

MINUTES OF THE 10TH MAYORAL COMMITTEE MEETING OF BITOU LOCAL MUNICIPALITY HELD IN THE COUNCIL CHAMBER, MUNICIPAL OFFICES, SEWELL STREET, PLETTENBERG BAY ON WEDNESDAY, 22 JUNE 2022 AT 9H05

1. OPENING

The Executive Mayor, Councillor D J Swart welcomed everyone present at 9h05 and requested a moment of silent prayer for guidance during meeting proceedings.

2. ATTENDANCE

As per attached attendance register.

3. APPLICATION FOR LEAVE OF ABSENCE

None. All Mayoral Committee Members was present.

4. CONFIRMATION OF MINUTES

4.1 Minutes of the 7th Mayoral Committee Meeting 26 May 2022

That the minutes of the Mayoral Committee Meeting of 26 May 2022, be and are hereby **CONFIRMED AND SIGNED**

Proposed: Councillor W. Nel
Seconded: Councillor M P. Masakwa

5. COMMUNICATIONS BY THE EXECUTIVE MAYOR

The Executive Mayor reminded the members that the moratorium that was placed on the blocking of the services to assist the less fortunate households to update their accounts, will come to an end on 30 June 2022. He indicated that Bitou Municipality does not have a choice but to implement its credit and debt collection control measures and therefore it will have to institute the blocking of services if it wants to deliver a good standard of services to its communities, considering that the debt accumulates at R4 million each month at present.

The Mayor also recapped and mentioned the recent relief measures that were put in place with the approval of the budget on 7 June 2022, and emphasized the improved indigent qualification criteria measures and furthermore indicated that numerous measures were put in place to make services more affordable. He also stressed that measures must now be put in place to ensure that the municipality improves its financial position and revenue collection efforts.

In his closing remarks the Executive Mayor requested the administration to start with their communication drive on social media, the press, and public meetings to inform the public of the indigent and rebates application processes.

6. PRESENTATIONS

None

7. NOTING OF OUTSTANDING /PARTIALY IMPLEMENTED MAYCO RESOLUTIONS

Resolution by the Executive Mayor

That the feedback report on outstanding / partially implemented Mayoral Committee resolutions dated 20 June 2022, be **NOTED**.

FOR INFORMATION

8. CONSIDERATION OF REPORTS (OPEN)

Section 1: Office of the Municipal Manager

No Items for consideration.

Section 2: Financial Services

Recommendation C/2/51/06/22

OUTSTANDING DEBT REPORT: FEBRUARY 2022

Portfolio Comm: Finance & Corporate Services
File Ref: 9/13/4

Demarcation: All Wards
Delegation: Council

Recommended by the Executive Mayor

That the Billing & Debt Collection statistics for the month of February 2022 be noted.

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

For Actioning refer to Council Resolution

Recommendation C/2/52/06/22

OUTSTANDING DEBT REPORT: MARCH 2022

Portfolio Comm: Finance & Corporate Services
File Ref: 9/1/3/4

Demarcation: All Wards
Delegation: Council

Recommended by the Executive Mayor

That the Billing & Debt Collection statistics for the month of March 2022 be noted.

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

For Actioning refer to Council Resolution

Recommendation C/2/53/06/22

OUTSTANDING DEBT REPORT: APRIL 2022

Portfolio Comm: Finance & Corporate Services
File Ref: 9/1/3/4

Demarcation: All Wards
Delegation: Council

Recommended by the Executive Mayor

That the Billing & Debt Collection statistics for the month of April 2022 be noted.

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

For Actioning refer to Council Resolution

Recommendation C/2/54/06/22

OUTSTANDING DEBT REPORT: MAY 2022

Portfolio Comm: Finance & Corporate Services
File Ref: 9/1/3/4

Demarcation: All Wards
Delegation: Council

Recommended by the Executive Mayor

1. That the Billing & Debt Collection statistics for the month of May 2022 be noted.

2. That the slight increase in debt collection and payment ratio be NOTED.
3. That the swifter processing of Indigent applications be NOTED.
4. That a public participation plan be developed in respect of community outreaches where the revised debt collection policy changes will be presented.
5. That as part of the outreach programme, community halls in the respective areas be opened on specific days, so that the indigent and rebates application processes be explained to the public and that applicants also be assisted with the completion of indigent and rebate applications.

Proposed: Councillor J N Kamkam

Seconded: Councillor W J Nel

For Actioning refer to Council Resolution

Recommendation C/2/55/06/22

PREScribed DEBT REPORT: MAY 2022

Portfolio Committee :

Finance & Corporate Services

Demarcation: All Wards

File Ref:

9/1/5/4

Delegation: Council

Recommended by the Executive Mayor

1. That the committee notes the prescribed debt of R 19 766 280.49 as at end April 2022.
2. That Council approve the write off of the prescribed debt that amounts to R 19 766 280.49.

Proposed: Councillor J N Kamkam

Seconded: Councillor W J Nel

For Actioning refer to Council Resolution

Resolution M/2/56/06/22

SECTION 71 REPORT FOR THE MONTH OF MAY 2022

Portfolio Comm: Finance and Corporate Services

File Ref: 9/1/3/4

Demarcation: All Wards

Delegation: MayCo

Resolved

That the Section 71 report for the month ending 31 May 2022 be **NOTED**

That the improvement of the liquidity ratio be **NOTED**.

Proposed: Councillor J N Kamkam

Seconded: Councillor W J Nel

FOR INFORMATION: Manager Budget and Reporting

Section 3: Directorate Corporate Services

Recommendation C/3/40/06/22

REVISED SCHEDULE OF MEETINGS FOR COUNCILLORS FOR 2022 FOR PORTFOLIO COMMITTEES, MAYORAL COMMITTEES AND COUNCIL

Portfolio Comm: Finance and Corporate Services

File Ref: 3/2/3

Demarcation: All Wards

Delegation: Council

Recommended by the Executive Mayor

1. That the 2022 schedule of meetings for the remainder of 2022 approved under Resolution C/3/15/21 be replaced
2. That the following revised schedule of dates for the Portfolio Committee Meetings, Mayoral Committee Meetings and Council Meetings for the remainder of 2022 be approved:

REVISED MEETING SCHEDULE: 2022					
Closing Dates for Agendas	Preliminary Meeting	Portfolio Committees	Mayoral Committee Meetings	Ordinary Council Meeting	Special Council Meetings
				30/6/2022	
4/07/2022	7/7/2022	14/7/2022	21/7/2022		28/7/2022

REVISED MEETING SCHEDULE: 2022					
Closing Dates for Agendas	Preliminary Meeting	Portfolio Committees	Mayoral Committee Meetings	Ordinary Council Meeting	Special Council Meetings
8/8/2022	10/8/2022	18/8/2022 19/8/2022	31/8/2022		25/8/2022 (Approval of Budget & IDP Process Plan)
8/9/2022	13/9/2022	21/9/2022 22/9/2022	28/9/2022		
4/10/2022	6/10/2022	12/10/2022 13/10/2022	20/10/2022	1/10/2022	
10/11/2022	15/11/2022	29/11/2022 30/11/2022	6/12/2022		

3. That Special Council meetings be scheduled as and when required in terms of the Rules of Order of Council.

Proposed: Councillor J N Kamkam

Seconded: Councillor W J Nel

For Actioning refer to Council Resolution

Recommendation C/3/41/06/22

EMPLOYMENT EQUITY PROFILE OF BITOU MUNICIPALITY PER DIRECTORATE AS AT 31 MARCH 2022

Portfolio Committee: Finance and Corporate Services

File Ref: 17/33

Demarcation: All Wards

Delegation: Council

Recommended by the Executive Mayor

1. That Council takes note of the content of the Employment Equity Profile/Status of each Directorate.
2. That it be noted that the employment equity targets are not being met, and that concerted efforts be made to ensure that the employment equity targets are not being comprised.
3. That a progress report be submitted on;
 - (a) *The establishment of the Employment Equity Committee and in terms of realising the employment equity plan.*

(b) That the Employment equity plan be drafted in line with the Integrated Development Plan and be submitted to Council by August 2022.

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

For Actioning refer to Council Resolution

Recommendation C/3/42/06/22

PROGRESS REPORT IN RESPECT ON THE IMPLEMENTATION AND READINESS OF THE STAFF REGULATIONS

Portfolio Comm: Finance and Corporate Services
File Ref: 9/1/33

Demarcation: All Wards
Delegation: Council

Recommended by the Executive Mayor

1. That Council take note of the progress report on the implementation of the New Municipal Staff Regulations.
2. That Council consider confirming Individual Performance Management and that the function be located to the Human Resources Division and empower Municipal Manager to second staff to capacitate the proposed unit.
3. That Council delegate the Municipal Manager to engage with respective Service Providers to assist with the cascading of Individual Performance Management as from T13 down to T3 and draft Individual Performance Agreements which is ultimately aligned to their respective Director's Performance Agreement and in the Directors Strategic Objects,
4. That Council delegate the Municipal Manager to inform and request extension from the Provincial Minister and National Minister of COGTA in respect of the implementation of the Staff Regulations.

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

For Actioning refer to Council Resolution

Recommendation C/3/43/06/22

APPROVAL AND ADOPTION OF HUMAN RESOURCES MANAGEMENT POLICIES

Portfolio Comm: Finance and Corporate Services
File Ref: 4/4/3/2

Demarcation: All Wards
Delegation: Council

Recommended by the Executive Mayor

1. That it be noted that the workshop took place on 21 June 2022.
2. That Council approves and adopts the following Human Resources Management Policies with effect from 1 July 2022;
 - a) Removal Expenses Policy
 - c) Internal & Functional Transfer and Secondment Policy
 - d) Overtime Policy
 - e) Leave of Absence Policy
 - f) Termination of Services Policy
 - g) Gifts Policy
 - h) Office Ethics Policy
 - i) Acting Arrangement Policy
 - j) Private Work Policy
 - k) Confidentiality Policy
 - l) Education, Training and Development Policy
 - m) Succession Planning and Career Planning Policy
 - n) Scarce Skills and Retention Policy
 - o) Incapacity Policy
 - p) OHS Policy
 - q) Smoking Policy
 - r) Employment Equity Policy
 - s) Sexual Harassment Policy
 - t) Local Labour Forum Proceeding Policy
3. That the Recruitment & Selection Policy (b) be approved with effect from 1 September 2022.

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

For Actioning refer to Council Resolution

Section 4: Community Services

Recommendation C/4/12/06/22

UPDATE ON THE DEVELOPMENT, DESIGN AND PLANNING OF A REGIONAL LANDFILL SITE AT THE GARDEN ROUTE DISTRICT MUNICIPALITY

Portfolio Comm: Engineering & Community Services

Demarcation: All Ward

File Ref: 16/5/7

Delegation: Council

Recommended by the Executive Mayor

1. That Council Resolution C/4/60/12/13 dated 04 December 2013 which reads as follows be rescinded:
 - "1. That the establishment of the Public Private Partnership (PPP) to Design, Build, Finance and Operate the regional landfill site be supported.
 2. That Council's commitment to be part of the PPP for a period of 10 years be provided in writing by the Municipal Manager to Eden District Municipality."
2. That Council resolve to commit and sufficiently budget for the Garden Route Regional Waste Management Facility service charge for the duration of twenty years.
3. That Council resolve to include the Garden Route District Municipality Regional Waste Management Facility service charge for Bitou Municipality in the Budget for the 2022/23, 2023/24 and 2024/25 Financial Year (MTREF).
4. That Council takes note of the decision and requests made by Garden Route District Municipal Council in their reports dated 14 March 2022 and 19 May 2022.
5. That Bitou Local Municipal Council supports Garden Route District Municipal Councils decisions on the way forward and the methods to be followed.
6. That Council approve a further 10% on its budget for the 2023/24 and 2024/25 financial years towards service charge, considering the population growth of the Bitou Municipal area.

Proposed: Councillor M P Busakwe

Seconded: Councillor W J Nel

For Actioning refer to Council Resolution

Section 5: Engineering Services

Recommendation C/5/29/06/22

IMPLEMENTATION OF A SMART METERING SYSTEM TO ENHANCE REVENUE COLLECTION OF THE ELECTRICITY COMMODITY

Portfolio Comm: Engineering & Community Services

Demarcation: All Wards

File Ref: 16/2/6/1

Delegation: Council

Recommended by the Executive Mayor

1. That the content of the report on the implementation of a smart metering system to enhance revenue collection of the electricity commodity, be noted.
2. That the public participation process be undertaken to inform the community of the technology change.
3. That the meter readers be reskilled and capacitated to ensure that they are able to operate the new smart metering system technology.

Proposed: Councillor M P Busakwe

Seconded: Councillor W J Nel

For Actioning refer to Council Resolution

Recommendation C/5/30/06/22

STREETLIGHT MAINTENANCE IN ESKOM ELECTRICITY SUPPLY AREA

Portfolio Comm: Engineering & Community Services

Demarcation: All Wards

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

Delegation: Council

Recommended by the Executive Mayor

That the report on streetlight maintenance in Eskom electricity supply areas be noted.

Proposed: Councillor M P Busakwe

Seconded: Councillor W J Nel

For Actioning refer to Council Resolution

Section 6: Economic Development & Planning

Recommendation C/6/40/06/22

**PROPOSED CLOSURE OF PATHWAY BETWEEN THE N2 AND ZENON STREET
AND/OR ACCESS CONTROL TO THESE STREETS**

Portfolio Comm: Strategic Services and Office of the MM

File Ref: 16/3/4/2

Demarcation: Ward 2

Delegation: Council

Recommended by the Executive Mayor

1. That the application for the closure of the existing pathway between the N2 National Road and Zenon Street and/or the restriction of public access to Zenon and Olivia Streets be refused.
2. That a proper investigation be conducted to establish whether a safer and alternative pathway can be erected in future and that a report be submitted once the investigation is concluded.
3. That temporary measures be instituted to ensure that the pathway is being cleared and safer.

Proposed: Councillor W J Nel

Seconded: Councillor M P Busakwe

For Actioning refer to Council Resolution

APPROVED

9. IN – COMMITTEE ITEMS

Please refer to the In-Committee Minutes of even date.

10. RECORDING OF COUNCILLORS PRESENT

The Executive Mayor, Councillor D J Swart verbally record the presence of Councillors in the following order during the In-Committee session;

MayCo Members: Councillor W J Nel, Councillor J N Kamkam and Councillor M P Busakwe.


Non-MayCo members: Councillor A R Olivier

11. CLOSURE

The Executive Mayor declared the Open meeting closed at 16h39.

CONFIRMED AND SIGNED

SIGNATURE:


The Executive Mayor: Councillor D J Swart

DATE:


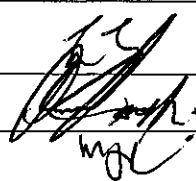
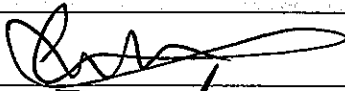

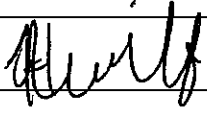
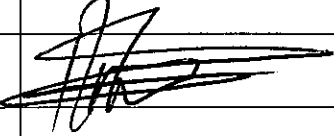
21 JULY 2022

ATTENDANCE REGISTER

BITOU LOCAL MUNICIPALITY

MAYORAL COMMITTEE MEETING HELD IN THE COUNCIL CHAMBER, MUNICIPAL OFFICES, SEWELL STREET, PLETTENBERG BAY ON WEDNESDAY, 22 JUNE 2022 AT 9H00

OFFICIALS


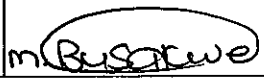
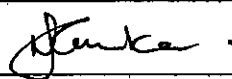
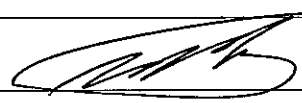
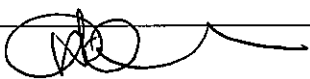
<u>DESIGNATION</u>	<u>NAME</u>	<u>SIGNATURE</u>
Municipal Manager	Mr M Memani	
DIRECTORS		
Director: Financial Services	VACANT	
Director: Corporate Services	Mrs. M Mpahlwa	
Director: Economic Development and Planning	Mr. L Gericke	
Acting Director: Community Services	Mr. A Sakati	
Acting Director: Engineering Services	Mr M Rhode	
MANAGERS		
Manager: Administration	Mrs. T Wildeman	 
Chief Audit Executive	Ms H Bester	
Chief Risk Officer	Mrs. C V Staden	
Senior Manager: Governance & Compliance (Acting)	Mr A Croutz	
Manager Legal Services	Mr L Loliwe	
Manager: Executive Mayor	Mr H Nieuwoudt	
Manager: Deputy Executive Mayor	Mr X Bangela	
Manager: Office of the Speaker	Mr R Plaatjies	
Manager: Communications	Mr A Namntu	
Principal Committee Officer	Ms J Jansen	




ATTENDANCE REGISTER: MAYORAL COMMITTEE

BITOU LOCAL MUNICIPALITY

MAYORAL COMMITTEE MEETING HELD IN THE COUNCIL CHAMBER, MUNICIPAL OFFICES, SEWELL STREET, PLETTENBERG BAY ON WEDNESDAY, 22 JUNE 2022 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 M A M BOTHA	
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)	



Thank you for attending. Dankie vir u belangstelling.

Dankie vir u belangstelling.

