

MINUTES OF THE SPECIAL COUNCIL MEETING OF BITOU LOCAL MUNICIPALITY HELD IN THE COUNCIL CHAMBER, MUNICIPAL OFFICES, PLETTENBERG BAY, ON MONDAY, 17 FEBRUARY 2014 AT 11h00

1. OPENING

The Speaker, Councillor AR Olivier declared the meeting open at 11h00 and welcomed everyone present.

She then requested Councillor H Plaatjies to open the meeting with a 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

Applications for leave of absence were received from Councillors WR Craig and the Deputy Executive Mayor, Councillor AB van Rhyner.

Resolved

That cognizance be taken that applications for leave of absence were received from Councillors WR Craig and the Deputy Executive Mayor, Councillor AB van Rhyner.

4. STATEMENTS AND COMMUNICATIONS BY:

4.1 The Executive Mayor

The Executive Mayor addressed Council on the Adjustment Budget when tabling the Item. See Item C/2/146/02/14 in this regard.

4.2 The Speaker

The Speaker congratulated and welcomed all the newly appointed employees.

4.3 The Municipal Manager

The Municipal Manager introduced the following newly appointed employees to the Municipal Council;

- (a) Mr Omar as the Project Manager and Mr P Harperstad as the Manager: Electrical & Mechanical Engineering in the Municipal Service and Infrastructure Development department.
- (b) Ms M van Vuuren and D Petersen, Traffic Officers in the Community Services department.

The Municipal Manager further mentioned that 11 interns have been appointed but that they were unable to attend the meeting as they were currently on training.

5. CONSIDERATION OF REPORTS

5.1 Section 1: Office of the Municipal Manager

Resolution C/1/84/02/14

**CLOSING OF RELIEF, CHARITABLE, TRUST OR OTHER FUNDS IN
TERMS OF SECTION 12 OF THE MUNICIPAL FINANCE
MANAGEMENT ACT, ACT 56 OF 2003: FOR THE WILDEMAN, WAITS
AND FIGLAND FAMILIES**

Department: Office of the Municipal Manager Demarcation: All Wards

File Ref: 3/8/12

Resolved

1. That the Municipal Council resolves in terms of Section 12 (4) (a) to authorize the Accounting Officer to close the Relief Fund for the affected Wildeman, Waits and Figland Families.
2. That the remaining balance in the account be distributed equally amongst the affected families and that it be communicated to the families that said disbursement will be the full and final benefit payable.
3. That the Municipal Manager close the account once the disbursements has been effected and all costs associated with the account has been settled in full.
4. That the balance sheet of the Relief Fund for the affected Wildeman, Waits and Figland Families be made available to Councillors.
5. That a word of thanks be extended to the sponsors of the Relief Fund for the affected Wildeman, Waits and Figland Families.

Proposed: Councillor EE Paule

Seconded: Councillor NM De Waal

To be Actioned by: Municipal Manager



5.2 Section 2: Finance

Resolution C/2/146/02/14

ADJUSTMENTS BUDGET FOR THE 2013/2014 MTREF

Department: Finance Demarcation: All Wards

File Ref: 9/1/3/4

The Executive Mayor tabled the Adjustment Budget, and reported as follows:

“After the strategic session that was held on the 1 – 3 November 2013, management and Council collectively agreed the following to be key issues and hence were prioritized amongst others:

- 1. Ageing infrastructure specifically for electricity and roads.*
- 2. Expanding the economy.*

At Bitou, it is our responsibility to create an environment conducive to economic development, tourism and efficient service delivery. In an attempt to achieve the aforementioned issues we are required to invest and maintain our infrastructure in aid of the preservation and protection of our revenue base and thereby ensuring sustainability for the people of Bitou.

The electricity challenge has posed a serious hurdle in the achievement of our objectives. The provision of electricity funding in the adjustment budget has facilitated the alleviation of this electricity challenge. Funding has been provided as follows:

Electricity: R 6013 181 (Keurbooms and Kwanokuthula)

Furthermore, funds have been for the following items:

Rural Roads: R 300 000

Storm Water: R 100 000

Furniture for traffic services: R 66 405

Upgrade of I.T server room: R 350 000

In conclusion I want to reaffirm Council's commitment to the entire strategic objectives of Bitou Municipality. Our collective responsibility is to ensure the community is fully informed as to why we have prioritised certain objectives above others and furthermore affirm their understanding of service delivery mechanisms conducted by the municipality.

I as Memory Booyesen have a constitutional responsibility to provide general political guidance over fiscal and financial affairs of the municipality. With your assistance I assure you that this responsibility will be performed to the best of my ability. The resolutions are contained in this report.”

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The ANC requested caucus which was granted by the Speaker. The Speaker adjourned the meeting at 11h15 and the meeting reconvened at 11h21. During the discussion of the Item the ANC requested a further caucus when the meeting was again adjourned at 11h40 and reconvened at 11h45.

Resolved

1. That it be noted from the mid-year assessment report, an Adjustment Budget is necessary.
2. That the annual Adjustments Budget of Bitou Local Municipality for the Financial year 2013/2014, as set-out in the schedules contained in Section 4 circulated with the agenda, be considered and approved as contained in the following prescribed budget tables;
 - (a) Table B1: Adjustments Budget summary
 - (b) Table B2: Adjustments Budget Financial Performance (expenditure by standard classification)
 - (c) Table B3: Adjustments Budget Financial Performance (expenditure by municipal vote)
 - (d) Table B4: Adjustments Budget Financial Performance (revenue by source)
 - (e) Table B5 to B10 as well as supporting tables SB1 to SB19
3. That the following adjustments permitted in terms of Section 28(2) of the Municipal Finance Management Act and reflected in the tables referred to in resolution (a) above be considered and approved:
 - (a) That the revenue and expenditure estimates be adjusted downwards as a result of the reduced electricity sales revenues during the current year.
 - (b) That those additional revenues that have become available over and above those anticipated in the annual budget be appropriated, but only to revise or accelerate spending programmes already budgeted for.
 - (c) That the utilisation of projected savings in one vote towards spending under another vote be authorised.
 - (d) That any errors in the annual budget be corrected.
4. That revisions to the monthly and quarterly service delivery targets and performance indicators in the Service Delivery and Budget Implementation Plan be approved to correspond with the approval of the Adjustments Budget.

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5. That the commitment by the Executive Mayor be noted to address the service delivery challenges in all the Wards on an equal basis.

Proposed: Councillor MM Mbali

Seconded: Councillor M Booyesen

To be Actioned by: Chief Financial Officer

Resolution C/2/148/02/14

OUTSTANDING DEBT NOVEMBER 2013

Department: Finance **Demarcation:** All Wards

File ref: 9/1/3/4

Resolved

1. That the Credit Control & Debt Collection statistics for November 2013 be noted.
2. That the cost structure for SMS arrear notifications only be implemented with effect from 1 February 2014.
3. That the Municipal Council provides direction/way in terms of water restrictions in the Eskom electricity distribution areas.
4. That the following issues be addressed by the Manager Electricity- and/or Water Services in the 2013/2014 financial year:
 - (a) Moving of meters to ensure accessibility for reading and disconnection purposes.
 - (b) Clearing of meters for reading and disconnection purposes.
 - (c) Replacement of meters for reading and disconnection purposes.
 - (d) Numbering of meters for reading and disconnection purposes.
 - (e) Inspection of meters to ensure non-tampering.
5. That a progress report be submitted by the Head Municipal Services and Infrastructure Development by 31 March 2014.

Proposed: Councillor NM De Waal

Seconded: Councillor N Ndayi

To be Actioned by: Chief Financial Officer

Resolution C/2/149/02/14

VIREMENT REPORT FOR THE QUARTER ENDING 31 DECEMBER 2013

Department: Finance **Demarcation:** All Wards

File Ref: 9/1/3/4

Resolved

That cognisance be taken of the Virement Report as at 31 December 2013.

Proposed: Councillor EE Paule
Seconded: Councillor H Plaatjies

For information

Resolution C/2/150/02/14

FINANCIAL REPORT FOR THE QUARTER ENDING 31 DECEMBER 2013

Department: Finance **Demarcation:** All Wards

File Ref: 9/1/3/4

Resolved

That cognisance be taken of the Quarter Financial Report as at 31 December 2013.

Proposed: Councillor EE Paule
Seconded: Councillor NM De Waal

For information

Resolution C/2/151/02/14

QUARTERLY REPORT ON THE IMPLEMENTATION OF THE SUPPLY CHAIN MANAGEMENT POLICY FOR THE PERIOD 01 OCTOBER 2013 TO 30 DECEMBER 2013

Department: Finance Demarcation: All Wards

File Ref: 9/1/3/4

Resolved

That the Quarterly Supply Chain Management Report for the period 01 October 2013 to 30 December 2013 be noted.

**Proposed: Councillor EE Paulse
Seconded: Councillor NM De Waal**

For information

Resolution C/2/152/02/14

LIST OF WITHDRAWALS FROM MUNICIPAL BANK ACCOUNT

Department: Finance Demarcation: All Wards

File Ref: 9/1/3/4

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 31 December 2013.
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 MM Mbali
Seconded: Councillor H Platjies**

To be Actioned by: Chief Financial Officer

5.3 Section 3: Corporate Services

Resolution C/3/85/02/14

CONSIDERATION OF AMENDMENT TO THE STRATEGIC SERVICES STRUCTURE

Department: Corporate Services Demarcation: All Wards

File Ref: 2/1/8

Resolved

1. That the Municipal Council approves the amendments to the LED/Tourism Section to include the position of 1 x LED Officer.
2. That the post of Administrative Officer in the Division: Planning and Project Management unit be abolished to make provision for the position mentioned in 1. above.

Proposed: Councillor N Ndayi
Seconded: Councillor NM De Waal

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

Resolution C/3/86/02/14

DETERMINATION OF UPPER LIMITS OF SALARIES, ALLOWANCES AND BENEFITS OF DIFFERENT MEMBERS OF MUNICIPAL COUNCILS: 2013/2014

Department: Corporate Services

File Ref: 12/2/1/3/1

Resolved

1. That the Grade of the Bitou Local Municipal Council be determined in terms of the relevant Government Notice No 37281 dated 29 January 2014, as follows:

Total Municipal Income (2012)	R 291 690 341	33,33 points
Total Population (Statistics SA - 2011)	49 162	8.33 points
	Total Points	41.66 points

Bitou Local Municipal Council is thus graded as a 3

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2. That the remuneration of the members of the Bitou Local Municipal Council be determined, in terms of the relevant Government Notice No 37281 dated 29 January 2014, at the upper limit of a Grade 3
3. That, read with 2. above, the total annual remuneration packages of the respective members of the Bitou Local Municipal Council which includes a basic salary component, a travel allowance as provided in items 6(a) and 10(a) of the determination housing allowance as provided in item 6(b) and 10(b) of the determination, the municipal contribution to a pension fund as provided in item 13(a) of the determination and the municipal contribution to a medical aid scheme as provided in item 13(b) of the determination, together with the upper limits of cellphone allowances as provided in item 11(a) and (b), be thus determined as follows:

Executive Mayor	719 646
Deputy Mayor	563 129
Speaker	563 129
Members of the Executive Committee	529 238
Councillors	224 216

4. That the member of the Executive Council responsible for Local Government in the Western Cape Province, be petitioned to seek concurrence of the determination of the remuneration of members of the Bitou Local Municipal Council, as mentioned in 2 and 3 above.
5. That the increase in the remuneration of the Bitou Local Municipal Council members be funded from the relevant provision in the 2013/14 Adjustment Budget.

Proposed: Councillor M Booysen

Seconded: Councillor N Ndayi

To be Actioned by: Head Corporate Services & Chief Financial Officer

4.4 Section 4: Community Services

No items for consideration

4.5 Section 5: Municipal Services & Infrastructure Development

No items for consideration

5.6 Section 6: Policy, Strategic Planning & Integrated Human Settlements

Resolution C/6/219/02/14

BITOU: TABLING OF AND APPROVAL OF THE PROPOSED AMENDED TOP-LAYER SDBIP (Service Delivery Budget Implementation Plan)

Department: Strategic Services Demarcation: All Wards

File Ref: 5/1/4/7

Resolved

That the Municipal Council approves the amendments to the 2013/ 2014 Top-level SDBIP (Service Delivery Budget Implementation Plan) and that all the statutory processes be followed, for submission thereof to the relevant state bodies, notification to the local communities via advertisements in the local media and publication on the municipal website.

Proposed: Councillor N Ndayi

Seconded: Councillor NM De Waal

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

10. RECORDING OF COUNCILLORS PRESENT

All Councillors present, except Councillors WR Craig and AB van Rhyner.



11. IN-COMMITTEE MATTERS

No In-Committee Items for consideration.

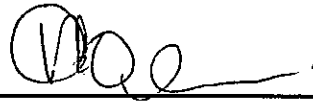
12. CLOSURE

The Speaker declared the meeting closed at 13h01.

CONFIRMED AND SIGNED

DATE: **31 MARCH 2014**

SIGNATURE:



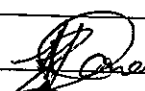
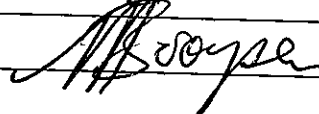
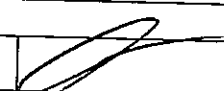


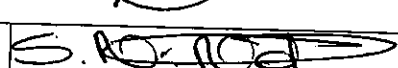
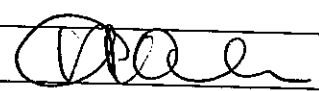

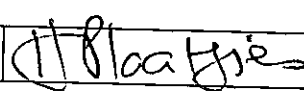
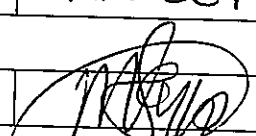
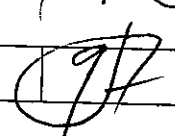
The Speaker, Councillor AR Olivier



ATTENDANCE REGISTER

BITOU LOCAL MUNICIPALITY

SPECIAL COUNCIL MEETING HELD IN THE COUNCIL CHAMBER,
MUNICIPAL OFFICES, SEWELL STREET, PLETTENBERG BAY ON
MONDAY 17 FEBRUARY 2014 AT 11H00

<u>NAME</u>	<u>SIGNATURE</u>
COUNCILLOR S BESANA	
COUNCILLOR M BOOYSEN	
COUNCILLOR WR CRAIG	APOLOGY
COUNCILLOR N M DE WAAL	
COUNCILLOR S E GCABAYI	
COUNCILLOR M M MBALI	
COUNCILLOR N NDAYI	
COUNCILLOR A R OLIVIER	
COUNCILLOR E E PAULSE	
COUNCILLOR H PLAATJIES	
COUNCILLOR A B VAN RHYNER	APOLOGY
COUNCILLOR L M SEYISI	
COUNCILLOR J J N STURMAN	

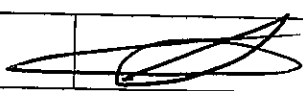




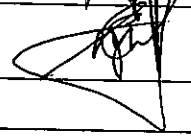
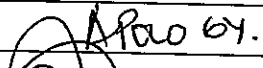
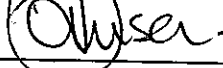

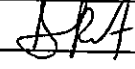


ATTENDANCE REGISTER

BITOU LOCAL MUNICIPALITY

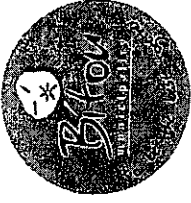
SPECIAL COUNCIL MEETING HELD IN THE COUNCIL CHAMBER,
MUNICIPAL OFFICES, SEWELL STREET, PLETTENBERG BAY ON
MONDAY, 17 FEBRUARY 2014 AT 11H00

OFFICIALS

<u>NAME</u>	<u>DESIGNATION</u>	<u>SIGNATURE</u>
Municipal Manager		
Mr. A A Paulse	Municipal Manager	
Heads of Department		
Mr F Lötter	Chief Financial Officer	
Mr. R Smit	Head Corporate Services	
^{T Henge} Mr. D Lombaard	Act Head: Strategic Services	
Me P Ngqumshe	Head: Municipal Services & Infrastructure Development	
Mr. M Stratu	Head: Community Services	
Managers		
Mr. T Loliwe	Chief Internal Auditor	
Ms A A Greyling	Manager: Administration	
Mrs JJ Jansen	Acting Senior Committee Clerk	
Ms M Nel	Assistant Office Administrator/ Clerk	
MISS D. PETERSEN	TRAFFIC OFFICER	








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
STANLEY	082 69 33760		WARD - ONE	
I SRA.	021985270		11 8	
WANNIE TERBLANCHE	0711383145		NEW HORIZONS	
Achim Ecker	082 557 4493	causpost@telkom.sa.net	Ratepayer	
CHRISTO YLOK	533-5185	christylo@telkom.net	FGTT Baflo	

Special Council Meeting: Monday 17 February 2014 @ 11h00

