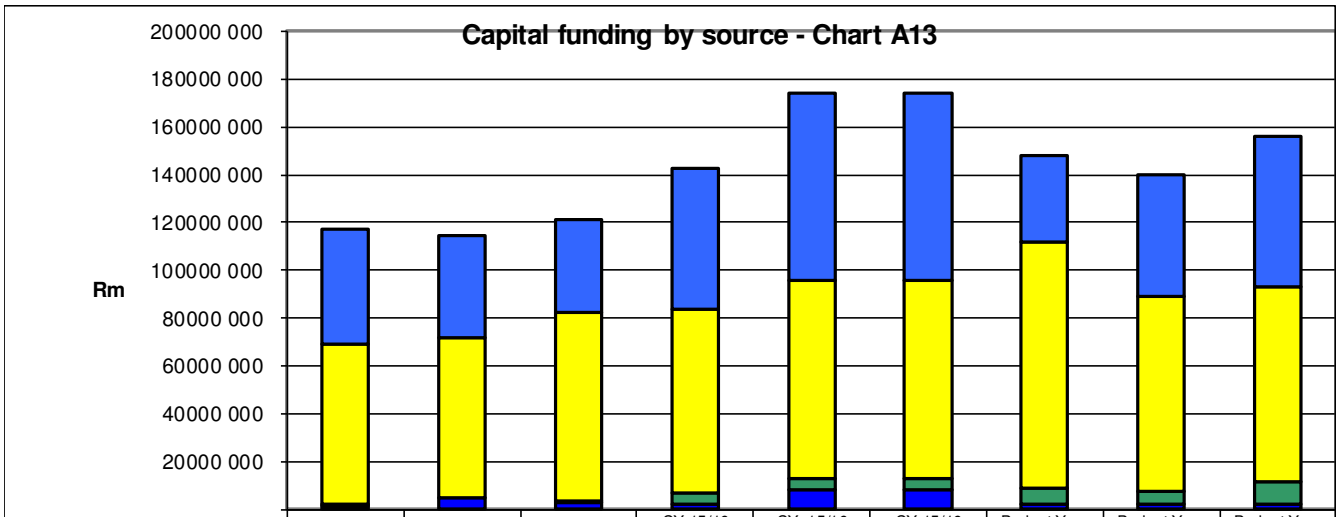
	12/13 AUD	13/14 AUD	14/15 AUD	CY 15/16 BUD	CY 15/16 ADJ	CY 15/16 FCST	Budget Year 16/17	Budget Year +1 17/18	Budget Year +2 18/19
SPORT, RECREATION AND CULTURE	4861 077	8588 326	2326 703	352 386	3896 496	3896 496	5291 167	3812 865	2546 605
SPATIAL DEVELOPMENT AND ENVIRONMENT	3455 211	4404 747	4958 899	4576 000	4967 914	4967 914	5265 464	5625 400	5964 996
LAND AND INTEGRATED HUMAN SETTLEMENTS	42409 741	63902 181	26885 721	50678 105	78513 012	78513 012	48416 912	50966 763	41724 664
DEVELOPMENT OF NEW SERVICES AND INFRASTRUCTURE	481544 573	495747 761	523903 783	559891 865	559680 956	559680 956	584030 837	618176 940	665716 493
GOVERNANCE AND COMMUNICATION	118584 730	201109 568	154908 396	138484 910	149284 373	149284 373	149475 794	158322 844	171389 843
ECONOMIC DEVELOPMENT AND TOURISM	9514 220	8846 660	10591 758	10159 545	4491 964	4491 964	3257 970	3453 122	3660 605
COMMUNITY SAFETY AND SECURITY	12499 838	21943 580	30003 100	35147 841	32333 209	32333 209	34617 791	39503 441	40159 037
COMMUNITY DEVELOPMENT, EDUCATION AND HEALTH	65462 281	51103 018	51080 832	58737 315	58266 839	58266 839	61393 256	63043 328	67362 426



	12/13 AUD	13/14 AUD	14/15 AUD	CY 15/16 BUD	CY 15/16 ADJ	CY 15/16 FCST	Budget Year 16/17	Budget Year +1 17/18	Budget Year +2 18/19
SPORT, RECREATION AND CULTURE	28960 364	30155 230	34150 626	32343 968	35057 897	35057 897	41517 754	43985 759	46985 205
SPATIAL DEVELOPMENT AND ENVIRONMENT	11347 856	11082 048	11696 705	13425 922	14190 687	14190 687	14733 056	15741 320	16869 503
LAND AND INTEGRATED HUMAN SETTLEMENTS	25607 230	33608 978	34624 814	24998 890	36964 904	36964 904	50345 215	32369 457	18068 061
DEVELOPMENT OF NEW SERVICES AND INFRASTRUCTURE	409333 519	405273 540	397719 102	450802 868	454107 695	454107 695	472486 144	509846 072	546281 449
GOVERNANCE AND COMMUNICATION	78977 598	83252 502	111976 311	127546 997	118610 577	118610 577	129759 868	136192 086	143641 698
ECONOMIC DEVELOPMENT AND TOURISM	13423 228	14884 170	11452 160	13321 043	12080 746	12080 746	7607 701	7949 841	8367 094
COMMUNITY SAFETY AND SECURITY	31162 225	43705 823	49973 299	61419 708	56592 920	56592 920	69451 855	73490 703	78432 259
COMMUNITY DEVELOPMENT, EDUCATION AND HEALTH	55998 942	53519 795	56048 016	63152 279	65020 745	65020 745	64914 437	68455 895	71143 053

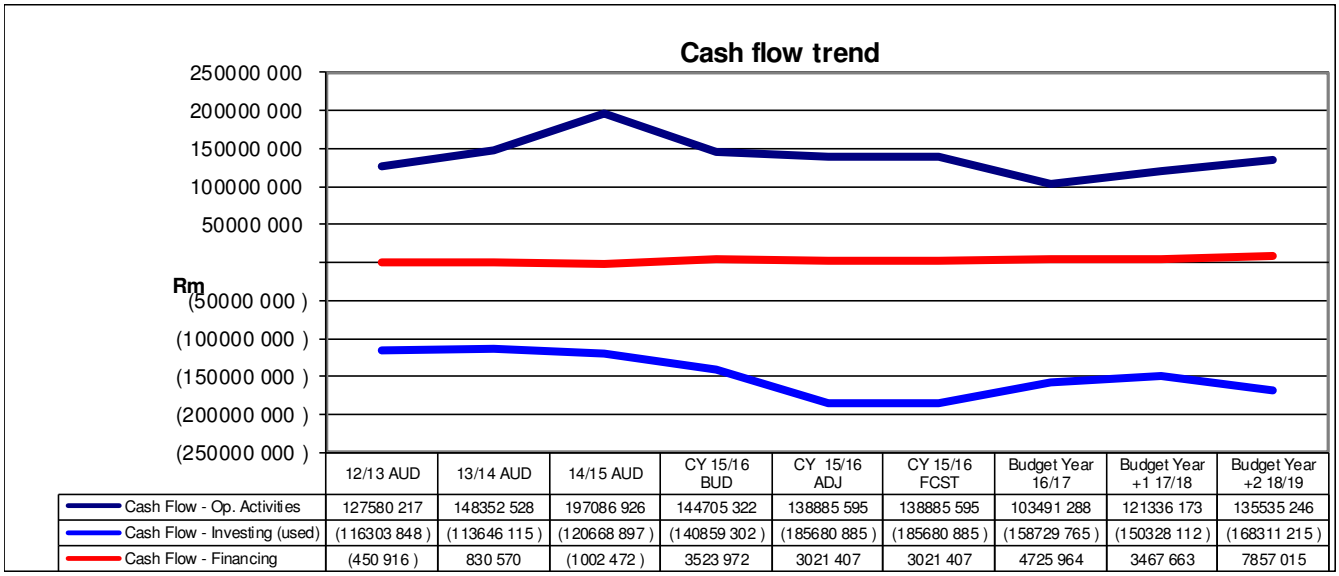


	12/13 AUD	13/14 AUD	14/15 AUD	CY 15/16 BUD	CY 15/16 ADJ	CY 15/16 FCST	Budget Year 16/17	Budget Year +1 17/18	Budget Year +2 18/19
SPORT, RECREATION AND CULTURE	3986 971	4475 207	565 000	4951 550	4138 808	4138 808	3961 360	2912 149	2154 386
SPATIAL AND ENVIRONMENTAL AFFAIRS			340 000	856 000	1013 701	1013 701	1000 000	1240 000	2000 000
LAND AND INTEGRATED HUMAN SETTLEMENTS	27246 375	22465 400	14000 000	31970 000	48307 055	48307 055	5200 000	26040 000	31500 000
GOVERNNANCE AND COMMUNICATION	2521 900	2331 000	5423 000	2447 140	3127 450	3127 450	890 735	443 000	190 000
ECONOMIC DEVELOPMENT AND TOURISM	1332 129	1716 000	87 500	590 000	509 590	509 590		200 000	970 000
DEVELOPMENT OF NEW SERVICES & INFRASTRUCTURE	55441 005	60292 876	90197 676	89736 265	97747 665	97747 665	114640 654	93968 644	100480 259
COMMUNITY SAFETY AND SECURITY	84 075	120 000	910 000	565 000	532 559	532 559	845 000	5928 333	5915 438
COMMUNITY DEVELOPMENT AND HEALTH	17573 869	14500 000	1230 465	3735 000	10252 519	10252 519	6595 263	3890 000	6492 632

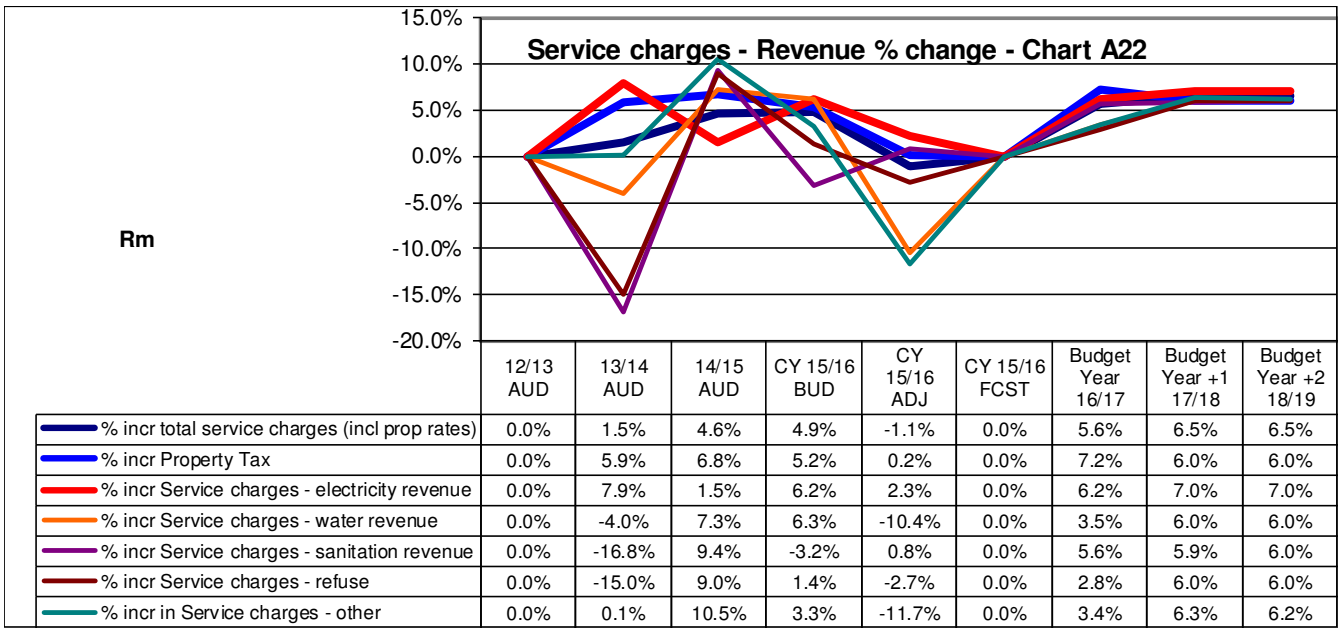


	12/13 AUD	13/14 AUD	14/15 AUD	CY 15/16 BUD	CY 15/16 ADJ	CY 15/16 FCST	Budget Year 16/17	Budget Year +1 17/18	Budget Year +2 18/19
Transfers recognised - capital	48581 230	42341 792	39204 138	58767 684	78503 416	78503 416	36223 333	50560 527	63386 843
Internally generated funds	66951 269	67326 187	79178 604	76886 618	82610 469	82610 469	103214 323	81753 099	81224 372
Borrowing	699 000		309 798	4855 000	4800 000	4800 000	6500 000	5600 000	10000 000
Public contributions & donations	1178 301	4613 672	2817 041	1865 000	8117 000	8117 000	2128 509	1800 000	1800 000

The following shows various charts and graphs on **Cash flow trends, Distribution losses, Debt collection**, etc.:

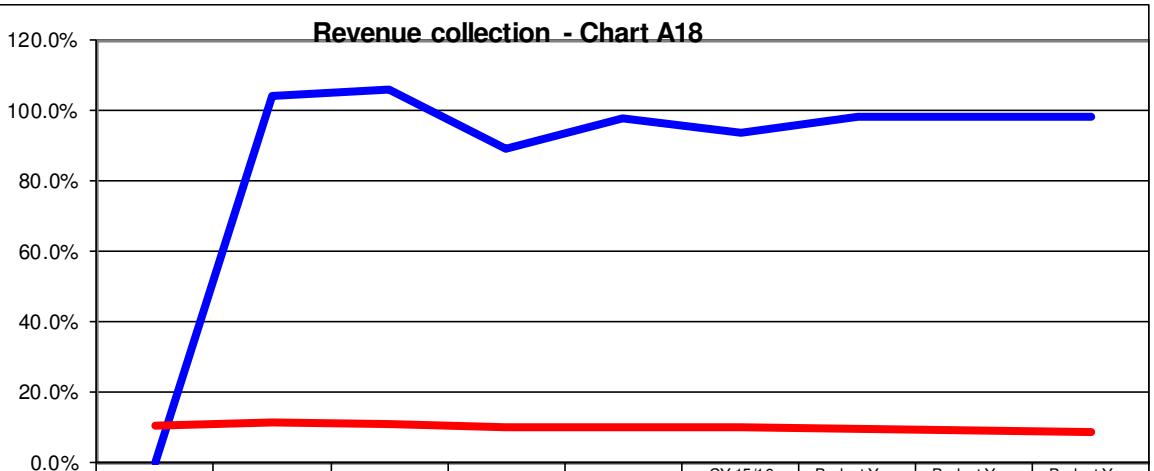


	12/13 AUD	13/14 AUD	14/15 AUD	CY 15/16 BUD	CY 15/16 ADJ	CY 15/16 FCST	Budget Year 16/17	Budget Year +1 17/18	Budget Year +2 18/19
Cash Flow - Op. Activities	127580 217	148352 528	197086 926	144705 322	138885 595	138885 595	103491 288	121336 173	135535 246
Cash Flow - Investing (used)	(116303 848)	(113646 115)	(120668 897)	(140859 302)	(185680 885)	(185680 885)	(158729 765)	(150328 112)	(168311 215)
Cash Flow - Financing	(450 916)	830 570	(1002 472)	3523 972	3021 407	3021 407	4725 964	3467 663	7857 015



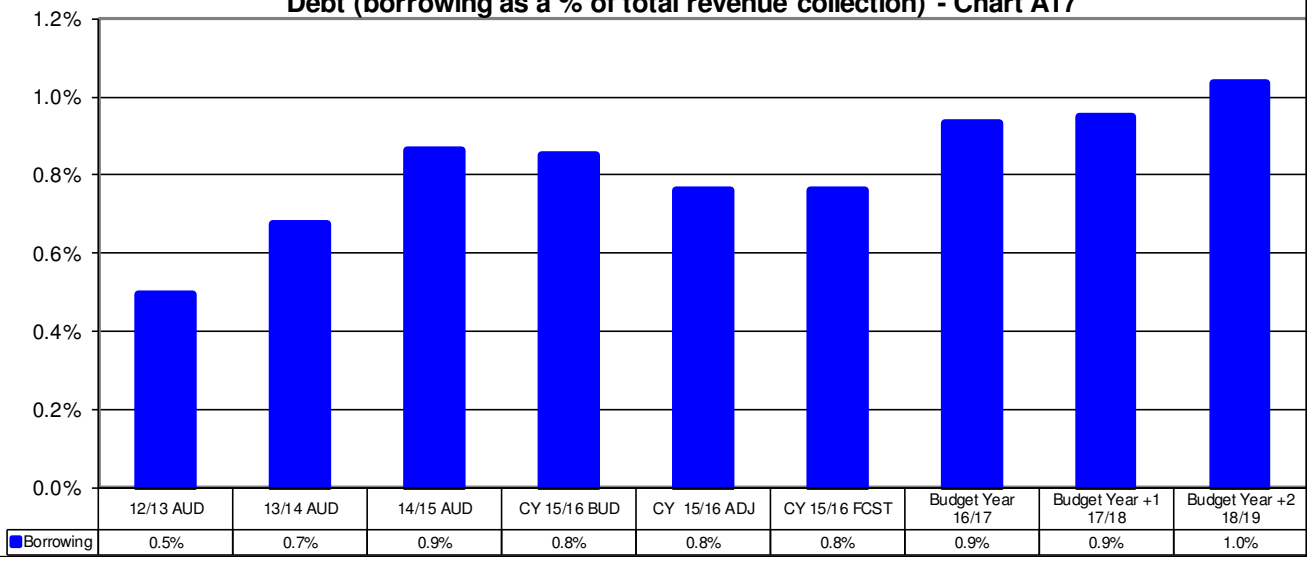
	12/13 AUD	13/14 AUD	14/15 AUD	CY 15/16 BUD	CY 15/16 ADJ	CY 15/16 FCST	Budget Year 16/17	Budget Year +1 17/18	Budget Year +2 18/19
% incr total service charges (incl prop rates)	0.0%	1.5%	4.6%	4.9%	-1.1%	0.0%	5.6%	6.5%	6.5%
% incr Property Tax	0.0%	5.9%	6.8%	5.2%	0.2%	0.0%	7.2%	6.0%	6.0%
% incr Service charges - electricity revenue	0.0%	7.9%	1.5%	6.2%	2.3%	0.0%	6.2%	7.0%	7.0%
% incr Service charges - water revenue	0.0%	-4.0%	7.3%	6.3%	-10.4%	0.0%	3.5%	6.0%	6.0%
% incr Service charges - sanitation revenue	0.0%	-16.8%	9.4%	-3.2%	0.8%	0.0%	5.6%	5.9%	6.0%
% incr Service charges - refuse	0.0%	-15.0%	9.0%	1.4%	-2.7%	0.0%	2.8%	6.0%	6.0%
% incr in Service charges - other	0.0%	0.1%	10.5%	3.3%	-11.7%	0.0%	3.4%	6.3%	6.2%

Revenue collection - Chart A18



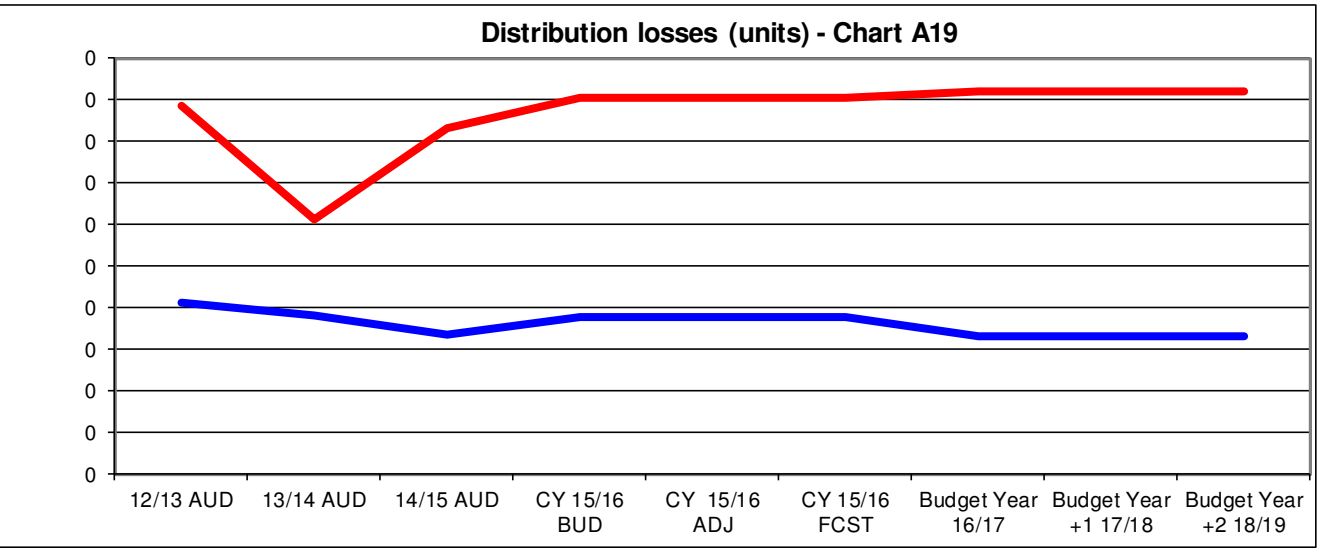
	12/13 AUD	13/14 AUD	14/15 AUD	CY 15/16 BUD	CY 15/16 ADJ	CY 15/16 FCST	Budget Year 16/17	Budget Year +1 17/18	Budget Year +2 18/19
Annual Debtors Collection	0.0%	104.3%	106.0%	89.1%	97.7%	93.6%	98.0%	98.3%	98.3%
O/S Debtors to Revenue	10.5%	11.4%	10.7%	10.2%	10.1%	10.1%	9.5%	9.2%	8.7%

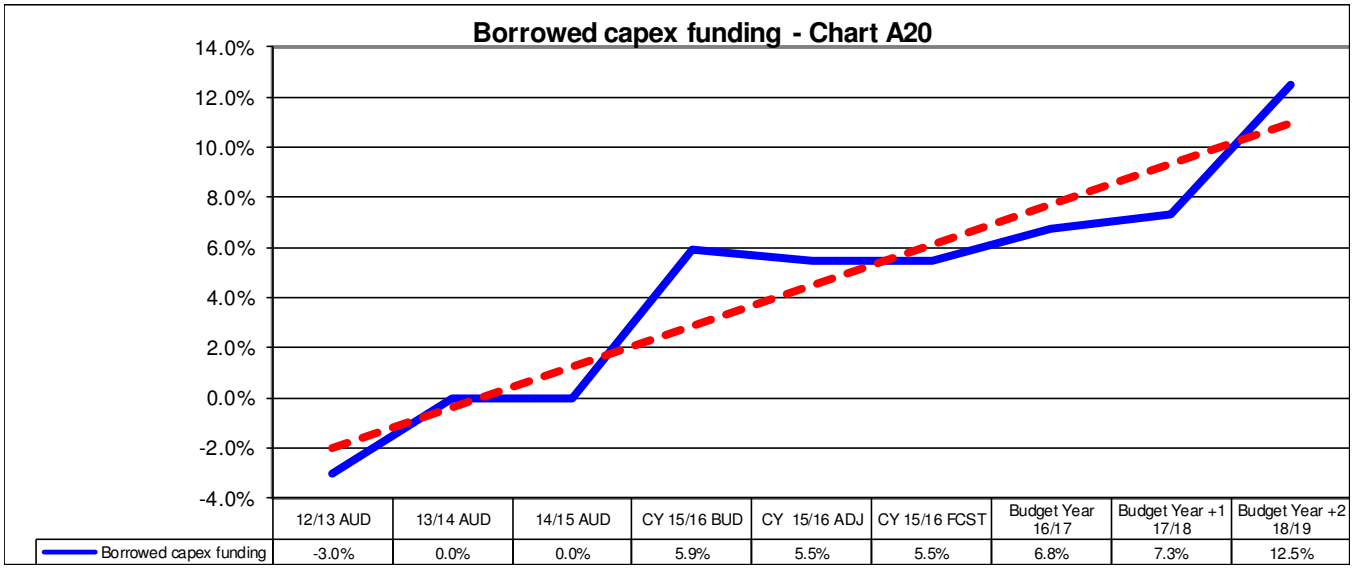
Debt (borrowing as a % of total revenue collection) - Chart A17



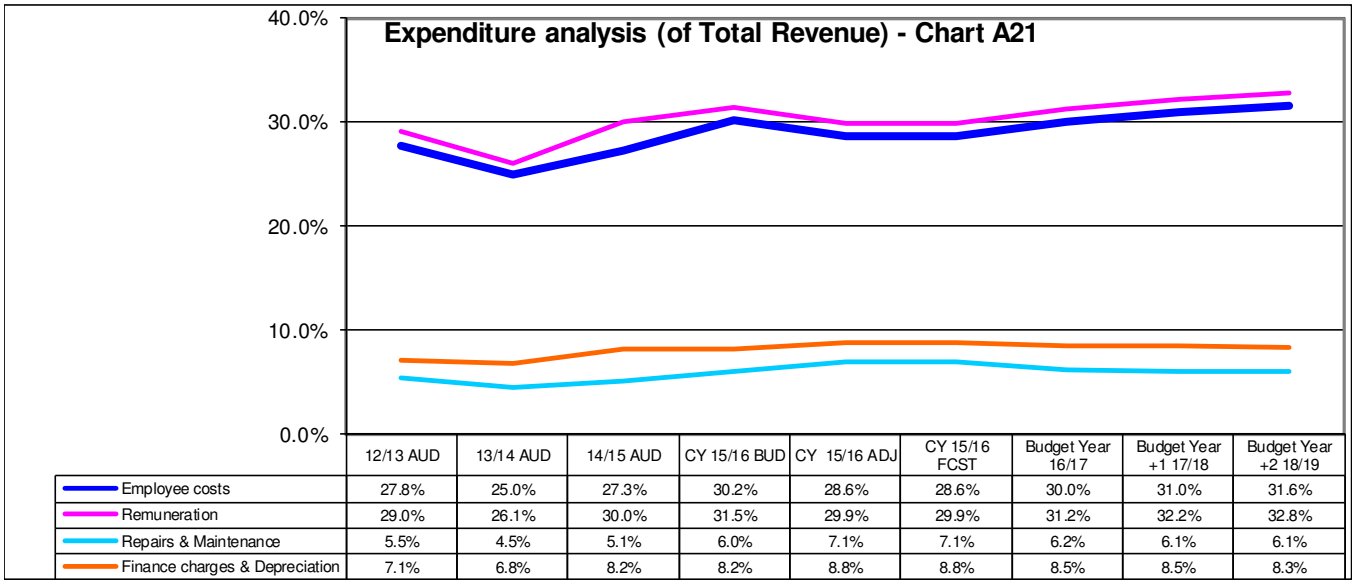
	12/13 AUD	13/14 AUD	14/15 AUD	CY 15/16 BUD	CY 15/16 ADJ	CY 15/16 FCST	Budget Year 16/17	Budget Year +1 17/18	Budget Year +2 18/19
Borrowing	0.5%	0.7%	0.9%	0.8%	0.8%	0.8%	0.9%	0.9%	1.0%

Distribution losses (units) - Chart A19





	12/13 AUD	13/14 AUD	14/15 AUD	CY 15/16 BUD	CY 15/16 ADJ	CY 15/16 FCST	Budget Year 16/17	Budget Year +1 17/18	Budget Year +2 18/19
Borrowed capex funding	-3.0%	0.0%	0.0%	5.9%	5.5%	5.5%	6.8%	7.3%	12.5%



	12/13 AUD	13/14 AUD	14/15 AUD	CY 15/16 BUD	CY 15/16 ADJ	CY 15/16 FCST	Budget Year 16/17	Budget Year +1 17/18	Budget Year +2 18/19
Employee costs	27.8%	25.0%	27.3%	30.2%	28.6%	28.6%	30.0%	31.0%	31.6%
Remuneration	29.0%	26.1%	30.0%	31.5%	29.9%	29.9%	31.2%	32.2%	32.8%
Repairs & Maintenance	5.5%	4.5%	5.1%	6.0%	7.1%	7.1%	6.2%	6.1%	6.1%
Finance charges & Depreciation	7.1%	6.8%	8.2%	8.2%	8.8%	8.8%	8.5%	8.5%	8.3%

PART 2 - SUPPORTING DOCUMENTATION

SECTION 5 - BUDGET PROCESS OVERVIEW

POLITICAL OVERSIGHT OF THE BUDGET PROCESS

Section 53 (1) (a) of the MFMA (no 56 of 2003) stipulates that the Mayor of a municipality must provide general political guidance over the budget process and the priorities that must guide the preparation of a budget.

Political oversight of the budget process is necessary to ensure that the needs and priorities of the community, as set out in the IDP, are properly linked to the municipality's spending plans. The mayoral committee is one of the key elements in accomplishing the linkage between the IDP and the Budget of a municipality.

SCHEDULE OF KEY DEADLINES RELATING TO THE BUDGET PROCESS

The Executive Mayor must, according to the MFMA, co-ordinate the processes for preparing the annual budget and for reviewing the municipality's IDP and budget-related policies. The Executive Mayor therefore tabled a schedule of key deadlines with regards to the budgetary process and the review of the municipality's IDP, in council on the 30 July 2015.

PURPOSE OF THE BUDGET AND IDP PROCESS PLAN

The purpose of the process plan is to indicate the various planned activities and strategies on which the municipality will embark to compose its Integrated Development Plan for the five year cycle (2012/13-2016/17) and the budget for the 2016/17 financial year and the two outer years.

The process plan enhances integration and alignment between the IDP and the Budget, thereby ensuring the development of an IDP-based budget. It full fill the role of an operational framework for the IDP and Budget process outlining the manner in which this process was undertaken. In addition, it identifies the activities in the processes around the key statutory annual operational processes of the budget and IDP compilation, performance management implementation and the adoption of the municipality's annual report.

The approved schedule is set out below:

6. 2016/17 IDP and BUDGET TIME-SCHEDULE / PROCESS PLAN FOR THE COMPILATION AND APPROVAL OF THE 2016/17 IDP REVIEW AND BUDGET

DELIVERABLE AND ACTIVITY	RESPONSIBLE PERSON	PURPOSE / OUTPUT	LEGISLATIVE REQUIREMENT AND INFORMATION	TIME FRAME
1. PREPARATION OF IDP AND BUDGET PROCESS PLAN				
a) Table Draft 2016/17 IDP and Budget time-schedule / process plan to Executive Management.	IDP Manager	Quality check and to finalise draft Process Plan for 2016/17	(MFMA) Section 21	6 July '15
b) Tabling of Draft 2016/17 IDP/Budget Process Plan to Council for approval with schedule for IDP Public meetings.	Mun. Manager IDP Manager	Approved 2016/17 Process Plan	(MFMA) Section 21 (b)	30 July '15
c) Advertise 16/17 process plan and dates of IDP Public Meetings on website, local newspapers, municipal newsletter, Noticeboards. Inform Ward Committees Accordingly.	IDP Manager	Notification to public and Ward Committees	MSA Section 21, 28 (3)	30 July '15
2. 4TH QUARTER CORPORATE PERFORMANCE REPORT				
a) Prepare and Submit 2014/15 Fourth Quarter Corporate Performance Report to Executive Management for quality check and review.	IDP Manager	Finalise Fourth Quarter Corporate Performance Report for inclusion on Council Agenda	MPPMR - Section 13 (2) PMS Framework	13 July '15
b) Submit 2014/15 Fourth Quarter Performance Report to Oversight Committee	Mun. Manager	To provide oversight		20 July '15
c) Table 2014/15 Fourth Quarter Performance Report to Council.	Mun. Manager	Report on Councils Agenda	PMS Framework	30 July '15
d) Place 2014/15 Fourth Quarter Corporate Performance Report on municipal website.	Budget Office IDP Manager	Fourth Quarter Corporate Performance Report on website	MFMA Section 75 (2) MSA 21(b)	7 Aug '15
e) Submit 2014/15 Fourth Quarter Corporate Performance Report to National and Provincial Treasury	Budget Office IDP Manager	Fourth Quarter Corporate Performance Report submitted	MBRR- Section 31	7 Aug '15
f) Submit quarterly status report on the implementation of Performance Management to Performance Audit Committee	IDP Manager	PMS Status report on PAC Agenda		21 Aug '15
3. EMPLOYEE PERFORMANCE MANAGEMENT				
a) Finalise 2014/15 Bi-annual Employee Performance Evaluations, table report to Ex. Management for moderation.	IDP Manager	To give effect to PMS Framework / and related policies	Performance Management Framework Reward and Recognition Policy	31 Aug '15
b) Performance assessments of Section 57 Managers for 15/16.	Mun. Manager			31 Aug 15

DELIVERABLE AND ACTIVITY	RESPONSIBLE PERSON	PURPOSE / OUTPUT	LEGISLATIVE REQUIREMENT AND INFORMATION	TIME FRAME
c) Signing of new performance contracts for Section 57 Managers for 2015/16 financial year	Directors	To give effect to PMS Framework / and related policies	MPPMR Section 13	26 June 2015
d) Finalise Performance Agreements and Development plans for HOD'S and lower level staff for 2015/16.	HOD'S			31 Oct '15
4. PLANNING FOR THE 2016/17 REVIEWED IDP				
a) Consider MEC comments and Recommendations on 15/16 IDP assessment. (LGMTEC 3)	IDP Manager Mun. Manager Directors	Implement MEC recommendations and inclusion in 15/16 IDP	MSA Section 32 (3)	July '15
b) Convene Quarterly Ward Committee Meetings to discuss 16/17 IDP & Budget Process Plan.	IDP Manager PPU	Review prioritisation of Ward Needs in 15/16 IDP. Communicate 15/16 approved IDP, Budget, Tariffs and SDBIP 15/16	MSA Section 17	20 – 29 July'15
c) Convene IDP Steering Committee Meeting	IDP Steering Committee	Final discussion / conceptualisation of IDP Public Participation Meetings	Internal Management Procedure	July '15
d) Identification of mandatory projects prioritised for implementation for 16/17 MTREF by Internal Sector Departments.	IDP Manager Directors HOD'S	To inform public of planned mandatory projects for sustainable delivery of basic services and to include in 16/17 IDP	Internal Planning and Management Procedure	Aug '15
e) Attend District IDP Alignment Workshop	IDP Manager	Align 15/16 Process Plan with Eden DM. Discuss IDP Framework and planned interventions i.t.o 15/16 review process		13-14 Aug
f) Convene IDP Public Participation Meetings in all Wards	IDP Manager Directors	Review prioritisation of Ward Needs in 15/16 IDP. Communicate 15/16 IDP, Budget, Tariffs and SDBIP	MSA Section 17	17-27 August '15
g) Attend Provincial IDP INDABA 1 (JPI) to give effect to intergovernmental planning and development.	IDP Manager Mun. Manager Directors	Present and motivate municipal priorities for Government intervention and inclusion in Provincial Development Plan	MSA Section 24	12 - 15 Oct '15
h) Attend Quarterly Provincial IDP Managers Forum Meeting in preparation for IDP INDABA 2.	IDP Manager	Discuss unfolding of intergovernmental 15/16 planning processes including PDP and IDP INDABA 2	MSA Section 24	30 Sep '15
i) Convene Quarterly Ward Committee Meetings.	IDP Manager PPU	Communicate 14/15 overall Municipal Performance on TL SDBIP after external audit and prioritise needs for 16/17 IDP and Budget Cycle	MSA Section 17	19 Oct '15 / 28 Oct '15

DELIVERABLE AND ACTIVITY	RESPONSIBLE PERSON	PURPOSE / OUTPUT	LEGISLATIVE REQUIREMENT AND INFORMATION	TIME FRAME
j) Present an Area Development Planning Session with Wards 10 & 11	IDP Manager	Area Development Plan included in 16/17 IDP Review	Internal Planning and Management Strategy	10 & 17 October '15
k) Convene second Mossel Bay Development Forum Meeting with internal and external Stakeholders.	IDP Manager LED Officer	To fast-tracked socio economic and infrastructure development in under serviced areas, alleviating poverty through public private partnership.	Internal Planning and Management Strategy	October '15
5. INITIATE THE 16/17 BUDGET PROCESS				
a) Operating Budget: Salaries and Wages schedules to Directors for scrutiny and corrections.	Expenditure	Initiate preparation of 16/17 Salaries and Wages budget	Internal Management Procedure	29 August '15
b) Tabling of 1st 15/16 Adjustment Budget to Council to incorporate Rollovers, Changes on SDBIP and KPI's as per adjustment budget.	CFO Budget Office IDP Manager	Council approve 2015/16 Adjustments budget and amended SDBIP (potential)	MFMA Section 28 MBRR - Regulation 23(5)	27 August '15
c) Finalise 2014/15 Annual Financial Statements.	CFO Dep. Treasurer	Based on 14/15 AFS assess municipality's financial position, capacity to fund budget over 15/16 MTREF	MFMA - Section 126	31 August '15
d) Publication of approved adjustments budget on website and submit to National & Provincial Treasuries both printed and electronic formats.	Budget Office	Approved Adjustments Budget, IDP & SDBIPs being made available on official website and submission to NT and PT	MFMA Section 28(7) MSA 21(b) MBRR Section 26 & 27	4 Sep '15
e) Operating Budget: Salary/Wages schedules with corrections and recommendations to be returned to Finance Department.	Directors Expenditure	Initiate preparation of 15/16 Salaries and Wages budget	Internal Management Procedure	18 Sept. '15
f) Forward previous years' operating expenditure / income actuals and current year projections to Directors.	Budget Office Directors	Baseline for setting parameters for 15/16 operating budget	Internal Management Procedure	10 October '15
g) Engage with Provincial Government regarding adjustments to projected allocations for next 3 years i.t.o the MTREF.	CFO Directors	Intergovernmental Budget Alignment	MSA Section 24	10 October '15
6. 2014/15 ANNUAL REPORT / AUDIT READINESS				
a) Gather performance information (POE'S) that substantiate actual performance reported on 14/15 Top level SDBIP and Management Scorecard.	IDP Manager Mun. Manager Directors	Prepare Corporate Audit File on Performance information for pre audit by internal audit.	Internal Management Procedure	31 July '15

DELIVERABLE AND ACTIVITY	RESPONSIBLE PERSON	PURPOSE / OUTPUT	LEGISLATIVE REQUIREMENT AND INFORMATION	TIME FRAME
b) Auditing of Performance Information on pre-determined objectives by internal audit. Pre –Audit.	IDP Manager Mun. Manager Directors	Pre Audit in preparation for external audit by the Auditor General	Internal Management Procedure	15 August '15
c) Submit unaudited 2014/15 Annual Report to Auditor-General as required by legislation.	Ex. Strategic Services Mun. Manager	Unaudited Annual Report -includes the Annual Report narrative Annual Performance Report Annual Financial Statements	MFMA - Chapter 12 - Section 126 MFMA Circular No.63	31 August '15
d) Auditing of draft 2015/15 Annual Report by Auditor-General.	Ex. Strategic Services Mun. Manager	Auditor-General's audit report on municipality's Annual Report	MFMA - Section 126 MFMA Circular No.63	30 Nov '15
7. 1st QUARTER CORPORATE PERFORMANCE REPORT				
a) Table Bi- Annual Report **(Jan-Jun)** of Audit and Performance Committee Chairman on Performance Management to Council	Mun. Manager	Report on Council Agenda	MFMA Section 166 MPPMR Regulation 14	25 Sep '15
b) Prepare and Submit 2015/16 First Quarter Corporate Performance Report to Executive Management.	IDP Manager Mun. Manager Budget Office	Finalise Quarter Corporate Performance Report for inclusion on Council Agenda	MPPMR - Section 13 (2) PMS Framework	24 Oct '15
a) Submit 2015/16 First Quarter Performance Report to Oversight Committee	Mun. Manager	To provide oversight		
c) Quarterly performance assessments: Section 57 managers.	Mun. Manager	To assess performance against targets	PMS Framework	30 Oct '15
d) Table 15/16 First Quarter Performance Report to Council.	Mun. Manager CFO	First Quarter Corporate Performance Report considered by Council	MPPMR Section 13 MFMA Section 52 (d)	29 Oct '15
e) Place first Quarter Performance Report on website and submit PT and NT.	IDP Manager Budget Office	First Quarter Corporate Performance Report published and submitted	MFMA Section 75 (2) MSA 21(b) / MBRR Sect. 31	7 Nov '15
f) Submit quarterly status report on the implementation of Performance Management to Performance Audit Committee	IDP Manager	PMS Status report on PAC Agenda	MFMA Section 166 MPPMR Regulation 14	21 Nov '15
8. MUNICIPAL STRATEGY REVIEW				
a) Review and update Municipal Spatial Development Framework.	Director Plan. Int. Services	Updated SDF approved by Council	MSA – 26 MPPMR – Section 4	October '15
b) Convene High level Strategic Planning Session to Review municipal high level overarching strategy and short term development objectives.	Mun. Manager Directors Ex. Mayco	Identify critical projects / programmes for 16/17 in line with available funds on CRR. Consider tariff increases for 16/17	Internal Planning and Management Strategy	Oct '15

DELIVERABLE AND ACTIVITY	RESPONSIBLE PERSON	PURPOSE / OUTPUT	LEGISLATIVE REQUIREMENT AND INFORMATION	TIME FRAME
c) IDP and Budget Steering Committee meeting to consider recommendations emanating from strategic planning session.	IDP BS Committee	Consider allocation of total fixed amount of capital to be financed from CRR and tariff increased for 15/16	Internal Planning and Management Strategy	23-24 October '15
d) Forward previous financial year and 3 year capital budget and service delivery and development priorities to Directors.	Budget Office Directors	Identify ward based capital projects for 15/16 MTREF	Internal Planning and Management Strategy	14 Nov '15
e) Directors finalise and prioritise Directorates capital projects for 16/17 budget year and two outer years.	Mun. Manager Directors	Draft capital budget per directorate	Internal Planning and Management Strategy	22 Nov '15
9. PREPARING THE 2016/17 MTREF BUDGET	Directors Budget Office	Compilation of first draft Capital Budget	Internal Management Procedure	14 Nov '15
a) Directors submit directorates 3 year capital budget project priorities with cost to Budget Office to consolidate inputs.				
b) Finalise salary budget for 2016/2017.	Expenditure CFO	Salary Budget	Internal Management Procedure	14 Nov '15
c) Finalise preliminary projections on operating budget for 16/17	Budget Office	16/17 Operating Budget	Internal Management Procedure	4 Dec '15
d) Provide Tariff list structure to Departments for 16/17 Tariff inputs	Budget Office	Finalise 16/17 Tariff list structure	Internal Management Procedure	4 Dec '15
e) Budget Steering Committee Meeting to table and consider draft Capital Budget for 16/17 MTREF.	BS Committee	16-17 Draft Capital Budget	Internal Management Procedure	11 Dec '15
f) BS Committee Meeting to table and consider draft Capital Budget for 16/17 MTREF and 15/16 2nd Adjustment Budget.	BS Committee CFO Budget office	16-17 Draft Capital Budget and 15/16 2nd Adjustment Budget	Internal Management Procedure	25 Jan '16
g) Finalise Budget related policies	Dep. Treasurer CFO	Review all budget related policies	Internal Management Procedure	25 Jan '16
h) Mossel Bay Development Forum Meeting to ascertain private investment / funding support for 15/16.	IDP Manager LED Unit	To ascertain private investment / funding support for 15/16.	Internal Planning and Management Strategy	25 Jan '16
10. FIRST TABLING OF 2014/15 ANNUAL REPORT	Mun. Manager	14/15 Annual Report Consider by Council.	MFMA - Section 127	25 Jan '16
a) Table 2014/15 Annual Report to Council.				
b) Tabled 2014/15 Annual Report submitted to the Auditor General, Provincial Treasury & Dept. Local Government.	Ex. Strategic Services	Tabled 2012/13 Annual Report submitted	MFMA - 127 (5) (b)	29 Jan '16

DELIVERABLE AND ACTIVITY	RESPONSIBLE PERSON	PURPOSE / OUTPUT	LEGISLATIVE REQUIREMENT AND INFORMATION	TIME FRAME
c) Make public the - 2014/15 Annual Report, invite the public to submit representations in connection with the Annual Report.	Ex. Strategic Services	Summary of public representations	MFMA - Section 127 (5a)	29 Jan '16
11. 2ND QUARTER / MID-YEAR CORPORATE PERFORMANCE	IDP Manager Mun. Manager Budget Office	Finalise Second Quarter / Mid-Year Corporate Performance Report for inclusion on Council Agenda	MPPMR - Section 13 (2) PMS Framework	5 Jan '16
b) Prepare and Submit 2015/16 Second Quarter and Mid-Year Corporate Performance Report to Executive Management.				
c) Submit 2015/16 Second Quarter Performance Report to Oversight Committee	Mun. Manager	To provide oversight		21 Jan '16
d) Table 2015/16 Second Quarter and Mid-Year Corporate Performance Report to Council.	Mun. Manager CFO	Second Quarter & Mid-year Corporate Performance Report Agenda	MPPMR Section 13 MFMA Section 52 (d) & 72	25 Jan'16
e) Place 2015/16 2nd Quarter & Mid-Year Performance Report on website submit to NT and PT.	IDP Manager Budget Office	2nd Quarter & Mid-Year Performance Report published and submitted	MFMA Section 52 & 72 MBRR 35	6 Feb '16
f) Publication of Mid-year Corporate Budget and Performance Assessment Report.	Budget Office	Publication of Mid-year assessment	MFMA Section 72 MBRR 34	6 Feb '16
g) 2015/16 Mid-Year performance assessments of Section 57 managers / HOD'S and lower level staff.	Mun. Manager Directors HOD'S	To assess performance against targets	PMS Framework	29 Feb '16
h) Submit quarterly status report on the implementation of Performance Management to Performance Audit Committee	IDP Manager	Report on PAC Agenda	MFMA Section 166 MPPMR Regulation 14	Feb '16
12. 2015/16 SECOND ADJUSTMENT BUDGET	Directors Budget office	Preparation for adjustment budget	MFMA Section 28 MBRR Section 23(1)	2 Jan '16
a) Receive inputs on 15/16 2nd Adjustment Budget from Departments				
b) Finalise Capital and Operational budget projections for 2015/16.	Budget office	Preparation for adjustment budget	MFMA Section 28 MBRR Section 23(1)	29 Jan '16
c) Table 2015/16 Adjustment Budget to Council for approval. (Possible Amend IDP and Top Layer SDBIP).	CFO Budget office IDP Manager	Table second 15/16 Adjustment budget for approval	MFMA Sec. 28 & 54 (1) (c) MBRR - Regulation 23(1)	25 Feb'16
d) Publishing 15/16 Second Adjustment Budget on website and submit to Provincial and National Treasury.	Budget Office	Approved Adjustments Budget being made available on official website and submission to NT and PT	MFMA Section 28(7) MSA 21(b) MBRR Section 26 & 27	(within 10 days) March '16
13. FIRST DRAFT OF 2016/17 IDP / BUDGET AND SDBIP	CFO	Finalise 16/17 Income Budget	MFMA Section 17	15 Jan '16
a) Review final tariffs and charges and determines tariffs to balance the budget and finalise income budget for 16/17.				

DELIVERABLE AND ACTIVITY	RESPONSIBLE PERSON	PURPOSE / OUTPUT	LEGISLATIVE REQUIREMENT AND INFORMATION	TIME FRAME
b) Submits Draft IDP to Director Corporate Services with proposed public participation programme.	IDP Manager	Review, Scrutinise, do quality check.	Internal Management Procedure	31 Jan '16
c) Table Draft IDP and Draft Capital Budget to Executive Management.	IDP Manager	Finalise Draft IDP and Capital Budget for referral to IDP & B Steering Committee	Internal Management Procedure	3 Feb '16
d) Attend Provincial IDP INDABA 2.	IDP Manager	Incorporate 16/17 Government Sector Department Investment into IDP	MSA Section 24	22 – 23 Feb '16
e) LGMTEC 2 - Municipality receive inputs from National and Provincial Government and other bodies "Grant Allocations".	CFO Budget Office	Provincial Feedback Report Appropriate Grant Funding Allocations in Budget		27 Feb '16
f) Table Draft IDP, Budget and SDBIP to Steering Committee for final overview, inclusiveness and quality check.	Mun. Manager	Draft IDP, Capital and Operating Budget and SDBIP for 16/17	MFMA No. 56 of 2003, MBRR Section 14 (2)	6 March '16
g) Workshop Draft IDP, Budget, SDBIP and proposed tariffs for 2016/17 with Council.	Mun. Manager	Workshop draft budget with full council	Internal Management Procedure	9 March '16
h) Municipal Manager presents final draft IDP, Budget and Budget related policies to the Mayor for perusal and tabling to Council.	Mun. Manager	Draft IDP and Budget on Council Agenda	MSA Section 30 (c) MFMA Section 21	12 March'16
i) Table Draft IDP, Budget, SDBIP, Budget related policies and proposed public participation programme to Council.	Mun. Manager CFO IDP Manager	Draft IDP and Budget	MFMA Section 22 and 23 MSA Reg 3 (4) (a-b)	26 March '16
14. ADOPTION OF 13/14 ANNUAL REPORT				
a) Oversight Committee Meeting to discuss 14/15 Annual report.	Ex. Strategic Services	Oversight Committee Report on 13/14 Annual Report	MFMA - Section 129	20 Feb '16
b) Council considers the annual report and adopts the 2014/15 Oversight report on Annual Report within two months after the annual report was tabled.	Mun. Manager	Oversight Report and Annual Report Adopted	MFMA Section 129	26 March '16
c) The municipal manager makes the oversight report public within seven days after adoption of the annual report.	Mun. Manager	Advertisement, cover report	MFMA Section 129 (3)	1 April '16
d) Municipal manager submits annual report and oversight reports to provincial legislature within seven days of adoption of the oversight report.	Ex. Strategic Services	Annual Report Submitted	MFMA Section 132 (1) & (2)	1 April '16

DELIVERABLE AND ACTIVITY	RESPONSIBLE PERSON	PURPOSE / OUTPUT	LEGISLATIVE REQUIREMENT AND INFORMATION	TIME FRAME
15. PUBLICATION AND PUBLIC CONSULTATION PROCESS				
a) Publication of Draft IDP and Budget for public comment and consultation.	Budget Office IDP Manager	Tabled Draft IDP and Budget available for public viewing, scrutiny and comment.	MFMA Section 22(a); MSA Section 21A	March - April '16
b) Submission of Draft IDP and tabled annual budget and draft SDBIPs to National and Provincial Treasuries and Department of Local Government in both printed and electronic formats.	IDP Manager Budget Office	Draft IDP, Tabled annual budget + SDBIPs submitted	MFMA Section 22(b) MBRR 15 (3) (b) & 15(1)	March '16
c) Consult Ward Committees on Draft IDP and Budget.	IDP Manager	Obtain input / comment from Ward Committees on Draft IDP and Budget	MFMA Section 22 & 23	March-April'16
d) Consult public on Draft IDP and Budget. Public Participation meetings in all wards.	IDP Manager	Inform and obtain public input/comment on draft IDP, Budget and tariffs.	MFMA Section 22 & 23	14-25 April '16
e) Executive Management analise public comments on Draft IDP and Budget and prepare report with recommendations for Council's perusal.	IDP Manager CFO Mun. Manager	Report with recommendations on public comments on Agenda	MFMA Section 22(a); MSA Section 21A	April – May '16
f) LGMTEC 3 - Provincial analysis (PT and DLG) of the draft 2015/16 reviewed IDP & Budget.	Mun. Manager Directors Budget Office IDP Manager	Provincial Feedback report on Draft IDP and Budget	MFMA Section 34	April '16
g) Council considers comments from all stakeholders **(including LGMTEC 3 report)** on draft IDP and Budget and revised IDP and Budget accordingly if necessary.	Mun. Manager CFO Council	Draft IDP and Budget revised	MBRR Section 16(1)	May '16
16. 3RD QUARTER CORPORATE PERFORMANCE REPORT				
a) Prepare and Submit 2014/15 Third Quarter Corporate Performance Report to Executive Management.	IDP Manager Mun. Manager Budget Office	Finalise Quarter Corporate Performance Report for inclusion on Council Agenda	MPPMR - Section 13 (2) PMS Framework	6 April '16
i) Submit 2015/16 Third Quarter Performance Report to Oversight Committee	Mun. Manager	To provide oversight		
b) Third quarter performance assessments of Section 57 managers	Mun. Manager	To assess performance against targets	PMS Framework	24 April '16

DELIVERABLE AND ACTIVITY	RESPONSIBLE PERSON	PURPOSE / OUTPUT	LEGISLATIVE REQUIREMENT AND INFORMATION	TIME FRAME
c) Table 2015/16 Third Quarter Corporate Performance Report to Council.	Mun. Manager CFO	Third Quarter Corporate Performance Report considered by Council	MPPMR Section 13 MFMA Section 52 (d)	30 April '16
d) Place 2015/16 Third Quarter Corporate Performance Report on website and make available to Provincial and National Treasury.	IDP Manager Budget Office	Third Quarter Corporate Performance Report published and submitted	MFMA Section 75 (2) MSA 21(b) MBRR Section 31	8 May '16
e) Submit quarterly status report on the implementation of Performance Management to Performance Audit Committee	IDP Manager	Report on PAC Agenda	MFMA Section 166 MPPMR Regulation 14	15 May '16
f) Table Bi- Annual Report **(Jul-Dec)** of Audit and Performance Committee on Performance Management to Council.	Mun. Manager	Report on Council Agenda	MFMA Section 166 MPPMR Regulation 14	25 June '16
17. APPROVAL OF 2015/16 IDP AND BUDGET	Mayor Mun. Manager CFO	Approved Revised IDP and Budget for 2015/16	MFMA Section 24 and 25 MSA Reg. 2(1)	28 May ' 16
a) Table IDP and Budget, Tariff List and budget related policies to Council for approval.				
b) Notification of approved 2016/17 IDP and Budget (Public and Provincial and National Treasury and DLG.	IDP Manager Budget Office	Advertisements / Public Notifications	MSA Section 25(4)(a)(b)	5 June'16
c) Submission of approved IDP and Budget to National and Provincial Treasuries in both printed and electronic formats.	Budget Office IDP Manager	Submission of approved IDP and Budget and related documents and resolutions	MFMA Section 24(3) MBRR Regulation 20	Within 10 days after final approval
d) Publishing the approved annual Budget and IDP municipality's website.	Budget Office IDP Manager	Publication of approved IDP and annual budget and related documents	MFMA Section 22 MBRR Section 18 MSA Sections 21A and 21B	Within 10 days after final approval
e) Submission of IDP to MEC of Local Government.	IDP Manager	Revised IDP document and letter to MEC for Assessment	MSA Section 32 (1)	Within 10 days after final approval
f) Response / Feedback to public comments in respect of IDP. Budget, tariffs and policies.	IDP Manager Budget Office	Feedback to comments	MFMA	19 June'16
18. APPROVAL OF 2016/17 TOP LAYER SDBIP	Mun. Manager	Draft SDBIP Submitted to Council	MBRR- Regulation 14(3)	28 May '16
a) The Executive Mayor may submits the draft SDBIP with the IDP and Budget documentation to be tabled in Council				

DELIVERABLE AND ACTIVITY	RESPONSIBLE PERSON	PURPOSE / OUTPUT	LEGISLATIVE REQUIREMENT AND INFORMATION	TIME FRAME
b) Municipal Manager submits draft 2016/17 SDBIP to the Executive Mayor for consideration, 14 days after approval of the budget	IDP Manager Mun. Manager	Approved 16/17 Top Layer SDBIP	MFMA Section 69(3)(a)	11 June'16
c) Executive Mayor approves 2016/17 SDBIPs within 28 days after approval of budget	IDP Manager Mun. Manager	Approved 16/17 Top Layer SDBIP	MFMA Section 53(1)(c)(ii)(2)	25 June '16
d) Place 2016/17 SDBIP on website	IDP Manager	Updated website	MFMA MBRR - Chapter 2, Part 3, 15(3)	26 Jun'16
e) Submit 2016/17 Corporate SDBIP to National and Provincial Treasury and make public	IDP Manager	Approved SDBIP Submitted	MFMA Section 53(3)(a) MBRR Chapter 2, Part 3, 15(3) and 20 (2)(b)	30 Jun'16

FLOWCHART ON THE BUDGET PROCESS

There are basically three different processes in the budgeting cycle running at the same time:

1. Reporting on Previous year budget,
2. Current year budget implementation, and
3. Preparation of the new financial year's budget (including the two following financial year estimates).

1. Reporting on Previous year budget:

This is mainly done through the compilation of the Annual Financial Statements of the previous financial year, including the Auditor-General's Audit Report. Another example is the different reporting formats to National and Provincial government on the previous year's budget and financial performance.

2. Current year budget implementation:

Implementation of the budget starts once the budget has been approved. An important document in the implementation of the budget is the Service Delivery and Budget Implementation Plan (SDBIP), which sets out the service delivery targets and performance indicators for the financial year. The SDBIP must be approved within 28 days after the approval of the budget.

Another important aspect is the monitoring and reporting on the current year budget. According to Section 71 of the MFMA, the accounting officer 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 on the state of the municipality's budget. This will enable the mayor to check if the approved budget is implemented in accordance with the SDBIP, consider revisions to the approved budget and identify any financial problems facing the municipality.

3. Preparation of the new financial year's budget:

There are six distinct steps to the preparation of the new financial year's budget:

* Planning

Schedule key dates; establish consultation forums; review previous processes.

* Strategic

Review IDP; internal and external consultations; set service delivery objectives for the next 3 years; consult on tariffs, indigent, credit control, free basic services, etc.; consider local, provincial and national issues; consult previous year's performance and current economic and demographic trends.

* Preparation

Prepare revenue and expenditure projections; draft budget policies; consult and consider local, provincial and national priorities; measurement of past and current performance against the budget.

* Tabling

Table complete proposed budget, IDP revisions and budget related policies no later than 1 April (90 days before the start of the new budget year) before council; make public the budget as soon as it has been tabled (via website, hard copies and electronic copies); consult with and consider formal local, provincial and national inputs or responses.

* Approving

After the Mayor has responded to recommendations and where necessary made revisions to the tabled budget, full council must meet no later than 31 May (30 days before the start of the new budget year) to consider the budget for approval. Council approves the budget and related policies before 1 July. Should the municipality fail to approve a budget before the start of the budget year, the mayor must inform the MEC for Finance immediately.

* Finalisation

Publish and approve SDBIP and annual performance agreements and indicators 28 days after the approval of the budget. A delegations policy of spending authority on budget votes is also critical for successful budget implementation and monitoring and evaluation.

CONSULTATION PROCESS

The Constitution of the Republic of South Africa, Act 108 of 1996, places an obligation on municipalities to encourage the involvement of communities and community organisations in the matters of local government. With the promulgation of the Municipal Systems Act, 32 of 2000, the attention of municipalities was focused anew on the need to encourage the involvement of communities in the affairs of the municipality. Section 16(1) of the Municipal Systems Act, 32 of 2000 makes provision for a Municipality to create an opportunity to encourage the local community to participate in Municipal matters.

In order to ensure that the IDP Review process is transparent and inclusive, reflecting the real needs of the people residing within our municipal space, twenty one public IDP engagement sessions were held across all 14 wards. These public engagement sessions present the opportunity and platform to all citizens and those who have vested interest in Mossel Bay to review the service delivery needs and priorities of the ward in which they resides, ultimately shaping the IDP according to their needs and interest.

The approved IDP and Budget Process Plan together with the schedule of IDP public engagement sessions will be published and placed at all libraries and satellite offices for public scrutiny and comment once the tabling of the Budget had taken place. Notifications to communities and stakeholder invitations will be communicated in time in all three official languages of the Western Cape.

Section 6 - Alignment between Budget and the Integrated Development Plan (IDP)

The review of the approved IDP will be circulated and tabled to Council in a separate document. The aligment in this document only focus on the alignement of financial figures to the IDP Objectives.

RECONCILIATION OF IDP & BUDGET: OPERATING REVENUE

WC043 Mossel Bay - Supporting Table SA4 Reconciliation of IDP strategic objectives and budget (revenue)

Strategic Objective	Goal	2012/13	2013/14	2014/15	Current Year 2015/16			2016/17 Medium Term Revenue & Expenditure Framework		
R thousand		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2016/17	Budget Year +1 2017/18	Budget Year +2 2018/19
COMMUNITY DEVELOPMENT, EDUCATION AND HEALTH	CEMETERIES	314	333	296	227	290	290	306	334	361
COMMUNITY DEVELOPMENT, EDUCATION AND HEALTH	HEALTH: CLINICS	–	–	–	–	–	–	–	–	–
COMMUNITY DEVELOPMENT, EDUCATION AND HEALTH	HEALTH: COMMUNITY SERVICE	–	–	–	–	–	–	–	–	–
COMMUNITY DEVELOPMENT, EDUCATION AND HEALTH	HEALTH: GENERAL	–	–	–	–	–	–	–	–	–
COMMUNITY DEVELOPMENT, EDUCATION AND HEALTH	HEALTH: PRIME CARE	–	–	–	–	–	–	–	–	–
COMMUNITY DEVELOPMENT, EDUCATION AND HEALTH	LIBRARIES	9 230	8 542	4 617	8 185	8 183	8 183	9 297	7 478	7 928
COMMUNITY DEVELOPMENT, EDUCATION AND HEALTH	SOCIO-ECON.PLANNING/DEVELOPM.	8 085	1 539	1 042	684	1 304	1 304	884	399	419
COMMUNITY DEVELOPMENT, EDUCATION AND HEALTH	CLEANSING : REFUSE REMOVAL SERV	46 495	40 689	44 800	49 371	48 062	48 062	50 617	54 527	58 330
COMMUNITY DEVELOPMENT, EDUCATION AND HEALTH	CLEANSING : STREET CLEANING	1 338	–	326	270	427	427	289	306	324
COMMUNITY DEVELOPMENT, EDUCATION AND HEALTH	CLEANSING : TRANSFER STATIONS	–	–	–	–	–	–	–	–	–
COMMUNITY SAFETY AND SECURITY	FIRE BRIGADE &RESCUE SERVICES	307	74	166	119	472	472	465	4 693	4 664
COMMUNITY SAFETY AND SECURITY	MUNICIPAL POLICE & TRAFFIC	12 193	21 870	29 837	35 029	31 861	31 861	34 153	34 810	35 495
COMMUNITY SAFETY AND SECURITY	LAW ENFORCEMENT	–	–	–	–	–	–	–	–	–
COMMUNITY SAFETY AND SECURITY	SECURITY SERVICES	–	–	–	–	–	–	–	–	–
ECONOMIC DEVELOPMENT AND TOURISM	INDUSTRIAL & TOURISM MARKETING	–	–	–	–	–	–	–	–	–
ECONOMIC DEVELOPMENT AND TOURISM	BEACHES	50	135	37	40	40	40	40	42	44
ECONOMIC DEVELOPMENT AND TOURISM	CARAVAN PARK :DIAS	–	–	–	–	–	–	–	–	–
ECONOMIC DEVELOPMENT AND TOURISM	CARAVAN PARK :POINT	2 700	2 806	3 188	3 030	3 277	3 277	3 218	3 411	3 617
ECONOMIC DEVELOPMENT AND TOURISM	CARAVAN PARK :SANTOS / BAKKE	4 350	2 858	4 364	4 200	726	726	–	–	–
ECONOMIC DEVELOPMENT AND TOURISM	CHALETS : DE BAKKE	2 414	3 048	3 003	2 890	449	449	–	–	–
ECONOMIC DEVELOPMENT AND TOURISM	CHALETS : DIASSTRAND	–	–	–	–	–	–	–	–	–
GOVERNANCE AND COMMUNICATION	MUNICIPAL MANAGER : ADMIN	–	3 877	1	–	–	–	–	–	–
GOVERNANCE AND COMMUNICATION	COUNCIL : GENERAL EXPENSES	33 985	106 577	57 001	35 646	47 503	47 503	41 112	44 121	47 353
GOVERNANCE AND COMMUNICATION	LEGAL SERVICES	–	101	1	–	2	2	–	–	–
GOVERNANCE AND COMMUNICATION	MANAGER CORPORATE SERV : ADMIN	169	84	75	76	78	78	60	60	60
GOVERNANCE AND COMMUNICATION	CUSTOMER CARE	–	–	288	695	211	211	711	–	3 000
MUNICIPAL TRANSFORMATION AND INSTITUTIONAL DEVELOPMENT	HUMAN RESOURCES	926	818	862	1 000	1 000	1 000	700	–	–

RECONCILIATION OF IDP & BUDGET: OPERATING REVENUE (Continued)

Strategic Objective	Goal	2012/13	2013/14	2014/15	Current Year 2015/16			2016/17 Medium Term Revenue & Expenditure Framework		
R thousand		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2016/17	Budget Year +1 2017/18	Budget Year +2 2018/19
GOVERNANCE AND COMMUNICATION	MANAGER FINANCIAL SERV : ADMIN	4 823	6 166	6 956	7 096	5 920	5 920	5 793	6 235	6 598
GOVERNANCE AND COMMUNICATION	ASSESSMENT RATES	79 607	84 305	90 024	94 744	94 941	94 941	101 801	107 907	114 379
GOVERNANCE AND COMMUNICATION	COMPUTER CENTRE	–	–	334	–	430	430	–	–	–
MUNICIPAL FINANCIAL VIABILITY AND MANAGEMENT	PAYROLL MANAGEMENT	–	–	–	–	–	–	–	–	–
MUNICIPAL FINANCIAL VIABILITY AND MANAGEMENT	SUPPLY CHAIN MANAGEMENT	119	125	119	130	110	110	110	117	120
MUNICIPAL FINANCIAL VIABILITY AND MANAGEMENT	VALUATIONS	–	–	–	–	–	–	–	–	–
GOVERNANCE AND COMMUNICATION	MANAGER TECHNICAL SERV : ADMIN	0	0	228	228	200	200	–	–	–
GOVERNANCE AND COMMUNICATION	MANAGER COMMUNITY SERV : ADMIN	–	–	–	–	–	–	–	–	–
GOVERNANCE AND COMMUNICATION	MECHANICAL SERVICES	–	–	–	–	–	–	–	–	–
MUNICIPAL TRANSFORMATION AND INSTITUTIONAL DEVELOPMENT	MUNICIPAL BUILDINGS & LAND	1 443	1 474	1 814	1 506	1 485	1 485	3 085	3 201	3 326
DEVELOPMENT OF NEW SERVICES AND INFRASTRUCTURE	ELECTRICITY ADMINISTRATION	–	–	–	–	–	–	–	–	–
DEVELOPMENT OF NEW SERVICES AND INFRASTRUCTURE	ELECTRICITY DISTRIBUTION	287 595	313 967	323 752	341 913	349 765	349 765	373 181	395 887	431 182
DEVELOPMENT OF NEW SERVICES AND INFRASTRUCTURE	MAIN ROADS	47	35	–	–	49	49	74	–	–
DEVELOPMENT OF NEW SERVICES AND INFRASTRUCTURE	STORMWATER DRAINAGE	20	3 541	4 592	82	10 022	10 022	–	1 762	2 831
DEVELOPMENT OF NEW SERVICES AND INFRASTRUCTURE	STREETS	13 077	7 977	15 313	2 880	15 658	15 658	11 899	3 133	2 834
DEVELOPMENT OF NEW SERVICES AND INFRASTRUCTURE	SEW : PURIF SERV - RUITERBOS	–	–	–	–	1 316	1 316	–	–	–
DEVELOPMENT OF NEW SERVICES AND INFRASTRUCTURE	SEW : PURIF SERV - BRANDWACHT	–	–	–	–	–	–	–	–	–
DEVELOPMENT OF NEW SERVICES AND INFRASTRUCTURE	SEW : PURIF SERV - PINNACLE POINT	62	(55)	–	–	–	–	–	–	–
DEVELOPMENT OF NEW SERVICES AND INFRASTRUCTURE	SEW : PURIF SERV - REGIONAL PL	3	2	26	2	0	0	–	–	–
DEVELOPMENT OF NEW SERVICES AND INFRASTRUCTURE	SEW : PURIF SERV - GREAT BRAK	–	–	–	–	–	–	–	–	–
DEVELOPMENT OF NEW SERVICES AND INFRASTRUCTURE	SEW : PURIF SERV - HERBERTSDAL	–	–	–	–	–	–	–	–	–
DEVELOPMENT OF NEW SERVICES AND INFRASTRUCTURE	SEW : PURIF SERV - FRIEMERSHEIM	–	–	–	–	–	–	–	–	–
DEVELOPMENT OF NEW SERVICES AND INFRASTRUCTURE	SEW : RETIC SERV - EXTERNAL	1	3	–	–	–	–	–	–	–
DEVELOPMENT OF NEW SERVICES AND INFRASTRUCTURE	SEW : RETIC SERV - NETWORK	67 456	62 517	65 984	72 879	72 604	72 604	77 575	88 639	94 570
DEVELOPMENT OF NEW SERVICES AND INFRASTRUCTURE	WATER : PURIFWORKS - RUITERBOS	–	–	–	–	–	–	–	–	–
DEVELOPMENT OF NEW SERVICES AND INFRASTRUCTURE	WATER : PURIFWORKS - LODEWYKS	–	–	–	–	–	–	–	–	–
DEVELOPMENT OF NEW SERVICES AND INFRASTRUCTURE	WATER : PURIF WORKS - KLEIN BRAK	1	–	2	–	8	8	–	–	–
DEVELOPMENT OF NEW SERVICES AND INFRASTRUCTURE	WATER : PURIFWORKS - SANDHOOGTE	56	67	63	62	62	62	72	79	86
DEVELOPMENT OF NEW SERVICES AND INFRASTRUCTURE	WATER : PURIFWORKS - GREAT BRAK	–	–	–	23 407	–	–	–	–	–
DEVELOPMENT OF NEW SERVICES AND INFRASTRUCTURE	WATER : PURIFWORKS - FRIEMERSHEIM	–	–	–	–	–	–	–	–	–
DEVELOPMENT OF NEW SERVICES AND INFRASTRUCTURE	WATER : PURIFWORKS - HERBERTSDALE	–	–	–	–	–	–	–	–	–
DEVELOPMENT OF NEW SERVICES AND INFRASTRUCTURE	WATER : DISTRIBUTION SERVICES	12 391	1 230	1 509	3 842	(219)	(219)	(2 555)	384	(1 044)
DEVELOPMENT OF NEW SERVICES AND INFRASTRUCTURE	WATER : EXTERNAL SERVICES	100 837	106 464	112 662	114 824	110 416	110 416	123 786	128 292	135 258
LAND AND INTEGRATED HUMAN SETTLEMENTS	INTEGRATED HUMAN SETTLEMENTS	42 410	63 902	26 886	50 678	78 513	78 513	48 417	50 967	41 725
SPATIAL DEVELOPMENT AND ENVIRONMENT	TOWN PLAN & BUILDING CONTROL	3 455	4 405	4 959	4 576	4 968	4 968	5 265	5 625	5 965
SPORT, RECREATION AND CULTURE	TOWN HALL & COMMUNITY HALLS	219	2 467	424	273	447	447	366	405	448
SPORT, RECREATION AND CULTURE	PLANTATIONS	35	129	1 704	–	–	–	–	–	–
SPORT, RECREATION AND CULTURE	PARKS: HARRY GIDDY PARK	6	6	23	6	11	11	6	7	7
SPORT, RECREATION AND CULTURE	PARKS & RECREATION	1 598	17	14	3	3	3	500	–	–
SPORT, RECREATION AND CULTURE	SPORT GROUNDS	3 002	5 971	162	71	3 436	3 436	4 419	3 402	2 092
Allocations to other priorities										
Total Revenue (excluding capital transfers and contributions)		**740 820**	**858 063**	**807 454**	**860 664**	**894 030**	**894 030**	**895 644**	**946 222**	**1 001 970**

RECONCILIATION OF IDP & BUDGET: OPERATING EXPENDITURE

WC043 Mossel Bay - Supporting Table SA5 Reconciliation of IDP strategic objectives and budget (operating expenditure)

Strategic Objective	Goal	2012/13	2013/14	2014/15	Current Year 2015/16			2016/17 Medium Term Revenue & Expenditure Framework		
R thousand		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2016/17	Budget Year +1 2017/18	Budget Year +2 2018/19
COMMUNITY DEVELOPMENT, EDUCATION AND HEALTH	CEMETERIES	711	862	647	768	742	742	842	949	1 050
COMMUNITY DEVELOPMENT, EDUCATION AND HEALTH	HEALTH: CLINICS	–	–	–	–	–	–	–	–	–
COMMUNITY DEVELOPMENT, EDUCATION AND HEALTH	HEALTH: COMMUNITY SERVICE	–	–	–	–	–	–	–	–	–
COMMUNITY DEVELOPMENT, EDUCATION AND HEALTH	HEALTH: GENERAL	–	–	–	–	–	–	–	–	–
COMMUNITY DEVELOPMENT, EDUCATION AND HEALTH	HEALTH: PRIME CARE	–	–	–	–	–	–	–	–	–
COMMUNITY DEVELOPMENT, EDUCATION AND HEALTH	LIBRARIES	6 211	6 797	7 930	8 647	9 682	9 682	9 521	10 216	10 963
COMMUNITY DEVELOPMENT, EDUCATION AND HEALTH	SOCIO-ECON.PLANNING/DEVELOPM.	5 643	9 647	9 431	9 891	11 776	11 776	12 452	12 744	13 742
COMMUNITY DEVELOPMENT, EDUCATION AND HEALTH	CLEANSING : REFUSE REMOVAL SERV	38 384	32 000	33 336	38 634	37 937	37 937	37 553	39 674	40 171
COMMUNITY DEVELOPMENT, EDUCATION AND HEALTH	CLEANSING : STREET CLEANING	3 260	1 851	1 807	2 246	1 969	1 969	1 622	1 741	1 872
COMMUNITY DEVELOPMENT, EDUCATION AND HEALTH	CLEANSING : TRANSFER STATIONS	1 789	2 363	2 896	2 967	2 915	2 915	2 924	3 131	3 343
COMMUNITY SAFETY AND SECURITY	FIRE BRIGADE &RESCUE SERVICES	12 213	12 643	13 144	14 528	14 177	14 177	23 060	24 430	26 072
COMMUNITY SAFETY AND SECURITY	MUNICIPAL POLICE & TRAFFIC	17 021	28 509	34 386	43 387	38 848	38 848	42 465	44 901	47 890
COMMUNITY SAFETY AND SECURITY	LAW ENFORCEMENT	1 928	2 554	2 443	3 505	3 568	3 568	3 926	4 160	4 471
COMMUNITY SAFETY AND SECURITY	SECURITY SERVICES	–	–	–	–	–	–	–	–	–
ECONOMIC DEVELOPMENT AND TOURISM	INDUSTRIAL & TOURISM MARKETING	1	4	2	2	6	6	186	196	208
ECONOMIC DEVELOPMENT AND TOURISM	BEACHES	4 084	4 354	3 729	4 622	4 508	4 508	2 686	2 848	3 044
ECONOMIC DEVELOPMENT AND TOURISM	CARAVAN PARK :DIAS	8	8	2	2	5	5	–	–	–
ECONOMIC DEVELOPMENT AND TOURISM	CARAVAN PARK :POINT	2 256	2 849	2 511	2 638	3 450	3 450	2 694	2 889	3 135
ECONOMIC DEVELOPMENT AND TOURISM	CARAVAN PARK :SANTOS / BAKKE	3 279	3 120	1 358	2 572	292	292	15	14	15
ECONOMIC DEVELOPMENT AND TOURISM	CHALETS : DE BAKKE	3 727	4 509	3 848	3 483	3 814	3 814	2 028	2 002	1 966
ECONOMIC DEVELOPMENT AND TOURISM	CHALETS : DIASSTRAND	69	40	2	2	5	5	0	–	–
GOVERNANCE AND COMMUNICATION	MUNICIPAL MANAGER : ADMIN	1 401	2 495	2 978	3 252	3 234	3 234	3 472	3 716	4 000
GOVERNANCE AND COMMUNICATION	COUNCIL : GENERAL EXPENSES	44 376	43 358	46 651	50 409	41 290	41 290	39 532	41 521	44 001
GOVERNANCE AND COMMUNICATION	LEGAL SERVICES	3 612	4 449	5 320	7 077	8 346	8 346	7 933	8 481	9 049
GOVERNANCE AND COMMUNICATION	MANAGER CORPORATE SERV : ADMIN	7 216	7 216	11 961	13 134	14 076	14 076	15 293	16 375	17 553
GOVERNANCE AND COMMUNICATION	CUSTOMER CARE	554	857	1 866	2 306	2 493	2 493	1 211	1 299	1 395
MUNICIPAL TRANSFORMATION AND INSTITUTIONAL DEVELOPMENT	HUMAN RESOURCES	6 713	6 758	7 289	7 960	8 278	8 278	10 341	9 929	10 598
GOVERNANCE AND COMMUNICATION	MANAGER FINANCIAL SERV : ADMIN	15 268	16 893	28 858	33 298	32 968	32 968	42 150	43 186	44 500
GOVERNANCE AND COMMUNICATION	ASSESSMENT RATES	808	1 799	1 317	2 990	446	446	491	520	551
GOVERNANCE AND COMMUNICATION	COMPUTER CENTRE	2 663	3 412	6 373	7 205	8 402	8 402	8 559	9 301	10 038
MUNICIPAL FINANCIAL VIABILITY AND MANAGEMENT	PAYROLL MANAGEMENT	–	–	–	–	–	–	–	–	–
MUNICIPAL FINANCIAL VIABILITY AND MANAGEMENT	SUPPLY CHAIN MANAGEMENT	4 004	4 492	4 465	4 794	5 736	5 736	5 275	5 647	6 047
MUNICIPAL FINANCIAL VIABILITY AND MANAGEMENT	VALUATIONS	2 120	1 339	1 013	3 215	2 611	2 611	4 412	2 573	2 760
GOVERNANCE AND COMMUNICATION	MANAGER TECHNICAL SERV : ADMIN	801	351	2 811	3 573	3 652	3 652	3 368	3 596	3 859
GOVERNANCE AND COMMUNICATION	MANAGER COMMUNITY SERV : ADMIN	1 043	1 137	2 420	2 687	2 015	2 015	2 285	2 431	2 603
GOVERNANCE AND COMMUNICATION	MECHANICAL SERVICES	1 235	1 286	1 423	1 615	1 688	1 688	5 467	5 768	6 093
MUNICIPAL TRANSFORMATION AND INSTITUTIONAL DEVELOPMENT	MUNICIPAL BUILDINGS & LAND	3 596	3 739	3 373	4 407	22 468	22 468	3 329	3 832	3 866

RECONCILIATION OF IDP & BUDGET: OPERATING EXPENDITURE (Continued)

Strategic Objective	Goal	2012/13	2013/14	2014/15	Current Year 2015/16			2016/17 Medium Term Revenue & Expenditure Framework		
R thousand		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2016/17	Budget Year +1 2017/18	Budget Year +2 2018/19
DEVELOPMENT OF NEW SERVICES AND INFRASTRUCTURE	ELECTRICITY ADMINISTRATION	7 143	8 131	4 425	5 070	5 113	5 113	4 360	4 672	5 021
DEVELOPMENT OF NEW SERVICES AND INFRASTRUCTURE	ELECTRICITY DISTRIBUTION	212 588	232 763	246 127	279 565	283 575	283 575	304 026	327 065	352 520
DEVELOPMENT OF NEW SERVICES AND INFRASTRUCTURE	MAIN ROADS	517	473	418	471	461	461	478	397	397
DEVELOPMENT OF NEW SERVICES AND INFRASTRUCTURE	STORMWATER DRAINAGE	7 713	8 636	8 076	9 459	9 883	9 883	9 917	10 340	11 378
DEVELOPMENT OF NEW SERVICES AND INFRASTRUCTURE	STREETS	28 347	34 447	36 584	39 270	42 467	42 467	42 521	45 645	48 535
DEVELOPMENT OF NEW SERVICES AND INFRASTRUCTURE	SEW : PURIF SERV - RUITERBOS	9	44	54	207	117	117	100	106	112
DEVELOPMENT OF NEW SERVICES AND INFRASTRUCTURE	SEW : PURIF SERV - BRANDWACHT	12	42	9	114	79	79	80	185	300
DEVELOPMENT OF NEW SERVICES AND INFRASTRUCTURE	SEW : PURIF SERV - PINNACLE POINT	1 134	1 318	614	1 567	1 108	1 108	2 070	2 206	2 389
DEVELOPMENT OF NEW SERVICES AND INFRASTRUCTURE	SEW : PURIF SERV - REGIONAL PL	10 167	11 072	6 075	8 270	11 920	11 920	8 601	9 364	10 150
DEVELOPMENT OF NEW SERVICES AND INFRASTRUCTURE	SEW : PURIF SERV - GREAT BRAK	519	545	326	425	412	412	405	481	522
DEVELOPMENT OF NEW SERVICES AND INFRASTRUCTURE	SEW : PURIF SERV - HERBERTSDAL	104	84	31	143	131	131	86	91	106
DEVELOPMENT OF NEW SERVICES AND INFRASTRUCTURE	SEW : PURIF SERV - FRIEMERSHEIM	291	354	131	383	217	217	322	343	377
DEVELOPMENT OF NEW SERVICES AND INFRASTRUCTURE	SEW : RETIC SERV - EXTERNAL	9 519	9 772	6 089	7 042	7 266	7 266	5 586	5 964	6 449
DEVELOPMENT OF NEW SERVICES AND INFRASTRUCTURE	SEW : RETIC SERV - NETWORK	27 867	17 565	20 265	23 065	20 289	20 289	20 089	21 773	23 709
DEVELOPMENT OF NEW SERVICES AND INFRASTRUCTURE	WATER : PURIFWORKS - RUITERBOS	35	33	20	48	44	44	18	39	70
DEVELOPMENT OF NEW SERVICES AND INFRASTRUCTURE	WATER : PURIFWORKS - LODEWYKS	26	32	19	77	78	78	67	72	93
DEVELOPMENT OF NEW SERVICES AND INFRASTRUCTURE	WATER : PURIF WORKS - KLEIN BRAK	11 076	12 070	9 626	10 057	9 215	9 215	16 740	17 822	18 856
DEVELOPMENT OF NEW SERVICES AND INFRASTRUCTURE	WATER : PURIFWORKS - SANDHOOGTE	3 050	3 322	3 718	4 262	4 298	4 298	7 211	7 734	8 252
DEVELOPMENT OF NEW SERVICES AND INFRASTRUCTURE	WATER : PURIFWORKS - GREAT BRAK	2 694	2 722	3 136	3 352	3 037	3 037	5 090	5 417	5 731
DEVELOPMENT OF NEW SERVICES AND INFRASTRUCTURE	WATER : PURIFWORKS - FRIEMERSHEIM	445	528	417	534	652	652	496	592	630
DEVELOPMENT OF NEW SERVICES AND INFRASTRUCTURE	WATER : PURIFWORKS - HERBERTSDALE	87	62	1	22	21	21	58	77	82
DEVELOPMENT OF NEW SERVICES AND INFRASTRUCTURE	WATER : DISTRIBUTION SERVICES	32 250	22 270	25 026	25 420	25 260	25 260	26 217	27 482	29 135
DEVELOPMENT OF NEW SERVICES AND INFRASTRUCTURE	WATER : EXTERNAL SERVICES	53 739	38 987	26 533	31 980	28 465	28 465	17 948	21 979	21 468
LAND AND INTEGRATED HUMAN SETTLEMENTS	INTEGRATED HUMAN SETTLEMENTS	25 607	33 609	34 625	24 999	36 965	36 965	50 345	32 369	18 068
SPATIAL DEVELOPMENT AND ENVIRONMENT	TOWN PLAN & BUILDING CONTROL	11 348	11 082	11 697	13 426	14 191	14 191	14 733	15 741	16 870
SPORT, RECREATION AND CULTURE	TOWN HALL & COMMUNITY HALLS	3 690	4 505	3 487	3 639	3 910	3 910	4 135	4 364	4 689
SPORT, RECREATION AND CULTURE	PLANTATIONS	645	692	2 667	786	769	769	861	922	989
SPORT, RECREATION AND CULTURE	PARKS: HARRY GIDDY PARK	1 025	1 094	948	1 083	1 039	1 039	1 147	1 229	1 323
SPORT, RECREATION AND CULTURE	PARKS & RECREATION	17 954	17 463	18 274	19 532	20 592	20 592	26 890	28 447	30 300
SPORT, RECREATION AND CULTURE	SPORT GROUNDS	5 646	6 401	8 775	7 304	8 748	8 748	8 485	9 024	9 684
Allocations to other priorities										
Total Expenditure		**671 245**	**691 810**	**723 782**	**807 388**	**831 719**	**831 719**	**874 172**	**910 011**	**953 059**

RECONCILIATION OF IDP & BUDGET: CAPITAL EXPENDITURE

WC043 Mossel Bay - Supporting Table SA6 Reconciliation of IDP strategic objectives and budget (capital expenditure)

Strategic Objective	Goal	2012/13	2013/14	2014/15	Current Year 2015/16			2016/17 Medium Term Revenue & Expenditure Framework		
R thousand		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2016/17	Budget Year +1 2017/18	Budget Year +2 2018/19
COMMUNITY DEVELOPMENT AND HEALTH	CEMETERIES	100	100	170	450	250	250	4 000	3 000	–
SPORT, RECREATION AND CULTURE	TOWN HALL & COMMUNITY HALLS	–	–	–						
COMMUNITY DEVELOPMENT AND HEALTH	CUSTOMER CARE	–	–	104	–			5		6 053
COMMUNITY SAFETY AND SECURITY	FIRE BRIGADE &RESCUE SERVICES	84	100	700	480	451	451	845	5 928	5 915
COMMUNITY SAFETY AND SECURITY	MUNICIPAL POLICE & TRAFFIC	–	20	25						
COMMUNITY SAFETY AND SECURITY	LAW ENFORCEMENT	–	–	85	85	81	81			
COMMUNITY SAFETY AND SECURITY	MANAGER CORPORATE SERV : ADMIN	–	–	100						
ECONOMIC DEVELOPMENT AND TOURISM	BEACHES	232	546	65	175	43	43			
ECONOMIC DEVELOPMENT AND TOURISM	CARAVAN PARKS	–	1 170	20	415	417	417	–	200	970
ECONOMIC DEVELOPMENT AND TOURISM	CHALETS	1 100	–	–		50	50			
ECONOMIC DEVELOPMENT AND TOURISM	CUSTOMER CARE	–	–	3						
ECONOMIC DEVELOPMENT AND TOURISM	SOCIO-ECON.PLANNING/DEVELOPM.	–	–	–						
GOVERNNANCE AND COMMUNICATION	CARAVAN PARKS	–	200	–						
GOVERNNANCE AND COMMUNICATION	MUNICIPAL MANAGER : ADMIN	–	–	–						
GOVERNNANCE AND COMMUNICATION	MANAGER COMMUNITY SERV : ADMIN	–	–	–	–	–	–	12		
MUNICIPAL TRANSFORMATION AND INSTITUTIONAL DEVELOPMENT	COUNCIL : GENERAL EXPENSES	60	–	500						
GOVERNNANCE AND COMMUNICATION	CUSTOMER CARE	–	–	–	6	6	6	14	–	–
FINANCIAL VIABILITY & MANAGEMENT	MANAGER CORPORATE SERV : ADMIN	101	100	–						
GOVERNNANCE AND COMMUNICATION	MANAGER CORPORATE SERV : ADMIN	89	155	–				–	8	–
MUNICIPAL TRANSFORMATION AND INSTITUTIONAL DEVELOPMENT	MANAGER CORPORATE SERV : ADMIN	196	119	152	63	415	415	709	20	20
MUNICIPAL TRANSFORMATION AND INSTITUTIONAL DEVELOPMENT	CUSTOMER CARE	–	–	9	155	170	170	21		
MUNICIPAL TRANSFORMATION AND INSTITUTIONAL DEVELOPMENT	BEACHES	–	–	10	12	12	12	12	15	15
MUNICIPAL TRANSFORMATION AND INSTITUTIONAL DEVELOPMENT	HUMAN RESOURCES	46	15	30	15	13	13	68	219	157
MUNICIPAL TRANSFORMATION AND INSTITUTIONAL DEVELOPMENT	LIBRARIES	260	89	101	102	130	130			
GOVERNNANCE AND COMMUNICATION	LIBRARIES:D'ALMEIDA	–	–	–						
GOVERNNANCE AND COMMUNICATION	LIBRARIES :ELLEN VAN RENSBURG	–	–	–						
GOVERNNANCE AND COMMUNICATION	LIBRARIES :HARTENBOS	–	–	–						
GOVERNNANCE AND COMMUNICATION	LIBRARIES :KWA-NONQABA	–	–	–						
FINANCIAL VIABILITY & MANAGEMENT	SOCIO-ECON.PLANNING/DEVELOPM.	5	6	–						
MUNICIPAL TRANSFORMATION AND INSTITUTIONAL DEVELOPMENT	MANAGER FINANCIAL SERV : ADMIN	274	15	115	57	116	116	65	110	25
MUNICIPAL TRANSFORMATION AND INSTITUTIONAL DEVELOPMENT	SUPPLY CHAIN MANAGEMENT	81	14	66	95	98	98	153	70	–
MUNICIPAL TRANSFORMATION AND INSTITUTIONAL DEVELOPMENT	MUNICIPAL MANAGER : ADMIN	10	22		29	11	11			
GOVERNNANCE AND COMMUNICATION	HUMAN RESOURCES	–	–		25	224	224			20
FINANCIAL VIABILITY & MANAGEMENT	COMPUTER CENTRE	65	–							
GOVERNNANCE AND COMMUNICATION	COMPUTER CENTRE	1 045	846	5 080	2 250	2 746	2 746	775	410	–
GOVERNNANCE AND COMMUNICATION	LAW ENFORCEMENT	–	–	20	–			35	–	–
GOVERNNANCE AND COMMUNICATION	SOCIO-ECON.PLANNING/DEVELOPM.	–	–	18	8	7	7	–	5	–
GOVERNNANCE AND COMMUNICATION	MANAGER FINANCIAL SERV : ADMIN	–	–		85	85	85			
FINANCIAL VIABILITY & MANAGEMENT	VALUATIONS	90	90							
FINANCIAL VIABILITY & MANAGEMENT	MANAGER CIVIL SERV : ADMIN	25	12							
MUNICIPAL TRANSFORMATION AND INSTITUTIONAL DEVELOPMENT	MANAGER CIVIL SERV : ADMIN	10	10	20	10	70	70	10	–	–
MUNICIPAL TRANSFORMATION AND INSTITUTIONAL DEVELOPMENT	MANAGER COMMUNITY SERV : ADMIN	35	100			8	8			
MUNICIPAL TRANSFORMATION AND INSTITUTIONAL DEVELOPMENT	CARAVAN PARKS	–	–	–	22	15	15	15	20	20
MUNICIPAL TRANSFORMATION AND INSTITUTIONAL DEVELOPMENT	CLEANSING: REFUSE REMOVAL	96	–	4 440	1 305	1 331	1 331	1 505	5	5
MUNICIPAL TRANSFORMATION AND INSTITUTIONAL DEVELOPMENT	CLEANSING: TRANSFER STATIONS	–	–	20						
MUNICIPAL TRANSFORMATION AND INSTITUTIONAL DEVELOPMENT	COMPUTER CENTRE	–	3					1 837	1 500	1 500
MUNICIPAL TRANSFORMATION AND INSTITUTIONAL DEVELOPMENT	SOCIO-ECON.PLANNING/DEVELOPM.	571	150	238	456	136	136	170	590	287
MUNICIPAL TRANSFORMATION AND INSTITUTIONAL DEVELOPMENT	ELECTRICITY ADMINISTRATION	10	10	15	15	15	15	10		
MUNICIPAL TRANSFORMATION AND INSTITUTIONAL DEVELOPMENT	ELECTRICITY: DISTRIBUTION	796	820	395	950	860	860	830	470	2 020
MUNICIPAL TRANSFORMATION AND INSTITUTIONAL DEVELOPMENT	FIRE BRIGADE &RESCUE SERVICES	2 041	2 150	20	170	159	159	1 510	50	1 170
GOVERNNANCE AND COMMUNICATION	FIRE BRIGADE &RESCUE SERVICES	1 154	1 100	135	–					150
FINANCIAL VIABILITY & MANAGEMENT	ELECTRICITY: DISTRIBUTION	–	–	–						
FINANCIAL VIABILITY & MANAGEMENT	ELECTRICITY ADMINISTRATION	15	15	15						
GOVERNNANCE AND COMMUNICATION	MUNICIPAL BUILDINGS & LAND	–	–	–						
MUNICIPAL TRANSFORMATION AND INSTITUTIONAL DEVELOPMENT	MUNICIPAL POLICE & TRAFFIC	470	460	181	42	42	42	15		350
GOVERNNANCE AND COMMUNICATION	SPORT GROUNDS	–	–	–						
MUNICIPAL TRANSFORMATION AND INSTITUTIONAL DEVELOPMENT	SPORT GROUNDS	553	286	70	40	40	40	40	60	40
MUNICIPAL TRANSFORMATION AND INSTITUTIONAL DEVELOPMENT	MECHANICAL SERVICES	–	–	200	140	140	140	145	150	–
MUNICIPAL TRANSFORMATION AND INSTITUTIONAL DEVELOPMENT	PARKS & RECREATION	445	555	100	40	40	40	130	60	60
MUNICIPAL TRANSFORMATION AND INSTITUTIONAL DEVELOPMENT	SEWERAGE	–	–	–	–					
MUNICIPAL TRANSFORMATION AND INSTITUTIONAL DEVELOPMENT	SEWERAGE : PURIF SERV-REGIONAL PL	151	255	230	50	80	80	2 270		
MUNICIPAL TRANSFORMATION AND INSTITUTIONAL DEVELOPMENT	SEW : PURIF SERV - GREAT BRAK							165		
MUNICIPAL TRANSFORMATION AND INSTITUTIONAL DEVELOPMENT	SEW : PURIF SERV - PINNACLE POINT							10		
MUNICIPAL TRANSFORMATION AND INSTITUTIONAL DEVELOPMENT	SEW : RETIC SERV - EXTERNAL							220	300	–
GOVERNNANCE AND COMMUNICATION	SEWERAGE : PURIF SERV-FRIEMERSHEIM	–	–	–						
GOVERNNANCE AND COMMUNICATION	SEWERAGE : PURIF SERV-GREAT BRAK	–	–	–						
GOVERNNANCE AND COMMUNICATION	SEWERAGE : PURIF SERV-HER	24	–	–						
GOVERNNANCE AND COMMUNICATION	SEWERAGE : RETIC SERV-NETWORK	10	10	15		17	17	25	–	–

RECONCILIATION OF IDP & BUDGET: CAPITAL EXPENDITURE (Continued)

Strategic Objective	Goal	2012/13	2013/14	2014/15	Current Year 2015/16			2016/17 Medium Term Revenue & Expenditure Framework		
R thousand		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2016/17	Budget Year +1 2017/18	Budget Year +2 2018/19
MUNICIPAL TRANSFORMATION AND INSTITUTIONAL DEVELOPMENT	SEWERAGE : RETIC SERV-NETWORK	45	45	–	50	50	50	2 095	100	50
MUNICIPAL TRANSFORMATION AND INSTITUTIONAL DEVELOPMENT	STREETS	1 529	1 605	845	480	500	500	620	61	340
MUNICIPAL TRANSFORMATION AND INSTITUTIONAL DEVELOPMENT	TOWN HALL & COMMUNITY HALLS	61	61	127	75	65	65			
MUNICIPAL TRANSFORMATION AND INSTITUTIONAL DEVELOPMENT	TOWN PLAN & BUILDING CONTROL	30	30	402	230	247	247	187	72	–
MUNICIPAL TRANSFORMATION AND INSTITUTIONAL DEVELOPMENT	MUNICIPAL BUILDINGS & LAND							327	–	–
MUNICIPAL TRANSFORMATION AND INSTITUTIONAL DEVELOPMENT	WATER : DISTRIBUTION SERVICES	515	445	–	290	399	399	390	100	350
MUNICIPAL TRANSFORMATION AND INSTITUTIONAL DEVELOPMENT	WATER : EXTERNAL SERVICES	84	200	90	–	310	310	–	420	–
GOVERNNANCE AND COMMUNICATION	HUMAN SETTLEMENT	–	–	–						
GOVERNNANCE AND COMMUNICATION	TOWN HALL & COMMUNITY HALLS	–	–	–						
GOVERNNANCE AND COMMUNICATION	STREETS	–	–	100						
GOVERNNANCE AND COMMUNICATION	WATER : EXTERNAL SERVICES	–	–	–	18					
GOVERNNANCE AND COMMUNICATION	WATER : DISTRIBUTION SERVICES	20	20	30	30	25	25	30	–	–
MUNICIPAL TRANSFORMATION AND INSTITUTIONAL DEVELOPMENT	WATER :PURIFICATION WORKS-KLEIN BRAK	40	40	280	2 570	2 884	2 884	380	380	80
MUNICIPAL TRANSFORMATION AND INSTITUTIONAL DEVELOPMENT	WATER : PURIFWORKS - FRIEMERSHEIM							200	–	–
MUNICIPAL TRANSFORMATION AND INSTITUTIONAL DEVELOPMENT	WATER : PURIFWORKS - RUITERBOS							60	–	–
MUNICIPAL TRANSFORMATION AND INSTITUTIONAL DEVELOPMENT	WATER : PURIFWORKS - SANDHOOGTE							250	250	–
GOVERNNANCE AND COMMUNICATION	PLANTATIONS	–	–	–						
GOVERNNANCE AND COMMUNICATION	CHALETS :DE BAKKE	180	–	–						
GOVERNNANCE AND COMMUNICATION	MECHANICAL SERVICES	–	–	25	25	17	17	–	20	20
MUNICIPAL TRANSFORMATION AND INSTITUTIONAL DEVELOPMENT	LAW ENFORCEMENT	215	350	66	30	30	30	15		220
MUNICIPAL TRANSFORMATION AND INSTITUTIONAL DEVELOPMENT	LEGAL SERVICES	299	310	–		18	18	500	70	–
LAND AND INTEGRATED HUMAN SETTLEMENTS	HUMAN SETTLEMENT	27 246	22 465	13 000	31 800	48 142	48 142	5 200	26 040	31 500
LAND AND INTEGRATED HUMAN SETTLEMENTS	ELECTRICITY: DISTRIBUTION	–	–	1 000	170	165	165			
DEVELOPMENT OF NEW SERVICES & INFRASTRUCTURE	ELECTRICITY: DISTRIBUTION	20 132	20 240	20 749	20 800	21 057	21 057			
DEVELOPMENT OF NEW SERVICES & INFRASTRUCTURE	MUNICIPAL BUILDINGS & LAND	–	–	–						
DEVELOPMENT OF NEW SERVICES & INFRASTRUCTURE	MAIN ROADS	–	–	–	632	632	632			
DEVELOPMENT OF NEW SERVICES & INFRASTRUCTURE	STORMWATER DRAINAGE	6 117	6 710	16 536	7 900	13 371	13 371	12 490	10 602	5 967
DEVELOPMENT OF NEW SERVICES & INFRASTRUCTURE	STREETS	10 137	17 491	20 520	25 948	27 183	27 183	26 694	15 560	18 334
DEVELOPMENT OF NEW SERVICES & INFRASTRUCTURE	SEWERAGE	10 936	7 672	18 272	17 990	19 531	19 531			
DEVELOPMENT OF NEW SERVICES & INFRASTRUCTURE	WATER	8 120	8 180	14 122	16 465	15 974	15 974			
DEVELOPMENT OF NEW SERVICES & INFRASTRUCTURE	MECHANICAL SERVICES	–	–	–						
DEVELOPMENT OF NEW SERVICES & INFRASTRUCTURE	MANAGER TECHNICAL SERV : ADMIN							100	120	120
DEVELOPMENT OF NEW SERVICES & INFRASTRUCTURE	SEW : PURIF SERV - BRANDWACHT									
DEVELOPMENT OF NEW SERVICES & INFRASTRUCTURE	SEW : PURIF SERV - REGIONAL PL							3 365	2 000	1 800
DEVELOPMENT OF NEW SERVICES & INFRASTRUCTURE	SEW : RETIC SERV - EXTERNAL							3 151	3 355	1 355
DEVELOPMENT OF NEW SERVICES & INFRASTRUCTURE	WATER : DISTRIBUTION SERVICES							10 297	5 830	8 850
DEVELOPMENT OF NEW SERVICES & INFRASTRUCTURE	WATER : PURIFWORKS - FRIEMERSHEIM							500	–	–
DEVELOPMENT OF NEW SERVICES & INFRASTRUCTURE	WATER : EXTERNAL SERVICES							14 944	14 148	13 688
DEVELOPMENT OF NEW SERVICES & INFRASTRUCTURE	ELECTRICITY DISTRIBUTION							28 137	22 282	26 904
DEVELOPMENT OF NEW SERVICES & INFRASTRUCTURE	SEW : PURIF SERV - FRIEMERSHEIM							–	–	–
DEVELOPMENT OF NEW SERVICES & INFRASTRUCTURE	SEW : PURIF SERV - GREAT BRAK							400	–	–
DEVELOPMENT OF NEW SERVICES & INFRASTRUCTURE	SEW : PURIF SERV - HERBERTSDAL							–	–	–
DEVELOPMENT OF NEW SERVICES & INFRASTRUCTURE	SEW : PURIF SERV - PINNACLE POINT							500	200	200
DEVELOPMENT OF NEW SERVICES & INFRASTRUCTURE	SEW : PURIF SERV - RUITERBOS							–	–	–
DEVELOPMENT OF NEW SERVICES & INFRASTRUCTURE	SEW : RETIC SERV - NETWORK							10 562	17 572	21 562
DEVELOPMENT OF NEW SERVICES & INFRASTRUCTURE	SOCIO-ECON.PLANNING/DEVELOPM.							150	100	–
DEVELOPMENT OF NEW SERVICES & INFRASTRUCTURE	WATER : PURIFWORKS - GREAT BRAK							500	–	200
DEVELOPMENT OF NEW SERVICES & INFRASTRUCTURE	WATER : PURIFWORKS - LODEWYKS							–	200	–
DEVELOPMENT OF NEW SERVICES & INFRASTRUCTURE	WATER : PURIFWORKS - RUITERBOS							500	500	–
DEVELOPMENT OF NEW SERVICES & INFRASTRUCTURE	WATER : PURIFWORKS - SANDHOOGTE							600	300	300
DEVELOPMENT OF NEW SERVICES & INFRASTRUCTURE	WATER : PURIF WORKS - KLEIN BRAK							1 750	1 200	1 200
COMMUNITY DEVELOPMENT AND HEALTH	CLEANSING	–	–	–						
COMMUNITY DEVELOPMENT AND HEALTH	CLEANSING :REFUSE REMOVAL SERV	2 210	2 410	50						
COMMUNITY DEVELOPMENT AND HEALTH	CLEANSING :TRANSFER STATION	–	100	–						
COMMUNITY DEVELOPMENT AND HEALTH	MUNICIPAL MANAGER : ADMIN	3 943	1 500	–						
COMMUNITY DEVELOPMENT AND HEALTH	TOWN HALL & COMMUNITY HALLS	183	300	115	575	591	591	155	245	100
COMMUNITY DEVELOPMENT AND HEALTH	PARKS & RECREATION	–	–	60						
COMMUNITY DEVELOPMENT AND HEALTH	MUNICIPAL POLICE & TRAFFIC	–	–	45	305	324	324	160	290	–
COMMUNITY DEVELOPMENT AND HEALTH	SOCIO-ECON.PLANNING/DEVELOPM.	–	–	–	20	161	161	40	5	40
COMMUNITY DEVELOPMENT AND HEALTH	MUNICIPAL BUILDINGS & LAND	65	90	300	310	6 750	6 750	–	350	300
COMMUNITY DEVELOPMENT AND HEALTH	LIBRARIES	5 263	6 000	378	2 050	2 150	2 150	2 210		
COMMUNITY DEVELOPMENT AND HEALTH	HUMAN RESOURCES	5 811	4 000	9	25	27	27	25		
SPORT, RECREATION AND CULTURE	PLANTATIONS	–	–	–						
SPATIAL AND ENVIRONMENTAL AFFAIRS	CLEANSING : REFUSE REMOVAL SERV	–	–	340	856	564	564	1 000	1 240	2 000
SPATIAL AND ENVIRONMENTAL AFFAIRS	CLEANSING : TRANSFER STATIONS					450	450	–	–	–
SPORT, RECREATION AND CULTURE	PARKS & RECREATION	80	95	155	215	213	213	149	–	–
SPORT, RECREATION AND CULTURE	PARKS:HARRY GIDDY PARK	–	–	–				–	–	–
SPORT, RECREATION AND CULTURE	PUBLIC CONVENIENCES	–	–	–						
SPORT, RECREATION AND CULTURE	SPORT GROUNDS	3 907	4 380	410	4 737	3 926	3 926	3 812	2 912	2 154
FINANCIAL VIABILITY & MANAGEMENT	CLEANSING	–	–	6						
FINANCIAL VIABILITY & MANAGEMENT	MUNICIPAL POLICE & TRAFFIC	–	–	–	30					
FINANCIAL VIABILITY & MANAGEMENT	STREETS	–	–	14						
FINANCIAL VIABILITY & MANAGEMENT	TOWN HALL & COMMUNITY HALLS	–	–	–						
Allocations to other priorities										
Total Capital Expenditure		**117 410**	**114 282**	**121 510**	**142 374**	**174 031**	**174 031**	**148 066**	**139 714**	**156 411**

Section 7 - Budget-related Policies overview and amendments

OVERVIEW OF BUDGET-RELATED POLICIES

Proper budgets are prepared in accordance with approved policies. A budget-related policy is a municipal policy affecting or affected by the annual budget of the municipality. These policies are necessary for effective financial management and the achievement of priorities and strategic goals of the community. The budget-related policies are reviewed annually during the budget preparation process. Below is a list of the budget-related policies, including the purpose, last approval date of the policy and if any amendments need to be approved by Council.

Policy name	*Purpose of Policy (what is included in the policy)*	*Last approved*	*Amendments to be approved (YES/NO)*
Rates Policy	Prescribes uniform rates structures to give effect to its strategic objectives in terms of the IDP and Budget requirements	28/05/2015	YES
Tariff Policy	Prescribes uniform tariff structures on the levying of fees for municipal services provided	28/05/2015	YES
Customer care, Indigent, Credit control, Debt collection and Tampering policy	Sets a revenue collection target and outlines how the municipality will act against defaulters ; Specifies the framework for providing relief from the burden of rates and tariffs to registered or otherwise identified indigents	28/05/2015	YES
Cash Management and Investments policy	Deals with interest earned on investments and with raising both short and long-term debt	28/05/2015	YES
Asset management policy	Includes capitalisation benchmarks, depreciation norms, and maintenance requirements	28/05/2015	No
Borrowing, Funding and Reserve policy	This policy sets out all conditions under which the municipality will be entitled to obtain debt. It provides guidance on the funding of the budget as well as the conditions under which the reserves must be operated	28/05/2015	YES
Liquidity policy	This policy provides the minimum risk management measures that has to implement and adhere to in order to ensure that its current and future liquidity position is managed in a prudent manner	28/05/2015	YES
Expenditure policy	Guidelines on expenditure procedures, stipulations of payments, process to follow when unauthorised, irregular, fruitless & wasteful expenditure occurs	28/05/2015	No
Budget policy	This policy strives to set out the budgeting principles and responsibilities as well as the process of transferring an approved budgetary provision from one operating cost element or capital project to another during a municipal financial year	28/05/2015	YES
Supply Chain Management Policy	Demand, acquisition, disposal and logistics around the procurement of goods and services	28/05/2015	YES
Short term Insurance Policy	Sets out a legislative framework in order to comply with asset management requirements, regarding insurance of assets, especially regarding the safe guarding and risk management thereof	28/05/2015	No

The above-mentioned draft policies are attached to the budget documentation as Annexure B.

KEY AMENDMENTS TO BUDGET-RELATED POLICIES

The key amendments to budget related policies are highlighted below per policy. Most of the changes is due to changes in legislation or best practices that management have picked-up.

7.1. Rates Policy

The changes and additions are mainly due the amendments to the Municipal Property Rates Act, Act No. 6 of 2004.

Section 3 – Definitions, all definitions were reviewed, new definitions were added and some changed in order to comply with the amendments of the MPRA especially the more important ones are the definitions of Owner, Date of valuation and Effective date.

Section 4 - Guiding principles was changed in order to allow for the incorporation of the circumstances when a supplementary valuation must be performed, the furnishing of an address for correspondence purposes as well as changes to categories for determining differentiated tariffs. The latter was the biggest change, it also influenced the structure of determining the tariffs, which was necessitated by the amendments of the property rates act. Residential properties is now the base tariff with ratios to other categories in order to apply differentiated tariff structure with rebates in certain circumstances.

Section 5 - Application of the policy was changed due to the changes to the categories in the MPRA, for instance the category of privately owned towns is no longer allowed. In order to accommodate Vleesbaai without placing an additional burden on the residence, a rebate structure had to be implemented. The indigent subsidy rebate was included as well as the change on vacant land or rather no discount on residential vacant land was brought in. Added policy that no new applications with regards to pensioners be accepted after 30 April each year.

Section 11 - Clearance certificates, the conditions of issuing a clearance certificate were amended to align with the amendments to the Municipal Property Rates Act.

7.2. Tariff Policy

The changes and additions are mainly due the amendments to the Municipal Property Rates Act, Act No. 6 of 2004, change the indigent qualification and to obtain synergy between the various policies.

Section 2 – Definitions, the definitions that were added or changed are “Owner”, “Property”, “Indigent” and “Poor households”.

Section 11 - Property Rates was amended to only refer to the Property rates policy in order to avoid discrepancies**.**

7.3. Customer Care, Indigent and Credit Control and Debt Collection Policy

The changes and additions are mainly due the amendments to the Municipal Property Rates Act, Act No. 6 of 2004; the changes to the definitions of Indigent and Poor households and to obtain synergy between the various policies.

Section 2 – Definitions, the definitions that were changed are Owner; Indigent household and Poor household.

Section 7 - Customer care the wording was slightly changed regarding the conditions of opening a tenant account to include indigent households.

Section 8 – Credit control policy – This section was changed to exclude Indigent households from paying of consumer deposits and to exclude arrangements in terms of this policy with regards to the tender process. Exceptions to inactive deposits forfeited has been provided.

7.4. Cash management and Investment Policy

Only two changes were made, one grammar error and the other one is listed below.

Section 8 – Investment Management – Section 8.8 were amended to allow only for the consideration to redeem short-term external borrowing instead of long term debt as well.

7.5. Asset Management Policy

No proposed changes

7.6. Borrowing, Funding and Reserves Policy

Adjustments in line with Long term financial plan review.

7.7. Liquidity Policy

Addition of Deposits and Advance payments to the minimum Liquidity required.

7.8. Expenditure policy

No proposed changes

7.9. Budget policy

Apart from the grammar changes most of the changes is as a result of mSCOA implementation, relaxing measures is introduced to exist with less restrictions on virements. The restrictions will be brought back as progress with implementation reach finality. The condition, for instance, that sets out the period within which virements may be made has been lifted as well as the conditions under which it may be made is less restrictive. Conditions added for Capital budget virements after adjustment budgets.

7.10. Supply Chain Management Policy

This policy will be changed and submitted separately to Council with the tabling of the Budget. The required changes are not yet completed as it is verified beforehand with the Western Cape Provincial Administration.

7.11. Short term Insurance Policy

No proposed changes

Section 8 - Overview of Budget Assumptions

Certain broad assumptions had been made on which the budget is based for the MTREF. These assumptions are based on external factors but also internal trends and factors. These assumptions provide a framework for setting priorities, determining service levels and allocating limited financial resources. This section provides a summary of the assumptions used in preparing the budget for the 2016/17 MTREF period.

EXTERNAL FACTORS

South Africa's projected economic growth for 2016 is just 0.9 per cent, which is mainly as a result of lower commodity prices, higher borrowing costs, drought and diminished business and consumer confidence. Government expects growth to rise to 2.4 per cent by 2018. Exchange rate depreciation is contributing to a higher inflation outlook during 2016.

Higher inflation and weaker employment growth will impact on the ability of all municipalities to generate and collect revenue on services, to keep expenditures within budgeted allocations and to borrow to fund capital expenditure programmes at affordable rates.

When compiling the budget, this had also direct impact on the budget as the consumption trends and income growth statistics which are still very low, indigent and poor households are growing and property markets not really re-acting to the low levels of interest rates, it boils down to affordability.

Consequently, municipal revenues and cash flows are expected to remain under pressure in the 2016/17 financial year.

CREDIT RATING OUTLOOK

No credit rating was performed by any credit rating company, but the financial position of the municipality and management of our financial affairs are sound. A good rating can be expected. A credit rating may be advisable seen that the Municipality seeks to start borrowing for the acquisition of infrastructure assets that will generate new revenue streams.

INTEREST RATES FOR BORROWING AND INVESTMENTS

Council had resolved to take up an external loan for funding of a portion of the capital cost of the desalination plant. A total loan of R 30 million was taken up during the 2011/12 financial year. The budget provides for the interest on this loan.

The Municipality will finance some sewerage infrastructure out of borrowed funds from 2015/16 year. For this purpose, the expected interest rate included in the 2016/17 budget is 9%.

Investments made with various financial institutions are strictly in compliance with the Municipal Finance Management Act and the municipality's Cash Management and Investment Policy. The average rate of return on investments for the 2015/16 year is 7.07% and is estimated to be 8.3% for the 2016/17 financial year.

RATES, TARIFFS, CHARGES AND TIMING OF COLLECTION

The following table shows the average increases in rates and tariff charges over the 2016/17 MTREF period:

	2016/17	*2017/18*	*2018/19*
Property Rates	8%	6%	6%
Electricity	7.64%	7%	7%
Water	8%	6%	6%
Sewerage	8%	6%	6%
Refuse	8%	6%	6%

The billing of the Property Rates is performed on an annual basis during the month of July. All other tariff charges are billed on a monthly basis.

COLLECTION RATES FOR EACH REVENUE SOURCE AND CUSTOMER TYPE

The average collection rate in the cash collected from consumers expressed as a percentage of the amount billed and is currently (as on 29 February 2016) 95.68% on a 12 month rolling period.

The average monthly collection rate for 2015/16 (12-month rolling period as at 29 February 2016) and the projections for the 2016/17 year are as follows:

	2015/16	2016/17
Property Rates	101.89%	100%
Electricity	99.04%	99%
Water	96.65%	95%
Sewerage	76.74%	96%
Refuse	96.73%	97%

The projections changed as a result of the changes made to the definition criteria of indigent households. The slower growth has been taken into account, a conservative approach for the purpose of the cash budget has been taken. The debt collection policy of the Municipality is strictly implemented. Based on previous year trends an amount of R 12 000 000 was included in the budget for the write-off of bad debt. This amount has been off set against the debt impairment provision.

PRICE MOVEMENTS ON SPECIFICS

Purchase of bulk electricity from Eskom is budgeted at R 273 514 200 in the 2016/17 financial year, which is an estimated increase of 7.0 per cent , and 7.8% per cent for the outer years. The projected increase in bulk water purchases is estimated at 6.2 per cent to a budget of R 11.3 million in the 2016/17 financial year. Estimated growth for the 2017/18 year is 5.8 per cent and 5.8 per cent for the 2018/19 year.

AVERAGE SALARY INCREASES

The personnel budget is calculated by reviewing the individual posts that is currently filled in the municipal organogram, as well as previous years' expenditure on the salary budget. Provision is also made for the filling of vacant posts during the 2016/17 financial year.

The following table indicates the percentage by which allowance has been made for the increase in Councillor and employee remuneration for the 2016/17 MTREF:

	2016/17	2017/18	2018/19
Councillor allowances	6%	6%	6.5%
Senior managers	7%	7.6%	7.8%
Other personnel	7%	7.6%	7.8%

INDUSTRIAL RELATIONS CLIMATE AND CAPACITY BUILDING

The rendering of cost-effective and sustainable services to the entire community with diligence and empathy, is one of the municipality's mission statements. In order to render this effective and efficient service the municipality is committed to invest in the staff of the municipality.

The municipality also participates in the Municipal Finance Management Internship Programme and has made provision for the employment of five interns undergoing training in various sections of the Finance directorate.

CHANGING DEMAND CHARACTERISTICS (DEMAND FOR SERVICES AND FREE OR SUBSIDISED BASIC SERVICES)

The growth in Mossel Bay has slowed down since the 2011 financial year in terms of business activities. In the property market there was an on-going drop in the building of new houses and developments, as a result of the economic climate. There is however signs that the demand for credit remains weak and that credit extended to households have started to increase.

Due to this fact, Council has approved that all households with a property value of R65 000 and less be automatically classified as an indigent household. The municipality has provided for the Revenue foregone in the 2016/17 MTREF budget.

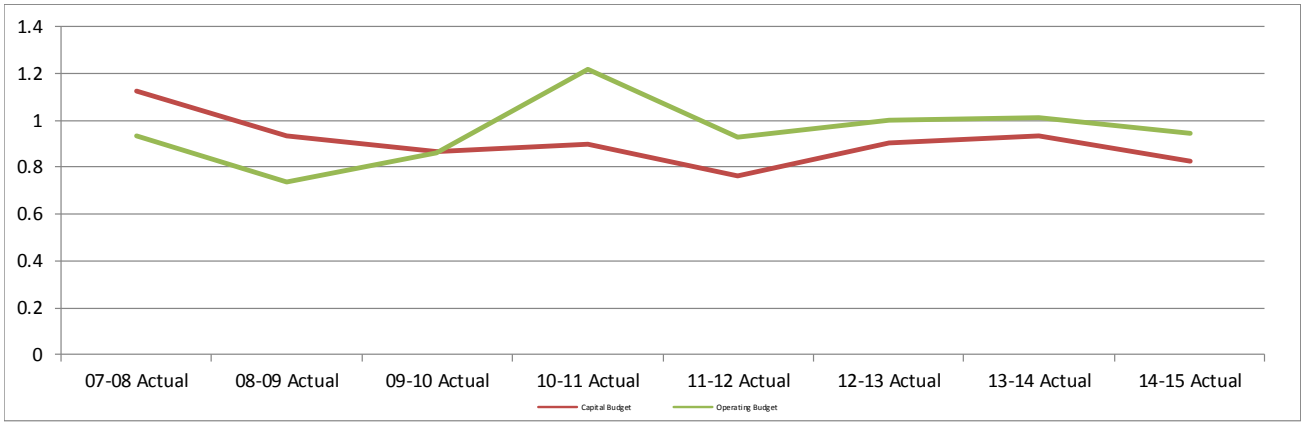
The labour market remains sluggish. The unemployment rate stood at 25.5 per cent in the third quarter of 2015.

Mossel Bay is home to a number of poor households which causes unending housing and socio-economic backlogs. This is caused by the general influx of people from neighbouring towns, provinces and farms to seek employment and change their livelihood.

ABILITY OF MUNICIPALITY TO SPEND AND DELIVER ON PROGRAMS

Capital project expenditure for the 2014/15 financial year was 82.4% of the total capital budget. The capital spending is closely monitored by ways of monthly cash flows and monthly reporting to Council on capital expenditure. The projected capital and operating spending for the 2015/16 financial year, for cash flow purposes is estimated at 100%, although it might be unrealistic taken the history as baseline.

The following graph shows the spending pattern on the capital and operating budget for Mossel Bay Municipality since the 2007/08 financial year:



SECTION 9 - Overview of Budget Funding

Section 18(1) of the MFMA states that an annual budget may only be funded from:

* Realistically anticipated revenue to be collected,
* Cash backed accumulated funds from previous years' surpluses not committed for other purposes, and
* Borrowed funds, but only for the capital budget referred to in section 17(2).

Achievement of this requirement effectively means that Council must approve a balanced, credible and sustainable budget.

A Credible budget is a budget that:

* Funds only activities consistent with the revised IDP and vice versa ensuring the IDP is realistically achievable given the financial constraints of the municipality,
* Is achievable in terms of agreed service delivery and performance targets,
* Contains revenue and expenditure projections that are consistent with current and past performance,
* Does not jeopardise the financial viability of the municipality, and
* Provides managers with appropriate levels of delegation sufficient to meet their financial management responsibilities.

A Sustainable budget is a budget which reflects sufficient revenue and adequate corporate stability in order to fund and deliver on service delivery and performance targets.

FISCAL OVERVIEW

Mossel Bay Municipality reviews its financial sustainability, current financial positions and Medium Term Revenue and Expenditure Framework (MTREF) on an annual basis to enable the Municipality to deliver acceptable levels of services at affordable tariffs.

As at 30 June 2015 the Municipality's financial position was sound with total Cash & Cash equivalents to the value of R 319 252 041. These funds are committed to various obligations which includes the funding of the Capital Replacement Reserve to the value of R 128 715 032.

The following table shows the municipality's performance for the 2013/14 and the 2014/15 budgets:

BUDGET	2013/14			2014/15		
	Budget R'000	Actual R'000	% perform	Budget R'000	Actual R'000	% perform
Operating Revenue	732 614 635	847 905 111	115.7%	855 055 134	835 556 929	97.7%
Operating Expenditure	688 563 638	696 990 284	101.2%	795 796 714	751 884 498	94.5%
Capital Expenditure	122 538 218	114 281 651	93.3%	147 548 352	121 509 581	82.4%

The above table shows that the municipality realised 115.7% of its budgeted Revenue in the 2013/14 financial year and 97.7% during the 2014/15 financial year.

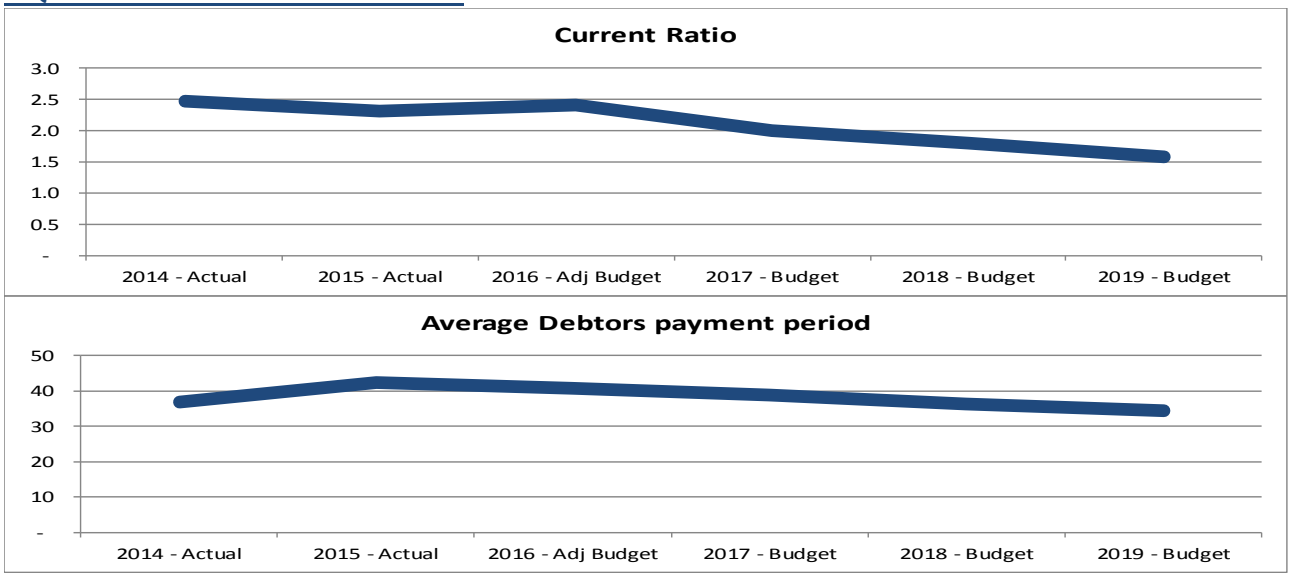
The above table shows that the operating expenditure budget for the 2014/15 financial year has realised with a 5.5% under-spending on the budget.

The capital expenditure budget is mainly funded by own internal funds and grants and subsidies from national and provincial government. The 2013/14 year shows capital expenditure of 93.3% and for the 2014/15 year a spending percentage of 82.4%.

The municipality prepared it's 2014/15 Annual Financial Statements in accordance with the applicable GRAP standards and received a clean audit opinion from the Auditor-General.

Financial sustainability refers to financial accounts which reflect sufficient revenue and adequate corporate stability in order to fund and deliver on service delivery and performance targets. Following are graphs on the liquidity of the municipality showing the past performance and the planned future performance:

LIQUIDITY MEASUREMENT RATIOS



The liquidity ratio is below the prescribe ration of 1.75 times as incorporated in the draft liquidity policy.

The decrease is driven by two things, namely:

a) The movement of cash on the face of the financial position.
   The required funding of the non-current portion of provisions will be moved from cash and cash equivalents to non-current investments over the next 5 years. This movement will be achieved by the long-term investment of R 1 million per month, the annual effect of this is therefore R 12 million; and
b) Unsustainable capital program over the medium term, the capital program as included in the 2016/2017 budget for the outer years is R 13.7 million (2017/2018) and R 16.5 million (2018/2019) above the prescribe level in terms of the Borrowing, Funding and Reserve policy.

FUNDING OF OPERATING AND CAPITAL EXPENDITURE

Operating Budget:

The table below identifies the sources of funding for the 2016/17 operating budget:

Source of Revenue	*Amount (2016/17)*	*% of Total Exp Budget (2016/17)*
Property rates	R 101 476 673	11.8%
Property rates - penalties & collection charges	R 324 000	0.0%
Service charges - electricity revenue	R 347 912 696	40.5%
Service charges - water revenue	R 87 069 681	10.1%
Service charges - sanitation revenue	R 49 455 897	5.8%
Service charges - refuse revenue	R 36 582 744	4.3%
Service charges - other	R 30 496 802	3.6%
Rental of facilities and equipment	R 4 842 050	0.6%
Interest earned - external investments	R 24 810 472	2.9%
Interest earned - outstanding debtors	R 1 316 847	0.2%
Fines	R 28 027 304	3.3%
Licences and permits	R 1 395 439	0.2%
Agency services	R 4 727 722	0.6%
Transfers recognised - operational	R 129 502 339	15.1%
Other revenue	R 10 244 069	1.2%
TOTAL	**R 858 184 735**	**100.0%**

Capital Budget:

The table below identifies the sources of funding for the 2016/17 capital budget:

Funding Source	*2016/17*	*% of Total Budget (2016/17)*
Capital Replacement Reserve (Internal)	R 103 214 323	69.7%
Municipal Infrastructure Grant	R 20 178 947	13.6%
Extended Public Works Programme	R 732 105	0.5%
Recoverable Developer	R 1 800 000	1.2%
Integrated National Electrification Programme	R 8 771 930	5.9%
Energy Efficiency and Demand Side Management	R 0	0.0%
Leases / External Loans	R 4 561 404	3.1%
Department of Human Settlement	R 40 351	0.0%
Community Development Workers	R 6 500 000	4.4%
Thusong Service Centre Grant	R 28 509	0.0%
Maintenance & Construction of Transport Infrastructure Grant	R 300 000	0.2%
Library Subsidy(Conditional Grant)	R 1 938 596	1.3%
TOTAL	**R 148 066 165**	**100.0%**

CAPITAL REPLACEMENT RESERVE

The 2016/17 capital budget is mainly funded from internal funds. The following table analyses the projected transactions of the C.R.R. from 01 July 2015 to 30 June 2019, based on the proposed capital and operational budgets.

Budget Year	2015/2016	2016/2017	2017/2018	2018/2019
	Current year	*Budget year*	*Budget year +1*	*Budget year +2*
	R	R	R	R
Opening balance at the start of Year	128 715 032	123 957 305	94 505 548	89 355 156
Less: Capital budget commitments	-82 610 469	-103 214 323	-81 753 099	-81 224 372
Plus: Contributions to CRR	77 852 742	73 762 566	76 602 707	78 581 531
- Depreciation	***69 392 742***	***70 262 566***	***72 992 707***	***74 859 701***
- Proceeds on disposal of capital assets	**5 760 000**	**1 500 000**	**1 500 000**	**1 500 000**
- Bulk service contributions	**2 700 000**	***2 000 000***	***2 110 000***	**2 221 830**
Plus: Additional cash contribution (CFO decision once AFS results is known)	-	-	-	-
Closing balance of CRR	123 957 305	94 505 548	89 355 156	86 712 315

It is clear from the above that the present levels of financing of capital budgets from the C.R.R. are not sustainable over the medium term.

CASH BACKED RESERVES / ACCUMULATED SURPLUS RECONCILIATION

Table A8 below provides a breakdown of the Cash and investments available and the application of these funds

WC043 Mossel Bay - Table A8 Cash backed reserves/accumulated surplus reconciliation

Description	2012/13	2013/14	2014/15	Current Year 2015/16			2016/17 Medium Term Revenue & Expenditure Framework		
R thousand	Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2016/17	Budget Year +1 2017/18	Budget Year +2 2018/19
Cash and investments available									
Cash/cash equivalents at the year end	208 300	243 836	319 252	235 732	275 478	275 478	224 366	198 841	173 922
Other current investments > 90 days	(0)	–	(0)	0	(600)	(600)	–	–	–
Non current assets - Investments	–	–	–	–	12 000	12 000	24 000	36 000	48 000
Cash and investments available:	**208 300**	**243 836**	**319 252**	**235 732**	**286 878**	**286 878**	**248 366**	**234 841**	**221 922**
Application of cash and investments									
Unspent conditional transfers	7 626	15 643	33 929	–	–	–	–	–	–
Unspent borrowing	–	–	–	–	–	–	–	–	–
Statutory requirements	14 464	17 379	19 455	19 088	20 364	20 364	21 382	22 451	23 574
Other working capital requirements	13 042	9 875	22 687	24 372	28 270	28 270	29 968	30 927	31 658
Other provisions	37 637	23 592	24 545	26 913	26 197	26 197	29 022	31 376	33 932
Long term investments committed	–	–	–	–	–	–	–	–	–
Reserves to be backed by cash/investments	60 584	65 956	129 466	71 782	123 955	123 955	94 503	89 353	86 710
Total Application of cash and investments:	**133 354**	**132 446**	**230 082**	**142 156**	**198 786**	**198 786**	**174 875**	**174 107**	**175 873**
Surplus(shortfall)	**74 945**	**111 390**	**89 170**	**93 576**	**88 092**	**88 092**	**73 491**	**60 735**	**46 049**

The above table indicates clearly that the reserves and various other obligations of the municipality is fully cash backed.

The mentioned obligations include:

- Unspent conditional grants
- Current portion of Provisions
- Statutory requirements (E.g. Consumer deposits)
- Other working capital requirements (E.g. Creditors, debtors)

FUNDING MEASUREMENT

Table SA10 show the various funding measures and whether the budgets are fully funded or not.

WC043 Mossel Bay Supporting Table SA10 Funding measurement

Description	MFMA section	2012/13	2013/14	2014/15	Current Year 2015/16			2016/17 Medium Term Revenue & Expenditure Framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2016/17	Budget Year +1 2017/18	Budget Year +2 2018/19
Funding measures										
Cash/cash equivalents at the year end - R'000	18(1)b	208 300	243 836	319 252	235 732	275 478	275 478	224 366	198 841	173 922
Cash + investments at the yr end less applications - R'000	18(1)b	74 945	111 390	89 170	93 576	88 092	88 092	73 491	60 735	46 049
Cash year end/monthly employee/supplier payments	18(1)b	4.8	5.4	6.7	4.3	5.2	5.2	3.9	3.3	2.7
Surplus/(Deficit) excluding depreciation offsets: R'000	18(1)	69 575	166 253	83 672	53 276	62 311	62 311	21 472	36 211	48 911
Service charge rev % change - macro CPIX target exclusive	18(1)a,(2)	N.A.	(4.5%)	(1.4%)	(1.1%)	(7.1%)	(6.0%)	(0.4%)	0.5%	0.5%
Cash receipts % of Ratepayer & Other revenue	18(1)a,(2)	96.9%	87.0%	94.6%	93.5%	95.4%	95.4%	94.5%	94.6%	94.9%
Debt impairment expense as a % of total billable revenue	18(1)a,(2)	2.7%	5.1%	5.6%	7.1%	4.9%	4.9%	5.0%	5.0%	5.0%
Capital payments % of capital expenditure	18(1)c;19	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%
Borrowing receipts % of capital expenditure (excl. transfers)	18(1)c	(2.9%)	0.0%	0.0%	5.8%	5.0%	5.0%	6.6%	7.2%	12.3%
Grants % of Govt. legislated/gazetted allocations	18(1)a							183.9%	189.8%	208.9%
Current consumer debtors % change - incr(decr)	18(1)a	N.A.	28.4%	(10.3%)	(0.5%)	0.2%	0.0%	0.1%	0.1%	0.2%
Long term receivables % change - incr(decr)	18(1)a	N.A.	49.4%	(59.7%)	79.1%	(47.4%)	0.0%	(21.4%)	(27.2%)	(37.4%)
R&M % of Property Plant & Equipment	20(1)(vi)	2.7%	2.2%	2.2%	2.7%	3.1%	3.1%	2.8%	2.7%	2.8%
Asset renewal % of capital budget	20(1)(vi)	14.6%	39.6%	40.0%	48.0%	42.1%	42.1%	48.6%	52.8%	47.0%
% incr Service charges - refuse revenue	18(1)a		(15.0%)	9.0%	1.4%	(2.7%)	0.0%	2.8%	6.0%	6.0%
% incr in Service charges - other	18(1)a		0.1%	10.5%	3.3%	(11.7%)	0.0%	3.4%	6.3%	6.2%
Total billable revenue	18(1)a	561 745	570 094	596 486	625 607	618 733	618 733	653 318	696 049	741 624
Service charges		561 745	570 094	596 486	625 607	618 733	618 733	653 318	696 049	741 624
Property rates		79 607	84 305	90 024	94 744	94 941	94 941	101 801	107 907	114 379
Service charges - electricity revenue		275 383	297 116	301 652	320 504	327 721	327 721	347 913	372 267	398 325
Service charges - water revenue		85 839	82 428	88 406	93 945	84 160	84 160	87 070	92 294	97 831
Service charges - sanitation revenue		52 732	43 878	47 983	46 433	46 826	46 826	49 456	52 375	55 543
Service charges - refuse removal		38 946	33 105	36 072	36 582	35 578	35 578	36 583	38 778	41 104
Service charges - other		29 239	29 263	32 347	33 399	29 507	29 507	30 497	32 428	34 441
Rental of facilities and equipment		4 695	5 857	6 453	5 914	4 556	4 556	4 842	4 554	4 784
Capital expenditure excluding capital grant funding		68 829	71 940	82 305	83 607	95 527	95 527	111 843	89 153	93 024
Cash receipts from ratepayers	18(1)a	585 504	603 782	623 022	639 561	646 115	646 115	665 480	706 956	753 770
Ratepayer & Other revenue	18(1)a	604 083	693 922	658 441	684 153	677 196	677 196	703 872	747 403	794 321
Change in consumer debtors (current and non-current)		27 419	20 444	(9 938)	(124)	(267)	(267)	(100)	51	76
Operating and Capital Grant Revenue	18(1)a	114 653	136 534	126 846	159 020	193 499	193 499	165 726	170 793	178 552
Capital expenditure - total	20(1)(vi)	117 410	114 282	121 510	142 374	174 031	174 031	148 066	139 714	156 411
Capital expenditure - renewal	20(1)(vi)	17 159	45 290	48 549	68 277	73 259	73 259	71 944	73 715	73 515
Supporting benchmarks										
Growth guideline maximum		6.0%	6.0%	6.0%	6.0%	6.0%	6.0%	6.0%	6.0%	6.0%
CPI guideline		4.3%	3.9%	4.6%	5.0%	5.0%	5.0%	5.4%	5.6%	5.4%
DoRA operating grants total MFY								–	–	–
DoRA capital grants total MFY								33 839	31 599	35 761
Provincial operating grants								48 802	32 337	18 197
Provincial capital grants								7 456	26 040	31 500
District Municipality grants								–	–	–
Total gazetted/advised national, provincial and district grants								90 097	89 976	85 458
Average annual collection rate (arrears inclusive)										
DoRA operating										
Finance management grant								1 475	1 550	1 550
Expanded public works programme incentive grant								1 004	–	–
Energy Efficiency and Demand Side Management Grant								–	–	5 000
Equitable share								65 716	73 858	80 870
Equitable share - Special contr. Councillors								5 158	5 409	5 674
								73 353	**80 817**	**93 094**
DoRA capital										
Municipal infrastructure grant								23 004	24 599	25 814
Integrated National Electrification Programme (Municipal) Grant								10 000	7 000	9 947
Expanded public works programme incentive grant								835	–	–
								33 839	**31 599**	**35 761**
Trend										
Change in consumer debtors (current and non-current)		27 419	20 444	(9 938)	(82 168)	(100)	51	–	–	–

Description	MFMA section	2012/13	2013/14	2014/15	Current Year 2015/16			2016/17 Medium Term Revenue & Expenditure Framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2016/17	Budget Year +1 2017/18	Budget Year +2 2018/19
Total Operating Revenue		680 828	806 278	766 443	800 695	814 222	814 222	858 185	894 376	942 969
Total Operating Expenditure		671 245	691 810	723 782	807 388	831 719	831 719	874 172	910 011	953 059
Operating Performance Surplus/(Deficit)		9 583	114 467	42 662	(6 693)	(17 498)	(17 498)	(15 987)	(15 635)	(10 090)
Cash and Cash Equivalents (30 June 2012)								224 366		
Revenue										
% Increase in Total Operating Revenue			18.4%	(4.9%)	4.5%	1.7%	0.0%	5.4%	4.2%	5.4%
% Increase in Property Rates Revenue			6.5%	6.6%	6.3%	0.5%	0.0%	7.4%	6.0%	6.0%
% Increase in Electricity Revenue			7.9%	1.5%	6.2%	2.3%	0.0%	6.2%	7.0%	7.0%
% Increase in Property Rates & Services Charges			1.5%	4.6%	4.9%	(1.1%)	0.0%	5.6%	6.5%	6.5%
Expenditure										
% Increase in Total Operating Expenditure			3.1%	4.6%	11.6%	3.0%	0.0%	5.1%	4.1%	4.7%
% Increase in Employee Costs			6.4%	3.8%	15.5%	(3.6%)	0.0%	10.7%	7.5%	7.7%
% Increase in Electricity Bulk Purchases			7.2%	11.2%	15.5%	1.8%	0.0%	7.0%	7.9%	7.9%
Average Cost Per Budgeted Employee Position (Remuneration)				242527.4524	258232.5102			277279.9839		
Average Cost Per Councillor (Remuneration)				340517.2963	368628.8889			0		
R&M % of PPE		2.7%	2.2%	2.2%	2.7%	3.1%	3.1%	2.8%	2.7%	2.8%
Asset Renewal and R&M as a % of PPE		3.0%	4.0%	4.0%	5.0%	6.0%	6.0%	6.0%	6.0%	5.0%
Debt Impairment % of Total Billable Revenue		2.7%	5.1%	5.6%	7.1%	4.9%	4.9%	5.0%	5.0%	5.0%
Capital Revenue										
Internally Funded & Other (R'000)		68 130	71 940	81 996	78 752	90 727	90 727	105 343	83 553	83 024
Borrowing (R'000)		699	–	310	4 855	4 800	4 800	6 500	5 600	10 000
Grant Funding and Other (R'000)		48 581	42 342	39 204	58 768	78 503	78 503	36 223	50 561	63 387
Internally Generated funds % of Non Grant Funding		99.0%	100.0%	99.6%	94.2%	95.0%	95.0%	94.2%	93.7%	89.3%
Borrowing % of Non Grant Funding		1.0%	0.0%	0.4%	5.8%	5.0%	5.0%	5.8%	6.3%	10.7%
Grant Funding % of Total Funding		41.4%	37.1%	32.3%	41.3%	45.1%	45.1%	24.5%	36.2%	40.5%
Capital Expenditure										
Total Capital Programme (R'000)		117 410	114 282	121 510	142 374	174 031	174 031	148 066	139 714	156 411
Asset Renewal		17 159	45 290	48 549	68 277	73 259	73 259	71 944	73 715	73 515
Asset Renewal % of Total Capital Expenditure		14.6%	39.6%	40.0%	48.0%	42.1%	42.1%	48.6%	52.8%	47.0%
Cash										
Cash Receipts % of Rate Payer & Other		96.9%	87.0%	94.6%	93.5%	95.4%	95.4%	94.5%	94.6%	94.9%
Cash Coverage Ratio		0	0	0	0	0	0	0	0	0
Borrowing										
Credit Rating (2009/10)								0		
Capital Charges to Operating		0.5%	0.7%	0.8%	0.7%	0.6%	0.6%	0.8%	0.8%	0.9%
Borrowing Receipts % of Capital Expenditure		(2.9%)	0.0%	0.0%	5.8%	5.0%	5.0%	6.6%	7.2%	12.3%
Reserves										
Surplus/(Deficit)		74 945	111 390	89 170	93 576	88 092	88 092	73 491	60 735	46 049
Free Services										
Free Basic Services as a % of Equitable Share		0.0%	0.0%	0.0%	5.8%	5.8%	5.8%	5.6%	5.4%	5.4%
Free Services as a % of Operating Revenue (excl operational transfers)		0.8%	5.4%	5.8%	5.8%	7.6%	7.6%	9.0%	9.0%	8.9%
High Level Outcome of Funding Compliance										
Total Operating Revenue		680 828	806 278	766 443	800 695	814 222	814 222	858 185	894 376	942 969
Total Operating Expenditure		671 245	691 810	723 782	807 388	831 719	831 719	874 172	910 011	953 059
Surplus/(Deficit) Budgeted Operating Statement		9 583	114 467	42 662	(6 693)	(17 498)	(17 498)	(15 987)	(15 635)	(10 090)
Surplus/(Deficit) Considering Reserves and Cash Backing		74 945	111 390	89 170	93 576	88 092	88 092	73 491	60 735	46 049
MTREF Funded (1) / Unfunded (0)		1	1	1	1	1	1	1	1	1
MTREF Funded ✓ / Unfunded ✗		✓	✓	✓	✓	✓	✓	✓	✓	✓

The above table indicates that the 2016/17 MTREF budget is funded as per Section 18 of the Municipal Finance Management Act.

SOURCES OF FUNDING

Rates, tariffs and other charges

Please refer to Annexure A with the total Rates, Tariffs and other sundry charges for the 2016/17 financial year.

New and Unspent Borrowing

Mossel Bay Municipality will borrow R 7 410 000 in 2016/17, R 6 384 000 in 2017/18 and R 11 400 000 in 2018/19 in order to fund sewerage infrastructure that will generate additional revenue from the 2016/17. The term of the new borrowing will not exceed the capital assets useful life, the Municipality envisages to finance the project over a loan period of 10 years.

Table SA 17 provides an indication, based on the new borrowings included in the budget for the MTREF period, of the overall non-current and current situation regarding loans. The Municipality no longer finance computer hardware via finance leases.

WC043 Mossel Bay - Supporting Table SA17 Borrowing

Borrowing - Categorised by type	2012/13	2013/14	2014/15	Current Year 2015/16			2016/17 Medium Term Revenue & Expenditure Framework		
R thousand	Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2016/17	Budget Year +1 2017/18	Budget Year +2 2018/19
Parent municipality									
Long-Term Loans (non-annuity)	26 000	24 000	22 000	24 080	24 695	24 695	27 684	29 822	35 586
Local registered stock	564	473	344	359	359	359	221	159	0
Financial Leases	1 457	1 496	1 034	689	591	591	282	281	283
Municipality sub-total	**28 021**	**25 969**	**23 378**	**25 128**	**25 645**	**25 645**	**28 188**	**30 262**	**35 869**
Total Borrowing	**28 021**	**25 969**	**23 378**	**25 128**	**25 645**	**25 645**	**28 188**	**30 262**	**35 869**
Total Unspent Borrowing	–	–	–	–	–	–	–	–	–

Investments

Table SA 15 provides the investment particulars by type, whilst Table SA 16 provides the investments by maturity. It is clear from this that all investments are short –term and actually refers to cash and cash equivalents.

WC043 Mossel Bay - Supporting Table SA15 Investment particulars by type

Investment type	2012/13	2013/14	2014/15	Current Year 2015/16			2016/17 Medium Term Revenue & Expenditure Framework		
R thousand	Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2016/17	Budget Year +1 2017/18	Budget Year +2 2018/19
Parent municipality									
Deposits - Bank	205 000	230 654	290 097	233 732	273 000	273 000	222 000	186 000	147 000
Negotiable Certificates of Deposit - Banks	–	–	–	–	12 000	12 000	24 000	36 000	48 000
Municipality sub-total	**205 000**	**230 654**	**290 097**	**233 732**	**285 000**	**285 000**	**246 000**	**222 000**	**195 000**
Consolidated total:	**205 000**	**230 654**	**290 097**	**233 732**	**285 000**	**285 000**	**246 000**	**222 000**	**195 000**

WC043 Mossel Bay - Supporting Table SA16 Investment particulars by maturity

Investments by Maturity Name of institution & investment ID	Period of Investment Yrs/Months	Type of Investment	Capital Guarantee (Yes/ No)	Variable or Fixed interest rate	Interest Rate 3.	Commission Paid (Rands)	Commission Recipient	Expiry date of investment	Opening balance	Interest to be realised	Partial / Premature Withdrawal (4)	Investment Top Up	Closing Balance
Parent municipality													
NED BANK - 03/7881005807/000136	9 Months	Fixed Deposit	NO	Fixed	0.0748	n/a	n/a	14 July 2016	26 327	67	(26 394)		–
NED BANK - 03/7881005807/000137	8 Months	Fixed Deposit	NO	Fixed	0.0755	n/a	n/a	19 July 2016	20 939	74	(21 014)		–
NED BANK - 03/7881005807/000138	9 Months	Fixed Deposit	NO	Fixed	0.0767	n/a	n/a	16 August 2016	10 462	97	(10 559)		–
INVESTEC - JB04V2791	10 Months	Fixed Deposit	NO	Fixed	0.079	n/a	n/a	15 September 2016	36 614	576	(37 189)		–
NED BANK - 03/7881005807/000139	10 Months	Fixed Deposit	NO	Fixed	0.0786	n/a	n/a	22 September 2016	15 662	268	(15 930)		–
INVESTEC - JBKZA4191	9 Months	Fixed Deposit	NO	Fixed	0.084	n/a	n/a	13 October 2016	15 539	421	(15 960)		–
NED BANK - New Projected	9 Months	Fixed Deposit	NO	Fixed	0.0835	n/a	n/a	15 November 2016	20 618	627	(21 244)		–
INVESTEC - New Projected	9 Months	Fixed Deposit	NO	Fixed	0.0832	n/a	n/a	07 December 2016	20 488	725	(21 213)		–
ABSA BANK - New Projected	8 Months	Fixed Deposit	NO	Fixed	0.083	n/a	n/a	13 December 2016	15 266	563	(15 829)		–
ABSA BANK - New Projected	8 Months	Fixed Deposit	NO	Fixed	0.0831	n/a	n/a	15 December 2016	20 323	760	(21 084)		–
ABSA BANK - New Projected	9 Months	Fixed Deposit	NO	Fixed	0.0844	n/a	n/a	16 January 2017	15 229	690	(15 919)		–
INVESTEC - New Projected	9 Months	Fixed Deposit	NO	Fixed	0.0842	n/a	n/a	23 January 2017	13 150	618	(13 768)		–
ABSA - New Projected	9 Months	Fixed Deposit	NO	Fixed	0.084	n/a	n/a	14 February 2017	10 115	525	(10 640)		–
ABSA - New Projected	9 Months	Fixed Deposit	NO	Fixed	0.0843	n/a	n/a	22 February 2017	10 090	545	(10 635)		–
ABSA - New Projected	9 Months	Fixed Deposit	NO	Fixed	0.0839	n/a	n/a	15 March 2017	10 039	591	(10 630)		–
NED BANK - New Projected	9 Months	Fixed Deposit	NO	Fixed	0.0844	n/a	n/a	23 March 2017	10 021	613	(10 634)		–
INVESTEC - New Projected	10 Months	Fixed Deposit	NO	Fixed	0.0847	n/a	n/a	12 April 2017	10 007	661	(10 668)		–
STANDARD BANK - New Projected	9 Months	Fixed Deposit	NO	Fixed	0.0855	n/a	n/a	19 April 2017		980	(15 980)	15 000	–
INVESTEC - New Projected	9 Months	Fixed Deposit	NO	Fixed	0.0859	n/a	n/a	26 April 2017		661	(10 661)	10 000	–
NED BANK - New Projected	9 Months	Fixed Deposit	NO	Fixed	0.0856	n/a	n/a	16 May 2017		640	(10 640)	10 000	–
NED BANK - New Projected	8 Months	Fixed Deposit	NO	Fixed	0.0861	n/a	n/a	23 May 2017		1 179	(21 179)	20 000	–
INVESTEC - New Projected	8 Months	Fixed Deposit	NO	Fixed	0.0865	n/a	n/a	30 May 2017		889	(15 889)	15 000	–
NED BANK - New Projected	8 Months	Fixed Deposit	NO	Fixed	0.0876	n/a	n/a	13 June 2017		875	(15 875)	15 000	–
INVESTEC - New Projected	7 Months	Fixed Deposit	NO	Fixed	0.0881	n/a	n/a	20 June 2017		1 309	(26 309)	25 000	–
NED BANK - New Projected	7 Months	Fixed Deposit	NO	Fixed	0.0886	n/a	n/a	27 June 2017		1 471	(31 471)	30 000	–
INVESTEC - New Projected	7 Months	Fixed Deposit	NO	Fixed	0.089	n/a	n/a	13 July 2017		732		15 000	**15 732**
INVESTEC - New Projected	7 Months	Fixed Deposit	NO	Fixed	0.0892	n/a	n/a	24 July 2017		726		15 000	**15 726**
STANDARD BANK - New Projected	7 Months	Fixed Deposit	NO	Fixed	0.0891	n/a	n/a	31 July 2017		608		15 000	**15 608**
ABSA - New Projected	7 Months	Fixed Deposit	NO	Fixed	0.0889	n/a	n/a	22 August 2017		232		6 000	**6 232**
NED BANK - New Projected	7 Months	Fixed Deposit	NO	Fixed	0.0887	n/a	n/a	19 September 2017		333		10 000	**10 333**
ABSA - New Projected	8 Months	Fixed Deposit	NO	Fixed	0.0884	n/a	n/a	19 October 2017		312		10 000	**10 312**
ABSA - New Projected	8 Months	Fixed Deposit	NO	Fixed	0.0883	n/a	n/a	21 November 2017		392		15 000	**15 392**
FNB - New Projected	9 Months	Fixed Deposit	NO	Fixed	0.0881	n/a	n/a	06 December 2017		241		10 000	**10 241**
FNB - New Projected	8 Months	Fixed Deposit	NO	Fixed	0.0879	n/a	n/a	13 December 2017		318		15 000	**15 318**
NED BANK - New Projected	9 Months	Fixed Deposit	NO	Fixed	0.0877	n/a	n/a	16 January 2018		288		15 000	**15 288**
ABSA - New Projected	9 Months	Fixed Deposit	NO	Fixed	0.0883	n/a	n/a	23 January 2018		177		10 000	**10 177**
NED BANK - New Projected	10 Months	Fixed Deposit	NO	Fixed	0.0885	n/a	n/a	20 February 2018		240		15 000	**15 240**
INVESTEC - New Projected	10 Months	Fixed Deposit	NO	Fixed	0.0881	n/a	n/a	20 March 2018		111		10 000	**10 111**
ABSA - New Projected	11 Months	Fixed Deposit	NO	Fixed	0.0878	n/a	n/a	18 April 2018		141		15 000	**15 141**
NED BANK - New Projected	11 Months	Fixed Deposit	NO	Fixed	0.0877	n/a	n/a	24 April 2018		62		8 000	**8 062**
INVESTEC - New Projected	11 Months	Fixed Deposit	NO	Fixed	0.0875	n/a	n/a	30 April 2018		35		8 000	**8 035**
NED BANK - New Projected	11 Months	Fixed Deposit	NO	Fixed	0.0874	n/a	n/a	15 May 2018		40		15 000	**15 040**
INVESTEC - New Projected	11 Months	Fixed Deposit	NO	Fixed	0.0876	n/a	n/a	22 May 2018		14		15 000	**15 014**
ABSA Bank - 4076628783			YES	Fixed	0.1065	n/a	n/a	14 July 2020	12 647	1 919		12 000	**26 565**
													–
Municipality sub-total									**293 535**		**(437 314)**	**374 000**	**253 566**
Entities													
NONE													–
Entities sub-total									–		–	–	–
TOTAL INVESTMENTS AND INTEREST									**293 535**		**(437 314)**	**374 000**	**253 566**

Grant Allocations

The first portion of table SA 18 provides particulars of all operating grants that the Municipality will receive, whilst the second portion provides the capital grants. All VAT claimed on capital projects has been included in the operating portion. Table SA 18 reconciles to the relevant gazette.

Operating Grant Revenue

WC043 Mossel Bay - Supporting Table SA18 Transfers and grant receipts

Description	2012/13	2013/14	2014/15	Current Year 2015/16			2016/17 Medium Term Revenue & Expenditure Framework		
R thousand	Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2016/17	Budget Year +1 2017/18	Budget Year +2 2018/19
RECEIPTS:									
Operating Transfers and Grants									
National Government:	**44 615**	**49 364**	**61 451**	**66 363**	**66 363**	**66 363**	**73 353**	**80 817**	**93 094**
Local Government Equitable Share	42 495	47 196	54 705	63 673	63 673	63 673	70 874	79 267	86 544
Finance Management	1 250	1 300	1 450	1 450	1 450	1 450	1 475	1 550	1 550
Municipal Systems Improvement	800	868	934	930	930	930	–	–	–
Electricity Demand Side Management			3 658	–	–	–	–	–	5 000
EPWP Incentive	70		704	–	–	–	1 004	–	–
Greenest Municipality Award				310	310	310	–	–	–
Provincial Government:	**13 807**	**44 859**	**32 170**	**24 785**	**23 358**	**23 358**	**50 363**	**32 337**	**18 197**
Housing	12 574	42 996	26 457	17 300	15 007	15 007	41 477	24 700	10 000
Community Development Workers	88	55	46	47	38	38	56	56	56
Libraries	927	1 041	3 989	6 033	6 033	6 033	6 925	7 341	7 781
Proclaimed Roads	47	35					–	–	–
Subsidy - Housing Emergency Kits		302	1 231	1 364	1 364	1 364	1 528	–	–
Subsidy - Newsletters	21	21	18	–	33	33	33	–	–
Housing Trust Fund				–	743	743	–	–	–
Thusong centre grant			143	41	41	41	165	–	–
Mossel bay Sediment Supply Study Grant			243	–	–	–	–	–	–
Maintenance & Construction of Transport Infrastructure			42	–	49	49	59	–	–
Financial Management Support Grant	150	409		–	50	50	–	–	–
Financial Management Capacity Building Grant							120	240	360
District Municipality:	**–**	**–**	**1 072**	**35**	**35**	**35**	**–**	**–**	**–**
Disaster Recovery Fund			1 072	35	35	35	–	–	–
Other grant providers:	**1 605**	**705**	**499**	**1 890**	**2 140**	**2 140**	**1 636**	**986**	**–**
SETA	845	236		1 000	1 000	1 000	700	–	–
Public Contributions	760	469	499	890	1 140	1 140	936	986	–
Total Operating Transfers and Grants	**60 026**	**94 928**	**95 192**	**93 073**	**91 896**	**91 896**	**125 353**	**114 140**	**111 291**

Capital Grant Revenue

Description	2012/13	2013/14	2014/15	Current Year 2015/16			2016/17 Medium Term Revenue & Expenditure Framework		
R thousand	Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2016/17	Budget Year +1 2017/18	Budget Year +2 2018/19
Capital Transfers and Grants									
National Government:	**20 617**	**27 284**	**36 618**	**31 596**	**31 596**	**31 596**	**33 839**	**31 599**	**35 761**
Municipal Infrastructure Grant (MIG)	17 156	19 940	22 531	23 407	23 407	23 407	23 004	24 599	25 814
EPWP Incentive	2 461	2 240	1 140	1 189	1 189	1 189	835	–	–
Energy Efficiency & Demand Side Management			342	–	–	–	–	–	–
National Electrification Programme	1 000		5 796	7 000	7 000	7 000	10 000	7 000	9 947
Department of Mineral & Energy		5 082					–	–	–
Municipal System Improvement Grant		22					–	–	–
Municipal Disaster Recovery Grant			6 809	–	–	–	–	–	–
Provincial Government:	**38 637**	**17 175**	**16 312**	**34 044**	**36 297**	**36 297**	**7 456**	**26 040**	**31 500**
Housing	28 637	16 830	15 431	31 800	34 093	34 093	5 200	26 040	31 500
Financial Management Support Grant							–	–	–
Community Development Workers Grant		10	24	25	34	34	–	–	–
Library Services Conditional Grant			248	2 000	2 000	2 000	2 210	–	–
Thusong centre grant			79	170	170	170	46	–	–
Maintenance & Construction of Transport Infrastructure			400	49	–	–	–	–	–
Greenest Municipality Competition		105	130				–	–	–
Other	10 000	230					–	–	–
District Municipality:	**–**	**462**	**994**	**1 511**	**1 356**	**1 356**	**–**	**–**	**–**
Disaster Recovery Fund		462	994	1 511	1 356	1 356	–	–	–
Other grant providers:	**877**	**10 097**	**1 617**	**1 775**	**1 615**	**1 615**	**2 100**	**2 100**	**1 800**
Public Contributions	877	10 097	1 617	1 775	1 615	1 615	2 100	2 100	1 800
Total Capital Transfers and Grants	**60 132**	**55 019**	**55 541**	**68 926**	**70 863**	**70 863**	**43 395**	**59 739**	**69 061**
TOTAL RECEIPTS OF TRANSFERS & GRANTS	**120 158**	**149 947**	**150 733**	**161 999**	**162 759**	**162 759**	**168 747**	**173 879**	**180 352**

Section 10 - Expenditure on allocations and grant programmes

Table SA 19 provide the expenditure for both capital and operational linked to the program. These amounts include the VAT portion that is claimed and recognised as own revenue, where applicable.

Operating Grant Expenditure

WC043 Mossel Bay - Supporting Table SA19 Expenditure on transfers and grant programme

Description	2012/13	2013/14	2014/15	Current Year 2015/16			2016/17 Medium Term Revenue & Expenditure Framework		
R thousand	Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2016/17	Budget Year +1 2017/18	Budget Year +2 2018/19
EXPENDITURE:									
Operating expenditure of Transfers and Grants									
National Government:	**45 409**	**49 253**	**60 913**	**66 363**	**66 901**	**66 901**	**73 353**	**80 817**	**93 094**
Local Government Equitable Share	42 495	47 196	54 705	63 673	63 673	63 673	70 874	79 267	86 544
Finance Management	1 142	1 280	1 450	1 450	1 450	1 450	1 475	1 550	1 550
Municipal Systems Improvement	740	776	934	930	930	930	–	–	–
Electricity Demand Side Management			3 120	–	538	538	–	–	5 000
EPWP Incentive	971		704	310	310	310	1 004	–	–
Greenest Municipality Award	61						–	–	–
Provincial Government:	**15 756**	**47 665**	**15 357**	**24 785**	**36 402**	**36 402**	**50 363**	**32 337**	**18 197**
Housing	14 667	45 971	10 367	17 300	27 327	27 327	41 477	24 700	10 000
Community Development Workers	88	48	46	47	38	38	56	56	56
Libraries	927	1 041	3 989	6 033	6 033	6 033	6 925	7 341	7 781
Proclaimed Roads	47	35					–	–	–
Subsidy - Housing Emergency Kits		302	508	1 364	2 087	2 087	1 528	–	–
Subsidy - Newsletters	21	21	18	–	33	33	33	–	–
Housing Trust Fund				–	743	743	–	–	–
Thusong centre grant			143	41	41	41	165	–	–
Mossel bay Sediment Supply Study Grant			243				–	–	–
Maintenance & Construction of Transport Infrastructure			42	–	49	49	59	–	–
Financial Management Support Grant	7	245		–	50	50	–	–	–
Financial Management Capacity Building Grant							120	240	360
District Municipality:	**–**	**–**	**1 201**	**35**	**35**	**35**	**–**	**–**	**–**
Disaster Recovery Fund			1 201	35	35	35	–	–	–
Other grant providers:	**2 672**	**1 378**	**1 282**	**1 890**	**2 229**	**2 229**	**1 636**	**986**	**–**
SETA	848	804	862	1 000	1 000	1 000	700	–	–
Public Contributions	1 824	574	420	890	1 229	1 229	936	986	–
Total operating expenditure of Transfers and Grants:	**63 838**	**98 295**	**78 753**	**93 073**	**105 567**	**105 567**	**125 353**	**114 140**	**111 291**

Capital Grant expenditure

Description	2012/13	2013/14	2014/15	Current Year 2015/16			2016/17 Medium Term Revenue & Expenditure Framework		
R thousand	Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2016/17	Budget Year +1 2017/18	Budget Year +2 2018/19
Capital expenditure of Transfers and Grants									
National Government:	**18 168**	**23 912**	**30 421**	**31 596**	**37 793**	**37 793**	**33 839**	**31 599**	**35 761**
Municipal Infrastructure Grant (MIG)	15 106	17 497	22 531	23 407	23 407	23 407	23 004	24 599	25 814
EPWP Incentive	1 837	1 957	1 140	1 189	1 189	1 189	835	–	–
Energy Efficiency & Demand Side Management			342	–	–	–	–	–	–
National Electrification Programme	877		5 796	7 000	7 000	7 000	10 000	7 000	9 947
Department of Mineral & Energy		4 439					–	–	–
Municipal System Improvement Grant		20					–	–	–
Neighbourwood Development Partnership Grant	348						–	–	–
Municipal Disaster Recovery Grant			612	–	6 197	6 197	–	–	–
Provincial Government:	**31 819**	**15 116**	**10 128**	**34 044**	**50 346**	**50 346**	**7 456**	**26 040**	**31 500**
Housing	22 208	14 764	9 247	31 800	48 142	48 142	5 200	26 040	31 500
Financial Management Support Grant	44						–	–	–
Community Development Workers Grant	23	9	24	25	34	34	–	–	–
Library Services Conditional Grant	2 921		248	2 000	2 000	2 000	2 210	–	–
Thusong centre grant			79	170	170	170	46	–	–
Maintenance & Construction of Transport Infrastructure			400	49	–	–	–	–	–
Greenest Municipality Competition		105	130				–	–	–
Other	6 623	238					–	–	–
District Municipality:	**–**	**462**	**994**	**1 511**	**1 356**	**1 356**	**–**	**–**	**–**
Disaster Recovery Fund		462	994	1 511	1 356	1 356	–	–	–
Other grant providers:	**877**	**21 451**	**1 617**	**1 775**	**1 615**	**1 615**	**2 100**	**2 100**	**1 800**
Public Contributions	877	21 451	1 617	1 775	1 615	1 615	2 100	2 100	1 800
Total capital expenditure of Transfers and Grants	**50 864**	**60 941**	**43 160**	**68 926**	**91 109**	**91 109**	**43 395**	**59 739**	**69 061**
TOTAL EXPENDITURE OF TRANSFERS AND GRANTS	**114 702**	**159 236**	**121 913**	**161 999**	**196 676**	**196 676**	**168 747**	**173 879**	**180 352**

Section 11 - Transfers and grants made by the municipality

Table SA 21 provides detail information on all transfers and grants made by the Municipality.

WC043 Mossel Bay - Supporting Table SA21 Transfers and grants made by the municipality

Description	2012/13	2013/14	2014/15	Current Year 2015/16			2016/17 Medium Term Revenue & Expenditure Framework		
R thousand	Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2016/17	Budget Year +1 2017/18	Budget Year +2 2018/19
Cash Transfers to Groups of Individuals									
Grants & Donations-Public	665	118	202	290	290	290	280	300	321
Grants & Donations-SPCA	–	630	674	721	721	721	800	856	916
Grants & Donations - District	–	–	–	–	–	–	–	–	–
Grant In Aid-Services	3 825	–	–	–	–	–	–	–	–
Sub: Benefit Discount Scheme	274	257	253	235	235	235	240	252	267
Total Cash Transfers To Groups Of Individuals:	**4 764**	**1 005**	**1 129**	**1 246**	**1 246**	**1 246**	**1 320**	**1 408**	**1 504**
TOTAL CASH TRANSFERS AND GRANTS	**4 764**	**1 005**	**1 129**	**1 246**	**1 246**	**1 246**	**1 320**	**1 408**	**1 504**
TOTAL TRANSFERS AND GRANTS	**4 764**	**1 005**	**1 129**	**1 246**	**1 246**	**1 246**	**1 320**	**1 408**	**1 504**

Section 12 - Councillor Allowances and employee benefits

DISCLOSURE OF SALARIES, ALLOWANCES AND BENEFITS

Table SA 23 provides the detail information on the salaries, allowances & benefits of all political office bearers, councillors and senior managers of the Municipality.

WC043 Mossel Bay - Supporting Table SA23 Salaries, allowances & benefits (political office bearers/councillors/senior managers)

Disclosure of Salaries, Allowances & Benefits 1. Rand per annum	No.	Salary	Contributions 1.	Allowances	Performance Bonuses	In-kind benefits	Total Package 2.
Councillors							
Speaker		642 795		22 120			664 915
Chief Whip							–
Executive Mayor		803 493		22 120			825 613
Deputy Executive Mayor		642 795		22 120			664 915
Executive Committee		3 013 103		110 600			3 123 703
Total for all other councillors		4 601 607		420 282			5 021 889
Total Councillors	–	**9 703 792**	–	**597 242**			**10 301 034**
Senior Managers of the Municipality							
Municipal Manager (MM)		1 438 374	260 692	132 000	152 535		1 983 601
Chief Finance Officer		967 193	174 759	102 000	103 628		1 347 581
Director Technical Services		1 143 550	256 268	102 000	125 109		1 626 927
Director Corporate Services		920 646	203 307	120 000	103 628		1 347 581
Director Community Services		829 681	150 005	102 000	90 112		1 171 798
Director Development and Planning		955 190	231 364	108 000	107 844		1 402 397
List of each offical with packages >= senior manager							
Deputy Treasurer		863 287	173 266	146 730	–		1 183 283
Executive official (Strategic)		799 814	–	52 200	70 365		922 379
Total Senior Managers of the Municipality	–	**7 917 734**	**1 449 661**	**864 930**	**753 221**		**10 985 546**
TOTAL COST OF COUNCILLOR, DIRECTOR and EXECUTIVE REMUNERATION	–	**17 621 526**	**1 449 661**	**1 462 172**	**753 221**		**21 286 581**

SUMMARY OF COUNCILLOR AND STAFF BENEFITS

Table SA 22 provides a summary of all the benefits to councillors and staff.

WC043 Mossel Bay - Supporting Table SA22 Summary councillor and staff benefits

Summary of Employee and Councillor remuneration	2012/13	2013/14	2014/15	Current Year 2015/16			2016/17 Medium Term Revenue & Expenditure Framework		
R thousand	Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2016/17	Budget Year +1 2017/18	Budget Year +2 2018/19
	A	B	C	D	E	F	G	H	I
Councillors (Political Office Bearers plus Other)									
Basic Salaries and Wages	7 682	8 123	8 740	9 264	9 264	9 264	9 704	10 286	10 955
Other benefits and allowances	392	558	653	689	689	689	597	633	674
Sub Total - Councillors	**8 074**	**8 682**	**9 392**	**9 953**	**9 953**	**9 953**	**10 301**	**10 919**	**11 629**
% increase		**7.5%**	**8.2%**	**6.0%**	**–**	**–**	**3.5%**	**6.0%**	**6.5%**
Senior Managers of the Municipality									
Basic Salaries and Wages	7 012	7 552	7 828	8 646	8 129	8 129	8 880	9 542	10 287
Sub Total - Senior Managers of Municipality	**7 012**	**7 552**	**7 828**	**8 646**	**8 129**	**8 129**	**8 880**	**9 542**	**10 287**
% increase		**7.7%**	**3.7%**	**10.5%**	**(6.0%)**	**–**	**9.2%**	**7.5%**	**7.8%**
Other Municipal Staff									
Basic Salaries and Wages	113 175	122 463	134 761	150 244	149 230	149 230	164 930	177 453	191 294
Pension and UIF Contributions	20 536	22 890	24 926	27 473	27 202	27 202	30 919	33 256	35 778
Medical Aid Contributions	8 524	9 410	10 409	11 524	11 526	11 526	13 071	14 052	15 148
Overtime	8 285	8 904	9 095	8 827	8 479	8 479	8 624	9 146	9 884
Performance Bonus	–	–	–	–	–	–	–	–	–
Motor Vehicle Allowance	4 500	4 208	4 375	4 556	4 820	4 820	4 946	5 232	5 613
Cellphone Allowance	–	–	–	–	–	–	–	–	–
Housing Allowances	858	785	917	993	2 851	2 851	3 096	3 328	3 588
Other benefits and allowances	4 653	4 877	4 964	4 966	5 084	5 084	5 805	6 176	6 628
Payments in lieu of leave	2 291	789	2 500	2 675	2 675	2 675	2 862	3 063	3 308
Long service awards	1 388	1 444	1 441	1 542	2 448	2 448	2 610	2 764	2 930
Post-retirement benefit obligations	18 412	18 543	19 127	20 466	10 933	10 933	11 849	12 875	13 648
Sub Total - Other Municipal Staff	**182 622**	**194 313**	**212 515**	**233 266**	**225 247**	**225 247**	**248 713**	**267 344**	**287 818**
% increase		**6.4%**	**9.4%**	**9.8%**	**(3.4%)**	**–**	**10.4%**	**7.5%**	**7.7%**
Total Parent Municipality	**197 707**	**210 546**	**229 735**	**251 865**	**243 329**	**243 329**	**267 894**	**287 806**	**309 733**
		6.5%	**9.1%**	**9.6%**	**(3.4%)**	**–**	**10.1%**	**7.4%**	**7.6%**
TOTAL SALARY, ALLOWANCES & BENEFITS	**197 707**	**210 546**	**229 735**	**251 865**	**243 329**	**243 329**	**267 894**	**287 806**	**309 733**
% increase		**6.5%**	**9.1%**	**9.6%**	**(3.4%)**	**–**	**10.1%**	**7.4%**	**7.6%**
TOTAL MANAGERS AND STAFF	**189 633**	**201 865**	**220 343**	**241 912**	**233 376**	**233 376**	**257 593**	**276 886**	**298 104**

It is clear from above that the salary bill of the Municipality have increased from the adjustment budget to the 2016/17 budget by R 24 217 362 or 10.4 per cent. This is more than inflation due to notch increases, new positions and the fact that the medical aid contributions are not limited to normal salaries increases. A salary increase of 7 per cent has been provided for as from the 1 July 2016.

SUMMARY OF PERSONNEL NUMBERS

Table SA 24 provides a summary of the personnel numbers.

WC043 Mossel Bay - Supporting Table SA24 Summary of personnel numbers

Summary of Personnel Numbers	2014/15			Current Year 2015/16			Budget Year 2016/17		
Number	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)	27	27		27	27				
Board Members of municipal entities									
Municipal employees									
Municipal Manager and Senior Managers	7		7	7		7	7		6
Other Managers	22	18	1	26	24	–	24	23	
Professionals	*32*	*31*	–	*31*	*29*	–	*31*	*29*	–
Finance	16	15		16	15		14	14	
Spatial/town planning	5	5		4	3		4	3	
Information Technology									
Roads	2	2							
Electricity	1	1					1	1	
Water									
Sanitation									
Refuse									
Other	8	8		11	11		12	11	
Technicians	*168*	*146*	*7*	*252*	*223*	*5*	*234*	*223*	*22*
Finance	11	10		12	6	5	15	15	5
Spatial/town planning	14	10		13	10		12	11	1
Information Technology	3	3		3	3		3	3	1
Roads	23	22		24	23		25	24	
Electricity	26	26		27	26		28	27	
Water	26	21		38	35		32	27	
Sanitation									
Refuse	14	14		14	14		15	15	
Other	51	40	7	121	106		104	101	15
Clerks (Clerical and administrative)	109	98	4	110	95		98	98	
Service and sales workers	124	116	1	46	33	15	41	36	
Skilled agricultural and fishery workers	29	29		47	47		41	41	
Craft and related trades	59	50		42	40		62	62	
Plant and Machine Operators	365	354		374	351		185	185	
Elementary Occupations							206	194	
TOTAL PERSONNEL NUMBERS	**942**	**869**	**20**	**962**	**869**	**27**	**929**	**891**	**28**
% increase				2.1%	–	35.0%	(3.4%)	2.5%	3.7%
Total municipal employees headcount									
Finance personnel headcount							79	79	5
Human Resources personnel headcount							14	13	2

VACANT POSITIONS TO BE FILLED

The following positions are currently vacant, budget provision has been made due to the fact that the positions are essential for service delivery and it was in the 2016/17 budget.

VACANT POSTS 2015/2016 - M1				
TASK GRADE	GRADE NUMBER	OCCUPATION	VOTE	DESCRIPTION
11	200044	Admin Officer	11126	Legal Services
5	203075	Process Clerk: Court	11126	Court
5	205053	Security Guard	12200	Corp
4	200017	Office Attendant	12200	Corp
13	200012	Snr HR Officer (Training)	12222	Human Resources
11	801004	IT Technician	12223	IT
15	500005	Manager SED	12242	Socio Economic
14	800001	Manager Income	13300	Income
10	409001	Process Controller	14472	Pinnacle Point
10	406022	Process Controller	14484	Water - GBR
7	800021	Handy Man	14487	Water
10	405017	Artisan	14487	Water
10	405004	Artisan (Plumber)	14487	Water
	900007	Director Community Services	15500	Community Services
14	603003	Manager Waste	15552	Refuse
5	205016	Learner Fire Fighter	15560	Fire Brigade
7	126003	Law Enforcement Officer	15570	Law Enforcement
5	203088	Enquiry Clerk: Motor Registrations	15585	Traffic
9	203056	Testing Officer	15585	Traffic
9	203060	Traffic Officer	15585	Traffic
12	701032	Foreman Elect	16614	Electricity
10	701003	Artisan (Elect)	16614	Electricity
13	401017	Assistant Town Planner	17742	Town Planning
12	206001	Senior Technician (Buildings)	17742	Town Planning
9	404013	Artisan (Bricklayer)	17768	Streets
			GRAND TOTAL	

VAKANTE POSTE 2015/2016 - M2				
TASK GRADE	GRADE NUMBER	OCCUPATION	VOTE	DESCRIPTION
4	3434000	Assistant	14487	Water
4	405117	Assistant	14487	Water
4	405140	Assistant	14487	Water
4	405110	Assistant	14487	Water
2	2424005	Worker	15553	Streets
2	604159	Worker	15554	Streets
3	2525007	General Assistant	15582	Parks
3	204102	General Assistant	15593	Library
4	701134	Electrical Assistant	16614	Electrical
4	701112	Electric Attendant	16614	Electrical
5/8 of 3	201115	General Assistant	16614	Electrical
4	404123	Small Plant Operator	17768	Streets
		Grand Total		

NEW POSTS 2016/2017						
GRADE NUMBER	TASK GRADE	OCCUPATION	VOTE	DESCRIPTION	BUDGET	GRAND TOTAL
CORPORATE SERVICES						
I.T.						
801006	T11	Technician	12223		R 311 854	
HUMAN RESOURCES						
202014	T9	Safety Inspector	12222	1.1.2017	R 120 619	
				SUB TOTAL		**R 432 473**
FINANCIAL SERVICES						
SCM						
803012	T6	Storeman	13372		R 164 667	
INCOME						
292909	T5	Clerk - Rates & Tax	13300		R 143 085	
EXPENDITURE						
292910	6	Clerk - Salaries/Creditors	13300		R 164 667	
				SUB-TOTAL		**R 472 419**
TECHNICAL SERVICES						
409021	7	Driver	14478		R 193 906	
409022	3	General Worker	14478		R 130 637	
		Cleaner				
						R 324 543
COMMUNITY SERVICES						
PARKS						
407022	T12	Superintendent	15582		R 364 037	
407023	T9	Foreman	15582		R 241 239	
Environment & Refuse						
603004	T13	Assistant Manager	15552		R 405 425	
						R 1 010 701
TOWN PLANNING & BUILDING CONTROL						
206002	T7	Handyman	17742		R 193 906	
				SUB-TOTAL		**R 193 906**
				GRAND TOTAL		**R 2 434 042**

Section 13 - Monthly targets for revenue, expenditure and cash flow

BUDGETED MONTHLY REVENUE AND EXPENDITURE (MUNICIPAL VOTE)

Table SA 26 provides the monthly budgeted revenue and expenditure for the operational budget per Municipal Votes.

WC043 Mossel Bay - Supporting Table SA26 Budgeted monthly revenue and expenditure (municipal vote)

Description	Budget Year 2016/17												Medium Term Revenue and Expenditure Framework		
R thousand	July	August	Sept.	October	November	December	January	February	March	April	May	June	Budget Year 2016/17	Budget Year +1 2017/18	Budget Year +2 2018/19
Revenue by Vote															
Vote 1 - MUNICIPAL MANAGER	3 939	3 161	3 028	6 176	1 359	2 170	2 801	2 214	3 958	2 330	3 488	6 490	41 112	44 121	47 353
Vote 2 - CORPORATE SERVICES	84	108	125	139	104	280	172	144	151	225	114	710	2 355	459	3 479
Vote 3 - FINANCIAL SERVICES	101 925	(22)	662	512	523	300	307	615	391	574	443	1 473	107 704	114 259	121 097
Vote 4 - TECHNICAL & ELECTRICITY SERVICES	128 129	36 573	37 422	42 364	39 918	45 229	38 054	38 210	39 123	37 818	37 756	51 463	572 058	613 281	660 052
Vote 5 - COMMUNITY SERVICES	6 240	4 928	6 973	7 900	5 434	5 896	6 457	14 489	8 746	6 474	10 645	19 495	103 676	109 414	113 310
Vote 6 - PLANNING & INTEGRATED SERVICES	1 176	1 949	7 501	8 986	8 685	6 334	4 032	5 730	5 852	5 585	5 549	7 361	68 741	64 689	56 680
Total Revenue by Vote	**241 492**	**46 696**	**55 711**	**66 077**	**56 023**	**60 209**	**51 822**	**61 402**	**58 220**	**53 006**	**57 994**	**86 992**	**895 644**	**946 222**	**1 001 970**
Expenditure by Vote to be appropriated															
Vote 1 - MUNICIPAL MANAGER	3 486	2 014	2 460	2 524	3 117	2 568	2 250	2 267	2 186	2 236	2 671	23 343	51 122	53 914	57 258
Vote 2 - CORPORATE SERVICES	3 973	3 694	3 789	3 590	3 851	4 784	4 130	3 377	3 405	3 594	5 043	4 627	47 855	49 647	53 326
Vote 3 - FINANCIAL SERVICES	3 592	3 468	5 451	4 387	4 620	4 906	3 566	3 220	3 217	3 172	4 212	4 104	47 915	49 354	51 098
Vote 4 - TECHNICAL & ELECTRICITY SERVICES	10 049	45 655	45 819	31 960	32 764	34 746	31 012	33 444	28 782	30 141	32 230	71 803	428 405	462 827	495 924
Vote 5 - COMMUNITY SERVICES	8 965	11 453	12 430	11 719	12 974	16 231	12 894	16 029	11 383	11 651	15 083	32 327	173 140	183 373	193 580
Vote 6 - PLANNING & INTEGRATED SERVICES	4 834	6 276	12 467	13 541	14 375	14 176	9 152	11 607	11 244	9 212	10 793	8 059	125 735	110 897	101 874
Total Expenditure by Vote	**34 900**	**72 560**	**82 416**	**67 721**	**71 700**	**77 411**	**63 004**	**69 945**	**60 216**	**60 007**	**70 032**	**144 262**	**874 172**	**910 011**	**953 059**
Surplus/(Deficit) before assoc.	**206 593**	**(25 864)**	**(26 705)**	**(1 644)**	**(15 677)**	**(17 202)**	**(11 182)**	**(8 543)**	**(1 996)**	**(7 001)**	**(12 038)**	**(57 269)**	**21 472**	**36 211**	**48 911**
Taxation												–	–	–	–
Attributable to minorities												–	–	–	–
Share of surplus/ (deficit) of associate												–	–	–	–
Surplus/(Deficit)	**206 593**	**(25 864)**	**(26 705)**	**(1 644)**	**(15 677)**	**(17 202)**	**(11 182)**	**(8 543)**	**(1 996)**	**(7 001)**	**(12 038)**	**(57 269)**	**21 472**	**36 211**	**48 911**

BUDGETED MONTHLY REVENUE AND EXPENDITURE (STANDARD CLASSIFICATION)

Table SA 27 provides the monthly budgeted revenue and expenditure for the operational budget per standard classification.

WC043 Mossel Bay - Supporting Table SA27 Budgeted monthly revenue and expenditure (standard classification)

Description	Budget Year 2016/17												Medium Term Revenue and Expenditure Framework		
R thousand	July	August	Sept.	October	November	December	January	February	March	April	May	June	Budget Year 2016/17	Budget Year +1 2017/18	Budget Year +2 2018/19
Revenue - Standard															
Governance and administration	**105 914**	**3 206**	**3 753**	**6 763**	**1 941**	**2 615**	**3 243**	**2 952**	**4 499**	**3 032**	**4 004**	**8 365**	**150 286**	**158 439**	**171 510**
Executive and council	3 939	3 161	3 028	6 176	1 359	2 170	2 801	2 214	3 958	2 330	3 488	6 490	41 112	44 121	47 353
Budget and treasury office	101 914	(38)	647	498	512	293	301	606	386	573	435	1 466	107 594	114 142	120 977
Corporate services	61	83	78	89	70	152	140	131	155	130	82	409	1 581	176	3 180
Community and public safety	**3 083**	**1 951**	**9 124**	**9 912**	**7 691**	**6 426**	**5 471**	**15 183**	**8 275**	**6 531**	**10 318**	**17 222**	**101 187**	**105 548**	**96 380**
Community and social services	511	836	879	1 090	966	318	724	424	2 389	518	381	934	9 969	8 216	8 737
Sport and recreation	975	1 502	1 073	590	228	420	509	328	1 120	757	604	79	8 184	6 861	5 759
Public safety	1 576	(1 079)	1 222	1 207	1 122	354	1 311	9 826	1 253	1 264	5 684	10 878	34 618	39 503	40 159
Housing	21	692	5 950	7 026	5 375	5 335	2 926	4 606	3 514	3 992	3 648	5 331	48 417	50 967	41 725
Health	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–
Economic and environmental services	**1 189**	**1 297**	**1 612**	**2 025**	**3 355**	**1 135**	**1 144**	**1 145**	**2 338**	**1 689**	**1 941**	**2 338**	**21 208**	**12 359**	**12 543**
Planning and development	1 147	998	836	778	974	741	540	689	620	603	724	584	9 235	9 225	9 710
Road transport	41	300	776	1 247	2 381	393	604	456	1 719	1 086	1 216	1 754	11 973	3 133	2 834
Environmental protection	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–
Trading services	**131 308**	**40 242**	**41 221**	**47 378**	**43 036**	**50 033**	**41 965**	**42 122**	**43 108**	**41 754**	**41 732**	**59 067**	**622 964**	**669 876**	**721 537**
Electricity	38 199	31 085	30 664	31 695	31 480	33 640	28 745	28 483	29 311	29 089	29 425	31 364	373 181	395 887	431 182
Water	14 292	7 223	8 079	9 845	9 324	9 550	9 927	10 223	10 404	9 225	8 924	14 287	121 302	128 755	134 300
Waste water management	75 639	(1 735)	(1 322)	824	(886)	2 038	(619)	(496)	(592)	(496)	(593)	5 812	77 575	90 401	97 401
Waste management	3 178	3 669	3 799	5 014	3 118	4 804	3 912	3 912	3 985	3 936	3 976	7 604	50 906	54 833	58 655
Other	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–
Total Revenue - Standard	**241 492**	**46 696**	**55 711**	**66 077**	**56 023**	**60 209**	**51 822**	**61 402**	**58 220**	**53 006**	**57 994**	**86 992**	**895 644**	**946 222**	**1 001 970**
Expenditure - Standard															
Governance and administration	**10 770**	**9 140**	**12 031**	**10 567**	**11 942**	**12 190**	**9 689**	**9 058**	**9 133**	**8 865**	**11 932**	**32 184**	**147 502**	**151 910**	**160 444**
Executive and council	2 981	1 498	1 750	1 879	2 530	1 950	1 571	1 647	1 662	1 719	1 784	22 033	43 004	45 237	48 001
Budget and treasury office	3 219	3 030	4 989	3 954	4 174	4 378	3 154	2 812	2 808	2 770	3 679	3 674	42 641	43 706	45 051
Corporate services	4 570	4 612	5 291	4 734	5 238	5 863	4 964	4 600	4 663	4 377	6 469	6 477	61 858	62 967	67 392
Community and public safety	**7 277**	**9 104**	**15 737**	**16 241**	**15 753**	**18 834**	**12 540**	**17 868**	**13 015**	**12 230**	**15 063**	**27 723**	**181 385**	**171 195**	**166 261**
Community and social services	1 273	1 436	1 536	1 449	1 529	1 751	1 374	1 351	1 396	1 369	1 776	1 404	17 644	18 882	20 294
Sport and recreation	2 662	3 153	3 432	3 479	3 716	4 982	4 163	3 993	3 568	3 388	3 831	3 577	43 944	46 453	49 466
Public safety	2 835	3 718	4 217	3 710	4 264	5 771	4 163	6 976	3 679	3 593	5 463	21 065	69 452	73 491	78 432
Housing	508	798	6 551	7 603	6 245	6 330	2 840	5 548	4 373	3 880	3 993	1 678	50 345	32 369	18 068
Health	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–
Economic and environmental services	**4 505**	**5 444**	**5 604**	**5 756**	**7 492**	**7 822**	**6 325**	**5 741**	**6 581**	**5 486**	**6 724**	**6 031**	**73 513**	**78 359**	**83 411**
Planning and development	2 236	2 483	2 390	2 434	2 436	2 991	2 814	2 135	2 213	2 525	2 978	2 878	30 513	32 317	34 478
Road transport	2 269	2 960	3 214	3 322	5 056	4 831	3 512	3 607	4 368	2 961	3 745	3 153	42 999	46 042	48 933
Environmental protection	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–
Trading services	**12 348**	**48 872**	**49 044**	**35 156**	**36 513**	**38 564**	**34 449**	**37 262**	**31 483**	**33 425**	**36 267**	**78 204**	**471 587**	**508 351**	**542 736**
Electricity	3 251	37 728	35 322	23 791	23 617	23 812	22 941	22 995	19 680	21 732	21 797	51 719	308 387	331 736	357 541
Water	4 258	4 813	6 937	4 809	5 678	6 605	4 743	6 390	5 762	5 067	6 296	12 487	73 846	81 215	84 315
Waste water management	2 643	3 184	3 540	3 475	3 751	4 420	3 572	4 168	3 299	3 325	4 160	7 717	47 254	50 853	55 492
Waste management	2 196	3 147	3 245	3 081	3 466	3 727	3 193	3 708	2 741	3 300	4 013	6 281	42 100	44 547	45 387
Other	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**16**	**3**	**0**	**47**	**119**	**186**	**196**	**208**
Total Expenditure - Standard	**34 900**	**72 560**	**82 416**	**67 721**	**71 700**	**77 411**	**63 004**	**69 945**	**60 216**	**60 007**	**70 032**	**144 262**	**874 172**	**910 011**	**953 059**
Surplus/(Deficit) before assoc.	**206 593**	**(25 864)**	**(26 705)**	**(1 644)**	**(15 677)**	**(17 202)**	**(11 182)**	**(8 543)**	**(1 996)**	**(7 001)**	**(12 038)**	**(57 269)**	**21 472**	**36 211**	**48 911**
Share of surplus/ (deficit) of associate												–	–	–	–
Surplus/(Deficit)	**206 593**	**(25 864)**	**(26 705)**	**(1 644)**	**(15 677)**	**(17 202)**	**(11 182)**	**(8 543)**	**(1 996)**	**(7 001)**	**(12 038)**	**(57 269)**	**21 472**	**36 211**	**48 911**

BUDGETED MONTHLY REVENUE AND EXPENDITURE (PER SOURCE / PER TYPE)

Table SA 25 provides the monthly budgeted revenue per source and expenditure per type for the operational budget.

WC043 Mossel Bay - Supporting Table SA25 Budgeted monthly revenue and expenditure

Description	Budget Year 2016/17												Medium Term Revenue and Expenditure Framework		
R thousand	July	August	Sept.	October	November	December	January	February	March	April	May	June	Budget Year 2016/17	Budget Year +1 2017/18	Budget Year +2 2018/19
Revenue By Source															
Property rates	101 463	(294)	120	(17)	88	50	19	23	(1)	29	41	(47)	101 477	107 565	114 019
Property rates - penalties & collection charges	20	25	24	42	20	24	25	29	29	29	30	28	324	342	360
Service charges - electricity revenue	30 159	30 299	29 669	29 603	29 101	32 256	27 834	27 743	27 468	27 694	27 955	28 131	347 913	372 267	398 325
Service charges - water revenue	6 504	6 154	6 371	6 403	6 984	6 476	8 606	9 074	8 356	7 584	7 107	7 452	87 070	92 294	97 831
Service charges - sanitation revenue	70 779	(2 955)	(2 508)	(2 569)	(1 767)	(1 651)	(1 778)	(1 571)	(1 739)	(1 665)	(1 805)	(1 314)	49 456	52 375	55 543
Service charges - refuse revenue	2 966	2 967	2 989	2 996	2 609	2 604	3 232	3 238	3 237	3 250	3 258	3 239	36 583	38 778	41 104
Service charges - other	21 605	2 389	1 483	864	12	808	740	759	968	853	859	(843)	30 497	32 428	34 441
Rental of facilities and equipment	518	331	414	329	580	498	326	413	430	309	265	428	4 842	4 554	4 784
Interest earned - external investments	1 820	2 532	1 811	3 214	2 482	208	2 196	1 463	3 339	1 716	2 637	1 392	24 810	26 740	29 097
Interest earned - outstanding debtors	98	102	71	209	79	162	84	(222)	55	174	202	303	1 317	1 326	1 320
Dividends received	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–
Fines	996	(1 590)	480	588	581	(49)	717	9 335	727	792	5 156	10 295	28 027	28 360	28 700
Licences and permits	128	112	116	123	110	82	131	124	126	114	120	110	1 395	1 486	1 585
Agency services	442	390	402	451	412	303	439	358	375	351	403	402	4 728	4 964	5 212
Transfers recognised - operational	1 506	4 630	10 304	17 972	9 418	16 616	6 615	8 255	9 344	7 617	7 417	29 809	129 502	120 232	119 551
Other revenue	2 383	332	1 244	1 825	(1 173)	480	339	787	378	585	604	2 460	10 244	10 665	11 097
Gains on disposal of PPE	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–
Total Revenue (excluding capital transfers and contri	**241 386**	**45 424**	**52 989**	**62 034**	**49 535**	**58 866**	**49 525**	**59 806**	**53 092**	**49 433**	**54 248**	**81 845**	**858 185**	**894 376**	**942 969**
Expenditure By Type															
Employee related costs	16 841	19 562	21 144	19 886	20 507	24 593	18 894	18 710	18 411	18 504	24 655	35 884	257 593	276 886	298 104
Remuneration of councillors	831	831	836	840	840	840	793	793	1 065	973	831	826	10 301	10 919	11 629
Debt impairment	–	–	–	–	–	–	–	5 344	–	–	1 740	25 724	32 808	34 776	36 863
Depreciation & asset impairment	5 855	5 855	5 855	5 855	5 855	5 855	5 855	5 855	5 855	5 855	5 855	5 855	70 263	72 993	74 860
Finance charges	(7)	–	23	22	13	1 338	–	–	–	19	–	1 686	3 094	3 346	3 842
Bulk purchases	359	34 790	32 079	19 355	20 652	19 844	20 009	19 608	18 173	18 608	18 545	51 493	273 514	294 781	317 705
Other materials	1 487	1 203	822	986	754	1 317	976	1 306	580	1 074	1 023	(842)	10 688	11 414	11 984
Contracted services	1 351	2 422	3 187	3 642	3 136	5 432	3 705	4 136	2 791	2 984	2 695	4 359	39 840	45 038	47 845
Transfers and grants	188	20	73	262	20	152	225	32	20	96	149	82	1 320	1 408	1 504
Other expenditure	7 995	7 877	18 395	16 871	19 922	18 040	12 544	14 124	13 313	11 895	14 433	18 424	173 832	157 478	147 692
Loss on disposal of PPE	–	–	–	–	1	–	1	35	7	–	106	769	919	973	1 032
Total Expenditure	**34 900**	**72 560**	**82 416**	**67 721**	**71 700**	**77 411**	**63 004**	**69 945**	**60 216**	**60 007**	**70 032**	**144 262**	**874 172**	**910 011**	**953 059**
Surplus/(Deficit)	**206 486**	**(27 136)**	**(29 426)**	**(5 687)**	**(22 165)**	**(18 544)**	**(13 479)**	**(10 139)**	**(7 124)**	**(10 574)**	**(15 784)**	**(62 417)**	**(15 987)**	**(15 635)**	**(10 090)**
Transfers recognised - capital	106	1 272	2 209	4 027	6 482	1 336	2 297	1 595	5 128	3 573	3 743	4 456	36 223	50 561	59 001
Contributions recognised - capital	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–
Contributed assets	0	0	512	16	6	7	–	0	–	–	3	691	1 236	1 286	–
Surplus/(Deficit) after capital transfers & contributions	**206 593**	**(25 864)**	**(26 705)**	**(1 644)**	**(15 677)**	**(17 202)**	**(11 182)**	**(8 543)**	**(1 996)**	**(7 001)**	**(12 038)**	**(57 269)**	**21 472**	**36 211**	**48 911**
Taxation												–	–	–	–
Attributable to minorities												–	–	–	–
Share of surplus/ (deficit) of associate												–	–	–	–
Surplus/(Deficit)	**206 593**	**(25 864)**	**(26 705)**	**(1 644)**	**(15 677)**	**(17 202)**	**(11 182)**	**(8 543)**	**(1 996)**	**(7 001)**	**(12 038)**	**(57 269)**	**21 472**	**36 211**	**48 911**

BUDGETED MONTHLY CAPITAL EXPENDITURE (MUNICIPAL VOTE)

Table SA 28 provides the monthly budgeted capital budget per municipal votes. It also provides the split between multi and single year expenditure.

WC043 Mossel Bay - Supporting Table SA28 Budgeted monthly capital expenditure (municipal vote)

Description	Budget Year 2016/17												Medium Term Revenue and Expenditure Framework		
R thousand	July	August	Sept.	October	Nov.	Dec.	January	Feb.	March	April	May	June	Budget Year 2016/17	Budget Year +1 2017/18	Budget Year +2 2018/19
Multi-year expenditure *to be appropriated*															
Vote 1 - MUNICIPAL MANAGER												–	–	–	–
Vote 2 - CORPORATE SERVICES												–	–	–	–
Vote 3 - FINANCIAL SERVICES												–	–	–	–
Vote 4 - TECHNICAL & ELECTRICITY SERVICES	150	450	4 515	6 261	1 900	7 610	7 100	1 760	3 700	10 372	900	(1 472)	43 246	40 050	37 477
Vote 5 - COMMUNITY SERVICES			1 000		1 600	2 000		620		1 000	754	(974)	6 000	4 000	2 000
Vote 6 - PLANNING & INTEGRATED SERVICES												–	–	20 000	21 500
Capital multi-year expenditure sub-total	**150**	**450**	**5 515**	**6 261**	**3 500**	**9 610**	**7 100**	**2 380**	**3 700**	**11 372**	**1 654**	**(2 447)**	**49 246**	**64 050**	**60 977**
Single-year expenditure *to be appropriated*															
Vote 1 - MUNICIPAL MANAGER					500							–	500	70	–
Vote 2 - CORPORATE SERVICES	31	318	408	53	90	663	250	7	75	58	20	1 842	3 813	2 857	8 076
Vote 3 - FINANCIAL SERVICES			7		10	15	67	13	95		12	–	218	180	25
Vote 4 - TECHNICAL & ELECTRICITY SERVICES	35	1 035	8 768	4 423	3 088	5 772	5 210	3 053	3 975	1 828	1 980	(15)	39 150	29 847	41 223
Vote 5 - COMMUNITY SERVICES	5	115	42	2 005	3 452	800	711	1 190	57	240	1 244	(241)	9 620	10 025	11 170
Vote 6 - PLANNING & INTEGRATED SERVICES	–	1 000	3 404	4 673	10 115	6 479	5 154	5 162	2 923	3 846	2 602	162	45 519	32 684	34 941
Capital single-year expenditure sub-total	**71**	**2 468**	**12 628**	**11 153**	**17 255**	**13 727**	**11 391**	**9 424**	**7 125**	**5 972**	**5 858**	**1 749**	**98 820**	**75 664**	**95 434**
Total Capital Expenditure	**221**	**2 918**	**18 143**	**17 415**	**20 755**	**23 337**	**18 491**	**11 804**	**10 825**	**17 344**	**7 512**	**(698)**	**148 066**	**139 714**	**156 411**

BUDGETED MONTHLY CAPITAL EXPENDITURE (STANDARD CLASSIFICATION)

Table SA 29 provides the monthly budgeted capital budget per municipal votes. It also provides the split between multi and single year expenditure.

WC043 Mossel Bay - Supporting Table SA29 Budgeted monthly capital expenditure (standard classification)

Description	Budget Year 2016/17												Medium Term Revenue and Expenditure Framework		
R thousand	July	August	Sept.	October	Nov.	Dec.	January	Feb.	March	April	May	June	Budget Year 2016/17	Budget Year +1 2017/18	Budget Year +2 2018/19
Capital Expenditure - Standard															
Governance and administration	31	318	415	53	600	677	317	20	170	58	32	1 842	4 531	3 107	8 101
Executive and council	–	–	–	–	500	–	–	–	–	–	–	–	500	70	–
Budget and treasury office	–	–	7	–	10	15	67	13	95	–	12	–	218	180	25
Corporate services	31	318	408	53	90	663	250	7	75	58	20	1 842	3 813	2 857	8 076
Community and public safety	5	115	2 542	2 305	2 552	4 295	461	1 960	82	2 626	2 338	(965)	18 315	38 820	42 665
Community and social services	–	–	1 004	95	757	2 000	71	670	–	1 000	754	26	6 377	3 245	100
Sport and recreation	–	–	33	1 890	40	745	–	1 020	27	10	1 044	(651)	4 158	3 267	3 259
Public safety	5	115	5	20	1 755	50	390	120	30	230	200	(340)	2 580	6 268	7 805
Housing	–	–	1 500	300	–	1 500	–	150	25	1 386	339	–	5 200	26 040	31 500
Health												–	–	–	–
Economic and environmental services	–	1 000	504	3 973	7 475	4 399	4 054	3 512	2 038	610	302	(38)	27 828	16 042	18 974
Planning and development	–	–	54	320	–	50	4	–	50	–	37	–	514	422	300
Road transport	–	1 000	450	3 653	7 475	4 349	4 050	3 512	1 988	610	265	(38)	27 314	15 621	18 674
Environmental protection												–	–	–	–
Trading services	185	1 485	14 683	11 084	10 128	13 967	13 655	6 213	8 535	14 048	4 840	(1 540)	97 281	81 624	86 551
Electricity	–	700	3 550	4 138	120	7 442	5 400	1 420	2 160	5 323	410	(1 540)	29 122	22 922	28 944
Water	–	210	2 833	5 346	2 445	2 770	6 300	470	2 225	5 660	1 410	732	30 401	23 327	24 668
Waste water management	185	575	8 300	1 600	5 063	3 750	1 705	4 323	4 150	3 065	3 020	(482)	35 253	34 129	30 933
Waste management	–	–	–	–	2 500	5	250	–	–	–	–	(250)	2 505	1 245	2 005
Other	–	–	–	–	–	–	5	100	–	2	–	3	110	120	120
Total Capital Expenditure - Standard	221	2 918	18 143	17 415	20 755	23 337	18 491	11 804	10 825	17 344	7 512	(698)	148 066	139 714	156 411
Funded by:															
National Government	–	–	–	5 226	3 171	5 781	3 000	3 000	1 488	6 272	1 012	732	29 683	27 718	35 755
Provincial Government	7	3	1 507	50	649	1 503	–	503	–	1 389	930	(0)	6 540	22 842	27 632
District Municipality												–	–	–	–
Other transfers and grants												–	–	–	–
Transfers recognised - capital	7	3	1 507	5 277	3 820	7 284	3 000	3 503	1 488	7 661	1 942	732	36 223	50 561	63 387
Public contributions & donations	50	600	100	–	150	–	–	100	350	300	450	29	2 129	1 800	1 800
Borrowing	–	–	2 500	–	–	2 000	–	–	2 000	–	–	–	6 500	5 600	10 000
Internally generated funds	164	2 315	14 036	12 138	16 784	14 054	15 491	8 201	6 987	9 383	5 120	(1 458)	103 214	81 753	81 224
Total Capital Funding	221	2 918	18 143	17 415	20 755	23 337	18 491	11 804	10 825	17 344	7 512	(698)	148 066	139 714	156 411

BUDGETED MONTHLY CASH FLOWS

Table SA 30 provides the monthly budgeted cash flow of revenue per source and expenditure per type.

MONTHLY CASH FLOWS	Budget Year 2016/17												Medium Term Revenue and Expenditure Framework		
R thousand	July	August	Sept.	October	November	December	January	February	March	April	May	June	Budget Year 2016/17	Budget Year +1 2017/18	Budget Year +2 2018/19
Cash Receipts By Source													1		
Property rates	101 452	(294)	120	(17)	88	50	19	23	(1)	29	41	(47)	101 465	107 553	114 007
Property rates - penalties & collection charges	20	25	24	42	20	24	25	29	29	29	30	28	324	342	360
Service charges - electricity revenue	30 074	30 214	29 585	29 519	29 020	32 165	27 756	27 665	27 391	27 617	27 876	28 052	346 934	371 230	397 288
Service charges - water revenue	6 225	5 890	6 097	6 128	6 684	6 198	8 237	8 685	7 998	7 259	6 802	7 132	83 336	88 336	93 874
Service charges - sanitation revenue	64 109	(2 677)	(2 272)	(2 327)	(1 601)	(1 495)	(1 610)	(1 423)	(1 575)	(1 508)	(1 635)	(1 190)	44 796	47 435	50 603
Service charges - refuse revenue	2 795	2 795	2 816	2 823	2 458	2 453	3 045	3 051	3 050	3 062	3 070	3 052	34 469	36 538	38 864
Service charges - other	21 605	2 389	1 483	864	12	808	740	759	968	853	859	(843)	30 497	32 428	34 441
Rental of facilities and equipment	518	331	414	329	580	498	326	413	430	309	265	428	4 842	4 554	4 784
Interest earned - external investments	1 820	2 532	1 811	3 214	2 482	208	2 196	1 463	3 339	1 716	2 637	1 392	24 810	26 740	29 097
Interest earned - outstanding debtors	98	102	71	209	79	162	84	(222)	55	174	202	303	1 317	1 326	1 320
Dividends received	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–
Fines	248	(395)	119	146	144	(12)	178	2 321	181	197	1 282	2 559	6 967	6 036	6 376
Licences and permits	128	112	116	123	110	82	131	124	126	114	120	110	1 395	1 486	1 585
Agency services	442	390	402	451	412	303	439	358	375	351	403	402	4 728	4 964	5 212
Transfer receipts - operational	1 506	4 630	10 304	17 972	9 418	16 616	6 615	8 255	9 344	7 617	7 417	29 809	129 502	120 232	119 551
Other revenue	1 332	185	695	1 020	(655)	268	189	440	211	327	338	1 375	5 726	6 055	6 375
Cash Receipts by Source	**232 371**	**46 230**	**51 787**	**60 498**	**49 250**	**58 329**	**48 371**	**51 939**	**51 920**	**48 146**	**49 707**	**72 562**	**821 110**	**855 255**	**903 737**
Other Cash Flows by Source															
Transfer receipts - capital	106	1 272	2 209	4 027	6 482	1 336	2 297	1 595	5 128	3 573	3 743	4 456	36 223	50 561	59 001
Contributions recognised - capital & Contributed assets	0	0	512	16	6	7	–	0	–	–	3	691	1 236	1 286	–
Proceeds on disposal of PPE												–	–	–	–
Short term loans												–	–	–	–
Borrowing long term/refinancing	–	–	–	–	–	–	7 410	–	–	–	–	–	7 410	6 384	11 400
Increase (decrease) in consumer deposits	85	85	85	85	85	85	85	85	85	85	85	85	1 018	1 069	1 123
Decrease (Increase) in non-current debtors												–	–	–	–
Decrease (increase) other non-current receivables	8	8	8	8	8	8	8	8	8	8	8	8	100	100	100
Decrease (increase) in non-current investments	(1 000)	(1 000)	(1 000)	(1 000)	(1 000)	(1 000)	(1 000)	(1 000)	(1 000)	(1 000)	(1 000)	(1 000)	(12 000)	(12 000)	(12 000)
Total Cash Receipts by Source	**231 570**	**46 596**	**53 601**	**63 634**	**54 831**	**58 764**	**57 171**	**52 628**	**56 141**	**50 811**	**52 545**	**76 803**	**855 098**	**902 654**	**963 361**

BUDGETED MONTHLY CASH FLOWS (Continued)

MONTHLY CASH FLOWS	Budget Year 2016/17												Medium Term Revenue and Expenditure Framework		
R thousand	July	August	Sept.	October	November	December	January	February	March	April	May	June	Budget Year 2016/17	Budget Year +1 2017/18	Budget Year +2 2018/19
Cash Payments by Type															
Employee related costs	16 104	18 707	20 219	19 017	19 610	23 517	18 068	17 892	17 606	17 695	23 577	34 315	246 327	265 269	288 186
Remuneration of councillors	831	831	836	840	840	840	793	793	1 065	973	831	826	10 301	10 919	11 629
Finance charges	(7)	–	23	22	13	1 335	–	–	–	19	–	1 682	3 086	3 338	3 833
Bulk purchases - Electricity	359	34 576	31 322	19 082	19 680	19 387	19 867	18 754	16 632	18 102	17 744	46 751	262 257	282 870	305 104
Bulk purchases - Water & Sewer	–	214	757	273	971	457	142	853	1 540	506	802	4 743	11 257	11 910	12 601
Other materials	1 487	1 203	822	986	754	1 317	976	1 306	580	1 074	1 023	(842)	10 688	11 414	11 984
Contracted services	1 351	2 422	3 187	3 642	3 136	5 432	3 705	4 136	2 791	2 984	2 695	4 359	39 840	45 038	47 845
Transfers and grants - other municipalities	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–
Transfers and grants - other	188	20	73	262	20	152	225	32	20	96	149	82	1 320	808	1 504
Other expenditure	7 762	7 647	17 859	16 379	19 341	17 514	12 178	13 712	12 925	11 549	14 012	17 887	168 765	152 914	144 517
Cash Payments by Type	**28 075**	**65 620**	**75 099**	**60 504**	**64 366**	**69 951**	**55 956**	**57 480**	**53 160**	**52 996**	**60 832**	**109 803**	**753 842**	**784 480**	**827 203**
Other Cash Flows/Payments by Type															
Capital assets	221	2 918	18 143	17 415	20 755	23 337	18 491	11 804	10 825	17 344	7 512	(698)	148 066	139 714	156 411
Repayment of borrowing	–	–	–	–	–	1 851	–	–	–	–	–	1 851	3 702	3 985	4 666
Other Cash Flows/Payments	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–
Total Cash Payments by Type	**28 296**	**68 537**	**93 242**	**77 918**	**85 121**	**95 139**	**74 447**	**69 285**	**63 985**	**70 340**	**68 344**	**110 956**	**905 610**	**928 179**	**988 280**
NET INCREASE/(DECREASE) IN CASH HELD	**203 274**	**(21 941)**	**(39 641)**	**(14 284)**	**(30 290)**	**(36 375)**	**(17 276)**	**(16 657)**	**(7 844)**	**(19 528)**	**(15 799)**	**(34 153)**	**(50 513)**	**(25 524)**	**(24 919)**
Cash/cash equivalents at the month/year begin:	274 878	478 153	456 212	416 571	402 287	371 997	335 622	318 346	301 689	293 846	274 318	258 519	274 878	224 366	198 841
Cash/cash equivalents at the month/year end:	478 153	456 212	416 571	402 287	371 997	335 622	318 346	301 689	293 846	274 318	258 519	224 366	224 366	198 841	173 922

It is clear from this that the budget is cash funded. The cash and cash equivalents decrease from an adjustment budget figure of R 274 878 158 for 2015/16 to R 224 365 645 in 2016/17. This trend worsens over the MTREF period to R 173 922 414 in 2018/19.

Section 14 - Contracts having future budgetary implications

Table SA 33 provides a summary of contracts that will pose budgetary implications beyond the MTREF period.

WC043 Mossel Bay - Supporting Table SA33 Contracts having future budgetary implications

Description	Preceding Years	Current Year 2015/16	2016/17 Medium Term Revenue & Expenditure Framework			Forecast 2019/20	Forecast 2020/21	Forecast 2021/22	Forecast 2022/23	Forecast 2023/24	Forecast 2024/25	Forecast 2025/26	Total Contract Value
R thousand	Total	Original Budget	Budget Year 2016/17	Budget Year +1 2017/18	Budget Year +2 2018/19	Estimate	Estimate	Estimate	Estimate	Estimate	Estimate	Estimate	Estimate
Parent Municipality:													
Revenue Obligation By Contract													
DBSA Loan	30 000	–	–	–	–	–	–	–	–	–	–	–	30 000
Other Loan 1	–	5 472	–	–	–	–	–	–	–	–	–	–	5 472
Other Loan 2	–	–	7 410	–	–	–	–	–	–	–	–	–	7 410
Other Loan 3	–	–	–	6 384	–	–	–	–	–	–	–	–	6 384
Other Loan 4	–	–	–	–	11 400	–	–	–	–	–	–	–	11 400
Interest on Long-term Investment	–	636	1 923	3 201	4 479	5 993	–	–	–	–	–	–	16 231
Total Operating Revenue Implication	**30 000**	**6 108**	**9 333**	**9 585**	**15 879**	**5 993**	–	–	–	–	–	–	76 897
Expenditure Obligation By Contract													
Bank Charges on Standard Bank Contract	7 031	2 598	2 728	–	–	–	–	–	–	–	–	–	12 356
Lease charges on Plaza Aquada lease	–	41	66	71	76	81	87	93	100	107	114	38	874
Interest on DBSA Loan	8 016	2 254	2 063	1 871	1 679	1 491	1 295	1 103	912	722	528	336	22 270
Collaborator Foundation System Support Agreement	402	434	515	556	600	–	–	–	–	–	–	–	2 506
Interest on Other Loan 1	51	462	414	367	321	272	225	178	131	83	10		2 512
Interest on Other Loan 2	–	–	335	629	561	494	425	357	289	222	153	85	3 549
Interest on Other Loan 3	–	–	–	305	572	512	449	387	325	264	201	139	3 154
Interest on Other Loan 4	–	–	–	–	574	1 080	961	844	728	613	495	379	5 673
Total Operating Expenditure Implication	15 500	5 789	6 120	3 798	4 383	3 931	3 441	2 962	2 483	2 009	1 501	977	52 894
Capital Expenditure Obligation By Contract													
Repayment of DBSA Loan	6 000	2 000	2 000	2 000	2 000	2 000	2 000	2 000	2 000	2 000	2 000	2 000	28 000
Repayment of Other Loan 1	–	547	547	547	547	547	547	547	547	547	547	–	5 472
Repayment of Other Loan 2	–	–	371	741	741	741	741	741	741	741	741	741	7 040
Repayment of Other Loan 3	–	–	–	319	638	638	638	638	638	638	638	638	5 426
Repayment of Other Loan 4	–	–	–	–	570	1 140	1 140	1 140	1 140	1 140	1 140	1 140	8 550
Contribution to Long-term Investment	–	12 000	12 000	12 000	12 000	12 000	–	–	–	–	–	–	60 000
Total Capital Expenditure Implication	6 000	14 547	14 918	15 607	16 497	17 067	5 067	5 067	5 067	5 067	5 067	4 519	114 488
Total Parent Expenditure Implication	**21 500**	**20 336**	**21 038**	**19 406**	**20 879**	**20 997**	**8 508**	**8 029**	**7 550**	**7 076**	**6 567**	**5 496**	167 382

Section 15 - Annual budgets and service delivery agreements – other external mechanisms

Table SA 32 indicates that the Municipality do not have any external mechanisms performing service delivery on behalf of the Municipality.

WC043 Mossel Bay - Supporting Table SA32 List of external mechanisms

External mechanism Name of organisation	Yrs/ Mths	Period of agreement 1. Number	Service provided	Expiry date of service delivery agreement or contract	Monetary value of agreement 2. R thousand
NONE					

Section 16 - Annual budgets and service delivery and budget implementation plans - Directorates

In terms of Section 53(1)(c)(ii) of the Municipal Finance Management Act (MFMA), the Executive Mayor must take all reasonable steps to ensure that the municipality's service delivery and budget implementation plan (SDBIP) is approved by the Mayor within 28 days after the approval of the budget.

The Mayor must also 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 SDBIP, are made public no later than 14 days after the approval of the SDBIP. Mossel Bay Municipality's SDBIP for the 2016/17 financial year will therefore be approved by the Mayor 28 days after the approval of the 2016/17 Annual Budget.

A brief executive summary of each department is given below:

Municipal Manager:

Description of services provided:
The Municipal Manager is responsible for promoting good governance; ensuring effective and efficient basic service delivery; ensuring effective and efficient institutional development and transformation; ensuring effective and efficient financial viability and management; promoting participative management; strategic planning; promoting Council's objectives by ensuring tasks are implemented. Legal Services also resorts under the office of the Municipal Manager

Description of Senior management capability and structure:
Dr M R Gratz – MBBCH D.A. BCom BCom (Hons)
18 Years municipal experience, 12 years as Senior Manager.

The staff compliment of the Directorate is as follows:

- 1 Personal assistant to Municipal Manager
- 1 Personal assistant to Executive Mayor
- 1 Executive Official: Strategic Services
- 1 Official: Full time Councillor support
- 7 officials: Legal Services

Alignment of performance objectives to IDP:
100 % alignment with the SDBIP.

Changes to service levels and standards:
No significant changes to report.

Corporate Services:

Description of services provided:

The Directorate is responsible for:

SUPPORT SERVICES which include: The Secretariat- Administration & Council Support, Telephone Services, Typing Services, Archives, Switchboard, Cleaning and Security Services

HUMAN RESOURCES which include: Training & Skills Development, Labour Relations, Employee Assistance, Occupational Health and Safety, Recruitment & Selection, Human Resources Administration and Time and Attendance

CHANGE MANAGEMENT which include: Integrated Development Plan, Employment Equity Performance Management System, Public Participation and Thusong Centre Management

SOCIO-ECONOMIC DEVELOPMENT (SED) which include: Social Welfare, Youth Development, HIV/AIDS, Gender, Disability and Elderly

LED AND TOURISM which includes: Tourism Development, SMME, Rural Development, Bee-Hives, Capacity Building and LED Training.

INFORMATION TECHNOLOGY providing a corporate service to all 370 computer networked users utilising all municipal systems and networking infrastructure to approximately 70 satellite offices as well as doing hardware and software desktop support ensuring an effective and productive working environment.

Description of Senior management capability and structure:

E W Jantjies — B. Econ (HDE) and Local Government Management 111(Cum Laude)
19 Years municipal experience, 7 ½ years as Senior Manager

Alignment of performance objectives to IDP:
100 % align with the SDBIP.

Changes to service levels and standards:
No significant changes to report.

Past year's performance:
Please refer to the SDBIP and Annual Report.

Departmental Capital programme:
Corporate services only 1 % of total Capital budget.

Financial Services:

Description of services provided:
Effective financial management by the directorate and advisory services to all other directorates in this regard. Reduce risk, ensure efficient and effective use of financial resources therefore ensuring sustainability within the financial environment of the Municipality. Ensure clean audit reports.

Description of Senior management capability and structure:
Mr M K Botha – BCom; BCom (Hons) and MBA
35 Years municipal experience, 30 years as Senior Manager.

The staff compliment of the Directorate is as follows:

- Chief Financial Officer
- 1 x Secretary
- 1 x Deputy Town Treasurer (Financial Administration)
- 4 x Section Heads
- 3 x Senior Accountants
- 1 x Assistant Accountant
- 8 x Accountants
- 3 x Administrative Officers
- 2 x Data Operators
- 50 x Clerks

Alignment of performance objectives to IDP:
100 % align with the SDBIP.

Changes to service levels and standards:
No changes were encountered to service levels and standards over the period covered in the MTREF. The Municipality has however adopted a long term financial plan that guide funding requirements by means of the Borrowing, Funding and Reserves policy as well as the Liquidity policy.

Past year's performance:
Please refer to the SDBIP and Annual Report.

Risks to achieving revenue projections:
No major risks expected, apart from the effect that Eskom's load shedding will pose on the consumption figures of electricity.

Future Risks
The implementation of new GRAP standards and more specific the implementation of a Standard Chart of Accounts as prescribed by National Treasury.

Technical Services:

Description of services provided:
The Technical Services Directorate is responsible for the following key functions:-

Electricity and Street Lighting:
Electricity is distributed to approximately 32190 industrial, commercial and domestic customers at voltages ranging between 230V and 66000V. Approximately 10 000 streetlights and floodlights are maintained by the department. Electricity is supplied in accordance with NRS 047 and 048 Standards and the Electricity Regulation Act.

Water and Sanitation:
Water is distributed to approximately 33507 customers and sanitation service is provided to 33994 customers in accordance with the minimum service levels stipulated by DWA.

Technical Support Services:
This department is responsible for the management and operation of the water care sections (water and waste water treatment plants) as well as project management support for the entire municipality.

Mechanical Services:
This department provides managerial and maintenance support for the municipal vehicle fleet and mechanical infrastructure at water and sewer plants/pump stations.

Description of Senior management capability and structure:
Mr. S Naidoo – Pr. Cert. Eng.
31 years municipal experience, 12 years as senior manager.

The staff compliment of the directorate is as follows:-
1 x Director
1 x Secretary
4 x Section Heads
3 x Admin posts
84 x Water & Sanitation
61 x Technical Support Services
60 x Electrical posts
17 x Mechanical posts

Changes to service levels and standards:
Services have been maintained at acceptable levels in accordance with the various legislative requirements.

Past year's performance:
Please refer to the SDBIP and Annual Report.

Alignment with the IDP
All performance objectives are linked to the IDP

A summary of revenue by source and operating and capital expenditure
Refer to the budget.

Risks to achieving revenue projections
The high cost of electricity and energy conservation measures could result in lower consumption and income from sales. The municipality is experiencing an increase in copper theft and vandalism of electrical equipment which has a significant impact on the operating budget.

Description of major features of expenditure
Provision has been made on the operating budget for the operation and maintenance of the desalination a reclamation plant and a sludge dewatering plant.

The departmental capital programme
The directorate is responsible for approximately 40% of the overall capital budget.

Community Services:

The staff compliment of the directorate is as follows:-
1 x Acting Director (W B Clayton: M.Bus Admin, B.Bus Admin)
1 x Secretary
4 x Section Heads
4 x Admin posts

Description of services provided:
The Community Services Directorate is responsible for the following services:

Traffic and Public Safety:
They are responsible for Law Enforcement, Driver's License and Traffic Control.

Fire and Rescue services:
This department's responsibility is amongst others Firefighting & Prevention, Disaster Management and other emergency services.

Parks and Recreation:
The responsibility of Environment, Beaches and Sport is vested in this department.

Waste Management:
This department looks after Waste Management in all its forms as well as Air Noise Pollution.

Library services:
This department looks after 15 libraries which are situated in the municipal area including the rural areas.

Alignment of performance objectives to IDP:
The Directorate's performance objectives are derived from the IDP and filters down to the SDBIP. The five National Key Performance Areas are included in the IDP.

Past year's performance:
Please refer to the SDBIP and Annual Report.

Departmental Capital programme:
The Directorate is responsible for 16% of the municipality's capital programme. On average an expenditure rate of more than 90% is achieved and maintained.

Development and Planning:

Description of services provided:
The Directorate is responsible for planning (spatial planning and development control), valuations, building control (building plan examining, building inspectorate, maintenance of municipal buildings and outdoor advertising), human settlements (housing), environmental management and streets and stormwater.

Description of Senior management capability and structure:
The staff compliment of the Directorate is as follows:
1 x Director
1 x Secretary
1 x Senior Admin Officer
1 x Typist
1 x Sub-Directorate Planning and Valuation – 10 posts
1 x Sub-Directorate Streets and Stormwater – 113 post
1 x Sub-Directorate Building Control - 24 Posts
1 x Sub-Directorate Human Settlements – 14 Posts

Alignment of performance objectives in the IDP:
Directorate's functions are aligned to the 4 Municipal KPA's as stipulated in the IDP, Chapter 6.

Changes to service levels and standards:
No changes were encountered to service levels and standards over the MTREF period.

Past year's performance:
Please refer to the SDBIP and Annual Report.

Risks to achieving revenue projections:
No major risks or shifts in revenue patterns are expected.

Major features of expenditure & Departmental Capital programme:
Major features of expenditure (non-discretionary) are grant allocations for Human Settlement:

- 2015/2016 – R 49,000,000

Section 17 - Measurable performance objectives and indicators

FINANCIAL INDICATORS

Table SA 8 provides a summary of performance indicators and benchmarks.

WC043 Mossel Bay - Supporting Table SA8 Performance indicators and benchmarks

Description of financial indicator	Basis of calculation	2012/13	2013/14	2014/15	Current Year 2015/16			2016/17 Medium Term Revenue & Expenditure Framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2016/17	Budget Year +1 2017/18	Budget Year +2 2018/19
Borrowing Management										
Credit Rating										
Capital Charges to Operating Expenditure	Interest & Principal Paid /Operating Expenditure	0.5%	0.7%	0.8%	0.7%	0.6%	0.6%	0.8%	0.8%	0.9%
Capital Charges to Own Revenue	Finance charges & Repayment of borrowing /Own Revenue	0.5%	0.7%	0.9%	0.8%	0.8%	0.8%	0.9%	0.9%	1.0%
Borrowed funding of 'own' capital expenditure	Borrowing/Capital expenditure excl. transfers and grants and contributions	-3.0%	0.0%	0.0%	5.9%	5.5%	5.5%	6.8%	7.3%	12.5%
Safety of Capital										
Gearing	Long Term Borrowing/ Funds & Reserves	46.3%	39.4%	18.1%	35.0%	20.7%	20.7%	29.8%	33.9%	41.4%
Liquidity										
Current Ratio	Current assets/current liabilities	2.2	2.5	2.3	2.3	2.4	2.4	2.0	1.8	1.6
Current Ratio adjusted for aged debtors	Current assets less debtors > 90 days/current liabilities	2.2	2.5	2.3	2.3	2.4	2.4	2.0	1.8	1.6
Liquidity Ratio	Monetary Assets/Current Liabilities	1.6	1.6	1.8	1.6	1.8	1.8	1.4	1.2	1.0
Revenue Management										
Annual Debtors Collection Rate (Payment Level %)	Last 12 Mths Receipts/Last 12 Mths Billing		104.3%	106.0%	89.1%	97.7%	93.6%	0.0%	98.3%	98.3%
Current Debtors Collection Rate (Cash receipts % of Ratepayer & Other revenue)		104.2%	105.9%	89.1%	97.7%	93.6%	93.6%	98.2%	98.2%	98.4%
Outstanding Debtors to Revenue	Total Outstanding Debtors to Annual Revenue	10.5%	11.4%	10.7%	10.2%	10.1%	10.1%	9.5%	9.2%	8.7%
Longstanding Debtors Recovered	Debtors > 12 Mths Recovered/Total Debtors > 12 Months Old	93.6%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Creditors Management										
Creditors System Efficiency	% of Creditors Paid Within Terms (within`MFMA' s 65(e))	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%
Creditors to Cash and Investments		39.3%	36.8%	31.3%	42.7%	38.5%	38.5%	47.7%	54.4%	62.8%
Other Indicators										
	Total Volume Losses (kW)	23177734	21732318	19582468	18635434	18635434	18635434	20169942	20169942	20169942
	Total Cost of Losses (Rand '000)									
Electricity Distribution Losses (2)	% Volume (units purchased and generated less units sold)/units purchased and generated	8.3%	7.6%	6.7%	7.6%	7.6%	7.6%	6.6%	6.6%	6.6%
	Total Volume Losses (kℓ)	1 293 000	887 757	1 261 484	1 350 000	1 350 000	1 350 000	1 384 154	1 384 154	1 384 154
	Total Cost of Losses (Rand '000)									
Water Distribution Losses (2)	% Volume (units purchased and generated less units sold)/units purchased and generated	17.7%	12.2%	16.6%	18.1%	18.1%	18.1%	18.4%	18.4%	18.4%
Employee costs	Employee costs/(Total Revenue - capital revenue)	27.8%	25.0%	27.3%	30.2%	28.6%	28.6%	30.0%	31.0%	31.6%
Remuneration	Total remuneration/(Total Revenue - capital revenue)	29.0%	26.1%	30.0%	31.5%	29.9%	29.9%	31.2%	32.2%	32.8%
Repairs & Maintenance	R&M/(Total Revenue excluding capital revenue)	5.5%	4.5%	5.1%	6.0%	7.1%	7.1%	6.2%	6.1%	6.1%
Finance charges & Depreciation	FC&D/(Total Revenue - capital revenue)	7.1%	6.8%	8.2%	8.2%	8.8%	8.8%	8.5%	8.5%	8.3%
IDP regulation financial viability indicators										
i. Debt coverage	(Total Operating Revenue - Operating Grants)/Debt service payments due within financial year)	38.0	30.2	30.4	27.0	27.0	27.0	22.7	22.1	23.5
ii.O/S Service Debtors to Revenue	Total outstanding service debtors/annual revenue received for services	12.5%	15.8%	13.6%	12.9%	13.1%	13.1%	12.4%	11.7%	11.0%
iii. Cost coverage	(Available cash + Investments)/monthly fixed operational expenditure	4.8	5.4	6.7	4.3	5.2	5.2	3.9	3.3	2.7

PROVIDING CLEAN WATER AND MANAGING WASTE WATER

Mossel Bay Municipality is the Water Service Authority as well as the Water Service Provider.

Mossel Bay Municipality has embarked on the following programmes to improve the overall management and operation of the Purification and Waste Water Treatment plants:

- Although process controllers have been trained and have received the necessary classification certification, this is a continuous challenge.
- The licence applications and registrations for Mossel Bay WWTW and the General Authorisation for the Pinnacle Point WWTW are in the process of being finalised. Feedback from DWA is still required.
- The in-house laboratory service staff must still be expanded to be in accordance with the recognised proficiency testing schemes required for the Blue/Green drop evaluations.

The Water Safety Plan has been revised. There are no major outstanding issues that need to be addressed.

A brief outline of challenges/problems that the municipality is experiencing with regards to the management of drinking water and sewerage.

The municipality is still awaiting certain GA effluent water permits from DWA for Pinnacle Point and the finalising of the License application Mossel Bay WWTW. We strive to improve our water management for both water and waste water but still needs to strengthen our resources to achieve this.

Water losses for a 12 month period from February 2015 to January 2016 are 18.1%. Possible reasons for the water losses are billing inaccuracies, metering inaccuracies and leakages on the water distribution networks.

Mossel Bay Municipality has embarked on the following programmes to improve the overall management and operation of the water distribution networks:

- The municipality continued with the meter replacement program minimising losses through old under-reading meters, continuous bulk water distribution metering and improved water quality to reduce wasteful rinsing of pipe networks. Watermeters older than 10 years are replaced throughout the municipal area, on a continuous basis, as part of the watermeter replacement program. The total number of watermeters replaced during the 2014/2015 financial year were 590.

- Two hundred residential watermeters were fitted with automatic meter reading devices. These automatic meter reading devices will enable the meter readers to obtain readings from the watermeters without the need to physically go to each individual watermeter.

- Water management devices were installed at 180 indigent households to limit the loss of income from indigent consumers that are using water but not paying for the water that was used.

- As the zone metering system is developed, the focus can be specifically directed at any areas with higher losses. Flow metering is done at various reservoirs to identify areas where there are high night flows.

- Old fibre cement water pipes are replaced with PVC pipes.

The aim of these efforts are to reduce these costly losses below the 10% generally accepted for municipalities.

The new desalination plant built with the financial assistance of PetroSA was practically completed ensuring the availability of 10 Mega litre of drinking water, reducing our risk dependency on dam water.

Should the need arise, the PetroSA component of 5 Mega litre per day could also be directed into the municipal supply system. This plant will be placed in Zero mode, allowing a new quota border, permitting town growth.

Outflow from the Hartenbos sewerage can be put through the reclamation plant built to extend the Mossel Bay water availability. The limited outflow could not always comply with the especially high normal standards for the Hartenbos River. Since the plant has been placed into zero production mode, the outflow quality has improved. Due to more stringent limits, the feeding dams to these works will have to be cleaned in future.

The small Friemersheim sewerage treatment plant has been rerouted to the large plant that was previously upgraded to improve outflow standards and only this plant must be upgraded to accommodate inflow from the new housing projects. A new reservoir was constructed at Friemersheim to increase the total storage capacity to 48 hours of average daily demand.

The treated effluent water from the Ruiterbos treatment works was routed to irrigate the community sport fields in Ruiterbos, thereby reducing any enrichment and risks of inflowing water to the Mossel Bay raw water supply system. This plant is in the process of being enlarged.

Groundwater monitoring is required adjacent to all effluent treatment works to measure any possible pollution of ground water.

The raw water supply system via Amy Searle furrow has been abandoned due to risk of health to the water supply to Great Brak.

A high level of blockages occurred in especially the Asla Park and Kwanonqaba area because of items such as disposable nappies finding their way into the system. Vandalism in the form of rocks, stones and other foreign material thrown into manholes also cause problems periodically. The illegal discharge of foreign objects/material into the municipal sewer networks causes unnecessary blockages and adversely impacts on the operation of the Waste Water Treatment Works.

The sewer reticulation networks in certain areas of Mossel Bay are very old and needs to be replaced.

Mossel Bay Municipality has embarked on the following programmes to improve the overall management and operation of the sewer reticulation networks:

- Sewer lines were upgraded from 110 mm to 160 mm by means of pipe cracking in the Asla Park and Kwanonqaba area. The reason for increasing the pipeline diameters is to reduce the number os sewerage blockages that occur in this area due to the small pipe diameters.
- In D'Almeida inaccessible sewer pipelines are systematically being relocated and undersized sewer pipe diameters are simultaneously increased.

The Boggoms Bay town ship must be supplied with a conventional sewer system.

The water and sewer masterplans for Mossel Bay municipality is outdated and needs to be revised.

An outline of the steps the municipality needs to take to address the challenges noted.

The municipality must keep pressure on DWA to finalise effluent water permits.

The municipality has to continue with:

- the meter replacement program;
- the installation of automatic meter reading devices
- the installation of water management devices
- expand continuous bulk water distribution metering
- the replacement of old fibre cement water pipes with PVC pipes; and
- improvement of water quality to reduce wasteful rinsing of pipe networks.

Cleaning of the Hartenbos sewerage plant evaporation pond, irrigation dam and vlei needs to be cleaned in future.

The main Friemersheim sewerage treatment plant has to be enlarged with 150kl/day capacity very soon to accommodate inflow from the new housing projects.

Upgrading of the Mossel Bay WWTW sludge drying beds and dewatering facilities needs urgent upgrading.

The legal processes towards the abandoning of the raw water supply system via Amy Searle furrow has to be finalised.

Ground water measuring systems must be installed around effluent water treatment works.

The expansion of sewer systems to provide residents towards Great Brak must be kept in mind.

The sewer reticulation networks in certain areas of Mossel Bay are very old and needs to be replaced.

The water and sewer masterplans for Mossel Bay municipality is outdated and needs to be revised.

The 2016/17 budget and MTREF allocations proposed/made to fund the above measures.

Substantial amounts of money were earmarked towards roads and storm water services, away from water and sewer projects.

The municipality has to continue with:

- the meter replacement program;
- the installation of automatic meter reading devices
- the installation of water management devices
- expand continuous bulk water distribution metering
- the replacement of old fibre cement water pipes with PVC pipes; and
- improvement of water quality to reduce wasteful rinsing of pipe networks.

Cleaning of the Hartenbos sewerage plant evaporation pond, irrigation dam and vlei is proposed and should be funded from the operational budget.

The main Friemersheim sewerage treatment plant has to be enlarged with 150kl/day capacity very soon to accommodate inflow from the new housing projects.

The largest outstanding projects are:

- The link line from the desalination plant / Langeberg reservoir to the main water reservoirs in Heiderand from where the largest part of the town and densifications are fed.
- The installation of a 800mm diameter pipeline between Little Brak Water Treatment Works and Langeberg reservoir.

The following sewer network related capital projects are proposed:

- Replacement of sewer pipelines between Mossel Bay and Hartenbos
- Midbrak Main Sewer Network
- Refurbish Sewer Lines : D'Almeida
- Replace Sewer lines : Tarka
- Extend Friemersheim sewer network

The following water network related capital projects are proposed:

- Replace Water Network Lines - All Areas
- Extend Friemersheim water network

Upgrade of Water Supply Pipeline from Little Brak WTW to Langeberg Reservoirs

MEASURABLE PERFORMANCE OBJECTIVES

Mossel Bay Municipality uses the Scorecard Model of performance management, which is aimed to measure the performance of the municipality in accordance with the set objectives and key performance areas. The scorecard is reviewed on an annual basis and is populated on a high level objective point of view. These high level objectives are then cascaded into each department's individual Service Delivery and Budget Implementation Plan.

REF	DIRECTORATE	NATIONAL STRATEGY LINK		MUNICIPAL STRATEGY LINK				MUNICIPAL PLANNED DELIVERY				TARGETS					QUARTERLY TARGET			
		NATIONAL KPA	NATIONAL OUTCOME	MUNICIPAL KPA	STRATEGIC OBJECTIVE	PRE-DETERMINED OBJECTIVES	IDP REF	KEY PERFORMANCE INDICATOR (KPI)	UNIT OF MEASUREMENT	WARDS	KPI Target Type-Number (#)/Percentage (%)	Annual Target Year 1 2012/2013	Annual Target Year 2 2013/2014	Annual Target Year 3 2014/2015	Annual Target Year 4 2015/2016	Annual Target Year 5 2016/2017	SEP 2016	DEC 2016	MAR 2017	JUN 2017
																	Targets 2016/2017			
T.B.D.	Municipal Manager	Good Governance and Public Participation	A responsive and accountable, effective and efficient local government system	KPA6	SO11	PDO5	G&C11.10	Effective functioning of council measured in terms of the number of ordinary council meetings per annum	Number of ordinary council meetings per annum	All	#	10	10	10	10	10	3	2	2	3
T.B.D.	Municipal Manager	Good Governance and Public Participation	A responsive and accountable, effective and efficient local government system	KPA6	SO11	PDO5	G&C11.10	Effective functioning of the committee system measured by the number of committee meetings per committee per annum	Number of sec 80 committee meetings per committee per annum	All	#	10	10	10	10	10	3	2	2	3

REF	DIRECTORATE	NATIONAL STRATEGY LINK		MUNICIPAL STRATEGY LINK				MUNICIPAL PLANNED DELIVERY				TARGETS					QUARTERLY TARGET			
		NATIONAL KPA	NATIONAL OUTCOME	MUNICIPAL KPA	STRATEGIC OBJECTIVE	PRE-DETERMINED OBJECTIVES	IDP REF	KEY PERFORMANCE INDICATOR (KPI)	UNIT OF MEASUREMENT	WARDS	KPI Target Type-Number (#)/Percentage (%)	Annual Target Year 1 2012/2013	Annual Target Year 2 2013/2014	Annual Target Year 3 2014/2015	Annual Target Year 4 2015/2016	Annual Target Year 5 2016/2017	SEP 2016	DEC 2016	MAR 2017	JUN 2017
																	Targets 2016/2017			
T.B.D.	Municipal Manager	Good Governance and Public Participation	A responsive and accountable, effective and efficient local government system	KPA6	SO11	PSO5	G&C11.10	The Top Layer SDBIP is approved by the Mayor within 28 days after the Main Budget has been approved	Top Layer SDBIP approved within 28 days after the Main Budget has been approved	All	#	1	1	1	1	1	-	-	-	**1**
T.B.D.	Municipal Manager	Municipal Financial Viability and Management	A responsive and accountable, effective and efficient local government system	KPA5	SO6	PDO5	FYM11.11	IDP reviewed and approved by Council before the end of June	IDP approved by the end of June annually	All	#	1	1	1	1	1	-	-	-	**1**
T.B.D.	Municipal Manager	Good Governance and Public Participation	A responsive and accountable, effective and efficient local government system	KPA6	SO11	PDO5	G&C11.10	Ensuring performance by the timeous development and signing of the Section 57 performance agreements in adherence to the Performance Framework	Number of signed performance agreements of Section 57 managers within 14 days of approval of the SDBIP	All	#	7	6	7	6	6	**6**	-	-	-

REF	DIRECTORATE	NATIONAL STRATEGY LINK		MUNICIPAL STRATEGY LINK				MUNICIPAL PLANNED DELIVERY				TARGETS					QUARTERLY TARGET			
		NATIONAL KPA	NATIONAL OUTCOME	MUNICIPAL KPA	STRATEGIC OBJECTIVE	PRE-DETERMINED OBJECTIVES	IDP REF	KEY PERFORMANCE INDICATOR (KPI)	UNIT OF MEASUREMENT	WARDS	KPI Target Type-Number (#)/Percentage (%)	Annual Target Year 1 2012/2013	Annual Target Year 2 2013/2014	Annual Target Year 3 2014/2015	Annual Target Year 4 2015/2016	Annual Target Year 5 2016/2017	SEP 2016	DEC 2016	MAR 2017	JUN 2017
																	Targets 2016/2017			
T.B.D.	Municipal Manager	Good Governance and Public Participation	A responsive and accountable, effective and efficient local government system	KPA6	SO11	PDO5	G&C11.10	Evaluate the performance of Section 57 managers in terms of their signed agreements	Number of formal evaluations completed per Section 57 employee	All	#	2	2	2	2	2	**1**	-	**1**	-
T.B.D.	Municipal Manager	Good Governance and Public Participation	A responsive and accountable, effective and efficient local government system	KPA6	SO11	PDO5	G&C11.10	Risk based audit plan approved by Audit Committee for 2017	Risk based audit plan approved by February 2017	All	#	1	1	1	1	1	-	-	**1**	-
T.B.D.	Municipal Manager	Good Governance and Public Participation	A responsive and accountable, effective and efficient local government system	KPA6	SO11	PDO5	G&C11.10	Functional performance audit committee measured by means of meetings where committee dealt with performance reports	Number of meetings	All	#	2	2	2	2	2	-	**1**	-	**1**

REF	DIRECTORATE	NATIONAL STRATEGY LINK		MUNICIPAL STRATEGY LINK				MUNICIPAL PLANNED DELIVERY				TARGETS					QUARTERLY TARGET			
		NATIONAL KPA	NATIONAL OUTCOME	MUNICIPAL KPA	STRATEGIC OBJECTIVE	PRE-DETERMINED OBJECTIVES	IDP REF	KEY PERFORMANCE INDICATOR (KPI)	UNIT OF MEASUREMENT	WARDS	KPI Target Type-Number (#)/Percentage (%)	Annual Target Year 1 2012/2013	Annual Target Year 2 2013/2014	Annual Target Year 3 2014/2015	Annual Target Year 4 2015/2016	Annual Target Year 5 2016/2017	SEP 2016	DEC 2016	MAR 2017	JUN 2017
																	Targets 2016/2017			
T.B.D.	Municipal Manager	Municipal Financial Viability and Management	A responsive and accountable, effective and efficient local government system	KPA5	SO6	PDO1	FYM11.11	The % of the Municipality's capital budget spent on capital projects identified in the IDP, measured as the Total actual Year to Date (YTD) Capital Expenditure/ Total Approved Capital Budget x 100	The percentage (%) of a municipality's capital budget spent on capital projects identified in the IDP for the 2016/17 financial year	All	%	90 %	90 %	90 %	90 %	90 %	5%	25%	55%	90%
T.B.D.	Municipal Manager	Municipal Financial Viability and Management	A responsive and accountable, effective and efficient local government system	KPA5	SO6	PDO1	FYM11.11	Operational conditional grant spending measured by the percentage (%) spent	Percentage (%) of the grant spent i.t.o. budget allocations	All	%	100 %	100 %	95%	95%	**95 %**	15%	40%	60%	95%
T.B.D.	Municipal Manager	Municipal Financial Viability and Management	A responsive and accountable, effective and efficient local government system	KPA5	SO6	PDO1	FYM11.11	Capital conditional grant spending measured by the percentage (%) spent	Percentage (%) of the grant spent i.t.o Budget allocations	All	%	100 %	100 %	95%	95%	**95 %**	5%	30%	55%	95%

REF	DIRECTORATE	NATIONAL STRATEGY LINK		MUNICIPAL STRATEGY LINK				MUNICIPAL PLANNED DELIVERY				TARGETS					QUARTERLY TARGET			
		NATIONAL KPA	NATIONAL OUTCOME	MUNICIPAL KPA	STRATEGIC OBJECTIVE	PRE-DETERMINED OBJECTIVES	IDP REF	KEY PERFORMANCE INDICATOR (KPI)	UNIT OF MEASUREMENT	WARDS	KPI Target Type-Number (#)/Percentage (%)	Annual Target Year 1 2012/2013	Annual Target Year 2 2013/2014	Annual Target Year 3 2014/2015	Annual Target Year 4 2015/2016	Annual Target Year 5 2016/2017	SEP 2016	DEC 2016	MAR 2017	JUN 2017
																	Targets 2016/2017			
T.B.D.	Municipal Manager	Good Governance and Public Participation	A responsive and accountable, effective and efficient local government system	KPA6	SO11	PDO5	G&C11.10	Submit final Annual Report and oversight report of council before legislative deadline	Final Annual Report and oversight report of council completed and submitted	All	#	1	1	1	1	1	-	-	**1**	-
T.B.D.	Municipal Manager	Good Governance and Public Participation	A responsive and accountable, effective and efficient local government system	KPA6	SO11	PDO5	G&C11.10	Review and prioritisation of risk register	Reviewed and prioritised risk register	All	#	new	new	1	1	1	-	-	**1**	-
T.B.D.	Municipal Manager	Good Governance and Public Participation	A responsive and accountable, effective and efficient local government system	KPA6	SO11	PDO34	G&C11.10	Compliance with all the relevant legislation tested annually	Zero (0) findings in the Auditor General's report on non-compliance with laws and regulations	All	#	0	0	0	0	0	-	**0**	-	-
T.B.D.	Financial Services	Municipal Financial Viability and Management	A responsive and accountable, effective and efficient local government system	KPA5	SO6	PDO1	FYM11.11	Financial statements submitted by 31 August annually	Financial statements submitted to Auditor General	All	#	1	1	1	1	1	**1**	-	-	-

REF	DIRECTORATE	NATIONAL STRATEGY LINK		MUNICIPAL STRATEGY LINK				MUNICIPAL PLANNED DELIVERY				TARGETS					QUARTERLY TARGET			
		NATIONAL KPA	NATIONAL OUTCOME	MUNICIPAL KPA	STRATEGIC OBJECTIVE	PRE-DETERMINED OBJECTIVES	IDP REF	KEY PERFORMANCE INDICATOR (KPI)	UNIT OF MEASUREMENT	WARDS	KPI Target Type-Number (#)/Percentage (%)	Annual Target Year 1 2012/2013	Annual Target Year 2 2013/2014	Annual Target Year 3 2014/2015	Annual Target Year 4 2015/2016	Annual Target Year 5 2016/2017	SEP 2016	DEC 2016	MAR 2017	JUN 2017
																	Targets 2016/2017			
T.B.D.	Financial Services	Municipal Financial Viability and Management	A responsive and accountable, effective and efficient local government system	KPA5	SO6	PDO5	FYM11.11	The main budget is approved by Council by the legislative deadline	Approval of Main Budget before the end of June annually	All	#	1	1	1	1	1	-	-	-	1
T.B.D.	Financial Services	Municipal Financial Viability and Management	A responsive and accountable, effective and efficient local government system	KPA5	SO6	PSO5	FYM11.11	The adjustment budget is approved by Council by the legislative deadline	Approval of Adjustments Budget before the end of February annually	All	#	1	1	1	1	1	-	-	1	-
T.B.D.	Financial Services	Municipal Financial Viability and Management	A responsive and accountable, effective and efficient local government system	KPA5	SO6	PDO1	FYM11.11	Maintain a Year to Date (YTD) debtors payment percentage of 96% (excluding traffic services)	Payment percentage (%) of debtors over 12 months rolling period	All	%	95%	96%	96%	94.5%	96%	96%	96%	96%	96%

REF	DIRECTORATE	NATIONAL STRATEGY LINK		MUNICIPAL STRATEGY LINK				MUNICIPAL PLANNED DELIVERY				TARGETS					QUARTERLY TARGET			
		NATIONAL KPA	NATIONAL OUTCOME	MUNICIPAL KPA	STRATEGIC OBJECTIVE	PRE-DETERMINED OBJECTIVES	IDP REF	KEY PERFORMANCE INDICATOR (KPI)	UNIT OF MEASUREMENT	WARDS	KPI Target Type-Number (#)/Percentage (%)	Annual Target Year 1 2012/2013	Annual Target Year 2 2013/2014	Annual Target Year 3 2014/2015	Annual Target Year 4 2015/2016	Annual Target Year 5 2016/2017	SEP 2016	DEC 2016	MAR 2017	JUN 2017
																	Targets 2016/2017			
T.B.D.	Financial Services	Municipal Financial Viability and Management	A responsive and accountable, effective and efficient local government system	KPA5	SO6	PDO1	FYM11.11	Financial Viability measured in terms of Cost coverage ratio for 2014/2015 financial year	Cost coverage ratio calculated as follows: (Available cash at particular time + investments)/ Monthly fixed operating expenditure	All	#	Reviewed	Reviewed	4.6	4.4	4.4	**4.4**	-	-	-
T.B.D.	Financial Services	Municipal Financial Viability and Management	A responsive and accountable, effective and efficient local government system	KPA5	SO6	PDO1	FYM11.11	Financial Viability measured in terms of debt coverage ratio for 2014/2015 financial year	Debt coverage ratio calculated as follows: (Total revenue received - Total grants)/debt service payments due within the year	All	#	Reviewed	Reviewed	131.7	117.7	117.7	**117.7**	-	-	-

REF	DIRECTORATE	NATIONAL STRATEGY LINK		MUNICIPAL STRATEGY LINK				MUNICIPAL PLANNED DELIVERY				TARGETS					QUARTERLY TARGET			
		NATIONAL KPA	NATIONAL OUTCOME	MUNICIPAL KPA	STRATEGIC OBJECTIVE	PRE-DETERMINED OBJECTIVES	IDP REF	KEY PERFORMANCE INDICATOR (KPI)	UNIT OF MEASUREMENT	WARDS	KPI Target Type-Number (#)/Percentage (%)	Annual Target Year 1 2012/2013	Annual Target Year 2 2013/2014	Annual Target Year 3 2014/2015	Annual Target Year 4 2015/2016	Annual Target Year 5 2016/2017	SEP 2016	DEC 2016	MAR 2017	JUN 2017
																	Targets 2016/2017			
T.B.D.	Financial Services	Municipal Financial Viability and Management	A responsive and accountable, effective and efficient local government system	KPA5	SO6	PDO1	FYM11.11	Compliance with GRAP to ensure effective capital asset management (PPE; Intangible; Investment Property; Biological and Heritage Assets)	Zero (0) findings in the external Audit report on non-compliance with GRAP	All	#	0	0	0	0	0	-	**0**	-	-
T.B.D.	Financial Services	Municipal Financial Viability and Management	A responsive and accountable, effective and efficient local government system	KPA5	SO6	PDO1	FYM11.11	Maintaining an acceptable Long Term Debt as a percentage of revenue as set out in the Long Term Financial Plan	Long Term Debt as percentage of revenue: Calculated as Long term Liabilities/Revenue x 100	All	#	New	New	New	20 %	20 %	-	-	-	**20%**
T.B.D.	Financial Services	Municipal Financial Viability and Management	A responsive and accountable, effective and efficient local government system	KPA5	SO6	PDO1	FYM11.11	Sound financial management by maintaining an acceptable Acid Test Ratio	Acid Test Ratio: Calculated as Current Assets – Inventory/ Current Liabilities	All	#	New	New	New	2.5	2.5	-	-	-	**2.5**

REF	DIRECTORATE	NATIONAL STRATEGY LINK		MUNICIPAL STRATEGY LINK				MUNICIPAL PLANNED DELIVERY				TARGETS					QUARTERLY TARGET			
		NATIONAL KPA	NATIONAL OUTCOME	MUNICIPAL KPA	STRATEGIC OBJECTIVE	PRE-DETERMINED OBJECTIVES	IDP REF	KEY PERFORMANCE INDICATOR (KPI)	UNIT OF MEASUREMENT	WARDS	KPI Target Type-Number (#)/Percentage (%)	Annual Target Year 1 2012/2013	Annual Target Year 2 2013/2014	Annual Target Year 3 2014/2015	Annual Target Year 4 2015/2016	Annual Target Year 5 2016/2017	SEP 2016	DEC 2016	MAR 2017	JUN 2017
																	Targets 2016/2017			
T.B.D.	Financial Services	Municipal Financial Viability and Management	A responsive and accountable, effective and efficient local government system	KPA5	SO6	PDO1	FYM11.11	Maintain a financially unqualified audit opinion	Financial statements considered free from material misstatements as per Auditor General report	All	#	1	1	1	1	1	-	1	-	-
T.B.D.	Corporate Services	Local Economic Development	Decent employment through inclusive economic growth	KPA10	SO2	PDO18	LEDT8.2	Implementation of the Local Economic Development and Tourism Strategy	Number of LED programmes implemented	All	#	4	4	12	12	12	3	3	3	3
T.B.D.	Corporate Services	Municipal Transformation and Institutional Development	A skilled and capable workforce to support inclusive growth	KPA9	SO14	PDO7	MTID11.12	The percentage (%) of the municipality's training budget spent, measured as Total Actual Training Expenditure/ Approved Training Budget x 100	Percentage (%) of budget spent on scheduled training within the financial year	All	%	100 %	100 %	80%	80%	90%	20%	40%	60%	90%

REF	DIRECTORATE	NATIONAL STRATEGY LINK		MUNICIPAL STRATEGY LINK				MUNICIPAL PLANNED DELIVERY				TARGETS					QUARTERLY TARGET			
		NATIONAL KPA	NATIONAL OUTCOME	MUNICIPAL KPA	STRATEGIC OBJECTIVE	PRE-DETERMINED OBJECTIVES	IDP REF	KEY PERFORMANCE INDICATOR (KPI)	UNIT OF MEASUREMENT	WARDS	KPI Target Type-Number (#)/Percentage (%)	Annual Target Year 1 2012/2013	Annual Target Year 2 2013/2014	Annual Target Year 3 2014/2015	Annual Target Year 4 2015/2016	Annual Target Year 5 2016/2017	SEP 2016	DEC 2016	MAR 2017	JUN 2017
																	Targets 2016/2017			
T.B.D.	Corporate Services	Municipal Transformation and Institutional Development	A skilled and capable workforce to support inclusive growth	KPA9	SO14	PDO7	MTID11.12	The percentage (%) of appointments made in the three highest levels of management which comply with the Employment Equity Plan, measured by Number of appointments in the three highest levels of management, which comply with the Employment Equity targets/ Total appointments made in three highest levels of management x 100.	The percentage (%) of appointments made in the three highest levels of management approved Employment Equity Plan	All	%	90 %	90 %	30 %	30 %	30 %	30%	30%	30%	30%
T.B.D.	Corporate Services	Basic Service Delivery	Improve health and life expectancy	KPA2	SO7	PSO10	CED11.9	Monitor the implementation of programs and awareness initiatives held for vulnerable groups in terms of social welfare & poverty alleviation, youth development, Disability and Gender, HIV/ AIDS, the Elderly and Culture	Number of programmes conducted for designate vulnerable groups	All	#	new	New	New	48	48	12	12	12	12

REF	DIRECTORATE	NATIONAL STRATEGY LINK		MUNICIPAL STRATEGY LINK				MUNICIPAL PLANNED DELIVERY				TARGETS					QUARTERLY TARGET			
		NATIONAL KPA	NATIONAL OUTCOME	MUNICIPAL KPA	STRATEGIC OBJECTIVE	PRE-DETERMINED OBJECTIVES	IDP REF	KEY PERFORMANCE INDICATOR (KPI)	UNIT OF MEASUREMENT	WARDS	KPI Target Type-Number (#)/Percentage (%)	Annual Target Year 1 2012/2013	Annual Target Year 2 2013/2014	Annual Target Year 3 2014/2015	Annual Target Year 4 2015/2016	Annual Target Year 5 2016/2017	SEP 2016	DEC 2016	MAR 2017	JUN 2017
																	Targets 2016/2017			
T.B.D.	Corporate Services	Local Economic Development	Decent employment through inclusive economic growth	KPA10	SO2	PDO18	LEDT8.2	The number of temporary jobs created through the municipality's local economic development EPWP projects, measured by the number of people temporary employed in the EPWP programmes for the period.	Number of people temporary employed in the EPWP programs.	All	#	400	400	400	400	400	**50**	**100**	**100**	**150**
T.B.D.	Corporate Services	Good Governance and Public Participation	A responsive and accountable, effective and efficient local government system	KPA6	SO11	PDO34	G&C11.10	No findings raised on audit of Predetermined Objectives	Zero (0) material findings in the Auditor General's audit report on Predetermined Objectives	All	#	New	New	0	0	0	-	**0**	-	-
T.B.D.	Community Services	Basic Service Delivery	An effective, competitive and responsive economic infrastructure network	KPA7	SO9	PDO28	SRC11.6	Sports fields are maintained measured by the percentage (%) of the maintenance budget spent	Percentage (%) of Sport maintenance budget spent	All	%	90 %	90 %	90 %	90 %	90 %	**10%**	**40%**	**60%**	**90%**

REF	DIRECTORATE	NATIONAL STRATEGY LINK		MUNICIPAL STRATEGY LINK				MUNICIPAL PLANNED DELIVERY				TARGETS					QUARTERLY TARGET			
		NATIONAL KPA	NATIONAL OUTCOME	MUNICIPAL KPA	STRATEGIC OBJECTIVE	PRE-DETERMINED OBJECTIVES	IDP REF	KEY PERFORMANCE INDICATOR (KPI)	UNIT OF MEASUREMENT	WARDS	KPI Target Type-Number (#)/Percentage (%)	Annual Target Year 1 2012/2013	Annual Target Year 2 2013/2014	Annual Target Year 3 2014/2015	Annual Target Year 4 2015/2016	Annual Target Year 5 2016/2017	SEP 2016	DEC 2016	MAR 2017	JUN 2017
																	Targets 2016/2017			
T.B.D.	Community Services	Basic Service Delivery	An effective, competitive and responsive economic infrastructure network	KPA3	SO10	PDO21	SDE11.7	Effective maintenance of refuse removal assets i.t.o approved budget	Percentage (%) of waste management maintenance budget spent	All	%	90 %	90 %	90 %	90 %	90 %	10%	40%	60%	90%
T.B.D.	Community Services	Basic Service Delivery	Protection and enhancement of environmental assets and natural resources	KPA8	SO13	PDO22	CSS11.8	Annual Review of the Disaster Management Plan by end November	Plan completed and submitted to Council	All	#	1	1	1	1	1	-	1	-	-
T.B.D.	Community Services	Basic Service Delivery	A responsive and accountable, effective and efficient local government system	KPA3	SO12	PDO31	CSS11.8	Management of the Motor registration section by achieving an acceptable outcome in the Bi-annual audit conducted by Provincial Administration	Achieve a score of a set percentage (%) in the Provincial Administration' s Bi-annual audit on Motor Registration	All	%	New	New	New	85%	85%	85%	-	85%	-

REF	DIRECTORATE	NATIONAL STRATEGY LINK		MUNICIPAL STRATEGY LINK				MUNICIPAL PLANNED DELIVERY				TARGETS					QUARTERLY TARGET			
		NATIONAL KPA	NATIONAL OUTCOME	MUNICIPAL KPA	STRATEGIC OBJECTIVE	PRE-DETERMINED OBJECTIVES	IDP REF	KEY PERFORMANCE INDICATOR (KPI)	UNIT OF MEASUREMENT	WARDS	KPI Target Type-Number (#)/Percentage (%)	Annual Target Year 1 2012/2013	Annual Target Year 2 2013/2014	Annual Target Year 3 2014/2015	Annual Target Year 4 2015/2016	Annual Target Year 5 2016/2017	SEP 2016	DEC 2016	MAR 2017	JUN 2017
																	Targets 2016/2017			
T.B.D.	Community Services	Basic Service Delivery	An effective, competitive and responsive economic infrastructure network	KPA3	SO10	PDO21	SDE11.7	Provision of free basic refuse removal and solid waste disposal to indigent account holders in the Mossel Bay area	Number of indigent account holders receiving free basic refuse removal monthly	All	#	6500	6300	6300	11 000	11 000	**11 000**	**11 000**	**11 000**	**11 000**
T.B.D.	Community Services	Basic Service Delivery	An effective, competitive and responsive economic infrastructure network	KPA3	SO10	PDO21	SDE11.7	Provision of refuse removal and solid waste disposal to all residential account holders in the Mossel Bay area	Number of formal residential properties for which refuse is removed at least once a week	All	#	23621	29700	30000	31000	31 000	**31 000**	**31 000**	**31 000**	**31 000**
T.B.D.	Planning and Integrated Services	Municipal Transformation and Institutional Development	A responsive and accountable, effective and efficient local government system	KPA5	SO6	PDO5	MFVM11.11	Revision of the Capital Contribution Policy	Draft Revised Policy Submitted to Council	All	#	New	New	New	1	1	-	-	-	**1**

REF	DIRECTORATE	NATIONAL STRATEGY LINK		MUNICIPAL STRATEGY LINK				MUNICIPAL PLANNED DELIVERY				TARGETS					QUARTERLY TARGET			
		NATIONAL KPA	NATIONAL OUTCOME	MUNICIPAL KPA	STRATEGIC OBJECTIVE	PRE-DETERMINED OBJECTIVES	IDP REF	KEY PERFORMANCE INDICATOR (KPI)	UNIT OF MEASUREMENT	WARDS	KPI Target Type-Number (#)/Percentage (%)	Annual Target Year 1 2012/2013	Annual Target Year 2 2013/2014	Annual Target Year 3 2014/2015	Annual Target Year 4 2015/2016	Annual Target Year 5 2016/2017	SEP 2016	DEC 2016	MAR 2017	JUN 2017
																	Targets 2016/2017			
T.B.D.	Planning and Integrated Services	Municipal Transformation and Institutional Development	An effective, competitive and responsive economic infrastructure network	KPA9	SO15	PDO35	MTID11.12	The maintenance of the Municipal Buildings measured by the percentage (%) of budget spent of the approved budget for Municipal Buildings and Land	Percentage (%) spent of maintenance budget as per approved budget for Municipal Buildings and Land	All	%	New	New	90 %	90 %	90 %	**10%**	**30%**	**60%**	**90%**
T.B.D.	Planning and Integrated Services	Basic Service Delivery	A responsive and accountable, effective and efficient local government system	KPA1	SO1	PSO32	RSW11.2	Municipal roads capital spending measured by the percentage (%) of budget spent	Percentage (%) spent of approved roads capital projects as approved budget	All	%	90 %	90 %	90 %	90 %	90 %	**5%**	**20%**	**60%**	**90%**
T.B.D.	Technical Services	Basic Service Delivery	An effective, competitive and responsive economic infrastructure network	KPA1	SO4	PDO2	E.11.5	Electricity capital spending measured by the percentage (%) of budget spent	Percentage (%) spent of approved electricity capital projects	All	%	90 %	90 %	90 %	90 %	90 %	**5%**	**20%**	**50%**	**90%**

REF	DIRECTORATE	NATIONAL STRATEGY LINK		MUNICIPAL STRATEGY LINK				MUNICIPAL PLANNED DELIVERY				TARGETS					QUARTERLY TARGET			
		NATIONAL KPA	NATIONAL OUTCOME	MUNICIPAL KPA	STRATEGIC OBJECTIVE	PRE-DETERMINED OBJECTIVES	IDP REF	KEY PERFORMANCE INDICATOR (KPI)	UNIT OF MEASUREMENT	WARDS	KPI Target Type-Number (#)/Percentage (%)	Annual Target Year 1 2012/2013	Annual Target Year 2 2013/2014	Annual Target Year 3 2014/2015	Annual Target Year 4 2015/2016	Annual Target Year 5 2016/2017	SEP 2016	DEC 2016	MAR 2017	JUN 2017
																	Targets 2016/2017			
T.B.D.	Technical Services	Basic Service Delivery	An effective, competitive and responsive economic infrastructure network	KPA1	SO4	PDO2	E.11.5	Effective management of electricity provisioning systems evaluated i.t.o. electricity losses	Percentage (%) of electricity losses calculated on a twelve month rolling period as kWh sold/kWh purchased	All	%	10 %	10 %	10 %	10 %	10 %	-	-	-	10%
T.B.D.	Technical Services	Basic Service Delivery	An effective, competitive and responsive economic infrastructure network	KPA1	SO4	PDO30	W11.4	Effective management of water provisioning systems to minimise water losses by implementing measures to reduce water losses	Percentage (%) water losses calculated on a twelve month rolling period as KL billed/KL used	All	%	15 %	15 %	15 %	15 %	15 %	-	-	-	15%
T.B.D.	Technical Services	Basic Service Delivery	An effective, competitive and responsive economic infrastructure network	KPA1	SO4	PDO30	W11.4	Excellent water quality measured by the quality of water as per SANS 241 criteria	Percentage (%) water quality level as per blue drop project as measured annually	All	%	90 %	90 %	95 %	95 %	95 %	-	-	-	95%

REF	DIRECTORATE	NATIONAL STRATEGY LINK		MUNICIPAL STRATEGY LINK				MUNICIPAL PLANNED DELIVERY				TARGETS					QUARTERLY TARGET			
		NATIONAL KPA	NATIONAL OUTCOME	MUNICIPAL KPA	STRATEGIC OBJECTIVE	PRE-DETERMINED OBJECTIVES	IDP REF	KEY PERFORMANCE INDICATOR (KPI)	UNIT OF MEASUREMENT	WARDS	KPI Target Type-Number (#)/Percentage (%)	Annual Target Year 1 2012/2013	Annual Target Year 2 2013/2014	Annual Target Year 3 2014/2015	Annual Target Year 4 2015/2016	Annual Target Year 5 2016/2017	SEP 2016	DEC 2016	MAR 2017	JUN 2017
																	Targets 2016/2017			
T.B.D.	Technical Services	Basic Service Delivery	An effective, competitive and responsive economic infrastructure network	KPA1	SO4	PDO30	S11.3	Waste water capital spending measured by the percentage (%) of budget spent	Percentage (%) spent of approved budget of sanitation capital projects as per approved budget	All	%	90 %	90 %	90 %	90 %	90 %	5%	20%	50%	90%
T.B.D.	Technical Services	Basic Service Delivery	An effective, competitive and responsive economic infrastructure network	KPA1	SO4	PDO30	W11.4	Water capital spending measured by the percentage (%) of budget spent	Percentage (%) spent of approved water capital projects as per approved budget	All	%	90 %	90 %	90 %	90 %	90 %	5%	20%	60%	90%

REF	DIRECTORATE	NATIONAL STRATEGY LINK		MUNICIPAL STRATEGY LINK				MUNICIPAL PLANNED DELIVERY				TARGETS					QUARTERLY TARGET			
		NATIONAL KPA	NATIONAL OUTCOME	MUNICIPAL KPA	STRATEGIC OBJECTIVE	PRE-DETERMINED OBJECTIVES	IDP REF	KEY PERFORMANCE INDICATOR (KPI)	UNIT OF MEASUREMENT	WARDS	KPI Target Type-Number (#)/Percentage (%)	Annual Target Year 1 2012/2013	Annual Target Year 2 2013/2014	Annual Target Year 3 2014/2015	Annual Target Year 4 2015/2016	Annual Target Year 5 2016/2017	SEP 2016	DEC 2016	MAR 2017	JUN 2017
																	Targets 2016/2017			
T.B.D.	Technical Services	Basic Service Delivery	An effective, competitive and responsive economic infrastructure network	KPA1	SO4	PDO2	E11.5	Provision of free basic electricity to indigent account holders connected to the municipal electrical infrastructure network	Number of indigent account holders receiving free basic electricity which are connected to the municipal electrical infrastructure network	All	#	5950	6100	6100	10 000	10 000	**10 000**	**10 000**	**10 000**	**10 000**
T.B.D.	Technical Services	Basic Service Delivery	An effective, competitive and responsive economic infrastructure network	KPA1	SO4	PDO2	E11.5	Provision of electricity to formal residential properties connected to the municipal electrical infrastructure network for both credit and prepaid electrical metering	Number of formal residential properties connected to the municipal electrical infrastructure network	All	#	23621	29000	29000	29000	29 000	**29 000**	**29 000**	**29 000**	**29 000**

REF	DIRECTORATE	NATIONAL STRATEGY LINK		MUNICIPAL STRATEGY LINK				MUNICIPAL PLANNED DELIVERY				TARGETS					QUARTERLY TARGET			
		NATIONAL KPA	NATIONAL OUTCOME	MUNICIPAL KPA	STRATEGIC OBJECTIVE	PRE-DETERMINED OBJECTIVES	IDP REF	KEY PERFORMANCE INDICATOR (KPI)	UNIT OF MEASUREMENT	WARDS	KPI Target Type-Number (#)/Percentage (%)	Annual Target Year 1 2012/2013	Annual Target Year 2 2013/2014	Annual Target Year 3 2014/2015	Annual Target Year 4 2015/2016	Annual Target Year 5 2016/2017	SEP 2016	DEC 2016	MAR 2017	JUN 2017
																	Targets 2016/2017			
T.B.D.	Technical Services	Basic Service Delivery	An effective, competitive and responsive economic infrastructure network	KPA1	SO4	PSO2	E11.5	Provision of electricity to informal residential properties in the designated informal areas which are connected to the municipal electrical infrastructure network for prepaid electrical metering.	Number of residential pre-paid meters registered on the Promun Financial system in the designated informal areas that meet agreed service standards.	All	#	1020	500	550	550	550	-	-	-	550
T.B.D.	Technical Services	Basic Service Delivery	An effective, competitive and responsive economic infrastructure network	KPA1	SO4	PDO23	S11.3	Provision of free basic sanitation services to indigent account holders which are connected to the municipal waste water (sanitation/sewerage) network & are billed for sewerage service, irrespective of the number of water closets (toilets)	Number of indigent account holders receiving free basic sanitation in terms of Equitable share requirements.	All	#	6500	5300	5300	10 000	10 000	10 000	10 000	10 000	10 000

REF	DIRECTORATE	NATIONAL STRATEGY LINK		MUNICIPAL STRATEGY LINK				MUNICIPAL PLANNED DELIVERY				TARGETS					QUARTERLY TARGET			
		NATIONAL KPA	NATIONAL OUTCOME	MUNICIPAL KPA	STRATEGIC OBJECTIVE	PRE-DETERMINED OBJECTIVES	IDP REF	KEY PERFORMANCE INDICATOR (KPI)	UNIT OF MEASUREMENT	WARDS	KPI Target Type-Number (#)/Percentage (%)	Annual Target Year 1 2012/2013	Annual Target Year 2 2013/2014	Annual Target Year 3 2014/2015	Annual Target Year 4 2015/2016	Annual Target Year 5 2016/2017	SEP 2016	DEC 2016	MAR 2017	JUN 2017
																	Targets 2016/2017			
T.B.D.	Technical Services	Basic Service Delivery	An effective, competitive and responsive economic infrastructure network	KPA1	SO4	PDO23	S11.3	Provision of sanitation services to residential properties which are connected to the municipal waste water (sanitation/sewerage) network & are billed for sewerage service, irrespective of the number of water closets (toilets).	Number of residential properties which are billed for sewerage in accordance with the Promun financial system.	All	#	23621	25000	25500	26000	26 000	26 000	26 000	26 000	26 000
T.B.D.	Technical Services	Basic Service Delivery	An effective, competitive and responsive economic infrastructure network	KPA1	SO4	PDO30	W11.4	Provision of clean piped water to indigent account holders which are connected to the municipal water infrastructure network	Number of indigent account holders receiving free basic water.	All	#	6600	6400	6400	11 000	11 000	11 000	11 000	11 000	11 000

REF	DIRECTORATE	NATIONAL STRATEGY LINK		MUNICIPAL STRATEGY LINK				MUNICIPAL PLANNED DELIVERY				TARGETS					QUARTERLY TARGET			
		NATIONAL KPA	NATIONAL OUTCOME	MUNICIPAL KPA	STRATEGIC OBJECTIVE	PRE-DETERMINED OBJECTIVES	IDP REF	KEY PERFORMANCE INDICATOR (KPI)	UNIT OF MEASUREMENT	WARDS	KPI Target Type-Number (#)/Percentage (%)	Annual Target Year 1 2012/2013	Annual Target Year 2 2013/2014	Annual Target Year 3 2014/2015	Annual Target Year 4 2015/2016	Annual Target Year 5 2016/2017	SEP 2016	DEC 2016	MAR 2017	JUN 2017
																	Targets 2016/2017			
T.B.D.	Technical Services	Basic Service Delivery	An effective, competitive and responsive economic infrastructure network	KPA1	SO4	PDO30	W11.4	Provision of clean piped water to formal residential properties which are connected to the municipal water infrastructure network.	Number of formal residential properties that meet agreed service standards for piped water	All	#	23621	30000	30500	31500	31 500	**31 500**	**31 500**	**31 500**	**31 500**
T.B.D.	Technical Services	Basic Service Delivery	An effective, competitive and responsive economic infrastructure network	KPA1	SO4	PDO30	W11.4	Provision of clean piped water to informal areas by means of communal taps in informal areas which have a water meter attached, and are registered on the Promun financial system.	Number of water meters, measuring water to informal areas through communal taps.	All	#	Reviewed	47	47	74	74	**74**	**74**	**74**	**74**

Section 18 - Legislative compliance status

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

Budget and Treasury Office

This office has been established in accordance with the MFMA.

Budgeting

The annual budget is prepared in accordance with the MFMA and National Treasury regulations and requirements.

Financial reporting

100% compliance with regards to monthly, quarterly and annual reporting to the Executive Mayor, Mayoral Committee, Council, Provincial Government and National Treasury.

Annual Financial Statements

The financial statements are prepared in accordance with the Standards of Generally Recognised Accounting Practices (GRAP) prescribed by the Minister of Finance.

Annual report

The annual report is prepared in accordance with the MFMA and National Treasury requirements.

Section 19 - Other supporting documentation

The tables listed below provide additional supporting information to the annual budget and is prescribed by the Municipal Budget and Reporting Regulations.

WC043 Mossel Bay - Supporting Table SA1 Supportinging detail to 'Budgeted Financial Performance'

Description	2012/13	2013/14	2014/15	Current Year 2015/16			2016/17 Medium Term Revenue & Expenditure Framework		
R thousand	Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2016/17	Budget Year +1 2017/18	Budget Year +2 2018/19
REVENUE ITEMS:									
Property rates									
Total Property Rates	81 334	86 704	92 486	98 182	98 819	98 819	106 737	113 141	119 930
less Revenue Foregone (exemptions, reductions and rebates and impermissable values in excess of section 17 of MPRA)	3 477	3 823	4 122	4 236	4 357	4 357	5 260	5 576	5 911
Net Property Rates	**77 857**	**82 881**	**88 363**	**93 945**	**94 462**	**94 462**	**101 477**	**107 565**	**114 019**
Service charges - electricity revenue									
Total Service charges - electricity revenue	275 383	297 116	301 652	320 504	328 119	328 119	347 913	372 267	398 325
less Revenue Foregone (in excess of 50 kwh per indigent household per month)				(633)	(235)	(235)	(684)	(739)	(798)
less Cost of Free Basis Services (50 kwh per indigent household per month)	–	–	–	633	633	633	684	739	798
Net Service charges - electricity revenue	**275 383**	**297 116**	**301 652**	**320 504**	**327 721**	**327 721**	**347 913**	**372 267**	**398 325**
Service charges - water revenue									
Total Service charges - water revenue	85 839	93 912	100 480	106 075	100 662	100 662	107 483	113 932	120 768
less Revenue Foregone (in excess of 6 kilolitres per indigent household per month)		11 484	12 074	10 607	14 979	14 979	18 769	19 862	21 019
less Cost of Free Basis Services (6 kilolitres per indigent household per month)	–	–	–	1 522	1 522	1 522	1 644	1 776	1 918
Net Service charges - water revenue	**85 839**	**82 428**	**88 406**	**93 945**	**84 160**	**84 160**	**87 070**	**92 294**	**97 831**
Service charges - sanitation revenue									
Total Service charges - sanitation revenue	53 105	57 048	62 048	64 125	68 700	68 700	76 961	81 531	86 447
less Revenue Foregone (in excess of free sanitation service to indigent households)	374	13 171	14 065	17 510	21 692	21 692	27 308	28 943	30 675
less Cost of Free Basis Services (free sanitation service to indigent households)	–	–	–	182	182	182	197	213	230
Net Service charges - sanitation revenue	**52 732**	**43 878**	**47 983**	**46 433**	**46 826**	**46 826**	**49 456**	**52 375**	**55 543**
Service charges - refuse revenue									
Total refuse removal revenue	38 946	41 862	45 343	46 614	48 915	48 915	52 978	56 157	59 526
Total landfill revenue	–	–	–	–	–	–	–	–	–
less Revenue Foregone (in excess of one removal a week to indigent households)	–	8 757	9 271	8 806	12 110	12 110	15 071	15 949	16 877
less Cost of Free Basis Services (removed once a week to indigent households)	–	–	–	1 226	1 226	1 226	1 325	1 430	1 545
Net Service charges - refuse revenue	**38 946**	**33 105**	**36 072**	**36 582**	**35 578**	**35 578**	**36 583**	**38 778**	**41 104**
Other Revenue by source									
Fuel Levy	–	–	–	–	–	–	–	–	–
Other Revenue	25 365	96 122	25 609	14 062	20 975	20 975	10 244	10 665	11 097
Total 'Other' Revenue	**25 365**	**96 122**	**25 609**	**14 062**	**20 975**	**20 975**	**10 244**	**10 665**	**11 097**
EXPENDITURE ITEMS:									
Employee related costs									
Basic Salaries and Wages	113 175	122 463	132 826	150 244	149 230	149 230	171 868	184 917	199 340
Pension and UIF Contributions	20 536	22 890	24 413	27 473	27 202	27 202	32 060	34 484	37 101
Medical Aid Contributions	8 524	9 410	10 208	11 524	11 526	11 526	13 206	14 196	15 304
Overtime	8 285	8 904	9 595	8 827	8 479	8 479	8 624	9 146	9 884
Performance Bonus	7 012	7 552	7 972	8 646	8 129	8 129	–	–	–
Motor Vehicle Allowance	4 500	4 208	4 234	4 556	4 820	4 820	5 612	5 938	6 376
Cellphone Allowance	–	–	–	–	–	–	–	–	–
Housing Allowances	858	785	833	993	2 851	2 851	3 096	3 328	3 588
Other benefits and allowances	4 653	4 877	4 974	4 966	5 084	5 084	5 805	6 176	6 628
Payments in lieu of leave	2 291	789	1 969	2 675	2 675	2 675	2 862	3 063	3 308
Long service awards	1 388	1 444	2 182	1 542	2 448	2 448	2 610	2 764	2 930
Post-retirement benefit obligations	18 412	18 543	10 326	20 466	10 933	10 933	11 849	12 875	13 648
sub-total	**189 633**	**201 865**	**209 531**	**241 912**	**233 376**	**233 376**	**257 593**	**276 886**	**298 104**
Less: Employees costs capitalised to PPE	415	519	472	465	684	684	–	–	–
Total Employee related costs	**189 218**	**201 346**	**209 059**	**241 447**	**232 692**	**232 692**	**257 593**	**276 886**	**298 104**
Contributions recognised - capital									
None	–	–	–	–	–	–	–	–	–
Total Contributions recognised - capital	**–**	**–**	**–**	**–**	**–**	**–**	**–**	**–**	**–**

Description	2012/13	2013/14	2014/15	Current Year 2015/16			2016/17 Medium Term Revenue & Expenditure Framework		
R thousand	Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2016/17	Budget Year +1 2017/18	Budget Year +2 2018/19
Depreciation & asset impairment									
Depreciation of Property, Plant & Equipment	45 308	52 262	59 748	62 022	69 385	69 385	70 256	72 986	74 853
Lease amortisation	20	19	26	1	8	8	6	6	6
Capital asset impairment	–	–	–	–	–	–	–	–	–
Depreciation resulting from revaluation of PPE	–	–	–	–	–	–	–	–	–
Total Depreciation & asset impairment	**45 328**	**52 281**	**59 773**	**62 023**	**69 393**	**69 393**	**70 263**	**72 993**	**74 860**
Bulk purchases									
Electricity Bulk Purchases	174 921	187 468	208 463	240 725	245 000	245 000	262 257	282 870	305 104
Water Bulk Purchases	15 980	8 316	8 975	10 600	10 600	10 600	11 257	11 910	12 601
Total bulk purchases	**190 901**	**195 784**	**217 439**	**251 325**	**255 600**	**255 600**	**273 514**	**294 781**	**317 705**
Transfers and grants									
Cash transfers and grants	4 764	1 005	1 129	1 246	1 246	1 246	1 320	1 408	1 504
Non-cash transfers and grants	–	–	–	–	–	–	–	–	–
Total transfers and grants	**4 764**	**1 005**	**1 129**	**1 246**	**1 246**	**1 246**	**1 320**	**1 408**	**1 504**
Contracted services									
Agency Paym-Account Print	481	401	355	457	457	457	408	429	455
AMR System	269	282	344	422	422	422	449	476	499
Agency payments - Beautification of CBD	21	11	–	–	–	–	–	–	–
Agency Payments - Cash Transit	173	234	233	249	249	249	262	275	289
Agency Payments-Cleansing Serv	3 694	5 758	5 385	4 996	4 996	4 996	293	308	326
Agency Payment-Cut of Grass	4 087	4 300	4 038	4 701	4 620	4 620	9 473	9 947	10 643
Agency Payments - Desalination Plant	4 534	4 155	4 439	4 770	1 268	1 268	–	3 245	3 498
Agency Payments-Gardening Serv	29	18	52	40	80	80	85	94	100
Agency Paym-Info Sys Maint	211	490	538	515	450	450	1 111	1 156	1 202
Agency Paym-Internal Auditors	1 203	1 284	1 341	1 450	1 841	1 841	1 500	1 580	1 660
Agency Payments-life Saving	983	1 062	1 182	1 285	1 372	1 372	1 800	1 944	2 100
Agency Paym-Meter Readings	1 061	1 147	1 200	1 536	1 455	1 455	1 608	1 656	1 756
Agency Paym-Prepaid System	5 378	6 578	7 365	7 623	7 623	7 623	8 201	8 529	9 041
Agency Paym-Refuse Recycling	95	88	207	542	300	300	1 515	1 591	1 654
Agency Paym-Refuse Removal	3 978	3 808	4 443	4 224	4 224	4 224	4 486	4 710	4 993
Agency Payments - R.O. Plant	3 344	712	692	900	900	900	280	294	318
Agency Payments-Sanitation Ser	1 031	1 057	2 267	1 200	3 500	3 500	1 682	1 766	1 837
Agency Paym-Security Services	1 302	4 389	3 420	4 986	5 106	5 106	5 239	5 501	5 831
Agency Paym-Transport Co.	220	308	342	408	452	452	424	445	463
Agency Paym-Add.Valuations	409	167	164	250	250	250	250	273	302
Agency Payment-Washing Linen	52	51	59	60	26	26	25	26	29
CID - Mossel Bay	–	442	436	470	436	436	479	508	539
Concessionary Fees- Indigent	183	208	249	258	250	250	270	286	312
sub-total	**32 737**	**36 949**	**38 751**	**41 343**	**40 278**	**40 278**	**39 840**	**45 038**	**47 845**
Allocations to organs of state:									
Electricity	–	–	–	–	–	–	–	–	–
Water	–	–	–	–	–	–	–	–	–
Sanitation	–	–	–	–	–	–	–	–	–
Other	–	–	–	–	–	–	–	–	–
Total contracted services	**32 737**	**36 949**	**38 751**	**41 343**	**40 278**	**40 278**	**39 840**	**45 038**	**47 845**
Other Expenditure By Type									
Collection costs	5 943	5 160	4 988	6 674	6 413	6 413	5 163	5 473	5 801
Contributions to 'other' provisions	–	–	123	–	–	–	–	–	–
Consultant fees	2 539	1 608	1 869	2 999	4 025	4 025	3 449	3 641	4 000
Audit fees	3 021	3 749	3 788	4 250	3 989	3 989	4 250	4 500	4 727
General expenses	64 677	69 900	39 758	48 992	47 464	47 464	53 655	51 265	53 382
List Other Expenditure by Type									
Contributions to reserves	–	–	–	–	–	–	–	–	–
Other Transfers	27 967	–	–	–	–	–	–	–	–
Repairs and Maintenance	37 488	36 184	38 956	48 121	57 412	57 412	53 266	54 593	57 557
Topstructures	14 966	21 726	28 968	17 300	27 327	27 327	41 477	24 700	10 000
Fuel&Oil	5 854	6 821	6 604	7 694	7 515	7 515	7 983	8 622	9 225
Fair Value adjustment	–	–	12 077	–	1 500	1 500	1 500	1 500	1 500
Desalination plant - PetroSA	9 197	6 449	56	1 500	1 500	1 500	1 590	1 685	–
Actuarial loss	1 481	2 811	–	1 500	1 500	1 500	1 500	1 500	1 500
Total 'Other' Expenditure	**173 132**	**154 410**	**137 186**	**139 030**	**158 645**	**158 645**	**173 832**	**157 478**	**147 692**

by Expenditure Item									
Employee related costs	–		–	–	–	–	–	–	–
Other materials	7 188	7 177	6 647	8 193	8 878	8 878	8 367	8 729	9 189
Contracted Services	1 603	–	–	–	–	–	–	–	–
Other Expenditure	28 697	29 007	32 309	39 928	48 534	48 534	44 899	45 864	48 368
Total Repairs and Maintenance Expenditure	37 488	36 184	38 956	48 121	57 412	57 412	53 266	54 593	57 557

WC043 Mossel Bay - Supporting Table SA2 Matrix Financial Performance Budget (revenue source/expenditure type and dept.)

Description R thousand	Vote 1 - MUNICIPAL MANAGER	Vote 2 - CORPORATE SERVICES	Vote 3 - FINANCIAL SERVICES	Vote 4 - TECHNICAL & ELECTRICITY SERVICES	Vote 5 - COMMUNITY SERVICES	Vote 6 - PLANNING & INTEGRATED SERVICES	Total
Revenue By Source							
Property rates	–	–	101 477	–	–	–	**101 477**
Property rates - penalties & collection charges	–	–	324	–	–	–	**324**
Service charges - electricity revenue	–	–	–	347 913	–	–	**347 913**
Service charges - water revenue	–	–	–	87 070	–	–	**87 070**
Service charges - sanitation revenue	–	–	–	49 456	–	–	**49 456**
Service charges - refuse revenue	–	–	–	–	36 583	–	**36 583**
Service charges - other	–	4	501	21 107	3 809	5 076	**30 497**
Rental of facilities and equipment	–	880	2	72	783	3 105	**4 842**
Interest earned - external investments	24 810	–	–	–	–	–	**24 810**
Interest earned - outstanding debtors	59	–	–	907	194	156	**1 317**
Dividends received	–	–	–	–	–	–	**–**
Fines	–	–	–	–	28 016	12	**28 027**
Licences and permits	–	–	–	–	1 395	–	**1 395**
Agency services	–	–	–	–	4 728	–	**4 728**
Other revenue	5 324	–	3 805	585	314	216	**10 244**
Transfers recognised - operational	10 777	1 431	1 595	48 455	22 103	45 141	**129 502**
Gains on disposal of PPE	–	–	–	–	–	–	**–**
Total Revenue (excluding capital transfers and contri	**40 970**	**2 315**	**107 704**	**555 565**	**97 925**	**53 707**	**858 185**
Expenditure By Type							
Employee related costs	25 906	26 191	26 015	61 778	82 479	35 223	**257 593**
Remuneration of councillors	10 301	–	–	–	–	–	**10 301**
Debt impairment	–	–	11	9 372	23 173	251	**32 808**
Depreciation & asset impairment	317	3 448	423	31 650	16 414	18 010	**70 263**
Finance charges	132	96	3	2 859	0	4	**3 094**
Bulk purchases	–	–	–	273 514	–	–	**273 514**
Other materials	19	188	14	9 359	975	134	**10 688**
Contracted services	30	1 131	2 577	12 633	23 172	297	**39 840**
Transfers and grants	1 080	–	–	–	–	240	**1 320**
Other expenditure	12 836	16 764	18 845	27 219	26 855	71 313	**173 832**
Loss on disposal of PPE	501	36	27	19	70	264	**919**
Total Expenditure	**51 122**	**47 855**	**47 915**	**428 405**	**173 140**	**125 735**	**874 172**
Surplus/(Deficit)	**(10 152)**	**(45 541)**	**59 789**	**127 160**	**(75 215)**	**(72 029)**	**(15 987)**
Transfers recognised - capital	**–**	**40**	**–**	**15 698**	**5 751**	**14 734**	**36 223**
Contributions recognised - capital	–	–	–	–	–	–	**–**
Contributed assets	**141**	**–**	**–**	**795**	**–**	**300**	**1 236**
Surplus/(Deficit) after capital transfers & contributions	**(10 010)**	**(45 501)**	**59 789**	**143 653**	**(69 464)**	**(56 994)**	**21 472**

WC043 Mossel Bay - Supporting Table SA3 Supportinging detail to 'Budgeted Financial Position'

Description	2012/13	2013/14	2014/15	Current Year 2015/16			2016/17 Medium Term Revenue & Expenditure Framework		
R thousand	Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2016/17	Budget Year +1 2017/18	Budget Year +2 2018/19
ASSETS									
Call investment deposits									
Call deposits < 90 days	–	–	–	–	–	–	–	–	–
Other current investments > 90 days	205 000	230 654	290 097	233 732	273 000	273 000	222 000	186 000	147 000
Total Call investment deposits	**205 000**	**230 654**	**290 097**	**233 732**	**273 000**	**273 000**	**222 000**	**186 000**	**147 000**
Consumer debtors									
Consumer debtors	60 722	82 840	99 104	89 028	84 512	84 512	84 009	84 196	84 382
Less: Provision for debt impairment	(21 511)	(24 935)	(29 631)	(38 592)	(15 038)	(15 038)	(14 393)	(14 428)	(14 439)
Total Consumer debtors	**39 211**	**57 905**	**69 474**	**50 436**	**69 474**	**69 474**	**69 616**	**69 767**	**69 943**
Debt impairment provision									
Balance at the beginning of the year	25 013	21 511	24 935	30 535	29 631	29 631	15 038	14 786	15 239
Contributions to the provision	13 980	10 156	14 012	20 057	10 297	10 297	11 748	12 453	12 453
Bad debts written off	(17 482)	(6 731)	(9 317)	(12 000)	(24 889)	(24 889)	(12 000)	(12 000)	(12 000)
Balance at end of year	**21 511**	**24 935**	**29 631**	**38 592**	**15 038**	**15 038**	**14 786**	**15 239**	**15 692**
Property, plant and equipment (PPE)									
PPE at cost/valuation (excl. finance leases)	1 734 740	2 046 746	2 210 651	2 329 293	2 383 304	2 383 304	2 530 210	2 668 695	2 823 803
Leases recognised as PPE	–	–	–	–	–	–	–	–	–
Less: Accumulated depreciation	333 045	413 140	461 343	530 847	529 842	529 842	599 352	671 548	745 564
Total Property, plant and equipment (PPE)	**1 401 695**	**1 633 605**	**1 749 308**	**1 798 446**	**1 853 462**	**1 853 462**	**1 930 858**	**1 997 146**	**2 078 239**
LIABILITIES									
Current liabilities - Borrowing									
Short term loans (other than bank overdraft)	–	–	–	–	–	–	–	–	–
Current portion of long-term liabilities	3 582	3 929	3 860	4 610	3 713	3 713	4 867	5 199	6 335
Total Current liabilities - Borrowing	**3 582**	**3 929**	**3 860**	**4 610**	**3 713**	**3 713**	**4 867**	**5 199**	**6 335**
Trade and other payables									
Trade and other creditors	81 937	89 650	100 053	100 731	106 056	106 056	107 117	108 188	109 270
Unspent conditional transfers	7 626	15 643	33 929	–	–	–	–	–	–
VAT	–	–	–	–	–	–	–	–	–
Total Trade and other payables	**89 563**	**105 293**	**133 982**	**100 731**	**106 056**	**106 056**	**107 117**	**108 188**	**109 270**
Non current liabilities - Borrowing									
Borrowing	26 564	24 473	22 595	24 439	25 054	25 054	27 905	29 982	35 586
Finance leases (including PPP asset element)	1 457	1 496	782	689	591	591	282	281	283
Total Non current liabilities - Borrowing	**28 021**	**25 969**	**23 378**	**25 128**	**25 645**	**25 645**	**28 188**	**30 262**	**35 869**
Provisions - non-current									
Retirement benefits	147 900	92 042	96 664	124 600	104 999	104 999	113 441	122 704	130 066
List other major provision items									
Refuse landfill site rehabilitation	35 728	34 685	36 766	34 685	36 766	36 766	36 766	36 766	36 766
Other	14 240	13 050	12 939	11 850	12 339	12 339	11 739	11 139	10 539
Total Provisions - non-current	**197 868**	**139 777**	**146 369**	**171 134**	**154 104**	**154 104**	**161 946**	**170 609**	**177 372**
CHANGES IN NET ASSETS									
Accumulated Surplus/(Deficit)									
Accumulated Surplus/(Deficit) - opening balance	1 370 863	1 617 317	1 975 742	2 022 566	2 025 488	2 025 488	2 093 310	2 144 234	2 185 595
GRAP adjustments	182 134	197 544	29 583						
Restated balance	1 552 997	1 814 861	2 005 325	2 022 566	2 025 488	2 025 488	2 093 310	2 144 234	2 185 595
Surplus/(Deficit)	69 575	166 253	83 672	53 276	62 311	62 311	21 472	36 211	48 911
Appropriations to Reserves	(72 207)	(72 803)	(142 688)	(70 273)	(77 853)	(77 853)	(73 763)	(76 603)	(78 581)
Transfers from Reserves	66 951	67 431	79 179	76 887	83 363	83 363	103 214	81 753	81 224
Depreciation offsets	–	–	–	–	–	–	–	–	–
Other adjustments	–	–		–	–	–	–	–	–
Accumulated Surplus/(Deficit)	**1 617 317**	**1 975 742**	**2 025 488**	**2 082 456**	**2 093 310**	**2 093 310**	**2 144 234**	**2 185 595**	**2 237 149**
Reserves									
Housing Development Fund	801	722	751	–	–	–	–	–	–
Capital replacement	59 783	65 234	128 715	71 782	123 955	123 955	94 503	89 353	86 710
Self-insurance	–	–	–	–	–	–	–	–	–
Other reserves	–	–	–	–	–	–	–	–	–
Revaluation	–	–	–	–	–	–	–	–	–
Total Reserves	**60 584**	**65 956**	**129 466**	**71 782**	**123 955**	**123 955**	**94 503**	**89 353**	**86 710**
TOTAL COMMUNITY WEALTH/EQUITY	**1 677 902**	**2 041 698**	**2 154 954**	**2 154 238**	**2 217 264**	**2 217 264**	**2 238 737**	**2 274 947**	**2 323 859**

Total capital expenditure includes expenditure on nationally significant priorities:

Provision of basic services									

WC043 Mossel Bay - Supporting Table SA9 Social, economic and demographic statistics and assumptions

Description of economic indicator	Basis of calculation	2001 Census	2007 Survey	2011 Census	2012/13	2013/14	2014/15	Current Year 2015/16	2016/17 Medium Term Revenue & Expenditure Framework		
					Outcome	Outcome	Outcome	Original Budget	Outcome	Outcome	Outcome
Demographics											
Population		71 494	117 842	89 430	90 771	92 133	93 515	95 222	96 960	98 730	100 532
Females aged 5 - 14		6 224	8 848	6 485	6 582	6 681	6 781	6 883	6 986	7 091	7 197
Males aged 5 - 14		6 335	9 239	6 621	6 720	6 821	6 923	7 027	7 133	7 240	7 348
Females aged 15 - 34		11 706	19 143	14 468	14 685	14 905	15 129	15 356	15 586	15 820	16 057
Males aged 15 - 34		12 385	25 388	14 321	14 536	14 754	14 975	15 200	15 428	15 659	15 894
Unemployment		7 261	11 808	7 992	8 112	8 234	8 357	8 482	8 610	8 739	8 870
Monthly household income (no. of households)											
No income				4 870	4 943	5 017	5 092	5 169	5 246	5 325	5 405
R1 - R1 600				5 435	5 517	5 599	5 683	5 769	5 855	5 943	6 032
R1 601 - R3 200				4 483	4 550	4 618	4 688	4 758	4 829	4 902	4 975
R3 201 - R6 400				4 318	4 383	4 449	4 515	4 583	4 652	4 721	4 792
R6 401 - R12 800				3 704	3 760	3 816	3 873	3 931	3 990	4 050	4 111
R12 801 - R25 600				2 951	2 995	3 040	3 086	3 132	3 179	3 227	3 275
R25 601 - R51 200				1 547	1 570	1 594	1 618	1 642	1 667	1 692	1 717
R52 201 - R102 400				466	473	480	487	495	502	510	517
R102 401 - R204 800				152	154	157	159	161	164	166	169
R204 801 - R409 600				99	100	102	104	105	107	108	110
R409 601 - R819 200											
> R819 200											
Poverty profiles (no. of households)											
< R2 060 per household per month											
Insert description											
Household/demographics (000)											
Number of people in municipal area					91	96	102	112	122	134	146
Number of poor people in municipal area											
Number of households in municipal area					26	27	27	27	33	33	34
Number of poor households in municipal area					6	6	6	6	13	13	14
Definition of poor household (R per month)					5 000	5 000	5 000	5 000	6 000	6 000	6 000
Housing statistics											
Formal					24 443	24 932	24 932	24 932	31 935	32 178	32 636
Informal					4 212	4 297	4 297	4 297	1 288	1 300	1 350
Total number of households		-	-	-	28 655	29 229	29 229	29 229	33 223	33 478	33 986
Dwellings provided by municipality											
Dwellings provided by province/s					512	350	350	350	340	320	300
Dwellings provided by private sector											
Total new housing dwellings		-	-	-	512	350	350	350	340	320	300
Economic											
Inflation/inflation outlook (CPIX)					5.7%	5.6%	5.5%	5.8%	6.6%	6.2%	5.9%
Interest rate - borrowing					5.8%	5.6%	5.6%	8.5%	9.0%	9.5%	10.0%
Interest rate - investment					6.5%	5.6%	6.8%	7.1%	8.3%	8.8%	9.0%
Remuneration increases					6.5%	6.9%	6.8%	6.0%	7.0%	7.6%	7.8%
Consumption growth (electricity)									0.2%	0.2%	0.2%
Consumption growth (water)									0.6%	0.6%	0.6%
Collection rates											
Property tax/service charges					112.0%	100.0%	99.8%	95.5%	98.0%	98.0%	98.0%
Rental of facilities & equipment					100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%
Interest - external investments					100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%
Interest - debtors					N/A	N/A	N/A	N/A	N/A	N/A	N/A
Revenue from agency services					N/A	N/A	N/A	N/A	N/A	N/A	N/A

WC043 Mossel Bay - Supporting Table SA11 Property rates summary

Description	2012/13	2013/14	2014/15	Current Year 2015/16			2016/17 Medium Term Revenue & Expenditure Framework		
	Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2016/17	Budget Year +1 2017/18	Budget Year +2 2018/19
Valuation:									
Date of valuation:	2011/07/01	2011/07/01	2011/07/01	2011/07/01					
Financial year valuation used	**Yes**	**Yes**	**Yes**	**Yes**			**Yes**		
Municipal by-laws s6 in place? (Y/N)									
Municipal/assistant valuer appointed? (Y/N)									
Municipal partnership s38 used? (Y/N)	No	No	No	No	No	No	No	No	No
No. of assistant valuers (FTE)	–	–	–	–	–	–			
No. of data collectors (FTE)	7	7	7	7	7	7			
No. of internal valuers (FTE)	1	1	1	1	1	1			
No. of external valuers (FTE)									
No. of additional valuers (FTE)	–	–	–	–	–	–	–	–	–
Valuation appeal board established? (Y/N)				Yes			Yes		
Implementation time of new valuation roll (mths)									
No. of properties	35 914	36 277	36 640	35 896	36 096	36 096	36 457	36 822	37 190
No. of sectional title values	5 127	5 390	5 444	5 331	5 381	5 381	5 435	5 489	5 544
No. of unreasonably difficult properties s7(2)	–	–	–	–	–	–	–	–	–
No. of supplementary valuations	2	2	2	1	1	1	2	2	2
No. of valuation roll amendments	–	–	–	–	–	–	–	–	–
No. of objections by rate payers									
No. of appeals by rate payers									
No. of successful objections									
No. of successful objections > 10%									
Supplementary valuation									
Public service infrastructure value (Rm)	47	21	21	20	20	20	20	20	20
Municipality owned property value (Rm)	644	624	630	623	644	644	651	657	664
Valuation reductions:									
Valuation reductions-public infrastructure (Rm)	–	5	5	5	5	5	5	5	5
Valuation reductions-nature reserves/park (Rm)									
Valuation reductions-mineral rights (Rm)									
Valuation reductions-R15,000 threshold (Rm)	512	523	528	526	521	521	531	537	542
Valuation reductions-public worship (Rm)	245	161	162	249	249	249	252	254	257
Valuation reductions-other (Rm)	1 160	1 114	1 126	1 108	1 352	1 352	1 119	1 130	1 141
Total valuation reductions:	**1 917**	**1 802**	**1 820**	**1 889**	**2 127**	**2 127**	**1 907**	**1 926**	**1 946**
Total value used for rating (Rm)	32 861	33 405	33 739	33 586	33 740	33 740	34 078	34 418	34 763
Total land value (Rm)	13 740	13 907	14 046	13 812	13 808	13 808	13 947	14 086	14 227
Total value of improvements (Rm)	19 121	19 498	19 693	19 774	19 932	19 932	20 131	20 332	20 536
Total market value (Rm)	32 861	33 405	33 739	33 586	33 740	33 740	34 078	34 418	34 763
Rating:									
Residential rate used to determine rate for other categories? (Y/N)	No	No	No	No					
Differential rates used? (Y/N)	Yes	Yes	Yes						
Limit on annual rate increase (s20)? (Y/N)									
Special rating area used? (Y/N)	Yes	Yes	Yes	Yes			Yes		
Phasing-in properties s21 (number)	No	No	No	No			Yes	Yes	Yes
Rates policy accompanying budget? (Y/N)	Yes	Yes	Yes	Yes			Yes		
Fixed amount minimum value (R'000)	No	No	No	No			No		
Non-residential prescribed ratio s19? (%)	No	No	No	No					
Rate revenue:									
Rate revenue budget (R '000)	78 925	86 651	91 850	97 361	98 850	98 850	107 948	116 584	125 910
Rate revenue expected to collect (R'000)	80 187	88 037	91 381	94 927	100 718	100 718	106 868	115 418	124 651
Expected cash collection rate (%)	101.6%	101.6%	99.5%	97.5%	101.9%	101.9%	99.0%	99.0%	99.0%
Special rating areas (R'000)	0	475	50	405			1 677	1 811	1 956
Rebates, exemptions - indigent (R'000)	–	–	–		697	697	753	813	878
Rebates, exemptions - pensioners (R'000)	822	987	997	1 007	1 024	1 024	1 106	1 195	1 290
Rebates, exemptions - bona fide farm. (R'000)	–	–	–	–					
Rebates, exemptions - other (R'000)	2 613	2 807	2 835	2 863	2 972	2 972	3 210	3 467	3 744
Phase-in reductions/discounts (R'000)									
Total rebates,exemptns,reductns,discs (R'000)	**3 435**	**3 793**	**3 831**	**3 870**	**4 693**	**4 693**	**5 069**	**5 474**	**5 912**

WC043 Mossel Bay - Supporting Table SA12a Property rates by category (current year)

Description	Resi.	Indust.	Bus. & Comm.	Farm props.	State-owned	Muni props.	Public service infra.	Private owned towns	Formal & Informal Settle.	Comm. Land	State trust land	Section 8(2)(n) (note 1)	Protect. Areas	National Monum/ts	Public benefit organs.	Mining Props.
Current Year 2015/16																
Valuation:																
No. of properties	31 776		875	1 152	183	1 509	39	517					3		42	
No. of sectional title property values	5 021		282	–	–	76	–	2					–		–	
No. of unreasonably difficult properties s7(2)																
No. of supplementary valuations																
Supplementary valuation (Rm)	2		2	2	2	2	2	2					2		2	
No. of valuation roll amendments																
No. of objections by rate-payers																
No. of appeals by rate-payers																
No. of appeals by rate-payers finalised																
No. of successful objections																
No. of successful objections > 10%																
Estimated no. of properties not valued																
Years since last valuation **(select)**																
Frequency of valuation **(select)**																
Method of valuation used **(select)**	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5
Base of valuation **(select)**	market value	market value	market value	market value	market value	market value	market value	market value	market value	market value	market value	market value	market value	market value	market value	market value
Phasing-in properties s21 (number)	nd & Aprovem	nd & Aprovem	nd & Aprovem	nd & Aprovem	nd & Aprovem	nd & Aprovem	nd & Aprovem	nd & Aprovem	nd & Aprovem	nd & Aprovem	nd & Aprovem	nd & Aprovem	nd & Aprovem	nd & Aprovem	nd & Aprovem	nd & Aproveme
Combination of rating types used? (Y/N)	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No
Flat rate used? (Y/N)	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Is balance rated by uniform rate/variable rate?	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No
Valuation reductions:																
Valuation reductions-public infrastructure (Rm)													4			
Valuation reductions-nature reserves/park (Rm)																
Valuation reductions-mineral rights (Rm)	521							4								
Valuation reductions-R15,000 threshold (Rm)	249															
Valuation reductions-public worship (Rm)	1 352							10								
Valuation reductions-other (Rm)																
Total valuation reductions:																
Total value used for rating (Rm)	26 280		3 232	1 468	464	644	20	524					4		116	
Total land value (Rm)	10 559		891	1 111	173	458	15	203					4		28	
Total value of improvements (Rm)	15 721		2 351	357	291	186	5	321					0		89	
Total market value (Rm)	26 904		3 232	1 468	464	644	20	524					4		116	
Rating:																
Average rate	0.002860		0.005721	0.000715	0.000715	–	0.000715	0.000858					–		0.000715	
Rate revenue budget (R '000)	75 160		18 489	1 050	332	–	14	450					–		83	
Rate revenue expected to collect (R'000)	76 581		18 838	1 069	338	–	14	458					–		85	
Expected cash collection rate (%)	101.9%		101.9%	101.9%	101.9%	101.9%	101.9%	101.9%					101.9%		101.9%	
Special rating areas (R'000)	30		496													
Rebates, exemptions - indigent (R'000)	697															
Rebates, exemptions - pensioners (R'000)	1 024															
Rebates, exemptions - bona fide farm. (R'000)																
Rebates, exemptions - other (R'000)	2 964														8	
Phase-in reductions/discounts (R'000)	–															
Total rebates,exemptns,reductns,discs (R'000)																

WC043 Mossel Bay - Supporting Table SA12b Property rates by category (budget year)

Description	Resi.	Indust.	Bus. & Comm.	Farm props.	State-owned	Muni props.	Public service infra.	Private owned towns	Formal & Informal Settle.	Comm. Land	State trust land	Section 8(2)(n) (note 1)	Protect. Areas	National Monum/ts	Public benefit organs.	Mining Props.
Budget Year 2016/17																
Valuation:																
No. of properties	32 094		883	1 164	185	1 524	39	522					3	–	42	
No. of sectional title property values	5 071		285	–	–	76	–	2								
No. of unreasonably difficult properties s7(2)																
No. of supplementary valuations																
Supplementary valuation (Rm)	1		1	1	1	1	1	1					1		1	
No. of valuation roll amendments																
No. of objections by rate-payers																
No. of appeals by rate-payers																
No. of appeals by rate-payers finalised																
No. of successful objections																
No. of successful objections > 10%																
Estimated no. of properties not valued																
Years since last valuation **(select)**																
Frequency of valuation **(select)**																
Method of valuation used **(select)**	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5
Base of valuation **(select)**	market value	market value	market value	market value	market value	market value	market value	market value	market value	market value	market value	market value	market value	market value	market value	market value
Phasing-in properties s21 (number)	nd & Aprovem	nd & Aprovem	nd & Aprovem	nd & Aprovem	nd & Aprovem	nd & Aprovem	nd & Aprovem	nd & Aprovem	nd & Aprovem	nd & Aprovem	nd & Aprovem	nd & Aprovem	nd & Aprovem	nd & Aprovem	nd & Aprovem	nd & Aproveme
Combination of rating types used? (Y/N)	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No
Flat rate used? (Y/N)	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Is balance rated by uniform rate/variable rate?	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No
Valuation reductions:																
Valuation reductions-public infrastructure (Rm)							5									
Valuation reductions-nature reserves/park (Rm)													4			
Valuation reductions-mineral rights (Rm)																
Valuation reductions-R15,000 threshold (Rm)	563							4								
Valuation reductions-public worship (Rm)	269							–								
Valuation reductions-other (Rm)	1 460							11								
Total valuation reductions:																
Total value used for rating (Rm)	26 543		3 264	1 483	469	651	20	529					4		117	
Total land value (Rm)	10 665		899	1 122	175	463	15	205					4		28	
Total value of improvements (Rm)	15 878		2 374	360	294	188	5	325					0		90	
Total market value (Rm)	26 543		3 264	1 483	469	651	20	529					4		117	
Rating:																
Average rate	0.003089		0.006179	0.000772	0.000772	–	0.000772	0.000927					–		0.000772	
Rate revenue budget (R '000)	81 173		19 968	1 133	358	–	15	486					–		90	
Rate revenue expected to collect (R'000)	80 362		19 768	1 122	355	–	15	481					–		89	
Expected cash collection rate (%)	99.0%		99.0%	99.0%	99.0%	99.0%	99.0%	99.0%					99.0%		99.0%	
Special rating areas (R'000)	47		1 630													
Rebates, exemptions - indigent (R'000)	753															
Rebates, exemptions - pensioners (R'000)	1 106															
Rebates, exemptions - bona fide farm. (R'000)	–															
Rebates, exemptions - other (R'000)	3 201														8	
Phase-in reductions/discounts (R'000)	–															
Total rebates,exemptns,reductns,discs (R'000)																

WC043 Mossel Bay - Supporting Table SA13a Service Tariffs by category

Description	Provide description of tariff structure where appropriate	2012/13	2013/14	2014/15	Current Year 2015/16	2016/17 Medium Term Revenue & Expenditure Framework		
						Budget Year 2016/17	Budget Year +1 2017/18	Budget Year +2 2018/19
Property rates *(rate in the Rand)*								
Residential properties	Residential Rates	0.0024	0.0025	0.0027	0.0029	0.0031	0.0033	0.0036
Residential properties - vacant land	Residential Rates	0.0024	0.0025	0.0027	0.0029	0.0031	0.0033	0.0036
Formal/informal settlements	Accommodation Rates	0.0034	0.0036	0.0038	0.0040	0.0043	0.0047	0.0050
Small holdings	Residential Rates	0.0024	0.0025	0.0026	0.0028	0.0031	0.0033	0.0036
Farm properties - used	Agricultural Rates	0.0006	0.0006	0.0007	0.0007	0.0008	0.0008	0.0009
Farm properties - not used	Agricultural Rates	0.0006	0.0006	0.0007	0.0007	0.0008	0.0008	0.0009
Industrial properties	Commercial Rates	0.0048	0.0051	0.0054	0.0057	0.0062	0.0067	0.0072
Business and commercial properties	Commercial Rates	0.0048	0.0051	0.0054	0.0057	0.0062	0.0067	0.0072
Communal land - residential	Residential Rates	0.0024	0.0025	0.0027	0.0029	0.0031	0.0033	0.0036
Communal land - small holdings					-	-	-	-
Communal land - farm property					-	-	-	-
Communal land - business and commercial					-	-	-	-
Communal land - other	Agricultural Business	0.0034	0.0036	0.0038	0.0040	0.0043	0.0047	0.0050
State-owned properties	Government Rates	0.0034	0.0036	0.0038	0.0040	0.0043	0.0047	0.0050
Municipal properties	Municipal Rates	-	-		-	-	-	-
Public service infrastructure	Public Serv Infrastructure	0.0006	0.0006	0.0007	0.0007	0.0008	0.0008	0.0009
Privately owned towns serviced by the owner	Vlees Bay Rates	0.0007	0.0008	0.0008	0.0009	0.0009	0.0010	0.0011
State trust land	Government Rates	0.0006	0.0006	0.0007	0.0007	0.0008	0.0008	0.0009
Restitution and redistribution properties								
Protected areas								
National monuments properties								
Exemptions, reductions and rebates *(Rands)*								
Residential properties								
R15 000 threshhold rebate		15 000	15 000	15 000	15 000	15 000	15 000	15 000
General residential rebate		35 000	35 000	35 000	35 000	35 000	35 000	35 000
Indigent rebate or exemption								
Pensioners/social grants rebate or exemption		30% & 50%	30% & 50%	30% & 50%	30% & 50%	30% & 50%	30% & 50%	30% & 50%
Temporary relief rebate or exemption								
Bona fide farmers rebate or exemption								
Other rebates or exemptions								
Water tariffs								
Domestic								
Basic charge/fixed fee *(Rands/month)*		114	121	128	135	146	158	171
Service point - vacant land *(Rands/month)*								
Water usage - flat rate tariff *(c/kl)*								
Water usage - life line tariff								
Water usage - Block 1 (c/kl)	0.- 6 kl	-	-	-	-	-	-	-
Water usage - Block 2 (c/kl)	7 - 20kl	5	6	6	6	7	7	8
Water usage - Block 3 (c/kl)	21 - 30kl	8	8	8	9	10	10	11
Water usage - Block 4 (c/kl)	31 - 40kl	10	10	11	12	12	13	15
Water usage - Block 5 (c/kl)	41 - 50kl	10	10	15	15	17	18	19
Water usage - Block 6 (c/kl)	51 - 60kl	13	14	18	19	21	22	24
Water usage - Block 7 (c/kl)	61 - 80kl	16	17	22	23	25	27	29
Water usage - Block 8 (c/kl)	> 80kl	19	21	29	31	33	36	39
Other								
Waste water tariffs								
Domestic								
Basic charge/fixed fee *(Rands/month)*		1 852	1 963	2 081	2 206	2 383	2 573	2 779
Service point - vacant land *(Rands/month)*								
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								
Electricity tariffs								
Domestic								
Basic charge/fixed fee *(Rands/month)*		179	191	205	221	249	269	290
Service point - vacant land *(Rands/month)*								
FBF Indigent	(how is this targeted?)	50	50	50	50	50	50	50
FBF normal households		20	20	20	20	20	20	20
Life-line tariff - meter	(describe structure)							
Life-line tariff - prepaid	(describe structure)							
Flat rate tariff - meter *(c/kwh)*								
Flat rate tariff - prepaid*(c/kwh)*								
	Two part Tariff - Consuption							
Elec usage - Block 1 (c/kl)	0 - 20 kwh	-	-	-	-	-	-	-
Elec usage - Block 2 (c/kl)	> 20 kwh	1	1	1	1	1	1	1
	One Part Tariff (prepaid)							
Elec usage - Block 1 (c/kl)	0 - 20 kwh	-	-	-	-	-	-	-
Elec usage - Block 2 (c/kl)	> 20 kwh	1	1	1	1	2	2	2
	Indigent Tariff							
Elec usage - Block 1 (c/kl)	0 - 20 kwh	-	-	-	-	-	-	-
Elec usage - Block 2 (c/kl)	21 5 50 kwh	-	-	-	-	-	-	-
Elec usage - Block 3 (c/kl)	51 - 350kwh	1	1	1	1	1	1	1
Elec usage - Block 4 (c/kl)	351 - 600kwh	1	1	1	1	1	1	1
Elec usage - Block 5 (c/kl)	> 600kwh	1	1	1	2	2	2	2
Other								
Waste management tariffs								
Domestic								
Street cleaning charge								
Basic charge/fixed fee		46	49	52	55	58	62	66
80l bin - once a week								
250l bin - once a week								

WC043 Mossel Bay - Supporting Table SA13b Service Tariffs by category - explanatory

Description	Provide description of tariff structure where appropriate	2012/13	2013/14	2014/15	Current Year 2015/16	2016/17 Medium Term Revenue & Expenditure Framework		
						Budget Year 2016/17	Budget Year +1 2017/18	Budget Year +2 2018/19
Exemptions, reductions and rebates *(Rands)*								
None								
Water tariffs								
[Insert blocks as applicable]	Basic Charge	114	121	128	135	146	158	171
Water usage - Block 1 (c/kl)	0.- 6 kl	-	-	-	-			
Water usage - Block 2 (c/kl)	7 - 20kl	5	6	6	6	7	7	8
Water usage - Block 3 (c/kl)	21 - 30kl	8	8	8	9	10	10	11
Water usage - Block 4 (c/kl)	31 - 40kl	10	10	11	12	12	13	15
Water usage - Block 5 (c/kl)	41 - 50kl	10	10	15	15	17	18	19
Water usage - Block 6 (c/kl)	51 - 60kl	13	14	18	19	21	22	24
Water usage - Block 7 (c/kl)	61 - 80kl	16	17	22	23	25	27	29
Water usage - Block 8 (c/kl)	> 80kl	19	21	29	31	33	36	39
Waste water tariffs								
None	(fill in structure)							
Electricity tariffs								
[Insert blocks as applicable]	Two part Tariff - Basic Fee	179	191	205	231	249	269	291
	FBF Indigent	50	50	50	50	50	50	50
	FBF normal households	20	20	20	20	20	20	20
	(describe structure)							
	Two part Tariff - Consuption							
Elec usage - Block 1 (c/kl)	0 - 20 kwh	-	-	-	-	-	-	-
Elec usage - Block 2 (c/kl)	> 20 kwh	1	1	1	1	1	1	1
	One Part Tariff (prepaid)							
Elec usage - Block 1 (c/kl)	0 - 20 kwh	-	-	-	-	-	-	-
Elec usage - Block 2 (c/kl)	> 20 kwh	1	1	1	1	2	2	2
	Indigent Tariff							
Elec usage - Block 1 (c/kl)	0 - 20 kwh	-	-	-	-	-	-	-
Elec usage - Block 2 (c/kl)	21 5 50 kwh	-	-	-	-	-	-	-
Elec usage - Block 3 (c/kl)	51 - 350kwh	1	1	1	1	1	1	1
Elec usage - Block 4 (c/kl)	351 - 600kwh	1	1	1	1	1	1	1
Elec usage - Block 5 (c/kl)	> 600kwh	1	1	1	2	2	2	2

WC043 Mossel Bay - Supporting Table SA14 Household bills

Description	2012/13	2013/14	2014/15	Current Year 2015/16			2016/17 Medium Term Revenue & Expenditure Framework			
Rand/cent	Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2016/17 % incr.	Budget Year 2016/17	Budget Year +1 2017/18	Budget Year +2 2018/19
Monthly Account for Household - 'Middle Income Range'										
Rates and services charges:										
Property rates	130.11	137.91	146.20	166.84	166.84	166.84	8.0%	180.18	194.60	210.17
Electricity: Basic levy	178.81	191.33	205.47	230.53	230.53	230.53	7.2%	247.13	264.92	284.00
Electricity: Consumption	852.00	911.00	958.00	1 075.06	1 075.06	1 075.06	7.2%	1 152.46	1 235.44	1 324.39
Water: Basic levy	113.73	120.55	127.78	135.45	135.45	135.45	8.0%	146.28	157.99	170.62
Water: Consumption	151.20	160.18	181.86	192.62	192.62	192.62	8.0%	208.03	224.67	242.65
Sanitation	154.36	163.62	173.44	183.84	183.84	183.84	8.0%	198.55	214.43	231.59
Refuse removal	92.18	97.71	103.57	109.79	109.79	109.79	8.0%	118.57	128.06	138.30
Other										
sub-total	**1 672.39**	**1 782.30**	**1 896.32**	**2 094.13**	**2 094.12**	**2 094.12**	**7.5%**	**2 251.21**	**2 420.11**	**2 601.71**
VAT on Services	234.13	249.52	232.88	257.17	257.17	257.17	0.9%	276.46	297.21	319.51
Total large household bill:	**1 906.52**	**2 031.82**	**2 129.20**	**2 351.30**	**2 351.30**	**2 351.30**	**7.5%**	**2 527.67**	**2 717.31**	**2 921.22**
% increase/-decrease		**6.6%**	**4.8%**	**10.4%**	**(0.0%)**	**–**		**7.5%**	**7.5%**	**7.5%**
Monthly Account for Household - 'Affordable Range'										
Rates and services charges:										
Property rates	90.08	95.48	112.46	119.17	119.17	119.17	8.0%	128.70	139.00	150.12
Electricity: Basic levy	178.81	191.33	205.47	230.53	230.53	230.53	7.2%	247.13	264.92	284.00
Electricity: Consumption	408.96	437.28	469.44	526.56	526.56	526.56	7.2%	564.47	605.11	648.68
Water: Basic levy	113.73	120.65	127.78	135.45	135.45	135.45	8.0%	146.28	139.00	150.12
Water: Consumption	110.00	120.13	139.41	147.07	147.07	147.07	8.0%	158.84	139.00	150.12
Sanitation	154.36	163.62	173.44	183.84	183.84	183.84	8.0%	198.55	139.00	150.12
Refuse removal	92.18	97.71	103.57	109.79	109.79	109.79	8.0%	118.57	139.00	150.12
Other										
sub-total	**1 148.12**	**1 226.20**	**1 331.57**	**1 452.41**	**1 452.41**	**1 452.41**	**7.6%**	**1 562.54**	**1 565.04**	**1 683.28**
VAT on Services	160.74	171.67	163.53	178.37	178.37	178.37	0.9%	191.89	192.20	206.72
Total small household bill:	**1 308.86**	**1 397.87**	**1 495.09**	**1 630.77**	**1 630.77**	**1 630.77**	**7.6%**	**1 754.43**	**1 757.23**	**1 890.00**
% increase/-decrease		**6.8%**	**7.0%**	**9.1%**	**–**	**–**		**7.6%**	**0.2%**	**7.6%**
Monthly Account for Household - 'Indigent' Household receiving free basic services										
Rates and services charges:										
Property rates	50.04	53.04	67.48	71.50	71.50	71.50	8.0%	77.22	139.00	150.12
Electricity: Basic levy										
Electricity: Consumption	246.00	261.00	232.50	312.90	312.90	312.90	7.2%	335.43	359.58	385.47
Water: Basic levy	113.73	120.65	127.78	135.45	135.45	135.45	8.0%	146.28	139.00	150.12
Water: Consumption	76.30	80.08	96.96	102.72	102.73	102.72	8.0%	110.94	139.00	150.12
Sanitation	154.36	163.62	173.44	183.84	183.84	183.84	8.0%	198.55	139.00	150.12
Refuse removal	92.18	97.71	103.57	109.79	109.79	109.79	8.0%	118.57	139.00	150.12
Other										
sub-total	**732.61**	**776.10**	**801.73**	**916.20**	**916.20**	**916.20**	**7.7%**	**986.99**	**1 054.58**	**1 136.07**
VAT on Services	102.57	108.65	98.46	112.52	112.52	112.52	0.9%	121.21	129.51	139.52
Total small household bill:	**835.18**	**884.75**	**900.18**	**1 028.71**	**1 028.72**	**1 028.71**	**7.7%**	**1 108.20**	**1 184.09**	**1 275.59**
% increase/-decrease		**5.9%**	**1.7%**	**14.3%**	**0.0%**	**(0.0%)**		**7.7%**	**6.8%**	**7.7%**

WC043 Mossel Bay - Supporting Table SA20 Reconciliation of transfers, grant receipts and unspent funds

Description	2012/13	2013/14	2014/15	Current Year 2015/16			2016/17 Medium Term Revenue & Expenditure Framework		
R thousand	Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2016/17	Budget Year +1 2017/18	Budget Year +2 2018/19
Operating transfers and grants:									
National Government:									
Balance unspent at beginning of the year	154	102	–	–	538	538	–	–	–
Current year receipts	44 545	49 364	61 451	66 363	66 363	66 363	73 353	80 817	93 094
Conditions met - transferred to revenue	**44 597**	**49 465**	**60 913**	**66 363**	**66 901**	**66 901**	**73 353**	**80 817**	**93 094**
Conditions still to be met - transferred to liabilities	102	–	538	–	–	–	–	–	–
Provincial Government:									
Balance unspent at beginning of the year	4 480	1 547	3 199	–	13 044	13 044	–	–	–
Current year receipts	13 877	44 859	32 170	24 785	23 358	23 358	50 363	32 337	18 197
Conditions met - transferred to revenue	**16 810**	**43 208**	**22 325**	**24 785**	**36 402**	**36 402**	**50 363**	**32 337**	**18 197**
Conditions still to be met - transferred to liabilities	1 547	3 199	13 044	–	–	–	–	–	–
District Municipality:									
Balance unspent at beginning of the year		–	–	–	–	–	–	–	–
Current year receipts	–	–	1 072	35	35	35	–	–	–
Conditions met - transferred to revenue	**–**	**–**	**1 072**	**35**	**35**	**35**	**–**	**–**	**–**
Conditions still to be met - transferred to liabilities			–	–	–	–	–	–	–
Other grant providers:									
Balance unspent at beginning of the year	1 730	292	–	–	89	89	–	–	–
Current year receipts	1 605	705	499	1 890	2 140	2 140	1 636	986	–
Conditions met - transferred to revenue	**3 042**	**997**	**410**	**1 890**	**2 229**	**2 229**	**1 636**	**986**	**–**
Conditions still to be met - transferred to liabilities	292	–	89	–	–	–	–	–	–
Total operating transfers and grants revenue	**64 449**	**93 671**	**84 720**	**93 073**	**105 567**	**105 567**	**125 353**	**114 140**	**111 291**
Total operating transfers and grants - CTBM	**1 941**	**3 199**	**13 671**	**–**	**–**	**–**	**–**	**–**	**–**
Capital transfers and grants:									
National Government:									
Balance unspent at beginning of the year	425	6	31	–	6 197	6 197	–	–	–
Current year receipts	20 617	27 284	36 618	31 596	31 596	31 596	33 839	31 599	35 761
Conditions met - transferred to revenue	**21 036**	**27 260**	**30 452**	**31 596**	**37 793**	**37 793**	**33 839**	**31 599**	**35 761**
Conditions still to be met - transferred to liabilities	6	31	6 197	–	–	–	–	–	–
Provincial Government:									
Balance unspent at beginning of the year	11 693	4 717	11 937	–	14 049	14 049	–	–	–
Current year receipts	26 072	17 175	16 312	34 044	36 297	36 297	7 456	26 040	31 500
Conditions met - transferred to revenue	**33 048**	**9 955**	**14 200**	**34 044**	**50 346**	**50 346**	**7 456**	**26 040**	**31 500**
Conditions still to be met - transferred to liabilities	4 717	11 937	14 049	–	–	–	–	–	–
District Municipality:									
Balance unspent at beginning of the year	–	–	–	–	–	–	–	–	–
Current year receipts	–	462	994	1 511	1 356	1 356	–	–	–
Conditions met - transferred to revenue	**–**	**462**	**994**	**1 511**	**1 356**	**1 356**	**–**	**–**	**–**
Conditions still to be met - transferred to liabilities	–	–	–	–	–	–	–	–	–
Other grant providers:									
Balance unspent at beginning of the year	729	961	17	–	–	–	–	–	–
Current year receipts	10 411	10 097	1 617	1 775	1 615	1 615	2 100	2 100	1 800
Conditions met - transferred to revenue	**10 179**	**11 041**	**1 634**	**1 775**	**1 615**	**1 615**	**2 100**	**2 100**	**1 800**
Conditions still to be met - transferred to liabilities	961	17	–	–	–	–	–	–	–
Total capital transfers and grants revenue	**64 262**	**48 718**	**47 280**	**68 926**	**91 109**	**91 109**	**43 395**	**59 739**	**69 061**
Total capital transfers and grants - CTBM	**5 685**	**11 985**	**20 246**	**–**	**–**	**–**	**–**	**–**	**–**
TOTAL TRANSFERS AND GRANTS REVENUE	**128 711**	**142 389**	**132 000**	**161 999**	**196 676**	**196 676**	**168 747**	**173 879**	**180 352**
TOTAL TRANSFERS AND GRANTS - CTBM	**7 626**	**15 184**	**33 917**	**–**	**–**	**–**	**–**	**–**	**–**

WC043 Mossel Bay - Supporting Table SA34a Capital expenditure on new assets by asset class

Description	2012/13	2013/14	2014/15	Current Year 2015/16			2016/17 Medium Term Revenue & Expenditure Framework		
R thousand	Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2016/17	Budget Year +1 2017/18	Budget Year +2 2018/19
Capital expenditure on new assets by Asset Class/Sub-class									
Infrastructure	**56 016**	**46 705**	**47 996**	**30 298**	**32 391**	**32 391**	**54 715**	**38 544**	**46 499**
Infrastructure - Road transport	25 029	13 708	8 499	5 271	5 296	5 296	22 411	16 712	19 631
Roads, Pavements & Bridges	20 310	12 750	3 402	4 806	4 795	4 795	19 271	12 310	14 164
Storm water	4 719	958	5 097	465	501	501	3 140	4 402	5 467
Infrastructure - Electricity	14 277	13 197	11 740	9 840	11 300	11 300	16 942	11 532	12 018
Generation	–	–	11 596	1 800	1 800	1 800	1 000	1 560	1 000
Transmission & Reticulation	14 277	12 055	23	7 940	9 400	9 400	15 542	9 472	11 018
Street Lighting	–	1 142	121	100	100	100	400	500	–
Infrastructure - Water	6 502	5 120	12 386	1 566	2 534	2 534	5 600	2 300	4 550
Dams & Reservoirs	4 610	822	2 769	–	–	–	–	–	250
Water purification	1 892	99	871	500	500	500	1 100	600	600
Reticulation	–	4 199	8 746	1 066	2 034	2 034	4 500	1 700	3 700
Infrastructure - Sanitation	8 785	14 481	14 899	13 620	13 260	13 260	9 762	8 000	10 300
Reticulation	680	10 643	1 555	13 250	13 140	13 140	9 762	8 000	10 300
Sewerage purification	8 105	3 838	13 343	370	120	120	–	–	–
Infrastructure - Other	1 422	200	473	–	–	–	–	–	–
Waste Management	1 355	200	473	–	–	–	–	–	–
Transportation	–	–	–	–	–	–	–	–	–
Gas	–	–	–	–	–	–	–	–	–
Other	67	–	–	–	–	–	–	–	–
Community	**9 874**	**5 500**	**1 221**	**3 559**	**3 255**	**3 255**	**7 784**	**8 888**	**5 935**
Parks & gardens	95	–	119	30	30	30	–	–	–
Sportsfields & stadia	788	655	70	219	219	219	–	–	100
Swimming pools	–	–	–	–	–	–	–	–	–
Community halls	145	155	63	–	–	–	–	–	–
Libraries	7 318	132	458	2 000	2 000	2 000	2 210	–	–
Recreational facilities	1 191	145	–	770	769	769	500	–	–
Fire, safety & emergency	134	205	350	–	–	–	715	5 883	5 835
Security and policing	83	242	–	240	137	137	359	5	–
Buses	–	–	–	–	–	–	–	–	–
Clinics	–	–	–	–	–	–	–	–	–
Museums & Art Galleries	–	–	–	–	–	–	–	–	–
Cemeteries	79	66	161	300	100	100	4 000	3 000	–
Social rental housing	–	–	–	–	–	–	–	–	–
Other	41	3 900	–	–	–	–	–	–	–
Heritage assets	–	–	–	–	–	–	–	–	–
Buildings	–	–	–	–	–	–	–	–	–
Other	–	–	–	–	–	–	–	–	–
Investment properties	–	–	–	–	–	–	–	–	–
Housing development	–	–	–	–	–	–	–	–	–
Other	–	–	–	–	–	–	–	–	–
Other assets	**34 361**	**16 786**	**23 743**	**40 239**	**65 126**	**65 126**	**13 623**	**18 567**	**30 461**
General vehicles	1 709	3 509	5 215	522	510	510	365	50	900
Specialised vehicles	–	–	–	–	–	–	45	50	550
Plant & equipment	315	484	–	6 264	7 403	7 403	5 262	950	1 070
Computers - hardware/equipment	1 107	198	3 117	92	704	704	827	410	75
Furniture and other office equipment	1 526	989	2 011	1 361	1 600	1 600	1 849	635	314
Abattoirs	–	–	–	–	–	–	–	–	–
Markets	–	–	–	–	–	–	–	–	–
Civic Land and Buildings	413	31	94	–	6 641	6 641	–	350	6 053
Other Buildings	6 676	9 563	13 305	200	125	125	–	–	–
Other Land	–	1 975	–	31 800	48 142	48 142	5 200	16 040	21 500
Surplus Assets - (Investment or Inventory)	–	–	–	–	–	–	–	–	–
Other	22 614	37	–	–	–	–	75	82	–
Agricultural assets	–	–	–	–	–	–	–	–	–
List sub-class	–	–	–	–	–	–	–	–	–
	–	–	–	–	–	–	–	–	–
Biological assets	–	–	–	–	–	–	–	–	–
List sub-class	–	–	–	–	–	–	–	–	–
	–	–	–	–	–	–	–	–	–
Intangibles	–	–	–	–	–	–	–	–	–
Computers - software & programming	–	–	–	–	–	–	–	–	–
Other *(list sub-class)*	–	–	–	–	–	–	–	–	–
Total Capital Expenditure on new assets	**100 251**	**68 992**	**72 961**	**74 097**	**100 772**	**100 772**	**76 122**	**65 999**	**82 896**
Specialised vehicles	–	–	–	–	–	–	**45**	**50**	**550**
Refuse	–	–	–	–	–	–	–	–	–
Fire	–	–	–	–	–	–	45	50	550
Conservancy	–	–	–	–	–	–	–	–	–
Ambulances	–	–	–	–	–	–	–	–	–

WC043 Mossel Bay - Supporting Table SA34b Capital expenditure on the renewal of existing assets by asset class

Description	2012/13	2013/14	2014/15	Current Year 2015/16			2016/17 Medium Term Revenue & Expenditure Framework		
R thousand	Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2016/17	Budget Year +1 2017/18	Budget Year +2 2018/19
Capital expenditure on renewal of existing assets by Asset Class/Sub-class									
Infrastructure	**11 067**	**37 351**	**47 088**	**55 793**	**61 668**	**61 668**	**55 761**	**52 499**	**51 276**
Infrastructure - Road transport	2 860	25 549	27 245	29 419	35 990	35 990	16 924	9 550	4 940
Roads, Pavements & Bridges	1 810	21 054	21 374	22 085	28 788	28 788	7 574	3 350	4 440
Storm water	1 050	4 495	5 871	7 334	7 202	7 202	9 350	6 200	500
Infrastructure - Electricity	5 231	7 435	9 732	11 130	9 921	9 921	10 695	10 750	14 886
Generation	–	–	9 492	400	400	400	835	1 000	–
Transmission & Reticulation	5 231	7 435	190	10 680	9 471	9 471	9 860	9 550	14 786
Street Lighting	–	–	50	50	50	50	–	200	100
Infrastructure - Water	1 689	3 132	6 857	8 694	11 124	11 124	21 241	18 327	17 888
Dams & Reservoirs	219	–	6 716	–	–	–	–	–	2 200
Water purification	1 470	241	141	–	–	–	1 000	500	–
Reticulation	–	2 892	–	8 694	11 124	11 124	20 241	17 827	15 688
Infrastructure - Sanitation	930	1 234	3 255	6 250	4 333	4 333	6 901	13 872	13 562
Reticulation	–	1 138	3 107	3 360	2 793	2 793	5 301	12 372	13 062
Sewerage purification	930	96	148	2 890	1 540	1 540	1 600	1 500	500
Infrastructure - Other	357	–	–	300	300	300	–	–	–
Waste Management	357		–	300	300	300	–	–	–
Transportation	–		–	–	–	–	–	–	–
Gas	–		–	–	–	–	–	–	–
Other	–		–	–	–	–	–	–	–
Community	**4 200**	**7 474**	**287**	**5 347**	**4 642**	**4 642**	**4 512**	**3 412**	**3 104**
Parks & gardens	–	–	64	–	–	–	–	–	–
Sportsfields & stadia	3 046	6 957	46	4 217	3 417	3 417	3 812	2 912	1 754
Swimming pools	–	–	–	–	–	–	–	–	–
Community halls	–	22	–	–	–	–	100	200	100
Libraries	–	78	32	–	–	–	–	–	–
Recreational facilities	–	335	65	35	28	28	50	–	–
Fire, safety & emergency	1 154	–	–	–	–	–	–	–	–
Security and policing	–	57	20	780	860	860	550	300	1 250
Buses	–	–	–	–	–	–	–	–	–
Clinics	–	–	–	–	–	–	–	–	–
Museums & Art Galleries	–	–	–	–	–	–	–	–	–
Cemeteries	–	25	60	150	150	150	–	–	–
Social rental housing	–	–	–	–	–	–	–	–	–
Other	–	–	–	165	187	187	–	–	–
Heritage assets	–	–	–	–	–	–	–	–	–
Buildings	–	–	–	–	–	–	–	–	–
Other	–	–	–	–	–	–	–	–	–
Investment properties	–	–	–	–	–	–	–	–	–
Housing development	–	–	–	–	–	–	–	–	–
Other	–	–	–	–	–	–	–	–	–
Other assets	**1 892**	**465**	**1 174**	**7 137**	**6 949**	**6 949**	**11 671**	**17 803**	**19 135**
General vehicles	1 339	110	–	3 120	3 034	3 034	2 180	1 510	2 750
Specialised vehicles	553	–	–	–	–	–	2 950	–	–
Plant & equipment	–	–	–	1 230	1 019	1 019	4 050	3 755	4 255
Computers - hardware/equipment	–	166	991	2 150	2 250	2 250	1 957	1 620	1 620
Furniture and other office equipment	–	–	–	162	145	145	279	488	210
Abattoirs	–	–	–	–	–	–	–	–	–
Markets	–	–	–	–	–	–	–	–	–
Civic Land and Buildings	–	101	184	110	150	150	100	300	300
Other Buildings	–	88	–	360	350	350	100	100	–
Other Land	–	–	–	–	–	–	–	10 000	10 000
Surplus Assets - (Investment or Inventory)	–	–	–	–	–	–	–	–	–
Other	–	–	–	5	2	2	55	30	–
Agricultural assets	–	–	–	–	–	–	–	–	–
List sub-class	–	–	–	–	–	–	–	–	–
	–	–	–	–	–	–	–	–	–
Biological assets	–	–	–	–	–	–	–	–	–
List sub-class	–	–	–	–	–	–	–	–	–
	–	–	–	–	–	–	–	–	–
Intangibles	–	–	–	–	–	–	–	–	–
Computers - software & programming	–	–	–	–	–	–	–	–	–
Other *(list sub-class)*	–	–	–	–	–	–	–	–	–
Total Capital Expenditure on renewal of existing assets	**17 159**	**45 290**	**48 549**	**68 277**	**73 259**	**73 259**	**71 944**	**73 715**	**73 515**
Specialised vehicles	**553**	–	–	–	–	–	**2 950**	–	–
Refuse	312	–	–	–	–	–	–	–	–
Fire	242	–	–	–	–	–	2 950	–	–
Conservancy	–	–	–	–	–	–	–	–	–
Ambulances	–	–	–	–	–	–	–	–	–
Renewal of Existing Assets as % of total capex	*14.6%*	*39.6%*	*40.0%*	*48.0%*	*42.1%*	*42.1%*	*48.6%*	*52.8%*	*47.0%*
Renewal of Existing Assets as % of deprecn"	*37.9%*	*86.6%*	*81.2%*	*110.1%*	*105.6%*	*105.6%*	*102.4%*	*101.0%*	*98.2%*

WC043 Mossel Bay - Supporting Table SA34c Repairs and maintenance expenditure by asset class

Description	2012/13	2013/14	2014/15	Current Year 2015/16			2016/17 Medium Term Revenue & Expenditure Framework		
R thousand	Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2016/17	Budget Year +1 2017/18	Budget Year +2 2018/19
Repairs and maintenance expenditure by Asset Class/Sub-class									
Infrastructure	**22 614**	**21 702**	**22 617**	**26 130**	**28 852**	**28 852**	**26 838**	**28 027**	**29 569**
Infrastructure - Road transport	13 360	12 620	14 193	15 728	17 650	17 650	16 509	17 221	18 165
Roads, Pavements & Bridges	11 983	11 112	12 414	13 590	15 620	15 620	14 409	15 121	15 960
Storm water	1 377	1 508	1 780	2 138	2 030	2 030	2 100	2 100	2 205
Infrastructure - Electricity	4 203	4 087	4 173	4 710	5 778	5 778	4 976	5 192	5 486
Generation	2 805	2 829	2 901	3 151	4 118	4 118	3 321	3 454	3 661
Transmission & Reticulation	540	400	370	569	669	669	605	635	667
Street Lighting	858	858	902	990	990	990	1 050	1 103	1 158
Infrastructure - Water	3 273	3 389	2 646	3 979	3 691	3 691	3 768	3 929	4 113
Dams & Reservoirs	526	456	355	600	700	700	420	437	450
Water purification	793	909	538	979	751	751	1 004	1 044	1 096
Reticulation	1 953	2 024	1 753	2 400	2 240	2 240	2 344	2 448	2 567
Infrastructure - Sanitation	1 133	816	774	1 140	1 130	1 130	993	1 069	1 140
Reticulation	841	583	550	800	800	800	650	702	751
Sewerage purification	292	233	224	340	330	330	343	367	389
Infrastructure - Other	645	790	830	572	602	602	592	616	665
Waste Management	629	765	819	570	600	600	590	614	663
Transportation	–	–	–	–	–	–	–	–	–
Gas	–	–	–	–	–	–	–	–	–
Other	17	25	11	2	2	2	2	2	3
Community	**4 801**	**4 001**	**4 411**	**7 380**	**8 114**	**8 114**	**7 821**	**6 590**	**7 020**
Parks & gardens	644	527	503	591	580	580	701	744	782
Sportsfields & stadia	170	298	146	765	661	661	812	743	788
Swimming pools	–		–	–	–	–	–	–	–
Community halls	207	342	501	477	245	245	500	550	605
Libraries	28	37	17	29	75	75	29	32	36
Recreational facilities	1 403	1 583	1 421	1 927	1 672	1 672	1 899	2 017	2 159
Fire, safety & emergency	352	219	645	1 982	2 811	2 811	2 095	607	646
Security and policing	365	661	925	1 163	1 363	1 363	1 242	1 353	1 462
Buses	–	–	–	–	–	–	–	–	–
Clinics	–	–	–	–	–	–	–	–	–
Museums & Art Galleries	–	–	–	–	–	–	–	–	–
Cemeteries	13	5	1	3	3	3	3	3	3
Social rental housing	–	–	–	–	–	–	–	–	–
Other	1 618	328	252	445	705	705	540	540	540
Heritage assets	–	–	–	–	–	–	–	–	–
Buildings	–	–	–	–	–	–	–	–	–
Other	–	–	–	–	–	–	–	–	–
Investment properties	–	–	–	–	–	–	–	–	–
Housing development	–	–	–	–	–	–	–	–	–
Other	–	–	–	–	–	–	–	–	–
Other assets	**9 668**	**10 135**	**11 928**	**13 913**	**19 459**	**19 459**	**17 504**	**18 797**	**19 706**
General vehicles	2 886	2 835	3 200	3 359	3 473	3 473	3 674	3 821	3 974
Specialised vehicles	–	–	–	–	–	–	–	–	–
Plant & equipment	1 405	1 773	1 589	1 847	2 259	2 259	2 035	2 116	2 201
Computers - hardware/equipment	1 620	1 386	2 991	2 794	3 945	3 945	4 411	4 720	5 050
Furniture and other office equipment	38	35	37	77	109	109	102	108	115
Abattoirs	–		–	–	–	–	–	–	–
Markets	–		–	–	–	–	–	–	–
Civic Land and Buildings	603	641	1 325	900	1 100	1 100	1 100	1 460	1 331
Other Buildings	2 150	2 526	1 593	3 167	6 868	6 868	3 989	4 245	4 550
Other Land	–	1	–	10	–	–	–	–	–
Surplus Assets - (Investment or Inventory)	–		–	–	–	–	–	–	–
Other	966	938	1 191	1 759	1 706	1 706	2 193	2 326	2 484
Agricultural assets	–	–	–	–	–	–	–	–	–
List sub-class	–	–	–	–	–	–	–	–	–
	–	–	–	–	–	–	–	–	–
Biological assets	–	–	–	–	–	–	–	–	–
List sub-class	–	–	–	–	–	–	–	–	–
	–	–	–	–	–	–	–	–	–
Intangibles	405	346	–	698	986	986	1 103	1 180	1 263
Computers - software & programming	405	346	–	698	986	986	1 103	1 180	1 263
Other *(list sub-class)*	–	–	–	–	–	–	–	–	–
Total Repairs and Maintenance Expenditure	**37 488**	**36 184**	**38 956**	**48 121**	**57 412**	**57 412**	**53 266**	**54 593**	**57 557**
Specialised vehicles	–	–	–	–	–	–	–	–	–
Refuse	–	–	–	–	–	–	–	–	–
Fire	–	–	–	–	–	–	–	–	–
Conservancy	–	–	–	–	–	–	–	–	–
Ambulances	–	–	–	–	–	–	–	–	–
R&M as a % of PPE	*2.7%*	*2.2%*	*2.2%*	*2.7%*	*3.1%*	*3.1%*	*2.8%*	*2.7%*	*2.8%*
R&M as % Operating Expenditure	*5.6%*	*5.2%*	*5.4%*	*6.0%*	*6.9%*	*6.9%*	*6.1%*	*6.0%*	*6.0%*

WC043 Mossel Bay - Supporting Table SA34d Depreciation by asset class

Description	2012/13	2013/14	2014/15	Current Year 2015/16			2016/17 Medium Term Revenue & Expenditure Framework		
R thousand	Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2016/17	Budget Year +1 2017/18	Budget Year +2 2018/19
Depreciation by Asset Class/Sub-class									
Infrastructure	**32 801**	**37 834**	**46 396**	**44 511**	**47 488**	**47 488**	**47 205**	**50 315**	**51 236**
Infrastructure - Road transport	9 413	10 857	13 648	13 761	14 319	14 319	14 852	16 276	17 631
Roads, Pavements & Bridges	8 030	9 262	11 941	11 973	12 312	12 312	12 790	13 722	14 464
Storm water	1 383	1 595	1 707	1 788	2 007	2 007	2 062	2 554	3 167
Infrastructure - Electricity	3 802	4 385	4 914	5 330	5 483	5 483	5 860	6 562	7 263
Generation	3	3	–	–	51	51	73	153	220
Transmission & Reticulation	3 730	4 303	4 820	5 234	5 336	5 336	5 691	6 288	6 887
Street Lighting	69	79	94	96	96	96	96	121	156
Infrastructure - Water	10 950	12 630	13 139	12 563	13 501	13 501	13 323	13 898	14 477
Dams & Reservoirs	800	923	934	966	921	921	900	898	907
Water purification	5 720	6 598	6 959	6 954	7 068	7 068	6 888	6 920	6 969
Reticulation	4 430	5 109	5 245	4 643	5 512	5 512	5 535	6 080	6 601
Infrastructure - Sanitation	3 470	4 002	8 498	8 755	8 830	8 830	8 792	9 204	9 777
Reticulation	2 423	2 795	6 969	7 132	7 311	7 311	7 301	7 733	8 180
Sewerage purification	1 046	1 207	1 529	1 623	1 519	1 519	1 491	1 471	1 597
Infrastructure - Other	5 166	5 959	6 198	4 101	5 354	5 354	4 378	4 375	2 088
Waste Management	5 166	5 959	6 198	4 101	5 354	5 354	4 378	4 375	2 088
Transportation	–	–	–	–	–	–	–	–	–
Gas	–	–	–	–	–	–	–	–	–
Other	–	–	–	–	–	–	–	–	–
Community	**4 116**	**4 747**	**4 190**	**4 315**	**10 942**	**10 942**	**9 956**	**10 537**	**11 025**
Parks & gardens	79	91	88	83	–	–	–	–	–
Sportsfields & stadia	1 141	1 316	1 364	1 524	3 185	3 185	2 970	3 126	3 242
Swimming pools	–	–	–	–	–	–	–	–	–
Community halls	172	198	191	191	596	596	565	557	562
Libraries	78	89	48	49	446	446	282	322	321
Recreational facilities	140	161	155	153	3 182	3 182	2 910	2 872	2 819
Fire, safety & emergency	22	26	23	23	309	309	261	255	242
Security and policing	917	1 058	698	657	472	472	508	1 005	1 474
Buses	–	–	–	–	–	–	–	–	–
Clinics	0	0	0	0	–	–	–	–	–
Museums & Art Galleries	15	17	17	17	–	–	–	–	–
Cemeteries	10	12	14	14	109	109	80	108	140
Social rental housing	406	468	379	383	817	817	790	790	790
Other	1 136	1 311	1 213	1 222	1 824	1 824	1 591	1 502	1 436
Heritage assets	–	–	–	–	–	–	–	–	–
Buildings	–	–	–	–	–	–	–	–	–
Other	–	–	–	–	–	–	–	–	–
Investment properties	–	–	–	–	–	–	–	–	–
Housing development	–	–	–	–	–	–	–	–	–
Other	–	–	–	–	–	–	–	–	–
Other assets	**8 394**	**9 681**	**9 162**	**13 190**	**10 955**	**10 955**	**13 095**	**12 134**	**12 591**
General vehicles	2 046	2 360	2 515	5 592	1 892	1 892	4 644	3 113	2 994
Specialised vehicles	537	619	400	1 607	556	556	1 230	1 147	1 095
Plant & equipment	2 775	3 201	1 872	1 552	2 163	2 163	1 797	2 203	2 675
Computers - hardware/equipment	1 110	1 280	1 960	2 203	2 476	2 476	2 088	2 351	2 489
Furniture and other office equipment	1 413	1 629	1 651	1 438	1 743	1 743	1 405	1 437	1 451
Abattoirs	–	–	–	–	–	–	–	–	–
Markets	–	–	–	–	–	–	–	–	–
Civic Land and Buildings	210	242	240	244	628	628	608	609	616
Other Buildings	302	348	522	552	1 495	1 495	1 322	1 252	1 238
Other Land	–	–	–	–	–	–	–	–	–
Surplus Assets - (Investment or Inventory)	–	–	–	–	–	–	–	–	–
Other	1	2	2	1	2	2	1	24	31
Agricultural assets	–	–	–	–	–	–	–	–	–
List sub-class	–	–	–	–	–	–	–	–	–
	–	–	–	–	–	–	–	–	–
Biological assets	–	–	–	–	–	–	–	–	–
List sub-class	–	–	–	–	–	–	–	–	–
	–	–	–	–	–	–	–	–	–
Intangibles	17	19	25	7	8	8	6	6	6
Computers - software & programming	17	19	25	7	8	8	6	6	6
Other *(list sub-class)*	–	–	–	–	–	–	–	–	–
Total Depreciation	**45 328**	**52 281**	**59 773**	**62 023**	**69 393**	**69 393**	**70 263**	**72 993**	**74 860**

Specialised vehicles	**537**	**619**	**400**	**1 607**	**556**	**556**	**1 230**	**1 147**	**1 095**
Refuse	501	578	73	322	477	477	897	802	751
Fire	36	41	327	1 285	79	79	333	345	345
Conservancy	–	–	–	–	–	–	–	–	–
Ambulances	–	–	–	–	–	–	–	–	–

WC043 Mossel Bay - Supporting Table SA35 Future financial implications of the capital budget

Vote Description	2016/17 Medium Term Revenue & Expenditure Framework			Forecasts			
R thousand	Budget Year 2016/17	Budget Year +1 2017/18	Budget Year +2 2018/19	Forecast 2019/20	Forecast 2020/21	Forecast 2021/22	Present value
Capital expenditure							
Vote 1 - MUNICIPAL MANAGER	500	70	–	–	–	114	586
Vote 2 - CORPORATE SERVICES	3 813	2 857	8 076	1 500	3 000	3 849	17 447
Vote 3 - FINANCIAL SERVICES	218	180	25	25	25	95	461
Vote 4 - TECHNICAL & ELECTRICITY SERVICES	82 396	69 897	78 700	120 580	63 230	82 961	371 178
Vote 5 - COMMUNITY SERVICES	15 620	14 025	13 170	27 807	30 179	20 160	87 639
Vote 6 - PLANNING & INTEGRATED SERVICES	45 519	52 684	56 441	36 734	37 340	45 743	207 253
Total Capital Expenditure	**148 066**	**139 714**	**156 411**	**186 647**	**133 774**	**152 922**	**684 565**
Future operational costs by vote							
Vote 1 - MUNICIPAL MANAGER	322	333	313	321	329	338	1 435
Vote 2 - CORPORATE SERVICES	3 486	3 771	4 052	4 166	4 299	4 442	17 312
Vote 3 - FINANCIAL SERVICES	425	398	366	376	385	396	1 742
Vote 4 - TECHNICAL & ELECTRICITY SERVICES	32 474	34 968	38 180	40 303	41 876	43 671	158 538
Vote 5 - COMMUNITY SERVICES	16 571	16 208	14 393	15 029	15 697	16 274	67 911
Vote 6 - PLANNING & INTEGRATED SERVICES	18 465	20 193	21 998	22 888	23 798	24 806	90 478
Total future operational costs	71 743	75 870	79 302	83 083	86 384	89 927	337 416
Future revenue by source							
Property rates	3 446	6 626	10 746	15 615	19 386	23 827	54 906
Property rates - penalties & collection charges	11	21	34	49	60	74	172
Service charges - electricity revenue	11 816	22 933	37 540	55 067	69 007	85 617	194 042
Service charges - water revenue	2 957	5 686	9 220	13 398	16 633	20 444	47 110
Service charges - sanitation revenue	1 680	3 226	5 235	7 610	9 452	11 623	26 763
Service charges - refuse revenue	1 242	2 389	3 874	5 629	6 989	8 590	19 794
Service charges - other	1 036	1 998	3 246	4 726	5 879	7 240	16 623
Rental of facilities and equipment	164	281	451	649	799	973	2 295
Total future revenue	22 353	43 159	70 345	102 744	128 205	158 387	361 705
Net Financial Implications	**197 456**	**172 425**	**165 368**	**166 985**	**91 953**	**84 463**	**660 276**

WC043 Mossel Bay - Supporting Table SA36 Detailed capital budget

Municipal Vote/Capital project R thousand	Program/Project description	Project number	Individually Approved (Yes/No) 6	Asset Class 3	Asset Sub-Class 3	GPS co-ordinates 5	Total Project Estimate	Prior year outcomes		2016/17 Medium Term Revenue & Expenditure Framework			Project information	
								Audited Outcome 2014/15	Current Year 2015/16 Full Year Forecast	Budget Year 2016/17	Budget Year +1 2017/18	Budget Year +2 2018/19	Ward location	New or renewal
Parent municipality: *List all capital projects grouped by Municipal Vote*														
Municipal Manager	Photocopy & Fax Machine	A1.1	Yes	Other Assets	Civic Land and Buildings			44					16	New
Municipal Manager	Extension of Council Chamber	A3.1	Yes	Other Assets	Civic Land and Buildings			129					16	Renewal
Corporate Services	Extra partitions for security workstations on Ground and Lower Ground Floor	B1.1	Yes	Other Assets	Civic Land and Buildings			19					17	Renewal
Corporate Services	Franking Machine	B1.2	Yes	Other Assets	Furniture and other office equipment			28					17	New
Corporate Services	Security Camera	B1.4	Yes	Other Assets	Computers - hardware/equipment			101					17	New
Corporate Services	Gates (Festivals)	B1.5	Yes	Other Assets	Furniture and other office equipment			113					17	New
Corporate Services	Air Conditioner-CDW Office D'Almeida	B1.6	Yes	Other Assets	Furniture and other office equipment			7					17	New
Corporate Services	Air Conditioner-Indoor Sport Centre-CDW Office	B1.7	Yes	Other Assets	Furniture and other office equipment			6					17	New
Corporate Services	Purchase of a new fridge-1st Floor	B1.8	Yes	Other Assets	Furniture and other office equipment			3					17	New
Corporate Services	Furniture ,Tools & Equipment	B1.9	Yes	Other Assets	Furniture and other office equipment			53					17	New
Corporate Services	Lazer Jet Printer	B2.1	Yes	Other Assets	Furniture and other office equipment			2					17	New
Corporate Services	Colour Printer	B2.2	Yes	Other Assets	Furniture and other office equipment			2					17	New
Corporate Services	Furniture,Tools and Equipment	B2.3	Yes	Other Assets	Furniture and other office equipment			7					17	New
Corporate Services	Car Ports/Shades/Netting for 10 parking bays-Thusong Service Centre	B2.6	Yes	Other Assets	Civic Land and Buildings			35					17	Renewal
Corporate Services	Purchase of Computer-Thusong Reception	B2.7	Yes	Other Assets	Computers - hardware/equipment			19					17	New
Corporate Services	Photo Copy Machine-Thusong Centre	B2.8	Yes	Other Assets	Civic Land and Buildings			16					17	New
Corporate Services	Outdoor Benches:Under Cover-Waiting Area	B2.9	Yes	Other Assets	Civic Land and Buildings			20					17	New
Corporate Services	Air Conditioner-Thusong Centre Reception Area	B2.11	Yes	Other Assets	Civic Land and Buildings			6					17	New
Corporate Services	Furniture,Tools & Equipment	B3.3	Yes	Other Assets	Furniture and other office equipment			29					17	New
Corporate Services	Filing Cabinets-HR Offices	B3.4	Yes	Other Assets	Furniture and other office equipment			2					17	New
Corporate Services	Sound System-Indoor Sport Centre	B4.1	Yes	Other Assets	Computers - hardware/equipment			14					17	New
Corporate Services	Purchase of a New Vehicle-LED youth & LED HIV/Elderly	B4.2	Yes	Other Assets	General vehicles			126					17	New
Corporate Services	Furniture,Tools and Equipment-LED	B4.3	Yes	Other Assets	Furniture and other office equipment			1					17	New
Corporate Services	Palisade Fencing-Hartenbos Office	B4.5	Yes	Other Assets	Civic Land and Buildings			–					17	Renewal
Corporate Services	Furniture,Tools and Equipment-Thusong Centre	B4.6	Yes	Other Assets	Furniture and other office equipment			32					17	New
Corporate Services	Furniture,Tools and Equipment-CDW's	B4.8	Yes	Other Assets	Furniture and other office equipment			8					17	New
Corporate Services	Vehicle Management System-LED		Yes	Other Assets	Civic Land and Buildings			–						New
Corporate Services	Purchase of a Wheelchair	B4.9	Yes	Other Assets	General vehicles			20					17	New
Corporate Services	Purchase New Vehicle-(Ward Committees & Public Participation)	B4.10	Yes	Other Assets	General vehicles			123					17	New
Corporate Services	Computer Leases	B5.1	Yes	Other Assets	Computers - hardware/equipment			991					17	Renewal
Corporate Services	VM Solution	B5.2	Yes	Other Assets	Computers - hardware/equipment			2 374					17	New
Corporate Services	Replace AD Servers	B5.3	Yes	Other Assets	Computers - hardware/equipment			426					17	New
Financial Services	Generator at HR Offices	B5.4	Yes	Other Assets	Computers - hardware/equipment			184					17	New
Financial Services	Furniture,Tools & Equipment	C1.1	Yes	Other Assets	Furniture and other office equipment			217					17	New
Financial Services	Photocopier & Fax Machine	C1.2	Yes	Other Assets	Furniture and other office equipment			61					17	New
Financial Services	Furniture,Tools & Equipment-SCM	C2.1	Yes	Other Assets	Furniture and other office equipment			62					17	New
Financial Services	Canopy roof over fuel pumps	C2.3	Yes	Other Assets	Furniture and other office equipment			26					17	New
Financial Services	Purchase of vehicle:CBS42210		Yes	Other Assets	Furniture and other office equipment			40					17	New
Financial Services	Furniture,Tools & Equipment-Income	C3.1	Yes	Other Assets	Furniture and other office equipment			15					17	New
Financial Services	Furniture,Tools & Equipment-Expenditure	C4.1	Yes	Other Assets	Furniture and other office equipment			14					17	New
Financial Services	Purchase of a Printer	C4.2	Yes	Other Assets	Furniture and other office equipment			117					17	New
Technical Services	Furniture, Tools & Equipment	D1.1	Yes	Other Assets	Furniture and other office equipment			6					17	New
Technical Services	Upgrade Telemetry	D2.5	Yes	Infrastructure-Sanitation	Sewerage purification			97					16	New
Technical Services	Regional Sewerage Works: Sludge Drying Beds	D2.6	Yes	Infrastructure-Sanitation	Sewerage purification			11 000					15	New
Technical Services	Furniture, Tools & Equipment	D2.9	Yes	Other Assets	Furniture and other office equipment			24					17	New
Technical Services	Replace old model pump Stations with new ones	D2.10	Yes	Infrastructure-Sanitation	Sewerage purification			443					16	New
Technical Services	Fencing Sewer Pump Stations	D2.11	Yes	Infrastructure-Sanitation	Sewerage purification			148					16	Renewal
Technical Services	New Level-Sensor for Sewer Pits	D2.12	Yes	Infrastructure-Sanitation	Sewerage purification			134					17	New
Technical Services	New Connections	D2.13	Yes	Infrastructure-Sanitation	Sewerage purification			51					16	New
Technical Services	Grinders for pump stations	D2.14	Yes	Infrastructure-Sanitation	Sewerage purification			464					15	New
Technical Services	Replacement of Vehicle: CBS 33195	D2.15	Yes	Other Assets	General vehicles			200					17	New
Technical Services	Furniture,Tools & Equipment	D2.21	Yes	Other Assets	Furniture and other office equipment			26					17	New
Technical Services	New sewerlines in Asla Park and Kwanonqaba	D2.22	Yes	Infrastructure-Sanitation	Reticulation			402					3	New
Technical Services	New Sewer Lines : D'almeida	D2.23	Yes	Infrastructure-Sanitation	Reticulation			517					9	New
Technical Services	Purchase of Canopy:CBS 33243	D2.24	Yes	Infrastructure-Sanitation	Sewerage purification			20					17	New
Technical Services	Upgrade of Beach Street Sewer Pumpstation	D2.29	Yes	Infrastructure-Sanitation	Reticulation			120					8	Renewal
Technical Services	New 2-way Radios	D2.31	Yes	Infrastructure-Sanitation	Reticulation			8					17	New
Technical Services	Capacity increase of Friemersheim Sewerage Treatment Plant	D2.34	Yes	Infrastructure-Sanitation	Reticulation			2 402					14	Renewal
Technical Services	Increase Sewer Pipeline @ Village on Sea	D2.36	Yes	Infrastructure-Sanitation	Reticulation			486					6	Renewal
Technical Services	Extension of Friemersheim Sewerage System	D2.37	Yes	Infrastructure-Sanitation	Reticulation			21					14	Renewal
Technical Services	Upgrading of Sewer Pump Stations(Erf 4331)	D2.38	Yes	Infrastructure-Sanitation	Reticulation			78					10	Renewal
Technical Services	Additional Screens at Inlet Works	D2.39	Yes	Infrastructure-Sanitation	Reticulation			628					15	New
Technical Services	Sandhoogte Water Treatment: New dosing pumps and mixers	D3.1	Yes	Infrastructure-Water	Water purification			64					15	New
Technical Services	Furniture, Tools & Equipment	D3.2	Yes	Other Assets	Furniture and other office equipment			20					17	New
Technical Services	Replacement of Vehicles:CBS 25951	D3.3(a)	Yes	Other Assets	General vehicles			206					17	New

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								Audited Outcome 2014/15	Current Year 2015/16 Full Year Forecast	Budget Year 2016/17	Budget Year +1 2017/18	Budget Year +2 2018/19	Ward location	New or renewal
Technical Services	Replacement of Vehicles:CBS 25955	D3.3(b)	Yes	Infrastructure-Water	Water purification			230					17	New
Technical Services	New filters at Ruiterbos Water Works	D3.4	Yes	Infrastructure-Water	Water purification			50					14	New
Technical Services	New Multi-Purpose Trailer	D3.5	Yes	Infrastructure-Water	Water purification			29					17	New
Technical Services	New inline turbidity meters at Kleinbrak water works sandfilters	D3.6	Yes	Infrastructure-Water	Water purification			416					15	New
Technical Services	Upgrade entrance road to Great Brak Water Works	D3.9	Yes	Infrastructure-Water	Water purification			141					15	Renewal
Technical Services	New Filters at Herbersdale Water Works	D3.10	Yes	Infrastructure-Water	Water purification			53					7	New
Technical Services	New Connections	D3.11	Yes	Infrastructure-Sanitation	Sewerage purification			294					16	New
Technical Services	Furniture, Tools & Equipment	D3.14	Yes	Other Assets	Furniture and other office equipment			45					17	New
Technical Services	Pumps and Switchgear	D3.15	Yes	Infrastructure-Water	Reticulation			224					16	New
Technical Services	Telemetry: Expansion New System	D3.16	Yes	Infrastructure-Water	Reticulation			42					16	New
Technical Services	New multi-purpose Trailer	D3.17	Yes	Infrastructure-Water	Water purification			29					17	New
Technical Services	Replace Water Network Lines-All Areas	D3.18	Yes	Infrastructure-Water	Reticulation			1 523					16	New
Technical Services	New water pumps:Replace with new model pumps	D3.22	Yes	Infrastructure-Water	Reticulation			330					17	New
Technical Services	Increase pumpstation capacity:Langeberg	D3.23	Yes	Infrastructure-Water	Reticulation			2 957					15	New
Technical Services	New 2-way Radios (Water Distribution Services)	D3.24	Yes	Infrastructure-Water	Reticulation			33					17	New
Technical Services	Installation of Intelligent Bulk Watermeter Reading Devices	D3.25	Yes	Infrastructure-Water	Reticulation			193					16	New
Technical Services	Friemersheim: New bulk water pipeline	D3.26	Yes	Infrastructure-Water	Reticulation			471					14	New
Technical Services	Replacement of Fencing at Reservoirs	D3.29	Yes	Infrastructure-Water	Dams & Reservoirs			432					15	New
Technical Services	New Bulk Water Pipeline:Nautilus to Boggomsbaai	D3.31	Yes	Infrastructure-Water	Reticulation			2 898					7	New
Technical Services	Upgrade of Water Supply Pipeline from Little Brak WTP to Langeberg Reservoirs	D3.32	Yes	Infrastructure-Water	Dams & Reservoirs			6 509					15	Renewal
Technical Services	Acquisition of Vleesbaai Water Pipeline by the Municipality	D3.33	Yes	Infrastructure-Water	Dams & Reservoirs			335					15	New
Technical Services	Kloofsig Water Pipeline	D3.34	Yes	Infrastructure-Water	Dams & Reservoirs			2 002					16	New
Technical Services	Purchase of Canopies: CBS 25954	D3.36	Yes	Infrastructure-Water	Reticulation			21					17	New
Technical Services	Purchase of Canopies: CBS 33238	D3.37	Yes	Infrastructure-Water	Reticulation			21					17	New
Technical Services	Building of structure around the generator	D3.38	Yes	Infrastructure-Water	Reticulation			32						New
Community Services	New Reservoir	D3.39	Yes	Infrastructure-Water	Dams & Reservoirs			207					14	Renewal
Community Services	Wood tables for D'Almeida Hall	E1.1	Yes	Community	Community halls			34					9	New
Community Services	Crockery for Town Hall	E1.4	Yes	Community	Community halls			15					8	New
Community Services	Wood tables for Great Brak River Community Hall	E1.6	Yes	Community	Community halls			14					14	New
Community Services	Furniture, Tools & Equipment	E1.8	Yes	Other Assets	Furniture and other office equipment			44					17	New
Community Services	Purchase of Leased Vehicles:CBS 42269	E1.9	Yes	Other Assets	Furniture and other office equipment			65					17	New
Community Services	Replace worn out furniture & equipment	E1.10	Yes	Other Assets	Furniture and other office equipment			19					17	New
Community Services	Establishment of new cemetery-Pinnacle Point	E3.2	Yes	Community	Cemeteries			161					16	New
Community Services	Niche Walls-Midbrak Cemeteries	E3.3	Yes	Community	Cemeteries			60					5	Renewal
Community Services	Bulk Containers	E4.1	Yes	Infrastructure-Other	Waste Management			88					16	New
Community Services	Supply of bin lifters	E4.2	Yes	Infrastructure-Other	Waste Management			45					16	New
Community Services	Replacing of Rubbish Bins/Skips & Environmental Health at Informal Settlements	E4.8	Yes	Other Assets	General vehicles			78					3	New
Community Services	Hartridge Meter-Vehicle Emmisions Testing	E4.9	Yes	Infrastructure-Other	Waste Management			65					15	New
Community Services	Furniture,Tools & Equipment	E4.10	Yes	Other Assets	Furniture and other office equipment			25					17	New
Community Services	Replacement of Vehicles:CBS 32787	E4.11(c)	Yes	Other Assets	General vehicles			730					17	New
Community Services	Replacement of Vehicles:CBS 32903	E4.11(d)	Yes	Other Assets	General vehicles			1 059					17	New
Community Services	Replacement of Vehicles:CBS 36899	E4.11(e)	Yes	Other Assets	General vehicles			117					17	New
Community Services	Replacement of Vehicles:CBS 8127	E4.11(f)	Yes	Other Assets	General vehicles			1 059					17	New
Community Services	Tractor	E4.13	Yes	Infrastructure-Other	Waste Management			256					17	New
Community Services	Fire fighting equipment and Hazmat equipment	E5.1	Yes	Community	Fire, safety & emergency			96					17	New
Community Services	Furniture, Tools and Equipment	E5.2	Yes	Other Assets	Furniture and other office equipment			20					17	New
Community Services	Portable Radios	E5.6	Yes	Community	Fire, safety & emergency			54					17	New
Community Services	Vehicle Radios	E5.9	Yes	Community	Fire, safety & emergency			29					17	New
Community Services	Hand Held GPS	E5.10	Yes	Community	Fire, safety & emergency			39					17	New
Community Services	Security Surveillance Camera System	E5.11	Yes	Community	Fire, safety & emergency			21					17	New
Community Services	Replacement of Vehicles: CBS 5161	E5.12(b)	Yes	Other Assets	General vehicles			314					17	New
Community Services	Replacement of Vehicles: CBS 7599	E5.12(c)	Yes	Other Assets	General vehicles			255					17	New
Community Services	Data Voice Logger x1	E5.13	Yes	Other Assets	General vehicles			32					17	New
Community Services	Industrial Vaccum Cleaners X2	E5.	Yes	Other Assets	General vehicles			9					17	New
Community Services	Purchase of a Trailor	E5.14	Yes	Other Assets	General vehicles			22					17	New
Community Services	Speedhumps at Geelhout Ave:Friemersheim	E5.15	Yes	Community	Security and policing			20					14	Renewal
Community Services	Furniture, Tools and Equipment	E5.16	Yes	Other Assets	Furniture and other office equipment			37					17	New
Community Services	Purchase of Leased Vehicle:CBS 42209	E5.18(a)	Yes	Other Assets	General vehicles			40					17	New
Community Services	Purchase of Leased Vehicle:CBS 42207	E5.18(b)	Yes	Other Assets	General vehicles			42					17	New
Community Services	Purchase of Leased Vehicle:CBS 42211	E5.18(c)	Yes	Other Assets	General vehicles			39					17	New
Community Services	Replacement of Vehicle:CBS 10144	E5.19	Yes	Other Assets	Furniture and other office equipment			123					17	New
Community Services	Speedhumps at Steenbras Street, Ext.26	E5.20	Yes	Other Assets	Furniture and other office equipment			10					17	New
Community Services	Speedhumps at Eland Street Ext.9	E5.21	Yes	Other Assets	Furniture and other office equipment			10					17	New
Community Services	Furniture,Tools & Equipment (Law Enforcement)	E5.22	Yes	Other Assets	Furniture and other office equipment			50					17	New
Community Services	Expandable Barriers	E5.24	Yes	Community	Fire, safety & emergency			24					16	New

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Community Services	Alcohol Meters	E5.25	Yes	Community	Fire, safety & emergency			22					16	New
Community Services	Plastic Road Barriers	E5.27	Yes	Community	Fire, safety & emergency			26					17	New
Community Services	Bulk Filling Cabinets	E5.28	Yes	Community	Fire, safety & emergency			16					17	New
Community Services	Two-Way Communication Radio's	E5.29	Yes	Community	Fire, safety & emergency			23					17	New
Community Services	Replacement of existing sun shades: Point	E6.2	Yes	Community	Recreational facilities			65					8	Renewal
Community Services	Furniture, Tools & Equipment	E6.3	Yes	Other Assets	Furniture and other office equipment			11					17	New
Community Services	Furniture, Tools & Equipment	E6.4	Yes	Other Assets	Furniture and other office equipment			66					17	New
Community Services	New Play Parks:St. Blaize Street	E6.6(b)	Yes	Community	Parks & gardens			40					9	New
Community Services	New Play Parks:New Housing Development (Asazani/Zinyoka)	E6.6(g)	Yes	Community	Parks & gardens			50					12	New
Community Services	Upgrading and maintaining of existing play parks including new paliside fence	E6.7	Yes	Community	Parks & gardens			40					7	Renewal
Community Services	Ramp for disabed at Suiderkruis Ablution Facilities	E6.8	Yes	Community	Parks & gardens			25					14	Renewal
Community Services	Tractor Mounted Brushcutter	E6.9	Yes	Community	Parks & gardens			29					17	New
Community Services	Furniture, Tools & Equipment	E6.10	Yes	Other Assets	Furniture and other office equipment			65					17	New
Community Services	Rotary Lawnmowers X2 (pitch cutters)	E6.14	Yes	Community	Sportsfields & stadia			70					17	New
Community Services	Extension of Jukskei Clubhouse	E6.26	Yes	Community	Sportsfields & stadia			46					10	Renewal
Community Services	Furniture,Tools & Equipment	E7.1	Yes	Other Assets	Furniture and other office equipment			10					17	New
Community Services	Furniture, Tools & Equipment-Friemersheim	E7.3	Yes	Other Assets	Furniture and other office equipment			3					17	New
Community Services	Furniture, Tools & Equipment-Greenhaven	E7.4	Yes	Other Assets	Furniture and other office equipment			7					17	New
Community Services	ICT Equipment-Friemersheim Library	E7.5	Yes	Other Assets	Furniture and other office equipment			8					17	New
Community Services	Book Detection System	E7.6	Yes	Community	Libraries			107					17	New
Community Services	ICT Equipment-Greenhaven Library	E7.7	Yes	Community	Libraries			51					17	New
Community Services	ICT Equipment-Herbertsdale Library		Yes	Other Assets	Furniture and other office equipment			49					18	New
Community Services	Palisade Fencing: D'Almeida	E7.9	Yes	Community	Libraries			32					17	Renewal
Community Services	Furniture, Tools & Equipment-D'Almeida	E7.10	Yes	Other Assets	Furniture and other office equipment			9					17	New
Community Services	Book Detection System	E7.11	Yes	Community	Libraries			107					17	New
Community Services	Computer Cubicles-D'Almeida Library	E7.12	Yes	Community	Libraries			10					17	New
Community Services	ICT Equipment-D'Almeida Library	E7.13	Yes	Community	Libraries			63					17	New
Community Services	Furniture, Tools & Equipment-Ellen van Rensburg	E7.14	Yes	Other Assets	Furniture and other office equipment			1					17	New
Community Services	ICT Equipment-Ellen van Rensburg Library	E7.15	Yes	Community	Libraries			25					17	New
Community Services	Furniture, Tools & Equipment-Thusong Centre Library	E7.16	Yes	Other Assets	Furniture and other office equipment			11					17	New
Community Services	Digital Colour Copier-Thusong Centre Library	E7.17	Yes	Community	Libraries			48					17	New
Community Services	ICT Equipment-Thusong/Kwa-Nonqaba Library	E7.19	Yes	Community	Libraries			47					18	New
Community Services	Furniture, Tools & Equipment-Hartenbos	E7.20	Yes	Other Assets	Furniture and other office equipment			3					17	New
Community Services	Air conditioner-Brandwacht Library	E7.21	Yes	Other Assets	Civic Land and Buildings			7					17	New
Electricity Services	Furniture,Tools & Equipment	F1.1	Yes	Other Assets	Furniture and other office equipment			15					17	New
Electricity Services	Vehicle Management System	F1.2	Yes	Infrastructure-Other	Waste Management			12					17	New
Electricity Services	Replacement Network H/Bos	F2.1	Yes	Infrastructure-Electricity	Generation			500					10	New
Electricity Services	Replacement L/V O/H Lines Central Town	F2.3	Yes	Infrastructure-Electricity	Generation			1 004					8	New
Electricity Services	2nd Point of Supply, Glentana/Great Brak Area	F2.4	Yes	Infrastructure-Electricity	Generation			3 455					15	New
Electricity Services	Substation Improvements (Enhancement 11kV equip.) :Ext 12 Sub Station	F2.5(a)	Yes	Infrastructure-Electricity	Generation			569					15	Renewal
Electricity Services	Substation Improvements (Enhancement 11kV equip.) :De Bakke Sub	F2.5(b)	Yes	Infrastructure-Electricity	Generation			873					15	Renewal
Electricity Services	New 22kV Transmission Line K/Brak Sewerage Farm Ph 1&2	F2.7	Yes	Infrastructure-Electricity	Generation			30					15	New
Electricity Services	Replacement Network Low Voltage	F2.8	Yes	Infrastructure-Electricity	Generation			406					9	New
Electricity Services	New Connections	F2.9	Yes	Infrastructure-Sanitation	Sewerage purification			842					16	New
Electricity Services	Replace Ageing Miniature Substations	F2.10	Yes	Infrastructure-Electricity	Generation			1 204					16	New
Electricity Services	Replace MV Ring Main Units	F2.11	Yes	Infrastructure-Electricity	Generation			791					16	New
Electricity Services	Electrification Projects	F2.12	Yes	Infrastructure-Electricity	Generation			5 103					16	Renewal
Electricity Services	Tools & Equipment	F2.13	Yes	Infrastructure-Electricity	Generation			113					17	New
Electricity Services	Replacement of Vehicles : CBS 21327	F2.14(b)	Yes	Other Assets	General vehicles			215					17	New
Electricity Services	Street Lights:Great Brak	F2.16(b)	Yes	Infrastructure-Electricity	Street Lighting			50					5	Renewal
Electricity Services	66kv Overhead Line Upgrade- Intake to South Substation	F2.17	Yes	Infrastructure-Electricity	Generation			1 997					15	Renewal
Electricity Services	Groenkloof K/B Switching Substation- New 11kv Switch Room	F2.18	Yes	Infrastructure-Electricity	Generation			2 582					4	New
Electricity Services	Public Parking Area at Electrical Meter Department	F2.19	Yes	Infrastructure-Electricity	Generation			97					16	Renewal
Electricity Services	High mast light for various wards	F2.20	Yes	Infrastructure-Electricity	Street Lighting			121					15	New
Electricity Services	Infrastructure for Middle Income Housing	F2.21	Yes	Infrastructure-Electricity	Generation			1 234					15	New
Electricity Services	Great Brak Main Substation-New 11kV Switchroom	F2.24	Yes	Infrastructure-Electricity	Generation			67					5	Renewal
Electricity Services	11 kV Overhead Line Upgrade-Sandhoogte	F2.25	Yes	Infrastructure-Electricity	Generation			473					5	Renewal
Electricity Services	Replacement of Trailor-CBS 19322	F2.28	Yes	Other Assets	General vehicles			25					17	New
Electricity Services	Energy Efficiency & Demand Side Management Projects	F2.30	Yes	Infrastructure-Electricity	Generation			300					16	Renewal
Electricity Services	Energy Efficiency & Demand Side Management Projects	F2.32	Yes	Infrastructure-Electricity	Generation			13					16	Renewal
Electricity Services	Emergeny Backup System	F2.34	Yes	Infrastructure-Electricity	Generation			264					16	New
Electricity Services	Tools & Equipment	F3.1	Yes	Infrastructure-Electricity	Generation			14					17	New
Electricity Services	New Two Way Radios	F3.2	Yes	Infrastructure-Electricity	Transmission & Reticulation			23					17	New
Electricity Services	Upgrading of Mechanical Workshop	F3.3	Yes	Infrastructure-Electricity	Transmission & Reticulation			190					17	Renewal
Planning & Development	Furniture,Tools & Equipment	G1.1	Yes	Other Assets	Furniture and other office equipment			98					17	New

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Planning & Development	Replacement of Printer & Scanner (TDS450)	G1.2	Yes	Other Assets	Furniture and other office equipment			167					17	New
Planning & Development	Replacement of Plotter (CS2044)	G1.3	Yes	Other Assets	Furniture and other office equipment			61					17	New
Planning & Development	Revamp the Technical Services Building c/o George	G2.1	Yes	Other Assets	Civic Land and Buildings			0						Renewal
Planning & Development	Asazani/Izinyoka Services to 256 Erven	G3.1	Yes	Other Assets	Other Buildings			4 626					12	New
Planning & Development	Herbetsdale Services:Infrastructure	G3.2	Yes	Other Assets	Other Buildings			3 406						New
Planning & Development	Wolwedans Rehabilitation	G3.3	Yes	Other Assets	Other Buildings			5 273						New
Planning & Development	Revamp Toilet Facilites of Great Brak River Yard	G4.1	Yes	Infrastructure Road Transport	Roads,Pavements & Bridges			70					5	Renewal
Planning & Development	New Soak-away, Streenbras Street, Tergniet	G4.3	Yes	Infrastructure Road Transport	Roads,Pavements & Bridges			28					4	New
Planning & Development	New Soak-away c/o Gill & Brink Street, Little Brak River	G4.4	Yes	Infrastructure Road Transport	Roads,Pavements & Bridges			27					5	New
Planning & Development	New Small Pedestrian Roller on Trailer x 2	G4.6	Yes	Infrastructure Road Transport	Roads,Pavements & Bridges			102					17	New
Planning & Development	New Catch Pits, Mossienes Street, Great Brak River	G4.7	Yes	Infrastructure Road Transport	Roads,Pavements & Bridges			13					5	New
Planning & Development	Improve Stormwater :Amy Searle Greenhaven	G4.8(a)	Yes	Infrastructure Road Transport	Storm water			4 063					14	Renewal
Planning & Development	S/W Channel eroded (Oudeweg)	G4.8(b)	Yes	Infrastructure Road Transport	Storm water			16					5	New
Planning & Development	Gravel road eroded (Sandhoogtepad)	G4.8(c)	Yes	Infrastructure Road Transport	Storm water			19					5	New
Planning & Development	S/W Flooding of Erven/no drainage network (3rd Laan en Swaart Street)	G4.8(d)	Yes	Infrastructure Road Transport	Storm water			29					5	New
Planning & Development	Outelet Structure Damage (P.Nutans)	G4.8(e)	Yes	Infrastructure Road Transport	Storm water			166					11	New
Planning & Development	Outelet Structure Damage (Kwa: Mzamohle)	G4.8(a)	Yes	Infrastructure Road Transport	Storm water			18					3	New
Planning & Development	S/W Flooding (Kiewiet & Cupido)	G4.8(a)	Yes	Infrastructure Road Transport	Storm water			53					9	New
Planning & Development	Outlet Structure Damage (Bakke & Nautica)	G4.8(a)	Yes	Infrastructure Road Transport	Storm water			153					9 & 8	New
Planning & Development	Outlet Structure Damage (George & 4rde Laan))	G4.8(a)	Yes	Infrastructure Road Transport	Storm water			9					8	New
Planning & Development	S/W network capacity problems (Strand to Marsch Laan)	G4.8(a)	Yes	Infrastructure Road Transport	Storm water			74					8	New
Planning & Development	Improve stormwater drainage: S/W Eureka Park	G4.9(a)	Yes	Infrastructure Road Transport	Storm water			212					5	Renewal
Planning & Development	Improve stormwater drainage: S/W Hersham	G4.9(b)	Yes	Infrastructure Road Transport	Storm water			636					5	Renewal
Planning & Development	Upgrade the S/W Drainage capacity of Nooitgedacht Road Bayview	G4.12	Yes	Infrastructure Road Transport	Storm water			960					10	Renewal
Planning & Development	Infrastructure for Middle Income Housing (Streets & Stormwater)	G4.13	Yes	Infrastructure Road Transport	Storm water			4 560					15	New
Planning & Development	Pavements:CBD- Mossel Bay	G4.15(a)	Yes	Infrastructure Road Transport	Roads,Pavements & Bridges			140					8	Renewal
Planning & Development	Pavements:Mbandezi Street 75m,KwaNonqaba	G4.15(c)	Yes	Infrastructure Road Transport	Roads,Pavements & Bridges			226					2	Renewal
Planning & Development	New Paving: O.Elles 160m, Joe Slovo	G4.16(b)	Yes	Infrastructure Road Transport	Roads,Pavements & Bridges			679					12	Renewal
Planning & Development	New Paving: Makhubalo Short Streets (cul de sacs) KwaNonqaba	G4.16(d)	Yes	Infrastructure Road Transport	Roads,Pavements & Bridges			545					2	Renewal
Planning & Development	Sidewalks:Tulip Street	G4.17(a)	Yes	Infrastructure Road Transport	Roads,Pavements & Bridges			146					8	Renewal
Planning & Development	Sidewalks:Curlew Street	G4.17(b)	Yes	Infrastructure Road Transport	Roads,Pavements & Bridges			231					9	Renewal
Planning & Development	Sidewalks:Adriaans Street	G4.17(d)	Yes	Infrastructure Road Transport	Roads,Pavements & Bridges			215					11	Renewal
Planning & Development	Sidewalks:Thembelihle Street-from Mayixhale to Mali Street	G4.17(e)	Yes	Infrastructure Road Transport	Roads,Pavements & Bridges			382					15	Renewal
Planning & Development	Sidewalks:Sole Drive from Grunter to Roman	G4.17(f)	Yes	Infrastructure Road Transport	Roads,Pavements & Bridges			221					13	Renewal
Planning & Development	Sidewalks:Mali Street: Thembelihle to Ndibaniso	G4.17(j)	Yes	Infrastructure Road Transport	Roads,Pavements & Bridges			141					15	Renewal
Planning & Development	New Kerbs:N. Mantingana Street	G4.18(a)	Yes	Infrastructure Road Transport	Roads,Pavements & Bridges			81					12	Renewal
Planning & Development	New Kerbs:C. Hani Street	G4.18(b)	Yes	Infrastructure Road Transport	Roads,Pavements & Bridges			167					12	Renewal
Planning & Development	New Kerbs:Cupido Street	G4.18(c)	Yes	Infrastructure Road Transport	Roads,Pavements & Bridges			104					9	Renewal
Planning & Development	New Kerbs:Nyibiba Street	G4.18(d)	Yes	Infrastructure Road Transport	Roads,Pavements & Bridges			166					3	Renewal
Planning & Development	New Kerbs:Lingelethu Street	G4.18(e)	Yes	Infrastructure Road Transport	Roads,Pavements & Bridges			115					3	Renewal
Planning & Development	New Entrance Signange	G4.18(f)	Yes	Infrastructure Road Transport	Roads,Pavements & Bridges			228					15	New
Planning & Development	Pave Sidewalks: Dana Bay along Flora Road	G4.19	Yes	Infrastructure Road Transport	Roads,Pavements & Bridges			215					11	Renewal
Planning & Development	Rebuild Greenhaven Walkway, Phase 2, Amy Searle Street, 300m	G4.24	Yes	Infrastructure Road Transport	Roads,Pavements & Bridges			191					5	Renewal
Planning & Development	Rebuild Ndibaniso Avenue 40m, KwaNonqaba	G4.25	Yes	Infrastructure Road Transport	Roads,Pavements & Bridges			126					2	Renewal
Planning & Development	Rebuild Elundi Street 110m, KwaNonqaba	G4.26	Yes	Infrastructure Road Transport	Roads,Pavements & Bridges			376					2	Renewal
Planning & Development	Rebuild Vukani Street 70m,KwaNonqba	G4.27	Yes	Infrastructure Road Transport	Roads,Pavements & Bridges			257					2	Renewal
Planning & Development	Stormwater channel from Mooney to Frans-Andriaans	G4.31	Yes	Infrastructure Road Transport	Roads,Pavements & Bridges			390					2	Renewal
Planning & Development	Tarring of Streets & Roads :Parking area Animal Hospital-Hartenbos	G4.32(b)	Yes	Infrastructure Road Transport	Roads,Pavements & Bridges			207					7	Renewal
Planning & Development	Tarring of Streets & Roads :Gravel Streets in Eureka Park	G4.32(c)	Yes	Infrastructure Road Transport	Roads,Pavements & Bridges			1 000					5	Renewal
Planning & Development	Rehabilitation of gravel roads in Great Brak Heights,Hoogte Pad North/South and Stasiekop	G4.33	Yes	Infrastructure Road Transport	Roads,Pavements & Bridges			175					5	Renewal
Planning & Development	Slipway Cape Road to Marsh Street	G4.34	Yes	Infrastructure Road Transport	Roads,Pavements & Bridges			218					6	Renewal
Planning & Development	New Emergency Exit, Tuscany Park, 40m Island View	G4.36	Yes	Infrastructure Road Transport	Roads,Pavements & Bridges			109					7	Renewal
Planning & Development	Furniture, Tools & Equipment	G4.43	Yes	Other Assets	Furniture and other office equipment			59					17	New
Planning & Development	Rebuild Hall Street 80m	G4.45	Yes	Infrastructure Road Transport	Roads,Pavements & Bridges			420					8	Renewal
Planning & Development	Rebuild Matfield Street 60m,CBD	G4.46	Yes	Infrastructure Road Transport	Roads,Pavements & Bridges			839					8	Renewal
Planning & Development	Replacement of Vehicles: CBS 22827 + Purchase New Trailer	G4.48(a)	Yes	Other Assets	General vehicles			504					17	New
Planning & Development	Rebuild Cuff Street (CBD)	G4.50	Yes	Infrastructure Road Transport	Roads,Pavements & Bridges			512					8	Renewal
Planning & Development	Upgrade of Gravel Roads & S/W : Asla Park	G4.51	Yes	Infrastructure Road Transport	Roads,Pavements & Bridges			3 601					3	Renewal
Planning & Development	Upgrade of Gravel Roads & S/W : Friemersheim	G4.52	Yes	Infrastructure Road Transport	Roads,Pavements & Bridges			3 690					14	Renewal
Planning & Development	Herbertsdale:Upgrade Gravel Roads & S/W Phases 1&2	G4.54	Yes	Infrastructure Road Transport	Roads,Pavements & Bridges			3 880					7	Renewal
Planning & Development	New GIS/GPS handheld device	G4.60	Yes	Infrastructure Road Transport	Roads,Pavements & Bridges			50					17	New
Planning & Development	New Colour Copier & Printer	G4.61	Yes	Infrastructure Road Transport	Roads,Pavements & Bridges			46					17	New
Planning & Development	Vehicle Management System	G4.80	Yes	Infrastructure-Other	Waste Management			6					17	New
Planning & Development	New Minibus Taxi Facilities c/o Andriaans /Crotz Street, Phase 2	G4.81	Yes	Infrastructure Road Transport	Roads,Pavements & Bridges			1 500					9	New
Planning & Development	New Parking in Bland Street opposite Milkwood Primary	G4.82	Yes	Infrastructure Road Transport	Roads,Pavements & Bridges			874					8	New

Municipal Vote/Capital project R thousand	Program/Project description	Project number	Individually Approved (Yes/No) 6	Asset Class 3	Asset Sub-Class 3	GPS co-ordinates 5	Total Project Estimate	Prior year outcomes		2016/17 Medium Term Revenue & Expenditure Framework			Project information	
								Audited Outcome 2014/15	Current Year 2015/16 Full Year Forecast	Budget Year 2016/17	Budget Year +1 2017/18	Budget Year +2 2018/19	Ward location	New or renewal
Planning & Development	Rebuild Flora/ Malva intersection (Mini Circle) Dana Bay	G4.83	Yes	Infrastructure Road Transport	Roads,Pavements & Bridges			195					11	Renewal
Planning & Development	Upgrading of Point	G4.84	Yes	Infrastructure Road Transport	Roads,Pavements & Bridges			900					8	Renewal
Planning & Development	Rebuild Charles Searle Bridge	G4.85	Yes	Infrastructure Road Transport	Roads,Pavements & Bridges			426					5	Renewal
Planning & Development	New Parking Area 1st Beach (Dana Bay)	G4.86	Yes	Infrastructure Road Transport	Roads,Pavements & Bridges			37					11	New
Planning & Development	New Parking Area 2nd Beach (Dana Bay)	G4.87	Yes	Infrastructure Road Transport	Roads,Pavements & Bridges			83					11	New
Planning & Development	New Trailer	G4.88	Yes	Infrastructure Road Transport	Roads,Pavements & Bridges			110					17	New
Planning & Development	E.P,W.P:Pave Gravel Roads:All Areas-Brandwag (Entrance Road West)	G4.89	Yes	Infrastructure Road Transport	Roads,Pavements & Bridges			6					16	Renewal
Planning & Development	Rehabilitate Mayixhale Street	G4.90	Yes	Infrastructure Road Transport	Roads,Pavements & Bridges			13					2	Renewal
Planning & Development	New security systems for Techn	G4.91	Yes	Infrastructure Road Transport	Roads,Pavements & Bridges			4					17	New
Planning & Development	Bulk Services-Sormwater:Sonskynvallei	G4.92	Yes	Infrastructure Road Transport	Roads,Pavements & Bridges			300					7	New
Executive and council	Furniture, Tools & Equipment		Yes	Other Assets	Furniture & Office Equipment				11				17	New
Executive and council	Furniture, Tools & Equipment-Legal Services		Yes	Other Assets	Furniture & Office Equipment				18				17	New
Corporate services	Replacement of Vehicle: CBS 2339-Condor		Yes	Other Assets	General Vehicles				350				17	Renewal
Corporate services	Furniture, Tools and Equipment-CDW's		Yes	Other Assets	Furniture & Office Equipment				17				17	New
Corporate services	Photocopy Machine Records		Yes	Other Assets	Furniture & Office Equipment				14				17	New
Corporate services	Laminating Machine		Yes	Other Assets	Furniture & Office Equipment				2				17	New
Corporate services	2 X air conditioners-George Road		Yes	Other Assets	Furniture & Office Equipment				14				17	New
Corporate services	Furniture ,Tools & Equipment		Yes	Other Assets	Furniture & Office Equipment				12				17	New
Corporate services	High Volume Copy Machine		Yes	Other Assets	Computers: Hardware & Eqpt				24				17	New
Corporate services	Lazer Jet Printers X4		Yes	Other Assets	Computers: Hardware & Eqpt				13				17	New
Corporate services	Furniture, Tools and Equipment		Yes	Other Assets	Furniture & Office Equipment				20				17	New
Corporate services	Installation of Loud Hailing System		Yes	Other Assets	Furniture & Office Equipment				6				17	New
Corporate services	New Vehicle-Thusong Centre Manager		Yes	Other Assets	General Vehicles				13				17	New
Corporate services	New Vehicle-Thusong Centre Manager		Yes	Other Assets	General Vehicles				124				17	New
Corporate services	Paving of Parking Shades-Personnel Offices		Yes	Infrastructure Assets	Roads, Pavements & Bridges				27				17	Renewal
Corporate services	Furniture, Tools & Equipment		Yes	Other Assets	Furniture & Office Equipment				13				17	New
Corporate services	Data Projectors (Bloumat & Kitchen Hall)		Yes	Other Assets	Furniture & Office Equipment				95				17	New
Corporate services	Clock System-George Road Office		Yes	Other Assets	Security Measures				14				17	New
Corporate services	Installation of Bulk Filing System at Human Resources		Yes	Other Assets	Plant & Equipment				115				17	New
Corporate services	Construction of Ablution Facilities-Erf 6412		Yes	Community Assets	Community: Other				107				17	Renewal
Corporate services	Furniture, Tools and Equipment		Yes	Other Assets	Furniture & Office Equipment				7				17	New
Corporate services	Furniture, Tools & Equipment: Indoor		Yes	Other Assets	Furniture & Office Equipment				5				17	New
Corporate services	Data Projector-Hartenbos Conference Hall		Yes	Other Assets	Furniture & Office Equipment				7				17	New
Corporate services	Sewing Machines		Yes	Other Assets	Furniture & Office Equipment				18				17	New
Corporate services	Sewing Machines-Donated		Yes	Other Assets	Furniture & Office Equipment				2				17	New
Corporate services	Computer Sound Proof Room-Indoor Sport Centre		Yes	Other Assets	Civic Land & Buildings				120				17	New
Corporate services	Restoration of the Ark (Beehives)		Yes	Other Assets	Civic Land & Buildings				21				17	New
Corporate services	Purchase of Computers		Yes	Other Assets	Computers: Hardware & Eqpt				2 043				17	Renewal
Corporate services	Security Systems-Various Areas		Yes	Other Assets	Security Measures				83				16	New
Corporate services	Active Directory Manager		Yes	Other Assets	Computers: Hardware & Eqpt				80				17	New
Corporate services	Replacement of Air Conditioners (IT Offices)		Yes	Other Assets	Computers: Hardware & Eqpt				40				17	New
Corporate services	VM Solutions Data Capacity		Yes	Other Assets	Computers: Hardware & Eqpt				500				17	New
Budget and treasury office	Furniture, Tools & Equipment		Yes	Other Assets	Furniture & Office Equipment				11				17	New
Budget and treasury office	Canopy CBS 25372		Yes	Other Assets	General Vehicles				9				17	New
Budget and treasury office	Flat bed Scanner		Yes	Other Assets	Computers: Hardware & Eqpt				–				17	New
Budget and treasury office	Furniture, Tools & Equipment-SCM		Yes	Other Assets	Furniture & Office Equipment				48				17	New
Budget and treasury office	Replacement of Photocopy Machine		Yes	Other Assets	Furniture & Office Equipment				50				17	Renewal
Budget and treasury office	Furniture, Tools & Equipment-Income		Yes	Other Assets	Furniture & Office Equipment				15				17	New
Budget and treasury office	Purchase of Cellphones for Meter Readers		Yes	Other Assets	Plant & Equipment				85				17	New
Budget and treasury office	Furniture, Tools & Equipment-Expenditure		Yes	Other Assets	Furniture & Office Equipment				82				17	New
Other	Furniture, Tools & Equipment		Yes	Other Assets	Furniture & Office Equipment				70				17	New
Waste water management	Upgrade stormwater system at Pinnacle Point waste water plant		Yes	Infrastructure Assets	Sewerage: Reticulation				200				15	New
Waste water management	New Auto Sampler		Yes	Infrastructure Assets	Sewerage: Purification				180				17	New
Waste water management	Regional Sewer: New Do Meters		Yes	Other Assets	Plant & Equipment				390				17	New
Waste water management	Upgrade Telemetry		Yes	Other Assets	Computers: Hardware & Eqpt				200				16	Renewal
Waste water management	Regional WWTW: Sludge Dewatering Plant		Yes	Infrastructure Assets	Sewerage: Purification				7 000				15	New
Waste water management	Furniture, Tools & Equipment		Yes	Other Assets	Furniture & Office Equipment				80				17	New
Waste water management	Replace old model pump Stations with new ones		Yes	Infrastructure Assets	Sewerage: Reticulation				400				16	New
Waste water management	New Level-Sensor for Sewer Pits		Yes	Other Assets	Plant & Equipment				143				17	New
Waste water management	New Connections		Yes	Infrastructure Assets	Sewerage: Purification				100				16	New
Waste water management	New Flammable Chemical Store at Hartenbos WWTW		Yes	Other Assets	Other Buildings				125				15	New
Waste water management	New Auto Sampler for incoming effluent to Hartenbos WWTW		Yes	Other Assets	Plant & Equipment				180				15	New
Waste water management	Replacement of outdated water distillation system		Yes	Other Assets	Plant & Equipment				20				16	Renewal
Waste water management	Installation of pond for the emergency storage and phosphate adams at the Regional WWTW		Yes	Infrastructure Assets	Sewerage: Purification				–				15	Renewal
Waste water management	Portable Green Drop Kit for the Brandwatch, Herbertsdale and Ruiterbos WWTW		Yes	Other Assets	Plant & Equipment				220				15	New

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								Audited Outcome 2014/15	Current Year 2015/16 Full Year Forecast	Budget Year 2016/17	Budget Year +1 2017/18	Budget Year +2 2018/19	Ward location	New or renewal
Waste water management	FOGS Sample		Yes	Other Assets	Plant & Equipment				30				16	New
Waste water management	Capital Spares (replace of mixer motors)		Yes	Other Assets	Plant & Equipment								17	New
Waste water management	Groundwater monitoring boreholes at the Brandwacht WWTW		Yes	Infrastructure Assets	Sewerage: Purification				140				4	Renewal
Waste water management	New electronic flow meter for the Ruiterbos WWTW		Yes	Other Assets	Plant & Equipment				–				14	New
Waste water management	Groundwater monitoring boreholes at the Herbertsdale WWTW		Yes	Infrastructure Assets	Sewerage: Purification				140				7	New
Waste water management	Green Drop Kit for the Friemersheim WWTW		Yes	Other Assets	Plant & Equipment				–				14	New
Waste water management	Conductivity Meter for Great Brak WWTW		Yes	Other Assets	Plant & Equipment				–				5	New
Waste water management	New auto sampler for incoming effluent at Great Brak WWTW		Yes	Other Assets	Plant & Equipment				180				5	New
Waste water management	Green Drop Kit		Yes	Other Assets	Plant & Equipment				–				5	New
Waste water management	New electronic flow meter for the Great Brak WWTW		Yes	Other Assets	Plant & Equipment				100				5	New
Waste water management	Main Sewer Network between Glentana & Great Brak		Yes	Infrastructure Assets	Sewerage: Reticulation				4 800				5	New
Waste water management	Furniture, Tools & Equipment		Yes	Other Assets	Furniture & Office Equipment				50				17	Renewal
Waste water management	Refurbish New sewerlines in Asla Park and Kwanonqaba		Yes	Infrastructure Assets	Sewerage: Reticulation				500				3	New
Waste water management	Replacement of sewer pipelines between Mossel Bay and Hartenbos		Yes	Infrastructure Assets	Sewerage: Reticulation				500				15	Renewal
Waste water management	New Sewer Pumpstation at La Palma		Yes	Infrastructure Assets	Sewerage: Reticulation				90				10	New
Waste water management	Upgrade Entrance Road to Friemersheim sewer pumpstation		Yes	Infrastructure Assets	Roads, Pavements & Bridges				200				14	Renewal
Waste water management	New 2-way Radios		Yes	Other Assets	Plant & Equipment				17				17	New
Waste water management	Capacity increase of Ruiterbos Sewerage Treatment Plant		Yes	Infrastructure Assets	Sewerage: Purification				1 384				14	Renewal
Waste water management	Capacity increase of Ruiterbos Sewerage Treatment Plant		Yes	Infrastructure Assets	Sewerage: Purification				1 316				14	Renewal
Waste water management	Increase sewer pipeline @ Village on Sea		Yes	Infrastructure Assets	Sewerage: Reticulation				500				6	Renewal
Waste water management	Extend sewer network alongside Long Street, Great Brak River (Vorentoe Primary School)		Yes	Infrastructure Assets	Sewerage: Reticulation				33				14	Renewal
Waste water management	Extend Friemersheim sewer network		Yes	Infrastructure Assets	Sewerage: Reticulation				460				14	Renewal
Water	Sandhoogte Water Treatment: New dosing pumps and mixers		Yes	Other Assets	Plant & Equipment				150				15	Renewal
Water	Furniture, Tools & Equipment		Yes	Other Assets	Furniture & Office Equipment				280				17	New
Water	New inline turbidity meters at Kleinbrak water works sandfilters		Yes	Other Assets	Plant & Equipment				500				15	New
Water	Replacement of Vehicle: CBS 25955		Yes	Other Assets	General Vehicles				30				17	New
Water	New Generator		Yes	Other Assets	Plant & Equipment				2 884				17	New
Water	New sludge discharge pipeline from Great Brak Water Works		Yes	Infrastructure Assets	Water: Purification				500				15	New
Water	Replace Backwash Pumps at Sandhoogte		Yes	Other Assets	Plant & Equipment				300				4	Renewal
Water	New electronic meters at in and outlet-Friemersheim		Yes	Other Assets	Plant & Equipment				240				14	New
Water	New electronic meters at in and outlet-Herbertsdale		Yes	Other Assets	Plant & Equipment				130				7	New
Water	Herbertsdale-Water Pump Station		Yes	Infrastructure Assets	Water: Reticulation				166				7	New
Water	New electronic meters at in and outlet-Ruiterbos WTW		Yes	Other Assets	Plant & Equipment				140				14	New
Water	Blue Drop Kit for the Klein Brak WWTW		Yes	Other Assets	Plant & Equipment				90				16	New
Water	New Connections		Yes	Infrastructure Assets	Water: Reticulation				450				16	New
Water	Furniture, Tools & Equipment		Yes	Other Assets	Furniture & Office Equipment				45				17	New
Water	Pumps and Switchgear		Yes	Other Assets	Plant & Equipment				125				16	New
Water	Telemetry: Expansion New System		Yes	Infrastructure Assets	Water: Reticulation				245				16	New
Water	New multi-purpose Trailer		Yes	Other Assets	General Vehicles				30				17	New
Water	Replace Water Network Lines-All Areas		Yes	Infrastructure Assets	Water: Reticulation				3 500				16	Renewal
Water	Replace with new model pumps		Yes	Infrastructure Assets	Water: Reticulation				60				17	Renewal
Water	New 2-way Radios (Water Distribution Services)		Yes	Other Assets	Plant & Equipment				25				17	New
Water	Installation of Intelligent Bulk Watermeter Reading Devices		Yes	Other Assets	Plant & Equipment				200				16	New
Water	Extend Friemersheim water network		Yes	Infrastructure Assets	Water: Reticulation				670				14	Renewal
Water	Watermeters for Herbertsdale Housing Project		Yes	Infrastructure Assets	Water: Reticulation				–				7	New
Water	Replacement of Vehicles : CBS 25954		Yes	Other Assets	General Vehicles				264				17	Renewal
Water	Water Management Solutions		Yes	Infrastructure Assets	Water: Reticulation				1 000				16	New
Water	Replacement of Fencing at Reservoirs		Yes	Other Assets	Security Measures				539				15	Renewal
Water	Upgrade of Water Supply Pipeline from Little Brak WTW to Langeberg Reservoirs		Yes	Infrastructure Assets	Water: Reticulation				2 219				15	Renewal
Water	Upgrade of Water Supply Pipeline from Little Brak WTW to Langeberg Reservoirs		Yes	Infrastructure Assets	Water: Reticulation				2 660				15	Renewal
Water	Increase pumpstation capacity: Langeberg		Yes	Infrastructure Assets	Water: Reticulation				2 000				15	Renewal
Water	New Bulk Water Pipeline: Nautilus to Boggomsbaai		Yes	Infrastructure Assets	Water: Reticulation				150				7	New
Electricity	Furniture, Tools & Equipment		Yes	Other Assets	Furniture & Office Equipment				15				17	New
Electricity	Replacement Network H/Bos		Yes	Infrastructure Assets	Elec. Generation				400				10	Renewal
Electricity	Replacement Network Low Voltage		Yes	Infrastructure Assets	Elec. Reticulation				300				1,3 & 13	Renewal
Electricity	Infrastructure Middle Income Housing		Yes	Infrastructure Assets	Elec. Generation				1 119				15	New
Electricity	New 22kV Transmission Line K/Brak Sewerage Farm Ph 1&2		Yes	Infrastructure Assets	Elec. Reticulation				100				15	Renewal
Electricity	Replacement Network Low Voltage (D'Almeida)		Yes	Infrastructure Assets	Elec. Reticulation				400				9	Renewal
Electricity	Capital Spares (Replace Mini Substations)		Yes	Infrastructure Assets	Elec. Reticulation				1 000				16	New
Electricity	Replace MV Ring Main Units		Yes	Infrastructure Assets	Elec. Reticulation				1 000				16	Renewal
Electricity	Electrification Projects		Yes	Infrastructure Assets	Elec. Reticulation				6 140				16	Renewal
Electricity	Electrification Projects		Yes	Infrastructure Assets	Elec. Reticulation				1 500				16	New
Electricity	Tools & Equipment		Yes	Other Assets	Plant & Equipment				140				16	New
Electricity	Replacement of Vehicles : CBS 3422-Cherry Picker		Yes	Other Assets	General Vehicles				720				17	New
Electricity	Street Lights: Mossel Bay Area		Yes	Infrastructure Assets	Street Lighting				50				17	Renewal

Municipal Vote/Capital project R thousand	Program/Project description	Project number	Individually Approved (Yes/No) 6	Asset Class 3	Asset Sub-Class 3	GPS co-ordinates 5	Total Project Estimate	Prior year outcomes		2016/17 Medium Term Revenue & Expenditure Framework			Project information	
								Audited Outcome 2014/15	Current Year 2015/16 Full Year Forecast	Budget Year 2016/17	Budget Year +1 2017/18	Budget Year +2 2018/19	Ward location	New or renewal
Electricity	66kv Overhead Line Upgrade- Intake to South Substation		Yes	Infrastructure Assets	Elec. Reticulation				2 500				8	Renewal
Electricity	High mast and flood lights for various wards		Yes	Infrastructure Assets	Street Lighting				105				15	Renewal
Electricity	Infrastructure for Middle Income Housing		Yes	Infrastructure Assets	Elec. Reticulation								15	New
Electricity	Electrical Workshop Upgrading		Yes	Infrastructure Assets	Elec. Reticulation				187				15	New
Electricity	Ringfeed D'Almeida		Yes	Infrastructure Assets	Elec. Reticulation				372				15	Renewal
Electricity	Improvement to 22kV Electrical Network		Yes	Infrastructure Assets	Elec. Reticulation				2 491				9	New
Electricity	Checkers Substation Upgrade		Yes	Infrastructure Assets	Elec. Reticulation				800				15	Renewal
Electricity	Cable Locator Replacement		Yes	Infrastructure Assets	Elec. Reticulation				83				15	Renewal
Electricity	New Tergniet Substation		Yes	Infrastructure Assets	Elec. Reticulation				1 000				17	Renewal
Electricity	Replace Low Voltage Network (Kleinbrak)		Yes	Infrastructure Assets	Elec. Reticulation				500				5	New
Electricity	Renewable Energy		Yes	Infrastructure Assets	Elec. Reticulation				100				4	Renewal
Electricity	New 10MVA Transformer South Substation		Yes	Infrastructure Assets	Elec. Reticulation				275				16	Renewal
Electricity	Tools & Equipment		Yes	Other Assets	Plant & Equipment				40				15	New
Electricity	New Two Way Radios		Yes	Other Assets	Plant & Equipment				17				17	New
Electricity	Upgrading of Mechanical Workshop		Yes	Other Assets	Other Buildings				100				17	New
Community and social services	Furniture ,Tools & Equipment		Yes	Other Assets	Furniture & Office Equipment				8				17	Renewal
Community and social services	Wood tables for D'Almeida Hall		Yes	Other Assets	Furniture & Office Equipment				22				17	New
Community and social services	Wood tables for KwaNonqaba Community Hall		Yes	Other Assets	Furniture & Office Equipment				13				9	New
Community and social services	Crockery for Town Hall		Yes	Other Assets	Plant & Equipment				1				2	New
Community and social services	Wood tables for Asla Hall		Yes	Other Assets	Furniture & Office Equipment				17				8	New
Community and social services	Wood tables for Great Brak River Community Hall		Yes	Other Assets	Furniture & Office Equipment				13				3	New
Community and social services	Furniture, Tools & Equipment		Yes	Other Assets	Furniture & Office Equipment				65				14	New
Community and social services	Fencing Great Brak River Museum Building		Yes	Other Assets	Security Measures				147				17	New
Community and social services	Upgrading of D'Almeida Hall Parking Area		Yes	Infrastructure Assets	Roads, Pavements & Bridges				312				5	Renewal
Community and social services	New Tables for Rheebok Community Hall		Yes	Other Assets	Furniture & Office Equipment				35				9	Renewal
Community and social services	Upgrade of Joe Slovo Hall (Curtains & Appliances)		Yes	Other Assets	Plant & Equipment				12				4	New
Community and social services	Upgrade of Dana Bay Hall (Curtains)		Yes	Other Assets	Furniture & Office Equipment				8				12	Renewal
Community and social services	Contsruction of a braai facility-Bogoomsbaai Community Hall		Yes	Other Assets	Plant & Equipment				10				11	Renewal
Sport and recreation	Connect gullies to the main sewerage system		Yes	Infrastructure Assets	Sewerage: Reticulation				50				7	Renewal
Sport and recreation	Replace Blinds		Yes	Other Assets	Other: Other Assets				2				8	New
Sport and recreation	Replace boilers/burners		Yes	Other Assets	Plant & Equipment				365				8	Renewal
Sport and recreation	Construction of Braai's		Yes	Other Assets	Other Buildings				–				8	Renewal
Sport and recreation	Building Soak Away		Yes	Infrastructure Assets	Stormwater				50				8	Renewal
Sport and recreation	Replace Air Conditioners		Yes	Other Assets	Furniture & Office Equipment				13				8	New
Sport and recreation	Replace Printer		Yes	Other Assets	Furniture & Office Equipment				2				8	Renewal
Community and social services	Extention of Toilets-Greenhaven Cemeteries		Yes	Community Assets	Cemeteries				150				8	Renewal
Community and social services	Establishment of new cemetery-Pinnacle Point		Yes	Community Assets	Cemeteries				100				16	Renewal
Waste management	Bulk Containers		Yes	Other Assets	Plant & Equipment				164				16	New
Waste management	High Pressure Hose		Yes	Other Assets	Plant & Equipment				3				16	New
Waste management	Rebuilding of compactor units		Yes	Infrastructure Assets	Waste Management				300				16	New
Waste management	Recycling Bins		Yes	Other Assets	Plant & Equipment				97				16	Renewal
Waste management	Furniture, Tools & Equipment		Yes	Other Assets	Furniture & Office Equipment				24				16	New
Waste management	Replacement of Vehicles:CBS 27393		Yes	Other Assets	General Vehicles				1 307				17	New
Waste management	Weight Pad Kwanonqaba Transfer		Yes	Other Assets	Plant & Equipment				250				17	Renewal
Public safety	Fire fighting equipment and Hazmat equipment		Yes	Other Assets	Plant & Equipment				180				16	New
Public safety	Furniture, Tools and Equipment		Yes	Other Assets	Furniture & Office Equipment				19				17	New
Public safety	Jaws of Life Unit		Yes	Other Assets	Plant & Equipment				271				17	New
Public safety	Purchase of Motor Vehicle (Fire Safety Prevention)		Yes	Other Assets	General Vehicles				140				16	New
Public safety	Vehicle Management System		Yes	Other Assets	Security Measures				–				17	New
Public safety	Speed Humps at Bakers Street, Ward 12		Yes	Infrastructure Assets	Roads, Pavements & Bridges				25				17	New
Public safety	Upgrade and securing of vehicle impound		Yes	Other Assets	Security Measures				75				12	Renewal
Public safety	Extra Cashier Cubicles at motor vehicle registration		Yes	Other Assets	Furniture & Office Equipment				65				16	Renewal
Public safety	Furniture, Tools & Equipment		Yes	Other Assets	Computers: Hardware & Eqpt				42				16	Renewal
Public safety	Speed Humps at Flora RD between Aalwyn towards Heide RD Dana Bay		Yes	Infrastructure Assets	Roads, Pavements & Bridges				–				17	New
Public safety	Purchase of Queuing system and visitors chairs		Yes	Other Assets	Plant & Equipment				45				11	Renewal
Public safety	Gates		Yes	Other Assets	Plant & Equipment				114				17	New
Public safety	Furniture, Tools & Equipment (Law Enforcement)		Yes	Other Assets	Furniture & Office Equipment				30				17	Renewal
Public safety	Plastic Road Barriers		Yes	Other Assets	Plant & Equipment				35				17	New
Public safety	Bulk Filling Cabinets		Yes	Other Assets	Furniture & Office Equipment				25				17	New
Public safety	Alcohol Meter		Yes	Other Assets	Plant & Equipment				21				17	New
Sport and recreation	Replacement of existing stormwater drainage: Santos Beach		Yes	Infrastructure Assets	Stormwater				43				17	New
Sport and recreation	Furniture, Tools and Equipment		Yes	Other Assets	Furniture & Office Equipment				12				8	Renewal
Sport and recreation	Furniture, Tools & Equipment		Yes	Other Assets	Furniture & Office Equipment				40				17	New
Sport and recreation	New Sunny Side		Yes	Community Assets	Recreational Facilities				65				17	New
Sport and recreation	Baker Street		Yes	Community Assets	Recreational Facilities				34				8	New

Municipal Vote/Capital project R thousand	Program/Project description	Project number	Individually Approved (Yes/No) 6	Asset Class 3	Asset Sub-Class 3	GPS co-ordinates 5	Total Project Estimate	Prior year outcomes		2016/17 Medium Term Revenue & Expenditure Framework			Project information	
								Audited Outcome 2014/15	Current Year 2015/16 Full Year Forecast	Budget Year 2016/17	Budget Year +1 2017/18	Budget Year +2 2018/19	Ward location	New or renewal
Sport and recreation	New Fence for Play Park in Toekoms		Yes	other Assets	Security Measures				46				12	New
Sport and recreation	Replace garage doors at Parks Department-Schoeman Street		Yes	Community Assets	Parks & Gardens				30				5	Renewal
Sport and recreation	Upgrade Play Park: Tienie Botha		Yes	Community Assets	Recreational Facilities				38				17	New
Sport and recreation	Furniture, Tools & Equipment		Yes	Other Assets	Furniture & Office Equipment				40				6	Renewal
Sport and recreation	Resurface netbasll Court-Sonskynvallei		Yes	Other Assets	Security Measures				100				17	New
Sport and recreation	Upgrade Klein Brak Tennis Courts		Yes	Community Assets	Sportfields & Stadiums				200				7	Renewal
Sport and recreation	Upgrade Play Park-Soa Bras Street		Yes	Community Assets	Recreational Facilities				190				5	Renewal
Sport and recreation	Upgrade the Ext 23 KwaNonqaba/D'Almeida Sports fileds		Yes	Community Assets	Sportfields & Stadiums				1 910				6	New
Sport and recreation	Rehabilitation of Van Riebeeck Stadium		Yes	Community Assets	Sportfields & Stadiums				1 127				15	Renewal
Sport and recreation	Great Brak Bowling Club		Yes	Community Assets	Sportfields & Stadiums				219				8	Renewal
Sport and recreation	Construction of White Side screens at a cricketfield -Van Riebeeck Stadium		Yes	Community Assets	Sportfields & Stadiums				90				5	New
Sport and recreation	Construction of White Side screens at a cricketfield -Van Riebeeck Stadium		Yes	Community Assets	Sportfields & Stadiums				90				8	Renewal
Community and social services	Furniture, Tools & Equipment		Yes	Other Assets	Furniture & Office Equipment				46				8	Renewal
Community and social services	Construction of working rooms and toilets		Yes	Other Assets	Civic Land & Buildings				150				8	New
Community and social services	Furniture, Tools & Equipment-Friemersheim		Yes	Other Assets	Furniture & Office Equipment				4				8	Renewal
Community and social services	Furniture, Tools & Equipment-Greenhaven		Yes	Other Assets	Furniture & Office Equipment				40				14	New
Community and social services	New Library Building		Yes	Community Assets	Libraries				246				14	New
Community and social services	New Library Building		Yes	Community Assets	Libraries				1 754				7	New
Community and social services	Furniture, Tools & Equipment-D'Almeida		Yes	Other Assets	Furniture & Office Equipment				17				7	New
Community and social services	Furniture, Tools & Equipment-Ellen van Rensburg		Yes	Other Assets	Furniture & Office Equipment				6				9	New
Community and social services	Furniture, Tools & Equipment		Yes	Other Assets	Furniture & Office Equipment				17				5	New
Planning and development	Furniture, Tools & Equipment		Yes	Other Assets	Furniture & Office Equipment				169				1	New
Planning and development	Photocopy Machine		Yes	Other Assets	Furniture & Office Equipment				98				17	New
Planning and development	Roof at Vinderland Crèche		Yes	Other Assets	Civic Land & Buildings				–				17	New
Planning and development	Alterations of office space (Expenditure Section)		Yes	Other Assets	Other Buildings				250				5	Renewal
Planning and development	Siyanithanda Disabled Child Care Centre		Yes	Other Assets	Civic Land & Buildings				6 500				17	Renewal
Housing	Asazani/Izinyoka Services to 256 Erven (Phases 3&4)		Yes	Other Assets	Other Land				2 599				1	New
Housing	Asazani/Izinyoka Services to 256 Erven (Phases 3&4)		Yes	Other Assets	Other Land				18 566				12	New
Housing	Sonskynvallei/Powertown Relocation (152 Sites)		Yes	Other Assets	Other Land				933				12	New
Housing	Sonskynvallei/Powertown Relocation (152 Sites)		Yes	Other Assets	Other Land				6 667				7	New
Housing	Herbertsdale Sercvices Infrastructure		Yes	Other Assets	Other Land				849				7	New
Housing	Herbertsdale Sercvices Infrastructure		Yes	Other Assets	Other Land				6 066				7	New
Housing	Wolwedans Rehabilitation		Yes	Other Assets	Other Land				1 530				7	New
Housing	Wolwedans Rehabilitation		Yes	Other Assets	Other Land				10 931				5	New
Road transport	New Soak-away, Magersfontein/Elandslaagte		Yes	Infrastructure Assets	Stormwater				60				5	New
Road transport	New Tip Trailer		Yes	Other Assets	General Vehicles				100				10	New
Waste water management	Improve Stormwater :Amy Searle Greenhaven		Yes	Infrastructure Assets	Stormwater				375				17	New
Waste water management	Improve Stormwater :Amy Searle Greenhaven		Yes	Infrastructure Assets	Stormwater				3 284				14	Renewal
Waste water management	Improve Stormwater :New Concrete SW Channel, Fonteine Park, Hartenbos Heuwels		Yes	Infrastructure Assets	Stormwater				300				14	Renewal
Waste water management	Improve Stormwater :Upgrade of SW watercourse, A Ferox, Danabaai		Yes	Infrastructure Assets	Stormwater				750				10	Renewal
Waste water management	Improve Stormwater :Upgrade S/W Along E.Pinea Street		Yes	Infrastructure Assets	Stormwater				1 000				11	Renewal
Waste water management	Improve Stormwater :P.Nutans		Yes	Infrastructure Assets	Stormwater				1 200				11	Renewal
Waste water management	Improve Stormwater :New stormwater system for Herbertsdale		Yes	Infrastructure Assets	Stormwater				150				11	Renewal
Waste water management	Provision of Retaining Wall: Roman		Yes	Community Assets	Recreational Facilities				150				7	Renewal
Waste water management	Provision of Retaining Wall: Barracuda		Yes	Community Assets	Recreational Facilities				170				13	New
Waste water management	Provision of Retaining Wall: John Brown		Yes	Community Assets	Recreational Facilities				150				13	New
Waste water management	Upgrade S/W Bergland Street Glentana		Yes	Infrastructure Assets	Stormwater				100				13	New
Waste water management	Purchase New Poker Vibrators & Submersible Pumps		Yes	Infrastructure Assets	Water: Reticulation				13				5	Renewal
Waste water management	Replace Two Waterpumps		Yes	Infrastructure Assets	Water: Reticulation				16				17	New
Waste water management	Furniture,Tools & Equipment		Yes	Other Assets	Furniture & Office Equipment				60				17	Renewal
Waste water management	Dedicated GIS/PMS/SWMS Server		Yes	Infrastructure Assets	Stormwater				40				17	Renewal
Waste water management	Heavy Duty Trailer		Yes	Other Assets	General Vehicles				65				17	New
Road transport	Pavements:CBD- Mossel Bay		Yes	Infrastructure Assets	Roads, Pavements & Bridges				168				17	New
Road transport	Pavements:Stofile Short Street (5 cul de sacs) KwaNonqaba		Yes	Infrastructure Assets	Roads, Pavements & Bridges				207				8	Renewal
Road transport	Pavements:Mbandezi Street 75m,KwaNonqaba,Phase 2		Yes	Infrastructure Assets	Roads, Pavements & Bridges				105				3	Renewal
Road transport	Pavements:New Paving:O Elles Street,Phase 11 Joe Slovo		Yes	Infrastructure Assets	Roads, Pavements & Bridges				142				2	Renewal
Road transport	Curlew Street		Yes	Infrastructure Assets	Roads, Pavements & Bridges				206				12	Renewal
Road transport	Thembelihle Street-from Mayixhale to Mali Street		Yes	Infrastructure Assets	Roads, Pavements & Bridges				159				9	Renewal
Road transport	Mali Street: Thembelihle to Ndibaniso		Yes	Infrastructure Assets	Roads, Pavements & Bridges								1 & 3	Renewal
Road transport	Eiland Street		Yes	Infrastructure Assets	Roads, Pavements & Bridges				246				15	Renewal
Road transport	Mendilaan		Yes	Infrastructure Assets	Roads, Pavements & Bridges				67				9	Renewal
Road transport	James Street		Yes	Infrastructure Assets	Roads, Pavements & Bridges				90				3	Renewal
Road transport	Taylor Street		Yes	Infrastructure Assets	Roads, Pavements & Bridges				60				12	Renewal
Road transport	Edging Pilchard Street,Extension 13		Yes	Infrastructure Assets	Roads, Pavements & Bridges				95				12	Renewal
Road transport	Edging Roman Street		Yes	Infrastructure Assets	Roads, Pavements & Bridges				86				13	Renewal

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								Audited Outcome 2014/15	Current Year 2015/16 Full Year Forecast	Budget Year 2016/17	Budget Year +1 2017/18	Budget Year +2 2018/19	Ward location	New or renewal
Road transport	Edging Salmon Street, Extension 13		Yes	Infrastructure Assets	Roads, Pavements & Bridges				86				13	Renewal
Road transport	Edging Cob Street, Extension 13		Yes	Infrastructure Assets	Roads, Pavements & Bridges				70				13	Renewal
Road transport	Traffic Circle at c/o Alhof & Marsh Negendelaan, DaNova		Yes	Infrastructure Assets	Roads, Pavements & Bridges				2 500				13	Renewal
Road transport	Makhubalo		Yes	Infrastructure Assets	Roads, Pavements & Bridges				263				6	Renewal
Road transport	New link road between Extension 9,13 & 26 (Phase 1, 2 & 3)		Yes	Infrastructure Assets	Roads, Pavements & Bridges				800				2	Renewal
Road transport	Rehabilitation of gravel roads in Great Brak Heights, Hoogte Pad North/South and Stasiekop		Yes	Infrastructure Assets	Roads, Pavements & Bridges				250				9, 12 & 13	Renewal
Road transport	Kort Street		Yes	Infrastructure Assets	Roads, Pavements & Bridges				172				5	Renewal
Road transport	S. Ncaphayi Street		Yes	Infrastructure Assets	Roads, Pavements & Bridges				300				7	Renewal
Road transport	Rebuild Gericke Road, Voorbaai		Yes	Infrastructure Assets	Roads, Pavements & Bridges				1 300				12	Renewal
Road transport	Replacement of Vehicle: CBS 22610		Yes	Other Assets	General Vehicles				400				10	Renewal
Road transport	New Parking Area: Municipal Office Parking Area GBR		Yes	Infrastructure Assets	Roads, Pavements & Bridges				100				17	Renewal
Road transport	Upgrade of Gravel Roads & S/W : Asla Park		Yes	Infrastructure Assets	Roads, Pavements & Bridges				488				17	New
Road transport	Upgrade of Gravel Roads & S/W : Asla Park		Yes	Infrastructure Assets	Roads, Pavements & Bridges				2 892				3	Renewal
Road transport	Upgrade of Gravel Roads & S/W : Friemersheim		Yes	Infrastructure Assets	Roads, Pavements & Bridges				388				3	Renewal
Road transport	Upgrade of Gravel Roads & S/W : Friemersheim		Yes	Infrastructure Assets	Roads, Pavements & Bridges				3 059				14	Renewal
Road transport	Upgrade Roads & S/W : Sonskynvallei		Yes	Infrastructure Assets	Roads, Pavements & Bridges				1 316				14	Renewal
Road transport	Asazani/Izinyoka:Walvis Street Phase 2		Yes	Infrastructure Assets	Roads, Pavements & Bridges				292				7	Renewal
Road transport	Asazani/Izinyoka:Walvis Street Phase 2		Yes	Infrastructure Assets	Roads, Pavements & Bridges				1 244				12	New
Road transport	Herbertsdale: Upgrade Gravel Roads & S/W Phases 1&2		Yes	Infrastructure Assets	Roads, Pavements & Bridges				171				12	New
Road transport	Herbertsdale: Upgrade Gravel Roads & S/W Phases 1&2		Yes	Infrastructure Assets	Roads, Pavements & Bridges				2 852				7	Renewal
Road transport	Olcker Road Turning Circle		Yes	Infrastructure Assets	Roads, Pavements & Bridges				300				7	Renewal
Road transport	New Kerbs & Channel Stellenboschweg Hartenbos		Yes	Infrastructure Assets	Roads, Pavements & Bridges				150				5	New
Road transport	New Minibus Taxi Facilities c/o Adriaans /Crotz Street, Phase 3		Yes	Infrastructure Assets	Roads, Pavements & Bridges				800				10	Renewal
Road transport	New Minibus Taxi Facilities c/o Adriaans /Crotz Street, Phase 3		Yes	Infrastructure Assets	Roads, Pavements & Bridges				1 043				11	New
Road transport	New Minibus Taxi Facilities c/o Adriaans /Crotz Street, Phase 3		Yes	Infrastructure Assets	Roads, Pavements & Bridges				–				11	New
Road transport	Upgrading of Point		Yes	Infrastructure Assets	Roads, Pavements & Bridges				3 000				11	New
Road transport	Upgrade Security of GBR Municipal Yard		Yes	Infrastructure Assets	Roads, Pavements & Bridges				200				8	Renewal
Road transport	Two Mobile Toilet Facilities		Yes	Infrastructure Assets	Roads, Pavements & Bridges				82				17	Renewal
Road transport	New Guardrails in Dennesig Street Greenhaven		Yes	Infrastructure Assets	Roads, Pavements & Bridges				60				17	New
Road transport	Purchase New Plate Compactor		Yes	Other Assets	Plant & Equipment				75				5	New
Road transport	Purchase New Mobile Concrete Mixer		Yes	Other Assets	Plant & Equipment				36				17	New
Road transport	Slagtersnek Road (Hartenbos)		Yes	Infrastructure Assets	Roads, Pavements & Bridges				100				17	New
Road transport	Building of Parking Area: Mossel Bay Golf Course (2015/16 Internal Road, 2016/17 New Paved Parking)		Yes	Infrastructure Assets	Roads, Pavements & Bridges				700				10	Renewal
Road transport	Building of Parking Area: Mossel Bay Golf Course (2015/16 Internal Road, 2016/17 New Paved Parking)		Yes	Infrastructure Assets	Roads, Pavements & Bridges				175				6	New
Road transport	Ruiterbos Flooding		Yes	Infrastructure Assets	Roads, Pavements & Bridges				225				6	New
Road transport	Green Haven Road Repair		Yes	Infrastructure Assets	Roads, Pavements & Bridges				407				14	Renewal
Waste water management	Glentana Parking Outlet		Yes	Infrastructure Assets	Roads, Pavements & Bridges				41				14	Renewal
Road transport	Murray Street Embankments		Yes	Infrastructure Assets	Roads, Pavements & Bridges				130				5	Renewal
Road transport	Tourism Signage CBD		Yes	Infrastructure Assets	Stormwater				100				14	Renewal
Road transport	Infrastructure for Middle Income Housing (Streets & Stormwater)		Yes	Infrastructure Assets	Stormwater				51				8	New
Waste water management	S/W Channel eroded (Oudeweg)		Yes	Infrastructure Assets	Roads, Pavements & Bridges				192				15	New
Waste water management	S/W Flooding of Erven/Soak-away capacity problems (Eielandlaagte)		Yes	Infrastructure Assets	Roads, Pavements & Bridges				219				5	Renewal
Waste water management	Gravel road eroded (Sandhoogtepad)		Yes	Infrastructure Assets	Roads, Pavements & Bridges				352				5	Renewal
Waste water management	S/W Flooding of Erven/no drainage network (3rd Laan en Swartstraat)		Yes	Infrastructure Assets	Roads, Pavements & Bridges				334				10	Renewal
Waste water management	Outelet Structure Damage (P.Nutans)		Yes	Infrastructure Assets	Roads, Pavements & Bridges				168				5	Renewal
Waste water management	Outelet Structure Damage (Kwa: Mzamohle)		Yes	Infrastructure Assets	Roads, Pavements & Bridges				215				11	Renewal
Waste water management	S/W Flooding (Kiewiet & Cupido)		Yes	Infrastructure Assets	Roads, Pavements & Bridges				756				3	Renewal
Waste water management	Outlet Structure Damage (Bakke & Nautica)		Yes	Infrastructure Assets	Roads, Pavements & Bridges				2 171				9	Renewal
Waste water management	Outlet Structure Damage (George & 4rde Laan))		Yes	Infrastructure Assets	Roads, Pavements & Bridges				105				9 & 8	Renewal
Waste water management	S/W network capacity problems (Strand to Marshstraat)		Yes	Infrastructure Assets	Roads, Pavements & Bridges				923				8	Renewal
Municipal Manager	Photocopy Machine	A2.1	Yes	*Other Assets*	*Furniture & Office Equipment*					–	70	–	8	Renewal
Municipal Manager	New Safe (records of Legal and SCM documentation)	A2.2	Yes	*Other Assets*	*Furniture & Office Equipment*					500	–	–	17	New
Corporate Services	Furniture & Office Equipment	B1.1	Yes	*Other Assets*	*Furniture & Office Equipment*					12	20	20	17	New
Corporate Services	Portable Sound System	B2.2	Yes	*Other Assets*	*Other: Other Assets*					–	2	–	17	New
Corporate Services	Digital Projectors	B3.3	Yes	*Other Assets*	*Furniture & Office Equipment*					–	6	–	17	New
Corporate Services	High Volume Photocopy Machine	B4.4	Yes	*Other Assets*	*Furniture & Office Equipment*					375	–	–	17	New
Corporate Services	New Interpretation/Sound System for Committee Room	B5.5	Yes	*Other Assets*	*Furniture & Office Equipment*					300	–	–	17	New
Corporate Services	Binding Machine	B6.6	Yes	*Other Assets*	*Furniture & Office Equipment*					22	–	–	17	New
Corporate Services	Furniture & Office Equipment	B2.1	Yes	*Other Assets*	*Furniture & Office Equipment*					21	–	–	17	New
Corporate Services	Installation of Loud Hailing System	B2.2	Yes	*Other Assets*	*Furniture & Office Equipment*					7	–	–	17	New
Corporate Services	Data Projector	B2.3	Yes	*Other Assets*	*Furniture & Office Equipment*					7	–	–	17	New
Corporate Services	Thusong Centre Phase 2	B2.4(a)	Yes	*Other Assets*	*Civic Land & Buildings*					–	–	2 632	15	New
Corporate Services	Thusong Centre Phase 2	B2.4(b)	Yes	*Other Assets*	*Civic Land & Buildings*					–	–	3 421	15	New
Corporate Services	Water Dispenser-Thusong Centre	B2.5	Yes	*Other Assets*	*Furniture & Office Equipment*					5	–	–	17	New
Corporate Services	Furniture & Office Equipment	B3.1	Yes	*Other Assets*	*Furniture & Office Equipment*					38	68	7	17	New

Municipal Vote/Capital project R thousand	Program/Project description	Project number	Individually Approved (Yes/No) 6	Asset Class 3	Asset Sub-Class 3	GPS co-ordinates 5	Total Project Estimate	Prior year outcomes		2016/17 Medium Term Revenue & Expenditure Framework			Project information	
								Audited Outcome 2014/15	Current Year 2015/16 Full Year Forecast	Budget Year 2016/17	Budget Year +1 2017/18	Budget Year +2 2018/19	Ward location	New or renewal
Corporate Services	Computer Cubicle	B3.2	Yes	*Other Assets*	*Furniture & Office Equipment*					–	46	–	17	New
Corporate Services	Disabled Toilets	B3.3	Yes	*Other Assets*	*Other: Other Assets*					25	–	–	17	Renewal
Corporate Services	2 New Offices at Human Resources	B3.4	Yes	*Other Assets*	*Other: Other Assets*					–	50	–	17	New
Corporate Services	Sound System-Training	B3.5	Yes	*Other Assets*	*Plant & Equipment*					–	–	20	17	New
Corporate Services	Mounted Overheated Proxima (Kitchen Hall)	B3.6	Yes	*Other Assets*	*Other: Other Assets*					–	30	–	17	New
Corporate Services	Extension of the Kitchen	B3.7	Yes	*Other Assets*	*Other: Other Assets*					30	–	–	17	Renewal
Corporate Services	Purchase of a New Bakkie	B3.8	Yes	*Other Assets*	*General Vehicles*					–	–	150	17	New
Corporate Services	Airconditioners	B3.9	Yes	*Other Assets*	*Furniture & Office Equipment*					–	25	–	17	New
Corporate Services	Air Conditioner-Indoor Centre	B4.1	Yes	*Other Assets*	*Furniture & Office Equipment*					–	15	–	17	New
Corporate Services	Paving-Erf 6412	B4.2	Yes	*Infrastructure Assets*	*Roads, Pavements & Bridges*					150	100	–	17	Renewal
Corporate Services	New Cameras (HIV/Youth/Social/Rural/SMME/LED)	B4.3	Yes	*Other Assets*	*Security Measures*					–	5	–	17	New
Corporate Services	Furniture, Tools and Equipment	B4.4	Yes	*Other Assets*	*Furniture & Office Equipment*					2	2	–	17	New
Corporate Services	Replacement of Photocopy Machine with colour copy machine	B4.5	Yes	*Other Assets*	*Furniture & Office Equipment*					–	68	–	17	Renewal
Corporate Services	Furniture, Tools & Equipment	B4.6	Yes	*Other Assets*	*Furniture & Office Equipment*					30	–	62	17	New
Corporate Services	Purchase of Sewing Machines for Sewing Project	B4.7	Yes	*Other Assets*	*Furniture & Office Equipment*					30	–	40	17	New
Corporate Services	Digital Camera	B4.8	Yes	*Other Assets*	*Furniture & Office Equipment*					–	6	–	17	New
Corporate Services	Photocopy Machine-Youth	B4.9	Yes	*Other Assets*	*Furniture & Office Equipment*					11	–	–	17	New
Corporate Services	Erecting of Garage Door in Hartenbos	B4.10	Yes	*Other Assets*	*Other: Other Assets*					5	–	–	17	New
Corporate Services	Fire Extinguishers for Subsidised Beehives	B4.11	Yes	*Other Assets*	*Plant & Equipment*					22	–	–	17	New
Corporate Services	Printer,Scanner,Copier-Youth	B4.12	Yes	*Other Assets*	*Computers: Hardware & Eqpt*					–	–	75	17	New
Corporate Services	Replacement of Gate-Hartenbos	B4.13	Yes	*Other Assets*	*Other: Other Assets*					–	30	–	17	Renewal
Corporate Services	Replacement of Vehicle:CBS 42206	B4.14	Yes	*Other Assets*	*General Vehicles*					–	170	–	17	Renewal
Corporate Services	Revamp of Indoor Sports Centre	B4.15	Yes	*Other Assets*	*Civic Land & Buildings*					100	300	–	17	Renewal
Corporate Services	Purchase of a Vehicle-(HIV/AIDS)	B4.16	Yes	*Other Assets*	*General Vehicles*					–	–	150	17	New
Corporate Services	HIV/AIDS Mascot	B4.17	Yes	*Other Assets*	*Plant & Equipment*					10	–	–	17	New
Corporate Services	HIV/AIDS Candles with Chandeliers	B4.18	Yes	*Other Assets*	*Plant & Equipment*					–	5	–	17	New
Corporate Services	Computers (Replacement and New)	B5.1	Yes	*Other Assets*	*Computers: Hardware & Eqpt*					1 837	1 500	1 500	17	Renewal
Corporate Services	Data Load Balancer	B5.2	Yes	*Other Assets*	*Computers: Hardware & Eqpt*					55	–	–	17	New
Corporate Services	Intrusion Prevention	B5.3	Yes	*Other Assets*	*Computers: Hardware & Eqpt*					–	330	–	17	New
Corporate Services	Network Switches	B5.4	Yes	*Other Assets*	*Computers: Hardware & Eqpt*					70	–	–	17	New
Corporate Services	Active Directory Manager	B5.5	Yes	*Other Assets*	*Computers: Hardware & Eqpt*					–	80	–	17	New
Corporate Services	VM Solutions Data Capacity	B5.6	Yes	*Other Assets*	*Computers: Hardware & Eqpt*					650	–	–	17	New
Financial Services	Furniture & Office Equipment-Finance Committee Chamber	C1.1	Yes	*Other Assets*	*Furniture & Office Equipment*					25	–	–	17	New
Financial Services	Furniture & Office Equipment-Budget Office	C2.2	Yes	*Other Assets*	*Furniture & Office Equipment*					10	10	10	17	Renewal
Financial Services	Furniture & Office Equipment-SCM	C2.1	Yes	*Other Assets*	*Furniture & Office Equipment*					22	10	–	17	Renewal
Financial Services	Photocopier at the Stores	C2.2	Yes	*Other Assets*	*Furniture & Office Equipment*					–	60	–	17	Renewal
Financial Services	Build camp to store poles and pipes (including floor and rofing/shade net)	C2.3	Yes	*Other Assets*	*Other: Other Assets*					70	–	–	17	New
Financial Services	Mesh Box Trolley- 4 sided 915 x 610 x 970mm for the Stores	C2.4	Yes	*Other Assets*	*Plant & Equipment*					5	–	–	17	New
Financial Services	Electric stacker for the Stores	C2.5	Yes	*Other Assets*	*Plant & Equipment*					52	–	–	17	New
Financial Services	2,5 ton pallet jack for the Stores	C2.6	Yes	*Other Assets*	*Plant & Equipment*					5	–	–	17	New
Financial Services	Furniture & Office Equipment-Income	C3.1	Yes	*Other Assets*	*Furniture & Office Equipment*					15	15	–	17	New
Financial Services	Furniture & Office Equipment-Expenditure	C4.1	Yes	*Other Assets*	*Furniture & Office Equipment*					15	85	15	17	Renewal
Technical Services	Furniture & Office Equipment	D1.1	Yes	*Other Assets*	*Furniture & Office Equipment*					10	–	–	17	New
Technical Services	Upgrade Telemetry	D1.2	Yes	*Other Assets*	*Computers: Hardware & Eqpt*					100	120	120	16	Renewal
Technical Services	Increase Pinnacle Point Waste Water Treatment Works Capacity	D2.2	Yes	*Infrastructure Assets*	*Sewerage: Purification*	34°11'38.30"S 22° 4'43.13"E				500	–	–	15	Renewal
Technical Services	Mechanical Plant and Equipment-Pinnacle Point	D2.4	Yes	*Other Assets*	*Plant & Equipment*	34°11'38.30"S 22° 4'43.13"E				–	200	200	11	Renewal
Technical Services	Machinery & Equipment	D2.5	Yes	*Other Assets*	*Furniture & Office Equipment*					10	–	–	17	Renewal
Technical Services	Instrumentation-Purification Services	D2.7	Yes	*Other Assets*	*Plant & Equipment*					500	150	150	17	New
Technical Services	Furniture & Office Equipment	D2.8	Yes	*Other Assets*	*Furniture & Office Equipment*					20	–	–	17	New
Technical Services	Computer Equipment	D2.9	Yes	*Other Assets*	*Computers: Hardware & Eqpt*					20	–	–	17	Renewal
Technical Services	Machinery & Equipment	D2.10	Yes	*Other Assets*	*Plant & Equipment*					10	–	–	17	New
Technical Services	Mechanical Plant and Equipment-Regional Plant	D2.11	Yes	*Other Assets*	*Plant & Equipment*	34° 6'34.17"S 22° 6'4.89"E				500	400	400	15	Renewal
Technical Services	Replacement of Electrical Plant and Equipment	D2.12	Yes	*Other Assets*	*Plant & Equipment*					600	400	200	17	Renewal
Technical Services	Laboratory Instrumentation and Equipment	D2.13	Yes	*Other Assets*	*Plant & Equipment*					215	–	–	17	New
Technical Services	Rehabilitation of Pond Systems-Regional Plant	D2.14	Yes	*Infrastructure Assets*	*Sewerage: Reticulation*	34° 6'34.17"S 22° 6'4.89"E				1 000	500	500	15	Renewal
Technical Services	Fencing and Ancillary Works-Regional Plant	D2.16	Yes	*Other Assets*	*Security Measures*	34° 6'34.17"S 22° 6'4.89"E				50	50	50	15	Renewal
Technical Services	New Generator for the Regional WWTW	D2.17	Yes	*Other Assets*	*Plant & Equipment*	34° 6'34.17"S 22° 6'4.89"E				2 000	–	–	15	New
Technical Services	New Brush Cutter for the Water and Wastewater Treatment Works	D2.18	Yes	*Other Assets*	*Plant & Equipment*					80	–	–	17	New
Technical Services	Installation of camera security system-Regional Plant	D2.19	Yes	*Other Assets*	*Security Measures*	34° 6'34.17"S 22° 6'4.89"E				140	–	–	15	New
Technical Services	Upgrading of the Regional WWTW	D2.20	Yes	*Infrastructure Assets*	*Sewerage: Purification*	34° 6'34.17"S 22° 6'4.89"E				500	500	500	15	Renewal
Technical Services	Upgrading of Great Brak WWTW	D2.22	Yes	*Infrastructure Assets*	*Sewerage: Purification*	34° 3'33.81"S 22°11'14.18"E				400	–	–	15	Renewal
Technical Services	Installation of camera security system-Great Brak	D2.23	Yes	*Other Assets*	*Security Measures*	34° 3'33.81"S 22°11'14.18"E				110	–	–	14	New
Technical Services	Furniture & Office Equipment	D2.24	Yes	*Other Assets*	*Furniture & Office Equipment*					20	–	–	17	New
Technical Services	Machinery & Equipment	D2.25	Yes	*Other Assets*	*Computers: Hardware & Eqpt*					35	–	–	17	New
Technical Services	Upgrading of Herbertsdale sewer pumpstation to accommodate new housing development	D2.27	Yes	*Infrastructure Assets*	*Sewerage: Purification*					200	1 000	–	7	Renewal

Municipal Vote/Capital project	Program/Project description	Project number	Individually Approved (Yes/No)	Asset Class	Asset Sub-Class	GPS co-ordinates	Total Project Estimate	Prior year outcomes		2016/17 Medium Term Revenue & Expenditure Framework			Project information	
R thousand			6	3	3	5		Audited Outcome 2014/15	Current Year 2015/16 Full Year Forecast	Budget Year 2016/17	Budget Year +1 2017/18	Budget Year +2 2018/19	Ward location	New or renewal
Technical Services	Increase sewer pipeline @ Herbertsdale to accommodate new housing development	D2.28	Yes	*Infrastructure Assets*	*Sewerage: Reticulation*					900	–	–	7	Renewal
Technical Services	Replacement of sewer pipelines between Mossel Bay and Hartenbos	D2.29	Yes	*Infrastructure Assets*	*Sewerage: Reticulation*					1 401	1 000	1 000	15	Renewal
Technical Services	New Generator for Friemersheim Sewer Pumpstation	D2.31	Yes	*Other Assets*	*Plant & Equipment*					220	–	–	14	New
Technical Services	Replacement of Vehicle: CBS 38677	D2.32	Yes	*Other Assets*	*General Vehicles*					–	300	–	17	Renewal
Technical Services	New Level-Sensor for Sewer Pits	D2.33	Yes	*Other Assets*	*Plant & Equipment*					50	55	55	17	New
Technical Services	New Connections	D2.34	Yes	*Infrastructure Assets*	*Sewerage: Reticulation*					300	300	300	16	New
Technical Services	Upgrade pump station at St.Blaze	D2.35	Yes	*Infrastructure Assets*	*Sewerage: Reticulation*	34°11'6.33"S 022° 9'13.24"E				100	500	–	6	Renewal
Technical Services	Standby pump at VPS	D2.36	Yes	*Infrastructure Assets*	*Sewerage: Reticulation*	34° 9'6.19"S 022° 6'5.61"E				–	500	–	15	New
Technical Services	Standby pump at Habour pump station	D2.37	Yes	*Infrastructure Assets*	*Sewerage: Reticulation*	34°10'43.88"S 022° 8'35.82"E				200	–	–	8	New
Technical Services	Midbrak Main Sewer Network	D2.38	Yes	*Infrastructure Assets*	*Sewerage: Reticulation*					6 500	5 600	5 000	5	Renewal
Technical Services	Main Sewer Network between Glentana & Great Brak	D2.39	Yes	*Infrastructure Assets*	*Sewerage: Reticulation*					–	–	5 000	5	New
Technical Services	Furniture, Tools & Equipment	D2.40	Yes	*Other Assets*	*Furniture & Office Equipment*					50	50	50	17	Renewal
Technical Services	New Multi-Purpose Trailer	D2.42	Yes	*Other Assets*	*Specialised Vehicles*					45	50	–	17	New
Technical Services	Refurbish New Sewer Lines: D'Almeida	D2.43	Yes	*Infrastructure Assets*	*Sewerage: Reticulation*					1 000	700	1 000	9	Renewal
Technical Services	New 2-Way Radios	D2.44	Yes	*Other Assets*	*Plant & Equipment*					25	–	–	17	New
Technical Services	Replace Sewer Lines:Tarka	D2.45a)	Yes	*Infrastructure Assets*	*Sewerage: Reticulation*					500	900	1 500	8	Renewal
Technical Services	Peplace Sewer Lines:Greenhaven	D2.45b)	Yes	*Infrastructure Assets*	*Sewerage: Reticulation*					–	–	290	14	Renewal
Technical Services	Replace High Pressure Jetting Machine	D2.46	Yes	*Other Assets*	*Plant & Equipment*					500	–	–	17	Renewal
Technical Services	Construct retaining wall on Erf 3877, Menkenkop	D2.47	Yes	*Community Assets*	*Recreational Facilities*					500	–	–	7	Renewal
Technical Services	Replacement of Vehicles: CBS 33243	D2.48	Yes	*Other Assets*	*General Vehicles*					400	–	–	17	Renewal
Technical Services	Honey Sucker	D2.49	Yes	*infrastructure Assets*	*Sewerage: Reticulation*					1 100	–	–	17	New
Technical Services	Extend Friemersheim sewer network	D2.50	Yes	*infrastructure Assets*	*Sewerage: Reticulation*					1 500	1 600	–	14	Renewal
Technical Services	Capacity increase of Great Brak WWTW	D2.51 (a)	Yes	*infrastructure Assets*	*Sewerage: Reticulation*					–	4 386	4 386	5	Renewal
Technical Services	Capacity increase of Great Brak WWTW	D2.51 (b)	Yes	*infrastructure Assets*	*Sewerage: Reticulation*					400	4 386	4 386	5	Renewal
Technical Services	Herbertsdale Middle Income Housing Sites-Sewerage		Yes	*infrastructure Assets*	*Sewerage: Reticulation*					162	–	–	7	New
Technical Services	Replacement of electrical plant and equipment-Ruiterbos	D3.1	Yes	*Other Assets*	*Plant & Equipment*	33°54'27.76"S 22° 1'50.81"E				60	–	–	14	Renewal
Technical Services	Upgrading of the Ruiterbos WTW	D3.2	Yes	*Infrastructure Assets*	*Water: Purification*	33°54'27.76"S 22° 1'50.81"E				500	500	–	14	Renewal
Technical Services	Replacement of Electrical Plant and Equipment-Lodewyks	D3.3	Yes	*Other Assets*	*Plant & Equipment*	34°11'12.80"S 21°43'4.80"E				–	200	–	7	Renewal
Technical Services	Furniture & Office Equipment	D3.4	Yes	*Other Assets*	*Furniture & Office Equipment*					40	80	80	17	New
Technical Services	Machinery & Equipment	D3.5	Yes	*Other Assets*	*Plant & Equipment*					40	–	–	17	New
Technical Services	Replacement of Vehicles	D3.6	Yes	*Other Assets*	*General Vehicles*					300	300	–	17	Renewal
Technical Services	New inline turbidity meters at Kleinbrak water works sandfilters	D3.7	Yes	*Other Assets*	*Plant & Equipment*	34° 5'1.01"S 22° 8'33.68"E				550	–	–	15	New
Technical Services	Pipework -Klein Brak	D3.8	Yes	*Infrastructure Assets*	*Water: Purification*	34° 5'1.01"S 22° 8'33.68"E				600	600	600	15	New
Technical Services	Mechanical Plant & Equipment-Klein Brak	D3.9	Yes	*Other Assets*	*Plant & Equipment*	34° 5'1.01"S 22° 8'33.68"E				600	600	600	15	Renewal
Technical Services	Mechanical Plant & Equipment-Sandhoogte	D3.10	Yes	*Other Assets*	*Plant & Equipment*	34° 3'13.77"S 22°10'59.03"E				600	300	300	4	Renewal
Technical Services	Replacement of Electrical Plant and Equipment-Sandhoogte	D3.11	Yes	*Other Assets*	*Plant & Equipment*	34° 3'13.77"S 22°10'59.03"E				250	250	–	4	Renewal
Technical Services	Mechanical Plant & Equipment-Great Brak	D3.12	Yes	*Other Assets*	*Plant & Equipment*	34° 1'56.38"S 22°12'55.65"E				–	–	200	5	Renewal
Technical Services	New Pipework -Great Brak	D3.13	Yes	*Infrastructure Assets*	*Water: Purification*	34° 1'56.38"S 22°12'55.65"E				500	–	–	15	New
Technical Services	Upgrading of Friemersheim WTW	D3.14	Yes	*Infrastructure Assets*	*Water: Purification*	33°57'9.34"S 22° 8'34.06"E				500	–	–	14	Renewal
Technical Services	Replacement of Electrical Plant and Equipment-Friemersheim	D3.15	Yes	*Other Assets*	*Plant & Equipment*					200	–	–	14	Renewal
Technical Services	New Connections	D3.16	Yes	*Infrastructure Assets*	*Water: Reticulation*					500	500	500	16	New
Technical Services	Ernst Robertson Pipeline to Sandhoogte	D3.17	Yes	*Infrastructure Assets*	*Water: Reticulation*					–	–	1 000	15	Renewal
Technical Services	Furniture, Tools & Equipment	D3.18	Yes	*Other Assets*	*Furniture & Office Equipment*					45	50	–	17	New
Technical Services	Telemetry: Expansion New System	D3.19	Yes	*Infrastructure Assets*	*Water: Reticulation*					200	200	200	16	New
Technical Services	New multi-purpose Trailer	D3.20	Yes	*Other Assets*	*General Vehicles*					45	50	50	17	New
Technical Services	Replace Water Network Lines-All Areas	D3.21(a)	Yes	*Infrastructure Assets*	*Water: Reticulation*					2 918	2 000	2 000	16	Renewal
Technical Services	Replace Water Network Lines-All Areas	D3.21(b)	Yes	*Infrastructure Assets*	*Water: Reticulation*					732	–	–	16	Renewal
Technical Services	New Great Brak River reservoir	D3.22	Yes	*Infrastructure Assets*	*Water: Dams & Reservoirs*					–	–	250	5	New
Technical Services	Generators: Grunter and Omega	D3.23	Yes	*Other Assets*	*Plant & Equipment*					–	–	300	17	New
Technical Services	New 2-way Radios (Water Distribution Services)	D3.25	Yes	*Other Assets*	*Plant & Equipment*					30	–	–	17	New
Technical Services	Installation of Intelligent Bulk Watermeter Reading Devices	D3.26	Yes	*Other Assets*	*Plant & Equipment*					–	200	200	16	New
Technical Services	Upgrade Herbertsdale Water Reticulation	D3.28(a)	Yes	*Infrastructure Assets*	*Water: Reticulation*					–	1 754	–	7	Renewal
Technical Services	Upgrade Herbertsdale Water Reticulation	D3.28(b)	Yes	*Infrastructure Assets*	*Water: Reticulation*					–	175	–	7	Renewal
Technical Services	Increase water supply pipe diameter to De Lange Extension	D3.29	Yes	*Infrastructure Assets*	*Water: Reticulation*					200	–	–	5	Renewal
Technical Services	Extend Friemersheim water network	D3.30	Yes	*Infrastructure Assets*	*Water: Reticulation*					800	–	–	14	Renewal
Technical Services	Replacement of Vehicle : CBS 33238	D3.31	Yes	*Other Assets*	*General Vehicles*					300	–	–	17	Renewal
Technical Services	New pipeline between Langeberg pumpstaion and Bartelsfontein reservoir	D3.32	Yes	*Infrastructure Assets*	*Water: Reticulation*					2 947	1 000	2 500	15	New
Technical Services	Langeberg Reservoir :Repalce existing floating roof with new floating roof	D3.33	Yes	*Infrastructure Assets*	*Water: Dams & Reservoirs*					–	–	2 200	15	Renewal
Technical Services	Water Management Solutions		Yes	*Infrastructure Assets*	*Water: Reticulation*					2 000	–	–	16	Renewal
Technical Services	Replacement of Vehicle: CBS 33235	D3.34	Yes	*Other Assets*	*General Vehicles*					–	420	–	17	Renewal
Technical Services	Replacement of Fencing at Reservoirs	D3.35	Yes	*Other Assets*	*Security Measures*					500	250	500	15	Renewal
Technical Services	Upgrade of Water Supply Pipeline from Little Brak WTW to Langeberg Reservoirs	D3.36(a)	Yes	*Infrastructure Assets*	*Water: Reticulation*					6 926	4 806	5 263	5	Renewal
Technical Services	Upgrade of Water Supply Pipeline from Little Brak WTW to Langeberg Reservoirs	D3.36(b)	Yes	*Infrastructure Assets*	*Water: Reticulation*					7 265	8 841	7 225	5	Renewal
Technical Services	Re-route Brandwag water supply pipeline	D3.37	Yes	*Infrastructure Assets*	*Water: Reticulation*					–	–	200	4	Renewal
Technical Services	New supply pipeline to Wolwedans Reservoir	D3.38	Yes	*Infrastructure Assets*	*Water: Reticulation*					–	–	500	14	New

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R thousand			6	3	3	5		Audited Outcome 2014/15	Current Year 2015/16 Full Year Forecast	Budget Year 2016/17	Budget Year +1 2017/18	Budget Year +2 2018/19	Ward location	New or renewal
Technical Services	Replace one of the pumps at Omega pump station with new one	D3.39	Yes	*Infrastructure Assets*	*Water: Reticulation*	34° 9'55.17"S 022° 6'37.23"E				200	–	–	15	Renewal
Technical Services	Replace one of the pumps at Grunter pump station with new one	D3.40	Yes	*Infrastructure Assets*	*Water: Reticulation*	34°10'32.14"S 022° 5'53.77"E				–	250	–	15	Renewal
Technical Services	Herbertsdale Middle Income Housing Sites-Water		Yes	*Infrastructure Assets*	*Water: Reticulation*					53		–	0	New
Technical Services	Furniture & Office Equipment	D4.1	Yes	*Other Assets*	*Furniture & Office Equipment*					10	–	–	17	Renewal
Technical Services	Replacement Network H/Bos	D5.1	Yes	*Infrastructure Assets*	*Elec. Generation*	S34.121238 E22.110935				835	1 000	–	10	Renewal
Technical Services	Replacement Network Low Voltage	D5.2	Yes	*Infrastructure Assets*	*Elec. Reticulation*	S34.176622 E22.103922				100	500	–	1,3 & 13	Renewal
Technical Services	Infrastructure Middle Income Housing	D5.3	Yes	*Infrastructure Assets*	*Elec. Generation*	S34.181367 E22.093504				–	560	–	15	New
Technical Services	Sonskyn & Klein Brak Intake Points	D5.4	Yes	*Infrastructure Assets*	*Elec. Reticulation*	S34.120640 E22.105401				–	–	100	15	New
Technical Services	New 22kV Transmission Line K/Brak Sewerage Farm Phase 1&2	D5.5	Yes	*Infrastructure Assets*	*Elec. Reticulation*	S34.059662 E22.184732				–	1 100	3 000	5	Renewal
Technical Services	New Connections	D5.6	Yes	*Infrastructure Assets*	*Elec. Generation*					1 000	1 000	1 000	16	New
Technical Services	Capital Spares (Replace Mini Substations)	D5.7	Yes	*Infrastructure Assets*	*Elec. Reticulation*					1 250	1 500	–	16	Renewal
Technical Services	Replace MV Ring Main Units	D5.8	Yes	*Infrastructure Assets*	*Elec. Reticulation*					1 000	1 500	–	16	Renewal
Technical Services	Electrification Projects	D5.9	Yes	*Infrastructure Assets*	*Elec. Reticulation*					8 772	6 140	8 725	16	New
Technical Services	Tools & Equipment	D5.10	Yes	*Other Assets*	*Plant & Equipment*					150	150	150	17	New
Technical Services	Replacement of Vehicles :	D5.11	Yes											
Technical Services	Replacement of Vehicles:CBS 22612	D5.11a)	Yes	*Other Assets*	*General Vehicles*					–	–	350	17	Renewal
Technical Services	Replacement of Vehicles:CBS 25950	D5.11b)	Yes	*Other Assets*	*General Vehicles*					–	320	–	17	Renewal
Technical Services	Replacement of Vehicles:CBS 33197	D5.11c)	Yes	*Other Assets*	*General Vehicles*					–	–	320	17	Renewal
Technical Services	Replacement of Vehicles:CBS 33234	D5.11d)	Yes	*Other Assets*	*General Vehicles*					340	–	–	17	Renewal
Technical Services	Replacement of Vehicles:CBS 33242	D5.11e)	Yes	*Other Assets*	*General Vehicles*					340	–	–	17	Renewal
Technical Services	Replacement of Vehicles:CBS 27490	D5.11f)	Yes	*Other Assets*	*General Vehicles*					–	–	1 200	17	Renewal
Technical Services	Street Lights:Great Brak Area	D5.12a)	Yes	*Infrastructure Assets*	*Street Lighting*	S34.040480 E22.220844				–	100	100	5	Renewal
Technical Services	Street Lights:Mossel Bay Area	D5.12b)	Yes	*Infrastructure Assets*	*Street Lighting*	S24.182544 E22.133832				–	100	–	8	Renewal
Technical Services	66kv Overhead Line Upgrade- Intake to South Substation	D5.13	Yes	*Infrastructure Assets*	*Elec. Reticulation*	S34.144863 E22.094214				3 500	2 000	–	15	Renewal
Technical Services	Street Lights:High mast and flood lights for various wards	D5.14	Yes	*Infrastructure Assets*	*Street Lighting*	S34.174623 E22.094488				400	500	–	15	New
Technical Services	Electrical Workshop Upgrading	D5.15	Yes	*Infrastructure Assets*	*Elec. Reticulation*	S34.185473 E22.123975				150	150	–	15	Renewal
Technical Services	Improvement to 22kV Electrical Network	D5.16	Yes	*Infrastructure Assets*	*Elec. Reticulation*	S34.120640 E22.105401				–	–	1 500	15	Renewal
Technical Services	11 kV Overhead Line Upgrade-Sandhoogte	D5.17	Yes	*Infrastructure Assets*	*Elec. Reticulation*	S34.053299 E22.184911				300	–	–	5	Renewal
Technical Services	Saunders 66/11kV Substation	D5.18	Yes	*Infrastructure Assets*	*Elec. Reticulation*	S34.180682 E22.100166				600	3 332	2 193	15	New
Technical Services	Sludge Upgrade of Dias Industria Substation	D5.19	Yes	*Infrastructure Assets*	*Elec. Reticulation*	S34.154734 E22.103167				–	–	1 000	10	Renewal
Technical Services	Replace Surge Generator 165kV	D5.20	Yes	*Other Assets*	*Plant & Equipment*					500	–	–	16	Renewal
Technical Services	Replace Low Voltage Network (Kleinbrak)	D5.21	Yes	*Infrastructure Assets*	*Elec. Reticulation*	S34.077439 E22.183928				400	500	500	4	Renewal
Technical Services	Renewable Energy	D5.22	Yes	*Infrastructure Assets*	*Elec. Reticulation*					1 560	300	2 500	16	Renewal
Technical Services	New 10MVA Transformer South Substation	D5.23	Yes	*Infrastructure Assets*	*Elec. Reticulation*	S34.182992 E22.12338				1 000	–	–	15	New
Technical Services	RMU with Metering Unit at Eskom Second Point of Supply	D5.24	Yes	*Infrastructure Assets*	*Elec. Reticulation*	S34.049169 E22.296087				400	–	–	5	New
Technical Services	New 11kV Feeder Danabay	D5.26	Yes	*Infrastructure Assets*	*Elec. Reticulation*	S34.181576 E22.066373				2 400	–	–	11	New
Technical Services	New 11kV Feeder between Midbrak Substation and Great Brak River	D5.27	Yes	*Infrastructure Assets*	*Elec. Reticulation*	S34.057551 E22.199502				970	–	–	6	New
Technical Services	Install Three Way 630A Outdoor Switchgear at Eskom Substation Great Brak	D5.28	Yes	*Infrastructure Assets*	*Elec. Reticulation*	S34.015900 E22.193421				400	–	–	5	New
Technical Services	Replace LV Overhead Lines with underground cable-Ward 13	D5.29	Yes	*Infrastructure Assets*	*Elec. Reticulation*	S34.173204 E22.082161				–	500	–	13	Renewal
Technical Services	Replace LV Overhead Lines with underground cable-Ward 8	D5.30	Yes	*Infrastructure Assets*	*Elec. Reticulation*	S34.187460 E22.132134				700	800	1 200	8	Renewal
Technical Services	Ockre Substation	D5.31	Yes	*Infrastructure Assets*	*Elec. Reticulation*	S34.179983 E22.123235				800	–	–	8	New
Technical Services	Upgrade Switchgear and Feeder no.1 Mossdusria	D5.32	Yes	*Infrastructure Assets*	*Elec. Reticulation*	S34.160301 E21.994283				200	500	–	7	Renewal
Technical Services	Replace Switchgear Fraaiuitsig Substation	D5.33	Yes	*Infrastructure Assets*	*Elec. Reticulation*	S34.045309 E22.217265				500	–	–	5	Renewal
Technical Services	Upgrade Sandhoogte 11kV Overhead Line	D5.34	Yes	*Infrastructure Assets*	*Elec. Reticulation*	S34.079367 E22.149333				–	–	500	5	Renewal
Technical Services	Replace existing Long Street wooden poles with new Street Light Poles	D5.35	Yes	*Infrastructure Assets*	*Elec. Reticulation*	S34.045309 E22.217265				200	200	200	6	Renewal
Technical Services	Install new 22kV Circuit Breaker at Dup Substaion (Kleinbrak Intake Substation)	D5.36	Yes	*Infrastructure Assets*	*Elec. Reticulation*	S34.051344 E22.125043				200	–	–	5	New
Technical Services	Energy Efficiency & Demand Side Management Projects	D5.37	Yes	*Infrastructure Assets*	*Elec. Reticulation*					–	–	4 386	16	Renewal
Technical Services	Furniture & Office Equipment	D6.1	Yes	*Other Assets*	*Furniture & Office Equipment*					3	50	–	17	New
Technical Services	Computer Equipment	D6.2	Yes	*Other Assets*	*Computers: Hardware & Eqpt*					2	–	–	17	New
Technical Services	Machinery & Equipment	D6.3	Yes	*Other Assets*	*Plant & Equipment*					40	–	–	17	New
Technical Services	New Two Way Radios	D6.4	Yes	*Other Assets*	*Plant & Equipment*					–	20	20	17	New
Technical Services	Upgrading of Mechanical Workshop	D6.5	Yes	*Other Assets*	*Other Buildings*					100	100	–	17	Renewal
Community Services	Data Projector	E1.1	Yes	*Other Assets*	*Furniture & Office Equipment*					8	–	–	17	New
Community Services	Projector Screen	E1.2	Yes	*Other Assets*	*Furniture & Office Equipment*					4	–	–	17	New
Community Services	Replace boilers/burners	E2.1	Yes	*Other Assets*	*Plant & Equipment*					–	200	–	8	Renewal
Community Services	Replacing of fence	E2.3	Yes	*Other Assets*	*Security Measures*					–	–	700	8	Renewal
Community Services	Furniture & Office Equipment	E2.4	Yes	*Other Assets*	*Furniture & Office Equipment*					15	20	20	17	Renewal
Community Services	Upgrading entrance area	E2.6	Yes	*Infrastructure Assets*	*Roads, Pavements & Bridges*					–	–	120	8	Renewal
Community Services	Curbs between the grass and the tar road and paving/tarring of Internal Roads	E2.7	Yes	*Infrastructure Assets*	*Roads, Pavements & Bridges*					–	–	150	8	Renewal
Community Services	Establishment of new cemetery-Pinnacle Point	E3.1	Yes	*Community Assets*	*Cemeteries*					4 000	3 000	–	16	New
Community Services	Wood tables for D'Almeida Hall	E4.1	Yes	*Other Assets*	*Furniture & Office Equipment*	81,298.0571-3783417.1240				–	25	–	9	New
Community Services	Wood tables for KwaNonqaba Community Hall	E4.2	Yes	*Other Assets*	*Furniture & Office Equipment*	83,869.2831-3783637.5753				–	20	–	2	New
Community Services	Upgrading of parking area:KwaNonqaba Hall	E4.3	Yes	*Community Assets*	*Community Halls*	83,869.2831-3783637.5753				100	200	100	1	Renewal
Community Services	Replacement of one existing International Stove	E4.5	Yes	*Other Assets*	*Plant & Equipment*	81.298.0571-3783417.1240				55	–	–	9	Renewal
Community Services	Bulk Containers	E5.1	Yes	*Other Assets*	*Plant & Equipment*					–	150	–	16	Renewal

Municipal Vote/Capital project R thousand	Program/Project description	Project number	Individually Approved (Yes/No) 6	Asset Class 3	Asset Sub-Class 3	GPS co-ordinates 5	Total Project Estimate	Prior year outcomes		2016/17 Medium Term Revenue & Expenditure Framework			Project information	
								Audited Outcome 2014/15	Current Year 2015/16 Full Year Forecast	Budget Year 2016/17	Budget Year +1 2017/18	Budget Year +2 2018/19	Ward location	New or renewal
Community Services	Recycling Bins	E5.2	Yes	*Other Assets*	*Plant & Equipment*					–	90	–	16	New
Community Services	Furniture & Office Equipment	E5.3	Yes	*Other Assets*	*Furniture & Office Equipment*					5	5	5	17	New
Community Services	Replacement of vehicles: CBS 27393	E5.4a)	Yes	*Other Assets*	*Specialised Vehicles*					1 500	–	–	17	Renewal
Community Services	Green Waste Chipper		Yes	*Other Assets*	*Plant & Equipment*					500	–	–	16	New
Community Services	Building Rubble Crasher		Yes	*Other Assets*	*Plant & Equipment*					500	–	–	16	New
Community Services	Recycling Plant-Conveyer System	E5.5	Yes	*Other Assets*	*Plant & Equipment*					–	1 000	2 000	16	Renewal
Community Services	Fire fighting equipment and Hazmat equipment	E6.1	Yes	*Other Assets*	*Plant & Equipment*					60	45	80	17	New
Community Services	Furniture & Office Equipment	E6.2	Yes	*Other Assets*	*Furniture & Office Equipment*					60	50	40	17	New
Community Services	Replacement of Vehicles:CBS 1660	E6.4b)	Yes	*Other Assets*	*General Vehicles*					–	–	230	17	Renewal
Community Services	Replacement of Vehicles:CBS 21502	E6.4c)	Yes	*Other Assets*	*Specialised Vehicles*					1 450	–	–	17	Renewal
Community Services	Replacement of Vehicles:CBS 18527	E6.4e)	Yes	*Other Assets*	*General Vehicles*					–	–	350	17	Renewal
Community Services	Breathing Apparatus Sets Complete with composite cylinder and facemask	E6.5	Yes	*Other Assets*	*Plant & Equipment*					70	–	–	16	New
Community Services	Thermal Imaging Camera	E6.6	Yes	*Other Assets*	*Plant & Equipment*					–	–	150	17	New
Community Services	Purchase of Hazmat Vehicle	E6.7	Yes	*Other Assets*	*Specialised Vehicles*					–	–	550	17	New
Community Services	KwaNonqaba :New Fire Station and Disaster Management Centre	E6.8	Yes	*Community Assets*	*Fire, Safety & Emergency*					–	3 690	3 642	16	New
Community Services	KwaNonqaba :New Fire Station and Disaster Management Centre	E6.9	Yes	*Community Assets*	*Fire, Safety & Emergency*					715	2 193	2 193	16	New
Community Services	Purchase of NewTraffic Patrol Vehicles x3(including tracker)	E6.10	Yes	*Other Assets*	*General Vehicles*					–	–	350	17	New
Community Services	Furniture & Office Equipment	E6.12	Yes	*Other Assets*	*Computers: Hardware & Eqpt*					15	–	–	17	New
Community Services	Metro Traffic Volume Counters	E6.13	Yes	*Other Assets*	*Plant & Equipment*					–	130	–	16	New
Community Services	Safety and Security Service Stun Guns	E6.14	Yes	*Other Assets*	*Plant & Equipment*					160	160	–	17	New
Community Services	Furniture & Office Equipment (Law Enforcement)	E6.15	Yes	*Other Assets*	*Furniture & Office Equipment*					15	–	–	17	New
Community Services	Bulk Filling Cabinets	E6.16	Yes	*Other Assets*	*Furniture & Office Equipment*					–	–	20	17	New
Community Services	Two-Way Portable Radio's	E6.17	Yes	*Other Assets*	*Plant & Equipment*					35	–	–	17	New
Community Services	Purchase of 3 New Vehicles (including tracker)	E6.18	Yes	*Other Assets*	*General Vehicles*					–	–	200	17	New
Community Services	Machinery & Equipment	E7.1	Yes	*Other Assets*	*Furniture & Office Equipment*					12	15	15	17	Renewal
Community Services	Machinery & Equipment	E7.2	Yes	*Other Assets*	*Furniture & Office Equipment*					50	60	60	17	Renewal
Community Services	Upgrade Play Park: Asazani	E7.3	Yes	*Community Assets*	*Recreational Facilities*					50	–	–	12	Renewal
Community Services	Kudu Lawnmowers X3	E7.4	Yes	*Other Assets*	*Plant & Equipment*					80	–	–	17	Renewal
Community Services	New Fence between Tolbos and Peperboom Street	E7.5	Yes	*Other Assets*	*Security Measures*					40	–	–	6	New
Community Services	Electric fence at SPCA		Yes	*Other Assets*	*Security Measures*					59	–	–	16	New
Community Services	Furniture & Office Equipment	E7.6	Yes	*Other Assets*	*Furniture & Office Equipment*					40	60	40	17	Renewal
Community Services	Ride-on grass cutter and trailer	E7.7	Yes	*Other Assets*	*Plant & Equipment*					–	–	300	17	Renewal
Community Services	New synthetic cricket pitch-D'Almeida Sport ground	E7.8	Yes	*Community Assets*	*Sportfields & Stadiums*					–	–	100	9	New
Community Services	Upgrade the Ext 23 KwaNonqaba/D'Almeida Sports fileds	E7.9(a)	Yes	*Community Assets*	*Sportfields & Stadiums*	(X) Longitute -83,294.2397 (Y) Latitute -3,784,090.7576				3 812	2 912	–	15	Renewal
Community Services	Upgrade the Ext 23 KwaNonqaba/D'Almeida Pavillion Field Lighting	9(b)	Yes	*Community Assets*	*Sportfields & Stadiums*					–	–	1 754	15	Renewal
Community Services	Book Detection	E8.1(a)	Yes	*Community Assets*	*Libraries*					149	–	–	8	New
Community Services	Book Detection	E8.1(b)	Yes	*Community Assets*	*Libraries*					21	–	–	8	New
Community Services	Installation of people counters	E8.2(a)	Yes	*Community Assets*	*Libraries*					35	–	–	8	New
Community Services	Installation of people counters	E8.2(b)	Yes	*Community Assets*	*Libraries*					5	–	–	8	New
Community Services	New Library Building	E8.3(a)	Yes	*Community Assets*	*Libraries*					1 754	–	–	7	New
Community Services	New Library Building	E8.3(b)	Yes	*Community Assets*	*Libraries*					246	–	–	7	New
Planning & Integrated Services	Furniture & Office Equipment	F1.1	Yes	*Other Assets*	*Furniture & Office Equipment*					187	72	–	17	New
Planning & Integrated Services	Extension of Crèche: Sonskynvallei	F2.1	Yes	*Other Assets*	*Civic Land & Buildings*					–	–	300	7	Renewal
Planning & Integrated Services	Building of New Crèche-Erf 6422	F2.2	Yes	*Other Assets*	*Civic Land & Buildings*					–	350	–	9	New
Planning & Integrated Services	Purchase of New LDV Vehicle & Toolbox	F2.3	Yes	*Other Assets*	*General Vehicles*					320	–	–	17	New
Planning & Integrated Services	Machinery & Equipment	F2.4	Yes	*Other Assets*	*Plant & Equipment*					7	–	–	17	New
Planning & Integrated Services	Asazani/Izinyoka Services (Phases 4)	F3.1(a)	Yes	*Other Assets*	*Other Land*					4 561	–	–	12	New
Planning & Integrated Services	Asazani/Izinyoka Services (Phases 4)	F3.1(a)	Yes	*Other Assets*	*Other Land*					639	–	–	12	New
Planning & Integrated Services	Sonskynvallei Phase 3-80 Sites	F3.3(a)	Yes	*Other Assets*	*Other Land*					–	3 368	–	7	New
Planning & Integrated Services	Sonskynvallei Phase 3-80 Sites	F3.3(b)	Yes	*Other Assets*	*Other Land*					–	472	–	7	New
Planning & Integrated Services	Thembelihle Street (45 sites)	F3.4(a)	Yes	*Other Assets*	*Other Land*					–	1 930	–	2	New
Planning & Integrated Services	Thembelihle Street (45 sites)	F3.4(b)	Yes	*Other Assets*	*Other Land*					–	270	–	2	New
Planning & Integrated Services	Upgrading of Informal Settlements	F3.5(a)	Yes	*Other Assets*	*Other Land*					–	8 772	8 772	16	Renewal
Planning & Integrated Services	Upgrading of Informal Settlements	F3.5(b)	Yes	*Other Assets*	*Other Land*					–	1 228	1 228	16	Renewal
Planning & Integrated Services	Portion 13 and 14 (LF Corridor)	F3.6(a)	Yes	*Other Assets*	*Other Land*					–	8 772	10 088	16	New
Planning & Integrated Services	Portion 13 and 14 (LF Corridor)	F3.6(b)	Yes	*Other Assets*	*Other Land*					–	1 228	1 412	16	New
Planning & Integrated Services	Great Brak River (Services 200 sites)	F3.7(a)	Yes	*Other Assets*	*Other Land*					–	–	8 772	5	New
Planning & Integrated Services	Great Brak River (Services 200 sites)	F3.7(b)	Yes	*Other Assets*	*Other Land*					–	–	1 228	5	New
Planning & Integrated Services	New Soak-away, c/o Bloedrivier & Vegkop	F4.1	Yes	*Infrastructure Assets*	*Stormwater*	34°07'36.93"S 22°06'46.73"E				–	400	–	10	New
Planning & Integrated Services	Formalize SW Channels	F4.2	Yes	*Infrastructure Assets*	*Stormwater*	34°02'12.57"S 22°12'22.86"E				200	200	200	5	Renewal
Planning & Integrated Services	Erosion protection Suiderkruis	F4.3	Yes	*Infrastructure Assets*	*Stormwater*	34°03'22.00"S 22°14'13.75"E				–	–	1 700	5	New
Planning & Integrated Services	Improve Stormwater:Amy Searle Greenhaven	F4.4a1)	Yes	*Infrastructure Assets*	*Stormwater*	34°02'20.62"S 22°12'50.83"E				–	1 976	2 483	14	Renewal
Planning & Integrated Services	Improve Stormwater:Amy Searle Greenhaven	F4.4a2)	Yes	*Infrastructure Assets*	*Stormwater*	34°02'20.62"S 22°12'50.83"E				200	226	284	14	Renewal
Planning & Integrated Services	Improve Stormwater:New S/W pipe for High Level Road, Great Brak River	F4.4b)	Yes	*Infrastructure Assets*	*Stormwater*	34°02'38.73"S 22°13'33.82"E				–	–	500	5	Renewal
Planning & Integrated Services	Improve Stormwater:New Concrete SW Channel, Deoville Park, Hartenbos Heuwels	F4.4c)	Yes	*Infrastructure Assets*	*Stormwater*	34°07'50.53"S 22°06'17.52"E				400	–	–	10	Renewal

Municipal Vote/Capital project	Program/Project description	Project number	Individually Approved (Yes/No)	Asset Class	Asset Sub-Class	GPS co-ordinates	Total Project Estimate	Prior year outcomes		2016/17 Medium Term Revenue & Expenditure Framework			Project information	
R thousand			6	3	3	5		Audited Outcome 2014/15	Current Year 2015/16 Full Year Forecast	Budget Year 2016/17	Budget Year +1 2017/18	Budget Year +2 2018/19	Ward location	New or renewal
Planning & Integrated Services	Improve Stormwater:Upgrade of S/W watercourse, A Ferox, Danabaai	F4.43d)	Yes	*Infrastructure Assets*	*Stormwater*	34°11'50.34"S 22°02'37.10"E				750	1 150	500	11	Renewal
Planning & Integrated Services	Improve Stormwater:Upgrade S/W at Kiewit,Cupido,Sinkfontein to Alhof-Dálmeida	F4.4e)	Yes	*Infrastructure Assets*	*Stormwater*	34°10'43.79"S 22°06'51.28"E				1 000	–	–	9	Renewal
Planning & Integrated Services	Improve Stormwater:New cut-off channel behind Grunter Street	F4.4f)	Yes	*Infrastructure Assets*	*Stormwater*	34°10'38.94"S 22°06'01.11"E				–	–	300	13	Renewal
Planning & Integrated Services	Improve Stormwater:Upgrade S/W along Anda,Sneeuberg to Sixaxeni	F4.4h)	Yes	*Infrastructure Assets*	*Stormwater*	34°10'50.59"S 22°03'56.78"E				–	1 600	–	11	Renewal
Planning & Integrated Services	Improve Stormwater:Bakker/Walvis (De Bakke) -Naurtica	F4.4j)	Yes	*Infrastructure Assets*	*Stormwater*	34°10'20.23"S 22°07'20.13"E				5 000	1 000	–	8	Renewal
Planning & Integrated Services	Improve Stormwater:George Road to Marsh (Watercourse)	F4.4k)	Yes	*Infrastructure Assets*	*Stormwater*	34°10'52.33"S 22°08'29.67"E				–	2 500	–	8	Renewal
Planning & Integrated Services	Improve Stormwater:New S/W system from Bentonsingel to the river(Herbertsdale)	F4.4l)	Yes	*Infrastructure Assets*	*Stormwater*	34°00'51.27"S 21°45'49.87"E				1 800	–	–	7	Renewal
Planning & Integrated Services	Improve Stormwater:Rehabilitation of embankment at E. Pinea Street,Dana Bay	F4.4n)	Yes	*Infrastructure Assets*	*Stormwater*	34°12'15.88"S 22°01'47.44"E				–	700	–	11	Renewal
Planning & Integrated Services	Upgrading of S/W System from Santos Beach to George Road	F4.5	Yes	*Infrastructure Assets*	*Stormwater*	34°10'50.21"S 22°08'24.71"E				2 600	–	–	8	Renewal
Planning & Integrated Services	Dedicated Server	F4.6	Yes	*Infrastructure Assets*	*Stormwater*					40	–	–	17	New
Planning & Integrated Services	Rebuild S/W network in Kerriehout Street	F4.7	Yes	*Infrastructure Assets*	*Stormwater*	34°07'30.96"S 22°06'12.96"E				–	850	–	10	Renewal
Planning & Integrated Services	Stormwater channel from Mooney to Frans-Adriaans	F4.8	Yes	*Infrastructure Assets*	*Stormwater*	34°10'51.33"S 22°05'00.01"E				500	–	–	2	Renewal
Planning & Integrated Services	Furniture & Office Equipment	F4.9	Yes	*Other Assets*	*Furniture & Office Equipment*					65	61	40	17	New
Planning & Integrated Services	Machinery & Equipment	F4.10	Yes	*Other Assets*	*Plant & Equipment*					32	–	–	17	New
Planning & Integrated Services	Security Tag Automated Door System	F4.11	Yes	*Other Assets*	*Security Measures*					10	–	–	17	New
Planning & Integrated Services	New Radio	F4.12	Yes	*Other Assets*	*Furniture & Office Equipment*					13	–	–	17	New
Planning & Integrated Services	Improve Stormwater:Rehabilitate Botha Street	F4.13	Yes	*Infrastructure Assets*	*Roads, Pavements & Bridges*	34° 2'18.25"S 22°12'55.86"E				300	–	–	5	Renewal
Planning & Integrated Services	Pavements:CBD- Mossel Bay	F4.14a)	Yes	*Infrastructure Assets*	*Roads, Pavements & Bridges*	34°10'48.65"S 22° 8'34.93"E				330	350	–	8	Renewal
Planning & Integrated Services	Pavements:Stofile Short Street (5 cul de sacs) KwaNonqaba	F4.14b)	Yes	*Infrastructure Assets*	*Roads, Pavements & Bridges*	34°10'32.53"S 22° 4'54.10"E				200	–	–	3	Renewal
Planning & Integrated Services	Sidewalks:Townhall Walkway & Stairs	F4.15a)	Yes	*Infrastructure Assets*	*Roads, Pavements & Bridges*					100	–	–	8	Renewal
Planning & Integrated Services	Sidewalks:Adriaans Street	F4.15b)	Yes	*Infrastructure Assets*	*Roads, Pavements & Bridges*	34°10'47.37"S 22° 4'46.00"E				250	–	–	11	Renewal
Planning & Integrated Services	Sidewalks:Thembelihle Street-from Mayixhale to Mali Street	F4.15c)	Yes	*Infrastructure Assets*	*Roads, Pavements & Bridges*	34°10'26.66"S 22°05'08.82"E				150	–	–	1 & 3	Renewal
Planning & Integrated Services	Sidewalks:Adriaans Avenue: Calitzdorp Crescent to Dywili	F4.15d)	Yes	*Infrastructure Assets*	*Roads, Pavements & Bridges*	34°10'45.54"S 22° 4'43.29"E				–	–	225	11	Renewal
Planning & Integrated Services	Sidewalks:Mooney Street from Adriaans to Mayixhale	F4.15e)	Yes	*Infrastructure Assets*	*Roads, Pavements & Bridges*	34°10'53.67"S 22° 5'26.25"E				–	400	250	13	Renewal
Planning & Integrated Services	Sidewalks:Cedile Street	F4.15f)	Yes	*Infrastructure Assets*	*Roads, Pavements & Bridges*	34°10'22.04"S 22° 5'30.33"E				–	70	–	1	Renewal
Planning & Integrated Services	Sidewalks:Mzola Street (Short Street)	F4.15g)	Yes	*Infrastructure Assets*	*Roads, Pavements & Bridges*	34°10'40.44"S 22°04'16.99"E				–	–	500	1 & 3	Renewal
Planning & Integrated Services	Sidewalks:Tulbagh Avenue Hartenbos	F4.15h)	Yes	*Infrastructure Assets*	*Roads, Pavements & Bridges*	34°07'24.75"S 22°06'33.23"E				70	–	–	10	Renewal
Planning & Integrated Services	Sidewalks:Paved island at Melkhout Street, Heiderand	F4.15i)	Yes	*Infrastructure Assets*	*Roads, Pavements & Bridges*	34°11'15.25"S 22°06'51.42"E				–	80	–	6	Renewal
Planning & Integrated Services	New Kerbs:S Mpoki Street	F4.16a)	Yes	*Infrastructure Assets*	*Roads, Pavements & Bridges*	34°10'11.50"S 22°06'53.89"E				90	–	–	12	Renewal
Planning & Integrated Services	New Kerbs:Pat Mbebe Street	F4.16b)	Yes	*Infrastructure Assets*	*Roads, Pavements & Bridges*	34°10'25.68"S 22°04'46.16"E				60	–	–	3	Renewal
Planning & Integrated Services	New Kerbs:Hoogekraal Road	F4.16c)	Yes	*Infrastructure Assets*	*Roads, Pavements & Bridges*	34°02'52.58"S 22°18'32.42"E				–	50	–	5	Renewal
Planning & Integrated Services	Pave Sidewalks:Dana Bay along Flora Road	F4.17a)	Yes	*Infrastructure Assets*	*Roads, Pavements & Bridges*	34°11'33.68"S 22° 2'44.31"E				–	200	200	11	Renewal
Planning & Integrated Services	Pave Sidewalks:KwaNonqaba- Stofile	F4.17b)	Yes	*Infrastructure Assets*	*Roads, Pavements & Bridges*	34°10'32.52"S 22° 4'54.17"E				–	–	200	3	Renewal
Planning & Integrated Services	Extend the sidewalk in Gleniqua East, Glentana	F4.18	Yes	*Infrastructure Assets*	*Roads, Pavements & Bridges*	34°02'58.95"S 22° 17'35.61"E				350	350	300	5	Renewal
Planning & Integrated Services	Tarring of Streets & Roads:Hoy Street	F4.19a)	Yes	*Infrastructure Assets*	*Roads, Pavements & Bridges*	34°05'21.29"S 22°08'42.92"E				–	–	90	5	Renewal
Planning & Integrated Services	Tarring of Streets & Roads:Thembelihle (Short Street)	F4.19b)	Yes	*Infrastructure Assets*	*Roads, Pavements & Bridges*	34°10'29.69"S 22°05'09.79"E				–	300	–	2	Renewal
Planning & Integrated Services	Tarring of Streets & Roads:Frankie Green ,CBD	F4.19c)	Yes	*Infrastructure Assets*	*Roads, Pavements & Bridges*	34°11'29.85"S 22° 8'24.37"E				–	100	–	8	Renewal
Planning & Integrated Services	Tarring of Streets & Roads:Lindela Street,Kwa-Nonqaba	F4.19d)	Yes	*Infrastructure Assets*	*Roads, Pavements & Bridges*	34°10'27.90"S 22°05'03.98"E				400	–	–	3	Renewal
Planning & Integrated Services	Tarring of Streets & Roads:Traffic Circle at c/o Alhof & Marsh Negendelaan, DaNova	F4.19e)	Yes	*Infrastructure Assets*	*Roads, Pavements & Bridges*	34°10'55.23"S 22° 7'57.13"E				1 400	–	–	6	Renewal
Planning & Integrated Services	Tarring of Streets & Roads:Blom (Short Street)	F4.19f)	Yes	*Infrastructure Assets*	*Roads, Pavements & Bridges*	34°10'51.85"S 22°04'09.31"E				–	–	410	11	Renewal
Planning & Integrated Services	Tarring of Streets & Roads:Faku (Short Street)	F4.19g)	Yes	*Infrastructure Assets*	*Roads, Pavements & Bridges*	34°10'41.46"S 22° 5'14.31"E				–	–	820	2	Renewal
Planning & Integrated Services	Tarring of Streets & Roads:Bloem Street	F4.19h)	Yes	*Infrastructure Assets*	*Roads, Pavements & Bridges*	34°10'.11.20S 22°06'03.39"E				500	–	–	1	Renewal
Planning & Integrated Services	Tarring of Streets & Roads:Boyana Street	F4.19i)	Yes	*Infrastructure Assets*	*Roads, Pavements & Bridges*	34°10'11.56"S 22°06'04.81"E				1 500	–	–	1	Renewal
Planning & Integrated Services	Tarring of Streets & Roads:Graan (Short Street)	F4.19j)	Yes	*Infrastructure Assets*	*Roads, Pavements & Bridges*	34°10'51.97"S 22°04'12.79"E				–	–	410	11	Renewal
Planning & Integrated Services	Tarring of Streets & Roads:New link road between Extension 9,13 & 26 (Phase 1, 2 & 3)	F4.19k)	Yes	*Infrastructure Assets*	*Roads, Pavements & Bridges*	34°10'20.72"S 22°06'25.26"E				2 000	3 000	3 000	9, 12 & 13	Renewal
Planning & Integrated Services	Tarring of Streets & Roads:Skool Street, Herbertsdale	F4.19l)	Yes	*Infrastructure Assets*	*Roads, Pavements & Bridges*	34°01'00.34"S 21°45'52.86"E				–	–	220	7	Renewal
Planning & Integrated Services	Tarring of Streets & Roads:Tarring of last section of Albacore Street,Boggomsbaai	F4.19m)	Yes	*Infrastructure Assets*	*Roads, Pavements & Bridges*	34°15'41.49"S 21°54'23.47"E				450	–	–	7	Renewal
Planning & Integrated Services	Tarring of Streets & Roads:Extension of Essenhout Street from Louis Fourie to Bill Jeffrey	F4.19n)	Yes	*Infrastructure Assets*	*Roads, Pavements & Bridges*	34°10'55.44"S 22°06'06.96"E				–	3 800	500	13	Renewal
Planning & Integrated Services	Tarring of Streets & Roads:New Tar Road, 8th Avenue, Riverside	F4.20	Yes	*Infrastructure Assets*	*Roads, Pavements & Bridges*	34°05'00.03"S 22°08'15.01"E				–	–	650	5	Renewal
Planning & Integrated Services	Tarring of Streets & Roads:New Tar Road & Parking, 10th Avenue, Riverside	F4.21	Yes	*Infrastructure Assets*	*Roads, Pavements & Bridges*	34°04'49.14"S 22°08'00.30"E				–	–	500	5	Renewal
Planning & Integrated Services	Rebuild Tar Roads:Van Zyl Street: Tergniet	F4.22a)	Yes	*Infrastructure Assets*	*Roads, Pavements & Bridges*	34°04'04.21"S 22°11'42.50"E				–	400	–	5	Renewal
Planning & Integrated Services	Rebuild Tar Roads:Frans Avenue ,Asla Park	F4.22b)	Yes	*Infrastructure Assets*	*Roads, Pavements & Bridges*	34°10'50.99"S 22°04'47.70"E				1 400	1 400	–	2	Renewal
Planning & Integrated Services	Rebuild Tar Roads:S. Ncaphayi Street	F4.22c)	Yes	*Infrastructure Assets*	*Roads, Pavements & Bridges*	34°10'12.75"S 22°06'44.08"E				–	350	–	12	Renewal
Planning & Integrated Services	New Bus Stops/Taxi Embayments:Alhof Drive	F4.23a)	Yes	*Infrastructure Assets*	*Roads, Pavements & Bridges*	34°10'29.09"S 22°07'07.48"E				–	300	300	15	New
Planning & Integrated Services	New Bus Stops/Taxi Embayments:Adriaans Avenue	F4.23b)	Yes	*Infrastructure Assets*	*Roads, Pavements & Bridges*	34°10'47.55"S 22°04'43.29"E				–	300	300	15	New
Planning & Integrated Services	New Bus Stops/Taxi Embayments:Stofile Street	F4.23c)	Yes	*Infrastructure Assets*	*Roads, Pavements & Bridges*	34°10'32.53"S 22°04'54.10"E				500	–	–	2	New
Planning & Integrated Services	New Bus Stops/Taxi Embayments:Thembelihle Street	F4.23d)	Yes	*Infrastructure Assets*	*Roads, Pavements & Bridges*	34°10'35.17"S 22°05'09.39"E				–	–	600	2	New
Planning & Integrated Services	New Bus Stops/Taxi Embayments:Gentswana Street	F4.23e)	Yes	*Infrastructure Assets*	*Roads, Pavements & Bridges*	34°10'01.63"S 22° 5'52.30"E				–	–	600	1	New
Planning & Integrated Services	New Bus Stops/Taxi Embayments:Marlin Street	F4.23f)	Yes	*Infrastructure Assets*	*Roads, Pavements & Bridges*	34°10'35.98"S 22° 5'55.96"E				–	–	300	13	New
Planning & Integrated Services	Replacement of Vehicles:CBS 33239	F4.24a)	Yes	*Other Assets*	*General Vehicles*					–	–	300	17	Renewal
Planning & Integrated Services	Replacements of Vehicles:CBS 3496	F4.24b)	Yes	*Other Assets*	*General Vehicles*					500	–	–	17	Renewal
Planning & Integrated Services	New Parking Areas:Municipal Office Parking Area GBR	F4.25a)	Yes	*Infrastructure Assets*	*Roads, Pavements & Bridges*	34°02'22.96"S 22°13'17.84"E				200	200	200	17	New
Planning & Integrated Services	Upgrade of Gravel Roads & S/W : Asla Park	F4.26(a)	Yes	*Infrastructure Assets*	*Roads, Pavements & Bridges*	34°10'40.22"S 22°04'12.87"E				1 781	–	–	3	Renewal
Planning & Integrated Services	Upgrade of Gravel Roads & S/W : Asla Park	F4.26(b)	Yes	*Infrastructure Assets*	*Roads, Pavements & Bridges*	34°10'40.22"S 22°04'12.87"E				184	–	–	3	Renewal
Planning & Integrated Services	Upgrade of Gravel Roads & S/W : Friemersheim	F4.26(c)	Yes	*Infrastructure Assets*	*Roads, Pavements & Bridges*	34°57'32.68"S 22°08'24.76"E				436	2 053	–	14	Renewal

Municipal Vote/Capital project R thousand	Program/Project description	Project number	Individually Approved (Yes/No) 6	Asset Class 3	Asset Sub-Class 3	GPS co-ordinates 5	Total Project Estimate	Prior year outcomes		2016/17 Medium Term Revenue & Expenditure Framework			Project information	
								Audited Outcome 2014/15	Current Year 2015/16 Full Year Forecast	Budget Year 2016/17	Budget Year +1 2017/18	Budget Year +2 2018/19	Ward location	New or renewal
Planning & Integrated Services	Upgrade of Gravel Roads & S/W : Friemersheim	F4.26(d)	Yes	*Infrastructure Assets*	*Roads, Pavements & Bridges*	34°57'32.68"S 22°08'24.76"E				284	407	–	14	Renewal
Planning & Integrated Services	Upgrade of Gravel Roads & Bulk S/W : Sonskynvallei		Yes	*Infrastructure Assets*	*Roads, Pavements & Bridges*					2 053	–	–	7	New
Planning & Integrated Services	Upgrade of Walvis Street Phase 3	F4.27	Yes	*Infrastructure Assets*	*Roads, Pavements & Bridges*	34°10'07.72"S 22°07'07.66"E				2 632	–	–	12	New
Planning & Integrated Services	Herbertsdale: Upgrade of Gravel Roads & S/W Phases 1&2	F4.28(a)	Yes	*Infrastructure Assets*	*Roads, Pavements & Bridges*	34°01'01.67"S 21°45'57.96"E				2 540	–	–	7	Renewal
Planning & Integrated Services	Herbertsdale: Upgrade of Gravel Roads & S/W Phases 1&2	F4.28(b)	Yes	*Infrastructure Assets*	*Roads, Pavements & Bridges*					554	–	–	7	Renewal
Planning & Integrated Services	KwaNonqaba- Upgrade of Gravel Roads & S/W	F4.29(a)	Yes	*Infrastructure Assets*	*Roads, Pavements & Bridges*					–	–	2 483	1	Renewal
Planning & Integrated Services	KwaNonqaba- Upgrade of Gravel Roads & S/W	F4.29(b)	Yes	*Infrastructure Assets*	*Roads, Pavements & Bridges*					–	–	276	1	Renewal
Planning & Integrated Services	New Traffic Circle c/o Melkhout & Seder Street,Ext.12(Curro School)	F4.30	Yes	*Infrastructure Assets*	*Roads, Pavements & Bridges*	34°11'07.34"S 22°06'51.11"E				–	–	950	6	New
Planning & Integrated Services	Olcker Road Turning Circle	F4.32	Yes	*Infrastructure Assets*	*Roads, Pavements & Bridges*	34°05'03.07"S 22°09'28.36"E				500	–	–	5	New
Planning & Integrated Services	Pedestrian Sidewalk Amy Searle	F4.33	Yes	*Infrastructure Assets*	*Roads, Pavements & Bridges*	34°02'15.16"S 22°12'35.46"E				–	200	200	14	Renewal
Planning & Integrated Services	Upgrade Long Street & Station Road	F4.34	Yes	*Infrastructure Assets*	*Roads, Pavements & Bridges*	34°02'31.89"S 22°13'23.81"E				–	–	1 750	5	Renewal
Planning & Integrated Services	Access Road: Die Heuwelpad	F4.35	Yes	*Infrastructure Assets*	*Roads, Pavements & Bridges*	34°07'16.94"S 22°06'17.48"E				–	450	–	10	Renewal
Planning & Integrated Services	Diagonal Parking Kompanje Laan H/Bos	F4.36	Yes	*Infrastructure Assets*	*Roads, Pavements & Bridges*	34°07'26.67"S 22°06'35.58"E				–	200	–	10	New
Planning & Integrated Services	Upgrading of Point	F4.37	Yes	*Infrastructure Assets*	*Roads, Pavements & Bridges*	34°11'08.44"S 22°09'33.71"E				2 300	500	1 500	8	Renewal
Planning & Integrated Services	Formalization of GBR Municipal Yard	F4.38	Yes	*Infrastructure Assets*	*Roads, Pavements & Bridges*					450	–	–	17	Renewal
Planning & Integrated Services	New Parking Areas:Rebuild Road:Umtata Road	F4.39	Yes	*Infrastructure Assets*	*Roads, Pavements & Bridges*	34°10'53.75"S 22°04'18.71"E				160	–	–	11	Renewal
Planning & Integrated Services	New Parking Areas:Rebuild Heyns Street in Little Brak River	F4.40	Yes	*Infrastructure Assets*	*Roads, Pavements & Bridges*	34°05'07.11"S 22°08'40.18"E				–	–	500	5	Renewal
Planning & Integrated Services	New Parking Areas:Building of Parking Area: Mossel Bay Golf Course (2015/16 Internal Road, 2016/17 New Paved Parking)	F4.41(a)	Yes	*Infrastructure Assets*	*Roads, Pavements & Bridges*	34°11'22.64"S 22°07'52.51"E				300	–	–	6	New
Planning & Integrated Services	New Parking Areas:Building of Parking Area: Mossel Bay Golf Course (2015/16 Internal Road, 2016/17 New Paved Parking)	F4.41(b)	Yes	*Infrastructure Assets*	*Roads, Pavements & Bridges*	34°11'22.64"S 22°07'52.51"E				1 200	–	–	6	New
Planning & Integrated Services	Tourism Signage CBD	F4.42	Yes	*Infrastructure Assets*	*Roads, Pavements & Bridges*	34°10'56.79"S 22°08'34.09"E				100	–	–	8	New
Planning & Integrated Services	Tow behind Mechanical Sweepers	F4.44	Yes	*Infrastructure Assets*	*Roads, Pavements & Bridges*					–	100	100	17	New
Planning & Integrated Services	Herbertsdale Middle Income Housing Sites		Yes	*Infrastructure Assets*	*Roads, Pavements & Bridges*					522	–	–	7	New
Planning & Integrated Services	New Cemetery Access Road	F4.45	Yes	*Infrastructure Assets*	*Roads, Pavements & Bridges*	34°11'00.77"S 22°04'18.32"E				450	–	–	16	New
Parent Capital expenditure										**148 066**	**139 714**	**156 411**	**12**	
Total Capital expenditure								**121 510**	**173 031**	**148 066**	**139 714**	**156 411**		

WC043 Mossel Bay - Supporting Table SA37 Projects delayed from previous financial year/s

Municipal Vote/Capital project R thousand	Project name	Project number	Asset Class 3	Asset Sub-Class 3	GPS co-ordinates 4	Previous target year to complete Year	Current Year 2015/16 Original Budget	Current Year 2015/16 Full Year Forecast	2016/17 Medium Term Revenue & Expenditure Framework Budget Year 2016/17	Budget Year +1 2017/18	Budget Year +2 2018/19
Parent municipality:											
List all capital projects grouped by Municipal Vote			*Examples*	*Examples*							
Corporate Services	Installation of Bulk Filing System at Human Resources		*Other Assets*	*Plant & Equipment*			**–**	**150**	**–**	**–**	**–**
Civil Services	New Bulk Water Pipeline: Nautilus to Boggomsbaai		*Infrastructure Assets*	*Water: Reticulation*			–	115	–	–	–
Civil Services	Replacement of Vehicle: CBS 25955		*Other Assets*	*General Vehicles*			–	30	–	–	–
Civil Services	Replacement of Fencing at Reservoirs		*Other Assets*	*Security Measures*			539	539	–	–	–
Civil Services	Capital Spares(replacement of mixer motors)		*Other Assets*	*Plant & Equipment*			–	–	–	–	–
Planning & Integrated Services	Pavements: Mbandezi Street		*Infrastructure Assets*	*Roads, Pavements & Bridges*			265	105	–	200	200
Planning & Integrated Services	S/W Channel eroded (Oudeweg)		*Infrastructure Assets*	*Roads, Pavements & Bridges*			–	192	–	–	–
Planning & Integrated Services	S/W Flooding of Erven/Soak-away capacity problems (Eieland		*Infrastructure Assets*	*Roads, Pavements & Bridges*			–	334	–	–	–
Planning & Integrated Services	Gravel road eroded (Sandhoogtepad)		*Infrastructure Assets*	*Roads, Pavements & Bridges*			–	352	–	–	–
Planning & Integrated Services	S/W Flooding of Erven/no drainage network (3rd Laan en Sw		*Infrastructure Assets*	*Roads, Pavements & Bridges*			–	334	–	–	–
Planning & Integrated Services	Outelet Structure Damage (P.Nutans)		*Infrastructure Assets*	*Roads, Pavements & Bridges*			–	168	–	–	–
Planning & Integrated Services	Outelet Structure Damage (Kwa: Mzamohle)		*Infrastructure Assets*	*Roads, Pavements & Bridges*			–	215	–	–	–
Planning & Integrated Services	S/W Flooding (Kiewiet & Cupido)		*Infrastructure Assets*	*Roads, Pavements & Bridges*			–	756	–	–	–
Planning & Integrated Services	Outlet Structure Damage (Bakke & Nautica)		*Infrastructure Assets*	*Roads, Pavements & Bridges*			–	2 171	–	–	–
Planning & Integrated Services	Outlet Structure Damage (George & 4rde Laan)		*Infrastructure Assets*	*Roads, Pavements & Bridges*			–	105	–	–	–
Planning & Integrated Services	S/W network capacity problems (Strand to Marsch Laan)		*Infrastructure Assets*	*Roads, Pavements & Bridges*			–	923	–	–	–
Planning & Integrated Services	Herbersdale Services: Infrastructure		*Other Assets*	*Other Land*			6 900	6 915	–	6 900	6 900
Planning & Integrated Services	Wolwendans Rehabilitation		*Other Assets*	*Other Land*			10 669	12 462	–	4 500	4 500
Planning & Integrated Services	Asazani/Izinyoka Services to 256 Erven		*Other Assets*	*Other Land*			20 665	21 165	–	12 800	12 800

SECTION 20 – SERVICE LEVEL STANDARDS

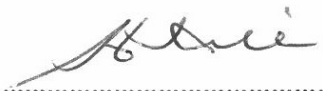
Mossel Bay Municipality (WC043) - Schedule of Service Delivery Standards

Description Standard	Service Level
Solid Waste Removal	
Premise based removal (Residential Frequency)	once per week
Premise based removal (Business Frequency)	Depending on business arrangements 3 minimum and 6 maximum
Bulk Removal (Frequency)	daily
Removal Bags provided(Yes/No)	yes
Garden refuse removal Included (Yes/No)	yes
Street Cleaning Frequency in CBD	daily
Street Cleaning Frequency in areas excluding CBD	daily
How soon are public areas cleaned after events (24hours/48hours/longer)	24 hours
Clearing of illegal dumping (24hours/48hours/longer)	24 hours
Recycling or environmentally friendly practices(Yes/No)	yes
Licenced landfill site(Yes/No)	yes
Water Service	
Water Quality rating (Blue/Green/Brown/N0 drop)	SANS 241:2011
Is free water available to all? (All/only to the indigent consumers)	All residential customers
Frequency of meter reading? (per month, per year)	Monthly
Are estimated consumption calculated on actual consumption over (two month's/three month's/longer period)	Max 3 Months
On average for how long does the municipality use estimates before reverting back to actual readings? (months)	Actual readings are always taken on a monthly basis except in cases of holiday homes where no consumption is used for long periods and actual readings can only be obtained during holiday season.
Duration (hours) before availability of water is restored in cases of service interruption (complete the sub questions)	
One service connection affected (number of hours)	1-8 hour
Up to 5 service connection affected (number of hours)	1-8 hours
Up to 20 service connection affected (number of hours)	3-8 hours
Feeder pipe larger than 800mm (number of hours)	All feeder pipes are smaller than 800mm
What is the average minimum water flow in your municipality?	Approximately 20 Ml/day
Do you practice any environmental or scarce resource protection activities as part of your operations? (Yes/No)	Yes (Compliance to the SANS 241)
How long does it take to replace faulty water meters? (days)	1-7 days after becoming aware of the faulty water meter
Do you have a cathodic protection system in place that is operational at this stage? (Yes/No)	No
Electricity Service	
What is your electricity availability percentage on average per month?	98,92 (Average for 3 months)
Do your municipality have a ripple control in place that is operational? (Yes/No)	Yes
How much do you estimate is the cost saving in utilizing the ripple control system?	0% to Municipal peak
What is the frequency of meters being read? (per month, per year)	Monthly
Are estimated consumption calculated at consumption over (two month's/three month's/longer period)	Monthly
On average for how long does the municipality use estimates before reverting back to actual readings? (months)	3 Months
Duration before availability of electricity is restored in cases of breakages (immediately/one day/two days/longer)	0-3 hrs
Are accounts normally calculated on actual readings? (Yes/no)	Yes
Do you practice any environmental or scarce resource protection activities as part of your operations? (Yes/No)	No
How long does it take to replace faulty meters? (days)	1 day
Do you have a plan to prevent illegal connections and prevention of electricity theft? (Yes/No)	Yes
How effective is the action plan in curbing line losses? (Good/Bad)	Good
How soon does the municipality provide a quotation to a customer upon a written request? (days)	1 day
How long does the municipality takes to provide electricity service where existing infrastructure can be used? (working days)	within 7 days
How long does the municipality takes to provide electricity service for low voltage users where network extension is not required? (working days)	within 7 days
How long does the municipality takes to provide electricity service for high voltage users where network extension is not required? (working days)	within 14 days
Sewerage Service	
Are your purification system effective enough to put water back in to the system after purification?	No
To what extend do you subsidize your indigent consumers?	Water basic, refuse removal and sewerage 100%, water consuption 6kl and elect. 50kWh free
How long does it take to restore sewerage breakages on average	
Severe overflow? (hours)	1-12 hours
Sewer blocked pipes: Large pipes? (Hours)	1-12 hours
Sewer blocked pipes: Small pipes? (Hours)	1-8 hours
Spillage clean-up? (hours)	48 hours
Replacement of manhole covers? (Hours)	Within 24 hours after becoming aware of the missing/broken manhole cover
Road Infrastructure Services	
Time taken to repair a single pothole on a major road? (Hours)	8 h
Time taken to repair a single pothole on a minor road? (Hours)	4h
Time taken to repair a road following an open trench service crossing? (Hours)	24h
Time taken to repair walkways? (Hours)	8h
Property valuations	
How long does it take on average from completion to the first account being issued? (one month/three months or longer)	Between 4 and 6 weeks after valuation roll has been received.
Do you have any special rating properties? (Yes/No)	Yes

Description Standard	Service Level
Financial Management	
Is there any change in the situation of unauthorised and wasteful expenditure over time? (Decrease/Increase)	Not applicable
Are the financial statement outsources? (Yes/No)	No
Are there Council adopted business process structuring the flow and management of documentation feeding to Trial Balance?	No
How long does it take for a Tax Invoice to be paid from the date it has been received?	Within 30 days of Invoice or Statement
Is there advance planning from SCM unit linking all departmental plans quaterly and annualy including for the next two to three years procurement plans?	There is a procurement plan, but it only compile annually after the budget has been approved and before the commencement of the new financial year. The plan only includes the Capital Expenditures of all the departments.
Administration	
Reaction time on enquiries and requests?	90% within the prescribed service levels, service level days vary.
Time to respond to a verbal customer enquiry or request? (working days)	Il verbal complaints are logged onto the system and 90% of the complaints are resolved within the prescribed service level days.
Time to respond to a written customer enquiry or request? (working days)	98% within 10 working days.
Time to resolve a customer enquiry or request? (working days)	90% within the prescribed service level days.
What percentage of calls are not answered? (5%,10% or more)	0.06
How long does it take to respond to voice mails? (hours)	Unknown, haven't got a system in place to monitor it.
Does the municipality have control over locked enquiries? (Yes/No)	Yes
Is there a reduction in the number of complaints or not? (Yes/No)	No, there is not a reduction because presently all requests/complaints are registered which was not the case in previous years.
How long does in take to open an account to a new customer? (1 day/ 2 days/ a week or longer)	Walk in customers, the same day, if all the relevant information is supplied.
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?	There is no scheduled dates for review processes for delays. Delays, if and when they do occur, are handled and resolved immediately to avoid a repeat.
Community safety and licensing services	
How long does it take to register a vehicle? (minutes)	8 minutes
How long does it take to renew a vehicle license? (minutes)	8 minutes
How long does it take to issue a duplicate registration certificate vehicle? (minutes)	10 minutes
How long does it take to de-register a vehicle? (minutes)	8 minutes
How long does it take to renew a drivers license? (minutes)	10 minutes
What is the average reaction time of the fire service to an incident? (minutes)	In accordance with SANS 10090 Community Protection agains Fire , 15 minutes for the classification of the municipality
What is the average reaction time of the ambulance service to an incident in the urban area? (minutes)	The municipality does not have an ambulance service. It is operated by Provincial EMS
What is the average reaction time of the ambulance service to an incident in the rural area? (minutes)	The municipality does not have an ambulance service. It is operated by Provincial EMS
Economic development	
How many economic development projects does the municipality drive?	Beehives, Art & Crafts Stalls, Poultry Value Chain Project,Good Shed, SMME Development
How many economic development programme are deemed to be catalytic in creating an enabling environment to unlock key economic growth projects?	Poultry Value Chain Project,SMME Development and Training,Recycling Programme,Youth Café,NYDA Training and Development,Tourism Buddy Project,Mossel Bay Development Forum ,Red Tape Reduction Issues are continually addressed , Women and Disabled Persons in Entrepreneurship, Youth in Entrepreneurship,Worm Farms and Food Security Projects , Expanded Public Works Programme
What percentage of the projects have created sustainable job security?	50-60%
Does the municipality have any incentive plans in place to create an conducive environment for economic development? (Yes/No)	Yes
Building control	
Approval of Building Plans	Approval within 3 days of complete submissions
Other Service delivery and communication	
Is a information package handed to the new customer? (Yes/No)	Yes
Does the municipality have training or information sessions to inform the community? (Yes/No)	Yes (Public Meetings on IDP and Budget Consultation and Ward Councillor Reportback meetings.
Are customers treated in a professional and humanly manner? (Yes/No)	Yes

SECTION 21 – MUNICIPAL MANAGER'S QUALITY CERTIFICATE

I, Mr H Hill, acting municipal manager of Mossel Bay Municipality, hereby certify that the annual budget and supporting documentation have been prepared in accordance with the Municipal Finance Management Act and the regulations made under the Act, and that the annual budget and supporting documents are consistent with the Integrated Development Plan of the municipality.



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Mr H Hill
Acting Municipal Manager of Mossel Bay Municipality (WC043)

30/05/2016
Date

ANNEXURE A – TARIFF LIST

ANNEXURE B – BUDGET RELATED POLICIES

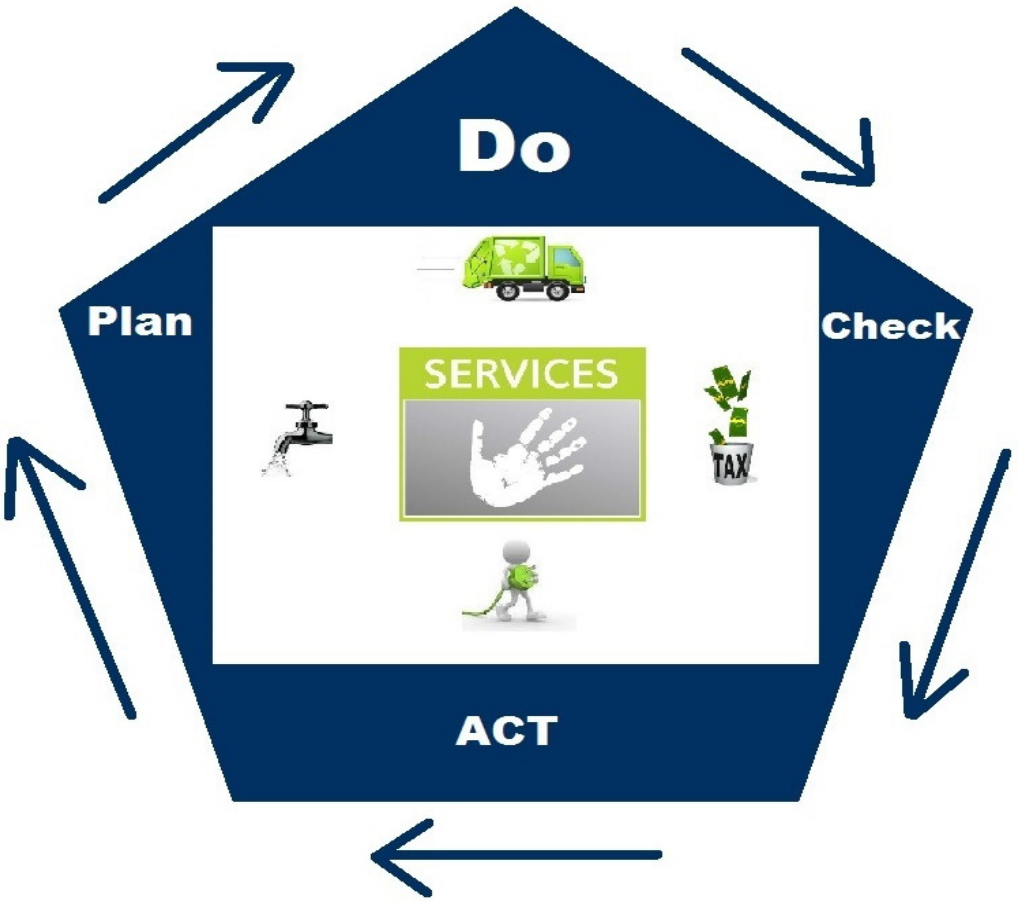
ANNEXURE C – DETAIL CAPITAL PLAN

ANNEXURE D – mSCOA IMPLEMENTATION PLAN

ANNEXURE A – TARIFF LIST

TARIFF LIST

2016/2017



MOSSEL BAY
MUNICIPALITY

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TARIFFS 2016/2017 INDEX

2015/16 2016/17

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TARIFFS 2016/2017

1 DEPOSITS

		2015/16	2016/17
1.1 **Electricity deposits - Domestic**			
1P Domestic, and all other users except business and accommodation: CT meters	up to 60 Amp	**R1 683.00**	**R1 750.00**
(e.g. Churches, Schools, Cresches, General lighting, Swimming pools, Lifts.)			
1P Domestic, and all other users except business and accommodation: PP meters	up to 60 Amp	**R504.90**	**R530.00**
(e.g. Churches, Schools, Cresches, General lighting, Swimming pools, Lifts.)			
3-Phase CM Two Part Tariff:	Up to 60 Amp	**R3 600.00**	**R3 700.00**
Domestic, and all other users except business and accommodation:	More than 60Amp	**R6 000.00**	**R6 200.00**
(e.g. Churches, Schools, Cresches, General lighting, Swimming pools, Lifts.)			
3-Phase PP Two Part Tariff:	Up to 60 Amp	**R2 200.00**	**R2 300.00**
Domestic, and all other users except business and accommodation:	More than 60Amp	**R3 800.00**	**R3 900.00**
(e.g. Churches, Schools, Cresches, General lighting, Swimming pools, Lifts.)			
Electricity deposits - Business			
Businesses : Single phase CM Two Part Tariff	15 Amp - 60 Amp	**R3 800.00**	**R3 900.00**
Businesses : Single phase PP Two Part Tariff	15 Amp - 60 Amp	**R2 800.00**	**R2 900.00**
Businesses : 3-Phase CM Two Part Tariff	30 Amp	**R4 000.00**	**R4 050.00**
	45 Amp	**R5 800.00**	**R5 850.00**
	60 Amp	**R8 000.00**	**R8 050.00**
	90 Amp	**R12 000.00**	**R12 050.00**
Businesses : 3-Phase PP Two Part Tariff	30 Amp	**R2 700.00**	**R2 750.00**
	45 Amp	**R4 000.00**	**R4 050.00**
	60 Amp	**R5 700.00**	**R5 700.00**
	90 Amp	**R8 000.00**	**R8 100.00**
Light Industrial	up to 100 KVA	**R18 000.00**	**R18 000.00**
Bulk	above 100 KVA	**R46 000.00**	**R46 000.00**
Time Of Use		**R37 000.00**	**R37 000.00**

1.2 **Commercial, Businesses, Industrial (Council Res. F190-7/2004)**

a) New Deposits on existing Businesses: the same as twice the highest bill for the last 12 months for Water, Electricity and Refuse or the deposit as above whichever is the highest

b) New connections at new extensions of businesses: The same as (a) above

c) In the case of various differences: Deposits must be as consumptions.

1.3 **Water and other services deposits**			
Subsidised	Up to 25mm	**R380.00**	**R390.00**
Economic	Up to 25mm	**R850.00**	**R860.00**
Additional household or business units	Up to 25mm	**R380.00**	**R390.00**
Medium Consumers > 25mm < 80mm	Bigger than 25mm	**R4 488.00**	**R4 500.00**
Bulk Consumers > 80mm connection or more than 1000kl 4 x per annum		**R18 000.00**	**R18 000.00**
1.4 **Builders deposits**		**Page 36**	**Page 35**
1.5 **Refundable deposit for use of Harry Giddy Park**		**Page 45**	**Page 44**

NB: No new accounts will be opened or deposits accepted if there is an arrear amount outstanding on the current account except where the only arrear services are on the consolidated account of the owner and the owner is deceased or untraceable (as per the Credit Control Policy)

(All tariffs are INCLUSIVE of VAT)

TARIFFS 2016/2017

1 DEPOSITS (Continues)

			2015/16		2016/17	
1.6	**Posters/Placards (Maximum100)**	**Per Poster/Placard**	**R17.00**	**each**	**R18.50**	**each**
	Note:	Refundable on removal	**R10.00**	**each**	**R10.00**	**each**
		Administration cost	**R7.00**	**each**	**R8.50**	**each**
1.7	**Posters/Placards Political Parties**		**R1 250.00**		**R1 375.00**	
	a) The deposit will only be refunded once the Director: Community services has certified that all posters/placards have been removed within 48 hours after the specific election.					
1.8	**Breakage deposits - Sport facilities**		**Page 23 to 27**		**Page 23 to 27**	
	- Halls and Club houses					

(All tariffs are INCLUSIVE of VAT)

TARIFFS 2016/2017

2 ELECTRICITY TARIFF CHARGES

		2015/16	2016/17
2.1 **SCALE 1 - DOMESTIC SUPPLY**			
2.1.1 **Tariff 1.A SINGLE PHASE TWO PART TARIFF**			
a) a fixed monthly charge per meter irrespective of the ampere capacity of supply		**R230.53 + VAT**	**R248.14 + VAT**
b) an energy charge:	0-20 kwh Free	**R0.00**	**R0.00**
	> 20 kwh :	**R1.097 + VAT**	**R1.180 + VAT**

Tariff 1.A will also be applicable for churches, schools, creches, general lighting swimming pool pumps, lifts etc.
where a credit meter is in use, but without the 20kWh free per month (Tariff 8)

Note: Any capacity above 60 amp must be approved by the Electro technical Engineer

2.1.2 **Tariff 1.B SINGLE PHASE ONE PART TARIFF**			
Energy charge	0 - 20 kwh	**R0.000**	**R0.000**
	>20 kwh	**R1.450 + VAT**	**R1.479 + VAT**

Tariff 1.B will also be applicable for Churches, Schools, crèches, Old Age homes, security- gates, booths and beams as well as for general lighting and garages in complexes, but without the 20kWh free per month
where a prepaid meter is used

All household consumers on the one-part tariff (prepaid meters) using an average of less than 400kWh per month based on an average usage of the past 4 months, be placed on the two-part tariff for domestic consumers - Tariff 1.A above

Criteria in order to be on tariff 1.B when using less than an average of 400kWh per month.
All indigent and poor household consumers as defined in the credit control policy of Council
All consumers identified as permanent inhabitants for at least 9 months per year.
To be identified as such a consumer has to hand in a sworn affidavit from any Commissioner of Oath
A new Affidavit must, on request, be handed in, before 1 July of each year in order to stay on Tariff 1.B

All consumers on the one part tariff have the option to be transferred to the two part tariff if it is preferred. Applications must be in writing.
NOTE: PREPAID TOKENS ONLY VALID FOR A 3 MONTH PERIOD.

2.1.3 **Tariff 1.C SINGLE PHASE PREPAID TARIFFS FOR INDIGENT HOUSEHOLDS**			
Energy charge	0 - 50 kwh	**R0.00**	**R0.00**
Average c/kwh	>50 kwh		
Block 0 (0-20 kWh)		**R0.00 + VAT**	**R 0.000 + VAT**
Block 1 (21-50 kWh)		**R0.00 + VAT**	**R 0.000 + VAT**
Block 2 (51-350 kWh)		**R 1.043 + VAT**	**R 1.066 + VAT**
Block 3 (351-600 kWh)		**R 1.335 + VAT**	**R 1.427 + VAT**
Block 4 (>600 kWh)		**R 1.582 + VAT**	**R 1.691 + VAT**

2.1.4 **Tariff 1.D (Three phase) (credit and prepaid meters)**			
Note: Only circuit breakers with ampere of 15A, 30A, 45A, 60A and 90A shall be allowed.			
This tariff is also applicable to general lighting, swimming pool pumps and lifts			
a) a fixed monthly charge	per 3-phase ampere	**R 19.33 + VAT**	**R 20.62 + VAT**
b) an energy charge	0-20 kwh	**R0.00**	**R0.00**
	> 20 kwh	**R 1.032 + VAT**	**R 1.110 + VAT**

2.1.5 **Tariff 1.E Domestic Prepaid for Lifeline Machine**			
Condition: Approved medical certificate to this effect is to be provided			
Block 1 (0-50 kWh)		**R0.00 + VAT**	**R0.00 + VAT**
Block 2 (51-350 kWh)		**R 1.043 + VAT**	**R 1.066 + VAT**
Block 3 (351-600 kWh)		**R 1.402 + VAT**	**R 1.498 + VAT**
Block 4 (>600 kWh)		**R 1.660 + VAT**	**R 1.774 + VAT**

2.1.6 **Tariff 1.F Domestic SSG Feed in Tariffs - Single Phase**

Component	Units	Electricity Tariff Charges
Fixed Network Charge	R/month	Tariff 1.A - Single phase Two Part Tariff
Energy Charge - Cunsumption	c/kWh	Tariff 1.A - Single phase Two Part Tariff
Energy Charge - Generation	c/kWh	Eskom Megaglex/ Transmission zone : >900km, Voltage: ≥66kV & ≤132kV , Season: Low Demand Season, Tariff: Off Peak

2.1.7 **Tariff 1.G Domestic SSEG Tariff - Three Phase**

Component	Units	Electricity Tariff Charges
Fixed Network Charge	R/month	Tariff 1.D - Three phase Two Part Tariff
Energy Charge - Cunsumption	c/kWh	Tariff 1.D - Three phase Two Part Tariff
Energy Charge - Generation	c/kWh	Eskom Megaglex/ Transmission zone : >900km, Voltage: ≥66kV & ≤132kV , Season: Low Demand Season, Tariff: Off Peak

TARIFFS 2016/2017

2 ELECTRICITY TARIFF CHARGES (Continues)

		2015/16	2016/17
2.2 **SCALE 2 - COMMERCIAL SUPPLY**			
2.2.1 **Tariff 2.A - SINGLE PHASE TWO PART TARIFF**			
a) a fixed monthly charge	per ampere	**R 17.60 + VAT**	**R 18.94 + VAT**
b) an energy charge	per unit consumed	**R 0.931 + VAT**	**R 1.002 + VAT**
2.2.2 **Tariff 2.B - SINGLE PHASE PRE-PAID ONE PART TARIFF**			
a) no fixed monthly charge			
b) an energy charge	per unit consumed	**R 1.570 + VAT**	**R 1.696 + VAT**

Note: Only circuit breakers with ampere of 15A, 30A, 45A and 60A shall be allowed.
A circuit breaker with ampere of 5A will be allowed provided consumption does not exceed 15 units per month.

2.2.3 **Tariff 2.C - THREE PHASE TWO PART TARIFF**			
a) a fixed monthly charge	per 3-phase ampere	**R 41.85 + VAT**	**R 42.67 + VAT**
b) an energy charge	per unit consumed	**R 0.886 + VAT**	**R 0.953 + VAT**

All consumers on the one part tariff have the option to be transferred to the two part tariff if it is preferred. Application must be in writing.

2.2.4 **Tariff 2.D - THREE PHASE ONE PART PRE-PAID TARIFF**

Council decision E137-08/2012: That Council close the Single and Three Phase One-Part Commercial Tariff for new consumers agreements or increased capacity applications and that the new applications only be placed on the Two-Part Tariff.

a) no fixed monthly charge			
b) an energy charge	per unit consumed	**R 1.570 + VAT**	**R 1.696 + VAT**

Note: Only circuit breakers with a ampere of 30A, 45A, 60A and 90A shall be allowed.

2.2.5 **Tariff 2.E - COMMERCIAL SSEG TARIFF - SINGLE PHASE**

Component	Units	Electricity Tariff Charges
Fixed Network Charge	R/month	Tariff 2.A - Single phase Two Part Tariff
Energy Charge - Cunsumption	c/kWh	Tariff 2.A - Single phase Two Part Tariff
Energy Charge - Generation	c/kWh	Eskom Megaglex/ Transmission zone : >900km, Voltage: ≥66kV & ≤132kV , Season: Low Demand Season, Tariff: Off Peak

2.2.6 **Tariff 2.F - COMMERCIAL SSEG TARIFF - THREE PHASE**

Component	Units	Electricity Tariff Charges
Fixed Network Charge	R/month	Tariff 2.C - Three phase Two Part Tariff
Energy Charge - Cunsumption	c/kWh	Tariff 2.C - Three phase Two Part Tariff
Energy Charge - Generation**	c/kWh	Eskom Megaglex/ Transmission zone : >900km, Voltage: ≥66kV & ≤132kV , Season: Low Demand Season, Tariff: Off Peak

2.3 **SCALE 3 - LIGHT INDUSTRIAL (40 KVA TO 100 KVA)**			
a) a fixed monthly charge		**R 882.15 + VAT**	**R 949.54 + VAT**
b) plus a demand charge	per KVA with a min. of 40 KVA plus	**R 156.26 + VAT**	**R 168.19 + VAT**
c) plus an energy charge	per unit consumed	**R 0.774 + VAT**	**R 0.833 + VAT**
2.4 **SCALE 4 - BULK SUPPLY (IN EXCESS OF 100 KVA)**			
a) a fixed monthly charge,		**R 2 041.92 + VAT**	**R 2 319.09 + VAT**
b) plus a demand charge	Min. of 100 KVA, plus	**R 194.55 + VAT**	**R 209.41 + VAT**
c) plus an energy charge	per unit consumed	**R 0.628 + VAT**	**R 0.675 + VAT**

TARIFFS 2016/2017

2 ELECTRICITY TARIFF CHARGES (Continues)

		2015/16	2016/17
2.5 **SCALE 5 - SPECIAL BULK SUPPLY**	Load factor must		
a) a fixed monthly charge,	be above 45%	**R 2 141.38 + VAT**	**R 2 304.98 + VAT**
b) plus an energy charge			
Off peak:		**R 0.504 + VAT**	**R 0.542 + VAT**
Standard:		**R 1.234 + VAT**	**R 1.328 + VAT**
Peak :		**R 2.143 + VAT**	**R 2.306 + VAT**
2.6 **SCALE 6 - Petrosa (KLIPHEUWEL) & (DESALINATION PLANT)**			
a) a fixed monthly charge,		**R 2 154.49 + VAT**	**R 2 319.09 + VAT**
b) plus a demand charge of	per KVA, plus	**R 192.61 + VAT**	**R 207.32 + VAT**
c) plus an energy charge of	per unit consumed	**R 0.583 + VAT**	**R 0.627 + VAT**
2.7 **SCALE 7 - AGRICULTURAL SUPPLY**			
a) an energy charge of per unit consumed	(below 2000 units)	**R 1.772 + VAT**	**R 1.907 + VAT**
b) an energy charge of per unit consumed	(above 2000 units)	**R 1.402 + VAT**	**R 1.509 + VAT**
2.8 **SCALE 8 - AGRICULTURAL SUPPLY**			
(OFF-PEAK TARIFF - WATER PUMPING ONLY)			
a) an energy charge of	per unit consumed	**R 0.964 + VAT**	**R 1.037 + VAT**
2.9 **SCALE 9 - STREET LIGHTING**			
1. Municipality & Private Street lighting where electricity supply is metered			
a) an energy charge	per unit consumed	**R 0.897 + VAT**	**R 0.965 + VAT**
2. Private Street lighting where electricity supply is not metered.			
a) a fixed monthly charge	per light point	**R 90.029 + VAT**	**R 96.907 + VAT**
or energy charge based on number of lights x light wattage x 333,33 hrs x c/kWh as per scale 9(1) (a)			
2.10 **SCALE 10 - SPORTS FIELDS LIGHTING**			
Van Riebeeck Sports grounds:			
Pre-paid	Per kwh	**R 1.582 + VAT**	**R 1.689 + VAT**
D'Almeida Sports grounds:			
Pre-paid	Per kwh	**R 1.582 + VAT**	**R 1.689 + VAT**
Extension 23 Sports grounds:			
Pre-paid	Per kwh	**R 1.582 + VAT**	**R 1.689 + VAT**
Kwanonqaba Sports grounds:			
Pre-paid	Per kwh	**R 1.582 + VAT**	**R 1.689 + VAT**
Great brak Sports grounds:			
Pre-paid	Per kwh	**R 1.582 + VAT**	**R 1.689 + VAT**
Hartenbos Sports grounds:			
Pre-paid	Per kwh	**R 1.582 + VAT**	**R 1.689 + VAT**
2.11 **AVAILABILITY FEES PER YEAR**			
Availability fee - vacant erven	16614-621-2115	**R1 634.00 + VAT**	**R1 758.00 + VAT**

TARIFFS 2016/2017

2 ELECTRICITY TARIFF CHARGES (Continues)

2.12 OTHER SUNDRY ELECTRICITY TARIFFS

		2015/16	2016/17
Temporary disconnection and re-connection on request of consumer			
(For non-payment refer to Tariff 17)			
During office hours	16614-621-2100	**R145.00**	**R150.00**
After hours	16614-621-2100	**R192.00**	**R200.00**
Special Meter readings (for water and electricity)	16614-621-2070	**R192.00**	**R200.00**
Connections : Standard Fee			
Pre-paid meters	16614-621-2095	**R4 775.00**	**R5 050.00**
Standard meters	16614-621-2095	**R4 775.00**	**R5 050.00**
Connections (Cable already installed on corner of erf and only where proof of C.O.C. certificate was issued)			
Pre-paid meters	16614-621-2095	**R2 987.00**	**R3 150.00**
Standard meters	16614-621-2095	**R2 987.00**	**R3 150.00**
Other Connections			
Special or three phase	16614-621-2095	**Cost + 15%**	**Cost + 15%**
Subsidised State Housing	16614-621-2095	**Cost Only**	**Cost Only**
Indigent Households		**Free of charge**	**Free of charge**

2.12 OTHER SUNDRY ELECTRICITY TARIFFS (Continues)

Shift of Electricity Meter	**16614-621-2266**	**R597.50**	**R630.00**
Shift of Electricity Meter - Indigent households	**16614-621-2266**	**R0.00**	**R0.00**

Additional Transformer cost for supply in excess of 90 amps,3phase

Where application is made for an increased supply and sufficient spare capacity exists on a nearby transformer of greater capacity, the consumer(s) shall in addition to the connection charges, be charged the pro-rata cost of the additional transformer capacity based upon the cost of a new mini-substation.

No pro-rata transformer costs are payable where consumers supply their own substations or where consumers pay for the replacement of an existing transformer to cater for an increase in supply

Service Calls			
During office hours	16614-621-2070	**R156.00**	**R165.00**
After hours	16614-621-2070	**R192.00**	**R200.00**
Test of meter - Single Phase	16614-621-2270	**R287.00**	**R300.00**
Test of meter - 3-Phase	16614-621-2270	**R501.50**	**R520.00**
Test of Bulk Meter	16614-621-2270	**Cost + 15%**	**Cost + 15%**
Replace Circuit Breaker of Credit as well as Prepaid meters			
Lower Capacity	16614-621-2090	**R156.00**	**R165.00**
Higher Capacity	16614-621-2090	**R156.00**	**R165.00**
(Replacement of Circuit Breakers cannot be done more than once per annum)			
Disconnection tariff on Bulk supply (per month)	16614-621-2105	**R537.00**	**R560.00**
(Return to Bulk supply as soon as 1 Kwh is consumed)			
Supply of Street Lights on request			
To be paid by Applicant	16614-621-2095	**Cost + 15%**	**Cost + 15%**
Old Age Homes and "Aftree Oorde"			
Replace ordinary single phase credit meter with pre-paid meter			
Installation cost inclusive	16614-621-2095	**R1 192.00**	**R1 250.00**
Replace three phase meter with single phase meter			
Installation cost inclusive	16614-621-2095	**R1 192.00**	**R1 250.00**
Replace Credit meter with a Prepaid meter at Indigent households		**Free of charge**	
Installation of single phase credit meter	16614-621-2095	**R1 192.00**	**R1 250.00**
Installation of single phase pre-paid meter	16614-621-2095	**R1 192.00**	**R1 250.00**

(All tariffs are INCLUSIVE of VAT)

TARIFFS 2016/2017

2 ELECTRICITY TARIFF CHARGES (Continues)

2.12 OTHER SUNDRY ELECTRICITY TARIFFS (Continues)

			2015/16	2016/17
Single phase pre-paid meter(Meter only)		16614-621-2095	**R721.00**	**R760.00**
Installation of three phase credit meter		16614-621-2095	**R1 880.00**	**R1 980.00**
Three phase pre-paid meter (Meter only)		16614-621-2095	**R2 438.00**	**R2 570.00**
Conversion from three phase to single phase and vice versa (No meter replacement, subject to inspection)		16614-621-2095	**R382.00**	**R400.00**
Tamper with installation (Single Phase) (If meter must be replaced the cost of meter must also be paid)		16614-841-2742	**R3 180.00**	**R3 350.00**
Tamper with installation (Three Phase) (If meter must be replaced the cost of meter must also be paid)		16614-841-2742	**R6 360.00**	**R6 700.00**
Damaging of Medium Voltage Cables by Contractors			**R27 985.00**	**R29 500.00**
Damaging of Low Voltage Cables by Contractors			**R5 940.00**	**R6 250.00**
Replacement of street light pole			**R7 632.00**	**R8 050.00**
Replacement of traffic light pole			**R13 992.00**	**R14 800.00**
HIRING OF EQUIPMENT: ELECTRICAL (IF AVAILABLE- MIN. 1 HOUR)				
Hiring of power points				
Power point Single Phase	per day	16614-841-2725	**R260.00**	**R275.00**
Power point Three Phase	per day	16614-841-2725	**R800.00**	**R845.00**
Hiring of equipment				
High-up truck, including driver	per hour	16614-841-2725	**R823.00**	**R870.00**
H10-Ton Truck, including driver	per hour	16614-841-2725	**R823.00**	**R870.00**
Hiring of Sound System	**Per Day**		**R361.00**	**R380.00**

TIME STARTS FROM THE TIME OF LEAVING THE ELECTRICAL WORKSHOP UP TO THE TIME OF RETURNING (THE AMOUNT OF HOURS)

(All tariffs are INCLUSIVE of VAT)

TARIFFS 2016/2017

3 WATER TARIFF CHARGES

A. CONSUMERS WITH CONNECTIONS UP TO 25 MM

		2015/16	2016/17
3.1 **Residential or business with up to 4 consumers and with one joint meter (Tariff codes:**			
a) Basic per consumer	per month	**R 135.44 + VAT**	**R 146.27 + VAT**
b) Metered Consumption			
1 kl to 20 kl	per kl.	**R 6.42 + VAT**	**R 6.93 + VAT**
21 kl to 30 kl	per kl.	**R 8.99 + VAT**	**R 9.70 + VAT**
31 kl to 40 kl	per kl.	**R 11.57 + VAT**	**R 12.49 + VAT**
41 kl to 50 kl	per kl.	**R 15.43 + VAT**	**R 16.66 + VAT**
51 kl to 60 kl	per kl.	**R 19.29 + VAT**	**R 20.83 + VAT**
61 kl to 80 kl	per kl.	**R 23.16 + VAT**	**R 25.01 + VAT**
> 80 kl	per kl.	**R 30.87 + VAT**	**R 33.33 + VAT**

Domestic, Indigent and Creshes above will receive 6 kl water free per month and Creshes will not pay the basic fee.

3.2 **Other <25 Accommodation, Government, Schools, Clinics and Churches (Tariff codes:**			
a) Basic per consumer	per month	**R 135.44 + VAT**	**R 146.27 + VAT**
b) Metered Consumption			
1 kl to 20 kl	per kl.	**R 6.42 + VAT**	**R 6.93 + VAT**
21 kl to 30 kl	per kl.	**R 8.99 + VAT**	**R 9.70 + VAT**
31 kl to 40 kl	per kl.	**R 11.57 + VAT**	**R 12.49 + VAT**
41 kl to 50 kl	per kl.	**R 15.43 + VAT**	**R 16.66 + VAT**
51 kl to 60 kl	per kl.	**R 19.29 + VAT**	**R 20.83 + VAT**
61 kl to 80 kl	per kl.	**R 23.16 + VAT**	**R 25.01 + VAT**
> 80 kl	per kl.	**R 30.87 + VAT**	**R 33.33 + VAT**

3.3 **Business complexes with more than 4 business consumers and with one joint meter**			
a) Basic per consumer	per month	**R 135.44 + VAT**	**R 146.27 + VAT**
b) Metered Consumption			
0 kl to 50 kl	per kl.	**R 6.42 + VAT**	**R 6.93 + VAT**
51 kl to 60 kl	per kl.	**R 8.99 + VAT**	**R 9.70 + VAT**
61 kl to 70 kl	per kl.	**R 11.57 + VAT**	**R 12.49 + VAT**
71 kl to 80 kl	per kl.	**R 15.43 + VAT**	**R 16.66 + VAT**
81 kl to 100 kl	per kl.	**R 19.29 + VAT**	**R 20.83 + VAT**
101 kl to 120 kl	per kl.	**R 23.16 + VAT**	**R 25.01 + VAT**
> 120 kl	per kl.	**R 30.87 + VAT**	**R 33.33 + VAT**

3.4 **Flats and Residential complexes with more than 4 consumers with one joint meter**			
a) Basic per consumer	per month	**R 135.44 + VAT**	**R 146.27 + VAT**
b) Metered Consumption			
0 kl to 60 kl	per kl.	**R 6.42 + VAT**	**R 6.93 + VAT**
61 kl to 100 kl	per kl.	**R 8.99 + VAT**	**R 9.70 + VAT**
101 kl to 150 kl	per kl.	**R 11.57 + VAT**	**R 12.49 + VAT**
151 kl to 200 kl	per kl.	**R 15.43 + VAT**	**R 16.66 + VAT**
201 kl to 250 kl	per kl.	**R 19.29 + VAT**	**R 20.83 + VAT**
251 kl to 300 kl	per kl.	**R 23.16 + VAT**	**R 25.01 + VAT**
> 300 kl	per kl.	**R 30.87 + VAT**	**R 33.33 + VAT**

Complexes with more than 4 but less than 10 consumers (Tariff 123) will receive 30 of the first 60kl water, free per month.
Complexes with 10 and more consumers (Tariff 124) will receive the first 60kl water, free per month.

TARIFFS 2016/2017

3 WATER TARIFF CHARGES (Continues)

B. CONSUMERS WITH CONNECTIONS BIGGER THAN 25 MM

			2015/16	2016/17
3.5	**Up to nine (9) Business consumers and with one joint meter**			
	a) Basic Fee	per month	**R 1 300.46 + VAT**	**R 1 404.49 + VAT**
	b) Metered Consumption			
	0 kl to 200 kl	per kl.	**R 6.42 + VAT**	**R 6.93 + VAT**
	201 kl to 300 kl	per kl.	**R 8.99 + VAT**	**R 9.70 + VAT**
	301 kl to 400 kl	per kl.	**R 11.57 + VAT**	**R 12.49 + VAT**
	401 kl to 500 kl	per kl.	**R 15.43 + VAT**	**R 16.66 + VAT**
	501 kl to 600 kl	per kl.	**R 19.29 + VAT**	**R 20.83 + VAT**
	601 kl to 800 kl	per kl.	**R 23.16 + VAT**	**R 25.01 + VAT**
	> 800 kl	per kl.	**R 30.87 + VAT**	**R 33.33 + VAT**
3.6	**Up to nine (9) Domestic consumers with one joint meter**			
	a) Basic Fee	per month	**R 1 300.46 + VAT**	**R 1 404.49 + VAT**
	b) Metered Consumption			
	0 kl to 200 kl	per kl.	**R 6.42 + VAT**	**R 6.93 + VAT**
	201 kl to 300 kl	per kl.	**R 8.99 + VAT**	**R 9.70 + VAT**
	301 kl to 400 kl	per kl.	**R 11.57 + VAT**	**R 12.49 + VAT**
	401 kl to 500 kl	per kl.	**R 15.43 + VAT**	**R 16.66 + VAT**
	501 kl to 600 kl	per kl.	**R 19.29 + VAT**	**R 20.83 + VAT**
	601 kl to 800 kl	per kl.	**R 23.16 + VAT**	**R 25.01 + VAT**
	> 800 kl	per kl.	**R 30.87 + VAT**	**R 33.33 + VAT**
3.7	**Other: Accommodation, Hospitals, Government, Schools >25**			
	a) Basic Fee	per month	**R 1 300.46 + VAT**	**R 1 404.49 + VAT**
	b) Metered Consumption			
	0 kl to 200 kl	per kl.	**R 6.42 + VAT**	**R 6.93 + VAT**
	201 kl to 300 kl	per kl.	**R 8.99 + VAT**	**R 9.70 + VAT**
	301 kl to 400 kl	per kl.	**R 11.57 + VAT**	**R 12.49 + VAT**
	401 kl to 500 kl	per kl.	**R 15.43 + VAT**	**R 16.66 + VAT**
	501 kl to 600 kl	per kl.	**R 19.29 + VAT**	**R 20.83 + VAT**
	601 kl to 800 kl	per kl.	**R 23.16 + VAT**	**R 25.01 + VAT**
	> 800 kl	per kl.	**R 30.87 + VAT**	**R 33.33 + VAT**
3.8	**More than nine (9) Business consumers and with one joint meter**			
	a) Basic per consumer	per month	**R 135.44 + VAT**	**R 146.27 + VAT**
	b) Metered Consumption			
	0 kl to 300 kl	per kl.	**R 6.42 + VAT**	**R 6.93 + VAT**
	301 kl to 600 kl	per kl.	**R 8.99 + VAT**	**R 9.70 + VAT**
	601 kl to 900 kl	per kl.	**R 11.57 + VAT**	**R 12.49 + VAT**
	901 kl to 1200 kl	per kl.	**R 15.43 + VAT**	**R 16.66 + VAT**
	1201 kl to 1500 kl	per kl.	**R 19.29 + VAT**	**R 20.83 + VAT**
	1501 kl to 2000 kl	per kl.	**R 23.16 + VAT**	**R 25.01 + VAT**
	> 2000 kl	per kl.	**R 30.87 + VAT**	**R 33.33 + VAT**

TARIFFS 2016/2017

3 WATER TARIFF CHARGES (Continues)

B. CONSUMERS WITH CONNECTIONS BIGGER THAN 25 MM (Continues)

			2015/16	2016/17
3.9	**More than nine (9) Domestic consumers with one joint meter**			
	a) Basic per consumer	per month	**R 135.44 + VAT**	**R 146.27 + VAT**
	b) Metered Consumption			
	0 kl to 300 kl	per kl.	**R 6.42 + VAT**	**R 6.93 + VAT**
	301 kl to 600 kl	per kl.	**R 8.99 + VAT**	**R 9.70 + VAT**
	601 kl to 900 kl	per kl.	**R 11.57 + VAT**	**R 12.49 + VAT**
	901 kl to 1200 kl	per kl.	**R 15.43 + VAT**	**R 16.66 + VAT**
	1201 kl to 1500 kl	per kl.	**R 19.29 + VAT**	**R 20.83 + VAT**
	1501 kl to 2000 kl	per kl.	**R 23.16 + VAT**	**R 25.01 + VAT**
	> 2000 kl	per kl.	**R 30.87 + VAT**	**R 33.33 + VAT**
3.10	**Business consumers > 80mm or using more than 1000kl per month for at least four months over a period of 12 months as well as all old age homes and retirement villages regardless of the consumption**			
	a) Basic Fee	per month	**R 7 044.15 + VAT**	**R 7 607.68 + VAT**
	b) Metered Consumption			
	0 kl to 2000 kl	per kl.	**R 6.42 + VAT**	**R 6.93 + VAT**
	2001 kl to 3000 kl	per kl.	**R 8.99 + VAT**	**R 9.70 + VAT**
	3001 kl to 4000 kl	per kl.	**R 11.57 + VAT**	**R 12.49 + VAT**
	4001 kl to 5000 kl	per kl.	**R 15.43 + VAT**	**R 16.66 + VAT**
	5001 kl to 6000 kl	per kl.	**R 19.29 + VAT**	**R 20.83 + VAT**
	6001 kl to 8000 kl	per kl.	**R 23.16 + VAT**	**R 25.01 + VAT**
	> 8000 kl	per kl.	**R 30.87 + VAT**	**R 33.33 + VAT**
3.11	**Domestic Consumers using more than 1000kl per month for at least four months over a period of 12 months**			
	a) Basic Fee	per month	**R 7 044.15 + VAT**	**R 7 607.68 + VAT**
	b) Metered Consumption			
	0 kl to 2000 kl	per kl.	**R 6.42 + VAT**	**R 6.93 + VAT**
	2001 kl to 3000 kl	per kl.	**R 8.99 + VAT**	**R 9.70 + VAT**
	3001 kl to 4000 kl	per kl.	**R 11.57 + VAT**	**R 12.49 + VAT**
	4001 kl to 5000 kl	per kl.	**R 15.43 + VAT**	**R 16.66 + VAT**
	5001 kl to 6000 kl	per kl.	**R 19.29 + VAT**	**R 20.83 + VAT**
	6001 kl to 8000 kl	per kl.	**R 23.16 + VAT**	**R 25.01 + VAT**
	> 8000 kl	per kl.	**R 30.87 + VAT**	**R 33.33 + VAT**

TARIFFS 2016/2017

3 WATER TARIFF CHARGES (Continues)

C. SPECIAL WATER TARIFFS

				2015/16	2016/17
3.12	**Other Special Water Tariffs**				
	a) Raw Water : Basic plus 15 kl			**R135.44 + VAT**	**R146.27 + VAT**
		> 15 kl	per kl.	**R5.90 +VAT**	**R6.37 +VAT**
	b) Searles Sloot	0 - 50 kl	per kl.	**R0.00 +VAT**	**R0.00 +VAT**
		> 50 kl	per kl.	**R5.90 +VAT**	**R6.37 +VAT**
	c) Buffalo Farming - plus 15% surcharge				
		0 - 30 kl	per kl.	**R5.60 +VAT**	**R6.05 +VAT**
		31 - 45 kl	per kl.	**R10.60 +VAT**	**R11.45 +VAT**
		46 - 80 kl	per kl.	**R14.30 +VAT**	**R15.44 +VAT**
		> 80 kl	per kl.	**R18.00 +VAT**	**R19.44 +VAT**
	d) Municipality Departmental use			**R6.40 +VAT**	**R6.91 +VAT**
	e) Buysplaas		Basic Fee	**R36.97 + VAT**	**R39.92 + VAT**
		(every 3 months) 0 - 6 kl	per kl.	**R0.00 +VAT**	**R0.00 +VAT**
		7 - 60 kl	per kl.	**R6.42 +VAT**	**R6.93 +VAT**
		> 60 kl	per kl.	**R9.00 +VAT**	**R9.72 +VAT**
	f) JB Hoevers - plus 15% surcharge (Tariff code: 116)				
		0 - 9999 kl	per kl.	**R4.75 +VAT**	**R5.13 +VAT**
3.13	**Other consumers (special arrangements)**				
	Vleesbaai (191) and Springerbaai (192) (According to approved contract)				
	Basic Fee (40% of Availability fee)		per month	**as per contract +VAT**	**as per contract +VAT**
	Metered Consumption-Same as in Bulk Consumers in 3.6(b) above				
	Sporting Bodies				
	Metered Consumption		per kl.	**R4.71 + VAT**	**R5.08 + VAT**
	Departmental Use		per kl.	**R6.40 + VAT**	**R6.91 + VAT**
	Supply of water in rural areas			**R421.35 + VAT**	**R455.05 + VAT**
	(Certain conditions apply) (6kl per month to registered users)		14488-621-2290		
	Supply of water from Reverse Osmosis Plant				

TARIFFS 2016/2017

3 WATER TARIFF CHARGES (Continues)

			2015/16	2016/17
3.14	**Availability fee - vacant erven**			
	per annum	14488-621-2283	**R1 667.42 + VAT**	**R1 800.81 + VAT**
	Vleesbaai and Springerbaai (60% of the applicable basic rate)			
	(according to contract)			
3.15	**Water restrictions**			
	to this Tariff List, when:			
	- Wolwedans Dam water level below 50% - Annexure A			**Annexure A**
	- Wolwedans Dam water level below 30% - Annexure B			**Annexure B**
3.16	**Water restrictions fines**			
	Spot fine for each violation of water restrictions	per violation of restrictions	**R1 200.00**	**R1 250.00**
3.17	**Sundry Tariffs**			
	Water Connections			
	20mm with consumers tap	14487-621-2095	**R3 000.00**	**R3 150.00**
	25mm with consumers tap	14487-621-2095	**R6 300.00**	**R6 300.00**
	Bigger than 25mm	14487-621-2095	**Cost + 15%**	**Cost + 15%**
	Government subsidised Housing	14487-621-2095	**Cost only**	**R2 600.00**
	Upgrading from 15mm to 20mm			
	Meter (tariff includes credit for return of old meter)	14487-621-2095	**R3 000.00**	**R3 150.00**
	Test of Water Meter: - (15 mm, 20 mm, 25 mm)	14487-621-2270	**R800.00**	**R850.00**
	>25 mm		**Cost + 15%**	**Cost + 15%**
	Minimum cost to test a watermeter > 25 mm = R650.00			
	Water meter Inspection-/Service Fee	14487-621-2070	**R260.00**	**R270.00**
	(Inclusive where Developer has done all the connections and meters)			
	Consumers tap to meter	14487-621-2095	**R530.00**	**R560.00**
	Shift of water meter			
	Up to 10m	14487-621-2095	**R660.00**	**R1 000.00**
	More than 10 meters	14487-621-2095	**Cost + 15%**	**Cost + 15%**
	(The repair of paving is not included in the prices for the shifting of water meters.			
	The repair of paving will take place at an additional charge indicated under tariff 16)			
	Minimum cost to move meter more than 2m = R660.00			
	Lifting or lowering of water meter (≤ 25mm)	14487-621-2095		**R700.00**
	Replacement of bulk water meter insert	14487-621-2095	**R610.00**	**R650.00**
	Replacement of water meter in the case of damage or theft if the water meter is situated within erf boundary	14487-621-2095	**R670.00**	**R710.00**

(All tariffs from Paragraph 3.12 are INCLUSIVE of VAT)

TARIFFS 2016/2017

3 WATER TARIFF CHARGES (Continues)

3.18 **Sundry Tariffs - CONTINUES**

		2015/16	2016/17
Uncovering of meters that cannot be read	14487-841-2741	**R260.00**	**R280.00**
On- and turn-off of water	14487-621-2070	**R260.00**	**R280.00**
(For non-payment action refer to Tariff 17)			
Special Reading for water	14487-621-2070	**R190.00**	**R200.00**
Water drawn by contractors at Fire Station	14487-621-2290	**R27.50**	**R29.00**
(Surcharge measures also applicable as per tariff 3.11 and 3.12)			
Water flow restrictors			
(a) Supply & installation of programmable flow restrictor	14487-841-2747	**R2 170.00**	**R2 500.00**
(b) Reprogramming of flow restrictor	14487-841-2747	**R300.00**	**R400.00**
Damage to household water connection pipelines by third party			**R1 000.00**
Damage to water supply pipelines (≥ 50mm and < 200mm) by third party			**R5 000.00**
Damage to water supply pipelines (≥ 200mm) by third party			**R15 000.00**
(Should the actual repair cost of the damages exceed any of the above tariffs, than the actual repair cost will be charged + 15 %)			
Testing of water and effluent samples:			
- Fresh Water Analysis			
Turbidity, pH, Conductivity, Color, Alkalinity, Free Chlorine	per sample	**R430.00**	**R460.10**
Calcium, Magnesium, Fluoride, Sulphate, Nitrate, Sodium, Potassium	per sample	**R510.00**	**R545.70**
Aluminium, Iron, Manganese	per sample	**R340.00**	**R363.80**
A minimum sample volume of 500ml in a clean plastic bottle is required for fresh water			
Samples to be delivered by the client to the Hartenbos Laboratory. Arrangements to be made for analysis at least one week in advance with laboratory			
- Effluent Analysis			
Conductivity, pH, Total Suspended Solids, Free Chlorine	per sample	**R340.00**	**R363.80**
Ammonia, Nitrate+Nitrite, Ortho-P, COD	per sample	**R520.00**	**R556.40**
A minimum sample volume of 1litre in a clean plastic bottle is required for effluent water			
Samples to be delivered by the client to the Hartenbos Laboratory. Arrangements to be made for analysis at least one week in advance with laboratory			
- Microbiological			
E. Coli and Total Coliforms	per sample	**R170.00**	**R181.90**
A minimum sample volume of 250ml in a clean sterile bottle is required for microbiological samples			
Samples to be delivered by the client to the Hartenbos Laboratory. Arrangements to be made for analysis at least one week in advance with laboratory			

(All tariffs are INCLUSIVE of VAT)

TARIFFS 2016/2017

4 SEWERAGE TARIFF CHARGES

		2015/16	2016/17
4.1 **All Areas:**			
Single and Sectional title Residential & rondawels/chalets with own facilities Agri Res	**14478-621-2260**	**R2 206.11 +VAT**	**R2 382.59 +VAT**
Rondawel (without own facilities) and caravan parks	**14478-621-2260**	**R719.90 +VAT**	**R777.49 +VAT**
Granny Flats or for each additional residential unit	**14478-621-2260**	**R770.36 +VAT**	**R831.98 +VAT**
Accommodation Establishments : Per Pan	**14478-621-2260**	**R421.85 +VAT**	**R455.59 +VAT**
: Plus every 5 pans or part there-of	**14478-621-2260**	**R1 004.06 +VAT**	**R1 084.38 +VAT**
Business, Schools, Cresches, Old Age Home, Clinic, Hospitals, Government, Agri Business, Sport Grounds, Mun: Per Pan	**14478-621-2260**	**R602.65 +VAT**	**R650.86 +VAT**
: Plus every 5 pans or part there-of	**14478-621-2260**	**R1 434.38 +VAT**	**R1 549.13 +VAT**
Availability fee - vacant erven	**14478-621-2255**	**R1 434.38 +VAT**	**R1 549.13 +VAT**
Churches	**14478-621-2260**	**R1 951.13 +VAT**	**R2 107.22 +VAT**
Night soil bucket	**14478-621-2260**	**R291.78 +VAT**	**R315.12 +VAT**
No Sewer			
Council's subsidy to households		**See Page 19**	**See Page 19**

4.2 **Industrial Effluent**

(Rates for formula) - Cost per kilolitre			
- Mossdustria	Reticulation Costs (Cr)	**R7.29 +VAT**	**R7.87 +VAT**
	Treatment Costs (Ct)	**R4.08 +VAT**	**R4.41 +VAT**
- Voorbaai	Reticulation Costs (Cr)	**R7.29 +VAT**	**R7.87 +VAT**
	Treatment Costs (Ct)	**R4.08 +VAT**	**R4.41 +VAT**
- Great Brak	Reticulation Costs (Cr)	**R3.60 +VAT**	**R3.89 +VAT**

4.3 **OTHER SUNDRY SEWERAGE TARIFFS**

Connections			
100 Diameter	14478-621-2095	**R2 800.00**	**R3 200.00**
150 Diameter	14478-621-2095	**R2 950.00**	**R3 300.00**
Larger Connections	14478-621-2095	**Cost + 15%**	**Cost + 15%**
Government subsidised Housing	14478-621-2095	**Cost only**	**R3 000.00**
Inspection Fee - Blocked drains as well as where Developer provides connections himself			
Office hours	14478-621-2145	**R260.00**	**R280.00**
After hours	14478-621-2145	**R400.00**	**R420.00**
Opening-up of blocked sewerages			
During office hours	14478-621-2060	**R650.00**	**R700.00**
After hours	14478-621-2060	**R650.00**	**R700.00**
Emptying of Septic Tanks (per tank load)			
During office hours	14478-621-2060	**R700.00**	**R750.00**
After hours	14478-621-2060	**R1 200.00**	**R1 300.00**
Damage to household sewer connection pipelines by third party			**R1 000.00**
Damage to sewer pipelines (≥ 160mm and < 200mm) by third party			**R5 000.00**
Damage to sewer pipelines (≥ 200mm) by third party			**R15 000.00**

(Should the actual repair cost of the damages exceed any of the above tariffs, than the actual repair cost will be charged + 15 %)

4.4 **Discount to Pensioners w.r.t. single residential properties**

Pensioners qualify for the under mentioned discounts on sewerage fees if they comply with the following conditions:

a) The applicant must be the registered owner; and
b) The person must occupy the property permanently; and
c) Minimum age of registered owner and his/her spouse must be at least 60 years or older; or
d) The registered owner of the property is declared medical unfit and receives a pension to this effect; and
e) The total income of the husband and wife may not exceed the amount determined by council during the annual budget.

4.5 **Discount to Pensioners**

	2015/16	2016/17
a) Total Income of husband and wife may not exceed R18 300 per month (R219,600 per annum) (608)	**30% discount**	**30% discount**
b) Total Income of husband and wife may not exceed R13 750 per month (R165,000 per annum) (609)	**50% discount**	**50% discount**

4.6 **Discount to State owned Schools**	**14478-881-2798**		
Annually calculated on the number of pupils			
(a) Minimum cost payable, calculated by the capital cost on depreciation adjusted as rebate		**R0.57**	**R0.60**
(b) Sewerage work costs on Depreciation		**R4.00**	**R4.25**

(All tariffs from Paragraph 4.3 are INCLUSIVE of VAT)

TARIFFS 2016/2017

		2015/16	2016/17
5	**CONTRAVENTION OF WATER & SEWERAGE BY-LAW TARIFF CHARGES**		
5.1	**Section / Cluase 92 (1) of By-law** No person may unlawfully and intentionally or negligently interfere with infrastructure through which the municipality provides municipal services	**R2 500.00**	**R2 500.00**
5.2	**Section / Cluase 88 (1) of By-law** No person shall prevent or restrict the physical access of the municipality to infrastructure through which water services are provided	**R500.00**	**R500.00**
5.3	**Section / Cluase 19 (8) of By-law** No customer shall resell water supplied to him by the municipality except with the written permission of the municipality, which may stipulate the maximum price at which the water may be resold, and may impose such other conditions as the municipality may deem fit.		
	per kilolitre multiplied by quantity of water sold in kilolitre	**R20.00**	**R20.00**
5.4	**Section / Cluase 20 (7) of By-law** No person other than the Municipality or its authorized agent shall:		
5.4.1	a) disconnect a measuring device and its associated apparatus from the pipe on which they are installed.		
5.4.1.1	In respect of a measuring device through which a single accommodation unit on a premises is supplied:	**R1 000.00**	**R1 000.00**
5.4.1.2	In respect of a measuring device through which more than one accommodation unit or any other consumer on a premise is supplied:	**R2 000.00**	**R2 000.00**
5.4.2	b) break a seal which the Municipality or its authorized agent has placed on a meter		
5.4.2.1	In respect of a meter through which a single accommodation unit on a premises is supplied:	**R1 000.00**	**R1 000.00**
5.4.2.2	In respect of a meter through which more than one accommodation unit or any other consumer on a premise is supplied:	**R2 000.00**	**R2 000.00**
5.4.3	c) in any other way interfere with a measuring device and its associated apparatus.		
5.4.3.1	In respect of a measuring device through which a single accommodation unit on a premises is supplied:	**R1 000.00**	**R1 000.00**
5.4.3.2	In respect of a measuring device through which more than one accommodation unit or any other consumer on a premise is supplied:	**R2 000.00**	**R2 000.00**
5.5	**Section / Cluase 27 of By-law** Only a plumber, a person working under the control of a plumber, or another person authorized in writing by the municipality, shall be permitted to:		
5.5.1	a) Do installation work other than the replacement or repair of an existing pipe or water fitting:	**R1 000.00**	**R1 000.00**
5.5.2	b) Replace a fixed water heater or its associated protective devices:	**R1 000.00**	**R1 000.00**
5.5.3	c) Inspect, disinfect and test a water installation, fire installation or storage tank:	**R1 000.00**	**R1 000.00**
5.5.4	d) Service, repair or replace a backflow preventer:	**R1 000.00**	**R1 000.00**
5.5.5	e) Install, maintain or replace a meter provided by an owner in a water installation :	**R1 000.00**	**R1 000.00**

(All tariffs are INCLUSIVE of VAT)

TARIFFS 2016/2017

5 CONTRAVENTION OF WATER & SEWERAGE BY-LAW TARIFF CHARGES (Continues)

		2015/16	2016/17
5.6	**Section / Cluase 80 (1) of By-law** No person shall, without the prior written authority of the Municipality or its authorized agent, install or use a pipe or water fitting in a water installation within the Municipality's area of jurisdiction unless it is included in the Schedule of Approved Pipes and Fittings compiled by the Municipality.		
5.6.1	In respect of a pipe or water fitting through which a single accommodation unit on a premises is supplied:	**R1 000.00**	**R1 000.00**
5.6.2	In respect of a pipe or water fitting through which more than one accommodation unit or any other consumer on a premise is supplied:	**R2 000.00**	**R2 000.00**
5.7	**Section / Cluase 90 (4) (d) of By-law** No person may discharge, or cause or permit the discharge of any sewage, industrial effluent or other liquid or substance which:		
5.7.1	i. In the opinion of the Municipality or its authorized agent may be offensive to or may cause a nuisance to the	**R10 000.00**	**R10 000.00**
5.7.2	ii. Is in the form of steam or vapour or has a temperature exceeding 44 (forty four) degrees Celsius at the point where it enters the sewer	**R10 000.00**	**R10 000.00**
5.7.3	iii. Has a pH value less than 6.0	**R10 000.00**	**R10 000.00**
5.7.4	iv. Contains any substance of whatsoever nature likely to produce or release explosive, flammable, poisonous or offensive gases or vapours in any sewer	**R10 000.00**	**R10 000.00**
5.7.5	v. Contains any substance having an open flashpoint of less than 93 (ninety three) degrees Celsius or which releases a poisonous vapour at a temperature below 93 (ninety three) degrees Celsius	**R10 000.00**	**R10 000.00**
5.7.6	vi. Contains any material of whatsoever nature, including oil, grease, fat or detergents capable of causing obstruction to the flow in sewers, to drains or interference with the proper operation of a sewerage treatment works	**R10 000.00**	**R10 000.00**
5.7.7	vii. Shows any visible signs of tar or associated products or distillates, bitumen or asphalt	**R10 000.00**	**R10 000.00**
5.8	**Section / Cluase 52 (6) of By-law** No rainwater or stormwater, and no effluent other than an effluent that has been approved by the municipality, may be discharged into a drainage installation	**R1 000.00**	**R1 000.00**
5.9	**Section / Cluase 73 (1) of By-law** No person shall deliver sewage by road haulage in order to discharge it into the municipality's sewage treatment plants except with the approval of the Municipality or its authorized agent and subject to any conditions, and any times, that may on reasonable grounds be imposed by him.	**R2 500.00**	**R2 500.00**

(All tariffs are INCLUSIVE of VAT)

TARIFFS 2016/2017

6 REFUSE REMOVAL CHARGES

Definition: 1 unit is defined as 1 bag which is removed once per week

			2015/16	2016/17
6.1	**Tariff per unit**	per month per unit	**R54.89 + VAT**	**R59.28 + VAT**
6.1.1	Domestic: Account calculated on a minimum of 2 units (The Health Department will deal with units applicable to any other refuse removal points)	per month	**R109.78 + VAT**	**R118.56 + VAT**
6.1.2	Accommodation establishments: Account calculated on a minimum of 2 units	per month		
6.1.3	Commercial/Industrial: Account calculated on a min. of 3 units	per month		
6.1.4	**Old Age Homes and "Aftree Oorde"** Always calculate on 1 unit per household	per month per unit	**R54.89 + VAT**	**R59.28 + VAT**
6.1.5	**Additional household units - One unit for each additional household unit**			
6.1.6	**Municipality**			
6.1.7	**Hospitals**	per month per unit	**R54.89 + VAT**	**R59.28 + VAT**
6.1.8	**Clinics**	per month per unit	**R54.89 + VAT**	**R59.28 + VAT**
6.1.9	**Cresches**	per month	**R109.78 + VAT**	**R118.56 + VAT**
6.1.10	**Schools**	per month per unit	**R54.89 + VAT**	**R59.28 + VAT**
6.1.11	**Churches**	per month	**R109.78 + VAT**	**R118.56 + VAT**
6.2	**Conditions for granting of subsidies by Council to households**		**See page 19**	**See page 19**
6.3	**Special Refuse removal arrangements**			

(One refuse removal unit is levied for every two accommodation units.)
Definition: Accommodation units includes caravan sites and chalets

A.T.K.V. (579 Caravan sites and 237 accommodation units)	per month	**R22 395.12 +VAT**	**R24 186.24 +VAT**
Caravan Parks:			
Kalahari (140 accommodation units)	per month	**R3 842.30 +VAT**	**R4 149.60 +VAT**
Santos (302 accommodation units)	per month	**R8 288.39 +VAT**	**R8 951.28 +VAT**
De Bakke Chalets (46 accommodation units)	per month	**R1 262.47 +VAT**	**R1 363.44 +VAT**
De Bakke (76 accommodation units)	per month	**R2 085.82 +VAT**	**R2 252.64 +VAT**
Point (212 accommodation units)	per month	**R5 818.34 +VAT**	**R6 283.68 +VAT**
Riverside (81 acc units (75 Caravan sites and 6 chalets))	per month	**R2 223.05 +VAT**	**R2 400.84 +VAT**
Outeniqua (60 accommodation units)	per month	**R1 646.70 +VAT**	**R1 778.40 +VAT**
Glentana (60 acc units (48 Caravan sites, 2 Chalets and 10 permanent residences))	per month	**R1 646.70 +VAT**	**R1 778.40 +VAT**
SAOU (54 acc units (11 houses, 9 flats and 34 stands)	per month	**R1 482.03 +VAT**	**R1 600.56 +VAT**
Pine Creek (117 acc units (115 stands and 2 chalets)	per month	**R3 211.07 +VAT**	**R3 467.88 +VAT**
Dibiki (37 accommodation units (32 stands, 5 houses))	per month	**R1 015.47 +VAT**	**R1 096.68 +VAT**
Bnei Akiva (112 accommodation units)	per month	**R3 073.84 +VAT**	**R3 319.68 +VAT**
Seventh Day Adventist (127 acc units (88 stands, 6 chalets and 33 rooms))	per month	**R3 485.52 +VAT**	**R3 764.28 +VAT**

6.4	**Removal of perishable foods on request**	per load to Petro SA landfill site	**R657.75 +VAT**	**R710.37 +VAT**
6.5	**Sale of Refuse Containers (Per drum)**	15552-621-2235	**R357.30 +VAT**	**R385.88 +VAT**
6.6	**House Shops on residential plots**	3 units per month		
6.7	**Additional Removals - Transfer Station**	8 units / Container		

TARIFFS 2016/2017

7 SUBSIDIES TO INDIGENT AND POOR HOUSEHOLDS

7.1 **(A) SUBSIDIES TO INDIGENT HOUSEHOLDS:**

Definition: A household qualify as indigent on the following conditions:

(i) The household residing on a premises of 'n permanently occupied residential property with a total municipal valuation which does not exceed R 65 000, will automatically qualify as an indigent household; or

(ii) The total monthly household income must not be more than twice (2X) the monthly State old age pension.

SUBSIDIES:

		2015/16	2016/17
- Electricity: Total free units		50 kwh	50 kwh
- Water : per month (A. 901)		R135.44 + VAT	R146.27 + VAT
- Sewerage : per month (A. 904)		R183.84 + VAT	R198.54 + VAT
- Refuse : per month (A. 903)		R109.78 + VAT	R118.56 + VAT
	TOTAL INDIGENT SUBS.	R429.06 +VAT	R463.37 + VAT
- Refuse add HH : per month (A. 902)		R54.89 + VAT	R59.28 + VAT

7.2 **(B) SUBSIDIES TO POOR HOUSEHOLDS:**

Definition: A household qualify as a poor household on the following condition:

(i) The total monthly household income must be more than the income mentioned in (A)(ii) above but less than 4 times the monthly State Old age pension.

SUBSIDIES:

		2015/16	2016/17
- Electricity: Total free units		50 kwh	50 kwh
- Water per month: (S. 911)		R135.44 + VAT	R146.27 + VAT
- Sewerage per month: (S. 914)		R183.84 + VAT	R198.54 + VAT
- Refuse per month: (S. 913)		R109.78 + VAT	R118.56 + VAT
	TOTAL POOR SUBS.	R429.06 +VAT	R463.37 + VAT
- Refuse add HH : per month (A. 902)		R54.89 + VAT	R59.28 + VAT

7.3 **OTHER SUBSIDIES**

Buysplaas

- water per month (indigent household) (A. 915)	R36.97 + VAT	R39.92 + VAT
- water per month (Poor household) (A. 925)	R36.97 + VAT	R39.92 + VAT

TARIFFS 2016/2017

8 PROPERTY RATES

		2015/16	2016/17
8.1.1	**All Areas**		
8.1.1.1	Industrial	**R 0.005721 + VAT**	**R 0.006178**
8.1.1.2	Business & Commercial (Including accommodation establishments and farm business)	**R 0.005721 + VAT**	**R 0.006178**
	- Accommodation Establishments		**30% discount**
	- Farm Business		**30% discount**
8.1.1.3	Public Service Infrastructure property	**R 0.000715 + VAT**	**R 0.000772**
8.1.1.4	Residential (Including Flats and Group Housing but excluding accommodation establishments)	**R 0.002860 + VAT**	**R 0.003088**
	- Vleesbaai		**85% discount**
8.1.1.5	Agricultural (Excluding land used for business or accommodation purposes)	**R 0.000715 + VAT**	**R 0.000772**
8.1.1.6	Public Benefit Organisations	**R 0.000715 + VAT**	**R 0.000772**
8.1.1.7	Vacant Land:		
8.1.1.7.1	Business	**R 0.005721 + VAT**	**R 0.006178**
8.1.1.7.2	Residential	**R 0.002860 + VAT**	**R 0.003088**
8.1.1.8	Public Service Properties (State owned properties)	**R 0.000715 + VAT**	**R 0.000772**

Municipal Properties	**100% Rebate**	**100% Rebate**
Churches	**100% Exempted**	**100% Exempted**
Parsonages	**100% Exempted**	**100% Exempted**
Protected areas	**100% Exempted**	**100% Exempted**

8.1.2 **Special Rating Areas**

Commercial Property	62984-841-0300	**R 0.001106**	**R 0.001194**
Residential Property	62984-841-0300	**R 0.000273**	**R 0.000295**

That the implementation plan and additional rate only be implemented and imposed after a Management Body (Section 21 Company) has been established in terms of the Special Rating Area By-law

Please note that special rating areas rates are inclusive of VAT

The first R50 000 of the valuation of Residential properties is exempted from the levying of rates.

8.2 **Discount to Pensioners w.r.t. single residential properties**

Pensioners qualify for the under mentioned discounts of property rates if they comply with the following conditions:

a) Occupy the property as his/her Primary Residence, and
b) be at least 60 years of age, or
c) has been declared medical unfit even if not yet 60 years of age, and
d) be in receipt of a gross monthly household income not exceeding the amount determined by Council during the Municipality's budget process

8.3 **Discount to Pensioners**

a) Total Gross Income of husband and wife may not exceed R 18 300 per month (R 219 600 per annum)	**30% discount**	**30% discount**
b) Total Gross Income of husband and wife may not exceed R 13 750 per month (R 165 000 per annum)	**50% discount**	**50% discount**

(All tariffs are ZERO RATED for VAT purposes, except the rate on special rating areas)

TARIFFS 2016/2017

9 FIRE BRIGADE FEES

			2015/16	2016/17
9.1	**Call Out charges per hour or part thereof for Fire and Rescue Services: Appliances**			
	(a) Fire engine	per hour	**R813.00**	**R864.00**
	(b) Standby per fire engine	per hour	**R435.00**	**R462.00**
	(c) Portable pumps	per hour	**R650.00**	**R690.00**
	(d) Extrication and or the use of specialized rescue equipment and Rescue vehicle.	per hour	**R708.00**	**R752.00**
9.2	**Call Out of Fire and Rescue Services outside Municipal Area**			
	(a) First hour per engine	per hour	**R1 655.00**	**R1 757.00**
	(b) Per hour or part thereof, thereafter per engine	per hour	**R590.00**	**R627.00**
	(c) Stand by per hour of part thereof, per engine	per hour	**R446.00**	**R474.00**
	(d) Travel Fee	per km	**R60.00**	**R64.00**
9.3	**Call Out charges per hour or part thereof for Fire & Rescue Services: Personnel**			
	Fire fighter	per hour	**R257.00**	**R273.00**
	Officer	per hour	**R357.00**	**R380.00**
	Standby	per hour	**R367.00**	**R390.00**
9.4	**Clearing of vacant erven**		**Cost + 15%**	**The cost that the Contractor charge to clean the erf plus the 15%**
9.5	**By-Law on Flammable Material**			
	Section 9(2)(a)(i) Inspection Fee	15560-621-2145	**R315.00**	**R335.00**
9.6	**Inspection Fee - Cleaning of Erven**	15560-621-2145	**R241.00**	**R256.00**
9.7	**Industrial Training**	per person per day	**R331.00**	**R351.00**
	Fire Brigade Fees	15560-621-2130	**R350.00**	**R371.00**
	Inspection Fees	15560-621-2145	**R241.00**	**R255.00**

(All tariffs are INCLUSIVE of VAT)

TARIFFS 2016/2017

10 LIBRARY & HALL FEES , TOWN HALL AND OTHER COMMUNITY HALLS

		2015/16	2016/17
10.1 LIBRARY HALLS			
a) Political meetings	per occasion	**R550.00**	**R584.10**
b) Welfare-, Religious and Educational Organisations:			
Non fund raising occasions	per occasion	**R50.00**	**R53.10**
c) Bona-fide Sport & Recreational occasions	per occasion	**R68.00**	**R72.20**
d) All other persons, organisations and institutions	per occasion	**R180.00**	**R191.00**
f) Rehearsals	per occasion	**R32.00**	**R34.00**
g) Breakages deposits:	per occasion		
- Kitchenware		**R110.00**	**R116.80**
- Furniture and Equipment		**R430.00**	**R457.00**
10.2 LIBRARY FEES			
FINES:			
Books overdue (max. R20,00 per item)	per week of part thereof	**R3.00**	**R3.00**
Video's	per day	**R5.00**	**R5.00**
Video's not played back	per video	**R5.00**	**R5.00**
Video's lost or damaged	per video	**COST ONLY**	**COST ONLY**
Lost Membership Cards	each	**R18.00**	**R18.00**
Reservation of Books	per book	**R5.00**	**R5.00**
Deposit Visitors	per book	**R155.00**	**R155.00**
Photostat copies (A4)	per copy	**R1.00**	**R1.00**
		R2.00	**R2.00**
		R5.00	**R5.00**
		R10.00	**R10.00**
10.3 COUNCIL CHAMBERS & LECTURE ROOMS			
Hartenbos Council Chamber	per occasion	**R180.00**	**R200.00**
Great Brak River Council Chamber	per occasion	**R180.00**	**R200.00**
Purification Works Lecture Room	per occasion	**R150.00**	**R160.00**

(All tariffs are INCLUSIVE of VAT)

TOWN HALL AND COMMUNITY HALLS :2016/2017

	TOWN HALL	D'ALMEIDA HALL	KWANONQABA HALL	JOE SLOVO HALL	FRIEMERSHEIM BRANDWAG SONSKYNVALLEI ASLA HALL GREAT BRAK HALL	LITTLE BRAK RIVER , REEBOK DANA BAY , BOGGOMS BAY & VOORTREKKER HALL	SIDE HALL TOWNHALL	HERBERTS-DALE HALL
WEEK DAYS, EXCLUDING FRIDAY EVENINGS								
Day:	R 750.00	R 420.00	R 310.00	R 250.00	R 260.00	R 320.00	R 220.00	R 150.00
Evening:	R 850.00	R 460.00	R 360.00	R 270.00	R 280.00	R 340.00	R 270.00	R 200.00
FRIDAY EVENINGS, SATURDAYS, SUNDAYS AND PUBLIC HOLIDAYS								
Day:	R 1 060.00	R 600.00	R 580.00	R 380.00	R 470.00	R 550.00	R 320.00	R 230.00
Evening:	R 1 550.00	R 700.00	R 630.00	R 470.00	R 570.00	R 750.00	R 530.00	R 260.00
ADDITIONAL TARIFFS PER OCCASION								
Kitchen	R 700.00	R 400.00	R 300.00	R 180.00	R 200.00	R 320.00	R 700.00	
(Without crockery)								
CROCKERY A PER ITEM	R 7.50	R 7.50					R 7.50	
CROCKERY B PER ITEM	R 20.00	R 20.00					R 20.00	
CROCKERY C PER ITEM	R 50.00	R 50.00					R 50.00	
CROCKERY D PER DOZEN	R 7.50	R 7.50					R 7.50	
(Definition of crockery categories below)								
Bar facilities (without glassware)	R 400.00	R 200.00					R 400.00	
Piano	R 650.00	R 400.00						
Surcharge for use after 24H00	R 1 000.00	R 350.00	R 300.00	R 200.00	R 200.00	R 250.00	R 265.00	R 130.00
Breakages deposit refundable	R 900.00	R 800.00	R 700.00	R 700.00	R 700.00	R 700.00	R 900.00	R 400.00

CROCKERY A REFERS TO THE FOLLOWING ITEMS:

Milk jugs, sugar bowls, water jugs

CROCKERY B REFERS TO THE FOLLOWING ITEMS:

Tea pots

CROCKERY C REFERS TO THE FOLLOWING ITEMS:

Cooking Pots, urn

CROCKERY D REFERS TO THE FOLLOWING ITEMS:

Soup plates, large plates, dessert plates, side plates, soup spoons, large spoons, dessert spoons, tea spoons, cake forks, large forks, dessert forks, fish forks, large knives, dessert knives, fish knives, cups, saucers, dessert bowls, BALL glasses

LEASING PERIODS:

With reference to abovementioned tariffs means:
Day: the period from 09h00 to 17h00
Evening: the period from 17h00 to 24h00

DISCOUNTED TARIFFS

Refer to Halls Policy for special tariffs and discount tariffs.
A decreased tariff of 10% of the normal tariff will be applicable to organisations or institutions listed in the Halls Policy.

The discounted tariffs are not applicable on Fridays, Saturdays, Sundays or Public Holidays.

REHEARSAL, EXERCISE AND PREPARING FOR A FUNCTION

In cases where a hall is leased during normal office hours for rehearsal or exercises and the lessee does not require any preparations or cleaning services or where no overtime tariff is payable to Personnel, a decreased tariff of 25% of the normal day tariff will be applicable.
In cases where a hall is leased after office hours for rehearsal, exercises or preparing for a function a decreased tariff of 25% of the normal evening tariff will be applicable. For the purposes of this paragraph "rehearsal or exercise" means:-

To exercise or prepare for a function which will occur at a later date in the particular hall.

OFFICIAL USE

Refer to Halls Policy .

PAYMENT OF RENTAL (EXCLUDING ADDITIONAL TARIFFS) AND CANCELLATIONS:

Refer to Halls Policy.

(All tariffs are V.A.T. INCLUDED)

TARIFFS 2016/2017

11 SPORT FACILITIES

11.1 SPORT FACILITIES - VAN RIEBEECK SPORT STADIUM

		2015/16	2016/17
Hall:			
Practicing of bona fide sport	per month	**R136.00**	**R144.50**
All other occasions	per occasion	**R584.00**	**R1 550.00**
Breakage Deposit		**R550.00**	**R900.00**
Club House:			
All Occasions	per occasion	**R796.00**	**R845.00**
Breakage Deposit		**R550.00**	**R584.00**
Sport Grounds:			
Athletics	per occasion/per field	**R111.00**	**R118.00**
	per club per season	**R2 030.00**	**R2 156.00**
Rugby	per occasion/per field	**R118.00**	**R124.00**
	per club per season	**R2 030.00**	**R2 156.00**
Cricket	per occasion/per field	**R111.00**	**R118.00**
	per club per season	**R2 030.00**	**R2 156.00**
Cricket night league	per occasion/per field	**R111.00**	**R118.00**
	per club per season	**R2 030.00**	**R2 156.00**
Hockey	per occasion/per field	**R111.00**	**R118.00**
	per club per season	**R2 030.00**	**R2 156.00**
Netball & Basket Ball	per occasion/per field	**R89.00**	**R94.50**
	per club per season	**R1 533.00**	**R1 628.00**
School Sports	per field per sport	**R59.00**	**R63.00**
	per sport per year	**R666.00**	**R707.00**
Point High School:	As per contract.		
Stadium:			
Per Sport occasion (including the use of sport grounds)	per day	**R1 050.00**	**R1 115.00**
	deposit	**R1 875.00**	**R1 991.00**
Per Social occasion (including use of sport grounds)	per day	**R2 920.00**	**R3 101.00**
	deposit	**R3 834.00**	**R4 071.00**
Van Riebeeck Sport grounds:	15592-661-2405		

11.2 SPORT FACILITIES - D'ALMEIDA

Hall:			
Practicing of bona fide sport	per month	**R82.00**	**R87.00**
All other occasions	per occasion	**R324.00**	**R700.00**
Breakage Deposit		**R550.00**	**R584.00**
Club House:			
All Occasions	per occasion	**R724.00**	**R769.00**
Breakage Deposit		**R550.00**	**R584.00**
Sport Grounds:	15592-661-2395		
Athletics	per occasion/per field	**R82.00**	**R87.00**
	per club per season	**R1 533.00**	**R1 628.00**

(All tariffs are INCLUSIVE of VAT)

TARIFFS 2016/2017

11 SPORT FACILITIES (continues)

11.2 SPORT FACILITIES - D'ALMEIDA (continues)

		2015/16	2016/17
Rugby	per occasion/per field	**R82.00**	**R87.00**
	per club per season	**R1 533.00**	**R1 628.00**
Cricket	per occasion/per field	**R82.00**	**R87.00**
	per club per season	**R1 533.00**	**R1 628.00**
Soccer	per occasion/per field	**R64.00**	**R68.00**
	per club per season	**R542.00**	**R575.00**
Netball & Basket Ball	per occasion/per field	**R82.00**	**R87.00**
	per club per season	**R1 003.00**	**R1 065.00**
School Sports	per field per sport	**R41.00**	**R43.50**
	per sport per year	**R441.00**	**R468.00**
Stadium:			
Per Sport occasion (including the use of sport grounds)	per day	**R536.00**	**R569.00**
	deposit	**R1 533.00**	**R1 628.00**
Per Social occasion (including use of sport grounds)	per day	**R2 160.00**	**R2 294.00**
	deposit	**R3 068.00**	**R3 258.00**

11.3 SPORT FACILITIES - EXTENSION 23

Sport Grounds:	15592-661-2395		
Soccer	per occasion/per field	**R64.00**	**R68.00**
	per club per season	**R1 156.00**	**R1 228.00**
School Sports - All Sports	per field per sport	**R64.00**	**R68.00**
	per sport per year	**R313.00**	**R332.00**
Stadium:			
Per Sport occasion (including the use of sport grounds)	per day	**R366.00**	**R388.50**
	deposit	**R826.00**	**R877.00**
Per Social occasion (including use of sport grounds)	per day	**R1 074.00**	**R1 140.50**
	deposit	**R1 533.00**	**R1 628.00**

(All tariffs are INCLUSIVE of VAT)

TARIFFS 2016/2017

11 SPORT FACILITIES (continues)

			2015/16	2016/17
11.4	**SPORT FACILITIES - HARTENBOS**			
	Sport Grounds:	15592-661-2395		
	Jukskei	per occasion/per field	**R82.00**	**R87.00**
		per club per season	**R543.00**	**R576.50**
	Netball/Basket Ball/Korfbal	per occasion/per field	**R77.00**	**R82.00**
		per club per season	**R501.00**	**R532.00**
	Toutrek	per occasion/per field	**R77.00**	**R82.00**
		per club per season	**R508.00**	**R539.00**
	Per Social occasion	per day	**R295.00**	**R313.00**
		deposit	**R1 180.00**	**R1 253.00**
11.5	**SPORT FACILITIES - FRIEMERSHEIM**			
	Sport Grounds:	15592-661-2395		
	Rugby	per occasion/per field	**R77.00**	**R82.00**
		per club per season	**R648.00**	**R688.00**
	Soccer	per occasion/per field	**R77.00**	**R82.00**
		per club per season	**R648.00**	**R688.00**
	School Sports	per occasion	**R48.00**	**R51.00**
		per sport per year	**R436.00**	**R463.00**
	Per sport occasion	per day	**R277.00**	**R294.00**
		deposit	**R767.00**	**R814.50**
	Per Social occasion	per day	**R1 074.00**	**R1 140.00**
		deposit	**R1 533.00**	**R1 628.00**
11.6	**SPORT FACILITIES - GREAT BRAK RIVER (GREENHAVEN AND LANG STREET)**			
	Sport Grounds:	15592-661-2395		
	Rugby	per occasion/per field	**R77.00**	**R82.00**
		per club per season	**R690.00**	**R732.50**
	Cricket	per occasion/per field	**R77.00**	**R82.00**
		per club per season	**R690.00**	**R732.50**
	Soccer	per occasion/per field	**R77.00**	**R82.00**
		per club per season	**R690.00**	**R732.50**
	Netball/Basket Ball	per occasion/per field	**R77.00**	**R82.00**
		per club per season	**R470.00**	**R499.00**
	School Sports	per occasion	**R48.00**	**R51.00**
		per sport per year	**R436.00**	**R463.00**
	Per sport occasion	per day	**R366.00**	**R388.50**
		deposit	**R767.00**	**R814.50**
	Per Social occasion	per day	**R921.00**	**R978.00**
		deposit	**R1 533.00**	**R1 628.00**
	Club House:			
	Per Sport occasion (including the use of sport grounds)	per occasion	**R167.00**	**R177.00**
	Per Social occasion (including use of sport grounds)	per occasion		**R540.00**
		deposit		**R550.00**

(All tariffs are INCLUSIVE of VAT)

TARIFFS 2016/2017

11 SPORT FACILITIES (continues)

			2015/16	2016/17
11.7	**SPORT FACILITIES - BRANDWAG AND SONSKYNVALLEI**			
	Sport Grounds:	15592-661-2395		
	Rugby	per occasion/per field	**R77.00**	**R82.00**
		per club per season	**R661.00**	**R702.00**
	School Sports	per occasion	**R48.00**	**R51.00**
		per sport per year	**R436.00**	**R463.00**
	Per sport occasion	per day	**R271.00**	**R288.00**
		deposit	**R767.00**	**R814.50**
	Per Social occasion	per day	**R1 074.00**	**R1 140.00**
		deposit	**R1 533.00**	**R1 628.00**
	Club House:			
	Per Sport occasion (including the use of sport grounds)	per occasion		**R167.00**
	Per Social occasion (including use of sport grounds)	per occasion		**R540.00**
		deposit		**R550.00**
11.8	**SPORT FACILITIES - BOGGOMS BAY**			
	Sport Grounds:	15592-661-2395		
	Jukskei Pitches	per annum	**R150.00**	**R159.50**
11.9	**INDOOR SPORTS CENTRE EXTENSION 23**	15592-661-2387		
	Use of indoor sports centre:			
	- Monday to Thursday	per hour per hall	**R22.00**	**R25.00**
	- Friday evening to Sunday evening	per hour per hall	**R50.00**	**R56.00**
	Per Sport Code	per annum	**R750.00**	**R800.00**
	Use of centre for social occasions:			
	Per occasion:			
	Hall		**R715.00**	**R786.50**
	Kitchen		**R220.00**	**R242.00**
	Boardroom		**R125.00**	**Not in use**
	Breakages refundable deposit		**R650.00**	**R715.00**
	Use of centre for funerals:			
	Per occasion:			
	Hall		**R360.00**	**R390.00**
	Kitchen		**R220.00**	**R242.00**
	Breakages refundable deposit	62938-324-7003	**R645.00**	**R715.00**

(All tariffs are INCLUSIVE of VAT)

TARIFFS 2016/2017

11 SPORT FACILITIES (continues)

		2015/16	2016/17
11.10 **INDOOR SPORTS CENTRE KWANONQABA (BARCELONA)**	15592-661-2388		
Use of indoor sports centre:			
- Monday to Thursday	per hour per hall	**R22.00**	**R23.50**
- Friday evening to Sunday evening	per hour per hall	**R47.00**	**R50.00**
Per sport code	per annum	**R735.00**	**R780.00**
Use of centre for social occasions:			
Per occasion:			
Hall		**R680.00**	**R722.00**
Kitchen		**R210.00**	**R223.00**
Breakages refundable deposit		**R620.00**	**R658.00**
Use of centre for funerals:			
Per occasion:			
Hall		**R350.00**	**R371.50**
Kitchen		**R210.00**	**R223.00**
Breakages refundable deposit	62938-324-7003	**R620.00**	**R658.00**
11.11 **SPORT FACILITIES - HERBERTSDALE**			
Sport Grounds:	15592-661-2395		
Netball & Basket Ball	per occasion/per field		**R82.00**
	per club per season		**R499.00**
Club House:			
Per Sport occasion (including the use of sport grounds)	per occasion		**R167.00**
Per Social occasion (including use of sport grounds)	per occasion		**R540.00**
	deposit		**R550.00**

11.12 **DECREASED SPORTS TARIFFS**

The municipal manager has the authority to approve a tariff of 0% to 50% of approved sport facilities tariffs.

(All tariffs are INCLUSIVE of VAT)

TARIFFS 2016/2017

12 CARAVAN PARKS

IMPLEMENTATION 17ST JANUARY 2017

12.1 CARAVAN PARK POINT

SEASONS:

High Season: 1st Dec - 16th Jan
Mid Season: 17th Jan - 1st May + 1st Sept - 30th Nov
Low Season: 2nd May - 31 August

		Low	Mid	High
Seafront	2014/2015	R160	R210	R550
	2015/2016	R170	R230	R580
	2016/2017	**R180**	**R245**	**R610**
Back Row	2014/2015	R130	R160	R440
	2015/2016	R150	R170	R450
	2016/2017	**R160**	**R180**	**R480**

		2015/16	2016/17
Pensioners discount (+60 years);	**Low & Mid Season**	**25%**	**25%**
Applies when the occupants are over 60 years or has been declared medical unfit even if not yet 60 years of age			
A stay of 10 days and longer (single booking) Mid Season	Discount of	**25%**	**25%**
Block booking 11 caravan sites and more,(Mid season only)	Discount of	**25%**	**25%**
Pensioners special (to comply with conditions)	**per month**	**R1 900.00**	**R1 950.00**
Pensioners special (to comply with conditions)	**per week**	**R500.00**	**R550.00**
Caravan Park : Point	15523-621-2075		

12.2 ADDITIONAL CHARGES

12.2.1 **Additional Persons occupying Chalets or Caravan Sites:**

Caravan sites	Per Person exceeding 6	per day with max of 8 persons per site	**R110.00**	**R120.00**

Children under the age of 2 years stay for free.
Children between 3 and 10 years pay 50% of the rate.
Children above 10 years pay full rate.
Note: Children only pay when there are more then 6 persons staying
Note: Only a maximum of 8 persons is allowed per site children included

12.2.2 **Entrance fees per Vehicle:**

Caravan Sites - per vehicle exceeding 1:	per day	**R40.00**	**R50.00**
Non Resident Guest's Visitors - per vehicle		**R40.00**	**R50.00**
Trailers,(Boat, Jetski, Bike), excludes folding caravans / tents / small luggage trailers		**R50.00**	**R100.00**

12.2.3 **General Tariffs:**

Shower/Bath	per person	**R60.00**	**R70.00**
Damage to infrastructure/installations:	Repair cost	**Cost + 15%**	**Cost + 15%**

12.2.4 **Booking System:**

Confirmation of Booking Deposit required, Low and Mid Season within 24 hours of making a booking.

(All tariffs are INCLUSIVE of VAT)

TARIFFS 2016/2017

12 CARAVAN PARKS & CHALETS (continues)

		2015/16	2016/17
12.2.5	**Deposits Required:**		
a	**LOW OR MID SEASON**		
	Caravan Park (One Nights Tariff) per site	**R500.00**	**One night Tariff**
b	**DECEMBER HIGH SEASON DEPOSITS REQUIRED**		
	Booking Application Fee per Application.	**R100.00**	**R200.00**
	Rebooking Deposit		**R600.00**
	Application fee will be credited as part payment if the application is Successful, but is forfeited if unsuccessful.		
	Deposits Payable before 31st March		
	Caravan Sites	**R2 500.00**	**R2 500.00**

12.2.6 **Pensioners special monthly rate applies under the following conditions only:**

1. That only two persons occupy the site for the duration of the stay.
2. That one of the persons occupying the site is over the age of 60 years
4. That the occupation of the site is for a minimum of 1 week, but not exceeding 3 months.
5. That should the stay be for a period longer than 3 months a break of 1 month should be taken after the third month.
6. That this special tariff only applies to the Point Caravan Park.
7. That this special tariff does not apply to "seafront" stands.
8. That this special offer only applies to the Mid and Low season.
9. That no permanent resident status is implied or allowed.
10. That all the other rules and conditions of the resort be complied with.

12.2.7 **OUTSTANDING BALANCES PAYABLE:**

December High Season	Payable before 31 August
Easter WC Holidays	Payable before 31 January
Long weekends	Payable WITHIN 48 HOURS OF MAKING RESERVATION
Weekends	Payable WITHIN 48 HOURS OF MAKING A RESERVATION
GROUP Reservations; Timeframe negotiated with Management	

12.2.8 **CANCELLATION FEES:**

High Season:

Cancellation before 31st August for December or 31 January for Easter:	
Booking Application Fee	0% refund
Booking Deposit	0% refund
Balance of Payment Made	90% refund
Cancellation between 31st August to 1 December (Dec) or during February (Easter):	
Booking Application Fee + Booking Deposit..	0% refund
Balance of Payment: 50% of funds for Period site or chalet re-booked	
No Showing...No refund, subject to cancellation fees and reasons for non-occupation.	

Low and Mid Season:

Confirmation of Booking Deposit.....	0% refund

Balance of Payment made:

When the booking is cancelled:

Less than 48 hours to occupation	0% refund
One month to 48 hours to occupation	50% refund
Three Months to one month to occupation	75% refund
Three months plus to occupation	100% refund

(All tariffs are INCLUSIVE of VAT)

TARIFFS 2016/2017

		2015/16	2016/17

12 CARAVAN PARKS & CHALETS (continues)

12.2.9 **Alteration Fees**

Per alteration	**R50.00**	**R50.00**

12.2.10 **Refund on Early Departure/Shortening of Stay (subject to minimum booking periods):**

A fee of 10% of the booking fee or R100,00 (which ever is greater) will be retained as an administration fee
Full refunds on early vacation of sites / chalets only in cases of Death or Serious injury/illness
and supported by Death Certificate or Medial Certificate (subject to minimum charges.)

In all other cases only 50% of the unused accommodation costs will be refunded should the resort concerned be successful in re-letting the accommodation. Sites/Chalets vacated after 10h00 on the day of departure do not qualify for a refund on that particular day.

Where Deposits or outstanding balances are not paid, or notification of payment are not received by the Resort concerned, by the due date, bookings will be cancelled without further correspondence.

Where bookings are not taken up by 12h00 on the morning following the date of arrival, and no further arrangements are made with the resort concerned, these will be treated as "No Show's" and cancelled without further correspondence.

All cancellation fees are subject to minimum booking periods and in cases where the shortening of stay clashes with the minimum booking period policy no refunds or credits will be given.

12.2.11 **Minimum Booking Periods: Caravan Parks**

Mid and Low Season

Long weekends, 5 day long weekends	4 days
4 day long weekends	3 days
Ordinary weekends	2 days
School Holidays	7 days

Caravan Parks:
December High Season

Seafront	25 days
Back row	21 days
WC Easter Holidays	7 days

Note that special conditions exist for persons rebooking the December High Season Sites for the following year. Refer to December application forms.

12.2.12 **Decreased Tariffs:**
The municipal manager has the authority to approve a tariff of 0% to 100% of approved fees.

(All tariffs are INCLUSIVE of VAT)

TARIFFS 2016/2017

13 TRAFFIC DEPARTMENT

			2015/16	2016/17
13.1	**Storage of removed vehicle**	per day or part thereof (per vehicle)	**R90.00**	**R96.00**
13.2	**Removing of Vehicle**		**Cost +20%**	**Cost +20%**
13.3	**Removal of objects for impoundment**			
13.3.1	Removed by municipal official			
	- per official per hour or part thereof, plus	15585-621-2195	**R210.00**	**R224.00**
	- per kilometer travelled		**R21.00**	**R22.50**
13.3.2	Removed by contractor	15585-621-2195	**Cost +20%**	**Cost +20%**
13.4	**Escorting for Funerals**	Free of charge	**R0.00**	**R0.00**
13.5	**All other escorting or gatherings:**			
	- per application per occ.	15585-621-2275	**R220.00**	**R234.00**
	- per Traffic Officer per hour or part thereof, plus		**R200.00**	**R213.00**
	- per kilometer travelled		**R5.00**	**R5.50**
13.6	**Escorting of School Actions for Fund Raising**	15585-621-2275	**R200.00**	**R213.00**
13.7	**Admin Fee on repayment of fees**		**20% of amount**	**20% of amount**
13.8	**Containers stored on public road / open space (per month)**		**R1 300.00**	**R1 385.00**
13.9	**Vehicles/Boats stored on public road / open space (per month)**		**R1 300.00**	**R1 385.00**
13.10	**Removal of vessel from beach**		**Cost +20%**	**Cost+20%**
13.11	**Removal of illegal advertisement**	Per object removed	**R530.00**	**R565.00**
13.12	**Application for disabled parking (only payable on first application)**		**R35.00**	**R35.00**

(All tariffs are INCLUSIVE of VAT)

TARIFFS 2016/2017

14 DEVELOPMENT & PLANNING

		2015/16	2016/17
14.1 **Town Planning**			
Rezoning (Sec 15 2(a), bylaw on Municipal Planning)	17742-621-2160	**R1 750.00**	**R1 855.00**
A permanent departure from the development parameters of the zoning scheme; (sec 15 2(b), bylaw on Municipal Planning)	17742-621-2160	**R1 270.00**	**R1 345.00**
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; (sec 15 2(c), bylaw on Municipal Planning)	17742-621-2160	**R1 000.00**	**R1 000.00**
Sua subdivision of land that is not exempted in terms of section 24, including the registration of a servitude or lease agreement; (sec 15 2(d), bylaw on Municipal Planning) (Tariff for 10 erven)	17742-621-2165	**R1 270.00**	**R1 345.00**
(Plus R60 per erf above 10 erven)		**R60.00**	**R60.00**
A consolidation of land that is not exempted in terms of section 24; (sec 15 2(e), bylaw on Municipal Planning)			**R1 350.00**
A removal, suspension or amendment of restrictive conditions inrespect of a land unit; (sec 15 2(f), bylaw on Municipal Planning	17742-621-2155	**R1 750.00**	**R1 855.00**
A permission required in terms of the zoning scheme; (sec 15 2(g), bylaw on Municipal Planning)			**R640.00**
An amendment, deletion or imposition of conditions in respect of an existing approval; (sec 15 2(h), bylaw on Municipal Planning)			**R1 860.00**
An extension of the validity period of an approval; (sec 15 2(i), bylaw on Municipal Planning)			**R930.00**
An approval of an overlay zone as contemplated in the zoning scheme; (sec 15 2(j), bylaw on Municipal Planning)			**R0.00**
An amendment or cancellation of an approved subdivision plan or part thereof, including a general plan or diagram; (sec 15 2(k), bylaw on Municipal Planning)			**R1 350.00**
A permission required in terms of a condition of approval; (sec 15 2(l), bylaw on Municipal Planning			**R640.00**
A determination of a zoning; (sec 15 2(m), bylaw on Municipal Planning)			**R1 060.00**
A closure of a public place or part thereof; (sec 15 2(n), bylaw on Municipal Planning)			**R1 060.00**
A consent use contemplated in the zoning scheme; (sec 15 2(o), bylaw on Municipal Planning)			**R1 060.00**
An occasional use of land; (sec 15 2(p), bylaw on Municipal Planning)			**R530.00**
To disestablish a home owner's association; (sec 15 2(q), bylaw on Municipal Planning)			**R530.00**
To rectify a failure by a home owner's association to meet its obligations in respect of the control over or maintenance of services; (sec 15 2(r), bylaw on Municipal Planning			**R1 060.00**
A permission required for the reconstruction of an existing building that constitutes a non-conforming use that is destroyed or damaged to the extent that it is necessary to demolish a substantial part of the building. (sec 15 2(s), bylaw on Municipal Planning			**R530.00**
Exemptions (Section 24 By-law on Municipal planning)			**R500.00**
Contravention Levy	17742-621-2160		**R0.00**
Zoning Certificates	17742-621-2170	**R143.00**	**R151.00**
CD ROR and Scheme Regulations	17742-621-2160	**R206.00**	**R218.00**
Amendment Urban Edge (SDF)	17742-621-2160	**R2 630.00**	**R2 790.00**
Section 4(5) Sectional Title application	17742-621-2160	**R640.00**	**R679.00**
Relaxation of building line	17742-621-2160	**R640.00**	**R679.00**
Relaxation of building line - indigent/poor households	17742-621-2160	**R60.00**	**R63.00**
Relaxation of building line - properties with valuations less than R50 000	17742-621-2160	**R60.00**	**R63.00**
Site Development Plan	17742-621-2160	**R1 325.00**	**R1 405.00**
Application for approval of container	17742-621-2160	**R800.00**	**R847.00**

(All tariffs are INCLUSIVE of VAT)

TARIFFS 2016/2017

14 DEVELOPMENT & PLANNING (continues)

			2015/16	2016/17
14.2	**Plans, enquiries and information**			
14.2.1	SG & site information - per property or stand (including copy)		**R27.00**	**R30.00**
14.2.2	Plan Copies AO	17742-621-2225	**R87.00**	**R95.00**
	A1	17742-621-2225	**R73.00**	**R80.00**
	A2	17742-621-2225	**R58.00**	**R65.00**
14.2.3	Photostat copies A3	17742-621-2225	**R3.50**	**R4.00**
	A4	17742-621-2225	**R2.20**	**R3.00**
14.2.4	Colour copies per sheet :			
	A4	17742-621-2225	**R13.00**	**R14.00**
	A3	17742-621-2225	**R22.00**	**R25.00**
	A2	17742-621-2225	**R85.00**	**R95.00**
	A1	17742-621-2225	**R127.00**	**R135.00**
	A0	17742-621-2225	**R159.00**	**R170.00**

14.3 **Development contributions**

The by-law on Municipal Land Use Planning and relevant Council Policies, directives and legislation are to be used as guidelines when cost for development contributions are determined.

14.3.1 Unit costs used to determine development charges:

Service	Units	Mossel Bay Municipality
Water	R/kl/day	20,548
Sanitation	R/kl/day	28,099
Roads	R/VKT	0.67
Stormwater	R/c.HA	75,446
Solid Waste	R/kg/day	393
Electricity	R/kVA	6,167

14.3.2	**Alienation and leasing of Municipal land**			
	Application to purchase or lease Municipal land (not refundable)	17742-841-2704	**R1 786.00**	**R1 895.00**
	Application to lease Municipal land for gardening purposes (not refundable)	17742-841-2704	**R380.00**	**R400.00**
	Application to lease Municipal land for outdoor dining and trading (not refundable)		**R380.00**	**R400.00**
	Lease tariff for Municipal land for outdoor dining and trading (market related value)	per m² per month	**R10.00**	**R10.00**

(All tariffs are INCLUSIVE of VAT)

TARIFFS 2016/2017

14 DEVELOPMENT & PLANNING (continues)

			2015/16	2016/17
14.4	**Building Plan Fees (Act 103 of 1977)**			
	New structures, additions & alterations per m² - residential	17742-621-2065	**R31.00**	**R33.00**
	New structures, additions & alterations per m² - residential larger than 500 m² and non-residential	17742-621-2065	**R34.00**	**R36.00**
	New structures, additions & alterations per m2 -Municipal owned buildings.	17742-621-2065		**Exempted**
	New structures, additions & alterations per m² -Municipal leased buildings.	17742-621-2065		**R33.00**
	Agricultural buildings on farms per m²	17742-621-2065	**R25.00**	**R27.00**
	Internal alterations per R1 000 value	17742-621-2065	**R30.00**	**R32.00**
	Minimum Plan Fee	17742-621-2065	**R370.00**	**R390.00**
	Swimming Pool	17742-621-2065	**R514.00**	**R545.00**
	Retaining walls (with Engineer's certificate)	17742-621-2065	**R370.00**	**R390.00**
	Temporary structures	17742-621-2065	**R370.00**	**R390.00**
	Minor building works (approval valid for 6 months) - residential	17742-621-2065	**R370.00**	**R390.00**
	Minor building works (approval valid for 6 months) - non-residential	17742-621-2065	**R456.00**	**R480.00**
	Amend approved building plan (no increase in area of building)	17742-621-2065	**R370.00**	**R390.00**
	Erect residential houses - low costing housing up to 65m²	17742-621-2065	**R152.00**	**R160.00**
	New structures, additions and alterations - indigent/poor households up to 100m²	17742-621-2065	**R66.00**	**R70.00**
	New structures, additions and alterations - properties with valuations less than R 65 000	17742-621-2065	**R66.00**	**R70.00**
	Masts and antennas	17742-621-2065	**R1 272.00**	**R1 350.00**
	Demolition certificate	17742-621-2065	**R456.00**	**R480.00**
	Demolition certificate - indigent/poor households	17742-621-2065		**R70.00**
	Certificate of Occupancy on completion of building work prior to occupancy	17742-621-2065	**R456.00**	**R480.00**
	Certificate of Occupancy on completion of building work prior to occupancy-indigent/poor households	17742-621-2065	**R66.00**	**R70.00**
	Certificate of Occupancy in all other cases other than on completion of building work and prior to occupancy	17742-621-2065	**R1 260.00**	**R1 340.00**
	Certificate of Occupancy in all other cases other than on completion of building work and prior to occupancy - indigent/poor households	17742-621-2065		**R280.00**
	Plan Fees : religious, welfare, benevolent, government buildings and charitable organizations pay 25 % of normal building plan fees with minimum of R 330.00		**R313.00**	**R330.00**

14.5 **Building Plan Fees for building plans where the work has started without prior building plan approval**

4x the Standard Building Plan fees before approval of the building plan application with a minimum charge of R 6 400.00

4x the Minor Buildings Works application fees before approval of the Minor building works application with a minimum charge of R 1 560.00

In cases of indigent households, properties with a valuation less than R 65 000.00 and low cost housing up to 65m², 4x the Standard Building Plan fee before approval of the building plan application with a minimum charge of R 1 690.00

The 4x tariff be exempted in cases where the registered owner can demonstrate with documentary proof that he/she is not personally responsible for the illegal building activities (where the structure was purchased with the illegal building work)

(All tariffs are INCLUSIVE of VAT)

TARIFFS 2016/2017

14 DEVELOPMENT & PLANNING (continues)

14.6 Builder's deposit

			2015/16	2016/17
Refundable Builders Deposit's:	Extensions/renovations		**R1 590.00**	**R1 680.00**
	New Houses		**R4 240.00**	**R4 500.00**
	Industrial/Commercial	< 500 m²	**R4 240.00**	**R4 500.00**
	Industrial/Commercial	> 500 m²	**R15 900.00**	**R16 800.00**
	Group Housing	< 10 units	**R15 900.00**	**R16 800.00**
	General Residential	> 10 units	**R26 500.00**	**R28 000.00**
Refundable Builder's deposit: indigent/poor households with valuations of less than R 65 000.00			**R80.00**	**R85.00**
In case of Builders Rubble to be removed by Municipality The deposit will be forfeited if applicable.			**Cost + 15%**	**Cost + 15%**

Usage of side walks: 17742-661-2484

Extensions/renovations: R 350 per month with minimum of R 1 050		**R990.00**	**R1 050.00**
New Houses: R 505 per month with minimum of R 1 515		**R1 431.00**	**R1 515.00**
Industrial/Commercial: R 560 per month with minimum of R 1 680	< 500 m²	**R1 590.00**	**R1 680.00**
Industrial/Commercial: R 1 680 per month with minimum of R 5 040	> 500 m²	**R4 770.00**	**R5 040.00**
Group Housing: R 5 740 per month with minimum of R 17 220	< 10 units	**R16 218.00**	**R17 220.00**
General Residential: R 8 370 per month with minimum of R 25 110	> 10 units	**R23 637.00**	**R25 110.00**

The Building Inspectors must monitor the usage of sidewalks and ensure that additional rentals are levied if sidewalks are utilised for more than the specified months .

(All tariffs are INCLUSIVE of VAT)

TARIFFS 2016/2017

14 DEVELOPMENT & PLANNING (continues)

14.7 Outdoor Advertising & Signage 17742-841-2709

Definitions for 14.7:

1st party also revered to as "locality bound sign":
"Locality bound sign" means a sign displayed on a specific site, premises or building and which refers to an activity, product, service or attraction located, rendered, sold or provided on that premises or site or inside that building.

3rd party also revered to as "third party advertisement":
''Third party advertisement'' means any advertisement / advertising sign displayed by an advertiser not being in physical occupation of the property on which the advertisement / advertising sign is to be erected or to which the sign is to be affixed.

14.7.1 Schedules 1 to 3 Applications (Billboards, etc.)

		2015/16	2016/17
Application fee per sign		**R138.00**	**R 145.00**
Approval fee per square meter			
1st Party	p / m²	**R64.00**	**R 70.00**
3rd Party	p / m²	**R191.00**	**R 320.00**

14.7.2 Schedules 4 - 19 (General Signs)

Product replicas and three dimensional signs			
Application fee per sign		**R138.00**	**R 145.00**
Approval fee	p / m²	**R170.00**	**R 180.00**
Street Pole Advertisements (Excluding lease / contract)			
Application fee per sign		**R138.00**	**R 145.00**
Approval fee	p / m²	**R170.00**	**R 180.00**
Commercial signs at educational facilities			
Application fee per sign		**R138.00**	**R 145.00**
Approval fee	p / m²	**R64.00**	**R 70.00**
Specialised signs for parking area			
Application fee per sign		**R138.00**	**R 145.00**
Approval fee			
1st Party	p / m²	**R64.00**	**R 70.00**
3rd Party	p / m²	**R191.00**	**R 200.00**
Advertisements on Street Furniture (Excluding lease / contract)			
Application fee per sign		**R138.00**	**R 145.00**
Approval fee per m²	p / m²	**R170.00**	**R 180.00**
Banners and flags			
Application fee per event or enterprise		**R254.00**	**R 270.00**
Approval fee per event or enterprise		**R636.00**	**R 675.00**
Construction Site Signs			
Application fee per sign		**R138.00**	**R 145.00**
Approval fee	p / m²	**R64.00**	**R 70.00**
Project Boards			
Application fee per sign		**R138.00**	**R 145.00**
Approval fee	Per consultant	**R112.00**	**R 120.00**
Development boards			
Application fee per sign		**R138.00**	**R 145.00**
Approval fee	p / m²	**R64.00**	**R 70.00**
Signs for Sport Events, Festivals, Exhibitions and Holiday season			
Application fee per sign		**R138.00**	**R 145.00**
Approval fee	p / m²	**R64.00**	**R 70.00**

(All tariffs are INCLUSIVE of VAT)

TARIFFS 2016/2017

14 DEVELOPMENT & PLANNING (continues)

		2015/16	2016/17
14.7.2	**Schedules 4 - 19 (General Signs) (Continues)**		
	Estate Agent signs and show signs		
	Application fee	**R180.00**	**R 190.00**
	Approval fee per Agency per annum	**R1 000.00**	**R 1 060.00**
	Auction Signs		
	Application fee	**R254.00**	**R270.00**
	Approval fee per Auction	**R636.00**	**R675.00**
	Approval fee : (per Auctioneer. Max 6 auctions within 30 days)	**R2 120.00**	**R2 250.00**
	Refundable Deposit: for 1 auction (If signs is removed)	**R318.00**	**R350.00**
	Refundable Deposit: for more than 1 up to max 6 auctions within 30 days (If signs are removed)	**R1 000.00**	**R3 000.00**
	Posters and notices		
	Application fee (Max 200)	**R583.00**	**R618.00**
	Poster Deposit: Political elections (Refundable)	**R2 226.00**	**R2 360.00**
	Poster Deposit: Other events (Refundable) per poster	**R11.00**	**R12.00**
	Flyers and pamphlets (Per event / Max 500)		
	Application fee per sign	**R138.00**	**R145.00**
	Approval fee	**R530.00**	**R560.00**
	Political parties and candidates standing for elections are exempted	**R0.00**	**R0.00**
	Temporary Window Signs		
	Application fee per sign	**R138.00**	**R145.00**
	Approval fee p / m²	**R64.00**	**R70.00**
	Street name Advertisement		
	Application fee per sign	**R138.00**	**R145.00**
	Approval fee p / m²	**R170.00**	**R180.00**
	Neighbourhood Watch, Security and Farm Watch signs (Excluding exempted signs)		
	Application fee per application	**R95.00**	**R100.00**
	Approval fee Per sign	**R5.00**	**R6.00**
14.7.3	**Schedules 20 - 31 (Signs on Buildings, Structures and Premises)**		
	Application fee per sign (Application fee per sign for all type of signs listed below except, On Premises Business signs, application fee is per sign, per enterprise)	**R138.00**	**R145.00**
	Approval Fee		
	Sky Signs		
	1st Party p / m²	**R64.00**	**R70.00**
	3rd Party p / m²	**R191.00**	**R205.00**
	Roof Signs		
	1st Party p / m²	**R64.00**	**R70.00**
	3rd Party p / m²	**R191.00**	**R205.00**
	Wall signs		
	1st Party p / m²	**R64.00**	**R70.00**
	3rd Party p / m²	**R191.00**	**R205.00**
	Signs painted on walls and roofs of buildings		
	1st Party p / m²	**R64.00**	**R70.00**
	3rd Party p / m²	**R191.00**	**R205.00**
	Advertisement signs on towers, bridges and pylons		
	1st Party p / m²	**R64.00**	**R70.00**
	3rd Party p / m²	**R191.00**	**R205.00**
	On- Premises Business Signs. (Application fee: per sign, per enterprise)		
	1st Party p / m²	**R64.00**	**R70.00**
	3rd Party p / m²	**R191.00**	**R205.00**
	Projecting Signs.		
	1st Party p / m²	**R64.00**	**R70.00**
	3rd Party p / m²	**R191.00**	**R205.00**

(All tariffs are INCLUSIVE of VAT)

TARIFFS 2016/2017

14 DEVELOPMENT & PLANNING (continues)

		2015/16	2016/17
14.7.3 **Schedules 20 - 31 (Signs on Buildings, Structures and Premises) (Continues)**			
Veranda, balcony, canopy and under awning signs.			
1st Party	p / m²	**R64.00**	**R 70.00**
3rd Party	p / m²	**R191.00**	**R 205.00**
Permanent Window signs.			
1st Party	p / m²	**R64.00**	**R 70.00**
3rd Party	p / m²	**R191.00**	**R 205.00**
Advertisements on forecourts of business premises.			
1st Party	p / m²	**R64.00**	**R 70.00**
3rd Party	p / m²	**R191.00**	**R 205.00**
Miscellaneous signs for urban residential oriented land use and community services.			
1st Party	p / m²	**R64.00**	**R 70.00**
3rd Party	p / m²	**R191.00**	**R 205.00**
Signs incorporated in the fabric of the building			
1st Party	p / m²	**R64.00**	**R 70.00**
3rd Party	p / m²	**R191.00**	**R 205.00**
14.7.4 **Schedule 32 - 36 (Signs for Tourism and Travellers)**			
Application fee per sign		**R138.00**	**R 145.00**
Approval fee:			
Service Facility signs.			
1st Party	p / m²	**R64.00**	**R 70.00**
3rd Party	p / m²	**R191.00**	**R 205.00**
Sponsored Road Traffic project signs.			
1st Party	p / m²	**R64.00**	**R 70.00**
3rd Party	p / m²	**R191.00**	**R 205.00**
Tourism direction Signs.			
1st Party	p / m²	**R64.00**	**R 70.00**
3rd Party	p / m²	**R191.00**	**R 205.00**
Tourism Information signs.			
1st Party	p / m²	**R64.00**	**R 70.00**
3rd Party	p / m²	**R191.00**	**R 205.00**
Gateway Signs			
1st Party	p / m²	**R64.00**	**R 70.00**
3rd Party	p / m²	**R191.00**	**R 205.00**
14.7.5 **Schedule 37 -38 (Mobile Signs)**			
Application fee per sign		**R138.00**	**R 145.00**
Approval			
- Trailer Advertisements	p / m²	**R191.00**	**R250.00**
- Aerial Signs	p / m²	**R212.00**	**R225.00**
14.7.6 **Non-profit Signs**			
Concession for 1st party signs of a non-profit body organisation not exceeding 4.5 m² in total area			**R0.00**
14.8 **Penalties and application fees for outdoor advertising and signage**			
Admin Fee for changes			
Change of content of signs for already approved signs	per sign	**R53.00**	**R60.00**
Application Fees for All Advertising signage erected without prior approval			
4 x Application fees before approval of Advertising Signage			

(All tariffs are INCLUSIVE of VAT)

TARIFFS 2016/2017

15 CEMETERIES

			2015/16	2016/17
15.1	**Plot Costs (Reserved and paid in advance)**		**R768.00**	**R815.50**
15.2	**Opening of a grave**			
	Child Grave (1.4m)		**R768.00**	**R815.50**
	Single Grave (1.8m)		**R968.00**	**R1 028.00**
	Double Grave (2.4m)		**R1 414.00**	**R1 502.00**
15.3	**Re-Opening of a grave**			
	Child Grave (1.4m)		**R284.00**	**R301.50**
	Single Grave (1.8m)		**R354.00**	**R376.00**
	Double Grave (2.4m)		**R473.00**	**R502.00**
15.4	**Other**			
	Grave in niche wall:		**R95.00**	**R101.00**
	Permit for erecting of full grave tomb		**R590.00**	**R626.50**
	Permit for erecting of memorial stone (Hartenbos)		**R219.00**	**R232.50**
	Rental of grave yard plot	(according to contract)		
15.5	**Graves for Indigent:**			
	Child Grave (1,4m)		**R106.00**	**R112.50**
	Single Grave (1,8m)		**R211.00**	**R224.00**
	Double Grave (2.4)		**R412.00**	**R437.50**
	Burials	15532-621-2080		
	Erections of Tombstones	15532-621-2085		

(All tariffs are INCLUSIVE of VAT)

TARIFFS 2016/2017

16 TARIFFS I.R.O. INFORMATION TO THE PUBLIC AND OTHER SUNDRY TARIFFS

			2015/16	2016/17
16.1	Check of, perusal of any account, document, etc.	13300-621-2250	**R30.00**	**R33.00**
16.2	Seeking of unknown banking payments	13300-621-2250	**AS PER ACT**	**AS PER ACT**
16.3	Copies of financial documents by officials	13300-621-2250		**R20.00**
16.4	Perusal of Deeds, document of drawing	13300-621-2250	**R30.00**	**R33.00**
16.5	Deed Search	13300-621-2250	**R23.50**	**R25.00**
16.6	Photostat - A4 (per copy) min. of R6,00	12200- 621-2190	**R2.20**	**R2.40**
	Photostat - A4 (Friemersheim & Herbertsdale) (per copy)	12200-621-2190	**R2.20**	**R2.40**
16.7	Request for information (Act 2 of 2000)	13300-621-2250	**AS PER ACT**	**AS PER ACT**
16.8	Agenda - Council Meeting	12200-621-2190	**R130.00** each	**R145.00** each
	Agenda - Executive Mayoral Committee	12200-621-2190	**R65.00** each	**R70.00** each
	Agenda- Committees (per Committee Agenda)	12200-621-2190	**R40.00** each	**R45.00** each
	Copy of Verbatim Minutes (per A.4 page)	12200-621-2190	**R140.00**	**R150.00**
16.9	Valuation Certificate	13300-621-2280	**R50.00**	**R53.00**
	Valuation Certificate - Indigent	13300-621-2280	**R20.00**	**R21.00**
16.10	**Clearance application**			
	(a) Manual application	13300-621-2094	**R350.00**	**R400.00**
	(b) Electronic application	13300-621-2094	**R100.00**	**R110.00**
16.11	Ward Voting Lists (per list) (max. of 5 copies per registered political party per ward)	13300-841-2685	**R120.00**	**R130.00**
16.12	Revaluation of property -per property	17792-841-2719	**R1 200.00**	**R1 300.00**
16.13	Cheques & debit orders referred back by Bank- Admin Fee	13300-841-2685	**R105.00**	**R110.00**
16.14	**Duplicate municipal account**	13300-841-2685		
	(a) Electronic	per page	**R9.00**	**R9.50**
	(b) Hard copy	per page	**R10.50**	**R12.00**
16.15	**Any information not in this tariff list -**	13300-841-2685		
	Actual cost plus 15% Admin. Fee (With a minimum fee of R150 per hour or part thereof)			

(All tariffs are INCLUSIVE of VAT)

TARIFFS 2016/2017

16 TARIFFS I.R.O. INFORMATION TO THE PUBLIC AND OTHER SUNDRY TARIFFS (Continues)

			2015/16	2016/17
16.16	**TENDER DOCUMENTS**	13372-621-2238		
	Tender documents with:		**2015/16**	**2016/17**
	1 - 50 pages		**R92.00**	**R97.00**
	51 - 100 pages		**R184.00**	**R195.00**
	101 - 150 pages		**R274.00**	**R290.00**
	151 - 200 pages		**R367.00**	**R389.00**
	201 - 250 pages		**R460.00**	**R487.00**
	251 - 300 pages		**R553.00**	**R586.00**
	301 - 350 pages		**R641.00**	**R679.00**
	351 - 400 pages		**R735.00**	**R779.00**
	(Additional documents will be charged at the same rate as the original copy of a tender document. As per above charges)			
16.17	Carport Hire - Hire of open area carports by Municipal personnel		**R18.00 +VAT**	**R18.00 +VAT**
	-Hire of closed area carports by Municipal personnel		**R25.00 +VAT**	**R25.00 +VAT**
	-Hire of Garages by Municipal personnel		**R30.00 +VAT**	**R30.00 +VAT**
16.18	Business Licences	15552-781-2565	**R53.00**	**R56.20**

(All tariffs are INCLUSIVE of VAT)

TARIFFS 2016/2017

			2015/16	2016/17
17	**STREETS & STOMWATER & SUNDRY FEES**			
17.1.1	**Entrances and driveways**			
	Widening of Vehicle Entrances	per m²	**R420.00**	**R445.20**
	Molding/shaping of driveway	per m²	**R650.00**	**R670.00**
17.1.2	**Paving of Sidewalks & Concrete Pavers**			
	Paving of Sidewalks Hexagon concrete pavers 60mm thick	per m²	**R378.00**	**R400.00**
	Interlocking concrete pavers 80mm thick	per m²	**R378.00**	**R400.00**
17.1.3	**Repair of tarred surface with Premix Asphalt(25mm)**	per m²	**R200.00**	**R215.00**
17.1.4	**Construction of new Parking Areas**	per parking bay	**R9 460.00**	**R10 030.00**
17.1.5	**Wayleave application for optic fiber cables (Handling and Supervision)**			
	Handling			
	Use of one Department / Division in Municipality	Fee	**R4 565.00**	**R4 840.00**
	Use of two Departments / Divisions in Municipality	Fee	**R8 460.00**	**R8 970.00**
	Use of three Departments / Divisions in Municipality	Fee	**R12 300.00**	**R13 040.00**
	Supervision			
	Use of one Department / Division in Municipality	per month	**R16 810.00**	**R17 820.00**
	Use of two Departments / Divisions in Municipality	per month	**R31 555.00**	**R33 450.00**
	Use of three Departments / Divisions in Municipality	per month	**R46 300.00**	**R49 080.00**
	Penalty for non-compliance			
	Working without following procedures	per incident	**R4 240.00**	**R4 495.00**
17.1.6	**Penalty for Occupational Health & Safety (Non-compliance)**			
	Working without following Construction Regulations & OHS procedures	per incident	**R2 500.00**	**R2 650.00**
17.2	**SUNDRIES**			
17.2.1	**Displaying of banner**			
	Hanging of Banner	per banner per occasion (max. of 7 days)	**R1 150.00**	**R1 265.00**
17.2.2	**Licensing of Boats: Great Brak River and Little Brak River**			
	0 - 7,5 Kw		**R35.00**	**R38.50**
	7,6 - 50 Kw	per Kw per year	**R4.30**	**R4.70**
	51 - 75 Kw		**R200.00**	**R220.00**
		Plus / Kw over 50 Kw /year	**R8.25**	**R9.00**
	76 - 100 Kw		**R395.00**	**R430.00**
		Per Kw over 75 Kw / year	**R13.20**	**R14.50**
17.2.3	**Hawkers Tariffs:**	As per negotiations and Council Resolution thereafter		
17.2.4	**Rental- Goods Shed**	As per negotiations and Council Resolution thereafter		
17.2.5	**Bee-Hives**	As per negotiations and Council Resolution thereafter		
17.2.6	**Arts and crafts**	As per negotiations and Council Resolution thereafter		
17.2.7	**Thusong Centre**	As per negotiations and Council Resolution thereafter		

(All tariffs are INCLUSIVE of VAT)

TARIFFS 2016/2017

	2015/16	2016/17
18 COLLECTION COSTS LEVIED BY MUNICIPALITY		
18.1 **NOTICES**		
ELECTRICITY - Business list - 24 hour notice	**R65.00**	**R65.00**
WATER - Notice delivery (7 day notices)	**R65.00**	**R65.00**
Final demands	**R65.00**	**R65.00**
18.2 **RESTRICTIONS**		
Electricity disconnections	**R270.00**	**R270.00**
Water restriction	**R270.00**	**R270.00**
18.3 **FURTHER ACTIONS : ADMINISTRATIVE COSTS**		
Admin Fee 1 - Summons	**R400.00**	**R400.00**
Admin Fee 2 - Letter of execution	**R280.00**	**R280.00**
18.4 **TRACING**		
Credit reports	**R85.00**	**R85.00**
Door to door tracing	**R400.00**	**R400.00**

(All tariffs are INCLUSIVE of VAT)

TARIFFS 2016/2017

19 USE OF HARRY GIDDY PARK

			2015/16	2016/17
19.1	**Wedding ceremonies**	15581-661-2485	R223.00 +VAT	R237.00 +VAT
19.2	**Church groups**		Free	Free
19.3	**School groups**		Free	Free
19.4	**Tea parties**	15581-661-2485	R201.00 +VAT	R213.50 +VAT
19.5	**Kids parties**	15581-661-2485	R201.00 +VAT	R213.50 +VAT
19.6	**Other parties**	15581-661-2485	R201.00 +VAT	R213.50 +VAT
	(Other parties means any other party which, in the opinion of the Municipal Manager, has merit.)			
19.7	**REFUNDABLE DEPOSIT**	62938-323-7503	R296.00	R314.00
	A refundable deposit will be levied for the above-mentioned use of the Harry Giddy Park)			
19.8	**Additional fees:**			
19.8.1	- If electricity is needed	16614-841-2725	R36.00	R38.00

(Certain conditions apply to the above-mentioned use of the Harry Giddy Park)

(Where not stipulated, Prices are INCLUSIVE of VAT)

TARIFFS 2016/2017 - ANNEXURE A

WATER CONSUMPTION TARIFFS WHEN THE DAM WATER LEVEL IS BELOW 50%
(Refer Tariff 3.10)

3 WATER TARIFF CHARGES

A. CONSUMERS WITH CONNECTIONS UP TO 25 MM

3.1 **Residential or business with up to 4 consumers and with one joint meter**
(Tariff codes:

		2015/16	2016/17
a) Basic per consumer	per month	**R135.44 +VAT**	**R 146.27 + VAT**
b) Metered Consumption			
1 kl to 20 kl	per kl.	**R9.63 +VAT**	**R 10.40 + VAT**
21 kl to 30 kl	per kl.	**R13.49 +VAT**	**R 14.55 + VAT**
31 kl to 40 kl	per kl.	**R17.36 +VAT**	**R 18.74 + VAT**
41 kl to 50 kl	per kl.	**R23.15 +VAT**	**R 24.99 + VAT**
51 kl to 60 kl	per kl.	**R28.94 +VAT**	**R 31.25 + VAT**
61 kl to 80 kl	per kl.	**R34.74 +VAT**	**R 37.52 + VAT**
> 80 kl	per kl.	**R46.31 +VAT**	**R 50.00 + VAT**

Domestic, Indigent and Creshes above will receive 6 kl water free per month and Creshes will not pay the basic fee.

3.2 **Other <25 Accommodation, Government, Schools, Clinics and Churches**
(Tariff codes:

a) Basic per consumer	per month	**R135.44 +VAT**	**R 146.27 + VAT**
b) Metered Consumption			
1 kl to 20 kl	per kl.	**R9.63 +VAT**	**R 10.40 + VAT**
21 kl to 30 kl	per kl.	**R13.49 +VAT**	**R 14.55 + VAT**
31 kl to 40 kl	per kl.	**R17.36 +VAT**	**R 18.74 + VAT**
41 kl to 50 kl	per kl.	**R23.15 +VAT**	**R 24.99 + VAT**
51 kl to 60 kl	per kl.	**R28.94 +VAT**	**R 31.25 + VAT**
61 kl to 80 kl	per kl.	**R34.74 +VAT**	**R 37.52 + VAT**
> 80 kl	per kl.	**R46.31 +VAT**	**R 50.00 + VAT**

3.3 **Business complexes with more than 4 business consumers and with one joint meter**

a) Basic per consumer	per month	**R135.44 +VAT**	**R 146.27 + VAT**
b) Metered Consumption			
0 kl to 50 kl	per kl.	**R9.63 +VAT**	**R 10.40 + VAT**
51 kl to 60 kl	per kl.	**R13.49 +VAT**	**R 14.55 + VAT**
61 kl to 70 kl	per kl.	**R17.36 +VAT**	**R 18.74 + VAT**
71 kl to 80 kl	per kl.	**R23.15 +VAT**	**R 24.99 + VAT**
81 kl to 100 kl	per kl.	**R28.94 +VAT**	**R 31.25 + VAT**
101 kl to 120 kl	per kl.	**R34.74 +VAT**	**R 37.52 + VAT**
> 120 kl	per kl.	**R46.31 +VAT**	**R 50.00 + VAT**

3.4 **Flats and Residential complexes with more than 4 consumers with one joint meter**

a) Basic per consumer	per month	**R135.44 +VAT**	**R 146.27 + VAT**
b) Metered Consumption			
0 kl to 60 kl	per kl.	**R9.63 +VAT**	**R 10.40 + VAT**
61 kl to 100 kl	per kl.	**R13.49 +VAT**	**R 14.55 + VAT**
101 kl to 150 kl	per kl.	**R17.36 +VAT**	**R 18.74 + VAT**
151 kl to 200 kl	per kl.	**R23.15 +VAT**	**R 24.99 + VAT**
201 kl to 250 kl	per kl.	**R28.94 +VAT**	**R 31.25 + VAT**
251 kl to 300 kl	per kl.	**R34.74 +VAT**	**R 37.52 + VAT**
> 300 kl	per kl.	**R46.31 +VAT**	**R 50.00 + VAT**

Complexes with more than 4 but less than 10 consumers (Tariff 123) will receive 30 of the first 60kl water, free per month.
Complexes with 10 and more consumers (Tariff 124) will receive the first 60kl water, free per month.

TARIFFS 2016/2017 - ANNEXURE A

WATER CONSUMPTION TARIFFS WHEN THE DAM WATER LEVEL IS BELOW 50%
(Refer Tariff 3.10)

3 WATER TARIFF CHARGES (Continues)

B. CONSUMERS WITH CONNECTIONS BIGGER THAN 25 MM

			2015/16	2016/17
3.5	**Up to nine (9) Business consumers and with one joint meter**			
	a) Basic Fee	per month	**R1 300.46 +VAT**	**R 1 404.49 + VAT**
	b) Metered Consumption			
	0 kl to 200 kl	per kl.	**R9.63 +VAT**	**R 10.40 + VAT**
	201 kl to 300 kl	per kl.	**R13.49 +VAT**	**R 14.55 + VAT**
	301 kl to 400 kl	per kl.	**R17.36 +VAT**	**R 18.74 + VAT**
	401 kl to 500 kl	per kl.	**R23.15 +VAT**	**R 24.99 + VAT**
	501 kl to 600 kl	per kl.	**R28.94 +VAT**	**R 31.25 + VAT**
	601 kl to 800 kl	per kl.	**R34.74 +VAT**	**R 37.52 + VAT**
	> 800 kl	per kl.	**R46.31 +VAT**	**R 50.00 + VAT**
3.6	**Up to nine (9) Domestic consumers with one joint meter**			
	a) Basic Fee	per month	**R1 300.46 +VAT**	**R 1 404.49 + VAT**
	b) Metered Consumption			
	0 kl to 200 kl	per kl.	**R9.63 +VAT**	**R 10.40 + VAT**
	201 kl to 300 kl	per kl.	**R13.49 +VAT**	**R 14.55 + VAT**
	301 kl to 400 kl	per kl.	**R17.36 +VAT**	**R 18.74 + VAT**
	401 kl to 500 kl	per kl.	**R23.15 +VAT**	**R 24.99 + VAT**
	501 kl to 600 kl	per kl.	**R28.94 +VAT**	**R 31.25 + VAT**
	601 kl to 800 kl	per kl.	**R34.74 +VAT**	**R 37.52 + VAT**
	> 800 kl	per kl.	**R46.31 +VAT**	**R 50.00 + VAT**
3.7	**Other: Accommodation, Hospitals, Government, Schools >25**			
	a) Basic Fee	per month	**R1 300.46 +VAT**	**R 1 404.49 + VAT**
	b) Metered Consumption			
	0 kl to 200 kl	per kl.	**R9.63 +VAT**	**R 10.40 + VAT**
	201 kl to 300 kl	per kl.	**R13.49 +VAT**	**R 14.55 + VAT**
	301 kl to 400 kl	per kl.	**R17.36 +VAT**	**R 18.74 + VAT**
	401 kl to 500 kl	per kl.	**R23.15 +VAT**	**R 24.99 + VAT**
	501 kl to 600 kl	per kl.	**R28.94 +VAT**	**R 31.25 + VAT**
	601 kl to 800 kl	per kl.	**R34.74 +VAT**	**R 37.52 + VAT**
	> 800 kl	per kl.	**R46.31 +VAT**	**R 50.00 + VAT**
3.8	**More than nine (9) Business consumers and with one joint meter**			
	a) Basic per consumer	per month	**R135.44 +VAT**	**R 146.27 + VAT**
	b) Metered Consumption			
	0 kl to 300 kl	per kl.	**R9.63 +VAT**	**R 10.40 + VAT**
	301 kl to 600 kl	per kl.	**R13.49 +VAT**	**R 14.55 + VAT**
	601 kl to 900 kl	per kl.	**R17.36 +VAT**	**R 18.74 + VAT**
	901 kl to 1200 kl	per kl.	**R23.15 +VAT**	**R 24.99 + VAT**
	1201 kl to 1500 kl	per kl.	**R28.94 +VAT**	**R 31.25 + VAT**
	1501 kl to 2000 kl	per kl.	**R34.74 +VAT**	**R 37.52 + VAT**
	> 2000 kl	per kl.	**R46.31 +VAT**	**R 50.00 + VAT**

TARIFFS 2016/2017 - ANNEXURE A

WATER CONSUMPTION TARIFFS WHEN THE DAM WATER LEVEL IS BELOW 50%
(Refer Tariff 3.10)

3 WATER TARIFF CHARGES (Continues)

B. CONSUMERS WITH CONNECTIONS BIGGER THAN 25 MM (Continues)

			2015/16	2016/17
3.9	**More than nine (9) Domestic consumers with one joint meter**			
	a) Basic per consumer	per month	**R135.44 +VAT**	**R 146.27 + VAT**
	b) Metered Consumption			
	0 kl to 300 kl	per kl.	**R9.63 +VAT**	**R 10.40 + VAT**
	301 kl to 600 kl	per kl.	**R13.49 +VAT**	**R 14.55 + VAT**
	601 kl to 900 kl	per kl.	**R17.36 +VAT**	**R 18.74 + VAT**
	901 kl to 1200 kl	per kl.	**R23.15 +VAT**	**R 24.99 + VAT**
	1201 kl to 1500 kl	per kl.	**R28.94 +VAT**	**R 31.25 + VAT**
	1501 kl to 2000 kl	per kl.	**R34.74 +VAT**	**R 37.52 + VAT**
	> 2000 kl	per kl.	**R46.31 +VAT**	**R 50.00 + VAT**
3.10	**Business consumers > 80mm or using more than 1000kl per month for at least four months over a period of 12 months as well as all old age homes and retirement villages regardless of the consumption**			
	a) Basic Fee	per month	**R7 044.15 +VAT**	**R 7 607.68 + VAT**
	b) Metered Consumption			
	0 kl to 2000 kl	per kl.	**R9.63 +VAT**	**R 10.40 + VAT**
	2001 kl to 3000 kl	per kl.	**R13.49 +VAT**	**R 14.55 + VAT**
	3001 kl to 4000 kl	per kl.	**R17.36 +VAT**	**R 18.74 + VAT**
	4001 kl to 5000 kl	per kl.	**R23.15 +VAT**	**R 24.99 + VAT**
	5001 kl to 6000 kl	per kl.	**R28.94 +VAT**	**R 31.25 + VAT**
	6001 kl to 8000 kl	per kl.	**R34.74 +VAT**	**R 37.52 + VAT**
	> 8000 kl	per kl.	**R46.31 +VAT**	**R 50.00 + VAT**
3.11	**Domestic Consumers using more than 1000kl per month for at least four months over a period of 12 months**			
	a) Basic Fee	per month	**R7 044.15 +VAT**	**R 7 607.68 + VAT**
	b) Metered Consumption			
	0 kl to 2000 kl	per kl.	**R9.63 +VAT**	**R 10.40 + VAT**
	2001 kl to 3000 kl	per kl.	**R13.49 +VAT**	**R 14.55 + VAT**
	3001 kl to 4000 kl	per kl.	**R17.36 +VAT**	**R 18.74 + VAT**
	4001 kl to 5000 kl	per kl.	**R23.15 +VAT**	**R 24.99 + VAT**
	5001 kl to 6000 kl	per kl.	**R28.94 +VAT**	**R 31.25 + VAT**
	6001 kl to 8000 kl	per kl.	**R34.74 +VAT**	**R 37.52 + VAT**
	> 8000 kl	per kl.	**R46.31 +VAT**	**R 50.00 + VAT**

TARIFFS 2016/2017 - ANNEXURE A

WATER CONSUMPTION TARIFFS WHEN THE DAM WATER LEVEL IS BELOW 50%
(Refer Tariff 3.10)

3 WATER TARIFF CHARGES (Continues)

C. SPECIAL WATER TARIFFS

			2015/16	2016/17
3.12	**Other Special Water Tariffs**			
	a) Raw Water : Basic plus 15 kl		**R135.44 +VAT**	**R 146.27 + VAT**
		> 15 kl per kl.	**R8.85 +VAT**	**R 9.56 + VAT**
	b) Searles Sloot	0 - 50 kl per kl.	**R0.00 +VAT**	**R 0.00 + VAT**
		> 50 kl per kl.	**R8.85 +VAT**	**R 9.56 + VAT**
	c) Buffalo Farming - plus 15% surcharge			
		0 - 30 kl per kl.	**R8.40 +VAT**	**R 9.07 + VAT**
		31 - 45 kl per kl.	**R15.90 +VAT**	**R 17.17 + VAT**
		46 - 80 kl per kl.	**R21.45 +VAT**	**R 23.17 + VAT**
		> 80 kl per kl.	**R27.00 +VAT**	**R 29.16 + VAT**
	d) Municipality Departmental use		**R9.60**	**R 10.37 + VAT**
	e) Buysplaas	Basic Fee	**R36.97 +VAT**	**R 39.92 + VAT**
		(every 3 months) 0 - 6 kl per kl.	**R0.00 +VAT**	**R 0.00 + VAT**
		7 - 60 kl per kl.	**R9.63 +VAT**	**R 10.40 + VAT**
		> 60 kl per kl.	**R13.50 +VAT**	**R 14.58 + VAT**
	f) JB Hoevers - plus 15% surcharge (Tariff code: 116)			
		0 - 9999 kl per kl.	**R7.13 +VAT**	**R 7.70 + VAT**
3.13	**Other consumers (special arrangements)**			
	Vleesbaai (191) and Springerbaai (192) (According to approved contract)			
	Basic Fee (40% of Availability fee)	per month	**as per contract +VAT**	**as per contract + VAT**
	Metered Consumption-Same as in Bulk Consumers in 3.6(b) above			
	Sporting Bodies			
	Metered Consumption	per kl.	**R7.07 +VAT**	**R 7.62 + VAT**
	Departmental Use	per kl.	**R6.40 +VAT**	**R 6.91 + VAT**
	Supply of water in rural areas		**R632.03 +VAT**	**R 682.58 + VAT**
	(Certain conditions apply) (6kl per month to registered users)	14488-621-2290		
	Supply of water from Reverse Osmosis Plant			

TARIFFS 2016/2017 - ANNEXURE B

WATER CONSUMPTION TARIFFS WHEN THE DAM WATER LEVEL IS BELOW 30%

(Refer Tariff 3.10)

3 WATER TARIFF CHARGES

A. CONSUMERS WITH CONNECTIONS UP TO 25 MM

			2015/16	2016/17
3.1	**Residential or business with up to 4 consumers and with one joint meter (Tariff codes:**			
	a) Basic per consumer	per month	**R135.44 +VAT**	**R 146.27 + VAT**
	b) Metered Consumption			
	1 kl to 20 kl	per kl.	**R12.84 +VAT**	**R 13.86 + VAT**
	21 kl to 30 kl	per kl.	**R17.98 +VAT**	**R 19.40 + VAT**
	31 kl to 40 kl	per kl.	**R23.14 +VAT**	**R 24.98 + VAT**
	41 kl to 50 kl	per kl.	**R30.86 +VAT**	**R 33.32 + VAT**
	51 kl to 60 kl	per kl.	**R38.58 +VAT**	**R 41.66 + VAT**
	61 kl to 80 kl	per kl.	**R46.32 +VAT**	**R 50.02 + VAT**
	> 80 kl	per kl.	**R61.74 +VAT**	**R 66.66 + VAT**

Domestic, Indigent and Creshes above will receive 6 kl water free per month and Creshes will not pay the basic fee.

3.2	**Other <25 Accommodation, Government, Schools, Clinics and Churches (Tariff codes:**			
	a) Basic per consumer	per month	**R135.44 +VAT**	**R 146.27 + VAT**
	b) Metered Consumption			
	1 kl to 20 kl	per kl.	**R12.84 +VAT**	**R 13.86 + VAT**
	21 kl to 30 kl	per kl.	**R17.98 +VAT**	**R 19.40 + VAT**
	31 kl to 40 kl	per kl.	**R23.14 +VAT**	**R 24.98 + VAT**
	41 kl to 50 kl	per kl.	**R30.86 +VAT**	**R 33.32 + VAT**
	51 kl to 60 kl	per kl.	**R38.58 +VAT**	**R 41.66 + VAT**
	61 kl to 80 kl	per kl.	**R46.32 +VAT**	**R 50.02 + VAT**
	> 80 kl	per kl.	**R61.74 +VAT**	**R 66.66 + VAT**

3.3	**Business complexes with more than 4 business consumers and with one joint meter**			
	a) Basic per consumer	per month	**R135.44 +VAT**	**R 146.27 + VAT**
	b) Metered Consumption			
	0 kl to 50 kl	per kl.	**R12.84 +VAT**	**R 13.86 + VAT**
	51 kl to 60 kl	per kl.	**R17.98 +VAT**	**R 19.40 + VAT**
	61 kl to 70 kl	per kl.	**R23.14 +VAT**	**R 24.98 + VAT**
	71 kl to 80 kl	per kl.	**R30.86 +VAT**	**R 33.32 + VAT**
	81 kl to 100 kl	per kl.	**R38.58 +VAT**	**R 41.66 + VAT**
	101 kl to 120 kl	per kl.	**R46.32 +VAT**	**R 50.02 + VAT**
	> 120 kl	per kl.	**R61.74 +VAT**	**R 66.66 + VAT**

3.4	**Flats and Residential complexes with more than 4 consumers with one joint meter**			
	a) Basic per consumer	per month	**R135.44 +VAT**	**R 146.27 + VAT**
	b) Metered Consumption			
	0 kl to 60 kl	per kl.	**R12.84 +VAT**	**R 13.86 + VAT**
	61 kl to 100 kl	per kl.	**R17.98 +VAT**	**R 19.40 + VAT**
	101 kl to 150 kl	per kl.	**R23.14 +VAT**	**R 24.98 + VAT**
	151 kl to 200 kl	per kl.	**R30.86 +VAT**	**R 33.32 + VAT**
	201 kl to 250 kl	per kl.	**R38.58 +VAT**	**R 41.66 + VAT**
	251 kl to 300 kl	per kl.	**R46.32 +VAT**	**R 50.02 + VAT**
	> 300 kl	per kl.	**R61.74 +VAT**	**R 66.66 + VAT**

Complexes with more than 4 but less than 10 consumers (Tariff 123) will receive 30 of the first 60kl water, free per month.
Complexes with 10 and more consumers (Tariff 124) will receive the first 60kl water, free per month.

TARIFFS 2016/2017 - ANNEXURE B

WATER CONSUMPTION TARIFFS WHEN THE DAM WATER LEVEL IS BELOW 30%
(Refer Tariff 3.10)

3 WATER TARIFF CHARGES (Continues)

B. CONSUMERS WITH CONNECTIONS BIGGER THAN 25 MM

			2015/16	2016/17
3.5	**Up to nine (9) Business consumers and with one joint meter**			
	a) Basic Fee	per month	**R1 300.46 +VAT**	**R 1 404.49 + VAT**
	b) Metered Consumption			
	0 kl to 200 kl	per kl.	**R12.84 +VAT**	**R 13.86 + VAT**
	201 kl to 300 kl	per kl.	**R17.98 +VAT**	**R 19.40 + VAT**
	301 kl to 400 kl	per kl.	**R23.14 +VAT**	**R 24.98 + VAT**
	401 kl to 500 kl	per kl.	**R30.86 +VAT**	**R 33.32 + VAT**
	501 kl to 600 kl	per kl.	**R38.58 +VAT**	**R 41.66 + VAT**
	601 kl to 800 kl	per kl.	**R46.32 +VAT**	**R 50.02 + VAT**
	> 800 kl	per kl.	**R61.74 +VAT**	**R 66.66 + VAT**
3.6	**Up to nine (9) Domestic consumers with one joint meter**			
	a) Basic Fee	per month	**R1 300.46 +VAT**	**R 1 404.49 + VAT**
	b) Metered Consumption			
	0 kl to 200 kl	per kl.	**R12.84 +VAT**	**R 13.86 + VAT**
	201 kl to 300 kl	per kl.	**R17.98 +VAT**	**R 19.40 + VAT**
	301 kl to 400 kl	per kl.	**R23.14 +VAT**	**R 24.98 + VAT**
	401 kl to 500 kl	per kl.	**R30.86 +VAT**	**R 33.32 + VAT**
	501 kl to 600 kl	per kl.	**R38.58 +VAT**	**R 41.66 + VAT**
	601 kl to 800 kl	per kl.	**R46.32 +VAT**	**R 50.02 + VAT**
	> 800 kl	per kl.	**R61.74 +VAT**	**R 66.66 + VAT**
3.7	**Other: Accommodation, Hospitals, Government, Schools >25**			
	a) Basic Fee	per month	**R1 300.46 +VAT**	**R 1 404.49 + VAT**
	b) Metered Consumption			
	0 kl to 200 kl	per kl.	**R12.84 +VAT**	**R 13.86 + VAT**
	201 kl to 300 kl	per kl.	**R17.98 +VAT**	**R 19.40 + VAT**
	301 kl to 400 kl	per kl.	**R23.14 +VAT**	**R 24.98 + VAT**
	401 kl to 500 kl	per kl.	**R30.86 +VAT**	**R 33.32 + VAT**
	501 kl to 600 kl	per kl.	**R38.58 +VAT**	**R 41.66 + VAT**
	601 kl to 800 kl	per kl.	**R46.32 +VAT**	**R 50.02 + VAT**
	> 800 kl	per kl.	**R61.74 +VAT**	**R 66.66 + VAT**
3.8	**More than nine (9) Business consumers and with one joint meter**			
	a) Basic per consumer	per month	**R135.44 +VAT**	**R 146.27 + VAT**
	b) Metered Consumption			
	0 kl to 300 kl	per kl.	**R12.84 +VAT**	**R 13.86 + VAT**
	301 kl to 600 kl	per kl.	**R17.98 +VAT**	**R 19.40 + VAT**
	601 kl to 900 kl	per kl.	**R23.14 +VAT**	**R 24.98 + VAT**
	901 kl to 1200 kl	per kl.	**R30.86 +VAT**	**R 33.32 + VAT**
	1201 kl to 1500 kl	per kl.	**R38.58 +VAT**	**R 41.66 + VAT**
	1501 kl to 2000 kl	per kl.	**R46.32 +VAT**	**R 50.02 + VAT**
	> 2000 kl	per kl.	**R61.74 +VAT**	**R 66.66 + VAT**

TARIFFS 2016/2017 - ANNEXURE B

WATER CONSUMPTION TARIFFS WHEN THE DAM WATER LEVEL IS BELOW 30%
(Refer Tariff 3.10)

3 WATER TARIFF CHARGES (Continues)

B. CONSUMERS WITH CONNECTIONS BIGGER THAN 25 MM (Continues)

			2015/16	2016/17
3.9	**More than nine (9) Domestic consumers with one joint meter**			
	a) Basic per consumer	per month	**R135.44 +VAT**	**R 146.27 + VAT**
	b) Metered Consumption			
	0 kl to 300 kl	per kl.	**R12.84 +VAT**	**R 13.86 + VAT**
	301 kl to 600 kl	per kl.	**R17.98 +VAT**	**R 19.40 + VAT**
	601 kl to 900 kl	per kl.	**R23.14 +VAT**	**R 24.98 + VAT**
	901 kl to 1200 kl	per kl.	**R30.86 +VAT**	**R 33.32 + VAT**
	1201 kl to 1500 kl	per kl.	**R38.58 +VAT**	**R 41.66 + VAT**
	1501 kl to 2000 kl	per kl.	**R46.32 +VAT**	**R 50.02 + VAT**
	> 2000 kl	per kl.	**R61.74 +VAT**	**R 66.66 + VAT**
3.10	**Business consumers > 80mm or using more than 1000kl per month for at least four months over a period of 12 months as well as all old age homes and retirement villages regardless of the consumption**			
	a) Basic Fee	per month	**R7 044.15 +VAT**	**R 7 607.68 + VAT**
	b) Metered Consumption			
	0 kl to 2000 kl	per kl.	**R12.84 +VAT**	**R 13.86 + VAT**
	2001 kl to 3000 kl	per kl.	**R17.98 +VAT**	**R 19.40 + VAT**
	3001 kl to 4000 kl	per kl.	**R23.14 +VAT**	**R 24.98 + VAT**
	4001 kl to 5000 kl	per kl.	**R30.86 +VAT**	**R 33.32 + VAT**
	5001 kl to 6000 kl	per kl.	**R38.58 +VAT**	**R 41.66 + VAT**
	6001 kl to 8000 kl	per kl.	**R46.32 +VAT**	**R 50.02 + VAT**
	> 8000 kl	per kl.	**R61.74 +VAT**	**R 66.66 + VAT**
3.11	**Domestic Consumers using more than 1000kl per month for at least four months over a period of 12 months**			
	a) Basic Fee	per month	**R7 044.15 +VAT**	**R 7 607.68 + VAT**
	b) Metered Consumption			
	0 kl to 2000 kl	per kl.	**R12.84 +VAT**	**R 13.86 + VAT**
	2001 kl to 3000 kl	per kl.	**R17.98 +VAT**	**R 19.40 + VAT**
	3001 kl to 4000 kl	per kl.	**R23.14 +VAT**	**R 24.98 + VAT**
	4001 kl to 5000 kl	per kl.	**R30.86 +VAT**	**R 33.32 + VAT**
	5001 kl to 6000 kl	per kl.	**R38.58 +VAT**	**R 41.66 + VAT**
	6001 kl to 8000 kl	per kl.	**R46.32 +VAT**	**R 50.02 + VAT**
	> 8000 kl	per kl.	**R61.74 +VAT**	**R 66.66 + VAT**

TARIFFS 2016/2017 - ANNEXURE B

WATER CONSUMPTION TARIFFS WHEN THE DAM WATER LEVEL IS BELOW 30%
(Refer Tariff 3.10)

3 WATER TARIFF CHARGES (Continues)

C. SPECIAL WATER TARIFFS

			2015/16	2016/17
3.12	**Other Special Water Tariffs**			
	a) Raw Water : Basic plus 15 kl		**R135.44 +VAT**	**R 146.27 + VAT**
		> 15 kl per kl.	**R11.80 +VAT**	**R 12.74 + VAT**
	b) Searles Sloot	0 - 50 kl per kl.	**R0.00 +VAT**	**R 0.00 + VAT**
		> 50 kl per kl.	**R11.80 +VAT**	**R 12.74 + VAT**
	c) Buffalo Farming - plus 15% surcharge			
		0 - 30 kl per kl.	**R11.20 +VAT**	**R 12.10 + VAT**
		31 - 45 kl per kl.	**R21.20 +VAT**	**R 22.90 + VAT**
		46 - 80 kl per kl.	**R28.60 +VAT**	**R 30.89 + VAT**
		> 80 kl per kl.	**R36.00 +VAT**	**R 38.88 + VAT**
	d) Municipality Departmental use		**R12.80**	**R 13.82 + VAT**
	e) Buysplaas	Basic Fee	**R36.97 +VAT**	**R 39.92 + VAT**
		(every 3 months) 0 - 6 kl per kl.	**R0.00 +VAT**	**R 0.00 + VAT**
		7 - 60 kl per kl.	**R12.84 +VAT**	**R 13.87 + VAT**
		> 60 kl per kl.	**R18.00 +VAT**	**R 19.44 + VAT**
	f) JB Hoevers - plus 15% surcharge (Tariff code: 116)			
		0 - 9999 kl per kl.	**R9.50 +VAT**	**R 10.26 + VAT**
3.13	**Other consumers (special arrangements)**			
	Vleesbaai (191) and Springerbaai (192) (According to approved contract)			
	Basic Fee (40% of Availability fee)	per month	**as per contract +VAT**	**as per contract + VAT**
	Metered Consumption-Same as in Bulk Consumers in 3.6(b) above			
	Sporting Bodies			
	Metered Consumption	per kl.	**R9.42 +VAT**	**R 10.16 + VAT**
	Departmental Use	per kl.	**R6.40 +VAT**	**R 6.91 + VAT**
	Supply of water in rural areas		**R842.70 +VAT**	**R 910.10 + VAT**
	(Certain conditions apply) (6kl per month to registered users)	14488-621-2290		
	Supply of water from Reverse Osmosis Plant			

TARIFFS 2016/2017 - ANNEXURE C

Incentives subject to compliance with policy

Central Business District

The following incentives are applicable:

- 50% discount on building plan fees
- 50% discount on Capital Contributions with the balance to be paid over two years
- One-part pre-payment electricity tariff for new businesses locating in the above geographical area up to 60 amps indefinitely. In the case of connections exceeding 60 amps, the consumer will be refunded 50% of the transformer costs after a period of one year provided that the electricity consumption for the installation is not less than 1000kwh/month or 12000kwh/annum
- Commercial refuse tariff up to a maximum of three refuse bags indefinitely

Mossdustria and N2 Industria

The following incentives are applicable:

- 50% discount on building plans
- 50% discount on Capital Contributions and the balance to be paid over two years
- One-part electricity tariff up to 60 amps indefinitely. In the case of connections exceeding 60 amps, the consumer will be refunded 50% of the transformer costs after a period of one year provided that the electricity consumption for the installation is not less than 1000kwh/month or 12000kwh/annum
- Commercial refuse tariff up to a maximum of three refuse bags indefinitely
- No sewerage service charges to be levied for the first year

Desirable Developments

The following incentives are applicable:

- 50% discount on building plans
- 25% discount on Capital Contributions and the balance to be paid over two years
- One-part electricity tariff up to 60 amps indefinitely. In the case of connections exceeding 60 amps, the consumer will be refunded 50% of the transformer costs after a period of one year provided that the electricity consumption for the installation is not less than 1000kwh/month or 12000kwh/annum
- Commercial refuse tariff up to a maximum of three refuse bags indefinitely
- No sewerage service charges to be levied for the first year

ANNEXURE B – BUDGET RELATED POLICIES

MOSSEL BAY MUNICIPALITY

PROPERTY RATES POLICY

MOSSEL BAY MUNICIPALITY

PROPERTY RATES POLICY

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MOSSEL BAY MUNICIPALITY

PROPERTY RATES POLICY

1. BACKGROUND

This Policy is formulated in terms of Section 3 of the Local Government Municipal Property Rates Act, (Act 6 of 2004) which became operative on 2 July 2005. In 2007, Mossel Bay Municipality initiated a process to prepare a General Valuation Roll of all property situated within the geographical boundaries of the Municipality in terms of this Act. A further General Valuation has been completed in 2011 and will be effective as from 1 July 2012.

2. LEGISLATIVE CONTEXT

2.1 In terms of Section 229 of the Constitution, a Municipality may impose property rates on property.

2.2 In terms of Section 4(1) (c) of the Municipal Systems Act, (Act no.32 of 2000), a Municipality has the right to finance the affairs of the Municipality by imposing, inter alia, property rates on property.

2.3 In terms of Section 2(1) of the Municipal Property Rates Act, (Act No. 6 of 2004) a local Municipality may levy a rate on property in its area in accordance with the other provisions of this Act.

2.4 This Policy must be read together with, and is subject to the provisions of the Municipal Property Rates Act and the Property Rates By-Law.

2.5 In terms of Section 8(1) of the Municipal Property Rates Act, the Municipality is levying property rates on the use of the property as determined on the valuation roll in terms of Section 48 of this Act.

2.6 In terms of Section 26 of the Municipal Property Rates Act - Method and time of payment –

1) a Municipality may recover a rate –

   a) On a monthly basis or less often as may be prescribed in terms of the Municipal Finance Management Act: or

   b) Annually, as may be agreed to with the owner of the property.

2) a) If a rate is payable in a single amount annually it must be paid on or before a date determined by the Municipality.

   c) If a rate is payable in instalments it must be paid on or before a date in each period determined by the Municipality.

3) Payment of a rate may be deferred but only in special circumstances.

2.7 In terms of Section 12 of the Municipal Property Rates Act – Period for which property rates may be levied.

When levying property rates, a Municipality must levy the property rate for a financial year. A property rate lapses at the end of the financial year for which it was levied.

3. DEFINITIONS

In addition to the definitions contained in the Municipal Property Rates Act and the Property Rates By-Law, the following words and phrases bear the meanings assigned to them below:

"Accommodation Establishment" in relation to a property means the supply of overnight facilities to guests and tourists;

"Actual use" means actual activities that are taking place on the property;

"Agricultural Property" means a property that is used primarily for agricultural purposes but, without derogating from section 9 of the Municipal Property Rates Act, (Act 6 of 2004), 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;

"**Annually**" means once every financial year;

"Appeal board" means a valuation appeal board established in terms of section 56;

"Category" in relation to:

- Property, means a category of properties determined in terms of Section 8 of the Act, and
- Owners of properties, means a category of owners determined in terms of Section 15(2) of the Act.

"CFO" means the Chief Financial Officer of the Municipality, being a person designated in terms of Section 80(2) (a) of the MFMA, or his/her nominee;

"**Date of valuation**" means the date determined by a municipality in terms of section 31(1);

"Day" means when any number of days are prescribed for the performance of any act, those days must be reckoned by excluding the first and including the last day, unless the last day falls on a Saturday, Sunday or any public holiday, in which case the number of days must be reckoned by excluding the first day and also any such Saturday, Sunday or public holiday;

"Dominant use" means 60% or more of the use of a property (as determined by the valueer);

"Effective date"-

- In relation to a valuation roll, means the date on which the valuation roll takes effect in terms of section 32 (1); or
- In relation to a supplementary valuation roll, means the date on which a supplementary valuation roll takes effect, in terms of section 78(2)(b);

"**Exemption**", in relation to the payment of a rate, means an exemption granted by a municipality in terms of section 15;

"**Financial year"** means the period starting from 1 July in a year to 30 June the next year.

"**Income Tax Act"** means the Income Tax Act, 1962 (Act 58 of 1972);

"Gross monthly household income" means the gross monthly income from all sources, including but not limited to salaries, wages, dividends, pensions, grants, rentals, board and lodging, interest received, donations and any other form of financial support or investment income, received by every person residing on the property;

"Homeless people's shelters" means a bona fide non-profit organisation (NPO) which operates a shelter used primarily for the accommodation of homeless people and which has applied in writing for and been registered as such shelter by Council;

"**Interest**" means a charge levied on all accounts calculated at a rate of 1% higher than the prime interest rate;

"Local community", in relation to a municipality-

- Means that body of persons comprising-
  - The residents of the municipality;
  - The ratepayers of the municipality;
  - Any civic organisations and non-governmental, private sector or labour organisations or bodies which are involved in local affairs within the municipality; and
  - 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; and
- 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;

"**MEC for local government**" means the member of the Executive Council of a province who is responsible for local government in that province;

"**MFMA**" means the Local Government: Municipal Finance Management Act, (Act No. 56 of 2003);

"Mining Properties" means a property used for mining operations as defined in the Mineral and Petroleum Resources Development Act 2000 (Act No. 28 of 2002);

"**MPRA"** means the Local Government: Municipal Property Rates Act, (Act no. 6 of 2004);

"MPRA Rate Ratio Regulations" means the Municipal Property Rates Regulations on the Rate Ratio between Residential and Non-Residential Properties promulgated in terms of the MPRA published under Government Notice R195, Government Gazette 32991, on 1 March 2010;

"Multiple purposes" in relation to a property, means the use of a property for more than one purpose, subject to section 9 of the Municipal Property Rates Act (Act No. 6 of 2004);

"**Municipal council**" or "council" means a municipal council referred to in section 18 of the Municipal Structures Act;

"Municipality" means the Mossel Bay Municipality;

"**Municipal manager**" means a person appointed in terms of section 82 of the Municipal Structures Act;

"**Municipal Structures Act**" means the Local Government: Municipal Structures Act, 1998 (Act 117 of 1998);

"**Municipal Systems Act**' means the Local Government: Municipal Systems Act, 2000 (Act 32 of 2000);

"Municipal valuer" or "valuer of a municipality" means a person designated as a municipal valuer in terms of section 33(1);

"**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; and
- A property identified by the Minister by notice in the Gazette where the phasing-in of a rate is not justified;

"Non-Residential Property" means all properties other than those defined as residential;

"**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 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) 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

"**Organ of state"** means an organ of state as defined in section 239 of the Constitution;

"**Owner**"-

(a) in relation to a 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;

(bA) in relation to a time sharing interest contemplated in the Property Time-Sharing Control Act, 1983 (Act 75 of 1983), means the management association contemplated in the regulations made in terms of section 12 of the Property Time-Sharing Control Act, 1983, and published in Government Notice R327 of 24 February 1984;

(bB) in relation to a share in a share block company, the share block company as defined in the Share Blocks Control Act, 1980 (Act 59 of 1980)

(bC) in relation to buildings, other immovable structures and infrastructure referred to in section 17(1)(f), means the holder of the mining right or the mining permit;

(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; or

(d) in relation to public service infrastructure referred to in paragraph (d) of the definition of "property", means the organ of state which owns or controls that public service infrastructure as envisaged in the definition of "publicly controlled',

provided that a person mentioned below may for the purposes of this Act be regarded by a municipality as the owner of a property in the following cases;

(i) A trustee, in the case of a property in a trust excluding state trust land;
(ii) An executor or administrator, in the case of a property in a deceased estate;
(iii) A trustee or liquidator, in the case of a property in an insolvent estate or in liquidation;
(iv) A judicial manager, in the case of a property in the estate of a person under judicial management;
(v) A curator, in the case of a property in the estate of a person under curatorship;
(vi) A person in whose name a usufruct or other personal servitude is registered, in the case of a property that is subject of 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;

(viiA) a lessee, in the case of property to which a land tenure right applies and which is leased by the holder of such right; or

(viii) A buyer, in the case of a property that was sold by a municipality and of which possession was given to the buyer pending registration of ownership in the name of the buyer;

"**Permitted use"** in relation to a property, means the limited purposes for which the property may be used in terms of-

- Any restrictions imposed by-
  - A condition of title;
  - A provision of a town planning or land use scheme; or
  - Any legislation applicable to any specific property or properties; or
- Any alleviation of any such restrictions;

"**Person"** includes an organ of 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-

(a) registered in the name of the religious community;
(b) registered in the name of a trust established for the sole benefit of a religious community; or
(c) subject to a land tenure right.

"**Prescribe"** means prescribe by regulations in terms of section 83;

"**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;

"Property Rates By-law" means the Municipality: Property Rates By-law promulgated in the Provincial Gazette No. 6917 of 14 October 2011;

"**Property register**" means a register of properties referred to in section 23;

"**Protected area**" means an area that is or has to be listed in the register referred to in section 10 of the Protected Areas Act;

"**Public benefit organisation (PBO)"** means properties owned by public benefit organisations and used for any specific public benefit activities listed in Part 1 of the 'Ninth Schedule to the Income Tax Act;

"**Public Service Infrastructure (PSI**)" means publicly controlled infrastructure of the following kinds;

(a) National, provincial or other public roads on which goods, services, or labour move across a municipal boundary;
(b) Water or sewer pipes, ducts or other conduits, dams, water supply reservoirs, water treatment plants or water pumps forming part of a water or sewer scheme serving the public;
(c) Power stations; power substations or power lines forming part of an electricity scheme serving the public;

(d) Gas or liquid fuel plants or refineries or pipelines for gas or liquid fuel plants or refineries or pipelines for gas or liquid fuels, forming part of a scheme for transporting such fuels;
(e) Railway lines forming part of a national railway system;
(f) Communication towers, masts, exchanges or lines forming part of a communication system serving the public;
(g) Runways, aprons and the air traffic control unit at national or provincial airports, including the vacant land known as the obstacle free zone surrounding these, which must be vacant for air navigation purposes;
(h) Breakwaters, sea walls, channels, basins, quay walls, jetties, roads, railway or infrastructure used for the provision of water, lights, power, sewerage or similar services of ports, or navigational aids comprising lighthouses, radio navigational aids, buoys, beacons or any other device or system used to assist the safe and efficient navigation of vessels;
(i) Any other publicity controlled infrastructure as may be prescribed; or
(j) A right registered against immovable property in connection with infrastructure mentioned in paragraphs (a) to (i)

"**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 (PSI);

"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 levy a rate, excluding property fully excluded from the levying of rates in terms of section 17;

"Ratepayer" means a person or entity that is liable, in terms of the MPRA, for the payment of property rates on property levied by the Municipality;

"Ratio" in relation to section 19 of the Municipal Property Rates Act (Act No.6 of 2004), means the relationship between the cent in the Rand applicable to residential properties and different categories of non-residential properties: Provided that the two relevant cent amounts in the Rand are inclusive of any

relief measures that amount to rebates of a general application to all properties within a property category;

"**Rebate**" in relation to a rate payable on a property, means a discount granted in terms of section 15 on the amount of the rate payable on the property;

"**Reduction"** in relation to a rate payable on a property, means the lowering in terms of section 15 of the amount for which the property was valued and the rating of the property at that lower amount;

"**Register"**-
(a) Means to record in a register in terms of-
    a. The Deeds Registries Act, 1937 (Act 47 of 1937); or
    b. The Mining Titles Registration Act, 1967 (Act 16 of 1967); and
(b) Includes any other formal act in terms of any other legislation to record-
    a. A right to use land for or in connection with mining purposes; or
    b. A land tenure right;

"Residential Property" means a property included in a valuation roll in terms of section 48(2)(b) of the Local Government Municipal Property Rates Act in respect of which the primary use or permitted use is for residential purposes without derogating from section 9 of the Municipal Property Rates Act (Act 6 of 2004); and which includes the following:

- used predominantly (60% or more) for residential purposes;

- a unit registered in terms of the Sectional Titles Act (Act No. 95 of 1986, used predominantly (60% or more) for residential purposes, and includes any unit in the same Sectional Title scheme registered in the name of the same owner which is used together with the residential unit as if it were one property, for example a garage or domestic worker's quarters. (Any such grouping shall be regarded as one residential property for rate rebate or valuation reduction purposes and for clearance application purposes); or

- owned by a share block company and used predominantly (60% or more) for residential purposes but will be considered as one residential property as set out in 5.1 below; or

- a retirement scheme or life right scheme used predominantly (60% or more) for residential purposes; or

- an old age home used predominantly (60% or more) for residential purposes; or

- a block of flats used predominantly (60% or more) for residential purposes, but will be considered as one Residential property as set out in 5.1 below.

"**Sectional Titles Act"** means the Sectional Titles Act, 1986 (Act 95 of 1986);

"**Sectional title scheme**" means a scheme defined in section 1 of the Sectional Title Act;

"**Sectional title unit"** means a unit defined in section 1 of the Sectional Title Act;

"**Special rated areas**"

(1) A municipality may by resolution of its council-
   a. Determine an area within that municipality as a special rating area;
   b. Levy an additional rate on property in that area for the purpose of raising funds for improving or upgrading that area; and
   c. Differentiate between categories of properties when levying and additional rate referred to in paragraph (b).

(2) Before determining a special rating area, a municipality must-
   a. Consult the local community, including on the following matters;
      i. The proposed boundaries of the area; and
      ii. The proposed improvement or upgrading of the area; and
   b. Obtain the consent of the majority of the members of the local community in the proposed special rating area who will be liable for paying the additional rate.

(3) When a municipality determines a special rating area, the municipality-
   a. Must determine the boundaries of the area;
   b. Must indicate how the area is to be improved or upgraded by funds derived from the additional rate;
   c. Must establish separate accounting and other record keeping systems regarding-
      i. The revenue generated by the additional rate; and
      ii. The improvement and upgrading of the area; and
   d. May establish a committee composed of persons representing the community in the area to act as a consultative and advisory forum for the municipality on the improvement and upgrading of the area, provided representivity, including gender representivity, is taken into account when such a committee is established. Such a committee must be a subcommittee of the ward committee or committee in the area, if the municipality has a ward committee or committees in the area.

(4) This section may not be used to reinforce existing inequities in the development of the municipality, and any determination of a special rating area must be consistent with the objectives of the municipality's integrated development plan.

(5) This section must be read with section 85 of the Municipal Systems Act if this section is applied to provide funding for an internal municipal service district established in terms of that section of the Municipal Systems 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;

"**This act"** includes regulations made in terms of section 83.
(2) In this Act, a word or expression derived from a word or expression defined in subsection (1) has a corresponding meaning unless the context indicates that another meaning is intended.

"Valuation Roll" means a valuation roll made in terms of Section 30 of the MPRA or a supplementary valuation roll made in terms of Section 78 of the MPRA;

"Vacant Land" means a property without any buildings or structures that could be used for residential or other purposes.

4. GUIDING PRINCIPLES

4.1 The Municipality's Property Rates Policy is based on the following guiding principles:

- equity;
- affordability;
- poverty alleviation;
- social and economic development;
- financial sustainability; and
- cost efficiency.

4.2 Property Rates are levied in accordance with the MPRA as a cent-in-the-rand based on the property value contained in the Municipality's General Valuation Roll of 2011 and Supplementary Valuation Rolls.

4.3 A municipality must, according to Sec 78 of the MPRA, whenever necessary, cause a supplementary valuation to be made in respect of any rateable property- If
(a) Incorrectly omitted from the valuation roll;
(b) Included in a municipality after the last general valuation;
(c) Subdivided or consolidated after the last general valuation;
(d) the market value has substantially increased or decreased for any reason after the last general valuation;
(e) Substantially incorrectly valued during the last general valuation;
(f) it must be valued for any other exceptional reason;
(g) the category has changed;
(h) the value recorded in the valuation roll was incorrect as a result of a clerical or typing error.

4.4 As allowed for in the MPRA, the Municipality has chosen to differentiate between various categories of property and owners of property. Some categories of property and categories of owners are granted relief from property rates. However, the Municipality does not grant relief in respect of payments for property 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.

4.5 A person liable for a rate must furnish the municipality with an address where correspondence can be directed to.

4.6 Differential rates applicable to Mossel Bay Municipality:

- Agricultural Properties
- Multipurpose Properties
- Businesses and Commercial Properties;
- Industrial Properties;
- Mining Properties;
- Municipal Properties;
- National Monuments;
- Public Service Properties/Organs of state;
- Place of Worship – Church;
- Place of Worship – Parsonages;
- Protected Area;
- Public Benefit Organisations;
- Public Service Infrastructure;
- Residential Properties;
- Vacant Land.

4.7 The rate charged as a cent-in-the-rand for Residential Properties is the base rate and the rates charged in respect of all other categories of properties are reflected as ratios to the Residential rate as set out below.

PROPERTY RATES TARIFF STRUCTURE

TARIFF TYPE	**CATEGORY**	**RATIO**	**STRUCTURE**
RESIDENTIAL	**RES**	**BASE TARIFF**	**100%**
Vacant Land - Residential	RESV	Ratio to base tariff	100%
Business & Commercial	BUS	Ratio to base tariff	200%
Vacant Land - Business	BUSV	Ratio to base tariff	200%
Industrial	IND	Ratio to base tariff	200%
Mining	MIN	Ratio to base tariff	200%
Agricultural	FAGR	Ratio to base tariff	25%
Public Service Infrastructure	PSI	Ratio to base tariff	25%
Public Benefit Organisation	PBO	Ratio to base tariff	25%
Public Service Properties	PSP (GOV)	Ratio to base tariff	25%
Municipal	MUN	Ratio to base tariff	0%
Protected Areas	PROT	Ratio to base tariff	0%
Place of Worship - Church	POWC	Ratio to base tariff	0%
Place of Worship - Parsonage	POWP	Ratio to base tariff	0%

5. APPLICATION OF THE POLICY

5.1 Residential Property (RES)

5.1.1 a) The first R15 000 of the market value as per the Valuation Roll on Residential Properties as set out in Section 17(1) (h) of the MPRA is exempted from paying property rates;

b) The Municipality will grant a rebate in terms of Section 15(1)(b) of the MPRA on the balance of the market value up to R50 000 in respect of all residential properties, as an important part of the Municipality's indigent relief measures aimed primarily at alleviating poverty amongst those persons owning low-value properties (revenue foregone);

c) In the case of residential properties with a market value of R65 000 and less, the Municipality will grant a rebate in terms of Section 15(1) (b) of the MPRA for the market value of the property.

5.1.3 Private Owned Town (Vleesbaai) will be granted an additional 70% discount on the residential tariff.

5.1.4 Residential Vacant Land properties will not be granted any discounts or impermissible values.

5.2 Business & Commercial (BUS)

Business & Commercial properties will be charged at 200% of the base tariff.

5.2.1 Properties that are used as Accommodation Establishments will be granted a 30% rebate on the business & commercial tariff;

5.2.2 Farm properties that are used for business, commercial or industrial purposes will be granted a 30% rebate on the business and commercial tariff;

5.2.3 Business & Commercial Vacant Land properties will not qualify for any rebates and will therefore be charged the business & commercial tariff.

5.3 Public Service Infrastructure (PSI)

5.3.1 For Public Service Infrastructure (as defined in the MPRA) the first 30% of its market value in terms of Section 17(1) (a) of the MPRA is exempted from paying property rates.

5.3.2 The Public Service Infrastructure properties will be charged at 25% of the base tariff. These categories of properties and/or owners of properties are deemed to contribute services or benefits to the community.

5.4 Agricultural Use (FAGR)

5.4.1 A farm is an area of land, including various structures thereon, devoted primarily to the practice of producing and managing food (produce, grains or livestock) or forestry products. The farming activity must be intense, must not be a mere hobby and must contribute to the local economy.

5.4.2 In terms of the MPRA, the definition of agricultural purpose excludes the use of a property for the purpose of eco-tourism or for the trading in or hunting of game.

5.4.3 If agricultural properties are not used solely for agricultural purposes and where the municipal valuator considers it reasonable to apply the category of multiple-use properties, the apportionment of value for each distinct use of the property will be calculated by the municipal valuator and used for billing at the applicable rate of the specific property rates category.

5.5 Multiple-Use Properties

Properties used for multiple purposes which do not fall within the definition of Residential Properties and, accordingly, do not qualify for the residential rate, may be included into the category of multiple-use properties, for which an apportionment of value for each distinct use of the property will be calculated by the municipal valueer and used for billing at the appropriate and applicable rate, in cases where the municipal valueer considers it reasonable to apply this category.

5.6 Municipal Properties (MUN)

In terms of Section 7 of the MPRA the Municipality will not levy property rates on-

(i) properties of which the municipality is the owner;
(ii) Public Service Infrastructure owned by a municipal entity;

(iii) Leased Municipal Properties with a nominal value and/or portions of the commonage property where it is not practical to levy property rates; and
(iv) Municipal vesting properties.

5.7 Pensioners

5.7.1 Registered owners of Residential Properties who are pensioners qualify for special rebates according to gross monthly household income of all persons permanently residing on that property. To qualify for the rebate a property owner must be a natural person and the registered owner of a property which satisfies the requirements of the definition of Residential Property. This property owner must on 1 July of the financial year:

- occupy the property as his/her Primary Residence, and
- be at least 60 years of age, or
- has been declared medically unfit even if not yet 60 years of age, and
- be in receipt of a gross monthly household income not exceeding the amount determined by Council during the Municipality's budget process.

5.7.2 The owner must submit the application by 1 July for this rebate to be granted in the financial year in which the application is submitted. (Application forms can be obtained from the Municipality).

5.7.3 Only owners who, for the first time, during a financial year, meets all the other criteria above, may apply to receive the rebate. From the date the Municipality receives the application until the end of that financial year a pro-rata rebate will be calculated, where after all the criteria set out above will apply to applications for rebates in subsequent financial years. No new applications will be accepted after 30 April of each year.

5.8 Religious Institutions (POWC & POWP)

5.8.1 In terms of Section 17(1) (i) of the MPRA, the Municipality may not levy a rate 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 officiates at services at that place of worship.

5.9 Public Benefit Organisations (PBO)/Non-Profit Organisations(NPO)

5.9.1 The properties of Public Benefit Organisations or Non-Profit Organisations Service will be charged at 25% of the base tariff, if they comply with the conditions in 5.9.2 below. These categories of properties and/or owners of properties are deemed to contribute services or benefits to the community.

5.9.2 In order to be considered, the organisations must either be registered as NPOs under the Non-Profit Organisations Act, (Act no., 71 of 1997), or be PBOs that qualify for tax exemption as contemplated by Part 1 of Section 30 of the Ninth Schedule of the Income Tax Act. Proof of such registration must be supplied upon request.

5.10 Indigent households

Indigent households with a valuation of R65 000 or less will receive an additional rebate for the difference in valuation above R50 000.

6 GENERAL

6.1 People who have submitted false information and/or false affidavits and/or failed to notify the CFO of any amended use of properties owned or used by them will have the exemptions, rebates or reductions withdrawn with effect from the date of the incident in question and interest levied as provided for in the Municipality's Credit Control and Debt Collection Policy and By-Law. The Municipality may also take further appropriate action against them.

6.2 All applications for exemptions, rebates or reductions will require the applicant's municipal accounts to have been paid up to date or the conclusion of a suitable arrangement with the Municipality as provided for in the Municipality's Credit Control and Debt Collection By-Law and Policy, which may include water and electricity saving measures. Should there be a default on the arrangements, all the rebates, exemptions or reductions granted may be reversed with effect from the date on which the default took place.

6.3. Any late applications or deviations from the ownership, registration or usage requirements of this Policy must be motivated in writing to the CFO and will be dealt with in the sole discretion of the CFO, taking into account any factors which he/she deems to be relevant, including, but not limited to considerations of fairness and equity.

7 REGULAR REVIEW PROCESSES

The Municipality's Property Rates Policy will be reviewed on an annual basis to ensure that it complies with the Municipality's strategic objectives and with legislation.

8 RESOLUTION LEVYING RATES

A resolution levying rates in a municipality must be annually promulgated within 60 days of the date of the resolution, by publishing the resolution in the Provincial Gazette.

9 LIABILITY FOR AND PAYMENT OF PROPERTY RATES

Liability for and payment of property rates is further governed by the MPRA and the Municipality's Credit Control and Debt Collection By-Law and Policy.

10 DUE DATES

The due date for payment of property rates in terms of Sections 26(2)(a) and (b) and 78(4) of the MPRA means the date reflected on a municipal invoice as the final date on which payment is due and payable.

11 CLEARANCE CERTIFICATES & RATES REFUNDS

All monies collected by the Municipality including in respect of Special Rating Areas (including City Improvement Districts) and any estimated amounts for the duration of the validation period of a certificate in terms of Section 118(1) (a) of the Systems or Section 89 of the Insolvency Act, (Act 24 of 1936), are for the purpose of Section 118 of the Systems Act, deemed to be due and must be paid in order to facilitate the transfer of immovable property:

11.1 all amounts that are due must be paid in full prior to the issuing of any clearance certificate in terms of Section 118, of the Systems Act;

11.2 developer's contributions will be due and payable before any rates clearance certificate is issued on new erven developments;

11.3 in the case of new sectional title developments payment of developer's contribution will be due before services will be connected;

11.4 no interest shall be paid by the Municipality to the registered seller in respect of these payments which are deemed to be due; and

11.5 all payments will be allocated to the registered seller's municipal accounts and all refunds will be made to the transferring attorney;

11.6 refunds will only be issued on written request or application for refund of the transferring attorney;

11.7 refunds will be allocated to arrear service debt of tenants and only the balance will be refunded.

11.8 refunds will not be issued if the services have not been connected on the new owner and the deed confirming new ownership is received.

11.9 Outstanding services of tenants may only be recovered for a maximum period of two years if a request is lodged for a Section 118 (1) of the Municipal Systems Act (32 of 2000) Clearance Certificate. If this is done the conveyancer as well as the buyer of the property must be informed that the remaining debt will remain on the property according to subsection 3, the buyer will then be held responsible for it.

11.10 The clearance certificate will only be valid for 120 days;

11.11 Extension on a clearance certificate will be granted, if all services is paid in advance for another 120 days;

11.12 If the valid period surpasses 30 June of the year in which the request was received, the total annual debit for the following financial year will be payable.

12. EFFECTS OF OBJECTIONS AND APPEALS ON LIABILITY FOR PAYMENT

In terms of the MPRA:

12.1 the lodging of an objection or an appeal in terms of Sections 50 and 54 of the MPRA does not defer liability for the payment of property rates beyond the dates determined for payment in terms of this Policy;

12.2 the review of the municipal valueer' s decision in terms of Section 52 of the MPRA does not defer liability for the payment of property rates beyond the dates determined for payment in terms of this Policy.

13. INDIGENCY

In terms of Section 3(3) (f) and Section 15 of the MPRA all indigents, for rating purposes, will qualify in respect of their Residential Properties for the benefits as set out in paragraph 5.1 of this Policy.

14. INTEREST ON OVERDUE ACCOUNTS

14.1 Interest shall be raised on overdue accounts as determined in the Credit Control and Debt Collection By-Law and Policy.

14.2. Interest for incorrect billing.

14.2.1. Interest for incorrect billing will be dealt with according to the amendment of section 55 of the principle act in subsection 2, paragraph (b)-

(i) recover from [or repay to,] the person liable for the payment of the rate the difference determined in terms of paragraph (a) [plus interest at a prescribed rate] without adding interest on the amount due for rates: or

(ii) refund to the person who made the payment the difference determined in terms of paragraph (a) plus interest at the prescribed rate.

15. ADJUSTMENT OF PROPERTY RATES PRIOR TO SUPPLEMENTARY VALUATION (SV)

15.1 In circumstances where a valuation has been carried out by the municipal valuator in pursuance of a SV in terms of Section 78(1)(c), 78(1)(d), 78(1)(f), or 78(1)(g) of the MPRA as a result, for example, of a demolition having taken place on a property or a fire having destroyed buildings on a property, but the Municipality has not yet included such valuation of the relevant property in a SV, such valuation shall be submitted to the CFO for approval to levy property rates on the property in accordance with such valuation, with effect from the date of the occurrence of the event which caused a SV to be required.

15.2 If the owner of a property which has been subdivided or consolidated after the last general valuation wishes to sell the consolidated erf, or one or more of the erven which have been subdivided off the parent erf, as the case may be, applies to the Municipality for a clearance certificate in terms of Section 118 of the Systems Act and if the Municipality has not yet included such valuation of the relevant property (ies) in a SV:

15.2.1 the municipal valuator shall conduct a valuation of the relevant property (ies) for purposes of a Supplementary Valuation; and

15.2.2 the valuation shall be submitted to the CFO for approval of the levying of property rates on such property (ies) in accordance with such valuation, with effect from the date on which the relevant subdivision or consolidation (as the case may be) was registered in the Deeds Office.

16. CORRECTIONS ON PROPERTY RATES

Can only be done via Supplementary valuations and according to Section 78 of the MPRA.

17. This policy will come into effect on 1 July 2016

MOSSEL BAY MUNICIPALITY

PROPERTY RATES POLICY

DOCUMENT AND VERSION CONTROL

Version:	**Revision 12**
Date:	**May 2016**
Summary:	This document describes the Property Rates Policy that will be applicable to the Mossel Bay Municipality, with effect from **1 July 2016**

Signature: ..... Date: 30/05/2016
Municipal Manager
(Accounting Officer)

Signature: ..... Date: 30/05/2016
Executive Mayor

MOSSEL BAY MUNICIPALITY

TARIFF POLICY

MOSSEL BAY MUNICIPALITY

TARIFF POLICY

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MOSSEL BAY MUNICIPALITY

TARIFF POLICY

1. INTRODUCTION

In terms of section 74 of the Local Government : Municipal Systems Act, of 2000, the Mossel Bay Council must adopt and implement a Tariff Policy that complies with the provisions of any applicable legislation on the levying of fees for municipal services provided by or on its behalf. The Tariff Policy may differentiate between different categories of users, debtors, service providers, service standards, geographical areas and other matters as long as the differentiation does not amount to unfair discrimination. Section 75 of the Systems Act requires that the Council adopt by-laws to give effect to the implementation and enforcement of its Tariff Policy.

2. DEFINITIONS

In this Policy, unless inconsistent with the context -

"Accounting Officer" means the municipal manager appointed in terms of section 82 of the Local Government: Municipal Structures Act, (Act no, 177 of 1998) and being the head of administration and accounting officer in terms of section 60 of the Local Government: Municipal Systems Act (Act No. 32 of 2000;

"**Accommodation Establishments**" in relation to a property means the supply of overnight facilities to guests and tourists;

"**Additional residential units**" additional units erected on an erf zoned as single or general residential, it can form part of the main structure or be separated. The size of the additional units must vary between 30 and 120 square meters and does not have to have separate service connections. Loose standing units may only have a ground level structure. Each unit must have direct access from ground level;

"Agricultural Property" Means a property that is used primarily for agricultural purposes but, without derogating from section 9, of the Municipal Property Rates Act (Act 6 of 2004) 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;

"Availability charges" An availability charge for electricity, water and sewerage as determined from time to time by the Council shall be levied

on all properties with or without improvements, whether or not the property is connected to the electricity reticulation / water network / sewerage network systems of the Council. Such fee shall be levied only if;

1. a monthly Basic fee is not levied;
2. the property is adjacent to such a service; and
3. in the opinion of the Council, the services can reasonably be connected.

"**Customer/user**" means any person to whom a service is rendered or made available by the council;

"**Households**" all matured persons older than 18 years that occupied a property within the jurisdiction of the Council regardless whether the person rents or owns the property;

"**Indigent household**" Indigent Household means a household that complies with the following conditions:

(i) The total municipal valuation, determined in terms of the Municipal Property Rates Acts, of a permanently occupied residential property, which does not exceed an amount as determined by Council, will automatically qualify as an indigent household; or

(ii) A household with a total monthly income of not more than twice (2times) the monthly Government old age pension;

"**Interest"** means a charge levied, on all arrear accounts calculated at an interest rate which is one persent higher than the prime interest rate;

"Mining Property" means a property used for mining operations as defined in the Mineral and Petroleum Resources Development Act, 2002 (Act. No. 28 of 2002);

"**Multiple purposes**" in relation to a property, means the use of a property for more than one purpose, subject to section 9 of the Municipal Property Rates Act (Act 6 of 2004);

"**Municipal area**" means the area in respect of which the Municipality has executive and legislative authority as determined by the Constitution and national legislation and the area as demarcated by the Demarcation 1998 (Act no. 27 of 1998);

"**Municipal council**" means the council of Mossel Bay Municipality;

"**Municipality**" means

(a) an organ of state within the local sphere of government exercising legislative and executive authority in an area determined under the Local Government: Municipal Demarcation Act (Act no, 27 of 1998);

(b) a Municipality consists of:

(i) the political structures and administration of the Municipality; and
(ii) the community of the Municipality.

(c) functions in the area in keeping with the political, statutory and other relationships between its political structures, political office bearers and administration and its community; and

(d) as a separately legal personality that excludes liability on the part of its community for the actions of the Municipality.

"**Occupier**" means the person who controls and resides on, or who controls and otherwise uses immovable property or a portion thereof; provided that-

(a) the husband or wife of the owner of immovable property which is at any time used by such owner and husband or wife as a dwelling, shall be deemed to be the occupier thereof;

(b) where husband and wife both reside on immovable property and one of them is an occupier thereof, the other shall also be deemed to be an occupier thereof; and

(c) a person who-

(i) resides in or occupies a room or rooms in a boarding house, lodging house, home for elderly people (other than a person, and the husband or wife of such person, who, by paying a capital amount, has acquired and exercises a lifelong right to so reside in or occupy a room or rooms in a home for elderly people), hostel, hotel, motel, botel, club mess, barracks, nurses home or other place of a like nature;

(ii) resides in or occupies a separate room or rooms on immovable property occupied by any relative of such person;

(iii) as a boarder or lodger, resides in or occupies a room or rooms on immovable property owned or occupied by any other person; or

(iv) occupies an area of land or building or portion of a building solely for the purpose of parking, leaving or storing any vehicle or craft thereon or therein;

shall be deemed not to be an occupier of the immovable property concerned.

"**Office Bearer**" in relation to places of 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 worship;

"**Owner**"-

(a) in relation to a 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;

(bA) in relation to a time sharing interest contemplated in the Property Time-Sharing Control Act, 1983 (Act 75 of 1983), means the management association contemplated in the regulations made in terms of section 12 of the Property Time-Sharing Control Act, 1983, and published in Government Notice R327 of 24 February 1984;

(bB) in relation to a share in a share block company, the share block company as defined in the Share Blocks Control Act, 1980 (Act 59 of 1980)

(bC) in relation to buildings, other immovable structures and infrastructure referred to in section 17(1)(f) of the Municipal Property Rates Act, means the holder of the mining right or the mining permit;

(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; or

(d) in relation to public service infrastructure referred to in paragraph (d) of the definition of "property", means the organ of state which owns or controls that public service infrastructure as envisaged in the definition of "publicly controlled',

provided that a person mentioned below may for the purposes of the Municipal Property Rates Act be regarded by a municipality as the owner of a property in the following cases;

(i) A trustee, in the case of a property in a trust excluding state trust land;

(ii) An executor or administrator, in the case of a property in a deceased estate;

(iii) A trustee or liquidator, in the case of a property in an insolvent estate or in liquidation;

(iv) A judicial manager, in the case of a property in the estate of a person under judicial management;

(v) A curator, in the case of a property in the estate of a person under curatorship;

(vi) A person in whose name a usufruct or other personal servitude is registered, in the case of a property that is subject of 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;

(viiA) a lessee, in the case of property to which a land tenure right applies and which is leased by the holder of such right; or

(viii) A buyer, in the case of a property that was sold by a municipality and of which possession was given to the buyer pending registration of ownership in the name of the buyer;

"**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-

(a) registered in the name of the religious community;

(b) registered in the name of a trust established for the sole benefit of a religious community; or

(c) subject to a land tenure right

"**Poor households**" A household qualify as a poor household on the following conditions:

(a) Total monthly household income must be more than twice (2x) the monthly State old age pension, but less than an amount determined by Council;

"Private Open Space (POS)" means vacant land belonging to private owners;

"**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;

"Protected Area" Those parts of a special nature reserve, national park or nature reserve within the meaning of the national Environmental Management Protected Areas Act, (Act no.57 of 2003), or of a national botanical garden within the meaning of the National Environmental Management Biodiversity Act (Act no. 10 of 2004), which are not developed or used for commercial, business, agricultural or residential purposes.

"**Public benefit organisation (PBO)"** means properties owned by public benefit organisations and used for any specific public benefit activities listed in Part 1 of the 'Ninth Schedule to the Income Tax Act;

"**Public Open Space Municipality (POSM)** means vacant land owned by the Municipality;

"Public Open Space Private (POSP)" means small pieces of vacant land in private complexes used for playgrounds, parking, gardening, etc.;

"**Public Service Infrastructure (PSI)"** means publicly controlled infrastructure such as, national, provincial or other public roads, railway lines, etc. (full definition included under MPRA above);

"Public Service Infrastructure Private (PSIP)" properties, mostly found in private owned complexes used for streets, right of way, pavements, etc.;

"**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 (PSI);

"Ratio" in relation to section 19 of the Municipal Property Rates Act (Act No.6 of 2006), means the relationship between the cent in the Rand applicable to residential properties and different categories of non-residential properties: Provided that the two relevant cent amounts in the Rand are inclusive of any relief measures that amount to rebates of a general application to all properties within a property category;

"Residential Property" means a property included in a valuation roll in terms of section 48(2)(b) of the Local Government Municipal Property Rates Act in respect of which the primary use or permitted use is for residential purposes without derogating from section 9 of the Municipal Property Rates Act (Act 6 of 2004); and which includes the following:

- used predominantly (60% or more) for residential purposes;

- a unit registered in terms of the Sectional Titles Act (Act No. 95 of 1986, used predominantly (60% or more) for residential purposes, and includes any unit in the same Sectional Title scheme registered in the name of the same owner which is used together with the residential unit as if it were one property, for example a garage or domestic worker's quarters. (Any such grouping shall be regarded as one residential property for rate rebate or valuation reduction purposes and for clearance application purposes); or

- owned by a share block company and used predominantly (60% or more) for residential purposes but will be considered as one residential property as set out in 5.1 of the Rates Policy;

- a retirement scheme or life right scheme used predominantly (60% or more) for residential purposes; or

- an old age home used predominantly (60% or more) for residential purposes; or

- a block of flats used predominantly (60% or more) for residential purposes, but will be considered as one Residential property as set out in 5.1 of the Rates Policy;

"**Tariff Policy**" means a Tariff Policy on the levying of fees, rates or taxes for municipal services provided by the Municipality itself and that complies with the Municipal Systems Act, (Act no. 32 of 2000); and

"**The Act**" means the Municipal Systems Act, (Act no, 32 of 2000);

3. GENERAL PRINCIPLES

3.1 Objective

The objective of this Tariff Policy is to ensure the following:

(a) Tariffs must conform to acceptable policy principles;
(b) Municipal services must be sustainable;
(c) Tariffs must comply with the applicable legislation; and
(d) Tariffs should take poor people and limited consumption into consideration

3.2 Responsibility / Accountability

The Mossel Bay Council has the overall responsibility of laying down the Tariff Policy.

3.3 Tariff Policy Principles

In terms of section 74(2) of the Systems Act of 2000, the Municipality's Tariff Policy reflects the following principles:

(a) Users of municipal services are treated equitably in the application of tariffs;

(b) The amount individual users pay for services are generally in proportion to their use of that service;

(c) Poor households have access to at least basic services through:

  (i) Special or life line tariffs for low levels of use or consumption of services or for basic levels of service; or

  (ii) Any other direct or indirect method of subsidisation of tariffs for poor households;

  (iii) Tariffs reflect the costs reasonably associated with rendering the service, including capital, operating, maintenance, administration, replacement costs and interest charges;

(d) Tariffs are set at levels that facilitate the financial sustainability of the service, taking into account subsidisation from sources other than the service concerned. A service is financially sustainable when it is provided in a manner that would ensure its financing from internal and external sources is sufficient to cover the costs of the initial capital expenditure required, operating the service, maintaining, repairing and replacing the physical assets used in its provision;

(e) Provision is made in appropriate circumstances for a surcharge or a rebate on the tariff for a service;

(f) Provision is made for the promotion of local economic development through special tariffs for categories of commercial and industrial users;

(g) The economical, efficient and effective use of resources, the recycling of waste and other appropriate environmental objectives are encouraged; and

(h) The extent of subsidisation of tariffs for poor households and other categories of users are fully disclosed;

(i) It can be further stated that tariffs, rates and the employment of resources, in general, take into account the Council's IDP principles and goals.

4. NEED FOR A TARIFF POLICY

4.1 Revenue Adequacy and Certainty

The Municipality must have access to adequate sources of revenue to enable it to carry out its functions. The Municipality must:

(a) Fully exploit the available sources of revenue to meet its development objectives; and
(b) Be reasonably certain of its revenue to allow for realistic planning.

4.2 Sustainability

Financial sustainability requires a budget that balances. This means that the Municipality must ensure that:

(a) Services are provided at affordable levels; and
(b) It is able to recover the costs of service delivery.

It must be realised that no bailout will be provided if the budget is exceeded or if proper financial management controls are not established. Indigent members of the community have the right to have access to at least a minimum level of basic services. Therefore, there is a need to subsidise poor households, who are unable to pay for full service costs.

4.3 Effective and Efficient Resource Use

Resources are scarce and must be used in the best possible way to reap the maximum benefit for the community. However, there are no mechanisms available to ensure the effective allocation of resources. It is therefore important that the community provide the necessary checks and balances. They can do this by participating in the budget process. Efficiencies in spending and resource allocation will ultimately increase the access of the poor to basic services.

4.4 Accountability, Transparency and Good Governance

The Municipality must be accountable to the community for the use of its resources. Councillors must be able to:

(a) justify their expenditure decisions; and
(b) explain why and how, the revenue necessary to sustain expenditure is raised.

Budgeting and the financial affairs must be open to public scrutiny. The community must have greater voice making decisions about how revenue is raised and spent. Community participation in budgeting must include those groups in the community who face particular constraints in participating. It must also include a capacity-building component to ensure that people understand the prioritisation process (why resources are allocated to one area rather than another).

4.5 Equity and Redistribution

Members of the community must be treated equitably with regard to the provision of services.

4.6 Development and Investment

Meeting basic needs in the context of existing services backlogs will require increased investment in municipal infrastructure.

5. SOURCES OF REVENUE

(a) In terms of section 229 of the Constitution of the Republic of South Africa, (Act no, 108 of 1996), the Municipality may impose:

(i) Rates on property and surcharges on fees for services provided by or on behalf of the Municipality; and

(ii) If authorised by national legislation, other taxes, levies and duties appropriate to local government, but it may not impose income tax, value-added tax, general sales tax or customs duty.

(b) The power of the Municipality to impose rates on property, surcharges on fees for services provided by or on behalf of the Municipality, or other taxes, levies or duties:

(i) May not be exercised in a way that materially and unreasonably prejudices national economic policies, economic activities across municipal boundaries, or the national mobility of goods, services, capital or labour; and

(ii) May be regulated by national legislation.

(c) In terms of section 4(1) (a) of the Systems Act, the Council has the right, amongst other things, to finance the affairs of the Municipality by:

(i) Charging fees for services; and

(ii) Imposing surcharges on fees, rates on property and to the extent authorised by national legislation, other taxes, levies and duties.

Section 16 of the Systems Act requires the Municipality to establish appropriate mechanisms, procedures and processes to ensure community participation in, amongst other things, the preparation of its budget.

6. PRICING STRATEGY

The strategy must be to recover the full financial cost of rendering the services required by and delivered to the community from the community, including the cost of capital. The points of departure pertaining to a pricing strategy are:

(a) The starting point to recover cost is the determination of service levels. These shall be based on basic human needs;

(b) The second point will be to ensure a sustainable service delivery based on the set service level; and

(c) The third point will be the upgrading of services to higher levels in accordance with the level of affordability by the community and the ability to render the upgraded services in a sustainable manner.

The following must be considered in the pricing strategy in order to accurately determine and recover the cost pertaining to a service:

6.1 Management Cost

Resource management expenditure is those activities that are required to deliver, regulate, manage and maintain the service.

6.2 Capital Cost

Capital cost expenditure is the obligation to meet the repayments on loans negotiated to finance the provision of the service.

6.3 Maintenance Cost

These are normal running costs to maintain the service at the established level of service provision.

6.4 Consumption / Usage

In the case of a measurable service, the actual cost of usage of the service is easily determined. Where measurable services are provided (usually to informal areas) without measuring devices being installed, the cost will be calculated by using the appropriate charge multiplied by the bulk registered consumption or estimated volume of consumption divided by the number of households / properties.

6.5 Cost of Immeasurable Services

These services are normally community based and subsidised services and the cost will be recoverable through a rating policy as determined from time to time. Recovery of costs will therefore be

equalised over the total area of jurisdiction and the principle of collective payment will apply.

7. CATEGORIES OF TARIFF CHARGES

7.1 Service Charges

An important source of local own revenue is charges that are directly related to the provision of municipal services.
The majority of these are utility charges, such as electricity and water, which have contributed significantly to the growth of revenue of municipalities. Cost recovery is an essential part of sustainable service delivery. The system of revenue sharing within a service is aimed at subsidising the operating costs of basic services to indigent and low-income households.

7.2 Collection of Levies

The Municipality may in future be required to impose and collect levies for other authorities, such as a District Municipality, or community based organisations. Such levies are imposed as the result of provisions contained in Acts or By-laws and individual service delivery agreements. The Municipality acts as an agent for such an organisation and may recover its cost by means of commissions or administration fees.

8. LEGISLATION

Section 160 of the Constitution determines that the Municipality may not delegate the power to impose taxes, tariffs and other charges. Such tariffs must be approved by means of a decision of the majority of the Councillors in a Council, after taking all the required factors into consideration.

8.1 Water & Sanitation

In respect of the provision of water and sanitation services, the Water Services Act of 1997 determines that a Municipality or another water services provider must supply water and sanitation services in terms of conditions set by the Municipality. The condition that must be set, amongst other things, is to provide for the

determination and structure of tariffs. These powers must be read with section 21 of the Act in terms of which the Municipality must pass By-laws that provide, amongst other things, for the determination and structure of tariffs and the payment and collection of money due for water and sanitation.

8.2 Electricity

In terms of section 9 of the Electricity Act 1987 the holder of an electricity license may not charge any consumer with other tariffs than those specified in the schedule of approved tariffs in its license. Further, a Municipality that holds an electricity license is obliged to supply electricity within the area of supply mentioned in its license, to every applicant who is in a position to make satisfactory arrangements for payment thereof.

8.3 Other Services

In terms of section 74 of the Systems Act, the Council must adopt and implement a Tariff Policy that complies with the provisions of any applicable legislation on the levying for municipal services provided by or on its behalf. The Tariff Policy may differ between different categories of users, debtors, service providers, service standards geographical areas and other matters as long as the differentiation does not promote discrimination. Section 75 of the Systems Act requires that the Council adopt a By-law effecting to the implementation and enforcement of its Tariff Policy. Such By-law may differentiate between categories of users, debtors, service providers, services, service standards and geographical areas as long as such differentiation does not amount in discrimination.

9. CLASSIFICATION OF SERVICES

Traditionally, municipal services have been classified into five groups:

9.1 Trading Services

Water and electricity provisions are trading services. Typically the consumption of a trading service is measurable and can be apportioned to an individual consumer. These services are managed like businesses. The tariffs for these services are

determined in such a way that a nett trading surplus is realised. The trading surplus is used to subsidise the tariffs of non-trading services, in other words, to relieve property rates.

9.2 Economical Services

Sewerage and refuse removal are economic services. Whilst they are also managed like businesses, the tariffs for services are determined in such a way that user charges cover the cost of providing the service. It is, however, common practice to set tariffs at a profit margin if possible subsidise tariffs on non-trading services.

9.3 Subsidised Services

Subsidised services include firefighting, approving building plans and the construction of buildings, leasing of municipal facilities, selling of burial sites and certain town planning functions. The consumption of subsidised services can be determined reasonably accurately and apportioned to individuals and consumers. However, if the tariffs for using this service were based on its real cost, nobody would be able to afford it. In most cases not only would the consumer benefit from using the service, but also other people.
A user charge is payable for using the service, but the tariff is much lower than the real cost of providing the service.

9.4 Community Services

Community services are those services where the consumption cannot be determined nor apportioned to individual consumers. These services are typically financed through rates. Examples are the establishment, operation and maintenance of parks and recreation facilities, provision and maintenance of roads and storm water drainage systems, the establishment management and maintenance of cemeteries and traffic regulation.

9.5 Support Services

The Municipality also provides services in support of the above-mentioned services. These are staff functions and include secretarial and committee services, records and archives, financial-,

technical- and corporate management, accounting and stores, Information Technology, occupational health and safety and human resources management. These services are financed through property rates.

10. POLICY PROPOSAL

10.1 Minimum Amount of Basic Services Subsidised

Minimum amount of basic services must be subsidised to the poor

(a) The Municipality subscribes to a policy that entitles poor households which includes indigent consumers to a minimum amount of subsidised basic services. A basic service is a service that is necessary to ensure an acceptable and reasonable quality of life and, if not provided, would endanger public health or safety of the environment. This goal is achieved by providing a minimum amount of subsidised basic services to such consumers through its policy on indigence.

The specific services are:

(i) Potable water;
(ii) Domestic sewerage removal;
(iii) Domestic refuse removal; and
(iv) Electricity.

(b) The determination of minimum levels of these services is influenced by national guidelines as well as local social and economic conditions.

(c) The subsidies are financed from the Equitable Share allocations by National Treasury in terms of which the Division of Revenue Act must be determined in such a way that the sustainability of the special fund, created for this purpose, be guaranteed. Council will strive to minimise the burden of shortfalls in subsidies in poor households. Any shortfalls can be subsidised by Rates and Service charges.

10.2 Keeping Tariffs Affordable

The Council is keenly aware of the financial situation of most residents within the municipal area. Therefore, the Council undertakes to keep tariffs at affordable levels as far as possible. In order to ensure that tariffs remain affordable, the Council will ensure that:

(a) Services are delivered at an appropriate level;

(b) Efficiency improvements are actively pursued across all its operations;

(c) A performance management system is introduced to ensure that plans that are devised are actually implemented, that resources are obtained as economically as possible, used efficiently and effectively and the appropriate service delivery mechanisms are used;

(d) Any service that is provided for which there is little demand, that is priced under the actual cost of providing it, and which requires the maintenance of significant infrastructure and other facilities, will be phased out, except where the Council is by law required to provide such a service.

10.3 Fully Exploiting Sources of Revenue

(a) Property rates are an important source of discretionary revenue for the Municipality. It is used to finance services that cannot be apportioned to individual consumers and to balance the budget after service charges have been determined. It is therefore imperative that property rates must be imposed on, and is payable in respect of, all rateable properties within the municipal area. All rateable properties will be subject to and liable for paying rates.

(b) Consequently it is the policy of the Council:

(i) That tariffs for service and property rates will be reviewed annually;

(ii) That tariff increases must be in line with increases in the price of goods, material and other resources acquired and used by the Municipality to perform its

function, as well as any specific costs relating to the supply of a service during a financial year; and

(iii) The tariff for a particular service must be calculated in such a way that all relevant costs are covered. This means that a tariff for a service must include at least the capital expenditure required and interest thereon, the cost of managing and operating the service and the cost of maintaining, repairing and replacing the physical assets used in its provision – this is only applicable for Economic and Trading Services.

10.4 Introducing the "Consumer Must Pay Principle"

Having regard for the above-mentioned policy on a minimum amount of subsidised basic services for the indigent, the Council believes that consumers of services must pay for the amount of services that they use. Where it is possible to measure the consumption of services, the Council will develop a program to install meters in appropriate cases. Also it is the Council's policy that the tariffs for such services must include all relevant cost factors.

10.5 Redistribution / Cross-Subsidisation

Those that pay higher property rates based on the value of their properties, in fact subsidise those who pay less tax. The Council will ensure that the cross-subsidisation occurs between and within services to further contribute to its redistribution objectives.

10.6 Promoting Local Economic Competitiveness and Development

The size of the property rates and service charges accounts presented to local business is a significant business overhead for any business enterprise in the municipal area.
The overhead of a business is one of the factors that influence the price of goods and services sold by it, and therefore its profitability and chances of survival. The Council will take care that the municipal account presented to local business is fair. To ensure fairness toward local business the Council will, when it determines tariffs, take into account the desire:

(a) To promote local economic competitiveness; and

(b) To promote local economic development and growth.

10.7 Ensuring Financial Sustainability of Service Delivery

(a) The Constitution, Systems Act and Water Services Act require that the Municipality must ensure that the services that it provides must be sustainable. Financial sustainability of an enterprise will be achieved when it is financed in a manner that ensures that its financing is sufficient. The tariff for a service must therefore be sufficient to cover the cost of the initial capital expenditure required and interest thereon, managing and operating the service and maintaining, repairing and replacing the physical assets used in its provision. However, sustainability does not only mean that the price of the service must include all the relevant cost elements, it also means that the charges to be levied must be collected.

(b) The Council therefore adopted and applies a Credit Control policy to ensure that property rates and service charges are recovered. Where a trading and economic service is available to a property, an availability levy is imposed if the occupier of the property does not use the service concerned or if the property is vacant. The availability levy must be adequate to cover the pro rata cost of the initial capital expenditure and the maintenance of the infrastructure associated with service delivery.

10.8 Tariff Determination Process

(a) Except in special circumstances, such as significant increases in the wholesale price of goods and services that the Council purchases during a year to provide services, the Council will review its tariffs during the preparation of the annual budget in accordance with the policy stated above. Proposed tariffs will be presented to the community during the Council's consultations on the budget.

(b) Immediately after the Council has determined or amended a tariff, the Accounting Officer must cause a notice in this regard to be displayed at a place installed for this purpose at all the offices of the Municipality as well as at such other

places within the municipal area as she/he may determine. The notice must state:

(i) The general purpose of the resolution;

(ii) The date on which the notice is displayed;

(iii) That any person who desires to object to such determination or amendment must do so in writing within 14 days after the date on which the notice was displayed; and

(iv) That any person who cannot write may come, during office hours, to a place where a staff member of the Municipality named in the notice, will assist that person to transcribe her/his objection.

(c) If no objection is lodged within the period stated in the notice, the determination or amendment will come into operation on the date determined by the Council. Where an objection is lodged, every objection must be considered. The Council may, after it has considered all objections, confirm, amend, or withdraw the determination or amendment and may determine another tariff and the date on which the determination or amendment will come into operation.

(d) After the Council has determined another tariff, it will again give notice of the determination, amendment or date as determined above and will also publish it as prescribed.

(e) All tariff adjustments shall be effective from the first account levied in July of each year.

10.9 Limiting Of the Financial Risk of Service Delivery

(a) Due to the fact that accounts for most services are payable between three and six weeks after the services were rendered, it is necessary to hold guarantees, in the form of deposits, for such consumers:

(i) to cover the cost of services not yet billed; and

(ii) as a guarantee against non-payment of accounts, as stipulated in the policy on credit control.

(b) As a part of the assessment of risks involved in the supply of services to consumers, the Council must decide whether the risks are sufficiently covered or whether deposits should be held in respect of a service by a consumer as well as the amount of such a deposit.

(c) The risk of the provision of a service to each consumer must be assessed and a deposit should be calculated, taking into account, the consumption patterns of a specific consumer or property. Although this effectively reduces risk, the administration of such individual assessments in a high customer turnover environment may not be a practical and economically viable option. It must be further noted that, although the risk of service delivery is minimised if deposits are held, it soon becomes insufficient as the cost of service delivery increases and the deposit remains at the same level. It is very unpopular to increase deposits regularly and deposits of current consumers are only adjusted on default.

(d) As an alternative deposits may be standardised for different services, consumers or locations. Although this method simplifies the administration of deposits, it does not cater for individual needs and may not necessarily provide sufficient coverage of the risks involved.

In practice it is found that a combination of the two methods provides a suitable solution to the problem.

(i) Standardised deposits are applied in respect of services for which the risks can be calculated, especially if such risks are not influenced by personal consumption variances.

(ii) Minimum levels of deposit are calculated in respect of the average exposure per group of consumers within a service, i.e. domestic. Should it be necessary to adjust such a deposit to a higher level due to higher consumption patterns or other risks, it is done at the discretion of the official, following clear guidelines in this respect.

(iii) Adjustment of deposits resulting from non-payment of account is described in the policy on credit control.

Due to the tendency of liquidators to immediately seize any bank guarantees issued by insolvent estates or business entities, the Council decided not to accept bank guarantees as a guarantee for service delivery.

(e) When a tenant defaults on payment of a deposit or for services, the owner stays liable.

(f) Where changes are made on existing installations or services the deposit must be adjusted to the required deposit at the time of change

(g) No deposit will be refunded except where the account has been finalised and the final debits were raised, and if the owner of the deposit does not have any other arrear accounts with the Municipality.

(h) No interest shall be payable by the Municipality on the amount of a deposit held by it in terms of this Section.

(i) Council reserves the right to refuse services where no deposit has been paid.

(j) A special Service deposit for subsidised households, as annually determined by Council during the budget process, is applicable.

10.10 Limiting Of Financial Risk Pertaining To New Tariff Options

(a) In the course of the budgetary process tariffs are calculated at levels that will produce the income required to cover costs for a financial year or to reach the required surplus. Any changes in tariff structures and the level of tariffs during the course of a financial year, will impact on income. The amendment of tariff structures during a financial year should therefore take into account the effect thereof on the budget.

(b) In order to regulate such amendments and to prevent a drastic impact on the budget, the following rules must be applied:

(i) the Council must consider and approve/not approve all requests for amendments.

(ii) Request for amendments must be accompanied by detailed calculations and estimates of the impact thereof on the budget. Such calculations should furthermore take into account all the relevant factors and be backed by data and projections over reasonable period. Such impacts must be verified by the department of the Manager: Financial Services

(iii) The Council may approve only amendments that can be accommodated in such a way that it will not have a detrimental effect on the operating budget.

(iv) Any amendment to tariff structures, in respect of trading and economic services, that may impose a drastic impact on the present budget may only be considered for the next financial year and should form part of a new budgetary process.

10.11 Discontinuation of Services and the Final Account

(a) Discontinuation of services and rendering of a final account will always be between two debit raisings. Thus any request for discontinuation of services after the 16th of a month (or if on a weekend or public holiday the first working day thereafter) will only be finalised with the next debit raising of the following month and the basic for that period will be payable.

(b) The basic fee for water or electricity will only be levied on accounts with active meters. This is to ensure that the basic fee is not duplicated where one consumer vacates a property and a new consumer moves in. For example if a final account is requested during a period as mentioned in (d) above, the meter will stay active until the following debit raising when the account will be finalized and transferred to the new consumer. Although the new consumer will be liable for the water usage from date of the final reading the basic fee will only be levied from the following debit raising when the meter becomes active on the new account.

11. PROPERTY RATES

For the principles used to set the tariffs of the property rates refer to the latest approved property rates policy as approved by Council.

12. TARIFFS FOR TRADING ECONOMICAL AND OTHER SERVICES

Electricity and water supply are treated as trading services, operated as separate accounts with the aim of producing a profit to be utilised as a subsidy for other services.

(a) The supply of and tariff structures for these services are influenced by local conditions as well as national guidelines and prescriptions by the National Electricity Regulator (NER) and the Water Services Act.

(b) Sewerage and refuse removal are treated as economical services. Tariffs structures are only influenced by local conditions, but the cost of these services are influenced by regional and national regulations as well as minimum standards that must be conformed to.

(c) Cost related to the provision of services can be grouped into two basic elements, i.e.

(i) Fixed costs can be regarded as basic cost and is used as a basis to calculate availability fees in respect of such a service, if applicable. These cost elements are not directly influenced by variances in demand for a service.

(ii) Variable production costs, which consists of the direct production cost elements. Increases or decreases in production costs can directly be attributed to variances in demand for a service. These costs are treated as consumption costs of such services.

13. DEPOSITS

13.1 Electricity Deposits

(a) Credit meters for domestic use, and all other users except businesses and accommodation establishments, but including churches, schools, crèches, general lighting, swimming pools, lifts;

(b) Business: Single Phase credit meters on the two-part tariff;

(c) Business: Single Phase Pre-paid meters on the two-part tariff;

(d) Domestic Three-Phase tariff for credit meters including churches, schools, crèches, general lighting, swimming pools, lifts;

(e) Domestic Three-Phase tariff for pre-paid credit as well as pre-paid meters including churches, schools, crèches, general lighting, swimming pools, lifts;

(f) Business: Three Phase credit meter two-part tariff;

(g) Business: Three Phase Pre-paid meter two part tariff;

(h) Light Industrial meters;

(i) Bulk meters;

(j) Time-of-use meters.

(k) Commercial, Business and Industrial;

- Deposits on businesses will be levied according to twice the highest bill during the previous 12 months.
- New connections at new extensions of businesses will be as specified in the tariff list for the current year.

13.2 Water and Other Service Deposits

(i) Subsidised

(ii) Economic
(iii) Additional household or business units
(vi) Medium consumers
(v) Bulk consumers using more than 1000kl water

13.3 Builders Deposits

13.4 Refundable Deposit for Use at Harry Giddy Park

13.5 Posters / Placards (Maximum 100)

13.6 Breakage Deposits – Sport facilities, Halls and Club Houses

13.7 Unclaimed Deposits

Any inactive deposit that is correctly recognised in the financial statements as payable and has not been claimed back within a period of three years, after the service has been delivered, completed or finalised, will be forfeited.

13.8 General

(i) Tariffs as well as the minimum levels of deposits will be revised annually during the budgetary process.

(ii) The minimum levels for deposits may be increased for individual consumers at the discretion of Chief Financial Officer, should consumption levels or other risks necessitate it.

(iii) No new account will be opened or deposits accepted if there is an arrear amount outstanding on any account of a specific property except where the only arrear services are on the consolidated account of the owner and the owner is deceased or untraceable (as per the Credit Control Policy of the Municipality)

(iv) No new account will be opened or deposits accepted if a tenant or his or her family member, living in or on the same property, have an arrear amount on any municipal account.

14. ELECTRICITY TARIFFS

14.1 General

(a) In addition to general cost factors, the following will be considered in the determination of a tariff structure for electricity:

(i) Bulk electricity is supplied by a sole supplier, Eskom, and distributed by the Municipality via an electricity reticulation system consisting of substations, mini substations, underground and overhead distribution lines and metered connections to consumers.

(ii) Minimum standards for distribution are determined nationally and must be adhered to in order to conform to both safety and continuity of supply norms.

(iii) Due to the fact that a large part of the operating expenditure consists of bulk electricity purchases, tariff structures and levels are very sensitive to any change in the cost of supply by Eskom.

(b) Electricity is supplied under a distribution license, granted by the National Electricity Regulator (NER) for a specific area of jurisdiction, which also regulates the following aspects:

(i) classification of consumer categories;

(ii) permissible tariff structure options are determined at a national level and distributors are obliged to apply these structures to obtain uniformity;

(iii) all tariff structures and tariffs must be approved by the NER prior to application thereof by a distributor;

(c) The following tariff structure options are available:

(i) **one-part tariff**
This tariff consists of a tariff expressed as a cent per kWh charge only and does not contain a fixed monthly charge (basic or minimum charge)

(ii) **two-part tariff**
This tariff is also applicable to residential and business application and contains a fixed or basic fee, combined with an energy fee.

(iii) **Two-part demand tariff**
a demand meter is installed to determine the demand factor. It is applicable for larger commercial, industrial and agricultural customers.

(iv) **three-part tariff**
a demand meter is installed to determine the demand factor It is applicable for larger commercial, industrial and agricultural customers.

(v) **three-part time-of-use tariff (TOU tariff)**
This tariff is applicable for larger commercial, industrial and agricultural customers who are able to shift load into off-peak periods, thus effecting savings both to themselves and the distributor.

(d) The three-part TOU tariff structure closely resembles the tariff structure utilised by Eskom to supply bulk electricity to the Municipality and is therefore the most cost reflective structure. Due to the capital outlay required it can, however, only be utilised in the case of large power users. To gain maximum benefits from this relatively complex tariff structure the end-user must have a certain level of expertise and it requires a substantial capital investment.

(e) Any block tariff structure is sensitive to consumption over a specified period. It is therefore essential that meters be read regularly at intervals as near as possible to 30 days as longer or shorter consumption periods may affect the monthly consumption volumes in specific tariff blocks.

14.2 Domestic Supply

(a) A two part tariff structure for single phase meters with up to 60 ampere is applied in respect of credit meters as well as prepaid meters. This tariff is also applicable to schools, churches, crèches, general lighting, swimming pool pumps and lifts, but without any free units which is only applicable to households.

(b) All Households with a prepaid meter using less than 400 kWh (based on the average purchases of the previous four months) will automatically be placed on the domestic two part tariff except in the following cases:

(i) Indigent or poverty-stricken consumers

(ii) Consumers identified as permanent inhabitants for at least nine month of a year. To be identified as such, a consumer has to hand in a sworn affidavit signed by a Commissioner of Oath.

(iii) Churches, crèches, general lighting, swimming pool pumps and lifts, on prepaid (but without any free units when applicable for households).

(c) A one-part tariff – all household consumers with single phase pre-paid meters who use more than 400kWh electricity per month and who permanently occupies the property for at least nine month of a year.

(d) A one-part Indigent inclining block Tariff - for permanent residents who qualify for an indigent subsidy.

(e) A certain amount of electricity could be distributed free of charge every month. This is decided on by council during the budgetary process.

(f) A two-part domestic tariff structure for three phase meters, are applied in respect of credit meters as well as prepaid meters and is also applicable to churches, crèches, general lighting, swimming pool pumps and lifts, but without any free units which is only applicable to households.

14.3 Commercial Supply

(a) A two-part tariff structure is applied in respect of single phase credit meters and prepaid meters.

(b) A one part tariff structure is applied in respect of single phase prepaid meters.

(c) A two-part tariff structure is applied in respect of three phase credit and prepaid meters.

(d) A one part tariff structure is applied in respect of three phase prepaid meters.

The one part tariff as in (b) and (d) above is only applicable to existing meters and consumers on this tariff subject to the following:

All new consumer agreements, new commercial installations and increased capacity applications will automatically be placed on the two part tariff as in (a) and (c) above.

Domestic as well as Commercial Consumers on the one part tariff can be transferred to the two part tariff if the request is made in writing.

Pre-paid electricity tokens must be inserted into the meter within three months after the purchase date as the tokens can expire after three months and no refund or replacement of the tokens are allowed.

14.4 Light Industrial / Bulk Supply

(a) A three-part tariff structure is applied in respect of light industrial meters

(b) A three-part tariff structure is applied in respect of bulk supply meters

(c) A three-part time-of-use tariff structure is applied in respect of special bulk supply meters

14.5 Other Supply

(a) A three-part tariff structure is applied in respect of Mossgas (Klipheuwel)

(b) A two-part demand tariff structure is applied for agricultural supply

(c) A one-part tariff is charged for agricultural water pumping

(d) A one-part tariff is charged for street lighting where electricity supply is metered

(e) A one-part fixed tariff is charged for private street lighting

(f) A one-part tariff is charged for sport fields but varying in the following instances:

(i) Below 2000 units;
(ii) Above 2000 units;
(iii) Off-peak tariff - water pumping only;

(g) Sport field lighting

14.6 Miscellaneous

(a) An availability fee will be charged on properties not connected to the electricity network, should it be available to that property. This fee aims to recoup capital and maintenance costs of networks as well as certain fixed administrative costs in respect of such properties. If the owner connects the service with the intention to improve the property the debit will be adjusted pro-rata from the date of the connection.

(b) A fixed tariff as determined by council is charged for:

(i) temporary disconnections and re-connections on request of the consumer;
(ii) temporary disconnections and re-connections for non-payment;
(iii) new connections;
(iv) other connections;
(v) special meter readings;
(vi) testing of meters;
(vii) service calls;
(viii) replacing of breakers;
(ix) installing of pre-paid meters;
(x) replacing of meters;
(xi) conversion from three phase to single phase and vice versa;
(xii) erecting of street lights;
(xiii) damage to, or tampering with meters;
(xiv) moving of meter;
(xv) damaging of medium or low voltage cables by contractors;
(xvi) Replacement of traffic- or streetlight pole;
(xvii) Hiring of power points;

(xviii) Hiring of equipment;
(xix) Old age homes.

(c) For each additional residential unit on a single residential property (excluding residential properties with a total value of less than, an amount determined by council, for indigent households), (whether or not a second electricity meter is installed and even if there is only one water meter), a basic fee for water the applicable sewerage as well as refuse removal fee, will be payable for each additional unit;

(d) For each additional Electricity meter installed on a business property, a basic fee for water and the relevant sewerage and refuse removal tariff will be levied on the account;

(e) The developer or registered owner is at all times responsible for payment of services on a property;

(f) At no stage may an electricity meter be moved from one premises to another by anyone;

(g) The owner occupier is at all times responsible for the maintenance and safekeeping of the meter;

(h) If a meter cannot be read by the meter reader due to no access or other obstructions, the Municipality has the right to install a pre-paid meter at the expense of the owner;

Where prepaid tokens were purchased on an incorrect meter number, the token can only be replaced after an inspection has been done to ensure the token has not already been used. The inspection can only be done after a written request has been received and the prescribed inspection fee has been paid. If during the inspection it is found that it cannot without a doubt be determined whether the token has already been used, the token cannot be replaced and the inspection fee will be forfeited.

15. WATER TARIFFS

15.1 General

Water is supplied to end-users by means of the following specialised infrastructure:

(a) retaining and storage dams;
(b) supply lines;
(c) water purification plants;
(d) water reticulation networks; and
(e) metered connections to the properties of consumers.

The variable cost of supply is, however, sensitive to prices of essential materials such as chlorine, which is used in the purification processes. Apart from normal price increases, the price is also influenced by exchange rates.
The supply of water is regulated by the Water Services Act (Act no.108 of 1997), but without a centralised regulatory body such as the NER. Certain minimum standards as well as guidelines for tariffs are contained in the Act.
Many aspects pertaining to water supply is influenced by the same factors as that of electricity supply. Due to this, only those factors unique to water supply and the accompanying tariff structure are discussed.

Water is a scarce commodity with little alternatives available (contrary to electricity). Tariff structures should therefore be aimed at the reduction of consumption. For this reason a declining block tariff structure is not an option.

Water is bought at a one-part tariff expressed in Rand per kilolitre. For this reason it is found that water tariff structures for end-users follow the same trend. In order to cut consumption, an inclining block rate tariff structure with a basic fee is applied in Mossel Bay.

The first block rate represents the lifeline volume of 6 kl per month, which is supplied at no cost to households. Losses incurred in this tariff category are recouped by contributions from the higher tariff categories, conforming to the principle of cross-subsidisation. Council however reserves the right to decrease or discontinue the free 6kl per month in the case of a drought.

It is the consumer's responsibility to ensure that the meter is readable and accessible for meter readers. If not the meter may be moved at the expense of the owner/occupier

15.2 Categories of Consumers and Charges

Provisions are made for the following categories of users:

(a) **Consumers with connections up to 25mm**

(i) Single residential, Flats, Other Residential, Complexes with businesses and residential combined. (up to four consumers with one joint meter), as well as Indigent consumers will pay:

- The basic per consumer according to domestic tariff;
- Metered consumption according to the consumers tariff, linked with the size of the connection and/or consumption;
- Only indigent consumers and domestic users on this tariff will receive the number of free kl (as determined by council) on a monthly basis.

(ii) Business complexes with more than 4 business consumers and with one joint meter.

- The basic fee per consumer;
- Metered consumption according to the consumers tariff, linked with the size of the connection and/or consumption;

(iii) Flats and residential consumers with more than four consumers with one joint meter.

- The basic fee per consumer;
- Free kl as determined by council;
- Metered consumption according to the consumers tariff, linked with the size of the connection and/or consumption.

(b) **Consumers with connections bigger than 25mm**

(i) Medium connections with up to nine consumers and with one joint meter using less than 1000kl per month

- A fixed basic fee;
- Metered consumption according to the consumers tariff, linked with the size of the connection and/or consumption.

(ii) Medium connections with more than nine consumers and with one joint meter using less than 1000kl per month

- A basic fee per customer;
- Metered consumption according to the consumers tariff, linked with the size of the connection and/or consumption;

(iii) Bulk consumers (consuming more than 1000kl per month, for four months over a period of twelve months)

- A fixed basic fee;
- Metered consumption according to the consumers tariff, linked with the size of the connection and/or consumption (if more than 1000 kl consumed for a 4 month period over year as well as old age homes and retirement villages regardless of the consumptions.

(iv) Old Age Homes and Retirement Villages may, once annually, before the start of a new financial year, with a written request choose whether to be levied on (ii) or (iii) above, if it would be to their advantage.

(c) **Special Water Tariffs**

(i) Raw water;
(ii) Searles Sloot;
(iii) Buffalo Farming;
(iv) Buysplaas;
(v) JB Hoevers;
(vi) Springerbaai;
(vii) Vleesbaai;

(viii) Sporting Bodies;
(ix) Supply of water from Reverse Osmoses Plant;
(x) Old age homes and retirement villages.

Water delivery in rural areas:

(i) A fixed predetermined amount will be charged to cover the transport cost;

(ii) In the case of registered indigent consumers the cost will be recovered from the applicable grant;

(iii) Only 6kl water per household will be delivered per month;

(iv) Delivery per area will only be made according to a fixed schedule.

15.3 Miscellaneous

(a) An availability fee will be charged on users and/or properties not connected to the water network, should it be available. This fee aims to recoup capital and maintenance costs of networks as well as certain fixed administrative costs in respect of such properties. If the owner connects the service with the intention to improve the property the debit will be adjusted pro-rata from the date of the connection;

(b) A certain quantity of water may be distributed free of charge every month. This is decided on by council during the budgetary process.

15.4 Sundry Tariffs

A fixed tariff is charged for

(a) water restrictions;
(b) Water restriction fine;
(c) water connections;
(d) upgrading of water meters to a larger connection;
(e) test of water meter;
(f) water meter inspection - service fee;
(g) Consumer tap to meter;
(h) shift of water meter;
(i) replacement of bulk water meter insert;

(j) uncovering of meters that cannot be read;
(k) Restrict or on restrict of water meter;
(l) Special reading of water meter;
(m) fine for tampering with installation;
(n) water drawn by contractor at the fire station;
(o) filling of pool;
(p) water flow restrictions - programmable flow restrictor;
(q) moving of meters;
(r) replacement of a meter when damaged or stolen.

15.5 Water Tariff During a Drought

When the dam water supply drops to below a certain percentage, as determined by council during the annual budget, the water tariffs will increase. These tariffs will be included in the annual tariff list as an annexure and will be advertised with the annual budget documents.

15.6 Leakages

(a) A consumer may qualify for a percentage reduction as determined by Council on his/her account in the event of a water leakage, if:

(i) The leakage was underground or under the foundation of the building and not easily detectable;

(ii) The leakage was repaired within 48 hours after detection;

(iii) The consumer submits a sworn affidavit by him/herself confirming that his/her insurance(s) does not cover such losses;

(iv) A written confirmation from the consumer's insurance is submitted together with the sworn affidavit in which they confirm that the insurance policy of the consumer indeed does not cover any losses due to leakages;

(v) The consumer has not applied for discount within the previous 12 months;

(vi) Only leakages within 50 meters from the meter will be considered for write off.

(b) A authentic certificate by a registered plumber must reach the Municipality within 10 days after completion of repairs done and must contain the following:

(i) The date of the invoice and repair work as well as the receipt;

(ii) Confirmation that surface leakage was not visible;

(iii) Certify that the leakage originated from pipes listed on the schedule of approved pipes held by the City Engineer;

(iv) When the Accounting Officer declares that the dam volume has dropped to below 25% no water charges in respect of water losses because of leakages will be written off.

(c) No water lost due to the meter being stolen, broken irrigation, broken geyser, leaking toilet or leaking tap can be considered for write off.

(d) Council will only allow a write off, of 60% of the losses and to the maximum amount of R25 000.

15.7 Water Restrictions In The Case Of A Drought

Refer to the Water Demand Management Policy.

16. REFUSE REMOVAL TARIFF STRUCTURES

16.1 General

(a) **The factors and principles that impact on tariff structures are:**

(i) Operating cost of vehicles;

(ii) The cost of labour, fuel and maintenance of vehicles. This is a labour intensive service and changes in any of these cost elements may have a drastic influence on the total cost;

(iii) National and regional standards in respect of dump sites and transfer stations must be adhered to and may necessitate additional expenditure.

(b) **In general refuse volumes are influenced by the following factors**:

(i) the number of occupants on a property;

(ii) garden refuse that is produced;

(iii) the nature and volumes of business and industrial refuse; and

(iv) habits of consumers and facilities available to them.

(c) Each consumer pays for the privilege to have a certain volume of refuse removed from his/her premises. Should certain consumers have a need for increased volumes, they must bear the additional cost themselves. This principle has the result that a more affordable service is supplied to the average consumer, while large consumers pay for their additional volumes.

(d) A consumer who chooses to do his/her own refuse removal will still be liable for paying the refuse tariff, as the service is available to all consumers.

(e) Tariffs are based on units of refuse removal. One unit is defined as one bag of refuse removed once a week.

(f) For each additional residential unit, an additional domestic refuse unit removal will be levied.

(g) Refuse removal at accommodation establishments will be levied at an amount calculated on a minimum of three units.

(h) In caravan parks or camping areas two stands, bungalows and/or chalets will be levied as one refuse removal unit.

(i) A refuse fee will be charged for each dwelling on a property, to all occupiers. Owners of improved properties, whether or not an electricity meter has been installed. A refuse levy will also be payable by the owner where a building/house is unoccupied.

(j) Tariffs as well as units to be removed from categories of consumers will be revised annually during the budgetary process.

(k) Only refuse in the prescribed black plastic bags should be removed

(l) Only refuse in the prescribed black plastic bags should be removed.

(m) An additional service should be available upon special request for the removal of garden refuse. Spare capacity of vehicles and teams could be utilised for this purpose. Tariffs should be at such a level that total cost is recovered. Consumers should be encouraged to do their own removals. Contractors should pay a dumping fee.

(n) In the event of business is being conducted from a residential property the business tariff will be levied for refuse removal.

(o) Refuse levy will be payable on properties used as storage or unoccupied properties. This however is not applicable to a garage on a residential property which is used for storage or as a workshop.

16.2 Categories of Consumers

Provisions is made for the following categories of consumers:

(a) Domestic consumers;
(b) Accommodation establishments;
(c) Commercial Industrial;
(d) Old age homes and retirement villages;
(e) Additional household units;
(f) Special Agreements;
(g) Caravan Parks and chalets;
(h) Removal on Request;
(i) Sale of refuse containers;
(j) Businesses on Residential Properties;
(k) Additional Removals.

17. SEWERAGE TARIFF

17.1 General

(a) Tariffs will be revised annually during the budgetary process. Sewerage is levied annually and divided into twelve equal monthly instalments. On written request it can be paid annually by 30 September;

(b) Where rates, sewerage and availability fees (on vacant erven) are paid on a monthly or annually basis, such payment must be made before the expiry date. Failing this, interest at the standard rate of prima +1%, will be levied on the outstanding payment.

17.2 Services Rendered

The following services are rendered in the Municipal area:

(a) An internal water borne sewerage system consisting of reticulation network and sewerage works;

(b) A small number of properties are serviced by a septic tank service.

17.3 Fixed Rate Structure

A fixed rate structure is applicable, which only differentiate between groups of properties:

(a) Single residential;
(b) Sectional title units;
(c) Rondawels/chalets with own facilities;
(d) Rondawels (without own facilities);
(e) Granny flats;
(f) Additional residential units;
(g) Accommodation Establishments;
(h) Business and other properties;
(i) Churches;
(j) Night soil bucket;
(k) Industrial effluent.

17.4 Discount to Pensioners

(a) Requirements

(i) The applicant must be the registered owner of the property; and

(ii) The person must be the permanent occupier of the property; and

(iii) Minimum age of the registered owner as well as his/her spouse must be 60 years or older; or

(iv) The registered owner of the property is declared medical unfit and receives a pension to this effect; and

(v) The total income of the husband and wife may not exceed the amount determined by council during the annual budget.

(b) Discount to qualifying Pensioners

The percentage discount will be determined by council during the compilation process of the annual budget.

17.5 Discounts to Schools

Schools receive a nett sewerage account based on the number of learners and calculated as below:

The different components used for the calculation is as follows:

(i) Liter per learner per day is 6.5 liter;

(ii) Number of learners;

(iii) Capital cost per kl (which is determined by dividing the capital cost (interest and redemption) by the cost per kiloliter purified sewerage);

(iv) Operating cost per kl. (which is determined by dividing the operating cost by the cost per kiloliters purified sewerage;

The capital cost recovery is as follows:

1 learner per day x 365 days x number of learners x capital cost per kl divided by 1000

The operating cost recovery is as follows:

1 learner per day x 202 days x number of learners x operating cost per kl divided by 1000

The discount to schools are equal to the actual debits raised less the actual cost as calculated above.

17.6 Miscellaneous

(a) An availability fee will be charged on vacant properties not connected to the sewage system should it be available. This fee aims to recoup capital and maintenance costs of networks as well as certain fixed administrative costs in respect of such properties. If the owner connects the service with the intention to improve the property the debit will be adjusted pro-rata from the date of the connection.

(b) A fixed tariff is charged for:

(i) sewerage connections;
(ii) larger connection;
(iii) inspections for blockages;
(iv) opening of sewage blockages;
(v) emptying of septic tanks.

18. SUNDRY SERVICE TARIFF STRUCTURES

(a) A variety of sundry tariffs are applied to recoup costs of sundry services provided to the public. All such tariffs are based on cost of supply, but individual tariffs may be set at:

(i) subsidised levels;
(ii) levels reflecting actual cost; or
(iii) levels producing profits.

(b) The level, at which the Council sets a sundry service tariff, takes into account factors such as:

(i) affordability;
(ii) socio-economic circumstances;
(iii) utilisation of amenities and resources;
(iv) national and regional agreements and provisions; and
(v) any other factors influencing such decisions.

(c) These tariff structures and tariffs will be revised at least once a year, during the annual budgetary process.

19. CONCLUSION

(a) Tariffs represent the charges levied by Council on consumers for the utilisation of services provided by the Municipality and rates on properties. Tariffs may be calculated in various ways, dependent upon the nature of the service being provided. Tariffs may be set in such a manner so as to recover the full cost of the service being provided or to recover a portion of those costs.

(b) The same principles stipulated in this policy will unilaterally apply in Trading-, Economical-, Subsidised and Community Services.

20. ADJUSTMENTS OF SERVICES

Where incorrect debits were raised regarding service charges, the accounts under query will be rectified for the year in which the error was found or reported, and two preceding years. The Municipal Manager may extend the period of corrections in cases of incorrect debits due to administrative errors.

21. CONFLICT

In the event of an inconsistency between the English, Afrikaans or Xhosa text, the English text shall prevail.

22. COMMENCEMENT

This policy will come into effect on 1 July 2016.

MOSSEL BAY MUNICIPALITY

TARIFF POLICY

DOCUMENT AND VERSION CONTROL

Version:	**Revision 12**
Date:	**May 2016**
Summary:	This document describes the Tariff Policy that will be applicable to the Mossel Bay Municipality, with effect from **1 July 2016**

Signature: ..... Date: 30/05/2016
Municipal Manager
(Accounting Officer)

Signature: ..... Date: 30/05/2016
Executive Mayor

MOSSEL BAY MUNICIPALITY

CUSTOMER CARE, CREDIT CONTROL, DEBT COLLECTION, INDIGENT AND TAMPERING POLICY

MOSSEL BAY MUNICIPALITY

CUSTOMER CARE, CREDIT CONTROL, DEBT COLLECTION, INDIGENT AND TAMPERING POLICY

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MOSSEL BAY MUNICIPALITY

CUSTOMER CARE, CREDIT CONTROL, DEBT COLLECTION, INDIGENT AND TAMPERING POLICY

1. INTRODUCTION

This policy is established in terms of Chapter 9 of the Municipal Systems Act (Act no.32 of 2000) and section 62(f) (iii) of the Municipal Finance Management Act (Act no. 56 of 2003) which requires that a Municipality establish and maintain a credit control and debt collection policy.

2. SCOPE OF THE POLICY

(a) This Policy applies to the Mossel Bay Municipality and all persons of this administration.

(b) This Policy as approved by Council, has been passed to give effect to the Municipal By-law in terms of the Local Government: Municipal Systems Act (Act no. 32 of 2000) and such Policy will be binding on the public, officials and Councillors of the Municipality of Mossel Bay and no interference in the process will be permitted.

(c) The Policy is applicable until such time as it is reviewed and Council approves the revisions. All acts performed in terms of the above approved Policy, and the existing Municipal By-law, will not be invalidated due to the timing differences between approval and promulgation.

(d) All acts performed as mentioned in the previous paragraph will be ratified with the promulgation of the related Municipal By-law.

3. OBJECTIVES OF THE POLICY

The objectives of this Policy are to:

(a) Define a framework within which the Municipality can exercise its executive and legislative authority with regard to credit control and debt collection and to develop an effective procedure to bill and collect its revenues;

(b) Ensure that all monies due and payable to the Municipality are collected in full and used to deliver municipal services in the best interest of the community, residents and ratepayers and in a financially sustainable manner as prescribed by the Municipal Systems Act, 2000 (Act No, 32 of 2000), and other applicable legislation;

(c) Ensure that the principles applied, as a result of this Policy, will enhance and support a healthy working capital position for the Mossel Bay Local Municipality;

(d) Provide a framework for consumer care and indigent support;

(e) Set realistic targets for credit control and debt collection;

(f) Enable the implementation of this Policy throughout the Mossel Bay Local Municipality;

(g) Effectively and efficiently deal with defaulters in accordance with the terms and conditions of this Policy; and

(h) Promote a culture of payment and instil a sense of responsibility towards the payment of Municipal accounts and reduction of Municipal debt.

4. PRINCIPLES

(a) The administrative integrity of the Municipality must be maintained at all times. The democratically elected Councillors are responsible for policy-making, while it is the responsibility of the Accounting Officer to ensure the execution of these policies.

(b) All customers must complete an official application form, formally requesting municipal services. Existing customers may be required to complete new application forms from time to time, as determined by the Accounting Officer. The most important rights and obligations of the consumer and the Municipality must be included in the service application form.

(c) A copy of the application form including conditions of services must be handed to every new customer on date of application for services. All customers must be informed of the contents of the Council's Customer Care, Credit Control, Debt Collection, Indigent and Tampering Policy and a copy made available to any customer on request.

(d) Billing is to be accurate, timeous and understandable.

(e) The customer is entitled to reasonable access to pay points and to a variety of reliable payment methods.

(f) The customer is entitled to an efficient, effective and reasonable response to appeals, and should suffer no disadvantage during the processing of a reasonable appeal.

(g) Enforcement of payment must be prompt, consistent and effective.

(h) Unauthorised consumption, connection and reconnection, the tampering with or theft of meters, service supply equipment and the reticulation

network and any fraudulent activity in connection with the provision of Municipal services will lead to disconnections, penalties, loss of rights and criminal prosecutions.

(i) Incentives and disincentives may be used in collection procedures.

(j) The collection process must be cost effective.

(k) Results will be regularly and efficiently reported and monitored.

(l) There must be legal cause between the Municipality and its customer, and customer debt must arise out of a legal framework and must be legally collectable.

(m) Debtors may be referred to third party debt collection agencies and may be placed on the National Credit Bureau.

(n) Targets for performance in both customer service and debt collection will be set and pursued and remedies implemented for non-performance.

(o) Consumers that meet Council's indigent criteria must be identified and supported.

(p) The Municipality shall not conduct any business activity with or provide any services to any persons with arrear municipal accounts except as provided for in this Policy and as determined by the Municipality from time to time, nor will any refunds of credits be made to any debtor who is in arrears with their Municipal account.

5. DEFINITIONS

In this Policy any word or expression to which a meaning has been assigned in the Local Government: Municipal Systems Act, has that meaning, unless the context, indicates otherwise-

"Account" means a notification by means of a statement of account to a ratepayer or customer who is liable for payment of any amount to the Municipality and any authorised service provider in respect of the following:

(a) electricity that is consumed by a consumer based on a meter reading or an estimated consumption and any service fee;
(b) water that is consumed by a consumer based on a meter reading or an estimated consumption or water availability fees;
(c) refuse removal and disposal;
(d) sanitation services and sanitation availability fees;
(e) rates;

(f) interest;
(g) connection fees;
(h) collection charges, miscellaneous;
(i) sundry fees;
(j) default administration charges;
(k) housing, rentals and instalments.

"Accounting Officer" means the person appointed by the Council as the Accounting Officer of the Municipality in terms of section 82 of the Local Government: Municipal Structures Act (Act No. 117 of 1998) and being the head of the administration and accounting officer in terms of section 60 of the Local Government: Municipal Systems Act 200 (Act No 32 of 2000). It will also include any person to whom the Accounting Officer has delegated a power, function or duty but only in respect of that delegated power, function or duty;

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

"Actual consumption" means the measured consumption by a customer of a municipal service;

"Agreement" means a contractual relationship between the Municipality and a customer that arises, either as a result of the Municipality's approval of a written application for municipal services, including any subsequent variation that may be made to that agreement in conformity with this Policy, or that is deemed to be an agreement;

"Agricultural Property" Means a property that is used primarily for agricultural purposes but, without derogating from section 9, of the Municipal Property Rates Act (Act 6 of 2004) 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;

"Applicable charges" means the rate (including assessment rates), charges, tariffs or subsidies determined by the Council;

"Area of supply" means any area within or partly within the area of jurisdiction of the Municipality to which a service is provided;

"Arrears" means any amount that is due, owing and payable by a customer in respect of a municipal service provided to such customer that has not been paid on or before the due date reflected on an account rendered in respect thereof;

"Arrangements" means a written agreement or an acknowledgement of debt in terms of which a Municipality agrees to the payment over a period of time of a debt that is outstanding;

"Authorised agent" means:

(a) any person authorized by the Council to perform any act, function or duty in terms of or to exercise any power under this Policy;
(b) any person to whom the Council has delegated responsibilities, duties or obligations in respect of the provision of revenue collection services; or
(c) any person appointed by the Council, in a written contract, as a service provider for the provision of revenue collection services or a municipal service to customers on its behalf, to the extent authorized by that contract;

"Average consumption" means the average consumption by a customer of a municipal service during a specific period, which consumption is calculated by dividing the total measured consumption of that service over the preceding four months, by four;

"Billing" refers to the process of charging for services provided by issuing accounts;

"By-law" means a legislation that is made by a decision taken by the Council of the Municipality binding in the Municipality on the persons to whom it applies and is published in terms of the Municipal Systems Act;

"(CFO) Chief financial officer" means the official of the Municipality appointed by Council to administer its finances regardless of the designation or title attached to the post. He/she is responsible for the collection of moneys owed to the Municipality and/or any other staff member to whom he/she has delegated specific duties and responsibilities in terms of this Policy;

"Collection costs" means an amount that the Municipality can charge with regard to the enforcement of a consumer's monetary obligations;

"Commercial customer" means a customer other than a domestic customer and an indigent customer, including, but not limited to, a business or an industrial, governmental or an institutional customer;

"Connection" means the point at which a customer gains access to municipal services;

"Consolidated" refers to the combining of all debt in order to establish the total obligation the debtor has to the Municipality;
"Consumer" mean any occupier of a property to which the Municipality has agreed to supply services or already supplies services to, or when the occupier is not the responsible person, then the owner of the property;

"Continuous service" means the supply for consideration of a Municipal service with the intent that so long as the agreement to supply the service remains, the Municipality will make the service continuously available to be used by the consumer;

"Council" means the Council of the Local Municipality of Mossel Bay. A structure or person exercising delegated authority and power or carrying out an instruction in terms of these by-laws or a service provider fulfilling the responsibility under these by-laws;

"Credit control and debt collection" refers to the action/s required to safeguard revenue including disconnections, reconnections, normalizing installations and follow-up procedures and data integrity;

"Customer" means a person with whom the Municipality has concluded or is deemed to have concluded an agreement for the provision of a Municipal service;

"Default administration charges" means a charge that may be imposed by the Municipality to recover administration costs incurred as a result of a consumer's default;

"Defaulter" means a customer who owes money to the Municipality after the due date for payment has expired;

"Debt collection" refers to the debt recovery process and includes sanctions (warning, disconnection, adverse credit rating, legal process and/or eviction, etc.) to be applied in the event of non-payment of accounts;

"Disconnection" means interrupting the supply of water or electricity to a debtor as a consequence of ignoring a notice for payment;

"Domestic customer" means a customer who, primarily for residential purposes, occupies a dwelling, structure or premises;

"**Due date**" means the date on which an amount payable in respect of an account becomes due, owing and payable by a customer, which date shall be the 15th of the month following the monthly debit raising;

"Effective disconnection" includes, inter alia, the physical removal of connections and/or equipment as a consequence of unauthorised reconnection (tampering and/or by-passing) of the disconnected service;

"Emergency situation" means a situation that would, if allowed to continue, pose a substantial risk, threat, impediment or danger to the present or future financial viability or sustainability of the Municipality or to a specific municipal service;

"Estimated consumption" means the consumption that a customer, whose consumption is not measured during a specific period, is deemed to have consumed and that is estimated by taking into account factors that are considered relevant by the Municipality and which may include the consumption of municipal services by the totality of the users of a service within the area where the service is rendered by the Municipality, at the appropriate level of service, for a specific time;

"**Equipment**" means a building or other structure, pipe, pump, wire, cable, meter, engine or any accessories;

"Financial year" means the period starting from 1 July of one year and ending 30 June of the next year;

"Household" means all occupants older than 18 years within the jurisdiction of the Council regardless whether the person rents or owns the property. The family unit is determined by the Municipality to be traditional by taking into account the number of persons in the unit, the relationship between the members of a household, their ages and any other factor that the Municipality considers to be relevant;

"Illegal connection" means a connection to any system through which a municipal service is provided and that is not authorized or approved by the Municipality;

"Indigent amount" refers to the applicable value of the indigent subsidy as determine by the Council of the Municipality from time to time;

"**Indigent household**" means a household that complies with the following conditions:

(a) the total municipal valuation, determined in terms of the Municipal Property Rates Acts, of 'n permanently occupied residential property, which does not exceed an amount as determined by Council, will automatically qualify as an indigent household; or
(b) a household with a total monthly income of not more than twice (2 times) the monthly Government old age pension;

"Infrastructure" means the facilities, installations or devices required for the rendering of a municipal service or for the functioning of a community including but not limited to facilities, installation or devices relating to water, power, electricity, transport, sanitation, gas and waste disposal;

"Interest" means a charge levied on all arrear accounts calculated at a rate of 1% higher than the prime interest rate and will be based on a full month where a part of a month shall also be deemed to be a full month;

"**Multiple purposes**" in relation to a property, means the use of a property for more than one purpose, subject to section 9 of the Municipal Property Rates Act (Act 6 of 2004);

"Municipal consumer debt" refers to the non-payment or late payment by consumers of property rates and municipal services (water, electricity, sanitation, refuse removal) traffic fines and rental housing payments , and includes any amounts considered as irrecoverable;

"Municipal Property Rates Act" means the Local Government: Municipal Property Rates Act, (Act No. 6 of 2004;

"Municipality" means

(a) the Municipality of Mossel Bay, a local Municipality established in terms of paragraph 12 of the Local Government: Municipal Structures Act, (Act No. 117 of 1998) and its successors-in-title; or

(b) subject to the provisions of any other law and only if expressly or impliedly required or permitted by this Policy, the Accounting Officer or his/her delegated, in respect of the performance of any function, or the exercise of any duty, obligation, or right in terms thereof or any other law; or

(c) an authorized agent of the Municipality.

"Municipal services" for purposes of this Policy, means services provided by the Municipality, including refuse removal, water supply, sanitation, electricity services and rates either collectively or singularly;

"Non-residential debtors" are classified as those debtors who do not qualify for or receive free electricity and/or water;

"Occupier" means any person who resides on and/or occupies any premises to which municipal services are supplied;

"Office bearer" in relation to places of 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" refer to the Rates Policy

"Payment" refers to any form of settlement acceptable to the Council of Mossel Bay from time to time towards the balance on an account;

"Person" means any person, whether natural or juristic, and includes but is not limited to any local government body or authority, a company or close corporation incorporated under any law, a body of persons whether incorporated or not, a statutory body, public utility body, voluntary association or trust;

"**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-

(a) registered in the name of the religious community;

(b) registered in the name of a trust established for the sole benefit of a religious community; or

(c) subject to a land tenure right.

"**Poor households**" means a household which qualifies as a poor household on the following conditions:

(a) total monthly household income must be more than twice (2x) the monthly Government old age pension and less than the amount determined by Council during approval of the annual budget;

"Premises" means 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 (Act No. 9 of 1927) or in terms of the Deeds Registries Act, (Act No. 47 of 1937);

(b) a sectional plan registered in terms of the Sectional Titles Act, (Act No. 95 of 1986); or

(c) a register held by a tribal authority or in accordance with a sworn affidavit made by a tribal authority; and, where the text so requires, includes any building, structure or the like erected on such land;

"Prescribed tariff or charge" means a charge prescribed by the Municipality;

"Principle debt" means a debt that is owed to the Municipality in respect of rates and services. It may include interest, collection charges, default administration charges, connection charges and any other charges;

"**Private Towns, Developments and/or complexes"** means properties where services such as water, electricity or sewerage networks and/or streets and open spaces has not been taken over by the municipality and a body corporate has been appointed by the individual owners to ensure sufficient levies are raised on the individual owners to cover these expenses;

"**Property**" means any portion of land, of which the boundaries are determined, within the jurisdiction of the Municipality;

"Public notice" means publication in the media including one or more of the following:

(a) publication of a notice, in at least two of the official languages in general use within the Province or area in question and, where possible, the notice shall be published in a newspaper appearing predominantly in the language utilised in the publication of the notice:

(i) in any local newspaper or newspapers circulating in the area of supply of the Municipality;

(ii) in the newspaper or newspapers circulating in the area of supply of the Municipality determined by the Council as a newspaper of record; or

(iii) on the official website of the Municipality;

(iv) by means of radio broadcasts covering the area of supply of the Municipality;

(b) displaying a notice in or at any premises, office, library or pay-point of either the Municipality or of its authorized agent and to which the public has reasonable access; and

(c) communication with customers through public meetings and ward committee meetings;

"**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.

"Residential debtors" are classified as those debtors who qualify for and receive free electricity and/or water;

"Residential Property" means a property included in a valuation roll in terms of section 48(2) (b) of the Local Government Municipal Property Rates Amendment Act 2014 {as residential:} in respect of which the primary use or permitted use is for residential purposes without derogating from section 9 of the Municipal Property Rates Act (Act 6 of 2004); and which includes the following:

- used predominantly (60% or more) for residential purposes;

- a unit registered in terms of the Sectional Titles Act, 95 of 1986, used predominantly (60% or more) for residential purposes, and includes any unit in the same Sectional title scheme registered in the name of the same owner which is used together with the residential unit as if it were one property, for example a garage or domestic worker's quarters. (Any such grouping shall be regarded as one residential property for rate rebate or valuation reduction purposes and for clearance application purposes); or

- owned by a share block company and used predominantly (60% or more) for residential purposes but will be considered as one Residential property as set out in 5.1 of the Rates Policy; or

- a retirement scheme or life right scheme used predominantly (60% or more) for residential purposes; or

- an old age home used predominantly (60% or more) for residential purposes; or

- a block of flats used predominantly (60% or more) for residential purposes, but will be considered as one Residential property as set out in 5.1 of the Rates Policy.

"Service" means a municipal service rendered by the Municipality and includes the supply of electricity, water, sanitation and refuse removal;

"Subsidised service" means

(a) a municipal service which is provided to a customer at an applicable rate which is less than the cost of actually providing the service and includes services provided to customers at no cost;

(b) an area, as determined by the Council, within which all customers are provided with services from the same bulk supply connection; and

(c) the receipt, use or consumption of any municipal service which is not in terms of an agreement or authorised or approved by the Municipality;

"Sundry debt" refers to any debt other than for rates, housing, metered services, sanitation and refuse removal;

"Supply" means any metered supply of water or electricity;

"Tampering" means the unauthorised interference with a service rendered by the Municipality, or to damage or make unauthorised changes to the equipment or property of the Municipality used in connection with the provision of Municipal services. Reconnection of a supply that has been disconnected for non-payment, the interference with the supply mains or bypassing of the metering equipment to obtain an un-metered service;

"Total household income or household income" refers to the total formal and informal gross income of all people living permanently or temporarily on the property on which the account is based; and

"Unauthorised service" means the receipt, use or consumption of any municipal service which is not in terms of an agreement with or approved by the Municipality.

6. DUTIES AND FUNCTIONS

6.1 Duties and Functions of Council

(a) To approve a budget consistent with the needs of communities, ratepayers and residents, 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 facilitate sufficient funds to give access to basic services for the poor;

(d) 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;

(e) To set an improvement target for debt collection, in line with acceptable accounting ratios and the ability of the implementing authority;

(f) To approve a reporting framework for credit control and debt collection;

(g) To consider and approve By-laws to give effect to Council's Policy;

(h) To revise the budget should Council's targets for credit control and debt collection not be met;

(i) To take disciplinary and/or legal action against Councillors, officials and agents who do not execute Council Policies and By-laws, or act improperly in terms of such Policies and By-laws;

(j) To delegate the required authorities to monitor and execute this Policy to the Executive Mayor and Accounting Officer and Service Provider respectively;

(k) To provide sufficient capacity in the Municipality's Finance Department for credit control and debt collection. Alternatively to appoint a Service Provider as debt collection agent (such service provider must be a registered debt collection agent in terms of legislation);

(l) To provide funds for the training of staff;

6.2 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 the Policy and relevant By-laws;

(b) To monitor the performance of the Accounting Officer in implementing the Policy and By-laws;

(c) To review and evaluate the Policy and By-laws in order to improve the efficiency of Council's credit control and debt collection procedures, mechanisms and processes;

(d) To report to Council.

6.3 Duties and Functions of Ward Councillors

(a) To hold regular ward meetings;

(b) To adhere to and convey Council Policies to residents and ratepayers and in particular the Credit Control and Debt Collection Policy and procedure;

(c) To adhere to the Code of Conduct for Councillors;

(d) To act in terms of the roles and functions as approved by Council and assist in the dissemination and distribution of information.

6.4 Responsibilities of all councillors

(a) To always pay amounts that are owed in respect of municipal rates, taxes and services as required by section 12A of Schedule 1 of the Municipal Systems Act and not to default on payments for a period longer than 3 months;

(b) The Municipality may deduct any outstanding amounts from a Councillor's allowance, if the Councillor has not paid amounts that are due to the Municipality for more than 3 months;

(c) The normal credit control procedures shall also apply to any arrear account of a Councillor;

(d) All agreements with Councillors must not exceed the expiry date of the term of office;

(e) To report to the Municipal Manger any person who;

(i) receives a subsidy and does not qualify;

(ii) Is illegally connected to services.

6.5 Duties and Functions of the Accounting Officer

The Municipal Manager as the Accounting Officer of the Municipality must take all reasonable steps to ensure that –

(a) the Municipality has effective revenue collection systems consistent with Section 95 of the Municipal Systems Act and the Municipality's Credit Control and Debt Collection By-laws ensures that;

(b) good customer care management systems and Council's Customer Care, Credit Control, Debt Collection, Indigent and Tamper Policy are implemented;

(c) revenue due to the Municipality is calculated on a monthly basis;

(d) accounts for Municipal tax and charges for Municipal services are prepared on a monthly basis;

(e) all money received is promptly deposited into the Municipality's primary and other bank accounts;

(f) the Municipality has and maintains a management, accounting and information system which recognises revenue when it is earned; accounts for debtors; and accounts for receipts of revenue;

(g) the Municipality has and maintains a system of internal control in respect of debtors and revenue, as may be prescribed;

(h) the Municipality charges interest and other permissible charges on arrears, except where the Council has granted exemptions;

(i) all revenue received by the Municipality, including revenue received by any collecting agent on its behalf, is reconciled regularly;

(j) the Accounting Officer immediately informs the National Treasury of any payments due by an organ of state to the Municipality in respect of Municipal tax or for Municipal services, if such payments are in arrears for periods of more than 30 days.

6.6 Responsibilities of all Municipal staff

(a) to always pay amounts that are owed in respect of Municipal rates, taxes and services and not to default on payments for a period longer than 3 months;

(b) the Municipality may deduct any outstanding amounts from a staff member, if the staff member has not paid amounts that are due to the Municipality for more than 3 months;

(c) the normal credit control procedures shall also apply to any arrear account of an official;

(d) keep the Municipality informed of his/her correct address.

6.7 Duties and Functions of Communities, Ratepayers and Residents

The responsibilities of communities, ratepayers and residents are to;

(a) fulfil certain responsibilities, as brought about by the privilege and/or right to use and enjoy public facilities and Municipal services;

(b) pay deposits, service fees, rates on property and other taxes, levies and duties imposed by the Municipality on or before the due date;

(c) obtain a duplicate account at the Municipal help desk if an account is not delivered during the normal billing cycle;

(d) notify the Municipality in writing when services are no longer required at a particular service delivery point and of address changes;

(e) safeguard and maintain service meters in a clean and readable condition;

(f) observe the mechanisms and processes of the Municipality in exercising their rights;

(g) allow municipal officials reasonable access to their property to execute municipal functions at a time that is agreeable by the consumer and municipal officials;

(h) comply with the By-laws and other applicable legislation;

(i) refrain from tampering with Municipal services and property;

(j) maintain credit and pre-payment electricity and water meters;

(k) not to move any meter without written permission from the Municipality;

(l) To keep meters accessible and readable at all times.

6.8 Performance evaluation

The Municipal Council in consultation with the Accounting Officer must establish a mechanism to set targets for debt collection, customer care and administrative performance, evaluate performances and take corrective actions on a regular basis to enhance credit control and debt collection.

6.9 Income collection targets

Council must create targets that include reductions in present monthly increase in debt in line with performance agreements as determined by Council from time to time.

6.10 Consumer Service Targets

Council to create targets that would include:

(a) response time to consumer queries;
(b) date of first account delivery to new consumers;
(c) reconnection time lapsed;
(d) meter reading cycle.

6.11 Administrative Performance

Council to create targets that will include:

(a) cost efficiency of debt collection;
(b) query and appeal periods;
(c) enforcement mechanism ratios.

6.12 Reporting

(a) The Chief Financial Officer shall report monthly to the Accounting Officer in a suitable format to enable the Accounting Officer to report to the Executive Mayor as supervisory authority in terms of section 99 of the Systems Act, read with section 100(c).

This report shall contain particulars on performance against targets agreed to in item 6.8 of this Policy;

(b) If in the opinion of the Chief Financial Officer, Council will not achieve cash receipt income equivalent to the income projected in the annual budget as approved by Council, the Chief Financial Officer will report this with motivation to the Accounting Officer 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;

(c) The Executive Mayor as Supervisory Authority shall, at intervals of 3 months, report to Council as contemplated in section 9(c) of the Systems Act.

7. CUSTOMER CARE

7.1 Objective

To focus on the client's needs in a responsible and pro-active way, to enhance the payment for services and to create a positive and cooperative relationship between the persons responsible for the payment for services received, and the Municipality, and where applicable, any service provider.

In terms of Section 95 of the Local Government Municipal Systems Act 2000, in relation to the levying of rates and other taxes by a Municipality and the charging of fees for Municipal services, a Municipality must, within its financial and administrative capacity provide for:

7.2 Service Delivery

Establish a sound Customer Management System that aims to create a positive and reciprocal relationship between persons liable for these payments and the Municipality itself;

7.3 Communication

(a) establish mechanisms for users of services and ratepayers to provide feedback to the Municipality or other service provider regarding the quality of the services and the performance of the service provider;

(b) take reasonable steps to ensure that users of services are informed of the costs involved in service provision, the reasons for

the payment of service fees, and the manner in which monies raised from the service are utilised;

(c) within its financial and administrative capacity, conduct an annual process of compiling and communicating its budget, which may include targets for credit control and debt collection;

(d) make available Council's Customer Care, Indigent, Credit Control, Debt Collection and Tampering Policy by general publication, on specific request, and which will also be available for perusal at the Municipality;

(e) endeavour to distribute a regular newsletter, which will give prominence to customer care and debt issues;

(f) require ward councillors to hold regular ward meetings, at which Customer Care and Debt Collection issues will be given prominence;

(g) encourage the press to give prominence to Council's Customer Care, Credit control, Debt Collection Indigent and Tampering Policies.

7.4 Personal contact

Telephonic contact, agents calling on clients:

(a) the Municipality will endeavour, within the constraints of affordability and available capacity, to make personal, electronic or telephonic contact with certain arrear debtors to encourage their payment, and to inform them of their arrears state, their rights (if any) to conclude arrangements or to indigent subsidies, other related matters and will provide information on how and where to access such arrangements or subsidies;

(b) such contact is not a right for debtors to enjoy and disconnection of services and other collection proceedings may continue in the absence of such contact for whatever reason.

7.5 Metering

(a) The Municipality will, endeavour, within practical and financial limits, to provide meters to every paying consumer for all services;

(b) Where the consumption of services has to be measured, take reasonable steps to ensure that the consumption by individual users of services is measured through accurate and verifiable metering systems;

(c) All meters will be read monthly, if at all possible. If the meter is not read monthly the Council will estimate the consumption in terms of Council's operational procedures;

(d) Consumers are entitled to request verification of meter readings and accuracy within reason, but may be held liable for the cost thereof;

(e) Consumers will be informed of meter replacement;

(f) 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 estimated consumption, the account following the reading of the metered consumption must articulate the difference between the actual consumption and the average consumption, and the resulting credit or debit adjustments;

(g) If an electricity meter cannot be read due to no access for six consecutive months, the meter may be replaced with a pre-paid meter at the cost of the owner;

(h) The occupier can give the readings through telephonically but at least every six months a true reading must be obtained by the meter reader;

(i) If no reading on a water meter can be obtained for more than six consecutive months the meter may be moved at the cost of the owner/occupier.

7.6 Accounts and billing

(a) Consumers on the billing system will receive an understandable and accurate bill from the Municipality, which bill will consolidate all rates and service costs for that property;

(b) Accounts will be produced in accordance with the meter reading cycle and due dates will be linked to the statement date;

(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 consumer's responsibility to ensure that the postal address and other contact details are correct;

(e) It is the consumer's responsibility to make enquiries and ensure timeous payments in the event of accounts not received;

(f) Settlement or due dates will be as indicated on the statement;

(g) Where any payment is made to the Municipality or its authorized representative by negotiable instrument and it is later dishonoured by the bank, the Municipality or its authorized agent:

(i) may recover an admin fee as determined by Council relating to dishonoured negotiable instruments against the account of the consumer;

(ii) shall regard such an event as a default on payment;

(iii) may insist on cash payments for all future accounts.

(h) The Municipality or its authorised agent must, if administratively possible, issue a duplicate account or any acceptable alternative to a consumer on request, at a cost determined by Council from time to time.

7.7 Payment facilities and methods

(a) The Municipality will operate and maintain suitable payment facilities, which facilities will be accessible to all users;

(b) The Municipality will, at its discretion allocate a payment between service debts. A consumer who has overdue debt, may not specify that the payment is for a specific portion of the account;

(c) The Municipality may in terms of Section 103 of the Systems Act, with the consent of a consumer, approach an employer to secure a debit or stop order arrangement;

(d) The consumer will acknowledge, in the consumer agreements that the use of consumer agents in the transmission of payments to the Municipality is at the risk of the consumer – also for the transfer time of the payment;

(e) Cheques and Postal orders must be crossed and be made payable to Mossel Bay Municipality. Post-dated cheques will not be accepted unless prior arrangements have been made. Receipts will not be mailed for payment made by cheque. If a receipt is required the words “RECEIPT REQUIRED”, must be written on the account;

(f) Payments will always be appropriated to the oldest account (notwithstanding the kind of service), where after it will be

appropriated in order of a predetermined priority as approved by the Municipality;

(g) Payments can be made:

(i) at any of the Municipal Offices from Mondays to Fridays (public holidays excluded) 08:00 to 15:30 (Mossel Bay Office) and 08:00 to 15:00 (Great Brak River, Hartenbos, D'Almeida and Kwanonqaba offices);

(ii) at any of the Easy Pay or Pay@ pay points as approved by Council. Please note that at least 48 hours should be allowed for processing of all third party payments; However payments made at a third party will be done at own risk. It also remains the responsibility of the person making the payment, to ensure that the receipt is correct;

(iii) by direct Bank – and/or electronic payments to the Municipal bank account using Mossel Bay Municipality as beneficiary. The Municipal account number must at all times be used as the reference number;

(iv) by way of an automatic debit order. These forms are available at any of the Municipal Offices.

7.8 Incentives for prompt payment

(a) During the budget process Council may, to encourage prompt payment and/or to reward regular payers, consider from time to time incentives for the prompt payment of accounts or payment by debit or stop order.

(b) The cost associated with the incentive scheme, if introduced, will be reflected in annual budgets as additional expenditure.

(c) Council may consider the use of agents as service providers and innovative debt collection methods and products. Cost effectiveness, the willingness of agents to work under appropriate codes of conduct and the success of such agents and products will be part of the agreement Council might conclude with such agents or service providers and will be closely monitored by Council.

(d) Appropriate measures will be taken to inform consumers what the responsibilities of service providers will be regarding customer care, credit control and debt collection.

7.9 Enquiries, appeals and service complaints

Within its administration and financial ability the Municipality will establish:

(a) a central complaints/feedback office;

(b) a centralized complaints database to enhance co-ordination of complaints, their speedy resolution and effective communication with consumers;

(c) appropriate training for officials dealing with the public to enhance communications and service delivery; and

(d) a communication mechanism to give Council feedback on the application of the policies on customer care and management, credit control debt collection and other issues of concern;

(e) accessible mechanisms for those persons to query or verify accounts and metered consumptions, and appeal procedures which allow such persons to receive prompt redress for inaccurate accounts;

(f) mechanisms to monitor the response time and efficiency in complying with the above points.

7.10 Water leakages

(a) If the leakage is on the consumer's side of the meter, the consumer will be responsible for the payment of all water supplied to the property;

(b) The consumer has the responsibility to control and monitor his/her water consumption;

(c) A consumer may qualify for a percentage reduction as determined by Council on his/her account in the event of a water leakage, if:

(i) the leakage was underground or under the foundation of the building and not easily detectable; and

(ii) the leakage was repaired within 48 hours after detection; and

(iii) the consumer submits a sworn affidavit by him/herself confirming that his/her insurance(s) does not cover such losses; and

(iv) a written confirmation from the consumer's insurance must also be submitted together with the sworn affidavit in which they confirm that the Insurance Policy of the consumer indeed does not cover any losses due to leakages; and

(v) the consumer has not applied for discount within the previous 12 months;

(vi) an authentic certificate issued by a registered plumber must reach the Municipality within 10 days after completion of repairs done with respect to a water leakage and must contain the following:

- the date of the invoice and repair work as well as the receipt;
- confirmation that surface leakage was not visible;
- certify that the leakage originated from pipes listed on the schedule of approved pipes held by the Town Engineer;

(d) When the Accounting Officer declares that the dam volume has dropped to below 25% no water charges in respect of water losses because of leakages will be written off;

(e) Water lost due to the meter being stolen,defective irrigation, broken geyser, leaking toilet or leaking tap cannot be considerd for write off;

(f) Council will only allow a write off, of 60% of the losses and to the maximum of R25 000.

7.11 Clients in correctional care or clients who were imprisoned

(a) Must obtain a letter from correctional services, which indicates the date of release;

(b) If a lodger occupies the dwelling while the owner is imprisoned, such lodger should accept responsibility for the account;

(c) If no tenant is occupying the dwelling the services should be terminated until the owner is released from prison;

7.12 Temporary suspension of actions for special reasons

The written approval of the Chief Financial Officer (CFO) or his/her delegate to temporary suspend actions must at all times be obtained for special reasons. If the suspension of actions in terms of this Policy exceeds 3 months, it must be reported to Council.

7.13 Restricted water

(a) If a person is in arrears and his/her water has been restricted, such person should negotiate a settlement agreement to redeem the debts;

(b) The water restriction however cannot be restored until the arrear debt is paid in full;

(c) Once the account has been paid in full, the water flow can be restored.

7.14 Process regarding disabled persons or persons who are linked to a respirator or life supporting machine

(a) The indigent or poor household subsidy of people dependent on life support will not be cancelled if the electricity usage is more than the allowed usage;

(b) All collection actions can be suspended where needed with the Chief Financial Officer or his/her delegated officials consent;

(c) A medical certificate to confirm the client's health condition must be obtained at regular intervals to qualify for this support;

7.15 Inheritor of an insolvent estate

Where the inheritor of a property, with no/or an insolvent estate, qualifies for an indigent subsidy, the outstanding debt can be written off by Council in order for clearance to be given and the property to be transferred.

7.16 Rate rebates

Subject to certain criteria the Municipal Council may grant rate rebates annually to certain categories of ratepayers in accordance to the Municipality's Rates Policy and By-law.

7.17 Arrangements for settlements

(a) If required, consumers with arrears must convert to a pre-payment meter, and when implemented the cost of the conversion and the arrears total, will be paid off either by-

(i) adding the debt to the arrears bill and repaying it over the agreed period; or

(ii) adding the debt as a surcharge to the pre-paid electricity cost, and repaying it with each purchase of electricity until the debt is liquidated;

(iii) installation of pre-paid meter is free of charge if a person is indigent.

(b) Council reserves the right to increase the deposit requirement of debtors who seek arrangements;

(c) If an arrangement is not honoured the arrangement will be cancelled;

(d) All arrangements for settlements will be in accordance with the processes and guidelines approved by the Accounting Officer or Chief Financial Officer from time to time in pursuance of the credit control and debt collection targets set by Council.

7.18 Consumer categories

Consumers will be categorised according to specific classifications based on inter alia the type of entity, applicable tariffs and risk levels. Processes for credit control, debt collection and consumer care may differ from category to category, as deemed appropriate from time to time by the Accounting Officer.

7.19 Priority Consumer Management

(a) certain consumers may be classified as priority consumers based on criteria determined by the Accounting Officer from time to time, such as the number of properties owned or volume of consumption;

(b) a person nominated by the Accounting Officer will be responsible for the on-going management of the consumers so classified and will perform tasks such as the review of monthly accounts to ensure accuracy, the monitoring of prompt settlement of accounts and response to queries.

7.20 Restriction of services

If the Accounting Officer is of the opinion that the termination of services, in the case of a particular property in respect of which the account is in arrear, is not in the best interests of the community, specifically because of the potential endangerment of the life of any person, whether resident in or outside the property concerned, the Accounting Officer may appropriately restrict rather than terminate the services in question.

7.21 Deceased (Ref C/R F202-08/04)

(a) a death certificate of the deceased should be presented;

(b) proof from the Registrar of Estates should be obtained that the deceased estate is not liable for any claims;

(c) should the estate however be liable for claims, a claim should be laid against the said estate;

(d) if a death certificate was obtained while no estate was registered, such debts should be written off with effect from the date of death;

(e) should the new owner be an indigent case, the total outstanding amount should be written off;

(f) however if the new tenant/owner does not qualify for a subsidy, the client shall be obliged to settle the outstanding amount from the date of death up to the current date or to arrange for a settlement agreement;

(g) child headed families, where the parents are deceased and only unemployed minor children lives in the dwelling, the debt can be written off;

(h) a reduced burial fee, as determined by Council is charged for an indigent grave.

7.22 Tenant Accounts

A tenant account may be opened without first settling the outstanding account, if:

(a) the property has been sold without transfer taking place and the registered owner cannot be traced (proof to be provided upon request);

(b) the owner is deceased and the property has not yet been transferred to the next of kin. (A letter of authority must however accompany the application);

(c) properties were automatically changed to indigent, due to the valuation being less than an amount, pre-determined by Council, the account will remain on the name of the owner and no tenant account can be opened.

(d)

(a) and (b) will only be applicable for the first tenant application and not for any subsequent service applications.

8. CREDIT CONTROL

Specific objectives

To implement procedures that will restrict the unauthorised use of Municipal services, escalation of debt and limit the Municipality's risks.

8.1 Application for Municipal Services

(a) All consumers of services will be required to sign an agreement governing the supply and cost of Municipal services. Owners (with their written consent) may allow tenants to sign separate agreements with the Municipality, which the Municipality may at its own discretion accept or reject;

(b) The process must occur at least seven days prior to taking occupation of the premises, so that the Municipality can ensure that a meter reading is taken on the appropriate day and that the services are available when occupation is taken. Failure to adhere to the timeframe may result in customers not having the services available when occupation is taken;

(c) Applicants for municipal services may be checked for creditworthiness including banking details and information from credit bureaus, other local authorities, trade creditors and employers. This will require the provision of, an Identity Document, binding lease agreement, title deed and other supporting documents as required by Council from time to time;

(d) Applications for services from businesses, including but not limited to trusts, companies, close corporations and partnerships must include a resolution delegating authority to the applicant to apply for the relevant service and furnishing, if applicable,

the business entity's registration number or ID number, the names, addresses and all relevant contact particulars of all the business's directors, members, trustees, proprietors or partners;

(e) An applicant must provide all the information and documentation which the Municipality requires;

(f) If an applicant for Municipal service is an existing customer of the Municipality in respect of any other municipal service and such customer has an outstanding amount that is due and payable to the Municipality:

(i) the arrears must be paid; or

(ii) an agreement for payment of arrears must be concluded with the Municipality before an application for services can be approved.

(g) If a consumer fails or refuses to sign a new service agreement or pay the deposit, the Municipality may discontinue services until the necessary agreement has been signed and/or deposit been paid;

(h) The Municipality will render the first account after the first meter reading cycle to be billed following the date of signing the service agreement;

(i) Consumers who illegally consume services without this agreement will be subject to punitive action.

8.2 Property Developments

(a) A property developer must inform the Municipality of the nature and extent of the municipal services or services that will be provided as well as the measuring devices that will be used.

(b) A property developer who fails to comply with the provisions of paragraph (a) shall be liable for the payment of all the applicable charges that would have been payable by customers in respect of municipal services that have been used or consumed by such customers.

8.3 Termination of Services

(a) It is the responsibility of the consumer to notify the Municipality when municipal services are no longer required due to the sale of the property or other reasons;

(b) Failure to comply with the provision of paragraph (a) above renders the consumer liable for all service charges and interest thereon accumulated from the date when the premises are vacated to the date when Council becomes aware of such vacation;

(c) A customer may terminate an agreement for the supply of municipal services by giving at least 15 (fifteen) days written notice to the Municipality of such termination;

(d) The Municipality may terminate an agreement for the supply of Municipal services by giving at least 30 (thirty) days written notice to a customer where the premises has been vacated by the tenant concerned and no arrangement for the continuation of the agreement has been made with the Municipality provided that, in the event of the customer concerned not being the registered owner of the premise, a copy of the aforesaid notice shall also be served on such registered owner;

(e) 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. Upon termination of the agreement the services will automatically be transferred to the account of the owner.

8.4 Payment of a Deposit

(a) Every consumer must, on application for the provision of Municipal services pay a deposit to the Municipality, prior to the provision of any Municipal services. A minimum deposit will be payable equal to twice the largest consumption used during the previous six months or the amount determined by Council from time to time, whichever is the largest;

(b) The Council may require a consumer to whom services are provided and who was not previously required to pay a deposit, for whatever reason, to pay a deposit on request, within a specified period;

(c) The Council may from time to time review the sum of money deposited by a consumer in terms of this section and, in accordance with such review require that an additional amount be deposited by the consumer;

(d) The Municipality shall give the owner or occupier of the premises, where Municipal services are rendered reasonable notice of any increase of the deposit;

(e) An aggrieved owner or occupier of property where municipal services are provided may within the prescribed time lodge an objection to any increase of the deposit;

(f) An amount deposited with the Municipality in terms of this paragraph shall not be regarded as being in payment or part payment of an account due for services rendered except in the case of a final account where the final amount will first be cleared before the remaining portion of the deposit can be paid back;

(g) No interest shall be payable by the Municipality on the amount of a deposit held by it in terms of this paragraph;

(h) An agreement for the provision of services may contain a condition that a deposit shall be forfeited to the Municipality or its authorised agent if it has not been claimed within twelve months of the termination of the agreement;

(i) The Municipality will not accept a bank guarantee as a deposit;

(j) Only 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 or transferred to any other outstanding account of the client;

(k) Any inactive deposit that is correctly recognised in the financial statements as payable and has not been claimed back within a period of three years after the service has been delivered completed or finalised, will be forfeited.

i. The only exception to this is when a block booking has been made and the deposit is carried over for the next booking. This is only applicable within a financial year. The deposit must be repaid and revised at the beginning of a new financial year.
ii. A request for repayment of an inactive deposit after the three year period can be made after which the CFO will consider each case on its own merit.

(l) Commercial, Business and Industrial:

(i) deposits for businesses may be levied according to twice the highest bill during the previous 12 months for similar businesses;

(ii) New connections at new extensions of businesses will be as specified in the tariff list for the current financial year.

(m) Payment of a deposit is not applicable to properties where the property has been identified as an Indigent household, due to the valuation of the property being less than the amount as determined by Council.

For any changes requested on the connection type the deposit will be adjusted accordingly and in accordance with the current approved tariff list.

8.5 Recovery of Additional Costs

The Municipality may, in addition to any charge, tariff, levy or payment of any kind referred to in this Policy, recover from a customer any reasonable costs incurred by it in implementing this Policy, including all legal costs, including attorney and client costs incurred in the recovery of arrears which shall be debited against such customer as arrears in his/her account.

8.6 Payment for Municipal Services Provided

(a) A customer shall be responsible for the payment of all Municipal services accounts rendered to him/her from the commencement date of the agreement until the account has been paid in full and the Municipality shall be entitled to recover all payments due to it from the customer concerned;

(b) Payments will always be appropriated to the oldest account (notwithstanding the kind of service), where after it will be appropriated in order of a priority as determined by the Municipality. Post-dated cheques are not acceptable unless prior arrangements have been made;

(c) If a customer uses a Municipal service for a use other than that for which it is rendered by the Municipality in terms of an agreement and if he is charged an amount lower than the applicable prescribed charge, the Municipality may alter the amount so charged and recover from him/her the difference between the altered charge and the amount initially charged to him/her;

(d) Discontinuation of services and rendering of a final account will always be between two debit raisings. Thus any request for discontinuation of services after the 16th of a month (or if on a weekend or public holiday the first working day thereafter) will

only be finalised with the next debit raising of the following month and the basic for that period will be payable;

(e) The basic fee for water and/or electricity will only be levied on accounts with active meters. This is to ensure that the basic fee is not duplicated where one consumer vacates a property and a new consumer moves in. For example if a final account is requested during a period as mentioned in (d) above, the meter will stay active until the following debit raising when the account will be finalised and transferred to the new consumer. Although the new consumer will be liable for the water usage from date of the final reading the basic fee will only be levied from the following debit raising when the meter becomes active on the new account;

(f) "Full and final settlement" of an amount: Where an account is not settled in full, any lesser amount tendered to and accepted by the Municipality shall not constitute a full and final settlement of such an account despite the fact that the payment was tendered in full and final settlement unless the Accounting Officer or his/her nominee or the manager of the Municipality's authorized agent expressly accepts such payment in writing as being in full and final settlement of the amount reflected on the relevant account;

(g) Responsibility for payment of amounts due and payable:

(i) Notwithstanding any other provision in this Policy, an owner of premises shall be liable for the payment of any amount that is due and payable to the Municipality by a customer who is a lessee or occupier of such premises to which municipal services have been provided, if the Municipality, after having taken reasonable steps to recover from such customer any amount due and payable by him/her, could not do so;

(ii) Paragraph (a) must not be construed as absolving the Municipality from its responsibility to collect outstanding amounts in respect of Municipal services provided to premises from the customer who has benefited from it.

(h) Dishonoured payments

(i) If the drawer of the cheque, or the consumer who received value from the depositing of the cheque, is an existing consumer of Council, the reversal and penalty fee may be debited to an account of the drawer or beneficiary and a letter of notification must be sent to the consumer. Such fee shall be deemed to be a tariff charge and shall be

recovered from the consumer. Council reserves the right to refuse to accept further cheques from the drawer or beneficiary, to place the matter on the National Adverse Credit Listing and also institute legal action which may include criminal charges against the offender;

(ii) If the drawer of the cheque is not an existing debtor of Council, then a sundry debtor account is opened and the debit and penalty is raised. Once the account is submitted and the debtor fails to honour the cheque and pay the penalty within 14 days of receipt, a final demand is generated and submitted;

(iii) If the drawer of the cheque, or the debtor who received value from the depositing of the cheque is an existing debtor of Council, the reversal and penalty fee may be debited to an account of the drawer or beneficiary and a letter of notification must be sent to the debtor. Such fee shall be deemed to be a tariff charge and shall be recovered from the debtor. Council reserves the right to refuse to accept further cheques from the drawer or beneficiary and also institute legal action which may include criminal charges against the offender.

(i) The Council may, by resolution, approve incentive schemes to encourage prompt payment of charges for services rendered and to reward customers who pay their accounts regularly and on time;

(j) The aforementioned incentive schemes may include the conclusion of a written agreement with the employer of a customer in terms of which such employer undertakes to deduct outstanding rates and service charges or to settle regular monthly accounts, through deductions from the relevant customer's salary or wages, in exchange for a monetary reward either by way of payment of a commission or the grant of a rebate on the charges owing by the employer concerned to the Municipality in respect of services rendered to such employer.

(k) Pay points and payment methods

(i) A customer must pay his account at pay points specified by the Municipality or by an approved agent of the Municipality;

(ii) The Municipality must inform customers of the location of specified pay-points and the identity of approved agents

who may receive payments on its behalf in respect of services rendered to customers;

(iii) Subparagraphs (i) and (ii) must not be construed as prohibiting a customer from paying amounts due to the Municipality or its authorized agent by means of electronic payment methods provided that the date of receipt of a payment shall be the date such payment appears on or is reflected in the banking account of the Municipality.

8.7 Payment of Interest

Except where expressly provided to the contrary in this Policy, the Municipality will levy interest on all arrear accounts at a rate of prime plus 1%,

(a) Interest on arrear debt shall be calculated for each month for which such payment remains unpaid and part of the month shall be deemed to be a month;

(b) The interest that is payable cannot exceed the capital amount that is owed by the consumer.

8.8 Accounts and Billing

(a) The Municipality shall provide every person liable to pay for Municipal services assessments rates and taxes with an account in respect of every property for which that person is liable and all services rendered in respect of that property at the address last recorded with the Municipality;

(b) Failure by the Municipality to render an account does not relieve a consumer of the obligation to pay any amount due and payable. The onus shall be on the consumer to obtain a copy of the account before the due date;

(c) If no account has been received before the 15th on a month, a copy should be obtained from the Municipality. The account must at all times be produced when payments are done or enquiries are made;

(d) An account rendered by the Municipality for services provided to a consumer shall be paid not later than the last date for payment specified in such account which date will not be more than 21 days after the date of the account;

(e) Accounts will be rendered on a monthly basis in cycles of 30 days and shall be payable on the due date as indicated on the account;

(f) Payments shall be deemed to be late unless received on or before the due date as determined by the Municipality. Electronic payments and payments made through agents must be received in a Municipal bank account by the close of business on the due date;

(g) The Municipality may consolidate any separate accounts for which a customer is liable for payment;

(h) Accounts must contain at least the following;

(i) the consumption or estimated consumption of water and electricity as determined for the measuring or consumption period;
(ii) the erf number;
(iii) the measuring or consumption period for water and electricity;
(iv) the amount due based on the measured or estimated consumption;
(v) the amount due and payable for any other Municipal service;
(vi) the applicable tariff;
(vii) the amount due in terms of the consumption;
(viii) the amount in arrears, if any;
(ix) the interest payable on any arrears, if any;
(x) collection charges if any;
(xi) the final date for payment;
(xii) the methods, places and approved agents where payment may be made.

(i) Accounts may be accompanied by a notice stating that –

(i) the consumer may conclude an agreement with the Municipality for payment of the arrear amount in instalments at the Municipality 5 working days before the final date for payment, if a consumer is unable to pay the full amount due and payable;

(ii) if no such agreement is entered into, the Municipality may, in accordance with the Policy contained herein, limit the water services to the consumer by installing a water restrictor and disconnection of electricity;

(iii) legal action may be instituted against any consumer for the recovery of any arrear amount in terms of the Policy contained herein;

(iv) the defaulting consumer's name may be listed with a credit bureau or any other equivalent body as a defaulter;

(v) the account may be handed over to a debt collector for collection;

(vi) proof of registration, as an Indigent consumer, in terms of the Municipality's Indigent Policy must be handed in before the final date of payment.

8.9 Disputes, Queries and Complaints

(a) In this section "Dispute" refers to when a consumer questions the correctness of any account rendered by the Municipality to such consumer and the consumer lodges an appeal with the Council in accordance with this section. A consumer may lodge a query or a complaint in respect of any amount that is due and payable by him/her before or on the due date for payment specified in the account concerned or as soon as reasonably possible thereafter;

(b) Procedure to be followed. In order for a dispute to be registered with the Municipality, the following procedures must be followed:

By the Consumer:

(i) The consumer must submit the dispute in writing to the Accounting Officer of the Municipality before or on the due date for payment specified in the account concerned or as soon as reasonably possible thereafter;

(ii) It must clearly state that it is a dispute;

(iii) No dispute will be registered verbally whether in person or over the telephone;

(iv) The consumer must furnish his full personal particulars including the account number, direct contact telephone number, fax, e-mail addresses and any other relevant information as may be required by the Municipality;

(v) The full nature of the dispute must be described in the correspondence referred to above;

(vi) The onus will be on the consumer to ensure that he receives a written acknowledgement of receipt of the dispute from the Municipality;

(vii) In the interim the debtor must pay the average of the last four months accounts as calculated by the Municipality where such history of the account is available. Where no such history is available, the debtor must pay without prejudice of rights an estimate provided by the Municipality before payment due date until the matter is resolved.

By the Council:

On receipt of the query or dispute, the following actions are to be taken:

(i) All incoming queries or disputes must be registered on the C4sollaborator system and a reference number obtained. Within 14 days after receipt of a query it must be answered via e-mail, telephonically or by normal mail depending on the contact details available;

(ii) If the client is not satisfied with the reply or the corrective actions regarding the query and a formal written dispute is received, the authorised official must ensure that the dispute is taken to the Chief Financial Officer for a final decision;

(iii) A written acknowledgement of receipt of the dispute must be provided to the consumer within 7 days;

(iv) The Municipality should not institute enforcement proceedings against the consumer for an amount or an account entry that is in dispute until it has resolved the dispute;

(v) All investigations regarding disputed amounts must be concluded by Council's Chief Financial Officer or his/her delegate within 21 calendar days from receipt thereof;

(vi) The consumer shall be advised in writing of the findings.

8.10 Appeals against Findings

(a) A consumer may, in writing, appeal against a finding of the Municipality;

(b) An appeal shall be in writing and shall clearly state that it is an appeal, set out the reasons for the appeal and be lodged with the

Accounting Officer within 21 days from the date the consumer was advised of the findings of the dispute investigation;

(c) An appeal must be decided by the Council of the Municipality at its first ordinary meeting held after the appeal was lodged;

(d) The decision of the Council shall be final and the consumer must pay any amounts due and payable in terms of such decision within 14 days from the date of the letter of him/her being advised of the Council's decision;

(e) The Council may, in its sole discretion, condone the late lodging of an appeal or other procedural irregularity;

(f) If the consumer is not satisfied with the outcome of the appeal, he may, under protest, pay the amount in dispute and redress his action in a court of law.

8.11 Agreement for the Payment of Arrears in Instalments

(a) Only a consumer with positive proof of identity or a person authorised in writing by that consumer, will be allowed to enter into an agreement for the payment of arrears in instalments;

(b) The offer by the consumer to settle arrear amounts plus accrued interest thereon shall be embodied in a written agreement signed by the parties. The aforesaid agreement shall include an acknowledgement of debt signed by the consumer and a copy of the agreement shall be made available to the consumer. The cost of preparation of the agreement plus any incidental costs associated therewith shall be borne by the consumer;

(c) A consumer will, in the agreement, assume liability for any administration fees, costs incurred in taking action for the recovery of arrears and any penalties, including the payment of a higher deposit;

(d) The Municipality may, on an individual basis, allow a longer period than twenty four months for the payment of arrears if special circumstances prevail that, in the opinion of the Head: Income, warrants such an extension and which the consumer reasonably could not prevent or avoid. Documentary proof of any special circumstances must be furnished by the consumer on request by the Municipality;

(e) In concluding an agreement with a consumer, the arrangement criteria referred to in other sections of this policy shall be applied and, as far as possible, be incorporated into the agreement referred to in this Section;

(f) The Municipality may, in exercising its discretion have regard to a consumer's–

(i) credit record;
(ii) consumption;
(iii) level of service;
(iv) previous breaches of agreements for the payment of arrears in instalments; and
(v) any other relevant factors.

(g) Should a consumer fail to comply with an agreement for the payment of arrears in instalments, the total of all outstanding amounts, including the arrears, any interest thereon, administration fees, costs incurred in taking relevant action, and penalties, including payment of a higher deposit, will immediately be due and payable, without further notice or correspondence;

(h) A consumer may, in the sole discretion of the Head: Income, be allowed to enter into a new agreement for the payment of arrears in instalments where that consumer has failed to honour a previous agreement for the payment of arrears in instalments, entered into after the receipt of a discontinuation notice. In the event of such further agreement been permitted, then the arrangements mentioned in 9.4(f) below shall be applied to such consumer on the basis of primary arrangements;

(i) Where a body corporate is responsible for the payment of any arrear amount to the Municipality in respect of a sectional title development, other development, private town or complex the liability of the body corporate shall be extended to the members thereof, jointly and severally and the agreement shall reflect this status accordingly;

(j) A copy of the agreement will, on request, be made available to the consumer.

8.12 Unauthorised Reconnection of Water/Electricity Supply Tampering

(a) The unauthorised reconnection of, or tampering with a service supply is prohibited and shall constitute a criminal offence that will result in legal action being taken against the person responsible for such unauthorised reconnection or tampering. Where this

happens the service reconnected without authorisation or tampered with will be effectively disconnected;

(b) The full amount of arrears plus any unauthorised consumption, and any applicable reconnection tariffs, will be payable prior to reconnection. Should exceptional circumstances exist, adequate payment arrangements may be permitted at the sole discretion of the Financial Officer with the right to sub-delegate.

8.13 Unoccupied Premises

(a) When a consumer terminates a services agreement and no new service agreement is entered into with the Municipality, the property shall be deemed to be unoccupied;

(b) Whenever water and/or electricity consumption is recorded at a property that is deemed to be unoccupied, an account will be raised and forwarded to the owner of the property for payment. A written notice in this regard will also be mailed to the owner.

8.14 Installation Of Prepaid Meter

If required consumers with arrears must convert to a pre-payment meter, and when implemented the cost of the conversion and the arrears total, will be paid off either by-

(a) adding the debt to the arrears bill and repaying it over the agreed period; or

(b) adding the debt as a surcharge to the pre-paid electricity cost, and repaying it with each purchase of electricity until the debt is liquidated;

(c) installation of pre-paid meter is free of charge for indigent and subsidised households, however this is not applicable for more than one meter per property

8.15 Allocation of Prepaid Purchases to Arrears

The Municipality will use its pre-payment system to-

(a) link the provision of electricity by the Municipality to a "pre-payment" system comprising, first prepaid kWh electricity; and

(b) raise and recover payments in respect of arrear municipal taxes and other municipal levies, tariffs and duties in respect of services such as water, refuse removal, sanitation and sanitation via a

percentage as determined by Council, of the value of units purchased for electricity allocated to any arrears;

(c) to enforce satisfactory arrangements with consumers in arrears by blocking the prepaid meter in order to prevent purchasing of electricity;

(d) Pre-paid electricity tokens must be inserted into the meter within three months after the purchase date as the tokens can expire after three months and no refund or replacement of the tokens are allowed.

8.16 Right of Access

(a) An authorised representative of the Municipality must, at all reasonable hours, be given unrestricted access to the consumer's premises in order to read, inspect, install or repair any meter, service or service connection for reticulation, or to disconnect, reconnect, stop or restrict the provision of any service;

(b) The owner will be responsible for all the cost associated with the relocation of a meter if satisfactory access is not possible.

8.17 Employer Deductions

The Council may, enter into a written agreement with any employer within the Council's area of jurisdiction to deduct outstanding rates and service charges or to settle regular monthly accounts through deductions from salaries or wages of its employees.

8.18 Rates

(a) **Rates (and other annual levies)**

(i) Where rates, sanitation and availability fees (on vacant erven) are paid on a monthly basis or annually, such payment must be made before the due date for payment. Failing this, interest at the standard rate of prima +1%, will be levied on the outstanding amount;

(ii) If an account is not paid by the due date as displayed on the account, a notice shall be issued showing the total amount owed to Council;

(iii) If an account is not settled or there is no response from the consumer to make acceptable arrangements to repay the

debt, summons shall be issued and the legal process followed;

(iv) 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 only as a last resort. The Council, however, has total commitment to a sale-in-execution should the consumer fail to make use of the alternatives provided for by the Council from time to time;

(v) All rate payers will be placed on the monthly rates payment arrangement but on request can be changed to an annual rates payment.

(b) **Monthly Rates**

(i) Interest will be charged on all overdue accounts at an interest rate of Prime + 1%;

(ii) The monthly amount payable for current annual rates will be calculated to allow the total balance of such amount to be paid in equal instalments by the end of that financial year.

(c) **Rates Clearance Certificate**:

No rates clearance certificate will be issued by the Municipality contrary to the provisions of Section 118 of the Local Government: Municipal Systems Act, (Act No. 32 of 2000). The Municipality may only issue a rates clearance certificate, valid for 120 days, after the relevant fee for the certificate was deposited in the Municipality's primary account. Debt older than two years that remain unpaid shall remain as a charge against the property and the new owner shall become liable thereof.

8.19 Persons and Businesses Who Tender To the Municipality

The Procurement Policy and Tender Conditions of the Municipality will include the following;

Reject any bid from a bidder 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.

9. DEBT COLLECTION

Objective

To provide procedures and mechanisms to collect all the monies due and payable to Council arising out of the supply of services and annual levies, in order to ensure financial sustainability and delivery of Municipal services in the interest of the community**.**

9.1 Disconnection / Restriction of Services

(a) Consumers who are in arrears with their Municipal account and who have not made arrangements with the Council will have their supply of electricity and water, and other Municipal services, suspended, restricted or disconnected;

(b) Council reserves the right to deny or restrict the sale of electricity to consumers who are in arrears with their rates or other Municipal charges.

9.2 Restoration of Services

Upon the liquidation of arrears, or the conclusion of acceptable arrangements for term payment, the service will be reconnected as soon as conveniently possible.

9.3 Discretion: Negotiable Amounts

(a) Discretion in terms of the agreement amounts as per this Policy is delegated to the Chief Financial Officer with the right to sub-delegate;

(b) Officials with delegated powers may use discretion as a final tool by which decisions can be made in accordance with this Policy;

(c) At all times, and at all levels, discretion will only be used so as to apply the principles embodied in the Policy and to ensure that some form of payment acceptable to Council is forthcoming from negotiations with the consumer;

9.4 Arrangements

Principles for Residential Debtors

(a) Notwithstanding that all debts should be treated the same, certain categories of debt may be subject to category specific repayment parameters;

(b) Current charges must be paid in full and cannot be negotiated;

(c) The consumer may be required to prove levels of income and must agree to a monthly payment towards arrears based on his ability to pay or based on his total liquidity if Council so requires;

(d) All negotiations with the consumer should strive to result in an agreement that is sustainable and is most beneficial to Council;

(e) Debtors, excluding housing debtors, who default on two occasions in respect of arrangements made, will be denied the privilege of making further arrangements and the full amount becomes due and payable;

(f) All arrangements should be subject to periodic review;

(g) All services may be disconnected or restricted and legal action will be taken against consumers as provided for in this Policy and/or such debt may be referred to third party debt collectors, for recovery.

9.5 Arrangement Criteria for Residential Debtors

All consumers who are in arrears and apply to make arrangements to reschedule their debt will, be obliged to make the following minimum payment requirements at the time of entering into such arrangement:

- current account, plus;
- an initial payment towards arrears with the minimum payment being 10% of the arrear amount and a monthly instalment which will liquidate the arrear amount plus accrued interest thereon within a period of 24 months;
- each following month the consumer will be required to pay;
- current account; plus
- an instalment as determined in (b) above.

In all cases, failure to respond to notices will result in normal credit control procedures and/or legal processes being followed.

9.6 Arrangement Criteria for Non-Residential Debtors

(a) Non-residential debtors may make arrangements to liquidate their arrears where it would be financially beneficial to the Council for them to do so;

(b) The final decision to make these arrangements will rest with the Chief Financial Officer with the authority to sub-delegate.

9.7 Listing of Debtor with Credit Bureau

Where an account rendered to a consumer remains outstanding for more than 90 days -

(a) the defaulting consumer's name may, at the option of the Municipality, be listed with a credit bureau or any other equivalent body as a defaulter; and

(b) may be handed over to a debt collector or an attorney for collection.

9.8 Termination, Limitation and Discontinuation of Services

(a) A consumer may terminate an agreement for the provision of services by giving to the Municipality not less than fifteen calendar days' notice in writing of the consumer's intention to do so;

(b) The Municipality may, after having given notice, terminate an agreement for services if a consumer has vacated the premises to which such agreement relates;

(c) The Municipality may, subject to the conditions contained in this Policy, limit or discontinue services provided in terms of this Policy–

(i) on failure by the consumer to pay the prescribed tariffs or charges on the date specified and after the final demand referred to in this Policy has been issued and there has been no response from the consumer;

(ii) on the failure of the consumer to comply with the provisions of any agreement entered into with the Municipality in terms of this Policy;

(iii) on failure by the consumer to comply with any other provisions of this Policy and after due notice has been given to the consumer;

(iv) if the agreement for the provision of services has been terminated and the Municipality has not received an application for subsequent services to the premises after a period of 30 days of such termination, transfer the services to the account of the owner;

(v) if the building on the premises to which services were provided has been demolished;

(vi) if the consumer has interfered with a limited or discontinued service; or

(vii) obstructs the efficient supply of electricity, water or any other Municipal services to another customer;

(viii) supplies such Municipal service to a consumer who is not entitled thereto or permits such service to continue;

(ix) causes a situation, which in the opinion of the Municipality is dangerous, or a contravention of relevant legislation;

(d) The deposit of any defaulter will be adjusted and brought into line with relevant policies of Council;

(e) The cost of the restriction or disconnection and the reconnection, will be payable as per the tariffs approved by Council;

(f) The Municipality will not be liable for any damages or claims that may arise from the limitation or discontinuation of services provided in terms of this Section.

9.9 Services Not Reconnected or Reinstated after Four weeks

If services have been terminated or restricted in the case of a property in respect of which the account is in arrear, and the accountholder has not paid such arrears, including the interest raised on such account, or made an acceptable arrangement with the Accounting Officer for the payment of the arrear account, including the interest raised on such account, within a period of 28 (twenty eight) calendar days after the date of termination or restriction of the service(s) concerned, the Accounting Officer or the Municipality's Debt Collection Agent shall forthwith proceed with legal actions collection and such further action as is deemed necessary.

Such further action shall include if necessary the sale in execution of such property to recover arrear property rates and service charges (if the accountholder is also the owner of the property). All legal expenses

incurred by the Municipality shall be for the account of the defaulting accountholder.

9.10 Notices and Documentation

(a) An order, notice or other document issued by the Municipality in terms of this Policy shall be deemed to be duly authorised by the Council of the Municipality if signed by the Accounting Officer or by a duly authorised employee of the Council;

(b) Any notice or other document served on a person by a Municipality in terms of any other legislation is regarded as having been served by:

(i) delivering the notice to him/her personally or to his duly authorised agent; or

(ii) by delivering the notice at his residence or place of employment to a person apparently not less than sixteen years of age and apparently residing or employed there;

(iii) if he has nominated an address for legal purposes, by delivering the notice to such an address; or

(iv) if he has not nominated an address for legal purposes, delivering it to the address given by him/her in his application for the provision of water services, for the reception of an account for the provision of water services;

(v) sending it by pre-paid registered or certified post addressed to his last known address;

(vi) in the case of a body corporate, by delivering it to the registered office or the business premises of such a body corporate;

(vii) if service cannot be effected in terms of the aforesaid sub-sections by affixing it to the principal door of entry to the premises, or displaying it on a conspicuous place.

(c) In the case where compliance with a notice is required within a specified number of working days, such period shall be deemed to commence on the date of delivery or sending of such notice;

(d) Delivery of a copy of the document shall be deemed to be delivery of the original.

9.11 Legal Processes / Use of Attorneys / Use of Credit Bureaus

(a) The Accounting Officer may, when a debtor is in arrears, commence legal process against that debtor, which process could involve final demands, disconnections, restrictions, summonses, judgements, execution of loose assets, garnishee orders and as a last resort, sales in execution of property;

(b) The Accounting Officer will exercise strict control over this process, to ensure accuracy and legality within it, and will require regular reports on progress from outside parties, be they attorneys or any other collection agents appointed by Council;

(c) Council will establish procedures and codes of conduct where external service providers have been appointed to collect outstanding debtors;

(d) Garnishee orders, in the case of employed debtors, are preferred to sales in execution, but both are part of Council's system of debt collection procedures;

(e) All steps in the consumer care and credit control procedure will be recorded for Council's records and for the information of the debtor;

(f) Individual debtor accounts are protected and are not the subject of public information. However Council may release debtor information to credit bureaus;

(g) Council may consider the cost effectiveness of the legal process, and will receive reports on relevant matters;

(h) Council may consider the use of agents as service providers and innovative debt collection methods and products. Cost effectiveness, the willingness of agents to work under appropriate codes of conduct and the success of such agents and products will be part of the agreement Council might conclude with such agents or service providers; and will be closely monitored by Council;

(i) Appropriate measures will be taken to inform consumers what the responsibilities of service providers will be regarding this policy.

10. INDIGENT AND POOR HOUSEHOLD MANAGEMENT POLICY

10.1 The Objectives of This Policy Is To

(a) determine the criteria for qualification of indigent and poor households;

(b) ensure that the criteria is applied correctly and fairly to all applicants;

(c) allow the Municipality or its authorised agent to conduct in loco visits to the premises of applicants to verify the actual status of the household;

(d) allow the Municipality to maintain and publish the register of names and addresses of account holders receiving subsidies;

(e) ensure the provision of basic services to the community in a sustainable manner within the financial and administrative capacity of the Council; and

(f) ensure the provision of procedures and guidelines for the subsidisation of basic service charges to indigent households.

10.2 Principles of This Policy

(a) The administrative integrity of the Municipality must be maintained at all costs. The democratically elected Councillors are responsible for making the Policy, while it is the responsibility of the Accounting Officer to ensure the execution of this Policy;

(b) All applicants except households qualifying for an indigent subsidy, due to the valuation of the property being less than the amount determined by Council, must complete an official application form, which is to be submitted together with the supporting documents as specified in this Policy;

10.3 Criteria for Indigent or Poor Households

To qualify for a subsidy, a household must comply with the following criteria:

(a) For an Indigent subsidy the verified gross monthly income of all occupants over 18 years of age may not exceed the sum of two times the amount of state funded social pension and for a Poor household subsidy may not exceed the amount predetermined by Council; or

(b) The valuation of the property must not exceed the amount, as determined by Council, in order to automatically qualify for an Indigent household; and

(c) The registered indigent must be the full-time occupant or owner of the property concerned. This includes cases where the occupant rents the property and is a South African Citizen.

10.4 Application for Indigent or Poor Household Subsidy;-

The account holder must apply in person at a customer care office of the Municipality on the prescribed application form. The following items must accompany the application:

(a) The latest municipal account of the household;

(b) Proof of the account holders identity;

(c) Proof of income of the total household;

(d) Sworn statement.

10.5 Local Audit (Verification)

The Municipality reserves the right to send officials and/or representatives of the Municipality to the household or site of the applicant(s) at any reasonable time, with the aim of carrying out a local verification of the accuracy of the information provided by the applicant(s)

The Municipality also reserves the right to contact employers in Mossel Bay to verify whether a person applying for subsidy is employed by them.

10.6 Subsidy

(a) Indigent subsidies will be funded from the equitable share contribution made from the national government's fiscus and as provided for in the municipal budget;

(b) Subsidised services may include water, electricity, sanitation, refuse removal and assessment rates;

(c) If a consumer's consumption or use of the municipal service is less than the subsidised service, the unused portion will not be accrued by the consumer and will not entitle the consumer to cash or a rebate in respect of the unused portion;

(d) All consumers who qualify for a subsidy must agree to the installation of a prepaid electricity meter and will, if in arrears, be placed on restricted service levels in order to limit further escalation of debt. Installation of a pre-paid meter is free of charge for indigent and subsidised households;

(e) When a household qualifies for a subsidy for the first time, the arrear account will be taken to Council to consider writing of off the debt;

(f) Where a qualifying consumer's account is paid in full at the date of application, or regularly maintains a paid up account after receiving the subsidy, the restriction on service levels will be waived. If the account is cleared due to the arrear debts being written off, the restriction on service levels can only be waived after a period of six months during which the account was paid in full every month and after a written request has been received;

(g) Where the household qualifies for the subsidy but is not the owner or account holder of the property and the owner cannot be traced, a tenant account can be opened for the occupier without a deposit. If at any stage the situation of this person should change and he is de-registered, a deposit must be paid;

(h) A subsidised consumer must immediately request deregistration by the Municipality or its authorized agent if his/her circumstances have changed to the extent that he/she no longer meet the criteria;

(i) A subsidised consumer may at any time request deregistration;

(j) A list of subsidised consumers will be maintained and audited on a regular basis and the info may be supplied to the general public.

10.7 Water leakages and other problems at Indigent households
Where water leakages occur at indigent households, such leakages must be reported by the occupier in order to be repaired at Councils expense and the cost thereof recovered from the equitable share grant.

10.8 Additional subsidy categories

(a) Subject to the extent of the equitable share contribution received and affordability levels Council may provide, free of charge to consumers, certain basic levels of water and electricity;

(b) Further rebates may be provided as determined from time to time in Council's Policies and By-laws;

(c) The Council adopt the Indigent Management Policy which shall provide for the procedures and guidelines for the provision of indigent benefits to indigent households in its Municipal area.

11. IRRECOVERABLE DEBT

The Municipal Council may, on recommendation from the Accounting Officer, or any duly delegated official, write off any debt or portion thereof, provided that the Municipal Council is satisfied that the debt or portion thereof is irrecoverable or that it will be in the best interest of the Municipality to accept part payment of the debt in full and final settlement.

The Executive Mayor may recommend to the Municipal Council that any outstanding debt or portion thereof be written off, if in his/her opinion it would be in the best interest of the Municipality, and that the writing off of the debt will not be contrary to the provisions of the Local Government: Municipal Finance Management Act, (Act No. 56 of 2003).
The Executive Mayor and Accounting Officer also have the right to authorise write off, of debt if the amount falls within their delegated power.

11.1 Debt Will Be Regarded As Irrecoverable If

The Accounting Officer has ensured that all avenues were utilized to collect the arrear debt.
Circumstances whereby a Council may validate the termination of debt collection procedures as contemplated in section 109(2) of the Municipal Systems Act:

(a) All reasonable notifications and cost effective measures to recover a specific outstanding amount have been exhausted; or

(b) If the amount to be recovered is too small to warrant further endeavours to collect it; or

(c) The cost to recover the debt does not warrant further action, i.e. to summons in another country; or

(d) Inactive accounts where all the necessary steps have been taken with no success and/or the debtor has no assets;

(e) The amount outstanding is the residue after payment of a dividend in the rand from an insolvent estate, sequestration, liquidation; or

(f) A deceased estate has no liquid assets to cover the outstanding amount; or

(g) Poor household with no liquid assets (nulla bona) to cover the outstanding debt; or

(h) It has been proven that the debt has prescribed; or

(i) The consumer is untraceable or cannot be identified so as to proceed with further action; or

(j) It is impossible to prove the debt outstanding; or

(k) The outstanding amount is due to an administrative error by Council;

(l) If the debtor qualifies as an indigent or poor household and are receiving a subsidy;

(m) Clients in correctional care or clients who are imprisoned and there is no way of recovering the debt;

(n) Water leakages resulting in high water levies at registered indigent or poor households.

11.2 Criteria for the Determination of the Recoverability or Non-Recoverability of Debt

(a) All cases with the following classification "summons, judgment or execution" should be tested prior to the taking of action, with regard to the following:

(i) Asset's Survey. To undertake a home visit to make a survey of the type of house, its contents and other assets like vehicles registered in the name of the account holder

(ii) as well as the combined income of the household. The result of this survey will determine whether further action is to be taken;

(b) If the survey however reveals that the debt is still not recoverable after all necessary steps has been taken, it should be tabled together with the "write off compliance report" for consideration by Council to write off the debts.

12. OFFENCES AND PENALTIES

(a) The Council acknowledges that, in terms of Section 119 of the Local Government: Municipal Systems Act of 2000 it is an offence for any person who-

(i) fails to give the access required by a duly authorised representative of the Municipality in terms of this Policy as refers to in clause 8.17 above;

(ii) obstructs or hinders a duly authorised representative of the Municipality in the exercise of his or her powers or performance of functions or duties in terms of this Policy;

(iii) unlawfully uses or interferes with municipal equipment or the consumption of services supplied to any customer;

(iv) tampers with or breaks any seal on a meter or on any equipment belonging to the Municipality, or causes a meter not to register properly the service used;

(v) fails, or refuses, to give a duly authorised representative of the Municipality such information as he or she may reasonably require for the purpose of exercising or performing his or her powers or functions in terms of this Policy, or gives such representative false or misleading information, knowing it to be false or misleading; or

(vi) contravenes, or fails to comply with, a provision of this Policy, shall be guilty of an offence.

(b) Upon conviction in a court, an offender shall be liable for a fine not less than the cost of repairing the damage or any such cost determined by the Municipality, or to imprisonment for a period not exceeding 12 (twelve) months, or both such a fine and imprisonment, and may be charged for consumption, as determined by the chief financial officer, and based on average monthly consumption, or as determined by resolution of the Municipality from time to time.

13. TAMPER POLICY

13.1 Objective

(a) Section 97(1) (h) of the Act stipulates that a Municipality's Credit Control and Debt Collection Policy must provide for matters relating to unauthorised consumption of services, theft and damages;

(b) The objective of this Policy is to provide in this Policy an extension of Credit Control and Debt Collection Policy for the matters referred to in that section.

13.2 Implementing Authority

The Accounting Officer must implement and enforce this Policy and any By-laws enacted to give effect to this Policy.

13.3 Unauthorised use of property of the Council

(a) No one may tamper with any Municipal equipment or property;
(b) An authorised officer must inspect the equipment and property of the Municipality when he or she suspects tampering;
(c) that any illegal connections were attached to such equipment or property; or
(d) that any unauthorised consumption or use of services is taking place; or

(e) any theft of such equipment or property; or
(f) any damage to such equipment or property.

13.4 Municipality's right of access to premises

In terms of section 101 of the Act the occupier of premises in a Municipality must give an authorised officer access at all reasonable hours to the premises in order to read, inspect, repair; any meter or service connection for reticulation, or to stop or restrict the provision of any service.

13.5 Power to restrict or terminate supply of services

(a) Where the Municipality has suffered any loss or damage as a result of any act contemplated in paragraph 13.3 a penalty equal to the amount of damages or loss may be imposed on the occupier of the premises concerned;

(b) The occupier must be notified of the amount of damage or loss by means of a notice which is hand delivered, or sent per mail, to the latest recorded address of the occupier, and such notice must also stipulate the date on or before which such amount must be paid to the Municipality;

(c) The Council may in addition to the steps contemplated in paragraph (2) limit or discontinue the supply of water and electricity in terms of the prescribed disconnection procedures or discontinue any other service to any premises;

(d) The Council may hand deliver or send per mail to the latest recorded address of the consumer a discontinuation notice informing such consumer –

(i) that the provision of the service will be, or has been discontinued on the date stated on the discontinuation notice; and

(ii) of the steps which can be taken to have the service reconnected.

(e) The Council shall reconnect or restore full levels of supply of any of the restricted or discontinued Municipal services only after the full amount of the penalty, including the costs of such disconnection and reconnection, if any, have been paid in full, or any other relevant condition or conditions of the Council's Credit Control Policy as it may deem fit have been complied with.

(f) The right of the Council or any duty appointed agent to limit or discontinue water to any premises or customer, shall be subject to the provisions of sections 3 and 4 of the Water Service Act, (Act No. 108 of 1997).

13.6 Illegal reconnections and/or tampering

The Accounting Officer shall, as soon as it comes to his/her attention that any terminated or restricted service has been irregularly reconnected or reinstated, instate one, some or all of the following enforcement actions;

(a) disconnect or restrict such service(s);

(b) permanently remove such service(s);

(c) require pre-payment technology to be installed;

(d) not reinstate such service(s) until the arrear account, including the interest raised on such amount, the charges for the notice sent in terms of paragraph 1 and the charges for both the original and subsequent reconnection or reinstatement of the service(s) and the revised deposit and penalty have been paid in full;

(e) laying criminal charges with the police;

(f) cancel the contract;

(g) In the event of a second tampering of an electricity installation or where the meter has been damaged with the tampering, the meter will be removed, and only be replaced with a prepaid split meter, after the cost of the meter as well as the fine has been paid.

All indigent households shall be visited by a person or firm delegated by Council on a regular basis to investigate tampering and illegal connection cases and or to inspect the status of meters connections and restrictions and/or flow limiters.

14. CONFLICT

In the event of an inconsistency between the English, Afrikaans or Xhosa text, the English text shall prevail.

15. COMMENCEMENT

This Policy will come into effect on 1 July 2016

MOSSEL BAY MUNICIPALITY

CUSTOMER CARE, CREDIT CONTROL, DEBT COLLECTION, INDIGENT AND TAMPERING POLICY

DOCUMENT AND VERSION CONTROL

Version: **Revision 12**

Date: **May 2016**

Summary: This document describes the Customer Care, Credit Control, Debt Collection, Indigent and Tapering Policy that will be applicable to the Mossel Bay Municipality, with effect from

1 July 2016

Signature: ..... Date: 30/05/2016
Municipal Manager
(Accounting Officer)

Signature: ..... Date: 30/05/2016
Executive Mayor

CASH MANAGEMENT AND INVESTMENT POLICY

Version 10 – 1 July 2016

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1. INTRODUCTION

1.1. In terms of the Section 13(2) and 99(2) g of Local Government: Municipal Finance Management Act, 2003 (Act No.56 of 2003)" (The Act)", the municipality must establish an appropriate and effective cash management and investment policy within a prescribe framework.

1.2. The Minister of Finance published under Government Notice Regulation 308 in Government Gazette 27341 the prescribed framework. .

1.3. The Mossel Bay Municipal Council considered and approved the underlying policy as its "Cash Management and Investment Policy" to which all functionaries of the municipality and Municipal Entities of Mossel Bay Municipality involved in cash management and investments must comply.

2. SCOPE OF THE POLICY

2.1. In order to ensure the sound and sustainable management of the cash resources of the municipality this policy addresses all principles and processes involved in cash management and investments.

2.2. This policy also governs the investment of money not immediately required for the defrayment of expenditure and applies to all new and existing investments.

3. OBJECTIVES OF THE POLICY

3.1. The objectives of the policy are to:

3.1.1. Provide the general framework within which the municipality should invest and managed funds;
3.1.2. Ensure compliance with all legislation governing the investment of funds;
3.1.3. Maintain adequate liquidity to meet cash flow needs;
3.1.4. Set the minimum acceptable credit rating for institutions where or through which investments may be made;
3.1.5. Ensure diversification of permitted investments;

3.1.6. Ensure optimal performance with the least possible risk, in managing and investing the cash resources of the municipality;
3.1.7. Ensure transparency, accountability and appropriate lines of responsibility in the process; and
3.1.8. Ensure timeous reporting of the investment portfolio as required by the Municipal Finance Management Act, 2003.

4. DUE CARE

4.1. Each functionary in the cash management and investment process must do so with such judgment and care, under the prevailing circumstances, as a person of prudence, discretion and intelligence would exercise in the management of his or her own affairs and with his or her primary regard being to the probable safety of his or her own capital, in the second instance to his or her liquidity needs and lastly to the probable income derived.

4.2. Officials entrusted with investment and management of funds, have a responsibility and are accountable to exercise due care when investing funds**.**

4.3. Speculation may not be undertaken in any of the processes.

5. DELEGATION OF AUTHORITY

5.1. The management of all the cash resources of the municipality is the responsibility of the Municipal Manager, as Accounting Officer, who must, for the proper application of this policy, develop an appropriate system of delegation that will both maximise administrative and operational efficiency and provide adequate checks and balances in the management of the cash resources.

5.2. The Chief Financial Officer, as designated in writing by the Accounting Officer, must advise the Accounting Officer on the exercise of the powers and duties with regards to this policy and must assist the Accounting Officer in the administration of the cash resources, the bank accounts and the investment accounts. The Chief Financial Officer may not sub – delegate the duty to assist the Accounting Officer in the administration of the municipality's bank and investment accounts.

5.3. The delegation to withdraw money from the municipality's bank or investment accounts may only be given to the Chief Financial Officer or any other senior financial officer as determined, in writing, by the Accounting Officer and of which a copy, signed by the Accounting Officer, must be kept with the official set of delegations of the municipality.

5.4. The Accounting Officer may not delegate any power or duty in the administration of the municipality's cash resources to a political structure or councillor and no councillor is allowed to interfere or attempts to interfere in the management of the municipality's cash resources.

5.5. Any delegation by the Accounting Officer in terms of this policy:

5.5.1. Must be in writing;

5.5.2. Is subject to any limitations and conditions as the Accounting Officer may impose;

5.5.3. May either be to a specific individual or to the holder of a specific post in the municipality and may not be to a committee of officials; and

5.5.4. Does not divest the Accounting Officer of the responsibility concerning the exercise of the delegated power or the performance of the delegated duty

5.6. The Accounting Officer may confirm, vary or revoke any decisions taken in consequence of a delegation or sub – delegation in terms of this policy, but no such variation or revocation of a decision may detract from any rights that may have accrued as a result of the decision.

5.7. For the application of this policy any referral to "Accounting Officer" also means "Any other person acting under a delegated power or performs a function delegated by the Accounting Officer" in terms of paragraph 5 of this document.

6. MANAGEMENT AND INTERNAL CONTROL PROCEDURES

6.1. The Accounting Officer, assisted by the Chief Financial Officer, must take all reasonable steps to ensure:

6.1.1. That the municipality's available working capital is managed effectively and economically in terms of the prescribed cash management and investment framework;

6.1.2. That the municipality has and maintains a management, accounting and information system that accounts for all bank and investment accounts, receipting, withdrawals, cash management and investment transactions;

6.1.3. That, in the case of investments, such investments are valued in accordance with GRAP guidelines and standards; and

6.1.4. That the municipality has and maintains a system of internal control over its bank and investment accounts, receipting, withdrawals, cash management and investment transactions.

6.2. The internal control procedures involve the Internal Audit Activity and the Auditor General reviewing and testing the systems of the Investment Department on a regular basis. In order to prevent losses arising from fraud, misrepresentations, error, conflict of interest or imprudent action, a system of internal controls governs the administration and management of the investment and cash management portfolios.

6.3. Controls deemed most important include:

6.3.1. Control of collusion, separation of duties;
6.3.2. Custodial safekeeping;
6.3.3. Clear delegation of duties;
6.3.4. Written confirmation of telephonic transactions;
6.3.5. Minimising the number of authorised investment officials*;*
6.3.6. Checking and verification by senior officials of all investment;
6.3.7. Documentation of transactions and strategies;
6.3.8. Code of ethics and standards;
6.3.9. Strict adherence to Investment Framework Policy and Guidelines;
6.3.10. Limits placed on investments by the various officials;
6.3.11. Procedures manuals;
6.3.12. Electronic Funds Transfer limits and a detailed procedure manual for the system; and
6.3.13. Regular reporting to Committee of all investments.

7. CASH MANAGEMENT

7.1. BANK ACCOUNT ADMINISTRATION

7.1.1. The Accounting Officer or delegated nominee is responsible for the administration of the municipality's bank accounts including the opening of the bank accounts, the designation of the primary bank account and all banking and withdrawal procedures. The bank account may only be managed in accordance with any auditing requirements as well as any legal requirements including as prescribed in the Local Government: Municipal Finance Management Act, 2003 and in particular Chapter 3 of the Act as well as section 64 of the Act.

7.1.2. The Accounting Officer may delegate the duties attached to the administration of the bank accounts as per paragraph 5 of this policy.

7.1.3. The Accounting Officer, in conjunction with the Chief Financial Officer (CFO), is responsible for the effective and efficient management of the council funding, namely:

a) The municipality must open at least one bank account in the name of the municipality;

b) The municipality may not open a bank account:

i) abroad;

ii) with an institution not registered as a bank in terms of the Banks Act, 1990 (Act 94 of 1990); or

iii) otherwise in the name of the municipality.

b) Ensure that it's funding always has sufficient money for appropriated expenditure and direct charges to meet the progressive cash flow requirements.

7.1.4. Bank account requirements, guidelines and regulations in terms of sections 7, 8, 9, 10 and 11 of the MFMA are adhered to.

7.1.5. Ensure that the Municipality accounts daily for the cash movements of all bank accounts in the financial records.

7.1.6. The Accounting Officer, in conjunction with the CFO are responsible for establishing systems, procedures, processes and training and awareness programmes to ensure efficient and effective banking and cash management for the treasury and budget offices.

7.1.7. Sound cash management would include:

a) Collecting revenue when it is due and banking it promptly;

b) Making payments, including transfers, no earlier than necessary, with due regard for efficient, effective and economical programme delivery and the municipality's normal terms for account payments;

c) Avoiding prepayments for goods or services (i.e. payments in advance of the receipt of the goods or services), unless required by the contractual arrangements with the supplier;

d) Accepting discounts to effect early payment only when the payment has been included in the monthly cash flow estimates and is in accordance with the municipality's normal terms for account payments;

e) Pursuing debtors with appropriate sensitivity and rigour to ensure that amounts receivable by the municipality are collected and banked promptly;

f) Accurately forecasting the municipality's cash flow requirements so that the National Treasury can optimise its central cash management responsibilities on behalf of the government;

g) Timing the in and outflow of cash;

h) Recognising the time value of money, i.e. economically, efficiently and effectively managing cash;

i) Taking any other action that avoids locking up money unnecessarily and inefficiently, such as managing inventories to the minimum level necessary for efficient and effective programme delivery, and selling surplus or under-utilised assets in terms of the asset management policy;
j) Performing bank reconciliation on a daily basis to detect any unauthorised entries;
k) Ensuring that dishonoured cheques are followed up immediately; and
l) Separation of duties to minimise the incidence of fraud.

7.1.8. Private money, private bank accounts and cashing private Cheques is prohibited.

7.1.9. Delegated authority by the Directors of departments must assign authority in writing to officials to approve warrant vouchers, cheques or electronic payments.

7.1.10. Only authorised officials may sign cheques and must initial the counterfoils.

7.1.11. All cheques must be crossed "NOT TRANSFERABLE" between parallel lines. The cancellation of crossings is not permitted.

7.1.12. When an issued cheque is lost, stolen or damaged, an instruction to stop payment must immediately be issued to the responsible bank. Once confirmation has been received that the cheque was stopped, the transaction must be reversed and a new cheque issued and accounted for.

7.1.13. Deposit all money received into the bank account(s) promptly and in accordance with the MFMA, Chapter 3.

7.1.14. Withdrawals from bank account(s) should be completed in terms of the MFMA, Section 11.

7.1.15. Designate and advise National Treasury (NT) in writing of details of the primary bank account, or any change in the primary bank account.

7.1.16. In cases where a municipality has more than one bank account, ensure that only the municipal manager or Chief Financial Officer (CFO) is delegated authority to withdraw funds from the primary bank account.

7.1.17. Check to ensure that all relief, charitable and trust accounts are set up in the name of the municipality and are administered by the Accounting Officer.

7.1.18. Deposit all money received for relief, charitable and trust accounts into the correct account, and make withdrawals from those accounts only for the purposes for which the fund was established and where appropriately authorised by the municipal manager in terms of the MFMA.

7.1.19. Notify National Treasury (NT) of occasions when the bank account(s) of the municipality show an (consolidated) overdraft position for a period exceeding a prescribed period, and provide details of the amount, the reasons for the overdraft and the steps taken to correct the matter.

7.1.20. Table in council a consolidated report of withdrawals each quarter, and submit a copy of the consolidated report to the Provincial Treasury and Office of the Auditor General.

7.1.21. Submit to Provincial Treasury and the Office of the Auditor General written details of new bank accounts when opened, and all bank accounts each year.

7.2. RECEIPTING MANAGEMENT

7.2.1. The Accounting Officer is responsible for the administration of all receipting procedures and must take all reasonable steps to ensure receipting is being managed in accordance with any auditing requirements as well as any legal requirements including as prescribed in the Local Government: Municipal Finance Management Act, 2003 and in particular Section 64 of the Act.

7.2.2. The Accounting Officer may delegate the duties attached to receipting as per paragraph 5 of this policy.

7.3. EXPENDITURE MANAGEMENT

7.3.1. The Accounting Officer is responsible for the administration of all expenditure procedures and must take all reasonable steps to ensure expenditure is being managed in accordance with any auditing requirements as well as any legal requirements including as prescribed in the Local Government: Municipal Finance Management Act, 2003 and in particular Section 65 of the Act, giving due consideration to Section 11 of the Act.

7.3.2. The Accounting Officer may delegate the duties attached to expenditure as per paragraph 5 of this policy.

7.4. WITHDRAWALS

7.4.1. The Accounting Officer is responsible for the administration of all withdrawals procedures and must take all reasonable steps to ensure withdrawals are being managed in accordance with any auditing requirements as well as any legal requirements including as prescribed in the Local Government: Municipal Finance Management Act, 2003 and in particular Section 11 of the Act.

7.4.2. The Accounting Officer may delegate the duties attached to withdrawals as per paragraph 5 of this policy.

7.5. DEBT MANAGEMENT

7.5.1. In order to ensure adequate cash – flow the municipality may incur short – or long-term debt, provided that the Council approves all debt agreements, the Mayor must sign the resolutions approving the debt agreements and the Accounting Officer signed the debt agreements.

7.5.2. The municipality is, in terms of Section 46(5) of the Local Government: Municipal Finance Management Act, 2003, allowed refinancing its long – term debt for the purpose of saving on the cost of debt. The Accounting Officer must, for this purpose, at least annually and as part of the budget process evaluate and report to the Council on the cost of existing debt and whether re-financing such debt will be beneficial to the municipality. As part of the evaluation the Accounting Officer must determine the types of repayments and whether bullet payments at the end of the debt period and the reasonably determined nett cost thereof will not be more beneficial to the Council if the repayments are invested in sinking funds and the reasonable projected yield on the investments are being brought into account.

7.5.3. The Accounting Officer is responsible for the administration of all debt procedures and must take all reasonable steps to ensure debt is being managed in accordance with any auditing requirements as well as any legal requirements including as prescribed in the Local Government: Municipal Finance Management Act, 2003 and in particular Chapter 6 of the Act.

7.5.4. The Accounting Officer may delegate the duties attached to debt management as per paragraph 5 of this policy.

7.6. CASH FLOW BUDGET

7.6.1. In order to ensure that the municipality has sufficient cash available to comply with the municipality's commitments to its lenders, creditors, statutory payments and any other commitments, it is necessary to annually compile and submit to Council, as part of the budget documentation, a cash-flow projection for the budget year by revenue-source, broken down per month.

7.7. WORKING CAPITAL MANAGEMENT

7.7.1. The Accounting Officer must take all reasonable steps to ensure that the municipality obtains maximum performance on its assets and for this purpose the working capital of the municipality must as far as possible be managed to the maximum benefit of the municipality.

7.7.2. The Accounting Officer must ensure that the Municipality maintains an acceptable level of working capital.

7.7.3. Working capital in this Municipality is defined as all current assets such as cash, short term investments, debtors (accounts receivable), inventory and other forms of short-term assets that are expected to be converted into cash within the next 12 months. The net working capital represents the difference between current assets and current liabilities. An acceptable level for working capital level for this Municipality is 2:1 whilst 2 represents current assets and 1 represents current liabilities.

7.7.4. The Accounting Officer must, as part of the monthly reporting to the Mayor within 10 working days of the end of each month, report on:

a) The combined nett balance of the bank and investment accounts of the municipality excluding any balances of unutilised conditional grants, trust moneys kept in accordance with trust deeds, sinking fund investments made in accordance with any loan- or other agreements with investors/lenders, other conditional funds for which moneys were received in accordance with Section 12 of the Act, debt guarantee reserve funds and other cash- backed funds for which spending authority must be obtained from other persons or spheres of government.

b) Whether all commitments and accounts had and can be paid on time from the nett balance above and nett realisable accounts receivable.

c) Whether there is a nett outflow of cash not in accordance with the cash-flow budget.

d) Whether all of the above might cause a financial problem on which the Mayor must act in accordance with the provisions of the Act.

7.7.5. The Mayor must, within 30 days of the end of each quarter, report to the municipal council on the above, and, in the case of identifying a financial problem, promptly inform the council and act in accordance with the provisions of the Act.

7.8. CASH PROCEDURES

7.8.1. Payments received at the Municipal Cashiers, Traffic and Amenities / Resorts and Municipal Court must comply with the criteria listed below:

7.8.1.1. Internal Controls:

With regard to internal controls the conditions listed below must be complied with:
a) Segregation of duties (Cashier and Banker);
b) Rotation and switching of Cashiers, must be preceded by a cash up procedure (including the float on hand)
c) Cash float values should be recorded;
d) Cash floats should be periodically reviewed and should be sample checked on a monthly basis;
e) Shortages and surpluses in cash should be recorded.

7.8.1.2. Issuing of Receipts:

With regard to the issuing receipts the criteria listed below must be complied with:
a) All payments (including payments received in the mail) should be accompanied by a computer generated receipt.
b) Receipts numbers should be sequential and missing sequences should be accounted for.
c) Original receipts must be given to the customer.
d) A duplicate computer generated receipt should be printed for the audit and paper trail purposes.
e) The following should appear on a computer generated receipt:
i) Date on which the receipt was issued;
ii) Amount for which the receipt was issued;
iii) Cashier responsible for issuing the receipt;
iv) Vote or Account to which the payment is to be credited;
v) Type of payment transaction (cash, cheque, debit order, etc.); and
vi) Computer generated receipt number.

7.8.1.3. Cancellation of Receipts:

When receipts are cancelled the conditions listed below must be complied with:

a) Receipts that are cancelled are to be clearly marked with cancelled written across the face of the receipt.

b) Cancelled receipts are to include the original receipt (attached to transaction report).

c) Reasons for the cancellation are to be marked on the cancellation summary and should include the signatures of the cashier and banker / senior cashier.

d) The transaction trail for the Cashier for the day should be reconciled to the number of cancelled receipts on hand.

7.8.1.4. Cash Balancing:

When dealing with cash and the balancing thereof the following procedures must be complied with:

a) The deposit bags must be collected every business day, with the exception of Friemersheim and Herbertsdale offices which are collected on a two weekly basis. The timing of the collections should vary in order to avoid a set pattern which could result in a highjack. The Senior Cashier must report any problems experienced in this regard to the Accountant immediately.

b) Cash on hand should be counted and the cash float should be removed before balancing to the computer records for the receipts of the day, for a given cashier.

c) Cash received for the day must be captured on the financial system for each note and coin denomination and for cheques, Debit or Credit Cards and postal orders.

d) Once the income received has been captured in the financial system, the Head Cashier must be requested to perform the cash up for the day from his or her own computer.

e) The cash up program will compare the receipts issued for the day against the cash and other type's income for the day.

f) If a difference is found the Senior Cashier must ask the cashier to recount the cash, without informing the cashier of the specific difference in the amount is or whether it is a shortage or surplus.

g) If the cashier finds that he/she has made a mistake when the cash received was captured in the financial system, it must be corrected on the financial system and the Head Cashier must again do the electronic cash-up.

h) If the balancing still shows a difference, shortages must be paid in within 24 hours by the Cashier and surpluses must immediately be receipted into the cashier surplus vote.

i) If the cashier is not able to pay the shortage within 24 hours the Head Income may deviate from the within 24 hour ruling, but must do so in writing giving the cashier a written deadline.
j) Balancing of the cash on hand to the computer records must be performed by means of reconciliation before closing of offices every day.
k) The Senior Cashier is responsible for ensuring that the records do balance.
l) The bank deposit of the cashiers in the case of Mossel Bay cashiers are checked by the Senior Cashier and placed in the deposit bag; the deposit bag is sealed under supervision of the Senior Cashier, before close of day.
m) Bank deposits are locked in the safe of the senior Cashier for collection by the security firm, the following day.
n) The Cashiers float is locked away in the other save.
o) Daily day end cash-up procedures must be completed before the Cashier and Senior Cashier may leave the municipal premises.
p) The number on the deposit bag is recorded in the cash register.
q) The Security firm responsible for lifting and banking the municipal takings records the bag number in their records and the Senior Cashier and the Security firm representative sign the documentation as receipt of the takings from the Municipality to the Security firm for banking purposes.
r) All the documentation of a cashier for each day, including daily summary sheet, cancelled receipts, signed cancellation form, Security Company receipt, stamped bank deposit slip, etc. must be kept together in a file for audit purposes. This file may only be taken out of the Senior Cashiers office after signing a register with the necessary motivation.
s) All Cashiers takings must be entered into a cash register daily and the Senior Cashier and Accountant must sign it. This register or copies of it must be used for reconciliation done by other departments.
t) As the cashier is responsible for the cash he/she must at all times ensure that the cash is his/her possession is safely locked away.
u) No person other than the cashier, Snr cashier or accountant is allowed in the cashier cubicle.

7.8.1.5. Deposit Books for Municipal Takings:

With regard to deposit books the following procedures must be complied with:

a) The electronic banking deposit serves as an agreement between the municipality and the bank for the funds forwarded to the bank for deposit purposes, into the appropriately defined municipal banking account.
b) Deposit books are only use in the Herbertsdale and Fremiersheim offices. Completion of deposit slips (in ink), by the Cashier, must be appropriate, comprehensive and accurate. If any shortage is experienced, the shortage must be paid in by the relevant cashier.
c) The deposit book sheets are in triplicate:
   i) Original for the bank;
   ii) Copy 1 for the Cashier; and
   iii) Copy 2 copy attached to the book.
d) The original and copy of the deposit books are forwarded to the bank for stamping purposes.
e) On return from the bank the stamped deposit slips are reviewed by the Senior Cashier to follow-up on any discrepancies.
f) The stamped deposit slips are attached to each of the cashier's daily summary sheets.

7.8.2. Other Payment Methods

These relate to other payment mediums such as internet banking, direct deposits, ACB's, Pay@ Transactions, Pick 'n Pay, Easy Pay, etc. and must comply with the criteria listed below:

7.8.2.1. Direct Deposits:

Direct deposits must be dealt with as follow:

a) These transactions are handled by the Senior Clerk: Finance.
b) A summary is prepared and the sundry transactions are captured into the receipting system by a Cashier.
c) Balancing between the Senior Clerk: Finance summary and the cashier transactions summary is completed.

7.8.2.2. Third Party (Easy Pay / Pick 'n Pay, Pay City and Pay@ Transactions:

Third party payments must be dealt with as follow:

a) All payments are handled by the Accountant by means of an internet download and transfer to the Promun System.
b) The Senior Clerk within the Financial Information Section transfers the payments received from the third parties to the Debtors System.

c) Balancing of the third party transaction totals to the Bank totals received by the Accountant is completed by the Senior Clerk who completes the cashbook reconciliation.
d) Variances are followed up by the Senior Clerk – Financial Information Section.
e) The serial numbers of receipt transfers from the institutions must be checked on a daily basis by accountant to ensure that all receipts/deposits are transferred to the Municipality on a daily basis. These serial numbers must be recorded by the accountant and any discrepancies must be followed up on a daily basis by the accountant.

7.8.2.3. Cheque Deposit Box:

The following procedures must be complied with when dealing with check deposit box:

a) The Senior Clerk empties the cheque deposit box daily.
b) A register of all cheques received are written up by the Senior Clerk.
c) The register includes the following details:
i) Client name;
ii) Cheque number;
iii) Amount;
iv) Account holders name;
v) Date of cheque;
vi) Date cheque was received; and
vii) Receipt number (completed by the cashier upon receiving the funding).
d) Periodically and on a sample basis the cheque register is reviewed by the Accountant of the section to ensure accuracy and allocation was correct and to verify that the register is appropriately updated with the receipt number allocated to the transaction.

7.8.2.4. Mailed Cheques:

The following procedures must be complied with when dealing with mailed cheques:
a) Similar to the process above the Records / archiving section keep a register of all cheques received.
b) Mail is opened by two persons and the register of cheques is written up.
c) The Records / Archiving Section deliver the register and cheques to the Income Section for receipting and capturing.
d) The Cashier upon receipting records the receipt number in the register.
e) The Banker / Senior Cashier and Accountant of the section review the register to ensure accuracy and allocation was correct and to verify that the register is appropriately updated with the receipt number allocated for the transaction.

7.8.3. Legal Tender:

a) According to the South African Reserve Bank Act Number 90 of 1989 a Legal Tender refers to banknotes or coin that may be legally offered in payment of an obligation and that a creditor is obliged to accept.

b) Any amount in banknotes may be offered for payment. In the case of coin, the acceptable amount per individual transactions, is equal to the total amount, not exceeding the following:

i) fifty rand, where coin of the denomination of one rand or higher are so tendered;

ii) five rand, where coin of denominations of ten cents up to and including fifty cents are so tendered;

iii) fifty cents, where coin of the denomination of five cents or less are so tendered; and

iv) the value of each coin so tendered shall be equal to the amount specified on that coin.

8. INVESTMENTS

8.1. INVESTMENT MANAGEMENT

8.1.1. The Accounting Officer is responsible for the administration of all investment procedures and must take all reasonable steps to ensure investments are being managed in accordance with any auditing requirements as well as any legal requirements including as prescribed in the Local Government: Municipal Finance Management Act, 2003 and in particular Section 13 of the Act.

8.1.2. The Accounting Officer may delegate the duties attached to investments as per paragraph 5 of this policy.

8.1.3. In order to ensure that the Accounting Officer or any person delegated in terms of paragraph 5 complies with this policy in terms of investments and to capacitate the municipality further, the Accounting Officer may contract an Investment Manager who is a natural person or legal entity that is a portfolio manager registered in terms of the Financial Markets Control Act (Act No. 55 of 1989) and Stock Exchanges Control Act (Act No. 1 of 1985). The Investment Manager must advise the Accounting Officer or delegated officials on investments and may manage investments on the municipality's behalf, subject to any conditions and controls the Accounting Officer may determine, examples this investment and cash management policy.

8.2. INVESTMENT ETHICS

8.2.1. All functionaries in the investment management process must act with fidelity, honesty, integrity and in the best interest of the municipality and must seek, within the spheres of influence of the functionaries, to prevent any prejudice to the investments of the municipality.

8.2.2. No functionaries in the investment management process may use their position or privileges of, or confidential information obtained as, functionary in the process for personal gain or to improperly benefit another person. Interest rates quoted by one institution should never be disclosed to another institution during the quotation processes. Rates may only be disclosed after the investment was finalised and banking confirmation of the investment was received.

8.2.3. No person contracted by the municipality for the purpose of investments or no person submitting quotes, bids or any other means of competitive submissions may, either directly or through a representative or intermediary promise, offer or grant any reward, gift, sponsorships, loan, bursary, favour or hospitality as a bribe to:

a) any official, spouse or close family member of such official or spouse; and

b) any councillor, spouse or close family member of such councillor or spouse.

8.2.4. The Accounting Officer must promptly report to the Mayor and National Treasury any alleged contravention of the above and may make recommendations as to whether the alleged offending party should be listed on the National Treasury's database of persons prohibited from doing business with the public sector. Any such report by the Accounting Officer must give full details of the alleged breach and a written response from the alleged offending party, as well as proof that the alleged offending party received the allegations in writing and were given at least 7 (seven) working days to respond, in writing, to the allegations.

8.2.5. Any sponsorship promised, offered or granted to the municipality must promptly be disclosed to the National Treasury.

8.2.6. Investments by a municipality or municipal entity, or by an investment manager on behalf of a municipality:

a) Must be made with such judgment and care, under the prevailing circumstances, as a person of prudence, discretion and intelligence would exercise in the management of that person's own affairs;

b) May not be made for speculation but for investment; and

c) Must in the first instance be made with primary regard being to the probable safety of the investment, the second instance to the liquidity needs of the municipality or entity and lastly to the probable income derived from the investment.

8.2.7. The Municipality's current cash position or projected future cash flows shall not, as a general rule, be discussed with or disclosed to investees.

8.3. INVESTMENT OBJECTIVES

8.3.1. Objective 1 – Security

The first and foremost objective for investments is the preservation and safety of the principal amount invested. It is a requirement that investments may only be made with institutions with a national credit – worthy Fitch rating of F1 and higher for short term investments (0 – 12 months) and Fitch AA and higher for long term investments (more than 12 moths). Any investments made must be liquidated if an institution's credit– worthy rating falls below the level of F1 for short term and AA for long term.

8.3.2. Objective 2 – Liquidity

The cash flow budget must be used as an instrument in determining liquidity needs. Other factors such as the payment runs for creditors, dates for salary and statutory payments and dates for debt repayments must also be brought into account to ensure cash requirements, and resultant investment periods, are being calculated to such an extent that maximum yield on surplus cash can be obtained.

8.3.3. Objective 3 - Yield

It is necessary to ensure optimal yield on the municipality's investments, but a higher yield should never increase the risk of preservation and safety of the principal amount invested or not meeting cash flow requirements. Where an institution has a sudden increase above the average market increase in investment returns, the Accounting Officer must determine whether the institution is in liquidity or financial problems, and in such an instance liquidate the investments with such an institution as soon as possible.

8.4. TYPES OF INVESTMENT ACCOUNTS

8.4.1. The following cash – backed investment accounts should be established:

a) General surplus cash; Capital replacement reserve fund;

b) Accumulated leave fund; Trust funds where a trust deed exist;

c) "Allocation "funds as described in Section 1 of the Local Government: Municipal Finance Management Act, 2003, but excludes the equitable share;

d) Sinking funds, if applicable;
e) Debt guarantee reserve fund, if applicable;
f) Post retirement benefits funds – current portion;
g) Self – insurance reserve, if applicable;
h) Housing development funds

8.4.2. Where a Trust Deed prescribes how the trust money is to be invested, the prescriptions in the Trust Deed will prevail over this policy.

8.4.3. It is a general principle, the higher the investment the better the yield, and for this purpose the Accounting Officer should combine as much cash as possible, and invest it as one investment. Yield should then be allocated according to the capital of the individual cash – backed funds, through the Statement of Financial Performance.

8.5. APPROVED INVESTMENTS

8.5.1. Investments should be structured according to the best yield available and the liquidity needs of the municipality. This can include Call Deposits, Fixed Term Deposits and Endowment Policies for the purpose of Sinking Funds only. Sinking funds must be created for the purpose of bullet payment loans and to provide for future commitments such as building enough cash to be able to cover post-retirement benefits in full.

8.6. QUALIFYING INSTITUTIONS

8.6.1. It is of utmost importance that the investments only be placed with credit-worthy institutions with a national Fitch credit rating of F1 and higher for short term (0 -12 months) credit ratings and Fitch AA and higher for long term (more than 12 months) credit ratings.

8.6.2. Fitch and or CA ratings to be obtained of all investment institutions before a financial institution may be considered for investing funds.

8.6.3. Ratings must be updated before an investment is made or when there has been structural change in the market or at the particular institution.

8.6.4. The optimal combination of the most favourable rated institution and the institution offering the best returns for the investment sought, should be the determining factor when choosing the institution.

8.6.5. The following investments are permitted:

a) Securities issued by National Government;

b) Listed corporate bonds with an investment grade rating from a nationally or an internationally recognized credit rating agency;
c) Deposits with banks registered in terms of the Banks Act, 1990 (Act 94 of 1990);
d) Deposits with the Public Investment Commissioners as Contemplated by the Public Investment Commissioners Act, 1984 (Act 45 of 1984);
e) Deposits with the Corporation for Public Deposits as contemplated by the Corporation for Public Deposits Act. 1984 (Act 46 of 1984);
f) Banker's acceptance certificates or negotiable certificates of deposit of banks registered in terms of the Banks Act, 1990 (Act 94 of 1990);
g) Guaranteed endowment policies with the intention of establishing a sinking fund;
h) Repurchase agreements with banks registered in terms of the Banks Act, 1990 (Act 94 of 1990); Municipal Bonds issued by the municipality; or
i) Any other as might be approved by the Minister of Finance.

8.7. INVESTMENT DIVERSIFICATION

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

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

8.8. COMPETITIVE SELECTION OF BIDS OR OFFERS

8.8.1. The selection of an investee for any investment shall be a competitive process.

8.8.2. In establishing where investments must be made, written quotations must be obtained by the Accounting Officer from all the institutions listed in paragraph 8.6 above. The Accounting Officer may not divulge interest rates to other institutions during the quotation process. If Investments Managers use treasury desks for the purpose of obtaining quotations, the quotations, with a written reason why a specific institution was chosen if the yield is lower than that of another institution, must be forwarded to the Accounting Officer, who must evaluate the reasons and issue such instructions as deemed necessary.

8.8.3. Before placing funds externally, consideration must be given to whether the funds cannot be utilised at an equivalent rate to substitute short-term external borrowing, as there is normally a margin between the rate at which local authorities can borrow funds and the rate at which investments can be made over similar periods.

8.8.4. Where funds are held in current account, it is possible and good practice to negotiate deposits at more beneficial rates, e.g. call deposits.

8.8.5. These rates can normally be bettered by fixed terms investments. The overriding principle is that funds in the current account must be kept to the absolute minimum.

8.8.6. If the yields quoted is the same for more than one institution, the Accounting Officer, or delegate, has the authority to decide where the investment should be made, taking into consideration the diversification of investments.

8.9. CALL AND FIXED DEPOSIT PROCEDURES

8.9.1. Quotations should be invited from all approved financial institutions for the term for which the investment is to be placed. In the event of one of the financial institutions offering a more beneficial rate for an alternative term, all the institutions invited to quote should be approached for their rates on the same alternative term.

8.9.2. It is acceptable to obtain telephonic quotations that should be confirmed by fax or e-mail, as in most instances, rates can change quite regularly on a daily basis and time is of the essence when placing funds.

8.9.3. The person responsible for calling for quotations from institutions should not mention the name of the institution, the person who has given the telephonic quote, and the terms and interest applicable, e.g. whether interest is payable monthly or on maturity. Written confirmation of the quote accepted should be obtained.

8.9.4. Having obtained the necessary quotations, the decision needs to be made regarding the best terms offered and the institution with whom the investment is to be placed. With due regard to the investment principles, it is customary to accept the best offer made (but subject to section 8.7 of this policy on investment diversification) and no further negotiations are to be entered into with any of the persons who have tendered their investment rates and terms in an effort to try and push up one against the other.

8.9.5. Having been invited to quote on a particular package, institutions should be advised that they must offer their best rate when they respond and that no further negotiation or discussion will be entered into.

8.9.6. The above procedure should be followed in respect to placing surplus cash on a fixed investment or on a call basis.

8.9.7. As a standard practice investment are only made directly with the Banks and not through intermediaries. The Accounting Officer need first to approve any deviation from the standard practice subject to the principles set in section 8.9.8 and 8.9.9 which must be complied with.

8.9.8. Certain agents indicate that they can obtain quotations and act on the investors behalf with the various institutions, in order to obtain the best rate. In the event of use being made of an agent, this should not be the sole quotation received, and the Treasury Section may still obtain independent quotation from financial institutions. Such quotations need to adhere to all principles mentioned in this policy.

8.9.9. In the event of an investment being made through an agent, it is essential to ensure that the paper received is an authentic paper issued by an approved financial institution, and the investment payment must only be made to the municipality in whose name the investment will be made and not to the agent concerned. Any commission's payable to the agent needs to be declared to the municipality.

8.9.10. Once a schedule of investment options has been prepared a decision should be taken by the Chief Financial Officer (CFO) and Deputy Town Treasurer or their delegates on the appropriate institution for investment.

8.9.11. The necessary documents for investing purposes should be completed and the investment should be authorised by two signatories, preferably not the same two signatories that authorise the cheque or electronic funds transfer for payment.

8.9.12. Interest must be accrued according to the principles set out in the general recognised accounting practices and receipted timeously together with any capital which matures.

8.9.13. An investment register should be maintained, defining the following detail:

a) Investment, per institution;
b) Institution percentage held as a percentage of the total municipal investment portfolio;
c) Type of investment;
d) Investment time period / lifespan;
e) Amount invested;
f) Interest percentage receivable on the investment;
g) Engagement date;
h) Maturity date; and
i) Projected interest yield on maturity.

8.9.14. In accordance with the provincial notice on archiving, investment records are to be retained by the Municipality for an indefinite period.

8.10. COMMISSIONS OR COSTS

8.10.1. No commission for investments made or referred is payable to an official or councillor, or spouse, business partner or close family member of an official or councillor by an institution or investment manager.

8.10.2. Any commissions, other rewards or costs paid to an investment manager by an institution must be declared to the municipality by the institution and Investment Manager by way of certificates. Any quotation given to the municipality by an institution or Investment Manager must be net of costs, rewards or commissions, but must also indicate the commissions, rewards or costs which will be paid in respect of the investments.

8.11. PERFORMANCE

8.11.1. The Accounting Officer must annually measure and report to the Council on the performance of:
a) Investments in terms of the stipulated objectives of this Policy; and
b) Investment Managers in terms of the stipulated objectives of this policy.

8.12. FORBIDDEN ACTIVITIES

8.12.1. No investments may be made other than in the name of the Municipality.

8.12.2. Money may not be borrowed for the purpose of investments.

8.12.3. No person, including officials and councillors, may interfere or attempt to interfere in the management of investments entrusted to the Accounting Officer or persons delegated by the Accounting Officer including with the Investment Managers.

8.12.4. No investments may be made other than be denominated in Rand and which is not indexed to, or affected by, any fluctuations in the value of the Rand against any foreign currency.

8.12.5. The Municipality's current cash position or projected future cash flows shall not, as a general rule, be discussed with or disclosed to investees.

8.13. REPORTING

8.13.1. The Accounting Officer must, in addition to the reporting in paragraph 7.7 above, within 10 working days of the end of each month submit to the Mayor a report describing in detail the investment portfolio of the municipality as at the end of the month.

8.13.2. The report referred to above must contain at least a statement, prepared in compliance with Generally Recognised Accounting Practice (GRAP), as amended from time to time, that gives the:

a) Beginning market value of each investment for the month;
b) Additions and changes to the investment portfolio for the month;
c) Ending market value of each investment for the month; and
d) Fully accrued interest/yield for the month.

8.13.3. The Accounting officer in making investments, must remind the relevant institutions of the institutions' legal reporting responsibilities in terms of Sections 13 (3) and 13 (4) of the Local Government: Municipal Finance Management Act, 2003 and must get a certificate from the institutions that the institutions will comply with the Act. A single certificate per institution for any current and future investments may be obtained and must be kept on the municipality's investment file.

9. REVIEW OF THE POLICY

9.1. This Cash Management and Investment Policy is the sole policy governing cash management and investments in the municipality. The Municipal Council must approve any reviews to this policy.

9.2. The Mayor must submit any proposed changes to this policy to the Council as part of the annual review of policies submitted with the budget documentation.

9.3. Whenever the Minister of Finance or the National Treasury or the Auditor-General requires changes to the policy by means of legislation or requests it should be reviewed promptly in accordance with such requirements, giving full details of the reasons for the revision.

DOCUMENT AND VERSION CONTROL

Version: **Revision 10**

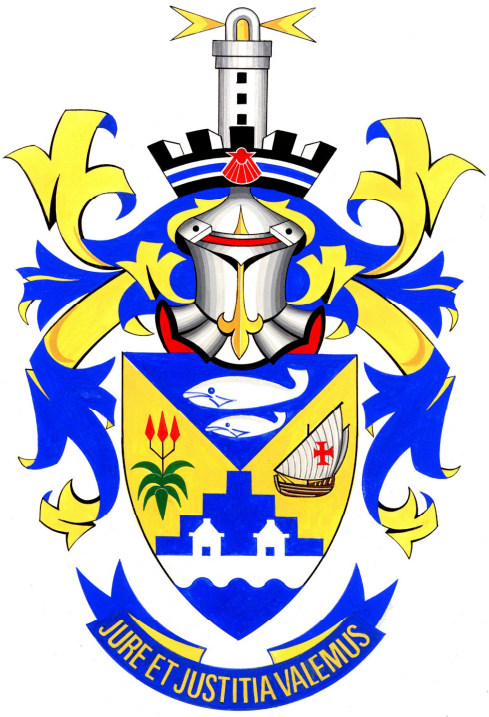
Date: **May 2016**

Summary: This document describes Cash Management and Investments that will be applicable to the Mossel Bay Municipality, with effect from

1 July 2016

Signature: ..... Date: 30/05/2016
Municipal Manager
(Accounting Officer)

Signature: ..... Date: 30/05/2016
Executive Mayor



ASSET MANAGEMENT POLICY

Version 8 – 1 July 2016

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1. OBJECTIVE

1.1. The objectives of this policy are:

1.1.1 To ensure the effective and efficient control of the municipality's capital assets through:

a) Proper recording of capital assets from authorisation to acquisition and to subsequent disposal;
b) Providing for safeguarding procedures;
c) Setting proper guidelines as to authorised utilisation; and
d) Prescribing for proper maintenance.

1.1.2 To assist officials in understanding their legal and managerial responsibilities with regard to capital assets

2. BACKGROUND

2.1. The proper utilisation and management of capital assets is one of the prime mechanisms by which a municipality can fulfil its constitutional objectives for:

a) Delivery of sustainable services;
b) Promotion of Social and economic development;
c) Promoting a safe and healthy environment; and
d) Providing for the basic needs to the community.

2.2. The municipality has a legal and moral obligation to ensure it implements policies to provide for the effective and efficient usage of its capital assets over the useful life thereof.

2.3. The asset management policy deals with the municipal rules required to ensure the enforcement of appropriate stewardship of capital assets.

2.4. Stewardship has three components being the:

a) Management, utilisation and control by the Municipal Officials;
b) Financial administration by the Chief Financial Officer; and
c) Physical administration by the Senior Accountant: Assets

2.5. Statutory provisions exist to protect public property against arbitrary and inappropriate management or disposal by a local government.

2.6. Accounting standards are set to ensure the appropriate financial treatment for capital assets. The requirements of these accounting standards include:

a) The compilation of capital asset registers recording all capital assets controlled by the municipality;
b) Accounting treatment for the acquisition, disposal, recording and depreciation of capital assets; and
c) The standards to which these financial records must be maintained.

3. DEFINITIONS

"Accounting Standards Board" was established by the Public Finance Management Act to set standards of Generally Recognised Accounting Practice (GRAP) as required by the Constitution of the Republic of South Africa;

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

"Assets" are resources controlled by the municipality as the result of past events and from which future economic benefits or future service potential are expected to flow to the municipality;

"Capital Assets" (PPE) means tangible and intangible assets that:

a) are held by a municipality for use in the production or supply of goods or services, for rental to others, or for administrative purposes, and
b) are expected to have a useful life extending for more than one financial year;

"Capital asset categories" are the six main asset categories defined as follows:

a) Infrastructure assets – are defined as those capital assets that form part of a network in delivering basic services to consumers, e.g. electricity transformers which form part of an electricity network. General characteristics of infrastructure assets are that they are:
   i) part of a system or network;
   ii) specialised in nature and have not alternative uses;
   iii) immovable; and
   iv) Subject to constraints on disposal.

An easy way to determine whether an asset represents infrastructure is to determine whether more than one consumer will be affected when the service is not rendered. When more than one consumer is affected, the asset will usually qualify as infrastructure. When only one customer is affected the asset most probably does not represent infrastructure e.g. a delivery vehicle;

b) **Community assets** – are defined as those assets utilized to the social well-being of the community. Examples are parks, libraries, old age homes, parks, recreational facilities and fire stations;

c) **Heritage assets** – are defined as assets that have a cultural, environmental, historical, natural, scientific, technological or artistic significance and are held indefinitely for the benefit of present and future generations. Examples are works of art, historical buildings and statues;

d) **Investment properties** – are defined as properties (land or a building – or part of a building – or both) held (by the owner or by the lessee under a finance lease) to earn rentals or for capital appreciation or both, rather than for:

   i) use in the production or supply of goods or services or for administrative purposes, or
   ii) sale in the ordinary course of operations;

e) **Intangible assets** – are an identifiable non-monetary asset without physical substance; and

f) **Other assets** – are defined as capital assets utilised in normal operations administrative function of the municipality, Examples are plant equipment, office buildings, motor vehicles, office equipment and furniture and fittings etc.;

"Capital asset register" (CAR) is the control register recording the financial and other key details for all municipal capital assets recognised in accordance with this policy;

"**Basic Municipal Services"** 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;

"Capitalisation" is the recognition of expenditure as a capital asset in the financial records and in the Capital Asset Register;

"Carrying amount" is the amount at which a capital asset is included in the financial position of the financial statements;

"Control items" are items of a capital nature that are not significant enough for financial recognition but are valuable enough to warrant special safeguarding;

"Cost" is the amount of cash or cash equivalents paid or the fair value of the other consideration given to acquire a capital asset at the time of its acquisition or construction;

"Cost of acquisition" is all the costs incurred in bringing a capital asset item to the required condition and location for its intended use;

"Depreciation" is the systematic allocation of the depreciable amount of a capital asset over its useful life;

"Depreciable amount" is the cost of a capital asset, or other amount substituted for cost in the financial statements, less its residual value;

"Fair value" is the amount for which a capital asset could be exchanged between knowledgeable willing parties in an arm's length transaction;

"GRAP" is Standards of Generally Recognised Accounting Practice;

"Impairment loss" of a cash-generating asset is the amount by which the carrying amount of a capital asset exceeds its recoverable amount;

"Impairment loss" of a non-cash-generating asset is the amount by which the carrying amount of a capital asset exceeds its recoverable service amount;

"Manager" means each senior manager and each municipal official exercising financial management responsibilities;

"Prescribe" means as prescribed by the Minister of Finance by regulation;

"Property, plant and equipment" (PPE) means tangible capital assets use for the powers and functions allocated to the Municipality in terms of the Constitution that:

(a) Are held by a municipality for use in the production or supply of goods or services, for rental to others, or for administrative purposes, and

(b) Are expected to be used during more than one reporting period;

"Recoverable amount" is the higher of a cash-generating asset's net selling price and its value in use;

"Residual value" is the estimated amount that an entity would currently obtain from disposal of the capital asset, after deducting the estimated costs of disposal, if the capital asset were already of the age and in the condition expected at the end of its useful life;

"Senior Management" mean officials who are responsible for managing the respective votes of the municipality and to whom powers and duties for this purpose have been delegated in terms of section 79 of the MFMA;

"Senior Managers" mean officials who reports directly to the Municipal Manager and are defined in terms of section 56 of the Municipal Systems Act, Act 32 of 2000; and

"Useful life" is either:

(a) The period over which a capital asset is expected to be available for use by an entity, or
(b) The number of production or similar units expected to be obtained from the capital asset by an entity.

4. STATUTORY AND REGULATORY FRAMEWORK

4.1. This policy must comply with all relevant legislative requirements including:
a) The Constitution of the Republic of South Africa, 1996;
b) Municipal Structures Act, Act 117 of 1998;
c) Municipal Systems Act, Act 32 of 2000;
d) Division of Revenue Act (enacted annually);
e) Municipal Finance Management Act, Act 56 of 2003.

4.2. This policy must comply with the standards specified by the Accounting Standards Board. The relevant currently recognised accounting standards include:
a) GRAP 13 - Leases (Specifically Finance leases);
b) GRAP 16 - Investment Properties;
c) GRAP 17 - Property, Plant and Equipment;
d) GRAP 21 - Impairment of Non-cash-generating Assets;
e) GRAP 26 - Impairment of Cash-generating Assets;
f) GRAP 27 - Agriculture;
g) GRAP 31 - Intangible assets; and
h) GRAP 103 - Heritage assets.

4.3. This policy does not overrule the requirement to comply with other policies such as Supply Chain Management or Budget policies.

5. RESPONSIBILITIES AND ACCOUNTABILITIES

5.1. The Accounting Officer is responsible for the management of the capital assets of the municipality, including the safeguarding and the maintenance of these capital assets.

5.2. The Accounting Officer must take all reasonable steps to ensure that:

a) The municipality has and maintains a management, accounting and information system that records all the capital assets of the municipality;
b) The municipality's capital assets are valued in accordance with recognised standards as prescribed by statutes and/or regulations;
c) That the municipality has and maintains a system of internal control of capital assets, including a capital asset register; and
d) That Senior Management complies with this policy.

5.3. The Chief Financial Officer is responsible to the Accounting Officer to ensure that the financial investment in the municipalities' capital assets is properly recorded.

5.4. The Chief Financial Officer must take all reasonable steps to ensure that:

a) Appropriate systems of financial management and internal controls are established and carried out diligently;
b) The financial and other resources of the municipality are utilised effectively, efficiently, economically and transparently;
c) Any unauthorised, irregular or fruitless or wasteful expenditure, and losses resulting from criminal or negligent conduct, are prevented;
d) The systems, processes and registers required to substantiate the financial values of the municipality's capital assets are maintained to standards sufficient to satisfy the requirements of all statutes;
e) Financial processes are established and maintained to ensure the municipality's financial resources are optimally utilised through appropriate asset plans, budgeting, purchasing, maintenance and disposal decisions;
f) The Accounting Officer is appropriately advised on the exercise of powers and duties pertaining to the financial administration of capital assets; and
g) The Senior Managers and senior management teams are appropriately advised on the exercise of their powers and duties pertaining to the financial administration of capital assets.

5.5. The Chief Financial Officer may delegate or otherwise assign responsibility for performing these functions but will remains accountable for ensuring these activities are performed.

5.6. The Senior Managers must take all reasonable steps to ensure that:

a) Appropriate systems of physical management and controls are established and carried out for capital assets in their areas of responsibility;
b) The municipal resources assigned to them are utilised effectively, efficiently, economically and transparently;
c) The capital assets under their control are appropriately safeguarded and maintained to the extent necessary and that risk management systems are in place and applied;

d) Any unauthorised, irregular or fruitless or wasteful expenditure, and losses resulting from criminal or negligent conduct, are prevented;
e) The asset management systems and controls can provide an accurate, reliable and up to date record of capital assets under their control;
f) They are able to justify that their asset plans, budgets, purchasing, maintenance and disposal decisions optimally achieve the municipality's strategic objectives;
g) The purchase of capital assets complies with all municipal policies and procedures;
h) All moveable capital assets is duly processed and identified and inspected as being in order before it is received into their stewardship;
i) All moveable capital assets received into their stewardship are appropriately safeguarded against inappropriate use or loss. This will include control over the physical access to these capital assets and regular stock takes to ensure that no losses have occurred. Any known losses should be immediately reported to the Chief Financial Officer; and
j) Capital assets are appropriately utilised for the purpose for which the municipality acquired them.

5.7. The Senior Manager may delegate or otherwise assign responsibility for performing these functions but will remain ultimately accountable for ensuring these activities are performed.

6. FINANCIAL MANAGEMENT

6.1. PRE-ACQUISITION PLANNING

6.1.1. Before a capital project is included in the budget for approval, the Senior Manager must demonstrate and the Council must consider:
a) The projected cost over all the financial years until the project is operational;
b) The future operational costs and revenue of the project, including tax and tariff implications;
c) The financial sustainability of the project over its life including revenue generation and subsidisation requirements;
d) The physical and financial stewardship of that capital asset through all stages in its life including acquisition, installation, maintenance, operations, disposal and rehabilitation;
e) The inclusion of this capital project in the integrated development plan and future budgets; and
f) Alternatives to this capital purchase.

6.1.2. The Chief Financial Officer is accountable to ensure the Senior Managers receive all reasonable assistance, guidance and explanation to enable them to achieve their planning requirements.

6.2. APPROVAL TO ACQUIRE CAPITAL ASSETS

6.2.1. Expenditure can only be incurred on a capital project if:

a) The funds have been appropriated in the capital budget;
b) The project, including the total cost and funding sources, has been approved by Council;
c) The Chief Financial Officer confirms that funding is available for that specific project; and
Any contract that will impose financial obligations beyond two years after the budget year is appropriately disclosed.

6.3. FUNDING OF CAPITAL PROJECTS

6.3.1. Within the municipality's financial, legislative and administrative capacity, the Chief Financial Officer will establish and maintain the funding strategies that optimise the municipality's ability to achieve its strategic objectives as stated in the integrated development plan.

6.3.2. The acquisition of capital assets will not be funded over a period longer than the useful life of that asset.

6.4. DISPOSAL OF CAPITAL ASSETS

6.4.1. The municipality may not transfer ownership as a result of a sale or other transaction or otherwise permanently dispose of a capital asset needed to provide the minimum level of basic municipal services, unless such capital asset is obsolete or surplus to requirements or beyond a state of good repair or being replaced and provided that the delivery of the minimum level of basic municipal services is not compromised as a result of the disposal of the capital asset.

6.4.2. The municipality may transfer ownership or otherwise dispose of a capital asset other than one contemplated above or moveable capital assets having an estimated carrying value above R50 000, but only after the Council, in a meeting open to the public:

a) Has decided on reasonable grounds that the capital asset is not needed to provide the minimum level of basic municipal services; and
b) Has considered the fair market value of the capital asset and the economic and community value to be received in exchange for the capital asset.

6.4.3. The decision that a specific capital asset is not needed to provide the minimum level of basic municipal services, may not be reversed by the municipality after that capital asset had been sold, transferred or otherwise disposed of.

6.4.4. The disposal of an item of capital assets must be fair, equitable, transparent, competitive and cost effective and comply with a prescribed regulatory framework for municipal supply chain management and the Supply Chain Management Policy of the municipality.

6.4.5. The transfer of capital assets to another municipality, municipal entity, national department or provincial department is excluded from these provisions, provided such transfer is being done in accordance with a prescribed regulatory framework.

6.4.6. The disposal of moveable capital assets up to a carrying amount of R 50 000 may be authorised under delegated powers by the Accounting Officer after taking the above-mentioned conditions into account.

6.4.7. Every senior manager shall report in writing to the Chief Financial Officer before or on 31 October of each financial year on all capital assets controlled or used by the department concerned which such manager wishes to alienate by public auction or public tender.

6.4.8. The Chief Financial Officer shall thereafter consolidate the requests received from the various departments, and shall promptly report such consolidated information to the Council or the Accounting Officer of the municipality, as the case may be, recommending the process of alienation to be adopted.

6.4.9. Once capital assets are alienated, the Chief Financial Officer shall adjust the capital asset register for the current year and shall delete the capital asset from the accounting records and in the capital asset register once it is no longer required for the compilation of comparative figures.

6.4.10. All gains and losses realised on the alienation of capital assets shall be accounted for according to section 10.12 below (Accounting treatment on disposal).

6.5. LOSS, THEFT, DESTRUCTION OR IMPAIRMENT OF CAPITAL ASSETS

6.5.1. Every manager shall ensure that any incident of loss, theft, destruction, or material impairment of any capital asset controlled or used by the department in question is promptly reported in writing to the Chief Financial Officer, to the internal auditor, and – in cases of suspected theft or malicious damage – also to the South African Police Services.

7. INTERNAL CONTROLS

7.1. CAPITAL ASSET REGISTER

7.1.1. Establishment and management of the Capital Asset Register

7.1.1.1. The Chief Financial Officer will ensure the establishment and maintenance of a capital asset register containing key financial data on each item of capital assets that satisfies the criterion for recognition.

7.1.1.2. The Senior Accountant: Assets is responsible for establishing and maintaining any additional registers or records to demonstrate to the senior managers the physical management of capital assets under their control.

7.1.2. Contents and maintenance of the Capital Asset Register

7.1.2.1. The capital asset register shall be maintained in the format determined by the Chief Financial Officer, which format shall comply with the requirements of GRAP and any other accounting requirements which may be prescribed.

7.1.2.2. The details in the capital asset register must at least include:

a) Description of the capital asset;
b) Capital asset identification number (Unique asset ID);
c) Capital asset classification;
d) GFS Vote / Sub-vote classification;
e) Source document and dates;
f) Purchase price or historical cost:
g) The measurement used;
h) The depreciation methods used;;
i) The useful life of the capital asset;
j) The residual value of the capital asset;
k) Depreciation charged;
l) The gross carrying amount;
m) The accumulated depreciation and accumulated impairment;
n) Date of acquisition;
o) Start date of depreciation;
p) Date and value of disposal (if relevant);
q) Date on which the capital asset is retired from use, if not disposed of;
r) Increases or decreases resulting from revaluations (if relevant);
s) Any restrictions on title to the capital asset and Deed numbers;
t) Location of the capital asset;
u) The department that controls or uses the capital asset;
v) Impairment losses incurred during the financial year (and the reversal of such losses, where applicable); and
w) The title deed number, in the case of fixed property.

7.1.2.3. All managers under whose control any capital asset falls shall promptly provide the Chief Financial Officer in writing with any information required to compile the capital asset register, and shall promptly advise the Chief Financial Officer in writing of any material change which may occur in respect of such information.

7.1.2.4. A capital asset shall be recorded in the capital assets register as soon as it is acquired. If the capital asset is constructed over a period of time, it shall be recorded as work-in-progress until it is available for use, where after it shall be appropriately recognised as a capital asset.

7.1.2.5. A capital asset shall remain in the capital asset register for as long as it is in physical existence. The fact that a capital asset has been fully depreciated shall not in itself be a reason for deleting it from the capital register.

7.1.3. Internal Controls over the Capital Asset Register

7.1.3.1. Controls relating to the capital asset register should be sufficient to provide Managers with an accurate, reliable and up-to-date account of capital assets under their control, in line with the standards specified by the Chief Financial Officer and as required by relevant statutes.

7.1.3.2. These controls will include:

a) Details of the physical management;
b) The recording of all acquisitions, assignments, transfers, losses and disposals of capital assets;
c) Regular asset counts; and
d) System audits to confirm the accuracy of the records.

7.1.3.3. Identification of capital assets:

a) The Chief Financial Officer will establish a system to ensure that each moveable capital asset bears a unique identification number/ barcode/GIS ID which shall be recorded in the capital asset register.
b) Every manager shall ensure that the capital asset identification system approved for use by the municipality is scrupulously applied to all capital assets controlled or used by the department in question.

7.2. PHYSICAL CONTROLS AND MANAGEMENT

7.2.1. <u>Responsibilities of the Senior Accountant: Assets</u>

The Senior Accountant: Assets will undertake an annual asset count of capital assets as part of the annual reporting process.

7.2.2. Acquisition Date

The date of acquisition of capital assets is deemed to be the time when legal title and control passes to the municipality or when final payment for that item is approved.

7.2.3. Depreciation Start Date

This date is the point of time when the capital asset has been received or when the capital asset is ready for use whichever the latest date is and will be the date when the capital asset starts to depreciate.

7.3. TRANSFERS BETWEEN MANAGERS

7.3.1. Permanent transfers to another Manager

7.3.1.1. A Senior Manager may transfer a capital asset under his control provided that another Senior Manager agrees in writing to accept responsibility for that capital asset. Copies of such approvals must be submitted to the Finance Directorate.

7.3.1.2. The Finance Directorate must appropriately amend the Capital asset register by recording all approved transfers.

7.3.1.3. The Senior Manager to whom the capital asset is transferred must assume accountability for the transferred capital asset from a date specified in the written communication referred to above.

7.3.1.4. The Senior Manager must ensure that all capital assets are appropriately safeguarded for loss, damage or misuse wherever they are located. Safeguarding includes ensuring reasonable physical restrictions.

7.3.2. Relocation or Reassignment of Capital assets

7.3.2.1. A Senior Manager must advise the Chief Financial Officer, in writing, whenever a capital asset is relocated or reassigned from one location (or base) to another or if cost centre, as recorded in the Capital asset Register, must be changed.

7.3.2.2. In the case of capital assets such as vehicles being utilised in the normal course of operations away from its base such reporting is not necessary as long as the cost centre do not change.

7.4. VERIFICATION OF CAPITAL ASSETS

7.4.1. The Chief Financial officer shall ensure that at least annually a complete physical verification of all capital assets are undertaken.

7.4.2. The results of such verification shall be reported to the Chief Financial Officer in the format as required by the Chief Financial Officer.

7.4.3. The annual verification should be conducted between the periods February to April with the verification report reaching the Chief Financial Officer by not later than 31st May.

7.5. INSURANCE OF CAPITAL ASSETS

7.5.1. The Chief Financial Officer shall ensure that all capital assets are insured as per the council's short-term insurance policy.

7.5.2. The Chief Financial Officer shall determine the insured value based on recommendation of the responsible senior manager.

7.5.3. The insured value to be applied by the Chief Financial Officer are current replacement cost (CRC) with the exceptions of vehicle types. Vehicles should be insured for the AA book value of the specific vehicle.

8. MANAGEMENT AND OPERATION OF CAPITAL ASSETS

8.1. ACCOUNTABILITY TO MANAGE CAPITAL ASSETS

8.1.1. Each Senior Manager is accountable to ensure that municipal resources assigned to him/her are utilised effectively, efficiently, economically and transparently.

8.1.2. This will entail:

a) Developing appropriate capital asset management systems, providing, inter alia, for:
b) Recording of usage of the capital asset such as logbooks;
c) Recording of preventative and maintenance programmes;
d) Annual assessment of usefulness, condition of capital asset and remaining useful life; and
e) Planning for replacement of capital asset.

8.1.3. When performing the condition assessment the senior manager must use the descriptions in table below:

Rating	Description	Detail Description	Indicative of RUL
1	Very good	Sound structure, well maintained. Only normal maintenance required.	71-100% EUL
2	Good	Services needs but minor deterioration (< 5%). Minor maintenance required.	46-70% EUL
3	Fair	Marginal, clearly evident deterioration (10-20%). Significant maintenance required.	26-45% EUL
4	Poor	Significant deterioration of structure and/or appearance. Significant impairment of functionality (20-40%).	11-25% EUL
5	Very poor	Significant renewal/upgrade required. Unsound, failed needs reconstruction/replacement (> 50% needs replacement)	0-10% EUL
EUL' is Expected Useful Life *'RUL' is Remaining Useful Life*			

8.1.4. Senior Managers need to manage capital assets under their control to provide the required level of service or economic benefit at the lowest possible cost over the full asset cycle.

8.2. CAPITAL ASSET MANAGEMENT PLANS.

8.2.1. Each Senior Manager needs to develop a capital asset management plan for immoveable capital assets that meets the definition of the undermentioned capital asset categories:

a) Infrastructure Assets;
b) Community Assets;
c) Investment Property; and
d) Any other Land or Buildings.

8.2.2. The capital asset management plan must at least cover the following aspects:

a) Purpose of the plan

Demonstrate the roles and responsibilities of management; Communicate and justify funding requirements and Legislative framework.

b) Asset Description

Summary of all the capital assets cover by the plan.

c) *Levels of Service*

Summarise the levels of service and performance measures and how they are set for each level.

d) *Future Demand*

Factors influencing future demand and impact of changing demand on capital assets.

e) Lifecycle Management plan

Summary of all the management strategies (operations, maintenance, disposal, etc.)

f) Financial Summary

Long-term income and expenditure (cash flow projections) for each significant group of capital assets and sources of funding.

g) Asset Management Practices

Summary of AM data, Information systems, processes (decision making) and implementation tactics.

h) Monitoring and Improvement Programs

This section must deal with the physical condition assessments; measurement of functional effectiveness and effective utilisation. It also must also address the economical financial viability by monitoring operational expenses and include the timetable for review of the asset management plans.

8.2.3. The operational and capital budgets are the short to medium term financial plan for implementing the capital asset management plans.

8.2.4. Each Senior Manager shall report to the Accounting Officer on issues that will significantly impede the capital assets capacity to provide the required level of service or economic benefit. Also refer to section 10.10 for the accounting of impairment of capital assets

8.3. REPORTING ON IMPEDING ISSUES

8.3.1. Each Senior Manager shall report to the Accounting Officer on issues that will significantly impede the capital assets capacity to provide the required level of service or economic benefit. Refer to section 10.10 for the accounting of impairment of capital assets

8.3.2. Any asset recognised as a capital asset under this policy will be classified according to nationally recognised categories.

9. LASSIFICATION, AGGREGATIONS & COMPONENTS

9.1. CLASSIFICATION OF CAPITAL ASSETS

9.1.1. Any asset recognised as a capital asset under this policy will be classified according to nationally recognised categories.

9.1.2. These categories have been specified by the Accounting Standards Board.

9.1.3. All capital assets should be classified under at least the following headings in the Asset Capital Register:

9.1.3.1. Property, plant and equipment:
The following sub headings will be applicable for this heading:
a) Infrastructure assets (capital assets which are part of a network of similar capital assets)
b) Community assets (resources contributing to the general well-being of the community)
c) Other assets (ordinary operational resources)

9.1.3.2. Investment property
9.1.3.3. Intangible capital assets
9.1.3.4. Non-current capital assets held for sale
9.1.3.5. Heritage Assets
9.1.3.6. Biological Assets
9.1.3.7. Agricultural Assets

9.2. TREATMENT OF COMPONENTS

9.2.1. A Senior Manager must, with agreement of the Chief Financial Officer, treat all major components of an item as a separate capital asset for the purposes of this policy.

9.2.2. These major components may be defined by its physical parameters (eg. a reservoir or roof) or its financial parameters.

9.2.3. When agreeing to these treatments the Senior Manager must be satisfied that these components:

a) Have significantly a different useful life or usage pattern to the main capital asset;
b) Align with the capital asset management plans;
c) Justify the costs of separate identification;
d) Have probable future economic benefits or potential service delivery associated with the capital asset which will flow to the municipality;
e) Is such that the cost of the capital asset to the municipality can be measured reliably;
f) Is such that the municipality has control over the capital asset; and
g) Is such that the capital asset is expected to be used during more than one financial year.

9.2.4. All such decisions and agreements will be confirmed before the beginning of the financial year. Any amendments will only be permitted as part of a budget review. Once a major component is recognised as a separate capital asset, it may be, depreciated and disposed of as if it is a separate capital asset.

10. ACCOUNTING FOR CAPITAL ASSETS

10.1. RECOGNITION OF CAPITAL ASSETS

10.1.1. An item will be recognised as a capital asset when:

a) It is probable that future economic benefits or potential service delivery associated with the capital asset will flow to the municipality;
b) The cost of the capital asset to the municipality can be measured reliably;
c) The municipality has control over the capital asset; and
d) The capital asset is expected to be used during more than one financial year.

10.2. INITIAL MEASUREMENT

10.2.1 A capital asset that is acquired via normal supply chain processes and qualifies for recognition as a capital asset should be initially measured at cost.

10.2.2 The elements of cost includes the following:

a) Purchase costs (less any discounts given);
b) Delivery costs;
c) Installation costs;
d) Professional fees for architects and engineers;
e) Import duties;
f) Non-refundable taxes;
g) Site development costs; and
h) Contractor fees.

10.2.3 Where an item has been acquired at no cost, or for a nominal cost, it will be initially measured at its fair value as at the date of acquisition and included in the asset register.

10.2.4 All Senior Manager must advise the Chief Financial Officer in writing of any acquisition at no cost and provide at least the following details per component:

a) Description of the capital asset;
b) Date of acquisition;
c) Fair value as at date of acquisition;
d) Location details;
e) Condition rating;
f) Expected initial useful life; and
g) Code of department to which the full life cycle costs of the asset must be allocated.

10.3 CARRYING AMOUNT OF CAPITAL ASSETS

10.3.1 Subsequent to initial recognition as a capital asset, a capital item should be carried at the follow values for the various classifications:

a) Property plant & Equipment – Cost less accumulated depreciation and impairments;
b) Intangible Assets – Cost less accumulated amortisation;
c) Investment Property – Fair value;
d) Heritage assets – Cost less accumulated impairment;
e) Biological assets – Fair value less cost to sell; and

10.4 F) AGRICULTURAL ASSETS - FAIR VALUE LESS COSTS TO SELL AT THE POINT OF HARVEST.DEPRECIATION

10.4.1 All capital assets, except land, capital assets under construction, investment property; biological, agricultural, and heritage assets shall be depreciated – or in the case of intangible capital assets, amortised.

10.4.2 The depreciable amount of an item should be allocated on a systematic basis over its useful life.

10.4.3 The depreciable amount of a capital asset is determined after deducting the residual value of the capital asset. In practice, the residual value of a capital asset is often insignificant and, therefore immaterial in the calculation of the depreciable amount. It is always the intention of the Municipality except in the case of vehicles to use the capital asset till it has no value.

10.4.4 When the benchmark treatment is adopted and the residual value is likely to be significant, the residual value is estimated at the date of acquisition. The estimate is based on the residual value prevailing at the date of the estimate for similar capital assets that have reached the end of their useful lives and have operated under conditions similar to those under which the capital asset will be used.

10.4.5 The depreciation charge for each period will be recognised as an expense against the budget of the relevant Senior Manager that controls or use the capital asset.

10.4.6 The depreciation method used shall reflect the pattern in which the capital assets' future economic benefits or service potential are expected to erode the value of the asset.

10.4.7 A variety of depreciation methods can be used to allocate the depreciable amount of a capital asset on a systematic basis over its useful life.

10.4.8 These methods include:

a) The straight-line method;
b) The diminishing balance method; and
c) The units of production method.

10.4.9 Straight-line depreciation results in a constant charge over the useful life if the capital asset's residual value does not change.

10.4.10 The diminishing balance method results in a decreasing charge over the useful life.

10.4.11 The units of production method results in a charge based on the expected use or output.

10.4.12 The method of depreciation is applied consistently from period to period unless there is a change in the expected pattern of consumption of those future economic benefits or service potential.

10.4.13 The preferred depreciation method will be the straight-line method unless otherwise agreed to in writing by the Chief Financial Officer.

10.4.14 Depreciation shall initially be calculated from the day the capital asset is available or ready for use. Once a review of useful life has been performed, the depreciation will be calculated by using the carrying value less residual amount for a specific capital asset divided by the remaining estimated useful life of the capital asset.

10.4.15 Each Senior Manager, acting in consultation with the Chief Financial Officer, shall ensure that reasonable budgetary provision is made annually for the depreciation of all applicable capital assets controlled or used by the department in question or expected to be so controlled or used during the ensuing financial year.

10.4.16 The procedures to be followed in accounting and budgeting for the amortisation of intangible capital assets shall be identical to those applying to the depreciation of other capital assets.

10.5 INITIAL DETERMINATION OF USEFUL LIFE

10.5.1 Each Senior Manager needs to determine the useful life of a particular item or class of capital asset through the development of a strategic capital asset management plan.

10.5.2 The determination of useful life should be developed as part of any pre-acquisition planning that would consider, inter alia, the following factors:

a) The program that will optimise the expected long term costs of owning that capital asset;
b) Economic obsolescence because it is too expensive to maintain;
c) Functional obsolescence because it no longer meets the municipality's needs;
d) Technological obsolescence;
e) Social obsolescence due to changing demographics; and
f) Legal obsolescence due to statutory constraints.

10.5.3 A schedule of useful initial expected lives is included as Annexure A. The indicative lives as included in the guide must be view as providing the maximum useful life only. This is due to the fact that capital asset lives experienced may greatly vary.

10.6 REVIEW OF USEFUL LIFE AND RESIDUAL VALUE

10.6.1 The Chief Financial Officer in consultation with the responsible senior manager may amend the useful operating life or the residual value assigned to any capital asset.

10.6.2 If a capital asset has been lost, stolen or damaged beyond repair, it shall be written off the capital asset register.

10.6.3 The remaining useful life (RUL) and the residual value of an item must be reviewed annually and if these revised expectations are significantly different from previous estimates, then the depreciation charge for the current and future periods must be adjusted and the adjusted depreciation expenses shall be debited to the department or vote controlling or using the capital asset in question. When such a change in depreciation is necessary the change must be reflected as a change in the accounting estimate.

10.7 REVIEW OF DEPRECIATION METHOD.

10.7.1 The depreciation method applicable to a class of capital assets must be reviewed annually, and if there has been a significant change in the expected pattern of economic benefits or potential service delivery from those capital assets, the method must be changed to reflect the changed pattern.

10.7.2 When such a change in depreciation method is necessary the change must be reflected as a change in the accounting estimate and the depreciation charge for the current and future periods should be adjusted.

10.8 SUBSEQUENT EXPENDITURE ON CAPITAL ASSETS

10.8.1 Subsequent expenditure relating to an item that has already been capitalised must be added to the carrying amount of the asset when such expenditure will increase the remaining useful life of the asset or increase the efficiency of the asset and resulting in financial or service delivery benefits

10.8.2 All other expenditure must be recognised as an expense in the period in which it occurred.

10.8.3 Before allowing the capitalisation of subsequent expenditure, the Chief Financial Officer must be satisfied that this expenditure will significantly:

a) Increase the remaining useful life of that capital asset beyond that stated in the capital asset register; or
b) Increase the quality of service provided by that capital asset beyond the existing level of service; or
c) Increase the quantity of services that capital asset can provide.

10.8.4 Expenditure that is proposed to be capitalised must also conform to recognition criteria for capital assets and should also be appropriately included in the approved capital budget.

For further guidance to distinguish between Capital and Operational expenses refer to section 10.12

10.9 IMPAIRMENT LOSSES

10.9.1 The assessment and accounting treatment relating to impairment of capital assets (Prescribed in terms of GRAP 21 and 26) are outlined as follows:

a) Each Senior Manager must assess all capital assets controlled by him/her for any indications of impairment.
b) When assessing the capital assets for impairments the capital assets must be assessed for both external and internal indicators.

10.9.2 The external indicators are:

a) The demand or the need for services provided by the capital asset has ceased or is about to cease. For example the need for a service (provided by that capital asset) has ceased because the parties to whom the service was provided has obtained its own capital asset to perform the service. Another example may be where the demand for the service has decreased due to adverse economic conditions in the country;

b) Interest rates (such as market interest rates) have increased and those increases will most likely affect the discount rate used in calculating the capital asset's value in use and decrease the capital asset's recoverable amount significantly;

c) Significant long-term changes with an adverse effect on the Municipality have taken place during the period, or will take place in the near future, in the technological, legal or government policy environment in which the Municipality operates. For example, sanctions have been imposed on the importing of a significant component of the capital asset, or a vehicle that does not meet new emission standards;

d) The demand or the need for services (not necessarily a near cessation or cessation as indicated in first bullet point above) provided by the capital asset has taken a significant long-term decline. For example, a number of consumers have made use of services provided by certain capital assets of the Municipality, but during the current period, other entities also provided similar services to certain of those consumers. As a result, the Municipality will be experiencing a significant long-term decline in the demand for the services provided by its capital assets; and

e) Market value of the capital asset has declined significantly during the period (not as a result of passage or time of use).

10.9.3 The internal indicators are:

a) Physical damage of the capital asset (for example, flood damage to a bridge);

b) Significant long-term changes in the extent to which, or manner in which, a capital asset is used or expected to be used that have an adverse effect on the Municipality, have taken place during the period or are expected to take place in the near future. These changes may include the capital asset becoming idle, plans to discontinue or restructure the operation to which as capital asset belongs, or plans to dispose of capital asset before the previously expected date;

c) The Municipality has decided to halt the construction of the capital asset before it is complete or in a usable condition; and

d) Internal reporting indicated that the economic performance of a capital asset is, or will be, significantly worse than expected. This evidence relates to the ability of the capital asset to provide services (i.e. internal source), rather than a decline in the demand or need for services provided by the capital asset (i.e. external source). Examples can include a significant increase in the cost of maintaining or operating the capital asset and significantly lower service or output levels than those originally budgeted and expected respectively.

10.9.4 All Senior Managers must inform the Chief Financial Officer when such an indicator exists. When informing the Chief Financial Officer the manager must provide the unique asset identification number of the capital asset.

10.9.5 The Senior Accountant: Assets will perform the necessary classification between cash generating and non-cash generating assets. Based on this classification the Senior Accountant: Assets; in conjunction with the relevant manager; will determine either the recoverable service amount or recoverable amount.

10.9.6 The Senior Accountant: Assets must measure the determined recoverable (service) amount to the carry value of the capital asset according to the capital asset register.

10.9.7 The difference between the carry value and the determined recoverable or recoverable service amount must be recognised as an impairment in the statement of financial performance and the accumulated impairment account.

10.9.8 Subsequent increase in recoverable (service) amount:

a) A subsequent increase in the recoverable amount of a capital asset previously impaired, should be written back when the circumstances and

events that led to the write-down cease to exist and there is persuasive evidence that the new circumstances and events will persist for the foreseeable future.

b) The amount written back should be debited to the accumulated impairment account and debited to the Statement of Financial Performance as a revenue item.

10.10 ACCOUNTING TREATMENT ON DISPOSAL

10.10.1 A capital asset should be derecognised from the financial records and capital asset register on disposal when no future economic benefits or potential service delivery is expected from its existence.

10.10.2 Gains or losses arising from the disposal of a capital asset should be determined as the difference between the actual net disposal proceeds and the carrying amount of the capital asset, and should be recognised as revenue (gain) or expense (loss) (against the relevant department) in the Statement of Financial Performance.

10.10.3 All proceeds realised on the alienation of capital assets shall only be appropriated annually to the municipality's Capital Replacement Reserve in terms of the approved funding and reserves policy of the Council.

10.11 REINSTATEMENT, MAINTENANCE AND OTHER EXPENSES

10.11.1 Only expenses incurred in the enhancement of a capital asset (in the form of improved or increased services or benefits flowing from the use of such asset) or in the material extension of the remaining useful life of a capital asset shall be capitalised. This will not include expenditure in order to achieve the initial expected performance or useful life of the capital asset.

10.11.2 Expenses incurred in the maintenance or reinstatement of a capital asset shall be considered as operating expenses incurred in ensuring that the initial useful life of the asset concerned is attained, and shall not be capitalised, irrespective of the quantum of the expenses concerned.

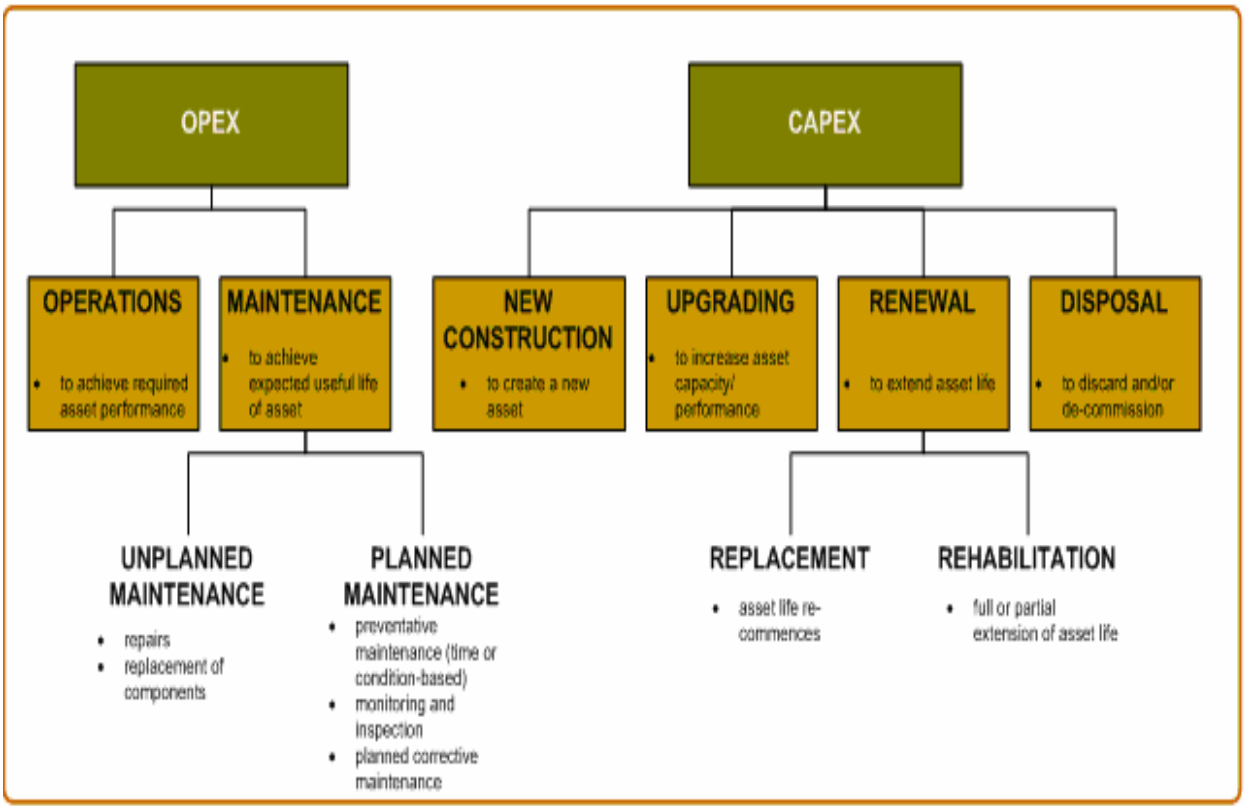
10.11.3 Expenses which are reasonably ancillary to the bringing into operation of a capital asset may be capitalised.

10.11.4 Expenses that is viewed as elements of cost include:

a) Purchase price, including import duties and non-refundable purchase taxes, after deducting trade discounts and rebates;
b) any costs directly attributable to bringing the asset to the location and condition necessary for it to be capable of operating in the manner intended by management; and

c) the costs of dismantling and removing the item and restoring the site on which it is located, the obligation for which an entity incurs either when the item is acquired or as a consequence of having used the item during a particular period for purposes other than to produce inventories during that period.

10.11.5 The diagram below will assist in distinguishing capital expenditure from maintenance expenditure:



10.12 CAPITAL ASSETS HELD UNDER LEASES

10.12.1 Finance leases are leases that transfers substantially all risks and rewards incidental to the ownership of a capital asset from the lessor to the lessee. Title may or may not eventually be transferred.

10.12.2 Capital assets held under finance leases are capitalised by the municipality and reflected as such in the Capital Asset Register. It must be recognised at the amount equal to the lower of the fair value of the capital assets at date of inception of the lease or the present value of the minimum lease payments.

10.12.3 The asset is then depreciated over its expected useful life.

10.12.4 Operating leases are those leases which do not fall within the scope of the above definition of finance leases. Operating lease rentals are expensed as they become due. Assets held under operating leases are not accounted for in the capital asset register.

10.13 INVESTMENT PROPERTY

10.13.1 Investment assets shall be accounted for in terms of GRAP 16 and shall not be classified as property, plant and equipment for purposes of preparing the municipality's financial statements.

10.13.2 Investment properties will be accounted for on the fair value model basis.

10.13.3 Investment assets comprise of land or buildings or both held by the municipality, as owner or as lessee under a finance lease, to earn rental revenues or for capital appreciation or where no decision regarding future use has been taken.

10.13.4 Investment assets shall be recorded in a separate section of the capital assets register in the same manner as other capital assets.

10.13.5 Investment assets shall not be depreciated, but shall be valued annually at financial statements date to determine their fair market value. Investment assets shall be recorded in the financial statements at such fair value.

10.13.6 Adjustments to the previous year's recorded fair value shall be accounted for as either gains (revenues) or losses (expenses) in the statement of financial performance.

10.13.7 An expert valuer shall be engaged by the municipality to undertake such valuations unless such expertise is available in-house.

10.14 CAPITAL ASSETS TREATED AS INVENTORY

10.14.1 Any land or buildings owned or acquired by the municipality with the intention of reselling such property in the ordinary course of business, or any land or buildings owned or acquired by the municipality with the intention of developing such property for the purpose of reselling it in the ordinary course of business, shall be accounted for as inventory, and not included in either property, plant and equipment or investment property in the municipality's financial statements.

10.15 HERITAGE ASSETS

10.15.1 Heritage assets is defined as capital assets that have a cultural, environmental, historical, natural, scientific, technological or artistic significance and are held indefinitely for the benefit of present and future generations.

10.15.2 Heritage assets will be accounted for on the cost model basis. Where a heritage asset is acquired through a non-exchange transaction, its cost shall be measured at its fair value as at the date of acquisition.

10.15.3 Heritage assets will not be depreciated.

10.15.4 Senior Managers must assess at each reporting date whether there is an indication of impairment present.

10.15.5 In assessing for an indication that an asset may be impaired, the Senior Manager must consider, as a minimum, the following indications:

10.15.5.1 External sources of information:

a) During the period, a heritage asset's market value has declined significantly more than would be expected as a result of the passage of time or normal use ; and
b) The absence of an active market for a revalue heritage asset.

10.15.5.2 Internal sources of information:

a) Evidence is available of physical damage or deterioration of a heritage asset; and
b) A decision to halt the construction of the heritage asset before it is complete or in a usable form. For financial statements purposes, the existence of such heritage assets shall be disclosed by means of an appropriate discloser note.

10.16 WRITE-OFFS OF CAPITAL ASSETS

10.16.1 A capital asset item shall be written off only on the recommendation of the Senior Manager controlling or using the capital asset concerned, provided it has been submitted to the Chief Financial Officer.

10.16.2 In instances where the physical existence is non-existent or the ownership has been transfer as a result of an insurance claim to the insurer or the infrastructure has been replaced without the possibility of any proceeds or similar instances the Chief Financial Officer must prepare a monthly report to the Accounting officer for disposal in terms of Sect 14 of the MFMA.

10.16.3 Every Senior Manager shall at least report to the Chief Financial Officer no later than the 31 October of each financial year any capital asset which such manager wishes to have written off, stating in full the reason for such recommendation.

10.16.4 The Chief Financial Officer shall consolidate all such reports, and shall submit a recommendation to the Accounting Officer of the municipality on the capital assets to be written off.

10.16.5 The only reasons for writing off capital assets, other than the alienation of such capital assets, shall be the loss, theft or destruction of the item/s in question.

10.17 AGRICULTURAL ASSETS

10.17.1 Accounting for such capital assets shall take place in accordance with the requirements of GRAP 27.

10.17.2 The Chief Financial Officer, in consultation with the Senior Managers concerned, shall ensure that all such capital assets, such as livestock and crops, are valued at 30 June each year at fair value less estimated cost of disposal.

10.17.3 Such valuation shall be undertaken by a valuer specialising in the valuation of the type of agricultural assets concerned.

10.17.4 Any losses on such valuation shall be debited to the department concerned as an operating expense, and any increase in the valuation shall be credited to the department concerned as operating revenue.

10.17.5 If any such asset is lost, stolen or destroyed, the matter shall be reported in writing by the Senior Manager concerned in exactly the same manner as though the capital asset were an ordinary capital asset.

10.17.6 Records reflecting the details of agricultural capital assets shall be kept in a separate section of the capital asset register or in a separate accounting record and such details shall reflect the information which the Chief Financial Officer, in consultation with the Senior Manager concerned, deems necessary for accounting and control purposes.

10.17.7 The Chief Financial Officer shall annually insure the municipality's agricultural assets, in consultation with the manager concerned.

11. MAINTENANCE OF CAPITAL ASSETS

11.1. GENERAL MAINTENANCE OF CAPITAL ASSETS

11.1.1. Every Senior Manager shall be directly responsible for ensuring that all capital assets are properly maintained and in a manner which will ensure that such capital assets attain their maximum useful live.

12. FINANCIAL DISCLOSURE

The Chief Financial Officer must prepare the annual financial statements in such a manner that it disclose all compulsory disclosures as required by the relevant standards of GRAP.

13. IMPLEMENTATION AND REVIEW OF THE POLICY

13.1. The Council approve that the revised policy be implemented as from the 1st July 2016 with the exception of section 8.2. A phase-in approach will be allowed with a final implementation date of 1 July 2017.

13.2. This Asset Management Policy is the sole policy governing capital assets in the municipality. The Municipal Council must approve any reviews to this policy.

13.3. The Executive Mayor must submit any proposed changes to this policy to the Council as part of the annual review of policies submitted with the budget documentation.

13.4. Whenever the Minister of Finance or the National Treasury or the Auditor-General requires changes to the policy by means of legislation or requests it should be reviewed promptly in accordance with such requirements, giving full details of the reasons for the revision.

DOCUMENT AND VERSION CONTROL

Version: **Version 8**

Date: **May 2016**

Summary: This document describes the Asset Management policy that will be applicable to the Mossel Bay Municipality, with effect from

1 July 2016

Signature: ..... Date: 30/05/2016
Municipal Manager
(Accounting Officer)

Signature: ..... Date: 30/05/2016
Executive Mayor

ANNEXURE A

INDICATIVE INITIAL USEFUL LIFE OF CAPITAL ASSETS

Asset Category	Asset Sub Category	Useful Life in years
Infrastructure Assets	Elec. Generation	10 - 30
	Elec. Reticulation	10 - 45
	Refuse	10 - 100
	Roads, Pavements & Bridges	10 - 50
	Sewerage: Purification	20 - 120
	Sewerage: Reticulation	10 - 100
	Stormwater	10 - 50
	Street Lighting	5 - 20
	Water: Dams & Reservoirs	20 - 50
	Water: Purification	10 - 100
	Water: Reticulation	10 - 120
Community Assets	Buses	10 - 15
	Cemeteries	20 - 100
	Community Halls	15 - 100
	Community: Other	15 - 100
	Fire, Safety & Emergency	10 - 100
	Libraries	10 - 100
	Museums & Art Galleries	10 - 100
	Parks & Gardens	5 - 50
	Recreational Facilities	15 - 100
	Social Rental Housing	10 - 100
	Sport fields & Stadiums	10 - 100
	Swimming Pools	10 - 20
Other Assets	Civic Land & Buildings	20 - 100
	Computers: Hardware & Eqpt	4 - 5
	Furniture & Office Equipment	7 - 30
	General Vehicles	7 - 15
	Other Buildings	50 - 100
	Other Land	Indefinite
	Other: Other Assets	5 - 15
	Plant & Equipment	5 - 30
	Security Measures	5 - 10
	Specialised Vehicles	12 - 30

Intangible Assets	Intangible Assets: Other	5 - 20
	Intangible Assets: Software	4 - 10
Investment Properties	Investment Properties: Land	Indefinite
	Investment Properties: Building	Indefinite
Heritage Assets	Heritage Assets: Buildings	Indefinite
	Heritage Assets: Other	Indefinite

MOSSEL BAY MUNICIPALITY

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BORROWING, FUNDS AND RESERVES POLICY

Version 3 – 1 July 2016

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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 in order for the Council to meets all of 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 hereof.

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.

3.1.2.2. Borrowed funds, but only for capital projects

3.1.2.2.1. Actual capital expenditure may only be incurred on a capital project if:

- The funding for the project has been appropriated in the Capital Budget, and
- The funding has been secured from the financial source that is not committed for another purpose.

3.1.2.3. Realistically anticipated revenues to be collected

3.1.2.3.1. Realistic anticipated revenue projections must take into account 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 gazette 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 debt impairment. 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 in 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;
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.

3.3.3.3. External Borrowing:

3.3.3.3.1. The borrowing requirements as contained in the **Borrowing Policy** section are used as a basis to determine the affordability of external loans over the Medium Term Income and Expenditure Framework.

3.3.3.3.2. The ratios to be considered to take up additional borrowings are as follows, unless in contravention with any loan covenants:

3.3.3.3.2.1. Estimated long-term credit rating of BBB and higher;
3.3.3.3.2.2. Interest Paid to Total Expenditure not to exceed 5%;
3.3.3.3.2.3. Total Long-term Debt to Total Operating Revenue (excluding conditional grants and transfers) not to exceed 35%;
3.3.3.3.2.4. Cash from operating activities covers the annual loan repayments at least 1 time;
3.3.3.3.2.5. Percentages of total annual loan repayment (Capital and Interest) to total operating expenditure not more than 10%.

3.3.3.4. Cash backed Reserves

3.3.3.4.1. Allocations to capital projects from cash backed internal reserves will be based on the available funding for each ring-fenced reserve according to the conditions of each reserve as contained in the **Reserves Policy** section**.**

3.3.3.4.2. All capital projects have an effect on future operating budget therefore the following additional cost factors should be considered before approval:

3.3.3.4.2.1. Personnel cost relating to the staff at the new facilities once operational;
3.3.3.4.2.2. Contracted services, for example security, cleaning etc.;
3.3.3.4.2.3. General expenditure such as services cost, stationery, telephones, material etc.;
3.3.3.4.2.4. Other capital requirements to the operate facility such as vehicles, plant and equipment, furniture and office equipment etc.;
3.3.3.4.2.5. Costs to maintain the capital assets;
3.3.3.4.2.6. Interest and redemption in the case of borrowings;
3.3.3.4.2.7. Depreciation charges; and
3.3.3.4.2.8. Revenue generation as the additional expenses incurred may be offset by additional revenue generated to determine the real impact on tariffs or cast benefit.

4. RESERVES POLICY

4.1. LEGAL REQUIREMENTS

4.1.1. 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.

4.1.2. According to Generally Recognised Accounting Practices (GRAP) such reserves may only be created if such reserves are cash back. Fund accounting is not allowed and any reserves must be legal reserves created by law or through a Council Resolution.

4.2. TYPES OF RESERVES

4.2.1. No non-cash funded reserves is allowed in Mossel Bay Municipality.

4.2.2. The following reserves are allowed in Mossel Bay Municipality:

4.2.2.1. Housing Development Fund; and
4.2.2.2. Capital Replacement Reserve (CRR)

4.2.3. Housing Development Fund

4.2.3.1. The Accounting Officer must create a Housing Development Fund in terms of the Housing Act, No 107 of 1997.

4.2.3.2. The Housing Development Fund must be cash backed. The proceeds of the Housing Development Fund are utilised for housing development in accordance with the National Housing Policy.

4.2.3.3. Any profit on the rental, sale or alienation of property financed previously from Government housing funds has to be transferred to the Housing Development Fund.

4.2.4. 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, the VAT claimed on capital budget housing projects 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 stipulated in the **liquidity policy**. Excess cash in addition to the prescribed level in terms of the liquidity policy is to be calculated and appropriated to the Capital Replacement Reserve.

4.2.4.4. The capital replacement reserve may only be utilised for purpose of financing capital assets, specifically for the replacement or renewal of existing capital assets and may not be used for the maintenance of any capital assets.

4.2.4.5. The amount available for financing of the next year capital program is determined as follow:
(Financial years has been included only for reference purposes)
Step 1 - Determine the excess cash:
Excess cash in CRR is determined by using the opening balance of previous year (1 July 2014) less the current year capital budget allocation (2014/2015) finance from the capital replacement reserve.
Step 2 - Determine the current year contributions to CRR:
The current year contributions is the budgeted depreciation charges, bulk service levies received, the VAT claimed on capital budget housing projects and the proceeds on land sales (2014/2015)
Step 3 – Determine the available amounts:
The available amount for the next budget (2015/2016) is 33.3% of the result as determined in Step 1 plus the result of Step 2. The exercise in terms of step 2 is repeated for the two outer years using the budgeted figures, whilst the rest of the surplus in Step 1 is divided equally between two outer years.

The intension is never to deplete the capital replacement reserve over a MTREF period, but rather to sustain at least the current levels of own funding available for the financing of the capital program.

4.2.4.6. The municipality aims, but is not limited to use not less than 80% of the programmes or projects financed from the Capital Replacement Reserve towards the replacement and refurbishment of existing assets and the rest towards the creation of new capital assets.

5. BORROWING POLICY

5.1. LEGISLATIVE REQUIREMENTS

The legislative framework governing borrowings, funds and reserves are:

5.1.1. The Municipality 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.

5.1.2. Section 46 of the MFMA should be read in conjunction with Section 19 of the MFMA.

5.1.3. 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:

5.1.3.1. **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%

5.1.3.2. **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%

5.1.4. Local Government Municipal Budget and Reporting Regulation, Regulation 393, published under Government Gazette 32141, 17 April 2009.

5.1.5. Local Government Municipal Regulations and Debt Disclosure, Regulation R492, published under Government Gazette 29966, 15 June 2007.

5.2. ACCESSING NEW BORROWINGS

5.2.1. 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 tenure of the external borrowing.

5.2.2. The following needs to be taken into consideration when accessing external borrowing:

5.2.2.1. 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:

5.2.2.1.1. Short-term Debt

5.2.2.1.1.1. Bank overdraft;
5.2.2.1.1.2. Short Term Loans;
5.2.2.1.1.3. Marketable Bonds;
5.2.2.1.1.4. Non-Marketable Bonds; and
5.2.2.1.1.5. Other Securities

5.2.2.1.2. Long-term Debt

5.2.2.1.2.1. Long-Term Loans;
5.2.2.1.2.2. Instalment Credits;
5.2.2.1.2.3. Finance Leasing;
5.2.2.1.2.4. Marketable Bonds;
5.2.2.1.2.5. Non-Marketable Bonds;
5.2.2.1.2.6. Other Securities

5.2.2.1.3. Financing Sources

5.2.2.1.3.1. Public;
5.2.2.1.3.2. Banks;
5.2.2.1.3.3. Development Bank of South Africa;
5.2.2.1.3.4. Infrastructure Finance Corporation;
5.2.2.1.3.5. Public Investment Commissioners;
5.2.2.1.3.6. Insurance Companies;
5.2.2.1.3.7. Municipal Pension Funds;
5.2.2.1.3.8. Other Public Pension Funds;
5.2.2.1.3.9. Bond Trusts;
5.2.2.1.3.10. Internal Funds; and
5.2.2.1.3.11. Other Sources

5.2.2.2. Types of long-term loan

5.2.2.2.1. 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;

5.2.2.2.2. Bullet Redemption Loans are attractive as interest on the loan is serviced with the capital redemption only taking place at the end of the tenure of the loan. However, this method is more costly 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 in essence 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

5.2.2.2.3. 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:

5.2.2.2.3.1. A capital grace period in the first years of the development of the capital project;

5.2.2.2.3.2. An incremental annual increase in the repayment in relation to the projected growth in revenue from the project.

5.2.2.3. Interest Rate Risk Management

5.2.2.3.1. 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;

5.2.2.3.2. 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.

5.2.2.4. Competitive Bidding

5.2.2.4.1. 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.

5.2.2.4.2. For the purposes of evaluating tenders in terms of costs, the expected interest debt over the full term of the proposed debt agreement must be calculated and used as the basis for the 80/20 and 90/10 allocations.

5.2.2.5. Tenure of Borrowing

5.2.2.5.1. The tenure of external borrowings should where possible match the economic useful life of the asset.

5.2.2.6. Security & Guarantees

5.2.2.6.1. 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.

5.2.2.6.2. The Municipality may not issue any guarantee for any commitment or debt of any organ of state or person, except on the following conditions:

5.2.2.6.2.1. The guarantee must be within limits specified in the municipality's approved budget;

5.2.2.6.2.2. The municipality may guarantee the debt of a municipal entity under its sole control only if the guarantee is authorised by the Council; and

5.2.2.6.2.3. 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.

5.2.2.6.3. Neither the National nor Provincial Government may guarantee the debt of any Municipality.

5.2.2.7. Loan Agreements

5.2.2.7.1. 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;

5.2.2.7.2. Compliance with all loan agreements are to be monitored and reported on bi-annually to ensure that the municipality does not breach any agreement;

5.2.2.7.3. 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.

5.2.2.8. Level of gearing

5.2.2.8.1. The gearing of the Municipality is not only limited by the level of debt against the Total Operating Income (excluding conditional grants) but also limited by other operational factors as per section 3.3.3.3.2 including compliance with the stipulations of the approved **Liquidity Policy**.

5.2.2.8.2. Should the municipality not be in contravention with any stipulations in the **Liquidity Policy** or any other approved financial policy, then the municipality aims to maintain external gearing at levels not lower than 25% but not higher than 35%.

5.3. FORBIDDEN ACTIVITIES

5.3.1. 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;

5.3.2. 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.

5.3.3. No debt may be made otherwise than in the name of the municipality.

5.3.4. Money cannot be borrowed for the purpose of investments.

5.3.5. 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.

5.3.6. 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.

5.3.7. No debt shall be made for expenses not related to the functions and powers of the municipality.

5.4. PERFORMANCE, MONITORING AND DISCLOSER OF INFORMATION

5.4.1. 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.

5.4.2. 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.

5.4.3. 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.

5.4.4. 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. TRANSITIONAL ARRANGEMENT

7.1. Upon adoption of this policy by the Council, the Accounting Officer in conjunction with the Chief Financial Officer must determine the current performance levels of the municipality against this Policy and present a plan of action towards achieving and maintaining the stipulation as set out in this policy thereby utilising a more blended funding mix for capital infrastructure investment.

7.2. The Council must approve an appropriate timeframe within which the municipality must achieve the approved stipulations as set out in this Policy. The period between the date of the policy adoption by Council and the target date for compliance shall be known as the Transitional Period.

7.3. The Finance Committee must report progress during the approved Transitional Period to the Council.

8. POLICY MANAGEMENT

8.1. 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.

8.2. The Policy is effective from the date as determined by Council.

DOCUMENT AND VERSION CONTROL

Version: **Revision 3**

Date: **May 2016**

Summary: This document describes the Borrowing Funds and Reserves Policy that will be applicable to the Mossel Bay Municipality, with effect from

1 July 2016

Signature: ..... Date: 30/05/2016
Municipal Manager
(Accounting Officer)

Signature: ..... Date: 30/05/2016
Executive Mayor

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LIQUIDITY POLICY

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1. INTRODUCTION

The documented Liquidity Policy sets out the minimum risk management measures that Mossel Bay Municipality has to implement and adhere to in order to ensure that its current and future liquidity position is managed in a prudent manner.

Liquidity is the amount of cash and / or "near cash" (which refers to assets or security that can easily and quickly be converted to cash), available to be utilized to meet obligations and / or pay commitments. The marketability or ability to buy or sell an asset without incurring unacceptable large losses thus determines the liquidity of an asset or defines it as near cash.

This Policy is implemented to provide guidance on the minimum liquidity level that Mossel Bay Municipality has to maintain in order to comply with required legislative and / or National Treasury directives and within the overall financial management objectives as approved/reviewed by the Council from time to time.

2. BACKGROUND AND APPROACH

Various policies and procedures exist that direct the way in which the business of Mossel Bay Municipality is or should be conducted in a prudent manner. Generally these policies and procedures flow from the prescription made in Legislation i.e. the Municipal Finance Management Act ("MFMA") and/or directives issued by a national department such as National Treasury.

Guidelines provided by National Treasury indicate that an acceptable level of cash resources needs to be available for working capital requirements (see below).

It is for this reason that the need to have an official Liquidity Policy was identified.

3. LEGISLATIVE REQUIREMENTS

3.1. The MFMA circular 71 stipulates the following two prescribed ratios to manage liquidity:

Cash/Cost Coverage Ratio (Excluding Unspent Conditional Grants) is calculated as:
((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)

Criteria: 1 – 3 times

Current Ratio Current Assets / Current Liabilities

Criteria: 1.5 - 2:1

The above guidelines are noted but the proposed policy is more conservative to ensure that the municipality secures its strong financial position thereby providing comfort to investors.

4. LIQUIDITY POLICY

4.1. This policy provides guidance on the determination of the minimum liquidity requirement and the calculation of the liquidity available of Mossel Bay Municipality from time to time. Annexure 1 Provides the detail format for the calculation thereof.

4.2. Notwithstanding the requirements as reflected in this policy, Mossel Bay Municipality should ensure that its Current Assets (excluding the cash portion set aside for long term provisions made for landfill site rehabilitation and clearing of alien vegetation) cover all of its Current Liabilities at least 1.75 times.

The policy encapsulates certain key aspects and considerations which have been outlined below:

4.3. KEY COMPONENTS OF MINIMUM LIQUIDITY REQUIRED:

The following constitutes the key elements to take into consideration when determining the liquidity requirement of Mossel Bay Municipality:

4.3.1. To comply with statutory requirements it is proposed that the following funds, reserves and provisions must be fully covered by unencumbered cash and investments:

4.3.1.1. All earmarked or conditional grant transfers from spheres of Government or from Public Contributions made to Mossel Bay Municipality that have not yet been utilised;

4.3.1.2. All commitments resulting from the legally entrenched rights and benefits employees have, with specific reference to the Council's short term commitment to staff retirement benefits and medical fund claims payable;

4.3.1.3. All funds not yet been utilised in relation to agency services provided on behalf of Provincial or National Government should also be treated as earmarked funds; and

4.3.1.4. All reserves stated by Mossel Bay Municipality on its Statement of Financial Position that have been established for the purposes of making provisions for a defined purpose including the provisions held for the clearing of alien vegetation and rehabilitation of landfill sites and including only the short term portion of provisions for employee benefits.

4.3.1.5. Deposits and advance payments, including Consumer deposits, retentions and payments received in advance. Other deposits that should immediately be available should also be included in the liquidity requirement.

4.3.2. Cognisance also needs to be taken of the external loan commitments and the servicing of capital and interest on these loans. Therefore provision should be made that Mossel Bay Municipality can meet its external loan/financial commitments together with the normal operational expenditure, as well as its liabilities to staff.

4.3.3. All investments ceded as security against long term loans need to be excluded from total cash and investment balances for calculation of the minimum liquidity level required.

4.3.4. In addition, a level of cash available for normal operational expenditure needs to be held in cash to ensure that, notwithstanding fluctuations in the monthly income levels of Mossel Bay Municipality, Mossel Bay Municipality will be in a position to meet its financial requirements. In this respect, the average monthly operational expenditure needs to be used as a guide of the minimum buffer required. Two month's operational expenditure excluding debt impairments, depreciation and other non-cash expenses should be available for liquidity cover.

4.3.5. The "golden rule" is to ensure that Mossel Bay Local Municipality will have adequate liquid assets (those that can be made into cash within 24 hours, weekly or monthly as the requirement might be) to meet its short term financial commitments.

4.4. CALCULATION OF AVAILABLE LIQUIDITY

4.4.1. The amount of liquidity available should be determined at least once a month.

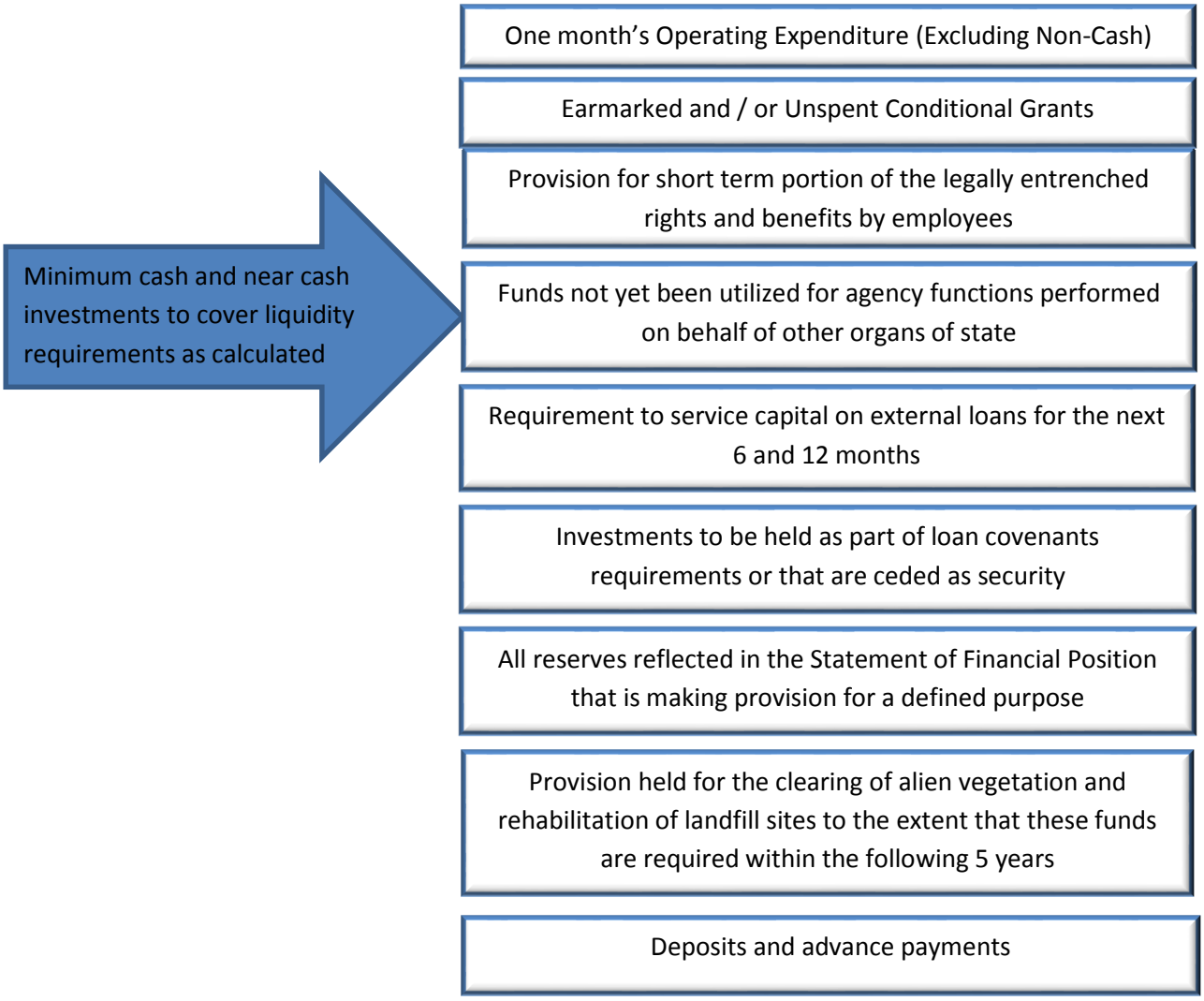
4.4.2. The following, should be regarded as cash and or near cash in calculating the available liquidity:

4.4.2.1. All cash held in a bank account or invested with a money market fund;

4.4.2.2. 95% of the value of all NCD's or other tradable instruments issued by a bank that are not already ceded;

4.4.2.3. 90% of the market value of all listed bonds on the JSE in which Mossel Bay Municipality is allowed to invest in;
4.4.2.4. Consumer debtors aged current to 60 days;
4.4.2.5. Amount of unspent conditional grants and public contributions excluded from own funds held in bank accounts;
4.4.2.6. Funds provided to Council for expenditure on activities executed on behalf of other spheres of Government (Provincial and / or National) as part of an agency function, excluded from own funds held in bank accounts;
4.4.2.7. Funds ring-fenced for cash backed reserves that are excluded from own funds held in bank accounts;
4.4.2.8. Cash amounts that need to be held by Council resulting from loan agreements that are part of the conditions of loans extended, but not ceded outright to lenders;
4.4.2.9. The undrawn portion of unconditional bank overdraft facility or liquidity facility available to Mossel Bay Municipality.

4.4.3. The aforementioned in paragraphs can schematically be reflected as follows:



4.5. IMPLEMENTATION AND MONITORING OF COMPLIANCE WITH LIQUIDITY POLICY:

4.5.1. The Chief Financial Officer must ensure that the required cash has to be maintained to continue meeting the requirements as set out in this policy.

4.5.2. The minimum required liquidity level should be calculated based on audited annual financial statements.

4.5.3. When compiling the annual budget or any adjustment budget thee level of liquidity required in terms of this policy needs to be maintained taken into account budgeted revenue (including collection rates) and the expenditure (both capital and operational in nature).

4.5.4. The liquidity level must be reported to the Council and its committees on a quarterly basis or as might be stipulated by Council.

4.5.5. Notwithstanding National Treasury's three months operational expenditure guideline and the one month operational expenditure buffer proposed as a minimum by the liquidity policy, the target for Mossel Bay Municipality is one month's operational expenditure liquidity buffer at the end of the transitional period (reference paragraph 6).

4.5.6. The cash provisions made to repay external loan commitments, if specifically earmarked, should also be added to this minimum working capital liquidity, to prevent fluctuations in the working capital reserve that could put the minimum level of liquidity levels under pressure.

5. CORPORATE GOVERNANCE (OVERSIGHT)

5.1. The minimum liquidity requirements must be determined, at least, on a monthly basis by the Chief Financial Officer and reported to the Municipal Manager.

5.2. Compliance with this policy will be monitored by the Chief Financial Officer. The Chief Financial Officer must present the liquidity compliance reports to the Finance Committee and the Audit Committee of the municipality.

5.3. 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.

6. POLICY MANAGEMENT

6.1. The Liquidity Policy forms part of Mossel Bay Municipality overall financial objectives and therefore forms part of approved Budget Policies.

6.2. The policy must be reviewed at least annually during the budget revision and presented to Council for approval.

6.3. The policy is effective from 1 July 2016.

DOCUMENT AND VERSION CONTROL

Version: **Revision 3**

Date: **May 2016**

Summary: This document describes the Liquidity Policy that will be applicable to the Mossel Bay Municipality, with effect from

1 July 2016

Signature: ..... Date: 30/05/2016
Municipal Manager
(Accounting Officer)

Signature: ..... Date: 30/05/2016
Executive Mayor

ANNEXURE 1

Liquidity Requirement as per Liquidity Policy
Financial Year End: _____

Liquidity Requirement Calculation [as stipulated in Paragraph 4.1.]

All earmarked and/or conditional grants received but not yet utilised	
Value of the provisions held in cash for the clearing of alien vegetation and the rehabilitation of landfill sites to the extent that these funds are required within the following 5 years	
Value of legally entrenched short term rights and benefits of employees related to Medical benefits & Retirement benefits	
Unspent Loan Funds	
Funds held for agency services not yet performed	
Reserve funds reflected in Statement of Financial Position that are assumed to be held in cash	
Capital redemption and interest payments on external loans not reflected as part of normal operational expenditure	
2 months operational expenditure excluding non-cash items	
Commitments resulting from contracts concluded as part of Capex Programme, not reflected in operational budget	
TOTAL LIQUIDITY REQUIREMENT	

Actual available liquidity held [reference paragraph 4.2.]

Bank Balance at e.g.: - ABSA, FNB, Standard Bank, Nedbank, Investec, Money Market	
Bank balance sub total	
95% of all other term investments with Banks	
90% of Market value of all Bonds on the JSE that are held	
Consumer debtors (current – 60 days)	
Other reserves held in cash not reflected in bank balances mentioned above for e.g.:	
- Unspent conditional grants	
- Payments received for agency functions not yet performed	
- The cash value of reserves held	
- Cash deposits held as part of loan covenants or ceded	
- Undrawn bank overdraft facility or committed liquidity lines available	
TOTAL LIQUIDITY AVAILABLE	

LIQUIDITY SURPLUS (SHORT FALL)	
SURPLUS TO BE APPROPRIATED TO CAPITAL REPLACEMENT RESERVE (See Borrowing, Funds and Reserves Policy)	
Minimum Liquidity ratio (1.75:1): **Current Asset (less cash held for the long term provision of rehabilitation of landfill sites and clearing of alien vegetation) /Current Liabilities**	

EXPENDITURE POLICY

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1. ABBREVIATIONS

CFO	– Chief Financial Officer
CM	– Council Minute/'s
IDP	– Integrated Development Plan
MBRR	– Municipal Budget Reporting Regulations
MFMA	– Municipal Finance Management Act, Act No. 56 of 2003
MSA	– Municipal Systems Act, Act No.32 of 2000
MSTA	– Municipal Structures Act
MTREF	– Medium term revenue and expenditure framework
SDBIP	– Service delivery and budget implementation plan

2. DEFINITIONS

"Accounting Officer" means a person appointed in terms of section 82(l) (a) or (b) of the Municipal Structures Act; and also refers to the municipal manager of a municipality in terms of section 60 of the MFMA;

"**Allocation"** means

a) a municipality's share of the local government's equitable share referred to in section 214(l) (a) of the Constitution;
b) an allocation of money to the municipality in terms of section 214(1) (c) of the Constitution;
c) an allocation of money to the municipality in terms of a provincial budget; or
d) any other allocation of money to the 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 the annual budget approved by a municipal council; and includes such an annual budget as revised by an adjustments budget in terms of section 28 of the MFMA;

"Assets" means resources controlled by the Municipality as a result of past events and from which future economic benefits or service potential are expected to flow to the Municipality.

"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 the municipality affecting or affected by the annual budget of the municipality and includes all policies as prescribed in terms of the Municipal Budget and Reporting Regulations as published under GN 393 in GG 32141 dated 17 April 2009;

"Capital Budget" means the approved budget for capital items in a given fiscal period.

"**Capital items**" means capital assets with a life expectancy of more than one financial year such as property, plant and equipment, intangible assets, heritage assets and investment properties and of which the cost is normally written off over a number of fiscal periods;

"Chief Financial Officer" means a person designated in terms of section 80(2) (a) of the MFMA;

''Council'' means the municipal council of Mossel Bay Municipality referred to in section 18 of the Municipal Structures Act;

"Councillor" means a member of council;

"Creditor" means a person to whom money is owed by the municipality;

"Current year" means the financial year, which has already commenced, but not yet ended;

"Delegation" means the power to perform a function or duty which is given to office bearer, councillor or staff members either in terms of section 59 of the MSA or section 79 of the MFMA;

"Generally recognised accounting practice" means an accounting practice complying with standards applicable to municipalities or municipal entities as determined by the Accounting Standards Board;

"Financial recovery plan" means a plan prepared in terms of section 141 of the MFMA;

"Financial statements" means statements consisting of at least –

a) Statement of financial position;
b) Statement of financial performance;
c) Cash-flow statement;
d) Any other statements that may be prescribed; and
e) Any notes to these statements;

"Financial year" means a twelve month period commencing on 1st July and ending on 30th June each year;

"Financing agreement" includes any loan agreement, lease, and instalment purchase contract or hire purchase agreement in terms whereof the 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 the 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 of the MFMA;

b) Expenditure incurred by the 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 the 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 the 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 the municipality which falls within the definition of "unauthorised expenditure";

"Investment" in relation to funds of the municipality, means –

a) the placing or deposit of funds of the municipality with a financial institution; or
b) the acquisition of assets with funds of the municipality not immediately required, with the primary aim of preserving those funds;

"Lender" means a person who provides debt finance to the municipality;

"Local community" means the meaning assigned to it in section 1 of the MSA;

"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;

"Executive Mayor" means the councillor elected as the executive mayor of the municipality in terms of section 55 of the MSTA;

"**Municipal council"** means the council of the municipality referred to in section 18 of the Municipal Structures Act;

"Municipal debt instrument" means any note, bond, debenture or other evidence of indebtedness issued by the municipality, including dematerialised or electronic evidence of indebtedness intended to be used in trade;

"Municipal entity" has the meaning assigned to it in section 1 of the MSA;

"Municipality" means the Mossel Bay Municipality;

"Municipal service" has the meaning assigned to it in section 1 of the MSA;

"Municipal tariff" means a tariff for services which the municipality may set for the provision of a service to the local community, and includes a surcharge on such tariff;

"Municipal tax" means property rates or other taxes, levies or duties that the municipality may impose;

"National Treasury" means the National Treasury established by section 5 of the Public Finance Management Act;

"Official" means –

- An employee of the municipality or municipal entity;
- A person seconded to the municipality or municipal entity to work as a member of the staff of the municipality or municipal entity; or
- A person contracted by the municipality or municipal entity to work as a member of the staff of the municipality or municipal entity otherwise than as an employee;

"Overspending" 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, 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, causing expenditure under that section to exceed the limits allowed in subsection (5) of this section;

"Previous financial year" means the financial year preceding the current year;

"Quarter" means any of the following periods in a financial year –

a) 1 July to 30 September refer to as the 1st quarter;

b) 1 October to 31 December refer to as the 2nd quarter;

c) 1 January to 31 March refer to as the 3rd quarter; or

d) 1 April to 30 June refer to as the 4th quarter;

"Senior Manager" means all officials reporting directly to the Accounting Officer as contemplated in sect 56 of the MSA;

"Service delivery and budget implementation plan" means a detailed plan approved by the executive mayor of the municipality, in terms of section 53(l) (c) (ii) of the MFMA, for implementing the municipality's delivery of municipal services;

"Short-term debt" means debt repayable over a period not exceeding one year;

"Unauthorised expenditure" means any expenditure incurred by a municipality otherwise than in accordance with sections 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;

‘‘Vote’’ means one of the main segments into which a budget of a municipality is divided for the appropriation of funds for the different directorates of the municipality; and which specifies the total amount that is appropriated for the purposes of the directorate concerned and includes:

- Municipal Manager;
- Corporate services;
- Financial services;
- Technical services;
- Community services; and
- Planning & Integrated services;

‘‘Vote holder’’ means the senior manager to which the vote is assigned.

3. INTRODUCTION

The Municipal Finance Management Act, (Act 56 of 2003) read together with the Municipal Budget and Reporting Regulations, provides the legislative framework within which any expenditure related transactions must take place.

Section 11 of the Municipal Finance Management Act, (Act 56 of 2003) specifically provides the legislative framework for any withdrawals from any bank account in the name of Mossel Bay Municipality.

The budget plays a critical role in an attempt to realise the diverse community needs. Central to this, the formulation of this expenditure policy must ensure that the objectives of the MFMA as set out in section 2, is incorporated in the day to day administration of the municipality.

This policy must be read, interpreted, implemented and understood against this legislative background.

4. OBJECTIVE

The objective of the Expenditure policy is to:

a) Set out a framework for Mossel Bay Municipality to deal with:
   - All expenditure related transactions;
   - Unforeseen and unavoidable expenditure;
   - Unauthorised, Irregular and Fruitless and wasteful expenditure
   - To establish and maintain procedures to ensure adherence to the Municipality's IDP review and budget processes; and

b) Ensure that all monies due by the municipality is paid in full within the 30 days of date of invoice or statement; whichever is the latest as prescribed by the Municipal Finance Management Act, 2003 (Act No.53 of 2003); and

c) Ensure that the principles applied, as a result of this policy, will enhance and support a healthy working capital position for the Mossel Bay Municipality.

5. EXPENDITURE MANAGEMENT

5.1. Withdrawals from a bank account

5.1.1. Any withdrawal from a bank account; in the name of the Mossel Bay Municipality, may only occur in terms of section 11 of the MFMA.

5.1.2. All withdrawals must comply with the Cash & Investment Policy of the Mossel Bay Municipality and shall be signed or authorised by not fewer than two people as authorised by the Accounting Officer.

5.1.3. The delegated authority to sign cheques or authorise electronic payments shall be in writing and kept on record, and be reviewed regularly by the Accounting Officer. Copies of such letters of authority will be kept by the expenditure department.

5.2. Commitments

5.2.1. A commitment by an official of the municipality may only be undertaken on behalf of a third party when the full costs are recovered in advance before commencement of the work, either specially or generally.

5.2.2. Senior Managers shall advise the CFO of the officials authorised to sign requisitions for goods and services in respect of the categories determined and approved by the municipal manager from time to time.

5.2.3. Specimen signatures of all officials authorised to sign requisitions shall be supplied to the CFO.

5.2.4. Supply Chain Management will keep record of all authorised officials and the specimen signatures.

5.2.5. No councillor or official of the Mossel Bay Municipality shall commit the Municipality to any authorised expenditure unless the necessary Supply Chain Management processes have been followed which include the completion of an official requisition or order.

5.2.6. The CFO shall determine the information to be supplied on such requisition or order.

5.3. Creditors

5.3.1. All money owed by the Municipality must be paid within thirty (30) days of receiving the relevant invoice or statement, unless prescribed otherwise for certain categories of expenditure.

5.3.2. Payments will only be made directly to the person or institution to which a contract was awarded and from which the invoice is received for legally rendering the service to the Municipality.

5.3.3. All requests for payment, properly certified and accompanied by the relevant invoices and supporting documentation must reach the Creditors' Department at least 3 days (72 hours) before payments are due.

5.3.4. Senior Managers shall advise the CFO of the names of officials empowered to sign vouchers and authorise payment of accounts, together with their specimen signatures.

5.3.5. Invoices or statements submitted for payment to the Head Expenditure by any department shall be in such form as may be required by the CFO and must state the reference to the relevant vote to meet such payment.

5.3.6. When a department authorises the payment of accounts the signatory certifies and authorises that:-

(a) All processes in terms of the Supply Chain Management Policy of the Municipality had been followed;

(b) The goods and services have been received and rendered in good order and are under the control of the Municipality;

(c) The account has not previously been submitted for payment;

(d) Sufficient budgetary provisions exists;

(e) If excess expenditure is involved, the resolution authorising the excess expenditure shall be quoted on the voucher;

(f) Authority for the payment exists, in which case the authority shall be indicated on the voucher; and

(g) Fruitless and wasteful expenditure has not been incurred.

5.3.7. Before payment is processed the Creditors Department shall ensure that:-

(a) The prices, calculations and any taxes are correct;

(b) Any discounts to which the municipality is entitled to have been deducted;

(c) The account has previously not been paid; and

(d) Sufficient budgetary provisions exists.

5.3.8. All payments due by the Municipality shall be made by cheque or approved electronic payment method drawn from the banking account of the Municipality.

5.3.9. Certain payments may be made from petty cash in accordance with the Supply Chain Policy as amended from time to time.

5.3.10. The following conditions apply in respect of all petty cash transactions:
(a) Only officials duly delegated to authorise quotations and certify invoices for payments may authorise the request for petty cash and authorise the expenditure incurred via a petty cash transactions;
(b) Each Senior Manager is only allowed a maximum of 60 petty cash transactions per month; and
(c) No request for petty cash transactions may be lodged for items that is held as inventory in the municipal stores.

5.3.11. The following procedures must be followed in respect of petty cash payments:
(a) A register of numbered vouchers must be kept by the petty cash clerk;
(b) A proper voucher with full details of expenditure must be submitted;
(c) The voucher must be signed by the person making the payment, and the person that rendered the payment for purchases;
(d) All vouchers must be signed by a duly authorised official for the relevant department;

(e) A proper register as determined by the Head: Expenditure must be maintained; and
(f) Supplement to the petty cash advance made must be done on a regular basis;
(g) The following documentation must be submitted with supplement to the advances:
    i) All signed schedules and vouchers supported by the relevant invoices and vote allocations; and
    ii) A proper reconciliation to match the supplementary amount.
(h) The register must be balanced and reconciled on a weekly basis. The reconciliation must be signed by the employee compiling it, whilst the Head: Expenditure must review and sign it off as correct.

5.4. Interest on late payments

5.4.1. No interest will be payable by the Municipality on any late payments unless due to negligence on behalf of an official of the Municipality.

5.4.2. In the case that the interest charge is due to the negligence of an official the expenditure is classified as fruitless and wasteful expenditure.

5.5. Salaries, Wages and Allowances

5.5.1. The CFO shall be responsible for the calculation and payment of salaries, wages and allowances.

5.5.2. Payment shall be made in accordance with pay sheets approved by the Head Expenditure to a nominated bank account of the municipal employee or councillor.

5.5.3. The Director: Corporate Services is responsible to notify the Head Expenditure of all appointments, promotions, dismissals, resignations, transfers, absences for any reasons, and all matters affecting the emoluments of employees of the municipality.

5.5.4. The submission of such information to the Head Expenditure shall be in such form and at such dates and times as the CFO may determine from time to time.

5.5.5. The Director: Corporate Services shall be responsible for the maintenance of all records essential for the accurate determination of emoluments and leave due to employees of the municipality.

5.6. Banking details

5.6.1. Any changes to creditors' banking details will only be allowed when the following procedures have been met:

(a) 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 signatures.

(b) In the case where official letterheads and documentation is not available a letter from the banking institution duly signed by both parties and official stamp will be required.

(c) Only original documentation information as set out above will be accepted for any changes to banking details.

5.6.2. Refunds in respect of other deposit accounts, excluding consumer deposits, will only be refunded to the bank account originally certified by the beneficiary at the time of payment.

5.7. Grant Expenditure

5.7.1. A proper cash flow in respect of Grant expenditure as well as Grant income related to the Grant Funding project must be drawn up by the relevant director and included in the budget.

5.7.2. No payments will be allowed in respect of projects to be financed from external grants unless grant funding has been received.

5.7.3. Council may, however, approve payments before any funds have been received but only where funds have already been committed to in writing, by the relevant state department or other institution.

5.7.4. The relevant directorate must obtain approval for bridging finance, as referred to in subparagraph 5.7.3.

5.8. Capital Expenditure

5.8.1. No capital expenditure shall be incurred or committed to any project unless:-

(a) Duly appropriated in an approved capital budget or adjustments budget; and

(b) All necessary legislative requirements have been met as set out in the MFMA section 19, Budget and Reporting Regulations sections 11 and 13 and the Supply Chain Management Policy of the Mossel Bay Municipality

5.9. Accounting Principles

5.9.1. The CFO shall determine the format, standards and systems applicable to the accounting procedures on expenditure. In doing so cognisance must be taken of the General Recognised Accounting Practices (GRAP) guidelines issued by the Accounting Standards Board (ASB).

5.9.2. Council items related to financial matters, will not be forwarded to Council if it is not supported with the necessary comments from the CFO.

5.9.3. The CFO shall ensure that proper accounting records and registers are opened and maintained in compliance with subsection 5.9.1.

5.9.4. The CFO may prescribe the requirements for access to electronic accounting systems and shall ensure that the necessary security and password systems for this purpose are maintained.

5.9.5. Relief, charitable, trust or other funds

5.9.5.1. In terms of section 12 of the MFMA read together with section 12 of the MBRR the Municipality may not transfer any funds from the Municipality into a fund created in terms of section 12 of the MFMA.

5.9.5.2. The Municipality may incur expenditure in support of the objectives for which the funds were created, if approved in a duly approved budget.

5.9.6. Housing Development Fund & Capital Replacement Reserve

5.9.6.1. No direct expenditure may occur against these funds.

5.9.6.2. All expenditure must be included in a duly approved budget and incurred via the Supply Chain Management Policy of the Municipality.

5.9.6.4. The net effect of expenditure and revenue, with regard to the housing development fund, may be recorded in the Statement of Changes in Net Assets (SOCNA) either as contribution to the fund or a contribution from the fund if the fund is cash backed.

5.9.6.5. In the case of a capital item financed from the Capital Replacement Reserve (CRR) a contribution equal to the expenditure encountered is transferred from the CRR and recorded as such in the SOCNA.

5.9.7. Other Provisions

5.9.7.1. Expenditure incurred is only allowed as a direct allocation to any provision, where the necessary cash provision has been made in the cash flow budget of the Municipality as duly approved.

5.9.7.2. All expenditure must be incurred via the Supply Chain Management Policy of the Municipality.

6. UNFORESEEN AND UNAVIODABLE EXPENDITURE

6.1. Before the Executive Mayor considers any authorisation of unforeseeable and unavoidable expenditure in terms of section 29 of the MFMA, the Accounting Officer will ensure that a report is prepared consistent with the prescribe format in Annexure A of this policy in order for the Executive Mayor to make an informed decision.

6.2. The Executive Mayor may authorise such expenses in an emergency or other exceptional circumstances in terms of section 29 of the MFMA only if:

6.2.1. the expenditure could not have been foreseen at the time the annual budget of the Municipality was passed; and

6.2.2. the delay that will be caused pending approval of an adjustments budget by the municipal council in terms of section 28(2)(c) of the MFMA to authorise the expenditure may –

a) Result in significant financial loss for the municipality;

b) Cause a disruption or suspension, or a serious threat to the continuation of a basic municipal service;

c) Lead to loss of life or serious injury or significant damage to property; or

d) Obstruct the municipality from instituting or defending legal proceedings on an urgent basis.

6.3. The Executive Mayor may not authorise expenditure in terms of section 29 of the MFMA if the expenditure –

6.3.1. was considered by the Council, but not approved in the annual budget or an adjustments budget; or

6.3.2. is required for-

- price increases of goods or services during the financial 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;
- allocating discretionary appropriations to any vote during the financial year;
- would contravene any existing Council policy; or
- is intended to ratify irregular or fruitless and wasteful expenditure.

6.4. The authorised amount may not exceed 4 % of the approved own revenue included in the annual budget.

6.5. The authorisation must be reported by the Executive Mayor to the next Council meeting.

6.6. The Accounting Officer must ensure preparation of an adjustment to include the expenses within thirty (30) days.

6.7. The Executive Mayor must ensure that Council passed the adjustments budget within sixty (60) days after the expenses were incurred.

7. UNAUTHORISED EXPENDITURE, IRREGULAR, FRUITLESS AND WASTEFULL EXPENDITURE

7.1. All Unauthorised, Irregular, Fruitless and Wasteful Expenditure will be dealt with in terms of Municipal Regulations on Financial Misconduct Procedures and Criminal Proceedings promulgated in terms of the Local Government: Municipal Finance Management Act, No. 56 of 2003.

8. IMPLEMENTATION

8.1. The Accounting Officer, with the assistance of the CFO and other Senior Managers, are responsible for the implementation of this policy and must take reasonable steps to ensure that:

8.1.1. Funds are spent in accordance with the budget;

8.1.2. Expenditure is not allowed outside the norms and standards set by the MFMA or this policy.

8.1.3. The policy is reviewed annually as part of the review of the other budget related policies.

DOCUMENT AND VERSION CONTROL

Version: **Version 5**

Date : **May 2016**

Summary: This document describes the Expenditure Policy that will be applicable to the Mossel Bay Municipality, with effect from

1 July 2016

Signature: ..... Date: 30/05/2016
Municipal Manager
(Accounting Officer)

Signature: ..... Date: 30/05/2016
Executive Mayor

ANNEXURE A

REPORT: UNFORESEEABLE AND UNAVOIDABLE EXPENDITURE

(<Reference number>)

<day month year>

REPORT TO: EXECUTIVE MAYOR

REPORT FROM director: <position of person compiling the report>

PURPOSE OF THE REPORT

The purpose of this report is to table to the Executive Mayor a request to authorize unforeseen and unavoidable expenditure.

BACKGROUND / DISCUSSION

<Provide background of why the expenditure is needed and the consequences if the expenditure is not going to be authorized>

According to the best of my knowledge the criteria set in the table below are considered in the context of the expenditure for which authorization is required.

Criteria	Tick box	
Was this expenditure foreseen at the time the annual budget of the municipality was passed?	Yes	No
If delayed, would this expenditure result in or cause:		
Significant financial loss for the municipality?	Yes	No
Disruption or suspension, or a serious threat to the continuation, of a basic municipal service?	Yes	No
Loss of life or serious injury or significant damage to property?	Yes	No
Obstruct the municipality from instituting or defending legal proceedings on an urgent basis?	Yes	No
Was this expenditure considered by the council, but not approved in the annual budget or an adjustments budget?	Yes	No
Is this expenditure required for:		
Price increases of goods or services during the financial year?	Yes	No
New municipal services or functions during the financial year?	Yes	No

The extension of existing municipal services or functions during the financial year?	Yes		No
The appointment of personnel during the financial year?	Yes		No
The allocation of discretionary appropriations to any vote during the financial year?	Yes		No
Would this expenditure result in or cause contravention any existing council policy?	Yes		No
Is the intended of this expenditure to ratify irregular or fruitless and wasteful expenditure?	Yes		No

FINANCIAL IMPLICATIONS / FINANSIëLE IMPLIKASIES

<Provide the direct as well as the indirect financial implications of the authorization of the expenditure>

RELEVANT LEGISLATION / RELEVANTE WETGEWING

In terms of section 29 of the MFMA the Executive Mayor may:

".. in emergency or other exceptional circumstances authorise unforeseeable and unavoidable expenditure for which no provision was made in an approved budget.

(2) Any such expenditure—

a) must be in accordance with any framework that may be prescribed;

b) may not exceed a prescribed percentage of the approved annual budget;

c) must be reported by the mayor to the municipal council at its next meeting; and

d) must be appropriated in an adjustments budget."

The framework is prescribed in Sect 71 of the Municipal Budget and Reporting Regulations promulgated in government gazette no.32141 dated 17 April 2009

"Authorisation of unforeseen and unavoidable expenditure

71. (1) The mayor of a municipality may authorise expenditure in terms of section 29 of the Act only if –

a) the expenditure could not have been foreseen at the time the annual budget of the municipality was passed; and

b) the delay that will be caused pending approval of an adjustments budget by the municipal council in terms of section 28(2)(c) of the Act to authorise the expenditure may -

i) result in significant financial loss for the municipality;

ii) cause a disruption or suspension, or a serious threat to the continuation, of a basic municipal service;

iii) lead to loss of life or serious injury or significant damage to property; or

iv) obstruct the municipality from instituting or defending legal proceedings on an urgent basis.

(2) The mayor of a municipality may not authorise expenditure in terms of section 29 of the Act if the expenditure –

a) was considered by the council, but not approved in the annual budget or an adjustments budget;

b) is required for-

i) price increases of goods or services during the financial year;

ii) new municipal services or functions during the financial year;

iii) the extension of existing municipal services or functions during the financial year;

iv) the appointment of personnel during the financial year; or

v) allocating discretionary appropriations to any vote during the financial year; or

c) would contravene any existing council policy; or

d) is intended to ratify irregular or fruitless and wasteful expenditure."

COMMENTS: MUNICIPAL MANAGER

COMMENTS: FINANCIAL SERVICES

COMMENTS: LEGAL SERVICES

RECOMMENDATION

DECISION TAKEN BY EXECUTIVE MAYOR BASED ON RECOMMENDATION

*Approved / Not approved

Date: ……

Signature: …..…….

BUDGET POLICY

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1. DEFINITIONS

In this Policy, unless inconsistent with the context

"Accounting Officer" means a person appointed in terms of section 82(l) (a) or (b) of the Municipal Structures Act; and also refers to the municipal manager of a municipality in terms of section 60 of the MFMA;

"Adjustment Budget" means a budget as described in Section 28 of the MFMA, and in terms of Part 4 of the Municipal Budget and Reporting Regulations;

"Approved Budget" means an annual budget that is approved by a Municipal Council or 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 and of the Municipal Budget and Reporting Regulations;

"Capital Asset" means tangible and intangible assets that is held by the municipality for use in the production or supply of goods or services, for rental to others, or for administrative purposes and is expected to have a useful life extending for more than one financial year;

"Capital Budget" means an estimation of the expenses that meets the definition of capital assets, which will be incurred during a specific financial year from which future benefits economic benefits or service delivery will flow linked to the sources of finance from which these expenses will be funded;

"Chief Financial Officer" or **"CFO"** means a person designated in terms of section 80(2) (a) of the MFMA and who performs such budgeting and other duties as may be delegated in terms of section 79 of the MFMA by the accounting officer;

"Council" means the municipal council of this municipality referred to in section 18 of the Municipal Structures Act;

"Division of Revenue Act" means the Act of Parliament, which must be enacted annually in terms of section 214 (1) of the Constitution;

"Financial year" means a 12-month period with year ending on 30 June;

"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 the 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 of the MFMA;
b) Expenditure incurred by the 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 the 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 the 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 the municipality which falls within the definition of "unauthorised expenditure";

"Line item" means an appropriation that is itemised on a separate line in a budget adopted with the idea of greater control over expenditure**;**

"Line manager" means all officials reporting directly to a senior manager and to which a sub-vote is allocated;

"Operating Budget" means the financial plan, which outlines proposed expenditure with an life expectancy of less than 12 months for the coming financial year and estimates the revenues used to finance this expenditure;

"Overspending" 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, 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, causing expenditure under that section to exceed the limits allowed in subsection (5) of this section;

"Unauthorised expenditure" means any expenditure incurred by a municipality otherwise than in accordance with sections 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;

"Senior Manager" means all officials reporting directly to the Accounting Officer as contemplated in sect 56 of the MSA and to which a vote is allocated;

"Sub Vote" means the second level of appropriation of funds; which specifies the total amount that is appropriated and for which only one line manager is responsible;

"Virement" means the process of transferring an approved budgetary provision from one operating line item or capital project to another during a municipal financial year and which results from changed circumstances from that which prevailed at the time of the previous budget adoption;

''Vote'' means one of the main segments into which a budget of a municipality is divided for the appropriation of funds for the different directorates of the municipality; and which specifies the total amount that is appropriated for the purposes of the directorate concerned and includes:

- Municipal Manager;
- Corporate services;
- Financial services;
- Technical services;
- Community services;
- Planning & Integrated services.

2. INTRODUCTION

2.1. In terms of the Municipal Finance Management Act, No. 56 of 2003, Chapter 4 on Municipal Budgets, Subsection (16), states that the council of a municipality must for each financial year approve an annual budget for the municipality before the commencement of that financial year. According to subsection (2) of the Act concerned, in order to comply with subsection (1), the Executive Mayor of the municipality must table the annual budget at a council meeting at least 90 days before the start of the budget year.

2.2. This policy must be read, analysed, explained, interpreted, implemented and understood against this legislative background. The budget is a tool for planning and control and it plays a critical role in an attempt to realise diverse community needs. Central to this, the formulation of a municipality budget must take into account the government's macro-economic and fiscal policy fundamentals.

3. OBJECTIVES OF POLICY

3.1. The objective of this policy is to set out the budgeting principles which the municipality will follow in preparing each annual and adjustment budget, as well as the responsibilities of the Executive Mayor, Accounting Officer, Chief Financial Officer and Senior Managers in compiling such budget.

3.2. Another objective of this budget policy is to set out a framework to deal with the shifting or virement of funds and budget allocations.

3.3. This policy also establishes and maintains procedures to ensure adherence to the Municipality's IDP review and budget processes.

4. BUDGETING PRINCIPLES

4.1. The municipality shall not budget for a cash deficit and should also ensure that revenue projections in the budget are realistic taking into account actual collection levels.

4.2. 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.

4.3. Mossel Bay Municipality shall prepare a three-year budget (medium term revenue and expenditure framework (MTREF)), which must be reviewed annually and approved by Council.

4.4. The MTREF budget must at all times be within the framework of the Municipal Integrated Development Plan.

5. RESPONSIBILITIES OF THE CHIEF FINANCIAL OFFICER

5.1. Without derogating in any way from the legal responsibilities of the Municipal Manager as Accounting Officer, the Chief Financial Officer shall be responsible for preparing the draft annual capital and operating budgets (including the budget components required for the ensuing financial years), any required adjustments budgets, the projections of revenues and expenses for the service delivery and budget implementation plan (including the alignment of such projections with the cash management programme prepared in terms of the cash and investments policy), and shall be accountable to the Accounting Officer in regard to the performance of these functions.

5.2. The Accounting Officer shall ensure that all senior managers provide the inputs required by the Chief Financial Officer for these budget processes.

5.3. The Chief Financial Officer shall provide input to the budget timetable for the ensuing financial year for the Executive Mayor's approval, and shall indicate in such timetable the target dates for the draft revision of the annual budget and the preparation of the annual budget for the ensuing financial year, which target dates shall follow the prescriptions of the Municipal Finance Management Act, and target dates for the submission of all the budget-related documentation to the Mayor, Budget Steering committee, executive committee and council.

5.4. In preparing the operating budget, the Chief Financial Officer shall determine the format, layout and line-items, provided that in so doing the chief financial officer shall properly and adequately reflect the organisational structure of the municipality, and further in so doing shall comply – in so far as the organisational structure permits – also with the prescribed budget format of National Treasury.

5.5. The Chief Financial Officer shall determine and appropriate the depreciation expenses, the apportionment of interest payable, contributions to any reserve of the municipality, contributions to the provisions for impairment of debtors, accrued leave entitlements and obsolescence of stocks to each vote.

5.6. The Chief Financial Officer shall further, according to the Borrowing, funding and reserves policy, determine the contribution to the capital replacement reserve and any other contributions to other reserves of the municipality.

5.7. The Chief Financial Officer shall, with the approval of the Mayor and the Accounting Officer, and having regard to the municipality's current financial performance, determine the recommended aggregate growth factor(s) according to which the budgets for the various votes shall be drafted.

5.8. The Chief Financial Officer shall compile monthly budget reports, with recommendations, comparing actual results with budgeted projections, and senior managers and line managers shall timeously and adequately furnish the Chief Financial Officer with all explanations required for deviations from the budget.

5.9. The Chief Financial Officer shall provide technical and administrative support to the Executive Mayor in the preparation and approval of the annual and adjustment budgets, as well as in the consultative processes, which must precede the approval of such budgets.

5.10. The Chief Financial Officer shall ensure that the annual and adjustments budgets comply with the requirements of the National Treasury, reflect the budget priorities determined by the Mayor, are aligned with the IDP, and comply with all budget-related policies, and

shall make recommendations to the Mayor on the revision of the IDP and the budget-related policies where these are indicated.

5.11. The Chief Financial Officer shall make recommendations on the financing of the draft capital budget for the ensuing and future financial years, indicating the impact of viable alternative financing scenarios on future expenses, and specifically commenting on the relative financial merits of internal and external financing options.

5.12. The Chief Financial Officer shall ensure that the cost of any relief/rebate is separately reflected in the appropriate line items.

5.13. The Chief Financial Officer shall ensure that the allocations from other organs of state are properly reflected in the annual and adjustments budget, and that the estimated expenses against such allocations are appropriately recorded.

6. APPROPRIATION OF FUNDS FOR EXPENDITURE

6.1. Section 15 of the MFMA regulates as follows regarding the incurring of expenditure against budgetary provisions:

"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."

7. ANNUAL BUDGETS

7.1. In accordance with section 16 of the MFMA, the Council of a municipality must for each financial year approve an annual budget for the municipality before the start of that financial year.

7.2. In order for a municipality to comply with subsection (1) of section 16 of the MFMA, 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.

7.3. Subsection (1) of section 16 of the MFMA does not preclude the appropriation of money for capital expenditure for a period not exceeding three financial years, provided a separate appropriation is made for each of those financial years.

8. FUNDING OF EXPENDITURE

8.1. Section 18 of the MFMA prescribes as follows:

"(1) An annual budget may only be funded from—
(a) realistically anticipated revenues to be collected;
(b) cash-backed accumulated funds from previous years' surpluses not committed for other purposes; and
(c) borrowed funds, but only for the capital budget referred to in section 17(2).

(2) Revenue projections in the budget must be realistic, taking into account—
(a) projected revenue for the current year based on collection levels to date; and
(b) actual revenue collected in previous financial years."

8.2. Additional funding requirements is included in the Borrowing, Funding and Reserve policy.

9. BUDGET PREPARATION PROCESS

9.1. FORMULATION OF THE BUDGET

9.1.1. The Accounting Officer with the assistance of the Chief Financial Manager and the Manager responsible for IDP shall draft an IDP and Budget process plan with timetables for the municipality including municipal entities for the ensuing financial year.

9.1.2. The Executive Mayor shall table the IDP and Budget process plan to Council by 31 August each year for approval (10 months before the start of the next budget year).

9.1.3. The IDP and Budget process plan shall indicate the key deadlines for the review of the IDP as well the preparation of the medium term revenue and expenditure framework budget and the revision of the annual budget. Such target dates shall follow the prescriptions of the MFMA, Municipal Budget and Reporting Regulations and the guidelines set by National Treasury.

9.1.4. The Executive Mayor shall convene a strategic workshop in September/October with the Executive Mayoral committee and senior managers in order to determine the IDP priorities, which will form the basis for the preparation of the MTREF budget taking into account the financial and political pressure facing the municipality.

9.1.5. The Executive Mayor shall table the draft IDP and MTREF budget to council by 31 March (90 days before the start of the new year) together with the draft resolutions and budget related policies (policies on tariff setting, credit control, debt collection, indigents, investment and cash management, borrowings, etc.).

9.1.6. The Chief Financial Officer and senior managers undertake the technical preparation of the budget.

9.1.7. The budget must be in the format prescribed by the Municipal Budget and Reporting Regulations.

9.1.8. The budget must reflect realistically expected revenues for the budget year concerned.

9.1.9. The expenses reflected in the budget must be divided into items.

9.1.10. The budget must also contain the information related to the two financial years following the financial year to which the budget relates, as well as the estimated revenues and expenses for the current year and the three prior year actual outcomes.

9.2. PUBLIC PARTICIPATION PROCESS

9.2.1. Immediately after the draft annual budget has been tabled, the municipality must convene public participations meetings on the draft budget during April and early May of each year and invite the public and stakeholder organisations to make representation at these meetings and to submit comments in response to the draft budget.

9.3. APPROVAL OF THE BUDGET

9.3.1. Council shall consider the Annual budget for approval not later than 31 May (30 days before the start of the budget year).

9.3.2. The Council resolution must contain budget policies and performance measures shall be adopted.

9.3.3. Should the Council fail to approve the budget before the start of the budget year, the Executive Mayor must inform the MEC for Finance that the budget has not been approved.

9.3.4. The budget tabled to Council for approval shall at least include the following supporting documents:

9.3.4.1. Draft resolutions approving the budget and levying property rates, other taxes and tariffs for the financial year concerned,

9.3.4.2. Measurable performance objectives for each budget vote, taking into account the municipality's IDP,

9.3.4.3. The projected cash flows for the financial year by revenue sources and expenditure votes,

9.3.4.4. Any proposed amendments to the IDP,

9.3.4.5. Any proposed amendments to the budget-related policies,

9.3.4.6. The cost to the municipality of the salaries, allowances and other benefits of its political office bearers and other councillors, the accounting officer, the chief financial officer, and other senior managers.

9.3.4.7. Particulars of any proposed allocations or grants to other municipalities, municipal entities, external mechanisms assisting such as Non-Governmental Organisations, welfare institutions and so on,

9.3.4.8. Particulars of the municipality's investments, and

9.3.4.9. Various information in regard to municipal entities under the shared or sole control of the municipality.

9.4. PUBLICATION OF THE BUDGET

9.4.1. When making public the draft annual budget and supporting documentation in terms of section 22(a) of the MFMA, read with section 21A of the Municipal Systems Act, the Accounting Officer must also make public any other information that the municipal council considers appropriate to facilitate the budget consultation process.

9.4.2. The annual budget must be submitted in both printed and electronic formats to the National Treasury and the relevant Provincial Treasury.

9.4.3. Within ten working days after the municipal council has approved the annual budget of a municipality, the Accounting Officer must in accordance with section 21A of the Municipal Systems Act make public the approved annual budget and supporting documentation and the resolutions referred to in section 24(2)(c) of the MFMA.

9.5. SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN (SDBIP)

9.5.1. The Executive Mayor must approve the Service Delivery and Budget Implementation Plan not later 28 days after the approval of the Budget by Council.

9.5.2. The SDBIP shall include the following components:

9.5.2.1. Monthly projections of revenue to be collected for each source;
9.5.2.2. Monthly projections of expenditure (operating and capital) and revenue for each vote;
9.5.2.3. Quarterly projections of service delivery targets and performance indicators for each vote;
9.5.2.4. Ward information for expenditure and service delivery; and
9.5.2.5. Detailed capital works plan broken down by ward over three years.

10. CAPITAL BUDGET

10.1. BASIS OF CALCULATION

10.1.1. The zero based method is used in preparing the annual capital budget, except in cases where a contractual commitment has been made that would span over more than one financial year.

10.1.2. The annual capital budget shall be based on realistically anticipated revenue, which should be equal to the anticipated capital expenditure in order to result in a balanced budget.

10.1.3. The impact of the capital budget on the current and future operating budget in terms of finance charges to be incurred on external loans, depreciation of fixed assets, maintenance of fixed 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.

10.1.4. 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.

10.2. BUDGET PRINCIPLES

10.2.1. Expenditure of a project shall be included in the capital budget if it meets the definition of a capital asset.

10.2.2. Vehicle replacement shall be done in terms of Council's vehicle replacement policy. The budget for vehicles shall distinguish between replacement and new vehicles. No global amounts shall be budgeted for vehicle acquisition.

10.2.3. The capital budget shall distinguish between the replacement, renewal and new capital assets.

10.2.4. A municipality may spend money on a capital project only if the money for the project has been appropriated in the capital budget.

10.2.5. The envisaged sources of funding for the capital budget must be properly considered and the Council must be satisfied that this funding is available and not been committed for other purposes.

10.2.6. Before approving a capital project, the Council must consider:

10.2.6.1. The projected cost of the project over all the ensuing financial years until the project becomes operational, future operational costs and any revenues, which may arise in respect of such project, including the likely future impact on operating budget (i.e. on property rates and service tariffs);

10.2.6.2. The impact on the present and future operating budgets of the municipality in relation to finance charges to be incurred on external loan;

10.2.6.3. Depreciation of fixed assets;

10.2.6.4. Maintenance of fixed assets; and
10.2.6.5. Any other ordinary operational expenses associated with any item on such capital budget.

10.2.7. Council shall approve the annual or adjustment capital budget only if it has been fully funded.

10.3. FUNDING OF CAPITAL BUDGET

The capital expenditure shall be funded from the following source:

10.3.1. External loans

10.3.1.1. Council can make use of external borrowings. For more details on the borrowings refer to the Borrowing, Funding and Reserves policy as approved by Council.

10.3.2. Capital Replacement Reserve (CRR)

10.3.2.1. Council shall establish a CRR for the purpose of financing capital projects for the acquiring of capital assets. For more details on the CRR refer to the Borrowing, Funding and Reserves policy as approved by Council.

10.3.3. Grant Funding

10.3.3.1. Capital expenditure funded from grants must be budgeted for in the capital budget.

10.3.3.2. Expenditure must be reimbursed from the unspent grant and recognised in the operating budget as transfers recognised – capital and must be budgeted for as such.

10.3.3.3. Interest earned on investments due to unspent Conditional Grant Funding for which the grant condition stated the interest must accrue to the grant/project shall be capitalised to the unspent grant fund, if there is no condition stated then the interest must be allocated directly to the revenue accounts of the Municipality.

10.3.3.4. Grant funding needs to be secured in the form of cash before spending can take place, except in instances where the written agreement with the transferring authority determine otherwise.

10.3.3.5. All unspent grants must be ring fenced and cash backed in the form of cash and cash equivalents.

11. OPERATING BUDGET

11.1. The municipality shall budget in each annual and adjustments budget for the contribution to:

11.1.1. Provision for accrued leave entitlements equal to 100% of the accrued leave;

11.1.2. Continued employee benefits as at 30 June of each financial year;

11.1.3. Provision for impairment of debtors in accordance to the generally recognised accounting standards (GRAP);

11.1.4. Provision for the obsolescence and deterioration of stock in accordance with its inventory management policy;

11.1.5. The level of cash funding in respect to 11.1.1. and 11.1.2. above must be decided by the Chief Financial Officer as part of the budget process annually.

11.2. Depreciation and finance charges shall be charged to or apportioned only between the departments or votes to which the projects relate.

11.3. A percentage of the operating budget component of each annual and adjustments budget shall be set aside for repairs and maintenance as per the borrowing, funding and reserves policy approved by Council.

11.4. When considering the draft annual budget, Council shall consider the impact, which the proposed increases in rates and service tariffs will have on the monthly municipal accounts of households. The impact of such increases shall be assessed on the basis of a fair sample of randomly selected accounts.

11.5. Non capital expenditure funded from grants must be budgeted for as part of the revenue budget.

11.6. Expenditure must be reimbursed from the unspent grant and recognised in the operating budget as transfers recognised – operational or capital and must be budgeted for as such.

11.7. The operating budget shall reflect the impact of the capital component on:

11.7.1. Depreciation charges;

11.7.2. Repairs and maintenance expenses;

11.7.3. Interest payable on external borrowings;

11.7.4. Other operation expenses.

12. UNSPENT FUNDS AND ROLL-OVER OF BUDGET

12.1. The appropriation of funds in an Annual or Adjustment Budget will lapse to the extent that they are unspent by the end of the relevant budget year.

12.2. Conditions of the grant funding shall be taken into account in applying for rollover of grant funds.

12.3. Projects funded from the Capital Replacement Reserve may be rolled over but only if the following conditions are met:

12.3.1. The Chief Financial Officer must assess the funding requirements from and to the CRR for the next 3 budget years and only if sufficient funding is available in the CRR any projects may be considered for rolled over; and
12.3.2. The funds to be rolled over must have been committed before the 30th June; and
12.3.3. The relevant Senior Manager must provide a detailed report providing the reasons for non-compliance to the deadline of 30th June as proof and to substantiate 12.3.2 above; and
12.3.4. Funds from the CRR must be appropriated to this project in the adjustment budget in terms of section 28 (2) (e).

12.4. If the conditions mentioned in 12.3 for the rollover of a project could not be met, then the relevant Senior Manager must re-prioritise projects within his/her directorate in the next 3 year capital program to stay within the funding available within the CRR over the next 3 years and submit a report to this effect to be considered as part of the roll over adjustment budget.

12.5. Projects funded from Borrowings may be rolled over from the year it originates with an adjustments budget only if the funding is still available and no contract conditions of the investor or financer prohibits the roll over.

13. VIREMENT REQUIREMENTS

13.1. A virement represents a flexible mechanism to affect budgetary amendments within a financial year, and represents a mechanism to align and take corrective (financial / budgetary) action within a Directorate during a financial year.

13.2. To transfer funds from one vote or capital project to another vote or capital project, a saving has to be identified within the monetary limitations of the approved vote or capital project allocations on the respective budgets.

13.3. Any budgetary amendments of which the net impact will result in exceeding the approved annual budget allocation for a vote and any other amendments not covered in this policy are to be considered for budgetary adoption via an adjustments budget (per MFMA section 28)

13.4. 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.

13.5. No funds may be viremented between votes (Directorates) without approval in an adjustment budget.

13.6. No Virement may be made where it would result in unauthorised expenditure (Section 32 of MFMA).

13.7. Virements may not be made between Expenditure and Income.

13.8. Virement amounts may not be rolled over to subsequent years, or create expectations on following budgets. (Section 30 of MFMA)

13.9. OPERATING BUDGET VIREMENTS:

13.9.1. Virements are not allowed to utilise any special purpose operating budgetary allocations approved by Council and which is specifically mentioned and highlighted as such during the approval of the budget.

13.9.2. Only Council may consider the virements of these funds mentioned in section 13.10.1. and only after full motivations were provided for these virements.

13.9.3. Employee Related Cost

13.9.3.1. Virements to and from the category Employee related cost are only permitted:
13.9.3.1.1. If the relevant senior manager can proof that no future budgetary implications will be made; and
13.9.3.1.2. The Chief Financial Officer approves the virement; or
13.9.3.1.3. Unless approved by Council.

13.9.4. Other Expenditure

13.9.4.1. Virements to and from the following items are not allowed: Bulk purchases; Debt Impairment, Interest Charges; Depreciation, Grants to Institutions, Revenue foregone, Insurance, Municipal Charges and other non-cashed items as determined by the Chief Financial Officer.

13.9.5. Revenue

13.9.5.1. No virements are permitted in relation to the revenue side of the budget.

13.9.5.2. Revenue amendments are to be adopted via an adjustments budget.

13.9.6. Confirmation

The availability of budgetary allocations should be confirmed by the Head: Expenditure.

13.10. CAPITAL BUDGET VIREMENTS:

13.10.1. Virements in respect of capital projects will only be considered if the proposed virement:

13.10.1.1. includes all cost elements of the project and if all cost elements were recorded, verified and certified as the accurate and the final project cost by the relevant Senior Manager, including retention fees;

13.10.1.2. the virement is within the same vote as per the definition of this policy; and

13.10.1.3. the virement is made to an approved capital project that is already included in the capital budget for the same financial year.

13.10.2. The virement of projects funded from the Municipal Infrastructure Grant will only be allowed if:

13.10.2.1. The project that will receive the virement is a project that is already approved by the relevant provincial department;

13.10.2.2. the virement is within the same vote as per the definition of this policy;

13.10.2.3. the counter funding is also transferred;

13.10.2.4. the virement is made to an approved capital project that is already included in the capital budget for the current or the next two years; and if

13.10.2.5. the principles as contemplated in Section 31 are adhered to when the project refers to a project budgeted for in the outer years.

13.10.3. Any other virements in respect of capital projects will only be permitted and included to approved projects as part of the annual or adjustment budgets and the approved IDP of the Council.

13.10.4. Budgeted amounts in respect of approved capital projects which are, due to changed circumstances, not executed at all, can only be viremented by Council.

13.10.5. Virements of Conditional Grant funds to purposes outside of that specified in the relevant Conditional Grant framework is not permitted.

13.10.6. Virements of Capital Projects can only be approved between projects of similar funding sources (e.g. MIG to MIG or CRR to CRR).

13.10.7. Motivations for virements should state the reason for the additional amount required.

13.11. DELEGATIONS:

13.11.1. The authority is delegated to every Senior Manager to approved virements within his/her specific vote.

13.11.2. Virements between votes would require a Council resolution which is confirmed through the Adjustment Budget.

13.11.3. Capital project virements will only be allowed after the adjustment budget if the virement adheres to the following:

13.11.3.1. Are between capital projects already approved in the adjustment budget;
13.11.3.2. Not to be used for furniture and equipment;
13.11.3.3. Not be allowed after May 31 of each year;
13.11.3.4. Will only be allowed after year-end to rectify projects funded with external funds. These solutions must be bona vide solutions and not to balance budgets; and
13.11.3.5. Only the CFO may approve such virements after proper written motivation.

14. PROCESS AND ACCOUNTABILITY

14.1. All virement proposals must be fully completed on the application form as prescribed by the Budget Office and must be completed in accordance with Council's budget policy.

14.2. All virement proposals must be approved by the relevant Senior Manager in terms of their powers of delegation.

14.3. Completed virement documentation must also be verified by the Head: Expenditure as confirmation of available funds and/or savings.

14.4. A virement application form must be fully completed and approved before any expenditure can be committed or incurred.

14.5. Virements approved by the Senior Managers will be reported to Council on a quarterly basis.

15. ADJUSTMENT BUDGET

15.1. Council may revise its annual budget by means of an adjustment budget in terms of section 28 of the MFMA and according to the timelines set out in the Municipal Budget and Reporting regulations section 23.

15.2. Section 28(2) of the MFMA determines when an adjustment must be done and when it may be prepared.

15.3. The Accounting Officer must promptly adjust its budgeted revenues and expenses if a material under-collection of revenues arises or is apparent.

15.4. The Accounting Officer shall appropriate additional revenues, which have become available but only to revise or accelerate spending programmes already budgeted for or any areas of critical importance identified by Council.

15.5. The Council shall in such Adjustment Budget, and within the prescribed framework, confirm unforeseen and unavoidable expenses on the recommendation of the Executive Mayor.

15.6. The Chief Financial Officer shall ensure that the Adjustment Budgets comply with the requirements of the National Treasury, reflect the budget priorities determined by the Executive Mayor, are aligned with the IDP, comply with all budget-related policies, and shall make recommendations to the Executive Mayor on the revision of the IDP and the budget-related policies where these are indicated.

15.7. The Council should also authorise the spending of unspent grant funding at the end of the previous financial year, where such under-spending could not reasonably have been foreseen at the time the Annual Budget was approved by the Council.

15.8. An Adjustment Budget must contain all of the following:

15.8.1. an explanation of how the adjustments affect the approved Annual Budget;
15.8.2. appropriate motivations for material adjustments; and
15.8.3. an explanation of the impact of any increased spending on the current and future annual budgets.

15.9. Municipal taxes and tariffs may not be increased during a financial year except if required in terms of a financial recovery plan.

15.10. Any unappropriated surplus from previous financial years, even if fully cash-backed, shall not be used to balance any adjustments budget.

16. UNFORESEEN AND UNAVOIDABLE EXPENDITURE

16.1. The Executive Mayor may authorise expenditure in terms of section 29 of the MFMA only if:

16.1.1. The expenditure could not have been foreseen at the time the annual budget of the municipality was passed, and

16.1.2. The delay that will be caused pending approval of an adjustments budget by the municipal council in terms of section 28(2)(c) of the MFMA to authorise the expenditure may:

16.1.2.1. Result in significant financial loss for the municipality;

16.1.2.2. Cause a disruption or suspension, or a serious threat to the continuation, of a basic municipal service;

16.1.2.3. Lead to loss of life or serious injury or significant damage to property; or

16.1.2.4. Obstruct the municipality from instituting or defending legal proceedings on an urgent basis.

16.2. The Executive Mayor may NOT authorise expenditure in terms of section 29 of the MFMA if the expenditure:

16.2.1. Was considered by the council, but not approved in the annual budget or an adjustments budget;

16.2.2. Is required for:

16.2.2.1. Price increases of goods or services during the financial year;

16.2.2.2. New municipal services or functions during the financial year;

16.2.2.3. The extension of existing municipal services or functions during the financial year;

16.2.2.4. The appointment of personnel during the financial year;

16.2.2.5. Allocating discretionary appropriations to any vote during the financial year; or

16.2.3. Would contravene any existing council policy; or

16.2.4. Is intended to ratify irregular or fruitless and wasteful expenditure.

16.3. The amount of expenditure that an Executive Mayor may authorise in terms of section 29 of the MFMA is limited to:

16.3.1. R15 million in the case of a municipality with approved total revenue in its current annual budget greater than R500 million.

17. BUDGET IMPLEMENTATION

17.1. MONITORING

17.1.1. 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 reasonable steps to ensure that:

17.1.1.1. funds are spent in accordance with the Budget;

17.1.1.2. expenses are reduced if expected revenues are less than projected; and

17.1.1.3. revenues and expenses are properly monitored.

17.1.2. The Accounting Officer with the assistance of the Chief Financial Officer must prepare any Adjustment Budget when such budget is necessary and submit it to the Executive Mayor for consideration and tabling to Council.

17.1.3. The Accounting Officer must report in writing to the Council any impending shortfalls in the Annual Revenue Budget, as well as any impending overspending, together with the steps taken to prevent or rectify these problems.

17.2. REPORTING

17.2.1. Monthly budget statements

17.2.1.1. 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.

17.2.1.2. This report must reflect the following:

17.2.1.2.1. actual revenues per source, compared with budgeted revenues;

17.2.1.2.2. actual expenses per vote, compared with budgeted expenses;

17.2.1.2.3. actual capital expenditure per vote, compared with budgeted expenses;

17.2.1.2.4. actual borrowings, compared with the borrowings envisaged to fund the capital budget;

17.2.1.2.5. the amount of allocations received, compared with the budgeted amount;

17.2.1.2.6. actual expenses against allocations, but excluding expenses in respect of the equitable share;

17.2.1.2.7. the remedial or corrective steps to be taken to ensure that the relevant projections remain within the Approved or Revised Budget; and

17.2.1.2.8. 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.

17.2.1.3. The report to the National Treasury must be both in electronic format and in a signed written document.

17.2.2. Quarterly Reports

17.2.2.1. 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.

17.2.3. Mid-year budget and performance assessment

17.2.3.1. 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.

17.2.3.2. The Accounting Officer must then submit a report on such assessment to the Mayor of the municipality, the National Treasury and the relevant Provincial Treasury by 25 January each year and to Council by 31 January each year.

17.2.3.3. 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.

18. CONCLUSION

18.1. The Accounting Officer must place on the municipality's official website the following documentation with regards to the Budget policy:
18.1.1. the Annual and Adjustment Budgets and all budget-related documents;
18.1.2. all budget-related policies;
18.1.3. the Annual Report;
18.1.4. all performance agreements;
18.1.5. all service delivery agreements;
18.1.6. all long-term borrowing contracts;
18.1.7. all quarterly and mid-year reports submitted to the Council on the implementation of the budget and the financial state of affairs of the municipality.

19. REVIEW OF THE POLICY

19.1. This Budget Policy is the sole policy governing any budget process within the municipality. The Municipal Council must approve any reviews to this policy.

19.2. The Executive Mayor must submit any proposed changes to this policy to the Council as part of the annual review of policies submitted with the budget documentation.

19.3. Whenever the Minister of Finance or the National Treasury or the Auditor-General requires changes to the policy by means of legislation or requests it should be reviewed promptly in accordance with such requirements, giving full details of the reasons for the revision.

DOCUMENT AND VERSION CONTROL

Version: **Version 3**

Date: **May 2016**

Summary: This document describes the Budget policy that will be applicable to the Mossel Bay Municipality, with effect from

1 July 2016

Signature: ..... Date: 30/05/2016
Municipal Manager
(Accounting Officer)

Signature: ..... Date: 30/05/2016
Executive Mayor

SHORT TERM INSURANCE POLICY

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1. PREAMBLE

The Accounting Officer has to take all reasonable steps to ensure that the Mossel Bay Municipality has and implements budget related policies for effective financial and risk management.

Asset Management is one function in ensuring effective financial management. Section 63 of the Municipal Finance Management Act, Act 56 of 2003, places the responsibility of asset management on the Accounting Officer.

Section 63 (1) (a) stipulates as follows:

"ASSET AND LIABILITY MANAGEMENT

63. *(1) The accounting officer of a municipality is responsible for the management of—*

(a) the assets of the municipality, including the safeguarding and the maintenance of those assets; and

(b) the liabilities of the municipality."

Other legislative requirements in this regard placed on the Accounting Officer are:

- That all budget related policies must be approved together with the adoption of the annual budget in terms of section 24(2)(c)(v) of the Municipal Finance Management Act, Act 56 of 2003; and
- That all budget related policies must be placed on the official website of the Municipality within 5 days after tabling the documents in Council in terms of section 75(1)(b) and 75(2) of the Municipal Finance Management Act, Act 56 of 2003.

A standard short-term insurance policy document for the municipal environment had been prepared that takes all circumstances related to the municipality into account. There are however aspects in addition to this standard that the Council can decide on as policy, especially to take affordability into account.

For this purpose Mossel Bay Municipality developed this policy.

2. DEFINITIONS

In this policy document the following words will have the meaning assigned to it:

"Accounting Officer" means a person appointed in terms of section 82(l) (a) or (b) of the Municipal Structures Act; and also refers to the municipal manager of a municipality in terms of section 60 of the MFMA;

"*Assets*" means resources controlled by the Municipality as a result of past events and from which future economic benefits or service potential are expected to flow to the Municipality;

‘‘Asset control committee’’ means a committee appointed by the Accounting Officer to act as a subcommittee who’s responsibility it is to investigate matters reported in terms of section 32. The subcommittee must comprise of a representative from each of the following departments namely Legal Services, Human Resources and Finance. In addition to these standing committee members, the senior manager within who’s vote the transaction occurs must appoint a representative for his/her department or division to represent the senior manager;

"Budget-related Policy" means a policy of the municipality affecting or affected by the annual budget of the municipality and includes all policies as prescribed in terms of the Municipal Budget and Reporting Regulations as published under GN 393 in GG 32141 dated 17 April 2009;

“Chief Financial Officer” means a person designated in terms of section 80(2) (a) of the MFMA;

‘‘Council’’ means the municipal council of Mossel Bay Municipality referred to in section 18 of the Municipal Structures Act;

“Councillor” means a member of council;

“Damage” means the loss, destruction or damage of tangible property;

"Delegation" means the power to perform a function duty which is given to an office bearer, councillor or staff members either in terms of section 59 of the MSA or section 79 of the MFMA;

"Executive Mayor" means the councillor elected as the executive mayor of the municipality in terms of section 55 of the Municipal Structures Act;

"Financial year" means a twelve month period commencing on 1st July and ending on 30th June each year;

“General Public” means ordinary persons, or the state of a nation, or community members including legal entities such as businesses;

“Insurance Section” means the section of the municipality designated by the Chief Financial Officer to be administratively in charge of the short term insurance functions;

“Money” means cash, bank and currency notes, cheques, postal orders, money orders, current negotiable postage, revenue and holiday stamps, credit card vouchers and documents, certificates or other instruments of a negotiable nature;

"**Municipal Council"** means the council of the municipality referred to in section 18 of the Municipal Structures Act;

“Occurrence” means an accident or a happening or event or a continuous or repeated exposure to conditions, which results in personal injury or property damage, advertising liability, errors and omissions, medical practice or legal defence costs;

“Personal Injury” means:

a) bodily injury, sickness, disease, disability or shock, including death at any time arising therefrom, mental anguish and mental injury;
b) false arrest, false imprisonment, wrongful eviction, wrongful entry, wrongful detention, wrongful discharge or malicious prosecution;
c) libel, slander, defamation of character, injuria, humiliation, or invasion of the rights of privacy, unless arising out of advertising activities;
d) discrimination not committed by or at the direction of the Insured or any executive officer, director or councillor thereof, but only with respect to the liability other than fines and penalties imposed by law; and
e) assault and battery committed for the purpose of protecting persons and/or property; caused by an occurrence;

"Public liability claims" means the claim instituted by a third party against the municipality. In other words this refers to claims from the general public against the municipality; and

"Senior Manager" means all officials reporting directly to the Accounting Officer as contemplated in section 56 of the MSA.

3. ABBREVIATIONS

AO – Accounting Officer

CFO – Chief Financial Officer

CRC – Current Replacement Cost

MFMA – Municipal Finance Management Act, Act 56 of 2003

MSA – Municipal System Act, Act 32 of 2000

4. OBJECTIVE

The objectives of this policy are to:

4.1. Set out a legislative framework in order to comply with asset management requirements, especially regarding the safe guarding and risk management thereof;
4.2. Ensuring that the general public's rights and obligations when lodging a public liability claim is spelled-out; and
4.3. Set out the role and responsibilities of Councillors and officials regarding safeguarding of assets and insurance processes.

In general the object of this policy is to ensure sound and sustainable financial management within Mossel Bay Municipality.

5. RISK MANAGEMENT

5.1. INTRODUCTION

In asset management risk management relates to the identification, analysis and evaluation of potential losses in order to develop methods to reduce or eliminate them. Risks are identified and then steps are taken to avoid them. Employing risk management principles will not always prevent the Municipality from being sued or from suffering some other loss, but the resulting financial burdens can be reduced.

Although risk identification is an on-going process that changes with each new situation, the major risks identified as part of asset management are normally common to all Municipalities and companies.

When identification of risks are undertaken then assets include both monetary assets and tangible assets. All municipal activities needs to be evaluated in order to be able to complete a comprehensive risk identification process.

Obviously, a great amount of guesswork is involved in risk identification, and some potential losses may be overlooked. However, by making a conscientious effort, the most common losses can be identified and reduced or perhaps totally avoided by proper preventative measures. Some risks may result in such a small monetary value or probability of loss that the municipality will decide to simply absorb the risk. On the other hand some risks may result in a large monetary value or probability of loss and therefore any potential losses which might occur or the potential loss may be so large and difficult to avoid that insurance might be the only recourse.

5.2. IDENTIFIED RISKS

5.2.1. The AO must ensure that an evaluation of all potential events that might adversely affect the finances of a municipality are performed. The potential loss of income and extra expenses that a municipality might incur must be the consideration factor when the risk identification exercise is performed.

5.2.2. Table 1 below provides a list of all the possible risks identified in alphabetical order for the new financial year commencing on the 1st July.

Table1

Risk	Examples
Accidents	Accidents caused by employees with vehicles or plant equipment when performing their duties.
Death	The death of Councillors, their spouses, employees, temporary workers and volunteers of the Municipality when performing official duties on behalf of the Municipality.
Disability	Injury to Councillors, their spouses, employees, temporary workers and volunteers of the Municipality when performing official duties on behalf of the Municipality.
Dishonesty	Loss of/or damage to money arising from dishonesty of a Councillor or employee
Explosion	Loss of/or damage to property due to an explosion caused by incorrect storage of inventory
Fire	Loss of/or damage to property or records due to a fire.
Lightning	Loss of/or damage caused to property, plant and equipment due to lightning
Malicious	Malicious damage caused to property
Power surge	Damage caused to property, plant and equipment of the Municipality due to power surges
Theft	Loss or damage caused to property, plant and equipment due to thefts

5.3. RISK CONTROL

5.3.1. The AO must ensure that all identified risks with regard to asset management are reduced by means of preventative measures and what remains that cannot be retained must be transferred to be covered by another party, insurance companies. Insurance, however, should be viewed as a last resort to be used after all attempts to reduce or eliminate the risks have failed.

5.3.2. It is the responsibility of each Senior Manager to ensure that preventative measures are implemented, as far as the resources appropriated to the directorates allows.

5.4. RISK PREVENTATIVE MEASURES

5.4.1. All Senior Managers must ensure that the preventative measures included in Table 2 are implemented as far as possible given the available resources appropriated to their Directorates.

Table 2

Risk	Preventative measures in order to reduce or mitigate the risk
Accidents	Preventative actions to be taken: 1. Ensure participation of all departmental Heads regarding Occupational Health & Safety to ensure reporting of all unsafe situations 2. Ensure training of employees in order to use the property, plant & equipment correctly 3. Ensure that disciplinary action is initiated when an incidents was caused as a result of negligence by an employee.
Death/Disability	Preventative actions to be taken: 1. Ensure participation of all departmental Heads regarding Occupational Health & Safety to ensure reporting of all unsafe situations 2. Ensure training of employees in order to use the property, plant & equipment correctly to create an accident free environment within the Municipality.
Dishonesty	Preventative actions to be taken: 1. Ensure strict enforcement of the code of conduct for councillors and employees 2. Developing of operating procedures in order to strengthen internal control by enforcing regular reconciliations and review thereof, especially in cases of cash involvement. 3. Ensure that training of employees takes place with regards to the operating procedures.
Explosion	Preventative actions to be taken: 1. Ensure access control at Municipal property, where feasible 2. Ensure that all Occupational Health & Safety prescriptions are complied with.
Fire	Preventative actions to be taken: 1. Ensure participation of all departmental Heads regarding Occupational Health & Safety to ensure reporting of all unsafe situations 2. Ensure that all fire extinguishers are maintained regularly 3. Ensure that a proper functioning fire department is established.

Table 2 continue

Risk	**Preventative measures in order to reduce or mitigate the risk**
Lightning/Power surge	Preventative actions to be taken: 1. Ensure that all thatch roof buildings have the required lightning protection equipment fitted. 2. Ensure that the public is informed that all end users are liable for their own protection against power surges 3. Ensure that all buildings owned by the Municipality has been fitted with power surge protection devices.
Malicious	Preventative actions to be taken: 1. Ensure access control to Municipal property, where feasible 2. Ensure security protection at Municipal property in the form of alarms, outdoor beams or human/dog guards.
Theft	Preventative actions to be taken: 1. Ensure access control to Municipal property, where feasible 2. Ensure security protection at Municipal property in the form of alarms, outdoor beams or human/dog guards.

5.4.2. The relevant Senior Managers must initiate an investigation in order to establish the cause of any damage which occurred within the directorate's functional area.

5.4.3. Once the Senior Manager is of the opinion that negligence might have occurred on the part of an employee of the municipality, then the Senior Manager must refer the incident to the asset control committee for investigation and report back to the Accounting Officer.

5.5. RISK TRANSFER (INSURANCE PORTFOLIO)

5.5.1. Given the risk assessments identified and the preventative measures mentioned it is acknowledge that not all risks can be eliminated, therefore Council accepts the fact that insurance remains the ultimate solution to risk management. It must however be viewed as the last resort.

5.5.2. Table 3 below provides a list of risks that has to be transferred to another party in the form of insurance. Risks not listed has been retained either due to the cost of control or due to the inability to obtain insurance cover. The latter is listed as special conditions to cover.

Table 3

INSURANCE SECTIONS	POLICY TYPE	COVER	Special conditions to cover
Liability	Public Liability Desalination Plant Liability Employers Liability Motor Fleet Liability Municipal Police Liability	General Spread of Fire Additional contingencies and cover - Wrongful arrest and defamation - Errors and Omissions - Products liability and defective workmanship - Comprehensive insurance of pedal cycles - Legal Defence Costs - Professional Liability i.r.o. Medical Officials	**SPREAD OF FIRE:** The Municipality must: a) comply with the conditions of the Forestry act 122 of 1984 and any other Act or regulation relating to the spread of fire to surrounding properties; and b) maintain a 100 metre strip free of all included vegetation, trees or any refuse around any municipal refuse or other dumping area.
Combined	Buildings, including Thatch Private Dwellings, Residential Units, Hostels and Flats (Buildings) Contents of all buildings Plant and Machinery Stock and Materials	All property including private houses, residential units, hostels and flats, outbuildings thereto (constructed of brick, stone, concrete, or metal on metal framework and roofed with slate, tiles, metal, concrete or asbestos unless otherwise stated), satellite dishes, tanks, water pumping equipment, courts, pools, fixed filtration plant, driveways, paving, fixtures and fittings, underground water, gas and sewerage pipes, drains, watercourses, electricity and telephone cables or public supply connections and sporting and recreational structures, landlord's fixtures and fittings therein and thereon, walls, gates, posts, fences and tarred or paved roads, driveways, paths or parking areas, boreholes (including pumps and motors) owned by or leased by the Municipality, property held by the Insured in trust and / or commission and/or in the custody and / or under their control and / or for which they are responsible.	**Following property is excluded:** - Dam Walls, Dam Contents, Canals, Viaducts, Reservoirs and Reservoir Contents. - Pavilions, Sport stadiums, Spectator Stands, Outdoor Sports Playing or Recreational Surfaces. - Electricity Transmission and Distribution Lines including their supporting structures (other than on or within 150 metres of electricity sub stations belonging to the Insured or on or within 150 metres of the premises of the Municipality) - Water-piping as well as Stormwater-piping including their supporting structures (other than on or within 150 metres of water treatment or purification works and reservoirs or on or within 150 metres of the premises of the Insured). - Sewerage Piping including their supporting structures (other than on or within 150 metres of sewerage treatment plants or on or within 150 metres of the premises of the Insured). - Roads, Bridges, Tunnels and Manhole Covers.

INSURANCE SECTIONS	**POLICY TYPE**	**COVER**	**Special conditions to cover**
Business Interruption	Income	Loss following interruption of or interference with the business. The cover must be for the amount by which the Income during the period of damage (First 12 months), fall short of the standard income	
Office Contents	Loss of Documents	Damage caused by Fire, lightning, thunderbolt, subterranean fire, explosion, implosion, spontaneous combustion, fermentation, charring, smoke, storm, wind, water, hail or snow, earthquake, Aircraft and other aerial devices or articles dropped there from, etc.	
Accounts Receivable		Loss resulting from damage by accident or misfortune to the Municipality's books of account, or other business books or records, at the premises or at the residence of any director, partner or employee, or at the premises of any accountant of the Municipality, including transit incidental thereto, in consequence whereof the insured are unable to trace or establish the outstanding debt balances in whole or part due to them.	**Duplicate records:** The Municipality must maintain duplicates of their books of account or other business books or records containing details of outstanding balances and such duplicates must be stored at different premises from the originals. **Protections:** The Municipality's books of account or other business books or records containing details of outstanding balances must be kept in a fire resistant safe, cabinet or strong room outside business hours unless they are being worked on or are required for immediate reference.
Business All Risks		Laptops and other portable property and equipment with a value in excess of R 3,000 for which the Municipality are responsible whilst anywhere in the world.	**Theft from Vehicles:** The Municipality must ensure that the property is contained in a completely closed and securely locked vehicle or the vehicle itself is housed in a securely locked building and entry to or exit from such locked vehicle or building is accompanied by forcible and violent entry or exit **Theft by Councillors and Officials:** No cover

INSURANCE SECTIONS	POLICY TYPE	COVER	Special conditions to cover
Theft		Damage to contents, property or any building, as a result of theft accompanied by forcible and violent entry into or exit from such building or any portion thereof or any attempt thereat or as a result of theft (or any attempt thereat) following violence or threat of violence against persons lawfully on the premises.	
Glass		Damage to internal and external glass (including mirrors), signwriting and treatment.	
Money		Damage/Loss to money (as defined). It includes money not contained in a locked safe or strong room in the custody of any authorised employee while away from the premises or at the premises outside normal business hours and also any other time from the premises.	There is no cover available under this section if the damage arises from dishonesty of Councillors or Officials or due to error or omission. All money must be kept in a strong room or safe after hours. See Fidelity section for other forms of cover.
Fidelity		Loss of money and/or other property stolen by an employee, direct financial loss sustained as a result of fraud or dishonesty of an employee, which results in dishonest personal financial gain for the employee concerned. The term "dishonest personal financial gain" shall not include gain by an employee in the form of salary, salary increases, fees, commissions, bonuses, promotions or other emoluments.	Losses which occurred more than 24 (twenty four) months prior to discovery is not covered. Internal controls must be of such nature that the loss will be detected asap.

INSURANCE SECTIONS	POLICY TYPE	COVER	Special conditions to cover
Motor	All listed vehicles	DAMAGE to any vehicle in the specification list. Insurance should cover reasonable cost of protection, removal to the nearest repairers and cost of delivery to the permanent address of the insured.	The Insurance shall not cover any injury, DAMAGE or liability resulting from an accident: a) while the vehicle is being used with the general knowledge and consent of the Insured for hiring, carriage of passengers for hire or carriage of fare paying passengers, racing, speed or other contests, rallies, trials, carriage of explosives or carriage of any load or passengers exceeding the capacity for which it is constructed or licensed or use for any purpose in connection with the motor trade (except as shown under the description of use) b) occurring outside the Republic of South Africa. c) while any vehicle is being driven by (i) where such accident results from his being under the influence of intoxicating liquor or drugs (unless administered by, or prescribed by and taken in accordance with the instructions of a member of the medical profession other than himself); ii) any other person with the general consent of the Insured who, to the Insured's knowledge is under the influence of intoxicating liquor or drugs (unless administered by, or prescribed by and taken in accordance with the instructions of a member of the medical profession other than himself) (iii) the Insured while not licensed to drive such vehicle or any other person with the general consent of the Insured who to the Insured's knowledge is not licensed to drive such vehicle provided that any driver shall be deemed to be licensed to drive the vehicle if he is complying with the licensing laws relating to the territory in which the vehicle is being driven or if non-compliance with any licensing law is solely because of failure to renew any licence subject to periodic renewal, or if a licence is not required by law, or while such driver is learning to drive and is complying with the laws relating to learners.

INSURANCE SECTIONS	POLICY TYPE	COVER	Special conditions to cover
Goods in Transit	All goods consigned by or to the Insured pertaining to the business whether by Road, Rail or Air.	DAMAGE to the whole or part of the property owned by the Municipality for which they are responsible, in the course of transit by air, rail or road or other means incidental thereto and caused by any accident or misfortune not otherwise excluded.	
Group Personal Accident	Councillors; spouses of councillors; voluntary Protection services workers and voluntary workers in general	Bodily injury caused by accidental, violent, external and visible means to any Insured (hereinafter referred to in this section as Insured person) as specified. The Insurers will pay to the Insured, on behalf of the Insured person or his estate, the compensation as agreed in the policy in the event of accidental bodily injury to any Insured person directly and independently of all other causes resulting within 24 calendar months in death or disability or in medical expenses being incurred as specified.	
Stated Benefits	All Employees	Bodily injury caused by accidental, violent, external and visible means to any principal, partner, director or employee of the Insured. The Insurers will pay to the Insured, on behalf of the Insured person or his estate, the compensation as agreed in the policy in the event of accidental bodily injury to any Insured person directly and independently of all other causes resulting within 24 calendar months in death or disability or in medical expenses being incurred as specified.	
Electronic Equipment	ALL Electronic Equipment	Damage, business interruption or reconstitution of data.	
Machinery Breakdown	All Plant & Machinery	Sudden and unforeseen physical damage to the machinery from any cause not specifically excluded in terms of the insurance policy wording negotiated with the insurer.	

6. SHORT TERM INSURANCE

6.1. APPOINTMENT: INSURANCE BROKER

6.1.1. The AO shall call for bids to appoint an insurance broker at least once every three years.

6.1.2. The appointment of an insurance broker must be performed via the normal supply chain management processes of the Municipality

6.1.3. The insurer broker must as part of the supply chain management processes; as well as annually thereafter with the consideration of the insurable conditions; provide sufficient proof of its:

6.1.3.1. Own Public liability and professional liability insurance cover;
6.1.3.2. Registration with the professional body for insurance brokers; and
6.1.3.3. Registration as a financial advisor.

6.2. REVIEW OF PORTFOLIO

6.2.1. The AO with the assistance of the Senior Managers must annually review the insurable conditions at least 60 days prior to the date that the insurance cover is required. Insurance cover coincide with the financial year of the Municipality.

6.2.2. The CFO must ensure that the insurance portfolio is updated with the normal adjustments in terms of capital additions and disposals, and values. With the exception of vehicles all property, plant and equipment that is insured is insured at CRC. Vehicles are insured according to the AA book values.

6.2.3. Ad hoc cover during the financial year will be arranged on instruction of the AO by the CFO.

7. IMPLEMENTATION & MONITORING

7.1. CLAIMS

7.1.1. General Public Claims

7.1.1.1. Any claim from the general public relating to personal injury or damage within the jurisdictional area of Mossel Bay Municipality or in the course of or in connection with the delivered municipal services for which the member of the public held the municipality liable should be directed and addressed as follow:

a) Physical address
101 Marsh Street
Asset & Insurance Section
Mossel Bay
6500

b) Postal address
Mossel Bay Municipality
Private Bag X29
Mossel Bay
6500

For Attention: Asset & Insurance Section

c) Email address
admin@mosselbay.gov.za

For attention: Asset & Insurance section

7.1.1.2. All claims should be reported within 30 days of incident with measuring date being the date on which the claim was received at one of the addresses mention above.

7.1.1.3. The claim must be in writing whilst delivered by hand, post, email or fax.

7.1.1.4. The claim must at least provide the following details:
7.1.1.4.1. Surname, initials and Identity number;
7.1.1.4.2. Contact details (Address, Telephone or Cell);
7.1.1.4.3. Date and time when Incident occurred;
7.1.1.4.4. Premises or Location where Incident occurred; and
7.1.1.4.5. Description of the Incident.

7.1.1.5. All claims will be referred to the appointed Municipal insurance broker as contemplated in Section 6 of this policy for investigation and final outcome.

7.1.2. Internal Claims

7.1.2.1. Any internal claim relating to asset or property damage should be reported within 10 working days of incident.

7.1.2.2. All official claim template forms is available on the document system of the Municipality.

7.1.2.3. The claim must be lodged via the document system (Collaborator), when assistance is required the department can contact the Asset & Insurance Section.

7.1.2.4. All claims will be referred to the appointed Municipal insurance broker as contemplated in Section 6 of this policy for investigation and final outcome.

7.2. MONTHLY REPORTING

7.2.1. The Asset and Insurance section will prepare and table to senior management monthly reports; generated from the document system; on the progress of each claim by the 10th working day of the next month.

8. REVIEW OF POLICY

8.1. The AO, with the assistance of the CFO and other Senior Managers, are responsible for the implementation of this policy and must take reasonable steps to ensure that the policy is reviewed annually as part of the review of the other budget related policies.

DOCUMENT AND VERSION CONTROL

Version: **Revision 3**

Date: **March 2016**

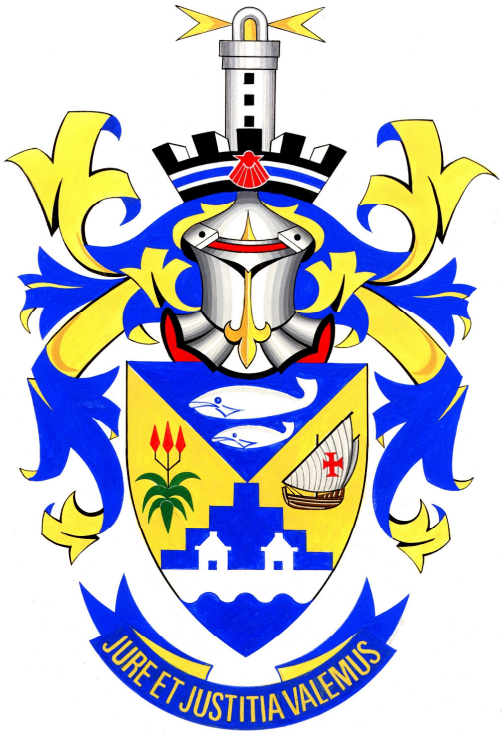
Summary: This document describes Short-term Insurance that will be applicable to the Mossel Bay Municipality, with effect from

1 July 2016

Signature: ..... Date: 30/05/2016
Municipal Manager
(Accounting Officer)

Signature: ..... Date: 30/05/2016
Executive Mayor

Mossel Bay Municipality



SUPPLY CHAIN MANAGEMENT POLICY

2016 - 2017

Mossel Bay Municipality

SUPPLY CHAIN MANAGEMENT POLICY

This policy was adopted by the Municipality of Mossel Bay through Town Council Resolution E59-09/2005 in terms of Section 111 of the Municipal Finance Management Act, No 56 of 2003 and amended through Council Resolutions E28-05/2009, E61-05/2010, E160-12/2010, E68-05/2011, E04-01/2012, E97-05/2012, E74-05/2013, E60-05/2014, E71-05/2015 and E89-05/2016. This policy super cedes all other procurement policies previously in force at the Municipality.

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1. DEFINITIONS

In this Policy, unless the context indicates otherwise, 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.

"commercial value" in relation to the sale or leasing of land or property relates to land or property which has a commercial value and can be sold or sub-let on a stand-alone basis and excludes small pockets of land such as small alley ways, erven or annexures which are only of value in relation to the adjoining properties or structures**.**

"Competitive bidding process" means a competitive bidding process referred to in paragraph 12 (1) (d) of this Policy;

"Consultants" mean consulting firms, engineering firms, legal firms, construction managers, management firms, procurement agents, inspection agents, auditors, other multinational organisations, investment and merchant banks, universities, research agencies, government agencies, non-governmental (NGO's) and individuals.

"Competitive bid" means a bid in terms of a competitive bidding process;

"Emergency" means a serious, unexpected, unforeseen and potentially dangerous and damaging situation requiring immediate action and which is not due to a lack of planning.

"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 quotation" means quotations referred to in paragraph 12 (1) (c) of this Policy;

"In the service of the State" means to be -

(a) a member of –
  (i) any municipal council;
  (ii) any provincial legislature; or
  (iii) the National Assembly or the National Council of Provinces;
(b) a member of the board of directors of any municipal entity;
(c) an official of any Municipality or municipal entity;
(d) an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999);
(e) a member of the accounting authority of any national or provincial public entity; or
(f) an employee of Parliament or a provincial legislature;

"Long-term contract" means a contract with a duration period exceeding one year;

"List of accredited prospective providers" means the list of accredited prospective providers which a Municipality or municipal entity must keep in terms of paragraph 14 of this Policy;

"Municipality" means the Municipality of Mossel Bay

"Municipal Systems Act" means the Local Government: Municipal Systems Act, No 32 of 2000.

"Obtain" means to come into possession of; get, acquire, or procure, as through an effort or by a request

"Organ of the state" means –

(a) Any department of state or administration in the national, provincial or local sphere of government; or
(b) Any other functionary or institution
  (i) exercising a power or performing a function in terms of the Constitution or a provincial constitution;
  (ii) exercising a public power or performing a public function in terms of any legislation but does not include a court or judicial officer.

"Other applicable legislation" means any other legislation applicable to municipal supply chain management, including -

(a) the Preferential Procurement Policy Framework Act, Act No. 5 of 2000;

(b) the Construction Industry Development Board Act, Act No. 38 of 2000;

"Procurement" is the acquisition of goods

"Provincial Treasury" means the Treasury of the Western Cape Province.

"Plight of the poor" means the plight of a group of people or a section of a community where the majority of the households in a specific area qualify as indigent or poor in terms of the Municipality Consumer Care, Credit Control and Debt Collection Policy.

"PPPFA" means the Preferential Procurement Policy Framework Act, No 5 of 2000.

"Regulations" means the Local Government: Municipal Finance Management Act, 2003: Supply Chain Management Regulations (Notice 868 of 2000).

"Senior Manager" means a manager in the employment of the Mossel Bay Municipality who heads a directorate or sub-directorate or who reports to the municipal manager or a director or the head of a sub-directorate of the Municipality**;**

"Sole providers" can be broadly defined as manufacturers, licence holders, publishers, intellectual property holders or service providers appointed by a sole provider as their sole agent or distributor in a specific area;

"Treasury guidelines" means any guidelines on supply chain management issued by the Minister in terms of section 168 of the Act;

"The Act" means the Local Government: Municipal Finance Management Act, No 56 of 2003;

"Written quotations" means quotations referred to in paragraph 12(1) (b) of this Policy.

CHAPTER 1 - ESTABLISHMENT AND IMPLEMENTATION OF SUPPLY CHAINMANAGEMENT POLICY

2. SUPPLY CHAIN MANAGEMENT POLICY

(1) The **MUNICIPALITY OF MOSSEL BAY** has 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 -
  (i) the regulatory framework prescribed in Chapter 2 of the Regulations; and
  (ii) any minimum norms and standards that may be prescribed in terms of Section 168 of the Act;

(d) is consistent with other applicable, including but not limited to the following legislation:
  - The Constitution of South Africa, Act 108 of 1996
  - Municipal Finance Management Act, Act 56 of 2003
  - Preferential Procurement Policy Framework Act, Act 5 of 2000
  - Promotion of Administrative Justice Act, Act 3 of 2000
  - Promotion of Access to Information Act, Act 2 of 2000
  - Construction Industry Development Board Act, Act 38 of 2000
  - Competition Act, Act 89 of 1998
  - The Prevention and Combating of Corrupt Activities Act, Act 12 of 2004
  - State Information Technology Act, Act 88 of 1998
  - Broad-Based Black Economic Empowerment Act, Act 53 of 2003

(e) does not undermine the objective for uniformity in supply chain management systems between organs of State in all spheres; and

(f) is consistent with national economic policy concerning the promotion of investments and doing business with the public sector.

(g) assigns responsibility for the implementation of the policy to the Accounting Officer of the Municipality

(h) in the absence of the Accounting Officer or if the Accounting Officer is impeded from doing his/her work assigns the responsibility for the implementation of the policy to the person acting in his stead or, alternatively, the Chief Financial Officer, subject to Sections 5(2) and 5(4) of the SCM Regulations.

(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 or which have become redundant;
(c) disposing or letting of fixed assets, including land, of proven commercial value no longer required for basic municipal service delivery purposes, subject to Sections 14 and 90 of the Act ;
(d) 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
(e) 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) Subparagraphs (1) and (2) of this Policy do not apply in the circumstances described in Section 110 (2) of the Act, except where specifically provided otherwise in this Policy.

3. ADOPTION AND AMENDMENT OF THE SUPPLY CHAIN MANAGEMENT POLICY

(1) The Accounting Officer must -

(a) at least annually review this Policy and its implementation; 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;

(b) Report any deviation from this Policy to the National Treasury and the relevant Provincial Treasury.

(3) When amending this Supply Chain Management Policy, the need for uniformity in supply chain practices, procedures and forms between organs of State in all spheres, particularly to promote accessibility of supply chain management systems for small businesses, must be taken into account.

(4) The Accounting Officer must, in terms of section 62(1) (f) (iv) of the Act, take all reasonable steps to ensure that the Municipality has and implements this Supply Chain Management Policy.

4. DELEGATION TO SUPPLY CHAIN MANAGEMENT POWERS AND DUTIES

(1) The authority and power to create a Supply Chain Management Unit within the Policy framework of Council, with such support structures as may be necessary to give effect to the provisions of this Policy and legislation, is granted to the Accounting Officer in terms of Sections 79, 106 and 115 of the Act and Section 66 of the Municipal Systems Act.

(a) to discharge the supply chain management responsibilities conferred on Accounting Officers in terms of -

(i) Chapter 8 or 10 of the Act; and

(ii) the Supply Chain Management Policy;

(b) to maximise administrative and operational efficiency in the implementation of the Supply Chain Management Policy; and

(c) to enforce reasonable cost-effective measures for the prevention of fraud, corruption, favouritism and unfair and irregular practices in the implementation of the Supply Chain Management Policy;

(2) The Accounting Officer has the delegated power to formulate such operational policies and procedures as may be necessary to give effect to the intentions of this Policy and enabling legislation. He/she may delegate his/her powers in writing to a member of the municipality's top management referred to in section 77 of the Act or any other official in terms of Section 79 of the Act in regard to supply chain management activities.

(3) The Council or Accounting Officer may not delegate or sub-delegate any supply chain management powers or duties to a person who is not an official of the Municipality or to a committee which is not exclusively composed of officials of the Municipality;

(4) Paragraph 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 paragraph 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 subparagraph 5 (2) and paragraph 4 of this Policy.

(2) The power to make a final award -

(a) above R10 million (VAT included) may not be sub-delegated by the Accounting Officer;

(b) above R2 million (VAT included), but not exceeding R10 million (VAT included), may be sub-delegated but only to -

(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; or

(c) not exceeding R2 million (VAT included) may be sub-delegated but only to -

(i) the Chief Financial Officer;

(ii) a Senior Manager;

(iii) a Manager directly accountable to the Chief Financial Officer or a Senior Manager; or

(iv) a Bid Adjudication Committee.

(3) An official or Bid Adjudication Committee to which the power to make final awards has been sub-delegated in accordance with subparagraph 4(2) of this Policy, must within five working days of the end of each month, submit to the official referred to in subparagraph 4 of this Policy 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.

(d) the status of the supplier's level of contribution.

(4) A written report referred to in subparagraph 5(3) of this Policy must be submitted –

(a) to the Accounting Officer*,* in the case of an award by -

(i) the chief financial officer;

(ii) a senior manager;

(iii) a manager referred to in subparagraph 5(2)(c)(iii) of this Policy; or

(iv) a Bid Adjudication Committee of which the Chief Financial Officer or a Senior Manager is not 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 5(2)(c); or

(ii) a bid adjudication committee of which the chief financial officer or a senior manager is not a member.

(5) Subparagraph 5(3) and 5(4) of this Policy do not apply to procurements out of petty cash.

(6) This paragraph may not be interpreted as permitting an official to whom the power to make final awards has been sub-delegated, to make a final award in a competitive bidding process otherwise than through the committee system provided for in paragraph 26 of this Policy.

(7) No supply chain management decision-making powers may be delegated to an advisor or consultant.

6. OVERSIGHT ROLE OF COUNCIL

(1) The Council must maintain oversight over the implementation of this Supply Chain Management Policy.

(2) For the purposes of such oversight the Accounting Officer must -

(i) within 30 days of the end of each financial year, submit a report on the implementation of the Supply Chain Management Policy of the Municipality and of any municipal entity under its sole or shared control, to the Council of the Municipality; and

(ii) whenever there are serious and material problems in the implementation of the Supply Chain Management 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.

(4) The reports referred to in paragraph 6(2) must be made public in accordance with Section 21A of the Municipal Systems Act, No 32 of 2000.

(5) No Councillor of the Municipality may be a member of any municipal bid committee or any other committee evaluating or approving tenders, quotations, contracts or other bids, nor attend any such meeting as an observer.

7. SUPPLY CHAIN MANAGEMENT UNIT

(1) The Accounting Officer must establish a Supply Chain Management Unit and determine the terms of reference of the Unit to implement this Supply Chain Management Policy

(2) The Supply Chain Management Unit shall operate as a centralised supply chain management function to administer and co-ordinate all the supply chain management activities and functions of the Municipality as described in this Policy unless a function or activity is specifically excluded by the Accounting Officer from the Unit's terms of reference.

(3) The Supply Chain Management Unit will operate under the direct supervision of the Chief Financial Officer or an official to whom this duty has been delegated in terms of Section 82 of the Act.

8. TRAINING OF SUPPLY CHAIN MANAGEMENT OFFICIALS

The training of officials involved in implementing the Supply Chain Management Policy will be in accordance with any Treasury guidelines on supply chain management training as well as the Municipal Regulations on Minimum Competency Levels, GN493 of 15 June 2007.

CHAPTER 2 - FRAMEWORK FOR SUPPLY CHAIN MANAGEMENT

9. FORMAT OF SUPPLY CHAIN MANAGEMENT

This Supply Chain Management Policy provides systems for -

Part 1

(i) Demand management

Part 2

(ii) Acquisition management

Part 3

(iii) Logistics management

(iv) Disposal management

(v) Risk management

(vi) Performance management

PART 1

DEMAND MANAGEMENT

10. SYSTEM OF DEMAND MANAGEMENT

(1) The Accounting Officer must establish, through operational procedures, an effective system of demand management in order to ensure that the resources required to support the strategic and operational commitments are delivered at the correct time, at the right price and at the right location, and that the quantity and quality satisfy the needs.

(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; and

(c) provide for the compilation of the required specifications to ensure that its needs are met.

(3) Demand management should be co-ordinated by SCM officials in consultation with the end users and must form part of the strategic planning exercise.

(4) Procurement plans for all tenders must be developed to be implemented by the SCM Unit. This plan should indicate the following:

(a) description of the goods, works or service
(b) the end user
(c) the contact person representing the end-user
(d) estimated value
(e) date of submission of specifications
(f) date of advertisement of the bid
(g) estimated evaluation time
(h) envisaged date of the Bid Adjudication Committee meeting
(i) envisaged date of the Accounting Officer approval (for all procurement above R10 million)
(j) envisaged date of issuance of an official order.

(5) For all tenders a bid register for the management of the procurement process for each requirement should be compiled.

(6) The procurement plan should on a continuous basis be assessed and updated if required.

PART 2

ACQUISITION MANAGEMENT

11. SYSTEM OF ACQUISITION MANAGEMENT

(1) The Accounting Officer must establish, though 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 authorised processes only;

(b) that expenditure on goods and services is incurred in terms of an approved budget in terms of Section 15 of the Act;

(c) that the threshold values for the different procurement processes are complied with;

(d) that bid documentation, evaluation and adjudication criteria, and general conditions of a contract, are in accordance with any applicable legislation; and

(e) that any Treasury guidelines on acquisition management are properly taken into account.

(2) This Supply Chain Management Policy, except where provided otherwise in the Policy, 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) The following information must be made public wherever goods or services contemplated in Section 110(2) of the Act are procured other than through the Supply Chain Management system -

(a) the kind of goods or services; and

(b) the name of the supplier.

12. RANGE OF PROCUREMENT PROCESSES

(1) The procurement of goods and services through this Policy is provided by way of -

(a) petty cash purchases, up to a transaction value of R300, (VAT included), subject to the right of the Accounting Officer to increase the limit for petty cash purposes to R2 000 (VAT included).

(b) written quotations for procurements of a transaction value exceeding R300, including VAT and up to R30 000, including VAT.

(c) formal written quotations for procurements of a transaction value exceeding R30 000 and up to R200 000 (VAT included); and

(d) a competitive bidding process for-

(i) procurement above a transaction value of R200 000 (VAT included); and

(ii) the procurement of long-term contracts.

(2) The Accounting Officer may, in writing; -

(a) lower, but not increase, the different threshold values specified in subparagraph 12 (1); or

(b) direct that -

(i) quotations be obtained as per the Municipality's Expenditure Policy for any specific procurement of a transaction value lower than R300 (VAT included);

(ii) written quotations be obtained for any specific procurement of a transaction value lower than R30 000 (VAT included); or

(iii) formal written quotations be obtained for any specific procurement of a transaction value exceeding R30 000 (VAT included) up to R200 000 (VAT included).

(iv) a competitive bidding process be followed for any specific procurement of a transaction value lower than R200 000 (VAT included).

(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.

(4) The preferential point system as prescribed by the PPPFA and its Regulations shall apply to all procurement above R30 000 (VAT included). The preferential point system may be applied to procurement less that R30 000 (VAT included) if and when deemed appropriate.

13. GENERAL CONDITIONS FOR CONSIDERATION OF WRITTEN QUOTATIONS, FORMAL WRITTEN QUOTATIONS AND TENDERS

A written quotation, formal written quotation or tender may not be considered unless the provider who submitted the quotation, formal written quotation or tender -

(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 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 subparagraph (ii) is in the service of the State, or has been in the service of the State in the previous twelve months.

(c) In the case of formal written quotations and tenders, that is transactions exceeding R30 000, including VAT:

(i) a valid original Tax Clearance Certificate must accompany the bid documents unless the bidder is registered on the Accredited Supplier Database the Municipality use and the Municipality has a valid originalTax Clearance Certificate for the bidder there on record. The onus is on the bidder to ensure that the Municipality has a valid original Tax Clearance Certificate on record. If the South African Revenue Services (SARS) cannot provide a valid original Tax Clearance Certificate; the bidder must submit a letter from SARS on an original SARS letterhead that their tax matters are in order.

(ii) If the bid of the preferred bidder is not supported by a valid original Tax Clearance Certificate, either as an attachment to the bid documents or on record in the case of suppliers registered on the Supplier Database the Municipality use, the Municipality reserves the right to obtain such document, within a time as specified by the Municipality, after the closing date to verify that the bidder's tax matters are in order. If no such document can be obtained, the bid will be disqualified;

(iii) A copy of the bidder's municipal account (for the Municipality where the bidder pays his account) for the month preceding the

quotation closure date must accompany the quotation documents. If such a copy does not accompany the bid document of the successful bidder, the Municipality reserves the right to obtain such documents (including sworn affidavits) after the closing date to verify that their municipal accounts are in order;

(iv) No bid will be awarded to any bidder which is or whose directors are in arrears for more than three months with their municipal rates and taxes or municipal charges due to any Municipality or any of its entities. If a bidder rents their premises, proof must be submitted that the rental includes their municipal rates and taxes or municipal charges and that their rent is not in arrears.

(v) B-BBEE Certificates must be a valid original or certified copy of the original and must comply with the minimum validation criteria as set out by National Treasury. However, in the case where a bidder submitted a B-BBEE Certificate at the closing date and time of the bid but it was not the original or not certified as a true copy of the original, the bidder could be requested to submit the original or certified copy of the original within a specified period of time. If the required certificate is submitted within the specified time, and the certificate complies this the requirements set by National Treasury, the bidder may be awarded the points that they qualify for.

14. LIST 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 of the Municipality through written quotations and formal written quotations; and

(b) at least once a year, through newspapers commonly circulating locally, the Municipality's website and any other appropriate ways, invite prospective providers of goods or services to apply for evaluation and listing as accredited prospective providers;

(c) specify the listing criteria for accredited prospective providers; and

(d) disallow the listing of any prospective provider whose name appears on the National Treasury’s database as a person prohibited from doing business with the public sector.

(2) The list must be updated at least quarterly to include any additional prospective providers and any new commodities or types of services. Prospective providers must be allowed to submit applications for listing at any time.

(3) The list must be compiled per commodity and per type of service.

(4) The listing criteria are set out in the official Accredited Supplier Database Application Form.

(5) As, in terms of Paragraph 47, no award may be given to a person who is in the service of the state, it is expected of all prospective bidders to declare their interests in the application form for listing on the Accredited Supplier Database the Municipality use.

15. PETTY CASH PURCHASES

(1) The following shall be applicable to all purchases not exceeding R300, including VAT, or such amount up to R2 000 (VAT included) as determined by the Accounting Officer in terms of this Policy, or such other amount as may be legislated from time to time.

(2) Conditions for petty cash purchases -

(a) Only officials duly delegated to authorise requisitions and certify invoices for payments may authorise the request for petty cash and authorise the expenditure incurred through petty cash transactions;

(b) Each Senior Manager is only allowed a maximum of 60 petty cash transactions per month;

(c) No request for petty cash transactions may be lodged for items that is held as inventory in the municipal stores; and

(d) Only one quotation has to be obtained when procuring goods or services to a value of less than the petty cash threshold.

(3) Procedures to be followed in respect of petty cash transactions –

(a) A register of numbered vouchers must be kept by the official responsible for petty cash;

(b) A proper voucher with full details of expenditure must be submitted;

(c) The voucher must be signed by the official making the payment as well as the official that rendered the payment for purchases;

(d) All vouchers must be signed by a duly authorised official for the relevant department;

(e) A proper register as determined by the Head: Supply Chain Management must be maintained;

(f) Reconciliation reports and supplement to the petty cash advance must be done on a regular basis;

(g) Reconciliation reports must be verified and signed off by the Head: Supply Chain Management before a cheque is issued by the Expenditure Department to supplement the petty cash advance.

16. WRITTEN QUOTATIONS

(1) The Accounting Officer must establish the conditions for the procurement of goods or services through written quotations, which must include conditions stating

(a) that quotations must be obtained in writing from at least three different providers whose names appear on the list of accredited prospective providers of the Municipality;

(b) that quotations may be obtained from providers who are not listed on the Accredited Supplier Database the Municipality use, provided that such providers meet the listing criteria as envisaged in subparagraphs 14(1)(c) and (d) of this Policy;

(c) that providers must be requested to submit such quotation in writing;

(d) that if it is not possible to obtain at least three quotations or formal written quotations, the reasons must be recorded and approved by the Chief Financial Officer or an official designated by the Chief Financial Officer, and

(e) that the Accounting Officer must record the names of the potential providers and their written quotations.

(2) The preferential point system as prescribed by the PPPFA and its Regulations shall apply to all procurement above R30 000 (VAT included). The preferential point system may be applied to procurement less that R30 000 (VAT included) if and when deemed appropriate.

(3) A designated official must within three working days of the end of each month report to the Chief Financial Officer on any approvals given during that month.

17. PROCEDURES FOR PROCURING GOODS/SERVICES THROUGH WRITTEN QUOTATIONS

When goods or services are procured through written quotations the following will apply –

(a) when using the list of accredited prospective providers the ongoing competition amongst providers must be promoted, including by inviting providers to submit quotations on a rotation basis;

(b) offers below R30 000 (VAT included) must be awarded based on compliance to specifications and conditions of contract, ability and capability to deliver the goods and services and lowest price. The preferential point system may be applied to procurement less that R30 000 (VAT included) if and when deemed appropriate;

(c) all reasonable steps must be taken to ensure that the procurement of goods and services through written quotations is not abused;

(d) the Accounting Officer or his/her delegated authority must, on a monthly basis, be notified in writing of all written quotations accepted by an official acting in terms of a sub-delegation;

18. PROCEDURES FOR PROCURING GOODS/SERVICES THROUGH FORMAL WRITTEN QUOTATIONS

When goods or services are procured through formal written quotations the following will apply –

(a) all requirements in excess of R30 000 (VAT included) that are to be procured by means of formal written quotations must, in addition to the requirements of paragraph 16, be advertised for at least seven (7) days on the website and an official notice board of the Municipality;

(b) offers received must be evaluated on a comparative basis taking into account unconditional discounts;

(c) acceptable offers, which are subject to the preference points system (PPPFA and associated regulations), must be awarded to the bidder who scored the highest points;

(d) all reasonable steps must be taken to ensure that the procurement of goods and services through formal written quotations is not abused;

(e) the Accounting Officer or his/her delegated authority must, on a monthly basis, be notified in writing of all formal written quotations accepted by an official acting in terms of a sub-delegation;

(f) proper records of all bid documents and related correspondence must be kept; and

(g) a lockable safe tender box must be kept at the main municipal buildings in which quotations and/or tender or bid documents can be deposited 24 hours a day, seven days a week.

19. COMPETITIVE BIDDING PROCESS

(1) Goods or services above a transaction value of R200 000 (VAT included) and long-term contracts may only be procured through a competitive bidding process, subject to paragraph 11(2) of this Policy; and

(2) No requirement for goods or services above an estimated transaction value of R200 000 (VAT included), may deliberately be split into parts or items of lesser value merely for the sake of procuring the goods or services otherwise than through a competitive bidding process.

(3) The following information must be submitted by the senior manager responsible for the Vote to the CFO prior to the public advertisement of any bids in excess of R10 million (VAT included):

(a) Proof that budgetary provision exists for procurement of the goods, services and/or infrastructure projects;
(b) Any ancillary budgetary implications related to the bid, for example, if the project is for the acquisition of a municipal asset, does budgetary provision exist for the operation of the asset, maintenance costs relating to the asset, administration costs and rehabilitation/renewal costs;

(c) Any multi-year budgetary implications, for example, if a project will take more than one financial year, the estimated expenditure per financial year.

(4) Contracts above the value of R10 million (VAT included) may only be awarded to the preferred bidder after the Chief Financial Officer or his/her delegate has verified in writing that budgetary provision exists for the acquisition of the goods, infrastructure projects and/or services and that it is consistent with the Integrated Development Plan.

20. PROCEDURE FOR COMPETIVE BIDDING

The Accounting Officer must establish procedures for the competitive bidding process for each of the following stages:

(a) the compilation of bidding documentation;
(b) the public invitation of bids;
(c) site meetings or briefing sessions, if applicable;
(d) the handling of bids submitted in response to public invitation;
(e) the evaluation of bids;
(f) the award of contracts;
(g) the administration of contracts; and
(h) proper record keeping.

21. BID DOCUMENTATION FOR COMPETITIVE BIDS

The Municipality's bid documentation must, in addition to the requirements stated in paragraph 13 of this Policy –

(a) Take into account -
  (i) the general conditions of contract and any special conditions of contract, if specified;
  (ii) any Treasury guidelines on bid documentation; and
  (iii) the requirements of the Construction Industry Development Board (CIDB), in the case of a bid relating to construction, upgrading or refurbishment of buildings or infrastructure;
  (iv) Local production and Content requirements.

(b) Include evaluation and adjudication criteria, including any criteria required by other applicable legislation;

(c) Include the preferential procurement system that will be used in the evaluation of the bids;

(d) Compel bidders to declare any conflict of interest they may have in the transaction for which the tender is submitted;

(e) Compel bidders to complete and submit the Certificate of Independent Bid Determination;

(f) Compel bidders to declare their previous supply chain management practices and state whether or not they

(i) have been found guilty by a Court of Law or a structure established by Council or the Accounting Officer for handling alleged abuses of the Municipality or the municipal entity's supply chain management system or committed any improper conduct in relation to such a system.

(ii) have been convicted for fraud or corruption during the past five years

(iii) have wilfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years

(iv) have been listed in the Register for Tender Defaulters in terms of Section 29 of the Prevention and Combating of Corrupt Activities Act, No 12 of 2004.

(g) 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;

(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 is expected to be transferred out of the Republic; and

(h) Stipulate that disputes must be settled by means of mutual consultation, mediation (with or without legal representation), or, when unsuccessful, in a South African Court of Law.

22. PUBLIC INVITATION FOR COMPETITIVE BIDS

The Accounting Officer must determine the procedure for the invitation of competitive bids, which must stipulate that:

(1) (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 way (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 (VAT included), or 14 days in any other case, from the date on which the advertisement is placed in a newspaper, subject to subparagraph 22(3) of this Policy;

(ii) a statement that bids may only be submitted on the bid documentation provided by the Municipality; and

(iii) In the case of designated sectors, where in the award of bids Local Production and Content is applicable, advertise such bids with a specific condition that only locally produced goods, services or work or locally manufactured goods, with a stipulated threshold for local production and content will be considered.

(2) The Accounting Officer or his delegate 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) Bids submitted must be sealed and must be clearly marked. Unsealed and/or unmarked bids will not be accepted and will be returned to the bidder.

(4) Where bids are requested in electronic format, such bids must be supplemented by sealed hard copies.

(5) Goods, services and/or infrastructure projects above the value of R10 million (all applicable taxes included) may only be advertised after the CFO has verified in writing that budgetary provision exists for the commencement of the particular project.

23. PROCEDURE FOR HANDLING SITE MEETINGS, INFORMATION OR BRIEFING SESSIONS

(1) Bid documentation should indicate whether a site meeting, information or briefing session is compulsory or not.

(2) The address and time where the meeting or session will take place as well as the contact person with contact details should be stipulated.

(3) Prospective bidders that arrive within 15 (fifteen) minutes of the advertised time the meeting started will not be allowed to attend the meeting or to sign the attendance register unless the person chairing the meeting give permission to do so. Reasons for the chairperson's decision must be duly minuted.

(4) Bidders that arrive within 15 (fifteen) minutes of the advertised time the meeting started, but after the completion of the meeting will not be allowed to attend the meeting or sign the attendance register.

(5) Prospective bidders that arrive after 15 (fifteen) minutes of the advertised time the meeting started will not be allowed to attend the meeting and sign the attendance register.

(6) If the value of the bid is to be more than R10 million and a prospective bidder is delayed due to unforseen circumstances, he/she must contact the contact person or chairperson before the meeting commence and inform him/her of the delay and state the reasons for the delay and will only be allowed to attend the meeting if the chairperson of the meeting give permission to do so. Reasons for the chairperson's decision must be duly minuted.

(7) An attendance register must be completed at all meetings or sessions.

(8) Minutes must be kept at all meetings or sessions and be distributed to all attendees.

(9) Any additional information, clarifications, correction of errors or modifications to the bid documents must be distributed to all attendees in sufficient time before the closing date and time of the bid to enable bidders to take appropriate action if necessary.

24. PROCEDURE FOR HANDLING, OPENING AND RECORDING OF BIDS

(1) The Accounting Officer must determine the procedure for the handling, opening and recording of bids, which must stipulate that

(a) bids

(i) must be opened only in public;

(ii) must be opened simultaneously 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 must be returned.

(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 as well as subject to confidentiality or competitive considerations, also each bidder's total bidding price;

(c) bids that are received after the closing time will be marked late with an official stamp with the time at which it was received. The bidder will be notified of the action and the bid returned;

(d) only bids that have been placed in the Municipality's tender box or received and recorded at the Municipality's documentation centre will be regarded as having been received on time;

(e) Bids that are received late will not be considered.

(f) Unsealed bids will not be accepted and will be returned to the bidder.

(2) (a) a register must be kept in which all bids received in time are recorded;

(b) the register must reflect the bid closing date, date and time of opening the bids, name and title of persons opening the bids together with their signatures and an indication as to whether any late submissions were received;

(c) the register must be signed by the user department in evidence of receiving the bid documents;

(d) the register must be available for public inspection; and

(e) the bid results must be published on the Municipality's website.

(3) After the closure of any advertised competitive bid the Municipality must, further to information to be published in terms of Section 75 of the MFMA, publish on its website, the reference number of the bid, the description of the goods, services or infrastructure project, names of all bidders, the B-BBEE status level of contribution of all bidders, where applicable, the local content percentages of the goods offered and where practical, total price of the bids, by all bidders that submitted bids in relation to that particular advertisement.

(4) The municipality must publish the aforementioned information within ten (10) working days after closure of the bid and it must remain on the website of the municipality for at least thirty (30) days.

25. NEGOTIATIONS WITH PREFERRED BIDDERS

(1) The Accounting Officer or his delegate may negotiate the final terms of a contract with bidders identified through a competitive bidding process as preferred bidders, provided that such negotiation -

(a) do not allow any preferred bidder a second or unfair opportunity;

(b) are not to the detriment of any other bidder; and

(c) do not lead to a higher price (or a lower price in terms of an income generating bid) than the bid as submitted.

(2) Minutes of such negotiations must be kept for record purposes.

26. 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.

27. COMMITTEE SYSTEM FOR COMPETITIVE BIDS

(1) The Accounting Officer is required to -

(a) establish a committee system for competitive bids consisting of at least a -

(i) Bid Specification Committee;

(ii) Bid Evaluation Committee; and

(iii) Bid Adjudication Committee;

(b) appoint the members of the Bid Adjudication Committee, taking into account Section 117 of the Act; and

(c) delegate the authority to appoint members of the other committees on an ad hoc basis to a senior manager as defined in paragraph 1 of this Policy.

(d) provide for an attendance or oversight process by a neutral or independent observer, appointed by the Accounting Officer, when this is appropriate for ensuring fairness and promoting transparency.

(2) The committee system must be consistent with -
(a) paragraphs 27, 29 and 30 of this Policy; and
(b) any other applicable legislation.

(3) The Accounting Officer may apply the committee system to formal written quotations.

(4) All Committee proceedings must be duly minuted and attendance registers personally signed by all those present. These records must be filed with all other documentation relating to the relevant bid or quotation.

28. BID SPECIFICATION COMMITTEES

(1) The Accounting Officer or his/her delegate must appoint a Bid Specification Committee on an ad hoc basis to compile the specifications for each procurement 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 Organisation, or an authority accredited or recognised by the South African National Accreditation System with which the equipment or material or workmanship should comply;
(c) must where possible, be described in terms of performance required rather than in terms of descriptive characteristics for design;

(d) may not create trade barriers in contract requirements in the forms of specifications, plans, drawings, designs, testing and test methods, packaging, marking or labelling of conformity certification;

(e) may not make reference to any particular trade mark, name, patent, design, type, specific origin or producer unless there is no other sufficiently precise or intelligible way of describing the characteristics of the work, in which case such reference must be accompanied by the words “equivalent”;

(f) may not make reference to any particular trade mark, name, patent, design, type, specific origin or producer unless in exceptional cases where it is essential that the goods to be procured need to be specifically named. Reasons motivating this must be recorded in writing and where possible or applicable be stipulated in the specifications in the bidding documents; and

(g) must be approved by Chairperson of the Bid Specification Committee prior to publication of the Invitation for bids in terms of paragraph 22 of this Policy.

(3) The Bid Specification Committee must be composed of –

(a) the director and one or more official from the department requiring the goods or services;

(b) at least one Supply Chain Management Practitioner of the Municipality; and

(c) may, when appropriate, include external specialist advisors.

(4) No person, advisor or corporate entity involved with the Bid Specification Committee, or a director of such a corporate entity, may bid for any resulting contracts.

29. BID EVALUATION COMMITTEES

(1) The Accounting Officer or his/her delegate appoints the Bid Evaluation Committee on an ad hoc basis to -

(a) evaluate bids in accordance with -

(i) the specifications for a specific procurement; and

(ii) the points system set out in terms of the Preferential Procurement Regulations, 2011 and such other legislation as may be applicable.

(b) evaluate each bidder's ability and capacity to execute the contract;

(c) check in respect of the recommended bidder whether municipal rates and taxes and municipal service charges are not in arrears, and;

(d) submit to the Adjudication Committee a report and recommendations regarding the award of the bid or any other related matter.

(2) The Bid Evaluation Committee must as far as possible be composed of -
(a) a senior manager;
(b) officials from departments requiring the goods or services; and
(c) at least one Supply Chain Management Practitioner of the Municipality.

30. BID ADJUDICATION COMMITTEES

(1) The Bid Adjudication Committee*,* to be appointed as a Standing Committee by the Accounting Officer must -
(a) consider the report and recommendations of the Bid Evaluation Committee; and either
(i) depending on its delegations, make a final award or 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 senior managers of the Municipality and must include -
(i) 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;
(ii) directors of the Municipality;
(iii) the Head: Expenditure of the Municipality;
(iv) at least one Senior Supply Chain Management practitioner who is an official of the Municipality; and
(v) if deemed necessary and appointed in writing by the Accounting Officer for a specific tender an internal technical expert in the relevant field if such an expert is available.

(3) The Accounting Officer must appoint the chairperson of the Bid Adjudication 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) 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.

(5) (a) 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 -

(i) check in respect of the preferred bidder whether that bidder's municipal rates and taxes and municipal service charges are not in arrears, and;

(ii) notify the Accounting Officer.

(b) The Accounting Officer may -

(i) after due consideration of the reasons for the deviation, ratify or reject the decision of the Bid Adjudication Committee referred to in paragraph 5 (a); and

(ii) if the decision of the Bid Adjudication Committee is rejected, refer the decision back to that committee for reconsideration.

(6) 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.

(7) As required by Section 114 of the Act, if a tender other than the one recommended in the normal course of implementing this Policy is approved, the Accounting Officer must, in writing, notify the Auditor-General, the Provincial Treasury and the National Treasury of the reasons for deviating from such recommendation. This does not apply if a different tender was approved in order to rectify the irregularity. The accounting officer must comply with section 114 of the Act within 10 working days.

(8) Only the Accounting Officer or directors of the municipality may cancel a bid. A written memorandum must be submitted to SCM clearly stating the reasons for the cancellation.

(9) All cancellations of tenders must be reported to the Bid Adjudication Committee in writing.

31. PROCUREMENT OF BANKING SERVICES

(1) Banking services -

(a) must be procured through competitive bids;

(b) must be consistent with Section 7 or 85 of the Act; and

(c) must be for a period of five years at a time.

(2) The process for procuring a contract for banking services must commence at least nine months before the end of an existing contract.

(3) The closure date for the submission of bids may not be less than 60 days from the date on which the advertisement is placed in a newspaper in terms of paragraph 22 (1). Bids must be restricted to banks registered in terms of the Banks Act, No. 94 of 1990.

32. PROCUREMENT OF IT-RELATED GOODS OR SERVICES

(1) The Accounting Officer may request the State Information Technology Agency (SITA) to assist with the acquisition of IT-related goods or services through a competitive bidding process.

(2) Both parties must enter into a written agreement to regulate the services rendered by, and the payments to be made to, SITA.

(3) The Accounting Officer must notify SITA together with a motivation of the IT needs if

(a) the transaction value of IT-related goods or services required in any financial year will exceed R50 million (VAT included); or

(b) the transaction value of a contract to be procured whether for one or more years exceeds R50 million (VAT included).

(4) If a SITA comment on the submission and the Municipality disagrees with such comments, the comments and the reasons for rejecting or not following such comments must be submitted to Council, the National Treasury, the Provincial Treasury and the Auditor General.

33. PROCUREMENT OF GOODS AND SERVICES UNDER CONTRACTS SECURED BY OTHER ORGANS OF STATE

(1) Goods or services may be procured under 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 the other organ of State and the provider have consented to such procurement in writing.

(2) Subparagraphs (1) (c) and (d) do not apply if -

(a) a municipal entity of the Municipality procures goods or services through a contract secured by the Municipality; or

(b) the Municipality as the parent Municipality procures goods or services through a contract secured by the entity.

34. PROCUREMENT OF GOODS NECESSITATING SPECIAL SAFETY ARRANGEMENTS

(1) The acquisition and storage of goods in bulk (other than water) which necessitate special safety arrangements, including gasses and fuel, should be avoided where ever possible.

(2) Where the storage of goods in bulk is justified, such justification must be based on sound reasons, including the total cost of ownership, cost advantages and environmental impact and must be approved by the Accounting Officer.

35. ROSTER SYSTEM

A Roster System may be applied for a list of pre-approved service providers, suppliers, contractors and/or consultants subject to the development and adoption of a Roster System Policy containing the following:

- Roster scope for service providers, suppliers, contractors and/or consultants
- Registration of service providers, suppliers, contractors and/or consultants
- Qualification to be registered on the Roster System Database
- Process of selection and appointment on the Roster System Database

36. PROUDLY SOUTH AFRICA CAMPAIGN

The Municipality supports the Proudly SA Campaign in its procurement of goods and services to the extent that, all things being equal, preference is given to procuring local goods and services from:

- Firstly, suppliers and businesses within the municipal district of Mossel Bay;
- Secondly, suppliers and businesses within the Eden District Municipal area
- Thirdly, suppliers and businesses within the Western Cape province
- Fourthly, suppliers and businesses within the rest of the Republic of South Africa

37. APPOINTMENT OF CONSULTANTS

(1) The Municipality should consult the National Treasury‘s instructions in respect of the appointment of consultants.

(2) Consultants should only be engaged when the necessary skills and/or resources to perform a project/duty/study are not available and the Accounting Officer cannot be reasonably expected either to train or to recruit people in the time available.

(3) If transfer of knowledge and skills or training is an objective, it should be specifically outlined. The terms of reference or specifications should indicate the objectives, nature, scope and goals of the training programme, including details on trainer sand trainees, skills to be transferred, time frames and monitoring and evaluation arrangements to enable consultants to estimate the required resources.

(4) As consultant services are specialised types of services, specifications for procurement should be drafted on a case-by-case basis depending on the nature and the type of consulting work under consideration.

(5) Specifications should take into account production of documents where copy right, patents/ownership is concerned when drafting documentation of this nature. Copyright, patent right or ownership shall be vested in the Municipality. Evaluation criteria should include:

(i) Consultant's relevant experience;
(ii) Quality of the methodology;
(iii) Qualifications of key personnel; and
(iv) Transfer of skills and knowledge (if applicable)

(6) In addition to any requirements prescribed by this policy for competitive bids, bidders must furnish particulars of:

(i) All consultancy services provided to an organ of State in the last 5 years
(ii) Any similar consultancy services provided to an organ of State in the last 5 years.

(7) The work undertaken by a consultant should be regulated by a contract and/or Service Level Agreement. The relationship between the Municipality and the Consultant will be one of purchaser/provider and not employer/employee. The Accounting Officer or his/her delegated official is, however, responsible for monitoring and evaluating contractor performance and outputs against project specifications and targets and should take remedial action if performance is below standard.

(8) The appointment of consultants shall be done in accordance with applicable Supply Chain Management legislation, regulations and this policy. The procurement method selection will be determined by the scope of the project, the quality of the service and complexity of the project.

(9) A needs analysis must be done and the need for consultants must be linked to the strategic objective of the relevant project. Issues that should be discussed and clarified are:

(i) The need for a consultant;
(ii) Whether it would be a once-off or recurrent service;
(iii) Will any skills or knowledge transfer be required.

(10) While the specific rules and procedures to be followed for selecting consultants depend on the circumstances of the particular case, at least the following four major considerations should guide the Accounting Officer's/authority's policy on the selection process:

- the need for high-quality services;

- the need for economy and efficiency;
- the need to give qualified consultants an opportunity to compete in providing the services;
- the importance of transparency in the selection process.

(11) Consultants should not be hired under the following circumstances:

- A firm, which has been engaged by the AO to provide goods or works for a project and any of its affiliates, should be disqualified from providing consulting services for the same project. Similarly, a firm hired to provide consulting services for the preparation or implementation of a project and any of its affiliates, should be disqualified from subsequently providing goods or works or services related to the initial assignment (other than a continuation of the firm‘s earlier consulting services as described below) for the same project, unless the various firms (consultants, contractors, or suppliers) are performing the contractor‘s obligations under a turnkey or design-and-build contract;
- Consultants or any of their affiliates should not be hired for any assignment which, by its nature, may be in conflict with another assignment of the consultants. As an example, consultants hired to prepare an engineering design for an infrastructure project should not be engaged to prepare an independent environmental assessment for the same project, and consultants assisting a client in the privatization of public assets should not purchase, nor advise purchasers of such assets.

38. DEVIATION FROM AND RATIFICATION OF MINOR BREACHES OF PROCUREMENT PROCESSES

(1) The Accounting Officer or a senior official of the Municipality to whom the Accounting Officer has delegated the authority in writing 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 as defined in paragraph 1 of this Policy;

(ii) if such goods or services are produced or available from a single provider only;

(iii) for the acquisition of special works of art or historical objects where specifications are difficult to compile;

(iv) acquisition of animals for zoos and/or nature and game reserves; or

(v) if such goods or services have already been acquired by the Municipality from a specific supplier or service provider and subsequent maintenance, amendments, or modifications by other suppliers or service providers are prohibited, restricted or impossible because of guarantee, legal, licensing or such other requirements, or it will be impractical or uneconomical to acquire additional similar goods or services from another supplier or service provider; or

(vi) in any other exceptional case where it is impractical or impossible to follow the official procurement processes;

(vii) in any Expanded Public Works Programme (EPWP) learnership projects which have been identified and registered as such.

(b) Ratify any minor breaches of the procurement processes by an official or committee acting in terms of delegated powers or duties which are purely of a technical nature.

(2) The Accounting Officer must record the reasons for any deviations in terms of subparagraphs 38(1)(a) and (b) above and report them to the next meeting of the Council and include as a note to the annual financial statements.

(3) Subparagraph 38(2) does not apply to the procurement of goods and services contemplated in paragraph 11(2) of this Policy.

(4) In case of emergencies, the following procedure should be followed:

(i) telephonic approval should be obtained from the SCM unit as well as the Director of the department requiring the goods or services;

(ii) written recommendations must be obtained within 3 (three) working days from SCM as well as the relevant Director; and

(iii) final approval has to be obtained from the Accounting Officer, before an order will be issued.

(5) A Deviation process may be followed in the following cases:

(i) Where the Municipality followed a competitive bidding process and for Tenders no bids were received.

(ii) Where the Municipality followed a competitive bidding process for Formal Written Quotations twice and both times no quotations were received.

(iii) When a Deviation process is followed in terms of paragraphs (i) and (ii) above the same specification must be used as in the original Tender or Formal Written Quotation.

39. UNSOLICITED BIDS

(1) In accordance with Section 113 of the Act the Municipality has no obligation to consider unsolicited bids received outside a normal bidding process.

(2) The Accounting Officer may, however, decide in terms of Section 113(2) of the Act to consider an unsolicited bid, only if –

(a) the product or service or proposal offered in terms of the bid is a demonstrably or proven unique, innovative or valuable concept; and/or
(b) the product or service or proposal will be exceptionally beneficial, or have exceptional cost advantages to the Municipality;
(c) the bidder who made the bid is the sole provider of the product or service or is the only proposer of the concept; 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 subparagraph 39(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 is accepted; and
(c) an invitation to the public or other potential suppliers to submit their comments within 30 days of the notice.

(4) All written comments received pursuant to subparagraph 39(3), including any responses from the unsolicited bidder, must be submitted 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 take into account -

(a) any comments submitted by the public; and

(b) any written comments and recommendations of the National Treasury or the Provincial Treasury.

(8) If any recommendations of the National Treasury or the Provincial Treasury are rejected or not followed, the Accounting Officer must submit to the Auditor General, the Provincial Treasury and the National Treasury the reasons for rejecting or not following those recommendations.

(9) Such submission must be made within 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.

(10) Unsolicited bids for the purchase and/or development or renting of municipal land or fixed property of commercial value as defined in paragraph 1 of this Policy will not be considered.

40. COMBATING OF ABUSE OF SUPPLY CHAIN MANAGEMENT SYSTEM

(1) The Accounting Officer must

(a) take all reasonable steps to prevent abuse of the Supply Chain Management System;

(b) investigate any allegations against an official or other role player of fraud, corruption, favouritism, unfair or irregular practices or failure to comply with this Supply Chain Management Policy, and when justified

(i) take appropriate steps against such official or other role player; or

(ii) report any alleged criminal conduct to the South African Police Service.

(c) check the National Treasury's database prior to awarding any contract to ensure that no recommended bidder, or any of its directors, is listed as a person prohibited from doing business with the public sector;

(d) reject any bid from a bidder -

(i) if any municipal rates and taxes or municipal service charges owed by that bidder or any of its directors to the Municipality, or to any other Municipality or municipal entity, are in arrears for more than three months; or

(ii) who, during the last five years, has failed to perform satisfactorily on a previous contract with the Municipality; or any other organ of State after written notice was given to that bidder that performance was unsatisfactory;

(e) reject a recommendation for the award of a contract if the recommended bidder, or any of its directors, has committed a corrupt or fraudulent act in competing for the particular contract;

(f) cancel a contract awarded to a person if -

(i) the person committed any corrupt or fraudulent act during the bidding process or the execution of the contract; or

(ii) an official or other role player committed any corrupt or fraudulent act during the bidding process or the execution of the contract that benefited that person; and

(g) reject the bid of any bidder if that bidder or any of its directors -

(i) has been found guilty by a Court of Law or a structure established by Council or the Accounting Officer for investigating or the arbitration of related to abuses of the Supply Chain Management System of the Municipality or has committed any improper conduct in relation to such system;

(ii) has been convicted for fraud or corruption during the past five years;

(iii) has wilfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years; or

(iv) has been listed in the Register for Tender Defaulters in terms of Section 29 of the Prevention and Combating of Corrupt Activities Act, No 12 of 2004.

(2) The Municipality shall ensure that, where possible, fronting is identified before a contract is awarded and act accordingly. Where, after an award of a contract was made and it becomes evident that the award made was based on incorrect information constituting fronting, the appropriate action will be taken in accordance with all legal remedies available.

(3) The Accounting Officer must inform the National Treasury and the Provincial Treasury in writing of any actions taken in terms of subparagraphs 40(1)(b)(ii), (e) or (f) above.

41. CONTRACT MANAGEMENT

(1) The Accounting Officer must ensure that all written contracts or service level agreements that are entered into by their respective institutions are legally sound. This measure is aimed at avoiding potential litigation and minimizing possible fraud and corruption.

(2) Such contracts or agreements must be actively managed in order to ensure that both parties (the municipality and the contractors) meet their respective obligations.

(3) All contracts entered into by the Municipality in the tender process referred to in paragraph 19 of this Policy 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 under-performance;
    (ii) dispute resolution mechanisms to settle disputes between 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 matter that may be prescribed.
(c) include the General Conditions of Contract as prescribed by National Treasury.
(d) specify the duration of the contract;
(e) specify the payment terms in respect of the goods or service supplied;

(f) be monitored by the Directorate of the Municipality which requested the goods or service to ensure that all the contract requirements are met.

(4) Unauthorised deviations or breaches of the contract as in paragraph 41(1)(d) above by the supplier or service provider must be reported to the Head: Legal Services for initiating appropriate action as well as to the SCM Unit which must enter the details in a register for the recording of such deviations and breaches.

(5) Copies must be made of original signed contracts entered into in the course of the implementation of this Policy and the original document must be forwarded to the SCM Unit for safekeeping or filing in the Documentation Centre of the Municipality together with the bid committee documentation related to the contract.

(6) Contracts, with the exception of transversal contracts, may not be expanded or varied by more than 20% for constructions related goods, services and/or infrastructure projects and 15% for all other goods and/or services of the original value of the contract. Anything above the mentioned thresholds must be reported to council.

(7) Any expansion or variation in excess of the thresholds stated above must be dealt within terms of the provisions of section 116(3) of the MFMA which will be regarded as an amendment of the contract.

42. PERFORMANCE MANAGEMENT

(1) The head of the municipal department which required the goods or a service in terms of a competitive bidding process must ensure that the goods had been delivered or the service completed according to the Municipality's quality and other requirements as specified in the relevant bid documentation.

(2) In the case of goods and services supplied in response to a quotation invited by the Municipality the head of the client department or section of the Municipality which requested the goods or service must certify on the supplier's invoice that the goods or service had been supplied in accordance with the Municipality's requirements before payment is made.

(3) In the case of goods or services procured through a tender process as specified in terms of paragraph 19 of this Policy, the head or section of the relevant department

must within a 30 (thirty) working days of the final delivery of the required work submit a written report to the Head of Supply Chain Management on the performance of the supplier.

(4) The report must state -

(a) whether or not the performance of the supplier was satisfactory in terms of adherence to specifications and delivery or completion schedules, product or service quality and quality of workmanship;

(b) include details, supported by copies of any written notifications regarding service delivery given to the supplier.

(d) include a recommendation on any further action to be taken against the supplier in terms of paragraph 39 of this Policy.

43. PROCEDURES IN EVENT OF NON- OR POOR PERFORMANCE OF SERVICE PROVIDERS, CONTRACTORS AND SUPPLIER/SERVICE PROVIDERS

(1) Non-performance applicable to service providers and supplier/service providers

These instructions are applicable to all bids, contracts and orders including bids for functional and professional services (excluding professional services related to the building and construction industry), sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise indicated in the bidding documents.

(2) Delivery of goods and performance of service contracts:

(a) Delivery of the goods and performance of services shall be made by the supplier/service provider in accordance with the time schedule prescribed by the Municipality in the contract.

(b) If at any time during the performance of the contract, the supplier/service provider or its subcontractor(s) should encounter problems that delays timely delivery of the goods or performance of services, the supplier/service provider shall promptly notify the Municipality in writing of the fact of the delay, its likely duration and its cause(s).

(c) If the supplier/service provider or its subcontractor(s) does not notify the Municipality in writing of delays in delivery and goods or performance of services and delivery of the goods or performance of services does not occur as agreed upon , the Municipality shall within 24 hours after the agreed upon delivery period has lapsed:

(i) Issue a final notification by registered mail indicating the action to be taken in terms of the contract conditions unless the supplier/service provider complies with the contract conditions and delivers satisfactory services/supplies within a specified reasonable time.

(ii) Such time should be decided upon by the Accounting Officer or the Chief Financial Officer and should not be less than seven (7) and not longer than fourteen (14) calendar days.

(iii) If the supplier/service provider still does not deliver the goods or perform the service despite the final notification, the Municipality may, in addition to any contractual or other remedy, act against the supplier/service provider or elects to exercise the following:

1. Recover all costs, losses or damages it has incurred or suffered as a result of that person's conduct;
2. Cancel the contract and claim damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation (see (g) for termination);
3. Impose a financial penalty more severe than the theoretical financial preference associated with the claim which was made in the tender;
4. The Chief Financial Officer may restrict the supplier/service provider, its shareholders and directors from obtaining business from the Mossel Bay Municipality for a period not exceeding two (2) years (also refer to (g)(6) and (7)) and afford the supplier/service provider, its shareholders and directors twenty one (21) days to object against the decision in terms of Section 62 of the Municipal Systems Act, Act 32 of 2000; and
5. Restrict the supplier/service provider, its shareholders and directors from obtaining business from any organ of state for a period not exceeding ten (10) years (see (g) (6) to (9)).

(d) If the supplier/service provider does NOTIFY the Municipality:

i. As soon as practical after receipt of the supplier /service provider's notice, the Municipality shall evaluate the situation and may at its discretion extend the supplier /service provider's time for delivery or performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of the contract.

ii. The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the supplier/service provider's point of supply is not situated at or near the place where the goods are required, or the supplier/service provider's services are not readily available.

iii. Upon any delay beyond the delivery period in the case of a goods contract, the purchaser shall, without cancelling the contract, be entitled to purchase goods of a similar quality and up to the same quantity in substitution of the goods not supplied in conformity with the contract and to return any goods delivered later at the supplier/service provider's expense and risk, to purchase goods of a similar quality and up to the same quantity in substitution of the goods not supplied in conformity with the contract and to return any goods delivered later at the supplier/service provider's expense and risk, or to cancel the contract and buy such goods as may be required to complete the contract and without prejudice to his other rights, be entitled to claim damages from the supplier/service provider.

(e) Force Majeure

i. Notwithstanding the provisions of paragraph (f) and (g), the supplier/service provider shall not be liable for forfeiture of its performance security, damages, or termination for default if and to the extent that his delay in performance or other failure to perform his obligations under the contract is the result of an event of force majeure.

ii. If a force majeure situation arises, the supplier/service provider shall promptly notify the purchaser in writing of such condition and the cause thereof.

iii. Unless otherwise directed by the purchaser in writing, the supplier/service provider shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all

reasonable alternative means for performance not prevented by the force majeure event.

iv. Except as provided for Force majeure, a delay by the supplier/service provider in the performance of its delivery obligations shall render the supplier/service provider liable to the imposition of penalties, unless an extension of time is agreed upon.

v. ”Force majeure” means an event beyond the control of the supplier/service provider and not involving the supplier/service provider’s fault or negligence and not foreseeable. Such events may include, but is not restricted to, acts of the purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.

vi. The supplier/service provider shall not be liable for forfeiture of its performance security, damages, or termination for default if and to the extent that his delay in performance or other failure to perform his obligations under the contract is the result of an event of force majeure.

(f) Penalties:

i. If the supplier/service provider fails to deliver any or all of the goods or to perform the services within the period(s) specified in the contract, the Municipality shall, without prejudice to its other remedies under the contract, deduct from the contract price, as a penalty, a sum calculated on the delivered price of the delayed goods or unperformed services using the current prime interest rate calculated for each day of the delay until actual delivery or performance.

ii. The penalty clause does not apply in the event of Force majeure.

(g) Termination for default:

i. The Municipality, without prejudice to any other remedy for breach of contract, by written notice of default sent to the supplier/service provider, may terminate this contract in whole or in part:

1. If the supplier/service provider fails to deliver any or all of the goods within the period(s) specified in the contract, or within any

extension thereof granted by the Municipality pursuant to paragraph (a);

2. If the supplier/service provider fails to perform any other obligation(s) under the contract; or

3. If the supplier/service provider, in the judgment of the Municipality, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.

4. In the event that the Municipality terminates the contract in whole or in part, the Municipality may procure, upon such terms and in such manner, as it deems appropriate, goods, works or services similar to those undelivered, and the supplier/service provider shall be liable to the Municipality for any excess costs for such similar goods, works or services. However, the supplier/service provider shall continue performance of the contract to the extent not terminated.

5. Where the Municipality terminates the contract in whole or in part:

i. The Municipality may decide to impose a restriction penalty on the supplier/service provider by prohibiting such supplier/service provider from doing business with the public sector for a period not exceeding 10 years (see (g) (6) to (9)) or

ii. The Chief Financial Officer may restrict the supplier/service provider, its shareholders and directors from obtaining business from the Mossel Bay Municipality for a period not exceeding two (2) years (also refer to (g) (6) and (7)) and afford the supplier/service provider, its shareholders and directors twenty one (21) days to object against the decision in terms of Section 62 of the Municipal Systems Act, Act 32 of 2000.

6. If a Municipality intends imposing a restriction on a supplier/service provider or any person associated with the supplier/service provider, the supplier/service provider will be allowed a time period of not more than fourteen (14) days to provide reasons why the envisaged restriction should not be

imposed. Should the supplier/service provider fail to respond within the stipulated fourteen (14) days the Municipality may regard the supplier/service provider as having no objection and proceed with the restriction.

7. Any restriction imposed on any person by the Municipality will, at the discretion of the Municipality, also be applicable to any other enterprise or any partner, manager, director or other person who wholly or partly exercises or exercised or may exercise control over the enterprise of the first-mentioned person, and with which enterprise or person the first-mentioned person, is or was in the opinion of the Municipality actively associated.

8. If a restriction is imposed, the Municipality must, within five (5) working days of such imposition, furnish the National Treasury, with the following information:

   i. the name and address of the supplier/service provider and / or person restricted by the Municipality;
   ii. the date of commencement of the restriction
   iii. the period of restriction; and
   iv. the reasons for the restriction. These details will be loaded in the National Treasury's central database of supplier/service providers or persons prohibited from doing business with the public sector.

9. If a court of law convicts a person of an offence as contemplated in sections 12 or 13 of the Prevention and Combating of Corrupt Activities Act, No. 12 of 2004, the court may also rule that such person's name be endorsed on the Register for Tender Defaulters. When a person's name has been endorsed on the Register, the person will be prohibited from doing business with the public sector for a period not less than five years and not more than 10 years. The National Treasury is empowered to determine the period of restriction and each case will be dealt with on its own merits. According to section 32 of the Act the Register must be open to the public. The Register can be perused on the National Treasury website.

(3) Construction and construction related contracts

(a) These instructions are applicable to professional services related to the building and construction industry, unless otherwise indicated in the bidding documents.

(b) In case of non- or poor performance, the Municipality shall within 24 hours after becoming aware of the situation:

i. Issue a final notification by registered mail indicating the action to be taken in terms of the contract conditions unless the contractor complies with the contract conditions and delivers satisfactory works within a specified reasonable time.
ii. Such time should be decided upon by the Accounting Officer and should not be less than seven (7) and not longer than fourteen (14) calendar days.

(c) If the supplier/service provider still does not deliver the goods or perform the service despite the final notification, the Municipality may, in addition to any contractual or other remedy, act against the supplier/service provider or elect to exercise the following:

i. Recover all costs, losses or damages it has incurred or suffered as a result of that person's conduct;
ii. Cancel the contract and claim damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation.
iii. Impose a financial penalty more severe than the theoretical financial preference associated with the claim which was made in the tender,
iv. Restrict the supplier/service provider, its shareholders and directors from obtaining business from the Mossel Bay Municipality for a period not exceeding two (2) years and afford the supplier/service provider, its shareholders and directors twenty one (21) days to object against the decision in terms of Section 62 of the Municipal Systems Act, Act 32 of 2000 (also refer to (g)(6) and (7)); and
v. Restrict the supplier/service provider or service provider, its shareholders and directors from obtaining business from any organ of state for a period not exceeding ten (10) years (see (g) (6) to (9)).

PART 3

LOGISTICS, DISPOSAL AND RISK MANAGEMENT AND PERFORMANCE MONITORING

44. LOGISTICS MANAGEMENT

The Accounting Officer must establish 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;
(b) the coding of items to ensure that each item has a unique number;
(c) the setting of inventory levels that includes re-ordering; minimum and maximum levels and lead times wherever goods are placed in stock;
(d) the placing of manual or electronic orders for all acquisitions other than those from petty cash;
(e) before payment is approved, certification by the responsible delegated employee 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;
(f) 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;
(g) regular checking to ensure that all assets including official vehicles are properly managed, appropriately maintained and only used for official purposes; and
(h) monitoring and review of the supply vendor performance to ensure compliance with specifications and contract conditions for particular goods or services;
(i) taking stock on a regular basis, identifying discrepancies and reporting such discrepancies immediately to the relevant delegate; and
(j) compilation and submission of financial year end information as required.

45. DISPOSAL MANAGEMENT

The Accounting Officer must establish an effective system of disposal management for the disposal or letting of assets, including unserviceable, redundant or obsolete assets, immovable property, subject to Sections 14 and 90 of the Act, which must stipulate the following:

The disposal of assets must -

(a) be by one of the following methods -

(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 by way of an auction or a competitive bidding process; or

(iv) destroying the asset;

(b) provided that -

(i) immovable property may be sold only at market-related prices except when the public interest or the plight of the poor demands otherwise;

(ii) movable as well as immovable assets may be sold at market-related prices either by way of written quotations, a competitive bidding process or auction, whichever is the most advantageous;

(iii) in the case of the free disposal of computer equipment, the Provincial Department of Education must first be approached to indicate within 30 days whether any of the local schools are interested in the equipment; and

(iv) in the case of the disposal of firearms, the National Conventional Arms Control Committee has approved any sale or donation of firearms to any person or institution within or outside the Republic;

(c) furthermore ensure that -

(i) immovable property is let at market-related rates except when the public interest or the plight of the poor demands otherwise; and

(ii) all fees, charges, rates, tariffs, scales of fees or other charges relating to the letting of immovable property are annually reviewed; and

(d) ensure that where assets are traded in for other assets, the highest possible trade-in price is negotiated.

46. RISK MANAGEMENT

(1) The Accounting Officer must establish an effective system of risk management for the identification, consideration and avoidance of potential risks in the Supply Chain Management system.

(2) Risk management must include -

(a) the identification of risks on a case-by-case basis;

(b) the allocation of risks to the party best suited to manage such risks;

(c) acceptance of the cost of the risk where the cost of transferring the risk is greater than that of retaining it;

(d) the management of risks in a pro-active manner and the provision of adequate cover for residual risks; and

(e) the assignment of relative risks to the contracting parties through clear and unambiguous contract documentation.

47. PERFORMANCE MONITORING

(1) The Accounting Officer must establish an effective internal monitoring system in order to determine, on the basis of a retrospective analysis, whether the authorised supply chain management processes were followed and whether the desired objectives were achieved.

(2) Issues to be reviewed include:

- Compliance to norms and standards;
- Cost-efficiency of the supply chain management process; and
- Whether supply chain practices are consistent with the Government's broader policy focus.

PART 4

OTHER MATTERS

48. PROHIBITION ON AWARDS TO PERSONS WHOSE TAX MATTERS ARE NOT IN ORDER

(1) The Accounting Officer must ensure that, irrespective of the procurement process followed, no award above R30 000 (VAT included) is given to a person whose tax matters have not been declared by the South African Revenue Service (SARS) to be in order.

49. PROHIBITION ON AWARDS TO PERSONS IN THE SERVICE OF THE STATE

(1) No award may be given to a person -

(a) who is in the service of the State; or

(b) if that person is not a natural person, of which any director, manager, principal shareholder or stakeholder is a person in the service of the State; or

(c) who is an advisor or consultant contracted with the Municipality or municipal entity.

(2) As no award may be given to a person who is in the service of the state, it is expected of all prospective bidders to declare their interests in the prescribed forms in bidding documents.

50. AWARDS TO CLOSE FAMILY MEMBERS OF PERSONS IN THE SERVICE OF THE STATE

(1) The notes to the annual financial statements must disclose particulars of any award of more than R2 000 (VAT included) 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.

(2) All Supply Chain Management officials have to disclose and declare related parties on an annual basis.

(3) All key management personnel have to disclose and declare related parties on an annual basis.

(4) All members of Bid Committees have to declare their interest and disclose and declare related parties for each and every bid that they serve on as a member of a Bid Committee.

51. ETHICAL STANDARDS

(1) 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.

(2) An official or other role player involved in the implementation of the Supply Chain Management Policy:

(a) must treat all providers and potential providers equitably;

(b) may not use his or her position for private gain or to improperly benefit another person;

(c) may not accept any reward, gift, favour, hospitality or other benefit directly or indirectly, including to any close family member, partner or associate of that person, of a value more than R350 (VAT included);

(d) notwithstanding subparagraph 51(2)(c), must declare to the Accounting Officer details of any reward, gift, favour, hospitality or other benefit promised, offered or granted to that person or to any close family member, partner or associate of that person;

(e) must declare to the Accounting Officer details of any private or business interest which that person, or any close family member, partner or associate, may have in any proposed procurement or disposal process of, or in any award of a contract by, the Municipality;

(f) must immediately withdraw from participating in any manner whatsoever in a procurement or disposal process or in the award of a contract in which that person, or any close family member, partner or associate, has any private or business interest;

(g) must be scrupulous in his or her use of property belonging to the Municipality;

(h) must assist the Accounting Officer in combating fraud, corruption, favouritism and unfair and irregular practices in the supply chain management system; and

(i) must report to the Accounting Officer any alleged irregular conduct in the supply chain management system which that person may become aware of, including –
  (i) any alleged fraud, corruption, favouritism or unfair conduct;
  (ii) any alleged contravention of paragraph 51(1) of this Policy; or
  (iii) any alleged breach of this code of ethical standards.

(3) Declarations in terms of subparagraph 51(2)(d) and (e) -
  (a) must be recorded in a register which the Accounting Officer must keep for this purpose;
  (b) by the Accounting Officer must be made to the Mayor of the Municipality who must ensure that such declarations are recorded in the register.

(4) The National Treasury's code of conduct must also be taken into account by supply chain management practitioners and other role players involved in supply chain management.

(5) 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 practitioners and other role players involved in the supply chain management of the Municipality.

(6) A breach of the code of conduct adopted by the Municipality must be dealt with in accordance with Schedule 1 (Code of Conduct for Councillors) and Schedule 2 (Code of Conduct for Municipal Staff Members) of the Municipal Systems Act, No 32 of 2000.

52. INDUCEMENTS, REWARDS, GIFTS AND FAVOURS TO MUNICIPALITIES, OFFICIALS AND OTHER ROLE PLAYERS

(1) No person who is a provider or prospective provider of goods or services, or recipient or prospective recipient of goods disposed or to be disposed of may either directly or through a representative or intermediary promise, offer or grant -

(a) any inducement or reward to the Municipality for or in connection with the award of a contract; or

(b) any reward, gift, favour or hospitality to -

(i) any official; or

(ii) any other role player involved in the implementation of the Supply Chain Management Policy.

(2) The Accounting Officer must promptly report any alleged contravention of subparagraph 52(1) to the National Treasury for considering whether the offending person, and any representative or intermediary through which such person is alleged to have acted, should be listed in the National Treasury's database of persons prohibited from doing business with the Public Sector.

(3) Subparagraph 52(1) does not apply to gifts less than R350 (VAT included) in value.

53. SPONSORSHIPS

The Accounting Officer must promptly disclose to the National Treasury and the 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.

54. OBJECTIONS, COMPLAINTS AND APPEALS

Persons aggrieved by decisions or actions taken in the implementation of this Supply Chain Management policy, may lodge within 14 days of the decision or action, a written objection or complaint against the decision or action.

Persons who wish to lodge an appeal against the decision taken, may do so in terms of Section 62 of the Local Government: Municipal Systems Act, Act 32 of 2000 which determines that a person whose rights are affected by a decision taken by a political structure, political office bearer, councillor or staff member of a municipality in terms of a power or duty delegated or sub-delegated by a delegating authority to the political structure, political office bearer, councillor or staff member, 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.

55. RESOLUTION OF DISPUTES, OBJECTIONS, COMPLAINTS AND QUERIES

(1) The Accounting Officer must appoint an independent and impartial person or persons, not directly involved in the supply chain management processes -

(a) to assist in the resolution of disputes between the Municipality and other persons regarding –

(i) any decisions or actions taken in the implementation of the Supply Chain Management system; or

(ii) any matter arising from a contract awarded in the course of the Supply Chain Management system; or

(b) to deal with objections, complaints or queries regarding any such decisions or actions or any matters arising from such contract.

*(*2) An entity under the sole or shared control of the Municipality may for purposes of subparagraph 55(1) appoint the same person.

(3) 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.

(4) 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.

(5) 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.

(6) If the Provincial Treasury does not or cannot resolve the matter, the dispute, objection, complaint or query may be referred to the National Treasury for resolution.

(7) This paragraph must not be read as affecting a person's rights to approach a court at any time.

56. CONTRACTS PROVIDING FOR COMPENSATION BASED ON TURNOVER

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.

57. CONSTRUCTION INDUSTRY DEVELOPMENT BOARD

The Construction Industry Development Board (CIDB) has been established by government to promote the uniform application of policy to the construction industry.

(a) When calling for construction related bids -

(i) the same Bid Committee system as for all other bids will be applicable;

(ii) the prescribed CIDB (uniformity standard bid documents) may be utilised;

(iii) only Contractors registered with the CIDB may be used;

(iv) all tenders must be advertised on the CIDB i-tender system;

(v) consultants used in the procurement process must adhere to the CIDB legislation;

(vi) consultants used in the procurement process are prohibited to provide goods, works or services related to the project; and

(vii) subcontract arrangements and joint venture initiatives must be aligned to CIDB guidelines and requirements.

(2) When evaluating construction related bids -

(i) the validity of the contractor's registration and grading on the CIDB website must be verified;

(ii) the contractor's registration will be verified and has to be valid on the day the Bid Evaluation Committee evaluates the bid;

(iii) the bidder's documents must be assessed against the prescribed CIDB contractor requirements; and

(iv) calculations for joint venture gradings must be done according to the CIDB prescriptions.

(3) Other matters -

(i) all projects approved by the Municipality must be registered with the CIDB;

(ii) contracts registered on the i-tender systems must be updated and completed;

(iii) non-performance and non-compliance of contractors must be reported to the CIDB as per the CIDB guidelines; and

(iv) Sub-contracting arrangements and joint-venture initiatives must be aligned to the CIDB guidelines and requirements.

58. ARCHIVE OF BIDDING DOCUMENTS

(1) Bidding documents have to be kept in a safe.

(2) The following will be applicable before the destruction of any documents:

(i) Formal written quotation documents have to be kept for a minimum of five (5) years;

(ii) The documents for tenders that were awarded for a period of less than one (1) year must be kept for a minimum of five (5) years;

(iii) The documents for tenders that were awarded for a period of more than one (1) year must be kept for a minimum of six (6) years or for a period of six (6) years after the completion of the project;

(iv) No documents can be destroyed without the written permission of the relevant director; and

(v) No documents of successful bidders may be destroyed.

59. MANAGEMENT OF EXPANSION OR VARIATION OF ORDERS AGAINST THE ORIGINAL CONTRACT

(1) Contracts may be expanded or varied by not more than 20% for construction related goods, services and/or infrastructure projects and 15% for all other goods and/or services of the original value of the contract.

(2) Anything beyond the abovementioned thresholds in (1) must be reported to council.

(3) Any expansion or variation in excess of these thresholds must be dealt with in terms of the provisions of section 116(3) of the MFMA which will be regarded as an amendment to the contract.

(4) The contents of paragraph (3) are not applicable to transversal term contracts, facilitated by the relevant treasuries on behalf of municipalities and specific term contracts. The latter refers to orders placed as and when commodities are required and at the time of awarding contracts, the required quantities were unknown.

60. CONTRACTS HAVING FUTURE BUDGETARY IMPLICATIONS

(1) Section 33(1) of the MFMA prescribes processes that must be followed when a contract will impose financial obligations on the municipality beyond three years.

(2) Section 33(2) of the MFMA however states that these processes do not apply to contracts in terms of which the financial obligation of the municipality is below a prescribed value, for this Municipality, this value is determined at R2 million per year, VAT included.

(3) If a bid has been awarded for three years, and the contract period is ending, the award of this bid may be extended for a period of six months and if it needs to be extended for longer, it can only be done with the approval of Council. This extension may only be done in the following instances:

(i) If a new bid has been invited, but can for some reason not be awarded in time;

(ii) If practical implementation problems of the new bid occurs; or

(iii) If the nature of the contract ending is as such that it has to be handed over to a new service provider or supplier over a period of time.

61. COMMENCEMENT

This revised policy takes effect on 1 July 2016

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DOCUMENT AND VERSION CONTROL

Date: **May 2016**

Summary: This document describes the Supply Chain Management policy that will be applicable to the Mossel Bay Municipality, with effect from

1 July 2016

Signature: ..... Date: 30/05/2016
Municipal Manager
(Accounting Officer)

Signature: ..... Date: 30/05/2016
Executive Mayor

ANNEXURE A

Mossel Bay Municipality
SUPPLY CHAIN MANAGEMENT POLICY

NATIONAL TREASURY CODE OF CONDUCT FOR SUPPLY CHAIN MANAGEMENT PRACTITIONERS

In accordance with the Regulations for Supply Chain Management issued in terms of section 168 of the Municipal Finance Management Act, 2003 (MFMA), National Treasury is required to issue a Code of Conduct for Supply Chain Management Practitioners that should be adhered to by all officials and other role players involved in supply chain management. The purpose of this Code of Conduct is to promote mutual trust and respect and an environment where business can be conducted with integrity and in a fair and reasonable manner.

1. General Principles

The Government of South Africa commits itself to a policy of fair dealing and integrity in the conducting of its business. The position of a supply chain management (SCM) practitioner is, therefore, a position of trust, implying a duty to act in the public interest. Practitioners 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.

Practitioners should ensure that they perform their duties efficiently, effectively and with integrity, in accordance with the relevant legislation and National Treasury Regulations and Guidelines. They should ensure that public resources are administered responsibly.

Practitioners 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

An official or other role player involved with supply chain management

(a) must treat all providers and potential providers equitably;

(b) may not use his or her position for private gain or to improperly benefit another person;

(c) may not accept any reward, gift, favour, hospitality or other benefit directly or indirectly, including to any close family member, partner or associate of that person, of a value more than R350;

(d) must declare to the accounting officer details of any reward, gift favour, hospitality or other benefit promised, offered or granted to that person or to any close family member, partner or associate of that person;

(e) must declare to the accounting officer details of any private or business interest which that person, or any close family member, partner or associate, may have in any proposed procurement or disposal process, or in any award of a contract by the municipality or municipal entity;

(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 organisations 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

- Practitioners are accountable for their decisions and actions to the public.
- Practitioners should use public property scrupulously. Only accounting officers or their delegates have the authority to commit the government to any transaction for the procurement of goods and/or services.
- All transactions conducted by a practitioner should be recorded and accounted for in an appropriate accounting system. Practitioners should not make any false or misleading entries into such a system for any reason whatsoever.

- Practitioners must assist the accounting officer in combating fraud, corruption, favouritism and unfair and irregular practices in the supply chain management system.
- 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:

  (i) any alleged fraud, corruption, favouritism or unfair conduct;
  (ii) any alleged contravention of the policy on inducements, rewards, gifts and favours to municipalities or municipal entities, officials or other role players; and any alleged breach of this code of conduct.
  (iii) Any declarations made must be recorded in a register that the accounting officer must keep for this purpose.

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

- Any information that is the property of the government 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.

- Matters of confidential nature in the possession of supply chain practitioners should be kept confidential unless legislation, the performance of duty or the provisions of law requires otherwise. Such restrictions should also apply after separation from service.

6. Bid Evaluation / Adjudication Committees

Bid evaluation / adjudication committees should regulate supply chain management on behalf of the institution in an honest, fair, impartial, transparent cost-effective and accountable manner in accordance with the Accounting Officer's directives/delegated powers.

The evaluation / adjudication committee may be authorised to deal with all supply chain management matters and finalise bids / quotations in accordance with the directives / delegated powers of the accounting officer.

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.

All members of bid adjudication committees should be cleared at the level of "CONFIDENTIAL" and should be required to declare their financial interest annually.

No person should interfere with the supply chain management system on an institution; or amend or tamper with any bid after its submission.

7. Combative Practices

Combative practices are unethical and illegal and should be avoided at all cost. They include but are not limited to:

(i) Suggestions to fictitious lower quotations;
(ii) Reference to non-existent competition;
(iii) Exploiting errors in bids;
(iv) Soliciting bids from bidders whose names appear on the National Treasury's database of persons prohibited from doing business with the public sector.

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ANNEXURE C – DETAILED CAPITAL BUDGET

CAPITAL PROGRAM:MOSSEL BAY MUNICIPALITY 2016/17 MTREF

NO.	ACCOUNT	I.D.P LINK	PROJECTS	WARD/S	FUNDING	2016/17 CRR	2016/17 OTHER	2017/18 CRR	2017/18 OTHER	2018/19 CRR	2018/19 OTHER	IDP STRATEGY
	A: MUNICIPAL MANAGER											
A1	**MUNICIPAL MANAGER:ADMIN**											
1	Municipal Manager: Admin	Municipal Transformation & Institutional Development	Furniture & Office Equipment	17		0	0	0	0	0	0	MTID11.12
						0	0	0	0	0	0	
A2	**MUNICIPAL MANAGER:LEGAL SERVICES**											
1	Municipal Manager: Legal Services	Municipal Transformation & Institutional Development	Furniture & Office Equipment-Legal Services	17		0	0	0	0	0	0	MTID11.12
2	Municipal Manager: Legal Services	Municipal Transformation & Institutional Development	Photocopy Machine	17		0	0	70 000	0	0	0	MTID11.12
3	Municipal Manager: Legal Services	Municipal Transformation & Institutional Development	New Safe (records of Legal and SCM documentation)	17		500 000	0	0	0	0	0	MTID11.12
								0	0	0		
						500 000	0	70 000	0	0	0	
A3	**COUNCIL GENERAL**								0	0		
	Council General TOTAL					0	0	0	0	0	0	
									0	0		
	Total: Municipal Manager					**500 000**	**0**	**70 000**	**0**	**0**	**0**	

CAPITAL PROGRAM:MOSSEL BAY MUNICIPALITY 2016/17 MTREF

NO.	ACCOUNT	I.D.P LINK	PROJECTS	WARD/S	FUNDING	2016/17 CRR	2016/17 OTHER	2017/18 CRR	2017/18 OTHER	2018/19 CRR	2018/19 OTHER	IDP STRATEGY
	B: CORPORATE SERVICES								0	0		
B1	**CORPORATE SERVICES: ADMINISTRATION**								0	0		
1	Support Services	Municipal Transformation & Institutional Development	Furniture & Office Equipment	17		11 750	0	20 000	0	**20 000**	0	MTID11.12
2	Support Services	Govern. & Comm.	Portable Sound System	17		0	0	2 000	0	0	0	G&C11.10
3	Support Services	Govern. & Comm.	Digital Projectors	17		0	0	6 000	0	0	0	G&C11.10
4	Support Services	Municipal Transformation & Institutional Development	High Volume Photocopy Machine	17		375 000	0		0	0	0	MTID11.12
5	Support Services	Municipal Transformation & Institutional Development	New Interpretation/Sound System for Committee Room	17		300 000	0	0	0	0	0	MTID11.12
6	Support Services	Municipal Transformation & Institutional Development	Binding Machine	17		22 000	0	0	0	0	0	MTID11.12
	Corporate Services: Administration TOTAL					708 750	0	28 000	0	20 000	0	
B2	**CUSTOMER CARE**								0	0		
1	Customer Care	Municipal Transformation & Institutional Development	Furniture & Office Equipment	17	Thusong Service Centre Grant	0	21 053	0	0	0	0	MTID11.12
2	Customer Care	Govern. & Comm.	Installation of Loud Hailing System	17	Thusong Service Centre Grant	0	6 579	0	0	0	0	G&C11.10
3	Customer Care	Govern. & Comm.	Data Projector	17	Thusong Service Centre Grant	0	7 456	0	0	0	0	G&C11.10
4(a)	Customer Care	Community Development, Education & Health	Thusong Centre Phase 2	15	M.I.G	0	0	0	0	0	2 631 579	CEH11.9
4(b)	Customer Care	Community Development, Education & Health	Thusong Centre Phase 2	15		0	0	0	0	**3 421 053**	0	CEH11.9
5	Customer Care	Community Development, Education & Health	Water Dispenser-Thusong Centre	17	Thusong Service Centre Grant	0	5 263	0	0	0	0	CEH11.9
	Customer Care TOTAL					0	40 351	0	0	3 421 053	2 631 579	

CAPITAL PROGRAM:MOSSEL BAY MUNICIPALITY 2016/17 MTREF

NO.	ACCOUNT	I.D.P LINK	PROJECTS	WARD/S	FUNDING	2016/17 CRR	2016/17 OTHER	2017/18 CRR	2017/18 OTHER	2018/19 CRR	2018/19 OTHER	IDP STRATEGY
B3	**HUMAN RESOURCES**											
1	Human Resources	Municipal Transformation & Institutional Development	Furniture & Office Equipment	17		37 500	0	68 000	0	6 500	0	MTID11.12
2	Human Resources	Municipal Transformation & Institutional Development	Computer Cubicle	17		0	0	46 000	0	0	0	MTID11.12
3	Human Resources	Community Development, Education & Health	Disabled Toilets	17		25 000	0	0	0	0	0	CEH11.9
4	Human Resources	Municipal Transformation & Institutional Development	2 New Offices at Human Resources	17		0	0	50 000	0	0	0	MTID11.12
5	Human Resources	Govern. & Comm.	Sound System-Training	17		0	0	0	0	20 000	0	G&C11.10
6	Human Resources	Municipal Transformation & Institutional Development	Mounted Overheated Proxima (Kitchen Hall)	17		0	0	30 000	0	0	0	MTID11.12
7	Human Resources	Municipal Transformation & Institutional Development	Extension of the Kitchen	17		30 000	0	0	0	0	0	MTID11.12
8	Human Resources	Municipal Transformation & Institutional Development	Purchase of a New Bakkie	17		0	0	0	0	150 000	0	MTID11.12
9	Human Resources	Municipal Transformation & Institutional Development	Airconditioners	17		0	0	25 000	0	0	0	MTID11.12
	Human Resources TOTAL					92 500	0	219 000	0	176 500	0	
B4	**SOCIO-ECON.PLANNING/DEVELOPMENT**											
1	Socio- Economic Planning/ Development	Municipal Transformation & Institutional Development	Air Conditioner-Indoor Centre	17		0	0	15 000	0	0	0	MTID11.12
2	Socio- Economic Planning/ Development	Develop. of New Services & Infrastr.	Paving-Erf 6412	9		150 000	0	100 000	0	0	0	DNSI11.2
3	Socio- Economic Planning/ Development	Govern. & Comm.	New Cameras (HIV/Youth/Social/Rural/SMME/LED)	17		0	0	5 000	0	0	0	G&C11.10
4	Socio- Economic Planning/ Development	Municipal Transformation & Institutional Development	Furniture & Office Equipment	17		1 500	0	1 500	0	0	0	MTID11.12
5	Socio- Economic Planning/ Development	Govern. & Comm.	Cordless Microphone System	17		-	0	0	0	0	0	G&C11.10
6	Socio- Economic Planning/ Development	Municipal Transformation & Institutional Development	Replacement of Photocopy Machine with colour copy machine	17		0	0	68 000	0	0	0	MTID11.12
7	Socio- Economic Planning/ Development	Municipal Transformation & Institutional Development	Furniture & Office Equipment	17		30 000	0	0	0	62 000	0	MTID11.12
8	Socio- Economic Planning/ Development	Community Development, Education & Health	Purchase of Sewing Machines for Sewing Project	17		30 000	0	0	0	40 000	0	CEH11.9
9	Socio- Economic Planning/ Development	Municipal Transformation & Institutional Development	Digital Camera	17		0	0	5 500	0	0	0	MTID11.12
10	Socio- Economic Planning/ Development	Municipal Transformation & Institutional Development	Photocopy Machine-Youth	17		11 000	0	0	0	0	0	MTID11.12

CAPITAL PROGRAM:MOSSEL BAY MUNICIPALITY 2016/17 MTREF

NO.	ACCOUNT	I.D.P LINK	PROJECTS	WARD/S	FUNDING	2016/17 CRR	2016/17 OTHER	2017/18 CRR	2017/18 OTHER	2018/19 CRR	2018/19 OTHER	IDP STRATEGY
11	Socio- Economic Planning/ Development	Municipal Transformation & Institutional Development	Erecting of Garage Door in Hartenbos	17		5 000	0	0	0	0	0	MTID11.12
12	Socio- Economic Planning/ Development	Municipal Transformation & Institutional Development	Fire Extinguishers for Subsidised Beehives	17		22 000	0	0	0	0	0	MTID11.12
13	Socio- Economic Planning/ Development	Municipal Transformation & Institutional Development	Printer,Scanner,Copier-Youth	17		0	0	0	0	75 000	0	MTID11.12
14	Socio- Economic Planning/ Development	Municipal Transformation & Institutional Development	Replacement of Gate-Hartenbos	17		0	0	30 000	0	0	0	MTID11.12
15	Socio- Economic Planning/ Development	Municipal Transformation & Institutional Development	Replacement of Vehicle:CBS 42206	17		0	0	170 000	0	0	0	MTID11.12
16	Socio- Economic Planning/ Development	Municipal Transformation & Institutional Development	Revamp of Indoor Sports Centre	17		100 000	0	300 000	0	0	0	MTID11.12
17	Socio- Economic Planning/ Development	Municipal Transformation & Institutional Development	Purchase of a Vehicle-(HIV/AIDS)	17		0	0	0	0	150 000	0	MTID11.12
18	Socio- Economic Planning/ Development	Community Development, Education & Health	HIV/AIDS Mascot	17		10 000	0	0	0	0	0	CEH11.9
19	Socio- Economic Planning/ Development	Community Development, Education & Health	HIV/AIDS Candles with Chandeliers	17		0	0	5 000	0	0	0	CEH11.9
	Socio-Econ.Planning/Development TOTAL					359 500	0	700 000	0	327 000	0	
B5	**COMPUTER CENTRE**											
1	Computer Centre	Municipal Transformation & Institutional Development	Computers (Replacement and New)	17		1 837 250	0	1 500 000	0	1 500 000	0	MTID11.12
2	Computer Centre	Govern. & Comm.	Data Load Balancer	17		55 000	0	0	0	0	0	G&C11.10
3	Computer Centre	Govern. & Comm.	Intrusion Prevention	17		0	0	330 000	0	0	0	G&C11.10
4	Computer Centre	Govern. & Comm.	Network Switches	17		70 000	0	0	0	0	0	G&C11.10
5	Computer Centre	Govern. & Comm.	Active Directory Manager	17		0	0	80 000	0	0	0	G&C11.10
6	Computer Centre	Govern. & Comm.	VM Solutions Data Capacity	17		650 000	0	0	0	0	0	G&C11.10
	Computer Centre TOTAL					2 612 250	0	1 910 000	0	1 500 000	0	
	Total: Corporate Services					**3 773 000**	**40 351**	**2 857 000**	**0**	**5 444 553**	**2 631 579**	

CAPITAL PROGRAM:MOSSEL BAY MUNICIPALITY 2016/17 MTREF

NO.	ACCOUNT	I.D.P LINK	PROJECTS	WARD/S	FUNDING	2016/17 CRR	2016/17 OTHER	2017/18 CRR	2017/18 OTHER	2018/19 CRR	2018/19 OTHER	IDP STRATEGY
	C: FINANCIAL SERVICES											
C1	**FINANCIAL SERVICES: ADMINISTRATION**											
1	Financial Services: Administration	Municipal Transformation & Institutional Development	Furniture & Office Equipment-Finance Committee Chamber	17		25 000	0	0	0	0	0	MTID11.12
2	Financial Services: Administration	Municipal Transformation & Institutional Development	Furniture & Office Equipment-Budget Office	17		10 000	0	10 000	0	10 000	0	MTID11.12
	Financial Services: Administration TOTAL					35 000	0	10 000	0	10 000	0	
C2	**SUPPLY CHAIN MANAGEMENT**								0	0		
1	Financial Services: Supply Chain Management	Municipal Transformation & Institutional Development	Furniture & Office Equipment-SCM	17		22 000	0	10 000	0	0	0	MTID11.12
2	Financial Services: Supply Chain Management	Municipal Transformation & Institutional Development	Photocopier at the Stores	17		0	0	60 000		0	0	MTID11.12
3	Financial Services: Supply Chain Management	Municipal Transformation & Institutional Development	Build camp to store poles and pipes (including floor and rofing/shade net)	17		70 000	0	0	0	0	0	MTID11.12
4	Financial Services: Supply Chain Management	Municipal Transformation & Institutional Development	Mesh Box Trolley- 4 sided 915 x 610 x 970mm for the Stores	17		4 500	0	0	0	0	0	MTID11.12
5	Financial Services: Supply Chain Management	Municipal Transformation & Institutional Development	Electric stacker for the Stores	17		52 000	0	0	0	0	0	MTID11.12
6	Financial Services: Supply Chain Management	Municipal Transformation & Institutional Development	2,5 ton pallet jack for the Stores	17		4 500	0	0	0	0	0	MTID11.12
	Supply Chain Management TOTAL					153 000	0	70 000	0	0	0	
C3	**INCOME**								0	0		
1	Financial Services: Income Section	Municipal Transformation & Institutional Development	Furniture & Office Equipment-Income	17		15 000	0	15 000	0	0	0	MTID11.12
	Income TOTAL					15 000	0	15 000	0	0	0	
C4	**EXPENDITURE**								0	0		
1	Financial Services: Expenditure Section	Municipal Transformation & Institutional Development	Furniture & Office Equipment-Expenditure	17		15 000	0	85 000	0	15 000	0	MTID11.12
	Financial Services: Expenditure Section TOTAL					15 000	0	85 000	0	15 000	0	
	Total: Financial Services					**218 000**	**0**	**180 000**	**0**	**25 000**	**0**	

CAPITAL PROGRAM:MOSSEL BAY MUNICIPALITY 2016/17 MTREF

NO.	ACCOUNT	I.D.P LINK	PROJECTS	WARD/S	FUNDING	2016/17 CRR	2016/17 OTHER	2017/18 CRR	2017/18 OTHER	2018/19 CRR	2018/19 OTHER	IDP STRATEGY
	TECHNICAL SERVICES								0	0		
D1	**TECHNICAL SERVICES:ADMINISTRATION**								0	0		
1	Technical Services: Administration	Municipal Transformation & Institutional Development	Furniture & Office Equipment	17		10 000	0	0	0	0	0	MTID11.12
2	Technical Services: Administration	Develop. of New Services & Infrastr.	Upgrade Telemetry	16		100 000	0	120 000	0	120 000	0	S11.3
	Technical Services: Administration TOTAL					110 000	0	120 000	0	120 000	0	
D2	**SEWERAGE**											
1	Sewerage: Purification Works: Ruiterbos	Develop. of New Services & Infrastr.	Rehabilitation of Pond Systems-Ruiterbos	14		0	0	0	0	0	0	S11.3
2	Sewerage: Purification Works: Ruiterbos	Develop. of New Services & Infrastr.	Upgrades to the Ruiterbos WWTW	14		0	0	0	0	0	0	S11.3
3	Sewerage: Purification Services-Brandwacht	Municipal Transformation & Institutional Development	Fencing and Ancillary Works-Brandwacht	4		0	0	0	0	0	0	MTID11.12
4	Sewerage: Purification Services-Brandwacht	Develop. of New Services & Infrastr.	Rehabilitation of Pond Systems-Brandwacht	4		0	0	0	0	0	0	S11.3
5	Sewerage: Purification Services-Pinnacle Point	Develop. of New Services & Infrastr.	Instrumentation-Pinnacle Point	17		0	0	0	0	0	0	S11.3
6	Sewerage: Purification Services-Pinnacle Point	Develop. of New Services & Infrastr.	Increase Pinnacle Point Waste Water Treatment Works Capacity	15		500 000	0	0	0	0	0	S11.3
7	Sewerage: Purification Services-Pinnacle Point	Develop. of New Services & Infrastr.	Fencing and Ancillary Works-Pinnacle Point	15		0	0	0	0	0	0	S11.3
8	Sewerage: Purification Services- Pinnacle Point	Develop. of New Services & Infrastr.	Odour Control for the inlet to the Pinnacle Point WWTW	15		0	0	0	0	0	0	S11.3
9	Sewerage: Purification Services- Pinnacle Point	Develop. of New Services & Infrastr.	Brick Paving for the Pinnacle Point WWTW	15		0	0	0	0	0	0	S11.3
10	Sewerage: Purification Services- Pinnacle Point	Develop. of New Services & Infrastr.	Mechanical Plant and Equipment-Pinnacle Point	15		0	0	200 000	0	200 000	0	S11.3
11	Sewerage: Purification Services- Pinnacle Point	Municipal Transformation & Institutional Development	Machinery & Equipment	17		10 000	0	0	0	0	0	MTID11.12
12	Sewerage: Purification Services- Pinnacle Point	Municipal Transformation & Institutional Development	Installation of security cameras-Pinnacle Point	15		0	0	0	0	0	0	MTID11.12
13	Sewerage: Purification Services	Develop. of New Services & Infrastr.	Instrumentation-Purification Services	17		500 000	0	150 000	0	150 000	0	S11.3
14	Sewerage: Purification Services	Municipal Transformation & Institutional Development	Furniture & Office Equipment	17		20 000	0	0	0	0	0	MTID11.12
15	Sewerage: Purification Services	Municipal Transformation & Institutional Development	Computer Equipment	17		20 000	0	0	0	0	0	MTID11.12
16	Sewerage: Purification Services	Municipal Transformation & Institutional Development	Machinery & Equipment	17		10 000	0	0	0	0	0	MTID11.12
17	Sewerage: Purification Services-Regional Plant	Develop. of New Services & Infrastr.	Mechanical Plant and Equipment-Regional Plant	15		500 000	0	400 000	0	400 000	0	S11.3

CAPITAL PROGRAM:MOSSEL BAY MUNICIPALITY 2016/17 MTREF

NO.	ACCOUNT	I.D.P LINK	PROJECTS	WARD/S	FUNDING	2016/17 CRR	2016/17 OTHER	2017/18 CRR	2017/18 OTHER	2018/19 CRR	2018/19 OTHER	IDP STRATEGY
18	Sewerage: Purification Services-Regional Plant	Municipal Transformation & Institutional Development	New shade net parking	15		0	0	0	0	0	0	MTID11.12
19	Sewerage: Purification Services-Regional Plant	Develop. of New Services & Infrastr.	Replacement of Electrical Plant and Equipment	17		600 000	0	400 000	0	200 000	0	S11.3
20	Sewerage: Purification Services-Regional Plant	Develop. of New Services & Infrastr.	Laboratory Instrumentation and Equipment	17		215 000	0	0	0	0	0	S11.3
21	Sewerage: Purification Services-Regional Plant	Develop. of New Services & Infrastr.	Rehabilitation of Pond Systems-Regional Plant	15		1 000 000	0	500 000	0	500 000	0	S11.3
22	Sewerage: Purification Services-Regional Plant	Develop. of New Services & Infrastr.	Odour Control for inlet to the Regional WWTW	15		0	0	0	0	0	0	S11.3
23	Sewerage: Purification Services-Regional Plant	Develop. of New Services & Infrastr.	Fencing and Ancillary Works-Regional Plant	15		50 000	0	50 000	0	50 000	0	S11.3
24	Sewerage: Purification Services-Regional Plant	Municipal Transformation & Institutional Development	New Generator for the Regional WWTW	15		2 000 000	0	0	0	0	0	MTID11.12
25	Sewerage: Purification Services-Regional Plant	Municipal Transformation & Institutional Development	New Brush Cutter for the Water and Wastewater Treatment Works	17		80 000	0	0	0	0	0	MTID11.12
26	Sewerage: Purification Services-Regional Plant	Municipal Transformation & Institutional Development	Installation of camera security system-Regional Plant	15		140 000	0	0	0	0	0	MTID11.12
27	Sewerage: Purification Services-Regional Plant	Develop. of New Services & Infrastr.	Upgrading of the Regional WWTW	15		500 000	0	500 000	0	500 000	0	S11.3
28	Sewerage: Purification Services-Regional Plant	Develop. of New Services & Infrastr.	Rehabilitation of the Access Roads	15		0	0	0	0	0	0	S11.2
29	Sewerage: Purification Services-Great Brak	Develop. of New Services & Infrastr.	Upgrading of Great Brak WWTW	15		400 000	0	0	0	0	0	S11.3
30	Sewerage: Purification Services-Great Brak	Municipal Transformation & Institutional Development	Installation of camera security system-Great Brak	14		110 000	0	0	0	0	0	MTID11.12
31	Sewerage: Purification Services-Great Brak	Municipal Transformation & Institutional Development	Furniture & Office Equipment	17		20 000	0	0	0	0	0	MTID11.12
32	Sewerage: Purification Services-Great Brak	Municipal Transformation & Institutional Development	Machinery & Equipment	17		35 000	0	0	0	0	0	MTID11.12
33	Sewerage: Purification Services-Great Brak	Develop. of New Services & Infrastr.	Instrumentation-Great Brak	5		0	0	0	0	0	0	S11.3
34	Sewerage: Purification Services-Great Brak	Develop. of New Services & Infrastr.	Odour Control for the inlet to the Groot Brak WWTW	5		0	0	0	0	0	0	S11.3
35	Sewerage: Purification Services-Herbertsdale	Develop. of New Services & Infrastr.	Fencing and Ancillary Works-Herbertsdale	7		0	0	0	0	0	0	S11.3
36	Sewerage: Purification Services-Herbertsdale	Develop. of New Services & Infrastr.	Rehabilitation of Pond Systems-Herbertsdale	7		0	0	0	0	0	0	S11.3
37	Sewerage: Purification Services-Friemersheim	Develop. of New Services & Infrastr.	Upgrading of Reedbeds	14		0	0		0	0	0	S11.3
38	Sewerage: Reticulation Services-External	Develop. of New Services & Infrastr.	Danabaai: Replace Septic Tanks with Pump stations	11		0	0	0	0	0	0	S11.3
39	Sewerage: ReticulationServices	Develop. of New Services & Infrastr.	Upgrading of Herbertsdale sewer pumpstation to accommodate new housing development	7		200 000	0	1 000 000	0	0	0	S11.3

CAPITAL PROGRAM:MOSSEL BAY MUNICIPALITY 2016/17 MTREF

NO.	ACCOUNT	I.D.P LINK	PROJECTS	WARD/S	FUNDING	2016/17 CRR	2016/17 OTHER	2017/18 CRR	2017/18 OTHER	2018/19 CRR	2018/19 OTHER	IDP STRATEGY
40	Sewerage: ReticulationServices	Develop. of New Services & Infrastr.	Increase sewer pipeline @ Herbertsdale to accommodate new housing development	7		900 000	0	0	0	0	0	S11.3
41	Sewerage: Reticulation Services-External	Develop. of New Services & Infrastr.	Replacement of sewer pipelines between Mossel Bay and Hartenbos	15		1 400 951	0	1 000 000	0	1 000 000	0	S11.3
42	Sewerage: Reticulation Services-External	Develop. of New Services & Infrastr.	New Supply Mini-Sub and MCC Panel at Pump station in Seester Avenue,Tergniet	5		0	0	0	0	0	0	S11.3
43	Sewerage: Reticulation Services-External	Develop. of New Services & Infrastr.	Reroute sewer pumpline between Riviera pumpstation and Louis Fourie Road	10		0	0	0	0	0	0	S11.3
44	Sewerage: Reticulation Services-External	Develop. of New Services & Infrastr.	New Sewer Pumpstation at La Palma	10		0	0	0	0	0	0	S11.3
45	Sewerage: Reticulation Services-External	Develop. of New Services & Infrastr.	Re-route sewer pipeline between Cricket Field pumpstation and Great Brak WWTW	14		0	0				0	S11.3
46	Sewerage: Reticulation Services-External	Municipal Transformation & Institutional Development	New Generator for Friemersheim Sewer Pumpstation	14		220 000	0	0	0	0	0	MTID11.12
47	Sewerage: Reticulation Services-External	Municipal Transformation & Institutional Development	Replacement of Vehicle: CBS 38677	17		0	0	300 000	0	0	0	MTID11.12
48	Sewerage: Reticulation Services-External	Develop. of New Services & Infrastr.	New Level-Sensor for Sewer Pits	17		50 000	0	55 265	0	54 772	0	S11.3
49	Sewerage: Reticulation Services-External	Develop. of New Services & Infrastr.	New Connections	16	Rec. Developer	0	300 000	0	300 000	0	300 000	S11.3
50	Sewerage: Reticulation Services-External	Develop. of New Services & Infrastr.	Upgrade pump station at St.Blaze	6		100 000	0	500 000	0	0	0	S11.3
51	Sewerage: Reticulation Services-External	Develop. of New Services & Infrastr.	Standby pump at VPS	15		0	0	500 000	0	0	0	S11.3
52	Sewerage: Reticulation Services-External	Develop. of New Services & Infrastr.	Standby pump at Habour pump station	8		200 000	0	0	0	0	0	S11.3
53	Sewerage: Reticulation Services- Network	Develop. of New Services & Infrastr.	Midbrak Main Sewer Network	5	Loan	0	6 500 000	0	5 600 000	0	5 000 000	S11.3
54	Sewerage: Reticulation Services- Network	Develop. of New Services & Infrastr.	Main Sewer Network between Glentana & Great Brak	5	Loan	0	0	0	0	0	5 000 000	S11.3
55	Sewerage: Reticulation Services- Network	Municipal Transformation & Institutional Development	Furniture & Office Equipment	17		50 000	0	50 000	0	50 000	0	MTID11.12
56	Sewerage: Reticulation Services- Network	Develop. of New Services & Infrastr.	Refurbish New sewerlines in Asla Park and Kwa-Nonqaba	3		0	0	0	0	0	0	S11.3
57	Sewerage: Reticulation Services- Network	Municipal Transformation & Institutional Development	New Multi-Purpose Trailer	17		45 000	0	50 000	0	0	0	MTID11.12
58	Sewerage: Reticulation Services- Network	Develop. of New Services & Infrastr.	Refurbish New Sewer Lines: D'Almeida	9		1 000 000	0	700 000	0	1 000 000	0	S11.3
59	Sewerage: Reticulation Services-Network	Govern. & Comm.	New 2-Way Radios	17		25 000	0	0	0	0	0	G&C11.10

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NO.	ACCOUNT	I.D.P LINK	PROJECTS	WARD/S	FUNDING	2016/17 CRR	2016/17 OTHER	2017/18 CRR	2017/18 OTHER	2018/19 CRR	2018/19 OTHER	IDP STRATEGY
60	Sewerage: Reticulation Services-Network		**Replace Sewer lines :**									
a)		Develop. of New Services & Infrastr.	Tarka	8		500 000	0	900 000	0	1 500 000	0	S11.3
b)		Develop. of New Services & Infrastr.	Greenhaven	14		0	0	0	0	290 000	0	S11.3
61	Sewerage: Reticulation Services-Network	Develop. of New Services & Infrastr.	Enlarge Sewerlines: Brandwacht	4		0	0	0	0	0	0	S11.3
62	Sewerage: Reticulation Services-Network	Municipal Transformation & Institutional Development	Replace High Pressure Jetting Machine	17		500 000	0	0	0	0	0	MTID11.12
63	Sewerage: Reticulation Services-Network	Develop. of New Services & Infrastr.	Construct retaining wall on Erf 3877, Menkenkop	7		500 000	0	0	0	0	0	S11.3
64	Sewerage: Reticulation Services-Network	Develop. of New Services & Infrastr.	Erosion protection of Arend Street sewer pipeline	4		0	0	0	0	0	0	S11.3
65	Sewerage: Reticulation Services-Network	Municipal Transformation & Institutional Development	Replacement of Vehicles: CBS 33243	17		400 000	0	0	0	0	0	MTID11.12
66	Sewerage: Reticulation Services-Network	Municipal Transformation & Institutional Development	Honey Sucker	17		1 100 000	0	0	0	0	0	MTID11.12
67	Sewerage: Reticulation Services-Network	Develop. of New Services & Infrastr.	Extend Friemersheim sewer network	14		1 500 000	0	1 600 000	0	0	0	S11.3
68 (a)	Sewerage: Reticulation Services-Network	Develop. of New Services & Infrastr.	Capacity increase of Great Brak WWTW	5	M.I.G	0	0	0	4 385 965	0	4 385 965	S11.3
68 (b)	Sewerage: Reticulation Services-Network	Develop. of New Services & Infrastr.	Capacity increase of Great Brak WWTW	5		400 000	0	4 385 965	0	4 385 965	0	S11.3
69	Sewerage: Reticulation Services-Network	Develop. of New Services & Infrastr.	Herbertsdale Middle Income Housing Sites-Sewerage	7		162 000	0	0	0	0	0	S11.3
	Sewerage TOTAL					15 962 951	6 800 000	13 241 230	10 285 965	10 280 737	14 685 965	

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NO.	ACCOUNT	I.D.P LINK	PROJECTS	WARD/S	FUNDING	2016/17 CRR	2016/17 OTHER	2017/18 CRR	2017/18 OTHER	2018/19 CRR	2018/19 OTHER	IDP STRATEGY
D3	WATER											
1	Water: Purification Works-Ruiterbos	Municipal Transformation & Institutional Development	Replacement of electrical plant and equipment-Ruiterbos	14		60 000	0	0	0	0	0	MTID11.12
2	Water: Purification Works-Ruiterbos	Develop. of New Services & Infrastr.	Upgrading of the Ruiterbos WTW	14		500 000	0	500 000	0	0	0	W11.4
3	Water: Purification Works: Lodewyks	Develop. of New Services & Infrastr.	Replacement of Electrical Plant and Equipment-Lodewyks	7		0	0	200 000	0	0	0	W11.4
4	Water: Purification Works	Municipal Transformation & Institutional Development	Furniture & Office Equipment	17		40 000	0	80 000	0	80 000	0	MTID11.12
5	Water: Purification Works	Municipal Transformation & Institutional Development	Machinery & Equipment	17		40 000	0		0	0	0	MTID11.12
6	Water: Purification Works	Municipal Transformation & Institutional Development	Replacement of Vehicles	17		300 000	0	300 000	0	0	0	MTID11.12
7	Water: Purification Works: Klein Brak	Develop. of New Services & Infrastr.	New inline turbidity meters at Kleinbrak water works sandfilters	15		550 000	0	0	0	0	0	W11.4
8	Water: Purification Works: Klein Brak	Develop. of New Services & Infrastr.	Pipework -Klein Brak	15		600 000	0	600 000	0	600 000	0	W11.4
9	Water: Purification Works: Klein Brak	Develop. of New Services & Infrastr.	Mechanical Plant & Equipment-Klein Brak	15		600 000	0	600 000	0	600 000	0	W11.4
10	Water: Purification Works: Sandhoogte	Develop. of New Services & Infrastr.	Mechanical Plant & Equipment-Sandhoogte	4		600 000	0	300 000	0	300 000	0	W11.4
11	Water: Purification Works: Sandhoogte	Develop. of New Services & Infrastr.	Fencing and Ancillary Works-Sandhoogte	4		0	0	0	0	0	0	W11.4
12	Water: Purification Works: Sandhoogte	Municipal Transformation & Institutional Development	Replacement of Electrical Plant and Equipment-Sandhoogte	4		250 000	0	250 000	0	0	0	MTID11.12
13	Water: Purification Works: Great Brak	Develop. of New Services & Infrastr.	Mechanical Plant & Equipment-Great Brak	5		0	0	0	0	200 000	0	W11.4
14	Water: Purification Works: Great Brak	Develop. of New Services & Infrastr.	New Pipework -Great Brak	15		500 000	0	0	0	0	0	W11.4
15	Water: Purification Works: Friemersheim	Develop. of New Services & Infrastr.	Upgrading of Friemersheim WTW	14		500 000	0	0	0	0	0	W11.4
16	Water: Purification Works: Friemersheim	Municipal Transformation & Institutional Development	Replacement of Electrical Plant and Equipment-Friemersheim	14		200 000	0	0	0	0	0	MTID11.12
17	Water: Distribution Services	Develop. of New Services & Infrastr.	New Connections	16	Rec. Developer	0	500 000	0	500 000	0	500 000	W11.4
18	Water: Distribution Services	Develop. of New Services & Infrastr.	Ernst Robertson Pipeline to Sandhoogte	15		0	0	0	0	1 000 000	0	W11.4
19	Water: Distribution Services	Develop. of New Services & Infrastr.	Pumpstation and pipelines between Voorbaai and KwaNonqaba	15		0	0	0	0	0	0	W11.4
20	Water: Distribution Services	Municipal Transformation & Institutional Development	Furniture & Office Equipment	17		45 000	0	50 000	0	0	0	MTID11.12

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NO.	ACCOUNT	I.D.P LINK	PROJECTS	WARD/S	FUNDING	2016/17 CRR	2016/17 OTHER	2017/18 CRR	2017/18 OTHER	2018/19 CRR	2018/19 OTHER	IDP STRATEGY
21	Water: Distribution Services	Develop. of New Services & Infrastr.	Telemetry: Expansion New System	16		200 000	0	200 000	0	200 000	0	W11.4
22	Water: Distribution Services	Municipal Transformation & Institutional Development	New multi-purpose Trailer	17		45 000	0	50 000	0	50 000	0	MTID11.12
23(a)	Water: Distribution Services	Develop. of New Services & Infrastr.	Replace Water Network Lines-All Areas	16		2 918 000	0	2 000 000	0	2 000 000	0	W11.4
23(b)	Water: Distribution Services	Develop. of New Services & Infrastr.	Replace Water Network Lines-All Areas	16	E.P.W.P	0	732 105	0	0	0	0	W11.4
24	Water: Distribution Services	Develop. of New Services & Infrastr.	New Great Brak River reservoir	5		0	0	0	0	250 000	0	W11.4
25	Water: Distribution Services	Municipal Transformation & Institutional Development	Generators: Grunter and Omega	17		0	0	0	0	300 000	0	MTID11.12
26(a)	Water: Distribution Services	Develop. of New Services & Infrastr.	New Reservoir:Buysplaas South	7		0	0	0	0	0	0	W11.4
26(b)	Water: Distribution Services	Develop. of New Services & Infrastr.	New Reservoir:Buysplaas South	7	M.I.G	0	0	0	0	0	0	W11.4
27	Water: Distribution Services	Govern. & Comm.	New 2-way Radios (Water Distribution Services)	17		30 000	0	0	0	0	0	G&C11.10
28	Water: Distribution Services	Develop. of New Services & Infrastr.	Installation of Intelligent Bulk Watermeter Reading Devices	16		0	0	200 000	0	200 000	0	W11.4
29	Water: Distribution Services	Develop. of New Services & Infrastr.	Upgrade Boggomsbaai Water network	7		0	0	0	0	0	0	W11.4
30(a)	Water: Distribution Services	Develop. of New Services & Infrastr.	Upgrade Herbertsdale Water Reticulation	7	M.I.G	**0**	**0**	0	1 754 386	**0**	**0**	W11.4
30(b)	Water: Distribution Services	Develop. of New Services & Infrastr.	Upgrade Herbertsdale Water Reticulation	7		0	0	175 439	0	0	0	W11.4
31	Water: Distribution Services	Develop. of New Services & Infrastr.	Increase water supply pipe diameter to De Lange Extension	5		200 000	0	0	0	0	0	W11.4
32	Water: Distribution Services	Develop. of New Services & Infrastr.	Extend Friemersheim water network	14		800 000	0	0	0	0	0	W11.4
33	Water: Distribution Services	Municipal Transformation & Institutional Development	Replacement of Vehicle : CBS 33238	17		300 000	0	0	0	0	0	MTID11.12
34	Water: Distribution Services	Develop. of New Services & Infrastr.	New pipeline between Langeberg pumpstaion and Bartelsfontein reservoir	15		2 947 000	0	1 000 000	0	2 500 000	0	W11.4
35	Water: Distribution Services	Develop. of New Services & Infrastr.	Langeberg Reservoir :Repalce existing floating roof with new floating roof	15		0	0	0	0	2 200 000	0	W11.4
36	Water: Distribution Services	Develop. of New Services & Infrastr.	Water Management Solutions	16		2 000 000	0	0	0	0	0	W11.4
37	Water: External Services	Municipal Transformation & Institutional Development	Replacement of Vehicle: CBS 33235	17		0	0	420 000	0	0	0	MTID11.12
38	Water: External Services	Develop. of New Services & Infrastr.	Replacement of Fencing at Reservoirs	15		500 000	0	250 000	0	500 000	0	W11.4
39	Water: External Services	Develop. of New Services & Infrastr.	Pumpstation at Aalwyndal Reservoir	15		0	0	0	0	0	0	W11.4
40(a)	Water: External Services	Develop. of New Services & Infrastr.	Upgrade of Water Supply Pipeline from Little Brak WTW to Langeberg Reservoirs	5	M.I.G	0	6 926 271	0	4 806 232	0	5 263 158	W11.4
40(b)	Water: External Services	Develop. of New Services & Infrastr.	Upgrade of Water Supply Pipeline from Little Brak WTW to Langeberg Reservoirs	5		7 265 049	0	8 841 331	0	7 225 263	0	W11.4

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41	Water: External Services	Develop. of New Services & Infrastr.	Re-route Brandwag water supply pipeline	4		0	0	0	0	200 000	0	W11.4
42	Water: External Services	Develop. of New Services & Infrastr.	New supply pipeline to Wolwedans Reservoir	14		0	0	0	0	500 000	0	W11.4
43	Water: External Services	Develop. of New Services & Infrastr.	Buisplaas reservoir capacity increase	7		0	0	0	0	0	0	W11.4
44	Water: External Services	Develop. of New Services & Infrastr.	Replace one of the pumps at Omega pump station with new one	15		200 000	0	0	0	0	0	W11.4
45	Water: External Services	Develop. of New Services & Infrastr.	Replace one of the pumps at Grunter pump station with new one	15		0	0	250 000	0	0	0	W11.4
46	Water: External Services	Develop. of New Services & Infrastr.	Herbertsdale Middle Income Housing Sites-Water	7		53 000	0	0	0	0	0	W11.4
	Water TOTAL					22 243 049	8 158 376	16 266 770	7 060 618	18 905 263	5 763 158	

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D4	**ELECTRICITY : ADMINISTRATION**											
1	Electricity: Administration	Municipal Transformation & Institutional Development	Furniture & Office Equipment	17		10 000	0	0	0	0	0	MTID11.12
	Electricity: Administration TOTAL					10 000	0	0	0	0	0	
D5	**ELECTRICITY DISTRIBUTION**											
1	Electricity Distribution	Develop. of New Services & Infrastr.	Replacement Network H/Bos	10		835 000	0	1 000 000	0	0	0	E.11.5
2	Electricity Distribution	Develop. of New Services & Infrastr.	Replacement Network Low Voltage	1,3 & 13		100 000	0	500 000	0	0	0	E.11.5
3	Electricity Distribution	Develop. of New Services & Infrastr.	Infrastructure Middle Income Housing	15		0	0	560 000	0	0	0	E.11.5
4	Electricity Distribution	Develop. of New Services & Infrastr.	Sonskyn & Klein Brak Intake Points	15		0	0	0	0	100 000	0	E.11.5
5	Electricity Distribution	Develop. of New Services & Infrastr.	New 22kV Transmission Line K/Brak Sewerage Farm Phase 1&2	5		0	0	1 100 000	0	3 000 000	0	E.11.5
6	Electricity Distribution	Develop. of New Services & Infrastr.	New Connections	16	Rec. Developer	0	1 000 000	0	1 000 000	0	1 000 000	E.11.5
7	Electricity Distribution	Develop. of New Services & Infrastr.	Capital Spares (Replace Mini Substations)	16		1 250 000	0	1 500 000	0	0	0	E.11.5
8	Electricity Distribution	Develop. of New Services & Infrastr.	Replace MV Ring Main Units	16		1 000 000	0	1 500 000	0	0	0	E.11.5
9	Electricity Distribution	Develop. of New Services & Infrastr.	Electrification Projects	16	D.O.E.	0	8 771 930	0	6 140 351	0	8 725 439	E.11.5
10	Electricity Distribution	Municipal Transformation & Institutional Development	Tools & Equipment	17		150 000	0	150 000	0	150 000	0	MTID11.12
11	Electricity Distribution		**Replacement of Vehicles :**									
a)		Municipal Transformation & Institutional Development	CBS 22612	17		0	0	0	0	350 000	0	MTID11.12
b)		Municipal Transformation & Institutional Development	CBS 25950	17		0	0	320 000	0	0	0	MTID11.12
c)		Municipal Transformation & Institutional Development	CBS 33197	17		0	0	0	0	320 000	0	MTID11.12
d)		Municipal Transformation & Institutional Development	CBS 33234	17		340 000	0	0	0	0	0	MTID11.12
e)		Municipal Transformation & Institutional Development	CBS 33242	17		340 000	0	0	0	0	0	MTID11.12
f)		Municipal Transformation & Institutional Development	CBS 27490	17		0	0	0	0	1 200 000	0	MTID11.12
12	Electricity Distribution	Develop. of New Services & Infrastr.	Modification of 22/11kV substation at Powertown	15		0	0	0	0	0	0	E.11.5
13	Electricity Distribution		**Street Lights:**									
a)		Develop. of New Services & Infrastr.	Great Brak Area	5		0	0	100 000	0	100 000	0	E.11.5

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b)		Develop. of New Services & Infrastr.	Mossel Bay Area	8		0	0	100 000	0	0	0	E.11.5
14	Electricity Distribution	Develop. of New Services & Infrastr.	66kv Overhead Line Upgrade- Intake to South Substation	15		3 500 000	0	2 000 000	0	0	0	E.11.5
15	Electricity Distribution	Develop. of New Services & Infrastr.	High mast and flood lights for various wards	15		400 000	0	500 000	0	0	0	E.11.5
16	Electricity Distribution	Develop. of New Services & Infrastr.	Electrical Workshop Upgrading	15		150 000	0	150 000	0	0	0	E.11.5
17	Electricity Distribution	Develop. of New Services & Infrastr.	Improvement to 22kV Electrical Network	15		0	0	0	0	1 500 000	0	E.11.5
18	Electricity Distribution	Develop. of New Services & Infrastr.	11 kV Overhead Line Upgrade-Sandhoogte	5		300 000	0	0	0	0	0	E.11.5
19	Electricity Distribution	Develop. of New Services & Infrastr.	Saunders 66/11kV Substation	15		600 000	0	3 332 000	0	2 193 000	0	E.11.5
20	Electricity Distribution	Develop. of New Services & Infrastr.	Town Feeder 1 Great Brak Overhead to cable 120mm	5		0	0	0	0	0	0	E.11.5
21	Electricity Distribution	Develop. of New Services & Infrastr.	Sludge Upgrade of Dias Industria Substation	10		0	0	0	0	1 000 000	0	E.11.5
22	Electricity Distribution	Develop. of New Services & Infrastr.	Replace Surge Generator 165kV	16		500 000	0	0	0	0	0	E.11.5
23	Electricity Distribution	Develop. of New Services & Infrastr.	Replace Low Voltage Network (Kleinbrak)	4		400 000	0	500 000	0	500 000	0	E.11.5
24	Electricity Distribution	Develop. of New Services & Infrastr.	Renewable Energy	16		1 560 000	0	300 000	0	2 500 000	0	E.11.5
25	Electricity Distribution	Develop. of New Services & Infrastr.	New 10MVA Transformer South Substation	15		1 000 000	0	0	0	0	0	E.11.5
26	Electricity Distribution	Develop. of New Services & Infrastr.	RMU with Metering Unit at Eskom Second Point of Supply	5		400 000	0	0	0	0	0	E.11.5
27	Electricity Distribution	Develop. of New Services & Infrastr.	New Glentana Substation	5		0	0		0	0	0	E.11.5
28	Electricity Distribution	Develop. of New Services & Infrastr.	New 11kV Feeder Danabay	11		2 400 000	0	0	0	0	0	E.11.5
29	Electricity Distribution	Develop. of New Services & Infrastr.	New 11kV Feeder between Midbrak Substation and Great Brak River	6		970 000	0	0	0	0	0	E.11.5
30	Electricity Distribution	Develop. of New Services & Infrastr.	Install Three Way 630A Outdoor Switchgear at Eskom Substation Great Brak	5		400 000	0	0	0	0	0	E.11.5
31	Electricity Distribution	Develop. of New Services & Infrastr.	Replace LV Overhead Lines with underground cable-Ward 13	13		0	0	500 000	0	0.0	0	E.11.5
32	Electricity Distribution	Develop. of New Services & Infrastr.	Replace LV Overhead Lines with underground cable-Ward 8	8		700 000	0	800 000	0	1 200 000	0	E.11.5
33	Electricity Distribution	Develop. of New Services & Infrastr.	Ockre Substation	8		800 000	0	0	0	0	0	E.11.5
34	Electricity Distribution	Develop. of New Services & Infrastr.	Upgrade Switchgear and Feeder no.1 Mossdusria	7		200 000	0	500 000	0	0	0	E.11.5
35	Electricity Distribution	Develop. of New Services & Infrastr.	Replace Switchgear Fraaiuitsig Substation	5		500 000	0	0	0	0	0	E.11.5

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36	Electricity Distribution	Develop. of New Services & Infrastr.	Upgrade Sandhoogte 11kV Overhead Line	5		0	0	0	0	500 000	0	E.11.5
37	Electricity Distribution	Develop. of New Services & Infrastr.	Replace existing Long Street wooden poles with new Street Light Poles	6		200 000	0	200 000	0	200 000	0	E.11.5
38	Electricity Distribution	Develop. of New Services & Infrastr.	Install new 22kV Circuit Breaker at Dup Substaion (Kleinbrak Intake Substation)	5		200 000	0	0	0	0	0	E.11.5
39	Electricity Distribution	Develop. of New Services & Infrastr.	Energy Efficiency & Demand Side Management Projects	16	E.E.D.S.M	0	0	0	0	0	4 385 965	E.11.5
	Electricity: Distribution TOTAL					19 195 000	9 771 930	15 612 000	7 140 351	14 813 000	14 111 404	
D6	**MECHANICAL SERVICES**											
1	Mechanical Services	Municipal Transformation & Institutional Development	Furniture & Office Equipment	17		3 000	0	50 000	0	0	0	MTID11.12
2	Mechanical Services	Municipal Transformation & Institutional Development	Computer Equipment	17		2 000	0	0	0	0	0	MTID11.12
3	Mechanical Services	Municipal Transformation & Institutional Development	Machinery & Equipment	17		40 000	0	0	0	0	0	MTID11.12
4	Mechanical Services	Govern. & Comm.	New Two Way Radios	17		0	0	20 000	0	20 000	0	G&C11.10
5	Mechanical Services	Municipal Transformation & Institutional Development	Upgrading of Mechanical Workshop	17		100 000	0	100 000	0	0	0	MTID11.12
	Mechanical Services : TOTAL					145 000	0	170 000	0	20 000	0	
	Total: Technical Services					**57 666 000**	**24 730 306**	**45 410 000**	**24 486 934**	**44 139 000**	**34 560 527**	

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	E: COMMUNITY SERVICES											
E1	**MANAGER COMMUNITY SERVICES:ADMIN.**											
1	Manager Community Services:Admin	Govern. & Comm.	Data Projector	17		8 200	0	0	0	0	0	G&C11.10
2	Manager Community Services:Admin	Govern. & Comm.	Projector Screen	17		3 500	0	0	0	0	0	G&C11.10
	Community Services: Administration TOTAL					11 700	0	0	0	0	0	
E2	**CARAVAN PARKS/CHALETS**											
1	Caravan Park: Point	Econ. Dev. & Tourism	Replace boilers/burners	8		0	0	200 000	0		0	LEDT8.2
2	Caravan Park: Point	Econ. Dev. & Tourism	New paving around ablution block	8		0	0	0	0	0	0	LEDT8.2
3	Caravan Park: Point	Econ. Dev. & Tourism	Extension of Ablution Block	8		0	0	0	0	0	0	LEDT8.2
4	Caravan Park: Point	Econ. Dev. & Tourism	Replacing of fence	8		0	0	0	0	700 000	0	LEDT8.2
5	Caravan Park: Point	Municipal Transformation & Institutional Development	Replace Air Conditioners	17		0	0	0	0	0	0	MTID11.12
6	Caravan Park: Point	Municipal Transformation & Institutional Development	Furniture & Office Equipment	17		15 000	0	20 000	0	20 000	0	MTID11.12
7	Caravan Park: Point	Econ. Dev. & Tourism	Replace Asbestos Roof Sheets	8		0	0	0	0	0	0	LEDT8.2
8	Caravan Park: Point	Econ. Dev. & Tourism	Upgrading entrance area	8		0	0	0	0	120 000	0	LEDT8.2
9	Caravan Park: Point	Econ. Dev. & Tourism	Curbs between the grass and the tar road and paving/tarring of Internal Roads	8		0	0	0	0	150 000	0	LEDT8.2
	Caravan Parks/ Chalets TOTAL					15 000	0	220 000	0	990 000	0	
E3	**CEMETERIES**											
1	Cemeteries	Community Development, Education & Health	Niche Walls-Hartenbos Cemeteries	16		0	0		0	0	0	CEH11.9
2	Cemeteries	Community Development, Education & Health	Establishment of new cemetery-Pinnacle Point	16		4 000 000	0	3 000 000	0	0	0	CEH11.9
3	Cemeteries	Community Development, Education & Health	Paving of Access Road-End Street Cemeteries	5		0	0	0	0	0	0	CEH11.9
	Cemeteries TOTAL					4 000 000	0	3 000 000	0	0	0	

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NO.	ACCOUNT	I.D.P LINK	PROJECTS	WARD/S	FUNDING	2016/17 CRR	2016/17 OTHER	2017/18 CRR	2017/18 OTHER	2018/19 CRR	2018/19 OTHER	IDP STRATEGY
E4	**TOWN HALL & COMMUNITY HALLS**											
1	Civic Centre & Community Halls	Community Development, Education & Health	Wood tables for D'Almeida Hall	9		0	0	25 000	0	0	0	CEH11.9
2	Civic Centre & Community Halls	Community Development, Education & Health	Wood tables for KwaNonqaba Community Hall	2		0	0	20 000	0	0	0	CEH11.9
3	Civic Centre & Community Halls	Community Development, Education & Health	Upgrade Dana Bay Community Hall	11		0	0	0	0	0	0	CEH11.9
4	Civic Centre & Community Halls	Community Development, Education & Health	Wood tables for Great Brak River Community Hall	14		0	0	0	0	0	0	CEH11.9
5	Civic Centre & Community Halls	Community Development, Education & Health	Extension of Kwa Community Hall	2		0	0	0	0	0	0	CEH11.9
6	Civic Centre & Community Halls	Community Development, Education & Health	New Community Hall Tarka	8		0	0	0	0	0	0	CEH11.9
7	Civic Centre & Community Halls	Community Development, Education & Health	Upgrading of parking area:KwaNonqaba Hall	1		100 000	0	200 000	0	100 000	0	CEH11.9
8	Civic Centre & Community Halls	Community Development, Education & Health	Upgrading of curtains and cables:Town Hall	8		0	0	0	0	0	0	CEH11.9
9	Civic Centre & Community Halls	Community Development, Education & Health	Upgrading of stage lights-D'Almeida Hall	9		0	0	0	0	0	0	CEH11.9
10	Civic Centre & Community Halls	Community Development, Education & Health	Contruction of storage behind Town Hall	8		0	0	0	0	0	0	CEH11.9
11	Civic Centre & Community Halls	Community Development, Education & Health	Replacement of one existing International Stove	9		55 000	0	0	0	0	0	CEH11.9
	Town Hall & Community Halls TOTAL					155 000	0	245 000	0	100 000	0	
E5	**CLEANSING**											
1	Cleansing: Refuse Removal	Spatial Development & Environment	Bulk Containers	16		0	0	150 000	0	0	0	SDE11.7
2	Cleansing: Refuse Removal	Spatial Development & Environment	New Transfer Station	16		0	0	0	0	0	0	SDE11.7
3	Cleansing: Refuse Removal	Spatial Development & Environment	Recycling Bins	16		0	0	90 000	0	0	0	SDE11.7
4	Cleansing: Refuse Removal	Municipal Transformation & Institutional Development	Furniture & Office Equipment	17		5 000	0	5 000	0	5 000	0	MTID11.12
5	Cleansing: Refuse Removal	Spatial Development & Environment	Decibel Meter	16		0	0	0	0	0	0	SDE11.7

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NO.	ACCOUNT	I.D.P LINK	PROJECTS	WARD/S	FUNDING	2016/17 CRR	2016/17 OTHER	2017/18 CRR	2017/18 OTHER	2018/19 CRR	2018/19 OTHER	IDP STRATEGY
6	Cleansing: Refuse Removal		**Replacement of Vehicles:**									
a)		Municipal Transformation & Institutional Development	CBS 11917	17		0	0	0	0		0	MTID11.12
b)		Municipal Transformation & Institutional Development	CBS 27393	17		1 500 000	0	0	0	0	0	MTID11.12
c)		Municipal Transformation & Institutional Development	CBS 36656	17		0	0	0	0	0	0	MTID11.12
d)		Municipal Transformation & Institutional Development	CBS 22725	17		0	0	0	0	0	0	MTID11.12
7	Cleansing: Refuse Removal	Spatial Development & Environment	Wheelie Bins	16		0	0	0	0	0	0	SDE11.7
8	Cleansing: Refuse Removal	Spatial Development & Environment	Green Waste Chipper	16		500 000	0	0	0	0	0	SDE11.7
9	Cleansing: Refuse Removal	Spatial Development & Environment	Building Rublle Crasher	16		500 000	0	0	0	0	0	SDE11.7
10	Cleansing: Refuse Removal	Spatial Development & Environment	Recycling Plant-Conveyer System	16		0	0	1 000 000	0	2 000 000	0	SDE11.7
11	Cleansing: Transfer Stations	Spatial Development & Environment	Weight Pad Sonskynvallei Transfer Station	16		0	0	0	0	0	0	SDE11.7
12	Cleansing: Transfer Stations	Spatial Development & Environment	Wendy House Louis Fourie Waste Site	16		0	0	0	0	0	0	SDE11.7
13	Cleansing: Transfer Stations	Spatial Development & Environment	Fencing Louis Fourie	16		0	0	0	0	0	0	SDE11.7
	Cleansing TOTAL					2 505 000	0	1 245 000	0	2 005 000	0	
E6	**PUBLIC SAFETY & RESCUE SERVICES**											
1	Fire Brigade & Rescue Services	Comm. Safe & Secure.	Fire fighting equipment and Hazmat equipment	17		60 000	0	45 000	0	80 000	0	CSS11.8
2	Fire Brigade & Rescue Services	Municipal Transformation & Institutional Development	Furniture & Office Equipment	17		60 000	0	50 000	0	40 000	0	MTID11.12
3	Fire Brigade & Rescue Services	Municipal Transformation & Institutional Development	Machinery & Equipment	17		0	0	0	0	0	0	MTID11.12
4	Fire Brigade & Rescue Services		**Replacement of Vehicles:**									
a)		Municipal Transformation & Institutional Development	CBS 29998	17		0	0	0	0	0	0	MTID11.12
b)		Municipal Transformation & Institutional Development	CBS 1660	17		0	0	0	0	230 000	0	MTID11.12
c)		Municipal Transformation & Institutional Development	CBS 21502	17		1 450 000	0	0	0	0	0	MTID11.12
d)		Municipal Transformation & Institutional Development	CBS 22850	17		0	0	0	0	0	0	MTID11.12
e)		Municipal Transformation & Institutional Development	CBS 18527	17		0	0	0	0	350 000	0	MTID11.12
5	Fire Brigade & Rescue Services	Comm. Safe & Secure.	Breathing Apparatus Sets Complete with composite cylinder and facemask	16		70 000	0	0	0	0	0	CSS11.8
6	Fire Brigade & Rescue Services	Municipal Transformation & Institutional Development	Purchase of Aerial Platform Vehicle	17		0	0	0	0	0	0	MTID11.12

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NO.	ACCOUNT	I.D.P LINK	PROJECTS	WARD/S	FUNDING	2016/17 CRR	2016/17 OTHER	2017/18 CRR	2017/18 OTHER	2018/19 CRR	2018/19 OTHER	IDP STRATEGY
7	Fire Brigade & Rescue Services	Govern. & Comm.	Portable Radios	17		0	0	0	0	0	0	G&C11.10
8	Fire Brigade & Rescue Services	Govern. & Comm.	Thermal Imaging Camera	17		0	0	0	0	150 000	0	G&C11.10
9	Fire Brigade & Rescue Services	Municipal Transformation & Institutional Development	Purchase of Hazmat Vehicle	17		0	0	0	0	550 000	0	MTID11.12
10	Fire Brigade & Rescue Services	Municipal Transformation & Institutional Development	Mobile Breathing Apparatus Vehicle	17		0	0	0	0	0	0	MTID11.12
11	Fire Brigade & Rescue Services	Comm. Safe & Secure.	KwaNonqaba :New Fire Station and Disaster Management Centre	16	M.I.G	0	0	0	3 690 351	0	3 642 456	MTID11.12
12	Fire Brigade & Rescue Services	Comm. Safe & Secure.	KwaNonqaba :New Fire Station and Disaster Management Centre	16		715 000	0	2 192 982	0	2 192 982		MTID11.12
13	Public Safety: Mun. Police & Traffic Department	Municipal Transformation & Institutional Development	Purchase of NewTraffic Patrol Vehicles x3(including tracker)	17		0	0	0	0	350 000	0	MTID11.12
14	Public Safety: Mun. Police & Traffic Department		**Speed Humps:**									
a)		Community Development, Education & Health	Rooken Smith Street at Shell Voorbaai	10		0	0	0	0	0	0	CEH11.9
b)		Community Development, Education & Health	John Brown Street,Extension 13	13		0	0	0	0	0	0	CEH11.9
c)		Community Development, Education & Health	Thembelihle Street,KwaNonqaba	2		0	0	0	0	0	0	CEH11.9
d)		Community Development, Education & Health	Wolwedans Road,Great Brak River	14		0	0	0	0	0	0	CEH11.9
15	Public Safety: Mun. Police & Traffic Department	Municipal Transformation & Institutional Development	Furniture & Office Equipment	17		15 000	0	0	0	0	0	MTID11.12
16	Public Safety: Mun. Police & Traffic Department	Community Development, Education & Health	Metro Traffic Volume Counters	16		0	0	130 000	0	0	0	CEH11.9
17	Public Safety: Mun. Police & Traffic Department	Community Development, Education & Health	Safety and Security Service Stun Guns	17		160 000	0	160 000	0	0	0	CEH11.9
18	Public Safety: Mun. Police & Traffic Department	Community Development, Education & Health	Visitor seating at Motor Vehicle Registration and Driving Licenses	17		0	0	0	0	0	0	CEH11.9
19	Law Enforcement	Municipal Transformation & Institutional Development	Furniture & Office Equipment (Law Enforcement)	17		15 000	0	0	0	0	0	MTID11.12
20	Law Enforcement	Municipal Transformation & Institutional Dev	Bulk Filling Cabinets	17		0	0	0	0	20 000	0	MTID11.12
21	Law Enforcement	Comm. Safe & Secure.	Alcohol Meter	17		0	0	0	0	0	0	CSS11.8
22	Law Enforcement	Govern. & Comm.	Two-Way Portable Radio's	17		35 000	0	0	0	0	0	G&C11.10
23	Law Enforcement	Municipal Transformation & Institutional Development	Purchase of 3 New Vehicles (including tracker)	17		0	0	0	0	200 000	0	MTID11.12
24	Law Enforcement	Municipal Transformation & Institutional Dev	Pro-Laser Speed Measurement Device	16		0	0	0	0	0	0	MTID11.12
	Public Safety and Rescue Services TOTAL					2 580 000	0	2 577 982	3 690 351	4 162 982	3 642 456	

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NO.	ACCOUNT	I.D.P LINK	PROJECTS	WARD/S	FUNDING	2016/17 CRR	2016/17 OTHER	2017/18 CRR	2017/18 OTHER	2018/19 CRR	2018/19 OTHER	IDP STRATEGY
E7	**SPORTS AND RECREATION**											
1	Beaches	Municipal Transformation & Institutional Development	Machinery & Equipment	17		12 000	0	15 000	0	15 000	0	MTID11.12
2	Parks & Recreation	Municipal Transformation & Institutional Development	Machinery & Equipment	17		50 000	0	60 000	0	60 000	0	MTID11.12
3	Parks & Recreation		**New Play Parks:**									
a)		Sport,Recr. & Culture	Scholtz and Zingisa Street	1		0	0	0	0	0	0	SRC11.6
b)		Sport,Recr. & Culture	De Heuwel	5		0	0	0	0	0	0	SRC11.6
c)		Sport,Recr. & Culture	Tarka and New Sunny Side	8		0	0	0	0	0	0	SRC11.6
d)		Sport,Recr. & Culture	Open field next to Magaba Crèche (mini sport ground)	2		0	0	0	0	0	0	SRC11.6
e)		Sport,Recr. & Culture	Asla Park	3		0	0	0	0	0	0	SRC11.6
f)		Sport,Recr. & Culture	Highway Park	13		0	0	0	0	0	0	SRC11.6
g)		Sport,Recr. & Culture	On Public Open Space	2		0	0	0	0	0	0	SRC11.6
h)		Sport,Recr. & Culture	Curlew Street	9		0	0	0	0		0	SRC11.6
i)		Sport,Recr. & Culture	Asla Community Hall	3		0	0	0	0	0	0	SRC11.6
j)		Sport,Recr. & Culture	Magaba Crèche	2		0	0		0	0	0	SRC11.6
4	Parks & Recreation	Sport,Recr. & Culture	Upgrade Play Park: Asazani	12		50 000	0	0	0		0	SRC11.6
5	Parks & Recreation	Sport,Recr. & Culture	Palisade Fence for Playground: Herbertsdale	7		0	0	0	0	0	0	SRC11.6
6	Parks & Recreation	Municipal Transformation & Institutional Dev	Kudu Lawnmowers X3	17		80 000	0	0	0	0	0	MTID11.12
7	Parks & Recreation	Sport,Recr. & Culture	New Fence between Tolbos and Peperboom Street	6		40 000	0	0	0	0	0	SRC11.6
8(a)	Parks & Recreation	Sport,Recr. & Culture	Electric fence at SPCA	16	Donated Asset	0	28 509	0	0	0	0	SRC11.6
8(b)	Parks & Recreation	Sport,Recr. & Culture	Electric fence at SPCA	16		30 702	0	0	0	0	0	SRC11.6
9	Parks: Harry Giddey Park	Sport,Recr. & Culture	Rest area with rooftop play area- 12 m2	8		0	0	0	0	0	0	SRC11.6
10	Parks: Harry Giddey Park	Sport,Recr. & Culture	Play Park Equipment	8		0	0	0	0	0	0	SRC11.6
11	Parks: Harry Giddey Park	Sport,Recr. & Culture	Paving of road in Harry Giddey Park	8		0	0	0	0	0	0	SRC11.6
12	Sport Grounds	Municipal Transformation & Institutional Development	Furniture & Office Equipment	17		40 000	0	60 000	0	40 000	0	MTID11.12
13	Sport Grounds	Municipal Transformation & Institutional Development	Machinery & Equipment	17		0	0	0	0	0	0	MTID11.12

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NO.	ACCOUNT	I.D.P LINK	PROJECTS	WARD/S	FUNDING	2016/17 CRR	2016/17 OTHER	2017/18 CRR	2017/18 OTHER	2018/19 CRR	2018/19 OTHER	IDP STRATEGY
14	Sport Grounds	Sport,Recr. & Culture	Rebuild Tennis Courts-Mossel Bay	8		0	0	0	0	0	0	SRC11.6
15	Sport Grounds	Sport,Recr. & Culture	Ride-on grass cutter and trailer	17		0	0	0	0	300 000	0	SRC11.6
16	Sport Grounds	Sport,Recr. & Culture	Fence for sports field-Brandwacht	4		0	0	0	0	0	0	SRC11.6
17	Sport Grounds	Sport,Recr. & Culture	Multipurpose Court (Netball,Tennis,Volleyball at Ext.23 Sports field)	13		0	0	0	0	0	0	SRC11.6
18	Sport Grounds	Sport,Recr. & Culture	New Parking Area at D'Almedia Sportsfield	9		0	0	0	0	0	0	SRC11.6
19	Sport Grounds	Sport,Recr. & Culture	Resealing of Two Tennis Court: Hartenbos	10		0	0	0	0	0	0	SRC11.6
20	Sport Grounds	Sport,Recr. & Culture	New Bowls Court: P Nutans	11		0	0	0	0	0	0	SRC11.6
21	Sport Grounds	Sport,Recr. & Culture	New Sport Field (Mini): Pilchard Street	13		0	0	0	0		0	SRC11.6
22	Sport Grounds	Sport,Recr. & Culture	Upgrade Klein Brak Tennis Courts	5		0	0	0	0	0	0	SRC11.6
23	Sport Grounds	Sport,Recr. & Culture	New Park: Seder & Melkhout Street	6		0	0	0	0	0	0	SRC11.6
24	Sport Grounds	Sport,Recr. & Culture	New synthetic cricket pitch-D'Almeida Sport ground	9		0	0	0	0	100 000	0	SRC11.6
25	Sport Grounds	Sport,Recr. & Culture	Upgrade Great Brak Sports Field	5		0	0	0	0	0	0	SRC11.6
26	Sport Grounds	Sport,Recr. & Culture	Upgrade the Ext 23 KwaNonqaba/D'Almeida Sports Fields	15	M.I.G	0	3 812 149	0	2 912 149	0	0	SRC11.6
27	Sport Grounds	Sport,Recr. & Culture	Upgrade the Ext 23 KwaNonqaba/D'Almeida Pavillion Field Lighting	15	M.I.G	0	0	0	0	0	1 754 386	SRC11.6
28	Sport Grounds	Sport,Recr. & Culture	New Multi Purpose/Soccer goal posts X 4 sets	16		0	0	0	0	0	0	SRC11.6
29	Sport Grounds	Sport,Recr. & Culture	Lighting of A-field-Extension 23 Soccerfield	13		0	0	0	0	0	0	SRC11.6
30	Sport Grounds	Sport,Recr. & Culture	Upgrade Greenhaven Sport Filed	14	M.I.G	0	0	0	0	0	0	SRC11.6
31	Sport Grounds	Sport,Recr. & Culture	Multi purpose Turf maintenance machine	16		0	0	0	0	0	0	SRC11.6
32	Sport Grounds	Sport,Recr. & Culture	Replacement of border fence-Extension 23 Soccer Field	13		0	0	0	0	0	0	SRC11.6
33	Sport Grounds	Sport,Recr. & Culture	Create parking space at Greenhaven Stadium	14		0	0	0	0	0	0	SRC11.6
34	Sport Grounds	Sport,Recr. & Culture	Reseal Tennis Courts- Great Brak	5		0	0	0	0	0	0	SRC11.6
35	Sport Grounds	Sport,Recr. & Culture	Replace inside fence at D'Almeida Stadium	9		0	0	0	0	0	0	SRC11.6
36	Sport Grounds	Sport,Recr. & Culture	Replace inside fence at Van Riebeeck Stadium A Field	8		0	0	0	0	0	0	SRC11.6
	Sports and Recreation TOTAL					302 702	3 840 658	135 000	2 912 149	515 000	1 754 386	

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NO.	ACCOUNT	I.D.P LINK	PROJECTS	WARD/S	FUNDING	2016/17 CRR	2016/17 OTHER	2017/18 CRR	2017/18 OTHER	2018/19 CRR	2018/19 OTHER	IDP STRATEGY
E8	**LIBRARIES**											
1(a)	Library: Mossel Bay	Community Development, Education & Health	Book Detection	8	L.S.C.G.	0	149 123	0	0	0	0	CEH11.9
1(b)	Library: Mossel Bay	Community Development, Education & Health	Book Detection	8		20 877	0	0	0	0	0	CEH11.9
2(a)	Library: Mossel Bay	Community Development, Education & Health	Installation of people counters	8	L.S.C.G.	0	35 088	0	0	0	0	CEH11.9
2(b)	Library: Mossel Bay	Community Development, Education & Health	Installation of people counters	8		4 912	0	0	0	0	0	CEH11.9
3(a)	Library: Herbertsdale	Community Development, Education & Health	New Library Building	7	L.S.C.G.	0	1 754 386	0	0	0	0	CEH11.9
3(b)	Library: Herbertsdale	Community Development, Education & Health	New Library Building	7		245 614	0	0	0	0	0	CEH11.9
	Libraries TOTAL					271 403	1 938 596	0	0	0	0	
	Total: Community Services					**9 840 805**	**5 779 255**	**7 422 982**	**6 602 500**	**7 772 982**	**5 396 842**	

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NO.	ACCOUNT	I.D.P LINK	PROJECTS	WARD/S	FUNDING	2016/17 CRR	2016/17 OTHER	2017/18 CRR	2017/18 OTHER	2018/19 CRR	2018/19 OTHER	IDP STRATEGY
	F:DEVELOPMENT & PLANNING											
F1	**DEVELOPMENT & PLANNING : ADMIN**											
1	Development & Planning : Admin	Municipal Transformation & Institutional Development	Furniture & Office Equipment	17		187 100	0	71 500	0	0	0	MTID11.12
	Development & Planning : Admin TOTAL					187 100	0	71 500	0	0	0	
F2	**MUNICIPAL BUILDING & LAND**											
1	Municipal Building & Land	Community Development, Education & Health	Extension of Crèche: Sonskynvallei	7		0	0	0	0	300 000	0	CEH11.9
2	Municipal Building & Land	Community Development, Education & Health	Building of New Crèche-Erf 6422	9		0	0	350 000	0	0	0	CEH11.9
3	Municipal Building & Land	Municipal Transformation & Institutional Development	Purchase of New LDV Vehicle & Toolbox	17		320 000	0	0	0	0	0	MTID11.12
4	Municipal Building & Land	Municipal Transformation & Institutional Development	Machinery & Equipment	17		7 000	0	0	0		0	MTID11.12
	Municipal Building & Land TOTAL					327 000	0	350 000	0	300 000	0	

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NO.	ACCOUNT	I.D.P LINK	PROJECTS	WARD/S	FUNDING	2016/17 CRR	2016/17 OTHER	2017/18 CRR	2017/18 OTHER	2018/19 CRR	2018/19 OTHER	IDP STRATEGY
F3	**HUMAN SETTLEMENTS**											
1(a)	Human Settlements	Land & Integrated Human Settlement	Asazani/Izinyoka Services (Phases 4)	12	D.O.H.S	0	4 561 404	0	0	0	0	LIHS9.10
1(b)	Human Settlements	Land & Integrated Human Settlement	Asazani/Izinyoka Services (Phases 4)	12		638 596	0	0	0	0	0	LIHS9.10
2(a)	Human Settlements	Land & Integrated Human Settlement	Sonskynvallei Phase 3-80 Sites	7	D.O.H.S	0	0		3 368 421	0	0	LIHS9.10
2(b)	Human Settlements	Land & Integrated Human Settlement	Sonskynvallei Phase 3-80 Sites	7		0	0	471 579	0	0	0	LIHS9.10
3(a)	Human Settlements	Land & Integrated Human Settlement	Thembelihle Street (45 sites)	2	D.O.H.S	0	0	0	1 929 825	0	0	LIHS9.10
3(b)	Human Settlements	Land & Integrated Human Settlement	Thembelihle Street (45 sites)	2		0	0	270 175	0	0	0	LIHS9.10
4(a)	Human Settlements	Land & Integrated Human Settlement	Upgrading of Informal Settlements	16	D.O.H.S	0	0	0	8 771 930	0	8 771 930	LIHS9.10
4(b)	Human Settlements	Land & Integrated Human Settlement	Upgrading of Informal Settlements	16		0	0	1 228 070	0	1 228 070	0	LIHS9.10
5(a)	Human Settlements	Land & Integrated Human Settlement	Portion 13 and 14 (LF Corridor)	16	D.O.H.S	0	0	0	8 771 930	0	10 087 719	LIHS9.10
5(b)	Human Settlements	Land & Integrated Human Settlement	Portion 13 and 14 (LF Corridor)	16		0	0	1 228 070	0	1 412 281	0	LIHS9.10
6(a)	Human Settlements	Land & Integrated Human Settlement	Great Brak River (Services 200 sites)	5	D.O.H.S	0	0	0	0	0	8 771 930	LIHS9.10
6(b)	Human Settlements	Land & Integrated Human Settlement	Great Brak River (Services 200 sites)	5		0	0	0	0	1 228 070	0	LIHS9.10
	Human Settlements TOTAL					638 596	4 561 404	3 197 895	22 842 105	3 868 421	27 631 579	

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NO.	ACCOUNT	I.D.P LINK	PROJECTS	WARD/S	FUNDING	2016/17 CRR	2016/17 OTHER	2017/18 CRR	2017/18 OTHER	2018/19 CRR	2018/19 OTHER	IDP STRATEGY
F4	**STREETS AND STORMWATER**											
1	Roads, Stormwater & Drainage: Stormwater	Develop. of New Services & Infrastr.	New Soak-away, c/o Bloedrivier & Vegkop	10		0	0	400 000	0	0	0	S11.1
2	Roads, Stormwater & Drainage: Stormwater	Municipal Transformation & Institutional Development	New Bulldozer	17		0	0	0	0	0	0	MTID11.12
3	Roads, Stormwater & Drainage: Stormwater	Develop. of New Services & Infrastr.	Formalize SW Channels	5		200 000	0	200 000	0	200 000	0	S11.1
4	Roads, Stormwater & Drainage: Stormwater	Develop. of New Services & Infrastr.	Erosion protection Suiderkruis	5		0	0	0	0	1 700 000	0	S11.1
5	Roads, Stormwater & Drainage: Stormwater		**Improve Stormwater :**					0				
a1)		Develop. of New Services & Infrastr.	Amy Searle Greenhaven	14	M.I.G	0	0	0	1 976 356		2 483 158	RSW11.1
a2)		Develop. of New Services & Infrastr.	Amy Searle Greenhaven	14		200 000	0	225 646	0	283 509	0	RSW11.1
b)		Develop. of New Services & Infrastr.	New S/W pipe for High Level Road, Great Brak River	5		0	0	0	0	500 000	0	RSW11.1
c)		Develop. of New Services & Infrastr.	Upgrade S/W Channel, Boland Park, Phase 1, Voorbaai	10		0	0		0	0	0	RSW11.1
d)		Develop. of New Services & Infrastr.	New Concrete SW Channel, Deoville Park, Hartenbos Heuwels	10		400 000	0	0	0	0	0	RSW11.1
e)		Develop. of New Services & Infrastr.	Upgrade of S/W watercourse, A Ferox, Danabaai	11		750 000	0	1 150 000	0	500 000	0	RSW11.1
f)		Develop. of New Services & Infrastr.	Upgrade S/W at Kiewit,Cupido,Sinkfontein to Alhof-Dálmeida	9		1 000 000	0	0	0	0	0	RSW11.1
g)		Develop. of New Services & Infrastr.	New cut-off channel behind Grunter Street	13		0	0	0	0	300 000	0	RSW11.1
h)		Develop. of New Services & Infrastr.	Upgrade S/W along Anda,Sneeuberg to Sixaxeni	11		0	0	1 600 000	0	0	0	RSW11.1
i)		Develop. of New Services & Infrastr.	Bakker (Nautica)	8		5 000 000	0	1 000 000	0	0	0	RSW11.1
j)		Develop. of New Services & Infrastr.	George Road to Marsh (Watercourse)	8		0	0	2 500 000	0	0	0	RSW11.1
k)		Develop. of New Services & Infrastr.	New S/W system from Bentonsingel to the river (Herbertsdale)	7		1 800 000	0	0	0	0	0	RSW11.1
l)		Develop. of New Services & Infrastr.	New S/W system at Kertzen Street, Berlin Street & Kortmark Street	7			0	0	0	0	0	RSW11.1
m)		Develop. of New Services & Infrastr.	Upgrading of S/W system in Brunsweg,Frederich,Mudie,Hofmeyer & Hogarth catchment	8		0	0	0	0	0	0	RSW11.1
n)		Develop. of New Services & Infrastr.	Rehabilitation of embankment at E. Pinea Street,Dana Bay	11		0	0	700 000	0	0	0	RSW11.1
6	Roads, Stormwater & Drainage: Stormwater	Develop. of New Services & Infrastr.	Upgrading of S/W System from Santos Beach to George Road	8		2 600 000	0	0	0	0	0	RSW11.1
7	Roads, Stormwater & Drainage: Stormwater	Develop. of New Services & Infrastr.	Dedicated Server	17		40 000	0	0	0	0	0	RSW11.1
8	Roads, Stormwater & Drainage: Stormwater	Develop. of New Services & Infrastr.	Rebuild S/W network in Kerriehout Street	10		0	0	850 000	0	0	0	RSW11.1
9	Roads, Stormwater & Drainage: Stormwater	Develop. of New Services & Infrastr.	Stormwater channel from Mooney to Frans-Adriaans	2		500 000	0	0	0	0	0	RSW11.1
10	Roads, Stormwater & Drainage: Streets	Municipal Transformation & Institutional Development	Furniture & Office Equipment	17		65 000	0	61 000	0	40 000	0	MTID11.12
11	Roads, Stormwater & Drainage: Streets	Municipal Transformation & Institutional Development	Machinery & Equipment	17		32 000	0	0	0	0	0	MTID11.12

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NO.	ACCOUNT	I.D.P LINK	PROJECTS	WARD/S	FUNDING	2016/17 CRR	2016/17 OTHER	2017/18 CRR	2017/18 OTHER	2018/19 CRR	2018/19 OTHER	IDP STRATEGY
12	Roads, Stormwater & Drainage: Streets	Municipal Transformation & Institutional Development	Security Tag Automated Door System	17		10 000	0	0	0	0	0	MTID11.12
13	Roads, Stormwater & Drainage: Streets	Municipal Transformation & Institutional Development	New Radio	17		13 000	0	0	0	0	0	MTID11.12
14	Roads, Stormwater & Drainage: Streets	Develop. of New Services & Infrastr.	Rehabilitate Botha Street	5		300 000	0	0	0	0	0	RSW11.1
15	Roads, Stormwater & Drainage: Streets		**Pavements:**									
a)		Develop. of New Services & Infrastr.	CBD- Mossel Bay	8		330 000	0	350 000	0	0	0	RSW11.2
b)		Develop. of New Services & Infrastr.	Stofile Short Street (5 cul de sacs) KwaNonqaba	3		200 000	0	0	0	0	0	RSW11.2
16	Roads, Stormwater & Drainage: Streets	Develop. of New Services & Infrastr.	New Paving:Upgrade to The Ravine Road, 75m, Glentana	5		0	0	0	0	0	0	RSW11.2
17	Roads, Stormwater & Drainage: Streets		**Sidewalks:**									
a)		Develop. of New Services & Infrastr.	Townhall Walkway	8		100 000	0	0	0	0	0	RSW11.2
b)		Develop. of New Services & Infrastr.	Adriaans Street	11		250 000	0	0	0	0	0	RSW11.2
c)		Develop. of New Services & Infrastr.	Thembelihle Street-from Mayixhale to Mali Street	1 & 3		150 000	0	0	0	0	0	RSW11.2
d)		Develop. of New Services & Infrastr.	Sole Drive from Grunter to Roman	13		0	0	0	0	0	0	RSW11.2
e)		Develop. of New Services & Infrastr.	Bill Jeffrey Avenue : Grunter to Mayixhale	13		0	0	0	0	0	0	RSW11.2
f)		Develop. of New Services & Infrastr.	Adriaans Avenue: Calitzdorp Crescent to Dywili	11		0	0	0	0	225 000	0	RSW11.2

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NO.	ACCOUNT	I.D.P LINK	PROJECTS	WARD/S	FUNDING	2016/17 CRR	2016/17 OTHER	2017/18 CRR	2017/18 OTHER	2018/19 CRR	2018/19 OTHER	IDP STRATEGY
g)		Develop. of New Services & Infrastr.	Malva Street: Flora to A.Castanea	11		0	0	0	0	0	0	RSW11.2
h)		Develop. of New Services & Infrastr.	Gqunu Street	1		0	0	0	0	0	0	RSW11.2
i)		Develop. of New Services & Infrastr.	Burg Street	9		0	0	0	0	0	0	RSW11.2
j)		Develop. of New Services & Infrastr.	Heideweg from Flora to Nerina	11		0	0	0	0	0	0	RSW11.2
k)		Develop. of New Services & Infrastr.	Mooney Street from Adriaans to Mayixhale	13		0	0	400 000	0	250 000	0	RSW11.2
l)		Develop. of New Services & Infrastr.	Bakker Street from Weston Street to Eiland Street	15		0	0	0	0	0	0	RSW11.2
m)		Develop. of New Services & Infrastr.	Matheza Street	1		0	0	0	0	0	0	RSW11.2
n)		Develop. of New Services & Infrastr.	Cedile Street	1		0	0	70 000	0	0	0	RSW11.2
o)		Develop. of New Services & Infrastr.	Mzola Street (Short Street)	1 & 3		0	0	0	0	500 000	0	RSW11.2
p)		Develop. of New Services & Infrastr.	Tulbagh Avenue Hartenbos	10		70 000	0	0	0	0	0	RSW11.2
q)		Develop. of New Services & Infrastr.	Adriaans-from Crotz to Nkosana Mbangi, Asla Park	15		0	0	0	0	0	0	RSW11.2
r)		Develop. of New Services & Infrastr.	Schoeman Street-Louis Fourie Road to Bietou, Heiderand	6		0	0	0	0	0	0	RSW11.2
s)		Develop. of New Services & Infrastr.	Mike Harris -DaGama to Ken Andrews , Da Nova	6		0	0	0	0	0	0	RSW11.2
t)		Develop. of New Services & Infrastr.	Rodger Street,CBD	8		0	0	0	0	0	0	RSW11.2
u)		Develop. of New Services & Infrastr.	High Street,CBD	8		0	0	0	0	0	0	RSW11.2
v)		Develop. of New Services & Infrastr.	Nerina Road,Dana Bay	11		0	0	0	0	0	0	RSW11.2
w)		Develop. of New Services & Infrastr.	Protea Street,Dana Bay	11		0	0	0	0	0	0	RSW11.2
x)		Develop. of New Services & Infrastr.	Sampson Street-Repaved from Mayixhale to Duthie Street,Ext.23	14		0	0		0	0	0	RSW11.2
y)		Develop. of New Services & Infrastr.	Pietersen Street,D'Almeida	9		0	0	0	0	0	0	RSW11.2
z)		Develop. of New Services & Infrastr.	Gelderbloem Street,D'Almeida	9		0	0	0	0	0	0	RSW11.2
aa)		Develop. of New Services & Infrastr.	Rand Street,D'Almeida	9		0	0	0	0	0	0	RSW11.2

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NO.	ACCOUNT	I.D.P LINK	PROJECTS	WARD/S	FUNDING	2016/17 CRR	2016/17 OTHER	2017/18 CRR	2017/18 OTHER	2018/19 CRR	2018/19 OTHER	IDP STRATEGY
ab)		Develop. of New Services & Infrastr.	Kanarie Street,Tarka	8		0	0	0	0	0	0	RSW11.2
ac)		Develop. of New Services & Infrastr.	Roselindlaan,Ext.6	8		0	0	0	0	0	0	RSW11.2
ad)		Develop. of New Services & Infrastr.	Rebuild sidewalks at Protea, Sao Bras & Robbie Scholtz, DaNova	6		0	0	0	0	0	0	RSW11.2
ae)		Develop. of New Services & Infrastr.	Rebuild sidewalks in DaNova	6		0	0	0	0	0	0	RSW11.2
af)		Develop. of New Services & Infrastr.	Paved Island at Melkhout Street, Heiderand	6		0	0	80 000	0	0	0	RSW11.2
18	Roads, Stormwater & Drainage: Streets		**New Kerbs:**									
a)		Develop. of New Services & Infrastr.	S Mpoki Street	12		90 000	0		0	0	0	RSW11.2
b)		Develop. of New Services & Infrastr.	Levendal Street (edging)	12		0	0	0	0	0	0	RSW11.2
c)		Develop. of New Services & Infrastr.	Pat Mbebe Street	3		60 000	0	0	0	0	0	RSW11.2
d)		Develop. of New Services & Infrastr.	Island Bridge Handrails	5		0	0	50 000	0	0	0	RSW11.2
19	Roads, Stormwater & Drainage: Streets		**Pave Sidewalks:**									
a)		Develop. of New Services & Infrastr.	Dana Bay along Flora Road	11		0	0	200 000	0	200 000	0	RSW11.2
b)		Develop. of New Services & Infrastr.	KwaNonqaba- Stofile	3		0	0	0	0	200 000	0	RSW11.2
20	Roads, Stormwater & Drainage: Streets	Develop. of New Services & Infrastr.	Extend the sidewalk in Gleniqua East, Glentana	5		350 000	0	350 000	0	300 000	0	RSW11.2
21	Roads, Stormwater & Drainage: Streets	Develop. of New Services & Infrastr.	Extend Pedestrian Walkway, Melkhout Street, Ext12	6		0	0	0	0	0	0	RSW11.2
22	Roads, Stormwater & Drainage: Streets		**Tarring of Streets & Roads :**									
a)		Develop. of New Services & Infrastr.	Hoy Street	5		0	0	0	0	90 000	0	RSW11.2
b)		Develop. of New Services & Infrastr.	Kolster-Glentana	5		0	0	0	0	0	0	RSW11.2
c)		Develop. of New Services & Infrastr.	Stegman-Glentana	5		0	0	0	0	0	0	RSW11.2
d)		Develop. of New Services & Infrastr.	Thembelihle (Short Street)	2		0	0	300 000	0	.	0	RSW11.2
e)		Develop. of New Services & Infrastr.	Frankie Green ,CBD	8		0	0	100 000	0	0	0	RSW11.2
f)		Develop. of New Services & Infrastr.	Lindela Street,Kwa-Nonqaba	3		400 000	0	0	0	0	0	RSW11.2
g)		Develop. of New Services & Infrastr.	Begonia Avenue Wolwedans	5	M.I.G	0	0	0	0	0	0	RSW11.2

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h)		Develop. of New Services & Infrastr.	Daisy Street Wolwedans	5	M.I.G	0	0	0	0	0	0	RSW11.2
i)		Develop. of New Services & Infrastr.	Iris Street Wolwedans	5	M.I.G	0	0	0	0	0	0	RSW11.2
j)		Develop. of New Services & Infrastr.	Marigold Street-Greenhaven	14	M.I.G	0	0	0	0	0	0	RSW11.2
k)		Develop. of New Services & Infrastr.	Traffic Circle at c/o Alhof & Marsh Negendelaan, DaNova	6		1 400 000	0	0	0	0	0	RSW11.2
l)		Develop. of New Services & Infrastr.	Omega Street	6		0	0	0	0	0	0	RSW11.2
m)		Develop. of New Services & Infrastr.	Mzola (Short Street)	3	M.I.G	0	0	0	0	0	0	RSW11.2
n)		Develop. of New Services & Infrastr.	Miti (Short Street)	3	M.I.G	0	0	0	0	0	0	RSW11.2
o)		Develop. of New Services & Infrastr.	Matoku (Short Street)	3	M.I.G	0	0	0	0	0	0	RSW11.2
p)		Develop. of New Services & Infrastr.	Mutile (Short Street)	3	M.I.G	0	0	0	0	0	0	RSW11.2
q)		Develop. of New Services & Infrastr.	Makhubalo (Short Street)	2	M.I.G	0	0	0	0	0	0	RSW11.2
r)		Develop. of New Services & Infrastr.	Mawawa (Short Street)	2	M.I.G	0	0	0	0	0	0	RSW11.2
s)		Develop. of New Services & Infrastr.	Stofile (Short Street)	2		0	0		0	0	0	RSW11.2
t)		Develop. of New Services & Infrastr.	Blom (Short Street)	11		0	0	0	0	410 000	0	RSW11.2
u)		Develop. of New Services & Infrastr.	Notinana (Short Street)	11	M.I.G	0	0	0	0	0	0	RSW11.2
v)		Develop. of New Services & Infrastr.	Mthonjeni Street	1		0	0	0	0	0	0	RSW11.2
w)		Develop. of New Services & Infrastr.	Faku (Short Street)	2		0	0	0	0	820 000	0	RSW11.2
x)		Develop. of New Services & Infrastr.	Bloem Street	1		500 000	0	0	0	0	0	RSW11.2
y)		Develop. of New Services & Infrastr.	Boyana Street	1		1 500 000	0	0	0	0	0	RSW11.2
z)		Develop. of New Services & Infrastr.	Mapeta Street	1	M.I.G	0	0	0	0	0	0	RSW11.2
aa)		Develop. of New Services & Infrastr.	Epsilon Street	6		0	0	0	0	0	0	RSW11.2
ab)		Develop. of New Services & Infrastr.	Graan (Short Street)	11		0	0	0	0	410 000	0	RSW11.2
ac)		Develop. of New Services & Infrastr.	Calitzdorp (Short Street)	11	M.I.G	0	0	0	0	0	0	RSW11.2
ad)		Develop. of New Services & Infrastr.	New link road between Extension 9,13 & 26 (Phase 1, 2 & 3)	9, 12 & 13		2 000 000	0	3 000 000	0	3 000 000	0	RSW11.2

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ae)		Develop. of New Services & Infrastr.	Sakhile Street	3		0	0	0	0	0	0	RSW11.2
af)		Develop. of New Services & Infrastr.	Louis van Wyk	8		0	0	0	0	0	0	RSW11.2
ag)		Develop. of New Services & Infrastr.	Mabolo Street, KwaNonqaba	2	M.I.G	0	0	0	0	0	0	RSW11.2
ah)		Develop. of New Services & Infrastr.	Nkosana Mbangi (Short Streets),Asla Park	3	M.I.G	0	0	0	0	0	0	RSW11.2
ai)		Develop. of New Services & Infrastr.	Muller Street, Herbertsdale	7		0	0	0	0	0	0	RSW11.2
aj)		Develop. of New Services & Infrastr.	Skool Street, Herbertsdale	7		0	0	0	0	220 000	0	RSW11.2
ak)		Develop. of New Services & Infrastr.	Harry Giddey Park	8		0	0	0	0	0		RSW11.2
al)		Develop. of New Services & Infrastr.	Access Road to Danabaai Community Hall	11		0	0	0	0	0	0	RSW11.2
am)		Develop. of New Services & Infrastr.	Crotz Slip lane from Louis Fourie Road	11		0	0	0	0	0	0	RSW11.2
an)		Develop. of New Services & Infrastr.	Tarring of last section of Albacore Street,Boggomsbaai	7		450 000	0	0	0	0	0	RSW11.2
ao)		Develop. of New Services & Infrastr.	Construction of emergency road in DanaBay	11		0	0	0	0	0	0	RSW11.2
ap)		Develop. of New Services & Infrastr.	Extension of Essenhout Street from Louis Fourie to Bill Jeffrey	13		0	0	3 800 000	0	500 000	0	RSW11.2
23	Roads, Stormwater & Drainage: Streets	Develop. of New Services & Infrastr.	New Tar Road, 8th Avenue, Riverside	5		0	0		0	650 000	0	RSW11.2
24	Roads, Stormwater & Drainage: Streets	Develop. of New Services & Infrastr.	New Tar Road & Parking, 10th Avenue, Riverside	5		0	0		0	500 000	0	RSW11.2
25	Roads, Stormwater & Drainage: Streets	Develop. of New Services & Infrastr.	New Parking, Port Natal: Hartenbos	10		0	0	0	0	0	0	RSW11.2
26	Roads, Stormwater & Drainage: Streets		**Rebuild Tar Roads:**									
a)		Develop. of New Services & Infrastr.	Van Zyl Street: Tergniet	5		0	0	400 000	0	0	0	RSW11.2
b)		Develop. of New Services & Infrastr.	Bayview Street	8		0	0	0	0	0	0	RSW11.2
c)		Develop. of New Services & Infrastr.	Frans Avenue ,Asla Park	2		1 400 000	0	1 400 000	0	0	0	RSW11.2
d)		Develop. of New Services & Infrastr.	Solomon ,Asla Park	2	M.I.G	0	0	0	0	0	0	RSW11.2
e)		Develop. of New Services & Infrastr.	S. Ncaphayi Street	12		0	0	350 000	0	0	0	RSW11.2
f)		Develop. of New Services & Infrastr.	Sixaxeni, Asla Park	3		0	0	0	0	0	0	RSW11.2

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g)		Develop. of New Services & Infrastr.	Klipheuwel Street,Aalwyndal	10		0	0	0	0	0	0	RSW11.2
h)		Develop. of New Services & Infrastr.	Nagtegaal Street,Aalwyndal	10		0	0	0	0	0	0	RSW11.2
i)		Develop. of New Services & Infrastr.	High Street	8		0	0	0	0	0	0	RSW11.2
27	Roads, Stormwater & Drainage: Streets		**New Bus Stops/Taxi Embayments :**									
a)		Develop. of New Services & Infrastr.	Bill Jeffery -Infront of Alma Clinic	13		0	0	0	0	0	0	RSW11.2
b)		Develop. of New Services & Infrastr.	Alhof Drive	15		0	0	300 000	0	300 000	0	RSW11.2
c)		Develop. of New Services & Infrastr.	Adriaans Avenue	15		0	0	300 000	0	300 000	0	RSW11.2
d)		Develop. of New Services & Infrastr.	Stofile Street	2		500 000	0	0	0	0	0	RSW11.2
e)		Develop. of New Services & Infrastr.	Thembelihle Street	2		0	0	0	0	600 000	0	RSW11.2
f)		Develop. of New Services & Infrastr.	Scholtz Street	1		0	0	0	0	0	0	RSW11.2
g)		Develop. of New Services & Infrastr.	Gentswana Street	1		0	0	0	0	600 000	0	RSW11.2
h)		Develop. of New Services & Infrastr.	Marlin Street	13		0	0	0	0	300 000	0	RSW11.2
28	Roads, Stormwater & Drainage: Streets	Develop. of New Services & Infrastr.	Intersection in Mayixhale Street	1		0	0	0	0	0	0	RSW11.2
29	Roads, Stormwater & Drainage: Streets		**Replacement of Vehicles:**									
a)		Municipal Transformation & Institutional Development	CBS 33239	17		0	0	0		300 000	0	MTID11.12
b)		Municipal Transformation & Institutional Development	CBS 3496	17		500 000	0	0	0	0	0	MTID11.12
30	Roads, Stormwater & Drainage: Streets		**New Parking Areas:**									
a)		Develop. of New Services & Infrastr.	Municipal Office Parking Area GBR	17		200 000	0	200 000	0	200 000	0	RSW11.2
b)		Develop. of New Services & Infrastr.	Harry Giddey Park	8		0	0	0	0	0	0	
31(a)	Roads, Stormwater & Drainage: Streets	Develop. of New Services & Infrastr.	Upgrade of Gravel Roads & S/W : Asla Park	3	M.I.G	0	1 781 156	0	0	0	0	RSW11.2
31(b)	Roads, Stormwater & Drainage: Streets	Develop. of New Services & Infrastr.	Upgrade of Gravel Roads & S/W : Asla Park	3		184 000	0	0	0	0	0	RSW11.2
31(c)	Roads, Stormwater & Drainage: Streets	Develop. of New Services & Infrastr.	Upgrade of Gravel Roads & S/W : Friemersheim	14	M.I.G	0	435 590	0	2 052 632	0	0	RSW11.2

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31(d)	Roads, Stormwater & Drainage: Streets	Develop. of New Services & Infrastr.	Upgrade of Gravel Roads & S/W : Friemersheim	14		283 687	0	407 076	0	0	0	RSW11.2
32	Roads, Stormwater & Drainage: Streets	Develop. of New Services & Infrastr.	Upgrade of Gravel Roads & Bulk S/W : Sonskynvallei	7	M.I.G	0	2 052 632	0	0	0	0	RSW11.2
33	Roads, Stormwater & Drainage: Streets	Develop. of New Services & Infrastr.	Upgrade of Walvis Street Phase 3	12	M.I.G	0	2 631 579	0	0	0	0	RSW11.2
34(a)	Roads, Stormwater & Drainage: Streets	Develop. of New Services & Infrastr.	Herbertsdale: Upgrade of Gravel Roads & S/W Phases 1&2	7	M.I.G	0	2 539 570	0	0	0	0	RSW11.2
34(b)	Roads, Stormwater & Drainage: Streets	Develop. of New Services & Infrastr.	Herbertsdale: Upgrade of Gravel Roads & S/W Phases 1&2	7		554 134	0	0	0	0	0	RSW11.2
35(a)	Roads, Stormwater & Drainage: Streets	Develop. of New Services & Infrastr.	KwaNonqaba- Upgrade of Gravel Roads & S/W	1	M.I.G	0	0	0	0	0	2 483 158	RSW11.2
35(b)	Roads, Stormwater & Drainage: Streets	Develop. of New Services & Infrastr.	KwaNonqaba- Upgrade of Gravel Roads & S/W	1		0	0	0	0	275 907	0	RSW11.2
36	Roads, Stormwater & Drainage: Streets	Develop. of New Services & Infrastr.	New Traffic Circle c/o Melkhout & Seder Street,Ext.12 (Curro School)	6		0	0	0	0	950 000	0	RSW11.2
37	Roads, Stormwater & Drainage: Streets	Develop. of New Services & Infrastr.	Crotz Street Intersection Upgrading	11		0	0	0	0	0	0	RSW11.2
38	Roads, Stormwater & Drainage: Streets	Develop. of New Services & Infrastr.	Upgrading of the Long Distance Taxi Rank at corner of Thembelihle Road and Mayixhale Street	1		0	0	0	0	0	0	RSW11.2
39	Roads, Stormwater & Drainage: Streets	Develop. of New Services & Infrastr.	Graceland Singel Sonskynvallei	7	M.I.G	0	0	0	0	0	**0**	RSW11.2
40	Roads, Stormwater & Drainage: Streets	Develop. of New Services & Infrastr.	Olcker Road Turning Circle	5		500 000	0	0	0	0	0	RSW11.2
41	Roads, Stormwater & Drainage: Streets	Develop. of New Services & Infrastr.	Pedestrian Sidewalk Amy Searle	14		0	0	200 000	0	200 000	0	RSW11.2
42	Roads, Stormwater & Drainage: Streets	Develop. of New Services & Infrastr.	Upgrade Long Street & Station Road	5		0	0	0	0	1 750 000	0	RSW11.2
43	Roads, Stormwater & Drainage: Streets	Develop. of New Services & Infrastr.	Access Road: Die Heuwelpad	10		0	0	450 000	0	0	0	RSW11.2
44	Roads, Stormwater & Drainage: Streets	Develop. of New Services & Infrastr.	Rebuild Beyer Street Kleinbrak	5		0	0	0	0	0	0	RSW11.2
45	Roads, Stormwater & Drainage: Streets	Develop. of New Services & Infrastr.	Diagonal Parking Kompanje Laan H/Bos	10		0	0	200 000	0	0	0	RSW11.2
46	Roads, Stormwater & Drainage: Streets	Develop. of New Services & Infrastr.	Upgrading of Point	8		2 300 000	0	500 000	0	1 500 000	0	RSW11.2
47	Roads, Stormwater & Drainage: Streets	Develop. of New Services & Infrastr.	Formalization of GBR Municipal Yard	17		450 000	0	0	0	0	0	RSW11.2
48	Roads, Stormwater & Drainage: Streets	Develop. of New Services & Infrastr.	New Traffic Circle Amy Searle Street	5		0	0	0	0	0	0	RSW11.2
49	Roads, Stormwater & Drainage: Streets	Develop. of New Services & Infrastr.	New Traffic Circle Kaap de Goede Hoop	10		0	0	0	0	0	0	RSW11.2

CAPITAL PROGRAM:MOSSEL BAY MUNICIPALITY 2016/17 MTREF

NO.	ACCOUNT	I.D.P LINK	PROJECTS	WARD/S	FUNDING	2016/17 CRR	2016/17 OTHER	2017/18 CRR	2017/18 OTHER	2018/19 CRR	2018/19 OTHER	IDP STRATEGY
50	Roads, Stormwater & Drainage: Streets	Develop. of New Services & Infrastr.	Umtata Road (Short Street)	11		160 000	0	0	0	0	0	RSW11.2
51	Roads, Stormwater & Drainage: Streets	Develop. of New Services & Infrastr.	New Taxi/Bus Drop-n-Go Greenhaven	5		0	0		0	0	0	RSW11.2
52	Roads, Stormwater & Drainage: Streets	Develop. of New Services & Infrastr.	Rebuild Heyns Street in Little Brak River	5		0	0	0	0	500 000	0	RSW11.2
53(a)	Roads, Stormwater & Drainage: Streets	Develop. of New Services & Infrastr.	Building of Parking Area: Mossel Bay Golf Course (2015/16 Internal Road, 2016/17 New Paved Parking)	6	Public Contributions	0	300 000	0	0	0	0	RSW11.2
53(b)	Roads, Stormwater & Drainage: Streets	Develop. of New Services & Infrastr.	Building of Parking Area: Mossel Bay Golf Course (2015/16 Internal Road, 2016/17 New Paved Parking)	6		1 200 000	0	0	0	0	0	RSW11.2
54	Roads, Stormwater & Drainage: Streets	Develop. of New Services & Infrastr.	Tourism Signage CBD	8		100 000	0	0	0	0	0	RSW11.2
55	Roads, Stormwater & Drainage: Streets	Develop. of New Services & Infrastr.	Upgrade Charles Street	5		0	0	0	0	0	0	RSW11.2
56	Roads, Stormwater & Drainage: Streets	Develop. of New Services & Infrastr.	Upgrade portion of Sandhoogte Road	4		0	0	0	0	0	0	RSW11.2
57	Roads, Stormwater & Drainage: Streets	Develop. of New Services & Infrastr.	Upgrading of cul der sac at Hill Street	8		0	0	0	0	0	0	RSW11.2
58	Roads, Stormwater & Drainage: Streets	Develop. of New Services & Infrastr.	Enlarge Underpass Garret Street	10		0	0	0	0	0	0	RSW11.2
59	Roads, Stormwater & Drainage: Streets	Develop. of New Services & Infrastr.	Upgrade Estuary Culverts Little Brak River	5		0	0	0	0	0	0	RSW11.2
60	Roads, Stormwater & Drainage: Streets	Develop. of New Services & Infrastr.	New Pedestrian Bridge at The Ravine between ward 13 &9	15		0	0	0	0	0	0	RSW11.2
61	Roads, Stormwater & Drainage: Streets	Develop. of New Services & Infrastr.	New Pedestrian Bridge Brandwacht	5	M.I.G	0	0	0	0	0	0	RSW11.2
62	Roads, Stormwater & Drainage: Streets	Develop. of New Services & Infrastr.	Construction of steps between James Street & Daniel Street, D'Almeida	12		0	0	0	0	0	0	RSW11.2
63	Roads, Stormwater & Drainage: Streets	Develop. of New Services & Infrastr.	Upgrade Wassenaar Road Seemeeu Park	7		0	0	0	0	0	0	RSW11.2
64	Roads, Stormwater & Drainage: Streets	Develop. of New Services & Infrastr.	Upgrade handrails The Island bridge	5		0	0	0	0	0	0	RSW11.2
65	Roads, Stormwater & Drainage: Streets	Develop. of New Services & Infrastr.	New Bus Shelter: Toekoms	5		0	0	0	0	0	0	RSW11.2
66	Roads, Stormwater & Drainage: Streets	Develop. of New Services & Infrastr.	Tow behind Mechanical Sweepers	17		0	0	100 000	0	100 000	0	RSW11.2
67	Roads, Stormwater & Drainage: Streets	Develop. of New Services & Infrastr.	Herbertsdale Middle Income Housing Sites	7		522 000	0	0	0	0	0	RSW11.2
68	Roads, Stormwater & Drainage: Streets	Develop. of New Services & Infrastr.	New Cemetery Access Road	11		450 000	0	0	0	0	0	RSW11.2
	Streets and Stormwater TOTAL					30 063 821	9 740 527	22 193 722	4 028 988	19 674 416	4 966 316	
	Total : Development & Planning					**31 216 517**	**14 301 931**	**25 813 117**	**26 871 093**	**23 842 837**	**32 597 895**	
	GRAND TOTAL					**103 214 323**	**44 851 842**	**81 753 099**	**57 960 527**	**81 224 372**	**75 186 843**	

MOSSEL BAY MUNICIPALITY

SUMMARY OF THE CAPITAL BUDGET PER VOTE

Vote Description	2016/2017			2017/2018			2018/2019		
	C.R.R	Other	Total	C.R.R	Other	Total	C.R.R	Other	Total
MUNICIPAL MANAGER									
Municipal Manager:Admin TOTAL	0	0	0	0	0	0	0	0	0
Municipal Manager:Legal Services TOTAL	500 000	0	500 000	70 000	0	70 000	0	0	0
Council General TOTAL	0	0	0	0	0	0	0	0	0
MUNICIPAL MANAGER	500 000	0	500 000	70 000	0	70 000	0	0	0
CORPORATE SERVICES									
Corporate Services: Administration TOTAL	708 750	0	708 750	28 000	0	28 000	20 000	0	20 000
Customer Care	0	40 351	40 351	0	0	0	3 421 053	2 631 579	6 052 632
Human Resources TOTAL	92 500	0	92 500	219 000	0	219 000	176 500	0	176 500
Socio-Econ.Planning/Development TOTAL	359 500	0	359 500	700 000	0	700 000	327 000	0	327 000
Computer Centre	2 612 250	0	2 612 250	1 910 000	0	1 910 000	1 500 000	0	1 500 000
CORPORATE SERVICES	3 773 000	40 351	3 813 351	2 857 000	0	2 857 000	5 444 553	2 631 579	8 076 132
FINANCIAL SERVICES									
Financial Services: Administration TOTAL	35 000	0	35 000	10 000	0	10 000	10 000	0	10 000
Supply Chain Management TOTAL	153 000	0	153 000	70 000	0	70 000	0	0	0
Financial Services: Income Section	15 000	0	15 000	15 000	0	15 000	0	0	0
Financial Services: Expenditure Section TOTAL	15 000	0	15 000	85 000	0	85 000	15 000	0	15 000
FINANCIAL SERVICES	218 000	0	218 000	180 000	0	180 000	25 000	0	25 000

Vote Description	2016/2017			2017/2018			2018/2019		
	C.R.R	Other	Total	C.R.R	Other	Total	C.R.R	Other	Total
TECHNICAL SERVICES									
Technical Services: Administration TOTAL	110 000	0	110 000	120 000	0	120 000	120 000	0	120 000
Sewerage TOTAL	15 962 951	6 800 000	22 762 951	13 241 230	10 285 965	23 527 195	10 280 737	14 685 965	24 966 702
Water TOTAL	22 243 049	8 158 376	30 401 425	16 266 770	7 060 618	23 327 388	18 905 263	5 763 158	24 668 421
Electricity: Administration TOTAL	10 000	0	10 000	0	0	0	0	0	0
Electricity: Distribution TOTAL	19 195 000	9 771 930	28 966 930	15 612 000	7 140 351	22 752 351	14 813 000	14 111 404	28 924 404
Mechanical Services TOTAL	145 000	0	145 000	170 000	0	170 000	20 000	0	20 000
CIVIL SERVICES	57 666 000	24 730 306	82 396 306	45 410 000	24 486 934	69 896 934	44 139 000	34 560 527	78 699 527
COMMUNITY SERVICES									
Community Services: Administration TOTAL	11 700	0	11 700	0	0	0	0	0	0
Caravan Parks/ Chalets TOTAL	15 000	0	15 000	220 000	0	220 000	990 000	0	990 000
Cemeteries TOTAL	4 000 000	0	4 000 000	3 000 000	0	3 000 000	0	0	0
Town Hall & Community Halls	155 000	0	155 000	245 000	0	245 000	100 000	0	100 000
Cleansing TOTAL	2 505 000	0	2 505 000	1 245 000	0	1 245 000	2 005 000	0	2 005 000
Public Safety and Rescue Services TOTAL	2 580 000	0	2 580 000	2 577 982	3 690 351	6 268 333	4 162 982	3 642 456	7 805 438
Sports and Recreation TOTAL	302 702	3 840 658	4 143 360	135 000	2 912 149	3 047 149	515 000	1 754 386	2 269 386
Libraries TOTAL	271 403	1 938 596	2 210 000	0	0	0	0	0	0
COMMUNITY SERVICES	9 840 805	5 779 255	15 620 060	7 422 982	6 602 500	14 025 482	7 772 982	5 396 842	13 169 824
DEVELOPMENT & PLANNING									
Development & Planning : Admin TOTAL	187 100	0	187 100	71 500	0	71 500	0	0	0
Municipal Building & Land TOTAL	327 000	0	327 000	350 000	0	350 000	300 000	0	300 000
Human Settlements TOTAL	638 596	4 561 404	5 200 000	3 197 895	22 842 105	26 040 000	3 868 421	27 631 579	31 500 000
Streets & Stormwater	30 063 821	9 740 527	39 804 348	22 193 722	4 028 988	26 222 710	19 674 416	4 966 316	24 640 732
DEVELOPMENT & PLANNING	31 216 517	14 301 931	45 518 448	25 813 117	26 871 093	52 684 210	23 842 837	32 597 895	56 440 732
GRAND TOTAL	**103 214 323**	**44 851 842**	**148 066 165**	**81 753 099**	**57 960 527**	**139 713 626**	**81 224 372**	**75 186 843**	**156 411 215**

MOSSEL BAY MUNICIPALITY

SUMMARY OF THE CAPITAL BUDGET PER FUNDING SOURCE

Funding Sources	Abbrev.	2016/2017	2017/2018	2018/2019
Capital Replacement Reserve (Internal)	C.R.R.	103 214 323	81 753 099	81 224 372
Municipal Infrastructure Grant	M.I.G	20 178 947	21 578 071	22 643 860
Extended Public Works Programme	E.P.W.P	732 105	0	0
Recoverable Developer	Rec. Developer	1 800 000	1 800 000	1 800 000
Integrated National Electrification Programme	D.O.E.	8 771 930	6 140 351	8 725 439
Energy Efficiency and Demand Side Management	E.E.D.S.M	0	0	4 385 965
Department of Human Settlement	D.O.H.S	4 561 404	22 842 105	27 631 579
Thusong Service Centre Grant	Thusong Service Centre Grant	40 351	0	0
LOAN	Loan	6 500 000	5 600 000	10 000 000
Donated Asset	Donated Asset	28 509	0	0
Public Contributions	Public Contributions	300 000	0	0
Library Subsidy(Conditional Grant)	L.S.C.G.	1 938 596	0	0
		148 066 165	**139 713 626**	**156 411 215**

2016/17 MTREF CAPITAL BUDGET PER WARD/S

	2016/2017			2017/2018			2018/2019		
	CRR	Other	Total	CRR	Other	Total	CRR	Other	Total
1	2 100 000	-	2 100 000	270 000	-	270 000	975 907	2 483 158	3 459 065
2	2 400 000	-	2 400 000	1 990 175	1 929 825	3 920 000	1 420 000	0	1 420 000
3	844 000	1 781 156	2 625 156	-	-	-	200 000	0	200 000
4	1 250 000	-	1 250 000	1 050 000	-	1 050 000	1 000 000	-	1 000 000
5	11 015 049	13 426 271	24 441 320	15 427 296	14 792 197	30 219 493	23 079 298	28 421 053	51 500 351
6	3 910 000	300 000	4 210 000	780 000	-	780 000	1 150 000	-	1 150 000
7	5 586 748	6 346 588	11 933 336	2 347 018	5 122 807	7 469 825	520 000	-	520 000
8	12 655 789	184 211	12 840 000	6 450 000	-	6 450 000	5 170 000	-	5 170 000
9	2 205 000	-	2 205 000	1 175 000	-	1 175 000	1 100 000	-	1 100 000
10	1 305 000	-	1 305 000	2 900 000	-	2 900 000	1 000 000	-	1 000 000
11	4 010 000	-	4 010 000	3 650 000	-	3 650 000	1 745 000	-	1 745 000
12	778 596	7 192 983	7 971 579	350 000	-	350 000	-	-	-
13	-	-	-	4 700 000	-	4 700 000	1 350 000	-	1 350 000
14	4 373 687	435 590	4 809 277	2 932 722	4 028 988	6 961 710	1 273 509	2 483 158	3 756 667
15	18 037 951	3 812 149	21 850 100	12 992 000	2 912 149	15 904 149	17 864 053	4 385 965	22 250 018
16	15 343 702	11 332 544	26 676 246	14 839 122	29 174 562	44 013 684	11 853 333	37413509.12	49 266 842
17	15 148 800	40 351	15 189 151	6 399 765	-	6 399 765	8 023 272	0	8 023 272
1 & 3	150 000	-	150 000	-	-	-	500 000	-	500 000
1,3 & 13	100 000	-	100 000	500 000	-	500 000	-	-	-
9, 12 & 13	2 000 000	-	2 000 000	3 000 000	-	3 000 000	3 000 000	-	3 000 000
	103 214 323	**44 851 842**	**148 066 165**	**81 753 099**	**57 960 527**	**139 713 626**	**81 224 372**	**75 186 843**	**156 411 215**

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ANNEXURE D – mSCOA IMPLEMENTATION PLAN

MOSSELBAY MUNICIPALITY
mSCOA IMPLEMENTATION PLAN

Action and Action no.	DESCRIPTION	Responsible Official or Organisation	Due Date	PROGRESS	COMMENT
Action 1	**Awareness** ***Objective:*** Create awareness with all internal stakeholders regarding the objectives of mSCOA, Regulations and Technical specifications.				
Action 1.1	***Inform Council of broad principles*** Prepare memo to Council explaining SCOA in very broad terms.	Deputy: Town Treasurer (FA)		Completed	July 2014
Action 1.2	***Explain broad principles of mSCOA to the various Directorates*** Set-up engagement sessions with various directorates before each of the next Actions explaining to the detail regarding each Action after the ground work has been performed and requesting input in order take all departments along, otherwise resistance will be experienced.	Deputy: Town Treasurer (FA)		Completed	August 2014 & September 2014
Action 1.3	***Update with the latest developments*** Familiarise and analise all new developments regarding the implementation of mSCOA and report to mSCOA steering committee important changes	Deputy: Town Treasurer (FA)	Ongoing	In progress	Last meeting 3 March 2016
Action 1.4	***Compilation of Initial mSCOA Implementation plan*** Compile and obtain approval for an implementation plan that provides guidance with regard to the actions, activities and processes in order to achieve readiness for implementation on completion of the pilot site testing.	Deputy: Town Treasurer (FA)	2014/09/30	Completed	October 2014
Action 1.5	***Review of mSCOA Implementation plan*** Review and obtain approval from Council for the amendments to the mSCOA implementation plan	CFO	2016/03/31	In progress	Draft Compiled and Submitted
Action 2	**mSCOA Governance** ***Objective:*** Create a good governance structure that will involve all the major rol players, Management, Internal, & External Audit, Risk management and other departments.				
Action 2.1	***Commissioning of an mSCOA steering committee*** ***Activity 2.1.1 - Compiling TOR for steering Committee*** ***Activity 2.1.2 - Meetings*** ***a) Convene first meeting and approve TOR for steering committee*** ***b) Subsequent meetings***	Deputy: Town Treasurer (FA) Deputy: Town Treasurer (FA) Deputy: Town Treasurer (FA)	Ongoing	Completed Completed In progress	Circulated as part of agenda dated 17 September 2015 Meeting date was 12 October 2015 Last meeting 3 March 2016
Action 2.2	***Set-up of governance structure*** ***Activity 2.1.1 - Establish communication lines with internal departments*** ***Activity 2.2.2 - Establishment platform for service provider interaction*** ***Activity 2.2.3 - Establishment of mSCOA working committees***	Deputy: Town Treasurer (FA) Deputy: Town Treasurer (FA) Deputy: Town Treasurer (FA)		Completed Completed Completed	mSCOA agendas send to Senior Managers and certain nominated officials Minutes dated 27 & 28 July 2015. Session held all service providers presented their possible involvement Steering committee minutes dated 15 October 2015, various working committee meetings were held subsequent.
Action 2.3	***Compilation of Risk register*** ***Activity 2.3.1 - Identify potential risks*** ***Activity 2.3.2 - Rating of Risks and compilation of action plans***	Deputy: Town Treasurer (FA) Internal Audit Moores Stephen	2015/11/19	Completed In progress	Meeting date 12 October 2015 MSCOA in total rated below the risk appetite of the Municipality. Detail risks will be submitted to next Risk management committee meeting

Action and Action no.	DESCRIPTION	Responsible Official or Organisation	Due Date	PROGRESS	COMMENT
Action 3	**Skills Development** ***Objective:*** Facilitate change management and create a understanding of mSCOA with all rol Players within the Municipality; including service providers; in order to facilitate change within all the business processes of the Municipality.				
Action 3.1	***mSCOA Training: Financial & Non Financial Officials***	National Treasury	2015/06/30	Completed	Training was presented to all Senior & Line managers as well as service providers on the 29th & 30 June 2015.
Action 3.2	***mSCOA Training: Officials within Finance Department***	Deputy: Town Treasurer (FA)		Completed	Rdata demonstrated its requirements to Budget office on 1 September 2015; training of other role players within Finance took place during September 2015.
Action 3.3	***mSCOA Training: Officials within IDP***	Deputy: Town Treasurer (FA)		Completed	Training took place 4th December 2015 after release of version 5.4
Action 4	**Review of IT infrastructure** ***Objective:*** Ensure that the IT infrastructure is sufficient to effectively implement mSCOA.				
Action 4.1	***Current status Quo***	Manager IT	31-May-16	In progress	Certain shortcomings has already been identified
Action 4.2	***Create activity list to address shortcomings***				
	Activity 4.2.1 - Hardware storage capacity	Manager IT	30-Sep-16	In progress	Adjustment was approved, orders was issued and implementation due in April 2016
	Activity 4.2.2 - Creation of test environment	Manager IT	31-May-16	In progress	Promun test site is available busy with Collaborator Site
	Activity 4.2.3 - One point of entry/log on	Manager IT	2016/06/30	In progress	The final discussion will take place on the IT steering committee meeting scheduled on for 23/03/2016
Action 4.3	***Monitoring of implementation***	Manager IT	Ongoing	In progress	IT strategy plan serves before IT steering committee on 23rd March 2016

Action and Action no.	DESCRIPTION	Responsible Official or Organisation	Due Date	PROGRESS	COMMENT
Action 5	**Review current chart of accounts** ***Objective:*** To obtain an understanding of the require changes and challenges pouses by mSCOA. The bigger picture must always be taken into consideration with the emphasis of seamless integration of sub modules and other systems				
Action 5.1	***Matching exercise*** ***Objective*** The objective of this action is to perform a matching exercise of all mSCOA segments to the current chart of accounts and obtain a beteer understanding of the required changes				
	Activity 5.1.1 - Function Segment	Deputy: Town Treasurer (FA)		Complete	Based on version 5.4 take 5
	Activity 5.1.2 - Item - Expenditure	Snr. Accountant: Reporting		Complete	Based on version 5.3
	Activity 5.1.3 - Item - Revenue	Head: Budget Office		Complete	Based on version 5.3
	Activity 5.1.4 - Item - Assets	Deputy: Town Treasurer (FA)		Complete	Based on version 5.3
	Activity 5.1.5 - Item - Liabilities	Snr. Accountant: Budgets		Complete	Based on version 5.3
	Activity 5.1.6 - Item - Nett Assets	Snr. Accountant: Budgets		Complete	Based on version 5.3
	Activity 5.1.7 - Item - Gains & Losses	Accountant: Investments & Grants		Complete	Based on version 5.3
	Activity 5.1.8 - Regional Segment	Manager IDP		Complete	Based on version 5.4 take 3
	Activity 5.1.9 - Project Segment	Manager IDP		Complete	Based on version 5.4 take 5
	Activity 5.1.10 - Costing Segment	Deputy: Town Treasurer (FA)	2017/06/30	In Progress	All services have been classified as either support or end services; Cost drivers have been identified for support services to end services and cost drivers within end services have been identified.
Action 5.2	***Revisit accounting practices where necessary***	Deputy: Town Treasurer (FA)	Ongoing	In progress	"Trust of Group scheme pay-outs"; Inventory; Payments received in advance link to booking systems; all forms of deposito's and Fines have been listed as the most important challenges. Most is already included in the business process actions
Action 5.3	***Create activity list to address shortcomings***	Deputy: Town Treasurer (FA)	Ongoing	In progress	Included in the Business review processes

Action and Action no.	DESCRIPTION	Responsible Official or Organisation	Due Date	PROGRESS	COMMENT
Action 6	**Review Business Processes** ***Objectives:*** **A** The objective of this action is to align current processes with best practices as well as to mSCOA with integration on a seamless basis between the various systems. The seven components that must integrate seamlessly with the mSCOA general ledger and comply at a posting level to mSCOA Regulations and GRAP are defined as follows: • General Ledger as per mSCOA regulation • Billing for municipalities • Supply chain management that complies with regulation • Assets management and tracking • Inventory stores • Budget module aligned to IDP as regulated • HR and Payroll module with leave management **B** The business processes below are practical work streams common to the Municipality and must be reviewed as it results in a financial transaction in the general ledger eventually. These business processes are: Corporate Governance; Municipal Budgeting, Planning and Modelling; Financial Accounting; Costing and reporting; Project Accounting; Treasury and Cash Management; Treasury and Cash Management; Procurement Cycle: Supply Chain Management, Expenditure Management, Contract Management and Accounts Payable; Grant Management; Full Asset Life Cycle Management including Maintenance Management; Real Estate and Resources Management; Human Resource and Payroll Management; Customer Care, Credit Control and Debt Collection; Valuation Roll Management; Land Use Building Control; and Revenue Cycle Billing.				
Action 6.1	***Obtain an understanding of the current business processes***	All Rol Players		Complete	Every mSCOA working committee; at it first meeting; communicate its current business process. The following mSCOA working committees were established: Fines; Human Resources; Other Income & Booking systems; Capital assets; Contract & Project Management; SCM/ Creditors; Revenue; Budget and Financial administration
Action 6.2	***Revisit and document business processes and changes to existing processes***				
	Activity 6.2.1 - Corporate Governance	Deputy: Town Treasurer (FA)	2018/06/30	Not yet commenced	
	Activity 6.2.2 - Municipal Budgeting, Planning and Modelling	Head: Budget Office	2016/06/30	In progress	See activity list in Action 6.3.1
	Activity 6.2.3 - Financial Accounting	Head: Budget Office	2016/06/30	In progress	See activity list in Action 6.3.2
	Activity 6.2.4 - Costing and reporting:				
	Activity 6.2.4.1. - Reporting	Head: Budget Office	2016/06/30	In progress	See activity list in Action 6.3.3
	Activity 6.2.4.2. - Costing	Deputy: Town Treasurer (FA)	2018/06/30	In progress	Classification & Identification of cost drivers completed. Service providers needs to develop costing system
	Activity 6.2.5 - Project Accounting	Chief Engineering Technician (Streets & Storm water) (Altus)	2017/06/30	In progress	Portal created to allow external service providers to upload documentation. Needs to compile an activity list
	Activity 6.2.6 - Treasury and Cash Management	Head: Budget Office	2018/06/30	Not yet commenced	
	Activity 6.2.7 - Procurement Cycle: Supply Chain Management, Expenditure Management, Contract Management and Accounts Payable	Head: SCM	2017/06/30	In progress	See activity list in Action 6.3.4
	Activity 6.2.8 - Grant Management	Head: Budget Office	2017/06/30	Not yet commenced	
	Activity 6.2.9 - Full Asset Life Cycle Management including Maintenance Management	Deputy: Town Treasurer (FA)	2016/06/30	In progress	See activity list in Action 6.3.5
	Activity 6.2.10 - Real Estate and Resources Management	Manager: Legal Services	2017/06/30	Not yet commenced	
	Activity 6.2.11 - Human Resource and Payroll Management	Manager: Support Services	2016/06/30	In progress	See activity list in Action 6.3.6
	Activity 6.2.12 - Customer Care, Credit Control and Debt Collection	Head: Income	2016/06/30	In progress	Activity list to be compiled

Action and Action no.	DESCRIPTION	Responsible Official or Organisation	Due Date	PROGRESS	COMMENT
	Activity 6.2.13 - Valuation Roll Management	Manager: Town Planning	2017/06/30	Not yet commenced	
	Activity 6.2.14 - Land Use Building Control	Valuator	2017/06/30	Not yet commenced	
	Activity 6.2.15 - Revenue Cycle Billing.	Head: Income	2016/06/30	In progress	See activity list in Action 6.3.7
Action 6.3	***Create activity list to address shortcomings & Monitoring of implementation***				
	Activity 6.3.1 - Municipal Budgeting, Planning and Modelling				
	Detail action list				
	6.3.1.1. Information session to all Departments on mSCOA budget	MB Fin		Complete	Session were held with all department heads, deadlines were given and demonstrated how mSCOA excel budget tools function
	6.3.1.2. Send Budget documentation to Departments for completion	MB Fin		Complete	Sent via email
	6.3.1.3. Sessions with departments to work through budget documentation	MB Fin		Complete	Departments visited and inputs given to populate budgets
	6.3.1.4. Capture of Funding, Municipal structure, IDP Strategies & Objectives, Project types + Project items on Planning & Budget Tool	MB Fin		Not yet commenced	Budget office to capture Funding, Project types / Items and municipal structure; IDP office to capture IDP Strategies & Objectives - Shift to later stage as draft budget will be done in excel
	6.3.1.5. Meetings with Departments to demonstrate use of Budget and planning tool - insert budget per SCOA items	MB Fin		Not yet commenced	Draft budget to be drawn up in Excel format - Tool training to be done at later stage
	6.3.1.6. Capture of Capital budget projects on Planning & Budget Tool	MB Fin		Not yet commenced	Capture operating budget projects on SCOA planning & Budgeting tool from 4 to 15 January in collaboration with departments
	6.3.1.7. Capture of Operating budget projects on Planning & Budget Tool	MB Fin		Not yet commenced	Capture operating budget projects on SCOA planning & Budgeting tool from 18 to 29 January in collaboration with departments ; To be done in April - Draft budget compiled in Excel
	6.3.1.8. Discuss training focus and implementation plan with the client	R-DATA / SEBATA		Not yet commenced	Visit Mossel Bay and discuss issues relating to the envisaged training. This include internal politics and focus areas in the municipality. It also include the SCOA understanding within the different departments of the municipality.
	6.3.1.9. Prepare training material for Mossel Bay	R-DATA / SEBATA		Not yet commenced	The preparation of the training material must be aligned to the latest software release and screen-print must not create confusion. Printing need to happen and a complete set of training material must be printed.

Action and Action no.	DESCRIPTION	Responsible Official or Organisation	Due Date	PROGRESS	COMMENT
	6.3.1.10. Download latest version on the MBM Server	R-DATA / SEBATA		Complete	Seeing that development takes place during the piloting phase it is important that everybody works on the same version and therefor the need to release the latest version of the software.
	6.3.1.11. Give and test access of users *MBM must provide a list of users which need to have access to the system and must be tested individually by MBM before training can start.*	R-DATA / SEBATA	2016/03/29	In process	List were provided to Rdata
	6.3.1.12. Populate budget in PROJECT SEGMENT *Budget needs to be populated in project segment in order to capture on EMS system*	MB Fin / Other departments	2016/05/20	Not yet commenced	
	6.3.1.13. Train Mossel Bay on using EMS (Budgeting Module) *The physical training that has to take place at MBM and with Rdata staff also involved. This will be formal training for a day or two after which the MBM will have access to a training environment.*	R-DATA / SEBATA	2016/04/04	Not yet commenced	
	6.3.1.14. Mossel Bay to capture Budget in EMS (Budgeting Module) *MBM played around on the system (Test environment). The MBM will start to capture the budget in the new SCOA format an actual data. At this stage it looks like it will be done in one location but it might not be practical in which case it will be decentralised and will be overseen by an official from Sebata.*	MB Fin	2016/03/29	Not yet commenced	
	6.3.1.15. Mossel Bay capture budget without Sebata Involvement *Allow MBM to capture on their own and where Rdata can oversee.*	MB Fin	2016/05/20	Not yet commenced	
	6.3.1.16. Check Capturing and edit where necessary *Once completed the data needs to be verified and assurance be given by Rdata and Sebata that the data is clean enough and can be imported into the Rdata system.*	R-DATA / SEBATA	2016/06/03	Not yet commenced	
	6.3.1.17. Mossel Bay to confirm that data are clean and ready for transfer *Mossel Bay will be the final approver of the decision to import the data at which stage they take ownership of the budget.*	MB Fin	2016/06/06	Not yet commenced	
	6.3.1.18. Transfer Data to Rdata System *This is the physical import of data into the Rdata system.*	R-DATA / SEBATA	2016/06/07	Not yet commenced	
	6.3.1.19. Check Import *Rdata to check and confirm that the whole file with all the data is in the Rdata system and confirm that the budget is captured.*	R-DATA / SEBATA	2016/06/08	Not yet commenced	
	6.3.1.20. Print Budget *The budget must be printed by MBM. (This means all the financial information for the A Schedules)*	MB Fin ; R-DATA	2016/06/09	Not yet commenced	
	6.3.1.21. Check budget in Rdata *Rdata must assure that the budget returns can be produced and the budget is ready for use in the Rdata system.*	R-DATA / SEBATA	2016/06/10	Not yet commenced	
	6.3.1.22. Prepare Budget Report *The prescribed reporting is done (Outside of the system) on all the NT returns. Remember during the pilot period the reporting to NT will still be done in the old format but internally in the new SCOA segments)*	MB Fin	2016/03/18	Not yet commenced	
	6.3.1.23. Processing of Virements *Adjust processes on PROMUN in order to be able to process adjustment budget and virements. Document and worklow to integrated with Promun*	R-DATA / Collaborator	2017/06/30	Not yet commenced	

Action and Action no.	DESCRIPTION	Responsible Official or Organisation	Due Date	PROGRESS	COMMENT
	Activity 6.3.2 - Financial Accounting				
	Detail action list				
	6.3.2.1. Setup of new cost centres	MB Fin	2015/06/01	Complete	In line with mSCOA Functions, Organogram and cost management requirements
	6.3.2.2. Link new cost centres to old departments	MB Fin	2015/06/01	Complete	In order to link current budget to new budget
	6.3.2.3. Session with muni to explain linking of old votes with new mSCOA structure	R-DATA	2015/11/01	Complete	Explain what is needed in order to draw information into PROMUN
	6.3.2.4. Link current vote structure to mSCOA chart (all 7 segments)	MB Fin	2016/02/19	Complete	See action 5 detail Employees dedicated for each of the following (Assets, liabilities, revenue, exp, loss/gain) - Delay due to the fact that the project segment was only approved by steering on 19 Feb 2016
	6.3.2.5. Session between R-Data and Municipality - How PROMUN was adjusted to accommodate mSCOA	R-DATA	2016/02/22	Complete	Provide insight to Municipality's Finance section on how system changes will effect current processes in place
	6.3.2.6. Provide links between old vote structure and new mSCOA chart to R-DATA for review	MB Fin	2015/02/25	Complete	Provide all documentation where links have been done to Rdata (Lizelle and Jan)
	6.3.2.7. Work through structure and verify information	R-DATA	2016/03/15	In process	Rdata (Lizelle) to verify linking
	6.3.2.8. Set up new Cost centres on PROMUN	R-DATA	2016/03/15	In process	New department codes / cost centres to be opened on PROMUN
	6.3.2.9. Provide new votes to be opened on PROMUN	MB Fin	2016/04/15	Not yet commenced	Check budget documentation for the opening of new votes
	6.3.2.10. R-Data to open new votes (in old format)	R-DATA	2016/04/30	Not yet commenced	Create votes that can be linked to the new costing codes
	Activity 6.3.3. - Costing & Reporting (Reporting)				
	6.3.3.1. Adjust current reporting mechanisms to ensure reporting can be done to NT *Adjust reports like OSA, CFA, etc to be able to submit to NT*	R-DATA	2016/06/30	Not yet commenced	
	6.3.3.2. Ensure trial balance is available for monthly reporting purposes *R-Data to ensure that a trial balance is available on the current vote structure in order to still use current reporting tools to do monthly reporting*	R-DATA / MB Fin	2017/06/30	Not yet commenced	
	6.3.3.3. Schedules A, B and C *Setup all schedules on PROMUN in order to generate directly from financial system*	R-DATA / MB Fin	2017/06/30	Not yet commenced	

Action and Action no.	DESCRIPTION	Responsible Official or Organisation	Due Date	PROGRESS	COMMENT
	Activity 6.3.4. - Procurement Cycle: Supply Chain Management, Expenditure Management, Contract Management and Accounts Payable				
	6.3.4.1. - Requisitions				
	Provisional commitment should be created as soon as requisition is approved. When order is issued or cancelled, available funding should be updated with actual order amount.	R-Data / BE		Not yet commenced	
	Process for store requisitions to be reviewed and implemented. Stores issues should be done on Collaborator and Promun and not by hand as currently used	R-Data / BE		Not yet commenced	
	GRV process to be implemented.	R-Data		Not yet commenced	
	Requisition process must be able to determine if goods are infrastructure / building / vehicle / other asset.	BE		Not yet commenced	
	Update requisition process to indicate if the asset applicable is for maintenance or repair.	BE		Not yet commenced	
	Requisitions should have a field for the tender/quotation number that is compulsory and is pulled through on the order.	R-Data / BE		Not yet commenced	
	Fields on a requisition in Collaborator must be available in ProMun (e.g. Tender / quotation number, requisition number, etc.). This will enable user to search on Collaborator or ProMun and get the same data answer.	R-Data / BE		Not yet commenced	ProMun would have contacted Collaborator to ask what they need to set up this field.
	6.3.4.2. - Orders				
	Orders must be able to generate automatically. Currently info are typed into Collaborator (requisition), but data fields must be integrated with ProMun in order to process an order automatically (no typing over).	R-Data / BE		Not yet commenced	
	Order capturing should be integrated e.g. create a ProMun Creditors Master File data source in Collaborator. There must be a data source in Collaborator that can be used to select the correct Creditor in order to process the order.	R-Data / BE		Not yet commenced	
	Collorator should provide an upload function for attachments of site meeting spec changes when order is issued.When issuing an order and there are too many fields for the limited space on the order, an attachment must be used to specify items. The system must thus be able to attach the attachment to the order.	BE		Not yet commenced	
	Must be able to send attachments with an order. When issuing an order and there are too many fields for the body of the order, we use an attachment to specify the items. Want this attachment to be attached to the order.	R-Data / BE		Not yet commenced	
	Orders should recognise the retention vote and process a negative amount for retention.	R-Data / BE		Not yet commenced	
	Cancelled orders on ProMun should integrate with Collaborator and also cancel the requisition and order on Collaborator. Also want a monthly report of Cancelled orders.	R-Data / BE		Not yet commenced	
	6.3.4.3. - Database integration				
	Central Supplier Database (CSD) to integrate fully with ProMun.	R-Data		Not yet commenced	
	CSD to fully integrate between ProMun and Collaborator.	R-Data / BE		Not yet commenced	
	6.3.4.4. - Delegations				
	Delegations to be linked to an organogram post, not to a person as currently done. Proof for auditing purposes. Segregation of duties.	R-Data / BE		Not yet commenced	
	6.3.4.5. - Capturing				
	When an invoice is captured in a previous period, ProMun should send out an error message and prevent from posting.	R-Data		Not yet commenced	
	6.3.4.6. - Reports				
	Financial system is the core system. Thus should all reporting be done within ProMun and not Collaborator.	R-Data		Not yet commenced	
	Report should be developed with stock issued for the period.	R-Data / BE		Not yet commenced	
	Report on spending per asset / investment on the asset.	R-Data / BE		Not yet commenced	
	6.3.4.7. - Record keeping				
	Link in general ledger on ProMun to Collaborator documents (e.g. invoice, order, etc.) According to BE this can be done. There is already an option on ProMun for this.	R-Data / BE		Not yet commenced	
	Activity 6.3.5 - Full Asset Life Cycle Management including Maintenance Management				
	6.3.5.1. - Addition & Identification				
	6.3.5.1.1. - Donated Assets				
	a) Work flow should be developed to register a donated capital asset.	BE	2017/06/30	Not yet commenced	
	b) Journal to create the capital asset	Rdata	2017/06/30	Not yet commenced	
	c) Up dating of asset register from the work flow, once Journal is created	Rdata	2017/06/30	Not yet commenced	

Action and Action no.	DESCRIPTION	Responsible Official or Organisation	Due Date	PROGRESS	COMMENT
	6.3.5.1.2. - Finance Leased Assets				
	a) Work flow should be developed to register a finance lease asset.	BE	2017/06/30	Not yet commenced	
	b) Journal to create the capital asset	Rdata	2017/06/30	Not yet commenced	
	c) Up dating of asset register from the work flow, once Journal is created	Rdata	2017/06/30	Not yet commenced	
	d) Generate lease liability record (Basically loan register)	Rdata	2017/06/30	Not yet commenced	
	e) Reporting requirements	Rdata	2017/06/30	Not yet commenced	
	6.3.5.1.3. - Unbundling: Capital Assets				
	a) Log a FAQ to reduce the level of breakdown at the project level for Electricity, Water and Wastewater	Mun	2016/03/30	Complete	
	b) Log a reguest to allow for the under construction component in the capital asset side under each capital asset sub class. Or	Mun	2016/03/30	Complete	
	c) Need to develop a method to primimary unbundle the Capital projects at the stage of Awarding the Bid	Mun	2017/06/30	Not yet commenced	
	6.3.5.1.4. - Updating of GIS				
	a) Reguire a integrated link between the asset register and the GIS	Rdata/ESRI	2016/06/30	Not yet commenced	
	b) Identify any shortcomings	ESRI	2015/09/30	Not yet commenced	
	d) Addressing the shortcoming of search option by Site & SG number	Rdata	2016/03/30	Not yet commenced	
	e) Addressing the shortcomings of Infrastructure	Mubesko Africa	2018/06/30	Not yet commenced	
	6.3.5.1.5. - All Other				
	a) Recognition in capital asset control without suspence accounts	Rdata/Mun	2016/06/30	In progress	
	b) Change of cost/depreciation within the same year of initial recognition	Rdata/Mun	2016/06/30	In progress	
	c) Change of cost/depreciation as result of a correction of error	Rdata/Mun	2016/06/30	In progress	
	d) Change of cost/depreciation as result of an addition to an existing capital asset	Rdata/Mun	2016/06/30	In progress	
	e) Change of cost/depreciation as result of Rehabilitation or Refurbishment to an existing capital asset	Rdata/Mun	2016/06/30	In progress	
	f) Recognition of a brand new addition that is done as a result of a replacement	Rdata/Mun	2016/06/30	In progress	
	g) Recognition of a brand new addition (not linked to a replacement)	Rdata/Mun	2016/06/30	In progress	
	6.3.5.2. Residual values				
	Need to develop a business process	Rdata/BE	2017/06/30	Not yet commenced	
	6.3.5.3. Depreciation / Amortisation				
	Test of calculations once system changes have been effected	Rdata/Mun	2016/06/30	Not yet commenced	
	6.3.5.4. Repairs & Maintenance				
	Project level will be the departure point of this section. All information regarding the cost of maintenace will be generated from the project level. Preset up cost of employees will be getting to the level of the GL control accounts. Business process in WAM to allocate actual cost between Plaaned/Unplanned with time sheets need to be developed				
	a) Reguire one-on-one relationship between Capital asset register, Asset Maintenance system and GIS	Promun/WAM Technologies/Esri	2017/06/30	Not yet commenced	
	i) Investigate & compare a asset group (For example. purification works)	Mubesko/WAM/Mun	2017/06/30	Not yet commenced	
	ii) Establish level of integration reguired	Mubesko/WAM/Mun	2017/06/30	Not yet commenced	
	b) Carry of capital asset code	Mubesko/WAM/Mun	2017/06/30	Not yet commenced	
	c) SCM transacting on repair and maintenance, if it is R&M project on Infrastructure assets, other imoveable assets or vehicles	Rdata/WAM/Mun	2017/06/30	Not yet commenced	
	d) Employee related cost on repair and maintenance on Infrastructure assets, other imoveable assets or vehicles	Rdata/WAM/BE	2017/06/30	Not yet commenced	
	e) Developing of Asset maintenance reports	Rdata/WAM	2017/06/30	Not yet commenced	
	6.3.5.7. Review of useful life & condition rating				
	Need to develop a business process	Rdata/BE	2017/06/30	Not yet commenced	
	6.3.5.6. Impairments				
	Need to develop a business process	Rdata/BE	2017/06/30	Not yet commenced	

Action and Action no.	DESCRIPTION	Responsible Official or Organisation	Due Date	PROGRESS	COMMENT
	6.3.5.7. Disposals				
	6.3.5.7.1. - Disposals (Auction)				
	Need to revist the business process	BE	2016/09/30	Not yet commenced	
	6.3.5.7.2. - Disposals (Insurance claims, minor losses or theft)				
	Need to revist the business process	BE	2016/09/30	Not yet commenced	
	6.3.5.7.3. - Disposals (Replacement of Infrastructure)				
	Need to revist the business process	BE	2016/09/30	Not yet commenced	
	6.3.5.7.4. - Disposals (Sale of Immoveable property)				
	Need to revist the business process	BE	2016/09/30	Not yet commenced	
	6.3.5.7.5. - Disposals (Housing Projects land)				
	Need to revist the business process	BE	2016/09/30	Not yet commenced	
	6.3.5.8. Changes to use				
	(Capital spares & Categories)				
	a) Open new capital asset control accounts to align to mSCOA classifications	Rdata	2016/05/30	Not yet commenced	
	b) Reclassification of existing capital assets to mSCOA asset Control Accounts	Mun	2016/05/30	Not yet commenced	
	c) Create paramater listing with the link accounts for all Expenditure Items linked to contral accounts	Rdata	2016/05/30	Not yet commenced	
	d) Create paramater listing with the link accounts for all Gians and losses Items linked to contral accounts	Rdata	2016/05/30	Not yet commenced	
	e) Link all the assets to the correct cost center	Rdata/Mun	2016/05/30	Not yet commenced	
	f) Ensure that the finance source paramaters is adjusted to be aligned to the funding segment of mSCOA		2016/05/30	Not yet commenced	
	g) Create fields for regional indicator in asset register.	Rdata	2016/05/30	Not yet commenced	
	i) Mark all Infrstructure and other moveable assets with the regiional indicator by using the GIS	Rdata/Esri	2016/05/30	Not yet commenced	
	ii) Mark all moveable assets with the indicator of Head office or Service to all areas based on the classifications.	Rdata/Mun	2016/05/30	Not yet commenced	
	h) Need to develop a business process for subsequent change of asset classes/categories	Rdata/BE	2016/06/30	Not yet commenced	
	6.3.5.9. Transfer or change of Capital Asset details				
	a) All capital assets allocated to individuals should be linked to the Post (Grading Number). When the Post is selected all assets should display as related records. Should be accessible from Organogram.	BE	2016/06/30	Not yet commenced	
	b) Work flow to update Position with applicable assets, direct link to PROMUN Asset Register.	BE	2016/06/30	Not yet commenced	
	c) Update Position to include asset allocated	MB Fin	2016/06/30	Not yet commenced	
	d) Appointment process – update Work flow to verify capital Assets linked to the position of new employee. New employee should acknowledge receipt and condition of these assets.	BE	2016/06/30	Not yet commenced	
	e) Promun to make web service available with all current assets (position, Class, Cost centre, Location, Department, Asset number etc.)	BE	2016/06/30	Not yet commenced	
	f) Asset management process to be updated to link each asset as a separate object.	PROMUN	2016/06/30	Not yet commenced	
	g) Live integration between Collab and PROMUN, to automatically update PROMUN Asset Register with new assets and Asset Changes.	Promun/BE	2016/06/30	Not yet commenced	
	h) Process must be able to determine if infrastructure, building, vehicle, capital asset.	BE	2016/06/30	Not yet commenced	
	i) Update Exit process with task to A. Mondo, to reallocate assets. During the Exit process Management should verify the existence and state of assets allocated to Employee. An additional task should go to Finance (A. Mondo) to reallocate assets and update the asset register.	BE	2016/06/30	Not yet commenced	
	6.3.5.10. Capital Asset Count				
	Must revisit the business process once all other functionalities has been changed. In order to ensure that changes do not effect the asset count	Rdata/Mun	2017/12/31	Not yet commenced	
	6.3.5.11. Discontinued Operations				
	No real actions identified at present as it is not really a priority at present.		N/A		
	6.3.5.12. Insurance				
	(Not 100% directly mSCOA related)				
	6.3.5.12.1 - Insurance: Portfolio update				
	a) Create a parameter field for the various policy types within Capital Asset Register (CAR)	Rdata		Complete	
	b) Create a field to indicate whether a specific asset must be insured or not on the capturing screen. (Yes or No)	Rdata		Complete	
	c) Update the existing capital assets with the policy classification on the CAR	Rdata		Complete	
	6.3.5.12.2 - Insurance: Claims				
	Need to revist the business process	BE	2016/06/30	Not yet commenced	
	6.3.5.12.3 - Insurance: Reports				
	Need to revist the business process	BE	2016/06/30	Not yet commenced	

Action and Action no.	DESCRIPTION	Responsible Official or Organisation	Due Date	PROGRESS	COMMENT
	Activity 6.3.6. - Human Resource and Payroll Management				
	6.3.6.1. ORGANOGRAM				
	6.3.6.1.1. Develop Organogram on Collaborator	BE		Complete	
	6.3.6.1.2. All post should have grading number	BE		Complete	
	6.3.6.1.3. Duplicate Collab Organogram in PROMUN w.r.t. grading numbers	RDATA			
	6.3.6.1.4. Integration Requirements – if grading number change in Collab – automatic update in PROMUN and Vice Versa (Decide on master)	RDATA			
	6.3.6.1.5. Decide which is master system to update grading number	BE		Complete	
	6.3.6.1.6. Standard Naming Conventions for Fields used e.g. Post and Position	BE/RDATA		Complete	
	6.3.6.1.7. Post to be linked to – Cost Centre and a Project. PROMUN to provide info and Collab to import to Post Object. Primary and Secondary Costing will be applicable.	RDATA/BE	31/03/2016		
	6.3.6.1.8. Vacant positions should be indicated in Collab/updated continuously by HR. Integration required.	HR		Complete	
	6.3.6.1.9. Work Flow to change and edit posts and positions notification to Finance to inform that the position/post was edited	BE	31/03/2016		
	6.3.6.1.10. Work Flow to be implemented to forward Post info with department comments to Finance to create new Post File on PROMUN.	BE	31/03/2016	To be confirmed	
	6.3.6.1.11. Work Flow to edit organogram			Complete	
	6.3.6.1.12. Positions/Grading Number to be linked to delegations and Cost Center a) Create and populate users against the personnel File. b) Fix data to get UserID on Personnel File c) Delagated Authorities (DA) SCM change WF to link to GN d) Fix data for DASCM e) DA Invoice change WF and f) Fix data with correct info g) Create an acting register h) Populate Acting Position register with current acting.	BE	30/04/2016		
	6.3.6.2. REMUNERATION				
	6.3.6.2.1. Mossel Bay Finance to indicate additional information to be obtained in the Appointment process	MB Fin	31/03/2016		
	6.3.6.2.2. Fingerprint registration to be done during induction/appointment process	BE			
	6.3.6.2.3. Investigate capture and store a copy of employee's signature.	BE	30/06/2016	Complete	
	6.3.6.3. TIME AND ATTENDANCE				
	6.3.6.3.1. Exception Report to be update to incorporate all data (Shift Roster, door devices, leave management)	BE	30/04/2016		
	6.3.6.3.2. Work Flow to notify managers of exceptions to be discussed and finalized	BE	30/04/2016		
	6.3.6.4. OVERTIME				
	6.3.6.4.1. Mossel Bay Finance to supply list of Personnel Notches.	MB Fin			
	6.3.6.4.2. The salary 'Notch' need to be imported to all personnel files. Require integration and update on a daily basis. Who will have access to this information? Only HR will have access to view.	BE	30/04/2016	Complete	
	6.3.6.4.3. Threshold to be imported to each Personnel File.	BE	30/04/2016		
	6.3.6.4.4. Define rules/definitions for allocation of the Threshold and Notch to determine rate.	BE	30/04/2016		
	6.3.6.4.5. The Overtime Work Flow process should automatically determine the rate of	BE			
	6.3.6.5. LEAVE MANAGEMENT				
	6.3.6.5.1. Leave Solution to show 2 balances. Once leave is approved, balance is updated. But a second balance should indicate the leave approved but not taken yet (Transaction on Bal committed but Leave take date was not reached yet).	BE	31/03/2016		
	6.3.6.6. EMPLOYMENT TERMINATION				
	(Exit Process)				
	6.3.6.6.1. Task in Work Flow to alert Finance to create Debtors account to do payment of Benefits (medical aid)	BE			
	6.3.6.6.2. Task in workflow to notify Mossel Bay Finance of Termination to Update PROMUN	BE		Complete	
	6.3.6.6.3. Update Exit process with task to Snr Clerk Moveable Assets (A. Mondo), to verify moveable assets allocated to the position.	BE	30/04/2016	Complete	
	6.3.6.6.4. Outcome of the verification, in other words items not found must be provided to Snr Accountant Assets (R Lombard) to prepare cost for recovery amount	BE	30/04/2016		
	6.3.6.6.5. Once cost is determined, in other words previous task is complete, then it must be submitted to the Accountant: Salaries (A Jansen van Rensburg) who recovers the money for items not found.	BE	30/04/2016		
	6.3.6.6.6. If the amount to be recovered is more than the outstanding salary to be paid, then the task with the amount for the shortfall must be send to Accountant: Client Services, sundries cashiers and housing (E Gordon) to create a debtor.	BE	30/04/2016		
	6.3.6.7. LONG SERVICE LEAVE				
	6.3.6.7.1. Payment via Leave management process – HR and Finance to verify if the Appointment dates or HR file correct.	MB Fin	31/03/2016		

Action and Action no.	DESCRIPTION	Responsible Official or Organisation	Due Date	PROGRESS	COMMENT
	6.3.6.8. MOVABLE ASSET MANAGEMENT (Purchase AND Movement)			Complete	
	6.3.6.8.1. Work Flow to be updated to link to the Grading number of Responsible org position	BE	30/04/2016		
	6.3.6.8.2. Assets of each position should be viewable on Org. Asset linked to position Live integration required	BE	30/04/2016		
	6.3.6.8.3. Update Position to include asset allocated Live integration required via transfer task	MB Fin			
	6.3.6.8.4. Appointment process – update Work flow employee to verify the allocated assets Report to indicate the assets allocated need to be signed as proof af receival Live integration required to asset register	BE			
	6.3.6.8.5. Promun to make web service available with all assets (position, Class, Cost center, Location, Department, Asset number, Grading number etc.) to add and update.	PROMUN			
	6.3.6.9. DELEGATIONS				
	6.3.6.9.1. Delegated Authority should indicate 'Cost center'. Delegations to be linked to organogram position, not person (personnel File).	BE	30/04/2016		
	6.3.6.10. COSTING/PAYROLL				
	6.3.6.10.1. Assessment and possible dependencies	Rdata			
	6.3.6.10.2. Provide info for the 6 segments linked to each position on payroll	MB Fin			
	6.3.6.10.3. Configuration of Payroll Costing Parameters for 7 segments of mSCOA	Rdata			
	6.3.6.10.4. Configuration of Organogram	Rdata			
	6.3.6.10.5. Provide budgeted information for all positions for 2016/2017	MB Fin			
	6.3.6.10.6. Configure 2016/2017 Salary Budget	Rdata			
	6.3.6.10.7. Setup inter departmental costing parameters	Rdata			
	6.3.6.10.8. Training	Rdata			
	6.3.6.10.9. Handholding and Post Go-Live Support	Rdata			
	Activity 6.3.7. - Revenue Cycle Billing.				
	6.3.7.1. Fines				
	6.3.7.1.1. General Tasks				
	6.3.7.1.1.1. - Security - Authentication Call (Token)	TMT	2016/03/15	Complete	
	6.3.7.1.1.2. - Audit Trail	TMT	2016/03/17	Complete	
	6.3.7.1.1.3. - Project Documentation (Interface Specifications)	TMT	2016/03/15	Complete	
	6.3.7.1.2. Development				
	6.3.7.1.2.1. Finalise mSCOA File Specification		2016/03/15	Complete	
	6.3.7.1.2.2. ProMun - Transfer Protocol		2016/03/22	Complete	
	6.3.7.1.2.3. ProMun - Daily File Transfer (as per Spec8)		2016/03/24	In progress	
	6.3.7.1.2.4. ProMun - Case Expiry Interface		2016/04/07	In progress	
	6.3.7.1.2.5. ProMun - OverPayment		2016/04/12	In progress	
	6.3.7.1.2.6. Interface (1) - Notice Metadata and Status				
	6.3.7.1.2.6.1. Interface (REST)		2016/04/15	In progress	
	6.3.7.1.2.6.2. Handshake Confirmation/Acknowledgement		2016/04/27	In progress	
	6.3.7.1.2.6.3. Daily Reconciliation		2016/03/05	In progress	
	6.3.7.1.2.6.4. Reporting on Success/ Fail		2016/05/05	In progress	
	6.3.7.1.2.7. Interface (2) - Notice PDF		2016/06/05	In progress	
	6.3.7.1.2.7.1. Interface (REST)		2016/06/05	In progress	
	6.3.7.1.2.8. Interface (3) - New Infringement				
	6.3.7.1.2.8.1. Interface (REST)		2016/05/10	In progress	
	6.3.7.1.2.8.2. Error Codes		2016/05/18	In progress	
	6.3.7.1.2.8.3. Verify Data-Elements		2016/05/19	In progress	
	6.3.7.1.2.9. Interface (4) - Request Record				
	6.3.7.1.2.9.1. Interface (4i) Request Available Evidence		2016/05/25	In progress	
	6.3.7.1.2.9.2. Query Evidence Available		2016/05/25	In progress	
	6.3.7.1.2.9.3. (4ii)- Request Evidence Record		2016/05/25	In progress	
	6.3.7.1.2.10 Interface (REST)				
	6.3.7.1.2.10.1 iForce Interface to request Document		2016/05/31	In progress	
	6.3.7.1.2.10.2 Store Evidence Blobs in DB		2016/06/06	In progress	
	6.3.7.1.2.10.3 Retrieve Record		2016/06/08	In progress	
	6.3.7.1.2.11. Interface (5) - Rep/ Withdrawal				
	6.3.7.1.2.11.1. Interface (REST)		2016/06/16	In progress	
	6.3.7.1.2.12. Interface (6) - Nominations				
	6.3.7.1.2.12.1. Interface (REST)		2016/06/20	In progress	
	6.3.7.1.3. Deployment		2016/06/22	Not yet commenced	
	6.3.7.1.4. Testing				
	6.3.7.1.4.1. Internal Testing		2016/06/22	Not yet commenced	
	6.3.7.1.4.2. Stage Testing		2016/06/27	Not yet commenced	
	6.3.7.1.5. Go-Live		2016/06/30	Not yet commenced	

Action and Action no.	DESCRIPTION	Responsible Official or Organisation	Due Date	PROGRESS	COMMENT
	6.3.7.2. Booking Systems & Deposits				
	6.3.7.2.1. - Identification of other revenue that is generated via booking systems			Complete	
	6.3.7.2.2. - Identification of the deposito's			Complete	
	6.3.7.2.3. - Identify as part of the process above the current systems used for the bookings	MB Fin	Deadlines to be confirmed	Not yet commenced	
	6.3.7.2.4. - Investigate and determine shortcomings in the current process	MB Fin	Deadlines to be confirmed	Not yet commenced	
	6.3.7.2.5. - Establish whether integration is possible	Rdata/MB fin/BE	Deadlines to be confirmed	Not yet commenced	
	6.3.7.2.6. - Classification in terms of mSCOA segments	MB Fin	Deadlines to be confirmed	Not yet commenced	
	6.3.7.2.7. - Integration of booking systems with financial system in order to facilitate reconciliation between bookings, Payments received in advance and Revenue recognised.	Rdata/BE	Deadlines to be confirmed	Not yet commenced	
	6.3.7.2.8. - Compile document and workflow	BE	Deadlines to be confirmed	Not yet commenced	
	6.3.7.2.9. - Change systems	Rdata	Deadlines to be confirmed	Not yet commenced	
	6.3.7.2.10. - Test systems	Rdata/MB	Deadlines to be confirmed	Not yet commenced	
	6.3.7.2.11. - Implement live	Rdata/MB	Deadlines to be confirmed	Not yet commenced	
	6.3.7.3. Other Revenue & Billing				
	6.3.7.3.1. BALANCE TYPES				
	a) Open new balance types to cater for new Rates Controls as specified by mSCOA	Rdata	2016/06/30	In progress	Lizelle of Rdata will be on site in March 2016
	b) Setup new sub-control accounts on balance types for B/forward, Billings, and Adjustments etc.	Rdata	2016/06/30	In progress	Lizelle of Rdata will be on site in March 2016
	6.3.7.3.2. TARIFFS				
	a) Open new tariffs codes as per mSCOA requirements	Rdata	2016/06/30	In progress	Lizelle of Rdata will be on site in March 2016
	6.3.7.3.3. RECEIPTING				
	a) Open new Income codes	Rdata	2016/06/30	In progress	Lizelle of Rdata will be on site in March 2016
	b) Put in Cost Codes in place of Income Vote where applicable	Rdata	2016/06/30	In progress	Lizelle of Rdata will be on site in March 2016
Action 7	**Maintain Query Log**				
Action 7.1	***Document all queries log***	Deputy: Town Treasurer (FA)	Ongoing	Not yet commenced	
Action 7.2	***Monitoring of implementation***	Deputy: Town Treasurer (FA)	Ongoing	Not yet commenced	