

MATJHABENG MUNICIPALITY

MINUTES

OF THE

**SECTION 80: CORPORATE SERVICES
COMMITTEE**

HELD ON

FRIDAY, 09 JUNE 2017

AT

10:00

IN

ROOM 427, MAIN BUILDING, WELKOM

**MINUTES OF SECTION 80: CORPORATE SERVICES COMMITTEE HELD ON
FRIDAY, 09TH JUNE 2017**

PRESENT

COUNCILLORS

Cllr V. Mawela : Chairperson
Cllr M. Mphikeleli
Cllr P.M.I. Molelekoa
Cllr BH Mahlumba

Mr. FF Wetes : Executive Director Corporate Services
Mr. M. Atolo : Senior Manager Council Administration
Mr S. Nhlapo : Senior Manager Human Resources
Dr F. Kruger : Manager Training
Me J. Gouws : Manager Labor Relations
Me T. Mothibi : Manager Personnel
Mr H. Dastile : Acting Manager Customer Care
Mr T. Madia : Acting Manager Wellness

1. OPENING AND WELCOME

The Chairperson welcomed everyone present and declared the meeting officially opened.

2. APPLICATION FOR LEAVE OF ABSENCE

Cllr. XN Masina
Cllr MS Van Rooyen
Mr V Kolisang

3. MOTION OF SYMPATHY AND CONGRATULATIONS

None

4. DISCLOSURE OF INTERESTS

None

5. MINUTES OF THE PREVIOUS MEETING

Minutes were read and adopted subject to the following corrections:

- The spelling and initials of Cllr Molelekoa be corrected to read as **“P.M.I. Molelekoa”**.

6. MATTERS FOR DISCUSSION:

CSS1/2017- CSS16/2017

INDEX

ITEM NO	ITEM DESCRIPTION	PAGE
CSS1/2017	DRAFT WIRELESS DEVICES POLICY (ED: CSS) (12/B)	1
CSS2/2017	DRAFT LAPTOP POLICY AND GUIDANCE (ED: CSS) (2/4)	1
CSS3/2017	DRAFT FIREWALL POLICY AND PROCEDURES (ED: CSS) (2/4)	1
CSS4/2017	MATJHABENG LOCAL MUNICIPALITY: ICT GOVERNANCE FRAMEWORK (CFO) (2/4)	2
CSS5/2017	STUDY BURSARY POLICY (SBP): MATJHABENG LOCAL MUNICIPALITY (ED: CSS) (5/6/1)	2
CSS6/2017	AMENDED DRAFT HIV AIDS WORKPLACE POLICY (ED: CSS) (20/1/3)	2-3
CSS7/2017	DRAFT PROCEDURE MANUAL ON EMPLOYEE WELLNESS (ED: CSS) (5/3/B)	3
CSS8/2017	DRAFT HUMAN CAPITAL DEVELOPMENT POLICY MANUAL (HCDPM) FOR MATJHABENG LOCAL MUNICIPALITY (ED: CS) (5/6/1)	3-4
CSS9/2017	YEAR PLAN BRANCH WELLNESS (5/3/B) (DCS)	4
CSS10/2017	REMOVAL OF PAUPER INDIGENT AND UNKNOWN BURIAL FUNCTION FROM BRANCH EMPLOYEE ASSISTANCE PROGRAMME TO THE OFFICE OF THE MAYOR – SPECIAL PROGRAMMES (DCSS) (20/8/7)	4
CSS11/2012	PROPOSAL TO AMEND THE PAUPER, INDIGENT (DESTITUTE) AND UNKNOWN BURIAL POLICY AND TO INCREASE THE COSTS (20/8/7) (DCS)	5
CSS12/2012	DRAFT EMPLOYEE ASSISTANCE PROGRAMME POLICY (EDCSS) (5/3/B)	5
CSS13/2017	STUDY ASSISTANCE SCHEME (SAS): 2015 – FEBRUARY 2017 (ED: CSS) (5/4/3/1)	5

II

CSS14/2017	PROGRESS ON MUNICIPAL FINANCE MANAGEMENT PROGRAMME (MFMP): (EDCS) (1/1/8)	6
CSS15/2017	PROGRESS ON THE ESTABLISHMENT OF SKILLS DEVELOPMENT COMMITTEE (SDC): (EDCS) (HRD) (5/6/1)	6
CSS16/2017	PROGRESS ON WORKPLACE SKILLS PLAN: 2017/18 (ED: CSS) (5/6/1)	6

CSS1/2017

DRAFT WIRELESS DEVICES POLICY (ED: CSS) (12/B)

PURPOSE

The purpose of the item is to present before the Section 80 Corporate Services Portfolio Committee, the draft Wireless Devices Policy for all sections within Matjhabeng Local Municipality.

THE SECTION 80: CORPORATE SERVICES RESOLVED TO RECOMMEND: (09 JUNE 2017)

1. That the item was for noting and must **BE CONSIDERED** by the Mayoral Committee.

CSS2/2017

DRAFT LAPTOP POLICY AND GUIDANCE (ED: CSS) (2/4)

PURPOSE

The purpose of the item is to request the Section 80 Committee to take note of the Matjhabeng Local Municipality: Laptop Policy & Guidance addressing lots of Laptops that are lost by users every day and mostly due to negligence.

THE SECTION 80: CORPORATE SERVICES RESOLVED TO RECOMMEND: (09 JUNE 2017)

1. That the Policy **MUST INCORPORATE** Councillors and LOST CONTROL CLAUSE BE included.
2. That policy must be for noting and **CONSIDERED** by the Mayoral Committee.

CSS3/2017

DRAFT FIREWALL POLICY AND PROCEDURES (ED: CSS) (2/4)

PURPOSE

The purpose of the request is to present before Section 80 Corporate Services Portfolio Committee, the draft Firewall Policy and Procedures for ICT section and the Accounting Officer within Matjhabeng Local Municipality.

THE SECTION 80: CORPORATE SERVICES RESOLVED TO RECOMMEND: (09 JUNE 2017)

1. That the policy must be **NOTED**.

CSS4/2017

MATJHABENG LOCAL MUNICIPALITY: ICT GOVERNANCE FRAMEWORK (CFO)
(2/4)

PURPOSE

The purpose is to request Mayoral Committee to take note of the Matjhabeng Local Municipality: ICT Governance Framework addressing qualification issues raised in the Audit Report from the Auditor General for the 2013/14 and 2014/15 Financial Year.

THE SECTION 80: CORPORATE SERVICES RESOLVED TO RECOMMEND: (09 JUNE 2017)

1. That Section 80 **TAKES NOTE** of the Governance Framework.
2. That the Framework **BE SUBMITTED** to Council for approval.

CSS5/2017

STUDY BURSARY POLICY (SBP) : MATJHABENG LOCAL MUNICIPALITY (ED: CSS) (5/6/1) (2/4)

PURPOSE OF REPORT

To submit to the Section 80 Committee: Corporate Services a Study Bursary Policy (SBP) for consideration.

THE SECTION 80: CORPORATE SERVICES RESOLVED TO RECOMMEND: (09 JUNE 2017)

1. That the Policy **MUST ESTABLISH** the data-base of Beneficiaries.
2. That the progress of beneficiaries must **BE TRACED**.
3. That drivers' licence policy, Civil Engineering and Accountants must **BE INCORPORATED**.
4. That the approved deviations must **BE NOTED**.

CSS6/2017

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

PURPOSE

To table the Amended Draft HIV AIDS Workplace Policy to the Section 80 Committee for discussions.

THE SECTION 80: CORPORATE SERVICES RESOLVED TO RECOMMEND: (09 JUNE 2017)

1. That the proposed Amended Draft HIV AIDS Workplace Policy **BE CONSIDERED** for adoption.

CSS7/2017

DRAFT PROCEDURE MANUAL ON EMPLOYEE WELLNESS (ED: CSS) (5/3/B)

PURPOSE

To table the Draft Procedure Manual on Employee Wellness to Section 80 Corporate Committee for discussions.

THE SECTION 80: CORPORATE SERVICES RESOLVED TO RECOMMEND: (09 JUNE 2017)

1. That the Policy **MUST INCORPORATE** Councillors.
2. The Helpline **MUST INCLUDED** and that National Health Days be observed by the Institution.

CSS8/2017

DRAFT HUMAN CAPITAL DEVELOPMENT POLICY MANUAL (HCDPM) FOR MATJHABENG LOCAL MUNICIPALITY (ED: CS) (5/6/1)

PURPOSE OF REPORT

To submit to the Section 80 Committee: Corporate Services a Draft Human Capital Development Policy Manual (HCDPM) for consideration.

THE SECTION 80: CORPORATE SERVICES RESOLVED TO RECOMMEND: (09 JUNE 2017)

1. That Skills Audit for the Institution must **BE CONDUCTED**.
2. That Induction must **BE ACCORDING** to the Manual.
3. That procedure for applying must **BE REVIEWED** to other factors.
4. That Seminars and Conferences must **BE CONDUCTED** for more information.
5. That Office of the Speaker must **BE RESPONSIBLE** for the approval of the Councillors Studies.

4

6. That the issue of transport must **BE REVIEWED** and should align with National Safety Policy.
7. That Financial assistance must **BE IN TERMS** of percentages with regard to the nature of the Study to be pursued.
8. That the Directorates must **BE INVITED** for inputs in developing the Policy to be inclusive.
9. That the Policy must **BE REFERRED BACK** to the Skills Office to accommodate dynamics of improvement.
10. That all Directorates must **CONDUCT** an experimental audit to identify number of learners needed.

CSS9/2017

YEAR PLAN BRANCH WELLNESS (ED: CSS) (5/3/B)

PURPOSE

To submit to the Mayoral Committee a Year Plan from the Branch Wellness as information regarding the Branch's planned activities.

THE SECTION 80: CORPORATE SERVICES RESOLVED TO RECOMMEND: (09 JUNE 2017)

1. That Acting Municipal Manager **MUST INCORPORATE** the plan into SDBIP for implementation.
2. That the plan **MUST ADDRESS** the financial constraints of the Municipality's employees.

CSS10/2017

REMOVAL OF PAUPER INDIGENT AND UNKNOWN BURIAL FUNCTION FROM BRANCH EMPLOYEE ASSISTANCE PROGRAMME TO THE OFFICE OF THE MAYOR – SPECIAL PROGRAMMES (ED: CSS) (20/8/7)

PURPOSE

To submit to the Section 80 Committee meeting a proposal for the Removal of Pauper Indigent and Unknown Burial Function from Branch Employee Assistance Programme to the Office of The Mayor – Special Programmes.

THE SECTION 80: CORPORATE SERVICES RESOLVED TO RECOMMEND: (09 JUNE 2017)

1. That the programme must **BE SUBMITTED** to the Mayoral Committee for consideration.

CSS11/2017

PROPOSAL TO AMEND THE PAUPER, INDIGENT (DESTITUTE) AND UNKNOWN BURIAL POLICY AND TO INCREASE THE COSTS (ED: CSS) (20/8/7)

PURPOSE

To submit to the Section 80 Committee meeting a proposal to amend the Pauper Indigent (Destitute) and Unknown Burial Policy conditions and to increase the burial costs for consideration.

THE SECTION 80:CORPORATE SERVICES RESOLVED TO RECOMMEND: (09 JUNE 2017)

1. That the programme must **BE CONSIDERED** for adoption.

CSS12/2017

DRAFT EMPLOYEE ASSISTANCE PROGRAMME POLICY (ED: CSS) (5/3/B)

PURPOSE

To submit the Draft Employee Assistance Programme Policy to the Section 80 Committee meeting for discussions.

THE SECTION 80:CORPORATE SERVICES RESOLVED TO RECOMMEND: (09 JUNE 2017)

1. That the programme must **BE CONSIDERED** for adoption.

CSS13/2017

STUDY ASSISTANCE SCHEME (SAS): 2015 – FEBRUARY 2017 (ED: CSS) (5/4/3/1)

PURPOSE OF REPORT

To provide the Section 80 Committee with statistics regarding the approved Study Assistance applications.

THE SECTION 80:CORPORATE SERVICES RESOLVED TO RECOMMEND:(09 JUNE 2017)

1. That a comprehensive report must **BE SUBMITTED** to Committee in the next Section 80 meeting.

CSS14/2017

PROGRESS ON MUNICIPAL FINANCE MANAGEMENT PROGRAMME (MFMP):
(ED: CSS) (1/1/8)

PURPOSE OF THE REPORT

To submit a report to the Section 80 Committee regarding progress made on the implementation of the Minimum Competency Requirement of National Treasury in respect of Municipal Finance Management Programme.

THE SECTION 80:CORPORATE SERVICES RESOLVED TO RECOMMEND: (09 JUNE 2017)

1. That the item must **BE WITHDRAWN** from Agenda.

CSS15/2017

PROGRESS ON THE ESTABLISHMENT OF SKILLS DEVELOPMENT COMMITTEE
(ED: CSS) (HRD) (5/6/1)

PURPOSE OF THE REPORT

To submit progress made regarding the establishment of the Skills Development Committee to the Section 80 Committee.

THE SECTION 80: CORPORATE SERVICES RESOLVED TO RECOMMEND: (09 JUNE 2017)

1. That the Committee must **BE EXTENDED** to incorporate other officials from various Directorates.

CSS16/2017

PROGRESS ON WORKPLACE SKILLS PLAN: 2017/18 (ED: CSS) (5/6/1)

PURPOSE OF REPORT

To provide to the Section 80 Committee progress made towards submission on the Workplace Skills Plan for the period 2017/8

THE SECTION 80: CORPORATE SERVICES RESOLVED TO RECOMMEND: (09 JUNE 2017)

1. That progress on the plan **MUST BE** a standing item on Agenda the Section 80 Corporate Committee.