

MATJHABENG MUNICIPALITY

MINUTES

OF

SECTION 80: CORPORATE SUPPORT SERVICES COMMITTEE MEETING

HELD ON

FRIDAY, 15 MARCH 2019

AT

10:00

AT

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

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MINUTES OF THE SECTION 80: CORPORATE SUPPORT SERVICES MEETING HELD ON FRIDAY THE 15TH MARCH 2019 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.T. Macingwane		
Cllr. M.van Rooyen		
Cllr. B.H. Mahlumba		
Cllr. N.A. Mthebere		
Cllr. M.M. Rakaki		

COUNCIL OFFICIALS

Mr. F. Wetes	:	Executive Director: Corporate Support Services
Me. J. Gouws	:	Manager Labour Relations
Mr. S. Nhlapo	:	Snr Manager HR
Me. O.M. Seekoei	:	Manager: Contract
Me. P.P. Seleka	:	Acting Manager: Council Administration
Dr. .D.J.F Kruger	:	Manager: Training
Me. T.P. Mothibi	:	Manager: Personnel
Me. F.F. Linoko	:	Manager: Customer Care
Mr. M.P. Matsie	:	Manager: Organizational Efficiency
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

Mr. M. H. Dastilke: Attended workshop at the District
Mr. M. Atolo

3. OFFICIAL ANNOUNCEMENTS

None

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4. MOTION OF SYMPATHY AND CONGRATULATIONS

Congratulation: The Chairperson congratulated two Councilors from Matjhabeng who made it to the list. Cllr Direko is on the National list and Cllr Khalipha is on the Provincial list.

Sympathy: The P.A to the Executive Mayor, Mr. Aphelele Mbizo has lost his brother. The funeral will be on the 16th of March 2019.

5. DISCLOSURE OF INTEREST

None

6. DEPUTATIONS AND INTERVIEWS

Cllr Mphikeleli requested that the overhead projector be made available for the structure representation. He was informed that the projector is being utilized by the CFO but Dr. Kruger volunteered to bring his projector. He was allowed to collect it.

7. MINUTES OF PREVIOUS MEETINGS

7.1 Minutes of the meeting held on 04 October 2018

7.2 Minutes of the Special meeting held on 12 October 2018

8. MATTERS ARISING FROM PREVIOUS MINUTES

Minutes of the 04 October 2018 matters arising.

CSS33 of 2018-Implementation of 42 hour Shift System and 27% allowance.

Cllr Mphikeleli wanted to know if the shift system has been implemented.

It was explained that the matter has been presented to Council and it was indicated to Council that the matter was in arbitration. Council resolved that before implementing the shift system the arbitration process should be allowed. Therefore the matter is work in progress.

CSS35 of 2018-Draft Employment assistance program policy.

Cllr Macingwane wanted to know if the program has been drafted already.

The response was that the hand book was available need to be finalized and also to include Councilor as well.

Minutes of the Special meeting held on the 12 October 2018

PROPOSED ORGANIZATIONAL STRUCTURE

Cllr Mahlumba needed a clear indication because there were recommendations made in the meeting about the structure and they were not taken very seriously but the structure was taken

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to Council without doing nothing about those recommendations. He felt that the work of the committee is being undermined.

The Chairperson also indicated that none of the recommendations were mentioned in the council.

The response was that one of the reasons to bring the structure in this meeting was precisely because the recommendations have been effected. He explained that the structure that went to Council was an instruction which came just when the agenda was being compiled to say bring the structure as it was. The manner in which the structure has found its way to Council was not the manner in which it should have been the case. The section 80 was supposed to discuss the structure and structure gets presented to MAYCO with all the changes that has been recommended and immediately after that once MAYCO has endorsed the changes in the structure then it immediately become a Council Agenda Item but in that instance the instruction was that the structure must be in the Council agenda. The changes has been made as per the advice from COGTA and Section 80 need to satisfy itself so that the structure can be taken to MAYCO.

Cllr Macingwane wanted to know who gave the instructions for the structure to be represented to Council without the recommendations. He felt also that somewhere somehow the committee was being undermined not to recognize the recommendations made.

The Chairperson suggested that the officials be given a chance to present the structure when the meeting reach that item in the agenda. It was agreed.

ADOPTION OF THE MINUTES

Cllr Mphikeleli moved for the adoption of the minutes and he was seconded by Cllr Macingwane.

9. ITEMS FOR DISCUSSION

CSS1 of 2019 – CSS5 of 2019

10. CLOSURE

The Chairperson thanked everyone for attending and making time to present items. He therefore declared the meeting closed at **12:34**.

CHAIRPERSON

DATE

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CSS1 of 2019

DRAFT INTEGRATED PERFORMANCE MANAGEMENT SYSTEM POLICY
(SM: HR) (5/1B)

PURPOSE

The purpose of this report is to effect the resubmission and noting by Council, the Matjhabeng Draft Integrated Performance Management Policy, and to request Council to rescind the Employee Performance Management and Development System Framework approved by Council on 31 December 2016.

DISCUSSION

Mr. Nhlapo requested Mr. Matsie to deliver the item. Mr. Matsie explained that there were two types of policies that were adopted by Council previously; one was on Performance Management System for the organization and one was Individual Performance Management. He said the one on individual employees was adopted by Council but it was never implemented. He explained that the said policy was referred to LLF for consultation and at the LLF it was rejected. He said the municipality was assisted by SALGA by developing a draft. He said that they were asking the Council to rescind the Employee Performance Management and Development System Framework. The draft will be taken to MAYCO and subsequently to Council.

Cllr Molelekoa felt that the item has been drafted for the Council. He said that the Section 80 must refer the item to MAYCO and ultimately to Council.

The Director explained that they developed item that are Council ready. He said items are presented to Section 80 with the anticipation that it will find its way to Council.

THE SECTION 80: CORPORATE SERVICES RESOLVED :(15 March 2019)

1. That the Section 80 recommend that the item **BE TAKEN** to Council for noting.
2. That the Council **TO REFER** the item to various stakeholders for refinement.

CSS2 of 2019

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

PURPOSE

To provide progress on the proposed organizational structure.

DISCUSSION

The Director explained that it was the item that was brought to Section 80 in pursuance of the recommendations that have been made. He said that they were taken other proposals in account. The presentation on structure was done by Mr. Matsie.

Mr. Matsie said that the structure presently has 3641 posts. He said if all those posts were to be filled, will cost Council 903 million rand per annum. He explained since the sitting of Section 80 committee meeting and the recommendations that were made, the branch of Organizational Efficiency Studies sat down and went through the structure, the main aim was to reduce the costs of the structure. He said they took out vacant positions that were not filled in the past 10 years, they also took out all the acting positions and reduced the number of Directorates and also aligned the number of departments as per Regulations in the appointment of senior managers. He said the Regulations states that for the municipality to afford its structure must have at least six (6) Directorates, currently they are seven (7). He said this was done without considering the worm bodies. He said currently the salary bill of Matjhabeng Municipality stands at 620 million rand per annum. He said the proposed structure is having 514 761 285 million rand.

The Director explained that according to Regulations the structure can be reviewed as regularly but it should not take more than a year without reviewing it. He suggested that the structure be approved with these costs, the problem was that the municipality is having a 2009 structure because the Auditor General has raised noise about the structure. He said in the process of work the Directors will identify the need and those needs will be consolidated, explain to Council to say that the following critical positions have been identified by the Directors therefore there will be a need to amend the structure.

THE SECTION 80: CORPORATE SERVICES RESOLVED: (15 March 2019)

1. That the item **BE TAKEN** to MAYCO and finally to Council.

CSS3 of 2019

DRAFT MATJHABENG LOCAL MUNICIPALITY HUMAN RESOURCES PLAN FOR 2019/2020 FINANCIAL YEAR (ED: CSS)

PURPOSE

The purpose of this item is to submit to the Section 80 Corporate Services Committee Meeting, draft Human Resources Plan for 2019/2020 financial year.

DISCUSSION

The item was presented by Mr. Nhlapo the Senior Manager Human Resources. He said that in the municipality the strategic plan is the IDP. Need to look at the IDP objectives. He said the human resource must aligned itself with those objectives. He said the HR Plan must assist in the municipality to have right number of people in the right places, at the right time especially the service delivery directorates like community services and infrastructure.

Director Wetes explained that the importance of having an HR Plan is to find ways of keeping highly skilled employees. He said that can be done by recognizing them, give them space to work and create conducive environment for them to work. The Director said that it was problematic for Matjhabeng not to have Chartered Accountant and Engineer. He said in Matjhabeng the only way to go up is to apply for position not promotion. He said the moral of the employees was very low. He said as per the wellness statistics one would realized that the consultation in respect of the stress is very high and as a result he suggested that there must be a dedicated line to assist the employees.

THE SECTION 80: CORPORATE SERVICES RESOLVED: (15 March 2019)

That the item **BE NOTED**.

CSS4 of 2019

PROGRES REPORT ON COUNCIL RESOLUTIONS (ED: CSS) (2/2/2)

PURPOSE

To submit a progress report to the Corporate Services Section 80 Committee on Council Resolutions, for noting.

THE SECTION 80: CORPORATE SERVICES RESOLVED: (15 March 2019)

That the matter **BE NOTED**.

CSS5 of 2019

IDP OF THE DEPARTMENT CORPORATE SERVICES (ED: CSS) (5/1)

PURPOSE

To table the IDP of the Directorate Corporate Support Services for the year 2017/21 for inputs.

DISCUSSION

Director Wetes explained that they are presenting the item so that Councilors should have an idea in terms of how corporate services looks like in as far as the IDP and Budgets are concerned. He said that was subjected to public participation but he was submitting it for noting.

THE SECTION 80: CORPORATE SERVICES RESOLVED: (15 March 2019)

That the item **BE NOTED**.

INFORMATION

Director Wetes briefed Councilors about a CCMA matter for the recognition of MATUSA. He said that the matter has been concluded, the CCMA has instructed that the municipality must give them Organizational Rights. He said that they are standing at 460 noted members bigger than IMATU twice. He explained the Council will be informed through the item.

Dr. Kruger wanted to get clarity about the next scheduled meeting because there will be workplace skills briefing from LGSETA. The Chairperson suggested that there must be a special meeting for that.

The meeting officially adjourned at **12:34**.