

MINUTES OF THE MAYORAL COMMITTEE MEETING OF BITOU LOCAL MUNICIPALITY HELD IN THE COUNCIL CHAMBER, MUNICIPAL OFFICES, SEWELL STREET, PLETTENBERG BAY ON THURSDAY, 26 NOVEMBER 2015 AT 09H00

1. OPENING

The Executive Mayor opened the meeting and welcomed everyone present.

1.1 PRESENTATION

Presentation conducted by Sharon Lewis from Western Cape Sub-Economic Partnership, regarding the proposed membership to the Western Cape Economic Development Partnership.

For the resolution to this Item, please refer to Item C/6/300/11/15 in Section 6 of the minutes.

After the presentation the meeting breaks at 9h45 and reconvene at 9h55.

2. ATTENDANCE

As per the attached attendance register.

3. APPLICATION FOR LEAVE OF ABSENCE

None received

4. CONFIRMATION OF MINUTES

*** 4.1 Mayoral Committee Meeting: 29 October 2015**

That the Minutes of the Mayoral Meeting of 29 October 2015, be approved.

5. CONSIDERATION OF REPORTS (OPEN)

5.1 Section 1: Office of the Municipal Manager

Recommendation C/1/109/11/15

**APPOINTMENT OF ADDITIONAL AUDIT COMMITTEE MEMBERS:
SECTION 166 OF THE MUNICIPAL FINANCE MANAGEMENT ACT (ACT
56 OF 2003)**

Department: Internal Audit Demarcation: All Wards

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

Recommended by the Executive Mayor

1. That Mr. Johan Gideon Roux be appointed to serve on the Committee for a period of three years to replace Dr. De Vos who passed on.
2. That the Members be remunerated at National Treasury rates adjusted annually and travelling expenses in line with municipality's subsistence and travel policy.
3. That the Municipal Manager be granted a mandate to headhunt suitable candidates that will meet the criteria in terms of equity and local geographical area to serve on the Audit Committee.

For Actioning refer to Council resolution

5.2 Section 2: Finance

Recommendation C/2/262/11/15

**CAPITAL BUDGET: RAISING OF EXTERNAL LOANS TO FUND 2015/2016
CAPITAL PROJECTS 20 MILLION**

Department: Finance Demarcation: All Wards

File Ref: 5/1/1/11

Letter dated 8 November 2015 from the Acting Accountant General National Treasury was tabled at the meeting.

Recommended by the Executive Mayor

1. That the Municipal Council resolve to approve the incurring of the long term debt.



Mayoral Committee Meeting: 26 November 2015

as it complies with the requirements of Council's Supply Chain Management Policy as required by MFMA Section 116(3):

Service Provided:	SCM/FIN 68/2010: C: DEVELOPMENT OF AND IMPLEMENTATION OF A REVENUE ENHANCEMENT PROGRAM- EXTENSION OF THE CONTRACT TO INCLUDE A COMPREHENSIVE METER AUDIT		
Service Provider:	PriceWaterhouseCoopers Incorporated t/a PriceWaterhouseCoopers	SCM#	1068
Approximate Contract Rate: (Incl. VAT):	R1,500,000.00	Vote:	105 20416
Contract:		Duration:	6 months
Implementation date:	01 December 2015	End date:	30 June 2016

2. That cognisance be taken that an amount of R56 Million has been recovered as part of the implementation of the Revenue Enhancement Program.

For Actioning refer to Council resolution

Recommendation C/2/264/11/15

SUPPLY CHAIN MANAGEMENT REPORT ON THE RE-NAMING AND RE-ALIGNMENT OF THE ORGANOGRAM OF THE SCM UNIT

Department: Finance Demarcation: All Wards

File Ref: 2/1/5

Recommended by the Executive Mayor

That the Municipal Council approves in terms of Section 66 of the Municipal Systems Act the following;

- (a) The amendment of the incorrect job titles of officials of the SCM Unit as per Annexure C.
- (b) The correction of the alignment of the structure, with the SCM Procurement Officers reporting directly to the Senior SCM Practitioner: Acquisition, Logistics, Disposal & Compliance Management.
- (c) The re-alignment of the organogram with the allocation of administrative support reporting directly to the Manager: Supply Chain Management for provision of administration services to the SCM Unit as SCM Administration Clerk.

For Actioning refer to Council resolution



Recommendation C/2/265/11/15

EXTENSIONS AND NON-COMPLIANCE WITH TIME PROVISIONS REGARDING THE ADJUSTMENT BUDGET

Department: Finance **Demarcation:** All Wards

File Ref: 5/1/1/11 & 12/2/1/4/23

Recommended by the Executive Mayor

1. That the Municipal Council take note of the circumstances and reasons for not doing the adjustments budget.
2. That the Municipal Council follow the schedule G application process and apply to National Treasury for EXTENSIONS AND NON-COMPLIANCE WITH TIME PROVISIONS.
3. That the Municipal Council resolves and approve the EXTENSIONS AND NON-COMPLIANCE WITH TIME PROVISIONS.
4. That the additional revenue received be included as part of the January 2016 adjustments budget.

For Actioning refer to Council resolution

Recommendation C/2/266/11/15

FINANCIAL REPORT FOR THE QUARTER ENDING 30 SEPTEMBER 2015

Department: Finance **Demarcation:** All Wards

File Ref: 9/1/3/4

Recommended by the Executive Mayor

That cognisance be taken of the Quarterly Financial Report as at 30 September 2015.

For Actioning refer to Council resolution

Recommendation C/2/267/11/15

MUNICIPAL REGULATIONS ON A STANDARD CHART OF ACCOUNTS (SCOA), NOTICE 312 of 2014 GOVERNMENT GAZETTE No. 37577

Department: Finance Demarcation: All Wards

File Ref: 5/11/2/4

Recommended by the Executive Mayor

That in respect of the report on the implementation of Municipal Regulations on a Standard Chart of Accounts (mSCOA) in terms of Notice 312 of 2014, Government Gazette No. 37577 discussed by the Municipal Council at the Council meeting held on 30 November 2015:

- a) Council note the progress made on the implementation of mSCOA project as tabled;
- b) Council resolve to use ward demarcation as its reporting structure for region as suggested in the mSCOA regulation.

For Actioning refer to Council resolution

Recommendation C/2/268/11/15

REPORT ON THE IMPLEMENTATION OF THE SUPPLY CHAIN MANAGEMENT POLICY FOR THE QUARTER 01 JULY TO 30 SEPTEMBER 2015

Department: Finance Demarcation: All Wards

File Ref: 9/1/3/4

Recommended by the Municipal Manager

That the Municipal Council takes note of the Supply Chain Management Implementation Report for the 1st Quarter, July to September 2015, of the 2015/16 Financial Year.

For Actioning refer to Council resolution



Section 3: Corporate Services

Recommendation C/3/139/11/15

MONTHLY REPORT: CORPORATE SERVICES - HUMAN RESOURCES MATTERS AND EMPLOYMENT EQUITY REPORT FOR THE PERIOD OF 01 OCTOBER 2015 TO 31 OCTOBER 2015

Department: Corporate Services Demarcation: All Wards

File Ref: 9/1/33

Recommended by the Executive Mayor

1. That cognizance be taken of the content of the monthly Human Resources report for the period October 2015
2. That the Mayoral Committee urges the administration to ensure compliance with every aspect of the Employment Equity plan.
3. That the disciplinary cases report be amended to reflect the date of offence.

For Actioning refer to Council resolution

Recommendation C/3/140/11/15

MAYORAL COMMITTEE AND COUNCIL MEETINGS SCHEDULE FOR THE YEAR 2016

Department: Corporate Services Demarcation: All Wards

File Ref: 3/2/3

Recommended by the Executive Mayor

1. That the following schedule of dates for the Mayoral Committee meetings for 2015 be approved by the Mayoral Committee and that the dates scheduled for the Council meetings for 2015 be referred to the Municipal Council for approval.

Mayoral Committee Meeting: 26 November 2015

Schedule of Meetings 2016				
Closing Dates for Agendas	Preliminary Meeting	MayCo & Management and Councillors Meetings	Ordinary Council Meetings	Special Council Meetings
12 January 2016	No prelim	21 January 2016		
6 January 2016	13 January 2016	28 January 2016		28 January 2016
3 February 2016	10 February 2016	25 February 2016		25 February 2016
No closing date or prelim for submission of draft budget				14 March 2016
9 March 2016	16 March 2016	30 March 2016	31 March 2016	
6 April 2016	13 April 2016	28 April 2016		
No closing date or prelim for submission of budget document				28 April 2016
8 June 2016	15 June 2016	29 June 2016	30 June 2016	
6 July 2016	13 July 2016	27 July 2016		
18 August 2016	No prelim	25 August 2016		25 August 2016
10 August 2016	17 August 2016	31 August 2016		
7 September 2016	14 September 2016	28 September 2016	29 September 2016	
5 October 2016	12 October 2016	26 October 2016		
9 November 2016	16 November 2016	30 November 2016	1 December 2016	

2. That the closing dates for submission of reports be strictly adhered to.
3. That the Management and Councillors meeting be scheduled directly after the Mayoral Committee Meeting.

For Actioning refer to Council resolution

Recommendation C/3/141/11/15

ATTENDANCE OF CONSOLIDATED RETIREMENT FUND FOR LOCAL GOVERNMENT ANNUAL GENERAL MEETING 2016

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

File Ref: 12/2/1/4/5

Recommended by the Executive Mayor

1. That the Municipal Council appoints Councillor EE Paulse in terms of 4.1 (3) (c) of the rules of the Consolidated Retirement Fund to attend the Annual General Meeting of the Consolidated Retirement Fund to be held on 26 February 2016.
2. That the Municipal Manager be mandated to facilitate the nomination of a member to attend the Annual General Meeting of the Consolidated Retirement Fund to be held on the 26 February 2015.

For Actioning refer to Council resolution

Section 4: Community Services

No Items for consideration

Section 5: Engineering Services

Resolution M/5/75/11/15

CAPITAL PROJECTS IMPLEMENTATION PLAN: PROGRESS REPORT FOR PERIOD ENDING SEPTEMBER 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 September 2015 and progress recorded therein.

For information

Section: 6: Strategic Services

Recommendation C/6/299/11/14

2015/ 2016 FIRST QUARTER PERFORMANCE REPORT

Department: Strategic Services Demarcation: All Wards

File Ref: 4/8/3

Recommended by the Executive Mayor

1. That the 2015/2016 first quarter performance report of actual performance results achieved, as per the applicable and relevant legislation, regulations and guidelines, be approved.
2. That the report mentioned in (1) above be published and submitted to the relevant organs of state.

For Actioning refer to Council resolution

Recommendation C/6/300/11/15

REPORT ON THE PROPOSED MEMBERSHIP TO THE WESTERN CAPE ECONOMIC DEVELOPMENT PARTNERSHIP

Department: Strategic Services Demarcation: All Wards

File Ref: 12/2/2/4/1/14

Recommended by the Executive Mayor

1. That the Mayoral Committee supports the creation of dedicated capacity outside of local government structures by supporting economic development partnerships supported and endorsed by Western Cape Government, in the Eden District.
2. That the Mayoral Committee recommends to the Municipal Council for the approval of R50 000.00 funding from the Strategic Services, Planning and Development Budget at the adjustment budget for the contribution by means of departmental virement.
3. That the Mayoral Committee recommends that Municipal Council approves the provision of the R50 000 contribution for dedicated capacity in the LED budget for the 2016/2017 financial year.
4. That the provisions of *Section 67 of the MFMA* be complied with before any funds are transferred to the WCEDP



Mayoral Committee Meeting: 26 November 2015

5. That cognisance be taken of the presentation on the economic development priorities for the district held by Sharon Lewis, Program Manager from Sub-economic Partnership.
6. That a meeting be concluded with the municipality and the Western Cape Sub-economic Partnership to explore possible structures for the proposed economic summit to be held by the municipality.

For Actioning refer to Council resolution

Recommendation C/6/301/11/15

APPROVAL OF PROPOSED MUNICIPAL RIVER BY-LAW

Department: Strategic Services Demarcation: All Wards

File Ref: 1/3/1/47

Recommended by the Executive Mayor

1. That the Executive Mayor hereby, in terms of Section 12(1) of the Municipal Systems Act, 32 of 2000, submits the Draft River By-Law for approval by the Municipal Council.
2. That the Municipal Manager ensures that the By-Law as approved by the Municipal Council be submitted to the government printers for publication.
3. That the Municipal Managers ensures that a notice be published in the local newspaper to inform the general public the implementation of the approved By-law after it has been published by the government printers.
4. That negotiations may be entered into with Cape Nature regarding taking over the implementation of the By-law and the management of the rivers, on behalf of Council.
5. That a report be submitted to Mayoral Committee in February 2016 to address the operational issues regarding the implementation of the Municipal River By-law.

For Actioning refer to Council resolution



Recommendation C/6/302/11/15

**PROPOSED SUBDIVISION, CONSOLIDATION, ALIENATION AND CLOSURE
OF AN UNMADE STRAND STREET: ERF 121: PLETTENBERG BAY**

Department: Strategic Services **Demarcation:** Ward 2
File Ref: 18/121/PB

Recommended by the Executive Mayor

1. That in accordance with Council Resolution (C/6/267/02/15) dated 25 February 2015, it be confirmed in terms of Section 14 of the MFMA that the portion of unmade street at the corner of Strand - and Duminy Streets is not required for the provision of essential services.
2. That the Municipal Council approve the application from Shaun J. McMillan on behalf of Celeste Ruth von Glehn to acquire an unmade portion of Strand Street, Plettenberg Bay, adjacent to Erf 121, Plettenberg Bay in accordance with the Site Layout Plan No. 121-RC-LP1 (SJM) dated March 2014 in accordance with the provisions of Sec 36 of the Municipal Asset and Transfer Regulations and Bitou Supply Chain Policy at a Market Value.
3. That in terms of the provisions of Cape Municipal Ordinance 20/1974, the unmade portion of Strand Street be Closed from Public Street purposes to Residential purposes in accordance with the lay out plan No. 121-RC-LP1 (SJM) dated March 2014 and be consolidated with Erf 121 Plettenberg Bay.
4. That subdivision of unmade Portion of Strand be approved in terms of Section 25 of the Land Use Planning Ordinance (Ordinance 15 of 1985) and the subdivided portion be consolidated with Erf 121 in order to permit registration of individual cadastral freehold properties, in accordance with subdivision plan No, 444/58/SUB1 dated May 2014.
5. That all buildings/structures to be approved by Council/delegated official in terms of the National building regulations and the use be limited to the use for garden, access point, and parking & driveway purposes.
6. That, registration of servitudes in the resultant title deeds to protect municipal services and restriction of land use of the alienated portion for recreational garden, access point, parking & a driveway.
7. That the Municipal Manager, after consultation of the National Treasury be authorised to enter into negotiations and sign all the necessary agreements in furtherance of the transfer in accordance with the provisions of the Supply chain management policy.

For Actioning refer to Council resolution

Recommendation C/6/303/11/15

**CALL FOR PROPOSALS FOR THE LONG TERM LEASE AND
MANAGEMENT OF THE KIOSK/CANTEEN AT THE PLETTENBERG BAY
AERODROME**

Department: Strategic Services **Demarcation:** Ward 2

File Ref: 17/12/1/2

Recommended by the Executive Mayor

1. That the Municipal Council approves of the proposed lease and management/operation of the kiosk at Plettenberg Bay Aerodrome, through a competitive bidding process.
2. That the Municipal Council confirms that the land is not required for service delivery and may not be sold or disposed of other than through long term lease, short term lease or service level agreement.
3. That the Municipal Manager be delegated with the authority to sign the necessary documents.

For Actioning refer to Council resolution

5. IN – COMMITTEE ITEMS

No Items for consideration

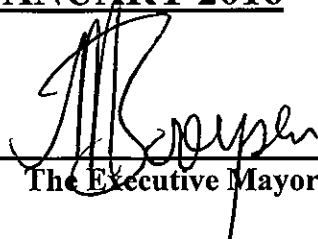
6. CLOSURE

The Executive Mayor declared the meeting terminated at 10h58.

CONFIRMED AND SIGNED

DATE: 21 JANUARY 2016

SIGNATURE:

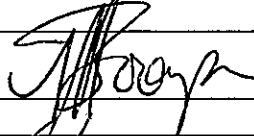
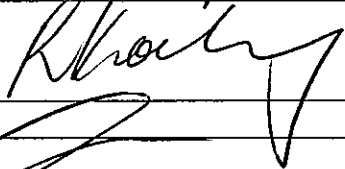
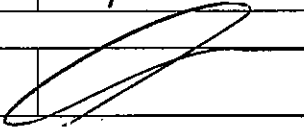
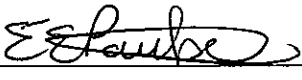

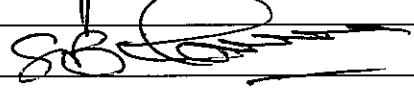
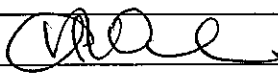



The Executive Mayor, Councillor M Booyen

ATTENDANCE REGISTER: MAYORAL COMMITTEE

BITOU LOCAL MUNICIPALITY

MAYORAL COMMITTEE MEETING HELD IN THE COUNCIL CHAMBER,
MUNICIPAL OFFICES, SEWELL STREET, THURSDAY, 26 NOVEMBER 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	



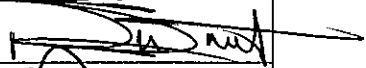
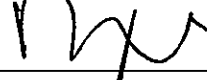


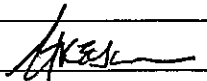
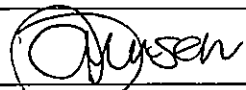

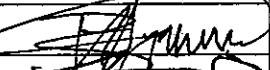
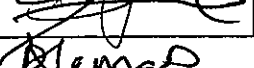
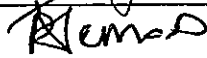


ATTENDANCE REGISTER

BITOU LOCAL MUNICIPALITY

MAYORAL COMMITTEE MEETING HELD IN THE COUNCIL CHAMBER,
MUNICIPAL OFFICES, SEWELL STREET, PLETTENBERG BAY ON
THURSDAY, 26 NOVEMBER 2015 AT 09H00

OFFICIALS

<u>NAME</u>	<u>DESIGNATION</u>	<u>SIGNATURE</u>
Municipal Manager		
Mr. A A Paulse	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	
Mr M Fourie	Manager: Housing, Beaches & Parks	
Mr A Sakati	Manager: Public Safety	
Mrs VR Cunningham	Acting: Executive Manager: HR	
Mrs JJ Jansen	Principal Admin Officer	
Ms M Nel	Clerk/ Administrator	
Mr J. SIJAMA	ACT COMMUNICATIONS MANAGER	
Mr L. LELIWE	LEGAL DEPT	
P. Solemans	Internal Audit	





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
SHARON LEWIS	0836351445	sharon@wcedp.co.za	EDP	
Joyce Zettering	0798852365	joyce@bywon.org.za	Bywon W.	
CHRISTIE VLOT	533-5155	Christie.vlot@kangaroo.net	FOUETT RATOPIYOS	
Olivera Plessnik	0828076688	olivera.plessnik@nicolita.com	Nicolita	

Mayoral Meeting: Thursday 26 November 2015 @ 09h00