



## **UMZINYATHI**

**DISTRICT MUNICIPALITY / UMASIPALA WESIFUNDA**

---

### **INTERNAL MEMO**

### **CORPORATE SERVICES**

**MINUTES OF THE MANCO MEETING HELD ON 2<sup>ND</sup> DECEMBER 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 08h07am.

**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

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

The Municipal Manager reminded the HOD's to prepare the agenda items well in advance. He also expressed his concern on the issue of work redundancies. He stated that within the departments the were employees who were not utilised to the maximum, and stated that something should be done.

**4. CONFIRMATION OF THE MINUTES**

Minutes of the meeting held on the 25th November 2008 were confirmed as true reflection of the previous meeting. Minutes were confirmed by Mr E Bonga and he was seconded by Mr SMB Buthelezi.

**5. MATTERS ARISING FROM MINUTES**

5.1	<p><b><u>ANNUAL REPORT</u></b></p> <p>The EMPSD reported that he was waiting for the Myers input. The CFO stated that he would be sending his comments.</p> <p>The MM reported that the Mayor , CFO and himself had gone to receive the Auditor General report formally.</p>	<b>EMPSD</b>
5.2	<p><b><u>LOCAL AREA PLANNING</u></b></p> <p>The EMPSD reported that at Nquthu the process was still ongoing.</p> <p>The MM expressed his concern on that the UDM was not integrating with the people for Local Area Planning.</p>	<b>EMPSD</b>
5.3	<p><b><u>KZN SALGA – GAMES</u></b></p> <p>The EMPSD reported that the athletes had arrived on the 1st December 2008 for the Camp, and that the trainings would commence today the 2nd December 2008.</p>	<b>EMPSD</b>
<p><b>6. BUSINESS OF THE DAY</b></p>		
6.1	<p><b><u>CONVERSION OF TOILETS</u></b></p> <p>The EMPSD reported that the plan for the conversion of toilets has been drawn. He then briefly explained on how he went about drawing the plan.</p>	<b>EMPSD</b>
6.2	<p><b><u>UPGRADING OF THE COUNCIL CHAMBERS (OLD AND NEW) AND TRAINING CENTRE</u></b></p> <p>The EMCS reported that the tender closed yesterday the 1st December 2008. The MM requested that the tenders be awarded immediately by Friday the 5th December 2008.</p>	<b>EMCS</b>
6.3	<p><b><u>MSIG</u></b></p> <p>The CFO reported that the new updated figures would be available after closing the ledgers.</p>	<b>CFO</b>

6.4	<p><b><u>SOYA BEAN</u></b></p> <p>The MM requested the EMPSD to give maximum support, in the Soya bean project and also recommended that he takes our political leaders on board.</p>	<b>EMPSD</b>
<b>7. GENERAL MATTERS</b>		
7.1	<p><b><u>STATE OF THE LIFTS</u></b></p> <p>The MANCO Mr Sam Coocke who fixes lifts to come and explain the state of the lifts, and the level of safety.</p> <p>Mr S Coocke gave assurance that the lifts were in perfect condition to function and that they were very safe. He suggested that the board controllers should be changed and be replaced with a new board and add a dial up system.</p> <p>Mr Coocke stated that he would send someone to come and assess the lifts and give an estimate cost of how much it would cost to replace the board controllers and add a dial up system.</p> <p>He further suggested to show Mr SMB Buthelezi how to operate the lifts should the switch trip.</p>	<b>MM</b>
7.2	<p><b><u>LEASE OF COUNCIL HOUSE</u></b></p> <p>There were three bids which were recieved towards the council house.</p>	
7.3	<p><b><u>QUARTELY REPORTS</u></b></p> <p>The CFO suggested that the quartely report be considered as drafts until 31st December whereby the date would be changed upon completion.</p>	<b>CFO</b>
8.	<p><b><u>CLOSURE</u></b></p> <p>The meeting closed at 09h50.</p> <p>_____</p> <p><b>CHAIRPERSON</b></p> <p>_____</p> <p><b>DATE</b></p>	