

**MINUTES OF SPECIAL COUNCIL MEETING HELD ON THE 07 AUGUST 2014 IN FORUM BUILDING, PARYS ON THURSDAY AT 12:20**

**PRESENT:** 33 as per attendance register  
**COUNCILORS:**

**ABSENT:**  
**COUNCILLORS:**

Cllr. VE De Beer  
Cllr. DV Modiko  
Cllr. CN Bocibo  
Cllr. ML Hlapane  
Cllr. PP Van Der Merwe

**OFFICIALS ON DUTY:**  
Acting Municipal Manager, Mr. L Kamolane  
Acting Director Community Services, Mr. L Marumo  
Director Corporate Service, Me. M Bopalamo  
Acting CFO, Me. T Hlongwane  
Director Technical Services, Mr. N Shabalala  
Committee Clerk, Mr. S Dabi

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**A. OPENING**

The Chairperson, Cllr. PR Ndayi opened the meeting officially by welcoming everyone who was present. The late start of the meeting was condoned because Executive Committee had to approve minutes before the Council meeting.

The Chairperson informed the Council that the Premier of Free State, Mr. A Magashule and Mayor, Cllr. J Mochela took a trip to India to attract investors and the Mayor will submit a report in the next Council meeting.

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**B. APPLICATIONS FOR LEAVE OF ABSENCE**

Apologies were received from Cllr. PP Van Der Merwe, Cllr. ML Hlapane, Cllr. CN Bocibo and Cllr. DV Modiko.

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**C. MOTIONS**

- ✚ Cllr. AP Swart was congratulated for being appointed .
  - ✚ Motion was done on the earth quake which took place in the country which ended up killing one person in North West.
  - ✚ Motion was done on the brutal killing of people of Palestine.
-

**IV. CONSIDERATION OF THE ATTACHED REPORT**

The attached report was considered.

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**1. DETERMINATION OF UPPER LIMITS OF TOTAL PACKAGE OF SENIOR MANAGERS**

RESOLVED TO RECOMMEND:

1. That the item be referred back to the Finance Committee meeting.

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Special Council Minutes 07/08/2014

**2. APPOINTMENT OF THE MUNICIPAL MANAGER**

RESOLVED:

2. That Council should appoint Mr. LD Kamolane as the Municipal Manager.
3. That the Mayor must enter into a salary negotiation with the incoming Municipal Manager.
4. That he should be appointed for a fixed term period of 3 (three) years ending 31 August 2017 (which is one year after the LG election cycle).
5. That the Mayor must report the resolution of the Council on the appointment of the Municipal Manager within 14 days of the decision of Council to the MEC for COGTA in line with the clause 17 (3) (b) of the regulations for the appointment and conditions of employment of Senior Managers.
6. That the Mayor must inform all interviewed candidates, including applicants who were unsuccessful, of the outcome of the interview.
7. That the position of the Director Community Services be advertised with immediate effect.

**3. ESKOM ACCOUNT**

The acting Municipal Manager, Mr. LD Kamolane made a brief presentation to Council on the meeting they had with Eskom representatives.

**RESOLVED:**

1. That the acting Municipal Manager, Mr. LD Kamolane will submit a written report on Eskom account which will be detailed and include action, recovery and re-payment plans to Council.
- 

The meeting closed at 13:37

APPROVED ON:

CHAIRPERSON: CLLR. PR NDAYI

SIGNATURE:

DATE:

**MINUTES OF SPECIAL MEETING OF EXECUTIVE COMMITTEE HELD IN  
FORUM BUILDING, PARYS ON THURSDAY, 07 AUGUST 2014 AT 11:15**

**PRESENT:**

Cllr. J Mochela (Mayor & Chairperson)

**COUNCILLORS:**

Cllr. GP Mandelstam

Cllr. C Serfontein

Cllr. M Serathi

Cllr. N Mopedi

Cllr. TL Vandisi

Cllr. A Schoonwinkel

**ABSENT:**

None

**OFFICIALS:**

Acting Director Community Services, Mr. L Marumo

Director Corporate Service, Me. M Bopalamo

Committee Clerk, Mr. S Dabi

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**A. OPENING**

The Chairperson, Cllr. J Mochela officially opened the meeting by welcoming everyone present and the late start of the meeting was condoned.

The Mayor informed Executive Committee members that they are sitting during a special month of women who in 1913 fought against the oppressive system of apartheid and they marched in Bloemfontein against the pass laws.

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**B. APOLOGIES**

Apologies were received from Acting Municipal Manager, Mr. L Kamolane; Acting CFO, Me. T Hlongwane and Director Technical Services, Mr. N Shabalala who are in a meeting with Eskom.

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**C. CONSIDERATION OF THE ATTACHED**

The attached report was considered.

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Special Executive Committee Minutes 07/08/2014

**2. APPOINTMENT OF THE MUNICIPAL MANAGER**

RESOLVED TO RECOMMEND:

1. That Council should appoint Mr. LD Kamolane as the Municipal Manager.
2. That the Mayor must enter into a salary negotiation with the incoming Municipal Manager.
3. That he should be appointed for a fixed term period of 3 (three) years ending 31 August 2017 (which is one year after the LG election cycle).
4. That the Mayor must report the resolution of the Council on the appointment of the Municipal Manager within 14 days of the decision of Council to the MEC for COGTA in line with the clause 17 (3) (b) of the regulations for the appointment and conditions of employment of Senior Managers.
5. That the Mayor must inform all interviewed candidates, including applicants who were unsuccessful, of the outcome of the interview.
6. That the position of the Director Community Services be advertised with immediate effect.

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The meeting closed at 11:39

APPROVED:

  
CHAIRPERSON: CLR J MOCHELA

DATE: 07/08/2014



## ANNEXURE C

## APPLICATION FORM FOR EMPLOYMENT

## TERMS AND CONDITIONS

1. The purpose of this form is to assist a municipality in selecting suitable candidates for an advertised post.
2. This form must be completed in full, accurately and legibly. All substantial information relevant to a candidate must be provided in this form. Any additional information may be provided on the CV.
3. Candidates shortlisted for interviews may be requested to furnish additional information that will assist municipalities to expedite recruitment and selection processes.
4. All information received will be treated with strictly confidentiality and will not be used for any other purpose than to assess the suitability of the applicant.
5. This form is designed to assist municipality with the recruitment, selection and appointment of senior managers in terms of the Local Government: Municipal Systems Act, 2000 (Act No. 32 of 2000).

## A. DETAILS OF THE ADVERTISED POST (as reflected in the advert).

Advertised post applying for	MUNICIPAL MANAGER
Reference number	
Name of Municipality	NGWATHE LOCAL MUNICIPALITY
Notice service period	

## B. PERSONAL DETAILS

Surname	KAMOLANE		
First Names	LESABANA DAVID		
ID or Passport Number			
Race	African <input checked="" type="checkbox"/>	Coloured	Indian
Gender		Female	Male <input checked="" type="checkbox"/>
Do you have a disability?	Yes	No	X
If yes, elaborate	N/A		
Are a South African citizen?	Yes	X	No
If no, what is your Nationality?	N/A		
Work Permit Number (if any):	N/A		
Do you hold any political office in a political party, whether in a permanent, temporary or acting capacity? If yes, provide information below.	No <input checked="" type="checkbox"/>		
Political Party:	Position:	Expiry date:	
Do you hold a professional membership with any professional body? If yes, provide information below	No		
Yes <input checked="" type="checkbox"/>			
Professional Body:	Membership Number:	Expiry date:	
ICM			

## C. CONTACT DETAILS

Preferred language for correspondence?	ENGLISH		
Telephone number during office hours	056 816 2703		
Preferred method for correspondence (Mark with an X)	Post	E-mail	Fax
		<input checked="" type="checkbox"/>	
Correspondence contact details (in terms of above)	kamolane@ngwathelocalmunicipality.co.za		



# **CURRICULUM VITAE: LD KAMOLANE**

## **PERSONAL DETAILS:**

Surname:Kamolane

First names:Lesona David

Nickname:Lucky

Identity No:5505245672087

Contact mobile:0825744913;

TEL:(W) 056 8162700

Address:24 Melt Brink Street

SE2 Vanderbijlpark 1900

## **EDUCATIONAL PROFILE**

### **HIGH SCHOOL**

Matric (Grade12).

**TERTIARY EDUCATION:** BA,UED(Unizulu)

BA Hons (Unisa). CPMD ( Wits)

Nationality:RSA

**LANGUAGES :**English,Afrikaans,Sesotho,Isindebele  
Sepedi,Isizulu, Isixhosa,Setswana

## **WORK EXPERIENCE.**

Educationist 1980 To 1996.

### **LOCAL GOVERNMENT EXPERIENCE :1996-2013**

Head of management services Western Vaal Metro 1996-2000

Acting human resources manager Sedibeng District Municipality 2000-2002

Acting executive manager public safety and licencing:Sedibeng District Municipality.2003

Acting strategic manager Emfuleni Local Municipality 2005-2006.

Acting deputy municipal manager:Public safety and community development.2008

Deputy municipal manager PS&CD2009-2012.

Director:Community services :Ngwathe Local Municipal .2013-2014

Acting Municipal Manager. 2014

### **INDEPENDENT ELECTORAL COMMISSION (GT421)**

Supervisor .Logistics:1998-2004

Municipal Electoral Officer (MEO)2005-2012

**DUTIES;**Management of elections for Emfuleni,(GT421 ) with a total of 45 wards.Each ward had an area manager with four VDs.

**PROFESSIONAL BODIES.**

Executive member of Gauteng ILGM1996-2009.

Chairperson of SAPS SSSBC .Gauteng chamber

**SKILLS:**

Computer literate

Mediation and negotiation

People management

Conflict resolution

**REFERENCES.**

1.Mr Simon Mamabolo

Deputy CEO (IEC)

IEC Head Office

Pretoria

Mobile:0823283768.

2.Mr Thomas Mkaza

Chief Operations Officer

## Sedibeng District Municipality

### Vereeniging

TEL;0164503153

Mobile:0836570915

3.Adv. TS Mokoena

Free State Legislature

Bloemfontein.

Mobile 0825839595

# NGWATHE MUNICIPALITY

A well-established local municipality of integrity and a leader of best practices, Ngwathe Municipality is a high performance organization, gearing itself to a World Class City, which offers challenge and opportunities to all its employees at all levels.

The Municipality hereby invites applications from experienced, qualified, innovative, committed and energetic individuals with vision, for appointment to the following position on a Three-year fixed-term performance-based contract which will be based at Head Office, Parys:

## MUNICIPAL MANAGER

**Remuneration:** An all-inclusive market-related remuneration package will be negotiated with the successful applicant before confirmation of appointment to the position.

### Key requirements:

- An appropriate B Degree, preferably in administration, Business Administration or other relevant tertiary qualification
- A post graduate or relevant NQF Level 7 qualification will be a strong recommendation
- A minimum of at least five years' work related experience at senior management level in the local government sphere.
- Practical knowledge of the local government environment or sound business experience in a commercial environment.

### Key competencies:

- To form and develop an economical, effective, efficient, accountable and performance driven administration for the municipality;
- To manage the municipality's administration in accordance with the provisions of the Systems Act and other legislation applicable to the municipality;
- To administer the Municipal Performance Regulations for Municipal Managers and Managers directly accountable to Municipal Manager;
- To implement the municipality's IDP, and to monitor the progress with the implementation of the plan;
- To manage the provisions of services to communities, residents and ratepayers in a sustainable manner;
- To control and manage the effective utilisation and training of staff;
- To maintain discipline of staff;
- To promote sound labour relations and compliance by the municipality of applicable labour legislation, conditions of service and collective agreements;
- To advise the structures and functionaries of the municipality;

- To manage the communication between the municipality's administration and its structures and functionaries;
- To carry out the decisions of the structures and functionaries of the municipality;
- To administer and implement the municipality's by-laws and policy;
- To implement national and provincial legislation applicable to the municipality;
- To facilitate participation by communities, residents, ratepayers and other stakeholders in the affairs of the municipality;
- To approve the use of council's facilities by members of the council in accordance with policy;
- To develop the staff establishment within a policy framework determined by the Council;
- To advise the executive committee, in accordance with the envisaged consultative process, on section 56 appointments;
- To appoint staff below the level of section 56 Managers in accordance with the municipal recruitment policy;
- To be responsible for all the income and expenditure of the municipality;
- To be responsible for all assets and the discharge of all liabilities of the municipality;
- To be responsible for proper and diligent compliance with the MFMA and other legislations
- To consider appeals from a person whose rights are affected by a decision taken under delegated authority of a staff member other than the Municipal Manager, provided that the decision by the Municipal Manager may not retract any rights that may have been accrued as a result of the original decision.

**NB: 1. *Faxed applications will not be considered***

2. The successful candidate must sign the employment contract, a performance agreement and the disclosure of financial interest forms and also undergo security vetting
3. Application forms are available at the municipal offices or can be accessed from annexure C of the regulations for the appointment and conditions of employment for Senior Managers (NB: all applications must be on the application form)

Council reserve the right to place and move candidates anywhere within the municipality. The Municipality reserves the right not to appoint any applicant to this position.

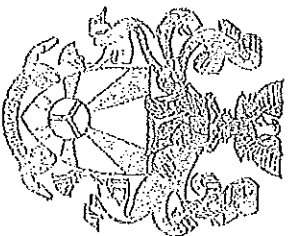
Please forward your application with Curriculum Vitae and originally certified copies of qualifications to the Mayor, at Municipal Offices situated at Liebenbergstrek, PO Box 359, Parys 9585. Tel. 056 811 2131, contact person ZJ Majivolo (HR)

**CLOSING DATE: 27 June 2014**

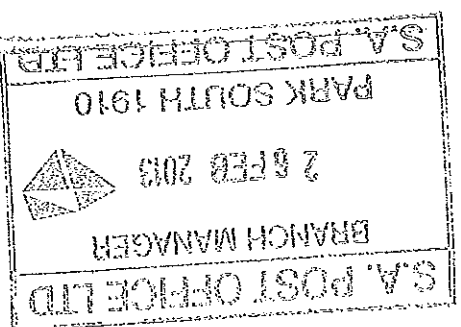
*If you have not heard from us after 3 months of closing date, please accept that your application was not successful.*

  
J. MOCHELA  
MAYOR

# UNIVERSITEIT VAN ZUID-AFRIKA UNIVERSITY OF ZULULAND



Hiermee word verklaar dat die graad  
This is to certify that the degree of



**DE GRADUATIE**

Toegeken is aan  
Has been awarded to  
**LESAMONA DAVID KHELAWE**

Nadat aan al die vereistes voldoen is in die jaar **1978** en in die volgende kursusse geslaag is:  
Who has satisfied all the requirements in the year **1978** and successfully completed the following courses:

GESKIEDENIS  
PEDAGOGIEK  
AFRIKAANS  
BYBELKONDE  
GESKIEDENIS VAN DIE WYSDERENTE  
PRAKTYSE ENKES

HISTORY  
PEDAGOGICS  
AFRIKAANS  
BIBLICAL STUDIES  
HISTORY OF PHILOSOPHY  
PRACTICAL ENGLISH

XXX

XXX

IT IS HEREBY CERTIFIED THAT THIS IS A  
TRUE COPY OF THE ORIGINAL DOCUMENT  
AND THAT THERE IS NO INDICATION THAT  
ALTERATIONS HAVE BEEN MADE THEREIN  
BY AN UNAUTHORISED PERSON

DATE: \_\_\_\_\_  
NAME: \_\_\_\_\_  
RANK: \_\_\_\_\_  
SIGNATURE: \_\_\_\_\_  
OFFICE: \_\_\_\_\_

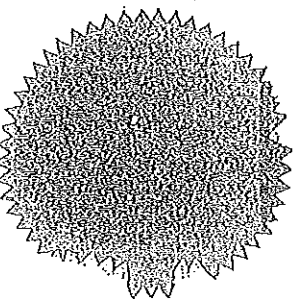
*Ms. Mabaso*  
Vice-Kanselier/Vice-Chancellor

*Alleschasingkong*  
Registrateur/Registrar  
Akademies/Academic

*Debusse*  
Dekaan: Fakulteit Lettere en Wysgeerte  
Dean: Faculty of Arts

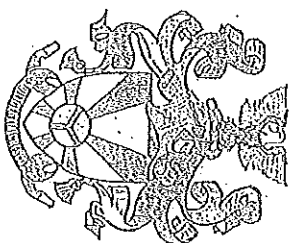
Kwa-Dlangezwa, 1978-05-12

Nummer van sertifikaat/Number of certificate  
139779





# UNIVERSITEIT VAN ZUID-AFRIKA UNIVERSITY OF ZULULAND



Hiermee word verklaar dat die  
This is to certify that the

University of Zululand

University of Zululand

Toegeken is aan

Has been awarded to

LESAONA DAVID KAMOLAE

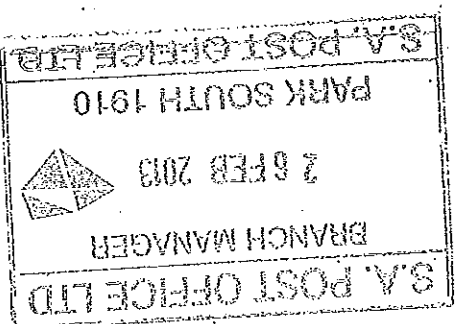
Nadat aan al die vereistes voldoen is in die jaar 1979 en in die volgende kursusse geslaag is:  
Who has satisfied all the requirements in the year 1979 and successfully completed the following courses:

DIDAKTIK (OM LANGE)  
OPVOEDINGSE SIEMKE  
OEFENINGSKEMPE  
HISTORIESE OPVOEDING  
METODE VAN AFRICAANS  
METODE VAN AFRICAANS  
FILOSOFIE VAN DIE OPVOEDING  
OEFENINGSKEMPE  
SPORTADMINISTRASIE EN -AFDELING  
XXX

DIDACTICS (OM LANGE)  
EDUCATIONAL PSYCHOLOGY  
EDUCATIONAL TECHNOLOGY  
HISTORY OF EDUCATION  
METHOD OF AFRICAANS  
METHOD OF HISTORY  
PHILOSOPHY OF EDUCATION  
SCHOOL ADMINISTRATION  
SPORTS ADMINISTRATION AND COACHING  
XXX

IT IS HEREBY CERTIFIED THAT THIS IS A TRUE COPY OF THE ORIGINAL DOCUMENT AND THAT THERE IS NO INDICATION THAT ALTERATIONS HAVE BEEN MADE THEREIN BY AN UNAUTHORISED PERSON.

DATE: \_\_\_\_\_  
NAME: \_\_\_\_\_  
RANK: \_\_\_\_\_  
SIGNATURE: \_\_\_\_\_  
OFFICE: \_\_\_\_\_



Vice-Chancellor/Vis-Charakter

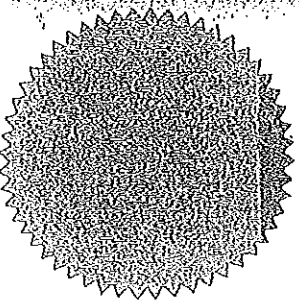
Registrant/Registrar  
Akademies/Academic

Deputy: Fakulteit Opvoeding  
Dean: Faculty of Education

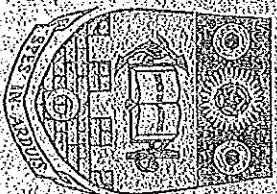
Kwa-Dangezwa, 24.5.1980

Number van sertifikaat/Number of certificate

143/80



# University of South Africa



*We certify that*

LESADANA DAVID KANOLANE

*Having complied with the requirements of the Job  
and Statute, was admitted to the degree of*

**Honours Bachelor of Arts**

*at a congregation of the University  
on 27 April 1985*

IT IS HEREBY CERTIFIED THAT THIS IS A  
TRUE COPY OF THE ORIGINAL DOCUMENT  
AND THAT THERE IS NO INDICATION THAT  
ALTERATIONS HAVE BEEN MADE THERE TO  
BY AN UNAUTHORISED PERSON

DATE: 17  
NAME: 17  
RANK: 17  
SIGNATURE: 17  
OFFICE: 17

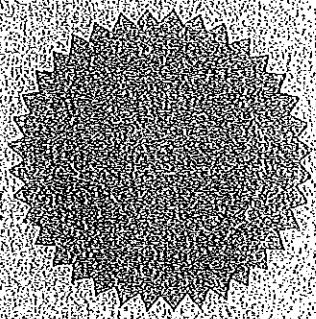
*[Signature]*  
Dean

**MALOCUNY**  
Registrar

PRETORIA

Vice-Chancellor

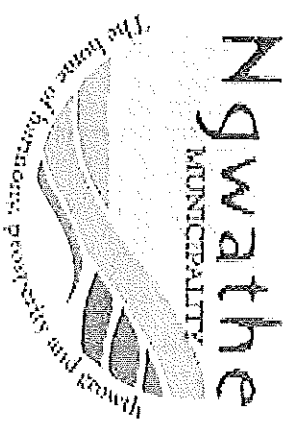
*[Signature]*



S.A. POST OFFICE LTD  
BRANCH MANAGER  
26 FEB 2013  
PARK SOUTH 1910  
S.A. POST OFFICE LTD



LIEBENBERGSTREK  
PARYS  
9585  
Tel: 056 814 2131  
Fax: 056 817 6343




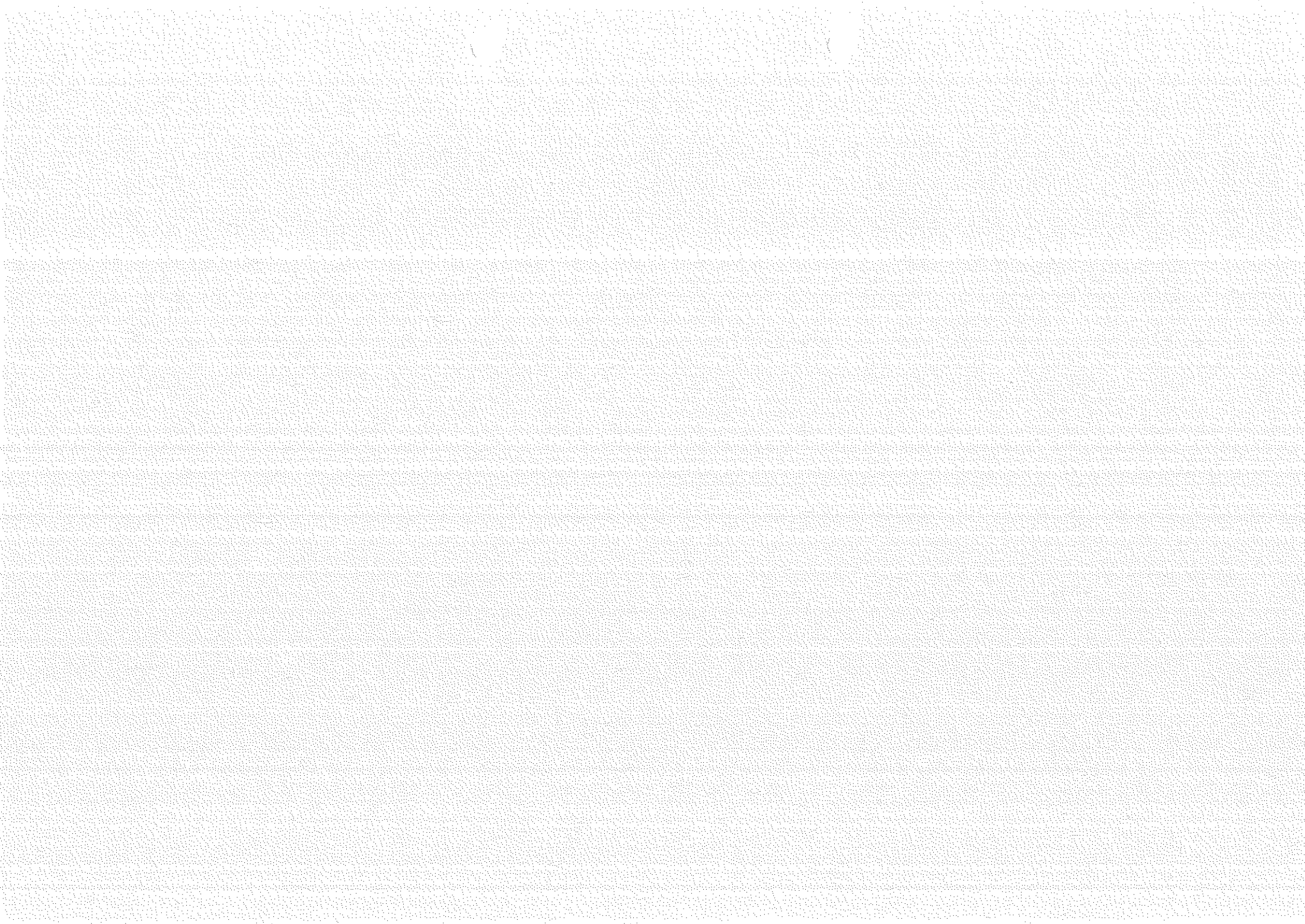
ATTENTION : MAYOR  
FROM : LD KAMOLANE  
DATE : 07 AUGUST 2014  
SUBJECT : HOLDING POLITICAL OFFICE

This communiqué serves to declare that I, Lesaoana David Kamolane Identity number 550524 5672 087 do not hold any political office of a political party.

Hope you find the above in good order.

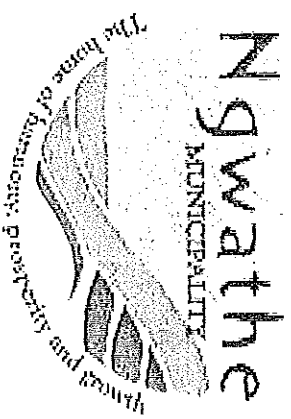
Yours faithfully

  
LD KAMOLANE





Liebenbergstrekk  
P.O. Box 359  
PARYS  
9585  
Tel: +27 (0) 56 811 2131  
Fax: +27 (0) 56 817 6343  
E-mail: jordanr@ngwathe.co.za



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07 August 2014

Mr LD Kamolane  
24 Melt Brink str  
SE 2 VANDERBILLPARK  
1910

#### APPOINTMENT: MUNICIPAL MANAGER

I have pleasure in advising that you have been appointed as Municipal Manager at Ngwathe Local Municipality subject to the terms and condition contained in this letter.

This letter is issued in terms of Section 29(1) of the Basic Conditions of Employment Act 1997 (Act no. 75 of 1997) read with the General Regulations (Government Notice no: R.1438 of 12 November 1998) (Government Gazette no. 19453 of 13 November 1998).

#### Name and address of Employer

The Employer is Ngwathe Local Municipality (hereafter "municipality"). Its headquarters are situated at Liebenbergstrekk, Parys.

#### Employee particulars

It is confirmed that your full names are Lesaoana David Kamolane Identity number 550524 5672 087

#### Functions and key performance areas

You are appointed as Municipal Manager of the municipality to perform the functions as legislated.

#### Place of work

You are ordinarily required to work at Parys

Date of employment

It is confirmed that your appointment in this new position with the municipality will commence on the 08 August 2014 regardless of the date of this letter.

#### **Term of employment**

The appointment is for a fixed term of four (3) years commencing on the 08 August 2014 and ending on the 31 August 2017.

#### **Probation**

You are required to serve a probation period of six months calculated from the date of employment mentioned above. During the probation period your performance and progress will be assessed monthly by the Mayor.

#### **Working hours and days of work**

You are required to be present at work from 07:45 -16:30 Monday to Friday, except public holidays or when you are absent on approved leave

#### **Remuneration**

You are appointed on the salary scale R1 449 390.00 per annum (Still under negotiations). (All –Inclusive Package)

#### **Overtime work and payment for overtime work**

The Employee shall place the whole of his/her time at the disposal of the Municipality. Parties to this contract therefore accept that it will be required of the Employee to work overtime, when required. The Employee will not qualify for overtime remuneration or time off.

#### **Payment in kind**

No payment in kind is payable.

#### **Frequency of payment**

All money owed in terms of this letter is payable in South African currency directly into a South African bank account designated by you, 25th day of every month.

#### **Deductions from remuneration**

The deductions as stipulated in the employment conditions and the relevant legislation will be made from your remuneration on a monthly basis. Please note that no salary advances may be paid and that no deductions other than those authorized in this letter will

purposes made from a telephone supplied by the municipality will be deducted from your salary.

#### **Leave**

- You are entitled to 30 (thirty) working days annual leave on full pay in respect of each completed 12 (twelve) months' cycle of employment to be taken at such time or times as are convenient to the Municipality. Over and above you are entitled to 12 (twelve) working days annual leave on full pay for attending Council/Committee meetings and all Municipal engagements which might be on weekends or outside normal working hours. You may commute leave to your credit provided that a minimum of 15 (fifteen) days may be commuted only on one occasion during a year. On termination you will be entitled to be paid in lieu of all leave which is due to you.
- 80 days sick leave in a sick leave cycle
- At your request, five days' paid family responsibility leave during each leave cycle

#### **Termination of services**

Thirty days written notice of termination of service is required unless the municipality decides otherwise.

#### **Entire contract**

This document and the documents referred to in it, contain the entire contract between you and the municipality and no terms, warranties, conditions or representations whatsoever have been made or agreed upon apart from those contained in this document.

#### **Variation**

No variation or mutually agreed cancellation of this contract has of any force or effect unless it had been reduced to writing and signed by or on behalf of the municipality and you.

#### **No indulgence**

No indulgence that the parties may grant to each other with regard to the compliance with any of the obligations in terms of this contract prejudices or constitutes a waiver of any party's rights in terms of this contract.

Yours faithfully



MS.

MJ MACHELA  
MUNICIPAL MANAGER

I, LESAPANA DAVID LAMOLE acknowledge receipt of this letter of appointment and the attachments thereto and hereby certify that I have read it and understand its content and agree to it. I specifically agree that I will work overtime as may be directed by my immediate supervisor.

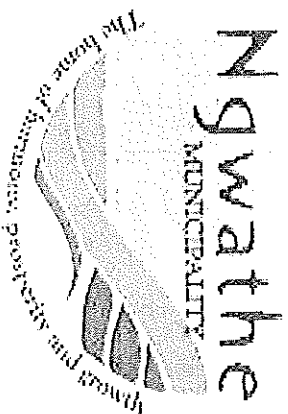
Signature: MS Date: 7/8/14

On written request made within seven days after the date of this letter, a similar letter will be supplied in English/Sotho

Op versoek gerig binne sewe dae na datum van die brief, sal 'n soortgelyke brief in Afrikaans/Sotho verskaf word

Kamore matsusi a suplieng hobu o fumane lengolo lena, o ka etsa kopo e ngotsweng, mme lengolo la hao le tla ngotwa ka puo eo o e kegethleng

LIEBENBERGSTREK  
PARYS  
9585  
Tel: 056 811 2131  
Fax: 056 817 7131  
e-mail: magautai@ngwath.co.za



**OFFICE OF THE MAYOR**

**08 AUGUST 2014**

**Member of Executive Council  
COGTA  
Honorable MEC O Mlamleli  
BLOEMFONTEIN  
9500**

**Re: APPOINTMENT OF MUNICIPAL MANAGER**


This communiqué serves as a report to the Honorable MEC in compliance with clause 17. (3) (b) of the Local Government Municipal Systems Act Regulations as promulgated in Government Gazette No 37245 of 17 January 2014 for the appointment of the Senior Managers.

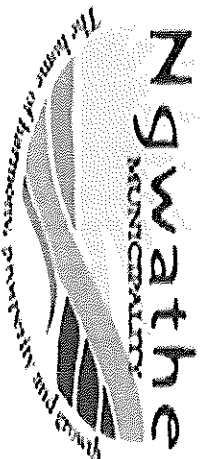
It is hereby confirmed that the Council resolved on the 07 August 2014 to appoint the Municipal Manager and as a result in line with clause 17. (4) (a) – (o) the following documents are hereby attached;

1. Proof and details of the advertisement
2. List of applicants
3. Screening report
4. Council resolution appointing the selection panel
5. Competency certificate
6. Minutes of shortlisting meeting
7. Minutes of interview panel
8. Minutes of Executive Committee recommending to Council for appointment
9. Municipal Council resolution approving appointment
10. Application form, curriculum vitae and proof of qualifications
11. Written confirmation that the successful candidate does not hold any political office
12. Letter of appointment

Thanking you in advance.

Yours faithfully

  
\_\_\_\_\_  
**J MOCHELA  
MAYOR**



# NGWATHE MUNICIPALITY

A well-established local municipality of integrity and a leader of best practices. Ngwatho Municipality is a high performance organization, gearing itself to a World Class City, which offers challenge and opportunities to all its employees at all levels.

The Municipality hereby invites applications from experienced, qualified, innovative, committed and energetic individuals with vision, for appointment to the following position on a Three-year fixed-term performance-based contract which will be based at Head Office, Parys:

## MUNICIPAL MANAGER

Remuneration: An all-inclusive market-related remuneration package will be negotiated with the successful applicant before confirmation of appointment to the position.

### Key requirements:

- An appropriate B Degree, preferably in administration, Business Administration or other relevant tertiary qualification
- A post graduate or relevant NQF Level 7 qualification will be a strong recommendation
- A minimum of at least five years' work related experience at senior management level in the local government sphere.
- Practical knowledge of the local government environment or sound business experience in a commercial environment.

### Key competencies:

- To form and develop an economical, effective, efficient, accountable and performance driven administration for the municipality;
- To manage the municipality's administration in accordance with the provisions of the Systems Act and other legislation applicable to the municipality;
- To administer the Municipal Performance Regulations for Municipal Managers and Managers directly accountable to Municipal Manager;
- To implement the municipality's IDP, and to monitor the progress with the implementation of the plan;
- To manage the provisions of services to communities, residents and ratepayers in a sustainable manner;
- To control and manage the effective utilisation and training of staff;
- To maintain discipline of staff;
- To promote sound labour relations and compliance by the municipality of applicable labour legislation, conditions of service and collective agreements;
- To advise the structures and functionaries of the municipality;
- To manage the communication between the municipality's administration and its structures and functionaries;
- To carry out the decisions of the structures and functionaries of the municipality;
- To administer and implement the municipality's by-laws and policy;
- To implement national and provincial legislation applicable to the municipality;
- To facilitate participation by communities, residents, ratepayers and other stakeholders in the affairs of the municipality;
- To approve the use of council's facilities by members of the council in accordance with policy;
- To develop the staff establishment within a policy framework determined by the Council;
- To advise the executive committee, in accordance with the envisaged consultative process, on section 56 appointments;
- To appoint staff below the level of section 56 Managers in accordance with the municipal recruitment policy;
- To be responsible for all the income and expenditure of the municipality;
- To be responsible for all assets and the discharge of all liabilities of the municipality;
- To be responsible for proper and diligent compliance with the MFMA and other legislations
- To consider appeals from a person whose rights are affected by a decision taken under delegated authority of a staff member other than the Municipal Manager, provided that the decision by the Municipal Manager may not retract any rights that may have been accrued as a result of the original decision.

### **NB:**

1. Faxed applications will not be considered
2. The successful candidate must sign the employment contract, a performance agreement and the disclosure of financial interest forms and also undergo security vetting
3. Application forms are available at the municipal offices or can be accessed from annexure C of the regulations for the appointment and conditions of employment for Senior Managers (NB: all applications must be on the application form)

Council reserve the right to place and move candidates anywhere within the municipality. The Municipality reserves the right not to appoint any applicant to this position.

Please forward your application with Curriculum Vitae and originally certified copies of qualifications to the Mayor at Municipal Offices situated at Liebenbergstrek, PO Box 359, Parys 9585. Tel. 056 811 2131, contact person ZJ Majivolo (HR) CLOSING DATE: 27 June 2014

If you have not heard from us after 3 months of closing date, please accept that your application was not successful.

**J MOCHELA**  
MAYOR

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CLOSING DATE: 27 June 2014

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J. MOCHELA  
MAYOR

## Lydia Mbalo

---

**From:** Lydia Mbalo <lydiam@ngwathe.co.za>  
**Sent:** Friday, June 06, 2014 3:58 PM  
**To:** info@dumelangmedia.co.za  
**Subject:** FW: MM Advert  
**Attachments:** image001.jpg; MM Advert.doc

---

**From:** Magauta Letha [mailto:magautal@ngwathe.co.za]  
**Sent:** Friday, June 06, 2014 10:25  
**To:** lydiam@ngwathe.co.za  
**Subject:** FW: MM Advert

---

**From:** Ria Jordaan [mailto:jordaanr@ngwathe.co.za]  
**Sent:** 05 June 2014 02:13 PM  
**To:** magautal@ngwathe.co.za  
**Subject:** FW: MM Advert

Magauta

Can I please have a copy of the signed document?

Thanks

*Ria Jordaan*  
*Administrator : Municipal Manager*  
*Ngwathe Local Municipality*  
*PO Box 359*  
*P : 95 9585*  
*Tel : 056 816 2700*  
*Fax : 056 811 2046*  
*E-mail: jordaanr@ngwathe.co.za*



---

**From:** Patrick Kgotlagomang [mailto:pkgotlagomang@ngwathe.co.za]  
**Sent:** 26 May 2014 14:14  
**To:** jordaanr@ngwathe.co.za  
**Cc:** patrickq77@gmail.com  
**Subject:** MM Advert

Kindly find attached advert as requested by MM

Regards

PT Kgotlagomang



## Lydia Mbalo

---

**From:** Lydia Mbalo <lydiam@ngwathe.co.za>  
**Sent:** Friday, June 06, 2014 3:58 PM  
**To:** herald@heilbron.co.za  
**Subject:** FW: MM Advert  
**Attachments:** image001.jpg; MM Advert.doc

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**From:** Magauta Letha [mailto:magautal@ngwathe.co.za]  
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Ngwathe Local Municipality  
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E-mail: [jordaanr@ngwathe.co.za](mailto:jordaanr@ngwathe.co.za)*



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**Sent:** 26 May 2014 14:14  
**To:** [jordaanr@ngwathe.co.za](mailto:jordaanr@ngwathe.co.za)  
**Cc:** [patrickq77@gmail.com](mailto:patrickq77@gmail.com)  
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**Sent:** Friday, June 06, 2014 3:58 PM  
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**From:** Lydia Mbalo <lydiam@ngwathe.co.za>  
**Sent:** Friday, June 06, 2014 3:57 PM  
**To:** betsie.trieloff@media24.com  
**Subject:** FW: MM Advert  
**Attachments:** image001.jpg; MM Advert.doc

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**Cc:** [patrickkg77@gmail.com](mailto:patrickkg77@gmail.com)  
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# 1. LIST OF ALL APPLICANTS

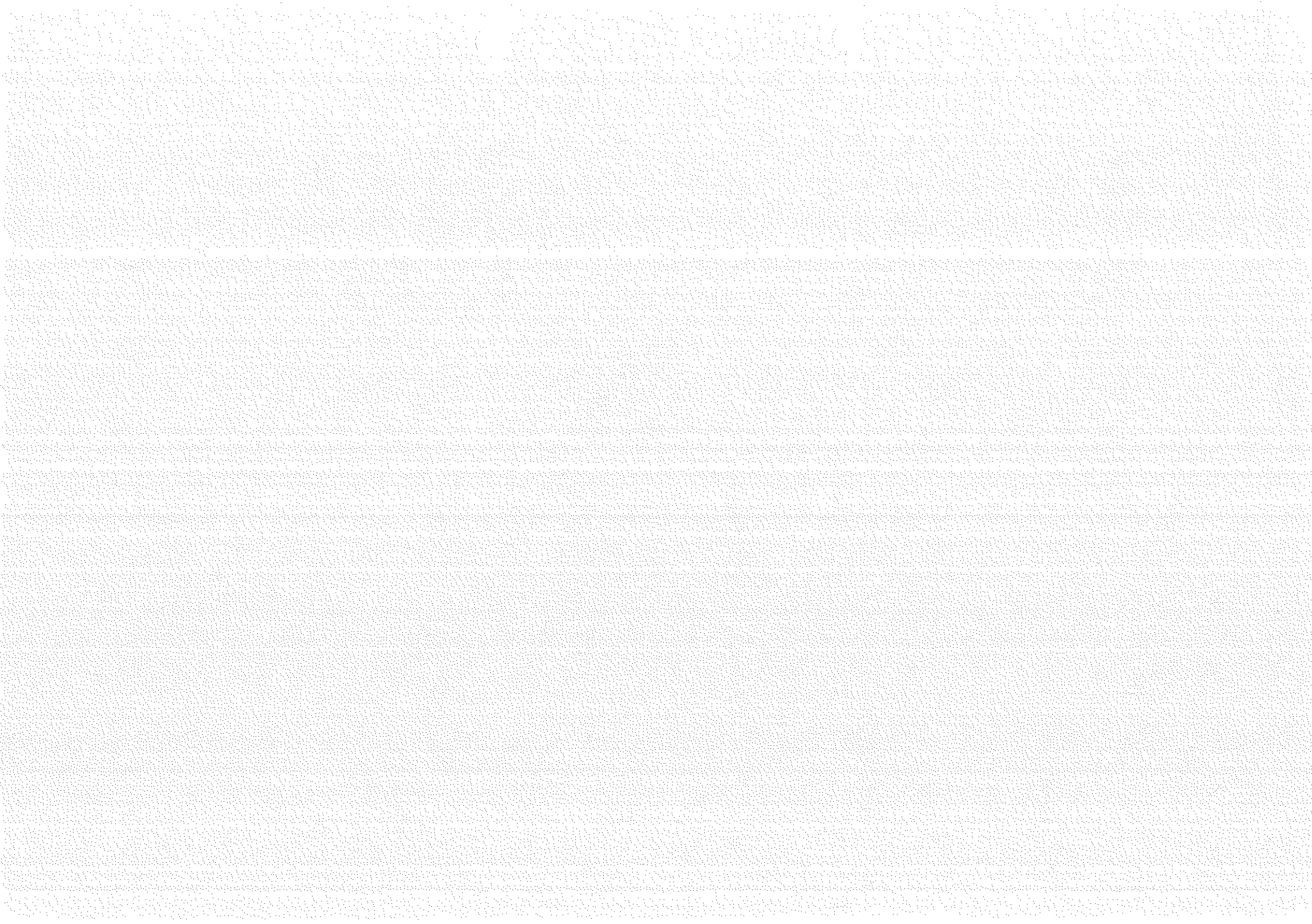
The advertisement attracted only seven (7) candidates as on the closing date which was , 27<sup>th</sup> June 2014.

NAME	GENDER	AGE
1. Pakiso Elias Khedama	M	54
2. Sehlabaka Michael Mosoge	M	52
3. Rebone Sylvester Senyane	M	33
4. Sikhokele Anton Mkuzo	M	24
5. Mofolo Isaac Mohapi	M	48
6. Lesaoana David Kamolane	M	59
7. Sibongile Jeremia Besani	M	44



# 1. SCREENING REPORT

CANDIDATE	EMPLOYMENT HISTORY	QUALIFICATIONS	DISMISSAL
1. Pakiso Elias Khedama	Department of Education; Confirmed with Dr. Moeletsi the SMGD	Confirmed with Lebhang Mokoena and Tshidi Monalisa at UNW	None
2. Rebone Sylvester Scanyane	MLM; Confirmed with the Mr Makhubu S: Director	UFS; Mr Gideon Calitz; Completed & registered for further diploma	None
3. Mofolo Isaac Mohapi	MEC EDUCATION OFFICE; Confirmed with Me Lerato Tinte; Trainee	Could not obtain the contact numbers for MBA (Incomplete) and Trent University from both 1023 and internet but the only numbers we get is UK +44 115 941 8418	None
4. Lesaona Isaac Kamolane	NLM; Confirmed with Adv T Mokoena Former MM	WITS Businessess: Ouma; Montshiwa Admin CPMD	None



**1. RESIGNATION OF THE MUNICIPAL MANAGER**

**RESOLVED:**

1. That Council takes note of the resignation letter by the Municipal Manager
  2. That Council approves that the position of the municipal manager should be advertised and filled as soon as possible
  3. That Council appoint a selection panel in line with clause 12(3) which shall also serve as the interview committee to make recommendations for the appointment of the Municipal Manager. The selection panel shall consist of the following:
    - i. Cllr J Mochela - (Mayor) as a Chairperson
    - ii. Cllr. TL Vandisi – ANC Chief Whip
    - iii. Cllr. GP Mandelstam - Finance Committee Chairperson
    - iv. Municipal Manager of Fezile Dabi District Municipality
    - v. One Official from COGTA
  4. That Director Community Services Mr LD Kamolane be appointed as the Acting Municipal manager. Proposed by Cllr LT Vandisi  
Seconded by Cllr V De Beer
- 

The meeting closed at 11:47

APPROVED ON:

CHAIRPERSON: CLLR. PR NDAYI

SIGNATURE:

DATE:





UNIVERSITY OF THE WITWATERSRAND,  
JOHANNESBURG

Certificate of Competence  
Faculty of Commerce, Law & Management  
Graduate School of Business Administration

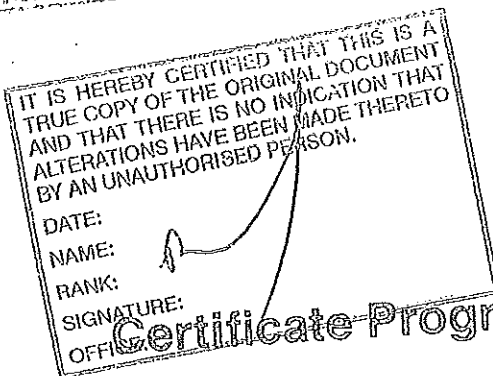
This is to certify that

*Lesaona Kamolane*

from 10 July 2011 to 30 March 2012

has met the minimum requirements for competence in

Certificate Programme in Management Development for Municipal Finance  
(details overleaf)



*Wahl*

Head, Graduate School of Business Administration

Date of Issue: 26 November 2012

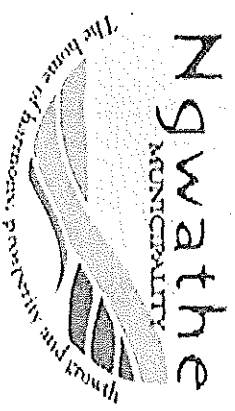
W  
BS

*[Signature]*

Dean, Faculty of Commerce, Law & Management



Liebenbergstrek  
P.O. Box 359  
**PARYS**  
9585  
Tel: +27 (0) 56 816 2706  
Fax: +27 (0)56 817 7131  
[mgautal@ngwathe.co.za](mailto:mgautal@ngwathe.co.za)



## Office of the Mayor

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# SHORTLISTING REPORT

## CONTENTS

1. Introduction
2. Panel
3. Date
4. Attendance
5. List of all Applicants
6. Key Requirements
7. Criteria
8. Shortlisting
9. Screening Report
10. Interviews

## **1. INTRODUCTION**

On the 20 May 2013, Then Municipal Council after receiving the resignation of the former Municipal Manger Adv T Mokoena resolved that:

- a selection panel should be established (in terms of clause 13(1) of the Regulations of appointment and conditions of service of Senior Managers) to handle the recruitment of the new incumbent.
- the selection panel will subsequently serve as the interview panel.
- That this process be handled with the urgency it deserves.

## **2. PANEL**

A selection panel should be established (in terms of clause) to handle the recruitment of the new incumbent, such a panel comprises of :

- Cllr J Mochela : Mayor Chairperson;
- Cllr TL Vandisi: ANC Chief Whip;
- Cllr GP Mandelstam: Chairperson Finance Committee;
- Me L Molibeli: MM Fezile Dabi District;
- An official from COGTA;
- An official from Human Resource as a secretariat and advisor.

## **3. DATE**

Shortlisting was therefore held on the 17<sup>th</sup> July 2014 AT 11:00.

## **4. ATTENDANCE**

Refer to the attendance register on the next page.

## 5. LIST OF ALL APPLICANTS

The advertisement attracted only seven (7) candidates as on the closing date which was ,27<sup>th</sup> June 2014.

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2. Sehlabaka Michael Mosoge	M	52
3. Rebone Sylvester Senyane	M	33
4. Sikhokele Anton Mkuzo	M	24
5. Mofolo Isaac Mohapi	M	48
6. Lesaoana David Kamolane	M	59
7. Sibongile Jeremia Besani	M	44

## 6. KEY REQUIREMENTS

- Appropriate B Degree in business/ Administration/Tertiary relevant qualification.
- Post Graduate or relevant NQF level 7'
- Minimum five years' experience at senior management level in local government or commercial environment.

## 7. CRITERIA

The panel agreed on the following criteria in terms of the Annexure C of the Regulations.

- ❖ Qualifications;
- ❖ Work Experience & knowledge;
- ❖ Competencies; ( Core, Leadership & Generic & Skills )

## 8. SHORTLISTING

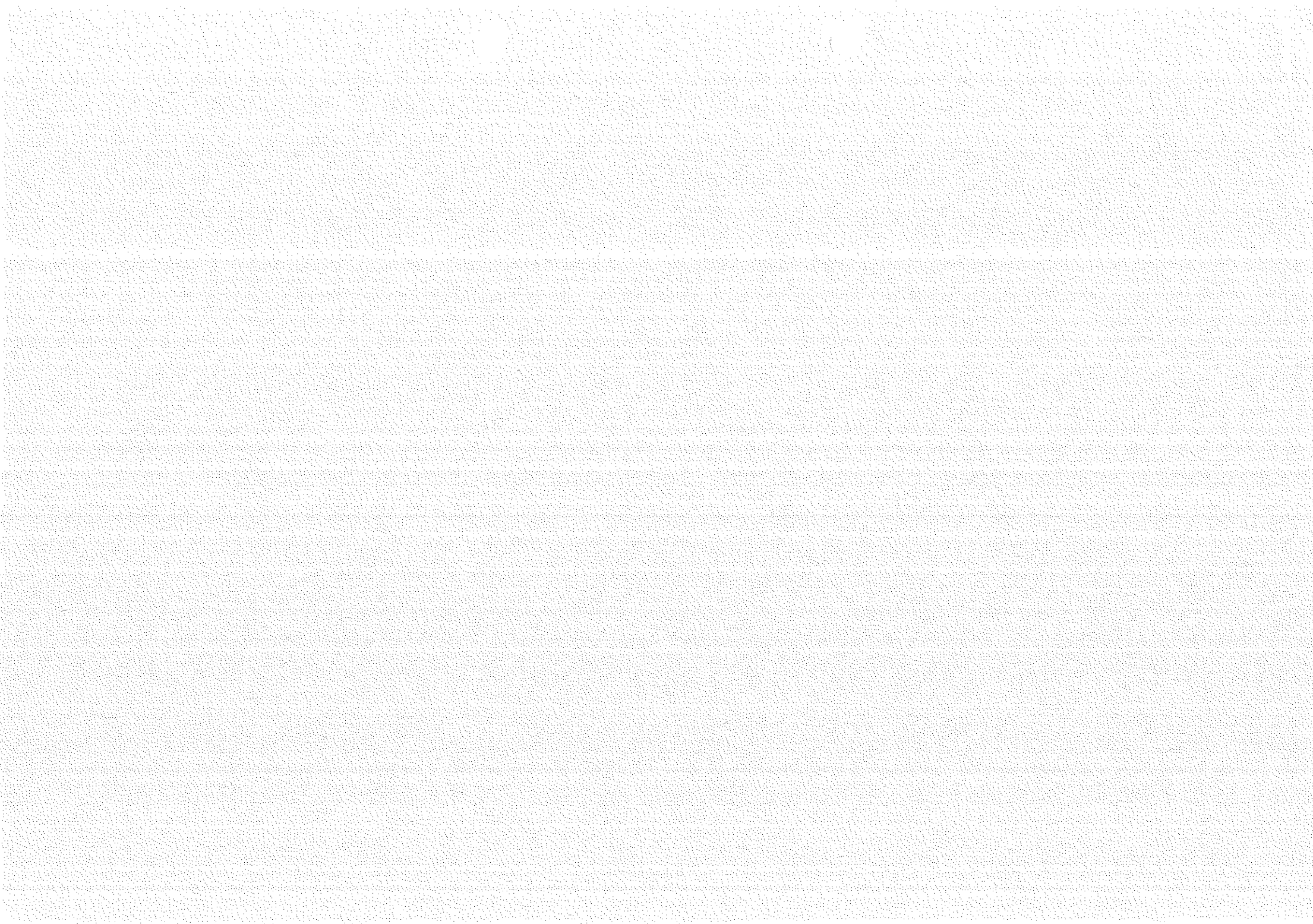
CANDIDATE	CRITERIA			SHORTLISTED	COMMENTS
	QUALIFICATIONS	WORK EXPERIENCE	COMPETENCIES		
1. Pakiso Elias Khedama	✓	X	✓	Y	Shortlisted
2. Sehlabaka Michael Mosoge	X	X	X	N	Not shortlisted due to lack of experience in local government
3. Rebone Sylvester Senyane	✓	✓	Y	Y	Shortlisted
4. Sikhokele Anton Mkuzo	X	X	X	N	Not shortlisted due to lack of experience in local
5. Mofolo Isaac Mohapi	✓	X	✓	Y	Shortlisted
6. Lesaoana Isaac Kamolane	✓	✓	✓	Y	Shortlisted
7. Sibongile Jeremia Besani	✓	X	X	N	Not shortlisted due to history with the institution
<b>TOTAL</b>				<b>4</b>	

## 9. SCREENING REPORT

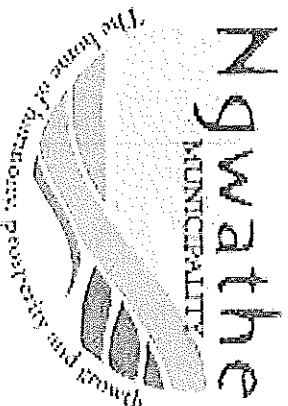
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## 10. INTERVIEWS

The panel concluded that the screening will take place on two days and the interviews were scheduled for 23<sup>rd</sup> July 2014 (Wednesday) at 10:00 in the Municipal Manager's boardroom.



LIEBENBERGSTREK  
PARYS  
9585  
Tel: 056 811 2131  
Fax: 056 817 6343



REPORT OF THE INTERVIEWS WHICH WERE HELD IN THE MUNICIPAL  
MANAGER'S BOARDROOM, PARYS ON WEDNESDAY, 23 JULY 2014 AT 10H00.

#### A. OPENING AND WELCOME

The Acting Mayor Councillor TL Vandisi opened the meeting officially and welcomed everyone present.

#### B. ATTENDANCE

The attached attendance register by all the panel members present as well as the candidates and the confidentiality register was signed by all the panel members present.

#### C. OFFICIAL ANNOUNCEMENT

The resource person Mr. ZJ Majivolo informed the meeting that Mr. EP Khedama was telephonically called by Mr. Tsekedi who served as the resource person during the selection process and he informed Mr. Tsekedi that he cannot make it to the interviews but later called Mr. Majivolo to change that he will attend and as a result he was not screened but he will be screened immediately after the interview process and the report shall be presented to the Chairperson of the interview committee before recommendations can be made to the council for appointment.

#### RESOLUTIONS

- That Mr. Khedama should be interviewed and the screening report should be submitted to them before they submit the recommendations to council
- That the resource person should indicate where the vacant position was advertised so that it is clear that it was indeed advertised in line with the regulations.

#### D. INTERVIEWS CRITERIA

The panel members consented that the Acting Mayor will chair the proceedings and should ask the first question that is not scored which breaks the ice and allows the smooth flow of the interview process.

The rest of the questions were divided as follows.

NAME	QUESTIONS
------	-----------

Councillor Mandelstam	2.1, 3.1, 4.1, 4.2,
Councillor Serathi	5.1, 5.2 & 6.1,
Me Molibeli (MM FDDM)	7.1, 7.2, 7.3, 7.4, 8

It was also agreed that a copy of the interview questions without the possible answers should be provided to the candidates for their easy reference to the questions without necessarily requesting from time to time that the panel member should repeat the question.

#### **E. SCREENING REPORT**

The panel members viewed the screening report provided to them and the following comments were made,

1. That the report only covers one (1) employment history and the candidates provided more than one previous employer on their CVs
2. That screening should cover all the information that has been supplied by the candidate to ensure that the panel members' questions are addressed.

It was resolved that the screening process should cover all the information that have been supplied by the candidates

#### **F. INTERVIEWS**

The first candidate Mr. PE Khedama was called in for interviews and towards the end of the process it was discovered when he was asked by the panel members that he was only invited to attend the interviews session the previous day and as a result he did not have sufficient time to prepare.

The panel members after interviewing Mr. Khedama asked the resource person Mr. Majivolo as to when were the candidates made aware about the interviews and he referred the panel to Mr. Tsekedi who was immediately summoned by the panel to explain the situation.

Responding to the question by the panel he informed the panel members that it is true that the candidates were informed a day before by him because of the following reasons,

1. He issued an instruction on Thursday, 17 July 2014 after the selection that his office should contact the candidates on Friday
2. His office could not be able to contact the candidates because of the challenge of the telephones whereby the switchboard burned down and employees in his office later on Friday joined the Mandela day events
3. On Friday he spent most of his attention in ensuring that he completes the screening process mostly that he struggled to get through to the people that were supposed to give him the relevant information
4. He telephonically instructed his office on Monday to request Mr. Majivolo to contact the candidates because he attended a meeting at Fezile Dabi District



- Municipality but his office could not reach Mr. Majivolo since he was in the extended management meeting for the whole day and he had to do the damage control on Tuesday morning to call the shortlisted candidates and apologized to them for informing them late
5. He explained that the first candidate told him that he was pulling off and he promised to submit a written notice to that extend and he was amazed to here that he has actually attended the interviews and claimed to have been called a day before in the afternoon.
  6. He followed the trend of providing one (1) confirmation of employment history and qualifications based on the fact that he was struggling to get the entire information from most institutions

The panel members released him and thereafter the panel had discussions and finally reached a conclusion to call all the candidates to apologies on behalf of the municipality for the late invitation and reschedule the interview process for the future date because of the following:

1. The position under review is the highest administratively in the municipality
2. First impressions last and the municipality should embrace its dignity
3. To avoid any litigations that can be laid against the municipality should some of the candidates feel aggrieved by the process

All the candidates were then called in and the Acting Mayor explained the situation and apologized on behalf of the panel and the municipality and it was agreed that the interviews should be reschedule for the next Wednesday, 30 July 2014 at the Municipal Manager's boardroom. Parys at 10H00 and all the candidates should be presented with the invitation letters for the interviews. It was also concluded that the interview questions should be changed since one of the candidates was already interviewed and the Municipal Manager, Fezile Dabi District Municipality committed to provide the questions and possible answers for the next date and it was appreciated by all the panel members.

The interview session was thereafter adjourned.

On the 30<sup>th</sup> July 2014 the interviews were held in the Forum Building, Parys at 10H00 and the following panel members were present,

- Cllr TL Vandisi: Acting Mayor;
- Cllr GP Mandelstam: Chairperson Finance Committee;
- Me L Molibeli: MM Fezile Dabi District
- Cllr MK Serathi: Chairperson Corporate Services Committee
- Mr S Thomas: DDG from COGTA
- ZJ Majivolo: Acting HR Manager (Resource person)

All the candidates were called in and interviewed and thereafter the panel members unanimously resolved that the candidate with the highest score should be recommended to Council for appointment. After adding all the scores by different panel members it was discovered that the totals were in the following order,

- |                |     |
|----------------|-----|
| 1. LD Kamolane | 340 |
| 2. RS Senyane  | 210 |
| 3. MI Mohapi   | 200 |
| 4. PE Khedama  | 146 |

Hope you find the above in good order.

Yours faithfully,

MJ MOCHELA  
MAYOR



**MINUTES OF SPECIAL MEETING OF EXECUTIVE COMMITTEE HELD IN FORUM BUILDING, PARYS ON THURSDAY, 07 AUGUST 2014 AT 11:15**

**PRESENT:**

Cllr. J Mochela (Mayor & Chairperson)

**COUNCILLORS:**

Cllr. GP Mandelstam

Cllr. C Serfontein

Cllr. M Serathi

Cllr. N Mopedi

Cllr. TL Vandisi

Cllr. A Schoonwinkel

**ABSENT:**

None

**OFFICIALS:**

Acting Director Community Services, Mr. L Marumo

Director Corporate Service, Me. M Bopalamo

Committee Clerk, Mr. S Dabi

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**A. OPENING**

The Chairperson, Cllr. J Mochela officially opened the meeting by welcoming everyone present and the late start of the meeting was condoned.

The Mayor informed Executive Committee members that they are sitting during a special month of women who in 1956 fought against the oppressive system of apartheid and they marched in Bloemfontein against the pass laws.

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**B. APOLOGIES**

Apologies were received from Acting Municipal Manager, Mr. L Kamolane and Acting CFO, Me. T Hlongwane and Director Technical Services, Mr. N Shabalala who are in a meeting with Eskom.

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**C. CONSIDERATION OF THE ATTACHED**

The attached report was considered.

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**2. APPOINTMENT OF THE MUNICIPAL MANAGER**

**RESOLVED TO RECOMMEND:**

1. That Council should appoint Mr. LD Kamolane as the Municipal Manager.
  2. That the Mayor must enter into a salary negotiation with the incoming Municipal Manager.
  3. That he should be appointed for a fixed term period of 3 (three) years ending 31 August 2017 (which is one year after the LG election cycle).
  4. That the Mayor must report the resolution of the Council on the appointment of the Municipal Manager within 14 days of the decision of Council to the MEC for COGTA in line with the clause 17 (3) (b) of the regulations for the appointment and conditions of employment of Senior Managers.
  5. That the Mayor must inform all interviewed candidates, including applicants who were unsuccessful, of the outcome of the interview.
  6. That the position of the Director Community Services be advertised with immediate effect.
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The meeting closed at 11:39

APPROVED:

*JA/S.*  
CHAIRPERSON: CLLR J MOCHELA

DATE: *07/08/2014*