

MATJHABENG MUNICIPALITY

ANNEXURES

FOR THE

**CORPORATE SERVICES SECTION 80
COMMITTEE MEETING**

CONVENED FOR

THURSDAY, 27 SEPTEMBER 2018

AT

10:00

AT

**ROOM 428, 4TH FLOOR, MAIN BUILDING,
CIVIC CENTRE, WELKOM**

How much do EAP Services Cost?

All services provided by the EAP are free. If there is a referral for additional assistance beyond that which the EAP can provide (e.g. referral and consultations with Rehabilitation Clinics, Psychologists, Psychiatrists, etc.) the employee's Medical Aid will normally bear the costs (certain conditions apply).

(For more information feel free to contact the EAP Professional whose contact details are given below):

FOR MORE INFORMATION CONTACT YOUR NEAREST EMPLOYEE ASSISTANCE PROFESSIONAL

ACT. MANAGER

MH Dastile (Reg. Councillor (057) 910 6407

Reg. Social Worker

TS Madia (057) 910 6410

Social Auxiliary worker

MS Seahodi (057) 910 6415

Enquiries:

AP Mofokeng (057) 910 6411

MD Ketile (057) 910 6412

RJ Mothibeli (057) 910 6416

S Mynhardt (057) 910 6418



**HAPPY
EMPLOYEES**



Dear Employee

Do you know what the Employee Assistance Programme is?

Do you know the role of the Employee Assistance Professionals?

If your answer is NO, please continue reading this.

The Matjhabeng Municipality established the Employment Assistance Programme (EAP) for its employees and their families in order to foster and maintain employee wellness and productivity.

What is EAP?

EAP is defined as a work-site based programme designed to assist in the early identification and resolution of productivity challenges associated with employees who are impaired by personal challenges.

What is the role of EAP?

The primary objective of the EAP is the early identification, prevention and resolution of social and personal challenges such as but not limited to:

- | | |
|-----------------|---------------------------|
| * Health | * Family |
| * Relationships | * Marital |
| * Financial | * Alcohol & drugs |
| * Legal | * Emotional |
| * Stress | * Other personal concerns |

Who can use EAP?

All employees of Matjhabeng Municipality regardless of their status or level and their dependants (i.e. spouse and children).

How do I access EAP services?

- Phone an EA Professional and make an appointment.
- Your Supervisor, Union Representative, Manager or any other person can make an appointment on your behalf with an EA Professional.
- A Supervisor can make an appointment with an EA Professional as a result of productivity problems experienced with an employee.

What are the principles underlying the EAP

1. Assessment

Every employee is entitled to a thorough and efficient assessment.

2. Confidentiality, Non-disclosure and Privacy

Consultation with EA Professionals shall be treated with strict confidentiality. All employees have a right to confidentiality, non-disclosure and privacy regarding their health status and medical records.

3. Treatment

All employee shall be entitled to equal and dignified treatment.

4. Neutrality

EA Professionals shall maintain neutrality by not getting involved in disputes between employees, trade unions and management, unless subpoenaed by a court of law.

5. Participation

Participation is voluntary and will not jeopardize an employee's job security.

6. Professional Registration

All EA Professionals shall comply with their Professional board.

7. Access to EAP Services

Comprehensive, quality EAP services shall be provided to all employees and, where necessary, immediate family members.

8. Non-discrimination

No employee will be discriminated against on the basis of participation in an EA Programme.

9. Enabling Environment

EAP must be provided in a conducive environment that supports all the above principles.

What are EAP credentials?

Employee Assistance Professionals must be registered with recognized professional bodies (e.g. Social Work & Psychology) in order to provide professional therapeutic services.





MATJHABENG MUNICIPALITY

BRANCH EMPLOYEE WELLNESS

PROPOSED DRAFT EMPLOYEE ASSISTANCE PROGRAMME PRESENTATION

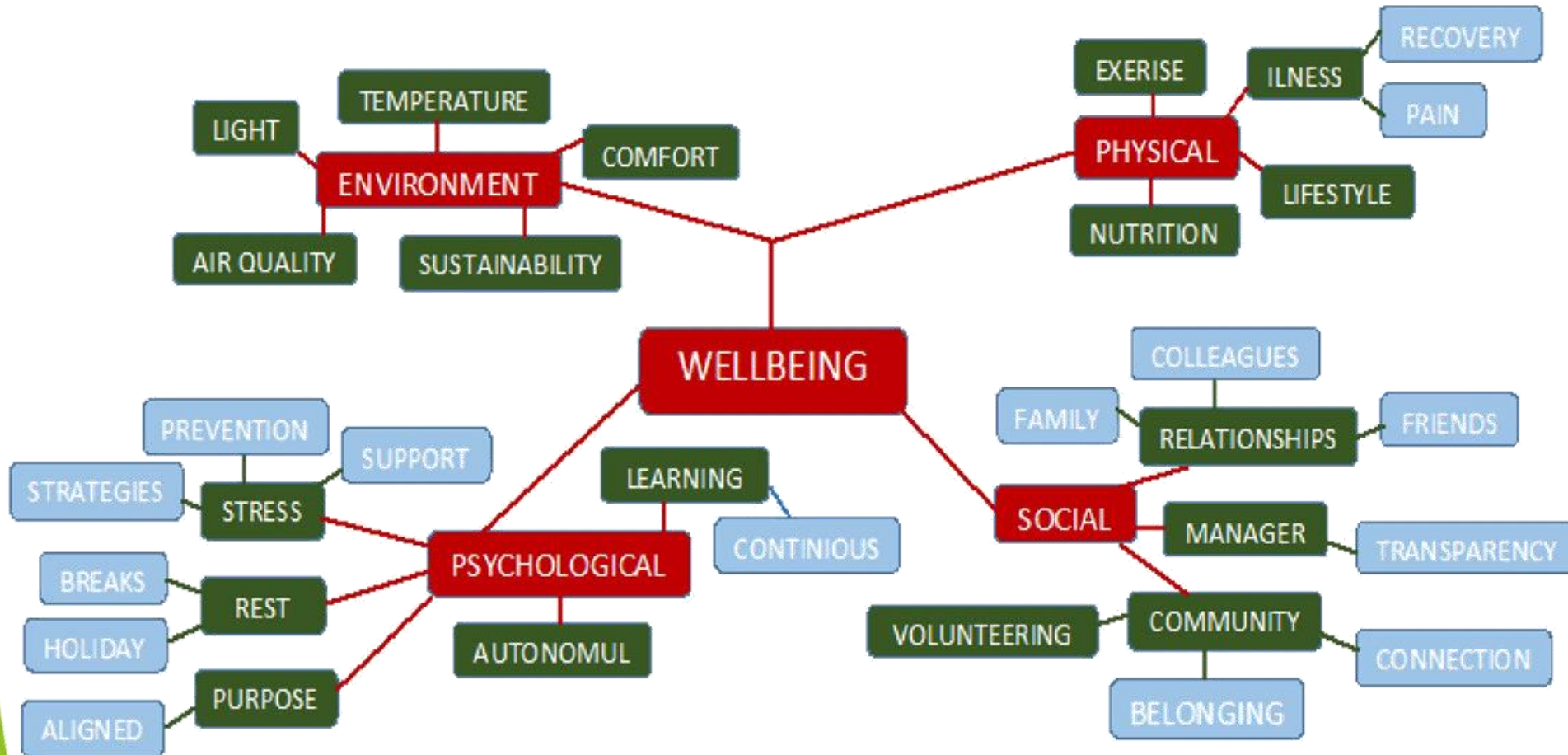
Presented by: MH Dastile
Acting Manager Wellness
Programme

Date: 7 September 2018

EMPLOYEE ASSISTANCE PROGRAMME

(EAP) Employee Assistance Programme is a worksite based programme that concerns itself with the well-being of the employees through the provision of professional EAP Services and the HIV/AIDS Workplace Programme.

We cannot run away to a fact that EAP's Primary goal is to make sure that employees are safe and feel the sense of belonging:



TYPES OF SERVICE PROVIDED BY BRANCH WELLNESS PROGRAMME

NB: Confidentiality is strictly maintained and guaranteed.

The Services Include:

- Professional Assessment
- Therapeutic Consultation
- Crisis Intervention
- Stress Management
- Life Skill Training
- Referral for Professional Intervention and Treatment
- Back to Work Programmes
- HIV/AIDS Treatment and Care Programmes
- Trauma Debriefing
- Pauper, Indigent (Destitute) & Unknown Burials

THE EMPLOYEE ASSISTANCE PROGRAMME

(EAP) Employee Assistance Programme is a worksite based programme that concerns itself with the well-being of the employees through the provision of professional EAP Services and the HIV/AIDS Workplace Programme.

❖ Sense of belonging:

What is sense of belonging?

Result of a concussive environment that is created by employer for employee to perform his/her duties.

This can be done through rewards (material rewards, verbal rewards) as a motive factor. Let us not forgot a happy and motivated employee will always prepared to go an extra mile. It is also a fact that any employee spends most of his/her time at work, that means is where he/she suppose to show his/her best.

These programmes suppose to allow them to show their creativity at the workplace. It is of this programme to empower our employees with needed skills suitable programmes.

EAP is the link between employer and employees and any programme that doesn't meat these requirements is useless. Employer must be able to understand any of his/her Departments through Employee Assistance Program.

This program must be able to turn and produce results that are sustainable for institution and the employees. It must also be able to interact with employees and their families. We know that an employer is what he/she is because of the institution and his/her family. That mean family and workplace are two sides of the same coin and you cannot ignore any of this and get a performing employee.

All these can be achieved through these services:

➤ **Professional Assessment**

This assessment can be done through questionnaires and face to face interviews, i.e. designing a questionnaire that will be filled in by employees and supervisors about the wellness and performance of employees.

➤ **Therapeutic consultation & Stress Management**

It is very important for any company to appoint a Therapeutic Consultant for its employees. This assists the company on keeping or maintaining the high standard of consultation with its employees. The Appointment of a Consultant is a very vital role on the employee's performance in the Workplace. It can play a very important role on employees performance in the workplace; this is a Psychological Victory from the Company.

Types of Consultants that Company may appoint:

- **Financial Management Consultant**

It is very important for a Company to educate its employees about Financial Management i.e. how to spend your salary and save at the same time. In most cases employees do depend on extra or overtime payments.

- **Medical Consultant**

The role of this consultant is to do medical check-ups on all employees in the Company. It's another Psychological victory. This boosts the trust and the health of employees in the Company.

- **Stress Relieve Consultant**

Employees do get stressed if they are in debt and cannot provide support to their families. This can be done by Wellness Staff and appointed consultant.

➤ **Crisis Intervention & Trauma Debriefing**

Crisis intervention can be done by Wellness Branch on managing the employee's family crisis.

No employee will ever be able to perform his duties if there is a serious crisis at home, i.e. divorce, chronic disease, etc.

➤ **Life Skill Training**

Employees need to be empowered timely so. Life skill is very important people must be taught about chronic diseases, future plans, and chances of promotions in the workplace.

Life skill is very important to any employee. She/he must be able to understand chances of promotion in the workplace.

It's a responsibility of any employee to progress in the workplace, so once the employee are aware about these chances it's up to those to perform expected.

➤ **HIV/AIDS Treatment and Care Programmes & Referral for Professional Intervention and Treatment**

Treatment of chronic illness is very sensitive and deserves strictly confidentiality in the workplace.

Programmes like HCT, HIV/AIDS, Prostate Cancer, Breast Cancer, etc. may try to address only if there are follow-ups after the program to deal with any outcomes of an individual.

➤ **Bereavement**

Burial of employees and his/her family members must be clear to all employees before the incidents. Employees can be motivated to group themselves and form a burial society.

Even Birthday wishes are very important on boosting or improving the work spirit in the workplace. They can be done in the form of short messages (sms) or telephonically, and group singing.

INTERNAL REFERRAL PROCESSES OF EMPLOYEES TO THE BRANCH

1. TYPES OF REFERRAL

7.1. Self-Referral

- An employee through process of self-realization recognizes that a problem exists, may seek assistance by consulting an EAP Practitioner directly or through Supervisor/Manager.
- A self-referral EAP consent form will be available for an individual to sign.
- Employees, who voluntarily seek assistance but do not want their supervisors to know of their participation, can arrange an appointment with the EAP Practitioner privately.

7.2. FORMAL REFERRALS

- A supervisor who is concerned about the decline in an employee's performance, attitude or behavior may refer that employee, with the employee's consent form to an EAP Practitioner for assistance.
- The supervisor is required to complete the referral form and submit it to the EAP Practitioner at least 3 days prior to interview.
- The Supervisor/ Manager will not require the employee to divulge nature of the problem but will merely offer assistance in arranging an appointment at a time convenient to all parties.

7.3. INFORMAL REFERRAL

- This is when an employee experiences personal or social problems and on advice of other people e.g. supervisor, a colleague, union representative, friend, or family may seek assistance from the EAP Practitioner.
- The EAP Practitioner will be responsible for:
 - *Informing the supervisor/manager of the progress on counselling.*
 - *For ensuring the employee that no information regarding the precise nature of the problem(s) will be revealed to supervisor/ manager without the employee's informed agreement.*
 - *EAP clients absent from work due to EAP related procedures will be allowed special leave.*

BENEFITS OF EMPLOYEE ASSISTANCE PROGRAMME

- Lower health care costs,
- Increase productivity,
- Decrease absenteeism,
- Reduce work related ill-health and injuries,
- Raise employee's morale.

BRANCH WELLNESS PROGRAMME CONTACT DETAILS

Enquiries:

Acting Manager

MH Dastile (Registered Councillor) (057) 910 6407

TS Madia (Registered Social Worker) (057) 910 6410

S Mynhardt (057) 910 6418

D Ketile (057) 910 6412

AP Mofokeng (057) 910 6411

M Mothibeli (057) 910 6416

MS Seahlodi (Social Auxiliary Worker) (057) 910 6415

THE END

July 2018	TYPE OF COMPLAINT	REPORTED	RESOLVED	PENDING
VENTERSBURG AND MAMAHABANE				
	WATER LEAKAGES: Eg. Replacement of water meters, disconnections, repairs of pipes and new connections	18	18	0
	SEWERAGE: mainline repairs, cleaning or servicing of Pump stations	06	06	0
	REFUSAL REMOVALS: Illegal dumping, dustbin refusal	1	1	0
	ELECTRICITY: Cable theft, streets lights and replacements of meters.	2	2	0
	PARKS AND RECREATION: Grass cutting, cleaning of sports grounds and parks.	3	3	0
	ENGINEERING: Potholes	0	0	0
	TOTAL	30	30	0
THABONG				
	WATER LEAKAGES: Eg. Replacement of water meters, disconnections, repairs of pipes and new connections	162	102	60
	SEWERAGE: mainline repairs, cleaning or servicing of Pump stations	171	22	149
	REFUSAL REMOVALS:	00	00	00

	Illegal dumping, dustbin refusal			
	PARKS AND RECREATION: Grass cutting, cleaning of sports grounds and parks.	02	01	01
	ELECTRICITY: Cable theft, streets lights and replacements of meters.	03	03	03
	ENGINEERING: Potholes	22	7	15
	TOTAL	360	135	225
WELKOM				
	WATER LEAKAGES: Eg. Replacement of water meters, disconnections, repairs of pipes and new connections	351	250	101
	SEWERAGE: mainline repairs, cleaning or servicing of Pump stations	144	50	94
	REFUSAL REMOVALS: Illegal dumping, dustbin refusal	00	00	00
	PARKS AND RECREATION: Grass cutting, cleaning of sports grounds and parks.	10	08	02
	ELECTRICITY: Cable theft, streets lights and replacements of meters.	07	05	02
	ENGINEERING: Potholes	03	00	03
	TOTAL	515	313	202
KUTLOANONG AND ODENDAALSRUS				
	WATER LEAKAGES: Eg. Replacement of water meters, disconnections,	43	43	00

	repairs of pipes and new connections			
	SEWERAGE: mainline repairs, cleaning or servicing of Pump stations	08	08	00
	REFUSAL REMOVALS: Illegal dumping, dustbin refusal	00	00	00
	PARKS AND RECREATION: Grass cutting, cleaning of sports grounds and parks.	07	04	03
	ELECTRICITY: Cable theft, streets lights and replacements of meters.	06	04	02
	ENGINEERING: Potholes	00	00	00
	TOTAL	64	59	05
VIRGINIA				
	WATER LEAKAGES: Eg. Replacement of water meters, disconnections, repairs of pipes and new connections	79	54	25
	SEWERAGE: mainline repairs, cleaning or servicing of Pump stations	50	35	15
	REFUSAL REMOVALS: Illegal dumping, dustbin refusal	0	0	0
	PARKS AND RECREATION: Grass cutting, cleaning of sports grounds and parks.	0	0	0
	ELECTRICITY: Cable theft, streets lights and replacements of meters.	15	11	4
	ENGINEERING: Potholes	1	1	0
	TOTAL	145	101	44

PHOMOLONG AND HENNENMAN				
	WATER LEAKAGES: Eg. Replacement of water meters, disconnections, repairs of pipes and new connections,	16	15	01
	SEWERAGE: mainline repairs, cleaning or servicing of Pump stations	20	17	03
	REFUSAL REMOVALS: Illegal dumping, dustbin refusal	00	00	00
	PARKS AND RECREATION: Grass cutting, cleaning of sports grounds and parks.	00	00	00
	ELECTRICITY: Cable theft, streets lights and replacements of meters.	05	05	00
	ENGINEERING: Potholes and Readings	00	00	00
	TOTAL	43	37	06

TOTAL REPORTED: 1157

TOTAL RESOLVED: 675

TOTAL PENDING: 482

AUGUST 2018	TYPE OF COMPLAINT	REPORTED	RESOLVED	PENDING
VENTERSBURG AND MAMAHABANE				
	WATER LEAKAGES: Eg. Replacement of water meters, disconnections, repairs of pipes and new connections	03	03	00
	SEWERAGE: mainline repairs, cleaning or servicing of Pump stations	04	04	00
	REFUSAL REMOVALS: Illegal dumping, dustbin refusal	1	1	00
	ELECTRICITY: Cable theft, streets lights and replacements of meters.	2	2	00
	PARKS AND RECREATION: Grass cutting, cleaning of sports grounds and parks.	3	3	00
	ENGINEERING: Potholes	0	0	00
	TOTAL	13	13	00
THABONG				
	WATER LEAKAGES: Eg. Replacement of water meters, disconnections, repairs of pipes and new connections	113	94	19
	SEWERAGE: mainline repairs, cleaning or servicing of Pump stations	170	31	139
	REFUSAL REMOVALS:	08	06	02

	Illegal dumping, dustbin refusal			
	PARKS AND RECREATION: Grass cutting, cleaning of sports grounds and parks.	16	13	03
	ELECTRICITY: Cable theft, streets lights and replacements of meters.	10	6	4
	ENGINEERING: Potholes	22	7	15
	TOTAL	339	157	182
WELKOM				
	WATER LEAKAGES: Eg. Replacement of water meters, disconnections, repairs of pipes and new connections	249	208	41
	SEWERAGE: mainline repairs, cleaning or servicing of Pump stations	177	58	119
	REFUSAL REMOVALS: Illegal dumping, dustbin refusal	09	06	03
	PARKS AND RECREATION: Grass cutting, cleaning of sports grounds and parks.	10	08	02
	ELECTRICITY: Cable theft, streets lights and replacements of meters.	07	05	02
	ENGINEERING: Potholes	03	00	03
	TOTAL	455	285	170
KUTLOANONG AND ODENDAALSRUS				
	WATER LEAKAGES: Eg. Replacement of water meters, disconnections,	18	12	06

	repairs of pipes and new connections			
	SEWERAGE: mainline repairs, cleaning or servicing of Pump stations	12	09	03
	REFUSAL REMOVALS: Illegal dumping, dustbin refusal	00	00	00
	PARKS AND RECREATION: Grass cutting, cleaning of sports grounds and parks.	07	04	03
	ELECTRICITY: Cable theft, streets lights and replacements of meters.	06	04	02
	ENGINEERING: Potholes	00	00	00
	TOTAL	43	29	14
VIRGINIA				
	WATER LEAKAGES: Eg. Replacement of water meters, disconnections, repairs of pipes and new connections	05	05	00
	SEWERAGE: mainline repairs, cleaning or servicing of Pump stations	04	04	00
	REFUSAL REMOVALS: Illegal dumping, dustbin refusal	0	0	0
	PARKS AND RECREATION: Grass cutting, cleaning of sports grounds and parks.	0	0	0
	ELECTRICITY: Cable theft, streets lights and replacements of meters.	15	11	4
	ENGINEERING: Potholes	1	1	0
	TOTAL	24	21	04

PHOMOLONG AND HENNENMAN				
	WATER LEAKAGES: Eg. Replacement of water meters, disconnections, repairs of pipes and new connections,	18	14	04
	SEWERAGE: mainline repairs, cleaning or servicing of Pump stations	24	17	07
	REFUSAL REMOVALS: Illegal dumping, dustbin refusal	00	00	00
	PARKS AND RECREATION: Grass cutting, cleaning of sports grounds and parks.	00	00	00
	ELECTRICITY: Cable theft, streets lights and replacements of meters.	01	01	00
	ENGINEERING: Potholes and Readings	00	00	00
	TOTAL	43	32	11

Total Reported: 917

Total fixed: 537

Total Pending: 380

COUNCIL: RESOLUTIONS AUDIT: 30 MAY 2018

ITEM NO	DESCRIPTION	DATE	RESPONSIBLE PERSON	PROGRESS
A35 of 2018	<p><u>RESIGNATION OF COUNCILLOR M.E. SENXEZI AS AN EFF COUNCILLOR (SPEAKER) (3/1/4/2)</u></p> <p>PURPOSE</p> <p>The purpose of this item is to submit to Council the resignation of Cllr M.E. Senxezi as a Councillor representing Economic Freedom Fighters in Matjhabeng Council, for noting.</p> <p>DISCUSSION</p> <p>The Speaker presented the item to Council.</p> <p><u>COUNCIL RESOLVED: (30 MAY 2018)</u></p> <ol style="list-style-type: none"> 1. That the Council ACCEPTS the resignation of Cllr M.E. Senxezi. 2. That the Municipal Manager should DECLARE a vacancy to the IEC. 3. That the Speaker must INVESTIGATE whether any part of Cllr Senxezi's allowance could be legally recovered from him for absconding. 	30 May 2018	<p>MM & ED: CSS</p> <p>Office of the Speaker</p>	<p>The vacancy has been declared to IEC.</p> <p>The Office of the Speaker is handling the matter.</p>

A36 of 2018	<p><u>QUESTIONS OF WHICH NOTICE WAS GIVEN: CLLR A. STYGER (MM) (3/1/3/2)</u></p> <p>PURPOSE</p> <p>To submit the questions raised by Cllr A. Styger and the response thereon by the Municipal Manager.</p> <p>DISCUSSION</p> <p>The Speaker allowed Cllr A. Styger to comment on the response received from the Municipal Manager.</p> <p>Cllr A. Styger indicated that the response of the Municipal Manager made it clear that the former Municipal Manager, Mr M.F. Lepheana incurred an amount of R1.8 million in legal fees without the approval of Council.</p> <p><u>COUNCIL RESOLVED: (30 MAY 2018)</u></p> <ol style="list-style-type: none"> 1. That Council TAKES NOTE of the Municipal Manager's response. 2. That Council MANDATES the Executive Mayor to investigate whether the R1.8 million incurred by the former Municipal Manager, Mr M.F. Lepheana in legal fees that were not authorized by Council could be legally recuperated from him. 	30 May 2018		
			MM & ED: CSS	Ongoing and the report will be given to the Municipal Manager.

A54 of 2018	<p><u>MOTION BY CLLR P.F. BOTHA: MOTION TO HAVE MEDIA NEWS CONTRACT DECLARED NULL AND VOID (20/14/4/3)</u></p> <p>PURPOSE</p> <p>To submit to Council the motion received from Cllr P.F. Botha for consideration.</p> <p>DISCUSSION</p> <p>The Speaker allowed Cllr P.F. Botha to present his motion to Council.</p> <p><u>COUNCIL RESOLVED: (30 MAY 2018)</u></p> <ol style="list-style-type: none"> 1. That the contract at its entirety BE DECLARED null and void. 2. That the awarding of a future contract BE KEPT IN ABEYANCE until the applicable By-law and Policy has been subjected to public participation as per the Systems Act, approved by Council and promulgated in the Government Gazette. 3. That the Supply Chain Management Policy procedures BE FOLLOWED should Council resolve to outsource the administration of the Policy and By-law. 4. That the contract BE ALSO INCLUDED in the list of contracts that would be subjected to the Multi-Party Committee. 	30 May 2018	<p>MM & ED: CSS</p> <p>MM</p> <p>MM</p> <p>MM</p>	<p>The Municipal Manager will handle the matter.</p>
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COUNCIL: RESOLUTIONS AUDIT: 30 AUGUST 2018

ITEM NO	DESCRIPTION	DATE	RESPONSIBLE PERSON	PROGRESS
A103 of 2018	<p><u>RESIGNATION OF THE EXECUTIVE DIRECTOR: INFRASTRUCTURE AND DECLARATION OF A VACANCY (EXECUTIVE MAYOR) (5/8/2)</u></p> <p>PURPOSE</p> <p>The purpose of this item is to submit to Council the resignation of Me Betty Maswanganyi from the position of an Executive Director: Infrastructure and declaration of a vacancy, for consideration.</p> <p>DISCUSSION</p> <p>The Executive Mayor presented the item to Council.</p> <p><u>COUNCIL RESOLVED:</u> (30 AUGUST 2018)</p> <ol style="list-style-type: none"> 1. That Council ACCEPTS the resignation of the Executive Director: Infrastructure effective from the 1st September 2018. 2. That Council DECLARES the vacancy of the Executive Director: Infrastructure in line with the regulations on appointment and Conditions of Service of Senior Managers of 2014. 	30 August 2018	<p>EXECUTIVE MAYOR</p> <p>MM</p> <p>MM</p>	

	<p>3. That Council MANDATES the Municipal Manager TO ADVERTISE the vacant post in line with the aforementioned regulations.</p> <p>4. That a request BE MADE to COGTA to support the Municipality by deploying a qualified Engineer as per MISA arrangement to assist, until the Municipal Manager finalizes the appointment of the Executive Director: Infrastructure.</p>		<p>MM & ED: CSS</p> <p>MM & ED: CSS</p>	<p>The position has been advertised in the City Press of the beginning of September 2018.</p> <p>A letter to be sent COGTA to second an engineer.</p>
A104 of 2018	<p><u>APPOINTMENT OF THE ACTING EXECUTIVE DIRECTOR: LED, PLANNING & HUMAN SETTLEMENTS (EXECUTIVE MAYOR) ()</u></p> <p>PURPOSE</p> <p>The purpose of the item is to request to Council to appoint the acting of Executive Director: Local Economic Development, Planning and Human Settlements.</p> <p>DISCUSSION</p> <p>The Executive Mayor presented the item to Council.</p> <p><u>COUNCIL RESOLVED: (30 AUGUST 2018)</u></p> <p>1. That Council APPOINTS Mr B. Golele as the acting Executive Director: LED, Planning and Human Settlements.</p> <p>2. That the acting period should NOT EXCEED the period of three months.</p>	30 August 2018	<p>EXECUTIVE MAYOR</p> <p>MM</p> <p>MM</p>	<p>Appointment done.</p>

	<p>3. That a report of the Committee who conducted the previous interviews for the said position should BE SUBMITTED in the next Council meeting.</p>		<p>MM</p>	
	<p>4. That the position of the Executive Director BE RE-ADVERTISED.</p>		<p>MM & ED: CSS</p>	
	<p>5. That appointments for both positions of Executive Directors: Infrastructure and LED SHOULD BE MADE.</p>		<p>MM</p>	

COUNCIL: RESOLUTIONS AUDIT: 06 SEPTEMBER 2018

ITEM NO	DESCRIPTION	DATE	RESPONSIBLE PERSON	PROGRESS
(m)	<p>Matters arising from the minutes: 30 May 2018</p> <p>A36 of 2018</p> <p>The Executive Mayor informed Council that he had delegated the matter, in which he was mandated to investigate whether the R1.8 million incurred in legal fees could be recuperated from the former Municipal Manager, to the current Municipal Manager and Council would receive an update at the next Council meeting.</p> <p>A43 of 2018</p> <p>Cllr A. Styger wanted to know the reason why resolution 1.3 pertaining to the review of all contracts by the Multi-Party Committee within three months from the date of the meeting, was not adhered to and how would the matter be resolved.</p> <p>After long deliberations where various inputs were made, it was resolved:</p>	06 September 2018	<p>MM & ED: CSS</p> <p>MM</p>	Ongoing and the report will be given to the Municipal Manager.

	<p>1. That resolution 1.3 of item A43 of 2018 is still standing as approved by Council.</p> <p>2. That the Municipal Manager must submit the prepared report to the Executive Mayor who would then interact with various parties, as the Multi-Party agreed upon in Council was not explicit, and that Forum would deliberate on the mode of action.</p> <p>A54 of 2018</p> <p>Cllr A. Styger raised his concern with regard to the new contract that was signed by the Municipal Manager with Media News three days after the submission of a motion to Council, to declare their existing contract null and void due to non-compliance with legal requirements.</p> <p>He also stated that this information was not declared in Council when resolutions of the motion were taken where Council resolved that awarding of future contracts must be kept in abeyance until the applicable by-law and policy had been subjected to public participation. He requested that the new contract be included to the list of contracts that would be reviewed.</p> <p>The Speaker requested that the concern be noted.</p>		MM MM MM	
A78 of 2018	<p><u>THREE MONTHS FINANCE REPORT – APRIL - JUNE 2018 (EXECUTIVE MAYOR) (6/4/1)</u></p> <p>PURPOSE</p> <p>To submit to Council the three Months Finance Report for April – June 2018 in terms of Section 52 (d) of the Municipal Finance Management Act, number 56 of 2003.</p>	06 September 2018	EXECUTIVE MAYOR	

	<p>DISCUSSION</p> <p>The Executive Mayor presented the item to Council. He indicated that the main challenge was overtime as the Municipality has incurred a deficit of R2 million in overtime.</p> <p>During the discussion of this item the following questions were posed:</p> <table><tr><th>QUESTIONS</th><th>RESPONSES/ SUGGESTIONS</th></tr><tr><td>The April-June reports reflect overtime payments for political appointments, why are those payments not reflected in the quarterly report and why is the Mayor’s budget not reflecting overtime whereas his drivers were claiming for it?</td><td>The Executive Mayor explained that his body guards were not getting overtime but were placed at an equivalent level but other officials assisting in his office belong to other departments. He promised to investigate the matter and report back to Council.</td></tr><tr><td>Was there a plan in place to address the R2.2 billion debt on bulk water which increases by R50 million a month, as the Municipality would never be able to service such debt?</td><td><ul style="list-style-type: none">• Sedibeng and ESKOM tariffs are disputed by various Municipalities as they tend to double their tariffs and they are using the municipal servitude which they are not paying for.• The Municipality should devise their own consumer metering device that will register the supply of water</td></tr></table>	QUESTIONS	RESPONSES/ SUGGESTIONS	The April-June reports reflect overtime payments for political appointments, why are those payments not reflected in the quarterly report and why is the Mayor’s budget not reflecting overtime whereas his drivers were claiming for it?	The Executive Mayor explained that his body guards were not getting overtime but were placed at an equivalent level but other officials assisting in his office belong to other departments. He promised to investigate the matter and report back to Council.	Was there a plan in place to address the R2.2 billion debt on bulk water which increases by R50 million a month, as the Municipality would never be able to service such debt?	<ul style="list-style-type: none">• Sedibeng and ESKOM tariffs are disputed by various Municipalities as they tend to double their tariffs and they are using the municipal servitude which they are not paying for.• The Municipality should devise their own consumer metering device that will register the supply of water		<p>ED: CSS & CFO</p> <p>CFO</p>	<p>A letter has been written to the Chief of Staff to handle the matter.</p>
QUESTIONS	RESPONSES/ SUGGESTIONS									
The April-June reports reflect overtime payments for political appointments, why are those payments not reflected in the quarterly report and why is the Mayor’s budget not reflecting overtime whereas his drivers were claiming for it?	The Executive Mayor explained that his body guards were not getting overtime but were placed at an equivalent level but other officials assisting in his office belong to other departments. He promised to investigate the matter and report back to Council.									
Was there a plan in place to address the R2.2 billion debt on bulk water which increases by R50 million a month, as the Municipality would never be able to service such debt?	<ul style="list-style-type: none">• Sedibeng and ESKOM tariffs are disputed by various Municipalities as they tend to double their tariffs and they are using the municipal servitude which they are not paying for.• The Municipality should devise their own consumer metering device that will register the supply of water									

		<p>to own reticulation system in order to have information that could be used in disputes.</p> <ul style="list-style-type: none">• SALGA intends to take ESKOM to Court on behalf of all affected Municipalities in the Country.		CFO	
	Ligia Paper is owing the Municipality over R30 million including interest and what is done to claim that money?	FDC is having challenges with their properties all over Free State stating they can't afford to pay- a report would be submitted to the Revenue Enhancement Committee.		CFO	
	Flamingo Lake Development had been transferred to the Municipality back in 2007 and why is their debt not written off?	The CFO should address the matter.		Chief of Staff, CFO & ED: CSS	A letter has been written to the Chief of Staff to handle the matter.
<u>COUNCIL RESOLVED: (06 SEPTEMBER 2018)</u>					
<p>1. That the Finance Report for the Quarter (April - June 2018) in terms of Section 52 (d) of the Municipal Finance Management Act, number 56 of 2003, BE NOTED.</p> <p>2. That the Finance Report for the Quarter (April - June 2018) in terms of Section 52 (d) of the Municipal Finance Management Act, number 56 of 2003, BE SUBMITTED to Provincial and National Treasury.</p>					

	<p>3. That the Executive Mayor WOULD INVESTIGATE the matter of Overtime in his Office and report back to Council.</p> <p>4. That the Municipal Manager MUST SUBMIT a report on a Plan to address the bulk water debt as well as progress on installation of smart meters.</p>			
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CORPORATE SERVICES: RESOLUTIONS AUDIT: 13 JULY 2018

ITEM NO	DESCRIPTION	DATE	RESPONSIBLE PERSON	PROGRESS
CSS23of 2018	<p><u>PROGRESS REPORT ON IMPLEMENTATION OF SHIFT SYSTEM IN TERMS OF THE COLLECTIVE AGREEMENT FOR THE FREE STATE DIVISION OF THE SALGBC (ED: CSS) (5/2/2)</u></p> <p>PURPOSE</p> <p>To submit to the Section 80 Committee progress on verification of Shift Workers done by the Basic Conditions Sub-Committee.</p> <p>DISCUSSION</p> <p>Director Wetes explained that the Shift System, much as it is the Council resolution, it also arises out of Collective Agreement of November 2016 that in order to cut on overtime and to cut on number of allowances the Municipality have need to put them together and have 27% across the board. He said that must be presented in the LLF according to Collective Agreement. The LLF will then refer it to the Sub-Committee and the Sub-Committee will then finalized on the 17 July 2018.</p> <p>He said according to Collective Agreement in Annexure C there is nothing like back pay but that will be discussed in the LLF. He said that two departments will be piloted on Shift system which is infrastructure and community services and the municipality is expecting savings from that.</p>	13 July 2018		

	<p><u>THE SECTION 80: CORPORATE SUPPORT SERVICES RESOLVED (13 July 2018)</u></p> <p>That the issue BE FINALIZED at the next LLF meeting on the 17 July 2018.</p>		M: LR	
CSS24 of 2018	<p><u>AMENDED DRAFT HIV/AIDS WORKPLACE POLICY (ED: CSS) (20/1/3)</u></p> <p>PURPOSE</p> <p>To table the Amended Draft HIV/AIDS Workplace Policy to Corporate Support Services Section 80 Committee for adoption.</p> <p><u>THE SECTION 80: CORPORATE SUPPORT SERVICES RESOLVED (13 July 2018)</u></p> <p>That the proposed amended draft HIV/AIDS workplace Policy BE SUBMITTED to Council for adoption.</p>	13 July 2018	AM: WELLNESS	
CSS25 of 2018	<p><u>PROGRESS REPORT ON CUSTOMER CARE COMPLAINTS FROM JANUARY TO MAY 2018 (ED: CSS) (5/6/2/7)</u></p> <p>PURPOSE</p> <p>To submit a progress report to the Corporate Support Services Section 80 on complaints reported to Customer Care in the past five months for notification.</p> <p>DISCUSSION</p> <p>Director Wetes requested that for the benefit of the Councilors that there must be an indication of what is contained in the</p>	13 July 2018		

	<p>report briefly so that the Councilors should have an ideal why the report is being tabled and why it is important so that they can be able to answer if there is a reaction on the report.</p> <p>Mr. Atolo said that it should also be contextualized to the Councilors so that they could see the strategic importance of the item. He said that the service delivery is one of the important indicators for Councilors especially at the Ward level. He said the Councilors have complaints coming to them whereas the municipality has got complaints management system in place spearheaded by a Customer Care Unit. He explained that each and every locality in Matjhabeng Municipality has got people who are taking complaints and documenting those complaints, breaking them down in terms of the Wards.</p> <p><u>THE SECTION 80: CORPORATE SUPPORT SERVICES RESOLVED (13 July 2018)</u></p> <p>That the item BE NOTED.</p>		NOTED	
CSS26 of 2018	<p><u>PROGRESS REPORT: PROPOSED ORGANISATIONAL STRUCTURE (ED: CSS) (2/1)</u></p> <p>PURPOSE</p> <p>To provide SALGA`s comments on the proposed Organizational Structure.</p> <p>DISCUSSION</p> <p>Director Wetes explained that the issue of the structure has been discussed for some time now. He said that all the processes has been done and the structure has been reduced to R730m. The Chairperson said that Director Wetes has alluded</p>	13 July 2018		

	<p>to the fact that ever since Matjhabeng was formed there was never a structure that was approved by Council. He said that in the LLF the organized labour claimed that in 2006 there was a structure that was approved.</p> <p>Director Wetes explained that in 2006 the structure was designed by then Municipal Manager. He said could be that that structure was tabled in the LLF and they signed it off. He said the requirement of law is that the ultimate body that should approve the structure is the Council and there is no Council resolution that approved that structure. He said in 2009 the then Municipal Manager made changes to that structure but it was never taken to the Council. He said technically Matjhabeng has no approved structure and therefore by law the money that is paid to positions that are sitting in the structure that is not approved it is regarded as irregular expenditure. He said SALGA gave an opinion and the LLF said that there must be a two day workshop on structure. He said Directors are directed by the LLF to identify positions that are critical and it is the process.</p> <p>Director explained that after finishing all processes they have agreed with the Executive Mayor that when all parties have been consulted and the structure is within the amount that was budgeted which is R732m it will be tabled to the Council. He made a request to Councilors that the structure be tabled in the caucus and politicians must discuss it in order to give direction to administration</p> <p>The Chairperson asked if the structure is talking to the IDP because it will be useless to submit to the Council the structure that does not talk to the IDP.</p>			
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	<p>Director Wetes responded by saying that the structure will talk to the IDP but not directly. He said the structure that will be taken to the Council are the inputs from the Directors. They have looked at the SDIBP and their performance contracts on the things that they had to achieve. He said they have designed positions in that way. He said all the positions that are there are the positions that driving exactly what they have to achieve.</p> <p>Mr. Atolo explained that Act 7 of 2011 of Systems Act Amendment they changed Section 66 says that the Municipal Manager used to approve the staff establishment but from 2011 upwards the Municipal Manger has got to develop the staff establishment and submit it to the Council for approval, this has never happened since 2011.</p> <p><u>THE SECTION 80: CORPORATE SUPPORT SERVICES RESOLVED</u> (13 July 208)</p> <p>That the item BE NOTED.</p>			
CSS27 of 2018	<p><u>PROGRESS ON RECRUITMENT OF PLUMBERS</u> (ED: CSS) (5/3/2/4)</p> <p>PURPOSE</p> <p>The purpose of this item is to submit to the Section 80 Corporate Support Services Committee Meeting the progress made on the recruitment of plumbers.</p> <p><u>THE SECTION 80: CORPORATE SUPPORT SERVICES RESOLVED</u> (13 July 2018)</p> <p>That the item BE NOTED.</p>	13 July 2018		

CSS28 of 2018	<p><u>SCHEDULE OF CORPORATE SUPPORT SERVICES</u> <u>SECTION 80 COMMITTEE MEETINGS</u> (ED: CSS) (3/1/3/1)</p> <p>PURPOSE</p> <p>To submit the proposed schedule of Corporate Support Services Section 80 Committee meetings from July 2018 to June 2019, for noting.</p> <p><u>THE SECTION 80: CORPORATE SUPPORT SERVICES RESOLVED</u> (13 July 2018)</p> <p>That the BE NOTED.</p>	13 July 2018	NOTED	
CSS29 of 2018	<p><u>PROGRESS REPORT ON SECTION 80 COMMITTEE RESOLUTIONS</u> (ED: CSS) (2/2/2)</p> <p>PURPOSE</p> <p>To submit a progress report to Section 80 Committee on resolutions taken, for noting.</p> <p><u>THE SECTION 80: CORPORATE SUPPORT SERVICES RESOLVED</u> (13 July 2018)</p> <p>That the item BE NOTED.</p>	13 July 2018	NOTED	
CSS30 of 2018	<p><u>IMPLEMENTED SKILLS DEVELOPMENT INTERVENTIONS</u> (ED: CSS) (5/6/1)</p> <p>PURPOSE OF REPORT</p> <p>To submit to the Section 80 Committee Corporate Support Services implemented training interventions for the year 2017 to 2018.</p>	13 July 2018		

	<p><u>THE SECTION 80: CORPORATE SUPPORT SERVICES RESOLVED (13 July 2018)</u></p> <p>That the Section 80 TAKE NOTE of the item.</p>		NOTED	
CSS31 of 2018	<p><u>BRANCH WELLNESS PROGRAMME ANNUAL REPORT JULY 2017 TO JUNE 2018 (ED: CSS)</u></p> <p>PURPOSE</p> <p>The purpose of this item is to submit to the Section 80 Corporate Support Services Committee meeting the progress made by the Branch Wellness Programme (Annual Report July 2017 to June 2018)</p> <p>DISCUSSION</p> <p>Councilor Mphikeleli raised a concern under the Legal Framework about the Draft Pauper Indigents Policy. He wanted to know if there is no approved policy.</p> <p>The response from Mr. Madia was that last year September the Draft Pauper Indigents Policy was brought to Section 80 and it was referred back to Legal by Section 80. He said the Draft is still with Legal and it will brought back to Section 80 when the Legal is done with it.</p> <p>Mr. Atolo explained to the meeting that the Council did adopt the Pauper Indigent Policy. He said the one in the table was a revised Policy.</p> <p>Director Wetes said that he still insist that Corporate Support Services branch is an internal support of the Municipality and Pauper burials is the work of Councilors. He said it should be in the office of the Executive Mayor, where there is budget and</p>	13 July 2018		

	<p>community outreach. He said it was brought to the Corporate Service because there are Social Workers.</p> <p>He said the resolution was taken that it must be taken to the Special Programme in the office of the Executive Mayor. He said that the programme should include the wellness of the Councilors.</p> <p><u>THE SECTION 80: CORPORATE SUPPORT SERVICES RESOLVED</u> (13 July 2018)</p> <p>That the item BE NOTED.</p>		<p>NOTED</p>	
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FACILITATORS	: Patrick Flusk
TRAINING DATES	: 12-14 September 2018
TRAINING VENUE	: Toronto Hall
CLIENT/CUSTOMER	: Matjhabeng Local Municipality
NUMBER OF LEARNERS	: 28 out of 35 learners
TITLE/SUBJECT	: US 119350 - Accounting Policies and Procedures
CONTACT DETAILS	: Cell: 072 562 8108 or <u>pflusk@gmail.com</u>
PROJECT LEADER	: Cell: 083 631 2183 or <u>Robinson.colleen00@gmail.com</u>

NATIONAL TREASURY MUNICIPAL FINANCE MANAGEMENT PROGRAMME TRAINING FOR MATJHABENG LOCAL MUNICIPALITY

PURPOSE

To report on the training intervention undertaken for Matjhabeng Local Municipality as part of the MFMP training roll-out Phase 3 - US 119350 on Accounting policies and procedures.

OPERATIONAL ENVIRONMENT

Training was undertaken over 3 days (12-14 September 2018). The facilitation was attended by 28 learners (see attendance register attached) at Toronto Hall.

Following a 6-month cessation of the training due to non-payment of the service providers account, most learners were very eager to be back and to be able to continue with the training. It is hoped that the payment of the service provider invoices can now be kept up to date and paid within the prescribed 30 days, so that the programme can gain and keep momentum again.

Apologies were received for 3 learners as follows:

- Bulelwa Mojanaga – work requirements
- Ntombikayise Ntsontsa – Sick child.

All documents have been sent to all learners in order to assist in completing the POE, despite some not being present at the facilitation session.



Overview of days of facilitation

The facilitation covered US 119350, focusing on Accounting policies and procedures within the municipal sector.

Facilitation covered 6 Units included in the learner guide as follows:

- ☐ **Unit 1:** Demonstrate an understanding of accounting principles and reporting requirements and nature of accounting functions in the public sector.
- ☐ **Unit 2:** Use accounting techniques and approaches to process financial information.
- ☐ **Unit 3:** Apply end of period accounting procedures in the preparation of financial statements.
- ☐ **Unit 4:** Apply procedures necessary for control over cash transactions and balances.
- ☐ **Unit 5:** Utilise procedures for reporting and recording accounts receivables.
- ☐ **Unit 6:** Utilise procedures for recording and reporting on liabilities in the public sector.

In addition to the above, further material was also provided to the learners i.e. "Additional web-based reference material". This covered the following areas:

- × **Section 1:** Purpose of this additional web-based reference material.
- × **Section 2:** Accounting for inventories.
- × **Section 3:** Interim financial reporting.
- × **Section 4:** The Standard Chart of Accounts (SCOA).
- × **Section 5:** Apply end of period accounting procedures in the preparation of financial statements.
- × **Section 6:** Utilise procedures for recording and reporting on liabilities in the public sector.

Coverage of the above 2 sets of learning material was integrated through the Powerpoint presentation to assist learners in using them to complete their POE activities, and was all covered on Days 1-3. Formative and summative POE activities were covered in groups and plenary discussions, to ensure that all learners in attendance were fully aware of the requirements of the activities.

Additional resources provided/and or required

In order to fully complete the POE activities, learners were provided with the following documents:



- ☞ Soft copy Learner Guide for US 119350;
- ☞ Additional web-based Resource Material.

Challenges Experienced

No significant challenges were experienced, apart from the normal non-attendance of certain of the learners (as reported in a number of previous monthly reports):

- Thabiso Goralotse
- Vuyi Khajoane
- Nozinja Mabaso
- Tsekiso Majake
- Kgojane Matutle
- Moses Sejane
- Sello Senoge
- Siyabonga Sikade
- Gloria Smith.

As mentioned in the previous reports, non-attendance has been shown to severely negatively impact on the learner's ability to be able to successfully and timeously complete the required POEs. Municipal Management is thus URGENTLY requested to follow up with those learners who are not attending in order to ensure they attend the last few sessions.

An open invitation has been issued for all learners to consult with the facilitators should they experience any challenges with the completion of the POE activities, especially if they were not able to attend the facilitation for whatever reason. It is, however, imperative that they now attend each session until the end of the Programme in order to allow the facilitators to assist them in catching up with any sessions which they missed.

Assessment Conducted

Formative and summative assessment preparation was conducted throughout the 3 days. All formative and summative activities are required to be completed by all learners in full in order to be found competent in this Unit Standard.



Did the learners understand the expectations of the summative assessment?

Learners were taken through the whole POE. Submission in line with the assessment plan is, as always, the date of the next facilitation session i.e. 10-12 October 2017. It was reiterated that the sooner the POE is completed after the training, the easier it is to complete. Outstanding POEs were discussed and learners again committed to submitting them as soon as possible.

Submission of POEs continues to be fairly good, with the core group of learners submitting most of their POEs timeously, as well as finalising their submissions (with any additional evidence which may be required) before the end of the following training session. Learners leading the process include the following:

- Thabiso Jobo
- Mary Maroga
- Edward Mokolutlo
- Ntebeleng Monaune
- Mannuku Mokoto
- Tshepiso Molefi.

However, certain learners are also way behind in the process and require additional motivation to submit their outstanding POEs and to get up to date with their POEs so that they can still complete the Programme within the normal timeframes:

No POEs have been received from the following learners (who are also those not attending sessions):

- ☐ Thabiso Grorolotse
- ☐ Vuyi Khajoane
- ☐ Kgojane Matutle
- ☐ Lebo Motsekoa
- ☐ Ntombikayise Ntsontsa
- ☐ Mtutuzeli Vanga

- ☐ Modiehi Madingana (2 submitted, 1 competent to date)
- ☐ Tsekiso Majake (2 submitted, 1 competent to date)
- ☐ Bulelwa Mojanaga (2 submitted, 2 competent to date)
- ☐ Motshidisi Moabi (3 submitted, 3 competent to date)



- Keneilwe Rasego (3 submitted, 3 competent to date)
- Moses Sejane (3 submitted, 3 competent to date)

Portia Hlalela caught up nicely with the submission of 5 POEs at the last session which must now be assessed and feedback given at the next session.

Gloria Smith, despite having submitted 4 POEs which were assessed some time back, has not attended regularly and has not completed the additional evidence required on these POEs.

Matjhabeng Senior Management is requested to take the matter up with the learners whose submission rates require attention (in addition to ongoing follow up from Solstice Networks) in order to emphasise the importance of reaching compliance within the timeframes of the project.

Lessons Learned:

What lessons did you learn from the group and training?

- The sharing of experiences, development of 'learning networks' and sharing of best practice are significantly enhanced with a group of learners coming from various different departments and philosophical backgrounds.
- Within the group the level of education and work-related experience differs, as well as coming from different departments. The facilitation and class discussion therefore need to take these differences into account.
- Sharing of experiences by learners from within the group really adds value to the process, especially with regard to specific implementation within the municipality itself and highlighting areas where improvements can be made.
- With regard to successful completion of the programme, if an official does not take the first step as well as request assistance where required, the chances of success are significantly lowered, even though support is available. Non-submission of POEs is the greatest risk to not succeeding in the programme.

→ HUMAN RESOURCE IMPLICATIONS

Did Matjhabeng team handle the training logistics well for you to effectively deliver quality training, etc? Were there any challenges faced from the municipal logistics side?

The team continues to provide excellent logistical support with the venues arranged in advance and the hall ready at the start of the training.



Solstice Networks provided the learning material for the start of training on Day 1. As is the norm, learners were required to provide their own copy of the POE and other supporting documents to assist in the completion of the POE activities.

— **TIME MANAGEMENT**

How was time management for training?

3 days were sufficient to cover the learning material, as well as to prepare the learners to successfully complete their POEs in full. Where learners were fully present during the 3 days and worked continuously, the vast majority of the POE could again be completed during the facilitation session.

— **COMMUNICATION**

How has communication been internally and with the learners?

Ongoing communication between all stakeholders has been undertaken in order to ensure everyone is aware of the logistical arrangements. This will continue and be expanded on in order to allow maximum success in POE completion as well as full attendance at the next sessions.

The rescheduled proposed date for the next session is as follows:

2. 12-14 October 2018

3. **RISK IMPLICATIONS**

The biggest risk factors in this programme continue to be:

- Late submission of POEs by some learners, leading to a backlog of POEs for completion of assessment. This also increases the risk of learners copying POEs from the colleagues and thus not obtaining the full value of the process. This has been exacerbated due to the training not having taken place over the past few months as mentioned in the report above.
- Lack of attendance by some learners on some, or all, of the days of facilitation diminishes the chance of first time competence (or at least minimal additional evidence required).

• **FUTURE KEY ACTIVITIES**

What can we do to improve activities to enhance the quality of our training in the future?



- Ensure learners attend regularly in order to allow further sharing of experiences and best practice as well as establishing or further enhancing interaction and support with the departments in the municipality. This will also ensure that learners can complete their POEs to the best of their ability.
- Ensure, wherever possible, that learners are not interrupted or summoned away from the training sessions in order to get the best value from the process.
- Municipal Management is requested to follow up with learners who are behind in their submission of POEs to ensure commitment to the process and to reduce the risk of fruitless and wasteful expenditure due to non-attendance and non-submission of POEs.

- **CRITICAL / STRATEGIC ISSUES**

E.g. comments about the training focus, interaction with senior municipal management etc

Matjhabeng Local Municipality is requested to interact with officials within the various departments, to confirm the critical importance of the Project, and the legislative requirement, as well as the need for all officials to show commitment and regular movement towards reaching compliance against the Minimum Competency Regulations. Quarterly reports to NT must reflect ongoing progress towards reaching full compliance within the shortest possible time.

- **RECOMMENDATIONS**

What can we improve/do to improve or better our standards e.g. the learning material look and feel?

National Treasury does not provide Service Providers with 'Word versions' of the learning material. Any errors can thus only be indicated to the learners during the facilitation session for correction and additional documentation provided to ensure content is current.

Solstice Networks will continue to provide additional resource material in order to ensure learning covers the latest (most current) information on the specific topic covered.

Prepared by : Colleen Robinson/ Patrick Flusk

Signature : CRobinson/Pflusk

Date:18/9/18

CORPORATE SUPPORT SERVICES: HUMAN RESOURCES

SKILLS DEVELOPMENT QUARTERLY REPORT (JULY – SEPTEMBER 2018)

NAME OF INITIATIVE	OBJECTIVES	PROCESS	OUTPUTS	BY WHEN	OUTCOME	INDICATORS
MUNICIPAL FINANCE MANAGEMENT PROGRAMME (MINIMUM COMPETENCY)	ENSURING COMPLIANCE IN TERMS OF MUNICIPAL REGULATIONS (MFMA 2003)	MONTHLY CONTACT SESSIONS	SUBMISSION OF PORTFOLIO'S OF EVIDENCE	AS SCHEDULED BY THE SDP	COMPLIANCE WITH MINIMUM COMPETENCY REQUIREMENTS	THIRTY-FIVE (35) CURRENTLY ENROLLED FOR PHASE 3
WORKPLACE INTEGRATED LEARNING	ASSISTING LEARNERS TO ACQUIRE WORKBASED EXPERIENCE IN ORDER TO OBTAIN FORMAL QUALIFICATIONS OR TO OBTAIN EXPERIENCE	PLACEMENT OF CANDIDATES IN VARIOUS FIELDS OF STUDY IN CONJUNCTION WITH RELEVANT DEPARTMENTS	N/A	ONGOING AS PER REQUEST	READINESS FOR LABOUR MARKET	ELECTRICAL ENGINEERING (15); IT (3); PUBLIC MANAGEMENT (3); MECHANICAL ENGINEERING (6); WATER PROCESS CONTROLLERS (9); CIVIL ENGINEERING (1); QUANTITY SURVEYING (1)
INDUCTION OF CONTRACT AND BOPA LESEDI EMPLOYEES	TO ACQUAINT EMPLOYEES WITH THE INSTITUTIONAL STANDARD OPERATING POLICIES AND PROCEDURES	BRIEFING SESSIONS	INFORMED EMPLOYEES	TWO (2) SESSIONS HELD	TWENTY-FOUR (24) ATTENDED	AS PER ATTENDANCE REGISTER

NAME OF INITIATIVE	OBJECTIVES	PROCESS	OUTPUTS	BY WHEN	OUTCOME	INDICATORS
FINANCE INTERNSHIP PROGRAMME	TO OBTAIN INTENSIVE WORK EXPERIENCE	PLACED BY PROVINCIAL TREASURY	TO PROVIDE A POOL OF SUITABLE CANDIDATES FOR POSSIBLE EMPLOYMENT	N/A	EFFECTIVE AND EFFICIENT WORKFORCE	NINE (9) CURRENTLY PLACED
PLUMBING APPRENTICESHIP	TO ASSESS AND TRAIN PROSPECTIVE ARTISANS	ASSESSED AND AWAITING TRAINING	TO HAVE QUALIFIED PLUMBERS AS A CRITICAL SKILL	ONGOING	EFFECTIVE SERVICE DELIVERY	FOURTEEN (14) ASSESSED (TO BE TRAINED BASED ON ASSESSMENT RESULTS)
ACADEMIC LEARNING	TO PROVIDE STUDY ASSISTANCE TO OFFICIALS TO OBTAIN FORMAL QUALIFICATIONS	CONSIDERING APPLICATIONS	N/A	ONGOING	EFFECTIVE AND EFFICIENT WORKFORCE	VARIOUS FIELDS OF STUDY

KPA: MUNICIPAL TRANSFORMATION AND ORGANIZATIONAL DEVELOPMENT								
OBJECTIVE	STRATEGY	KPI	BASELINE	ANNUAL TARGET	ANNUAL BUDGET	Q1	Q2	Q3
KPA: ORGANIZATIONAL PLANNING								
PROGRAMME: TRAINING AND DEVELOPMENT								
Adequately resourced skills bank.	To implement training interventions in order to enhance the capacity and expertise of employees in order to enable them to deliver quality service.	To capacitate the Matjhabeng Local Municipality with well Trained and Skilled employees.	Implementation of all Training Interventions in line with the Workplace Skills Plan (WSP)	367 Training Beneficiaries	R1 700 000.00	Supervisory Skills Training (33): Skills Development Provider (SDP) to be sourced. Plumbing Apprenticeship (14): Done (Awaiting Assessment Results upon payment by Finance dept). Yellow Fleet Training (20): SDP to be sourced MS Excel Training (10): SDP to be sourced Report Writing & Minute Taking (15): SDP to be sourced MFMP (35): Phase 3 (12-14 September) Councillor Development Programme (34)	Supervisory Skills Training (33) Plumbing Apprenticeship (19) Yellow Fleet Training (15) MS Excel Training (10) Report Writing & Minute Taking (15) Continuation Continuation	Supervisory Skills Training (33) Plumbing Apprenticeship (19) Yellow Fleet Training (15) MS Excel Training (10)

MATJHABENG

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BRANCH LABOUR RELATIONS

To : Executive Director Corporate Services

From : Manager Labour Relations

Date : 26 July 2018

Ref : 5/2/2

MONTHLY SCHEDULED CASES : ACTIVITIES REPORT : 27/06/2018 26/07/2018

DISCIPLINARY HEARINGS

27/06/2018 26/07/2018	–	STATUS
2 Cases		<u>27/06/2018 – 28/06/2018</u> <ul style="list-style-type: none"> • 1 Case dismissed as Employer Representative was absent • 1 Case continued on 29 July 2018 in order to give Employee the opportunity to have representative
1 Case		<u>29/06/2018 – 5/07/2018</u>

2 Cases	<ul style="list-style-type: none"> • 1 Postponed as witnesses for the Accused is undergoing medical test
6 Cases	<p><u>6/7/2018 – 12/07/2018</u></p> <ul style="list-style-type: none"> • 1 Postponed on request of the PO as ER is not available • 1 Postponed due to unavailability of LR <p><u>13/07/2018 – 19/07/2018</u></p> <ul style="list-style-type: none"> • 1 Postponed on request of LR due to attendance of MATUSA dispute • 2 Postponed as SAMWU indicated that no DC involving one of their members will continue until other matters which were discussed in bi-laterals with Management and political office have been addressed. • 1 Finalized, case dismissed • 1 Postponed as ER was on annual leave
5 Cases	<ul style="list-style-type: none"> • 1 Postponed as PO was on annual leave <p><u>20/07/2018 – 26/07/2018</u></p> <ul style="list-style-type: none"> • 2 Postponed as PO was on leave • 1 Postponed due to SAMWU disrupting case as they indicated Political interference • 1 Postponed as LRO had to attend other matter • 1 Postponed as Employee was on sick leave

GRIEVANCE

27/06/2018 26/07/2018	-	STATUS
0 GR		<u>27/06/2018 – 28/06/2018</u> <ul style="list-style-type: none"> • -
0 GR		<u>29/06/2018 – 5/07/2018</u> <ul style="list-style-type: none"> • -
0 GR		<u>6/07/2018 – 12/07/2018</u>
1 GR		<ul style="list-style-type: none"> • -
3 GR		<u>13/07/2018 – 19/07/2018</u> <ul style="list-style-type: none"> • 1 Postponed as Ms Mthembu was not present
		<u>20/07/2018 – 26/07/2018</u> <ul style="list-style-type: none"> • 1 Postponed as CP was absent • 1 Postponed as CP is attending MAYCO meeting • 1 Postponed on request of Aggrieved Rep as he is attending LLF Briefing Session

DISPUTE

27/06/2018 26/07/2018	-	STATUS
		<ul style="list-style-type: none"> • 27/07/2018 - M Hanong : Conciliation

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MEETING

27/06/2018 26/07/2018	–	STATUS
		<ul style="list-style-type: none"> • 12/07/2018 - Interviews Senior LRO and Assistant LRO positions • 19/07/2018 – Audit Steering Committee Meeting • 26/07/2018 - LLF Briefing Session

REPORTS

27/06/2018 26/07/2018	–	STATUS
-		-

SUBMISSIONS / REQUISITIONS

27/06/2018 26/07/2018	–	STATUS
		<ul style="list-style-type: none"> • 30/07/2018 – Request for accommodation PO- DC J Litabe

ORIGINAL SIGNED

J GOUWS
Manager Labour Relations

MATJHABENG

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BRANCH LABOUR RELATIONS

To : Executive Director Corporate Services

From : Manager Labour Relations

Date : 27 August 2018

Ref : 5/2/2

MONTHLY SCHEDULED CASES : ACT REPORT : 27/07/2018 - 27/08/2018

DISCIPLINARY HEARING

27/07/2018 27/08/2018	–	STATUS
7 Cases		<p><u>27/07/2018 – 02/08/2018</u></p> <ul style="list-style-type: none"> • 1 Postponed as Employee is on leave • 1 Postponed as Employee is on sick leave • 1 Postponed on request of Employee's Rep as he was attending Labour Court • 1 Postponed as per agreement between Employer Rep and

	<p>Employee</p> <ul style="list-style-type: none"> • 1 Matter proceeded but the Employee Rep later withdrew himself as Representative on record. PO ruled that Employee be afforded an opportunity to obtain the services of a new Rep • 1 Postponed on request of Employee's Rep as well as Employer Rep is on leave • 1 Postponed as PO is on leave
3 Cases	
	<p><u>3/08/2018 – 8/08/2018</u></p> <ul style="list-style-type: none"> • 1 Postponed as PO is on annual leave • 2 Adjourned as SAMWU disrupted the proceedings up until Management resolves their dispute relating to handling of Disciplinary Cases
7 Cases	
	<p><u>10/08/2018 – 16/08/2018</u></p> <ul style="list-style-type: none"> • 1 Notice not distributed as employee is on sick leave • 1 Postponed as Employee did not receive notice • 1 Notice not distributed as it was a short notice • 1 Postponed on request of Employee Rep as he had 2 meetings, one in Virginia as well as LLF. • 1 New PO to be appointed as the appointed PO has resigned • 1 Postponed due to Employer Rep not receiving notice • 1 Postponed as PO was called to Executive Mayor's office and Employer Rep requested to be recused in the DC
6 Cases	

	<p><u>17/08/2018 – 23/08/2018</u></p> <ul style="list-style-type: none"> • 1 Notice not distributed due to short notice • 1 Postponed as Employee did not receive notice • 1 Postponed as Employer Rep was on leave • 1 Postponed due to appointment of new Presiding Officer • 1 Postponed as PO did not attend • 1 Postponed on request of Employer Rep as she will be on leave
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GRIEVANCE

27/07/2018 27/08/2018	–	STATUS
3 GR		<p><u>27/07/2018 – 02/08/2018</u></p> <ul style="list-style-type: none"> • 1 Postponed due to CP attending Exco Meeting • 1 Postponed as CP is on leave • 1 Postponed on request of Aggrieved Rep as he is attending LLF Briefing Session
4 GR		<p><u>03/08/2018 – 8/08/2018</u></p> <ul style="list-style-type: none"> • 1 Postponed due to unavailability of PO • 1 Partly heard. Acting of PO and previous employees who received acting in the position of Mr Pietersen be obtained from Human Resources

3 GR	<ul style="list-style-type: none"> • 1 Grievance finalized. The appointment of staff is delegated to the Accounting Officer in line with Local Government Systems Act Section 66 and cannot be sub delegated. No evidence exists to authenticate the claim of employment and therefore the matter should be referred further • 1 Postponed as the Unit Manager is not present. Matter to be set down in Virginia
5 GR	<p><u>10/08/2018 – 16/08/2018</u></p> <ul style="list-style-type: none"> • 1 Postponed as CP is on sick leave • 1 Postponed as Ms D Qayi did not receive notice as she was on sick leave • 1 Postponed as CP is on sick leave <p><u>17/08/2018 – 23/08/2018</u></p> <ul style="list-style-type: none"> • 4 Postponed as CP is on sick leave • 1 Partly heard, postponed as other Officials should be invited

DISPUTE

27/07/2018 27/08/2018	– STATUS

	<ul style="list-style-type: none"> • 27/07/2018 - M Hanong : Conciliation - The Applicant is advised to lodge a grievance as per SALGBC main collective agreement, should the grievance not be resolved the matter must be referred afresh and condonation applied for as the cause of action arose in 1996. • 30/08/2018 - E van der Watt: Arbitration – Postponed by Mutual Agreement • 4/09/2018 - CCMA MATUSA (ORA): Arbitration • 18/9/2018 - MATUSA (INTERPRETATION): Arbitration
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MEETING

27/07/2018 – 27/08/2018	STATUS
	<ul style="list-style-type: none"> • 01/08/2018 - Directorate Meeting – Exco Resolutions • 02/08/2018 – Audit Steering Committee Meeting • 14/08/2018 - LLF Meeting did not proceed as there was no quorum • 17/08/2018 - Audit Steering Committee Meeting • 23/08/2018 - Audit Steering Committee

REPORTS

27/07/2018 – 27/08/2018	STATUS
-	-

SUBMISSIONS / REQUISITIONS

27/07/2018 – 27/08/2018	STATUS
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3	<ul style="list-style-type: none">- Submission for accommodation for PO M Jafta in the disciplinary hearing of J Litabe for 30/7/2018- Submission for accommodation for PO M Jafta in the disciplinary hearing of J Litabe for 22/8/2018- Submission for service provider to provide catering for LLF Briefing Session conducted by SALGBC
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BRANCH LABOUR RELATIONS

To : Executive Director Corporate Services

From : Manager Labour Relations

Date : 25 September 2018

Ref : 5/2/2

MONTHLY SCHEDULED CASES : ACTIVITIES REPORT : 24/08/2018 – 25/09/2018

DISCIPLINARY HEARING

24/08/2018 25/09/2018	–	STATUS
7 Cases		<p><u>24/08/2018 – 30/08/2018</u></p> <ul style="list-style-type: none"> • 2 Postponed as PO did not attend • 1 Postponed on request of PO as she will be attending Audit Steering Committee Meeting • 1 Postponed on request of Employer Rep as he was off sick • 1 Postponed due to appointment of new PO

5 Cases	<ul style="list-style-type: none"> • 1 Adjourned by PO until Management and SAMWU resolved issues relating to selective discipline within Matjhabeng • 1 Postponed as Supervisor only gave notice of DC to Employee on 29/8/2018
4 Cases	<p><u>31/08/2018 – 6/09/2018</u></p> <ul style="list-style-type: none"> • 1 Postponed on request of PO as he was attending meeting in Bloemfontein • 1 Postponed as PO did not attend • 1 Postponed due to attendance of dispute case • 1 Matter did not proceed due to SAMWU's dispute with Management regarding selective discipline which has not been resolved. • 1 Partly heard. Adjourned for finalization
5 Cases	<p><u>7/09/2018 – 13/09/2018</u></p> <ul style="list-style-type: none"> • 1 PO requested postponement as he has to attend meeting • 1 Postponed as Employee received notice late as he was on leave. • 1 Postponed due to absence of PO and Employee • 1 Postponed as the position of SAMWU still remains the same. LR indicated that a response has been prepared under MM's signature <p><u>14/09/2018 – 20/09/2018</u></p> <ul style="list-style-type: none"> • 1 Postponed due to absence of ER

	<ul style="list-style-type: none"> • 1 Postponed due to attendance of Arbitration in Kimberley • 1 LR had discussion with PO & he said he is attending Revenue Enhancement meeting, ER is attending LGSETA Session and EE is on leave • 1 Postponed as notices not distributed due to attendance of another matter • 1 Postponed on request of the Employee' Rep due to prior commitments at B/C
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GRIEVANCE

24/08/2018 25/09/2018	STATUS
4 GR	<u>24/08/2018 – 30/08/2018</u> <ul style="list-style-type: none"> • 3 Postponed due to CP resignation • 1 Postponed as Aggrieved and his Rep not present
2 GR	<u>31/08/2018 – 6/09/2018</u> <ul style="list-style-type: none"> • 2 Postponed as CP resigned, she will not attend any grievance. Notices not distributed.
1 GR	<u>7/09/2018 – 13/09/2018</u> <ul style="list-style-type: none"> • 1 Postponed on request of LR
3 GR	<u>14/09/2018 – 20/09/2018</u>

	<ul style="list-style-type: none"> • 2 Postponed as CP is on leave • 1 Postponed due to non attendance of all parties
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DISPUTE

24/08/2018 25/09/2018	–	STATUS
		<ul style="list-style-type: none"> • 4/09/2018 - CCMA MATUSA (ORA): Arbitration :- Verification to be done by CCMA. Ruling will be issued within 14 days Award made on 10/9/2018. <ul style="list-style-type: none"> - CCMA does have jurisdiction to arbitrate the dispute - CCMA must appoint a Commissioner to assist parties to conduct a verification exercise to determine the number of members that the Applicant Union being MATUSA has with Matjhabeng the Respondent; - The Applicant must furnish the Respondent with a list in which those employees of the Respondent which the Applicant claims to be its members. The list to be furnished to Respondent on or before 1 October 2018; - Respondent to furnish the Applicant with a list of those names which the Respondent disputes to be members of the applicant on or before 8 October 2018; - The applicant and respondent representatives must thereafter meet on/or before 26 October 2018 for purposes of endeavouring to resolve the discrepancies between them concerning the Applicant's members employed by the Respondent. The CCMA must then proceed to set down the matter on a date after 26 October 2018 and before a CCMA Commissioner for purposes of then verifying the Applicant's membership with specific emphasis on those members that are in dispute between the Applicant and the Respondent and/or the Applicant and of the other interested parties to this dispute • 7/9/2018 - SAMWU obo MEMBERS (Interpretation / Application of Collective Agreement (Shift System):- Certificate of non resolution issued

	<ul style="list-style-type: none"> • 18/9/2018 - MATUSA (Interpretation / Application of Collective Agreement (representation of MATUSA) Arbitration :- M Nelani Represented Municipality. Award will be issued within 14 days • 19/9/2018 - CCMA SD HLABAHLABA & 54 OTHERS: Condonation:- Condonation Ruling will be forward within 14 days

MEETING

24/08/2018 25/09/2018	–	STATUS
		<ul style="list-style-type: none"> • 28/08/2018 - Special LLF • 30/08/2018 - Council Meeting • 31/08/2018 - Postponed LLF • 6/9 AG Meeting • 6/09/2018 - Council Meeting • 7/09/2018 - Conciliation Bloemfontein Shift System • 11/09/2018 - Special LLF postponed due to no quorum • 12/09/2018 - Special LLF • 12/09/2018 - Audit Steering Committee • 14/09/2018 - SALGBC LLF Briefing Session • 19/09/2018 - Revenue Enhancement Meeting • 19/09/2018 - Audit Steering Committee Meeting • 20/09/2018 - Auditor General Meeting • 21/09/2018 - SALGA Human Resources Practitioners Forum Meeting

REPORTS / ITEMS

24/08/2018 25/09/2018	–	STATUS
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-	<ul style="list-style-type: none"> • EXCO Item - progress implementation Shift System • Section 80 Item - progress implementation Shift System • Opinion - Shift System • Monthly • Activities
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SUBMISSIONS / REQUISITIONS

24/08/2018 25/09/2018	-	STATUS
-		Submission for catering for the Local Labour Forum Briefing Session hosted by Matjhabeng Local Municipality

ORIGINAL SIGNED

J GOUWS
Manager Labour Relations

