



**Bitou Local Municipality  
Bitou Plaaslike Munisipaliteit  
Umasipala WeBitou**

# **Agenda**

## **SPECIAL MUNICIPAL COUNCIL MEETING**

Venue: Council Chambers, Municipal Offices,  
Sewell Street, Plettenberg Bay

**DATE: 7 MAY 2024**

**Time: 12h00**

# **BITOU LOCAL MUNICIPALITY**

## **NOTICE**

6 May 2024

The Executive Mayor


Councillors

Acting Municipal Manager, Directors and acting Directors

### **SPECIAL COUNCIL MEETING: TUESDAY, 7 MAY 2024 AT 12H00**

**NOTICE** is hereby given that a Special Council Meeting will be held in the Council Chambers, Municipal Offices, Plettenberg Bay on **TUESDAY, 7 MAY 2024 AT 12H00** to discuss the business set forth in the Agenda.

Yours faithfully

pp. 

**S E GCABAYI**  
**SPEAKER OF COUNCIL**

### **Constitution of the Council**

The Speaker, Councillor S E Gcabayi

The Executive Mayor, Councillor C N J Terblanche

Councillor M P Busakwe

Councillor J N Kamkam

Councillor N P Kolwapi

Councillor S A Mangxaba

Councillor H Mitchell

Councillor T Mhlana

Councillor N Ndayi

Councillor W J Nel

Councillor A R Olivier

Councillor N T Seti

Councillor D J Swart



# Bitou Local Municipality

## Special Council Agenda:

**7 May 2024**

**Time: 12h00**

### **Order of Business**

**1. OPENING**

**2. ATTENDANCE**

The attendance registers of members of the Municipal Council, Officials will be circulated for signature.

**3. APPLICATION FOR LEAVE OF ABSENCE**

Application for leave of absence, if necessary, will be considered.

**4. DECLARATION OF INTERESTS**

Disclosure of interest by Councillors

**5. CONFIRMATION OF MINUTES FOR PREVIOUS MEETINGS (OPEN)**

None

**6. STATEMENTS AND COMMUNICATIONS BY:**

6.1. The Executive Mayor

6.2. The Speaker

**7. PRESENTATIONS**

None

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

To be considered at the Ordinary Council Meeting of July 2024.



**9. NOTING OF OUTSTANDING COUNCIL RESOLUTIONS**

To be considered at the Ordinary Council Meeting of July 2024.

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

Circulated herewith

**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**

No In-Committee Items for consideration

**16. RECORDING OF COUNCILLORS PRESENT**

**17. CLOSURE**

## **10. CONSIDERATION OF REPORTS (NON-DELEGATED MATTERS)**

**PORTFOLIO INDEX**  
**CONSIDERATION OF REPORTS**  
**SPECIAL COUNCIL MEETING**  
**7 MAY 2024**

**SECTION 1: OFFICE OF THE MUNICIPAL MANAGER**

ITEM NO	SUBJECT	FILE REF	PAGE NO
C/1/220/05/24	APPOINTMENT OF ACTING DIRECTOR CORPORATE SERVICES FOR THE PERIOD 08 MAY 2024	4/3/5/1/3	8

**SECTION 2: FINANCE**

ITEM NO	SUBJECT	FILE REF	PAGE NO
	No Items for information		

**SECTION 3: CORPORATE SERVICES**

ITEM NO	SUBJECT	FILE REF	PAGE NO
	No Items for information		

**SECTION 4: COMMUNITY SERVICES**

ITEM NO	SUBJECT	FILE REF	PAGE NO
	No Items for information		

**SECTION 5: ENGINEERING SERVICES**

ITEM NO	SUBJECT	FILE REF	PAGE NO
	No Items for information		

**SECTION 6: ECONOMIC DEVELOPMENT & PLANNING**

ITEM NO	SUBJECT	FILE REF	PAGE NO
	No Items for information		

**SECTION 1**

**OFFICE OF THE MUNICIPAL  
MANAGER**

## Section 1: Office of the Municipal Manager

ITEM C/1/220/05/24

### APPOINTMENT OF ACTING DIRECTOR CORPORATE SERVICES FOR THE PERIOD 08 MAY 2024

**Portfolio Comm:** Strategic Services & Office of the MM      **Demarcation:** All Wards  
**File Ref:** 4/3/5/1/3      **Delegation:** Council

**Attachments:** Annexure “A”: - Extract of the confirmed Minutes - Council  
Resolution C/1/218/04/24 dated 5 April 2024

**Report by:** Acting Municipal Manager

**Date:** 6 May 2024

#### **PURPOSE OF THE REPORT**

The purpose of this report is;

To seek Council’s approval to appoint a Senior Official within the Directorate Corporate Services to act as Director Corporate Services for the period 08 May 2024 until \_\_\_\_\_ 2024.

#### **BACKGROUND**

Council at its Special Council meeting of 5 April 2024, resolved to appoint Mr. Andile Namntu in an acting capacity in the position of Director Corporate Services for the period 08 April 2024 until 07 May 2024 (*Annexure “A”*).

Furthermore, Council at its meeting of Wednesday, 28 February 2024, resolved to re-advertise the position of Director Corporate Services under Council Resolution C/1/203/02/24. The position was advertised under notice number 87 of 2024 and the closing date for applications is 09 April 2024. The shortlisting and interview process is scheduled to commence soon, and it is anticipated to be concluded by 29 May 2024 (*according to the Council approved timelines*).

Section 56 (1)(a)(ii) of the Local Government Municipal Systems Act, 32 of 2000 states that a Municipal Council, after consultation with the Municipal Manager, must appoint an acting manager directly accountable to the Municipal Manager under circumstances and for a period as prescribed.

Section 56 (1)(b) states that a person appointed in terms of 56(1)(a)(ii) must at least have the skills, expertise, competencies and qualifications as prescribed.

Section 56 (1)(c) states that a person appointed in terms of paragraph (a) (ii) may not be appointed to act for a period that exceeds three months: Provided that a Municipal Council may, in special circumstances and on good cause shown, apply in writing to the MEC for local government to extend the period of appointment contemplated in paragraph (a), for a further period that does not exceed three months.



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

In terms of the Local Government: Municipal Systems Act: Regulations: Appointment and conditions of employment of senior managers, and in this instance for the Director Corporate Services, an employee must meet the following criteria,

<b>Higher Education Qualifications:</b>	Bachelor Degree in Public Administration / Management Science / Law; or equivalent (i.e. a NQF 7 and higher)
<b>Years and type of Experience:</b>	5 years' experience at middle management level Have proven successful management experience in administration.
<b>MMCL</b>	15 unit standards or attain it within 18 months from date of appointment

### **LEGISLATIVE REQUIREMENTS**

Municipal Systems Act, Act 32 of 2000  
Labour Relations Act, Act 85 of 1993  
Regulations 15(6) and 17 of the Regulations on the Appointment and Conditions of Employment of Senior Managers  
Employment Equity Act, Act

### **RECOMMENDED BY THE ACTING MUNICIPAL MANAGER**

That Council appoints Mr/Mrs. \_\_\_\_\_ as acting Director Corporate Services for the period 8 May 2024 until \_\_\_\_\_ 2024.

**EXTRACT FROM THE CONFIRMED MINUTES OF THE SPECIAL COUNCIL MEETING OF BITOU LOCAL MUNICIPALITY HELD IN THE COUNCIL CHAMBER, MUNICIPAL OFFICES, SEWELL STREET, PLETTENBERG BAY ON FRIDAY, 5 APRIL 2024 AT 09H01**

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**Resolution C/1/218/04/24**

**APPOINTMENT OF ACTING DIRECTOR CORPORATE SERVICES FOR THE PERIOD 08 APRIL 2024 UNTIL 07 MAY 2024 (ONE MONTH)**

**Portfolio Comm:** Strategic Services & Office of the MM      **Demarcation:** All Wards  
**File Ref:** 4/3/5/1/3      **Delegation:** Council

**Resolved**

That Council appoints **Mr. A Namntu** as acting Director Corporate Services for the period 08 April 2024 until 07 May 2024.

**Proposed:** Councillor N P Kolwapi  
**Seconded:** Councillor M P Busakwe”

**EXECUTION:** Senior Manager Human Resources Management  
**cc.** Acting Municipal Manager & acting Director Corporate Services