

AANSTELLINGS EN BEVORDERINGS

AANSTELLINGS AUGUSTUS 2014
 Mnr J de Villiers Senior Bestuurder: Operasionele Dienste
 Mnr M G Montaque Algemene Assistent : Elektrotegniese Dienste
 Mnr D C Willemse Algemene Assistent : Elektrotegniese Dienste
 Mnr M H Jetha Algemene Assistent : Elektrotegniese Dienste
 Mnr E Germishuys Algemene Assistent : Elektrotegniese Dienste
 Mr S I Vana General Assistant: Electro Technical Services
 Mnr D W Pekeur Toesighouer: Elektrotegniese Dienste
 Me E G Juries Bou-Inspekteur
 Me H Dignas Uitvoerende Sekretaris
 Mnr Y Tayob Algemene Assistent: Water en Riool
 Mnr R T Stewart Wetstoepassingsbeampte
 Mr Z Ndoloshé General Assistent: Sewerage
 Mr S W Matyaleni General Assistent: Sewerage

BEVORDERINGS AUGUSTUS 2014
 Mnr L S Gardiner Senior Voorman: Strate & Stormwater

KONTRAK AANSTELLINGS AUGUSTUS 2014
 Mr J L Strydom Internship Programme: ICT till 31 July 2015 - Extension
 Mr C Avenant Sport Coach till 31 December 2014 - Extension
 Mr D J August Sport Coach till 31 December 2014 - Extension

AANSTELLINGS SEPTEMBER 2014
 Me J-A Gillion Senior Klerk: Lisensiering & Registrasie
 Mnr H E Jakobs Verkeersbeampte
 Mnr M Crause Kleinmasjienbediener/Operateur
 Mr L Mbuthuma General Assistent: Solid Waste
 Mr H Ncedana General Assistent: Solid Waste

KONTRAK AANSTELLINGS SEPTEMBER 2014
 Ms K D Jephtha MFM Internship Programme 31 Aug 2016
 Ms Z Mayekiso MFM Internship Programme 31 Aug 2016
 Mr J V Aplon MFM Internship Programme 31 Aug 2016
 Mr N Van Dyk MFM Internship Programme 31 Aug 2016
 Ms N Barnard MFM Internship Programme 31 Aug 2016
 Mr A Dirk Ass Project Manager: 14 - 30 Sept 2014
 Ms J Hendriks Field Safety & Financial Admi. Officer: 16 - 30 Sept 2014
 Mr T Dry Quality Controller 12 - 30 Sept 2014

BLINDES BELEEF NAMBIË OP YSTERPERDE



Johan Potgieter, 'n booring van Namibia en werksaam by die Munisipaliteit se Vlootafdeling, het vanaf 4 - 12 Julie fietsryers verbonde aan die Suid-Afrikaanse Tandemvereniging vir blinde en gesiggestremde persone op 'n toer deur Namibia vergesel.

Volgens Johan was die reis 'n eye opener - "ek het nog nooit vantevore te doene gehad met 'n blinde persoon nie. My oë het rêrig oopgegaan - ons (wat kan sien) het geen idee waarmee blinde persone elke dag gekonfronteer word nie. Selfs basiese dinge, soos om badkamer toe te gaan op 'n vreemde plek, bring sy eie uitdagings. Dit was 'n wonderlike ondervinding en 'n voorreg om deel te wees van die bewusmaking van fietsry as sportsoort by persone met gesiggestremdhede."

Die toer deur Namibia het op Keetmanshoop begin waarvandaan die eerste skof tot by Luderitz gestrek het. Dieselfde roete is die volgende dag terug gevolg. Die volgende skof het vanaf die Brakwater Weegbrug buite Windhoek tot by die Daan

Viljoen Wildtuin en terug gestrek. Die laaste skof sou vanaf Swakopmund na Hentiesbaai wees, maar is afgestel as gevolg van digte mis en die nat soute. Dit is toe vervang deur 'n besoek aan die bekende Duin 7 by Walvisbaai en die robbe by Kaap Kruis. Die groep kon nie uitgepraat raak oor die land en sy mense se gasvryheid nie.

Die groep het bestaan uit sowat 60 fietsryers en beamptes van die Wes-Kaap, Gauteng, KwaZulu/Natal en Namibia. Johan verduidelik dat 'n blinde fietsryer van 'n sienende gids vergesel word wat voor as lods bestuur. Baie van die fietsryers was paartjies waar bv. die vrou haar sig verloor het. Daar was deelnemers wat al aan verskeie groot byeenkomste deelgeneem het en medaljes verower het. "Maar nie almal was so fiks of fluks nie - daar was ook 'n ouerige man wat ry-ry rustig sit en pyp rook het wanneer dit hom pas!" Die kinders verbonde aan die Athlone Skool vir Blindes in Bellville het veral 'n sagte plekkie is sy hart getrap.

Die tandemvereniging vir blindes reël jaarliks verskeie traptore en Hermanus is beslis op hul lysie! As daar fietsryers is wat hierby betrokke wil raak en wil help trap wanneer die span in Hermanus oorgewing kom ry, kontak asb vir Johan.



EDITOR'S NOTE

READY, STEADY, GO!
YET ANOTHER JAM-PACKED QUARTER WITH LOADS OF CHALLENGES AWAITS

A warm welcome once again to this issue of Phambili, our own newsletter that tells you all about the exciting and interesting things your colleagues are up to.

Kom ons skop af met 'n bietjie opwindende nuus: Vanaf 1 Julie 2014 gaan Phambili kwartaalliks uitgereik word. Alhoewel ons wat inhoud betref grotendeels by die bestaande formaat gaan hou, beteken dit dat ons nou meer tyd gegun word om daardie berigte wat werklik van waarde is, in diepte te ondersoek. Op die koop toe beteken dit dat julle as lesers meer as genoeg tyd gaan hê om julle insette en kommentaar te lewer.

And we really do welcome input, comments and feedback: After all, Phambili is all about you, and what we want to hear is your "voice". So keep those stories coming; we promise to accommodate as many as we can.

In hierdie uitgawe fokus ons op die bedrywighede rondom Augustus tot Oktober. 'n Besige tydige gegewe dat die Burgemeester se toekenningsgeleentheid om die draai is. Losliddag as 'n item op September se kalender verskyn en die jaarlikse munisipale tentoonstelling boonop netjies saam met die Walvisfees in Oktober val. Ongetwyfeld is jy bitter besig, en daik soms ook 'n bietjie ongeduldig...

With the theme "Bring out the Bling", you can really go to town, so to speak, to show your support for people with disabilities this year. Buy your "entrance ticket" - a badge available from your director's PA - for as little as R10 and join in the fun on Casual Day, Friday 5 September 2014. All money collected is for a good cause, one of them being that you will have the opportunity to share in some really good laughs when you join your colleagues in the auditorium on the day.

Elders op hierdie blad sal jy alle besonderhede rakende vanjaar se munisipale tentoonstelling vind. Diegene wat gekies het om in Oktober vakansie te neem, weet nie wat hulle mis nie: Die prettige onderlinge kompetisie en al daai snuisterye wat so eie is aan 'n geleentheid soos dié maak dat mens nie die munisipale tentoonstelling vanaf 3 tot 6 Oktober moet misloop nie.

This is an excellent opportunity for new entrants to learn all about local government and the services Overstrand offers to its publics. And those of use who have been around for a little longer will tell you that the chance to interact and mingle with colleagues in a relatively relaxed, festive atmosphere is not to be missed. Bring your family and friends and come join in the fun!

Neem egter kennis dat alhoewel daar steeds van alle direkteuratsies verwag word om deel te neem, dit vanjaar van die onderskeie direkteuratsies afhang watter afdelings genomineer word om uitstallings aan te bied.

In the next edition of Phambili, we hope to relate some truly amazing stories about the trials and tribulations you experienced from August through to October... which brings me back to this thing called "patience".

Often, especially when we are very busy, we find we simply can't wait patiently on another person to do whatever needs to be done. The slower the person, the more agitated we become. And the more agitated we become, the more heated the emotions. In fact, at times we can behave rather childishly simply because we want something, and we want it now!

Hier is 'n paar wyse woorde: Wanneer jy volgende keer jou top wil blaas omdat iemand nagelaat het om die nodige betyds te lewer, gee 'n "baba-treetjie" terug. Vra jouself: Is die kwessie regtig so belangrik, of staan ek op die punt om tot 'n woedeaanval oor te gaan sonder 'n grondige rede?

Al te dikwels sal 'n emosionele uitbarsting 'n reeds problematiese situasie net verder vererger.

There are no hard and fast rules on how to handle situations such as these, but I am sure this is yet another opportunity where we can learn from one another. So how about dropping Phambili a line to share your words of wisdom on how to handle frustration and the inevitable impatience we all experience from time to time? Tot volgende keer.

Noluthando Zweni
 Redakteur/Editor

MUNICIPAL SHOWCASE 2014 AT THE WHALE FESTIVAL TIME TO STRUT YOUR STUFF!

The annual municipal showcase will once again form part of the Whale Festival from 3-6 October this year. The idea behind the showcase is to engage with our communities and to demonstrate Overstrand's commitment to being a centre of excellence for all it serves in a practical, hands-on fashion. All directorates are to be part of the showcase, and I call on everyone to do their utmost to ensure this year's event is as big a success, if not bigger, as the previous one.

Open to the general public, directorates the likes of Finance, Local Economic Development, Management Services, Infrastructure and Planning, Protection Services and Community Services will have the opportunity to strut their stuff. In addition, we expect to be joined by some of our external partners such as Working on Fire who also fulfil a crucial role in the area.

Personnel will be on duty from 09:00 till 16:00 daily at the respective stalls to welcome a broad spectrum of visitors to the exhibition and to answer their questions, preferably in their home language. This is a unique opportunity where staff members can really pride themselves in being part of the bigger whole and enjoy a bit of interaction with the outside world, something not all of us are afforded on a daily basis.

Thus, now is the time to hone your communication skills and to do a bit of brainstorming to come up with a couple of novel ideas to engage the public in a thought-provoking, informative manner. Remember, the intention is to lend credence to the role the Municipality fulfils in people's everyday lives and for us, as

employees, to simultaneously gain a bit of insight into our colleagues' areas of expertise.

All round, the showcase is a wonderful learning opportunity that requires flexibility in terms of planning by allowing a bit of leeway for contingencies. For one, we can't exactly foresee what the weather has in store, but like true Overstranders, we won't allow such a "triviality" to spoil the fun.

I look forward to seeing some truly amazing stalls and lots of enthused, super-charged colleagues at this year's event. Any bets on who will be walking off with the laurels for the best stall this year...?



HOE MAAK EK SEKER DAT MY OORTYD EN BYSTAND KORREK BETAAL WORD?

Dit het tot die salariskantoor se aandag gekom dat daar heelwat verwarring en onsekerheid bestaan rondom elkeen se verantwoordelikheid ten opsigte van die indiening van eise vir oortyd en bystand ten einde te verseker dat die korrekte bedrae op die korrekte tyd betaal word.

Volgens artikel 10(1)(b)(ii) van die Wet op Basiese Diensvoorwaardes "mag 'n werkgewer nie van 'n werknemer vereis of hom/haar toelaat om meer oortyd te werk nie as tien uur in 'n week".

Indien daar van jou verwag word om oortyd te werk, moet jy vooraf toestemming vanaf jou toesighouer verkry. Van belang hier is dat geen oortyd sonder toestemming gewerk mag word nie. Nadat jy gewerk het en voordat jy die oortyd/bystandstaat teken, moet jy jouself asseblief van die volgende vergewis:

- Is ALLE ure wat ek gewerk het op die staat aangedui?
- Is my bystand op die staat aangedui?
- Is 'n afwykingsvorm aangeheg (indien my oortyd vir die week 10 uur oorskry)?
- Is die afwykingsvorm vir die korrekte tydperk?
- Is die ure op die afwykingsvorm voldoende vir die

aantal ure wat ek gewerk het?

As die staat na jou mening verkeerd is, moet die saak onmiddellik deur jou toesighouer gereguleer word voordat jy die staat afteken. 'n Opgedateerde vorm moet vanaf EMIS verkry word om die foutiewe staat te vervang.

Onthou asseblief dat oortyd/bystandstate WEEKLIKS by die salariskantoor ingehandig moet word vir verwerking. Die laaste week van die maand se state moet by die salariskantoor ingedien wees voor die 8ste van die daaropvolgende maand. State wat daarna ingedien word, sal ongelukkig eers saam met die volgende maand se NORMALE SALARISSE betaal word.

Daar kan nie van die salariskantoor se personeel verwag word om die akkuraatheid van die oortyd wat gewerk is, na te gaan nie. Dit is jou en jou toesighouer se verantwoordelikheid en plig om toe te sien dat korrekte state deurgegee word vir betaling. Die salariskantoor kan slegs korrekte betalings doen indien die korrekte state betyds ontvang word. As jy in samewerking met jou toesighouer by bogenoemde proses hou, kan jy seker wees dat jou oortyd korrek en betyds betaal word.



MEET NEW EMPLOYEES



Busisiwe Mtatse, Community Services, Gansbaai



Jean de Villiers, Senior Manager Operations, Gansbaai.



Tayob Yusuf, Water Treatment, Gansbaai



Sophia Boshoff, Community Services, Gansbaai



Edna van de Linde, Community Services, Gansbaai



Elroy Germishuys, Electrical Department, Stanford



Marchell Jetha, Electrical Department, Stanford



Marco Montaque, Electrical Department, Hermanus



Sikhumbule Matyaleni, Sewerage, Hermanus



Zaphalala Ndoloshé, Sewerage, Hermanus



Ryan Stewart, Law Enforcement, Hermanus



DC Willemse, Electrical department, Hermanus



Heidi Dignas, Community Services, Hermanus



Darrel Pekeur, Electrical Department, Hermanus



Sibongile Vana, Electrical Department, Kleinmond

Alcoholism and the workplace

Ever arrived at work smelling of alcohol or under the influence of another substance? If you are under the impression that this went unnoticed and is unlikely to have any impact on your career, you are sadly mistaken. Substance abuse, be it alcohol or any other habit-forming drug, has a profound impact on how people behave and perform at work. Since employers are by law required to ensure that those in their employ perform their daily tasks in a safe and responsible manner, they are under an obligation to keep those who habitually abuse substances from hampering the organisation's performance in general and endangering the lives of both the public and those with whom they share the work environment in particular.

Sadly, alcohol and/or substance abuse is a problem just about every employer will be confronted with at some point or another. For this reason, most employers nowadays resort to adopting and enforcing an alcohol policy to ensure issues pertaining to alcohol and substance abuse are treated in an equitable manner within the workplace.

Formulating such a policy, though, is not without controversy. In this instance, a one-size-fits-all approach seemingly won't work, and each individual employer is advised to formulate a tailor-made policy that would suit its unique working environment.

Phambili invites all its readers to study the background information provided below carefully and to submit their thoughts on formulating an alcohol policy for Overstrand to the editor's desk tzweni@overstrand.gov.za by no later than **10 October 2014**.

Since this is an issue that will affect us all, let's not miss out on this opportunity to provide meaningful feedback to management.

Why the need for a policy

Seemingly, the problem of employees arriving at work smelling of alcohol, consuming alcohol during working hours, missing days (or even weeks) from work without justification or with lame/feeble excuses (sometimes with a medical certificate, but most often not) and slipping out during lunch break "for a quick one" is on the increase. Clearly, this situation can't be allowed to continue unchecked: Hence the need for a clearly defined policy that will aid both the employer and the employee when issues surrounding alcohol abuse need to be addressed.

The problem is not restricted to alcohol only, though. It extends to any substance having an intoxicating effect.

Since the type of behaviour outlined above could adversely impact the employer, the employee or the employee's ability to perform his/her duties, allegations of misconduct could arise. Should such allegations be made, a policy regarding the consumption of alcohol on company premises, and also off company premises, needs to be in place and communicated to all employees.

Should no such policy be in place, the employer may well find itself in a position where no disciplinary action can be instituted against an employee for breaking a rule that does not exist. Although we accept that not every rule has to be reduced to writing, on the basis that some rules are so well known that they do not have to be put in writing, it would greatly complicate matters if there are no such rules in the workplace, and it will make for much smoother sailing if the rules were in place.

Why the need to tailor-make a policy

Currently, no "standard policy" for this type of behaviour exists, the reason being that as is evident from the scenarios to follow, a one-size-fits-all approach would simply not be feasible.

Let's say the employer has one set of rules applicable to employees engaged in hazardous occupations, i.e. truck drivers, machine or equipment operators, fork-truck operators, crane drivers, and so on. According to this set of rules, the acceptable level of blood alcohol in persons engaged in these tasks must be at a much lower level than that which would be acceptable in a worker manning the office from where these tasks are coordinated.

Sounds like discrimination? Not true! Here circumstances demand the approach.

For example, an airline pilot who has consumed any alcohol at all in the 24-hour period preceding his next flight will be prohibited from carrying out his duty. He will be sent home. In contrast, an office worker who works for the same airline and who has consumed alcohol in the 24-hour period preceding his next shift will have no problem at all and can carry out his duties in the workplace as usual.

That is a fair discrimination.

Now, let's substitute the airline pilot with a truck driver. If the truck driver arrives at work smelling of liquor and the employer allows him to drive and that truck driver causes somebody's death in an accident, the employer could easily be held liable because he gave the driver permission to drive.

On the other hand, the office worker who arrives at work smelling of liquor is another matter altogether: He is not endangering life or limb by sitting at his desk and working, albeit not at peak efficiency.

Thus, an alcohol policy can discriminate fairly between the rules for one class of employee and another class of employee.

To elaborate on the matter: If an employer has in place a policy that states that sleeping on duty is a dismissible offence and the lady who makes the tea is caught sleeping on duty in the kitchen, it is doubtful that the employer would successfully defend a claim of unfair dismissal brought by the employee. But if a security guard is caught sleeping on duty, the circumstances are altogether different, and dismissal would in all probability be justified.

In short, the employer must give careful consideration to the design and content of its alcohol policy. The policy must also contain rules that regulate alcohol consumption off premises during working hours, such as where executives, managers and other representatives are required to "socialise" by attending business lunches, participating in golf days, and so on.

Management's role

It is management's responsibility to compile a policy on alcohol and drug abuse. It is also management's responsibility (and in this instance "management" refers to everyone in a supervisory capacity) to ensure such a policy is enforced.

However, the policy must not be as strict as to make problem employees fearful of coming forward. Such a policy will only serve to drive the problem drinkers underground - and this compounds the problem because besides being a problem drinker, the employee becomes a secret drinker as well.

Your role

As outlined in the introduction to this article, it would be in the best interest of everyone to gain as much input as possible from all concerned to help formulate Overstrand's policy on alcohol and substance abuse. Now is the time to voice your opinions and concerns and to share your past experiences in this regard. Phambili will keep you abreast of developments and act as a forum where you can share your thoughts and ideas.



TOWN PLANNING NOW CENTRALISED

With effect from 1 September 2014, Overstrand's town planning function will be centralised and operate from the department's offices at 16 Patterson Street, Hermanus only. This implies that the offices in Gansbaai and Kleinmond will no longer be operative. All enquiries should in future be directed to 028 313 8900.

STADSBEPLANNING NOU GESENTRALISEER

Met ingang 1 September 2014, word Overstrand se stadsbeplannings-funksie gesentraliseer en sal voortaan slegs vanuit die afdeling se kantore te Patersonstraat 16, Hermanus bedryf word. Dit kom daarop neer dat die kantore in Gansbaai en Kleinmond nie meer in werking sal wees nie. Alle navrae moet in die toekoms gerig word aan 028 313 8900.

Municipal Court gets the Green Light



Having received the go-ahead from the Department of Justice, work to renovate and extend Harmony House to accommodate Overstrand's very own Municipal Court is in full swing.

The idea behind the court is to strengthen law enforcement at Municipal level and is mainly intended to deal with offences such as traffic violations and transgressions of municipal by-laws.

If all goes according to plan, the court will be fully operational later this year.

LIEF & LEED · JOY & SORROW

Just how productive are we?

Hopefully, the answer to this niggling question will soon be answered when the findings of undertaken by Productivity SA are published. This six-month studies, kick off in the Directorate Finance and rolled out across all directories, has been sanctioned by management with a view to entrenching a culture of productivity in the organisation. Likewise, it is anticipated that the study will reveal key organisational and management practices which, in the view of employees, either hamper or enhance performance potential.

The survey will encompass areas such as leader behaviour, turnover interventions, job satisfaction and commitment, individual job performance and organisation performance potential.

And the winner is...

A smiling Zola Bongoza, who recently attended Wellness Day in Kleinmond, walked off with more than the reassurance that he was in good health: He also drew the winning ticket that earned him the grand prize sponsored by Herbalife!

Zola says winning the lucky draw was not exactly what he had in mind when he decided to attend the day's events. Rather, he wanted to check the status of his own health and to learn more about how he can maintain a healthy body and mind. According to him, it is very important to check up on your health regularly and to seek professional advice when necessary.

Captured here with Zola is Margie le Roux from Herbalife who offered some advice on how best the sponsor's products can be used to take care of his health in future.



Margie Le Roux and Zola Bongoza



Vanessa Ventura

Vanessa Ventura - Senior Klerk: Argiewe "Gansbaai Argief kry beskikkingsmagtiging - personeel ingesluit."

DRESSED FOR SUCCESS



Luanda Mafuya & Priscilla Mayile

Luanda Mafuya and Priscilla Mayile are of the opinion that donning the "professional look" when coming to the office will go a long way towards ensuring success. "If you dress the way you feel, i.e. like a professional, people will have to sit up and take notice." On top of that, looking good does wonders for the moral which, in turn, helps to make short shrift of even the most daunting challenge. How about following their example and dressing the part when you come to work? Dressing like a professional will not only bolster your self-image but will also reinforce your credibility as someone who means business.

CONDOLENCES



Vuyani Bhonga dies at 54

It is with great sadness that we learnt of the passing on of a colleague of ours in the Water & Sewerage team, Vuyani Bhonga, Wednesday, 9 July 2014 at the age of 54. Vuyani was married traditionally to Nomvuzo Bara and they were staying together at Overhills Plakkerskamp

We express our sincere condolences and embrace the bereaved Bhonga family during this time.



Hugh-Daniël Grobler

'n FOTOGRAAF VAN FORMAAT

Hugh-Daniël Grobler, verbonde aan die Gansbaai-administrasie, is onlangs aangewys as die wenner in 'n kompetisie vir natuurfotografie wat deur Die Burger en Cape Union Mart geborg is.

Dié top-fotograaf het die beoordelaars behoorlik beïndruk met 'n uitsonderlike branderfoto. Hugh-Daniël het al verskeie pryse gewen en is veral lief vir landskap- en natuurfotografie.

As prysgeld het Hugh-Daniël 'n Nikon-kamera ter waarde van R23 000, 'n kooppewys ter waarde van R10 000 en twee dae se verblyf by 'n wildreservaat losgeslaan.

Mooi so, man, en mag Overstrand se branders nog vele pryse inoes!

MEET MS GREEN FINGERS: LAUREN RAINBIRD

With the promise of spring in the air, what a joy to witness the gradual unfurling of the colourful array of plants that adorn the flowerbeds in and around town! And who do we have to thank? Our very own horticulturist, Lauren Rainbird who, despite the untimely death of her husband on 24 July, still finds comfort in creating such wondrous botanical displays. Thank you so much for your efforts, Lauren. May the sadness in your heart gradually lift, too, so that the light of the promise of a new beginning can continue to shine.



DID YOU KNOW / HAVE YOU HEARD

The Gillions welcome their Little Sunshine

In April, Germaine Gillion became the proud grandmother of a beautiful little baby girl named Nevaeh Summer Gillion.

In the words of Granny Germaine: "She is a beautiful little angel God has granted to lighten up our lives. I will always be thankful for this little flower that brings so much joy to all of us. We are blessed to have her."



Nevaeh Summer