

MINUTES OF THE MAYORAL COMMITTEE MEETING OF BITOU LOCAL MUNICIPALITY HELD IN THE COUNCIL CHAMBER, MUNICIPAL OFFICES, SEWELL STREET, PLETTENBERG BAY ON WEDNESDAY, 29 SEPTEMBER 2015 AT 09H00

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: 9 September 2015**

That the Minutes of the Mayoral Meeting of 9 September 2015, be approved.

5. CONSIDERATION OF REPORTS (OPEN)

5.1 Section 1: Office of the Municipal Manager

No items for consideration

5.2 Section 2: Finance

Recommendation C/2/253/09/15

WRITING OFF OF PROPERTY PLANT AND EQUIPMENT

Department: Finance Demarcation: All Wards

File Ref: 9/1/3/4

Recommended by the Executive Mayor

1. That all moveable assets not verified and listed in Annexure A, with a total book value of R 81,286.03 as at 30 June 2015, be recommended for write off to the municipal council, as required by the municipality's Asset Management Policy.

Mayoral Committee Meeting: 29 September 2015

2. That all infrastructure assets not verified and listed in Annexure C, with a total book value of R 3,023,247.05 as at 30 June 2015, be recommended for write off to the municipal council, as required by the municipality's Asset Management Policy.
3. That all assets classed as "Scrap" and listed in Annexure B, with a total book value of R68,850.94 as at 30 June 2015, be recommended for write off to the municipal council, as required by the municipality's Asset Management Policy.
4. That prior to the disposal of these assets, Section 14 of the MFMA and all other requirements be complied with as stipulated within the Municipal Asset Transfer Regulations, Government Gazette 31346.

For Actioning refer to Council resolution

Recommendation C/2/254/09/15

OUTSTANDING DEBT: JUNE 2015

Department: Finance Demarcation: All Wards

File ref: 9/1/3/4

Recommended by the Executive Mayor

That the Credit Control & Debt Collection statistics for June 2015 be noted.

For Actioning refer to Council resolution

Recommendation C/2/255/09/15

OUTSTANDING DEBT: JULY 2015

Department: Finance Demarcation: All Wards

File ref: 9/1/3/4

Recommended by the Executive Mayor

1. That the Credit Control & Debt Collection statistics for July 2015 be noted.
2. That the Finance Department endeavour to reflect the debt per suburb of Qolweni/Bossiesgif separately from the debt of New Horizon.

For Actioning refer to Council resolution

Resolution M/2/256/09/15

FINANCIAL REPORT FOR THE MONTH ENDING 31 JULY 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 31 July 2015.

For information

Resolution M/2/257/09/15

FINANCIAL REPORT FOR THE MONTH ENDING 31 AUGUST 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 31 August 2015.

For information

Section 3: Corporate Services

Recommendation C/3/130/09/15

**ENGINEERING SERVICE: ELECTRICAL AND MECHANICAL SECTION
INTERNAL GRADING/REMUNERATION OF ELECTRICAL STAFF**

Department: Corporate Services **Demarcation:** All wards

File Ref: 4/8/4

Recommended by the Executive Mayor

1. That the Municipal Council approve the following upgrades in principle and that it be referred to the Unions for consultation:



- (a) That all Superintendents be upgraded one (1) TASK grade, from T12 to T13 and subsequently become Senior Superintendents in terms of TASK post designations as from the date of Council resolution.
 - (b) That all Senior Electricians be upgraded one (1) TASK grade, from T11 to T12 and subsequently become Superintendents in terms of TASK post designations as from the date of Council resolution.
 - (c) That the Senior Fitter be upgraded one (1) TASK grade, from T11 to T12 and subsequently become Chief Fitter in terms of TASK post designations as from the date of Council resolution.
 - (d) That the Fitter be upgraded one (1) TASK grade, from T10 to T11 and subsequently become Senior Fitter in terms of TASK post designations as from the date of Council resolution.
 - (e) That all Electricians be upgraded one (1) TASK grade, from T10 to T11 and subsequently become Senior Electricians in terms of TASK post designations as from the date of Council resolution.
 - (f) That suitable permanent personnel in the Section (Assistant Electricians, Electrical Assistants, etc.) be mentored and trained to become qualified Artisans in terms of Council's Skills Development Program.
2. That a workshop be arranged in October 2015 to finalise the Organogram and that a moratorium be placed on the re-evaluation and submission to Council on non-key positions until the organogram has been approved by the Municipal Council.

For Actioning refer to Council resolution

Recommendation C/3/131/09/15

MULTI -YEAR SALARY AND WAGE COLLECTIVE AGREEMENT FOR THE PERIOD 2015 TO 2018

Department: Corporate Services

Demarcation: All Wards

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

Recommended by the Executive Mayor

That cognisance be taken of the multi-year Salary and Wage Collective Agreement for the period 2015 to 2018 entered into between the South African Local Government Association and the trade Unions IMATU and SAMWU.

For Actioning refer to Council resolution

Recommendation C/3/132/09/15

MONTHLY REPORT: CORPORATE SERVICES - HUMAN RESOURCES SECTION FOR THE PERIOD OF 01 AUGUST 2015 TO 31 AUGUST 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 1 August 2015 to 31 August 2015.

For Actioning refer to Council resolution

Recommendation C/3/133/09/15

EMPLOYMENT EQUITY STATUS REPORT FOR THE MONTH ENDING 31 AUGUST 2015

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

File Ref: 4/10/3

Recommended by the Executive Mayor

1. That cognisance be taken of the Employment Equity Status report for the month ending 31 August 2015.
2. That the administration be urged to ensure compliance with every aspect of the Employment Equity plan.

For Actioning refer to Council resolution



Recommendation C/3/134/09/15

REPORT BACK ON FEEDBACK RECEIVED REGARDING THE ACTIONING OF RESOLUTIONS (CONFIRMED MINUTES)

Department: Corporate Services

Demarcation: All Wards

File Ref: 3/2/3

Recommended by the Executive Mayor

1. That cognisance be taken of the feedback provided by the respective departments regarding the execution of resolutions and the status thereof.
2. That the feedback report on resolutions also be submitted to the Councillors and Heads of Department meetings on a quarterly basis in future.

For Actioning refer to Council resolution

Section 4: Community Services

Recommendation C/4/81/09/15

**APPLICATION FOR REDUCTION / WAIVER OF SERVICE CHARGES:
SAFE HOUSE – ELIM CARE MINISTRIES: NEW HORIZONS**

Department: Community Services

Demarcation: All Wards

File Ref: 5/14/1/5

Recommended by the Executive Mayor

1. That the Elim Care Ministries be granted Indigence Relief for all residents earning less than R3500 per month combined income situated on Erf 5912, New Horizons.
2. That all the individual tenants residing on Erf 5912, New Horizons (Elim Care Ministries) apply to the Municipality to take part in the Indigent Policy of the Municipality.
3. That the Elim Care Ministries provide proof on request to the Chief Financial Officer that the credit accrues to the qualifying consumers.

4. That the arrear amount of R26 967.15 by Elim Care Ministries to date be written off.
5. That each tenant's individual subsidy be reviewed on an annual basis.

For Actioning refer to Council resolution

Recommendation C/4/82/09/15

APPLICATION FOR APPROVAL OF THE TRANSFER OF THE MEMBERS'S INTEREST IN SKYPROPS 1054 CC IN TERMS OF CLAUSE 5 OF THE NOTARIAL DEED OF LEASE REGISTERED OVER ERF 8183, PLETTENBERG BAY COMPRISING THE PUBLIC SWIMMING POOL AND HEALTH CLUB PROTOCOL NO 551

Department: Corporate Services Demarcation: Ward 2

File Ref: 18/8183/PB and 4/3/R

Please note that Annexure B was omitted from the Agenda and copies of the attachment were distributed at the Municipal Council Meeting of 30 September 2015.

Recommended by the Executive Mayor

That the application for the transfer of the members Interest in the Lessee namely, Skyprops 1054 CC as is required in terms of Section 5 of the Notarial Deed of Lease, be approved, subject thereto that the new member/members provide written confirmation to the municipality that the conditions of the Notarial Deed of sale will be adhered to.

For Actioning refer to Council Resolution

Section 5: Engineering Services

Recommendation C/5/68/09/15

PROPOSED NEW MUNICIPAL OFFICE DEVELOPMENT: UPDATE

Department: Engineering Services Demarcation: Ward 4

File Ref: 18/12624/PB & 18/2096/PB

Recommended by the Executive Mayor

Resolution In Terms Of Section 2 of the Municipal PPP Regulations to the Municipal Finance Management Act (MFMA) and Section 78 of the Municipal Systems Act

(MSA):

Whereas, Section 2 of the Municipal PPP Regulations to the MFMA requires the accounting officer of a municipality intending to initiate a feasibility study for a public private partnership contemplated in MFMA section 120(4) to notify the National Treasury and the relevant provincial treasury in writing of the municipality's intention; and

Whereas, Section 78 of the Municipal Systems Act (MSA) requires a municipality that is in the process of deciding on a mechanism to provide a municipal service to first assess the provision of that service through an internal mechanism and thereafter, either decide to provide that service by an internal mechanism or explore the possibility of providing the municipal service through an external mechanism; and

Whereas, should a municipality decide to explore the possibility of providing the municipal service through an external mechanism, it must, inter alia, conduct a feasibility study in accordance with the requirements set forth in said MSA Section 78; and

Whereas, said feasibility study must be conducted not only in terms of the requirements of MSA Section 78, but also in terms of MFMA section 120(4) and the Municipal PPP Regulations should a municipal council wish to consider the possibility of providing the municipal activity through a public-private partnership (PPP); and

Whereas, the Bitou Municipality wishes to undertake a complete analysis of each municipal service delivery option available to it in terms of the provision of New Municipal Offices in the most expeditious manner and without undue delay, including the ability to explore the possibility of providing said municipal service by a PPP:

The recommendations of the Executive Mayor are therefore the following:

1. That the Municipal Council rescinds Resolutions C/6/210/12/2013, C/6/189/09/13 and C/6/245/06/14 and replace with this resolution.
2. That the Municipal Manager of Bitou Municipality be, and he is hereby authorised and directed to notify National Treasury and the treasury of Western Cape of its intent to initiate processes in terms of both MSA section 78, MFMA section 120 and the Municipal PPP Regulations, to assess the appropriate mechanism, either internal or external, including a PPP, for the provision of said municipal service, which processes may entail the conducting of a feasibility study, and to register said project with the National Treasury PPP Unit.
3. That the Municipal Manager further be, and he is hereby so authorised and directed, to conduct the internal and external assessments required by MSA section 78, and if, at the conclusion of said internal and external assessments determines, in his sole discretion, that it is in the best interests of this Municipality to conduct a feasibility study to determine the appropriateness of the provision of said municipal service by an external mechanism including a PPP, to proceed to conduct said feasibility study consistent with all applicable statutory and regulatory requirements, and report the findings of said feasibility study to this Council in due course.

4. That the Municipal Manager further be, and is hereby so authorised and directed to:
 - (a) appoint the Manager: Projects as the suitably qualified Project Officer in terms of section 7 of the Municipal PPP Regulations.
 - (b) if requested by either National Treasury or Western Cape Treasury, appoint an advisor.
 - (c) apply to the Project Development Facility (PDF) of National Treasury for funding to defray the expenses of said advisor.
5. That a Project Steering Committee consisting of all the Managers in the various Departments be established under the leadership of the Project Officer and assisted by the Heads of Departments and the PPP Units of National Treasury and the Western Cape Government for the purpose of planning and implementing this development.
6. That the findings of the feasibility study referenced in Clause 3, above, be presented to this Council in the following order:
 - (a) The findings and recommendations of the internal assessment (included in this item).
 - (b) The findings and recommendations of the external assessment.
 - (c) The recommendations to Council in terms of the way forward.
7. That the said Municipal Manager further be, and he is hereby so authorised and directed, to take such other and further actions as are necessary and desirable in order to effect this Resolution in order that the Council of Bitou Municipality may be provided all relevant and pertinent information to permit a reasoned, deliberate decision on the provision of said municipal service.

For Actioning refer to Council resolution

Recommendation C/5/69/09/15

PROCLAIMED MAIN ROAD: ODLAND STREET (FROM SINCLAIR STREET AND BEACON ISLAND DRIVE (TO LONGSHIPS) (MR 383)

Department: Engineering Services Demarcation: Ward 2

File Ref: 16/3/2

Recommended by the Executive Mayor

That the Municipal Council approves the estimated amount of R 3 397 715 for Programmed Maintenance Work to proclaimed Main Road 383 for Financial Year 1 July 2016 to 30 June 2017.

For Actioning refer to Council resolution

Recommendation C/5/70/09/15

DEVELOPMENT CONTRIBUTIONS POLICY FOR ENGINEERING SERVICES FOR BITOU LOCAL MUNICIPALITY FOR IN PRINCIPLE APPROVAL BY COUNCIL

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

File Ref: 4/5/2/7

Recommended by the Executive Mayor

1. That the Development Contributions Policy for Engineering Services for the Bitou Municipality be approved in principle by the Municipal Council.
2. That the Development Contributions Policy for Engineering Services for the Bitou Municipality be workshopped with all relevant stakeholders.
3. That the Development Contributions Policy for Engineering Services for the Bitou Municipality Policy be re-submitted for Council adoption and final approval after the stakeholder engagement process has been finalized.

For Actioning refer to Council resolution

Resolution M/5/71/09/15

DETAILED PROJECT IMPLEMENTATION PLAN (DPIP) FOR EXPENDITURE MANAGED BY THE PROJECT MANAGEMENT UNIT FOR THE MTEF PERIOD ENDING JUNE 2018

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

File Ref: 9/1/39

Resolution by the Executive Mayor

1. That the Detailed Project Implementation Plan (DPIP 2015/16) for the MTEF period ending June 2018 for projects managed by the PMU in the Department: Engineering Services and that the DPIP does not reflect the complete Capital Expenditure programme, be noted.
2. That cognisance be taken that the DPIP may be amended to accommodate any adjustments made to the Budget in the current and ensuing financial years.

To be Actioned by: Manager Roads & Stormwater

Section 6: Strategic Services

Recommendation C/6/291/09/15

PROPOSED PROCESS PLAN FOR PUBLIC PARTICIPATION: NATURES VALLEY LOCAL SPATIAL DEVELOPMENT FRAMEWORK

Department: Strategic Services **Demarcation:** Ward 1

File Ref: 15/1/4

Recommended by the Executive Mayor

1. That the following process plan for the Natures Valley Local Spatial Development Framework be adopted by Council:
 - (a) That hard copies of the current DRAFT document be made available for viewing at all libraries, Bitou Town Planning office and the Natures Valley Ratepayers Association (NVRA) office.
 - (b) That relevant excerpts from the DRAFT document be published on the NVRA and Bitou Municipality websites. All Natures Valley owners to be advised that the documents are available for viewing on these websites, giving them a period of 60 days to comment in writing to the NVRA and Bitou Municipality.
 - (c) That CD's of the complete document be sent to selected Heads of Dept at Bitou Municipality plus IAAP's such as; DEADP, DWAF, SANParks, Cape Nature, Plett Environmental Forum and NV Trust. All parties to be advised that they have a period of 60 days to respond in writing to Bitou Municipality or the NVRA.
 - (d) That a notice be placed in local newspapers (CXPress, Bitou News and What's New in Plett) advising all IAAP's that the documents can be viewed at the locations mentioned above, giving a period of 60 days to submit comment in writing to Bitou Municipality and the NVRA.
 - (d) That all responses be assembled and collated by the NVRA and submitted to Bitou Municipality.
 - (e) Bitou Municipality and the NVRA to agree to any modifications required to the document, based on responses from IAAP's.
 - (f) The FINAL DRAFT document to be submitted to Council for adoption.
 - (g) That the adopted SDF be presented to the Minister for consideration.

For Actioning refer to Council resolution

Recommendation C/6/292/09/15

**SPATIAL DEVELOPMENT FRAMEWORK IMPLEMENTATION PROGRESS
AND APPROVAL OF THE SPATIAL DEVELOPMENT FRAMEWORK
IMPLEMENTATION STRATEGY FOR 2015/2016**

Department: Strategic Services

Demarcation: All Wards

File Ref: 15/1/4

Recommended by the Executive Mayor

1. That cognisance be taken on the progress made with the implementation of the Spatial Development Framework.
2. That the following elements of the Spatial Development Framework Implementation Strategy be approved for the 2015/2016 period:
 - (a) The development of precinct plans for Ladywood and Kurland;
 - (b) Finalisation of the identification of a site for a regional cemetery and integrated housing;
 - (c) Finalisation of a land audit and updating of data;
 - (d) Identification of land for a correctional facility.
3. That all appropriate Departments be approached with the request to consider assisting with providing resources to implement the priority projects or finalise on-going projects, where appropriate.

For Actioning refer to Council resolution

5. IN – COMMITTEE ITEMS

No Items for consideration

6. **CLOSURE**

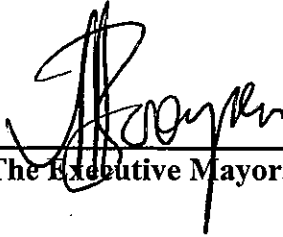
The Executive Mayor declared the meeting terminated at 11h27.

CONFIRMED AND SIGNED

DATE:

16 November 2015

SIGNATURE:

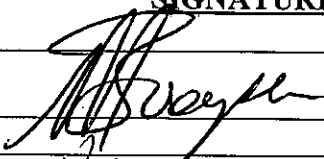

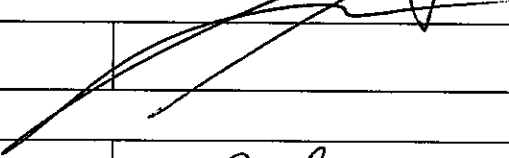
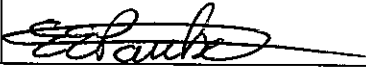

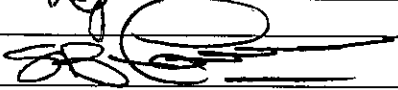

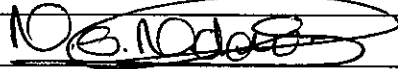


The Executive Mayor, Councillor M Booyen

ATTENDANCE REGISTER: MAYORAL COMMITTEE

BITOU LOCAL MUNICIPALITY

MAYORAL COMMITTEE MEETING HELD IN THE COUNCIL CHAMBER,
MUNICIPAL OFFICES, SEWELL STREET, TUESDAY, 29 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


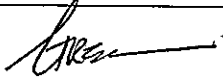



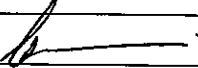
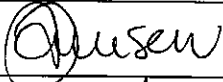



MAYORAL COMMITTEE MEETING HELD IN THE COUNCIL CHAMBER,
MUNICIPAL OFFICES, SEWELL STREET, PLETTENBERG BAY ON
TUESDAY, 29 SEPTEMBER 2015 AT 09H00

OFFICIALS

NAME

DESIGNATION


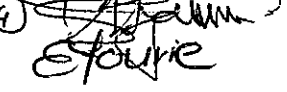
SIGNATURE

Municipal Manager		
Mr. A A Paulse	Municipal Manager	
Heads of Department		
Mr F M Lötter	Chief Financial Officer	
A.A. GREYLING Mr. R Smit	Act. 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	
M. FOURIE	MAN. HOUSING, ^{PARKS} BEACHES	
Mr A Sakati	MAN. PUBLIC SAFETY	

MRS. VR CUNNINGHAM
MR. J. SIJAMA
E. Fourie

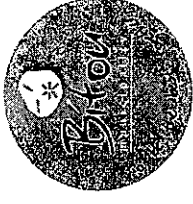
EXECUTIVE MANAGER :- HR (ACTING).

COMMUNICATION MANAGER (ACTING)
Manager Deputy Mayor
(ACTING)



E. Fourie



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
CHRISTO VLOT	533-5155	christo.vlot@tshana.net	PUEST RATEPAYERS	
Bill Ne...	0829731004	ne/bill@regimilitm.	WAKDI	
LIAN BOASMAN	083390 1034	boasman@churchof...	OMBIT COMMITTEE	