



**THE INSTITUTE of
MUNICIPAL ENGINEERING of
SOUTHERN AFRICA**

**PO Box 8758
Verwoerd Park
1453**

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Secretary 082 742 6364
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Minutes of the Northern Provinces Branch Management Annual Planning Meeting held at the EXCO Room, Ground floor, Kempton Park Civic Centre, Cnr. C R Swart and Pretoria streets, Kempton Park, Gauteng on Friday 22 January 2016 at 08h00 for 08h30

1. Opening and Welcome

The Chairperson, Werner Bruhns welcomed everybody present, thanked all for taking the time to attend the meeting and wished all and their families a prosperous new year as well as for IMESA and the Branch.

2. Attendance, Apologies and proxy letters

Attendance:

| | | | |
|-------------------------|---|-------------------------|-------------|
| <i>Chairperson</i> | : | <i>Werner Bruhns</i> | <i>(WB)</i> |
| <i>Vice Chairman</i> | : | <i>Thabo Hlabela</i> | <i>(TH)</i> |
| <i>Treasurer</i> | : | <i>Johann Marx</i> | <i>(JM)</i> |
| <i>Secretariat</i> | : | <i>Marius Vermeulen</i> | <i>(MV)</i> |
| <i>Vice Secretariat</i> | : | <i>Chris Etsebeth</i> | <i>(CE)</i> |
| <i>Secretary</i> | : | <i>Rona Fourie</i> | <i>(RF)</i> |



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Members

: Messrs:

| | |
|-------------------------|-------------|
| <i>Dingaan Mahlangu</i> | <i>(DM)</i> |
| <i>Cedric Mphagi</i> | <i>(CM)</i> |
| <i>Franz de Lange</i> | <i>(FL)</i> |
| <i>Moses Maliba</i> | <i>(MM)</i> |
| <i>Nick Pretorius</i> | <i>(NP)</i> |
| <i>Norman Swart</i> | <i>(NS)</i> |
| <i>Sam Herman</i> | <i>(SH)</i> |
| <i>Vuyani Gxagzama</i> | <i>(VG)</i> |
| <i>Jabu Xanti</i> | <i>(JX)</i> |
| <i>Gavin Clunnie</i> | <i>(GC)</i> |
| <i>Moeketsi Mohlabi</i> | <i>(MM)</i> |

Non Members

: None

Apologies:

| | |
|------------------------|-------------|
| <i>Ben Molleman</i> | <i>(BM)</i> |
| <i>Basil Jonsson</i> | <i>(BJ)</i> |
| <i>Obed Kgosiemang</i> | <i>(OK)</i> |
| <i>Hugh Hodge</i> | <i>(HH)</i> |

Absent:

| | |
|----------------------|-------------|
| <i>Leon Naude</i> | <i>(LN)</i> |
| <i>Ian Mabuza</i> | <i>(IM)</i> |
| <i>Hosana Ndlovu</i> | <i>(HN)</i> |

Proxy Letters received:

None

Sixteen members attended the meeting meaning a quorum was achieved for the meeting.



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3. Bitter & Sweet

The current Branch Secretary, Rona Fourie informed the branch members that she will be retiring from IMESA at the end of her term this year. The Chairperson, Werner Bruhns welcomed the Secretariat, Marius Vermeulen and wished him a speedy recovery from his illness over the past few weeks. Johann Marx mentioned that Thabo Hlabela, Vice Chairperson was elected as Fellow member at the EXCO meeting held in Cape Town and also Mr Wally Mayne from the Branch and congratulated them. Johann Marx mentioned that it was Moses Maliba's birthday on the 17th of January 2016 and Werner Bruhns congratulated him.

4. Approval of Previous Minutes

The minutes of the previous Branch Management Meeting held in the Auditorium, at Gert Sibande District Municipal Offices, Ermelo, Mpumalanga Province on Friday 20 March 2015 was approved with no corrections.

5. Matters Arising from previous minutes

No matters arose from the previous minutes.

6. New Matters

6.1 Planning 2016

Planning for 2016 was discussed and the following dates were approved at the meeting:

| Month | Day | Description | Venue |
|-------|-----|-------------|-------|
|-------|-----|-------------|-------|



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| | | | |
|---------------------|-------|--|--|
| January 2016 | 22 | Northern Provinces Branch Management Annual Planning Meeting | Kempton Park Ekurhuleni Municipal offices |
| January 2016 | 29 | Exco meeting | Gauteng |
| April 2016 | 8 | Northern Provinces Branch Management meeting | Middelburg, Mpumalanga. Thabo Hlabela will arrange with Ben Thobela and confirm venue. |
| April 2016 | 21-22 | Exco/Council Strategic Session | Cape Town venue tbc. |
| June 2016 | 10 | Northern Provinces Branch Management Meeting | Klerksdorp, Northwest or Polokwane Limpopo To be confirmed by Obed Kgosiemang. Thabo Hlabela will take it up with Obed. |
| July 2016 | 29 | Exco meeting | Durban.....venue.....tbc |
| August 2016 | 26 | Northern Provinces Branch AGM and Seminar | Kempton Park, JHB. Norman Swart to confirm venue & committee to arrange speakers |
| October 2016 | 24 | Exco meeting | At Conference in East London |
| October 2016 | 25 | Council meeting | At Conference in East London |
| October 2016 | 26 | IMESA AGM (National) | At Conference in East London |
| January 2016 | | Northern Provinces Branch Management Planning Meeting | To be confirmed by new management to be elected at AGM in August 2016. |

6.1.2 Technical tours



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The Chairman Werner Bruhns asked Chris Etsebeth to investigate a few proposals of a technical tour in Gauteng this year. Either to the Randwater water treatment plant, Salberg or Marley pipe manufacture plants. The tour can take place around July/ August before the AGM. Chris Etsebeth to confirm date and venue.

6.1.3 AGM / Seminar

It was resolved that the AGM/Seminar will take place in Kempton Park on the 26th August 2016 and Norman Swart will confirm the availability of the venue that was utilized the previous year.

6.2 Succession planning

6.2.1 Transition of new Secretariat, Secretary and Chairman

It was resolved that the vice Secretary Chris Etsebeth should start taking over the duties of Marius Vermeulen and also look together with Werner Bruhns appointing a secretary, possibly a person from Tshwane Metro. The process to be facilitated by the executive committee of the Branch. Nick Pretorius mentioned that he will try and speak to EXCO to invite Rona Fourie to the next Conference in East London.

6.2.2 Executive Branch Committee and delegations

It was resolved that the Branch Chairman, Vice Chairman, Secretariat, Vice Secretariat and Treasurer be elected as the Executive Branch Committee to run the day to day activities of the Branch and will give feedback to the Branch Management.



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6.2.3 Email voting by Branch Management members

It was resolved that when extra ordinary and urgent decisions must be taken by the Executive Branch Committee those proposals be circulated to all the Branch Management members and voting can then take place via emails.

6.2.4 Bank signatories

It was resolved last year that the branch signatories be the Secretariat, Treasurer and Chairman for their term of service in the Branch. Currently it is Marius Vermeulen, Johann Marx and Werner Bruhns. They will remain the signatories for time bean until further notice on new appointments are made at the next AGM in 2016.

6.2.5 Size of Branch Management

Werner Bruhns mentioned that there is a drive from EXCO to reduce the number of Council members. There are more than 40 members on Council and they tasked Francios Botma to review and make proposals of the restructuring to EXCO on the matter. This will have to filter down and less Branch Management members will also have to be elected. Werner will give feedback to members if any conclusion on this at EXCO has been taken.

6.3 EXCO feedback

6.4 Elected EXCO and Council members (2014-2016) National

It was again emphasized by Werner Bruhns that elected Council/EXCO members of the Branch must make themselves



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available to attend these meetings and should not take up these responsibilities if they have difficulty at work to attend the meetings.

Updated list received from Head Office in January 2016

| | GREETING | BRANCH | PORTFOLIO |
|------------------------|-----------------|--------------------|---|
| MR D DARIES | Duncan | Western Cape | President |
| MR FB STEVENS | Frank | KwaZulu-Natal | Deputy President |
| MR R KASSERCHUN | Randeer | KwaZulu-Natal | Vice President - Technical Divisions |
| MRS JI DU PREEZ | Jeanine | Western Cape | Vice President - Operations Portfolios |
| MR JF PIETERSEN | Jannie | KwaZulu-Natal | IMESA (Pty) Ltd - |
| MR JH BASSON | Johan | Western Cape | Operations Director - Strategic Liaisons |
| MR F BOTMA | Francois | Western Cape | Operations Director - Constitution, By Laws & Ethics |
| MR RR WESSO | Reggie | S. Cape/Karoo | Operations Director - Int. Strat. Lsn - Branches & Membership |
| MRS B SONI | Bhavna | KwaZulu-Natal | Operations Director - Conferences |
| MR G TOOLEY | Geoff | KwaZulu-Natal | Operations Director - Bursaries & CPD |
| MR GM CLUNNIE | Gavin | Northern Provinces | Operations Director - Marketing and Communications |
| MR N PRETORIUS | Nick | Northern Provinces | Technical Director - Building (Structure) & Town Planning |
| MR WAC BRUHNS | Werner | Northern Provinces | Technical Director - Computer Applications & Knowledgebase |
| MR L NAUDE | Leon | Northern Provinces | Technical Director - Infrastructure Asset Management |
| MR M WESTERBERG | Mark | Border | Technical Director - Job Creation & Poverty Alleviation |
| MR GP FRITZ | Gerhard | Free State/N. Cape | Technical Director - Project & Business Management |
| MR PGJJ MYBURGH | Pieter | S. | Technical Director - Roads, Transportation & |



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| | | | |
|-------------------------|----------|--------------------|--|
| | | Cape/Karoo | Stormwater |
| MR JA DU PLESSIS | Kobus | Western Cape | Technical Director - Training & Skills Development |
| MR BJ MARTIN | Barry | Eastern Cape | Technical Director - Water, Sanitation & Environment |
| MR WA HOFMEYR | Willem | Eastern Cape | Regional Council Member |
| MR A NAUDE | Anton | Free State/N. Cape | Regional Council Member |
| MR BJ DE KLERK | Barry | Free State/N. Cape | Regional Council Member |
| MR A BURATH | Joe | KwaZulu-Natal | Regional Council Member |
| MR B GOVENDER | Balan | KwaZulu-Natal | Regional Council Member |
| MR JK NAIDOO | Jogie | KwaZulu-Natal | Regional Council Member |
| MR DA WILSON | Dave | KwaZulu-Natal | Regional Council Member |
| MR V KRISHANDUTT | Vishal | KwaZulu-Natal | Regional Council Member |
| MR S MJWARA | Sibusiso | KwaZulu-Natal | Regional Council Member |
| MR T HLABELA | Thabo | Northern Provinces | Regional Council Member |
| MR MM MALIBA | Moses | Northern Provinces | Regional Council Member |
| MR JE MARX | Johann | Northern Provinces | Regional Council Member |
| MR N SWART | Norman | Northern Provinces | Regional Council Member |
| MR C ETSEBETH | Chris | Northern Provinces | Regional Council Member |
| MR B MOLLEMAN | Ben | Northern Provinces | Regional Council Member |
| MR M VERMEULEN | Marius | Northern Provinces | Regional Council Member |
| MR S HERMAN | Sam | Northern Provinces | Regional Council Member |
| MR B JONNISON | Basil | Northern Provinces | Regional Council Member - Affiliate |
| MR D MAHLANGU | Dingaan | Northern Provinces | Regional Council Member - Associate |
| MR H NDLOVU | Hosana | Northern | Regional Council Member - Graduate |



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| | | Provinces | |
|----------------------------|----------------|--------------------|-------------------------------------|
| MR O KGOSIEMANG | Obed | Northern Provinces | Regional Council Member - Graduate |
| MR C MPHAGI | Cedric | Northern Provinces | Regional Council Member |
| MR J F KOEGELENBERG | Jannie | S. Cape/ Karoo | Regional Council Member - Affiliate |
| MRS LC MOOIMAN | Lindsay | S. Cape/ Karoo | Regional Council Member |
| MR D McQUIRK | Deon | Border | Regional Council Member |
| MR DJ DE BEER | Johan | Western Cape | Regional Council Member |
| MR JE DELPORT | Eddie | Western Cape | Regional Council Member |
| MS E STIPP | Emmarenti a | Western Cape | Regional Council Member |

6.5 Municipality contact details

| Province | Total number of Municipalities/Metro's | Number of municipalities contact no's available | Number of unknown contact details |
|------------|--|---|-----------------------------------|
| Gauteng | 12 | 9 | 3 |
| North West | 24 | 5 | 19 |
| Mpumalanga | 21 | 6 | 15 |
| Limpopo | 30 | 30 | 0 |

The Chairman, Werner Bruhns, Chris Etsebeth, the Vice Secretariat and the Branches Chairmen will assist in contacting SALGA, Allison Lawless, MIG meetings and the different District Councils to update the contact details of all the municipalities' technical directors.



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6.6 Election of Seminar/AGM organizing Committee

The following members were elected to serve on the committee:

Norman Swart: Venue and catering

Werner Bruhns: Facilitating and organize the papers and topics to be presented.

Chris Etsebeth: Facilitating and organize the papers and topics to be presented.

Werner Bruhns asked the members to forward any interesting papers and presenters that can be contacted for the upcoming event.

6.7 Liaison with Universities

It was resolved that the following members be the representatives of the Branch for the institutions:

| | |
|-------------------|---------------|
| Vaal: | Norman Swart |
| TUT: | Hosana Ndlovu |
| UJ: | Gavin Clunnie |
| UNISA Tshwane: | Hosana Ndlovu |
| UNISA Roodepoort: | Gavin Clunnie |

The representatives will liaise with the different institutions and at their excellent award events, hands out the trophies from the Branch to the top student and a cash donation and also promote and introduce the students to IMESA.

It was also resolved that Thabo Hlabela, Moeketsi Mohlabi and Norman Swart to be nominated to serve on the ECSA's committees.



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6.8 Bursary students

The current students of the Branch:

J Deminey - B. Eng. Civil - University of JHB – Mentor – Hannes Langeveldt

J Hattingh - B. Eng. Elect - North West University (Potchefstroom) Mentor - JJG Dreyer

B Schraader – B Eng Civil – University of PTA Mentor – L Hallatt

Moses Maliba asked whether IMESA will consider for him to further his studies in Asset Management which is only presented by an institution in Australia. Nick Pretorius suggested that Moses should speak to Jannie Peterson from PTY and get his input on the matter.

6.9 Affiliate member Nyeleti representative

It was noted that Mongamo Jantjies resigned from Nyeleti and are replaced by Franz de Lange who will represent Nyeleti as an affiliate. Werner Bruhns welcomed him to the management team.

6.10 Fellow and Honorary fellow nominations

It was resolved that Rona Fourie will obtain the list of fellows and honorary fellows from Head Office and distribute these names to management and request them to forward the names that should be nominated as honorary fellows. The nominees should be submitted to Head Office by April 2016 for consideration this year.

The criteria of being qualified as a fellow and Honorary fellow were highlighted by Werner Bruhns and Gavin Clunnie and reference has been made to the IMESA website where the information can be obtained. Werner advised that the person who nominates somebody must obtain a CV from the nominee and complete the motivation form that should be handed in at Head Office for consideration.



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Neil McCloud was nominated by Gavin Clunnie as a candidate to be nominated as Honorary Fellow. It was supported by Nick Pretorius. Werner Bruhns mentioned the names of Barry Martin, Mark Westerberg and Pieter Myburgh to be nominated as honorary fellows.

6.11 Finances

The Treasurer Johann Marx presented the current financial status of the branch to the meeting. From the presentation it was highlighted that the branch pays a large amount to bank costs. Marius Vermeulen suggested that the branch should consider opening a money market account with a portion of the balance of the available funds in the account. The interest from such account should be able to cover the current bank costs.

It was resolved that R150 000.00 of the available funds in the current account be utilized to open a money market or investment account to which interest can be accrued. Johann Marx and Marius Vermeulen was appointed to arrange same at the bank. A signed resolution by the Chairman and Treasurer is required to open such an account

Rona Fourie also mentioned that there is a huge amount of outstanding membership fees (R295 000) which is a challenge for her to retrieve from the members. Werner Bruhns mentioned that Head Office must review the fees structure. It was suggested that members should get an early bird discount if payment is received within a month and after six months non-payment members should be struck off the membership list. It was also mentioned that fully paid members should receive discount from ECSA and that an updated list be forwarded on a yearly basis. The matter needs to be discussed at EXCO. Werner will take it further with EXCO.



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6.12 Conference 2017

It was resolved that the following members form part of the local organizing committee for the 2017 Conference to be held at Emperors Palace Casino in Gauteng.

Gavin Clunnie – Chairman
Thabo Hlabela
Johann Marx
Norman Swart – Chair the adjudication of technical papers (TBC)
Werner Bruhns (Golf day)
Moeketsi Mohlabi

The first LOC meeting will be arranged with Debbie Anderson at the venue early in February 2016. The theme and logo are pending approval.

7. Next meeting and closing

WB thanked the Management members and visitors again for their contribution and thanked all for the effort to attend the meeting and wished all a safe trip back home. He also invited all present to join him for lunch.



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Next meeting

The date of the next meeting will be Friday 08 April 2016 in
Middelburg, Mpumalanga,

Meeting closed at 12h20

Werner A C Bruhns Pr Tech Eng FIMESA
Chairman
IMESA: Northern Provinces Branch