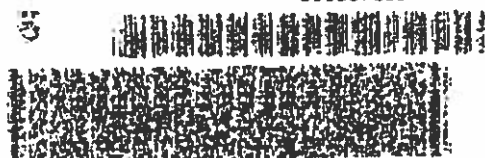


Annexure 17.27



3 454 2311

000387306



The following information was obtained from the records of the
 Department of the Interior, Bureau of Land Management, and the
 Bureau of Reclamation, and is being furnished to you for your
 information. The information is being furnished to you for your
 information. The information is being furnished to you for your
 information.

Sincerely,
 [Signature]
 Special Agent in Charge

71937405 C-57
 S. L. Sullivan

REPUBLIC OF SOUTH AFRICA
NATIONAL IDENTITY CARD



66-1114-1
 NGUYEN
 NGUYEN

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MAXIMUM

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2017 09-14

Citation: *Journal of Management Inquiry*, Vol. 19 No. 4, December 2010 467-481
DOI: 10.1177/1056492610392810

EASTERN CAPE PROVINCE

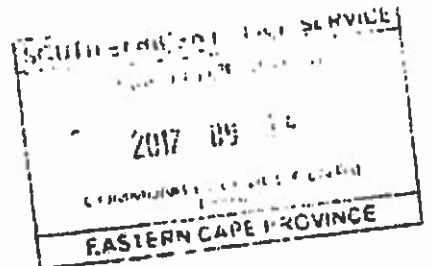
SOUTH AFRICA

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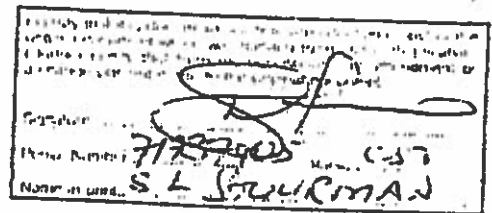
6

f Government



It is hereby certified that

OS Ngqele



has attended a short course in

Wamkelekile Induction: New SMS

2014/11/10-2014/11/11

Prof. L.S. Mollo
Principal



school of government

Department
National School of Government
REPUBLIC OF SOUTH AFRICA

Certificate Number: 270166

Date issued: 01 December 2014

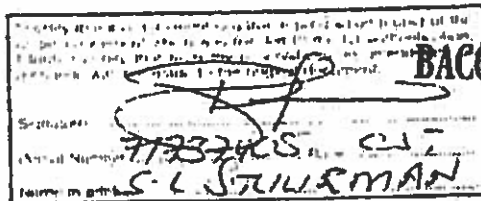
UNIVERSITY OF TRANSKEI



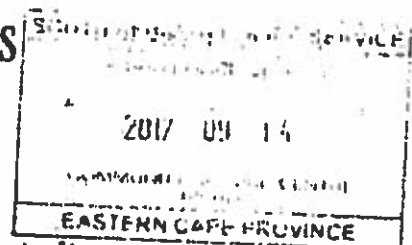
This is to certify that

OMLEY SIBONGILE NGQELE

having complied with the requirements
of the Act and Statutes was admitted to the Degree of



BACCALAUREUS JURIS



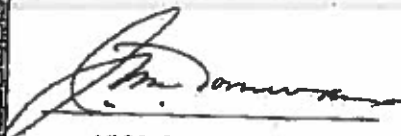
at a Congregation of the University

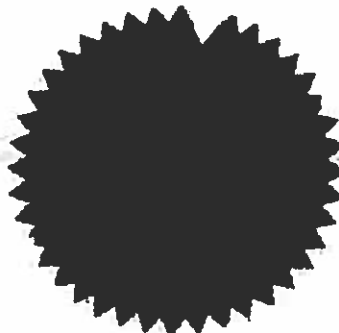
held on

11 JUNE 1994


REGISTRAR


DEAN


VICE-CHANCELLOR





UNIVERSITY OF THE
WITWATERSRAND
JOHANNESBURG

Certificate of Competence

Graduate School of Business Administration

This is to certify that

Oxley Sibongile Ngqele

from 01 February 2016 to 10 June 2016

has met the minimum requirements for competence in

Municipal Finance and Supply Chain Management - Part 2

(Certificate)

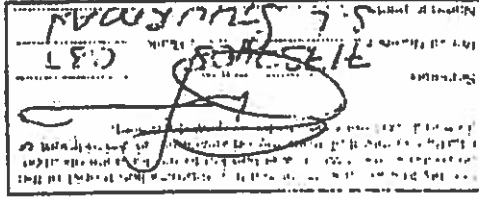
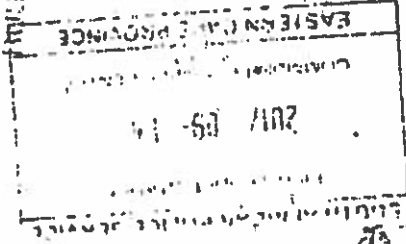
[Signature]

Head Graduate School of Business Administration

11 February 2017

[Signature]

Dean, Faculty of Commerce, Law & Management





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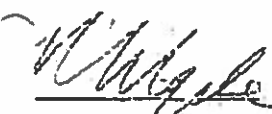
DALEY NIKHILILE NGOLE

having complied with the requirements
of the Act and Statutes was admitted to the Degree of

BACCALAUREUS LEGUM

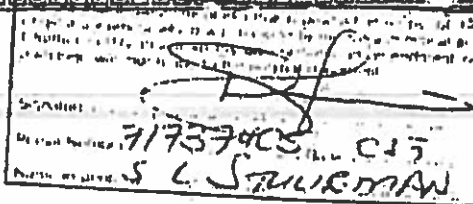
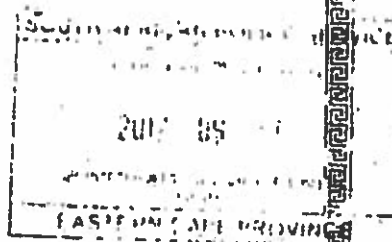
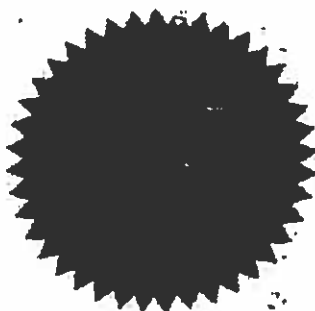
at a Congregation of the University
held on

20 MAY 1995


REGISTRAR


DEAN


VICE-CHANCELLOR





DEPARTMENT OF EDUCATION
WILLOWBUSH
FEDERAL STREET

Certificate of Competence

Graduate School of Business Administration

This is to certify that

Oxley Sdongile Ngqele

from 17 May 2015 to 27 November 2015
has met the minimum requirements for competence in:

Municipal Finance and Supply Chain Management - Part 1
(60 marks over 1 hour)

[Signature]

Head of Graduate School of Business Administration
14 February 2017

[Signature]

Dean Faculty of Education Law & Management

SOUTH AFRICAN POSTAL SERVICE	
2017-09-14	
EASTERN CAPE PROVINCE	

SIGNED: <i>[Signature]</i>	
DATE: 2017-09-14	
S. L. STURMAN	

CERTIFICATE

IN TERMS OF SECTION 4(2) OF THE RIGHTS OF APPEARANCE IN COURT, ACT 62 OF 1995

Having read the application in terms of the abovementioned Act filed by

OXLEY SBONGILE NGQELE

and having satisfied myself that the application is in accordance with the Act,
now therefore I,

MR. VICTOR MATI

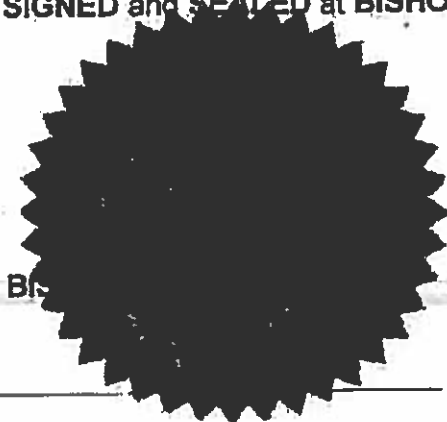
Registrar of the High Court, Bisho hereby certifies that the said

OXLEY SBONGILE NGQELE

has the right of appearance in the High Court of the Republic of South Africa
as contemplate in section 101 of the constitution.

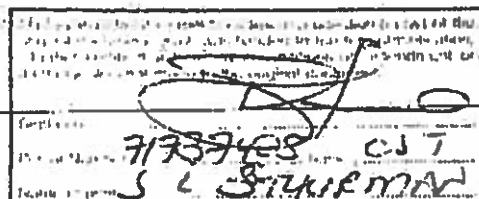
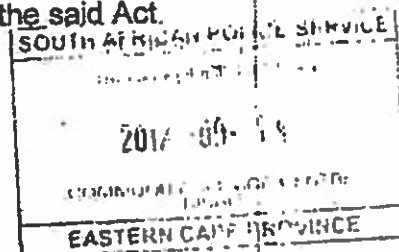
His name has been entered on the roll of Advocates, whom have the right of
appearance in this court, in accordance with Section 4(3) of the said Act.

SIGNED and SEALED at BISHO on this 23rd May 2006.



Bis

REGISTRAR OF THE HIGH COURT



**IN THE HIGH COURT OF SOUTH AFRICA
(EASTERN CAPE HIGHCOURT BHISHO)**

Case No. 622/2010

BHISHO : THURSDAY : 20TH JANUARY 2011

BEFORE THE HONOURABLE MR. JUSTICE DHLODHLO

IT APPEARING THAT :

OXLEY SIBONGILE NGQELE

**is duly qualified to practise and to be admitted as an Advocate of
this Court,**

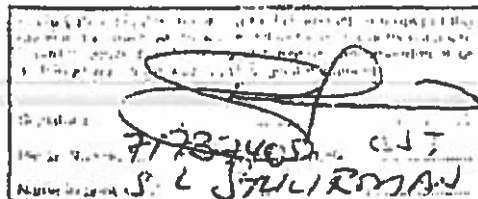
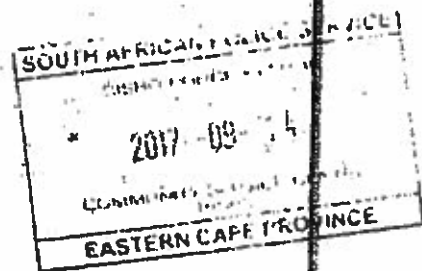
**It is hereby ordered that his name be enrolled as such by the proper
office.**

BY ORDER OF THE COURT

REGISTRAR

Enrolled same day.

REGISTRAR



055778 TE 103 (a)

REPUBLIC OF TRANSKEI



DEPARTMENT OF EDUCATION

SENIOR CERTIFICATE

Aggregate symbol (D,.....)

AWARDED TO:

[REDACTED]

Identity No.

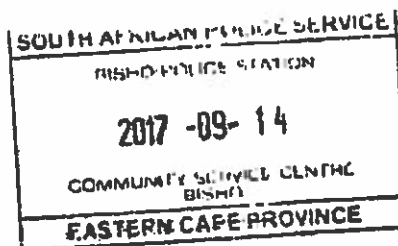
Examination No. 864034065

Subjects passed

XHOSA 1ST LANGUAGE HG
ENGLISH 2ND LANGUAGE HG
BIOLOGY HG
HISTORY HG
BIOLOGICAL STUDIES HG
AGRICULTURAL SCIENCE SG

Symbol

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THIS CANDIDATE HAS BEEN EXEMPTED FROM THE MATRICULATION EXAMINATION OF THE INCORPORATED UNIVERSITIES IN THE REPUBLIC OF SOUTH AFRICA WITH EFFECT FROM 1:1:87

[Signature]

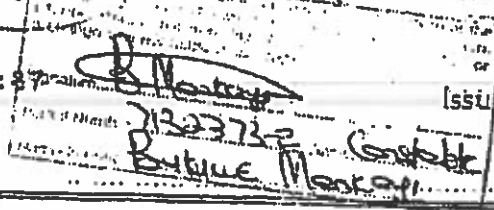
Secretary, Joint Matriculation Board

A = 80% and over (distinction); B = 70 - 79%; C = 60 - 69%; D = 50 - 59%;
E = 45 - 49%; EE = 40 - 44%; F = 33 1/3 - 39%.

Examinations Officer

Secretary for Education

Date of issue 1:1:87



Issued without alteration or erasure

Annexure 17.28





Memorandum: Human Resources Section

TO: MUNICIPAL MANAGER

FROM: SENIOR MANAGER: HUMAN RESOURCES

DATE: 29 MARCH 2017

RE: PLACEMENT OF EMPLOYEES ACTING FOR LONGER THAN 9 CONSECUTIVE MONTHS

Purpose:

Further to our meeting of 13 March 2017 find below the information pertaining employees acting for longer than 9 months as requested.

Background:

The Collective agreement on the Conditions of Services of SALGBC: Western Cape Government has reference. Section 8.8 stipulates *that the acting period must not exceed nine consecutive months, where after the post must be advertised and filled on a competitive bases.*

No complaints have been received on any of the acting incumbents and it is therefore assumed that the supervisors / managers are satisfied with the performance and quality of work of the employees.

The information is broken into 2 categories;

1. Employees acting in positions that is budgeted for
2. Employees acting in positions that is not budgeted for

1. Employees acting in positions for longer than 9 months and that is budgeted for

The following 10 employees is acting in positions that is budgeted for (*attached is a detailed schedule with budgetary comments and HR comments*)

EMPLOYEE NAME	CURRENT POSITIONS	DEPARTMENT	SECTION	POSTS IN WHICH THE EMPLOYEE IS ACTING	PERIOD OF ACTING IN CURRENT POSITIONS
EF Hendricks	General Worker: Customer Care	Corporate Services	Communication and Customer Care	Filing Clerk	4 Years & 7 Months
L Booysen	Supervisor/Driver	Community Services	Waste Management	Senior Foreman: Waste Collection	2 years and 4 Months
GE McCallum	Senior Library Assistant	Community Services	Library & Information Services	Branch Librarian	2 years & 2 months

EMPLOYEE NAME	CURRENT POSITIONS	DEPARTMENT	SECTION	POSTS IN WHICH THE EMPLOYEE IS ACTING	PERIOD OF ACTING IN CURRENT POSITIONS
SZ Tshangana	Supervisor/Driver	Community Services	Waste Management	Foreman: Street Sweeping & Public Spaces	1 year & 11 months
T Matikinca	General Assistant	Engineering Services	Water Services	Driver: Honey Sucker Truck	11 Months
Z Mahamba	General Assistant	Engineering Services	Electrical & Mechanical Engineering	Electrical Assistant	9 Months
S Njima	General Assistant	Engineering Services	Electrical & Mechanical Engineering	Electrical Assistant	9 Months
A Mapondo	General Assistant	Engineering Services	Electrical & Mechanical Engineering	Electrical Assistant	9 Months
S Mabala	Driver (Truck)	Engineering Services	Roads; Storm-water & Maintenance	Team Leader	6 Months
V Sawule	General Worker	Engineering Services	Roads; Storm-water & Maintenance	Team Leader	6 Months

It must be noted;

1. Ms E Hendricks is the only employee that is appointed in one section, Customer care and Communication, but is acting in the Administration section.
2. Messrs. Z Mahamba, S Njima and A Mapondo is performing the duties of electrical assistants since 2010 albeit never remunerated for the functionalities that they performed.
3. Messrs. V Sawule and S Mabala is in actual fact acting in the higher positions since 2010. They previously acted in Supervisor / Driver positions within the same sub sectional structure and reporting lines. The positions were abolished in June 2016 during the review process of the structure and Team leader positions were created.
4. Mr G Mcallum is currently employed permanently and her conditions of service will be affected should she be placed as all employees employed within the library services section are employed on fixed term contracts since 2014 as a result of negotiations between all B-Municipalities and Provincial Government on the takeover of library services by the Provincial Government. The change in the nature of her conditions of services will not have a negative impact as all staff will be taken over by the Provincial Government should it realise.

2. Employees acting in positions that is not budgeted for

EMPLOYEE NAME	CURRENT POSITIONS	DEPARTMENT	SECTION	POSTS IN WHICH THE EMPLOYEE IS ACTING	PERIOD OF ACTING IN CURRENT POSITIONS
HW Filton	General Assistant	Engineering Services	Roads; Storm-water & Maintenance	Handyman (Bricklaying)	2 Years

It must be noted;

That the above employee is acting in a position for longer than 2 years that is not budgeted for,

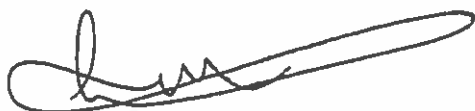
Financial Implication

Budgetary provision must be made for Handyman (Bricklaying) position only. The Budget Office confirmed that all the other vacancies are budgeted for.

Task level T6 i.e. R 105 540-87 to R137 013.68 basic salary per annum. This amount excludes other additional cost on fringe benefits.

Recommendation;

1. That all employees acting for longer than 9 consecutive months be placed in their respective positions with effect from 1 April 2017.
2. That a session be conducted with Ms G Mcallum to ascertain whether she is willing to accept the changed conditions of services i.e. Migrating from permanent to fixed term contract, prior to her placement.
3. That savings be identified for the position of Handyman (bricklaying) and that Mr Filton be placed in the said position.
4. The positions of the employees will become vacant once they placed and it is therefore recommended that the necessary recruitment processes be followed and the vacancies be filled in the new financial year 2017/2018.



TM WILDEMAN
SENIOR MANAGER: HUMAN RESOURCES

APPROVED / NOT APPROVED

TC NDLOVU
MUNICIPAL MANAGER

THESE OFFICIALS MUST BE
PLACED AS FROM 1ST MAY 2017.

cc.

Acting Head: Corporate Services (A Croutz), Acting Chief Financial Officer (G Groenewald); Acting Senior Manager: Budget and Financial Reporting (P Peters)

8. ACTING ALLOWANCE

- 8.1 An employee is entitled to an acting allowance when he is requested by written instruction by his superior in terms of Council's delegation policy to act in a higher post for a period of at least ten consecutive working days, including public holidays and compulsory closing of office during the festive season.
- 8.2 An acting allowance equal to the difference between his pensionable salary and the commencing notch of the salary scale of the post in which he is acting shall be paid to the employee for the period of acting.
- 8.3 Where an employee's salary is higher than the commencing notch of the salary of the post in which he is required to act, an acting allowance amounting to five per cent of his pensionable salary shall be paid.
- 8.4 If an employee is requested to act in terms of clause 8.1, the employer shall not unreasonably stop or interrupt the acting period of the employee resulting in the non-payment of an acting allowance.
- 8.5 Council, subject to the Local Government: Municipal Systems Act, 2000 and in consultation with the Municipal Manager, may resolve that an employee should act in a section 56 post in terms of clauses 8.1 and 8.2, in which case the following shall apply:
- 8.5.1 The employee shall in addition to his salary receive an acting allowance for the period of acting.
- 8.5.2 The salary component for determining the acting allowance will be 60 per cent of the remuneration package of the post in which the employee is acting.
- 8.6 Subject to clause 8.7 an employee will not be paid an acting allowance whilst he is on any form of leave or any other absence during the acting period.
- 8.7 If an employee has acted for a continuous period of three months or longer, he will qualify for an acting allowance while on paid leave.
- 8.8 The acting period referred to in clause 8 must not exceed nine consecutive working months, whereafter the post must be advertised and filled on a competitive basis. This is only applicable to acting as from the date of the commencement of this agreement.
- 8.9 Every municipality shall determine a delegation policy for the purposes of clause 8.1. Where there is no such policy in place, any written instruction by a superior to act in a higher post shall qualify as an instruction for the purposes of clause 8.1. Such a policy must be communicated to all employees.

Annexure 17.29





Bitou

municipaliteit - munisipala - municipality

to be the best together

Phakisa B12A 1007 Plettenberg Bay 6600
Tel: 027 304 5011 Fax: 027 304 5554

27000026

S/1 SB Mbanya/vrf

12 October 2005

Mr L. Nkentsha
7729 Phase 3
Kwanokuthula
PLETTENBERG BAY
6600

Dear Mr L. Nkentsha

APPLICATION FOR APPOINTMENT: GENERAL WORKER

I refer to your above application and recent interview and have pleasure in confirming the offer and your acceptance of appointment to the post of **GENERAL WORKER**.

Your particular attention is drawn to the following, which relates to your appointment.

DIRECTORATE	:	Public Works
DIRECTOR	:	Mr D Friedman
SECTION	:	Water
SALARY SCALE	:	R 34 692 – R 35 880
COMMENCING NOTCH	:	R 34 692
COMMENCEMENT DATE	:	01 November 2005
ANNUAL BONUS	:	01 November 2004

In addition to the foregoing, the following fringe benefits are also applicable:

Pension Scheme	: Compulsory membership
Medical Aid Fund including Medical Benefits	: Compulsory membership

Group Life Scheme

: Compulsory membership

The Standard Housing Subsidy Scheme is also available in the event of building or purchasing a dwelling based on a maximum of R85 000-00.

Leave

: 24 working days on full pay.

Sick Leave

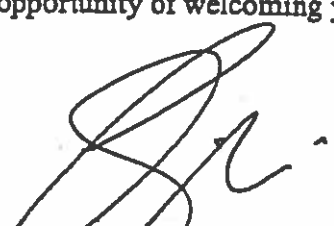
: 80 working days on full pay and 80 days on half pay in a 3 year cycle of 3 years.

Your appointment is subject to the Uniform Conditions of Services, a copy of which will be made available to you upon commencement of duties.

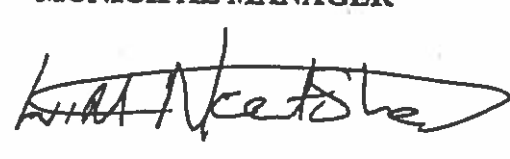
Permanent appointment is subject to satisfactory completion of a 6-month probationary period. Termination of service is subject to one calendar month notice by either party.

Please note that you will not be paid overtime.

I trust that the foregoing sufficiently details your appointment and also take the opportunity of welcoming you in the service of the Municipality.



MG. SEIPISHO
MUNICIPAL MANAGER



MR L. Nkentsha

Annexure 17.30



Bitou

INTERNAL MEMORANDUM

CONFIDENTIAL

TO: MS P NGQUMSHE: HEAD ENGINEERING SERVICES
FROM: ACTING MUNICIPAL MANAGER
DATE: 15 SEPTEMBER 2016
REF: 4/5/2/7
SUBJECT: L NKENTSHA

On Tuesday, 14 September 2016 I met with the Executive Mayor, Deputy Executive Mayor and Speaker in the Mayor's office. We have discussed the situation in Human Resources. It was agreed upon that L Nkentsha who is working in your department will be seconded to Human Resources for an undetermined period until the post of Senior Manager Human Resources is filled. He will assist Mr Wendoll Davidson, who will fulfill the post of Senior Manager Human Resources.

Kindly release Mr Nkentsha. His position may be fill on a temporary basis until he returns back to your section.

Thanking you

R SMT
HOD CORPORATE SERVICES

Annexure 17.31





**BITOU MUNICIPALITY
OFFICE OF THE HEAD CORPORATE SERVICES
INTERNAL MEMORANDUM**

TO: MUNICIPAL MANAGER

**CC: SENIOR MANAGER: HUMAN RESOURCES
MANAGER: HR ADMINISTRATION**

FROM: HEAD: CORPORATE SERVICES

DATE: 21 AUGUST 2017

RE: APPOINTMENTS: TEMPORARY EMPLOYMENT CONTRACT(S)

PURPOSE:

The Municipal Manager to grant approval to the request for temporary appointments for three (3) months; 01 September 2017 until 30 November 2017.

BACK GROUND:

The Municipality is currently busy with a Work Study and Organizational Review Process. The request for temporary appointments originate from vacancies on the current approved organizational structure;

- | | |
|--|---|
| 1. Electrical Assistant | T5 (R 95 989.64 – R 124 589.81 per annum) |
| 2. Senior HR Officer: OHS (Secondment) | T12 (R 272 501.83 – R 353 725.97 per annum) |
| 3. Multi Media & Website Administrator | T10 (R 195 517.84 – R 253 780.99 per annum) |

RECOMMENDATION:

1. The Municipal Manager to grant approval for the temporary appointments for the period of three (3) months; 01 September 2017 until 30 November 2017.
2. That the savings in the Electrical Section be utilized for the position Electrical Assistant.
3. That HR advertise and fill the position by no later than 01 October 2017.


V MBELANI
HEAD: CORPORATE SERVICES

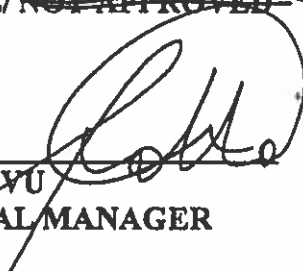
BUDGETARY COMMENTS

BUDGETED:

1. Assistant Electrician: YES/NO
2. Senior HR Officer: OHS (Secondment): YES/NO
3. Media & Website Administrator: YES/NO


V. M. MOLEFA

CHIEF FINANCIAL OFFICER

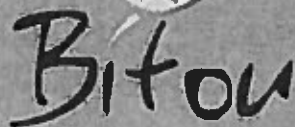

~~APPROVE/ NOT APPROVED~~

T. C. NDLOVU
MUNICIPAL MANAGER

REGARDING THE A/ELECTRICIAN
THE DEPARTMENT SHOULD
IDENTIFY SAVINGS IN THEIR
OPERATIONAL BUDGET TO FUND
THIS.

Annexure 17.32





Bitou

munisipaliteit umasipala municipality

to be the best together

Private Bag X 1002 Plettenberg Bay 6600
Tel +27 (0)44 501 3000 Fax +27 (0)44 533 3485

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

VR Cunningham/ecs

01 November 2016

Mrs. NE Nozulu
6470 Homeboy Street
Kwanokuthula
Plettenberg Bay
6600

Dear Mrs. Nozulu

APPOINTMENT: GENERAL ASSISTANT/ CLEANER: OFFICE OF THE EXECUTIVE MAYOR (NOTICE NO. 227/2016)

I refer to your above application and recent interview and have pleasure in confirming the offer and your acceptance of appointment to the post of **GENERAL ASSISTANT/ CLEANER: OFFICE OF THE EXECUTIVE MAYOR (NOTICE 227 OF 2016)**.

Your particular attention is drawn to the following, which relates to your appointment.

DEPARTMENT	:	Office of the Municipal Manager
DIVISION	:	Office of the Executive Mayor
REPORTING TO	:	Manager: Office of the Executive Mayor
TASK LEVEL & NOTCH	:	T3 (Notch 1)
SALARY SCALE	:	R 79 411.23 – R 93 745.52 per annum
COMMENCING SALARY	:	R 79 411.23
COMMENCEMENT DATE	:	01 November 2016
ANNUAL BONUS	:	You will receive an annual bonus equivalent to one month's pay at the end of November subject to the following conditions: A pro-rata bonus is payable in

November if an employer been employed
for shorter period than twelve months.

In addition to the foregoing, the following fringe benefits are also applicable:

Pension Scheme : Compulsory membership

**Medical Aid Fund,
including Medical Benefits** : Compulsory membership

Group Life Scheme : Compulsory membership

The Standard Housing Subsidy Scheme is also available in the event of building or purchasing a dwelling based on a maximum of R 135 000.00 (flat rate of R 742.00 per month) and will increase annually with the same percentage as the salary and wage increase each year.

Leave : 24 working days on full pay.

Sick Leave : 80 working days on full pay
in a 3 year cycle of 3 years.

Working Hours : You will be working 5 days per week as follow:
Monday until Thursday from 07h30 till 16h30 with
an half an hour lunch; and on Friday from 07h30 till
13h30 with no lunch break.

Overtime : The Employee undertakes to perform overtime.
Overtime will be worked and remunerated in
accordance with the BCEA as amended from time to
time, if applicable. You agree that, at our discretion,
you may be granted time-off in lieu of overtime
worked. Such time-off will be granted as agreed with
your supervisor/manager in line with the Employer's
Overtime Policy.

Your appointment is subject to the Conditions of Service in the Main Collective Agreement, a copy of which will be made available to you upon commencement of duties. Your attention is also drawn to the fact that your appointment is subject to the term of Office of the current Executive Mayor: Councillor: MP Lobese.

Your salary will be paid on the 25th day of each month, in a bank account of your choice. Your salary will only be paid into an existing savings or cheque account of your choice.

Your employment contract is subject to satisfactory completion of a 6-month probationary period. The probation period may be extended in the event that the employee does not meet the required standard of performance. The employee may further be dismissed if the standard of performance is continually not met.

Termination of service, in the case of employees with more than one year service both parties require one calendar month, written notice when terminating services. A shorter period from employees with less than one year service is required, according to the Law on Basic Service Conditions.

A notice period may be reduced or disregarded, according to mutual agreements by both parties.

Please note that the following documentation must be handed in with your appointment:

- Identification Document
- Bank details

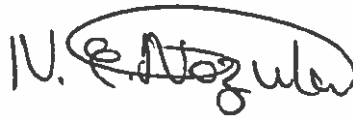
I trust that the foregoing sufficiently details your appointment and also take the opportunity of welcoming you in the service of the Municipality.



MR M STRATU
ACTING MUNICIPAL MANAGER

I, the undersigned, hereby acknowledge receipt of this appointment letter and confirm that I have read it, or that the stipulations thereof have been read and explained to me, and that I understand it. I regard myself as being legally bound by this agreement and undertake to fulfill the stipulations contained therein.

MS N NOZULU



Annexure 17.33





**INTERNAL MEMORANDUM
OFFICE OF THE EXECUTIVE MAYOR**

TO: MUNICIPAL MANAGER

**CC: HEAD: CORPORATE SERVICES
SENIOR MANAGER: HUMAN RESOURCES**

FROM: MANAGER: OFFICE OF THE EXECUTIVE MAYOR

DATE: 30 NOVEMBER 2017

RE: EXTENTION: TEMPORARY APPOINTMENT X NQOTHO

Purpose:

To request approval for the extension pertaining to the temporary contract of employment of Ms. X Nqotho for the period 01 December 2017 until 31 January 2018 in the post of Administrative Clerk.

Background

Ms. T Siphungu left the position of Administrative Clerk vacant after she was temporarily seconded to the position of Administration Officer in the Office of the Executive Mayor with effect from 1 September 2017.

RECOMMENDATION

That the Municipal Manager approves the extension pertaining to the temporary appointment of Ms. Nqotho in the post of Administrative Clerk for the period 1 December 2017 until 31 January 2018.

**D NCAME
MANAGER: OFFICE OF THE EXECUTIVE MAYOR**

COMMENTS: MANAGER HUMAN RESOURCES

EXTENSION: TEMPORARY APPOINTMENT X NQOTHO

(Memorandum request received from manager: Office of Political Office Bearers:- D Ncame on.30 November 2017)

Position on approved structure: YES

Position vacant: YES DUE TO SECONDMENT OF INCUMBENT MS T SIPHUNGU TO ADMINISTRATION

OFFICER

Task level and basic salary: T6 (R 113 308.68 – R 147 097.89) (Notch 1)

The position of Administrative Clerk: Office of the Political Office Bearers became vacant after Ms. T Siphungu was temporary seconded to the position of Administration Officer in the Office of the Political office Bearers as from 1 December 2017 to 28 February 2018.

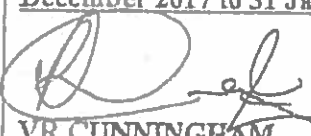
I NEED TO ALLUDE YOU TO Section 198B of the Labour Relations Act (No. 66 of 1995) section 3 read together with section 5:

"(3) An employer may employ an employee on a fixed term contract or successive fixed term contract for longer than three months of employment only if –

- (a) the nature of the work for which the employee is employed is of a limited or definite duration; or
- (b) the employer can demonstrate any other justifiable reason for fixing the term of the contract.

(5) Employment in terms of a fixed term contract concluded or renewed in contravention of subsection (3) is deemed to be of indefinite duration." (In other words permanent employment by default).

The temporary appointment of Ms. X Nqotho for a maximum period of 2 months is supported, as from 1 December 2017 to 31 January 2018.

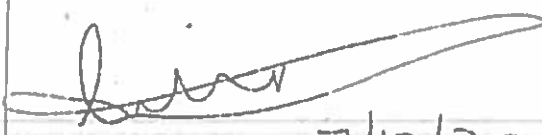

VR CUNNINGHAM
MANAGER: HR ADMINISTRATION

7/12/2017

COMMENTS: SENIOR MANAGER HUMAN RESOURCES

This request has got an impact on the secondment of Mr Siphungu as she is appointed in the position and therefore I can only support this request if the secondment of Mr Siphungu is approved by the Acting Municipal Manager as a request was also received for her secondment to Admin Officer at the same time of this memorandum.

It can also only be supported further if budget confirms the availability of funding. The organization must be mindful of extending temporary appointments and continuously renewing temp appointments outside the timeframes of the LRA act as stated above, as good cause and reasons must be provided if an employee's contract is extended or renewed after 3 months (those employees falling within the threshold)


TM WILDEMAN

SENIOR MANAGER: HUMAN RESOURCES

7/12/2017

COMMENTS: BUDGET AND TREASURY OFFICES

SUPPORTED/NOT SUPPORTED

funding available for the position - Admin Clerk which was occupied by Siphungu I.

B KOVA

MANAGER: BUDGET AND TREASURY

COMMENTS: ACTING CORPORATE SERVICES

SUPPORTED / NOT SUPPORT

See HC Comments above.

A GROUTZ

ACTING HEAD: CORPORATE SERVICES

COMMENTS: ACTING MUNICIPAL MANAGER

APPROVED / NOT APPROVED

No further extension
See S198B of LRA.

D FRIEDMAN

ACTING MUNICIPAL MANAGER





please file

**BITOU MUNICIPALITY
OFFICE OF THE EXECUTIVE MAYOR
INTERNAL MEMORANDUM**

TO: MUNICIPAL MANAGER
CC: HEAD: CORPORATE SERVICES
SENIOR MANAGER: HUMAN RESOURCES
FROM: MANAGER: OFFICE OF THE EXECUTIVE MAYOR
DATE: 30 JANUARY 2018
RE: EXTENSION OF EMPLOYMENT CONTRACT: X NQOTHO



PURPOSE:

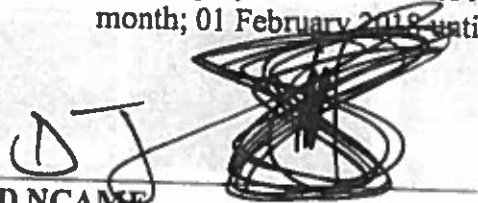
To request for the extension of employment contract of Miss. X Nqotho for the period 01 February 2018 until 28 February 2018.

BACK GROUND:

Miss. Nqotho was appointed in a temporary capacity in the position of Administrative Clerk on a T6 (R 95 989.64 per annum); for the period 01 December 2017 until 31 January 2018 after Miss. T Siphungu who is originally appointed in the position of Administrator is temporary seconded to the position of Administrator **FOR THE PERIOD 01 DECEMBER 2017 UNTIL 28 FEBRUARY 2018**; both positions in the Office of the Municipal Manager; Division: Office of the Executive Mayor.

RECOMMENDATION:

1. The employment contract of Miss. X Nqotho to be extended for the period of one (1) month; 01 February 2018 until 28 February 2018.


D NCANE

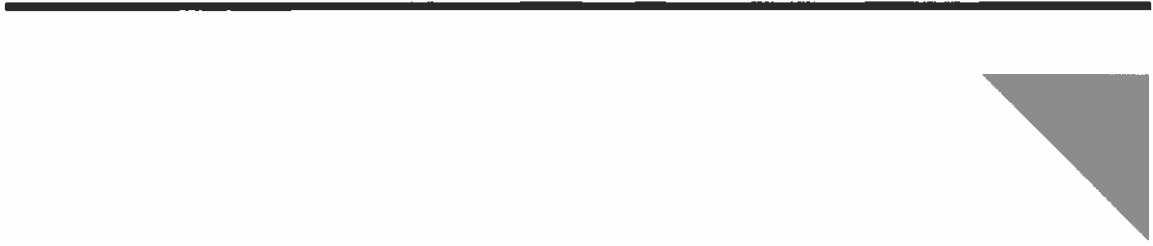
MANAGER: OFFICE OF THE EXECUTIVE MAYOR

APPROVE **NOT APPROVED**


D FRIEDMAN

ACTING MUNICIPAL MANAGER

Annexure 17.35





**INTERNAL MEMORANDUM
OFFICE OF THE MUNICIPAL
MANAGER**

FROM: MUNICIPAL MANAGER

TO: ACTING HEAD: CORPORATE SERVICES

cc. SENIOR MANAGER: HUMAN RESOURCES

DATE: 10 MARCH 2017

RE: PERMANENT APPOINTMENT: AN SISHUBA

My memorandum of 3 March 2017 has reference. I have approved the placements of temporary staff being employed for lengthy periods.

This approval was granted subsequent to my meeting of 28 February 2017 with HR and the then Acting Head Corporate Services, A Greyling. Mr. AAN Sishuba is one of the temporary employees that is implicated by this decision and it was approved to place the latter said on a temporary capacity in the post of Transfer Station Operator until he reached his retirement age in June 2017.

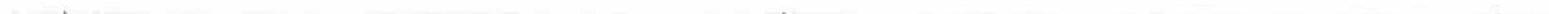
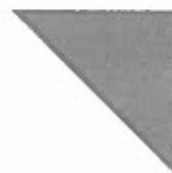
I have since rescinded my decision and approved the permanent appointment of Mr. Sishuba in the post of Transfer Station Operator with effect from 01 March 2017, due to the fact that Mr. Sishuba will only reach retirement age (65 years) in June 2018 and not in June 2017 as previously indicated by HR.

Whilst appointed on a temporary basis, Mr. Sishuba was remunerated on T7, the job description for the post in which is appointed was send for evaluation and based on the provisional outcome of the said post it was evaluated on T5 and not T7.

I have assessed and weighed my options and herewith give instruction to HR to implement the following;

1. That Mr. Sishuba be appointed on a permanent basis in the post of Transfer Station Operator with effect from 01 March 2017.
2. That Mr. Sishuba be appointed on T7, as personal to incumbent.


T. C. NDLOVU
MUNICIPAL MANAGER



Henry van Rooyen

From: Henry van Rooyen
Sent: 14 February 2017 03:12 PM
To: Daluxolo Ncane
Cc: Venus Cunningham; Tanya Wildeman
Subject: FW: APPROVED MEMORANDUM - SECURITY OFFICER
Attachments: Approved Memorandum Temporary Appointment Access Controller.pdf

Good afternoon Mr. Ncane

I refer to the mail I send to you earlier;

The position of Security Officer is vacant and is recommended and approved on temporary basis for a period no longer than 3 months.

Hereby I advise you to complete a request template to advertise/fill a vacancy. Once completed and signed by Manager, HOD and Budget Office; the request must be taken to the Municipal manager for approval.

Hope this find you in order.

Regards,

From: Henry van Rooyen
Sent: 14 February 2017 02:56 PM
To: Daluxolo Ncane <DNcane@plett.gov.za>
Cc: Tanya Wildeman <twildeman@plett.gov.za>; Venus Cunningham <vcunningham@plett.gov.za>
Subject: APPROVED MEMORANDUM - ACCESS CONTROLLER

Good afternoon Mr Ncane

Reference to the subject matter;

Note that HR did contact the attached CV-person regards to desired appointment. Mr Skosana however indicated that "I cannot just leave his job and start with Bitou Municipality".

Please advise.

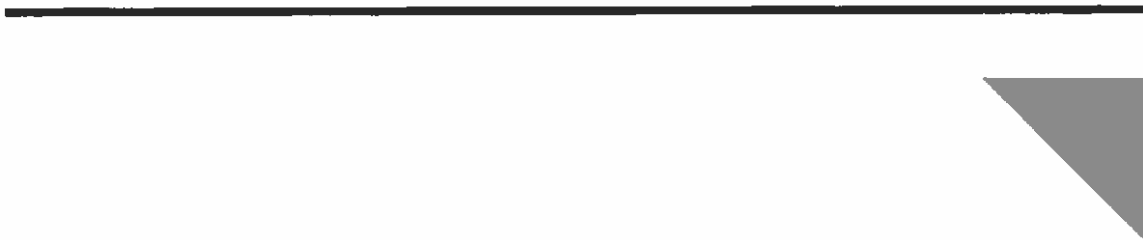
Regards,

Henry van Rooyen
Assistant HR Officer
Human Resources Management Services
Bitou Municipality
Office: 044 501 3059
Fax : 086 402 8848



Bitou Municipality

Annexure 17.37





***SELECTION REPORT FOR THE
APPOINTMENT OF
MANAGER: FLEET MANAGEMENT
&
MANAGER: ROADS & STORM WATER***

DECEMBER 2014



SELECTION REPORT FOR THE APPOINTMENT OF A MANAGER: FLEET MANAGEMENT AND A MANAGER: ROADS & STORM WATER IN THE BITOU MUNICIPALITY

1. Purpose of the Report

The purpose of this report is to note the processes and outcomes of the evaluations and selection processes for the positions of a Manager: Fleet Management and a Manager: Roads & Storm Water and to provide guidelines for appointments in the advertised vacancies as per Annexure A. (See Annexure A & B – Advertisements.)

2. Applicants for the Positions

Total of applications received for the respective positions as advertised in the press:

Manager: Fleet Management	-	8 and one after closing date
Manager: Roads & Storm Water	-	8 and one after closing date.

3. Selection Processes

3.1 Selection Panel

This Selection Processes were attended by:

Ms P Ngqumshe	-	HoD: Mun Services & Infrastructure Dev	
Mr F Lötter	-	Chief Financial Officer	
Ms T Wildeman	-	Manager: HR	- Observer
Ms T Nguza	-	HR Clerk	- Observer
Mr H Toyis	-	IMATU	- Observer
Mr Roy Steele	-	Consultant.	

The scores of the first two panel members were taken into consideration. Although both Unions were invited, SAMWU did not attend the selection processes.

3.2 Selection Procedure

The selection processes consisted of two primary components per post:

- Case Study Evaluations (in basket items/questions – 40% weighting); and

- Structured Interviews (10 questions – 60% weighting) were administered.

The scores derived from the above processes were combined to arrive at an aggregate score, per post, that depicts the qualifying candidates from which the Selection Authority may consider its final appointments in conjunction with the preferential scoring for designated groups or other valid factors as may be contained in the Selection Policy of the Council. It should be noted that adequate measures were taken to ensure objective assessments.

4. Short Lists

4.1 Manager: Fleet Management

Four candidates were invited to the evaluations and interview sessions on the 26th & 27th of November 2014. Two candidates attended the evaluation sessions.

4.2 Manager: Roads & Storm Water

Four candidates were invited to the evaluations and interview sessions on the 26th & 27th of November 2014. All the candidates reported for the evaluation sessions, three candidates attended the evaluation sessions, but one candidate withdrew before completing the Case Study Evaluation.

5. Outcomes of the Evaluations and Interview Process

At commencement of the selection process the Selection Committee adopted a selection procedure for the appointment of the Manager: Fleet Management & Manager: Roads & Storm Water. The qualifying outcomes of the formal evaluation processes can be summarized as follows:

5.1 Assessment summary – Manager: Fleet Management

Name	Rank	Comment
S Sunkar	1	Competent to Advanced
CG Botha	2	Competent

5.1.1 Considerations and Deliberation by Selection Committee

5.1.1.1 The combined independent scores for the interview assessment and the written case assessment provide evidence that Mr S Sunkar is the preferential candidate for the post. Mr CG Botha is regarded as technically proficient for appointment in the vacancy.

5.1.1.2 Should the preferred candidate reject the offer of employment, the following qualifying candidate should be approached with an offer for employment.

5.2 Assessment summary – Manager: Roads & Storm Water

Name	Rank	Comment
PP Dietzch	1	Competent to Advanced
CJ Adams	2	Needs development to Competent
AC Africa	3	Basic & Needs development

5.2.1 Considerations and Deliberation by Selection Committee

5.2.1.1 The combined independent scores for the interview assessment and the written case assessment provide evidence that Mr PP Dietzch is the preferential candidate for the post.

5.2.1.2 Should the preferred candidate reject the offer of employment, the post be re-advertised.

6. Recommendations

It is recommended that:

6.1 Council appoints Mr S Sunkar as **Manager: Fleet Management** for Bitou Municipality and, if Mr Sunkar does not accept the appointment, that Mr CG Botha be approached for appointment.

6.2 Council appoints Mr PP Dietzch as **Manager: Roads & Storm Water** for Bitou Municipality and, if Mr Dietzch does not accept the appointment, the post be re-advertised.

6.3 An offer of employment be extended to each of the candidates and that the Municipal Manager is authorized to negotiate a contract of employment with each of the candidates, taking into regard the market value of the post as well as affordability, statutory requirements and other pre-conditions.

6.4 The Selection Panel or a representative thereof, as a matter of courtesy, inform the unsuccessful candidates formally of the outcomes, and thank them for their applications and participation in the processes.

7. Conclusion

All individuals that took part in the selection processes are thanked for their time and effort in contributing to making these critical appointments a reality.

Roy Steele

ODS Consultants CC


2011/12/08
Acting mm

CONFIDENTIAL



BITOU LOCAL MUNICIPALITY

Candidates who have the minimum requirements, the necessary integrity and an excellent track record can apply for permanent position as:

DEPARTMENT: MUNICIPAL SERVICES & INFRASTRUCTURE DEVELOPMENT
DIVISION: FLEET MANAGEMENT

MANAGER: FLEET MANAGEMENT (Permanent)

REQUIREMENTS/QUALIFICATIONS: * Relevant tertiary qualification in Mechanical/Fleet Management (NQF level 6 or equivalent); * 8 years relevant experience * Computer literacy (MS Office Applications); * Proficiency in at least 2 of the official languages of the Western Cape; * High level of responsibility; * Valid Code EC driver's license; * Ability to work under pressure and independently * Must work overtime and render standby duties when required * Meeting Minimum Competency levels in terms of Government Gazette 29967 will be an added advantage.

FUNCTIONS & RESPONSIBILITIES: * Manages and coordinates the key performance areas and indicators associated with the Municipality's fleet, mechanical workshop and maintenance unit through investigations, analysis and interpretation of operational requirements against the capacity and capability of the Division * Identifies and defines the immediate short term objectives/plans associated with the Municipality's fleet and mechanical workshop * Prepares capital and operating estimates and controls expenditure against approved budget allocations to support budget planning sequences * Manages and controls the key performance indicators and outcomes associated with the utilization, productivity and performance of personnel within the division * Manages the formulation of specific contracts and tender documents and controls contractual obligations * Manages the implementation of specific procedures, systems and controls to regulate specific mechanical work and associated sequences associated with the functionality * Ensure that mechanical maintenance activities, projects and assignments are monitored, unsafe conditions and/or hazards identified and deviations addressed * Ensure that the Municipal assets associated with the fleet and mechanical workshop are managed and maintained * Coordinates and controls the work sequences, programs and outcomes associated with the management and maintenance of the Municipality's fleet, machinery, tools and equipment * Responsible to disseminate functional and operational information on the immediate and short term objectives and current developments, problems and constraints * Complete internal transactional/operational documentation and related forms in order to ensure that details of activities are accurately recorded to facilitate the processing of information related to productivity, personnel, time and material allocation and utilization for specific assignments.

Work related enquiries can be directed to Ms. Phumla Ngqumshe; on tel: 044 -- 501 3000 or via e-mail: pngqumshe@plet.gov.za

Candidates must be willing to be subjected to an interview and evaluation process and be aware that previous employers and references may be contacted and their qualifications, credit and criminal records may be verified. Candidates that are invited for screening will be responsible for their own travel and accommodation costs. Such cost may be claimed back if such claims are made according to Council's Policy.

REMUNERATION: T14:- (Basic Salary: R 283 683.26 – 368 234.09 per annum). The applicable municipal benefits will apply.

Application forms are available on the Bitou website (www.bitou.gov.za); A detailed CV of no more than five pages plus original certified copies of qualifications must be attached to the application form and must be posted/hand delivered to the Human Resource Section, Bitou Local Municipality, Private Bag X1002, Plettenberg Bay, 6600. For any other enquiries you can contact Mrs Venus Cunningham on telephone no.: 044 501 3000.

Please Note:

1. ONLY hard-copy applications will be considered. No electronic or faxed applications will be accepted.
2. Late applications will not be considered. Canvassing of Councilors with the purpose of being appointed is not permitted and proof of such canvassing shall lead to disqualification.

Bitou Municipality is an equal opportunity employer. Candidates from the designated groups, including those with disabilities, are encouraged to apply. If you receive no feedback from us within 12 weeks after the closing date, please accept that your application was unsuccessful. Bitou Municipality reserves the right not to make any appointment and to re-advertise before a short list is compiled.

AA PAULSE
MUNICIPAL MANAGER

CLOSING DATE: 26 September 2014 (13h00)

Municipal Notice No.: 134/2014