



"YOUR PARTNER IN ADMINISTRATION AND DEVELOPMENT"

NATIONAL INSTITUTE COUNCIL

MINUTES OF THE 41st MEETING OF THE NATIONAL INSTITUTE COUNCIL OF IMASA HELD AT LANGEBAAN , WESTERN CAPE AT 09H00 ON FRIDAY, 18 APRIL 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
De V Visser	(Member)	Gauteng
Ms C Jansen v Rensburg	(Member)	North West
Mr B Groenewald	(Member)	North West
Mr A Viviers	(Member)	Western Cape
Mr B Viljoen	(Member)	Limpopo
Mr J David	(Member)	Kwa Zulu Natal
Dr K Barichievy	(Member)	Kwa Zulu Natal
Mr Raymond Maake	(Member)	Limpopo
Mr Marius Moelich	(Member)	Western Cape

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.

De Villiers Visser opened the meeting with a prayer.

The President welcomed members present from all corners of the country and declared the meeting duly constituted. He also expressed his gratitude towards the Councils represented in allowing members to attend this meeting.

3. APPLICATIONS FOR LEAVE OF ABSENCE

The following members applied for leave of absence:

P D Thene	(Secretary General)	Gauteng
Mr Derrick Radebe	(Member)	Kwa Zulu Natal
Mr Carl Mattheus	(Member)	Western Cape
M Ndzungu	(Member)	Gauteng
Mr G Moroane	(Member)	North West
Ms E Versfeld	(Member)	Western Cape
Ms D Makhubela	(Member)	Mpumalanga
Ms N Tuswa	(Member)	Eastern Cape
Mr. J Sigonyela	(Member)	Eastern Cape

RESOLVED:

1. That leave of absence be granted to the members listed above.
2. That it be noted that the following members did not apply for leave of absence:

Mr T M Nhlapo	(Member)	Mpumalanga
Mr C Mattheus	(Member)	Western Cape

4. PERSONALIA

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

Andre Viviers (7 February); Justice Sigonyela (15 March); DeV Visser (18 March); Nozuko Tuswa (10 April); Selby Gibbs (23 May); Raymond Maake (23 May) and Joe David (27 May).

Appreciation was expressed to Frans Palm for the arrangements made for this meeting as well as towards the Management of the Saldanha Bay Municipality for making use of the facilities.

5. ANNOUNCEMENTS BY THE PRESIDENT

5.1 The President suggested that IMASA's Strategic Plan and its Vision and Mission be reviewed. He said that an appropriate vision may be the following: Professionalism in Local Government through Education. It was proposed that time be set aside for this specific purpose. In order to give direction to the new NIC, it is general consensus that the NIC meet on 16 June 2008 to review the Strategic Plan and to draw up a new action plan to be passed on to the incoming NIC.

5.2 Secondly, the President asked the question whether it is not time to develop a set of delegated powers to afford the Mancom the opportunity to finalise matters and which will result in the NIC meeting less. A report will be drafted by the Administrator in order to stimulate debate on the powers reserved for the AGM; powers for the NIC – two times per year;

powers for the Mancom – 4 times per year; powers to the Administrator/Secretary General/Treasurer General; and the Committees.

The President now gave an opportunity to the various Branches to report verbally on the status and activities at the Branches.

Limpopo

Raymond Maake reported that the Branch AGM was held when the new leadership had been elected. The Branch held a workshop which was well attended, certificates issued and is planning a follow up workshop.

Western Cape

Andre Viviers reported that the Branch AGM was held on 8 February 2008 when a new Mancom was elected. A branch newsletter was distributed and a Mancom meeting was held on 14 March 2008.

North West

Cherel van Rensburg reported that an AGM was held and the new Mancom was elected. A newsletter was distributed and one workshop was held. Further workshops are planned for the rest of the year.

KwazuluNatal

Joe David reported that 10 months ago the Branch was dormant. Since then the branch has been revived and the AGM will be held on 8 May 2008. A workshop which was well attended was held in Pietermaritzburg. The focus lately is on the National Conference and National AGM.

Gauteng

Selby Gibbs said that the Mancom meets regularly. The AGM is scheduled for 9 May 2008 and a workshop was held in Tshwane. A later workshop is planned for Johannesburg. The current membership is 77.

RESOLVED

That the status reports of the Branches, be noted.

6. MINUTES OF THE PREVIOUS MEETING

On proposal by Cherel van Rensburg and seconded by Selby Gibbs and Bernie Groenewald it was

RESOLVED

That the minutes of the 40 th meeting of the NIC held on 1 February 2008 at Port Elizabeth, be approved and confirmed: Provided that the date in Resolution 18/2008 for the Freestate meeting be amended to read "16/17 October 2008".

7. MATTERS ARISING FROM THE MINUTES

A report on proposals for an incentive scheme for the Administrator for finding sponsors (Item 4/2008) will be submitted by Barry Viljoen at the next NIC meeting.

The replacement of Elmarie Postma as a representative on the NIC for North West Branch is Adv Jurie Vorster (Item 16/2008)

Barnie Groenewald will provide policies and/or bylaws as stipulated in Item 33/2008 to the Albert Luthuli Municipality.

8. MATTERS FOR CONSIDERATION

The Prsident requested that the sequence of the agenda be changed in order to deal with certain items as a priority. The meeting agreed. For minuting purposes, the sequence as determined by the Index will be followed.

Item 34/2008 NIC 18 April 2008 SUCCESSION PLANNING

The President explained the practise in international circles and said that a position of President Elect in addition to the current positions provide certainty to an extent. The general feeling of the meeting was that there is room for proper succession planning to ensure consistency. After a lengthy discussion it was

RESOLVED

1. That the office of Deputy President be replaced with the office of President Elect.
2. That the IMASA Constitution be amended by replacing the term "Deputy President" where it appears in the Constitution with the term "President Elect".
3. That the term of office of the President and President Elect be for two years.
4. That the election of the office bearers President and President Elect be held at the same Annual General Meeting of members.
5. That the positions of Secretary General and Treasurer General be investigated with the view to applying the same principles.
6. That a Committee consisting of Barnie, Andre Viviers and Raymond be tasked to investigate and report on the feasibility of the proposed Constitutional amendment at the forthcoming NIC meeting.

Item 35/2008 NIC 18 April 2008
MEMBERSHIP: FELLOW MEMBERSHIP

In view of the resignation of former Prof. Zybrands as a member, it was

RESOLVED

That the content of the report regarding the conferment of fellow membership on former Prof. W Zybrands, be noted.

Item 36/2008 NIC 18 April 2008
AMENDMENT OF IMASA APPLICATION FORM

A report regarding the amendment of the application form to accommodate certain statistical information, was considered.

RESOLVED:

1. That in order to simplify matters for the Secretary General and IMASA is required to provide the information, the application form be amended to provide for the following additional information for statistical purposes to be disclosed as and when required

Gender: M FM

Disability Status

Race

The respective year for which the membership fees are applicable, be added.

That the following question be added at the bottom of Page 2 of the introduction:

Who introduced you to IMASA?

What special skills can you offer IMASA?

To add paragraph 11 making provision for the class of membership granted.

2. That Branches be requested to submit proof of qualification(s) and dates on which membership and the category has been bestowed upon members, to the Secretary General.

Item 37/2008 NIC 18 April 2008
MEMBERSHIP FEES: PRO RATA RESPONSIBILITY

RECOMMENDED

1. That it be recommended to the AGM to waive the application fee in respect of new members and to introduce a pro rata responsibility per month in respect of new members joining.
2. That it be adopted as policy not to levy membership fees for the year in cases where branch establishment or a recruitment drive is taking place.

Item 38/2008 NIC 18 April 2008

FINANCES: FINANCIAL STATEMENTS: JANUARY – MARCH 2008.

RESOLVED:

That the financial statements reflecting an Income of R 51 845.10, expenditure of R 57 725.88 and a balance of R 36 334.15 and an Investment Account balance of R 187 581.21 for January – March 2008, be approved and confirmed.

Item 39/2008 NIC 18 April 2008

FINANCE: AUDIT REPORT FOR 2007

A report regarding the finalisation of the financial statements for 2007 as well as the Audit Report for 2007, was considered.

RECOMMENDED:

1. That the financial statements reflecting an income of R 244 751.46 and an expenditure of R 141 875.59 with a net surplus of R 124 514.93 and a cash balance of R 42 214.93 and an Investment Account balance of R 182 890.97 for the financial year 2007 be approved and confirmed.
2. That the contents of the audit report for 2007 be approved and confirmed and signed by the President and the Treasurer General.

Item 40/2008 NIC 18 April 2008

FINANCES: INVESTMENT.

RESOLVED

That the action of the Administrator after consulting with the Mancom, in not complying with the directive issued by the NIC to withdraw the investment from the Money Market and re-invest same in an Investment Advantage Account , be approved and confirmed.

Item 41/2008 NIC 18 April 2008
NATIONAL CONFERENCE 2008: DURBAN

Joe David gave feedback on the progress made in respect of the upcoming National Conference. He read out the draft programme and with input from the NIC it was

RESOLVED:

1. That the draft programme of the Conference be circulated to the NIC members when finalised.
2. That the participants at the Conference be informed about that fact and attendance be confirmed by the Organisers.
3. That the Administrator be tasked to distribute a Newsletter focussing on the Conference to members, municipalities, universities, SALGA, DPLG and LG Seta before the 30 April 2008.
4. That an invitation to the conference together with the draft programme be distributed to individual members.
5. That the due date for late registration be extended to 15 May 2008.
6. That the President extend an invitation to the President of ACSeS Mr David Carter, the past President of the IIMC Mr Tokar as well as Mr Ezekiel Benjamin a prominent businessman in Zimbabwe.
7. That the Organising Committee approach Platinum Promotions or a similar firm to arrange for media coverage during the Conference.
8. That consideration be given to allow Mr Frans van Heerden from the Wits Business School to address the conference and/or the AGM on the proposed Certification Program.
9. That the NIC meet on 16 June 2008 at 14.00 to attend to the Strategic Plan and action plan of IMASA.

Item 42/2008 NIC 18 April 2008
IMASA WEBSITE

A request was submitted to finalise the limited access to the website. The registration of members has not been finalised as yet. A proposal was made to determine the due date for registration on the website as 31 May 2008.

RESOLVED:

1. That the webmaster be requested to edit the membership list on the website in such a manner as to reveal only the following information:

Member number, Name, e-mail address, work place, work telephone number, designation.
2. That steps be taken to display IMASA policy resolutions on the website as well as the newly developed policies and bylaws of municipalities with their permission and the necessary acknowledgement.
3. That the due date for registration of members to gain access to the website be determined at 31 May 2008.

Item 43/2008 NIC 18 April 2008
EXPENSES: ADMINISTRATOR

RESOLVED:

1. That the contents of the report regarding the expenses of the Administrator, be noted.
2. That the Financial Committee investigates the possibility to adjust the tariff of private kilometres travelled by the Administrator and report at the next NIC meeting.

Item 44/2008 NIC 18 April 2008
FINANCE: FINANCIAL REPORT: LIMPOPO

RESOLVED

1. That the content of the report be noted.
2. That the branch seriously consider the opening of a separate account for investment purposes.

Item 45/2008 NIC 18 April 2008
FINANCE: FINANCIAL REPORT: NORTH WEST

RESOLVED:

That it the content of the financial report of the North West Branch for the first quarter of 2008, be noted.

Item 46/2008 NIC 18 April 2008
FINANCE: FINANCIAL REPORT: WESTERN CAPE

RESOLVED

That the content of the financial report of the Western Cape Branch for the first quarter of 2008, be noted.

**Item 47/2008 NIC 18 April 2008
FINANCE: FINANCIL REPORT: GAUTENG**

RESOLVED

That the content of the financial report of the Gauteng Branch for the first quarter of 2008, be noted.

**Item 48/2008 NIC 18 April 2008
AUDIT FUNCTION 2009: QUOTATION**

RESOLVED

That it be recommended to the AGM of members to appoint Messrs LdP (west Coast) Inc to conduct the audit function of the Institute for the financial year 2008.

**Item 49/2008 NIC 18 April 2008
DELEGATION: IIMC CONFERENCE ATLANTA USA**

RESOLVED:

1. That the President be delegated to represent IMASA at the 62 nd International Conference of the IIMC in Atlanta USA.
2. That the Deputy President be delegated to take up the second invitation to the Conference mentioned above in order to discuss and finalise the Memorandum of Understanding of the Certification Programme with representatives of the IIMC and that a report on this matter be presented at the next NIC meeting.
3. That the air fare and subsistence as per policy to a maximum of R 20 000.00 be paid to the Deputy President .

**Item 50/2008 NIC 18 April 2008
NATIONAL CONFERENCE 2009**

In view of the fact that the Mpumalanga branch requested to postpone their turn to host the 2009 Conference, a discussion on possible hosts took place.

RESOLVED:

1. That the Eastern Cape branch be afforded the opportunity to host the 2009 IMASA national conference during June 2009.
2. That a report on the response from the Eastern Cape branch be submitted to the next NIC meeting in Durban.
3. That Branches be notified that they are free to organise a regional work shop/mini conference within the region in between conferences at any time.

Item 51/2008 NIC 18 April 2008

NORTH WEST: SHARED LEGAL EXPERTISE

The President highlighted this initiative as a good example of what can be achieved by IMASA within branch activities. North West is really setting an example to all branches on how to share expertise.

RESOLVED

That the content of the report on shared legal expertise in the North West Province, be noted and that other branches be encouraged to follow suit.

Item 52/2008 NIC 18 April 2008

FUTURE PROSPECTS: IMASA

In view of the draft Bill on a Single Public Service which was recently published for comments, a thorough discussion followed on the future prospects of IMASA. It was mentioned that the Secretary General of SALGA is the Mayor of Ethekwini Municipality and it was the opinion that an ideal occasion to discuss this aspect with SALGA would be the 2008 Conference in Durban.

RESOLVED:

1. That a Task Team consisting of Joe David, Raymond Maake, Selby Gibbs, Francois Allers and Kelvin Barichievy be nominated to discuss the future prospects of IMASA with the Mayor of Ethekwini/Secretary General of SALGA in June 2008.
2. That Joe David make an appointment with the Mayor for June 2008.
3. That the matter regarding the future alignment of IMASA in view of a Single Public Service be discussed at the proposed Strategic Session to be held on 16 June 2008 in Durban.

**Item 53/2008 NIC 18 April 2008
OUTSTANDING RESOLUTIONS**

RESOLVED:

That the schedule of outstanding resolutions be circulated to the Mancom to edit same and refer back to the Administrator.

**Item 54/2008 NIC April 2008
CERTIFICATION PROGRAM**

Ms Ria Heitbrink gave a detailed verbal report on the progress made with the certification programme. She and the President had a fruitful discussion with Mr Frans van Heerden of the Wits Business School regarding the program. Mr van Heerden is quite enthusiastic about the program and is of the opinion that IMASA has made tremendous inroads in this respect.

The conclusion was that IMASA would now have to register as an Education and Training Quality (ETQA) body in order to facilitate and implement such a certification programme.

Further it was imperative that IMASA now identify potential or existing assessors amongst its members, and arrange training for those who still has to be trained and registered. Training could be done by accredited independent training providers or through training offered by the LG SETA.

It was mentioned that IMASA should submit the Certification Programme to IIMC for recognition once the full and final product is on the table, which could be during the IIMC conference in May 2009.

RESOLVED

1. That the content of the report regarding the Certification Program, be noted.
2. That the Education, Training and Development Committee prepare and submit an application for IMASA to become an ETQA.
3. That the Education, Training and Development Committee embark on a survey to identify registered assessors amongst its members and that a database of assessors be established.
4. That potential Assessors be identified and a training provider be appointed to train the nominated Assessors.

5. That a database of Assessors in the field of Municipal Administration and Law be established by the Education , Training and Development Committee.

Item 55/2008 NIC April 2008

FINANCIAL ASSISTANCE: IMASA OFFICE BEARERS.

Barry Viljoen addressed the Council on the reality that some of the office bearers did not receive permission from their Municipal Council to attend this meeting and neither did they approve the associated subsistence and travel expenditure. This situation cannot be sustained by IMASA indefinitely.

After deliberation it was

RESOLVED.

1. That the expenditure in relation to the attendance of this meeting incurred by the President from his own resources, be refunded to him.
2. That it be noted that the expenditure incurred by DeV Visser from his own resources will be refunded by the Gauteng branch.
3. That in the interim it be adopted as policy to refund the expenditure incurred by members of the NIC from own resources in the event proof is submitted that he/she requested same from the Municipal Council, the request was declined and the merits of the case dictates that reimbursement is appropriate.
4. That in order to provide certainty in this respect, the Mancom be authorised to consider requests of this nature beforehand: Provided a report be submitted to the NIC.

Item 56 NIC 18 April 2008

PROVINCIAL BRANCHES OF IMASA

Andre Viviers addressed the Council on the practicalities related to the existence of Provincial Branches. He is of the opinion that a combination of branches would have a better chance of surviving.

RESOLVED

That the possible amalgamation of branches in order to create more sustainable branches be discussed at the anticipated Strategic Planning Session scheduled for 16 June 2008 in Durban.

9. **CLOSURE**

The meeting terminated at 16h40.

APPROVED

PRESIDENT