

MINUTES OF THE ORDINARY COUNCIL MEETING OF BITOU LOCAL MUNICIPALITY HELD IN THE COUNCIL CHAMBER, MUNICIPAL OFFICES, SEWELL STREET, PLETTENBERG BAY ON THURSDAY, 31 MARCH 2016 AT 14H05

1. OPENING

The Speaker, Councillor AR Olivier, requested Mr Manfred van Rooyen to open the meeting with prayer.

The meeting was declared open at 14h05 and Councillor AR Olivier welcomed everyone present.

2. ATTENDANCE

The Attendance Registers of members of the Municipal Council, Officials and Public are attached hereto as annexures.

3. APPLICATION FOR LEAVE OF ABSENCE

Leave of absence was granted to Councillor R S Koeberg.

4. CONFIRMATION OF MINUTES:

*** 4.1 Ordinary Council Meeting: 30 November 2015**

That the Minutes of the Ordinary Council Meeting held on 30 November 2015, be, and are hereby, **CONFIRMED & SIGNED.**

Proposed: Councillor E E Paulse

Seconded: Councillor N Ndayi

**** 4.2 Special Council Meeting: 21 January 2016**

That the Minutes of the Special Council Meeting held on 21 January 2016, be, and are hereby, **CONFIRMED & SIGNED.**

Proposed: Councillor N M De Waal

Seconded: Councillor E E Paulse

***** 4.3 Special Council Meeting: 28 January 2016**

That the Minutes of the Special Council Meeting held on 28 January 2016, be, and are hereby, **CONFIRMED & SIGNED.**

Proposed: Councillor N Ndayi

Seconded: Councillor S B Farrow



Ordinary Council Meeting: 31 March 2016

**** 4.4 Special Council Meeting: 24 February 2016

That the Minutes of the Special Council Meeting held on 24 February 2016, be, and are hereby, **CONFIRMED & SIGNED.**

Proposed: Councillor S B Farrow

Seconded: Councillor N Ndayi

***** 4.5 Special Council Meeting: 24 March 2016

That the Minutes of the Special Council Meeting held on 24 March 2016, be, and are hereby, **CONFIRMED & SIGNED.**

Proposed: Councillor E E Pause

Seconded: Councillor S B Farrow

5. **STATEMENTS AND COMMUNICATIONS BY:**

5.1 **The Executive Mayor**

Please refer to the Mayor's Report in the Draft Annual Budget for 2016/2017 to 2018/19 Medium Term Revenue and Expenditure Forecasts, Item C/2/287/03/16 document circulated separately, for the statement and communication by the Executive Mayor.

5.2 **The Speaker**

None

6. **PRESENTATIONS**

None

7. **ITEMS FOR INFORMATION, WHICH HAVE BEEN DEALT WITH BY THE EXECUTIVE MAYOR IN TERMS OF DELEGATED AUTHORITY**

Resolved

That all the resolutions of the Executive Mayor to the Items as listed on the Agenda, be, and are hereby, **NOTED.**

Proposed: Councillor S B Farrow

Seconded: Councillor N M De Waal

For information



8. **CONSIDERATION OF REPORTS (NON- DELEGATED MATTERS)**

Section 1: Office of the Municipal Manager

Resolution C/1/112/03/16

CONSIDERATION OF AMENDMENT TO THE INTERNAL AUDIT AND RISK MANAGEMENT STRUCTURE

Department: Office of the Municipal Manager Demarcation: All Wards

File Ref: 2/1/1

Resolved

1. That the Municipal Council approves the Internal Audit and Risk Management Structure.
2. That the approved positions that are budgeted for be filled before the end of June 2016.

Proposed: Councillor N Ndayi
Seconded: Councillor S B Farrow

To be Actioned by: Chief Internal Auditor

Section 2: Finance

Resolution C/2/283/03/16

MUNICIPAL CORPORATE GOVERNANCE OF INFORMATION AND COMMUNICATION TECHNOLOGY POLICY

Department: Finance Demarcation: All Wards

File Ref: 6/2/7/P

Resolved

1. That the Municipal Council take note of the submission of the Municipal Corporate Governance of Information and Communication Technology Policy.
2. That the policy as mentioned in 1. above be workshopped with internal stakeholders.



Ordinary Council Meeting: 31 March 2016

3. That after 2. above, the policy 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.

Proposed: Councillor N M De Waal
Seconded: Councillor S B Farrow

To be Actioned by: Manager Information Technology

Resolution C/2/284/03/16

**BITOU MUNICIPALITY: NERSA TARIFF APPROVAL 2015/2016
FINANCIAL YEAR: APPLICATION OF APPROVED TARIFFS**

Department: Financial Services Demarcation: All Wards

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

Resolved

That the Municipal Council notes the difference between the originally approved budget and implemented NERSA approved electricity tariffs for 2015/2016.

Proposed: Councillor M Booyesen
Seconded: Councillor S B Farrow

To be Actioned by: Manager Income

Resolution C/2/285/03/16

OUTSTANDING DEBT: FEBRUARY 2016

Department: Finance Demarcation: All Wards

File Ref: 9/1/3/4

Resolved

1. That the Credit Control & Debt Collection statistics for February 2016 be noted.
2. That, once verification is received from Engineering Services regarding water leakages on indigent's premises, the leakage be repaired at the cost of Council and the debt related to the leakage be written off.

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3. That all keypoints i.e. reservoirs and pumpstations be repaired and secured and that a feedback report be submitted to the Mayoral Committee.

Proposed: Councillor S B Farrow
Seconded: Councillor N Ndayi

To be Actioned by: Chief Financial Officer

Resolution C/2/287/03/16

DRAFT OPERATING AND CAPITAL BUDGET: 2016/2017 AND MEDIUM TERM REVENUE AND EXPENDITURE FRAMEWORK (MTREF)

Department: Finance Demarcation: All Wards

File Ref: 5/1/1/4

It should be noted that the Draft 2016/2017 Revised Integrated Development Plan per Item C/6/316/03/16 was dealt with prior to the consideration of this Item.

Please refer to the Mayor's Report in the Draft Annual Budget for 2016/2017 to 2018/19 Medium Term Revenue and Expenditure Forecasts (document circulated separately) for his Budget Speech.

Resolved

1. That the Municipal Council note the revised draft 2016/2017 Integrated Development Plan tabled with the Draft Budget for the 2016/2017 Financial Year as well as the 2017/2018 and 2018/2019 Medium Term Revenue and Expenditure Framework.
2. That the revised Draft 2016/2017 Integrated Development Plan tabled with the Draft Budget be subjected to review at the Budget and IDP Steering Committee whereafter it will be subjected to a public consultation process inclusive of draft resolutions, draft tariffs, draft budget related policies, draft service level standards and draft Service Delivery and Budget Implementation Plans before final approval.
3. That it be noted that this Item was read in conjunction with Item C/6/316/03/16 in Section 6 of the agenda.

Proposed: Councillor W R Craig
Seconded: Councillor S B Farrow

To be Actioned by: Chief Financial Officer



Section 3: Corporate Services

Resolution C/3/147/03/16

**MONTHLY REPORT: CORPORATE SERVICES - HUMAN RESOURCES SECTION
FOR THE PERIOD OF 01 FEBRUARY 2016 UNTIL 29 FEBRUARY 2016**

Department: Corporate Services Demarcation: All Wards

File Ref: 9/1/33

Resolved

1. That Council takes note of the content of the monthly report from the Human Resources Section for the period of 01 February 2016 until 29 February 2016.
2. That the Mayoral Committee urges the administration to ensure compliance with every aspect of the Employment Equity plan.
3. That all staff in excess of 48 days be granted leave before end of June 2016 to reduce their leave balances to acceptable levels.

Proposed: Councillor E E Paulse
Seconded: Councillor S B Farrow

To be Actioned by: Acting Executive Manager Human Resources

Resolution C/3/148/03/16

**DRAFT PUBLIC PARTICIPATION POLICY & DRAFT LANGUAGE
POLICY**

Department: Corporate Services Demarcation: All Wards

File Ref: 2/10/P

Resolved

1. That the Municipal Council takes cognisance of the Draft tabled Bitou Municipality Public Participation Policy and the Draft Bitou Municipality Language Policy.
2. That the policies as mentioned in 1. above be workshopped with internal stakeholders.

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3. That after 3. 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.

Proposed: Councillor S B Farrow
Seconded: Councillor M M Mbali

To be Actioned by: Acting Manager Communication

Section 4: Community Services

No Items for consideration

Section 5: Engineering Services

Resolution C/5/82/03/16

REVIEW OF THE BITOU LOCAL MUNICIPALITY DROUGHT MANAGEMENT POLICY 2016

Department: Engineering Services Demarcation: All Wards

File Ref: 17/4/1/P

Resolved

1. That the Municipal Council take note of the amendments to the Drought Management Policy.
2. That the policy as mentioned in 1. above be workshopped with internal stakeholders.
3. That after 2. above, the policy 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.

Proposed: Councillor N M De Waal
Seconded: Councillor E E Paulse

To be Actioned by: Manager Waterworks



Section 6: Strategic Services

Resolution C/6/316/03/16

ADOPTION OF DRAFT 2016/2017 REVISED INTEGRATED DEVELOPMENT PLAN

Department: Finance & Strategic Services **Demarcation:** All Wards

File Ref: 2/8/5

It should be noted that this Item was dealt with prior to the Draft Operating and Capital Budget: 2016/2017 and Medium Term Revenue and Expenditure Framework (MTREF), Item C/2/278/03/16.

Resolved

1. That the Municipal Council note the revised Draft 2016/2017 Integrated Development Plan tabled with the Draft Budget for the 2016/2017 Financial Year as well as the 2017/2018 and 2018/2019 Medium Term Revenue and Expenditure Framework.
2. That the revised Draft 2016/2017 Integrated Development Plan tabled with the Draft Budget be subjected to review at the Budget and IDP Steering Committee whereafter it will be subjected to a public consultation process inclusive of draft resolutions, draft tariffs, draft budget related policies, draft service level standards and draft Service Delivery and Budget Implementation Plans before final approval.
3. That it be noted that this Item was read in conjunction with Item C/2/287/03/16 in Section 2 of the agenda.

Proposed: Councillor W R Craig
Seconded: Councillor N M de Waal

To be Actioned by: Manager IDP

Resolution C/6/317/03/16

BUILDING CONTROL SECTION: QUARTERLY REPORT: OCTOBER – DECEMBER 2015

Department: Strategic Services **Demarcation:** All wards

File Ref: 9/1/3/7

Resolved

1. That cognisance be taken of the quarterly report for the period October 2015 to December 2015 from the Building Control Section.



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2. That the report in future include a summary on the current applications received and approved in order that the data can be analysed and trends interpreted.
3. That a report be submitted on the control measures being implemented on usage of fat/oil interceptors by businesses in view of the negative environmental impact of such spills.

Proposed: Councillor S B Farrow

Seconded: Councillor N Ndayi

To be Actioned by: Manager Building Control

7. **URGENT MATTERS SUBMITTED BY THE MUNICIPAL MANAGER**

None received

8. **CONSIDERATION OF NOTICES OF MOTION**

None received

9. **CONSIDERATION OF MOTIONS OF QUESTIONS**

None received

10. **CONSIDERATION OF MOTIONS OF EXIGENCY**

None received

11. **IN-COMMITTEE MATTERS**

No Items for consideration

12. **RECORDING OF COUNCILLORS PRESENT**

All Councillors present, except Councillor R S Koeberg who was granted leave of absence.



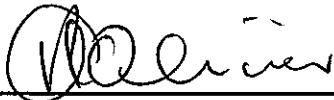
Ordinary Council Meeting: 31 March 2016

13. **CLOSURE**

The Speaker declared the meeting closed at 15h28.

CONFIRMED AND SIGNED

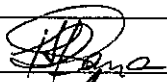
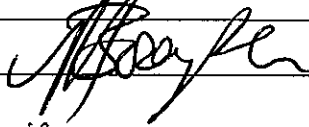
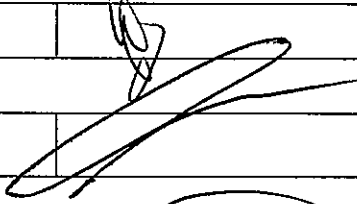
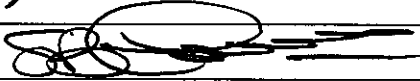
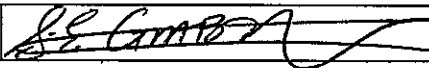
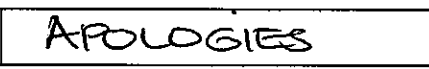


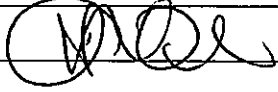
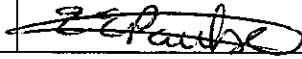
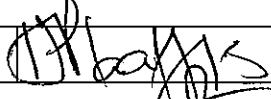
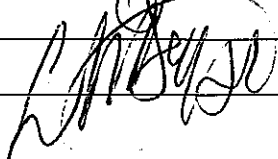
DATE: **30 JUNE 2016**

SIGNATURE:  _____

ATTENDANCE REGISTER

BITOU LOCAL MUNICIPALITY

ORDINARY COUNCIL MEETING HELD IN THE COUNCIL CHAMBER,
MUNICIPAL OFFICES, SEWELL STREET, PLETTENBERG BAY ON
THURSDAY, 31 MARCH 2016 AT 14H00

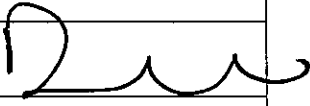

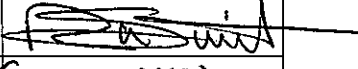
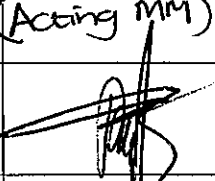

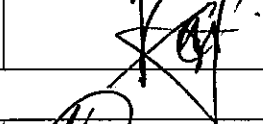

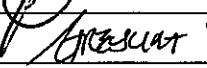

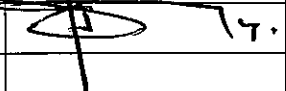
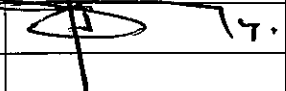
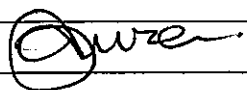
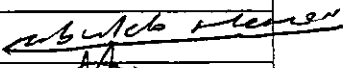

<u>NAME</u>	<u>SIGNATURE</u>
COUNCILLOR S BESANA	
COUNCILLOR M BOOYSEN	
COUNCILLOR WR CRAIG	
COUNCILLOR N M DE WAAL	
COUNCILLOR S FARROW	
COUNCILLOR S E GCABAYI	
COUNCILLOR R S KOEBERG	APOLOGIES
COUNCILLOR M M MBALI	
COUNCILLOR N NDAYI	
COUNCILLOR A R OLIVIER	
COUNCILLOR E E PAULSE	
COUNCILLOR H PLAATJIES	
COUNCILLOR L M SEYISI	

ATTENDANCE REGISTER

BITOU LOCAL MUNICIPALITY

ORDINARY COUNCIL MEETING HELD IN THE COUNCIL CHAMBER,
MUNICIPAL OFFICES, SEWELL STREET, PLETTENBERG BAY ON
THURSDAY, 31 MARCH 2016 AT 14H00

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	(Acting MM) 
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	
Mr A Sakati	Manager: Public Safety	
Mr M Fourie	Manager: Housing	
Mrs VR Cunningham	Acting Executive Manager: HR	
Mrs JJ Jansen	Principal Admin Officer	
Ms M Nel	Clerk/Administrator	
Mr M. Memeni	Senior Manager BTO	
MR. M.E.VAN ROOYEN	MAYORAL SPOKESPERSON	

Q



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
D. I. S. S. I. K.	533-6487	Elmsick @ gAfrica.com CHRISTO. VLOK @ telkomsa.net	NettNettelopers	
C. VLOK	533-8155		PLOTT RATES RAYERS	
I BONDAMA	083 901034	AUDIT COMMITTEE	NETT COMMITTEE	