



## **UMZINYATHI**

**DISTRICT MUNICIPALITY / UMASIPALA WESIFUNDA**

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### **INTERNAL MEMO**

### **CORPORATE SERVICES**

**MINUTES OF THE MANCO MEETING HELD ON 3<sup>RD</sup> NOVEMBER 2008, AT 10H00 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 10h07am.

**2. PRESENT**

Mr. SN Dubazana - Municipal Manager  
Mr. E Bonga - Executive Manager Planning & Social Dev.  
Mr. SMB Buthelezi - Executive Manager Corporate Services  
Mr. M Gcabashe - PMU Manager Technical 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 appealed to the Heads of Departments viz Corporate Services, Planning and Social Development to make arrangements for the renovation of the Training Centre. He urged that building plans and specifications for renovation be submitted at the next meeting.

**4. CONFIRMATION OF THE MINUTES**

Minutes of the meeting held on the 20 October 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>GENERATOR</u></b></p> <p>The Exec Manager Corporate Services reported that the service provider would be conducting the same exercise. It was agreed that a report be presented at the end of the week.</p>	<b>EMCS</b>
5.2	<p><b><u>MIG SPENDING</u></b></p> <p>The PMU Manager reported that there was 47 % (percent) expenditure to date. He also reported that there were two (2) projects that were with the DPLG.</p>	<b>EMTS</b>
5.3	<p><b><u>ANNUAL REPORT</u></b></p> <p>The EMPSD reported that the status quo remained the same and further added that the draft was ready.</p>	<b>EMPSD</b>
5.4	<p><b><u>REGISTRY</u></b></p> <p>The Exec Manager Corporate Services reported that he was waiting for confirmation from the KZN Provincial Archive.</p>	<b>EMCS</b>
5.5	<p><b><u>LOCAL AREA PLANNING</u></b></p> <p>The EMPSD stated that there was nothing to report.</p>	<b>EMPSD</b>
5.6	<p><b><u>KZN SALGA – GAMES</u></b></p> <p>The EMPSD reported that allocations of rooms in the venue were almost complete.</p> <p><b><u>TRANSPORT</u></b></p> <p>The MM enquired about the progress made regarding transport. The MPSD reported that they had a meeting with the Chairperson of the taxi association. He stated that they chose to hire taxis as they are cheaper than the buses.</p> <p>The MM expressed his concern about the issue of using taxis considering the number of participants and mentioned that he had preferred buses.</p> <p><b><u>ATTIRE</u></b></p> <p>The MPSD reported that the advert closed on Friday the 31st October 2008.</p>	<b>EMPSD</b>

<b>6. ADDITIONAL MATTERS</b>		
6.1	<p><b><u>FILLING OF POST</u></b></p> <p>The EMPSD reported that interviews for the three vacant posts were scheduled for Monday the 10th November 2008.</p> <p>The MM reported that he had received an email from the EMCS stating that he had received an Internal memo informing them about the interviews whereas they were not part of the shortlisting.</p> <p>The MM then emphasised that the EMCS and the HR Manager should be involved from the beginning of the process. He further requested that all HOD's should follow the necessary procedures when conducting interviews.</p>	<b>EMPSD</b>
6.2	<p><b><u>FURNITURE</u></b></p> <p>The MM suggested that the buying of furniture should be suspended unless there was a great need or demand for new furniture. He further reported that the EMCS, EMPSD and himself would be doing the rounds to check which offices were in desperate need of new furniture.</p>	
<b>7. GENERAL MATTERS</b>		
7.1	<p>The MM reported that the tractor policy should be tabled in Exco and Council meeting. He further requested that the Salga games report should also be presented in Exco and Council meeting. The Rural Metro item should also be submitted to Exco.</p>	<b>MM</b>
7.2	<p>The EMCS requested for the upgrade of the Umzinyathi District Municipalities website. He further requested that the work should be outsourced. The MM agreed with the EMCS and requested him to proceed.</p> <p>The EMCS also suggested the upgrading of the foyer and a new notice board. The MM responded that since there was a clocking system to be installed a face lift should be kept on hold in order to access how the system was affecting the organisation.</p> <p>He further requested that the IT Technician office should be allocated in Corporate Services</p>	<b>EMCS</b>

