

**MATJHABENG MUNICIPALITY**

**MINUTES OF THE**

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

**CONVENED ON**

**MONDAY, 15 OCTOBER 2018**

**AT**

**10:00**

**SPEAKERS BOARDROOM, 4<sup>TH</sup> FLOOR, CIVIC,  
WELKOM**

**MATJHABENG MUNICIPALITY**

**MINUTES OF THE ORDINARY EXECUTIVE MANAGEMENT COMMITTEE  
MEETING HELD IN SPEAKERS BOARDROOM, 4<sup>TH</sup> FLOOR, CIVIC CENTRE,  
MAIN BUILDING, WELKOM ON MONDAY, 15 OCTOBER 2018 AT 10:00**

**PRESENT**

Mr T Tsoaeli	:	Municipal Manager
Mr T Panyani	:	Chief Financial Officer
Mr T Makofane	:	Executive Director Strategic Support Services
Me. Z Tindleni	:	Executive Director Community Services
Mr F Wetes	:	Executive Director Corporate Services
Mr B Golele	:	Legal Advisor, Office of the Executive Mayor
Mr L Rubulana	:	Senior Manager: Office of the Speaker
Mr M Mlungisi	:	Chief of staff
Me. L Mhlontlo	:	Acting Administration Officer

**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 meeting with the Executive Mayor. Mr Golele as well as Mr Martins were in the same meeting.

**2. APPLICATIONS FOR LEAVE OF ABSENCE**

None

**3. OFFICIAL ANNOUNCEMENTS**

Mr Makofane indicated that the Annual Performance Report and communication of the Key Performance areas needed to be updated for the financial year 2017/2018.

Me. Tindleni requested that a technical meeting should be convened in the afternoon to finalise those matters.

Mr Wetes requested that each Executive Directorate should meet with their teams for all the information requested.

**4. DISCLOSURE OF INTEREST**

None

5. **MOTIONS OF SYMPATHY AND CONGRATULATIONS**

Condolences were sent to Me. Tindleni on her bereavement.  
Further condolences to the Mr Piet Botha's family.

6. **MINUTES OF THE PREVIOUS MEETING**

The Minutes of the Executive Management Committee held Monday, 30 July 2018 were **APPROVED AND ADOPTED** as a true reflection.

**MATTERS ARISING FROM THE MINUTES**

**THE EXECUTIVE MANAGEMENT COMMITTEE RESOLVED (15 OCTOBER 2018)**

1. That departments who had not yet submitted their procurement plans **MUST SUBMIT** to the CFO.
2. That a circular **MUST GO OUT** for departments to familiarize themselves with the procurement process.
3. That the CFO **WILL ASSIST** departments that have difficulty in populating their procurement plans.
4. That the CFO **MUST MAKE** a presentation on the organisation procurement plan at the next meeting.
5. That the CFO **MUST MAKE** a presentation to the Executive Managers on the public audit act.
6. That each head of department **MUST LOOK** into the needs of their departments and prepare specifications order for particular services to be rendered. This is **TO REDUCE** the irregular expenditure.
7. That a draft advert be done and the advert to go out on Friday, 19 October 2018
8. That a circular **MUST GO OUT** that no deviations will be accepted and that the only deviations that will be considered will be those of extreme measures only. E.g burst pipes.
9. That the bereavement policy **SHOULD BE PERUSED** and improved.
10. That **NO OVERTIME BE** captured beyond the stipulated time. That a circular **MUT BE INSTRUCTED** by the Municipal Manager or an HOD.
11. That Mr Joe Molawa **MUST FORM** part of the Executive Management Committee meetings.
12. That **INVESTIGATIONS ON THE RISE OF OVERTIME** be done. Details on what lead to the rise on overtime **DURING SEPTEMBER 2018** be submitted.
13. That the matter of the theatre **BE FINALISED** and the council resolution on the matter be taken into consideration.
14. That an item on issues relating to the theatre **BE DEVELOPED** and submitted at the next Mayoral Committee and Council.

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15. That Internal posts **BE ADVERTISED** and allow the process of appointments to be made.
16. That all adverts **BE SUBMITTED** to Mr Wetes to allow the recruitment process to begin
17. That by Sunday, 21 October 2018 an advert on external and internal posts **BE ISSUED.**
18. That by the end of tomorrow, 20 October 2018 all adverts **MUST BE** submitted to Mr Wetes.
19. That it is of importance to **SEND A WRITTEN ACKNOWLEDGEMENT** to external stakeholders after presentations at EXCO.
20. That outsourcing of rental services for Masimong and Merriespruit **MUST BE DONE.**
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#### 7. MATTER FOR DISCUSSION

7.1 Section 71 Report - July (Annexure A)

**THE EXECUTIVE MANAGEMENT COMMITTEE RESOLVED (15 OCTOBER 2018)**

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

7.2 Section 71 Report - August (Annexure B)

**THE EXECUTIVE MANAGEMENT COMMITTEE RESOLVED (15 OCTOBER 2018)**

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

7.3 1<sup>st</sup> Quarter budget performance (Annexure C)

**THE EXECUTIVE MANAGEMENT COMMITTEE RESOLVED (15 OCTOBER 2018)**

1. That the report **BE FINALISED.**

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7.4 Update on the revenue enhancement report

**THE EXECUTIVE MANAGEMENT COMMITTEE RESOLVED (15 OCTOBER 2018)**

1. That a consolidated report on all the revenue enhancement items **BE COMPLETED** by 3pm today.

7.5 Establishment of the service delivery war room - Presented by the Municipal Manager

1. That the Municipal Manager **WOULD REPORT** in the next meeting.

## 8. CLOSURE

The meeting ended at 14:00 and reconvened at 16:00 on matters of overtime.