

MINUTES OF THE SPECIAL COUNCIL MEETING OF BITOU LOCAL MUNICIPALITY HELD IN THE COUNCIL CHAMBER, MUNICIPAL OFFICES, PLETTENBERG BAY, ON THURSDAY, 22 JANUARY 2015 AT 11H00

1. OPENING

The Speaker, Councillor AR Olivier declared the meeting open at 11h00 and welcomed everyone present.

2. ATTENDANCE

The Attendance Registers of members of the Municipal Council, Officials and Public are attached hereto as annexures.

3. APPLICATION FOR LEAVE OF ABSENCE

None

4. STATEMENTS AND COMMUNICATIONS BY:

4.1 The Executive Mayor

None

4.2 The Speaker

None

5. CONSIDERATION OF REPORT

5.1 Section 1: Office of the Municipal Manager

Resolution C/1/96/01/15

APPOINTMENT PROCESS OF HOD STRATEGIC SERVICES

Department: Corporate Services Demarcation: All Wards

File Ref: 4/3/5/1/5

Resolved

1. That the Municipal Council notes the contents of the report on the appointment process of the HOD Strategic Services

Special Council Meeting: 22 January 2015

2. That the Municipal Council approves the following amended process plan.

Date	Activity	Responsibility
11 January 2015	Advertisement in National Media	Human Resources
29 January 2015	Applications close for advertised position	Service Provider
4 February 2015	Long lists and abbreviated lists prepared and submitted to Bitou Municipality for final short-listing	Service Provider/ Municipal Manager/Selection Panel
6 February 2015	Shortlists finalised according to selection criteria.	Service Provider/ Municipal Manager/Selection Committee
10 February 2015	Suitable candidates invited for interviews	Service Provider
23 & 24 February 2015	Selection process finalised and Assessment and Interviews completed.	Service Provider/ Municipal Manager/Selection Committee
2 March 2015	Selection Report Submitted to Municipality	Service Provider
9 March 2015	Special Council Meeting Consider recommendations and appoint suitable candidate	Council/ Selection Committee/ Municipal Manager
13 March 2015	Submit a report on the Selection Process and Outcomes to the MEC as required	Municipality/Service Provider.
20 March 2015	Final decisions made and offers extended to successful candidate and Contract of Employment finalised.	Service Provider / Municipal Manager/HR Manager
1 May 2015	Successful candidates report for duty dependent upon post	HR Manager/MM
60 days after appointment	Performance Agreements signed with incumbent	MM

3. That the MEC for Local Government be informed of the status of process and be requested to grant a further extension for an official to act as HOD Strategic Services until the post is filled.

Proposed: Councillor EE Pause

Seconded: Councillor N Ndayi

To be Actioned by: The Municipal Manager

5.2 Section 2: Finance

No Items for consideration

5.3 Section 3: Corporate Services

No Items for consideration

5.4 Section 4: Community Services

No Items for consideration

5.5 Section 5: Engineering Services

No Items for consideration

5.6 Section 6: Strategic Services

Resolution C/6/264/01/15

TABLING OF THE 2014/2015 MFMA SECTION 72 (MID-YEAR BUDGET AND PERFORMANCE ASSESSMENT) REPORT

Department: Strategic Services Demarcation: All Wards

File Ref: 5/1/1/4

Resolved

1. That the 2014/2015 MFMA Section 72 (Mid-year budget and performance assessment) report, considered and tabled by the Executive Mayor, be noted.
2. That the report be submitted to National Treasury and Provincial Treasury.
3. That the report be placed on the municipal website within 5 days as contemplated by Section 75 (2) of the MFMA.
4. That an adjustment budget be submitted to the Municipal Council Meeting scheduled for 25th February 2015 in accordance with Section 28 of the Municipal Finance Management Act.

Proposed: Councillor M Booyesen

Seconded: Councillor N Ndayi

To be Actioned by: The Municipal Manager

Resolution C/6/265/01/15

TABLING OF THE DRAFT 2013/2014 ANNUAL REPORT

Department: Strategic Services **Demarcation:** All Wards

File Ref: 5/11/1/1 & 9/1/1

Resolved

1. That cognizance be taken of the 2013/2014 Draft Annual Report and the timeframes related to the adoption and publication thereof.
2. That the accounting officer published the 2013/2014 Draft Annual Report for public comment and recommendations.
3. That the Municipal Council appoint three non-executive Councillors, and if required representatives of the community, to serve on the ad-hoc Oversight Committee to provide a detailed analysis and review of the 2013/2014 Draft Annual Report, and to submit an Oversight Report to the Council before 22 March 2015.
4. That the Municipal Council appoint, in terms of Section 79 (2)(c) of the Local Government: Municipal Structures Act, 1998, Act 117 of 1998 a chairperson for the Oversight Committee.
5. That the 2013/2014 Draft Annual Report be submitted to the Office of the Auditor General, Provincial Treasury and the Provincial Department responsible for Local Government.
6. That the following amendments be made to the Annual Report;
 - (a) Page 27 – that the word “form” be changed to “from”
 - (b) Page 33 – that the gender classification for Councillor N Ndayi be amended to read “female”
 - (c) Page 35 – that the last two rows in table 27 of 2.4.2 Administrative Governance Structure be deleted
 - (d) Page 44 & 45 – That the names of the members of the Audit Committee be amended in that “Mr R Barrel” be replaced with “Ms N Bulabula”
 - (e) Page 67 – Ref no TL6: That the Electricity actual losses should be amended to read 17.8%

Proposed: Councillor EE Paulse
Seconded: Councillor N de Waal

To be Actioned by: The Municipal Manager

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

None received

7. **CONSIDERATION OF NOTICES OF MOTION**

None received

8. **CONSIDERATION OF MOTIONS OF QUESTIONS**

None received

9. **CONSIDERATION OF MOTIONS OF EXIGENCY**

None received

10. **RECORDING OF COUNCILLORS PRESENT**

The Speaker announced that it be noted that Councillors Gcabayi, Mbali, Plaatjies, Seyisi and Besana arrived late at the meeting at 11h09 and that no apologies were received. She further recorded that Councillors Farrow, Craig, De Waal, Ndayi, Booysen and Paulse were all on time for the meeting.

All Councillors present by 11h09, when meeting concluded

11. **IN-COMMITTEE MATTERS**

No In - Committee Items for consideration.

12. **CLOSURE**

The Speaker declared the meeting closed at 11h11.

CONFIRMED AND SIGNED

DATE: **31 MARCH 2015**

SIGNATURE:

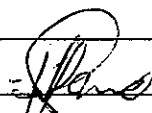
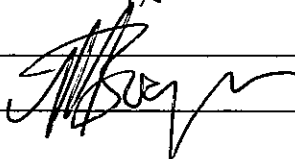
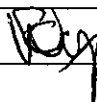
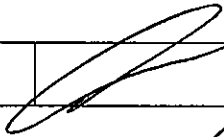
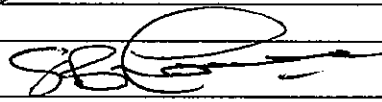
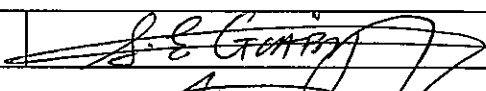
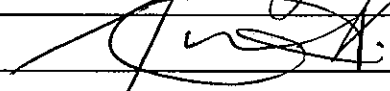
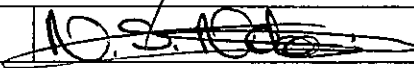

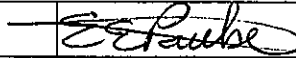
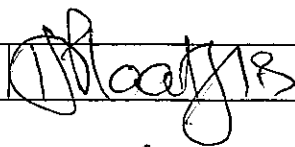
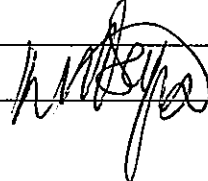


The Speaker, Councillor AR Olivier

ATTENDANCE REGISTER

BITOU LOCAL MUNICIPALITY

**SPECIAL COUNCIL MEETING HELD IN THE COUNCIL CHAMBER,
MUNICIPAL OFFICES, SEWELL STREET, PLETTENBERG BAY ON
THURSDAY 22 JANUARY 2015 AT 11H00**

<u>NAME</u>	<u>SIGNATURE</u>
COUNCILLOR S BESANA	
COUNCILLOR M BOOYSEN	
COUNCILLOR WR CRAIG	
COUNCILLOR N M DE WAAL	
COUNCILLOR S FARROW	
COUNCILLOR S E GCABAYI	
COUNCILLOR M M MBALI	
COUNCILLOR N NDAYI	
COUNCILLOR A R OLIVIER	
COUNCILLOR E E PAULSE	
COUNCILLOR H PLAATJIES	
COUNCILLOR L M SEYISI	

ATTENDANCE REGISTER

BITOU LOCAL MUNICIPALITY





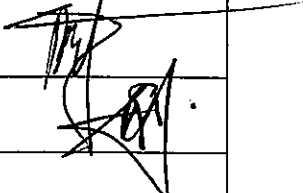
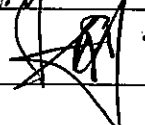
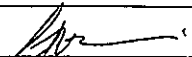

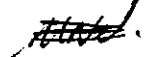
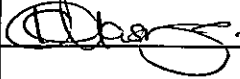
SPECIAL COUNCIL MEETING HELD IN THE COUNCIL CHAMBER,
MUNICIPAL OFFICES, SEWELL STREET, PLETTENBERG BAY ON
THURSDAY, 22 JANUARY 2015 AT 11H00

OFFICIALS

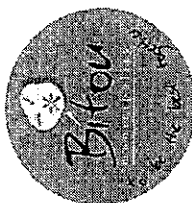
NAME

DESIGNATION

SIGNATURE

<u>NAME</u>	<u>DESIGNATION</u>	<u>SIGNATURE</u>
Municipal Manager		
Mr. A A Paulse	Municipal Manager	
Heads of Department		
Mr F Lötter	Chief Financial Officer	
Mr. R Smit	Head Corporate Services	
Mr. C Schliemann	Acting Head: Strategic Services	
Me P Ngqumshe	ENGINEERING SERVICES Head: Municipal Services & Infrastructure Development	
Mr. M Stratu	Head: Community Services	
Managers		
Mr. T Loliwe	Chief Internal Auditor	
Ms A A Greyling	Manager: Administration	
Mrs JJ Jansen	Acting Senior Committee Clerk	
Ms M Nel	Clerk/Administrator	
Ms-K. Masiza	Manager: Communications	





Bywoningsregister / Attendance Register

Interested members of the Public

Thank you for attending.

Dankie vir u belangstelling.

Naam Name	Contact No Kontak Nr	Email address or fax Epos adres of faks	Representing	Signature
I M BOASSONAL C. VLOK	0833901034 533 8155	boasson@icloud.com christo.vlok@vlok.com.nk	Claudio Cominillo PUETT RATEPAYERS	

Special Council Meeting: Thursday 22 January 2015 @ 11h00

