

MINUTES OF THE SPECIAL COUNCIL MEETING OF BITOU LOCAL MUNICIPALITY HELD IN THE COUNCIL CHAMBER, MUNICIPAL OFFICES, PLETTENBERG BAY, ON WEDNESDAY, 11 MARCH 2015 AT 10H03

1. OPENING

The Speaker, Councillor AR Olivier declared the meeting open at 10h03 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

The Speaker announced that leave of absence has been granted to Councillor Ndayi to excuse herself at 10h30.

4. STATEMENTS AND COMMUNICATIONS BY:

4.1 The Executive Mayor

The Executive Mayor expressed his sincere condolences on behalf of the Municipality with the tragic passing away of the daughter of Councillor Farrow.

The Executive Mayor further extended his thanks to fellow Councillors and officials regarding the leadership provided and participative interaction with the Demarcation Board.

4.2 The Speaker

None

4.3 Deputy Mayor

The Deputy Mayor also expressed his sincere condolences to Councilor Farrow and requested that a minute of silence be observed as a token of commemoration on the sad passing away of his daughter.

A minute of silence was observed, where-after Councillor Farrow expressed his gratitude to Councillors and officials for the support and messages of condolence and encouragement received during this trying period.



5. **CONSIDERATION OF REPORT**

5.1 **Section 1: Office of the Municipal Manager**

Resolution C/1/98/03/15

REVISION OF HUMAN RESOURCES ORGANOGRAM 2014/2015

Department: Office of the Municipal Manager **Demarcation:** All Wards

File Ref: 4/1/8

Questions were raised and answers given. The DA requested a 5 minute caucus. The Speaker ruled to adjourn the meeting at 10h35 while the DA went into caucus and reconvened the meeting at 10h42.

Resolved

1. That the Municipal Council adopts the newly submitted structure for the Human Resources Section as per Annexure E subject to the following amendment:
 - (a) That the two (2) positions of Organisational Health and Safety(OHS) Officers be reduced to one (1) position in the HR Administration Services Section, and;
 - (b) That the one (1) Principle Clerk position in the HR Organisational Development Section be increased to two (2) positions.
2. That the Municipal Manager urgently ensures that the conflict referred to in the report is urgently addressed in order to ensure the optimal function of the Human Resources Section

Proposed: Councillor EE Paulse
Seconded: Councillor NM De Waal

To be actioned by the Municipal Manager

Resolution C/1/99/03/15

REVISION OF DEPARTMENT OF FINANCE: ORGANOGRAM 2014/2015

Department: Office of the Municipal Manager **Demarcation:** All Wards

File Ref: 4/1/8

Resolved

1. That the Municipal Council adopts the newly submitted structure for the finance department as per Annexure A of the report circulated with the agenda, subject to the following amendment:
 - (a) That the Senior Account Compliance reporting structure be changed to report to the Senior Manager: Budget and Financial Reporting instead of reporting directly to the Chief Financial Officer.
2. That a workshop be arranged as a matter of urgency with Councillors to finalise the Organogram.
3. That a monthly report be submitted to the Mayoral Committee regarding the filling of vacancies.

Proposed: Councillor SB Farrow
Seconded: Councillor RS Koeberg

To be actioned by the Municipal Manager

Resolution C/1/100/03/15

APPOINTMENT OF HEAD STRATEGIC SERVICES

Department: Office of the Executive Mayor & Municipal Manager

File Ref: 4/3/5

Resolved

1. That Council approves the recruitment and selection process as reflected in the selection documentation including the Long List, Short List, Screening/Reference Report and Selection Report.
2. That Council appoints Mr. DJ Friedman as Head: Strategic Services subject to a fixed term contract of employment to be determined by Council;

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3. That the Municipal Manager extends an offer of employment to the preferred candidates;
4. The fixed term contract of employment and the all-inclusive remuneration package be negotiated and finalized by the Municipal Manager within the statutory limits;
5. If Mr. Friedman should decline the offer or not sign an employment contract within one month of the council resolution, the Municipal Manager be authorized to approach the following qualifying candidate with an offer for employment;
6. That the post be re-advertised in the event of neither one of the preferred candidates accepting an offer of employment;
7. That the MEC for Local Government be informed within 14 days, from the date of Council's resolution, of the appointment process and outcome.
8. That an employment contract be concluded as well as a performance contract within the prescribed period after concurrence has been received from the MEC.

Proposed: Councillor EE Pause
Seconded: Councillor MM Mbali

To be actioned by the Municipal Manager

Section 2: Finance

No items for consideration

Section 3: Corporate Services

No items for consideration

Section 4: Community Services

No items for consideration

Section 5: Municipal Services & Infrastructure Development

No items for consideration

Section 6: Strategic Services

No items for consideration



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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**

All Councillors present.

11. **IN-COMMITTEE MATTERS**

No In - Committee Items for consideration.

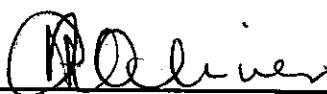
12. **CLOSURE**

The Speaker declared the meeting closed at 11h00.

CONFIRMED AND SIGNED

DATE: **31 MARCH 2015**

SIGNATURE:

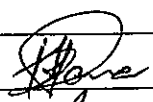
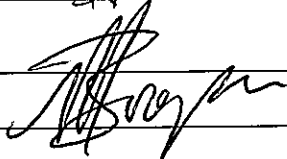
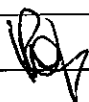
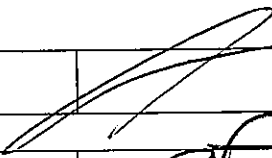

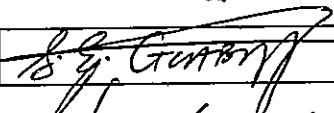
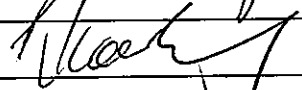

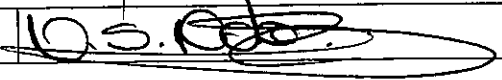

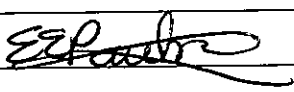
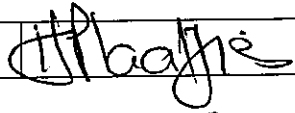



The Speaker, Councillor AR Olivier

ATTENDANCE REGISTER

BITOU LOCAL MUNICIPALITY

SPECIAL COUNCIL MEETING HELD IN THE COUNCIL CHAMBER,
MUNICIPAL OFFICES, SEWELL STREET, PLETTENBERG BAY ON
WEDNESDAY, 11 MARCH 2015 AT 10H00

<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 R S KOEBERG	
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

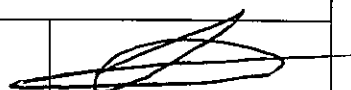
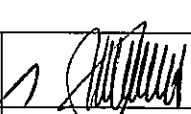


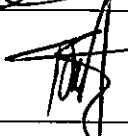

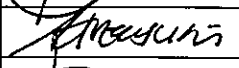


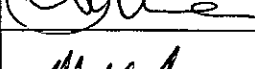

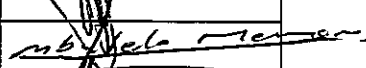
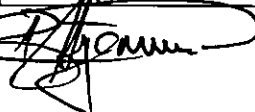
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MUNICIPAL OFFICES, SEWELL STREET, PLETTENBERG BAY ON
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OFFICIALS

NAME

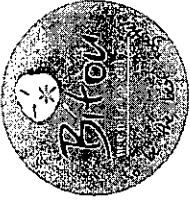
DESIGNATION

SIGNATURE

<u>NAME</u>	<u>DESIGNATION</u>	<u>SIGNATURE</u>
Municipal Manager		
Mr. A A Paulse	Municipal Manager	
Heads of Department		
Mr FM Lötter	Chief Financial Officer	
Mr. R Smit	Head Corporate Services	
Mr. C Schliemann	Acting Head: Strategic Services	
Me P Ngqumshe	Head: Engineering Services	
Mr. M Stratu	Head: Community Services	AROLONG
Managers		
Mr. T Loliwe	Chief Internal Auditor	
Ms A A Greyling	Manager: Administration	
Mr A Croutz	Manager Legal Services	
Mr S Dladla	Manager Office of the Mayor	
Mrs JJ Jansen	Acting Principle Admin Officer	
Ms M Nel	Clerk/Administrator	M.N.E.L.
M. FOURIE	ACTING HOD.	
M. Memani	Senior Manager BTO	
J. SISAMA	Acting Coma MANAGER	

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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
S. JYRIES	082 6933 760	stanleyjyries@ gmail.com	WARD - COMMITTEE	
I BOGARDMAN	083 390 1034	boarbnd@idrive.com	AUDIT COMMITTEE	