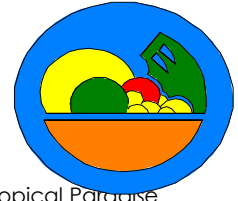




Tel: 015 307 8000
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**GREATER TZANEEN MUNICIPALITY
GROTER TZANEEN MUNISIPALITEIT
MASIPALA WA TZANEEN
MASEPALA WA TZANEEN**

P.o Box 24
Tzaneen, 0850



Tropical Paradise

**MINUTES OF THE 2ND SPECIAL COUNCIL MEETING FOR 2020/2021
FINANCIAL YEAR OF THE GREATER TZANEEN MUNICIPALITY
HELD VIRTUAL, AT MUNICIPAL BUILDING, AGATHA STREET,
TZANEEN, ON WEDNESDAY THE 23RD SEPTEMBER 2020 AT 10H00.**

PRESENT

The Speaker

Councillor DJ Mmetle

COUNCILLORS

As per attached attendance register (Annexure "X")

OFFICIALS

**The Municipal Manager
The Director Corporate Services
The Director Electrical Engineering
The Director Engineering Services
The Chief Financial Officer
The Director PED
The Director Community Services
The Manager Admin and Council Support
The Manager Mayor's Officer
The Legal Advisor
The Manager Security Services
The Committee Clerk
The Committee Clerk
The MPAC Secretary**

**Mr BS Matlala
Mr W Shibamba
Mr B Tshawe
Mr W Molokomme
Ms P Makhubela
Mr MB Mathebula
Mr A Nkuna
Mrs MW Baloyi
Ms S Ngobeni
Mr T Mampana
Mr K Makhubele
Ms MB Maake
Mrs FS Makhubele
Mrs M Sekopana**

TRADITIONAL AUTHORITIES

**The Maake Traditional Authority Representative
The Muhlava Traditional Authority Representative
The Bathlabine Traditional Authority Representative
The Mankweng Traditional Authority Representative
The Modjadji Traditional Authority Representative
The Valoyi Traditional Authority Representative
The Nyavana Traditional Authority Representatives**

**Mr MN Moagi
None
Mr MW Mogoboya
None
None
None
None**

1. OPENING AND WELCOME

1.1 The Speaker, Councillor DJ Mmetle welcomed everyone present in the meeting and declared the meeting officially open.

2. APPLICATIONS FOR LEAVE OF ABSENCE AND THE SIGNING OF THE ATTENDANCE REGISTER

The applications for leave of absence were received from the following:

- The Muhlava Traditional Authority Representative, Mr E Nkuna
- The Mankweng Traditional Authority Representative, Mr RA Sehlapelo
- The Modjadji Traditional Authority Representative, Mr C Modjadji

- The Valoyi Traditional Authority Representative, Mr MV Mohlongo
- The Nyavana Traditional Authority Representatives, Mr P Mabunda

RESOLVED

That the applications for leave of absence received be granted as follows:

- The Muhlava Traditional Authority Representative, Mr E Nkuna
- The Mankweng Traditional Authority Representative, Mr RA Sehlapelo
- The Modjadji Traditional Authority Representative, Mr C Modjadji
- The Valoyi Traditional Authority Representative, Mr MV Mohlongo
- The Nyavana Traditional Authority Representatives, Mr P Mabunda

3. OFFICIAL NOTICES

3.1 The Municipal Manager, Mr SB Matlala indicated that there was an illegal strike in the municipality with regard to leave encashment, but he advised the union to refer the matter to the bargaining Council, and the employees who embarked on strike are now back to work.

4. GIFTS AND FAVORS

None

5. STATEMENTS AND COMMUNICATIONS BY THE SPEAKER

- 5.1 The Speaker, Councillor DJ Mmetle indicated that all councilors should adhere to the Rules of Order and understand the interpretation for proper functioning of Council.
- 5.2 The Speaker, Councillor DJ Mmetle further indicated that the Special Council is meeting a day before the Heritage Day celebrations on 24 September 2020.
- 5.3 The Speaker Councillor DJ Mmetle highlighted that the country is experiencing the gender base and human trafficking and that councilors should inform the community and families to be vigilant.
- 5.4 The Speaker Councillor DJ Mmetle further highlighted that the country is in Covid-19 lockdown Level 1 and the municipality should now consider the arrangement of physical Council meetings. She further requested the administration to advice Council in that regard.

6. PRESENTATION

None

7. QUESTIONS OF WHICH NOTICE HAS BEEN GIVEN

None

8. MOTIONS OR PROPOSALS DEFERRED FROM THE PREVIOUS MEETINGS

None

9. PROPOSALS OF CONDOLENCES OR CONGRATULATIONS BY THE CHAIRPERSON

9.1 The Speaker, Councillor DJ Mmetle expressed her condolences to Councillor L Hlangwane and her family for the loss of her father.

10. PROPOSALS OF CONDOLENCES OR CONGRATULATIONS BY OTHER MEMBERS

None

11. OUTSTANDING MATTERS

None

12. PETITIONS

None

13. MOTIONS

None

14. REPORT FROM ETHICS COMMITTEE

None

15. REPORT FROM AUDIT COMMITTEE

None

16. REPORT FROM MPAC COMMITTEE
(ITEM A18 was approved)

17. REPORT ON WARD COMMITTEE

None

18. REPORT FROM GTEDA

None

19. REPORT ON SALGA ACTIVITIES

None

20. INPUTS BY THE TRADITIONAL LEADER

None

21. REPORTS IN COMMITTEES

(ITEM A19 was not discussed)

22. URGENT REPORT – ALLOWED ONLY WITH THE CONSENSUS OF THE CHAIRPERSON

None

23. RECOMMENDATIONS OF THE EXECUTIVE COMMITTEE MEETINGS FOR THE PERIOD SEPTEMBER 2020.

**A10 GREATER TZANEEN MUNICIPALITY CIVIL ENGINEERING INFRASTRUCTURE
MAINTENANCE PLAN 2020-2021 FINANCIAL YEAR**

(E/C 2020 08 20; C 2020 09 23)

(16/3/P)

RESOLVED

1. That Council approves the Greater Tzaneen Municipality Civil Engineering Infrastructure Maintenance Plan for 2020/21 Financial Year.
2. That this maintenance plan be reviewed on an annual basis.

***Signed by the Speaker
Councillor DJ Mmetle.....***

**A11 REPORT ON THE AMENDED RULES OF ORDER OF COUNCIL TO INCLUDE
VIRTUAL MEETINGS**

(E/C 2020 08 20, C2020 09 23)

(3/2/1/5)

RESOLVED

- (a) That the item be referred to the next Council Meeting for discussion.

***Signed by the Speaker
Councillor DJ Mmetle.....***

A 12 ADJUSTMENT BUDGET ITEM 2020/2021

(E/C 2020 08 20, C2020 09 23)

(5/1/1)

RESOLVED

- a) That Council approves the 1st Special Adjustment Budget for the 2020/2021 financial year.
- b) That the 2020/2021 revenue and expenditure budget inclusive of water and sewer be adjusted as follows:

	Approved Budget	Changes	Adjusted Budget
Revenue Budget	1 492 904 434	96 542 000	1 589 446 434
Expenditure Budget	1 360 799 620	83 042 378	1 443 841 998
Capital Budget	130 738 050	24 309 720	155 047 770

- c) That Council takes note of Government Gazette 43450 issued by National Treasury on 24 June 2020 in which Council is informed that the equitable share allocation will be increased from R414 million to R506 million and INEP grant reduced from R15 million to R10 million

That the additional equitable share allocation of R92 million from National Treasury be included in Council approved 2020/2021 budget to comply with Legislative requirements and that the R92 million be allocated as follows:

NO.	PROJECT NAME	ALLOCATION	BUDGET ADJUSTMENT	REVENUE/EXPENDITURE
1	Equitable share allocation	R92 000 000	R92 000 000	Revenue
2	Security solution CCTV		R 2 000 000	Expenditure
3	MSCOA		R 3 000 000	Expenditure
4	HR organizational Structure		R 150 000	Expenditure
5	New office rental		R 500 000	Expenditure
6	Refurbishment of IT cabling system		R 400 000	Expenditure
7	Grass cutting machines		R 500 000	Expenditure
8	Leasing of two way radios		R 400 000	Expenditure
9	Eskom Electricity payments		R 74 450 378	Expenditure
10	Lenyenye Taxi Rank (Counter Funding)		R 700 000	Expenditure
11	Mopye Access Road (Counter Funding)		R 3 099 622	Expenditure (Deferred for further consideration)

12	Upgrading of Civic Centre Roofing Project		R 2 000 000	Expenditure
13	Power Generator for Aqua Park Booster Pump Station		R 500 000	Expenditure
14	Rehabilitation of 1,4km of streets in Tzaneen		R 4 300 000	Expenditure

That the following adjustments with regard to INEP projects to accommodate the R 5 million budget cut be approved:

No.	Project Name	Number of Connections	Adjusted Budget
1	Electrification of Bakgaga Village	65	R 1 170 000
2	Electrification of Senakwe	40	R 720 000
3	Electrification of Senopelwa (Mantshwa)	72	R 1 296 000
4	Electrification of Pelana	64	R 1 152 000
5	Electrification of Musiphani	72	R 1 296 000
6	Electrification of Mavele (Phase 4)	114	R 2 062 000
7	Electrification of Sonkwane	63	R 1 134 000
8	Electrification of Runnymede	65	R 1 170 000
	Total	555	R 10 000 000

- d) That the revised electricity tariffs as approved by Council on 29 July 2020, resolution no A2 be included in the Adjustment Budget schedules and supporting documents to be submitted to National and provincial Treasury and That the additional Electricity tariff increases of 1,72% amounting to R9.5million be included in the revenue and expenditure budget and that the following expenditure projects be financed by this amount:

No	Project Title	Budget
----	---------------	--------

1	Vegetation Control of the following lines, 11 kV, 33 kV and 66 kV approximately 2000 km (bush clearing and tree felling) and will include termite control on the 66 kV (79.17 km) tower lines foundations	R 3 500 000.00
3	AMR (automatic meter reading) implementation on LPU (large power users) customers	R 1 500 000.00
4	Data cleansing on billing system as per HAMSAs report and customer cascading (Key customers)	R 1 500 000.00
5	Implementing Pre-Paid metering in Haenertsburg Town, Letsitele & Gravelotte	R 800 000.00
6	Quality of supply recorders and customer QOS	R 500 000.00
7	Installation of Bulk meters at Distribution Substation 33/11kV	R 742 000.00
10	Power factor correction and Harmonics Network Analysis	R 1 000 000
Total		R 9 542 000.00

- e) That the rollover application for INEP unspent grants as at 30 June 2020 amounting to R5.4million will be considered in the next adjustment budget once approval obtained from National Treasury and any shortfall on INEP projects will also be considered in the next adjustment budget
- f) That the following adjustments with regard to DBSA loan projects be approved:

Project No.	Project Title	Original Budget 2020/2021	Adjusted Budget 2020/2021
1	Replace 2 x 20 MVA 66/11 kV at Tzaneen main sub	R 12 000 000.00	R 13 500 000.00
2	Prepaid Meters	R 300 000.00	R 600 000.00
3	Substation Tripping Batteries (Item B53 6/14) (Letsitele Main)	R 450 000.00	R 555 100.00

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4	Provision of Capital Tools (Customer and Retail Services)	R 100 000.00	R 100 000.00
5	Provision of Capital tools (Operations and Maintenance)	R 100 000.00	R 100 000.00
6	Replacement of Existing Air Conditioners	R 150 000.00	R 150 000.00
7	Rebuilding of Deeside 11kv line	R 600 000.00	R 1 094 500.00
8	Rebuilding of Yarmona /Shivulari 11kv line (4km)	R 600 000.00	R 884 337.50
9	Rebuilding of Ledzee 11kv lines	R 500 000.00	R 1 091 174.75
10	Rebuilding of Waterbok 11kv lines	R 700 000.00	R 700 000.00
11	Rebuilding of Letaba Feeder 33KV line	R 1 500 000.00	R 2 241 750.00
12	Replace 11 kV and 33 kV Auto reclosers per annum (Item B53 6/14)	R 1 500 000.00	R 1 500 000.00
13	Refurbishment of the Ebenhezer 33kV Feeder	R 1 500 000.00	R 2 494 494.95
14	Install 33kV voltage regulator on the 33kV Haenertsburg ring	R 2 000 000.00	R 2 500 000.00
15	R71 Streetlights (Adshade bridge to Robot)		R 476 595.24
16	Area lighting at Khujwana turn off		R 692 696.09
17	Rebuilding of lines - Greenfrog to Haenertsburg		R 618 125.00
18	Rebuilding of lines - Gravelotte to De Neck		R 543 950.00
19	Rebuilding of 33kV lines - Lalapanzi to Waterbok		R 556 312.50
20	Rebuilding of lines - Mashuti 11kV lines		R 370 875.00
21	Rebuilding of lines - Rooikoppies 11kV lines		R 395 600.00
22	Rebuilding of lines - Mieliekloof/Deerpark 11kV lines		R 321 425.00
23	Rebuilding of lines - Letsitele Valley sub to Bosbou 11kV lines		R 296 700.00

24	Rebuilding of lines - Valencia 11kV lines		R	296 700.00
25	Substation fencing - Letsitele Main Sub		R	526 981.98
26	Miniature Substation		R	202 780.00
		<u>R 22 000 000</u>	<u>R</u>	<u>32 810 098.01</u>

- g) That the Adjustment Budget Report and Supporting documentation be submitted to National Treasury and Provincial Treasury in both printed (if allowed) and electronic format within 10 working days after approval by Council in terms of Section 28(7) of the Act.

Note: That the Adjustment Budget was approved save for R 3 099 622 (Mopye Access Road) which will be further considered and the future adjustment budget.

Signed by the Speaker
Councillor DJ Mmetle.....

**A13 WARD COMMITTEE BEREAVEMENT POLICY
EC 2020 08 20; C2020 09 23)**

(12/2/3/1/11)

RESOLVED

- (a) That Council approves the Ward Committee Bereavement Policy.
- (b) That Council approves the amount of R7500 for expenditure of Ward Committee bereavement.
- (c) That in case of the memorial services, the family of the deceased ward committee member consult with Greater Tzaneen Municipality when a need arises.

Note: That the Democratic Alliance (DA) was against the approval of the report.

***Signed by the Speaker
Councillor DJ Mmetle.....***

**A14 REPORT ON UNAUTHORISED, IRREGULAR, FRUITLESS AND WASTEFUL
EXPENDITURE FOR THE YEAR 2019/2020 AND 18/19 (UPDATED DUE TO AG AUDIT
FINDINGS)**

(E/C 2020 08 20; C2020 09 23)

(5/1/3)

RESOLVED

That the item be withdrawn.

***Signed by the Speaker
Councillor DJ Mmetle.....***

A15 ASSETS WRITE OFF 2019/2020 FINANCIAL YEAR**(EC 2020 09 02, C2020 09 23)****(5/13/B)****RESOLVED**

(a) That council approves the assets write offs as per the attached annexure A with the net book values as follows:

a) Write offs (1) Infrastructure	NBV R 1 544 533.41
(2) Leased assets	NBV R 12 525.67
(3) Other assets Major	NBV R 343 915.99
(4) Other asset Minor	NBV R 1011.00
(5) WIP	R 846 089.79

(6) Other assets (Additional write off): NBV R 64 301.55

(7) Infrastructure Poles (Additional write off):NBV 943 029.34

(b) That Council notes that the electrical infrastructure has been verified and inspected over several weeks on a detailed process plan and a GRAP methodology scale (attached as Annexure B), in order to come to the conclusion as to which asset are old or damaged due to age or usage.

(c) That Council notes that the assets were inspected by the Finance Cluster and Infrastructure portfolio committee.

Signed by the Speaker
Councillor DJ Mmetle.....

**A16 REPORT ON THE IRRECOVERABLE EXPENDITURE INCURRED BY GREATER
TZANEEN MUNICIPALITY PAID TO PHADIMA PHADIMA FOR THE 2020/2021
FINANCIAL YEAR**

(E/C 2020 09 02; C2020 09 23)

(File No)

RESOLVED TO RECOMMEND

- a) That Council write-off the expenditure of R918 113.90 incurred and deemed to be irrecoverable.

- b) That Council notes the two liquidation orders attached as *Annexure A*, to which efforts were made to recover the amount of R918 113.90 but failed due to the liquidation of the company.

- c) That the matter be referred to MPAC for investigation.

***Signed by the Speaker
Councillor DJ Mmetle.....***

A17 APPROVAL OF GREATER TZANEEN MUNICIPAL ICT POLICIES

(E/C 2020 09 02; C2020 09 23)

(6/2/2/6/P)

RESOLVED

a) That Council approves the following policies:

- (i) Email Acceptable Use Policy
- (ii) ICT Management Policy
- (iii) ICT Account Management Policy
- (iv) ICT Security Policy
- (v) ICT Change Management Policy
- (vi) ICT Service Provider Management Policy
- (vii) Internet Acceptable Use Policy
- (viii) ICT Firewall Policy
- (ix) Password Policy

b) That all policies be reviewed annually or when a need arises.

***Signed by the Speaker
Councillor DJ Mmetle.....***

**A18 UNATHORISED, IRREGULAR. FRUITLESS AND WASTEFUL EXPENDITURE
INVESTIGATION REPORT OF MUNICIPAL PUBLIC ACCOUNTS COMMITTEE OF
GREATER TZANEEN MUNICIPALITY**

(C 2020 09 23)

(File No)

RESOLUTION

- a) That the Financial Misconduct Disciplinary Board investigate any element of financial misconduct and against any alleged transgressor;
- b) That expenditure be condoned in line with (MFMA Sec 32 (2)(a)) on the basis that it is mainly non-cash items, no loss was incurred by the municipality;
- c) That the municipality adhere to the SCM Policy, Regulations and processes;
- d) That the Budget and Treasury Office (Office of the CFO) conduct awareness workshops regularly on SCM Policy and Regulations to sensitize employees about SCM processes;
- e) That consequence management be implemented on non-compliance;
- f) That unauthorized, irregular or fruitless and wasteful expenditure policy or procedure manual be developed;
- g) That monitoring and evaluation of projects be strengthened;
- h) That Contract management be strengthened, and each municipal department develop its own contract register;
- i) That communication gap between SCM and user departments be strengthened;
- j) That budget practices be strengthened, and availability of budget be monitored to avoid unauthorized expenditure;
- k) That payments to services providers not be effected where user departments cannot produce proper documentation;
- l) That unauthorized, irregular or fruitless and wasteful expenditure be reported to Council on a quarterly basis.
- m) That the progress report on the implementation of these recommendations be tabled in the next council sitting.

Signed by the Speaker

Councillor DJ Mmetle.....

**B 12 REPORT ON THE RENEWAL OF THE SLA BETWEEN GREATER TZANEEN MUNICIPALITY AND GTEDA.
(C/E 2020 08 20; C2020 09 23) (12/2/3/2/2)**

RESOLVED

- a) That Council approves the service level agreement to renew its mandate and relationship with its entity to ensure its smooth running and administration.
- b) That Council notes that the renewal of the service level agreement is an audit compliance issue and the implementation of the provisions of section 86C of the Local Government: Municipal Systems Act, 2000 (Act 32 of 2000) and section 185 of the Companies Act, 1998 (Act 71 of 1998) to enhance the existence of the entity and exercise of control by the Municipality.
- c) That Council notes the "Service Level Agreement" attached to the Council Item.

***Signed by the Speaker
Councillor DJ Mmetle.....***

B 13 REPORT OF THE ATTENDANCE OF MEETINGS OF COUNCIL AND EXECUTIVE COMMITTEE FOR THE PERIOD JUNE 2019 TO JULY 2020 FINANCIAL YEAR

(E/C 2020 08 20; C2020 09 23)

(3/2/1)

RESOLVED

- (a) That Council takes note of the report of the attendance of EXCO and Council meetings for 2019/2020 financial year.
- (b) That Council notes that other Councillors were absent from the Executive Committee and Council meetings for more than three consecutive meetings as highlighted in EXCO and Council registers attached as (**ANNEXURE A**).
- (c) That the report be submitted to the Ethics Committee for further processing as per Schedule 1 of the Municipal Systems Act and Section 46 of the Rules of Order of Council.

***Signed by the Speaker
Councillor DJ Mmetle.....***

**B14 GREATER TZANEEN MUNICIPALITY IDP, BUDGET AND PMS PROCESS PLAN
2020/2021 FINANCIAL YEAR FOR ADOPTION**

(EC 2020 08 20, C2020 09 23)

(15/1/4/3)

RESOLVED

- (a) That Council adopts the IDP/Budget/PMS Process Plan for 2020/21 cycle as attached on annexure A;
- (b) That Council notes that as per requirement by law, our Process Plan is informed by the District IDP Framework as attached on annexure B
- (c) That Council and its administration commit itself to comply and adhere to the process plan as adopted.
- (d) That it be noted that the activities in the Process Plan were implemented until August 2020.
- (e) That it be noted that the remaining activities in the Process Plan be implemented as outlined.
- (f) That Council notes the impact of COVID-19 which may have affected some of the municipal processes and projects.

Signed by the Speaker
Councillor DJ Mmetle.....

**B 15 GUIDE ON THE ESTABLISHMENT OF WARD COMMAND COUNCILS.
(E/C 2020 08 20; 2020 09 23) (17/1/1)**

RESOLVED

- (a) That Council approves the Guide on the Establishment of Ward Command Councils.
- (b) That the Ward Command Councils be first piloted in the Wards with high numbers of COVID-19 cases.
- (c) That in view of (b) above, the Ward Command Councils be launched immediately in wards 14, 15, 16,17,18,19, 20, 21, 28, 29 and 31 respectively as from 28 September 2020.
- (d) That for the remaining wards, their command councils be launched by the 1st of October 2020.

***Signed by the Speaker
Councillor DJ Mmetle.....***

**B 16 REPLACEMENT OF SITE FOR MR ROBERT BAMBISA FROM ERF 155
NKOWANKOWA C, TO ERF 786 AND ERF 789 DAN EXTENTION 2**

(E/C 2020 09 02; C2020 09 23)

(ERF 155-C & ERF 786)

RESOLVED

- (a) That Council replace Erf 155, Nkowankowa C with Erf 786 and Erf 789 Dan Extension 2.
- (b) That a Deed of Donation will be entered into between Mr. Robert Bambisa and the Greater Tzaneen Municipality.
- (c) That Mr Robert Bambisa will consolidate erven 786 extent of 349m² and 189 in extent of 349m² at his own cost.
- (d) That Mr Robert Bambisa will appoint his Attorney to transfer the abovementioned erven.
- (e) That Mr Robert Bambisa will be responsible for the sewage connection and the electricity connection.
- (f) That the RDP be donated to the orphans currently occupying the house and be registered in the Housing Subsidy System and subsequently be registered as indigent in the Municipality.
- (g) That Council transfer Erf 155, Nkowankowa-C to the Orphans at the cost of Council.

Signed by the Speaker
Councillor DJ Mmetle.....

RECOMMENDATIONS OF THE PORTFOLIO COMMITTEES IN CONNECTION WITH MATTERS WHICH HAVE BEEN DEALT WITH IN TERMS OF DELEGATED AUTHORITY FOR THE PERIOD SEPTEMBER 2020.

The chairpersons of the relevant clusters informed the Council verbally of the recommendations of the Portfolio Committee taken by virtue of delegated powers and duties to the Executive Committee in terms of the provisions of Section 44 of the Local Government Municipal Structures Act 117 of 1998, which resolutions form part of the agenda of this meeting.

On proposal of the Mayor: Councillor MG Mangena, it was:

RESOLVED

That the contents of the resolutions taken by the Portfolio Committee for the period SEPTEMBER 2020 be APPROVED.

THE MEETING ADJOURNED AT 14H13

APPROVED AND CONFIRMED

CHAIRMAN