

MINUTES OF THE MAYORAL COMMITTEE MEETING OF BITOU LOCAL MUNICIPALITY HELD IN THE COUNCIL CHAMBER, MUNICIPAL OFFICES, SEWELL STREET, PLETTENBERG BAY ON WEDNESDAY, 29 JUNE 2016 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

No application for leave of absence received. All Mayoral Committee members were present.

4. CONFIRMATION OF MINUTES

*** 4.1 Mayoral Committee Meeting: 31 May 2016**

That the Minutes of the Mayoral Committee Meeting of 31 May 2016, be and are hereby, **CONFIRMED AND SIGNED.**

5. CONSIDERATION OF REPORTS (OPEN)

5.1 Section 1: Office of the Municipal Manager

Recommendation C/1/114/06/16

AUDIT AND PERFORMANCE AUDIT COMMITTEE ASSESMENT FOR 2015/2016 FINANCIAL YEAR

Department: Municipal Manager Demarcation: All Wards

File Ref: 3/2/2/2/4

Recommended by the Executive Mayor

That Council review and adopt the Audit and Performance Audit Committee self-assessment

For Actioning refer to Council resolution



Recommendation C/1/115/06/16

BITOU MUNICIPALITY'S REVISED AUDIT AND PERFORMANCE AUDIT COMMITTEE CHARTER

Department: Municipal Manager **Demarcation:** All Wards

File Ref: 5/11/2/4

Recommended by the Executive Mayor

That the revised Audit and Performance Committee Charter be approved.

For Actioning refer to Council resolution

Section 2: Finance

Recommendation C/2/298/06/16

INFORMATION COMMUNICATION TECHNOLOGY (ICT) STRATEGY

Department: Finance **Demarcation:** All Wards

File Ref: 6/2/7/P

Recommended by the Executive Mayor

1. That the Information Communication Technology Strategy be submitted to Council for consideration of in principle approval.
2. That the Strategy as mentioned in 1. above be workshopped with internal stakeholders.
3. That after 2. above, the strategy be re-submitted to the 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/2/299/06/16

OUTSTANDING DEBT: MAY 2016

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 May 2016 be noted.
2. That any arrear municipal debt of municipal employees be deducted in November 2016 when bonuses are paid and that all affected employees be informed of the intended deductions with immediate effect in order that they can make the necessary arrangements to pay it off systematically beforehand if they so wish.

For Actioning refer to Council resolution

Resolution M/2/300/06/16

FINANCIAL REPORT FOR THE MONTH ENDING 31 MAY 2016

Department: Finance **Demarcation:** All Wards

File Ref: 9/1/3/4

Resolution by the Executive Mayor

That the Mayoral Committee take note of the Monthly Financial Report as at 31 May 2016.

For information



Section 3: Corporate Services

Recommendation C/3/151/06/16

MUNICIPAL COUNCIL RECESS AND DELEGATION TO EXECUTIVE MAYOR DURING THE SAME FOR THE PERIOD 1 JULY 2016 TO 26 JULY 2016 AND FOR THE PERIOD 28 JULY 2016 TO 2 AUGUST 2016

Department: Corporate Services Demarcation: All Wards

File Ref: 2/2/2/1

Recommended by the Executive Mayor

1. That the Municipal Council resolves to go into recess from Friday, 1 July 2016 to Tuesday, 26 July 2016 and reconvene on 27 July 2016 for the Mayoral and Council meeting to deal with legislative compliance matters, where after Council again go into recess from Thursday, 28 July 2016 till 2 August 2016 for the pre-election preparations.
2. That, in view of [1.] above, the Executive Mayor, Cllr M Booyesen and Municipal Manager, Mr A A Paulse or those acting in their positions, be delegated and authorised to perform all the official Municipal Council duties, responsibilities and functions during the periods 1 July 2016 to 26 July 2016 and 28 July 2016 to 2 August 2016 respectively, with the exception of those indicated in Section 160(2) of the Constitution of the Republic of South Africa, 1996, namely:
 - (a) the passing of by-laws;
 - (b) the approval of budgets;
 - (c) the imposition of rates and other taxes, levies and duties; and
 - (d) the raising of loans; as well as;
 - (e) disposal of council properties;
 - (f) approval of Integrated Development Plan;
 - (g) the appointment of managers directly accountable to the Municipal Manager in terms of Section 56 of the Municipal Systems Act; and
 - (h) the appointment of the Municipal Manager and Acting Municipal Managers in terms of Section 54A of the Municipal Systems Act.

For actioning refer to Council resolution



Recommendation C/3/152/06/16

FINAL APPROVAL OF POLICIES WHICH WERE APPROVED IN PRINCIPLE AND WORKSHOPPED WITH COUNCILLORS AND INTERNAL STAKEHOLDERS

Department: Corporate Services

Demarcation: All Wards

File Ref: 4/2/P

Recommended by the Executive Mayor

1. That the Municipal Council approves the following policies in line with Section 11 (3) (a) of the Municipal Systems Act 32 of 2000:
 - (a) Risk Management Policy
 - (b) Bitou Municipality Draft Public Participation Policy
 - (c) Fleet Management Policy
 - (d) Review of the Bitou Local Municipality Drought Management Policy 2016
2. That the following Policy stand over to be workshopped at the next Policy Workshop:
 - (a) Developmental Charges Policy for Engineering Services for the Bitou Local Municipality

For Actioning refer to Council resolution



Recommendation C/3/153/06/16

MONTHLY REPORT: CORPORATE SERVICES - HUMAN RESOURCES SECTION FOR THE PERIOD OF 01 APRIL 2016 UNTIL 31 MAY 2016

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

File Ref: 9/1/33

Recommended by the Executive Mayor

That the Monthly Human Resources Report for the period of 1 April 2016 until 31 May 2016, be noted.

For Actioning refer to Council resolution

Recommendation C/3/154/06/16

REVISION OF BITOU ORGANIZATIONAL STRUCTURE 2015/2016

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

File Ref: 4/6/3

Recommended by the Executive Mayor

1. That Council considers and approve the revised organizational structure.
2. That the following positions be revisited and included in the Revision of Organisational Structure report which will be submitted in July 2016:
 - (a) Councillor Wellness section and support staff for the Speaker's Office.
 - (b) The two Handymen currently reflected under Project Management Unit to be transferred back to Building Control and Property Maintenance under the Administrative Officer

For Actioning refer to Council resolution

Section 4: Community Services

No items for consideration



Section 5: Engineering Services

Recommendation C/5/85/06/16

DRAFT: WORK IN ROAD RESERVE BY-LAW FOR BITOU

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

File Ref: 1/3/1/4/8

An amended draft "Work in Road Reserve By-Law" was tabled at the meeting per Addendum 2.

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 "*Work in Road Reserve By Law*" for consideration by Council, for In-Principle approval.
2. That the draft "*Work in Road Reserve By Law*" be advertised for public participation and comment.
3. That the draft "*Work in Road Reserve By Law*" be workshopped with all relevant stakeholders and be returned to Council for final approval.
4. That all way-leave applications from licences be published to facilitate co-operation between licensees on the allocation and sharing of electronic communications facilities, as provided for in Chapter 8 of the Electronic Communications Act, and the pipes, tunnels, trenches and ducts required for electronic communications facilities.

For Actioning refer to Council resolution

Resolution M/5/86/06/16

PROPOSED NEW MUNICIPAL OFFICE DEVELOPMENT: PROGRESS UPDATE

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

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

Resolution by the Executive Mayor

1. That note be taken that the public participation process will commence for the Draft Feasibility Study as per the Municipal PPP Guidelines published by National Treasury.



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2. That the Draft Feasibility Report be finalised upon completion of the public participation process and submitted to Council at the end of July 2016 for consideration and approval.
3. That the public be kept informed and proper feedback be given to the community regarding the objectives of this project and the way forward.

For Actioning refer to Council resolution

Resolution M/5/87/06/16

CAPITAL PROJECTS IMPLEMENTATION PLAN: PROGRESS REPORT FOR PERIOD ENDING MAY 2016

Department: Engineering Services Demarcation: All Wards

File Ref: 9/1/3/5

Please note that this Item was tabled at the meeting per Addendum 2.

Resolution by the Executive Mayor

That note be taken of the Capital Detailed Project Implementation Plan (DPIP) for the period ending May 2016 and progress recorded therein.

For information

Section 6: Strategic Services

Recommendation C/6/326/06/16

TRANSFORMATION OF CERTAIN RURAL AREAS ACT, 1998, ACT 94 OF 1998: PROPOSED LAND TRANSFERS IN KRANSHOEK

Department: Strategic Services Demarcation: Ward 7

File Ref: 17/6/3/3

Recommended by the Executive Mayor

1. That the Municipality proceed with the transfer to the Kranshoek Communal Property Association (KCPA) of Section 3 land (outside township) as follows:

Mayoral Committee Meeting: 29 June 2016

- (a) Portion 4 of 432 (Title Deed T44723/2004), excluding the dam and that all municipal services be secured by way of a servitude in favour of the municipality and for public access to the sea.
 - (b) Portion 6 of 432, (Title Deed T147361/1957) including an extension of the existing cemetery specifically for use by the general public in terms of resolution C/6/115/09/12, with servitudes over existing roads and infrastructure both current and future as may be deemed necessary.
2. That the Municipality proceed with the transfer to the Kranshoek Communal Property Association (KCPA) of Section 2 land (part of township) as follows:
- (a) That Erf 1 be subdivided into portion A (to accommodate current and future municipal infrastructure) Portion B (the area currently used for housing purposes) and the remainder be transferred to the KCPA.
 - (b) That all municipal services on the Remainder be secured by way of a servitude in favour of the municipality.
3. That the Department of Rural Development and Land Reform be informed of resolution (1) and (2) above, clearly defining the demarcated areas of existing or future municipal services and infrastructure.
4. That a public participation process be initiated, with all entities taking part in the information sharing process.

For Actioning refer to Council resolution

Recommendation C/6/327/06/16

BITOU MUNICIPALITY TOP-LEVEL 2016 / 2017 SERVICE DELIVERY BUDGET IMPLEMENTATION PLAN (SDBIP)

Department: Strategic Services Demarcation: All Wards

File Ref: 5/1/1/4

Recommended by the Executive Mayor

1. That it be noted that the Executive Mayor has approved the 2016/2017 Top-Level Service Delivery and Budget Implementation Plan (SDBIP) and incorporation thereof into the performance agreements of the Municipal Manager and Senior Managers on 27 June 2016.
2. That the approved Top-Level 2016/2017 Service Delivery Budget Implementation Plan, together with the performance agreements based on the SDBIP be submitted to Council and the MEC for Local Government for noting.



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3. That the Top-Level 2016/2017 Service Delivery Budget Implementation Plan, together with the performance agreements referred to in (1) above be made public within 14 days of approval of the SDBIP by the Executive Mayor.

For Actioning refer to Council resolution

5. **IN – COMMITTEE ITEMS**

No Items for consideration

6. **CLOSURE**

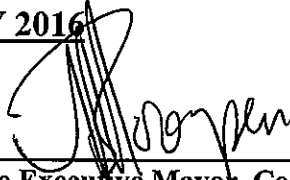
The Executive Mayor declared the meeting terminated at 11h22.

CONFIRMED AND SIGNED

DATE:

12 JULY 2016

SIGNATURE:



The Executive Mayor, Councillor M Booyen

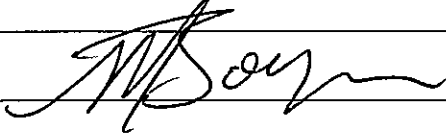
ATTENDANCE REGISTER: MAYORAL COMMITTEE

BITOU LOCAL MUNICIPALITY

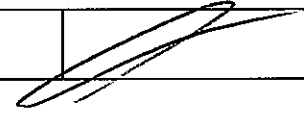
MAYORAL COMMITTEE MEETING HELD IN THE COUNCIL CHAMBER,
MUNICIPAL OFFICES, SEWELL STREET, WEDNESDAY, 29 JUNE 2016 AT
09H00


NAME

SIGNATURE

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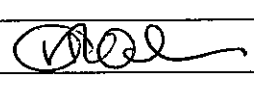
COUNCILLOR WR CRAIG	
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NON - MEMBERS	SIGNATURE
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COUNCILLOR S BESANA	
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COUNCILLOR EE PAULSE	
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COUNCILLOR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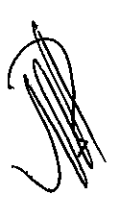
COUNCILLOR SE GCABAYI	
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COUNCILLOR MM MBALI	
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COUNCILLOR N NDAYI	
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COUNCILLOR LM SEYISI	
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COUNCILLOR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

BITOU LOCAL MUNICIPALITY

MAYORAL COMMITTEE MEETING HELD IN THE COUNCIL CHAMBER,
MUNICIPAL OFFICES, SEWELL STREET, PLETTENBERG BAY ON
WEDNESDAY, 29 JUNE 2016 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	<i>de laet</i>
Mr M Memani	Acting Financial Officer & Senior Manager: Budget & Treasury	
Mr. R Smit	Head Corporate Services	<i>R Smit</i>
Mr. D Friedman	Acting Municipal Manager & Head: Strategic Services	<i>D Friedman</i>
Me P Ngqumshe	Head: Engineering Services	<i>P Ngqumshe</i>
Mr. M Stratu	Head: Community Services	<i>M Stratu</i>
Managers		
Mr T Loliwe	Chief Internal Auditor	<i>T Loliwe</i>
Ms A A Greyling	Manager: Administration	<i>A A Greyling</i>
Mr A Crouz	Manager Legal Services	<i>A Crouz</i>
Mr S Dladla	Manager: Office of the Mayor	<i>S Dladla</i>
Mr M Fourie	Manager: Housing, Beaches & Parks	
Mr A Sakati	Manager: Public Safety	
Mr M Fourie	Manager: Housing	
Mrs VR Cunningham	Acting Executive Manager: HR	
Mrs JJ Jansen	Principal Admin Officer	<i>J Jansen</i>
Ms M Nel	Clerk/Administrator	
<i>MR J. JISAMA</i>	<i>ACT COMM MANAGER</i>	<i>J Jisama</i>
<i>E. Fourie</i>	<i>manager - Deputy Mayor</i>	<i>E Fourie</i>

PH PETERS

SCM MANAGER

[Signature]

[Signature]

