

MATJHABENG MUNICIPALITY

MINUTES

OF THE

**SPECIAL SECTION 80: CORPORATE SUPPORT
SERVICES COMMITTEE MEETING**

HELD ON

FRIDAY, 12 OCTOBER 2018

AT

10:00

AT

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

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MINUTES OF THE SPECIAL SECTION 80: CORPORATE SUPPORT SERVICES MEETING HELD ON FRIDAY THE 12 OCTOBER 2018 AT ROOM 428 MAIN BUILDING, WELKOM AT 10:00.

PRESENT

COUNCILLORS

Cllr. V.E. Mawela : Chairperson
Cllr. M.A. Mphikeleli
Cllr. M.M Rakaki
Cllr. X.N. Masina
Cllr. M. van Rooyen
Cllr. B. H. Mahlumba
Cllr. P. M. Molelekoa
Cllr. T. Macingwane

COUNCIL OFFICIALS

Mr. M.T. Atolo : Senior Manager: Council Administration
Mr. S. Nhlapo : Senior Manager: Human Resource
Me. J. Gouws : Manager Labour Relations
Mr. M.H. Dastile : Acting Manager: Wellness
Me. P.P. Seleka : Acting Manager: Council Administration
Me. F.F. Linoko : Manager: Customer Care
Mr. M.P. Matsie : Manager: Organizational Efficiency
Me. T.P Mothibi : Manager: Personnel
Me. T. Gaborone : Manager: Contract
Mr. T. Mnguni : Committee Officer

1. OPENING AND WELCOME:

The meeting was officially opened by Councilor Mawela who welcomed everyone present. He also welcomed Mr. H.A. Goliath who was commissioned by COGTA to assist municipality in as far as the structure was concern.

2. APPLICATION FOR LEAVE OF ABSENCE:

Director Wetes has attended a hearing, will join the meeting later.

3. OFFICIAL ANNOUNCEMENTS:

None

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4. MOTION OF SYMPATHY AND CONGRATULATIONS:

None

5. DISCLOSURE OF INTEREST:

None

6. DEPUTATIONS AND INTERVIEWS:

6.1 Presentation on Proposed Organizational Structure

10. CLOSURE:

The Chairperson thanked everyone for attending and making time to attend the meeting. He thanked Mr. Goliath for declaring that he is always available if they need him at any time and being a telephone call away. He thanked everyone for the inputs and contributions. He said that was a very fruitful meeting and he hoped that they will go and spread the word, until next meeting, the date and time will be communicated. Therefore he declared the meeting officially closed at **12:08**.

CHAIRPERSON

DATE

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PRESENTATION ON PROPOSED ORGANISATIONAL STRUCTURE

The Chairperson explained that the municipality has invited Mr Goliath who was tasked to draft the structure for Council. He then gave Mr Goliath an opportunity to present the structure.

Mr Goliath explained that he is working at COGTA and has been assigned to Matjhabeng Municipality by COGTA intervention unit to assist. He said he was assigned to this municipality in 2014 until 2015 on the review of the organisational structure in order to comply with the Municipal Systems Amendment Act also to comply with the regulations for the appointment of senior managers which gave the municipality the guidelines on the establishment of the different unit of the municipality.

He gave the background on how he came to the policy framework. He said the presentation will deal with purpose for the review legislated framework that guides what are the strategies and objectives of Matjhabeng, the outcomes and methodologies followed and conducting a situational analysis of the municipality.

He said in the process it is important to take note of the Collective Agreements because in many instances when the structure is in place and someone does not appear on the organogram we turn to get rid of him/her. He said whatever is done, nobody should lose his/her position, even if the position does not exist in the new organogram. He said Collective Agreements must be observed throughout the process.

He said the Systems Act provides the Municipal Manager to work within the policy framework determined by the Municipal Council. The policy framework provides guidance in terms of considerations of the organogram. He said it used to be the Council who only approve the policy framework and the Municipal Manager used to approve the organogram but now both function are residing with Council not the MM. He said the Municipal Manager must still provide job description and no one can appoint a person in the position that does not exist. He said such an appointment can be declared null and void if challenged by any interested party, be it the member of public, Council or organised labour. The responsible person can be held liable for the cost of that appointment.

He advised that municipality must prioritise the critical posts. He said that there is a need to translate various job levels in the hierarchy into appropriate roles and work levels.

He said there is a need to make provision for a realistic span of control to make sure that supervisors are not overloaded.

He said it is advisable if the municipality wants to cut in the organogram must cut the managers, get more supervisors and more technical operation.

Mr Goliath advised that it is not proper to cut position with the incumbent in, because there will be no concrete motivation to do away with someone's job. He said that an affected worker might win in the Bargaining Council because there was no wholesale change to the organogram. It will look as if the worker has been targeted, explained Mr Goliath.

He said if the post has been vacant for more than 24 months and was not critical the institution, can be removed.

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The Chairperson explained that the exercise of cutting positions in the organogram was done. He said all different Directorates were invited and they were asked to do the cutting but still the situation remained the same.

Mr Matsie explained to the meeting that Matjhabeng Municipality was having 30% of post above level 18 which are having people who are acting.

Mr Atolo said that he would like to make assumption based on the budget because primary reason for referring back of the organogram was the monitoring part of it. He said if the municipality can start cutting the vacant posts especially those that are not critical even if people are acting on them, they are not their positions.

He said there were problems over the years concerning the political office were it became overstaffed and there was a parallel administration, almost overlapping duplicating the work done by other department in the administration. He said at the political office when their term end they are absorbed to the administration at a high cost.

Mr Nhlapo said there is a need to integrate strategic services in one of the departments that the municipality have.

Councillor Macingwane said that one of the most think that was said about the structure was that it should be cost effective. He said that there is a need to get rid of anything that is not of good use to municipality. He said that it should be noted that the political offices will get the staff from Corporate Services and there must be a decision taken as to say, what is then going to happen with the current incumbent in those offices.

Mr Atolo suggested that the strategic support can be incorporated to the Municipal Manager`s office bearing in mind the municipal financial muscle.

Mr Matsie explained that the current approved positions at the moment taking into consideration the resent 7%, stands at R932 107 733. He said the filled positions stand at R5.8 Million, the cost is based on the package of the salary. He said the proposed structure is almost R1 Billion. He said it is more than 50% of the municipal budget.

Mr Goliath said if costs does not become a consideration we are wasting time with this exercise. He said it is underlined by costs not by budget that is unfunded projected budgets. It must actually be informed by the actuals of the previous financial year. He advised that the directorates should remain six not more than that.

Mr Goliath said that LED is a very small department and it is better if logic was applied to make electricity a department because the municipality is having a problem in collecting electricity tariffs, if there is a need to increase departments. He said municipality do not have a mandate to build houses, only do beneficiary management, no need for human settlement department. He said people who are acting are not entitled to those positions, write one memo that terminate all the acting. He said if the Director find it that the post is needed, he/she must do the submission. Only those posts that are critical must remain. If they say that certain Director told them that they will get those positions that Director must be charge and be fired or given a final warning.

He said that Corporate Services must make sure that the employees at political offices have contracts that links them not to the term of Council but to the term of incumbent principal because it is a political environment, there can be a mid-term reshuffle. He said when the contract end it must be terminated. He said most positions that are in the Mayor`s office do not belong there but to the Corporate Services or alternatively to the Municipal Manager`s office. The people at the office of the Mayor cannot be equal to Directors.

He said no need for the Director position at the office of the Municipal Manager.

The suggestion from Cllr Molelekoa was that there must be a follow up meeting with all the Directors to give them a line of march because the proposed structure cannot be taken to the Council. He said it is the same amount that made the Council to reject it. He said each Director will have to tell them what is happening in his/her department, how many acting are there, and they must be terminated.

Mr Goliath suggested that it is better to amend the existing structure not the proposed structure. Do away with Executive Director Strategic Support, it is the Municipal Manager`s responsibility to give strategic direction together with the Mayor. Look at the critical posts and what is the core business.

Do away with Social Development, it is not the core function of the municipalities. Let them be community developers.

RECOMMENDATIONS

1. Terminate the acting and let the Directorate who feel that the terminated post is needed must provide submission/motivation for the post to be re-instated.
2. Do away with vacant positions that are not filled.
3. Have a follow up meeting with all the Directorates.
4. Mr Goliath be part of the meeting that will involve all the Directorates to lead the discussions.

The meeting officially adjourned at **12:08**.