

# CHAPTER 3

## HUMAN RESOURCES AND ORGANISATIONAL MANAGEMENT

This function serves as a support service to the municipality. Its primary objectives include:-

- Management of the employees' conditions of service in terms of the relevant collective agreement and policies;
- Design and implement an organizational structure aligned to the municipality's powers and functions and the IDP
- Facilitate the training and development of personnel including councilors
- Maintenance of a human resources environment that is conducive to and that promotes organizational stability and harmony
- Implementation of the Job evaluation system

### 3.1 Employment Equity

The status of employment equity as at June 2009 is as follows:

Racial Classification	Males	Females	Total	Percentage-racial grouping (%)
Africans	135	62	197	93,8
Coloureds	6	0	6	2,9
Indians	0	0	0	0
Whites	4	3	7	3,3
	145	65	210	100
Percentage – Gender Distribution	69,0	31,0	100	

A =Africans, C = Coloureds, I = Asians, W = Whites

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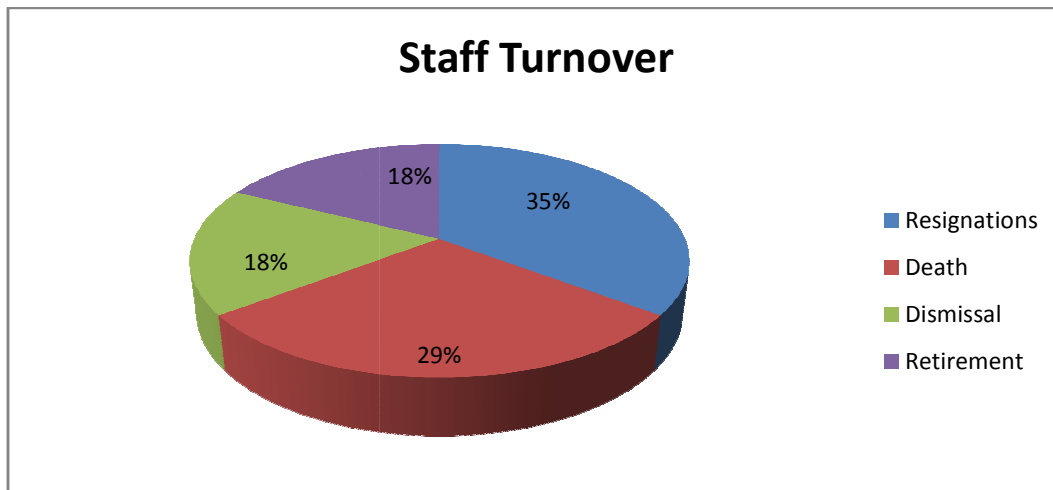
There has been a slight improvement in the gender composition of the workforce when compared to the previous financial year. This improvement is due to the implementation of the employment equity plan approved by the municipality at the beginning of the financial year.

**Age Classification**

AGE	A		C		W		Total	Percentage (%)
	F	M	F	M	F	M		
<b>18-35</b>	21	35	0	0	0	1	<b>57</b>	<b>27,1</b>
<b>36-40</b>	12	75	0	1	0	0	<b>88</b>	<b>41,9</b>
<b>41-50</b>	17	13	0	1	3	3	<b>37</b>	<b>17,6</b>
<b>51-65</b>	5	19	0	4	0	0	<b>28</b>	<b>13,4</b>
<b>Total</b>	<b>54</b>	<b>130</b>	<b>0</b>	<b>7</b>	<b>3</b>	<b>4</b>	<b>210</b>	<b>100</b>

Youthful members (18 – 40) of staff constitute 69% of the work force, and this augurs well for the continuity, but may also be problematic in the sense that it is this category of workforce that is highly mobile.

**Staff turnover**



Out of 6 staff members who resigned during the year under review, 5 of them resigned as a result of better offers of employment elsewhere, while the 6<sup>th</sup> employee resign on the eve of a disciplinary hearing against him.

Deaths were mainly due to natural causes and one death occurred as a result of a motor vehicle accident.

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Dismissals were mainly due to various infractions of the disciplinary code, including fraud and insubordination.

## ORGANISATIONAL STAFF BENEFITS

### NUMBER OF MEDICAL AIDS AND BENEFICIARIES

MEDICAL AID	NUMBER OF MEMBERS
BONITAS	23
SAMWUMED	35
LA HEALTH	16
KEY HEALTH	4
HOSMED	35

### NUMBER OF PENSION FUNDS AND BENEFICIARIES

PENSION FUND	NUMBER OF MEMBERS
MUNICIPAL COUNCILLORS PENSION FUND	31
CAPE RETIREMENT FUND	19
SALA PENSION FUND	34
NATIONAL FUND FOR MUNICIPAL WORKERS	1
SAMWU NATIONAL PROVIDENT FUND	137
CAPE JOINT PENSION FUND	1

## Educational Profile

OCCUPATION-AL CATEGORY	MALE			NQF	FEMALE		NQF
	A	C	W		A	W	
Sections 57 Managers	3			6-7	2		8
Professionals	9		2	4-6	3		5-6
Technicians	7		1	5-6	1		4-5
Clerks	4		1	4-6	26	3	4-6
Service & Sales workers	4			4-5	2		4-5
Operators	12			2-4			
General workers	96	6		0-2	28		0-2
TOTAL	135	6	4	-	62	3	-

A= Africans C= Coloureds W= Whites

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**EXPLANATORY NOTES**

<b>NQF LEVEL</b>	<b>Level of qualification</b>
<b>0</b>	<b>Less than Std 7 or no Education at all</b>
<b>2</b>	<b>STD 7</b>
<b>3</b>	<b>STD 8</b>
<b>4</b>	<b>STD 10</b>
<b>5</b>	<b>N6</b>
<b>6</b>	<b>National Diploma &amp; Junior Degree</b>
<b>7</b>	<b>Four year university Degree</b>
<b>8</b>	<b>Master's Degree</b>

**Industrial Action**

No industrial action took place during the year under review.

**3.4 Training and Capacity Building**

<b>FIELD</b>	<b>NUMBER OF STAFF BENEFITED</b>
<b>Welding</b>	4
<b>Minute Taking</b>	3
<b>Events Management</b>	8
<b>Waste Water Process Operations</b>	3
<b>Housing Development &amp; Training</b>	4 Councillors & One official
<b>Pound Management</b>	4
<b>Project Management</b>	1
<b>Records Management</b>	1

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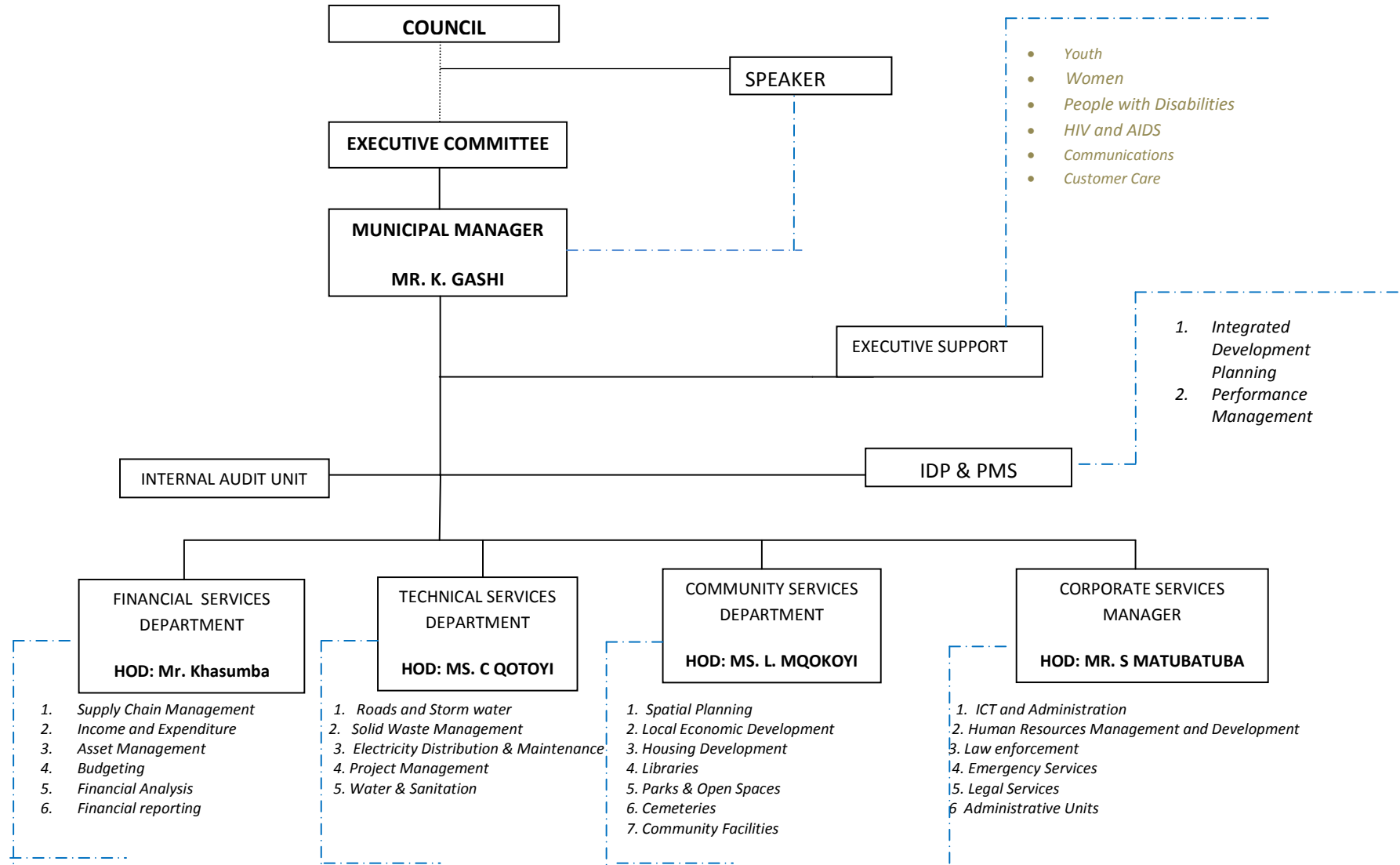
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<b>IDP</b>	1
<b>OHS</b>	4
<b>Strategic Management</b>	9
<b>Records Management Workshop</b>	1
<b>Water and Sanitation Learnership</b>	4 Community Members
<b>Accomodation Services Learnership</b>	17 Community Members
<b>IDP</b>	1
<b>Public Participation for Ward Councillors</b>	8 Councillors
<b>Electricity - Live LV</b>	2
<b>Recruitment and Selection</b>	2
<b>Project Management</b>	1
<b>MFMA</b>	3
<b>Basic Archives &amp; Records Management</b>	2
<b>Executive Leadership</b>	1
<b>Certificate programme for management development in municipal finance</b>	1

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### 3.5 ORGANISATIONAL STRUCTURE AS AT 30 JUNE 2009



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## Bursary Assistance

The total number of employees granted financial academic assistance during the financial year 2008/2009 is a total of eleven employees.

Name	Job Title	Qualification	Institution
<b>B Sithole</b>	Secretary	Diploma in Public Administration	UNISA
<b>TT Mati</b>	Committee Clerk	Diploma in Public Management	UNISA
<b>F Tshaka</b>	IDP Clerk	Diploma in Office Management and Technology	UNISA
<b>M Mvumvu</b>	Chief Traffic Officer	LLB	WSU
<b>T Pula</b>	Registry Clerk	Diploma in office management	UNISA
<b>N Bilitane</b>	Credit Control Officer	Diploma in Public Finance and Accounting	UNISA
<b>N Memeza</b>	Personnel Clerk	B Tech – Human Resources Management	UNISA
<b>G Tywabi</b>	ICT Systems Administrator	MBA	MANCOSA
<b>N Sokutu</b>	Assistant Manager – Executive Support	MBA	Rhodes University
<b>N Mditshane</b>	Traffic Officer	Diploma in Road Traffic and Municipal Police Management	Tshwane University of Technology
<b>N Gwele Dumeko</b>	Committee Clerk	Procurement and Supply Chain Management	UNISA

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### 3.6. STAFF DEBTORS AT 30 JUNE 2009

ACCOUNT NO	A/C HOLDER	OPENING BALANCE 01 JULY 2008	CURRENT	PAYMENTS	CLOSING BALANCE 30 JUNE 2009
0N0953/1133	MHALBENI M	3879.90	151.9	0	4031.80
0P2766/1276	MVELA E.	11243.74	263.05	0	11506.79
0UC530/S02456	PETROS M	3739.05	413.35	1500	2652.40
0M1841/2139	THEMBELA N.	1633.72		0.00	1633.72
5M0987/500987	MAREKA LP	8946.97	310.25	600.00	8657.22
5S1211/501511	TSHOBEKA M	9475.65	220.20	500.00	9195.85
0N0874/00100	MBINDA FN	2347.49	144.85	0.00	2492.34
0N0694/1244	MBINDA FN	2183.29	143.75	0.00	2327.04
8M0836/500592	DLWANGU- DLWANGU	3420.05	139.20	0.00	3559.25
5S0677/501267	NOMBAMBA E	22694.99	226.15	0.00	22921.14
0P2619/2388	BUDU TC	4357.41	209.15	300.00	4266.56
0L2123/2574	VENU S	2347.49	144.85	0.00	2492.34
5M0917/500454	KOK S	3882.87	157.60	0.00	4040.47
5S1887/501311	NXELANA LC	12920.64	185.85	0.00	13106.49
5S2827/501137	NXELANA M	3610.15	214.10	0.00	3824.25
5G2594/500083	MDLOKOVANA T	3610.15	213.75	0.00	3823.90
0P3106/S00253	THAMELA KJ	3610.15	213.75	300.00	3523.90
0P3877/S00433	YOKWANA M	3610.15	214.10	0.00	3824.25
5S2834/S01444	NONGCAWULA M.	3610.15	214.10	0.00	3824.25
5V3105/S01655	OIJANI H	3610.15	214.10	0.00	3824.25
5V2386/S01878	MDUNYELWA P	3610.15	214.10	0.00	3824.25
5S1138/S02033	CWABA ZW	2337.3	144.80	0.00	2482.10
0P3141/S02126	MANQINDI ZP	3610.15	214.10	0.00	3824.25
0N0921/S02355	NXANGASHE PH	3691.05	155.70	0.00	3846.75
5S2881/S1189	BILITANE N.	3610.15	212.35	500.00	3322.50
0P3131/S00272	KLAAS T.	3721.85	215.40	0.00	3937.25
5S1883/501399	RAWE Z	21970.13	223.50	0.00	22193.63
5S1909/501079	MFAKADOLO N	12920.64	185.85	0.00	13106.49
5S1699/501242	NJOZELA TN	12920.64	185.85	0.00	13106.49
0M1593/2135	THEMBELA B	6836.49	159.15	0.00	6995.64
0N0935/2603	MGWADLENI VV	4943.99	156.40	0.00	5100.39
5V2355/S01846	ZILWA L	3638.2	214.10	0.00	3852.30
5S1608/500140	COMBI J	22723.04	226.15	0.00	22949.19
5S1309/500105	MATI N	12920.64	185.85	0.00	13106.49

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0J1425/1213	MOYIKWA M	4328.16	151.10	0.00	4479.26
0N0689/1918	SINEYILE NJ	13779.02	204.50	0.00	13983.52
5M0847/500482	LEFMEBER A	22694.99	226.15	0.00	22921.14
0U530E/S02091	MATYENI V	2854.03		0.00	2854.03
0U0530/S02091	MATYENI V	8171.65	1945.35	2500.00	7617.00
0N0851/45	BANGISO DD	2963.12	156.20	88.00	3031.32
0P2631/000262	DDODA T	2678.82	201.00	263.00	2616.82
0N0683/425	GODWANA M.	4096.72	176.35	88.00	4185.07
0M1849/992	MBAYIMBAYI T	851.07	127.05	88.00	890.12
0N0804/1240	MPUNGA P	-397.21	127.05	88.00	-358.16
0S1454/00143	BUNZI NF	55.21	127.05	91.00	91.26
0J1350/1249	NDABANGAYE Y	-914.86	127.05	88.00	-875.81
0J1351/1249	NDABANGAYE Y	5187.58	192.60	0.00	5380.18
0S1413/1919	SINEYILE NJ	-827.33	127.05	88.00	-788.28
0N0966/2138	THEMBELA MV	-573.07	127.05	88.00	-534.02
0N0967/2139	THEMBELA	-482.09	127.05	88.00	-443.04
0U530H/S01557	LEHLAPA PR	1089.6	430.15	340.00	1179.75
0U530E/500471	GQOLA N	598.7	691.20	605.65	684.25
0U530E/501556	MVUMVU MS	4331.96	861.05	833.00	4360.01
0U530/502272	TSHAKA F	884	530.10	460.00	954.10
0UC530E/502248	NKWEZANE P	325.8	633.70	616.65	342.85
0U530E/S02334	DUMEKO S	462.2	524.30	497.00	489.50
0UL530/S02464	ZWAKALA M	1609.25	646.15	605.65	1649.75
<b>TOTAL</b>		<b>339395.83</b>	<b>15146.60</b>	<b>18465.85</b>	<b>311886.55</b>

In terms of paragraph 10 of the Code of Conduct for municipal staff members, a staff member of a municipality may not be in arrears to the municipality for rates and service charges for a period longer than 3 months, and a municipality may deduct any outstanding amounts from a staff member's salary after this period.

Only 32% of the above outstanding account has been acknowledged and arrangements made. Although staff have been requested to settle their accounts, most have raised various issues, including the following: -

- Staff are being billed for their houses in the Greenfields area, which remains incomplete;
- Staff are being billed while services are not provided

It is hoped that the database cleansing project will help to resolve these problems.

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