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**DIRECTORATE: /DIREKTORAAT  
HUMAN RESOURCES  
MENSLIKE HULPBRONNE**

**E Riddles**



1. **INTRODUCTION**

The directorate is responsible for overall human resources management and development. This directorate supports line management in their delivery of services to the community at large by providing specialised staff services that include human resources administration, support, development, labour relations and occupational safety in order to enhance their service delivery capacity.

Over the last two years, the Human Resources directorate has played a key role in supporting the municipality's transformation process that included the restructuring and placement of more than 800 employees onto the new organisational structure.

The transformation process also entailed the management and facilitation of a constructive and productive labour relations climate within the municipality and human resources development in general. Further to this the directorate had to ensure that the municipality conformed to the criteria set out in the skills development and employment equity legislation.

Some of the achievements for the year under review are set out underneath.

**Service Delivery Units: Literacy Programme**

**IDP Key performance Areas and Objectives covered by service(s)**

Education, Health and Social Services /

Promote life skills and skills training/ABET in all communities that are in need of such training.

**Overview of services and narrative on performance for the year**

ABET for Municipal employees is divided into 2 fields namely Numeracy and Literacy. It is presented on 4 levels ranging from 1 to 4. The funding for the ABET program was stopped by the Department of Education in the beginning of

2005 and the Municipality is now responsible for the funding. Human Resources is currently in the process of appointing 2 permanent ABET facilitators.

### Performance Indicators

	2003/04 Actual	2004/05 Actual
NUMBER OF PARTICIPANTS		
ABET Level 1	n/a	7
ABET Level 2	n/a	8
ABET Level 3	n/a	6
ABET Level 4	n/a	11
TOTAL	n/a	32

### Service Delivery Units: Human Resources

#### IDP Key Performance Areas and Objectives covered by service(s)

Governance / Human Resource Administration

Human resource administration-, recruitment- and selection policies and procedures in place and executed with specific targets.

Governance / Human Resource Development

Human resource development-,skills-, training-, and employee assistance programmes policies and procedures in place and executed with specific targets in order to develop and empower the staff of the municipality.

#### Overview of services provided and narrative on performance for the year

Under the Human Resources Administration section, recruitment and selection of new employees was once again the key component this past year. In total 136 new appointments were made which relates to more than 10 employees per month. Thousands of applications were processed, in order to eventually ensure that more than 80% of newly appointed persons were in line with our Employment Equity targets.

It was indeed a year of action in the Human Resources Development Section. On 30 June 2004 the section only had a Manager, who had to deal with the organisations mammoth challenge better known as the responsibility to facilitate Skills Development, a creation of a constructive and productive Labour Relations climate within the Municipality, the maintenance of a Safe and Healthy work environment and an Employee Social Assistance Programme.

The challenge is cutting across Directorates and the lines of commands. To ensure that the challenge is systematically dealt with, three HR Officers were

appointed, on 1 November 2004 Mr R Naicker for Occupational Health and Safety, on 1 December 2004 Mr H Lucas Skills Development and on 1 May 2005 Mr M Joja Labour Relations. Further support service was provided to the officers with the appointment of Mrs E Potgieter on 1 July 2004 and Mr D Rennie on 1 May 2005.

## Performance Indicators

Included in 2003/04 Annual Report	2003/04 Actual	2004/05 Actual
<b>OUTCOMES OF DISCIPLINARY HEARINGS</b>		
Verbal warning	0	1
Written warning	6	2
Final written warning	9	1
Suspended without pay	3	1
Correctional counselling	0	0
Demotion	2	0
Fine	0	0
Dismissal	4	4
Transfer	0	0
<b>TOTAL</b>	<b>24</b>	<b>9</b>
<b>TYPES OF MISCONDUCT</b>		
Bribe	0	0
Damage of council's property	2	0
Misuse of council's property	0	1
Insubordination	6	2
Use of intoxicants	9	0
Unauthorised absence	16	4
Fraud	0	0
Sexual harassment	2	0
Assault	2	0
Theft	1	0
Other	0	3
<b>TOTAL</b>	<b>38</b>	<b>10</b>
<b>SUSPENSIONS</b>		
Number of suspensions	2	1
<b>OCCUPATIONAL HEALTH AND SAFETY: INJURIES ON DUTY</b>		
Received medical attention only	33	33

Included in 2003/04 Annual Report	2003/04 Actual	2004/05 Actual
Temporary disablement	44	42
Permanent disablement	0	0
Fatalities	0	0
Total	77	75
Number of skills development courses	n/a	22
Number of employees attending courses	n/a	257
<b>KPA</b> - The number of people from employment equity target groups employed in compliance with the approved employment equity plan	n/a	111

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