

MINUTES OF AN ORDINARY COUNCIL MEETING OF THE MASILONYANA LOCAL MUNICIPALITY HELD ON 20 DECEMBER 2013 AT 14:00 IN THE TOWN HALL, THEUNISSEN

Present: Councillors: S J Mabitla; Z P Thuthani; S L Kgoe; D E Modise; M M Kholumo; V M Lekale; K P Dichakane M Moloele; X Nqwiliso P Ramongalo; T J Chele; M B Tsoaela; S C Mangoejane; J A Pienaar; P T Botha; and I I Majara.

Officials: Messrs S S Mtakati (Municipal Manager); D.M Mkwane (Acting Manager Infrastructure); D Nthau (Manager Corporate Services); Z Ntjwabule (Manager: Office of Mayor); Me. M Maphobole (Manager Social & Community Services); Me. M Mokoena (Chief Financial Officer) and Ms. Mahula (Scriber).

ITEM 1

OPENING:

Me Mokoena (chief financial officer) opened the meeting with a prayer, whereafter the Speaker welcomed all present and declared the meeting officially opened.

ITEM 2

APPLICATION FOR LEAVE OF ABSENCE:

- Councillors Venter is in holidays, Cllr Modise, Cllr Dichakane and Cllr Moloele will join the council later on.
 - Manager infrastructure appointed Me Mkwane to act on his behalf as he is on sick leave.
 - Cllr Sekharume.
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ITEM 3
OFFICIAL ANNOUNCEMENTS

- CFO Me Mokoena tendered her resignation letter she will be joining SASSA as Deputy Director General in North West.

ITEM 4
MOTION (S) OF SYMPATHY AND CONGRATULATIONS BY THE SPEAKER:

- The Speaker thanked the community, councillors and management for being with this municipality throughout the year.

ITEM 5
MOTION(S) OF SYMPHATHY AND CONGRATULATIONS:

- **Condolences were passed to the following families:**
 - The family of former Cllr Kathaza who passed away, the family of Nomalanda and the member of community in Theunissen who was killed. Mr Papi Molotsi (mayor driver).
 - **Congratulations:**
 - Cllr Kgoe congratulated Kaizer Chiefs for beating Golden arrows 1-0 and Orlando Pirates for beating Amatakus 1-0.
 - Cllr Modise congratulated the community, municipal council and management who mourned with the family of former state president DR Nelson Rolihlahla Mandela.
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ITEM 6
DEPUTATION AND INTERVIEWS:

- None.

ITEM 7
DISCLOSURE OF INTEREST

7.1 ON ANY ITEM ON THE COUNCIL AGENDA:

None.

7.2 DECLARATION OF THE PERSONAL INFORMATION OF COUNCILLORS AND OFFICIALS:

None

ITEM 8
REPORTS OF THE SPEAKER IN TERMS OF RULES 15(1) AND 99(4):

- None, Speaker thanked all councillors for their cooperation in this regard.

ITEM 9
MINUTES OF THE PREVIOUS MEETINGS:

10.1 MINUTES OF ORDINARY COUNCIL MEETING HELD ON THE 15 OCTOBER 2013, THEUNISSEN – TOWN HALL AT 14H00

The following corrections were made on the minutes:

Page 17:

Mayor indicated that it's only vererkedevlei which is left not soutpan. And all allegations raised during Imbizos will be investigated.

RESOLVED:

That minutes of Ordinary Council meeting held on 15 October 2013 at Theunissen - Town Hall, with corrections made is the true reflection of the proceedings of the said meeting, minutes are approved.

10.1.1 MATTERS ARISING FROM THE PREVIOUS MINUTES:

- Council wanted response on how far is the process of appointing interpreter for council.
- It was responded that this position form part of package of critical posts and should be treated fairly as other critical posts, however the vacancy will be advertised in January.
- On MPAC meeting it was responded that treasury made commitment to assist and educate councillors and the programme to unfold in January 2014.
- On office of councillors the furniture was bought and the only thing remaining is distribution.
- Furthermore the council wanted response on how far is the issue of UIF and pension fund on councillor's salaries.
- It was responded that the calculations have been done and the only remaining part is that the municipality is interacting with Department of Labour to advice the management correctly.
- On Deviation of capital projects, the municipal manager indicated that all projects that was registered with MIG were substituted with the projects of addressing spillages.

- On RBIG the service provider is appointed the process is ongoing.
- On annual reports local economic development strategy is been developed the mayor indicated that the draft will be presented in the next council before public participation.
- Cllr Chele indicated the office of ward councillor in ward 9 need to be renovated.

RESOLVED

- Municipal manager to appoint interpreter for the duration stated.
- That the councillors be refunded their monies back.

ITEM 11 **REPORTS FROM THE SPEAKER:**

ID CAMPAIGN

- The speaker indicated that his office had engagement with local school principals of Masilonyana during jurisdictional area over an ID campaign programme.
- On food parcels schools will send lists of learners who need food parcels to the office of the speaker.
- Officials in the office of the Speaker to start communicating with (NGO) Free State care in action to assist in identifying structures that will assist with social welfare.
- On rapid bucket eradication programme the consultants have been appointed to commence with the programme.

- The Speaker indicated that he has already consulted the Premier, MEC to assist in this regard but all processes was overtaken by the funeral of former state president DR Nelson Rolihlahla Mandela.
- Furthermore the Speaker indicated that municipality should try to assist local learners who are unable to register for tertiary institution due to scarcity of funds by organising concert.
- To support this initiative the mayor must also have a look from his office on special programme as this people are the one who causes unrest within our communities.
- Operation patala will be launched.

RESOLVED:

- Council take note of the work done to date.
- Council support the programme of ID campaigns.
- Council take note of the attached schedule of Lejweleputswa district municipality.

2013 COUNCILLOR'S WATER SECTOR DEVELOPMENT.

- The speaker indicated that this programme aim to ensure that councillors are supported in terms of their water sector related roles and responsibilities as well councillors are premised on sound and informed water sector legislative and policy imperatives.

RESOLVED:

- Council take note of the training workshop that happened.

HOUSEHOLD PROFILE WORKSHOP:

- The speaker reminded the council of resolution taken on 30 march 2012 that the project concerned was to be budgeted and undertaken by ward committee members who will in turn be monitored by customer care officers. As per council resolution each household visited a R10.00 will be compensated to a ward committee member.
- Stats SA were approached and into developing the questionnaire to be used to gather the statistics and indeed they were equal to the task and came in handy to assist the municipality.
- The project is set to be carried out from January 2014 and run until March 2014, about 15959 households around Masilonyana juristical area have to be visited.
- Speaker indicated that Soutpan is leaving to Mangaung Metro Municipality in 2016 or even before.

RESOLVED:

- Budget is confirmed.
 - Campaign be started in January 2014
 - Identification tags be developed for all ward committees.
 - Ward councillors inform their constituencies about the campaign.
 - Management consider increasing the initial offer of R10 per questionnaire.
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ITEM 12

REPORTS OF THE MAYOR:

12.1 REPORT FROM FINANCE:

Mayor explained that this report came as obliged to Municipal Financial Management Act section 70.71 Reports:

The accounting officer of a municipality must by no later than 10 working days. After the end of each month submit to the mayor of the municipality and the relevant provincial treasury a statement in the prescribed format on the state of the municipality's Budget reflecting the following particulars for that month and for the financial year up to

The end of that month:

Actual revenue, per revenue source;

Actual borrowings;

Actual vote: 30

Actual capital expenditure. Per vote;

The amount of any allocations received;

actual expenditure on those allocations. excluding expenditure on-

(i) Its share of the local government equitable share: and

(i i) allocations exempted by the annual Division of Revenue Act from 35 when necessary, an explanation of-

(i) Any material variances from the municipality's projected revenue by source, and from the municipality's expenditure projections per vote;

(ii) Any material variances from the service delivery and budget implementation plan; and

(i i i) any remedial or corrective steps taken or to be taken to ensure that projected revenue and expenditure remain within the municipalities approved budget.

- On 30 June the balance was high due to most of the payments that were done during the year (especially on salaries and third parties) were only processed on the system through journals at the end of the financial year.

- It is preferable that the ratio be at least above one.

- Inventory is excluded from current assets to obtain a clearer picture as inventory is believed to be the least liquid asset.
- Account receivable turn over it was indicated that all debtors pay back 0.41 times without impairment and 1.81 times with impairment a year what they owed the municipality.
- The ratio supposed to be 1:1 but its 1:45.
- Interest rates was high compared to investment.
- The mayor indicated that the municipality will focus mainly on uplifting cooperatives and SMMEs.
- Mayor indicated that CFO to check backlogs before launching operation patala.
- The mayor indicated that the municipality is financially sound and slowly moving to the right direction.

RESOLVED

- Council resolved to adopt bank reconciliation as it is.
- To draft a letter to treasury on the issue of establishing audit committee.

12.2 REPORT FROM CORPORATE SERVICES AND HUMAN RESOURCES:

12.2.1 WELLNESS DAY REPORT

- On the 11 October 2013 the Masilonyana local municipality launched wellness day programme for the employees in Brandfort as it was one of municipality's policies that was approved by the council on the 31th July 2013.
- The funds was solicited from service providers which was awarded tenders within our municipality.

RESOLVED

- Council resolved that the money left from the wellness day be used for operation patala.
- Council take note and accept the report.

12.2.2 REPORT ON FIXED DATE OF SALARIES:

- The municipality pays its staff and councillors on the last Friday of every month and it's create problems for the employees due to the fact that there is no fixed date to pay salaries.
- The employees can't inform their creditors to debit monies owed to them as a result of not having a fixed date and the implication thereof is that the employees continue to be garnished at an unprecedented rate.
- The matter was referred back to local labour forum for consultation and the parties agreed that the 28th day of the month will be fixed date for the payment of salaries.

RESOLVED:

- The council resolved that salaries will be paid on 28th of every month and in the event where the 28th will be on weekend the salaries will be paid on that Friday.
- During the month of December the payday will be early than normal pay date.

SOCIAL AND COMMUNITY SERVICES

12.2.3 ESTABLISHMENT OF NEW CEMETRIES FOR MASILO AND THEUNISSEN:

- The cemeteries in makeleketla and masilo are nearly full and the service provider was appointed for the establishment of new cemeteries as per EIA as required by the legislation.
- Public participation was held in makeleketla on the 06th June 2013 and masilo is pending.

RESOLVED

- Council take note of the progress report on the establishment of the cemeteries.
- All project that are running and coming should have project steering committee.

12.2.4 LANDFILL SITES: FS YOUTH JOBS

- Department of enviromental affairs appointed green worx (PTY) LTD as the implementing agents for the FS youth jobs in waste. The objectives of the programme is to create awareness on waste management in local communities, assist the municipality with in recording waste disposed by households and commercials and also to create jobs.
- The programme commenced in Theunissen and Winburg and there are (18) youth from these two towns that are appointed by green worx.
- They are currently busy with enviromental scanning and will be working at the landfill sites.

RESOLVED:

- Council take note of effective management control system in place and the monitoring, evaluation system that is in place especially in refuse removal section where the refuse team keep data on all the households where refuse was collected.

12.2.5 APPLICATION FOR BUSINESS ON RESIDENTIAL ERVENS

Application for a liquor store (bottle store) on site 5955 masilo.

- The municipality has received an application for a business on the residential.
- The owner will be billed for service charge.
- Furthermore the applicant will do follow ups with the liquor board and SAPS for final approvals.

RESOLVED:

- Council resolved that the consent for operating the business will be valid for the duration the business is registered.
- The municipality will tax the premises as a business for rates and taxes and for services.

12.2.6 APPLICATION TO OPEN A GUESTHOUSE ON SITE 403 WINBURG

- The application was submitted for approval of the guest house and restaurant on site 403 in Winburg, the site is zoned for residential purpose.

RESOLVED

- Council resolved that the consent for operating the business will be valid for the duration the business is registered.
- The municipality will tax the premises as a business for rates and taxes and for services.
- No liquor will be served on the sidewalks.

12.2.7 PROPOSED EVEREST – MERAPI 400KV POWER LINE ON THE FARM DORPS GRONDENS WINBURG 681:

- Eskom submitted an application for the permission to erect the infrastructure on the above mentioned property.
- Eskom is offering the municipality R188, 100 in total which is R4500, 00 per ha, the information in our disposal is that the recent land sale is R 6 000 per ha and this is market related.

RESOLVED:

- Council has different view on Eskom's purchase offer of R 188, 100, 00 at R4500.00 per ha.
- That council resolved that a fair amount of R6000.00 per ha is more market related and thus will accept an offer of not less than R6000.00 per ha from Eskom.

12.2.8 SANRAL; BUYING LAND NEEDED FOR ROADS ON THE N5.

- SANRAL is busy to redo the N5 from the N1 to Senekal. They need land for entrance and storm water culverts and have to buy three small pieces of land from municipality.
- The valuation calculated by SANRAL is R 6000.00 per ha basis on the latest sales of land recently.
- The need 2.2711 ha and will be R13 476.60 (excluding VAT).

RESOLVED

- Council to take note that the Directorate will contact SANRAL to get the "SG" diagrams and such diagrams be interpreted before an informed decision is made regarding alienation of land.
- Council take note of the report.

12.2.9 SERVICE DELIVERY CHALLENGES:

- Social and community services is faced with challenges of lack of staff as well as the resources.

RESOLVED

- Take note of the capital budget of R 575,700.00 that was approved for the purchase of a TLB for usage in cemeteries in all towns.
- That this R 575.700.00 be utilised to rent for TLB for Brandfort, government garage is able to give municipality its own TLBs.

12.2.10 FIRE FIGHTERS:

- A request was submitted to the municipality for the use of the buildings at the sport field as their office, however the municipality has to use this buildings as municipal offices.

RESOLVED

- Council resolved to write a letter to this organisation informing them that the municipality will not be able to assist them at this point as corporate services will be moving that side.

12.2.11 PROPOSED OPERATIONAL ARRANGEMENTS FOR THE 2013 FESTIVE SEASON:

- It is normal practise that municipalities make special arrangements with regards to working hours and operations festive seasons.

COUNCIL RESOLVED:

- That employees and officials who wish to take leave during this festive season must apply for a leave within their directories.
- That any application for official leave must first be considered by the relevant department.

- Heads of departments, acting heads of departments, internal auditor, acting unit managers and acting assistant unit managers who wish to take leave during this festive season must apply for official leave to the municipal manager.
- No employee may be absent from his/her workplace before or without prior approval of his/her application for leave.
- All leave taken by employees must be recorded at the respective departments or the municipal manager as the case may be and submitted to HR for capturing on the leave system of the municipality.
- Any absentees or unauthorised leave will be dealt with in terms of the disciplinary code collective agreement.
- Sufficient and effective measures must be in place in all departments to monitor the above arrangements effectively.
- Pay points and administrative officials and who do not take official leave for this festive season must report for duty as follows:

24 December 2013	8h00 – 10h00
27 December 2013	8h00 – 10h00
30 December 2013	8h00 – 10h00
31 December 2013	8h00 – 10h00

- Normal working hours will be applicable until 23 December 2013 as well as from 2 January 2014.
- Basic service delivery must continue throughout the festive season as per special schedule for the period 24 December 2013 until 31 December 2013 (skeleton staff).
- A notice with emergency numbers for all units and service delivery departments must be developed and circulated to the communities.
- A copy of these notices must also be placed on a visible place on all notice boards at all municipal offices and public places within all departments and units.

FURTHERMORE THE COUNCIL RESOLVED

- Fleet management policy to be implemented.

- Council acknowledge the report of the mayor.
 - Council take note that EPWP employees are unsupervised and disciplinary measures must be applied.
 - To lease TLB from local organs that are in possessing of the equipment in the meantime the municipality is waiting for government garage.
 - The committee should contact SANRAL to erect a wall along the N1 road for safe protection of the community.
 - To bring to attention of community of the issue of TLBs.
 - To submit a correspondence to national office of SAPS regarding buildings that are occupied by this organ to return back to municipality.
 - All municipal vehicle be installed with tracker and have assigned driver who will be responsible for.
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THE MEETING ADJOURNED : 16H59
APPROVED :
CHAIRPERSON :