

# Chapter Three

## PERSONNEL SERVICES

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## GOVERNANCE AND INSTITUTIONAL ARRANGEMENTS

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## CHAPTER THREE

### HUMAN RESOURCES AND OTHER ORGANISATIONAL MANAGEMENT

#### PERSONNEL SERVICES

The Personnel Services form an integral part of the Corporate Services and Breede River Winlands Municipality. It is therefore important that this section be managed in a professional and efficient manner. The department is responsible for the following key areas:

#### Recruitment and Selecting

During the 2008/09 financial year, the municipality made one hundred and forty (141) appointments compared to sixty eight (68) new appointments in the 2007/2008 financial year. Representation regarding the appointments is as follows:

Table 16: Recruitment and Selecting

| CATEGORY  | TARGET 2007/08 | ACTUAL 2007/08 | TARGET 2008/09 | ACTUAL 2008/09 |
|-----------|----------------|----------------|----------------|----------------|
| Coloureds | 50%            | 52%            | 50%            | 56.7%          |
| Africans  | 30%            | 36%            | 30%            | 35.5%          |
| Whites    | 20%            | 12%            | 20%            | 7.8%           |

Table 17: New Appointment per Employment Equity categories:

| DIRECTORATE                | AFRICAN | COLOURED | INDIAN | WHITE | TOTAL | FEMALE | MALE |
|----------------------------|---------|----------|--------|-------|-------|--------|------|
| Infrastructure Development | 14      | 25       |        | 5     | 44    | 6      | 38   |
| Community Services         | 21      | 28       |        | 2     | 51    | 25     | 26   |
| Finance Directorate        | 4       | 13       |        | 1     | 18    | 7      | 11   |
| Corporate Services         | 3       | 4        |        | 1     | 8     | 5      | 3    |
| Municipal Manager's Office | 8       | 10       |        | 2     | 20    | 12     | 8    |
| Total:                     | 50      | 80       | 0      | 11    | 141   | 55     | 86   |

One of the main stumbling blocks is a shortage of applicants to fill the following posts of electricians and technical engineers. A head-hunting recruitment process is followed if suitable candidates can not be found and placed in the municipality. Where possible, members of the community are appointed.



**BREED RIVER WINELANDS MUNICIPALITY**



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Unemployment is a major concern and by appointing people from the local community, the municipality attempts to help reduce the unemployment rate. In this financial year 93.7% of the appointments came from within the Breede River Winelands area.

#### Vacancy Rate

It is difficult to determine the vacancy rates for each level in the organisation due to the absence of systems to track the information. However, below is the information relating to job vacancies per category.

**Table 18: Vacancies per Job Category**

| DIRECTORATE                | TOTAL | LEGISLATORS,<br>SENIOR<br>OFFICIALS AND<br>MANAGERS | CLERKS | TECHNICIANS<br>AND ASSOCIATE<br>PROFESSIONALS | CRAFT AND<br>RELATED<br>TRADES<br>WORKERS | ELEMENTARY<br>OCCUPATIONS |
|----------------------------|-------|---|--------|---|---|---------------------------|
| Infrastructure Development | 25    | 2   | 0      | 5   | 9   | 9                         |
| Corporate Services         | 3     | 1   | 1      | 1   | 0   | 0                         |
| Finance Directorate        | 6     | 2   | 2      | 1   | 1   | 0                         |
| Community Services         | 22    | 2   | 1      | 5   | 2   | 12                        |
| Municipal Manager's Office | 9     | 2   | 4      | 3   | 0   | 0                         |
| Total:                     | 65    | 9   | 8      | 15  | 12  | 21                        |

#### Employment Equity

**Table 19: Total Employment Equity statistics per directorate as of June 2009**

| DIRECTORATE                | AFRICAN | COLOURED | INDIAN | WHITE | TOTAL | FEMALE | MALE |
|----------------------------|---------|----------|--------|-------|-------|--------|------|
| Infrastructure Development | 62      | 159      | 0      | 38    | 259   | 20     | 239  |
| Community Services         | 80      | 169      | 0      | 22    | 271   | 86     | 185  |
| Finance Directorate        | 11      | 30       | 0      | 17    | 58    | 29     | 29   |
| Corporate Services         | 7       | 13       | 0      | 8     | 28    | 19     | 9    |
| Municipal Manager's Office | 11      | 15       | 0      | 8     | 34    | 18     | 16   |
| Total:                     | 171     | 386      | 0      | 93    | 650   | 172    | 478  |

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#### Employment Equity

**Table 20: Total Employment Equity statistics per directorate as of June 2008**

| DIRECTORATE                | AFRICAN | COLOURED | INDIAN | WHITE | TOTAL | FEMALE | MALE |
|----------------------------|---------|----------|--------|-------|-------|--------|------|
| Infrastructure Development | 57      | 164      | 0      | 34    | 255   | 16     | 239  |
| Community Services         | 65      | 161      | 0      | 22    | 253   | 66     | 187  |
| Finance Directorate        | 9       | 16       | 0      | 20    | 45    | 24     | 21   |
| Corporate Services         | 4       | 13       | 0      | 7     | 24    | 18     | 6    |
| Municipal Manager's Office | 9       | 17       | 0      | 7     | 33    | 19     | 14   |
| Total:                     | 144     | 371      | 0      | 90    | 610   | 143    | 467  |

#### Skills Development

The Skills Development Plan was compiled in May 2008 and approved on 26th June 2008 as prescribed by legislation. During 2008/09, the municipality trained 229, employees, compared to 225 employees in the 2007/2008 financial year.

R655369.67 was paid on the Skills Levy, the 60% was reclaimed, and translating to R334968.00 was claimed back.

**Table 21: Training per Job Category**

| DIRECTORATE                | TOTAL | LEGISLATORS, SENIOR OFFICIALS AND MANAGERS | CLERKS | TECHNICIANS AND ASSOCIATE PROFESSIONALS | CRAFT AND RELATED TRADES WORKERS | ELEMENTARY OCCUPATIONS | PROFESSIONALS |
|----------------------------|-------|--|--------|---|----------------------------------|------------------------|---------------|
| Infrastructure Development | 164   |  | 12     | 5                                       | 10                               | 137                    |               |
| Corporate Services         | 5     |  | 4      | 1                                       |                                  |                        |               |
| Finance Directorate        | 41    | 5  | 32     | 4                                       |                                  |                        |               |
| Community Development      | 8     | 4  | 4      |   |                                  |                        |               |
| Municipal Manager's Office | 11    | 2  | 9      |   |                                  |                        |               |
| Total:                     | 229   | 11   | 61     | 10                                      | 10                               | 137                    | 0             |

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#### Skills Development Budget

Table 22: The below information indicates the quantum of municipal budget allocated to skills development and percentage spent.

| FINANCIAL YEAR | BUDGET    | EXPENDITURE | PERCENTAGE SPENT |
|----------------|-----------|-------------|------------------|
| 2008/2009      | 580000.00 | 507926.00   | 88               |
| 2007/2008      | 580000.00 | 232147.00   | 45               |
| 2006/2007      | 490000.00 | 327906.00   | 67               |

#### Labour Relations

The primary role of the department is to oversee and manage labour relations and health and safety within the Breede River Winelands.

Sixty four (64) cases of misconduct have been dealt with by means of disciplinary investigations and disciplinary hearings. Twelve (12) employees have been dismissed, whilst the others were imposed sanctions such as suspension without pay, transfer to another position and final written warnings or written warnings. Eleven (11) employees have been suspended, pending the outcome of the disciplinary proceedings.

Table 23: Labour Relations

| LABOUR RELATIONS ISSUE | NUMBER OF CASES |
|------------------------|-----------------|
| Misconduct             | 64              |
| Dismissals             | 12              |
| Suspensions            | 11              |
| Total Cases            | 87              |

#### Induction

One hundred and thirteen (113) new appointed employees took part in a one-day induction course which covered the following areas;

1. All Human Resources Processes and Procedures
2. All Labour Relations Processes and Procedures
3. Organisation's mission and values
4. Organisational structure
5. Legislative environment
6. Clean Administration rules
7. Training and Development
8. Safety in the workplace
9. Work ethics

#### Human Resource Policies

These are Human Resource policies implemented by the Breede River Winelands Municipality:

- ♦ Employment Equity
- ♦ Recruiting & Selecting

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- Private Work
- Temporary workers
- Long Service Recognition
- Travel & Subsistence Allowance
- Smoking
- HIV/AIDS
- Payment of Pro rata bonuses
- Travelling of personnel between towns – re-location allowance
- Exit interviews
- Induction
- Drug & Alcohol abuse
- Payment policy
- Employee Assistance Programme

#### Personnel Expenditure

Table 24: Trends of Personnel Expenditure to Operating Expenditure (last four years)

| FINANCIAL YEAR | SALARIES    | EXPENDITURE | PERCENTAGE |
|----------------|-------------|-------------|------------|
| 2008/2009      | R78,176,721 | 252,548,205 | 30.96%     |
| 2007/2008      | R66,487,702 | 202,251,457 | 32.87%     |
| 2006/2007      | R58,212,401 | 179,078,541 | 32.51%     |
| 2005/2006      | R50,587,873 | 140,961,382 | 35.89%     |

#### Promotions

Table 25: Information on the number of employees promoted during the 2008/09 financial year should be provided.

| DIRECTORATE                | NUMBER OF PROMOTIONS |
|----------------------------|----------------------|
| Infrastructure Development | 16                   |
| Community Services         | 9                    |
| Finance Directorate        | 6                    |
| Corporate Services         | 0                    |
| Municipal Manager's Office | 2                    |
| Total                      | 33                   |

Candidates at the municipality do not get promoted automatically. All internal employees must apply for posts when they are advertised.



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#### Section 57 Performance Bonuses

The evaluation of performance for Section 57 managers forms the basis for rewarding outstanding performance. Performance Bonuses were paid in line with the calculator suggested by the Local Government Municipal Performance Regulations for Municipal Managers and Managers directly Accountable to Municipal Managers of 2006.

Table 26: Section 57 Performance Bonuses

| NAME                | DESIGNATION                | BONUS AMOUNT |
|---------------------|----------------------------|--------------|
| Mr J. de K Jooste   | Infrastructure Development | R59 674.66   |
| Mr M . J. Mhlom     | Community Services         | R59 674.66   |
| Mr C. F. Hoffmann   | Chief Financial Officer    | R59 674.66   |
| Mr A. W. J. Everson | Corporate Services         | R77 577.06   |
| Mr S. A. Mokweni    | Municipal Manager          | R103 854.39  |
| Total Bonuses       |                            | R360 455.43  |

Table 27: Arrears owed to Council by Staff/Council/Directors/Managers: (2007/2008)

| CATEGORY                             | AMOUNT 2007/08                             | AMOUNT 2008/09                            |
|--------------------------------------|--|---|
| Councillor Consumer Account Arrears  | R0.00                                      | R860.67                                   |
| Councillor Arrear Arrangements       | R0.00                                      | R0.00                                     |
| Councillor Accounts in Disputes      | R0.00                                      | R0.00                                     |
| Staff Arrears (Directors & Managers) | R0.00                                      | R0.00                                     |
| Other Staff                          | R88 512.70 (R59 626.91<br>Land sales incl) | R94 441.53 (R52 201.36<br>Landsales incl) |

Note: Details are contained in the Financial Statements in Chapter 4,

#### Pension Funds

The following pension and/or retirement funds are used in the municipality:

- ♦ SALA Pension Fund
- ♦ Cape Retirement Fund
- ♦ Cape Joint Pension Fund
- ♦ SAMWU Provident Fund

#### Medical Aid Schemes

Employees are able to choose from the following Medical Aid Funds:

- ♦ BONITAS
- ♦ HOSMED
- ♦ Key Health
- ♦ LA Health
- ♦ SAMWU Med





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#### Learnerships and Bursaries

Twenty two (22) learnerships were recorded during the 2008/2009 financial year. The municipality granted 20 internal Bursaries in 2008/2009

Table 28: Bursaries per Directorate

| DIRECTORATE                | NUMBER OF BENEFICIARIES |
|----------------------------|-------------------------|
| Infrastructure Development | 4                       |
| Community Services         | 6                       |
| Finance Directorate        | 7                       |
| Corporate Services         | 1                       |
| Municipal Manager's Office | 2                       |
| Total                      | 20                      |

#### Occupational Health

Table 29: Occupational injuries recorded during 2008/09 are as follows;

| DIRECTORATE                | PERSONAL INJURY | DISEASE | DEATH | COST  |
|----------------------------|-----------------|---------|-------|-------|
| Infrastructure Development | 28              | 0       | 0     | 4 340 |
| Community Services         | 25              | 0       | 0     | 3 875 |
| Finance Directorate        | 0               | 0       | 0     | 0     |
| Corporate Services         | 0               | 0       | 0     | 0     |
| Municipal Manager's Office | 0               | 0       | 0     | 0     |
| Total:                     | 53              | 0       | 0     | 8 215 |





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#### Employee Productivity: Sick leave

The number of days' sick leave taken by employees has service delivery and cost implications for a municipality. Breede River Winelands Municipality monitors sick leave to identify certain patterns or trends and thus takes proactive corrective action.

Table 30: Sick leave per Directorate and Category

| DIRECTORATE                | TOTAL | LEGISLATORS,<br>SENIOR<br>OFFICIALS<br>AND<br>MANAGERS | CLERKS | TECHNICIANS<br>AND ASSOCIATE<br>PROFESSIONALS | CRAFT<br>AND<br>RELATED<br>TRADES<br>WORKERS | ELEMENTARY<br>OCCUPATIONS |
|----------------------------|-------|--|--------|---|--|---------------------------|
| Infrastructure Development | 13    | 6  |        | 7   |  |                           |
| Corporate Services         | 2     | 2  |        | 0   |  |                           |
| Finance Directorate        | 13    | 4  |        | 9   |  |                           |
| Community Development      | 20    | 4  |        | 16  |  |                           |
| Municipal Manager's Office | 6     | 3  |        | 3   |  |                           |
| Total:                     | 48    | 16   |        | 32  |  |                           |

#### Number of Employees

Table 31: The following table reflects the number of staff per category in 2007/08 and 2008/09.

| CATEGORY                                    | NO OF EMPLOYEES (2007/08) | NO OF EMPLOYEES (2008/09) |
|---|---------------------------|---------------------------|
| Legislators, senior officials, and managers | 32                        | 34                        |
| Clerks                                      | 70                        | 85                        |
| Technicians and associate professionals     | 110                       | 107                       |
| Craft and related trades workers            | 92                        | 115                       |
| Elementary occupations                      | 306                       | 309                       |
| Total:                                      | 610                       | 650                       |

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Table 32: Staff Category per Directorate

| DIRECTORATE                      | TOTAL      | LEGISLATORS,<br>SENIOR OFFICIALS<br>AND MANAGERS | CLERKS    | TECHNICIANS<br>AND ASSOCIATE<br>PROFESSIONALS | CRAFT AND<br>RELATED TRADES<br>WORKERS | ELEMENTARY<br>OCCUPATIONS |
|----------------------------------|------------|--|-----------|---|--|---------------------------|
| Infrastructure<br>Development    | 259        | 12   | 14        | 33  | 58                                     | 142                       |
| Corporate<br>Services            | 28         | 5  | 12        | 4   | 1                                      | 6                         |
| Finance<br>Directorate           | 58         | 3  | 36        | 14  | 4                                      | 1                         |
| Community<br>Development         | 271        | 8  | 13        | 48  | 52                                     | 150                       |
| Municipal<br>Manager's<br>Office | 34         | 6  | 10        | 8   | 0                                      | 10                        |
| <b>Total:</b>                    | <b>650</b> | <b>34</b>  | <b>85</b> | <b>107</b>                                    | <b>115</b>                             | <b>309</b>                |



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### HUMAN RESOURCES AND OTHER ORGANISATIONAL MANAGEMENT

#### GOVERNANCE AND INSTITUTIONAL ARRANGEMENTS

This section of the annual report explains the framework of the institutional structures and resources that the Council established during the 2008/2009 financial year so as to implement its strategies.

#### Council Structure

The relationship between the Council's different political structures is as follows:

Table 33: Council Members

| COUNCILORS               | POLITIEKE PARTY / POLITICAL PARTY  |
|--------------------------|------------------------------------|
| Cllr J. Adams            | DA - Democratic Alliance           |
| Cllr J. D. Burger        | DA - Democratic Alliance           |
| Cllr M. Carelse-Snyman   | ANC - African National Congress    |
| Cllr R. de Jong          | DA - Democratic Alliance           |
| Cllr L. H. de Koker      | DA - Democratic Alliance           |
| Cllr M. W. H. du Preez   | ANC - African National Congress    |
| Cllr G. J. Fielies       | ANC - African National Congress    |
| Cllr C. J. Grootboom     | PDM - People's Democratic Movement |
| Cllr P. W. Horne         | ID - Independant Democrats         |
| Rdl M. P. Janse          | ANC - African National Congress    |
| Cllr A. N. Mhlambeni     | ANC - African National Congress    |
| Cllr E. N. Mpokotye      | ANC - African National Congress    |
| Cllr S. J. Ngonyama      | ANC - African National Congress    |
| Cllr W. S. Nyamana       | ANC - African National Congress    |
| Cllr O. C. Simpson       | WCC - Western Cape Community Party |
| Cllr J. Thomson          | DA - Democratic Alliance           |
| Cllr T. M. van der Merwe | ID - Independant Democrats         |
| Cllr S. W. van Eeden     | DA - Democratic Alliance           |
| Cllr F. F. van Wyk       | ID - Independant Democrats         |
| Cllr E. J. Vollenhoven   | ANC - African National Congress    |

#### Mayoral Committee Members

*"We will deliver at a pace which echoes  
at a pace which echoes the commitment that we made to  
our people."*



Councillor John Ngonyama  
Executive Mayor

*"We strive for a unified prosperous society."*



Councillor  
Christopher Grootboom



Councillor  
Errol Vollenhoven



Councillor  
Owenite Simpson

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### HUMAN RESOURCES AND OTHER ORGANISATIONAL MANAGEMENT

#### Section 79 Portfolio Committees and Chairpersons

These were the portfolio committees and chairpersons during the past financial year.

Table 34: Portfolio Committees as at 30th June 2009

| COMMITTEE                  | CHAIR               |
|----------------------------|---------------------|
| Corporate Services         | Cllr O. Simpson     |
| Finance                    | Cllr E. Vollenhoven |
| Infrastructure Development | Cllr S. J. Ngonyama |
| Community Services         | Cllr C. Grootboom   |

Table 35: Portfolio Committee Meetings and Attendance 2007/08 and 2008/09.

| MEETINGS                           | 2007/08 | % ATTENDANCE | 2008/09 | % ATTENDANCE |
|------------------------------------|---------|--------------|---------|--------------|
| Portfolio Committees Meetings      | 41      | 82%          | 39      | 83%          |
| Mayoral Committee Meetings         | 12      | 100%         | 12      | 92%          |
| Special Mayoral Committee Meetings | 5       | 100%         | 0       | ---          |
| Council Meetings                   | 12      | 96%          | 12      | 91%          |
| Special Council Meetings           | 5       | 91%          | 4       | 86%          |

#### Office of the Speaker

Mr. M Du Preez is the speaker of the council and the role of the speaker is to;



Councillor  
M Du Preez

- Ensure that there was an attendance register at the constituents' meetings and that it was signed so as to monitor the election process.
- Explain the roles and responsibilities of ward committees and their members to attendees at the meeting.
- Explain the election process to the participants.
- Call for nominations for committee members and for seconders to sign appropriate forms.
- Count the votes and announce the results.
- Ensure that the elected ward committee members were aware of their roles and responsibilities and signed the appropriate forms.



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#### Ward Committees

The council has ten (10) wards and they are appointed for a period of two (2) years. Each ward committee has approximately ten members.

**Table 36: Ward Committees**

| WARD COMMITTEE                    | CHAIRPERSON                      |
|-----------------------------------|----------------------------------|
| Ward 1, Robertson                 | Cllr J. D. Burger                |
| Ward 2, Robertson (Nkqubela)      | Cllr S. W. Nyamana               |
| Ward 3, Robertson                 | Cllr M. Carelse-Snyman           |
| Ward 4, Bonnievale (Happy Valley) | Cllr E. Vollenhoven              |
| Ward 5, McGregor                  | Cllr G. Fielies                  |
| Ward 6, Montagu (Ashbury)         | Cllr M. W. H. du Preez (Speaker) |
| Ward 7, Montagu                   | Cllr J. Thomson                  |
| Ward 8, Bonnievale                | Cllr S. W. van Eeden             |
| Ward 9, Ashton                    | Cllr J. Adams                    |
| Ward 10, Ashton (Zolani)          | Cllr N. E. Mpokotye              |

**Table 37: Representative Forums**

| NAME OF THE FORUM                          | COUNCILLOR             |
|--|------------------------|
| Economic Development                       | Cllr E. J. Vollenhoven |
| Governance and Intergovernmental Relations | Cllr S. J. Ngonyama    |
| Human Resources Management                 | Cllr O. C. Simpson     |
| Municipal Finance                          | Cllr E. J. Vollenhoven |
| Municipal Services                         | Cllr G. J. Fielies     |
| Social Development                         | Cllr C. J. Grootboom   |

#### Executive Management

The Executive Management team is the key force behind the achievement of the municipality's strategic goals. During 2008/2009 the administration implemented the macro design illustrated below.

Mr S. A. Mokweni – Municipal Manager

Mr M. J. Mhlom – Director Community Services

Mr J. de K Jooste – Director Infrastructure Development

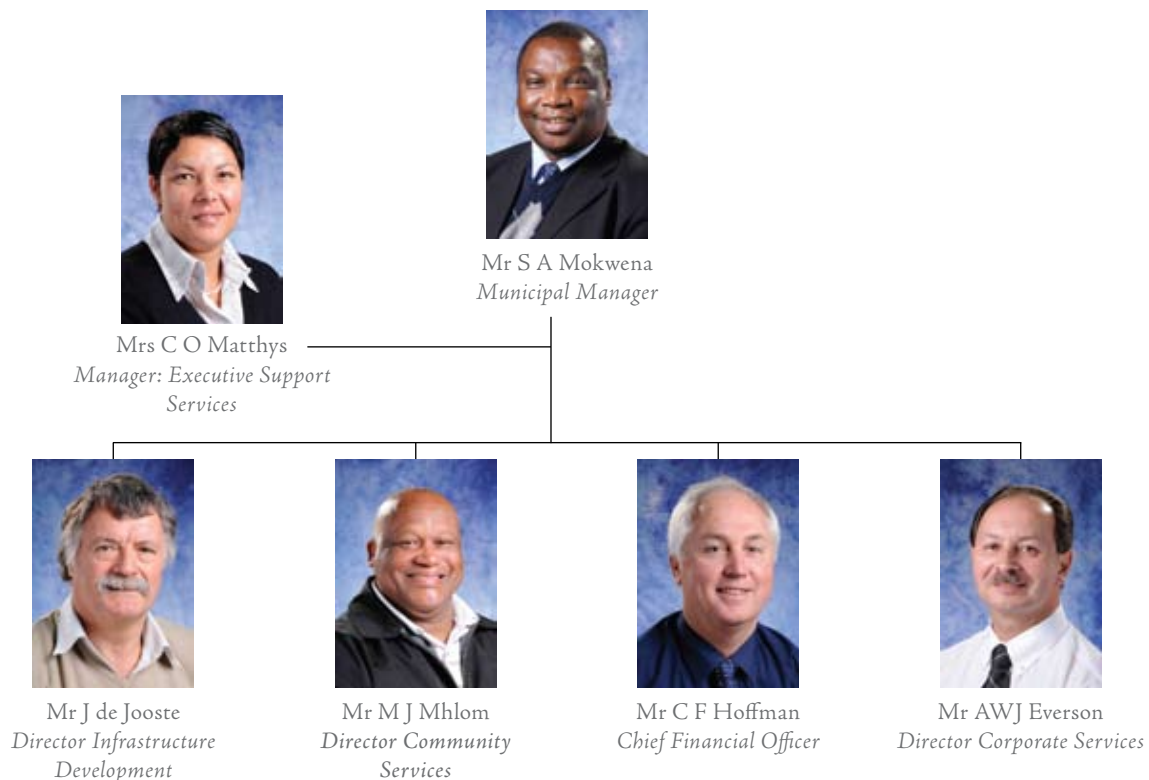
Mr C. F. Hoffmann – Chief Financial Officer

Mr A. W. J. Everson – Director Corporate Services

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### HUMAN RESOURCES AND OTHER ORGANISATIONAL MANAGEMENT

#### Executive Management Structure



#### Co-operative Governance and Intergovernmental Relations

The municipality participated in the following International, National and District Intergovernmental Relations forums:

District coordination meetings.

- ♦ Provincial advisory form (PAF) and PAFTECH
- ♦ ID campaign with Independent Electoral Commission
- ♦ Integrated Development Planning forum with Cape Winelands District Municipality in November 2008 and February 2009
- ♦ District Disaster management forum
- ♦ Twinning agreement with Rheden Municipality in the Netherlands. This exchange focused on Activity Based
- ♦ Costing within Waste Management and technical exchange on GAP Housing.
- ♦ University of Utrecht visited Breede River Winelands Municipality to provide support in the Waste Management department.

#### Corporate Governance

##### Public Participation: Imbizo's

Two separate IDP and budget Imbizos were held during the financial year.



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#### Integrated development plan review (idp/budget imbizo): 2009/2010

The Council has accepted an IDP/Budget Interaction plan for the review of the IDP/Budget for the financial period 2009/2010. In order to give all roleplayers, especially the 10 Ward Committees and the residents of all the wards and all sectors in the municipal area the opportunity to make contributions with regard to developmental needs, a series of meetings were planned on the following scheduled dates. All individual organisations, and individuals from all sectors were invited to attend the above-mentioned scheduled meetings. A notice in the form of a municipal advertisement was placed in our local newspapers.

**Table 38: Integrated development plan review (idp/budget imbizo): 2009/2010**

| WARD  | WARD COUNCILOR                                   | AREA                  | DATE                              | TIME  | VENUE                             |
|-------|--|-----------------------|-----------------------------------|-------|-----------------------------------|
| 1 & 3 | Cllrs J. D. Burger and<br>Cllr M. Carelse-Snyman | Robertson             | Monday 6th<br>October 2008        | 19h00 | Robertson<br>Community<br>Hall    |
| 2     | Cllr S. W. Nyamana                               | NkQubela              | Tuesday 7th<br>October 2008       | 18h00 | Nkqubela<br>Community<br>Hall     |
| 4     | Cllr E. Vollenhoven                              | Bonnievale            | Wednesday<br>8th October<br>2008  | 19h00 | Happy Valley<br>Community<br>Hall |
| 5     | Cllr G. Fielies                                  | McGregor/<br>Rooiberg | Thursday 9th<br>October 2008      | 19h00 | VGK Church<br>Hall                |
| 6 & 7 | Cllr M. W. H. du Preez<br>and Cllr J Thomson     | Montagu               | Monday 13th<br>October 2008       | 19h00 | Montagu<br>Community<br>Hall      |
| 8     | Cllr S. W. van Eeden                             | Bonnievale            | Tuesday 14th<br>October 2008      | 19h00 | Chris van Zyl<br>Hall             |
| 9     | Cllr J. Adams                                    | Ashton                | Wednesday<br>15th October<br>2008 | 19h00 | Barnard Hall                      |
| 10    | Cllr K. Klaas                                    | Zolani                | Thursday 16th<br>October 2008     | 18h00 | Zolani<br>Community<br>Hall       |

#### Budget Imbizo: 2009/2010

During March/April 2009 information meetings in all 10 wards were held. The CDW's assisted with the distribution of flyers and loud hailing with the Traffic Department in all 10 wards. All interested organisations and individuals of all sectors were invited to attend the abovementioned scheduled meetings per ward.

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Table 39: Budget Imbizo: 2009/2010

| DATE OF MEETING | WARD  | VENUE                                   | TIEM  | DIRECTOR RESPONSIBLE  |
|-----------------|-------|---|-------|---|
| 25th March 2009 | 9     | Barnardsaal, Ashton                     | 19h00 | Director Corporate Services                                       |
| 26th March 2009 | 6 & 7 | Wilhelm Thyslaansaal, Montagu           | 19h00 | Director Community Services                                       |
| 30th March 2009 | 5     | Ou Gym, McGregor                        | 19h00 | Director Corporate Services and the Chief Financial Officer (CFO) |
| 1st April 2009  | 8     | Chris van Zylsaal, Bonnievale           | 19h00 | Director Infrastructure Development                               |
| 2nd April 2009  | 4     | Happy Valley Gemeenskapsaal, Bonnievale | 19h00 | Director Infrastructure Development                               |
| 6th April 2009  | 1 & 3 | Gemeenskapsdaal, Droë Heuwel, Robertson | 19h00 | Chief Financial Officer (CFO)                                     |
| 7th April 2009  | 2     | Nkqubela Gemeenskapsaal, Robertson      | 19h00 | Municipal Manager   |
| 8th April 2009  | 10    | Zolani Gemeenskapsaal, Ashton           | 19h00 | Municipal Manager   |

#### Community Development Workers

##### Roles of the CDW's

The Breede River Winelands Municipality has embraced the use of effective CDW's to strengthen participative democracy in the municipality.

These are some of the Key Performance Areas (KPA's) for CDW's:

- Community profile to be compiled for the Breede River/Winelands Municipality
- Assistance to Ward Committee Activities
- Assistance during Community meetings
- Assistance to Ward Committee Elections
- Assistance during Ward Based Planning
- Communicate municipal and government projects in communities
- Co-ordinate communities to develop and submit proposals for inclusion in the IDP and other government plans.
- Co-ordinate inter-governmental and inter-departmental programmes
- Maintain communication with Community Based Organisations (CBO's)
- Inform communities of problems with service delivery.
- Assistance with the implementation of community projects
- Monitoring and reporting back on community projects
- Act as resourceful and dedicated public servants (Customer Services)

## CHAPTER THREE

### HUMAN RESOURCES AND OTHER ORGANISATIONAL MANAGEMENT

#### Functions performed by CDWS

- Minute taking during ward committee and community meetings.
- Logistic arrangements around Provincial and National events. (Public Participation processes).
- Assistance during roll out of Ward Based Planning.
- Dealing with public enquiries and complaints. (Training received on Customer Care Management Programme).
- Public address systems announcements in suburbs with Traffic Department regarding ward activities.
- Issuing of Hawkers' Licences.
- Creation of database for Community Based Organisations.
- Creation of skills audit.
- Filing of documents (Housing Department)
- Assist with applications for Indigent Subsidies (Finance Department)
- Administrative assistance to Ward Council Members.
- Logistic assistance to Rural Development Department.
- Projects in respect of Youth Advisory Centre (YAC).
- Logistic assistance to GCIS projects (Inter-governmental).
- Distribution of pamphlets for Tourism, Ward Committees, Finance Departments
- CDW's were involved during the IDP/Budget process.

Table 40: Details of CDW's and ward allocations.

| NAME OF CDW                  | WARD        | AREA                     |
|------------------------------|-------------|--------------------------|
| Lucreatia Jansen             | Wards 9, 10 | Zolani + Ashton          |
| Charmain Swanepoel (2 wards) | Wards 6, 7  | Ashbury + Montagu        |
| Lindiwe Kahla                | Ward 8      | Bonnievale               |
| Pieter Kortje                | Ward 4      | Happy Valley, Bonnievale |
| Octavia Liemens (3 wards)    | Wards 1,2,3 | Nkqubela + Robertson     |
| Johannes Jansen              | Ward 5      | McGregor                 |

#### Anti-corruption and anti-fraud

The Council has approved an anti-fraud policy has been approved by Council while the anti-corruption strategy will be addressed during 2009/10

#### Performance Management Committee

The committee was established by the Mayor in July 2008 for the purpose of evaluating the performance of section 57 employees.

Table 41: Committee members are:

| COMMITTEE MEMBER    | COMMITTEE POSITION |
|---------------------|--------------------|
| Cllr S. J. Ngonyama | Chairperson        |
| Cllr O. Simpson     | Member             |
| Cllr E. Vollenhoven | Member             |
| Cllr C. Grootboom   | Member             |
| Dr B. van Rensburg  | Member             |
| Mr M. Mgajo         | Member             |
| Mr S. A. Mokweni    | Member             |

The committee held 4 meetings during 2008/09.

## CHAPTER THREE

### HUMAN RESOURCES AND OTHER ORGANISATIONAL MANAGEMENT

#### Internal Audit

Breede River's Internal Audit department has been established in terms of sections 165 (i) of the Local Government: Municipal Finance Management Act, 2003 (Act 56 of 2003).

- ♦ The main purpose of the Internal Audit is inter alia:
- ♦ To ensure that risks are identified and managed properly.
- ♦ To ensure that correct and accurate financial, management, and operational control systems and procedures are in place to enable management to gain trustworthy information useful in decision-making processes.
- ♦ To evaluate the performance management system and performance reports.
- ♦ To control policies, regulations, and procedures in terms of prescribed guidelines and applicable laws.
- ♦ To ensure that high quality service delivery takes place by the economic and efficient utilisation of available resources.
- ♦ To implement the processes and procedures on an ongoing basis according to Council policy.

#### Performance 2008/09

- ♦ Risk analysis was completed with input from all departments.
- ♦ The internal audit annual work plan for 2008/2009 was prepared with input submitted by different Departments.
- ♦ The municipality's corporate performance scorecard is audited on a quarterly basis. The comments of internal audit are submitted to the Audit Committee who submitted their comments to the Council.

#### Audit Committee

Breede River's Audit committee was established on the 1st August 2006 and members were appointed for a period of 3 years in terms of Section 166 (1) of Act 56 of 2003 – Local Government: Municipal Finance Management Act, 2003.

The Audit Committee is responsible for the overseeing of internal controls, financial reporting and compliance with regulatory matters. The committee should mainly make recommendations to the management, including, the following:

- ♦ Review the effectiveness of the Council's system of internal control and risk management.
- ♦ Review the financial reporting.
- ♦ Review of the financial statements.
- ♦ Review the Internal Audit function.
- ♦ Review the Auditor General's report.
- ♦ Review the Council's compliance with legislation and regulation.
- ♦ Review the Compliance with the Council's Code of Conduct and ethics.
- ♦ Performance Management.

During 2008/2009 the Audit Committee had three members. Dr B van Rensburg (Chairman), Mr P Dreyer, and the third committee member position was vacant. The Committee convened 5 meetings, on 29th September 2008, 27th November 2008, 21st January 2009, 10th March 2009 and 15th June 2009. Attendance at the meetings was 9, 10, 8, 9 and 7 respectively.

#### By-laws

The following by laws were adopted:

- ♦ By law relating to the keeping of animals
- ♦ By law relating to the keeping of bees.
- ♦ By law relating to the control of cemeteries
- ♦ Irrigation w by law
- ♦ By law relating to the keeping of pigeons and birds
- ♦ By law relating to the keeping of poultry
- ♦ Public Amenities by law
- ♦ By law relating to sewerage and sanitation services
- ♦ By law relating to streets

#### Communication

239 adverts were placed in various news papers on various topics during the 2008/2009 financial year.

3 newsletters were published against the target of 4 newsletters. This owing to problems with the service provider's tax clearance.