

MATJHABENG MUNICIPALITY

MINUTES OF THE

ORDINARY EXECUTIVE MANAGEMENT

COMMITTEE MEETING

CONVENED ON

MONDAY, 30 JULY 2018

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, 30 JULY 2018 AT 10:00**

PRESENT

Mr T Tsoaeli	:	Municipal Manager
Mr T Panyani	:	Chief Financial Officer
Mr T Makofane	:	Executive Director Strategic Support Services
Mr B Maswanganyi	:	Executive Director Infrastructure
Mr L Rubulana	:	Senior Manager: Office of the Speaker
Mr M Martins	:	Chief of Staff
Mr M Atolo	:	Senior Manager Corporate Services
Mr L Williams	:	Manager Budget
Mr M Matsie	:	Manager MOES
Me. T Mothibi	:	Manager Personnel
Me. L Mhlontlo	:	Acting Administration Officer

INVITEES

Dr R Chetty	:	Free State Provincial Treasury
Mr NV Nephawe	:	Namerc Fuel
Mr R Booï	:	Namerc
Mr S Motau	:	Mikro Traffic Monitoring
Mr C Bester	:	Mikro Traffic Monitoring
Mr L Jonas	;	Mikhona Holdings

1. OPENING

The Acting chairperson Mr Makofane, welcomed everyone present and declared the meeting officially opened. He indicated that the Municipal Manager would join the meeting later because he was in a service delivery meeting with the Executive Mayor.

2. APPLICATIONS FOR LEAVE OF ABSENCE

Mr B Golele	:	Legal Advisor, Office of the Executive Mayor
Mr F Wetes	:	Executive director Corporate Services

3. OFFICIAL ANNOUNCEMENTS

Dr Chetty, from the Provincial Treasury was welcomed in the meeting and the acting chairperson announced that a team had been delegated to assist the municipality on finance matters.

4. DISCLOSURE OF INTEREST

It was said that the CFO still had to present on the matter. All Executive Directors were reminded to disclose on the previous financial year.

5. MOTIONS OF SYMPATHY AND CONGRATULATIONS

None

6. DEPUTATIONS AND INTERVIEWS

6.1 Mikro Traffic Monitoring

THE EXECUTIVE MANAGEMENT COMMITTEE RESOLVED (30 JULY 2018)

1. That the presentation **BE NOTED**.
2. That the Municipality would **REVERT BACK** to Mikro Traffic Monitoring.

6.2 Mikhona Holdings

THE EXECUTIVE MANAGEMENT COMMITTEE RESOLVED (30 JULY 2018)

1. That the presentation **BE NOTED**.
2. That the Municipality would **REVERT BACK** to Mikhona Holdings

6.3 Namerc Fuel

THE EXECUTIVE MANAGEMENT COMMITTEE RESOLVED (30 JULY 2018)

1. That the presentation **BE NOTED**.
2. That the Municipality would **REVERT BACK** to Namerc Fuel.
3. That the Executive Mayor **MUST MEET** with Nic Vorster tomorrow at 8:30am

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7. MATTER FOR DISCUSSION

7.1 Presentation on performance report of 2017/2018 per department.

NB: Completed files with POEs that must be submitted at the meeting.

THE EXECUTIVE MANAGEMENT COMMITTEE RESOLVED (30 JULY 2018)

1. That all files **MUST BE** available by 10am today.

7.2 Presentation of a diagnostic report compiled by CoGTA, Provincial Treasury and Matjhabeng Local Municipality - Presented by Dr Chetty.

THE EXECUTIVE MANAGEMENT COMMITTEE RESOLVED (30 JULY 2018)

1. That an action plan on the intervention in the finance department **MUST BE** done.
2. That the internal audit department Must **BE BEEFED** up.
3. That a meeting **BE CONVENED** with all Shopsteward on Tuesday, 31 July 2018.
4. That the value chain in customer care unit **MUST BE** looked into.
5. That the budget would be reviewed **BY COUNCIL** on 30th September 2018.
6. That there would be a **MAYORAL COMMITTEE MEETING** on Wednesday, 1 August 2018.
7. That information on pump stations **MUST BE SUBMITTED** to the Municipal Manger by the Executive Director Infrastructure by end of business today.
8. That a map of all sewer lines, historic disadvantages of townships **MUST BE REPORTED** at the Mayoral Committee.

7.3 Submission of procurement plans by all departments 2018/2019 financial year.

THE EXECUTIVE MANAGEMENT COMMITTEE RESOLVED (30 JULY 2018)

1. That all procurement plans **MUST BE FINALISED** by the end of the day

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7.4 Readiness report on the 2017/2018 Annual Financial Statement submission.

THE EXECUTIVE MANAGEMENT COMMITTEE RESOLVED (30 JULY 2018)

1. That the Municipal Manager and the CFO **MUST CONVENE** with Fezi consultants to ensure that all outstanding matters are dealt with.
2. That the AFS would be **SUBMITTED** at Council.

7.5 Presentation on the Section 71 report and Section 52 (d) as per the MMFA for 30 June 2018

THE EXECUTIVE MANAGEMENT COMMITTEE RESOLVED (30 JULY 2018)

1. That the CFO **MUST CONVENE** with each Executive Director to discuss their departmental budgets.
2. That finance reports **MUST BE SUBMITTED** to EXCO every month.
3. That all procurement plans **MUST BE FINALISED** by the end of the day.
4. That the **CFO MUST NOT** authorise anything that is not contained in the procurement plans.
5. That the specification committee **MUST CONVENE** during the week for the specifications for community services and infrastructure.
6. That a tender for goods and services **MUST GO OUT** on Friday, 3 August 2017
7. That a letter **MUST GO** out today informing Executive Directors are now paymasters.
8. That budgets **MUST BE SUBMITTED** today on the payroll master.
9. That all departments **MUST STICK** to the cut of days, by the 15th of each month. Any documents **SUBMITTED AFTER** the cut of date will fall of to the next month.
10. All Deadlines **MUST BE** communicated in writing.
11. That all HODs **MUST CONVENE** with their staff to communicate issues on overtime as discussed by EXCO.
12. That the **CLOSING DATE** for all documentation was the 15th of each month.
13. That departments **MUST IDENTIFY** critical positions.
14. That a formal letter written by the municipal manager on the decision taken on appointment of acting positions **BE DONE** and discussed with labour unions.
15. That the CFO **MUST DO** a presentation on indigents.

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7.6 Establishment of work streams in the 5 pillars of Back-to-Basics strategy.

THE EXECUTIVE MANAGEMENT COMMITTEE RESOLVED (30 JULY 2018)

1. That all work streams **MUST GIVE** a report back on Friday, 3 August 2018.

7.7 Report on the finalisation of the organisational structure and identifying of key vacancies to be advertised during August 2018.

THE EXECUTIVE MANAGEMENT COMMITTEE RESOLVED (30 JULY 2018)

1. That department **MUST REPORT** back on critical posts.

8. CLOSURE

The meeting ended at 16:00