

MINUTES OF THE MAYORAL COMMITTEE MEETING OF BITOU LOCAL MUNICIPALITY HELD IN THE COUNCIL CHAMBER, MUNICIPAL OFFICES, SEWELL STREET, PLETTENBERG BAY ON TUESDAY, 31 MARCH 2015 AT 10h00

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. **CONFIRMATION OF MINUTES**

* **4.1 Mayoral Committee Meeting: 25 February 2015**

That the Minutes of the Special Mayoral Meeting of 25 February 2015, be approved.

** **4.2 Special Mayoral Committee Meeting: 11 March 2015**

That the Minutes of the Mayoral Meeting of 28 January 2015, be approved.

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

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

Recommendation 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

Recommended by the Executive Mayor

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the previous schedule approved by the Municipal Council for Engineering Services per Council Resolution C/3/65/06/13 be rescinded.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.

Mayoral Committee Meeting: 31 March 2015

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
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

Mayoral Committee Meeting: 31 March 2015

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.
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.

For Actioning refer to Council resolution

5.2 Section 2: Finance

Resolution M/2/220/03/15

FINANCIAL REPORT FOR THE MONTH ENDING 28 FEBRUARY 2015

Department: Finance Demarcation: All Wards

File Ref: 9/1/3/4

Resolution by the Executive Mayor

That cognisance be taken of the Monthly Financial Report as at 28 February 2015.

For information

Recommendation 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

Recommended by the Executive Mayor

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 work-shopped 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.

For Actioning refer to Council resolution

Recommendation 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

Recommended by the Executive Mayor

1. That the Municipal Council take note of the submission of the Draft Long Term Financial Plan for Bitou Local Municipality.
2. That the Draft Long Term Financial Plan be work-shopped with all Councillors during the budget consultation process in April 2015.

Mayoral Committee Meeting: 31 March 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 the workshops.

For Actioning refer to Council resolution

Recommendation C/2/223/03/15

OUTSTANDING DEBT: JANUARY 2015

Department:

Finance

Demarcation: All Wards

File ref:

9/1/3/4

Recommended by the Executive Mayor

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.
3. That the municipality consider taking pay points closer to the people, taking into consideration the risk involved.
4. That the Finance Interns be tasked to review the Indigent Register and that the input of Councillors be obtained
5. That outstanding debt be collected as a matter of urgency, with special emphasis on the recovery of debt from Government, the Business Sector and staff.

For Actioning refer to Council resolution

Recommendation 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

Recommended by the Executive Mayor

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 tabled budget, inclusive of draft resolutions, tariffs, budget related policies, service level standards, Draft Service Delivery and Budget Implementation Plans as well as the Integrated Development Plan be subjected to a public consultation process and be re-submitted to Council for final approval.
3. That the Municipal Council adopts the Draft Revised 2015/2016 Integrated Development Plan.
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 IDP be placed on the Municipal web page.
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.

For Actioning refer to Council resolution

5.3 Section 3: Corporate Services

Recommendation 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

Recommended by the Executive Mayor

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.

For Actioning refer to Council resolution

Recommendation 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

Recommended by the Executive Mayor

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 below;
 - (a) p.170 - That the date of publication of advert and the media be indicated against the appointment.
 - (b) p.172 - That the cost of training and the location and the venue of the training Centre be indicated against training and development.
 - (c) p 177 - That a column be added regarding the details of the accident.

For Actioning refer to Council resolution

5.4 Section 4: Community Services

Recommendation M/4/72/03/15

CAPE ACCESS PROJECT – NEW HORIZONS CENTRAL LIBRARY

Department: Community Services Demarcation: Ward 4

File Ref: 17/5/R

Recommended by the Executive Mayor

That cognisance be taken of the Cape Access Project and that the officials that have ensured that the communities have access to ICT be congratulated.

For information

Section 5: Engineering Services

Resolution M/5/61/03/15

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

Department: Engineering Services Demarcation: All Wards

File Ref: 2/P

Resolution by the Executive Mayor

1. That the Municipal Council takes note of the Capital Project Implementation Plan for the period ending January 2015 and progress recorded therein.
2. That the next adjustment budget consider project funding requirements according to their progress.

To be Actioned by: Head Engineering Services

Recommendation C/5/62/03/15

**DRAFT AMENDED 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

Recommended by the Executive Mayor

1. That the Municipal Council notes the submission of the 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.

For Actioning refer to Council resolution

5.6 Section 6: Strategic Services

Recommendation 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

Recommended by the Executive Mayor

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.
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.

For Actioning refer to Council resolution

Recommendation 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

Recommended by the Executive Mayor

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

For Actioning refer to Council resolution

6. IN – COMMITTEE ITEMS

No In –Committee items for consideration

7. CLOSURE

The Executive Mayor declared the meeting terminated at 13h10.

CONFIRMED AND SIGNED

DATE: 27 MAY 2015

SIGNATURE:

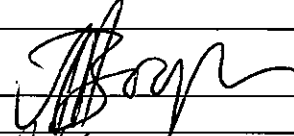

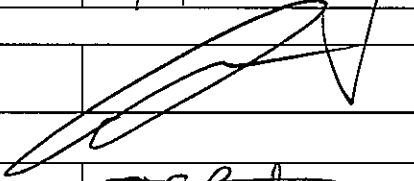
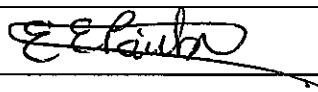


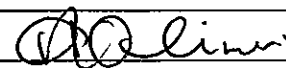
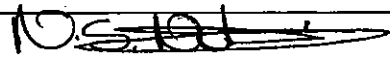


The Executive Mayor, Councillor M Booyesen

ATTENDANCE REGISTER: MAYORAL COMMITTEE

BITOU LOCAL MUNICIPALITY

MAYORAL COMMITTEE MEETING HELD IN THE COUNCIL CHAMBER,
MUNICIPAL OFFICES, SEWELL STREET, TUESDAY, 31 MARCH 2015 AT
10H00

<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	

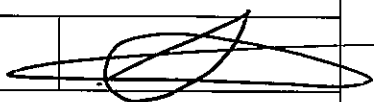
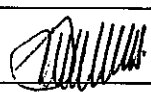
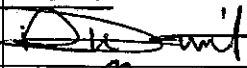



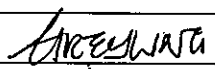



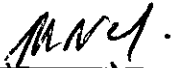
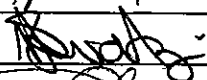



ATTENDANCE REGISTER

BITOU LOCAL MUNICIPALITY

MAYORAL COMMITTEE MEETING HELD IN THE COUNCIL CHAMBER,
MUNICIPAL OFFICES, SEWELL STREET, PLETTENBERG BAY ON
TUESDAY, 31 MARCH 2015 AT 10H00

OFFICIALS

<u>NAME</u>	<u>DESIGNATION</u>	<u>SIGNATURE</u>
Municipal Manager		
Mr. A A Paulse	Municipal Manager	
Heads of Department		
Ms. S. Daniels Mr F M Lötter	Acting: 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	
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	Acting Principal Admin Officer	
Ms M Nel	Clerk/ Administrator	
H. Swartz	Communications	
©. Egoa	Manager: Projects	

S. Sunkar

Manager: Fleet

M. Memari

Senior Manager BTO

ambulelo mason



ISF 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
LAURONUS PARKMAN	082-213-2414	Parkman74@gmail.com	KPOA	<i>[Signature]</i>
CLAIRE PARKMAN	082-213-2414	Parkman74@gmail.com	KPOA	<i>[Signature]</i>
CHRISTO VLOK	593-5155	christo.vlok@telkomnet.net	PUETT RATEPAYERS	<i>[Signature]</i>
Achwin Ecker	-0093	canispost@telkomnet.net	Ratepayers	<i>[Signature]</i>

Mayoral Meeting: Tuesday 31 March 2015 @ 10h00