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# Newcastle Municipality

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## EXECUTIVE COMMITTEE

### AGENDA

*for the*

### **SPECIAL MEETING**

### **TO BE HELD ON**

*Wednesday, 11 March, 2015*

*at 13:30*

EXCO

SPECIAL MEETING : 11-03-2015

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# EXECUTIVE COMMITTEE

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## NOTICE OF MEETING

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2015-03-04

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, 11 March, 2015** at **13:30** for the purpose of considering the matters as contained in the agenda.

Yours faithfully

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E. HAUPTFLEISCH  
ACTING MUNICIPAL MANAGER

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EXCO

SPECIAL MEETING : 11-03-2015

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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, 11 March, 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 special meeting held on 26 February 2015 (yellow pages)

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SPECIAL MEETING : 11-03-2015

# **EXECUTIVE COMMITTEE**

*of the*

## **NEWCASTLE MUNICIPAL COUNCIL**

MINUTES OF THE SPECIAL MEETING HELD IN THE  
CONFERENCE ROOM, SHOW HALL, HARDWICK STREET,  
NEWCASTLE ON THURSDAY,  
2015-02-26 AT 09:00

## INDEX

AGENDA ITEM <u>NO</u>	<u>ACTION</u>	<u>SUBJECT</u>	MINUTED AS RESOLUTION/ RECOMMENDATION <u>NO</u>
1		Opening	B 59
2	A	Leave of absence	B 60
3		Confirmation of minutes	B 61
4	HR	Filling of vacancy : Municipal Manager	A 13
5	MM	Filling of vacancy : Executive Manager : Legal Services	B 62
6	MM	Termination of contract of employment : E. Hauptfleisch	A 14
7	A	SALGA : Salary mandate meeting : 17 February 2015	B 63
8	TS	National Water Week	A 15

## SPECIAL EXECUTIVE COMMITTEE MEETING

26 FEBRUARY 2015

### ATTENDANCE REGISTER

#### PRESENT

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

#### ABSENT WITH APOLOGY

Councillor	N	P	Kunene	:	other commitments
Councillor Dr	J	A	Vorster	:	other commitments

#### ALSO IN ATTENDANCE

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

#### OFFICIALS PRESENT

Acting Municipal Manager	:	Mr	E	Hauptfleisch
Chief of Operations	:	Mr	B	E Mswane
Strategic Executive Director : DP&HS	:	Ms	N	Thusi
Strategic Executive Director : Elec/Mech Services	:	Mr	L	Zincume
Acting Strategic Executive Director : BTO	:	Ms	A	Haripersad
Director : Administration	:	Mrs	D	R Molefe
Director : IT	:	Ms	N	Vinkhumbo
Director : Culture and Amenities	:	Mrs	E	P Niemand
Chief Audit Executive	:	Ms	S	Chenia
Manager : Performance Management	:	Mrs	N	Ticka-Ragunanan
Senior Administrative Officer	:	Mrs	F	J Hadden

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

**B59 : OPENING**

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

**B60 : APPLICATIONS FOR LEAVE OF ABSENCE : (CS(A) 3/1/4/1)**

The meeting was informed that Cllrs. N.P. Kunene and Dr. J.A. Vorster had given notice to the effect that he would not be able to attend the meeting.

**RESOLVED**

That Cllrs. N.P. Kunene and Dr. J.A. Vorster be granted leave of absence from attending the meeting.

**SED:CS(A)**  
**N.S. Matthews**

**B61 : CONFIRMATION OF MINUTES****RESOLVED**

That the minutes of the meeting of the Executive Committee held on 24 February, 2015 be confirmed, subject to the following changes :-

- Resolution B 58, the preamble be amended to read as follows :-

*"At the request of the Mayor, the item was **WITHDRAWN**"*

- Recommendation A9 B (d) be amended to read as follows :-

*"(d) that once the property has been registered in the name of the developer, the developer be given two years to develop the property, failing which the property will revert back to Council free of charge or Council will rate the owner of undeveloped land based on the investment value put on the development proposal during the bid process, whichever would be in the best interest of the Council".*

- Recommendation A10(ii)(d) be deleted and the numbering to be amended accordingly

*"(d) that a report by the Budget and Treasury Office is to be submitted regarding the Valuation Appeals Board ruling in favour of ArcelorMittal's objection against the rates valuation;"*



- Recommendation A10(ii)(e) be amended to read as follows :-

*“(e) that in relation to Employee related costs that it be noted that these are primarily related to the establishment of the Debt Collection Unit and WSA staff appointments, subject to a report being submitted to the Executive Committee;”*

- Recommendation A10(ii)(h) be amended to read as follows :-

*“(h) that it be noted that the Debt impairment costs have reduced taking into account the payment factor and risk profiling of the debtors book and trends identified by the ITC exercise performed at 30 June 2014;”*

- Recommendation A10(ii)(aa) be amended to read as follows :-

*“(aa)that a report on debt collection by the service provider be submitted by the Acting Chief Financial Officer at the next session;*

- Recommendation A10(iii) be amended to read as follows :-

*”That it be condoned that Mr. E. Hauptfleisch be appointed as Acting Municipal Manager with effect from 9 February 2015 until such time that the Council decides otherwise.”*

**B62 : FILLING OF VACANCY : EXECUTIVE MANAGER : LEGAL SERVICES : POST ID : A0005 : (CS(HR) 5/3/2/2) : CS(HR) 6/1/2/2)**

### **RESOLVED**

That the report be referred back to the Executive Committee for the investigation to being concluded as to the possible amendment of the organisational structure as per recommendation (i).

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

**B63 : SALGA : SALARY MANDATE MEETING : 17 FEBRUARY 2015 : (CS(A) 19/1/1/28)**

### **RESOLVED**

That the SALGA be advised that the salary mandate should be in line with inflation based increases.

**SED:CS(A)**  
**N.S. Matthews**

**CONCLUSION OF MEETING**

There being no further business to discuss, the meeting concluded at 09:55.

**CONFIRMED**

DATE

CHAIRPERSON

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

**A13 : FILLING OF VACANCY : MUNICIPAL MANAGER : (CS(HR) 5/3/5 : CS(HR) 6/1/2/2 : CS(HR) 3/1/4/1)**

**RESOLVED TO RECOMMEND**

That a 3 member selection panel for the purpose of filling the vacancy caused by the resignation of the Municipal Manager comprise of the following :-

- the Mayor
- Chairperson : Corporate Services Portfolio Standing Committee
- The Mayor : Amajuba District Municipality

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

**A14 : TERMINATION OF CONTRACT OF EMPLOYMENT : E. HAUPTFLEISCH : S110171 : (CS(A) 5/3/5)**

Following an "in committee" discussion, it was

**RESOLVED TO RECOMMEND**

That the matter pertaining to the employment contract of Mr. E. Hauptfleisch be delegated to the Executive Committee to consider and resolve as circumstances dictate.

**MM**

**A15 : NATIONAL WATER WEEK 2015 : WATER AND SANITATION PROJECTS : (TS 11/2/1/12)**

**RESOLVED TO RECOMMEND**

- (a) That the Newcastle Municipality participates in the Annual Water Week which has been scheduled during the period 16 - 22 March 2015;
- (b) that the proposed National Water Week budget and implementation plan be approved and implemented (Annexure "A").

**SED:TS**  
**R.N. Mdluli**

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# **ANNEXURE**

## **A**

**SPECIAL EXCO : 2015-02-26**  
**RECOMMENDATION A15**



## NEWCASTLE MUNICIPALITY NATAL

My Ref : IS 5/11/1

Newcastle Municipality  
Private Bag X6621  
NEWCASTLE, 2940

Enquiries : Dr PD Thabethe

Tel : (034) 328 3300

Fax :

E-Mail : [dumisani.thabethe@newcastle.gov.za](mailto:dumisani.thabethe@newcastle.gov.za)

11 -02- 2015

To :

The department of Education  
The department of Agriculture  
The department of Environment  
The department of Health  
The Traditional Leadership  
Arcelor Mittal

Dear Sir / Madam

Newcastle Municipality will be celebrating the National Water Week from the 16<sup>th</sup> of March to the 22<sup>nd</sup> of March. Water is a scarce resource and therefore we need constructive and innovative ideas to manage and conserve it. Hence we kindly invite you as important stakeholder to participate in discussions regarding water conservation and demand management.

**Four schools will be visited**

• Nkululekweni at Dickss Halt	16-02	9h00
• Hlalaunolwazi Primary school	16-02	12h00
• Sizakancane in Blaaubosch	17-02	9h00
• Charlestown high School	18-02	10h00

**Messages**

Schools will be engaged in a competition to read a meter. The schools will be visited once a quarter to assess the progress. On the 4<sup>th</sup> quarter results will be compared and best performing school will be awarded with a certificate and a jojo tank for water harvesting.

**Four townships will be visited**

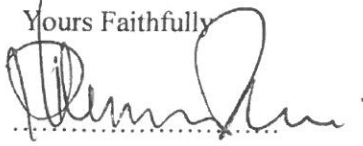
• Enyokeni	19-02	12h00
• KwaMathukuza	17-02	12h00
• KwaMakhanya	16-02	14h00
• Charlestown	18-02	12h00

**Messages**

The community will be addressed by speakers from different departments. Portfolio Chairperson; Health Agriculture, Environment; Traditional Leadership about the use of water and consequences of wasting it. A competition will introduced aiming at water loss reductions as follows

- Four quarterly visits will be done to each area
- Reducing water loses through reporting at 0860 144 144
- Statistical analysis will be done in consultation with ward councillors
- The 4<sup>th</sup> quarter visit will be to award the certificate to the winning ward.

Yours Faithfully

A handwritten signature in black ink, appearing to read 'MN Pawandiwa', written over a dotted line.

MN Pawandiwa  
Acting Director  
Water Services

**DEPARTMENT TECHNICAL SERVICES**  
**(Water Services)****MEMORANDUM**

**TO :** A/Director: Water services  
**ATTENTION :** MN Pawandiwa  
**ENQUIRIES :** PD Thabethe  
**REFERENCE :** IS 11/4/1/2  
**DATE :** 04-02 2015

**NATIONAL WATER WEEK PROGRAM**

AIM: Intensive interaction with stakeholders in order to advance and disseminate water conservation messages.

**Stakeholders to be engaged:**

- All Technical services portfolio councillors led by the Chairperson
- A representative from the department of education
- A representative from the department of Agriculture
- A representative from the department of Environment
- A representative from the Traditional leadership: Inkosi uKubheka
- A representatives from the media house
  - Advertiser
  - The sun
  - NCR
  - Amajuba News

**Water week activities****Four schools will be visited**

• Nkululekweni at Dickss Halt	16-02	9h00
• Hlalaunolwazi Primary school	16-02	12h00
• Sizakancane in Blaaubosch	17-02	9h00
• Charlestown high School	18-02	10h00

**Messages**





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- Statistical analysis will be done in consultation with ward councillors
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**Six Car washes will be visited**

• Three at Madadeni	19-02	9h00
• Three at Osizweni	20-02	9h00

**Messages**

To have the business registered with the municipality. Educate car wash owners on water saving tactics.

**Nine indigent households will be visited**

• Three in Madadeni	21-02	9h00
• Three in Osizweni	22-02	9h00
• Three in Charlestown	18-02	13h00.

**Messages**

Mr Ncwabe will identify the households and make an assessment of the materials required. Customer relations will notify the household owners. The contractor will get to sites and start working the day before the water week delegation arrives. The billing section will be advised about



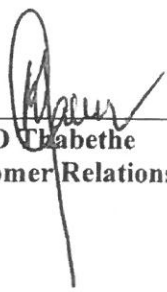
the intervention and subsequently requested to monitor the meter readings for those households closely.

**Round up**

A representative from the mayor's office will address the community through the NCR and UKhozi summarizing all the activities of the water week.

**Budget Needed for Completion of This Water Week Campaign is as follows:-**

- Marquee and 200 chairs four for three venues in three different days= **R20000**
- 1 000 T/Shirts with DWA & Newcastle Municipality Embroidery in colour or Printed and Water Week Theme on the back(See Attached Specification) R 50.00/each X 1 000 = **R 50 000.00**
- Supply sound system and 4 Microphones R 4 000.00/day X 5 Days = **R 20 000.00**
- 150 Golf T/shirts with Newcastle Municipality Embroidery in colour or Printed and Water Week Theme on the back plus DWA emblem(See Attached Specification) R 200.00/each X 1 50 = **R 30 000.00** *(These Golf T/shirts are for all 61 Councilors plus Municipal Officials who would be assigned to assist during the National Water Week.)*
- A -0 TAP WATER IS THE BEST Charts Colour Printed in front 1000 = **R 6 000.00**
- A -3 WATER FACTS AND TIPS Pamphlets Colour Printed Back to back 1 000 = **R 8 000.00**
- A -4 WATER SAVING TACTICS Pamphlets Colour Printed back to back 1 000 = **R 10 000.00**
- Loud Hailing = **R 20 000.00**
- Branded pens R 1 X 2000 = **R 2 000.00**
- Indlamu = **R 17 500.00**
- The Poet = **R 37 500.00**
- Food Parcels = **R60 000**
- Catering for coucillors =**R 39000**
- 10 Jojo Tanks **R30000**
- Budget Required for the whole Water Week Campaign is = **R 351 000.00**

  
**Dr PD Chabethe**  
**Customer Relations Manager**



P.O. Box 14168

Madadeni

2951

Tel: 034 314 1247

Fax: 034 314 1347

Attention: Mr S Ndlovu

**National Water Week Collaboration with ArcelorMittal Science Centre**

ArcelorMittal Science Centre is a Community Service Investment (CSI) project that gives curriculum support and seeks to improve STEM performance at schools, stimulate interest and curiosity in these fields and provide information and skills training to teachers, learners, matriculated youth and the general public in the communities surrounding the company's operations.

The Science Centre will be celebrating the National Water Week (Awareness Campaign) for the first time since it was opened officially. We therefore intend to pass a message of saving water (water consumption) in townships and rural areas of the Amajuba District.

**Objectives**

- ✦ To pass information of how water can be used in science experiments
- ✦ Emphasize importance of water in our health
- ✦ To promote water related careers

**Activities**

As the ArcelorMittal Science Centre we will be doing science shows for high and primary schools (Intermediate phase), and we will do puppet shows for foundation phase in primary schools. The show will take for about 45 minutes as we are planning to do both the science and the puppet show simultaneously.

Please share your plans for the National Water Week so that we can see whether the collaboration will be in line with what we will be doing. Should our plans differ we would request a representative to work with us during the National Water Week 2015.

**Conclusion**

We will highly appreciate your cooperation and look forward to a rewarding collaboration.

Regards

Puleng Tsie

Project Coordinator