

MATJHABENG MUNICIPALITY

MINUTES OF THE

ORDINARY EXECUTIVE MANAGEMENT
COMMITTEE MEETING

CONVENED ON

MONDAY, 14 AUGUST 2017

AT

10:00

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, 14 AUGUST 2017 AT 10:00**

PRESENT

Mr T Makofane	:	Executive Director Strategic Support Services
Me. L Williams	:	Acting Chief Financial Officer
Mr J Molawa	:	Acting Executive Director Community Services
Me. M Mothekhe	:	Acting Executive Director LED/HS
Mr. M Martins	:	Chief of staff
Mr B Golele	:	Legal Advisor
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.

2. APPLICATIONS FOR LEAVE OF ABSENCE

Mr T Tsoaeli	:	Municipal Manager
Me. B Maswanganyi	:	Executive Director Infrastructure
Mr W Wetes	:	Executive Director Corporate Services

3. OFFICIAL ANNOUNCEMENTS

None

4. DISCLOSURE OF INTEREST

None

5. MOTIONS OF SYMPHATHY AND CONGRATULATIONS

None

6. MINUTES OF THE PREVIOUS MEETINGS

8 JUNE 2017

The minutes of Monday, 8 June 2017 **WERE ADOPTED** as a true reflection of the meeting.

12 JUNE 2017

The minutes of Monday, 12 June 2017 **WERE ADOPTED** as a true reflection of the meeting with the following corrections:

Page 2: correct the spelling for “SDBIP”

Page 3: that the first (1) resolution under 7.3 should read as follows:

That the Executive Director Strategic Support Services **MUST CONVENE** a meeting with Community Services Managers to compile a plan for parks and waste.

MATTERS ARISING FROM THE MINUTES OF 12 JUNE 2017

Mr Makofane indicated that the meeting with the Managers from Community Services did take place and the plan was submitted to the Municipal Manager.

It was indicated that since the Mayoral Committee is next week Wednesday, 16 August 2017 the issue of the plumbers must be followed up and that Mr Wetes must report back to the Executive Management committee.

12 JULY 2017

The minutes of Monday, 12 July 2017 **WERE ADOPTED** as a true reflection of the meeting.

MATTERS ARISING FROM THE MINUTES OF 12 JULY 2017

Mr Makofane indicated that Mr Molawa had submitted the specifications for the fire engines.

Mr Makofane also explained that he did assist Mr Molawa with his performance agreement contract.

Mr Molawa indicated that the plan for renovating the traffic college were submitted to the Municipal Manager.

THE EXECUTIVE MANAGEMENT COMMITTEE RESOLVED (14 AUGUST 2017)

1. That Me. Williams **MUST FORWARD MINUTES** to Mr Makofane on the reasons why the auctions did not take place.

21 JULY 2017

The minutes of Monday, 21 July 2017 **WERE ADOPTED** as a true reflection of the meeting.

MATTERS ARISING FROM THE MINUTES OF 21 JULY 2017

It was indicated that Corporate Services, Infrastructure and Speakers office had submitted their procurement plans.

Mr Makofane informed the meeting that an advert on the 40/42 points of the Executive Mayor was done.

24 JULY 2017

THE EXECUTIVE MANAGEMENT COMMITTEE RESOLVED (14 AUGUST 2017)

1. That the minutes of the Extended Executive Management held on Monday, 24 July 2017 **WILL BE DEALT** with at the next extended executive management meeting.

7. DEPUTATION AND INTERVIEWS

7.1 Auditor General South Africa

The acting chairperson welcomed the members from the Auditor General. All members were requested to introduce themselves.

The chairperson of the Audit General thanked the Executive Management by briefly explaining that their purpose was to start with the audit for the financial year 2016/17. He explained that the audit process usually starts at the beginning of August but wanted to know whether they should start now.

He further explained that they had sensitized the Municipal Manager about their arrival and had been provided with office space on the ground floor in the training

room. They mentioned that they were not yet in full audit mode and that the rest of the team would join at a later stage.

They requested if they could start with the request for information from the Acting CFO's office while they awaited the Municipal Manager and permission was granted.

Mr Makofane requested that all request of information should be submitted to the head of department and not from officials.

The Auditor General Chairperson wanted to find out if the audit committee was going to convene a meeting anytime soon. Mr Makofane explained that the term of the audit committee had expired on 30 June 2017 and all matters relating to this must be referred to the Municipal Manager.

THE EXECUTIVE MANAGEMENT COMMITTEE RESOLVED (14 AUGUST 2017)

1. That the Auditor General **WAS WELCOMED** and could begin their processes while they await the Municipal Manager.

7.2 Presentation by the Manager IDP

The Manager IDP, Mr Thabana presented the legally complaint IDP assessment template 2017 to the Executive Management Committee.

In the lengthy discussion Mr Thabana explained that the following information was crucial and needed to form part of the IDP document:

- Spatial Development plans
- Procurement plans
- Sector plans

THE EXECUTIVE MANAGEMENT COMMITTEE RESOLVED (14 AUGUST 2017)

1. That the report and presentation **BE NOTED**.
2. That all affected departments **ARE REQUIRED** to look into the document.
3. That **AN ITEM BE GENERATED** from the IDP section and submitted to the Executive Management Committee meeting.
4. That **ONCE THE ITEM HAD BEEN PURSUED** by Executive Management it will be forwarded to the Mayoral Committee and Council.
5. That Mr Thabana **MUST AVAIL AND DISTRIBUTE** all relevant documentation to the members of the Executive Management Committee.

7.3 The Business Place – Gateway to Entrepreneurship

The acting chairperson welcomed the partners of the business place and all members were requested to introduce themselves.

The partners explained they were a business looking into developing SMME's with the Matjhabeng and Lejweleputswa area. They were seeking partnership with Matjhabeng municipality and if Council would avail land or space to start their initiative.

THE EXECUTIVE MANAGEMENT COMMITTEE RESOLVED (14 AUGUST 2017)

1. That the presentation **BE NOTED**.
2. That the partners **MUST CONSULT** with the Acting Executive Director Local Economic Development and Human Settlements on issues of land availability.

8. ITEMS FOR DISCUSSION

EM43/2017 – EM53/2017

- DRAFT WIRELESS DEVICES POLICY (ED: CS) (12/B)
- DRAFT LAPTOP POLICY AND GUIDANCE (ED: CSS) (2/4)
- DRAFT FIREWALL POLICY AND PROCEDURES (ED: CS) (2/4)
- MATJHABENG LOCAL MUNICIPALITY: ICT GOVERNANCE FRAMEWORK (ED: CS) (2/4)
- STUDY BURSARY POLICY (SBP): MATJHABENG LOCAL MUNICIPALITY (ED: CS) (5/6/1) (2/4)
- AMENDED DRAFT HIV AIDS WORKPLACE POLICY (ED: CS) (20/1/3)
- DRAFT PROCEDURE MANUAL ON EMPLOYEE WELLNESS (ED: CS) (5/3/B)
- DRAFT HUMAN CAPITAL DEVELOPMENT POLICY MANUAL (HCDPM) FOR MATJHABENG LOCAL MUNICIPALITY (ED: CS) (5/6/1)
- PROPOSAL TO AMEND THE PAUPER, INDIGENT (DESTITUTE) AND UNKNOWN BURIAL POLICY AND TO INCREASE THE COSTS (ED: CS) (20/8/7)
- DRAFT EMPLOYEE ASSISTANCE PROGRAMME POLICY (ED: CS) (5/3/B)
- ICT PATCH MANAGEMENT POLICY (ED: CS) (2/4)

THE EXECUTIVE MANAGEMENT COMMITTEE RESOLVED (14 AUGUST 2017)

1. That the responsible Directorate **MUST ENSURE** that all policies have table of contents.
2. That the responsible Directorate **SHOULD ENSURE** that the amended policies indicate where the amendments were made.
3. That policies **MUST BE PRESENTED** by the relevant department head at the Executive Management Committee meeting on Monday, 21 August 2017.
4. That the policies submitted in the meeting **MUST BE REMOVED** from the secretarial drive in order for non-repetition of the same submissions.

EM54/2017

NON-COMPLIANCE TO DELIVER EMERGENCY SERVICES PERSONNEL'S UNIFORM (AED: CS) (7/1/2/7)

PURPOSE

To bring to the attention of the Mayoral Committee that the appointed supplier who received the official order of uniform on the 20 October 2016, has not delivered the uniform yet.

DISCUSSIONS

The item was presented by the Acting Executive Director Community Services, Mr Molawa.

The Municipal Manager requested that the item should be resubmitted due to the manner in which it was captured.

It was recommended that the Acting Chief Financial Officer, Mr. Williams should retrieve all the previous relevant supporting documentation (SLA, delivery processes etc.) on the matter.

The Municipal Manager announced that the Mayoral Committee and Council resolutions must form part of the Mayoral Committee meeting on Wednesday, 16 August 2017.

Mr Golele advised the Executive Management Committee to convene a special meeting that will deal with the annual report.

THE EXECUTIVE MANAGEMENT COMMITTEE RESOLVED (14 AUGUST 2017)

1. That the Acting CFO was **MANDATED TO INVESTIGATE** the process of the previous procurement.
2. That the Acting CFO **MUST DETERMINE THE VALIDITY** of the order in regards to the time lapsed.
3. That the Acting CFO must **TAKE ALL THE NECESSARY STEPS** in line with the Supply chain management policy to rectify the abnormalities
4. That the Acting ACFO **MUST REPORT BACK** to the Executive Management Committee meeting on Monday, 21 August 2017.

9. CLOSURE

The meeting ended at 12:35