



UMZINYATHI

DISTRICT MUNICIPALITY / UMASIPALA WESIFUNDA

INTERNAL MEMO

CORPORATE SERVICES

MINUTES OF THE MANCO MEETING HELD ON 27TH OCTOBER 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. S Myeza - Relief 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 reminded the HOD's to prepare the agenda items well in advance. He appealed to the Heads of Departments viz Corporate Services and 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. Mr E Bonga proposed for the adoption of the minutes and he was seconded by Mr T Malunga.

5. MATTERS ARISING FROM MINUTES

5.1	<u>GENERATOR</u> The Exec Manager Technical Services reported that the result of the exercise conducted by the service provider was still not submitted by the Endumemi Electricity Dept. It was agreed that a report be presented at the next meeting.	EMTS EMCS
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5.2	<p><u>PA SYSTEM</u></p> <p>The Exec Manager Corporate Services reported that an incorrect order number for the PA System was issued to the service provider and this delayed the delivery of the System. He lastly stated that the PA System would be delivered in the next two weeks time.</p>	EMCS
5.3	<p><u>SYSTEM OF DELEGATION</u></p> <p>The Municipal Manager reported that all the inputs made to the Draft System of Delegation should be submitted to the Exec Manager Corporate Services.</p> <p>The CFO mentioned that the Service Provider that was appointed to develop policies for Finance would be able to assist with the Draft Systems of Delegations.</p> <p>The Exec Manager Corporate Services would submit the draft policy to the CFO and to the Manager Legal Services.</p>	EMCS
5.4	<p><u>MIG SPENDING</u></p> <p>The Exec Manager Technical Services reported that there was 47 % (percent) expenditure to date. He also reported that there were two (2) projects that were with the DPLG.</p>	EMTS
5.5	<p><u>ANNUAL REPORT</u></p> <p>The EMPSD reported that there was outstanding information required for the Annual Report which was the Mayors Foreward, Municipal Manager's Remarks as well as the Audited Financial Statements.</p> <p>The Municipal Manager mentioned that the Manager Communication would compile the Mayor's Foreward and the Audited Financial Statements would be available in November 2008. He reported that his remarks would be compiled during the course of the week.</p>	EMPSD
5.6	<p><u>REGISTRY</u></p> <p>The Exec Manager Corporate Services reported that the KZN Provincial Archives have telephonically approved the Municipal Filing System and the municipality was awaiting a formal report.</p>	EMCS

5.7	<p><u>PROPOSED NEW LETTERHEAD</u></p> <p>The Exec Manager Corporate Services mentioned that the final letterhead would be submitted at the next meeting.</p>	EMCS
5.8	<p><u>LOCAL AREA PLANNING</u></p> <p>The EMPSD reported that the planning was still in progress and that ward committees from uMvoti and Nquthu local Municipalities would be trained during the course of the week. The Local Area Planning would commence after the training has been conducted for all Local Municipalities.</p>	EMPSD
5.9	<p><u>UPGRADE OF THE RECORDING SYSTEM</u></p> <p>The CFO reported that a meeting was held with the SCM Manager and it had transpired that it was an oversight error and the matter would be ratified by requesting for other quotations.</p> <p>The CFO reported that a comprehensive report with his recommendation would be submitted to the Office of the Municipal Manager.</p>	EMCS CFO
5.10	<p><u>KZN SALGA – GAMES</u></p> <p>The EMPSD reported that allocations in terms of accomodation would be done during the course of the week and the report would be submitted at the next meeting.</p> <p>The Municipal Manager emphasised that the specifications of the promotional material should be submitted to his office for further submission to the Executive Committee meeting.</p> <p>The EMCS raised his concern that the Code Co-ordinators were not enough since there was one Co-ordinator per each Code.</p> <p>It was agreed that the EMCS liaise with EMPSD and and thereafter a report with their recommendations to be submitted to the Office of the Municipal Manager by Wednesday, 29 October 2008.</p>	EMPSD
5.11	<p><u>UTHUKELA WATER</u></p> <p>The Exec Manager Technical Services mentioned that a meeting with the contractors(who would be involved in the operation and maintenance of Emakhabeleni and Muden Water Schemes) would be held during the week.</p>	EMTS

