

CSS5 of 2019

**THE FINANCIAL MANAGEMENT AND STATUS OF ERNEST OPPENHEIMER THEATRE (ED: CSS) (6/4/1)**

**PURPOSE**

To update the Corporate Services Section 80 Committee on the Financial Management and Status of Ernest Oppenheimer Theatre

**BACKGROUND**

In a report that was tabled to the erstwhile Welkom Transitional Council by the then Chief Executive Officer in January 1999, he indicated that as a result of the Council's inability to continue donating to PACOFS due to financial constraints, he recommended, among others, that Council in principle approves the take over of the activities of the Ernest Oppenheimer Theatre together with its personnel, and that Council enters into discussion with PACOFS to this effect.

Subsequent Council meeting that was held on 29 February 2000 under item A57, resolved as follows:

1. *That the Transitional Local Council of Welkom Council enter into a performance linked contract with a person who will be responsible for the following for a trial period of 3 months*
  - *Do the bookings*
  - *Sign contracts with artists*
  - *Organise Technical Staff*
  - *Work out time schedule for events*
  - *Ensure the Theatre is kept clean*
  - *Ensure that General Maintenance is effected*
  - *See to the unlocking and locking of the Theatre*
  - *Arrange sales of tickets*
  - *Be responsible for Publicising Theatre events*
  - *Be given powers to enter into agreement with temporary technical staff as they are needed from time to time*
2. *That the Council enter into negotiations with PACOFS for the sound system*
3. *The Treasury open a separate Bank Account for the Theatre*
4. *That Council delegates the Chief Executive Officer or his nominee to negotiate the contract, remuneration and performance with the incumbent, and submit a proposal to Council for approval*
5. *That a Business Plan be compiled to indicate the financial implications to Council*
6. *That the Council enter into negotiations with PACOFS with regard to the outstanding money owed to PACOFS, and that the piano not be pledge as security to PACOFS*
7. *That the inventory list be ascertain with PACOFS*
8. *That a report in respect of whether the theatre is insured or not, and for what amount, be submitted to Council*

9. *That regular feedback reports be submitted to Council*

During the Council meeting of Matjhabeng Municipality that was held on 31 July 2001, it was further resolved as follows:

1. *The contract as negotiated with the Manager of the Oppenheimer Theatre **BE APPROVED.***
2. *The Manager of the Oppenheimer Theatre **NOT BE GRANTED** permission to assist promoters in her private capacity.*
3. *The updated year plan, as well as the income and expenditure statement **BE NOTED.***
4. *The Manager of the Oppenheimer Theatre **BE GRANTED** permission **TO NEGOTIATE** the recovering of the sound equipment with PACOFS together with the Adhoc Mayoral Committee member consisting of the Speaker, TV Matsepe, Cllrs TE Thoabala and KS Menong to form part of Negotiating Team.*

5. ***Contractual Appointments***

5.1 *Booking Office Assistant Telephonist on all inclusive salary package of R27 470 **BE APPROVED.***

5.2 *That Council **BE INFORMED** of the need for the position of Technical Stage Manager because it was not budgeted for, **SHOULD** Council approve then the post **BE ADVERTISED.***

6. *The following financial activities **BE HANDLED** by the Directorate Financial Services:*

6.1 *The reconciling of the financial records on a monthly basis be referred to the relevant department.*

6.2 *The handling of any outstanding amounts to the Theatre according to Council policy.*

6.3 *The reconciliation of VAT on a monthly basis.*

7. *Funds **BE MADE AVAILABLE** during the coming budget on the capital needs of the Theatre so that they can be addressed.*

## **DISCUSSION**

Seemingly, the issue of financial activities, as mentioned above, was never attended to, leaving the Theatre Manager being the sole custodian of the funds of the Theatre.

Notwithstanding the resolution taken in February 2000 that The Treasury should open a separate Bank Account for the Theatre, this arrangement was rescinded by the promulgation of the Municipal Finance Management Act 56 of 2003 which made provisions that all the funds should be handled under a Primary Bank of the Municipality. It is against this background that urgent measures should be taken to correct this anomaly.

## **LEGAL FRAMEWORK**

Municipal Finance Management Act 56 of 2003

## **FINANCIAL IMPLICATIONS**

Migration of the Bank Account of the Theatre to the Municipal Primary Bank Account

## **RECOMMENDATIONS**

1. That the Chief Financial Officer **MANAGE** mechanisms of migrating the Financial Management of the Bank Account of Oppenheimer Theatre to that of the Municipality with immediate effect

**CSS7 of 2019**

**DRAFT EAP 24/7 HELP LINE SPECIFICATIONS (ED: CSS) (5/3/B)**

**PURPOSE**

To table the Draft EAP 24/7 Help Line Specifications document to Section 80 Committee Meeting for perusal.

**BACKGROUND**

The Council has acknowledged the importance of maintaining productive employees/councillors through Employee Assistance Programme (EAP). Employee Assistance Programme is a coordinated and comprehensive set of financial/health promotion that seek to achieve the following benefits:

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

The Employee Wellness Programme is available to all employees of Council and employees experiencing problems are encouraged to seek advice from their Employee Wellness Programme Practitioner. The 24/7 Help Line programme is further aimed at assisting Councillors, employees and their family members during and after normal working hours. We therefore tend to improve our confidentiality Policy by introducing this programme.

This is done online with the Council commitment of rendering better services with productive councillors/employees strategy of Batho-Pele Principle.

The role and responsibility of Employee Wellness Department is to keep the Matjhabeng Local Municipality as an area of "work by choice", ensuring the commitment made by Council on EAP program.

**\*\*\* The Draft EAP 24/7 Help Line Specifications document is attached on page 1 to page 7 of the Annexures.**

**LEGAL FRAMEWORK**

- Labour Relation Act 1995 (Act No. 66 of 1995)
- Basic Conditions of Employment Act 1997 (Act No. 75 of 1997)
- Occupational Health and Safety Act 55 of 1998.
- Compensation for Occupational Diseases Act 30 of 1993.
- Medical Schemes Act.
- Promotion of Equality of Prevention of Unfair Discrimination Act 4 of 2000.

**FINANCIAL IMPLICATIONS**

- Provision has been made on the 2019/20 Budget.
- Financial implications to be determined by Supply Chain Management through Tender process.

**SUBMITTED FOR CONSIDERATION**

**CSS8 of 2019**

**REPORT ON APPOINTMENT OF ADDITIONAL LEGAL SERVICES STAFF (ED: CSS)**

**PURPOSE**

To inform the Corporate Services Section 80 Committee about the appointment of additional staff in the Legal Services.

**BACKGROUND**

As part of enhancing the capacity of the Legal Services, additional Staff has been appointed.

Below is the list of recently appointed staff:

<b>NAME</b>	<b>POSITION</b>	<b>HIGHEST QUALIFICATION</b>
Akhona B.Z. Magadla- Naicker	Admin. Officer: Litigation	LLB
Chumani Yanga Mguzulwa	Snr Legal Admin. Officer: Litigation	LLB
David L Maklein	Admin. Officer: Contracts	LLB

\*\*\*\* Brief Profile of the Appointed Staff is attached on page 8 to page 9 of the Annexure.

**LEGAL AND POLICY FRAMEWORK**

Municipal Systems Act 32 of 2000

Human Resource Policy

**FINANCIAL IMPLICATION**

Their Remuneration Package is in line with Human Resource Policy and the approved Organisational Structure

**SUBMITTED FOR INFORMATION**

CSS9 of 2019

**PROGRESS REPORT ON THE APPOINTMENT OF SECURITY OFFICERS AND TRAFFIC WARDENS (ED: CSS) (5/3/2/7)**

**1. PURPOSE**

The purpose of this item is to provide an update regarding the recruitment process of the Security Officers and the Traffic Wardens.

**2. BACKGROUND**

One hundred (100) Security officers and forty (40) Wardens positions were internally and externally advertised in order to attract qualified candidates who will replace the private security and also enhance the traffic responsibilities of the municipality.

A total of 3 416 applications were received for the 100 positions of security officers and 3 948 applications for traffic wardens. The process of capturing was undertaken and finalised.

On the 29<sup>th</sup> May 2019, shortlisting for the security officers was undertaken with the same panel intending to finalise the wardens before the end of July 2019.

A submission to approve the interview panel has been submitted to the office of the Accounting Officer for approval. It is against this background that as soon as the approval is granted that the interviews will be held.

**3. DISCUSSION**

Out of the 3 416 candidates who applied a total of 687 candidates met the requirements. The requirements were stipulated as follows:

- Grade 12
- Diploma in Security or Equivalent
- Driver's License
- Security Experience

It is the resolution of the panel that the interviews will be used to streamline the number of the 100 required.

It should also be taken note that the shortlisting's for the Traffic Wardens is still ongoing and will be finalised by end of July 2019.

**4. FINANCIAL IMPLICATIONS**

The total costs of the positions are as follows:

- Security Officers = R 20 573 636.00 per annum
- Traffic Wardens = R 8 229 454.40 per annum

**5. PERSONNEL IMPLICATIONS**

The total number of headcounts for the submissions

- Security Officers = 100
- Traffic Wardens = 40

**6. LEGAL IMPLICATIONS**

These appointments will be done in line with:

- The Municipal Systems Act 32 of 2000
- Recruitment and Selection Policy of Matjhabeng Local Municipality

**7. OTHER IMPLICATIONS**

None

**8. RECOMMENDATION**

It is hereby recommended that the Mayoral Committee take note of the progress made.