

MINUTES OF THE MAYORAL COMMITTEE MEETING OF BITOU LOCAL MUNICIPALITY HELD IN THE COUNCIL CHAMBER, MUNICIPAL OFFICES, SEWELL STREET, PLETTENBERG BAY ON THURSDAY, 31 MARCH 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: 24 February 2016**

That the Minutes of the Mayoral Committee Meeting of 24 February 2016, be approved.

* **4.2 Special Mayoral Committee Meeting: 24 March 2016**

That the Minutes of the Special Mayoral Committee Meeting of 24 March 2016, be approved.

5. CONSIDERATION OF REPORTS (OPEN)

5.1 Section 1: Office of the Municipal Manager

Recommendation C/1/112/03/16

CONSIDERATION OF AMENDMENT TO THE INTERNAL AUDIT AND RISK MANAGEMENT STRUCTURE

Department: Municipal Manager's Office

Demarcation: All Wards

File Ref: 2/1/1

Recommended by the Executive Mayor

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.

For Actioning refer to Council resolution

5.2 Section 2: Finance

Recommendation 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

Recommended by the Executive Mayor

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.
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.

For Actioning refer to Council resolution

Recommendation C/2/284/03/16

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

Department: Finance Demarcation: All Wards

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

Recommended by the Executive Mayor

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

For Actioning refer to Council resolution



Recommendation C/2/285/03/16

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

For Actioning refer to Council resolution

Resolution M/2/286/03/16

FINANCIAL REPORT FOR THE MONTH ENDING 31 FEBRUARY 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 29 February 2016.

For information

Recommendation 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: 5/1/14

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.

Recommended by the Executive Mayor

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 & 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 this agenda.

For Actioning refer to Council resolution

4.3 Section 3: Corporate Services

Recommendation 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

Recommended by the Executive Mayor

1. That the Municipal 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 administration be urged 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.

For Actioning refer to Council resolution

The Executive Mayor adjourned the meeting at 10h57 and reconvened the meeting at 12h31.

Recommendation C/3/148/03/16

DRAFT PUBLIC PARTICIPATION POLICY & DRAFT LANGUAGE POLICY

Department: Corporate Services

Demarcation: All Wards

File Ref: 2/10/P

Recommended by the Executive Mayor

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.
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.

For Actioning refer to Council resolution

4.4 Section 4: Community Services

No Items for consideration



4.5 **Section 5: Engineering Services**

Resolution M/5/79/03/16

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

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

File Ref: **9/1/3/5**

Resolution by the Executive Mayor

That cognisance be taken of the Capital Project Implementation Plan for the period ending January 2016 and progress recorded therein.

For Actioning refer to Council resolution

Resolution M/5/80/03/16

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

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

File Ref: **9/1/3/5**

Resolution by the Executive Mayor

That cognisance be taken of the Capital Project Implementation Plan for the period ending February 2016 and progress recorded therein.

For information



Resolution M/5/81/03/16

FEEDBACK ON THE JAPAN WATER TREATMENT TRAINING PROGRAMME BY HEAD: ENGINEERING SERVICES

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

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

Resolution by the Executive Mayor

That the Municipal Council takes note of the report from the Head Engineering Services on the JICA Training Programme in Japan.

For information

Recommendation 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

Recommended by the Executive Mayor

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.

For Actioning refer to Council resolution



4.6 Section 6: Strategic Services

Recommendation C/6/316/03/16

TABLING 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.

Recommended by Executive Mayor

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 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.

For Actioning refer to Council resolution

Recommendation 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

Recommended by the Executive Mayor

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

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 the usage of fat/oil interceptors by businesses in view of the negative environmental impact of such spills.

For Actioning refer to Council resolution

Resolution M/6/318/03/16

**RESCINDING OF CLAUSE 2 (d) AND SUBSEQUENT RENUMBERING OF
RESOLUTION M/6/297/10/15: PROPOSED DEPARTURE ERF 152
PLETTENBERG BAY, IN BITOU MUNICIPALITY**

Department: Strategic Services

Demarcation: Ward 2

File Ref: 18/152/PB

Resolution by the Executive Mayor

That clause 2 (d) as contained in Resolution M/6/297/01/15 be rescinded, in order that the condition therein contained be renumbered to clause (3) and clause 2 (e) be renumbered to 2 (d) as indicated below:

..

1. *That approval BE GRANTED in terms of Section 15(1)(b) of the Land Use Planning Ordinance, No 15 of 1985, for the departure application involving:*
 - (a) *Departure from the Plettenberg Bay Zoning Scheme (1986) to relax the street building line from 4,5m to 0m in order to permit the proposed ramp, boat parking area, outbuilding under the ramp and the existing garage, in accordance with Drawing No.: 07 Nov/W/DWG-007 & 008 Dated 22 Aug 2014, subject to the following condition:*
 - (i) *The approval only applies to the structure submitted for and no other portion of the building may be erected without the necessary approvals from Council.*
 - (b) *Departure from the Plettenberg Bay Zoning Scheme Regulations in order to encroach on the 8,5m height limit as indicated on Drawing No.: 07 Nov/W/DWG-007 & 008 Dated 22 Aug 2014, subject to the following conditions:*
 - (i) *The height limit applies to the proposed roof and no other structure.*
2. *That approval be granted in terms of Section 3(a) of the Bitou Municipality By-*

Laws relating to Roads and Streets to permit the access ramp, retaining wall, outbuilding under access ramp erected on Municipal road reserve, subject to:

- (a) *That as built plans for both the buildings and the roads be submitted to Council in order to determine the exact extent of the encroachment and to facilitate an encroachment agreement which needs to be entered into with the owner of Erf 152, at which stage further conditions may be determined.*
 - (b) *That the design of the storm water system in Sinclair Street be extended to include the areas affected downstream and along Perestrello Street, to the satisfaction of the Department Engineering Services, the cost of which to be borne by the owner of Erf 152.*
 - (c) *That the embankment at the lower end of Sinclair Street be reinstated in order to provide parking for the residents and a pedestrian friendly facility to be provided down the embankment for public use.*
 - (d) *That the conditions imposed by the Department: Engineering Services, dated 25 November 2014, be complied with and that any further conditions arising from 2(a) and – (b) above become conditions of approval.*
3. *That the Architect / draughtsman responsible for this building be reported to his professional association for ignoring the approved plan."*

To be Actioned by: Manager Town Planning

5. **IN – COMMITTEE ITEMS**

No Items for consideration

6. **CLOSURE**

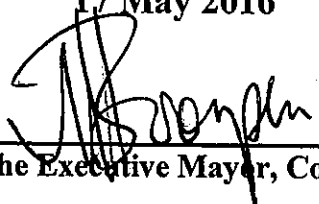
The Executive Mayor declared the meeting terminated at 13h02.

CONFIRMED AND SIGNED

DATE:

17 May 2016

SIGNATURE:



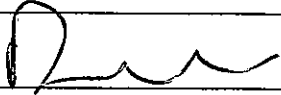


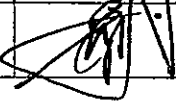
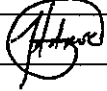


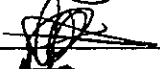
The Executive Mayor, Councillor M Booyesen

ATTENDANCE REGISTER

BITOU LOCAL MUNICIPALITY

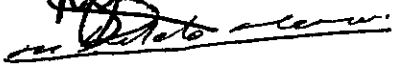
MAYORAL COMMITTEE MEETING HELD IN THE COUNCIL CHAMBER,
MUNICIPAL OFFICES, SEWELL STREET, PLETTENBERG BAY ON
THURSDAY, 31 MARCH 2016 AT 09H00

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. R Smit	Head Corporate Services	
Mr. D Friedman	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 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	
Ms E. Fourie	Manager: Housing	
Mrs VR Cunningham	Acting Executive Manager: HR	
Mrs JJ Jansen	Principal Admin Officer	
Ms M Nel	Clerk/Administrator	
Mr. O. Ezea	Manager: Projects	
Mr. M.E. VAN ROOYEN	MAYORAL SPOKESPERSON	

Ms. T. Ncuti
Mr. Mr. Mngeni
Mr. D. Van

IDP Co Ordinator
Senior Manager BTO
Communication


R.D.M.

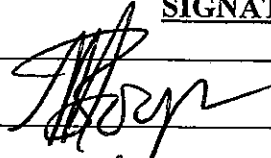
ATTENDANCE REGISTER: MAYORAL COMMITTEE

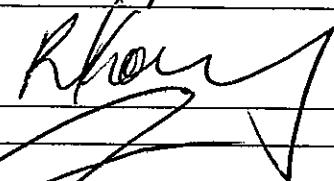
BITOU LOCAL MUNICIPALITY

MAYORAL COMMITTEE MEETING HELD IN THE COUNCIL CHAMBER,
MUNICIPAL OFFICES, SEWELL STREET, THURSDAY, 31 MARCH 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 EE PAULSE	
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NON - MEMBERS	SIGNATURE
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COUNCILLOR S BESANA	
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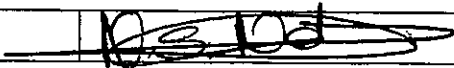
COUNCILLOR WR CRAIG	
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COUNCILLOR S FARROW	
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COUNCILLOR AR OLIVIER	
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COUNCILLOR SE GCABAYI	
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COUNCILLOR 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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