



UMZINYATHI

DISTRICT MUNICIPALITY / UMASIPALA WESIFUNDA

INTERNAL MEMO

CORPORATE SERVICES

MINUTES OF THE MANCO MEETING HELD ON 20TH OCTOBER 2008, AT 08H00 IN THE EXCO BOARDROOM, 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. S Myeza - Relief Consulting Chief Financial Officer
Mr. E Bonga - Executive Manager Planning & Social Dev.
Mr. SMB Buthelezi - Executive Manager Corporate Services
Mr. TR Malunga - Executive Manager Technical Services

3. PRESENTATION – NASHUA

Mr Vic made a presentation on access control and time management system. He mentioned that the hardware used for the system was Sagem and it was acknowledged by the Department of Labour.

He indicated that the system was normally installed together with the CCTV's. He described the procedure in which people would be able to gain access to the municipal building. He emphasised that the system was normally installed by organisations for security reasons. He also mentioned that a backup system would be created and it would be kept by both the service provider as well as the customer.

He mentioned that the contract could be valid for 36 up to 60 months on approximately R5000,00 per month and the system would be upgraded after two (2) years at no cost to the customer. He stated that there would be window period clause on the contract.

As a wayforward it was agreed that Mr Vic would be contacted by the Executive Manager Corporate Services about a decision taken by Management. It was also agreed that the same presentation be made at the next Executive Committee meeting.

4. **COMMENTS FROM THE OFFICE OF THE MUNICIPAL MANAGER**

The Municipal Manager commented on the Performance Management System. He reported that all Heads of Departments have not submitted their quarterly reports including monthly reports.

He mentioned that in terms of the contracts signed by the Heads of Departments, quarterly reports have to be submitted to the Office of the Municipal Manager after ten (10) days from the end of the each quarter.

He lastly reminded the Heads of Departments about the MSIG funding which needed to be spent by departments on purchasing furniture for employees as well as renovations of the old Council Chamber as well as the Training Centre.

5. **CONFIRMATION OF THE MINUTES**

Minutes of the meeting held on the 02 October 2008 were confirmed as true reflection of the previous meeting. Mr E Bonga proposed for the adoption of the minutes and he was seconded by Mr T Malunga.

6. **MATTERS ARISING FROM MINUTES**

6.1	<p><u>GENERATOR</u></p> <p>The Municipal Manager gave a brief background about the matter to the Relief CFO.</p> <p>The Exec Manager Technical Services mentioned that the approximate budget for purchasing of the generator was R500 000,00.</p> <p>The Exec Manager Corporate Services reported that the result of the exercise conducted by the service provider would be available in due course. It was agreed that a report be presented at the next meeting.</p>	EMCS EMTS
6.2	<p><u>PA SYSTEM</u></p> <p>The Exec Manager Corporate Services reported that an incorrect order number for the PA System was issued to the service provider and this delayed the delivery of the System. He lastly stated that the PA System would be delivered in next two weeks time.</p>	EMCS
6.3	<p><u>SYSTEM OF DELEGATION</u></p> <p>The Exec Manager Corporate Services reported that hard copies of the draft system of delegation were issued to all HOD's. It was agreed that the inputs would be made at the next meeting.</p>	EMCS

6.4	<p><u>MIG SPENDING</u></p> <p>The Exec Manager Technical Services reported that the next MIG meeting would be held on the 22 October 2008 and had no current report for the month.</p> <p>He also reported that there would be a meeting with the Consultants (Indosa) who were appointed to undertake one of the projects which was funded by the MIG funding on the 23rd October 2008.</p>	EMTS
6.5	<p><u>IDP AND ANNUAL REPORT</u></p> <p>The item was deferred for the next meeting.</p>	EMPSD
6.6	<p><u>REGISTRY</u></p> <p>The Exec Manager Corporate Services reported that the delegates from KZN Archives would submit their report on 20th October 2008. In terms of the electronic record management system, he reported that a training for all HOD's would be held in November and thereafter implementation would commence.</p>	EMCS
6.7	<p><u>PROPOSED NEW LETTERHEAD</u></p> <p>The Exec Manager Corporate Services mentioned that the item was prepared for the Executive Committee and it was resolved that management should decide on the appropriate letterhead to be used.</p> <p>It was agreed that the letterhead with the whole building (watermark) excluding the name of the sweet shop be utilised.</p>	EMCS
6.8	<p><u>TRAINING ON PROTOCOL AND BUSINESS ETIQUETTE</u></p> <p>The Exec Manager Corporate Services reported that the three days training would commence on the 21 to 23 October 2008 and fifteen (15) people were required to attend.</p> <p>The Municipal Manager suggested that HOD's should identify the additional employees to attend the training and even invite some of the employees from the Local Municipalities.</p>	EMCS
6.9	<p><u>LOCAL AREA PLANNING</u></p> <p>Mr E Bonga reported that the planning was still in progress and that ward committees from Endumeni and Nguthu local Municipalities would be trained</p>	EMPSD

	during the course of the week.	
6.10	<p><u>TRAINING FOR FARM MANAGERS</u></p> <p>Mr E Bonga reported that he had submitted a report to the Office of the Municipal Manager and was awaiting his response.</p>	EMPSD
6.11	<p><u>SHARED SERVICES</u></p> <p>The Municipal Manager reported that there was a problem with regards to sharing of services with Msinga Local Municipality.</p> <p>He appealed to HOD's to submit all items pertaining to cancellation of events due to Msinga Local Municipality not making the necessary arrangements to the DCF (Mayors Forum).</p>	ALL
6.12	<p><u>NAME TAGS</u></p> <p>The Exec Manager Corporate Services reported that the policy on the usage of the nametags was current being prepared by the Manager Legal Services and it would be submitted to the Local Labour Forum.</p>	EMCS
6.13	<p><u>UPGRADE OF THE RECORDING SYSTEM</u></p> <p>The Exec Manager Corporate Services reported that he had received three (3) quotations for his signature from Supply Chain Management Unit at the Finance Department. These quotations were received before the source of funding was identified.</p> <p>He also reported that the quotations received were from the same supplier and he had returned the invoices (unendorsed) to the Finance Department.</p> <p>It was agreed that the Relief CFO should investigate on the matter and report any discrepancies at the next meeting.</p>	EMCS CFO
6.14	<p><u>SALGA - GAMES</u></p> <p>The Exec Manager Planning and Social Development reported that the most critical issue which was accommodation had been secured at Newcastle, Dundee and Vryheid. He also reported that the first training for all codes would be held on the 25th October 2008.</p> <p>The Municipal Manager emphasised that the specifications of the promotional material should be submitted to his office for further submission to the</p>	EMPSD

	<p>Executive Committee meeting. He also reported that tracksuits should be purchased for all Councillors, Staff and Players. He also emphasised that the SCM policy should be adhered to at all times.</p> <p>It was agreed that a comprehensive report with milestones achieved to date be submitted to the Office of the Municipal Manager.</p>	
6.15	<p><u>UTHUKELA WATER</u></p> <p>The Exec Manager Technical Services mentioned that there are arrangements of engaging the contractor for operation and maintenance at Emakhabeleni and Muden Water Schemes.</p> <p>He reported that proposals were received and were assuming that the contract would be valid for six (6) months. He also elaborated on the details contained on the proposals.</p> <p>He lastly reported that R20 milion was invested at Emakhabeleni Scheme and R40 million was invested at Muden Water Scheme.</p>	EMTS
7. BUSINESS OF THE DAY		
7.1	<p><u>REPORT ON VUNA AWARDS</u></p> <p>The Exec Manager Planning and Social Development reported that all information was submitted to DPLG and the municipality was waiting for their response. He also mentioned that the main focus was on the LED Initiative which was the Talana Creative Cluster.</p>	EMPSD
7.2	<p><u>LOC STATUS</u></p> <p>The Municipal Manager mentioned that he had requested the two HOD's to be part of the Local Organising Committee for the purpose of bringing sense and direction to the Committee. He mentioned that the Committee had become an independent entity.</p> <p>He mentioned that the LOC was a working committee with no decision making powers.</p> <p>He lastly requested that the list of all applications for Code Cordinators and the list of appointed officials be submitted to the next meeting.</p>	EMPSD
7.3	<p><u>SALE OF VEHICLES</u></p> <p>The Municipal Manager enquired wether there were</p>	

