

MATJHABENG MUNICIPALITY

MINUTES OF THE

ORDINARY EXECUTIVE MANAGEMENT

COMMITTEE MEETING

CONVENED ON

MONDAY, 12 MARCH 2018

AT

10:00 (14:00)

ROOM 104, 1ST FLOOR, CIVIC, WELKOM

MATJHABENG MUNICIPALITY

**MINUTES OF THE ORDINARY EXECUTIVE MANAGEMENT COMMITTEE
MEETING HELD IN ROOM 104, 1ST FLOOR, CIVIC CENTRE, MAIN
BUILDING, WELKOM ON MONDAY, 12 MARCH 2017 AT 10:00**

PRESENT

Mr T Makofane	:	Executive Director Strategic Support Services
Me. Z Tindleni	:	Executive Community Services
Mr T Panyani	:	Chief Financial Officer
Mr B Golele	:	Legal Advisor, Office of the Executive Mayor
Mr L Rubulana	:	Senior Manager: Office of the Speaker
Me. L Mhlontlo	:	Acting Administration Officer

1. OPENING

The Acting Chairperson, Mr Makofane welcomed everyone present and declared the meeting officially opened. He explained that the meeting had been postponed from 10am to 2pm in order that specific reports be part of the agenda.

2. APPLICATIONS FOR LEAVE OF ABSENCE

Mr T Tsoaeli	:	Municipal Manager
Mr F Wetes	:	Executive Director Corporate Services
Mr B Maswanganyi	:	Executive Director Infrastructure

3. OFFICIAL ANNOUNCEMENTS

Mr Golele informed the committee that a request from a company that deals with the training of sales representation had approached the municipality, they had identified Matjhabeng and seeks assistance with venues in order to train plus or minus twenty (20) young people. Venues would be finalised and a letter would be sent for approval by the LED department.

4. DISCLOSURE OF INTEREST

None

5. MOTIONS OF SYMPATHY AND CONGRATULATIONS

None

6. MINUTES OF THE PREVIOUS MEETING

Monday, 22 January 2018

It was resolved that the minutes of the meeting of Monday, 22 January 2018 **BE APPROVED** with the following correction:

Page I, 5. Disclosure of interest: That the word “template” be removed and placed with the word “form”.

MATTERS ARISING FROM THE MINUTES

Me. Tindleni indicated that a progress report on the finalised proposed posts was needed and should be further discussed by the executive committee. She further indicated that an item could not be forwarded to the Local Labour Forum before discussions had taken place by the executive committee.

Mr Golele advised the executive committee that since Mr Wetes was on leave, senior managers from the corporate services department should be invited to explain how far the progress was.

Me. Tindleni explained the issue of libraries was affecting the community services department, she also indicating that she wanted to be part of the discussions held on the matter for clarity purposes.

THE EXECUTIVE MANAGEMENT COMMITTEE RESOLVED (12 MARCH 2018)

1. That Mr Wetes **MUST UPDATE** the executive committee on the progress of the finalised structure.
2. That communication from Mr Wetes should include **ISSUES ON THE STRUCTURE** to be discussed in a two (2) hour meeting on Wednesday, 14 March 2018.

7. MATTER FOR DISCUSSION

7.1 Report on the Draft IDP

The report was presented by Mr Makofane, Executive Director Strategic Support Services.

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THE EXECUTIVE MANAGEMENT COMMITTEE RESOLVED (12 MARCH 2018)

1. That an inception plan **SHOULD BE CONSOLIDATED** by all executive management committee members.
2. That Mr Makofane **MUST LIST** all the revised sector plans of the municipality and submit to all executive directors.
3. That the disaster management plan should also **BE INCLUDED** in the IDP.
4. That Me. Tindleni **MUST ASSIST** with the disaster management plan

7.2 Report on the Draft Budget

The report was presented by Mr Panyani, Chief Financial Officer

THE EXECUTIVE MANAGEMENT COMMITTEE RESOLVED (12 MARCH 2018)

1. That all **DEPARTMENTS ARE REQUIRED** to run their own budgets, a session will be convened for departments to be shown how to deal with line to line items.
2. That all departments are **REQUIRED TO ESTABLISH** procurement plans.
3. That monthly expenditure reports **MUST BE** communicated.
4. That the CFO will **DESIGN A TEMPLATE** on how departments should plan and strategise their financial plans.

7.3 Update on the service delivery action plan

THE EXECUTIVE MANAGEMENT COMMITTEE RESOLVED (12 MARCH 2018)

1. That the service delivery action **BE PRESENTED** in the next meeting.

7.4 Presentation on the status of human resources:

7.4.1 Arbitrations

7.4.2 Disciplinary hearings

7.4.3 Envisioned training of service delivery departments

THE EXECUTIVE MANAGEMENT COMMITTEE RESOLVED (12 MARCH 2018)

1. That the presentation of human resources **BE PRESENTED** in the next meeting.

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7.5 Status of the employment equity plan (e.g training of drivers and plumbers)

THE EXECUTIVE MANAGEMENT COMMITTEE RESOLVED (12 MARCH 2018)

1. That the status of the employment equity plan **BE PRESENTED** in the next meeting.

7.6 Report/progress on the number of employees who have retired, planning their retirement and whom have died.

THE EXECUTIVE MANAGEMENT COMMITTEE RESOLVED (12 MARCH 2018)

1. That the progress on the number of employees who have retired, planning their retirement and whom have died **BE PRESENTED** in the next meeting.

7.7 Plan on the absorption of the 95 month to month employees

THE EXECUTIVE MANAGEMENT COMMITTEE RESOLVED (12 MARCH 2018)

1. That the plan on the absorption of the 95 month to month employees **BE PRESENTED** in the next meeting.

7.8 Report/progress on the strategic plan session

THE EXECUTIVE MANAGEMENT COMMITTEE RESOLVED (12 MARCH 2018)

1. That Mr Makofane **MUST DEVELOP** a programme for the strategic planning session that will take place on Monday, 19 March 2018 and 20 March 2018.
2. That all presentations that will be presented at the strategic plan **MUST FIRST** be presented at the executive management committee meeting.

7.9 Audit on the Council resolutions

THE EXECUTIVE MANAGEMENT COMMITTEE RESOLVED (12 MARCH 2018)

1. That the audit on the Council resolutions **BE PRESENTED** in the next meeting.

7.10 Draft agenda MAYCO/Council

THE EXECUTIVE MANAGEMENT COMMITTEE RESOLVED (12 MARCH 2018)

1. That the draft agenda MAYCO/Council **BE DISCUSSED** in the next meeting.

8. CLOSURE

The meeting ended at 16:15