

CHAPTER3: HUMAN RESOURCE AND MATTERS OF ORGANISATIONAL MANAGEMENT



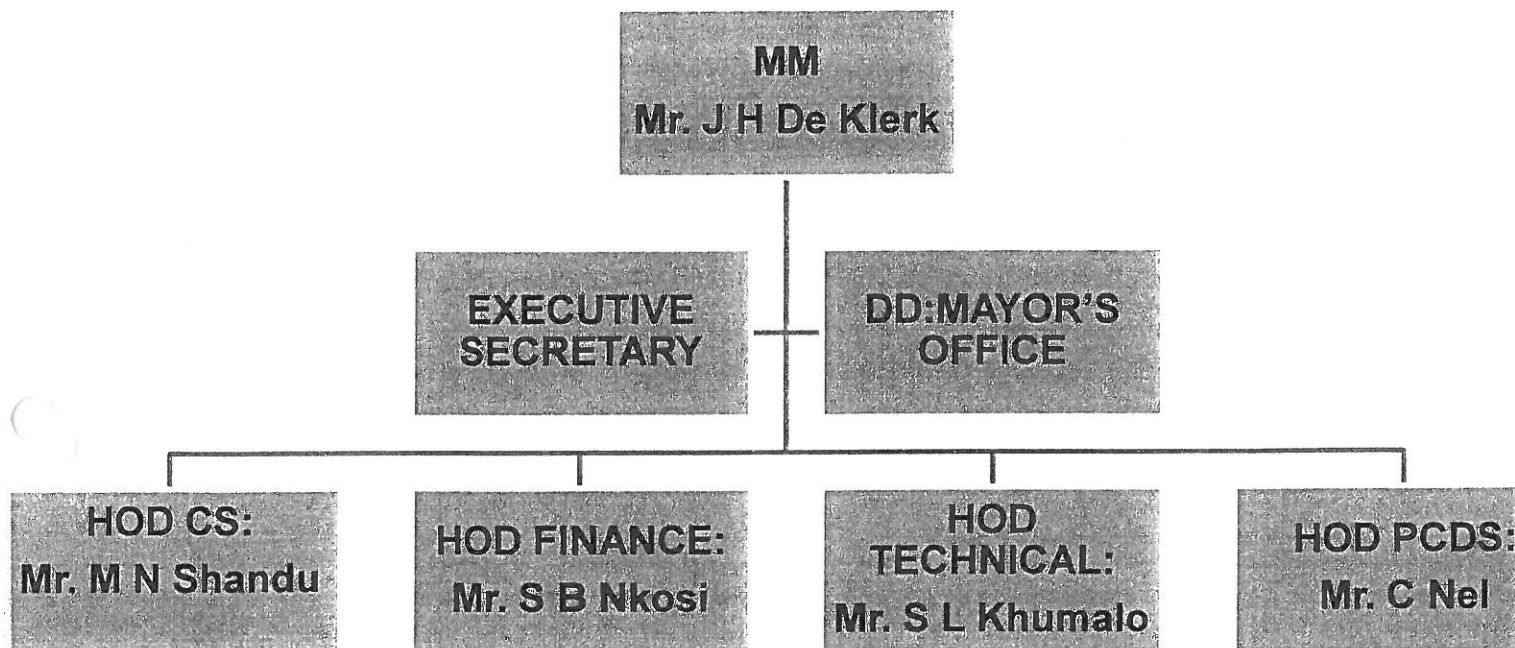
The municipality has a total number of 465 permanent employees, and 130 non-permanent employees, therefore the total number of employees equals to 595

Staff turnover during the year

- Resignations: 19
- Medical Boarding: 3
- Retirement: 0
- Dismissal: 1
- Deaths: 14

HIGH LEVEL ORGANISATIONAL STRUCTURE

The municipality has five departments i.e. Municipal Manager's office, Budget and Treasury Department, Technical Services, Planning and Community Development and Corporate Services as depicted on the following organogram:



These five departments are headed by Section 57 employees whose current employment contracts will expire on 31 July 2011. The responsibilities of each of these departments are indicated in detail in Chapter 4: Functional Service Delivery.

STAFF PROFILE

Occupational Levels	Male				Female				Foreign Nationals		Total
	A	C	I		A	C	I	W	Male	Female	
Legislators, Senior Officials and Managers	29			5	13						47
Professionally qualified and experienced specialists and mid-management	5			1	2						8

Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	138		2	66	1		1			208
Semi-skilled and discretionary decision making	158			42			1		1	202
Unskilled and defined decision making	0									0
Other	0									0
TOTAL PERPERMANENT	330		8	123	1		2		1	465
Temporary employees	125			5						130
GRAND TOTAL	455		8	128	1		2		1	595

Training & Development:

The Training and Development section is charged with the overall development and implementation of Zululand District Municipality's skills development strategy. The Work Place Skills Plans as well as facilitation of work place education and training, thus ensure adequate and a well developed internal human resource capacity, to enable the municipality to fulfil its institutional and constitutional obligations.

A total number of 179 employees received training in the financial year 2008/2009.

TRAINING AND SKILLS DEVELOPMENT:

Occupational Levels	Male				Female				Foreign Nationals		Total
	A	C	I		A	C	I	W	Male	Female	
Legislators, Senior Officials and Managers	4				1						5
Professionally qualified and experienced specialists and mid-management	5			1	4						10

Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	37			11	1		1			50
Semi-skilled and discretionary decision making	65			29						94
Unskilled and defined decision making	0									0
Other	0									0
TOTAL PERMANENT	111		1	45	1		1			159
Temporary employees	18		2							20
GRAND TOTAL	129		3	45	1		1			179

NUMBER OF STAFF PER FUNCTIONAL AREA AND VACANCIES:

DETAILS	TOTAL STAFF	FILLED POST	VACANT POST
Executive Council	45	45	0
Budget and Treasury Office	41	39	2
Corporate Services	63	61	2
Technical Services	414	407	7
Planning and Community Development	32	31	1
TOTAL	595	583	12

Disclosure Concerning Councillors and Senior Officials

In terms of section 124 of the Municipal Finance Management Act No 56 of 2003, the following is disclosed

Councillors Remuneration

Details	Amount
Councillors	2 878 719
Councillors allowances	1 643 702
Contributions to UIF, Medical & Pension	411 662
TOTAL	4 934 083

Senior Officials - S 57 Managers

Details	MM	CFO	HOD- Corporate	HOD- Technical	HOD- PCD
Annual Remuneration	441 776	250 800	221 040	262 762	299 067
Performance Bonus	197 125	131 745	131 745	131 745	131 745
Car ,Housing,other allowances	321 698	418 911	527 899	520 557	485 129
Contributions to UIF,Medical & Pension	156 439	102 180	246 559	74 063	103 236
TOTAL	1 117 037	903 636	1 127 241	989 127	1 019 177

Employee Assistance Programme:

The EAP is a work based intervention programme that is aimed at pro-active identification and resolution of work and personal related problems which may have an adverse effect on the employee's ability to optimally perform and execute his or her duties. These problems may include but shall not be limited to health, marital, family, financial, alcohol, drugs, legal, emotional, stress or any other which may negatively affect the performance of an employee.

The vision of Zululand's EAP is to strive for a healthy and productive workforce and a stress free working environment by assisting employees identify and effectively resolve problems that circumvent them from performing optimally.

Occupational Health & Safety:

Promotion of a healthy working environment is a mandatory requirement to employers, prescribed by the Occupational Health & Safety Regulations.

This section is charged with the responsibility of developing and implementing occupational health and safety strategy, programmes and plans, and evaluating the quality and adequacy of internal and external OHS systems and other related interventions with respect to the prevention and management of occupational health and safety.