

**MINUTES OF THE MEETING OF THE EXECUTIVE MAYOR UNDER DELEGATED AUTHORITY PER COUNCIL RESOLUTION C/3/89/03/14 HELD IN THE OFFICE OF THE HEAD CORPORATE SERVICES, MUNICIPAL OFFICES, SEWELL STREET, PLETTENBERG BAY ON WEDNESDAY, 3 DECEMBER 2014 AT 9h38**

**1. OPENING**

The Executive Mayor opened the meeting and welcomed everyone present.

**2. ATTENDANCE**

As per the attached attendance register.

**3. APPLICATION FOR LEAVE OF ABSENCE**

None received

**4. CONSIDERATION OF REPORTS (OPEN)**

**Section 1: Office of the Municipal Manager**

Resolution M/1/95/12/14

**PAYMENT OF BONUSES: CLOSE PROTECTION DRIVERS/OFFICERS OF EXECUTIVE MAYOR**

**Department: Office of the Municipal Manager    Demarcation: All Wards**

**File Ref:        4/2/1**

This Item was tabled at the meeting

**Resolution by the Executive Mayor in terms of delegated authority per Council resolution C/3/89/03/14 while Council is in recess**

1. That a once off annual bonus, equal to their basic salary be paid to the Close Protection drivers/officers of the Executive Mayor i.e. Messrs. H Du Plessis and Mr S Ndabeni.
2. That the officials be informed to restructure their packages as from the 2014/2015 financial year to make provision for an annual bonus.

**To be Actioned by: The Municipal Manager & Head: Corporate Services**

**Section 2: Finance**

**Resolution M/2/208/12/14**

*(It should be noted that the item number to this resolution was changed from C/2/208/11/14 to M/2/208/12/14)*

**EXTENSION OF SCOPE OF TENDER SCM FIN 33/2013: IT SUPPORT SERVICES FOR BITOU MUNICIPALITY, PLETTENBERG BAY**

**Department: Finance                      Demarcation: All Wards**

**File Ref:                      Sec/A/398**

**Resolution by the Executive Mayor in terms of delegated authority per Council resolution C/3/89/03/14 while Council is in recess**

1. That it be noted that the scope of TENDER SCM 33A/2013 FIN: IT SUPPORT SERVICES FOR BITOU LOCAL MUNICIPALITY has been extended to include
  - (a) The licensing and maintenance of new and existing software and hardware with the estimated cost implications as indicated below, but not limited to;

Operational Item	Cost	Year 2	Renewable Term	Next Renewal
Veeam Backup	R 82 544.25	R 82 544.25	Yearly	Jul-14
VMware Backup	R 85 319.50	R 85 319.50	Yearly	Jul-14
McAfee Antivirus	R 135 821.72	R 135 821.72	Yearly	Jan-15
ARCserve Backup	R 3 779.82	R 3 779.82	Yearly	Jan-14
Cisco Renewal	R 16 630.34	R 16 630.34	Yearly	Jun-14
EMC VNX5300			Yearly	Dec-15
Microsoft Licensing	R 795 000.00		Yearly Over 3 Years	Dec-14
Fortigate 311B	R 67 554.54		Yearly	Dec-17
<b>Estimated Total per Year</b>	R 1 186 650.17	R 324 095.63		
<b>Estimated Total Value</b>		<b>R 1 510 745.80</b>		

- (b) New and existing services and maintenance renewals
  - (c) Emergency hardware procurement relating to wireless, systems infrastructure and networking infrastructure.
2. That it be noted that the provisions of Council's Supply Chain Management Policy and Section 116 (3) of the MFMA has been complied with.

**To be Actioned by: Chief Financial Officer**

Resolution M/2/209/12/14

*(It should be noted that the item number to this resolution was changed from C/2/209/11/14 to M/2/209/12/14)*

**EXTENSION OF TENDER SCM/FIN 68/2010B: DEVELOPMENT OF AND IMPLEMENTATION OF A REVENUE ENHANCEMENT PROGRAM FOR A PERIOD OF THREE YEARS, FOR A FURTHER 6 MONTHS**

**Department:** Finance

**Demarcation:** All Wards

**File Ref:** Sec/A/345

**Resolution by the Executive Mayor in terms of delegated authority per Council resolution C/3/89/03/14 while Council is in recess**

That the Extension of TENDER SCM/FIN 68/2010 B: DEVELOPMENT OF AND IMPLEMENTATION OF A REVENUE ENHANCEMENT PROGRAM FOR A PERIOD OF THREE YEARS for a further period of 6 months be noted.

**To be Actioned by:** Chief Financial Officer

Resolution M/2/210/12/14

*(It should be noted that the item number to this resolution was changed from C/2/210/11/14 to M/2/210/12/14)*

**EXTENSION OF CONTRACT: PROVISION OF THE SAMRAS FINANCIAL MANAGEMENT SYSTEM**

**Department:** Finance

**Demarcation:** All Wards

**File Ref:** Sec/A/362

**Resolution by the Executive Mayor in terms of delegated authority per Council resolution C/3/89/03/14 while Council is in recess**

That the Municipal Council notes intention to amend the Contract SCM/46/2015 FIN A: Provision of the SAMRAS Financial Management System by BYTES Systems Integration (Pty) Ltd for the period ending 30 June 2017.

**To be Actioned by:** Chief Financial Officer

Special Mayoral Committee Meeting: 3 December 2014 under delegated authority per Council resolution C/3/89/03/14

Resolution M/2/211/12/14

*(It should be noted that the item number to this resolution was changed from C/2/211/11/14 to M/2/211/12/14)*

**EXTENSION OF CONTRACT: PROVISION OF PREPAID ELECTRIFICATION VENDOR SERVICES AND SOFTWARE**

**Department:** Finance **Demarcation:** All Wards

**File Ref:** 5/18/1

**Resolution by the Executive Mayor in terms of delegated authority per Council resolution C/3/89/03/14 while Council is in recess**

That the Municipal Council notes intention to amend the Contract SCM/45/2015 FIN A: PROVISION OF PREPAID ELECTRIFICATION VENDOR SERVICES AND SOFTWARE by SYNTELL (Pty) Ltd for the period 01 January to 30 June 2015.

**To be Actioned by:** Chief Financial Officer

**Section 3: Corporate Services**

Resolution M/3/108/12/14

*(It should be noted that the item number to this resolution was changed from C/3/108/11/14 to M/3/108/12/14)*

**APPROVAL FOR THE PAYMENT OF STIPEND: SETA INTERNS**

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

**File Ref:** 4/3/4

**Resolution by the Executive Mayor in terms of delegated authority per Council resolution C/3/89/03/14 while Council is in recess**

1. That the Municipal Council approves the payment of stipends to the five South Cape College Interns as from the 1st September 2014.
2. That savings be identified from each department's salaries vote where the students are currently assisting in the respective departments.
3. That the municipality liaises directly with South Cape College for the reimbursement of the Interns' stipend.

**To be Actioned by:** Head Corporate Services

**Resolution M/3/109/11/14**

*(It should be noted that the item number to this resolution was changed from C/3/109/11/14 to M/3/109/12/14)*

**REVISION OF BITOU ORGANIZATIONAL STRUCTURE 2014/2015**

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

**File Ref:** 4/1/8

**Resolution by the Executive Mayor in terms of delegated authority per Council resolution C/3/89/03/14 while Council is in recess**

1. That the Municipal Council in principle considers the departmental organograms.
2. That the macrostructure and organogram be submitted to the LLF and its sub-committees for consultation.
3. That the report on the outcome of the consultation process with the Unions be submitted to Council for consideration and final approval at the next Council meeting arranged for the approval or the rejection of the macrostructure and organogram.

**To be Actioned by: Head Corporate Services**

**Resolution M/3/111/12/14**

**REVISED STRUCTURE FOR OFFICE OF THE MUNICIPAL MANAGER**

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

**File Ref:** 4/1/8

This Item was tabled at the meeting

**Resolution by the Executive Mayor in terms of delegated authority per Council resolution C/3/89/03/14 while Council is in recess**

That the position of the Strategic Manager: Office of the Municipal Manager be approved.

**To be Actioned by: Head Corporate Services**

**Section 4: Community Services**

No items for consideration



**Section 5: Municipal Services & Infrastructure Development**

**Resolution M/5/56/12/14**

*(It should be noted that the item number to this resolution was changed from C/5/56/11/14 to M/5/56/12/14)*

**EXTENSION OF CONTRACT SCM/MSID 8/2/61/2009-2010: FLEET MANAGEMENT SYSTEM FOR BITOU VEHICLES FOR A FURTHER PERIOD UNTIL 30 JUNE 2015**

**Department:** Engineering Services **Demarcation:** All Wards

**File Ref:** Sec/A/363

**Resolution by the Executive Mayor in terms of delegated authority per Council resolution C/3/89/03/14 while Council is in recess**

That the Municipal Council notes that the contract of ALTECH NETSTAR FLEET SOLUTIONS, CONTRACT 8/2/61/2009-2010A: FLEET MANAGEMENT SYSTEM FOR BITOU MUNICIPAL VEHICLES is extended for a further period until 30 JULY 2015 with an estimated financial impact of R 25 480 (Excl. VAT), per month.

**To be Actioned by: Head Engineering Services**

**Resolution M/5/57/12/14**

*(It should be noted that the item number to this resolution was changed from C/5/57/11/14 to M/5/57/12/14)*

**EXTENSION OF TENDER SCM/MSID 02/2009/A: EXTENSION OF THE AVIS FLEET SERVICES CONTRACT FOR LEASE OF VEHICLES FOR A FURTHER PERIOD OF EIGHT MONTHS**

**Department:** Engineering Services **Demarcation:** All Wards

**File Ref:** Sec/A/363

**Resolution by the Executive Mayor in terms of delegated authority per Council resolution C/3/89/03/14 while Council is in recess**

That the contract of AVIS Fleet Services SCM MSID 68A/2014: EXTENSION OF THE AVIS FLEET SERVICES CONTRACT FOR A FURTHER PERIOD OF Eight MONTHS FOR THE LEASE OF VEHICLES from 01 December 2014 to 31 July 2015 as indicated at the rates per the schedule attached as Annexure A to the report with an estimated financial impact of R 128 982.05 per month be noted.

**To be Actioned by: Head Engineering Services**

Special Mayoral Committee Meeting: 3 December 2014 under delegated authority per Council resolution C/3/89/03/14

**Resolution M/5/58/11/14**

*(It should be noted that the item number to this resolution was changed from C/5/58/11/14 to M/5/58/12/14)*

**EXTENSION OF CONTRACT: SCM/17/2015/MSID: REFURBISHMENT OF KWANOKUTHULA PUMP STATIONS 2 AND 3: VARIATION ORDER EXCEEDING CONTRACT AMOUNT**

**Department:** Engineering Services **Demarcation:** All Wards

**File Ref:** 16/4/1/3

**Resolution by the Executive Mayor in terms of delegated authority per Council resolution C/3/89/03/14 while Council is in recess**

That the Municipal Council notes that the Contract for TENDER: SCM/17/2015/MSID: REFURBISHMENT OF KWANOKUTHULA PUMP STATIONS 2 AND 3, is extended as SCM/17/2015/MSID/B: REFURBISHMENT OF THE AVENTURA PUMP STATION as it complies with the requirements of Council's Supply Chain Management Policy as required by MFMA Section 116(3).

**To be Actioned by: Head Engineering Services**

**Section 6: Strategic Services**

No Items for consideration

5. **IN – COMMITTEE ITEMS**

No Items for consideration

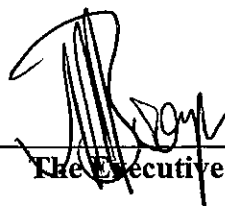
6. **CLOSURE**

The Executive Mayor declared the meeting terminated at 9h57.

**CONFIRMED AND SIGNED**

**DATE:** **18 DECEMBER 2014**

**SIGNATURE:**



The Executive Mayor, Councillor M Booyen

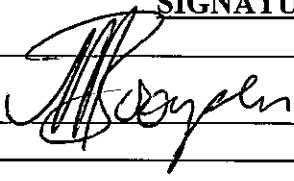
ATTENDANCE REGISTER: MAYORAL COMMITTEE

BITOU LOCAL MUNICIPALITY

MEETING OF THE EXECUTIVE MAYOR UNDER DELEGATED POWER PER  
COUNCIL RESOLUTION C/389/03/14 HELD IN THE MUNICIPAL  
MANAGER'S OFFICE MUNICIPAL OFFICES, SEWELL STREET,  
WEDNESDAY, 03 DECEMBER 2014 AT 09H30

NAME

SIGNATURE

COUNCILLOR M BOOYSEN (EXECUTIVE MAYOR)	
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COUNCILLOR N M DE WAAL	
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COUNCILLOR EE PAULSE	
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NON – MEMBERS	SIGNATURE
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COUNCILLOR S BESANA	
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COUNCILLOR WR CRAIG	
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COUNCILLOR S FARROW	
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COUNCILLOR AR OLIVIER	
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COUNCILLOR SE GCABAYI	
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COUNCILLOR MM MBALI	
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COUNCILLOR N NDAYI	
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COUNCILLOR LM SEYISI	
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COUNCILLOR H PLAATJIES	
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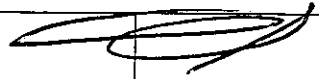



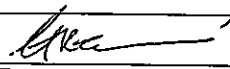


ATTENDANCE REGISTER

BITOU LOCAL MUNICIPALITY

MEETING OF THE EXECUTIVE MAYOR UNDER DELEGATED POWER PER  
COUNCIL RESOLUTION C/389/03/14 HELD IN THE MUNICIPAL  
MANAGER'S OFFICE MUNICIPAL OFFICES, SEWELL STREET,  
WEDNESDAY, 03 DECEMBER 2014 AT 09H30

OFFICIALS

<u>NAME</u>	<u>DESIGNATION</u>	<u>SIGNATURE</u>
<b>Municipal Manager</b>		
Mr. A A Paulse	Municipal Manager	
<b>Heads of Department</b>		
Mr F Lötter	Chief Financial Officer	
Mr. R Smit	Head Corporate Services	
Mr. C Schliemann	Acting Head: Strategic Services	
Me P Nggumshe	Head: Municipal Services & Infrastructure Development	
Mr. M Stratu	Head: Community Services	
<b>Managers</b>		
Mr. T Loliwe	Chief Internal Auditor	
Ms A A Greyling	Manager: Administration	
Mrs JJ Jansen	Acting Senior Committee Clerk	