

# **BA-PHALABORWA LOCAL MUNICIPALITY**



## **MONTHLY REPORT: CORPORATE SERVICES February 2017**



***“Provision of quality services for community well-being and  
tourism development”***

***The Home of Marula and Wildlife Tourism***

## Introduction

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The development, implementation and monitoring of a Service Delivery and Budget Implementation Plan (SDBIP) is required by the Municipal Finance Management Act (MFMA). In terms of Circular 13 of National Treasury, “the SDBIP gives effect to the Integrated Development Plan (IDP) and budget of the municipality and will be possible if the IDP and budget are fully aligned with each other, as required by the MFMA.”

As the budget gives effect to the strategic priorities of the municipality it is important to supplement the budget and the IDP with a management and implementation plan. The SDBIP serves as the commitment by the Municipality, which includes the administration, council and community, whereby the intended objectives and projected achievements are expressed in order to ensure that desired outcomes over the long term are achieved and these are implemented by the administration over the next twelve months.

The SDBIP provides the basis for measuring performance in service delivery against quarterly targets and implementing the budget based on monthly projections. Circular 13 further suggests that “the SDBIP provides the vital link between the mayor, council (executive) and the administration, and facilitates the process for holding management accountable for its performance. The SDBIP is a management, implementation and monitoring tool that will assist the mayor, councillors, municipal manager, senior managers and community.”

## Legislation

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The Municipal Finance Management Act (MFMA) defines a Service Delivery and Budget Implementation Plan (SDBIP) as: a detailed plan approved by the mayor of a municipality in terms of section 53 (1) (c) (ii) for implementing the municipality's delivery of municipal services and its annual budget, and which must indicate-

- (a) Projections for each month of-
  - (i) revenue to be collected, by source; and
  - (ii) operational and capital expenditure, by vote;
- (b) Service delivery targets and performance indicators for each quarter

Section 53 of the MFMA stipulates that the Mayor should approve the SDBIP within 28 days after the approval of the budget. The Mayor must also ensure that the revenue and expenditure projections for each month and the service delivery targets and performance indicators as set out in the SDBIP are made public within 14 days after their approval.

The following National Treasury prescriptions, in terms of MFMA Circular 13, are applicable to the Ba-Phalaborwa Local Municipality:

1. Monthly projections of revenue to be collected by source
2. Monthly projections of expenditure (operating and capital) and revenue for each vote<sup>1</sup> \*
3. Quarterly projections of service delivery targets and performance indicators for each vote
4. Ward information for expenditure and service delivery
5. Detailed capital works plan broken down by ward over three years

## Methodology And Content

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The development of the SDBIP was influenced by the Priorities, Strategic Objectives, Programme Objectives and Strategies contained in the IDP ensuring progress towards the achievement thereof. The SDBIP of the Ba-Phalaborwa Local Municipality (BLM) is aligned to the Key Performance Areas (KPAs) as prescribed by the Performance Management Guide for Municipalities of 2001, with the addition of Spatial Rationale as another KPA to be focused upon.

The methodology followed by BLM in the development of the SDBIP is in line with the Logic Model methodology proposed by National Treasury as contained in the Framework for Managing Programme Performance Information.



## Strategic Intent

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### **Vision:**

***“Provision of quality services for community well-being and tourism development***

### **Mission:**

***“To provide quality infrastructure and affordable services, promote sustainable economic growth, financial viability, sound administration and accountable governance”***

### **Values**

- Efficiency and effectiveness;
- Accountability;
- Innovation and creativity;
- Professionalism and hospitality;
- Transparency and fairness;
- Continuous learning and
- Conversation conscious

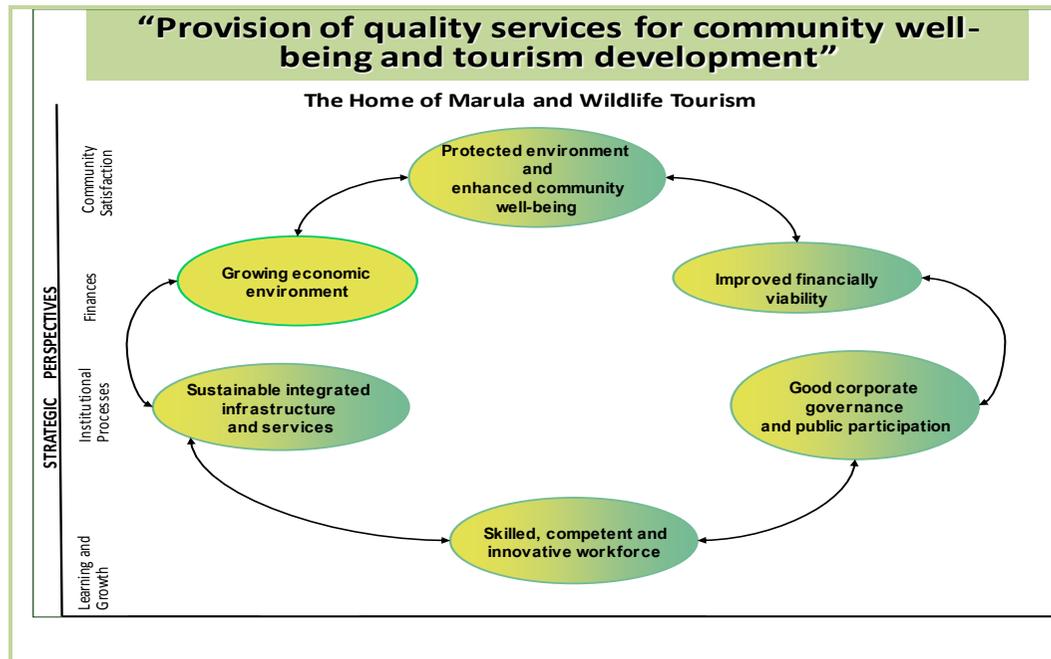
### **Strategic objectives:**

- Promotion of local economy
- Provision of sustainable integrated infrastructure land services
- Sustain the environment
- Improve financial viability
- Good corporate governance and public participation and
- Attract, develop and retain best human capital

Slogan:

*“The home of Marula and wildlife tourism”*

*The strategic objectives are spread across the four perspectives as indicated through the strategic map below:*



**KPA 3:**

**MUNICIPAL FINANCIAL VIABILITY  
AND MANAGEMENT**

**KPA 3: Municipal Financial Viability and Management 5%**

PMS No. & Performance Area	Cluster	IDP Objective	Key Performance Indicator	Unit of Measurement	Responsible Manager	Baseline (30/06/16)	Annual Target 30/06/17	Budget	2016/17 Quarterly Projections				Evidence Required
									1 <sup>ST</sup> Quarter (1 Jan – 30 Mar 31)	Actual Performance End February 2017	Remarks	Challenges/Interventions	
<b>3.1 Financial Viability</b>													
3.1.1	Governance and administration	Improve financial viability	Budget expenditure	R-value and % of Budget spent	Director Corporate Services	100%	100%		25%	DCORPS=  ADMIN =  IT =  HR =			

**KPA: 5**

**MUNICIPAL TRANSFORMATION &  
INSTITUTIONAL DEVELOPMENT**

KPA 5: Municipal Transformation and Institutional Development 45%												
PMS No. & Performance Area	Cluster	IDP Objective	Key Performance Indicator	Responsible Manager	Baseline (30/06/16)	Annual Target 30/06/17	Budget	2016/17 Quarterly Projections				Evidence Required
								1 <sup>ST</sup> Quarter (1 Jan – 30 Mar 31)	Actual Performance End February 2017	Remarks	Challenges/Interventions	
<b>5.1 Organisational Design &amp; Human Resource</b>												
5.1.1	Good governance and administration	Attract, develop and retain best human capital	Number of Reviewed of Municipal Organisational structure by 30/06/17	Director Corporate Services	1	1	Opex	n/a				Council resolution on Reviewed organisational structure with dates
5.1.2	Good governance and administration	Attract, develop and retain best human capital	Number of attendance registers to Finance submitted to Finance	Director Corporate Services	12	12	Opex	3		Submitted on the 5 <sup>th</sup> September 2016.		Proof of submission
5.1.3	Good governance and administration	Attract, develop and retain best human capital	Capturing of leave forms within 3 days of submission	Director Corporate Services		Within 3 days of submission	Opex			The following is the leave recorded for the month of September 2016:  Vacation leave = 347 days.  Sick leave = 147 days.  Maternity leave = 22 days.  Family responsibility leave = 29 days.		Dated proof of submission

**KPA 5: Municipal Transformation and Institutional Development 45%**

PMS No. & Performance Area	Cluster	IDP Objective	Key Performance Indicator	Responsible Manager	Baseline (30/06/16)	Annual Target 30/06/17	Budget	2016/17 Quarterly Projections				Evidence Required
								1 <sup>ST</sup> Quarter (1 Jan – 30 Mar 31)	Actual Performance End February 2017	Remarks	Challenges/Interventions	
										Long service leave = 210 days.  Encashed leave 48 days.		
5.1.4	Good governance and administration	Attract, develop and retain best human capital	Submission of overtime before 10 <sup>th</sup> of each month	Director Corporate Services	The 10 <sup>th</sup> of each month	The 10 <sup>th</sup> of each month	Opex	The 10 <sup>th</sup> of each month		Overtime claims were submitted on the 5 <sup>th</sup> September 2016.		Dated proof of submission
5.1.5	Good governance and administration	Attract, develop and retain best human capital	Number of Departmental Safety meetings held by 30/06/17	Director Corporate Services	11	11	Opex	3	3	Meeting was held on the 29 <sup>th</sup> September 2016		Agenda, safety minutes
5.1.6	Good governance and administration	Attract, develop and retain best human capital	Deadline for submission of safety findings addressed by the 20 <sup>th</sup> of each month	Director Corporate Services	20 <sup>th</sup> of each month	20 <sup>th</sup> of each month	Opex	20 <sup>th</sup> of each month		Submitted on the 20 <sup>th</sup> September 2016.		Dated proof of submission
5.1.7	Good governance and administration	Advance good corporate governance	Number of HR policies reviewed by 30/06/17	Director Corporate Services	6 policies reviewed	8 policies	Opex					Council Resolutions on Reviewed policies and copies of Reviewed Policies.
5.1.8	Good governance and	Attract, develop and retain best human capital	Number of vacant positions to be filled by 30/06/2017	Director Corporate Services	25	20 positions to be filled	Opex					Appointment letters; appointment register, details of new employees

KPA 5: Municipal Transformation and Institutional Development 45%												
PMS No. & Performance Area	Cluster	IDP Objective	Key Performance Indicator	Responsible Manager	Baseline (30/06/16)	Annual Target 30/06/17	Budget	2016/17 Quarterly Projections				Evidence Required
								1 <sup>st</sup> Quarter (1 Jan – 30 Mar 31)	Actual Performance End February 2017	Remarks	Challenges/Interventions	
	administration											and copies of adverts
5.1.9	Good governance and administration	Attract, develop and retain best human capital	Number of section 57 positions to be filled	Director Corporate Services		1 position to be filled	Opex			The position of Chief Financial Officer was shortlisted on the 30 <sup>th</sup> September 2016.		Appointment letters; appointment register
<b>5.2 Employment Equity</b>												
5.2.1	Good governance and administration	Advance good corporate governance	Number of employees from previously disadvantaged groups appointed in the three highest levels of management as per EEP(PL 0,2,3)	Director Corporate Services	1	4 positions to be filled.	Opex	4 positions to be filled		No appointment in this category in the month of September 2016.		Appointment letters; appointment register, Proof of Disadvantaged Employees
<b>5.3 Skills Development</b>												
5.3.1	Good governance and administration	Attract, develop and retain best human capital	Reviewed and submission of Skills Development Plan by 30/04/17	Director Corporate Services	1	1	Opex	n/a				WSP & proof of submission to LG SETA
5.3.2	Good governance and administration	Attract, develop and retain best human capital	1% of municipal budget allocated for work place skills plan for 2016/17 budget	Director Corporate Services	R1,5m	R2,8 m	R2,8m	700		The following programs were implemented in the month of September 2016:  <b>SECRETARIES DAY</b>		Expenditure reports; implementation reports

**KPA 5: Municipal Transformation and Institutional Development 45%**

PMS No. & Performance Area	Cluster	IDP Objective	Key Performance Indicator	Responsible Manager	Baseline (30/06/16)	Annual Target 30/06/17	Budget	2016/17 Quarterly Projections				Evidence Required
								1 <sup>ST</sup> Quarter (1 Jan – 30 Mar 31)	Actual Performance End February 2017	Remarks	Challenges/Interventions	
										<p>Seven delegates attended from the 7<sup>th</sup> to the 9<sup>th</sup> of September 2016.</p> <p><b>LIASA CONFERENCE</b></p> <p>One delegate attended on the 1<sup>st</sup> of September 2016.</p> <p><b>POPI COMPLIANCE FOR HR AND LEGAL</b></p> <p>Three learners attended from the 15<sup>th</sup> to the 16<sup>th</sup> of September 2016.</p> <p><b>SALGA CONFERENCE</b></p> <p>Nine Councillors and</p>		

KPA 5: Municipal Transformation and Institutional Development 45%

PMS No. & Performance Area	Cluster	IDP Objective	Key Performance Indicator	Responsible Manager	Baseline (30/06/16)	Annual Target 30/06/17	Budget	2016/17 Quarterly Projections				Evidence Required
								1 <sup>ST</sup> Quarter (1 Jan – 30 Mar 31)	Actual Performance End February 2017	Remarks	Challenges/Interventions	
										Municipal Manager attended from the 20 <sup>th</sup> to the 21 <sup>st</sup> of September 2016.  <b>GARTNER SYMPOSIUM</b>  Two delegates attended from the 26 <sup>th</sup> to the 28 <sup>th</sup> of September 2016.  <b>LIBRARY INFORMATION SCIENCE</b>  Four learners attended from the 12 <sup>th</sup> to the 16 <sup>th</sup> of September 2016.  <b>RISK FACILITATION</b>  Two learners		

KPA 5: Municipal Transformation and Institutional Development 45%

PMS No. & Performance Area	Cluster	IDP Objective	Key Performance Indicator	Responsible Manager	Baseline (30/06/16)	Annual Target 30/06/17	Budget	2016/17 Quarterly Projections				Evidence Required
								1 <sup>st</sup> Quarter (1 Jan – 30 Mar 31)	Actual Performance End February 2017	Remarks	Challenges/Interventions	
										attended from the 27 <sup>th</sup> to the 28 <sup>th</sup> of September 2016.  <b>DMISA CONFERENCE</b>  One delegate attended from the 21 <sup>st</sup> to the 23 <sup>rd</sup> of September 2016.  <b>SOCIAL MEDIA COMMUNICATION SKILLS</b>  One learner attended from 22 <sup>nd</sup> to the 25 <sup>th</sup> September 2016.  <b>COUNCILLORS INDUCTION</b>  Thirty six councillors were inducted by		

**KPA 5: Municipal Transformation and Institutional Development 45%**

PMS No. & Performance Area	Cluster	IDP Objective	Key Performance Indicator	Responsible Manager	Baseline (30/06/16)	Annual Target 30/06/17	Budget	2016/17 Quarterly Projections				Evidence Required
								1 <sup>ST</sup> Quarter (1 Jan – 30 Mar 31)	Actual Performance End February 2017	Remarks	Challenges/Interventions	
										<p>SALGA from the 12<sup>th</sup> to the 16<sup>th</sup> of September 2016.</p> <p><b>WATER AND SANITATION (MVULA TRUST)</b></p> <p>Learners are attended classes using a schedule this month is from the 26<sup>th</sup> to the 30<sup>th</sup> of September 2016.</p> <p><b>YOUTH JOBS ON WASTE</b></p> <p>Learners are allocated workplace under community Services department (Environmental section) until May 2017.</p>		

**KPA 5: Municipal Transformation and Institutional Development 45%**

PMS No. & Performance Area	Cluster	IDP Objective	Key Performance Indicator	Responsible Manager	Baseline (30/06/16)	Annual Target 30/06/17	Budget	2016/17 Quarterly Projections				Evidence Required
								1 <sup>ST</sup> Quarter (1 Jan – 30 Mar 31)	Actual Performance End February 2017	Remarks	Challenges/Interventions	
5.5.1	Good governance and administration	Good corporate governance and public participation	Number of scheduled Senior Management meetings held by 30/06/2017	Director Corporate Services	11	22	Opex	6	6	Meeting held on the 7 <sup>th</sup> September 2016 and continued on the 8 <sup>th</sup> September 2016.		Minutes for senior management meetings
5.5.1	Good governance and administration	Advance good corporate governance	Number of scheduled departmental meetings held by 30/06/2017	Director Corporate Services	11	11	Opex	3	3	Meeting held on the 5 <sup>th</sup> September 2016.		Departmental minutes , attendance registers
5.5.2	Good governance and administration	Advance good corporate governance	Number of scheduled departmental portfolio committee meeting successfully held by 30/06/2017	Director Corporate Services	11	11	Opex	3	4	2 Meetings held on 9 <sup>th</sup> and 14 <sup>th</sup> September 2016.		Portfolio committee minutes
5.5.3	Good governance and administration	Advance good corporate governance	Signing of Annual performance agreement S54& 56 Managers	Director Corporate Services	6	6	Opex	6	5	25/07/2016		Signed performance agreement

**KPA 6:**

**GOOD GOVERNANCE & PUBLIC  
PARTICIPATION**

**KPA 6: Good Governance and Public Participation 50%**

PMS No. & Performance Area	Cluster	IDP Objective	Key Performance Indicators	Responsible Manager	Baseline (30/06/16)	Annual Target 30/06/17	Budget	2016/17 Quarterly Projections				Evidence Required
								1 <sup>ST</sup> Quarter (1 Jan – 30 Mar 31)	Actual Performance End January 2017	Remarks	Challenges/ Interventions	
<b>6. 1 Council and Executive Management</b>												
6.1.1	Good governance and administration	Advance good corporate governance	Number of scheduled Council meetings held by 30/06/2017	Director Corporate Services	7	7	Opex	4	5	1 Special Council meetings held 29 <sup>th</sup> September 2016.		Minutes of council meetings
6.1.2	Good governance and administration	Advance good corporate governance	Number of scheduled Exco meetings held by 30/06/2017	Director Corporate Services	11	11	Opex	3	6	1 Ordinary Exco meeting held on 28 <sup>th</sup> September 2016 and 1 Special Exco meeting held on 29 <sup>th</sup> September 2016.		Minutes of EXCO meetings
6.1.2 A	Good governance and administration	Advance good corporate governance	Number of resolution registers (worksheets) sessions sent. (Implementation of Council Resolution)	Director Corporate Services	6	7	Opex	4	5	Worksheet for the Special Council meetings were distributed on 30 September 2016.		Register of Council resolutions
6.1.2. B	Good governance and administration	Advance good corporate governance	Deadline for submission of items/reports for Senior management	Director Corporate Services	11	3 days prior to the meeting	Opex	3 days prior to the meeting	Snr Mgnt 6 days prior and Exco 16 days prior.	E-mail for cut-off date for reports for Senior Management	Joleen to update it.	Dated proof of submission

**KPA 6: Good Governance and Public Participation 50%**

PMS No. & Performance Area	Cluster	IDP Objective	Key Performance Indicators	Responsible Manager	Baseline (30/06/16)	Annual Target 30/06/17	Budget	2016/17 Quarterly Projections				Evidence Required
								1 <sup>ST</sup> Quarter (1 Jan – 30 Mar 31)	Actual Performance End January 2017	Remarks	Challenges/Interventions	
			/EXCO							nt was sent on 1 <sup>st</sup> September 2016 and 12 September 2016 for Exco.		
<b>6.2 Public Participation and Ward committees</b>												
6.2.1	Good governance and administration	Enhance stakeholder involvement	Number of IDP Rep Forum meetings attended by 30/06/2017	Director Corporate Services	6	6	Opex	2		No meeting held in September 2016.		Attendance registers, agendas, invitations
6.2.1 a	Good governance and administration	Enhance stakeholder involvement	Number of IDP Steering Committee meetings attended by 30/06/2017	Director Corporate Services	6	6	Opex	2		No meeting held in September 2016.		Attendance registers, agendas, invitations
6.2.1 b	Good governance and administration	Enhance stakeholder involvement	Number of IDP Technical Committee meeting attended by 30/06/2017	Director Corporate Services	6	6	Opex	2		No meeting held in September 2016.		Attendance registers, agendas, invitations
6.2.1 c	Good governance and administration	Enhance stakeholder management	Number of meetings attended for public participation & imbizos by 30/06/2017	Director Corporate Services	4	4	Opex	1	1	No Public Participation or Imbizo held in September 2016.		Attendance register
6.2.1 d	Good governance and	Enhance stakeholder management	Submission of responses to batho pele	Director Corporate Services	-	Within 7days of issue of Batho Pele Report	Opex	Within 7days of issue of	Submitted report within 2	No issues referred to Corporate		Dated proof of submission and

**KPA 6: Good Governance and Public Participation 50%**

PMS No. & Performance Area	Cluster	IDP Objective	Key Performance Indicators	Responsible Manager	Baseline (30/06/16)	Annual Target 30/06/17	Budget	2016/17 Quarterly Projections				Evidence Required
								1 <sup>ST</sup> Quarter (1 Jan – 30 Mar 31)	Actual Performance End January 2017	Remarks	Challenges/ Interventions	
	administration		report within 7days of issue to Office of the MM					Batho Pele Report	working days.	service during month of September 2016.		memorandum for submission to office of the MM
<b>6.3 Corporate Governance</b>												
6.3.3	Good governance and administration	Advance good corporate governance	Number of reviewed code of conduct by 30/06/2017	Director Corporate Services	1	1	Opex	n/a				Reviewed code of conduct
6.3.15	Good governance and administration	Advance good corporate governance	Number of LLF meetings held by 30/06/20157	Director Corporate Services	11	11	Opex		1	The LLF meeting was held on the 27 <sup>th</sup> September 2016.		Minutes of LLF
<b>6.4 Information Technology</b>												
<b>6.4 Internal Audit &amp; Audit Committee</b>												
6.4.1	Good governance and administration	Advance good corporate governance	Number of Audit Committee meetings attended by 30/06/2017	Director Corporate Services	7	7	Opex	2	1	No AC meeting was held in September 2016.		Minutes, attendance register
6.4.3	Good governance and administration	Advance good corporate governance	% implementation of Audit Committee resolutions	Director Corporate Services	-	100%	Opex	100%				Audit committee resolution register
6.4.4	Good governance and administration	Advance good corporate governance	% implementation of Internal Audit	Director Corporate Services	-	75%	Opex	75%				Internal Audit Follow-up report

**KPA 6: Good Governance and Public Participation 50%**

PMS No. & Performance Area	Cluster	IDP Objective	Key Performance Indicators	Responsible Manager	Baseline (30/06/16)	Annual Target 30/06/17	Budget	2016/17 Quarterly Projections				Evidence Required
								1 <sup>ST</sup> Quarter (1 Jan – 30 Mar 31)	Actual Performance End January 2017	Remarks	Challenges/Interventions	
	n		recommendations									
6.4.5	Good governance and administration	Advance good corporate governance	Number of quarterly POEs submitted to Internal Audit	Director Corporate Services	4	4	Opex	1				Dated proof of submission to Internal Audit.
6.4.6	Good governance and administration	Good corporate governance and public participation	% of audit queries addressed	Director Corporate Services	75%	100%	Opex	100%	100%			Audited AG Action Plan
6.4.7	Good governance and administration	Good corporate governance and public participation	% of audit queries addressed ( 2015/16 Audit Report)	Director Corporate Services	75%	80%	Opex	n/a				AG Action Plan
6.4.8	Good governance and administration	Advance good corporate governance	Number of audit file prepared and submitted for AG audit to Internal Audit	Director Corporate Services	-	1	Opex	1				Dated proof of submission
<b>6.7 Risk Management &amp; Security management</b>												
6.7.2	Governance and Administration	Advance good corporate governance	Number of Departmental Risk register implemented by 30/06/17	Director Corporate Services	11	11	Opex	3	3			Monthly Departmental Strategic Risk Register
6.7.3	Good governance and administration	Advance good corporate governance	Number of risk committee meetings attended by 30/06/17	Director Corporate Services	4	4	Opex	2				Minutes, attendance registers

**KPA 6: Good Governance and Public Participation 50%**

PMS No. & Performance Area	Cluster	IDP Objective	Key Performance Indicators	Responsible Manager	Baseline (30/06/16)	Annual Target 30/06/17	Budget	2016/17 Quarterly Projections				Evidence Required
								1 <sup>ST</sup> Quarter (1 Jan – 30 Mar 31)	Actual Performance End January 2017	Remarks	Challenges/Interventions	
<b>6.9 Communications</b>												
6.9.1	Good governance and administration	Advance good corporate governance	% Submission of information for publishing on the website as according to legislation checklist	Director Corporate Services	-	100%	Opex	100%	100%			Dated proof of submission to Communications Unit and legislation checklist

# CAPITAL WORKS PLAN

Capital Project by Vote
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Vote No.	Responsible Manager	Project Name	Total Capital Budget (R'000)	Planned Start Date	Planned Completion Date	Ward No.	Quarterly Outputs 2016/17				
							1 <sup>st</sup> Quarter (1 Jan – 30 Mar 31)	Actual Performance End January 2017	Remarks	Challenges/ Interventions	Evidence Required
<b>Corporate, Information &amp; Communication Technology</b>											
	Director Corporate	Provision of Fire Arms for Traffic Officers	R500	01/07/16	30/06/17		R200		Requisition were sent to SCM		Progress report and Requisition Report
	Director Corporate	Upgrading of ICT Infrastructure (Cabling , Computers , Switches , Servers ,printers , wireless and Laptops	R1.5m	01/07/16	30/06/17		R375	Follow up on the requisition	Request for 15 Laptops  Request for Renewal of Veeam Software  Re Submission of Request for Flea market  Request for Cabling at white house		Progress report and Requisition Report
	Director Corporate	Centralized Archives	R500	01/07/16	30/06/17		R200	Steel Shelves were re-ordered.			Progress report and Requisition Report

	Director Corporate	Furniture & Equipment	R1m	01/07/16	30/06/17		R250	33 air conditioners, 1 fridge, blinds, 2 fire resistant cabinets, soap dispensers and toilet roll holders, 1 desk, camera, bulk filing system and public seating were ordered.			Progress report and Requisition Report
	Director Corporate	Revamp of Chamber and Mayoral Parlour	R700	01/07/16	30/06/17		R200	5 chairs were ordered.			Progress report and Requisition Report

## STRATEGIC RISK FOR THE DIRECTOR CORPORATE SERVICES

No	Risk Category	Risk Description	Background To The Risk	IRE	Current Controls	RRE	Mitigation	Action Owner	Time Scale	3 <sup>rd</sup> Quarter Progress	February 2017	Implemented/Not Implemented
7	Information Technology	Loss of data	Ineffective back up system	25	MSP in place. Draft DRP in place.	16.25	1. Incremental back up performed on daily/weekly and monthly basis.	Director: Corporate Services	Continuou s	Daily , Weekly and Monthly backup are performed and the tapes are kept offsite	Backup performed and was successful  Tapes are kept offsite	Impleme nted
8	Human resource	High staff turnover (Key personnel)	a) Competition with other sectors b) Remoteness of the Area	20	a) Implementation of retention strategy  b) Implementation staff provisioning policy c) Transfer policy d) Job evaluation	8	2. Continuous Implementati on of the retention strategy, staff provisioning and the employee transfer policy.	Director: Corporate Services	Continuou s	The retention strategy, staff provisioning and the employee transfer policies are utilised when there is a need.		
							3. Two officials are attending the SALGA Job Evaluation meetings as per invite by SALGA.	Director: Corporate Services	Continuou s	There was no meeting held in the 1 <sup>st</sup> quarter. Meeting scheduled for the 25 – 27 July 2016 was postponed.		

# PHALABORWA MUNICIPALITY

## LEGAL MATTERS

PERIOD: February 2016

**Note: Highlights signify latest updates**

## Cases against the municipality by others

Matter number.	Start date.	Plaintiff/Applicant Defendant/Respondent.	Dispute.	Amount claimed / order sought by the Plaintiff/Applicant.	Where?	Interim cost order made so far.	Amount paid to municipal lawyers so far.	Amount paid to Applicant /Plaintiff's lawyers so far.	Contingent liability.	Status quo.	Stay and travel.
1	18 September 2012	Makwande Chartered Accountants and Business Advisors versus Ba-Phalaborwa Municipality	The Plaintiff claims R2 384 105. 15 for allegedly breaching of accounting services which were to be rendered	R2 384 105.15	North Gauteng High Court	Orders made against the plaintiff for requesting postponement.	R124 000.00	none	R2 550 106.15	Matter heard on the 6 <sup>th</sup> September 2016, but postponed for 15 days to give the Plaintiff a chance to produce evidence of having served the municipality with a letter of demand.	Three trips to Pretoria so far.
2	17 January 2014.	Tihaola Dynamics versus Ba-Phalaborwa Municipality.	This entity was engaged by the Municipality to compile and supplement valuation roll. It claims that it was not paid according to the contract i.e. they were underpaid and therefore are suing for the	R2 689 810.74. Counter claim R4 00 000.00.	North Gauteng High Court.	None.	R80 000.00	None.	R2 889 810.74	Pleadings are exchanged. The plaintiff is also engaging the municipality with a view to settle as they allege that the municipality does owe them and they simply want to present us with proof. Attorneys are	Two trips to Pretoria.

			balance.							still analysing the documents submitted. In the meanwhile our attorneys have requested further information from the plaintiff in order to advise the municipality which information is not forthcoming and the court has ordered them to do so but have decided to appeal the order.	
3	18 June 2014	Mahlatse Patience Ramoshaba versus Ba-Phalaborwa Municipality.	The Plaintiff sues the municipality for an alleged pothole damage to her vehicle resulting from hitting a pothole along the R71 road.	R25 894.54	Magistrate's Court Phalaborwa.	None.	None.	none	R55 894.54	Pleadings are exchanged.	None.
4	13 October 2014	Lepelle Industrial and Mining Supplies cc versus Ba-Phalaborwa Municipality.	Reversal of permission granted to Streaks Ahead Investment (Pty) LTD to build a filling station at Namakgale crossing mall.		North Gauteng High Court	None.	R240 000.00	None.	R300 000.00	Matter was to have been heard on the 15 <sup>th</sup> August 2016 but postponed to the 23 <sup>rd</sup> September 2016.	One trip to Pretoria.

5	14 November 2014	LE Thom versus Ba-Phalaborwa Municipality.	LE Thom (Pty) Ltd claims against the Municipality for work they did which they claim the Municipality failed to do while in fact they are the ones who prevented the Municipality to do the job. During the assessment of the work done, the Municipality noted the following which will form a basis for a counter claim: 1. The job was not done according to the specifications of the engineer.	R864 796.50.	North Gauteng High Court.	None.	R50 000.00	None.	R1 364 796.50	Matter still at a pleading stage.	One trip to Pretoria
6	17 December 2014	Quality Plant Hire versus Ba-Phalaborwa Municipality.	The entity claims against the municipality for the tools it allegedly hired to the Municipality in 2011.	R123 215.59.	Phalaborwa Magistrate's Court.	None.	None.	None.	R283 215.59	The matter is at a pleading stage.	None.

7.	25 November 2015	Molau Devyton Malatji versus Ba-Phalaborwa Municipality	Summons against the municipality in the amount of R10 000 000 .00 for alleged illegal termination of the brickyard lease agreement.	R10 000 000.00	Limpopo High Court	none	none	none		Parties are exchanging pleadings.	none
8.	15 January 2016	Kgopotso Lekgothwane versus Ba-Phalaborwa Municipality	Summons against the municipality in the amount of R400 000.00 for an alleged negligent failure by the municipality to barricade a ditch which had been dug up by municipal workers, resulting in the plaintiff falling in it and getting seriously injured.	R400 000.00	Regional Court	none	none	none	R900 000.00	Parties are exchanging pleadings.	none
9.	12 January 2016	Aubrey Fumani Mushwana versus Ba-Phalaborwa Municipality	Summons against the municipality in the amount of R772 083.33 for an alleged breach of disciplinary settlement	R772 083.33	Limpopo High Court	none	none	none	R2 500 000.00	Parties are exchanging pleadings.	none

			agreement. The plaintiff alleges that municipal representative agreed to a settlement proposal during negotiations with a view to settle the disciplinary matter amicably. The proposal had to be accepted by council first and it was discovered that attempted to settle long after he had been employed elsewhere without council knowledge.								
<b>Matter number.</b>	<b>Start date.</b>	<b>Plaintiff/Applicant Defendant/R espondent.</b>	<b>Dispute</b>	<b>Amount claimed / order sought by the Plaintiff/Applicant.</b>	<b>Where?</b>	<b>Interim cost order made so far.</b>	<b>Amount paid to municipal lawyers so far.</b>	<b>Amount paid to Applicant/Plaintiff's lawyers so far.</b>	<b>Contingent liability.</b>	<b>Status quo.</b>	<b>Stay and travel .</b>
10.	03 March 2016.	Thaki William Mojapelo and Masako Mary Mojapelo versus Ba-Phalaborwa Municipality.	The plaintiffs bought erven 26, 27 and 28 in the industrial area. They allege that Ba-Phalaborwa municipality failed to transfer the properties in	R15 546 000.00	High Court in Pretoria.	None.	None.	None.	R15 700 000.00	Summons defended.	None.

			their names as such they seek cancellation of the sale agreement and refund of the purchase price which is alleged to be R46 520.00 with interest or the transfer of the properties and payment of R15 500 000.00 in damages for loss of business.								
11.	03 March 2016.	Thaki William Mojapelo and Masako Mary Mojapelo versus Ba-Phalaborwa Municipality.	The applicants allege that the municipality obtained a court order by mistake wherein they were stopped from operating a brick yard at business at erven 3653 and 3644. They resultantly bought erven 26, 27 and 28 in the industrial area. They allege that Ba-Phalaborwa municipality failed to transfer the properties in	R15 546 000.00	High Court in Pretoria.	None.	None.	None.	R15 700 000.00	Application opposed.	None.

			their names as such they seek cancellation of the sale agreement and refund of the purchase price which is alleged to be R46 520.00 with interest and payment of R15 500 000.00 in damages for loss of business.								
12.	13 May 2016	T T Crane Hire / Ba-Phalaborwa Municipality.	The applicant applied for the restoration of electricity cut due to the applicant / owner of the building owing the municipality in the amount of R40 000.0	Restoration of electricity supply.	Magistrate's court Phalaborwa	None.	None.	None.	R60 000.00	Parties are still exchanging pleadings.	None.
13.	18 September 2013	Ba-Phalaborwa Municipality versus Tippuprox (Pty) LTD	Koti Mokwalakwala is suing the Municipality for damages based on an alleged breach of contract. The Ba-Phalaborwa	R6 000 000.00 Municipality counter claims R650 000.00.	North Gauteng High Court.	None.	R70 000.00	None.	R6 600 000.00	Parties are still exchanging pleadings.	One to Tzaneen.

			Municipality is counter suing for the amount paid to this entity based on tender 02 / 13 due to fraud on the part of Koti Mokoalakoala.								
14.	20 August 2016	Maramanyane Gilbert Mamoshidi versus Ba-Phalaborwa Municipality.	Mr. Mamoshidi was an employee of the municipality. He was to attend a course at the expense of the municipality. He did not attend due to cancellation or postponement. He resigned immediately thereafter. According to the contract he had with the municipality, in the event he did not attend, he had to pay back the R22 000.00 the municipality had paid for him. He eventually signed a	R9 000.00	Magistrate Phalaborwa	None.	None.	None.	R9 000.00	Parties are still exchanging pleadings.	None.

			consent form wherein he agreed that the amount be deducted from his pension. He turned around and sued the municipality. In the meantime the service provider paid the municipality R13 000.00 which we transferred to him. He is now suing for R9 000.00								
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Cases by the municipality against others

Matter number.	Start date.	Plaintiff/Applicant Defendant/Respondent.	Dispute	Amount claimed / order sought by the Plaintiff/Applicant.	Where?	Interim cost order made so far.	Amount paid to municipal lawyers so far.	Amount paid to Applicant/Plaintiff's lawyers so far.	Contingent liability.	Status quo.	Stay and travel

1.	15 August 2013	Ba-Phalaborwa Municipality versus Ziyaphenduka Promotions cc.	Summons to force Ziyaphenduka to account on all amounts collected during the Marula Festival.	Seed funding of the 2012 and 2013 Marula festivals amounting to R1 200 000.00 plus 20% of income made.	North Gauteng High Court.	None.	R230 000.00	None.	R430 000.00	Trial was to have been on the 22nd August 2016. Trial postponed until further notice to allow for a pre-trial conference.	One trip to Tzane en.
2.	02 September 2013	Ba-Phalaborwa Municipality versus Geldenhys' estate.	Acquisition of two properties of the late G J Geldenhys to be transferred to the Ba-Phalaborwa Municipality owing to the fact that the deceased died insolvent and that he owed the Municipality rates and taxes which amount far exceeds the value of the properties concerned.		None.	None.	None.	None.	R60 000.00	Transfer cannot be effected as it is a tittle condition that the transfer be effected only if the Lydsdorp association consents. The association is defunct or members thereof cannot be traced. Attorney exploring other avenues.  An item to council is to be presented for a write off as it was an insolvent estate.	None.
3.	01 December 2015	Ba-Phalaborwa Municipality versus Mr Chiloane	Mr Chiloane owes the municipality R21 000.00 in bursary fees for a programme he did not	R21 000.00	Magistrate's court Phalaborwa	none	None – matter handled internally.	none	R50 000.00	Summons be issued.	none

			complete.								
4.	01 December 2015	Ba-Phalaborwa Municipality versus Thipa Driving School	Thipa Driving School owes the municipality R3 000.00 for repair costs caused to municipal palisade fence by its learner driver.	R3 000.00	Magistrate's court Namakgale	none	None – matter handled internally.	none	R30 000.00	Documents relating to the damages and other details cannot be found as the former security company's records cannot be traced. An item to Council is to be drafted for a write off. File to be closed.	none

**CASES LODGED BY THE MUNICIPALITY AGAINST RESIDENTS FOR CONTRAVENING BUILDING STANDARDS AND REGULATIONS ACT AND TOWN PLANNING SCHEME**

Matter number.	Start date.	Plaintiff/Applicant Defendant/Respondent.	Dispute	Amount claimed / order sought by the Plaintiff/Applicant.	Where?	Interim cost order made so far.	Amount paid to municipal lawyers so far.	Amount paid to Applicant/Plaintiff's lawyers so far.	Contingent liability.	Status quo.	Stay and travel.
1.	15 November 2013	Ba-Phalaborwa Municipality versus Mrs Nkanyane N S of 18 Stevanesse Street Phalaborwa.	Application to compel the respondent to comply or demolish the illegal structure in terms of Building Regulations Act.	None.	Magistrate's Court Phalaborwa.	None.	None.	None.	R50 000.00	Not complied. Matter handed to an attorney.	none
2.	15 November 2013	Ba-Phalaborwa Municipality versus the owner of the property situated at 19 Essenhout Street, Phalaborwa.	Application to compel the respondent to comply or demolish the illegal structure in terms of Building Regulations Act.	None.	Magistrate's Court Phalaborwa.	None.	None.	None.		Application lodged.	none
3.	15 November 2013	Ba-Phalaborwa Municipality versus the Mr Malatji of 13 Essenhout Street, Phalaborwa.	Application to compel the respondent to comply or demolish the illegal structure in terms of Building Regulations Act.	None.	Magistrate's Court Phalaborwa.	None.	None.	None.	R50 000.00	Application lodged.	none

4.	30 March20 14	Ba-Phalaborwa Municipality versus Maditsi of 41 Harde Kool, Phalaborwa.	Application to compel the respondent to comply or demolish the illegal structure in terms of Building Regulations Act.	None.	Magistrate's Court Phalaborwa.	None.	None.	None.	R50 000.0 0	Application lodged.	none
5.	30 March20 14	Ba-Phalaborwa Municipality versus Shai of 83 Essenhout Street, Phalaborwa	Application to compel the respondent to comply or demolish the illegal structure in terms of Building Regulations Act.	None.	Magistrate's Court Phalaborwa.	None.	None.	None.	R50 000.0 0	Application lodged.	None.
6.	30 March20 14	Ba-Phalaborwa Municipality versus Shuma of 261B, Lulekani.	Application to compel the respondent to comply or demolish the illegal structure in terms of Building Regulations Act.	None.	Magistrate's Court Lulekani.	None.	None.	None.	R50 000.0 0	Application lodged.	None.
7.	30 March20 14	Ba-Phalaborwa Municipality versus Elolam Church of 38 B Lulekani	Application to compel the respondent to comply or demolish the illegal structure in terms of Ba- Phalaborwa Land Use Scheme.	None.	Magistrate's Court Lulekani.	None.	None.	None.	R50 000.0 0	Demolition order granted.	None.

8.	30 March20 14	Ba-Phalaborwa Municipality versus Rikhotso of 1008B Lulekani.	Application to compel the respondent to comply or demolish the illegal structure in terms of Building Regulations Act.	None.	Magistrate's Court Lulekani.	None.	None.	None.	R50 000.0 0	Demolition order obtained.	None.
9.	30 March20 14	Ba-Phalaborwa Municipality versus Owner of stand 1689B, Lulekani.	Application to compel the respondent to comply or demolish the illegal structure in terms of Building Regulations Act.	None.	Magistrate's Court Lulekani.	None.	None.	None.	R50 000.0 0	Application lodged.	None.
10.	30 March20 14	Ba-Phalaborwa Municipality versus Shai R of 1555 and 1556E Namakgale	Application to compel the respondent to comply or demolish the illegal structure in terms of Building Regulations Act.	None.	Magistrate's Court Namakgale.	None.	None.	None.	R50 000.0 0	Application lodged.	None.
<b>Matter number.</b>	<b>Start date.</b>	<b>Plaintiff/App licant Defendant/R espondent.</b>	<b>Dispute</b>	<b>Amount claimed / order sought by the Plaintiff/Applica nt.</b>	<b>Where?</b>	<b>Interim cost order made so far.</b>	<b>Amount paid to municipal lawyers so far.</b>	<b>Amount paid to Applicant/ Plaintiff's lawyers so far.</b>	<b>Continge nt liability.</b>	<b>Status quo.</b>	<b>Stay and travel .</b>

11	30 March20 14	Ba-Phalaborwa Municipality versus owner of 3028B, Namakgale	Application to compel the respondent to comply or demolish the illegal structure in terms of Building Regulations Act.	None.	Magistrate's Court Namakgale.	None.	None.	None.	R50 000.0 0	Application lodged.	None.
12.	30 March20 14	Ba-Phalaborwa Municipality versus owner of stand 570, Gravelotte	Application to compel the respondent to comply or demolish the illegal structure in terms of Building Regulations Act.	None.	Magistrate's Court Gravelotte.	None.	None.	None.	R50 000.0 0	Notices served on the owner by sheriff and received proof of service, application to be lodged.	None.
13	28 Septembe r 2015	<b>Ba-Phalaborwa Municipality versus Various mechanics at various parks within the CDB.</b>	Municipality obtained an interdict against these mechanics but are refusing to stop their activities.  Application to hold them in contempt of court and an order for arrest.	none	Magistrate Phalaborwa	none	none	none	R40 000.0 0	Matter handed to the SAPS to arrest the mechanics.	none

14.	05 October 2015	Ba-Phalaborwa Municipality versus Mr Malatji, owner of erf 513	Building without approved plans.	none	Magistrate's court namakgale	none	none	none	R50 000.00	Application lodged.	none
15.	05 October 2015	Ba-Phalaborwa Municipality versus Mr Makgatho	Building a structure on municipal park.	none	Magistrate's court namakgale	none	none	none	R50 000.00	Application to be lodged	none
16.	05 October 2015	Ba-Phalaborwa Municipality versus illegal occupier of erf 282 Gravelotte	Illegal occupation of erf 282 Gravelotte	none	Gravelotte Magistrate's Court	none	none	none	R50 000.00	Application to be lodged	none
17.	05 October 2015	Ba-Phalaborwa Municipality versus illegal occupier of erf 578 Gravelotte	Illegal occupation of erf 578 Gravelotte	none	Gravelotte Magistrate's Court	none	none	none	R50 000.00	Application to be lodged	none
18.	05 October 2015	Ba-Phalaborwa Municipality versus illegal occupier of erf 585 Gravelotte	Illegal occupation of erf 585 Gravelotte	none	Gravelotte Magistrate's Court	none	none	none	R50 000.00	Application to be lodged	none
19.	05 October 2015	Ba-Phalaborwa Municipality versus illegal occupier of erf 587 Gravelotte	Illegal occupation of erf 587 Gravelotte	none	Gravelotte Magistrate's Court	none	none	none	R50 000.00	Application to be lodged	none
20.	05 October 2015	Ba-Phalaborwa Municipality versus illegal occupier of erf 674 Gravelotte	Illegal occupation of erf 674 Gravelotte	none	Gravelotte Magistrate's Court	none	none	none	R50 000.00	Application to be lodged	none
21.	05 October 2015	Ba-Phalaborwa Municipality versus illegal occupier of erf 586 Gravelotte	Illegal occupation of erf 586	none	Gravelotte Magistrate's Court	none	none	none	R50 000.00	Application to be lodged	none

			Gravelotte								
22.	05 October 2015	Ba-Phalaborwa Municipality versus illegal occupier of erf 742 Gravelotte	Illegal occupation of erf 742 Gravelotte	none	Gravelotte Magistrate's Court	none	none	none	R50 000.0 0	Application to be lodged	none
23.	05 October 2015	Ba-Phalaborwa Municipality versus illegal occupier of erf 705 Gravelotte	Illegal occupation of erf 705 Gravelotte	none	Gravelotte Magistrate's Court	none	none	none	R50 000.0 0	Application to be lodged	none
24.	05 October 2015	Ba-Phalaborwa Municipality versus illegal occupier of erf 743 Gravelotte	Illegal occupation of erf 743 Gravelotte	none	Gravelotte Magistrate's Court	none	none	none	R50 000.0 0	Application to be lodged	none
25.	05 October 2015	Ba-Phalaborwa Municipality versus illegal occupier of erf 681 Gravelotte	Illegal occupation of erf 681 Gravelotte	none	Gravelotte Magistrate's Court	none	none	none	R50 000.0 0	Application to be lodged	none
26.	05 October 2015	Ba-Phalaborwa Municipality versus illegal occupier of erf 675 Gravelotte	Illegal occupation of erf 675 Gravelotte	none	Gravelotte Magistrate's Court	none	none	none	R50 000.0 0	Application to be lodged	none
27.	05 October 2015	Ba-Phalaborwa Municipality versus illegal occupier of erf 486 Gravelotte	Illegal occupation of erf 486 Gravelotte	none	Gravelotte Magistrate's Court	none	none	none	R50 000.0 0	Application to be lodged	none

<b>Matter number.</b>	<b>Start date.</b>	<b>Plaintiff/ Applicant Defendant/ Respondent.</b>	<b>Dispute</b>	<b>Amount claimed / order sought by the Plaintiff/ Applicant.</b>	<b>Where?</b>	<b>Interim cost order made so far.</b>	<b>Amount paid to municipal lawyers so far.</b>	<b>Amount paid to Applicant /Plaintiff' s lawyers so far.</b>	<b>Contingent liability.</b>	<b>Status quo.</b>	<b>Stay and travel.</b>
28.	05 October 2015	Ba-Phalaborwa Municipality versus illegal occupier of erf 487 Gravelotte	Illegal occupation of erf 487 Gravelotte	none	Gravelotte Magistrate's Court	none	none	none	R50 000.0 0	Application to be lodged	none
29.	05 October 2015	Ba-Phalaborwa Municipality versus illegal occupier of erf 491 Gravelotte	Illegal occupation of erf 491 Gravelotte	none	Gravelotte Magistrate's Court	none	none	none	R50 000.0 0	Application to be lodged	none
30.	05 October 2015	Ba-Phalaborwa Municipality versus illegal occupier of erf 495 Gravelotte	Illegal occupation of erf 495 Gravelotte	none	Gravelotte Magistrate's Court	none	none	none	R50 000.0 0	Application to be lodged	none
31.	05 October 2015	Ba-Phalaborwa Municipality versus illegal occupier of erf 488 Gravelotte	Illegal occupation of erf 488 Gravelotte	none	Gravelotte Magistrate's Court	none	none	none	R50 000.0 0	Application to be lodged	none
32.	05 October 2015	Ba-Phalaborwa Municipality versus illegal occupier of erf 492 Gravelotte	Illegal occupation of erf 492 Gravelotte	none	Gravelotte Magistrate's Court	none	none	none	R50 000.0 0	Application to be lodged	none
33.	05 October 2015	Ba-Phalaborwa Municipality versus illegal occupier of erf 579 Gravelotte	Illegal occupation of erf 579 Gravelotte	none	Gravelotte Magistrate's Court	none	none	none	R50 000.0 0	Application to be lodged	none

<b>Matter number.</b>	<b>Start date.</b>	<b>Plaintiff/ Applicant Defendant/ Respondent.</b>	<b>Dispute</b>	<b>Amount claimed / order sought by the Plaintiff/Applicant.</b>	<b>Where?</b>	<b>Interim cost order made so far.</b>	<b>Amount paid to municipal lawyers so far.</b>	<b>Amount paid to Applicant /Plaintiff's lawyers so far.</b>	<b>Contingent liability.</b>	<b>Status quo.</b>	<b>Stay and travel.</b>
34.	05 October 2015	Ba-Phalaborwa Municipality versus illegal occupier of erf 580 Gravelotte	Illegal occupation of erf 580 Gravelotte	none	Gravelotte Magistrate's Court	none	none	none	R50 000.00	Application to be lodged	none
35.	01 December 2015	Ba-Phalaborwa Municipality versus Department of Public Works	Application for an order wherein the department is ordered to stop the occupier of the erstwhile Namakgale Vehicle Testing Station from carrying out vehicle repair activities in contravention of the Town Planning Scheme.	none	Magistrate's court Namakgale	none	none	none	R30 000.00	Application to be lodged. There is no indication on the deed search as to who owns the property for the purposes of an interdict.	none
36.	01 December 2015	Ba-Phalaborwa Municipality versus occupiers of erven 26, 27 and 28, industrial area, Namakgale	Application for an order wherein an order for the illegal occupiers are evicted.	none	Magistrate's court Namakgale	none	none	none	R90 000.00	Application to be lodged	none

## Disciplinary matters.

Matter number.	Start date.	Employee to be disciplined	Infraction	Date of hearing	Contingent liability	Where?
1.	04 December 2015	Ms Mbiyane Florence Chauke	Gross insubordination among others.	Hearing set for the 12 <sup>th</sup> September 2016.	R5 000.00	Council Chambers
2.	29 August 2016	Ms Naria Maditsi	Embezzlement of municipal funds amounting to R10 000.00.	Council is to entertain the matter in terms of MFMA Regulations on financial misconduct	R5 000.00	

# OCCUPATIONAL HEALTH & SAFETY REPORT

## THE OCCUPATIONAL HEALTH AND SAFETY MONTHLY REPORT FOR SEPTEMBER 2016

### BACKGROUND

The Occupational Health and Safety Act 85 of 1993 is a legal requirement that each and every institution need to comply with. Occupational, Health and Safety Management demands team work, leadership and commitment. Most importantly management must be enthusiastic – which means having the right attitude and also setting a consistent example for everyone in the organization. Health and Safety is for sharing – ***one incident is one too many***.

Employers are legally and morally bound to see that OHS is an integral part of every job and process. Sound OHS management systems improve employee's quality of life and save valuable ***time*** and ***money***. Every manager has a legal and moral duty to meet OHS obligations.

The following steps needs to be followed:

- Identify scope of authority,
- Make personal commitment to share knowledge with others in the workplace,

Leaders do more than leading others; they actively promote good practices and benefits. They participate in setting and maintaining good OHS standards in all areas of responsibility.

Kindly be informed that inspections were conducted on several occasion and the following hazards were identified, which are submitted to you for further investigations and update on measures taken to resolve them:-

### INJURIES ON DUTY FOR SEPTEMBER 2016

- An employee, Mr Mavasa G.A (pay no. 0288) attached to the Department of Community & Social Services (Environmental division) sustained a minor injury on the 19 September 2016 after he negligently parked the vehicle on a gear mode, took the other leg outside the vehicle to pick up refuse. The vehicle moved, dragged and injured his leg. The employee was referred to Dr Moseamedi MPM (Dr Khosa's Surgery) for medical attention and the injury was reported to Compensation Commissioner.

#### HAZARDS AND RISKS RECORDED

No.	Hazard	Risk	Mitigation	Date reported	Time frame	Residual Exposure	Dept Affected	Progress	Challenges	Intervention	FOLLOW UP
1.	Broken Assets at Lulekani Town hall	The unused assets may hibernate Snakes which might bite employees and harm People.	Ensure that all unused assets are disposed.		Daily	High	Acting: CFO (Assets)	In progress of identifying the report for submission to council.			A follow up was made on the 19 <sup>th</sup> September 2016.
2.	Fallen palisade Fence at Lulekani Sewerage Plant	This may create an access of thieves in the sewage plant.	Ensure that the fence is replaced or fixed to avoid access to the community, who steals cables and equipment at the		2015/16 FY	High	Director: Technical Services (Building)	To be done in October 2016	Excavator required to clear and fill dump rock before installation of new fence,	Letter of follow up was made with Mopani district municipality on 17 August	A follow up was made on the 19 <sup>th</sup> September 2016.

			sewer plant						due to dampness of the area.  (District Municipality)	2016	
3.	Only one room is used as store and change room in Lulekani Office are used by the Water Services Staff.	The water Services staff based in Lulekani Main Office use one small room as a store and change room and there is no safety to that effect.	Ensure that budget is made available to build a store room and procuring of lockers.		2015/2016 FY	High	Director: Technical Services (Building)	To be done in October 2016		Requisition of building materials to be procured.  Before end of September.  25/08/2016	
4.	No kitchen at all at the booster pumps stations.	Employees bring their lunch boxes from home and because there is no kitchen, they keep the food outside (in the bush) The food become fermented and can also be shared with animals. This situation may affect their	Ensure that budget is made available in order to build a kitchen for the above mentioned pump stations.		30 September 2015	High	Director: Technical ( Water) & (Building)	The requisition has been sent to SCM for procurement of house container or guard room on the 22/01/2016	Delay of procurement of material	New Requisitions was submitted.	

		health.									
5.	No Guard rooms for Security guards in all the Municipal Buildings	No guard rooms in all municipal buildings. The security officers work outside even when it's too hot. This is a health hazard and the same security officers may dehydrate.	Ensure that a budget is made available for all security officers in the municipality.		Daily	High	Office of the Municipal Manager( Risk Manager)	To be budgeted for 2017/18 FY		It was agreed that, procurement of guard houses at municipal buildings be done by Risk Management and not the building section.  25/08/2016	
6.	Unoccupied house at Phalaborwa Sewerage Plant	The night shift employees working in the Phalaborwa sewerage plant are on high risk because thieves may hide in the unoccupied house to attack them.	Ensure that the house is occupied or sold to mitigate the risk		30 September 2015	High	Director: Technical Services	To be completed end of August 2016.		Renovation of the building completed, only taps and lights outstanding	A follow up was made on the 19 <sup>th</sup> September 2016.

7.	Fallen Fence at Phalaborwa Sewerage plant.	Robbery and theft can take place due to free access	Ensure that the fence and the gate is replaced immediately for security reasons.		30 September 2015	High	Director: Technical Services (Building)	To write a letter to Mopani for their attention on the finding		Letter of follow up was made with Mopani district municipality on 17 August 2016	That follow up be made with Mopani as the matter has long been reported and the place is not safe with the employees working night shift because there are animals moving around.
8.	Transporting of employees with working tools /equipment	Two trailers were procured for the purpose of transporting working tools/equipment. However, only one trailer meets the standard for the purpose and the other one was not properly procured in terms of the	That the Budget and Treasury office ensures that they liaise with Technical Services in order to get the correct specification for the remaining trailer.		30 September 2015	High	Acting: CFO (Fleet)	The department still to liaise with Technical Services to provide the correct specification.		This item will be discussed at Technical Services Departmental meeting to decide on course of action	

		<p>required specifications.</p> <p>This result in supervisors continuing to transport employees with working tools/equipment which is a serious hazard.</p>									
9.	Installation of electrical Fence and gates at Electrical, Water & Fitter & Turner standby houses	<p>The standby houses are next to the Kruger National Park fence and there is a dam next to it with hippopotamus. The officials might be attacked by these dangerous animals which roam around during the night.</p>	<p>We acknowledge that the fence has been installed two years ago, but due to dangerous animals a request is hereby made that an electric fence be budgeted and installed.</p>		2016/17 FY	High	Director Technical Services ( Building)	It will be budgeted for 2017/18 financial year	Temporary were installed 1.2 meter fence and gates.	<p>It was suggested that the standby house at Phalaborwa sewage plant be utilised as standby house since it is currently unoccupied. This is because the previous electric fence was also damaged by the same animals. However, the solution to this</p>	

										is not clear, as the hippo's cannot be contained, and on their effort to find food will damage the fences 25/08/2016	
10.	Bees outside the Mayor's Parlour	Although the bees were attended to previously, it seems that the product used was not effective because they are back.  This is a serious hazard that should be addressed as a matter of urgency.	That the bees be attended to and the hole be closed thereafter.		Daily	High	Director: Community & Social Services)	To outsource the Services to the Service provider.	Submitted requisition to supply Chain for procurement. CFO to make follow up on requisition.	Once a service provider is appointed, Technical services will work together to close the hole	The matter has been attended to, but the bees are still coming.
11.	Leakage and non-working of Air conditioners in the Mayor's Parlour and Impala Sports	The leaking and non-functioning of air conditioners in the Mayor's Parlour poses a risk to the lives of people using it	Ensure that Air-conditioners in the Mayor's Parlour are attended as a matter of urgency considering that Phalaborwa is		Daily	High	Director: Technical Services (Electrical )	Council Chamber and Mayor's parlour air conditioners are working. Impala sports hall 2 x 36000		Requisitions to be submitted again by DCORPS	

	Hall.	for meetings due to the heat in Phalaborwa.	very hot.					BTU air conditioners were ordered.			
12.	Damaged Ceilling at office no.4 in Namakgale Town hall.	The damage ceiling poses a high risks to employees using the office as it may fall on them any time.	Ensure that the Ceilling is replaced to avoid injuries that may take place on employees using the office.		2015/16 FY	High	Director: Technical Services (Building)	To be attended to end of September 2016		Damaged ceiling fixed. 25/08/2016	
13.	Non-connection of water in the Fire hose reel at Flee Market	3 Fire Horse reels are installed at Flee Market with no water connection. This is in contravention of the OHS Act because the hose cannot be used in the event of fire.	Ensure that water is connected in the fire hose reel as a matter of urgency for use in the event of fire, considering that the building is thatch and is utilised on a daily basis		2015/16 FY	High	Director Technical Services (Water)	To be attended to end of September 2016	Water tank will be installed for fire hydrant to increase water pressure – In the mean time, connection will be made just before our meter in order to increase the pressure from the line (this is as we are waiting to make an application	A water tank is not considered to be a solution, as it has limited capacity, which in the case of fire might not be enough, a letter was submitted to Lepelle to allow a connection at their main line that will result in enough pressure and capacity	Until to-date water is not connected on the Horse reels, Note that the building has burnt and if horse reels were connected it should have been prevented. At the same time, the municipality is not complying in terms of fire protection

									with Lepelle to connect the fire hydrant directly from their line)		requirements.
14.	Lack of privacy in the showers and toilets at parks section	There is no privacy in the showers at the parks section as they are not divided for individual use. At the same time the same toilets do not have doors for individual privacy.	Ensure that the showers are divided for individual privacy use and also install doors to promote privacy.		2015/16 FY	High	Director: Technical Services (Building)	To be completed end of September 2016		Partitioning complete, only shower roses required.	
15.	Non-functional of gates in the Lulekani Town hall and offices	2 gates at the Lulekani Townhall and 1 at Lulekani offices are no longer working.  This will give thieves access to both the town hall and the offices.	Ensure that the gates are installed or fixed for security and safety reasons		2015/16 FY	High	Director: Technical Service (Building)	To be completed end of September 2016		Both gates are fixed.  25/08/2016	

16.	Broken window glasses at Lulekani Townhall	Window glasses are broken at Lulekani Townhall and this may give access to thieves	Ensure that windows are installed to avoid access by thieves.		2015/16 FY	High	Director: Technical Service (Building)	To be completed end of September 2016		Fitting of window glasses in progress  25/08/2016	
17.	Opened storm & Water drainage at Taxi Rank and Caltex Park as well blocked water drainage at the Licensing Section.	There are opened water drainage at the Taxi rank and Caltex Park which will cause injuries to the members of the community. On the other hand, the water drainage in the licensing section is blocked. When the rain comes, the water cannot run through the drain, but fill the licensing section and the files becomes wet.	Ensure that the matter is attended to, as a matter of urgency to avoid unnecessary injuries by the community and loosing of important files.		2015/15 FY	High	Director: Technical Service (Water)	Attended		The storm water at Taxi rank, Caltex park and licensing section in the taxi rank to be fixed before 25/9/2016	
18.	Water dam inside parks section yard	There is a water dam where there are hippopotamus staying inside without	Ensure that the dam is demarcated		2016/17 FY	Very High	Director: Technical Services (Building)	It will be budgeted on the 2017/18 financial year.		Safety Officer to advice, site inspection to be conducted.  25/08/2016	

		demarcated, the above mentioned animals they sometimes seat outside the dam to access the sun and it may attach employees.									
19.	Shortage of Security guards at Namakgale Flea Market	There is only one security guard who is working at the flea Market both Morning and night shifts, wherein he/she cannot monitor the building alone.	Ensure that extra 2 security guards are added in order to make sure that the building is monitored fulltime.		2016/17 FY	Very High	Municipal Manager (Risk)	To be looked in during the review of the contract			
20.	Lying of Network and Electrical cables in the Budget & Treasury offices	Cables may trip employees and fall and sustain injuries.	Ensure that all cables are placed in order to avoid injuries.	20 September 2016	Daily	Very High	Dir: Corp  Dir: TS				
21.	No Emergency Exit doors in the Mayor and Corporate sections	In Case of Emergency the employees in the Office of the Mayor and the Department of Corporate	Ensure that the exit doors are installed in both the offices in for the safety of employees and	20 September 2016	2016/17 FY	Very High	Dir: TS				

		Services will struggle to evacuate to the assembly point in terms of exit doors which is very far with their offices.	in compliance to the OHS Act.								
22.	No Ventilation in the Revenue Offices	The revenue offices which service customers on a daily basis are not ventilated. This is a health hazard to both the employees and the customers.	Ensure that air conditioners are always serviced considering that we are now in summer people might collapse because of non-ventilation.	20 September 2016	Daily	High	Dir: TS				

**Recommendations**

1. That the Director Technical Services instruct the water services staff to remove the unused water pipes.
2. It is recommended that the change rooms for the Health Staff, Parks and Water services be built in Lulekani.
3. That the DTS ensure that budget is made available for the building of toilets and kitchen.
4. That the Director: Technical Services to ensure that all toilets and non-functioning showers at the new cemeteries in Lulekani and Namakgale are always maintained.

5. That the Municipal Manager instruct the Assistant Director: Risk Manager to budget for the guard rooms for all the security guards stations.
6. That DTS ensure that the empty house in Phalaborwa sewerage plant is occupied for safety of employees
7. That Director: Technical Services to attend to all the air-conditioners in all the Municipal buildings considering that Phalaborwa is very hot.
8. That the Acting CFO instruct Fleet to correct the wrong procured trailer Rods with the correct specification by liaising with water section
9. That the Director Technical Services instruct the Building section to install electric fence and gates at the mentioned standby houses.
10. That the Director: Technical Services to instruct the Building Section to re-close the hole where the bees hides in the mayor's parlour.
11. That the Director: Technical Services instruct the building section to attend to the damaged ceiling and broken windows at Namakgale Town hall.
12. That the Director Technical Services to instruct the Water section to connect water to the fire hose reel at Flee market.
13. That the Director: Technical Services to instruct Building section to divide showers and insert doors at the men's toilets at parks.
14. That the Director Technical Services to instruct Building Section to install new gates at Lulekani Townhall.
15. That the Director: Technical Services to ensure that all matters concern are attended urgently.
16. That the Acting CFO to procure all the outstanding materials in order to attend to the critical matters.
17. That the Municipal Manager note that all the safety matters reported are of high risk and it leads the Municipality to non-compliance in terms of the OHS Act if left unattended.
18. That the Director: Technical Services ensure that all new matters reported are attended urgently.
19. That the Director: Corporate Services ensure that the issue of network cables in the BTO are attended urgently.

# VACANCY RATE REPORT

## VACANCY RATE AS OF SEPTEMBER 2016

### 1. OFFICE OF THE MUNICIPAL MANAGER

NO	NAME OF POSITION	POST LEVEL	REMARKS
1.	Head of Centre Disaster Management	Level 3	Approved for advertising
2.	Manager: Audit risk based	Level 5	
3.	Chauffer to the Speaker	Level 5	
4.	Manager: Public Relations Officer	Level 5	
5.	Manager: Sports and Recreation	Level 5	
6.	Snr Community Liason Officer	Level 7	
7.	Snr Community Liason Officer	Level 7	
8.	Events Coordinator	Level 8	
9.	Admin Officer	Level 8	
10.	Admin Officer	Level 8	
11.	Admin Officer	Level 8	
12.	Secretary to the speaker	Level 8	
13.	MPAC Secretary	Level 8	

**TOTAL POSITIONS** = **33**  
**FILLED** = **20**  
**TOTAL VACANT POSITIONS** = **13**

### 2. PLANNING AND DEVELOPMENT

NO	NAME OF POSITION	POST LEVEL	REMARKS
1.	Manager-IDP	Level 5	Approved for advertising
2.	Manager-Building Control	Level 5	
3.	Chief Admin Clerk: SMME Dev Support	Level 6	
4.	Chief Admin Clerk: Registration officer	Level 6	
5.	Chief Admin Clerk: land Administration	Level 6	
6.	Chief Admin Clerk: Land use inspection	Level 6	
7.	Chief Valuation Officer	Level 6	
8.	Chief Building Inspector	Level 6	

9.	Chief Building Inspector	Level 6	
10.	Chief Building Inspector	Level 6	
11.	Snr Tourism Officer	Level 7	
12.	Snr Admin Officer	Level 7	
13.	Admin Officer – Human Settlement	Level 8	
14.	Land Use Inspector	Level 8	

**TOTAL POSITIONS** = **32**  
**FILLED** = **18**  
**VACANT** = **14**

### 3. DEPARTMENT OF CORPORATE SERVICES

NO	NAME OF POSITION	POST LEVEL	REMARKS
1	Manager- Labour Relations	PL 5	
2	Manager- HR Staffing	PL 5	Approved for advertising
3	Snr. Records Officer	PL 6	
4	Desk-Top and System Support	PL 6	Approved for advertising
5	Training Officer	PL 7	
6	Manager-Records & archives	PL 5	
7	Administration Officer	PL 8	
8	Server Desk	PL 8	Approved for advertising
9	Assistant Care taker	PL 9	Approved for advertising
10	Registry clerk	PL 9	
11	Receptionist	PL 9	Approved for advertising
12	Receptionist	PL 9	
13	Messenger	PL 13	
14	General workers X 13	PL 14	

**TOTAL POSITIONS** = **73**  
**FILLED** = **47**  
**VACANT** = **26**

#### 4. DEPARTMENT OF TECHNICAL SERVICES

SECTION	NAME OF POSITION	POST LEVEL	REMARKS
<b>ELECTRICAL SERVICES</b>			
1	Assistant Director – Electrical	PL 3	
2	Assistant Director-Project Management	PL 3	Approved for advertising
3	Electrician	PL 7	
4	Street light attendant	PL 10	
5	Specialized Operator(TLB Operator )	PL 11	Approved for advertising
6	Assistant Fitter and turner	PL 15	
7	Mechanic	PL 7	
8	General workers X19	PL 14	
<b>WATER SERVICES</b>			
1	Assistant Director: Water Services	PL 3	Approved for advertising
2	Technician – Laboratory	PL 4	Approved for advertising
3	Assistant Superintendent-Waste water	PL 6	
4	Assistant Superintendent-Waste water	PL 6	
5	Assistant Superintendent-Waste water	PL 6	
6	Plumber	PL 7	
7	Plumber	PL 7	
8	Plumber	PL 7	
9	Laboratory Assistant	PL 10	Approved for advertising
10	Diver	PL 12	
11	Driver	PL 12	
12	Assistant Plumber x12	PL 12	
13	Pump Operators X14	PL 13	
14	Equipment operator x1	PL 13	
15	General Worker X13	PL 14	
<b>BUILDING SECTION</b>			
1	Brick layer	PL 7	
2	Carpenter	PL 7	
3	Artisan Assistant	PL 13	
4	General workers X12	PL 14	

<b>ROADS AND STORMWATER</b>			
1	Technician: Project Management	PL 4	
2	Specialised Operator	PL 11	
3	Specialised Operator	PL 11	
4	Equipment Operator	PL 13	
5	Equipment Operator	PL 13	
6	Road marker	PL 13	
7	Road marker	PL 13	
8	General worker X8	PL 14	

**TOTAL POSITIONS** = **245**  
**FILLED** = **139**  
**VACANCIES** = **106**

## 5. BUDGET AND TREASURY

	<b>NAME OF POSITION</b>	<b>POST LEVEL</b>	<b>REMARKS</b>
1	Chief Financial Officer	Sec 57	
2	Chief accountant: financial accounting & expenditure	PL 4	<b>Approved for advertising</b>
3	Snr Accountant: Financial Planning and Reporting	PL 5	
4	Snr Accountant : Billing	PL 5	Approved for advertising
5	Snr Accountant: Demand Management	PL 6	Approved for advertising
6	Accountant: Asset Management	PL 6	
7	Accountant: Creditors	PL 6	
8	Assistant Accountant: Disconnections	PL 7	
9	Chief Accounting Clerk: Subsistence & Travel claims	PL 8	
10	Chief Accounting clerk-sundry debtors	PL 8	
11	Chief Accounting clerk	PL 8	
12	Chief Accounting clerk	PL 8	
13	Chief Accounting Clerk- Fleet inspection	PL 8	
14	Snr Accounting clerk-Billing errors	PL 9	
15	Snr. Accounting: clerk: Disconnections	PL 9	
16	Accounting clerk	PL 9	
17	Snr. Accounting: Clerk	PL 9	Approved for advertising
18	Snr Accounting: Clerk	PL 9	Approved for advertising

19	Cashier	PL 10	
20	Cashier		
21	Accounting clerk-spot checks	PL 10	
22	Assistant Storeman	PL 12	

TOTAL POSITIONS = 64  
 FILLED = 42  
 VACANT = 22

## 6. DEPARTMENT OF COMMUNITY AND SOCIAL SERVICES

DIVISION	NAME OF POSITION	POST LEVEL	REMARKS
<b>LICENSING SECTION</b>			
1	Assistant Superintendent: Traffic administration	PL 6	Approved for advertising
2	Examiner of Vehicles	PL 6	Approved for advertising
3	Licensing Inspector	PL 7	
4	Licensing Inspector	PL 7	
5	Traffic Inspector Gr I	PL 7	
6	Traffic Inspector Gr I	PL 7	
7	Traffic Inspector Gr I	PL 7	
8	Snr. Clerical Assistant	PL 8	
9	Snr Clerical Assistant	PL 8	
10	SNR Clerical Assistant : Prosecution X2	PL 8	
11	SNR Clerical Assistant: Prosecution	PL 8	
12	Clerical Assistant	PL 9	
<b>LIBRARY SERVICES</b>			
1	Manager-Library Services	PL 5	
2	Snr Library Assistants X3	PL 7	
3	Library assistants x7	PL 9	
<b>PARKS</b>			
1	Assistant Director: Parks & Cemetery	PL 3	
2	Manager : Parks and Cemetery	PL 5	Interviewed
3	Supervisor	PL 7	To be upgraded in January 2017

3	Supervisor-Parks	PL 7	
4	Supervisor-Cemetery	PL 7	
8	Specialised Operator	PL 11	
9	Specialized Operator	PL 11	
13	Nursery Controller	PL 11	Advertised internally
10	Drivers	PL 12	Advertised internally
11	Driver	PL 12	
12	Driver	PL 12	
14	Equipment Operator x12	PL 13	Advertised (10) internally
15	Irrigation pipe line fixers X2	PL 13	
16	Jack hammer operators X3	PL 13	
17	General Workers x12	PL 14	
<b>ENVIRONMENTAL</b>			
1	Assistant Superintendent	PL 6	
2	Ass supervisor: waste dumping facility	PL 9	
3	Specialized Operator	PL 11	
4	General worker x20	PL 14	

**TOTAL POSITIONS = 235**  
**FILLED = 150**  
**VACANT = 85**

OFFICE OF THE MM = 14  
PLANNING & DEVELOPMENT = 14  
CORPORATE SERVICES = 26  
TECHNICAL SERVICES = 106  
BUDGET AND TREASURY = 22  
COMMUNITY SERVICES = 85

**TOTAL VACANCIES = 266**  
**TOTAL FILLED = 416**  


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**TOTAL POSITIONS = 682**

# APPOINTMENT REPORT

No appointments made in September 2016.

# LEAVE REPORT

## MONTHLY REPORT: HUMAN RESOURCE SECTION: SEPTEMBER 2016

### 1. LEAVE UPDATE

The leave applications submitted during the month of September 2016 were captured within three days of receipt. Memorandums were written to all employees whose leave days are above forty (40), reason for this is to make employees aware of their leave days so that they can manage them prior reaching the maximum retention of forty-eight (48) leave days. Leave applications received during September 2016 were captured as follows:-

LEAVE TYPE	NO. OF LEAVE DAYS	REMARKS
Annual leave	347 days	Includes accumulative leave days
Sick leave	147 days	No report of serious illness was identified during the month of September 2016.
Study leave	Days fluctuates due to carry over from the previous or next month.	Employees are entitled to two days per exam paper.
Maternity leave	22 days	Ms Mashego PS, payroll number A530 is on maternity leave effective from 01 to 30 September 2016.
WCA (Injury on duty)	None	No injuries reported for the month of September 2016.
Shop steward leave	0 days	None
Family responsibility	29 days	29 days family responsibility leave was taken for the month of September 2016.
Encashed leave days	48 days	Mr Moloto MR, payroll number 0155, a Cashier attached to BTO encashed his leave credit for his upgrade from post level 10 to 8.
Long service leave days	210 days	Messrs. Ngwenya VL, Matlou SM, Mokgomola MM, Monyela NL and Malungane ML, payroll number 0294,

		0307, 0352, 0298 & 0070 respectively, reached 25years with the municipality, 30 days additional leave days were granted to them as recognition of their faithful service whilst Mr. Pilusa MH, payroll number 0189 with 30 years of service, was granted additional leave of 30 days as recognition for his faithful service with the Council.
<b>TOTAL LEAVE APPLICATIONS CAPTURED</b>		<b>250 LEAVE APPLICATIONS WERE RECEIVED</b>

## 2. SICK LEAVE

Mr Mohlala SE, payroll number 0256 attached to the Department of Community Services was admitted at Clinix Hospital due to illness. Total number of leave days due to illness is 35 days.

## 3. LONG SERVICES RECOGNITION

EMPLOYEE NAME	PAY NO.	DATE OF APPOINTMENT	YEARS OF SERVICE	ADDITIONAL LEAVE	DEPARTMENT
Ngwenya VL	0294	1991/09/09	25 years	30 days	Technical Services
Matlou SM	0307	1991/09/09	25 years	30 days	Technical Services
Mokgomola MM	0352	1991/09/09	25 years	30 days	Community & Social Services
Pilusa MH	0189	1976/09/01	30 years	30 days	Community & Social Services
Monyela NL	0298	1991/09/06	25 years	30 days	Community & Social Services
Malungane ML	0070	1991/09/18	25 years	30 days	Community & Social Services

## 4. LEAVE CREDITS

A generated report reflecting a list of employees with leave credits from 40 (forty) days and above is printed on a monthly basis for the directorate's attention in order for them to motivate employees in managing their leave days prior reaching the maximum

retention of forty-eight (48) and to avoid forfeiture as per Section 8.1.6 of the Main Collective Agreement in accordance with the provisions of the Labour Relations Act, 1995 made and entered into by and between SALGA, SAMWU and IMATU, thus reads “all leave days in excess of forty-eight (48) shall fall away in case the employee is unable to take such leave within his/her leave cycle.

## **5. EXIT (RESIGNATIONS)**

Mr Mashile PT, payroll number A099, an Assistant Director: Project Management attached to Technical Services and Ms. Sebashe SG, payroll number A587, a Communications Researcher attached to the Office of the Municipal Manager resigned from the employ of Council on the 30<sup>th</sup> September 2016 respectively.

# OVERTIME REPORT

# IT REPORT



## Table of Contents

<b>1. Infrastructure</b>	<b>77</b>
<b>3. Applications/Software:</b>	<b>77</b>
<b>4. Systems</b>	<b>78</b>
<b>5. IT Suppliers and Contract</b>	<b>79</b>
<b>6. Licensing Agreements</b>	<b>79</b>
<b>7. IT Policies and Procedures</b>	<b>80</b>
<b>8. Change Management Process</b>	<b>81</b>
<b>9. IT Risk Assessment</b>	<b>82</b>
<b>10. General IT Controls</b>	<b>84</b>
<b>11. AG and Internal Audit Findings</b>	<b>84</b>
<b>12. IT Projects</b>	<b>88</b>
<b>13. IT Budget</b>	<b>90</b>
<b>14. Key IT Challenges</b>	<b>90</b>
<b>15. Master Systems Plan (MSP)</b>	<b>90</b>
<b>16. Corporate Governance of ICT Policy Frameworks</b>	<b>90</b>
<b>17. MSCOA</b>	<b>92</b>

## 1. Infrastructure

Item	Progress	Remark/Challenges
LAN/WAN	Enquire with service provider regarding the specification for tower at the mountain	Awaiting for an order for Radio at Flea market and Cabling at white house
Unified Communication	Follow up with SCM	SCM to organize
Server/Data centre Environment	None	The Maintenance of the server environment was concluded on the 13 January 2017

## 3. Applications/Software:

The following software are still in use by the Municipality and been paid for, however there are other free applications which the municipality is using like the AD Info which is used to Manage/Monitor the Active Directory. However during the Audit Period the only information that is required for Intangible Assets

Name	Service Provider	Type
Windows Server 2008 Standard edition	Microsoft	Server

MS exchange Server 2003 ver 6.5	Microsoft	Server
Microsoft Office 2007 and 2010	Microsoft	Client Suite
Microsoft SQL -	Microsoft	Server
WSUS 6.2	Microsoft	
MS Project	Microsoft	Client Suite
Ms windows XP	Microsoft	Operating System
MS Windows 7	Microsoft	Operating System
RedHaT	BCX	
Symantec 12.1 Enterprise Edition	Symantec	Server and Clients
VMware 5.5	CHM Vuwani	Server
Veeam	CHM Vuwani	Server
Cyberaom	CHM Vuwani	Firewall

#### 4. Systems

These are the systems which are used as per the table below, they also form part of the Intangible Asset that AG requires the information about during audit period.

System	Version	Services Provider	Status
Evenus	18	Business Connexion	Active( on monthly Basis )
PayDay	4.4	Payday	Active( monthly Basis )
Papyrus	3.0.2	Parity Software	Active
GIS ARC Map	10.2		GIS Installed
Team-Mate	10.4	Wolters Kluwer	Active

## 5. IT Suppliers and Contract

Service	Supplier	Contact/SLA	Term	End Date
Web Maintenance	SITA	Active	36 Months	30 March 2017
EA	Microsoft	Active	36 months	30 June 2017
Hosting domain and MX Record	@lantic	Active	Month to Month	Month to Month
Internet	Internet Solutions	Active	Month to Month	Month to Month
Photo copiers	Nashua	Expired	Month to Month	Month to month
PABX and	Northern Telkom	Expired	Month to Month	Month to month
3G	Vodacom and MTN	Active	24 months	31 February 2018
ER (Venus and Payday)	BCX	Expired	Month to Month	Month to month
Wireless Solution	Bush Guru	Active	Month to Month	31 December 2016
Anti-Virus	None	Active	01 July 2016	30 June 2017

## 6. Licensing Agreements

- Microsoft Software Asset Management report submitted true up = 0

- SAM Engagement meeting held on 22 February 2017

**Change of Large Account Reseller from Bytes to Business Connexion**

- GIS ARC Map renewed annually for server version – In progress for Renewal, ESRI to provide the Municipality with requirements for server version GIS.

**7. IT Policies and Procedures**

Item	Status	Progress	Council Resolution
Anti-virus policy	New	approved by council as per the Council Resolution	62/16
ICT Security Policy	Reviewed	approved by council as per the Council Resolution	60/16
Standard Operating Procedure	Reviewed	approved by council as per the Council Resolution	61/16
Password Policy	New	approved by council as per the Council Resolution	64/16
Firewall Management Policy	Reviewed	approved by council as per the Council Resolution	63/16
Backup Policy	Reviewed	approved by council as per the Council Resolution	65/16
Data Centre Policy	Reviewed	approved by council as per the Council Resolution	239/16 (1/2/5/35) (26 <sup>th</sup> 2016)

Internet Policy	Reviewed	approved by council as per the Council Resolution	239/16 (1/2/5/35)
Email Acceptable Policy	Reviewed	approved by council as per the Council Resolution	239/16 (1/2/5/35)
BPM Governance Framework	Reviewed	approved by council as per the Council Resolution	239/16 (1/2/5/35)
Patch management Policy	Reviewed	approved by council as per the Council Resolution	239/16 (1/2/5/35)
Patch Management Procedure	Draft	approved by council as per the Council Resolution	
BPC Policy	Draft	Departmental Meeting	

## 8. Change Management Process

- Change management Register established and updated regularly
- Change Management Committee appointed
- **No meeting held in February 2017.**
- ToR approved by the MM
- ICT Change Management Policy approved 239/16 (1/2/5/35) (26TH MAY 2016)

## 9. IT Risk Assessment

- IT Risk Assessment done in conjunction with Risk Management Section on Quarterly base, however during the months of November the Assessment and review was not done.

- Risk Committee meeting was held on 06 October 2016

Strategic Risk

No	Risk Category	Risk Description	Background To The Risk	IRE	Current Controls	RRE	Mitigation	Action Owner	Time Scale	3 <sup>rd</sup> Quarter Progress	February 2016	Implemented/Not Implemented
7	Information Technology	Loss of data	Ineffective back up system	25	MSP in place. Draft DRP in place.	16. 25	1. Incremental back up performed on daily/weekly and monthly basis.	Director: Corporate Services	Continuous	Daily , Weekly and Monthly backup are performed and the tapes are kept offsite	Backup performed and was successful  Tapes are kept offsite	Implemented

### Information Technology Register

No	Focus Area	Risk Name	Root Cause Of The Risk	Consequence Of The Risk	IRE	Current Control	RRE	Mitigations	Action Owner	Time Scale	
1.	Information Technology	Users receiving suspicious /fraudulent	Outdated firewall subscription.	Fraud Spam e-mails	25	Currently in the process of renewing the firewall	16	1. Renew the firewall subscription.	Assistant Director: ICT	Firewall subscription renewed	31 December 2017

No .	Focus Area	Risk Name	Root Cause Of The Risk	Consequence Of The Risk	IR E	Current Control	RRE	Mitigations	Action Owner		Time Scale
		t e-mails.	Lack of IT Security Officer in the organogram.			subscription.		2. Continuous engagement with COGHSTA to assist with the responsibilities of security officer.	Assistant Director: ICT	The ISO function are now incorporated into Assistance Director ICT Job Description , however they need to be discussed with the director due to larger scope of work in nature	30 June 2017
2.	Information Technology	Non implementation of the disaster recovery plan.	Lack of funds <i>(to procure duplicate server)</i>	Disruption of ICT services	25	None	20	1. Research on buying additional server vs private hosting.	Assistant Director: ICT	Upon the enquiries with Continuity SA regarding host the DRP we still waiting for their responds	31 December 2016
3.	Information Technology	Lack of maintenance on server environment (monitoring system, fire suppression, UPS etc.)	Lack of maintenance schedule.	Damaged Server	15	1. Service provider appointed to resume with the responsibilities soon.	12	1. Finalise the signing of the service level agreement with the contractor.	Assistant Director: ICT	The SLA signed	31 December 2016
								2. Servicing of the server environment every semester.	Assistant Director: ICT	Maintenance of the server environment concluded on the 13 January 2017	31 December 2016

## 10. General IT Controls

User and E-mail Account form is used to create user names.

IT Asset Register established and updated,

Call service Form and Call Register are used for every call logged.

## 11. AG and Internal Audit Findings

Finding	Progress
<i>THE DISASTER RECOVERY PLAN WAS NOT ADEQUATELY DESIGNED</i>	DRP with Business Impact Analysis approved by Council as per resolution 239/16 (1/2/5/35) (26TH MAY 2016)
<i>NO REVIEW OF BACKUP LOGS HAS BEEN CONDUCTED</i>	Back up Logs have been reviewed by ICT assistant Director
<i>OFFSITE REGISTER OF BACKUP TAPES WAS NOT ADEQUATELY IMPLEMENTED</i>	Daily Incremental Backup performed and backup tapes are kept safe at offsite office.
<i>BACKUP RESTORATION TESTING</i>	Backup tape tested and restoration done in the month of

<i>NOT IMPLEMENTED</i>	<i>January 2017</i>
<i>THE DESIGN OF THE IT SECURITY POLICIES WERE FOUND TO BE INADEQUATE</i>	-The ICT Security Policy has been incorporate with issues raised by AG and approved as per the Council Resolutions 60/16
<i>PATCH MANAGEMENT POLICY DOES NOT EXIST.</i>	The policy does exist and was approved by council as per Council resolution 430/14 (4/9/18) however it was adequately implemented on the network due to WSUS (Group Policy) not been functional and that we need support in deploying the SCCM (Software Deployment) which is the enhancement WSUS for auditing purpose, therefore on the ER application is been implemented
<i>ANTI-VIRUS POLICY DOES NOT EXIST</i>	-The Policy has been approved as per council resolution 62/16
<i>LACK OF PROCEDURES FOR FIREWALL MANAGEMENT</i>	The firewall procedure management procedure is developed and still I ICT office not yet served in Departmental as we are still customizing it according to the newly installed firewall, will be taken to relevant structure in 3 <sup>rd</sup> quarter of 2015/2016
<i>INFORMATION SECURITY FUNCTION NOT FORMALLY</i>	<i>The ISO function are now incorporated into Assistance Director ICT Job Description</i>

<i>DELEGATED OR DEFINED</i>	
<i>ACTIVE DIRECTORY SECURITY POLICY SETTINGS NOT CONFIGURED ACCORDING TO BEST PRACTICE AND LACKS DEFINED STANDARDS</i>	Active Directory (AD) settings are now configured according to the best practice defined in the Password policy, this is defined in the Group Policy on the Active Directory for example password Expire after 30 days but is not limited to that.
<i>AUDIT LOGGING WAS NOT ENABLED FOR THE FOLLOWING EVENTS ON ACTIVE DIRECTORY SERVER</i>	The audit log is enabled on the Active Directory -AD for other function, however for user change management the Municipality is using an Active Directory (AD) application to manage and monitor the Active Directory, due to space problem on the server, ADInfor application is used also to manage and monitor the AD for user activities, the app was provided to the Municipality by CoGHSTA.
<i>NO FORMAL PROCESS WAS IN PLACE TO ENSURE THAT PATCH MANAGEMENT WAS PERIODICALLY UPDATED AND MONITORED FOR COMPLIANCE.</i>	Patch Management Policy is in place and Change control form is used and signed by the relevant people. However for the network we are currently not able to deploy any Microsoft patches due to non-function of WSUS but this function is only done on the ER systems, Log reviewed,
<i>FIREWALL NOT CONFIGURED TO ENSURE MAXIMUM PROTECTION AND LOGS NOT</i>	Firewall is now installed and Configured as per the Policy and logs are now made available.

<i>MONITORED FOR COMPLIANCE</i>	
<i>AUDIT LOGS WERE NOT ENABLED TO CAPTURE USER MODIFICATION ON ACTIVE DIRECTORY.</i>	The audit log is enabled on the Active Directory for other function, however for user change management the Municipality is using an Active Directory application to manage and monitor the Active Directory ,  due to space problem on the server , ADInfor application is used also to manage and monitored the AD for user activities , the app was provided to the Municipality by CoGHSTA
<i>CHANGE MANAGEMENT CONTROL POLICY NOT ADEQUATELY DESIGNED FOR APPLICATION CHANGES</i>	The change Management policy has a provisions for Applications (payday-and Venus) , control for changes for those applications used like e.g. forms .
<i>SEGREGATION OF DUTIES NOT CLEARLY DEFINED BETWEEN APPLICATION ADMINISTRATORS AND USERS</i>	The segregation of duties is now implemented , all users on the Enterprise Resources systems are standard users , all the Admin right are given to systems Administrator-
<i>NO FORMAL PROCESS WAS IN PLACE FOR REVIEWING AUDIT LOGS ON APPLICATIONS - EVENUS AND PAYDAY</i>	Logs are now reviewed by the Assistance Director and Details report will on quarterly base be presented to ICT steering Committee
<i>INADEQUATE SECURITY POLICIES AND STANDARD</i>	Security policy is developed and approved as per resolution 430/14 and is consistent with Standard Operating

PROCEDURES ON USER ACCESS MANAGEMENT	Procedures regarding the user access Management
INADEQUATE PASSWORD PARAMETERS ON EVENUS AND PAYDAY APPLICATIONS	Password parameter on both systems are as per the password policy.
INADEQUATE USER CREATION, PASSWORD RESETS, MODIFICATION AND TERMINATION PROCESS FOR EVENUS AND PAYDAY	A form is used for user creation and password reset and is signed by the supervisor as per the policy.
USER ACCESS RIGHTS ON EVENUS AND PAYDAY SYSTEMS WERE NOT REVIEWED.	User access on the both systems are now been reviewed against the form that is signed by the supervisor and their function on the systems.
NO FORMAL PROCESS WAS IN PLACE FOR REVIEWING ADMINISTRATOR ACTIVITIES ON THE PAYDAY AND EVENUS	The process is outlined in the Standard Operating Procedure and the review is done by Assistant Director ICT.
GENERIC/ SHARED ACCOUNTS AND HIGH NUMBER OF USES WITH FULL ACCESS RIGHTS ON EVENUS	All Generic user where deleted on the systems, except the Systems Administrator Guide -SAG account which also noted as such by AG.

12. IT Projects

Project Capital Projects	Budget	Progress
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Development of Disaster Recovery Plan and Business Continuity Plan	R2M	Crisis Management Plan , Strategic BIA Report taken to senior management for approval
Upgrading of ICT Infrastructure (Cabling , Computers, Switches ,Servers, ,printers , Wireless and Laptops	R1.5M	None Awaiting for orders for all requisitions submitted to SCM
Projects Operational		
Telephone Management	R3.5M	Awaiting for SCM process to conclude
EDSM	R2 M	Meeting Scheduled for 1 March 2017
Licensing of Software and services Veem , VPN, Symantec , GIS , Monitoring Tools, Radio links , Winnet , IS and Team Viewer)	R1M	The ARC GIS software is now installed
Web maintenance	R80k	-All the Documents Submitted to ICT for Publishing have been published on the website.
Printing Management	R2.5M	The Project has been advertised
Financial System Support & Maintenance	R800k	Due to the MSCOA regulation , this project can be terminated therefore is on monthly base renewal
Microsoft Licencing	R900K	2 <sup>nd</sup> year invoice has been paid

### 13. IT Budget

The Budget for this financial year is R 3M exclude all the Project listed above

#### 14. Key IT Challenges

- Lack of dedicated Security Officer as Recommended by AG
- Old Infrastructure
- Inadequate Budget
- Lack of Man Power- Contract for one Intern ended at the end of the months

### 15. Master Systems Plan (MSP)

- Master System Plan approved as per Council resolution 187/15.
- Implemented on a continuous basis

### 16. Corporate Governance of ICT Policy Frameworks

Phase 1	Completion /Commence Date	Progress
Enabling Policy Environment	March 2017	
MCGICT		M-CGICTP – Adopted as per Council Resolution 353/15 Governance Charter Approved by council as per Council Resolution 352/15

		Governance Champion appointed.
GICT		Implemented <ul style="list-style-type: none"> <li>-ICT Policies- New Policy Anti-Virus approve as per council resolution</li> <li>-ICT Mechanism and Controls</li> <li>-procedures</li> <li>New Policy –</li> <li>Network Policy – Approved 239/16 (1/2/5/35) (26TH MAY 2016)</li> <li>Asset ICT – Approved 239/16 (1/2/5/35) (26TH MAY 2016)</li> <li>Help Desk Procedure – Approved 239/16 (1/2/5/35) (26TH MAY 2016)</li> </ul>
Phase 2	June 2019	
Strategic Alignment and Implementation		Governance Charter and Strategic alignment incorporated in the Charter and adopted
ICT Strategic Plan (ICT Plan) ICT Implementation Plan		ICT strategic Plan Approved. High level Implementation plan develop approved by council as is included in the strategic plan
ICT Operational Plan		Implementation Plan Implemented by the Unit
Phase 3	Commence July 2019	
Monitoring Information continuous Improvement		<b>Audit Committee Meeting Held on 17<sup>th</sup> February 2017</b> <ul style="list-style-type: none"> <li>- ICT steering Committee meeting held on 3<sup>rd</sup> February 2017</li> <li>-Risk Committee meeting held on 6<sup>th</sup> February 2017</li> </ul>

CGICT continuous Improvement plan		No training in February 2017

## 17. MSCOA

9.1. Project Plan – Adopted

9.2. Project Steering Committee – **A implementation committee Meeting was held on the 28<sup>th</sup> February 2017**

9.3. MSCOA Risk Register –Updated

9.4. Implementation Plan – Finalized

9.5 .Project Sponsor Appointed

9.6. ToR For both Committee – Steering Committee And Implementation Task

Task team committee signed

# EXPENDITURE REPORT

# COMPLIANCE CHECKLISTS

**COMPLIANCE CHECKLIST – DIRECTORATE CORPORATE SERVICES**

<b>ADMIN SECTION</b>						
Act/Regulation/Ordinance	Compliance			Actions to implement the Standards/Regulations	Progress for September 2016	Date
	YES	NO	N/A			
Section 29 of Local Government Municipal Structures Act 117 of 1998	X			Meetings of Municipal Council	1 Special Council meeting was held on 29 <sup>th</sup> September 2016.	Bi-Monthly
Section 50 of Local Government Municipal Structures Act 117 of 1998	X			Meetings of Executive Committee	1 Ordinary Exco meeting was held on 28 September 2016 and 1 Special Exco held on 29 <sup>th</sup> September 2016.	Monthly
Section 79 of Local Government Municipal Structures Act 117 of 1998	X			Committees of Council (Portfolio)	2 Portfolio meetings were held on 9 <sup>th</sup> and 14 <sup>th</sup> September 2016.	Monthly
Section 19(a) of Local Government Municipal Systems Act 32 of 2000	X			Public notice of Council meetings		7 days prior to meeting
Section 75A(3)(b) of Local Government Municipal Systems Act				Publish tariffs in newspapers &	Publish amendment of charges in the local newspaper on 24 <sup>th</sup>	Annually after

32 of 2000	X			Provincial Gazette	June 2016. Published tariffs in Provincial Gazette No 2720 dated 17 June 2016.	approval of budget
Section 14(2) of Local Government Property Rates Act 6 of 2004	X			Gazette Property rates tariffs and payment dates	Published Property rates tariffs and payment dates in Provincial Gazette No 2720 dated 17 June 2016.	Annually after approval of budget
Section 21B(b) of the Local Government Systems Act 32 of 2000	X			Place tariffs on municipal website	Tariffs has been published on the website.	Annually after approval of budget
Section 74(2) of Local Government Municipal Systems Act 32 of 2000	X			Increase tariffs of venues	Tariff increase has been implemented from 1 July 2016.	Annually
Section 14 of Promotion of Access to Information Act 2 of 2000	X			Access to information	n/a	Once off or when the need arises.
Section 13 of the National Archives and Records Service of SA (Act 43 of 1996 amended)  National Archives and Records Services of SA Regulations (R158 of	X			Records Management System (Paper based)	Recorded incoming mail. Waiting for EDMS before it can be placed on files.	Once off or when the need arises

20 November 2002) The Northern Province Archives Act 5 of 2001						
Electronic Communications and Transactions Act 25 of 2002	X			Electronic Records Management System	n/a	Once off
<b>IT SECTION</b>						
Act/Regulation/Ordinance	Compliance			Actions to implement the Standards/Regulations	Progress for February 2017	Date
	YES	NO	N/A			
Section 21A (b) of Municipal Systems Act 32 of 2000	X			Documents to be published on the Municipal Website	All documents received from Communication are published on the website as in when are available.	Ongoing.
Section 21B (a) of Municipal Systems Act 32 of 2000	X			Official website – Municipal must establish their own website	Website for BPM active and updated on regular base.	Ongoing.
Section 21B (b) of Municipal systems Act 32 of 2000	X			Publishing information that need to be made public.	All documents received from Communication are published on the website as in when are available.	Ongoing.
Section 22 (a) (i) of MFMA no 56 of	X			Making the Annual Budget and related	All documents received from	Once per

2003.				documents public official website	Communication are published on the website as in when are available.	fiscal year.
Section 13(3) (a) (b) of Electronic communication and transaction Act of 2002.	X			Electronic signature	Electronic signature included on the e-mail.	Ongoing.
Section 16 (1)(a) of Electronic Communication and transaction Act of 2002.	X			Retention of Data Massage	E-mail are backed up on daily basis.	Ongoing.
<b>CORPORATE GOVERNANCE OF IT ENVIRONMENT</b>						
Section 2.2(a) and (h) SITA regulation	X			Management of Signed SLA for web maintenance with SITA	No Quarterly Meeting Held in February 2017, a meeting to review the new terms of the SLA was held on the 16 <sup>th</sup> February 2017	On-Going (Quarterly meetings)
Section 9.1 Corporate Governance of ICT policy framework developed by DPSA	X			Implementation of MCGICTPF	All the Committees stipulated in the in the Framework and exist and ICT unit is represented	On-Going.

## LEGAL SECTION

Local Government: Municipal Finance Management Act 56 and 2003 Regulations	X			Advice and draft contracts	None was required.	When the need arises
Municipal Property Rates Act 6 of 2004 and Regulations	X			Advise	None was required.	When the need arises
Local Government: Municipal Systems Act 32 of 2000 and Regulations	X			Advise	None was required	When the need arises
Local Government: Government Municipal Structures Act 117 of 1998.	X			Advice draft contracts	None was required.	When the need arises
Local Government: Preferential Procurement Policy Framework Act 5 of 2000 and Regulations	X			Advise draft contracts	None was required.	When the need arises
Promotion of Access to Information Act 2 of 2001 and Regulations	X			Advise	None was required.	When the need arises
Promotion of Equity and prevention of Unfair Discrimination Act 4 of 2000.	X			Advise	None was required.	When the need arises
Protected Disclosures Act 26 of 2000	X			Advise	None was required.	When the need arises

Local Government Ordinance 17 of 1939	X			Advise	Hands contravention cases to attorneys	When the need arises
Labour Relations Act, 1995 (Act No 66 of 1995)	X			Advise draft contracts	Misconduct investigation	When the need arises
Skills Development Act No 97 of 1998	X			Advise draft contracts	None was required.	When the need arises
Employment Equity Act, No 55 of 1998	X			Advise	None was required.	When the need arises
Occupational Health and Safety Act 2004	X			Advise	None was required.	When the need arises
Promotion of Administrative Justice Act 3 of 2000	X			Advise	None was required.	When the need arises
Transvaal Township Ordinance of 1986 and Ba-Phalaborwa land use scheme	X			Advise	Hands contravention cases to attorneys.	When the need arises.
Removal of restrictions act of 1967	X			Advise	Hands contravention cases to attorneys	When the need arises
National Building Regulations and Building Standards Act of 1977.	X			Advise	Hands contravention cases to attorneys.	When the need arises.

## HR SECTION

<b>EMPLOYMENT EQUITY ACT, 55 OF 1995</b> Employment Equity Report	X			Submit completed Employment Equity Report on line.	Not applicable for reporting during the month of September 2016.	30 October – 15 January
<b>SKILLS DEVELOPMENT ACT, 97 OF 1998</b> Submission of Workplace Skills Plan	X			Submit duly signed WSP & ATR to LGSETA	Not applicable for reporting during the month of September 2016.	30 April
<b>MUNICIPAL SYSTEMS ACT</b> Review of the Organogram	X			Get Council Resolution on the revised Organogram	Not applicable for reporting during the month of September 2016.	30 June
SALGA membership	X			Submit memo of payment to Budget & Treasury	Not yet received the invoice from SALGA.	31 July
<b>SALGBC</b> Salary increase in respect of all employees	X			Get Council Resolution for salary increase	Not applicable in September 2016 as salaries were increased in July 2016.	31 July
Salary increase in respect of Employees	x			Get Council Resolution for salary increase	Not applicable for September 2016.	

Salary increase in respect of Snr Management	x				Received Council Resolution on 29 September 2016. Will be implemented in October 2016.	
	X			Update salary schedule	Salary scale updated.	
				Implement salary increase	Obtained council resolution to implement	
				Notify employees of the increase	Notice of salary increase finalised.	
OCCUPATIONAL HEALTH & SAFETY						
Section 83(6) (a) of Compensation for Occupational Injuries and Diseases Act, 1993 and Amendments	X			Submission of Return of Earnings for 01/03/2014 to 28/02/2015 financial year.	Not applicable for September 2016.	February 2015.
Regulations Hazardous Biological Agents 8, Asbestos 9,/Hazardous chemical substances and etc. of Occupational Health and Safety Act 85 of 1993.	X			Conducting of Medical Surveillance to employees.	Not applicable	Annual and during the entry and exit of employees.
General Safety Regulation 2 (1)(2)(3)	X			Personal Safety Equipment and	Service level agreement signed	Annually.

a,b,c,d,ef,g of Occupational Health and Safety Act 85 of 1993.				Facilities.	and the first batch of PPE have been purchased.	
General Safety Regulations 3 (4)	X			First Aid, Emergency Equipment and Procedures.	Procurement plans to train employees on PPE has been sent to Supply Chain.	As per the expiry of certificate.
Construction Regulation 27 (g)(h)(i)	X			Appointment of fire precautions and train them to inspect and ensure the servicing of fire extinguishers.		Annually.
Section 17 of Occupational Health and Safety Act 85 of 1993.	X			Appointment of Health & Safety Representatives for a period of three years.	The process of appointing Health & Safety Representatives will start in May 2017 seeing that the current OHS reps will exhaust their terms of office in April 2017.	Appointed for 2 years from 2017 to 2019.
Section 19 of Occupational Health & Safety Act 85 of 1993.				Departments to hold their OHS Committee meetings on a monthly basis.	All departments are complying in terms of this section.	Monthly.

# WORKSHEET

## **WORKSHEET FOR IMPLEMENTATION**

*SPECIAL COUNCIL MEETING HELD ON 29<sup>TH</sup> SEPTEMBER 2016*

<b>Res No</b>	<b>Subject/Item</b>	<b>Responsible Dept.</b>	<b>Steps taken to implement resolution</b>	<b>IMPLEMENTATION</b>
393/16	APPOINTMENT OF INCUMBENT ON ACTING CAPACITY AS THE CHIEF FINANCIAL OFFICER	ASST DIR (HR)		
394/16	SALARY INCREMENT OF SECTION 56/7 MANAGERS 2015/16 FINANCIAL YEAR	ASST DIR (HR)		

## **RECOMMENDATIONS**

1. That the Monthly Report for Directorate Corporate Services for the month of September 2016 **BE NOTED.**
2. That the Progress on Strategic Risk Management Implementation for September 2016 **BE NOTED.**
3. That the Corporate Services Civil & Labour Cases Register for September 2016 **BE NOTED.**
4. That the Occupational Health & Safety Report for September 2016 **BE NOTED.**
5. That the Appointments for September 2016 **BE NOTED.**
6. That the Vacancy Rate for September 2016 **BE NOTED.**
7. That the Leave Report for September 2016 **BE NOTED.**
8. That the Overtime report for September 2016 **BE NOTED.**
9. That the IT Progress Report for September 2016 **BE NOTED.**
9. That the Expenditure Report for September 2016 **BE NOTED.**
10. That the Compliance Checklist for September 2016 **BE NOTED.**
11. That the Worksheet for implementation of Council Resolutions for September 2016 **BE NOTED.**
12. That the Back to Basics report for September 2016 **BE NOTED.**
13. That the Financial Recovery report for September 2016 **BE NOTED.**