

MATJHABENG MUNICIPALITY

MINUTES

OF THE

SECTION 80: CORPORATE SUPPORT SERVICES COMMITTEE MEETING

HELD ON

THURSDAY, 21 SEPTEMBER 2017

AT

10:00

IN

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

I

MINUTES OF THE SECTION 80: CORPORATE SUPPORT SERVICES MEETING HELD ON THURSDAY, THE 21ST SEPTEMBER 2017 AT ROOM 428 MAIN BUILDING, WELKOM AT 10:00.

PRESENT

COUNCILLORS

Mr. V.E. Mawela	:	Chairperson
Mr. M.A. Mphikeleli	:	Councilor
Mr. P.M.I. Molelekoa	:	Councilor
Mr. B.H. Mahlumba	:	Councilor
Me. M.M. Rakaki	:	Councilor

COUNCIL OFFICIALS

Mr. F. Wetes	:	Executive Director: Corporate Support Services
Mr. M.T. Atolo	:	Senior Manager: Council Administration
Mr. S. Nhlapo	:	Senior Manager: Human Resources
Me. J. Gouws	:	Manager Labour Relations
Dr. F. Kruger	:	Manager: Training
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
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

None

3. OFFICIAL ANNOUNCEMENTS

1. Mr FF Wetes informed members that on the 22nd September 2017 SALGA would be conducting training in Matjhabeng Municipality.
2. He further stated that on the 26 to 29 September 2017 SALGA would be conducting a TASK-JOB – EVALUATION training.

4. MOTION OF SYMPATHY AND CONGRATULATIONS

None

II

5. DISCLOSURE OF INTEREST

None

6. DEPUTATIONS AND INTERVIEWS

Implementation of Shift System - Labour Relations Presentation

The Chairperson allowed Me J. Gouws to present to the Section 80 Committee on the implementation of the Shift System.

THE SECTION 80: CORPORATE SUPPORT SERVICES RESOLVED (21 SEPTEMBER 2017).

That the presentation **BE NOTED**.

7. MINUTES OF PREVIOUS MEETINGS

The Section 80: Corporate Services resolved: (21 September 2017)

That the minutes of the meeting held on 09 June 2017 be adopted subject to the following corrections:

7.1 That the resolutions of **Item CSS11/2017** should read as follows:

“1. That the proposal be considered by the Section 80: Corporate Services for adoption.

2. That the proposal be submitted to the Mayoral Committee and ultimately to Council.”

7.2 That the word “*programme*” in **Item CSS12/2017** be corrected to read as “*proposal*”.

8. MATTERS ARISING FROM THE MINUTES: 09 JUNE 2017

CSS5/2017

All the recommendations were implemented with the exception of the driver’s licence.

CSS7/2017

The Section 80 Committee resolved that a separate wellness programme with activities dedicated to Councilors be developed.

III

CSS8/2017

The Section 80 resolved that a presentation on Skills Audit be made in order:

- to develop a programme for training needs of Councilors. Councilors need to have skills on conflict resolution management because of a pressure being a Councilor.
- To determine employees who are in positions in which they are not qualified to occupy.
- To induct employees who are returning from leave.

CSS12/2017

Correction – Policy not programme.

CSS13/2017

That the comprehensive report on Study Assistance Scheme which was supposed to be submitted during the meeting, must be submitted to Councilors when the meeting adjourns.

CSS15/2017

A letter was written to other Directorates to nominate officials from various sections especially Infrastructure, Electrical and Waste as the current Skills Development Committee does not include other sections.

9. ITEMS FOR DISCUSSION

CSS17/2017 – CSS23/2017

10. CLOSURE

The Chairperson thanked everyone present and the meeting was adjourned at **12:21**.

.....
CLLR V.E. MAWELA
CHAIRPERSON

.....
DATE

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CSS17/2017

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 the Corporate Support 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 the Corporate Support Services Section 80 Committee, the Draft Employee Assistance Programme Policy for adoption;
- To present the Corporate Support Services Section 80 Committee, the amended draft pauper, and indigent, unknown burial policy for adoption.

THE SECTION 80: CORPORATE SERVICES RESOLVED TO RECOMMEND: (21 SEPTEMBER 2017)

1. That the item **BE NOTED**.
2. That the contract should stipulate that a destitute person must also **BE BURIED** on a week-end in a dignified funeral just like any other person.
3. That the policy **BE REFERRED** to Legal Services for proper wording.

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 **Tune 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;

THE SECTION 80: CORPORATE SERVICES RESOLVED TO RECOMMEND: (21 SEPTEMBER 2017)

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

2

CSS19/2017

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

PURPOSE

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

THE SECTION 80: CORPORATE SERVICES RESOLVED TO RECOMMEND (21 SEPTEMBER 2017)

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

CSS20/2017

WORKPLACE INTEGRATED LEARNING AS CONTAINED IN THE HUMAN RESOURCE DEVELOPMENT POLICY OF MATJHABENG LOCAL MUNICIPALITY (ED: CSS) (5/6/7)

PURPOSE

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

THE SECTION 80: CORPORATE SERVICES RESOLVED TO RECOMMEND (21 September 2017)

1. That the Workplace Integrated learning as contained in the Human Resource Development Policy **BE ADOPTED**.

CSS21/2017

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

PURPOSE

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

THE SECTION 80: CORPORATE SERVICES RESOLVED TO RECOMMEND (21 SEPTEMBER 2017)

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

3

2. That a concern **BE REGISTERED** that only 12 employees were trained under Workplace Skills Plan out of the workforce of more than 2000.

CSS22/2017

STRATEGY TO REDUCE OVERTIME: SHIFT SYSTEM (ED: CSS) (5/1)

PURPOSE

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).

THE SECTION 80: CORPORATE SERVICES RESOLVED TO RECOMMEND (21 SEPTEMBER 2017)

1. That the item **BE NOTED**.
2. That a report on progress and successes in reducing overtime **BE SUBMITTED** in the next Section 80 Committee meeting.

CSS23/2017

PROGRESS REPORT ON AUDIT ACTION PLAN (ED: CSS)

PURPOSE

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

THE SECTION 80: CORPORATE SERVICES RESOLVED TO RECOMMEND (21 SEPTEMBER 2017)

1. That the report **BE NOTED**.
2. That the heading of the item **BE CORRECTED** to read ***“Progress Report on Audit Action Plan”***.