

CSS17 of 2017

**REPLACEMENT OF THE OLD HIV/AIDS POLICY AND SUBMISSION OF THE DRAFT EMPLOYEE ASSISTANCE PROGRAMME POLICY, THE AMENDED DRAFT PAUPER, INDIGENT, UNKNOWN BURIAL POLICY FOR MATJHABENG LOCAL MUNICIPALITY, FOR ADOPTION (ED: CSS) (20/1B)**

**PURPOSE**

The purpose of this item is:

- to present to the Corporate Services Section 80 Committee, the HIV/AIDS Policy in the Workplace for the Matjhabeng Local Municipality, as well as to repeal the old Policy and replacing it with this one;
- to present to the Corporate Services Section 80 Committee, the Draft Employee Assistance Programme Policy for adoption;
- to present the Corporate Services Section 80 Committee, the amended draft pauper, indigent, unknown burial policy for adoption.

**BACKGROUND**

The legislative requirement relating to the Management of HIV/AIDS in the workplace enjoins every to develop a policy relating to HIV/AIDS.

The Draft Employee Assistance Programme is dealing and managing the wellness of the employees.

The pauper, indigent, unknown burial policy was adopted a long time ago and the revised policy was adopted by Council on the 29 May 2013. Some of the information was not included, such as, the size of coffin and weight of the deceased. The prices of coffins have also escalated since the adoption of the policy in 2013.

The service offered by the Undertaker was also amended whereby it is reflecting the difference between a pauper and destitute/ indigent funeral / burial.

**POLICY POSITION**

The development and implementation of HIV/AIDS policy is governed by the South African Constitution 108 of 1996 and the ancillary legislation in the Policy.

- \*\*\* Attached on page 1 to page 27 of the Annexures is the Draft policy on HIV/AIDS.
- \*\*\* Attached on page 28 to page 35 of the Annexures is the Draft Employee Assistance Programme Policy.
- \*\*\* Attached on page 36 to page 41 of the Annexures is the Draft Pauper, Indigent, Unknown Burial Policy.

**FINANCIAL IMPLICATIONS**

None

**RECOMMENDATION**

It is herein recommended:

1. That the Corporate Services Section 80 Committee approves the policies for submission to the Mayoral Committee and subsequently Council.

CSS18/2017

## **REPORT ON TASK JOB EVALUATION (ED: CSS) (2/1)**

### **PURPOSE**

The purpose of the report is to provide Section 80 Committee:

- With progress on implementation of **Tuned Assessment of Skills and Knowledge (TASK)** Job Evaluation;
- To inform management about the training of the TASK Job Evaluation Unit;
- To support the roll out of the job evaluation process.

### **BACKGROUND**

Matjhabeng Local Municipality has been in the process of reviewing its Organisation Structure which was last approved in 2009.

“Council at its meeting held on the **31 May 2017** resolved among others that:-

1. ....
2. ***That the TASK-JOB-EVALUATION system MUST BE APPLIED to ensure that salaries are correlating with the jobs that are performed, within a period of 30 days.”***

The first training on TASK Job Evaluation took place on the 06 – 10 October 2014 at Lejweleputswa District Municipality. In August 2017 SALGA came to provide coaching following the training that took place in October 2014. However, SALGA realised that most people who were nominated to attend the coaching were not trained as Job Evaluators in October 2014.

In the meeting SALGA then decided to combine Training and Coaching on TASK Job Evaluation. The training/coaching took place on 21 - 25 August 2017 which was conducted by Deloitte appointed by SALGA.

### **DISCUSSIONS**

#### **Training Program**

- All Local Municipalities in the Lejweleputswa District were invited to the TASK Job Evaluation Training/Coaching programmes at Matjhabeng Local Municipality.
- Job Evaluation guideline was used as the basic document for the training.
- Training of Job Evaluation Units (JEU) was coordinated and conducted at Matjhabeng Local Municipality.
- The duration of the Training session took two days (21-22 August 2017) and coaching session took three days (23-25 August 2017) with the assistance of Deloitte.

### **Establishment of TASK Job Evaluation Unit (Committee)**

A Job Evaluation Unit (Committee) was established which is constituted by all the members trained as Job Evaluators in Lejweleputswa District.

- Mr. Chris Alexander from Lejweleputswa District Municipality was nominated as Chairperson.
- Mr. Victor Kolisang from Matjhabeng Local Municipality was nominated as Deputy Chairperson, and
- Mr. Abraham Kholumo from Matjhabeng Local Municipality was nominated as the Administrator.

### **Roles and Responsibilities of Job Evaluators.**

- The JE Unit shall conduct the evaluation of all jobs within the municipalities falling under its jurisdiction and present the outcome thereof for auditing by the Provincial Audit Committee (PAC)
- The responsibility of JE Unit is both administrative (planning, prioritising grading programs, quality control, receiving checking and filing job descriptions etc.) and grading of jobs prior to submission to the PAC
- For purpose of grading, a quorum shall consist of at least two (2) members of JE unit or in the event of larger Unit at Least 50% plus 1.
- The JE Unit may invite both the incumbent of the job, as well as his/her Manager and the Head of Department's input to confirm if the full particulars of the job were taken into account.
- To monitor adequate implementation of the TASK Job Evaluation System to achieve uniform grading of posts.

### **Trade union representation**

- **One trade Union representative from each of the recognized trade unions may participate as observers in the JE Unit.**

### **Role and responsibilities of the Municipal Manager**

SALGA's Guideline Policy on Job Evaluation outlines the following as roles and responsibilities of Municipal Managers in job evaluation.

- The Municipal Manager is responsible for ensuring the implementation of the TASK Job Evaluation System in the Municipality;
- The Municipal Manager must ensure that the designated JE Manager takes full responsibility for supporting and directing the job evaluation implementation and maintenance process.
- The Municipal Manager shall ensure that sufficient staff and resources are allocated to support the process;
- The Municipal Manager shall in terms of Section 66 of the Local Government: Municipal Systems Act, 2000 (Act No. 32 of 2000 as amended) ensure that there is a job description for each post on the staff establishment of the municipality;
- The Municipal Manager must ensure that the municipality keeps custody of the copies of job descriptions for all posts;

- The Municipal Manager shall incorporate the responsibility for the compilation of the job description in the performance contract of every Manager.
- The Municipal Manager shall ensure that all staff are informed of the objective of the TASK JE System as required in terms of Section 67 of the Local Government: Municipal Systems Act, 2000 (Act No. 32 of 2000 as amended);
- The Municipal Manager for the cluster of municipalities who are responsible for job evaluations at district level shall appoint appropriate persons to serve of the Job Evaluation Unit;
- Municipal Managers shall ensure that Job Evaluation Units are established and are functional.

**Role of the Directorates in ensuring that the Job Evaluation process is carried out successfully.**

- To enable the Job Evaluation Unit to complete the process effectively and efficiently, it is necessary that all Executive Directors and/or Heads of Department ensure that all their directorates'/departments' Job Descriptions, as per the current approved Organisation Structure, are submitted to the Senior Manager Human Resources as soon as possible.
- All job descriptions confirmed or revised and/or by relevant Supervisors or Management to ensure they are correct according to TASK requirements. A blank copy (template) of the TASK job description format, as well as guidelines for compilation of a job description is attached hereto.
- All job descriptions must be signed by the relevant incumbent and Head of Department. Where there are vacant posts, job descriptions must still be provided, indicating that the post is vacant and signed by the Head of Department.
- When a job description is revised, or a new one compiled, it is important that the functions indicated should be only those functions that belong to the relevant post and not functions that belong to another "post", but are performed by the relevant incumbent due to vacancies or other circumstances. For control purposes a numbering system, e.g. MM1, MM2, etc. for Municipal Manager's Office can be used, to ensure that all posts are covered.

**NB: This item is still serving at the Executive Management Committee and no resolution has been taken yet on the matter.**

It should be further noted that the COACHING part of the TASK-JOB – EVALUATION process will be undertaken by SALGA and Deloitte from the 26<sup>th</sup> – 29 September 2017.

**POLICY POSITION**

1. Matjhabeng Job Description Policy.
2. Local Government: Municipal Systems Act, 2000 (Act No. 32 of 2000 as amended).
3. SALGA's Guideline Policy on Job Evaluations.

**RECOMMENDATIONS**

1. That the Section 80 Committee must take note that the implementation of TASK Job Evaluation **REQUIRES** an approved staff establishment recording the position of all

jobs and their designation. “This means that TASK Job Evaluation cannot be implemented before the Draft Proposed Structure is approved by Council.”

2. That the Section 80 Committee must take note that **ONLY** people who were trained as Job Evaluators are the members of the TASK Job Evaluation Committee.
3. That the Section 80 Committee must take note of the Roles of the Directorates in **ensuring that the Job Evaluation process is carried out successfully.**

**SUBMITTED FOR NOTING**

CSS19/2017

**LIST OF DISPUTES LODGED AT THE BARGAINING COUNCIL FOR CONCILIATION AND ARBITRATION (ED: CSS) (15/2/1/24/1)**

**PURPOSE OF REPORT**

To submit to the Section 80 meeting a list of disputes that has been lodged at the Bargaining Council for conciliation and arbitration respectively.

**BACKGROUND**

Disputes are lodged at the South African Local Government Bargaining Council by employees who claim that they have been treated unfairly by the Employer.

Find below a list of current cases which is set down for conciliation and arbitration respectively:

<b>NAME</b>	<b>NATURE OF DISPUTE (Unfair Labour Practice – ULP, Unfair dismissal)</b>	<b>DEPARTMENT</b>	<b>DATE OF SET DOWN</b>
MATUSA obo Matthews & Others	Unfair suspension leading to loss of benefits; right of representation by union of choice	Public Safety and Transport	ARBITRATION: 10/10/2017
MP Matsie	Unfair Dismissal	Corporate Services	18/8/2017 –Ruling on point I limine that the point in limine is upheld; 2. The Disciplinary Hearing which was held against the Applicant on 14/10/2016 without Condonation having been applied for and obtained is of no force and effect. 3. There is no order as to costs. Consultation with Matlho Attorneys who is representing the Municipality and they will communicate in writing the way forward on the dispute.

S Selepe	Unfair suspension	Public Safety and Transport	Arbitration took place. Closing Arguments to be submitted by 18/8 by Applicant and 23/8 by Respondent. Final Argument by Applicant to be submitted by 25/8/2017. Awaiting Award from Commissioner Moloi.
SAMWU Members obo	The FS SALGBC Collective Agreement regulates the conditions of employment of the workers within its scope or jurisdiction. The Employer has unilaterally changed the conditions of service unilaterally. Not treated the same as other employees pertaining to leave days and leave bonus	Various Departments	6/7/2017 - Certificate of Non Resolution issued. Matter to proceed to arbitration.
SAMWU obo L Pheko	Unfair Dismissal (Abscondment)	Public Safety and Transport	ARBITRATION: 28/9/2017
MB Mokole and T I Nkuna	Unfair Dismissal (Office of the Executive Mayor)	Office of the Executive Mayor	1/9/2017 – Certificate of non -resolution issued. Matter to proceed to arbitration
SAMWU obo TM Lebere	Unfair Labour Practice - The Employer failed to ensure that employee in the same post level rotate in the position of acting.	Town Planning and LED	28/8/2017 – Received referral for conciliation. Set down date not yet confirmed by Bargaining Council.



T J Motsepe	ULP – Acting in a higher post since March 2016, employer refuses to appoint him permanently	Community Services	CONCILIATION: 28/9/2017
TE Sehong	ULP – Promotion; Acting as Senior Technician for 4 years. Employer refuses to appoint permanently	Infrastructure	14/9/2017 – Received referral for conciliation

**SUBMITTED FOR NOTIFICATION**

CSS20 of 2017

**WORKPLACE INTEGRATED LEARNING AS CONTAINED IN THE HUMAN RESOURCE DEVELOPMENT POLICY MATJHABENG LOCAL MUNICIPALITY (ED: CSS) (5/6/1)**

**PURPOSE OF REPORT**

To submit to the Section 80 Committee the relevant sections on Workplace Integrated Learning (WIL) as contained in the Human Resource Development Policy (HRDP).

**BACKGROUND**

A proposed Training and Development Policy developed in 2009 was used as a baseline to determine if said policy is sufficient in addressing human capital development in the Matjhabeng Municipality. The current adopted Skills Development Policy as well as a Draft Education, Training and Development Policy Framework which served before the Local Labour Forum in 2014 were also considered in evaluating the Policy of 2009.

In addition, other Skills Development related Policies and Procedures were considered in developing an integrated and comprehensive Human Resource Development Policy for the Matjhabeng Municipality. These include policies relating to Induction, Study Assistance, Workplace Integrated Learning initiatives such as Learnerships, Internships, Apprenticeships and Experiential Training. Specific procedures such as Control Measures when attending External Training Events already adopted by Council and the Role of Line Management in Skills Development, have also be considered for inclusion in the proposed HRDP.

Only the relevant sections pertaining to WIL, i.e. Learnerships and Skills Programmes, Experiential and Internship Training as well as In-Service Programs (Students) will be reflected in this item.

\*\*\* The relevant sections are attached as per Annexure B to F **on page 49 to page 71 of the Annexures.**

It has to be noted that apart from any other Learner Agreement, an Indemnity Agreement including monthly progress also has to be concluded for all WIL Candidates

\*\*\* The indemnity agreement is attached as per Annexure A **on page 42 to page 48 of the Annexures.**

**LEGISLATIVE MANDATE AND POLICIES**

The following legislation and policies provide the broader framework and imperatives:

**Legislation**

- Constitution of the RSA (108/1996)
- Employment Equity Act (55/1998) and regulations
- Skills Development Act (97/1998) and regulations
- Skills Development Levies Act (9/1999) and regulations

- South African Qualifications Authority Act (58/1995)

**Policies / Procedures:**

- Employment Equity Policy and Plan
- Study Assistance Scheme
- Annual Workplace Skills Plan (WSP)
- Induction Policy and Procedure

**SUBMITTED FOR CONSIDERATION**

CSS21 of 2017

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

**PURPOSE OF REPORT**

To submit to the Section 80 Committee current progress on the implementation of the Workplace Skills Plan (WSP 2017/18).

**BACKGROUND**

Apart from providing strategic and operational direction to training initiatives and reporting on such initiatives, the respective submission of the annual Workplace Skills Plan (WSP) and Implementation Report to the Local Government Sector Education & Training Authority (LGSETA) enables the Municipality to access recovery against levy payments by way of mandatory skills grants.

This grant, based on the skills levy paid by the Matjhabeng Local Municipality, is in essence a statutory fund designated for skills development.

\*\*\* The Discretionary grant application is attached on page 72 to page 78 of the Annexures.

**LEGISLATIVE MANDATE AND POLICIES**

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**Legislation**

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- Employment Equity Act (55/1998) and regulations
- Skills Development Act (97/1998) and regulations
- Skills Development Levies Act (9/1999) and regulations
- South African Qualifications Authority Act (58/1995)

**Policies / Procedures:**

- Employment Equity Policy and Plan
- Skills Development Policy
- Study Assistance Scheme
- Control Measures: Attendance of External Training Events
- Annual Workplace Skills Plan (WSP)

**TRAINING INTERVENTIONS**

Training interventions required to achieve priorities in terms of individual and departmental needs were requested through a Training Need Analysis form, which was sent to all Directorates. Training interventions which could not be implemented during 2016/17 were also carried over to the WSP for 2017/18.

All information obtained were imported to the required LGSETA Template and submitted to LGSETA on 28 April 2017.

Considering the year under review, training interventions covering various occupational categories have been attended. These PIVOTAL (Professional; Vocational, Technical and Academic) learning areas included Municipal Finance Management, Customer Care, Labour Relations, Infrastructure (Water and Waste Water Treatment Process Control), Information Technology, Compliance management, Risk Management, and formal studies via Study Assistance.

## **PROGRESS IN TERMS OF WSP 2017/18**

The Workplace Skills Plan intends to focus on the mentioned learning areas as well as scarce and critical skills. In addition, Declarations of Intent to access Discretionary Skills Funding for Skills Programmes and Learnerships also targeting unemployed beneficiaries have been submitted to the LGSETA (Annexure B). During the District Skills Development Forum Meeting recently held it was mentioned by the Provincial LGSETA Manager that other SETA's may be directly approached to assist with learning programmes where the LGSETA is not positioned to do so.

Workplace Integrated Learning (WIL) initiatives included Water and Waste Water Treatment Process Control Learnership, Internships for Finance, Information Technology, PMU and Electrical Engineering.

### The following training interventions were concluded:

- Customer Care Training (42)
- Training of HR Officials on the PayDay Software System (11)
- Training of a Financial Official on the Finance System (Salaries) (1)
- Job Evaluation (TASK) Training (25)

### The following training interventions are in progress / scheduled:

- FETC: Electrical Engineering NQF Level 4 Learnership (Unemployed: 100)
- Councillors Training: Certificate in Local Government Law and Administration (34)
- Municipal Finance Management Programme (Continuation Phase 2: 8 and Final Phase:17)
- Internships: Electrical (5); Finance (9); Public Admin (2); ICT (3)
- Apprenticeships: Electrical (3)
- Experiential Training: Business Management (Trade & Investment) (3); (Internal Audit) (2); Town Planning (1); Infrastructure (2)

- Nominations requested and received for Report Writing / Minute Taking Skills Training and training in MS Excel. Sourcing of Skills Development Provider (SDP) to be done.

Considering the Training Planned for WSP year 2017/18, the following training also has to be implemented

- Supervisory Skills Training
- Office Practice (PA's and Secretaries)
- Artisan Training (Plumbing)
- Training of Yellow Fleet Operators

**SUBMITTED FOR NOTIFICATION**

CSS22 of 2017

**STRATEGY TO REDUCE OVERTIME: SHIFT SYSTEM (ED: CSS) (5/1)****PURPOSE OF REPORT**

To submit to the Section 80 committee a report on the Shift System which was agreed upon by the Ad Hoc Committee to be applied and implemented in Matjhabeng Local Municipality in order to comply with the Collective Agreement for the Free State Division of the South African Local Government Bargaining Council (SALGBC).

**BACKGROUND**

The Collective Agreement for the Free State Division which was entered into by SALGA, SAMWU and IMATU came into operation on the 1<sup>st</sup> July 2016 and shall remain in force until the 30<sup>th</sup> June 2020.

Section D makes provision for a Uniform Inclusive Fixed Shift Allowance.

Paragraph 20, under 20.1 reads as follows: *“All personnel working shifts within Municipalities will be paid a monthly fixed allowance. For purpose of this Agreement the term “Operational Personnel” refers to those officials who are required to work shifts as agreed to by the parties and includes all operational personnel working in the Municipalities in the Free State Province.”*

One of the three categories of Shift systems can be applied.

<b>42 HOUR WORKING WEEK (4 SHIFTS)</b>	<b>56 HOUR WORKING WEEK (3 SHIFTS)</b>	<b>84 HOUR WORKING WEEK (2 SHIFTS)</b>
<p>20.1.2 This inclusive fixed monthly shift allowance will be paid at a rate of 27% of each of the concerned employees' basic salary, e.g. if an employee earns a basic salary of R120 000-00 on a specific scale, he earns a basic monthly salary of R10 000-00 this employee will then be paid an additional R2 700-00 per month as a fixed allowance of 27%.</p>	<p>Shall only be applicable to operational employees performing twenty four hour, seven days per week service.</p> <p>20.2.1 This inclusive fixed monthly shift allowance will be paid at a rate of 48% of each of the concerned employees' basic salary, e.g. if an employee earns a basic salary of R120 000-00 on a specific scale, he earns a basic monthly salary of R10 000-00 this employee will then be paid an additional R 4 800-00 per month as a fixed allowance of 48%.</p>	<p>Shall only be applicable to operational employees performing twenty four hour, seven days per week service.</p> <p>20.3.1 This inclusive fixed monthly shift allowance will be paid at a rate of 48% of each of the concerned employees' basic salary, e.g. if an employee earns a basic salary of R120 000-00 on a specific scale, he earns a basic monthly salary of R10 000-00 this employee will then be paid an additional R 7 200-00 per month as a fixed allowance of 72%.</p>

The shift system is operating in four Sections within the Municipality with each applying its own systems.

- Fire and Rescue Services
- Traffic and Security Services
- Waste Water Treatment Works
- Pump Stations.

Item number A43/2017, on consolidated overtime claimed from 01 July 2016 to 28 February 2017 was development and submitted to Council which was held on the 22 March 2017.

Council Resolved:

1. That Council **TAKES NOTES** of the reports submitted.
2. That Council **TAKES NOTES** of the recommendations put forward by Departments to change the situation.
3. That Service Deliver Departmental situations **BE TAKEN INTO** consideration separately from supporting departmental situations.
4. That a proposal for continuous operations and a shift system **BE TABLED** at the Local Labour Forum.

Following the Council Resolution a Shift System Ad-hoc Committee was established in order to introduce a uniform shift system to be tabled at the LLF which will comply with the Collective Agreement,

The Ad-Hoc Committee acknowledged that the Municipality does not have a uniform shift system and each Section gave an outline of how they apply the Shift System.

## Fire and Emergency Services

Employees are working twelve (12) hours per shift which is averaged over a period of four (4) months.

One shift reflects the hours worked per week as follows:

First Month		Second Month		Third Month		Forth Month	
Week 1	48 Hours	Week 1	36 Hours	Week 1	48 Hours	Week 1	36 Hours
Week 2	48 Hours	Week 2	36 Hours	Week 2	48 Hours	Week 2	36 Hours
Week 3	48 Hours	Week 3	36 Hours	Week 3	48 Hours	Week 3	36 Hours
Week 4	48 Hours	Week 4	36 Hours	Week 4	48 Hours	Week 4	36 Hours
<b>Total 48 X 4 = 192</b>		<b>Total 36 X 4 = 144</b>		<b>Total 48 X 4 = 192</b>		<b>Total 36 X 4 = 144</b>	

The total hours worked over a period of four (4) months = 672 hours which is 168 average per month.



## Security and Traffic Services

Security section is operating in four (4) shift system and eight (8) hour shift, forty eight (48) hours a week. The shift runs for six days a week and rest for two (2) days.

The security officers over a period of eight (8) weeks will work 384 hrs \8, which is an average of 48 hours a week.

Traffic section is operating in two (2) shift system and eight (8) hour shift, forty (40) hours a week. The shift runs for 5 days a week and rest for two (2) days.

Traffic officers over a period of eight (8) weeks will work 336 hrs \8, which is an average of 40 hours a week.

The following shifts are worked in a day per week,

Security		Traffic	
14:00 – 22:00	8 Hours	06:30 – 14:30	8 Hours
14:00 – 22:00	8 Hours	06:30 – 14:30	8 Hours
06:00 – 14:00	8 Hours	06:30 – 14:30	8 Hours
06:00 – 14:00	8 Hours	06:30 – 14:30	8 Hours
22:00 – 00:00	2 Hours	06:30 – 14:30	8 Hours
00:00 – 06:00	6 Hours		
22:00 – 00:00	2 Hours		
06:00 – 06:00	6 Hours		
<b>Total</b>	<b>48 Hours per week</b>	<b>Total</b>	<b>40 Hours per week</b>

## Wastewater Treatment works (WWTW) and Pump stations.

4 Shift system of 12 hours per shift and 4 x 12 hours off

Day 1	6H00 to 18H00	12 hours
Day 2	6H00 to 18H00	12 hours
Day 3	18H00 to 00H00	6 hours
Day 4	12H00 to 6H00 / 18H00 to 00H00	6 hours + 6 hours
Day 5	00H00 to 6H00	6 hours First day Off

*The system for one Employee over a period of 8 weeks will work FOR 336 hours meaning an average of 42 hours per week.*

## DISCUSSIONS

It was agreed that the current shift system in Fire and Rescue Services and Water and Wastewater is in adherence with the provisions the Basic Conditions of Employment Act, 75 of 1997 and should be adopted as it also complies with the Current Collective Agreement for the Free State Division of SALGBC.

Traffic and Security section have to move over from eight (8) hours shift system to twelve (12) hours shift system as well as from two (2) shift system to four (4) shift system.

Since employees have to work forty an average of two (42) hours shift per week, it is proposed that the shift system that is in operation within Fire and Rescue section and WWTW and Pump Stations sections, of twelve (12) hour shift system (average of) forty two (42) hours per week be adopted as the standard shift system to be implemented in the

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Municipality. The shift runs for 4 x 12 hours over 4 days. The last shift will end on the fifth day at 06h00 and this is also the first day off.

**The proposed shift system for Traffic and Security Services will function as follows:**

06:00 – 18:00	12 Hours	Off day	
06:00 – 18:00	12 Hours	Off day	
18:00 – 0:00	6 Hours	Off day	
0:00 – 06:00	6 Hours	06:00 – 18:00	12 Hours
18:00 – 06:00	6 Hours	06:00 -18:00	12 Hours
06:00 – 18:00	6 Hours	18:00 – 0:00	6 Hours
		0:00 – 06:00	6 Hours
		18:00 – 0:00	6 Hours
<b>Total</b>	<b>48 Hours per week</b>	<b>Total</b>	<b>42 Hours per week</b>

## PERSONNEL IMPLICATIONS

Should the 42 Hour Working Week (4 Shifts) with a fixed shift allowance of 27% be accepted and implemented across the Municipality excessive claims of overtime will be minimised.

However, if the actual filled positions are not sufficient it will have an effect that overtime will still have to be worked.

## SUBMITTED FOR NOTIFICATION

CSS23 of 2017

## **PROGRESS REPORT ON ACTION PLAN (ED: CSS)**

### **PURPOSE**

To submit the Matjhabeng Audit Action Plan with special reference to the Department of Corporate Services.

### **BACKGROUND**

Matjhabeng Local Municipality has over a period of 10 years, received a negative Audit outcome and been declared to be a disclaimer.

To overcome the situation facing the Municipality, management solicited the assistance of Service Providers to assist in bringing the Municipality out of this situation.

An Audit action plan was then developed as a systematic process to be followed by the whole Municipality, both Political and Administrative.

**\*\*\* Attached as SEPARATE COVER 1 is the Action Plan.**

One of the Service Providers, Letsete Consultants was to assist mainly with Human Resources related matter identified in the Disclaimer.

An Overview of the Corporate Services Audit Plan is included herewith for consideration and perusal.

### **LEGAL IMPLICATIONS**

Constitution of RSA (108 of 1996)  
Municipal Systems Act 32 of 2000  
Municipal Finance Management Act

### **PERSONNEL IMPLICATIONS**

Attending to all Audit queries brought up by the Office of the Auditor General required involvement of a number of Personnel which may even hamper the flow of day-to-day agendas.

### **FINANCIAL IMPLICATIONS**

The Municipal Annual Report reflects on the Municipality's Annual Financial statements and shows unhealthy financial situation brought about by non-compliance, fraud, corruption etc.

### **RECOMMENDATION**

1. That the work of Corporate Services staff, especially HR be supported as the work hand-in-hand with Letsete Consultant, to minimize Audit queries again during this current phase of the Audit process.