

ENDUMENI MUNICIPALITY

MINUTES of an **ORDINARY MONTHLY MEETING** of the **ENDUMENI TOWN COUNCIL** held in the **COUNCIL CHAMBER, CIVIC CENTRE, 64 VICTORIA STREET, DUNDEE** on **MONDAY, 26 SEPTEMBER 2011** at **16h50**

PRESENT:

Councillors:

Cllr S B Mdluli	(Speaker - Chairman)
Cllr T M Mahaye	Mayor
Cllr E M Adam	
Cllr S W Dhlamini	
Cllr Ms T I Makaba	
Cllr T B Mkhize	
Cllr H S B Ngobese	
Cllr N S Ntuli	
Cllr A M Raubenheimer	
Cllr M H Zwane	

In Attendance:

Mr S Perumall	Acting Municipal Manager
Mr I Grisdale	Chief Financial Officer
Mr A J van Wyk	Senior Manager: Corporate Services
Mr C J Retief	Senior Manager: Legal & Estates



C 01/09/2011

Opening

Cllr T B Mkhize opened the Meeting with prayer.



C 02/09/2011

Applications for Leave of Absence

RESOLVED

THAT the apologies received from Cllr Ms W N Mbatha, Cllr J A Mfeka, the Acting Municipal Manager, Mr P G Mabilisa and the Executive Manager: Technical Services, Mr J B Maltman, be noted.



C 03/09/2011

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

The Speaker advised that a Council workbook will be provided to Ward Councillors which must indicate the kind of meeting held, whether follow-up meetings has been held, etc.

He further requested that Councillors and officials who attended events on behalf of the Council should report back to the Council.



C 04/09/2011

Confirmation of Minutes

RESOLVED

THAT the minutes of the Ordinary Council meeting dated 5 September 2011 be approved subject to Resolution D 01/05/09/11-5 being substituted with the following:

“MOTION V

RESOLVED

THAT

1. The Wasbank Library be opened to the public on a full day basis;
2. The Sibongile, Glencoe and Dundee Libraries be opened half-day on a Saturday;
3. The post vacated by Ms Dayasunker, who is to become a full-time Librarian, be filled by the Chief Financial Officer.”



C 05/09/2011 **Questions Of Which Notice Has Been Given**

Nil



C 06/09/2011 **Reports Of The Executive Committee To The Council**

RESOLVED

THAT the following reports of the Executive Committee to the Council be noted:

Ordinary Meeting 26 September 2011



C 07/09/2011 **Petitions**

Nil



C 08/09/2011 **Motions**

See Item D 01/26/09/11-1



C 09/09/2011 **Presentation**

Nil



Part A

MATTERS FOR INFORMATION ONLY

A 01/19/09/11-1 DISTRICT INTERGOVERNMENTAL FORUM &
MAYOR'S FORUM (12/2/1/8)



A 02/19/09/11-1 COUNCILLORS ATTENDANCE OF COUNCIL, EXCO
AND PORTFOLIO COMMITTEE MEETINGS (3/4/2)



A 02/19/09/11 Monthly Reports

A 02/19/09/11-2 MONTHLY REPORT: TRAFFIC (17/2/4)



A 02/19/09/11-3 MONTHLY REPORT: TESTING STATION [17/2(R)]



A 02/19/09/11-4 MONTHLY REPORT: RURAL METRO (16/7/2)



A 02/19/09/11-5 MONTHLY REPORT: TALANA MUSEUM (7/4/3)



A 02/19/09/11-6 MONTHLY REPORT: DUNDEE PUBLIC LIBRARY
(17/4/1)



A 02/19/09/11-7 MONTHLY REPORT: SIBONGILE LIBRARY (17/4/2)



A 02/19/09/11-8 MONTHLY REPORT: GLENCOE PUBLIC LIBRARY
(17/4/3)



A 02/19/09/11-9 MONTHLY REPORT: WASBANK PUBLIC LIBRARY (17/4/4)



A 03/19/09/11-1 STAFF OVERTIME (4/5/2/4)



A 04/19/09/11-1 MONTHLY REPORT: MANAGER TECHNICAL SERVICES (16/3/4/3)



A 05/26/09/11 COMPLETION OF PROFILE QUESTIONNAIRE REGARDING ALL COUNCILLORS: CIRCULAR 29 OF 2011: COGTA (1/5/2/1)



A 06/26/09/11 WARD 2 WARD COMMITTEE MEETING (3/4/6)



Part B
MATTERS RESOLVED
BY COMMITTEE UNDER
DELEGATED POWERS

B 02/19/09/11-1 **LABOUR FORUM COMMITTEE MEETING** (4/3/4)

B 02/19/09/11-1.1 **IMPLEMENTATION OF JOB**
EVALUATION AND ADDRESSING
PARITY

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B 02/19/09/11-1.2 **SKILLS RETENTION POLICY**

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B 02/19/09/11-1.3 **TRAINING POLICY**

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B 02/19/09/11-1.4 **SOUTH AFRICAN LOCAL**
GOVERNMENT BARGAINING
COUNCIL (KZN DIVISION)
CONDITIONS OF SERVICE
COLLECTIVE AGREEMENT

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B 02/19/09/11-1.5 **SUCCESSION PLANNING AND**
CAREER PATHING POLICY

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B 02/19/09/11-1.6 **HOSTEL SUPERVISOR/ADMINI-**
STRATION ASSISTANT: ADMINI-
STRATION IN HOSTELS

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B 02/19/09/11-1.7 **IMPLEMENTATION OF JOB**
EVALUATION AND ADDRESSING
PARITY

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B 02/19/09/11-1.8 SKILLS RETENTION POLICY



B 02/19/09/11-1.9 TRAINING POLICY



**B 02/19/09/11-1.10 SOUTH AFRICAN LOCAL
GOVERNMENT BARGAINING
COUNCIL (KZN DIVISION)
CONDITIONS OF SERVICE
COLLECTIVE AGREEMENT**



**B 02/19/09/11-1.11 SUCCESSION PLANNING AND
CAREER PATHING POLICY**



**B 02/19/09/11-1.12 HOSTEL SUPERVISOR/ADMINI-
STRATION ASSISTANT: ADMINI-
STRATION IN HOSTELS**



B 03/19/09/11-1 ACCOUNTS PAID (5/4/1/3)



**B 05/26/09/11 TRAINING LIBRARIANS: 10-14 OCTOBER 2011
(4/4/2)**



**B 06/26/09/11 SITHEMBILE FOOTBALL TOURNAMENT AND REED
DANCE RECOGNITION (11/3/3/1)**



B 07/26/09/11 KWANALOGA/SALGA GAMES – 2011 (12/2/1/10)



Part C
MATTERS REFERRED
TO COUNCIL
FOR CONSIDERATION

C 01/19/09/11-1 DEVIATION AND RATIFICATION OF MINOR BREACHES OF PROCUREMENT PROCESS: SUPPLY AND DELIVERY OF SAND AND STONE FOR MEDIA CENTRE (5/1/1)

RESOLVED

THAT

AMM

1. The Endumeni Municipality note the actions of the Accounting Officer in awarding an order to Harry's Transport in the amount of R37 164.00 including VAT and transport as per the provisions of Section 36 (1)(a)(i) of the Endumeni Supply Chain Management Policy. The actions of the Accounting Officer be deemed as an emergency as set out in the correspondence from the Acting Municipal Manager;
2. The Acting Municipal Manager and the Heads of Departments take the necessary measures to ensure that the R400 000.00 allocated to the wards be utilised before the end of the financial year.



C 01/19/09/11-2 DEVIATION AND RATIFICATION OF MINOR BREACHES OF PROCUREMENT PROCESS: GYM EQUIPMENT (5/1/1)

RESOLVED

THAT

AMM

1. The Endumeni Municipality note the actions of the Accounting Officer in awarding an order to Game in the amount of R192 672.55 including VAT and transport as per the provisions of Section 36 (1)(a)(i) of the Endumeni Supply Chain Management Policy. The actions of the Accounting Officer be deemed as an emergency as set out in the correspondence from the Acting Municipal Manager;
2. The Acting Municipal Manager and the Heads of Departments take the necessary measures to ensure that the R400 000.00 allocated to the wards be utilised before the end of the financial year.



C 01/19/09/11-3 DEVIATION AND RATIFICATION OF MINOR BREACHES OF PROCUREMENT PROCESS: SUPPLY AND DELIVERY OF COMPUTERS AND PRINTERS AS PER QUOTATION AND ORDER NO 013607 (5/1/1)

RESOLVED

AMM **THAT** the Endumeni Municipality note the actions of the Accounting Officer in awarding an order to Protech PC's in the amount of R69 840.00 including VAT and transport as per the provisions of Section 36(1)(a)(i) of the Endumeni Supply Chain Management Policy. The actions of the Accounting Officer be deemed as an emergency, due to the upgrade of Glencoe offices and offices in the main building Dundee to house newly appointed officials and shared services with Umzinyathi District Municipality.



C 01/19/09/11-4 DEVIATION AND RATIFICATION OF MINOR BREACHES OF PROCUREMENT PROCESS: SUPPLY AND DELIVERY OF JOJO TANKS: WARD 1, 2, 5 & 6 (5/1/1)

RESOLVED

THAT

- AMM**
1. The Endumeni Municipality note the actions of the Accounting Officer in awarding an order to Right Price Hardware in the amount of R286 700 including VAT and transport as per the provisions of Section 36 (1)(a)(i) of the Endumeni Supply Chain Management Policy. The actions of the Accounting Officer be deemed as an emergency as set out in the correspondence from the Acting Municipal Manager;
 2. The Acting Municipal Manager and the Heads of Departments take the necessary measures to ensure that the R400 000.00 allocated to the wards be utilised before the end of the financial year;
 3. A document be compiled by the Senior Manager: Legal & Estates in consultation with the Executive Manager: Technical Services which must be signed by the recipient of the Jo Jo tanks and which should state that the said tank is the property of the Council and is therefore for the benefit of the community and it should further state that the filling of the tanks is the function of uThukela Water, the contact details of which should also be included in the document;
 4. The Jo Jo tanks should be placed in an area easily accessible to the community and not on individuals' premises;
 5. Shelters are built under which the JoJo tanks can be placed in the shade.



C 02/19/09/11-1 APPLICATION FOR EXCHANGE OF ERF 641, SITHEMBILE: MS S M MAKHUBU (7/3/1/1)

RESOLVED

THAT

CEO

1. The written request from Ms S M Makhubu for the exchange of Erf 641, Sithembile which is a waterlogged property, for a more suitable site being Erf 1150, Sithembile, be noted;
2. It be noted that Ms Makhubu is willing to accept Erf 1150, Sithembile as an alternative to Erf 641, Sithembile, that she has been made aware of and accepted the fact that a certain part of Erf 1150 will not be conducive to development as a result of the presence of the servitude area that has been registered for Eskom's overhead high voltage power lines across the property;
3. It be noted that Ms Makhubu has in writing accepted liability for all costs incidental to the exchange transfers of Erven 641 and 1150, Sithembile between herself and the Municipality, as the exchange of properties is being done at her request;
5. Council thus approves the exchange of Erf 1150, Sithembile as a replacement for Erf 641, Sithembile in favour of Ms S M Makhubu.



C 02/19/09/11-2 ACQUISITION OF STATE OWNED VACANT IMMOVABLE PROPERTIES: HOUSING DEVELOPMENT AGENCY (7/3/2/4/1)

RESOLVED

CEO

THAT Paragraph 3 of Council resolution C 02/19/09/11-4 dated 5 September 2011 be amended by the substitution of the expression "47" therein by the expression "43", it being noted that the schedule of vacant immovable state owned properties as attached to the agenda of the meeting of 5 September 2011 has had to be amended by the removal of four (4) properties therefrom (being Erven 1290, 1535/1, 1536/1 and 1537/4, Dundee) as the relevant government departments are in fact utilizing the said properties for their own purposes, and it would not be prudent for this office to apply for ownership thereof.



C 03/19/09/11-1 ANNUAL STORES STOCKTAKE 1, 4 AND 5 JULY 2011:
WRITE OFF OF SHORTAGES AND ADJUSTMENTS
FOR SURPLUSES (7/9/1)

RESOLVED

THAT

- CFO**
1. Council approve the write off of the stock shortages to the value of R24 713.74 as indicated on annexure "A" attached to the agenda;
 2. Council approve the adjustments of the stock surpluses to the value of R23 682.42.



GENERAL: CLOSING REMARKS

1. Solar Energy Geyser Project

RESOLVED

EMTS **SMLE** **THAT** a progress report on the Solar Energy Geyser Project be submitted to the Council.

2. Theft of Electricity

RESOLVED

AMM **THAT** the report-back reports of Councillors regarding the theft of electricity be submitted to the Council as an item.



C 04/19/09/11-1 UMZINYATHI DISTRICT MUNICIPALITY CAPITAL
PROJECTS 2011/2012 COMMUNITY HALLS
STRATFORD FARM AND WASBANK (5/1/1)

RESOLVED

THAT

- EMTS**
1. The initiative of the Honourable Speaker in making application for the construction of Community Halls at Stratford Farm and Wasbank as projects to be funded by the District Municipality be approved;
 2. The Endumeni Municipality note the contents of correspondence recently received from the Umzinyathi District Municipality as attached to the agenda;

3. The Endumeni Municipality formally accept liability for the Community Hall to be constructed on the Farm Stratford No 2367 Dundee GT and undertake to maintain the asset after transfer.
4. Mr Maltman be congratulated for speedily dealing with this matter.
5. Clarity be obtained of who the legal owner of Stratford Farm is and that a meeting with the Department of Land Affairs be expedited to determine same.



C 04/19/09/11-2 AUDIT READINESS SPOT CHECK PROGRAMME (5/1/1)

RESOLVED

EMTS **THAT** the Endumeni Municipality note the contents of the recent Audit Readiness Spot Check Programme Report pertaining Organisational Performance Management as attached to the Agenda as per Annexure 'A'.



C 04/19/09/11-3 REQUEST FOR SPONSORSHIP (5/8/2/1)

RESOLVED

EMTS **THAT** this application be noted and the applicant be informed to apply for a grant in aid.



C 05/26/09/11 CONDUCTING PRIVATE BUSINESS: MR S S NGCOBO: SALARY NO. 004846 (Confidential)

RESOLVED

EMTS **THAT** this matter be referred to management for a full report with a researched recommendation to the Council.



**PANEL FOR INTERVIEWING CANDIDATES FOR
THE POST OF THE MUNICIPAL MANAGER (4/1/1/1)**

RESOLVED

THAT

AMM

1. The following panel be established to shortlist and interview applications for the position of Municipal Manager:

ANC	-	2 members
DA	-	1 member
IFP	-	1 member
NFP	-	1 member
COGTA	-	Number of persons to be determined by the panel

2. The political parties advise the Mayor by 27 September 2011 who their representatives are to be.



Part D MOTION

D 01/26/09/11-1 MOTION I

(3/4/3)

RESOLVED

THAT

**AMM
HRM
CFO**

1. A report on the number of persons it would require to be appointed to perform the security function for the Council and the cost thereof to the Council be submitted to the Council for consideration;
2. It be enquired whether the Council could access presidential job creation funds to create posts in Endumeni;
3. The possibility of employing contract workers in permanent positions be investigated;
4. A qualification audit of employees be undertaken.



There being no further matters for consideration, the Chairperson declared the meeting closed at **16h55**

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CHAIRPERSON

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DATE