

ENDUMENI MUNICIPALITY

MINUTES of an **ORDINARY MONTHLY** meeting of the **EXECUTIVE** Committee held in the Council Chamber, Civic Centre, 64 Victoria Street, DUNDEE on **MONDAY, 25 OCTOBER 2010** at **15h00**

PRESENT

Executive Committee:

Cllr Ms W N Mbatha (Chairperson – Mayor)
Cllr A M Raubenheimer (Deputy Mayor)
Cllr Ms R T Nukani

Councillors:

Cllr E M Adam
Cllr P M Bislam
Cllr T B Mkhize
Cllr A M Mthembu
Cllr S E Ndimba
Cllr Ms D P Nkosi
Cllr D Singh
Cllr Ms J A Tshabalala

In Attendance:

Mr J B Maltman	Acting Municipal Manager
Mr S Perumall	Executive Manager Corporate Services
Mr I Grisdale	Chief Financial Officer
Mr C J Carelse	Acting Manager Technical Services
Mr A J van Wyk	Senior Manager: Corporate Services
Mr C J Retief	Senior Manager: Legal & Estates
Ms B A Mbatha	Manager: Admin



1. **Opening**

Cllr D Singh opened the meeting with prayer.



2. **Applications for Leave of Absence**

Nil



3. **Official Announcements by Speaker/Chairperson/Municipal Manager**

The Acting Municipal Manager advised that Mr M Sikhakane was mentally seriously ill and elaborated on same. He further advised that he was going to suspend Mr Sikhakane on full pay and that he will return to work only on the advice of a medical doctor.

The Mayor expressed her concern that agendas were being distributed to persons outside of the Municipality.

The Committee then further discussed the matter in-committee.

RESOLVED

THAT

1. The action to be taken by the Acting Municipal Manager by suspending Mr S M Sikhakane on full pay be noted;
2. The possibility of agendas being distributed to outside parties before the Councillors received same be discussed with the Section 57 Managers at a Special Exco meeting.



4. **Minutes of the Previous Meeting**

RESOLVED

THAT the minutes of the following meeting of Exco be approved:

Ordinary Monthly Meeting: 23 September 2010



5. **Questions of Which Notice Has Been Given**

Nil



6. **Reports of the Executive Committee**

Nil



7. **Petitions**

Nil



8. **Motions**

Nil



9. **Presentations**

See item B 05/11/10/10



Part A

MATTERS FOR INFORMATION ONLY

A 02/11/10/10-1 COUNCILLORS ATTENDANCE OF COUNCIL AND EXCO MEETINGS (C7/1)

RESOLVED

THAT the report regarding the Councillors attendance of Council and Exco meetings be noted.



A 02/11/10/10 Monthly Reports

A 02/11/10/10-2 MONTHLY REPORT: TRAFFIC (T4/6)

RESOLVED

THAT the monthly report in respect of Traffic for the month September 2010 be noted.



A 02/11/10/10-3 MONTHLY REPORT: TESTING STATION (T4/1)

RESOLVED

THAT the monthly report in respect of the Testing Station for the month of September 2010 be noted.



A 02/11/10/10-4 MONTHLY REPORT: DISASTER MANAGEMENT (F2/1)

RESOLVED

THAT

1. The monthly report in respect of Disaster Management for the month of September 2010 be noted;
2. Rural Metro draft a Policy regarding assistance to be rendered to persons who are affected by a disaster.



A 02/11/10/10-5 **MONTHLY REPORT: RURAL METRO** (F2/6)

RESOLVED

THAT the monthly report, received from Rural Metro, in respect of Fire and Disaster Management for the month of September 2010 be noted



A 02/11/10/10-6 **MONTHLY REPORT: TALANA MUSEUM** (M4/4)

RESOLVED

THAT the monthly report in respect of Talana Museum for the month of September 2010 be noted.



A 02/11/10/10-7 **MONTHLY REPORT: DUNDEE PUBLIC LIBRARY** (L4/2/1)

RESOLVED

THAT the monthly report in respect of the Dundee Public Library for the month of September 2010 be noted.



A 02/11/10/10-8 **MONTHLY REPORT: SIBONGILE LIBRARY** (L4/4)

RESOLVED

THAT the monthly reports in respect of the Sibongile Library for the months of July 2010 and September 2010 be noted.



A 02/11/10/10-9 **MONTHLY REPORT: GLENCOE PUBLIC LIBRARY** (17/4/6)

RESOLVED

THAT the monthly report in respect of the Glencoe Public Library for the month of September 2010 be noted.



A 02/11/10/10-10 **MONTHLY REPORT: WASBANK PUBLIC LIBRARY** (L4/3/1)

RESOLVED

THAT the monthly report in respect of the Wasbank Public Library for the month of September 2010 be noted.



A 02/11/10/10-11 MONTHLY REPORT: MANAGER CORPORATE SERVICES – CLINIC (P4/5)

RESOLVED

THAT the monthly report in respect of the Manager Corporate Services – Clinic Services for the month of September 2010 be noted.



A 02/11/10/10-12 MONTHLY REPORT: MANAGER CORPORATE SERVICES – GLENCOE TOWN HALL & ACTIVITY ROOM (9/1/2/1)

RESOLVED

THAT the monthly reports from the Manager Corporate Services in respect of the Glencoe Town Hall and Activity Room, for the months of August 2010 and September 2010, be noted.



A 03/11/10/10-1 STAFF OVERTIME (S7/7/1)

RESOLVED

THAT the overtime for the month of September 2010 as approved by the respective Heads of Departments under delegated powers be noted.



A 04/11/10/10-1 MONTHLY REPORT: ACTING MANAGER TECHNICAL SERVICES (R3/8)

RESOLVED

THAT the monthly report in respect of the Acting Manager Technical Services for the month of September 2010 be noted and that dates be determined to do handing over ceremonies of projects.



A 05/11/10/10 QUARTERLY REPORT ON SCM IMPLEMENTATION (L3/3/22)

RESOLVED

THAT the Quarterly Report on the implementation of the SCM Policy be noted.



Part B
MATTERS RESOLVED
BY COMMITTEE
UNDER DELEGATED POWERS

MUNICIPAL MANAGER

B 01/11/10/10-1 **COUNCIL'S YEAR-END FUNCTION** **(C7/1)**

RESOLVED

AMM **THAT** the Council's year-end function be held at the Glencoe Municipal Offices.



B 01/11/10/10-2 **WARD 1 WARD COMMITTEE MEETING** **(B3/4)**

RESOLVED

THAT

- AMM**
CFO
1. The schedule of costs of R400 000.00 detailing how it was spent for the 2009/2010 Financial Year be appended at the next meeting;
 2. The Ward 1 Ward Committee members go and discuss with their various communities and/or constituencies on what Capital Projects they would prioritize.



B 01/11/10/10-3 **LETTER OF OBJECTION: ERECTION OF FENCE IN**
SITHEMBILE COMMUNITY HALL **[T3/1(b)]**

RESOLVED

AMM **THAT** it be noted that, as the Council had a contractual obligation to erect the fence at the Sithembile Hall that it would continue with the erection of same and that Mr M H Zwane be advised accordingly.



CORPORATE SERVICES

B 02/11/10/10-1 CLOSING OF MUNICIPAL OFFICES: DECEMBER 2010 (M3/6)

RESOLVED

THAT

MCS **THAT** the municipal offices be closed at 12h00 on 24 and 31 December 2010.



B 02/11/10/10-2 TALANA MUSEUM: MEMORANDUM OF AGREEMENT FOR THE PROVISION OF SUBSIDY FUNDS FROM THE KWAZULU-NATAL DEPARTMENT OF ARTS & CULTURE (M4/2)

RESOLVED

SMCS **THAT** the Memorandum of Agreement, as attached to the Agenda, received from the Department Arts & Culture pertaining to a grant of R74 000.00 (Seventy Four Thousand Rand) for the Talana Museum be approved and that the Acting Municipal Manager be authorized to sign same on behalf of the Council.



B 02/11/10/10-3 LABOUR FORUM COMMITTEE MEETING {P3/16(a)}

RESOLVED

THAT the following recommendations as contained in the minutes of the Local Labour Forum meeting held on 28 September 2010, be adopted as resolutions of the Executive Committee:

B 02/11/10/10-3.1 UPGRADING OF POST: ADVERTISING AND SIGNAGE CONTROL OFFICER

RESOLVED

MTS **THAT** this item be dealt with after the posts mentioned in the report have been evaluated by the TASK Job evaluation committee



B 02/11/10/10-3.2 OVERTIME AND STANDBY POLICY

RESOLVED

SMCS **THAT** this policy be work shopped on a suitable date which is to be determined.



B 02/11/10/10-3.3 SALARY: CARETAKER FORESTDALE

RESOLVED

THAT

**AMHR
SMCS**

1. With effect from the 01st July 2010 the Forestdale caretaker, Mrs T F Buthelezi be paid a monthly salary of R717 per month;
2. The possibility of the Caretaker Forestdale post being made permanent be investigated and that a report in this regard be submitted to the Local Labour Forum for consideration.



B02/11/10/10-3.4 CREATION OF POST OF ADMINISTRATIVE ASSISTANT FOR THE COMMUNICATIONS MANAGER AND ADVERTISING OF THE POST OF ASSISTANT MANAGER CIVIL ENGINEERING

RESOLVED

THAT

**MTS
AMHR**

1. It be noted that in terms of Councils policy the Post of Assistant Manager Civil Engineering has been advertised internally and that candidates have already been short listed for interviews and that in the event of no appointment being made the Council will advertise the post externally;
2. The Acting Municipal Manager, Manager Corporate Services, Chief Financial Officer, Communications Manager, the union Chairpersons and the Human Resource Department draw up a job description in order to determine the salary scale for the post of Administrative Assistant for the Communications Manager and the said post be advertised internally and externally.



B 06/11/10/10

INVITATION TO MUNSOFT 2010 AGM AND USER GROUP CONFERENCE (F1/17)

The Council went into Council-in-Committee during the discussion of this item.

The Chief Financial Officer expressed certain concerns and reservations regarding the Munsoft User Group thereafter it was

RESOLVED

THAT

CFO

1. No Council official attends the Munsoft AGM;
2. No Council official be permitted to be appointed to any Committee of the Munsoft User Group;
3. No testing of improvements/alterations to the Munsoft System be permitted unless Council is reimbursed for its costs;
4. No official via telephone, e-mail or written request to assist Munsoft or other municipalities unless Council is reimbursed its costs;
5. Should any Council official contravene any of the above, disciplinary actions be taken against him/her;
6. The Chief Financial Officer be authorised, in conjunction with Council's legal advisors to investigate the dissolving of the Section 211 Company and what happened to the assets of the Company.



B 07/11/10/10

MINUTES OF SIBONGILE HOSTEL RESIDENT'S COMMITTEE MEETING (N1/3/2)

RESOLVED

HHS

THAT the Minutes of the Corporate Services Portfolio Committee meeting together with the Sibongile Hostel Resident's Committee meeting held on Thursday, 30 September 2010 in the Main Committee Room, Civic Centre, 64 Victoria Street, Dundee, be noted.



B 08/11/10/10

PROVINCIAL CLUB DEVELOPMENT PROGRAMME: SPORT & RECREATION (S6/1)

RESOLVED

THAT

AMSD

1. The Provincial Club Development Program which is going to be hosted by our Municipality on 29-31 October 2010, be noted;
2. The Main Committee Room at the Civic Centre, 64 Victoria Street, Dundee be made available for the usage as a holding venue for VIP's on 29 October 2010;
3. Venues and sporting facilities as per the specification from the Department of Sport & Recreation also be made available free of charge, for the event.



B 09/11/10/10

AWARENESS CAMPAIGNS: COMMUNITY SAFETY AND LIAISON (S6/1)

RESOLVED

THAT

**AMSD
CFO**

1. The Awareness Campaigns about crime which will be done in partnership with the Department of Community Safety & Liaison, be noted;
2. For the campaign scheduled for November 2010, an amount of R5 000.00 from Vote 167/260 420 be made available for the supply of supporting material during the processes within the Awareness Campaigns of the Department of Community Safety & Liaison;
3. The payment for marquees, chairs and tables used on 14 October 2010 for the research be condoned by the Executive Committee of Council.



Part C
MATTERS REFERRED
TO COUNCIL FOR
CONSIDERATION

MUNICIPAL MANAGER

C 01/11/10/10-1 COMMUNICATIONS MANAGER (P3/16)

RESOLVED TO RECOMMEND

THAT

- AMM**
1. The Endumeni Municipality approve of the Action Plan prepared by the Communications Manager for the fiscal year 2010/2011;
 2. All line items having a further fiscal impact upon the 2010/2011 budget be motivated by means of reports via Technical Services Portfolio Committee.



C 01/11/10/10-2 ESTABLISHMENT OF RAPID RESPONSE TEAMS ENDUMENI MUNICIPALITY (C7/1)

RESOLVED TO RECOMMEND

THAT

- AMM**
1. The Executive Committee nominates Cllr Ms W N Mbatha, Cllr Ms R T Nukani, Cllr A M Raubenheimer and the Speaker, Cllr D Singh as chairperson from the political structure and the Acting Municipal Manager, Executive Manager Corporate Services, Chief Financial Officer and Communications Manager from the administrative structure to establish a Rapid Response Team;
 2. The Speaker be the responsible person for community engagements in the Rapid Response Team;
 3. Issues raised in every petition or march or demonstration be communicated in the first instance to the Executive Committee and then to Council;
 4. The Executive Committee and/or Council comments and planned actions on each and every issue be sent to the Department within (7) seven days of receiving a petition or after any march or demonstration;

5. Monthly progress reports on the Municipality's actions, including action taken in keeping the community informed, be sent to Departmental contact person (Mr L Pienaar).



C 01/11/10/10-3 **KARELLANDMAN/SITHEMBILE ROADS UPGRADING: BID T19/2010 ADDENDUM NO. 1 ALLOWANCE FOR SOCIAL FACILITATOR** (L3/1)

RESOLVED TO RECOMMEND

MTS **THAT** the actions of the Accounting Officer in amending the Scope of Tender 69/2010 to make allowance for a Social Facilitator in respect of Sithembile and Karellandman Street Project be approved. The facilitator appointed in terms of said tender be authorized to assist in Rapid Response Engagements at no further cost to Endumeni Municipality. The Municipality record such costs of a Social Facilitator be claimed via Municipal Infrastructure Grant Approval Addendum No. 1 be attached to the Minutes.



C 01/11/10/10-4 **ENDUMENI CLEANEST TOWN FISCAL YEAR 2010/2011: DEPARTMENT OF ENVIRONMENTAL AFFAIRS** (S7/7/1; C2/3/4)

RESOLVED TO RECOMMEND

AMM
CFO **THAT** the actions of the Acting Municipal Manager in authorizing overtime on 10 and 11 October 2010 be approved as per schedule of officials as per Annexure "A" attached to the Minutes.



CORPORATE SERVICES

C 02/11/10/10-1 **APPLICATION TO UTILIZE VACANT LAND: Erf 1977, SIBONGILE** (L1/7)

RESOLVED TO RECOMMEND

CEO **THAT** this item be referred to Ward 5 Ward Committee for consideration.



RESOLVED TO RECOMMEND

THAT

CEO

1. The correspondence from Messrs HSK Simpson and Partners regarding the occurrence of events on Erf 369, Sibongile dated 19 August 2010, on behalf of their client being Mrs Miya, be noted;
2. The Council's Valuer being Messrs HSK Simpson and Partners be requested to provide Council with a market related sales value for that portion of Nhlaba Street which has been encroached upon;
3. Mrs Miya to accept liability in writing for all the costs incidental to, but not limited to, the surveying of the said portion of land, subdivision and consolidation thereof, and estimated fair market related sales value with regard to the encroached upon portion of Nhlaba Street, as well as the costs of the valuers in providing the Council with a fair market related sales value.



RESOLVED TO RECOMMEND

THAT

CEO

1. The application from an organization called "Endumeni Four R's Recycling" regarding recycling at the Endumeni landfill site be noted;
2. It be noted that the list of requirements specified by the applicants in their letter would require considerable capital expenditure which has not been budgeted for;
3. As Messrs Envirofill (Pty) Limited currently manages the Endumeni landfill site, located upon Erf 4322, Glencoe, they be approached to provide their comments and suggestions on the application before a final decision thereon is taken.



C 02/11/10/10-4 **TRANSFER OF PERSONAL HEALTH SERVICES (MUNICIPAL CLINICS) FROM ENDUMENI MUNICIPALITY TO THE KWAZULU-NATAL DEPARTMENT OF HEALTH** (P3/16)

RESOLVED TO RECOMMEND

THAT

**EMCS
CFO**

1. The following Personal Health Services (municipal clinics) staff be transferred on the effective date of transfer as mutually agreed upon between the Endumeni Municipality and the KwaZulu-Natal Department of Health:

NAME	DESIGNATION	SALARY NO.	CLINIC
Zondi N A	Operational Manager	S005536	Siphimpilo
Zulu L B	General Worker	S015694	Siphimpilo
Mkhize M E	Relief Prof. Nurse	S723015	Siphimpilo
Lukele V B E	Relief Prof. Nurse	S724932	Siphimpilo
Buthelezi S H	Relief Prof. Nurse	S004475	Glenridge
Mhlungu J S	Operational Manager	S002165	Glenridge
Mngomezulu M	General Worker	S005350	Glenridge
Nkosi S B	General Worker	S006755	Glenridge
Zulu L Y	Relief Prof. Nurse	S006025	Glenridge
Smith C J	Senior Professional Nurse	S004903	Empathe
Ndebele J K	General Worker	S005487	Empathe
Myaka T G	Operational Manager	S006218	Empathe
Kubeka S C	Relief Prof. Nurse	S006264	Empathe
Khumalo I D	Primary Health Services Manager	S010262	Empathe
Ndlovu B Z F	Receptionist	S022318	Empathe
Shangase M M	Relief General Worker	S715920	Empathe
Mkhize T F	Relief Prof. Nurse	S724925	Empathe
Zulu T I	Relief Prof. Nurse	S716256	Empathe
Madonsela NM	Relief Prof. Nurse	S716987	Sakhimpilo
Khanyile T F	Relief Prof. Nurse	S004468	Sakhimpilo
Ndaba A	Operational Manager	S001500	Sakhimpilo
Kunene N P	General Worker	S005093	Sakhimpilo
Sikhakhane S M	Relief Prof. Nurse	S006184	Sakhimpilo
Ntshangase S	General Worker	S006762	Sakhimpilo
Khanyile F C	Receptionist	S020977	Sakhimpilo

2. All movable assets attached to Personal Health Services be transferred to the KZN Department of Health on the effective date of transfer;
3. All fixed assets such as land and buildings be negotiated to be rented or transferred at a later stage to the KZN Department of Health giving due consideration to the costs, legal and administrative implications thereof. This process will be dealt with by Council's legal representatives and their counterparts in the KZN Department of Health;

4. The services of Mr M Mthlana, Salary No. S015366, be retained by the Endumeni Municipality and that he be placed at an appropriate position at his current salary level and notch in one of the Organizational Structures of the Endumeni organogram;
5. The current job descriptions of each staff member be handed over to the KZN Department of Health;
6. The effective date of transfer be mutually agreed upon by the Endumeni Municipality and the KZN Department of Health once the Transfer Agreement is finalized;
7. The Municipal Manager be authorized to sign on behalf of the Endumeni Municipality, the Transfer Agreement for the transfer of Personal Health Services (Municipal Clinics) from the Endumeni Municipality to the KwaZulu-Natal Department of Health;
8. Due to the transfer of the Clinics to the Province, the functions of the Head: Health Services be determined.



C 02/11/10/10-5 **APPLICATION FOR VACANT SITE – BLOCK MAKING INITIATIVE: W L RADEBE** **(L1/7)**

RESOLVED TO RECOMMEND

CEO **THAT** this item be referred to the Ward 2 Ward Committee for recommendation.



C 02/11/10/10-6 **RESIGNATION OF CLLR P G MABILISA: CORPORATE SERVICES PORTFOLIO COMMITTEE** **(C7/1)**

RESOLVED TO RECOMMEND

EMCS **THAT** Cllr T B Mkhize be elected to serve on the Corporate Services Portfolio Committee.



FINANCE

C 03/11/10/10-1 **REVISION OF POLICY: PETTY CASH** **(F1/1)**

RESOLVED TO RECOMMEND

THAT

- CFO**
1. The revised Petty Cash Policy, as per annexure, be approved,
 2. The policy takes effect on 1 November 2010.



C 07/11/10/10

SERVICE DELIVERY PROTESTS

[P3/15(a)]

The Speaker advised that the meeting was convened at the request of Mr L Pienaar.

The matter went back as far as 2007 where the Concerned Group kept corresponding with the MEC's office.

He, as the Speaker, arranged a meeting with the Concerned Groups where a lot of accusations were levelled at the Council

The end result was that Mr Pienaar suggested that a meeting be held with Mr Zwane, the person from the Youth Organization and the Speaker.

After further discussion, it was

RESOLVED TO RECOMMEND

AMM

THAT the address by the Speaker, Cllr D Singh, regarding the Services Delivery meeting held with protestors on 14 October 2010, be noted.



C 08/11/10/10

REQUEST FOR PREMISES FROM WHERE TO OPERATE COMMUNITY RADIO STATION: RADIO 3000 (M3/13)

RESOLVED TO RECOMMEND

THAT

CEO
HHS

1. The old pay office at the Sibongile Hostel where the Council stores its sport equipment, be leased to Messrs T Msomi, S A Mchunu and Ms C Friis, for a Radio Station;
2. The sport equipment be removed from the property mentioned in 1 above.



There being no further matters for consideration, the Chairperson declared the meeting closed at 17h20

Mayor – Chairperson: Date: