

EXCO MINUTES: 13 AUGUST 2008

**UMZINYATHI DISTRICT MUNICIPALITY  
UMZINYATHI UMASIPALA WESIFUNDA**

**MINUTES OF THE ORDINARY MEETING OF THE EXECUTIVE COMMITTEE HELD IN THE EXCO BOARDROOM, UMZINYATHI DISTRICT MUNICIPALITY, PRINCESS MAGOGO BUILDING, 39 VICTORIA STREET, DUNDEE ON WEDNESDAY 13 AUGUST 2008 AT 12H00.**

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**PRESENT**

<b>Councillor</b>	MS Yengwa	-	Mayor
	FS Mkhize	-	Member
	B Brown	-	Member
	AM Shaik	-	Member
	SR Nyamane	-	Ex Officio

**STAFF**

<b>Messrs</b>	SN Dubazana	-	Acting Municipal Manager
	TR Malunga	-	Executive Manager Technical Services
	E Bonga	-	Executive Manager Planning and Social Development
	SMB Buthelezi	-	Executive Manager Corporate Services
	SC Mkhwanazi	-	Admin Officer
	SC Zondi	-	Committee Clerk

**1. NOTICE CONVENING THE MEETING**

READ

// The meeting convened at 12h08//

**2. OPENING OF THE MEETING**

Councillor SR Nyamane offered a prayer

**3. APPLICATION FOR LEAVE OF ABSENCE**

Application for leave of absence was received from Councillor TH Mchunu

RESOLVED

That the leave of absence be granted to Councillor TH Mchunu

**4. STATEMENTS AND COMMUNICATION BY HIS WORSHIP THE MAYOR**

His Worship, the Mayor, Councillor MS Yengwa welcomed members and officials in attendance.

**5. DEPUTATIONS**

**5.1 PAN SOUTH AFRICAN LANGUAGE BOARD (PanSALB)**

Mr J Simelane and Mr Hlengwa made a presentation on the promotion of multilingualism within the District.

NOTED

and further resolved that the Office of the Municipal Manager should liaise with the PanSALB with regard to promoting multilingualism within the District.

**5.2 REV BK KHOZA (TUGELA FERRY)**

Rev BK Khoza made a presentation on the programmes aimed at regeneration of humanity.

NOTED

**5.3 EMAKHABELENI CROSSBOARDER WATER SCHEME**

Mr Justin Hemming and Miss Lungile Zondo made a presentation on the above water scheme and highlighted different phases in the scheme as well as their status quo.

NOTED

and further **RESOLVED**;

That the Executive Committee recommend to Council to approve Emakhabeleni Cross Boarder Water Project;

That the Acting Municipal Manager be authorised to sign all the legal documentation of the project;

That Nophetheni Road and KwaSenge areas be incorporated under phase six (6) of this project and

That the sum of R55,0 million be applied for.

## **6. CONFIRMATION OF MINUTES OF PREVIOUS MEETING**

**6.1** Minutes of the Ordinary Meeting of the Executive Committee held on 17 July 2008.

### **RESOLVED**

That the minutes of the Ordinary Meeting of the Executive Committee held on 17 July 2008 be confirmed subject to the change of the name of the Department responsible for ITEM A9 to read "DEPARTMENT: TECHNICAL SERVICES" and not DEPARTMENT: PLANNING AND SOCIAL DEVELOPMENT".

## **MATTERS ARISING FROM THE MINUTES DATED 17 JULY 2008**

### **ITEM A11**

**EC 11/07/2008**

### **DISTRICT WIDE WOMEN DIALOGUE AND WOMEN'S DAY CELEBRATION**

**DEPARTMENT: PLANNING AND SOCIAL DEVELOPMENT**

*Councillor A M Shaikh enquired about the proposed venues for the women's events.*

His Worship, the Mayor reported that both events would be held at Msinga Local Municipality. The first venue being the Municipality Council Chamber and Keates Drift Primary School for the next day event.

**A. ITEMS SUBMITTED TO EXCO FOR CONSIDERATION**

**ITEM A1**

**EC 2/08/2008**

**APPOINTMENT OF MR E BONGA AS DESIGNATED OFFICER: DEVELOPMENT FACILITATION ACT, 1995**

DEPARTMENT: PLANNING AND SOCIAL DEVELOPMENT

**ITEM A1 OF 13/08/2008**

**RESOLVED**

1. That Mr E Bonga's appointment as a Designated Officer by the MEC for Local Government and Traditional Affairs be ratified by Council.
2. That the resolution be forwarded to the Department of Local Government and Traditional Affairs as requested.

**ITEM A2**

**EC 3/08/2008**

**SETTLEMENT OF OVERDUE ACCOUNTS: CHARLIE'S SPAR AND SHARP-SHARP BUTCHERY**

DEPARTMENT: PLANNING AND SOCIAL DEVELOPMENT

**ITEM A2 OF 13/08/2008**

**RESOLVED**

1. That the Executive Committee approves the settlement of two accounts wherein Charlie's Spar will be paid **R 12 695, 23** and Sharp-Sharp **R 30 350,00** payment of the above amounts.
2. That the two service providers be informed never to accept any request in future without an order number for any service to be rendered.
3. That the Executive Committee notes that the Supply Chain Management Policy was not yet adopted by Council by then.
4. That the circumstances surrounding the purchases from Charlie's Spar and Sharp-Sharp Butchery be investigated and the findings be submitted to the next Executive Committee Meeting indicating officials responsible for discrepancies in the transactions and steps to be taken towards recovery from concerned officials.

***Councillor AM Shaik however expressed his objection for the resolution taken and he emphasised that his party would not be part of the resolution.***

**ITEM A3**

**EC 4/08/2008**

**APPROVAL OF DRAFT RURAL METRO CONTRACT 2008-2013**

DEPARTMENT: PLANNING AND SOCIAL DEVELOPMENT

**ITEM A3 OF 13/08/2008**

**RESOLVED**

1. That the Executive Committee approves the contract for Rural Metro valid from 01 July 2008 to June 2013.
2. That the annual fee for the new contract in the 2008/2009 financial year be R1, 639 157.00
3. That the escalation rate for the fee be negotiated annually based on inflation and CPI.
4. That the new contract be signed by the Municipal Manager on behalf of Council.

*His Worship, the Mayor however expressed his concern regarding the Basic Conditions of Employment for Rural Metro employees which needed improvement and compliance with the legislation.*

**ITEM A4**

**EC 5/08/2008**

**DRAFT ANNUAL FINANCIAL STATEMENTS FOR 30 JUNE 2008**

DEPARTMENT: FINANCE

**ITEM A4 OF 13/08/2008**

**RESOLVED**

1. That the contents of the draft financial statements for the year ended 30 June 2008 be noted and comments be forwarded to the Acting Municipal Manager.
2. That the Executive Committee recommends the writing down of RNB investment and Petty Cash as recommended by Auditor General and future write off that may be recommended by Auditor General.

**ITEM A5**

**EC 6/08/2008**

**WORKSHOP FOR CHAMPIONS/TRAINERS ON GOVERNANCE TOOLKIT**

DEPARTMENT: CORPORATE SERVICES

**ITEM A5 OF 13/082008**

**RESOLVED**

1. That Executive Committee approves in principle that two officials from Corporate Services (1 from Admin Section and 1 from Human resources Section) be authorized to attend a workshop for Champions/Trainers on the Governance Toolkit.

**ITEM A6**  
**EC 7/08/2008**  
**COMPOSITION OF LOCAL LABOUR FORUM**  
DEPARTMENT: CORPORATE SERVICES

**ITEM A6 OF 13/082008** **RESOLVED**

1. That the Executive Committee makes recommendations to Council for the adoption of the Local Labour Forum.
2. That Councillor FS Mkhize and Councillor TH Mchunu represent the Employer in the Forum.
3. That the Acting Municipal Manager nominates two Managers to represent Council on the Local Labour Forum.

**ITEM A7**  
**EC 8/08/2008**  
**ADOPTION AND IMPLEMENTATION OF WORKPLACE SKILLS PLAN**  
DEPARTMENT: CORPORATE SERVICES

**ITEM A7 OF 13/082008** **RESOLVED**

1. That the Executive Committee makes recommendation to Council for the adoption and implementation of the Workplace Skills Plan.

**ITEM A8**  
**EC 9/08/2008**  
**APPLICATION FOR FINANCIAL ASSISTANCE**  
DEPARTMENT: PLANNING AND SOCIAL DEVELOPMENT

**ITEM A8 OF 13/08/2008** **RESOLVED**

1. That the Executive Committee assist Mr Phumlani Nkwanyana with air tickets to study music in Indonesia to the value of R 15 000,00.
2. That the assisted youth be requested to submit on his return a written plan on how other youth would benefit from his study.
3. Continuous monitoring be effected to ensure that the plan is executed as presented.

It was further **RESOLVED**;

4. That student B Ntuli attending at Durban University of Technology be assisted with R5000, 00 towards his studies.
5. That student PC Dladla attending at Durban University of Technology be assisted with R5000,00 towards his studies.

6. That student SW Ngubane attending at University of Zululand be assisted with R5000,00 towards his studies.
7. That student Miss GM Sithole attending at University of Zululand be assisted with R5000,00 towards her studies.
8. That funds be deposited into the accounts of relevant institutions.
9. That a policy be developed towards financial assistance of this nature.

**ITEM A9**

**EC 10/08/2008**

**ADOPTION OF THE COMMUNICATION POLICY AND THE MUNICIPAL MANUAL**

DEPARTMENT: CORPORATE SERVICES

**ITEM A9 13/08/2008**

**RESOLVED**

1. That the Executive Committee consider and recommend to Council the adoption of the Communication Policy and Municipal Manual compiled in terms of the Promotion of Access to Information Act, Act no. 2 of 2000.

**ITEM A10**

**EC 11/08/2008**

**ACCEPTANCE OF FUNDING FOR EQHUDENI AGRICULTURAL DEVELOPMENT**

DEPARTMENT: PLANNING AND SOCIAL DEVELOPMENT

**ITEM A10 OF 13/08/2008**

**RESOLVED**

1. That the Acting Municipal Manager be authorized to sign documents relating to this funding on behalf of Council
2. That the Executive Committee accepts the additional funding of R472 954-00 provided by the Department of Local Government and Traditional affairs for the implementation of eQhudeneni Agricultural Project.
3. That the resolutions and the agreement for the grant be forwarded to the Department as a matter of urgency.

**ITEM A11**  
**EC 12/8/2008**  
**PAYMENT OF PERFORMANCE BONUSES TO NON-SECTION 57 EMPLOYEES**  
MUNICIPAL MANAGERS OFFICE

**ITEM A11 OF 13/08/2008**

**RESOLVED**

1. That the Executive Committee approves the payment of performance bonuses to the non - Section 57 Managers as per the assessment as follows:
  - Manager: Communications - R 50 000.00
  - Manager: IDP/PMS - R 50 000.00
  
2. That the Chief Financial Officer implements the Executive Committee resolution with immediate effect.

**ITEM A12**  
**EC 13/8/2008**  
**IDP, BUDGET AND PMS REVIEW PROCESS PLAN**  
DEPARTMENT: PLANNING AND SOCIAL DEVELOPMENT

**ITEM A12 OF 13/08/2008**

**RESOLVED**

1. That Executive Committee takes note of the 2009/10 IDP, Budget and PMS Process Plan; and;
2. That Executive Committee recommends that Council approve the 2009/10 IDP, Budget and PMS Process Plan.
3. That the plans be submitted to DLGTA and Provincial Treasury.

**ITEM A13**  
**EC 14/8/2008**  
**2008/09 PERFORMANCE AGREEMENTS**  
MUNICIPAL MANAGERS OFFICE

**ITEM A13 OF 13/08/2008**

**RESOLVED**

1. That Executive Committee takes note of the 2008/09 performance agreements for Executive Manager Technical Services, Executive Manager Planning and Social Development, and the Chief Financial Officer.
2. That Executive Committee approves that the performance agreements of the Managers directly accountable to the Municipal Manager be submitted to Council, DLGTA and DPLG as provided in the PMS regulations.



**ITEM A14**  
**EC 15/8/2008**  
**LAUNCH OF DISTRICT COMMUNICATORS FORUM**  
DEPARTMENT: CORPORATE SERVICES

**ITEM A14 OF 13/08/2008**

**RESOLVED**

1. That the Executive Committee authorize the launch of uMzinyathi District Communicators Forum.
2. The amount of R50 000,00 be utilized from the Capacity Building Vote no. 9300/8201/0000.
3. That a date in the month of September 2008 on which the launch would take place be confirmed by the Corporate Services Manager in consultation with the Office of the Municipal Manager.

**B. ITEMS SUBMITTED TO EXCO FOR INFORMATION**

**ITEM B1**  
**EC 16/08/2008**  
**REPORT BACK: UNITED CITIES AND LOCAL GOVERNMENT OF AFRICA (UCLGA)**  
**CONGRESS 7-11 JULY 2008: ACCRA, GHANA**  
DEPARTMENT: CORPORATE SERVICES

**ITEM BI OF 13/08/2008**

**RESOLVED**

1. That the contents of the report be noted.

**ITEM B2**  
**EC 17/08/2008**  
**DISASTER MANAGEMENT INSTITUTE OF SOUTHERN AFRICA (DIMSA) ANNUAL**  
**GENERAL MEETING AND CONFERENCE**  
DEPARTMENT: PLANNING AND SOCIAL DEVELOPMENT

**ITEM B2 OF 13/08/2008**

**RESOLVED**

1. That the contents of the report be noted.

**ITEM B3**  
**EC 18/08/2008**  
**MONTHLY REPORT: RURAL METRO FIRE BRIGADE SERVICE: JULY 2008**  
DEPARTMENT: PLANNING AND SOCIAL DEVELOPMENT

Ref: 13/6/1/1

**ITEM B3 OF 13/08/2008**

**RESOLVED**

1. That the contents of the report be noted.

**ITEM B4**  
**EC 19/08/2008**  
**SCHOOL STAGE PLAYS BY PLAYHOUSE**  
DEPARTMENT: PLANNING AND SOCIAL DEVELOPMENT

**ITEM B4 OF 13/08/2008** **RESOLVED**

1. That the contents of the report be noted.

**ITEM B5**  
**EC 19/08/2008**  
**ICT SKILLS TRAINING FOR THE YOUTH FOR e-COOPERATIVES**  
DEPARTMENT: PLANNING AND SOCIAL DEVELOPMENT

**ITEM B5 OF 13/08/2008** **RESOLVED**

1. That the contents of the report be noted.

**ITEM B6**  
**EC 20/08/2008**  
**AUDITIONS FOR PEOPLE LIVING DISABILITIES**  
DEPARTMENT: PLANNING AND SOCIAL DEVELOPMENT

**ITEM B6 OF 13/08/2008** **RESOLVED**

1. That the contents of the report be noted.

**ITEM B7**  
**EC 21/08/2008**  
**REPORT ON COUNCILLORS PENSION FUND**  
DEPARTMENT: CORPORATE SERVICES

**ITEM B7 OF 13/08/2008** **RESOLVED**

1. That the contents of the report be noted.

**ITEM B8**  
**EC 22/08/2008**  
**PROGRESS REPORT ON JOB DESCRIPTIONS**  
DEPARTMENT: CORPORATE SERVICES

**ITEM B8 OF 13/08/2008** **RESOLVED**

1. That the contents of the report be noted.

**ITEM B9**  
**EC 23/08/2008**  
**DRAFT PROGRAMME FOR THE WOMEN DIALOGUE EVENT: 2008**  
DEPARTMENT: PLANNING AND SOCIAL DEVELOPMENT

**ITEM B9 OF 13/08/2008** **RESOLVED**

1. That the contents of the report be noted.

**ITEM B10**  
**EC 24/08/2008**  
**LETTER OF APPRECIATION: CHAKLAS CAR WASH**  
DEPARTMENT: PLANNING AND SOCIAL DEVELOPMENT

**ITEM B9 OF 13/08/2008** **RESOLVED**

1. That the contents of the report be noted.

**C. CONFIDENTIAL ITEMS SUBMITTED TO EXCO FOR CONSIDERATION**

**ITEM C1**  
**EC 25/8/2008**  
**CONCILIATION HEARING: MS S GERTZE**  
OFFICE OF THE MUNICIPAL MANAGER

**ITEM C1 OF 18/6/2008** **RESOLVED**

1. The item was discussed in-committee.

**CLOSURE**

\_\_\_\_\_  
**MAYOR**

\_\_\_\_\_  
**DATE**