

**MAKANA MUNICIPALITY**

MINUTES OF THE MEETING OF THE EXECUTIVE MAYORAL COMMITTEE HELD AT  
THE HIGHLANDER ON THURSDAY, 29 SEPTEMBER 2015 AT 09:00

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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)  
Dir: Public & Com Services (Mr M. Planga)  
Acting DEIS (Mr D. Mlenzana)  
Acting: CFO (Ms B. Khumalo)

ALSO PRESENT

Clr. J. Wells - Chief Whip

E 1 STATEMENT BY THE EXECUTIVE MAYOR

The Executive Mayor greeted everyone. She explained that the Mayoral Committee would like that Portfolio Committee meetings comply with the scheduled dates for meetings to allow the Mayoral Committee to sit on the date as scheduled.

She mentioned the worrying factor of people who are being killed and cut into pieces in the Grahamstown area. She added further to the matter mentioning that the victims were young females. She urged the municipality to deliver services to people stating that there should not be dark areas where people are. Street lights should be installed not only for taverns but also for churches as they have after hour's programmes. The Executive Mayor said there was a scheduled meeting by the Ministers Fraternal regarding the killings and urged that those who could should honour the meeting. She went further saying these killings and house breaking were new in Makana and people must put their feet down to stop that from happening.

The Executive Mayor said although she had not met with the acting MM, there is a Financial Recovery Plan in place and she had requested that it be formally aligned to the SDBIP. She then said that there was a lot that was going on in the institution and urged officials and Councillors to formulate good relations with the labour unions. She also requested that the ongoing strike be resolved. The Executive Mayor then declared the meeting officially open.

E 2 APPLICATIONS FOR LEAVE OF ABSENCE (WRITTEN APOLOGIES)

Clr. J. Wells - Chief Whip

E 3 OFFICIAL ANNOUNCEMENTS – ACTING MUNICIPAL MANAGER

- a) The last correspondence from Chris Baker was issued to the Labour Unions.
- b) The acting MM received a call from COGTA Head of Department with regards to Belgium Company which seek to use two communities in Makana as pilot project for renewable energy. The project would be funded by the Department of Mineral and Energy. The company requested to make a presentation to MAYCO as it was already within the country.
- c) A confirmation on the appointment was needed in support of the presentation.
- d) Acting MM reported on the Development Bank of SA letter that she has not yet received.
- e) The consolidated SDBIP had not been received from the acting IDP Manager and a request was made to get all SDBIPs which were submitted to the Portfolio Committees but due the work being interrupted it could not be part of the agenda.
- f) The issue of the former Speaker who has resigned as a Councillor should be addressed formally in the institution as she was appointed as a Mayoral Committee member.

The Mayoral Committee **RESOLVED:**

- a) THAT the presentation on the renewable energy be conducted on the Monday, 5 October 2015 and all Councillors be invited.
- b) THAT Seven Fountains and Fort Brown be identified as the two key strategic areas where the project would be piloted.

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

Clr. M. Matyumza disclosed his interest on item LED 8.14 of the minutes (04 August 2015).

E 5 MINUTES OF THE PREVIOUS MAYORAL COMMITTEE MEETING: 31 JULY 2015

The Mayoral Committee **NOTED:**

- a) On item E6.1 (i) the updating of personal files for permanent and contract workers is an ongoing process.
- b) On item E6.7.2 (a) an LLF meeting that was scheduled to sit was postponed due to the LRA workshop conducted by SALGA to all LLF members.
- c) On item E6.7.5 (a) the policy roadshow issue is ongoing with the Administrator.

- d) On item E6.8.2 (a) the Administrator is busy with the Organisational Structure and with the reviewing of HR policies (item E6.8.3).
- e) On item E6.10.9 the Workplace Skills Plan is legislated and there is no extension for late submissions.
- f) On item E6.10.10 (c) a memo instructing the officials to stop taking vehicles to their homes after hours has been drafted by the Fleet Manager.

The Mayoral Committee **RESOLVED:**

- a) THAT the minutes of Mayoral Committee meeting held on the 31 July 2015 be CONFIRMED.
- b) THAT the item on terms of reference: Organisational Structure and work done on the Organisational Structure be submitted to the next FAME (C) Portfolio Committee meeting.

## E 6 REPORTS BY THE ACTING MUNICIPAL MANAGER

### E 6.1

#### ACTION SHEET FOR THE MAYORAL COMMITTEE MEETING HELD ON THE 31 JULY 2015.

The Mayoral Committee **NOTED:**

- a) The new leases with staff had been signed.
- b) The Lease Policy is in a draft format and will be submitted to Council for adoption.
- c) The Estate Division is working on the lease register.
- d) The Finance Directorate should be informed about new contracts.
- e) The Park homes have not been charged for five years for the use of water.

The Mayoral Committee **RESOLVED:**

- a) THAT the Action Sheet of 31 July 2015 be APPROVED
- b) THAT a progress report on lease agreements be submitted to the next Mayoral Committee meeting.

E 6.2

MINUTES OF THE TOURISM AND CULTURAL INDUSTRIES PORTFOLIO COMMITTEE  
MEETING HELD IN THE COUNCIL CHAMBER ON TUESDAY, 28 JULY 2015 AT 9H00

Arising from the minutes of the Tourism and Cultural Industries Portfolio Committee meeting held on 28 July 2015, it was resolved as follows:

E 6.2.1

3/2/3/3

STATEMENTS BY THE CHAIRPERSON

The Mayoral Committee **RESOLVED**:

- a) THAT the Executive Mayor, Clr. Masoma, Clr. Ranchhod, Clr. Wells and Mr. Sindane meet on Thursday, 30 July 2015 at 10:00 to discuss other matters not included in the report sent to National Assembly.
- b) THAT Director: Planga be part of the meeting to discuss the aircraft matter.

E 6.2.2

MINUTES OF THE PREVIOUS MEETING

The Mayoral Committee **RESOLVED** THAT the minutes of the TCI Portfolio Committee meeting held on 17 June 2015 be CONFIRMED subject to the following correction:

- a) Director: Makana Tourism to appear present in the attendance as she attended the meeting.
- b) E 8.4 be rephrased to read as follows "Committed funds of R60 000 should be redirected to other projects in Makana because the Municipality does not want any roll overs."
- c) The word "National Assembly" be corrected to "Tourism National Assembly".
- d) E 8.6 (b) the word "space" be corrected to "shape."

E 6.2.3

ANY MATTERS DEFERRED FROM THE PREVIOUS MEETING

The Mayoral Committee **NOTED**:

- a) Makana Tourism has improved its relations with Kwam eMakana.
- b) Kwam eMakana is now a registered entity.

- c) A meeting was held between Makana Tourism, Kwam eMakana and the Department of Sports, Recreation, Arts and Culture in preparation for the National Arts Festival and it was a success.

The Mayoral Committee **RESOLVED** THAT a full report on the relations between Makana Municipality, Makana Tourism and Kwam eMakana be submitted to the next Portfolio Committee meeting.

#### E 6.2.4

##### ACTION SHEET:

The Mayoral Committee **NOTED** Alicedale crafters did not have enough stock to sell at the National Arts Festival (NAF). They will start now to prepare for the 2016 festival.

The Mayoral Committee **RESOLVED:**

- a) THAT the Action Sheet of the Local Economic Development and Planning Directorate be APPROVED.
- b) THAT a workshop for crafters be organized six months before the 2016 NAF.

#### E 6.2.5

##### 4<sup>TH</sup> QUARTER SDBIP PERFORMANCE REPORT

The Mayoral Committee **NOTED:**

- a) Procurement processes has taken place for the Inner City regeneration project and various tourism projects
- b) Sarah Baartman DM is funding Makana Municipality.
- c) Official should implement quality controls in these projects.

The Mayoral Committee **RESOLVED** THAT the report on the 4<sup>th</sup> Quarter SDBIP be APPROVED.

#### E 6.2.6

##### NEIGHBOURHOOD DEVELOPMENT PARTNERSHIP GRANT – EGAZINI INTERPRETATION CENTRE

The Mayoral Committee **NOTED:**

- a) The report on the Neighbourhood Development Partnership Grant Egazini Interpretation Centre.
- b) The Service Provider has not been issued a new contract with the new terms of reference from National Treasury.

- c) Political intervention is required for the project as National Treasury has delaying tactics and seems not to be interested in funding the project further.
- d) The Director: LED need to discuss the insurance claim matter with the Legal Advisor on the vandalism issue.

The Mayoral Committee **RESOLVED:**

- a) THAT the Director request the Service Provider to provide an operational plan (what they intend to do with time frames).
- b) THAT the Egazini Project Steering Committee sit and look at the plan and a report be submitted to the next Portfolio Committee meeting.

E 6.2.7

#### PROGRESS REPORT ON THE PRODUCTION OF A HERITAGE ROUTE MAP

The Mayoral Committee **NOTED:**

- a) The map should include the rural areas heritage buildings.
- b) The map is disappointing as it is crafted the old way.
- c) The “Z” Street churches should also be included.
- d) The database list will be included at the back of the map.
- e) This is an ongoing project so additions will always be included.
- f) The Service Provider will include all the heritage sites or buildings left out in the map.

The Mayoral Committee **RESOLVED:**

- a) THAT the progress report on the production of a heritage route map be APPROVED.
- b) THAT the St Philips church in Fingo Village be added in the map.

E 6.2.8

#### PROGRESS REPORT ON THE PRODUCTION OF A CRAFTERS GUIDE

The Mayoral Committee **NOTED:**

- a) The progress report on the production of a crafters guide.
- b) The guide should be distributed to Tourism Indaba, Rhodes University and Makana Tourism in order for the crafters to be utilize by other institutions.

- c) There should be a strategy to advertise the crafters work in order for their sales to flow.
- d) There should also be a space created at the Creative City project for the crafters to sell their products.

E 6.2.9

PROGRESS REPORT ON THE FORMULATION OF A PLAN TO DEVELOP AND PROMOTE FORTS AND TOWERS

The Mayoral Committee **NOTED**:

- a) The Service Provider quoted R90 000.00 for the project.
- b) This is the first phase of the project.

The Mayoral Committee **RESOLVED**:

- a) THAT the progress report on the formulation of a plan to develop and promote Forts and Towers be APPROVED.
- b) THAT the Service Provider submit a draft plan on how to develop the Forts and Towers as they are in the bad shape. The report should also indicate how many phases the project is going to have and the end date.

E 6.2.10

MAKANA TOURISM QUARTERLY REPORT

The Mayoral Committee **RESOLVED** THAT the Makana Tourism quarterly report be APPROVED.

E 6.2.11

PRODUCTION OF A MARKETING GUIDE FOR KWAM EMAKANA HOMESTAY PROJECT

The Mayoral Committee **RESOLVED** THAT the report on the production of a marketing guide for Kwam eMakana Homestay be APPROVED.

E 6.2.12

PARTICIPATION OF CRAFTERS IN THE 2015 NATIONAL ARTS FESTIVAL

The Mayoral Committee **NOTED** The Ward Councillors should start identifying crafters for 2016 to submit their proposals.

The Mayoral Committee **RESOLVED** THAT the report on the participation of crafters in the 2015 National Arts Festival be APPROVED.

E 6.2.13

FUNDING FOR TELL UR FRIENDS PRODUCTIONS

The Mayoral Committee **NOTED**:

- a) The report on funding for Tell Ur Friends Productions.
- b) Tell Ur Friends productions has hosted a workshop at 10:00 on Thursday, 30 July 2015 at City Hall to train local artists.



E 6.3

MINUTES OF THE LOCAL ECONOMIC DEVELOPMENT & PLANNING PORTFOLIO COMMITTEE MEETING: HELD IN THE COUNCIL CHAMBER ON THURSDAY, 4 AUGUST 2015 AT 9H00

Arising from the minutes of the LED & Planning Portfolio Committee meeting held on 4 August 2015, it was resolved as follows:

E 6.3.1

APPLICATION FOR LEAVE OF ABSENCE (WRITTEN APOLOGIES)

Clr. N. Masoma is on leave.

E 6.3.2

ANY PRESENTATION BY OUTSIDE BODIES / INSTITUTIONS, ETC.

Presentation by **Imbewu Communication**

The Mayoral Committee **NOTED** the presentation and requested that a workshop be held and the community of Alicedale be invited to be part of that workshop with a proper implementation plan.

The Mayoral Committee **RESOLVED**:

- a) THAT a final report from Imbewu Communication be submitted to the Portfolio Committee before it is tabled to the community.
- b) THAT the Imbewu Communication come back and re-do the presentation as the Portfolio Committee was not happy with the presentation.

E 6.3.3

OFFICIAL ANNOUNCEMENTS: DIRECTOR: LOCAL ECONOMIC DEVELOPMENT AND PLANNING

- The Town Planning workshop which would held at the Highlanders Resort on 5 August 2015 at 10:00.
- The new Town Planner will report on duty for the 01 September 2015.
- Ms. Nokhanyo Jili is the new SMME Manager.
- Ms. G. Mfeti is the new Building Control Officer moving from the Building Inspector Unit.
- Mrs. Nomandla Mbanjwa is the new Legal Advisor, she should always be invited to the Portfolio Committee meetings.

- Ms. Z. Msimeko and Ms. N. Nkasela are the new Building Inspectors.
- E 6.3.4

DISCLOSURES OF INTEREST BY ANY MEMBER ON ANY ITEM THAT FORMS PART OF THE AGENDA

Clr. M. Matyumza should be recused for supplementary item (E 8.14).

E 6.3.5

CONFIRMATION OF MINUTES OF PREVIOUS MEETING

The Mayoral Committee **RESOLVED** THAT the minutes of the Local Economic Development & Planning Portfolio Committee meeting held on 23 June 2015 be **CONFIRMED**, subject to changes in recommendation in item E 8.13.

- a) The Town Planner will correct the recommendations in the item and they will be brought back to the next Portfolio Committee meeting provided if they are not in the Action Sheet.
- b) LED 8.6 the word “WEVERING” be corrected to “WAIVING”.

E 6.3.6

6/2/6

ACTION SHEET:

The Mayoral Committee **NOTED**:

- a) A meeting was held between LED and Planning Directorate, Parks Department and the Office of the Mayor and that meeting concluded that there was indeed conflict in reporting lines and duplication of duties in the two offices.
- b) There was a draft policy on commonages that needed to be tabled to Council.

The Mayoral Committee **RESOLVED**:

- a) THAT the terms of reference for the Land Audit be revised and a Policy be developed/drafted on disposal of land in Makana.
- b) THAT a report on pockets of land available for disposal be submitted to the next Portfolio Committee meeting.
- c) THAT the action sheet of the Local Economic Development and Planning Directorate for the month of June 2015 be **APPROVED**.

E 6.3.7

4<sup>TH</sup> QUARTER SDBIP PERFORMANCE REPORT.

The Mayoral Committee **NOTED**:

- a) There is a Manager for SMME in the institution and she is working closely with the service provider to roll out the Community Work Programme (CWP) project.
- b) Under formalization of land there are current discussions that are taking place between the Directorate and Parks Departments and it was noted that Rural Development has some funding for rural establishment.

The Mayoral Committee **RESOLVED** THAT a full day workshop be convened in order to table the last quarter SDBIP for discussion.

E 6.3.8

AGRICULTURAL DEVELOPMENT REPORT JUNE 2015.

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

E 6.3.9

PROGRESS REPORT – SMME DEVELOPMENT

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

The Mayoral Committee **RESOLVED**:

- a) THAT a revised budget for the unit be tabled to the next Portfolio Committee meeting.
- b) THAT the progress report on SMME Development for the month of June 2015 be APPROVED.

E 6.3.10

BUILDING CONTROL REPORT

The Mayoral Committee **NOTED** the Building Control report for June 2015.

The Mayoral Committee **RESOLVED** THAT there was a need to review whether the method used to formulate building control reports was still viable and if not a new update report be submitted back dating as far as year 2011.

E 6.3.11

REQUEST WAIVING OF MONTHLY RENTAL ON CURRENT LEASE AGREEMENT  
ENTERED INTO BETWEEN MAKANA MUNICIPALITY AND RHODES UNIVERSITY  
COMMUNITY ENGAGEMENT: JOZA YOUTH HUB.

The Mayoral Committee **NOTED** The Director: LED, acting Director: Corporate and Shared Services, Legal Manager and Director: Public Safety and Community Services is busy organizing a workshop on all the by-laws. Acting Director: Infrastructural Services will also be included.

The Mayoral Committee **RESOLVED:**

- a) THAT the Joza Youth Hub's monthly rental is decreased to R600.00 plus VAT a month with a escalation of 10% per annum.
- b) THAT electricity and water be charged separately.
- c) THAT the Joza Youth Hub be charge for service charges.
- d) THAT the lease be back dated to the date the agreement was signed.
- e) THAT an item on disposal of land be tabled at to the next Special Council meeting.
- f) THAT a policy on the rental of non-profit organizations be developed to formalize a standard rate of renting.
- g) THAT Water meter be installed in the non-profit organization buildings.
- h) THAT the Chairperson of LED follow up on the ratepayers who are taking land of the Municipality free of charge.

E 6.3.12

PROPOSED TRANSFER OF SCHOOL SITES ERVEN 1679; 1902; 1903; 8480 RINI AND  
ERF 126 KWANONZWAKAZI, ALICEDALE TO THE PROVINCE OF THE EASTERN  
CAPE: ROADS & PUBLIC WORKS:

The Mayoral Committee **RECOMENDED:**

- a) THAT erven 1679, 1902, 1903, 8480 Rini and erf 126 KwaNonzwakazi, Alicedale also be transferred to the Department of Roads & Public Works.
- b) THAT the Department of Roads and Public Works be responsible for all costs related to the transaction i.e. registration and transfers, advertising, subdivision, etc.
- c) THAT the transfer of these erven be advertised on a local newspaper for comments/ objections if any.

E 6.3.13

TOWN PLANNING REGISTER

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

E 6.3.14

REPORT ON STATUS OF TOWNSHIP ESTABLISHMENT APPLICATIONS.

The Mayoral Committee **NOTED** the Township Establishment register.

E 6.3.15

APPLICATION FOR REZONING IN TERMS OF SECTION 25 OF THE LAND USE  
PLANNING ORDINANCE 15 OF 1985: ERF 7056, GRAHAMSTOWN

The Mayoral Committee **RESOLVED** THAT the rezoning erf 7056 Grahamstown from General Residential to Business 1 submitted by Freelance Drafting Consulting on behalf of J. A. Campbell held in trustee of Pepper Grove Trust be APPROVED in terms of section 17 of the Land Use Planning Ordinance (Ordinance 15 of 1985), subject to;

- a) The owner needs to provide onsite parking for all clients and staff and no on street parking be used for such purpose.
- b) No street parking be used for the loading and offloading of any goods.
- c) Alterations made for non-conforming land be submitted with the Building Control Unit of the municipality within 21 days receipt of the approval letter to ensure that onsite developments adhere to all internal department standards.

E 6.3.16

APPLICATION FOR SUBDIVISION IN TERMS OF SECTION 25 OF THE LAND USE  
PLANNING ORDINANCE 15 OF 1985: ERF 3323, GRAHAMSTOWN

The Mayoral Committee **RESOLVED**:

- a) THAT the application for subdivision of erf 3323 Grahamstown into a portion A remainder submitted by M.E.H Sultter and Son on behalf of M.J Hartley be APPROVED in terms of section 25 of the Land Use Planning Ordinance (Ordinance 15 of 1985).
- b) THAT the applicant be advised as soon as possible in order not to delay the development.

E 6.3.17

APPLICATION FOR SUBDIVISION IN TERMS OF SECTION 25 OF THE LAND USE PLANNING ORDINANCE 15 OF 1985: ERF 4812, GRAHAMSTOWN

The Mayoral Committee **RESOLVED** THAT the application for subdivision of erf 4812 Grahamstown into a portion A ( $\pm 1350 \text{ m}^2$ ) and remainder ( $\pm 3.0920 \text{ ha}$ ) submitted by M.E.H Sultter and Son on behalf of R.I. Wood, M.M Wood and H.J Lombard be APPROVED in terms of section 25 of the Land Use Planning Ordinance (Ordinance 15 of 1985) subject to:

1. Both portions maintain an Agricultural zoning.

E 6.3.18

APPLICATION TO RENEW LEASE AGREEMENT ENTERED INTO BETWEEN MAKANA MUNICIPALITY AND GRAHAMSTOWN RIDING CLUB.

The Mayoral Committee **RESOLVED**:

- a) THAT the lease agreement entered into between Makana Municipality and Grahamstown Riding Club be renewed for a further 5 years with an option to renew.
- b) THAT the lease be renewed at their current annual rental of R2220.11 plus VAT with an escalation of 10% per annum excluding water and electricity.

E 6.3.19

APPLICATION TO RENEW LEASE AGREEMENT ENTERED INTO BETWEEN MAKANA MUNICIPALITY AND MR.V.M.MAMKELI.

The Mayoral Committee **RESOLVED**:

- a) THAT the lease agreement entered into between Mr. Mamkeli and Council be not renewed.
- b) THAT the Legal Section takes appropriate actions against Mr. Mamkeli as per Mayoral resolution EM 143/2007 and resolution E7.5.13.dated 4 March 2015.

E 6.4

MINUTES OF THE FINANCE, ADMINISTRATION, MONITORING AND EVALUATION  
PORTFOLIO COMMITTEE MEETING: HELD IN THE COUNCIL CHAMBER ON  
MONDAY, 17 AUGUST 2015 (F)

Arising from the minutes of the Finance, Administration, Monitoring and Evaluation Portfolio Committee Meeting held on 17 August 2015, it was resolved as follows

E 6.4.1(F)

APPLICATION FOR LEAVE OF ABSENCE (WRITTEN APOLOGIES)

Clr. L. Reynolds – on leave of absence

E 6.4.2 (F)

MINUTES OF PREVIOUS MEETING

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

- a) Item FAME (F) 8.4 (b) the sentence be rephrased to read “There is not enough equipment and capacity at the Parks Department to clean the Cemeteries hence its seasonal work.
- b) Item FAME (F) 8.12 RECOMMENDATION (c) If the matter is resolved it should reflect as such in the action sheet.

E 6.4.3 (F)

ACTION SHEET – JUNE 2015

The Mayoral Committee **NOTED**:

- a) Item E 8.1 (F) RECOMMENDATION (b). Mr. Sizani will make a follow up on Councillor Jackson’s two accounts.
- b) The LLF item will be prepared on the staff accounts matter and relevant legislations will be attached.
- c) Item E 8.7 (F) RECOMMENDATION (c). The acting CFO is busy with the Auditors and has no time to look at the by-laws.
- d) Item E 8.7 (F) RECOMMENDATION (d). Mr. Sizani is busy organizing the workshop on the enhancement of revenue.
- e) Item E 8.10 (F) RECOMMENDATION (d). An item has not been submitted because Ms. S. Grobbelaar is alone in the Section and is overworked. The acting CFO will speak to Mr. Radu to take over the item.

- f) Acting Chief Financial Officer should make a follow up on the filling of vacant posts in the Finance Directorate.

The Mayoral Committee **RESOLVED**:

- a) THAT the Action Sheet for the month of June 2015 be APPROVED.
- b) THAT the non-essential posts be subjected to the moratorium on the filling of posts and those already advertised and critical posts be filled.
- c) THAT the Directors/Managers be involved in the interviews to ensure the right person is recruited.

E 6.4.4 (F)

5/8/1

MONTHLY REPORT: JUNE 2015

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

E 6.4.5 (F)

9/2/2/2

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

The Mayoral Committee **NOTED**:

- a) The tenders awarded, deviations and requests for quotations for all Directorates report for May 2015.
- b) The name of the official or political office bearer should reflect in the relevant column of the report on irregular expenditure.

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

E 6.4.6 (F)

9/2/2/2

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

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



E 6.5

MINUTES OF THE FINANCE, ADMINISTRATION, MONITORING AND EVALUATION  
PORTFOLIO COMMITTEE MEETING: HELD IN THE COUNCIL CHAMBER ON  
MONDAY, 17 AUGUST 2015 (C)

Arising from the minutes of the Finance, Administration, Monitoring and Evaluation Portfolio Committee meeting held on 17 August 2015, it was resolved as follows

E 6.5.1(C)

APPLICATION FOR LEAVE OF ABSENCE (WRITTEN APOLOGIES)

Clr. L. Reynolds - Leave

E 6.5.2(C)

ANY PRESENTATION BY OUTSIDE BODIES/ INSTITUTIONS, ETC

Nil.

E 6.5.3(C)

OFFICIAL ANNOUNCEMENTS: DIRECTOR: CORPORATE AND SHARED SERVICES

- It was reported that Ms. Nontle Mateza was appointed as the new Systems Administrator.
- A Local Labour Forum (LLF) workshop would be held in Port Elizabeth, from 18 – 20 August 2015.
- The Industrial Relations Officer (Mr. X. Mbeleni) has resigned.
- The Human Resource Practitioner (Mr. V. Ntshawuzana) has resigned.

E 6.5.4(C)

DISCLOSURE OF INTEREST BY ANY MEMBER ON ANY ITEM THAT FORMS PART  
OF THE AGENDA

Nil.

E 6.5.5(C)

MINUTES OF PREVIOUS MEETING

The Mayoral Committee **RESOLVED** THAT the minutes of the Finance, Administration, Monitoring and Evaluation Portfolio Committee meeting held on 25 June 2015 be CONFIRMED subject to the inclusion of Clr. N. Meti under those present.

E 6.5.6(C)

10/R

ACTION SHEET

The Mayoral Committee **RESOLVED**:

- a) THAT the Local Labour Forum agenda with the policies that would be reviewed be distributed in time to all relevant stake holders.
- b) THAT the action sheet of the Corporate and Shared Services Directorate for the month of June 2015 be APPROVED.

E 6.5.7(C)

15/2/3

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

The Mayoral Committee **RESOLVED** THAT the Corporate Services Directorate's SDBIP for the Fourth Quarter 2014/15 be APPROVED.

E 6.5.8(C)

10/1/2/4

MONTHLY REPORT: JUNE 2015: ADMINISTRATION SECTION

The Mayoral Committee **NOTED**:

- a) The report on activities taking place in Municipal halls.
- b) The acting Municipal Manager should make sure that there are no workers loitering in the City Hall passage during working hours.
- c) The Collective Agreement had to be circulated to all stakeholders. .

The Mayoral Committee **RESOLVED**:

- a) THAT in future, the status quo report on security matters in the institution should not be coming from the services provider (TACTPRO security) but rather from the administrative staff.
- b) THAT the monthly report from the Administration Section of the Corporate and Shared Services Directorate for the months of June 2015 be APPROVED.
- c) THAT the Director deal with the concern of staff members who are leaving the workplace early, particularly on Fridays with the matter also being addressed in the Senior Management Team (SMT) meeting.
- d) THAT action be taken against Mr. January who was reported by TACTPRO Security Company for having stolen a wheelbarrow from Belmont Valley Wastewater Treatment Works.

- e) 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 6.5.9(C)

4/7/1

COMPLIANCE WITH MEETING SCHEDULE – APRIL TO JUNE 2015

The Mayoral Committee **RESOLVED:**

- a) THAT the meeting schedule be amended in order to accommodate the Certificate Programme in Management Development (CPMD) programme dates.
- b) THAT the report on compliance with the approved meeting schedule for the period of April to June 2015 be APPROVED.

E 6.5.10(C)

4/7/1

MAINTENANCE OF MUNICIPAL HALLS

The Mayoral Committee **NOTED:**

- a) The report on the maintenance requirements of Community halls and the City hall.
- b) The maintenance of buildings is under Engineering and Infrastructural Services Directorate.
- c) There was a Mayoral Resolution that maintenance budget must be centralized at Engineering and Infrastructural Services.

The Mayoral Committee **RESOLVED:**

- a) THAT a report on cost estimates on all maintenance activities that would have to take place in municipal halls be submitted to the Mayoral Committee.
- b) THAT the feasibility of the establishment of a small unit for maintenance, consisting of a Carpenter, a Plumber, an Electrician, etc. be investigated and implemented as soon as possible.
- c) THAT the acting Director: Technical Services be the champion on the maintenance of LED and Infrastructural Services buildings and thereafter do an assessment of other buildings.
- d) THAT the maintenance unit be incorporated in the organogram of the Infrastructural Services Directorate.
- e) THAT the maintenance budget be centralized under Infrastructural Services during the budget adjustment process.

E 6.5.11(C)

TOOLS OF TRADE FOR COUNCILLORS: 3G CARDS

The Mayoral Committee **NOTED** Municipal officials and Politicians should wait at least one month before a leave is paid out to sort out to ensure tools of trade issued were returned.

The Mayoral Committee **RESOLVED**:

- a) THAT 3G card allowance of R300 to Councillors be continued with and the current 3G Cards issued to Councillors be returned and those contracts be terminated.
- b) THAT the administration staff retrieve the laptops and 3G cards issued to the late Councillor Ngoqo and Councillor Waldick.
- c) THAT Councillor Phongolo be given all the tools of trade afforded to all Ward Councillors e.g. Laptop, Office, etc.
- d) THAT the Corporate and Shared Service Directorate develop an exit form for employees to sign when returning equipment issued to them.

E 6.5.12(C)

REPORT ON PRESIDENTIAL HOT LINE FORUM AND BATHO PELE WORKSHOP.

The Mayoral Committee **NOTED**:

- a) The report on Customer Care and Presidential Hot Line workshop.
- b) Makana Municipality will host the next Presidential Hot Line Forum and workshop which will be held on the 9 and 10 September 2015.

The Mayoral Committee **RESOLVED** THAT an item on the Customer Care unit be submitted to the next Portfolio Committee meeting.

E 6.5.13(C)

4/7/1

ICT STATUS REPORT

The Mayoral Committee **NOTED** the report on ICT operations and governance.

E 6.5.14(C)

4/7/1

REPORT ON OVERTIME FOR APRIL – MAY 2015.

The Mayoral Committee **RESOLVED**:

- a) THAT an updated report on overtime be submitted to the Mayoral Committee.
- b) THAT the Acting Chief Financial Officer (CFO) submits a report on the status quo of the investigation that was taken against officials who had embezzled money from the coffers of the municipality and manipulated overtime.
- c) THAT the Human Resource Manager be tasked not to approve overtime claims that look suspicious but to report such to the Municipal Manger.
- d) THAT a comprehensive report on overtime with the recommendations from the SMT be submitted to the next Council meeting.

E 6.5.15(C)

4/7/1

CONSIDERATION OF MONTHLY REPORT ON FLEET MANAGEMENT PROCESSES IN MAKANA.

The Mayoral Committee **NOTED**:

- a) The Fleet Management Processes in Makana.
- b) Trip authority and tracking system be implemented in the institution.

The Mayoral Committee **RESOLVED**:

- a) THAT the next report focus on an analysis of fuel consumption.
- b) THAT the next report also reflects on all accidents that took place involving municipal vehicles.
- c) THAT the Municipality seek to form partnerships with critical stakeholders who can assist the institution in addressing the misuse of municipal vehicles i.e. Traffic department and South African Police Services (SAPS).

E 6.5.16(C)

4/7/1

REPORT ON THE APPOINTMENTS AND TERMINATIONS FOR THE MONTH JUNE 2015.

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

The Mayoral Committee **RESOLVED** THAT the Director of Corporate and Shared Services should make a follow-up on the status of the litigation against Ms Z. Mkhuzo.

E 6.5.17(C)

4/7/1

REPORT ON THE EMPLOYEE WELLNESS PROGRAMME FOR THE MONTH OF MAY 2015.

The Mayoral Committee **RESOLVED** THAT cost estimate on the medical equipment required by the unit as recorded in the financial implications of the report, be submitted to the Mayoral Committee.

E 6.5.18(C)

4/7/1

MEDIA AND COMMUNICATIONS UNIT REPORT.

The Mayoral Committee **RESOLVED**:

- a) THAT the Communication Officer submits information relating to the use of MobiSam which is a portal to convey informative reports on water outages from the Municipal to the public.
- b) THAT the Mayor's office and the acting Municipal Manager be invited to the meeting between the Communication Officer and Grocotts Mail.
- c) THAT the controls with respect to access to information in the institution, be strengthen to curb the instances of divulging of confidential documentation to the Press.
- d) THAT all Heads of Departments assist the Media & Communications Unit with the submission of the monthly development projects for publication.

E 6.5.19(C)

4/7/1

LEAVE ENCASHMENT REPORT FOR THE MONTH OF JUNE 2015.

The Mayoral Committee **NOTED** the report on leave encashment for the month of June 2015.

The Mayoral Committee **RESOLVED** THAT a detailed report on leave encashment be submitted to the Mayoral Committee.

E 6.5.20(C)

4/7/1

RETIREMENT / MEDICAL BOARDING / DEATH FROM DECEMBER 2014.

The Mayoral Committee **NOTED** all documentation relating to Mr Lisher has been submitted to the relevant authority for his Medical Boarding.

The Mayoral Committee **RESOLVED** THAT the report on Retirement, Medical Boarding and Deaths for the period December 2014 to June 2015 be APPROVED.

E 6.5.21(C)

4/7/1

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

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

E 6.5.22(C)

4/7/1

REPORT ON THE MFMP TRAINING FOR THE MONTH OF JULY 2015.

The Mayoral Committee **NOTED** the report on the MFMP Training for the month of July 2015.

E 6.5.23(C)

4/7/1

INTERNAL EMPLOYEE TRANSFER POLICY

The Mayoral Committee **NOTED** the policy and proposed that it be circulated to all role players in the institution for comment.

E 6.5.24(C)

4/7/1

APPLICATION FOR THE OFFICE SPACE: COUNCIL OF MILITARY VETERANS

The Mayoral Committee **RESOLVED** THAT the item be referred to the Local Economic Development (LED) Directorate for consideration.

E 6.5.25(C)

4/7/1

REPORT ON THE DEVELOPMENT OF PROBATION POLICY FOR THE MAKANA  
EMPLOYEES.

The Mayoral Committee **RESOLVED:**

- a) THAT the HR Manager implements the policy as soon as possible.
- b) THAT an Audit assessment of the qualifications of all the employees of the Institution be done as soon as possible.



E 6.6

MINUTES OF THE AESTHETICS COMMITTEE MEETING HELD IN THE COUNCIL CHAMBER ON MONDAY, 08 JUNE 2015

Arising from the minutes of the Aesthetics Committee meeting held on 23 June 2015, it was resolved as follows:

E 6.6.1

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 6.6.2

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 6.6.3

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 6.6.4

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 ECPHRA.
- 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 6.6.5

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, ECPRA will 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 6.6.6

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 Peppergrove mall, Allen Street, erf no. 9449, Grahamstown be APPROVED pending compliance with the Aesthetics rules and regulations.

E 6.7

MINUTES OF THE INFRASTRUCTURAL DEVELOPMENT PORTFOLIO COMMITTEE  
MEETING HELD IN THE COUNCIL CHAMBER ON WEDNESDAY, 12 AUGUST 2015

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

E6.7.1

APPLICATION FOR LEAVE OF ABSENCE (WRITTEN APOLOGIES)

Clr. E. Reynolds- on leave

E 6.7.2

OFFICIAL ANNOUNCEMENTS: DIRECTOR: ENGINEERING AND INFRASTRUCTURAL  
SERVICES

- a) Ms. Bulelwa Soyizwapi is appointed as the Technician: Water and Sanitation.
- b) Mr. Radu was on annual leave

E 6.7.3

MINUTES OF INFRASTRUCTURAL DEVELOPMENT PORTFOLIO COMMITTEE  
MEETING

The Mayoral Committee **RESOLVED** THAT the minutes of the Infrastructural Development Portfolio Committee meeting held on 29 June 2015 be CONFIRMED.

E 6.7.4

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 Scotsfarm will 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 6.7.5

ACTION SHEET – JUNE 2015

The Mayoral Committee **NOTED**:

- a) Item E 7. The report that will be presented to the Portfolio Committee will be the old geyser project that was headed by the Housing Department.
- b) Mr. Siteto is still waiting for the outstanding documents from the service provider for the possible geyser project.
- c) The service provider for the possible geyser project made a presentation in the office of the Executive Mayor and Mr. Siteto was part of the presentation.
- d) The information that Mr. Siteto has on the old geyser project is that the geyser were stolen in Ext 9 Hall where it was stored and the police are busy with the investigation.
- e) E 8.2 there has been no response from the Department of Rural Development and the acting Director will make a follow up with Ms. P. Booï from Rural Development on the water deliveries in the rural areas.
- f) E 8.6 Ward 11 sewer overflow matter and illegal sewer connection lines is still not resolved.

The Mayoral Committee **RESOLVED**:

- a) THAT the action sheet for June 2015 be APPROVED.
- b) THAT the acting Director interact with the Department of Energy and submit the complaints on the old geyser project.
- c) THAT the acting Director writes to the possible geyser service provider and request. for the outstanding documents to be submitted within 14 days.
- d) THAT the report on all geyser projects be submitted to the next Portfolio Committee meeting.
- e) THAT the PMU Manager organize a meeting with Ward 11 residents and the Ward Councillor as a matter of urgency to attend to the illegal sewer connection and overflow sewer.

E 6.7.6

SDBIP- FOURTH QUARTER REPORT

The Mayoral Committee **NOTED:**

- a) The SDBIP fourth quarter report.
- b) All the “Targets Not Met” should be highlighted and prioritize those projects in the 2015/16 financial year.
- c) The upgrading on the Mayfield WWTW should not read as “Target met”. The EIA approval has not been received by the PMU section from the Department of Environmental Affairs.
- d) The Consultant for the Mayfield WWTW is still busy with the basic assessment report.
- e) The consultant for the resurfacing of Riebeeck East internal road 2.0km will complete the EIA by 30 September 2015
- f) The project KIP MOF000332 project has been completed in June so it should read “target met”
- g) Cables are stolen when there is a change in shifts by security guards.
- h) Mr. Tutuse will attend to the “bad road” issue in Transrivier and Mandela Park internally.

E 6.7.7

MONTHLY REPORT: ELECTRICITY DISTRIBUTION SECTION - JUNE 2015

The Mayoral Committee **NOTED:**

- a) The monthly report for Electricity Distribution for JUNE 2015.
- b) A meeting held with the HR Practitioner about the vacancies assured Mr. Bokwe that the post were to be advertised by 7 August 2015.
- c) A report on cables that were stolen was submitted to Mr. Mager with all the quotations.

The Mayoral Committee **RESOLVED:**

- a) THAT the monthly Electricity Distribution section report for April 2015 be APPROVED.
- b) THAT the Eskom invoices be not attached to future reports.

E 6.7.8

PMU REPORT – JULY 2015

The Mayoral Committee **NOTED**:

- a) The Project Management Unit report for July 2015.
- b) The Supply Chain Management Committees has sat and made recommendations for the Multi-Purpose Centre Project in Ward 7.
- c) The advert for the rezoning of the Multi-Purpose Centre project has been advertised.
- d) PMU officials should not attend DAC meeting without informing the Councillors which projects are going to be presented in the DAC meeting.
- e) Vukani taxi route project is running smoothly but the PMU should attend to the matter of fixing the damaged road in “B” Street by the construction vehicles.
- f) The upgrading of asbestos pipes in Grahamstown project has been delayed because a Health and Safety agent has to be appointed first.
- g) The contractor will commence when the Health and Safety plan has been approved.
- h) The priority streets on the Asbestos Pipes in Grahamstown project are York and African Streets.
- i) A public notice for the abovementioned project will be advertised when the project commence.
- j) A contractor for the Budget Maintenance: Construction of Football Facilities project has not been appointed.
- k) Africoast Engineers is no longer on the above mentioned project.
- l) The intention of the PMU Section is to do the abovementioned project internally.
- m) The service provider for the Construction of Tennis Courts project will be paid by the Budget Maintenance: Construction of football Facilities project funds.
- n) The Budget Maintenance and Upgrade of Sani Street and Upgrade of Access Road in Joza projects has been completed.
- o) The snags lists for the abovementioned projects have been done.
- p) PMU need to do final inspection to the abovementioned project.
- q) DWIS will now fund R72 million for the upgrade of Mayfield Wastewater Treatment Works project.

- r) The Communications Officer should publicize all the achievements to the press.
- s) Most networking has been done. There are a few challenges that need to be attended to in Extension 6 Sewer Reticulation Phase 2 Stage 2.

The Mayoral Committee **RESOLVED:**

- a) THAT the PMU Manager compile a list of all projects that have been presented to the DAC and circulate it to the Councillors.
- b) THAT the Administrator organize a meeting between the Acting Director and Ms. S Grobbelaar to meet with the contractor by end of the week to prevent further delays on the Construction of 11 High Mast Light in Mayfield Housing project.
- c) THAT the Administrator make a follow up on Africoast Engineer matter.
- d) THAT the PMU Manager include a financial report in the PMU report.
- e) THAT the acting Director organize a date for the Councillors and Officials for the site visit to all the projects.

E 6.7.9

MONTHLY REPORT: WATER AND SANITATION – JULY 2015

The Mayoral Committee **NOTED:**

- a) The water and sanitation complaints report for July 2015.
- b) There is progress in attending the complaints about the toilets in Seven Fountains
- c) DWIS is still engaging within their Department about the bucket eradication application submitted by Makana Municipality.
- d) The Manager: Water and Sanitation with the Human Resources Manager has agreed in principle to utilize the Process Controller for Waainek in Alicedale while busy engaging with the Unions on the matter.

E 6.7.10

MONTHLY REPORT: ROADS & STORM WATER SECTION: JUNE 2015

The Mayoral Committee **NOTED:**

- a) The roads and stormwater report for June 2015.
- b) The Roads Forum report will appear in the July report.
- c) The Scotts Farm issue had been attended to.

The Mayoral Committee **RESOLVED** THAT the roads and stormwater report for June be APPROVED

E 6.7.11

MONTHLY PROGRESS REPORT: JUNE 2015- WIND FARM

The Mayoral Committee **NOTED**:

- a) The monthly wind farm progress report for June 2015.
- b) The acting Director will make sure that the Project Steering Committee for the Wind Farm sit because the LED Directorate is complaining that the project has been taken away from them.

The Mayoral Committee **RESOLVED** THAT the monthly wind farm progress report for June 2015 be APPROVED.

E 6.7.12

MONTHLY REPORT: PRE-PAID METERS

The Mayoral Committee **RESOLVED** THAT the item be WITHDRAWN due to incorrect information and be re-submitted with correct information.

E 6.7.13

PROGRESS REPORT: HOUSING PROJECTS – JULY 2015

The Mayoral Committee **NOTED**:

- a) The housing projects progress report for July 2015.
- b) Some of the quick wins projects are Disaster, Mayfield Phase 2 and Plastering of Fingo and Eluxolweni houses.
- c) The acting Director will submit a report on Plastering of Fingo and Eluxolweni houses in the next Portfolio Committee meeting.

The Mayoral Committee **RESOLVED**:

- a) THAT the housing projects progress report for July 2015 be APPROVED.
- b) THAT the Tanti housing project, Xolani Zenzele housing and Ethembeni be added to the list of projects.



E 6.7.14

OVERTIME REPORT – JUNE & JULY 2015

The Mayoral Committee **NOTED** the overtime report for June and July 2015.

E 6.7.15

WATER CRISIS INTERVENTION PROJECT – JULY 2015

The Mayoral Committee **NOTED**:

- a) The water crisis intervention project report for July 2015.
- b) Councillor who have questions should direct them to the relevant officials.

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

E 6.7.16

SAMPLING AND ANALYSIS OF WATER AND WASTE WATER: RESULTS FOR JUNE 2015

The Mayoral Committee **NOTED**:

- a) The sampling and analysis of water and waste water result report for June 2015.
- b) The water is safe for drinking
- c) The non-compliance in “Physical”

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

E 6.8

MINUTES OF THE SOCIAL DEVELOPMENT PORTFOLIO COMMITTEE MEETING:  
HELD IN THE COUNCIL CHAMBER ON WEDNESDAY, 5 AUGUST 2015

Arising from the minutes of the Social Development Portfolio Committee meeting held on 5 August 2015, it was resolved as follows:

E 6.8.1

CONFIRMATION OF MINUTES OF PREVIOUS MEETING

The Mayoral Committee **RESOLVED** THAT the minutes of the Social Development Portfolio Committee meeting held on 30 June 2015 be CONFIRMED.

E 6.8.2

6/4/1/1

ACTION SHEET

The Mayoral Committee **NOTED**:

- a) It was disappointing to see that recommendations made in the institution were not implemented by officials.
- b) The power has been connected to Riebeeck East library and the library is operating. The official opening will follow.

The Mayoral Committee **RESOLVED**:

- a) THAT the Director of Public Safety and Community Services, Portfolio Chairperson, Manager: Parks, Technicians from Engineers Directorate and Councillors who are willing to attend should embark on a trip to monitor the Riebeeck East Library.
- b) THAT the action sheet for the month June 2015 be APPROVED.

E 6.8.3

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

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

E 6.8.4

DISASTER MANAGEMENT ACTIVITY REPORT FOR THE MONTH OF JUNE 2015.

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

E 6.8.5

MONTHLY REPORT FOR FIRE & RESCUE SERVICES FOR THE MONTH OF JUNE 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 District Municipality be approved for the necessary funding for the purchase of new vehicles for the Fire and Rescue Services Section.
- b) THAT the monthly report for Fire & Rescue Services for the month of June 2015 be APPROVED.

E 6.8.6

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

The Mayoral Committee **RESOLVED:**

- a) THAT the Director: Public Safety and Community Services inquire why Alicedale and Riebeeck East are not submitting reports on their monthly activities to the Portfolio Committee.
- b) THAT the report for Parks & Recreation for the month of June 2015 be APPROVED.
- c) THAT the acting Municipal Manager deals with the reporting of Alicedale and Riebeeck East and the reporting of the Monitoring and Evaluation Manager.

E 6.8.7

LIBRARY SERVICES REPORT: JULY 2015.

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

E 6.8.8

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

The Mayoral Committee **NOTED**:

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

The Mayoral Committee **RESOLVED** THAT a report on Landfill sites be escalated to the Council particularly after the litigation issues that have been reported in the media.

E 6.8.9

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

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

E 6.8.10

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

The Mayoral Committee **RESOLVED**:

- a) THAT a report be submitted to the next Portfolio Committee on the hiring of a services provider for the NATIS system which is currently down.
- b) THAT the monthly report for Traffic Services for the month of June 2015 be APPROVED.

E 6.8.11

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

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

The Mayoral Committee **RESOLVED** THAT the Environmental Manager should always include Councillors on external forums on Environmental issues that are taking place.

E 6.8.12

MONTHLY REPORT FOR PMU FOR THE MONTH OF JUNE 2015.

The Mayoral Committee **NOTED** the MIG funds allocated for the construction of the Multi-Purpose Centre in Ward 7.

E 6.8.13

STATUS REPORT ON OPERATIONAL CEMETERIES WITHIN THE MAKANA MUNICIPAL AREA.

The Mayoral Committee **NOTED** THAT the life expectancy of the formal cemeteries currently operational in the urban areas including that of Grahamstown, Alicedale and Riebeeck East.

E 6.8.14

MOU BETWEEN EASTERN CAPE ACADEMY OF SPORT (DSRAC) & MAKANA MUNICIPALITY.

The Mayoral Committee **NOTED** the draft MOU between Eastern Cape Academy of Sport (DSRAC) and Makana Municipality for the month of June 2015.

E 6.8.15

FEASIBILITY INSTALLATION OF TRAFFIC ROBOT AT FITZROY AND CURRY STREETS.

The Mayoral Committee **NOTED** the report on the feasibility of the installation of Traffic robots at Fitzroy and Curry Streets.

E 6.8.16

FEEDBACK ON THE SERVICE LEVEL AGREEMENT BETWEEN MAKANA AND NOKUKHANYA ENRICHMENT CENTRE REGARDING THE USE OF THE JUNIOR TRAFFIC CENTRE.

The Mayoral Committee **RESOLVED:**

- a) THAT the Manager: Traffic Services makes a follow-up to look at the costs of programmes of the Junior Traffic centre in order to assist them with outside sources of funding.
- b) THAT the item be APPROVED in principle although a decision cannot be taken at this stage.

E 7

REPORTS FROM THE EXECUTIVE MAYOR'S OFFICE

E 7.1

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

CONSIDERED:

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

The Mayoral Committee **NOTED** the monthly report for July – August 2015 for (SPU) HIV/TB coordinator office of the Executive Mayor.

E 7.2

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

CONSIDERED:

Report dated 21 September 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 7.3

EPWP OFFICE PROGRESS REPORT

CONSIDERED:

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

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

The Mayoral Committee **RESOLVED** THAT the full policy on the item be submitted to the next Council meeting.

The meeting terminated at 14:40

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EXECUTIVE MAYOR

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DATE