

# NOTICE

Ref no. 2/1/4/4/2

Date distributed: 17/04/2024.

**NOTICE OF THE 8<sup>th</sup> COUNCIL MEETING OF 2023/2024  
FINANCIAL YEAR OF THE COUNCIL OF BREEDE VALLEY MUNICIPALITY  
TUESDAY, 2024-04-23 AT 10:00**

**TO** The Speaker, Alderman J.F. Van Zyl [Chairperson]  
The Executive Mayor, Alderman A. Steyn (Ms)  
The Deputy Executive Mayor, Cllr J.J. von Willingh

**COUNCILLORS**

V.A. Bedworth  
W.M. Blom  
M.N. Bushwana  
G.L. Daames  
Alderman R. Farao  
M.A. Goedeman  
E.N. Isaacs  
Alderman C. Ismail  
J.R. Jack  
R.T. Johnson  
I.J. Joseph  
D. Judge  
J.P. Kritzinger  
S.K. Madlolo  
Z.M. Mangali  
T. S. Manuel  
P.H. Marais  
S.J. Mei  
Alderman W.R. Meiring  
J.M. Mokgosi

N. Nel  
C.T. Nyithana  
J. Pieters  
A. Pietersen  
O. Ralehoko  
P.C. Ramokhabi  
Alderman M. Sampson  
T.P. Sibozo  
S.S.T. Steenberg  
M. Swartz  
H.C. Titus  
E. Van der Westhuizen  
F. Vaughan  
M. Jacobs  
M.T. Williams  
C.F. Wilskut  
N.J. Wullschleger  
L.R. Yayi

Notice is hereby given in terms of Section 29, read with Section 18(2) of the *Local Government: Municipal Structures Act, 117 of 1998*, as amended, that the **8<sup>th</sup> COUNCIL MEETING** of the **2023/2024 FINANCIAL YEAR of the COUNCIL of BREEDE VALLEY MUNICIPALITY** will be held at **CAPE WINELANDS DISTRICT MUNICIPALITY, TRAPPE STREET WORCESTER** on **TUESDAY, 2024-04-23** at **10:00** to consider the items on the agenda.



**SPEAKER: ALDERMAN J.F. VAN ZYL**



**BREEDE VALLEY**  
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## 1. OPENING AND WELCOME

In terms of the Rules of Order for Internal Arrangement By-Law 2012 (as amended) the chairperson must take the chair at the time stated in the notice of the meeting or as soon thereafter as is reasonably possible: provided that the meeting does not commence later than 30 (thirty) minutes after the time stated in the notice of the meeting and must proceed immediately with the business of the meeting.

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## 2. OFFICIAL NOTICES

### 2.1 Disclosure of Interests

Item 6 of Schedule 7 of the Municipal Structures Amendment Act 3 of 2021 states:

A councillor must –

- (a) disclose to the council, or any committee of which that councillor is a member, any direct or indirect personal or private business interest that that councillor or any spouse, partner or business associate of that councillor may have in any matter before the council or the committee; and
- (b) withdraw from the proceedings of the council or committee when that matter is considered by the council or committee unless the council or committee decides that the councillors' direct or indirect interest in the matter is trivial or irrelevant.

### 2.2 APPLICATIONS FOR LEAVE OF ABSENCE

In terms of the Rules of Order for Internal Arrangement By-Law 2012 (as amended).

2.2.1 Every Councillor attending a meeting of the Council must sign his or her name in the attendance register kept for such purpose.

2.2.2 A Councillor must attend each meeting except when –

- (a) Leave of absence is granted in terms of Clause 10; or
- (b) The Councillor is required to withdraw in terms of law.

2.2.3 The Attendance Registers will be available at the meeting.

2.2.4 A blank Application for Leave of Absence form is enclosed.

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## 3. COMMUNICATION

### 3.1 INTERVIEWS OR PRESENTATIONS BY DEPUTATIONS

In terms of the Rules of Order for Internal Arrangement By-Law 2012 (as amended).

*“A deputation seeking an interview with Council must give the Municipal Manager **6 (six) days** written notice of its intention and furnish details of the representations to be made and the source of the deputation. The Municipal Manager must submit a request by a deputation for an interview with Council to the Speaker, who may decide to grant or refuse an interview and under what conditions*

### 3.2 BIRTHDAYS OF COUNCILLORS

Cllr J.M. Mokgosi	17 April 2024
Cllr W. M. Blom	25 April 2024
Cllr E. VD Westhuizen	28 April 2024

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**3.3 STATEMENTS BY THE SPEAKER****3.4 STATEMENTS BY THE EXECUTIVE MAYOR**

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**4. CONFIRMATION OF MINUTES****4.1** In terms of the Rules of Order for Internal Arrangement By-Law 2012 (as amended).

- (a) Minutes of the proceedings of meetings must be compiled in printed form and be confirmed by the Council at the next meeting and signed by the Speaker.
- (b) The minutes shall be taken as read, for the purpose of confirmation, if a copy thereof was sent to each Councillor within forty-eight hours before the next meeting, subject to the provisions of sub-Clause (4).
- (c) No motion or discussion shall be allowed on the minutes, except in connection with the correctness thereof.
- (d) The minutes formulated and screened during meetings, shall constitute a resolution for purposes of implementation of decisions.

**4.2 Minutes of Council Meeting held on 26 March 2024. (Copy enclosed)****RECOMMENDATION**

That in respect of

**CONFIRMATION OF MINUTES OF PREVIOUS COUNCIL MEETINGS**

discussed by Council at the Council Meeting held on 23 April 2024:

- 1. As the Minutes of the Council Meeting held on 26 March 2024 were sent to each councillor at least forty-eight hours prior to the meeting, the minutes of the Council meeting held 26 March 2024 be taken as read and confirmed.

**5. REPORT BY THE EXECUTIVE MAYOR ON DECISIONS TAKEN BY THE EXECUTIVE MAYOR, THE EXECUTIVE MAYOR TOGETHER WITH THE DEPUTY EXECUTIVE MAYOR AND THE MAYORAL COMMITTEE****5.1 THE DEPUTY EXECUTIVE MAYOR: CLLR J.J. Von Willingh**

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**5.2 MMC1: Alderman W.R. Meiring.**

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**5.3 MMC 2: Cllr. P.C. Ramokhabi**

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**5.4 MMC 3: Cllr. N. Nel**

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5.5 MMC 4: Cllr. E. Van der Westhuizen

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5.6 MMC 5: Cllr J.R. Jack

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5.7 MMC 6: Cllr. V.A. Bedworth

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5.8 MMC 7: Cllr. J.P. Kritzingler

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5.9 MMC 8: Cllr F. Vaughan

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## 6. COLLABORATOR OUTSTANDING RESOLUTIONS REPORT

### MUNICIPAL MANAGER

Council	Resolution	Meeting Date	Allocate To	% Compl.	Feedback Comment	
1455552	<p><b>APPLICATION FOR WAIVER IN TERMS OF ITEM 14 (4) OF GAZETTE NUMBER 48789 NOTICE NUMBER 3541 OF 14 JUNE 2023: UPPER LIMITS OF TOTAL REMUNERATION PACKAGES PAYABLE TO MUNICIPAL MANAGERS AND MANAGERS DIRECTLY ACCOUNTABLE TO MUNICIPAL MANAGERS</b></p>	<p>RESOLVED That in respect of –</p> <p>APPLICATION FOR WAIVER IN TERMS OF ITEM 14 (4) OF GAZETTE NUMBER 48789 NOTICE NUMBER 3541 OF 14 JUNE 2023: UPPER LIMITS OF TOTAL REMUNERATION PACKAGES PAYABLE TO MUNICIPAL MANAGERS AND MANAGERS DIRECTLY ACCOUNTABLE TO MUNICIPAL MANAGERS</p> <p>Discussed by Council at the Council meeting held on 04 December 2023, resolution number C107/2023, Council decided that:</p> <p>1. an application to waive a requirement of the Local Government: Upper Limits of Total Remuneration packages payable to Municipal Managers and Managers directly accountable to Municipal Managers should be made to the Minister after consultation with the MEC responsible for local government (the MEC);</p> <p>2. the Executive Mayor should review of new total remuneration packages of the Municipal Managers and Directors in terms of section 60(1)(b) of the Local Government: Municipal Systems Act, 2000 after consultation with</p>	<p>2023-12-04</p>	<p>NM MONYELA</p>	<p>85</p>	<p>Still awaiting the Minister's response. A follow-up was made on 10 April 2024. The draft response not signed by the Minister yet.</p>

		the MEC and approval by the Minister; 3. the Executive Mayor must provide feedback on the waiver application at a next meeting of Council.				
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**COMMUNITY SERVICES**

Council	Resolution	Meeting Date	Allocate To	% Compl.	Feedback Comment	
172625	<b>SUBMISSION OF BY-LAW RELATING TO THE MANAGEMENT AND CONTROL OF FLATS (rental housing units) OWNED OR ADMINISTERED BY THE BREDE VALLEY MUNICIPALITY</b>	RESOLVED C41/2015 That in respect of the SUBMISSION OF BY-LAW RELATING TO THE MANAGEMENT AND CONTROL OF FLATS (rental housing units) OWNED OR ADMINISTERED BY THE BREDE VALLEY MUNICIPALITY discussed by Council at the Council meeting held on 25 of June 2015:  1. That Council approved the draft By-Law relating to the Management and Control of flats (rental housing units) owned or administer by the Breede Valley Municipality;  2. That the administration advertises said draft By-Law for public comments;  3. That all comments be collated submitted to Council for final approval and promulgation in the Provincial Gazette.  4. That the draft By-Law be workshopped with all the Councillors.	2015-06-25	GMAYEKI	96	The draft bylaw has been amended and reflects the most recent legislative changes. The modified draft document has been circulated throughout internal departments for comments the amended document will be discussed in the next workshop.  The workshop date has not been decided, but it will be included alongside other policy discussions. The process will be finished by June 30, 2024.

**STRATEGIC SUPPORT SERVICES**

Council	Resolution	Meeting Date	Allocate To	% Compl.	Feedback Comment	
1352782	<b>2023 CUSTOMER SERVICE CHARTER</b>	RESOLVED: That in respect of - The 2023 Customer Service Charter tabled before Council at the Council meeting held on 30 May 2023 with resolution number C37/2023:  1. That Council, having noted the content of the 2023 Customer Service Charter, provides in principle approval thereof subject to the following	2023-05-30	CMALGAS	75	The draft review of the Customer Service Charter is in process. The final version will serve before Council in May 2024.

		<p>conditions:</p> <p>a. The Customer Service Charter be referred to a Council Workshop to be held on 8 June 2023;</p> <p>b. The Customer Service Charter be made public in terms of section 21 of the MSA;</p> <p>c. That such public comments (if any) be tabled at Council for consideration; and</p> <p>d. The Customer Service Charter be resubmitted to Council for final consideration and approval.</p>				
1352783	<b>2022/2023 COMMUNICATION STRATEGY</b>	<p>RESOLVED:</p> <p>That in respect of - The 2022/2023 Communication Strategy tabled before Council at the Council meeting held on 30 May 2023 with resolution number C38/2023:</p> <p>1. That Council, having noted the content of the 2022/23 Communications Strategy, provides in principle approval thereof subject to the following conditions:</p> <p>a. The strategy be referred to a Council Workshop to be held on 8 June 2023 ;</p> <p>b. The strategy be made public in terms of section 21 of the MSA and submitted to the relevant stakeholders (i.e. relevant National &amp; Provincial Government Departments as well as the Cape Winelands District Municipality) for input;</p> <p>c. That such public comments (if any) be tabled at Council for consideration; and</p> <p>d. The strategy be resubmitted to Council for final consideration and approval.</p>	2023-05-30	CMALGAS	75	The draft review of the Communications Strategy is in process. The final version is will serve before Council in May 2024.
1455526	<b>STAFF ESTABLISHMENT REVIEW AND PROPOSED CHANGES FOR IMPLEMENTATION ON 1 MARCH 2024</b>	<p>RESOLVED</p> <p>That in respect of - STAFF ESTABLISHMENT REVIEW AND PROPOSED CHANGES FOR IMPLEMENTATION ON 1 MARCH 2024 as discussed by the Council at the Council Meeting held on 14 December 2023, resolution number C115/2023:</p> <p>1. that Council note the input of the MEC on the draft Staff Establishment as per Annexure A .</p> <p>2. that the Municipal Manager refer the MEC's input to the minister of Local Government for her consideration and reply</p>	2023-12-14	NM MONYELA	85	Still awaiting the Minister's response. A follow-up was made on 10 April 2024. The draft response not signed by the Minister yet.



		3. That the response from the minister of Local Government be tabled at the next Council meeting following the reply for consideration.				
1507598	<b>IN PRINCIPLE APPROVAL FOR A LONG-TERM LEASE OF MUNICIPAL PROPERTY: A PORTION OF ERF 17411 SITUATED AT PELIKAAN STREET, WORCESTER</b>	<p>RESOLVED That in respect of – IN PRINCIPLE APPROVAL FOR A LONG-TERM LEASE OF MUNICIPAL PROPERTY: A PORTION OF ERF 17411 SITUATED AT PELIKAAN STREET, WORCESTER. as discussed by Council at the Council meeting held on 26 March 2024, resolution number C33/2024, Council decided:</p> <ol style="list-style-type: none"> <li>1. that a direct lease at a market related rental as determined by HCB Property Valuations as set out in the valuation report attached hereto and marked "Annexure B", of Municipal Property, being a portion of erf 17411, situated at Pelikaan Street, Worcester in, for a period of nine (9) years and eleven (11) months, be approved in principle in favor of The Grace Trust (NPO 930-050-826), for the purposes of utilizing the subject property for sports and recreations and other relating purposes as permitted under a non-conforming use as directed by Town Planning;</li> <li>2. the Applicant to submit an application for rezoning should the applicant wish to implement its future plans of establishing an ECD facility on the subject property;</li> <li>3. that structures may only be erected with the permission of the municipality which structures will revert to the municipality upon termination of the lease;</li> <li>4. the Applicant is a registered social care organization/institution; thus, the monthly lease amount be fixed at a minimum of 50% of the fair market value;</li> <li>5. That the lease amount annually increases on the 1st of July by a percentage equal to the prevailing consumer price index (all items);</li> <li>6. that the following of a public participation process, be approved;</li> </ol>	2024-03-26	HPOTGIETER	40	<p>28/03/2024: E-mail sent instructing resolution to be communicated with the applicant. 04/04/2024: Meeting scheduled with applicant for 04/04/2024. 16/04/2024: Meeting duly held with applicant. Awaiting written acceptance of resolution for the public participation process to commence.</p>

		<p>7. that an item will only be resubmitted to Council should any representations / objections be received during the public participation process;</p> <p>8. that all the associated costs in respect of the lease, including but not limited to Town Planning procedures, e.g. rezoning and installation of municipal services be paid by the Applicant;</p> <p>9. that the Applicant be responsible for the payment of all municipal services including rates and taxes in respect of the property;</p> <p>10. that the Applicant comply with all internal departmental requirements to be incorporated in the subsequent Lease Agreement and the right be reserved to supplement such comments; and</p> <p>11. that it is confirmed that Council has taken cognisance of the fact that the Municipal property herewith leased is not required for the municipality's own use in terms of Regulation 36 of the Asset Transfer Regulations.</p>				
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**7. CONSIDERATION OF AGENDA ITEMS****7.1 QUARTERLY PERFORMANCE REPORTS PERTAINING TO THE THIRD QUARTER (1 JANUARY 2024 – 31 MARCH 2024)****File No./s:** 3/15/1**Responsible Official:** C Malgas**Directorate:** Strategic Support Services**Portfolio:** Performance Management

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**1. PURPOSE:**

To inform Council on the implementation of the budget and the financial state of affairs of the Municipality and assess performance against the performance indicators set in the approved 2023/2024 Top-Layer SDBIP.

**2. BACKGROUND:**

According to Section 52(d) of the MFMA, the Mayor must, submit a report to the Council on the implementation of the budget and the financial state of affairs of the Municipality. Effective in-year reporting provides municipal management with an opportunity to analyse performance and address shortcomings and improve internal controls and service delivery.

All quarterly reports tabled in the Council in terms of section 52(d) must be placed on the website not later than five days after its tabling in the Council or on the date on which it must be made public, whichever occurs first.

**3. COMMENT:**

A copy of the Quarter 3 SDBIP Performance Report and Top-Layer KPI Report is attached as Annexures "A" and "B" respectively.

**4. FINANCIAL IMPLICATIONS:**

None

**5. APPLICABLE LEGISLATION / COUNCIL POLICY:**

- Municipal Finance Management Act, no. 56 of 2003

**6. COMMENTS OF DIRECTORATES CONCERNED:**

<b>Municipal Manager:</b>	Recommendation supported
<b>Director: Strategic Support Services:</b>	Recommendation supported
<b>Director: Financial Services:</b>	Recommendation supported
<b>Director: Engineering Services:</b>	Recommendation supported
<b>Acting Director: Community Services:</b>	Recommendation supported
<b>Senior Manager: Legal Services:</b>	Recommendation supported

**RECOMMENDATION:**

That in respect of -

**The Quarterly Performance Report for the Third Quarter (1 January 2024 – 31 March 2024), as discussed by Council at the Council meeting held on 23 April 2024:**

1. That Council takes note of the Quarter 3 SDBIP Performance Report and the Top-Layer KPI Report for the period 1 January 2024 – 31 March 2024.

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## 7.2 QUARTERLY SUPPLY CHAIN MANAGEMENT IMPLEMENTATION REPORT FOR THE 3<sup>rd</sup> QUARTER OF THE 2023/24 FINANCIAL YEAR

**File No./s:** 2/1/1/1

**Responsible Official:** R. Ontong

**Directorate:** Financial Services

**Portfolio:** Supply Chain  
Management

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### 1. Purpose

The Local Government: Municipal Finance Management Act, no 56 of 2003 (MFMA), requires the municipality to have and implement a Supply Chain Management (SCM) Policy which gives effect to the provisions of Part 1 of Chapter 11 of the Act that deals with 'Supply Chain Management'.

### 2. Background

Although the MFMA prohibits a Councillor from being a member of a bid committee or any other committee evaluating or approving quotations or tenders, Council has an oversight role to ensure that the Accounting Officer implements all supply chain management activities in accordance with this policy. For the purposes of such oversight, Council's Supply Chain Management Policy, **paragraph 6.3** requires that the Accounting Officer must **"within 10 working days of the end of each quarter, submit a report on the implementation of the supply chain management policy to the mayor of the municipality."** In addition, **paragraph 6.4** requires that the report referred to in paragraph 6.3 above **also to be tabled to council on a quarterly basis**. The report may be included as part of any other report to serve before council.

The SCM quarterly implementation report approved in terms of paragraph 6.3 for the 3<sup>rd</sup> quarter of the 2023/24 financial year, is attached as **Annexure A**.

### 3. Financial Implications

None

### 4. Applicable Legislation / Council Policy

Municipal Finance Management Act. 2003, (Act 56 of 2003)  
Breede Valley Supply Chain Management Policy, as amended.  
Supply Chain Management Regulations

**Annexure**

Annexures A: SCM quarterly implementation report (3<sup>rd</sup> quarter ending 31 March 2024) approved in terms of paragraph 6.3.

**RECOMMENDATION**

That in respect of

**QUARTERLY SUPPLY CHAIN MANAGEMENT IMPLEMENTATION REPORT  
FOR THE 3<sup>rd</sup> QUARTER OF THE 2023/24 FINANCIAL YEAR**

Discussed by Council at the Council meeting held on 23 April 2024,

That the approved SCM quarterly implementation report for the 3<sup>rd</sup> quarter of the 2023/24 financial year, **be noted**.

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**7.3 SUBMISSION OF THE IN-YEAR FINANCIAL MANAGEMENT REPORT FOR THE PERIOD ENDED 31 MARCH 2024.  
MFMA SECTION 71 & 52 (d) Report**

**File No. /s:** 3/15/1

**Responsible Officials:** R. Ontong

**Directorate:** Financial Services

**Portfolio:** Financial Services

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**1. Purpose**

To submit to Council the In-year financial management report for adoption.

**2. Background:**

**In terms of the Municipal Finance Management Act, 56 of 2003, section 71.**

(1) The accounting officer of a municipality must by no later than 10 working days after the end of each month submit to the mayor of the municipality and the relevant provincial treasury a statement in the prescribed format on the state of the municipality's budget reflecting the following particulars for that month and for the financial year up to the end of that month:

- (a) Actual revenue, per revenue source;
  - (b) actual borrowings;
  - (c) actual expenditure, per vote;
  - (d) actual capital expenditure, per vote;
  - (e) the amount of any allocations received;
  - (f) actual expenditure on those allocations, excluding expenditure on
    - (i) its share of the local government equitable share; and
    - (ii) allocations exempted by the annual Division of Revenue Act from compliance with this paragraph; and
  - (g) when necessary, an explanation of-
    - (i) any material variances from the municipality's projected revenue by source, and from the municipality's expenditure projections per vote;
    - (ii) any material variances from the service delivery and budget implementation plan; and
    - (iii) any remedial or corrective steps taken or to be taken to ensure that projected revenue and expenditure remain within the municipality's approved budget.
- (2) The statement must include-
- (a) a projection of the relevant municipality's revenue and expenditure for the rest of the financial year, and any revisions from initial projections; and
  - (b) the prescribed information relating to the state of the budget of each municipal entity as provided to the municipality in terms of section 87(10).
- (3) The amounts reflected in the statement must in each case be compared with the corresponding amounts budgeted for in the municipality's approved budget.
- (4) The statement to the provincial treasury must be in the format of a signed

document and in electronic format.

- (5) The accounting officer of a municipality which has received an allocation referred to in subsection (1)(e) during any particular month must, by no later than 10 working days after the end of that month, submit that part of the statement reflecting the particulars referred to in subsection (1)(e) and (f) to the national or provincial organ of state or municipality which transferred the allocation.
- (6) The provincial treasury must by no later than 22 working days after the end of each month submit to the National Treasury a consolidated statement in the prescribed format on the state of the municipalities' budgets, per municipality and per municipal entity.
- (7) The provincial treasury must, within 30 days after the end of each quarter, make public as may be prescribed, a consolidated statement in the prescribed format on the state of municipalities' budgets per municipality and per municipal entity. The MEC for finance must submit such consolidated statement to the provincial legislature no later than 45 days after the end of each quarter.

**In terms of the Municipal Finance Management Act, 56 of 2003, section 52(d).**

The mayor of a municipality—

- (d) must, within 30 days of the end of each quarter, submit a report to the council on the implementation of the budget and the financial state of affairs of the municipality.

**3. Financial Implications:**

None

**4. Applicable Legislation/ Council Policy:**

Municipal Finance Management Act, 56 of 2003 (Section 52(d) & 71);  
Municipal Budget and Reporting Regulations, 2009

**5. Comment of Directorates/ Departments concerned:**

<b>Municipal Manager:</b>	Recommendation supported
<b>Director: Strategic Support Services:</b>	Recommendation supported
<b>Director: Financial Services:</b>	Recommendation supported
<b>Acting Director: Community Services:</b>	Recommendation supported
<b>Director: Engineering Services:</b>	Recommendation supported



**RECOMMENDATION:**

That in respect of

**SUBMISSION OF THE IN-YEAR FINANCIAL MANAGEMENT REPORT FOR THE PERIOD ENDED 31 MARCH 2024,**

discussed by Council at the Council meeting held on the 23 April 2024:

1. That council take note of the in-year financial management report for the period ended 31 March 2024.

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#### 7.4 REPORT TO COUNCIL ON DEVIATIONS FOR THE MONTH OF MARCH 2024

**File No./s:** 2/1/1/1

**Responsible Official:** R. Ontong

**Directorate:** Financial Services

**Portfolio:** Supply Chain Management

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##### 1. Purpose

To report to Council on all deviations and their reasons, approved by the delegated authority in terms of paragraph 36(2) of the Supply Chain Management Policy, for the month of March 2024.

##### 2. Background

The purpose of this report is to ensure that Council maintains oversight over the implementation of the Supply Chain Management Policy. In terms of paragraph 36(2) of the said policy, the Accounting Officer must record the reasons for any deviations in terms of paragraph 36(1)(a) of the policy and report them to Council. However, it must be noted that these deviations also serve on the **monthly Section 71** (MFMA) report/s to Mayco and **quarterly Section 52** (MFMA) report/s to Council.

Deviations approved in terms of paragraph 36(1)(a) for the month of March 2024, are attached as **Annexure A**.

##### 3. Financial Implications

Reference can be made to the total approved amount as reflected in annexure "A"

##### 4. Applicable Legislation / Council Policy

Municipal Finance Management Act. 2003, (Act 56 of 2003)  
Breede Valley Supply Chain Management Policy, as amended.  
Supply Chain Management Regulations

##### 5. Comment of Directorates / Departments

**Municipal Manager:** Noted

**Director: Strategic Support Services:** Noted

**Director: Financial Services:** Noted

Director: Engineering Services: Noted

Acting Director: Community Services: Noted

Senior Manager: Legal Services: Noted

#### RECOMMENDATION:

That in respect of

#### DEVIATIONS FOR THE MONTH OF MARCH 2024

discussed by Council at the Council meeting held on 23 April 2024:

1. That the deviations from the procurement processes, approved in terms of the delegated authority for the month of March 2024, **be noted**.

**To Action**  
R. Ontong

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**7.5 LIBRARY SERVICE: LIBRARY OUTREACH ACTIVITIES PLANNED AND COMPLETED: (January 2024 – March 2024)****File number:** 14/14/2/3**Responsible Official:** C Gerber**Directorate:** Community Services**Portfolio:** Library Service

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**1. Purpose**

The purpose of the item is to:

- a) Provide an update on progress made re outreach activities planned and completed at Library Services.
- b) Statistics of the outreach activities for the period January 2024 to March 2024.

**2. Background**

The principle/goal of the Library Service in our communities is to provide essential information (written and electronic), reading material (written and electronic) to patrons to assist with the increase in literacy levels and social development enhancement.

The Library Service, on local municipal level, is executed via a signed implementation protocol with the Western Cape Department of Cultural Affairs and Sport (Library Service) in respect of the intergovernmental co-operation regarding the operation of public libraries in the Western Cape.

The municipality is regarded as a B 2 municipality and is therefore only partially funded by a conditional grant from the Provincial Library Service.

The municipality currently operates 13 libraries on a fulltime basis.

The municipality has 50 permanently employed library staff members. The Library Service formed part of a Year Beyond program – organised between the Western Cape Government and several partner organisations. The program aims to provide unemployed youth (18 – 25 years) with a meaningful work experience and a pathway to further studies or work, while at the same time encouraging a culture of service to your community. All libraries were included to take part in this program again during 2024. Candidates applied online and the interviews were held, during March 2024, to choose candidates to be Reading Champions or ICT Champions. Candidates were recommended by Librarians and these candidates will register at libraries during the second week of April 2024. Candidates will have orientation via the provincial

department from 23 – 26 April 2024 and will start with duties at libraries on 29 April 2024. Candidates will serve the community and take part in library outreach activities until 13 December 2024. They will receive a daily stipend from the Western Cape Government.

### **PROGRESS OF OUTREACH LIBRARY ACTIVITIES FROM JANUARY 2024 – MARCH 2024:**

The Library Service continuously organise educational outreach programs at the libraries, in co-operation with other government departments, NGO's and NPO's and other individual organisations/members of the community.

The Library Service does not have a special budget for outreach programs and only make use of limited expenditure to cover costs for outreach programs/reading competitions.

Month	Nr of awareness programmes from July 2022 to June 2023	Nr. of awareness programmes from July 2023 to June 2024
January	6	15
February	37	43
March	41	40

### **STATISTICS AND HIGHLIGHTS OF THE CURRENT PERIOD:**

January 2024	February 2024	March 2024
15 activities	43 activities	40 activities
<p>Story time with various creches and schools were organised.</p> <p>A first-time story time session was held with the residents of Nuwerus Old Age Home in Worcester.</p> <p>Computer Orientation was organised at Steenvliet Library.</p>	<p>World Book Day was celebrated on 7 February 2024. All libraries took part in indicating the importance of reading aloud.</p> <p>Schools/creches/old age homes were either invited or visited.</p>	<p>All libraries were involved in outreach activities during Library Week: 11 – 16 March 2024. The theme for Library Week 2024 was "Libraries foster social cohesion". Library Services were promoted in every sector of the society: toddlers, school learners, adults and the elderly were involved.</p>

		<p>Electronic and Audio books, via the Libby app, were especially promoted. (Circulation statistics for E-books are increasing.) Goudini Library is hosting a service for the visually impaired/elderly via the Library for the Blind. The circulation is also increasing and 196 books were issued during March 2024.</p>
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**3. COMMENTS**

**Municipal Manager** : Noted

**Acting Director Community Services** : Noted

**Director: Engineering** : Noted

**Director Financial Services** : Noted

**Director Strategic Support Services** : Noted

**RECOMMENDATION**

That in respect of –

**LIBRARY SERVICES QUARTERLY UPDATE: THE PROGRESS OF THE LIBRARY SERVICES OUTREACH PROGRAMS PLANNED AND COMPLETED (January 2024 – March 2024)**

as discussed by Council at the Council meeting held on 23 April 2024, the following recommendation be made by Council:

1. That Council take cognisance of the progress update and statistics of the outreach programs of the Library Service.

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**7.6 RAWSONVILLE HOUSING: CONSIDERATION TO PURCHASE PRIVATELY OWNED LAND****File no.:** 9/2/5/R**Responsible Officials:** H C Potgieter**Directorate:** SSS**Portfolio:** Legal Services

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**1. Purpose**

The purpose of this item is for council to consider mandating the administration to investigate and enter negotiations with private landowners in Rawsonville, for the possible purchase of property suitable for housing purposes.

**2. Background / Discussion**

The provision of housing remains a major challenge within the Breede Valley jurisdictional area. A dire need exists specifically in Rawsonville, to avail property for housing purposes.

An extensive internal investigation revealed that no municipal- or state-owned land is available to address the housing needs. As a result, various meetings were held with different stakeholders in Rawsonville.

Council ought to take cognisance that numerous engagements were furthermore held with the South African Human Rights Commission, specifically on the following dates:

- 14 March 2023
- 25 May 2023
- 21 June 2023
- 23 October 2023
- 25 October 2023
- 25 March 2024

It is recommended that council mandate the administration to investigate and enter into negotiations with private landowners in Rawsonville, for the possible purchase of property suitable for housing purposes.

### 3. Comments of Directorates / Departments

**Municipal Manager:** Supported

**Director Engineering Services:** That the MTREF makes provision for the recommended investigation. Item supported.

**Director Financial Services:** Supported

**Director Strategic Support Services:** Co-author of the item and the recommendation

**Senior Manager: Legal Services:** Author of the item

### RECOMMENDATION

That in respect of –

#### **RAWSONVILLE HOUSING: CONSIDERATION TO PURCHASE PRIVATELY OWNED LAND**

as discussed by Council at the Council meeting held on 23 April 2024 Council decide:

1. That the administration be mandated to investigate and enter into negotiations with private landowners in Rawsonville, for the possible purchase of property suitable for housing purposes; and
2. that following the investigation in item 1, a comprehensive item be resubmitted to council.



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**8. CONSIDERATION OF REPORTS, COMMUNICATIONS, PETITIONS AND APPLICATIONS DEALING WITH MATTERS OF URGENCY SUBMITTED BY THE MUNICIPAL MANAGER**

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**9. CONSIDERATION OF MATTERS SUBMITTED BY THE CHAIRPERSON OF COUNCIL**

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**10. CONSIDERATION OF NOTICES OF MOTION AND NOTICES OF QUESTIONS WHICH SHALL APPEAR ON THE AGENDA IN THE ORDER IN WHICH THEY HAVE BEEN RECEIVED BY THE MUNICIPAL MANAGER**

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**11. CONSIDERATION OF MOTIONS OF EXIGENCY**

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**12. CLOSURE**

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