

**MINUTES OF THE SPECIAL MAYORAL COMMITTEE MEETING OF BITOU LOCAL MUNICIPALITY HELD IN THE COUNCIL CHAMBER, MUNICIPAL OFFICES, SEWELL STREET, PLETTENBERG BAY ON THURSDAY, 01 SEPTEMBER 2016 AT 09H09**

**1. OPENING**

The Executive Mayor requested Councillor L M Seyisi to open the meeting with prayer, whereafter he welcomed everyone present.

**2. ATTENDANCE**

As per the attached attendance register.

**3. APPLICATION FOR LEAVE OF ABSENCE**

No application for leave of absence received. All Mayoral Committee members were present.

**4. CONSIDERATION OF REPORTS (OPEN)**

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

Recommendation 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**

**Recommended by the Executive Mayor**

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) A councillor designated by the municipal council: and



Special Mayoral Committee Meeting: 01 September 2016

- (iii) At least one other person, who is not a councillor or a staff member of the Municipality, and who has expertise or experience in the area of the advertised post.
- (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;
  - (ii) a member of the mayoral committee or councillor who is the head of the relevant portfolio; and
  - (iii) At least one other person, who is not a councillor or a staff member of the Municipality, and who has expertise or experience in the area of the advertised post.
- 3. That it be noted that the Full Municipal Council will serve as the Appointment Authority.
- 4. That the revised timeframes to be tabled at Council, be adopted and that the contents of the advertisements be made available at the Council Meeting.
- 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.

**For Actioning refer to Council resolution**

**4.2 Section 2: Finance**

No Items for consideration

**4.3 Section 3: Corporate Services**

No Items for consideration



2

**4.4 Section 4: Engineering Services**

Recommendation 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**

**Department: Community Services Demarcation: All Wards**

**File Ref: 12/2/1/4/25**

It should be noted that this Item was circulated at the meeting and dealt with first.

**Recommended by the Municipal Manager**

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.

**For Actioning refer to the Council resolution**

**4.5 Section 5: Engineering Services**

No Items for consideration

**4.6 Section 6: Strategic Services**

No Items for consideration

**5. IN – COMMITTEE ITEMS**

None



6. CLOSURE

The Executive Mayor declared the meeting terminated at 9h45.

CONFIRMED AND SIGNED

DATE:

25 -10-2016

SIGNATURE:



The Executive Mayor, Councillor M P Lobese

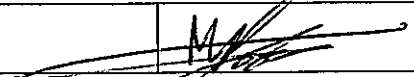
ATTENDANCE REGISTER: MAYORAL COMMITTEE

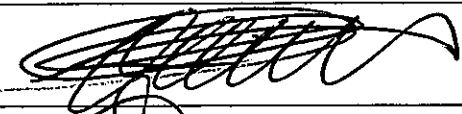
BITOU LOCAL MUNICIPALITY

MAYORAL COMMITTEE MEETING HELD IN THE COUNCIL CHAMBER,  
MUNICIPAL OFFICES, SEWELL STREET, THURSDAY, 01 SEPTEMBER 2016  
AT 09H00


NAME

SIGNATURE

COUNCILLOR P LOBESE (EXECUTIVE MAYOR)	
---------------------------------------	--

ALDERMAN EV WILDEMAN (DEPUTY EXECUTIVE MAYOR)	
---	--

COUNCILLOR LM SEYISI	
----------------------	--

COUNCILLOR SE GCABAYI	
-----------------------	--

NON - MEMBERS	SIGNATURE
---------------	-----------

COUNCILLOR M BOOYSEN	
----------------------	--

COUNCILLOR W R CRAIG	
----------------------	--

COUNCILLOR N C JACOB	
----------------------	--

COUNCILLOR J N KAMKAM	
-----------------------	--

COUNCILLOR X MATYILA	
----------------------	--

COUNCILLOR MM MBALI	
---------------------	--

COUNCILLOR W J NEL	
--------------------	--

COUNCILLOR A R OLIVIER	
------------------------	--

COUNCILLOR A S M WINDVOGEL	
----------------------------	--

ATTENDANCE REGISTER

BITOU LOCAL MUNICIPALITY


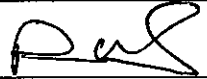



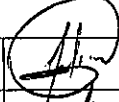
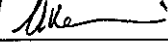

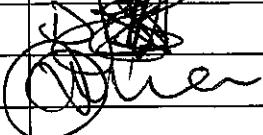
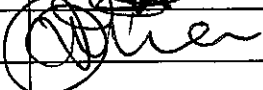
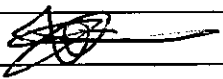
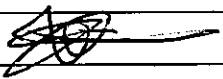
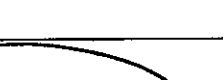
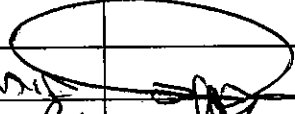
MAYORAL COMMITTEE MEETING HELD IN THE COUNCIL CHAMBER,  
MUNICIPAL OFFICES, SEWELL STREET, PLETTENBERG BAY ON  
THURSDAY, 01 SEPTEMBER 2016 AT 09H00

OFFICIALS

NAME

DESIGNATION

SIGNATURE

<u>Heads of Department</u>		
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	<del>ACTING</del> Head: Strategic Services	
Me P Ngqumshe	Head: Engineering Services	
Mr. M Stratu	Head: Community Services	
<u>Managers</u>		
Mr T Loliwe	Chief Internal Auditor	
Ms A A Greyling	Manager: Administration	
Mr A Crouz	Manager Legal Services	
Mr D Nceme	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>IMBASSADTU</del>	<del>AUDIT COMMITTEE CHAIR</del>	
Mr. FOURIS	Manager Housing, Beaches, Parks	