

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

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

STAFF

Messrs	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