



UMZINYATHI

DISTRICT MUNICIPALITY / UMASIPALA WESIFUNDA

INTERNAL MEMO

CORPORATE SERVICES

**MINUTES OF THE MANCO MEETING HELD ON 25th NOVEMBER 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. He declared the meeting officially opened at 08h36am.

2. PRESENT

Mr. SN Dubazana - Municipal Manager
Mr BB Mdletshe - 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. COMMENTS FROM THE OFFICE OF THE MUNICIPAL
MANAGER**

The Municipal Manager mentioned that there were no mechanisms being implemented by Heads of Departments to control the usage of telephones by officials. He reported that there would be two outgoing lines per department with effect from 25 November 2008. Each department would utilise R4500,00 per month on telephone expenditure and any over expenditure would be recovered from the relevant Head of Department.

The Municipal Manager appealed to all HOD's to submit their 2nd Performance Report by 28 November 2008. He further mentioned that the assessment for 2007/2008 for the section 57 employees would be held on the 10 December 2008.

4. CONFIRMATION OF THE MINUTES

Minutes of the meeting held on the 18th November 2008 were confirmed as true reflection of the previous meeting.

5. MATTERS ARISING FROM MINUTES

5.1	<p><u>GENERATOR</u></p> <p>The EMTS reported that Mr P Lawless (service provider) would submit a quotation since he had finalised the exercise. He requested the item to be a standing item on the agenda.</p>	<p>EMTS EMCS</p>
5.2	<p><u>MIG SPENDING</u></p> <p>The EMTS reported that the status quo was still the same.</p>	<p>EMTS</p>
5.3	<p><u>ANNUAL REPORT</u></p> <p>The EMPSD reported that the the status quo was still the same.</p> <p>The MM appealed to all HOD's to read through the draft report and make necessary adjustments as the report would represent the whole District. He promised that his remarks would be ready by Friday, 28 November 2008 and he undertook to liaise with the Mayor regarding his foreward.</p>	<p>EMPSD</p>
5.4	<p><u>REGISTRY</u></p> <p>The EMCS mentioned that the electronic management training for Management and Officials would be conducted on 26 to 30 January 2009.</p>	<p>EMCS</p>
5.5	<p><u>LOCAL AREA PLANNING</u></p> <p>The EMPSD reported that ward committee training had been completed at eNdumeni and uMvoti Local Municipalities.</p> <p>He further advised that the Local Area Planning had started with a workshop for Councillors and Officials in Nquthu last week.</p>	<p>EMPSD</p>
5.6	<p><u>SALGA- KZN GAMES</u></p> <p>The EMPSD reported that the status quo was still the same.</p> <p>The Municipal Manager advised that all staff members were welcome to attend the SALGA Games at Newcastle and those who chose to do so should be allocated accomodation. He mentioned that it was mandatory that the HOD and the Municipal Manager should see samples of materials after the service provider had submitted samples.</p> <p>He lastly stated that golf shirts would not be bought for any event from now onwards.</p>	<p>EMPSD</p>

5.7	<p><u>MUNICIPAL WEBSITE</u></p> <p>The EMCS reported that the service provider could not be traced and they have decided to withhold their monthly payments.</p> <p>The CFO suggested that all HOD's should start preparing information that would be displayed on the website before the site was upgraded.</p> <p>It was agreed that the progress report be discussed at the next meeting.</p>	ALL
6. BUSINESS OF THE DAY		
6.1	<p><u>CONVERSION OF TOILETS</u></p> <p>The EMCS suggested that the floor plans should be produced before the service provider was appointed.</p> <p>It was agreed that the EMPSD would assist in re-producing the floor plan for the conversion of the toilets.</p>	EMCS EMPSD
6.2	<p><u>UPGRADING OF THE COUNCIL CHAMBERS (OLD AND NEW) AND TRAINING CENTRE</u></p> <p>The EMCS reported that the requisitions were submitted to the SCM unit for the advertising the upgrading of the Training Centre and the Council Chamber.</p> <p>It was agreed that the EMCS would submit the building plan to the EMPSD and he would thereafter assist in terms of drawing a plan for the old Council Chamber and the old registry on the 1st floor.</p>	EMPSD EMCS
6.3	<p><u>MSIG</u></p> <p>The CFO reported that the status quo was still the same and that the changes would be effected at the end of November 2008.</p>	ALL
6.4	<p><u>POLICIES</u></p> <p>The CFO discussed three financial policies which were budget policy, transfer of budget funds and banking and investment policies.</p> <p>He briefly explained the purpose and objectives of the policies.</p>	CFO

6.5	<u>INCUBATOR PROGRAMME</u> The EMTS reported that the business plans were submitted to the DLGTA and the programme would commence in due course.	EMTS
6.6	<u>SOYA BEAN PROGRAMME</u> The EMPSPD reported that the District was trying its best to support the project. However the Municipal Manager commented that LED Officer should give maximum support to the IDT to facilitate easy takeover should the situation demand.	
6.8	<u>CHRISTMAS FUNCTION FOR THE ELDERLY</u> The Municipal Manager mentioned that the action plan should be prepared if funds were available. The CFO commented that if funds were available they could not be utilised to fund a christmas party but a programme.	EMPSPD
6.9	<u>WORKING HOURS</u> The Municipal Manager mentioned that the Corporate Services Department should work out the hours that should be worked by employees in terms of the Basic Conditions of Employment Act. He reported that if the municipality was complying the changes could be effected that is on Friday, the working hours would commence from 7H30am to 14H30pm.	EMCS
6.10	<u>OCCUPATIONAL HEALTH & SAFETY COMMITTEE</u> The EMPSPD reported that a memorandum was circulated to all HOD's to identify one official who would be part of the OHS Committee. The EMTS appointed Mr Siphon Nkomonde and the CFO appointed Mr Sabelo Zulu to be part of the OHS Committee. Corporate Services should also appoint their representative and advise the EMPSPD.	
7.	<u>CLOSURE</u> The meeting was adjourned at 10H50am. _____ CHAIRPERSON	_____ DATE