

NOTICE

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

Date distributed: 2025/07/24

**NOTICE OF THE 1st COUNCIL MEETING OF 2025/2026
FINANCIAL YEAR OF THE COUNCIL OF BREEDE VALLEY MUNICIPALITY
WEDNESDAY, 2025-07-30 AT 09:00**

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	S.J. Mei
W.M. Blom	Alderman W.R. Meiring
E. Botha	C.N. Snyders
M.N. Bushwana	P.C. Moso
G.L. Daames	N. Nel
Alderman R. Farao	C.T. Nyithana
M.A. Goedeman	J. Pieters
E.N. Isaacs	A. Pietersen
Alderman C. Ismail	O. Ralehoko
J.R. Jack	Alderman M. Sampson
M. Jacobs	T. P. Sibozo
R.T. Johnson	S. S. T. Steenberg
I.J. Joseph	M. Swartz
D. Judge	H.C Titus
J.P. Kritzinger	F. Vaughan
S.K. Madlolo	M.T. Williams
Z.M. Mangali	Alderman C.F. Wilskut
T. S. Manuel	N.J. Wullschleger
P.H. Marais	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 **1st COUNCIL MEETING** of the **2025/2026 FINANCIAL YEAR of the COUNCIL** of **BREEDE VALLEY MUNICIPALITY** will be held at **CAPE WINELANDS DISTRICT MUNICIPALITY, TRAPPE STREET WORCESTER,** on **WEDNESDAY, 2025-07-30 at 09:00 to consider the items on the agenda.**



SPEAKER: ALDERMAN J.F. VAN ZYL



BREEDE VALLEY
MUNICIPALITY • MUNISIPALITEIT • UMASIPALA

A caring valley of excellence.

TABLE OF CONTENTS

ITEM	SUBJECT	PAGE
1.	OPENING AND WELCOME	4
2.	OFFICIAL NOTICES	4
2.1	Disclosure of interests	4
2.2	Applications for leave of absence	4
3.	COMMUNICATION	4
3.1	Interviews or presentations by deputations	4
3.2	Birthdays of Councillors	4
3.3	Statements by the Speaker	5
3.4	Statements by the Executive Mayor	5
4.	CONFIRMATION OF MINUTES	5
4.1	The minutes of the following Council meetings was previously distributed	5
4.2	9 th Council Meeting: 2025-05-27	5
	FOR CONFIRMATION	5
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
5.1	The Deputy Executive Mayor: Cllr J.J. Von Willingh	5
5.2	MMC1: Alderman W.R. Meiring	5
5.3	MMC2: Cllr. P.C. Moso	5
5.4	MMC3: Cllr. N. Nel	5
5.5	MMC4: Cllr. E. Botha	6
5.6	MMC5: Cllr J.R. Jack	6
5.7	MMC6: Cllr. V.A. Bedworth	6
5.8	MMC7: Cllr. J.P. Kritzinger	6
5.9	MMC8: Cllr F. Vaughan	6
6.	COLLABORATOR OUTSTANDING RESOLUTIONS REPORT	6
6.1	OUTSTANDING COUNCIL RESOLUTION REPORT PER DIRECTORATE AS EXTRACTED ON 22 JULY 2025.	6



7.	CONSIDERATION OF MATTERS SUBMITTED BY THE ADMINISTRATION	13
7.1	QUARTERLY SDBIP PERFORMANCE REPORT PERTAINING TO THE FOURTH QUARTER OF THE 2024/25 FINANCIAL PERIOD (1 APRIL 2025 – 30 JUNE 2025)	13
7.2	2025/2026 SERVICE DELIVERY BUDGET AND IMPLEMENTATION PLAN (SDBIP)	15
7.3	SUBMISSION OF THE 2025/26 COMMUNICATIONS STRATEGY	18
7.4	REVIEW & SUBMISSION OF THE 2025/26 CUSTOMER SERVICE CHARTER	21
7.5	QUARTERLY SUPPLY CHAIN MANAGEMENT IMPLEMENTATION REPORT FOR THE 4 th QUARTER OF THE 2024/25 FINANCIAL YEAR	24
7.6	ANNUAL SUPPLY CHAIN MANAGEMENT IMPLEMENTATION REPORT: 1 JULY 2024 TO 30 JUNE 2025	26
7.7	SUBMISSION OF THE IN-YEAR FINANCIAL MANAGEMENT REPORT FOR THE PERIOD ENDED 30 JUNE 2025. MFMA SECTION 71 & 52 (d) Report	28
7.8	SUBMISSION OF THE IN-YEAR FINANCIAL MANAGEMENT REPORTS FOR THE PERIOD ENDED 31 MAY 2025 MFMA SECTION 71 Report	30
7.9	REPORT TO COUNCIL ON DEVIATIONS FOR THE MONTHS OF MAY 2025 and JUNE 2025	33
7.10	APPROVAL OF THE AUDIT & PERFORMANCE AUDIT COMMITTEE CHARTER	35
7.11	MINUTES & REPORT OF THE AUDIT & PERFORMANCE AUDIT COMMITTEE SUBMITTED TO COUNCIL FOR INFORMATION AND NOTIFICATION	38
7.12	EXPANDED PUBLIC WORKS PROGRAMME (EPWP) POLICY	39
7.13	DEVELOPMENT AND REVIEW OF HUMAN RESOURCES POLICIES	41
8.	CONSIDERATION OF REPORTS, COMMUNICATIONS, PETITIONS AND APPLICATIONS DEALING WITH MATTERS OF URGENCY SUBMITTED BY THE MUNICIPAL MANAGER	44
9.	CONSIDERATION OF MATTERS SUBMITTED BY THE CHAIRPERSON OF COUNCIL	44
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	44
11.	CONSIDERATION OF MOTION OF EXIGENCY	44
12.	CLOSURE	44



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.

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.

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

J.F VAN ZYL	04/06/2025
M. N BUSHWANA	21/06/2025
S. K MADLOLO	07/07/2025
A. PIETERSEN	09/07/2025
J. R JACK	24/07/2025



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

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 27 May 2025. (Copy enclosed)**RECOMMENDATION**

That in respect of

CONFIRMATION OF MINUTES OF PREVIOUS COUNCIL MEETING

discussed by Council at the Council Meeting held on 30 July 2025:

1. As the Minutes of the Council Meeting held on 27 May 2025 were sent to each councillor at least forty-eight hours prior to the meeting, the minutes of the Council meeting held 27 May 2025 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**

5.2 MMC1: Alderman W. R. Meiring

5.3 MMC 2: Cllr. P.C. Moso

5.4 MMC 3: Cllr. N. Nel



5.5 MMC 4: Cllr. E. Botha

5.6 MMC 5: Cllr J.R. Jack

5.7 MMC 6: Cllr. V.A. Bedworth

5.8 MMC 7: Cllr. J.P. Kritzinger

5.9 MMC 8: Cllr F. Vaughan

6. COLLABORATOR OUTSTANDING RESOLUTIONS REPORT

6.1 OUTSTANDING COUNCIL RESOLUTION REPORT PER DIRECTORATE AS EXTRACTED ON 22 JULY 2025.

COMMUNITY SERVICES

Council	Resolution	Meeting Date	Allocate To	% Compl.	Feedback Comment
172625	<p>SUBMISSION OF BY-LAW RELATING TO THE MANAGEMENT AND CONTROL OF FLATS (rental housing units) OWNED OR ADMINISTERED BY THE BREEDE VALLEY MUNICIPALITY</p> <p>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 BREEDE VALLEY MUNICIPALITY discussed by Council at the Council meeting held on 25 of June 2015:</p> <p>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;</p> <p>2. That the administration advertises said draft By-Law for public comments;</p> <p>3. That all comments be collated submitted to Council for final approval and promulgation in the Provincial Gazette.</p> <p>4. That the draft By-Law be workshopped with all the Councillors.</p>	2015-06-25	GMAYEKI	96	The draft by-law has been circulated to the Directorates for comments/review. The final document will be submitted to the Council for approval. It is anticipated that the entire process will be completed by 30 March 2025.



1591078	LAND FOR HUMAN SETTLEMENTS RAWSONVILLE: CONSIDERATION TO PURCHASE PRIVATELY OWNED LAND	<p>RESOLVED That in respect of –</p> <p>LAND FOR HUMAN SETTLEMENTS RAWSONVILLE: CONSIDERATION TO PURCHASE PRIVATELY OWNED LAND</p> <p>as discussed by Council at the Council meeting held on 20 August 2024, resolution number C68/2024 council decide:</p> <ol style="list-style-type: none"> 1. The Council should note the content of the report as an update of progress 2. That the administration be mandated to follow a public participation process to invite expressions of interest from additional private landowners in Rawsonville to potentially sell land for human settlement purposes to the Breede Valley Municipality; 3. that following the public participation process, an internal stakeholder's engagement be undertaken to consider the submissions received; 4. that after the implementation of item 2, an item be resubmitted to Council to resolve on the most suitable offer received during the expression of interest process; and 5. that upon council resolving on the most suitable offer, the administration be authorised to submit a project application to the Western Cape Department of Infrastructure as part of the Land Acquisition Process. 	2024-08-23	GMAYEKI	50	<p>In the Council meeting of May 27, 2025, Council resolution as follows:</p> <ol style="list-style-type: none"> 1. That Council grant in principle approval of both presentations relating to the proposed offer of land in Rawsonville for Human Settlements purpose, as set out in the Council item C148/2025, subject to the outcome of further negotiations and full compliance. 2. Both land owners have been notified in writing and the funding application was submitted to the WC Department of Infrastructure. 3. Feedback will be provided to Council in September 2025.
1798673	LAND FOR HUMAN SETTLEMENTS RAWSONVILLE: CONSIDERATION TO PURCHASE PRIVATELY OWNED LAND	<p>RESOLVED That in respect of –</p> <p>LAND FOR HUMAN SETTLEMENTS RAWSONVILLE: CONSIDERATION TO PURCHASE PRIVATELY OWNED LAND</p> <p>Discussed by Council at the Council meeting held on 27 May 2025, resolution number C148/2025:</p> <ol style="list-style-type: none"> 1. That Council grants in-principle approval of both presentations relating to the proposed offer of land in 	2025-05-27	GMAYEKI	50	<ol style="list-style-type: none"> 1. Both private landowners and the Western Cape Department of Infrastructure have been properly notified. 2. A land appraisal of the property is now being completed; upon receipt of the valuation certificate, a project initiation application will be filed to the Department. 3. A progress report will be submitted to Council in September 2025.



		<p>Rawsonville for human settlement purposes, as set out in Council Item C148/2025, subject to the outcome of further negotiations and full compliance with the following requirements:</p> <ol style="list-style-type: none"> a) Confirmation of the suitability of the land for human settlement development; b) Obtaining all requisite environmental and land use planning authorisations in terms of the National Environmental Management Act (NEMA) and the Spatial Planning and Land Use Management Act (SPLUMA); c) Assessment and confirmation of the cost-effectiveness of the proposed acquisition and development; d) Fulfilment of any additional preconditions or legislative requirements as may be prescribed by the Western Cape Department of Infrastructure; and e) Formal approval by the Western Cape Department of Infrastructure of the municipal project application for the acquisition of the land. <p>2. That the municipal administration be authorised to prepare and submit the relevant project application to the Western Cape Department of Infrastructure as part of the required process for land acquisition.</p> <p>3. That both landowners be formally notified of this Council resolution.</p>				
1798676	<p>BREDE VALLEY MUNICIPALITY: WORCESTER PRIORITY HUMAN SETTLEMENTS HOUSING DEVELOPMENT AREA PLAN (PHSHDA)</p>	<p>RESOLVED</p> <p>That in respect of –</p> <p>BREDE VALLEY MUNICIPALITY: WORCESTER PRIORITY HUMAN SETTLEMENTS HOUSING DEVELOPMENT AREA PLAN (PHSHDA)</p> <p>Discussed by Council at the Council meeting held on 27 May 2025, resolution number C149/2025:</p> <ol style="list-style-type: none"> 1. That Council adopt the Draft Breede Valley Municipality; Worcester Priority Human Settlements Housing Development Area Plan (PHSHDA) 2. that Directorate: Community Services workshop the plans 	2025-05-27	GMAYEKI	80	<p>1. The Directorate: Community Services is organising a session for all councillors. The arrangement is in conjunction with the Speaker's office.</p> <p>2. The workshop will set the timetables for the public engagement process, including stakeholders.</p>



		to all councilors and a public participation process and stakeholders' engagements,				
		3. The final plan be submitted to Council for final approval.				

STATEGIC SUPPORT SERVICES

Council	Resolution	Meeting Date	Allocate To	% Compl.	Feedback Comment
1352782	2023 CUSTOMER SERVICE CHARTER 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 conditions: a. The Customer Service Charter be referred to a Council Workshop to be held on 8 June 2023; b. The Customer Service Charter be made public in terms of section 21 of the MSA; c. That such public comments (if any) be tabled at Council for consideration; and d. The Customer Service Charter be resubmitted to Council for final consideration and approval.	2023-05-30	CMALGAS	95	The final user input on the proposed CSC, has been received on 17 May 2025. Unfortunately, there is not sufficient time to incorporate and finalise the CSC for submission to Council at the meeting scheduled on 27 May 2025. Resultantly, the final CSC will serve at the next Council meeting (i.e. July 2025).
1648536	7.14 PROPOSED APPROVAL OF STAFF ESTABLISHMENT IMPLEMENTATION ON 1 JANUARY 2025 RESOLVED That in respect of – PROPOSED APPROVAL OF STAFF ESTABLISHMENT IMPLEMENTATION ON 1 JANUARY 2025 as discussed by the Council at the Council Meeting held on 4 December 2024 with resolution number C100/2024 : 1. That the Council notes the response from the National Minister on the draft staff establishment. 2. That the Council notes that the draft staff establishment does not comply with organisational metrics as prescribed by the MSR. 3. That the administration compiles an Implementation Plan of how the municipality	2024-12-04	NM MONYELA	85	HR has commenced with the development of the implementation plan.



		<p>will achieve compliance with the MSR, Structural layers and Span of control and submit the Implementation Plan at the Council meeting in February 2025.</p> <p>4. That the Council approves the Staff Establishment for Breede Valley Municipality in terms of the MSR for implementation on 1 January 2025.</p> <p>5. That the Municipal Manager initiates the review of the approved staff establishment in preparation for the next financial year, 2025/2026.</p>				
1720074	SUBMISSION OF THE 2025/26 COMMUNICATION STRATEGY	<p>RESOLVED:</p> <p>That in respect of –</p> <p>THE 2025/26 COMMUNICATION STRATEGY</p> <p>tabled before Council at the Council meeting held on 17 April 2025, resolution number C133/2025:</p> <p>1. That Council, having noted the content of the 2025/26 Communications Strategy, provides in principle approval thereof subject to the following conditions:</p> <p>a. The strategy be referred to a Council Workshop on 20 May 2025;</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 & 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> <p>2. That Council notes that this iteration of the Communications Strategy will rescind and replace prior versions thereof.</p>	2025-04-17	CMALGAS	95	<p>The Communications Strategy is scheduled for a Council Workshop on 20 May 2025. Hereafter, it will be publicised for public input and resubmitted to Council for final consideration and approval at the next Council meeting (i.e. July 2025).</p>
1798684	RESUBMISSION ITEM: ERVEN 8645 AND 194, WORCESTER, COMMONLY KNOWN AS "KLEINPLASIE"	<p>RESOLVED</p> <p>That in respect of –</p> <p>RESUBMISSION ITEM: ERVEN 8645 AND 194, WORCESTER, COMMONLY KNOWN AS "KLEINPLASIE" as discussed by Council at the Council meeting held on 27 May 2025, resolution number C150/2025 Council decided:</p> <p>1. That council duly</p>	2025-05-27	HPOTGIETER	60	<p>02/06/2025: Resolution communicated via e-mail to relevant internal directorates. 17/06/2025: Liaised with auctioneer, requested internal representatives from relevant directorates. 26/06/2025: Internal employees designated for directorates PDIS & CS. Teams meeting held</p>



		<p>considered the development proposals received during the public participation process followed (Annexures A – M) in respect of Erven 8645 and 194, Worcester, commonly known as “Kleinplasia” (the property);</p> <p>2. that based on the development proposals received, council decide that the property shall be alienated for the purpose of either or a combination of local economic development, tourism, sports and recreation and education.</p> <p>3. The purchaser shall ensure that all historical buildings on the premises be maintained and renovated in compliance with the requirements that are set out by Heritage Western Cape, the BVM Town Planning Section and the Worcester Heritage and Conservation Society. This requirement specifically refers to the following historical buildings: (1) the historical Roodewal main manor house on Erf 194; as well as (2) the old historical “jonkmanshuis”, (3) the old historical wine cellar and the (4) – (5) two smaller adjacent old labourers”cottages, (6) the old historical “werf” around the main manor house (back and front) – all of which lays on erf 8645 in close proximity around erf 194- (7) the World War 2 Italian Prisoners of War Obelisk Memorial, which is also situated on Erf 8645;</p> <p>4. The purchaser shall ensure, by means of the registration of a right-of-way servitude at the purchaser’s cost, that all the employees of, and visitors to, the adjacent Worcester Museum shall continue to (1) have access, via Erf 8645, to the Museum’s main entrance and side entrance (adjacent to the main entrance); and (2) that all of the employees and visitors of Worcester Museum shall continue to be able to use the parking lot on Erf 8645 in its entirety on both sides of the main entrance to Worcester Museum. As part of such a servitude, controlled access should be allowed at the main gate on Erf 8645 (from the Robertson Road) to all Worcester Museum’s visitors and employees whenever they need to enter to go to Worcester Museum.</p>			<p>with auctioneer on 26/06/2025 in respect of way forward. 11/07/2025: Internal inputs requested and received on 10 July 2025. 15/07/2025: User department feedback submitted to auctioneer on 11 July 2025.</p>
--	--	---	--	--	---



		<p>5. that the Purchaser will be responsible for the payment of all municipal services including rates and taxes in respect of the property following transfer of the property;</p> <p>6. that the relevant internal comments be incorporated in the Deed of Sale and the right be reserved to supplement internal comments;</p> <p>7. that the purchaser inter alia be responsible at its cost for the registration of any relevant servitudes over the subject property to accommodate and protect all applicable municipal services thereon;</p> <p>8. that Directorate: Planning, Development and Integrated Services will be responsible for the management, administration and operational maintenance of the Kleinplasia property until the alienation process is finalized;</p> <p>9. that Directorate: Community Services will ensure adequate security is deployed at the property until the alienation process is finalized; and</p> <p>10. that Council has taken cognisance of the fact that the Municipality is not required for the provision of basic municipal services in terms of the provisions Section 14 of the Local Government: Municipal Finance Management Act (Act 56 of 2003).</p>				
--	--	--	--	--	--	--

MUNICIPAL MANAGER

Council	Resolution	Meeting Date	Allocate To	% Compl.	Feedback Comment	
2017158	<p>Motion to oppose the sudden decision to close the Zwelethemba cemetery without favorable conditions.</p>	<p>The motions will be held in abeyance pending feedback from the committee on the outcomes of the investigations and consultations regarding the Zwelethemba Cemetery. Council resolved that on-site visits must be conducted within seven(7) days to determine the way forward. Any urgent matters identified during this process should be implemented without delay.</p>	2025-05-27	DCTHOMAS		Feedback attached in annexure 6.2



7. CONSIDERATION OF AGENDA ITEMS**7.1 QUARTERLY SDBIP PERFORMANCE REPORT PERTAINING TO THE FOURTH QUARTER OF THE 2024/25 FINANCIAL PERIOD (1 APRIL 2025 – 30 JUNE 2025)****File No./s:** 3/15/1**Responsible Official:** C Malgas**Directorate:** Strategic Support Services**Portfolio:** Performance Management

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 2024/2025 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 4 SDBIP Performance Report and Top-Layer KPI Report (a duplicate Excel version has been included for ease of reference, due to visual/size limitations of the PDF version) 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:

Municipal Manager:	Recommendation supported
Director: Strategic Support Services:	Recommendation supported
Director: Financial Services:	Recommendation supported
Director: Engineering Services:	Recommendation supported
Director: Planning, Development & Integrated Services:	Recommendation supported
Director: Community Services:	Recommendation supported
Senior Manager: Legal Services:	Recommendation supported

RECOMMENDATION:

That in respect of -

THE QUARTERLY PERFORMANCE REPORT FOR THE FOURTH QUARTER (1 APRIL 2025 – 30 JUNE 2025),

as discussed by Council at the Council meeting held on 30 July 2025

1. That Council takes note of the Quarter 4 SDBIP Performance Report and the Top-Layer KPI Report for the period 1 April 2025 – 30 June 2025.



**7.2 2025/2026 SERVICE DELIVERY BUDGET AND IMPLEMENTATION PLAN
(SDBIP)****File No./s:** 3/15/1**Responsible Official:** C Malgas**Directorate:** Strategic Support Services**Portfolio:** Performance Management

1. PURPOSE:

To notify Council of the approval of the 2025/2026 Service Delivery Budget and Implementation Plan (SDBIP).

2. BACKGROUND:

In terms of Section 1 of the Municipal Finance Management Act, Act no. 56 of 2003, the “service delivery and budget implementation plan” means a detailed plan approved by the mayor of a municipality in terms of Section 53 (1)(c)(ii) for implementing the municipality’s delivery of municipal services and its annual budget, and which must indicate—

(a) projections for each month of—

(i) revenue to be collected, by source; and

(ii) operational and capital expenditure, by vote;

(b) service delivery targets and performance indicators for each quarter; and

(c) any other matters that may be prescribed,

and includes any revisions of such plan by the mayor in terms of section 54(1)(c).

The municipality’s SDBIP is approved by the mayor within 28 days after the approval of the budget. According to Section 53 (3), the mayor must ensure—

(a) that the revenue and expenditure projections for each month and the service delivery targets and performance indicators for each quarter, as set out in the service delivery and budget implementation plan, are made public no later than 14 days after the approval of the service delivery and budget implementation plan; and



(b) that the performance agreements of the municipal manager, senior managers and any other categories of officials as may be prescribed, are made public no later than 14 days after the approval of the municipality's service delivery and budget implementation plan.

According to MFMA Circular 13 of National Treasury, the SDBIP provides the **vital link** between the mayor, council (executive) and the administration, and facilitates the process for holding management accountable for its performance. The SDBIP serves as a **management, implementation and monitoring tool** that will assist the mayor, councillors, municipal manager, senior managers and community to monitor in-year information, such as quarterly service delivery and monthly budget targets, and links each service delivery output to the budget of the municipality, thus providing credible management information and a detailed plan for how the municipality will provide such services and the inputs and financial resources to be used. A properly formulated SDBIP will ensure that appropriate information is circulated internally and externally for purposes of monitoring the execution of the budget, performance of senior management and achievement of the strategic objectives set by council.

Council should note that the compilation of the 2025/2026 SDBIP was based on the premise of due consultation amongst the executive management team, KPI custodians (i.e. senior & general management teams) and the Mayoral Committee (i.e. portfolio Councillors). The consultation process commenced in February 2025 and concluded in June 2025.

3. COMMENT

A copy of the approved 2025/2026 SDBIP is attached as Annexure "A"

4. FINANCIAL IMPLICATIONS:

None

5. APPLICABLE LEGISLATION / COUNCIL POLICY:

Local government: Municipal Finance Management Act, Act no.56 of 2003

MFMA Circular 13 dealing with the SDBIP



6. COMMENT OF DIRECTORATES / DEPARTMENTS CONCERNED:

Municipal Manager:	Recommendation supported
Director: Strategic Support Services:	Recommendation supported
Director: Financial Services:	Recommendation supported
Director: Engineering Services:	Recommendation supported
Director: Community Services:	Recommendation supported
Director: Planning, Development and Integrated Services:	Recommendation supported
Senior Manager: Legal Services:	Recommendation supported

RECOMMENDATION

That in respect of -

**2025/2026 SERVICE DELIVERY BUDGET AND IMPLEMENTATION PLAN
(SDBIP)**

as discussed by the Council at the Council meeting held on 30 July 2025:

1. That Council takes note of the approved 2025/2026 SDBIP as attached in the annexed schedule.



7.3 SUBMISSION OF THE 2025/26 COMMUNICATIONS STRATEGY

File No./s: 2/6

Responsible Official: C Malgas

Directorate: Strategic Support Services

Portfolio: Communication & IGR

1. PURPOSE:

To table the 2025/26 Communications Strategy to Council for consideration and approval.

2. BACKGROUND:

The primary objective of the 2025/26 Communications Strategy is to enhance the transparency and effectiveness of the Breede Valley Municipal Council by establishing clear guidelines, tools, and channels for communication. By doing so, we aim to foster greater public trust, facilitate meaningful public participation, and improve the overall dissemination of information. Upon considering the role of these critical components toward a well-functioning municipal system, the necessity and importance of adequate communication, as a strategic enabler, is accentuated below:

Transparent Governance: Communication allows municipalities to share information regarding policies, decisions, and actions with the public. Transparent communication ensures that residents are aware of the municipality's plans, objectives, and the progress made in delivering services. Such transparency will instil public trust and confidence in the municipality.

Public Participation: Effective communication creates opportunities for residents to actively participate in decision-making processes. By keeping residents informed and inviting their input on matters that affect them, municipalities can promote inclusivity and ensure that the diverse needs and preferences of the community are considered. Public participation enhances the legitimacy of municipal decisions and encourages a sense of ownership and civic responsibility among residents.

Service Delivery: Communication plays a vital role in informing residents about service delivery initiatives, updates, and improvements. By providing clear and accessible information on service delivery projects, challenges, and timelines, municipalities can manage expectations, address concerns, and ensure that residents have access to quality services. Effective communication also allows municipalities to gather feedback on service provision, enabling them to identify areas for improvement.

Crisis Management: During emergencies, natural disasters, or other critical events, communication becomes even more critical. Timely and accurate communication ensures that residents receive essential information, instructions, and updates regarding safety measures, evacuation procedures, relief efforts, and support services. Open and effective communication during crises helps to alleviate anxiety, minimize confusion, and enable the efficient mobilization of resources.



Building Community Relationships: Communication serves as a bridge between the municipality and its residents, fostering positive relationships and community cohesion. Regular communication through various channels, such as community meetings, social media, newsletters, and local media, allows municipalities to engage with residents, understand their concerns, and address their needs. This engagement helps to build a sense of community, strengthen social capital, and facilitate collaboration between the municipality and local stakeholders.

Accountability and Feedback: Communication enables residents to hold municipalities accountable for their actions and decisions. Through feedback mechanisms and platforms, such as complaint lines, suggestion boxes, and public hearings, residents can express their concerns, provide input, and report service delivery failures or corrupt practices. Effective communication channels allow municipalities to address these issues promptly, demonstrate responsiveness, and maintain the trust of the community.

The 2025/26 Communications Strategy served before Council on 17 April 2025, during which Council granted in principle approval thereof in accordance with Resolution C133/2025. All the prescribed conditions linked to the resolution were actioned, most importantly the strategy workshop with Council (20 May 2025) and circulating the strategy for public/stakeholder input and/or representations thereon. The opportunity for submissions of public/stakeholder input and/or representations concluded on 30 June 2025. Council should note that no public/stakeholder input and/or representations were received by the specified closing date.

This strategy will inform the municipal communication programs/activities and will be revised annually to ensure transparency and alignment with the IDP.

3. FINANCIAL IMPLICATIONS:

Communication-related activities will be planned and implemented in accordance with the approved strategy and operational budget allocation(s) assigned to the Communication Department on an annual basis, to give effect hereto.

4. APPLICABLE LEGISLATION:

The Constitution of the Republic of South Africa (1996)
Local Government: Municipal Systems Act (Act 32 of 2000)
Local Government: Municipal Finance Management Act (Act 56 of 2003)
The Western Cape Provincial Languages Act (Act 13 of 1998)
The National Language Policy Framework (2003)
The Pan South African Language Board Act (Act 59 of 1995)
The Western Cape Language Policy
The Promotion of Access to Information Act (Act 2 of 2000)
The Batho Pele Principles (Government Gazette No 18340 of 1 October 1997)
The Protection of Personal Information Act (Act 24 of 2013)



5. COMMENT OF DIRECTORATES / DEPARTMENTS CONCERNED:

Municipal Manager:	Recommendation Supported
Director: Strategic Support Services:	Recommendation Supported
Director: Financial Services:	Recommendation Supported
Director: Engineering Services:	Recommendation Supported
Director: Community Services:	Recommendation Supported
Director: Planning, Development & Integrated Services:	Recommendation Supported
Senior Legal Manager:	Recommendation Supported

RECOMMENDATION

That in respect of –

The 2025/26 Communications Strategy

tabled before Council at the Council meeting held on 30 July 2025:

1. That Council approves the 2025/26 Communications Strategy



7.4 REVIEW & SUBMISSION OF THE 2025/26 CUSTOMER SERVICE CHARTER**File No./s:** 10/3/8**Responsible Official:** C Malgas**Directorate:** Strategic Support Services**Portfolio:** Communication & IGR

1. PURPOSE:

To table the revised 2025/26 Customer Service Charter (CSC) of Breede Valley Municipality, portraying the municipality's agreed external customer service standards, to Council for consideration and in principle approval.

2. BACKGROUND:

In terms of Schedule 4 and 5 of the Constitution, specific municipal functions and services must be delivered to communities. The Municipal Finance Management Act (no. 56 of 2003) and Municipal Systems Act (no. 32 of 2000), defines a basic service as "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."

It is incumbent on municipalities to specify service delivery standards to allow for a measure of predictability and consistency in service delivery, thereby setting benchmarks to constantly measure the extent to which citizens are satisfied with the service or products they receive from the municipality and, in turn, apply the required adjustment/improvement in the level of service rendered.

The Batho Pele principles, as outlined in the White Paper on Transforming the Public Service, 1997, encapsulate the principles of consultation, setting service standards, increasing access, ensuring courtesy, providing information, redress, value for money and openness and transparency, which municipalities as public organisations must adhere to whilst serving its constituents. The eight Batho Pele principles are aligned with the Constitutional ideals of:

- Promoting and maintaining high standards of professional ethics;
- Providing service impartially, fairly, equitably and without bias;
- Utilising resources efficiently and effectively;
- Responding to people's needs;
- Encouraging active citizen involvement and participation in policy-making; and
- Rendering an accountable, transparent, and development-oriented public administration.

The efficacy of the CSC is reliant on the collective endorsement and unequivocal dedication from the entire organisation (i.e. political leadership & administrative leadership). In order to maintain its relevance, the CSC will, as far practically possible, be reviewed on an annual basis. Council should note that this revised version of the CSC was informed by (amongst others) Council's input on the initial version of the 2023 CSC (Resolution C37/2023), discussed during a workshop held on the 8th of June 2023 as well as extensive deliberation between members of the Mayoral Committee, Executive Management Team and General Management Team.



A copy of the revised Breede Valley Municipality's CSC is attached as Annexure A. Council should note that the formatting and layout of the charter is subject to change, as an agreement was reached with the Provincial Department of Local Government to have the charter formally designed in an electronic as well as printable format. At this point, Council's consideration and in principle approval of the content (i.e. service standard descriptions & timeframes) are solicited.

3. FINANCIAL IMPLICATIONS:

The level of responsiveness to the service standards will predominantly have an indirect financial implication – e.g. the availability of adequate and appropriately skilled/qualified staff (personnel budget & expenditure) to appropriately and timeously respond to a specified service standard as prescribed within the Service Charter.

4. APPLICABLE LEGISLATION:

The Constitution of the Republic of South Africa (1996)
Local Government: Municipal Systems Act (Act 32 of 2000)
Local Government: Municipal Finance Management Act (Act 56 of 2003)
The Promotion of Access to Information Act (Act 2 of 2000)
The Batho Pele Principles (Government Gazette No 18340 of 1 October 1997)

5. COMMENT OF DIRECTORATES / DEPARTMENTS CONCERNED:

Municipal Manager:	Recommendation Supported
Director: Strategic Support Services:	Recommendation Supported
Director: Financial Services:	Recommendation Supported
Director: Engineering Services:	Recommendation Supported
Director: Community Services:	Recommendation Supported
Director: Planning, Development & Integrated Services:	Recommendation Supported
Senior Manager: Legal Services:	Recommendation Supported

RECOMMENDATION

That in respect of –

THE REVISED 2025/26 CUSTOMER SERVICE CHARTER

tabled before Council at the Council meeting held on 30 July 2025:



-
1. That Council, having duly considered and noted the content of the revised 2025/26 Customer Service Charter, provide in principle approval thereof subject to the following conditions:
 - a. The 2025/26 Customer Service Charter be made public in terms of section 21 of the MSA (14-day public-input period commencing on the date of Council's resolution thereon);
 - b. That such public comments (if any) be tabled to Council at the forthcoming Council meeting for notification; and
 - c. The 2025/26 Customer Service Charter be resubmitted to Council for final consideration and approval (only if the public input necessitates material changes to the CSC);
 2. That Council note that the final approved 2025/26 Customer Service Charter will be submitted to the Provincial Department of Local Government for the official design thereof; and
 3. That Council note that this iteration of the CSC will rescind and replace prior versions thereof.



7.5 QUARTERLY SUPPLY CHAIN MANAGEMENT IMPLEMENTATION REPORT FOR THE 4th QUARTER OF THE 2024/25 FINANCIAL YEAR

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

Responsible Official: R. Ontong

Directorate: Financial Services

Portfolio: Supply Chain Management

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, as per SCM Regulation 117 of the MFMA of 2003. 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 4th quarter of the 2024/25 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
Preferential Procurement Policy Framework Act (Act No. 5 of 2000).



ANNEXURE

Annexures A: SCM quarterly implementation report (4th quarter ending 30 June 2025) approved in terms of paragraph 6.3.

RECOMMENDATION

That in respect of-

**QUARTERLY SUPPLY CHAIN MANAGEMENT IMPLEMENTATION
REPORT FOR THE 4th QUARTER OF THE 2024/25 FINANCIAL YEAR**

discussed by Council at the Council meeting held on 30 July 2025:

That the approved SCM quarterly implementation report for the 4th quarter of the 2024/25 financial year, **be noted**.



**7.6 ANNUAL SUPPLY CHAIN MANAGEMENT IMPLEMENTATION
REPORT: 1 JULY 2024 TO 30 JUNE 2025**

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

Responsible Official: R. Ontong

Directorate: Finance

Portfolio: Finance

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'.

Although the MFMA prohibits a Councilor 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 6.2(a)(i)** requires that the Accounting Officer must **"Within 30 calendar days of the end of each financial year, submit a report on the implementation of the policy to Council."**

2. BACKGROUND

Although the MFMA prohibits a Councilor 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 6.2(a)(i)** requires that the Accounting Officer must **"within 30 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 6.2 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 annual implementation report approved in terms of paragraph 6.2(a)(i) for the financial year 2024/2025, 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 annual implementation report (1 July 2024 to 30 June 2025) approved in terms of paragraph 6.2 (a)(i).

RECOMMENDATION

That in respect of-

**ANNUAL SUPPLY CHAIN MANAGEMENT IMPLEMENTATION REPORT: 1
JULY 2024 TO 30 JUNE 2025**

discussed by Council at the Council meeting held on 30 July 2025:

That the approved SCM annual implementation report for the 2024/2025 financial year, **be noted.**



**7.7 SUBMISSION OF THE IN-YEAR FINANCIAL MANAGEMENT REPORT FOR THE PERIOD ENDED 30 JUNE 2025.
MFMA SECTION 71 & 52 (d) Report****File No. /s:** 3/15/1**Responsible Officials:** R. Ontong**Directorate:** Financial Services**Portfolio:** Financial Services

PURPOSE

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

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.

FINANCIAL IMPLICATIONS:

None

APPLICABLE LEGISLATION/ COUNCIL POLICY:

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

COMMENT OF DIRECTORATES/ DEPARTMENTS CONCERNED:

Municipal Manager:	Recommendation supported.
Director: Strategic Support Services:	The item and recommendation is noted.
Director: Financial Services:	Recommendation supported
Director: Community Services:	Recommendation supported
Director: Engineering Services:	Recommendation supported
Director: Planning, Development and Integrated Services:	Recommendation supported

RECOMMENDATION:

That in respect of

SUBMISSION OF THE IN-YEAR FINANCIAL MANAGEMENT REPORT FOR THE PERIOD ENDED 30 June 2025

discussed by Council at the Council meeting held on 30 July 2025:

1. That council takes note of the in-year financial management report for the period ended 30 June 2025.



7.8 SUBMISSION OF THE IN-YEAR FINANCIAL MANAGEMENT REPORTS FOR THE PERIOD ENDED 31 MAY 2025 MFMA SECTION 71 Report

File No. /s: 3/15/1

Responsible Officials: R. Ontong

Directorate: Financial Services

Portfolio: Financial Services

1. PURPOSE

To submit 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.

3. FINANCIAL IMPLICATIONS

None

4. APPLICABLE LEGISLATION/ COUNCIL POLICY

Municipal Finance Management Act, 56 of 2003 (Section 71)

Municipal Budget and Reporting Regulations, 2009

5. COMMENT OF DIRECTORATES/ DEPARTMENTS CONCERNED:

Municipal Manager:	Recommendation supported
Director: Strategic Support Services:	Recommendation supported
Director: Financial Services:	Recommendation supported
Acting Director: Community Services:	Recommendation supported
Director: Engineering Services:	Recommendation supported
Director: Planning Development and Integrated Services:	Recommendation supported

RECOMMENDATION

That in respect of

SUBMISSION OF THE IN-YEAR FINANCIAL MANAGEMENT REPORT FOR THE PERIOD ENDED 31 MAY 2025: MFMA SECTION 71 Report.

discussed by Council at the Council meeting held on 30 July 2025:



1. That Council take note of the in-year financial management report for the periods ended 30 July 2025.



**7.9 REPORT TO COUNCIL ON DEVIATIONS FOR THE MONTHS OF MAY
2025 AND JUNE 2025****File No./s:** 2/1/1/1**Responsible Official:** R. Ontong**Directorate:** Financial Services**Portfolio:** Supply Chain Management

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 months of May 2025 and June 2025.

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 months of May 2025 and June 2025, are attached as **Annexures A and B**

FINANCIAL IMPLICATIONS

Reference can be made to the total approved amount as reflected in annexures "A" and "B"

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

COMMENT OF DIRECTORATES / DEPARTMENTS

Municipal Manager:	Noted
Director: Strategic Support Services:	Noted
Director: Planning, Development and Integrated Services:	Noted
Director: Financial Services:	Noted



Director: Engineering Services:	Noted
Director: Community Services:	Noted
Senior Manager: Legal Services:	Noted

RECOMMENDATION

That in respect of

REPORT TO COUNCIL ON DEVIATIONS FOR THE MONTHS OF MAY 2025 AND JUNE 2025

discussed by Council at the Council meeting held on 30 July 2025, Council decides:

1. That the deviations from the procurement processes, approved in terms of the delegated authority for the months of May 2025 and June 2025, **be noted**.



7.10 APPROVAL OF THE AUDIT & PERFORMANCE AUDIT COMMITTEE CHARTER

File No. /s: 2/1/1/3/2

Responsible Official: W du Plessis

Directorate: Municipal Manager

Portfolio: Internal Audit

1. PURPOSE

To gain Council approval of the reviewed Charter of the Audit & Performance Audit Committee of the Breede Valley Municipality.

2. BACKGROUND

The purpose, roles, responsibilities and authority of the Audit Committee must be clearly defined in an Audit Committee Charter. The Audit Committee is an independent advisory committee of Council whose function is to provide an oversight role to Council.

The Audit & Performance Audit Committee reviewed their Charter and are hereby submitted to Council as prescribed. *Attached as an annexure.*

The Audit & Performance Audit Committee reviewed their Charter to be in line with the relevant prescripts at an Audit Committee meeting held on 23 June 2025 and resolved as follows:

“RESOLVED***That in respect of******REVIEW AND APPROVAL OF AUDIT COMMITTEE CHARTER******discussed by the Audit Committee at the Audit Committee meeting held on 23 June 2025:***

The Audit & Performance Audit Committee Charter is recommended for approval to Council.”

3. FINANCIAL IMPLICATIONS:

N/A

4. APPLICABLE LEGISLATION / COUNCIL POLICY:

Municipal Finance Management Act (Section 166)
Municipal Planning & Performance Management Regulations (Section 14)
National Treasury Internal Audit Framework 2nd Edition (March 2009)
MFMA Circular 65(November 2012)
Audit & Performance Audit Committee Charter



5. COMMENT OF DIRECTORATES / DEPARTMENTS CONCERNED:

Municipal Manager:	Supported
Director: Community Services:	Supported
Director: Strategic Support Services:	Noted and supported
Director: Financial Services:	Item supported
Director: Engineering Services:	Supported
Director: Planning Development & Integrated Services:	Supported
Senior Manager: Legal Services:	Supported

RECOMMENDATION:

That in respect of

APPROVAL OF THE AUDIT & PERFORMANCE AUDIT COMMITTEE CHARTER

discussed by the Council at the Council meeting held on 30 July 2025:

The reviewed Audit Committee Charter is approved.

TO ACTION:

W. du Plessis



7.11 MINUTES & REPORT OF THE AUDIT & PERFORMANCE AUDIT COMMITTEE SUBMITTED TO COUNCIL FOR INFORMATION AND NOTIFICATION**File No. /s:** 2/1/1/3/2**Responsible Official:** W du Plessis**Directorate:** Municipal Manager**Portfolio:** Internal Audit

1. Purpose

To submit the Minutes and Midyear Report of the Audit & Performance Audit Committee to Council for information and notification.

2. Background

The Audit & Performance Audit Committee is fully functional and meets regularly as prescribed.

The Audit & Performance Audit Committee must report to Council as part of their communication to Council, as is prescribed by relevant legislation and the approved Charter.

The Chairperson of the Audit & Performance Audit Committee will report twice a year, or more frequently if required, to the Council on the operations of the Internal Audit Activity and the Audit & Performance Audit Committee.

The members of the Audit & Performance Audit Committee also requested that the minutes of the committee be submitted to the Council as part of their communication to Council as prescribed by legislation and the approved Audit Committee Charter.

The Audit & Performance Audit Committee minutes for the relevant quarters are hereby submitted to Council as prescribed. *Attached as an annexure.*

3. Financial Implications:

N/A

4. Applicable Legislation / Council Policy:

Municipal Finance Management Act (Section 166)
Audit & Performance Audit Committee Charter

5. Comment of Directorates / Departments concerned:

Municipal Manager:	Supported
Director: Community Services:	Noted
Director: Strategic Support Services:	Noted
Director: Financial Services:	Item supported
Director: Engineering Services:	Supported
Director: Planning Development & Integrated Services:	Supported
Senior Manager: Legal Services:	Noted

RECOMMENDATION:

That in respect of

**MINUTES & REPORT OF THE AUDIT & PERFORMANCE AUDIT COMMITTEE
SUBMITTED TO COUNCIL FOR INFORMATION AND NOTIFICATION**

discussed by the Council at the Council meeting held on 30 July 2025:

Council notes the content of the Minutes & the Report of the Committee.

TO ACTION:

W. du Plessis



7.12 EPWP POLICY SUBMISSION FOR ADOPTION**File No. /s:** 3/16: 4/2/8**Responsible Official:** R Esau**Directorate:** Strategic & Support Services**Portfolio:** LED/EPWP/SSS**PURPOSE:**

- a) To report to the Council that a final workshop was indeed organised at Nekkie's, as per an earlier Council resolution, for the Council to consider amendments and seek clarifications from the administration.
- b) To obtain final Council approval for the Breede Valley Council to adopt the Expanded Public Works Programme (EPWP) Policy for the next 5 years

The Expanded Public Works Programme (EPWP) was initiated as a national government programme aimed at integrating unemployed South Africans into the productive labour market. The programme consists of four key sectors:

- Infrastructure
- Environment and Culture
- Social
- Non-State Sector (targeting Non-Governmental Organisations (NGOs) and Community-Based Organisations (CBOs))

Although the Breede Valley Municipality (BVM) does not directly create work opportunities within the Non-State Sector, it plays a critical role in supporting and facilitating meaningful work while providing necessary oversight. The Municipality actively takes part in the overall implementation of the EPWP. Training forms a core component of the programme, not only as an exit strategy but also as a mechanism to enhance participants' long-term employment prospects. Given the prevailing socio-economic realities in South Africa, the EPWP is expected to continue in preparing young people for the formal labour market, while also assisting in reducing youth unemployment.

The Expanded Public Works Programme aims to:

1. Create short-term work opportunities integrated with skills training.
2. Restore the dignity of marginalized communities by enabling them to earn an income and support their dependents.
3. Develop and maintain social and economic infrastructure.
4. Reduce unemployment and mitigate the effects of poverty.
5. Provide participants with workplace experience to improve their future employability or work readiness.

Importance of Adopting a Policy:

- a) The policy is essential as it aims to promote greater public accountability, cohesion, and provide clear direction to the municipal role players as to how the EPWP will be implemented.
- b) The EPWP policy will serve as a guiding document which sets out a standardised framework which regulates all procedures and assigns roles to various municipal departments, units, and officials.

FINANCIAL IMPLICATIONS:

The EPWP is funded through the Conditional Grant as published in the Division of Revenue Act (DORA). The Municipality supplements this funding from its own budget sources on an annual basis.

Applicable Legislation / Council Policies:

- The Constitution of South Africa (Act No. 108 of 1996)
- Public Finance Management Act (PFMA, 1999)
- Municipal Finance Management Act (MFMA, 2003)
- Division of Revenue Act (DORA – Annually published)
- Municipal Systems Act (2000)
- Ministerial Determination 4: EPWP (2012) and the Code of Good Practice for EPWP Employment (2011)
- Unemployment Insurance Contributions Act (Act 4 of 2002, as amended)
- Occupational Health and Safety Act (Act 85 of 1993, as amended)
- Compensation for Occupational Injuries and Diseases Act (COIDA, Act 130 of 1993, as amended)
- National Minimum Wage Act (Act 9 of 2018)
- EPWP Recruitment Guidelines (2017)
- Skills Development Act (SDA, 1998)
- Cabinet Memo 2003 Approving the Implementation of EPWP
- National Development Plan (NDP, 2011)
- New Growth Path (2010)

COMMENTS FROM RELEVANT DIRECTORATES/DEPARTMENTS:

Municipal Manager:	Supported
Director: Strategic & Support Services:	Supported
Director: Financial Services:	Supported
Director: Technical Services:	Supported
Director: Community Services:	Supported
Director: Planning, Development, and Public Services:	Supported
Senior Manager, Legal Services:	Supported

RECOMMENDATION:

That in respect of-

EXPANDED PUBLIC WORKS PROGRAMME (EPWP) POLICY

As discussed by Council at the Council meeting held on 30 July 2025, the following recommendation is made to Council:

- a) That the Council takes note of the Draft Expanded Public Works Programme (EPWP) Policy for the Breede Valley Municipality.
- b) That Council adopt and endorse this Policy as the official BVM policy that prescribes how EPWP should be implemented in the BVM administration.



7.13 DEVELOPMENT AND REVIEW OF HUMAN RESOURCES POLICIES

File No./s: 4/1/1/1

Responsible Official: N Monyela

Directorate: SSS

Portfolio: HR

1. PURPOSE

To submit the following policies developed and reviewed in terms of section 67 of the Local Government: Municipal Systems Act, 2000 (Act 32 of 2000) (herein referred to as the Systems Act) to Council for approval:

- 1.1 Professional Subscriptions and Memberships Policy (**Annexure A**); and
- 1.2 Study Aid and Leave Policy (**Annexure B**).

2. BACKGROUND & DISCUSSION

The Local Government: Municipal Systems Act 32 of 2000, regulate that Municipalities should develop and adopt appropriate systems and procedures to ensure fair, efficient, effective and transparent personnel administration. The Policies of the Council are frameworks and guidelines that ensure standardised procedures and systems are in line with this Act. The policies tabled before Council are as follows:

2.1 Professional Subscriptions and Memberships Policy

On 14 March 2025, the Local Labour forum held a policy workshop to discuss, amongst others, the Professional Subscriptions and Memberships Policy. The Policy is developed as part of the implementation plan for National Professionalisation Framework and Local Government Professionalisation Social Compact adopted by the South African Local Government Bargaining Council.

In the quest to support the national agenda to professionalise local government, the Breede Valley Municipality is committed to the continuous professional learning and development of its employees, and to supporting staff with the necessary skills and continuous professional development to undertake their roles effectively. This is most important in the development of talent within our career progression grades and this policy aims to specifically support this by providing for employees at strategical, tactical, expertise, professional, specialised occupational levels and roles that requires professional registration. BVM recognise the many benefits of membership of professional bodies to individuals and to the BVM and will therefore



cover the costs of an individuals' and organisational professional subscription or membership fee where it is an essential requirement of their role, or is necessary to support the work performance, or is related to their academic specialist area.

2.2 Study Aid and Leave Policy

A need was identified to review the policy due to implementation challenges and gaps identified in the approved policy. The policy in its current form does not provide for bursary applications for tertiary academic intake for June/July registrations. The policy is amended to address these challenges and to provide the Municipal Manager with delegations to address administrative challenges when identified during the implementation.

Both policies have been supported by the parties to the Local Labour Forum.

3. FINANCIAL IMPLICATIONS

The policy supports continuous professional learning and development; therefore, provision is made in the skills development budget.

4. APPLICABLE LEGISLATION

(a) *Local Government: Municipal Systems Act, 2000 (Act 32 of 2000)*

Section 11 prescribes that “the executive and legislative authority of a municipality is exercised by the council of the municipality...by...developing and adopting policies, plans, strategies and programmes...” Council is thus the statutory approver for said policy before implementation”.

Section 67 provides that “A municipality, in accordance with applicable law and subject to any applicable collective agreement, must develop and adopt appropriate systems and procedures, consistent with any uniform standards prescribed in terms of section 72(1)(c), to ensure fair, efficient, effective and transparent personnel administration,”.

(b) *Public Administration Management Act, 2014 (Act 32 of 2000)*

Sections 10, 11, 12, and 13 of the PAMA deal with capacity development and how professionalisation in public administration can be implemented in all spheres of government.



5. ANNEXURES**ANNEXURE A:** Professional Subscriptions and Memberships Policy**ANNEXURE B:** Study Aid and Leave Policy**6. COMMENTS OF DIRECTORATES / DEPARTMENTS**

Municipal Manager:	Supported
Director: Strategic Support Services/ Author:	Supported
Director: Financial Services:	Supported
Acting Director: Engineering Services:	Noted & Supported
Director: Community Services:	Supported
Director: Planning, Development and Integrated Services:	No Response
Senior Manager Legal Services:	Supported

RECOMMENDATION

That in respect of the –

DEVELOPMENT AND REVIEW OF HUMAN RESOURCES POLICIES

as discussed by Council at the Council meeting held on 30 July 2025, Council decide:

1. That Council approves the following policies in terms of section 11 of the Local Government: Municipal Systems Act, 2000 (Act 32 of 2000) with effect from the date of approval:
 - (a) Professional Subscriptions and Memberships Policy (Annexure A); and
 - (b) Study Aid and Leave Policy (Annexure B).



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

9. CONSIDERATION OF MATTERS SUBMITTED BY THE CHAIRPERSON OF COUNCIL

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

11. CONSIDERATION OF MOTIONS OF EXIGENCY

12. CLOSURE

