



**Bitou Local Municipality  
Bitou Plaaslike Munisipaliteit  
Umasipala WeBitou**

**SPECIAL MAYORAL  
COMMITTEE  
MEETING**

Venue: Council Chambers, Municipal Offices,  
Sewell Street, Plettenberg Bay

**19 JUNE 2012**

Time: 8h30

# **BITOU LOCAL MUNICIPALITY**


18 June 2012

**Members of the Mayoral Committee  
Acting Municipal Manager and Heads (Acting) of Department**

## **SPECIAL MAYORAL MEETING: TUESDAY, 19 JUNE 2012**

**NOTICE** is hereby given that a Special Mayoral Committee Meeting will be held in the **Council Chamber, Municipal Offices, Sewell Street, Plettenberg Bay** on **TUESDAY, 19 June 2012, at 08h30**, to consider the business set forth in the Agenda.

Yours faithfully



*for* **M Booyesen**  
Executive Mayor

**Cc: The Speaker, Ward Councillors & PR Councillors**

# **Bitou Local Municipality**

## **Special Mayoral Committee Agenda**

**19 June 2012**

### **Order of Business**

**1. OPENING**

**2. ATTENDANCE**

The Attendance Registers of members of the Municipal Council, officials and public will be circulated for signature.

**3. APPLICATION FOR LEAVE OF ABSENCE**

Application for leave of absence, if necessary, will be considered.

**4. CONSIDERATION OF REPORTS (OPEN)**

**4.1 Section 1: Office of the Municipal Manager**

Schedule of Items attached

**4.2 Section 2: Department of Finance**

No items for consideration

**4.3 Section 3: Department Corporate Services**

No items for consideration

**4.4 Section 4: Department Community Services**

No items for consideration

Order of Business: Mayoral Committee Meeting of 19 June 2012

**4.5 Section 5: Department Municipal Services & Infrastructure Development**

No Items for consideration

**4.6 Section 6: Department Strategic Services**

No items for consideration

**5. CLOSURE**

**PORTFOLIO INDEX****CONSIDERATION OF REPORTS: (OPEN)****SPECIAL MAYORAL COMMITTEE AGENDA****19 JUNE 2012****SECTION 1: OFFICE OF THE MUNICIPAL MANAGER**

<b>ITEM NO</b>	<b>SUBJECT</b>	<b>FILE REF</b>	<b>PAGE NO</b>
C/1/53/06/12	AMENDMENT OF DELEGATIONS TO MUNICIPAL MANAGER	2/1/8	
C/1/54/06/12	REQUEST TO MANDATE AND PERMIT THE ACTING MUNICIPAL MANAGER TO ENTER INTO NEGOTIATIONS TO OBTAIN POSSIBLE ADMINISTRATIVE OFFICE SPACE	7/1/2	

**SECTION 2: FINANCE**

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	No items for consideration		

**SECTION 3: CORPORATE SERVICES**

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	No items for consideration		

**SECTION 4: COMMUNITY SERVICES**

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	No items for consideration		

**SECTION 5: MUNICIPAL SERVICES & INFRASTRUCTURE DEVELOPMENT**

<b>ITEM NO</b>	<b>SUBJECT</b>	<b>FILE REF</b>	<b>PAGE NO</b>
	No items for consideration		

**SECTION 6: STRATEGIC SERVICES**

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	No items for consideration		

## Section 1

# **Office of the Municipal Manager**

**ITEM C/1/53/06/12**

**Mayoral Committee Meeting for recommendation to Council**

**AMENDMENT OF DELEGATIONS TO MUNICIPAL MANAGER**

**Department: Office of the Municipal Manager**

**File Ref: 2/1/8**

**Attachments: Annexure G - of Counsel Resolution C/1/01/06/11  
Powers to be delegated to the Municipal Manager**

**Background**

On the 29<sup>th</sup> July 2011, council resolved in terms of Council Resolution C/1/01/06/11 to delegate the powers as per Annexure G to the Municipal Manager.

**Discussion**

Section 3 of Annexure G states that the powers to sign any documents on behalf of the Municipality in accordance with delegated authority were delegated to the Municipal Manager. The underlined words provide confusion to what exactly the Municipal Manager is entitled to sign.

**It is therefore suggested that clause 3 of Annexure G be amended to read:**

***“3. To sign any documents on behalf of Bitou Local Municipality.”***

This will be an interim decision until the new System of Delegation is adopted by Council.

**Comments by the Acting Chief Financial Officer**

In addition to the above amendment, it is recommended that the following delegations be added to the powers of the Municipal Manager as per the Municipal Manager's delegations:

1. To write of bad debts, interest and levies and charges up to a maximum value of R 5 Million, on recommendation of the Chief Financial Officer, provided that the amount written off may not be split into parts or items of a lesser value merely to avoid non compliance with the amount of R5 million.
2. To write of assets to a value of R5 million, subjected to the provisions of sec 14 (2)(a) and (b) of the MFMA

## Section 1: Office of the Municipal Manager

### **Recommendation by the Acting Municipal Manager**

1. That clause 3 of Annexure G, as per Council Resolution C/1/01/06/11, be rescinded and replaced by the following delegation to the Municipal Manager:  
“Clause 3: *to sign all documents and contracts on behalf of the Bitou Local Municipality.*”
2. That all documents and contracts signed by the Municipal Manager on behalf of Bitou Local Municipality be condoned.
3. That the following clauses, numbered (16) and (17) be added to the Municipal Managers powers on Annexure G:  
“G  
16. To write off bad debts, interest and levies and charges up to a maximum value of R 5 Million, on recommendation of the Chief Financial Officer, provided that the amount written off may not be split into parts or items of a lesser value merely to avoid non compliance with the amount of R5 million.  
17. To write off assets to a value of R5 million, subject to the provisions of sec 14 (2)(a) and (b) of the MFMA”



**POWERS TO BE DELEGATED TO THE MUNICIPAL MANAGER**

1. To execute any power as contemplated in the relevant conditions of service as applicable to the various employees of the Council.
2. To take actions necessary in order to execute a Council Resolution.
3. To sign any documents on behalf of the Municipality in accordance with delegated authority.
4. The power to revoke an official's suspension at any time.
5. The power to suspend or utilise an official in another capacity.
6. The power to accept an official's written notice of termination of employment.
7. The power to authorize the payment of an acting allowance.
8. The power to declare any plant material or animals as surplus.
9. The power to authorize the payment of medical or funeral expenses arising from an injury on duty.
10. The power to allocate office accommodation to the various departments.
11. The powers arising from section 2(1) of the Control Access to Public Premises and Vehicles Act, 1985 (Act 53 of 1985).
12. The power to approve or refuse an application for burial or cremation ashes into the sea.
13. The power to decide whether a suspended official should receive full or partial remuneration during the suspension period.
14. The power to approve applications by lower level officials (excluding the Municipal Managers and managers directly accountable to the Municipal Manager) to engage in remunerative private work.
15. The power to lease Council owned premises.

Section 1: Office of the Municipal Manager

**ITEM C/1/54/06/12**

**Mayoral Committee Meeting for recommendation to Council**

**REQUEST TO MANDATE AND PERMIT THE ACTING MUNICIPAL  
MANAGER TO ENTER INTO NEGOTIATIONS TO OBTAIN POSSIBLE  
ADMINISTRATIVE OFFICE SPACE**

**Department: Office of the Municipal Manager**

**File Ref: 7/1/2**

**Report from: Manager: Legal Services**

**Date: 12 June 2012**

**Purpose of the report**

The purpose of the report is to get the approval from the Mayoral Committee to mandate and permit the Acting Municipal Manger to enter into negotiations, but not to conclude any deals, to obtain office space which will accommodate all departments in one facility; thus eliminating leased offices spread all over town.

**Background/Discussion**

Currently all Municipal departments are spread around the Town. The main building in Sewell Street only accommodates the Offices of the Executive Mayor, The Deputy Mayor, the Municipal Manager, the Chief Financial Officer and income and Expenditure Sections, and Corporate Services Department. This situation is not conducive to render optimal service delivery to the community at large and unity amongst all departments. A large saving will be achieved through optimal usage of equipment ( duplication etc.) , communication and staff utilization.

To have all departments in one building will enhance prompt services delivery and will speed up inter-departmental engagements. One office space for administration staff will also ensure that management and department heads will have a hands on approach and will have better control over his/her departments.

This will also provide better service and convenience for the community by eliminating travel all over town to see the different officials. ie Town Planning, Building Plans and fees related to Plans ( Finance dept).

## Section 1: Office of the Municipal Manager

Solutions presently in preliminary scrutiny, are :

- relocate the office staff to the CTM building in the industrial area.
- relocate the depot to the municipal property North of the the CTM Building.
- enter into a longterm lease with a developer or builder.
- examination of previous identified locations in Ladywood under the Coming Together Property.

### **Comments: Head: Strategic Services**

Erecting or acquiring offices requires considerable capital, which is not available to the Municipality. Such capital will more over not be available for three or more years. Thus, a proposal call for the provision of the ideal office space by a local developer or builder would be an alternative that should be considered favourably.

### **Comments: Acting Head Corporate Services**

Accommodating all departments in one building should drastically reduce telecommunication cost as well as wireless networking costs, and will certainly enhance speed and response time on certain software applications. Interdepartmental communication will be improved, and cost on messenger services will be reduced.

The centralization of records in one secure archive system, including plans, town planning applications, etc., will improve administrative control and allow all personnel easy and controlled access to records.

Sufficient space could be allowed for the archiving of records, and the customer care unit could be placed in a position accessible to the public. At present archives are stored in two containers outside the office building, and customer care is not easily accessible to the public.

Council Chambers should be provided with caucus rooms, and additional committee rooms should be available for ad-hoc committee meetings. A centralized kitchen, dining area and ablution facilities should also be incorporated into the boardroom / committee room area.

A cost analysis should, however be conducted on the envisaged cost of providing the internal infrastructure and re-layout in an existing building to accommodate a corporate structure such as the municipality, versus the cost of renting existing office accommodation.

The recommendation by the Acting Municipal Manager is supported

## Section 1: Office of the Municipal Manager

### **Comments: Head: Municipal Services and Infrastructure Development**

A thorough investigation should first be explored, with needs from the various departments based on proper consultation. The next activity would then be to re-design or upgrade the particular building with the need in mind (to suit the need).

Parking for municipal staff and visitors to the municipality will become a challenge, where insufficient parking space will be available, this should be investigated as well.

### **Recommendation by the Acting Municipal Manager**

1. That the Acting Municipal Manager be mandated and permitted to enter into negotiations, but not concluding any deals, to obtain larger and more conducive office space to ensure effective and efficient service delivery.
2. That the Acting Municipal Manager report regularly on progress to the Mayoral Committee, and once a suitable deal can be concluded, a report be submitted to Council.