

MATJHABENG MUNICIPALITY

MINUTES

OF

SECTION 80: CORPORATE SUPPORT SERVICES COMMITTEE MEETING

HELD ON

FRIDAY, 13 JULY 2018

AT

10:00

AT

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

I

MINUTES OF THE SECTION 80: CORPORATE SUPPORT SERVICES MEETING HELD ON FRIDAY THE 13TH JULY 2018 AT ROOM 428 MAIN BUILDING, WELKOM AT 10:00.

PRESENT

COUNCILLORS

Cllr. V.E. Mawela : Chairperson
Cllr. M.A. Mphikeleli
Cllr. P.M.I Molelekoa
Cllr. M.M. Rakaki

COUNCIL OFFICIALS

Mr. F. Wetes : Executive Director: Corporate Support Services
Mr. M.T. Atolo : Senior Manager: Council Administration
Mr. T. Madia : Acting Manager: Wellness
Me. O.M. Seekoei : Manager: Contract
Me. T.K. Gaborone : Manager: Litigation
Mr. M.H. Dastile : Acting Manager: Customer Care
Dr. F. Kruger : Manager: Training
Mr. M.P. Matsie : Manager: Organizational Efficiency Study
Me. T.P. Mothibi : Manager: Human Resource
Me. P.P. Seleka : Acting Manager: Council Administration
Me. R. Makotoane : Council Administration Officer
Mr. T. Mnguni : Council Administration Officer

1. OPENING AND WELCOME

The meeting was officially opened by Councilor Mawela who welcomed everyone present.

2. APPLICATION FOR LEAVE OF ABSENCE

Councilor X. Masina – Claimed she did not get the agenda for the meeting.
Councilor Mahlumba –Attending another meeting.
Me. Hanlie Gouws
Mr. S. Nhlapo – on sick leave.
Me. Lizzy Ramakhale – on study leave.

3. OFFICIAL ANNOUNCEMENTS

None

II

4. MOTION OF SYMPATHY AND CONGRATULATIONS

None

5. DISCLOSURE OF INTEREST

None

6. DEPUTATIONS AND INTERVIEWS

**Presentation : Corporate Services report on overtime presented to Section 80 Committee
Director: F.F. Wetes**

PRESENTATION

The presenter, Director Wetes as a form of introduction, explained that Council has put up a requirement that Departments must report in every Council meeting in terms of the overtime. The reason why the LLF is important is that it is the custodian of the overtime policy. He said this policy from time to time is not adhered to and there are different reasons, in infrastructure they work overtime over and above what is provided by the policy because there is a staff shortage. He indicated that the overtime policy says that no employee should work overtime more than 10 hours except if there is an emergency. He said that there are employees who work at about 217 hours a month, which simple means the employee does not sleep.

He said there must be a structure that is approved by the Council because the salaries are being paid in line with the structure that was never approved, which means it is an unauthorized expenditure.

Mr. Atolo indicated that there are employees who are no longer in the Corporate Services who are claiming overtime. He said that the amount mentioned for overtime from Corporate Services is less.

Councilor Mphikeleli felt that the Directors are failing to reprimand the supervisors. He said there is a need to plan especially if there are people who are resigning or going on pension then the management must start planning prior to that.

THE SECTION 80: CORPORATE SUPPORT SERVICE RESOLVED (13 July 2018)

That the supervisors **MUST BE** capacitated on dealing with the overtime.

7. MINUTES OF PREVIOUS MEETINGS

That the minutes of the meeting held on the 2nd March 2018 be adopted.

III

8. MATTERS ARISING FROM THE PREVIOUS MINUTES:

Page 1

Director Wetes explained that:

- The structure was presented to Council.
- It was referred back and the Chief Whips of parties must meet and resolve whatever differences they might have with the structure.
- SALGA has looked at the structure and have made inputs on the structure. One of the inputs was that the way the positions have been structured does not respond to the IDP goals that the Municipality wants to achieve. The structure is too big and need to be cut down. It is easy to achieve if the structure is thin. The structure is almost R8 million. They also said that the levels are very high. The majority in the structure are not core functions. It is said that it is more about names than the work that should be done. The SALGA said that the way the municipality tables the structure is unlawful. They said the according to the law the Municipal Manager must table the structure and Council must approve it. Their suggestion was that the first thing the Council must do is to identify the HR needs and give it to the Municipal Manager and the he must design the structure and send it back to the Council.

Page 4

The Director explained that there was a progress that has been made in terms of the recruitment of the plumbers. He said interviews were scheduled that week and in the next meeting the list of plumbers that have been appointed, will be made available to the Councillors.

Page 5

Mr. Atolo explained that on the report on the state of Facilities that there were some resolutions taken and one of them was that policy and procedure manual on facility management be developed to address complaints and challenges. He said the matter is a work in progress and the rental policy on Council halls has been developed. He said it will be tabled in the next meeting of the Section 80 before it goes to the Mayoral Committee and ultimately to the Council for adoption. He said he is still finalizing the policy on office allocation. He said presently the offices are being allocated haphazardly. He said building maintenance component from infrastructure should be incorporated under facilities management.

Councilor Mphikeleli wanted to get the report on transfer of the Library Staff.

The response from Ms. Mothibi was that they are busy with termination of the employees in the side of the Municipality at the end of July to be accommodated at the 1st of August by the Province. She said that they are waiting for the approval from the Premier`s office. The Province promised to respond before the 10th of July but still no response. She that there were two officials who were not included on their list previously and they had to do the submission to the Premier`s office hence the delay.

The transfer letters had been issued to all those who are staying. She said 11 will be transferred to the Province. Mr. Atolo said that the Library transfer has tended to be chaotic and affected the stability of his department as he was told on the last minutes about it.

IV

Ms. Mothibi explained that the process of Libraries has been finalized.

Mr. Matsie explained that in terms of financial impact the remaining employees will impact about R7.2m per annum and the savings will be about R3m and the savings in term of acting is about R1.7m per annum.

ADOPTION OF THE MINUTES

Councilor Mphikeleli moved for the adoption of the minute and seconded my Mr. Atolo

9. ITEMS FOR DISCUSSION

CSS1/2018 – CSS13/2018

10. CLOSURE

The Chairperson thanked everyone for attending and he said that he hoped that Mr. Atolo and Director Wetes will stick to the rooster. He said that there is a need to have Section 80 meetings as per the schedule. He explained that the last meeting was in March and now is July. He said that he hoped that will not happened again.

He therefore declared the meeting closed at **12:36**.

CHAIRPERSON

DATE

INDEX

ITEM NO	ITEM	PAGE
CSS23 of 2018	PROGRESS ON IMPLIMENTATION OF SHIFT SYSTEM IN TERMS OF THE COLLECTIVE AGREEMENT FOR THE FREE STATE DIVISION OF THE SALGBC (ED: CSS) (5/2/2)	1
CSS24 of 2018	AMENDED DRAFT HIV/AIDS WORKPLACE POLICY (ED: CSS) (20/1/3)	4
CSS25 of 2018	PROGRESS REPORT ON CUSTOMER CARE COMPLAINTS FROM JANUARY TO MAY 2018 (ED: CSS) (5/6/2/7)	5
CSS26 of 2018	PROGRESS REPORT: PROPOSED ORGANIZATIONAL STRUCTURE (ED: CSS) (2/1)	6
CSS27 of 2018	PROGRESS ON RECRUITMENT OF PLUMBERS (ED: CSS)(5/3/2/4)	8
CSS28 of 2018	SCHEDULE OF CORPORATE SUPPORT SERVICES SECTION 80 COMMITTEE MEETINGS (ED: CSS)	9
CSS29 of 2018	PROGRESS REPORT ON SECTION 80 COMMITTEE RESOLUTIONS (ED: CSS) (2/2/2)	11
CSS30 of 2018	IMPLEMENTED SKILLS DEVELOPMENT INTERVENTIONS (ED: CSS) (5/6/1)	12
CSS31 of 2018	BRANCH WELLNESS PROGRAMME ANNUAL REPORT JULY 2017 TO JUNE 2018 (ED: CSS)	14

CSS23 of 2018

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)

PURPOSE

To submit to the Section 80 Committee progress on verification of Shift Workers done by the Basic Conditions Sub-Committee.

DISCUSSION

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.

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.

THE SECTION 80: CORPORATE SUPPORT SERVICES RESOLVED (13 July 2018)

That the issue **BE FINALIZED** at the next LLF meeting on the 17 July 2018.

CSS24 of 2018

AMENDED DRAFT HIV/AIDS WORKPLACE POLICY (ED: CSS) (20/1/3)

PURPOSE

To table the Amended Draft HIV/AIDS Workplace Policy to Corporate Support Services Section 80 Committee for adoption.

THE SECTION 80: CORPORATE SUPPORT SERVICES RESOLVED (13 July 2018)

That the proposed amended draft HIV/AIDS workplace Policy **BE SUBMITTED** to Council for adoption.

CSS25 of 2018

PROGRESS REPORT ON CUSTOMER CARE COMPLAINTS FROM JANUARY TO MAY 2018 (ED: CSS) (5/6/2/7)

PURPOSE

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.

DISCUSSION

Director Wetes requested that for the benefit of the Councilors that there must be an indication of what is contained in the report briefly so that the Councilors should have an idea 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.

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.

THE SECTION 80: CORPORATE SUPPORT SERVICES RESOLVED (13 July 2018)

That the item **BE NOTED**.

CSS26 of 2018

PROGRESS REPORT: PROPOSED ORGANISATIONAL STRUCTURE (ED: CSS) (2/1)

PURPOSE

To provide SALGA's comments on the proposed Organizational Structure.

DISCUSSION

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 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.

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.

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.

3

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.

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.

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.

THE SECTION 80: CORPORATE SUPPORT SERVICES RESOLVED (13 July 2018)

That the item **BE NOTED**.

CSS27 of 2018

PROGRESS ON RECRUITMENT OF PLUMBERS (ED: CSS) (5/3/2/4)

PURPOSE

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.

THE SECTION 80: CORPORATE SUPPORT SERVICES RESOLVED (13 July 2018)

That the item **BE NOTED**.

CSS28 of 2018

SCHEDULE OF CORPORATE SUPPORT SERVICES SECTION 80 COMMITTEE MEETINGS (ED: CSS) (3/1/3/1)

PURPOSE

To submit the proposed schedule of Corporate Support Services Section 80 Committee meetings from July 2018 to June 2019, for noting.

THE SECTION 80: CORPORATE SUPPORT SERVICES RESOLVED (13 July 2018)

That the **BE NOTED**.

CSS29 of 2018

PROGRESS REPORT ON SECTION 80 COMMITTEE RESOLUTIONS (ED: CSS) (2/2/2)

PURPOSE

To submit a progress report to Section 80 Committee on resolutions taken, for noting.

THE SECTION 80: CORPORATE SUPPORT SERVICES RESOLVED (13 July 2018)

That the item **BE NOTED**.

CCS30 of 2018

IMPLEMENTED SKILLS DEVELOPMENT INTERVENTIONS (ED: CSS) (5/6/1)

PURPOSE OF REPORT

To submit to the Section 80 Committee Corporate Support Services implemented training interventions for the year 2017 to 2018.

THE SECTION 80: CORPORATE SUPPORT SERVICES RESOLVED (13 July 2018)

That the Section 80 **TAKE NOTE** of the item.

CCS31 of 2018

BRANCH WELLNESS PROGRAMME ANNUAL REPORT JULY 2017 TO JUNE 2018 (ED: CSS)

PURPOSE

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)

DISCUSSION

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.

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.

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.

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 community outreach. He said it was brought to the Corporate Service because there are Social Workers.

5

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.

THE SECTION 80: CORPORATE SUPPORT SERVICES RESOLVED (13 July 2018)

That the item **BE NOTED**.