QUESTIONS AND ANSWERS ABOUT THE RESEARCH COMMITTEE

Question: When was the Research Committee formed?

Answer: The Research Committee was formed in August 2014.

Question: What is the purpose of the Research Committee?
Answer: The purpose of the committee is to coordinate numerous research initiatives related to department by government, non-governmental organisations, academic and other research institutions.
Question: Who forms part of the Research Committee?

Answer: The Departmental Research Committee is constituted by the following members: Chairperson; Deputy Chairperson; IDP/LED Senior Manager; and Four (4) specialist researchers/Senior Departmental officials, one (1) from Human Settlements Development sub-department ; 1 (one) from Strategy Management Branch; 1 (one) from Co-operative governance Sub-department (including Traditional Affairs) and the last 1 (one) from Corporate Services Sub-department ; Statistic South Africa {STATSSA} representative recommended by Limpopo Office of the Premier.

Question: How many members does the Research Committee have?

Answer: The Research Committee is constituted by eight (8) members.

Question: What are challenges experienced by the Research Committee.

Answer: Uncoordinated numerous research initiatives related to the department by government, non-governmental organisations, and academic and other research institutions. To avoid unnecessary duplication research initiatives resulting in poor management of knowledge and information.

Question: What are the successes/achievements of the Research Committee?
Answer: The Research Committee serves as a platform to evaluate, recommend and approve research projects to be conducted in the department. It strives to create synergy to the

From Back row L-P : Mr Mohlala MJ, Mr Gondwe SBJ, Ms Ndwamato LI, Mr Sithole MJ. Front row:L-R: Mr Mulauzi ND, Mr Mokoena MA (Chairperson of the Research committee)and Mr Mautjana MH(Stats SA).

departmental research activities within the provincial mandate, and provide research guidelines to both district and local municipalities.
Question: How often do you meet?
Answer: *The committee meets on quarterly basis.*

Question: Who are committee conveners?
Answer: The Departmental Research and Policy Co-ordination SBU serves as the Secretariat and Convener of the committee. It can be contacted at Ext 5365.

OUR SUBJECT MATTER EXPERT FOR THE MONTH OF APRIL 2015

1. **Surname** : Maphosa
2. **Names** : Mashudu
3. **Division / Section** : Human Settlements Planning
4. **Strategic Business Unit** : Spatial and Human Settlement Planning
5. **Branch** : Development and Planning
6. **Gender** : Male
7. **Qualifications** : Town & Regional Planner
8. **Professional affiliation** : South African Council for Planners (SACPLAN)
9. **Occupational category** : Town Regional Planning
10. **Current post level** : Town Regional Planning Production Grade B
11. **Current post rank** : Town Regional Planning Production Grade B
12. **No. of years in current service** : 19 years
13. **No. of years in current job** : 7 years
14. **The division provides the following services / products:-**
    14.1 Demarcation of sites.
    14.2 Township establishment.
    14.3 Develop and Review of Spatial Development Framework
15. **Contacts: -**
    Office : 015 284 5172

EPHRAIM MOGALE MUNICIPALITY SHARES BEST PRACTICE ON THE RECORDS MANAGEMENT PROCESS

Prescripts of Section 13 of the National Archives and Records Service of South Africa Act, 1996 requires that government entities should manage records in a well-structured system, and put the necessary policies and procedures in place to ensure that record keeping and records management practices comply with the requirements of the Act. Ephraim Mogale Local Municipality is no exception to this. The importance of information as a resource that supports good management and good governance cannot be over emphasized.

Municipal Record management process entailed that municipal file plan was developed, noted by the Council and approved by the Provincial Archives. Ephraim Mogale Municipality migrated from the old file plan to the new approved file plan as from the 1st October 2012. Policies and procedures were developed and approved by the Council and a workflow chart was developed out of the policies and procedures which captured that:
· All correspondence/records are received, processed, scanned, and electronically distributed to various departments for action and preserved for future retrieval.
· Correspondence received by records office

is recorded in the incoming mail register.
· An official acknowledgement red stamp is affixed to all correspondences.
· Records are scanned and allocated a number, and placed in the relevant file.
· Records are distributed to the relevant department via the electronic document system to the head of department, for implementation.
· Files are only booked for access to an original document, and the history on the matter at hand.
· Booked files get collected from departments after three (03) days if not returned.
· Correspondences received directly by various departments are submitted daily to Records office for processing.
· Filing is done according to **date order** which means the most recent correspondence will be on top in the file.
· The scanned records get stored in a dedicated local server, which is linked to an offside backup centre.
· Work related e-mails are filed manually through the document management system. An email classification window appears on closing the email with an option to **Classify** or **Cancel**.
· Audit of files is done during the month of May

and August every year to determine adherence to sequence and possible missing files.
· Continuous monitoring and coaching is necessary to avoid filing being turned into piling and also to enhance good practices

Ephraim Mogale Municipality invested in creating an environment that meets the minimum standards for good record management. The municipality procured bulk filing cabinets, a copier machine enabled with fax, scanning and printing, a franking machine and an electronic document management system. It organized staff training staff and municipal departments on records management, developed policies, procedures on records management and related registers. Ephraim Mogale municipality success resulted from its commitment to ensure that the record office meets the minimum requirement over a period of time.

Records management process knowledge is shared with courtesy from Ephraim Mogale Municipality by Mr. Reply Mkhwanazi, Tel: 013 261 8400 or email at rmkhwanazi@emogalelm.gov.za.

Integrated Sustainable Human Settlements