



*“YOUR PARTNER IN ADMINISTRATION AND DEVELOPMENT”*

## NATIONAL INSTITUTE COUNCIL

**MINUTES OF THE 44<sup>th</sup> MEETING OF THE NATIONAL INSTITUTE COUNCIL OF IMASA HELD AT THE CIVIC CENTRE, EDENVALE ON FRIDAY, 05 SEPTEMBER 2008 AT 09.00.**

### MEMBERS PRESENT:

<u>Name</u>		<u>Branch</u>
S S Gibbs	(President)	Gauteng
Ms M E Heitbrink	(Deputy President)	Limpopo
F vR Allers	(Past President)	Gauteng
Ms C Jansen v Rensburg	(Secr General)	North West
Ms A Combrinck	(Treasurer General)	North West
Mr B Viljoen	(Member)	Limpopo
Mr J David	(Member)	Kwa Zulu Natal
Dr K Barichiev	(Member)	Kwa Zulu Natal
Mr W Burger	(Member)	North West
Mr J Vorster	(Member)	North West
Ms P Thene	(Member)	Gauteng
Ms M Ndzungu	(Member)	Gauteng
Mr G Mkize	(Member)	Gauteng
Mr G Moroane	(Member)	North West
Mr A Viviers	(Member)	Western Cape
Ms E Versfeld	(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.

The Deputy President, Ria Heitbrink opened the meeting with a prayer. The President welcomed members present and a special word of welcome was directed to Mr Gordon Mkize attending his first NIC meeting. The President declared the meeting duly constituted.

### 3. APPLICATIONS FOR LEAVE OF ABSENCE

The following members applied for leave of absence:

Mr J Sigonyela	(Member)	E Cape
Mr M Moelich	(Member)	W. Cape

**RESOLVED:**

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

**4. PERSONALIA**

The Administrator informed the NIC about the tragic passing away of Mr Andre van Lill (292) of the Chris Hani District Municipality who together with his wife died in a car accident. A letter of condolence was sent to the family.

**5. ANOUNCEMENTS BY THE PRESIDENT**

The President expressed his concern about the activities or lack of activity at the Mpumalange and Eastern Cape branches. The Administrator was requested to follow up on progress.

**6. MINUTES OF THE PREVIOUS MEETING**

**6.1 42<sup>nd</sup> MEETING OF THE NIC HELD ON 16/17 JUNE 2008 AT DURBAN**

**6.2 43<sup>rd</sup> MEETING OF THE NIC HELD ON 20 JUNE 2008 AT DURBAN**

**RESOLVED**

That the following minutes be approved and confirmed:

1. 42<sup>nd</sup> Meeting of the NIC held on 16/17 June 2008 at Durban: Provided that the following Vision and Mission be formulated on the last page:

**VISION:** "The Institute that enhances service delivery excellence through sound municipal administration"

**MISSION:** "To provide a vehicle that promotes training, education, networking and recognition on a national and international level to stakeholders."

2. 43<sup>rd</sup> Meeting of the NIC held on 20 June 2008 at Durban.

**7. MATTERS ARISING FROM THE MINUTES WHICH DO NOT APPEAR AS SEPARATE ITEMS ON THE AGENDA.**

None

**8. MATTERS FOR CONSIDERATION**

**Item 66/2008 NIC Sept 2008**  
**IMASA WEBSITE**

**RESOLVED**

1. That the contents of the report regarding the IMASA website , be noted.
2. That the contents of the report be circulated to Branches for information and to provide input.
3. That the benefits of membership be summarised and sited on the website.

**Item 67/2008 NIC Sept 2008**  
**APPOINTMENT WITH MAYOR MLABA**

**RESOLVED**

That feedback on the appointment with Mayor Mlaba be given to the Mancom in order to determine the way forward.

**Item 68/2008 NIC Sept 2008**  
**AUDIT FUNCTION: ESTABLISHMENT OF FINANCIAL COMMITTEE**

**RESOLVED**

1. That the Mancom acts as Financial Committee for the interim period between audits.
2. That the monthly financial statements be circulated to the Mancom in future.

**Item 69/2008 NIC Sept 2008**  
**FINANCES: CENTRALISATION OF FUNDS**

A report regarding a proposal to centralise IMASA funds was considered. The majority of branches were not in favour of such a move.

**RESOLVED**

That the status quo regarding the management of IMASA funds be maintained.

**Item 70/2008 NIC Sept 2008**  
**FINANCES: FINANCIAL STATEMENTS: JANUARY – JULY 2008**

## **RESOLVED**

That the financial statements reflecting an Income of R 97 472.59, expenditure of R 136 147.84 and a balance of R 15 079.68 and an Investment Account balance of R 143 015.21 for January to July 2008, be approved and confirmed.

### **Item 71 NIC Sept 2008**

#### **BRANCHES: AWARD OF MERIT**

1. That the Communication, Marketing and Recruitment Committee be tasked to investigate and make a recommendation to the NIC regarding the introduction of a Merit Award to the emerging Branch of the Year.
2. That at the same time a questionnaire based on a points system, be recommended in order to assist the evaluation process.

### **Item 72/2008 NIC Sept 2008-09-25**

#### **NATIONAL CONFERENCE 2008: BUDGET**

## **RESOLVED**

1. That the content of the report regarding the budget in respect of the 2008 National Conference, be noted.
2. That the Kwazulu Natal Branch be requested to finalise the Conference Account without delay.

### **Item 73/2008 NIC Sept 2008**

#### **MEMBERSHIP: INTERNATIONAL MEMBERS**

## **RESOLVED**

1. That the applications for professional membership received from the undermentioned persons, be approved in term of Clause 10 of the Constitution:

Ms Dyanne Reese, Clerk of the Council, City of Savannah. Georgia.  
USA (IM 001)

Ms Colleen Nicol, City Clerk, City of Riverside. California. USA.  
(IM 002)

2. That the Mancom investigate and recommend a revision of the Constitution in order to make provision for an international group of members as well as applicable membership fees.

**Item 74/2008 NIC Sept 2008**  
**ADMINISTRATION: SCHEDULE OF REPORTS**

**RESOLVED**

That the attached schedule of reports required, be adopted and circulated to Branches for compliance.

**Item 75/2008 NIC Sept 2008**  
**IMASA BANKERS**

**RESOLVED**

1. That the Mancom be tasked to investigate and explore other possibilities for appointing alternative Bankers and active involvement with IMASA's activities.
2. That Joe David be tasked to follow up on the contact made with Nedbank in order to involve said bank in future IMASA activities.
3. That the possibility of internet banking be investigated.

**Item 76/2008 NIC Sept 2008**  
**IMASA NATIONAL CONFERENCE 2009**

Unfortunately neither Justice Sigonyela nor Nozuko Tuswa from the Eastern Cape attended this meeting of the NIC. It is very important to receive some feedback on the progress made in preparing for the conference in 2009.

Limpopo Branch has indicated that they are willing to act as host (Plan B) in case the Eastern Cape is not able to deliver. Time, however, is running out and an indication should be received soon. Invitations should be addressed soon.

**RESOLVED**

That the Mancom be tasked to make contact with the Eastern Cape Branch as soon as possible to obtain a report before the end of September 2008 on the readiness of the Eastern Cape Branch to act as host for the 2009 Conference.

**Item 77/2008 NIC Sept 2008**  
**FEEDBACK: IIMC 2008 INTERNATIONAL CONFERENCE**

A report received from Elrina Versfeld on her visit to the USA attending the 2008 IIMC International Conference, was considered.

**RESOLVED**

That the content of the report regarding the attendance of the 2008 IIMC Conference in Atlanta, Georgia by a delegate of the Western Cape branch, be noted.

**Item 78/2008 NIC Sept 2008  
EXPENSES: ADMINISTRATOR**

**RESOLVED**

That the contents of the report regarding the expenses incurred in respect of the Administrator, be noted.

**Item 79/2008 NIC Sept 2008  
FINANCE: FINANCIAL REPORT : GAUTENG**

**RESOLVED**

1. That the content of the financial report of the Gauteng Branch for the first half of 2008, be noted.
2. That the Branch be requested to finalise the signatory arrangements with the bank without delay.

**Item 80/2008 NIC Sept 2008  
FINANCE: FINANCIAL REPORT : NORTH WEST**

**RESOLVED**

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

**Item 81/2008 was dealt with at the Special Meeting of the NIC.**

**Item 82/2008 NIC Sept 2008  
OUTSTANDING RESOLUTIONS**

**RESOLVED**

That the schedule of outstanding resolutions be circulated to branches for input/comments.

**Item 83/2008 nic Sept 2008  
FINANCE: REVISED 2008 BUDGET**

## **RESOLVED**

That the matter regarding the 2008 Budget, be referred to the Mancom for finalisation.

### **Item 84/2008 NIC Sept 2008**

#### **PROPOSED INTERNATIONAL EXCHANGE PROGRAM**

## **RESOLVED**

1. That the Immediate Past President, Francois Allers be tasked to investigate and finalise the proposed international exchange program with international institutes as participants.
2. That a proposal regarding the amendment of the existing policy of IMASA in this regard be made to the Mancom, if necessary.

### **Item 85/2008 NIC Sept 2008**

#### **PROPOSED CERTIFICATION PROGRAM FOR MUNICIPAL ADMINISTRATORS**

Ms Dalene Farmer from DPLG attended the meeting and addressed the NIC on the proposed professionalisation of institutes.

## **RESOLVED**

1. That cognisance be taken of the discussions held with Ms Dalene Farmer of DPLG (Logola) in respect of the Professionalisation of Institutes and that representatives of the Training and Development Committee or NIC will continue attending the working sessions with Logola.
2. That proposals be invited from Service Providers for the drafting of an Curriculum Assessment Plan and Template, based on the Course Framework and Unit standards document, the proposals to also include costs.
3. That the process of identifying accredited Assessors from amongst the members continue.
4. That Branches be requested to embark on another Skills Audit of members, based on the Skills Audit Questionnaire designed by DPLG.
5. That Sponsorship funding for the Curriculum Assessment Plan and drafting of the Course Material be investigated.

**Item 86/2008 NIC Sept 2008**

**INVITATION: SLCC NATIONAL CONFERENCE: 17-19 OCTOBER 2008:  
UNITED KINGDOM**

The Immediate Past President tabled the attached invitation received from the Society of Local Council Clerks, United Kingdom to nominate a delegate to attend the national conference to be held on 17 to 19 October 2008 in Reading, UK.

The invitation is well received and will further the opportunities of IMASA to broaden its contact base and to strengthen ties with international organisations relative to local government. This is needed also in view of IMASA's intention to embark on an international exchange program and to ensure co-operation in identified fields aimed at skills transfer and information sharing.

**RESOLVED**

1. That the invitation to attend the national conference of the SLCC from 17 to 19 October 2008 in Reading, UK be accepted with thanks.
2. That the Mancom be mandated to finalise the arrangements and to nominate a delegate to attend provided the expenditure is covered in the 2008 budget.

**Item 87/2008 NIC Sept 2008**

**DELEGATION OF POWERS : MANCOM**

**RESOLVED**

1. That the Mancom be authorised to meet regularly in order to finalise the day to day operations of IMASA including financial matters.
2. That the NIC meet at the most twice a year in order to attend to strategic issues, constitutional and policy matters on recommendation of the Mancom.
3. That the next meeting of the NIC be scheduled just prior to the 2009 Conference.
4. That NIC Resolution 63/2008 scheduling an NIC meeting for 5/6 February 2009 in the Eastern Cape, be amended by the deletion of the said date.

**9. CLOSURE**

The meeting terminated at 12.50.

**APPROVED**

**PRESIDENT**