



MAKANA MUNICIPALITY

MINUTES OF THE MEETING OF THE EXECUTIVE MAYORAL COMMITTEE HELD IN
THE COUNCIL CHAMBER ON FRIDAY, 31 JULY 2015 AT 09:00

PRESENT:

Clr. Z. Peter - Executive Mayor
Clr. P. Ranchhod
Clr. N. Masoma
Clr. N. Gaga

IN ATTENDANCE:

Acting Municipal Manager (Mr R. Meiring)
Dir: Corp & Shared Ser. (Mr M. Madlavu)
Dir: Public & Com Services (Mr M. Planga)
Acting DEIS (Mr D. Mlenzana)
Acting: CFO (Ms M. Crouse)
Committee Officer (Mrs. P. Liwani)

ABSENT

Clr. M. Matyumza - apology
Clr. P. Notyawa

ALSO PRESENT

Clr. J. Wells - Chief Whip

E 1 STATEMENT BY THE EXECUTIVE MAYOR

The Executive Mayor greeted everyone and thanked acting MM for making sure that the Mayoral Committee meeting did sit and he said he hoped that it was in line with the meeting schedule.

He said the litigation that happened on a previous day had taken the Council by surprise. He said the decision was taken by the council to ensure that the institution is run in an effective way and at all times they should uphold the rules that governs it.

E 2 APPLICATIONS FOR LEAVE OF ABSENCE (WRITTEN APOLOGIES)

Nil.

E 3 OFFICIAL ANNOUNCEMENTS – ACTING MUNICIPAL MANAGER

- The acting CFO was reported as on leave.
- The Section 71 Committee meeting would be held on the 12 August 2015.
- Acting MM received a notification from ESKOM that supply of electricity services would be disconnected due to non-payment of account. The notice indicate that the municipality is in arrears by R45 million on electricity and some on free basic account. The municipality was given 14 days to settle

the amount from 20 July 2015 or the contract with Makana would be terminated without notice.

- The meeting was informed that payments have been made towards ESKOM including the COGTA share and the municipal payment made on 23 July 2015 of R16 million. The municipality has been struggling since the signing of the contract on how payments would be made and that was indicated to ESKOM from the beginning.
- The acting MM informed the meeting that she has mandated the Legal Manager to respond to ESKOM with the information of payments already effected by the municipality.
- Mr. Crouse advice the meeting that the municipality is up to date according to the payment plan and what was due was to be paid during the following week.
- The municipality must start a vigorous campaign of disconnecting services due to non-payments.
- Makana is also not happy with ESKOM services as ESKOM is not responding to municipal needs and requests i.e. connections at Riebeeck East Library and Extension 6.
- Makana municipality credit control unit should do more and not rely to REVCO
- Councillor Ranchhod mentioned that there was an article in Grocotts Mail where a confidential item was disclosed. He asked the acting MM and the Legal Manager to investigate what could be done in holding the press (Grocotts, Daily Dispatch and Herald) accountable and whoever releases the subjudica matters without Council's consent.

The Mayoral Committee **RESOLVED:**

- a) THAT a letter be written to ESKOM with total amount paid to date on a order of when and how much were paid and a copy be forwarded to COGTA, MEC and to the Minister.
- b) THAT an urgent meeting be convened with ESKOM and Mr Vukile Silinga or Mr Radu from Infrastructural Department, Portfolio Committee Chairperson, MM, acting CFO and the Legal Manager be part of such meeting.
- c) THAT a report on what measures can be taken to prevent confidential information from leaking be submitted to the next Special Council meeting.

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

Clr. Ranchhod disclosed his interest on item E7.5.11 of the minutes (26 May 2015).

E 5 MINUTES OF THE PREVIOUS MAYORAL COMMITTEE MEETING: 26 MAY 2015

The Mayoral Committee **RESOLVED:**

- a) THAT the minutes of Mayoral Committee meeting held on the 26 May 2015 be APPROVED.

E 6 REPORTS BY THE ACTING MUNICIPAL MANAGER

E 6.1

ACTION SHEET FOR THE MAYORAL COMMITTEE MEETING HELD ON THE
26 MAY 2015

The Mayoral Committee **NOTED:**

- a) Arising from the minutes of the Mayoral Committee meeting of 4 March 2015, the new leases with staff had been signed. The Lease Policy is in place. The Estate Division is working on the lease register. The Finance Directorate should be informed about new contracts. The Park homes have not been charged for five years **for the use of water**.
- b) On item E7.3.1.12, there is a plan in place to purchase chairs for the new Indoor Sport Centre. DSRAC will be meeting with the Social Development Portfolio Committee regarding equipment of the Sports Centre.
- c) On item E7.3.1.13, the progress report on the establishment of an airport will be submitted to the next Council meeting.
- d) On item E7.3.1.14, ideas from Finland have not been implemented due to Council's financial situation.
- e) On item E7.4.1.6 there are challenges with regards to BEC and BAC not meeting on the scheduled dates. Mr. Crouse advised that they have resolved that meetings should take place every Tuesday whether there are items to discuss or not as part of mentoring each other. The acting MM was asked to assist with the challenge and check whether those culprits could not be replaced.
- f) On item E7.4.1.10 the Legal Office will deal with the matter of the occupant who is refusing to vacate until he receive the eviction order.
- g) On item E7.5.2.9 the SMT would meet and discuss the matter of overtime and whether the 60/40 hours and 40% overtime should be implemented.
- h) On item E7.7.5 the Council should seek external funding for the erection of wheelchair ramps at community halls.
- i) On item E7.7.2.5 the Director: Corporate Services and HR Manager will within a months time finalise the updating of personal files of employees including contractual workers.

The Mayoral Committee **RESOLVED:**

- a) THAT the Action Sheet of 26 May 2015 be APPROVED
- b) THAT the progress report on lease agreements be submitted to the next Mayoral Committee meeting.
- c) THAT the BAC and BEC report be submitted to the MAYCO meeting starting from February 2015 with the information of dates when the meetings should have been held and the actual dates of meetings with the attendance registers.
- d) THAT the dates of the BEC/BAC be included in the Council's schedule of meetings.

E 6.2

MINUTES OF THE TOURISM AND CULTURAL INDUSTRIES PORTFOLIO COMMITTEE
MEETING HELD IN THE COUNCIL CHAMBER ON TUESDAY, 14 MAY 2015 AT 9H00

Arising from the minutes of the Tourism and Cultural Industries Portfolio Committee meeting held on 14 May 2015, it was resolved as follows:

E 6.2.1

OFFICIAL ANNOUNCEMENTS – DIRECTOR: LOCAL ECONOMIC DEVELOPMENT
AND PLANNING

- 1) The Director: Local Economic Development and Planning announced that she wants to applaud Mr Sindane for the job well done while he was the acting Director: Local Economic Development and Planning.
- 2) Ms. Meiring announced that she is busy drafting a Town Regeneration concept document centered on the Creative City concept and will submit it to the next Portfolio Committee meeting.
- 3) Councillor J. Wells will be the acting Chairperson for the meeting. Councillor Masoma is away on Council business.

E 6.2.2

MINUTES OF THE PREVIOUS MEETING

The Mayoral Committee **RESOLVED** THAT the minutes of the Portfolio Committee meeting held on 13 April 2015 be CONFIRMED subject to the following corrections:

- a) Councillor Booysen forwarded her apology and the attendance register should reflect that.
- b) E 8.4. The RECOMMENDATION be rephrased to read as follows “THAT the acting Director: LED liaise with the office of the Speaker to communicate with Ward Committee members informing them about future Masicule events and Creative City events.”

E 6.2.3

ACTION SHEET:

The Mayoral Committee **NOTED:**

- a) Item E 8.3 (a). A meeting with National Treasury will take place on the 09 June 2015. The Project Steering Committee and a delegation from Rhodes University will be part of the meeting. The Director: LED will extend an invitation to all Portfolio Committee Councillors.

- b) Item E 8.7. The Director: LED will draft an SMME project support policy to assist the local SMMEs in the absence of the grants/donations policy.

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

E 6.2.4

SUBMISSION OF THE 3RD QUARTER SDBIP PERFORMANCE REPORT

The Mayoral Committee **NOTED**:

- a) The progress on all the projects that are in the SDBIP.
- b) Most projects have been advertised and the Directorate is waiting for the Acting Municipal Manager to sign appointment letters of successful bidders.
- c) The stickers with the wording “we support Creative City” will be distributed to Councillors as part of advertising the project.
- d) The Director: LED will submit the outstanding amount invoices to Mr. M. Crouse to process the payment on the Creative City project. The outstanding amount will be split into two payments.
- e) A memorandum was issued to Councillors to identify and submit the names of local crafters to the Local Economic Development Directorate.

The Mayoral Committee **RESOLVED** THAT the report on the submission of the 3rd quarter of the SDBIP be APPROVED.

E 6.2.5

FUNDING SECURED FROM SARAH BAARTMAN DISTRICT MUNICIPALITY

The Mayoral Committee **NOTED** the report on funding secured from Sarah Baartman District Municipality.

E 6.2.6

ALLOCATION OF SPACES FOR CRAFTERS TO EXHIBIT AT THE NATIONAL ARTS FESTIVAL

The Mayoral Committee **NOTED**:

- a) The Cape Town festival is not taking over the National Arts Festival held in Grahamstown and European Union (EU) is still funding the NAF that is an advantage for the NAF.

- b) Makana had a beautiful exhibition stand at the Village Green last year and local people were impressed.
- c) The crafters that were accommodated last year in the NAF from the stands will not benefit this year.
- d) The rural crafters will also be considered this year. Mr. Sindane has approached Councillor Louw to submit a list of rural crafters to his office.

The Mayoral Committee **RESOLVED**:

- a) THAT the report on the allocation of the exhibition spaces to crafters at the 2015 National Arts Festival be APPROVED.
- b) THAT the crafters submit their applications with the pictures of their work to the LED Directorate.

E 6.2.7

MAKANA TOURISM UPDATE REPORT

The Mayoral Committee **NOTED**:

- a) The Makana Tourism update report.
- b) Currently Makana Tourism has received the grant to move with planned projects.
- c) The Sarah Baartman District Municipality has marketed Makana Municipality at the Tourism Indaba.
- d) The National Arts Festival is still the project that keeps Makana Municipality on the map.
- e) Tourists are still interested to visit Makana.

E 6.2.8

PROGRESS REPORT ON THE VARIOUS TOURISM PROJECTS

The Mayoral Committee **NOTED** that Forts and Towers have to be built in Grahamstown.

The Mayoral Committee **RESOLVED** THAT the progress report on the various tourism projects be APPROVED.

E 6.2.9

PROGRESS REPORT ON THE CREATIVE CITY PROJECT

The Mayoral Committee **NOTED** the trip to Cape Town has been postponed but the Director: LED will start formulating the Arts and Culture policy.

The Mayoral Committee **RESOLVED**:

- a) THAT the progress report on the Creative City project be APPROVED.
- b) THAT the Manager: Tourism and Heritage be part of the delegation that will embark on a learning journey to the City of Cape Town.

E 6.2.10

PROGRESS REPORT ON THE DEVELOPMENT OF EGAZINI HERITAGE SITE

The Mayoral Committee **NOTED** the report on the Egazini Heritage Site.

E 6.3

MINUTES OF THE TOURISM AND CULTURAL INDUSTRIES PORTFOLIO COMMITTEE
MEETING HELD IN THE COUNCIL CHAMBER ON MONDAY, 17 JUNE 2015 AT 9H00

Arising from the minutes of the Tourism and Cultural Industries Portfolio Committee meeting held on 17 June 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 14 May 2015 be CONFIRMED subject to the following correction:

- c) E 8.6. The “NOTED” statement be deleted.

E 6.3.2

ACTION SHEET:

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

E 6.3.3

4TH QUARTER SDBIP PERFORMANCE REPORT

The Mayoral Committee **NOTED** the heading of the report should read as follows: “MAY FOURTH QUARTER SDBIP PERFORMANCE REPORT” as the quarter has not ended yet.

The Mayoral Committee **RESOLVED** THAT the May fourth quarter SDBIP Performance report be APPROVED.

E 6.3.4

PROGRESS REPORT ON THE EGAZINI INTERPRETATION CENTRE DEVELOPMENT
(NDPG)

The Mayoral Committee **NOTED**:

- a) The progress report on the Egazini Interpretation Centre Development (NDPG).
- b) The Service Provider for the project has been appointed and a sustainability plan will be submitted.
- c) A separate meeting to discuss the resolutions of the stake holders meeting and what is expected from Treasury should be organized.

- d) The Director: LED will organize the meeting and will communicate the dates to everyone.

The Mayoral Committee **RESOLVED** THAT the outcomes and recommendations of the Egazini session be submitted to the next Portfolio Committee meeting.

E 6.3.5

PROGRESS REPORT ON VARIOUS TOURISM PROJECTS

The Mayoral Committee **NOTED**:

- a) Appointment letters has been signed and sent to the Service Providers.
- b) The arrogance of Ms. Gora in working with Makana Municipality.
- c) The sour relations between Makana Tourism, Makana Municipality and Kwam eMakana.
- d) The Department of Sports, Recreation, Arts and Culture (DSRAC) tried to organize a meeting with Kwam eMakana but the members of Kwam eMakana walked out of the meeting.
- e) Kwam eMakana is not a formally registered entity.
- f) Makana Municipality has committed R60 000 to assist Kwam eMakana but they are not cooperative.
- g) Committed funds of R60 000 should be redirected to another project i.e Fingo Festival because the Municipality does not want any roll overs.
- h) The scope of work for the Service Provider on the Marketing of Kwam eMakana should be changed. The Director should speak to the acting CFO about the matter.

The Mayoral Committee **RESOLVED** THAT the report on various tourism projects be APPROVED.

E 6.3.6

STATE OF READINESS FOR THE NATIONAL ARTS FESTIVAL

The Mayoral Committee **NOTED** the report on the municipality's state of readiness for the National Arts Festival.

E 6.3.7

REPORT BACK ON TOURISM INDABA

The Mayoral Committee **NOTED** the Tourism Indaba report.

The Mayoral Committee **RESOLVED** THAT the National Arts Festival and the Creative City project be advised to produce promotional materials that will be distributed at the tourism trade shows.

E 6.3.8

DEVELOPMENT OF AN ARTS AND CULTURE POLICY

The Mayoral Committee **NOTED**:

- a) The policy is still in a draft form.
- b) The policy will be tabled at the Steering Committee for comments from stakeholders.
- c) A final draft will be submitted to the next Portfolio Committee meeting after all stakeholders have been consulted.

The Mayoral Committee **RESOLVED** THAT the report on the draft Arts and Culture policy be APPROVED.

E 6.3.9

ALLOCATION OF SPACES FOR CRAFTERS TO EXHIBIT AT THE NATIONAL ARTS FESTIVAL

The Mayoral Committee **NOTED** the difficulties encountered by Councillor Louw with logistic matters for the crafters in rural areas to come and sell their products at the National Arts Festival (NAF).

The Mayoral Committee **RESOLVED**:

- a) THAT the report on spaces allocated to crafters for exhibition at the National Arts Festival be APPROVED.
- b) THAT the rural area crafters be accommodated in the two approved stands.
- c) THAT Councillor Louw look at the logistic matters to assist the crafters in rural areas and liaise with acting Director: LED.

E 6.4

MINUTES OF THE LED & PLANNING PORTFOLIO COMMITTEE MEETING HELD IN
THE COUNCIL CHAMBER ON MONDAY, 23 SEPTEMBER 2014

Arising from the Minutes of the Minutes of the LED & Planning Portfolio Committee Meeting held on 23 September 2014, it was resolved as follows

E 6.4.1

CONFIRMATION OF MINUTES OF PREVIOUS MEETING

The Mayoral Committee **RESOLVED** THAT the minutes of the Local Economic Development & Planning Portfolio Committee meeting held on 07 August 2014 be CONFIRMED subject to:

- a) THAT the matter of Mr. Mager and Mr. Tutuse of having to attend the LED meeting for purposes of accounting be referred to the Mayoral Committee and then to the Council.

E 6.4.2

6/2/6

ACTION SHEET:

The Mayoral Committee **RESOLVED** THAT the action sheet from the Local Economic Development and Planning Directorate for the month of August 2014 be APPROVED.

E 6.4.3

PROGRESS REPORT ON THE AGRICULTURAL SUPPORT PROGRAMME: AUGUST
2014

The Mayoral Committee **RESOLVED** THAT the progress report on the Agricultural Support Programme for the month of August 2014 be APPROVED.

E 6.4.4

PROGRESS REPORT – SMME DEVELOPMENT

The Mayoral Committee **RESOLVED** THAT the progress report on SMME Development for August 2014 be APPROVED.

E 6.4.5

6/1/2/1

PROGRESS REPORT ON THE COMMUNITY WORK PROGRAMME (CWP).

The Mayoral Committee **RESOLVED** THAT the item be referred to the Reference Committee for relevancy and suitability for Councillors in their respective areas.

E 6.4.6

REVIEW OF THE LED STRATEGY

The Mayoral Committee **NOTED**:

- a) The report on the review of the LED strategy.
- b) The process plan for the review of the LED strategy.
- c) The LED Portfolio Committee members will be part of the working group that will review the strategic document.
- d) Members of the Portfolio Committee are welcomed to submit in writing their responses to the LED strategy planning.

TOWN PLANNING:

E 6.4.7

SUBMISSION OF AN ACTION SHEET.

The Mayoral Committee **NOTED** that the matter around the alienation of erf 3896, Corner of Wood and Albert Street, Tanti Nkanti Pty Ltd has been referred to the Municipal attorneys for a legal opinion.

E 6.4.8

DRAFT SDBIP FOR 2014/15 FINANCIAL YEAR

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

E 6.4.9

BUILDING CONTROL REPORT

The Mayoral Committee **NOTED** the Building Control Report.

The Mayoral Committee **RESOLVED**:

- a) THAT the executive summary of the report be in narration form and not only be attached but rather the narration should talk to the annexures.
- b) THAT the discussions of the item be reflected in narration form and not only be attached.
- c) THAT the report on Inspections include a column which indicates whether the inspected plans have complied or not.

E 6.4.10

TOWN PLANNING REGISTER

The Mayoral Committee **NOTED** the Town Planning Register from the Town Planning Unit.

E 6.4.11

EXTENSION OF LEASE TERM ENTERED INTO BETWEEN MAKANA MUNICIPALITY & MAKANA MOBI-GYM AND CONSENT TO ERECT A BRICK STRUCTURE AND PAVING

The Mayoral Committee **RESOLVED:**

- a) THAT the lease agreement entered into between Makana Municipality and Makana Mobi-Gym be extended by ten (10) years retrospectively from September 2012 to 31 October 2023.
- b) THAT consent to erect a brick building and paving be granted.
- c) THAT the operations / construction of the building comply with the National Building Regulations.
- d) THAT the construction of the building and paving be at the Lessee's expense.
- e) THAT the Lessee not be entitled to claim any compensation from the Lessor for any improvements affected to the premises.

E 6.4.12

INCREASE OF MONTHLY RENTAL ON COUNCIL PROPERTIES SITUATED AT EXTENSION 4, ERVEN 281 TO 283 AND ERF 287: LEASED OUT TO STAFF MEMBERS:

The Mayoral Committee **RESOLVED:**

- a) THAT the monthly rental for erven 281 to 283 be R400.00 with an escalation of 10% per annum.
- b) THAT the monthly rental for erf 287 be R500.00 with an escalation of 10% per annum.

- c) THAT a three (3) month notice to vacate erf 287 be given to Mr. Mbekela.
- d) THAT erf 287 is advertised internally for a new occupant.

E 6.4.13

REPORT ON: SPATIAL PLANNING AND LAND USE MANAGEMENT ACT, 2013 (ACT 16 OF 2013)

The Mayoral Committee **RESOLVED** THAT a workshop be arranged to brief all Councillors about the Spatial Planning and Land Use Management, Act, 2013 (Act 16 of 2013).

E 6.4.14

TRANSFER OF ERVEN 1860 – 1862; ERVEN 1679; 7240; 1429 AND 795 IN GRAHAMSTOWN AND ERVEN 1124 & 1142 IN ALICEDALE FROM THE EX-HOUSING BOARD PROPERTIES IN THE CUSTODY OF THE DEPARTMENT OF HUMAN SETTLEMENTS TO MAKANA MUNICIPALITY.

The Mayoral Committee **RESOLVED**:

- a) THAT the transfer of erven 1860 to 1962; erven 1679; 7240; 1429 and erf 795 Grahamstown and erven 1124 and 1142 in Alicedale to the Makana Municipality be APPROVED.
- b) THAT the transfer costs be borne by the Department of Human Settlements.

E 6.4.15

APPLICATION FOR REZONING IN TERMS OF SECTION 17 OF THE LAND USE PLANNING ORDINANCE 15 OF 1985: ERF 7055 RINI.

The Mayoral Committee **RESOLVED** THAT the application by the Municipality on behalf of the Gospel Assemblies of Christ Church for the rezoning of erf 7055 Rini from Residential 1 to Institutional 2 be **DEFERRED** by Council in terms of Section 17 of the Land Use Planning Ordinance of 1985 pending the following:

1. All documentation regarding the sale of the land be provided.
2. Further information needed on why the Mayoral Committee approved the sale of the land.

E 6.4.16

APPLICATION FOR REZONING IN TERMS OF SECTION 17 OF THE LAND USE PLANNING ORDINANCE 15 OF 1985: ERF 9476, GRAHAMSTOWN: M.E.H. SULTER AND SON ON BEHALF OF RHODES UNIVERSITY, FROM "AGRICULTURAL 1" TO "EDUCATIONAL".

The Mayoral Committee **RESOLVED** THAT the rezoning of erf 9476 Grahamstown from "Agricultural 1" to "Educational" submitted by M.E.H. Sulter and Son on behalf of Rhodes University be **REFUSED** in terms of section 17 of the Land Use Planning Ordinance (Ordinance 15 of 1985).

E 6.4.17

APPLICATION FOR SUBDIVISION IN TERMS OF SECTION 25 OF THE LAND USE PLANNING ORDINANCE 15 OF 1985: ERF 4119, GRAHAMSTOWN. SUBMITTED BY M.E.H. SULTER AND SON ON BEHALF OF CHARMAINE MOSTERT.

The Mayoral Committee **RESOLVED** THAT the subdivision of erf 4119 Grahamstown into Portion A ($\pm 540\text{m}^2$), Portion B ($\pm 540\text{m}^2$) and the Remainder of erf 4119 Grahamstown ($\pm 1303\text{m}^2$) submitted by M.E.H. Sulter and Son on behalf Charmaine Mostert be **REFUSED** in terms of section 25 of the Land Use Planning Ordinance (Ordinance 15 of 1985).

E 6.4.18

APPLICATION FOR SUBDIVISION IN TERMS OF SECTION 25 OF THE LAND USE PLANNING ORDINANCE 15 OF 1985: ERF 2916, GRAHAMSTOWN. SUBMITTED BY FREELANCE DRAFTING CONSULTANCY ON BEHALF OF ADRIAN GRAHAM KEMP.

The Mayoral Committee **RESOLVED** THAT the subdivision of erf 2916 Grahamstown, situated at No. 13 Leicester Street into a portion ($\pm 1369\text{m}^2$) and the Remainder of erf 2916 Grahamstown ($\pm 1090\text{m}^2$) submitted by Freelance Drafting Consultancy on behalf of Adrian Graham Kemp be **REFUSED** in terms of section 25 of the Land Use Planning Ordinance (Ordinance 15 of 1985).

E 6.4.19

APPEAL AGAINST A MAYORAL RESOLUTION TO APPROVE THE REZONING OF ERF 9469 GRAHAMSTOWN FROM GENERAL RESIDENTIAL AND SPECIAL BUSINESS TO SPECIAL ZONE IN TERMS OF SECTION 62 OF THE MUNICIPAL SYSTEMS ACT 32 OF 2000.

The Mayoral Committee **RESOLVED** THAT the APPEAL against the approval by the Executive Mayor to rezone erf 9469, Grahamstown from General Residential and Special Business to Special Zone submitted by Rushmere Noach Attorneys on behalf of the Trust be **DISMISSED** in terms of Section 44 (2) of the Land Use Planning Ordinance (Ordinance 15 of 1985).

E 6.5

MINUTES OF THE LOCAL ECONOMIC DEVELOPMENT & PLANNING PORTFOLIO
COMMITTEE MEETING HELD IN THE COUNCIL CHAMBER ON MONDAY, 12 MAY
2015

Arising from the minutes of the Local Economic Development & Planning Portfolio Committee meeting held on 12 May 2015, it was resolved as follows

E 6.5.1

ANY PRESENTATION BY OUTSIDE BODIES / INSTITUTIONS, ETC.

TRANS GARIEP INFRA – The presentation is also an item and will be dealt with as part of the agenda.

E 6.5.2

OFFICIAL ANNOUNCEMENTS: DIRECTOR: LOCAL ECONOMIC DEVELOPMENT AND
PLANNING

- All IDP Imbizo's have been cancelled for the week.
- Building Control Officer (Lonwabo Mei) has resigned.
- SMME Manager position is waiting for the signature of the Municipal Manager for approval.

E 6.5.3

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 April 2015 be **CONFIRMED** subject to;

- In item 8.8 (a) VAT should be added.
- In item 8.10 (b) VAT should be excluded and electricity be added.

E 6.5.4

6/2/6

ACTION SHEET:

The Mayoral Committee **NOTED** that officials should refrain from using the expression of noting actions in the Action Sheet but rather provide a progress report.

The Mayoral Committee **RESOLVED**:

- a) THAT the action sheet be revised and all items that were left out be included before it is elevated to the Mayoral Committee meeting.
- b) THAT the action sheet of the Local Economic Development and Planning Directorate for the month of April 2015, be APPROVED.

E 6.5.5

3RD QUARTER SDBIP PERFORMANCE REPORT.

The Mayoral Committee **NOTED** that the moratorium was lifted and the department has identified projects that it would prioritise.

The Mayoral Committee **RESOLVED**:

- a) THAT all policies be reviewed as soon as possible and be tabled to the next Council meeting.
- b) THAT a message be conveyed to the Senior Management Team (SMT) and to the Supply Chain Management (SCM), for cooperation and to assist the institution in fast tracking payments.
- c) THAT the 3RD Quarter SDBIP Performance report for 2014/15 be APPROVED.

E 6.5.6

AGRICULTURAL DEVELOPMENT REPORT.

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

E 6.5.7

PROGRESS REPORT – SMME DEVELOPMENT

The Mayoral Committee **NOTED** that the letter of the SMME Manager is awaiting to be signed by the acting Municipal Manager.

The Mayoral Committee **RESOLVED**:

- a) THAT the Director of Local Economic Development make a follow up in regard to the refund payments that the previous SMME Manager was supposed to have made.
- b) THAT the progress report on SMME Development for the month of February 2015 be APPROVED.

E 6.5.8

BUILDING CONTROL REPORT

The Mayoral Committee **RESOLVED** THAT the Building Control report for March and April 2015 be APPROVED.

E 6.5.9

REPORT ON TOWN PLANNING REGISTER

The Mayoral Committee **NOTED**:

- a) The Town planning register for January 2015.
- b) The report is noted based on the background that there is an Intervention Committee in place to look at all matters of the Town Planning Section.
- c) The report will be resubmitted to the next Portfolio Committee meeting with a clear template and descriptions.

E 6.5.10

REPORT ON STATUS OF TOWNSHIP ESTABLISHMENT APPLICATIONS.

The Mayoral Committee **NOTED** a small piece of land that still needs to be included in the title deed. And as soon as the pegging is finalised, the application will be sent to the surveyor.

The Mayoral Committee **RESOLVED**:

- a) THAT the issue of Alicedale 316 (321) establishment of non-continuation of the project due to the lack of funds be elevated to the Senior Management Team (SMT) as soon as possible.
- b) THAT as the Environmental Impact Assessment (EIA) of Ethembeni establishment has lapsed the Directorate should intervene politically and administratively in finding a solution and it be elevated to SMT.
- c) THAT a status quo report on the development in "K" Street be submitted to the next Portfolio Committee meeting.

E 6.5.11

PROPOSED PUBLIC PARTNERSHIP (PPP) TRANS GARIEP INFRA PTY (LTD):
UPGRADING OF (i) BULK INFRASTRUCTURE- (ii) PROVISION OF INTERNAL
NETWORK, (iii) CONSTRUCTION OF RDP AND OTHER HOUSES.

The Mayoral Committee **RESOLVED:**

- a) THAT all the recommendations in the item be **NOTED** at this stage and that further engagements be undertaken with the company.
- b) THAT a presentation be made to the Mayoral Committee and the Department of Human Settlement be invited.

E 6.6

MINUTES OF THE LOCAL ECONOMIC DEVELOPMENT & PLANNING PORTFOLIO COMMITTEE MEETING HELD IN THE COUNCIL CHAMBER ON MONDAY, 23 JUNE 2015

Arising from the Minutes of the Minutes of the Local Economic Development & Planning Portfolio Committee meeting held on 23 June 2015, it was resolved as follows

E 6.6.1

APPLICATION FOR LEAVE OF ABSENCE (WRITTEN APOLOGIES)

Clr. Plaatjie will leave the meeting early to attend the Adhoc Committee on Kabuso Report.

E 6.6.2

OFFICIAL ANNOUNCEMENTS: DIRECTOR: LOCAL ECONOMIC DEVELOPMENT AND PLANNING

- Shortlisting of Building Inspector has taken place and Interviews will take place on the 26 June 2015.
- SMME Manager and Town- Planner will commence duty on the 1 July 2015.

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 12 May 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 June 2015, be APPROVED.

E 6.6.5

4TH QUARTER SDBIP PERFORMANCE REPORT.

The Mayoral Committee **RESOLVED**:

- a) THAT the matter of Land Audit be escalated to the level of Council for debate and for the Council to re-think its position on moratorium towards Land Audit.

- b) THAT the 4th Quarter SDBIP Performance report for 2014/15 be APPROVED.

E 6.6.6

AGRICULTURAL DEVELOPMENT REPORT APRIL – MAY 2015.

The Mayoral Committee **RESOLVED:**

- a) THAT when officials are doing reports for the Portfolio Committee they should give a background and provide the status quo of those projects and whether projects are functioning well and when not provide reasons why they are not.
- b) THAT the progress report on Agricultural Development for the months of April – May 2015 be APPROVED.

E 6.6.7

FRAGMENTATION OF IMPLEMENTATION OF AGRICULTURAL DEVELOPMENT IN MAKANA.

The Mayoral Committee **RESOLVED:**

- a) THAT there must be a clear understanding of roles between the Rural Development Office, Local Economic Development and Planning and the Parks Division (commonage) regarding Agricultural Development.
- b) THAT the coordinator or supervisor for Rural Officers and Manager: Agriculture (LED & Planning) and Manager: Parks Division, as well as DRDAR must have monthly meetings to facilitate the co-ordination of Agricultural Development in the Municipality.
- c) THAT funding of projects by the Rural Office for farmers should be discussed at these monthly meetings as confusion is created at grass roots level by this uncoordinated way of dealing with farmers.
- d) THAT donations from the Mayor's office to farmers should be discussed at the coordination meeting referred to in (b) and criteria should be developed to guide donations to farmers.
- e) THAT the Parks Division should budget for the maintenance of infrastructure on the commonages. Income generated from lease agreements on commonages should be ring fenced to fund the maintenance of infrastructure.
- f) THAT official lease agreements should be entered into with farmers renting land on commonages. A policy should be developed according to which land is allocated to farmers on commonages.
- g) THAT ultimately Agricultural Development should reside in one Directorate/office.

- h) THAT issues of realignment of the office of the Manager: Agriculture (LED and Planning) and Rural Officers and Manager: Parks Division (Commonages) be escalated to the Mayco and then to the Council.

E 6.6.8

PROGRESS REPORT – SMME DEVELOPMENT

The Mayoral Committee **RESOLVED** THAT the progress report on SMME Development for the month of April - May 2015 be APPROVED.

E 6.6.9

PROGRESS REPORT ON CWP

The Mayoral Committee **RESOLVED** THAT the Community Works Programme report be APPROVED.

E 6.6.10

BUILDING CONTROL REPORT

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

E 6.6.11

REPORT ON TOWN PLANNING REGISTER

The Mayoral Committee **NOTED** the Town Planning register.

E 6.6.12

REPORT ON STATUS OF TOWNSHIP ESTABLISHMENT APPLICATIONS.

The Mayoral Committee **NOTED**:

- a) There will be a meeting with services providers on 24th June 2015 to discuss all outstanding issues at Alicedale.
- b) The report on status of Township Establishment Applications.

E 6.6.13

APPLICATION FOR REZONING IN TERMS OF SECTION 17 OF THE LAND USE
PLANNING ORDINANCE 15 OF 1985: ERF 2336, GRAHAMSTOWN

The Mayoral Committee **RESOLVED** THAT the rezoning from single residential to business 2 of erf 2336 Grahamstown submitted by Mrs. A. Dullabh be APPROVE in terms of section 17 of the Land Use Planning Ordinance (Ordinance 15 of 1985), subject to the following conditions:

- a) THAT any amendment to the structure of the building, a building plan must be submitted to the municipality for approval.
- b) THAT no on-street parking be used by the clientele of the proposed development.
- c) THAT the development does not obstruct any services on site.

E 6.6.14

APPLICATION FOR REZONING IN TERMS OF SECTION 17 OF THE LAND USE
PLANNING ORDINANCE 15 OF 1985: ERF 9562, GRAHAMSTOWN

The Mayoral Committee **RESOLVED** THAT the rezoning from General Residential to Business 1 of erf 9562, Grahamstown, submitted by Freelance Drafting Consultancy on behalf of R.J.Beer be APPROVED in terms of section 17 of the Land Use Planning Ordinance (Ordinance 15 of 1985), subject to the following conditions:

- a) THAT the approval is granted for land rights ONLY and that the site development plan and top structure is open for amendment and objections by internal departments upon submission of the building plans.
- b) THAT a complete Traffic Impact Assessment be done upon submission of building plans. That any recommendations made for an upgrade on the affected streets/roads the costs to upgrade will be borne by the applicant.
- c) THAT an Environmental Impact Assessment be done for the purpose of refurbishment of the service station by means of removal and installation of fuel tanks may have an environmental effect.
- d) THAT further studies to the development maybe requested by internal departments during the building plan submission phase of the development.
- e) THAT all delivery, loading and offloading of goods, collection of refuse be restricted only on-site and no street verges be used for such activities.
- f) THAT access onto the proposed supermarket be restricted to Hudson Street.
- g) THAT by the time the item goes to Mayco it should have all necessary attachments.

E 6.6.15

APPLICATION FOR DEPARTURE IN TERMS OF SECTION 17 OF THE LAND USE PLANNING ORDINANCE 15 OF 1985: ERF 5343, GRAHAMSTOWN

The Mayoral Committee **RESOLVED** THAT the departure of lateral line of erf 5343, Grahamstown, from 1.5m-3m to 0m. submitted by Freelance Drafting Consultancy on behalf of R.P.J.S Grant and R.E Grant be APPROVED in terms of the Land Use Planning Ordinance (Ordinance 15 of 1985), subject to:

- a) Building plans be submitted to the municipality for approval before construction.
- b) Upon submission of building plan the department of Water and Sewerage confirm that the development does not obstruct services before approval of plans.

E 6.6.16

APPLICATION FOR SUBDIVISION IN TERMS OF SECTION 17 OF THE LAND USE PLANNING ORDINANCE 15 OF 1985: ERF 8071, GRAHAMSTOWN

The Mayoral Committee **RESOLVED** THAT the application for subdivision of erf 8071 Grahamstown, into a portion A (1041 meter square) and the remainder (1041 meter square) submitted by M.E.H Sulter and Son on behalf of E. Ranchhod and D. Ranchhod be APPROVE in terms of section 25 of the Land Use Planning Ordinance (Ordinance 15 of 1985), subject to:

- a) The owners of Portion A and the remainder of erf 8071, Grahamstown, maintain the current Business 1 zone.

E 6.6.17

FORMALIZATION OF LEASING OF BUILDING SITUATED AT ERF 2007 NO. KNIGHT STREET: FOR RESIDENTIAL PURPOSES TO COUNCILLOR. T. NGELEZA

The Mayoral Committee **RESOLVED**:

- a) THAT Council property situated at erf 2007, No.5 Knight Street, be formally leased to Councillor T. Ngeleza for a period of 12 months commencing from the 4th June 2014 and terminated on the 31 July 2015, with an option to renew for a further period.
- b) THAT the tenant pays a market related monthly rental of R2 870.00.
- c) THAT the action of the former Municipal Manager, Mr. T Mnguni to allocate the property without the recommendation of the LED and Planning Portfolio Committee be CONDONED.

E 6.6.18

RENEWAL OF LEASE AGREEMENT ENTERED INTO BETWEEN MAKANA
MUNICIPALITY AND THE COMMUNITY ATTEMPT REACHING EMPOWERMENT
(CARE): ERF 10 NKULA STREET KWANONWAKAZI: ALICEDALE

The Mayoral Committee **RESOLVED:**

- a) THAT the lease agreement between Council and CARE be renewed for a period of five (5) years with an option to renew for further five years.
- b) THAT the monthly rental of R78.44 be increased to R800.00 plus vat per month for both buildings with an escalation of 10% per annum.
- c) THAT water and services charges be charged separately.

E 6.7

MINUTES OF THE SPECIAL LOCAL LABOUR FORUM MEETING HELD IN THE COUNCIL CHAMBER ON MONDAY, 22 MAY 2015

Arising from the minutes of the Special Local Labour Forum meeting held on 22 May 2015, it was resolved as follows:

E 6.7.1

MINUTES OF THE PREVIOUS MEETING

The Mayoral Committee **RESOLVED** THAT the minutes of the previous Local Labour Forum meeting held 18 February 2015 be CONFIRMED.

E 6.7.2

REPORT ON LABOUR RELATIONS ACT AMENDMENTS.

The Forum **RECOMMENDED**:

- a) THAT a task team be set up that will formulate an action plan for the implementation of the Labour Relation Act (LRA) Amendments. The task team should comprise of the Labour component and Management. The acting Chief Financial Officer was elected as the coordinator of the task team and all Directors form part of the team.

The following names were selected from the Labour component;

- I. Mr. Kolisi (Forum Chairperson).
- II. Mr. Ralo
- III. Mr. Bojo
- IV. Mr. Mashiyi
- V. Mr. Silinga

- b) THAT by the end of business on 23/05/2015 all names of casual and contract workers be submitted to the Corporate and Shared Services Directorate.
- c) THAT the task team formulate Terms of Reference (TOR).
- d) THAT by the 1st of June 2015 the task team should already have a report.

E 6.7.3

REPORT ON MAKANA FINANCIAL RECOVERY PLAN

The Forum **RECOMMENDED** THAT the item be DEFERRED to a special Local Labour Forum meeting and the Secretary of the Administrator be informed in time of such a date.

E 6.7.4

REPORT ON MAKANA WATER SERVICES INDABA.

The Forum **RECOMMENDED** THAT the item be DEFERRED to a special Local Labour Forum meeting and the Secretary of the Administrator be informed in time of such a date.

E 6.7.5

REPORT ON POLICY ROADSHOW.

The Forum **RECOMMENDED**:

- a) THAT the list of all outstanding policies be submitted to the Human Resource Manager by the end of business on 22 May 2015 and it should include the development and revival of new policies.
- b) THAT the Forum sets aside another date to discuss policies that never came to the Local Labour Forum.
- c) THAT an action sheet be a standing item on the agenda.

E 6.7.6

INTRODUCTION AND CONFIRMATION OF IMATU SHOP STEWARDS FOR THE MAKANA MUNICIPALITY BRANCH TO E.

The Forum **NOTED** the two new representative from IMATU, Mr. M.Tabata and Mr. T. Mashiyi.

E 6.8

MINUTES OF THE SPECIAL LOCAL LABOUR FORUM MEETING HELD IN THE COUNCIL CHAMBER ON MONDAY, 23 JUNE 2015

Arising from the minutes of the Special Local Labour Forum meeting held on 23 June 2015, it was resolved as follows:

E 6.8.1

MINUTES OF THE PREVIOUS MEETING

The Mayoral Committee **RESOLVED** THAT the minutes of the previous Local Labour Forum meeting held on 23 June 2015 be **CONFIRMED** subject to the addition of Cllr. Gaga's name under those who were present in the meeting.

E 6.8.2

TERMS OF REFERENCE: ORGANISATIONAL STRUCTURE.

The Forum **RECOMMENDED**:

- a) THAT an item that relates to the Terms of Reference (TOR) for the Organizational Structure be formally prepared and presented to the Forum.
- b) THAT the item in (a) above indicates amongst others how much work had already been done and how much is still outstanding.

E 6.8.3

HUMAN RESOURCE POLICIES

The Forum **RECOMMENDED**:

- a) THAT due to time constraints the policies, submitted to the Forum be submitted to Council for adoption.
- b) THAT efforts be made to ensure that all policies as identified by the forum are reviewed during the next financial year and that it be done quarterly.

E 6.9

MINUTES OF THE FINANCE, ADMINISTRATION, MONITORING AND EVALUATION (F) PORTFOLIO COMMITTEE MEETING HELD IN THE COUNCIL CHAMBER ON TUESDAY, 25 JUNE 2015 AT 09:00

Arising from the minutes of the Finance, Administration, Monitoring and Evaluation Portfolio Committee meeting held on 25 June 2015, it was resolved as follows:

E 6.9.1

ANY PRESENTATION BY OUTSIDE BODIES/ INSTITUTIONS, ETC

The Mayoral Committee **NOTED** the presentation done by REVCO.

E 6.9.2

MINUTES OF PREVIOUS MEETING

The Mayoral Committee **RESOLVED** THAT the minutes of the Finance, Administration, Monitoring and Evaluation Portfolio Committee meeting held on 14 April 2015 be CONFIRMED.

E 6.9.3

ANY MATTERS DEFERRED FROM THE PREVIOUS MEETING

- a) Item E 8.1 a) **NOTED**. Acting CFO did write a letter to Ms. Yako about investigation related to fruitless and wasteful and unauthorized expenditure but there was no response from Ms. Yako.
- b) The Portfolio Chairperson will raise the matter to the Executive Mayor and the Executive Mayor will request the report on the above matter.

E 6.9.4

REPORTS BY THE ACTING CHIEF FINANCIAL OFFICER (AS PER THE AGENDA)

E 6.9.1

ACTION SHEET – APRIL 2015

The Mayoral Committee **NOTED** item E (F) 8.1d. The matter has been discussed with organized labour.

The Mayoral Committee **RESOLVED**:

- a) THAT the Action Sheet for the month of April 2015 be APPROVED.

- b) THAT the acting CFO check the status of staff members and Councillors whose rates are in arrears and measures be taken by the Finance Directorate to address the matter.
- c) THAT the recommendation in item E (F) 8.1d be rescinded and be submitted to the next Portfolio Committee meeting.

E 6.9.5

5/8/1

MONTHLY REPORT: MARCH 2015

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

E 6.9.6

9/2/2/2

MONTHLY REPORT: APRIL 2015

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

E 6.9.7

9/2/2/2

3RD QUARTER REPORT FROM SUPPLY CHAIN MANAGEMENT

The Mayoral Committee **NOTED**:

- a) The 3rd quarter report from Supply Chain Management.
- b) There is not enough equipment at the Parks Department to clean the Cemeteries.

E 6.9.8

5/8/1

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

The Mayoral Committee **NOTED**:

- a) The report on tenders awarded, deviations and request for quotations for all Directorates for March 2015.
- b) The item “upgrade of Vukani Taxi Rank” be corrected to “upgrade of Vukani Taxi Route”

E 6.9.9

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

The Mayoral Committee **NOTED** report on tenders awarded, deviations and request for quotations for all Directorates for April 2015.

E 6.9.10

5/8/1

UPDATE ON THE CASH FLOW SITUATION

The Mayoral Committee **NOTED**:

- a) The report on update on the cash flow situation.
- b) The cash flow situation is improving. The institution is up to date in paying workers' salaries, SARS, etc.
- c) The acting CFO should get an accurate debt book.
- d) The acting CFO has met with SEBATA to improve meter reading.
- e) Councillors should encourage residents of Makana to register for Indigent Subsidy.
- f) COGTA has paid 18% to Eskom towards Makana's debt.
- g) REVCO is charging 8% commission of the job that they are doing for Makana Municipality.
- h) The low payment rate by residents had been identified as the main contributor to the current financial situation.

The Mayoral Committee **RESOLVED**:

- a) THAT it be recommended to Council to consider projects with low/no financial impact that will increase awareness within the community to convince residents to pay their municipal accounts.
- b) THAT it be recommended to Council to consider the restriction of water supply to defaulting debtors whose electricity is supplied directly by Eskom.
- c) THAT actions in (b) above need to be done in terms of approved policies and by-laws.
- d) THAT a roll out campaign workshop on how to enhance revenue to assist the acting CFO be organised within two weeks.
- e) THAT the Speaker and the Ward Councillors be invited to the workshop.

- f) THAT the Finance Directorate's organogram be brought to the workshop to look at the Revenue Section staff compliment.

E 6.9.11

5/8/1

REPORT ON LITIGATIONS AND LEGAL SERVICES

The Mayoral Committee **NOTED**:

- a) The report on Litigations and Legal Services.
- b) It is not the CFO's responsibility to submit this report to the Portfolio Committee but the CFO wants the Portfolio Committee to note the costs in the report.
- c) The Legal Advisor is supposed to submit reports to the Portfolio Committee on the matter.

E 6.9.1 2

5/8/1

REPORT ON OVERTIME PAID FOR THE PERIOD 1 JULY 2014 TO 30 APRIL 2015

The Mayoral Committee **NOTED**:

- a) The report on overtime paid for the period 1 July 2014 to 30 April 2015.
- b) The report will be discussed in Corporate and Shared Services Portfolio Committee meeting.
- c) 192% of the annual overtime budget had been spent by 30 April 2015.

E 6.9.13

5/8/1

REQUEST FOR DISPOSAL OF UNSERVICEABLE, REDUNDANT OR OBSOLETE ASSETS THROUGH PUBLIC AUCTION

The Mayoral Committee **NOTED** the Electrical Department should start with the sorting out of redundant stock.

The Mayoral Committee **RESOLVED**:

- a) THAT the Finance, Administration, Monitoring and Evaluation Portfolio Committee **RECOMMENDS** to Council the disposal of the unserviceable, and/or articles (as per the lists).
- b) THAT the items be disposed of in an open public auction, as in terms of the Municipal Finance Management Act No.56 of 2003 and the Supply Chain Management Policy.

- c) THAT Ms. Grobbelaar consult the South African Police (SAP) to get permission to auction the unused cables lying at Electrical Department Stores.
- d) THAT a report on the above matter be submitted to the next Portfolio Committee meeting.

E 6.9.14

5/8/1

INSURANCE REPORT

The Mayoral Committee **NOTED** the insurance report.

E 6.9.15

5/8/1

CLAIM FOR REIMBURSEMENT

The Mayoral Committee **NOTED**:

- a) Director Planga recused himself during discussion on this item.
- b) Mr. Planga's private vehicle was damaged by protesters in Alicedale while attending to official business in his capacity of acting Municipal Manager.
- c) There is no policy in Makana Municipality that covers the above matter.
- d) Mr. Planga claimed the damages from his private insurance.

The Mayoral Committee **RESOLVED**:

- a) THAT the excess claim on Mr. Planga's insurance be NOT APPROVED.
- b) THAT the Director: Corporate and Shared Services write a letter to SALGA to seek advice on the matter in the absence of a policy.
- c) THAT the Director: Corporate and Shared Services writes an acknowledgment letter to Mr. Planga.
- d) THAT acting MM look at the better way on how to resolve the matter taking into consideration that the claim is only for the excess amount.

E 6.9.16

5/8/1

SARPA CONVENTION 2015

The Mayoral Committee **RESOLVED**:

- a) THAT the item be NOT APPROVED.
- b) THAT SARPA forward all the information from the conference to the acting CFO.

E 6.9.17

5/8/1

WRITING OFF OF "IRRECOVERABLE" ARREAR MUNICIPAL DEBT

The Mayoral Committee **RESOLVED** THAT the item be WITHDRAWN.

E 6.9.18

5/8/1

MONTHLY REPORT: MAY 2015

The Mayoral Committee **RESOLVED** THAT the monthly report for May 2015 be APPROVED.

E 6.10

MINUTES OF THE FINANCE, ADMINISTRATION, MONITORING AND EVALUATION (C)
PORTFOLIO COMMITTEE MEETING HELD IN THE COUNCIL CHAMBER ON
TUESDAY, 25 JUNE 2015 AT 09:00

Arising from the minutes of the Finance, Administration, Monitoring and Evaluation Portfolio Committee (C) meeting held on 25 June 2015, it was resolved as follows:

E 6.10.1

MINUTES OF PREVIOUS MEETING

The Mayoral Committee **RESOLVED** THAT the minutes of the Finance, Administration, Monitoring and Evaluation Portfolio Committee meeting held on 05 May 2015 be **CONFIRMED**.

E 6.10.2

10/R

ACTION SHEET

The Mayoral Committee **RESOLVED**:

- a) THAT a status quo report on the Policy Road shows be submitted to the next Local Labour Forum meeting.
- b) THAT an Induction booklet be developed and be given to each employee of the institution i.e. (Do's and Dont's).
- c) THAT the Director of Corporate and Shared Services convenes a meeting with the Communication Officer to discuss methods of engaging with different media stakeholders and different portals of publishing communication to the public.
- d) THAT the action sheet of the Corporate and Shared Services Directorate for the month of May 2015 be **APPROVED**.

E 6.10.3

15/2/3

SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN SDBIP: THIRD
QUARTER 2014/15.

The Mayoral Committee **NOTED** the Corporate Services Directorate's SDBIP for the Third Quarter 2014/15.

The Mayoral Committee **RESOLVED** THAT By-laws need to be reviewed with time-frames attached for their implementation.

E 6.10.4

10/1/2/4

MONTHLY REPORT: APRIL AND MAY 2015: ADMINISTRATION SECTION

The Mayoral Committee **NOTED** the status quo on hall activities.

The Mayoral Committee **RESOLVED**:

- a) THAT the monthly report from the Administration Section of the Corporate and Shared Services Directorate for the months of April and May 2015 be APPROVED.
- b) THAT an assessment of the condition of all Municipal halls be made and a report be submitted to the next Portfolio Committee meeting.

E 6.10.5

4/7/1

COMPLIANCE WITH MEETING SCHEDULE – JANUARY TO MARCH 2015.

The Mayoral Committee **RESOLVED** THAT the report on compliance with the approved meeting schedule be APPROVED.

E 6.10.6

4/7/1

REPORT ON THE UPCOMING TRAINING FOR THE MONTH OF MAY 2015.

The Mayoral Committee **NOTED**:

- a) The report on the Leadership Programme for the year 2015.
- b) THAT the Finance, Administration, Monitoring & Evaluation Portfolio Committee note the report on CPMD (Certificate Programme in Management Development for Municipal Finance) Training for the municipal senior managers 2015.

The Mayoral Committee **RESOLVED** THAT when advertising positions for Managers, CPMD be stated as a requirement rather than being referred to as an added advantage.

E 6.10.7

TOOLS OF TRADE FOR COUNCILLORS: 3G CARDS

The Mayoral Committee **RESOLVED** THAT the item be WITHDRAWN and be re-submitted with all supporting documents.

E 6.10.8

LABOUR RELATIONS CASES

The Mayoral Committee **NOTED** the report on Labour Relations Case.

E 6.10.9

4/7/1

REPORT ON WORKPLACE SKILLS PLAN.

The Mayoral Committee **RESOLVED** THAT the Human Resource Manager seeks guidance from the Administrator on how to approach LG SETA for late submission of WSP (Workplace Skills Plan) and the task be done by the 26th June 2015.

E 6.10.10

4/7/1

CONSIDERATION OF MONTHLY REPORT ON FLEET MANAGEMENT PROCESSES IN MAKANA.

The Mayoral Committee **NOTED** the fleet policy should be presented to staff of the institution.

The Mayoral Committee **RESOLVED**:

- a) THAT Head of department's need to monitor the completion of log sheets by all drivers of the institution.
- b) THAT the fuel usage report should include the millage graphs.
- c) THAT the Fleet Manager drafts a memo which instructs that officials stop taking vehicle home after hours and the memo be signed by the Director of Corporate and Shared Services.
- d) THAT the municipality consider the option of requesting Department of Transport to purchase vehicles on their behalf since the Department of Transport in the province is in charge of leasing of all government vehicles,

E 6.10.11

4/7/1

REPORT ON APPOINTMENTS AND TERMINATIONS FOR THE MONTH MAY 2015.

The Mayoral Committee **NOTED** the report on the Appointments and Terminations for the month of May 2015.

E 6.10.12

4/7/1

RETIREMENT/ MEDICAL BOARDING/ DEATH REPORT: MAY 2015

The Mayoral Committee **RESOLVED**:

- a) THAT Medical Boarding issues be given a full progress report and it must be submitted to the next Portfolio Committee.
- b) THAT the report on Retirement/ Medical Boarding/ Death in Makana, for May 2015 be APPROVED.

E 6.10.13

4/7/1

STATUS QUO ON TASK GRADE JOB EVALUATION

The Mayoral Committee **RESOLVED** THAT the Human Resources Manager investigate whether senior Managers are being paid overtime and submit a report to the Portfolio Chairperson by Monday and if so those Managers should pay back the money.

E 6.10.14

4/7/1

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

The Mayoral Committee **NOTED** the report on the Water and Waste Water Learnership for the month May 2015.

The Mayoral Committee **RESOLVED** THAT the names of the participants be included in the next report to the Portfolio Committee.

E 6.10.15

4/7/1

LEAVE ESTABLISHMENT REPORT FOR THE FINANCIAL YEAR JULY 2014 TO MAY 2015.

The Mayoral Committee **RESOLVED** THAT the item be WITHDRAWN.

E 6.10.16

4/7/1

REPORT ON THE 1ST DRAFT OF THE CORPORATE SERVICES HUMAN RESOURCE PLAN FOR THE MONTH OF MAY 2015.

The Mayoral Committee **NOTED** the 1st Draft of the Corporate and Shared Services Human Resource Plan.

The Mayoral Committee **RESOLVED** that the document be completed and the Information be updated as it is work in progress.

E 6.10.17

4/7/1

REPORT ON THE DEVELOPMENT OF THE EMPLOYMENT EQUITY PLAN.

The Mayoral Committee **RESOLVED** THAT the document be completed and the Information be updated as it is work in progress.

E 6.11

MINUTES OF THE AESTHETICS COMMITTEE MEETING HELD IN THE COUNCIL CHAMBER ON TUESDAY, 08 June 2015 at 09:00

Arising from the minutes of the Aesthetic Committee meeting held on 8 June 2015, it was resolved as follows:

E.6.11.1

OFFICIAL ANNOUNCEMENTS

The Director: LED informed Ms. Mfethi that she should sensitize the community about the Aesthetics Committee inviting them to submit their Aesthetics related items to the Committee.

E.6.11.2

CONFIRMATION OF MINUTES

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

- i) Mr. H. Nel's apology be reflected in the minutes as he forwarded an apology.

E.6.11.3

ACTION SHEET 08 APRIL 2015

The Mayoral Committee **NOTED** the building at no. 39 African Street will be re-instated.

The Mayoral Committee **RESOLVED** THAT the Action Sheet for 08 April 2015 be APPROVED.

E.6.11.4

INCLUSION OF THE CHIEF EXECUTIVE OFFICER OF THE NATIONAL ARTS FESTIVAL IN THE AESTHETICS COMMITTEE

The Mayoral Committee **RESOLVED** THAT the motivation to include the CEO: National Arts Festival, Mr. Tony Lancaster in the Aesthetics Committee be APPROVED.

E.6.11.5

PROPOSED DEMOLISHING OF A BUILDING: FREELANCE DRAFTING: ERF NO. 2135 & 2136: NO. 24 & 26 AFRICAN STREET, GRAHAMSTOWN

The Mayoral Committee **RESOLVED**:

- a) THAT the proposed demolishing of a building: Freelance Drafting: no. 24 & 26 African Street, erf no. 2135 & 2136, Grahamstown, be APPROVED subject to a permit from ECPRA.
- b) THAT the applicant be requested to explain what his plans are with the sites after demolition.
- c) THAT a heritage assessment be done of the sites.

E.6.11.6

PROPOSED RENOVATIONS AND ADDITIONS TO THE EXISTING HERITAGE BUILDING: BEER PROPERTIES (PTY) LTD: OAK COTTAGE SPAR: ERF NO. 9469: NO. 39 AFRICAN STREET, GRAHAMSTOWN

The Mayoral Committee **NOTED**:

- a) A workshop will be organized by the Director: LED for all the Developers in Makana to discuss the Aesthetics rules and regulations.
- b) Aesthetics Committee members and ECPRA would be part of the workshop.

The Mayoral Committee **RESOLVED**:

- a) THAT the item be APPROVED in principle subject to permission granted by ECPHRA.
- b) THAT a letter be drafted to the developer to enquire if the roofing can be changed to fit the Aesthetics rules and regulations.

E.6.11.7

SIGNAGE APPLICATION: ARTHUR WEISSNAR: ROMANS PIZZA: ERF NO. 9449: SHOP NO. 22 PEPPER GROVE MALL, ALLEN STREET, GRAHAMSTOWN

The Mayoral Committee **NOTED** Miss G. Mfethi will double check if the Lollipop sign complies with the Aesthetics rules and regulations.

The Mayoral Committee **RESOLVED** THAT the signage application, Arthur Weissnar, Romans Pizza, shop no. 22 Pepper grove mall, Allen Street, erf no. 9449, Grahamstown be APPROVED pending compliance with the Aesthetics rules and regulations.

E 6.12

MINUTES OF THE INFRASTRUCTURAL DEVELOPMENT PORTFOLIO COMMITTEE
MEETING HELD AT THE COUNCIL CHAMBER ON WEDNESDAY, 29 JUNE 2015 AT 09:00

Arising from the minutes of the Infrastructural Development Portfolio Committee meeting held in the Council Chamber on Wednesday, 29 June 2015 it was resolved as follows:

E 6.12.1

MINUTES OF INFRASTRUCTURAL DEVELOPMENT PORTFOLIO COMMITTEE
MEETING

The Mayoral Committee **RESOLVED** THAT the minutes of the Infrastructural Development Portfolio Committee meeting held on 24 April 2015 be **CONFIRMED** subject to the following corrections:

- a) An error on Clr. P. Ranchhod's name under present and it should be corrected.
- b) Item ID 8.4 RECOMMENDATION (b) should read as follows: THAT the Portfolio Chairperson and the acting Director: Engineering and Infrastructural Services attend to the progress of geyser installation in Makana.
- c) Item ID 8.4 RECOMMENDATION (c) should read as follows: THAT the Councillors submit their inputs on the progress of geyser installation in Makana to the Portfolio Chairperson.
- d) Item ID 8.9 RECOMMENDATION (c) should read as follows: THAT the Supply Chain processes be followed for this project.

E 6.12.2

ANY MATTERS DEFERRED FROM THE PREVIOUS MEETING

The Mayoral Committee **NOTED**:

- a) The acting Director is still collecting information from the Directorates that were previously involved with the installation of geysers.
- b) Stormwater problems in Scottsfarm would be attended to in two weeks.
- c) Managers should produce work plans in their Sections to guide workers.
- d) The Portfolio Chairperson and Infrastructural Services Managers had a meeting with the Administrator and discussed all the challenges facing the Directorate.
- e) The shortage of equipment in the Directorate is still a challenge because some of the Service Provider have not yet been paid.

- f) The acting Director should inform the Portfolio Chairperson on whatever challenges that he is facing in the Directorate.

The Mayoral Committee **RESOLVED** THAT the progress report and report on presentations conducted on installation of geysers be submitted to the next Portfolio Committee meeting.

E 6.12.3

ACTION SHEET – APRIL 2015

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

E 6.12.4

MONTHLY REPORT: WATER AND SANITATION SECTION FOR MARCH, APRIL AND MAY 2015

The Mayoral Committee **NOTED**:

- a) The monthly Water and Sanitation Section report for March, April and May 2015.
- b) The Water and Sanitation Section is using a tractor from Roads and Stormwater for collection of buckets.
- c) Ms. N. Tshicelela should go to farm schools and assess if they have water tanks. That should be done within 7 days.
- d) Ms. N. Tshicelela tried to organize the meeting with Rural Development to discuss the matter of water deliveries to farms but the meeting was postponed.
- e) An amount of R2 million has been budgeted to revive boreholes in those farms that already have boreholes and to install new ones in those farm that do not have boreholes.
- f) Mr. Gary Everton has a security plan for the plants. Camera will be installed.
- g) The cables are stolen when there is a changing of security staff in shifts.
- h) Ms. Tshicelela and Mr. Bokwe had a meeting with Mr. Mager and one security has been added in the plant.
- i) Currently there is a security during the day and at night.
- j) A report to beef up security (installation of security beams) at the plants will be submitted by 03 July 2015.

The Mayoral Committee **RESOLVED**:

- a) THAT the monthly Water and Sanitation Section report for March, April and May 2015 be APPROVED.
- b) THAT the acting Director: Engineering and Infrastructural Services writes a formal letter to Rural Development, Councillor Gaga and DWS agency to invite them to the meeting to discuss the water delivery to farms matter.
- c) THAT the Portfolio Councillors assist in identifying the Commercial Farms and submit the list to Mr. Goliath after the meeting.
- d) THAT the acting Director develops a water delivery policy.
- e) THAT the acting Director do a benchmark exercise with a Municipality in the Free State to address the water delivery problems.

E 6.12.5

MONTHLY REPORT: ELECTRICITY DISTRIBUTION FOR MARCH 2015

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

E 6.12.6

MONTHLY REPORT: ELECTRICITY DISTRIBUTION FOR APRIL 2015

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

E 6.12.7

MONTHLY REPORT: ELECTRICITY DISTRIBUTION FOR MAY 2015

The Mayoral Committee **NOTED**:

- a) The monthly report for Electricity Distribution for May 2015.
- b) All the motors are operational.
- c) The actual amount on the Eskom account will appear on the next month invoice.
- d) Electricity vacancies will be advertised by 03 July 2015 and all appointments should be made by 01 August 2015.
- e) The Electricity Department still experience a challenge with vehicles and hopefully the leasing route will assist the Department.

- f) Community members that are billed incorrectly in their prepaid meters.
- g) Load shedding will continue as scheduled during the National Arts Festival.
- h) City two of the town will not be affected by load shedding during the National Arts Festival in Phase one and Phase two.
- i) Affected areas City one will be assisted with standby generators.

The Mayoral Committee **RESOLVED:**

- a) THAT the monthly Electricity Distribution report for May 2015 be APPROVED.
- b) THAT Mr. M. Radu submit the prepaid backlog report to the next Portfolio Committee meeting.

E 6.12.8

WATER AND SANITATION COMPLAINTS REPORT – MAY 2015

The Mayoral Committee **NOTED:**

- a) The water and sanitation complaints report for May 2015.
- b) The acting Director has submitted the operational plan to the National Arts Festival Committee.
- c) The leakage below the railway station will be attended to.
- d) Potholes should be fixed in Makana Road, BB Zondani Hall, Taxi route, Makana Way and focus would be placed on all the Taxi routes.
- e) Raw sewer near Ben Mahlasela School needs to be attended to.

The Mayoral Committee **RESOLVED:**

- a) THAT the water in Ext 6 be sucked on 01 July 2015 and stones be put on the roads.
- b) THAT the Social Facilitator and Ward Councillor for Ward 11 organize a general meeting for Ward 11 to discuss the illegal connections of toilets. The Communications Officer should be invited to that meeting.

E 6.12.9

MONTHLY REPORT: ROADS & STORM WATER FOR MAY 2015

The Mayoral Committee **NOTED:**

- a) The monthly Roads and Storm water report for May 2015.

- b) Most of the potholes have been fixed but improvement is required in the patching of potholes.

The Mayoral Committee **RESOLVED** the monthly Roads and Storm Water report for May 2015 be APPROVED.

E 6.12.10

MONTHLY PROGRESS REPORT: WIND FARM FOR MAY 2015

The Mayoral Committee **NOTED**:

- a) The acting MM should call a meeting with the wind farm steering committee to resolve other issues.
- b) The Wind Farm progress report for May 2015.
- c) The line improvement works is still delayed but is now going to be advertised and the scope has been improved.
- d) The first tender collapsed because the scope was not clarified by the Consultant. It was done before Eskom confirmed the means of communication.
- e) Two sewer pipes were damaged by the Contractor. The Municipality fixed the damage and the invoice will be submitted to the Consultant to pay costs incurred by the Municipality in fixing pipes.
- f) A meeting between Technical staff and Portfolio Councillors will be organized before the Project Steering Committee (PSC) meeting.

The Mayoral Committee **RESOLVED**:

- a) THAT the acting Director organize a Project Steering Committee meeting within two weeks. The Executive Mayor and acting Municipal Manager chair that meeting.
- b) THAT Mr. Siteto update this report for the PSC meeting.
- c) THAT the acting Director organize an internal PSC meeting by next week in order to prepare for the external PSC meeting.

E 6.12.11

PROJECT MANAGEMENT UNIT REPORT – JUNE 2015

The Mayoral Committee **NOTED**:

- a) The Project Management Unit report for June 2015.
- b) The R12 458 546.43 has currently been spent (100%).

- c) The Project Management Unit is now under Engineering and Infrastructural Directorate.
- d) The rezoning is still an issue in the Multi-Purpose Centre in Ward 7 but the project is continuing.
- e) The Consultant needs to find an Electrical Engineer for the project.
- f) The documents for the Construction of 11 High Mast Projects are with the Supply Chain Management section.
- g) Vukani Taxi route project is doing well but there are invoices of R2.5 million that has not been paid.
- h) If a project is running smooth it should be indicated in the report.

The Mayoral Committee **RESOLVED:**

- a) THAT the acting Director organize a meeting between Portfolio Councillors, relevant Officials and Consultants on 15 July 2015.
- b) THAT the Portfolio Committee members visit all the projects before the meeting with Consultants.

E 6.12.12

WATER CRISIS INTERVENTION PROJECT – MAY 2015

The Mayoral Committee **NOTED:**

- a) The water crisis intervention project report for May 2015.
- b) There should be one item prepared for all projects.
- c) There is no progress in revenue enhancement.
- d) MBB is doing a good job.

The Mayoral Committee **RESOLVED:**

- a) THAT the water crisis intervention project report for May 2015 be APPROVED.
- b) THAT the acting Director organize a meeting between the acting CFO, Councillor Gaga and Amatola Water Board to discuss the SEBATA contract.
- c) THAT the Amatola Water Board be invited to the Consultants meeting on 15 July 2015 to account on Revenue Enhancement.

E 6.12.13

MAKANA LM ROADS FORUM REPORT – 24 FEBRUARY 2015

The Mayoral Committee **NOTED**:

- a) The Makana Local Municipality Roads Forum report for February 2015.
- b) The Roads Forum minutes should form part of the Roads and Stormwater report.
- c) All Roads Forum minutes should be submitted including the recent minutes.

E 6.12.14

OVERTIME REPORT MAY 2015

The Mayoral Committee **NOTED**:

- a) The overtime report for May 2015.
- b) The overtime report should be converted into a graph to compare with the previous months.
- c) Electricity Department is on “strike” because their overtime has not been paid because of the new overtime policy amendments.
- d) Managers has the responsibility to read the policies and workshop the workers about any changes in the policies without the Unions.
- e) The graph should address the comparison on months not the Sections.
- f) The institution will review the policies and will address the 30% cap issue in the overtime policy.

E 6.12.15

PROGRESS REPORT: METER INSTALLATION AND REVENUE ENHANCEMENT PROJECT

The Mayoral Committee **NOTED** the progress report on meter installation and revenue enhancement project.

The Mayoral Committee **RESOLVED**:

- a) THAT the progress report on meter installation and revenue enhancement project be APPROVED.
- b) THAT Amatola Water Board be invited to come and make a presentation at the Consultants meeting on 15 July 2015.

E 6.12.16

PROGRESS REPORT ON WATER CONSERVATION AND DEMAND MANAGEMENT (WCDM) PROJECT

The Mayoral Committee **NOTED:**

- a) The progress report on Water Conservation and Demand Management (WCDM).
- b) The project has almost ran out of funds.
- c) There is no budget for the project in the next financial year (2015/2016).

The Mayoral Committee **RESOLVED:**

- a) THAT the progress report on Water Conservation and Demand Management be APPROVED.
- b) THAT the item be re-submitted to the next Portfolio Committee meeting and the letter written by Ms. Tshicelela for funding be attached.
- c) THAT the expenditure of the approved R1.3 million budget adjustment be APPROVED.
- d) THAT an item on bucket eradication be submitted to the next Portfolio Committee meeting.

E 6.12.17

SAMPLING AND ANALYSIS OF WATER AND WASTE WATER: RESULTS FOR APRIL AND MAY 2015

The Mayoral Committee **NOTED:**

- a) The sampling and analysis of water and waste water results for April and May 2015.
- b) There is a delay in getting the results which makes it difficult to attend to the failures and to communicate with the community in time.
- c) There is a challenge within reticulation.
- d) The tender to appoint a new service provider for the sampling will be advertised during the 2015/2016 financial year.

The Mayoral Committee **RESOLVED:**

- a) THAT the report on the sampling and analysis of water and waste water results for April and May be APPROVED.

- b) THAT the acting Director writes a letter to Amatola on the delays in receiving the results.

E 6.12.18

MAKANA LOCAL MUNICIPALITY – HOUSING ASSESSMENT PROJECT

The Mayoral Committee **NOTED:**

- a) The Makana Local Municipality housing assessment project.
- b) The Portfolio Chairperson was not invited to the last meeting set between the acting Director and the Provincial office.
- c) Ward Committee members are also involved in corruption of housing allocation.
- d) The process should be moving as staff members, Councillors and Ward Committee members were trained in using this new computerized system on the housing assessment project.
- e) The Provincial Department of Human Settlements, Ward Councillors, acting Director: Engineering & Infrastructural Services and the municipal housing officials convened a meeting on 25 June 2015 to draw-up an action plan with timeframes on the establishment of the municipal Housing Needs Register to be used after the Mayfield Phase 2 project.

The Mayoral Committee **RESOLVED:**

- a) THAT the acting Director: Engineering and Infrastructural Services and the Housing Section submit a report to the Provincial Department of Human Settlements by 30 June 2015 on the current status, challenges and support needed on each of the items listed under conclusion of the “Makana Local Municipality – Assessment Report”.
- b) THAT the Housing Sector Plan be finalized.
- c) THAT an Allocation Policy be reviewed or develop if there is none.
- d) THAT the acting Director submit an item to EPWP to get funding assistance to employ field workers for the housing assessment project.

E 6.12.19

PROGRESS REPORT ON HOUSING PROJECTS – JUNE 2015

The Mayoral Committee **NOTED:**

- a) The progress report on housing projects for June 2015.
- b) Human Settlement would visit Makana on 02 July 2015 to develop an action plan and finalize the project of plastering in Eluxolweni and Fingo Village.

- c) The Council has approved the bulk service report for Seven Fountains on 26 June 2015. A waterborne system will be installed. Need to get a beneficiary list for the project.
- d) The old beneficiary list for waterborne project in Seven Fountains will be submitted by 03 July 2015.
- e) 10 Alicedale beneficiaries do not qualify for different reasons. Managed to 4 qualifying and need to get 6 qualifying beneficiaries. The contractor is ready to commence with the project.
- f) The Department of Housing has appointed Town Planners to draw up a new layout plan for the 33 houses in Kwandancama. Once it's approved by Surveyor General., application be made for a new project.
- g) The Unit Manager has not submitted the beneficiary list for the 22 houses at Riebeeck East. Mr. Mbali from the Mayor's office and Mr. Nxamleko will coordinate the beneficiary list.

The Mayoral Committee **RESOLVED**:

- a) THAT the progress report on housing projects for June 2015 be APPROVED.
- b) THAT the Social Facilitator continue with social facilitation at Kwandancama with the Ward Councillor.
- c) THAT the beneficiary lists be submitted on 02 July 2015 at the Provincial meeting.

E 6.12.20

2014/15 SDBIP – THIRD QUARTER

The Mayoral Committee **NOTED** the 2014/15 SDBIP third quarter report.

The Mayoral Committee **RESOLVED** THAT the report be submitted to the next Portfolio Committee meeting and Mayoral Committee meeting.

E6.13

MINUTES OF THE SOCIAL DEVELOPMENT PORTFOLIO COMMITTEE MEETING
HELD IN THE COUNCIL CHAMBER, MAKANA MUNICIPALITY, ON TUESDAY, 15 MAY
2015, AT 14:00

Arising from the minutes of the Social Development Portfolio Committee Meeting held on 15 May 2015, it was resolved as follows:

E 6.13.1

OFFICIAL ANNOUNCEMENTS: DIRECTOR: PUBLIC SAFETY & COMMUNITY
SERVICES

- The meeting welcomed Mr. J. Budaza as the new Manager at Parks and Recreation Services.

E 6.13.2

CONFIRMATION OF MINUTES OF PREVIOUS MEETING

The Mayoral Committee **RESOLVED** THAT the minutes of the Social Development Portfolio Committee meeting held on 25 March 2015 be CONFIRMED.

E 6.13.3

6/4/1/1

ACTION SHEET

The Mayoral Committee **NOTED** the quick response from Fire Services during the recent arson attempts at Alicedale Community Hall.

The Mayoral Committee **RESOLVED**:

- a) THAT workers of the Expanded Public Works Programme be involved in a programme to assist as “Lollipop man” (Crossing Guard).
- b) THAT the action sheet for the months of March and April 2015 be APPROVED.

E 6.13.4

3rd QUARTER PERFORMANCE REPORT

The Mayoral Committee **NOTED** that Co – operative programs are happening but there is nothing tangible that can be highlighted at present.

The Mayoral Committee **RESOLVED**:

- a) THAT the task team that was established to oversee the newly built Multi-Purposes Centre re-look at all problems that result in the deteriorating state of the centre.
- b) THAT the Third Quarter 2015 SDBIP report for the financial year 2014/15 be APPROVED.

E 6.13.5

DISASTER MANAGEMENT ACTIVITY REPORT FOR THE MONTH OF MARCH 2015.

The Mayoral Committee **RESOLVED**:

- a) THAT the Directorate at all times should make a follow-ups and monitor reconstruction projects that are taking place in Riebeeck East.
- b) THAT the Disaster Management activity report for the months of March 2015 be APPROVED.

E 6.13.6

MONTHLY REPORT FOR FIRE & RESCUE SERVICES FOR THE MONTH OF MARCH 2015.

The Mayoral Committee **RESOLVED** THAT the monthly report for Fire & Rescue Services for the month of March 2015 be APPROVED.

E 6.13.7

LIBRARY SERVICES REPORT: MARCH 2015.

The Mayoral Committee **RESOLVED** THAT the monthly report for Library Services for the month March 2015 APPROVED.

E 6.13.8

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

The Mayoral Committee **NOTED** there is a massive destruction of the fence at the Oval field and the Directorate should act swiftly in combating such actions.

The Mayoral Committee **RESOLVED**:

- a) THAT the Parks and Recreation Manager (Mr. J. Budaza) submit a report on the activities that are taking place in the new Multi-Purpose Centre to the next Portfolio

Committee meeting. The report should talk to bookings, electricity bill, and security status, etc.

- b) THAT the report for Parks & Recreation for the month of March 2015 be APPROVED.

E 6.13.9

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

The Mayoral Committee **RESOLVED**:

- a) THAT the issue of vacant positions within the Traffic Services Section be prioritised and the Chairperson of the Social Development Portfolio Committee be tasked to follow up on this issue.
- b) THAT the monthly report for Traffic Services for the month of March 2015 be APPROVED.

E 6.13.10

MINUTES OF ENVIRONMENTAL MANAGEMENT FORUM FOR THE MONTH OF APRIL 2015 (ENVIRONMENTAL FORUM).

The Mayoral Committee **NOTED** the minutes of the Environmental Management Forum for the month of April 2015.

The Mayoral Committee **RESOLVED**:

- a) THAT the institution investigate the source of the raw sewerage that is spilling into the Kowie River and Matyana River.
- b) THAT an Imbizo that would look at all environmental concerns in Makana area be convened particularly focusing on the Kowie River which is affected by the spillage of raw sewerage.

E 6.13.11

MINUTES OF ENVIRONMENTAL MANAGEMENT FOR THE MONTH OF APRIL 2015 (EPWP)

The Mayoral Committee **NOTED** the report on the environmental education and awareness campaign undertaken by the EPWP educators.

The Mayoral Committee **RESOLVED** THAT a massive campaign on educational programs on cleaning be conducted in ward 8.

E 6.13.12

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

The Mayoral Committee **RESOLVED**:

- a) THAT the Directorate considers the option of leasing a bulldozer rather than the option of buying.
- b) THAT the monthly report for Environmental Health and Cleansing for the month of February 2015 be APPROVED.

E 6.13.13

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

The Mayoral Committee **RESOLVED**:

- a) THAT dirtiness in Makana area be declared as a disaster and the decision be escalated to all levels of the Council.
- b) THAT the monthly report for Environmental Health and Cleansing for the month of March 2015 be APPROVED.

E 6.13.14

BUSINESS PLAN CONCEPT FOR ENVIRONMENTAL AWARENESS FOR THE MONTH OF APRIL 2015.

The Mayoral Committee **RESOLVED**:

- a) THAT an updated Business Plan be resubmitted to the next Portfolio Committee meeting with updated figures of the budget.
- b) THAT the Business Plan be DEFERRED to the next Portfolio Committee meeting.

E 6.13.15

BUSINESS PLAN CONCEPT FOR ENVIRONMENTAL AWARENESS FOR THE MONTH OF APRIL 2015.

The Mayoral Committee **NOTED** the Business Plan Concept for Environmental Awareness for the month of April 2015.

E 6.13.16

REPORT ON PROBLEMS WITH HAWKERS.

The Mayoral Committee **RESOLVED:**

- a) THAT Council implement a policy whereby an owner can be refused payment after a certain amount of written warnings.
- b) THAT the rental of the stalls for different type of goods be increased.
- c) THAT the item be elevated to the Mayoral Committee meeting and Council meeting.

E6.14

MINUTES OF THE SOCIAL DEVELOPMENT PORTFOLIO COMMITTEE MEETING
HELD IN THE COUNCIL CHAMBER, MAKANA MUNICIPALITY, ON TUESDAY, 30 JUNE
2015, AT 14:00

Arising from the minutes of the Social Development Portfolio Committee meeting held on 30 June 2015, it was resolved as follows:

E 6.14.1

CONFIRMATION OF MINUTES OF PREVIOUS MEETING

The Mayoral Committee **RESOLVED** THAT the minutes of the Social Development Portfolio Committee meeting held on 25 March 2015 be CONFIRMED.

E 6.14.2

6/4/1/1

ACTION SHEET

The Mayoral Committee **RESOLVED**:

- a) THAT the Director of Public Safety and Community Services should convene a meeting that will brief the Committee about the status quo of the newly built Multi-Purpose Centre. The meeting should include all Directors and Portfolio Chairpersons.
- b) THAT a date for a site visit to the newly built Multi-purpose Centre be scheduled and Managers of Technical Services should be part of that visit since many issues in that Centre concerns their departments.
- c) THAT when officials report on the progress status on action sheets, they should give indication on the steps taken and the responses from the departments they had referred those matters, not to just indicate "**matter referred**".
- d) THAT the matter of raw sewerage spilling into the Kowie River and Matyana River be escalated to the Mayoral Committee and Directors also be part of the process.
- e) THAT the action sheet for the months of March and April 2015 be APPROVED.

E 6.14.3

3rd QUARTER PERFORMANCE REPORT

The Mayoral Committee **RESOLVED**:

- a) THAT a report on the systems failure at Traffic department be escalated to the Mayoral Committee and Council and the department of IT be involve in all processes.
- b) THAT the Third Quarter 2015 SDBIP report for the financial year 2014/15 be APPROVED.

E 6.14.4

DISASTER MANAGEMENT ACTIVITY REPORT FOR THE MONTH OF APRIL 2015.

The Mayoral Committee **RESOLVED**:

- a) THAT the report from Disaster Management should be tabled at Infrastructural Development Portfolio Committee because some of the issues raised concern their departments.
- b) THAT the Disaster Management activity report for the months of April 2015 be APPROVED.

E 6.14.5

MONTHLY REPORT FOR FIRE & RESCUE SERVICES FOR THE MONTH OF APRIL 2015.

The Mayoral Committee **RESOLVED** THAT the monthly report for Fire & Rescue Services for the month of April 2015 be APPROVED.

E 6.14.6

MONTHLY REPORT FOR FIRE & RESCUE SERVICES FOR THE MONTH OF MAY 2015.

The Mayoral Committee **RESOLVED**:

- a) The monthly report for Fire & Rescue for the month of May 2015.
- b) The Cobden Street requires a rapid street cleaning.

E 6.14.7

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

The Mayoral Committee **RESOLVED**:

- a) THAT the Directorate re-looks the charge of rates in the new Multi-Purpose Centre, the report should focus on the various activities that take place there.
- b) THAT the Directorate re-looks at the roles and relationships that the institution has with stake-holders of the institution.
- c) THAT a monitoring tool that regulates the use of the Centre be formulated, the tool should focus on regulating hall usage, water usage, electricity and the use of various offices within the Centre.
- d) THAT the report for Parks & Recreation for the month of May 2015 be APPROVED.

E 6.14.8

LIBRARY SERVICES REPORT: APRIL 2015.

The Mayoral Committee **NOTED** the Riebeeck East library is currently at number 39 on the list of power installation in the Eskom database.

The Mayoral Committee **RESOLVED** THAT there be an inspection at the library building in Riebeeck East to look at the drainage water system.

E 6.14.9

LIBRARY SERVICES REPORT: MAY 2015.

The Mayoral Committee **RESOLVED** THAT the Library Services report for May 2015 be APPROVED.

E 6.14.10

MINUTES OF LIBRARY ADVISORY COMMITTEE MEETING.

The Mayoral Committee **NOTED** the report of the minutes of the Library Advisory committee meeting.

E 6.14.11

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

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

E 6.14.12

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

The Mayoral Committee **NOTED**:

- a) In future when the institution is financially stable, refuge bags should be increased.
- b) There will be land-fill sites that will be established in various areas of Makana municipality in order to combat the appalling site of our areas.

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

E 6.14.13

MONTHLY REPORT TRAFFIC SERVICES FOR THE MONTH OF MAY 2015.

The Mayoral Committee **RESOLVED**:

- a) THAT the department strengthens the maintenance of Traffic robot.
- b) THAT the SLA report be handed over to the new Legal officer.

E 6.14.14

REPORT ON THE FIRE SYMPOSIUM HELD AT ST FRANCIS BAY FROM THE 06TH – 08TH MAY 2015 BY SARAH BAARTMAN DISTRICT MUNICIPALITY.

The Mayoral Committee **NOTED** the report on the Symposium held at St Francis Bay from the 06th – 08th May 2015 by Sarah Baartman District Municipality.

E 6.14.15

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

The Mayoral Committee **NOTED** the business plan Concepts on Recycling.

The Mayoral Committee **RESOLVED** THAT the item be elevated to the Mayoral Committee and Council meetings.

E 7.

ICT DISASTER RECOVERY PLAN

CONSIDERED:

Report dated 21 July 2015 from the acting Director: Corporate and Shared Services.

The Mayoral Committee **RESOLVED** THAT the ICT Disaster Recovery Plan be submitted to Council for adoption.

E 8

REPORTS FROM THE EXECUTIVE MAYOR'S OFFICE

E8.1

HIV/TB MONTHLY REPORT: APRIL – JUNE 2015

CONSIDERED:

Report dated 7 July 2015 from the Office of the Executive Mayor.

The Mayoral Committee **NOTED** the HIV/TB report for the month of April – June 2015.

E8.2

MAKANA YOUTH DEVELOPMENT STRATEGY

CONSIDERED:

Report dated July 2015 from the Office of the Executive Mayor.

The Mayoral Committee **RESOLVED** THAT it recommends to Council the approval of the Makana Youth Development Strategy.

E8.3

EXPANDED PUBLIC WORKS PROGRAMME (EPWP) OFFICE PROGRESS REPORT

CONSIDERED:

Report dated 21 July 2015 from the Office of the Executive Mayor.

The Mayoral Committee **NOTED** the EPWP Progress report.

E8.4

RURAL DEVELOPMENT REPORT: APRIL – JUNE

CONSIDERED:

Report dated 21 July 2015 from the Office of the Executive Mayor.

The Mayoral Committee **NOTED** the Rural Development report for the months of April – June 2015.

E8.5

DISABILITY PROGRAM REPORT: APRIL – JUNE 2015

CONSIDERED:

Report dated 7 July 2015 from the Office of the Executive Mayor.

The Mayoral Committee **NOTED** the Disability Program report for the months of April – June 2015.

E 9

TABLING OF THE REVISED INTEGRATED DEVELOPMENT PLAN BUDGET AND
PERFORMANCE MANAGEMENT PROCESS PLAN 2015-2016 FINANCIAL YEAR

Report dated 13 July 2015 from the acting Municipal Manager.

The Mayoral Committee **RESOLVED** THAT the Revised Integrated Development Plan Budget and Performance Management Process Plan 2015-2016 Financial Year be ADOPTED.

E 10

NON- FUNCTIONING OF TRAFFIC PROSECUTION SYSTEM

CONSIDERED:

Report dated 25 July 2015 from the acting Director: Public Safety and Community Services.

The Mayoral Committee **NOTED** the non- functioning of the Traffic Prosecution System

E 11

APPROVAL OF SERVICE DELIVERY BUDGET IMPLEMENTATION PLAN 2015-16

CONSIDERED:

Report dated 24 July 2015 from the acting Municipal Manager.

The Mayoral Committee **RESOLVED** THAT the Service Delivery Budget Implementation Plan (SDBIP) 2015-16 be APPROVED.

E 12

4TH QUARTER PERFORMANCE REPORT

CONSIDERED:

Report dated 23 July 2015 from the acting Municipal Manager.

The Mayoral Committee **RESOLVED** THAT the 4th Quarter Performance Report be APPROVED.

The meeting terminated at 15:00

EXECUTIVE MAYOR

DATE