

MINUTES OF THE MAYORAL COMMITTEE MEETING OF BITOU LOCAL MUNICIPALITY HELD IN THE COUNCIL CHAMBER, MUNICIPAL OFFICES, SEWELL STREET, PLETTENBERG BAY ON WEDNESDAY, 09 SEPTEMBER 2015 AT 09H09

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

No application for leave

4. NOTING OF MINUTES

*** 4.1 Mayoral Committee Meeting: 24 June 2015**

That the Minutes of the Mayoral Committee Meeting of 24 June 2015, be **NOTED.**

**** 4.2 Decision of the Executive Mayor: 30 July 2015**

That the Decision of the Executive Mayor taken on 30 July 2015, be **NOTED.**

5. CONSIDERATION OF REPORTS (OPEN)

Section 1: Office of the Municipal Manager

No items for consideration

Section 2: Finance

Recommendation C/2/248/09/15

FINANCIAL REPORT FOR THE MONTH/QUARTER ENDING 30 JUNE 2015

Department: Finance Demarcation: All Wards

File Ref: 9/1/3/4

Recommended by the Executive Mayor

That cognisance be taken of the Monthly/Quarterly Financial Report as at 30 June 2015.

For Actioning refer to Council resolution

Recommendation C/2/249/09/15

LIST OF WITHDRAWALS FROM MUNICIPAL BANK ACCOUNT FOR THE QUARTER ENDED 30 JUNE 2015

Department: Finance Demarcation: All Wards

File Ref: 9/1/3/4

Recommended by the Executive Mayor

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 30 June 2015.
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.

For Actioning refer to Council resolution



Recommendation C/2/250/09/15

VIREMENT REPORT FOR THE QUARTER ENDING 30 JUNE 2015

Department: Finance Demarcation: All Wards

File Ref: 9/1/3/4

Recommended by the Executive Mayor

That cognisance be taken of the Virement Report as at 30 June 2015.

For Actioning refer to Council resolution

Recommendation C/2/251/09/15

**REPORT ON THE IMPLEMENTATION OF THE SUPPLY CHAIN
MANAGEMENT POLICY FOR THE QUARTER 01 APRIL TO 30 JUNE 2015**

Department: Finance Demarcation: All Wards

File Ref: 9/1/3/4

Recommended by the Executive Mayor

1. That the Municipal Council notes the Supply Chain Management Implementation Report for the 4th Quarter of the 2014/15 Financial Year, April to June 2015.
2. That a column be added to reflect the date of submission of tender specification.

For Actioning refer to Council resolution

Recommendation C/2/252/09/15

**ANNUAL REPORT ON THE IMPLEMENTATION OF THE SUPPLY CHAIN
MANAGEMENT POLICY FOR THE FINANCIAL YEAR ENDING 30 JUNE 2015
IN TERMS OF SECTION 6(2) (a)(i) OF THE POLICY**

Department: Finance

Demarcation: All Wards

File Ref: 9/1/3/4

Recommended by the Executive Mayor

1. That the Municipal Council takes note of the implementation of the Supply Chain Management Policy for the period 1 July 2014 to 30 June 2015.
2. That cognisance be taken of the Annual Inventory Count Report for the 2014/2015 Financial Year and that the bookkeeping errors resulting in inventory surpluses be corrected, shortages expensed as set out in the report to the appropriate votes.
3. That the obsolete items to the value of R 64 862.77, be written down and sold at public auction.
4. 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 the Municipal Council.

For Actioning refer to Council resolution

Section 3: Corporate Services

Recommendation C/3/128/09/15

**MONTHLY REPORT: CORPORATE SERVICES - HUMAN RESOURCES
SECTION FOR THE PERIOD OF 1 JUNE 2015 TO 31 JULY 2015**

Department: Corporate Services

Demarcation: All Wards

File Ref: 9/1/33

Recommended by the Executive Mayor

That cognisance be taken of the monthly report from the Human Resources Section for the period of 1 June 2015 to 31 July 2015.

For Actioning refer to Council resolution

Recommendation C/3/129/09/15

EMPLOYMENT EQUITY STATUS: FOR THE PERIOD 1 JUNE 2015 TO 31 JULY 2015

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

File Ref: 4/10/3

Recommended by the Executive Mayor

1. That the cognisance be taken of the employment equity status for the period 1 June 2015 to 31 July 2015.
2. That the administration to ensure compliance with every aspect of the Employment Equity plan.

For Actioning refer to Council resolution

Section 4: Community Services

Resolution M/4/78/09/15

CONVERSION OF GREEN VALLEY HALL INTO A LIBRARY

Department: Community Services **Demarcation:** Ward 1

File Ref: 7/1/7/R

Resolution by the Executive Mayor

1. That the Municipal Council resolves to convert the Green Valley Old Community Hall into a library.
2. That the Department Community Services proceeds with the necessary processes to effect this resolution.
3. That the budget for upgrading of municipal buildings as set out below be used for the project:

5	5330039	1	UPGRADE OF MUNICIPAL BUILDINGS	750 000.00	500 000.00		Library MRF Grant
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4. That a public participation process to inform the community about this decision be undertaken.

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5. That the process to complete the new community hall be expedited to ensure that the new hall is completed before the project on the Green Valley hall is initiated.
6. That progress reports be submitted in the normal course of events.

To be Actioned by: Head Community Services; Manager: Library Services

Recommendation C/4/79/09/15

SECURITY BOOMS AT CENTRAL BEACH CARPARK: PLETTENBERG BAY

Department: Community Services Demarcation: All Wards

File Ref: 17/11/9

Recommended by the Executive Mayor

1. That the installation of the booms and security fence to control access of vehicles at Central Beach Carpark, between 00h00 to 05h30 be approved, in principle.
2. That a public participation process be followed by the Manager: Human Settlements and Amenities with the whole of the community including Ward Committee Members of all Wards regarding the proposed installation of the security booms at central beach carpark.
3. That once feedback has been obtained from the community the matter be re-submitted to the Municipal Council for consideration.

For Actioning refer to Council resolution

Recommendation C/4/80/09/15

DONATION: PORTION 25 (PORTION OF PORTION 1) OF THE FARM 308; PLETTENBERG BAY

Department: Community Services Demarcation: Ward 1

File Ref: 18/25/308

Recommended by Executive Mayor

1. That the Municipal Council accepts with gratitude the donation of Portion 25 (Portion of Portion 1) of the Farm 308, Plettenberg Bay from the Plettenberg Bay Housing Trust.
2. That a letter of appreciation be send to the Plettenberg Bay Housing Trust.

For Actioning refer to Council resolution

Section 5: Engineering Services

Recommendation C/5/66/09/15

EXPANDED PUBLIC WORKS PROGRAMME (EPWP) BITOU MUNICIPAL PERFORMANCE REPORT FOR THE PERIOD OF 1 APRIL 2014 – 31 MARCH 2015

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

File Ref: 17/14/1/2

Recommended by the Executive Mayor

1. That the Municipal Council takes cognisance of the report and the contents of the letter received from the Provincial Department of Transport and Public Works
2. That the Municipal Council commit itself to the implementation of the Expanded Public Works Programme (EPWP).
3. That the Head of Departments and Project Managers take cognisance of the correspondence sent through to them via email facility on the 30th July 2015, its contents with regard to reporting requirements of the new EPWP Reporting System.
4. That an EPWP Local Forum for Bitou Local Municipality with a Political Champion be established.

For Actioning refer to Council resolution

Resolution M/5/67/09/15

CAPITAL PROJECTS IMPLEMENTATION PLAN: PROGRESS REPORT FOR PERIOD ENDING JUNE 2015

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

File Ref: 9/1/3/5

Resolution by the Executive Mayor

That cognisance be taken of the Capital Project Implementation Plan for the period ending June 2015 and progress recorded therein.

For information

Section 6: Strategic Services

Recommendation C/6/287/09/15

BUILDING CONTROL SECTION: QUARTERLY REPORT: APRIL – JUNE 2015

Department: Strategic Services Demarcation: All Wards

File Ref: 9/1/3/7

Recommended by the Executive Mayor

That cognisance be taken of the quarterly report from the Building Control Section for the period April to June 2015.

For Actioning refer to Council resolution

Recommendation C/6/288/09/15

ALIENATION OF LAND: NEW MAGISTRATE OFFICES

Department: Strategic Services Demarcation: Ward 3

File Ref: 18/2239/PB

Recommended by the Executive Mayor

That it be accepted that the Municipal Council is supportive of the transfer of a portion of Municipal land, ± 4 029 m² in extent (as indicated on the SG Diagram No 2291/2010 dated March 2010), to the State at no cost, on the clear understanding that:

- (a) Erf 9839 be consolidated with Erf 2239, Plettenberg Bay to facilitate the construction of new Magistrate's Offices.
- (b) That the encroachments (Annexure Diagram A) over municipal land which are indicated on the attached drawing be condoned, namely;
 - (i) Disabled person's wheel chair ramps (and landing) for access from the court basement to the Court Main Entrance – encroachment on access servitude (63m²).
 - (ii) Entrance canopy roof projection – encroachment on access servitude (3,9m²).
 - (iii) Court Roof projection over Eastern boundary - 0,6m².

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- (iv) A portion of the dividing wall between the Court building and Library – encroachment on access servitude (25 linear meters / 1m wide – 25m²).
- (v) Prisoner fire escape holding yard / area on the West of the court building – encroachment on access servitude (57m²).
- (c) All prescribed procedures to be followed for the transfer of land to a State Entity.
- (d) That the Municipal Council delegates to the Municipal Manager or his assignee authorisation to enter into negotiations to expedite the matter with the Department Public Works to transfer Erf 4131 in exchange for Erf 9839 Plettenberg Bay.

For Actioning refer to Council resolution

Recommendation C/6/289/09/15

PROPOSED WAIVING OF APPLICATION FEES FOR PROPOSED REZONING, SUBDIVISION AND DEPARTURE: PORTION 9 OF THE FARM KRANSHOEK NO 432, DIVISION KNYSNA, BITOU MUNICIPALITY

Department: Strategic Services

Demarcation: Ward 7

File Ref: 18/9/432

Recommended by the Executive Mayor

That the application fees (R3135) and advertisement fees (R7296) for the subdivision and departure be waived based on the crèche being a non-profit charitable organisation servicing the Kranshoek Community.

For Actioning refer to Council resolution

Recommendation C/6/290/09/15

PROPOSED MAYORAL BEACON ISLE INTERNATIONAL JAZZ FESTIVAL

Department: Strategic Services

Demarcation: Ward 2

File Ref: 11/2/14

Recommended by the Executive Mayor

1. That the weekend of the 25 - 28 March 2016 be reserved for the Mayoral Beacon Isle International Jazz Festival.

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2. That the Municipal Manager and Head: Strategic Services further be authorised and directed, to take such other and further actions as are necessary and desirable in order to effect Resolution (1) above.

For Actioning refer to Council resolution

5. **IN – COMMITTEE ITEMS**

No Items for consideration

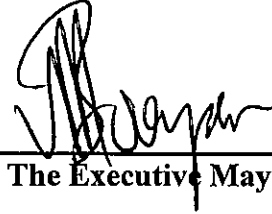
6. **CLOSURE**

The Executive Mayor declared the meeting terminated at 11h20.

CONFIRMED AND SIGNED

DATE: **29 SEPTEMBER 2015**

SIGNATURE:

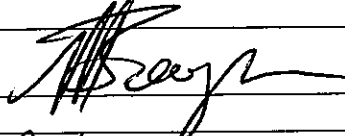
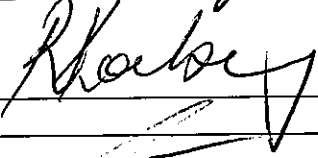
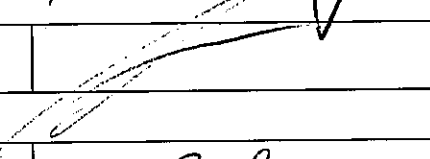
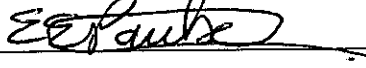
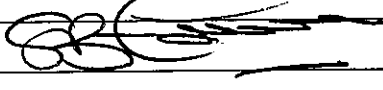




The Executive Mayor, Councillor M Booyesen

ATTENDANCE REGISTER: MAYORAL COMMITTEE

BITOU LOCAL MUNICIPALITY

MAYORAL COMMITTEE MEETING HELD IN THE COUNCIL CHAMBER,
MUNICIPAL OFFICES, SEWELL STREET, WEDNESDAY, 09 SEPTEMBER
2015 AT 09H00

<u>NAME</u>	<u>SIGNATURE</u>
COUNCILLOR M BOOYSEN (EXECUTIVE MAYOR)	
COUNCILLOR RS KOEBERG (DEPUTY EXECUTIVE MAYOR)	
COUNCILLOR N M DE WAAL	
COUNCILLOR EE PAULSE	
NON - MEMBERS	SIGNATURE
COUNCILLOR S BESANA	
COUNCILLOR WR CRAIG	
COUNCILLOR S FARROW	
COUNCILLOR AR OLIVIER	
COUNCILLOR SE GCABAYI	
COUNCILLOR MM MBALI	
COUNCILLOR N NDAYI	
COUNCILLOR LM SEYISI	
COUNCILLOR H PLAATJIES	

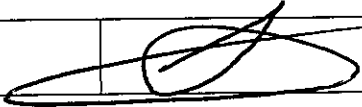


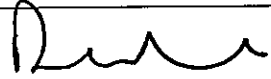
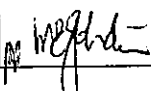


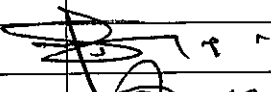
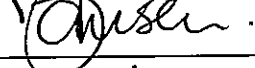
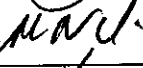
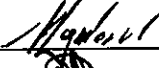



ATTENDANCE REGISTER

BITOU LOCAL MUNICIPALITY

MAYORAL COMMITTEE MEETING HELD IN THE COUNCIL CHAMBER,
MUNICIPAL OFFICES, SEWELL STREET, PLETTENBERG BAY ON
WEDNESDAY, 09 SEPTEMBER 2015 AT 09H00

OFFICIALS

<u>NAME</u>	<u>DESIGNATION</u>	<u>SIGNATURE</u>
Municipal Manager		
Mr. A A Paule	Municipal Manager	
Heads of Department		
Mr F M Lötter	Chief Financial Officer	
Mr. R Smit	Head Corporate Services	
Mr. D Friedman	Head: Strategic Services	
Me P Ngqumshe	Head: Engineering Services	
Mr. M Stratu	Head: Community Services	
Managers		
Mr T Loliwe	Chief Internal Auditor	
Ms A A Greyling	Manager: Administration	
Mr A Crouz	Manager Legal Services	
Mr S Dladla	Manager: Office of the Mayor	
Mrs JJ Jansen	Principal Admin Officer	
Ms M Nel	Clerk/ Administrator	
Mr. M. Louw	Act. Head: Engineering Services	
M. Fourie	Man. Housing, Beaches, Parks & Amenities	

J. SIJAMA
E. Fourie

Acting COMM MANAGER
Acting Manager Deputy Mayor & Fourie



