

MINUTES OF THE SPECIAL COUNCIL MEETING OF BITOU LOCAL MUNICIPALITY HELD IN THE COUNCIL CHAMBER, MUNICIPAL OFFICES, PLETTENBERG BAY, ON TUESDAY, 18 NOVEMBER 2014 AT 9H37

1. OPENING

The Speaker, Councillor AR Olivier declared the meeting open at 09h37 and welcomed everyone present.

She then requested Councillor H Plaatjies to open the meeting with a prayer.

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

Application for leave of absence where received from Councilor M Seyisi

4. STATEMENTS AND COMMUNICATIONS BY:

4.1 The Executive Mayor

None

4.2 The Speaker

The Speaker reminded Councillors about the forthcoming Strategic Risk Management Workshop and urged all Councillors to attend.

5. CONSIDERATION OF REPORT

5.1 Section 1: Office of the Municipal Manager

Resolution C/1/93/11/14

PROCESS FOR THE RECRUITMENT AND SELECTION OF THE POSITION OF HEAD OF DEPARTMENT: STRATEGIC SERVICES

Department: Office of the Municipal Manager Demarcation: All Wards

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

Resolved

1. That this report on the process for the Recruitment and Selection of the position of Head Strategic Services be noted

Special Council Meeting: 18 November 2014

2. That the following Selection Committee be appointed:

The Municipal Manager;
Councillor EE Paulse, Councillor S Farrow, Councillor SE Gcabayi and a representative from SALGA

3. That it be noted that the Full Municipal Council will serve as the Appointment Authority;
4. That the selection process set out in the report mentioned in (a) above be adopted;
5. That the following timeframes as set out in paragraph 13 of the report mentioned in (a) above, be adopted with the provision that, where possible the matter be expedited within the minimum prescribed time limits.

Date	Activity	Responsibility
18 Nov 2014	Special Council meeting	Speaker
20 Nov 2014	Workshop with Selection Committee to discuss profile, advertisement and timeframes	Municipal Manager
20 Nov 2014	Draft advertisement submitted to Selection Committee for approval	HR
21 Nov 2014	Final draft advertisement submitted to press for advertisement	HR
23 Nov 2014	Position advertised in national media	SP, HR
24 Dec 2014	All applications submitted directly to SP by deadline	SP
16 Jan 2015	Long lists and abbreviated lists submitted to Bitou Municipality for final short-listing	SP, panel
21 Jan 2015	Shortlists finalised according to selection criteria	SP, panel
23 Jan 2015	Shortlisted candidates invited for interviews	SP, panel
12 – 13 Feb 2015	Assessment and Interviews take place in Plettenberg Bay	SP, panel
20 Feb 2015	Final decisions made at Council and offers extended to successful candidate	SP, panel, Council
25 Feb 2015	Negotiations concluded and candidate formally accepts offer in writing	SP
1-31 March 2015	Notice period if required	



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1 April 2015	Successful candidate reports for duty	
31 May 2015	Performance Agreement signed with Executive Mayor	

6. That it be noted that Mr Chris Schliemann is appointed as Acting HOD: Strategic Services since 1 September 2014 in terms Resolution C/6/222/03/14 of 31 March 2014 of Council approved programme for the Department of Strategic Services.
7. That the concurrence of the MEC for local government in the province be obtained for a further extension of three months for the acting position mentioned in (6) above from 1 December 2014 or any period shorter if the post is filled before the extended period expires.

Proposed: Councillor W Craig
Seconded: Councillor H Plaatjies

To be Actioned by: Head Corporate Services

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, except Councillor LM Seyisi.

11. **IN-COMMITTEE MATTERS**

No In - Committee Items for consideration.

12. **CLOSURE**

The Speaker declared the meeting closed at 10h10.

CONFIRMED AND SIGNED

DATE: **28 NOVEMBER 2014**

SIGNATURE:


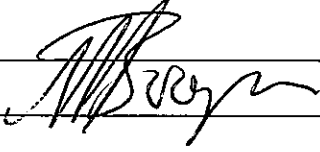
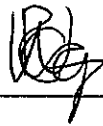
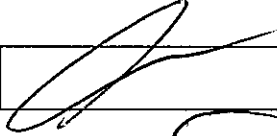

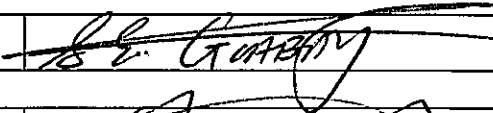

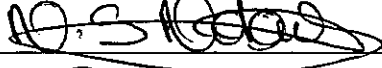
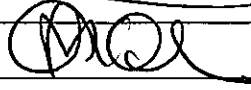
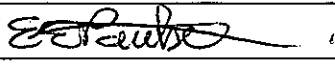
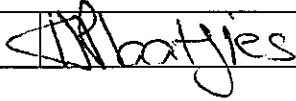
A handwritten signature in black ink, appearing to read 'AR Olivier', written over a horizontal line.

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
THUESDAY 18 NOVEMBER 2014 AT 9H30**

<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	Apology

ATTENDANCE REGISTER

BITOU LOCAL MUNICIPALITY

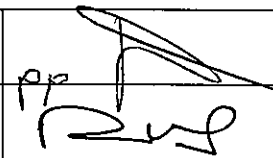
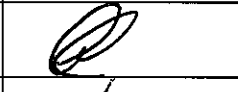
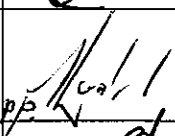
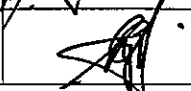
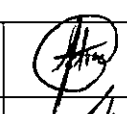
SPECIAL COUNCIL MEETING HELD IN THE COUNCIL CHAMBER,
MUNICIPAL OFFICES, SEWELL STREET, PLETTENBERG BAY ON
TUESDAY, 18 NOVEMBER 2014 AT 9H30

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	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	MNEL

