

**MINUTES OF THE SPECIAL COUNCIL MEETING OF BITOU LOCAL MUNICIPALITY HELD IN THE COUNCIL CHAMBER, MUNICIPAL OFFICES, SEWELL STREET, PLETTENBERG BAY ON THURSDAY, 01 SEPTEMBER 2016 AT 10H04**

**1. OPENING**

The Speaker requested Councillor A R Oliver to open the meeting with payer whereafter 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**

Application for leave of absence was received from Councillor W R Craig.

**Resolved**

That leave of absence be granted to Councillor W R Craig.

**4. STATEMENTS AND COMMUNICATIONS BY:**

**4.1 The Executive Mayor**

The Executive Mayor congratulated Councilor M Booysen for being elected as the Executive Mayor of the Eden District Municipality.

The Executive Mayor informed the meeting of the fire that has been raging in Plettenberg Bay for the past two days, which originated from the De Vlugt. He also assured everyone that no fatalities and property damages to residential structures has been reported.

**4.2 The Speaker**

The Speaker congratulated Councillor M Booysen on being appointed as the Executive Mayor of Eden District Municipality.

He then introduced the newly declared elected Councillor W J Nel, and welcomed him to Council. He further mentioned that training will be conducted by SALGA on 5<sup>th</sup> September 2016 in Knysna for all Councillors and urged all Councillors to attend the training.



5. **PRESENTATIONS**

- 5.1. Presentation was made on "*Item C/4/01/09/16: Application for approval to the National Department of Human Settlements for approval of the housing projects of Bitou Municipality as Catalytic Projects*" by the Manager Housing, Beaches, Parks and Community Facilities, Mr Mark Fourie.

For the resolution on the Item please refer to Resolution C/4/01/09/16.

- 5.2. Plett Matric Rage and other activities during season – Presentation was made by Mr C Attwood of Student Rage Events (Pty) Ltd.

For the resolution on the Item please refer to Resolution C/1/03/09/16.

6. **CONSIDERATION OF REPORTS (NON- DELEGATED MATTERS)**

**Section 1: Office of the Municipal Manager**

During the discussion of this Item, the Speaker adjourned the meeting at 11h30 and reconvene the meeting at 11h38.

Resolution C/1/02/09/16

**PROCESS 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:** 4/3/5/1/5

An amended time schedule and the advertisements for the positions of the Municipal Manager and Chief Financial Officer was tabled at the meeting.

**Resolved**

1. That Council approves the 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
2. (a) That the following Selection and Interviewing Committee for the Recruitment and Selection process for the Municipal Manager be appointed:
  - (i) The Executive Mayor who will be the chairperson;
  - (ii) Alderman E V Wildeman
  - (iii) A Municipal Manager from another municipality

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(b) That the following Selection and Interviewing Committee for the Recruitment and Selection process for the Chief Financial Officer be appointed:

- (i) The Municipal Manager, who will be the chairperson; once appointed
- (ii) a member of the mayoral committee
- (iii) Chief Financial Officer from another municipality

3. That it be noted that the Full Municipal Council will serve as the Appointment Authority.

4. That the following timeframes be adopted as **amended**;

Date	Activity	Responsibility
1 Sep 2016	Special Council meeting	Speaker
1 Sept 2016	Workshop with Selection Committee to discuss profile, advertisement and timeframes	Acting Municipal Manager
1 Sept 2016	Draft advertisement submitted to Selection Committee for approval	HR
2 Sept 2016	Final draft advertisement submitted to press for advertisement	HR
4 Sept 2016	Position advertised in national media	HR
21 Sept 2016	All applications submitted directly to Bitou Mun by deadline	HR
27 Sept 2016	Long lists and abbreviated lists submitted to Bitou Municipality for final short-listing	SP, panel
30 Sept 2016	Shortlists finalised according to selection criteria	SP, panel
3 Oct 2016	Shortlisted candidates invited for interviews	SP, panel
12-13 Oct 2016	Assessment and Interviews take place in Plettenberg Bay	SP, panel

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21 Oct 2016	Final decisions made at Council and offers extended to successful candidate	SP, panel, Council
28 Oct 2016	Negotiations concluded and candidate formally accepts offer in writing	SP
Nov-Dec 2016	Notice period if required	
1 Jan 2016	Successful candidate reports for duty	
28 Feb 2016	Performance Agreement signed with Executive Mayor	

5. That it be noted that Mr. R K Smit was appointed as Acting Municipal Manager since 1 September 2016 in terms Resolution C/1/01/08/16 of 24 August 2016.
6. That it be noted that Mr. M Memani was appointed as Acting CFO since 1 September 2016 in terms Resolution C/1/01/08/16 of 24 August 2016.
7. That the concurrence of the MEC for local government in the province be obtained for a further extension above the initial period of three months for the acting positions mentioned in 5 and 6 above from 1 December 2016 should no appointment be made in time.

Proposed: Alderman E V Wildeman  
Seconded: Councillor S E Gcabayi

**To be Actioned by : Acting Municipal Manager**

**Resolution C/1/03/09/16**

**PLETT MATRIC RAGE: 2016**

**Department: Office of the Municipal Manager Demarcation: All Wards**

**File Ref: 11/2/2**

It should be noted that no formal report was submitted on this Item, however a presentation was made by Mr C Attwood from Student Rage Events at the conclusion of the Special Council Meeting.



4

Special Council Meeting: 01 September 2016

**Resolved**

1. That cognisance be taken of the presentation made by Mr C Attwood, the MD of Student Rage Events (Pty) Ltd regarding the Plett Matric Rage event and other activities for the period 1 November 2016 until 4 January 2017.
2. That permission be granted for the the use of portion of erf 444/71 Plettenberg Bay measuring Approximately 2000m2 as a once-off, whereafter the organisers would have to find an alternative venue, due to the area having been earmarked for a sludge disposal and the identified risks of the close proximity of the sewerage works.
  - 3. That the event organisers have follow-up meetings with the departments concerned in order to fast track the process and ensure that all necessary processes are followed, and all legal issues are addressed.
  - 
  - 4. That the organisers be requested to consider the following:
    - Creation of internships in the field of Event Organising
    - Social integration of the events programme
    - municipal bursaries
    - Involvement of Art and Culture Groups in the matric rage activities.

**To be Actioned by: Acting Municipal Manager**

**Section 2: Finance**

No Items for consideration

**Section 3: Corporate Services**

**Resolution C/3/13/09/16**

**It should be noted that this Item was dealt with first**

**OATH OR SOLEMN AFFIRMATION BY A NEW MEMBER OF MUNICIPAL COUNCIL**

**Department: Corporate Services**

**Demarcation: All Wards**

**File Reference: 3/2/1/6**

**Resolved**

That it be noted that Councillor William Jacobus Nel took an Oath to be faithful to the Republic of South Africa and to obey, respect and uphold the Constitution and all other laws of the Republic of South Africa; and solemnly promised to perform his functions as a member of the Bitou Local Municipal Council to the best of his ability and signed the applicable Oath Certificate in the presence of the Commissioner of Oaths and Practising Attorney-Notary, Perino Pama.

**For information**

**Section 4: Community Services**

Resolution C/4/01/09/16

It should be noted that this Item was the second Item for discussion

**APPLICATION FOR APPROVAL TO THE NATIONAL DEPARTMENT OF HUMAN SETTLEMENTS FOR APPROVAL OF THE HOUSING PROJECTS OF BITOU MUNICIPALITY AS CATALYTIC PROJECTS**

**Department:**

Community Services

**Demarcation:** All Wards

**File Ref:**

12/2/1/4/25

**Resolved**

1. That the Council support and approve that application to be made to the National Department of Human Settlements for approving the Bitou Housing Pipeline Projects for Catalytic Status.
2. That a letter of application together with the extended all-inclusive presentation be submitted to the National Department of Human Settlements.

Proposed: Alderman E V Wildeman

Seconded: Councillor X Matyila

**To be Actioned by: Manager: Housing, Beaches, Parks and Community Facilities**

**Section 5: Engineering Services**

No Items for consideration

**Section 6: Strategic Services**

No Items for consideration

**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

12. **RECORDING OF COUNCILLORS PRESENT**

All Councillors present, except Councillor W R Craig who tendered apologies.

13. **CLOSURE**

The Speaker declared the meeting closed at 12h30.

**CONFIRMED AND SIGNED**

**DATE:**

**SIGNATURE:**



**The Speaker: Councillor M M Mbali**

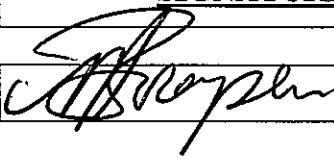
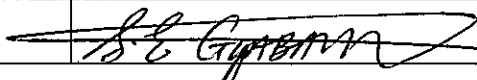


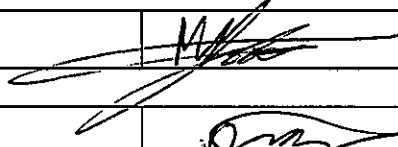

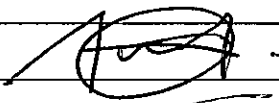
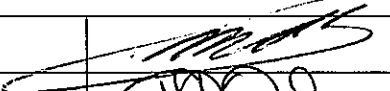


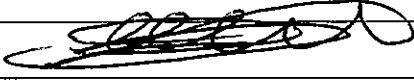
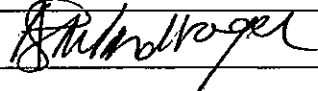


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ATTENDANCE REGISTER

BITOU LOCAL MUNICIPALITY

SPECIAL COUNCIL COMMITTEE MEETING HELD IN THE COUNCIL CHAMBER, MUNICIPAL OFFICES, SEWELL STREET, THURSDAY, 01 SEPTEMBER 2016 AT 10H00

<u>NAME</u>	<u>SIGNATURE</u>
COUNCILLOR M BOOYSEN	
COUNCILLOR WR CRAIG	APOLOGY
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	
ALDERMAN E V WILDEMAN	
COUNCILLOR L A S M WINDVOGEL	



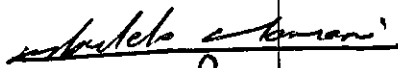
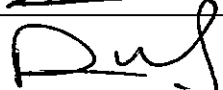
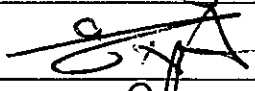


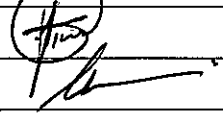

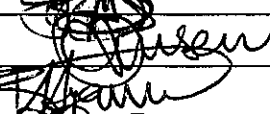
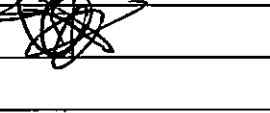
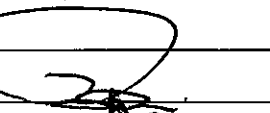
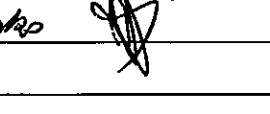
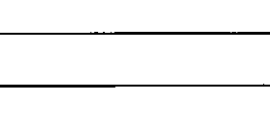



ATTENDANCE REGISTER

BITOU LOCAL MUNICIPALITY

SPECIAL COUNCIL MEETING HELD IN THE COUNCIL CHAMBER,  
MUNICIPAL OFFICES, SEWELL STREET, PLETTENBERG BAY ON  
THURSDAY, 01 SEPTEMBER 2016 AT 10H00

OFFICIALS

<u>NAME</u>	<u>DESIGNATION</u>	<u>SIGNATURE</u>
<b>Heads of Department</b>		
Mr M Memani	Acting Chief Financial Officer & Senior Manager: Budget & Treasury	
Mr. R Smit	Acting Municipal Manager & Head Corporate Services	
<del>C. BASSON</del> Mr. D Friedman	Acting Head: Strategic Services	
Me P Ngqumshe	Head: Engineering Services	
Mr. M Stratu	Head: Community Services	
<b>Managers</b>		
Mr T Loliwe	Chief Internal Auditor	
Ms A A Greyling	Manager: Administration	
Mr A Crouz	Manager Legal Services	
Mr D Ncame	Manager: Office of the Mayor	
Mrs JJ Jansen	Principal Admin Officer	
Mr J Sijama	Acting Manager Communications	
Mr M Van Rooyen	Senior Administrator	
Ms M Nel	Clerk/Administrator	
<del>I BOASMAN</del> M. FOURIE	AUDIT COMMITTEE CHAIR Manager Housing, Beaches, Parks	