

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, 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 (From 15h10)

Councillors:

Cllr E M Adam
Cllr P M Bisram
Cllr P G Mabilisa
Cllr T B Mkhize
Cllr A M Mthembu (From 15h10)
Cllr S E Ndimba (From 15h10)
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	Manager Corporate Services
Mr I Gridale	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



1. **Opening**

Cllr Ms J A Tshabalala opened the meeting with prayer.



2. **Applications for Leave of Absence**

RESOLVED

THAT the apology received from the Municipal Manager, Mr D B Cebekhulu, be noted.



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

The Committee was advised that Cllr S E Ndima had arranged for a meeting to take place with Council on Tuesday, 29 June 2010 with the University of KwaZulu-Natal.

The Mayor thanked officials and Councillors who attended the ceremony of the soccer matches at the PVA.

She further thanked officials for arranging for the PVA and the Chief Financial Officer for his co-operation.

The Acting Municipal Manager advised the Committee that he had received a notice from GTZ and KZN COGTA who planned to visit the Endumeni Municipality on the 26 July 2010. The agenda reads as follows:

1. Opening and Welcome: Mayor
2. Brief background and purpose of visit – Province (5 min)
3. Introduction to GTZ and presentation on the scope of the Strengthening Local Governance Programme: GTZ (20 min)
4. Overview of key development and institutional challenges- Municipal Manager (20 min)
5. Discussion: All (1 hour)
6. Way Forward: Province and GTZ



4. **Minutes of the Previous Meeting**

RESOLVED

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

Ordinary Monthly Meeting:	17 May 2010
Special Meeting:	31 May 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**

The Mayor welcomed representatives from Prorun and requested them to address the Committee.

The Committee was advised that Prorun mainly specialized in debt collection.

The Company was established in 1999 and had in its employ a team of accountants and auditors.

They look at for example overpayments to SARS, etc.

They also host a one-day workshop on Councilors tax matters.

They are a registered entity for debt collection. They make use of trained inspectors and individuals within the community. They will work closely with the financial department.

The company would report back to either a Committee or a responsible person on a regular basis.

They could look at VAT that the Council has not claimed back.

They further work at risk and a negotiator percentage of the monies recovered is charged.

The Mayor thanked the representatives of Prorun for their presentation whereafter they recused themselves from the meeting.



Part A

MATTERS FOR INFORMATION ONLY

A 01/14/06/10-1 WARD 3 WARD COMMITTEE SPECIAL URGENT MEETING (B3/4)

RESOLVED

THAT the Minutes of the Ward 3 Ward Committee special urgent meeting held in the Main Committee Room, Civic Centre, 64 Victoria Street, Dundee on Monday, 19 April 2010 at 14:00, be noted.



A 01/14/06/10-2 WARDS 4 AND 5 WARD COMMITTEES 2010/2011 DRAFT BUDGET MEETING (B3/4)

RESOLVED

THAT the Minutes of Wards 4 and 5 Ward Committees Draft Budget meeting held in the Civic Hall, McKenzie Street, Dundee on Wednesday, 28 April 2010 at 14:00, be noted.



A 02/14/06/10-1 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 02/14/06/10 Monthly Reports

A 02/14/06/10-2 MONTHLY REPORT: TRAFFIC (T4/6)

RESOLVED

THAT the monthly reports in respect of Traffic for the months April 2010 and May 2010 be noted.



A 02/14/06/10-3 **MONTHLY REPORT: TESTING STATION** (T4/1)

RESOLVED

THAT the monthly report in respect of the Testing Station for the month of April 2010 and May 2010 be noted.



A 02/14/06/10-4 **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 April 2010 be noted.



A 02/14/06/10-5 **MONTHLY REPORT: TALANA MUSEUM** (M4/4)

RESOLVED

THAT the monthly reports in respect of Talana Museum for the months of April 2010 and May 2010 together with the Minutes of the meeting of the Board of Trustees of Talana Museum held on 3 June 2010 be noted.



A 02/14/06/10-6 **MONTHLY REPORT: GLENCOE PUBLIC LIBRARY** (17/4/6)

RESOLVED

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



A 02/14/06/10-7 **MONTHLY REPORT: WASBANK PUBLIC LIBRARY** (L4/3/1)

RESOLVED

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



A 02/14/06/10-8 **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 March 2010 and April 2010 be noted.



A 02/14/06/10-9 MONTHLY REPORT: MANAGER CORPORATE SERVICES – CLINIC (P4/5)

RESOLVED

THAT the monthly reports in respect of the Manager Corporate Services – Clinic Services for the months of April 2010 and May 2010 be noted.



A 03/14/06/10-1 STAFF OVERTIME (S7/7/1)

RESOLVED

THAT

1. The overtime paid be noted;
2. The Manager Corporate Services submit a report on the payment of overtime to Traffic Officers;
3. It be noted that overtime will remain high for the period that the world cup is taking place due to officials working at the PVA.



A 04/14/06/10-1 MONTHLY REPORT: MANAGER TECHNICAL SERVICES (R3/8)

RESOLVED

THAT the monthly report in respect of the Manager Technical Services for the month of May 2010 be noted.



Part B
MATTERS RESOLVED
BY COMMITTEE
UNDER DELEGATED POWERS

B 01/14/06/10-1

WARD 2 WARD COMMITTEE MEETING

(B3/4)

RESOLVED

THAT

MM

1. R100 000-00 be utilized for grass cutting;
2. Provision be made for a Blockmaking Project;
3. Hall: fencing, gates, doors and toilets be upgraded;
4. A Communication Centre be established in Sithembile;
5. Ward Councillor liaise with Technical Services to prioritize projects that can be done with the remaining R300 000-00.



B 01/14/06/10-2

WARD 2 WARD COMMITTEE MEETING

(B3/4)

RESOLVED

THAT

MM

1. The following projects be undertaken this current financial year:
 - 1.1 Fencing of the Sithembile Community Hall;
 - 1.2 Upgrading of the Communication Centre/Media Centre.
2. As per Portfolio Committee decision, that the following projects be prioritized in the next financial year:
 - 2.1 Blockmaking Project;
 - 2.2 Stadium Fence;
 - 2.3 Clean-up Campaign;
 - 2.4 Supply of water to toilets at the graveyard.



B 01/14/06/10-3

WARD 5 WARD COMMITTEE MEETING

(B3/4)

RESOLVED

MM

THAT the following projects be done in the following priority:

1. R100 000-00 for grass cutting;
2. Gymnasium equipment for the Youth: Mr Sdu Mdluli to submit the list to the Municipal Manager the following day;
3. PA system to be also purchased;
4. The renovation of the hall;
5. The Park home: a Mobile Home and benches for the clinic;
6. Security measures to be put in place to prevent stealing and disappearance of the equipment;
7. Costing and implementation be processed by the Department of Technical Services from the R400 000-00 ward funding vote.



B 01/14/06/10-4

HOUSING FORUM MEETING

(17/3/1)

RESOLVED

MM

THAT the Minutes of a Housing Forum meeting held in the Main Committee Room, Civic Centre, 64 Victoria Street, Dundee on Wednesday, 12 May 2010 at 10h00 be adopted.



B 01/14/06/10-5

WARD 1 WARD COMMITTEE MEETING

(B3/4)

RESOLVED

MM

THAT the following projects were prioritized for Ward 1:

1. R100 000-00 be utilized in a Clean-up Campaign (Mr Maltman informed the meeting that the people will be appointed i.t.o. the Municipality Temporary Labour Policy: there will be advertisements placed on working areas and they will have to come from Ward 1 – no drama, no canvassing);
2. Fencing at Glenridge Hall and Clinic;
3. Any money left-over, be utilized to buy lighting for KwaThelaphi.



B 01/14/06/10-6 **DOCUMENTATION REQUIRED IN RESPECT OF MUNICIPAL MANAGER AND MANAGERS DIRECTLY ACCOUNTABLE TO MUNICIPAL MANAGERS: COGTA CIRCULAR 4/2010**

[P3/17(a)]

RESOLVED

MM **THAT** the Endumeni Municipality note the contents of Circular 4 of 2010 received from the Chief Directorate: Governance & Administration.



B 01/14/06/10-7 **ENDUMENI MUNICIPALITY: CAPACITY BUILDING COUNCILLORS** (C7/6)

RESOLVED

THAT

- MM**
1. All Councillors attend the Capacity Building workshop presented by the Department of Co-Operative Governance & Traditional Affairs;
 2. The said Department be requested to hold the workshop on 13 July 2010 and that all Councillors be notified of the said date.



CORPORATE SERVICES

B 02/14/06/10-1 **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 18 May 2009, be adopted as resolutions of the Executive Committee:

B 02/14/06/10-1.1 **COMPENSATION FOR OCCUPATIONAL HEALTH AND SAFETY COMMITTEE MEMBERS**

RESOLVED

HHS **THAT** this item be deferred until further information regarding the compensation for the occupational health and safety committee members is obtained.



B 02/14/06/10-1.2 SALARY ADJUSTMENT FROM POST LEVEL 18 TO POST LEVEL 17

RESOLVED

**AMHR
SALARIES**

THAT with effect from 1 April 2010, the following staff be placed on the second notch of a post level 17 of the Endumeni salary scales, progressing annually thereafter until they reach the top of the notch:

S004719	Dlobela N P
S005254	Dlamini G O
S006296	Ndebele S B A
S006642	Ndlamlenze S Z
S006659	Mtshali R N
S015310	Ngcobo S P
S015751	Nkosi N W
S021433	Ndhlovu G L
S022798	Ndebele D M

B 02/14/06/10-1.3 REVIEW OF POST OF ME MBATHA TO THE POST OF ARTISAN ASSISTANT

RESOLVED

**HRO
SALARIES**

THAT Mr M E Mbatha be moved from post level 16 to the top notch of post level 14 of the Endumeni Salary Scale and be remunerated accordingly with effect from 01 March 2010 and that savings for the above can be obtained from Salary Vote 401 200001.

B 02/14/06/10-1.4 VACANT POSTS: REFUSE LORRY DRIVERS

RESOLVED

**HRO
MTS**

THAT

1. The two vacant posts of the lorry drivers on scale 11 in the Refuse Section be taken off the organogram and replaced by two tractor drivers posts on scale 13 in the Parks and Gardens Section as from 01 March 2010 and it be reflected as such on the Councils official organogram of the Sanitation Department;
2. The two general workers who are currently performing the duties of tractor driver be appointed into these posts.

B 02/14/06/10-1.5 FILLING OF VACANT POSTS

RESOLVED TO RECOMMEND

**HRO
MM
MCS
MTS
CFO**

THAT the reports received from the Municipal Manager, Manager Corporate Services, Manager Technical Services and the Chief Financial Officer be accepted subject to the following amendments.

(A) ANNEXURE B: MUNICIPAL MANAGER

THAT the post of LED/Strategic Planning Manager be filled in the 2010/2011 financial year and that previous applications received for the filling of this post, be considered.

(B) ANNEXURE C: MANAGER CORPORATE SERVICES

THAT

1. The posts of General Worker (COR 058) at the Sibongile Library and Sibongile Hall (COR 045) remain on the organogram for the possibility should the need arise to fill either one or both of the positions.
2. The post of Human Resources Officer (COR 008) be budgeted for and filled in the next financial year.
3. The post of Traffic Warden (SAS 019) and Hydrant Maintenance (SAS 023) be deleted from the organogram and that the 2 Traffic Officers posts be budgeted for and filled accordingly.

(C) ANNEXURE D: MANAGER TECHNICAL SERVICES

THAT the Manager Technical Services provide a detailed report on all other vacant posts that are not budgeted for and need to be scrapped from the organogram.

(D) ANNEXURE E: CHIEF FINANCIAL OFFICER

THAT the vacant posts budgeted for in the present financial year in the finance department be filled.

B 02/14/06/10-1.6 APPOINTMENT OF A COMMUNICATIONS MANAGER

RESOLVED

THAT

**MM
HRO**

1. Council creates a new post of a Communications Manager to be remunerated on a post level 1 of the current Endumeni Municipal salary scales;
2. The said post be added to the organogram of the Municipal Manager's department, and be budgeted for in the 2010/2011 financial budget;
3. The post be advertised externally in the 2010/2011 financial year and be filled accordingly by the Executive Committee;
4. A job description be compiled by the Municipal Manager outlining the roles and responsibilities of the said incumbent.

B 02/14/06/10-1.7 M M LALLA: MOTOR MECHANIC (CONFIDENTIAL: M M LALLA)

RESOLVED

MTS

THAT this item be referred back for a detailed report by the Manager Technical Services.

B 02/14/06/10-1.8 ASSISTANCE TO RELOCATE IMATU CARPORTS (M3/12)

RESOLVED

MTS

THAT this item be referred back and a detailed report reflecting the cost implications to Council be submitted to the next Labour Forum Meeting.

B 02/14/06/10-1.9 SALARY: CARETAKER FORRESTDALE

RESOLVED

HA

THAT the Manager Corporate Services investigate the situation with the caretakers and provide a detailed report on the findings to Council.

B 02/14/06/10-1.10 PROVISION OF AN ALLOWANCE FOR MR M B BHARTU

RESOLVED

HA

THAT the monthly allowance to be paid to Mr. Bhartu not be acceded to.



B 02/14/06/10-2

IMASA CONFERENCE: 8-10 SEPTEMBER 2010

(C4/16)

RESOLVED

MCS

THAT the Manager Corporate Services and Cllr P G Mabilisa be authorized to attend the 12th Annual National Conference of IMASA, scheduled to be held in Sun City, North West Province, during 8-10 September 2010 and that the applicable registration fee, accommodation, subsistence and travelling costs be paid by Council.



B 02/14/06/10-3

MINUTES OF THE PORTFOLIO COMMITTEE MEETING OF CORPORATE SERVICES AND DUNDEE & TRANSPORT ASSOCIATION

[T4/4(a)]

RESOLVED

**AMSD
HHS
CFO**

THAT the following recommendations as contained in the minutes of the Portfolio Committee meeting of Corporate Services and Dundee & Transport Association held on 21 May 2009, be adopted as resolutions of the Executive Committee:

B 02/14/06/10-3.1 ARRANGEMENTS: PUBLIC VIEWING AREA

Dundee Transport Association raised a concern that they were not considered when Council was taking decisions about the mode of transport to be used in transporting people who will attend the Public Viewing Area. They mentioned that the information about hosting the Public Viewing Area only came to their attention through the media.

The response was given by the members of the Portfolio Committee, that due to certain circumstances, most of the things were confirmed very late.



B 02/14/06/10-3.2 TRANSPORT – ARRANGEMENT

Dundee Transport Association wanted to know whether the Municipality has considered the Taxi Industry, as the owners of the routes when advertizing the transport tender. They also wanted to know how, does the tender process work.

Clarities were given that in terms of the law it is required to advertise and get quotations and/ or tenders for the work that need to be done. The processes of evaluation and adjudication were also explained. It was also advised that bidding is open for any company which may feel it has got enough capacity to perform such duties.



B 02/14/06/10-3.3 PUBLIC VIEWING AREA LAUNCH

It was further mentioned that it is the intention of the Municipality to launch the Public Viewing Area on the 6th May 2010. The members of Dundee Transport Association were advised that according to the proposal, taxis are going to be used to transport the members of community on that day. They were also informed that an advert inviting submissions in respect of that is already out on notice boards and in the website.



B 02/14/06/10-3.4 RECOMMENDATIONS

RESOLVED

THAT

1. Local Taxi Industry must be considered for the transportation of the members of the Community on the 6th June 2010;
2. Dundee Transport association must further be allowed to deviate from the specification, prescribed in tender document, Bid no 25/2010, by bidding for the replacement of buses with taxis which will be able to accommodate equal number of commuters that would be transported by the buses;
3. Should the tender be awarded to Buses Industry, certain few days must also be considered for Taxi industry.



B 02/14/06/10-3.5 WAY FORWARD

- 4.1. Dundee Transport Association should send one delegate to represent them on the LOC Meeting which is responsible for making arrangement of the Public Viewing Area;
- 4.2. Submissions made on the meeting, are going to be submitted to the next coming Executive Committee meeting for consideration.



B 02/14/06/10-4 MINUTES OF THE PORTFOLIO COMMITTEE MEETING OF CORPORATE SERVICES (S6/1)

RESOLVED

**AMSD
HHS
CFO**

THAT the following recommendations as contained in the minutes of the Portfolio Committee meeting held on 24 May 2009, be adopted as resolutions of the Executive Committee:

B 02/14/06/10-4.1 APPLICATION FOR FINANCIAL ASSISTANCE IN EDITING AND PRINTING A DVD PRODUCED BY SIYAPHAMBILE YOUTH ORGANISATION

RESOLVED

THAT

1. An amount of R2 700, 00, be debited from the HIV/Adis Vote 111/255 005 and presented to the Siyaphambili Youth Organisation by the Mayor on the day of the HIV/Aids event scheduled to take place on the 27th May 2010 at Stratford;
2. Applications of this kind are in future to be directed to the Office of the Chief Financial Officer for consideration during the distribution of Grant-In Aid Funds.



B 02/14/06/10-4.2 PROVINCIAL RURAL HORSE RIDING

RESOLVED

THAT

1. Council take note that the Rural Horse Riding Festival is scheduled to be held on Saturday, the 24th July 2010, at the Endumeni Sports and Recreation Grounds, preceded by a street parade which will take place on the afternoon of the 23th July 2010.;
2. Council avails its employees, equipment, and/or plant to assist in preparation of the venue **before** the Provincial Rural Horse Riding Festival, and **on the day** of the event;
3. As with previous year's events, Council make financial provision to contribute to the items that require to be paid /procured by the Municipality.



B 02/14/06/10-4.3 PROJECT PROPOSALS – OFFICE OF THE CHILDREN

RESOLVED

THAT

1. The project proposals submitted by the Manger Corporate Services be, approved;
2. A total amount of R19 000, 00, be made available for the usage for the Sekunjalo Music Competition, and such funds be debited from Youth Vote 167/260 550;
3. Approval be granted to Youth, Art and Culture Officer to attend the meetings which are organized by the Office of the Children, as per the attached schedule;
4. The action taken by the Portfolio Committee of Corporate Services in approving the abovementioned project, owing to time constraints, be condoned by the Executive Committee of Council.



B 04/14/06/10-4.4 PUBLIC VIEWING AREA – 2010 WORLD CUP

RESOLVED

THAT

1. A total amount of R100 00,00 be made available for the usage during the launch of the PVA for 2010 FIFA World Cup, and such funds be debited from the amount which has already been allocated for the usage in Public Viewing Areas;
2. Project proposals detailing the arrangements of the launch, must be submitted to the Office of Manger Corporate Services for approval;
3. The Municipal Manager and Manager Corporate Services, to consider and give prior approval of the list of Municipal staff members, who will be on duty during the World Cup Tournament proceedings;
4. Where employees are required to work overtime, in view of the fact most of the matches will be played after hours, these employees to be financially compensated for overtime worked, which will be funded from Vote 167/260 580.



B 02/14/06/10-5 REDUNDANT PRINTING MACHINE: PRINTING SECTION

(M5/2)

RESOLVED

CFO

THAT the printing machine, serial no. 394882 (asset no. 00514) be written-off by the Council and sold by public tender when the Council calls for tenders to sell its redundant equipment.



B 02/14/06/10-6 **EMPLOYMENT EQUITY/SKILLS DEVELOPMENT FORUM MEETING** **(P3/16)**

RESOLVED

HRO

THAT the following recommendation as contained in the minutes of the Employment Equity/Skills Development Forum meeting held on 7 June 2010, be adopted as a resolution of the Executive Committee:

B 02/14/06/10-6.1 **WORKPLACE SKILLS PLAN AND ANNUAL TRAINING REPORT**

RESOLVED

THAT

1. The Workplace skills plan and Annual Training Report as compiled be approved and the same be submitted to the LGSETA before the Deadline on the 30th June 2010;
2. The possibility of Council to provide study grants to employees for study purposes as well as for learnerships be investigated and a report be submitted to this forum.



B 02/14/06/10-7 **INVITATION FOR NOMINEES: MUNICIPAL FINANCE DEVELOPMENT PROGRAMME** **(S7/3/16)**

RESOLVED

MM

THAT Councillors Ms R T Nukani, Ms D P Nkosi, D Singh, P G Mabilisa, P M Bislam and T B Mkhize attend the Municipal Finance Development Programme in Ladysmith.



RESOLVED

**MM
CFO
HRO**

THAT the following recommendations as contained in the minutes of the Local Labour Forum meeting held on 22 June 2010, be adopted as resolutions of the Executive Committee:



B 02/14/06/10-8.1 FILLING OF VACANT POSTS

Mr C J Retief was of the opinion that the Council could get involved with the appointment of senior management posts.

RESOLVED

THAT

1. The post of LED/Strategic Planning Manager be re-advertised externally and will report to Manager Technical Services/IDP Manager, all earlier resolutions pertaining the post are rescinded.
2. The post of Communications Manager be advertised externally and will report to Manager Technical Services/IDP Manager.
3. The above two positions be advertised in the Northern Natal Courier Newcastle Advertiser and the Council website in due course.
4. The post of LED/Strategic Planning Manager and Communications Manager be inserted in the organogram as a Level 1 post.
5. The Municipal Manager in conjunction with the Executive Committee do the short listing and appointment of the posts mentioned in items 1 and 2 above.
6. An item be submitted to the Local Labour Forum to amend the organogram.



B 02/14/06/10-8.2 RECRUITMENT AND SELECTION AND TRAINING POLICY

RESOLVED

THAT it be noted that these policies have been tabled and will be work shopped on Thursday, 01st July 2010 at 10h00



B 02/14/06/10-8.3 IMPLEMENTATION OF THE WAGE CURVE AND CATEGORISATION AND JOB EVALUATION WAGE CURVES COLLECTIVE AGREEMENT

RESOLVED TO RECOMMEND

THAT

1. The Categorisation and Job Evaluation and Wage Curve Collective Agreement signed on the 21st April 2010 be adopted and implemented by the Endumeni Municipality;
2. The agreement mentioned in item 1 above be implemented in accordance with circular 36/10/Labour/Provincial dated 02nd June 2010 received from Kwanaloga.



B 02/14/06/10-8.4 DISCIPLINARY PROCEDURE AND CODE COLLECTIVE AGREEMENT: SALGBC

RESOLVED

THAT the Disciplinary Procedure and Code Collective Agreement of the SALGBC signed on 21st April 2010 be adopted and enforced by the Endumeni Municipality as per the agreed period of operation specified in the said agreement.



B 02/14/06/10-9 **TRAFFIC TRAINING – EXAMINER’S OF DRIVING LICENCE COURSE (GRADE L): 5-30 JULY 2010** (Staff)

RESOLVED

THAT

**HRO
HSS**

1. Approval be granted for Traffic Officer, Ms F T Mzila to attend an Examiner of Driving Licence course, Grade L (Learner’s licences) at Pietermaritzburg Training College from 5-30 July 2010 and utilize the Testing Station Training Vote 169/260 290 that is available for 2010/2011;
2. Council pays the course fees and subsistence and travelling costs;
3. Ms F T Mzila comply with Council’s Policy and sign the applicable undertaking before leaving for the said training course.



B 03/14/06/10-1 **ACCOUNTS PAID** (F1/4)

RESOLVED

FRO

THAT the bank reconciliation for the months of April 2010 and May 2010 together with the schedule of accounts paid for the months of April 2010 and May 2010, as well as the reports submitted in terms of Government Gazette No. 18435 be approved and confirmed.



B 03/14/06/10-2 **MEDIA CONFERENCE: 29 JUNE 2010** (S7/3/16)

RESOLVED

MM

THAT it be noted that the Media Conference will be held on 29 June 2010 in the Main Committee Room at 12h00 and that the media briefing will include the Auditor General’s report for 2008/2009 together with other matters that have previously been included in the media.



B 01/20/05/10 **MIG PROJECTS: ENDUMENI MUNICIPALITY 2009/2010; 2010/2011; 2011/2012 AND 2012/2013** [T3/1(b)]

RESOLVED

THAT it be noted that this item was considered under C 08/20/05/10.



B 02/20/05/10

**APPLICATION FOR SPECIAL CONSENT TO USE PROPOSED
ERF 884, DUNDEE FOR BED AND BREAKFAST PURPOSES**

(T3/2/226)

RESOLVED

MTS

THAT Special consent application received from H S K Simpson on behalf of Dr T Khumalo to use existing dwelling on Lot 884 zoned Special Residential for the use of a Bed & Breakfast operation be approved. This consent usage is subject to the following conditions:

1. The application is subject to any conditions the Manager Technical Services and Manager Corporate Services may deem necessary in the approval of building plans for the above usage;
2. The application is further subject to the relevant legislation and Dundee Town Planning Scheme in the course of preparation as per clause 4.8(1) and no further impact upon amenity of the area will be allowed in this special residential area;
3. Should it be later established that the above usage has contravened any stipulated conditions of this Special Consent or is found to be detrimental to the amenity of the area the Council retains the right to withdraw its approval of this Special Consent application;
4. Should the above lot not be used for the approved usage as granted in this Special Consent application for the period of in excess of eighteen months, the application will be considered null and void.



B 03/20/05/10

**APPLICATION FOR SPECIAL CONSENT TO USE PROPOSED
ERF 1986 DUNDEE FOR BED AND BREAKFAST PURPOSES**

(T3/2/225)

RESOLVED

MTS

THAT Special consent application received from H S K Simpson on behalf of Mrs L Selepe to use existing dwelling on Lot 1986 zoned Special Residential for the use of a Bed & Breakfast operation be approved. This consent usage is subject to the following conditions:

1. The application is subject to any conditions the Manager Technical Services and Manager Corporate Services may deem necessary in the approval of building plans for the above usage;
2. The application is further subject to the relevant legislation and Dundee Town Planning Scheme in the course of preparation as per clause 4.8(1) and no further impact upon amenity of the area will be allowed in this special residential area;
3. Should it be later established that the above usage has contravened any stipulated conditions of this Special Consent or is found to be detrimental to the amenity of the area the Council retains the right to withdraw its approval of this Special Consent application;

4. Should the above lot not be used for the approved usage as granted in this Special Consent application for the period of in excess of eighteen months, the application will be considered null and void.



B 04/20/05/10

**APPLICATION FOR SPECIAL CONSENT TO USE PROPOSED
ERF 133, GLENCOE FOR MEDIUM DENSITY HOUSING
PURPOSES** (T3/2/198)

RESOLVED

MTS

THAT Special consent application received from H S K Simpson on behalf of Mr A K A and Mrs S B H A Sattar to use proposed Erf 133, Glencoe zoned Special Residential for the use erecting Medium Density Housing be approved. This consent usage is subject to the following conditions:

1. The application is subject to any conditions the Manager Technical Services and Manager Corporate Services may deem necessary in the approval of building plans for the above usage;
2. The application is further subject to the relevant legislation and Glencoe Town Planning Scheme in the course of preparation and no further impact upon amenity of the area will be allowed in this special residential area;
3. Should it be later established that the above usage has contravened any stipulated conditions of this Special Consent or is found to be detrimental to the amenity of the area the Council retains the right to withdraw its approval of this Special Consent application;
4. Should the above lot not be used for the approved usage as granted in this Special Consent application for the period of in excess of eighteen months, the application will be considered null and void.



B 05/20/05/10

**APPLICATION FOR SPECIAL CONSENT TO USE PROPOSED
ERF 1184 GLENCOE FOR CHILDREN'S LODGE PURPOSES** (T3/2/224)

RESOLVED

MTS

THAT Special consent application received from H S K Simpson on behalf of Mr M B and M S Zuma to use existing dwelling on Erf 1184 zoned Special Residential for the use of a Children's Lodge be approved. This consent usage is subject to the following conditions:

1. The application is subject to any conditions the Manager Technical Services and Manager Corporate Services may deem necessary in the approval of building plans for the above usage;

2. The application is further subject to the relevant legislation and Glencoe Town Planning Scheme in the course of preparation and no further impact upon amenity of the area will be allowed in this special residential area;
3. Should it be later established that the above usage has contravened any stipulated conditions of this Special Consent or is found to be detrimental to the amenity of the area the Council retains the right to withdraw its approval of this Special Consent application;
4. Should the above lot not be used for the approved usage as granted in this Special Consent application for the period of in excess of eighteen months, the application will be considered null and void.



B 06/20/05/10 **PROVISION OF TOILET FACILITIES AND REFUSE BINS:**
CORONATION PARK **(S2/1)**

RESOLVED

THAT

MTS

1. The cost estimate for the provision of toilet facilities and refuse bins at Coronation Park be noted;
2. The project be considered in the review of the Endumeni IDP 2010/2011.



B07/20/05/10 **SITHEMBILE WARD 2 ALLOCATION OF R400 000 PROJECT**
ALLOCATION

RESOLVED

MTS

THAT the Manager of Technical Services be directed to compile a business plan for the establishment of a blockyard in Sithembile.



B 04/14/06/10-1 **OVERTIME LEAVE DAYS** **(Staff: C J Carelse)**

RESOLVED

THAT

HL&E
CFO

1. The Head: Legal & Estates submit a policy to the Local Labour Forum in July 2010 amplifying how Council should deal with employees' overtime/ leave who earn more than specified in terms of the Basic conditions of Employment Act.
2. Mr C J Carelse (Jnr) be paid for overtime worked only for the period when he was called to work while being on leave and that the Head: Legal & Estates compile an agreement within two days which must be entered into with Mr C J Carelse (Jnr).



RESOLVED

THAT

MTS

1. It be recorded that Mr Viljoen is the husband of a staff member and this should have no bearing on the consideration of the application in question;
2. Permission be granted to Mr Viljoen to construct signage on Council property at the corner of Karellandman and Union Street to the satisfaction of the Manager Technical Services in terms of Signage By-laws.



RESOLVED

MTS

THAT the construction of a billboard on the traffic Circle Victoria Street/ Karel Landmann Street Dundee be approved and the site lease agreement between the Council and Staten Investments (Pty) Ltd. t/a Clout Media be approved and signed by the acting Municipal Manager.



RESOLVED

THAT

MTS

1. Directo Signs (North) Pty Ltd proposed to construct signage within the Endumeni Municipality as per the following concepts within the Endumeni area of jurisdiction:
 - A. A map structure of the municipality with information signs at the main entrances to town;
 - B. The free installation of Suburb Name boards and Directional Route indicators;
 - C. Information signs at business centre's in town;
 - D. Installation of advertising on lampposts;
 - E. Mini Billboards;
 - F. Combo Utility Units (hereinafter referred to as the signs)
2. The agreement, as attached to the agenda, be approved and signed by the Acting Municipal Manager.



4. In terms of Section 47 *bis* (2) of the Town Planning Ordinance No. 27 of 1949, the Provincial Planning & Development Commission be advised accordingly.



C 02/14/06/10-3

**LEASE OF PORTION OF THE REMAINDER OF THE FARM
DUNDEE NO. 4339: KWA MBOMA TRUST** (C5/3)

RESOLVED TO RECOMMEND

THAT

AHL&E

1. The letter from the Chairperson of the Kwa Mboma Trust, Mrs P P Sikhakhane, received on 27 May 2010, be noted;
2. The proposed lessees be advised that, due to legislative requirements, the Council is prepared to extend the period of the lease to a term of nine (9) years and eleven (11) months, with an option to renew for the same period should the lessees meet all the terms and conditions of the lease to the satisfaction of the Council;
3. The proposed lessees' request for a clause to the effect that they shall have the right to purchase the land not be entertained, as such a clause would be in conflict with the requirements of Section 14 of the Municipal Finance Management Act No. 56 of 2003, and the Council's Supply Chain Management Policy, and accordingly ultra vires;
4. The proposed lessees' request for the installation of water and electricity supply to the area to be leased be supported, provided that all the costs and risks associated therewith be at the sole expense of the proposed lessees, without any right to compensation therefore by Council at the termination of the lease;
5. The proposed lessees' request to also use the property for the sale, promotion, marketing and events of related farming produce produced within the farm and its associated farming partners be granted, subject to the lessees complying with all licensing and associated trade requirements;
6. The proposed lessees be advised that, should the name of the original lessee, being Kwa Mboma Trust, change it would require a total new lease agreement to be entered into, subject to the original lessee not being in debt to the Council for any rental and/or service charges;
7. The proposed lessees be advised that, prior to occupation of the land to be leased, the registration documents of the Kwa Mboma Trust be submitted so as to protect the interests of the Council;
8. The proposed lessees be advised that property rates on the land so leased will be due and payable by the lessees from the date of commencement of the lease;

9. The proposed lessees be advised that insurance premiums on the property shall become due and payable should the lessees use the property for any purpose that would cause an increase in the Council's public liability risk.



C 02/14/06/10-4 **REQUEST TO USE MUNICIPAL BUILDING IN SIBONGILE AS A SURGERY: DR N P NGIDI** (M3/13)

RESOLVED TO RECOMMEND

AHL&E **THAT** the application from Dr N P Ngidi for the lease of the building upon Erf 2, Sibongile, commonly known as the old Sibongile Police Station be deferred to a next meeting.



C 02/14/06/10-5 **HOUSING CAPACITY BUILDING SUPPORT TO MUNICIPALITIES – ESTABLISHMENT OF HOUSING COMPONENTS AND PROVIDE HOUSING CONSUMER EDUCATION** (H1/1)

RESOLVED TO RECOMMEND

THAT

- AHL&E**
1. The Council accepts to formalise the housing component and its functioning with the existing housing officials within the municipality as the custodians of housing delivery;
 2. The Council accepts to be a project site and beneficiary in this project;
 3. The Council accepts to benefit with the Information Technology (2 desktop computers and 1 multi-function printer) to be provided by this project under the Generic Package of Support;
 4. Council accepts the responsibility to purchase its' own software programmes and licenses;
 5. Council nominates the 2 housing officials within its Council who will become the official custodians of these IT equipments;
 6. Council keeps these IT equipments in the housing component and use them exclusively to support the housing delivery function;
 7. The council ensures the availability of internet for use by custodians of these IT equipments in order to access internet-based systems, e.g. Housing Subsidy System (HSS);
 8. The Council maintains and services the IT equipment from its own financial resources;

9. The Council participates in the training programmes organised or hosted by the KwaZulu-Natal Department of Human Settlements;
10. The council provides the accommodation and S &T to its housing officials participating in the training programmes organized or hosted by the KwaZulu-Natal Department of Human Settlements;
11. The Council authorizes the Municipal Manager to enter into an agreement with the KwaZulu-Natal Department of Human Settlements on behalf of the Municipality.



C 04/14/06/10-1 **INTEGRATED DEVELOPMENT PLAN FINAL REVIEW**
2010/2011 **{P3/17; T3/1(a)}**

RESOLVED TO RECOMMEND

THAT

MTS

1. The Endumeni Municipality adopt in terms of Section 5 of the Municipal Systems Act 2000 the review of the Endumeni Integrated Development Plan for the fiscal year 2010/2011 and following plans that form part of the IDP or alternatively sector Plans:
 - 1.1 Executive Summary & IDP Report
 - 1.2 Objective & Strategies
 - 1.3 IDP Project Table
 - 1.4 Service Delivery & Budget Implementation Plan
 - 1.5 Turnaround Strategy
 - 1.6 Strategies to Implement Endumeni Turnaround Strategy
 - 1.7 Roles and Responsibilities of Key Role-players as defined in the Implementation of a Turnaround Strategy
 - 1.8 Financial Plan
 - 1.9 Capital Investment Plan
 - 1.10 Performance Management System
 - 1.11 PMS Framework
 - 1.12 PMS Score Cards
 - 1.13 PMS Contract
 - 1.14 PMS Plans
 - 1.15 Spatial Development Framework Sector Plan
 - 1.16 Maps
 - 1.17 Institutional Plan
 - 1.18 Organigrams
 - 1.19 Work Skills Plan
 - 1.20 Human Resource Strategy
 - 1.21 Employment Equity
 - 1.22 Gender & Poverty Reduction Plan
 - 1.23 Transport Sector Plan
 - 1.24 Housing Plan
 - 1.25 Local Economic Development Plan
 - 1.26 Agricultural Resources Plan

- 1.27 Integrated Waste Management Sector Plan
- 1.28 Safety Sector Plan
- 1.29 Disaster Management Plan
- 1.30 Communication Plan
- 1.31 Endumeni Succession Plan
- 1.32 Endumeni Placement Plan
- 1.33 Recruitment Selection & Placement Policy
- 1.34 Employment Policy for Temporary Workers
- 1.35 Procedure for the appointment of Temporary Workers
- 1.36 Staff Training Policy
- 1.37 Proposed Policy: HIV/AIDS in the workplace
- 1.38 Phone & Cellphone Policy
- 1.39 Policy on the Establishment & Functioning of Ward Committees
- 1.40 IT Policy
- 1.41 Tariff Policy – Credit Control & Debt Collection By-Laws
- 1.42 Procurement of Goods Policy
- 1.43 Indigent Policy
- 1.44 Subsistence & Travelling Policy
- 1.45 Municipal Policies: Housing Loan Subsidies & Funeral Costs
- 1.46 Delegation of Powers to Office Bearers and the Executive Committee
- 1.47 Policy of the payment of Furniture Removal Costs
- 1.48 Incentives & Concessions: Marketing of Endumeni
- 1.49 Payment of Consumer Deposits
- 1.46 Procurement Policy: BBEEE
- 1.47 Remuneration Policy for Section 57 of Municipal Systems Act Application Performance Management
- 1.48 Approval of Master Plan for Portions of Erf 10 000, Sibongile , being the underutilized land at the entrance of Sibongile, and for the approval of Telephone Container and Site Allocation Policies
- 1.49 Amendment of Office Hours
- 1.50 Use of Official Telephone: Mayor & Speaker
- 1.51 Municipal Financial Act: Study Loan Scheme
- 1.52 Early Retirement Policy.

2. It be noted that the above IDP was advertised in the Courier/Municipal website and that no comments/objections were received.



C 04/14/06/10-2 LANDOWNERS CONSENT TO UNDERTAKE A LISTED ACTIVITY (L1/7)

RESOLVED TO RECOMMEND

MTS

THAT Slater Coal and interested parties be invited to give a presentation to the Portfolio Committee regarding the listed activity being construction of a road at corner of Argyle and Beaconsfield Street leading towards Dundee Secondary School Dundee. The applicant furthermore be required to submit an application in terms of the Planning & Development Act No. 8 of 2008.



C 04/14/06/10-3 **ENDUMENI MUNICIPALITY: CLEAN UP CAMPAIGN** (C2/3/4)

RESOLVED TO RECOMMEND

MTS **THAT** this item be withdrawn from the agenda.



C 04/14/06/10-4 **SITHEMBILE CONCERNED GROUP** [P3/15(a)]

RESOLVED TO RECOMMEND

THAT

- MTS
1. The Endumeni Municipality note the following incidents concerning the Sithembile Group;
 2. Interference of Budget Ward Committee Meeting held at Sithembile Hall, 27 May 2010 (Cllr Ndima);
 3. Budget Ward 2 Committee Meeting 27 May 2010. Mr I Grisdale, Chief Financial Officer;
 4. Crime Report CAS 100/5/2010;
 5. It be noted that the documents were forwarded to the Department of Co- Operative Governance and Traditional Affairs by the Speaker.



C 04/14/06/10-5 **CHIEF DIRECTORATE: GOVERNANCE & ADMINISTRATION**
CIRCULAR NO 3: PAYMENT OF PERFORMANCES BONUSES
TO SECTION 57 MANAGERS (Confidential: Performance Bonus)

RESOLVED TO RECOMMEND

THAT

- MTS
1. The Endumeni Municipality note the contents of Circular 3 of 2010 as issued by Chief Directorate Governance and Administration of the Department of Co- Operative Governance and Traditional Affairs;
 2. In respect of the 2008/2009 Fiscal year the Municipality appointed an evaluation committee consisting of the following individuals:
 - 2.1 The Mayor: Cllr Ms W N Mbatha
 - 2.2 The Chairperson of Audit Committee: Mr Rajkumar
 - 2.3 The Municipal Manager from the Umzinyathi District area of Jurisdiction
 - 2.4 Mr A J van Wyk : Head of HR and Administration Secretariat
 - 2.5 Cllr S E Ndima
 - 2.6 Cllr P G Mabilisa



C 04/14/06/10-6 LGSETA: LEARNERSHIP PROGRAMMES: CERTIFICATE PROGRAMME IN MANAGEMENT (S7/3/16/4)

RESOLVED TO RECOMMEND

THAT

**HRO
MM
CFO**

1. The Mayor, Cllr Ms W N Mbatha and Cllr S E Ndimba be authorized to attend the LGSETA Learnership Programme: Certificate programme in Management Course presented by LGSETA;
3. The necessary subsistence and allowances be paid by Council to the said Councillors in (1) from the training vote.



C 04/14/06/10-7 MIRANDA COAL (PTY) LIMITED – GLENCOE SIDING/MINING APPLICATION (M7/1)

RESOLVED TO RECOMMEND

THAT

MTS

1. The presentation by a representative of Miranda Coal (Pty) Limited be noted. Furthermore Mr Torlage of Glencoe Concerned residents was requested to submit further representations to Portfolio Committee in terms of any requisite legislation before Endumeni Municipality is able to adopt a definitive resolution in this regard;
2. The Committee note the objection of the business community to the establishment of a Coal Siding in Glencoe;
3. The presentation given by Mr K Smith environmentalist acting on behalf of Miranda Coal be noted;
4. The route proposed by Miranda Coal (Pty) Limited to the coal siding be approved in principle subject thereto that a written agreement be entered into between the parties relating to application and approval of the Environmental Management Plan, Stormwater Plan and Miranda Coal (Pty) Limited being liable for all costs associated with the rehabilitation of proposed coal route.



C 04/14/06/10-8 MARQUEE TENTS: OBJECTION TO TENDER AWARD: WORLD CUP SOCCER FAN PARK: SIBONGILE (S6/1)

RESOLVED TO RECOMMEND

MM

THAT the Acting Municipal Manager tabled an objection to the award of Bid No. 26/2010 as attached to the minutes. The Acting Municipal Manager reported the appointment of an independent person per the provisions of Section 50 of the Supply Chain Management Policy to investigate the matter.



C 05/14/06/10

APPLICATION TO UTILIZE VACANT BUILDING: OLD TOILETS AT FREEDOM SQUARE, SIBONGILE (M3/13)

RESOLVED TO RECOMMEND

THAT

AHL&E

1. The application from Mr S S Ngema and Mr S T Magwaza for the use of a vacant building, described as the Remainder of Portion 1 of Erf 10000, Sibongile, be noted;
2. The applicants be advised that, in terms of Section 14 of the Municipal Finance Management Act No. 56 of 2003, Council is required to sell or lease land by public bid process only;
3. The Council call for tenders to lease the Remainder of Portion 1 of Erf 1000, Sibongile to a successful tenderer.



C 06/14/06/10

REPORT OF THE AUDITOR GENERAL FOR THE FINANCIAL YEAR ENDED 30 JUNE 2009 (A8/1)

RESOLVED TO RECOMMEND

CFO

THAT

1. The Auditor-General's report for the financial year ended 30 June 2009 as well as the Chief Financial Officer's response thereto, be noted;
2. The Municipality furthermore noted that the majority of electricity losses can be ascribed to the Sithembile area. In the forgoing regard the Ward Councilor, Cllr S E Ndima is to convene an urgent Ward Committee meeting in order to facilitate an appropriate solution to the electrical losses incurred in the Sithembile area as a result of community protests and the further inability of Municipal Officials to conduct electricity audits in the area in question



C 07/14/06/10

COUNCILLORS' SALARIES, ALLOWANCES AND BENEFITS IN TERMS OF GOVERNMENT NOTICE NO. R1225 DATE 21 DECEMBER 2009

RESOLVED TO RECOMMEND

CFO

THAT the letter received from the Department of Co-Operative Governance & Traditional Affairs regarding Councillors' salaries, allowances and benefits in terms of Government Notice No. R1225 dated 21 December 2009, be noted.



RESOLVED TO RECOMMEND**THAT**

1. The Minutes of the Audit Committee Meetings held on 23 June 2010 and 28 June 2010 be approved by the Council;
2. The following items: AC 4(1) of 23 June 2010 as attached to the minutes be approved and adopted as resolutions of Council;
3. The following items: AC 5(1), AC 5 (2), AC 5 (3), AC 5(4), AC 5(5), AC 5(6) of 28 June 2010 as attached to the minutes be approved and adopted as resolutions of Council.

**RESOLVED TO RECOMMEND****THAT**

MTS

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.



There being no further matters for consideration, the Chairperson declared the meeting closed at **18h40**

Mayor – Chairperson:

Date: