

**MINUTES OF THE SPECIAL COUNCIL MEETING OF BITOU LOCAL MUNICIPALITY
HELD IN THE COUNCIL CHAMBER, MUNICIPAL OFFICES, SEWELL STREET,
PLETTENBERG BAY ON FRIDAY, 25 AUGUST 2023 AT 11H30**

1. OPENING

The Speaker, Councillor C N-J Terblanche welcomed everyone present at 11h30 and requested a moment for silent prayer.

2. ATTENDANCE

As per attached attendance register.

3. APPLICATION FOR LEAVE OF ABSENCE

None received, all Councillors were present.

4. DECLARATION OF INTERESTS

None received.

5. CONFIRMATION OF MINUTES

5.1 Minutes of the Ordinary Council meeting dated 31 July 2023

Minutes of the Ordinary Council Meeting of 31 July 2023, be and are hereby **CONFIRMED AND SIGNED.**

Proposed: Councillor J N Kamkam
Seconded: Councillor A R Olivier

5.2 Minutes of Special Council meeting dated 07 August 2023

Minutes of the Special Council Meeting of 07 August 2023, be and are hereby **CONFIRMED AND SIGNED.**

Proposed: Councillor J N Kamkam
Seconded: Councillor A R Olivier

6. STATEMENTS AND COMMUNICATIONS BY:

6.1 The Executive Mayor

"Taxi strikes – it is unfortunate that issues in other areas have spilled over into Bitou, where Bitou was not involved in the same processes as were being experienced by taxi's in Cape Town. This resulted in intimidation of communities, preventing them from going to work and losing much needed income. Scholars were also prevented from going to school losing valuable classroom time.

It also resulted in burning of road infrastructure as well as looting. There can be no doubt that this destruction can be regarded as collateral damage because of the stayaway. While people have a right to withhold their labour via legal strikes or stayaways, there should not be intimidation of others to try to achieve objectives.

Since the taxi industry strikes - Service delivery strikes in other towns – mostly over electricity increases. These increases are controlled by NERSA who gives approval to Eskom requested increases and can rather be placed at National Government as the reason for increases and not municipalities.

I want to remind our communities that Bitou does have measures in place to assist with rebates for lower income households to make services more affordable. We do however need users of services to pay for these services so that we can continue to provide them.

Communication – Our collaborator app for reporting faults etc. is available for download onto mobile phones. Public is encouraged to use this for efficient reporting of faults to Bitou Municipality. In August we introduced a newsletter that accompanies municipal accounts to enable improved communication with accountholders. There is an explanation in this month's newsletter on how to download the app.

Premier's Coordinating Forum

Held quarterly by WC Premier Alan Winde in various towns in the Western Cape. It is a meeting of the ministers of the Western Cape Cabinet including Mayors and Municipal Managers of towns in the Western Cape.

It is being held in Bitou on Tuesday, 29 August 2023.

Public engagement on Monday, 28 August from 5pm in Piesang Valley Hall.

Public can engage with ministers and premier for 5 minutes to discuss any matter they wish. Notices have been shared on the municipal facebook page.

6.2 The Speaker

The Speaker mentioned that he received numerous concerns regarding the capacity constraints of the cemeteries of New Horizons and Kwanokuthula and requested that the matter be attended to as soon as possible.

He then thanked the Municipal Manager's office for the opportunity to regularly attend the SALGA Intergovernmental workshops. Councillor Terblanche informed Council that SALGA's latest focus was on the mental health state of employees, and he encouraged the Municipal Manager to address the wellbeing of all employees.

7. PRESENTATION

A presentation was made by Alliance Man on the Knysna Arts and Awareness Lifestyle Charity Event which will be held on 27 October 2023 at the Villa Costolini.

Resolved

That cognisance be taken of the presentation by Mr. Andre Johnson from Alliance Man on the Knysna Arts and Awareness Lifestyle Charity Event which will be held on 27 October 2023 at the Villa Costolini.

FOR INFORMATION**8. ITEMS FOR INFORMATION, WHICH HAVE BEEN DEALT WITH BY THE EXECUTIVE MAYOR IN TERMS OF DELEGATED AUTHORITY**

That it be noted that the Items for Information will be considered at the Ordinary Council Meeting scheduled for October 2023.

9. NOTING OF OUTSTANDING / PARTIALLY IMPLEMENTED COUNCIL RESOLUTIONS.

That it be noted that the outstanding / partially implemented Council resolutions will be considered at the Ordinary Council Meeting scheduled for October 2023.

10. CONSIDERATION OF REPORTS (NON-DELEGATED MATTERS)**Section 1: Office of the Municipal Manager**

Resolution C/1/161/08/23

2022-2027 INTEGRATED DEVELOPMENT PLAN (IDP) – 2023/24 IDP ANNUAL REVIEW, BUDGET AND PMS TIME SCHEDULE

Portfolio Comm: Strategic Services & Office of the MM

File Ref: 2/8/5

Demarcation: All Wards

Delegation: Council

Resolved

1. That the draft IDP Process Plan, Budget and Performance time schedule be noted.
2. That a notice be placed in the local newspaper and municipal website for public inputs and comments.

3. That the draft IDP Review, Budget and Performance time schedule be referred to the Strategic Services and Office of the Municipal Manager Portfolio Committee for deliberation and comments.

Proposed: Councillor W J Nel
Seconded: Councillor A R Olivier

FOR EXECUTION: Manager IDP
Cc: Municipal Manager

Resolution C/1/162/08/23

**APPOINTMENT OF ACTING DIRECTOR CORPORATE SERVICES FOR THE PERIOD
01 SEPTEMBER 2023 UNTIL 31 OCTOBER 2023**

Portfolio Comm: Strategic Services & Office of the MM **Demarcation:** All Wards
File Ref: 4/3/5/1/3 **Delegation:** Council

The Manager Administration, Mrs. T Wildeman recused herself during the discussion of this Item.

Resolved

That Council appoint Mrs. Tanya Wildeman to act as Director Corporate Services for the period 01 September 2023 until 31 October 2023.

Proposed: Councillor T Mhlana
Seconded: Councillor N T Seti

FOR EXECUTION: Manager HR Administration
Cc: Senior Manager HR and Municipal Manager

Resolution C/1/163/08/23

**APPOINTMENT OF ACTING DIRECTOR PLANNING AND DEVELOPMENT FOR
THE PERIOD 01 SEPTEMBER 2023 UNTIL 30 NOVEMBER 2023**

Portfolio Comm: Strategic Services & Office of the MM **Demarcation:** All Wards
File Ref: 4/3/5/1/3 **Delegation:** Council

The Manager Town Planning, Mr. C Schlieman recused himself during the discussion of this Item.

Resolved

1. That Council extends the acting appointment of Mr. Chris Schlieman as Director Planning and Development for the period 01 September 2023 until 30 November 2023.

2. That Council **delegate** the Municipal Manager to apply in writing to the MEC for concurrence of the extended period of Mr. Chris Schlieman in the position of Director Planning and Development.

Proposed: Councillor W J Nel
Seconded: Councillor T Mhlana

FOR EXECUTION: Manager HR Administration
Cc: Senior Manager HR and Municipal Manager

Resolution C/1/164/08/23

**RE-ADVERTISEMENT AND APPROVAL OF SELECTION & RECRUITMENT
PROCESS FOR THE FILLING OF POSITION OF DIRECTOR CORPORATE
SERVICES**

Portfolio Comm: Strategic Services & Office of the MM
File Ref: 4/3/5/1
Demarcation: All Wards
Delegation: Council

Please note that this Item was moved from the Council Open Agenda to the Council In-Committee meeting, refer to the In-Committee Minutes of even date for the resolution.

FOR INFORMATION

Section 2: Finance

Resolution C/2/146/08/23

**ANNUAL REPORT ON THE IMPLEMENTATION OF THE SUPPLY CHAIN
MANAGEMENT POLICY 2022/23 FINANCIAL YEAR**

Portfolio Comm: Finance and Corporate Services
File Ref: 8/1/5/5/2
Demarcation: All Wards
Delegation: Council

Resolved

1. That Council take note of the Annual Supply Chain Management Implementation report for the period 01 July 2022 to 30 June 2023.
2. That the report be made public in accordance with Section 21 (a) of the Municipal Systems Act.

Proposed: Councillor J N Kamkam
Seconded: Councillor M P Busakwe

FOR EXECUTION: Manager: Supply Chain Management
cc. Acting Director Financial Officer

Resolution C/2/150/08/23**FINAL ANNUAL BUDGET: 2023/24 TO 2025/26 MEDIUM TERM REVENUE AND EXPENDITURE FRAMEWORK (MTREF) OUTCOMES LETTER: BITOU MUNICIPALITY****Portfolio Comm:** Finance and Corporate Services**Demarcation:** All Wards**File Ref:** 9/1/3/4**Delegation:** Council**Resolved**

That Council take note of the outcome letter for the 2023/24 Final Budget.

Proposed: Councillor W J Nel**Seconded:** Councillor J N Kamkam

FOR INFORMATION: Manager: Budget and Financial reporting, Acting Director:
Financial Services

Resolution C/2/151/08/23**1ST ADJUSTMENT BUDGET – ADJUSTMENT BUDGET OF THE 2023/24 MTREF****Directorate:** Finance & Corporate Services**Demarcation:** All Wards**File Ref:** 9/1/3/4**Delegation:** Council**Resolved**

1. That the 1st Annual Adjustments Budget of Bitou Municipality for the financial year 2023/2024, be approved as follows:
 - a) Table B2: Adjustments Budget Financial Performance (expenditure by standard classification)
 - b) Table B3: Adjustments Budget Financial Performance (expenditure by municipal vote)
 - c) Table B4: Adjustments Budget Financial Performance (revenue by source)
 - d) Table B5: Adjustments Budget Capital Expenditure for both multi-year and single year by vote, standard classification and funding
 - e) Table B6: Budgeted Financial Position
 - f) Table B7: Budgeted Cash Flow
 - g) Table B8: Cash backed reserves/Accumulated surplus reconciliation
 - h) Table B9: Asset Management
 - i) Table B10: Basic service delivery measurement
 - j) Supporting Tables SB1 – SB 20
2. That the Departmental Service Delivery Budget Implementation Plan be reviewed within directorates where applicable.

3. That the Adjustments Budget be submitted to the authorities and in the format as required by law.

Proposed: Councillor D J Swart

Seconded: Councillor T Mhlana

FOR EXECUTION: Acting Director: Financial Services

Section 3: Corporate Services

No items for consideration

Section 4: Community Services

No items for consideration

Section 5: Engineering Services

No items for consideration

Section 6: Economic Development and Planning

No items for consideration

11. URGENT MATTERS SUBMITTED BY THE MUNICIPAL MANAGER

None received.

12. CONSIDERATION OF NOTICES OF MOTION

None received.

13. CONSIDERATION OF NOTICES OF QUESTION

None received.

14. CONSIDERATION OF MOTIONS OF EXIGENCY

None received.

15. IN-COMMITTEE MATTERS

15.1 CONFIRMATION OF MINUTES: (IN-COMMITTEE)

Please refer to the In-Committee Minutes of even date

15.2 CONSIDERATION OF IN-COMMITTEE REPORTS (NON- DELEGATED MATTERS)

Please refer to the In-Committee Minutes of even date

16. RECORDING OF COUNCILLORS PRESENT

The Speaker, Councillor C N-J Terblanche requested that Councillors verbally record their presence in the following order;

Councillor D J Swart, Councillor M P Busakwe, Councillor W J Nel, Councillor J N Kamkam, Councillor N Ndayi, Councillor H Mitchell, Councillor N P Kolwapi, Councillor N T Seti, Councillor S A Mangxaba, Councillor A R Olivier, Councillor C N-J Terblanche and Councillor T Mhlana.

17. CLOSURE

The Speaker adjourned the Special Council meeting at 12h19, whereafter the In-Committee session commenced.

CONFIRMED AND SIGNED

SIGNATURE:



The Speaker, Councillor C N-J Terblanche


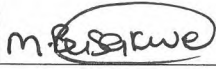
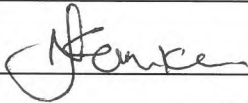

DATE:

31 October 2023

ATTENDANCE REGISTER: MAYORAL COMMITTEE

BITOU LOCAL MUNICIPALITY

MAYORAL COMMITTEE MEETING HELD IN THE COUNCIL CHAMBER, MUNICIPAL OFFICES, SEWELL STREET, PLETTENBERG BAY ON FRIDAY, 25 AUGUST 2023 AT 9H00

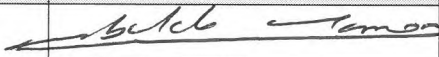




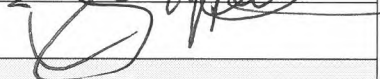
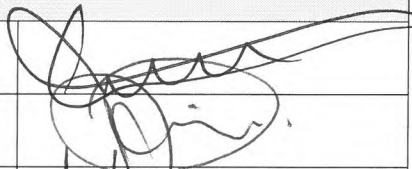


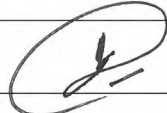

<u>NAME</u>	<u>SIGNATURE</u>
COUNCILLOR D J SWART (EXECUTIVE MAYOR)	
COUNCILLOR M P BUSAKWE (DEPUTY EXECUTIVE MAYOR)	
COUNCILLOR J N KAMKAM	
COUNCILLOR W J NEL	
NON – MEMBERS	SIGNATURE
COUNCILLOR H MITCHELL	
COUNCILLOR S E GCABAYI	
COUNCILLOR N P KOLWAPI	
COUNCILLOR S A MANGXABA	
COUNCILLOR T MHLANA	
COUNCILLOR N NDAYI	
COUNCILLOR A R OLIVIER	
COUNCILLOR N T SETI	
COUNCILLOR C N J TERBLANCHE (SPEAKER)	

ATTENDANCE REGISTER

BITOU LOCAL MUNICIPALITY

MAYORAL COMMITTEE MEETING HELD IN THE COUNCIL CHAMBER, MUNICIPAL OFFICES, SEWELL STREET, PLETTENBERG BAY ON FRIDAY, 25 AUGUST 2023 AT 9H00

OFFICIALS

<u>DESIGNATION</u>	<u>NAME</u>	<u>SIGNATURE</u>
Municipal Manager	Mr M Memani	
DIRECTORS		
Acting Director: Financial Services & Senior Manager: Governance and Compliance	Mr F Lötter	
Acting Director: Corporate Services & Manager Legal Services	Mr A Croutz	
Acting Director: Economic Development and Planning	Mr C Schliemann	
Director: Community Services	Ms M Paulsen	
Director: Engineering Services	V Felton	
MANAGERS		
Manager: Administration	Mrs. T Wildeman	
Principal Committee Officer	Ms J Jansen	
Committee Clerk	Ms T Mpembe	
Manager: Speaker's Office	Mr R Plaatjies	
Manager: Executive Mayor	Mr H Nieuwoudt	
Manager: Deputy Mayor Office	Mr M James	
<i>Acting</i> <i>CR</i> Chief Audit Officer <i>Executive</i>	Ms H Bester ^{Mr. C. KOCBERG}	
Supervisor: Chief Risk Officer	Mrs C Van Staden	
<i>FDP Officer</i>	<i>T Henge</i>	

ATTENDANCE REGISTER

Interested members of the Public

Thank you for attending.



NAME	CONTACT NO	EMAIL ADDRESS	REPRESENTING	SIGNATURE
C. van Graen	082 274 8008	steyn@fellowship.co.za	KPH	
CHRISTO VLOK	044 533 5153	NA	WARR TX10	

MAYORAL COMMITTEE MEETING HELD IN THE COUNCIL CHAMBER, MUNICIPAL OFFICES, SEWELL STREET,
PLETTENBERG BAY ON FRIDAY, 25 AUGUST 2023 AT 9H00