

MINUTES

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

Date distributed:

MINUTES OF THE 6th COUNCIL MEETING OF 2023/2024 FINANCIAL YEAR OF THE COUNCIL OF BREEDE VALLEY MUNICIPALITY



SPEAKER: ALDERMAN J.F. VAN ZYL

TABLE OF CONTENTS

ITEM	SUBJECT	PAGE
1.	OPENING AND WELCOME	4
2.	OFFICIAL NOTICES	4
2.1	Disclosure of interests	4
2.2	Applications for leave of absence	4
3.	COMMUNICATION	4
3.1	Interviews or presentations by deputations	4
3.2	Birthdays of Councillors	4
3.3	Statements by the Speaker	5
3.4	Statements by the Executive Mayor	5
4.	CONFIRMATION OF MINUTES	5
4.1	The minutes of the following Council meeting was previously distributed	5
4.2	5 th Council Meeting: 2024-01-23	5
	FOR CONFIRMATION	
5.	REPORT BY THE EXECUTIVE MAYOR ON DECISIONS TAKEN BY THE EXECUTIVE MAYOR, THE EXECUTIVE MAYOR TOGETHER WITH THE DEPUTY EXECUTIVE MAYOR AND THE MAYORAL COMMITTEE	5
5.1	The Deputy Executive Mayor: Cllr J.J. von Willingh	
5.2	MMC1: Alderman W.R. Meiring	6
5.3	MMC2: Cllr. P.C. Ramokhabi	7
5.4	MMC3: Cllr. N. Nel	7
5.5	MMC4: Cllr. E. Van der Westhuizen	7
5.6	MMC5: Cllr J.R. Jack	7
5.7	MMC6: Cllr. V.A. Bedworth	7
5.8	MMC7: Cllr. J.P. Kritzinger	7
5.9	MMC8: Cllr F. Vaughan	7
6.	COLLABORATOR OUTSTANDING RESOLUTIONS REPORT	7
6.1	OUTSTANDING COUNCIL RESOLUTION REPORT PER DIRECTORATE AS EXTRACTED ON 21 February 2024.	7
	CONSIDERATION OF MATTERS SUBMITTED BY THE ADMINISTRATION	11
7.1	ADJUSTMENTS BUDGET FOR THE FINANCIAL YEAR 2023/24	11
7.2	PROPOSED AMENDMENTS OF THE TOP-LAYER KEY PERFORMANCE INDICATORS (TL KPI's) AS INDICATED IN THE 2023/24 SERVICE DELIVERY & BUDGET IMPLEMENTATION PLAN (SDBIP)	40
7.3	PROPOSED IDP & BUDGET ENGAGEMENT METHODOLOGY/PLAN – APRIL 2024	44

7.4	SUBMISSION OF THE IN-YEAR FINANCIAL MANAGEMENT REPORT FOR THE PERIOD ENDED 31 JANUARY 2024. MFMA SECTION 71 Report	49
7.5	REPORT TO COUNCIL ON DEVIATIONS FOR THE MONTH OF JANUARY 2024	52
7.6	PROPOSED AMENDMENTS TO CONTRACTS IN COMPLIANCE WITH SECTION 116(3) OF THE MUNICIPAL FINANCE MANAGEMENT ACT, 56 OF 2003 (MFMA)	54
7.7	RECRUITMENT AND SELECTION PROCESS TO FILL THE VACANT POSITION OF DIRECTOR: COMMUNITY SERVICES	65
7.8	MUNICIPAL COURT UPDATE: THE PROGRESS OF THE MUNICIPAL COURT AND STATISTICS	70
7.9	LIBRARY SERVICES QUARTERLY UPDATE: THE PROGRESS OF THE LIBRARY SERVICES OUTREACH PROGRAMS PLANNED AND COMPLETED (October 2023 – December 2023)	77
7.10	REVIEWED T.A.S.K.® JOB EVALUATION POLICY	82
7.11	THE PREFERENTIAL PROCUREMENT AND THE SUPPLY CHAIN MANAGEMENT POLICY AMENDMENTS TO GIVE EFFECT TO THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022 AND THE NEW SCM REGULATIONS OF 14 DECEMBER 2023.	85
7.12	ICT POLICY & GOVERNANCE FRAMEWORK REVIEW	89
7.13	PROTECTION OF COUNCILLORS AND STAFF MEMBERS	91
8.	CONSIDERATION OF REPORTS, COMMUNICATIONS, PETITIONS AND APPLICATIONS DEALING WITH MATTERS OF URGENCY SUBMITTED BY THE MUNICIPAL MANAGER	93
8.1	ATTENDANCE AND PARTICIPATION: NAMIBIA TOURISM EXPO 2024	
8.2	THE APPOINTMENT OF THE DIRECTOR: PLANNING, DEVELOPMENT, AND INTEGRATED SERVICES	
9.	CONSIDERATION OF MATTERS SUBMITTED BY THE CHAIRPERSON OF COUNCIL	93
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	93
11.	CONSIDERATION OF MOTION OF EXIGENCY	93
12.	CLOSURE	93

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.

The Speaker and Cllr P. Ramokhabi opened the meeting with prayer. He welcomed all present to the 6th Council meeting for the financial year of 2023/2024.

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.

The following applications for leave were received: Cllr M. Swartz; Cllr N. Wullschleger; Cllr J. Mokgosi, Ald C. Ismail.
Cllr C Wilskut was absent without leave.

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

Mr Fabian Geduld, senior manger Electrical department, did a presentation on the upgrade of the pre-paid meters.

3.2 BIRTHDAYS OF COUNCILLORS

Cllr J.J. Von Willingh	02 February 2024
Cllr M.T. Williams	15 February 2024
Cllr D. Judge	19 February 2024
Ald A. Steyn	27 February 2024

Cllr M. Jacobs congratulated the councillors on their respective birthdays.

3.3 STATEMENTS BY THE SPEAKER

The Speaker reminded the Municipal manager of the workshop on the bylaw pertaining to the rental units that must be workshopped before June 2024.

The Speaker afforded council to congratulate a young lady, Summer-Joy Hendriks on her achievement as a pilot. The Council is extremely proud of her.

3.4 STATEMENTS BY THE EXECUTIVE MAYOR

The mayor welcomes all present and congratulated all whom celebrated a birth month with her. She conveyed her condolences to Cllr Glenda Daames with the loss of her husband. She informed the council about the beauty pageant planned by the Miss SA runner-up. She invited councillors to take part and support the initiative.

The mayor applauds the community members rising up in sports and academics.

With the new budget coming soon the mayor requested the councillors to support each other especially the ward councillors. Ward councillors must keep their communities informed on what is happening. There are loads of people who do not understand the process with the new pre-paid meter system.

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 23 January 2024. (Copy enclosed)

RECOMMENDATION

That in respect of

CONFIRMATION OF MINUTES OF PREVIOUS COUNCIL MEETING

discussed by Council at the Council Meeting held on 28 February 2024:

1. As the Minutes of the Council Meeting held on 23 January 2024 was sent to each councillor at least forty-eight hours prior to the meeting, the minutes of the Council meeting held 23 January 2024 be taken as read and confirmed.

Proposed: Cllr E. VD Westhuizen

Seconded: Cllr J. R. Jack

RESOLVED

That in respect of

CONFIRMATION OF MINUTES OF PREVIOUS COUNCIL MEETING

discussed by Council at the Council Meeting held on 28 February 2024, **resolution number C08/2024:**

1. As the Minutes of the Council Meeting held on 23 January 2024 was sent to each councillor at least forty-eight hours prior to the meeting, the minutes of the Council meeting held 23 January 2024 be taken as read and confirmed.
5. **REPORT BY THE EXECUTIVE MAYOR ON DECISIONS TAKEN BY THE EXECUTIVE MAYOR, THE EXECUTIVE MAYOR TOGETHER WITH THE DEPUTY EXECUTIVE MAYOR AND THE MAYORAL COMMITTEE**
 - 5.1 **The Deputy Executive Mayor: Cllr J.J. von Willingh**
 - 5.1.1 **MUNICIPAL COURT UPDATE: THE PROGRESS OF THE MUNICIPAL COURT AND STATISTICS**

RESOLVED:

That in respect of –

MUNICIPAL COURT UPDATE: THE PROGRESS OF THE MUNICIPAL COURT AND STATISTICS

discussed by Mayco at the Mayco meeting held on 20 February 2024 with resolution number **EX30/2024**, the following recommendation be made to Council:

That Council take cognisance of the progress update and statistics of the Municipal Court.

5.1.2 LIBRARY SERVICE: LIBRARY OUTREACH ACTIVITIES PLANNED AND COMPLETED: (October 2023 – December 2023)**RESOLVED:**

That in respect of –

LIBRARY SERVICES QUARTERLY UPDATE: THE PROGRESS OF THE LIBRARY SERVICES OUTREACH PROGRAMS PLANNED AND COMPLETED (October 2023 – December 2023) discussed by Mayco at the Mayco meeting held on 20 February 2024 with resolution number EX31/2024, 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.

5.1.3 PROTECTION OF COUNCILLORS AND STAFF MEMBERS POLICY**RESOLVED:**

That in respect of –

PROTECTION OF COUNCILLORS AND STAFF MEMBERS POLICY

discussed by Mayco at the Mayco meeting held on 20 February 2024 with resolution number **EX32/2024**, the following recommendation be made to Council:

That Council adopt the policy on the protection of Councillors and Staff Members to ensure that a framework of dealing with safety and security of Councillors and staff members are put in place to effectively ensure their safety.

5.2 MMC1: Alderman W.R. Meiring.**5.2.1 REPORT TO COUNCIL ON DEVIATIONS FOR THE MONTH OF JANUARY 2024****RESOLVED:**

That in respect of

REPORT TO COUNCIL ON DEVIATIONS FOR THE MONTH OF JANUARY 2024Discussed at the Mayco meeting held on 20 February 2024 **EX29/2024:**

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

5.3 MMC 2: Cllr. P.C. Ramokhabi

5.4 MMC 3: Cllr. N. Nel

5.5 MMC 4: Cllr. E. Van der Westhuizen

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**MUNICIPAL MANAGER**

Council		Resolution	Meeting Date	Allocate To	% Compl.	Feedback Comment
1455552	APPLICATION FOR WAIVER IN TERMS OF ITEM 14 (4) OF GAZETTE NUMBER 48789 NOTICE NUMBER 3541 OF 14 JUNE 2023: UPPER LIMITS OF TOTAL REMUNERATION	RESOLVED That in respect of – APPLICATION FOR WAIVER IN TERMS OF ITEM 14 (4) OF GAZETTE NUMBER 48789 NOTICE NUMBER 3541 OF 14 JUNE 2023: UPPER LIMITS OF TOTAL REMUNERATION	2023-12-04	NM MONYELA	70	The MEC for local government in the Western Cape supported the waiver application with recommendations. Subsequently, an application was sent to the National Minister for her consideration and approval.

	PACKAGES PAYABLE TO MUNICIPAL MANAGERS AND MANAGERS DIRECTLY ACCOUNTABLE TO MUNICIPAL MANAGERS	<p>PACKAGES PAYABLE TO MUNICIPAL MANAGERS AND MANAGERS DIRECTLY ACCOUNTABLE TO MUNICIPAL MANAGERS</p> <p>Discussed by Council at the Council meeting held on 04 December 2023, resolution number C107/2023, Council decided that:</p> <ol style="list-style-type: none"> 1. an application to waive a requirement of the Local Government: Upper Limits of Total Remuneration packages payable to Municipal Managers and Managers directly accountable to Municipal Managers should be made to the Minister after consultation with the MEC responsible for local government (the MEC); 2. the Executive Mayor should review of new total remuneration packages of the Municipal Managers and Directors in terms of section 60(1)(b) of the Local Government: Municipal Systems Act, 2000 after consultation with the MEC and approval by the Minister; 3. the Executive Mayor must provide feedback on the waiver application at a next meeting of Council. 				
--	---	---	--	--	--	--

STRATEGIC SUPPORT SERVICES

Council	Resolution	Meeting Date	Allocate To	% Compl.	Feedback Comment
1352782	<p>2023 CUSTOMER SERVICE CHARTER</p> <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> <ol style="list-style-type: none"> 1. That Council, having noted the content of the 2023 Customer Service Charter, provides in principle approval thereof subject to the following conditions: <ol style="list-style-type: none"> 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 	2023-05-30	CMALGAS	75	The draft review of the Customer Service Charter will serve before Council in March 2024. The final version will serve in May 2024.

		and approval.				
1352783	2022/2023 COMMUNICATION STRATEGY	<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:</p> <p>a. The strategy be referred to a Council Workshop to be held on 8 June 2023 ;</p> <p>b. The strategy be made public in terms of section 21 of the MSA and submitted to the relevant stakeholders (i.e. relevant National & Provincial Government Departments as well as the Cape Winelands District Municipality) for input;</p> <p>c. That such public comments (if any) be tabled at Council for consideration; and</p> <p>d. The strategy be resubmitted to Council for final consideration and approval.</p>	2023-05-30	CMALGAS	75	The draft review of the Communications Strategy will serve before Council in March 2024. The final version is will serve in May 2024.
1455526	STAFF ESTABLISHMENT REVIEW AND PROPOSED CHANGES FOR IMPLEMENTATION ON 1 MARCH 2024	<p>RESOLVED That in respect of - STAFF ESTABLISHMENT REVIEW AND PROPOSED CHANGES FOR IMPLEMENTATION ON 1 MARCH 2024 as discussed by the Council at the Council Meeting held on 14 December 2023, resolution number C115/2023:</p> <p>1. that Council note the input of the MEC on the draft Staff Establishment as per Annexure A .</p> <p>2. that the Municipal Manager refer the MEC's input to the minister of Local Government for her consideration and reply</p> <p>3. That the response from the minister of Local Government be tabled at the next Council meeting following the reply for consideration.</p>	2023-12-14	NM MONYELA	80	A letter was sent to the National Minister and the municipality is still awaiting the response.
1474807	UPDATE ON THE APPOINTMENT OF THE DIRECTOR: PLANNING, DEVELOPMENT AND INTEGRATED SERVICES	<p>RECOMMENDATION That in respect of – THE APPOINTMENT OF THE DIRECTOR: PLANNING, DEVELOPMENT AND INTEGRATED SERVICES as discussed by Council at the Council meeting held on 23 January 2024 Council decide that:</p> <p>(a) Note the update on the appointment of the Director: Development Planning and</p>	2024-01-23	NM MONYELA	90	Awaiting the MEC's response on the appointment outcome.

		<p>Integrated Services; (b) the Municipal Manager shall only extend an offer of employment to Mr. Jean Joubert de Villiers for the appointment as Director: Planning Development and Integrated Services if MEC favourably respond; and</p> <p>(c) the contract of employment and the all-inclusive remuneration package be negotiated and be finalised by the Municipal Manager within the statutory limits based on the candidates competencies, qualification and experience.</p> <p>(d) That the municipal manager report back to council on the final decision of the MEC's office in the matter and on the appointment process.</p> <p>The feedback from the municipal manger on the above-mentioned matter was duly noted.</p>				
--	--	---	--	--	--	--

COMMUNITY SERVICES

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

7. CONSIDERATION OF AGENDA ITEMS**7.1 MID-YEAR ADJUSTMENTS BUDGET – FEBRUARY 2024****File No. /s:** 3/2/2/23**Responsible Official:** A Crotz**Directorate:** Financial Services**Portfolio:** Financial Services

1. Purpose

This serves to submit an adjustments budget for the 2023/24 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 2023/24 financial year.
- Include approved unspent conditional grants of 2022/23 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

ADJUSTMENTS BUDGET - SCHEDULE B REPORT 28 FEBRUARY 2024



BREEDE 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

Contents

<u>SECTION A – Part 1</u>	16
<u>1. Glossary</u>	16
<u>2. Mayoral Report</u>	6
<u>3. Resolutions</u>	21
<u>4. Executive Summary</u>	21
<u>5. Adjustments Budget Tables</u>	22
<u>B1 Consolidated Adjustments Budget Summary</u>	22
<u>B2 Consolidated Adjustments Budget Financial Performance</u>	23
<u>B3 Consolidated Adjustments Budget Financial Performance</u>	23
<u>B4 Consolidated Adjustments Budget Financial Performance</u>	23
<u>B5 Consolidated Adjustments Budget Capital Expenditure</u>	23
<u>B6 Consolidated Adjustments Budget Financial Position</u>	24
<u>B7 Consolidated Adjustments Budget Cash Flows</u>	24
<u>B8 Consolidated Cash Backed Reserves/Accumulated Surplus</u>	24
<u>B9 Consolidated Asset Management</u>	24
<u>B10 Consolidated Basic Service Delivery Measurement</u>	25
<u>SECTION A – Part 2</u>	25
<u>1. Adjustments to Budget Inputs and Assumptions</u>	25
<u>2. Adjustments to Budget Funding</u>	9
<u>3. Adjustments to Expenditure on Allocations and Grant</u>	39
<u>4. Adjustment to Allocations or Grants made by the Municipality</u>	39
<u>5. Adjustment to Councillor Allowances and Employees</u>	39
<u>6. Adjustment to Service Delivery and Budget</u>	39
<u>7. Adjustment to Capital Spending Detail</u>	39
<u>8. Other Supporting Documents</u>	39

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 therefore 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 2023/24 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 2022/23 financial year amounting to the following per grant:

Approved Roll-overs (Operating)

- Provincial Contribution Towards The Acceleration of Housing Delivery: R3 400 000.00
- Title-Deeds Restoration Grant: R2 144 588.00
- Community Library Service Grant: Operating: R1 304.00
- Community Development Workers (CDW) Operational Support Grant: R82 065.00
- Disaster Management Grant: R14 556.00
- Municipal Water Resilience Grant: R379 114.00

- CWDM Operational Projects: R462 000.00

Approved Roll-overs (Capital)

- Water Services Infrastructure Grant: R179 000.00
- Municipal Disaster Recovery Grant: R8 379 593.00

Additional / Amendment Funding (Operating and Capital)

- Human Settlement Development Grant (Beneficiaries): R1 345 000.00
- Informal Settlements Upgrading Partnership Grant: Provinces (Beneficiaries): R1 072 000.00
- Financial Management Capacity Building Grant: R100 000.00
- Municipal Service Delivery and Capacity Building Grant: R200 000.00
- Learnerships CHIETA: R1 080 000.00
- Library Service: Replacement Funding for Most Vulnerable B3 Municipalities: R321 000.00
- Provincial Contribution Towards the Acceleration of Housing Delivery: R34 000 000.00

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 2023/24 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 2023/24 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 2022/23 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 Breede Valley - Table B4 Adjustments Budget Financial Performance (revenue and expenditure) - 28/02/2024

Description	Ref	Budget Year 2023/24									Budget Year +1 2024/25	Budget Year +2 2025/26
		Original Budget	Prior Adjusted 3	Accum. Funds 4	Multi-year capital 5	Unfore. Unavoid. 6	Nat. or Prov. Govt 7	Other Adjusts. 8	Total Adjusts. 9	Adjusted Budget 10	Adjusted Budget	Adjusted Budget
R thousands	1	A	A1	B	C	D	E	F	G	H		
Revenue												
Exchange Revenue												
Service charges - Electricity	2	544 474	544 474	-	-	-	-	(2 700)	(2 700)	541 774	643 682	744 741
Service charges - Water	2	110 094	110 094	-	-	-	-	(1 300)	(1 300)	108 794	115 489	120 917
Service charges - Waste Water Management	2	90 530	90 530	-	-	-	-	(2 300)	(2 300)	88 230	94 966	99 429
Service charges - Waste Management	2	48 900	48 900	-	-	-	-	(1 100)	(1 100)	47 800	51 296	53 707
Sale of Goods and Rendering of Services		6 939	6 939	-	-	-	-	(414)	(414)	6 524	7 279	7 621
Agency services		9 908	9 908	-	-	-	-	(2 005)	(2 005)	7 903	10 393	10 882
Interest		-	-	-	-	-	-	-	-	-	-	-
Interest earned from Receivables		13 376	13 376	-	-	-	-	-	-	13 376	14 032	14 691
Interest earned from Current and Non Current Assets		12 823	12 823	-	-	-	-	3 460	3 460	16 284	13 452	14 084
Dividends		-	-	-	-	-	-	-	-	-	-	-
Renton Land		1 645	1 645	-	-	-	-	(1 645)	(1 645)	-	1 726	1 807
Rental from Fixed Assets		6 981	6 981	-	-	-	-	502	502	7 483	7 323	7 667
Licence and permits		-	-	-	-	-	-	-	-	-	-	-
Operational Revenue		4 994	4 994	-	-	-	-	2 767	2 767	7 760	5 238	5 485
Non-Exchange Revenue												
Property rates		187 406	187 406	-	-	-	-	4 000	4 000	191 406	196 589	205 829
Surcharges and Taxes		-	-	-	-	-	-	-	-	-	-	-
Fines, penalties and forfeits		242 038	242 038	-	-	-	-	(125 316)	(125 316)	116 721	253 897	265 831
Licences or permits		4 259	4 259	-	-	-	-	-	-	4 259	4 467	4 677
Transfer and subsidies - Operational		186 796	187 139	-	-	-	7 591	-	7 591	194 730	196 409	220 913
Interest		1 196	1 196	-	-	-	-	2 277	2 277	3 473	1 255	1 314
Fuel Levy		-	-	-	-	-	-	-	-	-	-	-
Operational Revenue		-	-	-	-	-	-	7 400	7 400	7 400	-	-
Gains on disposal of Assets		1 483	1 483	-	-	-	-	-	-	1 483	1 555	1 628
Other Gains		-	(0)	-	-	-	-	-	-	(0)	-	-
Discontinued Operations		-	-	-	-	-	-	-	-	-	-	-
Total Revenue (excluding capital transfers and contributions)		1 473 841	1 474 184	-	-	-	7 591	(116 375)	(108 784)	1 365 400	1 619 049	1 781 222

EXCHANGE REVENUE

Service Charges – Electricity: Electricity revenue is anticipated to be in line with the Original Budget allocation. Therefore, no amendments have been affected during the Adjustments Budget process. 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 2023 is recorded. The billing reflected in the monthly reporting does not include all services consumed in the reported month. The R2 700 000.00 amendment noted relates to the correction of availability charges.

Service Charges – Water and Sanitation – Water revenue, Wastewater Management revenue and Waste Management revenue are performing in line with initial projections and has no adjustments. 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 (2024/25). The amendment on respective services relates to the correction of availability charges (R1 300 000.00

Water, R2 300 000.00 Waste Water Management and R1 100 000.00 Waste Management).

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.

Agency Services: The budget for vehicle registrations is adjusted downwards in line with current performance and anticipated revenue generation for the remainder of the financial year.

Interest Earned from Current and Non-Current Assets: Investment revenue is adjusted upwards with R3 460 410.00 in line with current and anticipated performance. This adjustment is based on the municipality's current investment portfolio and anticipated cash flow for the remainder of the financial year.

Rent on Land: The Original Budget amount for this item was removed given that no revenue is anticipated for the current financial year with the compilation of the Mid-year Adjustments Budget.

Rental from Fixed Assets: The budget is adjusted upwards in line with current performance and anticipated revenue generation for the remainder of the financial year.

Operational Revenue: Revenue from this source was adjusted upwards within line with YTD performance and anticipated revenue as at the end of the 2022/23 financial year. These amendments relate to the administrative and handling fees (R2 516 500.00 and Insurance Refund R250 000.00).

NON-EXCHANGE REVENUE

Property Rates: Revenue from Property Rates is anticipated to perform better than the Original Budget allocation. Therefore, amendments to the value of R4 000 000.00 have been affected during the Adjustments Budget process to accommodate for the increased revenue.

Fines, Penalties and Forfeits: The budget for this revenue source was significantly decreased with R125 316 400.00 to be in line with the current and anticipated performance as determined while compiling the Mid-year Adjustments Budget. The reason for the significant decrease is due to the performance by the service provider appointed, issuing less fines during the reporting period than anticipated.

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.

Interest Earned (Non-Exchange Revenue) – Interest on outstanding debtors is adjusted upwards with R2 276 800.00 in line with current and anticipated performance. This adjustment is based on the municipality's debtors' book, anticipated billings and collection for the remainder of the financial year.

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 Brede Valley - Table B4 Adjustments Budget Financial Performance (revenue and expenditure) - 28/02/2024

Woolze Brook Valley - Table B- Adjustments Budget Financial Performance (Revenue and Expenditure) - 2022/23-24												
Description	Ref	Budget Year 2023/24									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 2024/25	+2 2025/26
			3	4	5	6	7	8	9	10	Adjusted Budget	Adjusted Budget
R thousands	1	A	A1	B	C	D	E	F	G	H		
Expenditure By Type												
Employee related costs		413 148	411 739	-	-	-	-	(12 200)	(12 200)	399 539	428 148	448 271
Remuneration of councillors		20 720	20 720	-	-	-	-	1 000	1 000	21 720	21 736	22 757
Bulk purchases - electricity		432 321	432 321	-	-	-	-	-	-	432 321	511 656	602 148
Inventory consumed		45 712	45 843	-	-	-	580	894	1 474	47 317	47 818	50 065
Debt impairment		209 734	209 734	-	-	-	-	(41 834)	(41 834)	167 900	220 011	230 351
Depreciation and amortisation		100 265	100 265	-	-	-	-	-	-	100 265	105 709	110 678
Interest		37 980	37 980	-	-	-	-	-	-	37 980	39 841	41 714
Contracted services		118 676	120 815	-	-	-	1 631	8 489	10 119	130 934	117 206	130 960
Transfers and subsidies		6 138	6 061	-	-	-	4 300	(16)	4 283	10 344	7 227	6 396
Irrecoverable debts written off		18	18	-	-	-	-	-	-	18	19	20
Operational costs		95 257	93 959	-	-	-	1 080	2 776	3 856	97 815	99 867	104 557
Losses on disposal of Assets		3 928	3 928	-	-	-	-	-	-	3 928	4 120	4 314
Other Losses		63	63	-	-	-	-	-	-	63	66	69
Total Expenditure		1 483 960	1 483 446	-	-	-	7 591	(40 892)	(33 301)	1 450 144	1 603 424	1 752 300

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.

Remuneration of Councilors: The upward adjustment is made in line with the anticipated expenditure of this expenditure item.

Inventory Consumed – Amendments relate to operational grant expenditure and minor other amendments.

Contracted Services – The expenditure item was adjusted upward in line with current and anticipated performance, which largely relates to the Personnel and Labour, Safeguarding and Security, Consultants and Professional Services: Engineering: Civil, Maintenance of Unspecified Assets, etc.

Transfers and Grants: Is adjusted to accommodate the amendment in terms of grant allocations.

Operational Costs – Additions to the value of R3.14 million was made in respect of Other Expenditure. The main contributor to this increase was amendments to the Training Budget and software licenses.

Capital Expenditure

Amendments to the capital budget:

- Reprioritization of Municipal Infrastructure Grant in line with the revised Detailed Project Implementation Plan (DPIP). Please refer to the table below. Finance Source 8,0 and Finance Code CNMIG).
- Other projects adjusted and / or moved to finance other projects and / or in line with the anticipated implementation plans for the current financial year.

WC025 Breede Valley - Table B5 Adjustments Capital Expenditure Budget by vote and funding - 28/02/2024

Description	Ref	Budget Year 2023/24									Budget Year +1 2024/25	Budget Year +2 2025/26
		Original Budget	Prior Adjusted 5	Accum. Funds 6	Multi-year capital 7	Unfore. Unavoid. 8	Nat. or Prov. Govt 9	Other Adjusts. 10	Total Adjusts. 11	Adjusted Budget 12	Adjusted Budget	Adjusted Budget
R thousands		A	A1	B	C	D	E	F	G	H		
Capital Expenditure - Functional												
Governance and administration		17 219	18 102	-	-	-	-	(11 586)	(11 586)	6 516	8 942	2 115
Executive and council		160	360	-	-	-	-	5	5	365	10	-
Finance and administration		17 059	17 742	-	-	-	-	(11 591)	(11 591)	6 151	8 932	2 115
Internal audit		-	-	-	-	-	-	-	-	-	-	-
Community and public safety		19 253	21 924	-	-	-	321	(15 443)	(15 122)	6 802	9 715	7 948
Community and social services		957	3 101	-	-	-	321	(380)	(59)	3 042	115	1 348
Sport and recreation		11 296	11 748	-	-	-	-	(9 168)	(9 168)	2 580	3 600	600
Public safety		6 000	6 075	-	-	-	-	(5 900)	(5 900)	175	6 000	6 000
Housing		1 000	1 000	-	-	-	-	5	5	1 005	-	-
Health		-	-	-	-	-	-	-	-	-	-	-
Economic and environmental services		49 630	48 697	-	-	-	-	20 832	20 832	69 529	58 750	50 441
Planning and development		5	5	-	-	-	-	90	90	95	5	5
Road transport		49 625	48 692	-	-	-	-	20 742	20 742	69 434	58 745	50 436
Environmental protection		-	-	-	-	-	-	-	-	-	-	-
Trading services		104 429	175 475	-	-	-	42 559	(7 624)	34 935	210 410	95 089	84 439
Energy sources		41 416	64 651	-	-	-	29 000	(5 821)	23 179	87 830	34 000	49 100
Water management		13 225	25 338	-	-	-	-	4 250	4 250	29 588	21 979	18 719
Waste water management		48 786	84 486	-	-	-	13 559	(6 233)	7 326	91 812	38 110	15 620
Waste management		1 000	1 000	-	-	-	-	180	180	1 180	1 000	1 000
Other		-	-	-	-	-	-	-	-	-	-	-
Total Capital Expenditure - Functional	3	190 531	264 198	-	-	-	42 880	(13 821)	29 059	293 257	172 496	144 943
Funded by:												
National Government		64 847	62 131	-	-	-	8 559	-	8 559	70 690	63 336	74 136
Provincial Government		1 950	1 950	-	-	-	34 321	-	34 321	36 271	-	-
District Municipality		-	-	-	-	-	-	-	-	-	-	-
Transfers and subsidies - capital (monetary allocations) (National / Provincial Departmental Agencies, Households, Non-profit Institutions, Private Enterprises, Public Corporations, Higher Educational Institutions)		-	-	-	-	-	-	-	-	-	-	-
Transfers recognised - capital	4	66 797	64 081	-	-	-	42 880	-	42 880	106 967	63 336	74 136
Public contributions & donations		-	-	-	-	-	-	-	-	-	-	-
Borrowing		28 060	81 454	-	-	-	-	(7 200)	(7 200)	74 254	22 000	19 900
Internally generated funds		95 665	118 663	-	-	-	-	(6 621)	(6 621)	112 042	87 160	50 907
Total Capital Funding		190 531	264 198	-	-	-	42 880	(13 821)	29 059	293 257	172 496	144 943

Detailed Capital Budget

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

Description	Finance Source	Finance Code	Final Budget 2023/24	Roll overs from 2022/23	Virements	Other Adjustments/ Additional funding	Adjustments Feb 2024	Total Funded budget 2023/24
<u>Engineering Services and Public Services</u>								
<u>Not Allocated to Wards</u>								
<u>Worcester WwTW</u>								

<u>Stettynskloof Water Supply (Worcester/Rawsonville)</u>								
Increase dam Level (Stetteynskloof Dam)	1,1	EFF	2 000 000	0	0	0	0	2 000 000
<u>Rawsonville WwTW</u>								
Rawsonville WwTW: Extension of WwTW (0,24 Ml/day)	1,1	EFF	0	3 090 772	0	0	0	3 090 772
<u>Klipvlakte/ Transhex Residential Development (13 000 erven)</u>								
Electrical Reticulation	8,2	CNINE	20 238 000	0	0	0	0	20 238 000
Electrical Reticulation	6,5	Housing	0	0	0	0	29 000 000	29 000 000
<u>Reservoirs</u>								
Reservoirs: Pre-loads	1,1	EFF	0	13 000 000	300 000	0	0	13 300 000
Reservoirs: Pre-loads	3,0	CRR	0	0	0	0	1 950 000	1 950 000
<u>Upgrading of Sewer Network</u>								
Upgrading of Sewer Network: External Loan	1,1	EFF	3 000 000	6 930 332	-3 124 000	0	0	6 806 332
Upgrading of Sewer Network: CRR	3,0	CRR	10 000 000	0	-2 200 000	0	0	7 800 000
<u>Touws River: Waste Water Treatment Works (WwTW) Augmentation</u>								
Augmentation Touwsriver WWTW (MIG)	8,0	MIG	14 195 122	0	0	0	0	14 195 122
Augmentation Touwsriver WWTW (HOUSING)	3,2	CRR	0	0	0	0	4 348 000	4 348 000
Augmentation Touwsriver WWTW (HOUSING)	6,5	Housing	0	0	0	0	5 000 000	5 000 000
<u>Resealing of Municipal Roads - Worcester</u>								
MIG	8,0	MIG	0	0	0	0	0	0
CRR	3,0	CRR	1 000 000	0	0	0	5 956 600	6 956 600
<u>Upgrading of Roads</u>								
Municipal Roads (Ward 1, 2, 3, 4, 16, 17 and 18)	3,0	CRR	5 000 000	0	-4 900 000	0	0	100 000

<u>Traffic Circles</u>								
Traffic Circles: (High and Louis Lange)	3,0	CRR	0	6 976 970	1 750 000	0	0	8 726 970
<u>Networks</u>								
Pipe cracking (all wards)	3,0	CRR	3 000 000	518 796	0	0	3 000 000	6 518 796
<u>Electricity (8112)</u>								
Refurbishment of electrical system	3,0	CRR	1 500 000	3 788 868	0	0	0	5 288 868
Refurbishment of Touwsriver Substation and Safeguarding	1,1	EFF	4 000 000	0	0	0	-4 000 000	0
Robertson Road Substation	1,1	EFF	1 300 000	4 322 827	0	0	0	5 622 827
Alternative Electricity Supply Zwelethemba	1,1	EFF	0	11 682 618	0	0	0	11 682 618
Roux Park capacity/equipment upgrade	1,1	EFF	0	3 200 000	0	0	-3 200 000	0
Zwelethemba removal of mid-blocks	3,0	CRR	6 000 000	0	-92 500	0	0	5 907 500
Upgrading of High Mast Lights	8,7	EEDSMG	1 400 000	0	0	0	0	1 400 000
Upgrading of Street Lights	8,7	EEDSMG	2 600 000	0	0	0	0	2 600 000
Installation & Construction of High Mast Light - Transhex Circle	3,0	CRR	0	0	0	0	768 807	768 807
Supply and Installation of Load Shedding Solution and Solar PV	3,0	CRR	0	0	0	0	1 600 000	1 600 000
<u>Refurbishment of electrical system (NERSA)</u>								
Electricity - Machinery and Equipment	3,0	CRR	600 000	0	0	0	0	600 000
<u>Project Management</u>								
Worc Town Hall - Airconditioner	3,0	CRR	0	1 969 303	-80 000	0	-300 000	1 589 303
<u>SOLID WASTE MANAGEMENT</u>								
<u>WORCESTER</u>								
Wheeliebins	3,0	CRR	1 000 000	0	0	0	0	1 000 000
Solid Waste - Radios	3,0	CRR	0	0	0	0	120 000	120 000
Laptops	3,0	CRR	0	0	0	0	60 000	60 000
<u>Ward Priorities</u>								
Speed Humps	3,0	CRR	1 500 000	0	-10 000	0	0	1 490 000

Fencing of Substations	3,0	CRR	600 000	0	0	0	0	600 000
Playparks	3,0	CRR	500 000	0	0	0	0	500 000
Ward 1								
Upgrading Gravel Roads	8,0	MIG	7 716 829	0	0	0	0	7 716 829
Augmentation of Water treatment works	8,8	WSIG	0	0	0	0	179 000	179 000
Ward 2								
De Doorns Water Purification Works : Augmentation of DAF Unit (MIG funding)	8,0	MIG	5 160 000	0	0	-2 716 000	0	2 444 000
Ward 4								
Upgrading of Open space – Kleigat	3,0	CRR	0	100 000	0	0	0	100 000
Ward 6								
Reseal of Municipal Roads (Quellerie Rd, Haarlem and others)	3,0	CRR	3 000 000	0	-560 000	0	0	2 440 000
Ward 7								
Reseal of Municipal Roads (De La Bat and others)	3,0	CRR	1 000 000	0	0	0	0	1 000 000
Upgrading of Gravel Roads (Smith str.)	3,0	CRR	750 000	0	0	0	653 000	1 403 000
Ward 8								
Upgrading of Gravel Roads - Industrial Area	3,0	CRR	6 500 000	0	-3 000 000	0	2 435 000	5 935 000
Upgrading of Gravel Roads (IDT)	3,0	CRR	4 550 871	0	0	0	0	4 550 871
Upgrading of Gravel Roads	8,0	MIG	7 537 049	0	0	0	0	7 537 049
Upgrading of Gravel Roads	3,2	CRR	0	0	0	0	4 550 902	4 550 902
Erosion Protection of Hex River : Phase 2 (300m @ R13,333.33/m)	3,0	CRR	0	6 620 406	8 700 000	0	-8 402 207	6 918 199
Erosion Protection of Hex River : Phase 2 (300m @ R13,333.33/m)	8,5	CNMDR	0	0	0	0	8 379 593	8 379 593
Ward 10								
Reseal of Roads - Ward 10	3,0	CRR	1 000 000	0	0	0	0	1 000 000
Playparks - Ward 10	3,0	CRR	120 000	0	0	0	0	120 000

Ward 11								
Reseal of Roads - Ward 11	3,0	CRR	1 000 000	0	0	0	0	1 000 000
Upgrading of Gravel Road (Arries Street, Yssel to Sampson)	3,0	CRR	0	0	0	0	800 000	800 000
Ward 12								
Upgrading of Routes (Visually Impaired)	3,0	CRR	1 000 000	0	-1 000 000	0	0	0
Reseal of Municipal Roads - Ward 12	3,0	CRR	3 000 000	0	0	0	0	3 000 000
Ward 13								
Reseal of Municipal Roads - Ward 13	3,0	CRR	1 000 000	0	0	0	0	1 000 000
Ward 14								
Building of Roads - Ward 14 (Kroon Street)	3,0	CRR	0	0	0	0	200 000	200 000
Ward 16								
Speed Hump x 2 - Ward 16	3,0	CRR	50 000	0	0	0	0	50 000
Sidewalk - Mtwazi Road	3,0	CRR	100 000	0	0	0	-100 000	0
Ward 17								
High Mast Light -Ward 17	3,0	CRR	0	331 193	0	0	0	331 193
Ward 19								
Playpark - Ward 19	6,4	CRR	1 100 000	0	0	0	0	1 100 000
Ward 20								
Fencing of Rawsonville Graveyard	3,0	CRR	0	75 000	0	0	0	75 000
-								
Ward 21								
Upgrading of gravel roads	3,0	CRR	2 000 000	0	0	0	0	2 000 000
Upgrading of gravel roads	8,0	MIG	0	0	0	0	6 000 000	6 000 000
SERVICE CONNECTIONS (Depending on Public Contr)								
Sewer Connections	3,3	CRR	1 120 000	0	0	0	0	1 120 000
Electricity Connections	3,3	CRR	1 000 000	0	0	0	0	1 000 000
Water Connections	3,3	CRR	2 719 200	0	0	0	0	2 719 200

<u>Water and Waste Water Treatment Works</u>								
WWTW and WTW Generators	3,0	CRR	800 000	0	0	0	-678 547	121 453
Fencing and safeguarding of WTW and WWTW pumpstations	3,0	CRR	2 000 000	0	0	0	-2 000 000	0
WWTW Pump station upgrading and refurbishment	1,1	EFF	2 000 000	1 487 000	3 100 000	0	0	6 587 000
<u>Parks and Cemeteries</u>								
Parks - Machinery and Equipment	3,0	CRR	100 000	0	0	0	0	100 000
Fencing of Cemeteries - De Wet Str.	3,0	CRR	107 000	100 000	0	0	0	207 000
<u>Water and Sewerage</u>								
Water - Furniture and Office Equipment	3,0	CRR	100 000	0	0	0	0	100 000
Water - Machinery and Equipment	3,0	CRR	500 000	0	0	0	0	500 000
Upgrading of Offices (Fairbairn Street)	3,0	CRR	0	1 309 970	0	0	-1 000 000	309 970
Upgrading of various sewer pumpstations	1,1	EFF	0	6 871 686	0	0	0	6 871 686
Upgrading of various sewer pumpstations	3,0	CRR	0	0	2 200 000	0	0	2 200 000
Construction of Kwinana Street Bypass sewer	1,1	EFF	0	2 800 000	24 000	0	0	2 824 000
<u>ROADS AND STORMWATER</u>								
Roads - Machinery and Equipment	3,0	CRR	200 000	0	0	3 500	20 000	223 500
<u>Land Infill Developments</u>								
Avian Park Industrial - Water	1,1	EFF	146 043	0	0	0	0	146 043
Avian Park Industrial - Sewer	3,1	CRR	438 005	0	0	0	0	438 005
Avian Park Industrial - Sewer	1,1	EFF	438 005	0	0	0	0	438 005
Avian Park Industrial - Stormwater	1,1	EFF	94 928	0	0	0	0	94 928
Avian Park Industrial - Electricity	3,1	CRR	990 000	0	-990 000	0	0	0
Avian Park Industrial - Electricity	1,1	EFF	990 000	0	0	0	0	990 000
Avian Park Industrial - Sewer Pumpstation	3,1	CRR	0	0	0	0	0	0
Avian Park Industrial - Sewer Pumpstation	1,1	EFF	14 000 000	0	-300 000	0	0	13 700 000

Somerset Park - Electricity	1,2	EFF	100 000	0	0	0	0	100 000
Uitvlug Industrial Zone - Water	3,0	CRR	100 000	0	0	0	0	100 000
Uitvlug Industrial Zone - Sewer	3,0	CRR	100 000	0	0	0	0	100 000
Uitvlug Industrial Zone - Electricity	3,0	CRR	100 000	0	0	0	0	100 000
Uitvlug Industrial Zone - Roads	3,0	CRR	100 000	0	0	0	0	100 000
Uitvlug Industrial Zone - Stormwater	3,0	CRR	100 000	0	0	0	0	100 000
<u>Municipal Manager</u>								
<u>Admin -0603</u>								
Furniture and Equipment	3,0	CRR	155 000	0	0	200 000	0	355 000
<u>Community Services</u>								
<u>ADMIN - 0903</u>								
Furniture & Equipment	4,0	CRR	5 000	0	0	108 800	0	113 800
<u>HUMAN SETTLEMENTS</u>								
Rental Unit Upgrade	3,0	CRR	1 000 000	0	0	0	0	1 000 000
Furniture & Equipment	4,0	CRR	0	0	0	0	5 000	5 000
<u>Rawsonville Mun Offices</u>								
Rawsonville offices - Airconditioners	3,0	CRR	0	0	0	0	30 000	30 000
<u>BOLAND PARK SPORTGROUNDS</u>								
Tartan Track	3,0	CRR	0	0	0	0	100 000	100 000
<u>Bowling Green</u>								
Bowling Green - Renewal of Roof	3,0	CRR	0	0	0	0	150 000	150 000
<u>DE DOORNS WESTSPORTGROUNDS</u>								
De Doorns West SG - Fencing	3,0	CRR	0	0	0	0	150 000	150 000
Upgrading of Buildings and Facilities	3,0	CRR	0	0	0	0	60 000	60 000

<u>DE WET SPORTGROUND</u>								
Upgrading of De Wet Sportsground	8,0	MIG	1 100 000	0	0	0	-1 100 000	0
Upgrading of De Wet Sportsground	3,0	CRR	425 600	0	0	0	-425 600	0
<u>RAWSONVILLE SPORTGROUND</u>								
Upgrading of Rawsonville Sportsground	8,0	MIG	4 900 000	0	0	0	-4 900 000	0
Upgrading of Rawsonville Sportsground	3,0	CRR	50 000	0	0	0	-50 000	0
<u>SPORT: Esselen Park</u>								
Replacement of fence perimeter	3,0	CRR	3 000 000	352 306	0	0	-3 152 306	200 000
<u>WATERLOO LIBRARY - 4506</u>								
Modular Library (Overhex)	6,1	Library	850 000	0	0	0	100 000	950 000
Upgrade Ramp	6,1	Library	0	0	0	0	80 000	80 000
Air conditioners - variety of libraries	6,1	Library	0	0	0	0	141 000	141 000
<u>TRAFFIC</u>								
Traffic Vehicles	3,0	CRR	1 620 000	0	0	0	13 080	1 633 080
Traffic - Furniture and Office Equipment	3,0	CRR	0	0	0	0	20 000	20 000
Traffic - Airconditioners	3,0	CRR	0	0	0	0	100 000	100 000
<u>FIRE DEPARTMENT: ADMIN - 4203</u>								
Major Fire Engine (Pumper)	3,0	CRR	5 000 000	0	0	0	-5 000 000	0
Equipment for Fire Engine	3,0	CRR	1 000 000	0	0	0	-1 000 000	0
Fire Services - De Doorns Communication Equipment	3,0	CRR	0	75 162	0	0	0	75 162
<u>FINANCIAL SERVICES</u>								
<u>Admin</u>								
Furniture and Equipment	4,0	CRR	5 000	0	0	0	0	5 000
<u>Financial Planning</u>								
Safeguarding of Assets	12,0	IF	400 000	0	0	0	0	400 000

FS FP - Insurance claims: Other Assets	12,0	IF	400 000	0	0	0	0	400 000
FS FP - Insurance claims: Mach & Equipment	12,0	IF	500 000	0	0	0	0	500 000
FS FP - Insurance claims: Comp Equipment	12,0	IF	100 000	0	0	0	0	100 000
Financial Planning - Furniture and Equipment	3,0	CRR	50 000	0	50 000	0	0	100 000
<u>Revenue</u>								
Revenue - Upgrading of Municipal Building	3,0	CRR	50 000	0	0	0	0	50 000
Revenue - Airconditioners	3,0	CRR	50 000	0	0	0	0	50 000
Revenue - Machinery and Equipment	3,0	CRR	150 000	0	-50 000	0	0	100 000
<u>Fleet Management - 8860</u>								
Municipal Vehicles - LDV's	3,0	CRR	500 000	0	0	0	-500 000	0
Municipal Vehicles - Sedans	3,0	CRR	500 000	0	0	0	-500 000	0
Municipal Vehicles - Specialized	3,0	CRR	500 000	0	0	0	-500 000	0
<u>COUNCIL & MAYCO</u>								
<u>MAYORAL OFFICE - 0306</u>								
Furniture and Equipment	3,0	CRR	5 000	0	0	5 000	0	10 000
<u>STRATEGIC SUPPORT SERVICES</u>								
<u>STRATEGIC SUPPORT - ADMIN - 2103</u>								
Furniture and Equipment	4,0	CRR	5 000	0	0	0	12 000	17 000
<u>Local Economic Development</u>								
LED - Furniture and Office Equipment	4,0	CRR	5 000	0	0	90 000	0	95 000
<u>Other Buildings</u>								
Supply and Installation of Load Shedding Solution and Solar PV	3,0	CRR	12 884 000	0	0	0	-10 584 782	2 299 218
Upgrading of Municipal Buildings	3,0	CRR	100 000	0	0	400 000	300 000	800 000

INFORMATION TECHNOLOGY								
ICT - Computer Equipment	3,0	CRR	500 000	0	182 500	143 000	0	825 500
Fibre Links	3,0	CRR	10 000	0	0	0	0	10 000
Call Center & Telephone (PBX) System	3,0	CRR	50 000	0	0	0	0	50 000
Biometric system	3,0	CRR	150 000	0	0	0	0	150 000
Airconditioner (DR Site)	3,0	CRR	150 000	0	0	0	0	150 000

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**
- Provincial Gazette Extraordinary 8866 Tuesday, 16 January 2024 as **Annexure C**

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

RECOMMENDATION:

That in respect of-

Adjustments budget for the Financial Year 2023/24,

discussed by council at the Council meeting held on 28 February 2024

1. Council resolves that the budget of Breede Valley Municipality for the financial year 2023/24 be adjusted and approved with amendments as set out in the following Municipal Budget tables B1- B10 and Municipal Budget supporting documentation SB1 - SB19.

Proposed: Ald A. Steyn

Seconded: Ald W. R. Meiring

Votes for the recommendation: 30

Votes against: 0

RESOLVED

That in respect of-

Adjustments budget for the Financial Year 2023/24,

discussed by council at the Council meeting held on 28 February 2024,
resolution number C09/2024:

1. Council resolves that the budget of Breede Valley Municipality for the financial year 2023/24 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 2023/24 SERVICE DELIVERY & BUDGET IMPLEMENTATION PLAN (SDBIP)**File No./s:** 3/15/1**Responsible Official:** C. Malgas**Directorate:** SSS**Portfolio:** Performance Management

1. Purpose:

To submit the proposed amendments of the TL KPI's, as encapsulated in the "***Annexure A - 2023-24 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 (2022/23), will be amended accordingly.

2. 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 2023/24 SDBIP) are encapsulated in "***Annexure A – 2023-24 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 - 16	<ul style="list-style-type: none"> Baseline performance (TL1-4, TL7-9, TL11-13 & TL15) amended in accordance with the 2022/23 audited actuals and new KPI additions in 2023/24; TL1 – The word “Roadblock” has been added to the Portfolio of Evidence description to avoid potential ambiguity regarding the type of registers that will contribute to the calculation of the performance actual; Removal of KPI’s (TL5, TL6, TL10 & TL16) due to technical/operational reasons depicted on the annexure; TL7 - The KPI metrics (description, unit of measurement and associated targets) be amended to measure the number of projects implemented as opposed to the percentage of projects implemented. In addition, the reference to the "Sustainable Social Development Plan" has been removed to allow for a wider scope of project implementation; Reconfiguration of the applicable national- and municipal KPAs (TL9, TL11 & TL14-15) to enhance alignment with the respective KPI's strategic intent; and TL12 – Adjustment of the ward (18) to which the KPI applies.
Directorate: ES	TL17 - 26	<ul style="list-style-type: none"> Baseline performance (TL17-26) amended in accordance with the 2022/23 audited actuals and new KPI additions in 2023/24; TL22 – Reconfiguration of the applicable municipal KPA is proposed to enhance alignment with the respective KPI's strategic intent; TL23 – Adjustment of the due date of completion due to operational delays beyond the department’s control; and TL26 – Adjustment of the ward (1) to which the KPI applies.
Directorate: FS	TL27 - 44	<ul style="list-style-type: none"> Baseline performance (TL27-39 & TL41) amended in accordance with the 2022/23 audited actuals; Annual & corresponding quarterly targets (TL27 & TL29-34) amended in accordance with departmental input (baseline performance utilised as point of reference to amend targets); and

		<ul style="list-style-type: none"> Portfolio of Evidence descriptors (TL38-39) amended to reflect the latest version of the report from which the performance information is derived.
Municipal Manager	TL45 - 47	<ul style="list-style-type: none"> TL47 – Proposed realignment of the National KPA, Municipal KPA and Strategic Objective, as the capital budget and its related expenditure primarily seeks to improve the service offering to constituents. In addition, the baseline must be amended in accordance with the 2022/23 audited actuals.
Directorate: PDIS	TL48 - 56	<ul style="list-style-type: none"> The “Responsible Directorate” and “Responsible Owner” descriptors (TL48-56) have been amended in accordance with the directorial name-change (Council resolution C85/2023); Baseline performance (TL48-49, TL51-54 & TL56) amended in accordance with the 2022/23 audited actuals and new KPI additions in 2023/24; TL48 – A realignment of the applicable strategic objective is proposed as the KPI's strategic intent is better aligned to SO3. In addition, the installation of the aforementioned cemetery fence (municipal-owned portion only) has been completed. A saving has been realised on the project budget; hence, the department would be adversely and unjustly penalised should the KPI be measured in its original format (i.e. % of the budget spent). Therefore, an adjustment of the KPI metrics is proposed; and TL54 – The KPI description has been amended to improve grammatical correctness (“tonnage” to “tonnes”), coupled with the clarification of the source at which recycling will be measured (i.e. Worcester MRF).
Directorate: SSS	TL57 - 65	<ul style="list-style-type: none"> Baseline performance (TL57, TL59-60, TL62 & TL65) amended in accordance with the 2022/23 audited actuals; TL57 – Annual & Q4 targets adjusted in accordance with the adjustment of the EPWP Grant allocation/budget from NT; TL64 – Removal of the KPI due to operational challenges beyond the department’s control; TL65 – Removal of the calculation descriptor from the “KPI”, as the calculation will be specified in the corresponding SOP.

Council's approval of the proposed amendments to the 2023-24 TL SDBIP, will have a direct impact on the 2023-24 S57 Performance Agreements (particularly the Annexure A's which – amongst others – include the TL KPI's initially approved in the 2023-24 SDBIP). As a result, the Annexure A's (Municipal Manager, Director: SSS, Director: FS, Director ES & Director: CS) will be revised in accordance with the amendments made to the TL KPI's (subject to Council's approval). The Performance Agreement of the Director: Planning, Development & Integrated Services, will be submitted to Council as soon as the position has been filled.

3. Financial Implications:

None

4. Applicable Legislation / Council Policy:

Local government: Municipal Systems Act.

Local Government: Municipal Finance Management Act.

MFMA Circular 13

5. Comment Of Directorates / Departments Concerned:

Municipal Manager:	Recommendation supported
Director: Strategic Support Services:	Recommendation supported
Director: Financial Services:	Recommendation supported
Director: Engineering Services:	Recommendation supported
Director Community Services:	Recommendation supported
Senior Manager Legal Services:	Recommendation supported

RECOMMENDATION:

That in respect of:

THE PROPOSED AMENDMENTS OF THE TL KPI'S AS INDICATED IN THE 2023/24 SDBIP, tabled before Council at the Council meeting held on Wednesday, 28 February 2024:

1. That Council approves the proposed amendments of the TL KPI's as encapsulated in **"Annexure A – 2023-24 Top Layer SDBIP - Proposed Amendments"**.



BREDE VALLEY
MUNICIPALITY • MUNISIPALITEIT • UMASIPALA

A caring valley of excellence.

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 and Director: Community Services).

Caucus requested: VF and DA coalition by Cllr Marais. 11:47

Proposed: Ald W. R. Meiring

Seconded: Cllr J.J. Von Willingh

Votes in favour of the recommendation: 19

Votes abstain: 14

RESOLVED

That in respect of:

THE PROPOSED AMENDMENTS OF THE TL KPI'S AS INDICATED IN THE 2023/24 SDBIP, tabled before Council at the Council meeting held on Wednesday, 28 February 2024, resolution number C10/2024:

1. That Council approves the proposed amendments of the TL KPI's as encapsulated in **"Annexure A – 2023-24 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 and Director: Community Services).

**7.3 PROPOSED IDP & BUDGET ENGAGEMENT METHODOLOGY/PLAN –
APRIL 2024****File No./s:**10/3/8**Responsible Official:** C. Malgas**Directorate:** SSS**Portfolio/PMS/Communications & IGR**

1. Purpose:

The purpose of this correspondence is to provide an overview of the proposed IDP/Budget public engagement methodology earmarked for implementation in April 2024 and obtain Council's approval hereon.

2. Background

The general sentiment raised by the Executive Mayor, 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
- Ensure maximum effectiveness and efficiency of the engagements; and
- Mitigate the imminent risk posed by load shedding.

On this premise, the following methodology has been proposed on the premise of the following questions:

When?

The attached Excel spreadsheet depicts the proposed engagement dates. In summary, 13 cluster engagements have been scheduled from 2 – 23 April 2024 (timeslot: 15:00 – 20:00 per engagement).

What?

The second round of IDP/Budget engagements seek to provide feedback on the current ward priorities (i.e. 23/24 financial period), preliminary comment on the newly identified ward priorities (i.e. 24/25 financial period) as well as the 24/25 Budget and related documentation/information. With reference to the above, the following information will be provided upfront in a presentation or related format:

- 23/24 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 these during the “open session”.
- 24/25 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**.
- 24/25 Budget and Related Information (may include, but not limited to the following):
 - Overview of 24/25 capital & operating budget, as well as key projects (capital & discretionary)
 - 24/25 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 in order to give effect to this methodology:

Target Date	Activity	Status
28 February 2024	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.
7 March 2024	Publication of the engagement schedule in the Worcester Standard and all social media platforms (weekly reminders on social media platforms until conclusion of the engagements)	In process
28 March 2024	<ul style="list-style-type: none"> ● Publication of final presentations/information leaflets on the municipal website & social media platforms ● Distribution to all Ward Councillors (propose 25 printed copies per ward & electronic copies) ● Preparation of printed copies to be availed on the meeting day, at the facility (25 printed copies) 	In process. Information to be circulated/published by no later than 31 March 2024.

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 be imposed 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
- x10 tables inside the venue (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 Customer Service Centre, subject to their availability (refer to the "Who" section below).

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 (23/24 & 24/25). 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. The presentation and process will be repeated at 18:00 to accommodate attendees who were unable to attend in the afternoon. 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: In addition, the Community Development Office is currently facilitating public engagements throughout all 21 wards. We therefore anticipate that most if not all pressing non-related matters (that often features during such engagements), are proactively dealt with. In addition, the presence of the SSC will assist those with standard service requests (another frequent occurrence at IDP/Budget engagement forums) to raise those directly with the SSC representatives. In doing so, we will be able to separate IDP/Budget-related matters and input for standard service delivery matters and input.

At 19:30, no new engagement attendees will be allowed into the venue, however, the team will conclude the engagement with those attendees present in the venue at that time. Attendees that join after 19:30, 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.

Who?

The sessions will be open for all members of the public and/or stakeholders, however, citizens/stakeholders should take cognizance of the cluster allocations to ensure that they attend engagements within their wards.

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 **Service Support Centre** (per engagement) will also be solicited, in order to ensure that service requests and/or complaints raised at the engagements are aptly captured and channeled to the responsible user department. It is

however reiterated that the purpose of the engagement(s) is not to raise service requests and/or complaints, but rather to engage on critical budgetary and developmental initiatives encapsulated in the ward priority lists and draft budget.

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	<ul style="list-style-type: none"> Centralised venues within each cluster, big enough to facilitate the engagement as planned (refer to the Excel sheet for proposed venues) 	In process
Transport	<ul style="list-style-type: none"> Based on the need for transport, collection points will be confirmed with each ward Councillor x2 per ward – 1 active and 1 on standby (depending on need & prior 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	<ul style="list-style-type: none"> x2 at entrance x10 for municipal stations (2 per directorate) x2 for SSC representatives 	In process
Chairs	<ul style="list-style-type: none"> x100 per venue will be sufficient chairs are not required for members of the public, as the sessions will not be conducted in the traditional way however, chairs should be on standby for the disabled and/or elderly 	In process
Banners	<ul style="list-style-type: none"> x1 Wall banner x2 horizontal pop-up banners x2 A-frame banners 	Finalised
Administrative Support Staff	<ul style="list-style-type: none"> Minimum x2 at the entrance table to assist with registration and initial guidance x5 (1 per station) to serve as scribe x3 “ushers” to assist inside the venue x1 transport controller (preferably traffic official/EPWP) 	In process
Pamphlets	<ul style="list-style-type: none"> Engage each ward Councillor to ascertain need Pamphlets must be drafted in accordance with the proposed methodology 	In process
Loud Hailing	<ul style="list-style-type: none"> Engage each ward Councillor to ascertain need Loud Hailing message must be drafted in accordance with the proposed methodology 	In process

Law enforcement	<ul style="list-style-type: none"> x10 officials (on standby) to assist with crowd control & the safety of all attendees at the session 	In process
-----------------	---	------------

3. **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)

4. **Applicable legislation / Council policy:**

Local government: Municipal Systems Act.

Local Government: Municipal Finance Management Act.

5. **Comment of directorates / departments concerned:**

Municipal Manager:	Recommendation supported
Director: Strategic Support Services:	Recommendation supported
Director: Financial Services:	Recommendation supported
Director: Engineering Services:	Recommendation supported
Director Community Services:	Recommendation supported
Senior Manager Legal Services:	Recommendation supported

RECOMMENDATION:

That in respect of:

THE PROPOSED IDP & BUDGET ENGAGEMENT METHODOLOGY/PLAN – APRIL 2024,

tabled before Council at the Council meeting held on Wednesday, 28 February 2024:

1. That Council takes note of- and supports 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.

Proposed: Ald. W. R. Meiring

Seconded: Cllr V. Bedworth

Unanimously agreed

RESOLVED

That in respect of:

THE PROPOSED IDP & BUDGET ENGAGEMENT METHODOLOGY/PLAN – APRIL 2024,

tabled before Council at the Council meeting held on Wednesday, 28 February 2024, resolution number C11/2024:

1. That Council takes note of- and supports 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.

7.4 SUBMISSION OF THE IN-YEAR FINANCIAL MANAGEMENT REPORT FOR THE PERIOD ENDED 31 JANUARY 2024. MFMA SECTION 71 Report**File No. /s:** 3/15/1**Responsible Officials:** R. Ontong**Directorate:** Financial Services**Portfolio:** Financial Services

Purpose

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

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

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

- (a) Actual revenue, per revenue source;
- (b) actual borrowings;
- (c) actual expenditure, per vote;
- (d) actual capital expenditure, per vote;
- (e) the amount of any allocations received;
- (f) actual expenditure on those allocations, excluding expenditure on
 - (i) its share of the local government equitable share; and
 - (ii) allocations exempted by the annual Division of Revenue Act from compliance with this paragraph; and
- (g) when necessary, an explanation of-
 - (i) any material variances from the municipality's projected revenue by source, and from the municipality's expenditure projections per vote;
 - (ii) any material variances from the service delivery and budget implementation plan; and
 - (iii) any remedial or corrective steps taken or to be taken to ensure that projected revenue and expenditure remain within the municipality's approved budget.

(2) The statement must include-

- (a) a projection of the relevant municipality's revenue and expenditure for the rest of the financial year, and any revisions from initial projections; and
- (b) the prescribed information relating to the state of the budget of each municipal entity as provided to the municipality in terms of section 87(10).

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

Financial Implications:

None

Applicable Legislation/ Council Policy:

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

Municipal Budget and Reporting Regulations, 2009

Comment of Directorates/ Departments concerned:

Municipal Manager:	Recommendation supported
Director: Strategic Support Services:	Recommendation supported
Director: Financial Services:	Recommendation supported
Director: Community Services:	Recommendation supported
Director: Engineering Services:	Recommendation supported

RECOMMENDATION:

That in respect of

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

discussed by Council at the Council meeting held on 28 February 2024:

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

Proposed: Ald W. R. Meiring

Seconded: Cllr J. J. Von Willingh

RESOLVED

That in respect of

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

discussed by Council at the Council meeting held on 28 February 2024, **resolution number C12/2024:**

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

To Action
R. Ontong

**7.5 REPORT TO COUNCIL ON DEVIATIONS FOR THE MONTH OF
JANUARY 2024****File No./s:** 2/1/1/1**Responsible Official:** R. Ontong**Directorate:** Financial Services **Portfolio:** Supply Chain Management

Purpose

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

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 2024, are attached as **Annexure 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)

Brede 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

Director: Community Services Noted

Senior Manager: Legal Services Noted

RECOMMENDATION:

That in respect of

DEVIATIONS FOR THE MONTH OF JANUARY 2024

Discussed by Council at the Council meeting held on 28 February 2024:

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

A counter proposal was raised by Cllr Johnson that Council provide a clarity (Expenditure and Activity plan) report on the flood incident in Rawsonville in the next council meeting

Seconded by: Cllr S. Steenberg:

Votes for counter proposal: 13

Votes against: 19

Proposed: Ald W. R. Meiring

Seconded: Cllr E VD Westhuizen

Votes for recommendation as proposed by Ald W. R. Meiring: 19

Votes against: 0

The counterproposal by Cllr Johnson did not carry.

RESOLVED

That in respect of

DEVIATIONS FOR THE MONTH OF JANUARY 2024

Discussed by Council at the Council meeting held on 28 February 2024, **resolution number C13/2024**:

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

7.6 PROPOSED AMENDMENTS TO CONTRACTS IN COMPLIANCE WITH SECTION 116(3) OF THE MUNICIPAL FINANCE MANAGEMENT ACT, 56 OF 2003 (MFMA)**File No./s:** 5/2/5/3**Responsible Official:** D McThomas**Directorate:** Municipal Manager**Portfolio:** Municipal Manager

1. Purpose

The purpose of this item is to table the reasons for the proposed amendments of nine (9) procurement contracts to the Council for consideration in compliance with section 116(3) of the MFMA.

It is proposed that the following nine (9) contracts be amended:

1. Seven Core Financial and or Business Systems -

- 1) BVA 144/2021 - The core financial system of the Municipality
- 2) BVA 141/2021 - Document Archiving and automated process and workflow system
- 3) BVA 117/2021 - Performance management system
- 4) BVA 111/2021 - Back office fines system
- 5) BVA 275228/2021 – On Key EAM - Enterprise asset management system and support services
- 6) BVA 17/2021 - Fully integrated governance risk compliance & audit software solution
- 7) BVA 382/2021 - ACL Software monitoring system
- 8) BVD 542/2024 – Provision of an HR System (Sage)
- 9) BVD 565 – IMQS Software annual license and software maintenance

2. Legal Requirements

Section 116(3) of the MFMA provides as follows:

“(3) A contract or agreement procured through the supply chain management policy of the Municipality or municipal entity may be amended by the parties, but only after -

- a) the reasons for the proposed amendment have been tabled in the Council of the Municipality or, in the case of a municipal entity, in the Council of its parent municipality; and*
- b) The local community-*
 - (i) has been given reasonable notice of the intention to amend the contract or agreement and*
 - (ii) has been invited to submit representations to the Municipality or municipal entity.”*

The following three things as set out below must therefore be done before the accounting officer can amend a procurement contract:

- a) The contracts must have been procured through the supply chain management policy of the Municipality.
- b) The reasons for the proposed amendment have been tabled in the Council. And

- c) The local community has been given reasonable notice of the intention to amend the contract or agreement, and they have been invited to submit representations to the Municipality.

3. Contracts procured through the supply chain management policy

It is confirmed that all the contracts as set out below were procured in compliance with the Municipality supply chain management policy.

- 1) BVA 144/2021 - The core financial system of the Municipality
- 2) BVA 141/2021 - Document Archiving and automated process and workflow system
- 3) BVA 117/2021 - Performance management system
- 4) BVA 111/2021 - Back office fines system
- 5) BVA 275228/2021 – On Key EAM - Enterprise asset management system and support services
- 6) BVA 17/2021 - Fully integrated governance risk compliance & audit software solution
- 7) BVA 382/2021 - ACL Software monitoring system
- 8) BVD 542/2024 – Provision of an HR System (Sage)
- 9) BVD 565 – IMQS Software annual license and software maintenance

The acronyms above sets out the procurement process followed in compliance with the supply chain management policy.

The acronym BV means a tender process was followed in compliance with the supply chain management policy.

The acronym BVD means a compliant deviation process was followed as prescribed in the municipal supply chain management policy.

The acronym BVQ means a quotation process was followed to procure the services.

The acronym BVA means that the contract was already previously amended in compliance with Section 116(3) of the MFMA

It is further confirmed that all applicable contracts above are still active and enforceable and may be amended.

4. The reasons for the proposed amendments

4.1 Reason for Proposed Amendments of the Contracts for the nine Core Financial and or Business Systems

The reasons for the proposed amendments under this heading relate to the nine-core financial and business systems, namely:

No	Ref no	Service Provider name	Description
1	BVA 144/2021	Solvem Consulting (Pty) Ltd, previously referred to Bytes Systems Integration, a division of Altron TMT (Pty) Ltd	The core financial system of the Municipality
2	BVA 141/2021	Business Engineering (Pty) Ltd	Document Archiving and automated process and workflow system.
3	BVA 117/2021	Ignite Advisory Services	Performance Management system and related services

No	Ref no	Service Provider name	Description
4	BVA 111/2021	Total Client Services Ltd	Back office fines system
5	BVA 275228/2021	Pragma	On Key EAM - Enterprise asset management system and support services
6	BVA 17/2021	IDI Technology Solutions (Pty) Ltd	Fully integrated governance risk compliance & audit software solution
7	BVA 382/2021	Surtech Solutions RSA (Pty) Ltd	ACL Software monitoring system
8	BVD 542/2024	Applico	Provision of an HR system (Sage)
9	BVD 565	IMQS Software (Pty) Ltd	IMQS Software annual license and software maintenance

As per Circular 57 dated 20 October 2011, National Treasury has cautioned municipalities not to change their core financial and business systems or invite new systems proposals. It warned that such changes could only be considered once the following has been done:

- i. "National and Provincial Treasuries should immediately be informed of any intention to replace the business, accounting or billing system currently operating at the Municipality.
- ii. The submission should include a comprehensive motivation with specific reasons for why it is deemed necessary to replace the existing financial system.
- iii. A copy of the service level agreement with minutes of the meetings between the Municipality and the current service provider (financial system vendor) during the previous twelve months must be made available.
- iv. The organisational structure, specifically for the IT department/function, clearly indicating management capacity and responsibility for operating the financial system, must be submitted;
- v. An assessment should be done to determine which the Municipality is utilising modules of the existing financial system, and reasons must be provided for modules, not in operation.
- vi. If an existing system is not an ERP system, the Municipality must provide details of any other systems utilised by the Municipality.
- vii. The date on which the existing financial system was implemented, the procurement and implementation costs and the current operational costs must be disclosed.
- viii. A technical assessment must be undertaken on the server, and network requirements of the new financial system and a copy of such report should be submitted; and
- ix. Copies of all IT strategies, policies, and procedural documents, including the IT disaster recovery plan, must be made available.

In line with the above, the Municipality appointed a service provider previously to assess all current systems and proposed a roadmap for the best IT infrastructure for the Municipality. The views of National and Provincial Treasuries have been solicited.

Further, the ability to remain constantly aligned with the strategic goals and objectives of the Municipality as well as the statements of direction from the National Government is inhibited by two significant factors:

Legacy Business Systems

Various business systems with similar functionalities are deployed in the Breede Valley Municipality, resulting in ongoing increases in and payment of annual licensing fees and support fees without receiving any substantive value-added services or functionalities as part

of the existing Agreements. Also, continuous data integration between disparate business systems results in increased complexities while maintaining data integrity between systems.

Multiple Vendor Contracts

The day-to-day management of vendor business systems contracts remains a significant challenge for all municipalities. Vendor contracts are usually very one-sided and do not adequately mitigate the potential risks, legally or otherwise, to which municipalities might be exposed during the term of such agreements.

Cost to company for replacement of electronic systems:

As eluded above the replacement of electronic financial and core business systems can be timeously and complex, been driven by the following cost drivers with such implementation of newly procured systems:

- Cost for new system
- Replacement cost for old developments
- Replacement cost of transferring data accurately and timeously
- Replacement cost of integrations that existed
- Replacement cost for new training for operators of the new system

The Proposed Contract Amendment

Implementing any new ICT Systems is a complicated and involved process and cannot occur in a period shorter than three years. Therefore, it is recommended that the core business and financial systems be amended to extend the current systems for three years.

5. Notice to the Local Community

Section 116(3)(b) oblige that the local community be given reasonable notice of the intention to amend the contract or agreement and that they are invited to submit representations to the Municipality. The sub-section is not prescriptive whether the notice should be given to the local community before the item is tabled in Council or not.

What is, however, unambiguous is that a contract can only be amended after the local community was given reasonable notice of the intention to amend and they have been offered an opportunity to provide input.

The accounting officer can thus use his discretion in this regard. For this reason, all the public notices were already placed on the municipal notice boards, and the website as set out below. No comments were received from the public on the notices that already closed for public input. One notice is still active and close for public comments on 1 March 2024.

No	Ref no	Service Provider name	Description	Date of Notice and Closing date for Public Comments
1	BVA 144/20121	Solvem Consulting (Pty) Ltd, previously referred to Bytes Systems Integration a division of Altron TMT (Pty) Ltd	The core financial system of the Municipality	13 December 2023 – 31 January 2024
2	BVA 141/2021	Business Engineering (Pty) Ltd	Document Archiving and automated process and workflow system.	13 December 2023 – 31 January 2024
3	BVA 117/2021	Ignite Advisory Services	Performance Management	13 December 2023 – 31 January 2024

No	Ref no	Service Provider name	Description	Date of Notice and Closing date for Public Comments
			system and related services	
4	BVA 111/2021	Total Client Services Ltd	Back office fines system	13 December 2023 – 31 January 2024
5	BVA 275228/2021	Pragma	On Key EAM - Enterprise asset management system and support services	13 December 2023 – 31 January 2024
6	BVA 17/2021	IDI Technology Solutions (Pty) Ltd	Fully integrated governance risk compliance & audit software solution	13 December 2023 – 31 January 2024
7	BVA 382/2021	Surtech Solutions RSA (Pty) Ltd	ACL Software monitoring system	13 December 2023 – 31 January 2024
8	BVD 542/2024	Applico	Provision of an HR System	13 December 2023 – 31 January 2024
9	BVD 565	IMQS Software (Pty) Ltd	IMQS Software annual license and software maintenance	2 February 2024 – 1 March 2024

6. Financial Implications

The proposed contractual amendments will have the following financial implications:

No	Ref no	Service Provider name	Description	Period of Amendment Proposed	Anticipated Estimated Value of Amendment
1	BVA 144/2021	Solvem Consulting (Pty) Ltd, previously referred to Bytes Systems Integration, a division of Altron TMT (Pty) Ltd	The core financial system of the Municipality	A period not exceeding 36 months from 1 July 2024	Rates based Budget Available is R 1 400 000 in 2023/2024
2	BVA 141/2021	Business Engineering (Pty) Ltd	Document Archiving and automated process and workflow system.	A period not exceeding 36 months from 1 July 2024	Support and Licence fees estimated at R 1,200,000.00 in 2023/2024
3	BVA 117/2021	Ignite Advisory Services	Performance Management system and related services	A period not exceeding 36 months from 1 July 2024	R 252,000.00 Licence fees and R 679,000.00 support fees in 2023/2024
4	BVA 111/2021	Total Client Services Ltd	Back office fines system	A period not exceeding 36 months from 1 July 2024	R438 684,76 Licence fees In 2023/2024

No	Ref no	Service Provider name	Description	Period of Amendment Proposed	Anticipated Estimated Value of Amendment
5	BVA 275228/2021	Pragma Africa (Pty) Ltd (Onkey)	On Key EAM - Enterprise asset management system and support services	A period not exceeding 36 months from 1 July 2024	R 876,835.53 In 2023/2024
6	BVA 17/2021	IDI Technology Solutions (Pty) Ltd	Fully integrated governance risk compliance & audit software solution	A period not exceeding 36 months from 1 July 2024	R 340,000.00 In 2023/2024
7	BVA 382/2021	Surtech Solutions RSA (Pty) Ltd	ACL Software monitoring system	A period not exceeding 36 months from 1 July 2024	R 992,604.02 In 2023/2024
8	BVD 542/2024	Applico	Provision of an HR System	A period not exceeding 36 months from 1 July 2024	R1,100,000.00 For full extension
9	BVD 565	IMQS Software (Pty) Ltd	IMQS Software annual license and software maintenance	A period not exceeding 36 months from 1 July 2021	R 156,411.37 In 2023/2024

7. Applicable Legislation / Council Policy

Local Government: Municipal Finance Management Act, 2003(Act 56 of 2003)
 Circular 57, National Treasury Practise note
 Circular 62, National Treasury Practise note
 Circular 73 National Treasury Practise note
 Circular 102, National Treasury Practice note
 Breede Valley Municipality Supply Chain Management Policy, as amended
 Breede Valley Municipality Contract Management Framework as part of the SCM Policy, as amended

Section 116 (3) of the Municipal Finance Management Act 56 of 2003 determines as follows—

“A contract or agreement procured through the supply chain management policy of the Municipality or municipal entity may be amended by the parties, **but only after**— (own highlight and underlining)

- (a) the reasons for the proposed amendment have been tabled in the Council of the Municipality or, in the case of a municipal entity, in the Council of its parent municipality; and
- (b) the local community—
 - (i) has been given reasonable notice of the intention to amend the contract or agreement; and
 - (ii) has been invited to submit representations to the Municipality or municipal entity.”

8. Comments Of Directors and Legal Services

- **Municipal Manager:** Recommendation supported
- **Director Engineering Services:** Item and recommendation supported.
- **Chief Financial Officer:** Recommendation supported
- **Director Community Services:** Recommendation supported
- **Director Strategic Support Services:** Support the recommendation
- **Senior Manager Legal Services:** Support the item

9. ANNEXURES

- Annexure A - Intent to amend letters
- Annexure B - Proof of Avertisement

RECOMMENDATION

That in respect of –

The PROPOSED AMENDMENTS TO CONTRACTS IN COMPLIANCE WITH SECTION 116(3) OF THE MUNICIPAL FINANCE MANAGEMENT ACT, 56 OF 2003 (MFMA)

as discussed by Council at the Council meeting held on 28 February 2024, it is recommended that Council:

1. Note that the contracts proposed to be amended as set out in the table of point number 2 below were procured through the Municipality's Supply Chain Management Policy.
2. To consent to in principle that the contracts as set out in the table below be amended as reflected

No	Ref no	Service Provider name	Description	Period of Amendment Proposed	Conditions or limitations on Amendments
1	BVA 144/2021	Solvem Consulting (Pty) Ltd, previously referred to Bytes Systems Integration, a division of Altron TMT (Pty) Ltd	The core financial system of the Municipality	A period not exceeding 36 months from 1 July 2024	Safe for the period amended, the contract shall be subject to the same conditions as the current contract.
2	BVA 141/2021	Business Engineering (Pty) Ltd	Document Archiving and automated process and workflow system.	A period not exceeding 36 months from 1 July 2024	Safe for the period amended, the contract shall be subject to the same conditions as the current contract.

No	Ref no	Service Provider name	Description	Period of Amendment Proposed	Conditions or limitations on Amendments
3	BVA 117/2021	Ignite Advisory Services	Performance Management system and related services	A period not exceeding 36 months from 1 July 2024	Safe for the period amended, the contract shall be subject to the same conditions as the current contract.
4	BVA 111/2021	Total Client Services Ltd	Back office fines system	A period not exceeding 36 months from 1 July 2024	Safe for the period amended, the contract shall be subject to the same conditions as the current contract.
5	BVA 275228/2021	Pragma (Onkey)	Works order system	A period not exceeding 36 months from 1 July 2024	Safe for the period amended, the contract shall be subject to the same conditions as the current contract.
6	BVA 17/2021	IDI Technology Solutions (Pty) Ltd	Fully integrated governance risk compliance & audit software solution	A period not exceeding 36 months from 1 July 2024	Safe for the period amended, the contract shall be subject to the same conditions as the current contract.
7	BVA 382/2021	Surtech Solutions RSA (Pty) Ltd	ACL Software monitoring system	A period not exceeding 36 months from 1 July 2024	Safe for the period amended, the contract shall be subject to the same conditions as the current contract.
8	BVD 542/2024	Ducharme Consulting Coastal (Pty) LTD	Provision of Accounting Services	A period not exceeding 36 months from 1 July 2024	Safe for the period amended, the contract shall be subject to the same conditions as the current contract.
9	BVD 565	IMQS Software (Pty) Ltd	IMQS Software annual license and software maintenance	A period not exceeding 36 months from 1 July 2024	Safe for the period amended, the contract shall be subject to the same conditions as the current contract.

3. Note that the municipal manager already gave reasonable notice of the intention to amend the contracts or agreements set out in the table of point 2 above to the local community and that they were invited to submit representations.

4. Note that no comments were received by the local community where the period for representations has already lapsed.

5. Resolve that an item only be resubmitted to Council should any comments/representations be received in the matters where the deadline for public comments have not already lapsed.

Proposed: Ald W. R. Meiring

Seconded: Cllr M. Jacobs

Unanimously agreed

RESOLVED

That in respect of –

The PROPOSED AMENDMENTS TO CONTRACTS IN COMPLIANCE WITH SECTION 116(3) OF THE MUNICIPAL FINANCE MANAGEMENT ACT, 56 OF 2003 (MFMA)

as discussed by Council at the Council meeting held on 28 February 2024, **resolution number C14/2024**, it is recommended that Council:

1. Note that the contracts proposed to be amended as set out in the table of point number 2 below were procured through the Municipality's Supply Chain Management Policy.
2. To consent to in principle that the contracts as set out in the table below be amended as reflected

No	Ref no	Service Provider name	Description	Period of Amendment Proposed	Conditions or limitations on Amendments
1	BVA 144/2021	Solvem Consulting (Pty) Ltd, previously referred to Bytes Systems Integration, a division of Altron TMT (Pty) Ltd	The core financial system of the Municipality	A period not exceeding 36 months from 1 July 2024	Safe for the period amended, the contract shall be subject to the same conditions as the current contract.
2	BVA 141/2021	Business Engineering (Pty) Ltd	Document Archiving and automated process and workflow system.	A period not exceeding 36 months from 1 July 2024	Safe for the period amended, the contract shall be subject to the same conditions as the current contract.
3	BVA 117/2021	Ignite Advisory Services	Performance Management system and related services	A period not exceeding 36 months from 1 July 2024	Safe for the period amended, the contract shall be subject to the same conditions as the current contract.
4	BVA 111/2021	Total Client Services Ltd	Back office fines system	A period not exceeding 36 months from 1 July 2024	Safe for the period amended, the contract shall be subject to the same conditions as the current contract.
5	BVA 275228/2021	Pragma (Onkey)	Works order system	A period not exceeding 36 months from 1 July 2024	Safe for the period amended, the contract shall be subject to the same conditions as the current contract.
6	BVA 17/2021	IDI Technology Solutions (Pty) Ltd	Fully integrated governance risk compliance & audit software solution	A period not exceeding 36 months from 1 July 2024	Safe for the period amended, the contract shall be subject to the same conditions as the current contract.
7	BVA 382/2021	Surtech Solutions RSA (Pty) Ltd	ACL Software monitoring system	A period not exceeding 36 months from 1 July 2024	Safe for the period amended, the contract shall be subject to the same conditions as the current contract.

No	Ref no	Service Provider name	Description	Period of Amendment Proposed	Conditions or limitations on Amendments
8	BVD 542/2024	Ducharme Consulting Coastal (Pty) LTD	Provision of Accounting Services	A period not exceeding 36 months from 1 July 2024	Safe for the period amended, the contract shall be subject to the same conditions as the current contract.
9	BVD 565	IMQS Software (Pty) Ltd	IMQS Software annual license and software maintenance	A period not exceeding 36 months from 1 July 2024	Safe for the period amended, the contract shall be subject to the same conditions as the current contract.

3. Note that the municipal manager already gave reasonable notice of the intention to amend the contracts or agreements set out in the table of point 2 above to the local community and that they were invited to submit representations.

4. Note that no comments were received by the local community where the period for representations has already lapsed.

5. Resolve that an item only be resubmitted to Council should any comments/representations be received in the matters where the deadline for public comments have not already lapsed.

7.7 RECRUITMENT AND SELECTION PROCESS TO FILL THE VACANT POSITION OF DIRECTOR: COMMUNITY SERVICES

File no.: 2/3/3/1

Responsible Official: D McThomas

Directorate: SSS

Portfolio: Human Resources

1. Purpose

The purpose of this item is to:

- a) notify Council of the resignation of Mr. Seon Swartz, the Director: Community Services with effect from 29 February 2024;
- b) notify Council that the position of Director: Community Services will be vacant from 1 March 2024;
- c) obtain the approval of Council to commence the recruitment and selection process for the Director: Community Services position in compliance with the Regulations on the Appointment and Conditions of Employment of Senior Managers (herein after referred to as "*The Appointment Regulations*") published on 17 January 2014 (Gazette No. 37245) and sections 56 of the Local Government: Municipal Systems Act, No. 32 of 2000, as amended (herein after referred to as "*the Act*"); and
- d) obtain the approval of Council to appoint Mr. Raymond Esau, Director: Strategic Support Services to act as the Director: Community Services.

2. Background

The relevant section of the Act provides that:

"56 Appointment of managers directly accountable to municipal managers

- (1) (a) A municipal council, after consultation with the municipal manager, must appoint (i) a manager directly accountable to the municipal manager; or (ii) an acting manager directly accountable to the municipal manager under circumstances and for a period as prescribed.
- (b) A person appointed in terms of paragraph (a)(i) or (ii) must at least have the skills, expertise, competencies and qualifications as prescribed.

(c) A person appointed in terms of paragraph (a)(ii) may not be appointed to act for a period that exceeds three months: Provided that a municipal council may, in special circumstances and on good cause shown, apply in writing to the MEC for local government to extend the period of appointment contemplated in paragraph (a), for a further period that does not exceed three months.

- (2) A decision to appoint a person referred to in subsection (1)(a)(ii) or (ii), and any contract concluded between the municipal council and that person in consequence of the decision, is null and void if -
- (a) the person appointed does not have the prescribed skills, expertise, competencies, or qualifications; or
 - (b) the appointment was otherwise made in contravention of this Act, unless the Minister, in terms of subsection (6), has waived any of the requirements listed in subsection (1)(b)."

3. Discussion

The Regulations on the Appointment and Conditions of Employment of Senior Managers (herein after referred to as "*the Appointment Regulations*") read in conjunction with the Competency Regulations prescribe the minimum higher education qualification, experience, skills and experience for a person appointed as a manager directly accountable to the municipal manager.

The Breede Valley Municipality is a Municipality with an annual budget of a value equal to or above R1bn, must in terms of Regulation 7 of the Competency Regulations, appoint a person with:

- a) at least a Post Graduate Degree or equivalent qualification registered on the National Qualifications Framework at a NQF level 8 with a minimum of 120 credits; and
- b) minimum of 7 years at senior and middle management levels, of which at least 2 years must be at Senior Management level.

It is crucial to note that the Breede Valley Municipality (BVM) does not have an employee who meets all the minimum prescribed requirements, and therefore cannot appoint any of its employees to act as a director due to the stringent minimum requirement based on the Municipality's budget.

The Municipal Manager has been performing the roles and responsibilities of the vacant Director: Planning Development and Integrated Services position. It will be an undesirable situation and detriment to the Municipality if the Municipal Manager assumes the functions of the Director: Community Services as well.

It is therefore thus that Council appoint Mr Raymond Esau to assume the roles and responsibilities of the Director: Community Services in the interim and for the Municipal Manager to delegate some functions to one of the managers in the Directorate to assist the Acting Director: Community Services to seamlessly execute the roles and responsibilities associated with the vacant position.

4. APPLICABLE LEGISLATION

1. The Constitution of the Republic of South Africa
2. Local Government: Municipal Systems Act, No. 32 of 2000 and Regulations
3. Local Government: Municipal Finance Management Act, No. 56 of 2003 and Regulations

5. FINANCIAL IMPLICATIONS

The financial implication for Council consists of the appropriate acting allowance or ex-gratia determined by the Municipal Manager to an employee to whom the additional function is delegated to.

6. COMMENTS OF DIRECTORATES: -

MUNICIPAL MANAGER: ` Supported

DIRECTOR STRATEGIC SUPPORT SERVICES: Supported

CO-AUTHOR OF THE ITEM

SENIOR MANAGER: LEGAL SERVICES: Supported

RECOMMENDATION

That in respect of –

RECRUITMENT AND SELECTION PROCESS TO FILL THE VACANT POSITION OF DIRECTOR: COMMUNITY SERVICES

as discussed by the council at the Council meeting held on 28 February 2024 Council decide:

1. That Council affirms that the position of the Director: Community Services is vacant with effect from 1 March 2024 due to the resignation of Mr. Seon Swartz;
2. that in terms of Regulation 7(2)(a) of the Appointment Regulations, Council grant approval that the budgeted post of the Director: Community Services be filled on a permanent basis as per the Local Government: Municipal Systems Amendment Act, 2022, subsection 57(7);
3. that the Municipal Manager must ensure that the post of the Director: Community Services is advertised in a newspaper circulating nationally and in this province within fourteen (14) days from Council resolving to fill the vacancy;
4. that the services of a competent and experienced recruitment agency be used during the recruitment process, subject thereto that the advertising, recruitment, selection procedure and competency testing complies with the Appointment Regulations;
5. that Council appoint the following members to the selection panel, for the recruitment and selection of the Director: Community Services: a). The Municipal Manager who is the Chairperson; b). Alderman Wouter Meiring who is a member of the mayoral committee; and c). Mr Henry Prins (Cape Winelands District Municipality: Municipal Manager) who has expertise and experience in the area of the advertised post;
6. that the selection panel submit a report and recommendation on the selection process to the Council on the suitable candidates who comply with the relevant competency requirements of the post in order of preference;
7. that Council appoint Mr. Raymond Esau to act as a Director: Community Services whilst undertaking the recruitment and selection processes for the appointment of Director: Community Services on a permanent capacity; and
8. that the Municipal Manager delegates certain functions to one of the managers in the Directorate: Community Services to assist the Acting Director: Community Services to seamlessly execute the roles and responsibilities associated with the vacant position.

Proposed: Ald W. R. Meiring

Seconded: Cllr J. J. Von Willingh

Unanimously agreed

RESOLVED

That in respect of –

RECRUITMENT AND SELECTION PROCESS TO FILL THE VACANT POSITION OF DIRECTOR: COMMUNITY SERVICES

as discussed by the council at the Council meeting held on 28 February 2024, **resolution number C15/2024**, Council decide:

1. That Council affirms that the position of the Director: Community Services is vacant with effect from 1 March 2024 due to the resignation of Mr. Seon Swartz;
2. that in terms of Regulation 7(2)(a) of the Appointment Regulations, Council grant approval that the budgeted post of the Director: Community Services be filled on a permanent basis as per the Local Government: Municipal Systems Amendment Act, 2022, subsection 57(7);
3. that the Municipal Manager must ensure that the post of the Director: Community Services is advertised in a newspaper circulating nationally and in this province within fourteen (14) days from Council resolving to fill the vacancy;
4. that the services of a competent and experienced recruitment agency be used during the recruitment process, subject thereto that the advertising, recruitment, selection procedure and competency testing complies with the Appointment Regulations;
5. that Council appoint the following members to the selection panel, for the recruitment and selection of the Director: Community Services: a). The Municipal Manager who is the Chairperson; b). Alderman Wouter Meiring who is a member of the mayoral committee; and c). Mr Henry Prins (Cape Winelands District Municipality: Municipal Manager) who has expertise and experience in the area of the advertised post;
6. that the selection panel submit a report and recommendation on the selection process to the Council on the suitable candidates who comply with the relevant competency requirements of the post in order of preference;
7. that Council appoint Mr. Raymond Esau to act as a Director: Community Services whilst undertaking the recruitment and selection processes for the appointment of Director: Community Services on a permanent capacity; and
8. that the Municipal Manager delegates certain functions to one of the managers in the Directorate: Community Services to assist the Acting Director: Community Services to seamlessly execute the roles and responsibilities associated with the vacant position.

7.8 MUNICIPAL COURT UPDATE: THE PROGRESS OF THE MUNICIPAL COURT AND STATISTICS

File no.: 9/2/1/1/56

Responsible Official: S Schroeder

Directorate: Community Services

Portfolio: Municipal Court

1. Purpose

The purpose of the item is to:

- a) Provide an update on progress made at the Municipal Court since the establishment, and
- b) What matters are to be placed on the court roll, and
- c) Statistics of the Municipal (Additional) Court relating to court appearances.

2. Background / Discussion

The principle/goal of the Municipal Court has a direct link with the vision of the Breede Valley Municipality. The Municipal Court, through effective and efficient prosecuting of transgressors of Traffic offences, by-laws, National Building Regulations, and others, can fulfil the ultimate goal to empower the Breede Valley community to prosper in a safe and healthy environment.

The Municipal Court commenced with operations during July 2021. The Department of Justice appointed a Magistrate designated for the Municipal Court on 1 October 2021.

The Municipal Court is fully operational and is sitting on a full-time basis.

PROGRESS OF THE MUNICIPAL COURT SINCE OPENING IN JULY 2021:

The Municipal court commenced with operations during July 2021. During this period, we operated with the assistance of a Magistrate from the Magistrate's' Court in Worcester. The Magistrate allocated to the Municipal Court was appointed on the 1st

of October 2021. The Municipal Court Magistrate is appointed by the Department of Justice and Constitutional Development on a contractual basis.

Since its commencement, the Municipal Court has an important function in ensuring the compliance with the National Building Regulations and Municipal By-Laws.

The Municipal Court also adjudicates traffic related offences received from the Provincial and Municipal Traffic Departments that are committed within the jurisdiction of the Breede Valley Municipality.

The Municipal Court roll is also compiled of speeding fines deduced from speeding cameras; these matters are placed on the court roll once a week.

The Municipal court process all representations received by the public.

By -Law Matters, such as public nuisance, was also received and placed on the court roll. These matters were postponed for compliance by the accused.

The relevant Municipal departments are engaging and forwarding their matters to the Municipal Court.

By-Law Matters received from the legal department was complied with, one matter is still on the court roll for trial.

Traffic Violations issued for the period of July 2023-December 2023:

Fines issued:

July 2023:

1. Municipal fines: 1 293 – R 1 135 250
2. Provincial fines: 1 780 – R 2 409 900
3. TMT fines: 4 797 – R 2 259 800
4. ASOD – 144 – R53 000

August 2023:

1. Municipal fines: 1 295 – R 850 700

2. Provincial fines: 1524 – R 2 018 150
3. TMT fines: 5 533 – R 2 299 800
4. ASOD: 196 – R 76 000

September 2023:

1. Municipal fines: 949 – R 710 250
2. Provincial fines: 1 203 – R 1 5701 900
3. TMT fines: 3 358 – R 1 263 600
4. ASOD: 205 – R 81 600

October 2023:

1. Municipal fines: 1 155 – R 937 450
2. Provincial fines: 1218 – R1 827 250
3. TMT fines: 2 562 - R1 062 400
4. ASOD: 242 – R92 600

November 2023:

1. Municipal fines :1 269 – R1 090 850
2. Provincial fines: 1 471 – R2 148 200
3. TMT fines: 1 403 – R556 100
4. ASOD: 17 – R7 700

December 2023:

1. Municipal fines: 1 152 – R1 100 650
2. Provincial fines: 373 – R502 350
3. TMT fines: 1 814 – R726 200
4. ASOD: 71 – R28 00

Building Regulations and By-Law matters:

The Municipal Court deals with Matters from the Directorate: Planning and Integrated Services, such as failure to submit building plans, failure to apply for occupancy certificates and failure to remove building rubble etc.

During this period 28 matters were received, 26 new matters were placed on the Municipal Court roll and 9 was withdrawn due to compliance.

Finance and warrants of arrest:

During the period of 1 July 2023 to 31 December 2023 the Municipal Court received an income of R 7 283 561.

	MONTHLY INCOME	MUN FINES ON ROLL	PROVINCIAL FINES ON COURT ROLL	TOTAL WARRANTS ISSUED
July 2023	R 260 984	330	757	652
August 2023	R 1 041 042	513	1050	1079
September 2023	R 3 015 249	257	2041	1 305
October 2023	R1 100 090	369	1388	1 004
November 2023	R 1 073 056	480	2631	1 683
December 2023	R 793 140	219	27	222
TOTAL	<u>R7 283 561</u>	<u>2 168</u>	<u>7 894</u>	<u>5 945</u>

Municipal Court expenses (Budgeted personnel costs):

1. Magistrate annual remuneration: R 934 277
2. Prosecutor annual remuneration: R 882 294

Statistics relating to court appearances:

During the period of July 2023 to 31 December 2023 the Municipal Court sat for 98 days and heard the following matters:

Total matters in court	706
Guilty	446
Not guilty	0

Withdrawn: Complied	8 9 withdrawn
Postponements	190
Bench warrants issued in court	25
warrants placed on court roll	281
Court hours	81 hours
New building/By law matters on court roll	28
Representations	2 356

3. Comments

Municipal Manager:	Supported.
Director Community Services:	Noted.
Director: Engineering:	Noted.
Director Financial Services:	Noted.
Director Strategic Support Services:	The content of the report is noted.

Decision by Section 80 committee

The item served as Item 5.1 with resolution number CS21/2024 on the Agenda before the Community and Strategic Support Services Committee on 13 February 2024. The Committee unanimously concurred with the recommendation and agreed that the recommendation below be tabled before Council for consideration.

RECOMMENDATION

That in respect of –

MUNICIPAL COURT UPDATE: THE PROGRESS OF THE MUNICIPAL COURT AND STATISTICS

discussed by Council at the Council meeting held on 28 February 2024, the following recommendation be made to Council:

That Council take cognisance of the progress update and statistics of the Municipal Court.

Proposed: Cllr J. J. Von Willingh

Seconded: Cllr E. VD Westhuizen

Unanimously agreed by council

RESOLVED

That in respect of –

MUNICIPAL COURT UPDATE: THE PROGRESS OF THE MUNICIPAL COURT AND STATISTICS

discussed by Council at the Council meeting held on 28 February 2024, resolution number C16/2024, the following recommendation be made to Council:

That Council take cognisance of the progress update and statistics of the Municipal Court.

7.9 LIBRARY SERVICE: LIBRARY OUTREACH ACTIVITIES PLANNED AND COMPLETED: (October 2023 – December 2023)**File no.:** 14/14/2/3**Responsible Official:** C Gerber**Directorate:** Community Services**Portfolio:** Library Service

1. Purpose

The purpose of the item is to:

- a) Provide a quarterly update on progress made re outreach activities planned and completed at Library Services.
- b) Statistics of the outreach activities for the period October 2023 to December 2023.

2. Background

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

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

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

The municipality currently operates 13 libraries on a fulltime basis.

The municipality has 50 permanently employed library staff members. The Library Service formed part of a 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. We accommodated 22 participants as Reading champions or IT champions. The program was completed over 8 months and ended on 13 December 2023. The participants received a daily stipend from the Western Cape Government and partner organisations. The program was very successful, and a certificate handover was organised on 12 December 2023.

PROGRESS OF OUTREACH LIBRARY ACTIVITIES FROM OCTOBER 2023 – DECEMBER 2023:

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

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

Month	Nr of awareness programmes from October 2022 to December 2022	Nr. of awareness programmes from October 2023 to December 2023
October	21	46
November	22	34
December	22	31

STATISTICS AND HIGHLIGHTS OF THE CURRENT PERIOD:

October 2023	November 2023	December 2023
46 activities	34 activities	31 activities

Libraries took part in the Lights after school program. Zwelethemba Library organised a special event on 30 October 2023.	<p>Basic Computer Literacy training were conducted at local libraries with 88 people in the Sandhills/De Doorns and Hexvallei areas – 12 September to 2 November 2023. The certificate handover was done in November 2023.</p> <p>Libraries organised programs for Disability Rights Awareness month.</p> <p>Libraries organised educational talks/programs re the 16 Days of Activism against Gender Based Violence from 25 November to 10 December 2023.</p>	<p>Libraries were involved in organising holiday programs with children.</p> <p>The certificate handover of the 22 Library Yeboneers (8-month educational program) was done on 12 December 2023.</p>
---	--	--

3. Comments

Municipal Manager: Supported

Director Community Services: Supported

Director: Engineering: Noted

Director Financial Services: Noted

Director Strategic Support Services: The content of the report is noted.

Decision by Section 80 committee

The item served as Item 5.2 with resolution number CS22/2024 on the Agenda before the Community and Strategic Support Services Committee on

13 February 2024. The Committee unanimously concurred with the recommendation and agreed that the recommendation below be tabled before Council for consideration.

RECOMMENDATION

That in respect of –

LIBRARY SERVICES QUARTERLY UPDATE: THE PROGRESS OF THE LIBRARY SERVICES OUTREACH PROGRAMS PLANNED AND COMPLETED (October 2023 – December 2023)

discussed by Council at the Council meeting held on 28 February 2024, 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.

Proposed: Cllr J. J. Von Willingh

Seconded: Cllr J. R. Jack

Unanimously agreed

RESOLVED

That in respect of –

LIBRARY SERVICES QUARTERLY UPDATE: THE PROGRESS OF THE LIBRARY SERVICES OUTREACH PROGRAMS PLANNED AND COMPLETED (October 2023 – December 2023)

discussed by Council at the Council meeting held on 28 February 2024, resolution number C17/2024, 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.

7.10 REVIEWED T.A.S.K.® JOB EVALUATION POLICY**File No. /s: 2/3/3/1****Responsible Official: N Monyela****Directorate: SSS****Portfolio: Human Resources**

1. PURPOSE:

To submit the reviewed T.A.S.K.® Job Evaluations Policy in terms of section 11 of the Local Government: Municipal Systems Act, 2000 (Act 32 of 2000) (herein referred to as the Systems Act) to Council for approval (attached as **Annexure A**).

2. BACKGROUND:

T.A.S.K.® is the uniform Job Evaluation System within the local government sector as approved by the National Executive Committee (NEC) of South African Local Government Association (SALGA).

This reviewed policy must be read in conjunction with the Local Government: Municipal Staff Regulations, 2021 (MSR), SALGA T.A.S.K.® Job Evaluation System, T.A.S.K.® Job Evaluation System Training Manuals, Memorandum of Agreement between the Municipalities in the Cape Winelands District, Standard Operating Procedure of the District Job Evaluation Unit, and the T.A.S.K.® Job Evaluation notes applicable to the Municipal Sector and the Provincial Audit Committee and SALGA T.A.S.K.® directives as issued from time to time.

The T.A.S.K.® Job Evaluations Policy has been drafted, workshopped and content approved at Local Labour Forum. The policy has been amended to align and be consistent with the MSR as required in terms of section 67 of the Systems Act, as amended.

Words in bold and underlined with a solid line indicate insertions in existing policy.

3. FINANCIAL IMPLICATIONS:

Qualifying employees will receive backdated remuneration calculated on only the basic portion of the salary, pension contributions and bonuses, but the backdated remuneration shall exclude all and any benefits or allowances listed on section 13.12 of the reviewed T.A.S.K.® Job Evaluation Policy.

The financial impact is estimated at R2 509 704.90. All payments shall however be within budgeted allocations.

4. APPLICABLE LEGISLATION

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

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

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

b) Local Government: Municipal Staff Regulations, 2021

All jobs in a municipality must be graded through a job evaluation process. Job evaluation is the grading of jobs according to a specifically planned procedure and reliable methodology in order to determine the relative worth of each job in the municipality.

Jobs must be evaluated upon completion of the review of the staff establishment; within six months of a material change to the job content or job requirements; or before a new post is filled.

A detailed job description needs to be available before initiating the process of job evaluation. Job evaluation must be conducted based on actual and current activities of the job and not on future projections.

5. COMMENTS OF DIRECTORATES / DEPARTMENTS CONCERNED:

Municipal Manager:

Supported

Director: Strategic Support Services/ Co-Author: Supported

Director: Financial Services:	Supported
Director: Engineering Services:	Supported
Director Community Services:	Supported
Senior Manager Legal Services:	Supported

RECOMMENDATION

That in respect of the –

REVIEWED T.A.S.K.® JOB EVALUATION POLICY

Council at the Council meeting held on Wednesday, 28 February 2024, Council:

1. approves the reviewed T.A.S.K.® Job Evaluation Policy in terms of section 11 of the Local Government: Municipal Systems Act, 2000 (Act 32 of 2000) with effect from the date of approval (attached as **Annexure A**).

Proposed: Ald W. R. Meiring

Seconded: Cllr M. Jacobs

Unanimously agreed by Council

RESOLVED

That in respect of the –

REVIEWED T.A.S.K.® JOB EVALUATION POLICY

Council at the Council meeting held on Wednesday, 28 February 2024,
resolution number C18/2024, Council,

1. approves the reviewed T.A.S.K.® Job Evaluation Policy in terms of section 11 of the Local Government: Municipal Systems Act, 2000 (Act 32 of 2000) with effect from the date of approval (attached as **Annexure A**).

7.11 THE PREFERENTIAL PROCUREMENT AND THE SUPPLY CHAIN MANAGEMENT POLICY AMENDMENTS TO GIVE EFFECT TO THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022 AND THE NEW SCM REGULATIONS OF 14 DECEMBER 2023.

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

Responsible Official: Snr Manager SCM

Directorate: Financial Services **Portfolio:** Supply Chain Management

1. PURPOSE

The purpose of the item is to approve the amended draft Preferential Procurement Policy and Supply Chain Management (SCM) Policy to give effect to the Preferential Procurement Regulations, 2022 and the amended SCM Regulations, 2023.

2. BACKGROUND AND LEGAL CONSIDERATIONS

On 14 December 2023 National Treasury amended the SCM Regulations, which had a severe impact on the SCM Policy and procedures, which is based on the SCM Regulations. Refer to Annexure C illustrating the amendments to the SCM Regulations.

The effect of the changes in the SCM Regulations, are focused on the transactions below R30 000,00 (VAT Incl.), which needs to be handled in a similar method than transaction above R30 000,00, also taking into consideration, the increase of the threshold from R200 000 to R300 000. The previous concept of written price quotations has been adsorbed within the Formal written price concept and procedures, therefore all references to written price quotations has been amended and removed in the regulations and the SCM Policy of BVM (Refer to Annexure A)

With specific reference to the PPPFA Regulations and PPPFA Policies adopted by municipalities and their application of preference in the SCM System, the Auditor General (AG) had a universal audit finding with most municipalities in the Western Cape and broader South Africa, which was aimed to a specific SCM process for transactions below R30 000,00. Instead of promulgating a finding of non-compliance to the PPPFA policy and regulations, the AG approached National Treasury (NT), whereby NT communicated to the relevant PT, allowing a grace period for implementation of Preference Policies before 31 March 2024. This is therefore the reason why the PPPFA Policy also needed amendment, even though it served before council in January 2023.

Notwithstanding the full application of the PPPFA Policy, the major effect of the changes and cost of procurement has been considered with the new amendment to the PPPFA Policy, whereby all transactions below R30 000,00 (VAT Incl.), will as in the past, be measured on: Section 2(1)(d)(i) and (ii) of the Act, which refers to specific goals which may include:

- (i) contracting with persons, or categories of persons, historically disadvantaged by unfair discrimination on the basis of race, gender or disability.
- (ii) implementing the programmes of the Reconstruction and Development Programme (RDP) as published in Government Gazette 16085 dated 23 November 1994.

The main objective of utilizing BBBEE as preference criteria for point preference calculations to all transactions below R30 000,00 (VAT Incl.), was to manage administrative cost to the values of these transactions and secondly, that all suppliers below R30000,00 gets invited from our list of vendors, whereby we give preference on invitations to quote to local suppliers when inviting the vendors.

3. FINANCIAL IMPLICATIONS

None

4. APPLICABLE LEGISLATION

- a) Constitution of the Republic of South Africa, Sections 217, 9, 33, 152 and 153
- b) Local Government: Municipal Systems Act, No. 32 of 2000 and Regulations, section 55
- c) Local Government: Municipal Finance Management Act, No. 56 of 2003, Section 186 and section 61
- d) Preferential Procurement Policy Framework Act, 2000, sections 2, 3 and 5
- e) Preferential Procurement Regulations, 2022. Government Gazette No. No. 47452 dated 4 November 2022.
- f) Supply Chain Management regulation, as amended on 14 December 2023 (Refer to annexure C)
- g) Supply Chain Management Regulations of 2017

5. COMMENT OF DIRECTORATES / DEPARTMENTS CONCERNED

Municipal Manager:	Item supported
Director: Strategic Support Services:	Item supported
Director: Financial Services:	Item supported
Director: Engineering Services:	Item supported
Director Community Services:	Item Supported
Senior Manager Legal Services:	Item Supported
Senior Manager Supply Chain Management:	Item Supported

RECOMMENDATION

That in respect of –

THE PREFERENTIAL PROCUREMENT AND THE SUPPLY CHAIN MANAGEMENT POLICY AMENDMENTS TO GIVE EFFECT TO THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022 AND THE NEW SCM REGULATIONS OF 14 DECEMBER 2023.

as discussed by the Council at the Council meeting held on 28 February 2024,

Council approves the amendments to the Preferential Procurement Policy, 2022 and the amendments to the Supply Chain Management Policy.

Proposed: Ald W. R. Meiring

Seconded: Cllr T. S. Manuel

Unanimously agreed by Council

RESOLVED

That in respect of –

THE PREFERENTIAL PROCUREMENT AND THE SUPPLY CHAIN MANAGEMENT POLICY AMENDMENTS TO GIVE EFFECT TO THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022 AND THE NEW SCM REGULATIONS OF 14 DECEMBER 2023.

as discussed by the Council at the Council meeting held on 28 February 2024, resolution number C19/2024

Council approves the amendments to the Preferential Procurement Policy, 2022 and the amendments to the Supply Chain Management Policy.

7.12 BVM ICT POLICY & GOVERNANCE FRAMEWORK REVIEW

File No./s: 5/2/5/B

Responsible Official: Z Solomon

Directorate: Strategic Support Services **Portfolio:** ICT

1. Purpose

To obtain the Council's approval of the ICT POLICY & GOVERNANCE FRAMEWORK REVIEW

2. Background

Management developed ICT Policy & Governance Framework and controls to ensure that ICT supports the organisation's strategies and objectives; and the above documents have to be approved by council in order for ICT to implement amendments to the ICT Policy document.

3. Financial Implications

The approval of the documents has no direct financial implications. All financial impacts will be considered as part of the normal budget processes.

4. Applicable Legislation / Council Policy

Brede Valley Municipality must be aware of and comply with the legislative landscape applicable to their context. Therefore, the above documents were developed with the legislative environment in mind, as well as to leverage internationally recognized ICT standards.

The following legislation, among others, were considered in the drafting of these documents:

1. Constitution of the Republic of South Africa Act, Act No. 108 of 1996.
2. Copyright Act, Act No. 98 of 1978.
3. Electronic Communications and Transactions Act, Act No. 25 of 2002.
4. Minimum Information Security Standards, as approved by Cabinet in 1996.
5. Municipal Finance Management Act, Act No. 56 of 2003.
6. Municipal Structures Act, Act No. 117 of 1998.
7. Municipal Systems Act, Act No. 32, of 2000.
8. National Archives and Record Service of South Africa Act, Act No. 43 of 1996.
9. Promotion of Access to Information Act, Act No. 2 of 2000.
10. Protection of Personal Information Act, Act No. 4 of 2013.
11. Regulation of Interception of Communications Act, Act No. 70 of 2002.
12. Treasury Regulations for departments, trading entities, constitutional institutions and public entities, Regulation 17 of 2005.
13. Public Administration Management Act, 2016.
14. Minimum Interoperability Standards (MIOS) for Government Information **Systems**, 2011.

5. Comment of Directorates / Departments

Municipal Manager:	Supported
Director Strategic Support Services:	Supported
Director: Financial Services:	Item supported
Director: Engineering Services:	Item noted
Director: Community Services:	Item supported
Senior Manager: Legal Services:	Recommendation to council supported

RECOMMENDATION

That in respect of –

ICT POLICY & GOVERNANCE FRAMEWORK REVIEW

as discussed by Council at the Council meeting held on 28 February 2024

1. That Council approves the ICT POLICY & GOVERNANCE FRAMEWORK REVIEW.

Proposed: Ald W. R. Meiring

Seconded: Cllr J. J. Von Willingh

Unanimously agreed

RESOLVED

That in respect of –

ICT POLICY & GOVERNANCE FRAMEWORK REVIEW

as discussed by Council at the Council meeting held on 28 February 2024, resolution number C20/2024

1. That Council approves the ICT POLICY & GOVERNANCE FRAMEWORK REVIEW.

To action:

Z Solomon

7.13 PROTECTION OF COUNCILLORS AND STAFF MEMBERS POLICY

File No./s: 9/2/1/1/56

Responsible Official: Seon Swartz

Directorate: Community Services

Portfolio: Traffic Services

1. Introduction

Councillors and staff members play a vital role in our communities. However, their safety and security are often threatened during times of violence, service delivery, protests, and political instability.

To ensure safety and security of councillors and staff members, this policy is brought forward for adoption by Council.

2. Background

It is common knowledge that during times of elections violence, service delivery, protests, and political instability increases, and it often results in councillors and staff being threatened and attacked or even murdered. In South Africa, it has happened during previous election periods that the political unrest leads to some councillors being killed or they come under attack or significant harm is caused to their property and infrastructure.

To ensure the safety and security of councillors and staff, it is necessary to adopt a policy that outlines measures to be taken during such times of violence and political instability.

3. Legislative Framework

1. The Constitution of the Republic of South Africa [Constitution].
2. Remuneration of Public Office Bearers Act, 1998 [Act 20 of 1998].
3. Basic Conditions of Employment Act.

4. Financial Implications

The municipality need to make provision within its financial means plan for the expenditure on a yearly basis.

5. Comments of Directorates / Departments

Municipal Manager: Supported

Director: Community Services: Author

Director: Strategic Support Services: Noted

Director: Financial Services: Noted

Director: Engineering Services: Item noted

The item served as Item 5.3 with resolution number CS23/2024 on the Agenda before the Community and Strategic Support Services Committee on 13 February 2024. The Committee unanimously concurred with the recommendation and agreed that the recommendation below be tabled before Council for consideration.

RECOMMENDATION

That in respect of –

PROTECTION OF COUNCILLORS AND STAFF MEMBERS POLICY

discussed by Council at the Council meeting held on 28 February 2024, the following recommendation be made to Council:

That Council adopt the policy on the protection of Councillors and Staff Members to ensure that a framework of dealing with safety and security of Councillors and staff members are put in place to effectively ensure their safety.

Proposed: Cllr J. J. Von Willingh

Seconded: Cllr T. S. Manuel

Unanimously agreed by Council

RESOLVED

That in respect of –

PROTECTION OF COUNCILLORS AND STAFF MEMBERS POLICY

discussed by Council at the Council meeting held on 28 February 2024, **resolution number C21/2024**, the following recommendation be made to Council:

That Council adopt the policy on the protection of Councillors and Staff Members to ensure that a framework of dealing with safety and security of Councillors and staff members are put in place to effectively ensure their safety.

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

8.1 ATTENDANCE AND PARTICIPATION: NAMIBIA TOURISM EXPO 2024

File no.: 7/1/4/3

Responsible Official: C January

Directorate: Strategic Support Services

1. PURPOSE

The purpose of this item is for Council to consider the request from Cape Winelands District Municipality granting approval for the attendance and participation of the Breede Valley Municipality as part of their group at the Namibia Tourism Expo 2024, to be held in Windhoek, Namibia. The expo is scheduled to take place from Wednesday, 24 April 2024 until Friday, 26 April 2024.

2. BACKGROUND / DISCUSSION

Attached, ("Annexure A & B") is copies of invitations received from Cape Winelands Municipality and Namibia Media Holdings, regarding the attendance and participation at the Namibia Tourism Expo, Windhoek Country Club & Resort, Namibia to be held from Wednesday, 24 April 2024 until Friday, 26 April 2024.

To consider the participation of Breede Valley Municipality at the Trade Show, it is important to refer to the relevant portions of the Municipal Cost Containment Regulations, 2019 and Breede Valley's Cost Containment Policy.

MUNICIPAL COST CONTAINMENT REGULATIONS, 2019

"REGULATION 7

(1)(a) An accounting officer may approve the purchase of economy class tickets for all officials of political office bearers where the flying for the flights if five hours or less

- (4) *The cost containment policy must limit international travel to meetings or events that are considered critical. The number of officials or political office bearers attending such meetings or events must be limited to those officials or political office bearers directly involved in the subject matter related to such meetings or events."*

Council's Cost Containment Policy, 2019 states the following pertaining to international travel:

"International travel

- 6.2 *International travel for any official or political office bearer can only be approved by the municipal council in a council meeting open to the public with a supporting vote of the majority of the members of the municipal council present.*
- 6.3 *The report to council for approval of international travel must include:*
- 6.3.1 *A motivation why the international travel is seen as critical and fully setting out the anticipated benefit that the municipality will derive from attending the event, meeting or function.*
- 6.3.2 *If international travel to the destination or event was previously undertaken, state what benefits if any derived from the previous attendance.*
- 6.3.3 *The full cost of the international travel including travel allowances to be paid; and*
- 6.3.4 *The proposed officials and political office bearers, not exceeding three, to travel and why they have been identified.*
- 6.4 *The following events will not be considered critical to justify international travel whether the full cost of the travel is paid by another institution or not:*
- 6.4.1 *Attendance of international sporting events.*
- 6.4.2 *Attendance of international social events.*
- 6.4.3 *Attendance of international party-political events.*
- 6.4.4 *The opening of another country's parliament or any other country's government's celebration events.*

Motivation Why the International Travel Is Seen as Critical

The Cape Winelands Regional Socio-Economic Development Strategy (CW RSEDs) in its trade investment action plan explains the need for and the importance of marketing the Cape Winelands and Breede Valley as a premier investment destination.

The key driver for the CW RSEDs is the promotion of business innovation and diversification. It is understood that the most successful businesses continually strive to improve on their products and services and continually search for new markets for their products and services. It is important for governments to recognize this business creativity and support business innovation.

It is therefore crucial that municipalities support services to promote diversification (when businesses develop new markets) and innovation (when businesses design new products/services).

These trade shows provide a platform for businesses in a specific industry to showcase, market and demonstrate their products, services and examine market trends and opportunities. This creates brand recognition of Cape Winelands and Breede Valley products and services both domestically and internationally; and provides opportunities for generating additional revenue for businesses and thus expanding the District and Breede Valley tax base.

A platform is also created for businesses to present and display a selection of their products and services with key advantages such as customer and business contacts, launching of products and services and marketing communication which can raise the profile of the business brands for the duration of the exhibition.

If international travel to the destination or event was previously undertaken, state what benefits if any derived from the previous attendance

The municipality through the assistance of Cape Winelands participated in the 2023 Namibia Tourism Expo.

The Namibia Tourism Expo has assisted with the following:

-
- Provided a forum for the tourism industry and its suppliers to market new and exciting products and services, directly to the consumer and to the travel trade, both locally and internationally.
 - Created public awareness of the importance of tourism and foster a sense of pride for our country amongst Namibians.
 - Encouraged stakeholders in the industry to network and communicate with each other for the benefit of the tourism trade at large.
 - Assisted the wine producers of the BVM to showcase our wines to a growing Namibian market.
 - Developed close relationship between our products and agents who can position products in the broader retailer network.
 - The Namibia Tourism Expo attracts visitors who are actively seeking information about the various industry suppliers, new products and recent developments in tourism.
 - The event presents an ideal opportunity to those who wish to network with the industry and make face-to-face contact to identify new business prospects.
 - Meetings were held with tour operators and bloggers about the four tourism regions under the BVM.
 - Referrals were done and agents were put in contact with local suppliers in our area.
 - Breede Valley's representatives were interviewed on the National Namibian Radio 99. FM Namibia thus exposing and marketing Breede Valley to the entire listeners throughout Namibia.

The proposed officials and political office bearers, not exceeding three, to travel and why they have been identified.

Regulation 12 of the Cost Containment Regulations state:

“REGULATION 12

- (2) *When considering applications from officials or political office bearers to attend conferences or events within and outside the borders of South Africa, an accounting officer or mayor, must take the following into account –*

- (a) *The official's or political office bearer's role and responsibilities and the anticipated benefits of the conference or event."*

It is proposed that one (1) official attend the Namibia Tourism Expo, namely the Tourism Officer: Ms. Nelmar Visser.

The nominated official has an operational delegation to market the Breede Valley Municipality as a tourism destination at all major tourism exhibitions. This requires making new connections and entrance of niche markets, building relationships with those municipalities or government institutions to reinforce the market presence of the municipality in this arena by focusing on finding new ideas, enhancing the brand image of the municipality, and establishing reciprocal relationships with key strategic partners in the public sector. In addition, international markets can be explored, and new business opportunities will be sought.

The Namibia Tourism Expo hosted by Namibia Media Holdings provides a platform for municipalities and its product owners to highlight its region and offerings of the Breede Valley Local Municipality through active participation as stipulated by the South African Constitution, Local Government legislation and other relevant legislation, regulations, guidelines, and policies.

The full cost of the international travel including travel allowances to be paid

It is confirmed that there is sufficient budgetary provision for the following anticipated cost. Note that the cost below are estimates and the real cost may vary based on the fluctuation in flight cost and available accommodation.

DATE	FLOOR SPACE, FURNITURE HIRE, NAME BADGES, COURIER SERVICE,	TRAVEL COSTS: AIR TICKETS, CAR HIRE,	ACCOMODATION	SUBSISTEN CE AND TRAVEL	TOTAL IN RAND
24-26 April 2024	To be paid by Cape Winelands District	<u>AIR TICKETS</u> R7 500.00	R2000.00 x 3 nights x 1 attendee =	R950.00 X3 days / 1 attendee =	

+1 travel day (23 rd)	Municipality on behalf of Municipalities in the district.	<u>CAR HIRE:</u> R5 000.00	R6 000.00	R2 850.00	
TOTAL		R 12 500.00	R 6 000.00	R 2 850.00	R 21 350.00

The motivation for the hiring of a vehicle:

- The Namibia Tourism Expo will be held outside the borders of the Republic of South Africa at the Windhoek Country Club & Resort, Namibia held from Wednesday, 24 April 2024 until Friday, 26 April 2024.
- It will be impractical to make use of public transport because the event is not close to any public transport and the show ends late at night when public transport is not available.
- One (1) appropriate Group B vehicle will be needed.

3. **FINANCIAL IMPLICATIONS**

Funding for this expenditure to be financed from:

OPERATIONAL COST: TRAVEL & SUBSISTENCE: FOREIGN: ACCOMMODATION

VOTE: 11545 2228 40000 UKEY: 2022 1010 0032 07

*OPERATIONAL COST: TRAVEL & SUBSISTENCE: FOREIGN: TRANSPORT WITHOUT
OPERATOR: CAR RENTAL*

VOTE: 11545 2228 90000 UKEY: 2022 1010 0032 48

*OPERATIONAL COST: TRAVEL & SUBSISTENCE: FOREIGN: TRANSPORT WITH
OPERATOR: PUBLIC TRANSPORT: AIR TRANSPORT*

VOTE: 11545 2229 30000 UKEY: 2022 1010 0033 37

4. **ANNEXURES**

Annexures A: Invitation received from Cape Winelands District Municipality

Annexures B: Invitation received from Namibia Media Holdings

5. COMMENTS FROM DIRECTORATES / DEPARTMENTS

MUNICIPAL MANAGER: **SUPPORTED**

DIRECTOR ENGINEERING SERVICES: **SUPPORTED**

CHIEF FINANCIAL OFFICER: **SUPPORTED**

DIRECTOR COMMUNITY SERVICES: **SUPPORTED**

DIRECTOR STRATEGIC SUPPORT SERVICES: **SUPPORTED**

SENIOR MANAGER LEGAL SERVICES: **SUPPORTED**

RECOMMENDATION

That in respect of –

ATTENDANCE AND PARTICIPATION: NAMIBIA TOURISM EXPO 2024

As will be discussed by Council at the Council meeting that will be held on 28 February 2024:

1. To approve the attendance and participation of Breede Valley Municipality at the Namibia Tourism Expo to be held at Windhoek Country Club & Resort, Namibia held from Wednesday, 24 April 2024 until Friday, 26 April 2024.
2. That the Tourism Officer, Ms. Nelmarie Visser, be the designated official to attend the Namibia Tourism Expo to be held at Windhoek Country Club & Resort, Namibia held from Wednesday, 24 April 2024 until Friday, 26 April 2024.
3. That the travel, subsistence, and accommodation costs pertaining to the attendance and participation of the Namibia Tourism Expo to be held at Windhoek Country Club & Resort, Namibia held from Wednesday, 24 April 2024 until Friday, 26 April 2024 be financed.

Proposed: Ald WR Meiring

Seconded: Cllr JJ Von Willingh

RESOLVED

That in respect of –

ATTENDANCE AND PARTICIPATION: NAMIBIA TOURISM EXPO 2024

As will be discussed by Council at the Council meeting that will be held on 28 February 2024,
resolution number C22/2024:

1. To approve the attendance and participation of Breede Valley Municipality at the Namibia Tourism Expo to be held at Windhoek Country Club & Resort, Namibia held from Wednesday, 24 April 2024 until Friday, 26 April 2024.
 2. That the Tourism Officer, Ms. Nelhari Visser, be the designated official to attend the Namibia Tourism Expo to be held at Windhoek Country Club & Resort, Namibia held from Wednesday, 24 April 2024 until Friday, 26 April 2024.
 3. That the travel, subsistence, and accommodation costs pertaining to the attendance and participation of the Namibia Tourism Expo to be held at Windhoek Country Club & Resort, Namibia held from Wednesday, 24 April 2024 until Friday, 26 April 2024 be financed.
-

8.2 THE APPOINTMENT OF THE DIRECTOR: PLANNING, DEVELOPMENT AND INTEGRATED SERVICES

File no.: 4/1/3/1

Responsible Official: D McThomas

Directorate: SSS

Portfolio: Human Resources

1. PURPOSE

The purpose of this item is to inform Council of the MEC responsible for local government's (herein after referred to as "*the MEC*") response on the appointment of Mr. Jean Joubert de Villiers as Director: Planning, Development and Integrated Services on a permanent capacity.

2. BACKGROUND

Council resolved on 4 December 2023 in respect of the Director: Development Planning and Integrated Services:

“RESOLVED

C106/2023

That in respect of –

RECRUITMENT AND SELECTION OF DIRECTOR: PLANNING, DEVELOPMENT AND INTEGRATED SERVICES

as discussed by Council at the Council meeting held on 4 December 2023 Council decide that:

- (1) Mr. Jean Joubert de Villiers be appointed as Director: Planning, Development and Integrated Services in a permanent capacity;*
- (2) that the commencement date of the contract be 1 February 2024 or as soon as possible thereafter;*
- (3) that the Municipal Manager extends an offer of employment to Mr. Jean Joubert de Villiers for the appointment as Director: Planning Development and Integrated Services;*
- (4) that the contract of employment and the all-inclusive remuneration package be negotiated and finalised by the Municipal Manager within the statutory limits based on the candidates;*
- (5) that it be noted that, within 14 days of the Council Decision, a written report including all necessary documents in compliance with Regulation 17(4) be submitted to the MEC for local government regarding the appointment process and outcome for notification purposes; and*

- (6) *that the Human Resources Department, as a matter of courtesy and legal requirement, inform the unsuccessful candidates formally of the outcome of the selection process, and thank them for their application and participation in the process.*

DISCUSSION

As resolved by Council on 4 December 2023, the Municipal Manager, within 14 days of the Council decision, submitted to the MEC a written report including all necessary documents in compliance with the regulation 17(4) of the Regulations on the Appointment and Conditions of Employment of Senior Managers (herein after referred to as “*The Appointment Regulations*”) published on 17 January 2014 in *Gazette* No. 37245

Council, furthermore, at its meeting held on 23 January 2024, noted the update on the recruitment process.

On 28 February 2024, the Office of the Executive Mayor received a response letter from the MEC (**Annexure B**). In summary, the MEC is satisfied that the appointment process and outcomes have complied with Section 56 of the Local Government: Municipal Systems Act, 32 of 2000; the Appointment and Conditions of Employment of Senior Managers, as well as the requirements prescribed in the Municipal Regulations on the Minimum Competency Levels.

APPLICABLE LEGISLATION:

1. The Constitution of the Republic of South Africa
2. Local Government: Municipal Systems Act, No. 32 of 2000 and Regulations
3. Local Government: Municipal Finance Management Act, No. 56 of 2003 and Regulations

COMMENTS OF DIRECTORATES: -

MUNICIPAL MANAGER: Author

DIRECTOR STRATEGIC SUPPORT SERVICES: SUPPORTED Co-author

SENIOR MANAGER: LEGAL SERVICES: SUPPORTED

RECOMMENDATION

That in respect of –

THE APPOINTMENT OF THE DIRECTOR: PLANNING, DEVELOPMENT AND INTEGRATED SERVICES

as discussed by Council at the Council meeting held on 28 February 2024 Council decide that:

- (a) that the Municipal Manager extends an offer of employment to Mr. Jean Joubert de Villiers for the appointment as Director: Planning Development and Integrated Services on a permanent basis;
- (b) that the commencement date of the employment contract be 1 March 2024 or as soon as possible thereafter;
- (c) that the all-inclusive remuneration package be at mid-point of the upper limits based on the Mr. Jean Joubert de Villiers's qualifications, skills and competencies as outlined in the selection report; and
- (d) that the contract of employment be signed by both parties, i.e., Municipal Manager and Director: Planning Development and Integrated Services, before commencement of service in terms of section 57(3)(b) of the Local Government: Municipal Systems Act, 32 of 2000.

Proposed: Cllr W. Blom

Seconded: Cllr E. VD Westhuizen

RESOLVED

That in respect of –

THE APPOINTMENT OF THE DIRECTOR: PLANNING, DEVELOPMENT AND INTEGRATED SERVICES

as discussed by Council at the Council meeting held on 28 February 2024, **resolution number C23/2024**, Council decide that:

- (a) that the Municipal Manager extends an offer of employment to Mr. Jean Joubert de Villiers for the appointment as Director: Planning Development and Integrated Services on a permanent basis;
- (b) that the commencement date of the employment contract be 1 March 2024 or as soon as possible thereafter;
- (c) that the all-inclusive remuneration package be at mid-point of the upper limits based on the Mr. Jean Joubert de Villiers's qualifications, skills and competencies as outlined in the selection report; and
- (d) that the contract of employment be signed by both parties, i.e., Municipal Manager and Director: Planning Development and Integrated Services, before commencement of service in terms of section 57(3)(b) of the Local Government: Municipal Systems Act, 32 of 2000.

9. CONSIDERATION OF MATTERS SUBMITTED BY THE CHAIRPERSON OF COUNCIL

None

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

None

11. CONSIDERATION OF MOTIONS OF EXIGENCY
None

12. CLOSURE

Meeting adjourned in good order.
