

MINUTES OF THE MAYORAL COMMITTEE MEETING OF BITOU LOCAL MUNICIPALITY HELD IN THE COUNCIL CHAMBER, MUNICIPAL OFFICES, SEWELL STREET, PLETTENBERG BAY ON WEDNESDAY, 24 AUGUST 2016 AT 09H08

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. NOTING OF MINUTES

None

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/2/01/08/16

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

Department:

Finance

Demarcation: All Wards

File Ref:

5/1/1/12

Recommended by the Executive Mayor

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 agenda.



- (b) Municipal Budget Supporting Documentation SB1 – SB19 which was circulated with the agenda.
2. That the security of cemeteries be addressed through either utilising security services, law enforcement or caretakers when reviewing the organisational structure.

For Actioning refer to Council resolution

Recommendation 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

Recommended by the Executive Mayor

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.

For Actioning refer to Council resolution



Recommendation C/2/03/08/16

OUTSTANDING DEBT: JUNE 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 June 2016 be noted.
2. That a special strategy be developed for areas where Eskom distributes electricity in an endeavour to improve the recovery of debt.
3. That the Extended Public Works Program (EPWP) Policy be utilised to provide work evenly between indigent families in order that income is evenly distributed, 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 the economic usage of water and electricity.

For Actioning refer to Council resolution

Recommendation C/2/04/08/16

OUTSTANDING DEBT: JULY 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 July 2016 be noted.
2. That the CDW's structure be revisited when doing the organisational restructuring to assist in the collection of debt and the processing of indigent applications.
3. That the database on the financial systems be updated with erf detail in order to bill all consumers residing in Bossiesgif/Qolweni, Pinetrees as well as other areas.

 3

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.

For Actioning refer to Council resolution

Recommendation 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

Recommended by the Executive Mayor

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.

For Actioning refer to Council resolution



Section 3: Corporate Services

Recommendation 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

Recommended by the Executive Mayor

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

- (a) An overview of the demographic socio-economic characteristics of the municipality, inclusive of the following;
 - (i) Municipal Revised Integrated Development Plan 201/2017
 - (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.
- (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.

For Actioning refer to Council resolution



Recommendation 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

Recommended by the Executive Mayor

That the Executive Mayor recommends to the Council to considers and approve the reviewed organizational structure of the Office of the Municipal Manager, 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:
 - (i) Administrative Officers - S Matola (Temp)
SP 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

For Actioning refer to Council resolution

Section 5: Engineering Services

No Items for consideration

Section 6: Strategic Services

No Items for consideration



Mayoral Committee Meeting: 24 August 2016

5. **IN – COMMITTEE ITEMS**

Please refer to In-Committee minutes of even date.

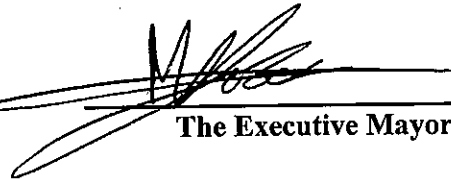
6. **CLOSURE**

The Executive Mayor declared the meeting terminated at 12h45.

CONFIRMED AND SIGNED

DATE: 25-10-2016

SIGNATURE:



The Executive Mayor, Councillor M P Lobese

ATTENDANCE REGISTER: MAYORAL COMMITTEE

BITOU LOCAL MUNICIPALITY

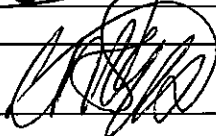
**MAYORAL COMMITTEE MEETING HELD IN THE COUNCIL CHAMBER,
MUNICIPAL OFFICES, SEWELL STREET, WEDNESDAY, 24 AUGUST 2016
AT 09H00**

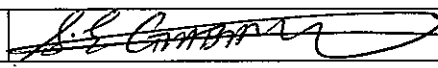
NAME

SIGNATURE

COUNCILLOR P LOBESE (EXECUTIVE MAYOR)	
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ALDERMAN EV WILDEMAN (DEPUTY EXECUTIVE MAYOR)	
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COUNCILLOR LM SEYISI	
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COUNCILLOR SE GCABAYI	
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NON - MEMBERS	SIGNATURE
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COUNCILLOR M BOOYSEN	
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COUNCILLOR W R CRAIG	
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COUNCILLOR N C JACOB	
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COUNCILLOR J N KAMKAM	
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COUNCILLOR X MATYILA	
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COUNCILLOR MM MBALI	
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COUNCILLOR A R OLIVIER	
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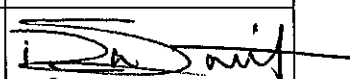

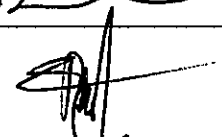
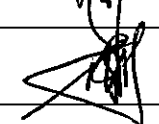
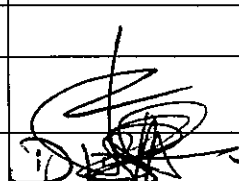

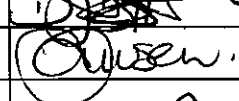
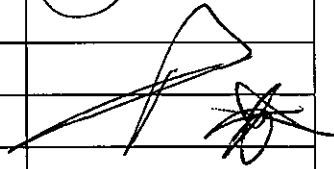
COUNCILLOR A S M WINDVOGEL	
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ATTENDANCE REGISTER

BITOU LOCAL MUNICIPALITY

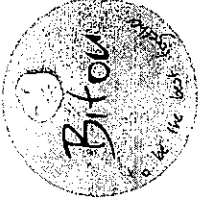
MAYORAL COMMITTEE MEETING HELD IN THE COUNCIL CHAMBER,
MUNICIPAL OFFICES, SEWELL STREET, PLETTENBERG BAY ON
WEDNESDAY, 24 AUGUST 2016 AT 09H00

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	
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 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 D Nceme	Manager: Office of the Mayor	
Mrs JJ Jansen	Principal Admin Officer	
Ms M Nel	Clerk/Administrator	
PH PETERS	SCM MANAGER.	
M.E. VAN ROOYEN	SNR. ADMIN. OFFICER	

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
Nokuzola Kobepi	076 7889599	nokuzela@timesmail.co.za	Tourism Board	Nokuzola Kobepi
L+C PARKMAN	082-213-2414	parkmanl@qmail.com	Business Forum	L+C Parkman
O. KISSIK	082 807 6688	okissik@supraco.com	KPOA/D and ROAD	O. Kissik
CHRISTO NLOK	533-5155	christo.nlok@telkomsa.net	NETT RATEPAYERS	Christo Nlok