

**AD HOC COMMITTEE ESTABLISHED BY THE NORTH WEST PROVINCIAL LEGISLATURE TO
INQUIRE INTO THE ALLEGATIONS MADE BY THE MAYOR OF NALEDI LOCAL
MUNICIPALITY**

INDEX: MR DITHOLE HENDRICK MOATE'S AFFIDAVIT

WITNESS BUNDLE No.5: "WB5"

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EXPLANATORY AFFIDAVIT IN RE:
AD HOC COMMITTEE INQUIRY INTO ALLEGATIONS OF IMPROPRIETY AGAINST THE
PREMIER OF THE NORTH WEST

I, the undersigned,

DITHOLE HENDRICK MOATE

do hereby make oath and state that:

1. I am an adult male employed by the Department of Cooperative Governance and Traditional Affairs ("COGTA"), North West Provincial Government as a Deputy Director: Capacity Building, with its offices situated at **2ND FLOOR, WEST WING, UNIVERSITY DRIVE, GARONA BUILDING, MAHIKENG**. In my capacity as such, I am attached to the Directorate: Municipal Administration and Governance.
2. Save where otherwise stated or where the context indicates to the contrary, the facts herein contained are within my personal knowledge and are to best of my knowledge and belief both true and correct. To the extent that some of the facts do not fall within my personal knowledge, I have in my control documents from whence I have extracted the information.
3. Where I make statements, which do not fall within my personal knowledge and or where I rely on facts from other people, which may constitute hearsay, I verily believe the information provided by such people as confirmed through their confirmation affidavits. as mentioned in the affidavit.

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THE PURPOSE OF THIS AFFIDAVIT

4. This affidavit was prepared in response to the invitation received from M. E. Tlou Attorneys, the evidence leading team appointed by the Ad Hoc Committee ("Ad Hoc Committee") of the North West Legislature, to conduct an Inquiry into allegations of impropriety against the Premier of the North West Province, Mr Lazarus Mokgosi, made by the Mayor of Naledi Local Municipality, Councillor Clifton Groep ("Mr Groep").
5. I understand that the Inquiry was specifically necessitated by allegations that the recruitment, selection and appointment report ("recruitment report") regarding the appointment of Mr Modisenyane Segapo ("Mr Segapo") as the Municipal Manager for the Naledi Local Municipality on 10 March 2023, was tampered with. The recruitment report referred to, is one that would have been received by the Member of the Executive Council for COGHSTA ("MEC") from Mr Groep as the Mayor of the Naledi Local Municipality after Mr Segapo's appointment, based on the prescripts of sections 54A (7)(a) of the Local Government: Municipal Systems Act 32 of 2000 ("Systems Act") and Regulation 17(3)(b) of the Local Government: Municipal Systems Act: Regulations on appointment and conditions of employment of senior managers (2014) ("Recruitment Regulations"), back in 2023.
6. Whilst I have no knowledge as to whether or not the report was in fact tampered with as alleged, nor have I been implicated in any manner herein, I have nevertheless been invited to assist the Ad Hoc Committee and provide information pertaining to the details of the specific value chain process followed within my Department in 2023 from the time the recruitment report was received, to the time that the report is received by the MEC: COGHTA, including the designations of persons involved in the entire process from

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beginning to the end until any communication is transmitted back to the Mayor in respect of such recruitment report. I provide such information in this affidavit.

BACKGROUND AND INTRODUCTION

7. I am advised that on 24 October 2025, M.E. Tlou Attorneys transmitted correspondence to the Head of Department: COGHTA - Dr. Mokotedi Bole ("HoD"). In this correspondence, the HoD was advised of the appointment, purpose and scope of the Ad Hoc Committee's mandate and Inquiry as, *inter alia*, to investigate, inquire into, make findings, report and make recommendations to the North West Legislature in respect of the following questions:

7.1. *Whether attempts were made directly or indirectly to tamper with the recruitment report that was prepared for and on behalf of Naledi Local Municipality which was to be submitted to the MEC for COGTA in respect of the process of recruitment and appointment of the Municipal Manager.*

7.2. *When and by whom were the attempts made to temper with the recruitment report directly or indirectly that was prepared for and on behalf of Naledi Local Municipality which was to be submitted to the MEC for COGTA in respect of the process of recruitment and appointment of the Municipal Manager.*

7.3. *Whether any member of the North West Provincial Legislature colluded with and/or participated in the attempt to tamper with the recruitment report that was prepared for and on behalf of Naledi Local Municipality directly or indirectly which was to be submitted to the MEC for COGTA in respect of the process of recruitment and appointment of the Municipal Manager.*

G.M

7.4. *Whether the conduct of any member of the North West Provincial Legislature in the alleged attempt directly or indirectly to tamper with the recruitment report in respect of the process of recruitment and appointment of the Municipal Manager of Naledi Local Municipality amounts to a serious misconduct or a serious violation of the Constitution or the law.*

7.5. *Provide a report to the Legislature with Findings and Recommendations on or before 30 November 2025."*

The correspondence to the HoD is attached hereto as "DM1".

8. I confirm further that I also engaged with M.E. Tlou attorneys through a virtual interview on 5 November 2025, the purpose of which was to obtain a statement from me regarding my professional involvement and role in the processing and/or evaluation of the recruitment report referred to above. It was nevertheless agreed that I would depose to this affidavit, wherein I deal with not only my role/involvement but also address certain key questions as I do so below.

RESPONSES TO KEY QUESTIONS

The key questions received from M.E. Tlou Attorneys are responded to as follows:

9. **My current employment position and my capacity in that position**

9.1 As already indicated above, I was permanently employed by COGTA in the position of Deputy Director: Capacity Building in 2023 when the recruitment report was submitted. I currently occupy the position of Acting Director: Municipal

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Administration & Governance. I continue to hold this position but wish to advise that the position now includes a role in Municipal Capacity Building.

- 9.2 My role includes but is not limited to the development and maintenance of capacity building systems with the following key responsibilities, including to implement and assess the impact of the performance of external capacity resources on municipalities, to monitor graduate interns and learnership programmes, assess and monitor the implementation of training programmes, compile capacity status reports, coordinate capacity building programmes in various districts assigned.
- 9.3 More importantly for purposes of this inquiry, my role includes but is not limited to assessing and monitoring municipal governance and compliance with relevant legislation, conducting policy analysis, identifying policy gaps, and recommending appropriate policy proposals on local public administration and human resources, and managing the implementation of formal interventions and conflict resolution within municipalities.
- 9.4 My role/involvement insofar as the recruitment report is concerned herein, relates to the assessment and monitoring whether the Naledi Municipal Council had complied with relevant constitutional and municipal legislative prescripts in the appointment of Mr Segapo, including to make recommendations based on the evaluation thereafter. More specifically, whether the MEC may legally support such appointment, including concerns supporting such recommendations.

10. Details of person/s who reported to me when the recruitment report was received for ultimate consideration by the MEC: COGHTA

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10.1 The persons who reported to me in 2023 when the recruitment report was received on 23 March 2025 were/are as follows:

10.1.1 Mrs Mabotshere Matseke - (Senior Administrative Officer)
 ("Mrs Matseke")

10.2 2 While Mrs Matseke and I were actively involved in preparing the submission to the Acting Chief Director: Municipal Administration and Governance [Mrs Elizabeth Mmutle] ("Mrs Mmutle"), Mr Kelotlhoko Plaatje (Assistant Director: Performance Management) was called upon to conduct a quality assurance exercise on the draft submission before it was submitted to the HoD.

10.3 These employees remain employed by the COGHTA.

11. **Explain the process followed after receipt of the Recruitment Report and identify the person/s who first received the original Recruitment Report at COGTA and at the MEC's Office**

11.1 The recruitment report was received by Mrs Mmutle on 23 March 2023. Mrs Mmutle thereafter handed the recruitment report to Mrs Matseke on 27 March 2023, who thereafter hand delivered the recruitment report to me on 31 March 2023.

11.2 I confirm that due to the urgency attached to the requirement that the MEC take appropriate steps to enforce compliance by any municipal council within fourteen (14) days of receipt of the recruitment report as prescribed in section 54A of the Systems Act, I worked with Mrs Matseke to assess the recruitment report immediately upon receipt on 31 March 2023, and made sure the findings

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and recommendations are submitted to the Acting Chief director, Mrs Mmutle on the same day.

11.3 Once the assessment and recommendations were received by Mrs Mmutle on 31 March 2023, I was no longer required to engage in the assessment and recommendations process.

11.4 Considering that my role concluded on 31 March 2023, I cannot speculate as to the process that was implemented thereafter or who received the Memorandum and recruitment file from the MEC's office and cannot speculate on why the HoD and/or MEC's office did not append signatures or a stamp on the top of the recruitment report or provide proof of receipt.

I attach hereto the recruitment report cover letter which demonstrates the chain of receipt and consideration within my department, including names and signatures marked "DM2", and the Memorandum on assessment and recommendations report dated 31 March 2023 signed by the MEC marked "DM3" to demonstrate the relevant persons involved in the process after my role was concluded.

12. **Mandatory procedure and/or preliminary assessment followed prior to the Municipal Report (Appointment of a Local Municipal Manager) reaching me**

12.1 The COGTA did not have a mandatory procedure or policy in place to guide how recruitment reports must be dealt with or handled, including how the chain of assessment must be.

12.2 It is based on practice that once a recruitment report is received, Mrs Matseke and myself, including colleagues in our positions, would commence or initiate the assessment process and thereafter make recommendations. The draft assessment report would thereafter be hand delivered to the Chief Director,

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who after considering same would append their signature and deliver same to the HoD, who would then submit the recommendations to the MEC.

12.3 I cannot speculate on whether this standard practice was implemented or not but wish to confirm that since its approval on 11 February 2025, the evaluation of recruitment report is conducted based on the *Terms of Reference: Municipal Senior Managers Appointment Evaluation Committee ("MSMAEC")* attached hereto as "**DM4**".

13. **Provide the template used for the assessment of the Recruitment Report including details of role**

13.1 It is crucial to note that embedded in "**DM3**" is the template developed by the COGHTA in line with the prescribed list per Regulation 17 (4) of the Recruitment Regulations.

13.2 For purposes of the assessment and recommendations in respect of the recruitment process, the template is contained or embedded in the table in paragraph 3 (**Prescribed Process**) that is relied upon based on prescribed legislative grounds, to undertake assessments in respect of compliance by municipal councils with prescribed timelines, advertisement requirements, substantive matters, panel composition, minimum applications, screening requirements, qualifications, experience and competencies, resolutions, minutes etc.

13.3 My role in this respect is to assess or evaluate whether the relevant constitutional and municipal legislative prescripts have been complied with, by systematically relying on this table based on Regulation 17(4), against senior management appointment prescripts.

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13.4 There is no draft assessment report available, as the draft was finally submitted to Mrs Mmutle on 31 March 2023. The table contained in paragraph 3 of "DM3" is the draft we worked on and once approved by the MEC, it is no longer a draft but becomes a final assessment and recommendation at that instance.

14. **Correspondence between the MEC and Mayor Groep regarding the MEC's response and position concerning the Recruitment Report for the appointment of Mr Segapo as the Municipal Manager**

14.1 I hereby confirm that I was not involved in the drafting or compiling of any letters/correspondence between the MEC and Mr Groep. I therefore cannot speculate on the identity of the drafter/s. I am also not aware of any other engagements between the MEC and Mr Groep, but for the correspondences below, copies of which were provided to me after the HoD informed me around September 2025 that Mr Groep had made allegations to the Portfolio Committee: COGTA regarding the recruitment report, and that the Ad Hoc Committee was charged with investigating allegations of possible tampering by the Premier of the North West Province in Mr Segapo recruitment process.

14.2 I confirm that I requested Mr Tshepiso Ntho to locate the below letters and make copies for me to understand what the contents of the letters were or about. He provided me with these copies on or around 30 October 2025:

14.2.1 Letter from the MEC dated 11 April 2023 and signed by the MEC on 26 April 2023 directed to Mr Groep marked "DM5", wherein the MEC confirms that Mr Segalo's appointment was not supported.

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14.2.2 Letter from Mr Groep to the MEC dated 10 May 2023 marked "DM6", wherein he defends Mr Segapo's appointment and appointment process.

14.2.3 Letter from the MEC dated and signed on 28 July 2023 marked "DM7", wherein the MEC describes Mr Groep's response as a new recruitment report, and wherein the MEC requested reasons for failure by Mr Groep to submit a comprehensive report initially with the recruitment report.

15. Why did the MEC not challenge the appointment of Mr Segapo when the MEC had communicated to the Mayor that he was not supportive of that appointment

15.1 I cannot speculate on the MEC's reasons not to challenge Mr Segapo's appointment.

15.2 It is noteworthy that while the MEC did not initiate proceedings, the MEC was cited in both the *High Court in Appolus and Others v Naledi Local Municipality and Others (UM53/2023) [2023] ZANWHC 173 (19 September 2023)*, application, wherein it was held on **19 September 2023** that the appointment of Mr Segapo as a Municipal Manager of the Naledi Local Municipality was declared unlawful and set aside, and the Naledi Local Municipality being ordered to commence with recruitment processes *de novo*, which finding the Supreme Court of Appeal in (*Naledi Local Municipality and Others v Appolus and Others (122/2024) [2025] ZASCA 171 (14 November 2025)*) confirmed and held on **14 November 2025** that the appointment remains unlawful and irregular.

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16. **Discrepancies in respect of date on the assessment report from the MEC to Naledi Local Municipality dated 11 April 2023 but which was signed by the MEC on 26 April 2023**

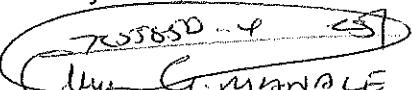
16.1 In my experience and based on the standard practice within the Directorate at the time, once Mrs Matseke and I have completed the assessment or evaluation and made our draft recommendations, our role has ended. Once the Acting Chief Director, Mrs Mmutle received the draft report from our level, she assessed same and made modifications and additions to the draft report as necessary for the HOD's attention.

16.2 I cannot, however, speculate on what transpired after the submissions were given to her on 31 March 2023.



DITHOLE HENDRICK MOATE

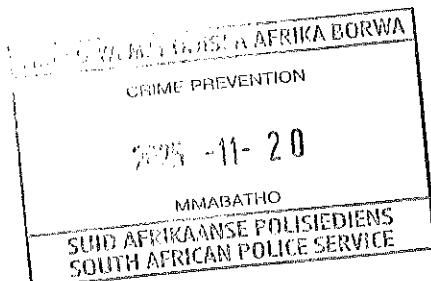
I certify that this Affidavit was signed and sworn to before me at MMABATHO on this the 20 day of NOVEMBER 2025, by the Deponent after he declared that he knew and understood the contents of this declaration, that he had no objection to taking the prescribed oath and has taken the prescribed oath which he considered binding on his conscience, having complied with the regulations contained in Government Notice R1258 of 21 July 1972, as amended.



Gomo Mmanale

COMMISSIONER OF OATHS

Full names: Gomo Mmanale
 Designation: CONSTABLE
 Address: 105 BATLHAPING STREET MMABATHO



G.M.

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Our Ref: Mr Tlou/NWPL/0012
 Your ref
 Date: 24 October 2025

The Head of Department

Department of Cooperative Governance and Traditional Affairs
 North West Province

"Very Very Urgent"

Dear Sir

**RE: AD HOC COMMITTEE ESTABLISHED BY THE NORTH WEST PROVINCIAL LEGISLATURE
 TO ENQUIRE INTO THE AUTHENTICITY OF THE ALLEGATIONS MADE BY THE MAYOR
 OF NALEDI LOCAL MUNICIPALITY**

1. We refer to the above matter and confirm our appointment by North West Provincial Legislature as part of the Evidence Leading Team to assist the Ad Hoc Committee in respect of the abovementioned enquiry.
2. More specifically on the Committee's mandate and inquiry, the terms of reference provide as follows:

"The Ad Hoc committee is to investigate, inquire into, make findings, report and recommend to the Legislature on:

- 4.1 *Whether attempts were made directly or indirectly to tamper with the recruitment report that was prepared for and on behalf of Naledi Local Municipality which was to be submitted to the MEC for COGTA in respect of the process of recruitment and appointment of the Municipal Manager.*

Firmly Resolved.

M. E. TLOU INC
 Director: Mokoka Edwin Tlou

Associates: A. Steenbok | N. Tlhabi | O. Molathwa | T. I. Sethunyane

Candidate Attorneys: T. Ndabeni | Z. L. Emtoch | M. Molamu

Consultants: O Mokonyama (Labour) | W. Coetze (Commercial Transactions)

R. Steenkamp (Conveyancing) | Dinana Reid (ICT) | A. Steenbok | M. S. Kubheka

REG: 2016/440 580/21 | VAT: 407 029 5367 | CSD: MAAA 061 8234 | LEVEL 1 BBBEE CONTRIBUTOR

4.2 *When and by whom were the attempts made to temper with the recruitment report directly or indirectly that was prepared for and on behalf of Naledi Local Municipality which was to be submitted to the MEC for COGTA in respect of the process of recruitment and appointment of the Municipal Manager.*

4.3 *Whether any member of the North West Provincial Legislature colluded with and/or participated in the attempt to tamper with the recruitment report that was prepared for and on behalf of Naledi Local Municipality directly or indirectly which was to be submitted to the MEC for COGTA in respect of the process of recruitment and appointment of the Municipal Manager.*

4.4 *Whether the conduct of any member of the North West Provincial Legislature in the alleged attempt directly or indirectly to tamper with the recruitment report in respect of the process of recruitment and appointment of the Municipal Manager of Naledi Local Municipality amounts to a serious misconduct or a serious violation of the Constitution or the law.*

4.5 *Provide a report to the Legislature with Findings and Recommendations on or before the 31st of November 2025.”*

3. These terms of reference arise from allegations made by the Mayor of Naledi Local Municipality, Mr Groep, which are premised on statements allegedly made to him by Mr Thabo Sejake and/or Mr Thabo Appollus, regarding incidents that occurred back in April and May 2023.

4. During our interview with Mayor Groep, we were informed that subsequent to the COGTA's report dated **11 April 2023** (which was a report on the process of appointing the Municipal Manager at Naledi Local Municipality) the following correspondence were further exchanged between COGTA and Naledi Local Municipality, to wit:

4.1 letter dated **10 May 2025** by Naledi Local Municipality addressed to the MEC, Department of Governance and Traditional Affairs;

4.2 letter dated **28 July 2025** by MEC, Department of COGHSTA addressed to Naledi Local Municipality in reply to the Municipality's letter dated **10 May 2025**;

Firmly Resolved.

M. E. TLOU INC
 Director: Mokoka Edwin Tlou
 Associates: A. Steenbok | N. Tlhabi | O. Molathwa | T. I. Sethunyane
 Candidate Attorneys: T. Ndabeni | Z. L Emtoch | M. Molamu
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 R. Steenkamp (Conveyancing) | Dinana Reid (ICT) | A. Steenbok | M. S. Kubheka

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4.3 letter dated **4 August 2025** by Naledi Local Municipality addressed to MEC, Department of COGHSTA.

5. We do not have in our possession the letter dated **28 July 2025** and accordingly request a copy thereof.

6. We further wish to enquire if further correspondences were exchanged between the Department and the Municipality relating to the said report , if so , we kindly request a copy thereof.

Kind Regards,

M E TLOU INCORPORATED

per: **Mokoka E. Tlou**
edwin@tlouattorneys.co.za
malebogo@tlouattorneys.co.za

Dictate by Tlou, Electronically sent, therefore unsigned

Firmly Resolved.

M. E. TLOU INC
Director: Mokoka Edwin Tlou
Associates: A. Steenbok | N. Tlhabi | O. Molathwa | T. I. Sethunyane
Candidate Attorneys: T. Ndabeni | Z. L Emtoch | M. Molamu
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"DMZ"

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LEFAPHA : MAYOR
DEPARTEMENT :

Received 23/03/2023
by SMC Manager
time 15h56

Ref. No.
No. Tshupelso
Verw. Nr.

Enquiries
Dipotsiso T TIKANE
Navrae

23 MARCH 2023

Hon. MEC. NDP Maloyi
The MEC
North West CoGHSTA
27 James Watt Cres
Mafikeng Industrial
Mahikeng
2745

Back from
Mae Muttle's
office on
19/03/2023

Hon. MEC. NDP Maloyi

**REPORT ON THE PROCESS OF APPOINTING THE POSITION AT MUNICIPALITY NALEDI
LOCAL MUNICIPALITY**

The above matter refers.

As per sec 54A (7) (a) and Sec 56 (4A) (a) "The Municipal Council must, within 14 days, inform the MEC for Local Government of the appointment process and outcome as may be prescribed"

Accordingly, hereby find this report.

The position of Municipal Manager became vacant on 31 October 2022. The position was advertised on the 23 October 2022 and closed on the 07 November 2022. Shortlisting was conducted on 09 November 2022 and interviews were held on the 22 November 2022. The full screening report including Competency Results were submitted to Council on 10 March 2023.

Attached find all information as required by Section 17(4) of the Regulations on the Appointment and Conditions of Employment of Senior Manager, Government Gazette 37245 dated 17 January 2014.

P.Moipatai
Received 12h20
03/04/2023

Received 27/03/2023
B. Bester 31/03/2023
Received 31/03/2023
Received 31/03/2023
M.E.



cogta

Department:
Cooperative Governance and
Traditional Affairs
North West Provincial Government
REPUBLIC OF SOUTH AFRICA

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Enquiry DH Moale
Tel: 018 388 35444
Ref: 2/4/1

**TO : THE MEC FOR COOPERATIVE GOVERNANCE, HUMAN
SETTLEMENT AND TRADITIONAL AFFAIRS**

THROUGH : HEAD OF DEPARTMENT

FROM : DIRECTOR MUNICIPAL ADMINISTRATION

DATE : 31 MARCH 2023

**SUBJECT : REPORT ON THE PROCESS OF APPOINTING THE POSITION
OF THE MUNICIPAL MANAGER AT NALEDI LOCAL
MUNICIPALITY.**

1. PURPOSE

- To notify the MEC of the Municipal Manager's appointment report by Municipal Council of Naledi LM and
- To present evaluation outcome and advise the MEC accordingly.

2. BACKGROUND/ DISCUSSION

Origin - Dates of receipt – The appointment report is dated 23 March 2023, the date the appointment report received by the MEC's office is 23 /03/2023 and after due delegation protocol it was finally received by the Directorate Municipal Administration on 27/ 03/2023 and processed on the 31 March 2023.

Significance – The appointment of senior managers is the exclusive function of Municipal Councils. The role of MEC in terms of Municipal Systems Act including its valid regulations and guidelines as amended is to exercise oversight and in the event of non-compliance by the Municipal Councils, to enforce remedies. Furthermore the MEC relies on

APPOINTMENT REPORT OF THE MUNICIPAL MANAGER-NALEDI LOCAL MUNICIPALITY
 Regulations on appointment and Conditions of Employment for senior manager in particular Regulation 17

3. PRESCRIBED PROCESS

The MEC confines himself with the procedural and substantive requirements in so far as it relates to the appointment of municipal senior managers by focusing on the documents submitted as per Reg 17(4).

3.1 Evaluation of process matters

3.1.1 Timelines

Reg.	Activity	Actual	Comments
10(1)	Advertisement placed on the newspaper (city press)	23/10/2022	Compliant(National News Paper)
10(3)(k)	Closing date of advert (min 14 and max 30 days)	07/11/2022	Compliant(14 Days)
13(2)	Shortlist within 30 days	09/11/2022	Complaint (4 Days)
14(1)	Screening within 21 days of shortlisting	18/11/2022	Compliant (7 Days)
15(1)	Conduct interviews with 21days of screening	25/01/2023	Non-compliant (44 days)

3.2 Evaluation of Substantive matters

3.2.1 Prescribed documents ,

Reg	Activity	Actual	Comments
17(4)(a)	Details of advertisement including date of issue and the name of newspaper in which the advert was published	Attached,	Compliant

APPOINTMENT REPORT OF THE MUNICIPAL MANAGER-NALEDI LOCAL MUNICIPALITY

Reg	Activity	Actual	Comments
17(4)(b)	A list of all applicants.	Attached.	Compliant
17(4)(c)	Screening report.	<ul style="list-style-type: none"> - Attached but incomplete, No letter from National Cogta or evidence from the municipality that the request for screening was sent to national cogta - MIE screening result is dated 1st July 2021 which is prior the vacancy date (31 October 2022). 	Non-Compliant
17(4)(d)	Council resolution i.r.o: <ul style="list-style-type: none"> • Approval of selection panel • Approval of shortlisted candidates 	Attached	Compliant

APPOINTMENT REPORT OF THE MUNICIPAL MANAGER-NALEDI LOCAL MUNICIPALITY

Reg	Activity	Actual	Comments
17(4)(f)	Minutes of the shortlisting meeting.	Attached,	Non-Compliant, those attached not mentioning the shortlisted candidates. The minutes only speaks to re-advertisement.
17(4)(g)	Minutes of the interviews including scoring.	Attached ,	Non-Compliant, not mentioning the top three candidates and those recommended for competency assessment.
17(4)(h)	Recommendations of selection panel to Council.	Not Attached	Non-Compliant, only the Executive committee report attached.
17(4)(k)	Municipal council resolution approving the appointment of the successful candidate.	Attached	Compliant
17(4)(l)	Attach application form, CV and qualifications of successful candidate	Attached	Compliant
17(4)(m)	Written confirmation by the successful candidate that he does not hold political office.	Not Attached	Non- Compliant

APPOINTMENT REPORT OF THE MUNICIPAL MANAGER-NALEDI LOCAL MUNICIPALITY

Reg	Activity	Actual	Comments
17(4)(n)	A letter of appointment, outlining the term of contract, remuneration and conditions of employment of senior managers.	Attached	The term of contract as reflected on the letter is non-compliant as it exceeds the term of Council by 4 months.
17(4)(o)	Any other information relevant to the appointment.	None	None

3.2.2 Summary of Outcome.

The appointment report partially complies with the prescribed content requirements. The issues of non-compliance are the following:

- Interviews were conducted 44 days after screening process, which is more by 23 days of screening process and that is in contravention to Reg. 15(1) on appointment and conditions of employment of Senior Managers.
- The screening report is attached but incomplete, there is no letter from National Cogta or evidence from the municipality that the request for screening was sent to National Cogta.
- MIE screening result is dated 1st July 2021 which is prior the vacancy date (31 October 2022).
- Minutes of shortlisting non-Compliant, those attached not mentioning the shortlisted candidates. The minutes only speaks to re-advertisement.
- Minutes of the interviews non-Compliant, not mentioning the top three candidates and those recommended for competency assessment.

APPOINTMENT REPORT OF THE MUNICIPAL MANAGER-NALEDI LOCAL MUNICIPALITY

- No written confirmation attached by the successful candidate that he does not hold political office.
- The term of contract as reflected on the letter of appointment is non-compliant as it exceeds the term of Council by 4 months

In overall the recruitment process partially complies with the prescribed requirements.

3.3 Panel composition

The composition of the selection panel complies with the regulation 12(3).

3.4 Qualifications, experience and competencies

Comparable competency profile and the incumbent 's qualifications for the post of the Municipal Manager is hereby evaluated.

Prescribed qualifications and experience as per Annexure B	Mr MT Segapo	Comments
Qualifications Bachelor Degree in Public Administration/Management Sciences/Social Sciences/Law or equivalent.	Qualifications • Biuris Degree • Municipal Financial Development Programme	Compliant, qualifications are consistent with Annexure B to the regulations.

APPOINTMENT REPORT OF THE MUNICIPAL MANAGER-NALEDI LOCAL MUNICIPALITY

Experience	Experience	Comments
5 years' experience at senior management level.	<p>More than 5 Year Senior Management Experience,</p> <ul style="list-style-type: none"> • 5 Years, Municipal Manager, Naledi LM (2011-2016) • 1 Yr, 2Months as a Municipal Manager, Naledi LM. • The rest of the experience is not regarded as senior management experience and therefore it is not counted. 	Compliant
Competency	Competent	Complies
<u>Assessment outcome of Annexure B to the Regulations</u>		<ul style="list-style-type: none"> • Compliant • Compliant • Compliant

3.5 Outcomes

- **Qualifications.** The qualifications are compliant, the incumbent holds Relevant Bachelor's Degree.
- **Experience.** The experience is compliant, the incumbent holds more than the prescribed experience.
- **Competency assessment.** The results for the incumbent are Compliant, in that, the incumbent has been declared competent after the competency assessment process.

APPOINTMENT REPORT OF THE MUNICIPAL MANAGER-NALEDI LOCAL MUNICIPALITY**4. IMPLICATIONS****4.1 Financial Implications**

There is no financial implications for the department.

4.2 Personnel Implications

There is no personnel implications for the department because recruitment process is the responsibility of municipality.

4.3 Communication Implications

Communication has been done by MEC circular giving guidance on this matter.

4.4 Political Implications

Positive public image will be derived by MEC by promptly processing this application to support the municipality to comply. Furthermore, the MEC will be discharging her political duty in ensuring management competence for service delivery in affected municipalities in line with the abovementioned regulations.

5. OPTIONS

There are only two options namely support the appointment process and outcome or not-supporting the appointment process and outcome by advising municipality to enforce remedies.

Option 1: Support – This option is applicable where compliance is 100% or otherwise substantive. If minor non-compliance issues are immaterial, support should be given.

APPOINTMENT REPORT OF THE MUNICIPAL MANAGER-NALEDI LOCAL MUNICIPALITY

Option 2: Non-support – If there is substantive non-compliance with regulations and annexure B, the municipality should be advised to enforce remedies.

6. CONSULTATION

Internal – Not applicable in this instance

External – Not applicable in this instance

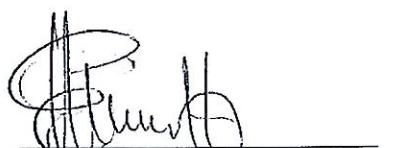
7. CONCLUSION

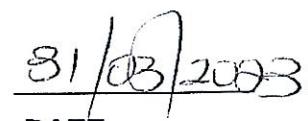
In overall the **recruitment process** partially complies with the prescribed requirements of the Regulations on appointment and conditions of employment of Senior Managers, therefore it is not supported.

8. RECOMENDATIONS

It is recommended that the MEC:

- Notes the report;
- Not support the appointment made by municipal council.
- Signs the attached report and feedback letter to the Municipal Council



MRS ELIZABETH MMUTLE**ACTING CHIEF DIRECTOR LOCAL GOVERNANCE**
31/03/2003
DATE

APPOINTMENT REPORT OF THE MUNICIPAL MANAGER-NALEDI LOCAL MUNICIPALITY
RECOMMENDED / NOT RECOMMENDED

The attention of the MEC is drawn on Section 3.2.2
"Summary of the outcome" in the report which raises serious
issues of irregularities. Therefore I recommend that the MEC should not
approve this report.


DR M.S. BOLE

03/04/2023
DATE

HEAD OF DEPARTMENT COGTA

APPROVED/NOT APPROVED


HON. PDN MALOYI
MEC COGSHTA

26/04/23
DATE



OFFICE OF THE HOD

2nd Floor West Wing, University Drive
Garona Building
Private Bag X 2145, Mmabatho, 2735
Tel: +27 (0) 18 388 2892

House No. 1 Lowe Complex, Old Parliament, Mmabatho, 2735
Chief Directorate: Traditional Affairs, Private Bag X2005
Mmabatho, 2735
Tel: +27 (0) 18 388 4494 Fax: +27 (0) 86 651 7885

TERMS OF REFERENCE: MUNICIPAL SENIOR MANAGERS APPOINTMENT EVALUATION COMMITTEE (MSMAEC)

Preamble

Municipalities continue to encounter institutional challenges in the course and scope of administering issues of recruitment, selection and appointment of senior managers in the province of North West. The causes for these challenges mainly hinge on lack of appreciation by office bearers on the hard and fast letter of rules regulating process and procedure underpinning performance of their responsibilities as per Municipal Systems Act, 2000 as amended read together with Regulations on Appointment and Conditions of Service for Senior Managers, 2014.

Department of Cooperative Governance and Traditional Affairs ("COGTA NW") through the express supervisory authority vested in the MEC within the contours of the Systems Act and its regulations, is required to provide sound oversight on the implementation of executive responsibility by municipal councils as envisaged in the provisions.

The current institutional controls in the department have proven to fall short of effectively providing assurance by the department in addressing the shortcomings that emanate from poor decision making by municipal office bearers on this matter. Inadequate Checks and Balances operating model by the department in dealing with such shortcomings, often carries undesirable consequences of knee-jerk reaction and short-gun approach measures.

On this basis, and as an effort to formally institutionalize the business mapping process in dealing with referrals by municipal councils to the MEC emanating from section 54A &

and section 56 of the Municipal Systems Act, the department hereby establishes a committee whose functions are sufficiently spelled out in Schedule 1 to these Terms of Reference.

1. Definitions

- (a) "**committee**" means Municipal Senior Managers Appointment Evaluation Committee;
- (b) "**department**" means the North West Department of Cooperative Governance and Traditional Affairs;
- (c) "**HOD**" means the Head of Department for Cooperative Governance and Traditional Affairs, North West;
- (d) "**member**" means a member of Municipal Senior Managers Appointment Evaluation Committee; and the word "members" refers to more than one member of the Committee;
- (e) "**MEC**" means the Member of Executive Council responsible for local government function in North West;
- (f) "**Regulations**" means Regulations on Appointment and Conditions of Service for Senior Managers, 2014;
- (g) "**Systems Act**" means the Municipal Systems Act No.32 of 2000 as amended;
- (h) "**Day**" to be defined in terms of section 4 of the Interpretation Act of 1957 and for purposes of MSMAEC meetings, working days shall apply.

Establishment of the committee

The committee is hereby established and shall be called Municipal Senior Managers Appointment Evaluation Committee (MSMAEC)

2. Term of the committee

The term of the committee is effective from the 23rd August 2024, and shall subsist for a period of one year.

3. Membership and the composition of the committee

The Head of Department ("HOD COGTA") shall appoint members of the committee from the identified line functions in the department, and the number thereof shall not be less than Five (5) and not more than seven (7). The HoD shall appoint the chairperson of the committee who may delegate a chairperson in his/her absence for operational efficiency and the secretariat will be drawn from the unit whose functions relate to the appointment of senior managers in municipalities.

4. Functions of the committee

The committee is established as an advisory body to the Executing Authority through the Director Municipal Administration whose primary role in the value chain shall be to make recommendations to the MEC and the functions thereof shall be as per Schedule 1 herein.

5. Reporting by the committee

The committee shall be administratively accountable to the Director responsible for Municipal Administration. The committee may, whenever the HOD deems it fit, be required or its chairperson or designated member, to attend meetings as called by the HoD or MEC on matters of appointment of senior managers in municipalities.

6. Frequency of reporting

The committee shall develop its own calendar for standing meetings, and shall convene special meetings when circumstances require. The committee shall as per its Standard Operating Procedure attached as Schedule 2 herein, regularly report the Director Municipal Administration who will report to the HoD through the Chief Director Local Governance on its business, particularly considerate of the legislated timelines regulating specific decisions by the MEC.

Miscellaneous

The committee may also be required to initiate inputs into reviews of statute/s and/or policies applicable to the area of appointment and conditions of service for senior managers for municipalities as part of strengthening its capacity.

Title of the committee

The committee shall officially be called Municipal Senior Managers' Appointment Evaluation Committee and the acronym MSMAEC shall be used as interchangeable reference to the committee.

Schedule 1

Scope of competence

1. To evaluate appointment reports received from the MEC
2. The committee is responsible to advise the Director Municipal Administration who shall make recommendations to Chief Director, HoD and MEC;
3. To quality-assure the work of the secretariat.

Schedule 2

Standard Operating Procedure

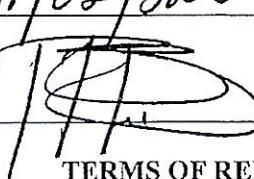
ACTIVITY	TIMELINE	RESPONSIBILITY
1. Municipal appointment report is received by MEC's office	Day 1	MEC'S Office
2. Make a copy for Minister same day	Day 1	MEC's Office
3. Submit copied files to the Minister per s57 & S56 of MSA	Day 2	MEC's Office
4. Submit appointment file to Directorate Municipal Administration for compliance evaluation	Day 1	MEC's Office

5. Paginate a file consecutively from the first to the last page	Day2	Secretariat
6. Scan a paginated file and save in a folder	Day 2	Secretariat
7. Record the file in a spreadsheet register	Day 3	
8. Populate the standard table of contents control sheet	Day 3	Secretariat
9. Arrange a meeting of MSMAEC members targeting day 6	Day 6	Secretariat
10. Complete compliance pre - evaluation within 4 days	Day 4	Secretariat
11. Hold a quality assurance meeting	Day 5	MSMAEC
12. Compile a <u>draft compliance evaluation report</u> and draft feedback letter for MEC's attention and signature	Day 6	MSMAEC
13. Submission of the report and feedback letter to the Director Municipal Administration	Day 7	MSMAEC
14. Director responsible for Municipal Administration, Checks, signs and sends off the report to the relevant authorities.	Day 8	Director Municipal Administration
15. The report to be signed by the Chief Director, HoD and approved by the MEC.	Day 9	Chief Director, HoD and MEC
16. Receive remedial actions from municipal council and revise the MEC's feedback letter; incorporating advise that the MEC should take legal action.	Day 12	Director Municipal Administration

Approved by : A. M. S. Bote

Capacity : HEAD OF DEPARTMENT

Date of Approval : 11/02/2025

Signature : 



cogta

Department:
Cooperative Governance and
Traditional Affairs
North West Provincial Government
REPUBLIC OF SOUTH AFRICA



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MUNICIPAL ADMINISTRATION

2nd Floor West Wing, University Drive
Garonia Building
Private Bag X 2145, Mmabatho, 2735
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Chief Directorate: Traditional Affairs, Private Bag X2005
Mmabatho, 2735
Tel: +27 (0) 18 388 4494 Fax: +27 (0) 86 651 7885

Enquiries: DH Moate
Tel: 018 388 4377

11 APRIL 2023

THE MAYOR

NALEDI LOCAL MUNICIPALITY

P.O.BOX 35

VRYBURG

8600

ATTENTION: CLLR CJ GROEP

**SUBJECT: REPORT ON THE PROCESS OF APPOINTING THE MUNICIPAL
MANAGER AT NALEDI LOCAL MUNICIPALITY.**

1. Your report dated 23 March 2023 refers,
2. The appointment report as submitted has been evaluated against the requirements of the Local Government Municipal Senior management Regulations as follows,

2.1 PRESCRIBED PROCESS – EVALUATION OF PROCESS MATTERS.

The MEC confines himself with the procedural and substantive requirements in so far as it relates to the appointment of municipal senior managers by focusing on the documents submitted as per Reg. 17(4).

Evaluation of process matters- Timelines

Reg.	Activity	Actual	Comments
10(1)	Advertisement placed on the newspaper (city press)	23/10/2022	Compliant(National News Paper)

RESPONSE LETTER TO NALEDI LM – APPOINTMENT REPORT OF THE MUNICIPAL MANAGER

10(3)(k)	Closing date of advert (min 14 and max 30 days)	07/11/2022	Compliant(14 Days)
13(2)	Shortlist within 30 days	09/11/2022	Complaint (4 Days)
14(1)	Screening within 21 days of shortlisting	18/11/2022	Compliant (7 Days)
15(1)	Conduct interviews with 21days of screening	25/01/2023	Non-compliant (44 days)

Summary of Outcome

The appointment report partially complies with the prescribed content requirements. The issues of non-compliance are the following:

- Interviews were conducted 44 days after screening process, which is more by 23 days of screening process and that is in contravention to Reg. 15(1) on appointment and conditions of employment of Senior Managers.
- The screening report is attached but incomplete, there is no letter from National Cogta or evidence from the municipality that the request for screening was sent to National Cogta.
- MIE screening result is dated 1st July 2021 which is prior the vacancy date (31 October 2022).
- Minutes of shortlisting non-Compliant, those attached not mentioning the shortlisted candidates. The minutes only speaks to re-advertisement.
- Minutes of the interviews non-Compliant, not mentioning the top three candidates and those recommended for competency assessment.
- No written confirmation attached by the successful candidate that he does not hold political office.
- The term of contract as reflected on the letter of appointment is non-compliant as it exceeds the term of Council by 4 months

In overall the recruitment process partially complies with the prescribed requirements.

RESPONSE LETTER TO NALEDI LM – APPOINTMENT REPORT OF THE MUNICIPAL MANAGER

2.2 QUALIFICATIONS, EXPERIENCE AND COMPETENCIES

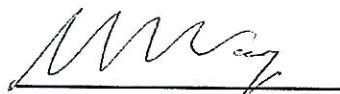
Comparable competency profile and the incumbent's qualifications for the post of the municipal manager.

Prescribed qualifications and experience as per Annexure B	Mr MT Segapo	Comments
Qualifications Bachelor Degree in Public Administration/Management Sciences/Social Sciences/Law or equivalent.	Qualifications • Biuris Degree • Municipal Financial Development Programme	Compliant, qualifications are consistent with Annexure B to the regulations.
Experience 5 years' experience at senior management level.	Experience More than 5 Year Senior Management Experience,	Comments Compliant
Competency	Competent	Complies
<u>Assessment outcome of Annexure B to the Regulations</u>		<ul style="list-style-type: none"> • Qualifications – In line with Annexure B • Years of Experience – Compliant • Competency – Competent

Response. According to the information at my disposal the **recruitment process** partially complies with the prescribed requirements of the Regulations on appointment and conditions of employment of Senior Managers, therefore it is not supported.

RESPONSE LETTER TO NALEDI LM – APPOINTMENT REPORT OF THE MUNICIPAL MANAGER

Regards



HON. PDN MALOYI
MEC COGSHTA

26/04/23

DATE



Local Municipality
Masepala wa Selegae
Plaaslike Munisipaliteit

NALEDI

P O Box / Lebokose Post / Posbus 35
VRYBURG
8600

35
"DMb" 35

TEL / MOGALA / TELE: 053 928 2199
FAX / FEKESE / FAKS: 053 927 0977
053 927 3482

*Address all letters to the Office of the Mayor
Makwalo otthe a lebesiwe go Rra Toropo wa Naledi
Rig alle briewe aan die Munisipale Bestuurder*

OFFICE OF THE MAYOR

Ref:
No. Tshupetso: 10/5/1
Verw. Nr.

Enquiries:
Dipotsiso: GROEP/cj
Navrae:

10 MAY 2023

THE HONOURABLE MEC
DEPARTMENT: GOVERNANCE AND
TRADITIONAL AFFAIRS
NORTH WEST PROVINCE

U VERW:
YOUR REF: HON PDN MALOYI

Sir

REPORT ON THE PROCESS OF APPOINTING THE MUNICIPAL MANAGER AT NALEDI LOCAL MUNICIPALITY

Your letter dated 11 April 2023 has reference.

I have noted the concerns raised in your letter and wish to respond as follows to your concerns:

The advertisement inviting candidates to apply for the vacant position of Municipal Manager was published in a national newspaper on the 23rd of October 2022. On the 11th of November 2022 the screening of the candidates were done and the relative information of the candidates were captured by a Miss Anne-Marie Dubber, Manager: Human Resources Management.

I attach copies of the front page of the MIE: PERSONAL CREDENTIAL VERIFICATION REPORT of each of the applicants. Copies attached hereto marked annexure "A1" - "A5".

Miss Dubber, on the same day, sent a Verification of Misconduct letter to CoGTA. A copy of the letter is attached, marked annexure "B1".

I pause to point out that Miss Dubber, on the 17th of November 2022, again wrote to CoGTA enquiring about a time frame within which the requested information could be expected. A copy of the e-mail is attached hereto, marked as annexure "B2".

On the 18th of November 2022 Miss Dubber prepared a Memorandum *inter alia* confirming that the screening was done and that the MIE was prepared and attached to the Memorandum as annexure "D". A copy of the Memorandum is attached hereto, marked as annexure "C" and a copy of the MIE, marked as annexure "D".

On the 22nd of November 2022 interviews were conducted with four of the candidates that were invited. It is clear that the interviews were conducted 11 days after the screening of all the applicants were completed. A quick calculation of the time between the placing of the advertisement and conducting of interviews, would suggest that the interviews were conducted in less than 30 days after the advertisement were placed, it is therefore totally impossible to have conducted the interviews 44 days after the screening process was completed.

We attach a copy of the Minutes in respect of the shortlisting of the candidates that were ultimately invited to be interviewed, marked as annexure "H". The Minutes clearly indicates that Council indeed complied with all the relevant requirements.

I further drafted Minutes of the interviews, listing all the candidates that was invited to the interviews, and was indeed interviewed in person, the particulars of the candidate that was interviewed virtually and the candidate that withdrew from the interviewing process.

The Minutes clearly indicated the scoring of all the candidates that were interviewed and quite clearly recommends that the top three candidates be subjected to competency assessment. A copy of the Minutes is attached hereto, marked as annexure "E".

I further attach a copy of a letter by the Municipal Manager, Mr Segapo, to the Mayor, confirming that he does not hold any political office, marked as annexure "F".

The Municipal Manager was appointed for the period 13 March 2023 to 12 March 2028 subject to Section 57(6)(a) of the Municipal Systems Act and it is my humble submission that his term of office will not exceed of a New Council by a period of more than one year, in compliance with Section 57(6)(a) of the Municipal Systems Act. We attach a copy of the front page of the appointment letter which is self-explanatory, marked as annexure "G".

It is our instructions that all the above mentioned documents form part of the report regarding the Municipal Manager's appointment that was sent to the MEC COGSA.

I humbly submit that we duly complied with all the statutory requirements in the appointment of Mr T M Segapo as Municipal Manager of the Naledi Local Municipality.

Yours faithfully



CLLR C J GROEP
MAYOR – HNALEDI LOCAL MUNICIPALITY

✓ MIE: Personal Credential Verification Report

Ref No: 15182280



Request Details

Client	:	Naledi Local Municipality	Branch	:	Naledi Local Municipality
Agent	:	Anna-Marie Dubber	Date Captured	:	2022-11-17 12:52
Reason	:	Screening for recruitment			

Candidate

Surname	:	Segapo	Names	:	Modisenyane Thompson
SA ID	:	7201215481083	Birth Date	:	1972-01-21
Nationality	:	South Africa			

Risk Summary

- Qualification - UMALUSI - National Secondary - South Africa
- Qualification - Tertiary Course - South Africa
- Qualification - National Qualifications Register - South Africa
- Qualification - Tertiary Course - South Africa

Inquiry

Qualification - UMALUSI - National Secondary - South Africa

<input checked="" type="checkbox"/> Umalusi			
Qualification Name	:	Matric	Year
Institution	:	Bopaganang Public School	Student/Certificate Number
Student Name on Qualification	:	Modisenyane Thompson Segapo	ID On Certificate
Qualification Reason	:	Verification of Employment and Qualifications for fraud prevention and detection.	Qualification Type

Umalusi : 2022-11-17 14:26:06

- Positive - Qualification has been awarded to Candidate.

<input checked="" type="checkbox"/> Qualification Tested			
Qualification Name	:	Matric	Year
Institution	:	South African Certification Council	Qualification Type

Qualification - Tertiary Course - South Africa

<input checked="" type="checkbox"/> Qualification General			
Qualification Name	:	Certificate: Housing Policy Development & Management	Year
Institution	:	University Of Witwatersrand	Student Name on Qualification Certificate
Qualification Reason	:	Verification of Employment and Qualifications for fraud prevention and detection.	

Supplier: Pending

Result: Pending

Qualification - Tertiary Course - South Africa

<input checked="" type="checkbox"/> Qualification General			
Qualification Name	:	Certificate: Municipal Finance Management	Year
Institution	:	Local Government Sector Education Training Authority (igseta)	Student/Certificate/Member Number
Student Name on Qualification Certificate	:	Modisenyane Thompson Segapo	ID On Certificate

Risk Legend:	<input checked="" type="checkbox"/> Risk	<input checked="" type="checkbox"/> No risk	<input checked="" type="checkbox"/> Result pending	<input checked="" type="checkbox"/> Risk not determined
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Phone: +27 12 644 4000 Email: info@mie.co.za

Printed on 22 November 2022 at 08:00

Page 1 of 3

✓ MIE: Personal Credential Verification Report
Ref No: 15182442



Request Details

Client	:	Naledi Local Municipality	Branch	:	Naledi Local Municipality
Agent	:	Anna-Marie Dubber	Date Captured	:	2022-11-17 13:07
Reason	:	Screening for recruitment			

Candidate

Surname	:	Sikhosana	Names	:	Zweliphansi Stanley
SA ID	:	7003295566084	Birth Date	:	1970-03-29
Nationality	:	South Africa			

Risk Summary

- ✓ Qualification - UMAIUSI - National Secondary - South Africa
- ✓ Qualification - National Qualifications Register - South Africa
- ✓ Qualification - National Qualifications Register - South Africa
- ✓ Qualification - Tertiary Course - South Africa
- ✓ Qualification - National Tertiary - South Africa
- ✓ Qualification - National Qualifications Register - South Africa
- ✓ Qualification - National Qualifications Register - South Africa

Inquiry

Qualification - UMAIUSI - National Secondary - South Africa

<input checked="" type="checkbox"/> Umalusi			
Qualification Name	:	Matric	Year
Institution	:	South African Certification Council	Student/Certificate Number
Student Name on Qualification	:	Stanley S'kوسانا	ID On Certificate
Qualification Reason	:	Verification of Employment and Qualifications for fraud prevention and detection.	Qualification Type
<input checked="" type="checkbox"/> Supplier: Pending			
<input checked="" type="checkbox"/> Result: Pending			

Qualification - National Tertiary - South Africa

<input checked="" type="checkbox"/> Qualification General			
Qualification Name	:	National Diploma: Human Resource Management & Practice	Year
Institution	:	South African Board For People Practices - Sabpp	Student/Certificate/Member Number
Student Name on Qualification Certificate	:	Zweliphansi Stanley Sikhosana	ID On Certificate
Qualification Reason	:	Verification of Employment and Qualifications for fraud prevention and detection.	
<input checked="" type="checkbox"/> Supplier: Pending			
<input checked="" type="checkbox"/> Result: Pending			

Qualification - National Qualifications Register - South Africa

<input checked="" type="checkbox"/> Qualification General			
Qualification Name	:	Higher Diploma: Education	Year
Institution	:	University Of Kwazulu Natal	Student/Certificate/Member Number
Student Name on Qualification Certificate	:	Stanley S'kوسانا	Qualification Reason
			Verification of Employment and Qualifications for fraud prevention and detection.

Risk Legend:	<input checked="" type="checkbox"/> Risk	<input checked="" type="checkbox"/> No risk	<input checked="" type="checkbox"/> Result pending	<input checked="" type="checkbox"/> Risk not determined
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✓ MIE: Personal Credential Verification Report
Ref No: 15182602

A3
39



Request Details

Client	:	Naledi Local Municipality	Branch	:	Naledi Local Municipality
Agent	:	Anna-Marie Dubber	Date Captured	:	2022-11-17 13:24
Reason	:	Screening for recruitment			

Candidate

Surname	:	Moropa	Names	:	Mogobadi Erick
SA ID	:	6703235404087	Birth Date	:	1967-03-23
Nationality	:	South Africa			

Risk Summary

✓ Qualification - National Secondary Department - South Africa	✓ Qualification - National Qualifications Register - South Africa
✓ Qualification - National Qualifications Register - South Africa	✓ Qualification - Tertiary Course - South Africa
✓ Qualification - National Qualifications Register - South Africa	✓ Qualification - National Qualifications Register - South Africa

Inquiry

Qualification - National Secondary Department - South Africa

✓ Qualification General					
Qualification Name	:	National Senior Certificate	Year	:	1988
Institution	:	Baphadima High School	Student/Certificate/Member Number	:	A17683842
Student Name on Qualification Certificate	:	Moropa Mogobadi Erick	Qualification Reason	:	Verification of Employment and Qualifications for fraud prevention and detection.

Supplier: Pending

Result: Pending

Qualification - National Qualifications Register - South Africa

✓ Qualification General					
Qualification Name	:	Bachelor Of Arts	Year	:	1992
Institution	:	University Of Limpopo	Student/Certificate/Member Number	:	88062196
Student Name on Qualification Certificate	:	Moropa Erick Mogobadi	Qualification Reason	:	Verification of Employment and Qualifications for fraud prevention and detection.

University of Limpopo : 2022-11-17 13:33:02

✓ Positive - Qualification has been awarded to Candidate.

Qualification Tested

Qualification Name	:	Bachelor Of Arts	Year	:	1992
Institution	:	University Of The North	Student/Certificate/Member Number	:	88062196
Student Name on Qualification Certificate	:	Moropa Erick Mogobadi			

Qualification - National Qualifications Register - South Africa

✓ Qualification General					
Qualification Name	:	Higher Diploma: Education	Year	:	1993
Institution	:	University Of Limpopo	Student/Certificate/Member Number	:	88062196

Risk Legend:	<input checked="" type="checkbox"/> Risk	<input checked="" type="checkbox"/> No risk	<input checked="" type="checkbox"/> Result pending	<input checked="" type="checkbox"/> Risk not determined
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Page 1 of 3

✓ MIE: Personal Credential Verification Report

Ref No: 15182765

A4 40



Request Details

Client	:	Naledi Local Municipality	Branch	:	Naledi Local Municipality
Agent	:	Anna-Marie Dubber	Date Captured	:	2022-11-17 13:35
Reason	:	Screening for recruitment			

Candidate

Surname	:	Mankabidi	Names	:	Maseye Elias
SA ID	:	6902275570084	Birth Date	:	1969-02-27
Nationality	:	South Africa			

Risk Summary

- ✓ Qualification - National Qualifications Register - South Africa
- ✓ Qualification - Tertiary Course - South Africa
- ✓ Qualification - Tertiary Course - South Africa
- ✓ Qualification - National Secondary Department - South Africa
- ✓ Qualification - National Qualifications Register - South Africa
- ✓ Qualification - Tertiary Course - South Africa
- ✓ Qualification - National Qualifications Register - South Africa

Inquiry

Qualification - National Qualifications Register - South Africa

Qualification General					
Qualification Name	:	Master Of Business Administration	Year	:	2019
Institution	:	Management College Of Southern Africa (mancosa)	Student/Certificate/Member Number	:	S/n Man019252
Student Name on Qualification Certificate	:	Masiye Elias Mankabidi	Qualification Reason	:	Verification of Employment and Qualifications for fraud prevention and detection.
Management College of Southern Africa : 2022-11-17 13:42:00					
✓ Positive - Qualification has been awarded to Candidate.					
Qualification Tested					
Qualification Name	:	Master Of Business Administration	Year	:	2019
Institution	:	Management College Sa	Student/Certificate/Member Number	:	126674 S/n/man019252
Student Name on Qualification Certificate	:	Masiye Elias Mankabidi			

Qualification - National Qualifications Register - South Africa

Qualification General					
Qualification Name	:	Postgraduate Diploma: Business Management	Year	:	2015
Institution	:	Management College Of Southern Africa (mancosa)	Student/Certificate/Member Number	:	Pgdbm15/05/024
Student Name on Qualification Certificate	:	Masiye Elias Mankabidi	Qualification Reason	:	Verification of Employment and Qualifications for fraud prevention and detection.
Management College of Southern Africa : 2022-11-17 13:42:08					
✓ Positive - Qualification has been awarded to Candidate.					
Qualification Tested					
Qualification Name	:	Postgraduate Diploma In Business Management	Year	:	2015
Institution	:	Management College Of South Africa	Student Name on Qualification Certificate	:	Mankabidi

Risk Legend:	<input checked="" type="checkbox"/> Risk	<input checked="" type="checkbox"/> No risk	<input checked="" type="checkbox"/> Result pending	<input checked="" type="checkbox"/> Risk not determined
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Phone: +27 12 644 4000 Email: info@mie.co.za

Printed on 22 November 2022 at 06:00

Page 1 of 3

✓ MIE: Personal Credential Verification Report

Ref No: 15182873

Request Details

Client	:	Naledi Local Municipality	Branch	:	Naledi Local Municipality
Agent	:	Anna-Marie Dubber	Date Captured	:	2022-11-17 13:44
Reason	:	Screening for recruitment			

Candidate

Surname	:	Lethogile	Names	:	Tshiamo
SA ID	:	7002065760083	Birth Date	:	1970-02-06
Nationality	:	South Africa			

Risk Summary

Qualification - National Qualifications Register - South Africa
 Qualification - National Secondary Department - South Africa
 Qualification - Tertiary Course - South Africa

Inquiry

Qualification - National Qualifications Register - South Africa

<input checked="" type="checkbox"/> Qualification General			
Qualification Name	:	Bachelor Of Procurationis	Year
Institution	:	University Of Limpopo	Student/Certificate/Member Number
Student Name on Qualification Certificate	:	Lethogile Gregory	Qualification Reason
			Verification of Employment and Qualifications for fraud prevention and detection.
<input type="checkbox"/> University of Limpopo : 2022-11-17 13:45:08			
<input checked="" type="checkbox"/> Positive - Qualification has been awarded to Candidate.			
<u>Qualification Tested</u>			
Qualification Name	:	Baccalaureus Procurationis	Year
Institution	:	University Of Limpopo	Student/Certificate/Member Number
Student Name on Qualification Certificate	:	Gregory	

Qualification - National Secondary Department - South Africa

<input checked="" type="checkbox"/> Qualification General			
Qualification Name	:	National Senior Certificate	Year
Institution	:	Ganyesa High School	Student/Certificate/Member Number
Student Name on Qualification Certificate	:	Lethogile Tshiamo Gregory	Qualification Reason
			Verification of Employment and Qualifications for fraud prevention and detection.
<input type="checkbox"/> Supplier: Pending			
<input checked="" type="checkbox"/> Result: Pending			

Qualification - Tertiary Course - South Africa

<input checked="" type="checkbox"/> Qualification General			
Qualification Name	:	Executive Leadership Municipal Development Programme	Year
Institution	:	University Of Pretoria	Student/Certificate/Member Number
			ID On Certificate

Risk Legend: Risk No risk Result pending Risk not determined



NALEDI LOCAL MUNICIPALITY



MEMORANDUM

TO : MAYOR
FROM : MANAGER: HUMAN RESOURCES MANAGEMENT
DATE : 18 November 2022
SUBJECT : SCREENING REPORT: MUNICIPAL MANAGER

Sir,

Section 14 of the Local Government: Regulations on Appointment and Conditions of Employment of Senior Managers, Government Gazette No. 37245 read as follows:

"Screening of candidates

14. (1) Screening of the shortlisted candidates must take place within 21 days of the finalisation of the shortlisting by-

(a) conducting the necessary reference checks;
(b) contacting a candidate's current or previous employer;
(c) determining the validity of a candidate's qualifications; and
(d) verifying whether a candidate has been dismissed previously for misconduct or poor performance by another employer.

(2) A written report on the outcome of the screening process must be compiled by the mayor, in the case of the municipal manager, or the municipal manager, in the case of the manager directly accountable to the municipal manager, before the interviews take place."

The screening process consists of:

1. Determining if the candidates appear on the record of dismissed staff and staff members who resigned prior to finalization of disciplinary proceedings
2. Written References.
3. Confirmation of Employment history
4. Verification of Qualifications.

REPORT:

1. Annexure A

A letter was sent to the 11th of November 2022 to CoGTA. To date no feedback has been received.

2. Annexure B

Written References were requested from the referees of the five candidates. In order to ensure all relevant information is captured in the written references a form has been created for completion. These forms were sent to referees on the 13th and 14th of November 2022 and they were requested to return the complete forms by the 17th of November 2022.

3. Annexure C

Previous employers were contacted telephonically to determine validity of experience stated in the CV's.

4. Annexure D

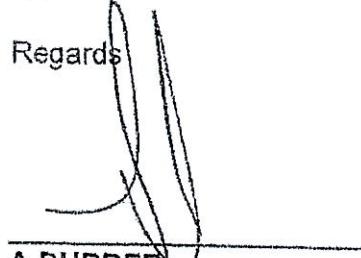
MIE was utilized to determine the validity of candidate's qualifications. Qualifications, as per the minimum requirements, have been verified already. Verification of less relevant qualifications still need to be finalized. In some instances verification can take up to 8 working days. The preliminary reports are thus submitted in the interim. The final reports will be submitted when they are ready. No qualifications have been disputed by MIE.

CONCLUSION

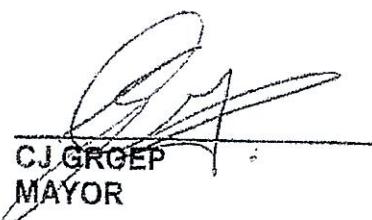
Screening as per the regulations have thus been concluded, awaiting confirmation from CoGTA that the candidates do not appear on the database of dismissed staff.

After interviews, the Competency Assessments will be arranged with one of the four accredited service providers. This Screening Report, Interview Results and Competency Assessments will be submitted to Council for the final decision on appointment.

Regards


A DUBBER
MANAGER: HUMAN RESOURCES MANAGEMENT

Received:


CJ GRÉGÉ
MAYOR

QUALIFICATION CHECK - MIE

Title	Name	Surname	Reference Name	Confirmed by MIE
Mr	Modisenyane Thompson	Segapo	Grade 12	Confirmed
			Certificate Programme Management Development for Municipalities	Pending
			Certificate Municipal Finance Management Development Programme	Pending
			BLURIS Dergree	Confirmed
			Certificate Municipal Financial Management	Pending
			Certificate Housing Development Programme	Confirmed
Mr	Zweliphansi Stanley	Sikhosana	Grade 12	Pending
			National Diploma Human Resource Management and Practices	Pending
			Higher Diploma In Education	Confirmed
			Degree of Baccalaureus Artium	Confirmed
			Honoris Baccalaureus Artium	Confirmed
			Master of Business Administration	Confirmed
Mr	Mogobadi Erick	Monopa	Grade 12	Pending
			Bachelor of Arts	Confirmed
			Higher Education Diploma	Confirmed
			Certificate: Municipal Financial Management	Confirmed
			Postgraduate Diploma in Project Management	Confirmed
			Master of Business Administration	Confirmed
Mr	Maseye Elias	Mankabidi	Grade 12	Pending
			Bcom	Confirmed
			Diploma in Fundamentals Project Management	Pending
			Certificate Programme Management Development for Municipalities	Pending
			Certificate: Municipal Financial Management	Pending
			Postgraduate Diploma in Business Management	Confirmed
			Master of Business Administration	Confirmed
Mr	Tshiamo	Lethnogile	Grade 12	Pending
			B Proc (Law)	Confirmed
			Certificate Executive Leadership Municipal Development Programme	Pending

Verification of Misconduct - Municipal Manager position at Naledi Local Municipality

Anna-Marie Dubber <annamarie17@googlemail.com>
To: Thillibe Maimane <ThillibeM@cogta.gov.za>

11 November 2022 at 13:05

Mr Maimane

We re-advertised the position after one of the two candidates withdrew from the process.

Please find attached the Verification of Misconduct letter once more.

I included last employer. I also attach the Shortlisting profile for further information. Please let me know if you need anything else.

Regards,

Anna-Marie Dubber
Manager: Human Resource Management
Naledi Local Municipality
073 086 4382

[Quoted text hidden]

Anna-Marie Dubber
Manager: Human Resource Management
Naledi Local Municipality
073 086 4382

2 attachments

 [Verification of misconduct.pdf](#)
280K

 [Short list Municipal manager.xlsx](#)
48K

Verification of Misconduct - Municipal Manager position at Naledi Local Municipality

Anna-Marie Dubber <annamarie17@googlemail.com>
To: Thilibe Maimane <ThilibeM@cogta.gov.za>

17 November 2022 at 13:57

Good afternoon sir,

I am kindly requesting an estimated time as to when the information can be expected.

Regards,

[Quoted text hidden]



NALEDI LOCAL MUNICIPALITY

MINUTES FOR THE INTERVIEWS OF THE VACANT POSITION OF MUNICIPAL MANAGER

PURPOSE:

To inform the Mayor about the outcome of the Interviews of Municipal Manager held on 22 November 2022 in the Council Chamber

BACKGROUND:

The vacant position of Municipal Manager was re-advertised externally in the City Press and Rapport on 23 October 2022. The closing date was on the 7 November 2022. Shortlisting was conducted on the 9th of November 2022. Interviews were scheduled for the 22nd of November 2022.

Members invited were as follows:

Cllr CJ Groep – Mayor

Cllr H Van Huyssteen – Councillor

Mr R Gincane – Municipal Manager: Mamusa Local Municipality

Mr L Mokoena – Director - Provincial Treasury

ADVISORS

Mr K Plaatjie – CoGTA

Ms D Tlhoasele - SALGA

SECRETARIAT

Ms A Dubber - Manager: Human Resource management.

APOLOGIES

Mr K Plaatjie was unable to attend due to other commitments.

DISCUSSION:

The position of Municipal Manager was advertised in the Sunday Times on 4 September 2022. A total of eight (8) applications were received and the panel shortlisted two (2) candidates for the position. One of the two candidates withdrew from the process.

Council was convened and it was resolved to re-advertise the position.

A total of thirteen (13) applications were received. Five (5) candidates were found to meet the minimum criteria. Screening of these candidates have been conducted.

Interviews were conducted on the 22nd of November 2022. On the 18th of November, one of the candidates, Mr Sikhosana, requested a virtual interview due to other commitments. This was discussed by the panel and agreed to. On the day, one of the candidates, Mr Moropa, withdrew from the process.

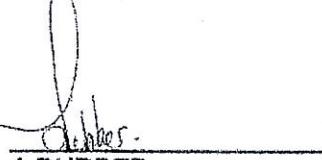
Candidates interviewed scored as follows:

NAME	SCORE
M T Segapo	84,4 %
Z S Sikhosana	53,8%
M E Moropa	Withdrew
M E Mankabidi	58,1%
T Letlhogile	61,9%

RECOMMENDATIONS:

- That the top three (3) candidates be sent for competency assessment.
- That one of the candidates indicated that he is in the process of completing an assessment, thus only results needs to be requested.
- That the full screening report completed including the competency assessments results will be submitted to Council for final deliberations.

PREPARED BY:



A Dubber

APPROVED



CJ GROEP
MAYOR



NALEDI LOCAL MUNICIPALITY
MEMORANDUM

TO : MAYOR
FROM : MUNICIPAL MANAGER
SUBJECT : CONFIRMATION – NOT HOLDING POLITICAL OFFICE
DATE : 13 MARCH 2023

Good day Mayor,

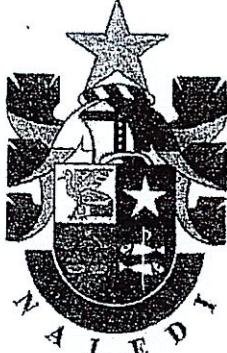
Please receive this as my written confirmation that I do not hold any political office as contemplated in Section 56A of the Act, as at the date of appointment.

Yours Faithfully

MT SEGAPO

MUNICIPAL MANAGER

MAYOR'S OFFICE
23 MAR 2023
Received by:
NALEDI LOCAL MUNICIPALITY



MARKET STREET/MMILA WA MARKET/MARKSTRAAT 19A
P.O. BOX / LEBOOKOSE POSE / POSBUS 35
VRYBURG
8600

TELEPHONE/MOGALA/TELEFOON (053) 928-2199 / 2200
FAX / FEEKESE / FAKS (053) 927 3482

NALEDI

DEPARTMENT :
LEFAPHA : CORPORATE SERVICES
DEPARTEMENT :

Ref. No.
No. Tshupelso
Verw. Nr.

Enquiries
Dipotsiso
Navrae

GN Molebalwa

10 March 2023

MT Segapo
1052 Strydom Street
Vryburg
8600

Dear Mr Segapo

LETTER OF APPOINTMENT: MUNICIPAL MANAGER

I have the pleasure of informing you of your appointment to the position of Municipal Manager. You will report directly to the Mayor.

Your appointment is for the period 13 March 2023 to 12 March 2028. This term is subject to Section 57(6)(a) of the Municipal Systems Act, as amended:

"The employment contract for a municipal manager must —

- (a) be for a non-renewable fixed term of employment up to a maximum of five years, not exceeding a period ending one year after the election of the next council of the municipality"

You are appointed on an all-inclusive annual remuneration package as per Government Gazette no. 2760 titled Local Government: Upper Limits of Total Remuneration Packages Payable to Municipal Manager and Managers Directly Accountable to Municipal Managers. We have thirty (30) days to finalize your employment contract and are undergoing negotiations/consultations to finalize your package. In the meantime, you will receive the same package that you received in your previous employment contract with the municipality.



NALEDI LOCAL MUNICIPALITY

MINUTES FOR THE SHORTLISTING OF THE VACANT POSITION OF MUNICIPAL MANAGER

PURPOSE:

To inform the Mayor about the outcome of the shortlisting of Municipal Manager held on 9 November 2022 in the Council Chamber

BACKGROUND:

The vacant position of Municipal Manager was re-advertised externally in the City Press and Rapport on 23 October 2022. The closing date was on the 7 November 2022.

Members invited were as follows:

Cllr CJ Groep – Mayor

Cllr H Van Huyssteen – Councillor

Mr R Gincane – Municipal Manager: Mamusa Local Municipality

Mr L Mokoena – Director - Provincial Treasury

ADVISORS

Mr K Plaatjie – CoGTA

Ms D Tlhoaele - SALGA

SECRETARIAT

Ms A Dubber - Manager: Human Resource management.

APOLOGIES

None

DISCUSSION:

The position of Municipal Manager was advertised in the Sunday Times on 4 September 2022. A total of eight (8) applications were received and the panel shortlisted two (2) candidates for the position. One of the two candidates withdrew from the process.

Council was convened and it was resolved to re-advertise the position.

A total of thirteen (13) applications were received. Five (5) candidates were found to meet the minimum criteria.

The candidates that were shortlisted will undergo a screening process, which must be finalised within 21 days in accordance with Regulations on Appointment and Conditions of Employment of Senior Managers.

The candidates that were shortlisted for the above mentioned position are as follows:

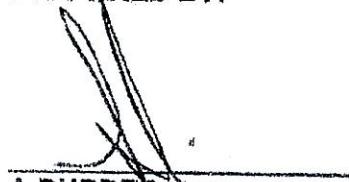
NAME	EQUITY CATEGORY
M T Segapo	African Male
Z S Sikhosana	African Male
M E Moropa	African Male
M E Mankabidi	African Male
T Lethogile	African Male

Although the shortlisted candidates do not meet the equity goals of the Municipality, the only Female applicants did not qualify based on qualifications and/or experience.

RECOMMENDATIONS:

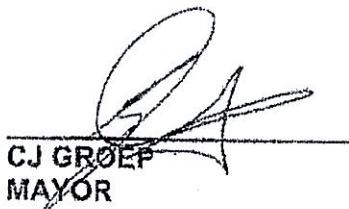
- That the five (5) shortlisted candidates be screened as per section 14 the Local Government: Regulations on Appointment and Conditions of Employment of Senior Managers.
- That the shortlisted candidates and panel be invited for the interview at a date set by the panel.

PREPARED BY:



A DUBBER

APPROVED



CJ GROEP
MAYOR



coghsta

Cooperative Governance, Human Settlements and
Traditional Affairs
North West Provincial Government
REPUBLIC OF SOUTH AFRICA



OFFICE OF THE MEC

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University Drive
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Tel: +27 (0) 18 388 2892

Private Bag X 2145
Mmabatho
2735

Enquiries: JK Mashigo
Tel: 018 3882896

THE MAYOR
NALEDI LOCAL MUNICIPALITY
P.O. BOX 35
VRYBURG, 8600

ATTENTION: CLLR CJ GROEP

REPORT ON THE PROCESS OF APPOINTING THE MUNICIPAL MANAGER AT
NALEDI LOCAL MUNICIPALITY

Your letter dated 10 May 2023 refers.

We note with disappointment the contents of your letter which seeks to address the concerns raised in our letter dated 11 April 2023.

The documents as submitted translates into a completely new report on the recruitment process of the appointment of the Municipal Manager in compliance with the Local Government Municipal Senior Management Regulations.

You are requested to provide my office with reasons why a comprehensive report was not submitted from the onset as required.

Kind Regards

HON. P.D.N MALOYI
MEC-COGHSTA

28/05/2023
DATE