



## UMZINYATHI

DISTRICT MUNICIPALITY / UMASIPALA WESIFUNDA

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### INTERNAL MEMO

### CORPORATE SERVICES

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**MINUTES OF THE MANCO MEETING HELD ON 18<sup>th</sup> 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 08h05am.

**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 commented on the uThukela Water (PTY) Ltd Intervention by the Provincial Executive meeting held on 17 November 2008 in Pietermaritzburg. He reported that the MEC for Local Government and Traditional affairs had highlighted the findings of the administrator and the forensic investigation. The findings were pertaining to the disbanding of uThukela Water (PTY) Ltd board members, Transitional arrangements until June 2009 and a full Section 78 Assessment of service delivery in the present area of jurisdiction and the possibility of bringing uThukela District Municipality back into the entity.

He further commented on the grievance forms received from Line Managers of different departments. He mentioned that Executive Committee items based on the grievances as well as the upcoming disciplinary hearing of Ms S Makhoba would be prepared.

The Municipal Manager mentioned that the half year report should be prepared based on the Service Delivery and Budget Implementation Plan (SDBIP) and Performance Contracts. He proposed that the half year reports should be ready by January for the Mid Year Budget Review.

The Municipal Manager undertook to liaise with the Mayor about the date of the assessment (2007/2008) for Section 57 employees. He further reported that the Mayor had mentioned that the Project Launches which were undertaken recently had been successful even though there were areas which required improvement.

He lastly reminded the EMCS to submit an Executive Committee item about the security system which would be installed in the municipal building.

#### 4. CONFIRMATION OF THE MINUTES

Minutes of the meeting held on the 3rd 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>GENERATOR</u></b></p> <p>The EMTS reported that Mr P Lawless (service provider) has not received any co-operation from Endumeni Electricity Department and there was no progress made. He requested the item to be a standing item on the agenda.</p>	<p><b>EMTS</b> <b>EMCS</b></p>
5.2	<p><b><u>MIG SPENDING</u></b></p> <p>The EMTS reported that there was 47 % (percent) expenditure to date. He mentioned that 95 % projections were made for the end of November 2008. The CFO reported that R24 million had been spent to date on MIG.</p>	<p><b>EMTS</b></p>
5.3	<p><b><u>ANNUAL REPORT</u></b></p> <p>The EMPSD reported that the draft was ready and it would be circulated to all HOD's for their comments.</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.</p> <p>He also enquired about the professional binding of the IDP documents. It was agreed that the EMCS would liaise with the Communications Manager.</p>	<p><b>EMPSD</b></p> <p><b>EMCS</b></p>
5.4	<p><b><u>REGISTRY</u></b></p> <p>The EMCS reported that the Registry Management training programme for officials was currently underway at The Lapha Lodge – Dundee as from 17 – 21 November 2008.</p> <p>He also mentioned that the electronic management training for management and officials would be conducted before the end of February 2009.</p>	<p><b>EMCS</b></p>

5.5	<p><b><u>LOCAL AREA PLANNING</u></b></p> <p>The EMPSD reported that the workshops would be conducted on 18,19 and 20th of November 2008 for Nquthu, uMvoti and eNdumeni Local Municipalities. A report would be submitted at the next meeting.</p>	<b>EMPSD</b>
5.6	<p><b><u>SALGA- KZN GAMES</u></b></p> <p>The EMPSD reported that allocations of rooms in the venues were almost complete.</p> <p><b><u>TRANSPORT</u></b></p> <p>The MPSD reported that quotations for hiring buses have been obtained. The taxis would be hired to transport players from Dundee to Newcastle.</p> <p><b><u>ATTIRE</u></b></p> <p>The MPSD reported that the specifications of the previous attire would be utilised as per Mayors recommendations.</p> <p>The EMCS reported that the service provider had promised to delivery the track suits during the course of next week ( 24-30 November 2008).</p> <p>The Municipal Manager mentioned that all Councillors and Officials should be given the attire prior to the SALGA KZN Games. He also stated that acomodation should be provided for all staff members who have indicated that they would be part of the games. He lastly appealed to the EMPSD to make all logistical arrangements in good time.</p>	<b>EMPSD</b>
5.7	<p><b><u>FURNITURE</u></b></p> <p>The Municipal Manager made brief background for the CFO on the exercise conducted by himself and other HOD's.</p> <p>The CFO mentioned that the Finance Department should be notified when furnitures were being moved from offices. He reported that the exercise would prevent future audit queries.</p>	
5.8	<p><b><u>EXCO AND COUNCIL ITEMS</u></b></p> <p>The Municipal Manager appealed to the HOD's to prepare items on time. He mentioned that the items about the Tractor Policy as well Rural Metro contract should be prepared for the Exco meeting.</p>	

	<p><b>MUNICIPAL WEBSITE</b></p> <p>The EMCS reported that the Memorandum of Understanding (MOU) that was signed between the municipality and the service provider who was appointed to maintain the municipal website could not be traced at present.</p> <p>The CFO reported that the documents were available with the SCM unit and the same documents would provide a clarity in terms of what should be done by the service provider.</p> <p>The EMTS reported that tenders were not advertised on the municipal website.</p>	
<p><b>6. BUSINESS OF THE DAY</b></p>		
<p>6.1</p>	<p><b><u>CONVERSION OF TOILETS</u></b></p> <p>The EMCS reported that the service provider was appointed early this year but the service was not provided. The service provider had requested for the tender amount to be changed.</p> <p>It was agreed that the tender be re-advertised.</p>	<p><b>EMCS</b></p>
<p>6.2</p>	<p><b><u>UPGRADING OF THE COUNCIL CHAMBERS (OLD AND NEW) AND TRAINING CENTRE</u></b></p> <p>The EMCS reported that the advert for the upgrading of the Training Centre and the Council Chamber would appear on papers during the course of next week (24-30 November 2008).</p> <p>It was agreed that the EMPSD should assist in terms of drawing a plan for the old Council Chamber and the old registry on the 1st floor.</p>	<p><b>EMPSD EMCS</b></p>
<p>6.3</p>	<p><b><u>MSIG</u></b></p> <p>The CFO reported that there was a balance of R2,3 million at the end of October 2008 and that R552 thousand had been spent to date.</p> <p>The Municipal Manager appealed to all HOD's to liaise with CFO in terms of the available grants that should be spent.</p> <p>It was agreed that concrete information on the utilization of the grants from all HOD's to be submitted at the next meeting.</p>	<p><b>ALL</b></p>

6.4	<p><b><u>POLICIES</u></b></p> <p>The CFO reported that an item on twenty one policies has been prepared for Audit Committee meeting.</p> <p>He mentioned that the draft policies would be circulated to all management for their comments. He also requested that the policies be discussed at the next meeting.</p> <p>The CFO reported that the draft audit report had been compiled and would be discussed with the auditors on 19 November 2008 prior to the Audit Committee meeting. He mentioned that the report was a Qualified Audit Report.</p> <p>He briefly highlighted seven items under qualifications.</p>	<b>CFO</b>
6.5	<p><b><u>INCUBATOR PROGRAMME</u></b></p> <p>The EMTS reported that the business plans have been finalised and that a full report for Municipal Managers signature would be prepared in due course.</p>	<b>EMTS</b>
6.6	<p><b><u>SOYA BEAN PROGRAMME</u></b></p> <p>The EMPSD reported that the resolution has been forwarded to the DLGTA and the business plan was currently being developed. He mentioned that the tender for Planters had been advertised and the closing date was 01 December 2008.</p> <p>He requested for a date for the workshop to be conducted by PriceWaterHouse Coopers and it was agreed that the workshop for all employees be conducted on the 26th November 2008 at 8H00am.</p>	
6.7	<p><b><u>UMZINYATHI /ORANGE GROOVE SHOW SOCIETY PROPOSAL</u></b></p> <p>The EMCS reported on the orange groove/umzinyathi agricultural show which would be held on 02 -04 April 2009. The Orange Groove Society had requested a sponsorship from the municipality. It was agreed that an item be prepared for the Executive Committee.</p>	
6.8	<p><b><u>CHRISTMAS FUNCTION FOR THE ELDERLY</u></b></p> <p>The EMCS enquired whether the function for the elderly would be done in December 2008. The Municipal Manager mentioned that the event was under Planning and Social Development Department and the EMCS should liaise with the EMPSD.</p>	<b>EMPSD</b>

<b>7.</b>	<p><b><u>CLOSURE</u></b></p> <p>The meeting closed at 10H30am. The meeting was scheduled for Tuesday, 25 November 2008.</p> <p>_____</p> <p><b>CHAIRPERSON</b></p>	
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**DATE**