

MINUTES OF THE SPECIAL MAYORAL COMMITTEE MEETING OF BITOU LOCAL MUNICIPALITY HELD IN THE COUNCIL CHAMBER, MUNICIPAL OFFICES, SEWELL STREET, PLETTENBERG BAY ON WEDNESDAY, 11 MARCH 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)

Recommendation C/1/98/03/15

REVISION OF HUMAN RESOURCES ORGANOGRAM 2014/2015

Section 1: Office of the Municipal Manager

Department: Office of the Municipal Manager Demarcation: All Wards

File Ref: 4/1/8

Recommended by the Executive Mayor

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

For Actioning refer to Council resolution



Recommendation 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

Recommended by the Executive Mayor

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 Finance Reporting instead of directly reporting 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.

For Actioning refer to Council resolution

Recommendation C/1/100/03/15

APPOINTMENT OF HEAD STRATEGIC SERVICES

Department: Office of the Executive Mayor & Municipal Manager

File Ref: 4/3/5

Recommended by the Executive Mayor

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;
3. That the Municipal Manager extends an offer of employment to the preferred candidates;

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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.

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



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5. **IN – COMMITTEE ITEMS**

No Items for consideration

6. **CLOSURE**

The Executive Mayor declared the meeting terminated at 9h57.

CONFIRMED AND SIGNED

DATE: **31 MARCH 2015**

SIGNATURE:

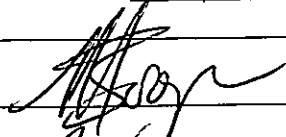
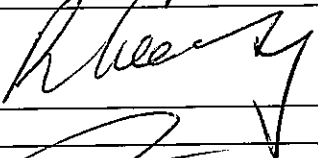
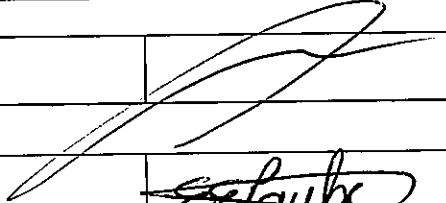
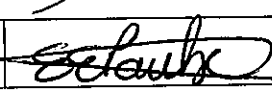
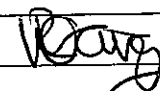
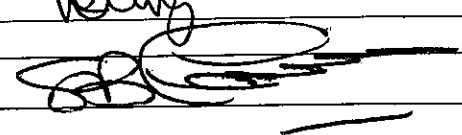

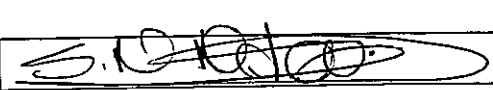


The Executive Mayor, Councillor M Booyen

ATTENDANCE REGISTER: MAYORAL COMMITTEE

BITOU LOCAL MUNICIPALITY

SPECIAL MAYORAL COMMITTEE MEETING HELD IN THE COUNCIL CHAMBER, MUNICIPAL OFFICES, SEWELL STREET, WEDNESDAY, 11 MARCH 2015 AT 09H00

<u>NAME</u>	<u>SIGNATURE</u>
COUNCILLOR M BOOYSEN (EXECUTIVE MAYOR)	
COUNCILLOR RS KOEBERG (DEPUTY 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	


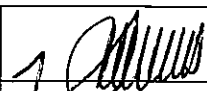
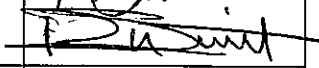

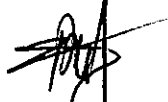
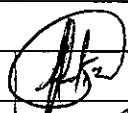
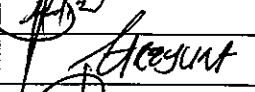


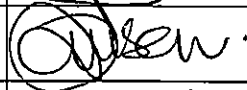


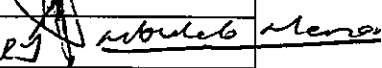
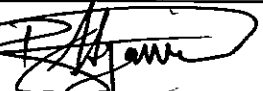


ATTENDANCE REGISTER

BITOU LOCAL MUNICIPALITY

SPECIAL MAYORAL COMMITTEE MEETING HELD IN THE COUNCIL CHAMBER, MUNICIPAL OFFICES, SEWELL STREET, PLETTENBERG BAY ON WEDNESDAY, 11 MARCH 2015 AT 09H00

OFFICIALS

<u>NAME</u>	<u>DESIGNATION</u>	<u>SIGNATURE</u>
Municipal Manager		
Mr. A A Paulse	Municipal Manager	
Heads of Department		
Mr F M 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	APOLOGY
Managers		
Mr T Loliwe	Chief Internal Auditor	
Ms A A Greyling	Manager: Administration	
Mr A Crouz	Manager Legal Services	
Mr S Dladla	Manager: Office of the Mayor	
Mrs JJ Jansen	Acting Principal Admin Officer	
Ms M Nel	Clerk/ Administrator	
M. FOURIE	ACTING ITO	
M. MEMANI	MANAGER BUDGET & TREASURY	
J. SHAMA	Acting Comm Manager	
T. Mpenzbe	Clerk / Administrator	