

**2010/2011
ENDUMENI TURNAROUND STRATEGY
REPORT 1ST QUARTER
ACTION PLAN**

7. Local Economic Development Plan (LED)

7. LOCAL ECONOMIC DEVELOPMENT

No.	Priority Turn Around Focal Area	Capacity Assessment Findings	March 2010 (Current Situation/ Baseline) Intervention Logic	Target for December 2010 (Changed Situation)	Municipal Action	Unblocking Action Needed from other Spheres and Agencies (e.g. intervention or technical support)	Start Date	End Date	Means of Verification for each activity/ process	Human Resource allocated	Budget (,00)		Quarterly Progress
											Allocated	Projected	
7.1	LED Implementation Framework		LED Strategy is in place and adopted	LED Plan implemented	Develop an implementation framework	DEDET to provide technical support in developing action plan	01 May 2010	30 June 2010	Adopted action plan	MM Mr. Maltman	R00 000	R00 000	B07/24/08/09 See attached report
	Appointment of LED Manager		No incumbent directly responsible for LED	LED Manager appointed	Develop terms of reference of Job description Advertise the position Short listing and interview Sign contract or conditions of employment	DEDET and UMzinyathi to assist with the recruitment of suitably qualified incumbent	01 July 2010	30 August 2010	Letter of appoint Signed contract	MM DCS	R380 000.00		See Notice No 46 /2010
	Establishment of LED Forum and sector committees		Functional LED Forum Met at least twice by December 2010		Develop TOR Identify stakeholder Convene first meeting	DEDET to support guide the functioning of the Forum	01 September 2010	ongoing	Agendas for the forum Recommendations to EXCO	LED Manager			N/A

MEMORANDUM

TO : Chief Financial Officer
FROM : Manager Technical Services
DATE : 09/11/2009
RE : Formulation of Economic Strategy Endumeni

For your records kindly find enclosed a copy of the following.

- | | |
|---|--------------|
| 1. LED Agreement | Annexure "A" |
| 2. Reconciliation of the Project | Annexure "B" |
| 3. Copy of Endumeni Resolution B07/24/08/09
Adoption of LED Strategy | Annexure "C" |
| 4. Tax Invoice No. 316 R76 000 Isibuko-Se-Africa | |
| 5. Tax Invoice No. 345 R50 737.05 – Isibuko-Se-Africa | |

In terms of the agreement the Municipality is required to contribute R118 400 to the project. In the foregoing regard I would suggest the following course of action at this time.

An amount of R60 694.53 be transferred from Vote 111/260170 to vote 901/401606 the balance on the above vote after transfer would be as follows:

R87 840 this allowing a payment of R76 000.00 and leaving a balance of R11 840 being Councils contribution to the project after audit.

You are authorised to effect payment of Tax Invoice 316 in the amount of R76 000 per Council resolution B07/24/08/09 with immediate effect.

You are further authorised to effect payment of Tax Invoice 3456 in the amount of R50 737.05 only on receipt of funding still to be received from funding agency Gijima KZN after an audit of project.

I trust the foregoing arrangements are to your satisfaction and should you have any further query please do not hesitate to make contact.

Yours faithfully


J B MALTMAN
MANAGER TECHNICAL SERVICES

CC Municipal Manager - Mr. B D Cebekhulu

original with Mr. Bogumbehorral
w/Bohle
2007/09/17

" A " (2)

**ENDUMENI LOCAL MUNICIPALITY: ASSESSMENT OF THE ECONOMIC
COMPETITIVENESS AND FORMULATION OF A LED STRATEGY**

MEMORANDUM OF AGREEMENT

concluded between

ENDUMENI MUNICIPALTY

Represented herein by BART MALTMAN in his capacity as the Municipal Manager


(hereinafter referred to as the Municipality)

and

ISIBUKO SE-AFRICA DEVELOPMENT PLANNERS cc

Represented by Sibongiseni Maseko in his capacity as a Managing Member

(hereinafter referred to as the Consultant)

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1. Introduction

- (1) The Municipality requires that an assessment of the economic competitiveness of the Endumeni Local Municipality be undertaken and that a Local Economic Development (LED) Strategy be formulated as approved by Gijima KZN.
- (2) The Consultant agrees to conduct the necessary research and formulate the strategy accordingly subject to the terms of this agreement.

2. Consultant=s obligations

- (1) The Consultant agrees to undertake the Project, and comply timeously with all target dates or deadlines stipulated in this agreement, or subsequently set in consultation with the consultant.
- (2) The Consultant undertakes to manage the Project substantially in accordance with Approved Activity Schedule as revised from time to time (refer to Annexure A).
- (3) The Consultant undertakes to apply all reasonable care, diligence and skill in the execution of its services and duties, which will be supported by and based upon basic research, and furthermore agrees to apply the correct measure of confidentiality in regard to the information at its disposal during the Project.
- (4) The Consultant undertakes to prepare minutes and provide clear resolutions of decisions taken at each project steering committee meeting. The consultant will submit, to chairman of the steering committee via the LED Manager/Officer of the Municipality, such minutes and resolutions within a week of each steering committee meeting.

3. Aims and Objectives of project

The aims and objectives of the Project are contained in application approved by Gijima KZN, the provisions of which shall be deemed to be incorporated in this agreement.

4. Geographical area of research

The geographical area of study covered by this project will be the Endumeni Municipal area.

5. Duration of the project

- (1) The project shall commence on signature of this agreement or on the first working day of a month following the transfer of the 40% initial tranche by Gijima KZN to the Municipality, and unless specifically extended by the Municipality in writing, shall terminate not more than eight (8) months from the commencement date.



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- (2) The final report shall be delivered by the Consultant to the Municipality by not later than the last working day of the eighth month following the start date of the project.

6. Payment

- (1) The agreed Project fee shall be the sum of R388 550, 00 (excluding VAT at 14%) but including direct costs to the project as approved by Gijima KZN, In-kind contribution by the Municipality will amount to R66 000, 00 and cash contribution of R1 18 400,00 so as to make R572 950, 00 which is the total cost of the project.
- (2) Payment shall be made as follows:
 - (a) The consultant shall be paid each amount reflected in the programme set out in the Approved Activity Schedule, within one month of approval/ acceptance of the product associated with that milestone.

7. Termination of the Project

- (1) The Municipality shall be entitled to cancel this agreement, in writing, forthwith and to terminate the services of the Consultant if it is apparent to it that the Project is not proceeding satisfactorily to achieve completion by the target dates or deadlines, or any extension thereof, or that due to the staff in the proposal being changed, the Project will, in the opinion of the Steering Committee, be jeopardised.
- (2) The Municipality shall be entitled to cancel or postpone the Project at any stage, for any reason.
- (3) Cancellation in terms of sub-clauses 7(1) and 7(2) shall not constitute cancellation in terms of sub-clause 7(4), and the Consultant shall be entitled to remuneration in terms of sub-clause 7(5).
- (4) Should the Consultant fail to observe and perform any of the terms, conditions and obligations of this agreement and remain in breach 14 days after receipt of written notice to remedy such breach, then the Municipality shall be entitled, in its election and without prejudice to any other rights and remedies it may have, to:
 - (a) immediately terminate this agreement without prejudice to its right to retain remuneration due to the Consultant; and
 - (b) require the Consultant to hand over forthwith all drawings, documents or materials whatsoever relating to the Project.

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- (5) In the event of the Project being cancelled or suspended in terms of sub-clauses 7(1) or 7(2), the Consultant shall be paid a portion of the total project fee calculated on the proportion of the time actually spent on the project in relation to the total time estimated to complete the Project. In the event of a dispute arising as to the amount payable to the Consultant, the dispute shall be resolved in accordance with the provisions of Clause 9, save that the arbitrator nominated shall act as an expert and not as an arbitrator.

8. Confidentiality/ Ownership of Material

- (1) All rights, titles, reports, material, graphics or otherwise and documents produced by the Consultant for the Project shall be the sole property of the Municipality, and may not be used except with the Municipality's prior written permission. On completion of the Project, or on cancellation in terms of clause 7, all such documents and other plans and materials relating to the Project shall be returned to the Municipality without delay.
- (2) The copyright of any information, document, graphic, photograph or map generated in terms of this project, whether held in hard copy or in digital format, shall subsist in the Municipality which may provide such to any organisation, or place it in the public domain as it sees fit.
- (3) The Consultant shall not publish, nor cause nor permit to be published in any form the information contained in any interim or final report arising out of the Project, without the written permission of the Municipality.
- 4) The Municipality shall have exclusive rights to publish and disseminate such material in all languages. The provision of this paragraph shall survive the termination of this agreement.
- (5) Any publication prepared as a result of this Project shall be clearly endorsed with the following words:
- “The reproduction of the contents of this document, whether in whole or in part, for publication, is prohibited, unless permission is first obtained in writing from the Endumeni Municipality, Private Bag X2024, ENDUMENI, 3000, South Africa”.
- (6) The Consultant shall not use, nor authorize the use of the name of the Municipality or any member of its staff in any publication, without the Municipality's prior written permission.
- (7) The Municipality shall, if it believes it necessary, have access to any documentation or data produced in this Project at any stage in the Project.

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9. Peer Review

In cases where the Municipality is of the opinion that the content of the research work may be deficient in certain aspects, but does not have sufficient expertise to judge the matter, it may at its discretion and cost institute a peer review. Any outstanding payments will be frozen until the Municipality has considered the outcome of the review.

In the event of the Municipality electing to have the draft final report undergo peer review, the amount associated with that report and specified in the Gantt chart, shall, following peer review and subject to Municipality approval of the final report, be paid to the Consultant within one month of such approval.

10. Arbitration

This agreement is controlled by the laws of the Republic of South Africa. Any dispute arising out of this agreement will be referred to an independent arbitrator. The appointment of such a person and the process will be controlled by the regulation of the Arbitration Act, 1965, and the decision will be final and binding on both parties.

11. Steering Committee

- (1) The Municipality shall appoint a Steering Committee which shall consist of at least two members of the Municipal administrative staff, one of whom shall act as Chairman, together with such other persons as the Municipality considers suitable.
- (2) The Steering Committee will meet at least two times during the Project at a place/s to be decided by it, and the Consultant shall attend such meetings and report to the Steering Committee as required by it on the progress of the Project.
- (3) The Steering Committee shall monitor the progress of the Project, evaluate the work carried out by the Consultant and the reports submitted by it, provide guidance to the Consultant on any matter relating to the Project and make recommendations in respect of execution of the Brief and in respect of payments.

12 Assignment of Contract

The Contract does not permit the consultant to assign the agreement or subcontract any portion of it or any moneys due without the Municipality's prior written consent or approval of the Project Steering Committee. This includes the substitution of the researchers named in submission approved by Gijima KZN.

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13. General

- (1) No representation or warranty by the Municipality or its agents or employees, of any nature, whether made prior to or subsequent to the signing of this agreement shall be binding on the Municipality unless contained in this agreement.
- (2) No alteration or variation of this agreement shall be of any force or effect unless it is recorded in writing and signed by the parties.
- (3) The parties hereby choose *domicilium citandi et executandi* for all purposes under this agreement at the following address:

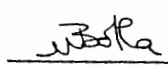
Municipality: 64 Victoria Street, DUNDEE, 3000

Consultant: 239 Hoosen Haffejee Street, PIETERMARITZBURG, 3201

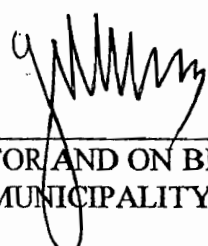
DATED at DUNDEE this 19 day of JUNE 2007.



 WITNESS

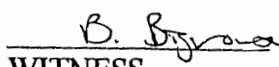


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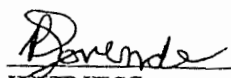


 FOR AND ON BEHALF OF THE
 MUNICIPALITY

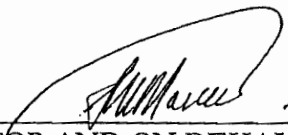
DATED at DUNDEE this 19 day of JUNE 2007.



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 FOR AND ON BEHALF OF THE
 CONSULTANT

ANNEXURE A: APPROVED ACTIVITY SCHEDULE

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APPROVED PROJECT ACTIVITY SCHEDULE

The Action Plan from section 1.10 of the application form should be reviewed and updated prior to the commencement of implementation of the project. The review of section 1.10 must ensure that the activities detailed in the application form represent a proper project implementation plan – this may involve disaggregating some of the activities or being more specific about the activities detailed in the application form. Once the exercise has been completed the plan should then be included below (or as an attachment) and used to complete the two tables below which relate to the completion of the activities and the reporting schedule on the project.

Duration and action plan	Year 1								Implementing Body				
	8 Months												
	Jun-07	Jul-07	Aug-07	Sep-07	Oct-07	Nov-07	Dec-07	Jan-08		Feb-08			
Activity													
1.0 LED context and best practice analysis													
1.1 Analysis of the National and Provincial LED policies and programmes.													
1.2 Assessment of the LED plans for at least two comparable municipalities provincially and nationally as a means to establish best practice principles and benchmarks.													
1.3 Review of national and international literature on the role of municipalities in LED and trends and patterns.													

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 R...

Duration and action plan		Year 1												Implementing Body
		8 Months												
Activity		Jun-07	Jul-07	Aug-07	Sep-07	Oct-07	Nov-07	Dec-07	Jan-08	Feb-08				
1.4 Review of the provincial and district economic development trends and identify implications for Endumeni		█	█											B Maitman, B Bignoux and R Montgomery
2.0 Competitive assessment			█	█	█	█								B Maitman, B Bignoux, P Sapsford, S Ntobela, O Mwanyama and R Montgomery
2.1 Analysis of the size and structure of the local economy.			█	█	█	█								B Maitman, B Bignoux, P Sapsford, S Ntobela, O Mwanyama and R Montgomery
Identification and assessment of the priority economic sectors (key economic drivers).			█	█	█	█								B Maitman, B Bignoux, P Sapsford, S Ntobela, O Mwanyama and R Montgomery
Assessment of the development potential of the local economic development assets.			█	█	█	█								B Maitman, B Bignoux, P Sapsford, S Ntobela, O Mwanyama and R Montgomery
2.3 Undertaking a skills Audit														B Maitman, B Bignoux, P Sapsford, S Ntobela, O Mwanyama and R Montgomery
2.4 Undertaking a business survey especially in the Dundee and Wasbank.														B Maitman, B Bignoux, P Sapsford, S Ntobela, O Mwanyama and R Montgomery



 JS
 us
 [Signature]
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Duration and action plan		Year 1												Implementing Body
		8 Months												
Activity		Jun-07	Jul-07	Aug-07	Sep-07	Oct-07	Nov-07	Dec-07	Jan-08	Feb-08				
Review of the LED institutional arrangements.	2.5													R Montgomery
Locational advantage workshops at ward and local town level	2.6													B Maltman, B Bignoux, P Sapsford, S Ntobela, O Mwanyama and R Montgomery
Audit of LED (second economy) support infrastructure	3.0													B Maltman, B Bignoux, P Sapsford, S Ntobela, O Mwanyama and R Montgomery
Survey of the informal sector operators.	3.1													B Maltman, B Bignoux, and S Kunene
Review of the municipality's economic governance systems.	3.2													B Maltman, B Bignoux, and S Kunene
Review of the District and local municipalities' LED budgets for the last five years.	3.3													B Maltman, B Bignoux, and S Kunene
Audit of the existing LED oriented infrastructure	3.4													B Maltman, B Bignoux, and S Kunene
Audit of the existing high impact LED projects.	3.5													B Maltman, B Bignoux, and S Kunene



Duration and action plan		Year 1												Implementing Body
		8 Months												
Activity		Jun-07	Jul-07	Aug-07	Sep-07	Oct-07	Nov-07	Dec-07	Jan-08	Feb-08				
3.6 Identification and quantification of the economic impact of the land reform programme.														B Maltman, B Bignoux, and S Kunene
4.0 Development of an LED Vision and strategy														
4.1 Formulation of a shared vision														B Maltman, B Bignoux, P Sapsford, S Ntobela, O Mwanyama and R Montgomery
4.2 Development of action plans														B Maltman, B Bignoux, P Sapsford, S Ntobela, O Mwanyama and R Montgomery
4.3 Identification and prioritization of Catalytic projects														B Maltman, B Bignoux, P Sapsford, S Ntobela, O Mwanyama and R Montgomery
4.4 Formulation of an marketing strategy														B Maltman, B Bignoux, P Sapsford, S Ntobela, O Mwanyama and R Montgomery
4.5 Preparation of a performance monitoring, auditing and evaluation system.														B Maltman, B Bignoux, P Sapsford, S Ntobela, O Mwanyama and R Montgomery

Duration and action plan		Year 1								Implementing Body	
		8 Months									
Activity	Jun-07	Jul-07	Aug-07	Sep-07	Oct-07	Nov-07	Dec-07	Jan-08	Feb-08		
5.0 Institutional alignment											
5.1 Stakeholder identification and assessment											
5.2 Stakeholder mobilization through sector based focused groups sessions											
5.3 Stakeholder workshops											
5.4 Institutional modelling											

* To insert in this document. Finalise the content of the activity plan in excel. Select the content of the spreadsheet to be transferred. Select copy. Within this WORD document select "paste special" under the EDIT menu & choose "Picture (Enhanced Metafile)" & select OK. Once it has been pasted it can be resized to fit.

Activity	Milestone & Method of Verification	Start Date	Completion Date	Associated Budget	Gijima Contribution	Beneficiary Contribution CASH	Beneficiary Contribution IN-KIND	Covered in Report Number(s)
1. LED context and best practice analysis	<ul style="list-style-type: none"> External opportunities and threats Trends and patterns influencing LED in Endumeni. Schedule of LED oriented programs and projects being implemented in Endumeni Reports produced. Best practice principles 	11 June 2007	20 July 2007	R70,995	R37,315	R23,680	R10,000	1
2. Competitiveness assessment	<ul style="list-style-type: none"> Size and structure of the sub-regional/local economy. Trends and patterns influencing LED. Comparative and competitive advantages Key economic drivers. Skills base 	23 July 2007	19 October 2007	R147,970	R110,290	R23,680	R14,000	2
3. Audit of LED (second economy) support infrastructure	<ul style="list-style-type: none"> Access to information and technical support Access to physical infrastructure Audit of municipal infrastructure grant funding allocated to LED projects over the last five years. Identification and quantification of the economic impact of the Land Reform Programme 	23 July 2007	19 October 2007	R108,970	R71,290	R23,680	R14,000	2
4. Development of an LED Vision and strategy	<ul style="list-style-type: none"> Shared vision statement. Action plans Catalytic projects Marketing strategy Monitoring, auditing and evaluation programme. 	01 October 2007	31 January 2008	R139,120	R101,440	R23,680	R14,000	3
5. Institutional alignment and close-out report	<ul style="list-style-type: none"> External opportunities and threats Trends and patterns influencing LED in Endumeni. Schedule of LED oriented 	15 October 2007	28 February 2008	R105,895	R68,215	R23,680	R14,000	4

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The activities covered in the above table must be an updated translation of the activity schedule submitted in the approved application. Each Activity must have at least one associated milestone although the complete activity can also be broken down into a number of components or milestones. The activity must have an associated budget although the sub-division of the activity into component parts does not necessarily require a breakdown of the budget.

Monitoring Reporting Schedule

It is important to have a reporting schedule for the project consistent with the quarterly returns of monitoring reporting and good programme management practice of where possible having projects submitting their monitoring reports in a cycle that coincides with the draw down of tranche payments on the project. Consequently, there is no compulsion to rigidly stick to reports being submitted every three months. Some flexibility (of up to 3 or 4 weeks) may be considered appropriate if it results in a report being submitted that permits the completion of a set of activities & declares sufficient expenditure to draw down the next payment on the project.

	Date of Report *	Activities Completed	Activities In Progress	Anticipated Expenditure Declared	Beneficiary Contribution		Will Report Trigger Next Payment on Project?
					Cash	In-kind	
Report 1	27 July 07	1	2 & 3	R70,995	R23,680	R10,000	No
Report 2	26 Oct 07	2 & 3	4 & 5	R256,940	R47,360	R28,000	No
Report 3	31 Jan 08	4	5	R139,120	R23,680	R14,000	Yes
Final Report	29 Feb 08	5		R 105,895	R23,680	R14,000	Yes

* This table assumes a 12 month project with four monitoring reports. Projects operating over different timeframes should adjust the number of expected reports accordingly, e.g. LCF CAP projects may only have a first report and a final report.

Confirmed as the agreed Activity Schedule and Monitoring Reporting Schedule on	BEF 004(ii) - 026
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Beneficiary	Endumeni Municipality
Name	Bart Maltman
Designation	Acting Municipal Manager
Signature	
Date	04 June 2007

Gijima KZN Programme	
Name	Lucy Mokoena
Designation	Area Manager: Umzinyathi DM
Signature	
Date	04 June 2007

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RR

B

END 126

Gijima Contribution

Gijima Contribution		Municipal Contribution		Total	Invoice No.	Amount
R 388 550		R118 400		R506 950		
40%	R155 420	40%	R47 360	R202 780	Inv 184	61,330.95
50%	R194 275	50%	R59 200	R253 475	Inv 230	105,000.00
10%	R38855	10%	R11 840	R50 695	Inv 278	213,882.00
				Outstanding	Inv 316	76,000.00
				Outstanding	Inv345	50,737.05
					TOTAL	506,950.00
Remaining	0.00					

" C "

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, 24 AUGUST 2009 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 P G Mabilisa
Cllr T B Mkhize
Cllr A M Mthembu
Cllr S E Ndimba
Cllr Ms D P Nkosi
Cllr Ms J A Tshabalala

In Attendance:

Mr D B Cebekhulu	Municipal Manager
Mr S Perumall	Manager Corporate Services
Mr J B Maltman	Manager Technical Services
Mr I Grisdale	Chief Financial Officer
Mr A J van Wyk	Head: Administration
Mr C J Retief	Head: Legal & Estates
Ms B A Mbatha	Assistant Head: Admin - Dundee



B 07/24/08/09

LED STRATEGY
(P3/17/1)

RESOLVED

THAT

MM

1. The Endumeni Municipality Local Economic Development Strategy as formulated by Isibuko se Africa be adopted;

TAX INVOICE 316

06 July 2009

Our Ref : 126END

Municipal Manager
Endumeni Municipality
Private Bag X 2024
Dundee
3000

Att: Mr. B.D. Cebekhulu

Dear Sir

FORMULATION OF A LED STRATEGY FOR ENDUMENI

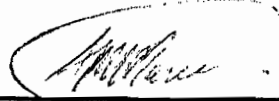
Please find herewith our invoice for the abovementioned project.

1. To Professional Fees

Activity	Amount
Finalisation of Strategy Report	R 45,000.00
Preparation of Implementation Plan	R 31,000.00
GRAND TOTAL	R 76,000.00

Thank you in advance and should you have any queries please contact the undersigned.

Isibuko Se-Africa
Standard Bank
Parklane (P M Burg) - 057525
052049930



Sibongiseni Maseko

approved for payment
09-11-2009

TAX INVOICE 345

06 November 2009

Our Ref : 126END

Municipal Manager
Endumeni Municipality
Private Bag X 2024
Dundee
3000

Att: Mr. B.D. Cebekhulu

Dear Sir

FORMULATION OF A LED STRATEGY FOR ENDUMENI

Please find herewith our invoice for the abovementioned project.

1. To Professional Fees

Activity	Amount
Preparation of a Consolidated Report	R 45,000.00
Disbursement	
Travel 1639.16 km @ 3.50 km	R 5,737.05
GRAND TOTAL	R 50,737.05

Thank you in advance and should you have any queries please contact the undersigned.

**Isibuko Se-Africa
Standard Bank
Parklane (P M Burg) - 057525
052049930**


Sibongiseni Maseko

Approved for payment

09-11-2009 SUBJECT TO FOLLOWING CONDITIONS

NB PAYMENT CAN ONLY BE MADE AFTER AUDIT OF PROJECT AND DRAW DOWN

P. O. Box 100276, Scottsville, 3209 • 239 Hoosen Halfejee Street (Berg Street), Pietermaritzburg, 3201

Tel: (033) 394 5723 • Fax: (033) 394 5715 • E-mail: info@isibukoseafrica.co.za

Member: Sibongiseni Maseko • Registered Name: Isibuko Development Planners

OF LAST 10% TRANCE FROM gyung kzu

ENDUMENI MUNICIPALITY

The Endumeni Municipality serves the towns of Dundee, Glencoe and Wasbank, and is an affirmative action and equal opportunity employer. Applications are hereby invited from persons with the necessary qualifications and experience for appointment in the following position:

VACANCY : MANAGER - STRATEGIC PLANNING/DEVELOPMENT PLANNING/LOCAL ECONOMIC DEVELOPMENT

The Municipality seeks to appoint a dynamic development specialist as the Manager – Strategic Planning/Development Planning/Local Economic Development. The incumbent reports directly to the Manager Technical Services.

Qualifications/experience:

B Degree or M+3 equivalent qualification in Development Planning and/or Strategic Planning will be an advantage; relevant work experience, within an Economic /Planning/environment, and of which at least 2 years at senior management level within a Government Agency/ Business /Economic environment; Knowledge and application of various pieces of legislation/areas with regard to the functioning of Local Economic Development and Strategic and Development Planning; Demonstrate high level problem solving and people management capabilities; Working knowledge of project management; Working knowledge of key Economic and Industry Drivers; Demonstrate high levels of effective communication and managing complex teams capabilities; Computer Literacy; Valid driver's licence.

• Job Objectives:

Review the Municipal strategy, business plan, objectives and budget; Monitor progress and align/update LED strategy to evolving dynamics within the Endumeni Local Municipal and Umzinyathi District Municipal area; Conduct strategic research, design and structure development interventions, and influence key players to support/fund these interventions; Build strong relationships with key stakeholders (public/private partnerships); Networking and partnering with other stakeholders to build Endumeni as the preferred investor destination; Monitor the successful implementation of projects within constraints of the approved budget and as per the approved policy and expanded mandate; Facilitate capacity building of LED practitioners; Provide strategic support to the performance of the of the Department of the Manager Technical Services; Manage Departmental risk and budget; Monitor statutory compliance; People and stakeholder management; Implement and maintain the Performance Management System and keep the records to facilitate audits. Provide advice and assist the municipalities with Spatial Planning and development administration functions e.g LUMS; Provide administrative function for the municipality development planning shared services component; Provision of Town and Regional Planning expertise on regional and local planning projects; Review and implement the Integrated Development Plan; Ensure linkage of the Integrated Development Planning with the Budget, Service Delivery and Budget Implementation and Performance Management System;

Assist the municipality in accessing grant funding and recommending development approval applications as per the KwaZulu– Natal Planning and Development Act 06 of 2008.

Remuneration

Task Grade 17 (scale 1 of the Endumeni salary scale)

Closing date: 29 JULY 2010

Applications accompanied by CVs must be submitted to **The Acting Municipal Manager, Endumeni Municipality, Private Bag 2024, Dundee, 3000.**

Enquiries can be directed to The Acting Municipal Manager at 034-212 2121 during office hours

Late applications will not be considered. Canvassing is prohibited. Applicants that have not received any feedback within 21 days from the abovementioned closing date must accept that their applications were unsuccessful. CV's will not be returned. Appointment to the position will be at the sole discretion of the Endumeni Municipal Council.



JB MALTMAN
Acting Municipal Manager

Notice No: 46/2010

2010/2011
ENDUMENI TURNAROUND STRATEGY
REPORT 1ST QUARTER
ACTION PLAN

8. Electrification

ENDUMENI ACTION PLAN

No.	Priority Turn Around Focal Area	Capacity Assessment Findings	March 2010 (Current Situation/ Baseline)	Target for December 2010 (Changed Situation)	Municipal Action	Unblocking Action Needed from other Spheres and Agencies (e.g. intervention or technical support)	Start Date	End Date	Means of Verification for each activity/ process	Human Resource allocated	Budget (,00)		Quarterly Progress
											Allocated	Projected	
8. ELECTRIFICATION													
7.1	Access to electricity 2009/10		Installation of prepaid electrical meters	162 HH to access prepaid meters by 30 June 2010	HH identify Register formal requests Supply of cables Installation Project commission	N/A	April 2010	30 June 2010	Installed meters	Mr. M R Donaldson	R130 000	R 00.000	Complete
			Upgrade LV OHM Network- Dundee		Receive and approval of plans Prepare quotations Lay the service	N/A	April 2010	30 June 2010		Mr. M R Donaldson	R 150 000	R00.000	Complete
			New Dev Infrastructure	20 new HH service connections		N/A	April 2010	30 June 2010		Mr. M R Donaldson		R00.000	Complete

No.	Priority Turn Around Focal Area	Capacity Assessment Findings	March 2010 (Current Situation/ Baseline)	Target for December 2010 (Changed Situation)	Municipal Action	Unblocking Action Needed from other Spheres and Agencies (e.g. intervention or technical support)	Start Date	End Date	Means of Verification for each activity/ process	Human Resource allocated	Budget (,00)		Quarterly Progress
											Allocated	Projected	
7.2	Access to electricity 2010/11		Upgrade LV OHM Network- Glencoe	80% of the budget spent	Prepare tender documents Acquire material Temporary labour engaged Commence with the project	N/A	01 July 2010	30 June 2011	Payments certificates Salary bill for temporary workers Inspection reports	Mr. M R Donaldson	R300 000	R00.000	Complete
											R300 000	R00.000	In Progress
											R300.000	R00.000	In Progress
			New Development Infrastructure	75% of budget spent	Receive and approval of plans Prepare quotations Lay the service	N/A	01 July 2010	30 June 2011	Payments made on quotations	Mr. M R Donaldson	R300.000	R00.000	In Progress

No.	Priority Turn Around Focal Area	Capacity Assessment Findings	March 2010 (Current Situation/ Baseline)	Target for December 2010 (Changed Situation)	Municipal Action	Unblocking Action Needed from other Spheres and Agencies (e.g. intervention or technical support)	Start Date	End Date	Means of Verification for each activity/ process	Human Resource allocated	Budget (,00)		Quarterly Progress
											Allocated	Projected	
			Purchase and installation of prepaid meters	75% of budget spent and 312 new HH service connections	HH identify Register formal requests	N/A	01 July 2010	30 June 2011	374 meters Installed	Mr. M R Donaldson		R00.000	In Progress
			Purchase Trycon and Ring Main units	2 new Trycon installed	Identify outdated mini-sub MV switch Replace with Trycon	N/A	01 July 2010	30 June 2011	2 New Trycon installed	Mr. M R Donaldson	R60 000	R00.000	In Progress
			Upgrade Street lighting in Glencoe	30 new street lights	Confirm the needy area Install new lights	N/A	01 July 2010	30 June 2011	30 new street lights	Mr. M R Donaldson	R 50 000.00	R00.000	In Progress

Your Ref.:

Private Bag 2024
Dundee 3000

Our Ref.:

Telefax: (034) 212 3856

Department **Electrical Services**



Enquiries: **M R Donaldson**

Tel.: (034) 212 2121

30 September 2009

Attention: Mr. J B Maltman
Manager Technical Services
Endumeni Municipality
Private Bag 2024
DUNDEE
3000

Dear Sir,

**ELECTRICAL DEPARTMENT CAPITAL PROJECTS:
(JULY 2009, AUGUST 2009 & SEPTEMBER 2009) 1ST QUARTER REPORT**

The following Electrical Capital Projects were completed during 2009/2010 Financial Year.

	VOTE	PROJECT	AMOUNT ALLOCATED	AMOUNT SPENT
	401	ELECTRICITY		
1	401/306001	Installation of prepaid electrical meters	R200 000	R30 000
2	616/341041	Upgrade LV OHM Network - Glencoe	R645 000	-
3	401/306001	Airconditioners - Workshop	R 8 500	R 5 195
4	401/306001	Welding Machine - Portable	R 18 000	R11 592
5	401/306001	Transformer – Polemounted	R100 000	R60 602
6	616/341039	New Development Infrastructure	R300 000	R25 485
7	616/341059	315KVA Mini Sub - Glencoe	R165 000	-
8	401/306001	Generator Portable	R 20 000	-
	410	ELECTRICITY STREETLIGHTS		
9	410/306001	Upgrade Streetlight Fittings	R80 000	-

Yours faithfully



M.R. DONALDSON
MANAGER ELECTRICAL

M.R.D/mrp

ENDUMENI
MUNICIPALITY

Civic Building

Your Ref.:

Private Bag 2024
Dundee 3000



Our Ref.:

Telefax: (034) 212 3856

Department: **Electrical Services**

M R Donaldson

Enquiries:

Tel.: (034) 212 2121

31 December 2009

Attention: Mr. J B Maltman
Manager Technical Services
Endumeni Municipality
Private Bag 2024
DUNDEE
3000

Dear Sir,

**ELECTRICAL DEPARTMENT CAPITAL PROJECTS:
(OCTOBER 2009, NOVEMBER 2009 & DECEMBER 2009) 2ND QUARTER REPORT**

The following Electrical Capital Projects were completed during 2009/2010 Financial Year.

	VOTE	PROJECT	AMOUNT ALLOCATED	AMOUNT SPENT
	401	ELECTRICITY		
1	401/306001	Installation of prepaid electrical meters	R200 000	R45 000
2	616/341041	Upgrade LV OHM Network - Glencoe	R645 000	-
3	401/306001	Airconditioners - Workshop	R 8 500	R 5 195
4	401/306001	Welding Machine - Portable	R 18 000	R11 592
5	401/306001	Transformer – Polemounted	R100 000	R60 602
6	616/341039	New Development Infrastructure	R300 000	R42 439
7	616/341059	315KVA Mini Sub - Glencoe	R165 000	-
8	401/306001	Generator Portable	R 20 000	R18 000
	410	ELECTRICITY STREETLIGHTS		
9	410/306001	Upgrade Streetlight Fittings	R80 000	R10 000

Yours faithfully

MR DONALDSON
MANAGER ELECTRICAL

MR DONALDSON

ENDUMENI
MUNICIPALITY

Your Ref.:

Private Bag 2024
Dundee 3000

Our Ref.:

Telefax: (034) 212 3856

Department: **Electrical Services**

M R Donaldson

Enquiries:

Tel.: (034) 212 2121



31 March 2010

Attention: Mr. J B Maltman
Manager Technical Services
Endumeni Municipality
Private Bag 2024
DUNDEE
3000

Dear Sir,

**ELECTRICAL DEPARTMENT CAPITAL PROJECTS:
(JANUARY 2010 TO MARCH 2010) 3rd QUARTER REPORT**

The following Electrical Capital Projects were completed during 2009/2010 Financial Year.

	VOTE	PROJECT	AMOUNT ALLOCATED	AMOUNT SPENT
	401	ELECTRICITY		
1	401/306001	Installation of prepaid electrical meters	R200 000	R70 000
2	616/341041	Upgrade LV OHM Network - Glencoe	R645 000	R378 497
3	401/306001	Airconditioners - Workshop	R 8 500	R 5 195
4	401/306001	Welding Machine - Portable	R 18 000	R11 592
5	401/306001	Transformer – Polemounted	R100 000	R60 602
6	616/341039	New Development Infrastructure	R300 000	R225 219
7	616/341059	315KVA Mini Sub - Glencoe	R165 000	R176 015
8	401/306001	Generator Portable	R 20 000	R18 000
	410	ELECTRICITY STREETLIGHTS		
9	410/306001	Upgrade Streetlight Fittings	R80 000	R10 000

Yours faithfully

M R DONALDSON
MANAGER ELECTRICAL

MRD/mrb



Civic Building

Your Ref.:

Private Bag 2024
Dundee 3000

Our Ref.:

Telefax: (034) 212 3856

Department: Electrical Services

M R Donaldson

Enquiries:

Tel.: (034) 212 2121



30 June 2010

Attention: Mr. J B Maltman
Acting Municipal Manager
Endumeni Municipality
Private Bag 2024
DUNDEE
3000

Dear Sir,

**ELECTRICAL DEPARTMENT CAPITAL PROJECTS:
(APRIL 2010 TO JUNE 2010) 4TH QUARTER REPORT**

The following Electrical Capital Projects were completed during 2009/2010 Financial Year.

	VOTE	PROJECT	AMOUNT ALLOCATED	AMOUNT SPENT
	401	ELECTRICITY		
1	401/306001	Installation of prepaid electrical meters	R200 000	R180 000
2	616/341041	Upgrade LV OHM Network - Glencoe	R645 000	R644 881
3	401/306001	Airconditioners - Workshop	R 8 500	R 5 195
4	401/306001	Welding Machine - Portable	R 18 000	R11 592
5	401/306001	Transformer – Polemounted	R100 000	R60 602
6	616/341039	New Development Infrastructure	R300 000	R299 200
7	616/341059	315KVA Mini Sub - Glencoe	R165 000	R181 351
8	401/306001	Generator Portable	R 20 000	R18 000
	410	ELECTRICITY STREETLIGHTS		
9	410/306001	Upgrade Streetlight Fittings	R80 000	R79 218

Yours faithfully

**M R DONALDSON
MANAGER ELECTRICAL**

MRD/mrb



Civic Building

ENDUMENI: SDBIP 2009/2010 : SERVICE DELIVERY TARGETS RESPONSIBLE REPORTING OFFICIALS

401	Technical Services	Electricity Admin	Ensure the enforcement of bylaws by detection of offenders in respect of tampered electrical meters	REPORT PER QUARTER	REPORT PER QUARTER	REPORT 1ST QUARTER	REPORT 2ND QUARTER	REPORT 3RD QUARTER	REPORT 4TH QUARTER	6%	REPORT PER QUARTER	1:2,3,4,5,6
401	Technical Services	Electricity Admin	Ensure the enforcement of bylaws by detection of offenders in respect of tampered electrical meters	300	300	REPORT QUARTER	REPORT QUARTER	REPORT QUARTER	REPORT QUARTER	148	REPORT QUARTER	1:2,3,4,5,6
CAP 401206001	Technical Services	Electricity Capital	To complete all projects immediately and within the budget allocated	PER QUARTER	PER QUARTER	30 000	60 000	90 000	70 000	100 000	100 000	1:2,3,4,5,6
CAP 6162341041	Technical Services	Electricity Capital	To complete all projects immediately and within the budget allocated	PER QUARTER	PER QUARTER	645 000	0	161 250	378 487	944 881	1	1:2,3,4,5,6
CAP 401206001	Technical Services	Electricity Capital	To complete all projects immediately and within the budget allocated	PER QUARTER	PER QUARTER	20 000	0	18 000	18 000	18 000	18 000	1:2,3,4,5,6
CAP 6162341039	Technical Services	Electricity Capital	To complete all projects immediately and within the budget allocated	PER QUARTER	PER QUARTER	300 000	25 485	75 000	42 436	258 200	258 200	1:2,3,4,5,6
CAP DME	Technical Services	Electricity Capital DME FUNDING	To complete all projects immediately and within the budget allocated BY DME	PER QUARTER	PER QUARTER	0	0	0	0	0	0	4
CAP 6162341039	Technical Services	Electricity Capital	To complete all projects immediately and within the budget allocated	PER QUARTER	PER QUARTER	300 000	0	75 000	178 015	161 251	161 251	1
CAP 410206001	Technical Services	Electricity Capital	To complete all projects immediately and within the budget allocated	PER QUARTER	PER QUARTER	80 000	0	20 000	10 000	79 218	79 218	1,2,3,4,5,6
CAP 401206001	Technical Services	Electricity Capital	To complete all projects immediately and within the budget allocated	PER QUARTER	PER QUARTER	100 000	80 802	25 000	60 802	80 802	80 802	2
CAP 401206001	Technical Services	Electricity Capital	To complete all projects immediately and within the budget allocated	PER QUARTER	PER QUARTER	18 000	11 962	4 500	11 962	4 500	11 962	1,2,3,4,5,6
CAP 4012235045	Technical Services	Maintenance & Repair Electricity	To complete all projects immediately and within the budget allocated	PER QUARTER	PER QUARTER	500 000	175 116	125 000	457 785	489 817	489 817	1,2,3,4,5,6
CAP 410206001	Technical Services	Maintenance & Repair Streetlights	To complete all projects immediately and within the budget allocated	PER QUARTER	PER QUARTER	340 000	87 460	85 000	305 296	337 615	337 615	1,2,3,4,5,6
CAP 401206001	Technical Services	Electricity Capital	To complete all projects immediately and within the budget allocated	PER QUARTER	PER QUARTER	8 500	5 185	2 125	5 185	5 185	5 185	3

**2010/2011
ENDUMENI TURNAROUND STRATEGY
REPORT 1ST QUARTER
ACTION PLAN**

9. Organisational Review

No.	Priority Turn Around Focal Area	Capacity Assessment Findings	March 2010 (Current Situation/ Baseline)	Target for December 2010 (Changed Situation)	Municipal Action	Unblocking Action Needed from other Spheres and Agencies (e.g. intervention or technical support)	Start Date	End Date	Means of Verification for each activity/ process	Human Resource allocated	Budget (,00)		Quarterly Progress
											Allocated	Projected	
9. ORGANISATIONAL REVIEW													
9.1	Organizational Review		Council identified a need to transform the organization and ensure multi- skilling of staff	Council approved organizational structure	Advertise tender for a suitable SP Adjudication of tenders Tender award	KWANALOGA to provide technical support	May 2010	15 June 2010	Service level agreement	DCS MM	R100 000.00	R400.000	Status as at 23 July 2010 Bid No 76/2008 awarded to Price Water House Coopers in the amount of R398 300 DBSA Funding to be finalised N/A
9.2			Organizational assessment	Assess organization and identify capacity gaps in terms of vacancies and skills required	Assess organization and identify capacity gaps in terms of vacancies and skills required	KWANALOGA to provide technical support	16 June 2010	30 July 2010	Assessment report	DCS MM	R00.000	R00.000	N/A

Budget (,00)	Projected	R00.000
	Allocated	R00.000
Human Resource allocated	DCS MM	
Means of Verification for each activity/process	Council resolution adopting org review report	
End Date	30 September	
Start Date	30 July 2010	
Unblocking Action Needed from other Spheres and Agencies (e.g. intervention or technical support)	KWANALOGA to provide technical support	
Municipal Action	Draft report Workshop and presentation of proposal Adoption of new structure and review report	
Target for December 2010 (Changed Situation)	Adopted organizational review	
March 2010 (Current Situation/Baseline)		
Capacity Assessment Findings		
Priority Turn Around Focal Area		
No.	9.3	
		N/A

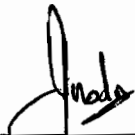
MEMORANDUM

TO : Municipal Manager
FROM : BID ADJUDICATION COMMITTEE CHAIRPERSON
DATE : 23/06/2009

Please be informed that the following bid was awarded to the following company as per Endumeni Municipality Supply Chain Management policy section 5(3):

1. Bid No. 76/2008 Organisational Development Services was awarded to PriceWaterhouse Coopers.

I trust the foregoing is to your satisfaction and should you have any further queries please do not hesitate to make contact.



Mr. I. Grisdale
CHIEF FINANCIAL OFFICER

ENDUMENI BID ADJUDICATION COMMITTEE MEETING

MINUTES of a meeting of the BID ADJUDICATION COMMITTEE held in the SMALL COMMITTEE ROOM, CIVIC CENTRE, 64 VICTORIA STREET, DUNDEE on MONDAY, 23 JUNE 2009 at 08:00.

Present: Chief Financial Officer - Mr I Gridale -Chairperson
Manager Technical Services - Mr J B Maltman -Member
Manager Corporate Services - Mr S Perumall -Member
Supply Chain Management Officer - Mr S Sonpal -Secretary

1. OPENING

Meeting re-scheduled for 08:30 due to management being in a meeting.

Chairperson welcomed the members present.

2. APOLOGIES

Mr. C.J. Retief, as he is on leave.

3. ADJUDICATION OF BIDS:

3.1 BID NO. 76/2008: ORGANISATIONAL DEVELOPMENT SERVICES

RESOLVED:

THAT

3.1.1. The bid be awarded to Pricewaterhouse Coopers, at R398300.00 vat inclusive, based on motivation received from the Bid Evaluation Committee.

3.1.1.1 Subject to the approval of grant funding from Development Bank Of South Africa, Endumeni Municipality appoints PriceWaterhouse Coopers at risk. To supply professional services in a capacity of Project Manager as per terms and conditions of Bid Number 76/2008 subject to an explicit proviso that the only fees due to be granted. Professional fees are to be disbursed to the said company within 30 days, upon receipt of any approved DBSA payment schedule to be based on certificates submitted by PriceWaterhouse Coopers.

4. CLOSURE


There being no further matters to discuss the meeting adjourned at 08:40.

CHAIRPERSON



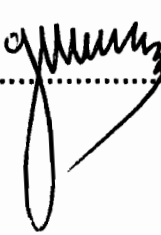
DATE: 23/6/09

MEMBER








DATE: 23/6/2009

MEMBER



DATE: 23/6/2009.

**ENDUMENI MUNICIPALITY
 BID ADJUDICATION ATTENDANCE REGISTER**

DATE	NAME	DESIGNATION	SIGNATURE
23/06/2009	Mr. I. Grisdale	CHAIRPERSON	
23/06/2009	Mr. J.B. Maltman	MEMBER	
23/06/2009	Mr. S. Perumall	MEMBER	
23/06/2009	Mr. S. Sonpal	SECRETARY	
23/06/2009	Mr. S. Ngwenya	SCM SNR CLERK	

ENDUMENI MUNICIPALITY

Office of the Chief Financial Officer
DUNDEE
3000

22 June 2009

**Chief Financial Officer
Manager Corporate Services
Head: Legal & Estates
Manager Technical Services**

-Mr I Grisdale – Chairperson
-Mr S.Perumall -Member
-Mr C J Retief – Member
-Mr J B Maltman - Member

Sirs

NOTICE is hereby given that a meeting of the **BID ADJUDICATION COMMITTEE** in terms of Council Supply Chain Management Policy and Section 29 of Supply Chain Management Regulations will be held in the **SMALL COMMITTEE ROOM**, Civic Centre, 64 Victoria Street, **DUNDEE** on **TUESDAY, 23 JUNE 2009** at **08H00** in order to discuss the following.



**I GRISDALE
CHIEF FINANCIAL OFFICER**

AGENDA

1. **OPENING**
2. **APOLOGIES**
3. **TENDERS**
 - 3.1 **Bid No. 76/2008 – ORGANISATIONAL DEVELOPMENT SERVICES**

Attached find Tender Evaluation Report received from Manager Technical Services for the convenience of the Committee. The Bid Evaluation Committee resolved to:

RECOMMEND: THAT

- 3.1.1. PriceWaterhouse Coopers be awarded the bid at R398 300.00.

4. **CLOSURE**

ENDUMENI BID EVALUATION COMMITTEE MEETING

MINUTES of a meeting of the BID EVALUATION COMMITTEE held in the SMALL COMMITTEE ROOM, CIVIC CENTRE, 64 VICTORIA STREET, DUNDEE on MONDAY, 22 JUNE 2009 at 14:00.

PRESENT: Mr. G Esterhuizen - Senior Financial Officer
(Chairperson)
Mr. M Ndlovu - Head Safety and Security
Mr. N B Rose - Admin Manager Technical Services
Mr. S. Sonpal - Supply Chain Management Officer
(Secretary)

1. **OPENING**

Chairperson welcomed the members present.

2. **APOLOGIES**

None

3. **EVALUATION OF BIDS:**

3.1 **BID NO. 76/2008: ORGANISATIONAL DEVELOPMENT SERVICES**

After scrutinizing the bids and the evaluation report it was RESOLVED to

RECOMMEND:

THAT

3.1.1 Bid No. 76/2008 (Organisational Development Services) be awarded to PriceWaterhouse Coopers at R398300.00.

Motivation:

3.1.1.1 PriceWaterhouse Cooper is an acknowledged leader of organisational management solutions to the Provincial and Local Government spheres.


3.1.1.2 The Director of Sabera is 20 years of age and no academic qualifications are appended in support of the proposal.


3.1.1.3 The said company was registered in 2008 but however claims to have completed projects at various institutes over a number of years.


3.1.1.4 The Vat registration number of the enterprise in question is incomplete and therefore cannot be verified.

4. **CLOSURE**

There being no further matters to discuss the meeting adjourned at 14:10.

CHAIRPERSON :  DATE: 22/6/09

MEMBER :  DATE: 22/06/09

MEMBER :  DATE: 22/06/09

TENDER AWARD: TENDER NO. 76/2008: APPOINTMENT OF SERVICE PROVIDER TO COMPLETE ORGANISATIONAL DEVELOPMENT SERVICES: ENDUMENI MUNICIPALITY

REPORT: MANAGER TECHNICAL SERVICES

To obtain approval for the appointment of service providers to complete organisational development services.

BACKGROUND

Acting under the authority of the Council; an advertisement calling for tenders in respect of Tender No. 76/2008 for interested service providers was placed in the press, a copy of the tender notice is appended for the convenience of the committee as per annexure "A". Tenders received are listed as follows for provision of the following services.

1. Sabera
2. Pricewaterhouse Coopers

A. Tenders

One of the Prospective Bidders is well known to the writer and as such Pricewaterhouse Coopers is an acknowledge leader in the provision of organisational management solutions to the Provincial and Local Government Sphere. The converse is not applicable to Sabera as a careful evaluation of the bid in question reveals a litany of queries. The director of the company is 20 years of age and no academic qualifications are appended in support of the proposal. The company in question was registered in 2008 but however claims to have completed projects at various institutions over a number of years. The vat registration number of the enterprise in question is incomplete and therefore cannot be verified. The issues in question are but a few of the queries raised in an evaluation of the Sabera tender and as a consequence of these queries the tender in question cannot be rationally considered further.

B. Preference Claimed MBD 6.1

1. Appended for the convenience of the committee as per annexure "B" is a detailed schedule of bids considered in respect of organisational development services.

C. Procurement

1. In light of the foregoing the **TENDER EVALUATION COMMITTEE** in deliberating on this matter, could consider the following recommendations based on preference claimed in MBD 6.1 , tender evaluation and further consider any award to be based on a premise that appointments be distributed in the best interest of the Endumeni Municipality based on the tender evaluation report.

IT IS

RECOMMENDED

EVALUATION
ADJUDICATION COMMITTEE
THAT the **TENDER ADJUDICATION COMMITTEE** under the delegated authority of Endumeni Council Resolution D01/16/08/04 resolves to recommend that Tender No.76/2008 for the appointment of service provider to supply professional services to assist with organisational development services be awarded to Pricewaterhouse Coopers in the amount off R398300.00 inclusive of vat.

Organisational Services Project Manager

1. Subject to the Approval of the ^{Grant Funding} Development Bank Of South Africa Edumeni Municipality appoints Pricewaterhouse Coopers at risk. To supply professional services in a capacity of Project Manager as per the terms and conditions of Tender No. 76/2008 subject to an explicit proviso that the only fees due to Pricewaterhouse Coopers be in lieu of said DBSA project approval to be granted . Professional Fees are to be disbursed to the said company within 30 days, upon receipt of any approved DBSA payment schedule to be based on certificates submitted by Pricewaterhouse Coopers

PROPOSAL FOR ORGANISATIONAL DEVELOPMENT SERVICES - BID 76/2008

PRICE	Points allowed	HDI				HDI POINTS	FUNC POINT S	FUNC TOTAL
		% No Franchise	10 % Female	% Dis-ability	4			
Max. Points SABERA PRICEWATERHOUSECOOPERS	80 80.00 79.64	100% 22%	100% 13%	6.00 0.78	0.00 0.00	16.00 2.98	0 0	96.00 82.62

PRICES QUOTED INCLUDE VAT
TAX CLEARANCE CERTIFICATES ATTACHED

ENDUMENI BID EVALUATION COMMITTEE MEETING

MINUTES of a meeting of the **BID EVALUATION COMMITTEE** held in the **SMALL COMMITTEE ROOM, CIVIC CENTRE, 64 VICTORIA STREET, DUNDEE** on **MONDAY, 22 JUNE 2009** at **14:00**.

PRESENT:

Mr. G Esterhuizen	-	Senior Financial Officer (Chairperson)
Mr. M Ndlovu	-	Head Safety and Security
Mr. N B Rose	-	Admin Manager Technical Services
Mr. S. Sonpal	-	Supply Chain Management Officer (Secretary)

1. OPENING

Chairperson welcomed the members present.

2. APOLOGIES

None

3. EVALUATION OF BIDS:

3.1 BID NO. 76/2008: ORGANISATIONAL DEVELOPMENT SERVICES

After scrutinizing the bids and the evaluation report it was **RESOLVED** to

RECOMMEND:

THAT

3.1.1 Bid No. 76/2008 (Organisational Development Services) be awarded to PriceWaterhouse Coopers at R398300.00.

Motivation:

3.1.1.1 PriceWaterhouse Cooper is an acknowledged leader of organisational management solutions to the Provincial and Local Government spheres.


3.1.1.2 The Director of Sabera is 20 years of age and no academic qualifications are appended in support of the proposal.


3.1.1.3 The said company was registered in 2008 but however claims to have completed projects at various institutes over a number of years.


3.1.1.4 The Vat registration number of the enterprise in question is incomplete and therefore cannot be verified.

4. CLOSURE

There being no further matters to discuss the meeting adjourned at 14:10.

CHAIRPERSON :  DATE: 22/6/09

MEMBER :  DATE: 22/06/09

MEMBER :  DATE: 22/06/09

ENDUMENI MUNICIPALITY

Office of the Senior Financial Manager

DUNDEE

3000

22 June 2009

To:

Mr. G Esterhuizen	-	Senior Financial Officer
Mr. N B Rose	-	Admin Manager Technical Services
Mr. M E Ndlovu	-	Head Safety and Security
Mr. S. Sonpal	-	Supply Chain Management Officer

Gentlemen

NOTICE is hereby given that a meeting of the **BID EVALUATION COMMITTEE** will take place in the **SMALL COMMITTEE ROOM**, Civic Centre, 64 Victoria Street, **DUNDEE** on **MONDAY, 22 June 2009** at **14:00** in order to discuss the following.



Mr. G. Esterhuizen
Senior Financial Officer

AGENDA

- 1. OPENING**
- 2. APOLOGIES**
- 3. BIDS**
 - 3.1 BID No. 76/2008: ORGANISATIONAL DEVELOPMENT SERVICES**

Attached find a Bid Evaluation report from Department of Technical Services for the convenience of the Committee.
- 4. CLOSURE**

TENDER AWARD: TENDER NO. 76/2008: APPOINTMENT OF SERVICE PROVIDER TO COMPLETE ORGANISATIONAL DEVELOPMENT SERVICES: ENDUMENI MUNICIPALITY

REPORT: MANAGER TECHNICAL SERVICES

To obtain approval for the appointment of service providers to complete organisational development services.

BACKGROUND

Acting under the authority of the Council; an advertisement calling for tenders in respect of Tender No. 76/2008 for interested service providers was placed in the press, a copy of the tender notice is appended for the convenience of the committee as per annexure "A". Tenders received are listed as follows for provision of the following services.

1. Sabera
2. Pricewaterhouse Coopers

A. Tenders

One of the Prospective Bidders is well known to the writer and as such Pricewaterhouse Coopers is an acknowledge leader in the provision of organisational management solutions to the Provincial and Local Government Sphere. The converse is not applicable to Sabera as a careful evaluation of the bid in question reveals a litany of queries. The director of the company is 20 years of age and no academic qualifications are appended in support of the proposal. The company in question was registered in 2008 but however claims to have completed projects at various institutions over a number of years. The vat registration number of the enterprise in question is incomplete and therefore cannot be verified. The issues in question are but a few of the queries raised in an evaluation of the Sabera tender and as a consequence of these queries the tender in question cannot be rationally considered further.

B. Preference Claimed MBD 6.1

1. Appended for the convenience of the committee as per annexure "B" is a detailed schedule of bids considered in respect of organisational development services.

C. Procurement

1. In light of the foregoing the **TENDER EVALUATION COMMITTEE** in deliberating on this matter, could consider the following recommendations based on preference claimed in MBD 6.1 , tender evaluation and further consider any award to be based on a premise that appointments be distributed in the best interest of the Endumeni Municipality based on the tender evaluation report.

IT IS

RECOMMENDED

EVALUATION AND
ADJUDICATION COMMITTEE
THAT the **TENDER ADJUDICATION COMMITTEE** under the delegated authority of Endumeni Council Resolution D01/16/08/04 resolves to recommend that Tender No.76/2008 for the appointment of service provider to supply professional services to assist with organisational development services be awarded to Pricewaterhouse Coopers in the amount off R398300.00 inclusive of vat.

Organisational Services Project Manager

1. Subject to the Approval of the Development Bank Of South Africa Edumeni Municipality appoints Pricewaterhouse Coopers at risk. To supply professional services in a capacity of Project Manager as per the terms and conditions of Tender No. 76/2008 subject to an explicit proviso that the only fees due to Pricewaterhouse Coopers be in lieu of said DBSA project approval to be granted . Professional Fees are to be disbursed to the said company within 30 days, upon receipt of any approved DBSA payment schedule to be based on certificates submitted by Pricewaterhouse Coopers

PROPOSAL FOR ORGANISATIONAL DEVELOPMENT SERVICES - BID 76/2008

PRICE	HDI				POINTS allowed	HDI				FUNC POINT S	TOTAL	
	% No Franchise	10 % Female	% Dis- ability	4 POINTS		% No Franchise	10 % Female	% Dis- ability	4 POINTS			
Max. Points												
PRICE												
80					80.00							
1 396492.00	100%	100%	0%	0.00	80.00	10.00	100%	6.00	0.00	16.00	0	96.00
2 398300.00	22%	13%	0%	79.64	79.64	2.20	13%	0.78	0.00	2.98	0	82.62

PRICES QUOTED INCLUDE VAT
TAX CLEARANCE CERTIFICATES ATTACHED

ENDUMENI MUNICIPALITY

INVITATION FOR PROPOSALS FOR ORGANISATIONAL DEVELOPMENT SERVICES

TENDER NUMBER 76/2008

The five-year Local Government Strategic Agenda provides for a systematic and programmatic approach to assist Municipalities to focus on sustainable service delivery in order to achieve the Governments Millennium Development Goals by 2014.

Against this background the Endumeni Municipality seeks the support of a service provider with a proven record in local government to assist with the review of its current organisational structure.

The reviewed structure must be aligned to the Endumeni Integrated Development Plan (IDP) so as to assist the Municipality in achieving its strategic objectives.

Tender documents are available from the offices of the Endumeni Municipality, 64 Victoria Street, Dundee against payment of a **R200** non-refundable fee. Any queries in respect of the documentation or this assignment can be directed to Mr S. Perumal on telephone number 034 2122121 ext. 2206. e-mail sham@endumeni.gov.za

A compulsory briefing session for this assignment will be held on **10 February 2009** at **10h00** in the **Main Committee Room, Civic Centre, 64 Victoria Street, Dundee**. Tender Documents will be available from Mr. S Sonpal, Municipal Supply Chain Management Officer, **Room 12, Civic Centre, Dundee** or on Tel: 034-2122121 ext. 2265 after **16 January 2009**.

Tenders in sealed envelopes and clearly marked "**PROPOSAL FOR ORGANISATIONAL DEVELOPMENT SERVICES: TENDER NUMBER 76/2008**" must be deposited in the tender box of the Endumeni Municipality situated at **64 Victoria Street** on or before the closing time of **12h00** on **25 February 2009**, where all tenders received will be opened in public. Late tenders or tenders received by way of facsimile or email will under no circumstances be accepted.

The Endumeni Municipality does not bind itself to accept the lowest or any tender.



DB Cebekhulu
Municipal Manager
Endumeni Municipality
Private Bag X2024
DUNDEE
3000

**2010/2011
ENDUMENI TURNAROUND STRATEGY
REPORT 1ST QUARTER
ACTION PLAN**

10. Roads & Stormwater

No.	Priority Turn Around Focal Area	Capacity Assessment Findings	March 2010 (Current Situation/Baseline)	Target for December 2010 (Changed Situation)	Municipal Action	Unblocking Action Needed from other Spheres and Agencies (e.g. intervention or technical support)	Start Date	End Date	Means of Verification for each activity/process	Human Resource allocated	Budget (,00)		Quarterly Progress
											Allocated	Projected	
10. ROADS AND STORM WATER													
10.1	Access roads, storm water and maintenance		Karel Landman Road and Storm water	Commenced with construction 50% of the budget spent	Approval of designs Provide specification Advertise for contractors Briefing and collection of documents Evaluation and adjudication Appointment of contractor Project commencement Progress report and payment certificates	Provincial MIG to expedite draw downs to the municipality	May 2010	March 2011	SLA	Mr. Maltman Project Managers	R7 321 356	R00.000	Performance Status 23 July 2010 Engineering Service Provider appointed. Business Plan approved by MIG See Council Resolution C09/20/05/10 Find appended approved three year cash flow

No.	Priority Turn Around Focal Area	Capacity Assessment Findings	March 2010 (Current Situation/Baseline)	Target for December 2010 (Changed Situation)	Municipal Action	Unblocking Action Needed from other Spheres and Agencies (e.g. intervention or technical support)	Start Date	End Date	Means of Verification for each activity/process	Human Resource allocated	Budget (,00)	Quarterly Progress				
			Sbongile Buffer strip Roads and Storm water		<p>Advertise for contractors</p> <p>Briefing and collection of documents</p> <p>Evaluation and adjudication</p> <p>Appointment of contractor</p> <p>Project commencement</p>	Provincial MIG to expedite draw downs to the municipality	May 2010	March 2011	SLA	Mr. Maltman Project Managers	<table border="1"> <tr> <td>Allocated</td> <td>R 4 303 913</td> </tr> <tr> <td>Projected</td> <td>R00.000</td> </tr> </table>	Allocated	R 4 303 913	Projected	R00.000	<p>Performance Status 23 July 2010</p> <p>Engineering Service Provider appointed.</p> <p>Business Plan approved by MIG</p> <p>See Council Resolution C09/20/05/10</p> <p>Find appended approved three year cash flow</p>
Allocated	R 4 303 913															
Projected	R00.000															

No.	Priority Turn Around Focal Area	Capacity Assessment Findings	March 2010 (Current Situation/ Baseline)	Target for December 2010 (Changed Situation)	Municipal Action	Unblocking Action Needed from other Spheres and Agencies (e.g. intervention or technical support)	Start Date	End Date	Means of Verification for each activity/ process	Human Resource allocated	Budget (,00)		Quarterly Progress
											Allocated	Projected	
	Access roads, storm water and maintenance		Sithembile Phase Two Roads and Storm water	At 70% of the budget will be spent	Registered Advertise for contractors Briefing and collection of documents Evaluation and adjudication Appointment of contractor Project commencement	Provincial MIG to expedite draw downs to the municipality	May 2010	March 2011	SLA	Mr. Maltman Project Managers	R 6 475 621	R00.000	Performance Status 23 July 2010 Engineering Service Provider appointed. Business Plan approved by MIG See Council Resolution C09/20/05/10 Find appended approved three year cash flow

No.	Priority Turn Around Focal Area	Capacity Assessment Findings	March 2010 (Current Situation/ Baseline)	Target for December 2010 (Changed Situation)	Municipal Action	Unblocking Action Needed from other Spheres and Agencies (e.g. intervention or technical support)	Start Date	End Date	Means of Verification for each activity/ process	Human Resource allocated	Budget (,00)		Quarterly Progress
											Allocated	Projected	
	Access roads, storm water and maintenance		Karel Landman Road and Storm water Phase 2	At 70% of the budget will be spent	Registered Advertise for contractors Briefing and collection of documents Evaluation and adjudication Appointment of contractor Project commencement	Provincial MIG to expedite draw downs to the municipality	May 2010	March 2011	SLA	Mr. Maltman Project Managers	R 6 000 000	R00.000	Performance Status 23 July 2010 Engineering Service Provider appointed. Business Plan approved by MIG See Council Resolution C09/20/05/10 Find appended approved three year cash flow

Your Ref.:

Private Bag 2024
Dundee 3000

Our Ref.:
J B Maltman

Telefax: (034) 212 3856

Department:
Acting Municipal Manager

Enquiries:

Tel.: (034) 212 2121



22 July 2010

Cooperative Governance
Private Bag X804
PRETORIA
0001

Attention: Mr KP Bologo

Dear Sir

WITHHOLDING OF MIG TRANSFERS TO MUNICIPALITY DUE TO UNDER-SPENDING (SECTION 6 OF THE DIVISION OF REVENUE ACT, ACT 1 OF 2010)

Your letter dated 16 July 2010 refers.

We wish to respond as follows:

1. Expenditure for period April 2010 – July 2010.

Initial progress on two of our approved projects, was delayed during this period as a result of:

- Dundee Buffer Strip (2009MIGFK241175041) - A protracted process for the relocation of informal dwellings led to a temporary suspension of works. This issue has now been addressed and work is proceeding where possible. Specific cash flows for this project were re-assessed in April to cater for possible further delays.
- Sithembile Roads and Stormwater (2009MIGFK241184140) - an unanticipated delay in the appointment of service providers for this project resulted in work commencing later than programmed.

Please note that the total expenditure for the period April 2010 - July 2010 was approximately 12% of planned expenditure reported in May 2010.

Over the extended period of implementation of the MIG 2010/11 financial year, the impact of the change to the MIG financial years were made clear to all delegates, Endumeni was forced to reassess their projected implementation plans to suit revised MIG drawdown

dates. It should also be noted that Endumeni is providing considerable counter funding to our current projects and the implications on changes in MIG draw downs on our capital budget cash flows was also a major consideration.

- 2.2 We are currently in the process of calling for tenders for the implementation of three projects (Karel Landman Roads and Stormwater phases 1 and 2; Sithembile Phase 2 Roads and stormwater). The projects have been programmed to overlap the 2010/11 and 2011/12 financial years in order to gain maximum benefits through the tender processes.
- 2.3 Attached please find revised cash flows and projected draw downs for our amended implementation plans, which clearly indicate that all 2010/2011 funds will be expended by May 2010, and that 2011/2012 allocations will be expended by September 2011.

We request that we are afforded the opportunity to amend our initial drawdown projections as per the attached schedule in order that future expenditure projections are aligned with our current implementation plans.

Yours faithfully



JB MALTMAN
ACTING MUNICIPAL MANAGER

PAYMENT SCHEDULE 2010/11/12

MUNICIPALITY:	Endumeni Local Municipality		
Financial Year	Allocation	Rollover	Total
2010/11	R 8,522,436.34	R 0.00	R 8,522,436.34

DATE	BUDGETARY ESTIMATE	ADVANCES REQUESTED	A1	B1	A1-B1
			BUDGETARY ESTIMATE	ADVANCES REQUESTED	BALANCE
			Proposed Revision July 2010		
	MIG Commitments				MIG Commitments
Unspent 09/10	0.00				
April-10	200,000.00			650,000.00	
May-10	200,000.00	0.00			
June-10	250,000.00	650,000.00			
July-10	300,000.00				
August-10	1,100,000.00				
September-10	1,000,000.00	2,400,000.00			
October-10	1,000,000.00				
November-10	1,000,000.00				
December-10	500,000.00	2,500,000.00			
January-11	500,000.00				
February-11	1,500,000.00				
March-11	972,436.34	2,972,436.34			
April-11					
May-11					
June-11					
	8,522,436.34	0.00	8,522,436.34	8,522,436.34	0.00

MUNICIPALITY:	Endumeni Local Municipality		
Financial Year	Allocation	Rollover	Total
2011/12	R 10,249,976.66	R 0.00	R 10,249,976.66

DATE	BUDGETARY ESTIMATE	ADVANCES REQUESTED	A1	B1	A1-B1
			BUDGETARY ESTIMATE	ADVANCES REQUESTED	BALANCE
			As submitted March 2010		
	MIG Commitments				MIG Commitments
Unspent 10/11	0.00				
June-11					
July-11					
August-11					
September-11					
October-11					
November-11					
December-11					
January-12					
February-12					
March-12					
April-12					
May-12					
June-12					
	0.00	0.00	10,249,976.66	10,249,976.66	0.00

Certified Extract of the MINUTES of an ORDINARY COUNCIL IN EXECUTIVE COMMITTEE MEETING of the ENDUMENI MUNICIPALITY held in the Council Chamber, Civic Centre, 64 Victoria Street, Dundee on MONDAY, 28 JUNE 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 Bisram
Cllr P G Mabilisa
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



C 09/20/05/10 **MIG PROJECTS: ENDUMENI MUNICIPALITY 2009/2010; 2010/2011; 2011/2012 AND 2012/2013** [T3/1(b)]

RESOLVED

THAT

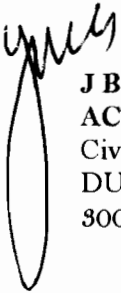
1. The Endumeni Municipality note a report prepared by the Department of Co- Operative Governance & Traditional Affairs dated 25 March 2010 relating to the MIG expenditure in respect of the Endumeni Municipality for the 2009/2010 fiscal year appended as Annexure 'A';
2. The Endumeni Municipality note a report by the Department of Co-operative Governance and Traditional Affairs relating to MIG Cash Flow in respect to the Endumeni Municipality for the 2010/2011 fiscal year appended as per Annexure "B".
3. The Endumeni Municipality note a report prepared by Sukuma Consulting Engineers dated 19 May 2010 in respect of Contract 34/2008 Forestdale Dlamini Engineering Services as Annexure "C". The Municipality further note that as a result of informal houses being in the path of Municipal Services a need exists to amend the scope of the project on the provision of further stormwater services;

Consequently additional funding be authorized in the amount of R1 245 000 to be financed from the roads Capital Vote 2010/2011 and the scope of the tender No 34/2008 be increased as per the Correspondence received from Sukuma Consulting Engineers dated 19 May 2010;

4. Further authority be granted to Anderson Vogt & Partners to reclaim the additional funding from the infrastructure grant as approved by the Department of Human Settlements in due course;
5. In terms of Section 19 of Municipal Finance Management Act No 56 of 2003 the Endumeni Municipality approve of the implementation of the following MIG project over fiscal years 2010/2011 2011/2012 2012/2013. The project is to be completed as a single project and authority be granted to call for tenders for the said project.
 1. Karellandman Roads MIG FK 241164123
 2. Karellandman Roads MIG FK 241188500
 3. Sithembile Roads MIG FK 241184140
6. The Chief Financial Officer be authorised to obtain counter funding by means of a DBSA loan/DOT Grant/internal counter funding to be secured at the discretion of the CFO over the 2010/2011 2011/2012 and 2012/2013 fiscal years.



CERTIFIED AS A TRUE AND CORRECT EXTRACT FROM THE MINUTES OF THE MEETING OF COUNCIL IN EXECUTIVE COMMITTEE OF THE ENDUMENI MUNICIPALITY, AND THAT THE COUNCILLORS PRESENT WHO CONSTITUTED THE REQUIRED QUORUM UNANIMOUSLY TOOK THE DECISION.


J B MALTMAN
ACTING MUNICIPAL MANAGER
Civic Centre, 64 Victoria Street
DUNDEE
3000

23 July 2010

TERMS OF REFERENCE FOR THE ENDUMENI INSTITUTIONAL SUPPORT AND DEVELOPMENT (ISD) OR SOCIAL FACILITATION.

The Endumeni Local Municipality has committed itself in expediting service delivery through the MIG programme; thereby meet the ever-changing needs of the community. The MIG implementation has necessitated the engagement of a specialist or experts to assist with the public participation and social development perspective. Hence, the detailed terms of reference crafted below seeks to present the duties, roles and functions of the Service Provider to be engaged in this regard.

1. Institutional Arrangement

- Engage the Ward Committee(s) on the proposed or planned project
- Present the project scope to the public meeting(s) in partnership with the Ward Councilor(s) and assigned municipal official
- Constitute a Project Steering Committee
- Formulate the PSC's terms of reference and Constitution
- Training of the PSC

2. Social Research

- Prepare and present a research approach and methodology to the project manager for approval
- Formulate the set of questionnaires and present them to the PSC and Project Manager for consideration and approval
- Conduct a comprehensive socio- economic survey of the area (Ward where the project is being implemented).
- Present the detailed findings and their implications therefore to the project and development of that area in question.
- Formulate a set of recommendations, based on the survey findings that will guide municipal future development endeavors in that particular study area.

3. Labour Recruitment and Capacity Building

- Assist in the recruitment process of labourers
- Undertake a detailed skills profiling of engaged labourers for future training purposes
- Monitor the level of satisfaction or dissatisfaction of the contractor with the supplied labour or work force.
- Report on the development progress of the engaged labourers in terms of new skills acquisition and any other capacity building activities
- Co-ordinate the projects based capacity building in terms of job creation
- Monitor and report on implemented capacity building initiatives
- Monitor the implementation and adherence to strict Health and Safety measures on site

4. Communication and Administrative Efficiency

- Co-ordinate PSC meetings
- Provide administrative support to the PSC (taking minutes, extending invitations to PSC members for any scheduled meeting, proper recording of key resolutions, etc)
- Keep records of all project activities

- Facilitate community liaison linkages to ensure full community participation throughout the project's life cycle.
- Present the project based communication model or strategy that will guide the communication throughout the project thereby minimize the amount of conflict
- Communicate the project opportunities, if any to the local community based mainly on the instruction of the contractor and the project manager
- Liaise with all relevant stakeholders
- Co-ordinate community meetings and report on the project progress
- Conflict resolution

5. Reporting, Monitoring and Evaluation

- Submit progress reports on the project implementation and ISD related challenges on monthly basis
- Scheduled meetings with the municipal assigned official to present progress reports and solicit the municipal intervention where necessary.
- Submit a detailed Close-out report after project completion that will allude to the key project milestones achieved, challenges, lesson learnt and areas that require attention in the future (recommendations).

Proposals should indicate the following:

- Envisaged Communication Strategy
- Envisaged Capacity building Strategy
- Envisaged Community Participation strategy and
- An Approach on Skills Development and Job creation initiatives