

MINUTES OF THE MAYORAL COMMITTEE MEETING OF BITOU LOCAL MUNICIPALITY HELD IN THE COUNCIL CHAMBER, MUNICIPAL OFFICES, SEWELL STREET, PLETTENBERG BAY ON WEDNESDAY, 23 APRIL 2025 AT 09H04

1. OPENING

The Executive Mayor, Councillor J N Kamkam, welcomed everyone at 09h04 and requested Councillor N P Kolwapi to open the meeting with a prayer.

2. ATTENDANCE

As per the attached attendance register.

3. APPLICATION FOR LEAVE OF ABSENCE

Councillor W J Nel rendered his apology.

Resolved

That it be noted that leave of absence was granted to Councillor W J Nel.

4. DECLARATION OF INTEREST

None

5. CONFIRMATION OF MINUTES

5.1 Minutes of the Mayoral Committee Meeting: 19 March 2025

That the minutes of the Mayoral Committee Meeting of 19 March 2025, be and are hereby **CONFIRMED AND SIGNED.**

Proposed: Councillor N P Kolwapi
Seconded: Councillor J N Kamkam

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 17 March 2025*
- *Engineering & Community Services Portfolio Committee meeting held 12 March 2025*

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/1/316/04/25

BITOU MUNICIPALITY – RISK MANAGEMENT FRAMEWORK DOCUMENTS 2025-26

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

Demarcation: All Wards
Delegation: Council

Recommended by the Executive Mayor

1. That the Council note the reviewed strategic risks and approve the Risk Management Framework documents detailed as follows:
 - a) Fraud & Corruption Prevention Policy & Strategy 2025-26
 - b) Risk Management Committee: Terms of Reference 2025-26
 - c) Enterprise Risk Management Policy 2025-26
 - d) Enterprise Risk Management Strategy 2025-26
 - e) Business Continuity Management Policy 2025-26
 - f) Integrity Management Framework 2025-26
2. That the water scarcity residual rating be reviewed.
3. That the root causes that will impede Strategic Resilience Risk be reviewed.

4. That quarterly reports be submitted on the strategic risk.

Proposed: Councillor N P Kolwapi

Seconded: Councillor A R Olivier

For execution refer to Council resolution

Section 2: Financial

Recommendation M C/2/272/04/25

That it be noted that the Item reference changed from M to C

REVENUE MANAGEMENT REPORT - MARCH 2025

Portfolio Comm.: Finance & Corporate Services

File Ref: 9/1/3/4

Demarcation: All Wards

Delegation: MayCo

Recommended by the Executive Mayor

1. That the Revenue Management report for the month of March 2025, be noted.
2. That it be noted that the amount of R 90,721 has been written off as bad debt in the 50% settlement discount program and an amount of R 91,209 collected in the month of March 2025 as per the Council approved Writing off of Irrecoverable Debt Policy.
3. That it be noted that the amount of R 3,858,957 has been written off for indigent arrear debt due at the time of approval of indigents as per Council approved Indigent Policy.
4. That Council approves the write off of the amount that has been accumulated by indigent debtors at the date of approval. The amount at 31 March 2025 amounts to R 13,535,472 but will change by the date of approval.

Proposed: Councillor A R Olivier

Seconded: Councillor N P Kolwapi

For execution refer to Council resolution

Resolution M/2/273/04/25**SECTION 71 REPORT FOR THE MONTH OF MARCH 2025**

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

Demarcation: All Wards
Delegation: MayCo

Resolved

1. That the Section 71 report for the month ended 31 March 2025, be noted.
2. That the poor performance on grant funding expenditure, namely the Water Service Infrastructure Grant, Informal Settlement Upgrading Partnership Grant and the Human Settlements Development Partnership Grant be noted with concern.

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

FOR INFORMATION: Manager Budget and Financial Reporting, Manager Project Management Unit (PMU), Manager Integrated Human Settlement

Recommendation C/2/274/04/25**REPORT ON THE IMPLEMENTATION OF THE SUPPLY CHAIN MANAGEMENT POLICY FOR THE 3RD QUARTER 01 JANUARY TO 31 MARCH 2025**

Portfolio Comm: Finance & Corporate
File Ref: 8/1/5/5/2

Demarcation: All Wards
Delegation: Council

Recommended by the Executive Mayor

1. That Council notes the Supply Chain Management Implementation Report for the 3rd Quarter, 01 January to 31 March 2025, of the 2024/25 procurement year in terms of Section 6(3) of the SCM Policy.
2. That the official municipal social media platforms be utilised to advertise or notify the public and interested parties of tenders and requests for quotations.

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

For execution refer to Council resolution

Section 3: Corporate Services**Recommendation C/3/285/04/25****PROGRESS REPORT ON ALL EMPLOYEES ASSISTANCE AND WELLNESS PROGRAMS FOR THE PERIOD: 01 JANUARY 2025 UNTIL 31 MARCH 2025****Portfolio Comm:** Finance and Corporate Services**Demarcation:** All Wards**File Ref:** 4/3/5/1/2**Delegation:** Council**Recommended by the Executive Mayor**

That Council takes note of the progress report on all employees' assistance and well programs for the period 01 January 2025 until 31 March 2025.

Proposed: Councillor A R Olivier**Seconded:** Councillor N P Kolwapi**For execution refer to Council resolution****Recommendation C/3/286/04/25****PROGRESS REPORT ON TRAINING; SKILLS DEVELOPMENT AND EDUCATION FOR THE PERIOD: - JANUARY-MARCH 2025****Portfolio Comm:** Finance and Corporate Services**Demarcation:** All Wards**File Ref:** 4/3/5/1/2**Delegation:** Council**Recommended by the Executive Mayor**

1. That the Council take note of the report for the period of January until March 2024.
2. That it be noted that the Workplace skills plan will be submitted at the next meeting.
3. That training should be prioritised for lower-level employees, focusing on implementing artisan training programs.

Proposed: Councillor A R Olivier**Seconded:** Councillor N P Kolwapi**For execution refer to Council resolution**

Recommendation C/3/288/04/25**OCCUPATIONAL HEALTH & SAFETY REPORT FOR JANUARY 2025 UNTIL MARCH 2025**

Portfolio Comm: Strategic Services & Office of the MM
File Ref: 5/10/4

Demarcation: All Wards
Delegation: Council

Recommended by the Executive Mayor

That Council ensures all Occupational Health Safety findings are adequately addressed, and corrective actions be implemented.

Proposed: Councillor A R Olivier
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/5/205/04/25****CAPITAL PROJECTS IMPLEMENTATION PLAN (CPIP): REPORT FOR PERIOD ENDING MARCH 2025**

Portfolio Comm: Engineering & Community Services
File Ref: 5/7/1/12

Demarcation: All Wards
Delegation: Council

Recommended by the Executive Mayor

1. That Council takes cognizance of the Capital Projects Implementation Plan (CPIP) for the period ending March 2025.
2. That it be noted that the Portfolio committee members will perform site visits once projects have been completed.

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

For execution refer to Council resolution

Section 6: Economic Development and Planning**Recommendation C/6/187/04/25****PROPOSED INCORPORATION OF EXISTING STRUCTURES INTO THE EBENEZER DEVELOPMENT****Portfolio Comm:** Strategic Services and Office of the MM
File Ref: 9/1/6**Demarcation:** Ward 4
Delegation: Council**Recommended by the Executive Mayor**

That the Council approve the incorporation of the existing buildings to form part of the Ebenezer development project.

Proposed: Councillor N P Kolwapi
Seconded: Councillor A R Olivier**11. IN-COMMITTEE MATTERS****11.1 Confirmation of In-Committee Minutes: 19 March 2025**

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

11.2 In-Committee Items

Please refer to the In-Committee minutes 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 Olivier, Councillor N P Kolwapi and Councillor J N Kamkam.

13. CLOSURE

The Executive Mayor closed the Open meeting at 11h21.

CONFIRMED AND SIGNED**SIGNATURE:**


The Executive Mayor: Councillor J N Kamkam

DATE:




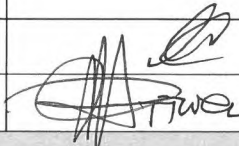
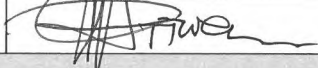
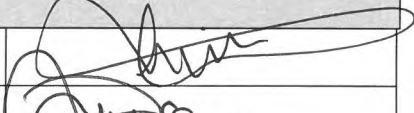
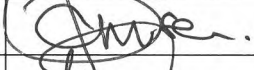
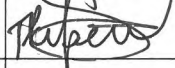
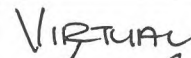
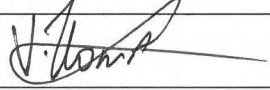
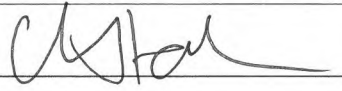
22/05/25

ATTENDANCE REGISTER

BITOU LOCAL MUNICIPALITY

MAYORAL COMMITTEE MEETING HELD IN THE COUNCIL CHAMBER, MUNICIPAL OFFICES, SEWELL STREET, PLETTENBERG BAY ON WEDNESDAY; 23 APRIL 2025 AT 09H00

OFFICIALS

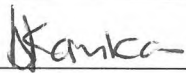
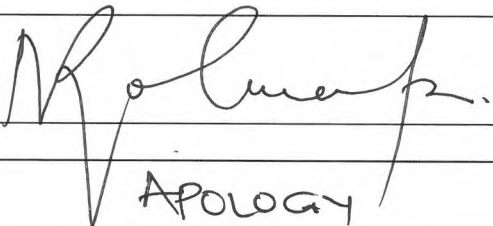

<u>DESIGNATION</u>	<u>NAME</u>	<u>SIGNATURE</u>
Municipal Manager	Mr M Memani	
DIRECTORS		
Director: Corporate Services	Mr L Loliwe	
Director: Engineering Services	Mr V Felton	
Acting Director: Financial Services /Senior Manager Governance & Compliance	Mr F Lotter	
Acting Director: Planning and Development	Mr C Schliemann	
Acting Director: Community Services	Ms T Twani	
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		
Manager Communication & Customer Relations	Mr A Namntu	
Manager: Executive Mayor	Mr S Liwani	
Manager: Deputy Mayor Office	Mr V Thomas	
Chief Audit Officer	Mr C Koeberg	
Chief Risk Officer	Mrs C Van Staden	

JK

ATTENDANCE REGISTER: MAYORAL COMMITTEE

BITOU LOCAL MUNICIPALITY

MAYORAL COMMITTEE MEETING HELD IN THE COUNCIL CHAMBER, MUNICIPAL OFFICES, SEWELL STREET, PLETTENBERG BAY ON WEDNESDAY, 23 APRIL 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	APOLOGY
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	

SS