



UMZINYATHI

DISTRICT MUNICIPALITY / UMASIPALA WESIFUNDA

INTERNAL MEMO

CORPORATE SERVICES

MINUTES OF THE MANCO MEETING HELD ON THE 18 AUGUST 2008, AT 08H00 IN THE EXCO BOARD ROOM, OF THE UMZINYATHI DISTRICT MUNICIPALITY, DUNDEE.

1. OPENING AND WELCOMING

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

2. PRESENT

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

3. COMMENTS FROM THE OFFICE OF ACTING MUNICIPAL MANAGER

The Acting Municipal Manager officially welcomed Mr SMB Buthelezi, Executive Manager Corporate Services to the top management of uMzinyathi District Municipality and he emphasized the huge responsibility placed upon this Committee.

He further stated that the Committee should convene once a week (Monday) if there was a need or after every two weeks.

4. CONFIRMATION OF THE MINUTES

Minutes of the meetings held on 26th May 2008 and 14 July 2008 were confirmed as true reflection of the previous meeting.

5. MATTERS ARISING FROM MINUTES DATED 26 MAY 2008

<p>5.1</p>	<p><u>GENERATOR</u></p> <p>The AMM mentioned that the issue emanated from the the electricity outages which has seemed to stabilize.</p> <p>The EMPSD mentioned that the threat was still there since it was reported that the outages would prevail until 2012.</p> <p>It was agreed that the EMCS would liaise with the EMTS in terms of the specification for the quotations and the report would be submitted at the next meeting.</p>	<p>EMCS</p>
<p>5.2</p>	<p><u>TENT</u></p> <p>The AMM gave a brief background regarding the procurement of tent.</p> <p>The EMPSD mentioned that expert advice was required from the companies who specialized in tents. He also reported that it was suggested that the tent may be given to the youth as a type of LED initiative.</p> <p>It was agreed that MPSD submits a detailed report at the next meeting.</p>	<p>EMPSD</p>
<p>5.3</p>	<p><u>PA SYSTEM</u></p> <p>The AMM mentioned that the municipality has a PA System which was not powerful enough and a new system needed to be purchased.</p> <p>The EMCS reported that his department would be guided by the budget available.</p> <p>It was also suggested that the second person be trained on the utilization of the PA System to be bought.</p> <p>It was proposed that the overhead projector at the Council Chamber needs to be replaced with a new one. EMCS to ensure the availability of four (4) meetings venues In the municipality.</p> <p>It was agreed that the MCS liaise with the CFO in terms of the specification for the plasma screens. That the EMCS submit a detailed report at the next</p>	<p>EMCS</p>

	meeting with regards to the procurement of the PA System.	
5.4	<p><u>MAYORAL SLOT</u></p> <p>The EMTS mentioned that his department was responsible for submitting the information on the projects to the Communication Section. The Communication would thereafter compile a report for the Mayoral Slots.</p>	EMCS
5.5	<p><u>PUBLICATIONS OF MEETINGS OF EXCO AND COUNCIL</u></p> <p>The AMM mentioned that the publication of meetings was a requirement of the Municipal Systems Act so that the public can attend those meetings if they wish to do so.</p> <p>The public should notify the Municipal Manager in good time if they wish to attend a particular meeting and the decision to be taken by the municipality would be guided by the Standing Rules By-laws which would need to be compiled.</p> <p>It was noted that the Standing Rules By-laws needed to be adopted by Council.</p>	EMCS
5.6	<p><u>FILING OF POST</u></p> <p>The AMM reported that there was a moratorium on the filing of posts. The filing of posts would resume after the appointment of the Municipal Manager.</p>	AMM
5.7	<p><u>PERFORMANCE MANAGEMENT SYSTEM</u></p> <p>The EMPSD mentioned there was a small hold-up on the PMS due to the non-finalization of two job descriptions from Technical Services.</p> <p>He further mentioned that the service provider (PWC) had requested to meet with the Management Committee to present several options for the appraisal system.</p> <p>After lengthy discussions it was agreed;</p> <p>That the EMTS and EMCS finalize all outstanding job descriptions on Friday (22/08/2008).</p> <p>The service provider (PWC) would conduct their</p>	EMTS EMCS

	<p>workshop at the next meeting to be held on 25/08/2008 at 8H00.</p> <p>That the Performance Assessment Report for the Section 57 employees be finalized by 30 August 2008 and to be submitted to the IDP/PMS Manager.</p> <p>That the AMM would liaise with the Mayor in terms of the possible date for the Assessment Committee to convene in September 2008.</p> <p>That the EMPSD prepare an item regarding the performance agreements for the Council to be held on 28 August 2008.</p>	<p>EMPSD</p> <p>AMM</p>
5.8	<p><u>IDP/ BUDGET PUBLIC ENGAGEMENTS</u></p> <p>The AMM mentioned that an item on the IDP, Budget and PMS Process Plans should be prepared for Council meeting to be held on 28 August 2008.</p>	EMPSD
5.9	<p><u>FINANCIAL STATEMENTS</u></p> <p>The CFO reported that draft financial statements were prepared and would be finalized soon.</p> <p>It was agreed that an item for Council to be prepared by the CFO.</p>	CFO
5.10	<p><u>SYSTEM OF DELEGATION</u></p> <p>The AMM mentioned that the system of delegation was a legal requirement and they needed to be prepared for the municipality.</p> <p>He further mentioned that a draft was received from uThukela District Municipality but it was too cumbersome.</p> <p>It was agreed that the MCS should request system of delegations from other Municipalities.</p>	EMCS
5.11	<p><u>BASIC COMPUTER TRAINING</u></p> <p>The AMM mentioned that the matter was discussed between himself and the MCS and it transpired that it was not clear whether people who should be attending are actually attending the course as well as the service provider exceeding the tender amount.</p>	

	<p>After lengthy deliberations it was agreed;</p> <p>That the MCS and the CFO need to schedule a meeting with the service provider to establish all the facts around the matter;</p> <p>That the invoice that the service provider has submitted be put on hold until the matter has been resolved.</p>	<p>EMCS CFO</p>
5.12	<p><u>ROTATION OF GA'S</u></p> <p>The MCS reported that there was a roaster kept for the General Assistants for every month and there was still a shortage of General Assistants in the municipality.</p>	<p>EMCS</p>
5.13	<p><u>MIG SPENDING</u></p> <p>The AMM gave a brief back ground on the MIG grants.</p> <p>The MTS mentioned that the municipality was on the awful side as of June 2008. He stated that funds were received for different projects which added up to R 95 million. He informed the committee that the target was 60% spending by December 2008.</p> <p>He mentioned that the monthly MIG meeting would be held on 20 August 2008 and thereafter a detailed report on the spending to date would be submitted to the next meeting.</p> <p>It was agreed that the MTS prepared an item for the Council.</p>	<p>EMTS</p>
5.14	<p><u>GRANTS</u></p> <p>The CFO mentioned that different departments needed to inform the finance section in terms of what has been done on the grants and thereafter a detailed report would be compiled. He also stated that there was R1, 5 million in the MSIG.</p> <p>The CFO would circulate the schedule to all HOD's for their comments on 19 August 2008.</p>	<p>CFO</p>
<p>MATTERS ARISING FROM MINUTES DATED 14 JULY 2008</p>		
5.16	<p><u>IDP AND ANNUAL REPORT</u></p> <p>The MPSD reported that forty copies of the IDP documents were made but awaiting the special cover.</p>	

	<p>He further mentioned that the framework for the annual report was circulated to all HOD's. The comments and information from different departments were still required by his section.</p> <p>It was agreed that the matter be deferred to the next meeting.</p>	EMPSD
5.17	<p><u>DISTRICT COMMUNICATORS FORUM</u></p> <p>The AMM and EMCS would work on the date in September 2008 for the launch of the forum in consultation with the Mayor.</p>	AMM EMCS
5.18	<p><u>ESTABLISHMENT OF PLANNING AND DEVELOPMENT FORUMS</u></p> <p>The EMPSD mentioned that the first meeting with DLGTA was a success and the committee has started focusing on problematic areas one of which was a release of site for the FET College by Endumeni.</p>	EMPSD
5.19	<p><u>VERIFICATION OF EDUCATIONAL QUALIFICATIONS</u></p> <p>The AMM gave a brief background on the matter. He thereafter requested that the process should continue as well as the compilation of the qualification register.</p> <p>The AMM also mentioned that the Council and Exco resolutions were not implemented by different departments. He further stated that there was no corporation from the HOD's in terms of indicating the resolutions which have been implemented in order to enable the Committee Section to update the resolution register.</p>	EMCS HOD's
5.20	<p><u>PRESENTATION FOR UTHUKELA WATER</u></p> <p>The AMM requested the EMTS to circulate the minutes of the meeting with uThukela Water to all HOD's and submit an item to the next Council meeting.</p>	EMTS
6.	BUSINESS OF THE DAY	
6.1	<p><u>SECURITY COMPANY</u></p> <p>The MCS mentioned that it was resolved in October 1999, that the security contract be based on a month to month basis.</p>	

	<p>He further mentioned that the alarm on the building was not functioning and it's required to be upgraded. It was agreed that this be done immediately.</p> <p>It was agreed that the Mbube Security be paid for the services they have provided;</p> <p>It was proposed that the CFO and EMCS work on the two security contracts (Thusong Centre and Princess Magogo Buliding) in terms of finding ways in which the contract could be signed on the annual basis.</p>	<p>EMCS ECFO</p>
<p>7. <u>GENERAL MATTERS</u></p>		
<p>7.1</p>	<p><u>VEHICLE CONTROL</u></p> <p>The EMCS mentioned that the Fleet Management Policy was not adhered to by officials. He stated vehicles were not booked timeously by officials.</p> <p>The AMM reported that the municipality was paying for the traffic fines which are incurred by the officials.</p> <p>It was noted;</p> <p>That the trip authorization slip should be filled by the driver concerned.</p> <p>That amendment should be made on the current policy to cater for the issue of traffic fines being recovered from the concerned official's salary in the event that Council pays.</p>	<p>EMCS</p>
<p>7.2</p>	<p><u>TELEPHONE</u></p> <p>The EMCS reported on the pin code system which would be introduced. He mentioned that the HOD's have a responsibility of identifying officials who would have access to the pin codes.</p>	<p>EMCS</p>
<p>7.3</p>	<p><u>REGISTRY</u></p> <p>The EMCS reported that the Registry Section would be re-located to the 1st floor near the Archives Section.</p>	<p>EMCS</p>

7.4	<p><u>PROPOSED MEETINGS</u></p> <p>The AMM reported that the Skills Audit would be held on 19 August 2008 and;</p> <p>Demarcation Presentation on 27 August 2008;</p>	HOD'S
7.5	<p><u>LED PROJECTS</u></p> <p>The EMPSD requested that three (3) LED Consultants be allowed to make presentations at the next Council meeting;</p> <p>It was agreed that the presentations should be made at the Executive Committee.</p> <p>The EMPSD also commented on the forthcoming Vuna Awards and he enquired whether the District would be part of these awards.</p> <p>It was agreed that the municipality would be part of these awards and an item to Executive Committee would be prepared by the EMPSD.</p>	EMPSD
7.6	<p><u>THUSONG SERVICE CENTRE – MSINGA</u></p> <p>The AMM requested the EMCS to start the process of handing over the Centre to Msinga Local Municipality.</p>	EMCS
7.7	<p><u>MEMBERS OF LOCAL LABOUR FORUM</u></p> <p>The AMM mentioned that a member from the Management Committee should be nominated to the Forum as the same was done for Employer representative at the Executive Committee meeting held on 13 August 2008.</p> <p>It was agreed that the EMTS represent the Management at the Local Labour Forum.</p>	
8.	<p><u>CLOSURE</u></p> <p>The meeting was closed at 12H01.</p> <hr style="width: 30%; margin-left: 0;"/> <p>CHAIRPERSON</p> <hr style="width: 30%; margin-left: 300px; margin-right: 0;"/> <p>DATE</p>	