

MINUTES OF THE SPECIAL COUNCIL MEETING OF BITOU LOCAL MUNICIPALITY HELD IN THE COUNCIL CHAMBER, MUNICIPAL OFFICES, SEWELL STREET, PLETTENBERG BAY ON WEDNESDAY, 24 AUGUST 2016 AT 14H12

1. OPENING

The Speaker requested Pastor Howard Smith to open the meeting with prayer whereafter he welcomed everyone present.

2. ATTENDANCE

As per the attached attendance register.

3. APPLICATION FOR LEAVE OF ABSENCE

No application for leave of absence was received. All Councillors present.

4. STATEMENTS AND COMMUNICATIONS BY:

4.1 The Executive Mayor

The Executive Mayor mentioned that an In-Committee Item will be tabled and requested the Council to consider same.

4.2 The Speaker

The Speaker requested a moment of silence as a token of respect in memory of the late Mr L Hanise and Mr M Mussa who passed away.

It's was also mentioned that a memorial service will be held in the Kwanokuthula Community Hall on 25 August 2016 as from 14h00 till 16h30.

5. PRESENTATIONS

None

6. CONSIDERATION OF REPORTS

Section 1: Office of the Municipal Manager

No Items for consideration



Special Council Meeting: 24 August 2016

Section 2: Finance

Resolution C/2/01/08/16

ROLL-OVERS FROM 2015/2016: ADJUSTMENTS BUDGET 2016/2017

Department:

Finance

Demarcation: All Wards

File Ref:

5/1/12

Resolved

1. That Council resolves that the budget of the Bitou Municipality for the Financial Year 2016/17, be adjusted and approved as set-out in the following;
 - (a) Municipal Budget tables B1 – B10 which was circulated with the Mayoral Committee agenda of even date.
 - (b) Municipal Budget Supporting Documentation SB1 – SB19 which was circulated with the Mayoral Committee agenda of even date.
2. That the security of cemeteries be addressed through either utilising security services, law enforcement or caretakers when reviewing the organisational structure.

Proposed: Councillor L M Seyisi
Seconded: Alderman E V Wildeman

To be Actioned by: Acting Chief Financial Officer



Resolution C/2/02/08/16

WRITING OFF OF PROPERTY PLANT AND EQUIPMENT 2015/2016

Department: Finance **Demarcation:** All Wards

File Ref: 5/13/3/1

Resolved

1. That all moveable assets not verified and listed in Annexure A, with a total book value of R 264,200.63 as at 30 June 2016, be recommended for write off to the municipal council, as required by the municipality's Asset Management Policy.
2. That Council take note of the replacement of infrastructure assets with a book value amounting to R190,628.66 as at 30 June 2016 has been written off 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 R235,033.38 as at 30 June 2016, be recommended for write off by 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.

Proposed: Councillor S E Gcabayi

Seconded: Councillor X Matyila

To be Actioned by: Acting Chief Financial Officer

Resolved C/2/03/08/16

OUTSTANDING DEBT: JUNE 2016

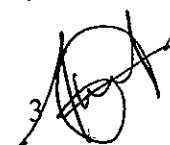
Department: Finance **Demarcation:** All Wards

File ref: 9/1/3/4

Resolved

1. That the Credit Control & Debt Collection statistics for June 2016 be noted.
2. That a special strategy be developed for areas where Eskom distributes electricity in an endeavor to improve the recovery of debt.

3



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3. That the Extended Public Works Programme (EPWP) Policy be utilised to provide work evenly between indigent families which will in turn assist in the recovery of debt.
4. That the Communication Section assisted by Officials from the relevant departments and Councillors be responsible for organising community roadshows to educate communities on economic usage of water and electricity usage.

Proposed: Councillor L M Seyisi
Seconded: Councillor N Jacob

To be Actioned by: Acting Chief Financial Officer

Resolved C/2/04/08/16

OUTSTANDING DEBT: JULY 2016

Department: Finance Demarcation: All Wards

File ref: 9/1/3/4

Resolved

1. That the Credit Control & Debt Collection statistics for July 2016 be noted.
2. That the CDW's structure be revisited when doing the restructuring to assist in the collection of debt and indigent application registrations.
3. That the database on the financial systems be updated in order to bill all consumers residing in Bossiesgif/Qolweni, Pinetrees as well as other areas.
4. That the community be educated in that the actual income of the household should be taken into account when qualifying criteria for indigent subsidy is considered.
5. That a progress report be submitted on 3. above.

Proposed: Councillor L M Seyisi
Seconded: Councillor X Matyila

To be Actioned by: Acting Chief Financial Officer



Resolution C/2/05/08/16

ANNUAL REPORT ON THE IMPLEMENTATION OF THE SUPPLY CHAIN MANAGEMENT POLICY FOR THE FINANCIAL YEAR ENDING 30 JUNE 2016 IN TERMS OF SECTION 6(2) (a)(i) OF THE POLICY

Department: Finance

Demarcation: All Wards

File Ref: 9/1/3/4

Resolved

1. That Council takes note of the implementation of the SCM Policy for the period 1 July 2015 to 30 June 2016.
2. That cognisance be taken of the annual Inventory Count Report for the 2015/2016 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:

Consumable stores materials written down due to losses as identified during annual stores count(to be expensed)	R 59 619.14
Consumable stores materials surpluses as identified during annual stores count	R 16 850.95

3. That the obsolete items to the value of R 23 836.62, be written down and disposed of.
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 Council.
5. That a workshop be arranged to review the Supply Chain Management Policy in conjunction with the Organisational Structure related to Local Economic Development and Black Economic Empowerment.

Proposed: Councillor L M Seyisi
Seconded: Councillor E V Wildeman

To be Actioned: Manager Supply Chain Management



Section 3: Corporate Services

Resolution C/3/11/08/16

HAND OVER REPORT: NATIONAL TREASURY: MFMA CIRCULAR NO 78

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

File Ref: 12/2/1/4/24

Resolved

That cognisance be taken of the Hand-over report compiled in terms of National Treasury Circular 78, which includes the following and amendments thereon

- (a) An overview of the demographic socio-economic characteristics of the municipality, inclusive of the following;
 - (i) Municipal Revised Integrated Development Plan 2016/2017
 - (ii) Municipal Approved Budget 2016/2017
 - (iii) IDP Process Plan and Budget Time Schedule 2017 - 2022
- (b) Overview of the organisational structure of the municipality with the following amendment
 - (i) that the structure of Beach Control be amended in that the one position of Artisan: Boardwalk, View Deck and Nature Trails be increased to two (2).
- (c) Financial Status Report inclusive of Quarter Statement as at 30 June 2016, Cash Back Report & Funding Measurement
- (d) Report on the financial position as at 31 July 2016
- (e) Capital Budget for 2016/2017
- (f) Audit Outcome for the 2014/2015 financial year and strategy to address audit issues & Summary of project OPCAR.
- (g) Mid-Year Budget Performance Assessment for the 2015/2016 financial year.
- (h) Report from Department: Engineering Services
- (i) State of Infrastructure Report, with the exception of the Electricity Assets portion of the report, which still needs to be finalised.



6

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- (j) The list of policies approved during the 2015/2016 Financial Year per resolutions, C/2/295/06/16, C/2/297/05/16 & C/3/152/06/16.

Proposed: Councillor E V Wildeman
Seconded: Councillor L M Seyisi

That it be noted that the DA Councillors requested that their vote be recorded against the above resolution.

To be Actioned by: Head Corporate Services & Head Engineering Services

Resolution C/3/12/08/16

REVIEW OF THE ORGANISATIONAL STRUCTURE OF THE OFFICE OF THE POLITICAL OFFICE BEARERS

Department: Corporate Services Demarcation: All Wards

File Ref: 2/1/1

Councillor Booysen on behalf of the DA proposed that a comprehensive costing of the review of the organisational structure be made before the structure be approved.

A counter proposal was received from Councillor S E Gcabayi that the structure be approved as recommended by the Executive Mayor, seconded by Councillor LM Seyisi.

The Speaker then put the counter proposal to the vote by show of hands.

Results of the vote:

In favor of the recommendation by the Executive Mayor: 7

Against the recommendation by the Executive Mayor: 5

It was therefore;

Resolved

That the reviewed organizational structure of the Office of the Municipal Manager, be approved, subject to the following amendments;

- (a) That the office of the Political Office Bearers be cascaded into two sections, Office of the Executive Mayor and Office of the Deputy Executive Mayor respectively.
- (b) That the two (2) Senior Administrative positions reflected under Administrative Support: Office of the Executive Mayor be renamed to Administrative Officers and the names reflected under administrative officers and security officers be switched to read as follows:



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- (i) Administrative Officers - S Matola (Temp)
S P Grootboom (Temp)
- (ii) Security Officers - B Mlandazwe (Temp)
S Mqongwana (Temp)
- (iii) That the Executive Secretary under the Office of the Deputy Executive Mayor be amended to read Personal Assistant

To be Actioned by: Head Corporate Services; Acting Executive Manager Human Resources

Section 5: Engineering Services

No Items for consideration

Section 6: Strategic Services

No Items for consideration

8. URGENT MATTERS SUBMITTED BY THE MUNICIPAL MANAGER

None received

9. CONSIDERATION OF NOTICES OF MOTION

None received

10. CONSIDERATION OF MOTIONS OF QUESTION

None received

11. CONSIDERATION OF MOTIONS OF EXIGENCY

None received

12. IN-COMMITTEE MATTERS

Please refer to In-Committee minutes of even date.

13. RECORDING OF COUNCILLORS PRESENT

All Councillors present

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14. **CLOSURE**

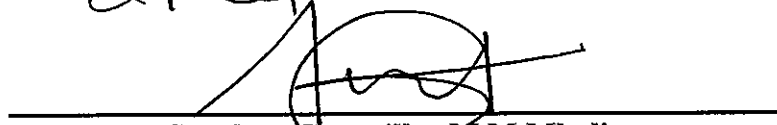
The Executive Mayor declared the meeting terminated at 14h54.

CONFIRMED AND SIGNED

DATE:

29 September 2016.

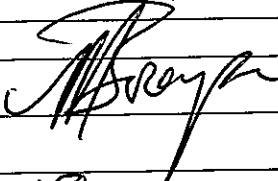

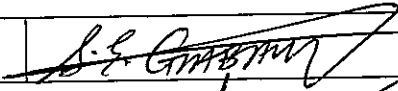
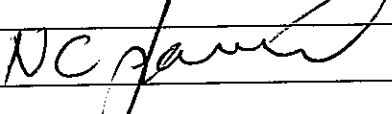
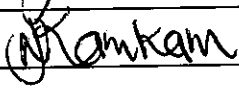
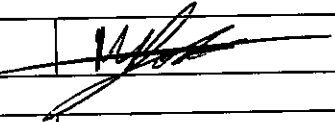
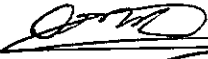

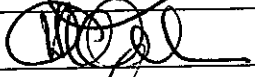

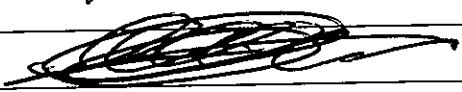
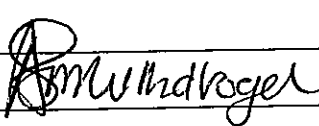
SIGNATURE:


The Speaker, Councillor M M Mbali

ATTENDANCE REGISTER

BITOU LOCAL MUNICIPALITY

SPECIAL COUNCIL MEETING HELD IN THE COUNCIL CHAMBER,
MUNICIPAL OFFICES, SEWELL STREET, PLETTENBERG BAY ON
WEDNESDAY, 24 AUGUST 2016 AT 14H00

<u>NAME</u>	<u>SIGNATURE</u>
COUNCILLOR M BOOYSEN	
COUNCILLOR WR CRAIG	
COUNCILLOR S E GCABAYI	
COUNCILLOR N C JACOB	
COUNCILLOR J N KAMKAM	
COUNCILLOR M P LOBESE	
COUNCILLOR X MATYILA	
COUNCILLOR M M MBALI	
COUNCILLOR A R OLIVIER	
COUNCILLOR L M SEYISI	
ALDERMAN E V WILDEMAN	
COUNCILLOR L A S M WINDVOGEL	


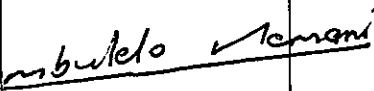
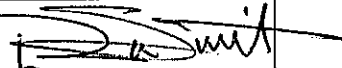
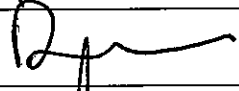

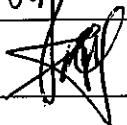
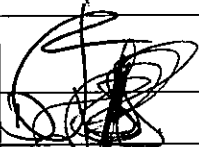
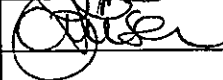
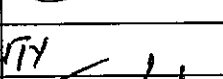
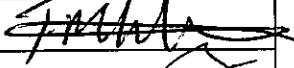
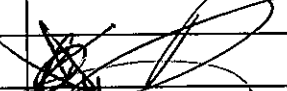
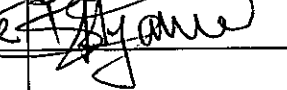
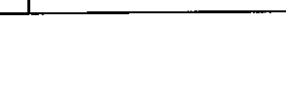


ATTENDANCE REGISTER

BITOU LOCAL MUNICIPALITY

SPECIAL COUNCIL COMMITTEE MEETING HELD IN THE COUNCIL CHAMBER, MUNICIPAL OFFICES, SEWELL STREET, PLETTENBERG BAY ON WEDNESDAY, 24 AUGUST 2016 AT 14H00

OFFICIALS

<u>NAME</u>	<u>DESIGNATION</u>	<u>SIGNATURE</u>
Municipal Manager		
Mr. A A Paulese	Municipal Manager	
Heads of Department		
Mr F M Lötter	Chief Financial Officer	
Mr M Memani	Acting Chief Financial Officer & Senior Manager: Budget & Treasury	
Mr. R Smit	Head Corporate Services	
Mr. D Friedman	Acting Municipal Manager & Head: Strategic Services	
Me P Nggumshe	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 D Nceme	Manager: Office of the Mayor	
Mrs JJ Jansen	Principal Admin Officer	
Ms M Nel	Clerk/Administrator	
Thembela Mhlana	MANAGER: OFFICE OF THE DEPUTY EXECUTIVE MAYOR	
P.H. PETERS	MANAGER: SCM	
M.E. VAN ROOYEN	SR. ADMIN OFFICER	
J. JIJAMA	ACT COMMUNICATION MANAGER	

OFFICIALS



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
HOWARD SMITH I	0829784464	humsdsk1376@y.co.za	SMITH BROS	
Nokuthula Bansiwe	0717847994			
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Wandi'	0743186480			
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Metro Mepura	073865609	mepura@drifdata.co.za		

