

MATJHABENG MUNICIPALITY

ADDENDUM ANNEXURES

of the

**CORPORATE SERVICES SECTION 80
COMMITTEE MEETING**

held on

WEDNESDAY, 07 FEBRUARY 2018

at

10:00

**ROOM 428, MAIN BUILDING, CIVIC
CENTRE, WELKOM**

LLF: RESOLUTIONS AUDIT: JULY 2017 - DATE

ITEM NO	DESCRIPTION	DATE	RESPONSIBLE	PROGRESS
SLLF5/2017	<p><u>MEDIATION REPORT PERTAINING TO SAMWU NOTICE TO STRIKE</u> (ED: CSS) (5/2/2)</p> <p>PURPOSE OF THE REPORT</p> <p>To request the Special Local Labour Forum that the matters in dispute submitted by SAMWU be mediated in an attempt to reach an amicable solution to prevent strike action by their members.</p> <p><u>THE SPECIAL LLF RESOLVED ON OUTSOURCING</u> (06 July 2017)</p> <ol style="list-style-type: none"> 1. That the Task Team that was established by LLF resolution BE GIVEN A TASK to look into outsources in the entire Municipality. 2. That the Task Team BE REPRESENTATIVE of all the parties i.e. four aside. 3. That it MUST HAVE time frame, start on Monday for two weeks and present their report on the 24th of July 2017 in a special LLF. 4. That it must BE EMPOWERED to call whatever Department that needed to provide information that will assist the municipality. 	6-7 July 2017	<p>ED:CS SM: HR M:LR</p>	

	<p>CONTINUATION OF SPECIAL LOCAL LABOUR FORUM ON THE 07 JULY 2017 AT 10:00.</p> <p>The labour component circulated the recruitment note from Municipality. The labour component requested that the meeting should start by discussing advertisement note. They explained that there are people who are not yet permanent but the employer is recruiting without consulting the other parties. The labour component requested that before the meeting start the employer must explain the recruitment/advertisement note.</p> <p>After the caucus the employer conceded that due process was not followed properly.</p> <p><u>THE SPECIAL LLF RESOLVED (07 July 2017)</u></p> <ol style="list-style-type: none"> 1. That the advertisement BE RESCINDED. 2. That the costs in terms of salaries BE RECOVERED. 		<p>ED: CS SM: HR</p>	
SLLF1/2017	<p><u>PROMOTION POLICY AND ITS VIABILITY IN MATJHABENG MUNICIPALITY (ED: CSS) (5/1/1B)</u></p> <p>PURPOSE</p> <p>To review the current Draft Promotion Policy in order that Matjhabeng Local Municipality can have a working Promotion Policy.</p> <p><u>THE SPECIAL LOCAL LABOUR FORUM RESOLVED (18 July 2017)</u></p> <p>That Promotion Policy BE REFERRED to Basic Conditions Sub-Committee.</p>	18 July 2017		

	That the Sub-Committee MUST SEAT , and present to the LLF in the next meeting.		ED:CS SM:HR	
SLLF2/2017	<p><u>ABSORPTION OF BOPA LESEDI EMPLOYEES</u> (ED: CSS) (5/6/2/8)</p> <p>PURPOSE</p> <p>To submit a request for the absorption of Bopa Lesedi employees into Matjhabeng Local Municipality's staff establishment.</p> <p><u>THE SPECIAL LOCAL LABOUR FORUM RESOLVED</u> (18 July 2017) That the matter BE REFERRED for mediation on the 20th July 2017.</p>		ED:CS SM:HR	
SLLF3/2017	<p><u>TRANSFER OF THE PUBLIC LIBRARY SERVICES TO PROVINCIAL DEPARTMENT OF SPORTS, ARTS, CULTURE AND RECREATION</u> (ED: CSS) (9/1/3/1)</p> <p>PURPOSE</p> <p>To submit an item to the Local Labour Forum information on progress made by Human Resource Sub-Committee for the finalization of the transfer of Library Services back to the Department of Sports, Arts, Culture and Recreation as their constitutional mandate.</p> <p><u>THE SPECIAL LOCAL LABOUR FORUM RESOLVED</u> (18 July 2017)</p> <p>The meeting DEADLOCKED on this issue.</p>		ED:CS SM:HR M:LR	

SLLF4/2017	<p><u>PROGRESS REPORT: PROPOSED MIGRATION POLICY AND PROCEDURE FOR THE IMPLEMENTATION OF THE PROPOSED ORGANIZATIONAL STRUCTURE (ED: CSS) (2/1) PURPOSE</u></p> <p>To report to the Local Labour Forum progress made with regard to development of Migration Policy</p> <p><u>THE SPECIAL LOCAL LABOUR FORUM RESOLVED (18 July 2017)</u></p> <p>The meeting DEADLOCKED on this matter.</p>		ED:CS SM:HR	
SLLF5/2017	<p><u>PLACEMENT POLICY (ED: CSS) (5/3B) PURPOSE</u></p> <p>To report to the Local Labour Forum progress made with regard to development on Placement Policy.</p> <p><u>THE SPECIAL LOCAL LABOUR FORUM RESOLVED (18 July 2017)</u></p> <p>The meeting DEADLOCKED on this matter.</p>		ED:CS SM:HR	

SLLF/52017	<p><u>MEDIATION REPORT PERTAINING TO SAMWU NOTICE TO STRIKE (ED: CSS) (5/2/2)</u></p> <p>PURPOSE OF THE REPORT</p> <p>To request the Local Labour Forum that the matters in dispute submitted by SAMWU be mediated in an attempt to reach an amicable solution to prevent a strike action by their members.</p> <p><u>SPECIAL LOCAL LABOUR FORUM RESOLVED (20 July 2017)</u></p> <ol style="list-style-type: none"> 1. That the employer party MEET with the Speaker TO REQUEST special Council seating. 2. That the employer SUBMIT to the special Council seating the item TO ALTER the resolution on absorbing 99 month to month employees, specifically to review the advert part. 3. That the employer WILL PROVIDE the meeting with all the 2016 minutes concerning Bopa Lesedi issue. 4. That the labour component PROVIDE the meeting with the minutes dealing with the issue of Task Team. 5. That the issue of employees acting on higher positions without relevant remuneration BE DISCUSSED further in the next mediation meeting on the 16 July 2017. 	20 July 2017	<p>ED:CS SM:HR M:LR</p>	
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SLLF5/2017	<p><u>MEDIATION REPORT PERTAINING TO SAMWU NOTICE TO STRIKE (ED: CSS) (5/2/2)</u></p> <p>PURPOSE OF THE REPORT</p> <p>To request the Local Labour Forum that the matters in dispute submitted by SAMWU be mediated in an attempt to reach an amicable solution to prevent a strike action by their members.</p> <p><u>SPECIAL LOCAL LABOUR FORUM RESOLVED (21 AUGUST 2017)</u></p> <p>That mediation BE DECLARED a deadlock.</p> <p>The Commissioner declared the meeting adjourned at 12:48.</p>	21 August 2017		
LLF2/2017	<p><u>SALGBC WORKSHOP ON THE COLLECTIVE AGREEMENT</u></p> <p>Workshop concluded on 12 October 2017</p>	12 October 2017		
LLF7/2017	<p><u>TRANSFERING OF THE PUBLIC LIBRARY SERVICES TO PROVINCIAL DEPARTMENT OF SPORTS, ARTS, CULTURE AND RECREATION (ED: CCS) (5/3/2/1)</u></p> <p>The presentation to the Local Labour Forum was done by the officials from the Provincial Department of Sports, Arts, Culture and Recreation.</p> <p>The purpose of the presentation was to inform the Local Labour Forum of the transfer of Library Services to Provincial government by the 1st of April 2018.</p>	12 December 2017		

	<p>It was agreed as follows:</p> <ul style="list-style-type: none"> - That the task team MUST MOVE with the process and report to the LLF. -That consultative meetings BE HELD to avoid disputes. -That employees MUST BE GIVEN enough time to engage with the Provincial team. 		<p>ED:CS SM:HR M:LR</p>	
LLF/6/2017	<p><u>IMPLEMENTATION OF SHIFT SYSTEM IN TERMS OF THE COLLECTIVE AGREEMENT FOR THE FREE STATE DIVISION (ED: CSS) (5/5/1)</u></p> <p>PURPOSE OF THE REPORT</p> <p>To submit to the Local Labour Forum a report on the implementation of a 42 hour work week (4 Shifts) system for discussion and to be agreed upon in order to comply with the Collective Agreement for the Free State Division of the South African Local Government Bargaining Council. (SALGBC).</p> <p><u>THE LOCAL LABOUR FORUM RESOLVED</u> (26 January 2018)</p> <ol style="list-style-type: none"> 1. That the matter BE REFERED BACK to Conditions of Service Sub-Committee for discussion. 2. That the matter BE RESOLVED within two weeks. 	26 January 2018	<p>ED:CS SM:HR M:LR</p>	

LLF7/2017	<p><u>DEPARTMENT OF SPORTS, ARTS, CULTURE AND RECREATION TRANSFERRING OF THE LIBRARY SERVICES TO PROVINCIAL GOVERNMENT (ED: CSS) (5/3/2/1)</u></p> <p>PURPOSE</p> <p>To submit an item to the Local Labour Forum information on progress made by Human Resource Sub-Committee for the finalization of the transfer of Library Services back to the Department of Sports, Arts, Culture and Recreation as their constitutional mandate.</p> <p><u>THE LOCAL LABOUR FORUM RESOLVED (26 January 2018)</u></p> <p>That the matter BE FINALIZED within two weeks and the report BE SUBMITTED to the next LLF meeting.</p>		<p>ED:CS SM:HR M:LR</p>	
LLF8/2017	<p><u>ESTABLISHMENT OF EMPLOYMENT EQUITY COMMITTEE AND ITS FUNCTIONS (ED: CSS) (5/3/B)</u></p> <p>PURPOSE</p> <p>To prepare for the establishment of the Employment Equity Committee to ensure implementation of the Employment Equity Act.</p> <p><u>THE LOCAL LABOUR FORUM RESOLVED (26 January 2018)</u></p> <p>1. That the Department of Labour BE INVITED to assist in establishing the committee.</p>			

	2. That letter of invitation BE WRITTEN to the Department of Labour.		ED:CS SM:HR	
LLF9/2017	<p><u>IMPLEMENTATION OF EMPLOYEE PERFORMANCE MANAGEMENT AND DEVELOPMENT SYSTEM</u>(ED: CSS) (5/1B)</p> <p>PURPOSE</p> <p>The purpose of this item is to reflect the status quo of the Matjhabeng Local Municipality`s Employee Performance Management and Development System and to provide the implementation plan for the system.</p> <p><u>THE LOCAL LABOUR FORUM RESOLVED</u> (26 January 2017)</p> <p>That the matter BE REFERRED BACK to Management for further interrogation.</p>		ED:CS SM:HR	
LLF10/2017	<p><u>LOCAL LABOUR FORUM SCHEDULE OF MEETINGS</u> (ED: CSS) (3/3/24)</p> <p>PURPOSE</p> <p>To inform Local Labour Forum delegates of the schedule of LLF Meetings.</p> <p><u>THE LOCAL LABOUR FORUM RESOLVED</u> (26 January 2018)</p> <p>1. That the schedule of meetings BE NOTED.</p> <p>2. That in future the leaders of the parties SEAT and DECIDE on agenda and items of the LLF.</p>		ED:CS M:LR	

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CORPORATE SERVICES

CUSTOMER CARE

2017/18 Financial Year Report

For

Section 80 Committee (CSS)

	TYPE OF COMPLAINT	REPORTED	RESOLVED	PENDING	AREA OF CONCERN
VENTERSBURG AND MAMAHABANE					
	WATER LEAKAGES: Eg. Replacement of water meters, disconnections, repairs of pipes and new connections	25	25	0	MAMAHABANE
	SEWERAGE: mainline repairs, cleaning or servicing of Pump stations	41	37	4	MAMAHABANE
	REFUSAL REMOVALS: Illegal dumping, dustbin refusal	0	0	0	NORMAL
	ELECTRICITY: Cable theft, streets lights and replacements of meters.	2	1	1	NORMAL
	PARKS AND RECREATION: Grass cutting, cleaning of sports grounds and parks.	1	0	1	VENTERSBURG/MAMAHABANE
	ENGINEERING: Potholes	0	0	0	ALL WARDS
	TOTAL	69	63	06	
THABONG					
	WATER LEAKAGES: Eg. Replacement of water meters, disconnections, repairs of pipes and new connections	595	521	74	Ward 25 Jerusalema Park, Ward 26 (Mshenguville, Las Vegas, G hostel)
	SEWERAGE: mainline repairs, cleaning or servicing of Pump stations	664	162	502	Fast East as a Whole Ward 13, 14, 15, 16 and 17 Mshenguville Ward 26
	REFUSAL REMOVALS: Illegal dumping, dustbin refusal	34	34	00	NORMAL

	PARKS AND RECREATION: Grass cutting, cleaning of sports grounds and parks.	36	31	05	NORMAL
	ELECTRICITY: Cable theft, streets lights and replacements of meters.	31	11	20	ALL WARDS
	ENGINEERING: Potholes	100	63	37	ALL WARDS
	TOTAL	1460	822	638	
WELKOM					
	WATER LEAKAGES: Eg. Replacement of water meters, disconnections, repairs of pipes and new connections	1307	805	502	Ward 27 (Industrial and Dagbreeck)
	SEWERAGE: mainline repairs, cleaning or servicing of Pump stations	749	492	257	(Ward 10) (Riebeeckstad) Broomville (Ward 11), Rheederpark (Ward 35), S.T Helena (Ward 32)
	REFUSAL REMOVALS: Illegal dumping, dustbin refusal	0	0	0	
	PARKS AND RECREATION: Grass cutting, cleaning of sports grounds and parks.	0	0	0	
	ELECTRICITY: Cable theft, streets lights and replacements of meters.	86	35	50	MOST OF WARDS
	ENGINEERING: Potholes	7	5	2	ALL WARDS
	TOTAL	2148	1337	811	
ODENDAALSRUS					
	WATER LEAKAGES: Eg. Replacement of water meters, disconnections, repairs of pipes and new connections	34	24	10	WARD 35

	SEWERAGE: mainline repairs, cleaning or servicing of Pump stations	15	05	10	WARD 34, 35
	REFUSAL REMOVALS: Illegal dumping, dustbin refusal	0	0	0	
	PARKS AND RECREATION: Grass cutting, cleaning of sports grounds and parks.	0	0	0	
	ELECTRICITY: Cable theft, streets lights and replacements of meters.			0	ALL WARDS
	ENGINEERING: Potholes				ALL WARDS
	TOTAL	49	29	20	
KUTLOANONG					
	WATER LEAKAGES: Eg. Replacement of water meters, disconnections, repairs of pipes and new connections	60	40	20	ALL WARDS
	SEWERAGE: mainline repairs, cleaning or servicing of Pump stations	15	10	05	BLOCK 7
	REFUSAL REMOVALS: Illegal dumping, dustbin refusal	0	0	0	
	PARKS AND RECREATION: Grass cutting, cleaning of sports grounds and parks.	7	1	6	
	ELECTRICITY: Cable theft, streets lights and replacements of meters.				ALL WARDS
	ENGINEERING: Potholes	0	0	0	ALL WARDS
	TOTAL	82	51	31	

VIRGINIA					
	WATER LEAKAGES: Eg. Replacement of water meters, disconnections, repairs of pipes and new connections	322	286	36	VIRGINIA CENTRAL
	SEWERAGE: mainline repairs, cleaning or servicing of Pump stations	232	222	10	ALL WARDS
	REFUSAL REMOVALS: Illegal dumping, dustbin refusal	0	0	0	NORMAL
	PARKS AND RECREATION: Grass cutting, cleaning of sports grounds and parks.	0	0	0	NORMAL
	ELECTRICITY: Cable theft, streets lights and replacements of meters.	0	0	0	ALL WARDS
	ENGINEERING: Potholes	0	0	0	ALL WARDS
	TOTAL	110	110	0	
NYAKALLONG					
	WATER LEAKAGES: Eg. Replacement of water meters, disconnections, repairs of pipes and new connections,	89	52	37	ALL WARDS
	SEWERAGE: mainline repairs, cleaning or servicing of Pump stations	66	42	24	ALL WARDS
	REFUSAL REMOVALS: Illegal dumping, dustbin refusal	0	0	0	NORMAL
	PARKS AND RECREATION: Grass cutting, cleaning of sports grounds and parks.	0	0	0	NORMAL
	ELECTRICITY: Cable theft, streets lights and replacements of meters.	0	0	0	ALL WARDS

	ENGINEERING: Potholes and Readings	0	0	0	ALL WARDS
	TOTAL	155	94	61	
HENNENMAN	WATER LEAKAGES: Eg. Replacement of water meters, disconnections, repairs of pipes and new connections,	79	32	47	WARDS 2
	SEWERAGE: mainline repairs, cleaning or servicing of Pump stations	69	46	22	WARDS 2
	REFUSAL REMOVALS: Illegal dumping, dustbin refusal	0	0	0	NORMAL
	PARKS AND RECREATION: Grass cutting, cleaning of sports grounds and parks.	02	02	0	NORMAL
	ELECTRICITY: Cable theft, streets lights and replacements of meters.				ALL WARDS
	ENGINEERING: Potholes and Readings	0	0	0	ALL WARDS
	TOTAL	150	80	69	
REPORTED CASES AT MATJHABENG CUSTOMER CARE		4222	2586	1636	64%

BRANCH WELLNESS

YEAR PLAN 2018

TOPIC	AIM	VENUE	DATES	WHO	TARGET GROUP
Reviving Peer Educators	- Call a meeting invite all Peer Educators	Welkom Clinic Board Room.	31January	Official of the Department	Peer Educators
Financial Wellness: <ul style="list-style-type: none"> • NCR and • Debt review • Human Rights Day 	<ul style="list-style-type: none"> - Basic financial understanding, including budgeting. - Advanced financial planning. - Current economic situation & the impact on the individual. - Understanding credit garnishee orders. 	Aim is to cover all Units	February and March	Relevant stakeholders like the Capitec Bank, Old Mutual Debt, ITC	All employees and Cllrs who are experiencing financial problems.
Design pamphlets, Banners and LOGO for EAP *Observe the Cancer day (February 4)	Market & Promote EAP	Aim to cover all Units	January- Feb	Mayor's Office	All Employees

Condom Week	<ul style="list-style-type: none"> - Education on the correct usage of condoms. - Prevention of STIs as well as treatment thereof. - Prevention of HIV/AIDS. - Awareness of the relationship between alcohol and HIV/AIDS. - Advice on the dangers of concurrent multiple partners and to encourage the male employees to join Brothers for Life Movement which encourages one partner relationships. 	Aim to cover all Units	February	Stakeholders and Officials of the Department	Employees
Domestic violence Maintenance Adoption Procedures Injury on duty UIF *Observe World Diabetes Day 10 March	<ul style="list-style-type: none"> - Organise workshop with other stakeholders to address the employees. - (Dept of Justice, Labour Relations, Health & Safety, Dept of Labour) 	Ferdi Meyer Hall and all the other venues owned by Council in all six units	On-going	Officials of the Department	Employees
World Health Day April	<ul style="list-style-type: none"> - Do HCT's were employees have a general check-up including HIV/AIDS. - Invite Medical Aid Schemes, have open day. 	Aim to cover all Units	April - May	Health Dept and Medical Funds	All employees

Anti-Tobacco Campaign	<ul style="list-style-type: none"> - Invite different stakeholders to do different tests - Aim is to encourage employees to quit smoking 				
Alcohol & Drug Abuse Week June	<ul style="list-style-type: none"> - Awareness campaigns on the dangers of alcohol abuse. - Inform employees about remedial programmes available. - Give information about available service providers. 	Aim to cover all Units	June	SANCA	Employees having problems with alcohol abuse and their families
Cancer Month October	<ul style="list-style-type: none"> - Awareness campaigns. - Organise CANSA to do papsmears, prostate screenings and breast examinations. - Organise talks for all the male employees. 	Aim to cover all Units	October	Officials of the Department	All employees
Promotion of MMC (Circumcision) in the community	<ul style="list-style-type: none"> - Make awareness campaigns, inform male employees about the benefits of circumcision. - Link them with stakeholders. - Do it as well in the community 	All Units	On-going	Officials of the Department	Employees

Stress Management	<ul style="list-style-type: none"> - To organize workshops on stress management. - Liase with relevant stakeholders e.g. Psychologists. 	Workplace	On-going		Employees
Pauper Burials	<ul style="list-style-type: none"> - Assist community members who are destitute to bury their loved ones with dignity. Provide burial to unknown corpses. - Provide community with information regarding pauper burials. 	In the workplace and the community halls	On-going	Officials of the Department	The community
Sports Co-ordination and Recreational activities	<ul style="list-style-type: none"> - Assist employees to be active and to take their minds of their problems. 	All Units	On-going		Employees
<u>Road Shows</u> Labour Department <ul style="list-style-type: none"> • Awareness on UIF and Illness benefits. 	<ul style="list-style-type: none"> - To avert cases of unpaid leave when employees are ill for long periods. 	All units	On-going	Officials of the Department	Employees
Nutritional Wellness Coaching	Lifestyle and chronic disease through nutritional assessment, education & empowerment: <ul style="list-style-type: none"> - Weight control - Energy levels - Hydration, cognitive function 	All Units	On-going	Officials of the Department of Health	Employees & Community

Body Wellness Coaching	<ul style="list-style-type: none"> - Physical wellness / physical activity + lifestyle – Management stress - Chronic Disease Management - Energy & cognitive function 	All Units	On-going	Department of Health	Employees
Live Management	<ul style="list-style-type: none"> - Legal Wellness advice services – professional guidance – consumer rights financial rights 	All Units	On-going	Justice Department	Employees
Positive Living	<ul style="list-style-type: none"> - Matters that need to sustain longevity & vitality - Advisory & consultation services - learn how to eat properly, exercise. 	All Units	On-going	Dept of Health	Employees
Reviewing all the programmes which were planned for the year	<ul style="list-style-type: none"> - Bring to the attention of the employees and communities cases of abuse against women and children. 	All Units	November December	Employees of the Branch	Employees
HIV/AIDS	<ul style="list-style-type: none"> - 1st December celebrations in conjunction with the Mayor's Programme. - Include the LAC activities - Holding the Candle Light Memorial. - Provide support to those employees who are affected and infected by HIV/AIDS. 	<p>Ferdie Meyer Hall</p> <p>All Units</p>	<p>December</p> <p>On-going</p>	Officials of the Department	<p>All employees including the community</p> <p>Both political and non-political employees</p>

