



RB9.1.2/28-03-2019

2019/2020 DRAFT ANNUAL BUDGET

Draft Annual Budget Speech by the Executive Mayor:

"Dit is my voorreg, eer en as Uitvoerende Burgemeester my plig om ingevolge artikel 16 (2) van die Wet op Munisipale Finansiële Bestuur die 2019/2020 to 2021/2022 Medium Termyn Inkomste en Uitgawe Raamwerk ter tafel te lê.

Aangesien hierdie begroting die voorgestelde finansiële plan vir die volgende 3 jaar insluit, het dit natuurlik 'n impak op die gemeenskap as geheel en dit is dus uiters belangrik om die gemeenskap te raadpleeg om bewustheid te skep en om gesamentlike eienaarskap en verantwoordelikheid te ondersteun in die bestuur van die munisipaliteit se finansiële sake.

Die 2019/20-begrotingsoorsig beklemtoon dat, hoewel globale risikofaktore hoog bly, die wêreld ekonomie steeds 'n ondersteunende platform bied vir Suid-Afrika om handel en belegging uit te brei. Die ekonomiese groei in die wêreld is op sy hoogste sedert 2014 en hou steeds tred met die groei in bruto binnelandse produk (BBP) wat oor al die breë ekonomieë toeneem.

Suid-Afrika het 'n tydperk van uitgerekte swak ekonomie ervaar wat privaat belegging verminder. Dit kan toegeskryf word aan huishoudelike beperkinge, wat verband hou met politieke onsekerheid en dalende sake- en verbruikersvertroue. Die plaaslike ekonomie begin vroeg in 2017 herstel ná 'n kort resessie, maar die verbetering is onvoldoende. Die groei het stagneer op minder as 2% en die werkloosheid bly hoog op 26,7%. Die voorvereistes vir verhoogde inkomste en uitgebreide dienslewering is vinniger groei, belegging en werkskepping.

Die hoofrisiko's vir die ekonomiese vooruitsigte is voortgesette beleidsonsekerheid en agteruitgang in die finansies van staatsbesit. Die

droogte wat in verskeie provinsies ervaar word, bied groot risiko's vir landbou en toerisme vir die komende tydperk, en dit kan werk in hierdie sektore bedreig. Die huidige waterkrisis in die Wes-Kaap en ander provinsies sal ekonomiese groei beïnvloed. Terwyl die droogte se impak onduidelik is, hang baie af van hoe lank dit sal heers, die mate waarin spesifieke opvanggebiede geraak word, en die sukses van versagtende maatreëls.

Hierdie ekonomiese uitdagings sal voortgaan om druk uit te oefen op ~~munisipale inkomste- en invorderingsvlakke~~. Daarom word 'n konserwatiewe benadering aangeraai vir inkomsteprojektsies. Munisipaliteite wat deur die droogte geraak word, moet ook die impak daarvan op inkomste voortbrenging oorweeg. Daarbenewens sal munisipaliteite hul pogings moet verbeter om nie-prioriteitsbesteding te beperk en streng maatreëls vir kostebepanking te implementeer.

Cederberg Munisipaliteit is geensins immuun teen die harde ekonomiese realiteite nie. Cederberg Munisipaliteit, soos soveel ander munisipaliteite in Suid-Afrika, word gekonfronteer met verskeie uitdagings wanneer gehalte basiese dienste gelewer moet word op die finansiële en administratiewe vermoëns van die munisipaliteit. Hierdie uitdagings sluit in, maar is nie beperk tot die volgende nie:

- Verouderde infrastruktuur as een van die grootste bedreigings vir volhoubare dienslewering;
- Bevolkingsgroei plaas druk op die munisipale infrastruktuur om aan diensleweringse behoeftes te voldoen;
- Behuisingsagterstande;
- Armoede in die munisipale gebied en die vermoë om vir basiese dienste te betaal; en
- Uitputting van kontantreserwes

Die BBP-groeikoers word in 2019 op 1,5% voorspel en 2,1% in 2021. Swak ekonomiese prestasie en oorblywende probleme in belastingadministrasie het groot inkomste tekorte tot gevolg gehad

Die verslegtende finansiële posisie van staatsbeheerde maatskappye het addisionele druk op die openbare finansies geplaas. In die lig van hierdie oorwegings is die begrotingsprioriteite van 2019 die volgende:

Beperk die begrotingstekort.

Ondersteun herstrukturering van die elektrisiteitssektor.
Hernu ekonomiese groei deur private beleggings te versterk.
Verbetering in die beplanning en implementering van
infrastruktuurprojekte.

Die Cederberg-gebied se hoofbron van inkomste en werkseleenthede is van landbou. Met die huidige droogte wat ons in die gesig staar en die Clanwilliam-damvlakke onder 50% is, is daar 'n risiko dat werkloosheidsyfers gedurende hierdie droogtydperk kan styg.

Bestuur binne plaaslike regering speel 'n belangrike rol in die versterking van die skakel tussen die inwoner en die owerheid se oorhoofse prioriteite en bestedingsplanne. Die doel moet wees om dienslewering te verbeter wat daarop gemik is om die lewensgehalte vir alle mense binne die Cederberg-streek te verbeter.

Begroting handel hoofsaaklik oor die keuses wat die munisipaliteit moet maak tussen mededingende prioriteite en fiskale realiteite. Die uitdaging is om meer te doen met die beskikbare hulpbronne. Ons moet gefokus bly op die effektiewe lewering van die kern munisipale dienste deur die toepassing van doeltreffende en effektiewe diensleweringsmeganismes.

Die toepassing van gesonde finansiële bestuursbeginsels vir die samestelling van die munisipaliteit se finansiële plan is noodsaaklik en krities om te verseker dat die munisipaliteit finansiële lewensvatbaar bly en dat munisipale dienste volhoubaar, ekonomies en billik aan alle gemeenskappe voorsien word.

Die Munisipale Begrotings en Verslagdoenings regulasies skryf 'n nuwe formaat en inhoud van die jaarlikse begroting en ondersteunende dokumentasie voor. Hierdie regulasies het op 1 Julie 2009 in werking getree. Die jaarlikse begroting moet aan die raad voorgelê word in ooreenstemming met hierdie nuwe regulasies tesame met MFMA sirkuleer 94 en aankope planne vir transaksies bo R 30 duisend.

Die saamgestelde jaarlikse begroting kan soos volg opgesom word.

Buitengewone Provinsiale Koerant nr 8058 gedateer 05 Maart 2019

- Finansiële Bestuur Ondersteuningstoekenning van R480 duisend
- Finansiële Bestuurs kapasiteitsbou toekenning van R380 duisend
- Menslike nedersettingsontwikkelingstoekenning van R12.8 miljoen
- Vervangingsbefondsing vir Biblioteke van R4.6miljoen
- Paaie ondersteuningstoekenning R 69 duisend

Staats Koerant nr 42217 gedateer 08 Februarie 2019

- Equitable Share van R49.2 miljoen
- Finansiële bestuur toekenning van R 2 miljoen
- Munisipale Infrastruktuur toekenning van R15,6 miljoen
- Waterdiens Infrastruktuur toekenning van R30 miljoen
- Geïntegreerde Nasionale Elektrieseringsprogram van R 9.6 miljoen
- Uitgebreide publieke werke Program van R 1.9 miljoen,

Die inkomste begroting het in totaal gestyg met R22.7 miljoen (7.3%) en kan as volg opgesom word:

- Eiendomsbelasting R46.9 miljoen
- Diensteheffings R150.8 miljoen
- Rente verdien uitstaande Debiteure R3.7 miljoen
- Verkeers Boetes R20.9 miljoen in terme van iGRAP1
- Verkeers Agentskapdienste R3.3 miljoen

Die Uitgawe begroting het in totaal gestyg met R22.4 miljoen (7.5%) en kan as volg opgesom word:

- Werknemersverwante koste R118.5 miljoen
- Finansieringskoste R8.4 miljoen
- Grootmaat elektrisiteit en water aankope R 82.3 miljoen
- Gekontrakteerde dienste R16.2 miljoen
- Die munisipaliteit is genoodsaak om vir die eerste keer brandweerfunksies te begroot vir R 2.6 miljoen .
- Groot fokus in die begroting is om roetine herstelwerk asook om aan wetgewing te voldoen in terme van vullisverwydering.

Top Tien Projekte bedrae sonder BTW

1. WSiG: Citrusdal Riool Suiwerings netwerk: R 20 miljoen
2. Opgradering van Grootmaat Water en Riool Voorsiening (Behuising) – Lambertsbaai: R 17.8 miljoen
3. Water Dienste Infrastruktuur Skenking: R 10 miljoen
4. Opgradering van Paaie en Stormwater Infrastruktuur: Citrusdal: R 9.7 miljoen
5. ~~Geïntegreerde Nasionale Elektrifiseringsprogram: R 9.6 miljoen~~
6. Busroete Lambertsbaai- R 3.1 miljoen
7. Voltooing van Clanwillam Sportveld : R 3 miljoen
8. Nuwe vloot voertuie : R 3 miljoen

Tariewe

Tariewe is in lyn soos voorgeskryf in MFMA sirukleer 94 gedateer 08 Maart 2019

Eiendomsbelasting verhoog met 6%.Die raad gaan ook nie op die eerste R 50 000 van die waarde van die eiendom geen belasting hef nie.Belasting korting is ook in gebring vir pensionarisse op n glyskaal.

Water tariewe verhoog met 6%

Elektrisiteit tariewe in konsep behorting verhoog met 11.2% in lyn met riglyne van SALGA aangesien geen NERSA kommunikasie beskikbaar was met die opstel van die konsep begroting.Die Munisipaliteit het op 27 Maart 2019 kommunikasie ontvang dat die verhoging vir verbruikers 13.87% en vir munisipaliteite 15.63% onderskeidelik gaan wees.

Vullisverwydering verhoog met 6% op basies heffings en 15% vir die fisiese diensgelwer in lyn met lewensvatvaarheid studie wat gedoen is om die koste van die streeks stortingsterein te dek.

Rioldienste verhoog met 6%

Vakansieoorde en algemene tariewe verhoog met 6%

Deernis kliente

Die armes van die armes kry die volgende gratis dienste vanaf die munisipaliteit.

50 eenhede gratis Elektrisiteit

6 Kiloliter gratis Water

40% afslag op Eiendomsbelasting asook vrystelling van waarde tot op R 50 000.

100% afslag op Riool

Vullisverwyderings word die basiese heffings vrygestel.

Een van die belangrikste funksies van politieke leierskap en strategiese bestuur is om bykomende fondse te verkry deur proaktiewe beplanning van projekte en die indien van sakeplan aan provinsiale en nasionale regeringsdepartemente. Die administrasie is positief dat hulle die kapitaalbegroting kan spandeer op die broodnodige kapitaalprojekte om die lewensgehalte van ons inwoners te verbeter. My span en ek wil graag vir elke inwoner van Cederberg verseker dat ons onvermoeid sal werk om dorpe van uitnemendheid vir almal te skep met die fondse wat aan ons toevertrou is.

Dankie vir elke raadslid wat die begroting inset sessies bygewoon het. Die administrasie gaan datums kommunikeer aan die raad vir die finale insette op die konsep begroting sodat die dokumente en beleide gewerkswinkel kan word voor die finale goedkeuring van die begroting einde Mei.

Geagte Speaker in die item wat voor die Raad dien en die aanbevelings soos uiteengesit in die jaarlikse begrotings item, lê ek hiermee formeel die aanbevelings aan die Raad voor vir, oorweging en goedkeuring van die konsep jaarlikse begroting 2019/2020 tot 2021/2022 vir die publiek se insette in terme van Seksie 21A van die Munisipale Stelsel Wet 2000 (Wet 32 van 2000).'

RESOLVED:

1. Council approves the draft annual budget Report APPENDIX A.
 2. Council approves the draft annual budget tables as prescribed by the Budgeting and Reporting Regulations, as set out in APPENDIX B.
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3. Council approves the draft annual budget supporting tables as prescribed by the Budgeting and Reporting Regulations, as set out in APPENDIX C.
 4. Council approves the Quality Certificate signed by the Accounting Officer, as set out in APPENDIX D.
 5. Council approves the revised budget related policies, as set out in APPENDIX E.
 - Absenteeism and Desertion Policy
 - Accounting Policy to the AFS
 - Asset Management Policy
 - Borrowing Policy
 - Budget Policy
 - Cash Management Policy
 - Cederberg Risk Management Policy Annex A - rating scales amended
 - Code of Ethics Policy
 - Consumer Service Charter - Cederberg LM
 - Customer Care Improvement Policy
 - Customer Care, Credit Control and Debt Collection Policy
 - Drought Communication Strategy
 - E3-Sexual Harassment policy
 - Education Training and Development Policy
 - Employment Equity Policy
 - Enterprise Risk Management Policy
 - Enterprise Risk Management Strategy
 - Finance Management Internship Policy
 - Fleet Management Policy
 - Fleet Pol. 1 Trip Authorisation - Outside Cederberg

- Fleet Pol. 2 - After Hours Usage authority
- Fleet Pol. 3 - Monthly inspection register
- Fleet Pol. 4 Accident report form
- Fleet Pol. 5- Motor Claim Form
- Fleet Pol. 6 - Log sheet
- Fleet Pol. 7 - Pre - Trip Inspections
- Fleet Pol. 8 Trip Authorisation form - Pool Vehicles
- Fleet Pol. 9 Logstate inhandig
- Fraud and Corruption Prevention Policy
- ~~➤ Fraud and Corruption Prevention Strategy~~
- Free Basic Energy Policy Guidelines
- Funding and Reserves Policy
- HIV AND AIDS Workplace Policy
- ICT Data Backup and Recovery Policy
- ICT Municipal Corporate Governance of ICT - Cederberg
- ICT Operating System Security Controls Policy
- ICT Security Controls Policy
- ICT User Access Management Policy
- ICT Strategy Implementation Plan
- IGR Policy
- Indigent Support Policy
- Insurance Management Policy
- Investment Policy
- Kollektiewe ooreenkoms rakende Dissiplinere Prosedure
- Long-Term Financial Plan Policy
- Out of Pocket Expenses Policy
- Overtime & Standby Policy
- Performance Management Framework Policy
- Petty Cash Policy
- Property Rates Policy
- Records Management Policy
- Revenue Enhancement Policy
- Risk and Ethics Management Committee Terms of Reference
- Risk assessment Methodology
- Risk Management Committee Charter
- Risk Management Policy
- Risk Management Risk Appetite Framework
- Risk Management Strategy
- Social Media

- Special Rating Areas Policy
- Study Bursary Policy
- Substance Abuse Policy
- Supply Chain Management Policy - Cederberg Municipality 2018
 - Annexure A: General principles governing the municipality in its interaction with bidders
 - Annexure B: Criteria to Evaluate Technical and Financial Ability
 - Annexure C: The Code of Conduct for Supply Chain Management Practitioners and Other Role Players
 - Annexure D: National Small Business Amendment Act, 2003 - Schedule
 - Annexure E: Delegations for Supply Chain management Policy
- Tariff Policy
- Travel and Subsistence Allowances Policy
- Virement Policy - MSCOA compliant
- Watermeter Vervangings Beleid
- Whistle Blowing Policy
- Write-Off Policy

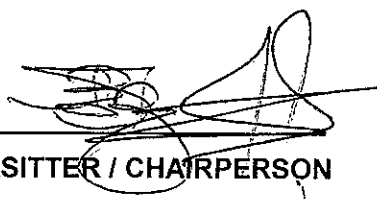
6. Council approves the property rates and charges on properties, tariffs, tariff structures and service charges for water, electricity, refuse, sewerage and other municipal services, as set out in APPENDIX F.

7. That council approves the Procurement Plans & Budget Locking certificate, as set out in APPENDIX H & I

8. The Draft Budget for the period 2019/2020 is made available to the public for comment.

Proposed: Cllr. R Pretorius

Seconded: Cllr. F Sokuyeka

A handwritten signature in black ink, consisting of several loops and a long horizontal stroke extending to the right.

VOORSITTER / CHAIRPERSON

28-03-2019

DATUM / DATE

CEDERBERG MUNICIPALITY

DROUGHT COMMUNICATION STRATEGY

1. INTRODUCTION AND BACKGROUND

Water is the most basic and essential resource needed to sustain life, and lack of water can lead to serious sanitation and health risk (Disaster Management Act, 57 of 2002).

“Disaster” means a progressive or sudden, widespread or localised, natural or human occurrence which causes or threatens to cause:

- Death, injury disease;
- Damage to property, infrastructure or the environment; or
- Disruption to the life of a community; and
- Is of a magnitude that exceeds the ability of those affected by the disaster to cope with its effects using only their own resources

Natural disasters occur when a natural hazard or event affects humans. Vulnerability of humans during a disaster, caused by lack of appropriate emergency management, leads to social / human, economic and environmental impact.

A disaster is an unforeseen event and cannot be planned for, but how certain events are managed can be planned for:

Water Services (Act No 108 of 1997)

1. The Water Services Act defines the following:
 - **Water Services Authority:**
Means a Municipality, including a District or Rural Council as defined in the Local Government Transition Act, 1993, responsible for ensuring access to water services
 - **Water Services Provider:**
Means any person who provides water services to consumers or to another Water Services Institution, but does not include a Water Services Intermediary
 - **Water Services Institution:**
Means a Water Services Authority, a water services provider, a Water Board and a Water Services Committee

2. A Water Services Authority has, amongst others, the following obligation in terms of the Act

Duty to provide access to water services, which includes:

- A duty to all consumers or potential consumers in its area of jurisdiction to progressively ensure efficient, affordable, economical, sustainable access to water services

- In emergency situations a Water Services Authority must take reasonable steps to provide basic water supply and basic sanitation services to any person within its area of jurisdiction and may do so at the cost of that authority
- A Water Services Authority may impose reasonable limitations on the use of water services

3. Norms and standards for tariffs in terms of the Act

In prescribing the norms and standards, the Minister must consider, among other factors –

- The financial sustainability of the water services in the geographic area in question;
- ~~- The recovery of costs reasonably associated with providing the water services;~~
- The redemption period of any loans for the provision of water services;
- The need to provide for drought and excess water availability

4. Offences in terms of the Act

No person may continue the wasteful use of water after being called upon to stop by the Minister, a Province or any Water Services Authority, and any person who contravenes this stipulation is guilty of an offence and liable, on conviction, to a fine or to imprisonment or to both such fine and imprisonment

5. Right of access to basic water supply and sanitation

Everyone has a right of access to basic water supply and basic sanitation

Every Water Services Institution must take reasonable measures to realise these rights

Every Water Services Authority must, in its Water Services Development Plan, provide for measures to realise these rights

6. Basic water supply

The minimum standard for basic water supply services is:

- The provision of appropriate education in respect of water use; and
- A minimum quantity of potable water of 25 litre per person per day or 6 kilolitres per household per month
- At a minimum flow rate of not less than 10 litres per minute
- Within 200 meters of a household; and
- With an effectiveness such that no consumer is without a supply for more than seven full days in any year

7. Provision of basic water supply and basic sanitation to have preference

If the water services provider by a Water Services Institution is unable to meet the requirements of all its existing consumers, it must give preference to the provision of basic water supply and basic sanitation to them

Where

‘basic water supply’ means the prescribed minimum standard of water supply services necessary for the reliable supply of a sufficient quantity and quality of water to households, including informal households, to support life and personal hygiene

Cederberg Municipality is the Water Services Authority and the Water Services Provider and thus has a “catchment to consumer” responsibility to the residents of Cederberg to:

- Ensure sufficient raw water resources to accommodate current and future needs
- To deliver safe drinking water at the point of consumption
- Ensure basic water to sustain life and prevent sanitation and health risk
- To discharge effluent of an acceptable standard back to rivers

It is essential that Cederberg Municipality has a Drought Communication Strategy in place to implement emergency measures when required to do so

This strategy addresses the state of the raw water resources that supply the Cederberg Municipal area, and the action to be taken when certain milestones are reached.

2. Status of raw water resources and actions to be taken

2. A. Clanwilliam Dam volume reaches between 60% and 45%; Jan Dissels River pumping Schemes reaches between 60% and 45% of allowed pumping volume; all other schemes optimally utilised:

- The mechanical irrigation of gardens is prohibited
- Gardens may be watered during the following period only i.e. between 19H00 – 21H00
- Even numbered households ONLY Mondays and Thursdays, Uneven numbered households ONLY Tuesdays and Fridays,
- If a garden hose is used, it must be hand –held
- The irrigation or watering of all sport fields is prohibited. Exemption from restrictions in the following instances only: golf course greens, bowling greens and cricket pitches which may only be watered between 19H00 – 21H00;
- The washing of vehicles with a garden hose, except by a commercial enterprise whose business it is to wash cars, is prohibited;
- The cleaning of ANY area by means of water is prohibited;

- The filling of swimming pools is prohibited;
- Water restrictions become effective immediately after being advertised in the media, and in public places, for a period of two weeks;
- Maintenance teams must be made available to address leakages on erven of indigent households. If sufficient funds are available indigent funding may be used for repairs of leakages;
- A service must be made available – call centre number – where contraventions are reported and followed up immediately Law Enforcement;
- ~~- Any person who contravenes these restrictions is guilty of an offence and is, upon conviction, liable to a fine as published in the annual tariffs list, or six months imprisonment;~~
- Secondary offenders will be fined double the amount referred to in (10) above;
- Where own water from a borehole or reservoir is used, the appropriate notice shall be displayed on the premises, e.g. "OWN WATER";
- Applications for exemptions are to be submitted to the Department: Technical Services for approval. Once approved, a written exemption shall be provided, and individual applications assessed;
- Public awareness campaigns shall be initiated by the Department: Technical Services;
- Additional temporary water law enforcement officers shall be appointed to enforce the water restrictions;
- The necessary finances shall be made available on the operational budget to finance all measures that must be implemented;
- Large water consumers shall be identified and approached to reduce consumptions;
- An internal Drought management Task Team shall be initiated, under the chairmanship of the Department: Technical Services, with representatives from all Municipal Departments, to meet as determined at that time. Meetings will be minute;
- Council shall convene to take cognisance of the situation and discuss the appropriate actions.

2. B. Clanwilliam Dam volume reaches 45%. Jan Dissels River pumping Schemes reaches 45% of allowed pumping volume; all other schemes optimally utilised:

Measures as in A above, and in addition, the following:

- Emergency tariffs shall be implemented immediately, as published in the annual tariffs list, and as follows:
- All residential consumers and businesses will be charged at the water tariff as published in the annual tariffs list;

- All other users will be charged at the water tariffs published in the annual tariffs list.
- Emergency tariffs shall become effective after notice thereof for a period not exceeding two weeks prior to the effective date has been published in the media and at public places;
- Each household shall be limited to 15kl /month;
- Other users, businesses and the entertainment industries shall reduce consumption by 15% of the average use over the previous 6 months. Failure to comply will result in a fine as published in the annual tariffs list;
- Industries shall reduce consumption by 10% of the average use over the previous 6 months. Failure to comply will result in a fine as published in the annual tariffs list;
- Flow reducing devices shall be installed where the above limits are exceeded. Except for a registered indigent household, the offender will be charged for the cost of the installation;
- The public awareness campaign shall be intensified. A specific official, with the relevant marketing experience, will be identified to fulfil this function;
- Consumers shall be closely monitored and those that do not heed the restrictions identified. A specific official, with the relevant technical experience, will be identified to fulfil this function;
- When levels are at 45% the options available to augment the raw water supplies shall be carefully considered and the necessary planning will commence immediately to implement these as an emergency measure, as and if required. The financial implications will be assessed and cost estimations compiled.
- A Finance task team shall be formed with representation on a local district and provincial level. All possible sources of funding will be investigated and applications submitted;
- Additional water law enforcement must be identified, stricter policing applied and a 24 hour complaint line implanted with a whistle blowers facility when the levels reach 40%;
- Emergency procedures shall be followed, where legislation permits it e.g. with the procurement of goods and services, appointment of personnel / service providers;
- Council will be requested to convene to take full cognizance of the situation and provide political support.

2. C. Clanwilliam Dam volume reaches between 45% and 25%. Jan Dissels River pumping Schemes reaches between 45% and 25% of allowed pumping volume; all other schemes optimally utilised:

Measures as in B above, and in addition, the following:

- Additional maintenance teams shall address leakages and complaints
- When the levels reach 25%, the irrigation or watering of sport fields with potable water as indicated in A (3) is prohibited;
- When the levels reach 25%, there shall be no filling of public swimming pools with potable water;
- The use of hoses by car wash business is prohibited and vehicles shall only be washed using buckets, unless water is supplied from an alternate source than municipal potable water. This is applicable to all commercial entities;
- No hosing of structures, roofs or any other object with Municipal water;
- Media to be utilized extensively for public awareness;

- Other users, businesses and the entertainment industries shall reduce consumption by 25% of the average use over the previous 6 months. Failure to comply will result in a fine as published in the annual tariffs list;
- Industries shall reduce consumption by 15% of the average use over the previous 6 months. Failure to comply will result in a fine as published in the annual tariffs list;
- Flow reducing devices shall be installed where the above limits are exceeded. Except for a registered indigent household, the offender will be charged with the cost of the installation;
- When the levels reach 25% any person who contravenes restrictions imposed by the Municipality shall be guilty of an offence and will, upon conviction, be liable to the penalty as provided for in the Act or the Water Services By – law or Restrict the use of Water, published in Provincial Gazette 6689 dated 22 January 2010 and the annual tariffs list;
- Secondary offenders will be liable for a fine as published in the annual tariffs list;
- When the dam levels reached 30% the Municipal Manager shall submit a written request to West Coast District Municipality to be declared a disaster area;
- When the Clanwilliam dam levels reach 30%, monthly meetings shall be held with the West Coast Disaster Management Centre, to monitor the situation and to alert the Provincial Disaster Management Centre;
- Augmentation schemes will be implemented when the dam level reaches 30%, if not already in progress;
- The Chief Financial Officer (CFO) shall request that a task team be initiated to address financial and compile a financial recovery plan if necessary;
- The Budget shall be reprioritized if necessary to enable emergency measures to be implemented, and to provide bridging finance if needed;
- The Council shall convene and take cognizance of the situation and provide political support.

2. D. Clanwilliam Dam volume reaches 20%. Jan Dissels River pumping Schemes reaches 20% of allowed pumping volume; all other schemes optimally utilised:

Measures as in C above, and in addition, the following:

- Emergency tariffs will be adjusted as follows:
 - a. All residential consumers and businesses will be charged the emergency water tariff as published in the annual tariffs list
 - b. All other users will be charged the emergency water tariff as published in the annual tariffs list
- The maximum allowable residential use shall be reduced to 10kl/month, and the tariffs and penalties shall be adjusted accordingly;
- Other users, businesses and the entertainment industries shall reduce consumption by 40% of the average use over the previous 6 months. Failure to comply will result in a fine as published in the annual tariffs list;
- Industries shall reduce consumption by 25% of the average use over the previous 6 months. Failure to comply will result in a fine as published in the annual tariffs list;
- Flow reducing devices shall be installed for all other users where the above limits are exceeded, and the cost of the installation will be charged to the offender;

- West Coast MDMC shall be requested to act as the primary responsible authority for the co – ordination and management of the local disaster, refer A:54(1)(b) of the Disaster Management Act,2002,(Act 57 of 2002);
- A formal joint operation committee (JOC) shall be established at the West Coast MDMC, weekly meetings with all the relevant stakeholders to coordinate emergency intervention actions needed;

2. E. Clanwilliam Dam volume reaches 10%. Jan Dissels River pumping Schemes reaches 10% of allowed pumping volume; all other schemes optimally utilised:

Measures as in D above, and in addition, the following:

- Emergency tariffs will be adjusted as follows:
 - c. All residential consumers and businesses will be charged the emergency water tariff as published in the annual tariffs list
 - d. All other users will be charged the emergency water tariff as published in the annual tariffs list
- The maximum allowable residential use shall be reduced to 6kl/month, and the tariffs and penalties shall be adjusted accordingly;
- Other users, businesses and the entertainment industries shall reduce consumption by 50% of the average use over the previous 6 months. Failure to comply will result in a fine as published in the annual tariffs list;
- Industries shall reduce consumption by 30% of the average use over the previous 6 months. Failure to comply will result in a fine as published in the annual tariffs list;
- The Technical Task Team shall consider all available options and implement immediately;
- Flow reducing devices shall be installed in all meters. Where the above limits are exceeded consumers will be charged for the installation of the device;
- A formal joint operation committee (JOC) meetings shall be held daily with all the relevant stakeholders;
- Emergency water schemes, the placement of water tanks in specific areas as well as the installation of mobile sanitation installations shall be implemented were possible;
- If a reliable augmentation scheme is not in place, MDMC shall coordinate with the PDMC as well as the MDMC for the release of Provincial as well as National resources to assist in providing immediate relief and to transport water into the area. Areas that will be problematic to supply will have to be evacuated.

The above measures are not exhaustive, and shall be implemented together with any other measures required to adequately address the situation. Factors such as the reliability of alternate water resources shall also be taken into account during the implementation of drought communication actions.