

MINUTES OF THE ORDINARY COUNCIL MEETING OF BITOU LOCAL MUNICIPALITY HELD IN THE COUNCIL CHAMBER, MUNICIPAL OFFICES, PLETTENBERG BAY, ON TUESDAY, 31 MARCH 2015 AT 14H00

1. OPENING

The Speaker, Councillor AR Olivier declared the meeting open at 14h00 and welcomed everyone present.

She then requested Pastor André Johnson to open the meeting with prayer.

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 was received.

4. CONFIRMATION OF MINUTES:

*** 4.1 Ordinary Council Meeting: 28 November 2014**

That the Minutes of the Ordinary Council Meeting held on 28 November 2014, be, and are hereby, **CONFIRMED & SIGNED.**

Proposed: Councillor EE Paulse
Seconded: Councillor MM Mbali

**** 4.2 Special Council Meeting: 2 December 2014**

That the Minutes of the Special Council Meeting held on 2 December 2014, be, and are hereby, **CONFIRMED & SIGNED.**

Proposed: Councillor EE Paulse
Seconded: Councillor MM Mbali

***** 4.3 Special Council Meeting: 22 January 2015**

That the Minutes of the Special Council Meeting held on 22 January 2015, be, and are hereby, **CONFIRMED & SIGNED.**

Proposed: Councillor EE Paulse
Seconded: Councillor M Seyisi

Ordinary Council Meeting: 31 March 2015

**** 4.4 Special Council Meeting: 3 February 2015

That the Minutes of the Special Council Meeting held on 3 February 2015, be, and are hereby, **CONFIRMED & SIGNED.**

Proposed: Councillor MM Mbali
Seconded: Councillor SB Farrow

***** 4.5 Special Council Meeting: 25 February 2015

That the Minutes of the Special Council Meeting held on 25 February 2015, be, and are hereby, **CONFIRMED & SIGNED.**

Proposed: Councillor EE Paulse
Seconded: Councillor RS Koeberg

*****4.6 Special Council Meeting: 11 March 2015

That the Minutes of the Special Council Meeting held on 11 March 2015, be, and are hereby, **CONFIRMED & SIGNED.**

Proposed: Councillor N Ndayi
Seconded: Councillor SB Farrow

5. STATEMENTS AND COMMUNICATIONS BY:

5.1 **The Executive Mayor**

The Executive Mayor requested that Items C/2/224/03/15 and C/6/272/03/15 be consolidated and dealt with first on the agenda, as his statement would refer to both these items.

The Speaker granted permission for the abovementioned items to be dealt with first.

The Executive Mayor then read his Budget Speech and tabled the Draft Annual Budget of Bitou Municipality 2015/16 to 2017/18 Medium Term Revenue and Expenditure Forecasts.

5.2 **The Speaker**

The Speaker announced that the Auditor-General reported that Bitou Local Municipality received a clean audit for the year ended 30 June 2014.

6. **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, be, and are hereby, NOTED.

Proposed: Councillor EE Paulse

Seconded: Councillor WR Craig

For information

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

As per the Mayors request, the Items C/2/224/03/15 and C/6/273/03/15 was considered first.

Resolution C/2/224/03/15

(Please note that Item C/6/273/03/15: IDP was incorporated with this Item)

DRAFT OPERATING AND CAPITAL BUDGET: 2015/2016 AND MEDIUM TERM REVENUE AND EXPENDITURE FRAMEWORK (MTREF) AND ADOPTION OF THE 2015/2016 DRAFT REVISED INTEGRATED DEVELOPMENT PLAN

Department: Finance

Demarcation: All Wards

File Ref: 5/1/1/4

Resolved

1. That the tabling of the Draft Budget for the 2015/2016 Financial Year as well as the 2016/2017 and 2017/2018 Medium Term Revenue and Expenditure Framework be noted.
2. That the Municipal Council adopts the Draft Revised 2015/2016 Integrated Development Plan.
3. That the tabled budget, inclusive of draft resolutions, tariffs, budget related policies, service level standards, Draft Service Delivery and Budget Implementation Plans as well as the Revised Integrated Development Plan be subjected to a public consultation process and be re-submitted to the Municipal Council for final approval.
4. That notice be given in terms of Section 25 (4) (a) of Municipal Systems Act, 32 of 2000, by placing adverts in the local newspapers.
5. That a copy of the Revised Draft Service Delivery and Budget Implementation Plan be placed on the Municipal web page.

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6. That a soft and hard copy of the IDP, Budget and SDBIP be sent to the MEC for Local Government in terms of Section 32 of the Municipal Systems Act, 32 of 2000.
7. That copies of the Draft IDP and Budget be placed at all public offices and libraries for public comments.

Proposed: Councillor RS Koeberg

Seconded: Councillor N Ndayi

To be Actioned by: Chief Financial Officer & Head Strategic Services; Manager IDP

7.1 Office of the Municipal Manager

Resolution C/1/101/03/15

ACTING IN THE POSITION OF HEAD OF DEPARTMENT: ENGINEERING SERVICES

Department: Engineering Services

Demarcation: All Wards

File reference: 4/5/2/7

Resolved

1. That the previous schedule approved by the Municipal Council for Engineering Services per Council Resolution C/3/65/06/13 be rescinded.
2. That the following Schedule, for the incumbents of the positions as listed be approved to act in the position of the Head of Department: Engineering Services as indicated in her absence.

PERIOD	HEAD ENGINEERING SERVICES 2015				
January - February	Manager: Roads & S/W	Manager: Projects	Manager: Fleet	Manager: Water Quality	Manager: Electrical & Mechanical
March - April	Manager: Projects	Manager: Fleet	Manager: Water Quality	Manager: Electrical and Mechanical	Manager: Roads and S/W
May - June	Manager: Fleet	Manager: Water Quality	Manager: Electrical and Mechanical	Manager: Roads and S/W	Manager: Projects
July - August	Manager: Water Quality	Manager: Electrical and Mechanical	Manager: Road & S/W	Manager: Projects	Manager: Fleet

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September - October	Manager: Electrical and Mechanical	Manager: Road & S/W	Manager: Projects	Manager: Fleet	Manager: Water Quality
November - December	Manager: Roads and S/W	Manager: Projects	Manager: Fleet	Manager: Water Quality	Manager: Electrical & Mechanical
PERIOD HEAD ENGINEERING SERVICES 2016					
January - February	Manager: Projects	Manager: Fleet	Manager: Water Quality	Manager: Electrical and Mechanical	Manager: Roads and S/W
March - April	Manager: Fleet	Manager: Water Quality	Manager: Electrical and Mechanical	Manager: Roads and S/W	Manager: Projects
May - June	Manager: Water Quality	Manager: Electrical and Mechanical	Manager: Road & S/W	Manager: Projects	Manager: Fleet
July - August	Manager: Electrical and Mechanical	Manager: Road & S/W	Manager: Projects	Manager: Fleet	Manager: Water Quality
September - October	Manager: Roads and S/W	Manager: Projects	Manager: Fleet	Manager: Water Quality	Manager: Electrical & Mechanical
November - December	Manager: Projects	Manager: Fleet	Manager: Water Quality	Manager: Electrical and Mechanical	Manager: Roads and S/W
PERIOD ENGINEERING SERVICES 2017					
January - February	Manager: Fleet	Manager: Water Quality	Manager: Electrical and Mechanical	Manager: Roads and S/W	Manager: Projects
March - April	Manager: Water Quality	Manager: Electrical and Mechanical	Manager: Road & S/W	Manager: Projects	Manager: Fleet
May - June	Manager: Electrical and Mechanical	Manager: Road & S/W	Manager: Projects	Manager: Fleet	Manager: Water Quality
July - August	Manager: Roads & S/W	Manager: Projects	Manager: Fleet	Manager: Water Quality	Manager: Electrical & Mechanical
September - October	Manager: Projects	Manager: Fleet	Manager: Water Quality	Manager: Electrical and Mechanical	Manager: Roads and S/W
November - December	Manager: Fleet	Manager: Water Quality	Manager: Electrical and Mechanical	Manager: Roads and S/W	Manager: Projects

3. That the incumbent that is acting in the position assume full responsibility as contemplated in Section 57 of the Municipal Systems Act 32 of 2000 and Section 79 of the Municipal Finance Management Act, 56 of 2003.



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4. That an acting allowance payable be determined as per the terms and conditions contained in the Collective Agreement on Conditions of Service or the Western Cape Division of the South African Government Bargaining Council.

Proposed: Councillor WR Craig
Seconded: Councillor N Ndayi

To be Actioned by: Head Engineering Services

7.2 Section 2: Finance

Resolution C/2/214/03/15

FINANCIAL REPORT FOR THE MONTH ENDING 31 DECEMBER 2014 AND
QUARTERLY REPORT FOR THE 2ND QUARTER 2014/2015

Department: Finance **Demarcation:** All Wards

File Ref: 9/1/3/4

Resolved

That cognisance be taken of the Monthly Financial Report as at 31 December 2014 and the quarterly report for the 2nd quarter 2014/2015.

Proposed: Councillor WR Craig
Seconded: Councillor RS Koeberg

For information

Resolution C/2/215/03/15

BITOU MUNICIPALITY ICT STEERING COMMITTEE CHARTER

Department: Finance **Demarcation:** All Wards

File Ref: 6/2/7/5

Resolved

That the ICT Steering Committee Charter be approved by the Municipal Council.

Proposed: Councillor N Ndayi
Seconded: Councillor NM De Waal

To be Actioned by: Chief Financial Officer; Manager ICT

Resolution C/2/221/03/15

BITOU LOCAL MUNICIPALITY ICT POLICIES: OPERATING SYSTEM SECURITY CONTROLS POLICY, SECURITY CONTROLS POLICY AND USER ACCESS MANAGEMENT POLICY

Department: Finance

Demarcation: All Wards

File Ref: 6/2/7/P

Resolved

1. That the Municipal Council notes the submission of the following ICT Policies;
 - (a) Operating System Security Controls Policy
 - (b) Security Controls Policy
 - (c) User Access Management Policy
2. That the ICT Policies as mentioned in 1. above be workshopped with internal stakeholders.
3. That after 2. above, the policies be re-submitted to the Municipal Council for approval in terms of Section 11(3)(a) of the Local Government: Municipal Systems Act, 32 of 2000.

Proposed: Councillor MM Mbali

Seconded: Councillor NM De Waal

To be Actioned by: Chief Financial Officer; Manager ICT

Resolution C/2/222/03/15

TABLING OF THE DRAFT LONG TERM FINANCIAL PLAN OF BITOU LOCAL MUNICIPALITY

Department: Finance

Demarcation: All Wards

File Ref: 9/1/3/8

Resolved

1. That the Municipal Council take note of the submission of the **Draft** Long Term Financial Plan for Bitou Local Municipality.

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2. That the Draft Long Term Financial Plan be work-shopped with all Councillors during the budget consultation process in April 2015.
3. That after 2 above, the Draft Long Term Financial Plan be re-submitted to the Municipal Council for approval in May, with the approval of the budget.
4. That stakeholders and Ward Committee members be invited to attend the workshop as mentioned in 2. above.

Proposed: Councillor RS Koeberg

Seconded: Councillor WR Craig

To be Actioned by: Chief Financial Officer

Resolution C/2/223/03/15

OUTSTANDING DEBT: JANUARY 2015

Department:

Finance

Demarcation: All Wards

File ref:

9/1/3/4

Resolved

1. That the Credit Control and Debt Collection statistics for January 2015 be noted.
2. That prepaid electricity meters be supplied to indigents free of charge, and that the project of replacing the old meters be phased in, in a staggered approach as the funding becomes available.
3. That the municipality consider taking pay points closer to the people, taking into consideration the risk involved.
4. That the Indigent Register be reviewed, with assistance of the Financial Interns and Councillors.
5. That the outstanding debt by Government Institutions, the business sector and staff be collected as a matter of urgency.

Proposed: Councillor WR Craig

Seconded: Councillor N Ndayi

To be Actioned by: Chief Financial Officer

7.3 **Section 3: Corporate Services**

Resolution C/3/117/03/15

EMPLOYMENT EQUITY STATUS: FOR THE PERIOD 1 FEBRUARY 2015 TO 28 FEBRUARY 2015

Department: Corporate Services Demarcation: All Wards

File Ref: 4/10/3

Resolved

1. That cognisance be taken of the content of the Employment Equity Status report for the period 1 February 2015 To 28 February 2015.
2. That the Mayoral Committee urges the administration to ensure compliance with every aspect of the Employment Equity Plan.
3. That the Employment Equity Officer, the Portfolio Councillor and Councillor Farrow as well as any opposition Councillor in future form part of the appointment panel as observers.
4. That a workshop be arranged to discuss the Employment Equity Act and that the Department of Labour be invited to attend.

Proposed: Councillor WR Craig
Seconded: Councillor RS Koeberg

To be Actioned by: Head Corporate Services; Human Resource Manager

Resolution C/3/118/03/15

MONTHLY REPORT: CORPORATE SERVICES - HUMAN RESOURCES SECTION FOR THE PERIOD OF 1 JANUARY 2015 TO 28 FEBRUARY 2015

Department: Corporate Services Demarcation: All Wards

File Ref: 9/1/33

Resolved

1. That cognisance be taken of the content of the monthly reports from the Human Resources Section for the period 1 January 2015 to 28 February 2015.
2. That the following information in future be included in the report as indicated;

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- (a) Page 170 - That the date of publication of advert and the media be indicated against the appointment.
- (b) Page 172 - That the cost of training and the location and the venue of the training Centre be indicated against training and development
- (c) Page 177 - That a column be added detailing the cause of the incident/accident

Proposed: Councillor WR Craig
Seconded: Councillor EE Paulse

To be Actioned by: Head Corporate Services; Human Resource Manager

Resolution C/3/119/03/15

REPORT BACK ON FEEDBACK RECEIVED REGARDING THE ACTIONING OF MAYORAL COMMITTEE AND MUNICIPAL COUNCIL RESOLUTIONS TAKEN DURING THE PERIOD JULY 2013 TO 28 JANUARY 2015 (CONFIRMED MINUTES)

Department: Corporate Services Demarcation: All Wards

File Ref: 3/2/3

Resolved

That cognisance be taken of the feedback on actions taken by various departments regarding the execution of resolutions taken by the Mayoral Committee and Municipal Council for the period July 2013 to 28 January 2015.

Proposed: Councillor MM Mbali
Seconded: Councillor M Booyen

For information

7.4 Section 4: Community Services

No Items for consideration

7.5 Section 5: Engineering Services

Resolution C/5/62/03/15

FLEET MANAGEMENT POLICY FOR ADOPTION AND APPROVAL BY COUNCIL

Department: Engineering Services Demarcation: All Wards

File Ref: 6/2/1/P & 5/13/3/1

Resolved

1. That the Municipal Council notes the submission of the Draft Amended Fleet Management Policy.
2. That the Draft Amended Fleet Amended Management Policy be work shopped with all relevant stakeholders.
3. That after 2. above, the Draft Amended Fleet Management Policy be re-submitted to the Municipal Council for adoption and approval in terms of Section 11(3)(a) of the Local Government: Municipal Systems Act, 32 of 2000.

Proposed: Councillor N Ndayi
Seconded: Councillor SE Gcabayi

To be Actioned by: Head Engineering Services

7.6 Section 6: Strategic Services

Resolution C/6/271/03/15

APPLICATION TO LEASE MUNICIPAL PROPERTY ERF 11030 QOLWENI, PLETTENBERG BAY

Department: Strategic Services Demarcation: Ward 3

File Ref: 17/15/1/23

Resolved

1. That it be confirmed in terms of Section 14 of the Municipal Finance Management Act, that the land (Erf 11030 Qolweni, Plettenberg Bay) is not required for essential services.
2. That the Municipal Council approves in principle the lease of Erf 11030 Qolweni, Plettenberg Bay.

Ordinary Council Meeting: 31 March 2015

3. That all outstanding processes in terms of legislation must be complied with and a final report be submitted to the Municipal Council for consideration.

Proposed: Councillor N Ndayi

Seconded: Councillor M Seyisi

To be Actioned by: Head Strategic Services; LED/Tourism Development Officer

Resolution C/6/272/03/15

OVERSIGHT REPORT AND CONSIDERATION OF THE 2013/2014 ANNUAL REPORT

Department: Strategic Services

Demarcation: All Wards

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

Resolved

That the Municipal Council adopt the Oversight Committee Report and recommendation, confirming that the Annual Report is approved without reservations.

Proposed: Councillor WR Craig

Seconded: Councillor SE Gcabayi

To be Actioned by: Head Strategic Services; Acting Manager PMS, SDBIP & Compliance

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

None received

7. **CONSIDERATION OF NOTICES OF MOTION**

None received

8. **CONSIDERATION OF MOTIONS OF QUESTIONS**

None received

9. **CONSIDERATION OF MOTIONS OF EXIGENCY**

None received

Ordinary Council Meeting: 31 March 2015

10. **RECORDING OF COUNCILLORS PRESENT**

All Councillors present.

11. **IN-COMMITTEE MATTERS**

No In - Committee Items for consideration.

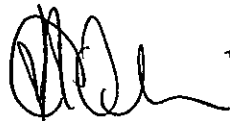
12. **CLOSURE**

The Speaker declared the meeting closed at 16h00.

CONFIRMED AND SIGNED

DATE: **25 JUNE 2015**

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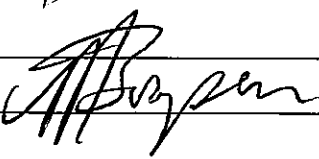
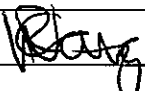

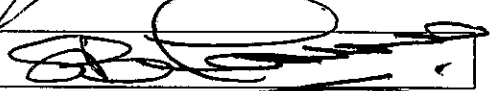
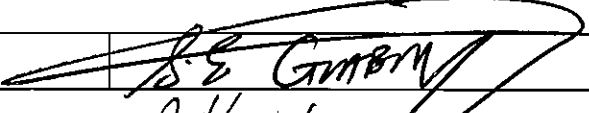
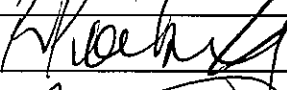



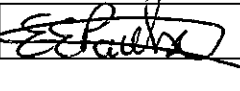

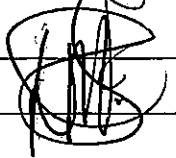


The Speaker, Councillor AR Olivier

ATTENDANCE REGISTER

BITOU LOCAL MUNICIPALITY

**ORDINARY COUNCIL MEETING HELD IN THE COUNCIL CHAMBER,
MUNICIPAL OFFICES, SEWELL STREET, PLETTENBERG BAY ON
TUESDAY, 31 MARCH 2015 AT 14H00**

<u>NAME</u>	<u>SIGNATURE</u>
COUNCILLOR S BESANA	
COUNCILLOR M BOOYSEN	
COUNCILLOR WR CRAIG	
COUNCILLOR N M DE WAAL	
COUNCILLOR S FARROW	
COUNCILLOR S E GCABAYI	
COUNCILLOR R S KOEBERG	
COUNCILLOR M M MBALI	
COUNCILLOR N NDAYI	
COUNCILLOR A R OLIVIER	
COUNCILLOR E E PAULSE	
COUNCILLOR H PLAATJIES	
COUNCILLOR L M SEYISI	



ATTENDANCE REGISTER

BITOU LOCAL MUNICIPALITY

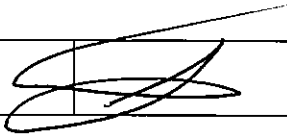




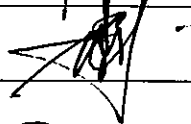



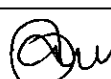

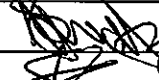


ORDINARY COUNCIL MEETING HELD IN THE COUNCIL CHAMBER,
MUNICIPAL OFFICES, SEWELL STREET, PLETTENBERG BAY ON
TUESDAY, 31 MARCH 2015 AT 14H00

OFFICIALS

NAME


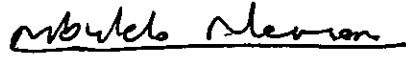
DESIGNATION

SIGNATURE

<u>Municipal Manager</u>		
Mr. A A Paulse	Municipal Manager	
<u>Heads of Department</u>		
Mr FM Lötter	Chief Financial Officer	
Mr. R Smit	Head Corporate Services	
Mr. C Schliemann	Acting Head: Strategic Services	
Me P Ngqumshe	Head: Engineering Services	
Mr. M Stratu	Head: Community Services	
<u>Managers</u>		
Mr. T Loliwe	Chief Internal Auditor	
Ms A A Greyling	Manager: Administration	
Mr A Croutz	Manager Legal Services	
Mr S Dladla	Manager Office of the Mayor	
Mrs JJ Jansen	Acting Principle Admin Officer	
Ms M Nel	Clerk/Administrator	
H. SWARTZ	Communications	
S. Sinter	Manager - Fleet	

S. Daniels
M. Memani
T Henge

Manager: Revenue.
Senior Manager
BTO
JH Man







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
JOHN KOOPMAN	082 0952 668	ka.centre@yahoo.com	WARD COMMITTEE / KAC	<i>[Signature]</i>
L.J PARKMAN	082-213-2814	parkman76@gmail.com	KLOA	<i>[Signature]</i>
CS PARKMAN	082-210-2844	parkman76@gmail.com	KLOA	<i>[Signature]</i>
EB. CHARK	0769680284		WARD 4 Public.	<i>[Signature]</i>
C. Vlok	533-5155	chirto.vlok@telkomsa.net	PLETT PATROON	<i>[Signature]</i>
A. Euker	0093	caruspost@talkradio.net	Ratepayers	<i>[Signature]</i>
JMP	0833901052	board@jmb.co.za	Audit Committee	<i>[Signature]</i>

Ordinary Council Meeting: Tuesday 31 March 2015 @ 14h00

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