

APPENDIX B

HUMAN RESOURCE POLICIES AND PLANS

	Name of Policy	Completed %	Reviewed %	Date adopted by Council or comment on failure to adopt
1	Internship Policy	100%	100%	C87/2015 30/04/2015
2	Staff Retention Policy	100%	100%	C01/09 29/06/2009
3	Bursary Policy	100%	100%	C37/2014 30/10/2014
4	Council Delegations	100%	100%	27/09/2012
5	Disciplinary Code and Procedures	100%	N/A	*The SALGA Bargaining Council Disciplinary Code & Procedures applicable to non-s56/57 employees. *Local Government: Disciplinary Regulations for Senior Managers, published under GG 34213 of 21 April 2011.
6	Traffic Management	100%	0%	29/09/2011
7	Employee Assistance Programme Policy	100%	100%	C88/2015 30/04/2015
8	Employment Equity Plan	100%	100%	2014-2019
9	Exit Management	0%	0%	N/A
10	Grievance Procedures	100%	100%	Subsumed in Human Resource Policies and Procedures
11	HIV/Aids	100%	0%	C54/12 13/12/2012
12	Human Resource Policies and Procedures	100%	100%	C53/12 12/12/2012
13	Information Technology (password, laptop/notebook)	100%	0%	C73/2014 30/06/2014
14	Job Evaluation	100%	100%	C90/2015 30/04/2015
15	Leave	100%	100%	Subsumed in Human Resource Policies and Procedures
16	Occupational Health and Safety Plan	100%	100%	C70/2015 29/01/2015
17	Attendance and Punctuality Policy	100%	100%	C38/2014 30/10/2014
18	IT User Access Procedure Manual	100%	100%	C40/2014 31/03/2014
19	ICT Change Management Policy	100%	0%	C38/2014 31/03/2014
20	Official Working Hours and Overtime	100%	100%	Subsumed in Human Resource Policies and Procedures C39/2014
21	Travel and Subsistence Policy	100%	100%	C74/2015 29/01/2015
22	Payroll Procedure Manual	100%	0%	N/A (operational manual)

23	Performance Management Policy Framework	100%	100%	C86/13 27/03/2013
24	Employment Practice Policy (guides recruitment, selection and appointments)	100%	100%	C40/2014 30/10/2014
25	Remuneration Framework for s56/57 Managers	100%	100%	02/08/2011. Remuneration for non-section 56/57 employee is through SALGA Bargaining Council
26	Transport Allowance and Policy	100%	100%	C44/2014 30/10/2014
27	Sexual Harassment	100%	0%	C30/06 03/08/2006
28	Workplace Skills Plan (WSP)	100%	100%	Reviewed June annually & submitted to 30 April 2015 LGSETA by management
29	Smoking	0%	0%	N/A
30	Special Skills	0%	0%	N/A
31	Work Organisation	0%	0%	N/A
32	Dress Code Policy	100%	0%	C85/13 27/03/2013
33	Education, Training and Development Policy	100%	100%	C89/2015 30/04/2015
34	Employee Sports Policy	100%	0%	30/06/2014 C82/2014
35	Special Leave Policy	100%	0%	31/03/2014 C50/2014

APPENDIX C

AMENABLE POWERS AND FUNCTIONS OF THE MUNICIPALITY

FTM performs about 32% i.e. 12 out of 38 functions (listed below) of local government as in the Constitution (RSA, 1996, s156 and 229 read with Part B of both Schedules 4 & 5 and Local Government: Municipal Structures Act, RSA1998, s83.

- **Cemeteries**
- **Internal Streets**
- **Municipal Planning**
- **Local Tourism**
- **Building regulations**
- **Trading regulation**
- **Street lighting**
- **Vehicle licensing and registration**
- **Learners' Drivers Licensing**
- **Refuse removal**
- **Public Places**
- **Traffic Law Enforcement**
- **Local sports facilities.**

APPENDIX E

A FULL LIST OF COUNCILLORS (PR/WARD) AND COMMITTEES ALLOCATED

Total number of seats: = 25 (Twenty-five)

Surname & Names	Position	Party	Committees Allocated	Contact no.
Sefala Raesetja Elizabeth	Mayor (PR Cllr)	ANC	EXCO, IDP Steering Committee	082 964 0968
Makola Mmadire Mologadi	District Rep (PR Cllr)	ANC	DVP Portfolio	082 727 5175
Mamphekgo Kobaphiri Kenneth	Speaker (PR Cllr)	ANC	Rules & Ethics, IDP Steering Committee	082 776 2450
Seroka Kgowane Alpheus	Ward 01 Cllr	ANC	EXCO, Corporate Services Portfolio	082 773 6223
Diphofa Klaas Diphofe	Ward 02 Cllr	ANC	Technical Services Portfolio	072 779 1646
Phala Naume Tlakale	Ward 03 Cllr + Chief Whip	ANC	Technical Services	076 487 4503
Mawela Victor Tlhatlhusi	Ward 04 Cllr	ANC	BTO Portfolio	072 181 7986
Mashabela Mphage Nelson	Ward 05 Cllr	ANC	Community Services Portfolio	076 193 6791
Moifo Hendrick Khulong	Ward 06 Cllr + District Representative	ANC	DVP Portfolio	072 252 5615
Moswoane Wilson Makgapheetse	Ward 07 Cllr	ANC	DVP Portfolio, MPAC	072 919 4462
Mabotha Mphela Carton	Ward 08 Cllr	ANC	Community Services Portfolio	082 820 2102
Maisela Nkgau Stephen	Ward 09 Cllr	ANC	Community Services	072 945 5180
Mathipa Herbert Mogale	Ward 10 Cllr	ANC	Corporate Services	082 578 7644
Phasha Maselekeng Juliah	Ward 11 Cllr	ANC	Community Services Portfolio + MPAC	073 493 2374
Kupa Thomas Magate	Ward 12 Cllr	ANC	BTO Portfolio Committee	076 940 7831
Manala Evlindah Ramaabele	Ward 13 Cllr	ANC	Rules & Ethics +MPAC	072 508 4248
Phaladi Raphahle Catherine	PR Cllr	ANC	EXCO, BTO Portfolio	082 773 6235
Maisela Phyllistus Ramatsimele	PR Cllr	ANC	Technical Services Portfolio	078 893 0781
Lesufi Jacky Mashwahle	PR Cllr	ANC	Corporate Services Portfolio	082 676 8551
Marote Tebatjo Emily	PR Cllr	ANC	Technical Services Portfolio, Chairperson of Chairpersons	072 861 7260
Phala Magoane Dapheney	PR Cllr	ANC	EXCO, Technical Portfolio	071 422 7939
Lentsoana Setlogane Aaron	PR Cllr	COPE	EXCO, DVP Portfolio	082 560 0393
Maesela Mapharashe Gibson	PR Cllr + District Representative	COPE	Technical Services Portfolio	076 420 7790
Makgopa K.I.	PR Cllr	DA	B&T	079 042 6091
Maboa Simon	PR Cllr	AZAPO	Corporate Services Portfolio, Rules & Ethics	072 328 2717

APPENDIX F
COMMITTEES AND COMMITTEE PURPOSES

Municipal Committee	Committee Purpose
Audit Committee (AC)	It is an independent advisory body of experts which advises the FTM on effective governance, internal audit, financial and non-financial matters, risks, accounting policies, performance management etc. Established in terms of s166 of MFMA, it gives an objective & expert view in respect of affairs of the FTM i.e it casts an expert eye on the work/controls developed by the Internal Audit Unit. Although, it has no enforcement powers it makes advices & recommendations to the Council
Municipal Public Account Committee (MPAC)	It is established in accordance with s79 of the Structures Act read concurrently with s129(4) of the MFMA to provide checks and balances on the work of the Executive Committee. It exercises oversight over the executive functionaries of the Council. It promotes good governance by considering Annual Report. It does monitoring & oversight.
Rules and Ethics Committee	It is a s79 Committee constituted to ensure adherence to rules and that ethical standards as enshrined in the Systems Act are upheld.
Portfolio Committee: Technical Services	As a s79 Committee, it exercises oversight on matters relating to infrastructural development (I.e service delivery).
Portfolio Committee: Budget and Treasury	As a s79 Committee, it does oversight on matters relating to general financial management (i.e revenue, expenditure, assets, supply chain management etc).
Portfolio Committee: Development Planning	As a s79 Committee, it provides checks and balances on generic municipal planning (i.e

	spatial, economic, strategic planning, intergovernmental relations, corporate performance etc). The essential purpose is to improve the quality of governance and ultimately the sustainability of the Municipality.
Portfolio Committee: Corporate Services	As a s79 Committee, it exercises oversight on organizational development & municipal transformation (i.e human resource development, executive support, communications, marketing & publicity, records management, special programmes etc).
Portfolio Committee: Community Services	As a s79 Committee, it oversees community safety, sports, recreation, arts & culture, public facilities, law enforcement, drivers & vehicle licensing, emergency services, environmental management etc).
IDP/Budget Steering Committee	It ensures credible preparations and development of IDP/Budget. It comprises both the officials and councillors.
Revenue Steering Committee	It ensures and monitors the implementation of revenue strategies performance against planned targets. It comprises both the officials and councillors
Remuneration Committee	It was initially established to guide and advise Council structures on remuneration related matters. The Committee was subsequently dissolved by the Council.
NB: As embedded in s79 of the Local Government Municipal Structures Act (no.117 of 1998), the overarching purpose of the foregoing Committees is to help the Executive Committee and ultimately the Council to perform its functions in an effective and efficient manner. The Municipality has a substantial discretion as to the number of Committees to be established and how these are structure.	

APPENDIX G
THIRD TIER ADMINISTRATIVE STRUCTURE

DIRECTORATE	DIRECTOR / SM	TITLE & NAMES	QUALIFICATIONS AND PROFESSIONAL MEMBERSHIPS
Head of Administration (AO)	Municipal Manager	Mr. ND Matumane	*Master of Governance (<i>UFS</i>) *PGDMEM (<i>Stell</i>) *PGDLL (<i>UJ</i>) *APSTAR (<i>UKZN</i>) *CPMD-Advanced (<i>Wits</i>) *ACE (<i>UJ</i>) *Professional Affiliation (<i>SAMEA</i>)
Budget and Treasury Office (BTO)	Chief Financial Officer	Mr. MF Maredi	*Bachelor of Commerce Honours (UniL) *Bachelor of Commerce Degree (UniL) *SAICA (South African Institute of Chatered Accountants) Articles (AGSA)
Corporate Services (CS)	Director Corporate Services	Mr. MI Phasha	*N.Dip Public Admin (<i>UniL</i>) *CPMD (<i>Wits</i>) *ELMDP (<i>UP</i>)
Development Planning (DVP)	Director Development Planning	Ms. L.C Peu	*B.Tech Town & Regional Planning (<i>UJ</i>) *Diploma Town & Regional Planning (<i>UJ</i>) *Certificate in Fundamentals of Project Management (<i>Damelin</i>) *SACPLAN Professional Town and Regional Planner
Technical Services (TS)	Director Technical Services	Vacant	N/A