

**MINUTES OF THE SPECIAL COUNCIL MEETING OF BITOU LOCAL MUNICIPALITY
HELD IN THE COUNCIL CHAMBER, MUNICIPAL OFFICES, SEWELL STREET,
PLETTENBERG BAY ON MONDAY, 07 AUGUST 2023 AT 10H03**

1. OPENING

The Speaker, Councillor C N-J Terblanche welcomed everyone present at 10h03 and requested a moment for silent prayer.

2. ATTENDANCE

As per attached attendance register.

3. APPLICATION FOR LEAVE OF ABSENCE

Applications for leave of absence were received from Councillors S E Gcabayi, T Mhlana and N T Seti.

Resolved

That it be noted that leave of absence was granted to Councillors S E Gcabayi, T Mhlana and N T Seti.

FOR INFORMATION

4. DECLARATION OF INTERESTS

None received.

5. CONFIRMATION OF MINUTES

N/A

6. STATEMENTS AND COMMUNICATIONS BY:

6.1 The Executive Mayor

Councillor D J Swart commented on the ongoing taxi strike and appealed to the community to maintain order. He further mentioned that people should be allowed to continue with their business activities and not be intimidated to move freely.

The Mayor observed that the taxi strike violence has calmed down in Plettenberg Bay and thanked the taxi association community for their cooperation.

6.2 The Speaker

None

(Approved:25 August 2023)

AS

7. PRESENTATION

None

8. ITEMS FOR INFORMATION, WHICH HAVE BEEN DEALT WITH BY THE EXECUTIVE MAYOR IN TERMS OF DELEGATED AUTHORITY

That it be noted that the Items for Information will be considered at the Ordinary Council meeting scheduled for October 2023.

9. NOTING OF OUTSTANDING / PARTIALLY IMPLEMENTED COUNCIL RESOLUTIONS.

That it be noted that the outstanding / partially implemented Council resolution will be considered at the Ordinary Council meeting scheduled for October 2023.

10. CONSIDERATION OF REPORTS (NON- DELEGATED MATTER)**Section 1: Office of the Municipal Manager**

Resolution C/1/158/08/23

AIRPORT: INTERIM AMENDMENT OF ORGANOGRAM TO ACCOMMODATE THE AIRPORT FUNCTION

Portfolio Comm: Strategic Services and Office of the MM
File Ref: 17/12/2

Demarcation: All Wards
Delegation: Council

Resolved

That the organogram be amended to accommodate the airport function on a temporary basis (until a new service provider has been appointed and is operational) under the Department Planning & Development.

Proposed: Councillor J Nel
Seconded: Councillor A R Olivier

FOR EXECUTION: Manager: Planning & Building Control
Cc: Municipal Manager

Resolution C/1/159/08/23

RE-ADVERTISING AND APPROVAL OF SELECTION AND RECRUITMENT PROCESS FOR THE FILLING OF POSITION - DIRECTOR PLANNING AND DEVELOPMENT

Portfolio Comm: Strategic Services & Office of the MM
File Ref: 4/3/5/1

Demarcation: All Wards
Delegation: Council

Resolved

1. That Council take note of the content of the report.
2. That Council note that the post of Director Planning and Development will be advertised in the shortest timeframe.
3. That the following persons be approved by Council as the Selection and Interview Panel in terms of both Regulations 12 and 15 of Government Gazette No. (37245) respectively:
 - (a) The Municipal Manager who will be the chairperson
 - (b) A member of the Mayoral Committee or Councillor who is the portfolio head of the relevant portfolio; Councillor WJ Nel
 - (c) At least one other person; who is not a councillor or a staff member of the municipality, and who has the expertise or experience in the area of the advertised post.
 - (d) Two (2) Union Representatives, 1 union representative from IMATU and 1 Union Representative from SAMWU who will act as observers
4. That Council approve the recruitment and selection processes hereunder, in line with the Local Government: *Regulations on Employment and Conditions of Employment of Senior Managers*, as promulgated on 17 January 2014.

ACTIVITY	DATE
Advertising for position of Director Planning and Development (minimum of 14 days from the date of advertisement appearing and not more than 30 days)	Sunday, 20 August 2023
Closing Date	06 September 2023 @ 14h00pm
Shortlisting (within 30 days of closing of advert)	15 September 2023
Screening and competency assessments (within 21 days of shortlisting)	21 September 2023
Interviews (within 21 days of screening)	21 September 2023
Outcome report tabled in Council	28 September 2023
Successful candidate report for duty	01 November 2023

6. That upon completion of the selection process a report containing the proposed appointment be tabled to Council to make the necessary appointment.

AS

7. That upon Council approving the appointment, the Municipal Manager be mandated to negotiate an offer of employment with the preferred candidate within the parameters of the specific service conditions and budgetary guidelines relating to the position.

Proposed: Councillor W J Nel

Seconded: Councillor N Ndayi

FOR EXECUTION: Manager HR Administration

Cc: Senior Manager HR and Municipal Manager

Resolution C/1/160/08/23

INTERVIEW OUTCOMES FOR THE POSITION OF DIRECTOR: CORPORATE SERVICES (NOTICE 187 OF 2023)

Portfolio Comm: Strategic Services & Office of the M&I

Remarcation: All Wards

File Ref: 4/3/5/1

Delegation: Council

The Manager Administration, Mrs T Wildeman recused herself during the discussion of this Item.

Resolved

1. That Council takes note of the content of the Selection report;
2. That Council approves the recruitment and selection process;
 - (a) The Longlist;
 - (b) Shortlist; and
 - (c) Screening Report.
3. That Council notes that Mr Z Mbhele qualifies at a competent level for the appointment as Director Corporate Services.
4. That Municipal Manager be authorized to negotiate a contract of employment with the successful candidate, taking into regard statutory requirements, affordability, and other pre-conditions.
5. That should the preferred candidate reject the offer of employment; that an offer of employment or refrain to agree to a contract of employment within 30 days of the Council's resolution, the Municipal Manager be authorized to offer the position to the second best and or following qualified candidate.
6. That in the event that the second best and or following qualified candidate reject the offer of employment, that the position of Director Corporate Services be re-advertised.
7. That a written report regarding the appointment in (1) above be submitted to the MEC for local government in the province regarding the appointment process and outcome within 14 days of Council's decision.
8. That the successful incumbent completes the Minimum Municipal Competency Programme within a period of 18 months from date of appointment in the event that he/she does not meet the requirements on MMCL.

9. That the Human Resources Management Division, as a matter of courtesy and legal requirement, inform the successful candidate formally of the outcome of the selection process, and thank them for their application and participation in the process.
10. That Council resolved that the Municipal Manager be authorised to apply for waiver in terms of upper limits of total remuneration packages payable to municipal managers and managers directly accountable to Municipal Managers in line with other Directors appointed by the Municipality.

Proposed: Councillor J N Kamkam

Seconded: Councillor W J Nel

FOR EXECUTION: Manager HR Administration

Cc: Senior Manager HR and Municipal Manager

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: Engineering Services

No items for consideration

Section 6: Economic Development and Planning

No items for consideration

11. URGENT MATTERS SUBMITTED BY THE MUNICIPAL MANAGER

None received.

12. CONSIDERATION OF NOTICES OF MOTION

None received.

13. CONSIDERATION OF NOTICES OF QUESTION

None received.

14. CONSIDERATION OF MOTIONS OF EXIGENCY

None received.

15. IN-COMMITTEE MATTERS

15.1 CONFIRMATION OF MINUTES: (IN-COMMITTEE)

None

15.2 CONSIDERATION OF IN-COMMITTEE REPORTS (NON-DELEGATED MATTERS)

None

16. RECORDING OF COUNCILLORS PRESENT

The Speaker, Councillor C N-J Terblanche requested that Councillors verbally record their presence in the following order;

Councillor D J Swart, Councillor M P Busakwe, Councillor W Nel, Councillor J N Kamkam, Councillor N Ndayi, Councillor H Mitchell, Councillor N P Kolwapi, Councillor A R Olivier, Councillor S A Mangxaba (virtually) and Councillor C N-J Terblanche.

17. CLOSURE

The Speaker adjourned the special Council meeting at 10h40.

CONFIRMED AND SIGNED

SIGNATURE



The Speaker, Councillor C N-J Terblanche

DATE:

25 August 2023



ATTENDANCE REGISTER

**SPECIAL COUNCIL MEETING OF BITOU LOCAL MUNICIPALITY HELD IN
THE COUNCIL CHAMBER, MUNICIPAL OFFICES, SEWELL STREET,
PLETTENBERG BAY ON MONDAY, 07 AUGUST 2023 AT 10H00**

<u>NAME</u>	<u>SIGNATURE</u>
COUNCILLOR M P BUSAKWE (Deputy Executive Mayor)	<i>m. Busakwe</i>
COUNCILLOR S E GCABAYI	Apology
COUNCILLOR J N KAMKAM	<i>(Kamka)</i>
COUNCILLOR N P KOLWAPI	<i>Np Kolwapi</i>
COUNCILLOR S A MANGXABA	Virtual
COUNCILLOR T MHLANA	Apology
COUNCILLOR H MITCHELL	<i>H Mitchell</i>
COUNCILLOR N NDAYI	<i>N Ndayi</i>
COUNCILLOR W J NEL	<i>W J Nel</i>
COUNCILLOR A R OLIVIER	<i>A R Olivier</i>
COUNCILLOR N T SETI	Apology
COUNCILLOR D J SWART (Executive Mayor)	<i>D J Swart</i>
COUNCILLOR C N-J TERBLANCHE (Speaker)	<i>C N-J Terblanche</i>

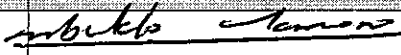

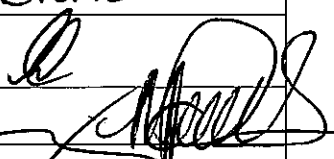
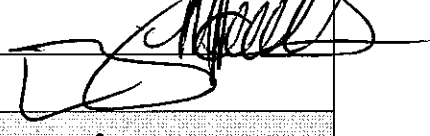
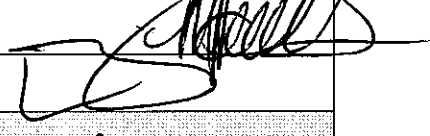
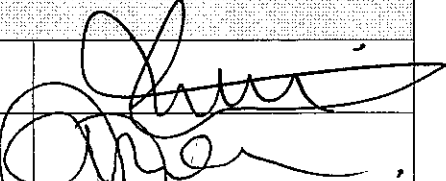
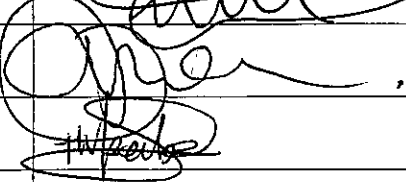
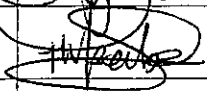
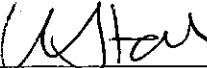
as

ATTENDANCE REGISTER

BITOU LOCAL MUNICIPALITY

SPECIAL COUNCIL MEETING HELD IN THE COUNCIL CHAMBER, MUNICIPAL OFFICES, SEWELL STREET, PLETTENBERG BAY ON MONDAY, 07 AUGUST 2023 AT 10H00

OFFICIALS

<u>DESIGNATION</u>	<u>NAME</u>	<u>SIGNATURE</u>
Municipal Manager	Mr M Memani	
DIRECTORS		
Acting Director: Financial Services & Senior Manager: Governance and Compliance	Mr F Lötter	
Acting Director: Corporate Services & Manager Legal Services	Mr A Croutz	VIRTUAL
Acting Director: Economic Development and Planning	Mr. C Schliemann	
Director: Community Services	Ms M Paulse	
Director: Engineering Services	Mr V Felton	
MANAGERS		
Manager: Administration	Mrs. T Wildeman	
Principal Committee Officer	Ms J Jansen	
Committee Clerk	Ms T Mpembe	
Manager: Executive Mayor	Mr H Nieuwoudt	VIRTUAL
Manager: Deputy Executive Mayor	Mr M James	
Manager: Office of the Speaker	Mr R Plaatjies	VIRTUAL
Manager: Communications	Mr A Namntu	
Chief Audit Executive	Ms H Bester	VIRTUAL
Risk Management	Mrs C Van Staden	

Mr. Y. Mayila

VIRTUAL

as



ATTENDANCE REGISTER

Interested members of the Public

Thank you for attending

Name	Contact number	Email address	Representing	Signature

SPECIAL COUNCIL MEETING HELD IN THE COUNCIL CHAMBER, MUNICIPAL OFFICES, SEWELL STREET, PLETTENBERG BAY ON MONDAY, 07 AUGUST 2023 AT 10H00