

ALFRED DUMA LOCAL MUNICIPALITY

LOCAL LABOUR FORUM COMMITTEE

NOTICE IS HEREBY GIVEN THAT AN ORDINARY MEETING OF THE LOCAL LABOUR FORUM COMMITTEE, WILL BE HELD ON TUESDAY, 22 AUGUST 2017 AT 13:00 IN THE COUNCIL CHAMBER, TOWN HALL BUILDING, CORNER QUEEN AND MURCHISON STREETS, LADYSMITH



P S MNTAKA

ACTING EXECUTIVE DIRECTOR CORPORATE SERVICES

Department Corporate Services
16 August 2017

Councillors	N A	Khanyile	0839525214	NAKhanyile@alfredduma.gov.za
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	T W	Ngubane	0726863996	TWNgubane@alfredduma.gov.za
	T B	Njapha	0731584303	TBNjapha@alfredduma.gov.za

Officials

Ms	S S	Ngiba	Acting Municipal Manager	ssngiba@alfredduma.gov.za
	P S	Mntaka	Acting Executive Director Corporate Services	psmntaka@alfredduma.gov.za
	S	Mahraj	Manager: Internal Audit	smahraj@alfredduma.gov.za
	N D	Mwamba	Assistant Manager: Performance Management Systems	ndmwamba@alfredduma.gov.za
	S H	Massyn	Assistant Manager: Administration	shmassyn@alfredduma.gov.za
Mr	P B B	Simelane	Executive Director: Community Services	pbsimelane@alfredduma.gov.za
	M	Hloba	Executive Director: Finance (CFO)	mhloba@alfredduma.gov.za
	S O	Hlatshwayo	Executive Director: Technical & Infrastructure Services	sohlatshwayo@alfredduma.gov.za
	M G	Zondo	Acting Executive Director: D P & H.S	mgzondo@alfredduma.gov.za
	R A	Jhetam	Director: Finance	rajhetam@alfredduma.gov.za
	S	Maphalala	Manager: Communications	swmaphalala@alfredduma.gov.za
	T B	Xaba	Manager: Economic Development and Tourism	tbxaba@alfredduma.gov.za
	S D	Hlophe	Manager: Human Resources	sdhlophe@alfredduma.gov.za
	D M	Fourie	Manager: Information Technology	dmfourie@alfredduma.gov.za
	M	Sewparsing	Manager: Public Safety	msewparsing@alfredduma.gov.za
	B J	Xaba	Manager: Mayoral Office	bjxaba@alfredduma.gov.za

Labour	L	Masondo	-	SAMWU Representative (Chairperson)
	M	Hlatshwayo	-	SAMWU Representative (Deputy Chairperson)
	S	Buthlezi	-	SAMWU Representative
	M	Hlomuka	-	SAMWU Representative
	N	Khoza	-	SAMWU Representative
	M	Miya	-	SAMWU Representative
	K	Mkhize	-	SAMWU Representative
	B	Ngubane	-	SAMWU Representative
	S	Sondezi	-	SAMWU Representative

IMATU REPRESENTATIVES

M	Gama	IMATU Representatives
L C	Holtzhauzen	IMATU Representatives

DISTRIBUTION

To All Councillors
Department Corporate Services Committee Clerks

AGENDA

1. NOTICE CONVENING THE MEETING
2. LEAVE OF ABSENCE
3. CONFIRMATION OF THE CREDIBILITY AND RELIABILITY OF INFORMATION ON COUNCIL AGENDAS
4. CONFIRMATION OF THE MINUTES: 27 JUNE 2017
5. MATTERS ARISING FROM THE MINUTES: 27 JUNE 2017
6. CONSIDERATION OF THE AGENDA: 22 AUGUST 2017
 - 6.1 STANDING ITEM
 - 6.1.1 PROGRESS REPORT ON THE ISSUES PERTAINING TO THE MERGER: IMPLICATIONS AND PROCESSES
 - 6.2 CONSIDERATION OF ITEMS
 - 6.2.1 REQUEST TO COUNCIL FOR THE IMPLEMENTATION OF INFRASTRUCTURE SKILLS DEVELOPMENT GRANT AT ALFRED DUMA LOCAL MUNICIPALITY
 - 6.2.2 REPORT: TRAINING IMPLEMENTED IN THE ALFRED DUMA LOCAL MUNICIPALITY: MAY 2017
 - 6.2.3 REPORT: LABOUR RELATIONS OFFICE: JUNE 2017
 - 6.2.4 EMPLOYEE WELLNESS PROGRAMME (EWP) STATISTICS AND REPORT: JUNE 2017
 - 6.2.5 LEAVE REPORT: JUNE 2017
 - 6.2.6 LEAVE REPORT: JULY 2017
 - 6.2.7 REPORT: TRAINING IMPLEMENTED IN THE ALFRED DUMA LOCAL MUNICIPALITY: JUNE 2017
 - 6.2.8 REVIEW: MIGRATION AND PLACEMENT POLICY AND PROCEDURAL FRAMEWORK
 - 6.2.9 PROPOSED MINIMUM SERVICES AGREEMENT FOR ALFRED DUMA LOCAL MUNICIPALITY
7. CLOSURE

ALFRED DUMA LOCAL MUNICIPALITY

LOCAL LABOUR FORUM COMMITTEE

MINUTES OF AN ORDINARY MEETING OF THE LOCAL LABOUR FORUM COMMITTEE HELD ON TUESDAY, 27 JUNE 2017 AT 13:00 IN THE COUNCIL CHAMBER, TOWN HALL BUILDING, COR MURCHISON AND QUEEN STREETS, LADYSMITH.

(SN)

PRESENT

Councillors	T B	Njapha	-	(Chairperson)
	N	Khanyile		
	T W	Ngubane		
	Z E	Myende		

ALSO PRESENT

Councillor	N B	Mchunu	-	(MPAC Chairperson)
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OFFICIALS

Ms	P S	Mntaka	-	Acting Executive Director Corporate Services
	S	Ndlovu	-	Committee Clerk
Mr	M	Hloba		Executive Director Finance (CFO)
	S D	Hlophe	-	Manager Human Resources
	P J	Zwane	-	Skills Development Facilitator

LABOUR

S S	Buthelezi	-	SAMWU Representatives
M	Hlomuka	-	SAMWU Representatives
N	Khoza	-	SAMWU Representatives
M	Miya	-	SAMWU Representatives
L C	Holtzhauzen	-	IMATU Representatives

LEAVE OF ABSENCE

Mr	B J	Xaba	-	Manager Mayoral Office	- Verbal
	P V S	Xaba	-	Assistant Manager Learning and Development	- Verbal
Ms	S N V	Bhengu-		Assistant Manager Human Resources and Administration	

ABSENT

NIL

1. NOTICE CONVENING THE MEETING

READ

2. LEAVE OF ABSENCE

A written application for leave of absence was received from Mr B J Xaba (Manager Mayoral Office) and verbal apologies were tendered on behalf of Assistant Manager Learning and Development), Mr P V S Xaba and Ms S N V Bhengu (Assistant Manager Human Resources and Administration)

NOTED

3. CONFIRMATION OF MINUTES: 23 MAY 2017

RESOLVED AT LLF ON 27/05/2017

That the minutes of the meeting held on 23 May 2017 be taken as read and be confirmed as correct:

Mover by : Mr S Buthelezi
Seconder by : Councillor T W Ngubane

4. MATTERS ARISING FROM THE MINUTES: 23 MAY 2017

NIL

5. CONFIRMATION: CREDIBILITY AND RELIABILITY OF INFORMATION ON COUNCIL AGENDAS

RESOLVED

1. That it be noted that all items on the agenda was confirmed that according to the information available to the Managers in respect of the items that to the best of their knowledge the information submitted to the committee was acceptable and that the relevant stakeholders were performing their tasks/duties according to the Auditor-General instruction of 2011.
2. That it be further noted that should more information to the contrary to what was made available to the committee becomes available at a later stage, the Managers reserve the right to revisit their findings.

6. STANDING ITEM

6.1 PROGRESS REPORT ON THE ISSUES PERTAINING TO THE MERGER IMPLICATION AND PROCESSES

RESOLVED TO RECOMMEND

AT LLF

ON 27/06/2017

That the Progress Report in respect of the issues pertaining to the merger implication and processes be submitted to the Next Local Labour Forum Committee Meeting.

AEDCS

7. CONSIDERATION OF THE AGENDAS 27 JUNE 2017

ITEM 7.1

PENSION REPORT FOR THE MONTH OF MAY 2017

(DEPARTMENT CORPORATE SERVICES – HUMAN RESOURCE SECTION)

RESOLVED TO RECOMMEND

AT LLF

ON 27/06/2017

1. That the contents of the report in respect of the pension for the month of May 2017 as contained in the agenda be noted.

FURTHER RESOLVED

2. That the Executive Director Finance (CFO) submits a report in respect of administration of pension for Councillors to the next Local Labour Forum Portfolio Committee Meeting.

AEDCS

ITEM 7.2

REVIEWAL MIGRATION AND PLACEMENT POLICY AND PROCEDURAL FRAMEWORK

(DEPARTMENT CORPORATESERVICES – HUMAN RESOURCE SECTION)

1. The item was withdrawn from the agenda and it was requested that the Acting Executive Director Corporate Services convenes a workshop with the Union regarding the Migration and Placement Policy and Procedural Framework.
2. It was requested that another workshop be convened on Friday, 7 July 2017 with all Councillors.

AEDCS

ITEM 7.3

LEAVE REPORT: MAY 2017

(DEPARTMENT CORPORATE SERVICES – HUMAN RESOURCE SECTION)

RESOLVED TO RECOMMEND

AT LLF

ON 26/06/2017

That the contents of the Report in respect of Leave for the month of May 2017 as contained in the Agenda be noted.

AEDCS

ITEM 7 4

**EMPLOYEE WELLNESS PROGRAMME (EWP) STATISTICS AND REPORT:
MAY 2017**

**(DEPARTMENT CORPORATE SERVICES – EMPLOYEE WELLNESS
PROGRAMME SECTION)**

RESOLVED TO RECOMMEND

AT LLF

ON 27/06/2017

That the contents of the report in respect of the Employee Wellness Programme (EPW) statistics for the month of May 2017 as contained in the agenda be noted.

AEDCS

ITEM 7.5

**REPORT: TRAINING IMPLEMENTED IN THE ALFRED DUMA LOCAL
MUNICIPALITY: APRIL 2017**

(DEPARTMENT CORPORATE SERVICES – TRAINING SECTION)

RESOLVE TO RECOMMEND

AT LLF

ON 27/06/2017

1. That the contents of the report in respect of training implemented in the Alfred Duma Local Municipality for the month April 2017 as contained in the agenda be noted.

FURTHER RESOLVED

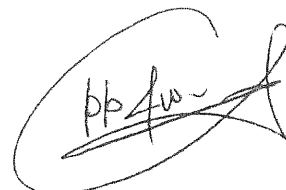
2. That the Acting Executive Director Corporate Services convenes a workshop with the Union regarding the training implemented in the Alfred Duma Local Municipality.
3. That an investigation be conducted regarding the amendment of the Workplace Skills Plan (WSP) to ensure that it is informed by the Workplace Skills Plan (WSP).

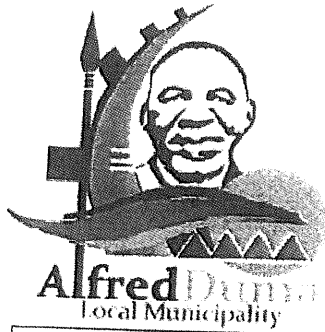
AEDCS

7. CLOSURE

Meeting closed at 14:45

CHAIRPERSON

A handwritten signature in black ink, enclosed within a large, loopy oval shape. The signature appears to be 'Pb 4w' followed by a stylized flourish.



ALFRED DUMA LOCAL MUNICIPALITY

MEETING: LOCAL LABOUR FORUM COMMITTEE

VENUE: COUNCIL CHAMBER

DATE: 27 JUNE @ 13:00

NAME	DESIGNATION	SIGNATURE
NJAPHA T B	Chairperson	
NGUBANE T Q	Councillor	
MYENDE Z E	Councillor	
KHANYILE N	Councillor	
OFFICIALS	DESIGNATION	
S S NGIBA	Acting Municipal Manager	
P S MNTAKA	Acting Executive Director: Corporate Services	
M HLOBA	Executive Director Finance(CFO)	
P B B SIMELANE	Acting Executive Director Community Services	
S O HLATSHWAYO	Executive Director Public Works & Basic Services	
M G ZONDO	Acting Executive Director Development Planning and Human Settlements	
O S MNGUNI	Director Corporate Services	
R A JHETAM	Director Finance	
S D HLOPHE	Manager Human Resources	
B J XABA	Manager Mayoral Office	
Z XABA	Manager IDP	
N O BUTHELEZI	Manager Maintenance	
P D RAMSUNDAR	Manager EES	
M SEWPARSAD	Manager Public Safety	
P V S XABA	Assistant Manager Human Resources	
S N V BHENGU	Assistant Manager Human Resource & Administration	
D J SHABANGU	Labour Relation Officer	
S V MCHUNU	Senior Labour Relation Officer	
P J ZWANE	Skills Development Facilitator	
N E MBILI	Legal Officer	
P I NKOSI	Risk Officer	
AB. Mchunu	Chair MPAC	AB. Mchunu

[illegible]

27 June 2017


The Chairperson
LLF

APOLOGY FOR LLF MEETING- 27JUNE 2017

I hereby tender my apology that I will not be joining the above meeting due to another commitment.

Hope this is in order.

Kind Regards


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MR B J XABA
MANAGER: MAYORAL SERVICES

**PROGRESS REPORT ON THE ISSUES PERTAINING TO THE MERGER : IMPLICATIONS AND PROCESSES
(DEPARTMENT CORPORATE SERVICES – HUMAN RESOURCE SECTION)**

ROUTING

LLF : 22/08/2017

PURPOSE

To report to the Committee on the issues pertaining to the merger with regard to the implications and processes.

BACKGROUND

The Local Labour Forum at its meeting held on 24 January 2017 resolved as follows:-

"That the Executive Director Corporate Services co-ordinates the submission of progress reports by various Committees regarding the operations of the merger in respect of the former Indaka and Emnambithi/Ladysmith Municipalities as well as current challenges that are being experienced."

Heads of Departments were requested to provide a report to the Manager Human Resources. The following responses were received:-

1. OFFICE OF THE MUNICIPAL MANAGER

1.1 Internal Audit Section

- 1.1.1 The Internal Audit Section inherited only one employee during the merger process. There were no major issues. The issue with regard to office space is being dealt with by our internal management.
- 1.1.2 The new financial system Munsoft brought challenges to the Alfred Duma Local Municipality. However, the Municipal Manager has elected a task team to deal with all challenges which is monitored on a weekly basis at Management Committee Meetings.
- 1.1.3 Due to the Munsoft system challenges, the Internal Audit Section was unable to conduct certain audits as per the approved internal audit plan for the 2016/2017 financial year. Most of the Internal Audit Section's work is dependent on the financial system which at this stage is not updated and therefore not credible. This may result in the Internal Audit's Section approved internal audit plan for the 2016/2017 financial year not being finalised by 30 June 2017.

1.2 Communications Section

The Alfred Duma Website is not yet fully up and running and functional. The service provider has been appointed and is currently finalizing the new website. The estimated date for going live is June 2017.

2. Department Electrical Engineering Services

- 2.1 The following comments/challenges encountered by the Planning and Projects Section of the Department Electrical Engineering Services:-

- 2.1.1 The Department has not received the bid documents and some of the service level agreements in terms of the consultants and contractors appointed by the Indaka Municipality, which is creating a problem in terms of payment.
- 2.1.2 Messrs Leja & Associates (consultant) in terms of the Lime Hill and Divaal High Mast Lights Project had submitted a signed service level agreement on Friday, 7 April 2017 however the authenticity of the agreement still needs to be verified by the Legal Section, further noting that this service level agreement does not have any witness signatures from the officials of the Indaka Municipality.
- 2.1.3 Messrs Leja & Associates (consultant) fee percentage/amount on the Letter of Appointment includes VAT, however the percentage/amount on the service level agreement excludes VAT.
- 2.1.4 The verification of invoices which have been paid and not paid by the Indaka Municipality to the various Service Providers.
- 2.2 Further to the above, it should be noted that the Distribution Section and Energy Management Section have no comments/challenges regarding the merger.

3. Department Community Services

3.1 Public Safety Section

Radio communications in Indaka is still a challenge.

3.2 Parks and Garden Section

3.2.1 Workers are travelling from Indaka to Ladysmith.

3.2.2 Sharing of resources with Indaka.

3.2.3 The Parks and Gardens Section do not have an organogram that indicates staff or posts that are directly under Parks.

3.2.3 The Parks and Garden Section need to know all facilities that are managed and controlled by the Municipality eg: there are halls that are not managed by the Municipality, we do not know the tariffs or whether revenue collected or expenditure in terms of halls for instance is included in the revenue and expenditure report that we receive monthly from the Budget Office.

3.3 Cleansing and Waste Section

3.3.1 Workers are travelling from Indaka to Ladysmith.

3.3.2 The Cleansing and Waste Section does not have the organogram that indicates staff or posts that are directly under Cleansing and Waste Section.

4. Department Corporate Services

4.1 Administration Section

- 4.1.1 Human Resources files from the former Indaka Local Municipality has been consolidated with former Emnambithi/Ladysmith Municipality. All other files are kept in store rooms at Indaka for disposal purposes. This process will be directed by Provincial Archives. Inspection of these records at former Indaka and Emnambithi/Ladysmith Local Municipalities were done by Provincial Archives on Wednesday, 8 February 2017 and the result of the inspection will be submitted by Provincial Archives.
- 4.1.2 Ten Traditional Leaders as per Provincial Gazette 1717 dated 16 August 2016 are invited to all Committee of Council.
- 4.1.3 Ladysmith was determined to be the Head Office and Indaka Offices was determined to be satellite office.
- 4.1.4 Town Hall is being utilised for Council meetings.
- 4.1.5 Provincial Gazette no 1709 of 29 July 2016 – Provincial Notice 141 of 2016 which inter alia under part 4, section 1 confirms that the KZN 238 Municipality is a category B Municipality as determined by the Demarcation Board in terms of Section 4 of the Act and Section 3 confirms that KZN 238 is a Local Municipality with a collective executive system combined with a ward participatory system as described in the KZN Determination of types of Municipality Act, was confirmed by Council LC5/08/2016 at its Inaugural meeting held on 18 August 2016.

4.2 Human Resource Section

- 4.2.1 Currently a service provider has been procured to deal with the work study for Alfred Duma Local Municipality. Consultation with regard to the first draft of the organogram will be done with Heads of Department on Friday 21 April 2017 before a close up report is finalized by the service provider.
- 4.2.2 The Human Resource Section intends finalizing payment of geographical and relocations costs at the end of May 2017.
- 4.2.3 The Human Resource Section are currently updating the outstanding job descriptions with the aim of finalizing job evaluation by 30 June 2017.

4.3 Information Technology Section

- 4.3.1 There were numerous problems experienced by staff on the new financial system after implementation. A committee was formed to address all these matters. Currently, the status of the issues as at 19 April 2017 is:

Outstanding – Munsoft	-	3 issues
Outstanding - Alfred Duma	-	22 issues
Completed	-	101 issues
Testing in progress	-	2 issues
Confirm Closure	-	37 issues
To be implemented 1 July	-	5 issues
TOTAL		170 issues

- 4.3.2 Many users are still experiencing problems with being able to fully utilize the newly implemented systems. Training sessions will be scheduled to ensure all users are able to fully utilize the new functions available.
- 4.3.3 Many users are still using the old @ladysmith and @indaka email addresses. The old email domains should be discontinued as soon as possible and all users should only use the new @alfredduma email system. Users need to notify all external parties of the change in their email addresses and ensure all registered email addresses are changed.

4.4 Legal Section

- 4.4.1 The Alfred Duma Local Municipality is currently in the process of promulgating a number of By-laws. The process of advertisement for public consultation has been conducted using councils funding noting that the grant funding was received after the process was undertaken for most of the by-laws. The Municipality has incurred a total cost of R1 819.40 for the advertisements.
- 4.4.2 All the by-laws have been adopted by Council, however the process of promulgating them has been delayed by the translation of these By-law which is a legal requirement. Noting that the funding received and in trying to save costs for the Municipality, the Department of Arts and Culture was requested to assist with the translation of the By-laws into Afrikaans and English. A response is awaited from the Department of Arts and Culture.
- 4.4.3 It is important to note that the By-laws that are currently being processed are ranging from 20 pages each to 92 pages each. As it stands, it is clear that the current funding will only be utilized and finished only on translation without even starting on the promulgation.
- 4.4.4 The Alfred Duma Local Municipality is intending on prioritizing the Standing Rules and Order for Council and then the rest of the By-laws will follow.
- 4.4.5 The following is the list of By-laws that have been adopted by Council and are due for translation and promulgation:

- Electricity supply by-law
- Credit Control and Debt Collection by-law
- Nuisance by-law
- Parking Management by-law
- Fire Brigade by-law
- Municipal Pound by-law
- Problem Building by-law
- Outdoor Adverting by-law
- Landfill (refuge disposal) by-law
- Property Rete by-law
- Storm water by-law
- Waste Management By-law
- Cemeteries and crematories by-law
- Spatial planning and land use management By-law

- 4.4.6 The municipality is also intending to adopt the following standard By-laws for use in the Alfred Duma Local Municipality as proposed by COGTA. These standard By-laws are currently being consulted with the relevant Departments before the process of consultation with the public.

The bylaws are as follows:

Liquor License by-law
Child Care Facilities By-law
Public Transport By-law

- 4.4.7 The contract list was submitted to Political CMC and to Council, however the Municipality is experiencing challenges with some contracts from the former Indaka Municipality which have suddenly come to the attention of the municipality and are now at Letters of Demand or litigation stage with serious financial implications should these claims be valid.

5. Department of Finance

5.1 Assets

- 5.1.1 Twelve (12) months Fixed Asset Register has been updated with all movements as part of submission of AFS being audited by AG (additions, disposals, impairments and accumulated depreciation). Challenges: Lack of internal technical skills to perform the conditional assessment on technical assets; shortage of the accounting team to update the registers within the Asset Management Section; Lack of the automated Fixed Asset Register system. Manual verification system.
- 5.1.2 The verification of all components of assets except the moveable verification has been conducted in-house due to shortages in budget to appoint experts. Landfill site will be assessed by experts Messrs VNA consulting. The current progress extends to final year end transactions being consolidated for updating on the registers. All condition assessments done and valuation of assets are in line with GRAP. Consolidation of Fixed Asset Register in progress as part of Merger reporting processes.
- 5.1.3 Assets are under full control of HOD's of Alfred Duma Municipality as guided by the council approved asset management policy.

5.2 Rates Income

Consultation were done during budget process however this will be properly finalised once General Valuation compilation processes are done.

5.3 Tariffs Income

Indaka data to be incorporated into the merged system.

5.4 Tariff Restructuring

Rates tariffs alignment to be phased in.

5.5 Implementation of MSCOA

5.5.1 MSCOA early implementation due to start in October 2nd.

5.5.2 MSCOA Steering Committees have been formulated and meetings have commenced.

5.5.3 Dedicated MSCOA Training is required for non-financial Managers to ensure ownership of the process.

5.6 Financial Statements

Consolidated Financial Statements to be done for the financial year ended 30 June 2017.

ADDITIONAL INFORMATION

After having analysed the report received from various departments Manager Human Resource wish to further recommend that the following outstanding matters be attended to as follows:-

1. Office of the Municipal Manager

1.1 That every effort be made to finalise outstanding challenges with regard to the Munsoft system by 31 May 2017 and that the trial run be done during the first two (2) weeks of June 2017.

1.2 That the website be put on trial run by 31 May 2017.

Progress to date

1.1. Weekly meetings are being held and challenges are being addressed and we are currently busy finalizing the last phase which includes implementation of MSCOA.

1.2 The website is currently at the testing phase but is live.

1.3 Internal Audit has finalized the audit plan.

2. Department Electrical Engineering Services

2.1 Bid documents and some of the Service Level Agreements in terms of the consultants and contractors appointed by former Indaka Municipality be finalized by 31 May 2017.

2.2 Verification of invoices which have been paid and not paid by the Indaka Municipality to the various service providers be finalized by 31 May 2017.

Progress to date

2.1 Department is in the process of finalizing outstanding documents.

2.2 Verification of invoices is in progress.

3. Department Community Services

3.1 Public Safety Section

Radio communication for Indaka to be provided for during the 2017/2018 budget.

3.2 Parks and Garden Section

3.2.1 The staff that reside at Indaka be utilised at community venues from 1 June 2017.

3.2.2 Budget provision be made for machinery to use at Indaka.

3.2.3 That Executive Director Community Services meet with the CFO to clarify issues pertaining to revenue collection and recording thereof in line with Budget and Tariff Policy by 31 May 2017.

3.3 Cleansing and Waste Section

That the former Indaka staff be utilised at Indaka after expiry of the contract of the service provider on 30 June 2017.

Progress to date

3.1 This was not provided in the current budget.

3.2.1 This is in progress of being implemented.

3.2.2 No budget provision in this financial year.

3.2.3 This matter is receiving attention.

3.3 This has not been achieved, noting that the current service provider's contract has been extended due to lack of resources.

4. Department Corporate Services

4.1 Administration Section

That the Records Section ensure to get inspection report from Provincial Archives not later than 31 May 2017.

4.2 Human Resource Section

4.2.1 That Human Resource Section ensure adoption of the organogram not later than 30 June 2017 after consultation with all stakeholders.

4.2.2 That Director Corporate Services confirm with Budget Office with regard to availability of funds that can ensure revenue of Geographical and Relocation Policy in respect of period of three (3) months that was approved by Council.

4.2.3 That Job Evaluation be finalized not later than 30 June 2017.

4.3 Information Technology Section

4.3.1 That outstanding issues with regard to implementation of the new financial system be finalized before 31 May 2017.

4.3.2 Training of users with the new financial system be finalized before 31 May 2017.

- 4.3.3 To cease usage of @ladysmith and @indaka by 30 May 2017 and @alfredduma be the only email address.

4.4 Legal Section

- 4.4.1 That translation of By-Laws into Afrikaans and isiZulu be finalized by 30 June 2017.

- 4.4.2 That Legal prioritise finalization of the Standing Rules and Order for Council, which must be followed by the rest of the By-Laws covering the following:-

- Liquor Licence By-Law
- Child Care Facilities By-Lay
- Public Transport By-Law

- 4.4.3 That outstanding queries in respect of former Indaka be finalized not later than 30 June 2017.

Progress to date

- 4.1 Inspections were conducted.

- 4.2.1 The organogram was adopted by Council on 29 June 2017. The placement committee to still do placement of staff in line with the close out report.

- 4.2.2 The budget has been provided and the first phase of claims has been processed.

- 4.2.3 It is anticipated that this process will be finalized by 30 November 2017.

- 4.3.1 This has not been finalized as yet however weekly meetings are being held to address issues and we are currently in the process of implementation of MSCOA.

- 4.3.2 Training was conducted and further training will be provided in July and August 2017.

- 4.3.3 @alfredduma is the only email address being utilised.

- 4.4.1 Procurement has been done to acquire the services of a translator.

- 4.4.2 Still awaiting input from Department.

- 4.4.3 Report was submitted to Acting Municipal Manager and COGTA as some of the issues raised happened whilst Indaka was under administration, noting that there are cost implications.

5. Department of Finance

5.1 Assets

- 5.1.1 That issues pertaining to assets be finalized before 30 June 2017.

- 5.1.2 That consolidation of fixed asset register with the assistance of experts Messrs Viya Consulting be done in line with GRAP no later than 30 June 2017.

5.2 Rates Income

That General Valuation compilation be finalized before 30 June 2017.

5.3 Tariffs Income

That former Indaka data be incorporated into the merged system not later than 30 June 2017.

5.4 Tariff and Restructuring

That rate tariffs alignment be phased in by 30 June 2017.

5.5 Implementation of MSCOA

That training and implementation of MSCOA be finalized not later than 30 June 2017 to non-financial managers to ensure ownership.

5.6 Financial Statements

That consolidated financial statements be finalized before 30 June 2017.

Progress to date

5.1.1 Assets registers are being finalized in conjunction with AFS and will be submitted during August 2017.

5.1.2 This will form part of the report to be submitted during August 2017.

5.2 Done and implemented

5.3 Done

5.4 Done

5.5 Training was done and further training will be provided in due course.

5.6 Done

CHALLENGES

Nil

COMMENTS BY LEGAL SECTION

The item is noted.

RISK COMMENTS

The item is noted.

FINANCIAL IMPLICATIONS

The item is noted.

**CONFIRMATION OF CREDIBILITY AND RELIABILITY OF INFORMATION: ACTING
EXECUTIVE DIRECTOR CORPORATE SERVICES**

1. I hereby confirm that according to the information availed to me in respect of this item that to the best of my knowledge the information submitted to the committee is acceptable and that the relevant stakeholders were performing their tasks/duties according to the Auditor-General's instruction of 2011.
2. That should more information to the contrary to what was made available to the committee becomes available at a later stage, I reserve the right to revisit my findings.

FOR INFORMATION



P S MNTAKA
ACTING EXECUTIVE DIRECTOR: CORPORATE SERVICES

(Reference: S D HLOPHE)

17/08/2017/ap

3/4/1

**REQUEST TO COUNCIL FOR THE IMPLEMENTATION OF INFRASTRUCTURE SKILLS DEVELOPMENT GRANT AT ALFRED DUMA LOCAL MUNICIPALITY
(DEPARTMENT CORPORATE SERVICES – TRAINING SECTION)**

ROUTING

MCM	:	18/07/2017
SSPC	:	19/07/2017
EXCO	:	20/07/2017
LLF	:	25/07/2017
COUNCIL	:	27/07/2017

PURPOSE

To request the Council to approve the participation by the Municipality in the Infrastructure Skills Development Grant (ISDG) programme.

BACKGROUND

The Infrastructure Skills Development Grant (ISDG) was introduced in 2011/2012 financial year.

The purpose of this grant is to enhance capacity and build a pool of resources for Local Government Infrastructure delivery through training unemployed graduates and register them with the respect built environment statutory Council.

The identified scarce skills category are:-

- Engineering (Civil – Structural, Roads, Storm Water, Electrical.
- Architects
- Town and Regional Planning
- Quantity Surveyors
- Geographic Information Systems (GIS)
- Project Managers (Constructions)
- Scientists (Waste Management)

The project aims to benefit the following:-

- Unemployed youth - 35 years
- Bachelor's Degree
- National Diploma

The following are the requirements for Council to access the grant.

- Submission of a 3 year business plan by 31 August.
- Council Resolution for adoption of the programme
- Previous record on Grant handling & Performance
- Presentation to National Treasury (Directors – Technical Services and Development Planning – MM and CFO).
- Assessment by National Treasury.

The grant will cover the provision of the tools of trade e.g laptop etc and stipend/salary. Upon approval of the grant funding the Municipality will be expected to do the following:

- Graduates and Coordinator recruitment
- Initiation of training
- Road-to-registration with statutory Councils
- Appointment of mentors
- Appointment of Supervisors (internal)
- Graduate management
- Service Level Agreement
- Reporting

The Municipality is expected to provide the following:

- Office Space for graduates
- Coordinator
- Supervisor (Internal/External)
- Mentor (Internal)

PROBLEM STATEMENT

Once the graduates have completed their training, they can either be absorbed by the municipality at its own costs or look for employment in other government institution or private sector.

CHALLENGES

NIL

COMMENTS BY LEGAL SECTION

NIL

RISK COMMENTS

NIL

FINANCIAL IMPLICATIONS

NIL

CONFIRMATION OF CREDIBILITY AND RELIABILITY OF INFORMATION: ACTING EXECUTIVE DIRECTOR CORPORATE SERVICES

1. I hereby confirm that according to the information availed to me in respect of this item that to the best of my knowledge the information submitted to the committee is acceptable and that the relevant stakeholders were performing their tasks/duties according to the Auditor-General's instruction of 2011.

2. That should more information to the contrary to what was made available to the committee becomes available at a later stage, I reserve the right to revisit my findings.

RECOMMENDATION BY THE ACTING EXECUTIVE DIRECTOR CORPORATE SERVICES

1. That the Council approve in principle the participation of the Municipality in the ISDG Programme.
2. That the Council compile and submit a business plan to National Treasury not later than **Friday, 11 August 2017**.
3. That top management comprising of Acting Municipal Manager, Executive Director Public Works and Basic Services, Executive Director Development, Planning and Human Settlements, Acting Executive Director Corporate Services do business plan presentation at National Treasury.
4. That Management ensure the engagement with Business Community re Mentorship Agreements.
5. That Council delegate Acting Municipal Manager to sign the Service Level Agreement (SLA) on behalf of Alfred Duma Local Municipality.

MCM RECOMMENDATIONS: 18/07/2017

Will be reported verbally.

SSPC RECOMMENDATIONS: 19/07/2017

Will be reported verbally.

EXCO RECOMMENDATIONS: 20/07/2017

Will be reported verbally.

FOR CONSIDERATION



P S MNTAKA

ACTING EXECUTIVE DIRECTOR: CORPORATE SERVICES

(Reference: P J ZWANE)

12/07/2017/nh

4/4/2/2

REPORT: TRAINING IMPLEMENTED IN THE ALFRED DUMA LOCAL MUNICIPALITY: MAY 2017
(DEPARTMENT CORPORATE SERVICES – TRAINING SECTION)

ROUTING

LLF : 25 JULY 2017

PURPOSE

To inform the committee of training that was conducted during the month of May 2017.

BACKGROUND

1. INTERNSHIP

DEPARTMENT FINANCE

Four (4) Internship Students based in the Department Finance in both Income and Expenditure Sections were appointed.

1.1 Two (2) student's appointments were renewed from 1 October 2016.

1.2 Two (2) new students were appointed from 1 October 2016

The cost to Council was **R 40 524.25**

2. IN-SERVICE TRAINING STUDENTS

There were no in-service training students in May 2017.

3. GENERAL REPAIRS AND PATCHING OF URBAN ROADS

Ten (10) employees attended General Repairs and Patching of Urban Roads Training from 22 May 2017 to 26 May 2017.

The cost to Council was **R 167 500.00**

4. OCCUPATIONAL HEALTH & SAFETY TRAINING

Fifty (50) employees attended Health & Safety Training from 10 May 2017 to 12 May 2017.

The cost to Council **R 64 584.01**

5. YOUTH MASS SKILLING PROGRAMME

Fourty (40) Graduates were employed in the Youth Mass Skilling Programme from March 2017 to February 2017. **Two (2)** graduates resigned and **Thirty (38)** Graduates are left.

The cost to council is **R 76 000.00**

THE TOTAL NUMBER OF EMPLOYEES WHO ATTENDED TRAINING DURING THE MONTH OF MAY 2017 = 102

THE TOTAL COST TO COUNCIL FOR THE MONTH OF MAY 2017 WAS R348 608. 26

CHALLENGES

Nil

LEGAL COMMENTS

Noted

RISK COMMENTS

None

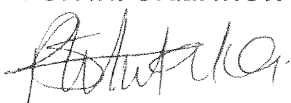
FINANCIAL IMPLICATIONS

The total cost to council regarding training for the month of May 2017 was **R 318 608. 26**

CONFIRMATION OF CREDIBILITY AND RELIABILITY OF INFORMATION: ACTING EXECUTIVE DIRECTOR CORPORATE SERVICES

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2. That should more information to the contrary to what was made available to the committee becomes available at a later stage I reserve the right to revisit my findings.

FOR INFORMATION



P S MNTAKA

ACTING - EXECUTIVE DIRECTOR: CORPORATE SERVICES

Ref. Ms S D Mtshali ext. 1081

26 June 2017

4/4/4/1

**REPORT: LABOUR RELATIONS OFFICE: JUNE 2017
(DEPARTMENT CORPORATE SERVICES – HUMAN RESOURCES SECTION)****ROUTING**

LLF : 25/07/2017

PURPOSE

To submit the Labour Relations Office Report for the month of June 2017 for information.

BACKGROUND

Attached as **Annexure A - page 1** is the Labour Relations Office report for the month of June 2017 for information.

COMMENT BY LEGAL SECTION

Noted

FINANCIAL IMPLICATIONS

None

RISK COMMENTS

Noted

**CONFIRMATION OF CREDIBILITY AND RELIABILITY OF INFORMATION: ACTING
EXECUTIVE DIRECTOR CORPORATE SERVICES**

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2. That should more information to the contrary to what was made available to the Committee become available at a later stage; I reserve the right to revisit my findings.

FOR INFORMATION

PS MNTAKA

ACTING EXECUTIVE DIRECTOR: CORPORATE SERVICES

(Mr DJ Shabangu) – Ext 1072

18 July 2017

4/7/

REPORT: LABOUR RELATIONS OFFICE: JUNE 2017: HUMAN RESOURCES SECTION

PURPOSE

To report on the activities for the month of June 2017, this report will mainly cover Disciplinary and Appeal Hearings and Focus Discussions.

1. DISCIPLINARY HEARINGS

PAY No.1665

The employee allegedly contravened the code of conduct for Municipal staff members as contained in Schedule 2 of the Municipal Systems Act whereby he was charged with reckless driving as a result the Council vehicle was damaged.

This matter was scheduled for 25 May 2017 and was finalised on 01 June 2017 whereby the Presiding Officer found the accused guilty.

The accused was given the sanction of 6 months written warning.

PAY NO. 1500

The employee allegedly contravened the code of conduct for Municipal staff members as contained in Schedule 2 of the Municipal Systems Act whereby he failed to execute the lawful policies of the Municipality.

The accused was charged as follows:

Obey all lawful and reasonable instructions given by a person having the authority to do so.

This matter was scheduled for 15 May 2017. Upon the sitting it was sighted that the grounds for proceeding with the matter were not enough to prosecute the accused.

The Presiding Officer made a ruling to scrap the case from the roll.

PAY NO. 1552

The employee allegedly contravened the code of conduct for Municipal staff members as contained in schedule 2 of the Municipal Systems Act whereby he failed to execute the lawful policies of the municipality and failing to perform duties of the office in good faith, diligently, carefully and in transparent manner.

This matter was scheduled for 08 June 2017 and it was finalised on 26 June 2017 whereby the accused was found not guilty.

The accused was acquitted

PAY NO. 2061

The employee allegedly contravened the code of conduct for Municipal staff members as contained in Schedule 2 of the Municipal Systems Act whereby he failed to execute the lawful policies of the Municipality and failing to perform duties of the office in good faith, diligently, carefully and in transparent manner.

This matter was scheduled for 16 June 2017. The matter was postponed due to the fact that the accused was on leave. It was reconvened on 30 June 2017 whereby the Presiding Officer found the accused guilty.

The six (6) months written warning was handed over against the accused.

PAY NO. 1960

The accused was contravened the code of conduct for Municipal staff members as contained in schedule 2 of the Municipal Systems Act whereby he collided the Council vehicle.

The accused was charged as follows:

1. The employee should attend the work regular and punctual
2. The employee should obey all lawful and reasonable instructions given by any person having the authority to do so.
3. Refrain from being absent from duty without leave or permission except on good cause.

This matter was scheduled for 18 May 2017 and finalised on 25 May 2017 whereby the accused was found guilty to all charges were laid against him.

The Presiding Officer concluded by issued a sanction of immediate dismissal.

PAY NO: 844

The accused was contravened the code of conduct for the Municipal staff member as contained in schedule 2 of Municipality Systems Act whereby the accused compromised the integrity of the Council by fighting with another employee during the working hours.

The charge was as follows:

Refrain from any rude, abusive, insolent, provocative, intimidatory, or aggressive behaviour to a fellow employee or member of the public.

The matter was scheduled for 23 May 2017 and finalised on 30 May 2017. Upon deliberations on the matter Presiding Officer found the accused guilty.

The Presiding Officer issued 12 months final written warning and 10 days salary deduction. This will be done on the salary run of August 2017.

PAY NO. 1960

The Appellant challenged the sanction of dismissal was issued on the 25 May 2017. The matter was convened on 30 June 2017 and the sanction is not yet proclaimed.

FOCUS DISCUSSION

NIL

**EMPLOYEE WELLNESS PROGRAMME (EWP) STATISTICS AND REPORT: JUNE 2017
(DEPARTMENT CORPORATE SERVICES – EMPLOYEE WELLNESS PROGRAMME
SECTION)****ROUTING**

SSPC : 19/07/2017
LLF : 25 /07/2017

PURPOSE

To submit a report regarding the Employee Wellness Programme section for the month of June 2017 for information.

BACKGROUND

Attached as **Annexure A, page 1 to 4** - narrative monthly report for Employee Wellness Programme section,
Annexure B, page 1 - Employee Wellness Programme statistics for the month of June 2017
Annexure C, page 1 to 6 - IOD spreadsheet for the financial year 2016/2017.

COMMENTS BY LEGAL SECTION

N/A

FINANCIAL IMPLICATIONS

None

RISK COMMENT

N/A

CHALLENGES

None

**CONFIRMATION OF CREDIBILITY AND RELIABILITY OF INFORMATION: ACTING
EXECUTIVE DIRECTOR CORPORATE SERVICES**

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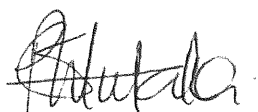
RECOMMENDATION BY EXECUTIVE DIRECTOR CORPORATE SERVICES

That Support Services Portfolio Committee note that the submission of monthly report on the Employee Wellness Programme section activities for the month of June 2017 for information.

RECOMMENDATIONS SSPC 19 JULY 2017

To be reported verbally at the LLF meeting

FOR INFORMATION



P S MNTAKA

ACTING EXECUTIVE DIRECTOR CORPORATE SERVICES

(Ms TP Kunene) – Ext 1259

June 2017/tpk

Ref: 4/8

Annexure A

EMPLOYEE WELLNESS PROGRAMME JUNE 2017 MONTHLY REPORT

CONTENTS

1. Meetings and Trainings attended
2. Services – new and ongoing
3. Steering Committee Meeting
4. Item submitted
5. Network and Collaboration with Other Stakeholders
6. Financial implications
7. Challenges
8. Future Plans

1. MEETINGS AND TRAINING ATTENDED

Date	Subject
30 May	Financial Education Training
30 May	Corporate Services
30 May	Mayoral Office
1 June	DPHS
2 & 3 June	Cleansing and Solid Waste

INSPIRING QUOTATION OF THE MONTH

“The illusion of knowledge is more dangerous than ignorance” Unknown

12, 13, 14 June	Parks and Gardens
19, 20, 21 June	Electrical Engineering services
26 June	Ekuvukeni Satellite office
9 June	Occupational Health and Safety Committee Meeting
22 June	Security Cluster Meeting
28 June	Finance Occupational Health and Safety Department Committee Meeting
28 June	Employee Wellness Programme meeting with Supervisor

2. SERVICES RENDERED

COUNSELLING

Face to face

Ongoing cases	New cases	Total	No of Sessions
4	1	5	7

Referrals

Substance abuse SANCA	Financial Referrals	Department of Labor IOD Claims
0	2	1

Support Services

Memorial Services	Family Support	Trauma debriefing	Home visits and site visit	Other
0	2	0	3 (2 EWP 1 OHS)	

Injuries on Duty

Ongoing cases	New cases	Total cases	Face to face session	Follow up calls
3	2	5	2	10

Attached Injury on Duty spreadsheet for this financial year 2016/2017

3. STEERING COMMITTEE MEETINGS

Steering Committee Meeting

Occupational Health and Safety Committee meeting held on 9 June 2017 minutes available.

Employee Wellness Steering Committee meeting was postponed due to forum not being met

4. ITEMS SUBMITTED

- Submitted Employee Wellness Programme section monthly report to Support Services Portfolio Committee

5. NETWORK AND COLLABORATIONS

Networking and Collaborating with Internal Stakeholders and Department

- Facilitated Financial literacy with the following departments Corporate Services, Development Planning and Human Settlement, Mayoral Office, Community Services (Parks and Gardens, Cleansing and Solid Waste), Electrical Engineering Services, Ekvukeni satellite office

Networking and Collaborating with External Stakeholders

- Working with Old Mutual in facilitating financial education sessions for departments.
- Working with on IOD challenge with replacing spectacles for Mr JJT O'Reilly

6. FINANCIAL IMPLICATION

Section Expenditure

- Nil

7. CHALLENGES

- Communication breakdown with some departments (Public Works and Basic Services, Public Safety, Finance) in facilitating financial education for council employees.
- Most council employees are on compulsory leave hence they could not attend financial education and Occupational Health and Safety Department meetings
- Chamane case still no conclusion have been found
- Mr JJT O'Reilly IOD case on replacing spectacles
- Relocation of new offices (Security on new offices, phone line faulty, no scanner)
- Parks and Gardens still has a very high rate of accidents

8. FUTURE PLANS

- Financial literature continues for remaining departments.
- Employee Wellness Programme steering committee meetings scheduled to 14 July 2017.
- Occupational Health and Safety Committee Meeting scheduled 14 July 2017
- Employee Wellness Programme Annual Plan 2017/2018
- Occupational Health and Safety Annual Plan 2017/2018

Attached Annexure B: Overall statistics

Attached Annexure C: Injury on Duty spread sheet for financial year 2016/2017

Annexure C:
INJURY ON DUTY SPREADSHEET, JULY 2016 - JUNE 2017

JULY 2016									
Pay No	Name\Surname	ID number	Date of Accident	Finalised	Comment	Reason For Claim	Status	Department	Section
1309	S E Mchunu	6406285699081	09/07/2016	No	Employer's report, First, Progress and Final Medical Report, ID Copy	He slipped while approaching lister Clarence Building, Left ankle sustained injury	Umehluko Captured	Corporate Services	Admin
324	F M Kaipo	6202025078086	11/07/2016	No	Employer's report, First Medical Report, Resumption Report ID Copy	While stepping up to check meter he fell and hurt his back	Captured	Department of Electrical Engineering Services	Electrical Engineering
AUGUST 2016									
Pay No	Name\Surname	ID number	Date of Accident	Finalised	Comment	Reason For Claim	Status	Department	Section
936	M C Shabalala	7007055600082	01/08/2016	No	Employer's report, ID Copy	While he was going to the superintendent he was cut by the permanent marker board on the right index finger	Umehluko Captured	Department of Electrical Engineering Services	Electrical Engineering
1791	S M C Dlamini	7504175518087	01/08/2016	No	Employer's report, ID Copy	While they were pulling cable he fell on his right hand and twisted his arm	Captured	Department of Electrical Engineering Services	Electrical Engineering

SEPTEMBER 2016									
Pay No	Name\Surname	ID number	Date of Accident	Finalised	Comment	Reason For Claim	Status on Umehluko	Department	Section
55402	C J Shabalala	7309141083087	21/09/2016	No	Employer's Report, First Medical Report	While pushing the wheel barrow she fell and hit her chest, forehead and right knee	Captured	Community Services	Cleaning and Solid Waste
OCTOBER 2016									
Pay No	Name\Surname	ID number	Date of Accident	Finalised	Documents submitted	Reason For Claim	Status on Umehluko	Department	Section
55349	B E Mbatia	7210106736083	12/10/2016	No	Employers Report, Medical Certificate, ID Copy	While digging with pick he struck the stone and it hit him on the left leg calf	Captured	Department of Electrical Engineering Services	Electrical Engineering
NOVEMBER 2016									
Pay No	Name\Surname	ID number	Date of Accident	Finalised	Comment	Reason For Claim	Status on Umehluko	Department	Section
327	R Kemraj	6712235201088	15/11/2016	No	Employers Report, Medical Certificate, ID	Strained arm while working on pole	Captured	Department of Electrical Engineering	Electrical Engineering

DECEMBER 2016										
Pay No	Name\Surname	ID number	Date Accident	Of	Finalised	Comment	Reason For Claim	Status on Unenhloko	Department	Section
1374	MTN Gwamanda	7602115780088	15/12/2017		No	Employer's Report, Medical Certificate, Progress Medical report, Department report of Accident	while climbing a concrete pole at the Wimpy, the pole broke and he fell and broke his leg, and hurt his lower jaw	Captured Unenhloko	Department of Electrical Engineering Services	Electrical Engineering
JANUARY 2017										
Pay No	Name\Surname	ID number	Date Accident	Of	Finalised	Comment	Reason For Claim	Status on Unenhloko	Department	Section
	S K Mwelase	86091005372080	03/01/2017		No	Employer's Report, First Medical Report	There was a broken bottle in a plastic bag, when catching the plastic bag, the bottle cut his left arm	Captured Unenhloko	Community Services	Cleaning and Solid Waste
55418	Z E Kubeheka	8305285442088	04/01/2017		No	Employer's Report, First Medical Report	Truck was turning and steel door hit him on the right second finger	Captured	Community Services	Cleaning and Solid Waste
54971	S Mkhize	7305105519082	04/01/2017		No	Employer's Report	The truck was not closed, while the truck was moving, the door slapped him on the head and both arms	Captured	Community Services	Cleaning and Solid Waste
5518	B M Hlubi	7910065228085	09/01/2017		No	Employer's Report, ID Copy, First medical report	Driver hit the breaks while avoiding a collision with another car and Mr Hlubi hit the back of his head	Captured	Public Works and Basic Services	Public Works Maintenance and Basic structural
	L Mkhwanazi	9010110700085	24/01/2017		No	Employer's Report	While cutting grass, she was poked by a rusty wire on her left leg	Captured	Public Works and Basic Services	Public Works Maintenance and Basic structural
	X Gabuza	8306300922083	24/01/2017		No	Employer's Report	While cutting grass, a stone hit her right leg	Captured	Public Works and Basic Services	Public Works Maintenance and Basic structural

FEBRUARY 2017										
Pay No	Name/Surname	ID number	Date Accident	Of	Finalised	Comment	Reason For Claim	Status Umehluko	Department	Section
	L R Mlambo	7010290487083	09/02/2017		No	Employer's Report, Memorandum, ID Copy	In a moving truck she was sitting at the rear door of truck, truck went over speed hump and door opened and she fell on the road. She hit her back	Captured	Community Services	Parks and Gardens
	U Mpenbe	8903046395080	12/02/2017		No	Employer's Report, First Progress and Final Medical Report, ID copy	While cutting grass with a brush cutter, he hit a metal value box which was below grass the. The blade chipped and got stuck in his right index finger and was removed by undergoing an operation in hospital	Captured	Community Services	Parks and Gardens
MARCH 2017										
Pay No	Name/Surname	ID number	Date Accident	Of		Comment	Reason For Claim	Status Umehluko	Department	Section
	J L Hlatshwayo	6510102635085	02/03/2017		No	Employer's Report, Progress and Final Medical Report	While picking up litter outside the landfill site entrance, something blew on her face and burnt her face and right arm	Captured	Public Works Basic Services	Maintenance Landfill
55918	N I Nzuza	8110210903083	17/03/2017		No	Employer's Report, Memorandum, ID Copy	After filling petrol in the brush cutter, she picked it up on a slopy area and slipped and fell down. Hurt her ankle	Captured	Community Services	Parks and Gardens

Sheet1

55897	T Mishali	7606270952085	12/03/2017	No	Employer's Report, First medical report, ID copy	She was getting off the truck on site to load off tools. She slipped and fell over her left hand wrist	1057155	Community Services	Parks and Gardens
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[illegible]

MAY 2017										
Pay No	Name\Surname	ID number	Date Accident	Of	Finalised	Comment	Reason For Claim	Status	on Department	Section
55939	ND Mchunu	7307310686088	19/05/2017	No		Employer's Report, First Medical report, Medical certificate, ID copy	She was sitting on the back of the truck, truck went over speed hump and she went up and landed back at the back of truck and hurt her left ankle.	Umetluko Captured	Community Services	Parks and Gardens
1230	JJ O'reilly	6007305223082	29/05/2017	No		Employer's Report, First Medical report	He was heading cattle at night and he fell and something went into his eye	Captured	Community Services	Parks and Gardens
150	H Rakunmar	6210205117087	29/05/2017	No		Employer's Report, ID Copy	He was picking up paper and there was a broken chair in front of him. He fell on his left knee.	Captured	Finance	Credit control
JUNE 2017										
1230	JJ O'reilly	6007305223082	01/06/2017	No		Employer's Report, First Medical report	He was preparing to load cattle on a truck. While opening the gate on the side, the ramp hit him on his head and he broke his spectacles.	Umetluko Captured	Community Services	Parks and Gardens
55923	MM Sibisi	8310105365080	20/06/2017	No		Employer's Report, First Medical report, Progress Medical Report, ID copy	He was digging a hole for a cable and a stone hit him in the eye	Not captured	Department of Electrical Engineering Services	Electrical Engineering

**LEAVE REPORT: JUNE 2017
(DEPARTMENT CORPORATE SERVICES – HUMAN RESOURCE SECTION)****ROUTING**

LLF : 25/07/2017

PURPOSE

To inform the committee about leave report conducted for the month of June 2017.

BACKGROUND

Attached as Annexure 1 pages 2 is the Leave report for the month of June 2017 for information.

COMMENTS BY LEGAL SECTION

None

FINANCIAL IMPLICATIONS

LONG SERVICES	R 76 688. 47
8 DAYS LEAVE ENCASHMENT	R 36 278. 93

The cost to council is R 112 967. 40

**CONFIRMATION OF CREDIBILITY AND RELIABILITY OF INFORMATION: ACTING
EXECUTIVE DIRECTOR CORPORATE SERVICES**

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2. That should more information to the contrary to what was made available to the committee becomes available at a later stage, I reserve the right to revisit my findings."

FOR INFORMATION

P S MNTAKA
ACTING EXECUTIVE DIRECTOR CORPORATE SERVICES
(Mr S.J. Mzinyane) – Ext 1077
26 June 2017/sjm
Ref: 4/2/4

JUNE LEAVE REPORT

<u>Numbe r</u>	<u>PAY NO</u>	<u>NAME & SURNAME</u>	<u>I.D. NUMBER</u>	<u>DATE</u>	<u>DEPARTMENT</u>	<u>Classification</u>
1	341	N.N. Yende	5205120770086	31/05/2017	Infrastructure Services	Retirement
2	2048	S.M Ngwenya	6802135623082	31/05/2017	Community Services	Dis- Missed
3	1879	B.M. Xulu	6608125324081	30/06/2017	Infrastructure Services	Retirement
4	2280	D.M. Sithole	7902025532086	31/05/2017	Corporate Services	Contract Expired
5	259179	B.H. Mavuso	5506125313081	01/12/2003	Infrastructure Services	Leave Encashment
6	2206	A.P. James	9107060530080	01/01/2015	Corporate Services	Leave Encashment
7	1874	Z.J. Dlaedwa	6902065420086	02/04/2012	Corporate Services	Leave Encashment
8	1249	B.S. Vilakazi	7504058500082	01/11/2004	Corporate Services	Leave Encashment
9	402	N. Hutheram	5207145026080	14/07/1997	Corporate Services	Long Services
10	958	T.S. Sithole	6101105708085	15/06/1987	Corporate Services	Long Services
11	881	P.N. Hlatshwayo	6704280297087	01/07/1987	Corporate Services	Long Services
12	1466	N. Cassim	8801030073087	01/07/2007	Community Services	Long Services
13	110	N.P. Sokhela	7501120434089	10/03/1999	Corporate Services	Acting Allowance
14	139	Z.I. Sader	7806305157086	24/03/1997	Community Services	Acting Allowance
15	280	I. Singh	7202030159086	01/02/1995	Community Services	Acting Allowance
16	933	L.E. Maphisa	7402255309081	01/05/2000	Community Services	Acting Allowance

17	1261	L.M. Cele	5909305701085	01/02/2005	Community Services	Acting Allowance
18	1306	S.O. Hlatshwayo	8008105217082	03/10/2005	Infrastructure Services	Acting Allowance
19	1387	P.S. Mintaka	7403170315088	06/08/2005	Corporate Services	Acting Allowance
20	1553	P.S. Mkhize	9606125326084	01/03/2009	Development Services	Acting Allowance
21	1462	V.P.L. Mtshali	8006200594082	01/06/2007	Community Services	Acting Allowance
22	1568	L.C. Fourie	8501070131080	01/04/2009	Corporate Services	Acting Allowance
23	1633	N. Singh	8508265141089	01/12/2009	Finance	Acting Allowance
24	1635	J.Q. Hadebe	7009045862087	01/12/2009	Infrastructure Services	Acting Allowance
25	1958	M.G. Zondo	8406136024081	18/04/2013	Development Planning	Acting Allowance
26	1967	N.G.A. Khumalo	8609070267083	01/06/2013	Corporate Services	Acting Allowance
27	1976	P.K. Mavundla	8512140109089	01/06/2013	Infrastructure Services	Acting Allowance
28	2010	L.C. Mthonti	7510145431087	01/07/2013	Development Planning	Acting Allowance
29	2037	N.L. Siska	8706051089088	01/08/2013	Corporate Services	Acting Allowance
30	2207	T. Hadebe	8911110573086	01/02/2015	Corporate Services	Acting Allowance
31	2261	N.B. Sithole	8411280638082	01/06/2015	Municipal Manager	Acting Allowance
32	2167	S.S. Ngiba	6711040534089	01/03/2014	Corporate Services	Acting Allowance

33	2304	P.J. Zwane	6911145539088	01/09/2015	Corporate Services	Acting Allowance
34	2438	N.A. Shabalala	7811010498080	03/01/2017	Infrastructure Services	Acting Allowance

RETIREMENT (Pension)	2
RESIGNATION	N/A
DEATH	N/A
Termination	N/A
DIS-Missed	1
Long Services	4
End of Contract	N/A
Acting Allowance	22
Leave encashment	4
TOTAL	33

LEAVE REPORT: JULY 2017
(DEPARTMENT CORPORATE SERVICES – HUMAN RESOURCE SECTION)

ROUTING

LLF : 22/08/2017

PURPOSE

To inform the committee in respect of the leave report conducted for the month of July 2017.

BACKGROUND

Attached as Annexure A pages 1 - 3 is the Leave report for the month of July 2017 for information.

CHALLENGIES

None

COMMENTS BY LEGAL SECTION

None

RISK COMMENTS

None

FINANCIAL IMPLICATIONS

LEAVE ENCASHMENT	R 8 995. 26
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The cost to council is R 8 995. 26

CONFIRMATION OF CREDIBILITY AND RELIABILITY OF INFORMATION: ACTING EXECUTIVE DIRECTOR CORPORATE SERVICES

1. I hereby confirm that according to the information availed to me in respect of this item that to the best of my knowledge the information submitted to the committee is acceptable and that the relevant stakeholders were performing their tasks/duties according to the Auditor-General's instruction of 2011.
2. That should more information to the contrary to what was made available to the committee becomes available at a later stage, I reserve the right to revisit my findings."

FOR INFORMATION


P.S. MNTAKA

ACTING EXECUTIVE DIRECTOR CORPORATE SERVICES

(Mr S.J. Mzinyane) – Ext 1077

25 July 2017/sjm

Ref: 4/2/4

JULY LEAVE REPORT

<u>Number</u>	<u>PAY NO</u>	<u>NAME & SURNAME</u>	<u>I.D. NUMBER</u>	<u>DATE</u>	<u>DEPARTMENT</u>	<u>Classification</u>
1	402	N. Hutheram	5207145026080	14/07/1997	Infrastructure	Retirement
2	1164	Z.R Mnguni	6706165881083	20/03/2003	Infrastructure	Resignation
3	1281	Z.D Masinga	5705065623083	01/05/2005	Infrastructure	Early Retirement
4	2330	M.E Ndlovu	68121854780808	03/11/2015	Community Services	Contract Expired
5	2331	T.L Sithole	7401012451087	03/11/2015	Community Services	Contract Expired
6	2332	D.S Mbuyisa	7412135796084	03/11/2015	Community Services	Contract Expired
7	2333	Z.V Hlatshwayo	7706090791083	03/11/2015	Community Services	Contract Expired
8	2334	N.P Kubheka	7809050514089	03/11/2015	Community Services	Contract Expired
9	2335	Z.J.A Mavuso	6906096046083	03/11/2015	Community Services	Contract Expired
10	2357	V.P Thabethe	7702115797080	01/05/2016	Community Services	Contract Expired
11	259285	S.T Msomi	9110155386087	02/05/2013	Finance	Resignation
12	1500	G.T Memela	7405106140084	01/02/2008	Infrastructure	Leave Encashment
13	110	N.P Sokhela	75011205434089	10/03/1999	Corporate Services	Acting Allowance
14	139	Z.I Sader	7806305157086	24/03/1997	Community Services	Acting Allowance
15	280	I.Singh	7202030159086	01/02/1995	Community Services	Acting Allowance
16	933	L.E Maphisa	7402255309081	01/05/2000	Mayoral Office	Acting Allowance

17	1261	L.M Cele	5909305701085	01/02/2005	Community Services	Acting Allowance
18	1306	S.O Hlatshwayo	8008105217082	03/10/2005	Infrastructure	Acting Allowance
19	1387	P.S Mtaka	7403170315088	01/08/2006	Corporate Services	Acting Allowance
20	1553	P.S Mkhize	6906125326084	01/03/2009	Development Planning and Human Settlement	Acting Allowance
21	1462	V.P.L Mtshali	8006200594082	01/06/2007	Community Services	Acting Allowance
22	1568	L.C Fourie	8501070131080	01/04/2009	Community services	Acting Allowance
23	1635	J.Q Hadebe	8501070131080	01/04/2009	Community services	Acting Allowance
24	1958	M.G Zondo	8406136024081	18/04/2013	Development Planning and Human Settlement	Acting Allowance
25	1967	N.G.A Khumalo	8609070267083	01/06/2013	Corporate Services	Acting Allowance
26	2010	L.C Mthonti	7510145431087	01/07/2013	Development Planning and Human Settlement	Acting Allowance
27	2207	T. Hadebe	8911110573086	01/02/2015	Corporate Services	Acting Allowance
28	2261	N.B Sithole	8411280638082	01/06/2015	Mayoral Office	Acting Allowance
29	2167	S.S Ngiba	6711040534089	01/03/2014	Corporate Services	Acting Allowance
30	2438	N.A Shabalala	7811010498080	03/01/2017	Infrastructure	Acting Allowance

RETIREMENT (Pension)	2
RESIGNATION	2
DEATH	NIL
Termination	NIL
DIS-Missed	NIL
Long Services	NIL
End of Contract	7
Acting Allowance	18
Leave encashment	1
TOTAL	30

REPORT: TRAINING IMPLEMENTED IN THE ALFRED DUMA LOCAL MUNICIPALITY: JUNE 2017
(DEPARTMENT CORPORATE SERVICES – TRAINING SECTION)

ROUTING

LLF : 22 AUGUST 2017

PURPOSE

To inform the committee of training that was conducted during the month of June 2017.

BACKGROUND

1. INTERNSHIP

DEPARTMENT FINANCE

Four (4) Internship Students based in the Department Finance in both Income and Expenditure Sections were appointed.

1.1 Two (2) student's appointments were renewed from 1 October 2016.

1.2 Two (2) new students were appointed from 1 October 2016

The cost to Council was **R 40 524.25**

2. IN-SERVICE TRAINING STUDENTS

There were no in-service training students in June 2017.

3. WARD COMMITTEE TRAINING

Thirty Nine (39) Ward Committee members attended Ward Committee Training from 27 June 2017 to 29 June 2017.

The cost to Council was **R 271 206.00**

4. YOUTH MASS SKILLING PROGRAMME

Fourty (40) Graduates were employed in the Youth Mass Skilling Programme from March 2017 to February 2017. **Two (2)** graduates resigned and **Thirty (38)** Graduates are left.

The cost to council is **R 76 000.00**

THE TOTAL NUMBER OF EMPLOYEES WHO ATTENDED TRAINING DURING THE MONTH OF JUNE 2017 = 83

THE TOTAL COST TO COUNCIL FOR THE MONTH OF JUNE 2017 WAS R387 730.25

CHALLENGES

Nil

LEGAL COMMENTS

Noted

RISK COMMENTS

None

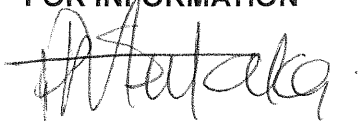
FINANCIAL IMPLICATIONS

The total cost to council regarding training for the month of June 2017 was **R 387 730.25**

CONFIRMATION OF CREDIBILITY AND RELIABILITY OF INFORMATION: ACTING EXECUTIVE DIRECTOR CORPORATE SERVICES

1. I hereby confirm that according to the information availed to me in respect of this item that to the best of my knowledge the information submitted to the committee is acceptable and that the relevant stakeholders were performing their tasks/duties according to the Auditor-General's instruction of 2011.
2. That should more information to the contrary to what was made available to the committee becomes available at a later stage I reserve the right to revisit my findings.

FOR INFORMATION



P S MNTAKA

ACTING - EXECUTIVE DIRECTOR: CORPORATE SERVICES

Ref. Ms S D Mtshali ext. 1081

24 July 2017

4/4/4/1

REVIEW: MIGRATION AND PLACEMENT POLICY AND PROCEDURAL FRAMEWORK (DEPARTMENT CORPORATE SERVICES – HUMAN RESOURCES SECTION)

ROUTING

MCM	:	20/06/2017
MCM	:	25/07/2017
SSPC	:	16/08/2017
LLF	:	22/08/2017
EXCO	:	24/08/2017
COUNCIL	:	31/08/2017

PURPOSE

To request Committee to support the reviewed Migration and Placement Policy and Procedural Framework

BACKGROUND

Council adopted the Migration and Placement Policy and Procedural Framework on 24 November 2016, LC31/11/2016.

Clause 8, Subsection 8.1.1 reads as follows:-

Travel Costs in accordance with Rates and Procedures of the Subsistence and Travel Approved Policy of the Municipality for an agreed upon period, however of no more than three months (from original place of residence to workstation required to report to).

ADDITIONAL INFORMATION

The following amendments has been done by the Acting Executive Director Corporate Services :-

Travel Costs in accordance with Rates and Procedures of the Subsistence and Travel Approved Policy of the Municipality for an agreed upon period, however of no more than four (4) months (from original place of residence to workstation required to report to).

The policy served at Management meeting of 20 June 2017, however the Unions requested a meeting to discuss the attached policy before submission to Council for adoption.

At a meeting held with Unions on 13 July 2017 the following amendments were made:-

8.1.2 Reference is made to point 2 of Council resolution LC 31/11/2016 which reads:-

That exceptional cases affecting the relocation of the Migration Placement Policy and Procedural Framework in respect of affected employees be referred to the Accounting Officer for consideration as and when they arise.

- 8.1.3 That exceptional cases of employees that were instructed to report at different workstations prior to the adoption of the Migration and Placement Policy and Procedural Framework in respect of affected employees be referred in writing to the accounting officer for consideration.**

Attached as Annexure A- pages 1 to 10 is the reviewed Migration and Placement Policy and Procedural Framework.

CHALLENGES

Nil

COMMENTS BY LEGAL SECTION

The recommendations by the Acting Executive Director Corporate Services are supported.

RISK COMMENTS

The Migration and Placement collective agreement will ensure that a fair and consistent approach is followed. Transparency will be enhanced as unions will form part of the process, therefore the item is noted and supported.

FINANCIAL IMPLICATIONS

In terms of the Business Plan, the Municipal Demarcation and Transitional Grant made provision of R500 000.00. Costs can be paid subject to the availability of funds in accordance with the Business Plan.

CONFIRMATION OF CREDIBILITY AND RELIABILITY OF INFORMATION: ACTING EXECUTIVE DIRECTOR CORPORATE SERVICES

1. I hereby confirm that according to the information availed to me in respect of this item that to the best of my knowledge the information submitted to the committee is acceptable and that the relevant stakeholders were performing their tasks/duties according to the Auditor-General's instruction of 2011.
2. That should more information to the contrary to what was made available to the committee becomes available at a later stage, I reserve the right to revisit my findings.

RECOMMENDATION BY THE ACTING EXECUTIVE DIRECTOR CORPORATE SERVICES

1. That Committee support the reviewed Migration and Placement Policy and Procedural Framework in respect of the Alfred Duma Local Municipality.
2. That the Policy be submitted to EXCO for support and to Council for adoption.

RECOMMENDATIONS MCM : 20/06/2017

That the reviewed Migration and Placement Policy and Procedural Framework in respect of the Alfred Duma Local Municipality be supported and that Managers submit further input before Friday, 23 June 2017 before submission to the Local Labour Forum, Support Services Portfolio Committee and EXCO for support and to Council for adoption.

RECOMMENDATIONS MCM : 25/07/2017

1. That Management supports the reviewed Migration and Placement Policy and Procedural Framework in respect of the Alfred Duma Local Municipality and provide input by no later than Friday, 28 July 2017.
2. That the reviewed Migration and Placement Policy be submitted to the Support Services Portfolio Committee, Local Labour Forum, and EXCO for support and to Council for adoption.

FURTHER RESOLVED

3. That the Acting Executive Director Corporate Services indicates to the Executive Director Finance (CFO) for which months claims should be submitted.

RECOMMENDATIONS SSPC : 16/08/2018

Will be reported verbally at the meeting.

FOR CONSIDERATION



P S MNTAKA

ACTING EXECUTIVE DIRECTOR: CORPORATE SERVICES

(Reference: S D HLOPHE)

14/08/2017/ap

4/1/P

ALFRED DUMA LOCAL MUNICIPALITY



MIGRATION AND PLACEMENT POLICY AND PROCEDURAL FRAMEWORK

COMPILED BY: S D HLOPHE – 27 SEPTEMBER 2016

ADOPTED : 24 NOVEMBER 2016

LC: 31/11/2016

DATE OF NEXT REVIEW:

1. INTRODUCTION

- 1.1 The local government environment, together with the needs of the communities that the Alfred Duma local Municipality serves, demanded that it re-evaluate the manner in which it delivers services to these communities. As a means of ensuring that communities are provided with effective, efficient and accessible services, Alfred Duma local municipality is obliged to continuously transform into a service orientated town of excellence.
- 1.2 The Kwazulu-Natal Provincial Government has initiated a merger between the Emnambithi/Ladysmith Municipality and Indaka Local Municipality, the purpose of which is to enhance organisational effectiveness and efficiency, and to achieve optimum, equitable and sustainable service delivery for the community.
- 1.3 Since the creation of new service delivery models and organisational structures will affect employees, the policy is aimed to minimize possible service disruption and alleviate employee uncertainties, with the view to achieving a sound, fair and transparent process that will see the placement of staff into new structures.
- 1.4 This Policy and Procedural Framework applies to:
 - All permanent staff members of the municipality impacted upon by: restructuring and/or re-determination of municipal boundaries: where staff members have to report to different workstations, than where they originally required to report upon their appointment: and the change is of such an extent therefore that they need to geographically relocate their place of residence for ease of commuting to and from their workstation and/or to lessen financial implications of such a change.

The Alfred Duma Local Municipality may from time-to-time, and in accordance with operational imperatives need to:

- re-structure, which may have implications for staff.; and/or
- Structure itself in a particular manner as a consequence of municipal boundary re-demarcation processes to enable service delivery in the most effective, efficient, and financially viable manner.

Key Elements and Principles of this framework are as follows:

- Any restructuring or implications as a consequence of municipal boundary re-demarcation of staff shall be consistent with applicable labour relations, human resource and all other applicable legislation and policies.: including the all policies of the municipality including but not limited to the Placement Policy, and Transfer Policy;
- The framework shall not be used to grant additional remuneration;

- The framework shall not be used to address salary disparities;
- Where a municipality is disestablished and staff are therefore incorporated to another existing municipality, and/or two municipalities are merged to form a newly established municipality, then such staff movement is to take effect in term of Section 197 of the Labour Relations Act (LRA), and the approved Placement Policy guiding the process, and staff impacted upon to such an extent that they needed to geographically relocate their place of residence, then this framework will have relevance.
- Each case is dealt with individually by Heads of Departments in consultation with the Chief Financial Officer, providing consolidated departmental reports to the Management Committee for consideration and inputs, and resolution.

This Framework is underpinned by the following principles:

- **Transparency:** Promoting openness, sincerity and honesty among all the role players in the process.
- **Flexibility:** The ability to make room for change for the benefit of the process.
- **Accountability:** The assumption by all role-players in the process of full responsibility for their individual actions and conduct as well as a willingness and commitment to implement, abide by and communicate as necessary all measures and decisions in the course of the process.
- **Integration:** This framework is integrated with mainstream policies and services, such as the IDP process, service delivery planning and budgeting: and importantly financial viability.
- **Integrated Development Plans:** The IDP is a key consideration informing whether there was an operational imperative for the change, which has impacted to such an extent on the staff member that they need to geographically relocate their place of residence.
- **Sound Operating and Economic Reasons:** Any restructuring or structuring exercise which impacts on the need for staff residential relocation should be based upon sound operating and economic reasons: thoroughly motivated to relevant structures for consideration.

DEFINITIONS AND ACRONYMS

All key words and conceptions contained herein are as defined in the relevant legislation and in these definitions unless the context indicates otherwise:

EXCO - Executive Committee of Council.

- LLF** - Local Labour Forum: a formal structure within municipalities with the function of being the structure of consultation regarding labour and related matters.

Municipal Manager (MM) Section 54 -

The head of the administration and accounting officer of the municipality and appointed by the Council in terms of S82 of the Municipal Structures Act.

Placement – is the process of placement in a post on the staff establishment of the Alfred Duma Local Municipality.

Section 56 Manager - A Manager whose employment is in terms of Section 56 of the Local Government Municipal Systems Act, Act 32 of 2000 (Section 56 Manager).

2. PURPOSE

- 2.1 This document provides for a framework: policy and procedure for the uninterrupted continuation of seamless service delivery through recognizing the need for permanent staff, which have the necessity to relocate their place of residence, to be reimbursed for such expenses as defined by the framework.
- 2.2 This framework also gives effect to the pursuit of a re-organization process in response to either organizational imperatives restructuring and/or the re-demarcation of municipal boundaries which have led to the disestablishment of and incorporation into, or merging of two municipalities with implications for permanent staff with regards to their places of residence.
- 2.3 This framework further provides for the involvement of Trade Unions and Management Structures on all matters pertaining to staff movement in the pursuit of organizational re-engineering and re-positioning.

3. SCOPE AND APPLICATION

This policy and procedural framework applies to all permanent employees currently employed by any of the merged municipalities who are or who may potentially be affected by the changes to the Municipality's current organisational structure, in terms of the merger of the Emnambithi/Ladysmith municipality and the Indaka Local Municipality.

4. OBJECTIVES

To provide a framework: at both principle and procedural levels, for a credible approach towards the dealings with human resource and related matters during

restructuring processes and/or the management of implications of municipal re-demarcation processes.

5. POLICY STATEMENT

5.1 The Alfred Duma Local Municipality Migration and Placement Policy and Procedural Framework is designed to enable a sound, credible, prescriptively compliant, enabling organizational development and seamless service delivery framework to guide the implementation of reimbursement of certain costs as a consequence of restructuring and/or structure processes in response to operational imperatives.

5.2 It is intended to guide the processes and ensure maximum objectivity, fairness and transparency.

6. LEGISLATIVE FRAMEWORK

6.1 This policy are committed to fulfilling the requirements of the following, but not limited to, prescripts:

- 6.1.1 The Local Government: Municipal Systems Act (32 of 2000 and 2011 as Amended);
- 6.1.2 The Public Administration Act, 2014;
- 6.1.3 The Municipal Structures Act No 117 of 1998 as Amended;
- 6.1.4 Local Government Municipal Finance Management Act, 2003;
- 6.1.5 Employment Equity Act;
- 6.1.6 Skills Development Act;
- 6.1.7 Labour Relations Act;
- 6.1.8 Local Government: Municipal Demarcation Act (27 of 1998);
- 6.1.9 South African Local Government Bargaining Council Constitution.
- 6.1.10 All Collective, including, the Main Collective Agreement and Collective Agreement on Conditions of Services, concluded under the auspices of the South African Local Government Bargaining Council.
- 6.1.11 All relevant Municipal Policies such as, but not limited to, Placement and Transfer Policies.
- 6.1.12 The Municipal Integrated Development Plan.

7. PROCEDURE

All matters pertaining to staff consideration for reimbursement as defined applicable by this Policy shall only be dealt with after approval of the restructuring/structuring initiative by the Council or any such Structures prescriptively established for such processes, and will be dealt with in line with the provisions appearing herein. For process management reasons, strategy approval, organogram development

(alignment to strategy) and staff placement and/or movement/transfer will therefore constitute linked but separate sub-processes within the bigger process of re-organization.

7.1 APPLICATION FOR CONSIDERATION FOR REIMBURSEMENT DUE TO GEOGRAPHICAL RELOCATION OF PLACE OF RESIDENCE

The Duly Completed Subsistence and Travelling Form shall be submitted to the employees Head of Department.

7.1.1 The relocation form, as attached, must be completed by the relevant permanent staff member requesting reimbursement in accordance with this Framework. The form must be supported by relevant supporting documentation i.e. Placement Letter in the case of municipal boundary re-demarcation and proof of current residence, or Minutes of Meeting/Formal Communication from Head of Department and proof of current residence with original letter of appointment/communication regarding workstation location and/or reporting workstation.

7.1.2 The form shall be accompanied by a Sworn Affidavit certified by a Duly Authorized Commissioner of Oaths.

7.1.3 The Head of Department must verify the form submitted with regards to its general applicability for consideration in terms of the framework: i.e. if there is such structuring and/or restructuring as per the framework, and either continue with further considerations or formally communicate in writing with the employee with regards to their form not meeting the first consideration and reasons, and therefore not proceeding further within the process.

7.1.4 The Head of Department shall in line with the placement letters issued to the employees, there is sufficient budget available to reimburse the employee and that all internal procedures have been complied with to ensure that once the form is submitted and verified it can be paid.

7.2 CONSIDERATION

Every attempt shall be made to minimize additional expenses being incurred by permanent employees with regards to their places of residence -related costs as a result of changes organizationally introduced which differed from their original appointment. The following must be considered

- 7.2.1 A change in the work situation of the employee, which is due to the need to report to a different workstation which is in a different geographical area: which should be no less than 20kms from the original reporting workstation, due to organizational imperatives, which has financial implications for the employee, and
- 7.2.2 The employee needs to move/re-locate their place of residence to enable ease of fulfilling their work functions as a consequence of the above, and

8. REIMBURSEMENT COSTS

- 8.1 The following costs may be considered for reimbursement should the staff member be legible for reimbursement in accordance with this framework:
 - 8.1.1 Travel Costs in accordance with Rates and Procedures of the Subsistence and Travel Approved Policy of the Municipality for an agreed upon period, however of no more than four months (from original place of residence to workstation required to report to).
 - 8.1.2 Reference is made to point 2 of Council resolution LC 31/11/2016 which reads:-

That exceptional cases affecting the relocation of the Migration Placement Policy and Procedural Framework in respect of affected employees be referred to the Accounting Officer for consideration as and when they arise.
 - 8.1.3 That exceptional cases of employees that were instructed to report at different work stations prior to the adoption of Migration and Placement Policy and Procedural Framework in respect of affected employees be referred in writing to the accounting officer for consideration.
 - 8.1.4 Furniture Removal/transporting Costs, based on three credible removal company quotations (with necessary insurance, and duly registered and tax compliant) obtained by the Supply Chain Management Business Unit: based on information provided in the application and certified by a Commissioner of Oaths. These costs specifications include transporting the goods from the original place of residence (as per evidence in the initial Application) and new place of residence (as per evidence: Rental Agreement and/or Sale/Purchase Agreement).

8.2 The following costs shall not be considered for reimbursement and shall not be reimbursed to the staff member:

8.2.1 Packing of kitchenware and clothing costs related to the removals, and provision of boxing will not be included in the costs considered for reimbursement.

8.2.2 Storage of furniture and household goods and related costs.

8.2.3 Insurance Related costs associated with the removals.

9. OBJECTION PROCEDURE

9.1 An employee who is not satisfied with the HOD or Management decision and who wishes to object to such decision, may lodge an objection within fourteen (14) working days of the receipt of the decision with the Head of Department of Corporate Services who shall consider the objection in accordance with this Framework, and if the Departmental Head is confident that the Framework was applied as intended then will engage the staff member in attempt to resolve the matter as per the resolution of the Management Committee, whatever the outcome the Head of Corporate Services shall compile a report which is tabled at the Management Committee for noting.

9.2 The Head of Corporate Services shall consider the objection, taking into account the points raised by the objector and the criteria, processes and procedures of the relevant policies.

9.3 The objections shall be considered within fourteen (14) days of submission to the Head of Corporate Services.

9.4 Should the employee not be satisfied with the outcome of the intervention by the Head of Corporate Services, the employee may take up a formal dispute in accordance with due process and procedures.

10. COMMUNICATION

Once adopted this Framework is to be communicated widely, using a variety of communication methods, including but not limited to, publishing on the website, emailing to all staff and available copies to all heads of departments, to ensure staff are aware of the policy.

11. COMMENCEMENT AND REVIEW

- 11.1 This framework shall come into effect on the date of adoption by the Municipal Council: having followed due consultative processes and policy establishment procedures.
- 11.2 This framework shall be reviewed annually or as and when deemed necessary by the Management Committee.

12. ROLES AND RESPONSIBILITIES

The Municipal Manager accepts overall responsibility for implementation and monitoring of the framework, including the necessary reporting.

13. NON COMPLIANCE

Non Compliance of this Framework shall be viewed as misconduct and be dealt with in accordance with the Municipality's Disciplinary Code, as well as the grievance procedure.

14. INTERPRETATION

- 14.1 All words contained in this policy shall have an ordinary meaning attached thereto, unless the definition or context indicates otherwise.
- 14.2 Any dispute on interpretation of this policy shall be declared in writing by any party concerned. Any such shall be referred to the Local Labour Forum for adjudication.
- 14.3 If the party concerned is not satisfied with the interpretation, a dispute may then be pursued with the South African Local Government Bargaining Council/ Arbitration.

15. COMPLIANCE AND ENFORCEMENT

Non-Compliance shall, where applicable, be addressed through the SALGBC Regulations.

APPLICATION FOR PAYMENT OF RELOCATION COST IN LINE WITH MIGRATION AND PLACEMENT POLICY AND PROCEDURE FRAMEWORK

PART A

NAME OF CLAIMANT _____ (PAY NO) _____
 DEPARTMENT _____
 DESIGNATION _____
 CURRENT PLACE OF RESIDENCE _____
 COST DUE TO PLACEMENT AT THE ALFRED DUMA LOCAL MUNICIPALITY _____

PART B

THE COMPLETED FORM MUST BE ACCOMPANIED BY THE FOLLOWING:-

1. PROOF OF RESIDENCE
2. AFFIDAVIT SIGNED TO SUBSTANTIATE REASONS FOR THE CLAIM WITH COST IMPLICATIONS
3. COPY OF LETTER OF PLACEMENT AT ALFRED DUMA LOCAL MUNICIPALITY

PART C

HEAD OF DEPARTMENT TO COMPLETE:

DATE WHEN THE EMPLOYEE FIRST REPORTED FOR DUTY AT THE LADYSMITH OFFICES _____

APPLICATION SUPPORTED ☐ NOT SUPPORTED ☐

COMMENTS _____

SIGNATURE _____ DATE _____

PART D

MANAGER HUMAN RESOURCE AGAINST PLACEMENT EXERCISE

APPLICATION SUPPORTED ☐ NOT SUPPORTED ☐

COMMENTS _____

SIGNATURE _____ DATE _____

PART E

TO BE CERTIFIED BY THE EXECUTIVE DIRECTOR CORPORATE SERVICES

APPLICATION SUPPORTED ☐ NOT SUPPORTED ☐

SIGNATURE _____ DATE _____

PART F

APPROVED BY MUNICIPAL MANAGER

SIGNATURE _____ DATE _____

PROPOSED MINIMUM SERVICES AGREEMENT FOR ALFRED DUMA LOCAL MUNICIPALITY
(DEPARTMENT: CORPORATE SERVICES - HUMAN RESOURCES SECTION)

ROUTING

MCM	-	25/07/2017
SSPC	-	16/08/2017
LLF	-	22/08/2017
EXCO	-	24/08/2017
COUNCIL	-	31/08/2017

PURPOSE

To request Committee to scrutinise the proposed Minimum Services Agreement in respect of the Alfred Duma Local Municipality and provide input.

BACKGROUND

In terms of the Constitution of the Republic of South Africa Labour Relations Act No 66 of 1995 and Regulations adopted in 1995, Section 23 stipulates that every employee has the right to strike.

Section 65 (1)(d) stipulates that no person may take part in a strike if that person is engaged in an essential service or a maintenance service.

In terms of Section 213 of the Labour Relations Act No 66 of 1995 and Regulations essential services are those services that, if interrupted, may endanger the life, personal safety or health of the whole or part of the population.

Essential services is defined as not the employees, industry or institution but only those employees truly performing essential services should be prohibited from striking.

The Essential Services Committee has the power to monitor the implementation and observance of essential services determinations.

To promote effective dispute resolution by encouraging parties to find creative ways of resolving disputes in essential services.

A Minimum Service Agreement is a collective agreement in terms of which the employer and employees (or their trade union) identify and agree on providing a minimum quantity and quality of essential services during industrial action.

The Minimum Service Agreement will be for a period of three (3) years upon signature of all stakeholders.

Grievance procedures will be followed to address issues of dispute applicable to Local Government employees.

In terms of Section 65(1)(d) of the Labour Relations Act No 66 of 1995 and Regulations, the Minimum Service Agreement must be ratified in order to be valid and binding on the parties.

The agreement must be signed by the Municipal Manager as well as Representatives of SAMWU and IMATU.

Attached is **Annexure 4 - pages 1 to 12** for consideration.

ADDITIONAL INFORMATION

Department Public Works and Basic Services advised as follows:-

The functions associated with the Municipal Landfill Site also forms part of the Essential Services rendered to the Community and if these activities are not addressed timeously, this could have serious implications on the communities health and the environment at large.

Based on the above, please include the following job designation's and number of staff required on the Minimum Services Agreement.

PUBLIC WORKS AND BASIC SERVICES – LANDFILL SITE

Post designation of Employees performing essential services in the LANDFILL SITE	Number of employees per post designation who perform essential services	Number of employees that have to be at work as part of the minimum service in event of a strike	Number of employees in the designated essential service who may participate in the strike
Technical Assistant	01	01	0
Heavy Plant Operator	03	01	02
Heavy Duty Driver	01	01	0

PUBLIC WORKS AND BASIC SERVICES – ROADS AND STRUCTURAL

Post designation of Employees performing essential services in the ROADS AND STRUCTURAL SECTION	Number of employees per post designation who perform essential services	Number of employees that have to be at work as part of the minimum service in event of a strike	Number of employees in the designated essential service who may participate in the strike
Superintendent	02	02	0
Foreman	03	03	0
Artisans	08	02	06
General Workman	04	02	02

CHALLENGES

Nil

COMMENTS LEGAL SECTION

The recommendations by the Acting Executive Director: Corporate Services is supported.

RISK COMMENTS

The process of consultation on matters that affect employees seeks to eliminate confrontation and dispute.

FINANCIAL IMPLICATIONS

Nil

CONFIRMATION OF CREDIBILITY AND RELIABILITY OF INFORMATION: ACTING EXECUTIVE DIRECTOR CORPORATE SERVICES

1. I hereby confirm that according to the information availed to me in respect of this item that to the best of my knowledge the information submitted to the committee is acceptable and that the relevant stakeholders were performing their tasks/duties according to the Auditor-General's instruction of 2011.
2. That should more information be contrary to what was made available to the committee become available at a later stage, I reserve the right to revisit my findings.

RECOMMENDATIONS BY THE ACTING EXECUTIVE DIRECTOR: CORPORATE SERVICES

1. To request Committee to scrutinise the proposed Minimum Services Agreement in respect of the Alfred Duma Local Municipality and provide input.
2. That the Minimum Service Agreement be submitted to the Essential Services Committee for ratification.
3. That the Municipal Manager be authorised to sign the Minimum Services Agreement on behalf of Council.
4. That disputes be addressed in terms of the grievance procedure applicable to Local Government employees.
5. That the Minimum Service Agreement be valid for a period of three (3) years upon signature of all stakeholders.
6. That the Minimum Service Agreement be communicated to all staff members employed by Council.
7. That the adopted Minimum Service Agreement be displayed on all notice boards.
8. That the draft proposed Minimum Services Agreement in respect of Alfred Duma Local Municipality be supported to EXCO for adoption by Council.

RECOMMENDATIONS MCM : 25/07/2017

1. That Managers submit input in respect of the Proposed Minimum Services Agreement to the Acting Executive Director Corporate Services by not later than Thursday, 27 July 2017.
2. That the Minimum Services Agreement be submitted to the Essential Services Committee for ratification.

3. That the Municipal Manager be authorised to sign the Minimum Services Agreement between the Alfred Duma Local Municipality and the Unions (South African Municipal Workers Union - SAMWU and Independent Municipal and Allied Trade Union - IMATU).
4. That disputes be addressed in terms of the grievance procedure applicable to Local Alfred Duma Local Municipality.
5. That the Minimum Services Agreement be valid for a period of three (3) years from date of signature by all stakeholders.
6. That the Minimum Services Agreement be communicated to all staff members employed by the Alfred Duma Local Municipality.
7. That the adopted Minimum Services Agreement be displayed on all notice boards.
8. That should no input be received by the due date in paragraph (1) above, the draft proposed Minimum Services Agreement be submitted to the Support Services Portfolio Committee, Local Labour Forum and EXCO for support and to Council for adoption.

FURTHER RESOLVED

9. That it be noted that the Executive Director Finance enquired what impact it could have on essential services that need to carry on during a strike action, when the stores staff members for instance, would go on a strike; this to be discussed outside this meeting.

RECOMMENDATIONS SSPC : 16/08/2017

Will be reported verbally at the meeting.

FOR CONSIDERATION



P S MNTAKA
ACTING EXECUTIVE DIRECTOR: CORPORATE SERVICES
(Mr S D Hlophe - Ext 1001)
14 August 2017/ap -5/5/1/3

ANNEXURE 4

Minimum Services Agreement made and entered into between:

ALFRED DUMA LOCAL MUNICIPALITY (Insert name of the Municipality)

(Hereby referred to as "the Employer")

ON THE ONE HAND

AND

South African Municipal Workers Union, and

Independent Municipal and Allied Trade Union

(Hereinafter referred to as the "trade unions")

ON THE OTHER HAND

IN TERMS OF SECTION 72 OF THE LABOUR RELATIONS ACT, 66 OF 1995

1. INTRODUCTION

- 1.1 The parties acknowledge and recognise that in terms of section 23 of the Constitution of the Republic of South Africa, Act 108 of 1996 (the Constitution), every employee has the right to strike, noting, however, that constitutional rights may be limited in terms of section 36 of the Constitution.
- 1.2 Section 65 of the Labour Relations Act, 66 of 1995 ("the Act") provides that no employee may take part in a strike or a lock-out (or in any conduct in contemplation or furtherance of a strike or a lock-out) if that employee is engaged in an essential or maintenance service.
- 1.3 The Act provides for the establishment of an Essential Services Committee to conduct investigations and make designations on whether the whole or part of a service is essential.
- 1.4 An Essential Services Committee has been established under the auspices of the Commission for Conciliation, Mediation and Arbitration, ("the CCMA").
- 1.5 The Essential Services Committee has designated the services set out in paragraph 3 below as essential services. These services, if interrupted, would endanger the life, personal safety and/or health of the whole or part of the population.
- 1.6 Section 72 of the Act requires parties to negotiate and conclude collective agreements that provide for the maintenance of minimum services in the designated essential services.
- 1.7 The parties to this agreement, as set out above, have negotiated on the issue and have reached agreement on the minimum services that have to be maintained in the designated essential service in the event of a strike or lock-out and wish to reduce the said agreement to writing.

Now therefore, the parties agree as follows:

2. ESSENTIAL SERVICES

- 2.1 For the purpose of this agreement and any future agreement pursuant hereto, an essential service is defined in the Act as *"a service, the interruption of which endangers the life, personal safety or health of the whole or any part of the population."*
- 2.2 Not all the services provided by the Employer are *per se* essential services.

- 2.3 Employees who work in those essential services that have been identified as minimum service employees, in terms of this agreement, may not strike or be subjected to a lock-out. They are, however, not required to perform the work of non-minimum service employees during such a strike or lock-out.
- 2.4 Similarly, employees who may participate in industrial action in terms of this agreement may not be subjected to disciplinary action for participating in protected strike action, except in the case of misconduct committed during the course of such protected strike action as aforesaid.

3. DESIGNATED ESSENTIAL SERVICES

- 3.1 The following services provided by the Employer have been designated as essential by the Essential Services Committee (as Gazetted on 12 September 1997 in Government Gazette 18276, Number 1216):
 - 3.1.1 Municipal traffic services and policing;
 - 3.1.2 the generation, transmission and distribution of power;
 - 3.1.3 fire-fighting; and
 - 3.1.4 the following parts of sanitation services:
 - (a) the collection of refuse of an organic nature;
 - (b) the collection and disposal of refuse at a disposal site; and
 - (c) the collection of refuse left uncollected for 14 (fourteen) days or longer, including domestic refuse and refuse on public roads and open spaces.
- 3.2 Notwithstanding the above designation, employees engaged in a designated essential service and who perform non-essential functions, the interruption of which do not directly endanger the life, personal safety or health of the whole or any part

- 3.3 In the event that during the course of a strike affecting the operations of the employer, a party asserts that a service or services not defined as *per se* essential in terms of paragraph 3.1 above, has become an essential service due to circumstances, the parties shall meet within 24 hours of written notice by any of them to the other(s) calling for such a meeting in an attempt to reach agreement on whether the service(s) in question is/are indeed essential and if so what minimum level of services is required.
- 3.4 In the event that no agreement is reached at the meeting so convened (whether due to the absence of any party, or otherwise) the matter may be dealt with in terms of Section 73 of the Act, read with regulation 9 of the ESC Regulations.
- 3.5 The question of essential services during the course of a disaster declared in terms of the Disaster Management Act 57 of 2002 shall be dealt with in accordance with that Act.

4. REPLACEMENT LABOUR

- 4.1 The employer hereby waives and abandons the right to take on replacement or additional labour in order to provide a service in addition to the minimum service levels agreed in respect of any service determined to be an essential service pursuant to paragraph 3 above.
- 4.2 The waiver above will not affect the right of the employer to take on replacement labour or additional labour in respect of those services not classified as essential services in the context of paragraph 3 above.
- 4.3 Notwithstanding the aforesaid, in the event of employees failing to abide by the terms of this agreement on minimum services, then the waiver and abandonment referred to in paragraph 4.1 above shall be of no force and effect, provided that the employer shall give the trade union parties in question 48 hours written notice to correct any such failure before the aforesaid is implemented.

5. INTEREST DISPUTES IN ESSENTIAL SERVICES

Section 74 of the Act shall apply to all employees who may not participate in strike action in terms of this agreement, subject to the provisions of section 72 (6) of the Act.

6. DURATION OF AGREEMENT

This agreement shall come into effect from the date of ratification by the Essential Services Committee and shall remain in force for the period of 3 (three) years.

7. REVIEW AND AMENDMENT OF AGREEMENT

- 7.1 This agreement may be reviewed on an annual basis to consider the following:

- (a) To ascertain whether or not there has been any change in the nature or extent of the designated essential service provided and whether or not such changes require a change to the staffing levels indicated;
- (b) To give effect to any revision of the current essential service designations by the Essential Services Committee; and
- (c) The effect of vacancies on the approved organogram in the designated essential services.

7.2 In the event of any amendments having been made to this agreement, the amended agreement shall be returned to the Essential Services Committee for ratification.

8. IMPLEMENTATION

The parties agree that after signature hereof, this agreement shall be forwarded, as soon as possible, to the Essential Services Committee for ratification.

9. COMMUNICATION AND AWARENESS

Parties to this agreement shall ensure that all affected employees are informed and made aware of the contents of this agreement in a manner that is accessible to all occupational levels of employees.

10. DISPUTE RESOLUTION

- 10.1 Any dispute regarding the interpretation and application of this agreement shall be dealt with in terms of section 24 of the Act. If there is a dispute about the interpretation or application of this agreement any party may refer the matter to the Council for resolution in terms of the dispute resolution procedure of the Council.
- 10.2 The parties shall not be precluded from agreeing on any amendments to this agreement prior to its date of termination. In the event that any party declines to negotiate on any proposed amendment, or if the parties cannot come to an agreement on any proposed amendment, the dispute resolution provisions set out in sections 72 (8) and 73 (1) (d) of the Act shall apply.
- 10.3 Parties that conclude a framework agreement on minimum services but cannot agree on the number of employees that will form the minimum services, may request the Essential Services Committee to determine the level of minimum services required to deliver the essential services in the event of a strike or lock-out notice being given. The Essential Services Committee undertakes to determine the minimum services on an urgent basis,

however, the strike or lock-out may not commence until such time as the minimum service has been determined by the Committee.

11. ESSENTIAL SERVICES WORKING GROUP

11.1 The parties agree to the establishment of an Essential Services Working Group.

11.2 The working group shall comprise of three persons representing the Employer and three persons representing the trade unions.

11.3 The terms of reference of the Working Group shall be:

- (a) The monitoring, evaluation and ongoing review of this agreement;
- (b) The evaluation of the effectiveness of this MSA's after a strike;
- (c) Ensure that this agreement and any amendment thereto is submitted to the Essential Services Committee for ratification.

12. WHOLE AGREEMENT

The parties agree that this agreement, and the annexures hereto, constitutes the whole agreement between them and no other agreement or amendments hereto or agreement concluded pursuant to the provisions hereof shall be of any force and effect unless reduced to writing and signed by or on behalf of the relevant parties.

13. GENERAL

The parties agree that no indulgence and/or relaxation of the terms of this agreement will constitute a waiver of that party's rights.

Thus done and signed at _____ on this the ____ day of
_____ 20____ (in the presence of the undersigned witnesses)

For the Employer

Insert name of duly authorised representative

Signature

Thus done and signed at _____ on this the ____ day of
_____ 20____ (in the presence of the undersigned witnesses)

For SAMWU

Insert name of duly authorised representative

Signature

Thus done and signed at _____ on this the ____ day of
_____ 20____ (in the presence of the undersigned witnesses)

For IMATU

Insert name of duly authorised representative

Signature

ANNEXURE 4.1

MINIMUM SERVICES AGREEMENT FOR

NAME OF MUNICIPALITY: ALFRED DUMA LOCAL MUNICIPALITY

Designated Essential Service (as per Government Gazette)	Number of Employees on the staff structure (organogram) of the Employer that perform Essential Services (per designated service)	Post designations of Employees that perform Essential Services	Number of Employees employed in the designated essential service (per post designation)
	194	Fire Prevention Officers	4
		Manager Public Safety	1
		Assistant Manager Disaster	1
		Superintendent Traffic	1
		Protection Officers	20
		Assistant Manager Solid Waste and Cleansing	1
		General Workers refuse removal	66
		Drivers Refuse removal trucks	11
		Control Room Attendants	6
		Camera Room Attendants	12
		Driver/Grader Operator TLB	2
		General Workers (Cemetery Workers)	15
		General Workers (Pound)	4
		Booking Officer	1
		Caretakers	4
		Manager Energy Management (control officer 132kv/11kv)	1
		Manager Distribution	1
		Electricians	17
		Senior Meter Reader	1
		Senior Clerical Assistant (Switchboard)	1
		General Workers	14

		Public Works Manager: Maintenance	1
		Heavy Plant Operator	2
		General Worker	5

ANNEXURE 4.2

MINIMUM SERVICES AGREEMENT FOR

NAME OF MUNICIPALITY: ALFRED DUMA LOCAL MUNICIPALITY

Designated essential services in terms of the Government Gazette	Department/Section that the employee performing essential services is employed in	Post designations of employees performing the essential service in the department/section	Number of employees, per post designation, who perform essential services	Number of employees that have to be at work as part of the minimum service in the event of a strike	Number of employees in the designated essential service who may participate in the strike
	DEPARTMENT: COMMUNITY SERVICES	Fire Prevention Officers Manager Public Safety Assistant Manager Disaster Superintendent Traffic Protection Officers Assistant Manager Solid Waste and Cleansing General Workers refuse removal Drivers Refuse removal trucks Control Room Attendants Camera Room Attendants Driver/Grader Operator TLB General Workers (Cemetery Workers) General Workers (Pound) Booking Officer	4 1 1 1 20 1 66 11 6 12 2 15 4 1	2 1 1 1 6 1 30 4 3 4 1 5 2 1	0 0 0 0 6 0 31 5 4 6 1 7 2 0
	DEPARTMENT ELECTRICAL ENGINEERING	Manager Energy Management (control officer 132kv/11kv) Manager	1 1	1 1	0 0

		Distribution Electricians	17	5	7
		Senior Meter Reader	1	1	0
		Senior Clerical Assistant (Switchboard)	1	1	0
		General Workers	14	4	4
	DEPARTMENT PUBLIC WORK AND BASIC SERVICES	Public Works Manager:	1	1	0
		Maintenance Heavy Plant Operator	2	1	1
		General Worker	5	2	3

ANNEXURE 4.3
MINIMUM SERVICES AGREEMENT FOR
NAME OF MUNICIPALITY: ALFRED DUMAL LOCAL MUNICIPALITY

Designated Essential Service in terms of Government Gazette	Post designations/categories of employees performing Essential Services	Motivation (The parties are required to motivate the agreed to minimum services, per category of employee, to the satisfaction of the Essential Services Committee). Parties have to clearly demonstrate that despite this agreement and in the event of a protected strike, there shall be no endangerment to the life, personal safety or health of any person affected by the service.
	Fire Prevention Officers	
	Manager Public Safety	
	Assistant Manager Disaster	
	Superintendent Traffic	
	Protection Officers	
	Assistant Manager Solid Waste and Cleansing	
	General Workers refuse removal	
	Drivers Refuse removal trucks	
	Control Room Attendants	
	Camera Room Attendants	
	Driver/Grader Operator TLB	
	General Workers (Cemetery Workers)	
	General Workers (Pound)	
	Booking Officer	
	Manager Energy Management (control officer 132kv/11kv)	
	Manager Distribution	
	Electricians	
	Senior Meter Reader	
	Senior Clerical Assistant (Switchboard)	
	General Workers	
	Public Works Manager: Maintenance	
	Heavy Plant Operator	
	General Worker	