

MINUTES / NOTULE

1ST

**ORDINARY MEETING
GEWONE VERGADERING**

of the / van die

MATJHABENG

**MUNICIPALITY /
MUNISIPALITEIT**

held on / gehou op

TUESDAY / DINSDAG

23 JANUARY / JANUARIE 2001

at / om

16:00

MINUTES OF THE 1ST ORDINARY MEETING OF THE MATJHABENG MUNICIPALITY
NOTULE VAN DIE 1^{STE} GEWONE VERGADERING VAN DIE MATJHABENG MUNISIPALITEIT

HELD ON TUESDAY 23 JANUARY 2000
GEHOU OP DINSDAG 23 JANUARIE 2000

AT 16:00
OM 16:00

PRESENT / TEENWOORDIG

OFFICIALS / AMPTENARE

The Acting Municipal Manager / Die Wnde Munisipale Bestuurder
The Asst City Secretary (A) / Die Asst Stadsektaris (A)
The Administrative Officer (DAS1.3) / Die Administratiewe Beamppte (DAD1.3)

EXECUTIVE MAYOR

Cllr / Rdl : Leeuw SJ

SPEAKER

Cllr / Rdl : Matsepe TV

Cllrs / Rdle :

Alexander RR
Auret IH
Baaitjies M
Bengu VV
Bothma B
Chao MK
Dassie YS
Dlamini SC
Dlova TW
Du Toit JJ B
Edeling JHA
Fourie JJC



Ikaneng MI
Jabuza VB
James TH
Khalipha TD
Kotzee D
Liphoko SJ
Louw ML
Mabuya FF
Mafantire JM
Mafereka MM
Mafongosi VZ
Majoe TS
Manzana NR
Maqena AM
Maraïs Dr JS
Masienyane MD
Masoka NL
Matlabe MMT
Matosa AN
Matsubukanye MM
Menong KS
Mfebe MSE
Mgubanto KA
Mhlaba N
Moahloli LG
Mogole RR
Mohloli PP
Mokhathi PE
Mokoena ME
Mokolutlo LA
Montshioa BA
Mosala MS
Motshabi MP
Nakwa TA
Neumann VH
Ngangelizwe S
Ntsala MM
Olivier JJ
Pereko MJ
Radebe LLF
Radebe ML
Ramojela JN
Rubulana L
Seboholi CP
Segalo SS
Smit DC
Styger A
Thoabala ET
Thuthani ZA
Tladi RE



Tihone ML
Tsatsa SJ
Tshabangu SE
Tsoene TD
Tsubane ME
Van Rooyen HC
Vanga M

1. **OPENING**

Cllr SJ Leeuw

2. **WELCOMING**

Cllr TV Matsepe

3. **ABSENT WITH APOLOGY**

That the application for leave of absence from Cllr HC van Rooyen in terms of Rule 13 of the Standard Rules and Orders be approved.

Cllr VV Bengu indicated that Cllr FE Taliwe has problems with his car, on his way to the meeting, whereafter the Speaker indicated that after receiving a formal application in terms of the standard rules and orders the case will be investigated.

4. **ABSENT WITHOUT LEAVE**

Cllr FE Taliwe

5. **OFFICIAL ANNOUNCEMENTS OF THE SPEAKER**

NONE

IV

6. REPORTS OF THE SPEAKER IN TERMS OF RULES 15(1) AND 99(4)

NONE

7. APPLICATIONS AND APPEALS FROM COUNCILLORS IN TERMS OF RULES 14(1), 67 AND 72

NONE

8. REPORTS RECEIVED FROM THE SPEAKER

NONE

9. MOTIONS OF SYMPATHY AND CONGRATULATIONS BY THE SPEAKER

THE SPEAKER CONGRATULATED THE FOLLOWING COUNCILLORS ON THEIR BIRTHDAYS

Cllr MS Mosala	28 January 1958
Cllr RE Tladi	05 January 1967
Cllr V Jabuza	27 January 1964
Cllr LLF Radebe	20 January 1964
Cllr TD Khalipha	26 January 1963
Cllr VV Bengu	08 January 1963
Cllr SJ Tsatsa	23 January 1960
Cllr MM Mafereka	24 January 1956
Cllr S Ngangelizwe	17 January 1963

10. MOTIONS OF SYMPATHY AND CONGRATULATIONS BY OTHER COUNCILLORS

NONE

11. DEPUTATIONS AND INTERVIEWS

NONE

12. DISCLOSURE OF INTEREST

NONE

[illegible]

VI

CALCULATION OF POSSIBLE MEDICAL AID AND PENSION FUND CONTRIBUTIONS (PER MONTH)

	MEDICAL	PENSION	TOTAL
Executive Mayor	800.00	2 190.92	2 990.92
Speaker	800.00	1 884.18	2 684.18
Members of Mayoral Committee (10)	8 000.00	15 774.63	23 774.63
Per Councillor	800.00	1577.463	2377.463
Part time Concillors (60)	48 000.00	41 188.50	89 188.50
Per Councillor	800.00	686.475	1486.475

14. QUESTIONS OF WHICH NOTICE WAS GIVEN

NONE

15. QUESTIONS RAISED DURING MEETING

The following questions were raised by Cllr DC Smit during the meeting :-

- 15.1 When must Councillors expect their agendas and why were the agendas delivered late ?
- 15.2 Why has the mandatory report from administration not been included in the agenda ?
- 15.3 Has the Matjhabeng Municipality complied with the requirements of the Employment Equity Act, 1998 (Act No 55 of 1998) and the Skills Development Act, 1998 (Act No 97 of 1998) ?
- 15.4 When will the Council take a resolution on the Dress Code to be applicable during Council meetings ?

The Speaker allowed the Acting Municipal Manager to respond to questions 15.1 to 15.3 and disallowed question 15.4 indicating that it will be dealt with by the Rules Committee.

The response of the Acting Municipal Manager to the questions raised by Cllr DC Smit is annexed to the Minutes.

16. REPORT OF THE EXECUTIVE MAYOR

The Executive Mayor presented his report as contained on page 1 to 69 of the agenda and proposed that Council consider it.

VII

17. REPORTS OF DECISIONS TAKEN UNDER DELEGATED POWERS

NONE

18. MOTIONS

NONE

SECTION A / A-AFDELING

A1

MATJHABENG MUNICIPALITY : DESIGNATION OF FULL-TIME COUNCILLORS (3/1/B) (AMM) (P 1 : ANNEXURES P 1 – 21)

IT IS RESOLVED BY COUNCIL : (C2001-01-23)

1. That the Mayoral Committee **BE APPOINTED** on a full-time basis.
2. That the Mayoral Committee **MEETS** at least twice a month.
3. That the official working hours of the full-time Councillors **BE** eight (8) hours per day, the same as the staff members, but that they may be required to work extra hours, if necessary, on a flexi-time basis.
4. That the Executive Mayor, Speaker and the Mayoral Committee **BE ACCOMMODATED** in Welkom (headquarters) in the existing and suitable office facilities, and that they be assisted by the existing administrative and auxiliary services of the Council, as well as the proposed senior administrative component for the Matjhabeng Municipality.
5. That the following section 79 - Committees **BE ESTABLISHED AND BE CHAIRED** by the Chairpersons who are Mayoral Committee members :
 - 5.1 Finance Committee.
 - 5.2 Economic and Social Development as well as Trade and Licensing Committee.
 - 5.3 Human Resources, Planning and Development, Restructuring and Amalgamation Committee.
 - 5.4 Public Works and Engineering Committee.
 - 5.5 Public Safety, Community Services, Sports, Parks and Recreation Committee.
 - 5.6 Housing Development and Environmental Care Committee.

2

6. That the Acting Municipal Manager **SUBMITS** a report pertaining to the determinations as required by rules 109, 110 and 111 of the Standard Rules and Orders, as promulgated, at the next ensuing meeting of the Council.
7. That it **BE NOTED** that specific delegation of powers and the terms of reference of the section 79 - committees mentioned in paragraph 5 above, will be submitted at the next ensuing meeting of the Council for consideration.

A2

MATJHABENG MUNICIPALITY : IMPLEMENTING THE DETERMINED TYPE OF MUNICIPALITY (3/1/B) (AMM) (P 15 : ANNEXURES P 12 – 18 AND P 22 – 23)

IT IS RESOLVED BY COUNCIL : (C2001-01-23)

1. That the functions and powers of the Executive Mayor as determined in terms of section 56 of the Local Government : Municipal Structures Act, 1998 (Act No 117 of 1998), as amended, as well as those standing delegations that shall be delegated to him or her in terms of paragraph 10 of the section 12 Establishment Notice, **BE MADE** applicable to the Executive Mayor.
2. That the functions and powers of the Speaker as set out in section 37 of the Local Government : Municipal Structures Act, 1998 (Act number 117 of 1998), as amended, as well as those standing delegations that shall be delegated to him or her in terms of paragraph 10 of the section 12 Establishment Notice, **BE MADE** applicable to the Speaker.
3. That the functions and powers of the Municipal Manager as determined in terms of section 55 of the Local Government : Municipal Systems Act, 2000 (Act number 32 of 2000), as amended as well as those standing delegations that shall be delegated to him or her in terms of paragraph 10 of the section 12 Establishment Notice, **BE MADE** applicable to the Municipal Manager and the administration.

A3

ESTABLISHMENT OF AUDIT COMMITTEE (6/12/1) (AMM – IA) (P 26 : ANNEXURES P 24 – 27)

IT IS RESOLVED BY COUNCIL : (C2001-01-23)

1. That Council **ELECT AND APPOINT** three members, in proportion to their membership in the Council, namely two African National Congress (ANC) and one Democratic Alliance (DA) Councillors to serve on the Audit Committee and that the political parties **SUBMIT** the names to the Executive Mayor at a later stage.
2. That the Council **APPOINT** one member of an outside experienced auditing firm to serve in the Audit Committee, **ON A VOLUNTARY BASIS AND FREE OF CHARGE, OR BY MEANS OF NOMINAL PAYMENT** for the services rendered.

3

3. That a report **BE SUBMITTED** to the next ensuing meeting of Council, following the first meeting of the Audit Committee, in order to adopt all further conditions applicable to the Audit Committee.

A4

DELEGATION TO ATTEND FRELOGA'S CONFERENCE : 22 / 23 FEBRUARY 2001 (3/1/4/3) (DAS1) (P 28 : ANNEXURES P 28 – 29)

IT IS RESOLVED BY COUNCIL : (C2001-01-23)

1. That the inaugural conference of FRELOGA to be held on 22 / 23 February 2001 at Bloemfontein **BE ATTENDED**.
2. That the Council **BE REPRESENTED** by Cllrs SJ Leeuw, TV Matsepe, NL Masoka, D Kotzee, MK Chao, TD Khalipha, KA Mgubanto, AM Maqena, A Styger, BA Montshioa, ME Tsubane, MM Ntsala, MS Mosala and SE Tshabangu.
3. That the Municipal Manager **ALSO ATTENDS** the conference.
4. That the registration fee of R1 710,00 (inclusive of VAT) plus the normal travelling and subsistence **BE PAID**.

A5

ELECTION OF REPRESENTATIVE IN THE EXECUTIVE COMMITTEE OF THE FREE STATE LOCAL GOVERNMENT ASSOCIATION (3/1/4/3) (DAS1) (P 29)

IT IS RESOLVED BY COUNCIL : (C2001-01-23)

1. That negotiations **BE ENTERED** into with FRELOGA to pay arrear membership fees in monthly instalments before 30 June 2001.
2. That Cllr TD Khalipha **BE ELECTED TO REPRESENT** Matjhabeng in the Provincial Executive of Freloga in the interim.

A6

SALARY DATE : MATJHABENG (5/4/1/2/1) (ACT./L/T) (P 31)

IT IS RESOLVED BY COUNCIL : (C2001-01-23)

1. That all Council resolutions at the different towns, regarding payment dates of salaries/wages **BE REPEALED**.
2. That all salaries, wages and allowances **BE PAID** on the last Friday of each month.

4

3. That all salaries, wages and allowances **BE PAID** on the second last Friday during December of each year.
4. That paragraphs 1, 2 and 3 above **BE IMPLEMENTED** with effect from 1st March 2001.

A7

SIGNATORIES TO BANK ACCOUNTS (6/8/1) (ACT./L/T) (P 32)

IT IS RESOLVED BY COUNCIL : (C2001-01-23)

1. That Council **CONDONES** the signing of cheques by Administrative Unit Managers against Resolutions 20 and 21 of 19 December 2000.
2. That paragraph 1 above **DOES NOT CONDONE** any unauthorized expenditure.
3. That Council Resolutions 20 and 21 of 19 December 200 **BE REPEALED**.
4. That the signing powers of former municipalities **REMAIN** in force until 30 June 2001.
5. That the Administrative Unit Manager and the Unit Treasurer on a daily basis **REPORT** to the Lead Treasurer and the Acting Municipal Manager regarding all expenditure as well as :
 - i) Bank balance
 - ii) Overdraft facilities
 - iii) Outstanding cheques
 - iv) Expenditure incurred
 - v) Income received
6. That the Head of the relevant administrative unit **AUTHORISE** all requisitions/orders for the acquisition of services or goods.
7. That the branch offices on a weekly basis **REPORT** on orders placed for the acquisition or services or goods.
8. That all Administrative Unit Managers **BE INSTRUCTED TO CUT COST** to the minimum and that all expenditure incurred **SHOULD BE GUIDED** by the cash available at the administrative unit.
9. That requisitions **MUST BE AUTHORISED** by the head of the relevant administrative unit or her or his authorised representative before an order may be made by the Treasury.
10. That the Acting Municipal Manager **INVITES** tenders from financial institutions for the opening of a bank account for the Matjhabeng Municipality.

5

A8

DEVELOPMENT OF A REGIONAL CEMETERY (20/8/1) (DCS) (P 36 : ANNEXURES P 30 – 33)

IT IS RESOLVED BY COUNCIL : (C2001-01-23)

1. That an amount of R420 000,00 **BE MADE AVAILABLE** from savings in the 2000/01 Operational Budget in instalments of R140 000,00 over a period of three months as counter funding to develop a new regional cemetery.
2. That approval for the amendments of the Capital budget **BE OBTAINED** from the National Department of Finance.

A9

POLICY TO BE ADOPTED BY THE MATJHABENG MUNICIPALITY WITH REGARD TO THE GENERAL ADMINISTRATION OF VALUATIONS OF RATEABLE PROPERTY (6/22) (DAS 2.1) (P 38 : ANNEXURES P 34 – 35)

IT IS RESOLVED BY COUNCIL : (C2001-01-23)

1. That the appointment of the following staff **BE CONSIDERED** when the new staff structure of Matjhabeng is finalized :

Allanridge – one permanent and one temporary staff member.
Hennenman – one permanent and one temporary staff member.
Odendaalsrus – one permanent and two temporary staff members.
Ventersburg – one permanent and one temporary staff member.
Virginia – one permanent and three temporary staff members.
Welkom – one permanent and four temporary staff members.
2. That an investigation **BE CONDUCTED** into the Subsidised Motor Transport Scheme with reference to the permanent staff to be appointed.
3. That the Computer Manager **BE INSTRUCTED TO INVESTIGATE** the possibility of obtaining a new database and to establish the costs involved.
4. That Messrs Laubscher, Slabbert & Brink **FURNISH** Council with street maps of the various towns and that a quotation **BE OBTAINED** from them in respect of the costs.
5. That the administration in relation to the new database **BE INITIALLY PERFORMED** by the Welkom office.

6

6. That a further report **BE PRESENTED** to Council as soon as the Property Rates Act, 2000 comes into operation.

A10

FINAL DRAFT : INTERIM IDP ACTION PLAN : APPOINTMENT OF COUNCILLORS TO SERVE ON THE COMMITTEE (4/1/2/2) (DAS4) (P 47)

IT IS RESOLVED BY COUNCIL : (C2001-01-23)

1. That Councillors IH Auret and D Smit **BE APPOINTED TO SERVE** on the IDP Committee.
2. That the ANC **SUBMIT** a list of eight Councillors to serve on the IDP Committee.
3. That the firms Laubscher, Slabbert and Brink and Fairchild McMorran **BE APPOINTED** as facilitators for the process, mentioned in paragraph 1 above.

A11

PROVISION FOR A POST : PERSONAL ASSISTANT : OFFICE OF THE EXECUTIVE MAYOR : O & W (8/3/2/2) (AMM) (P 48)

IT IS RESOLVED BY COUNCIL : (C2001-01-23)

1. That one (1) post of Public Relations Officer (job grade 5/4) **BE CHANGED** to one (1) post of Personal Assistant (job grade 5/4).
2. That if budgetary constraints allow, the post of Personal Assistant (job grade 5/4) **BE ADVERTISED** by the Branch : Personnel Management and **BE FILLED AS SOON AS POSSIBLE** on a contractual basis for a period of five (5) years.

After resolution of this item, the Democratic Alliance requested that their concerns against the resolution be recorded due to the budgeting constraints of Matjhabeng.

A12

ESTABLISHMENT OF THE RULES COMMITTEE (4/1/2/2) (SPEAKER) (P 53)

IT IS RESOLVED BY COUNCIL : (C2001-01-23)

1. That the Rules Committee consisting of the following 9 (nine) members **BE ESTABLISHED** by the Council in **ORDER TO EXECUTE** the powers and functions mentioned in the report :

- a) Speaker as the Chairperson.
 - b) 4 Members of the ANC.
 - c) 2 Members of the DA.
 - d) 1 Member of the PAC.
 - e) 1 Member of the UDM.
2. That all the political parties **SUBMIT** the names of their members to the Speaker as soon as possible.

A13

ESTABLISHMENT OF A CHIEF WHIP'S FORUM (4/1/2/2) (SPEAKER) (P 55)

IT IS RESOLVED BY COUNCIL : (C2001-01-23)

- 1. That a Chief Whip's Forum **BE ESTABLISHED**.
- 2. That the Chief Whip's Forum **CONSISTS** of
 - a) The Speaker
 - b) The Chairperson of the Chairperson's Committee. (The Chairperson's Committee which shall be established in terms of the Rules and Orders shall consist of Chairpersons of Ward Committees established in terms of Section 72 of the Municipality Structures Act No 117 of 1998.)
 - c) The Chief Whip of the Majority party.
 - d) The Chief Whips of all other parties represented in the Council.
- 3. That the functions, duties and powers of the Forum **BE CONFIRMED** as mentioned on the report in Item No. 13 of the Council's agenda of 23 January 2001.
- 4. That necessary resources **BE MADE** available to this Committee.

A14

ESTABLISHMENT OF WARD COMMITTEES (4/1/2/2) (SPEAKER) (P 57)

IT IS RESOLVED BY COUNCIL : (C2001-01-23)

- 1. That **IT BE NOTED** that the Acting Municipal Manager is of the view that Ward Committees **BE ESTABLISHED** for Matjhabeng in the light of his preliminary report and analysis of the situation.
- 2. That Ward Committees **BE ESTABLISHED** for all Wards in Matjhabeng in terms of Section 73 of the Municipality Structures Act No 117 of 1998.
- 3. That such Committees **SHALL NOT CONSIST** of more than 10 members.

8

4. That the election of such Committee Members **SHALL BE DONE** in terms of sub-section (3) of Section 73 of the Act No 117 of 1998.
5. That the Chairperson of such Ward Committee **SHALL BE** the elected Ward Councillor of that specific Ward.
6. That the object and objectives of Ward Committees **SHALL BE** as prescribed in Rule 152(1) of Council's Rules and Orders.
7. That the Municipal Manager **SUBMIT** a comprehensive report to Council as envisaged in sub-rule (3) of Rule 150, to the Executive Mayor who shall act in terms of sub-rule (5).

A15

ESTABLISHMENT OF A CHAIRPERSON'S COMMITTEE (4/1/2/2) (SPEAKER) (P 59)

IT IS RESOLVED BY COUNCIL : (C2001-01-23)

1. That a Committee of Chairpersons of Ward Committees **BE ESTABLISHED**.
2. That a Ward Councillor **BE APPOINTED TO CHAIR** such a Committee.
3. That the Speaker **GIVE GUIDANCE** to this Committee on the possible matters to be placed on the agendas of Ward Committee Meetings as a general rule whilst not detracting from the right of the Committee itself to set out its own agenda.
4. That the duties and functions of the Committee **BE CONFIRMED** as mentioned on Item No 15 on the Council's agenda of 23 January 2001.

A16

BUDGET 2001/2002 (6/1/1/1) (ACT./L/T) (P 60)

IT IS RESOLVED BY COUNCIL : (C2001-01-23)

1. That the timetable as set out in the report, on Item No 16 dated 23 January 2001, as amended, **BE IMPLEMENTED**.
2. That all Administrative Unit Managers **BE INFORMED TO ADHERE** to the various limitations and provisions as set out in the report when drafting the 2001/2002 budget.

A17

MATJHABENG MUNICIPALITY : SENIOR ADMINISTRATIVE COMPONENT (2/1)
(AMM) (P 64 : ANNEXURES P 36 – 42)

IT IS RESOLVED BY COUNCIL : (C2001-01-23)

That the following senior administrative component, heads of department, for Matjhabeng Municipality **BE APPROVED** for the interim, until a permanent organisational structure has been finalised:

1. Administration Services
2. Financial Services
3. Engineering Services
4. Community Services
5. Economic Development Services.

A18

ELECTION OF A REPRESENTATIVE TO THE FACILITATION COMMITTEE (4/1/2/2)
(DAS1) (C23/01/2001) (P 66)

IT IS RESOLVED BY COUNCIL : (C2001-01-23)

That resolution 26 dated 19 December 2000 **BE AMENDED** by the substitution of Cllr VV Bengu with Cllr TV Matsepe.

19. CLOSURE

The meeting terminated at 18:15
 Die vergadering eindig om 18:15

DATE / DATUM

.....
SPEAKER

INDEX / INHOUDSOPGAWE

ITEM NO	ITEM	PAGE / BLADSY
A1	MATJHABENG MUNICIPALITY : DESIGNATION OF FULL-TIME COUNCILLORS (3/1/B) (AMM)	1
A2	MATJHABENG MUNICIPALITY : IMPLEMENTING THE DETERMINED TYPE OF MUNICIPALITY (3/1/B) (AMM)	2
A3	ESTABLISHMENT OF AUDIT COMMITTEE (6/12/1) (AMM – IA)	2
A4	DELEGATION TO ATTEND FRELOGA'S CONFERENCE : 22 / 23 FEBRUARY 2001 (3/1/4/3) (DAS1)	3
A5	ELECTION OF REPRESENTATIVE IN THE EXECUTIVE COMMITTEE OF THE FREE STATE LOCAL GOVERNMENT ASSOCIATION (3/1/4/3) (DAS1)	3
A6	SALARY DATE : MATJHABENG (5/4/1/2/1) (ACT./L/T)	3
A7	SIGNATORIES TO BANK ACCOUNTS (6/8/1) (ACT./L/T)	4
A8	DEVELOPMENT OF A REGIONAL CEMETERY (20/8/1) (DCS)	5
A9	POLICY TO BE ADOPTED BY THE MATJHABENG MUNICIPALITY WITH REGARD TO THE GENERAL ADMINISTRATION OF VALUATIONS OF RATEABLE PROPERTY (6/22) (DAS 2.1)	5
A10	FINAL DRAFT : INTERIM IDP ACTION PLAN : APPOINTMENT OF COUNCILLORS TO SERVE ON THE COMMITTEE (4/1/2/2) (DAS4)	6
A11	PROVISION FOR A POST : PERSONAL ASSISTANT : OFFICE OF THE EXECUTIVE MAYOR : O & W (8/3/2/2) (AMM)	6

ITEM NO	ITEM	PAGE / BLADSY
A12	ESTABLISHMENT OF THE RULES COMMITTEE (4/1/2/2) (SPEAKER)	6
A13	ESTABLISHMENT OF A CHIEF WHIP'S FORUM (4/1/2/2) (SPEAKER)	7
A14	ESTABLISHMENT OF WARD COMMITTEES (4/1/2/2) (SPEAKER)	7
A15	ESTABLISHMENT OF A CHAIRPERSON'S COMMITTEE (4/1/2/2) (SPEAKER)	8
A16	BUDGET 2001/2002 (6/1/1/1) (ACT./L/T)	8
A17	MATJHABENG MUNICIPALITY : SENIOR ADMINISTRATIVE COMPONENT (2/1) (AMM)	9
A18	ELECTION OF A REPRESENTATIVE TO THE FACILITATION COMMITTEE (4/1/2/2) (DAS1) (C23/01/2001)	9

