

E

Newcastle Municipality

X

EXECUTIVE COMMITTEE

AGENDA

for the

C

SPECIAL MEETING

TO BE HELD ON

O

Wednesday, 28 January, 2015

at 13:30

EXCO

SPECIAL MEETING : 28-01-15

N

EXECUTIVE COMMITTEE

O

NOTICE OF MEETING

T

2015-01-23

THE MAYOR
MEMBERS OF THE EXECUTIVE COMMITTEE
NEWCASTLE MUNICIPALITY

Dear Councillor

I

SPECIAL MEETING OF THE EXECUTIVE COMMITTEE

Notice is hereby given that a special meeting of the Executive Committee of the Newcastle Municipal Council will be held in the **Conference Room, Show Hall, Hardwick Street, Newcastle** on **Wednesday, 28 January, 2015** at **13:30** for the purpose of considering the matters as contained in the agenda.

Yours faithfully

C



K. MASANGE
MUNICIPAL MANAGER

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EXCO

SPECIAL MEETING : 28-01-15

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Agenda for a special meeting of the EXECUTIVE COMMITTEE
to be held in the Conference Room, Show Hall, Hardwick Street,
Newcastle on Wednesday, 28 January, 2015 at 13:30

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ITEM 1

OPENING

ITEM 2

APPLICATIONS FOR LEAVE OF ABSENCE (CS 3/1/4/1)

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ITEM 3

CONFIRMATION OF MINUTES

- Minutes of the meeting held on 21 January 2015 (yellow pages)
- Minutes of the special meeting held on 28 January 2015 at 10:00 (minutes will be circulated at the meeting)

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EXCO

SPECIAL MEETING : 28-01-15

EXECUTIVE COMMITTEE

of the

NEWCASTLE MUNICIPAL COUNCIL

MINUTES OF THE MEETING HELD IN THE EXCO ROOM,
MUNICIPAL BUILDING, SCOTT STREET, NEWCASTLE
ON WEDNESDAY, 2015-01-21 AT 10:00

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EXECUTIVE COMMITTEE MEETING

21 JANUARY 2015

ATTENDANCE REGISTER

PRESENT

Councillor	A	F	Rehman	:	Mayor
Councillor	E	J	Cronje		
Councillor	N	P	Kunene		
Councillor	S	B	M Lukhele		
Councillor	S	M	Matthews		
Councillor	R	N	Mdluli		
Councillor	R	B	Ndimma		
Councillor	M		Shunmugam		

WITH APOLOGY

Councillor Dr	J	A	Vorster	:	ill
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ALSO IN ATTENDANCE

Councillor	S	M	Thwala	:	Chief Whip
Councillor	M	F	Zikhali	:	Speaker

OFFICIALS PRESENT

Municipal Manager	:	Mr	K	Masange
Chief of Operations	:	Mr	B	E Mswane
Strategic Executive Director : Community Services	:	Mr	M	P Sithole
Strategic Executive Director : DP&HS	:	Ms	N	Thusi
Strategic Executive Director : Elec/Mech Services	:	Mr	L	Zincume
Acting Strategic Executive Director : Corporate Services	:	Ms	D	R Molefe
Acting Strategic Executive Director : BTO	:	Ms	A	Haripersad
Director : IDP	:	Mr	T	Mhlanga
Chief Audit Executive	:	Ms	S	Chenia
Executive Manager : Legal Services	:	Mr	E	M Nkosi
Manager : Executive Support	:	Ms	H	Manqele
Manager : Communications	:	Ms	Z	Masondo
Manager : Performance Management	:	Mrs	N	Ticka-Ragunanan
Chief Risk Officer	:	Mr	W	Ndlela
Senior Administrative Officer	:	Mrs	F	J Hadden
Intern	:	Ms	Z	Xulu

**RESOLUTIONS
OF THE
EXECUTIVE COMMITTEE
ADOPTED UNDER
DELEGATED POWERS**

B 1 : OPENING

The Mayor requested all members to rise and observe a moment of silence.

B 2 : APPLICATIONS FOR LEAVE OF ABSENCE : (CS(A) 3/1/4/1)

The meeting was informed that Cllr. Dr. J.A. Vorster had given notice to the effect that he would not be able to attend the meeting.

RESOLVED

That Cllr. Dr. J.A. Vorster be granted leave of absence from attending the meeting.

SED:CS(A)
N.S. Matthews

B 3 : OFFICIAL NOTICES**Letter of resignation : Municipal Manager : Mr. K. Masange : (MM 5/8/2)**

The Mayor advised the Executive Committee that he received a letter of resignation from the Municipal Manager, Mr. K. Masange.

The Mayor advised that Mr. Masange would be taking up a position as Head of Department of Human Settlements in the Province of Mpumalanga. He would serve his contract until the end of February 2015.

The Mayor, on behalf of the Executive Committee expressed the fact that he was very proud of the Municipal Manager and thanked him for his endurances even during difficult times.

NOTED WITH APPRECIATION**B 4 : UNOPPOSED PROPOSALS BY MAYOR****Word of welcome**

The Mayor welcomed all members to the first meeting of the Executive Committee for 2015. He stressed the fact that since it is nearing the 2016 elections, the Executive Committee should now decide what still needs to be done.

Furthermore, he informed that the Province has stated that the Newcastle Executive Committee is the best performing committee in the country.

The Mayor wished the Executive Committee as well as the officials well for 2015 and requested everyone to be more vigilant and focus on what needs to be done to serve the community of Newcastle.

NOTED

B 5 : CONFIRMATION OF MINUTES

RESOLVED

- (a) That the minutes of the special meeting of the Executive Committee held on 26 November, 2014 be confirmed;
- (b) that the minutes of the special meeting of the Executive Committee held on 15 December, 2014 be confirmed.

B 6 : QUESTIONS OF WHICH NOTICE HAD BEEN GIVEN

NONE

B 7 : MOTIONS OF WHICH NOTICE HAD BEEN GIVEN

NONE

B 9 : REPORTS OF ANY COMMITTEE

A.(i) Development Planning and Human Settlements Portfolio Standing Committee : Meeting held on 2 December 2014

RESOLVED

That resolutions B177 to B190 as well as B193 to B195 of the Development Planning and Human Settlements Portfolio Standing Committee meeting held on 2 December 2014, be noted.

A (ii) SMME Development : Small Business Week and SMME Fair 2014 : (DP&HS(ED) 13/15/11)

RESOLVED

- (a) That it be noted that the successful Newcastle Small Business Week and SMME Fair was hosted from 28 to 31 November 2014;
- (b) that the Department of Development Planning and Human Settlements communicate with the stakeholders to consider hosting the Small Business Week and SMME Fair during the months of August, September or October in an endeavour to allow business people the opportunity to concentrate on their businesses during the Christmas rush.

**SED:DP&HS
M. Shunmugam**

A (iii) Passenger and travel pattern study : Newcastle Airport : (DP&HS(ED) 17/7/1)

RESOLVED

That the report be referred back to allow the Department of Development Planning and Human Settlements to review the matter and submit a further report inclusive of funding and capacity for the management of the Newcastle Airport by the Newcastle Municipality as well as to consider other options pertaining to the private companies being invited to express an interest in installing new fuel tanks at the airport.

SED:DP&HS
M. Shunmugam

A (iv) Draft Tourism Events Policy for Newcastle Municipality : (DP&HS(ED) 19/1/5/42)

RESOLVED

(a) That the draft policy as a guiding document to deal with the execution of tourism events, be approved (Annexure A);

(b) that the draft policy be advertised for public comments before final adoption by Council.

SED:DP&HS
M. Shunmugam

A (v) Preparation of the rural development strategy for Newcastle Municipality : (DP&HS 13/1)

RESOLVED

(a) That the progress on the preparation of the rural development strategy for Newcastle Municipality, be noted;

(b) that the strategy be workshopped with Council;

(c) that the draft rural development strategy be approved for public participation and comments.

SED:DP&HS
M. Shunmugam

A (vi) Preparation of draft Newcastle Commune Policy : November 2014 : (DP&HS 18/4/5/2)

RESOLVED

(a) That the draft Commune Policy be taken through a public participation process;

SED:DP&HS
M. Shunmugam

- (b) that the draft Commune Policy be open for the public participation process for a period not less than 30 days;
- (c) that the draft policy be workshopped with Council;
- (d) that all comments emerging from the public participation process be taken into account.

SED:DP&HS
M. Shunmugam

A (vi) Development of Informal Trade Policy for Newcastle : (DP&HS(ED) 12/23/2)

RESOLVED

- (a) That it be noted that there is a draft policy for Informal Trading (street trading) in Newcastle;
- (b) that the draft policy be approved, subject to further public consultations;
- (c) that it be noted that once the final public consultations have been made a final policy shall be submitted to Council for approval;
- (d) that the draft policy be workshopped with Council.

SED:DP&HS
M. Shunmugam

A (vii) Marketing Newcastle on special publications : (DP&HS(ED) 19/1/5/42)

RESOLVED

That the report be referred back in order for the Department of Development Planning and Human Settlements to undertake some research on the pricing by the identified publications.

SED:DP&HS
M. Shunmugam

A (viii) Report : Newcastle participation on 35th Durban international film festival : (DP&HS(ED) 19/1/5/42)

RESOLVED

- (a) That the report be referred back, the Department of Development Planning and Human Settlements to invite the Marketing Director of Sobalili Marketing and Production to the next Development Planning and Human Settlements Portfolio Standing Committee meeting to inform the company as regards to the story line to be published with regard to Newcastle;

SED:DP&HS
M. Shunmugam

- (b) that it be proposed that the company consider the employment of potential storywriters;
- (c) that a report regarding (a) be submitted to the Executive Committee at the next scheduled meeting.

SED:DP&HS
M. Shunmugam

(ix) Proposed closure of thoroughfare pedestrian lanes in Arbor Park : Newcastle : (DP&HS 13/14/1)

RESOLVED

- (a) That the Executive Committee in its delegated powers by Council approve the closure of the thoroughfares indicated in the annexure, which accompanied the report, based on the following reasons :-
 - (i) the thoroughfares are not well maintained, therefore pedestrians do not use them frequently
 - (ii) the thoroughfares are an easy escape route for criminals
 - (iii) some of the lanes lead to high volume traffic roads such as Albert Wessels and Allen Streets, causing taxis to stop next to these roads and cause traffic congestions;
- (b) that the following conditions shall be applicable to the sale of these pedestrian lanes :-
 - (i) the subject sites will be closed and sold to the public on request by the adjacent property owners;
 - (ii) the subject thoroughfares be closed as public open spaces and rezoned to single residential and to be consolidated with the adjacent properties in terms of the KwaZulu-Natal Planning and Development Act N^o. 6 of 2008
 - (iii) all cost incurred by the closure, rezoning, consolidation and registration be borne by the applicant.

SED:DP&HS
M. Shunmugam

- (x) **Permission to initiate the process of the Planning and Development Act N°. 6 of 2008 (PDA) for the proposed development of land outside the area of the Newcastle Town Planning Scheme and the rezoning from educational to public open space for erf 1116 Madadeni section P, ward 14 for the purposes of establishing a play park : (DP&HS 13/3/3 - 1116)**

RESOLVED

- (a) That the Executive Committee in its delegated powers by Council resolve to permit an application process in terms of the Planning and Development Act N°. 6 of 2008 for the proposed development of land outside the area of the Newcastle Town Planning Scheme and for the rezoning of erf 1116 Madadeni section P from educational into public open space for the purpose of establishing a play park based on the following reasons:-
- (i) establishing a play park in this area will aim to spread service delivery equally while also addressing the community's needs and aspirations for the area
 - (ii) to support the dense number of households in ward 14 Madadeni in Newcastle East as it is anticipated these kinds of projects will assist in attracting the youth into sport while building healthy communities
 - (iii) it is crucial to develop utilise land parcels as it will lead to a more compact city, infill development and in the case of developing a park, promote functional green spaces within areas that are largely built-up;
- (b) that ward councillors be informed of all developments to take place in their wards prior to any processes to be undertaken.

**SED:DP&HS
M. Shunmugam**

- B.(i) Corporate Services Portfolio Standing Committee : Meeting held on 7 January 2015**

RESOLVED

That resolutions B1 to B3(i), B4 to B6(iii) as well as B8 of the Corporate Services Portfolio Standing Committee meeting held on 13 January 2015, be noted.

- B (ii) **Determination of upper limits of the salaries, allowances and benefits of councillors : (CS(A) 6/6/1)**

RESOLVED

That the Strategic Executive Director : Corporate Services raise the matter with CoGta as regards the non-receipt of the upper limits of salaries, allowances and benefits of councillors.

SED:CS(A)
N.S. Matthews

- C.(i) **Community Services Portfolio Standing Committee : Meeting held on 13 January 2015**

RESOLVED

That resolutions B2 to B7(i), B7(iv) as well as B8 to B10 of the Community Services Portfolio Standing Committee meeting held on 13 January 2015, be noted.

- C (ii) **Opening**

The word "Directorate" to be substituted with the word "Department".

NOTED

- C (iii) **Waste removal : (CS 11/4/3/2 : CS 11/4/3/2/3)**

RESOLVED

- (a) That the statement of the Strategic Executive Director : Community Services be withdrawn;
- (b) that the matter be further considered at the next Community Services Portfolio Standing Committee meeting.

SED:CS
N.P. Kunene

- C (iv) **Weed spraying : (CS 17/2/4)**

RESOLVED

- (a) That in be noted that a schedule of weed spraying dates is available;
- (b) that the Acting Strategic Executive Director : Budget and Treasury Office investigate the reason for the delay caused by the ordering of chemicals pertaining to weed eradication, a report in this

SED:CS
N.P. Kunene

regard to be submitted at the meeting of the Executive Committee;

- (c) that it be investigated whether, in the Supply Chain Management Unit, staff could be allocated per department in order to prevent delays in the procurement of goods and services.

SED:CS
N.P. Kunene

(v) Department Arts and Culture : Grant funding : Libraries : Roll-over : 2013/2014 : (CS(C&A) 6/4/1)

RESOLVED

- (a) That the roll-over in the amount of R3 107 111,03 be included in the 2014/2015 budget by means of the adjustment budget;
- (b) that approval be granted that the amount of R519 610,00 be allocated towards the operational budget for 2014/2015;
- (c) that the amount of R2 587 501,03 be allocated towards the capital budget for 2014/2015;
- (d) that the IDP be amended accordingly.

SED:CS
N.P. Kunene

(vi) Grant funding 2013/2014 and 2014/2015 : Carnegie Art Gallery and Fort Amiel Museum : (CS(C&A) 6/4/1)

RESOLVED

- (a) That the grant funding in the amount of R302 000,00 received from the Provincial Department of Arts and Culture for the 2014/2015 financial year be accepted with appreciation;
- (b) that the roll-over amount of R568 000,00 from the 2013/2014 financial year as approved by Provincial Treasury, together with grant funding of R302 000,00 for the 2014/2015 financial year be included in the grant register;
- (c) that approval be granted for an amount of R151 000,00 to be allocated towards the operational budget for Fort Amiel Museum, cost centre 010 120 010 360;
- (d) that approval be granted that an amount of R269 800,00 be allocated towards the operational budget for Carnegie Art Gallery, cost centre 010 122 010 360;

SED:CS
N.P. Kunene

- (e) that an amount of R284 000,00 be allocated towards the capital budget for Fort Amiel Museum for the 2014/2015 financial year;
- (f) that an amount of R165 200,00 be allocated towards the capital budget for Carnegie Art Gallery for the 2014/2015 financial year;
- (g) that the IDP be amended accordingly.

SED:CS
N.P. Kunene

(vii) Application for MIG funding : Charlestown Hall : (CS(C&A) 16/2)

RESOLVED

That the Executive Committee endorses the application to CoGta-MIG for funding in the amount of R9 690 000,00 required for the completion of the Charlestown Community Hall.

SED:CS
N.P. Kunene

(viii) Virement transfers from refuse bags and steel wheel compactors : (CS 11/4/3/3)

RESOLVED

- (a) That an amount of R950 000 on cost centre 010 222 010 285 be transferred to a newly created cost centre 010 222 010 266 for the purchase of refuse bags;
- (b) that an amount of R200 000 from vehicle NN 27400 on cost centre 010 222 010 283 be utilised for the Bornag Steel wheeled compactor NN 77777 for major repairs;
- (c) that with regard to the investigation of obtaining roller binds for all households it was noted that the process has begun.

SED:CS
N.P. Kunene

D.(i) Technical Services Portfolio Standing Committee : Meeting held on 14 January 2015

RESOLVED

That resolutions B1 to B as well as B9 to B12 of the Technical Services Portfolio Standing Committee meeting held on 14 January 2015, be noted.

(ii) Monthly report : November 2014 : Water Services Section

RESOLVED

That the second bullet be deleted.

SED:TS
R.N. MdIuli

B 9 : URGENT MATTERS

(i) Mid-year performance assessment 2014/2015 : (MM 2/1/2)

RESOLVED

- (a) That the Mid-Year Performance assessment submitted in terms of section 72 of the Municipal Finance Management Act (Act 56 of 2003) be noted for onward submission to National and Provincial Treasury;
- (b) that Directorates re-align the Mid-Year Review to Monthly Projections of expenditure on the Operational and Capital budget based on the Midyear assessed SDBIP's;
- (c) that as a key intervention area, monthly capital status reports be presented to the Executive Committee - after technical assessment by the Performance Management Unit - and that a special Executive Committee be convened for this purpose;
- (d) that the Strategic Executive Directors comply with monthly reporting and monitoring requirements to ensure compliance with all targets;
- (e) that internal project management processes be improved to ensure effective implementation of the capital program;
- (f) that the gaps identified in terms on non-alignment of cash flow projections to the budget be finalised immediately by departments and Budget and Treasury Office;
- (g) that the progress report on the Auditor-Generals report 2012/13 be noted;
- (h) that the Mid-Year Budget Review (as presented by the Chief Financial Officer) and the mid-year performance assessment, and the recommendations contained therein be approved for preparation of an adjustment budget for the 2014/15 financial year and the review of the SDBIP's accordingly;
- (i) that revisions on the SDBIP's forming part of the mid-year assessment (where applicable) be approved and performance agreements of section 57 employees be amended accordingly;

MM

- (j) that the report will further be discussed at the special Executive Committee of 28 January 2015 at 10:00 and that a presentation will be made by the Manager : Performance Management, according.

MM

(ii) Section 72 : Mid-year assessment for the period ending 31 December 2014 : (BTO 6/1/1 - 2014/2015)

RESOLVED

- (a) That the mid-year financial results for the 2014/2015 financial year, be noted;
- (b) that, due to budget variances indicated in the report, the Accounting Officer be mandated to prepare and submit the adjustment budget for consideration by Council as per section 28 of the MFMA;
- (c) that the purpose of the adjustments budget mentioned above be to reduce operational expenditure;
- (d) that the municipality's service delivery and budget implementation plan (SDBIP) be revised accordingly;
- (e) that Strategic Executive Directors introduce measures to ensure financial discipline within their respective departments which will ensure efficient ways of doing business;
- (f) that the municipality introduce an effective and efficient revenue collection strategy;
- (g) that the municipality develops and implements a revenue enhancement strategy which will explore new revenue avenues thereby expanding the municipality's revenue base;
- (h) that the expenditure on the capital budget be accelerated as it is a service delivery barometer;
- (i) that the report will further be discussed at the special Executive Committee of 28 January 2015 at 10:00 and that a presentation will be made by the Acting Strategic Executive Director : Budget and Treasury Office, accordingly.

SED:BTO
A.F. Rehman

(iii) Barryhertzog Park residents : (CS 12/2/7/2)

Cllr. Lukhele informed the meeting that landowners vacate their houses to accommodate students from the FET College. Up to 40 students are accommodated in one house with the resulting in noise, illicit sex, drinking and drug usage.

The Commune Policy would be of assistance once adopted. The Mayor requested that the Strategic Executive Director : Development Planning and Human Settlements e-mail the information she has to him in order for him to investigate the matter further.

NOTED

(iv) Activities at Sutherland Street park : (CS 12/16/2)

RESOLVED

- (a) That the Strategic Executive Director : Community Services in liaison with the Chairperson obtain information from Thekwini Municipality on how prostitution in the city is being dealt with and monitored;
- (b) that the Strategic Executive Director : Community Services arrange for a CCTV camera to be installed at the park before the weekend;
- (c) that the Strategic Executive Director : Electrical/Mechanical Services install floodlights before the weekend due to complaints of the area being dark.

SED:CS
SED:E/M
N.P. Kunene
R.N. Mdluli

(v) Events : Amcor Dam and Show Hall : (CS 16/4 : CS 17/4/1/10)

The Mayor expressed concern regarding the events which take place over and above normal hours at the Show Hall as well as Amcor Dam, following which, it was

RESOLVED

That the Department of Community Services reviews the by-laws pertaining to the use of Council's facilities with specific reference to the time-frame for the use of the facilities.

SED:CS
N.P. Kunene

(vi) Process : Filling of vacancy of Municipal Manager : (CS(HR 5/3/5)

Following an "in committee" discussion, it was

RESOLVED

- (a) That the Mayor be mandated to discuss the resignation of the Municipal Manager with him and should he need to go to Mpumalanga he would not be remunerated;
- (b) that Human Resources prepare a draft advertisement prior to the next Executive Committee meeting and the matter pertaining to the appointment of an Acting

SED:CS(HR)
N.S. Matthews

Municipal Manager be discussed at the special Executive Committee of 28 January 2015 at 10:00;

- (c) that the Mayor be mandated to appoint a Human Resources Company to assist with the selection, recruitment and appointment of a Municipal Manager.

SED:CS(HR)
N.S. Matthews

B10 : WORKING RELATIONSHIP WITH THE NYDA : (MM 3/2/2/2/2)

RESOLVED

That the possible partnership with the NYDA and the ultimate running of the NYDA office, the same to remain in the office of the Mayor, be approved.

MM

B11 : NEWCASTLE SENIOR CITIZENS CHARTER : (MM 11/2/2/7)

RESOLVED

That the Newcastle Senior Citizens Charter, be adopted.

MM

B12 : NEWCASTLE CHILDREN'S CHARTER : (MM 3/2/2/2/2)

RESOLVED

That the Newcastle Children's Charter, be adopted.

MM

B13 : STAFF RELATED MATTER : (CS(HR) 5/5/4)

After an "in committee" discussion, it was

RESOLVED

- (a) That in the labour matter involving Ms. Lungi Nxumalo and the Newcastle Local Municipality, Legal Services should proceed with its mandate to bring litigation in competent court(s) to set aside the arbitration award issued by the CCMA on 24 November 2014 under case No. KPD 071403;
- (b) that the award carries an adverse impact on the creation of new employment via acting in a higher position in Newcastle Municipality but also across all Municipalities and Government in all its spheres. With the result the Municipality shall solicit advice from CoGta on the matter, such advise may be considered on how to resolve the matter at hand.

SED:CS(HR)
LS
N.S. Matthews

B14 : CONSTRUCTION OF COUNCILLORS OFFICES : (CS(A) 7/1/1/1)**RESOLVED**

That in view of the response as had been received from SALGA pertaining to the construction of councillors offices, representatives from CoGta and KZN SALGA be invited to address the Executive Committee on the matter.

SED:CS(A)
N.S. Matthews

B15 : CoGta : MUNICIPAL STRUCTURES ACT : NUMBER OF COUNCILLORS : NEXT MUNICIPAL ELECTION : (CS(A) 4/2/2 : CS(A) 3/1/3)**RESOLVED**

- (a) That the contents of Provincial notice N^o. 144, published in the Extraordinary Provincial Gazette of 31 October 2014, be noted;
- (b) that provision be made in the 2015/2016 operating budget for an increase in the number of councillors from 61 to 67 who will be serving in the Municipal Council following the forthcoming municipal elections scheduled for 2016.

SED:CS(A)
N.S. Matthews

B16 : SALARY BENCHMARKING : PRESENTATION : (CS(A) 5/3/5)**RESOLVED**

That the matter be referred to the next scheduled meeting of the Executive Committee.

SED:CS(HR)
N.S. Matthews

B17 : SECTION 71 : MONTHLY BUDGET STATEMENT : NATIONAL REPORTING STANDARD : MONTH FIVE : 30 NOVEMBER 2014 : (BTO 6/1/1 – 2014/2015)**RESOLVED**

- (a) That the fifth month's operational and capital expenditure results for the year ended 30 November 2014, be noted;
- (b) that the Strategic Executive Directors at all times remain within the financial guidelines of the Municipal Finance Management Act;
- (c) that the Strategic Executive Directors commit themselves to maintaining a credible budget target for revenue and expenditure;

SED:BTO
A.F. Rehman

(d) that the Strategic Executive Directors acknowledge the significance of the 2014/2015 approved capital budget as a service delivery barometer.

SED:BTO
A.F. Rehman

B18 : MATERIAL SUPPORT ALLOCATION FOR NEWCASTLE EVENTS : (DP&HS (ED) 19/1/5/42)

At the request of Strategic Executive Director : Development Planning and Human Settlements, the item was

WITHDRAWN

B19 : APPLICATION IN TERMS OF THE KWAZULU-NATAL PLANNING AND DEVELOPMENT ACT N°. 6 OF 2008 : THE REZONING OF ERF 3937, NEWCASTLE FROM SINGLE RESIDENTIAL TO GENERAL RESIDENTIAL 3, NEWCASTLE MUNICIPALITY, KWAZULU-NATAL : WARD 4 : (DP&HS 13/3/3/1)

RESOLVED

That the report be referred back to the Development Planning and Human Settlements Portfolio Standing Committee for consideration, whereafter it be re-submitted to the next scheduled Executive Committee for consideration.

SED:DP&HS
M. Shunmugam

B20 : PROPOSED SALE OF A PORTION OF ERF 1/R NEWCASTLE BY PRIVATE TREATY FOR CONSOLIDATION WITH ERF 2488 NEWCASTLE : NEWCASTLE PRIVATE HOSPITAL : (DP&HS(H&L) 14/4/100)

At the request of Strategic Executive Director : Development Planning and Human Settlements, the item was

WITHDRAWN

B21 : APPLICATION IN TERMS OF THE KWAZULU-NATAL PLANNING AND DEVELOPMENT ACT N°. 6 OF 2008 : THE REZONING OF ERF 1409, NEWCASTLE FROM SINGLE RESIDENTIAL TO TRANSITIONAL ZONE 2, NEWCASTLE MUNICIPALITY, KWAZULU-NATAL : WARD 4 : (DP&HS 13/3/3 - 1409)

RESOLVED

That the report be referred back to the Development Planning and Human Settlements Portfolio Standing Committee for consideration, whereafter it be re-submitted to the Executive Committee for consideration.

SED:DP&HS
M. Shunmugam

CONCLUSION OF MEETING

There being no further business to discuss, the meeting concluded at 13:20.

CONFIRMED

DATE

CHAIRPERSON

**RECOMMENDATIONS
OF THE
EXECUTIVE COMMITTEE
SUBMITTED TO THE
NEWCASTLE
MUNICIPAL COUNCIL
FOR CONSIDERATION**

A 1 : REPORTS OF ANY COMMITTEE

A. Development Planning and Human Settlements Portfolio Standing Committee : Meeting held on 2 December 2014

Approval of the Newcastle Outdoor Advertising Policy and By-law : (DP&HS 10/1/5/1)

RESOLVED TO RECOMMEND

- (a) That the proposed review of the Newcastle Outdoor Advertising Policy and By-laws for the Newcastle Municipal jurisdiction, be approved;
- (b) that the Newcastle Outdoor Advertising Policy and By-laws be gazetted.

**SED:DP&HS
M. Shunmugam**

A 2 : ACTING STRATEGIC EXECUTIVE DIRECTOR : BUDGET AND TREASURY OFFICE / CHIEF FINANCIAL OFFICER : (MM 5/3/5)

Following an "in committee" discussion, it was

RESOLVED TO RECOMMEND

- (a) That the Municipal Manager be mandated to finalise the appointment of the KPMG consultant to act in the vacant position of the Chief Financial Officer;
- (b) that the action of the Municipal Manager to appoint Ms. A. Hariparsad as Acting Chief Financial Officer be condoned.

MM

ANNEXURE

A

**Exco : 2015-01-21
RESOLUTION B9 A(IV)**

DRAFT TOURISM EVENTS POLICY



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Definitions

Business Events	Events where there is a business purpose for hosting. For example, a new product launch or an industry gathering which promotes investment.
Heritage events	Event which is focused on cultural celebrations, historical event and stories which reflect authenticity of a particular area.
Extreme adventure	Sporting event associated with high level of difficulty or high standards of adrenaline enthusiasts.
Sport Events	Events such as school sports, local and regional sporting leagues.
Council	The council refers to the council of Newcastle Municipality established by provincial notice 479 of 2000 issued in terms of section 12 of the municipality structures Act, 1998.
Delegation	In relation to duty, Includes an instruction to perform the duty, delegate has a corresponding meaning.
Demonstration	Any demonstration by one or more persons, but not more than 15 persons, for or against any person, cause, action or failure to take action.
Events organizer	Any person who plans, is in charge of, manages, supervises or holds event or sponsorship rights to an event or in any manner controls or has material interest in the hosting of an event.
Special Events	A committee approved by the council of the Council of Newcastle in terms of section 80 of the Municipal Structures

Act to facilitate the selection of events that the council wishes to support.

Tourist

A person who spends more than 24 hours in an area outside their normal place of work or residence.

Visitors

A person who visits an attraction or destination for a day (less than 24 hours).

Excursionist

traveler who stays less than a full day in a specific country or destination.

Venue

Any area or place, where an event is hosted, that has seated or standing spectator capacity within a permanent or temporary structure. This area or place may be erected or demarcated by an enclosed or semi-enclosed temporary or permanent structure.

EXECUTIVE SUMMARY

Background for Policy Development

Events have the potential to attract investors and maximize economic growth. The finalized Tourism strategy has highlighted the importance of incorporating an event policy which should be adopted and implemented Newcastle Council. Newcastle has a strong track record as an events destination in the Northern KZN.

Newcastle has not developed a strong brand and wishes to strengthen this section hence there has been a study previously done in July 2013 bench marking various events hosted and financed by various Municipalities aimed to develop Newcastle as an events destination of choice and to further build the town's brand identity. This branding is critical for business perceptions about the Council as an investment destination.

The Council plays an important role in: the regulation of events, partnerships with events organised in the Council of Newcastle, event's organisers, facilitation and the provision of services at events. The Events Policy is needed to improve the management of events in Newcastle.

The Council of Newcastle also wishes to exploit events hosted in the Council to achieve Council objectives such as: economic growth, job creation, social inclusivity and environmental goals.

Key Milestones

- Council Approved: TOURISM DEVELOPMENT AND MARKETING STRATEGY
- Research/ Study on: THE ROLE OF EVENTS IN ECONOMIC DEVELOPMENT; BENCHMARK REPORT AGAINST GAUTENG MUNICIPALITY, DURBAN

METROPOLITAN MUNICIPALITY, ZULULAND DISTRICT MUNICIPALITY, UMZINYATHI DISTRICT MUNICIPALITY AND NEWCASTLE MUNICIPALITY

- Council Resolved: ON EVENTS PROPOSED FOR THE NEWCASTLE ANNUAL EVENTS CALENDAR
- Council Approved: BUDGET REVIEW TO SUPPORT EVENTS DURING THE 2013/2014 BUDGET ADJUSTMENT REVIEW.
- Report to Portfolio/ DPHS (08/04/2014): MATERIAL SUPPORT ALLOCATION FOR NEWCASTLE EVENTS

Funding and sustainability

Support given to events should be structured on an annual basis. To allow excellent preparation, assuring a continuity of successful events in the Town. It assists in advance planning e.g. marketing, sponsorship, etc.

Events Economic Impact in KZN generally

- Increase in hotel occupancy.
- High usage of restaurant.
- Part time employment around Newcastle.
- A high demand for security service.
- Distribution of product by informal trades.
- Events have the ability to promote Newcastle as a preferred tourism and events destination.
- Events create opportunity for people to better indulge with the town, creates a social experience and celebrates cultural diversity.
- Improve social cohesion

Events and security regulations

The Event committee will handle all necessary event application processes. This may/should /shall include reports prior to the actual event and after. The event committee will consider the following aspects:

- Adherence to the Town's policies, legislation and By-laws.
- The impact of the event on the surrounding area, community and environment.
- Safety and risk management in relation to the event and in line with new ACT – Safety at sport and Recreation Events Act.
- The impact of the event and other events planned and approved in the Town.
- Compliance of relevant legal documentation.
- Extensive economic impact assessment.

Events Legal Requirement

The Events Policy aims to create mutually beneficial outcomes for Newcastle residents, businesses and visitors by using the platforms created by events to contribute to the growth of Newcastle, development and inclusivity.

This Events Policy will assist and guide the Council in managing event related activities in an efficient and effective manner thereby providing clarity to all role players and stakeholders. It will also create an enabling mechanism for new approaches to event initiatives.

Newcastle would like to ensure that it becomes a Council for great events for visitors to the area and the events industry, by creating stability in the Newcastle events calendar and clearly defining processes and systems that support events.

This policy aims to state legal requirements as well as advice on good safe practice as contained in:

- Disaster Management Act
- SABS Codes
- Fire Services Act
- Occupational Health And Safety Act
- National Road Traffic Act
- SA Police Services Act
- Firearms Control Act

- Liquor Act

Types of Events venues

<ul style="list-style-type: none"> • Indoor sports Stadiums • Outdoor Sports Stadiums • Exhibition Halls • Conference Centres • Shopping Centres 	<ul style="list-style-type: none"> • Corporate Venues • Theatres • Indoor Venues • Outdoor Venues
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Pre planning

Effective planning is concerned with prevention through identifying, eliminating and controlling hazards and risks. Therefore disaster Management must be notified in writing, at least (30) days prior to an event. The head: disaster Management will be consultation with all relevant stakeholders therefore classify the event.

Safety requirements for all events

Emergency lighting

- Emergency lighting: in addition to the normal lighting arrangements, emergency lighting should be provided as determined by the Fire Department of Council safety representative. The emergency lighting should meet all the Council requirements.
- Emergency lighting to give sufficient light for at least 60 minutes.
- All parts of the venue to which people have access should be provided with normal and emergency lighting capable of giving sufficient light for people to leave safely as determined by the risk assessment of Council.

Electrical

- Electrical certificate of all electrical work done to be handed to Fire Safety Official and Electricity Department.

- Electrical cabling to be covered with an approved ducting method or below ground level and as required by Council.
- Overhead cabling to be at least 2.1m high and as approved by Council.

Temporary Structures

- Structures engineer to certify all structures including marquees, stages, stands, grandstands, screens, and suspended lights or sound equipment and must be Certified /Approved by Council.

Fire Precaution: Fire Safety

- Fire equipment to be clearly indicated, mounted and serviced annually.
- All fire equipment to confirm to SABS standards.
- Sprinkler Systems: The performance of sprinkler systems may not be impeded in anyway.
- Open Flames: Written permission must be obtained from Fire Safety.
- Braai areas: These should be demarcated and so positioned to limit smoke travel and fire risk.
- Liquid Petroleum Gas: indoors a maximum of 1x 19kg cylinder or 2x 9kg cylinders may be used.
- Special effects and pyrotechnics: Written application with a site plan to be submitted to Council.

Types of partnerships

The Council of Newcastle may choose the level of partnership it wishes to enter into with an event organizer. The resulting partnership may be defined in the following categories:

- Sponsor - The Council may choose to partner with an event organizer by purchasing a rights package in return for a financial transfer.
- Host city - The Council may choose to partner with event organizers, such support to be limited to a maximum of 50% of the costs of staging the event.

- Commercial partnership agreement - The city may choose to partner with an event organizer by absorbing some of the upfront costs of staging the event and sharing in the revenue.
- Event organizer - The Council may choose to create events to achieve strategic objectives.
- Enabler – The Council creates an event friendly environment, enabling event organizers to obtain the necessary guidance and approvals for their events. This includes facilitating the promotion of low-carbon event delivery in keeping with the town's support for developing a green economy and ensuring a positive legacy from the event.
- Co-ordinator - The Council creates an enabling environment for events by creating a co-ordination function which enables event organizers to interact with all required Council services.

Municipal Events Committee

Council need to apply its mind on the scope of work of this committee or let this function be fused with the existing platform at Legal Department, which is established in line with Section 4 Stakeholders meeting of Gatherings Act.