

**MATJHABENG MUNICIPALITY**

**MINUTES OF THE**

**ORDINARY EXECUTIVE MANAGEMENT**

**COMMITTEE MEETING**

**CONVENED ON**

**MONDAY, 23 APRIL 2018**

**AT**

**10:00**

**ROOM 104, 1<sup>ST</sup> FLOOR, CIVIC, WELKOM**

**MATJHABENG MUNICIPALITY**

**MINUTES OF THE ORDINARY EXECUTIVE MANAGEMENT COMMITTEE  
MEETING HELD IN ROOM 104, 1<sup>ST</sup> FLOOR, CIVIC CENTRE, MAIN  
BUILDING, WELKOM ON MONDAY, 23 APRIL 2018 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 Maswanganyi | : | Executive Director Infrastructure             |
| Mr B Golele      | : | Legal Advisor, Office of the Executive Mayor  |
| Mr L Rubulana    | : | Senior Manager: Office of the Speaker         |
| Mr M Martins     | : | Chief of Staff                                |
| Mr F Nieuwoudt   | : | Manager Development Planning                  |
| Me. L Mhlontlo   | : | Acting Administration Officer                 |

**INVITEES**

|              |   |         |
|--------------|---|---------|
| Mr M Sehloho | : | MMC LDM |
| Mr M Matlabe | : | MMC LDM |
| Me. P Skele  | : | LDA     |

**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                     |
| Mr F Wetes   | : | Executive Director Corporate Services |

**3. OFFICIAL ANNOUNCEMENTS**

Mr Makofane announced that a follow up session with Councillors would take place on Tuesday, 24 April 2018 and all Executive Directors must ensure that their presentations are finalised.

Mr Makofane further that municipal assessments on the IDP under Lejweleputswa would be taking place in Bloemfontein tomorrow, Tuesday, 24 May 2018 and that employees need to be sent for that session.

**4. MOTIONS OF SYMPATHY AND CONGRATULATIONS**

None

**5. MINUTES OF THE PREVIOUS MEETING**

**Monday, 12 March 2018**

It was resolved that the minutes of the meeting of Monday, 12 March 2018 **BE APPROVED**.

**MATTERS ARISING FROM THE MINUTES**

Me. Tindleni explained that the issues on libraries had become a major problem with employees coming to her office for placements.

**THE EXECUTIVE MANAGEMENT COMMITTEE RESOLVED (23 APRIL 2018)**

1. That the revenue implementation plan **BE REINFORCED**.

**Friday, 16 March 2018**

It was resolved that the minutes of the meeting of Friday, 16 March 2018 **BE APPROVED** with the following correction:

Page 1; that the spelling of the Municipal Manager be corrected.

**MATTERS ARISING FROM THE MINUTES**

Me. Maswanganyi explained that the specifications committee was not receiving specifications as previously discussed. She indicated that an email was sent to all directors reminding them about the submission of specifications.

**Thursday, 29 March 2018**

It was resolved that the minutes of the meeting of Thursday, 29 March 2018 **BE APPROVED** with the following correction:

Page 2; that the spelling of the Municipal Manager be corrected.

### 3

**Wednesday, 4 April 2018**

It was resolved that the minutes of the meeting of Wednesday, 4 April 2018 **BE APPROVED.**

#### **MATTERS ARISING FROM THE MINUTES**

Mr Makofane indicated that it was unlikely that the strategic plan session would take place as planned due to other commitments that needed to be attended too.

#### **6. DEPUTATIONS AND INTERVIEWS**

Mr Makofane welcomed LDA to the executive management committee meeting, introductions were made and LDA was given an opportunity to present to the committee.

#### **THE EXECUTIVE MANAGEMENT COMMITTEE RESOLVED (23 APRIL 2018)**

1. That the presentation **BE NOTED.**
2. That Mr Nieuwoudt **MUST LOOK INTO** the matter further.
3. That the matter **BE REFERRED** to higher levels in the municipality.

#### **7. MATTERS FOR DISCUSSION**

##### **7.1 Status quo on service deliver matters.**

Presented by Executive Director Infrastructure and Executive Director Community Services

Me. Tindleni presented the progress on service delivery as off the Easter long weekend. She explained that illegal dumping was a major problem in service delivery and that more focus should be put into it. She further explained that communication with ward councillors and meetings held with them had helped to improve service delivery.

Me. Maswanganyi presented the weekly progress report on the ward based service delivery programme. She presented two weeks of work done as of the 9<sup>th</sup> – 13<sup>th</sup> of April 2018 and from 16<sup>th</sup> – 20<sup>th</sup> April 2018. Mr Panyani advised Me. Maswanganyi to look into buying vehicles for service delivery rather than having long term contracts because there was a strong possibility that what the municipality was being charged in the interim could be also be the same amount used to purchase new fleet.

**THE EXECUTIVE MANAGEMENT COMMITTEE RESOLVED (23 APRIL 2018)**

1. That awareness on illegal dumping **MUST BE IMPLEMENTED**.
2. That an extension should **BE GIVEN** to Mr Molawa and Mr Vanga.
3. That the Executive Mayor and Speaker **MUST BE INFORMED** about payments that need to be done for Eskom and Sedibeng.
4. That the Municipal Manager **MUST ALSO BE** engaged on the matter.
5. That an item **BE SUBMITTED** to Council.
6. That all reports from LLF **MUST BE SUBMITTED** to Exco on issues on the libraries.
7. That positions be identified and allocations **BE DONE** for employees working at the libraries.
8. That the affected employees **MUST REPORT** to the Executive Director Community Services.

**7.2 Report/Status quo on all critical posts and the finalisation of the organisational structure.**

Presented by the Executive Director Corporate Services

**THE EXECUTIVE MANAGEMENT COMMITTEE RESOLVED (23 APRIL 2018)**

1. That the item **BE REFERRED** to the next meeting.

**7.3 Presentation on the Budget for the Councillors Workshop, Tuesday, 24 April 2018**

Presented by Chief Financial Officer

**THE EXECUTIVE MANAGEMENT COMMITTEE RESOLVED (23 APRIL 2018)**

1. That the item **BE NOTED**.

**7.4 Presentation for the plan on identified land parcels, as well as the verification of municipal services for available land parcels.**

Presented by the Legal Advisor, Office of the Executive Mayor

**THE EXECUTIVE MANAGEMENT COMMITTEE RESOLVED (23 APRIL 2018)**

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

**7.5 Discussion of the audit steering committee priorities and progress report on issues identified on Thursday, 19 April 2018**

**THE EXECUTIVE MANAGEMENT COMMITTEE RESOLVED (23 APRIL 2018)**

1. It **WAS NOTED** that the meeting did not take place.

**7.6 Preparations for the long weekend, including freedom day activities.**

**THE EXECUTIVE MANAGEMENT COMMITTEE RESOLVED (23 APRIL 2018)**

1. That the item **BE REFERRED** to the next meeting.

**7.7 Preparation for Strategic plan as resolved in the councillors workshop on Friday, 13 April 2018**

**THE EXECUTIVE MANAGEMENT COMMITTEE RESOLVED (12 MARCH 2018)**

1. That the item **BE REFERRED** to the next meeting.

**8. CLOSURE**