

MATJHABENG MUNICIPALITY

MINUTES

OF

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

HELD ON

THURSDAY, 04 OCTOBER 2018

AT

10:00

AT

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

I

MINUTES OF THE SECTION 80: CORPORATE SUPPORT SERVICES MEETING HELD ON THURSDAY THE 04ND OCTOBER 2018 AT ROOM 428 MAIN BUILDING, WELKOM AT 10:00.

PRESENT

COUNCILLORS

Cllr. V.E. Mawela : Chairperson
Cllr. M.A. Mphikeleli
Cllr. M.M Rakaki
Cllr. X.N. Masina

COUNCIL OFFICIALS

Mr. F. Wetes : Executive Director: Corporate Support Services
Mr. M.T. Atolo : Senior Manager: Council Administration
Mr. S. Nhlapo : Senior Manager: Human Resource
Me. J. Gouws : Manager Labour Relations
Mr. M.H. Dastile : Acting Manager: Wellness
Me. O.M. Seekoei : Manager: Contract
Me. P.P. Seleka : Acting Manager: Council Administration
Me. F.F. Linoko : Manager: Customer Care
Mr. T. Mnguni : Committee Officer

1. OPENING AND WELCOME

The meeting was officially opened by Councilor Mawela who welcomed everyone present including the new members Me. Linoko who is the Manager of Customer Care and Councilor Masina. He also welcomed Mr. Nhlapo from sick leave.

2. APPLICATION FOR LEAVE OF ABSENCE

Dr. Kruger: His mother has been admitted to hospital.
Me. Mothibi is on sick leave.
Mr. Matsie is on leave.
The Chairperson explained that he only received an apology from Cllr. Mahlumba.
Cllr. Masina informed the meeting that some Councilors have attended the train in Xhariep.

3. OFFICIAL ANNOUNCEMENTS

None

II

4. MOTION OF SYMPATHY AND CONGRATULATIONS

Sympathy

Minister Edna Molewa who will be buried over the weekend.

Director Community Services has lost a fiancée. He will be buried on Saturday.

Me Lettie Mokoena an employee at Customer lost her father. He will be buried on Saturday.

5. DISCLOSURE OF INTEREST

None

6. DEPUTATIONS AND INTERVIEWS

Deputations will be part of the items.

7. MINUTES OF PREVIOUS MEETINGS

7.1 13 July 2018.

8. MATTERS ARISING FROM PREVIOUS MINUTES

Corrections

Cllr. Masina explained that the word ``**claim**`` be removed because she did not received the Agenda. She said it should be ``**Cllr. Masina said she did not get the Agenda**``.

Adoption of the minutes.

Cllr. Mphikeleli moved for the adoption of the minutes and was seconded by Mr. Dastile.

9. ITEMS FOR DISCUSSION

CSS32 of 2018 – CSS40 of 2018

10. CLOSURE

The Chairperson thanked everyone for attending and making time to present items. He therefore declared the meeting closed at **12:45**.

CHAIRPERSON

DATE

III

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CSS32 of 2018

DRAFT EMPLOYEE ASSISTANCE PROGRAM HANDBOOK AND PRESENTATION (ED: CSS) (5/3/B)

PURPOSE

To table the Draft Employee Assistance Program Handbook and Presentation to be use by Branch Wellness Programme for Induction purposes to Section 80 Committee Meeting for perusal and adoption.

DISCUSSION

Director Corporate Services requested that the Manager of Wellness Mr. Dastle to present the item. The Director explained that the matter is a council matter.

Mr. Dastile explained that the presentation was based on Employee Assistance Programme. He said the wellness department must deal holistically wellbeing of an employee. He said that there is an environmental factor, psychological factor, social factor and a physical factor.

He said the branch wellness programme do priorities the confidentiality of any employee who need assistance. He said the branch is dealing with lots of stress management, skills training HIV/AIDS programme. He said the HIV/AIDS is optional for the employees.

He said other contributing factor is a lack of budgeting in the side of the employees hence the suggestion that there must be a person who can help in assisting concerning budgeting.

He said the employees can approach the wellness department personally and they can be referred by the supervisor or the union.

He said the wellness department will remain neutral, creates the well-being of employee to be creative and raise their moral be part of the institution.

The document distributed in the meeting is trying to tell new employees about the EAP and the type of services offered.

Director Wetes suggested that the EAP must include Councilors as well because Councilors a stressed more that employees. He said they are carrying the responsibilities of the communities.

He also suggested that the municipality must also have a toll free number for any employee who seeks to get assistance on work challenges, legal and other social issues. He said 80% of employee have loans and they are under garnishee.

He said that there is a need to run a satisfaction survey, get to know how they feel about work. Seemingly the mail cause of low moral seem to be lack of incentives and other factors. Cllr Mphikeleli was having a concern about outsourcing in as far as the consultants are concerned.

Director Wetes explained that municipality is not using consultants to cover for vacancies but to cover for skills. He said the financial implications will be done when there is a wellness day.

THE SECTION 80: CORPORATE SUPPORT SERVICE RESOLVED (04 October 2018)

That the matter **BE TAKEN** further.

CSS33 of 2018

PROGRESS REPORT ON IMPLEMENTATION OF SHIFT SYSTEM IN TERMS OF THE COLLECTIVE AGREEMENT FOR THE FREE STATE DIVISION OF THE SALGBC (ED: CSS) (5/2/2)

PURPOSE OF REPORT

To submit progress to the Section 80 Committee on the implementation of a new Shift System in terms of the Collective Agreement of the SALGBC Free State Division.

DISCUSSION

The item was presented by Me. Hanlie Gouws. Mr. Nhlapo said that they agreed on 42 hour shift system of 27% shift allowance but later on the union reneged from that decision. He said that 56 hours has a number of serious disadvantages for employees especially in terms of transport on awkward hours of that shift system and also the money.

Director Wetes explained that numerous attempts were made to persuade the union to agree with the 42 shift system. He said the Bargaining Council was here and agreed with the municipality about 42 shift system.

Mr. Atolo said that in the light of agreement that was done nationally with both unions IMATU and SAMWU and also the further engagements that were done locally. He said the honors is on this meeting to use the management prerogative as all the options has been exhausted.

THE SECTION 80: CORPORATE SUPPORT SERVICE RESOLVED (04 October 2018)

That the 42 hour shift system and 27% allowance **BE IMPLIMENTED**.

CSS34 of 2018

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

PURPOSE

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

DISCUSSION

Director Wetes presented the item with its commendations. He said the item has been come back from Council about four times. He said they have been advised firstly to identify critical positions and that was done, secondly they were told to have a workshop thirdly they were told to go and review salaries and appoint a consultant. He said the Auditor General is also raising a query on this matter. He said the organizational structure is presented for noting and be referred back to Mayoral Committee and Council. He said that the mandate was to cut the structure and that was done. He said that the structure has sat down to 900 million and the budget is 680 million.

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Mr. Atolo suggested that although matter is submitted for noting there is a need for brainstorming around the matter to find out if meeting can assist to move forward. He said since 2011 there were 16 draft organograms that were sent and returned and the audit finding that there is no adopted organogram. He suggested for the purpose of progress and also avoid being non-complaint in terms of the audit, use the existing organogram.

Director Wetes explained that in terms of section 66 of Municipal Systems Act Municipal Manager as the accounting officer must present a structure to Council but the present structure has quit a number of parties that are involved in it. He said COGTA had assigned Mr. Goliath to assist with the structure. He said when the new administration came in they started a new process and neglected COGTA process. He said the municipality is not spending on individual employee but on levels which are too high. He said some positions need to be clustered e.g. one Clerk or Secretary for group of Managers. He explained that COGTA had paid a consultant to do the work.

Mr. Atolo explained that the money spent on current organogram is 500 million. In 2009 the approved organogram had 3727 staff establishment and the proposed structure is 900 million.

THE SECTION 80: CORPORATE SUPPORT SERVICE RESOLVED (04 October 2018)

1. That the matter **BE NOTED**.
2. That the consultant, Mr. Goliath **BE INVITED** to come and make the presentation to the next Section 80 Corporate Support Services Committee that will be held within a coming week.

CSS35 of 2018

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

PURPOSE

To table the Draft Employee Assistance Programme Policy with Annexure Templates to be use by Branch Wellness Programme to Section 80 Committee Meeting for perusal; discussion and referral to Council for approval.

THE SECTION 80: CORPORATE SUPPORT SERVICE RESOLVED (04 October 2018)

That the matter **BE NOTED**.

CSS36 of 2018

PROGRESS REPORT ON CUSTOMER CARE COMPLAINTS FROM JULY TO AUGUST 2018 (ED: CSS) (5/3/2/2)

PURPOSE

To submit a progress report to corporate services section 80 on activities that took place in customer care in July and August 2018.

THE SECTION 80: CORPORATE SUPPORT SERVICE RESOLVED (04 October 2018)

That the item **BE NOTED** for information.

CSS37 of 2018

REPORT ON STATUTORY AND NON-STATUTORY MEETINGS HELD FROM JULY TO SEPTEMBER 2018 (ED: CSS) (3/1/3/1)

PURPOSE

To submit a report on statutory and non-statutory meetings held from July to September 2018, for noting.

EXPLANATION

The item was presented by Me Seleka who explained that as per the section 32.1 of the Municipal Structures Act a municipal council must develop a system that will maximized administrative and operational and provide adequate checks and balances in that processes the Council could instruct committees to perform certain duties of the Council. She explained that Section 80 are playing important role that is required in order to ensure that the municipal obligations are fulfilled. She said they also play an advisory role to the Mayoral Committee and Council

She said a total of 17 meetings were held where there were 142 items that were discussed. In Council there were two meeting. Mayoral Committee had two meetings.

THE SECTION 80: CORPORATE SUPPORT SERVICE RESOLVED (04 October 2018)

That the item **BE NOTED**.

CSS38 of 2018

PROGRESS REPORT ON COUNCIL RESOLUTIONS (ED: CSS) (2/2/2)

PURPOSE

To submit a progress report to the Section 80 Committee on Council and Corporate Services Section 80 Resolutions, for noting.

DISCUSSION

Me. Seleka presented the item to the meeting. She explained that all the resolutions were implemented.

THE SECTION 80: CORPORATE SUPPORT SERVICE RESOLVED (04 October 2018)

That the matter **BE NOTED**.

CSS39 of 2018

ACTIVITY REPORT: JULY TO SEPTEMBER 2018 (ED: CSS) (5/6/1)

PURPOSE OF REPORT

To submit to the Section 80 Committee (Corporate Services) an Activity Report for the period July to September 2018.

DISCUSSION

Mr. Atolo presented the item on behalf of Dr. Kruger who was not present.

THE SECTION 80: CORPORATE SUPPORT SERVICE RESOLVED (04 October 2018)

That the item **BE SUBMITTED** for information.

CSS40 of 2018

LABOUR RELATIONS ACTIVITIES REPORT FOR THE PERIOD JULY 2018 TILL SEPTEMBER 2018 (ED: CSS) (5/3/2/2)

PURPOSE OF REPORT

To submit to the Section 80 meeting Activities Reports for Labour Relations for the period July 2018 till September 2018.

DISCUSSION

The item was presented by Manager Labour Relations Me. Gouws.

THE SECTION 80: CORPORATE SUPPORT SERVICE RESOLVED (04 October 2018)

The item **BE NOTED**.

CSS41 of 2018

REPORT ON HALL RENTALS: JUNE –SEPTEMBER 2018 (ED: CSS)

PURPOSE

To table a Report on Hall Rentals for the period: June to September 2018.

DISCUSSION

The item was presented by the Senior Manager Mr. Atolo. He explained that the Corporate Services is responsible for the administration of 16 halls including the Oppenheimer Theater.

THE SECTION 80: CORPORATE SUPPORT SERVICE RESOLVED (04 October 2018)

That the item **BE NOTED**.

The next Section 80 meeting will be on the 16th of November 2018.

The meeting was officially adjourned at **12:45**.