

MATJHABENG MUNICIPALITY

MINUTES OF THE

ORDINARY EXECUTIVE MANAGEMENT

COMMITTEE MEETING

CONVENED ON

THURSDAY, 10 AUGUST 2017

(NOTE: This meeting was adjourned on Monday, 7 August 2017 because it didn't form a quorum. The meeting was then postponed to Thursday, 10 August 2017)

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 THURSDAY, 10 AUGUST 2017 AT 10:00**

PRESENT

| | | |
|-------------------|---|-----------------------------------------------|
| Mr T Tsoaeli | : | Municipal Manager |
| Mr T Makofane | : | Executive Director Strategic Support Services |
| Me. B Maswanganyi | : | Executive Director Infrastructure |
| Mr W Wetes | : | Executive Director Corporate Services |
| Me. L Williams | : | Acting CFO |
| Me. M Mothekhe | : | Acting Executive Director LED |
| Mr J Molawa | : | Acting Executive Director Community Services |
| Mr. M Martins | : | 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. The acting chairperson indicated that the Municipal Manager would join the meeting later.

2. APPLICATIONS FOR LEAVE OF ABSENCE

It was noted that Mr Wetes be excused from the meeting as he had to attend to an arbitration.

3. OFFICIAL ANNOUNCEMENTS

None

4. DISCLOSURE OF INTEREST

None

5. MOTIONS OF SYMPATHY AND CONGRATULATIONS

None

6. MINUTES OF THE PREVIOUS MEETINGS

31 July 2017

The minutes were **ADPOTED** as a **TRUE REFLECTION** of the meeting.

MATTERS ARISING FROM THE MINUTES

Mr Makofane announced that a back to basics meeting did take place and that he was already working on the draft work streams.

Me. Maswanganyi also reported that she had met with the managers from community services and was awaiting a final report from Mr Motheoane. Me. Maswanganyi said she would submit the draft annual plan to Mr Makofane by end of business day.

Me. Williams indicated that she would also submit her report to Mr Makofane by the end of business day.

Mr Rubulana wanted to know if the appointment of plumbers had been done and whether Executive Directors had submitted their critical posts as resolved in the previous meeting.

Mr Wetes reported that he had arranged a meeting with Lejweleputswa District Municipality on the progress of the task evaluation processes. He announced that the training on the task evaluation was scheduled for Monday, 21 August 2017.

Mr Wetes further reported that the induction for performance management would take place at the beginning of September. He indicated that each Directorate would be required to have two (2) champions.

THE EXECUTIVE MANAGEMENT COMMITTEE RESOLVED (10 AUGUST 2017)

1. That an item on critical posts must **BE COMPILED AND SUBMITTED** to the Mayoral Committee.
2. That all policies **MUST BE INCLUDED** in the agenda of the next Executive Management meeting.

7. MATTER FOR DISCUSSION

7.1 Financial Recovery plan 2015/2016

THE EXECUTIVE MANAGEMENT COMMITTEE RESOLVED (10 AUGUST 2017)

1. That the matter **BE REFERRED** to the Executive Management meeting on Monday, 14 August 2017.
2. That Me. Williams **MUST DISTRIBUTE** the financial recovery plan to all Executive Directors.

7.2 Matters arising from the previous minutes

THE EXECUTIVE MANAGEMENT COMMITTEE RESOLVED (10 AUGUST 2017)

1. That the matters had already **BEEN DISCUSSED**.

7.3 Presentation by the Acting CFO

Me. Williams explained that the purpose of the presentation was to give the financials of the Municipality, she indicated that she would email information on legal matters (settlements, legal fees etc.) to all Executive Directors.

Me. Maswanganyi requested if they could have the recovery plan on how they were going to pay Eskom and Sedibeng. Me. Williams explained she would draw up a plan and submit it to the Executive management.

THE EXECUTIVE MANAGEMENT COMMITTEE RESOLVED (10 AUGUST 2017)

1. That the two (2) Directorates, Finance and Infrastructure **MUST ASSIST EACH OTHER** on how they were going to come up with a plan.
2. That the two (2) Directorates, Finance and Infrastructure **MUST INVOLVE** Corporate Services, legal services.
3. That Mr Makofane **MUST INVESTIGATE** whether Engineerex was still contracted and working for the municipality.

4. That item on a recommended solution to Masimong must **BE COMPILED AND SUBMITTED** to the Executive Management committee meeting.

7.4 Presentation by the Acting Executive Director Community Services

THE EXECUTIVE MANAGEMENT COMMITTEE RESOLVED (10 AUGUST 2017)

1. That Mr Molawa **BE EXCUSED from presenting**
2. That Mr Molawa **MUST PRESENT** in the next Executive Management committee meeting.

7.5 Presentation by the Executive Director Infrastructure

Me. Maswanganyi announced that there would a BID Specification meeting today at 12:00. She notified Directorates to submit their departmental specifications.

Me. Maswanganyi explained that terms contracts need to be looked into due to the expiry of vehicles contracts/permits. The issue on bucket eradication was highlighted, that there were still areas that did not have toilets.

Me. Maswanganyi presented the Infrastructure procurement plan, the civil engineering procurement plan and the electrical department procurement plans.

Mr Tsoaeli announced that Council would sit on Wednesday, 30 August 2017. He further went and explained that preparations for the Mayoral Committee on Wednesday, 16 August 2017 were important and that Directorates must be prepared.

He advised the Executive Directors to ensure that they cover their 40/42 points with the Members of the Mayoral Committee (MMC). He highlighted the importance of members engaging with their political head in the same manner he does with the Executive Mayor.

Mr Tsoaeli explained that all Mayoral Committee items must have served at the section 80 committee meetings. He said that if there were an emergent items they must be discussed with him.

THE EXECUTIVE MANAGEMENT COMMITTEE RESOLVED (10 AUGUST 2017)

1. That Me. Maswanganyi **MUST DRAFT** a report on where the bucket systems are in Matjhabeng and **REPORT BACK** to the Executive Management Committee.

5

2. That all items that would serve in the Mayoral Committee **MUST BE SUBMITTED** to the Municipal Manager by 5pm this afternoon.
3. That moving forward the Council agenda **MUST BE OUT** 7 days before the sitting.
4. That an item on emergency services personnel's uniform, an item on Engineerex and all the policies that were referred back **MUST FORM PART** of the agenda for the next Executive Management meeting.

7.6 Presentation by the Executive Director Strategic Support Services

Mr Makofane presented the back to basic report that would serve before the Mayoral Committee on Wednesday, 16 August 2017.

It was indicated that wards 3, 17 and 22 street names needed to be refurbished. It was also indicated that ward councilors could assist with the process.

THE EXECUTIVE MANAGEMENT COMMITTEE RESOLVED (10 AUGUST 2017)

1. That all Executive Directors **MUST SUBMIT** their work streams to Mr Makofane by 12 noon **IN PREPARATION FOR THE MAYORAL COMMITTEE**.

7.7 Presentation by the Manager IDP

THE EXECUTIVE MANAGEMENT COMMITTEE RESOLVED (10 AUGUST 2017)

1. That Mr Thabana would present in the **NEXT MEETING**.

8. CLOSURE

The meeting ended at 12:45