



UMZINYATHI

DISTRICT MUNICIPALITY / UMASIPALA WESIFUNDA

INTERNAL MEMO

CORPORATE SERVICES

**MINUTES OF THE MANCO MEETING HELD ON 22nd SEPTEMBER 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.

2. PRESENT

Mr. SN Dubazana - Municipal Manager
Mr. B Mdletshe - Consulting Chief Financial Officer
Mr. E Bonga - Executive Manager Planning & Social Dev.
Mr. SMB Buthelezi- Executive Manager Corporate Services
Mr. M Gcabashe - PMU Manager

3. COMMENTS FROM THE OFFICE OF THE MUNICIPAL MANAGER

The Municipal Manager expressed his concern about Manco members not arriving on time for the meetings. He mentioned that council vehicles should not be parked in front of the building.

He mentioned that Council and the Executive Committee resolutions were not implemented by different departments. He advised that the progress made in the implementation of the Council and Executive Committee resolutions should be submitted to the Corporate Services Department.

He reported that accommodation for SALGA Games 2008 has not been secured and disciplinary procedures would be taken against officials involved.

He reminded the Manco members that the attendance registers should be checked and signed by the Heads of Departments. He also appealed to the Heads of Departments to report to the Municipal Manager when they are to be outside the municipal office.

He announced that the District Communicators Forum Launch would be held on Friday, 26 September 2008, the venue would be confirmed by the Executive Manager Corporate Services after having been commented upon by other HOD's.

He lastly commented on the late agenda items which were tabled at the Executive Committee on 19 September 2008. He appealed to Manco members that the items for agenda should be submitted on time to Corporate Services Department.

4. CONFIRMATION OF THE MINUTES

Minutes of the meeting held on the 08 September 2008 were confirmed as true reflection of the previous meeting. The Consulting Chief Financial Officer proposed for the adoption of the minutes and he was seconded by the Executive Manager Corporate Services.

5. MATTERS ARISING FROM MINUTES

5.1	<p><u>GENERATOR</u></p> <p>Mr SMB Buthelezi reported that Mr Paul Lawless will be in the municipal building on 23 September 2008 to conduct a study on the size of the generator needed. He requested that all staff should switch off all air-conditioners between 09h00 to 10h00 and to switched them on again from 10h00 and run to 12h00.</p> <p>It was agreed that the intercom should be utilised to alert all staff members to adhere to the conditions specified above.</p>	EMCS
5.2	<p><u>TENT</u></p> <p>The Exec Manager Planning and Social Development requested the matter to be deferred to the next meeting.</p>	EMPSD
5.3	<p><u>PA SYSTEM</u></p> <p>The Executive Manager Corporate Services reported that the closing date for tenders was on Friday, 19 September 2008. The normal tender procedures would be followed.</p>	EMCS
5.4	<p><u>PERFORMANCE MANAGEMENT SYSTEM</u></p> <p>Mr E Bonga reported that Mr Zulu would finalise all templates by Friday, 26 September 2008 as he had managed to meet with the Executive Manager Technical Services.</p>	EMPSD

	It was agreed that Mr Zulu (PWC) be invited to make a presentation on the appraisal system at the next meeting (29 September 2008).	
5.5	<p><u>IDP/ BUDGET PUBLIC ENGAGEMENTS</u></p> <p>The Municipal Manager requested EMPSD to check whether the advert did appear on the news paper.</p> <p>The EMPSD would report after the meeting.</p>	EMPSD
5.6	<p><u>FINANCIAL STATEMENTS/MONTHLY REPORT</u></p> <p>The Consulting CFO reported that the financial statements for September 2008 would be tabled at the manco meeting within ten (10) days from the month end.</p>	CFO
5.7	<p><u>SYSTEM OF DELEGATION</u></p> <p>The EMCS reported that the draft was circulated via email to all the HOD's. Comments to be submitted to the Executive Manager Corporate Services by Friday, 26 September 2008.</p>	EMCS
5.8	<p><u>BASIC COMPUTER TRAINING</u></p> <p>The EMCS reported that the training for staff members was completed and Councillors still needed to complete the training.</p>	EMCS
5.9	<p><u>MIG SPENDING</u></p> <p>The PMU Manager reported that the 40% target would be met by the end of September due to approvals received.</p>	EMTS
5.10	<p><u>IDP AND ANNUAL REPORT</u></p> <p>The EMPSD mentioned that the requisition for binding of the IDP's was submitted to the procurement section by the Manager Communication.</p> <p>The Municipal Manager mentioned that HOD's should submit drafts of their contributions towards the annual report by the Friday, 26 September 2008.</p>	EMPSD
5.11	<p><u>TELEPHONE</u></p> <p>The EMCS reported that the new number of Umzinyathi District Municipality was published on</p>	EMCS

	<p>the municipal website and local newspapers.</p> <p>It was agreed that the printouts would be made for individuals to mark private calls made during the course of the month. The HOD's would thereafter submit the printout to Corporate Services department for verification.</p>	MM
5.12	<p><u>REGISTRY</u></p> <p>The EMCS reported that the delegates from KZN Archives were on site last week to inspect the registry filing system.</p> <p>The Municipal Manager suggested that the electronic system should be implemented rather than to wait for the approval of the Filing System.</p>	EMCS
5.13	<p><u>THUSONG SERVICE CENTRE - MSINGA</u></p> <p>The EMCS reported that the status quo was still the same. The Municipal Manager suggested that the Municipality should prepare a letter to the Municipal Manager of Msinga Municipality requesting a Council decision approving the handover of the Centre.</p>	EMCS
5.14	<p><u>PROPOSED NEW LETTERHEAD</u></p> <p>The EMCS would submit an item to the next Executive Committee.</p>	EMCS
5.15	<p><u>TRAINING ON PROTOCOL AND BUSINESS ETIQUETTE</u></p> <p>The EMCS reported the Manager Communication was liaising with the service provider.</p> <p>The five (5) individuals to attend the training were identified.</p>	EMCS
10. GENERAL MATTERS		
10.1	<p><u>LOCAL AREA PLANNING</u></p> <p>The MPSD mentioned that the matter has to do with planning at local level. An item would be submitted to the next Municipal Manager's meeting and then to the DCF.</p>	MPSD

10.2	<p><u>TRAINING FOR FARM MANAGERS</u></p> <p>The EMPSD reported that there was a request from AgriSETA. The organisation had requested the municipality to recruit 25 learners who would be trained in 20 days. He mentioned that the organisation had also requested the municipality to make some logistical arrangements.</p> <p>It was agreed that the EMPSD prepare a proposal to be submitted to the organisation (AgriSETA) and the Office of the Municipal Manager.</p>	EMPSD
10.3	<p><u>SHARED SERVICES</u></p> <p>The EMPSD mentioned that a session was held last week with the DLGTA who are the drivers of the shared services. A proposal structure was agreed on and an item would be submitted to the Municipal Manager's meeting and then to the DCF.</p>	EMPSD
10.4	<p><u>ACTION PLANS</u></p> <p>The CFO mentioned that when the HOD's are authorising requisitions, they should be aligned to the budgeted amount in the action plan.</p>	CFO
10.5	<p><u>NAME TAGS</u></p> <p>The EMCS mentioned that name tags were created for both Councillors and staff members for ease of identification. The name tags would be submitted to the Office of the Mayor.</p>	EMCS
10.6	<p><u>PROPOSAL FOR THE UPGRADE OF RECORDING SYSTEM AT THE COUNCIL CHAMBER</u></p> <p>The EMCS reported on the proposal for the upgrade of the system and indicated that it would cost the municipality R741 000. It was agreed that the source of funding would be arranged between the CFO and the MCS.</p>	EMCS
11.	<p><u>CLOSURE</u></p> <p>The meeting closed at 09h40. The next meeting was scheduled for the 29 September 2008 @ 8H00.</p> <p>_____</p> <p>CHAIRPERSON</p> <p>_____</p> <p>DATE</p>	