

MINUTES OF THE MAYORAL COMMITTEE MEETING OF BITOU LOCAL MUNICIPALITY HELD IN THE COUNCIL CHAMBER, MUNICIPAL OFFICES, SEWELL STREET, PLETTENBERG BAY ON FRIDAY, 24 JANUARY 2025 AT 09H04

1. OPENING

The Executive Mayor opened the meeting Councillor J N Kamkam and welcomed everyone present at 9h04.

Councillor Kamkam welcomed everyone present and expressed her gratitude that all had returned safely after the holiday.

She commended the service delivery departments for their excellent performance during the festive season and acknowledged the efforts of employees who handled challenging customers and reported that there were no significant complaints during the season.

In conclusion, she reminded everyone that public servants are guided by the Batho Pele Principles.

The Deputy Executive Mayor, Councillor N P Kolwapi was requested to open the meeting with a prayer.

2. ATTENDANCE

As per the attached attendance register.

3. APPLICATION FOR LEAVE OF ABSENCE

None, all Councillors were present.

4. DECLARATION OF INTEREST

None

5. CONFIRMATION OF MINUTES

5.1 Minutes of the Mayoral Committee Meeting: 5 December 2024

That the minutes of the Mayoral Committee Meeting of 5 December 2024, be and are hereby **CONFIRMED AND SIGNED.**

Proposed: Councillor W J Nel
Seconded: Councillor N P Kolwapi

5.2 Minutes of the Special Mayoral Committee Meeting: 13 December 2024

That the minutes of the Special Mayoral Committee Meeting of 13 December 2024, be and are hereby **CONFIRMED AND SIGNED.**

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

6. COMMUNICATIONS BY THE EXECUTIVE MAYOR

None

7. PRESENTATIONS

None

8. ITEMS FOR INFORMATION WHICH HAVE BEEN DEALT WITH BY THE PORTFOLIO COMMITTEES IN TERMS OF DELEGATED AUTHORITY

That the Items for information which have been dealt with by the respective Portfolio Committees as indicated below be **NOTED**.

- *Strategic Services & Office of The Municipal Manager Portfolio Committee meeting held 19 November 2024*
- *Corporate & Finance Portfolio Committee meeting held 19 November 2024*
- *Engineering & Community Services Portfolio Committee meeting held 20 November 2024*

FOR INFORMATION**9. NOTING OF OUTSTANDING / PARTIALLY IMPLEMENTED MAYCO RESOLUTIONS**

None

10. CONSIDERATION OF REPORTS (OPEN)**Section 1: Office of the Municipal Manager**

Recommendation C/1/282/01/25

REVISED AUDIT AND PERFORMANCE AUDIT COMMITTEE CHARTER

<u>Portfolio Comm:</u>	Strategic Services & Office of the MM	<u>Demarcation:</u> All Wards
<u>File Ref:</u>	9/1/7	<u>Delegation:</u> Council

Recommended by the Executive Mayor

1. That the Audit and Performance Audit Committee Charter be approved.
2. That subsequent to approval, the Charter be published on the Municipal Website to promote awareness amongst all stakeholders.

Proposed: Councillor N P Kolwapi
Seconded: Councillor W J Nel

For execution refer to Council resolution

Recommendation C/1/283/01/25

TABLING OF THE DRAFT 2023/2024 ANNUAL REPORT

Portfolio Comm: Strategic Services & Office of the MM
File Ref: 5/11/1/1 & 9/1/1
Demarcation: All Wards
Delegation: Council

Recommended by the Executive Mayor

1. That cognisance be taken of the tabling of the 2023/2024 Draft Annual Report and the timeframes related to the adoption and publication.
2. That the Annual Report be submitted to MPAC in order to consider and evaluate the 2023/2024 Draft Annual Report to provide a detailed analysis and review thereof, and to submit an Oversight Report to Council by 31 March 2025.
3. That the 2023/2024 Draft Annual Report be submitted to the Office of the Auditor General, Provincial Treasury and the relevant Provincial Department responsible for Local Government.
4. That the Accounting Officer forthwith publishes the 2023/2024 Draft Annual Report for public comments and recommendations.
5. That concerted efforts be made to encourage proactive public participation amongst communities (eg, ward committee meetings).

Proposed: Councillor N P Kolwapi
Seconded: Councillor W J Nel

For execution refer to Council resolution

Section 2: Financial

Resolution M/2/251/01/25

REVENUE MANAGEMENT REPORT – NOVEMBER 2024

Portfolio Comm.: Finance & Corporate Services
File Ref: 9/1/3/4
Demarcation: All Wards
Delegation: MayCo

Resolved

1. That the Revenue Management Report for the month of November 2024, be noted.
2. That it be noted that the amount of R 145,978 has been written off as bad debt in the 50% settlement discount program and an amount of R 524,403 collected in the month of November 2024 as per the Council approved Writing off of Irrecoverable Debt Policy.

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

FOR INFORMATION: Manager Revenue

Resolution M/2/252/01/25**REVENUE MANAGEMENT REPORT – DECEMBER 2024**

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

Demarcation: All Wards
Delegation: MayCo

Resolved

That the Revenue Management report for the month of December 2024, be noted.

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

FOR INFORMATION: Manager Revenue

Resolution M/2/253/01/25**SECTION 71 REPORT FOR THE MONTH OF NOVEMBER 2024**

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

Demarcation: All Wards
Delegation: MayCo

Resolved

That the Section 71 report for the month ended 30 November 2024, be noted.

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

FOR INFORMATION: Manager Budget and Financial Reporting

Resolution M/2/255/01/25**SECTION 71 REPORT FOR THE MONTH OF DECEMBER 2024**

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

Demarcation: All Wards
Delegation: MayCo

Resolved

That the Section 71 report for the month ended 31 December 2024, be noted.

Proposed: Councillor N P Kolwapi
Seconded: Councillor A R Olivier

FOR INFORMATION: Manager Budget and Financial Reporting

Recommendation C/2/256/01/25**VIREMENT REPORT FOR THE SECOND QUARTER ENDED 31 DECEMBER 2024****Portfolio Comm:** Finance & Corporate Services**Demarcation:** All Wards**File Ref:** 9/1/3/4**Delegation:** Council**Recommended by the Executive Mayor**

1. That cognisance be taken of the virements that have been considered or processed during the second quarter of the 2024/2025 financial year.
2. That the concerns around the volume of virements be noted therefore officials were urged to focus on better budget planning.

Proposed: Councillor N P Kolwapi**Seconded:** Councillor W J Nel**For execution refer to Council resolution****Recommendation C/2/257/01/25****LIST OF WITHDRAWALS FROM MUNICIPAL BANK ACCOUNT FOR THE QUARTER ENDED 31 DECEMBER 2024****Portfolio Comm:** Finance & Corporate Services**Demarcation:** All Wards**File Ref:** 5/15/6**Delegation:** Council**Recommended by the Executive Mayor**

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 October 2024 to December 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 A R Olivier**Seconded:** Councillor W J Nel**For execution refer to Council resolution**

Recommendation C/2/258/01/24

COST CONTAINMENT REPORT FOR THE QUARTER ENDING 31 DECEMBER 2024

Portfolio Comm: Finance & Corporate Services

File Ref: 9/1/3/4

Demarcation: All Wards

Delegation: Council

Recommended by the Executive Mayor

That cognisance be taken of the Cost Containment report for the quarter ending 31 December 2024.

Proposed: Councillor N P Kolwapi

Seconded: Councillor W J Nel

For execution refer to Council resolution

Section 3: Corporate Services

Recommendation C/3/264/01/25

HUMAN RESOURCE MANAGEMENT DIVISION: - QUARTERLY REPORT FOR THE PERIOD 01 OCTOBER 2024 UNTIL 31 DECEMBER 2024

Portfolio Comm: Finance and Corporate Services

File Ref: 9/1/33

Demarcation: All Wards

Delegation: Council

Recommended by the Executive Mayor

1. That Council takes note of the content of the quarterly Human Resources management report for the period 01 October 2024 until 31 December 2024.
2. That it be noted that, going forward a comprehensive report will be submitted detailing the various types of sick leave taken by employees, and highlighting the underlying challenges and reasons contributing to the high level of sick leave, with the specific intent to develop a wellness program.

Proposed: Councillor W J Nel

Seconded: Councillor N P Kolwapi

For execution refer to Council resolution



Recommendation C/3/265/01/25**OCCUPATIONAL HEALTH & SAFETY ACTIVITIES REPORT FOR THE PERIOD 01 OCTOBER 2024 UNTIL 31 DECEMBER 2024**

Portfolio Comm: Finance and Corporate Services
File Ref: 5/10/4

Demarcation: All Wards
Delegation: Council

Recommended by the Executive Mayor

1. That the content of the quarterly Occupational Health and Safety report for the period 01 October 2024 until 31 December 2024, be noted.
2. That despite budget constraints / challenges, a proactive approach be taken to address the identified health and safety hazards mentioned (especially "housekeeping" issues raised), to limit the risk of litigation and to ensure that employees work in a safe environment.

Proposed: Councillor W J Nel
Seconded: Councillor N P Kolwapi

For execution refer to Council resolution

Section 4: Community Services

No items for consideration

Section 5: Engineering Services**Recommendation C/5/186/01/25****WATER PIPE REPLACEMENT**

Portfolio Comm: Engineering & Community Services
File Ref: 3/1/3/5/1

Demarcation: All Wards.
Delegation: Council

Recommended by the Executive Mayor

1. That the report on the water pipe replacement be noted and be referred to the Budget Steering Committee for discussion.
2. That it be noted that concerted efforts (intense drive) must be made to source additional grant funding.

Proposed: Councillor A R Olivier
Seconded: Councillor N P Kolwapi

For execution refer to Council resolution

Recommendation C/5/187/01/25**CAPITAL PROJECTS IMPLEMENTATION PLAN (CPIP) MONTHLY PROGRESS REPORT FOR PERIOD ENDING DECEMBER 2024****Portfolio Comm:** Engineering & Community Services**File Ref:** 5/7/1/12**Demarcation:** All Wards**Delegation:** Council**Recommended by the Executive Mayor**

That cognizance be taken of the Capital Projects Implementation Plan (CPIP) for the period ending December 2024.

Proposed: Councillor N P Kolwapi**Seconded:** Councillor W J Nel**For execution refer to Council resolution****Recommendation C/5/188/01/25****WATER MANAGEMENT DEVICES****Portfolio Comm:** Engineering & Community Services**File Ref:** 3/1/3/5/1**Demarcation:** All Wards.**Delegation:** Council**Recommended by the Executive Mayor**

That the Item be WITHDRAWN and be rectified, taking into consideration all previous resolutions (in specific resolution C/2/73/10/22 were highlighted) to ensure that a comprehensive report is tabled at the next meeting.

Proposed: Councillor A R Olivier**Seconded:** Councillor W J Nel**For execution refer to Council resolution**

Recommendation C/5/189/01/25

**PROPOSED UPGRADING OF BULK WATER AND SANITATION INFRASTRUCTURE:
EASTERN SIDE OF GREATER PLETTENBERG BAY, WITTEDRIFT AND**

Portfolio Comm: Engineering & Community Services
File Ref: 3/1/3/5/1

Demarcation: Ward 1 and 2
Delegation: Council

Recommended by the Executive Mayor

That the report on the upgrades required to the bulk water and sanitation infrastructure be noted and referred to the Budget Steering Committee for discussion.

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

For execution refer to Council resolution

Section 6: Economic Development and Planning

Recommendation C/6/170/01/25

EPWP REPORT QUARTER 2 REPORT PERIOD ENDING 31 DECEMBER 2024

Portfolio Comm: Strategic Services and Office of the MM
File Ref: 17/14/1/2

Demarcation: All Wards
Delegation: Council

Recommended by the Executive Mayor

That cognizance be taken of the EPWP Second Quarter Report for the period ending 31 December 2024.

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

For execution refer to Council resolution

Recommendation C/6/171/01/25

PROGRESS REPORT ON THE INTEGRATED HUMAN SETTLEMENTS PIPELINE PROJECTS FOR THE QUARTER ENDING DECEMBER 2024

Portfolio Comm: Strategic Services and Office of the MM **Demarcation:** All Wards
File Ref: 9/1/6 **Delegation:** Council

Recommended by the Executive Mayor

That cognizance be taken of the quarterly progress report for the quarter ending December 2024.

Proposed: Councillor N P Kolwapi
Seconded: Councillor W J Nel

For execution refer to Council resolution

11. IN-COMMITTEE MATTERS

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

12. RECORDING OF COUNCILLORS PRESENT

The Mayoral Committee members recorded their presence in the following order during the In-Committee session.

Councillor A R Oliver, Councillor W J Nel, Councillor N P Kolwapi and Councillor J N Kamkam.

13. CLOSURE

The Executive Mayor closed the Open meeting at 11h10

CONFIRMED AND SIGNED

SIGNATURE:


 The Executive Mayor: Councillor J N Kamkam

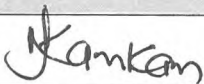
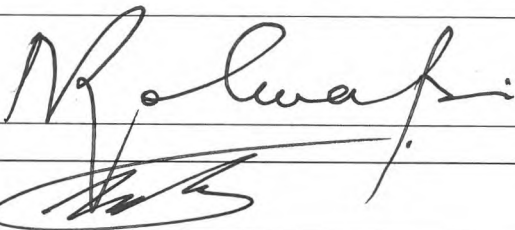

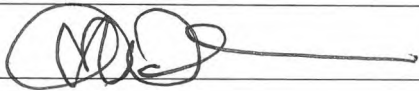
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24/02/25

ATTENDANCE REGISTER: MAYORAL COMMITTEE

BITOU LOCAL MUNICIPALITY

MAYORAL COMMITTEE MEETING HELD IN THE COUNCIL CHAMBER, MUNICIPAL OFFICES, SEWELL STREET, PLETTENBERG BAY ON FRIDAY, 24 JANUARY 2025 AT 09H00

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

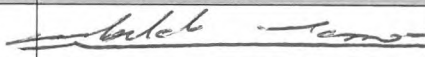


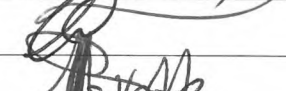
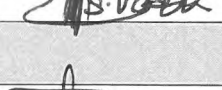




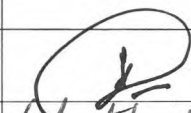
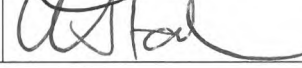


ATTENDANCE REGISTER

BITOU LOCAL MUNICIPALITY

MAYORAL COMMITTEE MEETING HELD IN THE COUNCIL CHAMBER, MUNICIPAL
OFFICES, SEWELL STREET, PLETTENBERG BAY ON FRIDAY, 24 JANUARY 2025 AT
09H00

OFFICIALS

<u>DESIGNATION</u>	<u>NAME</u>	<u>SIGNATURE</u>
Municipal Manager	Mr M Memani	
DIRECTORS		
Director: Corporate Services	Mr L Loliwe	
Director: Engineering Services	Mr V Felton	
Acting Director: Financial Services	Mr A Zindlu	
Acting Director: Planning and Development	Mr C Schliemann	
Acting Director: Community Services	Mr S Vandala	
MANAGERS		
Manager Administration	Ms T Wildeman	
Principal Committee Officer	Ms J Jansen	
Committee Clerk	Ms T Mpembe	
Acting Senior Manager Governance and Compliance	Mr A Paulse	
Manager: Speaker's Office	Mr M James	
Manager Communication & Customer Relations	Mr A Namntu	Virtual.
Manager: Executive Mayor	Mr S Liwani	
Manager: Deputy Mayor Office	Mr V Thomas	
Acting Chief Audit Officer Executive	Mr C Koeberg	
Chief Risk Officer	Mrs C Van Staden	

ATTENDANCE REGISTERBITOU LOCAL MUNICIPALITY

MAYORAL COMMITTEE MEETING HELD IN THE COUNCIL CHAMBER, MUNICIPAL OFFICES, SEWELL STREET, PLETTENBERG BAY ON FRIDAY, 24 JANUARY 2025 AT 09H00

OFFICIALS

<u>DESIGNATION</u>	<u>NAME</u>	<u>SIGNATURE</u>
Manager legal Services	Mr. A Cratz	VIRTUAL
Manager: LED	Mr. L Jacobs	Virtual