



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

# **Agenda**

## **SPECIAL MUNICIPAL COUNCIL MEETING**

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

**DATE: 19 AUGUST 2024**

**Time: 10h00**

# **BITOU LOCAL MUNICIPALITY**

## **NOTICE**

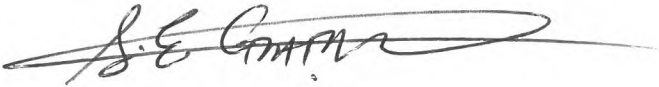
15 August 2024

The Executive Mayor  
Councillors  
Acting Municipal Manager, Directors and acting Directors

### **SPECIAL COUNCIL MEETING: MONDAY, 19 AUGUST 2024 AT 10H00**

**NOTICE** is hereby given that a Special Council Meeting will be held in the Council Chambers, Municipal Offices, Plettenberg Bay on **MONDAY, 19 AUGUST 2024 AT 10H00** to discuss the business set forth in the Agenda.

Yours faithfully



**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 W J Nel  
Councillor A R Olivier  
Councillor N T Seti  
Councillor D J Swart  
Councillor R Willemse



# **Bitou Local Municipality**

## **Special Council Agenda:**

**19 August 2024**

**Time: 10h00**

### **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**

None



**9. NOTING OF OUTSTANDING COUNCIL RESOLUTIONS**

None

**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**

- 12.13** Notice of Motion dated 8 August 2024 moved by Councillor W J Nel and seconded by Councillor D J Swart titled: **“NOTICE OF MOTION IN TERMS OF RULE 36 (2) OF BITOU MUNICIPAL COUNCIL RULES OF ORDER BY-LAW TO REMOVE THE SPEAKER FROM OFFICE AT AN URGENT SPECIAL COUNCIL MEETING ON 19 AUGUST 2024 AS REQUESTED BY THE MAJORITY OF COUNCILLORS IN TERMS OF SECTION 29(1) OF THE MUNICIPAL STRUCTURES ACT 117 OF 1998 AS AMENDED”**

Circulated herewith.

- 12.14** Notice of Motion dated 8 August 2024 moved by Councillor W J Nel and seconded by Councillor D J Swart titled: **“NOTICE OF MOTION IN TERMS RULE 36 (2) OF BITOU MUNICIPAL COUNCIL RULES OF ORDER BY-LAW TO REMOVE THE EXECUTIVE MAYOR FROM OFFICE AT AN URGENT SPECIAL COUNCIL MEETING ON 19 AUGUST 2024 AS REQUESTED BY THE MAJORITY OF COUNCILLORS IN TERMS OF SECTION 29(1) OF THE MUNICIPAL STRUCTURES ACT 117 OF 1998 AS AMENDED”**

Circulated herewith.

- 12.15** Notice of Motion dated 8 August 2024 moved by Councillor W J Nel and seconded by Councillor D J Swart titled: **“NOTICE OF MOTION IN TERMS OF RULE 36 (2) OF BITOU MUNICIPAL COUNCIL RULES OF ORDER BY-LAW AND SECTION 41 E (1) OF THE MUNICIPAL STRUCTURES ACT 117 OF 1998 AS AMENDED TO REMOVE THE WHIP OF COUNCIL FROM OFFICE AT AN URGENT SPECIAL COUNCIL MEETING ON 19 AUGUST 2024 AS REQUESTED BY THE MAJORITY OF COUNCILLORS IN TERMS OF SECTION 29(1) OF THE MUNICIPAL STRUCTURES ACT 117 OF 1998 AS AMENDED”**

Circulated herewith.



**13. CONSIDERATION OF NOTICES OF QUESTION**

None received

**14. CONSIDERATION OF MOTIONS OF EXIGENCY**

None received

**15. IN-COMMITTEE MATTERS**

None

**16. RECORDING OF COUNCILLORS PRESENT**

**17. CLOSURE**

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

**PORTFOLIO INDEX**  
**CONSIDERATION OF REPORTS**  
**SPECIAL COUNCIL MEETING**  
**19 AUGUST 2024**

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

ITEM NO	SUBJECT	FILE REF	PAGE NO
C/1/239/08/24	INTERVIEW OUTCOMES AND APPOINTMENT PROCESS FOR THE POSITION OF DIRECTOR: FINANCIAL SERVICE (NOTICE 180 OF 2024)	4/3/5/1	9
C/1/240/08/24	INTERVIEW OUTCOMES AND APPOINTMENT PROCESS FOR THE POSITION OF MUNICIPAL MANAGER (NOTICE 181 OF 2024)	4/3/5/1	15

**SECTION 2: FINANCE**

ITEM NO	SUBJECT	FILE REF	PAGE NO
	No Items for consideration		

**SECTION 3: CORPORATE SERVICES**

ITEM NO	SUBJECT	FILE REF	PAGE NO
	No Items for consideration		

**SECTION 4: COMMUNITY SERVICES**

ITEM NO	SUBJECT	FILE REF	PAGE NO
	No Items for consideration		

**SECTION 5: ENGINEERING SERVICES**

ITEM NO	SUBJECT	FILE REF	PAGE NO
	No Items for consideration		

**SECTION 6: ECONOMIC DEVELOPMENT & PLANNING**

ITEM NO	SUBJECT	FILE REF	PAGE NO
	No Items for consideration		

**SECTION 1**

**OFFICE OF THE MUNICIPAL  
MANAGER**



**ITEM C/1/239/08/24**

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

**Annexure B - C (For distribution to Councillors, MM and Directors due to PoPi Act restrictions)**  
**Annexure D - F – (Will be screened at the meeting due to the confidentiality thereof)**

**Date:**                      **15 August 2024**

1. The purpose of this report is to note the process and outcomes of the evaluation and selection processes for the position of Director: Financial Services in compliance with Section 56 (3) (a) and (b) of the Municipal Systems Act (32 of 2000).
2. That Council consider and approve the recommendation of the Selection Panel.

The call for applications closed on Thursday, 27 June 2024.

## Section 1: Office of the Municipal Manager

### **OVERVIEW ON APPLICATIONS RECEIVED**

A total of 8 applications were received, of which 3 applications were non-compliant.

Non-compliance was further categorized as follow:

**Applicant No. 1 and 3** Did not complete consent form as required per regulation 11 (3).

**Applicant No. 4** Did not fully complete the Official Application form as required per regulation 11 (3). The candidate only completed the first page of the Application Form for Senior Managers and the Consent Form

*(See longlist Annexure A)*

### **The Selection Committee**

The constitution of the panel members was in terms of the Council Resolution C/1/227/05/24 of 24 May 2024, and was attended by;

The Municipal Manager	Mr. RR Links (Ph.D)
Portfolio Councillor	Councillor H Mitchell
Chief Financial Officer: Blue Crane Municipality	Mr. Nigel Delo

#### **Secretarial Services:**

Director Corporate Services	Mr. L Loliwe
Manager HR Administration	Mrs. VR Cunningham

#### **Observers:**

IMATU Representative	Ms. LN Freeks
SAMWU Representative	Mr. TM Sompani

### **The Recruitment & Selection Process**

#### **SHORTLISTING PROCESS:**

Shortlisting was conducted on Wednesday, 17 July 2024, by the panel members and the observes formed part of the shortlisting process.

The following two (2) candidates were shortlisted;

No. 5 on longlist	Mr. Boy M Ngubo
No. 6 on longlist	Ms. Roslyn C Saptoe

The Chairperson informed the panel of the weighting criteria that will apply for the three-phased interview process;

- |                                |                       |
|--------------------------------|-----------------------|
| ➤ <b>Presentation</b>          | <b>20% weighting</b>  |
| ➤ <b>Structured Interview</b>  | <b>50% weighting</b>  |
| ➤ <b>Competency Assessment</b> | <b>30 % weighting</b> |

The Panel also agreed that the overall combined % scored is **60%** in order for a candidate to be considered for the position of Director Financial Services.

## Section 1: Office of the Municipal Manager

### **THE SELECTION PROCESS**

Interview Process consisted of the following two components:

#### **➤ Presentation (20% weighting)**

Both candidates were invited to prepare a 15-minute presentation on the following topic, prior to the structured interview session;

**As a Head of the Finance Department of Bitou Municipality you will be tasked with oversight, management and developing clear road maps and action plans to achieve the department's key deliverables.**

**You are required to deliver a presentation of no more than 20 minutes covering at least the following as it relates to the above deliverables and responsibilities:**

- 1. Clear vision and goals considering the municipality's strengths, challenges, opportunities and constraints.**
- 2. How you would go about developing the roadmap and getting buy in.**
- 3. Outline the key elements of the roadmap such as milestones and potential initiatives.**
- 4. Indicate how a roadmap will fit into existing instruments, processes and mechanisms of the municipality.**
- 5. Why you believe you would be best suited to this role and portfolio.**

#### **➤ Structured Interview (50% weighting)**

The Structured Interview Process for the position of Director Financial Services took place on Friday, 26 July 2024 in the Council Chambers.

A total of 14 scoring questions were administered, totaling 70 points. The panel applied their minds and scored the candidates against the preset standard and set of questions.

After the Interview Session, the Scoring Panel Members requested that only the two (2) best scoring candidates be considered for the competency assessment to save cost for the municipality. The panel members further agreed that the aggregated scoring will be done after the conclusion of the Competency Assessments, from which the Selection Panel will consider its recommendation for final appointment.

It should be noted that all measures were taken into consideration to ensure an objective assessment.

#### **➤ Competency Assessment (30% weighting)**

The following two (2) candidates were invited to undergo the competency assessment, after the conclusion of the Structured Interview Process, which was administered by AMASI KO HR Consulting;

- Mr. BM Ngubo
- Ms. RC Saptoe

## Section 1: Office of the Municipal Manager

The Competency Assessment consist of 4 COGTA categories i.e. and scoring was awarded as follow for each level obtained;

Competency Level	Total Percentage allocated per level
Basic	0%
Competent	10%
Advanced	20%
Superior	30%

Outcome of Interview Process (Refer to Annexure F)

The Selection Process consisted out of a Presentation, Structured Interview and Competency Assessment, show that Mr. Boy M Ngubo may be considered as suitable for appointment as Director Financial Services. Should the preferred candidate not accept an offer of employment, the position be re-advertised.

It is prescribed under Chapter 3 (17) in the Regulations on the Appointment and Conditions of Employment that before Council make a decision on an appointment a municipal council must satisfy itself that,

- 1. The candidate meets the relevant competency requirements for the post.*
- 2. Screening of candidates has been conducted in terms of regulation 14*

### **LEGAL REQUIREMENTS**

The Municipal Structures Act, Act 117 of 1998

The Municipal Systems Act, Act 32 of 2000 with amendments

The Employment Equity Act, Act 55 of 1998

Local Government Regulations: Upper Limits of Total Remuneration Packages payable to Municipal Managers and Managers directly accountable to Municipal Managers

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

1. That Council appoints **Mr. Boy M Ngubo** in the position of Director Financial Services on a permanent basis subject to concurrence from the MEC of Local Government.
2. That Council approves the recruitment and selection process, the longlist, shortlist and Competency Assessment Reports.
3. That Council delegate the Municipal Manager to enter into negotiations with the successful candidate.
4. That, if the preferred candidate does not accept the offer of employment, that the position be re-advertised.
5. That the Human Resource Management Division, as a matter of courtesy and legal requirement, inform the unsuccessful candidates formally of the outcome of the selection process, and thank them for their application and participation in the process.



# BITOU LOCAL MUNICIPALITY

*Bitou Municipality is inviting applications for the following Senior Management vacancy from suitably qualified professionals;*

<b>POSITION:</b>	<b>DIRECTOR: FINANCIAL SERVICES</b> <b>(CHIEF FINANCIAL OFFICER)</b>
<b>EMPLOYMENT TYPE</b>	<b>PERMANENT</b>
<b>NOTICE NO:</b>	<b>180 of 2024</b>
<b>STATION:</b>	Financial Services, Mellvilles Corner Building, Corner of Main and Kloof Street; Plettenberg Bay

*The total remuneration package applicable to a Category 3 Municipality per annum is offered. (Determined by the Upper Limits of total remuneration packages payable to Municipal Managers and Managers directly accountable to Municipal Managers)*

**In order to meet the needs of Bitou Municipality, the successful applicant must conform to the following requirements:**

**MINIMUM REQUIREMENTS:** • At least a Post Graduate Degree or qualification in the fields of Accounting, Finance or Economics registered on the National Qualifications Framework at a NQF level 8 with a minimum of 120 credits or Chartered Accountant (SA) • Compliance with the Financial and Supply Chain Management Competency Areas as required in terms of GNR493 as published in Government Gazette No. 29967 of 15 June 2007 (*municipalities were granted exemption from regulation 15 and 18 of Government Gazette 29967 under Notice No. 40593 of 3 February 2017, subject to conditions of compliance with minimum competency levels within 18 months of date of employment*) • Minimum of seven (7) years relevant management experience at senior and middle management levels, of which at least 2 years must have been at senior management • Advanced knowledge of Local Government Municipal Finance Management Act (MFMA), National Treasury Regulations and other legislation applicable to Local Government, Generally Recognized Accounting Practice (GRAP) and key financial management/governance standards and performance objectives • Proven successful institutional transformation with public or private sector • Advanced knowledge and understanding of relevant policy and legislation applicable to local government • Advanced understanding of institutional governance systems and performance management • Advanced understanding of council operations and financial delegations • Competencies as per GNR21, GG 37245 dated 17 January 2014 • Registration with the relevant professional body will be an added advantage • Advanced computer skills (MS Word, MS Excel, MS PowerPoint and MS Outlook) • Excellent communication skills in at least two of the three official languages of the Western Cape • A valid Code EB Driver's license.

**COMPETENCIES:** • Strategic leadership and human resource management, strategic financial management, operation financial management, governance leadership, experience in financial management, financial and performance reporting, budgeting, revenue and expenditure management, borrowing, investments, working capital and cash flow management, change management, project management, legislation, policy and implementation, stakeholder relations, supply chain management, risk audit and assurance.

**CORE FUNCTIONS:** • Budget and Reporting, • Assets and Liability Management, • Annual Financial Statements, Treasury and Accounting Services, • Revenue Services, • Expenditure, • Supply Chain Management, • Executive Support.

Candidates will be subjected to an interview and evaluation process and must be aware that previous employers and references will be contacted. Qualifications, credit and criminal records will be verified. The candidates will be required to disclose all other financial interests.

**An official application form applicable to Senior Managers** (available on the municipal website) must be completed and must be accompanied by a **comprehensive CV together with original certified copies of qualifications, ID document, driver's license** and the names of three contactable references from current and previous employers. Failure to submit **all** these documents will result in disqualification from the application process.

Applications must be posted to **Bitou Municipality, Private Bag X1002, Plettenberg Bay 6600** or hand delivered/couriered to the Human Resources Section, 4 Sewell Street, Plettenberg Bay 6600, for attention of the Senior Manager HRM: Mr. Thembekile Machelesi

Applications forms are available on the Bitou website ([www.bitou.gov.za](http://www.bitou.gov.za));

For enquiries, contact the Manager: Human Resources, Mrs. V Cunningham on 044 501 3000 during office hours.

**PLEASE NOTE:**

1. Appointments will be made according to the Council's Employment Equity Plan, which ensures representation of designated groups in the Municipality, including those with disabilities.
2. Please complete the Reference Checking Consent & Authorization Form which is available on the Municipality's Website. (*Compulsory*)
3. **ONLY** hard-copy applications will be considered. **No** electronic or faxed applications will be accepted.
4. **No late applications will be considered.** Canvassing of Councilors with the purpose of being appointed is not permitted and proof of such canvassing shall lead to disqualification.
5. Please quote notice number as reference.
6. Appointment is subjected to the signing of an employment contract and performance agreement in terms of Section 57 of the Municipal Systems Act. The appointment will be done in accordance with the Regulations on Appointment and Conditions of Employment of Senior Managers.

**Correspondence will be limited to shortlisted candidates only**, if you do not receive a response within 3 months from closing date, please accept that your application was unsuccessful.

No late applications will be accepted or considered. Bitou reserves the right not to make any appointments.

**RR LINKS (Ph.D)**

**ACTING MUNICIPAL MANAGER**

**CLOSING DATE: 27 June 2024 at 14h00 pm**

## Section 1: Office of the Municipal Manager

ITEM C/1/240/08/24

### INTERVIEW OUTCOMES AND APPOINTMENT PROCESS FOR THE POSITION OF MUNICIPAL MANAGER (NOTICE 181 OF 2024)

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

**Attachments:**      Annexure “A”: - Advertisement: - Municipal Manager (Notice 181 of 2024)  
Annexure “B”: - Longlist: - Municipal Manager  
Annexure “C”: - Shortlist – Municipal Manager  
Annexure “D”: - Screening Outcomes of Shortlisted Candidates  
Annexure “E”: - Competency Assessments – Municipal Manager  
Annexure “F”: - Outcome of Interview Process

*Annexure B - C (For distribution to Councillors, MM and Directors due to PoPi Act restrictions)*  
*Annexure D - F – (Will be screened at the meeting due to the confidentiality thereof)*

**Report from:** Executive Mayor  
**Author:** Manager HR Administration  
**Date:** 15 August 2024

### **PURPOSE OF THE REPORT**

1. The purpose of this report is to note the process and outcomes of the evaluation and selection processes for the position of **Municipal Manager** in compliance with Section 54A (3) (a) and (b) of the Municipal Systems Act (32 of 2000).
2. That Council consider and approve the recommendation of the Selection Panel.

### **BACKGROUND**

#### **Declaration of Vacancy:**

Council at its meeting held on Friday, 24 May 2024 approved and declared the position of **Municipal Manager** as vacant with effect from 01 May 2024, as per Council Resolution C/1/226/05/24.

#### **Advertisement Stage:**

The vacancy was advertised on Sunday, 02 June in the Sunday Times (National Newspaper) and on Monday, 03 June 2024 in the Cape Times (Provincial Newspaper) and was published on the official Municipal Website.

The call for applications closed on Thursday, 27 June 2024.

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

### **Overview on Applications Received**

A total of 8 applications were received, of which 3 applications are non-compliant.

Non-compliance is further categorised as follow:

<b>Applicant No. 1 and 3</b>	Did not complete consent form as required per regulation 11 (3).
<b>Applicant No. 4</b>	Did not fully complete the Official Application as required per regulation 11 (3). The candidate only completed the first page of the Application Form for Senior Manager and the Consent Form

### **The Selection Committee**

The constitution of the panel members was in terms of the Council Resolution C/1/226/05/24 of 24 May 2024, and was attended by;

The Executive Mayor	Councillor CN-J Terblanche
The Deputy Executive Mayor	Councillor N Kolwapi
Municipal Manager: Laingsburg Municipality	Mr. J Booysen

#### **Secretarial Services:**

Director Corporate Services	Mr. L Loliwe
Manager HR Administration	Mrs. VR Cunningham

#### **Observers:**

IMATU Representative	Ms. LN Freeks
SAMWU Representative	Mr. TM Sompani

### **THE RECRUITMENT & SELECTION PROCESS**

#### **Shortlisting Process:**

Shortlisting was conducted on Wednesday, 17 July 2024, by the panel members and the Observers formed part of the shortlisting process.

The following 5 (five) candidates were shortlisted;

Monde Stratu  
Tankiso Mea  
Phakane Phahlamohlaka  
Ralph Links  
Boy Ngubo

The Chairperson informed the panel of the weighting criteria that will apply for the three-phased interview process;

➤ <b>Presentation</b>	<b>20% weighting</b>
➤ <b>Structured Interview</b>	<b>50% weighting</b>
➤ <b>Competency Assessment</b>	<b>30 % weighting</b>



## Section 1: Office of the Municipal Manager

The Panel also agreed that the overall combined % scored is **60%** in order for a candidate to be considered for the position of Municipal Manager.

### The Selection Process

Interview Process consisted of the following three primary components:

#### ➤ **Presentation (20% weighting)**

All (five) candidates were invited to prepare a 15-minute presentation on the following topic, prior to the structured interview session;

**You have analysed Bitou Municipality's financial needs and current state of affairs, proposed innovative approached and solutions.**

#### ➤ **Structured Interview (50% weighting)**

The Structured Interview Process for the position of Municipal Manager took place on Wednesday, 24 July 2024 in the Council Chambers.

A total of 14 scoring questions were administered, totaling to 56 points. The panel applied their minds and scored the candidates against the preset standard and set of questions.

After the Interview Session, the scoring panel members requested that only the three best scoring candidates be considered for the competency assessment to save cost for the municipality. The Panel Members further agreed that the aggregated scoring will be done after the Competency Assessments are concluded, from which the Selection Panel will consider its recommendation for final appointment.

It should be noted that all measures were taken into consideration to ensure an objective assessment.

#### ➤ **Competency Assessment (30% weighting)**

The following three candidates were invited to undergo the competency assessment, after the conclusion of the Structured Interview Process, which was administered by AMASIKO HR Consulting;

- Monde Stratu                      Opted not to undergo the competency assessment
- Mr. RR Links
- Mr. BM Ngubo

The Competency Assessment consist of 4 COGTA categories i.e. and scoring was awarded as follow for each level obtained;

Competency Level	Total Percentage allocated per level
Basic	0%
Competent	10%
Advanced	20%
Superior	30%

Outcome of Interview Process (Refer to Annexure F)

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

The Selection Process consisted out of a Presentation, Structured Interview and Competency Assessment, show that Mr. RR Links (Ph.D) may be considered as suitable for appointment as Municipal Manager. Should the preferred candidate not accept an offer of employment, the position must be re-advertised.

It is prescribed under Chapter 3 (17) in the Regulations on the Appointment and Conditions of Employment that before Council make a decision on an appointment a municipal council must satisfy itself that,

- 1. The candidate meets the relevant competency requirements for the post.*
- 2. Screening of candidates has been conducted in terms of regulation 14*

### **LEGAL REQUIREMENTS**

The Municipal Structures Act, Act 117 of 1998

The Municipal Systems Act, Act 32 of 2000 with amendments

The Employment Equity Act, Act 55 of 1998

Local Government Regulations: Upper Limits of Total Remuneration Packages payable to Municipal Managers and Managers directly accountable to Municipal Managers

### **RECOMMENDED BY THE EXECUTIVE MAYOR**

1. That Council appoints **Mr. Ralph R Links (Ph. D)** in the position of Municipal Manger to a Fixed Term Contract of Employment up to a maximum period, not exceeding one year after the election of the next Council of the Municipality subject to concurrence from the MEC of Local Government.
2. That Council approves the recruitment and selection process, the longlist, shortlist and Competency Assessment Reports.
3. That Council delegate the Executive Mayor, to enter into negotiations with the successful candidate.
4. That, if the preferred candidate does not accept the offer of employment, that the position be re-advertised.
5. That the Human Resource Management Division, as a matter of courtesy and legal requirement, inform the unsuccessful candidates formally of the outcome of the selection process, and thank them for their application and participation in the process.



# BITOU LOCAL MUNICIPALITY

Bitou Municipality is inviting applications for the following Senior Management vacancy from suitably qualified professionals;

<b>POSITION:</b>	<b>MUNICIPAL MANAGER</b>
<b>TERM</b>	<i>The post is subject to a Fixed Term Contract of Employment up to a maximum period, not exceeding one year after the election of the next Council of the Municipality</i>
<b>NOTICE NO:</b>	<b>181 of 2024</b>
<b>STATION:</b>	<i>Main Municipal Administration Building, 4 Sewell Street, Plettenberg Bay, 6600</i>

*The total remuneration package applicable to a Category 3 Municipality per annum is offered. (Determined by the Upper Limits of total remuneration packages payable to Municipal Managers and Managers directly accountable to Municipal Managers) as Gazetted.*

**In order to meet the needs of Bitou Municipality, the successful applicant must conform to the following requirements:**

**MINIMUM REQUIREMENTS:** • Bachelor Degree in Public Administration / Political Science/ Social Science / Law or equivalent at a NQF level 7 with a minimum of 360 credits • Minimum of Five (5) years' relevant experience at senior management level and have proven successful institutional transformation in public or private sector; • Valid driver's license and own transport; • Excellent facilitation and communication skills in at least two of the three official languages of the Western Cape • Successfully completed the Minimum Competency requirements as per Government Notice GNR493 published in Government Gazette no 29967 dated 15 June 2007 and Local Government: Regulations on Appointment and Conditions of Employment of Senior Managers, GNR 21, GG 37245 dated 17 January 2014.

**KNOWLEDGE:** • Advanced knowledge and understanding of relevant policies and legislation • Advanced understanding of institutional governance system and performance management • Advanced understanding of council operations and delegation of powers • Good governance • Audit and risk management establishment and functionality • Budget and finance management.

**KEY PERFORMANCE AREAS** • The development and management of an economically effective, accountable administration which is equipped to implement the municipality's integrated development plan, to operate in accordance with the municipality's performance management system and to understand the needs of the local community • The management of the provision of services to the local community in a sustainable and equitable manner • The appointment, training, discipline and effective utilization of employees • The promotion of sound labour relations and compliance with applicable labour legislation • Advising the political structures and political office bearers, managing communications between these parties as well as carrying out their decisions • The administration and implementation of the municipality's by-laws and other legislation • Exercising of any powers and performing any duties delegated by the municipal council, or by other delegating authorities of the municipality • Facilitating participation by the local community in the affairs of the municipality • Developing and maintaining a system for the assessment of community satisfaction with municipal services • Performing of any other function that may be assigned by the municipal council and as accounting officer • Responsible for all income and expenditure of the municipality, assets, the discharge of all liabilities of the municipality, as well as the proper and diligent compliance with applicable municipal finance management legislation • Facilitate the coordination of the economic development initiatives • Other relevant duties.

Candidates will be subjected to an interview and competency assessment and must be aware that previous employers and references will be contacted. Qualifications, credit and criminal records will be verified. The candidates will be required to disclose all other financial interests.

**An official application form applicable to Senior Managers** (available on the municipal website) must be completed and must be accompanied by a **comprehensive CV together with original certified copies of qualifications, ID document, driver's license** and the names of three contactable references from current and previous employers. Failure to submit **all** these documents will result in disqualification from the application process.

Applications must be posted / couriered to **Bitou Municipality, Private Bag X1002, Plettenberg Bay 6600** or hand delivered to the Human Resources Section, Sewell Street, Plettenberg Bay 6600, for attention of the Senior Manager: Human Resources, Mr. Thembekile Machelesi.

Application forms are available on the Bitou website ([www.bitou.gov.za](http://www.bitou.gov.za))

For enquiries can contact the Manager: Human Resources Administration Mrs. Venus Cunningham on 044 501 3000 during office hours.

**PLEASE NOTE:**

1. Appointment will be made according to the Council's Employment Equity Plan, which ensures representation of designated groups in the Municipality, including those with disabilities.
2. **ONLY hard-copy applications will be considered. NO** electronic or faxed applications will be accepted.
3. **No late applications will be considered.** Canvassing of Councilors with the purpose of being appointed is not permitted and proof of such canvassing shall lead to disqualification.
4. Please quote reference number (notice number).
5. Appointment is subject to the signing of an employment contract and performance agreement in terms of Section 57 of the Municipal Systems Act. The appointment will be done in accordance with the Regulations on Appointment and Conditions of Employment of Senior Managers.

**Correspondence will be limited to shortlisted candidates only**, if you do not receive a response within 3 months from closing date, please accept that your application was unsuccessful.

Bitou reserves the right not to make any appointment.

**RR LINKS (Ph.D)**

**ACTING MUNICIPAL MANAGER**

**CLOSING DATE: 27 June 2024 at 14h00**

**12.**

**CONSIDERATION OF NOTICE  
OF MOTION**

**PRIOR NOTICE OF INTENTION BY BITOU MUNICIPALITY MAJORITY COUNCILLORS TO THE MUNICIPAL MANAGER AND SPEAKER OF BITOU MUNICIPALITY COUNCIL THAT THE UNDERSIGNED MAJORITY COUNCILLORS REQUIRE AN URGENT COUNCIL MEETING IN TERMS OF RULE 9(4) OF THE RULES OF ORDER OF COUNCIL READ WITH SECTION 29(1) OF THE MUNICIPAL STRUCTURES ACT 117 OF 1998 AS AMENDED.**

**1. TIME AND PLACE**

The undersigned majority of councillors require that an urgent special council meeting be convened to commence at 10h00 in the Bitou council chambers or alternatively at Piesang Valley Hall on Monday 19 August 2024. The majority of councillors further request the municipal manager to notify all councillors of Bitou Municipal Council accordingly.

**2. ORDER OF BUSINESS**

The order of business will further include the filling of any of the vacancies so created immediately in the same meeting.

- a) The business to be conducted will include the moving of a motion of no confidence in the Speaker as set out in section 40 of the municipal structures Act 117 of 1998 as amended.
- b) The election of the speaker of council in terms of section 36 (2) of the municipal structures act 117 of 1998 as amended.
- c) The business to be conducted will include the moving of a motion of no confidence in the Executive Mayor, as set out in section 58 of the municipal structures Act 117 of 1998 as amended.
- d) The election of an Executive Mayor by council in terms of section 55 (2) of the municipal structures act 117 of 1998 as amended.
- e) The business to be conducted will include the moving of a motion of no confidence in the Whip of the council as set out in section 41 E (1) of the municipal structures Act 117 of 1998 as amended.
- f) The election of the chief whip of council by show of hands in terms of section 41 (A) (1) and 2 of the municipal structures act 117 of 1998 as amended.

The relevant motion of No Confidence is/will be submitted by Cllr WJ Nell to the Acting Municipal Manager in terms of the Bitou municipal rules of order.

Thus, done and signed on the 08<sup>th</sup> day of August 2024.

Cllr WJ Nel  
Mover of the motion

Cllr DJ Swart  
Seconded of the motion

COLL NO: 677867  
SCAN NO:  
FILE NO: 3/2/1/2

Cllr MP Busakwe  
Supporting the motion

Cllr AR Olivier  
Supporting the motion

Cllr JN Kamkam  
Supporting the motion

Cllr NP Kolwapi  
Supporting the motion

Cllr Cllr R Willemse  
Supporting the motion

Receipt on 08/08/24  
at 09H00  
pp. on behalf of  
the Municipal  
Manager

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2024 -08- 08  
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## 12.13

### NOTICE OF MOTION IN TERMS RULE 36 (2) OF BITOU MUNICIPAL COUNCIL RULES OF ORDER BY-LAW TO REMOVE THE SPEAKER FROM OFFICE AT AN URGENT SPECIAL COUNCIL MEETING ON 19 AUGUST 2024 AS REQUESTED BY THE MAJORITY OF COUNCILLORS IN TERMS OF SECTION 29(1) OF THE MUNICIPAL STRUCTURES ACT 117 OF 1998 AS AMENDED.

**Take note** that I councillor WJ Nel, supported by the undersigned majority of councillors, intend moving a motion of no confidence in the Speaker of Bitou municipal council at the urgent special council meeting as called for by the majority of councillors on 19 August 2024.

**Take further note** that the reason for the motion is the loss of confidence in the Speaker by the majority of councillors represented by the undersigned councillors.

**Thus,** I councillor W J Nel move in terms of section 40 of the municipal structures act 117 of 1998 as amended that the Speaker be removed from office by show of hands and that the election of a new Speaker to fill the vacancy so created be scheduled at the same council meeting.

**Thus,** I councillor DJ Swart second the motion submitted in terms of section 40 of the municipal structures act 117 of 1998 as amended that the Speaker be removed from office by show of hands and that the election of a new Speaker to fill the vacancy so created be scheduled at the same council meeting.

**Thus, done and signed on this the 8<sup>th</sup> day of August 2024**

COLL NO: 677876  
SCAN NO:  
FILE NO: 3/2/1/2

Cllr M P Busakwe M. Busakwe

Cllr N P Kolwapi N. Kolwapi

Cllr WJ Nel WJ Nel

Cllr A R Olivier A R Olivier

Cllr J N Kamkam J N Kamkam

Cllr D J Swart D J Swart

R Willemsse R Willemsse

Receipt on 08/08/24  
at oahoo  
pp. on behalf of  
the Municipal  
Manager



## 12.14

**NOTICE OF MOTION IN TERMS RULE 36 (2) OF BITOU MUNICIPAL COUNCIL RULES OF ORDER BY-LAW TO REMOVE THE EXECUTIVE MAYOR FROM OFFICE AT AN URGENT SPECIAL COUNCIL MEETING ON 19 AUGUST 2024 AS REQUESTED BY THE MAJORITY OF COUNCILLORS IN TERMS OF SECTION 29(1) OF THE MUNICIPAL STRUCTURES ACT 117 OF 1998 AS AMENDED.**

**Take note** that I councillor WJ Nel, supported by the undersigned majority of councillors, intend moving a motion of no confidence in the Executive Mayor of Bitou municipal council at the urgent special council meeting as called for by the majority of councillors on 19 August 2024.

**Take further note** that the reason for the motion is the loss of confidence in the executive mayor by the majority of councillors represented by the undersigned councillors.

**Thus,** I councillor W J Nel move in terms of section 58 of the municipal structures act 117 of 1998 as amended that the executive mayor be removed from office by show of hands and that the election of an executive mayor to fill the vacancy so created be scheduled at the same council meeting.

**Thus,** I councillor DJ Swart second the motion submitted in terms of section 58 of the municipal structures act 117 of 1998 as amended that the executive mayor be removed from office by show of hands and that the election of an executive mayor to fill the vacancy so created be scheduled at the same council meeting.

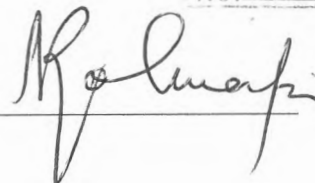
**Thus, done and signed on this the 8<sup>th</sup> day of August 2024**

COLL NO:	677886
SCAN NO:	
FILE NO:	3/2/1/2

Cllr M P Busakwe



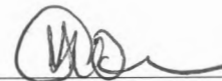
Cllr N P Kolwapi



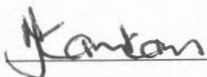
Cllr WJ Nel



Cllr A R Olivier



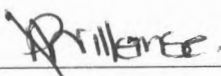
Cllr J N Kamkam



Cllr D J Swart



R Willemsse



Receipt on 08/08/24  
at 08H00  
pp. on behalf of the  
Municipal Manager



<b>BITOU</b> MUNICIPALITY MUNISIPALITEIT
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12.15

**NOTICE OF MOTION IN TERMS RULE 36 (2) OF BITOU MUNICIPAL COUNCIL RULES OF ORDER BY-LAW AND SECTION 41 E (1) OF THE MUNICIPAL STRUCTURES ACT 117 OF 1998 AS AMMENDED TO REMOVE THE WHIP OF COUNCIL FROM OFFICE AT AN URGENT SPECIAL COUNCIL MEETING ON 19 AUGUST 2024 AS REQUESTED BY THE MAJORITY OF COUNCILLORS IN TERMS OF SECTION 29(1) OF THE MUNICIPAL STRUCTURES ACT 117 OF 1998 AS AMENDED.**

**Take note** that I councillor WJ Nel, supported by the undersigned majority of councillors, intend moving a motion of no confidence in the whip of council of Bitou municipal council at the urgent special council meeting as called for by the majority of councillors on 19 August 2024.

**Take further note** that the reason for the motion is the loss of confidence in the whip of council by the majority of councillors represented by the undersigned councillors.

**Thus,** I councillor W J Nel move in terms of section 41 E (1) of the municipal structures act 117 of 1998 as amended that the whip of council be removed from office by show of hands and that the election of a new whip of council to fill the vacancy so created be scheduled at the same council meeting.

**Thus,** I councillor DJ Swart second the motion submitted in terms of section 41 E (1) of the municipal structures act 117 of 1998 as amended that the whip of council be removed from office by show of hands and that the election of a new whip of council to fill the vacancy so created be scheduled at the same council meeting.

**Thus done and signed on this the 8<sup>th</sup> day of August 2024**

COLL NO: 677868  
SCAN NO:  
FILE NO: 3/2/1/2

Cllr M P Busakwe m. Busakwe

Cllr N P Kolwapi N. Kolwapi

Cllr WJ Nel WJ Nel

Cllr A R Olivier A R Olivier

Cllr J N Kamkam J. Kamkam

Cllr D J Swart D J Swart

R Willemse R. Willemse

Receipt on 08/08/24  
at 09H00.  
pp. on behalf of  
the Municipal  
Manager

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