

MINUTES OF THE SPECIAL COUNCIL MEETING OF BITOU LOCAL MUNICIPALITY HELD IN THE COUNCIL CHAMBER, MUNICIPAL OFFICES, SEWELL STREET, PLETTENBERG BAY ON THURSDAY, 29 MARCH 2018 AT 9H10

1. OPENING

The Speaker requested Pastor Howard Smit to open the meeting with prayer 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

None received. All Councillors present.

4. STATEMENTS AND COMMUNICATIONS BY:

4.1 The Executive Mayor

None

4.2 The Speaker

None

5. PRESENTATIONS

The following presentations were made at the meeting:

- 5.1 SA SENIOR OPEN GOLF TOURNAMENT: Presentation was made by Gary Grant of Accelerate Sport, who facilitated the SASO in 2016. Please refer to the resolution on ITEM C6/49/03/18 relating to the presentation.
- 5.2 TOURISM REPORT AND PRESENTATION: Presentation was made by the Plett Tourism Voluntary Association, Mr Peter Warington. Please refer to the resolution of ITEM C/6/50/03/18 relating to this Item.

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

6.1 **Section1: Office of the Municipal Manager**

Resolution C/1/67/03/18

CEMAIR: REPORT ON CURRENT STATUS

Department: Strategic Services

Demarcation: All Wards

File Ref: 17/12/3

The Chief Whip of the ANC, Councillor S E Gcabayi requested 10 minutes caucus, which the Speaker granted. The Speaker adjourned the meeting at 10h21 and reconvened the meeting at 10h30.

Resolved

That Council take note of the measures being implemented by the Acting Municipal Manager and that a comprehensive “sequence of events” report, from the commencement of the activities of Cemair in March 2014, be submitted to Council in due course.

Proposed: Councillor W J Nel
Seconded: Councillor J N Kamkam

To be Actioned by: Strategic Manager
Cc: Acting Municipal Manager

Resolution C/1/68/03/18

**DRAFT SERVICE DELIVERY BUDGET IMPLEMENTATION PLAN (SDBIP)
2018/2019**

Department: Municipal Manager

Demarcation: All Wards

File Ref: 5/1/14

Resolved

1. That Council take note of the “Draft Service Delivery Budget Implementation Plan (SDBIP) in respect of 2018/2019.

2. That the top layer SDBIP be amended by adding the key performance indicators directly linked or associated with the approved projects within the 2018/19 Capital Budget as soon as the Budget is approved.

Proposed: Councillor W J Nel
Seconded: Councillor J N Kamkam

To be Actioned by: Strategic Manager
Cc: Acting Municipal Manager

Resolution C/1/69/03/18

OVERSIGHT REPORT AND CONSIDERATION OF THE 2016/2017 ANNUAL REPORT

Department: Office of the Municipal Manager Demarcation: All Wards

File Ref: 3/2/2/3/1

Resolved

1. That the Municipal Council, having fully considered the Annual Report, and concerns raised, the Oversight Report be adopted and approves the Annual Report with reservations.
2. That Council take cognisance of the recommendations within the report and Administration act upon it.

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

To be Actioned by: Strategic Manager
Cc: Acting Municipal Manager

Section 2: Finance

Resolution C/2/89/03/18

DRAFT OPERATING AND CAPITAL BUDGET: 2018/2019 AND MEDIUM TERM REVENUE AND EXPENDITURE FRAMEWORK (MTREF)

Department: Finance Demarcation: All Wards

File Ref: 5/1/1/4

It should be noted that the following amended annexure pages was tabled at the meeting; page 4, 5, 6, 7, 14, 15, 16, 19, 20, 22 & 30.

Resolution

1. That Council note the Draft Budget for the 2018/2019 Medium Term Revenue and Expenditure Framework for the 2018/19, 2019/2020 as well as the 2020/2021 financial years;
2. That the Draft Annual Budget, inclusive of draft resolutions, draft tariffs, draft budget related policies, Draft Service Level Standards and Draft Service Delivery and Budget Implementation Plans be subjected to a public consultation process before final approval.
 - (a) Borrowing Policy and guidelines
 - (b) Petty Cash Policy
 - (c) Credit Control & Debt Collection Policy
 - (d) Tariff Policy
 - (e) Liquidity, Funding and Reserves Policy
 - (f) Supply Chain Management Policy for Goods & Services
 - (g) Investment & Cash Management Policy
 - (h) Asset Management Policy
 - (i) Property Rates Policy
 - (j) Indigent Support Policy
 - (k) Long-Term Financial Planning Policy
 - (l) Budget Implementation and Monitoring Policy
 - (m) Travelling Allowance Policy
 - (n) Overtime Policy
 - (o) Infrastructure Procurement & Delivery Policy
 - (p) Subsistence and Travel Allowance Policy
3. That all Senior Officials who submitted policies must attend the public participation process.

Proposed: Councillor S E Gcabayi

Seconded: Councillor X Matyila

To be Actioned by: Chief Financial Officer

Section 3: Corporate Services

Resolution C/3/76/03/18

PROGRESS REPORT ON MUNICIPAL FINANCE MANAGEMENT PROGRAMME

Department: Corporate Services Demarcation: All Wards

File Ref: 4/4/R

Resolved

1. That Council note the contents of the progress report on the Municipal Finance Management Programme.
2. That a comprehensive report be submitted to Council in April 2018 that details the assessment results of first learner intake for the period September 2016 – March 2017.
3. That a comprehensive report be submitted to Council once the assessment results of second learner intake for the period July 2017 to February 2018 is available.

Proposed: Councillor W J Nel
Seconded: Councillor J N Kamkam

To be Actioned by: Manager Human Resources Administration
Cc: Acting Head Corporate Services

Resolution C/3/77/03/18

DISCIPLINARY PROCEDURE COLLECTIVE AGREEMENT - 2018 TO 2023

Department: Corporate Services Demarcation: All Wards

File Ref: 12/2/1/1/1

Resolved

1. That Council take note of the Disciplinary Procedure and Collective Agreement.
2. That the Disciplinary Procedure Collective Agreement be workshopped with Councillors and officials to familiarise them with the content.
3. That the Disciplinary Procedure Collective Agreement be tabled at the Local Labour Forum and be workshopped.



4. That the members of the Local Labour Forum sign an acceptance register of the said Agreement.

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

To be Actioned by: Manager Human Resources Administration
Cc: Acting Head Corporate Services

Resolution C/3/78/03/18

**RESPONSE TO MOTION ON DRAFT COUNCILLOR'S SKILLS
DEVELOPMENT & TRAINING POLICY**

Department: Corporate Services **Demarcation:** All Wards

File Ref: 3/2/1/2 and 3/3/1

Resolved

1. That Council make provision in the 2018/2019 budget for the development and implementation of capacity building programmes for Councillors.
2. That Council take note of the development of the Draft Education, Training and Development Policy.
3. That roadshows be conducted on the Draft Education, Training and Development Policy and concluded by end of April 2018, and that a Draft Policy be submitted to Council in May 2018 for consideration and approval.

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

To be Actioned by: Manager Human Resources Administration
Cc: Acting Head Corporate Services

Resolution C/3/79/03/18

**RESPONSE TO NOTICE OF QUESTION ON RECONSIDERATION OF COUNCIL
RESOLUTION REGARDING TRANSPORTATION OF MUNICIPAL STAFF TO
AND FROM WORK**

Department: Corporate Services **Demarcation:** All Wards

File Ref: 6/2/1/12

Resolved

1. That the Municipal Council takes note of the report regarding transportation of staff and the inherent risks and financial implications.
2. That Council do not proceed with subsidizing employees, considering the norm that is applicable on expenditure of operating budget on the salary budget.
3. That the administration investigate the affordability of upgrading the current municipal fleet, costing of additional insurance and other compliance matters in order for the fleet to be suitable for transporting municipal staff.
4. That after completion of process (3) above a report be submitted to Council on the cost implications.
5. That the report previously submitted by the Head Engineering Services be included in the report referred to in (4) above.

Proposed: Councillor M M Mbali
Seconded: Councillor E V Wildeman

To be Actioned by: Manager Human Resources Administration
Cc: Acting Head Corporate Services

Section 4: Community Services

Resolution C/4/11/03/18

**RESPONSE TO NOTICE OF QUESTION REGARDING CONTRACT NO
SCM/2018/10/COMM: CONSTRUCTION OF TOP STRUCTURES (441) IN
KWANOTHULA PHASE 4**

Department: Community Services Demarcation: All Wards

File Ref: 17/6/3/4

Resolved

That cognizance be taken of the report by the Department Community Services regarding the process and progress made with the construction of the Top Structures in Kwanokuthula.

Proposed: Councillor M M Mbali
Seconded: Councillor E V Wildeman

To be Actioned by: Acting Head Community Services

Section 5: Engineering Services

Resolution C/5/39/03/18

**MUNICIPAL INFRASTRUCTURE GRANT (MIG): ACCELERATION PLAN
FOR 2017/18 PROJECTS**

Department: Engineering Services Demarcation: All wards

File Ref: 12/2/1/4/55

Resolved

1. That Council approves the Acceleration Plan required by DCoG for MIG projects currently being implemented in the 2017/18 Financial Year.
2. That a letter be addressed to National and Provincial Treasury and that a delegation lead by the Deputy Executive Mayor engaged with National & Provincial Treasury as well as the relevant sector departments regarding the delays experienced with approval of projects.

Proposed: Councillor S E Gcabayi
Seconded: Councillor A S M Windvogel

To be Actioned by: Manager Projects;
Cc: Acting Head Engineering Services



Section 6: Strategic Services

Resolution C/6/49/03/18

SA SENIOR OPEN GOLF TOURNAMENT

Department: Strategic Services

Demarcation: All Wards

File Ref: 11/3/1/1

Resolved

1. That the MAYCO supports the hosting of the SA Senior Open Tournament in line with Council Resolution C/6/16/3/17.
2. That a multi year (3yrs) service level agreement be concluded with the Service Providers in support of the Mayoral Bursary Fund.
3. That the "Mayoral" golf day forms part of the tournament and be hosted on the first day of the golf tournament.
4. That the Mayoral golf day coincides with the 2018/19, 2019/20 and 2020/21 South African Senior Open golf tournament.
5. That R1 500 000 be budgeted in respect of the 2018/19, 2019/20 and 2020/21 financial years respectively.
6. That officials from the office of the executive Mayor and the Municipal Manager be involved in the establishment of the Trust/Committee to be formulated for the Mayoral Golf Day.
7. That it be noted that the objective of the tournament should be used for the development of a golf academy within Bitou

Proposed: Councillor D J Swart

Seconded: Councillor W J Nel

To be Actioned by: Manager: LED and Tourism

Cc: Head Strategic Services

Resolution C/6/50/03/18

TOURISM REPORT AND PRESENTATION

Department: Strategic Services

Demarcation: All Wards

File Ref: 10/1/7/5

Resolved

That cognisance be taken of the content of the report and the presentation by Plett Tourism Voluntary Association.

Proposed: Councillor D J Swart
Seconded: Councillor S E Gcabayi

For information

Resolution C/6/51/03/18

It should be noted that this Item was considered before the Draft Budget Item (Item C/2/89/03/18)

ADOPTION OF DRAFT 2018 – 2019 REVISED INTEGRATED DEVELOPMENT PLAN

Department: Strategic Services

Demarcation: All Wards

File Ref: 2/8/5

Resolved

1. That Council notes the 1st Draft 2018 – 2019 revised Integrated Development Plan.
2. That notice be given in terms of Section 25 (4)(a) of the Municipal Systems Act by placing adverts in the local newspapers and by placing a copy of the IDP on the official Municipal web page.
3. That the Draft 2018 - 2019 IDP tabled with the Budget, be subjected to a public participation process before final approval.

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

To be Actioned by: IDP Manager
Cc: Head Strategic Services



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

None received

8. **CONSIDERATION OF NOTICES OF MOTION**

None received

9. **CONSIDERATION OF MOTIONS OF QUESTION**

None received

10. **CONSIDERATION OF MOTIONS OF EXIGENCY**

None received

11. **IN-COMMITTEE MATTERS**

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

12. **RECORDING OF COUNCILLORS PRESENT**

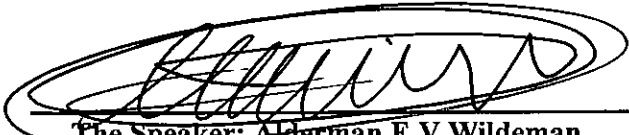
All Councillors present.

13. **CLOSURE**

The Speaker declared the meeting closed at 11h46.

CONFIRMED AND SIGNED


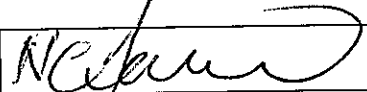
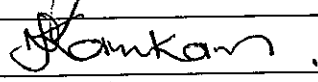
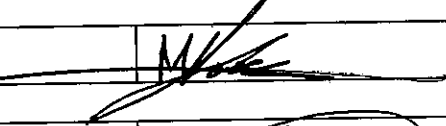
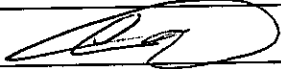
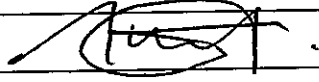
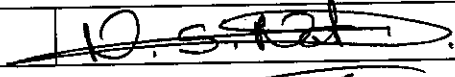

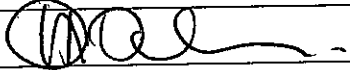
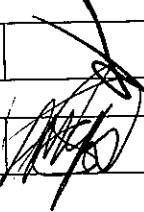
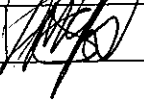
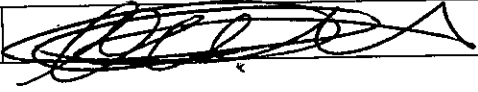
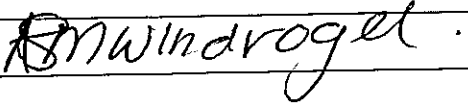
DATE: _____ 11 MAY 2018 _____

SIGNATURE: _____

The Speaker: Alderman E V Wildeman

ATTENDANCE REGISTER

BITOU LOCAL MUNICIPALITY

SPECIAL COUNCIL MEETING HELD IN THE COUNCIL CHAMBER,
MUNICIPAL OFFICES, SEWELL STREET, PLETTENBERG BAY ON
THURSDAY, 29 MARCH 2018 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	

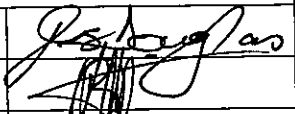
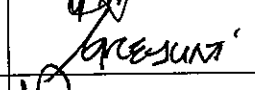
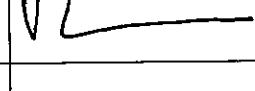

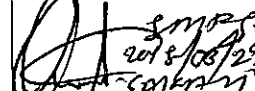
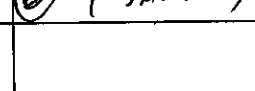
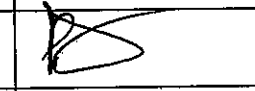

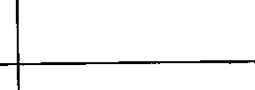
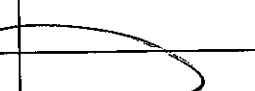
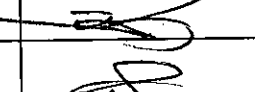

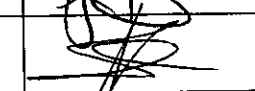
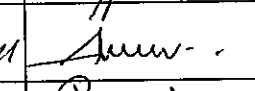

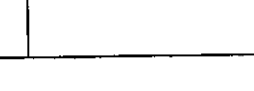


ATTENDANCE REGISTER

BITOU LOCAL MUNICIPALITY

SPECIAL COUNCIL MEETING HELD IN THE COUNCIL CHAMBER,
MUNICIPAL OFFICES, SEWELL STREET, PLETTENBERG BAY ON
THURSDAY, 29 MARCH 2018 @ 09H00

OFFICIALS

<u>NAME</u>	<u>DESIGNATION</u>	<u>SIGNATURE</u>
Heads of Department		
Mr. J Douglas	Acting: Municipal Manager	
Mr V Mkhefa	Chief Financial Officer	
Ms AA Greyling	Acting: Head Corporate Services/ Manager Administration	
Mr. D Friedman	Head: Strategic Services	
Mr P Haperstadt	Acting Head: Engineering Services/ Manager Electrical & Mechanical Engineering	
Mr A Sakati	Acting Head: Community Services/Senior Manager: Public Safety	
Managers		
Mrs P Solomons Croutz	Acting: Chief Internal Auditor	
Mr D Nceme	Manager: Office of the Mayor	
Mr A Croutz	Acting: Manager Legal Services	
Mrs J Jansen	Principal Administration Officer	
<i>In Boardroom</i>	AUDIT COMMITTEE CHAIR	
<i>Themboinkosi Kenge</i>	<i>TRP Man</i>	
<i>L. Jacobs</i>	<i>LED & Tourism</i>	
<i>S. Sunkor</i>	<i>Acting: HOD: Engineering</i>	
<i>C. J. C. Koenen</i>	<i>STRATEGICAL MANAGER: OFFICE OF THE M.M.A</i>	
<i>H. Schwartz</i>	<i>Comms Officer</i>	

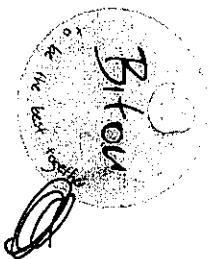


Bywoningsregister / Attendance Register

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
L. GERICKE	0722354082	lead@nq.gericke@gmail.com	PRIVATE	[Signature]
N. GERICKE	071 297 3603	n.gericke@outlook.com	Plett Environmental Forum	[Signature]
M. FEARLE	0844605500	MFEARLE@PLETTTOURISM.COM	ATEL/ATELS ASS	[Signature]
P. WIMMINGTON	.	chairman@pletttourism.com	P.T.	[Signature]
C. WILSON - TROUWIP	084 521 1876	manager@pletttourism.com	P.T.	[Signature]
T. Makukane	018 130 1084	tradi.a@pletttourism.com	Plett Tourism	[Signature]
N. Nyburg	0722620572	nichone@centurion.com	Centurion	[Signature]
G. SPANT	082 9903723	gary.dave@pletttourism.com	ACCESSENTZ	[Signature]
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O. RISSIK	08 2507 6688	thuis@pletttourism.com	Plett Rates Ass	[Signature]