

**MAKANA MUNICIPALITY**

MINUTES OF THE MEETING OF THE EXECUTIVE MAYORAL COMMITTEE HELD AT THE COUNCIL CHAMBER ON THURSDAY, 24 NOVEMBER 2015 AT 11:00

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**PRESENT:**

Clr. N. Gaga - Executive Mayor  
Clr. M. Matyumza  
Clr. N. Masoma  
Clr. E. Louw  
Clr. T. Ngeleza

**IN ATTENDANCE:**

Acting Municipal Manager (Mr M. Meiring)  
Acting Dir: Corp Ser. (Mr E. Mager)  
Act Dir: Pub. & Com Serv. (Mr W. Welkom)  
Acting DEIS (Mr D. Mlenzana)  
Acting: CFO (Ms B. Khumalo)

**ABSENT:**

Mr. M. Planga – study leave

**E 1 STATEMENT BY THE EXECUTIVE MAYOR**

The Executive Mayor opened the meeting and asked Councillor Ngeleza to open with prayer. The Executive Mayor made the following opening statement:

“It gives me a great pleasure to welcome all of you in this Mayoral Committee Meeting We are gathered today just after yesterday’s visit by United National High Commissioner for Refugees (UNHCR). They came to assist Makana in the programme of integrating the displaced nationals back to the community after the looting of foreign national business. They will only assist financially those who are refugees and Aslum seekers for 2 months rental of R1000.00 per month per person, food for R500 and non-food item.

19<sup>th</sup> November 2015 Mayors, Speakers, Chief Whips, MM’s and CFO’s were invited by MEC Local Government to Bavians to practically implement B2B, pillar 1 (putting people first) and pillar 4 sound financial management pillar. Mayors are to lead door to door which must be done by government department which is, Health workers, Ward Committees and CDW’s and then Government must respond. Monthly submission of report to MEC and MEC Report to President.

I am happy to say that as Makana we have started IMBIZO from the 09<sup>th</sup> of November and they end on the 2<sup>nd</sup> of December 2015. Mayoral Committee Members the Finances are not in good state, our focus therefore must be on revenue enhancement. This institution cannot be closed during our time.

It is said that Ms Khumalo seconded CFO is leaving us at the end of this month. You have assisted Makana Municipality at Finance especially during Audit. We have learnt a lot from your contributions”.

**E 2 APPLICATIONS FOR LEAVE OF ABSENCE (WRITTEN APOLOGIES)**

Nil.

E 3 OFFICIAL ANNOUNCEMENTS – ACTING MUNICIPAL MANAGER

The Mayoral Committee **NOTED**:

- a) The Executive Mayor wished everyone a blessed Christmas and Happy new year as this is the last Mayoral Committee meeting.
- b) The Council offices will close on 24 December 2015 at 12:00 and open on 04 January 2015 and Essential Services will be operating during Municipal shutdown.

E 4 DISCLOSURE OF INTEREST (BY ANY MEMBER ON ANY ITEM THAT FORMS PART OF THE AGENDA)

- a) Clr. M. Matyumza disclosed his interest on item E6.3.19. Application to renew lease agreement entered into between Makana Municipality and Mr. V. Mamkeli.
- b) Clr. T. Ngeleza disclosed her interest on item E7. Database for Municipal leased properties.

E 5 MINUTES OF THE PREVIOUS MAYORAL COMMITTEE MEETING:  
29 SEPTEMBER 2015

The Mayoral Committee **NOTED**:

- a) Councillor J. Wells's name be deleted under "applications for leave of absence as she is not the Mayoral Committee member.
- b) Item E6.2.1 (b) the word "aircraft" be corrected to "airport".

The Mayoral Committee **RESOLVED** THAT the minutes of Mayoral Committee meeting held on the 29 September 2015 be CONFIRMED.

E 6 REPORTS BY THE ACTING MUNICIPAL MANAGER

E 6.1

ACTION SHEET FOR THE MAYORAL COMMITTEE MEETING HELD ON THE  
29 SEPTEMBER 2015.

The Mayoral Committee **NOTED**:

- a) Item E6.4.3, action sheet – June 2015. The entire action sheet should be addressed to the acting Municipal Manager.
- b) The Revenue Enhancement posts, critical posts and special skills should be advertised both internally and externally.

- c) Item E6.5.11 (a), tools of trade for Councillors: 3G cards. The word “3G” card be inserted in the sentence “all contracts for Councillors were terminated” under progress.

The Mayoral Committee **RESOLVED** THAT the Action Sheet of 29 September 2015 be APPROVED.

E 6.2

MINUTES OF THE AESTHETICS COMMITTEE MEETING HELD IN THE COUNCIL CHAMBER ON TUESDAY, 1 SEPTEMBER 2015

Arising from the minutes of the Aesthetics Committee meeting held on 1 September 2015, it was resolved as follows:

E 6.2.1

CONFIRMATION OF MINUTES

The Mayoral Committee **NOTED** Councillor Louw was the acting Chairperson in the meeting,

CONFIRMATION OF MINUTES

The Mayoral Committee **RESOLVED** THAT the minutes of the Aesthetics Committee meeting held on 08 June 2015 be CONFIRMED subject to the following correction:

- i) Mr. H. Nel's name be corrected to Prof. H. Nel.

E 6.2.2

ACTION SHEET – 08 JUNE 2015

The Mayoral Committee **NOTED**:

- a) Any correspondence from ECPRA should be included in the action sheet.
- b) Item A8.4. The submissions from GRA about the Spar development including Heritage buildings known as Lisagelly House and Tops.

The Mayoral Committee **RESOLVED**:

- a) THAT the Action Sheet for 08 June 2015 be APPROVED.
- b) THAT the Building Control Officer and Building Inspectors look at the plans for the proposed renovations and additions to the existing Heritage building: Beer Properties (Pty) Ltd. Oak Cottage Spar and submit a report to the next Committee meeting taking consideration submissions from GRA.

E 6.2.3

SIGNAGE APPLICATION: BMT STREET FEVER, NO.72 HIGH STREET, ERF NO. 3700, GRAHAMSTOWN

The Mayoral Committee **RESOLVED** THAT the signage application: BMT Street Fever: No.72 High Street: Erf No. 3700 be APPROVED.

E 6.2.4

SIGNAGE APPLICATION: MONEY LINE Pty Ltd, THRUWORTHS, IDENTITY & UZZI;  
NO.50 HIGH STREET, ERF 3882, 3886 GRAHAMSTOWN

The Mayoral Committee **RESOLVED** THAT the signage application: Money Line Pty (Ltd): Truworhs, Identity & Uzzi: no.50 High Street, erf no. 3882 & 3886, Grahamstown be APPROVED subject to a fine of R500.00 for erecting a sign prior council approval.

E 6.2.5

PROPOSED ADVERTISING STRUCTURE: NO.24 RAGLAN ROAD, ERF NO.3899, 3900,  
3902, 3903, 3904 AND 3905, GRAHAMSTOWN

The Mayoral Committee **RESOLVED** THAT the item be WITHDRAWN and be resubmitted to the next meeting with clear pictures and proper measure of the proposed structure.

E 6.2.6

PROPOSED ADLITE SIGNS; GRAHAMSTOWN

The Mayoral Committee **NOTED** the sign board next to Makana Resort is at the bad state.

The Mayoral Committee **RESOLVED**:

- a) THAT the proposed adlite signs application: Grahamstown: be NOT APPROVED.
- b) THAT the Building Control Officer make a follow up on the sign board next to Makana Resort and submit a report to the next Committee meeting.

E 6.2.7

PROPOSED ALTERATIONS, CANOPY AND BOUNDRY WALL: NO.49 AFRICAN  
STREET, ERF NO.2218, GRAHAMSTOWN

The Mayoral Committee **RESOLVED** THAT the proposed alterations, Canopy and Boundry wall: no.49 African Street, erf no. 2218, Grahamstown be APPROVED subject to permission granted by ECPHRA.

E 6.2.8

PROPOSED ALTERATIONS AND ADDITIONS: NO.7 SCOTT'S AVENUE, ERF NO.3729,  
GRAHAMSTOWN

The Mayoral Committee **RESOLVED**:

- a) THAT the proposed alterations and additions: no.7 Scott's Avenue, erf no3792, Grahamstown be APPROVED subject to permission to ECPHRA.

- b) THAT the applicant be invited to the present the item to the next Committee meeting.
- c) THAT a special on site visit be organised by the Building Control Officer.

E6.3

MINUTES OF THE TOURISM AND CULTURAL INDUSTRIES PORTFOLIO COMMITTEE  
MEETING HELD IN THE COUNCIL CHAMBER ON TUESDAY, 18 SEPTEMBER 2015  
AT 9H00

Arising from the minutes of the Tourism and Cultural Industries Portfolio Committee meeting held on 18 September 2015, it was resolved as follows:

E 6.3.1

MINUTES OF THE PREVIOUS MEETING

The Mayoral Committee **RESOLVED** THAT the minutes of the Portfolio Committee meeting held on 18 September 2015 be CONFIRMED subject to the following correction:

- a) Councillor Louw was the acting Chairperson in the meeting.

E 6.3.2

REPORTS BY THE DIRECTOR: LOCAL ECONOMIC DEVELOPMENT AND PLANNING

E 8.1

ACTION SHEET:

The Mayoral Committee **RESOLVED** THAT the Action Sheet of the Local Economic Development and Planning Directorate be APPROVED.

E 6.3.3

SUBMISSION OF A FINAL SDBIP PERFORMANCE REPORT FOR 2014/15 FINANCIAL YEAR

The Mayoral Committee **NOTED:**

- a) This is the final report for the 2014/15 final year.
- b) The Service Provider for the Inner City Regeneration project has been appointed in July 2015.
- c) A steering committee meeting for the Inner City Regeneration will be organized within two weeks from the date of the meeting.
- d) Tourism promotion DVD will be presented to the next Portfolio Committee meeting.
- e) Three crafters participated in the National Arts Festival.
- f) The job well done by Mr. Sindane in completing some projects whereas there is a challenge with funds.

The Mayoral Committee **RESOLVED** THAT the report on the final SDBIP for 2014/15 financial year be APPROVED.

E 6.3.4

NEIGHBOURHOOD DEVELOPMENT PARTNERSHIP GRANT – EGAZINI INTERPRETATION CENTRE

The Mayoral Committee **NOTED**:

- a) The report on the Neighbourhood Development Partnership Grant Egazini Interpretation Centre.
- b) A close out report on the NDPG, Egazini Interpretation Centre project, has been submitted to National Treasury.
- c) Political intervention with National Treasury is still required for the NDPG project.
- d) The Director: LED needs to discuss the insurance claim matter with the Legal Advisor on the vandalism issue.
- e) The acting Director: LED is not happy about the way the Service Provider operates but there is nothing that can be done as the appointment was made by National Treasury.
- f) It has to be raised with National Treasury that the Service Provider used the Museum for acknowledgement. There is not much research done by the Service Provider on the project.

The Mayoral Committee **RESOLVED** THAT urgent political intervention be made and a meeting be convened with National Treasury to discuss the Service Provider issue and the funding of the NDPG Egazini Interpretation Centre project.

E 6.3.5

SUBMISSION OF FUNDING APPLICATIONS TO SARAH BAARTMAN DISTRICT MUNICIPALITY

The Mayoral Committee **NOTED** the acting Director: LED will ask if the institution cannot fence the forts in Ghostown to prevent further vandalism as a funding application has already been submitted to Sarah Baartman District Municipality.

The Mayoral Committee **RESOLVED** THAT the report on the funding applications to Sarah Baartman District Municipality be APPROVED.



E 6.3.6

DRAFT PLAN ON THE DEVELOPMENT AND PROMOTION OF FORTS AND TOWERS

The Mayoral Committee **NOTED**:

- a) The action plan for the development and promotion of forts and towers.
- b) The draft plan on the development and promotion of forts and towers.
- c) The Service Provider for the abovementioned project should also choose three (3) different forts in Fort Brown.

E 6.3.7

REPORT BACK ON THE MUSIC DEVELOPMENT WORKSHOP

The Mayoral Committee **NOTED** the report back on the music development workshop.

The Mayoral Committee **RESOLVED** THAT the music development workshop event be made an annual event.

E 6.3.8

STATUS OF VARIOUS TOURISM PROJECTS

The Mayoral Committee **NOTED** the report on the status of various tourism projects.

E 6.3.9

PRODUCTION OF A MARKETING GUIDE FOR KWAM EMAKANA HOMESTAY PROJECT

The Mayoral Committee **NOTED**:

- a) The production of a marketing guide for Kwam eMakana Homestay project.
- b) Kwam eMakana has been consulted in drafting the marketing guide and confirmed that they are satisfied about the guide.

The Mayoral Committee **RESOLVED** THAT a final copy of a marketing guide for Kwam eMakana Homestay project be submitted to the next Portfolio Committee meeting.

E 6.3.10

PROGRESS REPORT ON THE TOWN REGENERATION PROJECT

The Mayoral Committee **NOTED** the Service Provider for the town regeneration project has been appointed.

The Mayoral Committee **RESOLVED**:

- a) THAT the progress report on the town regeneration project be APPROVED.
- b) THAT the summary and progress report of the town regeneration project be submitted to the next Portfolio Committee meeting.

E 6.3.11

EFFORTS MADE TO STRENGTHEN RELATIONSHIP BETWEEN KWAM EMAKANA AND THE MUNICIPALITY

The Mayoral Committee **NOTED**:

- a) The report on efforts made to strengthen the relationship between Kwam eMakana and the Municipality.
- b) The next meeting between Kwam eMakana, Makana Tourism, Makana Municipality and the Department of Sports, Recreation, Arts and Culutre will be held during September 2015.
- c) Mr. Sindane will request Mr. Tsheti to organize the meeting between the abovementioned parties.

E 6.4

MINUTES OF THE TOURISM AND CULTURAL INDUSTRIES PORTFOLIO COMMITTEE  
MEETING HELD IN THE COUNCIL CHAMBER ON TUESDAY, 3 NOVEMBER 2015 AT  
9H00

Arising from the minutes of the Tourism and Cultural Industries Portfolio Committee meeting held on 3 November 2015, it was resolved as follows:

E 6.4.1

MINUTES OF THE PREVIOUS MEETING

The Mayoral Committee **RESOLVED** THAT the minutes of the Portfolio Committee meeting held on 18 September 2015 be CONFIRMED subject to the following corrections:

- a) Clr E. Louw and not Clr B. Jackson was the acting Chairperson at the meeting.
- b) E 8.4 "NOTED". The word forts be corrected to Powder Magazines.
- c) E 8.5 NOTED (c) The sentenced be rephrased to read as follows " The Service Provider for the abovementioned project should also choose three (3) different forts and give special consideration in Fort Brown
- d) The name Mr. Tsheti under item E 8.10 (c) be corrected to Mr. Chetty.

E 6.4.2

ACTION SHEET:

CONSIDERED:

Report dated 03 November 2015 from the Director: Local Economic Development and Planning.

The Mayoral Committee **NOTED:**

- a) There is no progress in the NDPG –Egazini Interpretation Centre project.
- b) The marketing guide for Kwame Makana Homestay project is not part of the agenda.

The Mayoral Committee **RESOLVED:**

- a) THAT the Action Sheet of the Local Economic Development and Planning Directorate be APPROVED.
- b) THAT the NDPG – Egazini Interpretation Centre project be brought to the attention of the Mayoral Committee meeting.

- c) THAT the marketing guide for Kwam eMakana Homestay project be distributed to the next Portfolio Committee meeting.

E 6.4.3

SERVICE DELIVERY AND BUDGET IMPLIMENTATION PLAN FOR 2015/16 FINANCIAL YEAR

CONSIDERED:

Report dated 03 November 2015 from the Director: Local Economic Development and Planning.

The Mayoral Committee **NOTED** THAT the report on the SDBIP for 2015/16 financial year be APPROVED.

E 6.4.4

MAKANA TOURISM 1<sup>st</sup> QUARTER REPORT

CONSIDERED:

Report dated 03 November from the Director: Local Economic Development and Planning.

The Mayoral Committee **NOTED** the financial statements and financial report for Makana Tourism are submitted to the Finance, Administration, Monitoring, Evaluation Portfolio Committee meeting.

The Mayoral Committee **RESOLVED:**

- a) THAT the 1<sup>st</sup> quarter report for Kwam eMakana be APPROVED
- b) THAT the 2014/15 financial and Audit report for Kwam eMakana be submitted to the next Portfolio Committee meeting

E 6.4.5

SUBMISSION OF FUNDING APPLICATIONS TO SARAH BAARTMAN DISTRICT MUNICIPALITY

CONSIDERED:

Report dated 03 November 2015 from the Director: Local Economic Development and Planning.

The Mayoral Committee **NOTED:**

- a) Correction on the “annexure” is not for funding application for the craft development initiative but for financial support for 2015/16.

- b) Correct "NO" to "YES" in the sentence under filter 4 of the application form "will the project improve the skill and capacity of the Local Municipality?".

The Mayoral Committee **RESOLVED** THAT the submission of funding applications to Sarah Baartman District Municipality be APPROVED.

E 6.4.6

PROGRESS REPORT ON TOWN REGENERATION PROJECT

CONSIDERED:

Report dated 03 November 2015 from the Director: Local Economic Development and Planning.

The Mayoral Committee **NOTED** the project steering committee members for the Town Regeneration project.

The Mayoral Committee **RESOLVED:**

- a) THAT the progress report on the Town Regeneration project be APPROVED.
- b) THAT the process plan on the Town Regeneration project be submitted to the next Portfolio Committee meeting.

E 6.4.7

PROGRESS REPORT ON THE INSTALLATION OF PLINTHS AT EGAZINI HERITAGE SITE

CONSIDERED:

Report dated 03 November 2015 from the Director: Local Economic Development and Planning.

The Mayoral Committee **NOTED:**

- a) Mr. Sindane will liase with the Parks Department for the maintenance of the project in terms of mowing the site.
- b) The Service Provider should try and put an unstealable site.
- c) Mr. Sindane will speak to the acting Municipal Manager to check if Hitech Security can be contracted to look after the site to prevent vandalism.
- d) The appointment letter of the Service Provider is not attached.

The Mayoral Committee **RESOLVED:**

- a) THAT the progress report on the installation of plinths at the Egazini Heritage Site be APPROVED.
- b) THAT the mosaics be placed in the site after the fencing is done and security issues has been sorted out.

E 6.4.8

FINAL DRAFT PLAN ON THE DEVELOPMENT AND PROMOTION OF FORTS AND TOWERS

CONSIDERED:

Report dated 03 November 2015 from the Director: Local Economic Development and Planning.

The Mayoral Committee **NOTED:**

- a) This is the final report on the development and promotion of forts and towers
- b) A task team should be established to move the project and appoint someone on the team to be the project champion.

The Mayoral Committee **RESOLVED:**

- a) THAT the final draft plan on the development and promotion of forts and towers be APPROVED.
- b) THAT the interventions contained in the plan be concluded in the 2015/16 IDP review document.

E 6.5

MINUTES OF THE LOCAL ECONOMIC DEVELOPMENT & PLANNING PORTFOLIO COMMITTEE MEETING: HELD IN THE COUNCIL CHAMBER ON THURSDAY, 8 OCTOBER 2015 AT 9H00

Arising from the minutes of the LED & Planning Portfolio Committee meeting held on 08 October 2015, it was resolved as follows:

E 6.5.1

CONFIRMATION OF MINUTES OF PREVIOUS MEETING

The Mayoral Committee **RESOLVED** THAT the minutes of the Local Economic Development & Planning Portfolio Committee meeting held on 08 October 2015 be CONFIRMED.

E 6.5.2

6/2/6

ACTION SHEET:

The Mayoral Committee **RESOLVED** THAT the action sheet of the Local Economic Development and Planning Directorate for the month of August 2015, be APPROVED.

E 6.5.3

PROGRESS REPORT – SMME DEVELOPMENT

The Mayoral Committee **NOTED**:

- a) The date for the workshop on Cleanliness and By-laws that was to be held on 29 September 2015 was moved to the 14<sup>th</sup> of October 2015 and all invited Councilors were urged to attend.
- b) An application for funding for the Hawker stalls was submitted to the PMU Unit for consideration in the grant funds from MIG however, the project was declined. The project would have to be re-submitted for considerations, in future.

The Mayoral Committee **RESOLVED** THAT the progress report on SMME Development for the month of June to August 2015 be APPROVED.

E 6.5.4

AGRICULTURAL DEVELOPMENT REPORT.

The Mayoral Committee **RESOLVED** THAT the progress report on Agricultural Development for the month of July 2015 be APPROVED.

E 6.5.5

REPORT ON STATUS OF TOWNSHIP ESTABLISHMENT APPLICATIONS.

The Mayoral Committee **NOTED** the report on status of Township Establishment Applications.

E 6.5.6

BUILDING CONTROL REPORT

The Mayoral Committee **RESOLVED** THAT the Building Control report for August 2015 be APPROVED.

E 6.5.7

DRAFT LAND DISPOSAL POLICY

The Mayoral Committee **NOTED**:

- a) The Council has to close all public spaces before they are sold off.
- b) The Draft Land Disposal Policy.

E 6.5.8

PROPOSAL FOR AMENDING MUNICIPAL SIGNAGE BY-LAWS: MAKANA MUNICIPALITY ESTATE AGENTS: GRAHAMSTOWN.

The Mayoral Committee **RESOLVED** THAT the proposal of Amending Municipal Signage By-Laws: by the Makana Estate Agents in Grahamstown state.

E 6.5.9

OPTION TO LEASE FARMS; REMAINDER FARM TEMP 241, PORTIONS 7,8,9,10,11 AND 12 FARM TEMPE, PORTION OF ERF 4807 (PART OF COMMONAGE).

The Mayoral Committee **RESOLVED** THAT the report be **DEFERRED** until proper consultations have taken place to make sure that the public participation have been conducted, and that a proposed contract for the project is attached when the item returns.



E 6.5.10

TRANSFER OF ESKOM LAND/ PROPERTY ERF 22 TO MAKANA MUNICIPALITY.

The Mayoral Committee **RESOLVED:**

- a) THAT transfer of erf 22 from Eskom to Makana Municipality be APPROVED.
- b) THAT the transfer costs be for the account of the Makana Municipality.
- c) THAT the lease between Eskom Holdings and Waainek Wind Power Proprietary Limited (RF) also be also transferred to Council once the transfer of the property has been finalized.

E 6.6

MINUTES OF THE LOCAL ECONOMIC DEVELOPMENT & PLANNING PORTFOLIO COMMITTEE MEETING HELD IN THE COUNCIL CHAMBER ON TUESDAY, 10 NOVEMBER 2015 AT 09H00

E 6.6.1

APPLICATION FOR LEAVE OF ABSENCE (WRITTEN APOLOGIES)

Clr. N. Masoma is on Council Business.

E 6.6.2

OFFICIAL ANNOUNCEMENTS: DIRECTOR: LOCAL ECONOMIC DEVELOPMENT AND PLANNING

- The Windfarm Project will have a presentation on 23 November 2015.
- The Director introduced the new Town Planning Intern – Sive Dintsi
- The Director wished everyone a blessed festive season.

E 6.6.3

CONFIRMATION OF MINUTES OF PREVIOUS MEETING

The Mayoral Committee **RESOLVED** THAT the minutes of the Local Economic Development & Planning Portfolio Committee meeting held on 08 November 2015 be CONFIRMED.

E 6.6.4

6/2/6

ACTION SHEET:

The Mayoral Committee **RESOLVED** THAT the action sheet of the Local Economic Development and Planning Directorate for the month of October 2015, be APPROVED.

E 6.6.5

SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN FOR 2015/16 FINANCIAL YEAR

The Mayoral Committee **NOTED:**

- a) The Small Enterprise Development Agency (Seda) is not satisfied with the available office space at Assumption Centre.
- b) The training on the GIS system (Geographical Information System) has been rescheduled to the week of 16 – 20 in order to accommodate the Managers who had missed out the first time.

- c) The By-laws have been advertised and the due date is the 13 December 2015 and it would be submitted to the Council.

The Mayoral Committee **RESOLVED:**

- a) THAT the Agriculture Manager convenes a meeting with the Director of Local Economic Development to discuss matters pertaining to the Donation Policy.
- b) THAT in the next Portfolio Committee a report on Land Audit be prepared for the Committee to get clarity and be able to formulate proper recommendations.

E 6.6.6

#### AGRICULTURAL DEVELOPMENT REPORT.

The Mayoral Committee **RESOLVED:**

- a) THAT Councillors be invited when the Provincial Departments are undertaking programmes within the Municipality.
- b) THAT the progress report on Agricultural Development for the month of July 2015 be APPROVED.

E 6.6.7

#### PROGRESS REPORT – SMME DEVELOPMENT

The Mayoral Committee **NOTED** the construction of Hawker Stalls is currently on hold because of financial constraints, but there have been steps that have been taken to find a Department that could assist with funding.

The Mayoral Committee **RESOLVED:**

- a) THAT the progress report on SMME Development for the month of September 2015, be APPROVED.
- b) THAT the LED Directorate make efforts at looking at ways of funding SMME's through maintaining good relations with the current investors in Makana area as well as attracting new investors. Further stated that maintaining municipal assets and operations such as improving infrastructure and cleansing within the Town was important.
- c) THAT the SMME Manager convenes a meeting with the Steering Committee and Siyakholwa Foundation which is in charge of the operations of Community Works Programme (CWP) to seek viable methods to run CWP effectively.

E 6.6.8

BUILDING CONTROL REPORT

The Mayoral Committee **RESOLVED** THAT the Building Control report for September 2015 be APPROVED.

E 6.6.9

CANCELLATION OF LEASE AGREEMENT ENTERED INTO BETWEEN MAKANA MUNICIPALITY AND PARKHILL MOTOR: SITUATED AT NUMBER 2a KNIGHT STREET GRAHAMSTOWN.

The Mayoral Committee **RESOLVED**:

- a) THAT the lease agreement entered into between Makana Municipality and Parkhill Motors be terminated.
- b) THAT the Finance Directorate recoup the outstanding balance of R6292.03
- c) THAT the recommendations of the Committee be escalated to the Finance Directorate for speedy implementation.
- d) THAT the lease be sent to the Legal Manager to check legal processes that could be followed to recoup monies owed by the owners of the business.

E 6.6.10

PROVISION OF TARIFFS FOR ZONING CERTIFICATES

The Mayoral Committee **RESOLVED**:

- a) THAT a fee of R250 be levied per zoning certificate issued by the Town Planning Department, to commence as of 1 November 2015.
- b) THAT the recommendation be not implemented without having gone through all processes, comments from Finance Department and Legal Office.

E 6.7

MINUTES OF THE SOCIAL DEVELOPMENT PORTFOLIO COMMITTEE MEETING  
HELD IN THE COUNCIL CHAMBER ON MONDAY, 22 SEPTEMBER 2015 AT 09:00

E 6.7.1

CONFIRMATION OF MINUTES OF PREVIOUS MEETING

The Mayoral Committee **RESOLVED** THAT the minutes of the Social Development Portfolio Committee meeting held on 05 August 2015 be CONFIRMED.

E 6.7.2

6/4/1/1

ACTION SHEET

The Mayoral Committee **NOTED**:

- a) That Eskom would be connecting the Riebeeck East Library.
- b) A detailed report around the issue of getting a service provider for implementation of NATIS system is still underway.

The Mayoral Committee **RESOLVED**:

- a) THAT there should be a close review/inspection of Alicedale and Riebeeck East.
- b) THAT the issue of Alicedale of having closed offices be referred to the Senior Management Team and investigation on deliration of duty be referred to the highest level.
- c) THAT the action sheet for the month September 2015 be APPROVED.

E 6.7.3

4<sup>th</sup> QUARTER PERFORMANCE REPORT

The Mayoral Committee **RESOLVED** THAT the Fourth Quarter 2015 EBIP report for the financial year 2014/15 BE APPROVED.

E 6.7.4

DISASTER MANAGEMENT ACTIVITY REPORT FOR THE MONTH OF JULY/AUGUST  
2015.

The Mayoral Committee **RESOLVED**:

- a) THAT the item for Roll-Over of Unspent Conditional Grants for the 2013/14 financial year be escalated to the Mayoral committee.

- b) THAT the Disaster Management activity report for the months of July/August 2015 be APPROVED.

E 6.7.5

REPORT ON THE CAPITAL BUDGET FOR FIRE AND RESCUE FOR THE MONTH OF JULY 2015.

The Mayoral Committee **NOTED** that the Fire and Rescue Services Section is in serious need of capital budget towards issues of maintenance and purchasing of new vehicles.

The Mayoral Committee **RESOLVED:**

- a) THAT the Director for Public and Safety facilitate a meeting between the Sarah Baartman District and Fire Services unit in order to find solution in issues regard to Capital budget.
- b) THAT the monthly report for Fire & Rescue Services for the month of July 2015 be APPROVED.

E 6.7.6

PARKS AND RECREATION PROGRESS REPORT FOR THE MONTH OF JULY 2015.

The Mayoral Committee **RESOLVED** THAT the report for Parks & Recreation for the month of July 2015 be APPROVED.

E 6.7.7

PARKS AND RECREATION PROGRESS REPORT FOR THE MONTH OF AUGUST 2015.

The Mayoral Committee **RESOLVED:**

- a) THAT the Managers from Alicedale and Riebeeck East should be requested to attend the Portfolio Committee meetings. It further stated that Mayoral Committee should review the process and seek to find ways to solve the challenges faced by the two areas.
- b) THAT the Director of Public Safety and Community takes charge of monitoring that all Managers in the Directorate are reporting on their duties.
- c) THAT the Senior Manager should visit Alicedale to monitor the operations of the area.
- d) THAT the report for Parks & Recreation for the month of August 2015 be APPROVED.

E 6.7.8

LIBRARY SERVICES REPORT: JULY 2015.

The Mayoral Committee **RESOLVED** THAT the Library Services report for the month of July 2015 APPROVED.

E 6.7.9

MONTHLY REPORT FOR ENVIRONMENTAL HEALTH AND CLEANSING FOR THE MONTH OF JULY 2015.

The Mayoral Committee **NOTED**:

- a) Protective gear is available in cleansing department for all staff.
- b) The monthly report for Environmental Health and Cleansing for the month of May 2015.

The Mayoral Committee **RESOLVED**:

- a) THAT the Environmental Health and Cleansing Manager, Environmental Management Manager and Director for Public Safety and Community should convene a meeting to find solutions on how to translate reports of those units to implementation stage.
- b) THAT the Director of Public Safety and Community assembles a team that would investigate individuals who are selling refuse bags and the processes should be of highest confidentiality.

E 6.7.10

MONTHLY REPORT FOR TRAFFIC SERVICES FOR THE MONTH OF JULY 2015.

The Mayoral Committee **RESOLVED**:

- a) THAT the department seeks to find a balance regarding to equity, therefore the department should find a white male or female personnel to be part of Traffic Officers.
- b) THAT a report of the incident that involved the Municipal Traffic Officers and a Taxi operator be submitted to the Director and then to the Chairperson of the Portfolio Committee.
- c) THAT the monthly report for Traffic Services for the month of July 2015 be APPROVED.

E 6.7.11

MONTHLY REPORT FOR TRAFFIC SERVICES FOR THE MONTH OF AUGUST 2015.

The Mayoral Committee **RESOLVED** THAT the monthly report for Traffic Services for the month of August 2015 be APPROVED.

E 6.7.12

MONTHLY REPORT FOR ENVIRONMENTAL MANAGEMENT FOR THE MONTH OF JULY 2015.

The Mayoral Committee **NOTED** the monthly report for Environmental Management for the month of June 2015.

E 6.7.13

MONTHLY REPORT FOR ENVIRONMENTAL MANAGEMENT FOR THE MONTH OF AUGUST 2015.

The Mayoral Committee **RESOLVED** THAT the Chairperson of the Portfolio Committee meets with all relevant Managers in-regard to the activities that are undertaken by Scribante concrete company.

E 6.7.14

MONTHLY REPORT FOR ENVIRONMENTAL MANAGEMENT FOR THE MONTH OF JULY 2015.

The Mayoral Committee **NOTED** the minutes of the Makana Environmental Forum meeting held on the 23<sup>rd</sup> July 2015 at the Hill Street Public Library.



E 6.8

MINUTES OF THE SOCIAL DEVELOPMENT PORTFOLIO COMMITTEE MEETING  
HELD IN THE COUNCIL CHAMBER ON MONDAY, 04 NOVEMBER 2015 AT 09:00

E 6.8.1

APPLICATION FOR LEAVE OF ABSENCE (WRITTEN APOLOGIES)

- Clr. M. Booysen – study leave
- Clr. V. Kolisi – study leave
- Clr. B. Fargher – sick leave

E 6.8.2

OFFICIAL ANNOUNCEMENTS: DIRECTOR: PUBLIC SAFETY & COMMUNITY  
SERVICES

- The Departments of Sport, Recreation, Arts and Culture (Dsrac) and Public works are going to assist the Municipality in upgrading and renovations at the Hill Street Library.
- The Municipal Imbizo's have started.

E 6.8.3

CONFIRMATION OF MINUTES OF PREVIOUS MEETING

The Mayoral Committee **RESOLVED** THAT the minutes of the Social Development Portfolio Committee meeting held on 22 September 2015 be CONFIRMED.

E 6.8.4

6/4/1/1

ACTION SHEET

The Mayoral Committee **RESOLVED** THAT the action sheet for the month August 2015 be APPROVED.

E 6.8.5

4<sup>th</sup> QUARTER PERFORMANCE REPORT

The Mayoral Committee **RESOLVED**:

- a) THAT the Directorate must find a strategy to link the EBIP and the existing recovery plan as the institutional budget should always address issues raised in the recovery plan.
- b) THAT the EBIP report for the Public Safety and Community Services Directorate for the month of July-September 2015 be APPROVED.

E 6.8.6

DISASTER MANAGEMENT ACTIVITY REPORT FOR THE MONTH OF SEPTEMBER 2015.

The Mayoral Committee **RESOLVED** THAT the Disaster Management activity report for the months of September 2015 be APPROVED.

E 6.8.7

MONTHLY REPORT FIRE AND RESCUE FOR THE MONTH OF AUGUST 2015.

The Mayoral Committee **RESOLVED**:

- c) THAT the department promote and prioritise awareness campaigns on fire matters around the town particularly matters of arson.
- d) THAT a report on the status quo of the establishment of fire services in Riebeeck East and Alicedale be submitted to the next Portfolio Committee meeting.
- e) THAT the monthly report for Fire & Rescue Services for the month of August 2015 be APPROVED.

E 6.8.8

PARKS AND RECREATION PROGRESS REPORT FOR THE MONTH OF SEPTEMBER 2015.

The Mayoral Committee **RESOLVED**:

- a) THAT the matter of overtime within Parks Department be dealt with urgently and the department should work hard to curb overtime over weekends.

- b) THAT the Parks Department strengthen clean-up campaign around the Central Business District, focal point being the islands in High Street as the festive season approaches.
- c) THAT a progress report on the matter of new land for Cemeteries be submitted to the next Portfolio Committee.
- d) THAT the report for Parks & Recreation for the month of September 2015 be APPROVED.

E 6.8.9

LIBRARY SERVICES REPORT: AUGUST 2015.

The Mayoral Committee **RESOLVED** THAT the Library Services report for the month of August 2015 be APPROVED.

E 6.8.10

LIBRARY SERVICES REPORT: SEPTEMBER 2015.

The Mayoral Committee **RESOLVED** THAT the Library Services report for the month of September 2015 be APPROVED.

E 6.8.11

MONTHLY REPORT FOR ENVIRONMENTAL HEALTH AND CLEANSING FOR THE MONTH OF AUGUST 2015.

The Mayoral Committee **RESOLVED**:

- a) THAT the Director: Public Safety and Community Services conveys a message to the Legal Manager to update her that the Landfill site progress is currently doing well within the parameters of the law.
- b) THAT the monthly report for Environmental Health and Cleansing for the month of August 2015 be APPROVED.

E 6.8.12

MONTHLY REPORT FOR ENVIRONMENTAL HEALTH AND CLEANSING FOR THE MONTH OF SEPTEMBER 2015.

The Mayoral Committee **RESOLVED** THAT the monthly report for Environmental Health and Cleansing for the month of September 2015 be APPROVED.

E 6.8.13

MONTHLY REPORT FOR TRAFFIC SERVICES FOR THE MONTH OF SEPTEMBER 2015.

The Mayoral Committee **RESOLVED**:

- a) THAT the Director submit a report on the status quo of the car guard system and how far is the process of hiring new car guard firm to the next Portfolio Committee meeting.
- b) THAT a report of the incident that involved the Municipal Traffic Officers and a Taxi operator be submitted to the Director and then to the Chairperson of the Portfolio Committee.
- c) THAT the minutes of the Traffic forum become part of the Traffic report.
- d) THAT the monthly report for Traffic Services for the month of September 2015 be APPROVED.

E 6.8.14

MONTHLY REPORT FOR ENVIRONMENTAL MANAGEMENT FOR THE MONTH OF SEPTEMBER 2015.

The Mayoral Committee **RESOLVED**:

- a) THAT the report be elevated to the level of the Council for further consultation. Mr Nongwe and the Director should convene a meeting with the acting Municipal Manager to discuss issues addressed on the item.
- b) THAT the monthly report for Environmental Management for the month of September 2015 be APPROVED.

E 6.8.15

MONTHLY REPORT FOR ENVIRONMENTAL MANAGEMENT FOR THE MONTH OF SEPTEMBER 2015.

The Mayoral Committee **NOTED** the minutes of the Makana Environmental Forum meeting held on the 29<sup>th</sup> September 2015 at Hill Street Public Library.

The Mayoral Committee **RESOLVED** THAT before the inception of the Integrated Waste Recycling Services (IWARS), Mr. M. Price should be invited and be given a platform for presentation.

E 6.9

MINUTES OF THE SPECIAL LOCAL LABOUR FORUM MEETING HELD IN THE COUNCIL CHAMBER ON WEDNESDAY, 23 SEPTEMBER 2015 AT 14:00

The Mayoral Committee **NOTED**:

- a) Councillor N. Gaga's name be deleted under absent as she is not the Local Labour Forum member.
- b) The representation number be corrected as it should be 50/50 representation from labour and employer side.

E 6.9.1

APPLICATION FOR LEAVE OF ABSENCE (WRITTEN APOLOGIES)

Clr. P. Ranchhod – Sick Leave

E 6.9.2

SALARY WAGE COLLECTIVE AGREEMENT.

The Forum **NOTED** the Salary Wage Collective agreement.

At the special meeting of the LLF on the 23<sup>rd</sup> of September 2015, both SAMWU and IMATU rejected the tabling of the item on the Salary Increment stating that the agreement was negotiated, agreed upon and signed at national level between SALGA and both labour unions SAMWU and IMATU. Thus there was no need to even note it at the LLF meeting as it is for Council to implement the agreement.

E 6.9.3

IMPLEMENTATION OF THE LABOUR RELATIONS ACT No.66 of 1995 and REGULATION, SECTION 198, 189A, 19C.

The Forum **DEFERRED** the item to the next Special Local Labour Forum meeting.

E 6.9.4

LEGITIMIZATION OF THE NAMES FOR THE MAKANA MUNICIPALITY LOCAL LABOUR FORUM DELEGATION.

The Forum **DEFERRED** the item to the next Special Local Labour Forum meeting.

E 6.9.5

GROUP LIFE ASSURANCE SCHEME

The Forum **DEFERRED** the item to the next Special Local Labour Forum.

E 6.10

MINUTES OF THE SPECIAL LOCAL LABOUR FORUM MEETING HELD IN THE COUNCIL CHAMBER ON WEDNESDAY, 15 OCTOBER 2015 AT 11:00

E 6.10.1

APPLICATION FOR LEAVE OF ABSENCE (WRITTEN APOLOGIES)

Mr E. Mager was attending a ICT workshop at Mthatha.

E 6.10.2

ANY PRESENTATION BY OUTSIDE BODIES / INSTITUTIONS, ETC.

Presentation from Discovery Life Scheme: Group Life

The Forum **NOTED** the presentation from Discovery Life Scheme.

E 6.10.3

IMPLEMENTATION OF THE LABOUR RELATIONS ACT No. 66 OF 1995 AND REGULATION, SECTIONS 198,189 A, 19C.

The Forum **RECOMMENDED**:

- a) THAT the Chairperson of the Task Team that was formed to look at the implementation of the LRA amendment, should submit a report on the extent of work that was done and the matter be finalised by the end of November 2015.
- b) THAT a comprehensive report which outlines the status of the Organogram and includes a cost analysis on the implementation of the Labour Relations Act amendment.

E 6.10.4

LEGITIMIZATION OF THE NAMES FOR THE MAKANA MUNICIPALITY LOCAL LABOUR FORUM DELEGATION.

The Forum **RECOMMENDED** THAT the Human Resource Manager (Mr X. Kalashe) be responsible for preparing an item that would give clarity as to who was supposed to be delegated members of the Local Labour Forum.

E 6.10.5

GROUP LIFE ASSURANCE SCHEME

The Forum **RECOMMENDED** THAT the Acting Director for Corporate Services be tasked to invite representatives from SANLAM to the next Local Labour Forum meeting in order for them to give clarity on their scheme.

E 6.10.6

LOCAL LABOUR FORUM TRAINING 18-20 AUGUST 2015.

The Forum **NOTED** the report on LLF Training for the Forum members held during the month of August 2015.

E 6.11

MINUTES OF THE FINANCE, ADMINISTRATION, MONITORING AND EVALUATION  
PORTFOLIO COMMITTEE (C) MEETING: HELD IN THE COUNCIL CHAMBER ON  
MONDAY, 21 SEPTEMBER 2015

Arising from the minutes of the Finance, Administration, Monitoring and Evaluation Portfolio Committee meeting held on 21 September 2015, it was resolved as follows

E 6.11.1

OFFICIAL ANNOUNCEMENTS: DIRECTOR: CORPORATE AND SHARED SERVICES

- Mrs P. Liwani – was announced as the new Administrative Officer.
- Mr S. Mthini (Registry Clerk) had resigned.
- Local Labour Forum was to be held on 23 September 2015.
- The Finance, Administration, Monitoring and Evaluation Committee meeting was rescheduled to 25<sup>th</sup> September 2015.

E 6.11.2

MINUTES OF PREVIOUS MEETING

The Mayoral Committee **RESOLVED THAT** the minutes of the Finance, Administration, Monitoring and Evaluation Portfolio Committee meeting held on 17 August 2015, be **CONFIRMED**.

E 6.11.3

10/R

ACTION SHEET

The Mayoral Committee **RESOLVED:**

- a) THAT a report be formulated on the disciplinary measures taken against Mr January who was reported to have stolen a wheelbarrow and be tabled at the next meeting.
- b) THAT all items that are still in possession of Councillor's Weldich and Ngoqo's family be returned as soon as possible.
- c) THAT the registry section also submit a report to the portfolio committee.
- d) THAT the Skills Audit assessment of the qualifications of all employees of the institution, be done soonest.



- e) THAT the action sheet of the Corporate and Shared Services Directorate for the month of August 2015, be APPROVED.

E 6.11.4

15/2/3

SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN SDBIP 2015/16.

The Mayoral Committee **NOTED**:

- a) The Chairperson would set the date for the training committee meeting and it would be communicated before the end of the week.
- b) The final SDBIP for Corporate Services Directorate for the period of 2015/16.

E 6.11.5

10/1/2/4

MONTHLY REPORT: JULY - AUGUST 2015: ADMINISTRATION SECTION

The Mayoral Committee **NOTED** the report on the monthly activities taking place at the Municipal halls.

The Mayoral Committee **RESOLVED**:

- a) THAT E, Administration, Monitoring and Evaluation Committee and Extended Management Team must convene a meeting to discuss the need for renovations in various municipal assets, such as Albany cemetery, Lavender rugby field and others.
- b) THAT the issues surrounding booking tariffs for municipality halls be addressed as soon as possible and where there are problems be addressed to the Head of Department (HOD).
- c) THAT the newly assigned Administrative Officer and Chairperson of the portfolio and Councillors willing to attend embark on site visit to all halls.
- d) THAT a cost estimate for the provision of fencing at the Electrical Department and Belmont Valley Waste Water Treatment works be undertaken in order to address the security concerns.
- e) THAT the monthly report from the Administration Section of the Corporate and Shared Services Directorate for the months of July – August 2015 be APPROVED.

E 6.11.6

4/7/1

REPORT ON CUSTOMER CARE AND PRESIDENTIAL HOT LINE SECTION.

The Mayoral Committee **NOTED** the report on Customer Care and Presidential Hot Line Section August 2015.

E 6.11.7

4/7/1

ICT STATUS REPORT

The Mayoral Committee **NOTED** the report on ICT Status.

E 6.11.8

CONSIDERATION OF MONTHLY REPORT ON FLEET MANAGEMENT PROCESSES IN MAKANA.

The Mayoral Committee **NOTED** the Consideration of monthly report on fleet management processes.

E 6.11.9

REPORT ON THE APPOINTMENTS AND TERMINATIONS FOR THE MONTH JULY-AUGUST 2015.

The Mayoral Committee **NOTED** the report on the Appointment and Terminations for the month of July and August 2015.

E 6.11.10

4/7/1

SUBMISSION OF JULY-AUGUST 2015 REPORT FROM THE EMPLOYEE WELLNESS SECTION.

The Mayoral Committee **RESOLVED** THAT the report from Employee Wellness for July to August 2015 be APPROVED.

E 6.11.11

4/7/1

LEAVE ENCASHMENT REPORT FOR THE FINANCIAL MONTH OF AUGUST 2015.

The Mayoral Committee **NOTED** the encashment of leave for the month of August 2015.

E 6.11.12

4/7/1

MEDIA AND COMMUNICATIONS UNIT REPORT.

The Mayoral Committee **NOTED** the Media and Communication Unit report.

The Mayoral Committee **RESOLVED** THAT the Communication Officer make frequent follow-ups on the activities that are taking place in the institution departments.

E 6.11.13

4/7/1

RETIREMENT/ MEDICAL BOARDING / DEATH FROM DECEMBER 2014.

The Mayoral Committee **NOTED** the report on the Appointment and Terminations for the month of June 2015.

E 6.11.14

4/7/1

REPORT ON THE WATER AND WASTEWATER LEARNERSHIP PROJECT FOR THE MONTH OF AUGUST 2015.

The Mayoral Committee **NOTED** the Water and Wastewater Learnership Project for the month of August 2015.

E 6.11.15

4/7/1

REPORT ON THE MFMP TRAINING FOR THE MONTH OF SEPTEMBER 2015

The Mayoral Committee **NOTED** the Municipal Financial Management Proficiency Training for the month of September 2015.

E 6.11.16

4/7/1

REPORT ON THE LOCAL LABOUR FORUM TRAINING FOR THE MONTH OF AUGUST 2015.

The Mayoral Committee **RESOLVED**:

- a) THAT all Councillors and Officials who have not attended the training be prioritised to attend future sessions.
- b) THAT a report on all recommendations taken at the training be submitted in the next Portfolio Committee meeting.

E 6.12

MINUTES OF THE FINANCE, ADMINISTRATION, MONITORING AND EVALUATION  
PORTFOLIO COMMITTEE MEETING HELD IN THE COUNCIL CHAMBER ON  
THURSDAY, 12 NOVEMBER 2015 AT 09H00

E 6.12.1

APPLICATION FOR LEAVE OF ABSENCE (WRITTEN APOLOGIES)

Clr. B. Fargher – Sick Leave

E 6.12.2

MINUTES OF PREVIOUS MEETING

The Mayoral Committee **RESOLVED** THAT the minutes of the Finance, Administration, Monitoring and Evaluation Portfolio Committee meeting held on 21 September 2015, be CONFIRMED.

E 6.12.3

10/R

ACTION SHEET

The Mayoral Committee **NOTED** quotations for renovations to the Recreation Hall have been received and the hall will be fixed as soon as possible.

The Mayoral Committee **RESOLVED**:

- a) THAT it was not enough for the status of the resolutions of the last meeting be only referred to other departments without corporate taking charge of those actions.
- b) THAT the assessment of the qualifications of all employees of the institution be done soonest.
- c) THAT the statement that was submitted to the last Portfolio Committee surrounding issues of sexual harassment be removed from the last meeting minutes as it was just hearsay.
- d) THAT the Unit Managers for Riebeeck East and Alicedale be tasked to ensure that they are also included in the Administration report, submitted to E (Corporate), in future.
- e) THAT the action sheet of the Corporate and Shared Services Directorate for the month of September 2015, be APPROVED.

E 6.12.4

15/2/3

SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN SDBIP 2015/16.

The Mayoral Committee **RESOLVED** THAT the SDBIP progress report for the Corporate Services Directorate for the month of October 2015 be APPROVED.

E 6.12.5

10/1/2/4

MONTHLY REPORT: SEPTEMBER - OCTOBER 2015: ADMINISTRATION SECTION

The Mayoral Committee **NOTED** the report on the monthly activities taking place at the Municipal halls.

The Mayoral Committee **RESOLVED** THAT the monthly report from the Administration Section of the Corporate and Shared Services Directorate for the months of September – October 2015 be APPROVED.

E 6.12.6

4/7/1

REPORT ON CUSTOMER CARE AND PRESIDENTIAL HOT LINE SECTION FOR THE MONTH OF SEPTEMBER AND OCTOBER 2015.

The Mayoral Committee **NOTED**:

- a) The report on Customer Care and Presidential Hot Line Section for September – October 2015.
- b) The invitation to attend the Presidential Hotline meeting to be held at Joe Gqabi municipality on the 24-25 November 2015.
- c) The letter of appreciation from the Premiers' office.

E 6.12.7

4/7/1

REGISTRY REPORT FOR THE MONTH OF SEPTEMBER TO OCTOBER 2015.

The Mayoral Committee **NOTED**:

- a) The report of registry for the months of September and October 2015.
- b) The second phase of Electronic Records Management Systems training for registry will take place in the beginning of 2016.

The Mayoral Committee **RESOLVED**:

- a) THAT the positions that are vacant at Registry be filled as a matter of urgency and in compliance with the relevant Legislation.
- b) THAT the Acting Director request a clarity from Cogta which explains the terms and conditions relating to the Fort Hare University students that they want to send to registry to assist i.e. would they require payment and who would pay for their accommodation.

E 6.12.8

REPORT ON RECORDS MANAGEMENT FORUM MEETING ATTENDED

The Mayoral Committee **NOTED**:

- a) The report on the Registry Forum meeting attended.
- b) The findings and gaps of Makana's records management systems as outlined by the Provincial Records Management Strategy.

E 6.12.9

REPORT ON THE PROMOTION OF ACCESS TO INFORMATION ACT (PAIA) WORKSHOP.

The Mayoral Committee **NOTED**:

- a) The report on the PAIA workshop.
- b) The Makana Municipality is in the process of developing a Promotion of Access to Information Act (PAIA) Manual for ADOPTION by Council.

E 6.12.10

4/7/1

ICT STATUS REPORT

The Mayoral Committee **RESOLVED** THAT the ICT Operations and Governance report be APPROVED.

E 6.12.11

4/7/1

CONSIDERATION OF MONTHLY REPORT ON FLEET MANAGEMENT PROCESSES IN MAKANA.

The Mayoral Committee **RESOLVED**:

- a) THAT once the Industrial Relations Officer has assumed duties, the responsible personnel member should be tasked to fast track all disciplinary actions relating to fleet issues.
- b) THAT when vehicles are broken, employees of the municipality are required to carry on with their duties and in this regard Supervisors and Managers should cooperate to make sure that their respective departments work hand in hand by assisting each other with vehicles.

E 6.12.12

4/7/1

REPORT ON THE APPOINTMENTS AND TERMINATIONS FOR THE MONTH OF SEPTEMBER TO OCTOBER 2015.

The Committee **RESOLVED** THAT the report on the Appointment and Terminations for the months of September and October 2015 be APPROVED.

E 6.12.13

4/7/1

REPORT ON THE EMPLOYEE WELLNESS PROGRAMME FOR THE MONTH OF SEPTEMBER TO OCTOBER 2015.

The Committee **RESOLVED** THAT the report on Employee wellness Programme for the months of September to October 2015 be APPROVED.

E 6.12.14

4/7/1

MEDIA AND COMMUNICATIONS UNIT REPORT.

The Mayoral Committee **RESOLVED**

- a) THAT the report from the Media and Communications unit be APPROVED.
- b) THAT the Committee condones the appointment of an Assistant Communications Officer

E 6.12.15

4/7/1

LEAVE ENCASHMENT REPORT FOR THE MONTH OF SEPTEMBER 2015.

The Committee **RESOLVED** THAT the leave encashment report for the month of September 2015 be APPROVED.

E 6.12.16

4/7/1

RETIREMENT / MEDICAL BOARDING / DEATH FROM DECEMBER 2015.

The Mayoral Committee **RESOLVED** THAT the report on Retirement/ Medical boarding and Death for the month of July 2015 be APPROVED.

E 6.12.17

4/7/1

REPORT ON THE STATUS OF THE TRAINING COMMITTEE FOR THE MONTH OF NOVEMBER 2015.

The Mayoral Committee **RESOLVED**:

- a) THAT the Training committee convenes a meeting by no later than two weeks from the date of the meeting.
- b) THAT staff establishment of the office of Skills Development Facilitator be revised in order to be compliant with the training needs and staff complement of the municipality.
- c) THAT since the Training Committee has a schedule of one meeting per quarter it should be included on the municipal Portfolio Committees schedule.

E 6.12.18

4/7/1

REPORT ON THE WATER AND WASTEWATER LEARNERSHIP PROJECT FOR THE MONTH MAY 2015.

The Mayoral Committee **NOTED** the report on the Water and Waste Water Learnership.

E 6.12.19

4/7/1

REPORT ON TRAINING FOR THE MONTH OF AUGUST TO OCTOBER 2015.

The Mayoral Committee **NOTED** the report on Training for the months of August to October 2015.



E 6.12.20

4/7/1

REPORT ON THE PwC EC MUNICIPALITIES ROUNDTABLE BREAKFAST SESSION.

The Mayoral Committee **NOTED** the report on the PwC EC Municipalities Roundtable Breakfast Session.

E 6.12.21

4/7/1

REPORT ON OVERTIME FOR THE MONTH OF SEPTEMBER TO OCTOBER 2015.

The Mayoral Committee **RESOLVED:**

- a) THAT a task team be formed that would investigate and monitor overtime claims be formed.
- b) THAT there be no overtime allowed for all junior officials who are attending Imbizo forums.

E 6.12.22

4/7/1

COMPLIANCE WITH MEETING SCHEDULE – JULY TO SEPTEMBER 2015.

The Mayoral Committee **NOTED** the report on compliance with the meeting schedule from July to September 2015.

E 6.13

MINUTES OF THE FINANCE, ADMINISTRATION, MONITORING AND EVALUATION  
PORTFOLIO COMMITTEE MEETING HELD IN THE COUNCIL CHAMBER ON  
MONDAY, 25 SEPTEMBER 2015 AT 09H00

Arising from the minutes of the Infrastructural Development Portfolio Committee meeting held on 25 September 2015, it was resolved as follows:

E 6.13.1

MINUTES OF PREVIOUS MEETING

The Mayoral Committee **RESOLVED** THAT the minutes of the Finance, Administration, Monitoring and Evaluation Portfolio Committee meeting held on 17 August 2015 be CONFIRMED.

E 6.13.2

MONTHLY REPORT – JULY 2015

The Mayoral Committee **RESOLVED** THAT the monthly report for the month of July 2015 be APPROVED.

E 6.13.3

5/8/1

MONTHLY REPORT: AUGUST 2015

The Mayoral Committee **NOTED**:

- a) The closing balance of “Electricity sales” needed to be corrected.
- b) The upgrade of James Kleynhans project was funded by the Department of Water and Sanitation.

The Mayoral Committee **RESOLVED** THAT the monthly report for the month of August 2015 be APPROVED.

E 6.13.4

9/2/2/2

TENDERS AWARDED, DEVIATIONS AND REQUESTS FOR QUOTATIONS FOR ALL  
DIRECTORATES FOR JULY 2015

The Mayoral Committee **NOTED**:

- a) The tenders awarded, deviations and requests for quotations for all Directorates report for July 2015.
- b) An outstanding report on Antonio Trading.

The Mayoral Committee **RESOLVED:**

- a) THAT the report on tenders awarded, deviations and requests for quotations for July 2015 be APPROVED.
- b) THAT the report be submitted to the next Portfolio Committee meeting for the Supply Chain Manager to answer questions on the item.

E 6.13.5

9/2/2/2

TENDERS AWARDED, DEVIATIONS AND REQUESTS FOR QUOTATIONS FOR ALL DIRECTORATES FOR AUGUST 2015

The Mayoral Committee **RESOLVED:**

- a) THAT the report on tenders awarded, deviations and requests for quotations for all Directorates for August 2015 be APPROVED.
- b) THAT the report be submitted to the next Portfolio Committee meeting for the Supply Chain Manager to answer questions on the item.

E 6.13.6

SAFETY AND SECURITY OF METER READERS (REVENUE ENHANCEMENT)

9/2/2/2

CONSIDERED

Report dated 10 September 2015 from the acting Chief Financial Officer.

The Mayoral Committee **RESOLVED:**

- a) THAT the office of the Speaker be informed of the hot spots mentioned in the report to encourage Ward Councillors to INTERVENE.
- b) THAT the office of the Speaker be EMBARKS on a campaign on the importance of meter reading.
- c) THAT the Accounting Officer through various media platforms REITERATE the campaign.
- d) THAT security be provided to Meter Readers particularly in hot spots.
- e) THAT REVCO submit a monthly report as a standing item to E Portfolio Committee meeting.

E 6.13.7

IMFO ANNUAL CONFERENCE 2015

9/2/2/2

The Mayoral Committee **RESOLVED:**

- a) THAT Councillor T. Ngeleza, Ms. B. Khumalo and Ms. C. Mani be nominated as the delegation to the IMFO Annual Conference that will be held on the 5-7 October 2015.
- b) THAT the SAPA conference report be submitted to the next Portfolio Committee meeting.

E 6.14

MINUTES OF THE FINANCE, ADMINISTRATION, MONITORING AND EVALUATION  
PORTFOLIO COMMITTEE MEETING HELD IN THE COUNCIL CHAMBER ON  
THURSDAY, 12 NOVEMBER 2015 AT 09H00 (FINANCE)

Arising from the minutes of the Infrastructural Development Portfolio Committee meeting held on 12 November 2015, it was resolved as follows:

The Mayoral Committee **NOTED** N. Mateza be listed under as the Systems Administrator “in attendance” in the attendance register.

E 6.14.1

OFFICIAL ANNOUNCEMENTS: ACTING CHIEF FINANCIAL OFFICER

Mr. M. Crouse is on annual leave.

E 6.14.2

MINUTES OF PREVIOUS MEETING

The Mayoral Committee **RESOLVED** THAT the minutes of the Finance, Administration, Monitoring and Evaluation Portfolio Committee meeting held on 25 September 2015 be **CONFIRMED** subject to the following corrections:

- a) Clr. V. Kolisi on Council business.
- b) Acting CFO Ms. B. Khumalo was on leave.
- c) The word “be” be deleted in RECOMMENDATION “b” in E 8.5 (F).

E 6.14.3

ACTION SHEET – SEPTEMBER 2015

The Mayoral Committee **RESOLVED** THAT the monthly report for the month of September 2015 be **APPROVED**.

E 6.14.4

5/8/1

MONTHLY REPORT: SEPTEMBER 2015

The Mayoral Committee **NOTED**:

- c) The roll over application for MIG was approved.
- d) In the Executive Summary the “actual budget” percentage has increased that indicates improvement for the Municipality.

- e) They year to date capital expenditure amount is correct but the percentage will be verified.
- f) An amount of R59 103 million surplus is the surplus but not the amount in the bank.
- g) Acting CFO will look at the deficit figures and verify the amounts for correctness.
- h) In the monthly budget statement, the municipality has more liabilities than assets as it has collect more to reduce the creditors.
- i) Makana Municipality need to prioritise their projects during budget adjustment because the current situation hampers Service Delivery.
- j) Financial Recovery Plan will be implemented soon to help in improving the current financial situation.
- k) The Financial Recovery Plan will be implemented in conjunction with Revenue Enhancement.
- l) The overtime and petrol usage is still a problem in terms of savings.
- m) The cash flow situation is getting worse.
- n) The Creditors are still a main issue at the Municipality.
- o) The positive indication on revenue collection situation as the Municipality can afford paying the salaries and some statutory bills.
- p) 94.5% increase in electricity collection.

The Mayoral Committee **RESOLVED**:

- a) THAT the monthly report for the month of September 2015 be APPROVED.
- b) THAT a Special Council meeting be convened to deal only with the Cash Flow item and to come with solutions on how to overcome the Cash Flow problem.

E 6.14.5

9/2/2/2

TENDERS AWARDED, DEVIATIONS AND REQUESTS FOR QUOTATIONS FOR ALL DIRECTORATES FOR JULY 2015

The Mayoral Committee **NOTED** the tenders awarded, deviations and requests for quotations for all Directorates report for September 2015.

The Mayoral Committee **RESOLVED** THAT the report on tenders awarded, deviations and requests for quotations for September 2015 be APPROVED.

E 6.14.6

9/2/2/2

2<sup>ND</sup> QUARTER REPORT FROM SUPPLY CHAIN MANAGEMENT

The Mayoral Committee **NOTED**:

- a) The hiring portable toilets are for the community of Eluxolweni.
- b) The Bid Specification Committee did receive internal and external training for Bid adjudication.
- c) The Bid Committee relies on that particular Project Manager of the project specifications.

The Mayoral Committee **RESOLVED** THAT the report on tenders awarded from Supply Chain Management for the months July and September 2015 be APPROVED.

E 6.14.7

9/2/2/2

REVCO MONTHLY SUMMARY REPORT

The Mayoral Committee **NOTED**:

- a) The monthly performance summary report from REVCO.
- b) As from this Portfolio Committee meeting, REVCO monthly report will be circulated by emails to Portfolio Councillors.
- c) Councillors should engage with the REVCO report and make decisions to assist the Council.

E 6.14.8

9/2/2/2

IMFO ANNUAL CONFERENCE 2015 SUMMARY REPORT

The Mayoral Committee **NOTED**:

- a) The Summary report from IMFO Conference.
- b) Councillors should read the report as SALGA is going to organise workshop for Councillors.

E 6.15

MINUTES OF INFRASTRUCTURAL DEVELOPMENT PORTFOLIO COMMITTEE  
MEETING HELD ON THE 13 OCTOBER 2015 AT 09H00

Arising from the minutes of the Infrastructural Development Portfolio Committee meeting held on 13 October 2015, it was resolved as follows:

E 6.15.1

ANY PRESENTATION BY OUTSEE BODIES / INSTITUTIONS, ETC.

Presentation was done by three (3) companies:

- EnviroSan Sanitation Solutions presenting the Eaziflush toilet and Envirodoor
- Ginluo presenting on Wastewater Treatment Works
- Wash-o-toi.

The Mayoral Committee **RESOLVED**:

- a) THAT EnviroSan Sanitation Solutions and Ginluo submit their proposals in writing with business plans to the acting Director: Engineering and Infrastructural Services and an item be submitted to the Mayoral Committee and to Council.
- b) THAT EnviroSan Sanitation Solutions will sponsor the Municipality with full two new structures and will replace four existing structures.
- c) THAT the Mayoral Committee identify the areas which should be sponsored by EnviroSan Sanitation Solutions for the erections of the structures and submit the names of the areas to the acting Director: Engineering and Infrastructural Services.

E 6.15.2

MINUTES OF INFRASTRUCTURAL DEVELOPMENT PORTFOLIO COMMITTEE  
MEETING

The Mayoral Committee **RESOLVED** THAT the minutes of the Infrastructural Development Portfolio Committee meeting held on 12 August 2015 be **CONFIRMED**.

E 6.15.3

ACTION SHEET – AUGUST 2015

The Mayoral Committee **RESOLVED** THAT the action sheet for August 2015 be **APPROVED**.



E 6.15.4

MONTHLY REPORT: ELECTRICITY DISTRIBUTION – JULY 2015

The Mayoral Committee **NOTED** the Electricity Distribution monthly report for July 2015.

The Mayoral Committee **RESOLVED** THAT the Electricity Distribution section monthly report for July 2015 be APPROVED.

E 6.15.5

MONTHLY REPORT ELECTRICITY DISTRIBUTION: AUGUST 2015

The Mayoral Committee **NOTED**:

- a) The Electricity Distribution monthly report for August 2015.
- b) The Seven Fountains water treatment plant is operational.

The Mayoral Committee **RESOLVED**:

- a) THAT the Electricity Distribution section monthly report for August 2015 be APPROVED.
- b) THAT acting Director: Engineering and Infrastructural Services together with the Distribution Manager ensure that all critical posts in the Electricity Department are filled.
- c) THAT a progress report with regard to the filling of critical vacancies be submitted to the next Portfolio Committee meeting.
- d) THAT the Fleet Manager and Senior Mechanic submit a status report on the vehicles of Engineering and Infrastructural Services in the Workshop and be invited to present it in the next Portfolio Committee meeting.
- e) THAT the Managers liaise with the Fleet Manager to speed-up the process of leasing of vehicles.

E 6.15.6

MONTHLY REPORT WATER & SANITATION REPORT: JULY -AUGUST 2015

The Mayoral Committee **NOTED**:

- a) The water and sanitation monthly report for July – August 2015.
- b) The open trenches all over the town that are left for months and consequence management should be applied.

- c) Councillors have reported numerous times to the Manager: Water and Sanitation and the Technicians are also aware of the open trenches.
- d) The number of toilets sucked in every Ward shall be reported to the Portfolio Committee meeting.

The Mayoral Committee **RESOLVED:**

- a) THAT the water and sanitation monthly report for July - August 2015 be APPROVED.
- b) THAT Ms. N. Tshicelela make a follow up with Mr. S. Tutuse on those streets with open trenches and holes be filled with immediate effect.
- c) THAT the Community be informed of any progress of work done.
- d) THAT the Water & Sanitation Manager does an analysis report on how many pit latrines are done per day in each area and signed list be submitted to the next
- e) Portfolio Committee meeting.

E 6.15.7

MONTHLY REPORT: ROADS AND STORMWATER AUGUST 2015

The Mayoral Committee **NOTED:**

- a) The roads and stormwater monthly report for August 2015.
- b) A programme is in place to attend to potholes but there is no equipment.
- c) A letter was written to DRE about the bad state of roads and the Province is dealing with fixing the Provincial roads.

The Mayoral Committee **RESOLVED:**

- a) THAT the roads and stormwater monthly report for August 2015 be APPROVED.
- b) THAT the acting Director liaise with the head of the Administration for financial assistance to improve the state of roads.
- c) THAT a Provincial road schedule be submitted to the next Portfolio Committee meeting.

E 6.15.8

MONTHLY REPORT: WATER AND SANITATION FOR JULY & AUGUST 2015

The Mayoral Committee **NOTED**:

- a) The water and sanitation report for July and August 2015.
- b) The agreement between Makana Municipality and Public Works to assist on water deliveries in rural areas.

The Mayoral Committee **RESOLVED**:

- a) THAT the water and sanitation report for July and August 2015 be APPROVED.
- b) THAT a report on water deliveries to farm areas be submitted to the next Portfolio Committee meeting.

E 6.15.9

MONTHLY PROGRESS REPORT: JULY AND AUGUST 2015- WIND FARM

The Mayoral Committee **NOTED** the monthly wind farm progress report for July and August 2015.

The Mayoral Committee **RESOLVED**:

- a) THAT the monthly wind farm progress report for July and August 2015 be APPROVED.
- b) THAT the Senior Manager: Technical Services submit a report to the next meeting whether Eskom is being billed in this project.

E 6.15.10

HOUSING PROJECTS PROGRESS REPORT: AUGUST 2015

The Mayoral Committee **NOTED**:

- a) The housing progress report for August 2015.
- b) There are still happy letters that are not signed.
- c) Ethembeni project is not included in the report.
- d) Transit Camp needs basic services. The Department of Human Settlements has to do plumbing as it was not done in the area.

The Mayoral Committee **RESOLVED** THAT a report on Ethembeni project be submitted to the next Portfolio Committee meeting.

E 6.15.11

PMU REPORT: AUGUST 2015

The Mayoral Committee **NOTED**:

- a) The PMU report for August 2015.
- b) The appointment letter for the Multi-Purpose Centre in Ward 7 project has been sent to the contractor.
- c) Construction of 11 High Mast in Mayfield housing project is going to be done in the 2015/16 financial year.

The Mayoral Committee **RESOLVED**:

- a) THAT the PMU report for August 2015 be APPROVED.
- b) THAT the acting Director request the list of all the contract workers who has worked for two years in the Infrastructure Department from the acting Director: Corporate and Shared Services.

E 6.15.12

ADOPTION OF PMU ORGANOGRAM – AUGUST 2015

The Mayoral Committee **NOTED**:

- a) The PMU organogram for the 2015/16 financial year.
- b) Any outstanding proof of payment should be submitted to start cleansing the backlog as the funds are allocated to the Municipality.

The Mayoral Committee **RESOLVED** THAT the PMU organogram be APPROVED.

E 6.15.13

WATER CRISIS INTERVENTION PROJECT – AUGUST 2015

The Mayoral Committee **NOTED**:

- a) The water crisis intervention project report for August 2015.
- b) Makana Municipality has to source funds to cover R1.7 million that need to be paid to Amatola Water.

The Mayoral Committee **RESOLVED** THAT water crisis intervention project report for August 2015 be APPROVED.

E 6.15.14

REPORT ON WATER SAVINGS AND WATER LOSSES – JULY AND AUGUST 2015

The Mayoral Committee **NOTED**:

- a) The report on water savings and water losses for July and August 2015.
- b) The losses as reported are not the true reflection as there are still houses being averaged. However there is an action plan in place in addressing the challenge. Sabatha is currently installing and replacing domestic and bulk meters for the whole of Grahamstown and is working with finance system in updating it so as to get the correct authorized consumption.
- c) The new meter systems are not assisting the Council in terms of the revenue enhancement and will have to consider using the old meter reading systems.

The Mayoral Committee **RESOLVED** THAT the report on water savings and water losses for July and August 2015 be APPROVED.

E 6.15.15

REPORT ON OCCUPATIONAL HEALTH AND SAFETY (OHS) ACT STATUTORY TRAINING FOR ELECTRICITY DEPARTMENT

The Mayoral Committee **RESOLVED**:

- a) THAT the report on OHS Act Statutory training for Electricity Department be APPROVED.
- b) THAT action be taken against those businesses and household who by pass (stealing) Electricity.
- c) THAT the purchase of specified personal protective equipment and clothing used in the Distribution Division be APPROVED.

E 6.15.16

REPORT ON PREPAE INSTALLATION AND ADDRESSING BACKLOG ON INSTALLATION 2015

The Mayoral Committee **NOTED** the report on prepaid installation and addressing backlog on installation 2015.

The Mayoral Committee **RESOLVED** THAT the report on prepaid installation and addressing backlog on installation 2015 be APPROVED.

E 6.15.17

REPORT ON ADDITIONAL FUNDING REQUEST TO ECDC – AUGUST 2015

The Mayoral Committee **NOTED** the report on request for additional funding to ECDC.

The Mayoral Committee **RESOLVED** THAT the report on request for additional funding to ECDC be APPROVED.

E 6.15.18

JAMES KLEYNHANS WATER TREATMENT WORKS UPGRADE PROJECT PROGRESS REPORT – AUGUST 2015

The Mayoral Committee **NOTED** the progress report on James Kleynhans water treatment works upgrade project for August 2015.

The Mayoral Committee **RESOLVED** THAT the progress report on James Kleynhans water treatment works upgrade project for August 2015 be APPROVED.

E 6.15.19

OVERTIME FOR THE MONTH OF JULY AND AUGUST 2015

The Mayoral Committee **NOTED**:

- a) The report on overtime for the months of July and August 2015.
- b) The overtime report for July and August 2015 is a good report for the past months.

The Mayoral Committee **RESOLVED** THAT report on overtime for July and August 2015 be APPROVED.

E 6.15.20

MONTHLY REPORT FOR AMATOLA WATER OPERATIONS AND MAINTENANCE (O&M) – AUGUST 2015

The Mayoral Committee **NOTED** the monthly report for Amatola Water operations and maintenance (O&M) for August 2015.

The Mayoral Committee **RESOLVED** THAT the monthly report for Amatola Water operations and maintenance (O&M) for August 2015 be APPROVED.

E 6.15.21

SAMPLING AND ANALYSIS OF WATER AND WASTE WATER: RESULTS FOR JULY AND AUGUST 2015

The Mayoral Committee **NOTED** the sampling and analysis of water and waste water result report for July and August 2015.

The Mayoral Committee **RESOLVED** THAT the sampling and analysis of water result report for July and August 2015 be APPROVED.

E 6.16

MINUTES OF THE INFRASTRUCTURAL DEVELOPMENT PORTFOLIO COMMITTEE  
MEETING HELD AT THE COUNCIL CHAMBER ON FRIDAY, 13 NOVEMBER 2015 AT 09:00

Arising from the minutes of the Infrastructural Development Portfolio Committee meeting held on 13 November 2015, it was resolved as follows:

E 6.16.1

APPLICATION FOR LEAVE OF ABSENCE (WRITTEN APOLOGIES)

Clr. N. Masoma – family responsible leave  
Clr. M. Tame – study leave

E 6.16.2

MINUTES OF INFRASTRUCTURAL DEVELOPMENT PORTFOLIO COMMITTEE  
MEETING

The Mayoral Committee **NOTED** the minutes of the Infrastructure Development Portfolio Committee meeting held on 13 October 2015 are not available due to Technical problems.

The Mayoral Committee **RESOLVED** THAT the minutes of the Infrastructural Development Portfolio Committee meeting held on 13 October 2015 be submitted to the next Mayoral Committee meeting and be circulated to the Portfolio Committee members when available.

E 6.16.3

ACTION SHEET – SEPTEMBER 2015

The Mayoral Committee **NOTED**:

- a) Item ID 1 (2). The word “Port” be corrected to Portfolio Committee meeting.
- b) Item ID 1(4) LED and Infrastructure buildings work in progress. By December 2015 the current situation will change.
- c) Acting Director: Infrastructure will inform Parks Department to clean the passage between LED building and Birch’s.
- d) Item ID 3. The pilot project for VIP’s will take place in the next two weeks and will be completed by end November 2015.

The Mayoral Committee **RESOLVED** THAT the action sheet for October 2015 be APPROVED.



E 6.16.4

2015/16 SDBIP- FIRST QUARTER REPORT

The Mayoral Committee **NOTED**:

- a) The 2015/16 SDBIP first quarter will be revised because most of the projects have been completed and the current projects are not captured.
- b) The BE Committee is busy with the Highmast project and will finalise the logistics in this financial year.

The Mayoral Committee **RESOLVED** THAT the date column be inserted in the SDBIP report.

E 6.16.5

MONTHLY REPORT: ROADS AND STORMWATER SECTION - SEPTEMBER 2015

The Mayoral Committee **NOTED**:

- c) The monthly report for roads and stormwater for September 2015.
- d) Overflowing drain at Kwathatha that needs to be attended to.
- e) Ward Councillors are submitting their complaints at the office of the Speaker but there are no responses on the complaints.

The Mayoral Committee **RESOLVED**:

- f) THAT the monthly roads and stormwater section report for September 2015 be APPROVED.
- g) THAT the Ward Councillors make copies of the complaints submitted to the office of the Speaker and submit to Engineers Department as well.
- h) THAT a grader be sent to Alicedale to fix the roads especially at Mandela Park.

E 6.16.6

MONTHLY REPORT: WATER AND SANITATION – SEPTEMBER 2015

The Mayoral Committee **NOTED**:

- a) The water and sanitation monthly report for September 2015.
- b) Riebeeck East and Alicedale should be part of the report.
- c) Scottsfarm drains are still a problem and new drain pipes should be installed.

- d) A hole in Winsford Street that has not been fixed for three months and has been reported to Engineering Department.
- e) Numerous holes in town that are left open after work done by the Water Section.
- f) The upgrading of asbestos pipes in Grahamstown project has been delayed because of Health and Safety agent has to be appointed first.
- g) The programme in place to close all the open trenches around town.

The Mayoral Committee **RESOLVED** THAT the monthly water and sanitation section report for September 2015 be APPROVED.

E 6.16.7

MONTHLY REPORT: WATER AND SANITATION – SEPTEMBER 2015

The Mayoral Committee **NOTED**:

- a) The water and sanitation monthly report for September 2015.
- b) Seven Fountains plant did not exist previously in the organogram.
- c) The acting Director: Infrastructural Services will incorporate the Process Controller of Sevenfountains dam post to the organogram.
- d) Most of the Engineering Department vehicles in workshop has engine problems and Mr. Samuels went to Port Elizabeth to fetch some of the parts to continue with the work on fixing the vehicles.
- e) The challenge on suppliers who do not want to supply Makana Municipality because of the “non-payment” issue.
- f) The current situation of water that is delivered only on Fridays to Fort Brown shall be revisited because it hampers the community in Fort Brown.

The Mayoral Committee **RESOLVED**:

- a) THAT the monthly water and sanitation section report for September 2015 be APPROVED.
- b) THAT a programme to address water deliveries in farms and infrastructure status be submitted to the next Portfolio Committee meeting.

E 6.16.8

MONTHLY REPORT: ELECTRICITY DISTRIBUTION SECTION: SEPTEMBER 2015

The Mayoral Committee **NOTED**:

- a) The electricity distribution monthly report for September 2015.

- b) The moratorium in filling of vacant posts because of skills audit and organogram review.

The Mayoral Committee **RESOLVED**:

- a) THAT the electricity distribution monthly report for September be APPROVED.
- b) THAT the Human Resources Manager be invited to the next Portfolio Committee meeting to present the status of the filling of vacancies.

E 6.16.9

PMU REPORT: OCTOBER 2015

The Mayoral Committee **NOTED** the PMU report for October 2015.

E 6.16.10

MONTHLY PROGRESSSS REPORT: WIND FARM – OCTOBER 2015

The Mayoral Committee **NOTED**:

- a) The Waainek Wind Farm monthly report for October 2015.
- b) The project has been entirely handed over to the LED Directorate. Acting Director: Engineering and Infrastructure Services will check the trust information from LED.
- c) The minor task outstanding in the project, the changing of poles.
- d) Technically the project is complete because eight wind turbines are up and running.
- e) The Waainek Wind Farm will start selling electricity to Eskom by January 2016.
- f) Contract signed between Makana Municipality and Waainek Wind Farm is not beneficial to Makana Municipality.

The Mayoral Committee **RESOLVED** THAT the Wind Farm monthly report for October 2015 be APPROVED.

E 6.16.11

MONTHLY REPORT: NATIONAL SOLAR WATER HEATER (NSWH) PROGRAMME – OCTOBER 2015

The Mayoral Committee **NOTED**:

- a) The NSWH monthly report for October 2015.

- b) Department of Energy conducted a Solar Geyser workshop on the 15 September 2015. Due to the late travelling arrangements Makana delegation could not attend the workshop.

E 6.16.12

PROGRESS REPORT: HOUSING PROJECTS – OCTOBER 2015

The Mayoral Committee **NOTED**:

- a) The housing projects progress report for October 2015.
- b) The 176 houses at Eluxolweni project is not completed because some beneficiaries are living in a rocky area so they have to be moved to another developed area.
- c) Mayfield 2200 sewage pipes that are not working still a huge problem.
- d) 22 houses in Riebeeck East, the project is incomplete. The acting Director: Engineering and Infrastructure Services is in a process of applying for a new project for the 22 houses as advised by the Department of Human Settlements.
- e) The acting Director: Engineering and Infrastructure Services should liase with DOHS to speed up the process in addressing the 2008 Makana Disaster.

The Mayoral Committee **RESOLVED**:

- a) THAT the housing projects progress report for October 2015 be APPROVED.
- b) THAT an official from LED be invited to the next Portfolio Committee meeting to report on the planning part of the housing report.

E 6.16.13

ROADS FORUM MEETING – 08 OCTOBER 2015

The Mayoral Committee **NOTED** the Roads Forum meeting minutes of 08 October 2015.

E 6.16.14

REPORT ON POTHOLE REPAIR IN MAKANA – OCTOBER 2015

CONSEERED:

Report dated 05 November 2015 from the acting Director: Engineering and Infrastructural Services.

The Mayoral Committee **NOTED**:

- a) The pothole repair in Makana report for October 2015.

- b) The progress in patching the potholes but should guard against the misuse of overtime in the process.
- c) The programme of action in pothole patching in Makana.
- d) Hlalani taxi route and Mathew Street will be included in the programme.

E 6.16.15

WATER DELIVERIES TO FARMING COMMUNITIES – OCTOBER 2015

The Mayoral Committee **NOTED**:

- a) The water deliveries to farming communities report for October 2015.
- b) The Directorate is currently operating with one truck.

The Mayoral Committee **RESOLVED** THAT the water deliveries to farming communities report for October 2015 be APPROVED.

E 6.16.17+ 6.16.18

CLOSE OUT REPORT ON WAAINEK SUBSTATION TO HOWIESONSPOORT PUMP STATION 11KV LINE

The Mayoral Committee **NOTED**:

- a) The pothole repair in Makana report for October 2015.
- b) The progress in patching the potholes but should guard against the misuse of overtime in the process.
- c) The programme of action in pothole patching in Makana.
- d) Hlalani taxi route and Mathew Street will be included in the programme.

The Mayoral Committee **RESOLVED** THAT the close out report on Waainek substation to Howiesonspoort pump station 11kv line be APPROVED.

E 6.16.19

SAMPLING AND ANALYSIS OF WATER AND WASTE WATER: RESULTS FOR SEPTEMBER AND OCTOBER 2015

The Mayoral Committee **NOTED**:

- a) The sampling and analysis of water and wastewater results report for September and October 2015.
- b) Water tasting should be conducted on the outside tap in “J” and “N” Streets.

The Mayoral Committee **RESOLVED** THAT sampling and analysis of water and wastewater results report for September and October 2015 be APPROVED.

E 6.16.20

OVERTIME REPORT – JULY, AUGUST AND SEPTEMBER 2015

The Mayoral Committee **NOTED** the overtime report for July, August and September 2015.

The Mayoral Committee **RESOLVED** THAT the overtime report for July, August and September 2015 be APPROVED.

E 6.16.21

MONTHLY REPORT FOR AMATOLA WATER OPERATIONS AND MAINTENANCE (O&M) – OCTOBER 2015

The Mayoral Committee **NOTED**:

- a) The Amatola Water operations and maintenance monthly report for October 2015.
- b) The Engineering Department should consider installing Jojo tanks in all the new houses.
- c) The contract signed between Amatola Water and Makana Municipality is from October 2013 until October 2018.
- d) Acting Director will have to re-look at the Service Level Agreement signed between Makana Municipality and Amatola Water Service.
- e) Amatola Water will be invited to the Mayoral Committee meeting to present on the amounts paid to them.

The Mayoral Committee **RESOLVED** THAT the Amatola Water operations and maintenance monthly report for October 2015 be APPROVED.

E 6.16.22

PROGRESS REPORT ON JAMES KLEYNHANS WATER TREATMENT WORKS UPGRADE PROJECT – OCTOBER 2015

The Mayoral Committee **NOTED**:

- a) The progress report on James Kleynhans water treatment works upgrade project for October 2015.
- b) Ward Councillors should sensitize the community on how to use water.

- c) The abovementioned project will be completed in 2017 and the advert for the project has been out two weeks ago.

The Mayoral Committee **RESOLVED** THAT the progress report on James Kleynhans water treatment works upgrade project for October 2015 be APPROVED.

E 7

DATA BASE FOR MUNICIPAL LEASED PROPERTIES

CONSIDERED:

Report dated 13 November 2015 from the Director: Local Economic Development and Planning Directorate.

The Mayoral Committee **RESOLVED:**

- a) THAT the maintenance plan for all the Municipal building be created.
- b) THAT all Municipal buildings that can generate income for the institution be fixed and advertised for the enhancement of the revenue.
- c) THAT municipal buildings occupied by staff be used to decreased renting of buildings by the Municipality.
- d) THAT the Municipality negotiate new terms with people who have contracts with Makana Municipality so to change the prices to a market value.

E 8

BLUE DROP MANAGEMENT CONTRACT AND ADDITIONAL SERVICES BETWEEN MAKANA MUNICIPALITY AND AMATOLA WATER

CONSIDERED:

Report dated 11 November 2015 from the Director: Local Economic Development and Planning Directorate.

The Mayoral Committee **NOTED:**

- a) The presentation by Amatola Water will be conducted on the 11 December 2015.
- b) The Administrator should assist Makana Municipality in evaluating the contract of Amatola Water before the presentation (11 December 2015).

The Mayoral Committee **RESOLVED:**

- a) THAT the status of the Blue Drop Management Contract and additional services between Makana Municipality and Amatola Water be NOTED.
- b) THAT the Administrator source funding pay Amatola Water.



E 9

RIEBEECK EAST REPORT – OCTOBER 2015

CONSIDERED:

Report dated 1 October 2015 from the Unit Manager: Riebeeck East.

The Mayoral Committee **NOTED** the Riebeeck East monthly progress report for October 2015.

The Mayoral Committee **RESOLVED:**

- a) THAT the change of network coverage for Riebeeck East be considered for implementation.
- b) THAT the big holes left by the construction company be filled.

E 10

ALICEDALE REPORT – OCTOBER 2015

CONSIDERED:

Report dated 30 October 2015 from the Unit Manager: Alicedale

The Mayoral Committee **NOTED** the progress report on Alicedale Unit.

The Mayoral Committee **RESOLVED** THAT the Waste Water Assistants be considered for formal training.

E 11 APPOINTMENT OF A POLITICAL CHAMPION FOR THE EGAZINI  
INTERPRETATION CENTRE PROJECT

CONSIDERED:

Report dated 13 November 2015 from the Director: Local Economic Development and Planning Directorate.

The Mayoral Committee **NOTED** the acting Municipal Manager should make a follow up on the report submitted by Tourism National Assembly Committee about the Egazini project.

The Mayoral Committee **RESOLVED** THAT a political champion for the Egazini Interpretation Centre project be appointed.

E 12

REPORT ON GIVE ZIYAWA MATTER

CONSIDERED:

Report dated 17 November 2015 from the Director: Local Economic Development and Planning Directorate.

The Mayoral Committee **NOTED:**

- a) The status litigation between Give Ziyawa Construction vs Makana.
- b) Give Ziyawa intended to attach the Municipal Bank after the non-payment of the R10 million owed to them by the Municipality.
- c) The attachment of the Municipal Bank was lifted by the Municipality has still have to find ways in paying the R10 million to Give Ziyawa.
- d) The acting Muncipal Manager and Legal Advisor are busy checking the legalities in laying a charge to Mr. X. Mbeleni as he was the one who was handling the matter previously.
- e) The Legal Advisor is trying to check ways on how to appeal on the award.

The Mayoral Committee **RESOLVED:**

- a) THAT the Managment consult their attorneys to get a legal opinion on taking the merits of appealing the ruling of the arbitrator and subsequent order of court or in the alternative a legal opinion on the merits of appealing only the quantum of the order.
- b) THAT in the budget adjustment process the Municipality accommodate the way of paying Give Ziyawa.
- c) THAT the acting Municipal Manager submit a sequence report on Give Ziyawa matter as from 2007 with people involved and 2008 Council Resolutions to the next Council meeting.

E 13

SPECIAL PROGRAMMES UNIT (SPU) – QUARTERLY REPORT: AUGUST – OCTOBER 2015

CONSIDERED:

Report dated 24 November 2015 from the Office of the Executive Mayor.

The Mayoral Committee **NOTED** the Quarterly report for August – October 2015 from the Manager: Special Programmes Unit.

E 13.1

MONTHLY REPORT FOR OCTOBER 2015: SPECIAL PROGRAMMES UNIT (SPU)  
HIV/TB CORDINATOR: OFFICE OF THE EXECUTIVE MAYOR

CONSIDERED:

Report dated 24 November 2015 from the Office of the Executive Mayor.

The Mayoral Committee **NOTED** the monthly report for October 2015 from the HIV/TB Coordinator office of the Executive Mayor.

E 13.2

ESTABLISHMENT OF THE RURAL DEVELOPMENT FORUMS IN ALL RURAL THREE  
WARDS 1, 13 AND 14

CONSIDERED:

Report dated 24 November 2015 from the Office of the Executive Mayor.

The Mayoral Committee **NOTED** the report of the Rural Development Forums in all three Wards 1, 13 and 14.

E 13.3

EPWP UNIT PROGRESS REPORT

CONSIDERED:

Report dated 18 November 2015 from the Office of the Executive Mayor.

The Mayoral Committee **NOTED** the EPWP Unit progress report.

E13.4

REPORT ON RURAL YOUTH NEES ANALYSIS

CONSIDERED:

Report dated 9 November 2015 from the Office of the Executive Mayor.

The Mayoral Committee **NOTED** the Rural Youth Analysis report.

The Mayoral Committee **RESOLVED:**

- a) THAT the Youth Strategy report be submitted back to the next Mayoral Committee meeting and to the next Council meeting.

b) THAT the EPWP report be submitted to next Mayoral Committee meeting.

E 14

UNAUTHORISED, IRREGULAR, FRUITLESS AND WASTEFUL EXPENDITURE – 2015/2016

CONSIDERED:

Report dated 24 November 2015 from the Chief Financial Officer.

The Mayoral Committee **NOTED** the irregular, unauthorized, fruitless and wasteful expenditure report.

E 15

SEC 52 (d) REPORT

CONSIDERED:

Report dated 24 November 2015 from the Chief Financial Officer.

The Mayoral Committee **NOTED** the contents of the report and supporting documentation for the 1<sup>st</sup> Quarter of 2015/16 financial year.

E16

DISPOSAL OF UNSERVICEABLE, REDUNDANT OR OBSOLETE ASSETS

CONSIDERED:

Report dated 24 November 2015 from the Chief Financial Officer.

The Mayoral Committee **RESOLVED** THAT the committee recommend to Council the disposal of serviced, redundant and/or obsolete /articles (as per the list).

E 17

1<sup>ST</sup> QUARTER REPORT FROM SUPPLY CHAIN MANAGEMENT

CONSIDERED:

Report dated 24 November 2015 from the acting Municipal Manager.

The Mayoral Committee **NOTED** the 1<sup>st</sup> Quarter report from the supply chain management

The meeting terminated at 14:40

\_\_\_\_\_  
EXECUTIVE MAYOR

\_\_\_\_\_  
DATE



CONFIDENTIAL

MAYORAL COMMITTEE: 24 NOVEMBER 2015

E C 1

REPORT ON THE LITIGATION REGISTER

CONSIDERED:

Report dated 17 November 2015 from the Legal Manager.

The Mayoral Committee **NOTED** the report on the litigation register.

The Mayoral Committee **RESOLVED:**

- a) THAT the cost implication column be inserted in the report to indicate whether the amount is to be paid or charged.
- b) THAT a workshop and an analysis on each case be conducted early next year by the Legal Manager.
- c) THAT a double checking be done on the outstanding cases of people who the Municipality owe.

E C 2

REPORT ON THE ARBITRATION MATTER OF ZUKISWA MKUZO VS MAKANA MUNICIPALITY

CONSIDERED:

Report dated 12 November 2015 from the Legal Manager

The Mayoral Committee **NOTED** the report on the arbitration matter of Zukiswa Mkuzo.

CLOSURE

The Executive Mayor stated that the Mayoral Committee is still on track as is still holding the meeting within the meeting schedule. She announced that the Imbizo will be held on the day at Noluthando Hall at 17:50 and there will be an Audit Steering Committee meeting on the 25 November 2015.

The meeting terminated at 14:40

\_\_\_\_\_  
EXECUTIVE MAYOR

\_\_\_\_\_  
DATE