

NOTICE

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

2021-03-30

**NOTICE OF THE 3rd COUNCIL MEETING OF
THE COUNCIL OF BREEDE VALLEY MUNICIPALITY
TUESDAY, 2021-03-30 AT 10:00**

TO The Speaker, Cllr N.P.Mercuur [Chairperson]
The Executive Mayor, Alderman A. Steyn (Ms)
The Deputy Executive Mayor, Alderman E. Y. Sheldon

COUNCILLORS

M.N. Bushwana	A.Pietersen
K. Benjamin	
R. Farao	P.C. Ramokhabi
Alderman S.Goedeman	J. Robinson
E.N. Isaacs	Alderman M. Sampson
Alderman C. Ismail	I.L. Tshabile
M. Jacobs	Alderman P.Tyira
J.R.Jack	E.Van der Westhuizen
	F. Vaughn
J.D.P.Jaftha	J.F. Van Zyl
J.P. Kritzinger	J.J. Von Willingh
P.B.Langata	W.Vrolick
Z.M. Mangali	T.M. Wehr
T.Maridi	N.P. Williams
E.S.C. Matjan	M.T. Williams
T. McThomas	
S.J.MeI	C.F. Wilskut
	L. Willemse
W.R.Meiring	N.J. Wullschleger
S.M. Mkhwane	
V.I. Mngcele	
C.M. Mohobo	
N.Nel	

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 **3rd COUNCIL MEETING** of the **COUNCIL** of **BREEDE VALLEY MUNICIPALITY** will be held in the **Town Hall, High Street, Worcester** on **TUESDAY, 2021-03-30** at **10:00** to consider the items on the Agenda.



SPEAKER
CLLR NP MERCUUR

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1. OPENING AND WELCOME

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

2. OFFICIAL NOTICES**2.1 DISCLOSURE OF INTERESTS**

Item 5 of the Code of Conduct for councillors' 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.

- 2.2.1 Every Councillor attending a meeting of the Council must sign his or her name in the attendance register kept for such purpose.
 - 2.2.2 A Councillor must attend each meeting except when –
 - (a) Leave of absence is granted in terms of Clause 10; or
 - (b) The Councillor is required to withdraw in terms of law.
 - 2.2.3 The Attendance Registers will be available at the meeting.
 - 2.2.4 A blank Application for Leave of Absence form is enclosed.
-

3. COMMUNICATION**3.1 INTERVIEWS OR PRESENTATIONS BY DEPUTATIONS**

In terms of the Rules of Order for Internal Arrangement By-Law 2012.

*“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*

3.1.1 RSEP PROGRESS REPORT (Mr C. Smal will address Council)**3.2 BIRTHDAYS OF COUNCILLORS**

Cllr E.S.C. Matjan	10 April 2021
Cllr N.P. Williams	14 April 2021

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

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

- (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 Council Meeting held on 23 February 2021 (Copy enclosed)**RECOMMENDATION**

That in respect of

**CONFIRMATION OF MINUTES OF PREVIOUS COUNCIL MEETING
discussed by Council at the Council Meeting held on 30 March 2021:**

- 1. As the Minutes of the Council Meeting held on 23 February 2021 were sent to each councillor at least forty-eight hours prior to the meeting, the minutes of the Council meeting held 23 February 2021 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: Alderman E.Y. Sheldon

5.2 MMC1: Alderman M. Sampson

5.3 MMC 3: Cllr. J.P. Kritzinger

5.4 MMC 4: Cllr. R. Faroa

5.5 MMC 5: Cllr. S.J. Mei

5.6 MMC 6: Cllr. E.S.C Matjan

5.7 MMC 7: Cllr. W.R. Meiring

5.8 MMC 8: Cllr. J.F. Van Zyl

5.9 MMC 9: Cllr J.J. Von Willingh

6. CONSIDERATION OF AGENDA ITEMS**6.1 DRAFT FOURTH REVIEW OF THE 4th GENERATION INTEGRATED DEVELOPMENT PLAN (2017 - 2022) FOR THE PERIOD 2021 - 2022**

File No./s:10/3/8

Responsible Official: C. Malgas

Directorate: Strategic Support Services

Portfolio: IDP/PMS/SDBIP

1. PURPOSE

To table the Draft Fourth Review of the 4th Generation Integrated Development Plan (2017 - 2022) for the period 2021 – 2022 (hereafter referred to as the Draft 2021-2022 IDP), as prepared in line with the prioritised needs of the Breede Valley community, in accordance with the budgetary resources available.

The Draft 2021-2022 IDP will be consulted with the local community and all relevant stakeholders as required by legislation.

2. BACKGROUND

Municipalities are required to, in terms of the Municipal Systems Act, Act 32 of 2000 (hereafter referred to as the MSA), review and/or amend its 5-year IDP on an annual basis. Section 34 of the MSA specifically states that a municipal council:

- a. must review its integrated development plan:
 - i annually in accordance with an assessment of its performance measurements in terms of section 41; and
 - ii to the extent that changing circumstances so demand; and
- b. may amend its integrated development plan in accordance with a prescribed process

Section 16(1) of the Municipal Systems Act, Act 32 of 2000 refers to the development of a culture of municipal governance that complements representative government with a system of participatory governance, thereby encouraging and creating conditions for the local community to participate in the affairs of the municipality, including:

- (i) The preparation, implementation and review of its integrated development plan; and
 - (ii) In execution of the above, Council endorsed a direct IDP/Budget information sharing with the public in all wards of the municipality
-

As per the Municipal Budget Circular for the 2021/22 MTREF and Associated Strategic Integrated Municipal Engagements: 2021, it is important to note that there is no explicit requirement for Council to endorse or approve the tabled budget or reviewed / amended IDP tabled by the mayor for public participation purposes. The municipal Council only has the legal authority to consider a tabled budget and reviewed / amended IDP after the completion of one or more public participation processes undertaken pursuant to section 22, read with section 23 of the MFMA. Council will only consider for approval “the product of an inclusive budget preparation and consultative process” when the proposed annual budget (as amended, if applicable) is placed before council in terms of section 24(1) of the MFMA.”

For ease of reference, the sections that have been updated within the Draft 2021 – 2022 IDP is depicted in Annexure B: Summary of Changes.

Council should note that non-financial sections/sub-sections not included/listed in Annexure B, has not changed and/or will be updated and incorporated in the final submission scheduled in May 2021 (only where applicable).

A copy of the Draft 2021/2022 IDP is attached as Annexure “A”.

Sectoral Plans:

- **Water Services Development Plan - IDP Water Sector Input Report**

Sections 12 and 13 of the Water Services Act (Act No. 108 of 1997) places an obligation on each Water Services Authority (WSA) to prepare and maintain a Water Services Development Plan (WSDP) - also known as a sector plan - every 5 years and update it annually (i.e. as part of- and aligned to the IDP process).

In addition to its legislative status, the WSDP enables WSA’s to adequately plan and execute on its primary mandate within its jurisdictioned area, as it provides information on (amongst others) water sources and quality, water balances, water services infrastructure and institutional arrangements for water services. This in turn, underpins the development of realistic long-term water services investment plan(s) which:

- identifies shortfalls and gaps within current levels of water service provisions,
- prioritises the provision of optimal basic water services,
- encourages long-term affordability and sustainability,
- promotes economic development, and ultimately
- pursues the overarching municipal strategic objectives, particularly from a water services perspective.

On this premise, a copy of Breede Valley Municipality’s WSDP is attached as Annexure “C”.

3. FINANCIAL IMPLICATIONS

The Medium-Term Revenue and Expenditure Framework (MTREF) will be aligned to the final reviewed and approved IDP.

4. APPLICABLE LEGISLATION

Municipal Systems Act, Act 32 of 2000

Municipal Finance Management Act, Act 56 of 2003

Local Government: Municipal Planning and Performance Management Regulations, 2001

5. COMMENT OF DIRECTORATES / DEPARTMENTS CONCERNED

Municipal Manager: Supported

Director: Strategic Support Services: Supported

Director: Financial Services: Supported

Director: Engineering Services: Supported

Director: Community Services: Supported

Acting Director: Public Services: Supported

Senior Legal Manager: Supported

RECOMMENDATION

That in respect of -

The Draft Fourth Review of the 4th Generation Integrated Development Plan (2017 - 2022) for the period 2021 – 2022

discussed by Council at the Council meeting held on 30 March 2021:

1. That Council takes note of the Draft 2021-2022 IDP and endorse that it be made public in terms of section 21 of the MSA.
2. That Council adopts the Water Services Development Plan – IDP Water Sector Input Report for 2021/22.

To Action

C. Malgas

6.2 2021/22 DRAFT BUDGET MEDIUM TERM REVENUE AND EXPENDITURE FRAMEWORK

File No. /s: 3/2/2/21

Responsible Official: R Ontong

Directorate: Financial Services

Portfolio: Financial Services

1. Purpose

The purpose of this submission is to present the 2021/22 MTREF Draft Budget.

2. Legal Framework

Section 16 of the Municipal Finance Management Act states:

“Annual budgets

16. (1) The council of a municipality must for each financial year approve an annual budget for the municipality before the start of that financial year.
- (2) In order for a municipality to comply with subsection (1), the mayor of the municipality must table the annual budget at a council meeting at least 90 days before the start of the budget year.
- (3) Subsection (1) does not preclude the appropriation of money for capital expenditure for a period not exceeding three financial years, provided a separate appropriation is made for each of those financial years.

Contents of annual budgets and supporting documents

17. (1) An annual budget of a municipality must be a schedule in the prescribed format —
 - (a) setting out realistically anticipated revenue for the budget year from each revenue source;
 - (b) Appropriating expenditure for the budget year under the different votes of the municipality;
-

- (c) Setting out indicative revenue per revenue source and projected expenditure by vote for the two financial years following the budget year;
- (d) Setting out —
 - (i) Estimated revenue and expenditure by vote for the current year; and
 - (ii) Actual revenue and expenditure by vote for the financial year preceding the current year; and
- (e) A statement containing any other information required by section 215(3) of the Constitution or as may be prescribed”

3. Financial Implications

The financial implications of the 2021/22 MTREF Draft Budget is captured in the Budget Report.

Annexures

Municipal Budget and Reporting Regulations Schedule-A Budget tables (**Annexure A**)

Quality Certificate (**Annexure B**)

Revised Budget Related Policies (**Annexure C**)

- Credit Control and Debt Collection Policy
 - Funding and Reserves Policy
 - Insurance Management Policy
 - Long Term Financial Plan Policy
 - Property Rates Policy
 - Tariff Policy
 - Write-off Policy
 - Asset Management Policy
 - Borrowing Policy
 - Budget Implementation and Management Policy
 - Budget Virement Policy
 - Costing Policy
 - Supply Chain Management Policy
 - Infrastructure Investment and Capital Projects Policy
-

Municipal Tariffs (**Annexure D**)

Municipal Finance Management Act Budget Circulars (**Annexure E**)

Demand Management Plan (**Annexure F**)

DRAFT MEDIUM-TERM REVENUE AND EXPENDITURE FRAMEWORK 2021/2022 – 2023/2024



BREDE VALLEY
MUNICIPALITY • MUNISIPALITEIT • UMASIPALA

30 MARCH 2021

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 7. Measurable performance objectives and indicators
 8. Overview of budget related policies
 9. Overview of budget assumptions
 10. Overview of budget funding
 11. Expenditure on allocations and grant programmes
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 14. Monthly targets for revenue, expenditure and cash flow
 15. Contracts having future budgetary implications
 16. Capital expenditure details
 17. Legislation compliance status
 18. Other supporting documents
 19. Annual budgets of municipal entities attached to the annual budget
-

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

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.

mSCOA – Municipal Standard Chart of Accounts

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.

PART 1 – Annual Budget

1. Mayor's 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 as integral in addressing these challenges to improve quality of life and will therefore continue to play our part by creating a conducive environment for job creation and social development in our community. It should be understood that not all plans will be completed within the timeframes due to various unforeseen challenges, but Breede Valley Municipality is committed in ensuring that all projects commenced are completed.

This budget serves the purpose of outlining future service delivery objectives by reflecting on the past financial years in planning for anticipated future developments / realizations. The current reality that we are facing has to date had devastating effects on our communities and those in surrounding municipalities through the loss income, work and lives. This COVID 19 Pandemic changed the way in which we conduct our daily lives and how we interact with each other, posing new and unprecedented challenges to us demanding solutions in order for us to survive and progress to our vision of a '*A unique and caring Valley of service excellence, opportunity and growth*'.

Breede Valley Municipality will continue to address service delivery backlogs and will prioritise where needed to ensure the most urgent matters are catered for. We will continue striving for improvement on all levels to ensure that this municipality better the quality of life for the people within Breede Valley municipal area.

2. Resolutions

It is recommended to council that in respect of the 2021/22 MTREF, and outer financial years that council approves the 2021/22 MTREF budget in terms of section 24 of the Municipal Finance Management Act.

3. Executive Summary

3.1 Legislative Background

Section 16 of the Municipal Finance Management Act states:

“Annual budgets

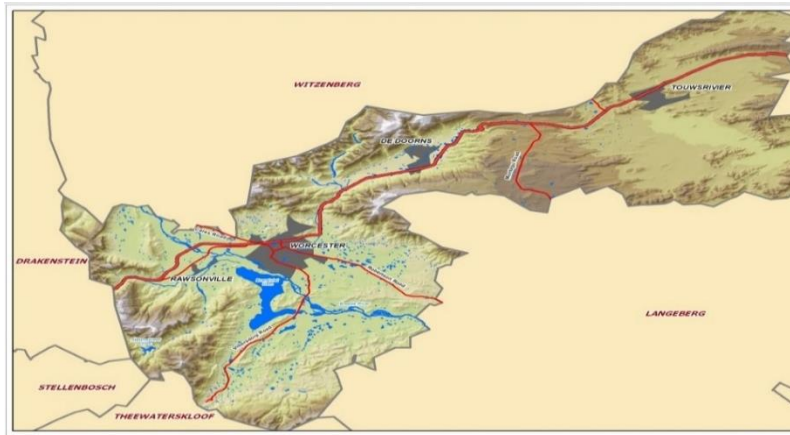
16. (1) The council of a municipality must for each financial year approve an annual budget for the municipality before the start of that financial year.
- (2) In order for a municipality to comply with subsection (1), the mayor of the municipality must table the annual budget at a council meeting at least 90 days before the start of the budget year.
- (3) Subsection (1) does not preclude the appropriation of money for capital expenditure for a period not exceeding three financial years, provided a separate appropriation is made for each of those financial years.

Contents of annual budgets and supporting documents

17. (1) An annual budget of a municipality must be a schedule in the prescribed format —
 - (a) setting out realistically anticipated revenue for the budget year from each revenue source;
 - (b) Appropriating expenditure for the budget year under the different votes of the municipality;
 - (c) Setting out indicative revenue per revenue source and projected expenditure by vote for the two financial years following the budget year;
 - (d) Setting out —
 - (i) Estimated revenue and expenditure by vote for the current year; and
 - (ii) Actual revenue and expenditure by vote for the financial year preceding the current year; and
 - (e) A statement containing any other information required by section 215(3) of the Constitution or as may be prescribed”

3.2 Municipal General Overview

The map below outlines the geographical area of Breede Valley Municipality. As per the map Breede Valley Municipality serves the towns of De Doorns, Rawsonville, Touwsriver and Worcester. Surrounding municipalities include Drakenstein Municipality, Langeberg Municipality, Laingsburg Municipality, Stellenbosch Municipality, Theewaterskloof and Witzenberg Municipality.



Strategic Framework, Pillars and Objectives of the Municipality



Breede Valley Municipality developed five strategic pillars that are underpinned by, which underpin six strategic objectives. The strategic objectives have been developed to address the challenges identified during the IDP development process and are linked to service areas and predetermined objectives.

STRATEGIC PILLARS	
OPPORTUNITY	Breede Valley Municipality strives to provide an opportunity for every resident to have access to all basic services and to live in a safe, caring and well-managed municipal environment.
SAFETY	Breede Valley Municipality aims to partner with the community, other government departments and community organizations to provide a safe environment in which communities, especially women and children, can thrive in pursuit of good community values.
CARING	Breede Valley Municipality will provide care to all vulnerable groups and encourage social investment with a focus on youth development and opportunities for the youth to play a meaningful role in developing a better and caring Breede Valley community.
INCLUSIVE	Breede Valley plans, in consultation with all residents and partners, to create and stimulate social cohesion, to restore hope and to break down social divisions.
WELL-RUN MUNICIPALITY	Breede Valley Municipality continues to build on being a well-run municipality, with strong and committed administration upholding the principles of good governance, maintaining a good credit rating, providing basic services to all and improving our solid productivity rating.

STRATEGIC OBJECTIVES

Section 24 of the Municipal Systems Act states:

- (1) The planning undertaken by a municipality must be aligned with, and complement, the development plans and strategies of other affected municipalities and other organs of state so as to give effect to the principles of cooperative government contained in Section 41 of the Constitution.*
- (2) Municipalities must participate in national and provincial development programmes as required in Section 153(b) of the Constitution.”*

STRATEGIC OBJECTIVES	
SO 1	To provide and maintain basic services and ensure social upliftment of the Breede Valley community
SO 2	To create an enabling environment for employment and poverty and poverty eradication through proactive economic development and tourism
SO 3	To ensure a safe, healthy, clean and sustainable external environment for all Breede Valley's people
SO 4	To provide democratic, accountable government for local communities and encourage involvement of communities and community organisations in the matters of local government
SO 5	To ensure a healthy and productive workforce and an effective and efficient work environment
SO 6	To assure a sustainable future through sound financial management, continuous revenue growth, corporate governance and risk management practices

3.3 Budget Principles and Criteria

The 2021/22 MTREF was compiled based on the following principles and criteria taken into account, the impact of the COVID 19 pandemic and on the economy:

Credibility

- Planned Activities must be consistent with the IDP and vice versa.
- Financial viability of municipality should not be jeopardized.
- Ensure Capacity to spend the budget.

Sustainability

- Financial sustainability/ overall financial health of Municipality.
- Revenue/ Expenditure budgeted must be realistic.

Responsiveness

- To the needs of the community / public.
- Alignment of IDP, LED Strategies with Budget to give effect to provincial and national priorities.
- Budget must be responsive to economic growth objectives and the socio-economic needs of the community.

Affordability

- Tariffs must not be increased unreasonably, and consumers must be able to afford tariffs.

The 2021/2022 budget is compiled in line with chapter 4 of the Municipal Finance Management Act, MFMA Budget Circulars and other relevant circulars and / or guidelines from National Treasury and Provincial Treasury. The budget strives to be consistent with the financial norms and ratios as per the MFMA Circular 71 to ensure sound and sustainable management of financial affairs of the municipality. The budget is also consistent with the Long-Term Financial Plan to ensure synergy between long term planning and implementation of planning. Other important principles include addressing the need of access to basic services and the efficient capacitation of the municipality, which is in many instances a challenge given limited financial resources.

The main challenges experienced with the compilation of the 2021/22 MTREF are as follow:

- COVID 19 Pandemic
- Amendments to mSCOA;
- Effect of electricity supply (ESKOM) on the revenue generation
- Consumers exploring alternative energy sources and using less municipal electricity
- Direct effect of the current state of the economy on larger municipalities relying on progressive economic activity
- Vandalism to strategic infrastructure assets
- Ageing infrastructure and increasing service delivery backlogs
- Increasing cost of bulk purchases versus the electricity tariff increases, resulting in pressure to maintain a balance between sustainability, growth and affordability of services

Service charges and other revenue sources are prepared in accordance with planned activities / initiatives / developments and past performance trends to ensure that the budgeted amounts are realistic and do not negatively affect the credibility of the budget and the financial position of the municipality.

The operating expenditure budget compilation process was done in line with the MFMA budget circulars. In instances of inconsistencies, appropriate reasons for the corresponding deviations are provided.

MFMA circular 70 highlighted examples of non-priority spending that need to be addressed by municipalities. Breede Valley Municipality remains commitment to the

elimination of these non-priority items from the 2015/16 MTREF and applying zero percent increases on related items where elimination or a decrease in the 2021/22 MTREF budget is not possible.

Further, MFMA circular 82 on cost containment measures was also taken into consideration with the aim of promoting section 62(1)(a) of the MFMA through the effective, efficient and economical use of municipal resources.

The capital budget for 2021/22 aims to address the service delivery needs within the municipal area, given the available resources internally and externally. The main source of funding remains conditional grant allocations from National and Provincial government departments, followed by either internal funding. The 2021/22 MTREF is not funded by any external loan funding at this stage.

3.4 Rebates

Rebates relating to Unemployed, Indigent and Pensioners (under and over 70 years of age) are displayed below:

3.4.1 Rebates: Unemployed and Indigent

Household Income	Rates	Sewer	Refuse	Rental
R0 - R4 500	50%	50%	50%	100%
Max. Valuation	R 270 000			
<u>Free Basic Services</u>				
Electricity	50 Units			
Water	10 Kilolitre			

3.4.2 Rebates: Pensioner

Household Income	Rates	Sewer	Refuse	Rental
Government Pension & Disability / Pensioners 60 years and older	100%	100%	100%	100%
R0 - R4 500				
Max Valuation	R 270 000			
<u>Free Basic Services</u>				
Electricity	50 Units			
Water	10 Kilolitre			

3.4.3 Rebates: Pensioner 70 years and older

Pensioners falling in this category are eligible for an additional R180 000.00 rebate on the calculation of their property rates bill. This overall rebate is capped at R270 000.00.

3.4.4 Special Rating Area (SRA)

In terms of Section 22 of the Municipal Property Rates Act a municipality may by resolution of its Council determine an area within that Municipality as a Special Rating Area (SRA) and levy an additional rate on property in that area for the purpose of raising funds for improving or upgrading that area. The SRA must submit a budget to the Council annually in terms of the Special Rating Areas By-law.

3.5 Budget Overview

The budget overview provides insight pertaining to the operating and capital budgets over the MTREF

COVID 19 Pandemic – Impact on the Budget

The COVID 19 pandemic had a major influence on the planning and budgeting process for the Medium-Term Revenue and Expenditure Framework for the current financial year and will continue to do so in the 2021/22 MTREF. The current reality brought high levels of uncertainty relating to projection of the anticipated financial performance and position of the municipality in ensuring that the budget to be approved by Council adheres the requirements of credibility and sustainability.

The current situation forces us to remain prudent and continue with applying resources in a well-balanced manner.

The pandemic also brought about a reduction in the collection rate which is largely contributed by the suspension of economic activity. Given the various levels of restrictions and activities allowed within each respective level, many households, businesses, and other rate payers were negatively affected which influenced their ability to settle the municipal accounts. This results in business closing and workers losing employment, having an adverse effect on the municipality's cash position and contributes to increases in the debt portfolio and indigent portfolio.

Municipal spending of discretionary nature remains at the bare minimum to continue honouring non-discretionary commitments. The utilization of both financial and non-financial resources is being monitored to promote the effective and efficient utilization of these resources. This requires the municipality to continuously adapt and re-design where needed in order to continue implementing its constitutional mandate.

3.5.1 Operating Revenue

The table below reflects the operating revenue in relation to the current year and 2021/22 MTREF.

Please refer to Annexure A

Based on the current economic climate within the Breede Valley municipal area, tariffs were kept in line with the guidelines as per MFMA budget circular and NERSA guideline consultation paper. This inflation linked increase in tariffs aim to promote sustainability of the revenue, other than the counterproductive method of increasing tariffs to such an extent that the collection rate deteriorates.

The figures represented in this section are the accrued amounts and not actual cash receipts; in other words, the amounts billed for property rates; service charges and interest as it become due.

Property Rates: Budgeted revenue is based on the current performance realised during the 2020/21 financial year and anticipated revenue based on the new valuation roll to be implemented 1 July 2021.

Service Charges: The 2021/22 projected revenue for service charges is based on the current performance and anticipated trends over the MTREF.

Interest on External Investments: This 2020/21 budget is informed by the municipality's current investment portfolio, and the anticipated return on investments to be made during the 2021/22 financial year.

Fines: Fines are projected in accordance with the anticipated issues for the 2021/22 MTREF.

Transfers Recognized – Operational: This revenue item is based on the operational transfers (conditional and unconditional) as per the 2021/22 budget year allocations.

3.5.2 Operating Expenditure

The table below reflects the operating expenditure in relation to the current year and 2021/22 MTREF.

Please refer to Annexure A.

The operational expenditure budget was adjusted in order to accommodate the projected operational expenditure to be incurred over the MTREF. These amendments/adjustments are based on the 2020/21 Adjustment Budget.

Further, additional amendments given the COVID 19 pandemic are still in place. These amendments are informed by the following principles:

- No additional positions to be funded. Current structure and funding mix to remain as is.
- No new positions
- No new temporary contracts
- EPWP workers to be used as alternative to counter staff shortages where needed
- Review of standby and overtime
- No and/or limited travel and subsistence
- Efficient and effective utilization of internal staff opposed to using external contractors
- Hiring of plant and equipment limited to extreme cases

The principles underpin the renewed approach to service delivery in these unprecedented times. The municipality established various committees to explore creative and innovative ways to add value to the respective functional areas across the municipality. The committees will address issues pertaining to:

- Costing and expenditure control, including cost containment
- Revenue recovery enhancement
- Financial aspects with focus on Ratio's
- Supporting SCM and compliance
- Prioritization of expenditures to assure essential services and impact on revenue enhancement
- Local economic development,
- Spatial planning integration

Employee related cost: Employee related cost is based on the current staff structure.

Debt Impairment: The fines and corresponding write-off will be managed within the available budgets. These amounts will be reviewed with the 2021/22 adjustments budget if needed.

Depreciation and asset impairment: Depreciation is calculated based on the useful lives of assets, which are currently being reviewed. The commission date of the majority of capital projects are more to the end of the financial year (based on past trends), resulting in new additions not having a full year's depreciation, but only a part thereof.

Finance charges: The finance charges are calculated based on the municipality's borrowing portfolio. It should also be noted that the interest portion of the repayment decreases over the term of the loan.

Bulk Purchases: This item comprises of electricity bulk purchases and is based on the current consumption patterns in terms of usage. The increase in this expenditure item is based on the NERSA guideline consultation paper issued in terms of budgeting for the 2021/22 MTREF.

Other materials and Contracted Services: The budget for other materials is also based on the 2019/20 Mid-year Adjustments Budget. The municipality placed significant emphasis on the funding of temporary workers that will be targeting high priority areas such as area cleaning and basic service delivery aspects where a temporary need exists. Further, maintenance of rental units / flats, relocation of outside toilets for the vulnerable, ward-based projects and maintenance of chemical toilets are projects to received high priority in terms of funding. The implementation of these projects will be closely monitored given the importance and impact it will have on the beneficiaries.

Other expenditure: The low percentage increase in other expenditure is due to the cost containment not being increased and also the conservative approach applied by the municipality.

Please refer to SA1 for the detail.

3.5.3 Capital budget**MBRR Table A5 - Budgeted Capital Expenditure by standard classification and funding source**

Please refer to Annexure A

The municipality implemented quarterly budget engagements where performance of the capital budget & Grant funding is tracked.

Technical Services Capital Projects

The list below represents the major / significant capital projects included in the Final MTREF

Description	Finance Source	Finance Source Desc.	2021/22 Draft Budget	2022/23 Draft Budget	2023/24 Draft Budget
<u>Technical Services</u>					
<u>Not Allocated to Wards</u>					
<u>Worcester WwTW</u>					
	-	-			
<u>Stettynskloof Water Supply (Worcester/Rawsonville)</u>					
Upgrading of Stettynskloof Supply Pipe Line - Phase 3 (MIG 164422)	8,0	MIG		3 421 924	
<u>Rawsonville WwTW</u>					
Extension of WwTW (0,24 MI/day)	8,0	MIG	6 296 742		
<u>Klipvlakte/ Transhex Residential Development (13 000 erven)</u>					
Electrical Reticulation	8,2	INEP	21 000 000	38 000 000	38 000 000
<u>Reservoirs</u>					
Pre-loads	8,0	MIG		18 481 271	
<u>Touws River: Waste Water Treatment Works (WwTW) Augmentation</u>					
MIG	8,0	MIG			2 000 000

<u>Touws River: Water Treatment Works (WTW)</u>					
<u>Augmentation</u>					
MIG	8,0	MIG			2 000 000
<u>Touws River : Water Network Upgrades to Affordable Housing Project</u>					
MIG	8,0	MIG			500 000
<u>Touws River : Sewer Network Upgrades to Affordable Housing Project</u>					
MIG	8,0	MIG			500 000
<u>Upgrading of Gravel Roads</u>					
Breedee Valley: Roads	3,0	CRR		10 000 000	10 000 000
<u>Resealing of Roads</u>					
Resealing of Municipal Roads - Rawsonville	3,2	CRR	500 000	500 000	500 000
<u>Resealing of Municipal Roads - Worcester</u>					
MIG	8,0	MIG	25 776 248	7 432 593	26 614 000
CRR	3,0	CRR	2 000 000	2 000 000	5 000 000
Resealing of Municipal Roads - Avian Park	8,0	MIG	1 124 263		
Resealing of Municipal Roads - Zwelethemba	8,0	MIG		420 000	
<u>Resealing of Municipal Roads - De Doorns</u>					
MIG	8,0	MIG			1 500 000
CRR	3,0	CRR	1 000 000		
<u>Resealing of Municipal Roads - Touws River</u>					
Resealing of Municipal Roads - Touws River	8,0	MIG			500 000
<u>Traffic Circles</u>					
Traffic Circles: (High and Louis Lange)	3,0	CRR	6 000 000	6 000 000	
Traffic Circles: (De La Bat / Roux / Heyns Street)	3,0	CRR			5 500 000
<u>Networks</u>					
Replacement of Water Network (Roll-over)	3,0	CRR	1 000 000	1 000 000	1 000 000
<u>Electricity (8112)</u>					
Refurbishment of electrical system	3,0	CRR	4 500 000	5 000 000	8 200 000
Cherry Picker vehicles	3,0	CRR	3 860 114		
<u>Refurbishment of electrical system (NERSA)</u>					

2) Quality of supply data loggers and monitoring equipment.	3,0	CRR	1 000 000		
Altona new Electrical Substation	3,0	CRR	6 000 000	15 000 000	
Electricity - Vehicles	3,0	CRR	750 000	750 000	750 000
Electricity - Machinery and Equipment	3,0	CRR	500 000	750 000	750 000
Civil Engineering					
LDV	3,0	CRR	250 000		
Survey Equipment	3,0	CRR	50 000		
Office Furniture	3,0	CRR	30 000		
SOLID WASTE MANAGEMENT					
WORCESTER					
Wheeliebins	3,0	CRR	1 000 000	1 000 000	1 000 000
Ward Priorities					
Speed Humps	3,0	CRR	2 000 000		
High Mast lights	3,0	CRR	4 500 000		
Development of Playparks	3,0	CRR	1 000 000		
Fencing of Substations	3,0	CRR	250 000		
Bus Stop / Shelter	3,0	CRR	100 000		
Ward 1					
Rehabilitation of Bok River Pipe Line - Phase 6	8,0	MIG			7 000 000
Touws River: Bok River Solar System	8,0	MIG		500 000	
Ward 2					
De Doorns : Transfer Station	8,0	MIG	516 145		
New Retention Ponds - De Doorns: South of N1 (MIG Number 202347)	8,0	MIG		956 814	
De Doorns Water Purification Works : Augmentation of DAF Unit (MIG funding)	8,0	MIG	2 546 602	7 773 398	
Ward 8					
Upgrading of Gravel Roads	3,0	CRR	3 000 000	3 000 000	3 000 000
Erosion Protection of Hex River (Zweletemba)					
Erosion Protection of Hex River : Phase 2 (300m @ R13,333.33/m)	3,0	CRR	3 150 000		
Ward 12					
Upgrading of Gravel Road	3,0	CRR	6 000 000		

<u>Ward 21</u>	-	-			
Upgrading of gravel roads	3,0	CRR	1 000 000	1 000 000	1 000 000
<u>SERVICE CONNECTIONS (Depending on Public Contr)</u>					
Sewer Connections	3,3	CRR	1 120 000	1 120 000	1 120 000
Water Connections	3,3	CRR	2 719 200	2 719 200	2 719 200
Machinery and Equipment	3,0	CRR	1 000 000	2 000 000	2 000 000
Municipal Vehicles (LDV)	3,0	CRR	1 500 000		
<u>ROADS AND STORMWATER</u>					
Machinery and Equipment	3,0	CRR	1 000 000	2 000 000	2 000 000
Public Services - Vehicles	3,0	CRR	1 500 000	1 500 000	1 500 000
<u>Town Planning and Building Control</u>					
<u>Land Infill Developments</u>					
Johnsons Park - Water	3,0	CRR	292 085		
Johnsons Park - Sewer	3,0	CRR	876 009		
Johnsons Park - Stormwater	3,0	CRR	189 856		
Johnsons Park - Electricity	3,0	CRR	1 980 000		
Avian Park Industrial - Water	3,0	CRR		146 043	146 043
Avian Park Industrial - Sewer	3,0	CRR		438 005	438 005
Avian Park Industrial - Stormwater	3,0	CRR		94 928	94 928
Avian Park Industrial - Electricity	3,0	CRR		990 000	990 000
Avian Park Industrial - Sewer Pumpstation	3,0	CRR	1 000 000	9 000 000	10 000 000
Somerset Park - Water	3,0	CRR	50 000	146 043	
Somerset Park - Sewer	3,0	CRR	50 000	438 005	
Somerset Park - Stormwater	3,0	CRR	100 000	94 928	
Somerset Park - Electricity	3,0	CRR	50 000	990 000	
<u>SWIMMING POOL: Zwelethemba - 5125</u>					
Zwelethemba - New Swimming Pool	3,0	CRR	15 000 000		
<u>Municipal Manager</u>					
<u>Admin -0603</u>					
Furniture and Equipment	3,0	CRR	5 000	5 000	5 000

<u>Community Services</u>					
<u>ADMIN - 0903</u>					
Furniture & Equipment	4,0	CRR	5 000	5 000	5 000
<u>HOUSING</u>					
<u>Unallocated DoRA projects - TRANSHEX</u>					
<u>SWIMMING Pool: Zweletemba - 5125</u>					
<u>SWIMMING Pool: De Doorns</u>					
New Swimming Pool	3,0	CRR		500 000	15 000 000
<u>SPORT: Boland Park - 5130</u>					
Replacement of fence perimeter	3,0	CRR		6 000 000	
<u>SPORT: Esselen Park</u>					
Replacement of fence perimeter	3,0	CRR	6 000 000		
<u>SPORT: Zwelthemba</u>					
Replacement of fence perimeter	3,0	CRR			6 000 000
<u>SPORT: Steenvliet</u>					
Machinery and Equipment	3,0	CRR	100 000		
<u>WATERLOO LIBRARY - 4506</u>					
Replace equipment	3,0	CRR	30 000		
Replace equipment	6,1	Libraries	100 000		
<u>TRAFFIC</u>					
<u>Buildings</u>					
Machinery and Equipment	3,0	CRR	100 000		
Traffic - Vehicles	3,0	CRR	500 000		
<u>FIRE DEPARTMENT: ADMIN - 4203</u>					
Machinery and Equipment	3,0	CRR	500 000		
<u>FINANCIAL SERVICES</u>					
<u>Admin</u>					
Furniture and Equipment	4,0	CRR	5 000	5 000	5 000
<u>Financial Planning</u>					
Safeguarding of Assets	12,0		400 000	400 000	400 000

Insurance claims	12,0		400 000	400 000	400 000
<u>COUNCIL & MAYCO</u>					
<u>MAYORAL OFFICE - 0306</u>					
Furniture and Equipment	3,0	CRR	5 000	5 000	5 000
<u>STRATEGIC SUPPORT SERVICES</u>					
<u>STRATEGIC SUPPORT - ADMIN - 2103</u>					
Furniture and Equipment	4,0	CRR	5 000	5 000	5 000
<u>WORCESTER TOWN HALL</u>					
<u>CIVIC CENTRE WORCESTER - 3903</u>					
Solar pannel - conversion	3,0	CRR	500 000		
<u>INFORMATION TECHNOLOGY - 2114</u>					
ICT - Computer Equipment	3,0	CRR	3 000 000		
Call Center & Telephone (PBX) System	3,0	CRR	2 500 000		
Biometric system	3,0	CRR	150 000		
Fire Alarm (DR site)	3,0	CRR	150 000		
Infrastructure Replacement & Upgrades (Servers, Storage and Connectivity)	3,0	CRR		10 000 000	
Airconditioner (DR Site)	3,0	CRR	50 000		

Kindly refer to SA36 for the detail capital budget.

4. Annual Budget Tables

The budget tables prepared in accordance with the Municipal Finance Management Act, and Municipal Budget and Reporting Regulations are listed in below:

- **Table A1** Budget Summary
- **Table A2** Budgeted Financial Performance (Revenue and Expenditure by standard classification)
- **Table A3** Budgeted Financial Performance (revenue and expenditure by municipal vote)
- **Table A4** Budgeted Financial Performance (revenue and expenditure)
- **Table A5** Budgeted Capital Expenditure by vote, standard classification and funding

- **Table A6** *Budgeted Financial Position*
- **Table A7** *Budgeted Cash Flows*
- **Table A8** *Cash Backed Reserves / Accumulated Surplus Reconciliation*
- **Table A9** *Asset Management*
- **Table A10** *Basic Service Delivery Measurement*

Kindly refer to Appendix A for the detailed Schedule A tables.

Brede Valley Municipality do not have any entities, therefore, no consolidation of budget information and tables are presented in the document and other supporting documentation.

PART 2 – Supporting Documentation**5. Overview of Annual Budget Process**

Step No	ISSUE	TIMEFRAME
1	IDP/Budget Process Plan/Timetable approved by council	Aug 2020
2	IDP Meetings – inputs from Ward Councilors & Ward Committees	Oct 2020
3	First IDP/ Budget Steering Committee Meeting	Nov 2020
4	Departmental inputs on Draft allocations	Nov & Dec 2020
5	2 nd Budget Steering Committee – Consider Adjustment budget	Jan 2021
6	Draft Budget input captured and Budget balanced	March 2021
7	Draft IDP & Budget tabled in Council	March 2021
8	IDP & Budget workshop - Council	April 2021
9	Public Consultation	April 2021
10	Finalise Sector / Dept Strategy Plan / Budget - IDP	April 2021
11	Consideration of Comments received	April 2021
12	Tabling of Final MTREF	End May 2021



Process Plan

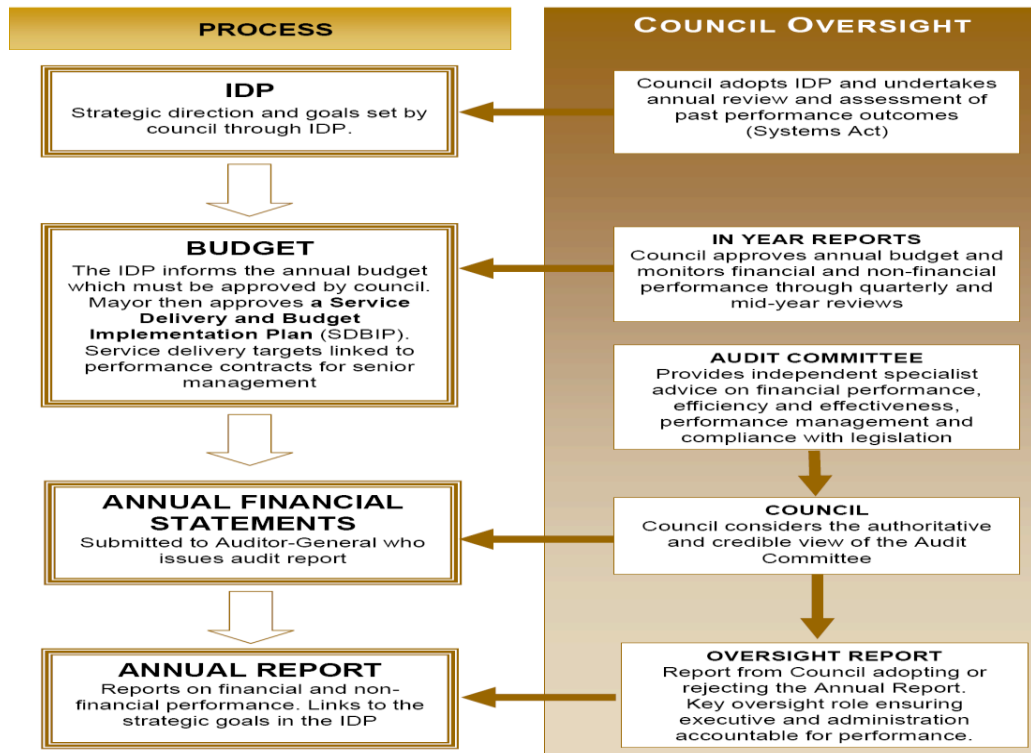
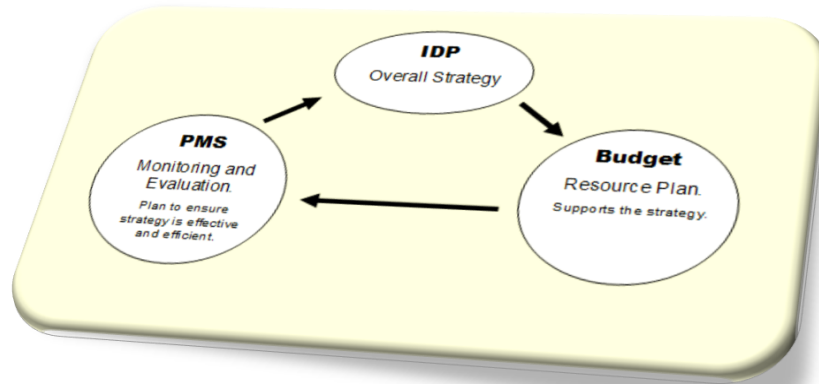
	STEP	PROCESS
1.	Planning	Schedule key dates, establish consultation forums, review previous processes
2.	Strategising	Review IDP, Determine priorities, set service delivery targets and objectives for the next three years, consult on tariffs, indigent, credit control, free basic services, etc and consult local, provincial, and national issues, previous years performance and current economic and demographic trends.
3.	Preparing	Prepare budget, revenue, expenditure projections, draft budget policies, consult and consider local, provincial and national priorities.
4.	Tabling	Table draft budget, IDP and budget related policies before the council, consult and consider formal local, provincial, and national inputs and responses.
5.	Approving	Council approves budget and related policies.
6.	Finalising/ Implementation	Publish and approve SDBIP and annual Performance agreements and indicators. Publish Budget in terms of sect.22 MFMA

The IDP / Budget process plan was consulted with all relevant stakeholders, whom are:

- Council
- Executive Mayor and Mayoral Committee
- Accounting Officer
- Management
- Institutional Committees
- District Municipality (Cape Winelands District Municipality)
- Intergovernmental (National Treasury, Provincial Treasury and Department of Local Government)
- Ward councillors, ward committees and community in wards

6. Overview of alignment of annual budget with Integrated Development Plan

The below diagrams illustrates the link between the municipality's IDP and Budget



MBRR Table SA4 - Reconciliation between the IDP strategic objectives and budgeted revenue

Please refer to Annexure A

MBRR Table SA5 - Reconciliation between the IDP strategic objectives and budgeted operating expenditure

Please refer to Annexure A

MBRR Table SA6 - Reconciliation between the IDP strategic objectives and budgeted capital expenditure

Please refer to Annexure A

7. Measurable performance objectives and indicators

SA7 provides the main measurable performance objectives the municipality undertakes to achieve this financial year.

Please refer to Annexure A

8. MBRR Table SA8 - Performance indicators and benchmarks

The following table sets out the municipality's main performance objectives and benchmarks for the 2021/22 MTREF.

Please refer to Annexure A

9. Overview of Budget Related Policies

The following budget related policies are in use:

- Asset Management Policy
- Borrowing Policy
- Budget Policy
- Budget Virement Policy
- Costing Policy
- Credit Control and Debt Collection Policy
- Funding and Reserves Policy
- Insurance Management Policy
- Long Term Financial Plan Policy
- Property Rates Policy
- Tariff Policy
- Write-off Policy
- Supply Chain Management Policy
- Cost Containment Policy

Please refer to annexure D for the budget related policies.

10. Overview of Budget Assumptions

The following budget assumptions were used as basis for compilation of the 2021/22 MTREF:

- Tariff increases:

Service	Percentage Increase (%)
Electricity	15.9% pending NERSA final guideline
Water	5%
Sewerage	5%
Refuse	5%
Rates	New General Valuation

***Kindly refer to Annexure E for the complete list of tariffs**

- CPIX = 3.9 percent (MFMA budget circular)
- Employee related cost is based on the 5% increase
- Government Grant will be received as gazetted by National and Provincial Government.
- Electricity bulk purchases in line with NERSA guideline consultation paper (17.8 per cent for 2021/22, 8.9 per cent for the outer years).
- Minimal growth in revenue base. Mostly related to low cost housing.
- No / limited increases applied on cost containment items.
- Indigent households is anticipated be in the region of 10 000 households (formal)
- Budgeted collection rate equals to 85 percent
- Conditional grant will be fully spent
- Credit rating: Baa1.za

11. Overview of Budget Funding**Funding sources of operating expenditure budget.**

This overview provides the funding for operating expenditure to be incurred in future financial years.

Please refer to table A1 of Annexure A

Funding sources of capital expenditure budget

Similar to the operating revenue, the capital funding indicates how the capital programme of the municipality will be financed in future years. Based on the above table, it is clear that the municipality is largely grant dependant when external funding (loans) are not being taken up. However, it should be noted that significant progress was made with regards to the contribution of own resources to the capital programme in recent years.

Internal funding in the form of the Capital Replacement Reserve (CRR) is cash backed and sufficient to cover the related capital expenditure projects for the budget year. The municipality remains committed in growing the CRR by making contributions to this reserve to enable better service delivery in the form of capital expenditure. Projects funded from the CRR will be closely monitored to aid implementation and where adjustments are required due to implementation challenges, funds will be directed or reprioritised as per the prerogative of management, through the guidance of the IDP and / or the municipality's financial status.

12. Expenditure on allocations and grant programmes

MBRR SA19 - Expenditure on transfers and grant programmes

Kindly refer to table SA19 of Annexure A.

13. Allocations or grants made by the municipality

MBRR SA21- Transfers and grants made by the municipality

Kindly refer to table SA21 of Annexure A.

14. Councillors and board members allowances and employee benefits

MBRR SA23 - Salaries, allowances and benefits (political office bearers/councillors/ senior managers)

Kindly refer to table SA23 of Annexure A.

15. Monthly targets for revenue, expenditure and cash flow

MBRR SA25 - Budgeted monthly revenue and expenditure

Please refer to table SA25 of annexure A.

16. Contracts having future budgetary implications

MBRR SA33 – Contracts having future budgetary implications

Please refer to table SA33 of annexure A.

17. MBRR SA35 - Future financial implications of the capital budget

Please refer to table SA35 of annexure A.

18. Capital expenditure details

MBRR SA36 - Detailed capital budget per municipal vote

Please refer to table SA36 of annexure A.

19. Legislation compliance status

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

- **In-year reporting:** Reporting to National Treasury and Provincial Treasuries are done in line with the legislated prescripts.
- **Internship programme:** This programme is fully functional within the municipality with 4 interns being employed under this programme.
- **Budget and Treasury Office:** The Budget and Treasury Office has been established in accordance with the MFMA.
- **Audit Committee:** An Audit Committee has been established and is fully functional.
- Service Delivery and Implementation Plan
- **Annual Report:** Annual report is compiled in terms of the MFMA and National Treasury requirements.
- MFMA Training
- Policies

20. Other supporting documents

Please refer to annexures E for MFMA budget circular

21. Annual budgets of municipal entities attached to the annual budget

No municipal entities.

COMMENTS BY OTHER DIRECTORATES

Municipal Manager – Recommendation supported

Director Strategic Services – Recommendation supported

Director Community Services – Recommendation supported

Director Engineering Services – Recommendation supported

Director Public Services (Acting) – Recommendation supported

RECOMMENDATION

That in respect of the

2021/22 Draft Budget

discussed by Council at the Council Meeting of 30 March 2021:

1. Council approves the draft annual budget tables and annual budget supporting tables as prescribed by the Municipal Budget and Reporting Regulations, as set out in Annexure A.
2. Council approves the Quality Certificate to the draft budget signed by the Accounting Officer, as per Annexure B.
3. Council approves the revised budget related policies as per Annexure C.
4. Council approves the draft tariffs, tariff structures and service delivery charges for water, electricity, refuse, sewerage, and other municipal services as per Annexure D

To Action

R. Ontong

6.3 BUDGET 2021/2022: EXTERNAL LONG-TERM BORROWING
MFMA SECTION 46 Long-term debt**File No. /s:** 3/2/2/10**Responsible Officials:** R Ontong**Directorate:** Financial Services**Portfolio:** Financial Services

1. Purpose

The aim of this report is notifying the council that we are doing a feasibility study and looking at the possibility of obtaining an external long-term loan.

2. Applicable legislation:

The legislative framework governing borrowing is informed by the following legislation:

- a) Local Government Municipal Finance Management Act, (Act 56 of 2003); and
- b) Municipal Regulations on Debt Disclosure, Regulation R492, published under Government Gazette 29966, 15 June 2007.

The applicable legislation is as follows:

- i. In terms of the Municipal Finance Management Act, No. 56 of 2003, Chapter 6 on Debt, section 46 (1) that deals with long-term debts states, that a municipality may incur long-term debt, only in accordance with and subject to any applicable provisions of the act, including section 19 for the purposes of capital expenditure to be used for the purpose of achieving the objectives as set out in section 152 of the Constitution or re-financing existing long-term debt.
 - ii. Local Government Municipal Regulations and Debt Disclosure, Regulation R492, published under Government Gazette 29966, 15 June 2007 further regulates compulsory disclosures when incurring municipal debt and securities backed by municipal debt
 - iii. A municipality's long-term debt must be consistent with its capital budget referred to in section 17(2) of the MFMA.
-

Information and certificates to be made available:

The Municipality may incur long-term debt only if:

- a) a resolution of the municipal council, signed by the mayor, has approved the debt agreement; and
- b) the accounting officer has signed the agreement or other document which creates or acknowledged the debt.
- c) the accounting officer of the municipality has, in accordance with section 21A of the Municipal Systems Act:
 - i. at least twenty one (21) days prior to the meeting of the council at which approval for the debt is to be considered, made public an information statement setting out particulars of the proposed debt, including the amount of the proposed debt, the purpose for which the debt is to be incurred and particulars of any security to be provided; and
 - ii. invite the public, the National Treasury and the relevant provincial treasury to submit written comments or representations to the council in respect of the proposed debt; and
- d) has submitted a copy of the information statement to the municipal council at least twenty-one (21) days prior to the meeting of the council, together with particulars of:
 - (i) the essential repayment terms, including the anticipated debt repayment schedule; and
 - (ii) the anticipated total cost in connection with such debt over the repayment period

Profile, Term and Rates:

- Profile:** The amortized repayment profile will be used because the loan cost been calculated on the reduced capital balance over the duration of the loan.
- Term:** The term or duration of loans is normally related to the lifespan of the assets to be funded. The lifespan of the type of assets, infrastructure assets, which are mainly funded, varies from 15 to 30 years.
- Rates:** The rate of a loan refers to the interest rate profile at which the cost of the borrowing is measured. The interest rate profile could be structured in many different ways or combination thereof.
-

Long term financial Strategy:

A Long-term Financial Strategy was implemented at Breede Valley Municipality. The plan has been defined as a high-level plan that determines the overall financial boundaries within which Breede Valley Municipality will operate over the next 10 years. A large portion of our infrastructure has reached the end of their lifespan and to comply with our Constitutional obligation, we must ensure that we have the capacity for service delivery to all residents, consumers and users. The municipal area experienced severe droughts a few years ago and as part of mitigating the risk of drought and the municipality's inability to provide water to their residents, the increase of the municipal dam levels has to take place.

The Municipality envisages to expand infrastructure development within the Avianpark, Somerset Park, Altona and Johnson Park areas to support local economic development and population growth.

Additional funding will also enable the municipality to ensure further upgrades of sewer pipelines within the Zwelethemba and Roodewal area and Avianpark area.

The impact of Consistent increases of tariffs above inflation and the impact on the affordability of services and the collections rate has been taken into consideration.

Given that a large portion of municipal infrastructure has a long-term economic life and the general principle that current ratepayers should not pay for an asset in the short term that is to be used by future ratepayers during the life of the asset, there is a strong economic argument to finance this capital expenditure through long-term borrowing in order to accelerate the pace of delivery and to mirror the repayment of funds with the economic life of the asset. The economic life of assets should always be equal to or longer than the tenure of the debt finance.

List of possible capital projects:

The municipality plan to take up a R300 000 000 loan. The loan will be utilised over the periods as indicated within the approved budget.

The list of projects to be financed as indicated beneath need to be prioritized based on the possible borrowing allowed/ qualified for and equals an amount of R300 000 000 (Three hundred million) broken down as below.

2021/22 – R 300 000 000

Increase dam Level - Stetteynskloof	50 000 000.00
Avian park development - services	4 000 000.00
Avian park development - Pump station	20 000 000.00
Somerset Development - services	2 000 000.00

Altona Sub station	20 000 000.00
Johnson spark Development	4 000 000.00
Zwelethemba Erosion	60 000 000.00
Upgrading Zwelethemba, Roodewal and Avian park	20 000 000.00
Preload's	70 000 000.00
Substation Refurbishment	50 000 000.00
	300 000 000.00

RECOMMENDATION:

That in respect of

EXTERNAL LONG-TERM BORROWING

discussed by Council at the Council Meeting held on 30 March 2021:

Council support the intention of a long-term borrowing based on the following conditions:

1. That the municipality made public, an information statement setting out particulars of the proposed debt, including the amount of the proposed debt, the purpose for which the debt is to be incurred and particulars of any security to be provided, at least twenty one (21) days prior to the meeting of the council at which approval for the debt is to be considered; and
2. That the municipality invite the public, the National Treasury and the relevant provincial treasury to submit written comments or representations to the council in respect of the proposed debt; and
3. That a copy of the information statements be submitted to the municipal council prior to the meeting of the council, together with particulars of:
 - (i) the essential repayment terms, including the anticipated debt repayment schedule; and
 - (ii) the anticipated total cost in connection with such debt over the repayment period
4. That all the legislative requirements must be complied with such as;
 - I. Local Government Municipal Finance Management Act, (Act 56 of 2003); and
 - II. Municipal Regulations on Debt Disclosure, Regulation R492, published under Government Gazette 29966, 15 June 2007.

To Action

R. Ontong

6.4 SUBMISSION AND TABLING OF THE ANNUAL REPORT PERTAINING TO THE 2019/20 FINANCIAL YEAR**File No./s:** 3/15/1**Responsible Official:** C. Malgas**Directorate:** Strategic Support Services**Portfolio:** IDP/SDBIP/PMS

1. PURPOSE

To submit the Annual Report for the 2019/20 financial year, as prescribed by sections 121 and 127 of the Municipal Finance Management Act 56 of 2003 (hereafter referred to as the MFMA), to Council.

In addition, to obtain Council's approval that:

- 1) the 2019/20 Annual Report be publicised for public comment in terms of section 21A of the Municipal Systems Act 32 of 2000 (hereafter referred to as the MSA);
- 2) the 2019/20 Annual Report be referred to MPAC for the purpose of compiling an Oversight Report as prescribed by section 129 of the MFMA; and
- 3) the Oversight Report and 2019/20 Annual Report be tabled for adoption and approval by no later than two months from the date at which the report was initially submitted to- and tabled before Council (i.e. 30 March 2021).

2. BACKGROUND

In terms of Section 121 (1) of the MFMA, every municipality must for each financial year prepare an Annual Report. Furthermore, the Council of a municipality must within nine months after the end of a financial year deal with the Annual Report of the municipality.

Section 121 (2) of the MFMA states that the purpose of the annual report is:

- a) to provide a record of the activities of the municipality or municipal entity during the financial year to which the report relates;
 - b) to provide a report on performance against the budget of the municipality or municipal entity for that financial year; and
 - c) to promote accountability to the local community for the decisions made throughout the year by the municipality or municipal entity.
-

Section 127 (2) of the MFMA states that the Mayor of a municipality must, within seven months after the end of a financial year, table in the municipal council the Annual Report of the municipality. In addition, sub-section 5 prescribes that, immediately after the annual report has been tabled in council, the accounting officer of the municipality must:

- a) in accordance with section 21A of the MSA:
 - i. make public the annual report; and
 - ii. invite the local community to submit representations in connection with the annual report; and
- b) submit the annual report to the Auditor-General, the relevant provincial treasury and the provincial department responsible for local government in the province.

Section 129 (1) of the MFMA states that (amongst others) the council of a municipality must consider the annual report of the municipality, and by no later than two months from the date on which the annual report was tabled in the council in terms of section 127, adopt an oversight report containing council's comments on the annual report, which must include a statement whether council-

- (a) has approved the annual report with or without reservations;
- (b) has rejected the annual report; or
- (c) has referred the annual report back for revision of those components that can be revised.

However, due to the impact of Covid-19 on the provisions mentioned above (specifically from an external audit perspective), National Treasury, in terms of notice number 851, exempted municipalities and municipal entities from complying with the deadlines in sections 127(1) and (2), 129(1) and 133(2) of the MFMA. The exemption was granted on condition that municipalities and municipal entities comply with the provisions referred to above, within two months after the respective deadline stipulated in the applicable provision(s). The exemption is only applicable to the 2019/20 period under review.

On this premise, the 2019/20 Annual Report is attached as Annexure 1 for Council's perusal. The annexures to the 2019/20 Annual Report include the following, and is listed as follows:

- **Annexure A** - Financial Statements
- **Annexure B** - Report of the Auditor-General
- **Annexure C** - Report of the Audit and Performance Audit Committee

In addition, the following key deadlines are proposed pertaining to the oversight process and finalisation of the 2019/20 Annual Report:

Schedule of Key Deadlines – Finalisation of the 2019/20 Oversight & Annual Reports	
Date	Activity
30 March 2021	Tabling of 19/20 AR & initiation of oversight process
01 April 2021	Publication of 19/20 AR for public comment/input

06 – 09 & 14 April 2021	MPAC oversight process – 19/20 AR
15 April 2021	Closing date for public comment/input on the 19/20 AR
30 April 2021	The Oversight Report and 19/20 AR to be tabled before Council for adoption and approval

3. FINANCIAL IMPLICATIONS

None

4. APPLICABLE LEGISLATION

- Municipal Systems Act, 32 of 2000;
- Municipal Finance Management Act, 56 of 2003;
- MFMA Circular 11 (Annual Report Guidelines – 14 January 2005);
- MFMA Circular 32 (The Oversight Report – 15 March 2006);
- Government Notice no. 851 (Local Government: Municipal Finance Management Act, 2003 Exemption from Act)

COMMENT OF DIRECTORATES / DEPARTMENTS CONCERNED

Municipal Manager: Supported

Director Strategic Support Services: Supported

Director Financial Services: Supported

Director Engineering Services: Item and recommendation supported

Director Community Services: Supported

Acting Director Public Services: Supported

Senior Manager Legal Services: Supported

RECOMMENDATION

That in respect of -

The 2019/20 Annual Report (as attached in Annexure 1), submitted and tabled to Council during the Council Meeting held on 30 March 2021:

1. That in compliance with section 127(2) of the MFMA, read together with Government Notice no. 851, the executive mayor table the annual report to council.
 2. That the accounting officer, as instructed by section 127(5) of the MFMA -
 - (a) in accordance with section 21A of the Municipal Systems Act:
-

- (i) make public the annual report; and
 - (ii) invite the local community to submit representations in connection with the annual report; and
 - (b) submit the annual report to the Auditor-General, the relevant provincial treasury and the provincial department responsible for local government in the province.
3. That the annual report be referred to MPAC for the purpose of compiling an oversight report on the annual report (as indicated in the schedule of key deadlines).
4. That the oversight report and annual report be tabled before Council, on or before Friday 30 April 2021 for adoption and approval.

To Action

C. Malgas

6.5 DRAFT MUNICIPAL PROPERTY RATES BY-LAW: FIRST INTRODUCTION TO COUNCIL**File no.:** 1/1/3/13**Responsible Official:** R. Ontong**Directorate:** Finance**Portfolio:** Revenue Section

1. PURPOSE

The purpose of this item is for Council to consider the recommendation from Mayco to repeal the current Municipal Property Rates By-law and to consider the provisional adoption of a new by-law.

2. BACKGROUND

During the Special Mayco meeting held on 18 March 2021, it was resolved as follows:

“EX6/2021

That in respect of –

DRAFT MUNICIPAL PROPERTY RATES BY-LAW

as discussed by Mayco at the Special Mayco meeting held on 18 March 2021 Mayco recommend to Council that:

- 1. The current Municipal Property Rates By-law be repealed in its entirety; and***
 - 2. that the draft Municipal Property Rates By-law (Annexure C) be considered by Council for adoption.”***
-

Council adopted the current Municipal Property Rates By-law which was subsequently promulgated in the Government Gazette No.7628, dated 10 June 2016, attached as **Annexure A**.

On 16 February 2021, the Department of Cooperative Governance issued Circular 11 (attached as **Annexure B**) advising municipalities on compliance with sections 6 and 14 of the Local Government: Municipal Property Rates Act No.6 of 2004. A specimen Municipal Property Rates By-law was appended to said circular.

The aforementioned specimen By-law was curtailed for Breede Valley Municipality and is attached as **Annexure C**. The objective of the draft Municipal Property Rates By-law is to give effect to the implementation of the municipality's Rates Policy as contemplated in section 6 of the Municipal Property Rates Act. The proposed draft Municipal Property Rates Policy (**Annexure D**) will be tabled simultaneous with the draft budget item at the Council meeting scheduled for 30 March 2021.

It is proposed that Council provisionally adopt the draft Property Rates By-law (**Annexure C**) to be advertised for public comment and / or representations.

3. FINANCIAL IMPLICATIONS

Advertising and Printing costs

4. APPLICABLE LEGISLATION

The Constitution of the Republic of South Africa

Local Government: Municipal Systems Act

Local Government: Municipal Structures Act

Local Government: Municipal Finance Management Act

Local Government: Municipal Property Rates Act

5. COMMENT OF DIRECTORATES / DEPARTMENTS CONCERNED

MUNICIPAL MANAGER: Supported

DIRECTOR: STRATEGIC SUPPORT SERVICES: Supported

DIRECTOR: COMMUNITY SERVICES: Supported

DIRECTOR: ENGINEERING SERVICES: Item and recommendation supported

CHIEF FINANCIAL OFFICER: Supported

ACTING DIRECTOR: PUBLIC SERVICES: Supported

RECOMMENDATION

That in respect of –

DRAFT MUNICIPAL PROPERTY RATES BY-LAW: FIRST INTRODUCTION TO COUNCIL

as discussed by Council at the Council meeting held on 30 March 2021 Council decide that:

1. *The current Municipal Property Rates By-law provisionally be repealed in its entirety;*
 2. *the proposed draft Municipal Property Rates By-law (Annexure C) be provisionally approved subject to:*
 1. *the publication of the proposed draft by-law affording the public an opportunity to comment and/or make representations on the draft by-law; and*
-

2. *a workshop being conducted with Councillors in respect of the proposed draft by-law.*

3. *After the closing date for public comments and/or representations, an item be resubmitted to Council including any written comments to consider the final adoption of the draft Municipal Property Rates By-law.*

To Action

R. Ontong

**6.6 INTEGRATED DISASTER RISK MANAGEMENT FRAMEWORK AND
DISASTER RISK MANAGEMENT PLAN: 2021****File No. /s:** 12/3/111**Responsible Official:** T.C. Botha**Directorate:** Community Services**Portfolio:** Fire, Rescue & Disaster
Management

1. Purpose

To inform Council of the requirements of Disaster Management Act read together with Section 26(g) of the Municipal Systems Act where it is required that the Municipal Disaster Management Plan must be approved for inclusion into the Municipal IDP.

2. Background

The Disaster Management Act requires that the Municipality must prepare a Disaster Management Plan within the Municipal Disaster Management Framework which must form an integral component of the Municipal Integrated Development Plan.

The Difference between the Framework and the Plan.

The purpose of Municipal Integrated Disaster Risk Management Framework (IDRMF) is provide criteria to develop, implement and, maintain a programme to mitigate, prepare for, respond to, and recover from emergencies, disasters and any other situation that may pose a threat to the normal functioning of the Breede Valley Municipality and its Communities.

The Purpose of the Municipal Disaster Risk Management Plan (DRM Plan) is to ensure the integration of disaster risk management into the strategic and operational planning and project implementation of all line functions and role players within the municipality thereby promoting a resilient municipality and ultimately resilient communities.

3. Financial Implications

The DRM Plan is written with the view strategic and operation planning must cater for the inbuilt measures of reducing risk and therefore any cost implication should be factored into the total project plan of any municipal project.

The IDRMF in terms of its response and recovery elements will attract costs which are catered for (in a small measure) in the current General Operating Expenses Vote managed by the Fire, Rescue and Disaster Management Service. However, as experienced in past crises; the costs of response and recovery usually are greater than the current budgeted amount and virements have to be made during the budget adjustment process.

Notwithstanding this; allowance made in the Disaster Management Act, that where the Municipality has declared a local disaster; costs may be recovered via such declaration (if agreed to by the Province and National Government); or that assistance in covering costs (during recovery) may be sourced from the Provincial Government during the crises.

4. Applicable Legislation / Council Policy

Section 53(1)(a) of the Disaster Management Act, 2002 (Act 57 of 2002) requires the Breede Valley Municipality to prepare a disaster management plan for its area according to the circumstances prevailing in the area and within the ambit of its municipal disaster management framework.

Section 53(2) (a) of the Act specifies that the disaster management plan for a municipality must form an integral part of the municipality's integrated development plan (IDP).

Section 26(g) of the Municipal Systems Act, 2000 (Act 32 of 2000) lists "applicable disaster management plans" as core components of an IDP.

The Framework and Plan also supports the obligatory purpose of local government as contemplated in the Constitution of the Republic of South Act, Act 108 of 1996; specifically Section 152. (1).

Comment of Directorates / Departments concerned:

Municipal Manager: Supported

Director: Community Services: Supported

Director: Strategic Services: Noted

Director: Financial Services: Supported

Director: Engineering Services: Supported

Acting Director: Public Services: Supported

Head: Fire, Rescue & Disaster Management: In detailing the Disaster Risk management Framework and the Plan; it is clear that the Disaster Management is a functional responsibility of all Departments but driven from a central point of coordination and communication. For the BVM to be successful in the implementation of the Framework and objectives of the Plan it is vital that all Departments are reminded by Council and the Municipal Manager of their obligations in this regard.

RECOMMENDATION:

In respect of

INTEGRATED DISASTER RISK MANAGEMENT FRAMEWORK AND DISASTER RISK MANAGEMENT PLAN: 2021

discussed by Council at the Council Meeting held on 30 March 2021:

That Council approves the:

- 1. Municipal Integrated Disaster Risk Management Framework;**
 - 2. Municipal Disaster Risk Management Plan.**
- and that both must be for included into the Municipal Integrated Development Plan**

To Action

T. Botha

6.7 REPORT TO COUNCIL ON DEVIATIONS FOR THE MONTH OF: FEBRUARY 2021**File No./s:** 2/1/1/1**Responsible Official:** R. Ontong**Directorate:** Financial Services**Portfolio:** Supply Chain Management

1. Purpose

To report to Council on all deviations and their reasons, approved by the delegated authority in terms of paragraph 36(2) of the Supply Chain Management Policy, for the month of February 2021.

2. Background

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

Deviations approved in terms of paragraph 36(1)(a) for the month of February 2021, are attached as **Annexure A**.

3. Financial Implications

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

4. Applicable Legislation / Council Policy

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

Comment of Directorates / Departments**Municipal Manager:** Noted**Director: Strategic Support Services:** Noted

Director: Financial Services: Noted

Director: Engineering Services: Noted

Acting Director: Public Services: Noted

Director: Community Services: Noted

Senior Manager: Legal Services: Noted

RECOMMENDATION

In respect of

REPORT TO COUNCIL ON DEVIATIONS FOR THE MONTH OF: FEBRUARY 2021

Discussed by Council at the Council Meeting held on 30 March 2021:

1. That the deviations from the procurement processes, approved in terms of the delegated authority for the month of February 2021, **be noted**.

To Action

R. Ontong

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

- 8. CONSIDERATION OF MATTERS SUBMITTED BY THE CHAIRPERSON OF COUNCIL**
-

- 9. 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**
-

- 10. CONSIDERATION OF MOTIONS OF EXIGENCY**
-

- 11. CLOSURE**
-
-