

MINUTES OF THE ORDINARY COUNCIL MEETING OF BITOU LOCAL MUNICIPALITY HELD IN THE COUNCIL CHAMBER, MUNICIPAL OFFICES, SEWELL STREET, PLETTENBERG BAY ON THURSDAY, 27 JULY 2017 AT 09H00

1. OPENING

The Speaker requested Councillor A S M Windvogel to open the meeting with payer whereafter she declared the meeting open and welcomed everyone present.

2. ATTENDANCE

The Attendance Registers of members of the Municipal Council, Officials and Public are attached hereto as annexures.

3. APPLICATION FOR LEAVE OF ABSENCE

No application for leave of absence received. All Councillors present. The Executive Mayor, Councillor M P Lobese was excused during the course of the meeting due to other prior engagement.

4. CONFIRMATION OF MINUTES: (OPEN)

*** 4.1 Ordinary Council Meeting: 26 April 2017**

That the Minutes of the Ordinary Council Meeting held on 26 April 2017, be, and are hereby, **CONFIRMED & SIGNED.**

Proposed: Councillor W J Nel
Seconded: Councillor S E Gcabayi

**** 4.2 Special Council Meeting: 23 May 2017**

That the Minutes of the Special Council Meeting held on 23 May 2017, be, and are hereby, **CONFIRMED & SIGNED.**

Proposed: Councillor A S M Windvogel
Seconded: Councillor N Ndayi

***** 4.3 Special Council Meeting: 31 May 2017**

That the Minutes of the Special Council Meeting held on 31 May 2017, be, and are hereby, **CONFIRMED & SIGNED.**

Proposed: Councillor M M Mbali
Seconded: Councillor L M Seyisi

**** 4.4 Special Council Meeting: 13 June 2017

That the Minutes of the Special Council Meeting held on 13 June 2017, be, and are hereby, **CONFIRMED & SIGNED.**

Proposed: Councillor W J Nel
Seconded: Councillor N Ndayi

*****4.5 Special Council Meeting: 30 June 2017

That the Minutes of the Special Council Meeting held on 30 June 2017, be, and are hereby, **CONFIRMED & SIGNED.**

Proposed: Councillor N Ndayi
Seconded: Councillor L M Seyisi

*****4.6 Special Council Meeting: 13 July 2017

That the Minutes of the Special Council Meeting held on 13 July 2017, be, and are hereby, **CONFIRMED & SIGNED.**

Proposed: Councillor W J Nel
Seconded: Councillor N Ndayi

*****4.7 Special Council Meeting: 17 July 2017

That the Minutes of the Special Council Meeting held on 17 July 2017, be, and are hereby, **CONFIRMED & SIGNED.**

Proposed: Councillor N Ndayi
Seconded: Councillor A S M Windvogel

5. STATEMENTS AND COMMUNICATIONS BY:

5.1 The Executive Mayor

None

5.2 The Speaker

The Speaker informed the meeting that the Executive Mayor had requested to be excused from the meeting at 9h30 due to a prior engagement.

6. PRESENTATIONS

None received

7. **ITEMS FOR INFORMATION, WHICH HAVE BEEN DEALT WITH BY THE EXECUTIVE MAYOR IN TERMS OF DELEGATED AUTHORITY**

Resolved

That all the resolutions of the Executive Mayor to the Items as listed on the Agenda for information, be, and are hereby, **NOTED.**

Proposed: Councillor W J Nel
Seconded: Councillor N Ndayi

For information

8. **CONSIDERATION OF REPORTS (NON- DELEGATED MATTERS)**

Section 1: Office of the Municipal Manager

No Items for consideration

Section 2: Finance

Resolution C/2/47/07/17

OUTSTANDING DEBT REPORT FOR THE PERIOD ENDING JUNE 2017/ 4TH QUARTER

Department: Finance Demarcation: All Wards

File ref: 9/1/3/4

Resolved

1. That the Credit Control & Debt Collection statistics for the month of June 2017/4th Quarter be noted.
2. That note be taken of the increasing debt greater than 120 days and that the Chief Financial Officer will be submitting a report to MayCo addressing the issue with proposals of corrective measures to be implemented which will include, amongst other, the following;
 - (a) An awareness programme to be introduced with the involvement of Ward Councillors.
 - (b) Intensification of the indigent registration process.
 - (c) Development of a basket of incentives for Council to consider.



- (d) Revisiting of Council resolutions which are hampering collection efforts.

Proposed: Councillor W J Nel
Seconded: Councillor A S M Windvogel

To be Actioned by: Chief Financial Officer / Manager Revenue

Resolution C/2/48/07/17

TABLING OF A LIST OF ALL EXEMPTIONS, REBATES AND REDUCTIONS AS REQUIRED BY SUBSECTION 15(3) OF THE MUNICIPAL PROPERTY RATES ACT 6 OF 2004

Department: Financial Services **Demarcation:** All Wards

File Ref: 5/5/2/4

Resolved

That Council notes the list of exemptions, rebates and reductions granted by the municipality during the 2016/17 financial year.

Proposed: Councillor J N Kamkam
Seconded: Councillor N Ndayi

To be Actioned by: Chief Financial Officer / Manager Budget & Treasury

Resolution C/2/49/07/17

REPORT ON THE IMPLEMENTATION OF THE SUPPLY CHAIN MANAGEMENT POLICY FOR THE QUARTER 01 APRIL TO 30 JUNE 2017

Department: Finance **Demarcation:** All Wards

File Ref: 8/1/5/5/2

Resolved

1. That Council notes the Supply Chain Management Implementation Report for the 4th Quarter, April to June 2017, of the 2016/17 financial year in terms of Section 6(3) of the SCM Policy.
2. That Council notes the Deviations approved by the Municipal Manager for the 4th Quarter, April to June 2017, of the 2016/17 financial year, in compliance with Section 36(2) of the SCM Policy.



3. That tender no SCM/2017/84/STRAT as reflected on page 260 of the agenda, be referred to MPAC to investigate why it was awarded simultaneously to 5 (five) service providers for equal amounts and that a feedback report on the findings be submitted to Council.

Proposed: Councillor M M Mbali
Seconded: Councillor X Matyila

To be Actioned by: Chief Financial Officer / Manager Supply Chain

During the discussion of the Item above the Executive Mayor recused himself at 9h20 as he had other urgent commitments to attend to.

Resolution C/2/50/07 /17

**ANNUAL REPORT ON THE IMPLEMENTATION OF THE SUPPLY CHAIN
MANAGEMENT POLICY FOR THE FINANCIAL YEAR ENDING 30 JUNE 2017
IN TERMS OF SECTION 6(2) (a)(i) OF THE POLICY**

Department: Financial Services **Demarcation:** All Wards

File Ref: 9/1/3/4

Resolved

1. That Council takes note of the implementation of the Supply Chain Management Policy for the period 1 July 2016 to 30 June 2017.
2. That the report be made available to the public in terms of Section 21A of the Municipal Systems Act (Act 32 of 2000) after serving before Council.

Proposed: Councillor N Ndayi
Seconded: Councillor W J Nel

To be Actioned by: Chief Financial Officer / Manager Supply Chain

Resolution C/2/51/07/17

BITOU MUNICIPALITY: DEBTS WRITTEN OFF ON MERITS IN TERMS OF COUNCIL RESOLUTION C/2/226/05/15

Department: Financial Services **Demarcation:** All Wards

File Ref: 5/14/1

Resolved

That Council notes the content of the report on debt written off on merits in terms of council resolution C/2/226/05/15.

Proposed: Councillor M M Mbali
Seconded: Councillor A S M Windvogel

For information

Resolution C/2/52/07/17

VIREMENT REPORT FOR THE QUARTER ENDING 30 JUNE 2017

Department: Finance **Demarcation:** All Wards

File Ref: 9/1/3/4

Resolved

1. That the Mayoral Committee take note of the Virement Report as at 30 June 2017.
2. That the following Virements on the votes as indicated below be referred to MPAC to investigate the seemingly haphazard way in which virements are conducted, taking into consideration activities which had been planned for Youth and Gender Development, and report back to Council:
 - (a) R65000 from Vote 10112227 Development: Youth to Vote 10120469 Removal Expenses.
 - (b) R25000 from Vote 10112229 Development Gender to Vote 10120469 Removal Expenses.
 - (c) R70000 from Vote 10112704 Mayoral Events to Vote 10110347 Entertainment by Councillors.

Proposed: Councillor L M Seyisi
Seconded: Councillor S E Gcabayi

To be Actioned by: Chief Financial Officer / Manager Budget & Treasury



Resolution C/2/53/07/17

FINANCIAL REPORT FOR THE MONTH ENDING 30 JUNE 2017 / 4th QUARTER

Department: Finance **Demarcation:** All Wards

File Ref: 9/1/3/4

Resolved

That cognisance be taken of the Financial Report as at 30 June 2017 / 4th quarter.

Proposed: Councillor M M Mbali

Seconded: Councillor X Matyila

For information

Resolution C/2/54/07/17

LIST OF WITHDRAWALS FROM MUNICIPAL BANK ACCOUNT FOR THE QUARTER ENDED 30 JUNE 2017

Department: Finance **Demarcation:** All Wards

File Ref: 5/15/6

Resolved

1. That the Municipal Council confirms the withdrawals that were made in terms of Section 1(1)(b) to (j) of the Local Government: Municipal Financial Management Act, 2003 for the quarter ended April and June 2017.
2. That the report accordingly be presented to the Provincial Treasury: Western Cape and Auditor – General, as determined by Section 11(4) (b) of the Local Government: Municipal Finance Management Act, 2003.

Proposed: Councillor W J Nel

Seconded: Councillor J N Kamkam

To be Actioned by: Chief Financial Officer / Manager Budget & Treasury

Section 3: Corporate Services

Resolution C/3/47/07/17

DISSOLUTION OF PORTFOLIO COMMITTEES (SECTION 80 COMMITTEES)

Department: Corporate Services Demarcation: All Wards

File Ref: 3/2/2/2/4

Administration read out the recommendation by the Executive Mayor as follows:

“

1. That, the following Section 80 (Portfolio) Committees established by Council on 28 February 2017 per resolution C/1/28/02/17, clauses (8) to (10), be dissolved in terms of section 79 (1) (c) of the Local Government, Municipal Structures Act, No. 117 of 1998:
 - (a) Finance and Corporate Services
 - (b) Engineering and Strategic Services
 - (c) Community Services
2. That it be noted that members of MayCo will be identified to slot in with the different Workstreams/Departments.

In the discussion which ensued, it was agreed that the recommended clause (2) be withdrawn, as the functions of the Mayoral Committee members and the respective workstreams allocated to them is a Mayoral Committee matter.

It was therefore proposed by Councillor J N Kamkam and seconded by Councillor W J Nel that clause (1) above be adopted.

Alderman E V Wildeman made a counter proposal that the Section 80 Committees remain.

The Speaker then called for a vote by show of hands for those in favour of the counter proposal by Alderman E V Wildeman.

For the counter proposal: 6

Against the counter proposal: 6

As there was an equality of votes, the Speaker then exercised her right to cast her casting vote in addition to her deliberate vote, against the counter proposal

The final results were thus as follows:

For the counter proposal: 6

Against the counter proposal: 7



The original proposal therefore stands.

Resolved

That, the following Section 80 (Portfolio) Committees established by Council on 28 February 2017 per resolution C/1/28/02/17, clauses (8) to (10), be dissolved in terms of Section 79 (1) (c) of the Local Government, Municipal Structures Act, No. 117 of 1998:

- (a) Finance and Corporate Services
- (b) Engineering and Strategic Services
- (c) Community Services

To be Actioned by: Head Corporate Services / Manager Administration

Resolution C/3/48/07/17

**MONTHLY REPORT: CORPORATE SERVICES - HUMAN RESOURCES SECTION
FOR THE PERIOD OF 01 APRIL 2017 UNTIL 30 JUNE 2017**

Department: Corporate Services Demarcation: All Wards

File Ref: 9/1/33

Resolved

That Council takes note of the content of the monthly report for Human Resources Section for the period of 01 April 2017 until 30 June 2017.

Proposed: Councillor W J Nel

Seconded: Councillor A S M Windvogel

For information

Section 4: Community Services

No Items for consideration



Section 5: Engineering Services

Resolution C/5/24/07/17

PROGRESS REPORT ON THE WAR ON LEAKS PROGRAM AND REQUEST TO DEVIATE FROM THE WATER BY-LAW TO REPAIR ALL WATER LEAKS WITHIN BITOU

Department: Engineering Services Demarcation: All Wards

File Ref: 16/1/1/5

Resolved

1. That Council takes note of progress regarding the Water On Leaks Programme.
2. That Council takes note of challenges that might be experienced and possible interventions to mitigate some of the risks/challenges.
3. That Councillors are mandated to communicate the programme to all their wards and explain the operations as will be implemented.
4. That Council delegates the Municipal Manager to further discuss the risks/challenges with DWS and Rand Water and come up with solutions to mitigate such.
5. That Council delegates the Municipal Manager to sign the Agreement or Letter of Commitment with the various parties involved with the Water on Leaks Programme.
6. That Council approves the deviation from the Water By-Law to allow the Water Section to identify and repair all water leaks as a once off measure, where after, the households will take the responsibility for leak repairs within their properties.
7. That the identification and leak repair programme continues for indigents and all areas until the 24 month period for trainees lapses
8. That an application be submitted to Eden District Municipality for assistance in fire damage relief to repair the water pipeline to Kransbos.
9. That the War On Leaks Programme be incorporated into the Water By-law in order to avoid deviations relating to the repair of water leakages of indigents.

Proposed: Councillor M M Mbali

Seconded: Councillor S E Gcabayi

To be Actioned by: Head Engineering Services / Manager Water Services



Section 6: Strategic Services

Resolution C/6/28/07/17

REQUEST TO DONATE FUNDING TO PLETT TOURISM ASSOCIATION

Department: Strategic Services **Demarcation:** All Wards

File Ref: 10/1/7 & 3/4/2

Resolved

1. That cognisance be taken of the application from Plett Tourism Association.
2. That the transfer of funds as per the Grant In Aid Policy of the Bitou Municipality, be approved.
3. That the Municipal Manager be given the mandate to sign a Memorandum of Agreement (MOA) for the grant-in-aid.
4. That Plett Tourism complies with all the requirements of section 67 relating to previous contributions.
5. That the MOA be signed before the transfer of funds takes place.
6. That the transfer takes place in two tranches.
7. That the first transfer of two million rand takes place in July 2017.
8. That the remainder be transferred on 1 December 2017.
9. That the programmes that will be funded by Bitou be influenced in a manner that they are in line with our tourism objectives, with clearly identified projects which should include ringfenced funding for developmental tourism which must include Township Tourism.

Proposed: Alderman E V Wildeman

Seconded: Councillor DJ Swart

To be Actioned by: Head Strategic Services / Manager LED & Tourism

9. **URGENT MATTERS SUBMITTED BY THE MUNICIPAL MANAGER**

None received

10. **CONSIDERATION OF NOTICES OF MOTION**

None received

11. **CONSIDERATION OF MOTIONS OF QUESTION**

None received

12. **CONSIDERATION OF MOTIONS OF EXIGENCY**

None received

13. **IN-COMMITTEE MATTERS**

Please refer to the In-Committee Minutes of even date.

14. **RECORDING OF COUNCILLORS PRESENT**

All Councillors present except for Councillor M P Lobese to whom leave of absence was granted during the course of the meeting.

15. **CLOSURE**

The Speaker declared the meeting closed at 11h35.

CONFIRMED AND SIGNED

DATE:

2 November 2017

SIGNATURE:

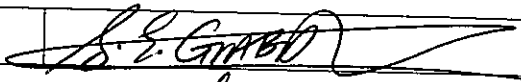
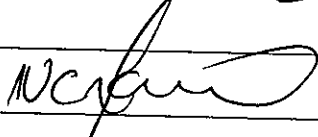
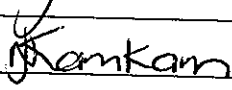
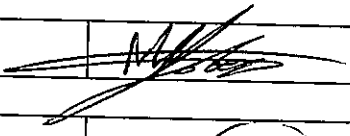
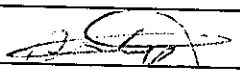


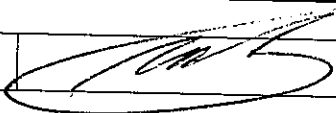

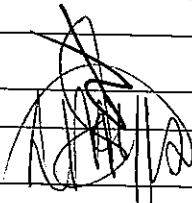
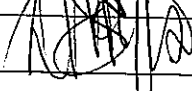
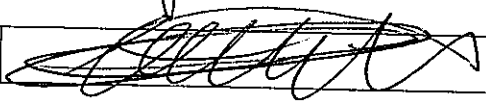
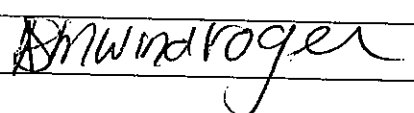


The Speaker: Councillor AR Olivier

ATTENDANCE REGISTER

BITOU LOCAL MUNICIPALITY

ORDINARY COUNCIL MEETING HELD IN THE COUNCIL CHAMBER,
MUNICIPAL OFFICES, SEWELL STREET, PLETTENBERG BAY ON
THURSDAY, 27 JULY 2017 AT 09H00

<u>NAME</u>	<u>SIGNATURE</u>
COUNCILLOR S E GCABAYI	
COUNCILLOR N C JACOB	
COUNCILLOR J N KAMKAM	
COUNCILLOR M P LOBESE	
COUNCILLOR X MATYILA	
COUNCILLOR M M MBALI	
COUNCILLOR N NDAYI	
COUNCILLOR W J NEL	
COUNCILLOR A R OLIVIER	
COUNCILLOR D SWART	
COUNCILLOR L M SEYISI	
ALDERMAN E V WILDEMAN	
COUNCILLOR A S M WINDVOGEL	

ATTENDANCE REGISTER

BITOU LOCAL MUNICIPALITY

ORDINARY COUNCIL MEETING HELD IN THE COUNCIL CHAMBER,
MUNICIPAL OFFICES, SEWELL STREET, PLETTENBERG BAY ON
THURSDAY, 27 JULY 2017 AT 09H00

OFFICIALS

<u>NAME</u>	<u>DESIGNATION</u>	<u>SIGNATURE</u>
Heads of Department		
Mr TC Ndlovu	Municipal Manager	
Mr V Mkhafa <i>S. Dentele</i>	<i>Acting</i> Chief Financial Officer	<i>[Signature]</i>
Ms V Mbelani	Head Corporate Services	
Mr. D Friedman	Head: Strategic Services	<i>[Signature]</i>
Me P Ngqumshe	<i>Acting:</i> Head: Engineering Services	<i>[Signature]</i>
Mr M Fourie	Acting Head: Community Services/Manager: Human Settlement & Public Amenities	<i>[Signature]</i>
Managers		
Mr T Loliwe	Chief Internal Auditor	<i>[Signature]</i>
Mr D Nceme	Manager: Office of the Mayor	<i>[Signature]</i>
Mr. D Mnweba	Spokesperson Mayor's Office	
Mr M Van Rooyen	Manager Office of the Speaker	
Mr A P Croutz	Manager Legal Services	
Ms A A Greyling	Manager: Administration	
Mr L Loliwe	Legal Services	
Mrs J Jansen	Principal Administration Officer	<i>[Signature]</i>
MR. C. KOEBEL	ACTING MGR: SCM	<i>[Signature]</i>
Mr. L. Jacobs	Manager: LED & Tourism	<i>[Signature]</i>
Mr: B Kova	Manager Budget & Reporting	<i>[Signature]</i>

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Bywoningregister / Attendance Register

Interested members of the Public

Thank you for attending.

Dankie vir u belangstelling.

Naam Name	Contact No Kontak Nr	Email address or fax Epos adres of faks	Representing	Signature
C. Vlok <i>C. V. LOK</i>	533 5155 <i>083 390 1034</i>	<i>chrysosvlok@chrysosvlok.com</i>	PUEIT RATERPARK <i>APPOINT COMMITTEE</i>	<i>[Handwritten Signature]</i>
<i>M. BOERMAN</i>		<i>[Handwritten Email Address]</i>		

[Handwritten Initials]