



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

# **Agenda**

## **SPECIAL MUNICIPAL COUNCIL MEETING**

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

**DATE: 9 JUNE 2025**

**Time: 10h00**

# **BITOU LOCAL MUNICIPALITY**

## **NOTICE**

4 June 2025

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

### **SPECIAL COUNCIL MEETING: MONDAY, 9 JUNE 2025 AT 10H00**

**NOTICE** is hereby given that a Special Council Meeting will be held in the Council Chambers, Municipal Offices, Plettenberg Bay on **MONDAY, 9 JUNE 2025 AT 10H00** to discuss the business set forth in the Agenda.

Yours faithfully



**M P BUSAKWE**  
**SPEAKER OF COUNCIL**

### **Constitution of the Council**

The Speaker, Councillor M P Busakwe  
The Executive Mayor, Councillor J N Kamkam

Councillor K De Bruin  
Councillor S E Gcabayi  
Councillor N P Kolwapi  
Councillor S A L Mangxaba  
Councillor T Mhlana  
Councillor W J Nel  
Councillor A R Olivier  
Councillor N T Seti  
Councillor D J Swart  
Councillor C N J Terblanche  
Councillor R Willemse



# **Bitou Local Municipality**

## **Special Council Agenda:**

**9 June 2025**

**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 / PARTIALLY IMPLEMENTED COUNCIL RESOLUTIONS**

None

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

Items for consideration: Schedule of Items attached.

**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)**

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

Circulated separately as part of the In-Committee Addendum

**16. RECORDING OF COUNCILLORS PRESENT**

**17. CLOSURE**

| <b>PORTFOLIO INDEX</b><br><b>CONSIDERATION OF REPORTS</b><br><b>SPECIAL COUNCIL (OPEN) MEETING</b><br><b>9 June 2025</b> |   |                 |                |
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| <b>SECTION 1: OFFICE OF THE MUNICIPAL MANAGER</b>  |   |                 |                |
| <b>ITEM NO</b>   | <b>SUBJECT</b>  | <b>FILE REF</b> | <b>PAGE NO</b> |
| C/1/321/06/25  | RESPONSE FROM MEC A. BREDELL: APPOINTMENT OF DIRECTOR FINANCIAL SERVICES (C L MAPEYI)               | 4/3/5/1/2       | 7              |
| <b>SECTION 2: FINANCE</b>  |   |                 |                |
| <b>ITEM NO</b>   | <b>SUBJECT</b>  | <b>FILE REF</b> | <b>PAGE NO</b> |
| C/3/300/06/25  | COUNCIL RECESS PERIOD AND DELEGATION OF POWERS TO THE EXECUTIVE MAYOR: 30 JUNE 2025 TO 20 JULY 2025 | 2/2/2/1         | 12             |
| <b>SECTION 3: CORPORATE SERVICES</b>   |   |                 |                |
| <b>ITEM NO</b>   | <b>SUBJECT</b>  | <b>FILE REF</b> | <b>PAGE NO</b> |
|  | No reports for consideration  |                 |                |
| <b>SECTION 4: COMMUNITY SERVICES</b>   |   |                 |                |
| <b>ITEM NO</b>   | <b>SUBJECT</b>  | <b>FILE REF</b> | <b>PAGE NO</b> |
|  | No reports for consideration  |                 |                |
| <b>SECTION 5: ENGINEERING SERVICES</b>   |   |                 |                |
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|  | No reports for consideration  |                 |                |
| <b>SECTION 6: PLANNING &amp; DEVELOPMENT</b>   |   |                 |                |
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|  | No reports for consideration  |                 |                |

**SECTION 1**

**OFFICE OF THE MUNICIPAL  
MANAGER**

## Section 1: Office of the Municipal Manager

ITEM C/1/321/06/25

### RESPONSE FROM MEC A. BREDELL: APPOINTMENT OF DIRECTOR FINANCIAL SERVICES (MR. C. L. MAPEYI)

**Portfolio Comm:** Corporate Services and Finance

**File Ref:** 4/3/5/1/2

**Demarcation:** All Wards

**Delegation:** Council

**Attachments:** Annexure “A”: - Letter from MEC Bredell dated 20 May 2025: Appointment of Director Financial Services at Bitou Municipality (C.L. Mapeyi)

**Report by:** Acting Municipal Manager

**Author:** Director Corporate Services

**Date:** 2 June 2025

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

To request Council to consider the letter dated 20 May 2025 from MEC (A. Bredell) on appointment Mr. Mapeyi as the Director Financial Services.

#### **BACKGROUND**

Council at its Special Council Meeting held on 31 March 2025, resolved under Resolution C/1/312/03/25 to appoint Mr. C. L. Mapeyi as Director: Financial Services.

Section 56 (5)(a) of the Local Government Municipal Systems Act, 32 of 2000, stipulates that the Municipal Council must, within 14 days of the date of appointment, inform the MEC for Local Government of the appointment process and its outcome, as may be prescribed.

Section 56 (5)(b) states that the MEC for local government, must within 14 days of receipt of the information referred to in paragraph(a), submit a copy thereof to the Minister.

The required information regarding the appointment process was duly submitted to the Office of the MEC, and a response was received on 20 May 2025 (Annexure A).

In his response to the Executive Mayor, MEC Bredell confirmed the following:

*“...Mr. Mapeyi possesses, amongst others, a BTech Degree (Cost and Management Accounting) and a Master of Public Administration Degree and has attained the relevant work-related experience. Therefore, he meets the prescribed minimum required qualification and work-related experience in terms of the Appointment Regulations...”*

The MEC further responded that;

*“.....the Municipality may offer Mr. Mapeyi a Total Annual Remuneration Package that is at a Minimum of a category 3 municipality (R965,958.00).”*

*In light of the above considerations, and subject to the amendment of the remuneration and a copy of the employment contract being provided to my Department, I am satisfied that the appointment*

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

*process and outcomes have complied with Section 56 of the Municipal Systems Act, 32 of 2000, the requirements prescribed in the Municipal Regulations on the Minimum Competency Levels, as well as the Appointment Regulations, as cited above.”*

Section 56 (8) further states that person appointed in a permanent capacity as a manager directly accountable to the Municipal Manager when this section takes effect, must be regarded as having been appointed in accordance with this section.

### **LEGISLATIVE REQUIREMENTS**

Constitution of the Republic of South Africa, 1996

Local Government: Municipal Systems Act 32 of 2000, as amended.

Regulations 15(6) and 17 of the Regulations on the Appointment and Conditions of Employment of Senior Managers

Public Administration Management Act, Act 11 of 2014

### **Comments by Manager Legal Services**

The content of the item was reviewed, is legal sound and therefore the recommendations of the Acting Municipal Manger are supported.

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

1. That Council takes note of the contents of the letter dated 20 May 2025 from the MEC for Local Government and accepts the recommendations contained therein.
2. That the appointment of Mr. Christopher L. Mapeyi to the position of Director Financial Services, on a permanent basis with effect from 01 June 2025, be regarded as having been made in accordance with Section 56 (8) of the Municipal Systems Act.
3. That Council take note that the letter of MEC Bredell recommends that Council may offer Mr. Mapeyi a total annual remuneration package of R965 958.00, however this letter comes after the Council resolution C/1/312/03/25 which has mandated the Municipal Manager to conclude remuneration package of Mr. Mapeyi, which indeed the Municipal Manager have concluded and agreed to a remuneration package of R1 224 083.00 which is within the statutory limitation.
4. That a copy of the signed employment contract, be submitted to the Office of the Ministry of Local Government, Environmental Affairs and Development Planning, as prescribed by the legislation.





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**REFERENCE: 13/3/1/2/K17 (3/11/2/3 – 2025/82)**

The Executive Mayor  
Bitou Municipality  
Private Bag X1002  
**PLETTENBERG BAY**  
6600

Per email: [jkamkam@plett.gov.za](mailto:jkamkam@plett.gov.za)

Dear Councillor Kamkam

**APPOINTMENT OF DIRECTOR FINANCIAL SERVICES AT BITOU MUNICIPALITY MR. CL MAPEYI**

1. I refer to the above, the correspondence from the Municipal Manager of Bitou Municipality dated 03 April 2025, advising that the Bitou Municipal Council, on 31 March 2025, resolved to appoint Mr. Mapeyi as Director: Financial Services at the Municipality, as well as the email correspondence from the Manager: Human Resources Management dated 17 April 2025 furnishing the outstanding documentation, as requested, to conclude the assessment on the aforementioned appointment.
2. With reference to the Application form and CV of Mr. Mapeyi, in respect of a Director: Financial Services, Regulation 5 of the Municipal Regulations on Minimum Competency levels<sup>1</sup>, read with Item 5 of Annexure B of the Appointment Regulations<sup>2</sup>, prescribes the following requirements for the applicable post:
  - i. At least a Bachelor's degree in Accounting, Finance or Economics or relevant qualification registered on the National Qualifications Framework at a NQF Level 7 with a minimum of 360 credits.; and

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<sup>1</sup> Municipal Regulations on Minimum Competency Levels, GNR 493 in GG 29967 dated 15 June 2007, as amended by GNR 1146, GG41996 dated 26 October 2018

<sup>2</sup> Local Government: Regulations on the Appointment and Conditions of Employment of Senior Managers, GNR 21, GG37245 dated 17 January 2014

- ii. Minimum of 5 years work-related experience at middle management level.
1. Mr. Mapeyi possesses, amongst others, a BTech Degree (Cost and Management Accounting) and a Master of Public Administration Degree and has attained the relevant work-related experience. Therefore, he meets the prescribed minimum required qualification and work-related experience in terms of the Appointment Regulations.
2. I wish to advise the municipality that in terms of Item 10(2) of the Upper Limits of Total Remuneration Packages Payable to Municipal Managers and Managers Directly Accountable to Municipal Managers<sup>3</sup> (the Upper Limits Notice), "a senior manager shall be offered remuneration at the minimum notch of the applicable salary band and relevant categorization of municipality on appointment effective from 1 July 2024." [My Emphasis] Therefore, the Municipality may offer Mr. Mapeyi a Total Annual Remuneration Package that is at a Minimum of a category 3 municipality (R965,958.00).
3. In light of the above considerations, and subject to the amendment of the remuneration and a copy of the employment contract being provided to my Department, I am satisfied that the appointment process and outcomes have complied with Section 56 of the Municipal Systems Act, 32 of 2000, the requirements prescribed in the Municipal Regulations on the Minimum Competency Levels, as well as the Appointment Regulations, as cited above.

Sincerely,



A BREDELL  
**MINISTER**

DATE: 20/05/2025

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<sup>3</sup> Upper Limits of Total Remuneration Packages Payable to Municipal Managers and Managers Directly Accountable to Municipal Managers, published in GN4897, GG 50737, dated 30 May 2024.

**SECTION 3**  
**CORPORATE SERVICES**

### Section 3: Corporate Services

**ITEM C/3/300/06/25**

#### **COUNCIL RECESS PERIOD AND DELEGATION OF POWERS TO THE EXECUTIVE MAYOR: 30 JUNE 2025 TO 20 JULY 2025**

**Portfolio Comm:** Finance and Corporate Services  
**File Ref:** 2/2/2/1

**Demarcation:** All Wards  
**Delegation:** Council

**Attachment:** None

**Report from:** Director: Corporate Services

**Author:** Manager: Administration

**Date:** 4 April 2024

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

To obtain a resolution

1. For Council to go into recess from 30 June 2025 to 20 July 2025.
2. For the Council to consider delegating the powers of the Council except those as set out in Section 160 (2) of the Constitution to the Executive Mayor whilst in recess.

#### **BACKGROUND**

The Council is considering a proposal to enter into recess for the period 30 June 2025 to 20 July 2025. During this time, it is necessary to ensure that urgent matters requiring decision-making can still be addressed.

To facilitate continued administration and governance during the proposed recess, it is recommended that Council delegate its powers to the Executive Mayor for the duration of the recess, excluding those powers that are non-delegable in terms of Section 160(2) of the Constitution of the Republic of South Africa, 1996. Additionally, there are other key powers that, in accordance with legislation and the Municipality's Delegation Framework, are also reserved exclusively for Council. These include matters such as the disposal of municipal property, approval of the Integrated Development Plan (IDP), and the appointment of senior managers.

The recommendation ensures that the Executive Mayor is empowered to exercise necessary authority to maintain service delivery and governance during the recess, while safeguarding Council's oversight on non-delegable matters.

### Section 3: Corporate Services

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

1. That Council goes into recess for the period 30 June 2025 to 20 July 2025, inclusive.
2. That, in view of 1. above, the Executive Mayor, Cllr J N Kamkam or a person acting in her position, be delegated and authorised to perform all official duties, functions and responsibilities of the Municipal Council during the recess period, with the exception of the following powers as set out in Section 160(2) of the Constitution of the Republic of South Africa, 1996 and the delegations in terms of other applicable legislation and Council's delegation framework:
  - a) *The passing of by-laws;*
  - b) *The approval of budgets;*
  - c) *The imposition of rates and other taxes, levies and duties; and*
  - d) *The raising of loans;*
  - e) *The disposal of Council-owned properties;*
  - f) *The approval or amendment of the Integrated Development Plan (IDP);*
  - g) *The appointment of managers directly accountable to the Municipal Manager, in terms of Section 56 of the Local Government: Municipal Systems Act, 2000;*
  - h) *The appointment of the Municipal Manager, in terms of Section 54A of the Municipal Systems Act, 2000.*
  - i) *The dismissal of the Municipal Manager and Managers directly accountable to the Municipal Manager in terms of the Local Government: Disciplinary Regulations for Senior Managers, 2010.*