

MINUTES OF THE SPECIAL MAYORAL COMMITTEE MEETING OF BITOU LOCAL MUNICIPALITY HELD IN THE COUNCIL CHAMBER, MUNICIPAL OFFICES, SEWELL STREET, PLETTENBERG BAY ON TUESDAY, 18 NOVEMBER 2014 AT 9h00

1. OPENING

The Executive Mayor opened the meeting and welcomed everyone present.

2. ATTENDANCE

As per the attached attendance register.

3. APPLICATION FOR LEAVE OF ABSENCE

None received

4. CONSIDERATION OF REPORTS (OPEN)

Section 1: Office of the Municipal Manager

Recommendation 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

Recommended by the Executive Mayor

1. That this report on the process for the Recruitment and Selection of the position of Head Strategic Services be noted;
2. That the following Selection Committee be appointed:
Municipal Manager;
Councillor EE Paulse and Councillor S Farrow
Additional member
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;

Special Mayoral Committee Meeting: 18 November 2014

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	
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.

Special Mayoral Committee Meeting: 18 November 2014

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.

For Actioning refer to Council resolution

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

5. IN – COMMITTEE ITEMS

No Items for consideration

6. CLOSURE


The Executive Mayor declared the meeting terminated at 9h36.

CONFIRMED AND SIGNED

DATE:

28 NOVEMBER 2014

SIGNATURE:



The Executive Mayor, Councillor M Booyen

ATTENDANCE REGISTER

BITOU LOCAL MUNICIPALITY

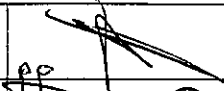

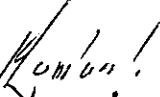


SPECIAL MAYORAL COMMITTEE MEETING HELD IN THE COUNCIL CHAMBER, MUNICIPAL OFFICES, SEWELL STREET, PLETTENBERG BAY ON TUESDAY, 18 NOVEMBER 2014 AT 09H00

OFFICIALS

NAME

DESIGNATION

SIGNATURE


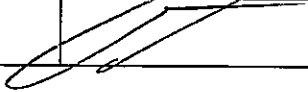
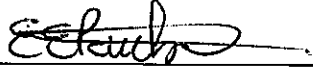


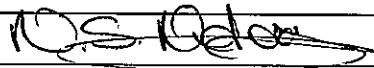
<u>NAME</u>	<u>DESIGNATION</u>	<u>SIGNATURE</u>
Municipal Manager		
Mr. A A Paulse	Municipal Manager	
Heads of Department		
Mr F Lötter	Chief Financial Officer	
Mr. R Smit	Head Corporate Services	
Mr. C Schliemann	Acting Head: Strategic Services	
Me P Ngqumshe	Head: Municipal Services & Infrastructure 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	



ATTENDANCE REGISTER: MAYORAL COMMITTEE

BITOU LOCAL MUNICIPALITY

SPECIAL MAYORAL COMMITTEE MEETING HELD IN THE COUNCIL CHAMBER, MUNICIPAL OFFICES, SEWELL STREET, TUESDAY, 18 NOVEMBER 2014 AT 09H00

<u>NAME</u>	<u>SIGNATURE</u>
COUNCILLOR M BOOYSEN (EXECUTIVE MAYOR)	
COUNCILLOR N M DE WAAL	
COUNCILLOR EE PAULSE	
NON – MEMBERS	SIGNATURE
COUNCILLOR S BESANA	
COUNCILLOR WR CRAIG	
COUNCILLOR S FARROW	
COUNCILLOR AR OLIVIER	
COUNCILLOR SE GCABAYI	
COUNCILLOR MM MBALI	
COUNCILLOR N NDAYI	
COUNCILLOR LM SEYISI	
COUNCILLOR H PLAATJIES	





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
M. Anderson	0817709889	m@nomore	Positive approach	[Signature]
S. PITZNER	079478 2360		Public	[Signature]
I. SOADIMU	083390 1034	soadim@...a	Credit Card	[Signature]