



## UMZINYATHI

DISTRICT MUNICIPALITY / UMASIPALA WESIFUNDA

### INTERNAL MEMO

### CORPORATE SERVICES

**MINUTES OF THE MANCO MEETING HELD ON THE 2<sup>ND</sup> OCTOBER 2008, AT 08H30 IN THE OFFICE OF THE DEPUTY MUNICIPAL MANAGER, OF THE UMZINYATHI DISTRICT MUNICIPALITY, DUNDEE.**

#### 1. OPENING AND WELCOME

The Chairperson Mr. S.N Dubazana welcomed all present in the meeting.

#### 2. PRESENT

Mr. SN Dubazana - Municipal Manager  
Mr. B Mdletshe - Consulting Chief Financial Officer  
Mr. E Bonga - Executive Manager Planning & Social Dev.  
Mr. T Malunga - Executive Manager Technical Services  
Mr. SMB Buthelezi - Executive Manager Corporate Services

#### 3. COMMENTS FROM THE OFFICE OF THE ACTING MUNICIPAL MANAGER

There were no comments from the office of the Municipal Manager.

#### 4. CONFIRMATION OF THE MINUTES

Minutes of the meeting held on the 22nd September 2008 were confirmed as true reflection of the previous meeting.

#### 5. MATTERS ARISING FROM MINUTES

<b>5.1</b>	<p><b><u>GENERATOR</u></b></p> <p>The Municipal Manager enquired about the progress made regarding the generator.</p> <p>The EMTS reported that the exercise was done and a problem was discovered, that the shops namely the Butcher , Sweets shop and Vodacom are getting their supply from our own supply. As result a correct reading could not be determined.</p>	<b>EMTS</b>
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	<p>The EMTS then reported that a new test would need to be conducted, and that they would need to liaise with the Endumeni electricity department to isolate the other three companies.</p>	
<b>5.2</b>	<p><b><u>TENT</u></b></p> <p>The Exec Manager Planning and Social Development circulated pictures with bits and pieces of work involved in the assembling of the tent. He further stated that when looking at the estimate cost of the actual purchase of the 500 seater marquee it added up to almost R500 000.00.</p> <p>The MPSD reported that according to the experts it would take a minimum of 10 people to mind the marquee which was determined by their fitness. Training was required and it was said to be two to three months and that the training could be conducted on the job by the service provider. The training was free but the municipality needed to handle other costs like catering and transport.</p> <p>The EMPSD reported that one of the major requirements was that at the end of construction the work needed to be certified by a certified Engineer at cost of R5 000.00.</p>	<b>EMPSD</b>
<b>5.3</b>	<p><b><u>PA SYSTEM</u></b></p> <p>The EMCS reported that everything was in order and that process was with the adjudication team. The MTS reported that the current PA System was struggling to function properly and was not efficient and kept on cutting.</p>	<b>EMCS</b>
<b>5.4</b>	<p><b><u>IDP/ BUDGET PUBLIC ENGAGEMENTS</u></b></p> <p>The Municipal Manager requested the MPSD to check whether the advert appeared on the news paper. He further emphasised the importance of checking whether adverts sent to news papers did actually appear.</p>	<b>EMPSD</b>
<b>5.6</b>	<p><b><u>FINANCIAL STATEMENTS/MONTHLY REPORT</u></b></p> <p>The Consulting CFO reported that there was nothing as yet on Financial statements.</p>	<b>CFO</b>

5.7	<p><b><u>SYSTEM OF DELEGATION</u></b></p> <p>The MM enquired on the progress made on the System of Delegation.</p> <p>The HOD's reported that they had not yet received the System of Delegation electronically for them to place their inputs.</p> <p>The MM requested that the Sytem of delegation be sent to all HOD's for inputs which would be discussed on the next meeting.</p>	<b>MM</b>
5.8	<p><b><u>MIG SPENDING</u></b></p> <p>The EMTS reported that there was improvement due to approvals, and that they had exceeded the initial target of 40% by 2% and managed to land on 42%.</p>	<b>EMTS</b>
5.9	<p><b><u>IDP ANNUAL REPORT</u></b></p> <p>The EMPSD reported that the Manager IDP Mr. Hlatshwayo wanted to get additional information with respect to the fact that the input in the IDP was made around March. From that period up until July something did occur.</p> <p>The MM requested that they should submitt a fully detailed document with all relevent information included.</p> <p>The EMCS reported that regarding the binding of the IDP's no progress had been made due to the Manager Communications being on leave.</p>	<b>EMPSD</b>
5.10	<p><b><u>REGISTRY</u></b></p> <p>The EMCS reported that they were still waiting for a report from the KZN Privintial Archives Team who came to inspect the filind system of the organisation.</p>	<b>EMCS</b>
6.	<p><b><u>PROPOSED NEW LETTERHEAD</u></b></p> <p>The MCS would submit an item to the next Executive Commitee meeting.</p>	<b>MCS</b>
7.	<p><b><u>TRAINING ON PROTOCOL AND BUSINESS ETIQU</u></b></p> <p>The EMCS reported that he had requested the Manager Communications to liase with the service provider and nothing has transpired since then .</p>	<b>EMCS</b>

8.	<p><b><u>LOCAL AREA PLANNING</u></b></p> <p>The Department, in conjunction with IDT are trying to drive this training. Funding has been identified under the grant IDP Capacity Building. However, this might have to be done early next year due to the Ward Committees training whose service provider shall be appointed soon.</p>	<b>EMPSD</b>
9.	<p><b><u>TRAINING FOR FARM MANAGERS</u></b></p> <p>The EMPSD reported that he was preparing a submission to the MM that would reach his office by the following day.</p> <p>The EMPSD mentioned that he had discussed with the gentleman driving the programme and had verbally conveyed that MANCO had agreed. The gentleman had requested the agreement to be in writing.</p>	<b>EMPSD</b>
10.	<p><b><u>SHARED SERVICES</u></b></p> <p>The CFO reported that the process was going well on the side of Internal Auditors. He than advised that Internal Auditors should submit invoices to UDM ,but further advised that invoices for work carried out by Internal Auditors at Local Municipalities should be forwarded to a local Municipality concerned.</p> <p>He lastly mentioned that for joint sittings of all LM's, Internal Auditors should invoice UDM. The MM stated that in terms of the Internal Audit Terms of Refernce the funding that UDM had should cater for all Local Municipalities. The MM furher stated that Internal Auditors had audited work for a LM, the invoice should be issued to UDM but first with the approval of the Local Municipality for payment.</p>	<b>CFO</b>
11.	<p><b><u>NAME TAGS</u></b></p> <p>The EMCS reported that he had initially requested the Communications Manager to take the name tags to the Mayor for approval. He also mentioned that proper channels were not followed in the distribution of the name tags, because when he went to collect the box from the Mayors office he discovered that some of the officials were already wearing the name tags.</p> <p>The MM suggested that the EMCS should discuss this with his Communications Manager. The MM</p>	<b>EMCS</b>

	<p>further suggested that the EMCS should workout a policy on the use of the name tags to be discussed at the Local Labour Forum.</p>	
<b>12.</b>	<p><b><u>PROPOSAL FOR THE UPGRADE OF THE RECORDING SYSTEM</u></b></p> <p>The EMCS reported that he had not yet met with the CFO to discuss the source of funding.</p>	<b>EMCS</b>
<b>13. ADDITIONAL MATTERS</b>		
<b>13.1</b>	<p><b><u>PARKING BAYS</u></b></p> <p>The MM expressed his concern regarding the issue of parking. The MM reported that officials were not parking their vehicles in the parking bay of Umzinyathi District Municipality which was behind the building. Instead the officials opted to park their vehicles in public parking bays in front of the building.</p> <p>The MM also mentioned that he has received numerous complaints over the years from the owner of the sweet shop regarding the parking in front of the building.</p> <p>The MM reported that sometimes the officials do not park at our private parking lot and rather use the parking bay which was set for our visitors. He then pleaded with the HOD's to use the parking bays that are relevantly marked for HOD's.</p> <p>The CFO suggested that all employees with vehicles should be given parking bays on a temporary basis which may be annually. The employees would be given temporary parking slips.</p>	<b>MM</b>
<b>13.2</b>	<p><b><u>KWANALOGA GAMES</u></b></p> <p>The EMPSD stated that the most critical issue was accomodation but he reported that the accomodation was secured for the participants at Inkamana School in Vryheid.</p> <p>The MM requested that promotional material for the elimination rounds should be taken out because there are not necessary. Only when the squad has been identified then promotional material is necessary.</p> <p>The EMCS expressed his concern that the LOC being tasked to plan the event and execution of tasks given to them. They should understand that they were not the decision makers and should consult the EMPSD should there be any decisions to be</p>	<b>EMPSD</b>

	<p>made and not to take it upon themselves to make decisions. The eliminations are scheduled for the 11th October 2008.</p> <p>The MM suggested that after every event there should be meeting, to do a postmotem.</p> <p>The MM also suggested that there should be a specification on the roles played by the Code Coordinators.</p>	
<b>13.3</b>	<p><b><u>UTHUKELA WATER</u></b></p> <p>The EMTS reported that they had been experiencing problems and therefore had prepared a report which was dealing with addressing emergency issues that recommended that the two schemes namely Muden and Amakhabela needed appointment of a contractor who would operate those schemes. He reported that at the moment there was no operation taking place where as those two schemes were supplying a large number of people.</p> <p>The EMTS reported that in Dundee there was a shortage of water due the Umzinyathi river running dry and added that there were three more dams that are used to assist Umzinyathi river as a source of water supply.</p> <p>The EMTS mentioned 2 options that could be implemented in dealing with the problem:</p> <ol style="list-style-type: none"> <li>(1) Have contractors assigned to each Local Municipality who would be responsible for sorting out problems that may occur. The disadvantage with that was that Umzinyathi was not capacitated to handle such a contractor.</li> <li>(2) Have one contractor as a service provider for the whole District.</li> </ol>	<b>EMTS</b>
<b>13.4</b>	<p><b><u>YEAR END FUNCTION</u></b></p> <p>The MCS reported that the year end function would be held at Ingudlane Lodge in Dundee. At the cost of R18 000.00.</p>	<b>EMCS</b>
<b>13.5</b>	<p><b><u>RENTING OFFICES</u></b></p> <p>It was reported the Department of Agriculture had made an application for office space . The MM suggested that arrangements should be made with the involvement of the CFO.</p>	

<p><b>14.</b></p>	<p><b><u>CLOSURE</u></b></p> <p>The meeting adjourned at 11H05.</p> <p>_____</p> <p><b>CHAIRPERSON</b></p> <p>_____</p> <p><b>DATE</b></p>	
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