



Human Resources and other Organisational Management

Annual Report CHAPTER 3

People at the center
of development



Personnel Services

Personnel Services forms an integral part of the Corporate Services and Breede River Winelands 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 Selection
- Employment Equity
- Skills Development
- Labour Relations
- Induction
- Personnel Maintenance
- Job Creation Projects
- Human Resource Policies

Recruiting and Selecting:

During the 2007/2008 financial year sixty eight (68) new employees were appointed. Representation regarding the appointments is as follows:

Category	Target	Actual
Coloureds	(Target 50%)	52%
Africans	(Target 30%)	36%
Whites	(Target 20%)	12%

As per the table above, the municipality did well in obtaining the stipulated and set targets. It also made a vast improvement by appointing 5 Managers, and Coloured and African candidates. A challenge to rectify the category of Manager & Senior Officials, however, still exists.

One of the main stumbling blocks is a shortage of applicants to fill the following posts; electricians, technical engineers and IT technicians. A head-hunting recruiting process is followed if suitable candidates can not be found and placed. Where possible, persons from within the community are appointed. Unemployment is a major concern and by appointing people from the local community, the municipality attempts to help reduce the unemployment rate.



Employment Equity

Table: Employment Equity statistics per directorate as of June 2008 (Top 4 management levels)

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
Chief Financial Officer	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 and approved as prescribed by legislation. In the 2007/2008 financial year 225 employees had training of which 188 were technical and 37 were managerial, supervisory and safety related training. Of the amount of R568 508.90 paid on the Skills Levy, the 50% that can be reclaimed, being R284 254 was claimed back.

Labour Relations

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

During 2007/2008 financial year all labour relations matters were resolved in terms of the prescribed legislations. All employees were informed about the code of conduct through induction, informal advice and interaction with staff members.

The main stumbling block or challenge however remains a lack of any administrative support in the department.

Induction

All the new employees that were appointed went through a one-day induction course where all aspects regarding the culture, rules, and regulations of the directorate were discussed.

Personnel Maintenance

A process document regarding all Human Resources processes in the department was compiled. This helped the department to apply all processes consequently and to ensure that all HR matters are dealt with in a professional manner.



Job Creation Projects

Two hundred and ninety nine (299) jobs were created within the communities of the Breede River Winelands Municipality. These included; cleaning projects, planting trees, distributing letters, installing water pipes, laying electrical cables, and planting poles. The municipality has created a database of all unemployed persons from within the community.

Human Resource Policies:

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

- Employment Equity
- Recruiting & Selecting
- 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

Personnel Expenditure:

Trends on Personnel Expenditure to Operating Expenditure (Last three years)

Financial Year	Salaries	Expenditure	Percentage
2007/2008	R69,212,825	194,122,257	35.65%
2006/2007	R58,212,401	179,078,541	32.51%
2005/2006	R50,587,873	140,961,382	35.89%



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

Category	Amount
Councillor Consumer Account Arrears	R0.00
Councillor Arrear Arrangements	R0.00
Councillor Accounts in Disputes	R0.00
Staff Arrears (Directors & Managers)	R0.00
Other Staff	R88 512.70 (R59 626.91 Land sales incl)

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

Pension Funds:

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

- SALA Pension Fund
- Cape Joint 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

Learnerships:

No learnerships were recorded during the 2007/2008 financial year.



Governance and Institutional Arrangements:

This section of the annual report explains the framework of the institutional structures and resources that Council established during the 2007/2008 financial year so as to implement its strategies.

Council Structure:

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

Mayoral Committee Members:





Section 79 Portfolio Committees and Chairpersons:

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

Table 3.4 Portfolio Committees

Committee	Chair
Corporate Services	Cllr O Simpson
Finance	Cllr E Vollenhoven
Infrastructure Development	Cllr SJ Ngonyama
Community Services	Cllr C Grootboom

Office of the Speaker:

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

- 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 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 elected ward committee members were aware of their roles and responsibilities and signed the appropriate forms.

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.

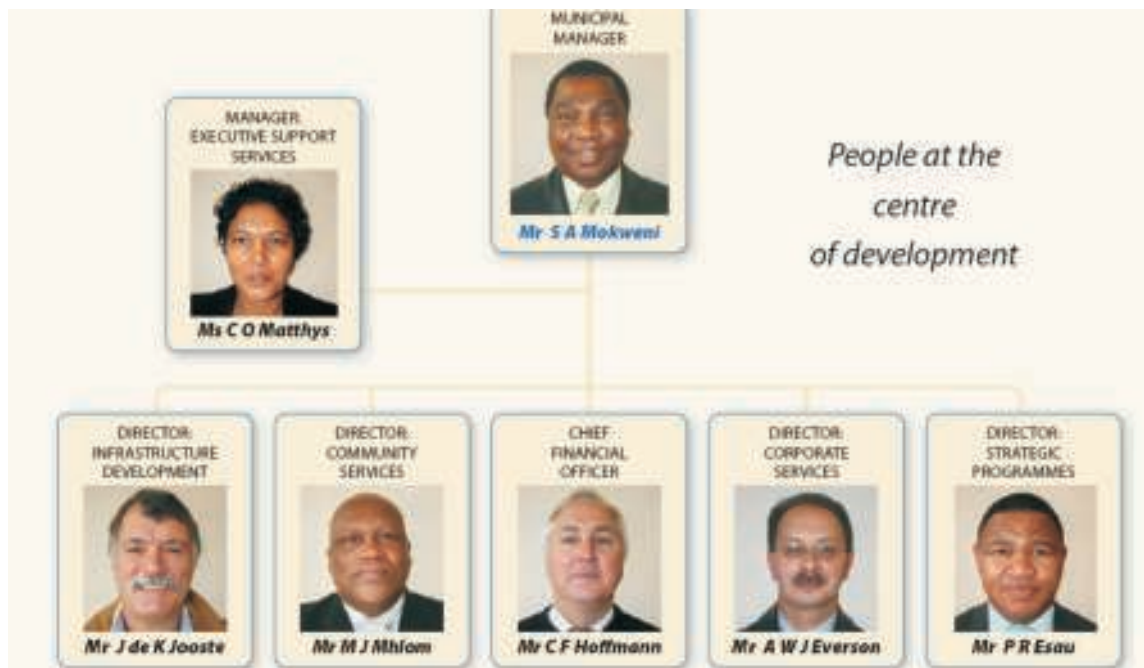
WARD COMMITTEE	CHAIRPERSON
Ward 1, Robertson	Cllr J D Burger
Ward 2, Robertson (Nkqubela)	Cllr S W Nyamana
Ward 3, Robertson	Cllr M Carelse-Snyman
Ward 4, Bonnievale (Happy Valley)	Cllr E Vollenhoven
Ward 5, McGregor	Cllr G Fielies
Ward 6, Montagu (Ashbury)	Cllr M W H du Preez (Speaker)
Ward 7, Montagu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



Executive Management:

The Executive Management team is the key force behind the achievement of the municipality's strategic goals. During 2007/2008 the administration implemented the macro design illustrated below.

Mr MJ Mhlom – Director Community Services
 Mr J de K Jooste – Director Infrastructure Development
 Mr CF Hoffmann – Chief Financial Officer
 Mr AWJ Everson – Director Corporate Services
 Mr P R Esau – Director Strategic Programmes (Resigned on the 31 May 2008)





Organisational Realignment:

Following the re-alignment of the Macro Organizational Structure by the Municipal Manager, and approved by Council during May 2007, and in order to ensure more effectiveness and efficiency, it was necessary to also re-align the micro structure of the organization.

In some cases the functions of directorates were not properly clustered together (i.e. traffic in Infrastructure Development and Disaster Management in Community Services). These matters were corrected with the realignment and was it ensured that similar positions in the various directorates, were placed on the same level.

Further, due to the shortage in managerial and supervision aspects, sufficient Manager and Supervision positions were created on the structure as to ensure that there is a proper control and command structure in place.

Before the realignment the personnel structure had 766 posts. Following the realignment the personnel structure now has 811 posts.

The command structure as it is following the realignment also contributed to a more hands on approach being possible by Managers as they have more controllable sizes of departments to manage. In this regard one can consider the engineering services that is divided in an eastern side (Ashton, Bonnievale & Montagu) and a western side (Robertson and McGregor). The same is true of the Cleaning and Environmental Services, there we have the same eastern and western areas.

Following the realignment a changed salary structure based on the previous grade 7 municipalities salaries were put in place in order to address the salary needs in the organization in order to attract suitably qualified and competent persons, and especially the middle management and clerical positions. Following the introduction of the realignment model and the new salaries, all personnel doing the same order work are on the same salary level and earn the same salary based on that level.



Number of Employees:

The following table reflects the number of staff per category as at 30 June 2008.

Category	No
Legislators, senior officials, and managers	32
Clerks	70
Technicians and Associate professionals	110
Craft and related trades workers	92
Elementary occupations	306
Total:	610

Staff Category per Directorate:

Directorate	Total	Legislators, senior officials and managers	Clerks	Technicians and Associate professionals	Craft and related trades workers	Elementary occupations	Professionals
Infrastructure Development	255	9	10	37	61	138	0
Corporate Services	24	4	10	4	1	5	0
Chief Financial Office	45	4	31	8	2	0	0
Community Development	253	9	8	52	28	156	0
Municipal Manager's Office	33	6	11	9	0	7	0
Total:	610	32	70	110	92	306	0