

**MATJHABENG MUNICIPALITY**

# **MINUTES**

**OF**

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

**HELD ON**

**FRIDAY, 02 MARCH 2018**

**AT**

**10:00**

**IN**

**ROOM 428, 4<sup>TH</sup> FLOOR, MAIN BUILDING,  
WELKOM**

# I

## **MINUTES OF THE SECTION 80: CORPORATE SUPPORT SERVICES MEETING HELD ON FRIDAY THE 02<sup>ND</sup> MARCH 2018 AT ROOM 428 MAIN BUILDING, WELKOM AT 10:00**

### **PRESENT**

### **COUNCILLORS**

Cllr V.E. Mawela	:	Chairperson
Cllr. M.A. Mphikeleli	:	General Whip
Cllr MM Rakaki	:	Member

### **COUNCIL OFFICIALS**

Mr. FF. Wetes	:	Executive Director: Corporate Support Services
Mr. M.T. Atolo	:	Senior Manager: Council Administration
Mr. MP Matsie	:	Manager: Organisational Efficiency Studies
Me. J. Gouws	:	Manager Labour Relations
Mr. T. Madia	:	Acting Manager: Wellness
Mr. M.H. Dastile	:	Acting Manager: Customer Care
Me. O.M. Seekoei	:	Manager: Contract Management
Me. P.P. Seleka	:	Acting Manager: Council Administration
Me T. Mothibi	:	Manager: Personnel
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**

Councillor Masina  
Dr. Kruger

### **3. OFFICIAL ANNOUNCEMENTS**

None

### **4. MOTION OF SYMPATHY AND CONGRATULATIONS**

#### **Congratulations**

Cllr V.E. Mawela congratulated Mr. Cyril Ramaphosa on his election as President of the Republic of South Africa.

## II

### **Sympathy**

1. Cllr V. E. Mawela conveyed a message of sympathy to the family Councilor Tsupa who passed on and was buried on Sunday, the 25<sup>th</sup> of February 2018.
2. Mr. M.T Atolo conveyed a message of sympathy to the Mokoma family for the passing on of a Corporate Support employee, Mr. Andrew Mokoma.

### **5. DISCLOSURE OF INTEREST**

None

### **6. DEPUTATIONS AND INTERVIEWS**

**Presentation 1 : Institutional Branding – Acting Manager Customer Care  
Mr. Dastile**

#### **PURPOSE**

The purpose is to inform the Section 80 Committee on the proposed Institutional Branding that has to be done at Matjhabeng Local Municipality as mandated by Chapter 10 of South African Constitution 108 of 1996.

#### **PRESENTATION**

The Unit will develop sign boards for Matjhabeng Municipality that says, “YOU ARE WELCOMED IN MATJHABENG LOCAL MUNICIPALITY” and also direction signs for Municipal departments. He explained that people living with disability will be given first priority when visiting municipal offices for services. The Municipality will develop a reserved parking for Councillors, Staff and Public. The Complaints Committee has been established that consists of:

1. Mr. Dastile for administration,
2. Me Dikagisho Ollyn – Municipal Manager`s office
3. Mr. Lennox Rubulana: Snr Manager – Speaker`s Office for political issues.
4. Me Frieda MacBetty: Manager Water Demand
5. Mr. Eric Motheoane : Manager Waste Management
6. Mr. Zachariah Mabaso : Snr Manager Electrical Engineering
7. Mr. Paul Ramalatso: Manager Water & Effluent
8. Mr. Majoro Makgalema : Law Enforcement (Traffic)

The Committee meets every week.

He said that the front line staff will be trained to manage entrances and exits.

### **III**

#### **THE SECTION 80: CORPORATE SUPPORT SERVICES RESOLVED (02 MARCH 2018).**

1. That the presentation **BE NOTED**.
2. That the project implementation plan **BE DEVELOPED**.
3. That the presentation **BE TAKEN** to the Executive Committee because it is regarded as procurement and administrative matter.

#### **7. MINUTES OF PREVIOUS MEETINGS: 21 September 2017**

7.1 Cllr. Mphikeleli moved for the adoption of the minutes and it was seconded.

#### **8. MATTERS ARISING FROM PREVIOUS MINUTES**

None

#### **9. ITEMS FOR DISCUSSION**

CSS1/2018 – CSS22/2018

#### **10. CLOSURE**

The Chairperson thanked everyone for attending and making time to present items. He encouraged everyone to make sure that the resolutions taken are implemented. He therefore declared the meeting closed at **12:56**.

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**CHAIRPERSON**

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**DATE**

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# 1

## CSS1 of 2018

### **IMPLEMENTATION OF EMPLOYEE PERFORMANCE MANAGEMENT AND DEVELOPMENT SYSTEM (ED: CSS) (5/1B)**

#### **PURPOSE**

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.

### **THE SECTION 80: CORPORATE SUPPORT SERVICES RESOLVED (02 MARCH 2018)**

That the matter **BE REFFERED BACK** to the LLF.

## CSS2 of 2018

### **PROPOSED ORGANISATIONAL STRUCTURE (ED: CSS) (2/1)**

To table the Proposed Organizational Structure of the Matjhabeng Local Municipality to the Section 80 Committee for discussion.

### **THE SECTION 80 CORPORATE SUPPORT SERVICES RESOLVED (02 MARCH 2018)**

1. That the structure **BE PRESENTED** to the Council for approval.
2. That the Municipality **SHOULD REVIEW** the contracts of non-existing positions in the structure.
3. That Municipality **IDENTIFY** critical positions and **ABOLISH** those that have not been filled for a long time.

## CSS3 of 2018

### **PROGRESS ON IMPLEMENTATION OF SHIFT SYSTEM IN TERMS OF THE COLLECTIVE AGREEMENT FOR THE FREE STATE DIVISION (ED: CSS) (5/1)**

#### **PURPOSE OF THE REPORT**

To submit to the Section 80 Committee a progress report on the implementation of 42 hour Working Week (4 Shifts System).

### **THE SECTION 80 CORPORATE SUPPORT SERVICES RESOLVED (02 MARCH 2018)**

That the matter **BE NOTED**.

**CSS4 of 2018****STUDY ASSISTANCE SCHEME: 2015, 2016, AND 2017 (ED: CSS) (5/4/3/1)****PUIRPOSE OF REPORT**

To provide the Section 80 Committee: Corporate Support Services with statistics regarding approved Study Assistance applications for 2015, 2016 and 2017 and qualifications obtained.

**THE SECTION 80 CORPORATE SUPPORT SERVICES RESOLVED (02 MARCH 2018)**

That the applicants **BE ASSESSED** to determine whether they are qualified to meet the university requirements.

**CSS5 of 2018****IMPLEMENTED AND PLANNED SKILLS DEVELOPMENT INTERVENTIONS (ED: CSS) (5/6/1)****PURPOSE OF REPORT**

To submit to the Section 80 Committee: Corporate Support Services implemented and planned training.

**THE SECTION 80 CORPORATE SUPPORT SERVICES RESOLVED (02 MARCH 2018)**

That the matter **BE NOTED**.

**CSS6 of 2018****QUALIFICATIONS AUDIT REPORT: MATJHABENG LOCAL MUNICIPALITY (ED: CSS) (6/12/2/1)****PORPUSE OF REPORT**

To submit findings to the Section 80 Committee Corporate Support Services in respect of a qualification audit done within the Matjhabeng Municipality. The purpose of this report is to provide a profile of qualifications, work experience and skills levels of job incumbents in order to inform a human resource development and organizational strategy.

**THE SECTION 80 CORPORATE SUPPORT SERVICES RESOLVED (02 MARCH 2018)**

That the matter **BE NOTED**.



### 3

#### **CSS7 of 2018**

##### **REPORT ON DISCIPLINARY CASES FOR THE PERIOD JULY 2017 TO DATE (ED: CSS) (5/2/3)**

#### **PURPOSE OF REPORT**

To submit to the Section 80 meeting a report on disciplinary hearings reported for the period July 2017 till end of December 2017.

##### **THE SECTION 80 CORPORATE SUPPORT SERVICES RESOLVED (02 MARCH 2018)**

1. That the matter **BE NOTED**.
2. That there is a need **TO PROVIDE** training on supervisory skills.

#### **CSS8 of 2018**

##### **REPORT ON DISPUTES LODGED AT THE BARGAINING COUNCIL FOR CONCILIATION AND ARBITRATION FROM JULY 2017 TO DATE (ED: CSS) (15/2/1/24/1)**

#### **PURPOSE OF REPORT**

To submit to the Section 80 meeting a report on disputes that have been lodged at the Bargaining Council for Conciliation and Arbitration respectively.

##### **THE SECTION 80 CORPORATE SUPPORT SERVICES RESOLVED (02 MARCH 2018)**

That the matter **BE NOTED**.

#### **CSS9 of 2018**

##### **REPORT ON QUARTERLY SDBIP FOR THE PERIOD OCTOBER 2017 TO DECEMBER 2017 (ED: CSS) (5/6/2/7)**

#### **PURPOSE OF REPORT**

To submit to the Section 80 Committee Corporate Support Services meeting the Quarterly SDBIP report for branch Labour Relations.

##### **THE SECTION 80 CORPORATE SUPPORT SERVICES RESOLVED (02 MARCH 2018)**

That the matter **BE NOTED**.

**CSS10 of 2018****SKILLS DEVELOPMENT BRANCH: QUARTERLY SDBIP FOR THE PERIOD OCTOBER 2017 TO DECEMBER 2017 (ED: CSS) (15/2/1/24/1)****PURPOSE OF REPORT**

To submit to the Section 80 Committee Corporate Support Services the Quarterly SDBIP report for the Skills Development Branch.

**THE SECTION 80 CORPORATE SUPPORT SERVICES RESOLVED (02 MARCH 2018)**

That the matter **BE NOTED**.

**CSS11 of 2018****INSTITUTIONAL BRANDING (ED: CSS) (5/3/2/2)****PURPOSE**

To inform the Section 80 Corporate Support Services on the proposed Institutional Branding that has to be done at Matjhabeng Local Municipality as mandated by Chapter 10 of South African Constitution 108 of 1996.

**THE SECTION 80 CORPORATE SUPPORT SERVICES RESOLVED (02 MARCH 2018)**

1. That the presentation **BE NOTED**.
2. That the project implementation plan **BE DEVELOPED**.
3. That the presentation **BE TAKEN** to Executive Committee because it is regarded as procurement and administrative matter.

**CSS12 of 2018****PROGRESS ON RECRUITMENT OF PLUMBERS (ED: CSS) (3/3/27)****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 (02 MARCH 2018)**

1. That the item **BE NOTED**.

2. That the advert for remaining plumbing positions **BE ISSUED**.

**CSS13 of 2018**

**REPORT ON THE STATE OF FACILITIES ADMINISTERED BY CORPORATE SERVICES (ED: CSS) (5/3/2/1)**

**PURPOSE**

To table a Report on the State of Facilities administered by Corporate Support Services.

**THE SECTION 80 CORPORATE SUPPORT SERVICES RESOLVED (02 MARCH 2018)**

1. That a Policy and Procedures Manual on Facilities Management **BE DEVELOPED** to address comprehensively the challenges.
2. That the Building Maintenance staff **BE RELOCATED** to Facilities Management Section in order to ensure synchrony and effective service delivery.
3. That the number of Plumbers, Electricians, Painters and Carpenters **BE INCREASED** to reduce the back-log caused by staff shortage.
4. That the Sectional Staff **BE TRAINED AND RE-TRAINED** on best practice on Facilities Management.

**CSS14 of 2018**

**PROGRESS REPORT ON LLF RESOLUTIONS (ED: CSS) (16/1)**

**PURPOSE**

To submit a progress report to the Corporate Support Services Section 80 Committee on Local Labour Forum resolutions, for noting.

**THE SECTION 80 CORPORATE SUPPORT SERVICES RESOLVED (02 MARCH 2018)**

That the matter **BE NOTED**.

**CSS15 of 2018**

**STATUS REPORT ON EMPLOYMENT EQUITY IN MATJHABENG LOCAL MUNICIPALITY (ED: CSS) (5/6/2/8)**

**PURPOSE**

To provide a status report on Employment Equity in Matjhabeng Local Municipality.

**THE SECTION 80 CORPORATE SUPPORT SERVICES RESOLVED (02 MARCH 2018)**

That the item **BE NOTED**.

**CSS16 of 2018**

**STATUS REPORT ON TRANSFER OF LIBRARIES (ED: CSS) (5/3/2/11)**

**PURPOSE**

To provide a status report on the transfer of Libraries to Provincial Department of Sports, Arts, Culture and Recreation.

**THE SECTION 80 CORPORATE SUPPORT SERVICES RESOLVED (02 MARCH 2018)**

That the matter **BE NOTED**.

**CSS17 of 2018**

**UPDATED CONTRACT REGISTER (ED: CSS) (5/3/1)**

**PURPOSE**

To provide the Section 80 Committee with the Service Level Agreement register. The documents outlines all service level agreements concluded between the Municipality and Service providers. The document is in compliance with the Legislative imperatives and aligned to departmental Service Delivery and Budget Implementation Plan.

**THE SECTION 80 CORPORATE SUPPORT SERVICES RESOLVED (02 MARCH 2018)**

That the matter **BE NOTED**.

**CSS18 of 2018****UPDATED LITIGATION REGISTER (ED: CSS) (6/9/2)****PURPOSE**

The purpose of this report is to provide the Section 80 Committee with an updated litigation register. The documents outlines all litigations matters in Matjhabeng Local Municipality.

**THE SECTION 80 CORPORATE SUPPORT SERVICES RESOLVED (02 MARCH 2018)**

That the matter **BE NOTED**.

**CSS19 of 2018****2017/18 CUSTOMER CARE REPORT TO SECTION 80 COMMITTEE (ED: CSS) (2/4)****PURPOSE**

The purpose of this item is to reflect the status quo of Matjhabeng Local Municipality's Customer Care Unit and its quarterly report.

**THE SECTION 80 CORPORATE SUPPORT SERVICES RESOLVED (02 MARCH 2018)**

1. That the matter **BE NOTED**.
2. That the matter of aging infrastructure **BE REFERRED** to Infrastructure department.

**CSS20 of 2018****PROGRESS REPORT ON BRANCH WELLNESS PROGRAMME'S PERFORMANCE AS FROM JULY 2017 TO JANUARY 2018 (ED: CSS) (5/6/2/3)****PURPOSE**

To report to the Section 80 Committee about Branch Wellness Programme's performance from July 2017 to January 2018.

**THE SECTION 80 CORPORATE SUPPORT SERVICES RESOLVED (02 MARCH 2018)**

That the report **BE ACCEPTED**.

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**CSS21 of 2018**

**CORPORATE SERVICES OVERTIME REPORT (ED: CSS) (5/4/1/3)**

**PURPOSE**

To present to the Section 80 Corporate Services Committee a report on overtime for the period July 2017 to January 2018.

**THE SECTION 80 CORPORATE SUPPORT SERVICES RESOLVED (02 MARCH 2018)**

That the matter **BE NOTED**.

**CSS22 of 2018**

**CORPORATE SERVICES QUARTERLY SDBIP FOR THE PERIOD OCTOBER 2017 TO DECEMBER 2017 (ED: CSS) (5/6/2/7)**

**PURPOSE**

To submit to the Section 80 Committee the Quarterly SDBIP report for Corporate Services department for the period October 2017 to December 2017.

**THE SECTION 80 CORPORATE SUPPORT SERVICES RESOLVED (02 MARCH 2018)**

That the matter **BE NOTED**.