

MINUTES OF THE SPECIAL MAYORAL COMMITTEE MEETING OF BITOU LOCAL MUNICIPALITY HELD IN THE COUNCIL CHAMBER, MUNICIPAL OFFICES, SEWELL STREET, PLETTENBERG BAY ON THURSDAY, 22 JANUARY 2015 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/1/96/01/15

APPOINTMENT PROCESS OF HOD STRATEGIC SERVICES

Department: Corporate Services Demarcation: All Wards

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

Resolution by the Executive Mayor

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



Special Mayoral Committee Meeting: 22 January 2015

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.

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

Recommendation 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

Resolution by the Executive Mayor

1. That the Executive Mayor considers the 2014/2015 MFMA Section 72 (Mid-year budget and performance assessment) report.
2. That the report be tabled in Council for information.
3. That the report be submitted to National Treasury and Provincial Treasury.
4. That the report be placed on the municipal website within 5 days as contemplated by Section 75 (2) of the MFMA.
5. 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.

For Actioning refer to Council resolution

Recommendation 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

Resolution by the Executive Mayor

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 publish 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.



Special Mayoral Committee Meeting: 22 January 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%

For Actioning refer to Council resolution

5. IN – COMMITTEE ITEMS

No Items for consideration

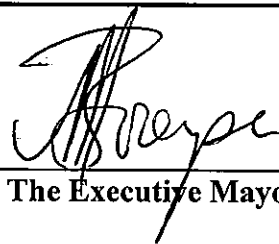
6. CLOSURE

The Executive Mayor declared the meeting terminated at 9h28.

CONFIRMED AND SIGNED

DATE: 25 FEBRUARY 2015

SIGNATURE:



The Executive Mayor, Councillor M Booyesen

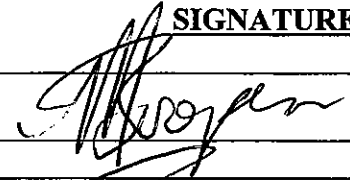
ATTENDANCE REGISTER: MAYORAL COMMITTEE


BITOU LOCAL MUNICIPALITY

SPECIAL MAYORAL COMMITTEE MEETING HELD IN THE COUNCIL CHAMBER, MUNICIPAL OFFICES, SEWELL STREET, THURSDAY, 22 JANUARY 2015 AT 09H00

NAME

SIGNATURE

COUNCILLOR M BOOYSEN (EXECUTIVE MAYOR)	
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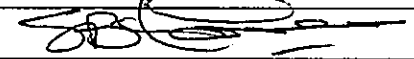
COUNCILLOR N M DE WAAL	
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COUNCILLOR EE PAULSE	
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NON - MEMBERS	SIGNATURE
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COUNCILLOR S BESANA	
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COUNCILLOR WR CRAIG	
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COUNCILLOR S FARROW	
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COUNCILLOR AR OLIVIER	
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COUNCILLOR SE GCABAYI	
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COUNCILLOR MM MBALI	
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COUNCILLOR N NDAYI	
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COUNCILLOR LM SEYISI	
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COUNCILLOR H PLAATJIES	
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ATTENDANCE REGISTER

BITOU LOCAL MUNICIPALITY

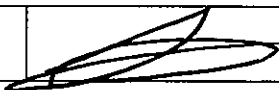



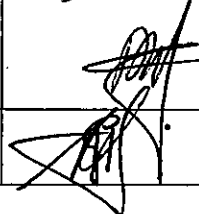

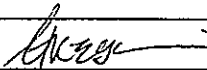

SPECIAL MAYORAL COMMITTEE MEETING HELD IN THE COUNCIL CHAMBER, MUNICIPAL OFFICES, SEWELL STREET, PLETTENBERG BAY ON THURSDAY, 22 JANUARY 2015 AT 09H00

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 ENGINEERING SERVICES	
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	

Liphuwe Stadig Mayoral Office

 16.



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>I.M. BOSSMAN</i>	<i>083-390-1034</i>	<i>boosman@bitou.co.za</i>	<i>Audit Committee</i>	<i>[Signature]</i>

Special Mayco Meeting: Thursday 22 January 2015 @ 11h00

[Signature]