

CHAPTER 6: APPENDICES

APPENDIX A – COUNCILLORS; COMMITTEE ALLOCATION AND COUNCIL ATTENDANCE

REPORT ON ATTENDANCE OF COUNCIL BY COUNCILLORS: AUGUST 2016 TO JUNE 2017

Name of Councillor	AUG 2016	SEPT 2016	OCT 2016	NOV 2016	DEC 2016	JAN 2017	FEB 2017	MAR 2017	APRIL 2017	MAY 2017	JUNE 2017
1. Cllr NH Gumede	Y	Y	Y	Y	-	Y	Y	Y	Y	Y	-
2. Cllr M Gcwabe	Y	No 2	Y	Y	-	Y	Y	Y	Y	Y	-
3. Cllr SB Cele replaced by Cllr AD Ngubo	Y	No 1	No 1	Y	-	No 1	-	-	-	- Y	-
4. Cllr TB Cele	Y	No 2	No 1	Y	-	Y	Y	Y	Y	No 1	-
5. Cllr DZ Cele	Y	No 2	No 2	Y	-	No 1	No 1	-	-	-	-
6. Cllr MA Chiliza	Y	Y	No 1	Y	-	Y	Y	Y	No 1	Y	-
7. Cllr TW Dube	Y	Y	Y	No 1	-	Y	Y	No 1	Y	Y	-
8. Cllr ST Gumede replaced by Cllr NY Mweshe	Y	Y	No 2	Y	-	- Y	- Y	- Y	- Y	- Y	-

APPENDICES

APPENDIX A – COUNCILLORS; COMMITTEE ALLOCATION AND COUNCIL ATTENDANCE

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9. Cllr DMM Hlengwa	Y	Y	Y	Y	-	Y	Y	Y	Y	Y	-
10. Cllr M Lubanyana	Y	No 1	No 1	Y	-	Y	Y	Y	Y	No 2	-
11. Cllr MA Manyoni	Y	Y	Y	y	-	Y	Y	Y	Y	Y	-
12. Cllr IM Mavundla	Y	Y	Y	Y	-	Y	Y	Y	Y	Y	-
13. Cllr H Mbatha	Y	Y	No 1	Y	-	Y	Y	No 1	y	No 1	-
14. Cllr S Mngomezulu	Y	Y	Y	No 1	-	Y	Y	Y	Y	Y	-
15. Cllr OT Mnyayiza replaced by Cllr L Mzimela	Y	Y	No 1	Y	-	-	-	-	-	-	-
										Y	-
16. Cllr NCP Mqwebu	Y	Y	Y	Y	-	Y	Y	Y	No 1	Y	-
17. Cllr PH Mthiyane	Y	Y	No 1	y	-	Y	y	y	y	No 1	-
18. Cllr Y Nair	Y	Y	No 1	Y	-	No 1	Y	Y	Y	Y	-
19. Cllr D Nciki	Y	Y	Y	Y	-	Y	Y	Y	Y	Y	-
20. Cllr SR Ngcobo	Y	Y	Y	Y	-	Y	Y	Y	Y	Y	-
21. Cllr HJ Ngubelanga	Y	Y	y	y	-	Y	Y	Y	Y	Y	-

APPENDICES

APPENDIX A – COUNCILLORS; COMMITTEE ALLOCATION AND COUNCIL ATTENDANCE

REPORT ON ATTENDANCE OF COUNCIL BY COUNCILLORS: AUGUST 2016 TO JUNE 2017

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22. Cllr MPL Zungu	Y	Y	No 2	Y	-	Y	Y	Y	Y	Y	-
23. Cllr NT Zwane	Y	Y	Y	Y	-	Y	No 1	Y	No 1	Y	-
24. Cllr JJ East	Y	No 1	No 1	Y	-	Y	Y	Y	Y	Y	-
25. Cllr GD Henderson	Y	Y	Y	Y	-	Y	Y	Y	Y	Y	-
26. Cllr PT Naude	Y	Y	No 1	y	-	y	Y	Y	Y	Y	-
27. Cllr LMR Ngcobo	Y	Y	Y	Y	-	Y	Y	No 1	Y	Y	-
28. Cllr A Rajaram	Y	Y	Y	Y	-	Y	Y	Y	No 1	Y	-
29. Cllr TA Disane	Y	Y	Y	Y	-	Y	No 1	Y	Y	No 1	-
30. Cllr SE Khawula	Y	Y	y	Y	-	y	Y	Y	Y	No 1	-
31. Cllr BE Machi	Y	Y	Y	y	-	Y	Y	Y	Y	Y	-
32. Cllr ZZ Msani	Y	y	Y	Y	-	No 1	No 1	Y	Y	No 1	-
33. Cllr SP Mthethwa	Y	Y	y	Y	-	Y	Y	Y	Y	No 1	-
34. Cllr B Ntusi	Y	Y	Y	Y	-	Y	Y	No 1	Y	No 1	-
35. Cllr SN Caluza	Y	Y	Y	Y	-	Y	Y	Y	Y	Y	-

APPENDICES

APPENDIX A – COUNCILLORS; COMMITTEE ALLOCATION AND COUNCIL ATTENDANCE

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PARTY	MALE	FEMALE
AFRICAN NATIONAL CONGRESS (ANC)	13	10
AFRICAN INDEPENDENT CONGRESS (AIC)	1	0
INKATHA FREEDOM PARTY (IFP)	3	3
DEMOCRATIC ALLIANCE (DA)	5	0
TOTAL - 35	22	13

REPORT ON ATTENDANCE OF EXECUTIVE COMMITTEE BY COUNCILLORS

NAME OF COUNCILLOR	12 Oct 2016	17 Nov 2016	06 Dec 2016	14 Dec 2016	01 Feb 2017	14 Feb 2017	15 Mar 2017	19 Apr 2017	17 May 2017	07 Jun 2017
CLLR OT MNYAYIZA	Y	Y	Y	N1	-	-	-	-	-	-
CLLR MA CHILIZA	Y	Y	Y	Y	N1	Y	Y	Y	Y	Y
CLLR NH GUMEDE	Y	Y	Y	Y	Y	N1	Y	N1	N1	Y
CLLR I M MAVUNDLA	Y	Y	Y	Y	N1	Y	Y	Y	Y	Y
CLLR PH MTHIYANE	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
CLLR NT ZWANE	Y	Y	Y	Y	Y	N1	Y	Y	Y	Y
CLLR LMR NGCOBO	Y	Y	Y	Y	N1	Y	Y	Y	Y	N1
CLLR SP MTHETHWA	Y	Y	Y	Y	Y	N1	Y	Y	Y	N1

APPENDICES

APPENDIX A – COUNCILLORS; COMMITTEE ALLOCATION AND COUNCIL ATTENDANCE

REPORT ON ATTENDANCE OF COUNCIL BY COUNCILLORS: AUGUST 2016 TO JUNE 2017

REPORT ON ATTENDANCE OF PORTFOLIO COMMITTEE ON FINANCE BY COUNCILLORS

NAME OF COUNCILLOR	OCT 2016	NOV 2016	FEB 2017	MAR 2017	APR 2017	MAY 2017	JUN 2017
CLLR OT MNYAYIZA	Y	Y	-	-	-	-	-
CLLR MA CHILIZA	-	-	-	-	-	Y	-
CLLR NCP MQWEBU	Y	N1	Y	No Quorum	No Quorum	N1	No Quorum
CLLR SR NGCOBO	Y	Y	Y	No Quorum	No Quorum	Y	No Quorum
CLLR TW DUBE	Y	Y	Y	No Quorum	No Quorum	Y	No Quorum
CLLR NT ZWANE	Y	Y	-	-			
CLLR D NCIKI	-	-	N1	No Quorum	No Quorum	Y	No Quorum
CLLR MA MANYONI	Y	Y	Y	No Quorum	No Quorum	Y	No Quorum
CLLR AD NGUBO	-	-	-	-	-	-	-
CLLR GD HENDERSON	N1	Y	Y	No Quorum	No Quorum	Y	No Quorum
CLLR B NTUSI	Y	Y	Y	No Quorum	No Quorum	Yes	No Quorum

APPENDICES

APPENDIX A – COUNCILLORS; COMMITTEE ALLOCATION AND COUNCIL ATTENDANCE

REPORT ON ATTENDANCE OF COUNCIL BY COUNCILLORS: AUGUST 2016 TO JUNE 2017

REPORT ON ATTENDANCE OF GOOD GOVERNANCE COMMITTEE BY COUNCILLORS

Name of Councillor	Oct 16	Nov 16	Feb 17	Mar 17	Apr 17	May 17	June 17
Cllr PH Mthiyane replaced by Cllr NT Zwane	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Cllr Y Nair	No1	Yes	Yes	Yes	Yes	Yes	Yes
Cllr DZ Cele	Yes	No1	No1	Passed on	Passed on	-	-
Cllr H Mbatha	Yes	Yes	No2	No1	Yes	No1	No1
Cllr GS Mngomezulu	No2	Yes	Yes	Yes	Yes	yes	Yes
Cllr SE Khawula	Yes	Yes	Yes	Yes	Yes	No1	No1
Cllr HJ Ngubelanga	Yes	No2	Yes	No1	Yes	Yes	Yes
Cllr LMR Ngcobo	No1	Yes	Yes	Yes	Yes	Yes	Yes

REPORT ON ATTENDANCE OF PORTFOLIO COMMITTEE ON LOCAL ECONOMIC DEVELOPMENT

Name of Councillor	Oct 16	Nov 16	Feb 17	Mar 17	Apr 17	May 17	June 17
Cllr I M Mavundla	Yes	Yes	Yes	Yes	Yes	No1	Yes
Cllr SB Cele Cllr DMM Hlengwa	No1	Yes	Yes Replaced Cllr Cele	Yes	Yes	Yes	No2
Cllr SP Mthethwa	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Cllr SN Caluza	Yes	No1	Yes	Yes	Yes	No1	No1
Cllr BT Cele	Yes	Yes	No1	Yes	Yes	Yes	No1

APPENDICES

APPENDIX A – COUNCILLORS; COMMITTEE ALLOCATION AND COUNCIL ATTENDANCE

REPORT ON ATTENDANCE OF COUNCIL BY COUNCILLORS: AUGUST 2016 TO JUNE 2017

Name of Councillor	Oct 16	Nov 16	Feb 17	Mar 17	Apr 17	May 17	June 17
Cllr ZZ Msani	Yes	Yes	No1	Yes	No2	Yes	No 2
Cllr SP Mthethwa	Yes	Yes	Yes	Yes	Yes	Yes	No 2
Cllr JJ East	Yes	Yes	Yes	Yes	Yes	Yes	No 1

REPORT ON ATTENDANCE OF PORTFOLIO COMMITTEE ON SPECIAL PROGRAMMES

Name of Councillor	OCT 16	NOV 16	DEC 16	FEB 17	MAR 17	APR 17	MAY 17	JUNE 17
Cllr NT Zwane	Y	Y	Y	Y	y	Y	Moved in May as a Chairperson to head the P/C on Sound Gov.	
Cllr BE Machi	Y	Y	Y	Y	N1	Y	Y	Y
Cllr SN Caluza	N1	N1	Y	Y	Y	N2	Y	Y
Cllr A Rajaram	Y	Y	Y	Y	Y	N1	Y	N1
Cllr HJ Ngubelanga	Y	Y	N2	N2	Y	Y	Y	Y
Cllr JJ East	N1	N1	N1	-	-	-	-	-
Cllr LMR Ngcobo replaced Cllr East from Feb 2017				Y	Y	N1	Y	Y
Cllr GS Mngomezulu	Y	Y	Y	Y	Y	Y	Y	N1
Cllr SB Cele	N1	N2	N2	-	-	-	-	-

APPENDICES

APPENDIX A – COUNCILLORS; COMMITTEE ALLOCATION AND COUNCIL ATTENDANCE

REPORT ON ATTENDANCE OF COUNCIL BY COUNCILLORS: AUGUST 2016 TO JUNE 2017

REPORT ON ATTENDANCE OF PORTFOLIO COMMITTEE ON WATER AND SANITATION

Name of Councillor	OCT 2016	NOV 2016	FEB 2017	MAR 2017	APRIL 2017	MAY 2017	JUNE 2017
Cllr M A Chiliza	Y	Y	Y	Y	Y	-	-
Cllr PH Mthiyane (Replaced Cllr Chiliza)	-	-	-	-	-	Y	Y
Cllr SP Mthethwa	Y	Y	Y	y	Y	Y	Y
Cllr MPL Zungu	Y	Y	Y	Y	Y	Y	N1
Cllr H Mbatha	N1	Y	Y	Y	N1	N1	Y
Cllr HJ Ngubelanga	N1	N1	Y	Y	Y	Y	Y
Cllr PT Naude	N1	Y	Y	Y	Y	Y	Y
Cllr TA Disane	Y	N1	Y	y	Y	Y	N1
Cllr DZ Cele	N1	N1	N1	Passed On	-	-	-

- “Y” where the meeting was attended
- “No” where the meeting was not attended
- “N1” where the meeting was not attended but the application for leave of absence was furnished
- “N2” where the meeting was not attended and the application for leave of absence was not furnished and no apology was recorded
- NIL where the meeting did not sit due to quorum

During the 2016/17 financial year, all Council and EXCO meetings convened as there was a quorum. These committees are operating optimally.

APPENDICES

APPENDIX B – COMMITTEES AND COMMITTEE PURPOSES

Committees (other than Executive Committee) and Purposes of Committees	
Municipal Committees	Purpose of Committee
Portfolio Committee on Finance	<p>The Portfolio Committee on Finance is a Section 80 Committee, responsible for the following functions, and making recommendations to the Executive Committee thereon:</p> <ul style="list-style-type: none"> ➤ Familiarise, interrogate and recommend to the Committee of the budget and reports on economic issues, statistical information, agreements, financial reports, and reports on economic and policy statements. ➤ Sharpen public awareness of the budget and Government financial and economic policies, and encourage informed debate on the budget. ➤ Advise the executive committee on the district municipality's domestic borrowing policies. ➤ Study Government's policies as regards budgets and advise accordingly. ➤ Seek advice from all three spheres of Government, on financial and other budget related matters. ➤ Drive the entire budget process as alluded to by legislation, thus ensuring that budgets are based on priorities and realistic income and expenditure. ➤ Advise on processes that need to be put in place for formulating and monitoring the budget, throughout its cycle, that will enhance the District Municipality's role in appropriating and overseeing the budget, and make the budget process more responsive to stakeholders. ➤ Advise on budget programmes that need to be given special treatment during budget implementation. ➤ Ensure that the budget of the District Municipality is used as a primary tool for implementing National and Provincial Policies. ➤ Review the relevant legislation and future legislation (bills) with financial and budget implications and advise the Executive Committee accordingly. ➤ Deal with any other budget related matter referred to the Committee by the Executive Committee. ➤ Develop policy proposals on all the areas of responsibility with the intention of achieving municipal and/or general government objectives.
Portfolio Committee on Special Programmes	<p>The Portfolio Committee on Special Programmes is a Section 80 Committee, responsible for the following functions, and making recommendations to the Executive Committee thereon:</p> <ol style="list-style-type: none"> 1. Oversight over the following functional areas:- <ol style="list-style-type: none"> i. Undertake the following special programmes in respect of Policy, Strategy and Programmes. <ul style="list-style-type: none"> ➤ Youth ➤ Senior Citizens ➤ People with Disability

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Committees (other than Executive Committee) and Purposes of Committees	
Municipal Committees	Purpose of Committee
	<ul style="list-style-type: none"> ➤ Gender ➤ Moral regeneration ➤ Rights of the Child ➤ Farm workers <ul style="list-style-type: none"> ii. Lobby and advocacy for special programmes interests by other Portfolio Committees within Council. iii. Coordinate response for vulnerable groups. iv. Facilitate and monitor an evaluation framework for all the functional areas.
Portfolio Committee on Sound Governance and Human Resources	<p>The general responsibilities of the Portfolio Committee, in respect of the functional area of Corporate Services, are:</p> <ul style="list-style-type: none"> ➤ to develop and recommend the Good Governance and Human Resources Services portfolio policies; ➤ to develop and recommend the Good Governance and Human Resources portfolio by-laws; ➤ to consider and make recommendations in respect of the draft budget and IDP of the Human Resources & Sound Governance Portfolio; ➤ to ensure public participation in the development of policy, legislation, IDP and budget of the Human Resources & Sound Governance Portfolio; ➤ to monitor the implementation of Council policies in respect of the Human Resources & Sound Governance portfolio;
Functional Role of the Human Resources & Sound Governance Portfolio Committee	<p>The objective of the Human Resources & Sound Governance Portfolio Committee is to assist the executive committee on the functions listed below:</p> <ol style="list-style-type: none"> 1. Administration and Operational Support <ul style="list-style-type: none"> ➤ Corporate strategies, systems and services ➤ Records Management and Registry Services ➤ Secretariat Support and Printing Services ➤ Occupational Health and Safety ➤ Employment Equity Planning ➤ Wellness: EAP ➤ Customer Relations ➤ Performance management: Individual (and OPMS) ➤ Information Communications Technology ➤ Facilities Management ➤ Enterprise Security 2. Legal Services <ul style="list-style-type: none"> ➤ Statutory Compliance Legislation, and ➤ Legal Research 3. Strategic Human Resources and Personnel Services <ul style="list-style-type: none"> ➤ Individual Performance Management ➤ Training and Development ➤ Labour Relations ➤ Personnel Management