

# **MINUTES**

**1<sup>ST</sup> SPECIAL COUNCIL MEETING**

**of**

**MATJHABENG MUNICIPALITY**

**held on**

**25 JANUARY 2005**

**at**

**16:00**

**COUNCILLORS PRESENT : 1<sup>st</sup> SPECIAL COUNCIL MEETING :  
25 JANUARY 2005**

**ANC**

<b>PROPORTIONAL</b>			
1.	Leeuw SJ ( <b>Executive Mayor</b> )	15.	Ikaneng MI
2.	Matsepe TV ( <b>Speaker</b> )	16.	Mafantire MJ
3.	Tsubane ME	17.	Mafongosi VZ
4.	Menong KS ( <b>MMC</b> )	18.	Mashinini NL
5.	Ramaisa KA ( <b>MMC</b> )	19.	Alexander RR
6.	Tladi RE ( <b>MMC</b> ) ( <b>Written Apology</b> )	20.	Radebe ML
7.	Thuthani ZA ( <b>MMC</b> ) ( <b>Written Apology</b> )	21.	Sephiri MJ
8.	Matosa AN	22.	Tihone ML
9.	Matlabe MMT	23.	Vanga M ( <b>Absent</b> )
10.	Mbana MA ( <b>Written Apology</b> )	24.	Kotzee D ( <b>Absent</b> )
11.	Mokhathi PE	25.	Masoleng NI
12.	Bengu VV	26.	Kujoana MA
13.	Dali VN	27.	Motshabi MP
14.	Dlova TW		
<b>WARD</b>			
28.	Matsbukanye MM ( <b>Absent</b> )	43.	Mfebe MSE
29.	Tshabangu SE ( <b>MMC</b> )	44.	Mhlaba N
30.	Mohloli PP	45.	Mokolutlo LA ( <b>Absent</b> )
31.	Mogole RR	46.	Montshioa BA ( <b>MMC</b> )
32.	Liphoko SJ	47.	Mosala MS
33.	Mokoena ME ( <b>Written Apology</b> )	48.	Nakwa TA
34.	Masienyane MD	49.	Ngangelizwe S
35.	Baaitjies M ( <b>Absent</b> )	50.	Radebe LLF
36.	Dassie YS	51.	Ramojela JN
37.	Dlamini SC	52.	Rubulana L
38.	James TH ( <b>Apology</b> )	53.	Seboholi CP
39.	Khalipha TD ( <b>MMC</b> )	54.	Taliwe FE
40.	Mabuya FF	55.	Thoabala TE ( <b>MMC</b> ) ( <b>Written Apology</b> )
41.	Manzana NR	56.	Tsoene TD
42.	Masoka NL ( <b>Written Apology</b> )	57.	Tsatsa SJ

**DA**

<b>PROPORTIONAL</b>			
58.	Fourie JJC	62.	Maqena AM
59.	Marais (Dr) JS	63.	Ntsala MM
60.	Auret IH	64.	Olivier JJ
61.	Neumann VH	65.	Styger A
<b>WARD</b>			
66.	Bothma B	69.	Edeling JH
67.	Louw ML ( <b>Written Apology</b> )	70.	Van Rooyen HC ( <b>Absent</b> )
68.	Smit DC ( <b>Written Apology</b> )	71.	Du Toit JJB

# II

## PAC

PROPORTIONAL	
72.	Majoe TS

## OFFICIALS

Mr RSB Sesele	-	Municipal Manager
Mr J Greyling	-	Acting Corporate Executive Manager: Engineering Services
Mr JK Jankowitz	-	Acting Executive Manager : Corporate Services
Me AC Schoeman	-	Administrative Officer
Mr T Jobo	-	Corporate Services

### 1. OPENING

Reverend Leon Foot opened the meeting with Scripture reading and a prayer.

### 2. APPLICATIONS FOR LEAVE OF ABSENCE

See Attendance List.

### 3. OFFICIAL ANNOUNCEMENTS BY THE SPEAKER

The Speaker sympathised with all Councillors who had lost beloved ones during the Festive Season.

The Speaker congratulated the following Councillors on their birthdays, which would be in February:

Mafantire JM	05
Thuthani ZA	07
Mokoena ME	07
Tsoene TD	16
Dlamini SC	18
Motshabi MP	21
Seboholi CP	22
Maqena AM	29



**4. DISCLOSURE OF INTEREST**

None

**5. ITEMS FOR DISCUSSION**

The Speaker presented items SA1/2005 to SA9/2005, which were discussed and the resolutions in this regard are on pages 1 - of the minutes.

**6. ANNUAL ADDRESS BY THE EXECUTIVE MAYOR**

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The Executive Mayor delivered his annual address, which is attached as **Annexure "A"** of these minutes.

**7. CLOSING**

The meeting terminated at **17:45**.

\_\_\_\_\_  
**TV MATSEPE (SPEAKER)**

\_\_\_\_\_  
**DATE**

SA1/2005

**PROPOSED ORGANISATIONAL STRUCTURE: FINANCIAL MANAGEMENT  
(2/4) (MMC – FINANCE)**

**PURPOSE OF REPORT**

To submit the proposed Organisational Structure of the Department Financial Management for approval

**At 17:00 the ANC requested a caucus, which was granted and the meeting proceeded at 17:20.**

**COUNCIL RESOLVED (25 JANUARY 2005)**

[CFO]

1. That the structure of the Department Finance as per page 1 to 3 of the Annexures as proposed and in-line with the MFMA **BE APPROVED** within the current Budget, subject to the following changes on page 3 of the Annexures:
  - (a) By deletion of **6 Community-based Debt Collector Clerks** and substitution thereof with **Community Revenue Collection Projects**.
  - (b) The Broken line to be made a solid line.
2. That the structure **MUST NOT** negatively affect the personnel, if any situations arise the labour forum must be engaged before implementing the decision.
3. That flexible job descriptions must be **DEVELOPED**.

SA2/2005

**MONTHLY FINANCIAL REPORT: OCTOBER 2004 (6/12/2/1) (CFO)**

**PURPOSE OF REPORT**

To inform the Council regarding the financial results for the period 01/10/2004 to 31/10/2004.

**COUNCIL RESOLVED (25 JANUARY 2005)**

[CFO]

1. That the contents of the Financial Report for October 2004 **BE NOTED**.
2. That the monthly reports for November and December 2004 **BE SUBMITTED** directly to the Executive Mayor irrespective whether it served before the Portfolio Committee or not.

- [HOD's] 3. That all departments must start **MANAGING** their budgets effectively with effect from 26 January 2005.
- [CFO] 4. That the Section 80: Finance Committee **MUST ESTABLISH** an Ad Hoc Committee to **TAKE CHARGE** of the Debt Collection and Credit Control Policy.

**SA3/2005**

**DETERMINATION OF UPPER LIMITS OF SALARIES, ALLOWANCES AND BENEFITS OF DIFFERENT MEMBERS OF MUNICIPAL COUNCIL (6/6/2) – (CFO)**

**PURPOSE**

To submit to Council the upper limits of salaries, allowances and benefits of different members of municipal council as per Government Gazette No 27138, dated 21 December 2004.

**COUNCIL RESOLVED (25 JANUARY 2005)**

- [CFO] 1. That the upper limits of salaries, allowances and benefits of different members of municipal councils **BE IMPLEMENTED** with effect from 1 July 2004, according to Government Gazette No 27138 dated 21 December 2004 and **BE PAID** by 31 January 2005.
2. That Councillors **BE REIMBURSED** for reasonable and actual out of pocket expenses incurred during the execution of official and ceremonial duties.
- [MM] 3. That a policy relating to the payment of out of pocket expenses of councillors **BE URGENTLY SUBMITTED** in the next Council sitting by the Office of the Municipal Manager.

**SA4/2005**

**ESTABLISHMENT OF A HOUSING DISPUTE RESOLUTION COMMITTEE – OFFICE OF THE SPEAKER (4/1/2/2) (EMHDEM)**

**INTRODUCTION**

To submit before Council approval for the honorarium payment of the two Committee Members serving before the Housing Dispute Resolution Committee.

**COUNCIL RESOLVED (25 JANUARY 2005)**

- [CFO] That whilst the process of the policy continues the external community members serving on the Housing Dispute Resolution Committee be given a honorarium of R200,00 per sitting, **in the interim.**

SA5/2005

**SCHEDULE OF LEJWELEPUTSWA DISTRICT COUNCIL SITTINGS FOR THE CALENDAR YEAR 2005 (15/2/1/28) (MCA)**

**PURPOSE**

To submit the above-mentioned Schedule for meetings received from the District Council, to Council for information.

**COUNCIL RESOLVED (25 JANUARY 2005)**

[MCA] That Council **TAKES NOTE** of the Schedule of Lejweleputswa District Council's sittings for the Calendar Year 2005.

SA6/2005

**MATJHABENG MUNICIPALITY : QUARTERLY AND ANNUALLY REPORTS OF RESPECTIVE WARDS (12/1/1) (COUNCIL WHIP)**

**PURPOSE**

The purpose of the report is for Council to approve the format in which Ward Councillors should report on activities.

**COUNCIL RESOLVED (25 JANUARY 2005)**

[Council Whip] That the format for Ward Councillors and PR Councillors to report on activities in their respective wards as set out in Annexures on pages 24 to 34 **BE APPROVED** with the addition of the heading: *Briefing by Councillors* under the heading: Present: Annex Attendance Register on pages 24 and 29 of the Annexures respectively.

SA7/2005

**REPORT OF THE AUDITOR-GENERAL TO MEMBERS OF THE COUNCIL OF MATJHABENG LOCAL MUNICIPALITY ON THE FINANCIAL STATEMENTS OF MATJHABENG LOCAL MUNICIPALITY FOR THE YEAR ENDED 30 JUNE 2003 (6/12/2/1) (AM:IA)**

**PURPOSE:**

To submit the Report of the Auditor-General on the Audit of Financial Statements of Matjhabeng Local Municipality for the year ended 30 June 2003 for consideration.

**COUNCIL RESOLVED (25 JANUARY 2005)**

- [MIA]
1. That the Council **TAKES NOTE** of the Auditor General Report on the Financial Statements for the year-ended 30 June 2003.
  2. That Falkia consultants (currently appointed to assist the CFO) **BE REQUESTED** to submit a progress report by the 28 January 2005 on the extent to which the issues raised by the Auditor General in his 2002/2003 report has been addressed in the Financial Statements of 2003/2004, to enable the Performance Audit Committee to submit a recommendation to Council on the Financial Statements for the year-ended 30 June 2003.
  3. That Council **RE-EMPHASIZES** that the public account has authority to request someone or invite any person or official to provide any information that is proper for consumption and also to make their job easier.

**SA8/2005****QUARTERLY INTERNAL AUDIT PLAN : JANUARY 2005 – MARCH 2005  
(6/12/1) (AM:IA)****PURPOSE:**

To submit to the Performance Audit Committee the Quarterly Audit Plan for the Quarter ending 31 March 2005 for consideration.

**COUNCIL RESOLVED (25 JANUARY 2005)**

- [MIA]
1. That Council approves the Quarterly plan of the Internal Audit for the Quarter ending 31 March 2005.
- [ExecMayor]
2. That Council delegates the Executive Mayor to interact with the Chairperson of the Performance Audit Committee, to ascertain the Capacity problems in the department, and that 3 qualified internal auditors be appointed for a period of 3 months in order to avoid delays in the completion of the programme, if needed.

**SA9/2005****PERFORMANCE AUDIT COMMITTEE PROGRAMME OF MEETINGS  
(3/1/3/1) (AM:IA)****PURPOSE**

To submit a programme of meetings of the Performance Audit Committee meetings for the period January 2005 to June 2005, for consideration.



**COUNCIL RESOLVED (25 JANUARY 2005)**

[MIA]

1. That the Performance Audit Committee meetings be held on 22 March 2005 and 24 May 2005.
2. That the Performance Audit Committee held further meetings on 19 April 2005 and 21 June 2005, if needed.

**ANNEXURE "A"**

**ANNUAL ADDRESS BY THE EXECUTIVE  
MAYOR – 25 JANUARY 2005**