



*"YOUR PARTNER IN ADMINISTRATION AND DEVELOPMENT"*

## NATIONAL INSTITUTE COUNCIL

**MINUTES OF THE 40<sup>th</sup> MEETING OF THE NATIONAL INSTITUTE COUNCIL OF IMASA HELD AT PINE LODGE, PORT ELIZABETH, EASTERN CAPE AT 09H00 ON FRIDAY, 1 FEBRUARY 2008 WHEN THE MATTERS SET OUT IN THE AGENDA WERE CONSIDERED.**

### MEMBERS PRESENT:

<u>Name</u>		<u>Branch</u>
F vR Allers	(President)	Gauteng
S S Gibbs	(Deputy President)	Gauteng
R Heitbrink	(Past President)	Limpopo
A N Coetzee	(Treasurer General)	Western Cape
P D Thene	(Secretary General)	Gauteng
M Ndzungu	(Member)	Gauteng
De V Visser	(Member)	Gauteng
Ms C Jansen v Rensburg	(Member)	North West
Mr G Moroane	(Member)	North West
Mr B Groenewald	(Member)	North West
Mr A Viviers	(Member)	Western Cape
Ms E Versfeld	(Member)	Western Cape
Mr B Viljoen	(Member)	Limpopo
Mr J David	(Member)	Kwa Zulu Natal
Dr K Barichiev	(Member)	Kwa Zulu Natal
Mr T M Nhlapo	(Member)	Mpumalanga
Ms D Makhubela	(Member)	Mpumalanga
Ms I Jordaan	(Member)	Eastern Cape (left @ 13.30)

### 1. NOTICE OF MEETING AND ESTABLISHMENT OF QUORUM

The President read the notice of the meeting and determined that a quorum was present.

### 2. OPENING AND WELCOME.

Frans Palm opened the meeting with a prayer.

The President welcomed members present and declared the meeting duly constituted. He also extended a special welcome to Dr Kelvin Barichievy, Dudu Makhubela and Michael Nhlapo as well as Ingrid Jordaan Deputy Chairperson of the newly established Eastern Cape Branch who attended a meeting of the National Institute Council for the first time.

### **3. APPLICATIONS FOR LEAVE OF ABSENCE**

The following members applied for leave of absence:

Mr Derrick Radebe	Kwa Zulu Natal
Mr Raymond Maake	Limpopo
Mr Marius Moelich	Western Cape
Mr Carl Mattheus	Western Cape

#### **RESOLVED:**

That leave of absence be granted to the members listed above.

### **4. PERSONALIA**

The President congratulated the following members with their past and upcoming birthdays:

Mandy Ndzungu (31 January); Barry Viljoen (10 January); Ria Heitbrink (1 January); Andre Viviers (7 February); Carl Mattheus (3 February); Michael Nhlapo ( 19 December) and Dudu Makhubela (22 February).

Condolences were conveyed to Barnie Groenewald with the passing away of his brother.

Appreciation was expressed to Frans Palm and the Secretary General for the arrangements made in respect of the very successful workshop.

### **5. ANOUNCEMENTS BY THE PRESIDENT**

5.1 The President further conveyed his appreciation to Priscilla and Frans for the arrangements regarding the educational session held on 31 January and also to Frans and Ria for the presentations made. The anticipated membership drive was successful in that applications of 48 members were received.

5.2 The President further mentioned that IMASA should focus on marketing itself and suggested that a letter of introduction be addressed to every local government body in the country in order to promote the 2008 conference. The idea is to invite former Presidents of IMASA to the conference.

## **6. MINUTES OF THE PREVIOUS MEETING**

On proposal by Barry Viljoen and seconded by Selby Gibbs it was

### **RESOLVED**

That the minutes of the 39<sup>h</sup> meeting of the NIC held on 11 October 2007 at Mbombela/Nelspruit, be approved and confirmed.

## **7. MATTERS ARISING FROM THE MINUTES**

There are no matters that need discussion. A list of outstanding resolutions should be prepared by the Administrator

Item 77 Membership fees for President – This recommendation should be submitted to the AGM.

Item 80 Limited access to website – A report should be submitted to the next NIC meeting.

### **Item 1/2008 NIC 1 Feb. 2008**

#### **AMENDMENT OF IMASA APPLICATION FORM**

The Secretary General explained the need to amend the application form. After discussion it was

### **RESOLVED**

That the application form in its present format be circulated to Branches for input on proposed changes such as race (for demographic purposes), qualification code, post level of position held, gender, disabled/not disabled etc.

### **Item 2/2008 NIC 1 Feb 2008**

#### **CONSTITUTIONAL AMENDMENT: PROPOSED**

### **RECOMMENDED**

That the Constitution be amended by adding the following sentence to Clause 8.15:

“The term of office of co-opted Institute Council members expires directly after the National Annual General Meeting”.

**Item 3/2008 NIC 1 Feb 2008**  
**AUDIT FUNCTION: INTERPRETATION**

A report regarding the interpretation of the Constitution where it refers to the audit function, was considered.

**RESOLVED:**

1. That the contents of the report regarding the interpretation of the Constitution referring to an audit function, be noted.
2. That a Financial Committee with De Villiers Visser as Chairman be established to inspect the accounts and statements of IMASA before the NIC meeting and to report to the NIC.
3. That a report on the findings of the Financial Committee in respect of the 2007 financial year be submitted to the next NIC meeting.

**Item 4/2008 NIC 1 Feb 2008**  
**ADMINISTRATOR: DUTY SHEET AND REMUNERATION**

**RESOLVED**

1. That before the contract of the Administrator be finalized, the remuneration package (Annexure C) be amended to reflect an honorarium of R 2 000.00 per month as from 1 February 2008.
2. That a further report regarding an incentive scheme for the Administrator for finding sponsors be submitted.

**Item 5/2008 NIC 1 Feb 2008**  
**INTERNATIONAL RELATIONS: TOPICS FOR DISCUSSION WITH INTERNATIONAL DELEGATION DURING THE 2008 CONFERENCE**

**RESOLVED:**

That the following topics be discussed with the international delegation at the 2008 conference:

Certificates programme - Introduced by Past President Ria Heitbrink.

Memorandum of understanding relevant to the Certificate Programme – introduced by President Francois Allers.

Best practice on common aims/objectives – introduced by Deputy President Selby Gibbs.

**Item 6/2008 NIC 1 Feb 2008**  
**CHAIN OF OFFICE**

A report regarding the acquisition of a single medallion as chain of office for the President and Deputy President was considered. General consensus was that a gold (plated) and enamel medallion with blue, white and gold colours will be acceptable.

**RESOLVED:**

1. That a Committee consisting of the President, Deputy President and Barry Viljoen be mandated to finalize the acquisition of a single medallion as chain of office.
2. That it be noted that an amount of R 5 000.00 has been provided on the budget for medallions/ribbons.
3. That the suggestions re the inscription(s), the inclusion of a laurel and the shape (Africa) be considered and taken into account.

**Item 7/2008 NIC 1 Feb 2008**  
**FINANCES: BUDGET 2008.**

**RESOLVED**

1. That the budget for 2008 as attached as Annexure E be adopted.
2. That the amount provided for Branch Development only be paid out once a budget for the branch has been received.

**Item 8/2008 NIC 1 Feb 2008**  
**FINANCES: UTILISATION OF SURPLUS FUNDS**

The Western Cape Branch made certain proposals on how to utilize surplus funds for the benefit of the members. Initiatives to be considered are increased training and development workshops; bursaries; a journal containing professional articles and paid advertisements; marketing material such as posters, radio advertisements bill boards, etc; newsletters; introduction letters to all municipalities; 2008 conference.

**RESOLVED:**

1. That it be noted that R 20 000.00 for each committee has been provided on the budget for purposes described above.
2. That a list of critical tasks be compiled by each committee to be presented to the NIC meeting.

**Item 9/2008 NIC 1 Feb 2008**

**FINANCES: CENTRALISATION OF FUNDS**

**RESOLVED:**

1. That a task team consisting of the Finance Committee with De Villiers Visser as Chairperson, the Treasurer General Andre Coetzee, the Administrator Frans Palm and Joseph David be formed to investigate and report on the following:
  - a) the possible centralization of funds – the positive as well as the negative aspects of such a decision;
  - b) the streamlining of the collection of membership fees.
2. That the task team consult with all the branches of IMASA .
3. That a report on this matter be submitted to the NIC not later than September 2008.

**Item 10/2008 NIC 1Feb 2008**

**FINANCES: FINANCIAL STATEMENTS FOR 2007**

**RESOLVED:**

1. That the Financial Committee (De V Visser) be entrusted to conduct a random check of the financial transactions of 2007 in order to verify the financial statements for 2007.
2. That a report on its findings be submitted to the Administrator not later than 7 April 2008 and the financial statements be reconsidered at the next NIC meeting.
3. That the Administrator be authorized to withdraw the existing investment from the ABSA Money Market and deposit it in the ABSA Investment Advantage Account with capital guarantee at 10.5% interest.
4. That the membership fees due for 2008 in respect of the newly established branch in the Eastern Cape be waived.

**Item 11/2008 NIC 1 Feb 2008**

**INTERNATIONAL RELATIONS: GREETINGS FROM THE USA.**

**RESOLVED**

That the content of the report be noted.

**Item 12/2008 NIC 1 Feb 2008**  
**CANDIDACY: DEPUTY PRESIDENT OF IIMC**

A report regarding the request for support to Mr Ronny Frederickx as a candidate for Vice President of the IIMC was considered. The President Mr Allers informed the meeting that his support lies with Mr Frederickx.

**RESOLVED:**

That it the report be noted.

**Item 13/2008 NIC 1 Feb 2008**  
**IMASA WEBSITE.**

**RESOLVED**

That date of the conference in KwaZulu Natal with appropriate photos be placed on the website.

**Item 14/2008 NIC 1 Feb 2008**  
**MEMBERSHIP: FELLOW MEMBERSHIP**

A report regarding a suggestion to confer upon Prof. W Zybrandts fellow membership of the Institute was considered. It was mentioned that Prof Zybrandts resigned as member.

**RESOLVED**

That the matter regarding the suggestion to confer upon Prof W Zybrandts Fellow membership of the Institute, be deferred for consideration at the next meeting of the NIC on which occasion his resignation as a member and the reasons, be discussed.

**Item 15/2008 NIC 1 Feb 2008**  
**NATIONAL CONFERENCE 2008: DURBAN**

The draft program for the 2008 Conference was discussed. Suggestions regarding the incorporation of a motivational speaker at the Ushaka Marine visit and a slot for greetings from past presidents who may be present, were made. Possible topics for discussion could be the following:

- Performance management for non-contractual employees.
- Professionalism, ethics and service excellence for municipal administrators.

- What does an administrator expects a politician not to do.
- Contract management.

The question on the international guests to be invited to the conference was tabled by the President. It is general consensus that it is the President's prerogative to invite whoever he wishes.

**RESOLVED:**

1. That the report regarding the arrangements for the 2008 conference be noted with appreciation.
2. That the above suggestions be considered by the Organising Committee.
3. That the final program be submitted for approval by the NIC at its next meeting.
4. That the President submit an invitation to the President and Vice President (Elect) of the IIMC as well as the responsible Director of Region XI. In the event of the last mentioned declining the invitation, the Past President of the IIMC also be invited.

**Item 16/2008 NIC 1 Feb.2008  
RESIGNATION AS NIC MEMBER**

**RESOLVED:**

1. That the resignation of Ms Elmarie Postma as member of the NIC be noted.
2. That the North West Branch be requested to submit a name as a replacement to the Administrator.

**Item 17/2008 NIC 1 Feb.2008  
FINANCES: GUIDELINES FOR FINANCIAL ADMINISTRATION**

**RESOLVED:**

That the the attached document called Guidelines for Financial Administration be adopted as policy and be distributed to branches for compliance.

**Item 18/2008 NIC 1 Feb 2008  
PROGRAM OF ACTIVITIES**

**RESOLVED**

That the following program be adopted:

Western Cape (Cape Town)	17/8 April 2008	NIC meeting
KZN (Durban	17 June 2008	NIC meeting
	18/20 June 2008	National Conference
Freestate (Bloemfontein)	16/7 October 2008	Recruitment drive and Branch establishment NIC meeting Freestate and N Cape

**Item 19/2008 NIC 1 Feb 2008**  
**SOUTH AFRICAN MUNICIPAL LAWYERS ASSOCIATION**

**RESOLVED:**

That the contents of the report regarding the proposed establishment of SAMLA be noted and discussed at the next meeting of the NIC if necessary.

**Item 20/2008 NIC 1 Feb 2008**  
**MEMBERSHIP FEES**

**RESOLVED:**

1. That Limpopo be instructed to pay an amount of R 12 349.00 being membership fees owing for the period 1998 – 2007 to the national account.
2. That Kwazulu Natal branch be given an opportunity to pay the amount of R7 745.00 being membership due for the period 1998 – 2007 until after the 2008 National Conference.

**Item 21/2008 NIC 1 Feb 2008**  
**REPORTS: QUARTERLY REPORT: WESTERN CAPE**

**RESOLVED:**

That the contents of the report of activities received from the Western Cape branch for the period ending December 2007, be noted.

**Item 22/2008 NIC 1 Feb 2008**

**FINANCE: FINANCIAL REPORT 2007: WESTERN CAPE**

**RESOLVED:**

That the contents of the annual financial report received from the Western Cape Branch, be noted.

**Item 23/2008 NIC 1 Feb 2008**

**FINANCE: FINANCIAL REPORT 2007: NORTH WEST**

**RESOLVED**

That the contents of the annual financial report received from the North West Branch, be noted.

**Item 24/2008 NIC 1 Feb 2008**

**FINANCE: AUDIT REPORT FOR 2007**

**RESOLVED**

That it Audit Report for 2007 be considered at the next NIC meeting to be held in April 2008 subject to finalization by the Financial Committee.

**Item 25/2008 NIC 1 Feb 2008**

**REPORTS: QUARTERLY REPORT: GAUTENG**

**RESOLVED:**

That the content of the quarterly report for the period ending December 2007 be noted.

**Item 26/2008 NIC 1 Feb 2008**

**FINANCE: FINANCIAL REPORT 2007: GAUTENG**

**RESOLVED:**

That the financial report of Gauteng for 2007 be referred back and re-submitted to the NIC meeting to be held in April 2008 for the correct information.

**Item 27/2008 NIC 1 Feb 2008**  
**REPORTS: QUARTERLY REPORT: LIMPOPO**

**RESOLVED:**

That content of the quarterly report tabled by the Limpopo Branch, be noted.

**Item 28/2008 NIC 1 Feb 2008**  
**FEEDBACK: CERTIFICATION PROGRAM**

The Chairperson of the Education, Training and Development Committee Ria Heitbrink, gave verbal feedback on the progress made on the discussions with SETA regarding the Certification Program

**RESOLVED:**

That a summary of the progress made with the Certification Program be prepared by Ria and circulated to all the NIC members.

**Item 29/2008 NIC 1 Feb 2008**  
**CAPACITY IMPLEMENTATION**

The President verbally requested that Ria Heitbrink be remunerated for her expenses in relation to finalizing the Certification Program. She will be travelling to visit academics and the SETA offices in Johannesburg and to to expect her to do so at her own expense, is not good management.

**RESOLVED**

That in principle it be decided to remunerate Ria Heitbrink for personal expenses and travel expenses related to the finalization and implementation of the Certification Program subject to a claim (s) be submitted for scrutiny and approval by the Financial Committee.

**Item 30/2008 NIC 1 Feb 2008**  
**REPORTS: ACTION PROGRAM: WESTERN CAPE BRANCH**

**RESOLVED**

That the contents of the proposed Action Program for 2008 tabled by the Western Cape Branch be noted and approved.

**Item 31/2008 NIC 1 Feb 2008**  
**REPORTS: ACTION PROGRAM: NORTH WEST BRANCH**

**RESOLVED**

That the contents of the proposed Action Program for 2008 tabled by the North West Branch be noted and approved.

**Item 32/2008 NIC 1 Feb 2008**  
**REPORTS: ACTION PROGRAM: KWAZULU NATAL**

Mr J David verbally informed the meeting of the anticipated program for 2008.

**RESOLVED**

That it be noted that the KwaZulu Natal Branch will concentrate on organizing the 2008 national conference but intends to hold an AGM and a membership drive before the conference.

**Item 33/2008 NIC 1 Feb 2008**  
**REPORTS: ACTION PROGRAM: MPUMALANGA**

The Chairperson of the branch informed the meeting that its first branch meeting will take place on 20 February 2008. He further requested that consideration be given to postpone Mpumalanga's turn to host the 2009 Conference to 2010. He also tabled a request from the Albert Luthuli Municipality, Carolina for assistance regarding the adoption of policies and by-laws on the following subjects:

**Policies.**

HIV/AIDS in the workplace  
Transport and car allowances  
Promotions  
Staff retention

**By-laws**

Keeping of animals  
Stray animals  
Waste management  
Water supply

**RESOLVED**

1. That a report on the hosting of the 2009 national conference be considered at the next meeting of the NIC.
2. That the offer of Bernie Groenewald from the Tlokwe Municipality (Potchefstroom) to assist in regard to the above request (policies and by-laws), be accepted with gratitude.

3. That steps be taken to display the policy documents formulated by the North West Branch on the IMASA website with limited access.

8. **CLOSURE**

The meeting terminated at 16h00.

**APPROVED**

**PRESIDENT**

## ANNEXURE C

### REMUNERATION PACKAGE: ADMINISTRATOR

Honorarium: R 2 000.00 per month provided annually on budget.

All true expenses relating to: flight tickets,  
Accommodation,  
Stationery,  
Faxes,  
Parking,  
Car rental,  
50% of the telephone/internet/ADSL rental.  
Reimbursement of refreshments provided for the  
NIC.

All the above based and verified by the production of  
vouchers/invoices.

Travel expenses based on R2.50 per kilometer for the use of private vehicle.

The above approved expenses may be reconsidered when approving the annual  
budget.