

# WORKSHEET – (DCORPS) DEPARTMENTAL MANAGEMENT MEETING RESOLUTIONS – 5<sup>TH</sup> JANUARY 2017

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**TO :**

- DIRECTOR: CORPORATE SERVICES**
- ASSISTANT DIRECTOR: (ADMIN)**
- ASSISTANT DIRECTOR: (HR)**
- ASSISTANT DIRECTOR: (IT)**
- ASSISTANT DIRECTOR: (LEGAL)**
- MANAGER (FACILITIES)**
- MANAGER (HR SALARIES & BENEFITS)**
- MANAGER: HR STAFFING**
- SKILLS DEVELOPMENT FACILITATOR**
- OCCUPATIONAL HEALTH & SAFETY OFFICER**
- SERVER AND NETWORK ADMINISTRATOR**

**PLEASE ATTEND TO THE RESOLUTIONS BEFORE THE NEXT MEETING**

**5. MATTERS ARISING FROM THE PREVIOUS MEETING**

Res. No.	SUBJECT	RESPONSIBLE PERSON
<b>PHALABORWA RUGBY CLUB (IMPALA PARK STADIUM)</b>		
	That it <b>be noted</b> that the SLA for the Rugby Club has been drafted and we are <b>waiting</b> for the Valuer to tell us how much they must pay.	LEGAL ADVISOR
	That it <b>be noted</b> that the valuation of the Rugby Club House has been forwarded to the Valuers and that we are still waiting for feedback.	ASST. DIR. ADMIN
	That the Assistant Director: Admin <b>reported</b> that DPD confirmed that they have received the documentation and it is in progress.	ASST. DIR. ADMIN
	<b>The Assistant Director Planning &amp; Human Settlement informed us that the valuation of the Rugby Club will be included in the supplementary valuation roll.</b>	ASST. DIR. ADMIN

<b>FIRE ARM POLICY</b>		
	That CFO has been instructed to finalise the requisition on the purchase of firearms and the training of Traffic Officers.	ASST. DIR. (HR)
<b>IT REPORT</b>		
	Numerous follow up with the SCM has been made and that advice is that the matter will be attended to .  That IT ensure that tenders are done before the expiry of contracts in order to avoid audit findings.	ASST. DIR (IT)  ASST. DIR (IT)  ASST DIR (IT)
<b>PENSION FUND FOR COUNCILLORS</b>		
	That Assistant Director (HR) submitted a memo to the Office of the Speaker regarding Councillors who are not responding to join a Pension fund.  That the Assistant Director HR wrote a memo to the Mayor, Speaker and Chief Whip.  The Speaker responded to the memo and also informed Councillor's in the Council meeting that they must join the pension fund.	ASST DIR (HR)  ASST DIR (HR)
<b>WIRELESS SOLUTION CONTRACT</b>		
	That the Assit Director (IT) ensure that the contract with Bush Guru is Legal the requisition for wireless at Selwane and Gravelotte has been submitted in January 2017	ASST. DIR (IT)
<b>MAYOR'S BOARD ROOM</b>		
	That the process of changing the Mayoral Parlour into a Board Room <b>be prioritized</b> .  That it <b>be noted</b> that Asst. Dir. (Admin) received a quotation from Ackerman Houtwerke and has been submitted to DTS.  That the Assistant Director Admin make a follow up with the DTS regarding the board room and Lulekani	ASST. DIR (ADMIN)    ASST DIR (ADMIN)

	Fencing.	
<b>EXPERIENTIAL TRAINING</b>		
	That the Assistant Director HR finalize the specifications.	ASST DIR (HR)
	That the Assistant Director IT put it on the website.	ASST DIR (IT)
<b>TENDER &amp; SUPPLY OF PPE'S</b>		
	That the PPE's were received only waiting for golf shirts, dry mac's and overalls.	OHS OFFICER
<b>MONTHLY REPORT FOR JANUARY 2017</b>		
	That a session to deal with the Organisational Structure be arranged with Senior Management.	ASST. DIR. (HR)  OHS OFFICER
<b>LEAVE BALANCES</b>		
	That the policy on leave forfeiture has served in Senior Management.  That the Policy on Leave Forfeiture be taken to the next level.	MANAGER HR & SALARIES BENEFITS
<b>CODE OF CONDUCT</b>		
	That the memo was submitted to the Office of the Speaker regarding councilors that have not yet signed the Code of Conduct. No response has been received.  That the Code of Conduct be brought to the next Portfolio meeting.	MANAGER SKILLS DEVELOPMENT  ASST DIR (HR)  ASST DIR (HR)
<b>SKILLS AUDIT</b>		
	That Manager Skills Development has submitted the Skills Audit for Councillors to Assistant Director HR.  That it be noted that the Skills Audit report for employees has been submitted to the DCORPS.  That the Assistant Director HR provide the DCORPS with the skills audit for councilors in a hard and soft copy.	MANAGER SKILLS DEVELOPMENT   ASST DIR (HR)

<b>TRAINING OF COUNCILLORS</b>		
	<p>That The DPD has received a memo to workshop Councillors on PMS and the SDBIP.</p> <p>That the memo was written to Coghsta waiting for confirmation.</p> <p>That the SDF check the WSP before sending employees for training in order to avoid Training of Councillors and Officials on programmes.</p>	<p>ASST. DIR. (HR)</p> <p>MANAGER SDF</p>
<b>TRAINING OF MANAGERS &amp; SUPERVISORS ON GRIEVANCE HANDLING</b>		
	<p>That the Assistant Director (Legal) to arrange training to start with Senior Managers and the lower level will be trained by the Chief Legal Officer on Grievance handling.</p>	<p>ASST. DIR. (LEGAL)</p>

## 6. NEW MATTERS

### 6.1 MONTHLY REPORT FOR JANUARY 2017

<b>MONTHLY REPORT FOR JANUARY 2016</b>		
	<p>That the monthly report for January 2017 BE NOTED</p>	
<b>PROGRESS ON RISK MANAGEMENT IMPLEMENTATION FOR JANUARY 2017</b>		
	<p>That the Risk Management Implementation for January 2017 BE NOTED.</p>	
<b>CIVIL &amp; LABOUR CASES REGISTER FOR JANUARY 2017</b>		
	<p>That the Civil &amp; Labour Cased Register for December 2016 BE NOTED.</p>	
<b>OHS REPORT FOR JANUARY 2017</b>		
	<p>That the OHS Report for December 2016 BE NOTED.</p> <p>That the OHS Officer <b>DO AN INSPECTION</b> at Impala Park Sports Hall to check whether the air conditioners are in a working condition.</p> <p>That Technical Services <b>BE INFORMED</b> that the Committee Room will be occupied until end of February 2017, therefore they cannot continue with the refurbishing of the Committee room regarding the emergency exit.</p>	<p><b>OHS</b></p>

<b>APPOINTMENTS FOR JANUARY 2017</b>		
	That the Appointments for January 2017 BE NOTED.	
<b>VACANCY RATE FOR JANUARY 2017</b>		
	That the Vacancy Rate for January 2017 BE NOTED.	
<b>LEAVE REPORT FOR JANUARY 2017</b>		
	That the Leave Report for January 2017 BE NOTED.	
<b>LEAVE BALANCES FOR JANUARY 2017</b>		
	That the Leave Balances for January 2017 BE NOTED.	
<b>OVERTIME REPORT FOR JANUARY 2017</b>		
	That a the Overtime report for January 2017 BE NOTED.	
<b>IT PROGRESS REPORT FOR JANUARY 2017</b>		
	<p>That the IT Report for January 2017 BE NOTED.</p> <p>The Briefing session has been held and Submission to appoint Bid Evaluation committee has been send to MM for Signature</p> <p>That it <b>BE NOTED</b> that we have challenges with toners for printers.</p> <p>That specification for toners was submitted to Supply Chain Management but they bought wrong toners.</p> <p>That Assistant Director IT <b>GIVE PROGRESS</b> on repeated findings on the IT audit report to DCORPS. – <b>weekly meeting held to clear and maintain the PoE for the finding</b></p> <p>That meeting on the EDMS is scheduled for the 1<sup>st</sup> March 2017</p>	ASST DIR IT
<b>EXPENDITURE REPORT FOR JANUARY 2017</b>		
	That the Expenditure report for January 2017 BE NOTED.	
<b>COMPLIANCE CHECKLISTS</b>		
	That the Compliance Checklists BE NOTED.	

<b>WORKSHEET FOR IMPLEMENTATION OF COUNCIL RESOLUTIONS</b>		
	That worksheet for implementation of Council Resolutions BE NOTED.	
<b>B2B REPORT</b>		
	That the B2B Report BE NOTED.  That the Back to Basic Report be forwarded to the PMS Manager.	
<b>FINANCIAL RECOVERY PLAN</b>		
	That the Financial Recovery Plan BE NOTED.  That the Financial Recovery Plan be forwarded to Assistant Director Financial Planning & Reporting.	
<b>CELLPHONE POLICY</b>		
	That the Cellphone & 3G Card Policy BE NOTED.  That the Assistant Director HR forward the Cellphone & 3G Card Policy to the HRD.	<b>ASST DIR (HR)</b>
<b>REPORT ON OVERTIME WITH TECHNICAL SERVICES</b>		
	That the report on Overtime meeting with Technical Services BE NOTED.  That the report on overtime was tabled at Senior Management and adopted	<b>ASST. DIR. (HR)</b>
<b>MAYORAL BURSARY POLICY</b>		
	That the draft Mayoral Bursary policy be noted.  That inputs on the draft Mayoral Bursary be submitted to the Assist Dir HR	<b>ASST DIR (HR)</b>

**7. REMARKS**

None.

**8. CLOSURE**

The meeting adjourned at 09h30.

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CHAIRPERSON