



UMZINYATHI
DISTRICT MUNICIPALITY / UMASIPALA WESIFUNDA

INTERNAL MEMO

CORPORATE SERVICES

MINUTES OF THE MANCO MEETING HELD ON THE 14 JULY 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 - MANAGER PLANNING & SOCIAL DEV.
Mr. T MALUNGA - MANAGER TECHNICAL SERVICES
Mr. V MDLETSHE - ACTING MANAGER CORPORATE SERVICES
Mr. B HLATSHWAYO - MANAGER: IDP/PMS

3. COMMENTS FROM THE OFFICE OF ACTING MUNICIPAL MANAGER

The Acting Municipal Manager mentioned that whenever there were projects to be undertaken, the first step was to prepare action plans which had to be approved by the Office of the Municipal Manager before commencement of any expenditure. The relevant committee to keep to the budget. Supply Chain Management policy was to be strictly adhered to. Finally during the planning stages the Office of the Municipal Manager had to be briefed on a weekly basis in terms of what has been done.

The AMM mentioned that Council and the Executive Committee resolutions were not implemented by different departments. He suggested that the progress made in the implementation of the Council and Executive Committee resolutions should be submitted to the Committee Section for the purpose of updating the resolution register.

4. CONFIRMATION OF THE MINUTES

Minutes of the meeting held on 26th May 2008 would be submitted at the next meeting for adoption.

Minutes of the previous meeting held on 30 June 2008 were confirmed as true reflection after corrections were made as follows:-

The AMCS and MPSD made an addition on page 3 of the minutes number 5.4, that forty copies of the IDP and the Annual Report for 2006/2007 documents had to be binded professionally.

The MTS made a correction on page 3 number 5.5, “Umsinga” it was supposed to be Msinga.

5. MATTERS ARISING FROM MINUTES

<p>5.1</p>	<p><u>PERFORMANCE MANAGEMENT SYSTEM</u></p> <p>The Manager: Planning and Social Development confirmed that a session was held with the service provider to note the progress made to date. He further mentioned that the service provider was working towards the finalization of scorecards.</p> <p>The Manager: IDP/PMS mentioned that the final scorecard for the municipality would be presented at the next Executive Committee meeting and thereafter the contract for the section 57 employees and contract employees would be finalized. He reported that the job descriptions were still outstanding.</p> <p>The AMM reported that the date for the performance assessment for the contract employees (Assistant Managers) would be set during the next week (21st – 25th July 2008).</p> <p>It was agreed that the job descriptions be finalized by Friday, 18 July 2008. It was also agreed that the refined SDBIP be submitted to the Executive Committee on the 17th July 2008.</p>	<p>MPSD</p>
<p>5.2</p>	<p><u>ACTION PLANS</u></p> <p>The AMM enquired about the progress made on the compilation of the action plans.</p> <p>The MPSD mentioned that the action plan for the Disaster Management Awareness Campaign was submitted to the Office of the Municipal Manager and</p>	

	<p>that the two action plans that were still outstanding included the Rural horse riding and the women's day dialogue and celebration.</p> <p>The AMCS raised his concern about the preparations of the Rural Horse Riding event. He mentioned that he was requested to prepare the communication plan for the event and the communication channels were not followed leading to the instruction from the planning meeting not being implemented.</p> <p>The AMM mentioned that the steps that were involved during the project implementation were vital.</p> <p>It was agreed that all action plans be submitted to the Office of the Municipal Manager and to all HOD's.</p>	MPSD
5.3	<p><u>ANNUAL REPORT</u></p> <p>The MPSD mentioned that his department had started to compile the framework that needed to be circulated to the Office of the Municipal Manager and all HOD's. The AMM highlighted the importance of framework being hundred (100%) percent compliance with the format.</p> <p>It was agreed that the framework would be circulated by Friday (18 July 2008).</p>	MPSD
5.4	<p><u>WOMEN'S DAY DIALOGUE AND CELEBRATION</u></p> <p>The MPSD reported that the action plan for the event has been prepared by his department.</p> <p>The AMM mentioned that it was vital to inform the internal clients about the events.</p> <p>It was agreed that the action plans for the Rural Horse Riding and the Women's Day Dialogue and Celebration be circulated to the Office of the Municipal Manager and all HOD's.</p>	MPSD
5.5	<p><u>DISTRICT COMMUNICATORS FORUM</u></p> <p>The AMCS reported that the action plan was prepared and finalized. He mentioned that difficulties were encountered with the IT support.</p>	

	The AMCS undertook to circulate the action plan to the Office of the Municipal Manager and all HOD's.	AMCS
5.6	<p><u>STAFF ADDRESS BY THE MAYOR</u></p> <p>The AMM confirmed that the staff meeting would be held on the 17th July 2008 at 12H30. The AMM appealed to all HODS to ensure that all staff members are present.</p> <p>The AMCS was tasked to arrange all the logistics for the meeting utilizing the budget of R 3000-00 from the Council vote.</p>	AMCS
5.7	<p><u>ESTABLISHMENT OF PLANNING AND DEVELOPMENT FORUMS</u></p> <p>The MPSD confirmed that the first meeting of the Forum would be held on the 15th July 2008.</p>	
5.8	<p><u>VERIFICATION OF EDUCATIONAL QUALIFICATIONS</u></p> <p>The AMCS confirmed that the Human Resource Section was verifying the qualifications of the shortlisted candidates.</p>	
5.9	<p><u>PRESENTATION FOR UTHUKELA WATER</u></p> <p>The MTS mentioned that most of the targets were set for the end of the month (July 2008). The AMM requested minutes of meeting.</p> <p>It was agreed that minutes of the meeting of uThukela Water be circulated to the Office of the Municipal Manager and all HOD's.</p>	MTS
5.10	<p><u>DECENTRALIZATION OF JOB EVALUATION COMMITTEE</u></p> <p>The MPSD mentioned that there was a circular received from SALGA regarding the decentralization of JEC. The AMM proposed that the municipality should await SALGA guidance.</p>	

<p>5.11</p>	<p><u>PROVINCIAL GOVERNMENT MID-YEAR BUDGET REVIEW</u></p> <p>The MPSD mentioned that the Provincial Government would review their budget on September 2008. He reported that additional funding would therefore have to be requested during the month of July and mid August.</p> <p>He mentioned that from his department he had thought about requesting additional funding for Disaster Management.</p>	<p>HOD's</p>
<p>5.12</p>	<p><u>ADDITIONAL DEPARTMENTAL (P&SD) OFFICE ACCOMMODATION</u></p> <p>The MPSD reported that additional staff from his department would be located on the first floor. He also mentioned that the telephone connection was already done.</p> <p>The AMM suggested that the MPSD should locate only one component on the first floor.</p>	<p>MPSD</p>
<p>6.</p>	<p><u>GENERAL</u></p> <p>The MPSD reported that there was correspondence received from GJIMA – KZN requesting the municipality to send one official to Brazil for the Study Tour on 23rd to 3rd September 2008.</p> <p>It was agreed that the MPSD should prepare an item for the Executive Committee recommending that the LED Officer be sent to Brazil.</p> <p>The AMCS mentioned that correspondence was received from ESP Consultant and they were requesting a deputation slot in the Manco meeting.</p> <p>It was agreed that the AMM would communicate with the AMCS regarding the next date of the Manco meeting.</p>	
<p>7.</p>	<p><u>CLOSURE</u></p> <p>The meeting was closed at 10H00.</p> <p>_____</p> <p>CHAIRPERSON</p> <p>_____</p> <p>DATE</p>	