

**MATJHABENG MUNICIPALITY**

**MINUTES OF THE**

**ORDINARY EXECUTIVE MANAGEMENT**

**COMMITTEE MEETING**

**CONVENED ON**

**MONDAY, 4 FEBRUARY 2019**

**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, 04 FEBRUARY 2019 AT 10:00**

**PRESENT**

Mr T Tsoaeli	:	Municipal Manager
Mr T Panyani	:	Chief Financial Officer
Mr T Makofane	:	Executive Director Strategic Support Services
Mr F Wetes	:	Executive Director Corporate Services
Me. Z Tindleni	:	Executive Director Community Services
Mr B Golele	:	Executive Director LED/HS
Mr M Mlungisi	:	Chief of staff
Mr L Rubulana	:	Senior Manager, office of the Speaker
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 had been summoned to another meeting and would join the meeting later.

**2. APPLICATIONS FOR LEAVE OF ABSENCE**

None

**3. OFFICIAL ANNOUNCEMENTS**

1. That the Bilateral meeting and presentation would be held on Wednesday, 6 February 2019.
2. That Mr Panyani should confirm the venue and revert back to EXCO on where the bilateral meeting would take place.

**4. DISCLOSURE OF INTEREST**

None

**5. MOTIONS OF SYMPATHY AND CONGRATULATIONS**

None

6. **DEPUTATIONS AND INTERVIEWS**

None

7. **MINUTES OF THE PREVIOUS MEETING**

The minutes of Monday, 21 January 2019 ***WERE APPROVED*** and ***ADOPTED*** as a true reflection of the meeting.

8. **MATTERS FOR DISCUSSION**

8.1 Presentation of specifications for all goods and services to be procured in different departments - All Executive Directors

**THE EXECUTIVE MANAGEMENT COMMITTEE RESOLVED (04 FEBRUARY 2019)**

1. That all Executive Directors **MUST AWAIT** the adjustment budget.
2. That all the deviations emanating from the directorate community services **MUST BE SCRUTINISED.**
3. That all departments **MUST INITIATE** the process of procurement through their departmental plans.
4. That the issue of deviations **MUST COME** to an end.
5. That the Municipal Manager **MUST APPOINT** a chairperson for the specifications committee.

8.2 Expired contracts that departments need to continue with - Legal opinion to be presented by - Executive Director Corporate Services.

**THE EXECUTIVE MANAGEMENT COMMITTEE RESOLVED (04 FEBRUARY 2019)**

1. That each Executive Director **MUST SCRUTINISE** their departmental contracts.
2. That all contracts that have expired **MUST BE TERMINATED.**
3. That where there is a need to continue with a contract, an Executive Director **MUST SUBMIT** a written submission to the Municipal Manager.
4. That the CFO **MUST COMPILE** written recommendations to assist all Bid committees on areas and specifications as per the supply chain management policy.
5. That training for all Bid committees **MUST BE CONDUCTED.**

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8.3 Draft adjustment budget to be presented to Council end of February 2019 -  
Chief financial officer

**THE EXECUTIVE MANAGEMENT COMMITTEE RESOLVED (04 FEBRUARY 2019)**

1. That the expenditure of grants **BE A STANDING** item in the Executive Management meetings.
2. That Mr Makofane **MUST FOLLOW UP** on the tender progress for the electrification of specific key areas.
3. That a workshop for SDBIP champions **MUST BE CONDUCTED**.
4. That the revision of the SDBIP be done and **MUST BE PRESENTED** in the workshop mentioned in the above recommendation.
5. That **EXCO MUST MEET** with its managers on a regular basis in an extended executive meeting.
6. That a standing item of schedule of meetings with managers **MUST BE FORMULATED**.
7. That billing systems and procedures **MUST BE COMMUNICATED** with communities.
8. That an item on austerity measures must be formulated and a letter on the circular **MUST BE DISTRIBUTED**.
9. That the CFO **WILL FORWARD** the budget presentation to all Executive Directors by Tuesday, 05 February 2019.
10. That all inputs on the budget **MUST BE SUBMITTED** by Thursday, 07 February 2019. The **FINALISED DOCUMENT** with inputs will be presented to EXCO on Monday, 11 February 2019

8.4 Discussion on the legal opinion relating to overtime payments above threshold  
- Executive Director Corporate Services

**THE EXECUTIVE MANAGEMENT COMMITTEE RESOLVED (04 FEBRUARY 2019)**

1. That the legal opinion **BE NOTED**.
2. That Finger Attorneys **MUST BE** invited to EXCO to present the legal opinion relating to overtime payments above the threshold.
3. That the document **BE KEPT** by each director to peruse before any decision is made.

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8.5 Discussion on the Audit report from the AGSA signed, 31 January 2019.  
***(ALL EXECUTIVE DIRECTORS MUST BRING THE HANDOUT COPY THAT WAS PRESENTED IN THE COUNCIL SITTING, THURSDAY, 31 JANUARY 2019)***

8.5.1 Preparations of the audit action plan in relation to the 2017/2018 outcomes

**THE EXECUTIVE MANAGEMENT COMMITTEE RESOLVED** (04 FEBRUARY 2019)

1. That all action plans **MUST BE SUBMITTED** to the CFO.

8.6 Reports on identified key vacancies by all departments.

**THE EXECUTIVE MANAGEMENT COMMITTEE RESOLVED** (04 FEBRUARY 2019)

1. That all key vacancies **MUST BE SUBMITTED** to Mr Wetes by the end of business day.

8.7 Turnaround strategy on rental stock – Executive Director LED/HS

**THE EXECUTIVE MANAGEMENT COMMITTEE RESOLVED** (04 FEBRUARY 2019)

1. That the specification committee **WILL CONVENE** a meeting during the week and conclude all relevant matters.
2. That **AN ADVERT** for RFQs will go out by Friday, 15 February 2019

## 6. CLOSURE

The meeting ended at 13:30.