

MATJHABENG MUNICIPALITY

MINUTES OF THE

SPECIAL EXECUTIVE MANAGEMENT
COMMITTEE MEETING

CONVENED FOR

TUESDAY, 3 APRIL 2018

AND TOOK PLACE

WEDNESDAY, 4 APRIL 2018

AT

10:00

ROOM 104, 1ST FLOOR, CIVIC, WELKOM

MATJHABENG MUNICIPALITY

**MINUTES OF THE SPECIAL EXECUTIVE MANAGEMENT COMMITTEE
MEETING HELD IN ROOM 104, 1ST FLOOR, CIVIC CENTRE, MAIN
BUILDING, WELKOM ON WEDNESDAY, 04 APRIL 2018 AT 10:00**

PRESENT

Mr T Tsoaeli	:	Municipal Manager
Mr T Makofane	:	Executive Director Strategic Support Services
Mr B Maswanganyi	:	Executive Director Infrastructure
Me. Z Tindleni	:	Executive Community Services
Mr F Wetes	:	Executive Director Corporate Services
Mr T Panyani	:	Chief Financial Officer
Mr M Martins	:	Chief of Staff
Mr L Rubulana	:	Senior Manager: Office of the Speaker
Me. D Olyn	:	Manager: Office of the Municipal Manager
Me. L Mhlontlo	:	Acting Administration Officer

1. OPENING

The Municipal Manager, Mr Tsoaeli welcomed everyone present and declared the meeting officially opened.

2. APPLICATIONS FOR LEAVE OF ABSENCE

Mr B Golele : Legal Advisor, Office of the Executive Mayor

3. OFFICIAL ANNOUNCEMENTS

It was announced that the Lekgotla would take place on Wednesday, 11 April 2018 and Thursday, 12 April 2018. The council workshop would take place on Monday, 16 April 2018.

It was announced that a memorandum must go out to all executive directors regarding performance management. Each executive director must ensure that their portfolios of evidence (three quarters) are finalised and audited between Tuesday, 17 April 2018 and Friday, 20 April 2018.

The municipal manager announced that a council sitting will take place on Wednesday, 28 March 2018 and the specific items on the agenda must be the draft IDP and draft budget.

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The municipal manager indicated that once these items had served at council then the public participation process must commence. He further indicated that the decisions taken in council must be aligned with the public participation process by ensuring that the lists of the needs of wards should be taken into consideration especially those involving the community services and infrastructure directorates.

4. DISCLOSURE OF INTEREST

It was agreed that the director corporate services, Mr Wetes would prepare a presentation dealing on disclosure of interests. That all legislative frameworks must be highlighted and communicated in the next meeting.

5. MOTIONS OF SYMPATHY AND CONGRATULATIONS

Condolences were sent to the Madikizela and Mandela families for the passing away of a fearless icon and mother of the nation, Mama Nomzamo Winifred Madikizela-Mandela. May her soul rest in peace.

6. PRESENTATIONS

6.1 Report Back on the Easter Service Delivery Implementation

- Executive Director Community Services, Me. Tindleni

Me. Tindleni was afforded an opportunity by the executive management to present the report on work done during the Easter weekend.

THE EXECUTIVE MANAGEMENT COMMITTEE RESOLVED (3 APRIL 2018)

1. That the community service directorate **MUST SEEK** assistance from public works with issues to fleet management. Mr Molawa **MUST FORM** part of that meeting.
2. That the CFO and the director community services **MUST CONVENE** a meeting and strategise on issues affecting the community services directorate.

- Executive Director Infrastructure, Me. Maswanganyi

Me. Maswanganyi was afforded an opportunity by the executive management to present back on the work done during the Easter weekend.

THE EXECUTIVE MANAGEMENT COMMITTEE RESOLVED (3 APRIL 2018)

1. That sewer blockages in Virginia **MUST BE** checked and attended too.
2. That all issues pertaining to PPE's **MUST BE** checked and attended to.
3. That a list of orders **MUST BE PREPARED** on orders issued and a non-delivery due to non-payment.
4. That areas that need sever human capital **MUST BE IDENTIFIED** and corporate services **MUST FILL** those vacancies.
5. That the executive director corporate services **MUST PROVIDE** feedback on the vacancies of plumbers that were closed in March 2018.

6.2 Financial matters pertaining to outcomes from Council sitting, Wednesday, 28 March 2018

- Chief Financial Officer, Mr Panyani

Mr Panyani was afforded an opportunity by the executive management to present the financial implications pertaining to the outcomes of the council sitting, Wednesday 28 March 2018.

THE EXECUTIVE MANAGEMENT COMMITTEE RESOLVED (29 MARCH 2018)

1. That the CFO **MUST SUBMIT** the financial misconduct regulation in the next meeting.
2. That solutions must **BE PROVIDED** on how best to deal with security companies that take the biggest cut on the expenditure of the municipality.
3. That suppliers **MUST BE PAID** on a weekly basis, Thursday as the proposed day for payments.
4. That the specification committee **MUST CONVENE** during the course of the week.
5. That specifications from all directorates **MUST BE SUBMITTED** by end of business day.
6. That the Annual Financial Statements would be **DONE INTERNALLY** as off November 2018.

6.3 Financial Recovery Plan, turnaround strategy

- Chief Financial Officer, Mr Panyani

The CFO covered issues of the recovery plan in one complete presentation from item 6.2

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6.4 Report back on the outcome of the public participation process, previous years and plans for current year

- Executive Director Strategic Support Services, Mr Makofane

THE EXECUTIVE MANAGEMENT COMMITTEE RESOLVED (29 MARCH 2018)

1. That the report **BE NOTED**.

6.5 Economic Development, Land audit based on Royal Haskoning DHV

- Executive Director Strategic Support Services, Mr Makofane

Mr Nieuwoudt was afforded an opportunity to present to the executive management on the land audit based on the Royal Haskoning DHV.

THE EXECUTIVE MANAGEMENT COMMITTEE RESOLVED (29 MARCH 2018)

1. That a proposal for GAP markets and high income properties **BE DEVELOPED**.
2. That Mr Nieuwoudt **MUST SUBMIT** an updated report on Doornpan, ward 13 to the municipal manager.
3. That a sit visit to Doornpan **BE ORGANISED** and attended.
4. That the municipality **MUST CONSIDER** building gated areas.
5. That Mr Nieuwoudt **MUST FORWARD** a detailed report to the municipal manager.
6. That the presentation presented by Mr Nieuwoudt **MUST BE** included in the Lekgotla documents.
7. That the information of land on the asset register **MUST BE** verified and checked.
8. That the presentation for the Lekgotla **MUST BE FINALISED** by end of business day Thursday, 5 April 2018.

6.6 Report on Human Capital/Resources

- Executive Director Corporate Services, Mr Wetes

Mr Wetes was afforded an opportunity by the executive management to present a report on the human capital/resources of the municipality.

THE EXECUTIVE MANAGEMENT COMMITTEE RESOLVED (29 MARCH 2018)

1. That staff should **BE RE-TRAINED** in order to ensure that employees are skilled when vacancies are being filled.

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2. That the executive director corporate services **MUST PERUSE** the current structure, **PRIORITISE AND IDENTIFY** vacancies for the key service delivery directorates, community services and infrastructure.
3. That all acting positions **MUST BE** resolved by the end of May 2018
4. That the municipality **WAS KEEPING** the current structure, that the proposed structure was too costly.

6.7 Security Companies

- Executive Director Community Services, Me. Tindleni

THE EXECUTIVE MANAGEMENT COMMITTEE RESOLVED (29 MARCH 2018)

1. That the presentation **BE NOTED**.

7. CLOSURE

The meeting ended at 18:40