

# NOTICE

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

Date distributed: 27/02/2025.

**NOTICE OF THE 6<sup>th</sup> COUNCIL MEETING OF 2024/2025  
FINANCIAL YEAR OF THE COUNCIL OF BREEDE VALLEY MUNICIPALITY  
THURSDAY, 2025-02-27 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  
W.M. Blom  
E. Botha  
M.N. Bushwana  
G.L. Daames  
Alderman R. Farao  
M.A. Goedeman  
E.N. Isaacs  
Alderman C. Ismail  
J.R. Jack  
M. Jacobs  
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  
C. Snyders  
P.C. Moso  
N. Nel  
C.T. Nyithana  
J. Pieters  
A. Pietersen  
O. Ralehoko  
Alderman M. Sampson  
T. P. Sibozo  
S. S. T. Steenberg  
M. Swartz  
H.C Titus  
F. Vaughan  
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 **6<sup>th</sup> COUNCIL MEETING** of the **2024/2025 FINANCIAL YEAR of the COUNCIL of BREEDE VALLEY MUNICIPALITY** will be held at **CAPE WINELANDS DISTRICT MUNICIPALITY, TRAPPE STREET WORCESTER** on **THURSDAY, 2025-02-27 at 09:00** to consider the items on the **agenda.**



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

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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.J. Von Willingh	02 February 2025
Cllr M.T. Williams	15 February 2025
Cllr D. Judge	19 February 2025
Ald A. Steyn	27 February 2025

**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 21 January 2025. (Copy enclosed)****RECOMMENDATION**

That in respect of

**CONFIRMATION OF MINUTES OF PREVIOUS COUNCIL MEETING**

discussed by Council at the Council Meeting held on 27 February 2025:

1. As the Minutes of the Council Meeting held on 21 January 2025 were sent to each councillor at least forty-eight hours prior to the meeting, the minutes of the Council meeting held 21 January 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**

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

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

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

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**5.4.1 LIBRARY SERVICES QUARTERLY UPDATE: THE PROGRESS OF THE LIBRARY SERVICES OUTREACH PROGRAMS PLANNED AND COMPLETED (October 2024 – December 2024)**

**RESOLVED:**

That in respect of –

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

as discussed by Mayco the meeting held on 18 February 2025, the following recommendation be made to Mayco with resolution number **EX61/2025**:

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

**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**

**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</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 BREEDE VALLEY MUNICIPALITY	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.

	<b>THE BREEDE VALLEY MUNICIPALITY</b>	<p>discussed by Council at the Council meeting held on 25 of June 2015:</p> <ol style="list-style-type: none"> <li>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;</li> <li>2. That the administration advertises said draft By-Law for public comments;</li> <li>3. That all comments be collated submitted to Council for final approval and promulgation in the Provincial Gazette.</li> <li>4. That the draft By-Law be workshopped with all the Councillors.</li> </ol>				
1591078	<b>LAND FOR HUMAN SETTLEMENTS RAWSONVILLE: CONSIDERATION TO PURCHASE PRIVATELY OWNED LAND</b>	<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"> <li>1. The Council should note the content of the report as an update of progress</li> <li>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;</li> <li>3. that following the public participation process, an internal stakeholder's engagement be undertaken to consider the submissions received;</li> <li>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</li> <li>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</li> </ol>	2024-08-23	GMAYEKI	30	The expression of interest was advertised and closed in November 2024. Two parties submitted interest/ proposals and comments are being sought from internal departments. The final report will be submitted at the next ordinary Council meeting.

		Acquisition Process.				
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**STRATEGIC SUPPORT SERVICES**

Council		Resolution	Meeting Date	Allocate To	% Compl.	Feedback Comment
1352782	<b>2023 CUSTOMER SERVICE CHARTER</b>	<p>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:</p> <p>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.</p>	2023-05-30	CMALGAS	95	The revised CSC was submitted for consideration and inclusion on the Council agenda dated 4 December 2024. However, the item was withdrawn, citing a need for further refinement of identified service standards. The department is currently engaging internal stakeholders to identify a suitable date for tabling within the current financial period (i.e. on or before 30 June 2025).
1352783	<b>2022/2023 COMMUNICATION STRATEGY</b>	<p>RESOLVED: 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: a. The strategy be referred to a Council Workshop to be held on 8 June 2023 ; 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; c. That such public comments (if any) be tabled at Council for consideration; and d. The strategy be resubmitted to Council for final consideration and approval.</p>	2023-05-30	CMALGAS	90	The revision of the Municipal Communications Strategy remains work in progress. On 8 November 2024, the Communications Department facilitated an engagement with local media stakeholders to (amongst others) allow for stakeholder input on the policy. The recommendations and key points emanating from the engagement, are being reviewed and considered by the unit to determine the veracity for inclusion and/or influencing of the final policy. Resultantly, the timeline for submission to Council must be revised. The Communications Strategy will thus be dealt with as part of the sectoral planning review, which runs concurrently with the IDP-review process. The final Communications Strategy will thus be tabled to Council by no later than 31 May 2025.



1648201	<p><b>7.9 IN PRINCIPLE APPROVAL FOR THE PROPOSED DISPOSAL OF ERVEN 8645 AND 194, WORCESTER, COMMONLY KNOWN AS "KLEINPLASIE"</b></p>	<p>RESOLVED That in respect of – IN PRINCIPLE APPROVAL FOR THE PROPOSED DISPOSAL OF ERVEN 8645 AND 194, WORCESTER, COMMONLY KNOWN AS "KLEINPLASIE" as discussed by Council at the Council meeting held on 4 December 2024 Council decide with resolution number C95/2024 :</p> <ol style="list-style-type: none"> <li>1. That the disposal and or rights to use of Erven 8645 and 194, Worcester, commonly known as "Kleinplasia" by means of a competitive process in the open market be approved in principle;</li> <li>2. that the following of a public participation process, be approved;</li> <li>3. that an item will be resubmitted at the next Council meeting to table the representation / comments received inclusive of a market-related valuation report;</li> <li>4. that Council note the envisaged intention is to ultimately call for development proposals in order to identify the most suitable future utilisation of the subject property;</li> <li>5. that all the costs pertaining to the proposed disposal e.g. rezoning, transfer costs and installation of municipal services, will be borne by the Purchaser;</li> <li>6. 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;</li> <li>7. that the relevant internal comments be incorporated in the Deed of Sale and the right be reserved to supplement internal comments;</li> <li>8. 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; and</li> <li>9. 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</li> </ol>	2024-12-04	HPOTGIETER	25	12/12/2024: Notice placed in the local newspaper inviting comments by 17 January 2025.
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		Local Government: Municipal Finance Management Act (Act 56 of 2003).				
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**MUNICIPAL MANAGER**

Council	Resolution	Meeting Date	Allocate To	% Compl.	Feedback Comment	
1625636	<p><b>7.10 EXTEND THE TERM OF OFFICE OF THE MEMBERS OF THE DISCIPLINARY BOARD: MUNICIPAL REGULATIONS ON FINANCIAL MISCONDUCT PROCEDURES AND CRIMINAL PROCEEDINGS</b></p>	<p>RESOLVED That in respect of EXTEND THE TERM OF OFFICE OF THE MEMBERS OF THE DISCIPLINARY BOARD: MUNICIPAL REGULATIONS ON FINANCIAL MISCONDUCT PROCEDURES AND CRIMINAL PROCEEDINGS as discussed by Council at the Council meeting held on 22 October 2024, resolution number C79/2024:</p> <ul style="list-style-type: none"> <li>• That Council takes note that the establishment of the current Disciplinary Board was done for a three-year period. This was in accordance with Council Resolution C102/2021, dated 17/11/2021.</li> <li>• That Council notes that the Audit Committee Chairperson appointed in the previous year has been replaced by a new Chairperson, and thus the appointment follows the position rather than the individual.</li> <li>• That extension of three years be considered and approved for the Disciplinary Board, in accordance with the revised MFMA Circular No. 76 Municipal Finance Management Act No. 56 of 2003 "Municipal Regulations on Financial Misconduct Procedures and Criminal Proceedings", which would expire on 17 November 2024.</li> <li>• That the only remuneration payable to the Disciplinary Board will be in respect of the Chairperson of the Audit Committee in accordance with Council's approved Audit Committee Charter.</li> <li>• That the Disciplinary Board execute their duties in accordance with the prescripts of the Municipal Regulations on Financial Misconduct Procedures and Criminal Proceedings.</li> <li>• That the appointed Disciplinary Board members receive appointment letters of extension under the hand of the Municipal Manager and the appointments be accepted in writing.</li> </ul>	2024-10-22	ECLOETE	75	PT has not yet responded. I have contacted the DD. All municipalities will be notified via a circular.

**7. CONSIDERATION OF AGENDA ITEMS****7.1 MID-YEAR ADJUSTMENTS BUDGET – FEBRUARY 2025****File No. /s:** 3/2/2/24**Responsible Official:** A Crotz**Directorate:** Financial Services**Portfolio:** Financial Services

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**1. Purpose**

This serves to submit an adjustments budget for the 2024/25 financial year:

- Adjust revenue and expenditure projections after the half yearly performance (section 72 report);
- Adjust the capital program to provide for amendments to current projects, new projects to be implemented and to remove / postpone projects that will not be implemented in the 2024/25 financial year.
- Include approved unspent conditional grants of 2023/24 financial year from National and / or Provincial Government.

**2. Background:**

In terms of the MFMA (Section 28) the approved budget may be revised through an adjustments budget.

**A. Section 28(2) further provides that; An Adjustments budget -**

- Must adjust the revenue and expenditure estimates downwards if there is a material under-collection of revenue during the year;
- May appropriate additional revenues that have become available over and above those anticipated in the annual budget, but only to revise or accelerate spending programmed already budgeted for;
- May, within the prescribed framework, authorize unforeseen and unavoidable expenditure recommended by the Mayor;

- May authorize the utilization of projected savings in one vote towards spending under another vote;
- May authorize the spending of funds that were unspent at the end of the past financial year where the under-spending could not reasonably have been foreseen at the time to include projected roll-overs when the annual budget for the current year was approved by council;
- May correct any errors in the annual budget, and
- May provide for any other expenditure within a prescribed framework.

Municipal Budget and Reporting Regulations further provides that;

**B. Timeframes for tabling of adjustments budgets**

- An adjustments budget referred to in section 28(2)(b), (d) and (f) of the Act may be tabled in the Municipal Council at any time after the mid-year budget and performance assessment has been tabled in the council, but not later than 28 February of the current year;
- Only one adjustments budget referred to in sub regulations (1) may be tabled in the municipal council during a financial year, except when the additional revenues contemplated in section 28(2)(b) of the Act are allocations to a Municipality in a National or Provincial adjustments budget, in which case sub regulation (3) applies. If a National or provincial adjustments budgets allocates or transfer additional revenue to a Municipality, the Mayor of the Municipality must, at the next available council meeting, but within 60 days of the approval of the relevant National or Provincial adjustments budget, table an adjustments budget referred to in section 28(2) (b) of the Act in the Municipal council to appropriate these additional.

**3. Financial Implications:**

Financial implications are contained in the detail in this report.

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

- The MFMA Section 28, 30 and 16(3)

- Municipal Budget and Reporting Regulations
  - Council Budget related Policies
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# **ADJUSTMENTS BUDGET - SCHEDULE B REPORT 27 FEBRUARY 2025**

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**BREDE VALLEY**  
MUNICIPALITY • MUNISIPALITEIT • UMASIPALA

## **Adjustments Budget of the Municipality**

Prepared in terms of Section 28 of the Local Government:  
Municipal Finance Management Act (56/2003) and  
Municipal Budget and Reporting Regulations

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**SECTION A – Part 1**

**1. Glossary**

**Adjustments Budgets** – Prescribed in section 28 of the Municipal Finance Management Act. It is the formal means by which a municipality may revise its budget during a financial year.

**Allocations** – Money received from Provincial and National Treasury.

**Budget** – The financial plan of a municipality.

**Budget related policy** – Policy of a municipality affecting or affected by the budget.

**Capital Expenditure** – Spending on municipal assets such as land, buildings and vehicles. Any capital expenditure must be reflected as an asset on a municipality’s balance sheet.

**Cash Flow Statement** – A statement showing when actual cash will be received and spent by the Municipality, and the month end balances of cash and short-term investments.

**DORA** – Division of Revenue Act. The annual piece of legislation that indicate the allocations from National Government to Local Government.

**Equitable Share** – A general grant paid to municipalities. It is predominantly targeted to assist with free basic services.

**GDFI** - Gross Domestic Fixed Investment

**GFS** – Government Finance Statistics. An internationally recognized classification system that facilitates comparisons between municipalities.

**IDP** – Integrated Development Plan. The main strategic planning document of a Municipality.

**KPI** – Key Performance Indicators. Measures of service output and/or outcome.

**LM** – Breede Valley Municipality.

**MFMA** - Municipal Finance Management Act (No 53 of 2003). The principle piece of legislation relating to municipal financial management.

**MTREF** – Medium Term Revenue and Expenditure Framework as prescribed by the MFMA sets out indicative revenue and projected expenditure for the budget year plus two outer financial years to determine the affordability level.

**Operating Expenditure** – Spending on the day to day expenses of a municipality such as general expenses, salaries & wages and repairs & maintenance.

**Rates** – Local Government tax based on assessed valuation of a property.

**TMA** – Total Municipal Account

**SDBIP** – Service Delivery Budget Implementation Plan. A detailed plan comprising quarterly performance targets and monthly budget estimates.

**Strategic Objectives** – The main priorities of a municipality as set out in the IDP Budgeted spending must contribute towards achievement of these strategic objectives.

**Vote** – One of the main segments into which a budget is divided, usually at department level.



**Abbreviations and Acronyms**

AMR	Automated Meter Reading
ASGISA	Accelerated and Shared Growth Initiative
BPC	Budget Planning Committee
CBD	Central Business District
CFO	Chief Financial Officer
CPI	Consumer Price Index
CRRF	Capital Replacement Reserve Fund
DBSA	Development Bank of South Africa
DoRA	Division of Revenue Act
DWA	Department of Water Affairs
EE	Employment Equity
EEDSM	Energy Efficiency Demand Side Management
EM	Executive Mayor
FBS	Free basic services
GAMAP	Generally Accepted Municipal Accounting Practice
GDP	Gross domestic product
GDS	Gauteng Growth and Development Strategy
GFS	Government Financial Statistics
GRAP	General Recognised Accounting Practice
HR	Human Resources
HSRC	Human Science Research Council
IDP	Integrated Development Strategy
IT	Information Technology
kℓ	kilolitre
km	kilometre

KPA	Key Performance Area
KPI	Key Performance Indicator
kWh	kilowatt-hour
ℓ	litre
LED	Local Economic Development
MEC	Member of the Executive Committee
MFMA	Municipal Financial Management Act
MIG	Municipal Infrastructure Grant
MM	Municipal Manager
MMC	Member of Mayoral Committee
MPRA	Municipal Properties Rates Act
MSA	Municipal Systems Act
MTEF	Medium-term Expenditure Framework
MTREF	Medium-term Revenue and Expenditure Framework
NERSA	National Electricity Regulator South Africa
NGO	Non-Governmental organisations
NKPIs	National Key Performance Indicators
OHS	Occupational Health and Safety
OP	Operational Plan
PBO	Public Benefit Organisations
PHC	Provincial Health Care
PMS	Performance Management System
PPE	Property Plant and Equipment
PPP	Public Private Partnership
PTIS	Public Transport Infrastructure System
RG	Restructuring Grant
RSC	Regional Services Council
SALGA	South African Local Government Association
SAPS	South African Police Service
SDBIP	Service Delivery Budget Implementation Plan
SMME	Small Micro and Medium Enterprises

## 2. Mayors Report

The Breede Valley Municipality remains committed to the cause of bringing respectable services to all households. We as a municipality acknowledge the fact that households are faced with numerous difficulties, ranging from social to economic challenges.

We view our role in addressing all challenges faced by communities as integral to ultimately improve quality of life and will therefor continue to play part in creating a conducive environment for job creation and social upliftment. It should be noted heart that not all plans made will be completed within the timeframes, but we as a municipality remain committed in ensuring that all projects commenced are completed.

This adjustments budget serves the purpose of reflecting on the past six months of the 2024/25 financial year, and to address the areas within the budget that is not performing as planned and to cater for new projects. In addition, this adjustments budget will also approve unspent conditional grant funds of previous financial year that have since been approved by the National and Provincial government.

We as a municipality will continuously strive to successfully implement all projects, especially the projects funded from external sources such as grants. These projects add great value given the challenging economic environment faced by municipalities to ultimately deliver better services within the Breede Valley Municipality.

Breede Valley municipality has made significant progress in fighting service delivery backlogs, but also acknowledges that there is still a lot to be done. We will continue

with the good work and improve wherever improvement is needed to ensure that this municipality improve on the quality of life for the people within Breede Valley municipal area.

### **3. Resolutions**

That council approves the following:

- (a) To approve the adjustments budget as tabled in terms of section 28 of the Local Government: Municipal Finance Management Act, 2003 (Act 56 of 2003).
- (b) The recommendations regarding resolutions are contained at the end of this report and have been prepared and presented according to the budget regulations.

### **4. Executive Summary**

The Mid-year Adjustments Budget serves to address any budget amendments that require the approval of council. These amendments are imperative to service delivery to allow for unforeseen challenges to be attended to enable accelerated implementation plans.

The current economic climate of the Breede Valley Municipal area forced the municipality to relook at resource allocation to promote the optimal utilization of available resources in a prudent and financially viable manner. This is necessary to ensure continued service delivery in a financial sustainable manner.

The Mid-year Adjustments Budget includes provincial rollovers from the 2023/24 financial year amounting to the following per grant:

#### **Approved Roll-overs (Operating)**

- Municipal Accreditation and Capacity Building Grant: R75 680.00 (rollover)
- Community Development Workers (CDW) Operational Support Grant: R62 822.00 (rollover)

- 
- Municipal Service Delivery and Capacity Building Grant: R226 578.00 (rollover)

**Approved Roll-overs (Capital)**

- Provincial Contribution Towards the Acceleration of Housing Delivery: R4 254 592.00 (rollover)
- Community Library Service Grant R887 890.00 (rollover)
- Fire Service Capacity Building Grant: R1 103 000.00 (rollover)
- Regional Socio-Economic Project (RSEP): R1 061 700.00 (rollover)

**Additional / Amendment Funding (Operating and Capital)**

- Human Settlement Development Grant (Beneficiaries): R826 000.00 amendment to operational budget funding in line with grant requirements.
- Financial Assistance to Municipalities for Maintenance and Construction of Transport Infrastructure: R10 000.00 additional funding.
- Human Settlement Development Grant (Beneficiaries): R20 174 000.00 additional funding.
- CWDM Capital Projects: R500 000.00 additional funding.
- Regional Socio-Economic Project (RSEP): R1 030 000.00 moved from operational budget to capital budget.

**5. Adjustments Budget Tables – refer to Annexure A****B1 Consolidated Adjustments Budget Summary**

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

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

**B2 Consolidated Adjustments Budget Financial Performance by Standard Classification**

Table B2 is a view of the budgeted financial performance in relation to revenue and expenditure per standard classification. The GFS standard classification divides the municipal services into 15 functional areas.

Total Revenue on this table includes capital revenues (Transfers recognized – capital) and so does not balance to the operating revenue shown on Table B4.

**B3 Consolidated Adjustments Budget Financial Performance By Municipal Vote**

Table B3 above is a view of the budgeted financial performance in relation to the revenue and expenditure per municipal vote. This table facilitates the view of the budgeted operating performance in relation to the vote structure of Breede Valley Municipality. This means it is possible to present the operating surplus or deficit of a vote.

**B4 Consolidated Adjustments Budget Financial Performance (Revenue and Expenditure)**

Table B4 above is a view of the budgeted financial performance in relation to the revenue by source and expenditure by type.

In line with the formats prescribed by the Municipal Budget and Reporting Regulations, capital transfers and contributions are excluded from the Total Revenue, as inclusion of these revenue sources would distort the calculation of the operating surplus/deficit.

**B5 Consolidated Adjustments Budget Capital Expenditure Vote and Funding**

Table B5 is a breakdown of the capital programme in relation to capital expenditure by municipal vote (multi-year and single-year appropriations); capital expenditure by standard classification; and the funding sources necessary to fund the capital budget, including information on capital transfers from national and provincial departments.

**B6 Consolidated Adjustments Budget Financial Position**

Table B6 is consistent with international standards of good financial management practice and assist stakeholders in understanding the impact of the budget on the statement of financial position (balance sheet).

This format of presenting the statement of financial position is aligned to GRAP1, which is generally aligned to the international version which presents Assets less Liabilities as “accounting” Community Wealth. The order of items within each group illustrates items in order of liquidity; i.e. assets readily converted to cash, or liabilities immediately required to be met from cash, appear first.

**B7 Consolidated Adjustments Budget Cash Flows**

The budgeted cash flow statement is the first measurement in determining if the budget is funded. It shows the expected level of cash in-flow versus cash out-flow that is likely to result from the implementation of the budget.

**B8 Consolidated Cash Backed Reserves/Accumulated Surplus Reconciliation**

The cash backed reserves/accumulated surplus reconciliation is aligned to the requirements of MFMA Circular 42 – Funding a Municipal Budget. In essence the table evaluates the funding levels of the budget by firstly forecasting the cash and investments at year end and secondly reconciling the available funding to the liabilities/commitments that exist.

**B9 Consolidated Asset Management**

Table B9 provides an overview of municipal capital allocations to building new assets and the renewal of existing assets, as well as spending on repairs and maintenance by asset class.

**B10 Consolidated Basic Service Delivery Measurement**

Table B10 provides an overview of service delivery levels, including backlogs (below minimum service level), for each of the main services

**SECTION A – Part 2****• Adjustments to Budget Inputs and assumptions**

The 2024/25 Adjustments Budget was compiled in line with Chapter 4 Municipal Finance Management Act and Chapter 2 Part 4 of the Municipal Budget and Reporting Regulations.

The 2024/25 Adjustments Budget remain consistent with the Long-Term Financial Plan to ensure continued synergy between long term planning and implementation planning.

Revenue and Expenditure (operational and capital) projections to be revised in line with current and anticipated performance for the current year.

Addition of approved rollover grant allocations from the 2023/24 financial year.

Adjustments to general expenditure to curb and eliminate non-priority spending.

**1. Operational Revenue**

Operational revenue and amendments made with the Adjustments Budget is informed by the performance trends over the past six months.



WC025 Brede Valley - Table B4 Adjustments Budget Financial Performance (revenue and expenditure) - 27/02/2025												
Description	Ref	Budget Year 2024/25									Budget Year	Budget Year
		Original Budget	Prior Adjusted	Accum. Funds	Multi-year capital	Unfore. Unavoid.	Nat. or Prov. Govt	Other Adjusts.	Total Adjusts.	Adjusted Budget	+1 2025/26 Adjusted Budget	+2 2026/27 Adjusted Budget
R thousands	1	A	3	4	5	6	7	8	9	10		
<b>Revenue</b>												
<b>Exchange Revenue</b>												
Service charges - Electricity	2	612 204	612 204	-	-	-	-	11 618	11 618	623 822	691 791	781 723
Service charges - Water	2	115 599	115 599	-	-	-	-	1 666	1 666	117 264	121 379	127 448
Service charges - Waste Water Management	2	92 642	92 642	-	-	-	-	8 899	8 899	101 541	97 274	102 137
Service charges - Waste Management	2	50 190	50 190	-	-	-	-	6 310	6 310	56 500	52 700	55 334
Sale of Goods and Rendering of Services		6 164	6 164	-	-	-	-	(423)	(423)	5 741	6 450	6 607
Agency services		9 391	9 391	-	-	-	-	-	-	9 391	9 823	10 275
Interest		-	-	-	-	-	-	-	-	-	-	-
Interest earned from Receivables		16 030	16 030	-	-	-	-	-	-	16 030	16 768	17 540
Interest earned from Current and Non Current Assets		19 522	19 522	-	-	-	-	-	-	19 522	20 420	21 360
Dividends		-	-	-	-	-	-	-	-	-	-	-
Rent on Land		-	-	-	-	-	-	-	-	-	-	-
Rental from Fixed Assets		9 109	9 109	-	-	-	-	-	-	9 109	9 529	9 970
Licence and permits		-	-	-	-	-	-	-	-	-	-	-
Operational Revenue		7 700	7 700	-	-	-	-	(786)	(786)	6 914	8 056	8 118
<b>Non-Exchange Revenue</b>												
Property rates		200 977	200 977	-	-	-	-	6 491	6 491	207 468	211 026	221 577
Surcharges and Taxes		-	-	-	-	-	-	-	-	-	-	-
Fines, penalties and forfeits		253 897	253 897	-	-	-	-	(11 000)	(11 000)	242 897	265 831	278 059
Licences or permits		4 468	4 468	-	-	-	-	(983)	(983)	3 485	4 674	4 889
Transfer and subsidies - Operational		198 836	200 424	-	-	-	-	(4 280)	(4 280)	196 144	214 057	218 563
Interest		3 643	3 643	-	-	-	-	-	-	3 643	3 811	3 986
Fuel Levy		-	-	-	-	-	-	-	-	-	-	-
Operational Revenue		7 763	7 763	-	-	-	-	170	170	7 932	8 120	8 494
Gains on disposal of Assets		1 555	1 555	-	-	-	-	-	-	1 555	1 627	1 702
Other Gains		(0)	(0)	-	-	-	-	-	-	(0)	(1)	(1)
Discontinued Operations		-	-	-	-	-	-	-	-	-	-	-
<b>Total Revenue (excluding capital transfers and</b>		<b>1 609 689</b>	<b>1 611 277</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(4 280)</b>	<b>21 961</b>	<b>17 681</b>	<b>1 628 958</b>	<b>1 743 332</b>	<b>1 877 780</b>
<b>Expenditure By Type</b>												
Employee related costs		456 828	456 178	-	-	-	-	(14 193)	(14 193)	441 985	477 894	499 931
Remuneration of councillors		21 757	21 757	-	-	-	-	-	-	21 757	22 760	23 809
Bulk purchases - electricity		487 184	487 184	-	-	-	-	35 000	35 000	522 184	563 611	652 034
Inventory consumed		46 872	47 461	-	-	-	-	(122)	(122)	47 394	49 011	51 279
Debt impairment		220 011	220 011	-	-	-	-	(98 500)	(98 500)	121 511	230 351	240 948
Depreciation and amortisation		105 208	105 208	-	-	-	-	-	-	105 208	110 079	115 174
Interest		39 842	39 842	-	-	-	-	-	-	39 842	41 676	43 594
Contracted services		127 393	126 407	-	-	-	-	(3 610)	646	(2 964)	123 442	135 101
Transfers and subsidies		7 711	8 548	-	-	-	-	(896)	158	(738)	7 810	7 855
Irrecoverable debts written off		19	19	-	-	-	-	-	87 500	87 519	20	21
Operational costs		100 614	99 766	-	-	-	-	171	3 350	3 521	103 287	104 959
Losses on disposal of Assets		4 125	4 125	-	-	-	-	-	-	4 125	4 320	4 523
Other Losses		67	67	-	-	-	-	-	-	67	70	74
<b>Total Expenditure</b>		<b>1 617 631</b>	<b>1 616 572</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(4 280)</b>	<b>13 839</b>	<b>9 559</b>	<b>1 626 131</b>	<b>1 747 707</b>	<b>1 879 062</b>
<b>Surplus/(Deficit)</b>		<b>(7 942)</b>	<b>(5 295)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>8 122</b>	<b>8 122</b>	<b>2 827</b>	<b>(4 375)</b>	<b>(1 281)</b>
Transfers and subsidies - capital (monetary allocations)		54 410	54 323	-	-	-	-	29 837	-	29 837	84 160	62 514
Transfers and subsidies - capital (in-kind)		-	-	-	-	-	-	-	-	-	-	-
<b>Surplus/(Deficit) after capital transfers &amp; contributions</b>		<b>46 468</b>	<b>49 028</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>29 837</b>	<b>8 122</b>	<b>37 960</b>	<b>86 988</b>	<b>61 233</b>
Income Tax		-	-	-	-	-	-	-	-	-	-	-
<b>Surplus/(Deficit) after income tax</b>		<b>46 468</b>	<b>49 028</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>29 837</b>	<b>8 122</b>	<b>37 960</b>	<b>86 988</b>	<b>61 233</b>
Share of Surplus/Deficit attributable to Joint Venture		-	-	-	-	-	-	-	-	-	-	-
Share of Surplus/Deficit attributable to Minorities		-	-	-	-	-	-	-	-	-	-	-
<b>Surplus/(Deficit) attributable to municipality</b>		<b>46 468</b>	<b>49 028</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>29 837</b>	<b>8 122</b>	<b>37 960</b>	<b>86 988</b>	<b>61 233</b>
Share of Surplus/Deficit attributable to Associate		-	-	-	-	-	-	-	-	-	-	-
Intercompany/Parent subsidiary transactions		-	-	-	-	-	-	-	-	-	-	-
<b>Surplus/ (Deficit) for the year</b>		<b>46 468</b>	<b>49 028</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>29 837</b>	<b>8 122</b>	<b>37 960</b>	<b>86 988</b>	<b>61 233</b>

EXCHANGE REVENUE

**Service Charges – Electricity:** Electricity revenue is anticipated to be greater than the Original Budget allocation. Therefore, amendments have been affected during the Adjustments Budget process to align the budget with the revenue trends. The YTD performance will be positively impacted when the revenue of June 2024 is incorporated once the billing run for the first month in the new financial year is performed, and revenue relating to June 2025 is recorded. The billing reflected in the monthly reporting does not include all services consumed in the reported month, as the billing relates mainly to the prior month.

**Service Charges – Water, Sanitation and Refuse –** Water revenue, Wastewater Management revenue and Waste Management revenue are performing above initial projections and is adjusted accordingly to accommodate for the newly anticipated

revenue for the 2024/25 financial year. Similarly, to electricity revenue, water revenue will also be positively affected by year-end journals recognizing revenue billed in the first billing cycle of the new financial year (2025/26). Further, water revenue is also expected to grow positively taking into consideration the seasonal trends that has been observed historically.

**Sale of Goods and Rendering of Services:** The budget is adjusted downwards in line with current performance and anticipated revenue generation for the remainder of the financial year.

**Operational Revenue:** Revenue from this source was adjusted downwards within line with YTD performance and anticipated revenue as at the end of the 2024/25 financial year.

#### NON-EXCHANGE REVENUE

**Property Rates:** Revenue from Property Rates is anticipated to perform better than the Original Budget allocation. Therefore, amendments have been affected during the Adjustments Budget process to accommodate for the increased revenue.

**Transfers and Subsidies – Operational:** The amendment noted under this revenue source relates to the incorporation of grant revenue in the form of rollovers from the previous financial year, and additional / amendments in the allocation to the municipality.

**Fines, Penalties and Forfeits:** Fines revenue is adjusted downwards during this budget process to gradually align revenue and write-off in line with realistic expectations given current and prior performance on this revenue source.

**Transfers and Subsidies:** The amendments on this revenue source based on the various amendments to conditional allocations in terms of rollovers and re-allocation of grant funding from the operational to capital budget, in line with the relevant grant conditions.

**Operational Revenue:** The amendment noted here relates to the availability charges correction performed.

**2. Operational Expenditure**

Operational revenue and amendments made with the Adjustments Budget is informed by the performance trends over the past six months.

WC025 Breede Valley - Table B4 Adjustments Budget Financial Performance (revenue and expenditure) - 27/02/2025												
Description	Ref	Budget Year 2024/25									Budget Year	Budget Year
		Original Budget	Prior Adjusted	Accum. Funds	Multi-year capital	Unfore. Unavoid.	Nat. or Prov. Govt	Other Adjusts.	Total Adjusts.	Adjusted Budget	+1 2025/26	+2 2026/27
R thousands	1	A	3 A1	4 B	5 C	6 D	7 E	8 F	9 G	10 H		
<b>Revenue</b>												
<b>Exchange Revenue</b>												
Service charges - Electricity	2	612 204	612 204	-	-	-	-	11 618	11 618	623 822	691 791	781 723
Service charges - Water	2	115 599	115 599	-	-	-	-	1 666	1 666	117 264	121 379	127 448
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Service charges - Waste Management	2	50 190	50 190	-	-	-	-	6 310	6 310	56 500	52 700	55 334
Sale of Goods and Rendering of Services		6 164	6 164	-	-	-	-	(423)	(423)	5 741	6 450	6 607
Agency services		9 391	9 391	-	-	-	-	-	-	9 391	9 823	10 275
Interest		-	-	-	-	-	-	-	-	-	-	-
Interest earned from Receivables		16 030	16 030	-	-	-	-	-	-	16 030	16 768	17 540
Interest earned from Current and Non Current Assets		19 522	19 522	-	-	-	-	-	-	19 522	20 420	21 360
Dividends		-	-	-	-	-	-	-	-	-	-	-
Rent on Land		-	-	-	-	-	-	-	-	-	-	-
Rental from Fixed Assets		9 109	9 109	-	-	-	-	-	-	9 109	9 529	9 970
Licence and permits		-	-	-	-	-	-	-	-	-	-	-
Operational Revenue		7 700	7 700	-	-	-	-	(786)	(786)	6 914	8 056	8 118
<b>Non-Exchange Revenue</b>												
Property rates		200 977	200 977	-	-	-	-	6 491	6 491	207 468	211 026	221 577
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Fuel Levy		-	-	-	-	-	-	-	-	-	-	-
Operational Revenue		7 763	7 763	-	-	-	-	170	170	7 932	8 120	8 494
Gains on disposal of Assets		1 555	1 555	-	-	-	-	-	-	1 555	1 627	1 702
Other Gains		(0)	(0)	-	-	-	-	-	-	(0)	(1)	(1)
Discontinued Operations		-	-	-	-	-	-	-	-	-	-	-
<b>Total Revenue (excluding capital transfers and</b>		<b>1 609 689</b>	<b>1 611 277</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(4 280)</b>	<b>21 961</b>	<b>17 681</b>	<b>1 628 958</b>	<b>1 743 332</b>	<b>1 877 780</b>
<b>Expenditure By Type</b>												
Employee related costs		456 828	456 178	-	-	-	-	(14 193)	(14 193)	441 985	477 894	499 931
Remuneration of councillors		21 757	21 757	-	-	-	-	-	-	21 757	22 760	23 809
Bulk purchases - electricity		487 184	487 184	-	-	-	-	35 000	35 000	522 184	563 611	652 034
Inventory consumed		46 872	47 461	-	-	-	56	(122)	(67)	47 394	49 011	51 279
Debt impairment		220 011	220 011	-	-	-	-	(98 500)	(98 500)	121 511	230 351	240 948
Depreciation and amortisation		105 208	105 208	-	-	-	-	-	-	105 208	110 079	115 174
Interest		39 842	39 842	-	-	-	-	-	-	39 842	41 676	43 594
Contracted services		127 393	126 407	-	-	-	(3 610)	646	(2 964)	123 442	135 101	133 588
Transfers and subsidies		7 711	8 548	-	-	-	(896)	158	(738)	7 810	7 855	4 868
Irrecoverable debts written off		19	19	-	-	-	-	87 500	87 500	87 519	20	21
Operational costs		100 614	99 766	-	-	-	171	3 350	3 521	103 287	104 959	109 220
Losses on disposal of Assets		4 125	4 125	-	-	-	-	-	-	4 125	4 320	4 523
Other Losses		67	67	-	-	-	-	-	-	67	70	74
<b>Total Expenditure</b>		<b>1 617 631</b>	<b>1 616 572</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(4 280)</b>	<b>13 839</b>	<b>9 559</b>	<b>1 626 131</b>	<b>1 747 707</b>	<b>1 879 062</b>
<b>Surplus/(Deficit)</b>		<b>(7 942)</b>	<b>(5 295)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>8 122</b>	<b>8 122</b>	<b>2 827</b>	<b>(4 375)</b>	<b>(1 281)</b>
Transfers and subsidies - capital (monetary allocations)		54 410	54 323	-	-	-	29 837	-	29 837	84 160	61 040	62 514
Transfers and subsidies - capital (in-kind)		-	-	-	-	-	-	-	-	-	-	-
<b>Surplus/(Deficit) after capital transfers &amp; contributions</b>		<b>46 468</b>	<b>49 028</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>29 837</b>	<b>8 122</b>	<b>37 960</b>	<b>86 988</b>	<b>56 665</b>	<b>61 233</b>
Income Tax		-	-	-	-	-	-	-	-	-	-	-
<b>Surplus/(Deficit) after income tax</b>		<b>46 468</b>	<b>49 028</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>29 837</b>	<b>8 122</b>	<b>37 960</b>	<b>86 988</b>	<b>56 665</b>	<b>61 233</b>
Share of Surplus/Deficit attributable to Joint Venture		-	-	-	-	-	-	-	-	-	-	-
Share of Surplus/Deficit attributable to Minorities		-	-	-	-	-	-	-	-	-	-	-
<b>Surplus/(Deficit) attributable to municipality</b>		<b>46 468</b>	<b>49 028</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>29 837</b>	<b>8 122</b>	<b>37 960</b>	<b>86 988</b>	<b>56 665</b>	<b>61 233</b>
Share of Surplus/Deficit attributable to Associate		-	-	-	-	-	-	-	-	-	-	-
Intercompany/Parent subsidiary transactions		-	-	-	-	-	-	-	-	-	-	-
<b>Surplus/ (Deficit) for the year</b>		<b>46 468</b>	<b>49 028</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>29 837</b>	<b>8 122</b>	<b>37 960</b>	<b>86 988</b>	<b>56 665</b>	<b>61 233</b>

**Employee Related Cost** – The decrease noted in employee related costs is mainly due to savings realized on the filling of vacancies. The municipality budget for the full 12 months period per position, whereas vacancies are filled throughout the financial year. Some of these savings have been used to finance other operational expenditures and bulk purchases (electricity).

**Contracted Services, Inventory Consumed, Operational Costs and Transfers and Subsidies** – Amendments relate to operational grant expenditure and minor other amendments.

**Capital Expenditure****Amendments to the capital budget:****Detailed Capital Budget**

The table below outlines all amendments from the Original Budget to the Total Funded Budget (Adjustments Budget).

CRR:	Capital Replacement Reserve
IF:	Insurance Fund
EFF:	External Finance Fund / External Loans
CPLIB:	Provincial Conditional Grant: Libraries
CPRSE:	Provincial Conditional Grant: Regional Socio-economic Project
CPHSD:	Provincial Conditional Grant: Housing
CPFSCB:	Provincial Conditional Grant: Fire Services
CNMIG:	National Conditional Grant: Municipal Infrastructure Grant
CNINE:	National Conditional Grant: Integrated National Electrification Program

Description	Finance Source	Finance Code	Final Budget 2024/25	Roll overs from 2023/24	Virements	Other Adjustments/ Additional funding	Adjustments Feb 2025	Total Funded budget 2024/25
<b><u>Engineering Services and Planning, Development and Integrated Services</u></b>								
<b><u>Not Allocated to Wards</u></b>								
<b><u>Stettynskloof Water Supply (Worcester/Rawsonville)</u></b>								
Increase dam Level (Stettynskloof Dam)	1,1	EFF	10 000 000					10 000 000
<b><u>Rawsonville WwTW</u></b>								
Rawsonville WwTW: Extension of WwTW (0,24 MI/day)	1,1	EFF		2 384 711				2 384 711

<b><u>Klipvlakte/ Transhex Residential Development (13 000 erven)</u></b>								
Transhex : Electrical Reticulation	8,2	CNINE	14 620 000					14 620 000
<b><u>Upgrading of Sewer Network</u></b>								
Upgrading of Sewer Network: CRR	3,0	CRR	3 000 000		-2 000 000			1 000 000
Upgrading of Sewer Network: External Loan	1,1			137 794				137 794
<b><u>Touws River: Waste Water Treatment Works (WwTW) Augmentation</u></b>								
Augmentation Touwsriver WWTW (MIG)	8,0	CNMIG	25 565 791		-15 751 701	-87 000	-3 466 617	6 260 473
Augmentation Touwsriver WWTW (External Loans)	1,1	EFF	10 629 200				-10 629 200	
Augmentation Touwsriver WWTW (CRR)	3,2	CRR		4 340 894			-4 340 894	
Augmentation Touwsriver WWTW	6,5	CPHSD					4 254 592	4 254 592
Augmentation Touwsriver WWTW	6,5	CPHSD					20 000 000	20 000 000
<b><u>Touws River : Housing Projects</u></b>								
Touwsriver Housing Projects	6,5	CPHSD					1 000 000	1 000 000
<b><u>Resealing of Municipal Roads - Worcester</u></b>								
Resealing of Municipal Roads - Worcester: CRR	3,2	CRR	1 000 000					1 000 000
<b><u>Upgrading of Roads</u></b>								
Upgrading of Roads: (Ward 1, 2, 3, 4, 16, 17 and 18)	3,0	CRR	2 750 000					2 750 000
<b><u>Networks</u></b>								
Pipe cracking (all wards)	3,0	CRR	3 000 000					3 000 000
<b><u>Electricity (8112)</u></b>								
Refurbishment of Touwsriver & De Doorns Substation and Safeguarding	1,1	EFF	8 000 000					8 000 000
Refurbishment of electrical system	3,0	CRR		2 487 162				2 487 162
Refurbishment of electrical system	1,1	EFF			730 000			730 000
Robertson Road Substation	1,1	EFF	14 377 173	1 186 201	-730 000		-4 500 000	10 333 374
Roux Park capacity/equipment upgrade	1,1	EFF	3 200 000				-3 190 000	10 000
Office and Storage Space Upgrade	3,0	CRR					150 000	150 000
66KV Ripple Control	1,1	EFF	500 000				-500 000	

Supply and Installation of Load Shedding Solution and Solar PV	3,0	CRR	4 200 000		-4 200 000			
<b>Refurbishment of electrical system (NERSA)</b>								
Electricity - Machinery and Equipment	3,0	CRR	100 000		300 000			400 000
<b>Ward Priorities</b>								
Speed Humps	3,0	CRR	500 000		-47 552			452 448
Fencing of Substations	3,0	CRR	600 000		-300 000			300 000
Playparks	3,0	CRR	500 000	516 751				1 016 751
Playparks	6,4	RSEP					2 091 700	2 091 700
<b>Ward 1</b>								
Upgrading Gravel Roads	3,2	CRR	5 272 516				-3 976 828	1 295 688
Upgrading Gravel Roads	8,0	CNMIG	5 210 542		12 120 797		1	17 331 340
<b>Ward 7</b>								
Upgrading of Gravel Roads (Smith str.)	3,0	CRR	1 401 750	1 382 016				2 783 766
<b>Ward 8</b>								
Upgrading of Gravel Roads - Industrial Area	3,0	CRR	5 935 250	7 260 038				13 195 288
Upgrading of Gravel Roads	3,2	CRR		4 550 902				4 550 902
High Mast Light Makoala Park - Ward 8	3,0	CRR	798 000					798 000
<b>Ward 10</b>								
Reseal of Roads - Ward 10	3,0	CRR	500 000					500 000
Playparks - Ward 10	3,0			120 000				120 000
<b>Ward 11</b>								
Reseal of Roads - Ward 11	3,0	CRR	500 000					500 000
Upgrading of Gravel Road (Arries Street, Yssel to Sampson)	3,0	CRR		800 000				800 000
<b>Ward 12</b>								
Reseal of Municipal Roads - Ward 12	3,0	CRR	2 000 000					2 000 000
<b>Ward 13</b>								
Reseal of Municipal Roads - Ward 13	3,0	CRR	500 000					500 000

<b>Ward 14</b>								
Building of Roads - Ward 14 (Kroon Street)	3,0	CRR	250 000	200 000				450 000
<b>Ward 15</b>								
Reseal of Municipal Roads - Ward 15	3,0	CRR	2 000 000					2 000 000
<b>Ward 20</b>	-							
High Mast Light - Ward 20	3,0	CRR	700 000					700 000
<b>Ward 21</b>	-							
Upgrading of gravel roads	3,2	CRR	6 326 701				-3 466 616	2 860 085
Upgrading of gravel roads	8,0	CNMIG	7 060 893				3 466 616	10 527 509
<b>SERVICE CONNECTIONS (Depending on Public Contr)</b>								
Sewer Connections	3,3	CRR	1 120 000					1 120 000
Electricity Connections	3,3	CRR	1 000 000					1 000 000
Water Connections	3,3	CRR	1 219 200					1 219 200
<b>Water and Waste Water Treatment Works</b>								
WWTW and WTW Generators	3,0	CRR	800 000		-800 000			
Fencing and safeguarding of WTW and WWTW pumpstations	3,0	CRR	1 000 000		-1 000 000			
WWTW Pump station upgrading and refurbishment	1,1	EFF	2 000 000	484 867				2 484 867
WWTW Pump station upgrading and refurbishment	3,0	CRR			3 800 000			3 800 000
<b>Parks and Cemeteries</b>								
Parks - Machinery and Equipment	3,0	CRR	100 000				130 000	230 000
Fencing of Cemeteries - De Wet Str.	3,0	CRR	237 500					237 500
<b>Water and Sewerage</b>								
Water: Upgrading of Offices (Fairbairn Street)	3,0	CRR	250 000	187 037				437 037
Water - Machinery and Equipment	3,0	CRR	300 000					300 000
<b>SOLID WASTE MANAGEMENT</b>								
Wheelee bins	3,0	CRR	1 000 000				400 000	1 400 000
<b>ROADS AND STORMWATER</b>								
Roads - Machinery and Equipment	3,0	CRR	300 000					300 000

Roads - Machinery and Equipment	5,1	District Municipality					500 000	500 000
<b>Land Infill Developments</b>								
Avian Park Industrial - Water	3,0	CRR	50 000					50 000
Avian Park Industrial - Sewer	3,1	CRR	50 000					50 000
Avian Park Industrial - Stormwater	3,0	CRR	50 000					50 000
Avian Park Industrial - Electricity	3,1	CRR	50 000					50 000
Avian Park Industrial - Electricity	1,1	EFF		990 000				990 000
Avian Park Industrial - Sewer Pumpstation	1,1	EFF		9 976 733				9 976 733
Uitvlug Industrial Zone - Water	3,0	CRR	100 000					100 000
Uitvlug Industrial Zone - Sewer	3,0	CRR	100 000					100 000
Uitvlug Industrial Zone - Electricity	3,0	CRR	100 000					100 000
Uitvlug Industrial Zone - Roads	3,0	CRR	100 000					100 000
Uitvlug Industrial Zone - Stormwater	3,0	CRR	100 000		47 552			147 552
<b><u>Municipal Manager</u></b>								
<b><u>Admin -0603</u></b>								
MM: Furniture and Equipment	3,0	CRR	5 000					5 000
<b><u>Community Services</u></b>								
<b><u>ADMIN - 0903</u></b>								
CS Admin: Furniture & Equipment	4,0	CRR	5 000		-661	130 000		134 339
<b><u>HUMAN SETTLEMENTS</u></b>								
Rental Unit Upgrade	3,0	CRR	6 000 000				-4 600 000	1 400 000
<b><u>COMMUNITY DEVELOPMENT</u></b>								
Youth Café - Furniture and Office Equipment	3,0	CRR	100 000					100 000
Air conditioners	3,0	CRR	50 000					50 000
<b><u>NEKKIES</u></b>								
UPGRADE OF RECEPTION OFFICE	3,0	CRR	200 000					200 000
<b><u>DE LA BAT SWIMMING POOL</u></b>								
FENCING AROUND PUMPING ROOM	3,0	CRR	90 000		40 000			130 000



<b>Bowling Green</b>								
Bowling Green - Renewal of Roof	3,0	CRR	250 000					250 000
<b>TOUWSRIVER STADION</b>								
1X Walk Behind vibrating Roller	3,0	CRR	300 000		-40 000			260 000
<b>DE DOORNS WEST SPORTGROUND</b>								
De Doorns West SG - Fencing	3,0	CRR						
<b>FANIE OTTO SPORTGROUND</b>								
Upgrading of Fanie Otto Sportsground	8,0	CNMIG	1 952 774					1 952 774
Upgrading of Fanie Otto Sportsground	3,2	CRR	425 600					425 600
<b>RAWSONVILLE SPORTGROUND</b>								
Upgrading of Rawsonville Sportground	3,2	CRR	1 574 400					1 574 400
Upgrading of Rawsonville Sportground	8,0	CNMIG			3 630 904			3 630 904
<b>SPORT: Esselen Park</b>								
Replacement of fence perimeter	3,0	CRR	9 150 000	912 524				10 062 524
<b>WATERLOO LIBRARY - 4506</b>								
Modular Library (Overhex)	6,1	PAWC: Libraries					887 890	887 890
Air conditioners - variety of libraries	3,0	CRR	500 000					500 000
Furniture and Office equipment	3,0	CRR	150 000					150 000
<b>TRAFFIC</b>								
<b>Buildings</b>								
Machinery and Equipment	3,0	CRR / Own Funding					40 000	40 000
<b>FIRE DEPARTMENT: ADMIN - 4203</b>								
Major Fire Engine (Pumper)	3,0	CRR	7 000 000		-4 700 000		-2 300 000	
Equipment for Fire Engine	3,0	CRR	1 500 000				-1 500 000	
Fire Services - Machinery and Equipment	3,0	CRR	40 000		218 661		32 000	290 661
4x4 veld and bush Fire Engine with tank and pump	3,0	CRR	850 000					850 000
4x4 veld and bush Fire Engine with tank and pump	6,6	CPFSCB					1 103 000	1 103 000
Zwelethemba Fire Station - Fence	3,0	CRR	240 000					240 000

Worcester Fire Station Carport	3,0	CRR	250 000		-250 000		250 000	250 000
Touwsrivier Fire Station - Fence	3,0	CRR	150 000					150 000
<b><u>FINANCIAL SERVICES</u></b>								
<b><u>Admin</u></b>								
Furniture and Equipment	4,0	CRR	5 000		50 000			55 000
<b><u>Financial Planning</u></b>								
Safeguarding of Assets	5,0	IF	400 000	170 000				570 000
FS FP - Insurance claims : Other Assets	5,0	IF	400 000					400 000
FS FP - Insurance claims : Mach & Equipment	5,0	IF	500 000					500 000
FS FP - Insurance claims : Comp Equipment	5,0	IF	100 000					100 000
Municipal Vehicles - LDV's	3,0	CRR	500 000					500 000
Municipal Vehicles - Sedans	3,0	CRR	500 000		-500 000			
Municipal Vehicles - Specialized	3,0	CRR	1 000 000		9 400 000			10 400 000
<b><u>COUNCIL &amp; MAYCO</u></b>								
<b><u>MAYORAL OFFICE - 0306</u></b>								
Furniture and Equipment	3,0	CRR	5 000					5 000
<b><u>STRATEGIC SUPPORT SERVICES</u></b>								
<b><u>STRATEGIC SUPPORT - ADMIN - 2103</u></b>								
SSS: Furniture and Equipment	4,0	CRR	5 000		25 000			30 000
<b><u>Local Economic Development</u></b>								
LED - Furniture and Office Equipment	4,0	CRR	5 000					5 000
<b><u>INFORMATION TECHNOLOGY</u></b>								
ICT - Computer Equipment	3,0	CRR	2 000 000		38 000			2 038 000
Fibre Links	3,0	CRR	10 000					10 000
Call Centre & Telephone (PBX) System	3,0	CRR	50 000					50 000
Biometric system	3,0	CRR	150 000		-25 000			125 000

## 2. Adjustments to Budget Funding

Budget funding in terms of operating and capital expenditure is set out on tables B4 and B5.

## 3. Adjustments to Expenditure on Allocations and Grant

Detailed particulars of budgeted allocations and grants can be found on SB8.

## 4. Adjustment to Allocations or Grants made by the Municipality

None.

## 5. Adjustment to Councilor Allowances and Employees

The changes to councilor allowances and employee related cost is provided on table B4.

## 6. Adjustment to Service Delivery and Budget

The monthly targets for revenue, expenditure and cash flows are provided in B10 - Section B Supporting Tables.

## 7. Adjustment to Capital Spending Detail

Information/detail regarding capital projects by vote is provided in Section B – Capital Budget, read with B5, B5B, SB16, SB17, SB18a, SB18b, SB18e and SB19.

## 8. Other Supporting Documents

- National treasury electronic revised budget report, SB1-SB19 as **Annexure A**
- Signed quality certificate as **Annexure B**

### Comment of Directorates / Departments concerned:

Municipal Manager:	Recommendation Supported
Director: Financial Services:	Recommendation Supported
Director: Engineering Services:	Recommendation Supported.

**RECOMMENDATION:**

That in respect of

**Adjustments budget for the Financial Year 2024/25**

discussed by council at the Council meeting held on 27 February 2025:

1. Council resolves that the budget of Breede Valley Municipality for the financial year 2024/25 be adjusted and approved with amendments as set out in the following Municipal Budget tables B1- B10 and Municipal Budget supporting documentation SB1 - SB19.

**7.2 PROPOSED AMENDMENTS OF THE TOP-LAYER KEY PERFORMANCE INDICATORS (TL KPI's) AS INDICATED IN THE 2024/25 SERVICE DELIVERY & BUDGET IMPLEMENTATION PLAN (SDBIP)****File No./s:** 3/15/1**Responsible Official:** C. Malgas**Directorate:** Strategic Support Services**Portfolio:** Performance Management

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**PURPOSE:**

To submit the proposed amendments of the TL KPI's, as encapsulated in the "**Annexure A - 2024-25 Top Layer SDBIP - Proposed Amendments**", to Council for approval thereof. That Council, subject to the approval as stipulated above, takes note that the Annexure A's of the latest Section 57 Performance Agreements (2024/25), will be amended accordingly.

**BACKGROUND:**

In terms of Section 54 (1)(c) of the Municipal Finance Management Act (Act 56 of 2003), read together with MFMA Circular 13, the mayor (on receipt of a statement or report submitted by the accounting officer of the municipality in terms of section 71 or 72) must:

- consider and, if necessary, make any revision to the SDBIP, provided that revisions to the service delivery targets and performance indicators in the plan may only be made with the approval of the council following approval of an adjustments budget.

By exercising its oversight role in this regard, Council can effectively ensure that service delivery targets and indicators are not revised downwards as a result of poor performance that are not justifiable. The proposed amendments of the TL KPI's (as per the 2024/25 SDBIP) are encapsulated in "**Annexure A – 2024-25 Top Layer SDBIP - Proposed Amendments**".

A summary of the key proposed amendments is depicted in the table below:

Directorate	TL KPI Ref	Summary of Proposed Changed
Directorate: CS	TL1 - 12	<ul style="list-style-type: none"> <li>• Baseline performance (TL1-7, TL9-10 &amp; TL12) amended in accordance with the 2023/24 audited actuals and new KPI additions in 2024/25;</li> <li>• Re-mapping of the applicable Strategic Objective, National- and Municipal KPA (TL6, TL10 &amp; TL12) to enhance alignment with the strategic intent of the respective KPI's;</li> <li>• TL7 – The annual &amp; corresponding quarterly targets have been amended in accordance with departmental input (baseline performance utilised as point of reference to amend targets). In addition, the number of inspections referenced in the KPI description has been amended accordingly;</li> <li>• Removal (TL8) and reallocation (TL11 to PDIS) of KPI's in accordance with the technical/operational reasons depicted on the annexure;</li> <li>• TL12 – Adjustment/correction of the KPI's ward-reference to "All"; and</li> <li>• A new TL KPI, relating to the installation of a modular library at Overhex, has been added to the TL SDBIP. This KPI has been rolled over from the 2023/24 financial period.</li> </ul>
Directorate: ES	TL13 - 21	<ul style="list-style-type: none"> <li>• Baseline performance (TL13 &amp; TL15-21) amended in accordance with the 2023/24 audited actuals and new KPI additions in 2024/25;</li> <li>• TL14 – Removal of KPI in accordance with the technical/operational reasons depicted on the annexure;</li> <li>• TL15 – Reconfiguration of the KPI description and its related metrics (target type and targets in particular) in accordance with the technical/operational reasons depicted on the annexure; and</li> <li>• TL21 – Adjustment/correction of the KPI's ward-reference to "1".</li> </ul>
Directorate: FS	TL22 - 39	<ul style="list-style-type: none"> <li>• Baseline performance (TL22-31, TL33-34 &amp; TL36) amended in accordance with the 2023/24 audited actuals;</li> </ul>

		<ul style="list-style-type: none"> <li>• Annual &amp; corresponding quarterly targets (TL22-23 &amp; TL25-29) amended in accordance with departmental input (baseline performance utilised as point of reference to amend targets); and</li> <li>• TL38 – Re-mapping of the applicable Strategic Objective to enhance alignment with the strategic intent of the KPI.</li> </ul>
Municipal Manager	TL40 - 42	<ul style="list-style-type: none"> <li>• Re-mapping of the applicable Strategic Objectives (TL40-41) is proposed as the KPI's strategic intent is better aligned to SO6; and</li> <li>• TL42 – The KPI description has been revised, by citing the target of 95% in the description. In addition, the baseline performance has been amended in accordance with the 2023/24 audited actuals.</li> </ul>
Directorate: PDIS	TL43 - 50	<ul style="list-style-type: none"> <li>• Baseline performance (TL45-49) amended in accordance with the 2023/24 audited actuals;</li> <li>• TL49 – Adjustment/correction of the KPI's ward-reference to "19 &amp; 20" and adjustment of the Q3 target in accordance with the technical/operational reasons depicted on the annexure;</li> <li>• TL50 – Removal of KPI in accordance with the technical/operational reasons depicted on the annexure; and</li> <li>• TL11 – KPI reallocated from the Directorate: CS to the Directorate: PDIS, in accordance with the latest approved municipal staff establishment. Furthermore, the Strategic Objective and Municipal KPA has been remapped to enhance alignment with the strategic intent of the respective KPI, the KPI's ward-reference has been adjusted/corrected to "5; 19 &amp; 20" and the baseline performance has been amended as the KPI was added as a new KPI to the 2024/25 TL SDBIP.</li> </ul>
Directorate: SSS	TL51 - 59	<ul style="list-style-type: none"> <li>• Baseline performance (TL51-54 &amp; TL57-59) amended in accordance with the 2023/24 audited actuals and new KPI additions in 2024/25;</li> <li>• Annual &amp; Q4 targets (TL51-52 &amp; TL57) adjusted in accordance with the technical/operational reasons depicted on the annexure;</li> <li>• TL57 – Reconfiguration of the KPI description and unit of measurement in accordance with the technical/operational reasons depicted on the annexure;</li> </ul>

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		<ul style="list-style-type: none"><li>• Re-mapping of the applicable National- and Municipal KPA (TL57-58) to enhance alignment with the strategic intent of the respective KPI's; and</li><li>• A new TL KPI, relating to the revision and tabling of the revised IDP to Council, has been added to the TL SDBIP. This recurring KPI, measured annually.</li></ul>
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Council's approval of the proposed amendments to the 2024-25 TL SDBIP, will have a direct impact on the 2024-25 S57 Performance Agreements (particularly the Annexure A's which – amongst others – include the TL KPI's initially approved in the 2024-25 SDBIP). As a result, the Annexure A's (Municipal Manager, Director: SSS, Director: FS, Director ES, Director PDIS & Director: CS) will be revised in accordance with the amendments made to the TL KPI's (subject to Council's approval).

**FINANCIAL IMPLICATIONS:**

None

**APPLICABLE LEGISLATION / COUNCIL POLICY:**

Local government: Municipal Systems Act.

Local Government: Municipal Finance Management Act.

MFMA Circular 13

**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 PROPOSED AMENDMENTS OF THE TL KPI'S AS INDICATED IN THE 2024/25 SDBIP,**

tabled before Council at the Council meeting held on Thursday, 27 February 2025:

1. That Council approves the proposed amendments of the TL KPI's as encapsulated in **“Annexure A – 2024-25 Top Layer SDBIP - Proposed Amendments”**.
2. That Council takes note of the corresponding amendments that will be made to the Annexure A's of the latest S57 Performance Agreement (Municipal Manager; Director: Strategic Support Services; Director: Financial Services; Director: Engineering Services; Director: Planning, Development & Integrated Services and Director: Community Services).

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**7.3 SUBMISSION OF THE IN-YEAR FINANCIAL MANAGEMENT REPORTS FOR THE PERIOD ENDED 31 JANUARY 2025**  
**MFMA SECTION 71 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 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 JANUARY 2025: MFMA SECTION 71 Report.**

discussed by Council at the Council meeting held on the 27 February 2025:

1. That Council take note of the in-year financial management report for the periods ended 31 January 2025.

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**7.4 REPORT TO COUNCIL ON DEVIATIONS FOR THE MONTH OF JANUARY 2025.****File No./s:** 2/1/1/1**Responsible Official:** R. Ontong**Directorate:** Financial Services**Portfolio:** Supply Chain Management

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**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 January 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 month of January 2025, is attached as **Annexures A.**

**FINANCIAL IMPLICATIONS**

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

**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**

<b>Municipal Manager</b>	Noted
<b>Director: Strategic Support Services</b>	Noted
<b>Director: Planning, Development and Integrated Services</b>	Noted
<b>Director: Financial Services</b>	Noted
<b>Director: Engineering Services</b>	Noted
<b>Director: Community Services</b>	Noted

Senior Manager: Legal Services

Noted

## RECOMMENDATION

That in respect of

### REPORT TO COUNCIL ON DEVIATIONS FOR THE MONTH OF JANUARY 2025

Discussed by Council at the Council meeting of 27 February 2025:

1. That the deviations from the procurement processes, approved in terms of the delegated authority for the month of January 2025, **be noted**.

**7.5 CONSIDERATION TO REVIEW AND RESCIND COUNCIL RESOLUTION C33/2024: IN PRINCIPLE APPROVAL FOR A LONG-TERM LEASE OF MUNICIPAL PROPERTY: A PORTION OF ERF 17411 SITUATED AT PELIKAAN STREET, WORCESTER**

and

**PROPOSED IN PRINCIPLE APPROVAL FOR A LONG-TERM LEASE OF MUNICIPAL PROPERTY: ALTERNATIVE PORTION OF ERF 17411 SITUATED AT PELIKAAN STREET, WORCESTER**

**File no.:** W45

**Responsible Official:** H Potgieter

**Directorate:** SSS

**Portfolio:** Legal Services

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## **1. PURPOSE**

The purpose of this item is twofold:

Firstly, to present an updated valuation report in respect of a portion of Erf 17411, Pelikaan Street, Worcester.

Secondly, for Council to consider to review and rescind its resolution C33/2024 to lease a portion of Erf 17411, Pelikaan Street, Worcester and to consider granting in principle approval for a period of nine (9) years and eleven (11) months for an alternative portion of the municipal property. The Applicant intend to utilise the subject property for sports and recreations and other related purposes.

## **2. BACKGROUND / DISCUSSION**

An item in respect of the subject property was tabled during the council meeting held on 21 January 2025, where it was unanimously agreed that:

***The item must be returned to the administration to provide the correct information in the next council meeting.***

The above, was for the administration to ensure a valid professional valuation certificate is included in the valuation report. The aforementioned was duly attended to, and the updated valuation report is attached hereto, as "**Annexure A**".



The total extent of Erf 17411, Worcester, situated at Pelikaan Street is ±22 794.60m<sup>2</sup>, indicated on the locality map attached hereto marked “**Annexure B**”.

The erf is currently zoned as General Residential Zone V which is not the correct zoning the erf is being utilised for; thus the Applicant must apply for rezoning and/or consent use of the property should Council approve this application.

Council previously resolved on 26 March 2024 to avail a portion of Erf 17411, Worcester, indicated on **Annexure C** to the applicant as follows:

**“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:*

- 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;*
- 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;*
- 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;*

- 
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;*
  5. *That the lease amount annually increases on the 1st of July by a percentage equal to the prevailing consumer price index (all items);*
  6. *that the following of a public participation process, be approved;*
  7. *that an item will only be resubmitted to Council should any representations / objections be received during the public participation process;*
  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;*
  9. *that the Applicant be responsible for the payment of all municipal services including rates and taxes in respect of the property;*
  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*
  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".*

Legal Services was subsequently informed by the Applicant that they wish to amend the approved leased area. The reasons provided by the Applicant was that they will experience flooding during the winter season as there is no proper provision for the drainage of the stormwater on the approved portion of the subject property.

A site inspection was conducted by Legal Services: Property Administration in conjunction with the municipal Roads and Stormwater Department whereafter it was concluded that the costs to install a drainage system on the approved lease area will be enormous and the Applicant will not be able to proceed with the envisaged projects. Hence the Applicant opted to apply for an alternative portion of Erf 17411, Worcester, ±11 000m<sup>2</sup> in extent, as indicated on **Annexure D**.

It is confirmed that the purpose the Applicant wish to utilise the subject property for remains the same and the envisaged projects will be of great benefit to the community. Furthermore, it can be confirmed that the subject property is not needed for the provision of minimum level of basic municipal services and is also not required for operational reasons. This is confirmed through comments obtained from the internal departments.

**A. LAND MANAGEMENT AND DISPOSAL POLICY**

The conditions of said policy will be complied with *inter alia* that a fair market related rental will be applicable. Paragraph 4.4.12.1 determines that the Municipality, as a rule, shall not let immovable property at a lower rental than the rental determined except for cases referred to under paragraph 4.4.9, relating to community value. In terms of paragraph 4.4.9 registered social care organisations/institutions shall be fixed at a minimum of 50% of the fair market value.

In accordance with paragraph 4.4.18 the immovable property let by the Municipality shall be inspected at least once a year by Legal Services: Properties section to ensure compliance with the terms and conditions of the agreement of lease. In addition, as stipulated in paragraph 4.4.29, all costs pertaining to the transaction, e.g. survey and relocation of services where necessary as well as any Town Planning procedures, shall be borne by the Lessee. The rental shall escalate annually by a percentage fixed in accordance with the prevailing consumer price index (all items) as per paragraph 4.4.34 of the policy. As per paragraph 4.4.35, the Lessee shall be liable for the payment of rates and service charges in respect of the property.

**B. ADVERTISEMENT**

It is recommended that approval be granted to follow a public participation process. Subsequently an advertisement is to be placed for the lease of a portion of erf 17411, situated at Pelikaan Street, Worcester in the local newspaper for a thirty (30) day objection / representation period. An item will only be resubmitted to Council should representations / objections be received.

**3. CONCLUSION**

It is recommended that Council resolution C33/2024 be reviewed and rescinded and that in principle approval for a long-term lease be granted for a period of nine (9) years and eleven (11) months in respect of an alternative portion of the municipal property.

**4. FINANCIAL IMPLICATIONS**

The Municipality stands to gain the market related rental as determined by HCB Property Valuations as set out in the valuation report attached hereto as "**Annexure A**". The monthly rental amount will increase annually on the 1<sup>st</sup> of July by a percentage equal to the prevailing consumer price index (all items). It is confirmed that irrespective of the lease area being amended, the valuation report remains applicable as the valuation was concluded on a per square meter basis. The Municipality will furthermore also gain rates and taxes in relation to the leased property.

**5. ANNEXURES**

1. Annexure A: Updated valuation report
2. Annexure B: Locality map of Erf 17411, Worcester
3. Annexure C: Locality map indicating initial lease area
4. Annexure D: Locality map indicating alternative lease area

**6. COMMENTS OF DIRECTORATES / DEPARTMENTS**

It is confirmed that internal comments on the amended lease area were obtained as summarised below under the relevant directorate.

**MUNICIPAL MANAGER:** Item supported

**DIRECTOR ENGINEERING SERVICES:** No objection towards this application. Terms and conditions apply.

**Civil Engineering Services:** No objection

**Electrical Services:**

Electrical Services has no objection against the proposed municipal land use application, the application is conditionally approved subject to the following:

- i. There is no electricity supply to the Erf.
- ii. The consolidated erfs must have a single service connection point. Should it happen that there are two, they must be consolidated to form one supply point. All costs will be for the Applicant's account.
- iii. Should there be a need for a new service connection, a separate application must be filled out and approval will depend on the availability of the capacity. All costs will be for the Applicant's account.
- iv. Should any municipal electrical service or infrastructure require relocation, it will be for the Applicant's account where possible.
- v. Any damage to Council property will be for the Applicant's account.

- vi. Applicant to ensure the electrical cable positions have been identified before construction commences where construction / excavation work will be performed.
- vii. No guaranteed approval for any new electrical connection / capacity increase.

**DIRECTOR: PLANNING, DEVELOPMENT AND INTEGRATED SERVICES**

Item supported

**Manager: Town Planning:**

The erf is currently zoned as General Residential Zone. The Town Planning Department has no objection to the proposed lease, subject thereto that:

- i. the lessee must apply for the correct land use in terms of the Breede Valley Land Use Planning By-Law, 2015, if the lease is approved; and
- ii. the lease of a portion of erf 17411 has no negative impact on municipal infrastructure or the maintenance of municipal services.

**Roads and Stormwater:**

No objection given that stormwater common law applies, and other requirements in terms town planning and buildings plans were applicable must be adhered to.

**Water Services and Networks:**

There are no objections to the application from the water and sewage networks department. Both water and sewer services are accessible. Applications for water and wastewater connections are the applicant's responsibility.

**CHIEF FINANCIAL OFFICER:**

Supported

**DIRECTOR COMMUNITY SERVICES:**

Recommendation supported

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**Fire and Rescue Services:**

- i. This is to highlight the responsibility of the owner in satisfying the intent of the Fire Protection Regulations as contemplated in Part T of the SABS 0400 Code of Practice, promulgated under the National Building Regulations and Standards Act, 103 of 1977.
- ii. Then also communicate the Fire Services statutory role in ensuring that the property complies with the Fire Protection Regulations and any other concomitant regulations.
- iii. Any future structures/buildings being erected on the above-mentioned premises as well as existing structures/buildings, must conform with the provisions of the National Building Regulations, SANS 10400-A:2010, Part T.
- iv. Access for fire-fighting and rescue purposes, must be provided in accordance with Regulation T1(1)(e) of the National Building Regulations, read with the Deemed to Satisfy rules, Rule T4.54 of SANS 10400 - 1990, Part T, and in accordance to the Fire Brigade By-Laws of the Breede Valley Municipality. A width of 3.5 meter and a height of 4.2 meter must be maintained for emergency vehicles to enter premises.
- v. Provision must be made for fire-fighting equipment (fire extinguishers), in accordance to SANS 10400 -2010 Part T 4.37 Table 10.
- vi. Escape routes must also be not be blocked so people can escape in case of emergency.

**Traffic Department:**

The Traffic Department has no objection to the application of The Grace Trust.

**DIRECTOR STRATEGIC SUPPORT SERVICES:** Co-author of the item

**SENIOR MANAGER LEGAL SERVICES:** Author of the item

**RECOMMENDATION**

That in respect of –

**CONSIDERATION TO REVIEW AND RESCIND COUNCIL RESOLUTION C33/2024: IN PRINCIPLE APPROVAL FOR A LONG-TERM LEASE OF MUNICIPAL PROPERTY: A PORTION OF ERF 17411 SITUATED AT PELIKAAN STREET, WORCESTER**

and

**PROPOSED IN PRINCIPLE APPROVAL FOR A LONG-TERM LEASE OF MUNICIPAL PROPERTY: ALTERNATIVE PORTION OF ERF 17411 SITUATED AT PELIKAAN STREET, WORCESTER**

as discussed by Council at the Council meeting held on 27 February 2025 Council decide:

1. That Council resolution C33/2024 be reviewed and rescinded;
2. 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 A**", of Municipal Property, being a portion of erf 17411, situated at Pelikaan Street, Worcester, 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 related purposes;
3. that the Applicant must apply for the correct consent / land use in terms of the Breede Valley Land Use Planning By-Law, 2015;
4. that structures may only be erected with the permission of the municipality which structures will revert to the municipality upon termination of the lease;
5. that cognizance be had that 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**;
6. that the lease amount annually increases on the 1<sup>st</sup> of July by a percentage equal to the prevailing consumer price index (all items);

7. that the following of a public participation process, **be approved**;
8. that an item will only be resubmitted to Council should any representations / objections be received during the public participation process;
9. 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;
10. that the Applicant be responsible for the payment of all municipal services including rates and taxes in respect of the municipal property;
11. 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
12. 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.



**7.6 RESUBMISSION ITEM: ERVEN 8645 AND 194, WORCESTER, COMMONLY KNOWN AS “KLEINPLASIE”**

File no.: 7/1/4/14

Responsible Official: H Potgieter

Directorate: SSS

Portfolio: Legal Services

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**1. PURPOSE**

The purpose of this item is to table the representations / comments received during the public participation process in respect of Erven 8645 and 194, Worcester, commonly known as “Kleinplasia”, for consideration by council.

**2. BACKGROUND / DISCUSSION**

During the council meeting held on 4 December 2024 it was resolved as follows:

**“RESOLVED**

*That in respect of –*

**IN PRINCIPLE APPROVAL FOR THE PROPOSED DISPOSAL OF ERVEN 8645 AND 194, WORCESTER, COMMONLY KNOWN AS “KLEINPLASIE”**

*as discussed by Council at the Council meeting held on 4 December 2024 Council decide with resolution number **C95/2024**:*

- 
1. *That the disposal and or rights to use of Erven 8645 and 194, Worcester, commonly known as “Kleinplasië” by means of a competitive process in the open market be approved in principle;*
  2. ***that the following of a public participation process, be approved;***
  3. ***that an item will be resubmitted at the next Council meeting to table the representation / comments received inclusive of a market-related valuation report;***
  4. *that Council note the envisaged intention is to ultimately call for development proposals in order to identify the most suitable future utilisation of the subject property;*
  5. *that all the costs pertaining to the proposed disposal e.g. rezoning, transfer costs and installation of municipal services, will be borne by the Purchaser;*
  6. *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;*
  7. *that the relevant internal comments be incorporated in the Deed of Sale and the right be reserved to supplement internal comments;*
  8. *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; and*
  9. *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).*

Item 2 of council resolution **C95/2024** was duly implemented. On the closing date of the public participation process, which was **Friday, 17 January 2025**, four (4) representations / comments were received, attached hereto as "**Annexure A**", "**Annexure B**", "**Annexure C**" and "**Annexure D**" respectively.

It follows that Council must, in implementing Council resolution **C95/2024** item 3, now consider **Annexures A-D**. HCB Group, HCB Property Valuations furthermore provided the market related valuation for the subject property both for purposes of alienation and lease, attached hereto as "**Annexure E**".

### **3. ANNEXURES**

Annexure A: Western Cape Government comment / representation

Annexure B: Opperman Sports Consulting comment / representation

Annexure C: Mega Oval Raceway comment / representation

Annexure D: Ms. WMA Barry comment / representation

Annexure E: Valuation report

### **4. APPLICABLE LEGISLATION**

Local Government: Municipal Finance Management Act, No. 56 of 2003

Local Government: Municipal Asset Transfer Regulations, 2008

### **5. COMMENTS OF MUNICIPAL MANAGER AND DIRECTORS:**

Given that this is a resubmission item for consideration by council, same was not circulated for internal comments.

**RECOMMENDATION**

That in respect of –

**RESUBMISSION ITEM: ERVEN 8645 AND 194, WORCESTER, COMMONLY KNOWN AS “KLEINPLASIE”**

as discussed by Council at the Council meeting held on 27 February 2025 Council decide:

1. That council duly considered the representations / comments received during the public participation process followed (**Annexures A – D**) in respect of Erven 8645 and 194, Worcester, commonly known as “Kleinplasia”;
2. that based on the consideration by council of **item 1**, council resolve and mandate the administration to call for development proposals for purposes of disposal, or the right to use (a long-term lease) the subject property;
3. that the purpose of the invitation is for the gathering of ideas for the optimal future use of the municipal property;
4. that the preferred proposal may be used as a basis to formulate the specifications for a tender or the conditions of a future public auction;
5. that no rights and/or obligations and/or legitimate expectations will be created or implied by the submission of any proposals;
6. that no compensation will be payable by the Municipality to any party due to a specific idea or proposal being accepted or declined by Council;
7. that an item be resubmitted for council to consider the development proposals in order to identify the most suitable future utilisation of the subject property; and
8. that Council has taken cognisance of the fact that the municipal property 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).

## 7.7 APPOINTMENT OF AUDIT COMMITTEE MEMBER & CHAIRPERSON

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

**Responsible Official:** W du Plessis

**Directorate:** Municipal Manager

**Portfolio:** Internal Audit

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### 1. Purpose

To obtain Council's approval for:

- (i) The appointment of one (1) new member to the Audit and Performance Audit Committee from 1 March 2025 and,
- (ii) The appointment of a chairperson from 1 March 2025, due to the current Chairperson's contract coming to an end on 28 February 2025.

### 2. Background

In terms of Section 166 of the Municipal Finance Management Act(MFMA), Act 56 of 2003, each municipality must have an Audit and Performance Audit Committee. The Audit and Performance Audit Committee is an independent advisory body which must advise Council, the political office bearers, the accounting officer and the management staff of the municipality on matters relating to:

- internal financial control and internal audits;
- risk management;
- accounting policies;
- adequacy, reliability and accuracy of financial reporting and information;
- performance management;
- effective governance;
- compliance with the MFMA and other applicable legislation;
- performance evaluation; and
- any issues referred to it by the municipality

The Audit and Performance Audit Committee will also review the annual financial statements in order to advise Council whether its finances are managed efficiently and effectively. Furthermore, the Audit and Performance Audit Committee may respond to Council on issues raised by the Auditor-General in the audit report and carry out investigations into the financial affairs of the municipality if requested to do so by Council.

#### 2.1 Functioning of the Audit and Performance Audit Committee

In order to execute its responsibilities effectively the Audit and Performance Audit Committee will have access to the financial records and other relevant information of the municipality.

Section 166 of the MFMA provides for a minimum requirement for the composition of an audit & performance audit committee. The Committee must have at least 3 members with appropriate experience who must be appointed by Council. The Audit and Performance

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Audit Committee must meet as often as is required to perform its functions, but at least four times per year. No councillor may be a member of the Audit and Performance Audit Committee.

In terms of best practice, the number and/or size of audit & performance audit committees can be increased to address the requirements, peculiarities, and needs of the municipality which will also be guided by the approved charter.

The Audit and Performance Audit Committee must according to the Municipal Planning and Performance Management Regulations, 2001 include at least one (1) performance management expert, as the Committee of Breede Valley Municipality performs a dual role as Audit and Performance Audit Committee.

## 2.2 Current Status: BVM Audit and Performance Audit Committee (APAC)

- (a)(i) The one (1) vacancy will arise in the current Audit and Performance Audit Committee as from 1 March 2025, and in order to ensure business continuity the vacancy was advertised during November/ December 2024. Various platforms of advertising were utilized in order to ensure the best possible outcome.
- (ii) The relevant qualifying criteria to serve on the BVM Audit- & Performance Audit Committee includes, amongst other things the following:
- Must live within the Western Cape,
  - Relevant qualifications, skills, knowledge and experience,
  - Audit & Performance Audit committee experience,
  - Not serving on more than 3 local government Audit Committees simultaneously,
  - Not a government/ public entity employee.

Attached to this item is the CV's of the candidates who have met the above requirements:

Ms K. Talmakkies  
Ms L. Stevens  
Ms A. Potgieter  
Mr R. Najjaar

- (iii) The recommended candidate is **Ms K. Talmakkies**, which was discussed with the Accounting Officer and Executive Authority, and compliance with the relevant requirements have been confirmed in relation to the relevant skills, experience and committee membership required. The individual has indicated her willingness to serve on the Audit and Performance Audit Committee respectively, and her CV is available for inspection.
- b) In order to ensure the effective functioning and continuity in the operations of the committee, it is recommended that the current member, **Mr E. Abrahams** be appointed as the new Chairperson, which is also recommended and supported by the outgoing chairperson, Ms J. Williams. **Mr E. Abrahams** (CV attached) have the relevant experience and skills to chair the committee and has also attended Audit Committee

Chairperson training during 2024, which was provided by Western Cape Government, that was supported and nominated by the current chairperson.

**3. Financial Implications:**

Meeting rate as determined by Council approved Audit Committee Charter.

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

Section 166 of the Municipal Finance Management Act (No. 56 of 2003)

National Treasury Internal Audit Framework 2<sup>nd</sup> Edition (March 2009)

MFMA Circular No. 65(November 2012)

Section 14 of the Local Government: Municipal Planning and Performance Management Regulations, 2001

Audit and Performance Audit Committee (APAC) Charter

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

**Municipal Manager:** Item supported

**RECOMMENDATION:**

That in respect of

**APPOINTMENT OF AUDIT COMMITTEE MEMBER & CHAIRPERSON**

discussed by Council at the Council meeting held on 27 February 2025:

- (i) That the recommended candidate, **Ms K. Talmakkies** be appointed as the new member to the Audit and Performance Audit Committee with effect from 1 March 2025 and,
- (ii) That **Mr E. Abrahams** be appointed as the new chairperson with effect from 1 March 2025.

**TO ACTION:**

W. du Plessis

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**7.8 LIBRARY SERVICE: LIBRARY OUTREACH ACTIVITIES PLANNED AND COMPLETED: (October 2024 – December 2024)**

File no.: 14/14/2/3

Responsible Official: C Gerber

Directorate: Community Services

Portfolio: Library Service

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**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 October 2024 to December 2024.

**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 forms part of a YearBeyond 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 registered at libraries during the second week of April 2024.



Candidates had orientation via the provincial department from 23 – 26 April 2024 and started with duties at libraries on 29 April 2024. Candidates will serve the community and take part in library outreach activities until 29 November 2024. The program was extended until 14 March 2025. Yeboneers were given the opportunity to stay in the program. They may however be released from the program if other opportunities occur.

They receive a daily stipend from the Western Cape Government.

**PROGRESS OF OUTREACH LIBRARY ACTIVITIES FROM OCTOBER 2024 – DECEMBER 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 budget to cover costs for outreach programs/reading competitions.

<b>Month</b>	<b>Nr of awareness programmes from October 2023 to December 2023</b>	<b>Nr. of awareness programmes from October 2024 to December 2024</b>
October	46	67
November	34	42
December	31	31

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

<b>October 2024</b>	<b>November 2024</b>	<b>December 2024</b>
67 activities	42 activities	31 activities
All libraries concentrated on the Lights after school project. Yeboneers were actively involved in assisting learners with reading and school projects during afternoons. Libraries concentrated on information about Breast	All libraries concentrated on the 16 Days of Activism against gender-based violence. Libraries organized displays and workshops. Contracts of Yeboneers expired on 29 November 2024. Most Yeboneers however decided to	Libraries organised special programs for groups they have been interacting with during 2024: Old age home reading groups, children reading groups, etc. De Doorns Library organised a special recycling awareness workshop between community

<p>cancer awareness and Mental health awareness.</p>	<p>stay on until March 2025 when the opportunity was provided.</p>	<p>organizations and local reading groups.</p>
<p>Worcester Library organised a special recycling awareness workshop between community organizations and learners of the Breede Valley School of Skills.</p>	<p>They will remain active with assisting with outreach programs and other functions.</p>	

**COMMENTS**

- Municipal Manager** : Supported.
- Director Community Services** : Item noted.
- Director: Engineering** : Noted.
- Director Financial Services** : Noted.
- Director Strategic Support Services** : Noted.
- Director Planning, Development and Integrated Services** : Item noted.

The item served as Item 5.1 with resolution number CS25/2025 on the Agenda before the Community and Strategic Support Service Committee meeting held on 11 February 2025. The Committee unanimously concurred with the recommendation and agreed that the above recommendation be tabled before Mayco for consideration.

**RECOMMENDATION**

That in respect of –

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

as discussed by Council at the Council meeting held on 27 February 2025, the following recommendation be made to Council:

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

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## 7.9 PROPOSED IDP & BUDGET ENGAGEMENT METHODOLOGY/PLAN – MARCH/APRIL 2025

File No./s:10/3/8

Responsible Official: C. Malgas

Directorate: SSS

Portfolio/PMS/ Communications & IGR

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### PURPOSE:

The purpose of this item is to provide an overview of the proposed IDP/Budget public engagement methodology earmarked for implementation in March/April 2025 and obtain Council's approval hereon.

### BACKGROUND

The general sentiment raised by the, Members of Council and the Executive Management Team, is that the traditional public engagement methodology must be reviewed and adapted to (amongst others):

- Entice greater public involvement during public engagements; and
- Ensure maximum effectiveness and efficiency during the engagements.

On this premise, the following planning and logistical arrangements seeks to give effect to- and underpin the revised engagement methodology:

### When?

The attached Excel spreadsheet depicts the proposed engagement dates. In summary, 13 cluster engagements have been scheduled from 26 March 2025 – 16 April 2025 (timeslot: 15:00 – 20:00 per engagement or as specified by the Ward Councillor within the timeslot).

### What?

The second round of IDP/Budget engagements seek to provide feedback on the current ward priorities (i.e. 24/25 financial period), preliminary comment on the newly identified ward priorities (i.e. 25/26 financial period) as well as the 25/26 Budget and related documentation/information. With reference to the above, the following information will be provided in a presentation or related format:

- 24/25 Ward Priorities (Current Financial Period):
  - **Compulsory** feedback on the status of the top 5 priorities per ward;
  - **Compulsory** feedback on priorities (outside of the top 5), that have successfully been implemented, or are in process of being implemented (only where applicable);
  - Departmental prerogative will be applied regarding feedback on the remainder of the priorities (outside of the top 5). It will not be compulsory for departments to provide feedback hereon, as these fall outside of the envisaged implementation scope. Attendees are welcome to engage directorates on such priorities once the floor has been opened for interactive engagement.
- 25/26 Ward Priorities (Forthcoming Financial Period):
  - **Compulsory** preliminary feedback/response on the top 5 priorities per ward;
  - Pre-liminary feedback on priorities outside of the top 5 is not mandatory, however, departments have been encouraged to provide pre-liminary feedback **if resources will**

**be allocated** towards such priorities and/or whether **the implementation of such priorities have already commenced in the prior period**, and **due for continuation/finalization within the forthcoming financial period.**

- 25/26 Budget and Related Information (may include, but not limited to the following):
  - Overview of 25/26 capital & operating budget, as well as key projects (capital & discretionary)
  - 25/26 Revenue & expenditure projections
  - Summary of core budget principles/assumptions
  - Proposed tariffs and impact on households/consumers
  - Ward-based budget allocations as far practically possible
  - Any related information that may be deemed useful for public consumption

**How?**

The engagements will be structured in clusters, based on the Jamboree/Road Show **methodology** **(NB: the engagements are not a Jamboree event)**. Wards have been grouped per geographical area coupled with the similarity of priority needs registered within the geographical area. In doing so, we hope to entice a greater sense of integrated development planning not only within- but also across wards. The success of this round of public engagements are predominantly dependent on the following factors (challenges within any of these factors may derail the process in its entirety):

- Timeous receipt and accuracy of the information above
- Full commitment and participation by all user departments and stakeholders involved
- Buy-in from all Ward Councillors and constituents
- Timeous planning and finalization of all logistical arrangements
- Adequate financial resources to fund all components of the plan

The following due dates are critical to give effect to this methodology:

Target Date	Activity	Status
28 February 2025	Confirmation of the final proposed methodology and engagement schedule by all municipal stakeholders (i.e. Mayco, Ward Councillors and Executive Management)	Partially Confirmed (Mayco & Executive Management).  Awaiting Ward Councillor Input/Confirmation.
6 March 2025	Publication of the engagement schedule in the Standard & Breederivier Gazette and all social media platforms (weekly reminders on social media platforms until conclusion of the engagements)	In process
26 March 2025	Publication of final presentations/information leaflets on the municipal website & social media platforms (where possible) Distribution to all Ward Councillors (electronic copies - where possible) Should the aforementioned not materialize, 150 printed copies (feedback on ward priorities exclusively) will be availed during each scheduled engagement date	In process

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In terms of preparing and hosting an engagement, the following is proposed:

The logistical/administrative team will depart for preparations and setup at 14:00 on the day of an engagement. The venue shall be set up as follows (minor amendments within the setup may apply as circumstances dictate):

- x2 tables at the entrance that will serve as first point of contact for registration and information regarding the navigation of the venue based on the community's input/enquiry/need
- x5-10 tables inside the venue (preferably 2 per directorate). As certain venues may present size constraints, representatives of individual departments shall be grouped per their directorate. The Executive Mayor, Portfolio Councillors and Municipal Manager shall roam between the various stations as the need dictates
- x2 tables inside the venue, for the representatives of the Service Support Centre (SSC), subject to their availability.

The engagement will commence at 15:00. The municipality will conduct a presentation covering the introduction and purpose of the engagement, feedback on budgetary information and feedback on the top 5 ward priorities per ward (24/25 & 25/26). Hereafter, the session will be opened for the public to visit any of the directorial service stations to engage with members of the municipal team per their input/enquiry/need. A final repeat of the presentation and introductory process will be conducted at 18:00, to accommodate attendees who were unable to attend during the afternoon. At 19:30, the engagement and venue will be "closed" for new attendees. However, the team will conclude the engagement with those attendees present in the venue at that time. New attendees that join from 19:30 onwards, will be advised to submit their input/enquiry/need to their respective ward Councillor and/or ward committee member(s) in order to be channeled to the municipality.

The IDP/PMS department will assign one administrative support official per directorate, to assist with minute taking. Additional administrative support personnel (based on individual department representation) shall be arranged by the directorate/department concerned (if and where required). One major risk is that a particular station may be inundated by constituents, which may disrupt the intended flow of the engagement. It is therefore imperative that the Executive Management take ownership of their respective stations and facilitate the interaction with ward members accordingly. The Mayoral Committee Members and respective Ward Councillors will occupy a critical supportive role in ensuring that engagements run as planned, without significant disruptions.

Note: The Community Development Office is currently facilitating public engagements throughout all 21 wards. We therefore anticipate that all operational service delivery-related matters (that often features during IDP engagements), will proactively be dealt with. In addition, the SSC will be invited to the engagements, to assist with operational/individual service request. However, we reiterate that the intention of these engagements is to engage and discuss on strategic/developmental matters concerning a ward, and the potential allocation of municipal resources to achieve these.

### **Who?**

The sessions will be open to all members of the public and/or stakeholders. However, citizens/stakeholders should specifically note their ward's scheduled cluster engagement.

From a municipal perspective, members of the Mayoral Committee, Ward Councillors, Executive- and Senior Management, as well as departmental staff will attend all cluster engagements. Representation from the SSC (per engagement) will be solicited but is subject to their availability.

As a single consolidated engagement is scheduled per day, full representation of the aforementioned members is guaranteed, unless a justifiable apology for non-attendance is submitted in advance.

**Primary Logistical Requirements:**

Requirement	Description	Status
Venue	Centralised venues within each cluster, big enough to facilitate the engagement as planned (refer to the Excel sheet for proposed venues)	In process
Transport	Based on the need for transport, the number of roundtrips & collection points will be confirmed with each ward Councillor x2 per ward – 1 active and 1 on standby (depending on need & prior transportation trends) Roundtrips with 50-minute intervals (in the event that the pick-up point exceeds a radius of 15km from the venue, fewer roundtrips will be arranged – to be discussed and finalized with the Ward Councillor) 15:00 (drop off first batch at engagement venue) 15:50 (drop off & collect second batch) 16:40 (drop off & collect third batch) 17:30 (drop off & collect fourth batch) 18:20 (drop off & collect fifth batch) 19:10 (drop off & collect sixth batch) 20:00 or upon conclusion (drop off at prescribed collection points)	In process
Tables	x2 at entrance x10 for municipal stations (2 per directorate) x2 for SSC representatives (subject to their availability and confirmation of attendance)	In process
Chairs	x200 must be available per venue (average attendance per April 2024 cluster engagements: 54. The highest attendance recorded in the Rawsonville cluster engagement: 145)	In process
Banners	x1 Wall banner x2 horizontal pop-up banners x2 A-frame banners	Finalised
Administrative Support Staff	Minimum x2 at the entrance table to assist with registration and initial guidance x5 (1 per station) to serve as scribe x2 “ushers” to assist inside the venue x1 transport controller (subject to the confirmed need for transport & roundtrips)	In process
Pamphlets	Engage each ward Councillor to ascertain need Pamphlets must be drafted in accordance with the proposed methodology	In process
Loud Hailing	Engage each ward Councillor to ascertain need Loud Hailing message must be drafted in accordance with the proposed methodology	In process
Law enforcement	x10 officials (on standby) to assist with crowd control & the safety of <b>all</b> attendees at the session	In process

**FINANCIAL IMPLICATIONS:**

Operational costs linked to the procurement of administrative & logistical material and services such as transport, loud hailing, external venues, pamphleteering and notices (amongst others).



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**APPLICABLE LEGISLATION / COUNCIL POLICY:**

Local government: Municipal Systems Act.

Local Government: Municipal Finance Management Act.

**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>Director: Engineering Services:</b>	Recommendation supported
<b>Director: Community Services:</b>	Recommendation supported
<b>Director: Planning, Development &amp; Integrated Services:</b>	Recommendation Supported
<b>Senior Manager Legal Services:</b>	Recommendation supported

**RECOMMENDATION:**

That in respect of:

**The Proposed IDP & Budget Engagement Methodology/Plan – March/April 2025,**

tabled before Council at the Council meeting held on Thursday, 27 February 2025:

1. That Council takes note of- and approves the engagement methodology; and
2. That Council takes note that the individual ward needs/requirements/logistics per engagement, will be finalised with each ward Councillor, informed by the methodology proposed in the item.

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**7.10 CONFERRAL OF ALDERMANSHIP ON COUNCILLOR COLIN WILSKUT****File No. /s:** 2/1/1/1**Responsible Official:** A. Apollis**Directorate:** Strategic Support Services**Portfolio:** Strategic Support Services

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**1. PURPOSE**

The purpose of this item is to consider the application for conferral of Aldermanship received from Councillor Colin Wilskut.

**2. BACKGROUND**

Alderman means the historical title, which is derived from the Anglo-Saxon position of ealdorman, literally meaning "elder man". In South Africa the term "Alderman" refers to senior members of municipal assemblies. They are distinguished from ordinary councillors for their long and distinguished service as a councillor. This can be achieved either via long term of service, or through alternative means such as point' systems. The title of Alderman is conferred for life and is only removed in terms of paragraph 3.3.5. of the Council's Conferment of Civic Honours Policy, 2017, when:

- i. such person is convicted of a criminal offence and sentenced to more than 12 months imprisonment without the option of a fine;
- ii. the actions of such Councillor brings the Council into disrepute; and
- iii. a Councillor has acted in a manner unbecoming the holder of the title of Alderman.

**Councillors obtaining a minimum of 20 (twenty) points:**

Paragraph 3.3.1.3 of Council's Conferment of Civic Honours Policy, 2017, stipulates that the title of Alderman shall be conferred upon a Councillor who obtains a minimum of **twenty (20)** points on the following scale:

- 3.3.1.3.1. one point for each completed year (12 calendar months) served as a Councillor on any local governmental body;



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- 3.3.1.3.2 one additional points for each completed year served as a Chairperson of a Portfolio/Standing Committee or as a member of the Executive Mayoral Committee of any local governmental body prior to 5 December 2000;
- 3.3.1.3.3 two additional points for each completed year served as the Mayor of any local governmental body prior to 5 December 2000;
- 3.3.1.3.4 one additional points for each completed year of service as the Deputy Mayor, Speaker, member of the Executive Committee/Mayoral Committee or Chief Whip of the Council of the Breede Valley Municipality subsequent to 5 December 2000;
- 3.3.1.3.5 one point for each completed year (12 months) of service to communities via a non-statutory organisation or body, prior to 1 February 1995. Such Councillors to provide proof to the satisfaction of the Municipal Manager of membership of the executive of such organisation or body by means of an affidavit or a letter from such organisation or body as proof of the actual number of year served, provided that this provision shall not apply to those Councillors who had access to municipal elections prior to 1 February 1995; and
- 3.3.1.3.6 one additional point for each completed year service as Chairperson of a Portfolio Committee for being a member of the Executive Mayoral Committee may be bestowed the title of Alderman.

Councillors Colin Wilskut claim that he has obtained a minimum of 21 (twenty-one) points and thus conforms to the determination as contained in paragraph 3.3.1.3 of the Conferment of Civic Honours Policy.

Councillor Colin Wilskut claim in his memo attached, that he was first elected as a councillor of the Breede Valley Municipality on 27 May 2004 until 28 February 2006; 1 March 2006 until 26 May 2011; 26 May 2011 until 9 August 2016; 10 August 2016 until 8 November 2021 and 09 November 2021 until current, therefore obtaining 21 points.

The Administration verified the claims by Cllr C. Wilskut and confirm that he obtained a total of 21 points (see attached application with proof of verified claims submitted as **Annexure A**).

Paragraph 3.3.4 of the Conferment of Civic Honours Policy states that the recipient of the title of Alderman shall be issued with a suitable lapel badge or medal with neck ribbon which shall be presented to the recipient at a Council or Special Council Meeting.

### 3. FINANCIAL IMPLICATIONS

Cost related to the certificates and lapel badges.

### 4. APPLICABLE LEGISLATION / COUNCIL POLICY

Conferment of Civic Honours Policy, 2017

### 5. COMMENTS OF MUNICIPAL MANAGER AND DIRECTORS

**Municipal Manager:** Recommendation noted

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

### RECOMMENDATION

That in respect of

#### **CONFERRAL OF ALDERMANSHIP ON COUNCILLOR COLIN WILSKUT**

discussed by Council at the Council meeting held on 27 February 2025 Council decide that:

In compliance with paragraph 3.3.1.3. of Council's Conferment of Civic Honours Policy, 2017, the title of Alderman is bestowed on Councillor Colin Wilskut

#### **TO ACTION:**

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**7.11 LAND FOR HUMAN SETTLEMENTS RAWSONVILLE: CONSIDERATION TO  
PURCHASE PRIVATELY OWNED LAND****File no.:** 9/2/5/R**Responsible Officials:** S Mayeki**Directorate:** Community Services**Portfolio:** Human Settlements

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**1. PURPOSE**

The purpose of this item is to provide a progress report to council in respect of the possible purchase of privately owned land in Rawsonville.

**2. BACKGROUND / DISCUSSION**

*During the Council meeting held on Council resolved on 30 July 2024 as follows:*

**“RESOLVED”**

That in respect of –

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

as discussed by Council at the Council meeting held on 30 July 2024, resolution number C60/2024:

1. That Council note the progress made in respect of the negotiations with private landowners in Rawsonville; and
2. that Directorate: Community Services resubmit a comprehensive item at the Council Meeting scheduled for August 2024.

**Council furthermore resolved on the council meeting held on 20 August 2024 as follows:**

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**“RESOLVED”**

That in respect of –

Land for human settlements Rawsonville: consideration to purchase privately owned land.

As discussed by Council at the Council meeting held on 20 August 2024, resolution number C68/2024 council decide:

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.*

### **3. PUBLIC PARTICIPATION PROCESS**

#### **4.1 Request for Expression Of Interest For Landowners In Rawsonville Area**

The request for expression of interest for landowners in the Rawsonville area was advertised on 22 October 2024 on our municipal website and local newspapers and closed on 15 November 2024. The Breede Valley Municipality was soliciting Expression of Interests from all property owners who own a land parcel within a 5km radius of Breede Valley Town to avail their land for Human Settlement development. Interested landowners were requested to submit a proposal and incorporate the following.

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- 1) Site should be within a 5km radius of the Rawsonville Town.
  - 2) Site should have an estimated yield of 500 to 1000 sites for Human Settlement Development or an extent of six (6) to ten (10) hectares.
  - 3) Copy of the Title Deed
  - 4) Power of Attorney (if property owned / offered by third party)
  - 5) Zoning and Current use of the property
  - 6) Offer Price (should also reflect price per hectare).

The expected outcomes and deliverables of each proposal are outlined in Annexure 'A' the Expression of Interest. Two proposals were received, and the subject properties are summarised below as follows;

**Offer 1 (one)**

Ou Werf Trust - the owner of remainder of Portion 19 (portion of Portion 3) of the farm Boontjies Rivier No. 427, situated in the Breede Valley Municipality, Division of Worcester, Western Cape Province; in extent 81.3932 hectares; held by Deed of Transfer T30688/2021.

The land is currently zoned and used for agricultural purposes. The owner is interested in disposing of approximately 7.5 hectares of this property to the BVM at a price of R1,250,000.00 (One Million Two Hundred and Fifty Thousand Rand) per hectare, plus value added tax thereon.

**Offer 2 (two)**

TC Botha Trust Land, located on Main Road, Rawsonville. The land, currently under the custodianship of TCB Wines, is available in two options: a portion of six hectares or a larger portion of eight hectares. The selling price for both options is set at a total cost for 5.159 hectares: R10,000,000.00 (excluding boundary wall). Total cost for eight hectares: R14,000,000.00 (excluding boundary wall). The land is currently zoned and used for agricultural purpose and incorporates an integrated development with more options for development.

**4.2 Internal stakeholder's engagement**

An internal memorandum was circulated on Monday 17 February 2025 to all directorates for their input professional advice. This process will be finalised on 28 February 2025, a senior management engagement will conclude the internal stakeholder's engagement.

**4. COMMENTS OF DIRECTORATES / DEPARTMENTS****NO COMMENTS REQUIRED ACCORDING TO THE SPEAKER****DIRECTOR COMMUNITY SERVICES**

Item is supported.

**RECOMMENDATION**

That in respect of –

**LAND FOR HUMAN SETTLEMENTS RAWSONVILLE: CONSIDERATION TO PURCHASE PRIVATELY OWNED LAND  
RAWSONVILLE HOUSING: CONSIDERATION TO PURCHASE PRIVATELY OWNED LAND**

Discussed by council at the Council meeting held on 27 February 2025:

1. That Council note the progress made in respect of the negotiations with private landowners in Rawsonville; and
2. that Directorate: Community Services resubmit a comprehensive item at the Council Meeting within a period of three (3) months as outlined in point (4 & 5) of the Council resolution

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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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