



UMZINYATHI

DISTRICT MUNICIPALITY / UMASIPALA WESIFUNDA

INTERNAL MEMO

CORPORATE SERVICES

MINUTES OF THE MANCO MEETING HELD ON THE 8TH 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 - Acting Municipal Manager
Mr. B Mdletshe - Consulting Chief Financial Officer
Mr. E Bonga - Executive Manager Planning & Social Dev.
Mr. T Malunga - Executive Manager Technical Services
Mr. SMB Buthelezi - Executive Manager Corporate Services

3. COMMENTS FROM THE OFFICE OF THE ACTING MUNICIPAL MANAGER

The Acting Municipal Manager expressed his concern about Manco members not arriving on time for the meeting.

4. CONFIRMATION OF THE MINUTES

Minutes of the meeting held on the 25th August 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 Manager Corporate Services.

5. MATTERS ARISING FROM MINUTES

5.1	<p><u>GENERATOR</u></p> <p>The Acting Municipal Manager enquired about the progress made regarding the generator.</p> <p>The Manager Corporate Services responded that no progress was made. The matter was deferred to the next meeting.</p>	MCS
5.2	<p><u>TENT</u></p> <p>The Manager Planning and Social Development requested the matter to be deferred to the next meeting.</p>	MPSD
5.3	<p><u>PA SYSTEM</u></p> <p>The Manager Corporate services reported that the process was now with procurement Section.</p>	MCS
5.4	<p><u>PERFORMANCE MANAGEMENT SYSTEM</u></p> <p>The MPSD reported that Mr Zulu was in the organisation to assist Technical Services Department with their job descriptions. All that was left was for the Technical Service's secretary to email Mr Zulu the data.</p> <p>The Consulting Chief Financial Officer reported that the Auditors requested to see the organisations Performance Management System.</p> <p>The Acting Municipal Manager suggested that the MCS should do a follow up regarding job descriptions and to find out what was needed to complete the process.</p> <p>The MPSD suggested that Mr. Zulu be invited again to do a work shop on Performance Planning.</p>	MPSD
5.5	<p><u>IDP/ BUDGET PUBLIC ENGAGEMENTS</u></p> <p>The Acting Municipal Manager requested MPSD to check whether the advert did appear on the</p>	MPSD

	<p>news paper. The MPSD reported that they would be attending the IDP Indaba in Durban on the 18th September 2008.</p> <p>The Acting Municipal Manager requested that there should be IDP budget standing items in the Manco meetings.</p>	
5.6	<p><u>FINANCIAL STATEMENTS/MONTHLY REPORT</u></p> <p>The Consulting CFO reported about the issue of leave, that the HR department was circulating a schedule to all employees to sign and confirm their leave days.</p> <p>This was requested by the Auditor general to have each and every employee sign and confirm their leave dates in order to find a way forward.</p>	CFO
5.8	<p><u>SYSTEM OF DELEGATION</u></p> <p>The MCS reported that the draft was circulated via email to all the HOD's.</p> <p>The AMM suggested that by the 19th September 2008 all HOD's should have gone through the draft and give comments. He further added that on the next meeting Manco would go through the document in detail.</p>	MCS
5.9	<p><u>BASIC COMPUTER TRAINING</u></p> <p>The MCS reported that the error that was on the invoice has been rectified. The MCS was requested to find out whether the training was still continuing or not.</p>	MCS
5.10	<p><u>MIG SPENDING</u></p> <p>The MTS mentioned that there was improvement due to approvals. The 40% target would not be reached by the end of September 2008; only 35% of completed projects would be attained.</p>	MTS

5.11	<u>GRANTS</u> The Consulting CFO circulated documents of funds and reserves for period ending 31 August 2008. The Manco members went through the document in greater detail.	CFO
6. MATTERS ARISING FROM MINUTES DATED 25 AUGUST 2008		
6.1	<u>IDP ANNUAL REPORT</u> The MPSD reported that the status quo was still the same. The AMM requested to see the sample of the cover page for the IDP documents. The AMM suggested that HOD's should submit a draft of their contributions towards the annual report by the 22nd September 2008.	MPSD
6.2	<u>DISTRICT COMMUNICATORS FORUM</u> The MCS reported that the launch date has been set for Friday the 26th September 2008. The AMM requested the guest list for his input.	AMM MCS
6.3	<u>ESTABLISHMENT OF PLANNING AND DEVELOPMENT FORUMS</u> The MPSD mentioned that the first meeting with DLTGA was a success. He further reported that the next meeting was scheduled for the 8th October 2008.	MPSD
6.4	<u>PRESENTATION FOR UTHUKELA WATER</u> The MTS reported that the minutes were circulated to all HOD's as requested.	MTS
6.5	<u>VEHICLE CONTROL</u> The MCS circulated a supporting report requesting the Manco to consider bringing back the old trip slip authorisation where the driver was suppose to check the vehicle before using it. The AMM responded by saying that the rule has	

	always been there and stated that it's a matter of implementing it.	
6.6	<p><u>TELEPHONE</u></p> <p>The MCS reported that the number of Umzinyathi District Municipality would change as the new system was being installed. The AMM suggested that the Corporate Department publish the change of telephone numbers in the news papers and websites.</p> <p>The AMM also suggested that our big customers and Councilors should be contacted and made aware about this change and given the new number.</p> <p>The Consulting CFO suggested that printouts should be made for individuals to mark private calls made during the course of the month. He further stated that the Finance department would need the printouts 10 days after the end of the month.</p>	MCS AMM
6.7	<p><u>REGISTRY</u></p> <p>A crew from Pietermaritzburg would be coming to inspect the registry filing system.</p> <p>The MCS reported that a workshop was needed to be conducted especially for the HOD's and their secretaries, on how the new system worked.</p>	MCS
6.8	<p><u>THUSONG SERVICE CENTRE - MSINGA</u></p> <p>The MCS circulated a report with the financial implications that goes with transferring the Thusong Centre to Msinga Local Municipality. The MCS requested two weeks to gather information and furnish the Manco with a fully detailed report in that meeting.</p>	MCS
7.	<p><u>PROPOSED NEW LETTERHEAD</u></p> <p>The MCS gave sample of the proposed letterhead (see attachment), he circulated the samples to Manco members and requested their input.</p>	MCS

	The AMM suggested that out of the two samples given the MCS should create a 3rd sample and table it as an item for Exco meeting.	
8.	<p><u>TRAINING</u></p> <p>The MCS reported on a training course for protocol and business Etiquette training which is a 3 days course requiring 5 delegates.</p> <p>The AMM requested the MCS to liase with the HOD's to supply him with names of those who would be attending the workshop.</p>	MCS
9.	<p><u>PROPOSAL FOR THE UPGRADE OF MACHINE FOR FINANCE DEPARTMENT.</u></p> <p>The MCS reported that the Finance Department was experiencing a problem with their photocopying machine.</p> <p>He than furnished the Manco with the quotations from service providers.</p> <p>The Manco than resolved that the old machine should be replaced.</p>	MCS
10. GENERAL MATTERS		
10.1	<p><u>REPORTS</u></p> <p>The AMM expressed his concern that it was only the MCS that had submitted a report for the month of July 2008.</p> <p>The AMM also emphasised the importance of all HOD's in submitting on time.</p>	AMM
10.2	<p><u>MILK</u></p> <p>The AMM reported that the milk was being used for purposes it was not initially bought for. He further requested the MCS to issue a memo warning employees to limit the use of milk.</p>	AMM
10.3	<p><u>SALA PENSION FUND</u></p> <p>The AMM suggested that the letter from SALGA warning the organisation against SALA pension fund should table as an information item for Exco in next Exco meeting.</p>	AMM

