

EXCO MINUTES: 24 NOVEMBER 2008

UMZINYATHI DISTRICT MUNICIPALITY  
UMZINYATHI UMASIPALA WESIFUNDA

MINUTES OF THE ORDINARY MEETING OF THE EXECUTIVE COMMITTEE  
HELD IN THE EXCO BOARDROOM, UMZINYATHI DISTRICT MUNICIPALITY,  
PRINCESS MAGOGO BUILDING, 39 VICTORIA STREET, DUNDEE ON  
MONDAY 24 NOVEMBER 2008 AT 09H00.

=====

**PRESENT**

**PRESENT**

<b>Councillor</b>	MS Yengwa	-	Mayor
	TH Mchunu	-	Deputy Mayor
	FS Mkhize	-	Member
	B Brown	-	Member
	SR Nyamane	-	Ex Officio

**STAFF**

<b>Messrs</b>	SN Dubazana	-	Municipal Manager
	TR Malunga	-	Executive Manager Technical Services
	E Bonga	-	Executive Manager Planning and Social Development
	BB Mdletshe	-	Consulting Chief Financial Officer
	SMB Buthelezi	-	Executive Manager Corporate Services
	SC Mkhwanazi	-	Manager Support Services
	NV Ngobese	-	Committee Clerk

**1. NOTICE CONVENING THE MEETING**

READ

// The meeting convened at 09h30//

**2. OPENING OF THE MEETING**

Councillor SR Nyamane offered a prayer

**3. APPLICATION FOR LEAVE OF ABSENCE**

Application for leave of absence was received from Councillor AM Shaikh.

RESOLVED

That the leave of absence be granted to Councillor AM Shaikh.

**4. STATEMENTS AND COMMUNICATION BY HIS WORSHIP THE MAYOR**

His Worship the Mayor, Councillor MS Yengwa welcomed members and officials in attendance.

His Worship expressed his appreciation towards the Management for ensuring that the council events were executed successfully. He further stated that whilst visiting areas within UMzinyathi District Municipality there was a lot of improvement in terms of water and sanitation delivery.

His Worship thanked the Municipal Manager for his outstanding performance and requested HOD's and staff to support the Municipal Manager. He emphasised the importance of the Management working as a team.

**5. CONFIRMATION OF MINUTES OF PREVIOUS MEETING**

5.1 Minutes of the Ordinary Meeting of the Executive Committee held on 16 October 2008.

**RESOLVED**

That the minutes of the Ordinary Meeting of the Executive Committee held on 16 October 2008 be confirmed.

**A. ITEMS SUBMITTED TO EXCO FOR CONSIDERATION**

**ITEM A1**

**EC 1/11/2008**

**RATIFICATION FOR THE APPROVAL OF PAYMENT TO AQUAMANZI FOR THE INSTALLATION OF STANDPIPES**

DEPARTMENT: TECHNICAL SERVICES

**ITEM A1 OF 24/11/2008**

**RESOLVED**

1. That the Executive Committee approves the payment of R710 611,62 to AQUAMANZI for the installation of water widgets at Nquthu Water Schemes.

**ITEM A2**

**EC 2/11/2008**

**TRANSFER OF THUSONG SERVICE CENTRE**

DEPARTMENT: CORPORATE SERVICES

**ITEM A2 OF 24/11/2008**

**RESOLVED TO RECOMMEND**

1. That Council approves the transfer of the Thusong Service Centre from uMzinyathi District Municipality to Msinga Local Municipality with effect from 01 February 2009;
2. That the personnel, assets and liabilities related to the centre be transferred to Msinga Local Municipality together with the centre.

**ITEM A3**

**EC 3/11/2008**

**CLOSE OUT REPORT: DISASTER PREPAREDNESS AWARENESS CAMPAIGN 29 AUGUST 2008, NQUTHU.**

DEPARTMENT: PLANNING AND SOCIAL DEVELOPMENT

**ITEM A3 OF 24/11/2008**

**RESOLVED**

1. That the contents of the report be noted;
2. That the budget be provided in the next financial year to accommodate two (2) disaster campaigns at local municipalities.

**ITEM A4**  
**EC 4/11/2008**  
**DISPOSAL OF MUNICIPAL VEHICLES**  
DEPARTMENT: CORPORATE SERVICES

**ITEM A4 OF 24/11/2008**

**RESOLVED TO RECOMMEND**

1. That the Council approves that the five (5) mentioned municipal vehicles be disposed of in terms of the Council Supply Chain Management policy;
2. That first preference in the disposal of Council vehicles be given to interested Council members internally.

**ITEM A5**  
**EC 5/11/2008**  
**PROPOSAL FOR THE DEVELOPMENT OF THE DISTRICT HIV/ AIDS STRATEGIC PLAN**  
DEPARTMENT: PLANNING AND SOCIAL DEVELOPMENT

**ITEMA5 OF24/11/2008      RESOLVED**

1. That the Executive Committee approves the action plan as it is appearing;
2. That the Executive Committee approves the proposed budget of R230 500,00 from vote number:

<b>VOTE:</b>	<b>1602/2420/0000 – HIV/AIDS PROGRAMME – R150 000,00</b>
<b>VOTE:</b>	<b>1602/1070/0000 – YOUTH AND GENDER – R80 500,00</b>

3. That the Executive Committee approves to provide two days accommodation for 65 delegates;
4. That the Executive Committee approves the four days accommodation and travelling claim for the three facilitators.

**ITEM A6**  
**EC 6/11/2008**  
**SECURITY CLOCKING SYSTEM**  
DEPARTMENT: CORPORATE SERVICES

**ITEM A6 OF 24/11/2008**

**RESOLVED TO RECOMMEND**

1. That Council approves the implementation of a Computerized Security and Clocking System for better productivity.

**ITEM A7**  
**EC 7/11/2008**  
**UPGRADING OF TRAINING CENTRE**  
DEPARTMENT: CORPORATE SERVICES

**ITEM A7 OF 24/11/2008**                      **RESOLVED**

1. That the Executive Committee approves that the office space used as training centre be upgraded to accommodate modern training needs conducive to training and other related activities.

**ITEM A8**  
**EC 8/11/2008**  
**AFRICAN CULTURAL MUSIC AND DANCE HIV/AIDS AWARENESS**  
**CAMPAIGN COMPETITIONS**  
DEPARTMENT: PLANNING AND SOCIAL DEVELOPMENT

**ITEM A8 OF 24/11/2008**                      **RESOLVED**

1. That the District Municipality partners Mondi in this HIV/AIDS campaign;
2. That the Executive Committee approves R20 000,00 as the District contribution to this event from vote number 1602/1070/0000, Youth and Gender;
3. That the Districts take part in the plenary meetings for this event.

**ITEM A9**  
**EC 9/11/2008**  
**REPORT ON BUDGET STATEMENTS: OCTOBER 2008**  
DEPARTMENT: FINANCE

**ITEM A9 OF 24/11/2008**                      **RESOLVED**

1. That the contents of the report on budget statements for the month ended 31 October 2008 be noted.
2. That Management establishes which additional capital projects could be funded from the unspent MIG grant.
3. That the following projects be given a first priority if funds are available:-
  - Siphanga Road Project
  - KwaMfeka Community Centre
  -
4. That each Executive Committee member submits a proposed project for his/her ward to the Office of the Speaker by no later than 19 December 2008.

**ITEM A10**  
**EC 10/11/2008**  
**ASSISTANCE ON GIS EDUCATOR DEVELOPMENT**  
DEPARTMENT: PLANNING AND SOCIAL DEVELOPMENT

**ITEM A10 OF 24/11/2008**                      **RESOLVED**

1. That the Executive Committee approves the GIS capacity building programme request for teachers in this District.

**ITEM A11**  
**EC 11/11/2008**  
**UPGRADING OF COUNCIL CHAMBERS**  
DEPARTMENT: CORPORATE SERVICES

**ITEM A11 OF 24/11/2008**                      **RESOLVED**

1. That the Executive Committee approve the upgrading of the Council Chambers.

**ITEM A12**  
**EC 12/11/2008**  
**APPROVAL OF THE POLICIES AND PROCEDURES FOR UMZINYATHI DISTRICT MUNICIPALITY**  
DEPARTMENT: FINANCE

**ITEM A12 OF 24/11/2008**                      **RESOLVED TO RECOMMEND**

1. That Council approves the reviewing and adoption of the following policies:-
  - BUDGET POLICY
  - TRANSFER OF BUDGET FUNDS POLICY
  - ASSET MANAGEMENT POLICY
  - FLEET MANAGEMENT POLICY
  - MUNICIPAL SUPPLY CHAIN MANAGEMENT POLICY
  - GRANTS AND DONATIONS POLICY
  - INDIGENT SUPPORT POLICY
  - LAND & ASSET DISPOSAL POLICY
  - PETTY CASH POLICY
  - TARRIFS POLICY
  - CREDIT CARD POLICY
  - POLICY ON THE TREATMENT AND EVALUATION OF INVENTORY
  - RISK MANAGEMENT POLICY

- FINACIAL REGULATIONS
- INFORMATION TECHNOLOGY AND SECURITY POLICY
- INFORMATION TECHNOLOGY STRATEGY
- IT DISASTER RECOVERY PLAN
- CREDIT CONTROL POLICY
- CELLPHONE TELEPHONE POLICY
- BURSARY POLICY

2. That the Executive Committee members and Management be workshopped on the policies;
3. That the workshop be conducted and held outside the District as from 13 to 14 December 2008.

**ITEM A13**

**EC 13/11/2008**

**RATIFICATION OF THE SETTLEMENT OF MFENENDALA COMMUNICATIONS CLAIM.**

DEPARTMENT: FINANCE

**ITEM A13 OF 24/11/2008 RESOLVED**

1. That the Executive Committee ratifies the payment of a settlement claim for Mfenendala communications for R24 450.00 and legal costs of R392.02.
2. That the Municipality seeks legal advice prior to termination of any legal obligation.

**ITEM A14**

**EC 14/11/2008**

**CRAFT COMMERCIALIZATION IN NQUTHU MUNICIPALITY**

DEPARTMENT: PLANNING AND SOCIAL DEVELOPMENT

**ITEM A14 OF 24/11/2008 RESOLVED**

1. That the Executive Committee endorses the craft commercialization initiative by the Department of Economic Development.
2. That the amount of R 45 000.00 to co-fund implementation of the project in Nquthu Municipality, be approved.
3. That the funds be sourced from the LED co-funding vote, **vote no: 1602/2160/0000.**

**ITEM A15**

**EC 15/11/2008**

**REQUEST FOR THE SUPPORT OF UMZINYATHI DUNDEE SHOW**

DEPARTMENT: CORPORATE SERVICES

**ITEM A15 OF 24/11/2008**

**RESOLVED**

1. That the Executive Committee approves that the sum of R50 000.00 from vote number 1521/2100/0000 be made available to support the event.
2. That the Communications Manager be part of the UMzinyathi Dundee Show Society to oversee the organization of the event and to represent UMzinyathi District Municipality.

**ITEM A16**

**EC 16/11/2008**

**PROPOSED TRAINING FOR FARM MANAGERS**

DEPARTMENT: PLANNING AND SOCIAL DEVELOPMENT

**ITEM A16 OF 24/11/2008**

**RESOLVED**

1. That the Executive Committee accepts the training for Farm Managers and also facilitates the selection of 25 learners from local Municipalities;
2. That the District organizes venues for the requires training sessions;
3. That local Municipalities be requested to ferry learners from their location to Dundee;
4. That because of budgetary constraints, AgriSeta be kindly requested to assist with accommodation fro the learners;
5. That the following learners be recruited from the Local Municipalities; Msinga 8, Nquthu 7, Mvoti5 and eNdumeni 5;
6. That the names of the learners be sourced and availed immediately.

**ITEM A17**

**EC 17/11/2008**

**SYSTEM OF DELEGATION**

DEPARTMENT: CORPORATE SERVICES

**ITEM A17 OF 24/11/2008**

**RESOLVED**

1. That the item be deferred to the workshop to be held on 13 and 14 December 2008



**B. ITEMS SUBMITTED TO EXCO FOR INFORMATION**

**ITEM B1**

**EC 18/11/2008**

**PROGRESS REPORT: DISASTER RISK MANAGEMENT PLAN**

DEPARTMENT: PLANNING AND SOCIAL DEVELOPMENT

**ITEM B1 OF 24/11/2008                      RESOLVED**

1. That the contents of the report be noted.

**ITEM B2**

**EC 19/11/2008**

**PROGRESS REPORT: DISASTER RISK MANAGEMENT CENTRE**

DEPARTMENT: PLANNING AND SOCIAL DEVELOPMENT

**ITEM B2 OF 24/11/2008                      RESOLVED**

1. That the contents of the report be noted.

**ITEM B3**

**EC 20/11/2008**

**MEC COMMENTS ON 2008 / 09 IDP REVIEW**

DEPARTMENT: PLANNING AND SOCIAL DEVELOPMENT

**ITEM B3 OF 24/11/2008                      RESOLVED**

1. That the contents of the report be noted.

**ITEM B4**

**EC 21/11/2008**

**REPORT: RENEWAL OF FIRE SERVICE CONTRACT WITH RURAL METRO  
EMERGENCY MANAGEMENT SERVICES**

DEPARTMENT: PLANNING AND SOCIAL DEVELOPMENT

**ITEM B4 OF 24/11/2008                      RESOLVED**

1. That the contents of the report be noted.

**ITEM B5**

**EC 22/11/2008**

**MONTHLY REPORT: RURAL METRO FIRE BRIGADE SERVICE OCTOBER 2008**

DEPARTMENT: PLANNING AND SOCIAL DEVELOPMENT

**ITEM B5 OF 24/11/2008**

**RESOLVED**

1. That the contents of the report be noted.

**ITEM B6**

**EC 23/11/2008**

**MUNICIPAL BUDGET – 4<sup>TH</sup> QUARTER REVIEW / CLOSE OUT REPORT 2007- 2008 FINANCIAL YEAR**

DEPARTMENT: FINANCE

**ITEM B6 OF 24/11/2008**

**RESOLVED**

1. That the contents of the report be noted.

**ITEM B7**

**EC 23/11/2008**

**PROGRESS REPORT ON 2008 KZN SALGA GAMES PREPARATIONS**

DEPARTMENT: PLANNING AND SOCIAL DEVELOPMENT

**ITEM B7 OF 24/11/2008**

**RESOLVED**

1. That the contents of the report be noted.

The meeting was adjourned for in-committee matters.

**CLOSURE**

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**MAYOR**

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**DATE**