

**MINUTES OF THE ORDINARY COUNCIL MEETING OF BITOU LOCAL MUNICIPALITY HELD IN THE COUNCIL CHAMBER, MUNICIPAL OFFICES, SEWELL STREET, PLETTENBERG BAY ON WEDNESDAY, 31 JULY 2024 AT 9H38**

**1. OPENING**

The Speaker, Councillor S E Gcabayi welcomed everyone present at 9h38.

The Speaker then invited Bishop Louis Williams from the Methodist Church of South Africa in Kwanokuthula to open the meeting with a scripture reading and a prayer.

**2. ATTENDANCE**

As per attached attendance register.

*For the record:* Councillors N P Kolwapi and T Mhlana who was away on official Municipal business and Councillor N Seti virtually joined the meeting.  
Officials – The Acting Chief Financial Officer, Mr B Ngubo, joined the meeting virtually.

**3. APPLICATION FOR LEAVE OF ABSENCE**

None all Councillors present

**4. OATH OR SOLEMN AFFIRMATION BY A NEW MEMBER OF THE MUNICIPAL COUNCIL**

*Please refer to Resolution C/3/212/07/24 of the minutes of even date.*

**5. DECLARATION OF INTERESTS**

None

**6. CONFIRMATION OF MINUTES**

**6.1 Minutes of the Special Council meeting dated 28 June 2024**

Minutes of the Special Council Meeting of 28 June 2024, be and are hereby **CONFIRMED AND SIGNED**, subject thereto that the date in the heading of the minutes be corrected to read 28 June 2024.

**Proposed:** Councillor H Mitchell

**Seconded:** Councillor S A Mangxaba

m.p

**6.2 Minutes of the Special Council meeting dated 04 July 2024**

Minutes of the Special Council Meeting of 04 July 2024, be and are hereby **CONFIRMED AND SIGNED.**

**Proposed:** Councillor C N-J Terblanche

**Seconded:** Councillor H Mitchell

**7. STATEMENTS AND COMMUNICATIONS BY:**

**7.1 The Executive Mayor**

None

**7.2 The Speaker**

None

**8. PRESENTATION**

None

**9. 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 which have been dealt with by the Executive Mayor in terms of delegated authority for 12 July 2024, 23 April 2024, 23 May 2024 and 27 June 2024, be **NOTED.**

**FOR INFORMATION**

**10. NOTING OF OUTSTANDING IMPLEMENTED COUNCIL RESOLUTIONS.**

That the Outstanding implemented Council Resolutions report dated 24 July 2024, be **NOTED.**

**FOR INFORMATION**

mr

**11. CONSIDERATION OF REPORTS (NON- DELEGATED MATTERS)****Section 1: Office of the Municipal Manager****Resolution C/1/235/07/24****RISK MANAGEMENT FRAMEWORK 2024/25**

**Portfolio Comm:** Strategic Services & Office of the MM  
**File Ref:** 2/11/4

**Demarcation:** All Wards  
**Delegation:** Council

**Resolved**

That Council approves the Risk Management Framework for the 2024/25 financial year with the documents detailed as follows:

- a) Fraud & Corruption Prevention Policy & Strategy 2024-25
- b) Risk Management Committee: Terms of Reference 2024-25
- c) Enterprise Risk Management Policy 2024-25
- d) Enterprise Risk Management Strategy 2024-25
- e) Business Continuity Management Policy 2024-25
- f) Integrity Management Framework 2024-25

**Proposed:** Councillor C N J Terblanche  
**Seconded:** Councillor S A Mangxaba

**FOR INFORMATION:** Chief Risk Officer  
**Cc.** Acting Municipal Manager

**Resolution C/1/238/07/24***Circulated per Addendum 1 of the Agenda***STATUS REPORT: AIRPORT BUSINESS AND LONG-TERM LEASE OF THE PLETTENBERG BAY AIRPORT**

**Portfolio Comm:** Strategic Services & Office of the MM  
**File Ref:** 17/12/2

**Demarcation:** All Wards  
**Delegation:** Council

*Letter dated 31 July 2024 received from South African Civil Aviation Authority screened at the meeting.*

**Resolved**

1. That Council note content of the progress report.
2. That Council take note of the letter dated 31 July 2024 received from South African Civil Aviation Authority addressed to Bitou Local Municipality on the "Notice of Suspension of the Plettenberg Bay Aerodrome Licence No 234".

*m.p*

3. That Council authorise the team established to negotiate the terms of the new agreement with RSA Aero Ltd, including the best method to repair the runway for compliance with the South African Civil Aviation Authority.
4. That Council allows management to appeal the notice of suspension as in 2. above
5. That Council authorise the Municipal Manager to enter into the new agreement once the terms have been negotiated.

**Proposed:** Councillor T Mhlana  
**Seconded:** Councillor S A Mangxaba

**EXECUTION:** Acting Director: Corporate Services  
**Cc.** Acting Municipal Manager

*For the Record: Councillor J N Kamkam and Councillor W J Nel requested that it be recorded that they abstain from the above resolution.*

## **Section 2: Finance**

**Resolution C/2/218/07/24**

### **LIST OF WITHDRAWALS FROM MUNICIPAL BANK ACCOUNT FOR THE QUARTER ENDED 30 JUNE 2024**

**Portfolio Comm:** Finance & Engineering  
**File Ref:** 5/15/6

**Demarcation:** All Wards  
**Delegation:** Council

#### **Resolved**

1. That Council confirms the withdrawals that were made in terms of Section 11 (1) (b) to (j) of the Local Government: Municipal Financial Management Act, 2003 for the quarter April 2024 to June 2024.
2. That the report accordingly be presented to the Provincial Treasury: Western Cape and Auditor – General, as determined by Section 11(4) (b) of the Local Government: Municipal Finance Management Act, 2003.

**Proposed:** Councillor H Mitchell  
**Seconded:** Councillor C N J Terblanche

**EXECUTION:** Manager Budget and Financial Reporting  
**cc.** Acting Director: Financial Services

m.f

**Resolution C/2/219/07/24**

**VIREMENT REPORT FOR THE FOURTH QUARTER ENDED 30 JUNE 2024**

**Portfolio Comm:** Finance & Engineering

**File Ref:** 9/1/3/4

**Demarcation:** All Wards

**Delegation:** Council

**Resolved**

That cognisance be taken of the virements that have been considered or processed during the fourth quarter of the 2023 2024 financial year.

**Proposed:** Councillor H Mitchell

**Seconded:** Councillor C N J Terblanche

**FOR INFORMATION:** Manager Budget and Financial Reporting  
Cc. Director: Financial Services

**Resolution C/2/220/07/24**

**REPORT ON THE IMPLEMENTATION OF THE SUPPLY CHAIN MANAGEMENT POLICY FOR THE 4<sup>th</sup> QUARTER 01 APRIL TO 30 JUNE 2024**

**Portfolio Comm:** Finance & Corporate Services

**File Ref:** 8/1/5/5/2

**Demarcation:** All Wards

**Delegation:** Council

**Resolved**

That Council notes the Supply Chain Management Implementation Report for the 4<sup>th</sup> Quarter, 01 April - 30 June 2024, of the 2023/24 procurement year in terms of Section 6(3) of the SCM Policy.

**Proposed:** Councillor H Mitchell

**Seconded:** Councillor S A Mangxaba

**FOR INFORMATION:** Manager: Supply Chain Management  
cc. Director: Financial Services

m.p

**Resolution C/2/221/07/24**

**REPORT ON QUARTER FOUR INVENTORY COUNT AT THE MUNICIPAL STORES AS AT 27 – 28 JUNE 2024**

**Portfolio Comm:** Finance & Engineering  
**File Ref:** 9/1/3/4

**Demarcation:** All Wards  
**Delegation:** Council

**Resolved**

That cognisance be taken of the Quarterly Inventory Count Report for 27 and 28 June 2024.

**Proposed:** Councillor C N J Terblanche  
**Seconded:** Councillor H Mitchell

**FOR INFORMATION:** Manager: Supply Chain Management  
 cc. Director: Financial Services

**Resolution C/2/222/07/24**

*\* Circulated per Addendum 1 of the Agenda*

**SECTION 52(d) REPORT FOR THE QUARTER ENDING JUNE 2024**

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

**Demarcation:** All Wards  
**Delegation:** Council

**Resolved**

That the Section 52(d) report for the quarter ending 30 June 2024, be noted.

**Proposed:** Councillor C N J Terblanche  
**Seconded:** Councillor S A Mangxaba

**EXECUTION:** Manager: Budget and Reporting  
 Cc: Director: Financial Services

m.p



**Section 3: Corporate Services**

**Resolution C/3/210/07/24**

**OVERTIME REPORT FOR THE MONTHS OF APRIL 2024; MAY 2024 AND JUNE 2024**

**Portfolio Comm:** Corporate and Finance Services  
**File Ref:** 4/5/2/5

**Demarcation:** All Wards  
**Delegation:** Council

**Resolved**

That the Overtime Report for the months of April 2024, May 2024 and June 2024, be noted.

**Proposed:** Councillor H Mitchell  
**Seconded:** Councillor C N J Terblanche

**For Information:** Manager: HR Administration  
**Cc.** Acting Director: Corporate Services

**Resolution C/3/211/07/24**

**HUMAN RESOURCE MANAGEMENT DIVISION: - QUARTERLY REPORT FOR THE PERIOD 01 APRIL 2024 UNTIL 30 JUNE 2024**

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

**Demarcation:** All Wards  
**Delegation:** Council

**Resolved**

That Council takes note of the content of the quarterly Human Resources Management report for the period 01 April 2024 until 30 June 2024.

**Proposed:** Councillor H Mitchell  
**Seconded:** Councillor C N J Terblanche

**For Information:** Manager: HR Administration  
**Cc.** Acting Director: Corporate Services

m.p

**Resolution C/3/212/07/24****OATH OR SOLEMN AFFIRMATION BY A NEW MEMBER OF MUNICIPAL COUNCIL:  
COUNCILLOR R WILLEMSE****Portfolio Comm:** Finance & Corporate Services**Demarcation:** All Wards**File Ref:** 3/2/1/6**Delegation:** Council

This Item was dealt with under Point 4 of the Order of business.

**Resolved**

That it be noted that Councillor Renicia Willemse took an Oath to be faithful to the Republic of South Africa and to obey, respect and uphold the Constitution and all other laws of the Republic of South Africa; and solemnly promised to perform their functions as members of the Bitou Local Municipal Council to the best of their abilities and signed the applicable Oath Certificate in the presence of the Commissioner of Oath, Miss M Paulsen.

**FOR INFORMATION:****Director Corporate Services****Cc.****Acting Director: Corporate Services****Resolution C/3/213/07/24****REQUEST TO THE MEC TO CONSIDER THE WHIP OF COUNCIL TO BE  
DESIGNATED AS A FULL-TIME COUNCILLOR****Portfolio Comm:** Finance and Corporate services**Demarcation:** All Wards**File Ref:** 5/15/5/1**Delegation:** Council**Resolved**

1. That Council notes the content of the report.
2. That Council authorises the Acting Municipal Manager to request the MEC to amend the Bitou Establishment notice.

**Proposed:** Councillor H Mitchell**Seconded:** Councillor C N J Terblanche**EXECUTION:** Manager Legal Services**Cc.** Acting Director: Corporate Services

m.p



**Resolution C/3/214/07/24**

*Circulated per Addendum 1 of the Agenda*

**NOMINATION OF POLITICAL REPRESENTATIVE AND SECUNDI TO THE PROVINCIAL SALGA WOMENS COMMISSION**

**Portfolio Comm:** Finance & Corporate Services

**File Ref:** 12/2/1/3/1

**Demarcation:** All Wards

**Delegation:** Council

**Resolved**

1. That Councillor N P Kolwapi be nominated to be elected as the representative representing Bitou Local Municipality on the Provincial SALGA Women's Commission.
2. That Councillor R Willemse be nominated to be elected as the secundi to the elected representative representing Bitou Local Municipality on the Provincial SALGA Women's Commission.

**Proposed:** Councillor C N-J Terblanche

**Seconded:** Councillor A R Olivier

**EXECUTION:** Acting Manager: Administration

**Cc.** Acting Director: Corporate Services

**Section 4: Community Services**

**Resolution C/4/206/07/24**

**BITOU MUNICIPALITY STANDARDIZED WESTERN CAPE DISASTER MANAGEMENT PLAN - REVIEW**

**Portfolio Comm:** Engineering & Community Services

**File Ref:** 17/4/1

**Demarcation:** All Wards

**Delegation:** Council

**Resolved**

1. That the Council notes the report on the annual review of the Disaster Management Plan.
2. That Council adopts the amendments to the Disaster Management plan, as set out in "Annexure A", circulated with the agenda.

**Proposed:** Councillor C N J Terblanche

**Seconded:** Councillor S A Mangxaba

**EXECUTION:** Disaster Management Coordinator

**Cc** Director: Community Services

mf

**Section 5: Engineering Services****Resolution C/5/156/07/24****CAPITAL PROJECTS IMPLEMENTATION PLAN (CPIP): MONTHLY PROGRESS REPORT FOR PERIOD ENDING JUNE 2024****Portfolio Comm:** Engineering & Community Services**Demarcation:** All Wards**File Ref:** 5/7/1/12**Delegation:** Council**Resolved**

That Council takes cognizance of the Capital Projects Implementation Plan (CPIP) for the period ending June 2024.

**Proposed:** Councillor C N J Terblanche**Seconded:** Councillor J N Kamkam**For Information:****Manager: Project Management Unit (PMU)**  
**Director: Engineering Services****Cc****Section 6: Planning & Development****Resolution C/6/151/07/24****LOCAL ECONOMIC FOURTH QUARTERLY REPORT: PERIOD APRIL 2024 TO JUNE 2024****Portfolio Comm:** Strategic Services and Office of the MM**Demarcation:** All Wards**File Ref:** 9/1/3/7**Delegation:** Council**Resolved**

1. That the fourth (4<sup>th</sup>) quarter report on the activities in the Economic Development Division for the period April to June 2024, be noted.
2. That a list of projects for all Wards with regards to the Corporate Social Investments be compiled, prioritised and be submitted to Council for consideration.
3. That it be noted that feedback on the Kurland Mushroom Project will be provided at the next meeting.
4. That it be confirmed whether KK Sands are contributing to the local economic development.

**Proposed:** Councillor H Mitchell**Seconded:** Councillor J N Kamkam**EXECUTION:****Acting Manager: Economic Development****Cc****Acting Director: Planning & Development**

mr

**12. URGENT MATTERS SUBMITTED BY THE MUNICIPAL MANAGER**

None received.

**13. CONSIDERATION OF NOTICES OF MOTION**

None received.

**14. CONSIDERATION OF NOTICES OF QUESTION**

None received.

**15. CONSIDERATION OF MOTIONS OF EXIGENCY**

None received.

**16. IN-COMMITTEE MATTERS**

**16.1 CONFIRMATION OF MINUTES: (IN-COMMITTEE)**

**16.1.1 Minutes of the Special Council In-Committee Meeting dated 28 June 2024, subsequently adjourned to 1<sup>st</sup> July 2024**

Please refer to the In-Committee Minutes of even date

**16.2 CONSIDERATION OF IN-COMMITTEE REPORTS (NON- DELEGATED MATTERS)**

Please refer to the In-Committee Minutes of even date

**17. RECORDING OF COUNCILLORS PRESENT**

The Speaker, Councillor S E Gcabayi requested that Councillors verbally record their presence during the Special Council In-Committee session of even date in the following order;

Councillor S A Mangxaba, Councillor D J Swart, Councillor M P Busakwe, Councillor W J Nel, Councillor J N Kamkam, Councillor R Willemse, Councillor A R Olivier, Councillor H Mitchell, Councillor C N-J Terblanche and Councillor S E Gcabayi.

That it be noted that Councillors N P Kolwapi and T Mhlana and N T Seti were virtually present during the meeting.

mr

18. CLOSURE

The Speaker adjourned the Ordinary Council open meeting at 11h47 whereafter the Ordinary Council In-Committee session commenced at 11h59.

CONFIRMED AND SIGNED

SIGNATURE:

m. Busakwe

The Speaker, M P Busakwe

DATE:

30/09/2024

APPROVED

m.p



## ATTENDANCE REGISTER

**ORDINARY COUNCIL MEETING OF BITOU LOCAL MUNICIPALITY HELD  
IN THE COUNCIL CHAMBER, MUNICIPAL OFFICES, SEWELL STREET,  
PLETTENBERG BAY ON WEDNESDAY, 31 JULY 2024 AT 9H00**

<u>NAME</u>	<u>SIGNATURE</u>
COUNCILLOR M P BUSAKWE	<i>M. Busakwe</i>
COUNCILLOR S E GCABAYI (Speaker)	<i>S. E. Gcabayi</i>
COUNCILLOR J N KAMKAM	<i>J. N. Kamkam</i>
COUNCILLOR N P KOLWAPI (Deputy Executive Mayor)	Virtual
COUNCILLOR S A MANGXABA	<i>S. A. Mangxaba</i>
COUNCILLOR T MHLANA	Virtual
COUNCILLOR H MITCHELL	<i>H. Mitchell</i>
COUNCILLOR R WILLEMSE	<i>R. Willemse</i>
COUNCILLOR W J NEL	<i>W. J. Nel</i>
COUNCILLOR A R OLIVIER	<i>A. R. Olivier</i>
COUNCILLOR N T SETI	Virtual
COUNCILLOR D J SWART	<i>D. J. Swart</i>
COUNCILLOR C N-J TERBLANCHE (Executive Mayor)	<i>C. N-J. Terblanche</i>

*m.p*

**ATTENDANCE REGISTER**

**BITOU LOCAL MUNICIPALITY**

**ORDINARY COUNCIL MEETING HELD IN THE COUNCIL CHAMBER, MUNICIPAL  
OFFICES, SEWELL STREET, PLETTENBERG BAY ON WEDNESDAY, 31 JULY 2024 AT  
9H00**

**OFFICIALS**

<u><b>DESIGNATION</b></u>	<u><b>NAME</b></u>	<u><b>SIGNATURE</b></u>
Acting Municipal Manager	Mr R Links	
<b>DIRECTORS</b>		
Acting Director: Financial Services	Mr. B Ngubo	Virtual
Acting Director: Corporate Services	Mr L Loliwe	7-2
Director: Community Services	Ms M Paulsen	M. Paulsen
Director: Engineering Services	Mr V Felton	V. Felton
Acting Director: Economic Development and Planning	Mrs T Wildeman	T. Wildeman
<b>MANAGERS</b>		
Acting Manager Administration & Head Committee Services	Ms J Jansen	J. Jansen
Committee Clerk	Ms T Mpembe	T. Mpembe
Acting Manager: Legal Services	Ms A Mdele Mr A Croutz	A. Mdele
Manager: Executive Mayor	Mr R Plaatjies	Virtual
Manager: Deputy Executive Mayor	Mr V Thomas	V. Thomas
Manager: Office of the Speaker	Mr A Mbali	A. Mbali
Manager: Communications, Customer Relations Management	Mr A Namntu	A. Namntu
Senior Manager Governance & Compliance	Mr F Lötter	F. Lötter
Acting Chief Audit Executive	Mr C Koeberg	C. Koeberg
Risk Management	Mrs C Van Staden	C. Van Staden

m-p



# ATTENDANCE REGISTER



## Interested members of the Public

Thank you for attending.

Name	Contact number	Email address	Representing	Signature
C. Van Gaster	0827745008	stay@pebble-6	KPH	[Signature]
Bishop Louis Williams	0645305044	mngqosi1@gmail.com	Metropolitan	[Signature]
E. Maxim	0637174409	emaxim@knyasa.gov.za	KMYSM	[Signature]
Jaon White	0637174393	jwhite@knyasa.gov.za	Km	[Signature]

ORDINARY COUNCIL MEETING HELD IN THE COUNCIL CHAMBER, MUNICIPAL OFFICES, SEWELL STREET, PLETTENBERG BAY ON WEDNESDAY, 31 JULY 2024 AT 9H00.

m.p