

**MATJHABENG MUNICIPALITY**

**MINUTES OF THE**

**ORDINARY EXECUTIVE MANAGEMENT**  
**COMMITTEE MEETING**

**CONVENED ON**

**TUESDAY, 05 SEPTEMBER 2017**

**AT**

**07:30**

**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 TUESDAY, 05 SEPTEMBER 2017 AT 07:30**

**PRESENT**

Mr T Tsoaeli	:	Municipal Manager
Mr T Makofane	:	Executive Director Strategic Support Services
Me. B Maswanganyi	:	Executive Director Infrastructure
Mr B Golele	:	Acting Executive Director LED/HS
Mr S Sejake	:	Acting CFO
Me. M Mothekhe	:	Acting Executive Director LED
Mr. M Martins	:	Chief of staff
Mr L Rubulana	:	Senior Manager: Office of the Speaker
Mr S Nhlapo	:	Senior Manager: Human Resources
Me. L Mhlontlo	:	Acting Administration Officer

**1. OPENING**

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

**2. APPLICATIONS FOR LEAVE OF ABSENCE**

Mr Wetes	:	Sick leave
Mr Molawa	:	Study leave

**3. OFFICIAL ANNOUNCEMENTS**

The Municipal Manager announced that there was a likelihood that Council would sit on Wednesday, 20 September 2017.

The Municipal manager also announced that a workshop will be held for all Councillors on the organisational structure on Tuesday, 12 September 2017. He indicated that high quality reporting should begin as soon as possible and that all section 80 must be reported too.

**THE EXECUTIVE MANAGEMENT COMMITTEE RESOLVED (05  
SEPTEMBER 2017)**

1. That the Acting CFO **MUST ENSURE** that he rectifies that the Section 71 report on page 12 of the annexures.

**4. DISCLOSURE OF INTEREST**

None

**5. MOTIONS OF SYMPATHY AND CONGRATULATIONS**

None

**6. MATTER FOR DISCUSSION**

**6.1 Task Job Evaluation Process**

The Task Job Evaluation processes was presented by the Senior Manager Human Resources, Mr Sipho Nhlapo.

Mr Nhlapo explained that the workshop included matters relating to job specifications, job evaluation and job descriptions.

He reported that this training took place two weeks ago, the process of task job evaluation has not been done because the municipality does not have the capacity to undertake the process. He explained that SALGA has been assisting municipalities on the job analysis process.

He reported that a committee was established to start evaluating jobs. This process started at the training that took place and a programme would be put into place.

Mr Golele wanted to find out how long would the turnaround periods and exactly what was the role of the Matjhabeng Organisational Efficiency Studies. Mr Nhlapo explained that it was unfortunate because Mr Matsie and Mt Griessel were no longer within the Municipality, he further explained that though the committee had been established the committee did not have programme or a plan.

The Municipal Manager explained that discussions on the organisational structure must take place within the committee. He said that task job evaluation was extremely important to take place for reason of the finalisation of the organisational structure and that evaluation of each job description must be done.

He further went into detail by saying that because of the lack of capacity within the municipality this process has to be outsourced to a service provider and undergo a tender process.

**THE EXECUTIVE MANAGEMENT COMMITTEE RESOLVED (04 SEPTEMBER 2017)**

1. That the Executive Management Committee **SUPPORTS THE INITIATIVE.**
2. That a list of **ACTIVITIES BE ESTABLISHED** that will assist the unfolding of the evaluation process and stakeholder engagement.
3. That Mr Nhlapo must **ENGAGE WITH SALGA AND DELOITTE** on utilizing them to assist with the evaluation process.
4. That the Municipal Manager **WILL WRITE A LETTER TODAY** to the CEO of SALGA on the adoption and fully functional organisational structure.
5. That **SALGA BE INVITED** to the Executive Management Committee to take them through the evaluation process and a way forward.

**6.2 Bargaining Council report**

The Municipal Manager announced that bargaining council matters have been removed from Mr Vanga and will now be dealt with solemnly by Mr Wetes. The Municipal Manager strongly felt that we as a municipality don't properly analyse cases.

He explained that Matjhabeng was a big organisation and many of these cases that the municipality was dealing with have a direct impact on service delivery. He further explained that discipline does not mean we have to chase people away and that was not how a municipality should be operated.

Mr Vanga and Mr Nhlapo expressed their views by explaining that only Mr Wetes dealt with the case of Mr Matsie and that both senior managers had nothing to do with the case. The Municipal Manager raised that this case and all its decision had been happening for almost two weeks now and he had not been informed about it or decision made in that regard. He further instructed that should anyone appeal this case they will be dismissed because no one has the power to do so except the accounting officer.

Mr Golele added by saying that all cost implications and legal costs incurred must be reported on as well as the quantifications and so forth. Mr Vanga said he would avail the invoices as requested.

It was reported that issues on the panel of attorneys and their legal fees were indicators that needed to be looked at. It was further reported that an item on legal fees was raised in the Section 80 Finance committee in order to report to the Mayoral Committee.

## 4

It came to the attention of the Municipal Manager that Mr Vanga had not checked the litigation report that was submitted to the Executive Management Committee. The Municipal Manager emphasised the importance of the Senior Manager Legal Service and his Executive Director on sitting and discussing these issues thoroughly.

### **THE EXECUTIVE MANAGEMENT COMMITTEE RESOLVED (04 SEPTEMBER 2017)**

1. All matters relating to the Bargaining Council **MUST BE IDENTIFIED** and reported to the Municipal Manager by end of business day.
2. That the Municipal Manager receives the outcome of those cases.
3. That all matters relating to Human Resources **MUST BE HANDLED** by the Senior Manager Human Resources.
4. That all bargaining Council matters **MUST BE HANDLED** by the Senior Manager Human Resources **WITH ASSISTANCE** from the legal department.
5. That the Municipal Manager **MUST BE FORWARDED** with all the details of Mr Matsie's case by 9am today.
6. That an item on Bargaining Council matters and an item on litigation matters **MUST BE REPORTED** to the Executive Management Committee.
7. That a report on Litigations **MUST FORM PART** of the Mayoral Committee agenda for Wednesday, 20 September 2017.
8. That no item on legal matters **SHOULD GO TO** the Mayoral Committee and/or Council without the input and perusal of Mr Golele.
9. That the Finance Section 71 report **MUST BE PRESENTED** to the Executive Management Committee monthly.

## 7. CLOSURE

The meeting ended at 15:00