

MINUTES OF THE SPECIAL COUNCIL MEETING OF BITOU LOCAL MUNICIPALITY HELD IN THE COUNCIL CHAMBER, MUNICIPAL OFFICES, SEWELL STREET, PLETTENBERG BAY ON MONDAY, 14 NOVEMBER 2016 AT 9H55

1. OPENING

The Speaker requested Councillor L M Seyisi to open the meeting with prayer where after he declared the meeting open 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

None received, all Councillors present.

4. STATEMENTS AND COMMUNICATIONS BY:

4.1 The Executive Mayor

The Executive Mayor apologised to Councillors for the short notice, explaining the urgency of the matters to be considered.

6. CONSIDERATION OF REPORTS (NON- DELEGATED MATTERS)

Resolution C/1/14/11 /16

PROGRESS REPORT AND REVIEW PLAN FOR THE PROCESS TO BE FOLLOWED FOR THE RECRUITMENT AND SELECTION OF THE POSITION OF MUNICIPAL MANAGER AND CHIEF FINANCIAL OFFICER

Department: Office of the Municipal Manager Demarcation: All Wards

File Ref: 4/3/5/1/1 & 4/3/5/1/2

Resolved

1. That Council approves the revised Recruitment and Selection process for the position of Municipal Manager and the Chief Financial Officer in line with the Local Government: *Regulations on Employment and Conditions of Employment of Senior Managers*, as promulgated on 17 January 2014



Special Council Meeting: 14 November 2016

2. That the concurrence of the MEC for local government in the province be obtained for a further extension of three months for the acting positions of the municipal Manager and Chief Financial Officer from 1 December 2016.
3. That the following revised timeframes be adopted for the selection process of the Municipal Manager and Chief Financial Officer, respectively:

Municipal Manager:

Date	Activity	Responsibility
1 Sept 2016	Report submitted to Council re process for the recruitment and selection of the position of Municipal Manager and Chief Financial Officer C/1/02/09/16	HCorpS & Council
4Sept & 9 Oct 2016	Position advertised in national media	HR
18 Oct 2016	All applications submitted by deadline	HR
9 Nov 2016	Long lists and abbreviated lists submitted for final short-listing	HR, Panel
15 Nov 2016	Shortlists finalised according to selection criteria	Panel assisted by CorpS Secretariat
16 Nov 2016	Qualification verification	HR
17 Nov 2016	Shortlisted candidates invited for interviews	HR, Panel
21 – 22 Nov 2016	Assessment takes place in Plettenberg Bay	SP, HR
23 Nov 2016	Interviews takes place in Plettenberg Bay	Panel assisted by CorpS Secretariat
25 Nov 2016	Council Meeting 25 th Nov at 09h00 - Final decisions made at Council and offers extended to successful candidate	Panel, Council
6 Dec 2016	Negotiations concluded and candidate formally accepts offer in writing	Panel

Special Council Meeting: 14 November 2016

Dec – Jan 2017	Notice period if required	
Jan/Feb 2017	Successful candidate reports for duty	
One calendar month after reporting for duty	Performance Agreement signed with Executive Mayor	

Chief Financial Officer:

Date	Activity	Responsibility
1 Sept 2016	Report submitted to Council re process for the recruitment and selection of the position of Municipal Manager and Chief Financial Officer C/1/02/09/16	HCorpS & Council
4 Sept & 9 Oct 2016	Position advertised in national media	HR
18 Oct 2016	All applications submitted directly to HR by deadline and submitted to Service Provider	SP
6 Jan 2017	Long lists and abbreviated lists submitted to Bitou Municipality for final short-listing	SP, Panel
11 th Jan 2017	Shortlists finalised according to selection criteria	SP, Panel
12 Jan 2017	Shortlisted candidates invited for interviews	SP, Panel
17 & 18 Jan 2017	Assessment takes place in Plettenberg Bay	SP, Panel
19 Jan 2017	Interviews take place in Plettenberg Bay	SP & Panel
25 Jan 2017	Final decisions made at Council and offers extended to successful	SP, Panel,

MJM
3

Special Council Meeting: 14 November 2016

	candidate	Council
31 Jan 2017	Negotiations concluded and candidate formally accepts offer in writing	SP
28 Feb 2017	Notice period if required	
Feb / March	Successful candidate reports for duty	
One calendar month after reporting for duty	Performance Agreement signed with Municipal Manager	

Proposed: Councillor S E Gcabayi
Seconded: Councillor L M Seyisi

To be Actioned by: Acting Head Corporate Services

Resolution C/1/15/11/16

REPORT ON THE INAUGURAL MAYORAL JAZZ (PLETT JAZZ ON THE ROCKS) FESTIVAL, HELD ON 19 – 20 MARCH 2016

Department: MM's Office

Demarcation: All Wards

File Ref: 11/2/25

Resolved

1. That the report on the Inaugural Mayoral Jazz (Plett Jazz on the Rocks) Festival, held on 19 – 20 March 2016, be noted.
2. That the Mayoral Committee mandates the Acting Municipal Manager and acting CFO to find the best procurement solution to effect an appointment of an events organiser (service provider) to organize the major aspects of the logistics;
3. That the Acting Municipal Manager and Acting CFO be mandated to conclude all necessary documentation or processes in terms of legal compliance, to effect the afore-said.
4. That Council's contribution towards the Jazz Festival be capped at R1 000 000.00.

MM
4

Special Council Meeting: 14 November 2016

5. That a committee comprising of relevant officials nominated by their HOD's and the Ward Councillor be established to liaise with the Jazz Festival organizers.
6. That a detailed report be submitted regarding the beneficiation to the local economy and municipality emanating from the event.

Proposed: Alderman E V Wildeman

Seconded: Councillor L M Seyisi

To be Actioned by Acting Municipal Manage & Acting CFO

7. **URGENT MATTERS SUBMITTED BY THE MUNICIPAL MANAGER**

None received

8. **CONSIDERATION OF NOTICES OF MOTION**

None received

9. **CONSIDERATION OF MOTIONS OF QUESTIONS**

None received

10. **CONSIDERATION OF MOTIONS OF EXIGENCY**

None received

11. **IN-COMMITTEE MATTERS**

None received

12. **RECORDING OF COUNCILLORS PRESENT**

All Councillors present.

Special Council Meeting: 14 November 2016


13. CLOSURE

The Speaker declared the meeting closed at

CONFIRMED AND SIGNED

DATE: 25 NOVEMBER 2016

SIGNATURE:



A handwritten signature in black ink, consisting of a large, stylized 'M' and 'M' followed by a vertical line, is written over a horizontal line.

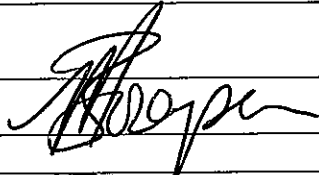

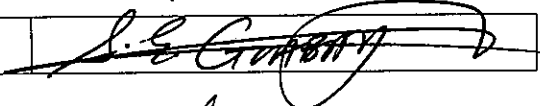
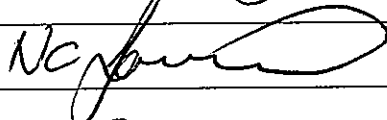
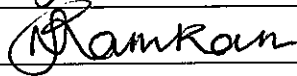
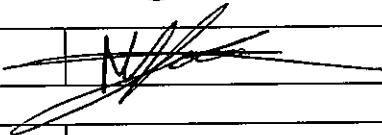
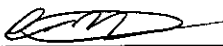


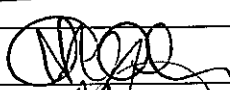
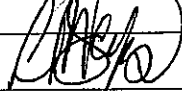
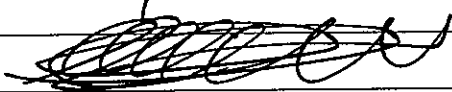
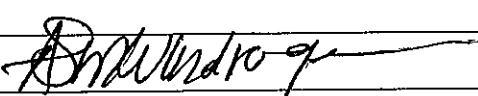
The Speaker: Councillor M M Mbali

*6
man*

ATTENDANCE REGISTER

BITOU LOCAL MUNICIPALITY

SPECIAL COUNCIL MEETING HELD IN THE COUNCIL CHAMBER,
MUNICIPAL OFFICES, SEWELL STREET, PLETTENBERG BAY ON
MONDAY, 14 NOVEMBER 2016 AT 09H30

<u>NAME</u>	<u>SIGNATURE</u>
COUNCILLOR M BOOYSEN	
COUNCILLOR WR CRAIG	
COUNCILLOR S E GCABAYI	
COUNCILLOR N C JACOB	
COUNCILLOR J N KAMKAM	
COUNCILLOR M P LOBESE	
COUNCILLOR X MATYILA	
COUNCILLOR M M MBALI	
COUNCILLOR W J NEL	
COUNCILLOR A R OLIVIER	
COUNCILLOR L M SEYISI	
COUNCILLOR E V WILDEMAN	
COUNCILLOR A S M WINDVOGEL	

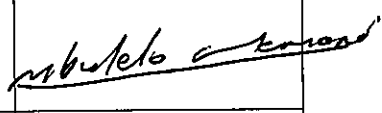

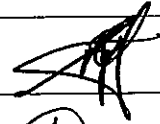
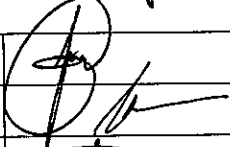



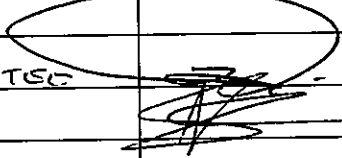
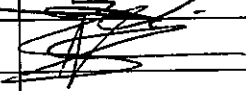
mm

ATTENDANCE REGISTER

BITOU LOCAL MUNICIPALITY

SPECIAL COUNCIL MEETING HELD IN THE COUNCIL CHAMBER,
MUNICIPAL OFFICES, SEWELL STREET, PLETTENBERG BAY ON
MONDAY, 14 NOVEMBER 2016 AT 09H30

OFFICIALS

<u>NAME</u>	<u>DESIGNATION</u>	<u>SIGNATURE</u>
Heads of Department		
Mr M Memani	Acting Chief Financial Officer & Senior Manager: Budget & Treasury	
	Acting Head Corporate Services	
Mr. D Friedman	Head: Strategic Services	
Me P Ngqumshe	Head: Engineering Services	
Mr. M Stratu	Head: Community Services	
Managers		
Mr T Loliwe	Chief Internal Auditor	
Ms A A Greyling	Manager: Administration	
Mr A Croutz	Manager Legal Services	
Mr D Nceme	Manager: Office of the Mayor	
Mr T Mhlana	Manager: Office of the Deputy Mayor	
Mrs JJ Jansen	Principal Admin Officer	
Mr J Sijama	Acting Manager Communications	
Mr M Van Rooyen	Senior Administrator	
Ms M Nel	Clerk/Administrator	
<i>I M BOARDMAN</i>	CHAIRPERSON AUDIT COMMITTEE	
<i>S. Sunkar</i>	Manager: Fleet	



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
D. Rissie	082 807 6658	Linnia@iqa.com	B&B Waterpurifiers	