

## **ORDINARY EXCO AGENDA**

### **ALFRED DUMA LOCAL MUNICIPALITY**

NOTICE IS HEREBY GIVEN THAT AN ORDINARY MEETING OF THE EXECUTIVE COMMITTEE WILL BE HELD ON **THURSDAY 9 FEBRUARY 2017** IN THE COUNCIL CHAMBER, TOWN HALL BUILDING, COR. MURCHISON AND QUEEN STREETS, LADYSMITH AT **10:00** TO GIVE CONSIDERATION TO THE MATTERS SET OUT HEREUNDER



**S S NGIBA**  
**EXECUTIVE DIRECTOR CORPORATE SERVICES**

Office of the Executive Director Corporate Services  
3 February 2017

## **A G E N D A**

1. NOTICE CONVENING THE MEETING
2. MOMENT OF SILENT REFLECTION
3. CREDENTIALS
4. LEAVE OF ABSENCE
5. PRESENTATION
6. MOTION OF CONDOLENCES AND FELICITATIONS
7. MINUTES OF PREVIOUS MEETING
  - 7.1 ORDINARY EXCO HELD ON 19 JANUARY 2017
  - 7.2 SPECIAL EXCO HELD ON 26 JANUARY 2017  
*(attached for information)*
8. REPORT OF THE MUNICIPAL MANAGER:
  - 8.1 A ITEMS - STANDING ITEMS
    - A 1 COMMITMENT BY MAYOR FOR A CLEAN AUDIT
    - A 2 DISCLOSURE OF CORRUPT ACTIVITIES
    - A 3 STORM DAMAGED HOUSES
    - A 4 RISK REPORT
    - A 5 DEPARTMENT COOPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS: PROVISION OF INFORMATION FOR THE BACK-TO-BASICS INFORMATION SYSTEM: MONTHLY INDICATORS REPORT
  - 8.2 B ITEMS - RECOMMENDATIONS CONSIDERED BY EXCO AND REFERRED TO COUNCIL

8.3 C ITEMS - RECOMMENDATIONS FINALISED BY EXCO UNDER DELEGATED POWERS

8.4 D ITEMS - REPORTS

8.5 E ITEMS - CONFIDENTIAL ITEMS - RECOMMENDATIONS CONSIDERED BY EXCO AND REFERRED TO COUNCIL

8.6 F ITEMS - CONFIDENTIAL ITEMS - RECOMMENDATIONS FINALISED BY EXCO UNDER DELEGATED POWERS

8.7 G ITEMS - CONFIDENTIAL REPORTS

9. CONFIRMATION OF MINUTES

## INDEX

### A - ITEMS

#### **Standing Items to be considered by EXCO and referred to Council**

A 1	COMMITMENT BY MAYOR FOR A CLEAN AUDIT <i>(Report to be submitted to next meeting)</i>
A 2	DISCLOSURE OF CORRUPT ACTIVITIES: DISCLOSURE OF FRAUDELENT AND CORRUPT ACTIVITIES <i>(Report to be submitted to next meeting)</i>
A 3	PROGRESS REPORT: 9 DECEMBER 2012 STORM DAMAGE PROJECT: <i>(Report to be submitted to next meeting)</i>
A 4	RISK REPORT <i>(Report to be submitted to next meeting)</i>
A 5	DEPARTMENT: COOPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS: PROVISION OF INFORMATION FOR THE BACK-TO-BASICS INFORMATION SYSTEM: MONTHLY INDICATORS: DECEMBER 2016

### B - ITEMS

#### **Items considered by EXCO and referred to Council**

B 1	REVIEW: STANDING RULES AND ORDERS FOR THE COUNCIL AND ITS COMMITTEES <i>(Attachment under separate cover)</i>
B 2	FORMER EMNAMBITH/LADYSMITH AND INDAKA MUNICIPALITIES: 2015/2016 OVERSIGHT COMMITTEE REPORTS ito MUNICIPAL FINANCE MANAGEMENT ACT (MFMA) NO. 56 OF 2003 <i>(Attachments under separate cover)</i>
B 3	DESIGNATION OF CHAIRPERSONS OF SECTION (80) COMMITTEES (PORTFOLIO COMMITTEES) AS FULLTIME COUNCILLORS

B 4	ADMINISTRATIVE MANUAL: ADMINISTRATIVE PROCESSES AND PROCEDURES FOR OFFICIALS
B 5	PROPOSED TERMS OF REFERENCE: MUNICIPAL PUBLIC ACCOUNTS COMMITTEE
B 6	ADOPTION AND PROMULGATION OF THE REVIEWED ELECTRICITY SUPPLY BYLAW <i>(Attachment under separate cover)</i>
B 7	ADOPTION AND PROMULGATION OF THE REVIEWED PARKING MANAGEMENT BYLAW <i>(Attachment under separate cover)</i>
B 8	ADOPTION AND PROMULGATION OF THE REVIEWED CREDIT CONTROL BYLAW <i>(Attachment under separate cover)</i>
B 9	ADOPTION AND PROMULGATION OF THE REVIEWED NUISANCE AND BEHAVIOUR BYLAW <i>(Attachment under separate cover)</i>
B 10	APPLICATION FOR THE DONATION OF LAND: PORTION OF ERF 6088, AZALEA DRIVE, ACACIAVALE LADYSMITH

## C - ITEMS

### Items finalised by EXCO under delegated powers

	NIL
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## D - ITEMS

### Reports

	NIL
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## E - ITEMS

### Confidential Items considered by EXCO and referred to Council

	NIL
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## F - ITEMS

### Confidential Items finalised by EXCO under delegated powers

	NIL
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## G - ITEMS

### Confidential Reports

	NIL
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ITEM A 5

EXCO: 09-02-2017

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**DEPARTMENT COOPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS:  
PROVISION OF INFORMATION FOR THE BACK-TO-BASICS INFORMATION  
SYSTEM: MONTHLY INDICATORS: REPORT FOR DECEMBER 2016  
(DEPARTMENT CORPORATE SERVICES)**

**ROUTING**

SSPC	-	02/02/2017
EXCO	-	09/02/2017
COUNCIL	-	23/02/2017

**PURPOSE**

To inform the Committee of the directive received from the Department of Cooperative Governance and Traditional Affairs regarding the provision of information for the Back to Basics Information System on a monthly basis.

**BACKGROUND**

The launch of the Back to Basics approach is designed to ensure that all municipalities perform their basic responsibilities and functions without compromise.

The programme is built on five (5) pillars:

- Putting people and their concerns first;
- Demonstrating good governance and administration;
- Delivering municipal services;
- Sound financial management and accounting; and
- Sound institutional and administrative capabilities.

A template, which is provided by COGTA, needs to be completed by all municipalities and submitted electronically on a monthly basis. The information requested will be for the calendar month just preceding the 1<sup>st</sup> of the month. Municipalities will have 15 days to collate the information and submit it to COGTA.

This information, when coupled with information from National Treasury and other agencies, will assist the Minister in support and intervention programmes to ensure the challenges facing local government are addressed.

**Attached** hereto is the completed template for **December 2016**, e-mailed to COGTA on 30 January 2017.

**COMMENTS BY LEGAL SECTION**

Noted.

**CHALLENGES**

Nil.

## **FINANCIAL IMPLICATIONS**

Nil.

## **COMMENTS BY RISK OFFICER**

Noted

## **CONFIRMATION OF CREDIBILITY AND RELIABILITY OF INFORMATION : EXECUTIVE DIRECTOR CORPORATE SERVICES**

1. I hereby confirm that according to the information available to me in respect of this item that to the best of my knowledge the information submitted to the committee is acceptable and that the relevant stakeholders were performing their tasks/duties according to the Auditor-General's instruction of 2011.
2. That should more information to the contrary to what was made available to the committee becomes available at a later stage, I reserve the right to revisit my findings.

## **RECOMMENDATION BY THE EXECUTIVE DIRECTOR CORPORATE SERVICES**

That the contents of the report in respect of the Department of Co-operative Governance and Traditional Affairs (COGTA) Back to Basics for December 2016 as contained in the agenda be noted.

## **RECOMMENDATION BY THE SUPPORT SERVICES PORTFOLIO COMMITTEE HELD ON 2 FEBRUARY 2017**

That the contents of the report in respect of the Department of Co-operative Governance and Traditional Affairs (COGTA) Back to Basics for December 2016 as contained in the agenda be noted.

## **FOR INFORMATION**



**S S NGIBA**

**EXECUTIVE DIRECTOR CORPORATE SERVICES**

12/1/5/16

2 February 2017

/jg

BACK TO BASICS INFORMATION SHEET

VERSION: B2B 01

MUNIC CODE	KZN238
NAME OF MUNICIPALITY	Alfred Duma local Municipality
DISTRICT MUNIC CODE	DC23
DISTRICT MUNICIPALITY	Uthukela District Municipality
PROVINCE	KwaZulu-Natal
PERIOD FOR THIS REPORT (ie period on which you are reporting)	December 2016
DATE (ie date on which this report was written)	
NAME OF PERSON COMPLETING REPORT	
CONTACT DETAILS OF PERSON COMPLETING THIS REPORT	Phone (landline)
	Phone (cell)
	Email

1	PUTTING PEOPLE FIRST	Answer Format	Response	Comment
1.1	How many wards held ward committee meetings in the past month?	Number	1	1.1.C Workshop in Town Hall
1.2	How many public report-back meetings were convened and addressed by ward councilors in past month?	Number	3	1.2.C Ward 18,23 and 26
1.3	How many incidents of service delivery protests were there in the municipality over the past month?	Number	0	1.3.C None
1.4.1	What was the cause of protests? Please list the top 3 causes of protests in this reporting period. (if less than 3, select as many as apply)	Cause 1 (select)		1.4.1.C
1.4.2		Cause 2 (select)		1.4.2.C
1.4.3		Cause 3 (select)		1.4.3.C
1.5	How many of these became violent?	Number	0	1.5.C None
1.6	How many public meetings were held at which the Mayor or members of Mayoral/Exco committee provided report back to the public?	Number	0	1.6.C None
1.7	Does the municipality have a complaints management system to address service delivery concerns?	Yes or No	Yes	1.7.C Rapid Response

2	SERVICE DELIVERY	Answer Format	Response	Comment
2.1	What percentage of the annual operating budget was spent in the past month?	Percentage	38.52%	2.1.C
2.2	What percentage of the annual capital budget was spent in the past month?	Percentage	17.86%	2.2.C
2.3	When was the last SDBIP quarterly progress report submitted to Council?	Date	26/01/2017	2.3.C 2nd Quarter SDBIP
2.4	If the municipality provides ELECTRICITY please indicate:			
2.4.1	How many households received electricity?	No of Households	19011	2.4.1.C
2.4.2	How many outages there were in the previous month?	Number	6	2.4.2.C
2.4.3	The average time taken to fix outages in the system.	Hours	6-9 hours	2.4.3.C
2.4.4	How many households had their electricity disconnected for non-payment?	No of Households	0	2.4.4.C
2.4.5	How many households were connected for the first time to the electricity system?	No of Households	17	2.4.5.C
2.5	If the municipality provides SANITATION please indicate:			
2.5.1	How many households received sanitation?	No of Households		2.5.1.C
2.5.2	How many sewerage spillages there were in the previous month?	Number		2.5.2.C
2.5.3	The average time taken to fix spillages in the previous month?	Hours		2.5.3.C
2.6	If the municipality provides WATER please indicate:			
2.6.1	How many households received water?	No of Households		2.6.1.C
2.6.2	How many water stoppages there were in the previous month?	Number		2.6.2.C
2.6.3	The average time taken to fix water stoppages?	Hours		2.6.3.C
2.6.4	How many households had their water disconnected last month for non-payment?	No of Households		2.6.4.C
2.6.5	How many households were connected for the first time to the water system?	No of Households		2.6.5.C
2.7	How many households receive:			
2.7.1	Free Basic Water	No of Households	-	2.7.1.C
2.7.2	Free Basic Electricity	No of Households	2 659.00	2.7.2.C
2.7.3	Free Property rates	No of Households	2 659.00	2.7.3.C
2.8	Does your municipality have an indigent register?	Yes or No	Yes	2.8.C
2.9	If your municipality has an indigent register, how many indigent households are registered?	Number	2 659.00	2.9.C
2.10	If the municipality builds ROADS:			
2.10.1	How many kilometres of roads are managed by the municipality?	Kms	913	2.10.1.C
2.10.2	How many kilometres of new roads were built in the previous month?	Kms	0	2.10.2.C
2.11	How many households have access to refuse removal?	No of Households	28157	2.11.C
2.12	What is the frequency of collection of refuse in your municipality?	Select	daily/weekly	2.12.C



3	GOOD GOVERNANCE	Answer Format	Response	Comment
3.1.1	Provide the dates of Council meetings held over the past month	Date meeting 1	15/12/2016	3.1.1.C
3.1.2		Date meeting 2		3.1.2.C
3.2.1		Date meeting 1	15/12/2016	3.2.1.C
3.2.2		Date meeting 2		3.2.2.C
3.2.3	Provide the dates of Exco or Mayoral Executive meetings held over the past month	Date meeting 3		3.2.3.C
3.2.4		Date meeting 4		3.2.4.C
3.2.5		Date meeting 5		3.2.5.C
3.3	How many portfolio committee meetings were held last month?	Number	6	3.3.C
3.4.1		Committee name	Community Services	3.4.1.C
3.4.2		Committee name	Development, Planning and Human Settlements	3.4.2.C
3.4.3		Committee name	Finance	3.4.3.C
3.4.4		Committee name	Social Services	3.4.4.C
3.4.5	Provide the dates of Council portfolio committee meetings held over the past month. (For each, state which portfolio committee that met)	Committee name	Support Services	3.4.5.C
3.4.6		Committee name	Infrastructure and Electrical	3.4.6.C
3.4.7		Committee name		3.4.7.C
3.4.8		Committee name		3.4.8.C
3.4.9		Committee name		3.4.9.C
3.4.10		Committee name		3.4.10.C
3.5.1		Date meeting 1		3.5.1.C
3.5.2	Provide the dates of MPAC meetings held over the past month	Date meeting 2		3.5.2.C
3.5.3		Date meeting 3		3.5.3.C
3.5.4		Date meeting 4		3.5.4.C
3.5.5		Date meeting 5		3.5.5.C
3.5.6		Date meeting 6		3.5.6.C
3.5.7		Date meeting 7		3.5.7.C
3.5.8		Date meeting 8		3.5.8.C
3.5.9		Date meeting 9		3.5.9.C
3.5.10		Date meeting 10		3.5.10.C
3.6	How many traditional councils are there in your municipal boundary?	Number	10	3.6.C
3.7	Of these, how many participate in Council meetings?	Number	1	3.7.C
3.8	How many formal (minuted) meetings between the Mayor, Speaker, Chief Whip and Manager were held in the past month to deal with municipal matters?	Number		3.8.C
3.9	How many formal (minuted) meetings – to which all senior managers were invited – were held over the past month?	Number	1	3.9.C
3.10	How many formal (minuted) meetings were held with organised labour in the past month?	Number	0	3.10.C
3.11	How many work stoppages occurred during past month?	Number	0	3.11.C
3.12	Type of stoppage? Protected or unprotected?	Select		3.12.C
3.13	List the three main causes for the stoppages?	Select		3.13.C
3.14	How many litigation cases were instituted by the municipality in the past month?	Number	0	3.14.C
3.15	How many litigation cases were instituted against the municipality in the past month?	Number	0	3.15.C
3.16	How many instances of fraud and corruption were reported in the municipality in the past month?	Number	0	3.16.C
3.17	How many disciplinary cases on fraud and corruption in the past month?	Number	0	3.17.C
3.18	How many dismissals for fraud and corruption in the past month?	Number	0	3.18.C
3.19	What actions have been taken against fraud, corruption, maladministration and failure to fulfil statutory obligations?	Select		3.19.C
3.20	How many forensic investigations were initiated in the past month?	Number	0	3.20.C
3.21	How many forensic investigations were conducted in the past month?	Number	0	3.21.C
				NO MEETING HELD IN DECEMBER 2016
				N/A
				N/A
				N/A

4 SOUND FINANCIAL MANAGEMENT				Comment	
4.1	What was the % spent on MIG/USDG in the past month?	Percentage	12.02%	4.1.C	
4.2	How many tenders over R200,000 were awarded in the past month?	Number	2	4.2.C	
4.3	For these tenders approved last month, what was the average length of time in calendar days from FIRST advertisement to the date of letter of award to successful bidder?	Average days	62	4.3.C	
4.4	What was the total value of all tenders awarded in the past month?	Rands	R 2 562 657.00	4.4.C	
4.5	How many section 36 awards were made in the past month?	Number	1	4.5.C	
4.6	What was the total value of section 36 awards made in the past month?	Rands	R 310 500	4.6.C	
4.7	What was the % spend of the Municipality's operating budget on free basic services in the past month?	Percentage	26.20%	4.7.C	

5 BUILDING CAPABLE LOCAL GOVERNMENT INSTITUTIONS						Comment	
5.1.1	Are the positions of MM and Senior Managers reporting to the MM (section 56) filled/ vacant?	Municipal Manager	Filled			5.1.1.C	
5.1.2		CFO	Filled			5.1.2.C	
5.1.3		Remaining Section 56 positions	Number of positions	5.1.3.1	5	5.1.3.C	
5.1.4			Number filled	5.1.4.1	4	5.1.4.C	
5.2	How many disciplinary cases were RESOLVED in the last month?	Number	1			5.2.C	
5.3.1	How many officials are presently on suspension, and for how long?	Number	2			5.3.1.C	
5.3.2		Average length of time in DAYS	0			5.3.2.C	
5.4	How many permanent employees are there employed?	Number	751			5.4.C	
5.5	How many temporary employees are there employed?	Number	1049			5.5.C	
5.6	How many days of sick leave were taken by employees in the past month?	Number of days	306			5.6.C	
5.7	How many of the councillors underwent training in the past month??	Number	0			5.7.C	
5.8	How many of the officials underwent training in the past month??	Number	20			5.8.C	

6 ADDITIONAL NOTES	
6.1	Please add any additional notes here
6.1.1	
6.1.2	
6.1.3	
6.1.4	
6.1.5	
6.1.6	